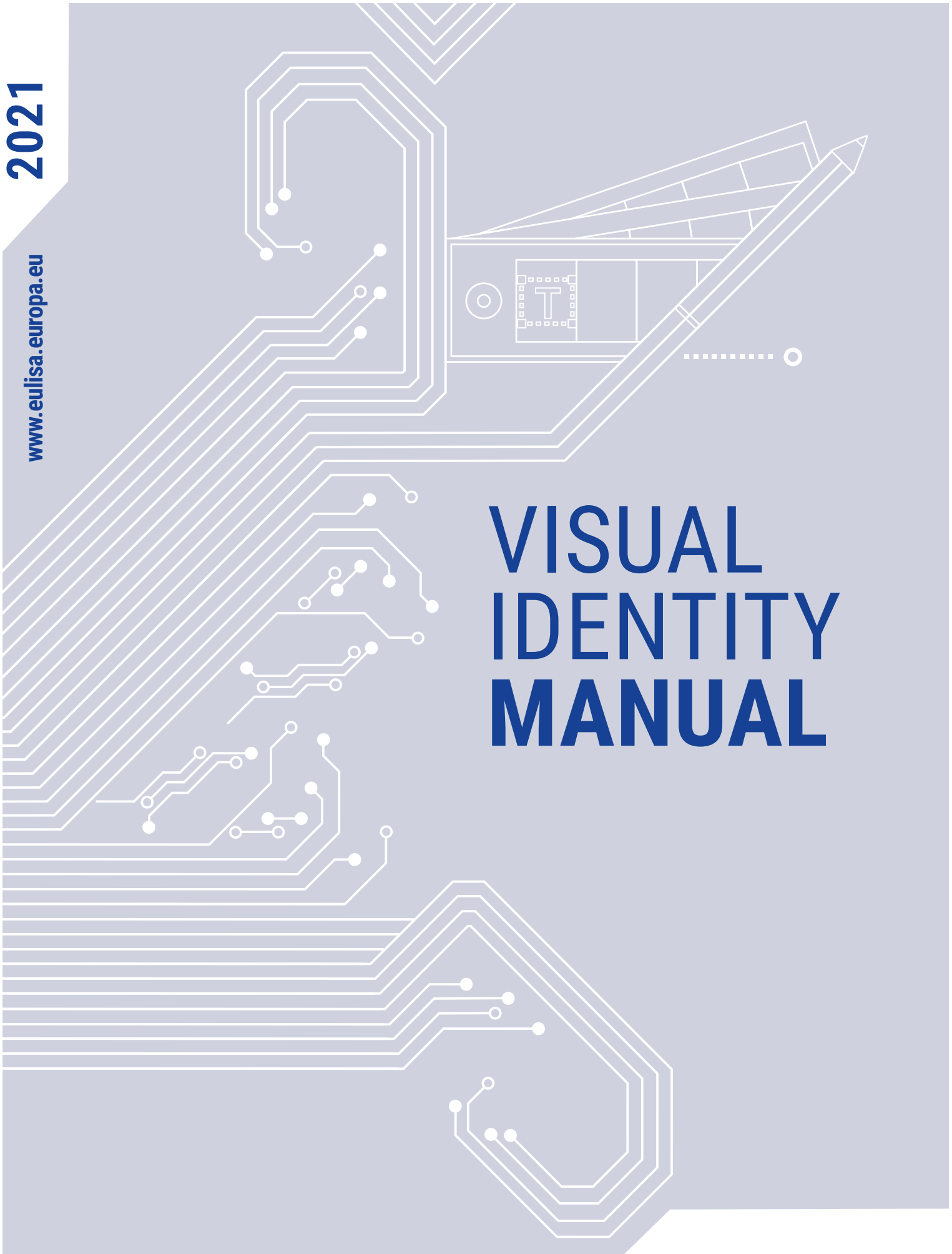
2021

www.eulisa.europa.eu



VISUAL IDENTITY **MANUAL**

European Union Agency for the Operational Management of Large-Scale
IT Systems in the Area of Freedom, Security and Justice

eu-LISA

Content

- COLOUR PALETTE
- LOGOTYPE
- FONTS
- GRAPHIC ELEMENTS
- WEB & SOCIAL MEDIA
- WORD LAYOUTS
- POWERPOINT

eu-LISA

COLOUR PALETTE

1

- THE MAIN COLOURS
- THE IT SYSTEMS' COLOURS

The main colours

PANTONE 654C
C 100 M 80 Y 32 K 16
R 24 G 60 B 105
183C69

PANTONE REFLEX BLUE
C 100 M 80 Y 0 K 0
R 0 G 68 B 148
004494

PANTONE 877C
C 40 M 27 Y 15 K 6
R 160 G 169 B 190
A0A9BE

PANTONE 110C
C 14 M 30 Y 100 K 4
R 218 G 169 B 0
DAA900

The IT systems' colours

VIS	C 75 M 100 Y 0 K 25 R 81 G 28 B 116 # 511C74	C 25 M 100 Y 0 K 0 R 189 G 26 B 141 # BD1A8D	C 0 M 50 Y 0 K 0 R 244 G 154 B 193 # F49AC1
Eurodac	C0 M60 Y100 K0 R245 G130 B32 # F58220	C0 M30 Y100 K0 R253 G185 B19 # FDB913	C0 M0 Y20 K0 R255 G252 B213 # FFFCD5
SIS	C100 M0 Y100 K25 R0 G134 B65 # 008641	C70 M0 Y100 K0 R80 G184 B72 # 50B848	C30 M0 Y100 K0 R191 G215 B48 # BFD730
EES	C50 M100 Y0 K0 R146 G39 B143 # 92278F	C0 M100 Y0 K0 R236 G0 B140 # EC008C	C0 M20 Y0 K0 R250 G213 B229 # FAD5E5
ETIAS	C100 M0 Y30 K0 R0 G171 B189 # 00ABBD	C60 M0 Y30 K0 R91 G196 B191 # 5BC4BF	C20 M0 Y20 K0 R204 G231 B211 # CCE7D3
ECRIS-TCN	C50 M0 Y0 K50 R62 G124 B148 # 3E7C94	C30 M0 Y0 K30 R128 G169 B189 # 80A9BD	C30 M0 Y0 K15 R149 G196 B218 # 95C4DA
Interoperability	C100 M0 Y60 K0 R0 G168 B142 # 00A88E	C30 M0 Y60 K0 R185 G217 B137 # B9D989	C20 M0 Y40 K0 R207 G229 B174 # CFE5AE

eu-LISA

LOGOTYPE

2

- STANDARD VERSION
- SAFETY AREA
- STANDARD BLACK&WHITE VERSION
- STANDARD NEGATIVE VERSION
- **CUSTOMISED** VERSIONS
- **CUSTOMISED** VERSIONS (IN BLACK&WHITE)
- **CUSTOMISED** VERSIONS (IN NEGATIVE)
- IT SYSTEMS' VERSIONS
- IT SYSTEMS' VERSIONS (IN BLACK&WHITE)
- IT SYSTEMS' VERSIONS (IN NEGATIVE)
- CO-BRANDING
- NOT TO DO
- LOGO BACKGROUND

Standard version

The logotype is composed by:

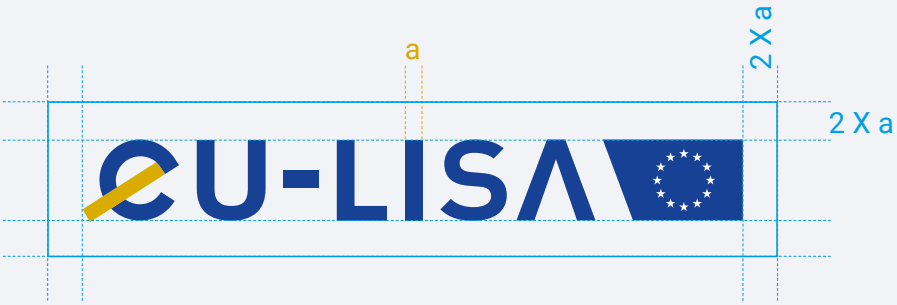
- the acronym ‘eu-LISA’
- the EU flag

Colour palette

- Pantone Reflex Blue
  C100 M80 Y0 K0 | R0 G68 B148 | #004494
- Pantone 110C
  C14 M30 Y100 K4 | R11 G22 B64 | #0B1640

Minimum size

30 mm of length



Safety area

The role of the protection zone is to protect the logo from any disturbance which could make it difficult to read.

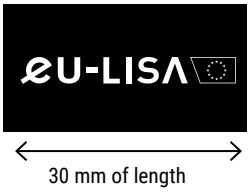
No items should appear in this zone.

Standard black&white version

Minimum size

Standard negative version

Minimum size



Customised versions

Minimum size

Executive Director

Chair of the Management Board

Deputy Executive Director

Customised versions (in black&white)

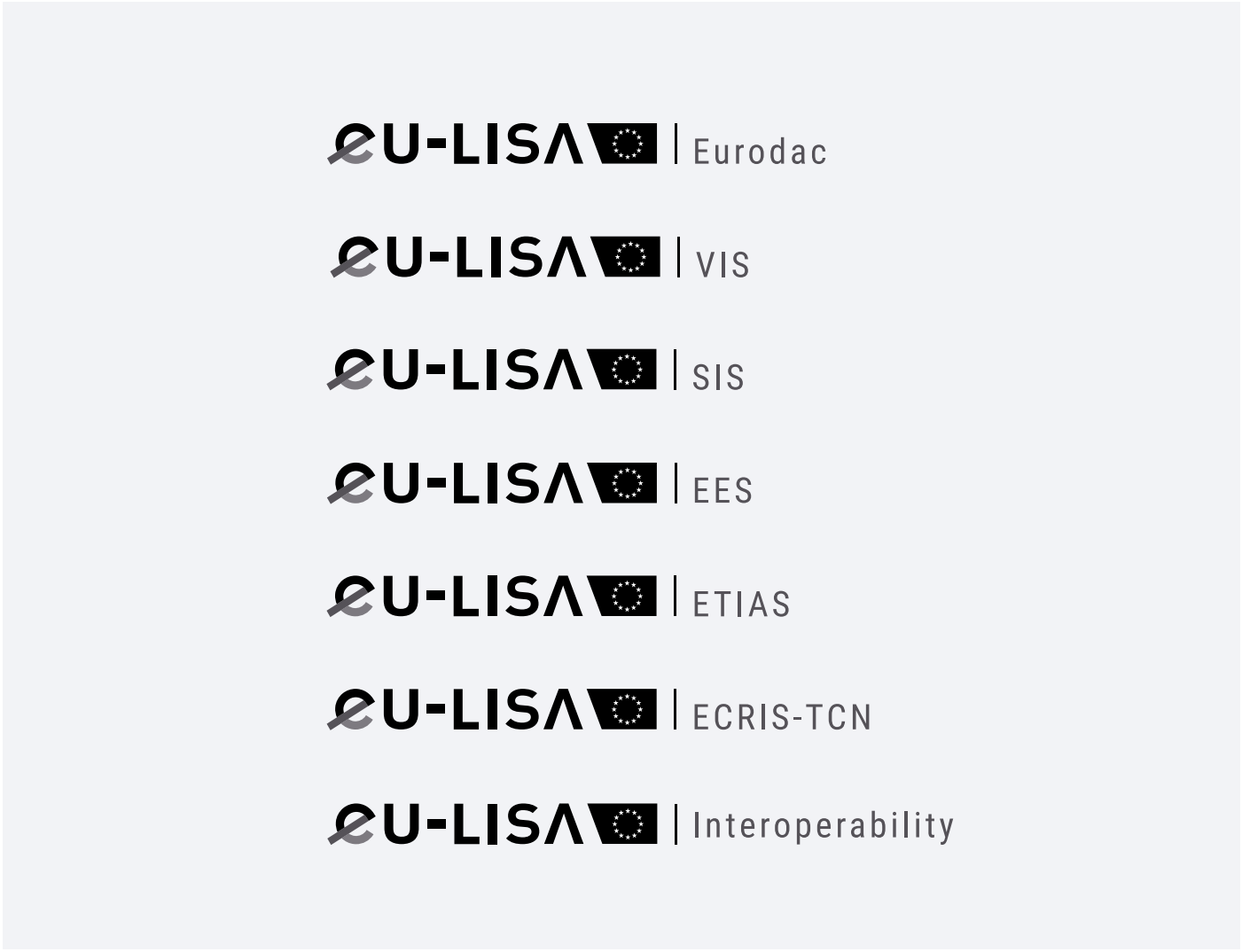
Minimum size

Customised versions (in negative)

Minimum size

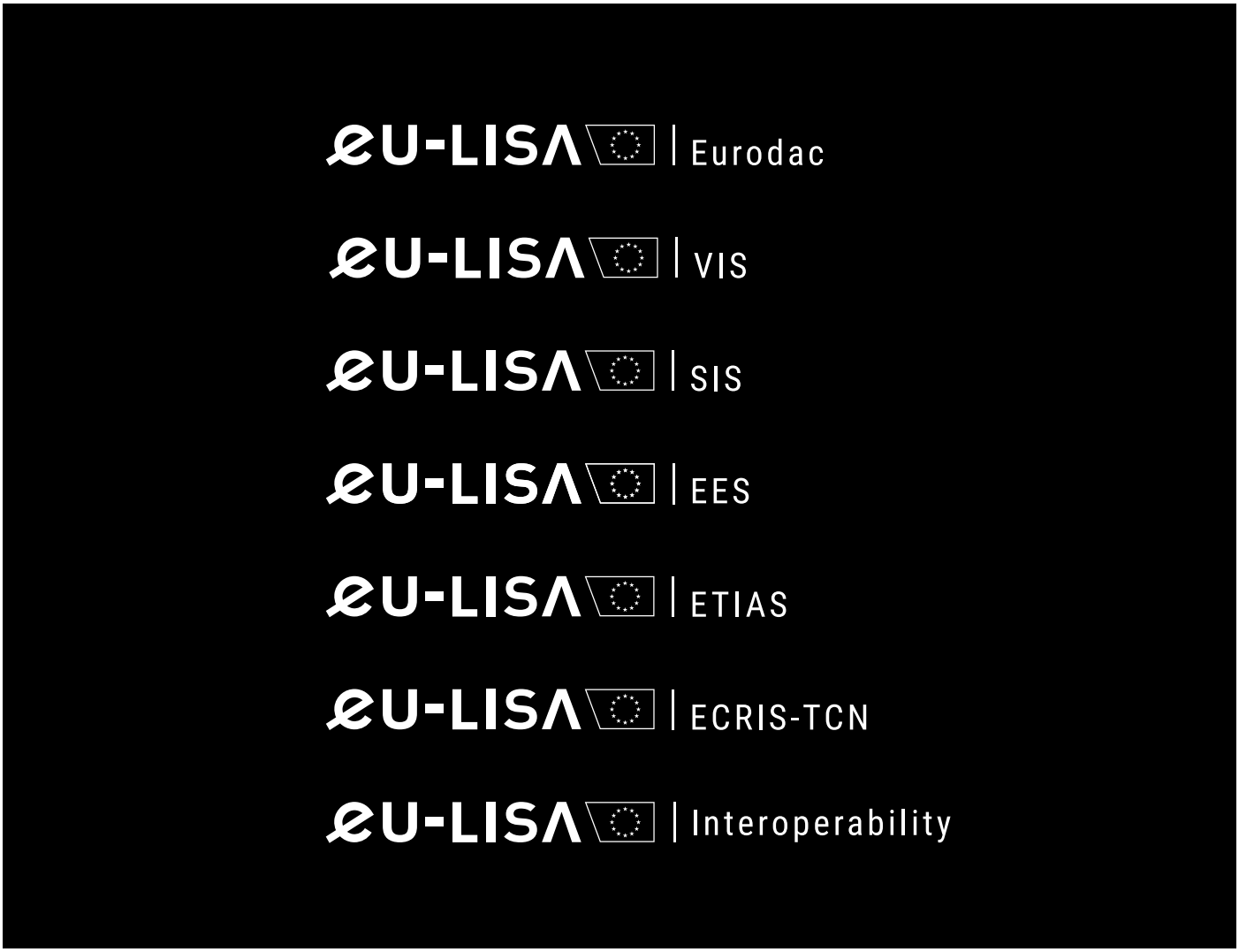
IT Systems' versions

Minimum size



IT Systems' versions (in black&white)

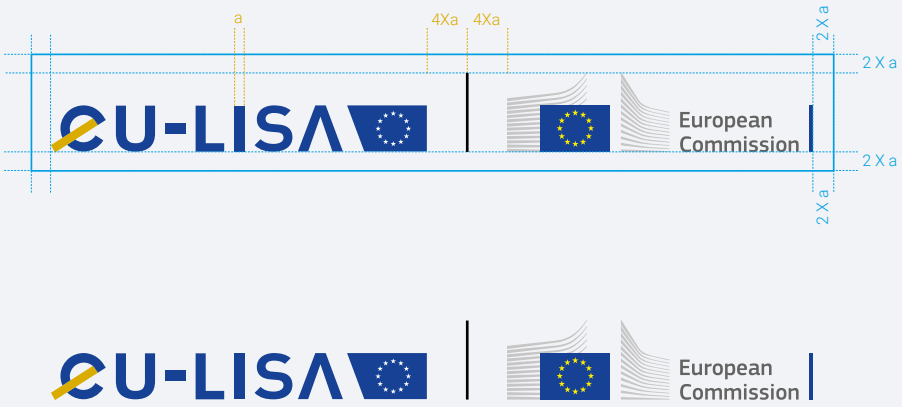
Minimum size



IT Systems' versions (in negative)

Minimum size

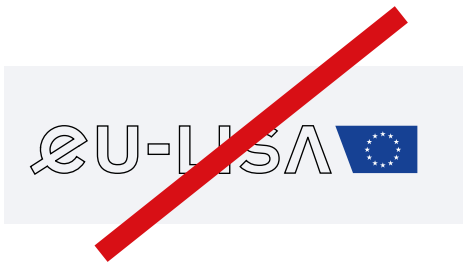
↕ 3.25 mm of height



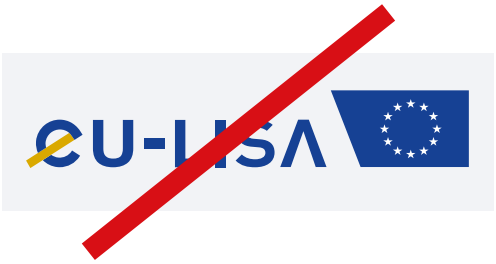
Co-branding

Make sure all logos have equal and balanced visual weight and align with each other horizontally.

Separate them with a black line 1 pt.



