

DOCUMENT III: Blueprint for the web-site's graphical identity (Lot 1)

Blueprint for the web-site's graphical identity related to the Request For Proposal for the creation of a new web-site and intranet for the European University Institute

- Lot 1. The elaboration of a new graphical identity for the future web-site.**
- Lot 2. The setting up and configuration of a Web Content Management System for the renovation of the web site and intranet.**

Ref: EUI.2007.LibCs001

In 2006, extensive research was carried out on the content, information architecture and general layout of the new site through user tests, questionnaires and interviews. The result of this research is the following blueprint.

The first part of this document presents [our targeted visitors and general considerations about our web-site content](#).

The second part of this document provides a set of [general rules on accessibility and usability](#) which should be met when proposing a design.

The third part of this document describes the [core elements that must be present in the web-site pages and their organisation](#). This part highlights the various types of template structures we forecast.

The fourth part lists [all the templates proposals and variants to be provided during the execution of this contract](#) providing more detailed guidelines and information on the content.

The graphics included in this document provide intentionally minimal details; since the candidate's creative proposal should not be limited.



PART I	INTRODUCTION TO CONTENT ORGANISATION.....	4
I.1	Site map.....	5
I.2	EUI Glossary.....	8
PART II	GENERAL RULES ON USABILITY AND ACCESSIBILITY.....	11
II.1	Clickability	11
II.1.1	<i>Basic principles</i>	11
II.1.2	<i>Exceptions</i>	11
II.1.3	<i>Examples</i>	11
II.2	Accessibility and Compatibility.....	12
II.3	Page sizes and images.....	13
II.4	Legibility and user friendliness.....	13
PART III	TEMPLATES STRUCTURE ELEMENTS.....	15
III.1	Header area.....	15
III.2	Footer area	16
III.3	Main Content area	17
III.3.1	<i>Secondary menu area</i>	18
III.3.2	<i>Quicklink groups</i>	19
III.3.3	Live Content area.....	20
PART IV	TEMPLATES STRUCTURE TYPES.....	22
IV.1	Structure type 1 – Standard index page	22
IV.2	Structure type 2 – Department or section homepages	23
IV.3	Structure type 3 – Full width index page	24
IV.4	Structure type 4 – Simple article page with toolbox.....	25
IV.5	Structure type 5 – Article page with live content	25
IV.6	Structure type 6 – List page.....	26
PART V	TEMPLATES.....	28
V.1	The EUI homepage	28
V.2	Department homepage.....	29
V.3	Library homepage.....	30
V.4	Publications page	31
V.5	Information for targeted visitor groups	31
V.6	Research overview page.....	32
V.7	FAQ page	33
V.8	Sitemap page and A-Z index page.....	33
V.9	An article page.....	33
V.10	Error page.....	34
V.11	News section page	34
V.12	Who’s Who search page	34
V.13	Advanced search form	35
V.14	general search result page	35
V.15	Who’s who list page.....	36
V.16	Who’s who detail page.....	36
V.17	Events calendar page.....	37
V.18	Event detail page	39
V.19	“Contact us” page	40
V.20	“Job opportunities” page	40



V.21	“Services and Admin” presentation page	41
V.22	“Programmes & fellowships” overview page.....	41
V.23	Page presenting a programme.....	42
V.24	Page with testimonials.....	42
V.25	Summer schools presentation page.....	42
V.26	Photo gallery page	42
V.27	Historical Archives of the European Union – RAME project page.....	43
V.28	Historical Archives of the European Union – RAME Transfer page.....	43
PART VI	DESIGN ELEMENTS.....	45

Part I INTRODUCTION TO CONTENT ORGANISATION

The EUI website's audience is made up of the following main groups: prospective professors and researchers; current researchers and professors; administrative staff; and the research community at large. Each tends to belong to an international, multilingual, academic environment.

The web-site should be attractive and user-friendly, and should look "alive".

The following keywords are characteristic: "Multilingual; Comparative Research; Doctoral and Postdoctoral studies".

The following areas are important and should be easy accessible:

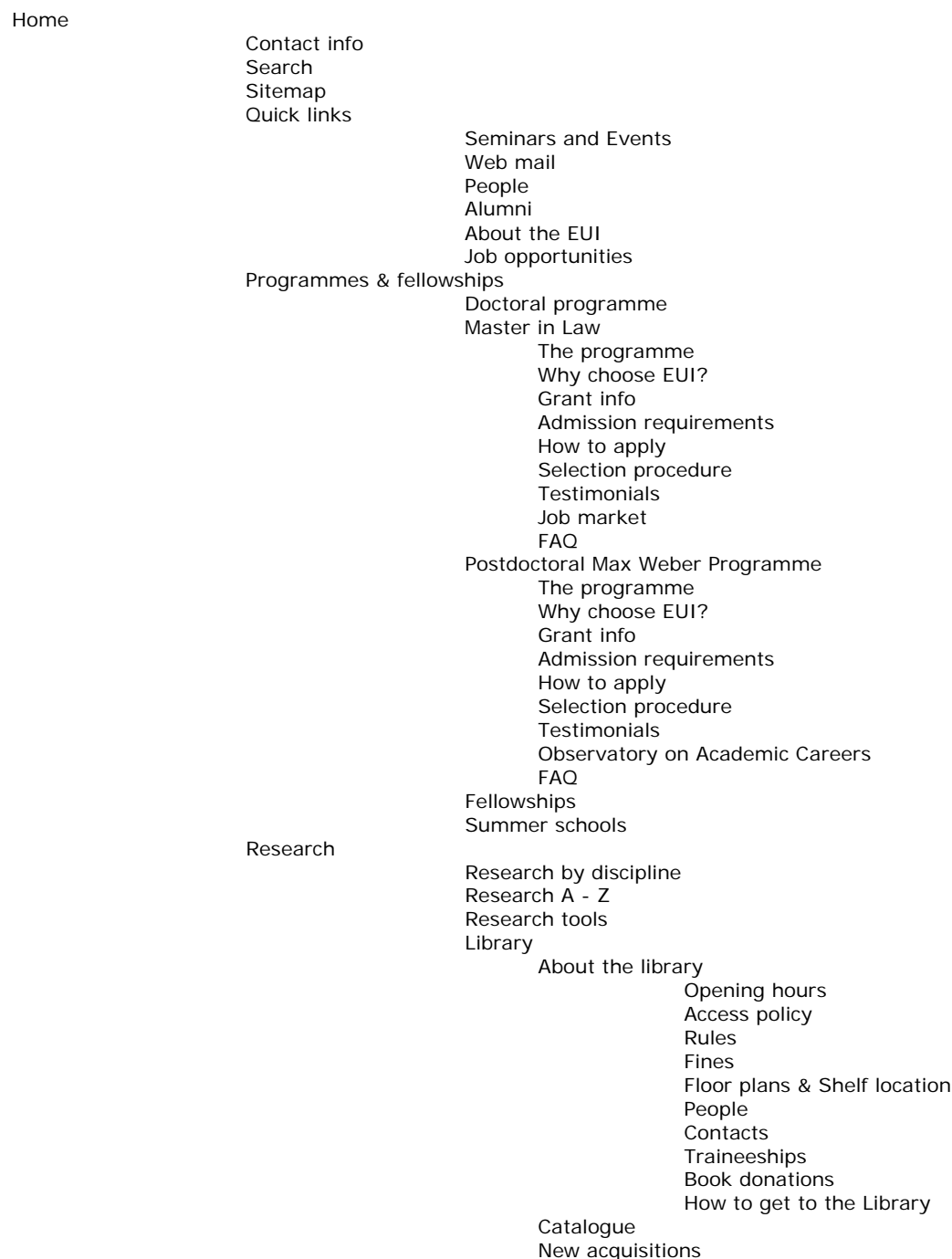
- Research (activities, output, interests, projects)
- Academic Support (Library, computing, language services, Archival sources, Academic Service)
- Living and family support (housing, crèche, counselling, etc.)
- Common interest offices and committees (e.g. Dean of Studies, Researcher Representatives, etc.)
- Personal Home pages (Alumni, Academics' homepages)

In addition it should be easy for our visitors to see at a glance what is happening at the Institute (events, news, etc., see our latest publications, press releases and so forth) . Visitors should be able to see this information from a general Institute perspective or be able to focus on a specific department or area of our web-site. (See more in sections on "Events Calendar" and "Today at the Institute").