Do not outline



Do not modify the proportions

Do not change the position of the flag

Do not change the font

Do not distort the logo in any way.

Do not change the colour of the logo.

Not to do...

Modifying the logo in any way is absolutely prohibited. There should be no reason to do so under any circumstances, as it is provided in all its different versions and formats.

Logo background

The eu-LISA logo is best used on a white background.

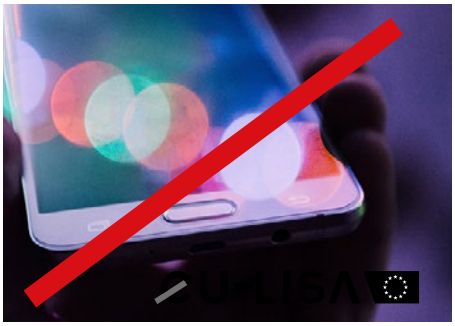
To apply it to other types of backgrounds, use a black and white (B&W) or negative (NEG) version, so as not to diminish its readability.
A background can be in a solid colour or a photo.

© Unsplash/Rodion Kutsaev

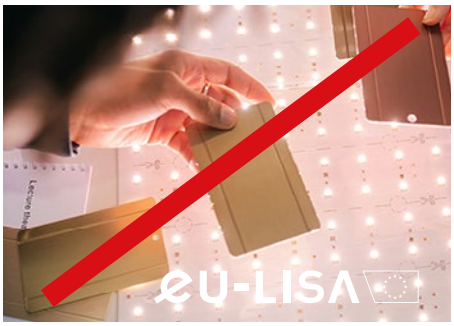
© Unsplash/ThisisEngineering RAEng

Not to do...

The B&W version cannot be used on a too dark part of a photo.



The white version cannot be used on a too light part of a photo.



eu-LISA

FONTS

3

- ARIAL
  - THE FONT STYLES IN REPORTS AND PUBLICATIONS
- ROBOTO
  - THE FONT STYLES IN SOCIAL MEDIA

Characters

A B C Č Ć D Đ E F G H I J K L M N O P Q R S Š T U V W X Y Z Ž
a b c č ć d đ e f g h i j k l m n o p q r s š t u v w x y z ž
АБВГҐДЂЕЁЄЖЗЅИІЇЙЈКЛЉМНЊОПРСТЋУЎФХЦЧЏ
ШЩЪЫЬЭЮЯабвгґдђеёєжзѕиіїйјклљмнњопрстћуўфхц
чџшщъыьэюяABΓΔEZHΘIKΛMNΞOΠPΣTYΦXΨΩαβγδε
ζηθικλμνξοπρστυφχψωάΆέΈέΉίΐΐΊόΌύΰϋΎΥΫΩĂÂÊÔƠǓă
âêôơư1234567890‘?’“!”(%)[#]{@}/&\<-+÷×=>®©$€£¥¢:;,.*

Arial is used for emails, letters, reports and publications

DESIGNER : ROBIN NICHOLAS AND PATRICIA SAUNDERS,
FOR MONOTYPE TYPOGRAPHY.

The font styles in letters, reports and publications

Title	Title is always in **Arial regular** Size 33 pt
Subtitle	Subtitle is always in **Arial regular** Size 30 pt
T1	T1 is always in **Arial bold** Size 18 pt
T2	T2 is always in **Arial bold** Size 13 pt
T3	T3 is always in **Arial bold** Size 10,5 pt
Text	Text is always in **Arial Regular** Size 10 pt
Quote	Quote is always in **Arial bold** Size 11 pt (author in Arial regular 10 pt)
Footnote	Footnote is always in **Arial Regular** Size 8,5 pt
Figure 1 – title	Figure title is always in **Arial bold,** Size 10 pt
Table text	Figure text and value is always in **Arial Regular**, Size 8.5 pt
Note and source text	Note and source text are always in **Arial Italic** Size 8,5 pt
Graph value Axis and legend	Graph value axis and legend are always in **Arial Regular** Size 10 pt
Title box	Title box is always in **Arial bold** Size 16 pt
Text box	Text box is always in **Arial Regular** Size 10 pt
Title note box	Title note box is always in **Arial bold** Size 14 pt
Text note box	Text note box is always in **Arial Regular** Size 10 pt

Characters

A B C Č Ć D Đ E F G H I J K L M N O P Q R S Š T U V W X Y Z Ž
a b c č ć d đ e f g h i j k l m n o p q r s š t u v w x y z ž
АБВГҐДЂЕЁЄЖЗЅИІЇЙЈКЛЉМНЊОПРСТЋУЎФХЦЧЏ
ШЩЪЫЬЭЮЯабвгґдђеёєжзѕиіїйјклљмнњопрстћуўфх
цчџшщъыьэюяABΓΔEZHΘIKΛMNΞOΠPΣTΥΦXΨΩαβγδε
ζηθικλμνξοπρστυφχψωάΆέΈέΉίϊΐΊόΌύϋΰΥΫΏĂÂÊÔƠƯă
âêôơư1234567890‘?’“!”(%)[#]{@}/&\<-+÷×=>®©$€£¥¢:;,.*

Roboto is used for social media and graphic design products

It is a free Google font.

This is the regular family which can be used alongside the Roboto Condensed family.

DESIGNER : CHRISTIAN ROBERTSON

These fonts are licensed under the Apache License, Version 2.0.

You can use them freely in your products & projects - print or digital, commercial or otherwise. However, you can't sell the fonts on their own.

In case it is technically not possible to use Roboto, Arial family can be used as an alternative.

First of all, download the font families.

Styles

Thin	**Medium**	Condensed light
Thin Italic	***Medium italic***	Condensed regular
Light	**Bold**	*Condensed italic*
Light Italic	***Bold Italic***	**Condensed bold**
Regular	**Black**	***Condensed bold italic***
Italic	***Black Italic***	

The font styles in social media

TITLE

Title is always in **Roboto Condensed bold**, in CAPS
Size TITLE
Example 130px

SUBTITLE

Subtitle is always in **Roboto Condensed bold**, in CAPS
Size Title ÷ 2
Example 130px ÷ 2 = 65px

Text

Text is always in Roboto Condensed regular
Size Title ÷ 4
Example 130px ÷ 3.25 = 32.5px

eu-LISA

GRAPHIC ELEMENTS

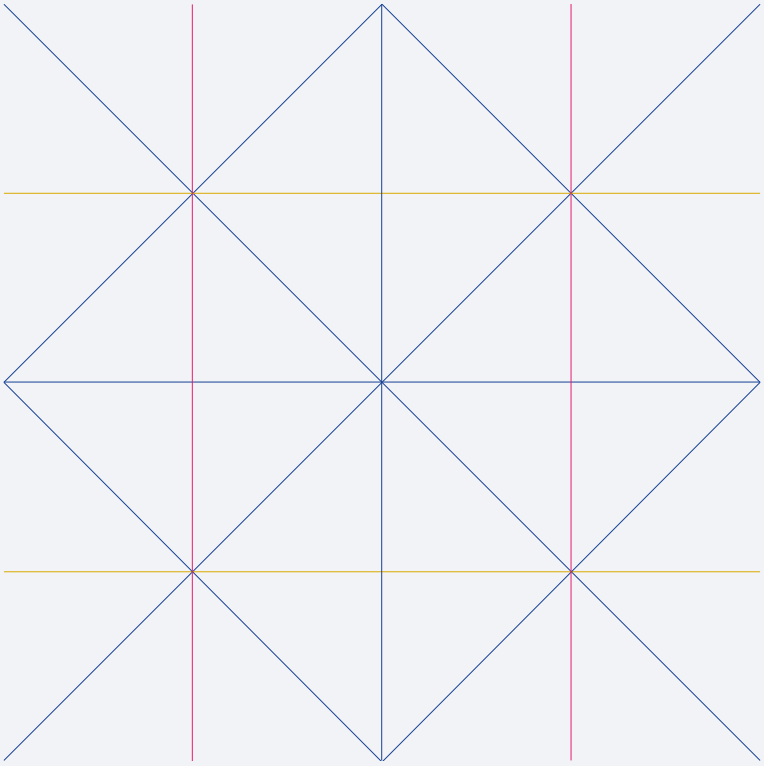
4

New illustrations should be created by a graphic designer.
Ready-made elements can be used by anybody.

- GRAPHIC ELEMENTS GRID
- GRAPHIC ELEMENTS
  - SET OF COMPLEMENTARY ICONS
- PHOTO PRINCIPLES FOR GRAPHIC DESIGNERS
  - CROPPED PHOTOS
  - ENHANCED PHOTOS

eu-LISA

GRAPHIC ELEMENTS GRID

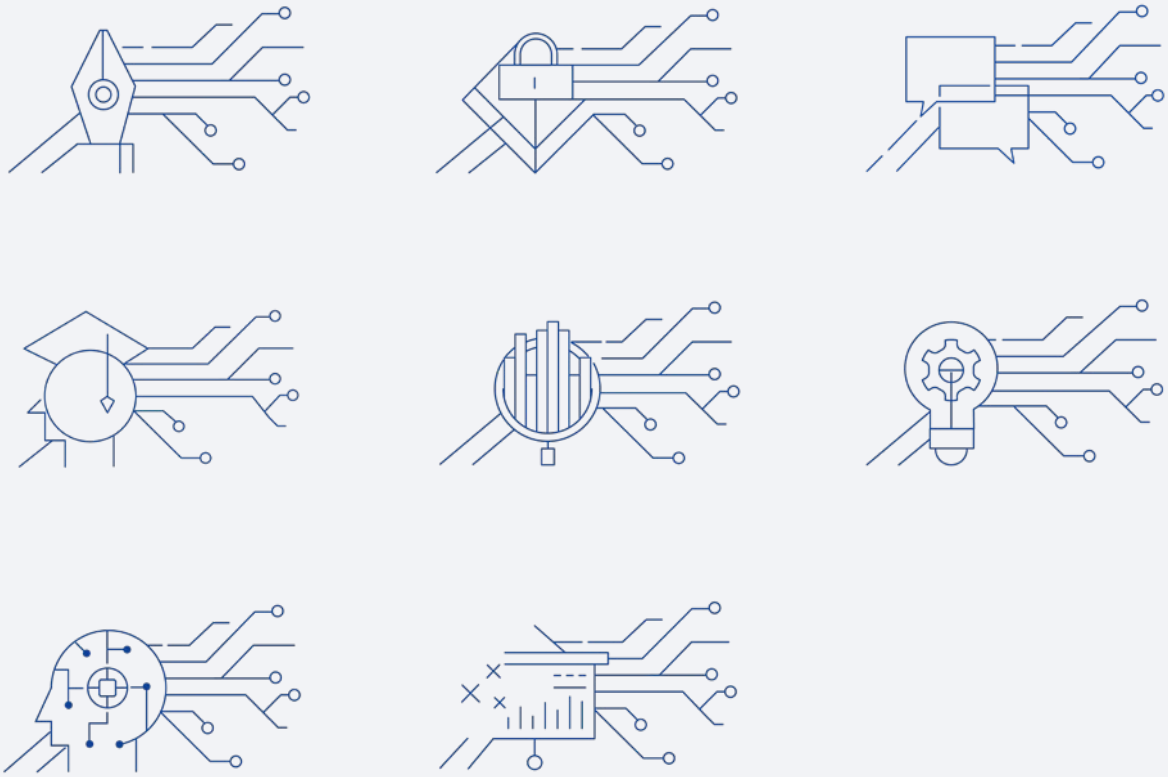


All graphic elements are built on a grid.

New illustrations should be created by a graphic designer. From this grid, a designer can play and add more lines and diagonals to create illustrations.

eu-LISA

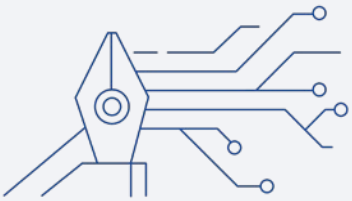
GRAPHIC ELEMENTS

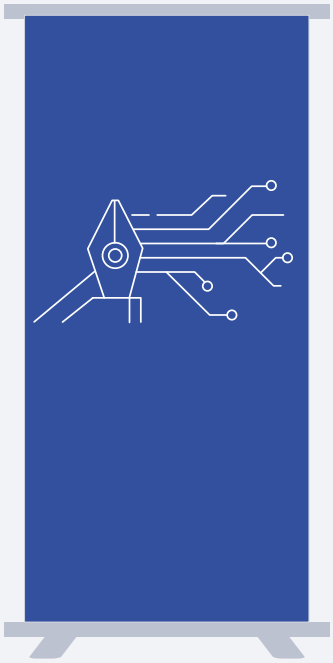


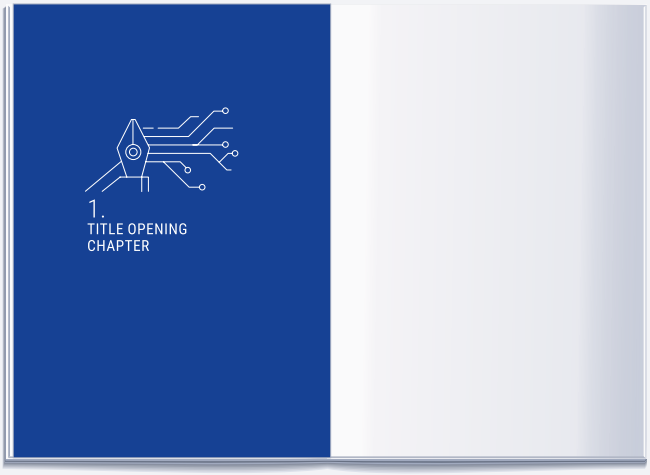
Illustrations are built on the grid and use a common design structure.

All illustrations are available in blue and in white.

Example of how to use the graphic elements as illustrations







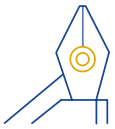
You can use them as an illustration **for an opening chapter page of a report, for social media, roll-ups, posters.**

All illustrations are available in blue and in white.

Nem aciae pro voloria speribea cuptam, sapiend aeserum que ex et faces vitas doluptatis explibu stiosam reper

Nem aciae pro voloria speribea cuptam, sapiend aeserum que ex et faces vitas doluptatis explibu stiosam reper

Nem aciae pro voloria speribea cuptam, sapiend aeserum que ex et faces vitas doluptatis explibu stiosam reper



31%

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48%

Nem aciae pro voloria speribea cuptam, sapiend aeserum que ex et faces vitas doluptatis explibu stiosam reper

63%

Nem aciae pro voloria speribea cuptam, sapiend aeserum que ex et faces vitas doluptatis explibu stiosam reper

Example of how to use the icons

You can use them to illustrate text or you can include them in infographics.

They are available in CMYK and in four RGB formats: 48px, 96px, 256px and in high resolution format.

Set of complementary icons

Add labels in Roboto condensed bold or in Arial Bold if needed.

eu-LISA

PHOTO PRINCIPLES FOR GRAPHIC DESIGNERS

example of colours for eu-LISA only

© Unsplash/philipp katzenberger

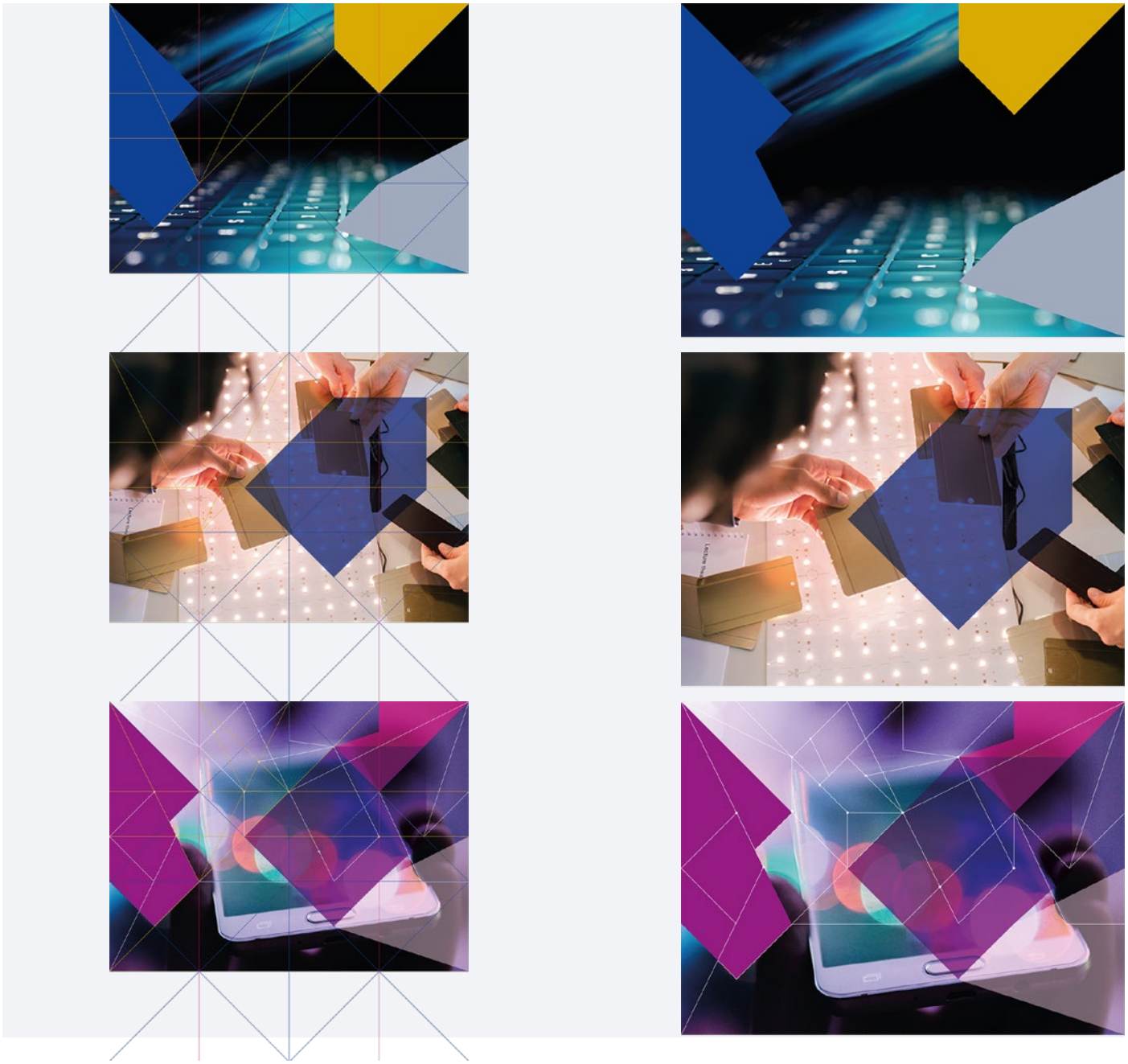
Cropped photos (to do in Illustrator)

example of colours
for eu-LISA + EES

FOR GRAPHIC DESIGNERS

Four defined structures have already been created. Download the Illustrator file and insert your photo.