In the web-site [Sitemap](#) the Institute structure is made of a set of departments, centres, programmes, fellowships and administrative and academic services. Description of these terms can be found in the [EUI Glossary](#).

I.1 SITE MAP

Below is an overview of the web-site structure to be implemented. This structure results from discussions and usability tests undertaken in 2006. This hierarchical structure represents menu sections and pages of our web-site.





- EUI theses
- Books
- e-Books
- Orders
- Journals
- Working papers
- Display area
- Collections
 - EUI theses
 - Journals
 - Newspapers
 - Statistics
 - Working papers
 - Microforms
 - Special collections
 - Diplomatic documents (DipDoc)
 - European Documentation Centre (EDC)
 - Goldsmiths' Kress Library of Economic Literature (GKR)
 - Law reports (CAS)
 - United Nations documents
 - Printed historical statistics
 - European Union Archives (link)
 - Gift collection
- Electronic resources
 - Databases A-Z
 - Core resources
 - e-Journals
 - e-Books
 - e-Working papers
 - e-Statistics
 - CD-ROMs
 - Reference tools
 - Access
- Research guides
 - Economics
 - European documentation
 - History and civilization
 - Law
 - Political and Social Sciences
- Services & Facilities
 - Borrowing and renewals
 - Interlibrary loan
 - Book purchase request
 - Information services
 - User training
 - Your library account
 - Photocopying and printing
 - Using microforms
 - Working spaces and lockers
 - Computer access in the library
- Request forms
- FAQ
- Librarian's corner
 - Statistics
 - Events and courses
 - Journals
- EU Archives
 - About the EU Archives
 - Fonds presentation
 - Search the EU Archives
 - RAME
 - News



- Links
- Oral History
- Blue guide
- Contact
- Publications
- EUI Publications

Departments & Centres

- Economics
 - Programmes & fellowships
 - Doctoral programme
 - Why choose EUI?
 - The programme
 - Grant info
 - Admission requirements
 - How to apply
 - Selection procedure
 - Testimonials
 - Job market
 - FAQ
 - Postdoctoral fellowships
 - Summer school
 - Visitors
 - Research
 - ECO Library
 - Seminars & events
 - News
 - Publications
 - Rules & Forms
 - People
 - Contacts
- History & Civilisation
- Law
- Political & Social Sciences
- Robert Schuman Centre for Advanced Studies [also in shortcut on the [homepage](#)]

Services & admin

- News
- Seminars & events
- About the EUI

- President's welcome
- Organisation
- News
- Alumni
- Buildings
- History
- People
- Job opportunities
- Contacts

[and also in shortcut on the homepage]

- ...For prospective students & fellows
- ...For new and current students & fellows
- ...For academic & administrative staff

I.2 EUI GLOSSARY

ACADEMIC SERVICE AS provides support for the postgraduate and postdoctoral programmes; provides researchers with assistance from the time they are selected to the moment they take their degree. The service is involved in the recruitment procedure for academics (professorial posts, researchers and postdoctoral fellowships), and involved in EUI Alumni association.

COMPUTING SERVICE CS provides IT support to departments, services and members both on- and off-campus; hardware and software supply.

DEPARTMENTS The EUI has four departments (Law, Economy, History and Civilization, and Political and Social Sciences). Departments are academic units and offer a doctoral programme leading to a PhD degree. The departments' members are academics – i.e. professors, fellows and researchers - and administrative staff. *Activities:* teaching, research, organisation of conferences and summer schools.

DOCTORAL / POSTGRADUATE PROGRAMME - A four-year course leading to the doctorate. Every year approximately 130 recent postgraduates are admitted to one of the EUI departments.

Researchers write a dissertation which is defended in public and results in the conferment of the degree.

EUROPEAN UNIVERSITY INSTITUTE (EUI) - An international postgraduate and postdoctoral teaching and research institute, established by the founding members states of the European Communities with the aim of contributing to cultural and scientific development in the human and social sciences, in a European perspective. The EUI has seven different sites in San Domenico (Florence). *Size:* 1000 people both academic and administrative.

FELLOWSHIPS The EUI makes available to postdoctoral academics different types of fellowships, aiming at research, granted for a limited period of time. **See: [Jean Monnet Fellowships \(JMF\)](#), [Fernand Braudel Senior Fellowships](#), [Marie Curie Fellowships \(MCF\)](#).**

FERNAND BRAUDEL SENIOR FELLOWSHIPS - Are offered to senior professors of international repute, for short stays of up to ten months in one of the Institute's four departments.

HISTORICAL ARCHIVES OF THE EUROPEAN UNION - The Historical Archives of the European Union are administered by the EUI and financed by the general budget of the EU. *Function:* to receive, preserve and make accessible to the public the documents which are over thirty years old coming from the various institutions of the European Union.

HOUSING INFORMATION OFFICE - The Office, part of the Logistic Service, provides information about accommodation in and around Florence to the EUI's current and future members.

JEAN MONNET FELLOWSHIPS (JMF) - Are appointed to the RSCAS. Every year the Centre offers approximately eighteen postdoctoral Jean Monnet Fellowships for young researchers.

LANGUAGE CENTRE LC is part of the Academic Service and offers language courses and editorial services to assist the research students with the writing / revision of texts.

LIBRARY The Library offers the necessary information tools and services for carrying out research at the highest level in the social sciences. Tools comprise both traditional resources and e-resources, accessible via the web.

LOGISTIC SERVICE LS is responsible for the maintenance of buildings, office material, document reproduction and printing, crèche, translations, mail service, protocol office, EUI restaurant, etc.

MARIE CURIE FELLOWSHIPS (MCF) - As a host institution the EUI supports a small number of applications to the various Marie Curie Fellowship schemes run by the European Commission.

MASTER IN LAW (LL.M.) - A one-year course within the Law department to obtain an LL.M. degree (Master in Law) *Master in Comparative, European and International Law*.

MAX WEBER PROGRAMME - [See: Postdoctoral Max Weber Programme.](#)

PERSONNEL SERVICE PS is in charge of all issues related to EUI personnel.

POSTDOCTORAL MAX WEBER PROGRAMME - Funded by the European Commission, the Max Weber Programme is the largest postdoctoral programme in the social sciences in Europe. Open to candidates who within the last five years received their doctorates, and who wish to pursue a career nationally or internationally as academics. Fellowships are granted for 12 or 24 months. Max Weber Fellows are affiliated to one of the EUI departments.

PRESIDENT The President directs the Institute, supervises the carrying-out of acts and decisions pursuant to the EUI Convention, and is responsible for the administration.

PROGRAMMES [See: Doctoral /Postgraduate Programme, Master in Law \(LL.M.\), Postdoctoral Max Weber Programme.](#)

ROBERT SCHUMAN CENTRE FOR ADVANCED STUDIES - The RSCAS, part of the EUI, is an interdisciplinary research and policy research centre, covering major areas of the European integration process and committed to enhancing dialogue with the world of practice. The RSCAS members are academics, postdoctoral fellows, academic visitors, and administrative staff.

SECRETARY GENERAL The Secretary General assists the EUI President in his duties.



SERVICES

An EUI service is a non-academic unit providing support to EUI members.
See: Academic Service, Language Centre, Historical Archives of the European Union, Library, Computing Service, Logistic Service, Housing Information Office, and Personnel Service.

Part II GENERAL RULES ON USABILITY AND ACCESSIBILITY

In this section explanations on the general rules for usability, accessibility and clickability are provided which should be followed in the elaboration of the web-site design.

II.1 CLICKABILITY

II.1.1 BASIC PRINCIPLES

- Text links should be clearly recognizable, underlined and in a different colour. Visited links are in yet another colour.
- Pictures, arrows or other graphic elements that are placed in front of a link should always be clickable.

II.1.2 EXCEPTIONS

- Navigation elements should not be underlined except on mouse-over. There should be a 'visual signal' to show that it is clickable. There should be a visual difference between visited and non-visited links.
- Content blocks (homepage, main category pages):
 - The titles of a content block should not be underlined but they should be clickable (colour change and/or underline on mouse-over) and the cursor should convert into a hand on mouse-over.
 - If a content block refers to a single page, the entire content block should be clickable.
 - Images in content blocks should always be clickable.
 - A series of links listed underneath each other need not be underlined, but they should be clearly clickable (arrow in front of them, underlined and/or colour change when hovering over them with the mouse).
- Text associated with a link should be clickable (but only recognizable by the cursor turning into a hand on mouse-over). For example, text of a news item on the homepage.

II.1.3 EXAMPLES

Below is an illustration of the clickability guidelines for content blocks:



Research	Research	Research
<ul style="list-style-type: none">→ Research areas→ Research tools→ Library→ EUI Publications→ EU Historical Archives	<ul style="list-style-type: none">→ Research areas→ Research tools→ Library→ EUI Publications→ EU Historical Archives	<ul style="list-style-type: none">→ Research areas→ Research tools→ <u>Library</u>→ EUI Publications→ EU Historical Archives

Distinction between visited and non visited links

Clickable title of the block

Underlined when hovering.

- [Max Weber Postdoctoral Fellowship](#) (6 September 2006)
This academic year marks the start of a new and ambitious initiative at the EUI: the Max Weber Postdoctoral Fellowship.
- [New url: www.eui.eu](#) (3 September 2006)
We are pleased to announce that from October 1 2006, the EUI website will be accessible via a new url within the "eu" domain: [www.eui.eu](#).

→ [More news](#)

Text associated with the link is clickable.

This illustration is an example and does not provide any artistic guideline.

II.2 ACCESSIBILITY AND COMPATIBILITY

Accessibility and compatibility rules are:

- Cascading Style Sheets provided by the design must be in conformity with [CSS-2](#) specifications of W3C.
CSS provided must pass successfully [W3C CSS validation test](#).
- Direct access to the site: no splash screens or other introduction pages.
- The web-site should be accessible for all visually and motor impaired web-users. Respect for the Priority 1 guidelines of the WCAG (Web Content Accessibility Guidelines of the W3C) is obligatory. Respect of Priority 2 guidelines is recommended but not a necessity.
- The site should be compatible with Internet Explorer, Netscape Navigator and Opera from version 6.x. onwards and in Mozilla, Safari and Firefox from version 1.x onwards. That means that everything on the site should function correctly and have a professional appearance, not that the layout has to be identical in all browsers.
- The site should be usable without JavaScript. In other words, the site may contain JavaScript but it has to be usable without it.
- The site should use style sheets as much as possible, for font types and sizes and for layout.

II.3 PAGE SIZES AND IMAGES

The rules concerning page sizes and images are:

- The most important pages of the site should stay below 100 KB.
- Pages with a flexible or liquid layout that are blocked at a maximum width (CSS specification) are preferred. The site can be optimised for a resolution of 1024 x 768 but it should also be usable with a resolution of 800 x 600.
- The web-site design proposed by the candidates should not contain any Flash-animations. However it should be possible for an editor to include a flash animation in an article page as well as media files such as images or video.
- In all images (use only gif or jpg; no png) special attention should be paid to the legibility of the text. Text should be put in html as much as possible (e.g.: navigation).
- All images should have the attributes 'width' and 'height' and an alt-tag. An empty alt-tag is allowed but generally images should be provided with a description through the alt-tag. Where there is no description, the alt-tag remains empty.

II.4 LEGIBILITY AND USER FRIENDLINESS

Legibility and printer-friendliness rules are:

- The font style used for the design proposals should be free, publicly available and standard. For accessibility reasons, the font size should be relative so as to be adaptable via the browser.
- Other text elements should be adaptable and thus relative.
- All pages of the site should be easy to print on a standard A4-format in portrait. Pages should fit the width of the page and the text should be perfectly legible.
- To ensure optimal printer-friendliness, a separate style sheet needs to be provided for printing. The print function of the browser 'activates' this style sheet, as does the in-page print button.
- The site design proposed should be made without the use of frames, i-frames, pop-ups or other elements that disturb the unity of a page.

Distinction of intranet / internet pages and access to the authentication form

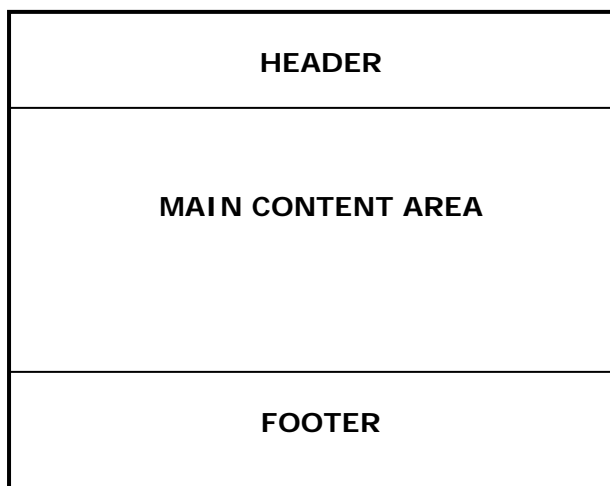
- It should be visually clear to a visitor whether the web page they are visiting is public (internet) or internal (intranet). This distinction could be done by assigning a different colour scheme or a sign.



- On every page a message should inform the visitor whether they are currently logged on to the intranet or not and its location should be close to access to the authentication form).
- When a visitor is not yet logged on to the intranet a button should appear close to the message indicating the presence of the intranet authentication form.

Part III TEMPLATES STRUCTURE ELEMENTS

The web-site pages should be broken down into three fixed areas: the [Header](#), the [Footer](#) and the [Main Content area](#). The main content area can be broken down into sub-areas.



Position of the three main areas of a template

III.1 HEADER AREA

The header contains different sets of information. These are:

1. The main navigation menu that enables visitors to access first level section of [the site structure](#) which are from left to right:
 - "Home"
 - "Programmes & Fellowships"
 - "Research"
 - "Departments & Centres"
 - "Services & Admin"
 - "News"
 - "Seminars & Events"
 - "About the EUI"
2. Shortcuts to some general interest pages such as:
 - "Contact us"



- "Sitemap"

3. Some tools such as:

- A simple Search tool and a link to the advanced search form.
- A tool enabling our visitors to choose the language of the web-site display.

4. The Institute's logo



In addition it may contain information about the internet/intranet distinction and access (if not placed on the right-hand side of the page).

The content of the header should be fixed for all pages even though its presentation may vary in some sections (colour schemes, banner images, and so forth.).

Breadcrumbs (navigation path followed by the visitor) should appear just below the header area on top of the article.

III.2 FOOTER AREA

The footer is the second common fixed area (appears on all web pages). It should always contain:

- Links to disclaimers, copyrights, and perhaps a link to a "FAQ" or "Help" page.
- The date of the web page's last update.

In addition it may contain text information, logos and links that may vary from one web-site section to another. For example:

- The general web-site homepage should display general contact information (phone, address ...) with a link to the general contact page and some logos (with links to the corresponding web-sites) such as:



The European Commission supports the EUI through the European Union budget

[Directorate-General for Education and Culture](#)

- Each department or service homepage should have space for specific contact information (phone, address etc.) or space for other logos and links to funding organisations, sponsors participating programmes and partners.

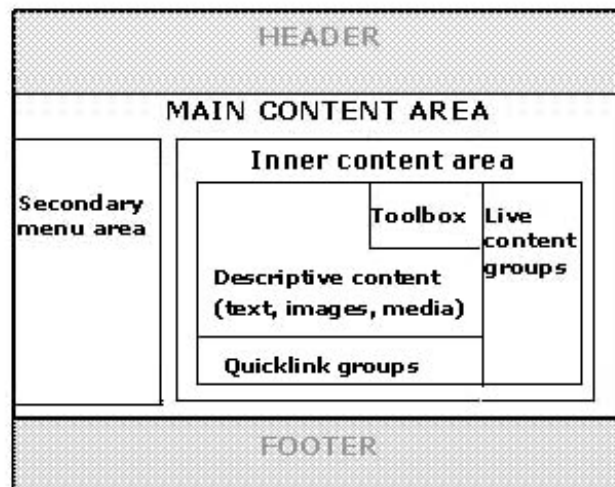
The displayed links and logos in this text are provided as examples. An official version will be provided by the EUI during the implementation of this contract.