Change the colours of blocks according to the colour palette.
Hide the layer containing the guides and save your file.



© Unsplash/philipp katzenberger

© Unsplash/ThisisEngineering RAEng

© Unsplash/Rodion Kutsaev

Enhanced photos (to do in Illustrator)

Graphic designers can build photos and add effects based on the grid.

- Play around and add more lines and diagonals to create more colour blocks.
- Play with a colour block in transparency.
- Play with coloured blocks, some of them in transparency, and add white lines of 0,3 pt following the grid.

FOR GRAPHIC DESIGNERS

Those three kinds of effects are already created.
Use the Illustrator file and insert your photo.

Change the colours of blocks.
Hide the layer containing the guides and save your file.

eu-LISA

WEB & SOCIAL MEDIA

5

- SOCIAL MEDIA
  - SQUARE FORMAT
  - RECTANGULAR FORMAT
- WEB BANNER

eu-LISA

SOCIAL MEDIA

You can use a solid colour or a photo as a background.

Square format (to do in Illustrator)

You can use a colour or a photo as a background.

LAYOUT

- A blank space of 20px all around the format is mandatory + special area shapes for the logo and the website.
- Use the correct colours: the main colour palette for eu-LISA / the IT systems' colours for eu-LISA + IT systems.
- Titles must be in **ROBOTO BOLD CONDENSED, CAPS**, size 130px.
- Baseline must be in **ROBOTO BOLD CONDENSED, CAPS**, size 65px.
- Text must be in Roboto condensed Regular, size 32.5px.

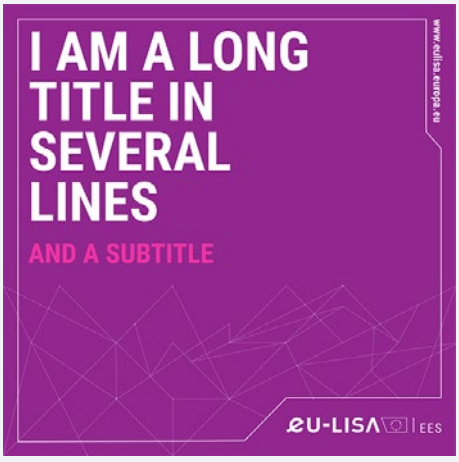
Play with the position of the logo and the website. But always keep the shape and proportion as defined.

eu-LISA + IT System

— Use the correct colours of the IT systems

Alternative

You can separate the special logo area with a line.



You can use a solid colour or a photo as a background.

Rectangular format
(to do in Illustrator)

You can use a colour or a photo as a background.

LAYOUT

- A blank space of 8px all around the format is mandatory + special area shapes for the logo and the website address.
- Use the correct colours: the main colours palette for eu-LISA / the IT systems' colours for eu-LISA + IT systems.
- Titles must be in **Roboto bold condensed, CAPS,** size 60px.
- Baseline must be in **Roboto bold condensed, CAPS,** size 30px.
- Text must be in Roboto condensed Regular, size 15px.

Play with the position of the logo and the website. But always keep the shape and proportion defined.

eu-LISA + IT System

— Use the correct colours of the IT systems

Alternative

You can separate the special logo area with a line.

eu-LISA

WEB BANNER

Alternative

LAYOUT

- The website address is always above the logo.
- Use the correct colours: the main colour palette for eu-LISA / the IT systems colours' for eu-LISA + IT systems.
- Titles must be in **Roboto bold condensed, CAPS,** size 40px.
- Baseline must be in **Roboto bold condensed, CAPS,** size 20px.

eu-LISA

WORD LAYOUTS

6

There is a Word template for eu-LISA as well as a template for each IT system.

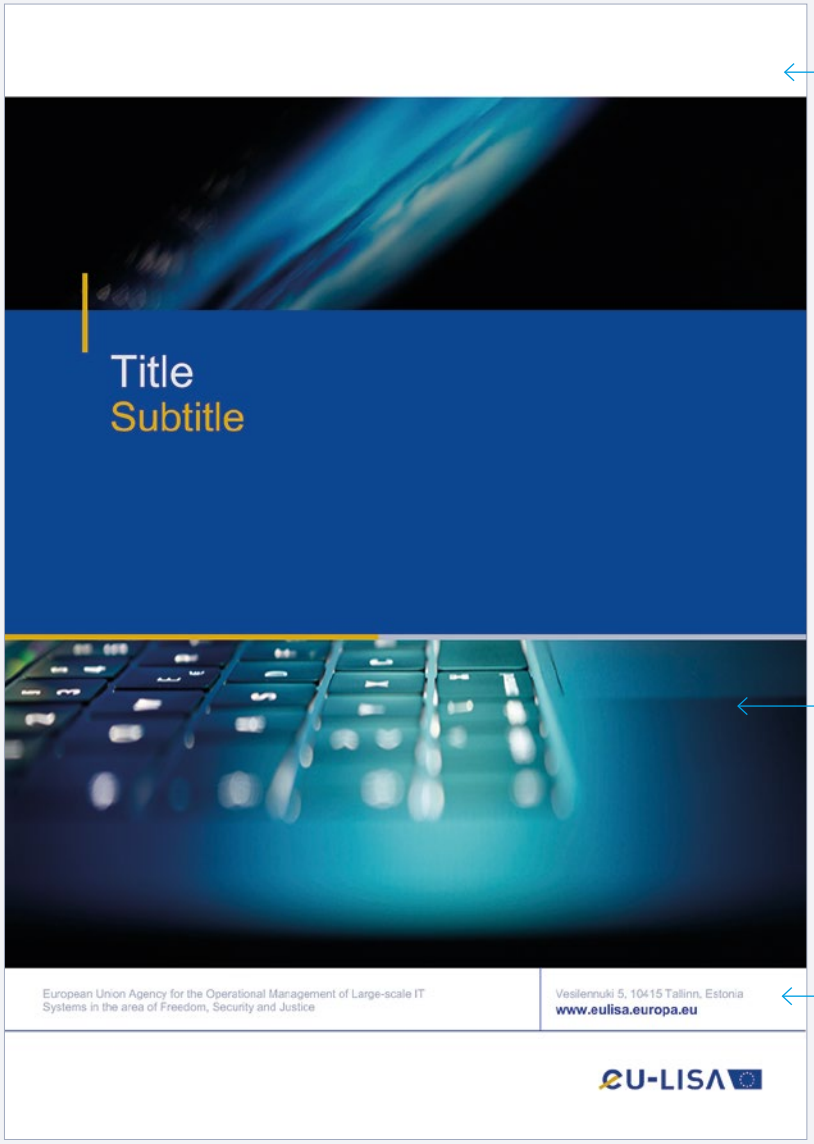
- WORD A4 PUBLICATION TEMPLATES
  - COVER
  - BACK COVER
  - INTERIOR LAYOUT
  - CHARTS
  - TABLES
  - SMART ARTS, FLOW CHARTS AND ICONS
  - DIFFERENT KINDS OF BOXES
  - LANDSCAPE VERSION
- WORD A4 INTERNAL REPORTS TEMPLATES
  - COVERS
  - INTERIOR LAYOUT
- WORD FACTSHEET A4 TEMPLATES
- WORD NOTE A4 TEMPLATE
- WORD EXECUTIVE DIRECTOR DECISION A4 TEMPLATE
- WORD LETTERHEAD A4 TEMPLATE

eu-LISA

WORD A4 PUBLICATION TEMPLATES

Cover

Standard Cover for eu-LISA



The header can contain **the security marking and the ARES number**.

You can change **the background photo.**

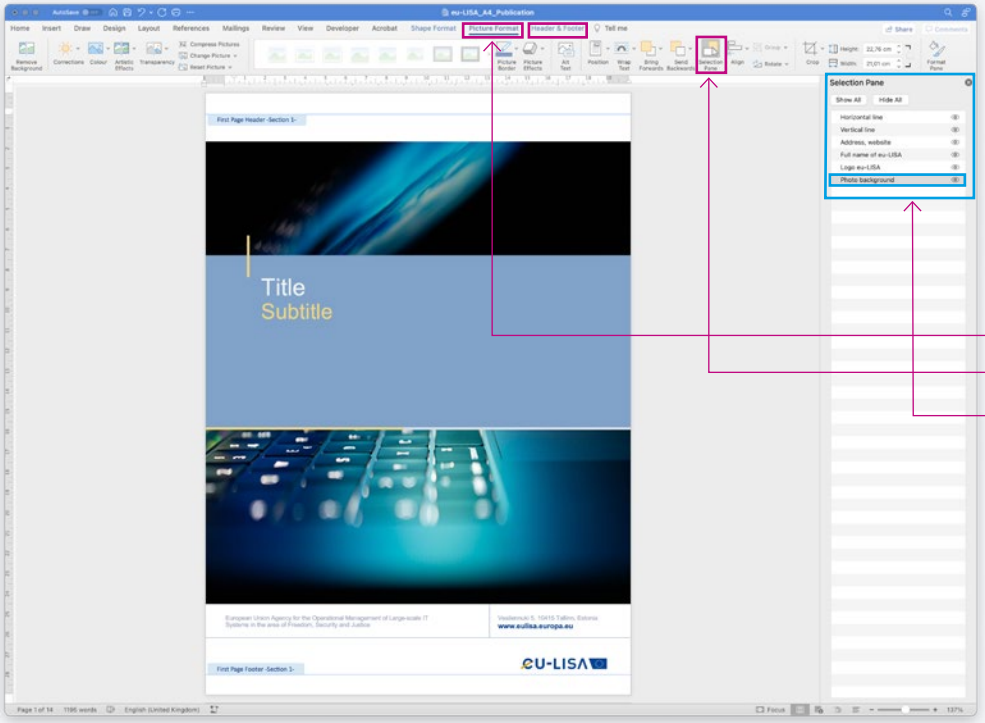
The footer contains **the full name of the Agency, the address, the website and the logo.**

LAYOUT

All covers are based on the same structure.

— **Margins** are all 1 cm.

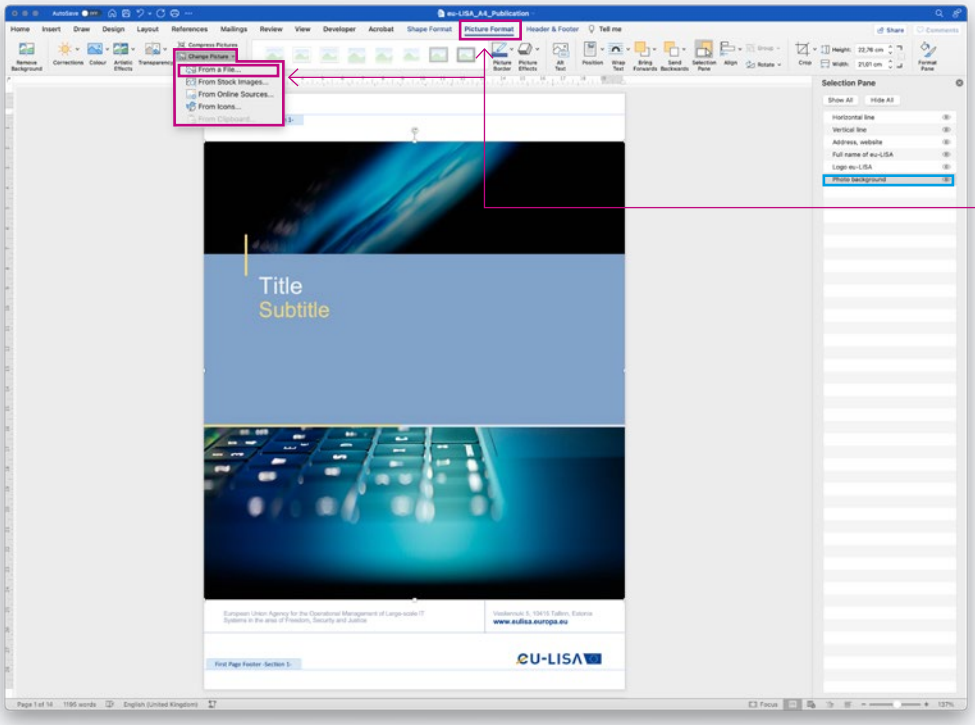
To change the photo on the cover



Step 1

Click on the header of the page.

- Click to select the photo.
- Go to **Picture format** tab.
- Select **Selection pane** in the ribbon.
- The Selection pane appears. Here you can find all the elements on the page. (You can also find the Selection pane on the layout tab).
- Select the correct element.

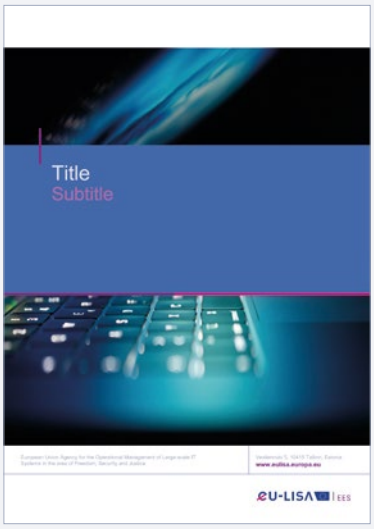


Step 2

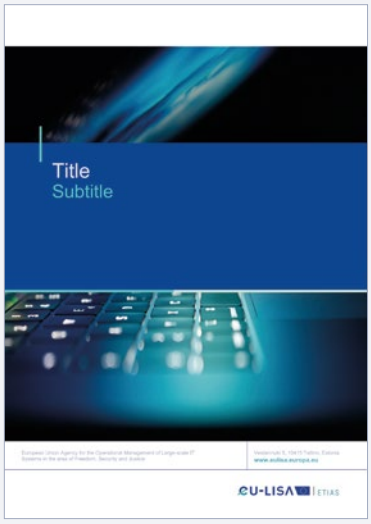
- Select **Photo background** in the Selection pane.
- Be sure to be on the **Picture format tab**, click on **Change Picture**.
- Click on **From a file** and **select your photo.**