The footer presentation may also vary from one section to another (colour schemes, images, and so forth).

III.3 MAIN CONTENT AREA

The “main content area” should be subdivided in the following sections depending on the web page/menu section displayed:

- An area dedicated to the display of a [secondary menu](#).
- The [inner content area](#) is the most important part of the web-site and should therefore predominate over the other areas. This area may contain one or several of the following sub-areas:
 - A navigation path (clickable breadcrumbs).
 - Descriptive content (text, images, media, etc.). In other words: a free content zone written by our editors.
 - Groups of quicklinks to other pages of our web-site. It should be graphically clear that quicklinks are regrouped in sets on the page. (See [more on quicklink groups](#))
 - A toolbox area containing tools for the readers like “Send this page to a friend”, “Print this page”, “Send a comment”, “Increase/reduce text size”, and so forth...
 - Forms such as search forms and application forms; special tools like Who’s Who or the events calendar. These tools are either handled by the Content Management System (for example the event calendar) or independent of it (for example front-end forms of an in-house system like an online recruitment system)
 - An area containing “live content groups”. (see [more on live-content groups](#))



Example of sub-areas imbedded in the main content

These areas should appear on most web pages. However for some pages, such as the homepage of the web-site, it will be necessary to ignore the strict definition of the areas in order to use the space effectively and to draw attention to certain content. For usability reasons it is required that the positioning of the sections (live content, etc.) be as consistent as possible. The Templates section illustrates these needs in detail.

III.3.1 SECONDARY MENU AREA

The menu area of the “main content area” should contain the menu items related to the chosen branch in the hierarchy of the web-site. This section will not appear on all templates and for overview pages such as the homepage it should not appear. We imagine that this section will always be located in the same area and probably on the left side of the page.

The menu should display at least three levels.

Illustrated below is an example of the content of a secondary menu for the site section “Law department”.



Law department

Programmes & fellow ships

Doctoral programme

The programme

Why choose EUI?

Grant info

Admission requirements

How to apply

Selection procedure

Testimonials

Job market

FAQ

Master in Law

Postdoctoral fellow ships

Summer school

Visitors

Admission requirements

How to apply?

Selection procedure

Research

Core research areas

Working groups & fora

Seminars

Research A-Z

Law Library

Seminars & events

News

Publications

Rules & Forms

People

Contact

III.3.2 QUICKLINK GROUPS

The inner-content area may also contain “quicklink groups”. The “quicklink groups” are content blocks which group links to content under common headings, for example: Departments, Research, Programmes and Fellowships.

Below, a sample illustration of three groups. Note that the graphical representation of these “quicklink groups” clearly groups them visually.

Programmes & fellowships

- [Postdoctoral fellowships](#)
- [Doctoral programme](#)
- [LLM](#)
- [Summer schools](#)

"quicklink group" on Programmes & fellowship

Research

- [Research areas](#)
- [Research tools](#)
- [Library](#)
- [EUI Publications](#)
- [EU Historical Archives](#)

"quicklink group" on Research

Postdoctoral fellowships

- [Max Weber Fellowships](#)
The new Max Weber Fellowships are aimed towards junior post-docs. **Application deadline: 25 October**
- [Jean Monnet Fellowships](#)
emphasis on research available to junior academics at early stage professional careers. **Application deadline: 25 October**
- [Marie Curie Fellowships](#)
The EUI acts as a host institution for Marie Curie Fellowships operated by the European Commission.
- [Vincent Wright fellowships](#)
For young postdoctoral students and junior academics working on 'European Comparative Politics' and 'The History of State Formation and the Development of Administration since the XIXth Century in Europe'.

A "Quicklink group" displaying also a short description for each link

The content of these groups will be written and updated by our editors.

III.3.3 LIVE CONTENT AREA

The live content area contains "live content groups". They are visually similar to the quicklink groups but differ from them in the way that these content blocks display links or provide previews of our more dynamic content. Content will change on regular basis and should be created directly and automatically by the Content Management System.

These live groups should, for example, contain our latest News, Events, and Publications as illustrated below.

News

- [Young Economist Award for Markus Poschke](#)
EUI researcher Markus Poschke was awarded
- [Society for Computational Economics awards student prizes to Pontus Rendahl and Mauro Bambi](#)

A "live content" group

Seminars & events

- [Joint Macro-Micro Research Workshop](#)
24 November, 13.30 - 14.45
- [Departmental seminar](#)
26 November, 9.00 - 18.00
- [Study Group on International Trade](#)
26 November, 13.30 - 14.30
- [Competition Working Group](#)
27 November, 15.00

A "live content" group

The successful candidate should take into account that live content groups can be lightly animated (rolling) in order to display all information gradually and highlight the content (a ticker, for example). The ticker animation should not disturb the reading of the page.



The **Latest News group** labelled 'Latest News' should normally contain between one and four news items. Each item should have a title, a date, a short summary, and a link to the full text of the news. A thumbnail image may also be displayed for each news item. At the bottom of the News group there should also be a link to the general "News" section.

The **Latest Publications group** should display summary information for up to six of the most recent EUI publications. It will include the publication title, author(s) and date. At the bottom of the group there will be a link to the general "Publications" section of the web-site.

The **Seminars and Events groups** should display the title, date, time and location of up to five current events. At the bottom of the group there will be a link to the general Events calendars of the web-site.

These groups will generally be placed most often on the right-hand side of the page. However sometimes this area could be placed in a more centred position (e.g. on the [homepage](#) or in the [events calendar](#)). When a live content group is empty (no content to display) it should not appear.

Part IV TEMPLATES STRUCTURE TYPES

Six basic templates are foreseen for the new web-site:

1. [Standard index page](#)
2. [Department or centre homepages](#)
3. [Full width index page](#)
4. [Simple article page](#)
5. [Article page with live content](#)
6. [List page](#)

Apart from the six templates mentioned; there may be additional pages which do not fall strictly into one of these basic templates. The main content area of these pages should be customised, depending on the page. These types of templates include error pages, the publications page, the advanced search page, the search results page, the form pages, the events search and subsequent results pages, the people search and subsequent results pages. See the description of these pages in the relevant sections in Part V.

All templates should include a header and footer. ([See more](#)).

IV.1 STRUCTURE TYPE 1 – STANDARD INDEX PAGE

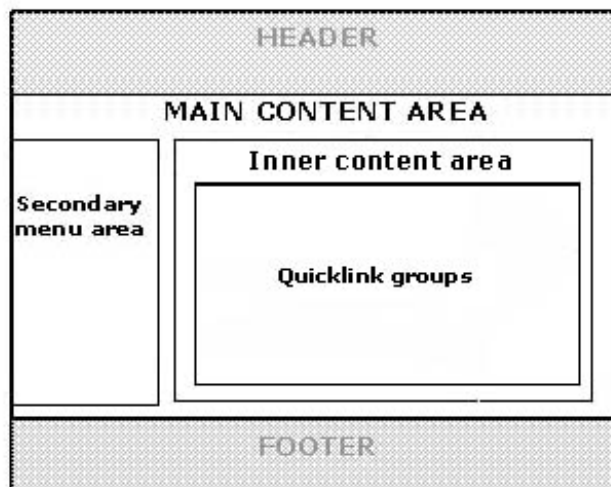
This type of page should provide fast access to content and regroup content with its own topic-oriented structure.

Such a template should make use of [quicklink groups](#). It proposes an alternative navigation that highlights and groups together some menu sub-sections in an attractive manner, and offer visitors fast access to all sub-sections. An example is the “Programmes & Fellowships” overview page.

The template should contain:

- A [secondary menu area](#) visible on the left.
- An [inner content area](#) containing quicklink groups only. These quicklink groups may also include short descriptions.