IT Systems - Covers - Variations

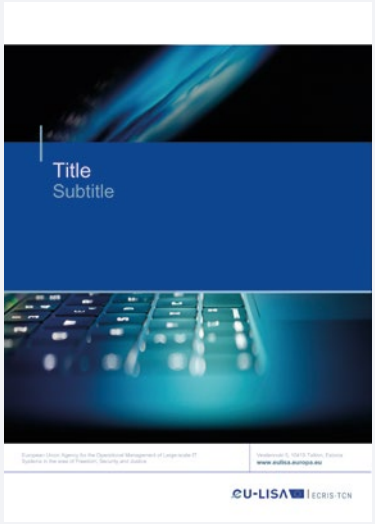
EES



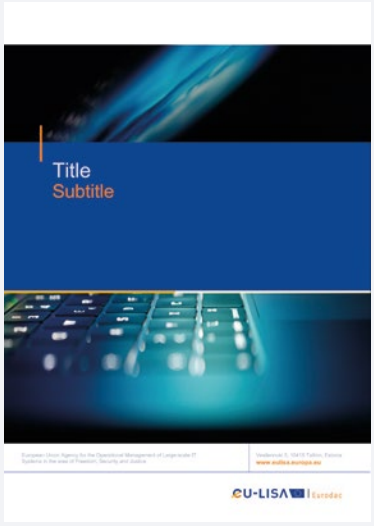
ETIAS



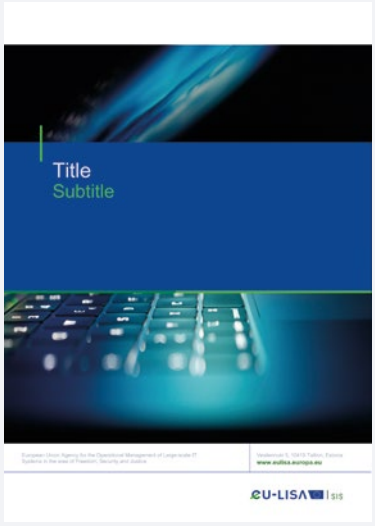
ECRIS-TCN



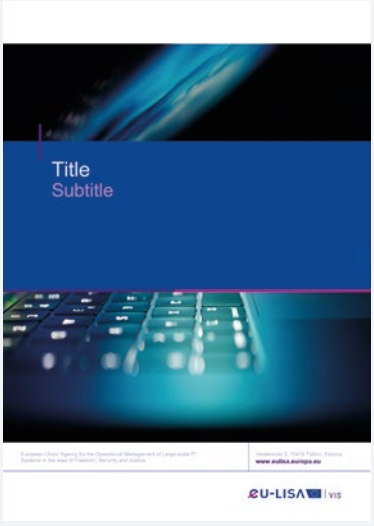
Eurodac



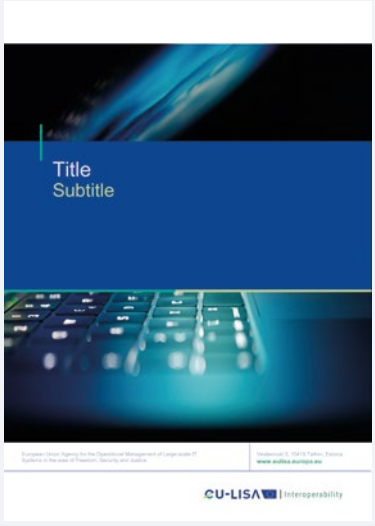
SIS



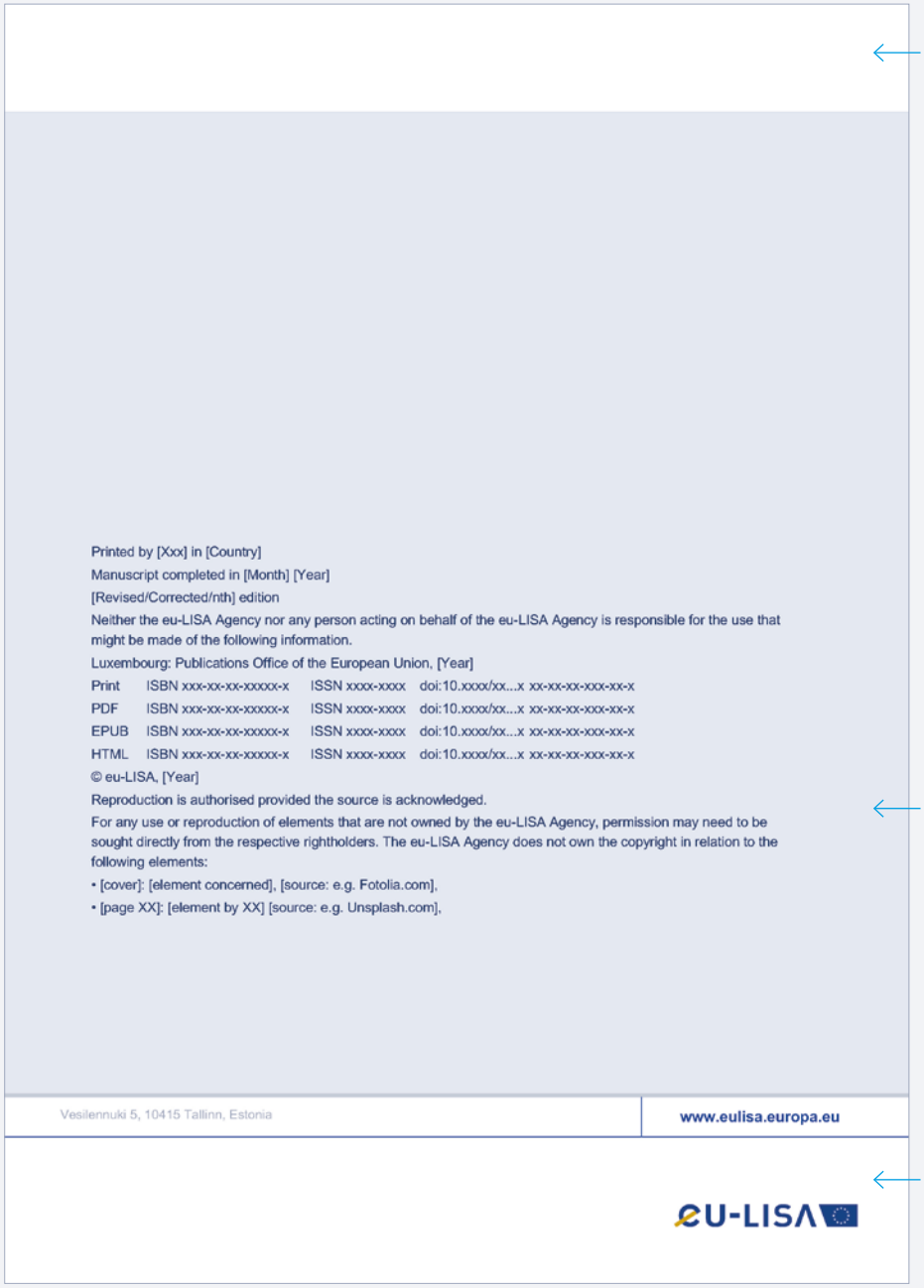
VIS



Interoperability



Back Cover



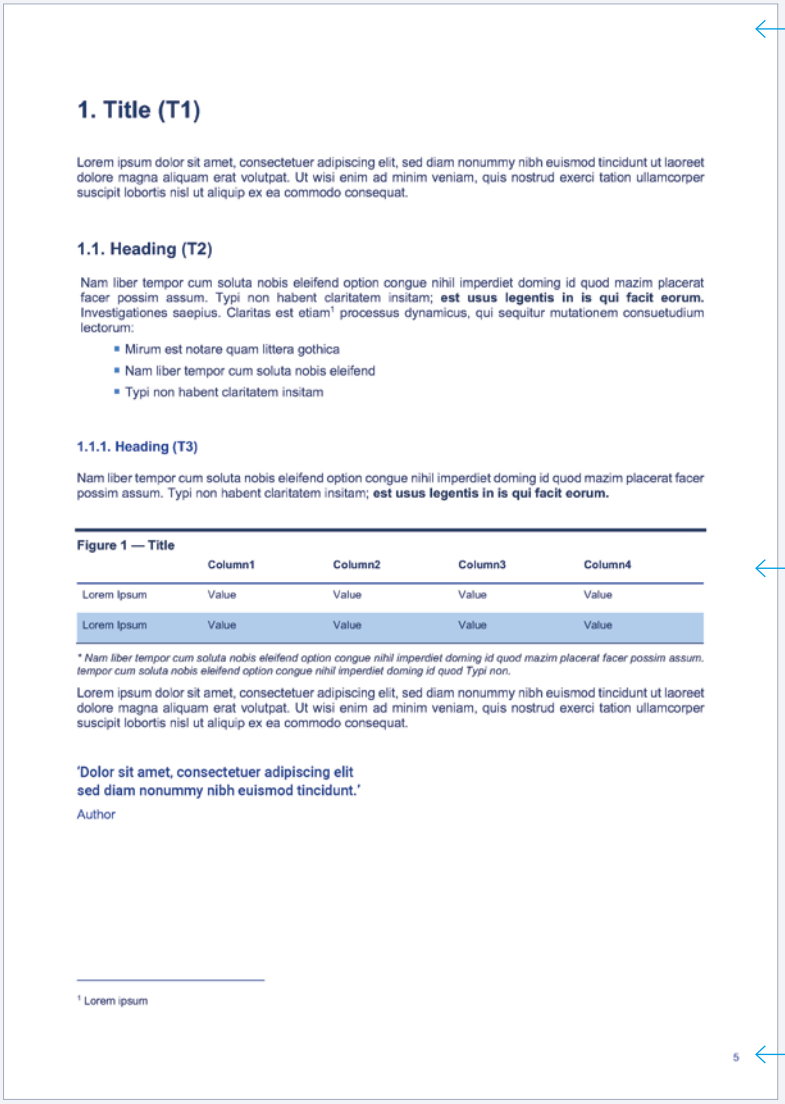
The header can contain **the security marking and a print catalogue number (identifier).**

Fill in the **legal** and **copyright notice** and, if applicable, the **publication identifiers.**

The footer contains **the logo, the address and the website.**

IT Systems - Back Covers

Interior Layout



1. Title (T1)

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

1.1. Heading (T2)

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; **est usus legentis in is qui facit eorum.** Investigationes saepius. Claritas est etiam[1] processus dynamicus, qui sequitur mutationem consuetudium lectorum:

- Mirum est notare quam littera gothica
- Nam liber tempor cum soluta nobis eleifend
- Typi non habent claritatem insitam

1.1.1. Heading (T3)

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; **est usus legentis in is qui facit eorum.**

Figure 1 — Title

	Column1	Column2	Column3	Column4
Lorem Ipsum	Value	Value	Value	Value
Lorem Ipsum	Value	Value	Value	Value

** Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod Typi non.*

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

'Dolor sit amet, consectetuer adipiscing elit sed diam nonummy nibh euismod tincidunt.'

Author

[1] Lorem ipsum

5

The header can contain **the security marking.**

Large tables may use **the entire width** of the page.

The footer ALWAYS contains **the page number.**

LAYOUT

— **Margins:** top, bottom 2,5 cm / left and right 2 cm.

You can sometimes highlight a specific paragraph with a **grey background.**

Chapter Opening Page

The **chapter opening page** may be in the main colour of the palette (except the header and the footer).

You can include an **illustration**.

EES

ETIAS

ECRIS-TCN

Example for IT Systems

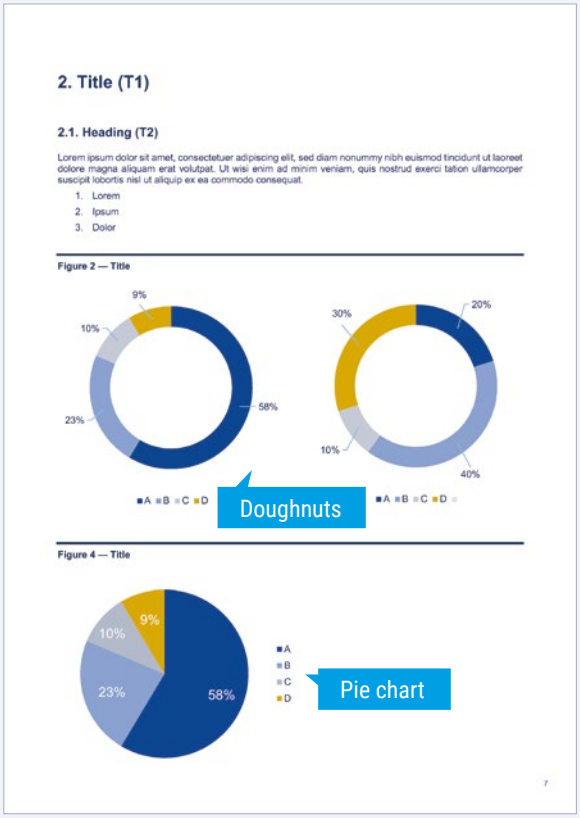
Eurodac

SIS

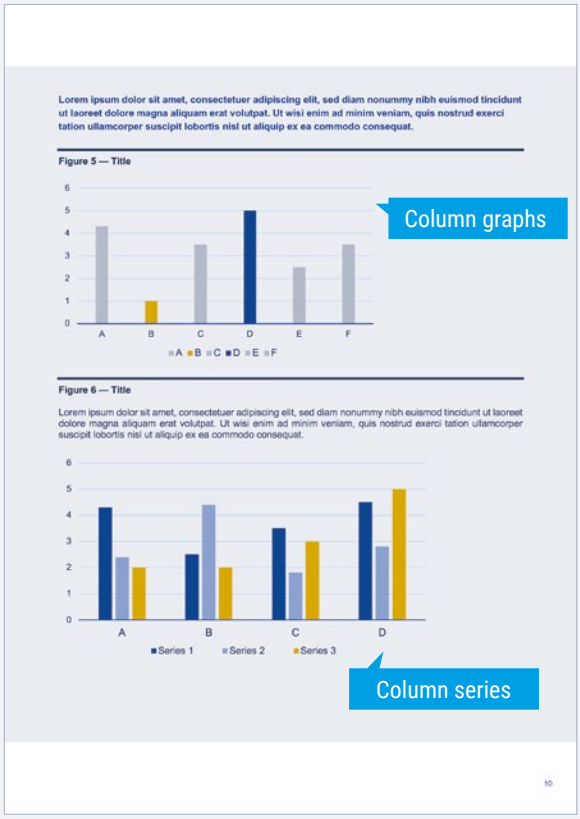
VIS

Interoperability

Charts



Highlight the highest



IT Systems - Versions

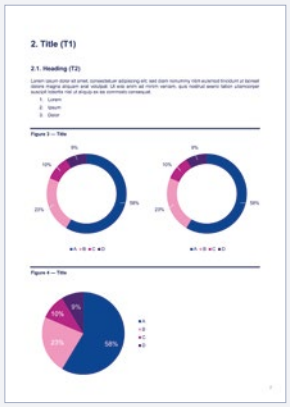
EES

ETIAS

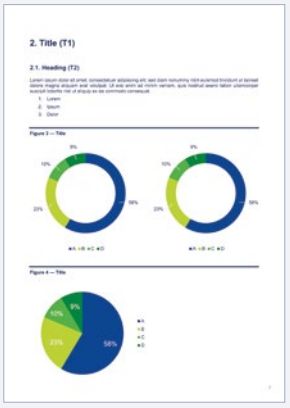
ECRIS-TCN

Eurodac

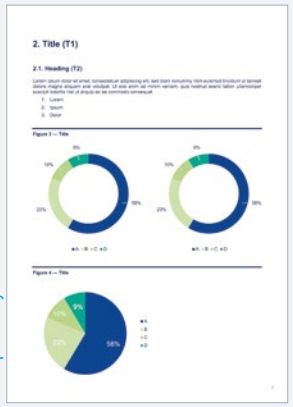
VIS



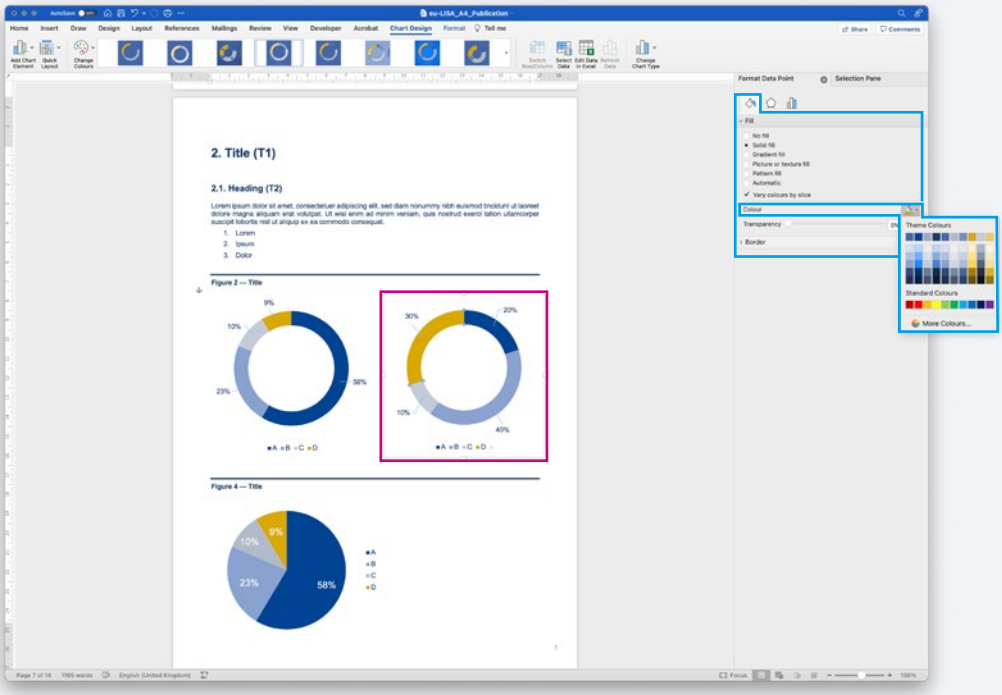
SIS



Interoperability



To change the colour(s) of charts

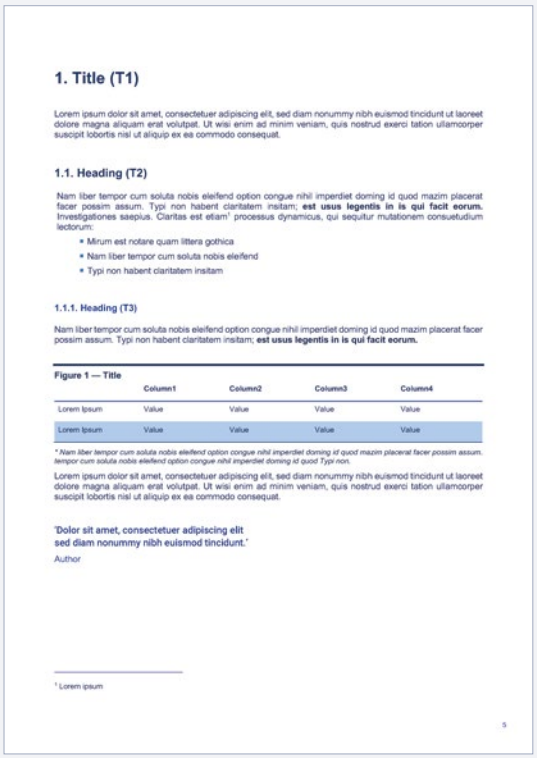


Click to select the chart and click again on a particular element of the chart to change its colour.

— The **Format data point pane** appears.
— Change the colour.

To change the content of the graphs, right click on the chart and select 'Edit Data' - an Excel window will open.

Tables



1. Title (T1)

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

1.1. Heading (T2)

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; **est usus legentis in is qui facit eorum.** Investigationes saepius. Claritas est etiam[1] processus dynamicus, qui sequitur mutationem consuetudium lectorum:

- Mirum est notare quam littera gothica
- Nam liber tempor cum soluta nobis eleifend
- Typi non habent claritatem insitam

1.1.1. Heading (T3)

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; **est usus legentis in is qui facit eorum.**

Figure 1 — Title

	Column1	Column2	Column3	Column4
Lorem ipsum	Value	Value	Value	Value
Lorem ipsum	Value	Value	Value	Value

* *Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod Typi non.*

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

'Dolor sit amet, consectetuer adipiscing elit sed diam nonummy nibh euismod tincidunt.'