The layout of the template is as follows:

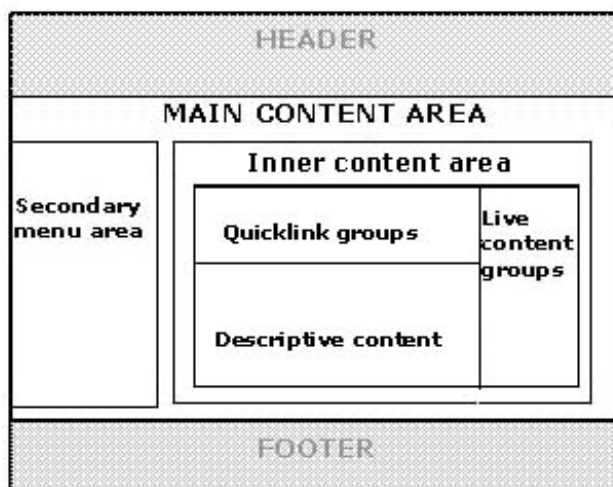


This image indicates only roughly the general makeup of the template

IV.2 STRUCTURE TYPE 2 – DEPARTMENT OR SECTION HOMEPAGES

The main characteristics of the homepage page of a department or section of the Institute are:

- There is a [secondary menu area](#) visible on the left.
- The [inner content area](#) should provide space for
 - Three to five “[quicklink groups](#)”
 - An area containing “[live content groups](#)” (latest news, publications, related to a department or section)
 - A [descriptive content area](#) where editors can add text, images etc.

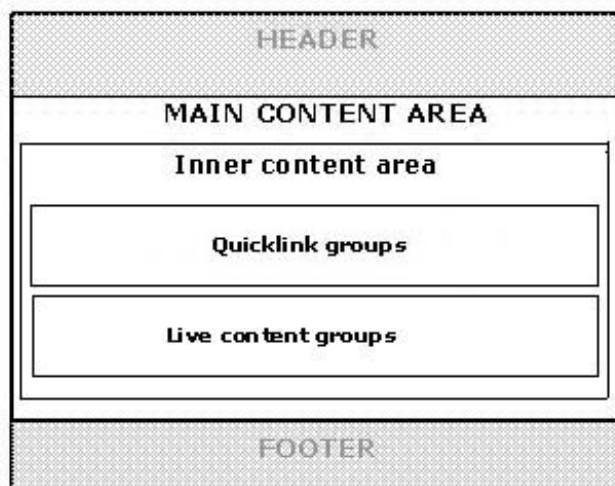


This image indicates only roughly the general makeup of the template.

IV.3 STRUCTURE TYPE 3 – FULL WIDTH INDEX PAGE

The [main content area](#) should not have a left menu. It has an inner content area only which can contain quicklink groups or live content groups or both.

This template should be used on the homepage and by some pages requiring the maximum width possible (e.g. online application forms).

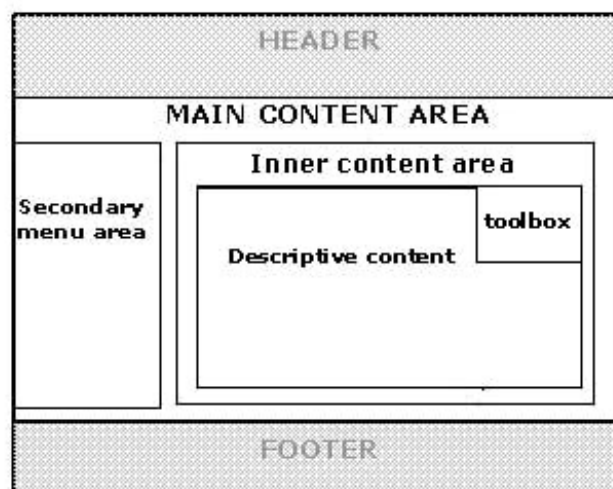


This image roughly indicates the makeup of the different areas on the template.

IV.4 STRUCTURE TYPE 4 – SIMPLE ARTICLE PAGE WITH TOOLBOX

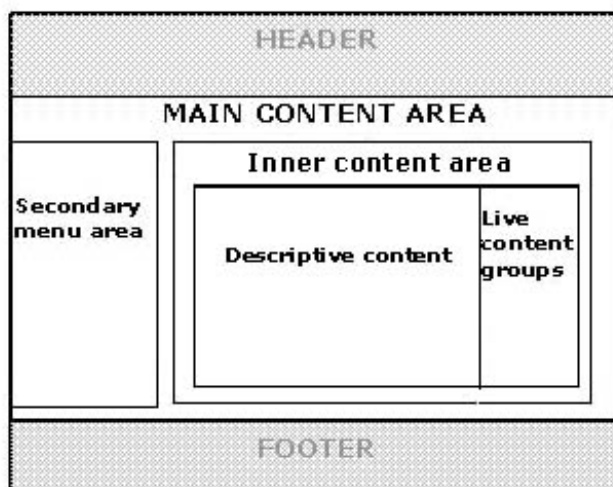
A simple content page should include a left menu and the inner content area should include a descriptive content area only.

A toolbox should be available next to the descriptive area.



IV.5 STRUCTURE TYPE 5 – ARTICLE PAGE WITH LIVE CONTENT

In a simple overview page the main content area should include a left menu and the inner content area should include a descriptive content area and a live content groups area.

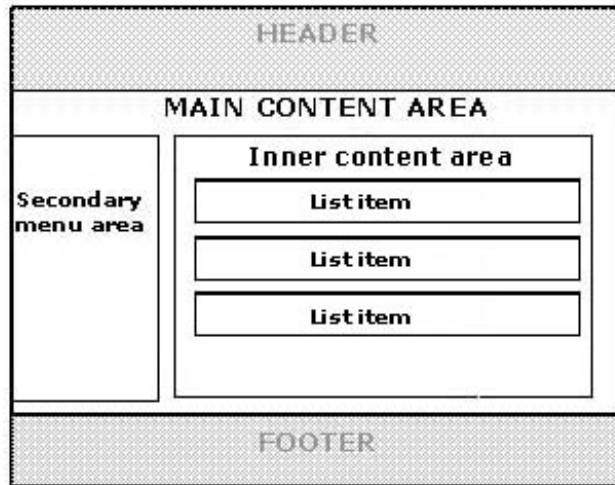


IV.6 STRUCTURE TYPE 6 – LIST PAGE

A list page should typically display summary information on items like news, publications, articles and so forth. Each summary may include a thumbnail image and should also include a link to the full article page corresponding to this item.

The main characteristics of a list page are:

- There is a [secondary menu area](#) visible on the left.
- The [inner content area](#) should be able to provide space for
 - A list of items containing typical summary information such as a title, a short description, author(s) name(s), a thumbnail image, a date and a link to a full text page.
 - An area containing “[live content groups](#)” or quicklinks groups



Part V TEMPLATES

A template structure, as seen in the section above, can be used for several parts of the web-site. The same template structure should be applied for all departments, centres and services homepages

Although all pages should follow the structures as defined in Part IV, different colour schemes and/or graphical elements should be present on the templates so as to be able to distinguish one section of the web-site from another.

Based on the template structures defined in Part IV of this document, the successful candidate for Lot 1 should provide design proposals for the templates described in this part of the document.

In addition to each template proposal the successful candidate should provide variants that enable distinguishing easily a page belonging to a specific department, programme, fellowship or service from another (using different colours, icons, images, banners and so forth...). Each time variants are requested it is clearly indicated in the template description (see below).

Descriptions of terms such as 'departments' and 'services' can be found in the [EUI glossary in Part I](#) of this document

V.1 THE EUI HOMEPAGE

The successful candidate should provide a template for the EUI homepage. This is based on [Template Structure 3](#). The inner content area should contain the following groups:

- Six main [“quicklink groups”](#). It should be possible to emphasise one or other group of quicklinks and one or other item within a group. To start, the groups should have the following labels and order (left to right and top to bottom):
 - Programmes & Fellowships
 - Research
 - Departments
 - Quicklinks
 - Robert Schuman Centre for Advanced Studies
 - “Info for”
- [A Live Content area](#) with the following live-content groups:
 - News groups containing between one and four news items
 - “Latest publications” should display the six most recent publications in a rolling display
 - “Latest seminars and events” should display the five most recent events of the Institute in a rolling display

Note that the homepage cannot contain a horizontal scrollbar in a resolution of 1024 x 768.

The image below illustrates the content it is necessary to display in the inner content area of the homepage (the groups and ordering is fixed):

Programmes & Fellowships	Research	Departments	Quick links
<ul style="list-style-type: none"> → Doctoral programme → Master in Law → Postdoctoral Max Weber Programme → Fellowships → Summer schools 	<ul style="list-style-type: none"> → Research areas → Research tools → Library → EUI Publications → EU Historical Archives 	<ul style="list-style-type: none"> → Economics → Law → History and Civilisation → Political and Social Sciences 	<ul style="list-style-type: none"> → Seminars & Events → Webmail → People → Alumni → About the EUI → Job opportunities
Robert Schuman Centre for Advanced Studies			
News <ul style="list-style-type: none"> • Max Weber Postdoctoral Fellowship (6 September 2006) This academic year marks the start of a new and ambitious initiative at the EUI: the Max Weber Postdoctoral Fellowship. • New url: www.eui.eu (3 September 2006) We are pleased to announce that from October 1 2006, the EUI website will be accessible via a new url within the "eu" domain: www.eui.eu. <p>→ More news</p>		Info for <ul style="list-style-type: none"> → Prospective students & fellows → Current students & fellows → Academic & administrative staff 	

This illustration is an example and does not constitute an artistic guideline.

V.2 DEPARTMENT HOMEPAGE

The successful candidate should provide a template for a homepage presenting a specific Institute department. A variant for each department is requested. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I of this document)

The template is based on [Template Structure 2](#).

The inner content area should include

- 4 main ["quicklink groups"](#). It should be possible to emphasise one or other group of quicklinks and one or other item within a group. The groups should have the following labels:
 - Programmes & Fellowships
 - Research
 - Rules & Forms
 - Quicklinks
- [A Live Content area](#) with the following three live-content groups:
 - A News group labelled 'Latest News' which should contain between one and four news items related to the department
 - A group labelled "Latest publications" which should display the most recent six publications in rolling display
 - A "Latest seminars and events" which should display the last six events of the department in rolling display

This illustrates the basic layout of the department or section overview template. Below is an illustration that details the type of content which must be displayed in the inner content area.

Law

Programmes & fellowships

- [Postdoctoral fellowships](#)
- [Doctoral programme](#)
- [LLM](#)
- [Summer schools](#)

Seminars & events

- [Joint Macro-Micro Research Workshop](#)
24 November, 13.30 - 14.45
- [Departmental seminar](#)
26 November, 9.00 - 18.00
- [Study Group on International Trade](#)
26 November, 13.30 - 14.30
- [Competition Working Group](#)
27 November, 15.00

News

- [Young Economist Award for Markus Poschke](#)
EUI researcher Markus Poschke was awarded
- [Society for Computational Economics awards student prizes to Pontus Rendahl and Mauro Bambi](#)

Research

- [Core research areas](#)
- [Working groups](#)
- [International law forum](#)
- [Academy of European Law projects](#)
- [Research A-Z](#)

Forms & guidelines

- [For students & fellows](#)
- [For academic & administrative staff](#)

Quick links

- [Law library](#)
- [Academy of European law](#)
- [People at law](#)

Publications

- [Jean Monnet Lectures](#)
- [Law Working papers](#)
- [European Journal of International Law](#)
- [Collected Courses of the Academy of European Law](#)

This illustration is an example and does not constitute an artistic guideline.

V.3 LIBRARY HOMEPAGE

The successful candidate should provide a template for the Library homepage. This template is based on [Template Structure 1](#).

The inner content area should include

- Ten main [“quicklink groups”](#). It should be possible to emphasise one or other group of quicklinks and one or other item within a group. The groups should have the following labels:
 - About the Library
 - Catalogue
 - New Acquisitions
 - Collections
 - Electronic resources
 - Research Guides

- Services and facilities
- Request Forms
- FAQ
- Librarians' Corner

The group's subdivision should follow the Library [sitemap](#) (see Part I of this document)

- [A Live Content area](#) with the following two live-content groups:
 - A News group labelled 'Latest News' which should contain between one and four news items related to the Library
 - A group labelled "Latest publications" which should display the last three publications in rolling display.

V.4 PUBLICATIONS PAGE

The successful candidate should provide a template providing information on the latest publications of the Institute and the most frequent requests. This page uses the template structure type 6 and consists of:

- A list with the ten most recent publications. Each item on the list should include: type of publication, title, author(s), date and link.
- Links to most popular queries in the EUI publications repository ([DSPACE](#)) such as thesis defences from a certain year, working papers. Every department can freely make and adapt these links to its needs.

An editor may also insert details and an image or cover image related to a specific publication. When not filled in, nothing is shown.

A variant for each department, programme or fellowship is requested. (See the [definitions and list of possibilities in the EUI Glossary](#) in Part I of this document).

V.5 INFORMATION FOR TARGETED VISITOR GROUPS

This page is based on [Template Structure 3](#). The inner content area should contain the following eight "[quicklink groups](#)".

This type of page highlights web-site information of interest for a specific group of visitors. It contains only groups of quicklinks to web-site pages of interest to that group.

The following illustration displays the type of content expected on this template for the target visitor group "New and Current Students & Fellows".



New arrivals <ul style="list-style-type: none">• Download the information package• September calendar			
Research & Academic life <ul style="list-style-type: none">• Library• Your library account• Help with academic problems• Language courses• Correction and translation service• Print shop• Calendar	Work & Computing <ul style="list-style-type: none">• Postal services• Order office supplies• Visiting and business cards• Webmail• Private laptop insurance• PC and network services• Create a personal homepage• Vacancies	Health, Family & Recreation <ul style="list-style-type: none">• Housing• Children & family• Accident and health insurance• Medical services• Counselling services• Student representatives• Extracurricular activities	
Other services <ul style="list-style-type: none">• Book meeting & conference rooms• Travel agency• Imports & customs• Cafeteria menu & pricelist	Forms <ul style="list-style-type: none">• Assessment form• Mission requests form• Research finance authorisation• Researchers teaching needs• Car registration for parking at EUI	Guidelines <ul style="list-style-type: none">• EUI charter• Rules and regulations for the doctoral programme• Publication guidelines• Web guidelines & regulations• ...	Other documents <ul style="list-style-type: none">• EUI charter• Rules and regulations for the doctoral programme• Publication guidelines• Web guidelines & regulations• ...

This illustration is an example and does not constitute an artistic guideline.

A variant for each type of targeted visitor is requested. These are:

- Prospective students and fellows
- New and current students & fellows
- Academic and administrative staff

V.6 RESEARCH OVERVIEW PAGE

This page gives visitors an overview of research done at the Institute and provides shortcuts to important pages or useful tools.

The successful candidate should provide a template for this page based on [Template Structure 3](#). The inner content of the research overview page is illustrated below.

Research																														
Departments <ul style="list-style-type: none"> • Economics • Law • History • Political & social sciences • Inter-disciplinary and comparative research 	Research A-Z <table border="1"> <tr><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td><td>G</td></tr> <tr><td>H</td><td>I</td><td>J</td><td>K</td><td>L</td><td>M</td><td>N</td></tr> <tr><td>O</td><td>P</td><td>Q</td><td>R</td><td>S</td><td>T</td><td>U</td></tr> <tr><td>V</td><td>W</td><td>X</td><td>Y</td><td>Z</td><td>#</td><td></td></tr> </table>	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	#		Research tools <ul style="list-style-type: none"> • Link 1 • Link 2 • Link 3 • Link 4 • Link 5
A	B	C	D	E	F	G																								
H	I	J	K	L	M	N																								
O	P	Q	R	S	T	U																								
V	W	X	Y	Z	#																									
Library <p>Research at the Institute is supported by a top class library and a team of experienced librarians and information specialists, who can provide in-depth and personal services.</p>	EUI Publications <p>Our Cadmus repository lists bibliographic references and, wherever possible, links to the full text of publications by EUI members.</p>	EU Historical Archives <p>The Historical Archives of the European Union, administered by the EUI, has the mission of acquiring, conserving and making available to the public the archives of the European Union.</p>																												

This illustration is an example and does not constitute an artistic guideline.