Author

[1] Lorem ipsum

5

Figure 2 — Title

	Column1	Column2	Column3	Column4
Lorem ipsum	Value	Value	Value	Value
Lorem ipsum	Value	Value	Value	Value
Lorem ipsum	Value	Value	Value	Value
Lorem ipsum	Value	Value	Value	Value

1.1.2. Heading (T3)

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; **est usus legentis in is qui facit eorum.**

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; **est usus legentis in is qui facit eorum.** Investigationes saepius. Claritas est etiam[2] processus dynamicus, qui sequitur mutationem consuetudium lectorum:

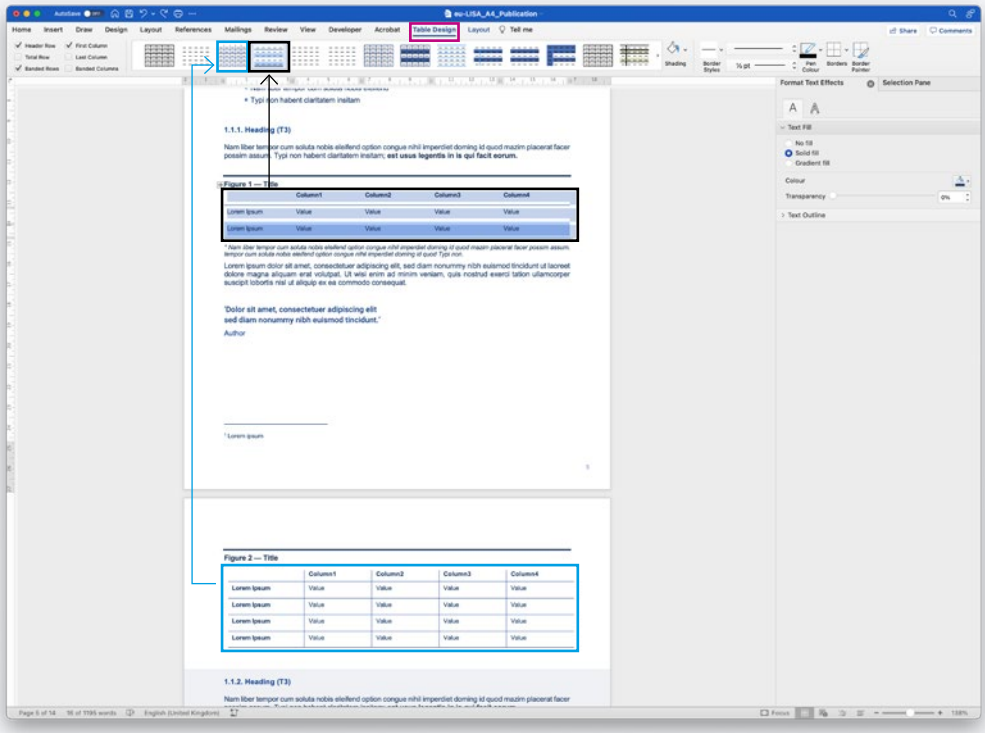
- Mirum est notare quam littera gothica
- Nam liber tempor cum soluta nobis eleifend
- Typi non habent claritatem insitam

Note

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

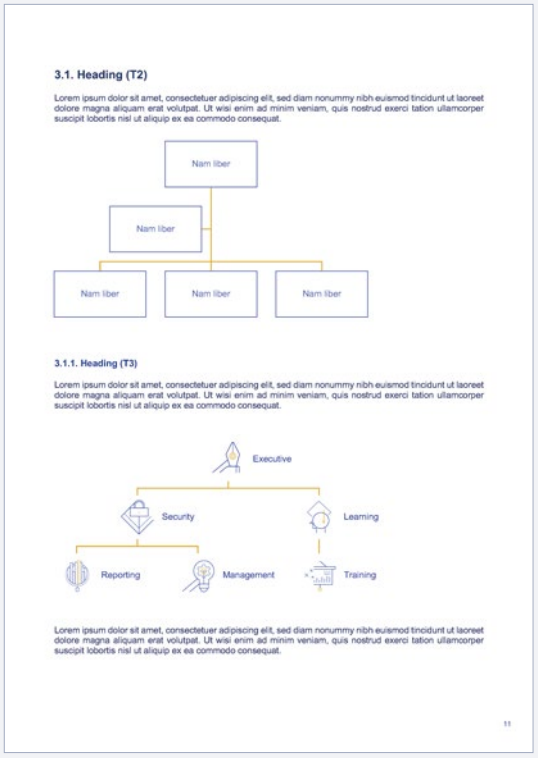
[2] Lorem ipsum

6

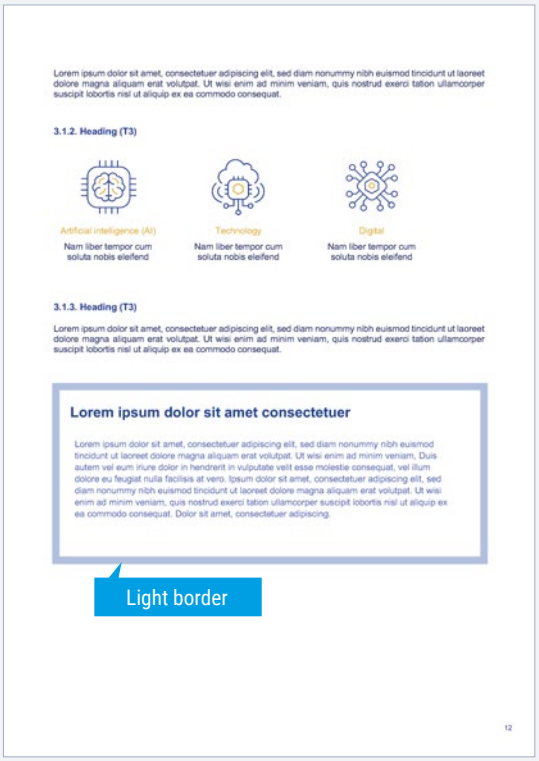


Use the Table Styles.

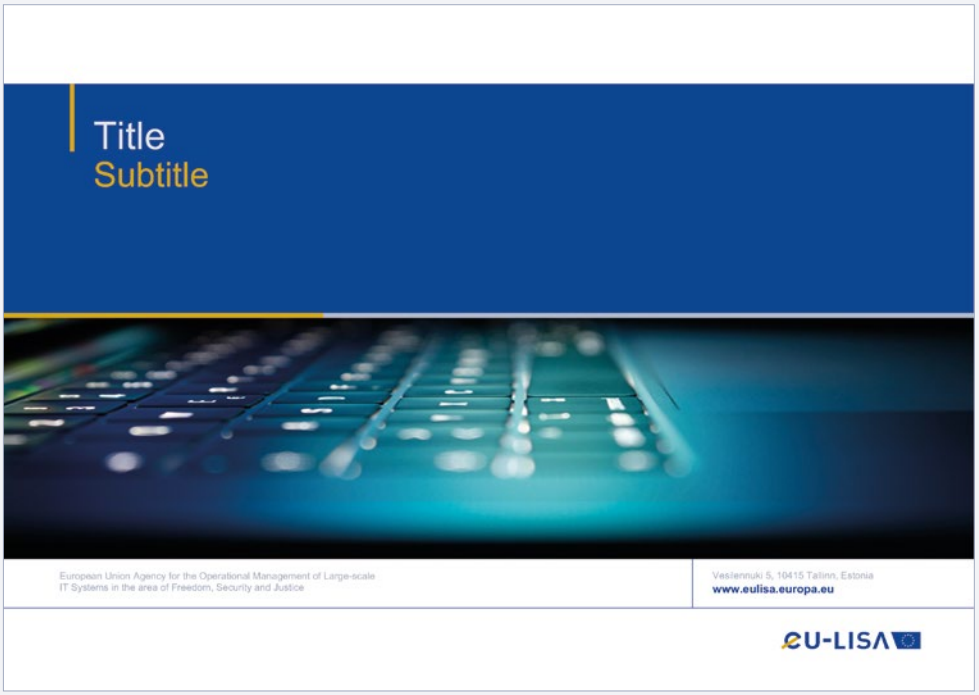
Smart Arts, Flow Charts and Icons

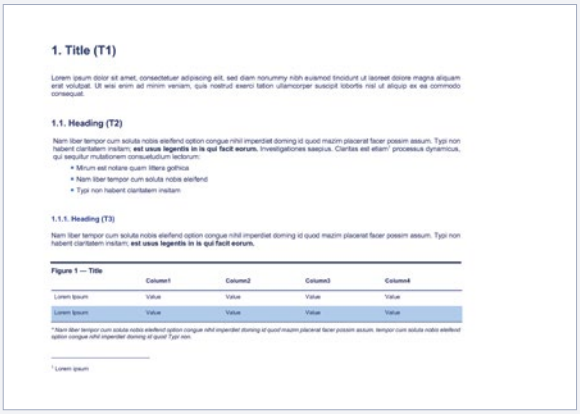


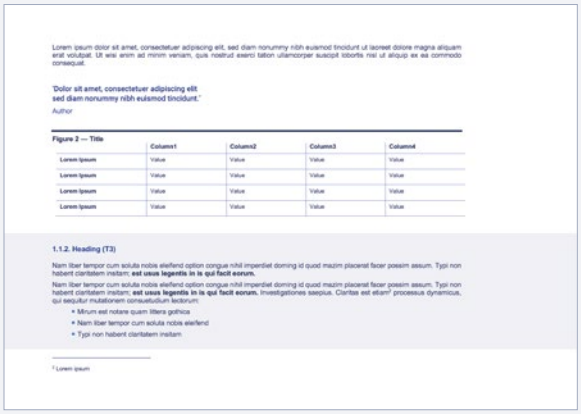
Different kinds of boxes

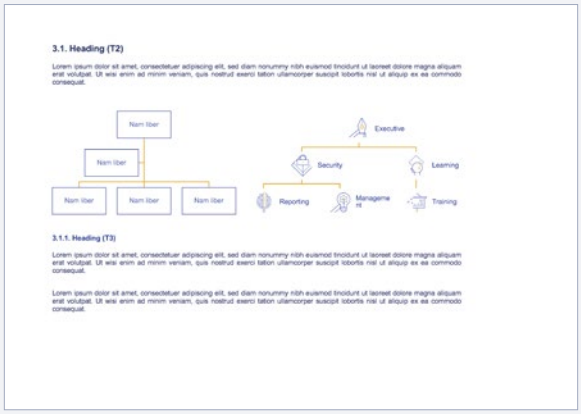


Landscape Version









The landscape version uses the same principles as the portrait format.

LAYOUT

— **Margins:** top, bottom 2 cm / left 2,5 cm and right 2 cm.

eu-LISA

WORD A4 INTERNAL REPORTS TEMPLATES

Covers

With Cover Visual

The header can contain **the security marking and the ARES number**.

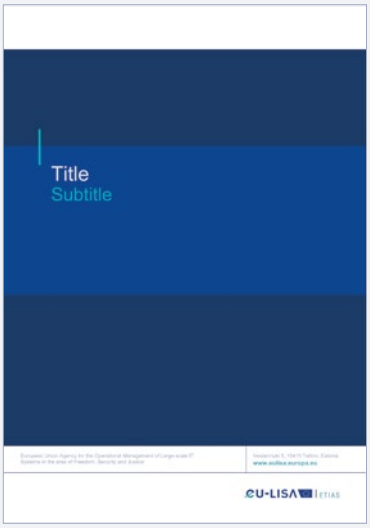
You can change **the background.**

The footer contains **the full name of the Agency, the address, the website and the logo.**

IT Systems - Covers - Variations

EES

ETIAS

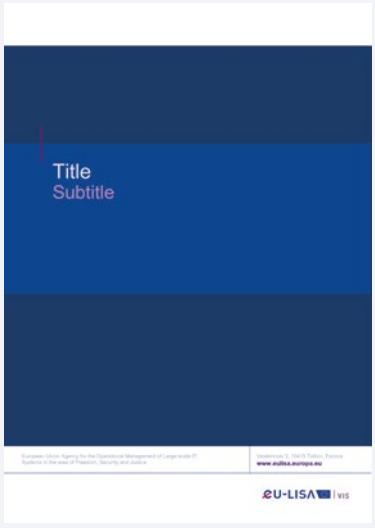


ECRIS-TCN

Eurodac

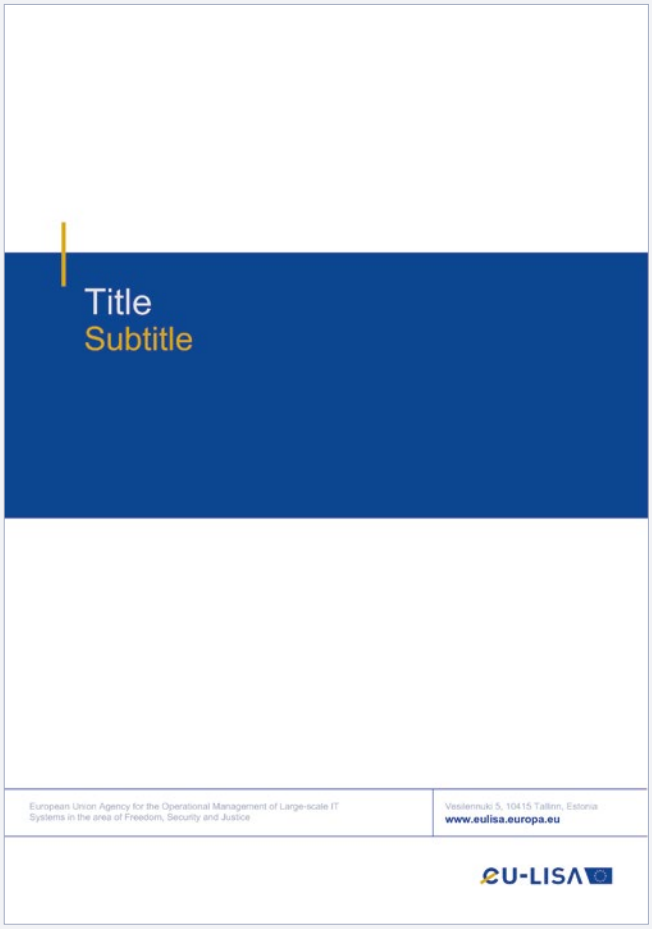
SIS

VIS

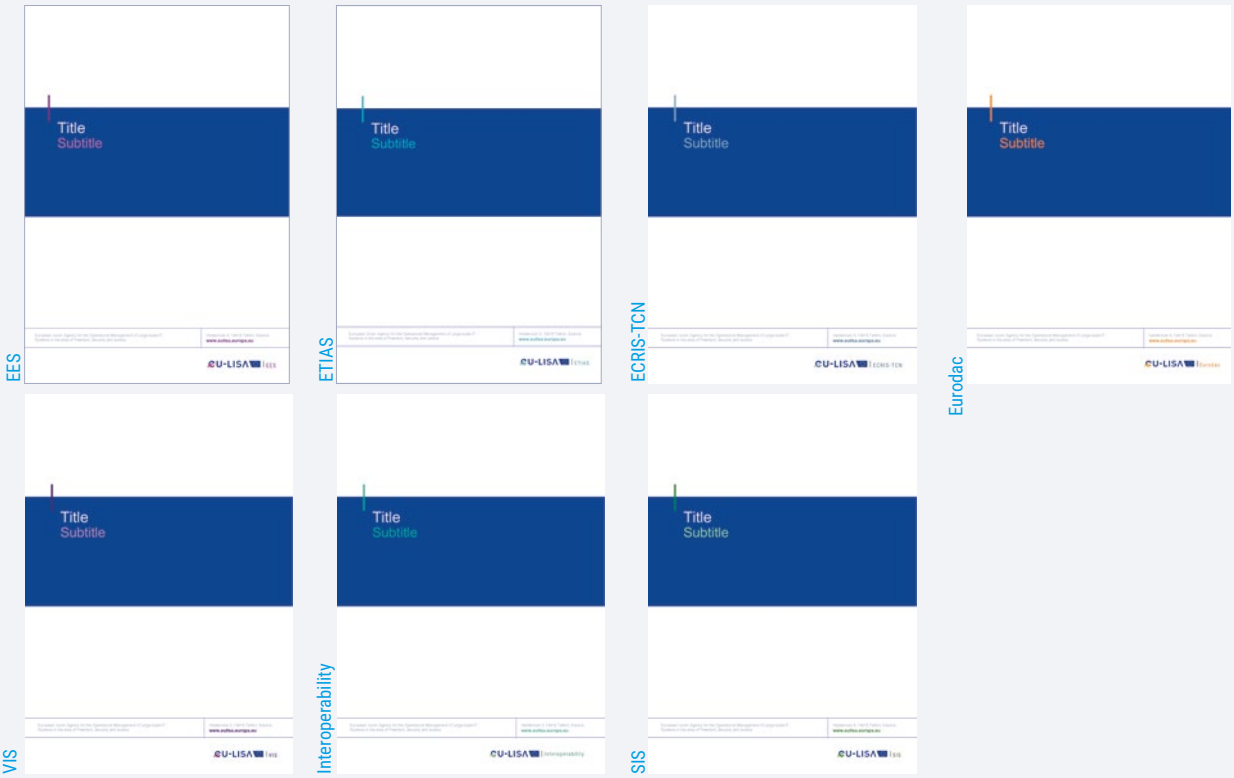


Interoperability

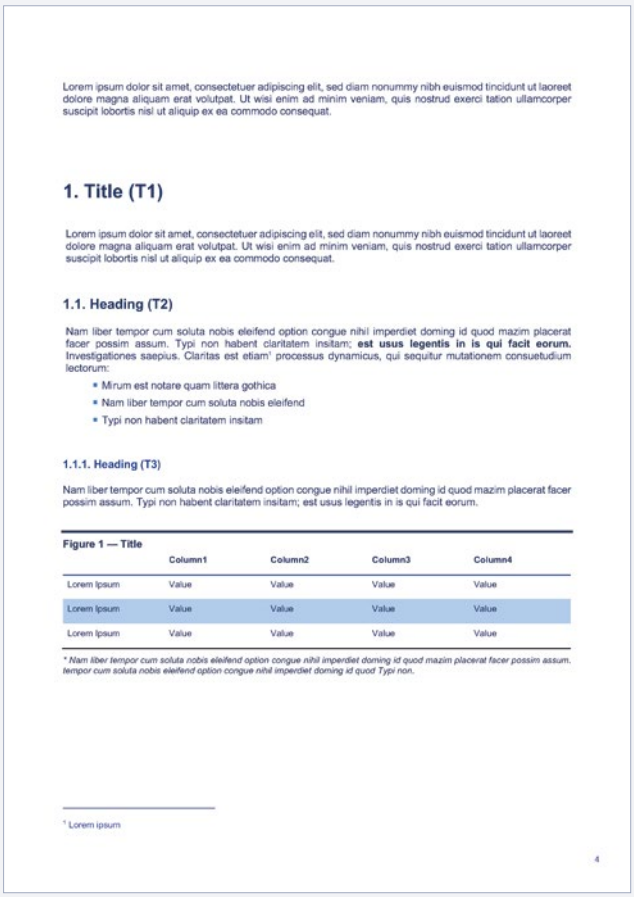
Without Cover Visual



IT Systems - Covers - Variations



Interior Layout



Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

1. Title (T1)

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

1.1. Heading (T2)

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; **est usus legentis in is qui facit eorum.** Investigationes saepius. Claritas est etiam[1] processus dynamicus, qui sequitur mutationem consuetudium lectorum:

- Mirum est notare quam littera gothica
- Nam liber tempor cum soluta nobis eleifend
- Typi non habent claritatem insitam

1.1.1. Heading (T3)

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. Typi non habent claritatem insitam; est usus legentis in is qui facit eorum.

Figure 1 — Title

Column1	Column2	Column3	Column4
Lorem Ipsum	Value	Value	Value	Value
Lorem Ipsum	Value	Value	Value	Value
Lorem Ipsum	Value	Value	Value	Value

** Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possim assum. tempor cum soluta nobis eleifend option congue nihil impevdiet doming id quod Typi non.*

[1] Lorem ipsum

4

Example for IT Systems

EES

ETIAS

ECRIS-TCN

Eurodac

SIS

VIS

Interoperability

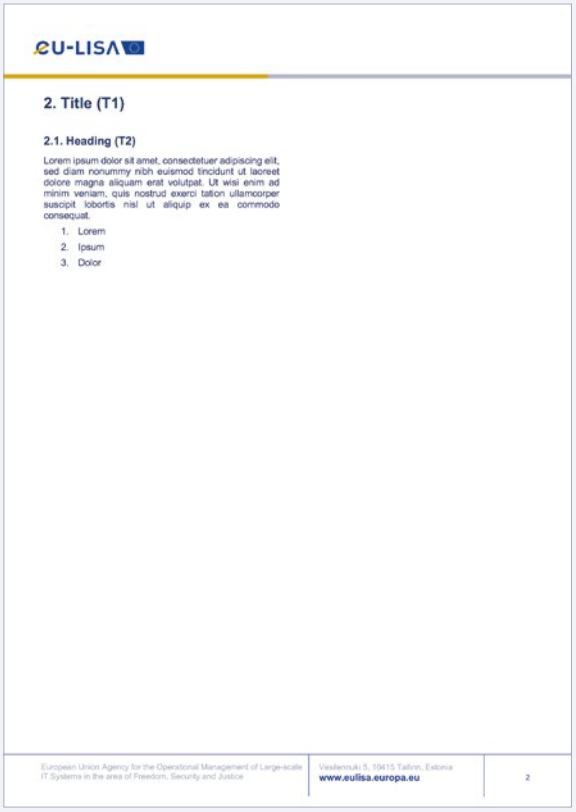
eu-LISA

WORD FACTSHEET A4 TEMPLATE

Front

The header contains **the logo** and may contain **the ARES number.**

Back



The footer contains **the full name of the Agency, the website, the address and the page number.**

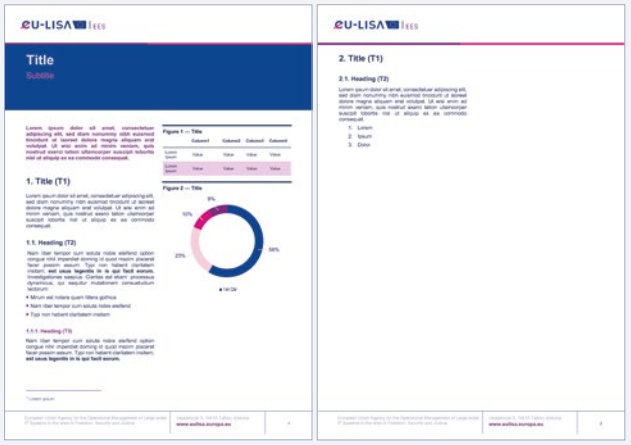
LAYOUT

All factsheets are based on the same structure with 2 columns of text.