V.7 FAQ PAGE

The successful candidate should provide a template for a page giving information to the most Frequently Asked Questions using the structure of his choice.

V.8 SITEMAP PAGE AND A-Z INDEX PAGE

The successful candidate should provide a template for a page giving an overview of the site map using the structure of his choice.

The successful candidate should also provide a template for a page displaying an A-Z index for the EUI web-site.

V.9 AN ARTICLE PAGE

An article page displays pure descriptive content. This content may include formatted text, downloadable documents, video, etc.

Visitors should have at their disposal a toolbox with tools such as: "Send this article to a friend", "Give a comment", "Reduce/increase text size", etc.

The successful candidate should provide a template featuring an article page with various kinds of content using [Template Structure 4](#).

A variant for each department, programme, fellowship or service is requested. (See [the definitions and list of possibilities in the EUI Glossary](#)).

V.10 ERROR PAGE

The successful candidate should provide a template using [Template Structure 4](#).

The candidate should include a general template for error messages. Depending on the section of the web-site where the error occurred and the error type, the content and design of the message should differ. There should also be links to the site's most important Help sections, an e-mail address and phone number.

V.11 NEWS SECTION PAGE

The News section page uses [Template Structure 6](#). The page should contain the fifteen latest news items (title, date and summary, thumbnail of picture when a picture is available).

All news items should be ordered from most recent to least recent. There should be links to detailed pages when available.

At the bottom of the page there should be a link to the News archive (for browsing previous pages).

There should be a link to the latest edition of the EUI Newsletter on this page.

As highlighted by the [site map description](#) in Part I, the web-site has several pages dedicated to news:

- A general news section which displays all the news of the web-site
- Specific news sections for each department, centre or programme displaying only specific news items.

The successful candidate should provide a template for the general news section and a variant for the news section of each department, programme, fellowship or service. (See [the definitions and list of possibilities in the EUI Glossary](#)).

V.12 WHO'S WHO SEARCH PAGE

This template includes a web form or a search form in the inner content area. It is based on [Template Structure 4](#).

The successful candidate should provide a template of the Who's Who search page.

This page should allow to find a person easily via a search engine, which shows three different fields and an optional one:

- Name (text-box which will search first name, last name or both)

- Department, centre, or service (dropdown list)
- 'Position' (dropdown list)
- Optional – Category (which is a breakdown of the Position field)

A variant for each department, programme, fellowship or service is requested. (See [the definitions and list of possibilities in the EUI Glossary](#)).

V.13 ADVANCED SEARCH FORM

This template includes a web form in the inner content area. It is based on [Template Structure 4](#).

The successful candidate should provide an advanced search page template which offers visitors the possibility of searching web-site content by

- Entering keywords in a text input field
- Choosing one or more content types to search (selecting news, documents, web pages, events, projects, media files and so forth)
- Choosing to search in either specific sections of the web-site or the entire web-site

This form should also display shortcuts to more specific search engines such as

- Search EU Archives (link to [CLARA](#) search)
- Search EUI Publications (link to [CADMUS](#) advanced search)
- Search the Library Catalogue (link to [OPAC](#))

There should be a link to the Electronic Resources presentation page (see [Electronic Resources presentation page](#)).

V.14 GENERAL SEARCH RESULT PAGE

The successful candidate should provide two templates for a search result page. The first will be the general result page for a search on the web-site. The second will be a result page for a person search using the [Who's Who tool](#).

The general search results page should have the following attributes:

- The search box is available on the page with search results and the search query is not removed from the type-in field.

- The page starts with a feedback sentence that repeats the query and states how many results there are: "Your search for XXX has produced Y results".
- The search results are ordered by relevance in the main area of the page and by type (web page, person, calendar event, news, file). Types must be recognizable by a small icon. Relevance level must be indicated too.
- Possibility to limit results to one category is included on the page.
- All relevant information is shown for each search result. For the more static pages this will be the 'description' tag of the page, for more specific information such as calendar items (seminars,) or the 'who's who', a set of summary information is displayed.
- A search results page will show up to fifteen results. When there are more results a clickable page overview is shown at the bottom of the page. See Amazon.com for an example.
- Visitors must be able to clearly identify intranet pages from internet pages (by a text, a sign, an icon, etc...)

A variant for each department, programme, fellowship or service is requested. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I)

V.15 WHO'S WHO LIST PAGE

The successful candidate should provide a template for a page displaying summary information concerning members of the Institute. This template will be based on the [Template Structure 6](#).

The inner content area of this page will display for each person the following information set:

- Name
- Surname
- Department/Service /Centre/Programme
- Job title
- Phone and Fax number
- E-mail (images to avoid spam)

A variant for each department, programme, fellowship or service is requested. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I)

V.16 WHO'S WHO DETAIL PAGE

The successful candidate should provide a template for a page that displays personal information about EUI members. The template can be based on [Template Structure 4](#) . The following information is to be displayed in the inner content area of the Who's Who detail page:

- Name
- Surname
- Department/Service /Centre/Programme
- Job title
- Phone and Fax number
- E-mail (images to avoid spam)
- Picture (optional)
- Link to the person's publications.
- Link to the events related to this person.
- Biography zone (text and images)
- Link to personal web-site or blog

A variant for each department, programme, fellowship or service is requested. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I)

V.17 EVENTS CALENDAR PAGE

The successful candidate should provide a template for a calendar displaying the events at the Institute such as seminars, working groups, summer schools, meetings, holidays, and so forth

The Events list page should consist of the following elements in the main content area:

- A filter that permits displaying events filtered by department and/or type of event. The number of choices is limited (up to ten from each type) and visitors should be able to select one or more options in each filter. Filters and selected options should always remain visible while consulting the calendar.
- A live content group displaying the latest news and announcements of the Institute.
- Visitors should have the choice of viewing the events for the day, the week, the month and so forth. Above this area the option of switching from one view to the other with the following choices should be displayed:
 - [Today]
 - [Tomorrow]
 - [This week]
 - [Next week]
 - [This month]
 - [Advanced search]

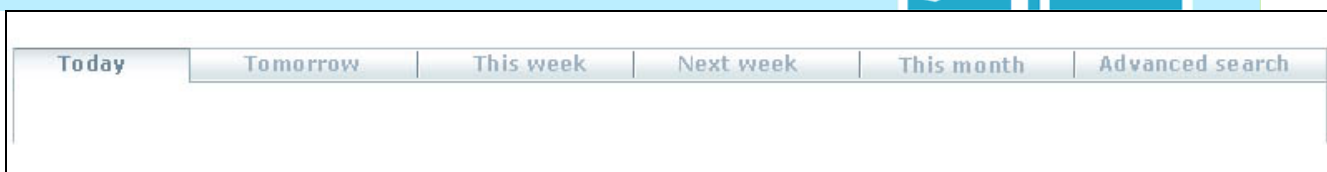


Illustration of tabs that can be used in the Events Calendar to switch from one view to another. This is only an example.

- A toolbar containing the following options:
 - Register for an RSS feed
 - Import events information into a Microsoft Outlook calendar
 - Retrieve the calendar in PDF
 - Change the display order either by descending date/time, ascending date/time, by event type, by department and so forth.
- In the inner content area:
 - For every event, the following summary information will be displayed:
 - Title of the event (clickable, leads to the [Event Detail page](#))
 - Type of event
 - Affiliation (department/centre/service)
 - The date, start and end times, and location if any
 - Description of the event in one sentence
 - Multiple-day events should be easily recognizable

The page should include a proposal for graphically distinguishing events:

- From at least the following departments and sections: the Law, History and Civilisation, Economics, Political and Social Science departments, the Robert Schuman Centre for Advanced Studies, the Max Weber Programme
- From one type to another (seminar, lecture, working group, summer school, meeting, holiday, venue of someone, concert, and so forth...)
- Multiple-day events (events lasting more than one day)

In the layout, it would be an advantage to have a direct link to the registration form of a specific event (where it exists) and a link to the event's documents (if any).

A variant for each department, programme, fellowship or service is requested. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I)

The advanced search tool for events should enable our visitors to search all events, including past events.



The advanced search tab should open a search screen with following functionalities:

- Keyword searches (could be a speaker's name, part of the title, description, full text search)
- Select the date or period (from – until)
- Select a department or centre (possibility of selecting more than one option)
- Other affiliation (list of projects, programmes and other meta-information)
- Select type of event (possibility of selecting more than one option)

The search results page should allow visitors to browse in order to see the results for the events of the week before, the week after, etc.

V.18 EVENT DETAIL PAGE

An event detail page should contain the following content:

- Event general information:
 - Date and time, duration
 - Location (building, room number or name)
This should be clickable, and lead to the corresponding 'buildings' page.
 - Affiliation:
This line is shown if the event is part of a programme, project, summer school, or other category.
The item should be clickable and lead to the main page within the WCMS of that programme or project.
- People:
 - Speakers
 - Organisers
 - Contacts
 - Jury members

For some people their name should be clickable and lead to the corresponding 'people' page.
- Full description of the event.
- Registration information such as conference fee, deadline for subscription, etc.
- A link to the registration form
- Documents and discussion.
This should be either a link to an online collaboration space or list, or to documents available for downloading.

Date/Time:	Tuesday, 20 March 2007 13:00 - 15:00
Location:	Malafrasca Sala seminario
Affiliation:	Department of Law
Type:	Luncheon seminar
Summary:	The making of a new global strategic partnership: EU-China relations in the post-Cold War era, to be given by Dr. Nicola Casarini
Registration:	For organisational purposes, please register with Filipa de Sousa. Seats will be reserved for registered participants; others will be seated on a first-come, first served basis. Fruit and drinks will be served; you are welcome to bring your own sandwiches.
Speaker:	<u>Prof. Margo Mizzotti</u>
Links:	<u>Click here for papers</u>

Example of Event detail content.

This illustration is an example and does not constitute an artistic guideline.

A variant for each department, programme, fellowship or service is requested. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I)

V.19 “CONTACT US” PAGE

Based on [Template Structure 4](#) , the successful candidate should provide:

- A template for a page displaying general contact information for the Institute
- A template variant for a contact page specific to each department, centre, or service. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I)

V.20 “JOB OPPORTUNITIES” PAGE

The “job opportunities”, the “Observatory on Academic careers” and the “Job market” pages will provide information on:



- Job offers for positions at the Institute. Offers can be of different types: for academic staff, or administrative staff.
- List of EUI researchers available on the job market (looking for a job). In this case a short description of the person should be displayed (with picture if any) and a link to the personal page (in the Who's Who). This information will only appear in the "job market" pages of the departments.
- Links to interesting pages with job offers

This page will also include quick links to other useful web-site sections such as:

- Links to pages describing the application procedures and requirements for each kind of application
- Links to testimonials
- Links to a section called "Why choose the EUI?"

Based on [Template Structure 6](#), the successful candidate should provide:

- A template for a page displaying all job opportunities in the Institute
- A template variant for job opportunities specific to each department, programme, fellowship or service. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I)

V.21 "SERVICES AND ADMIN" PRESENTATION PAGE

The successful candidate should provide a template for a page presenting the various services of the Institute (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I).

V.22 "PROGRAMMES & FELLOWSHIPS" OVERVIEW PAGE

The successful candidate should provide a template for a page presenting the various programmes and fellowships offered/hosted by the Institute. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I).

The following elements should appear with a short description in the overview:

- Doctoral Programme
- Master in Law
- Postdoctoral Max Weber Programme
- Fellowships
- Summer schools

V.23 PAGE PRESENTING A PROGRAMME

The successful candidate should provide a template for a page presenting a specific programme.

In addition to the general presentation of the programme a participant's short testimonial should be displayed.

A template variant should be provided for each specific programme and fellowship in order to indicate the difference. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I).

V.24 PAGE WITH TESTIMONIALS

The successful candidate should provide a template for a page that displays testimonials of former and current members of the Institute.

Testimonials may be text, video and audio. Whenever an audio version of a testimonial is provided, it should be possible to podcast it. This option should be visible.

A variant should be provided for each programme and fellowship. (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I).

V.25 SUMMER SCHOOLS PRESENTATION PAGE

The successful candidate should provide a template for a page presenting summer schools. It will give a general description of the goals, programme and dates of each summer school.

In addition to the general presentation of the programme a short testimonial should be displayed.

A template variant should be provided for each summer school (See [the definitions and list of possibilities in the EUI Glossary](#) in Part I).

V.26 PHOTO GALLERY PAGE

The successful candidate should provide a template for a photo gallery page, structured according the events. These may be organised in different albums. Images should be presented as thumbnails in an attractive manner.

For each image the following information should be displayed:

- Image name
- Short description

- Image size
- Download
- Enlarge

Navigation should be structured to move from one page of the gallery to another when the images are numerous.

Images should be clickable to visualise the original version (enlarged) of the thumbnail presented.

V.27 HISTORICAL ARCHIVES OF THE EUROPEAN UNION – RAME PROJECT PAGE

The successful candidate should provide a template presenting the Historical Archives RAME project (Records and Archives Management at the EUI).

There should be an introductory text with images and three quicklinks group:

- Discover RAME
 - Guided tour
- RAME at your service
 - About
 - Advisory service
 - Records transfer and disposal
- Quick access
 - [Guidelines and forms Classification schemes in use](#)
 - [Lists of all transfers and disposals at the EUI](#)
 - [EUI surveys and classification schemes status](#)
 - [Statistics](#)
 - [Glossary](#)

V.28 HISTORICAL ARCHIVES OF THE EUROPEAN UNION – RAME TRANSFER PAGE

The page of the RAME project dedicated to transfers, contains tables (one per year) that summarise transfers detail for each year. The successful candidate should propose a template presenting these tables in a clear and user-friendly manner.

Please find below an example of the tables to be included on this page:



List of transfers

- ◆ Transfers 2005
- ◆ Transfers 2006
- ◆ Transfers 2007

Transfers 2007

Transfers 2007										
N.° of transfer protocol	Service or Department	Transfer Date	Responsible for signature (Service or Department)	Responsible for signature (HAEU)	Quantity in boxes (obligatory)	Quantity in leitz	Transferred to: (Poggiolo or Bolliger)	Notes	Elimination date	PDF
1	Presidence	28/02/2007	Sandra Brière	Prisca Giordani	3	15	Poggiolo			
2	Secretary General	28/02/2007	Paola Massini	Prisca Giordani	2	8 leitz	Poggiolo			
3	Academic Service (via logistics)	12/03/2007	Helen Williams	Prisca Giordani	66	n/a	Poggiolo	Alumni files up to 1995	archival material	
					71					TOTAL

[Back to top](#)

Transfers 2006

Transfers 2006										
N.° of transfer protocol	Service or Department	Transfer Date	Responsible for signature (Service or Department)	Responsible for signature (HAEU)	Quantity in boxes (obligatory)	Quantity in leitz	Transferred to: (Poggiolo or Bolliger)	Notes	Elimination date	PDF

Example of the table type and content.

This illustration is an example and does not constitute an artistic guideline.



Part VI DESIGN ELEMENTS

The successful candidate should make sure that on all templates, the necessary design tools and options are taken into account.

We expect to design and integrate the following tools inside the web pages:

- A tool to enable multi-paging in case of long texts (previous, next, first ,last or clickable page numbers)
- Clickable breadcrumbs (navigation path)
- Visitors toolbox allowing for:
 - Reduce /increase inner-content text size
 - Send the article to a friend
 - Print the article
 - Post a comment/a review (when relevant)
 - Podcast (when available)
 - “Give us your feedback”
- Links to other articles in the menu section (clickable table of contents)
- News ticker with pictures
- Option to download a podcast or an RSS feed
- Internet vs intranet:
 - An option/button leading to the authentication form to enter the intranet
 - A way to identify an intranet page from a public (internet page)
 - A text informing the visitor if he/she is logged in or not.
- Text and audio testimonials from former students