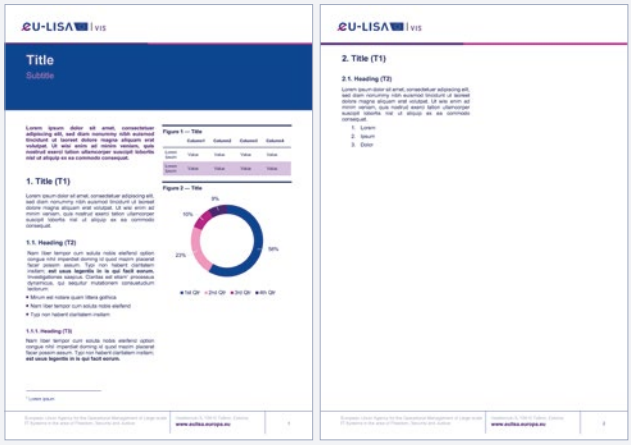
— **Margins:** top 2,5 cm / bottom, left and right 2,5 cm.

IT Systems - Variations

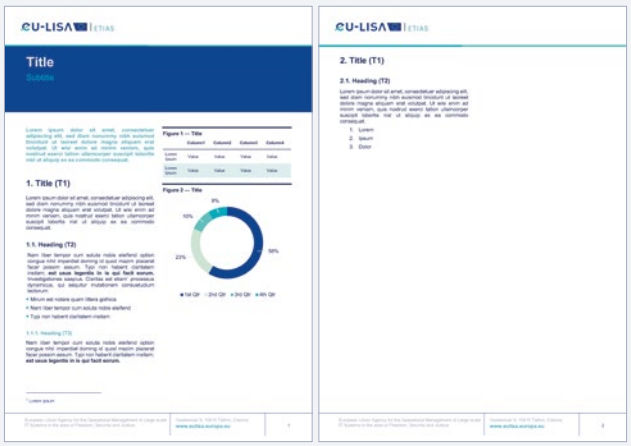
EES



VIS

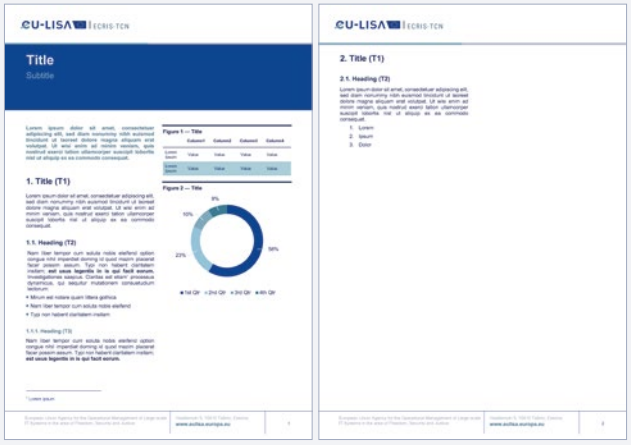


ETIAS



SIS

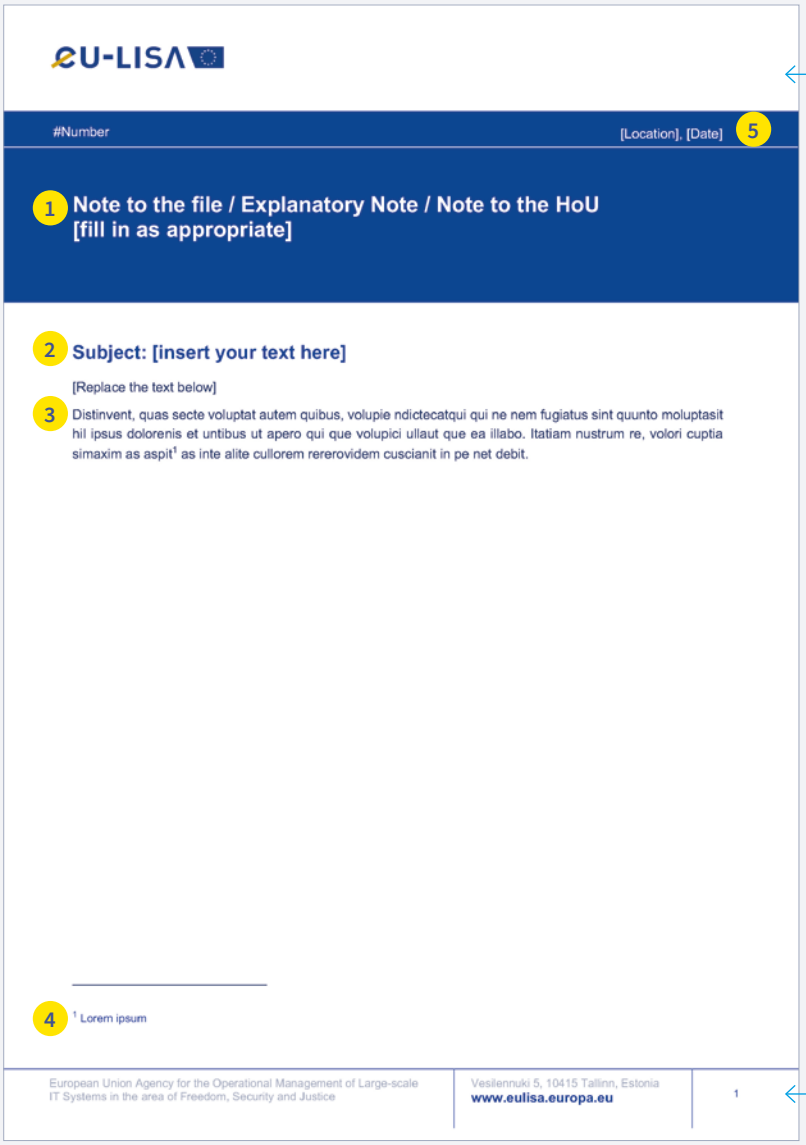
ECRIS-TCN



Interoperability

Eurodac

eu-LISA
WORD NOTE A4 TEMPLATE



The header contains **the logo.**

The footer contains **the full name of the Agency, the website, the address and the page number.**

LAYOUT

— **Margins:** top 2,3 cm / bottom, left and right 2 cm.

1. **Title,** Arial bold, 16 pt
2. **Subject,** Arial bold, 14 pt
3. **Text,** Arial regular, 10 pt
4. **Footnote,** Arial regular, 8,5 pt
5. **#Number, location, date,** Arial regular, 10 pt

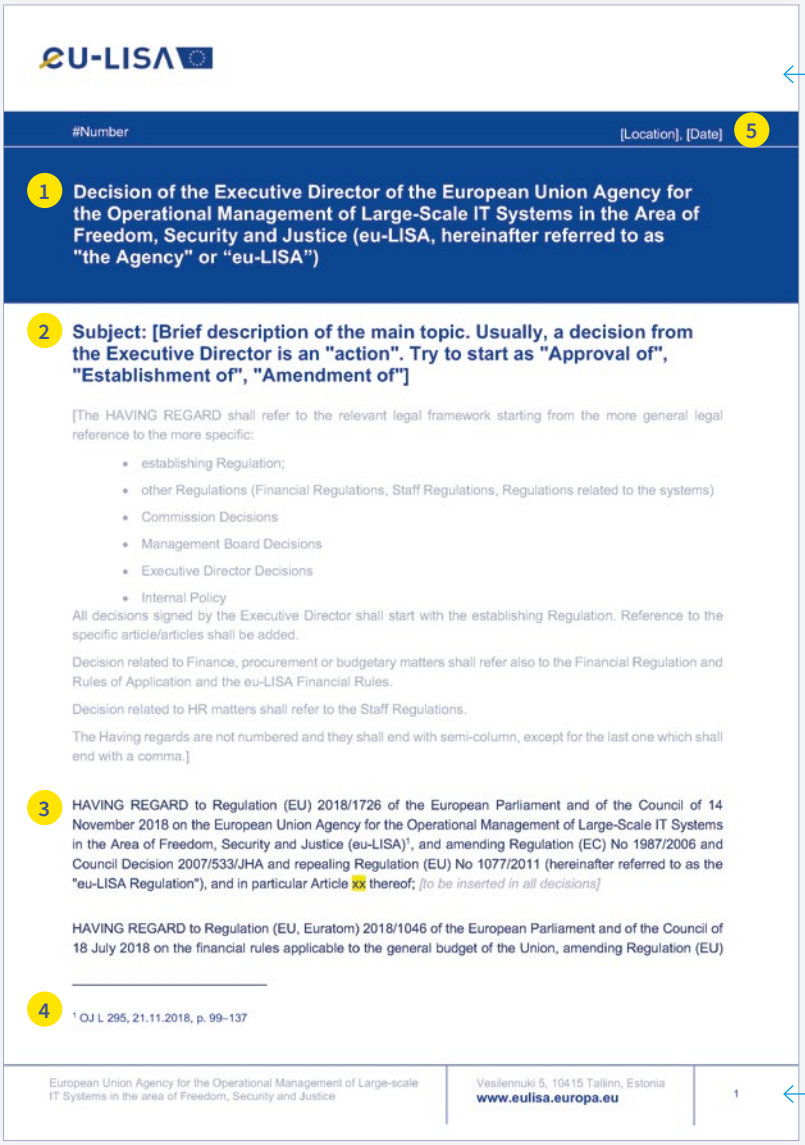
Landscape Version

LAYOUT

- **Margins:** top 2 cm / bottom, left and right 2,5 cm.

eu-LISA

WORD EXECUTIVE DIRECTOR DECISION A4 TEMPLATE



#Number [Location], [Date] 5

1 **Decision of the Executive Director of the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA, hereinafter referred to as "the Agency" or "eu-LISA")**

2 **Subject: [Brief description of the main topic. Usually, a decision from the Executive Director is an "action". Try to start as "Approval of", "Establishment of", "Amendment of"]**

[The HAVING REGARD shall refer to the relevant legal framework starting from the more general legal reference to the more specific:

- establishing Regulation;
- other Regulations (Financial Regulations, Staff Regulations, Regulations related to the systems)
- Commission Decisions
- Management Board Decisions
- Executive Director Decisions
- Internal Policy

All decisions signed by the Executive Director shall start with the establishing Regulation. Reference to the specific article/articles shall be added.

Decision related to Finance, procurement or budgetary matters shall refer also to the Financial Regulation and Rules of Application and the eu-LISA Financial Rules.

Decision related to HR matters shall refer to the Staff Regulations.

The Having regards are not numbered and they shall end with semi-column, except for the last one which shall end with a comma.]

3 HAVING REGARD to Regulation (EU) 2018/1726 of the European Parliament and of the Council of 14 November 2018 on the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA)[1], and amending Regulation (EC) No 1987/2006 and Council Decision 2007/533/JHA and repealing Regulation (EU) No 1077/2011 (hereinafter referred to as the "eu-LISA Regulation"), and in particular Article xx thereof; *[to be inserted in all decisions]*

HAVING REGARD to Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulation (EU)

4 [1] OJ L 295, 21.11.2018, p. 99–137

European Union Agency for the Operational Management of Large-scale IT Systems in the area of Freedom, Security and Justice | Vesilennuki 5, 10415 Tallinn, Estonia **www.eulisa.europa.eu** | 1

The header contains **the logo.**

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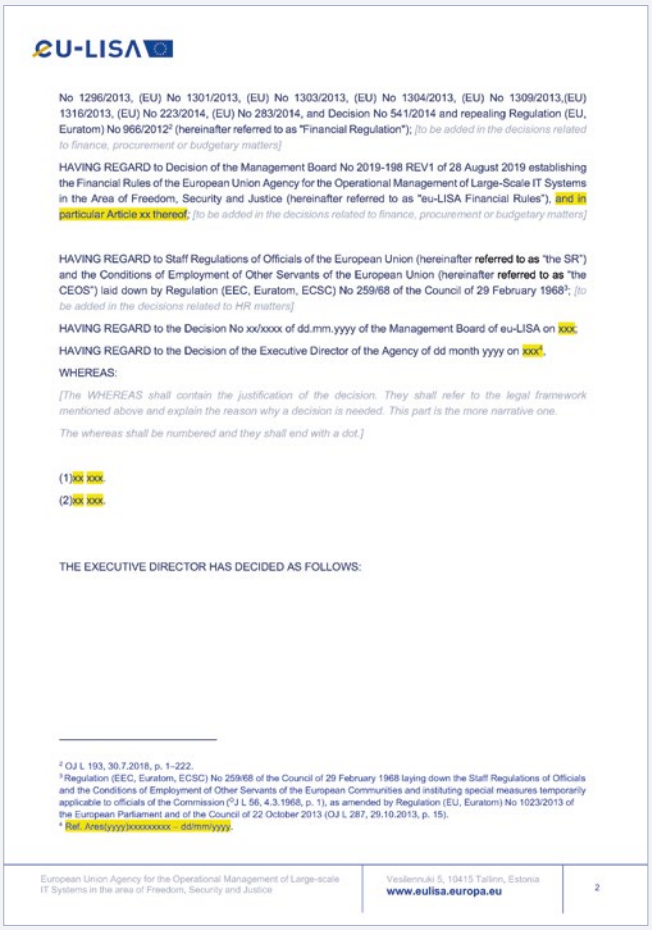
LAYOUT

Margins are all 2 cm.

1 **Title,** Arial bold, 14 pt
2 **Subject,** Arial bold, 14 pt
3 **Text,** Arial regular, 10 pt
4 **Footnote,** Arial regular, 8,5 pt
5 **#Number, location, date,** Arial regular, 10 pt



No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013,(EU) 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014 and repealing Regulation (EU, Euratom) No 966/2012[2] (hereinafter referred to as "Financial Regulation"); *[to be added in the decisions related to finance, procurement or budgetary matters]*

HAVING REGARD to Decision of the Management Board No 2019-198 REV1 of 28 August 2019 establishing the Financial Rules of the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (hereinafter referred to as "eu-LISA Financial Rules"), and in particular Article xx thereof; *[to be added in the decisions related to finance, procurement or budgetary matters]*

HAVING REGARD to Staff Regulations of Officials of the European Union (hereinafter **referred to as** "the SR") and the Conditions of Employment of Other Servants of the European Union (hereinafter **referred to as** "the CEOS") laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968[3]; *[to be added in the decisions related to HR matters]*

HAVING REGARD to the Decision No xx/xxxx of dd.mm.yyyy of the Management Board of eu-LISA on xxx;

HAVING REGARD to the Decision of the Executive Director of the Agency of dd month yyyy on xxx[4].

WHEREAS:

[The WHEREAS shall contain the justification of the decision. They shall refer to the legal framework mentioned above and explain the reason why a decision is needed. This part is the more narrative one.

The whereas shall be numbered and they shall end with a dot.]

(1)xx xxx.

(2)xx xxx.

THE EXECUTIVE DIRECTOR HAS DECIDED AS FOLLOWS:

[2] OJ L 193, 30.7.2018, p. 1–222.
[3] Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities and instituting special measures temporarily applicable to officials of the Commission (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 (OJ L 287, 29.10.2013, p. 15).
[4] Ref. Ares(yyyy)xxxxxxxxx – dd/mm/yyyy.

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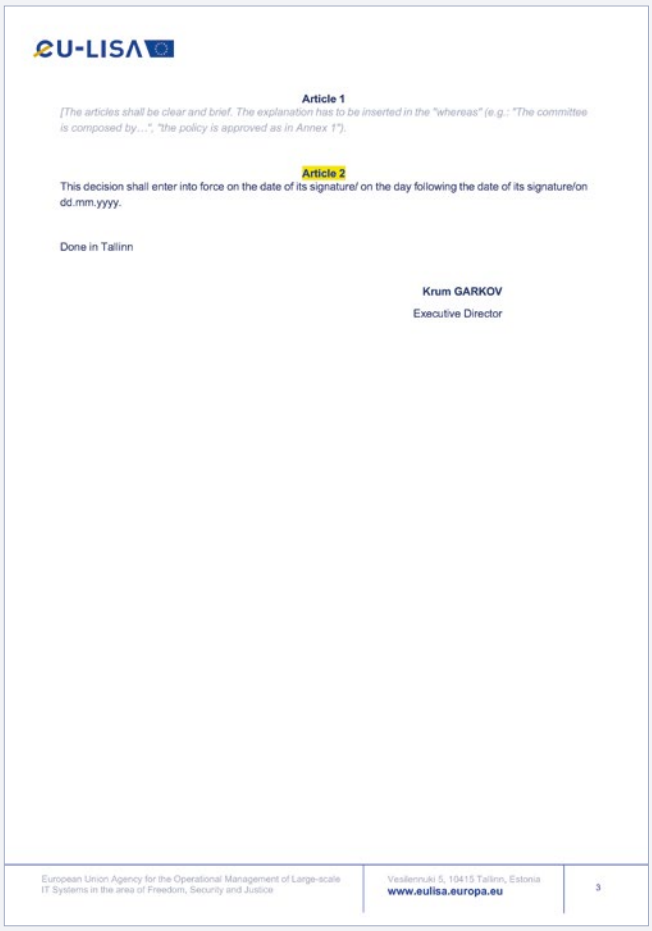


Article 1

[The articles shall be clear and brief. The explanation has to be inserted in the "whereas" (e.g.: "The committee is composed by…", "the policy is approved as in Annex 1").

Article 2

This decision shall enter into force on the date of its signature/ on the day following the date of its signature/on dd.mm.yyyy.

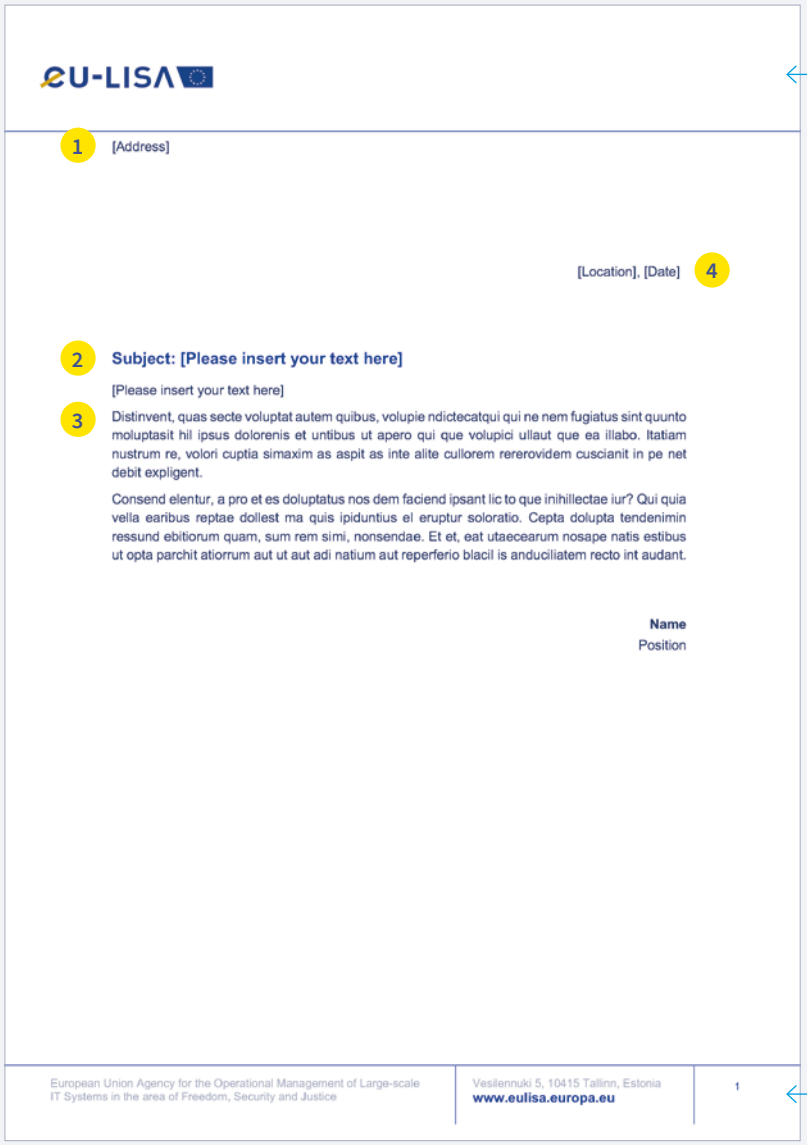
Done in Tallinn

Krum GARKOV
Executive Director

European Union Agency for the Operational Management of Large-scale IT Systems in the area of Freedom, Security and Justice | Vesilennuki 5, 10415 Tallinn, Estonia **www.eulisa.europa.eu** | 3

eu-LISA

WORD LETTERHEAD A4 TEMPLATE



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LAYOUT

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2. **Subject,** Arial bold, 12 pt
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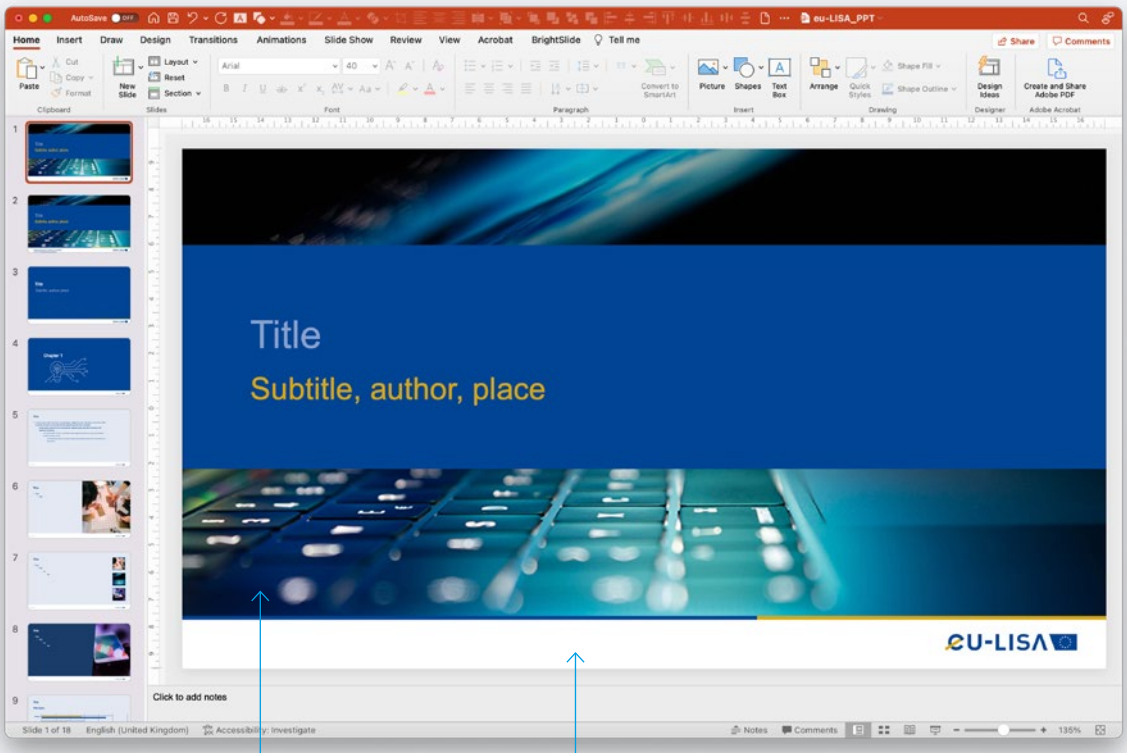
eu-LISA
POWERPOINT

7

There is a Powerpoint template for eu-LISA as well as a template for each IT system.

- MASTER SLIDES
- IT SYSTEMS VARIATIONS

eu-LISA
MASTER SLIDES



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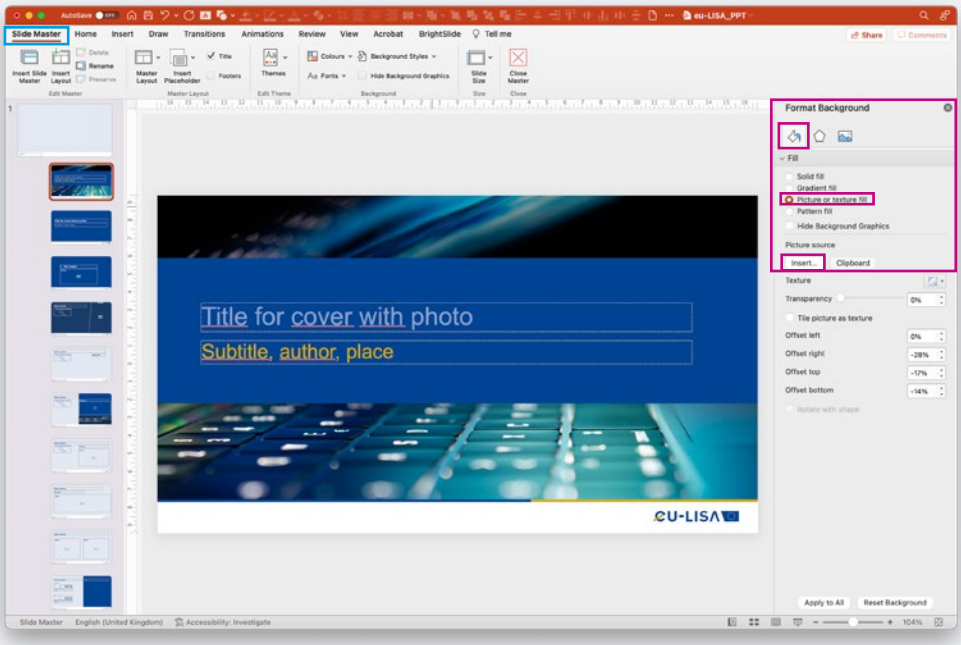
LAYOUT

All Powerpoint presentations are based on the same structure.

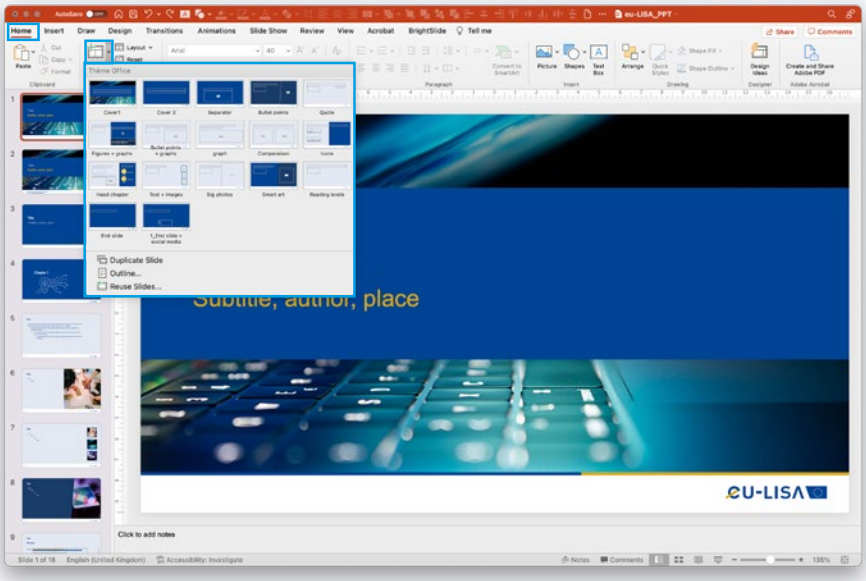
To change the photo in the background



Go to the Slide Master tab (View>Slide Master).

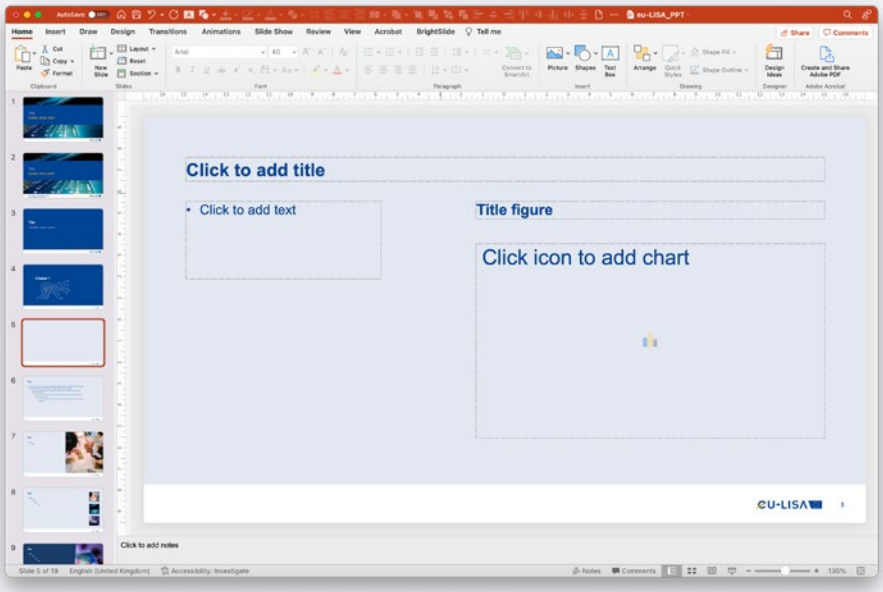
- In the **Format Background pane** (available under the **Background Styles** menu), select **Picture or texture fill**.
- In the **Picture source** section, click **Insert** and select your photo.

To insert new slides



Switch to normal mode.

- Click **New Slide**.
- Choose a slide master.



- Fill in the different elements.

eu-LISA
IT SYSTEMS - VARIATIONS

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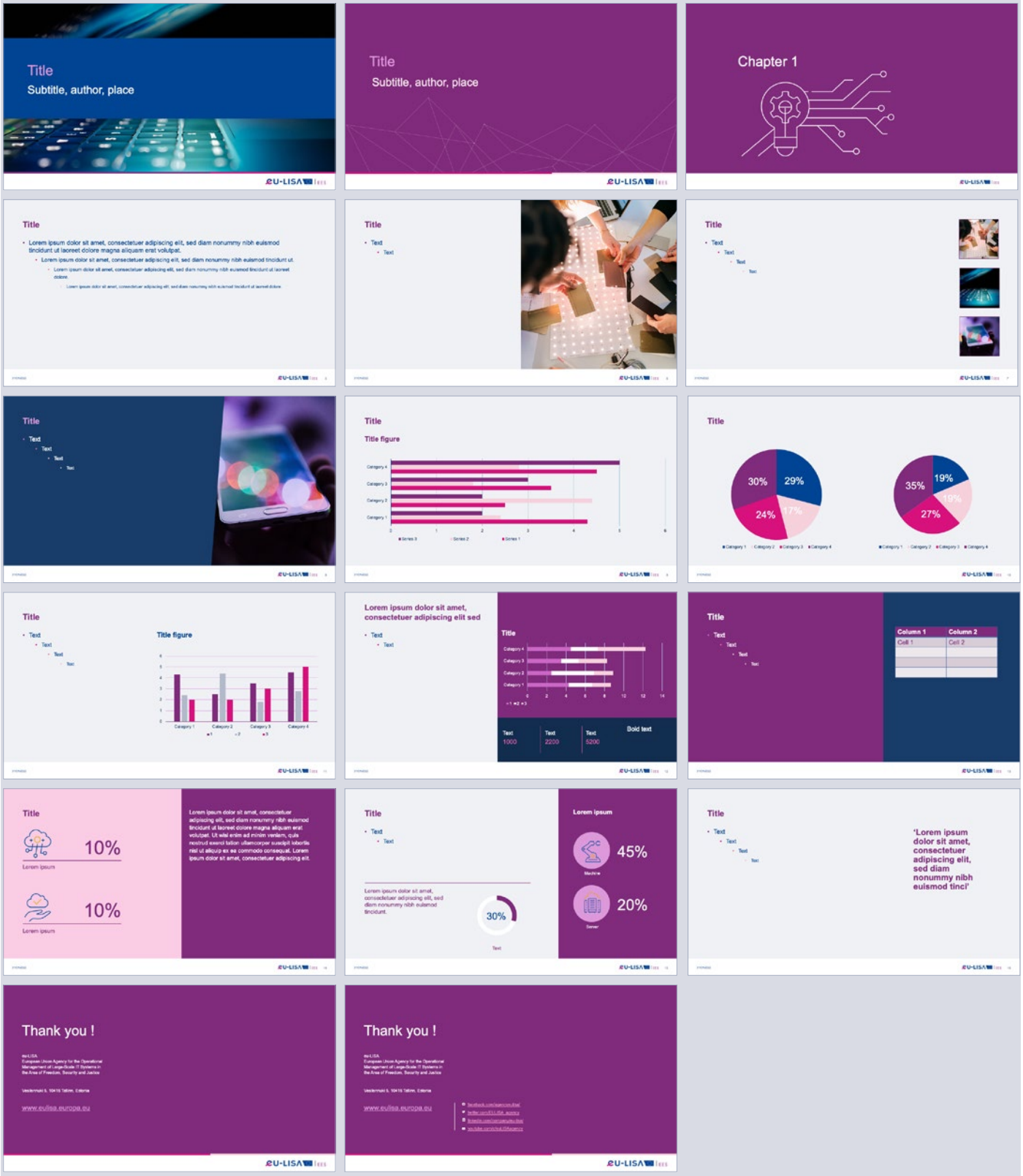

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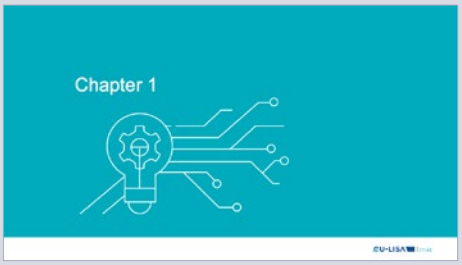
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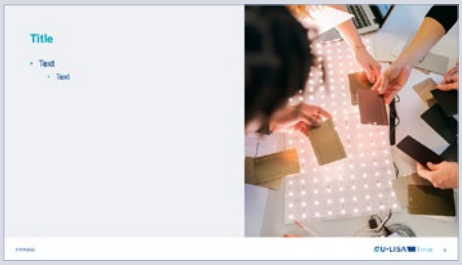
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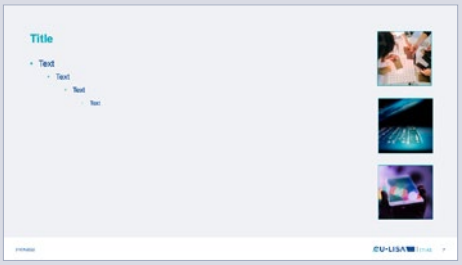
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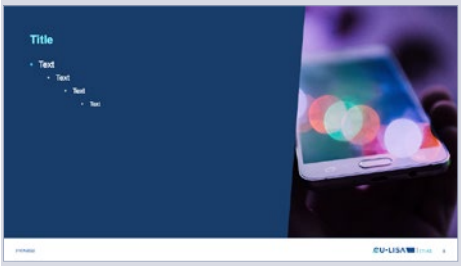
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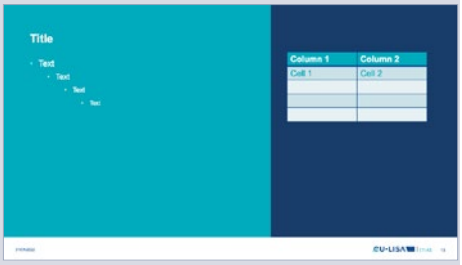
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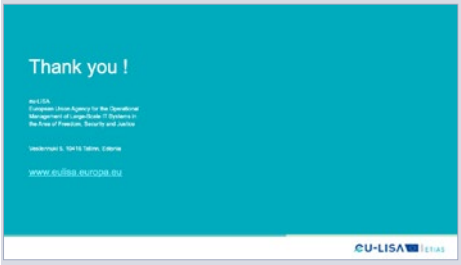
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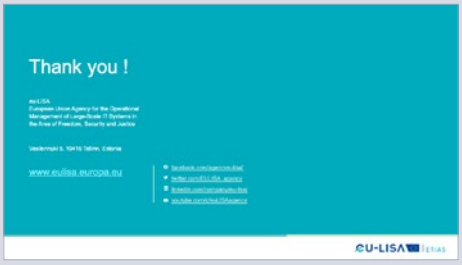
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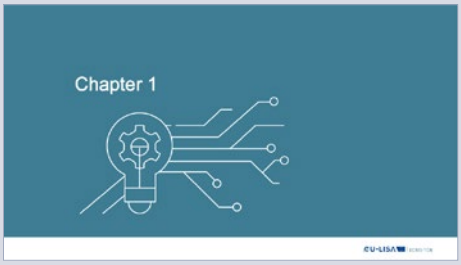
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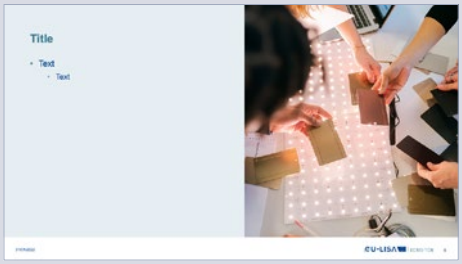
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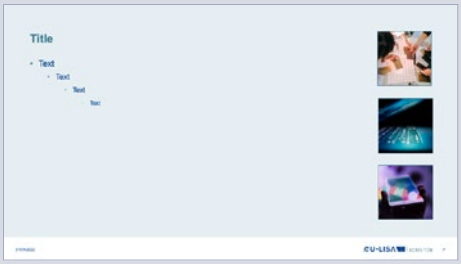
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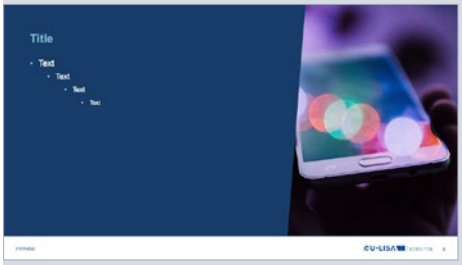
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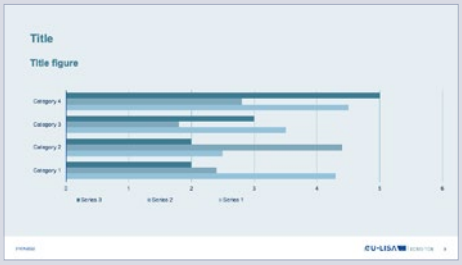
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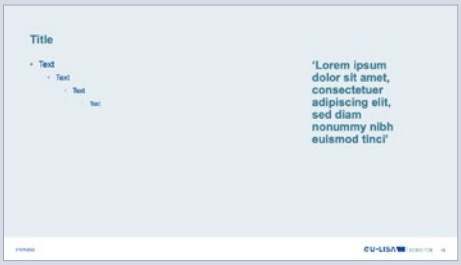
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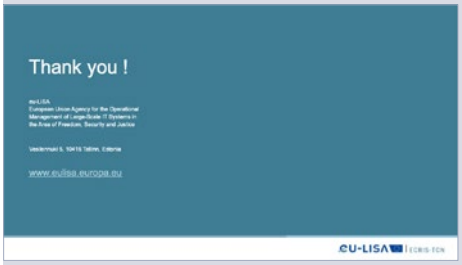
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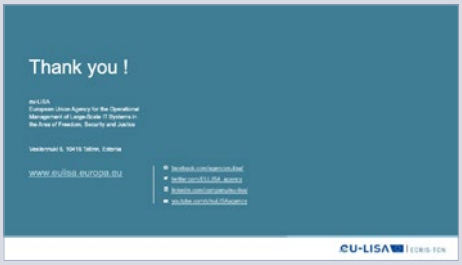
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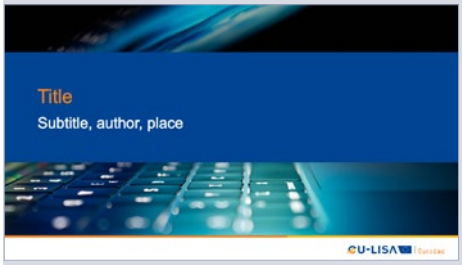
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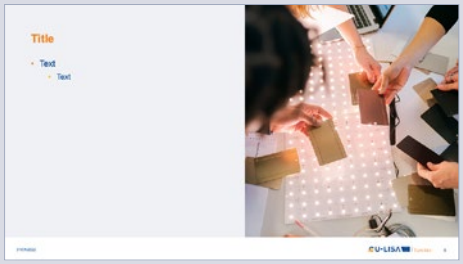
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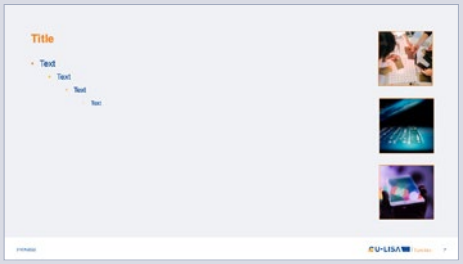
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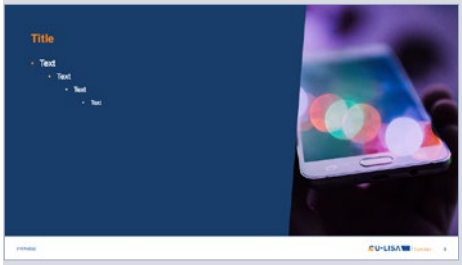
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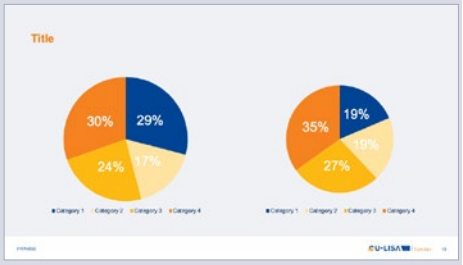
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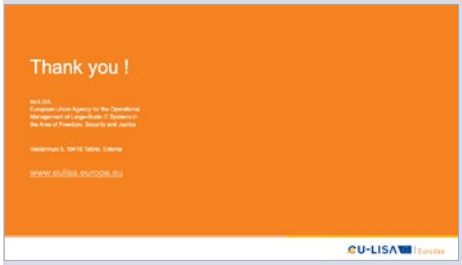
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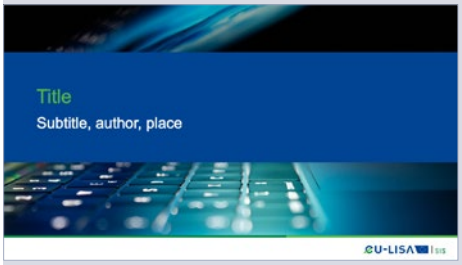
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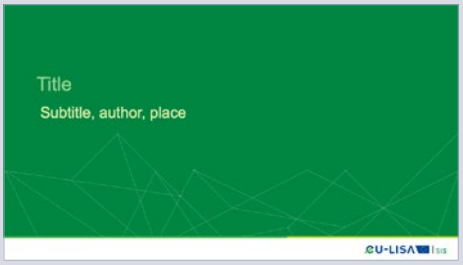
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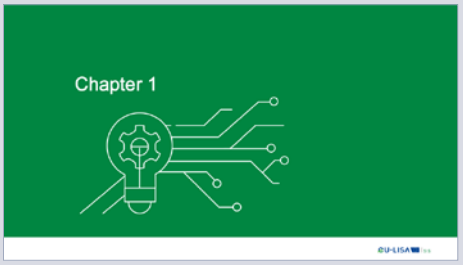
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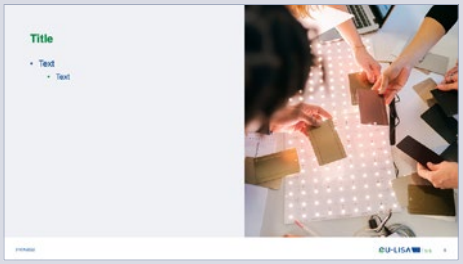
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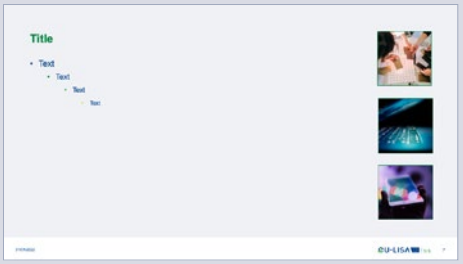
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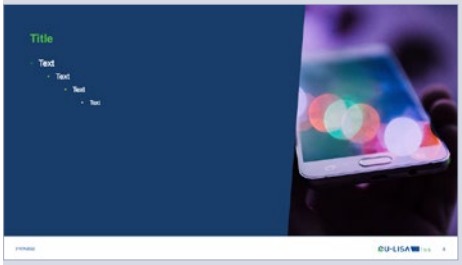
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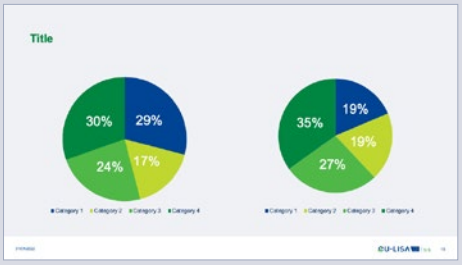
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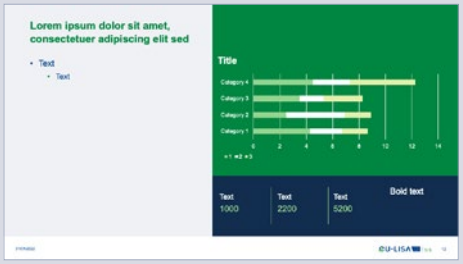
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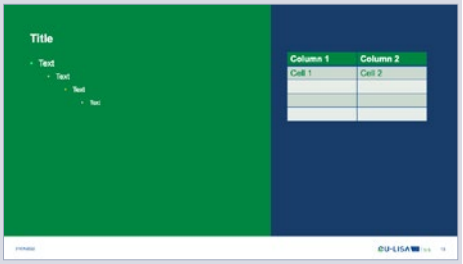
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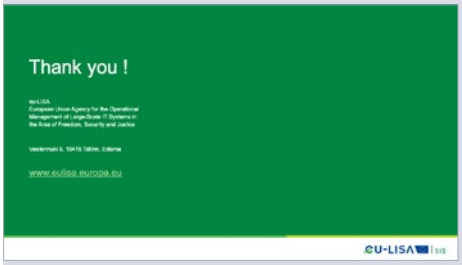
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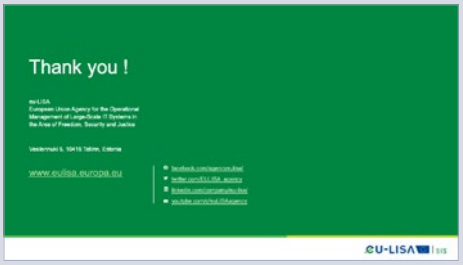
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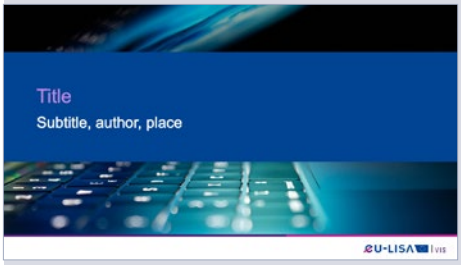
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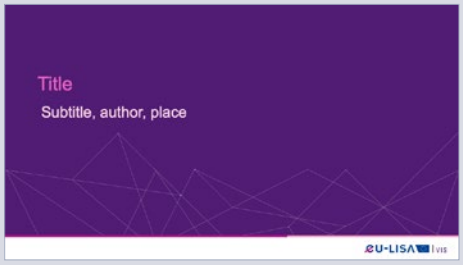
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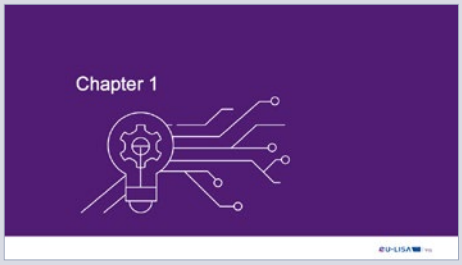
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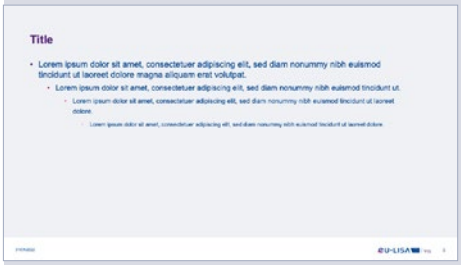
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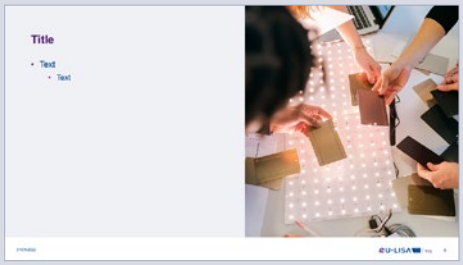
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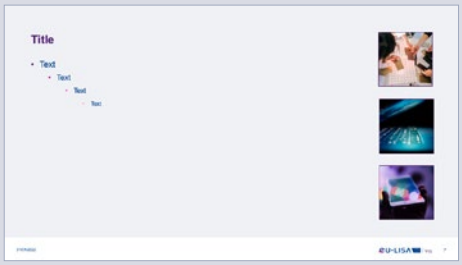
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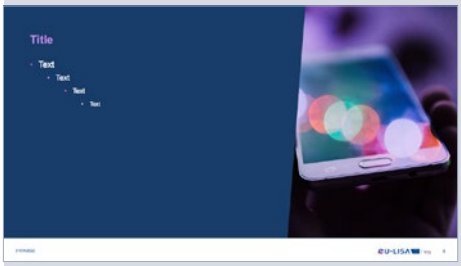
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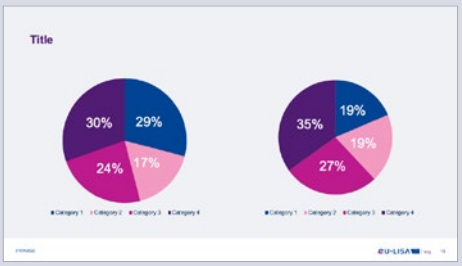
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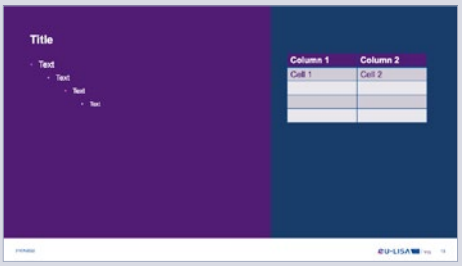
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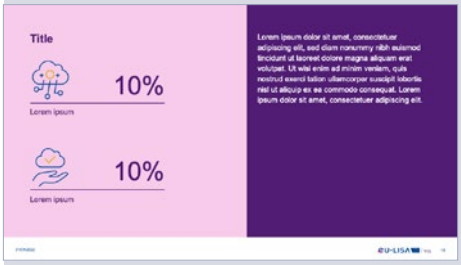
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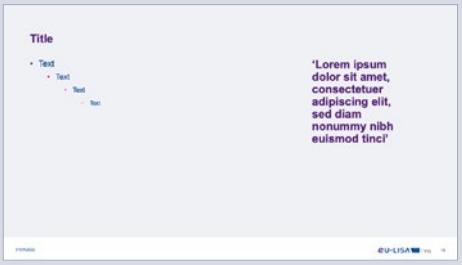
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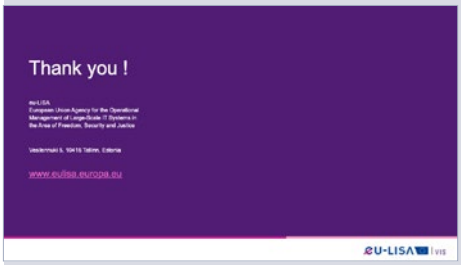
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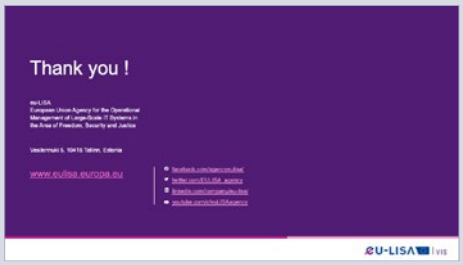
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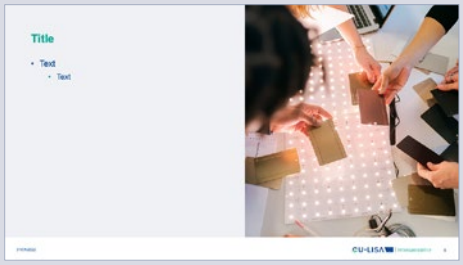
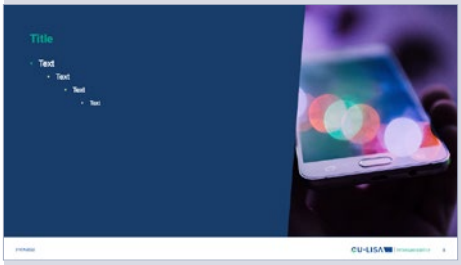
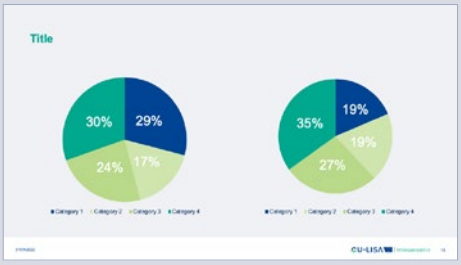
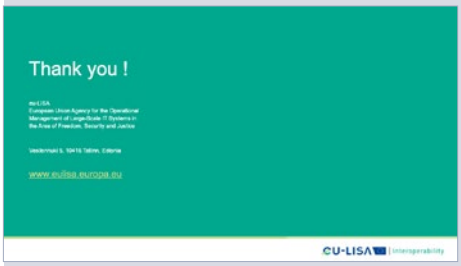
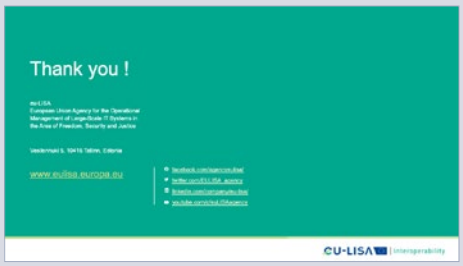
Interoperability











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