

2021

VISUAL IDENTITY MANUAL

Content

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

eu-LISA COLOUR PALETTE



- ➔ THE MAIN COLOURS
- ➔ THE IT SYSTEM COLOURS

Use the Illustrator files from:

↓ 1_eu-LISA_PALETTE

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

C 0 M 60 Y 100 K 0
R 245 G 130 B 32
F58220

C 0 M 30 Y 100 K 0
R 253 G 185 B 19
FDB913

C 0 M 0 Y 20 K 0
R 255 G 252 B 213
FFFCD5

SIS

C 100 M 0 Y 100 K 25
R 0 G 134 B 65
008641

C 70 M 0 Y 100 K 0
R 80 G 184 B 72
50B848

C 30 M 0 Y 100 K 0
R 191 G 215 B 48
BFD730

EES

C 50 M 100 Y 0 K 0
R 146 G 39 B 143
92278F

C 0 M 100 Y 0 K 0
R 236 G 0 B 140
EC008C

C 0 M 20 Y 0 K 0
R 250 G 213 B 229
FAD5E5

ETIAS

C 100 M 0 Y 30 K 0
R 0 G 171 B 189
00ABBD

C 60 M 0 Y 30 K 0
R 91 G 196 B 191
5BC4BF

C 20 M 0 Y 20 K 0
R 204 G 231 B 211
CCE7D3

ECRIS-TCN

C 50 M 0 Y 0 K 50
R 62 G 124 B 148
3E7C94

C 30 M 0 Y 0 K 30
R 128 G 169 B 189
80A9BD

C 30 M 0 Y 0 K 15
R 149 G 196 B 218
95C4DA

Interoperability

C 100 M 0 Y 60 K 0
R 0 G 168 B 142
00A88E

C 30 M 0 Y 60 K 0
R 185 G 217 B 137
B9D989

C 20 M 0 Y 40 K 0
R 207 G 229 B 174
CFE5AE

eu-LISA LOGOTYPE

| 2

- ➔ STANDARD VERSION
- ➔ SAFETY AREA
- ➔ STANDARD BLACK&WHITE VERSION
- ➔ STANDARD NEGATIVE VERSION
- ➔ BASELINE VERSION
- ➔ BASELINE VERSION (BLACK&WHITE AND NEGATIVE VERSIONS)
- ➔ SECTOR VERSIONS
- ➔ SECTOR VERSIONS (IN BLACK&WHITE)
- ➔ SECTOR VERSIONS (IN NEGATIVE)
- ➔ IT SYSTEMS' VERSIONS
- ➔ IT SYSTEMS' VERSIONS (IN BLACK&WHITE)
- ➔ IT SYSTEMS' VERSIONS (IN NEGATIVE)
- ➔ CO-BRANDING
- ➔ NOT TO DO
- ➔ LOGO BACKGROUND

Use the files from:

↓ 2_eu-LISA_LOGO



Standard version

The logotype is composed by:

- ⊕ the acronym 'eu-LISA'
- ⊕ the EU flag

Colour palette

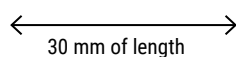
■ Pantone Reflex Blue

C100 M80 Y0 K0 | R0 G68 B148 | #004494

■ Pantone 110C

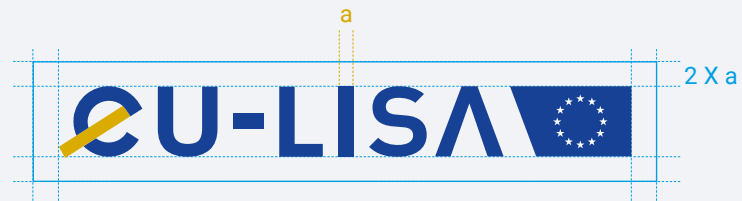
C14 M30 Y100 K4 | R218 G169 B0 | #DAA900

Minimum size



Use the files from '2_eu-LISA_LOGO':

- ⬇ For print version Quadri CMYK - folder '2A_CMYK_Print_Version' '2Aa_eu-LISA_Standard_Print_Version_CMYK > Quadri_CMYK'
- ⬇ For Pantone version - folder '2A_CMYK_Print_Version' '2Aa_eu-LISA_Standard_Print_Version_CMYK > Pantone'
- ⬇ For web/multimedia - folder '2B_Web_Multimedia_Version' '2Ba-eu-LISA_Standard_Web_Multimedia_Version_RGB > RGB'



Safety area

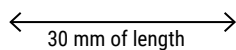
The role of the protection zone is to protect the logo from any disturbance which would make it difficult to read.

**No items
should appear
in this zone.**



Standard black&white version

Minimum size



30 mm of length

Use the files from
'2_eu-LISA_LOGO':

- ↓ For print version Quadri CMYK -
folder '2A_CMYK_Print_Version'
'2Aa_eu-LISA_Standard_Print_
Version_CMYK > Black&White'
- ↓ For web/multimedia -
folder '2B-Web Multimedia version'
'2Ba-eu-LISA_Standard_Web_
Multimedia_Version_RGB >
Black&White'



Standard negative version

Minimum size



30 mm of length

Use the files from
'2_eu-LISA_LOGO':

- ↓ For print version Quadri CMYK -
folder '2A_CMYK_Print_Version'
'2Aa_eu-LISA_Standard_Print_
Version_CMYK > Negative'
- ↓ For web/multimedia -
folder '2B_Web_Multimedia_Version'
'2Ba-eu-LISA_Standard_Web_
Multimedia_Version_RGB > Negative'



Baseline version

Minimum size



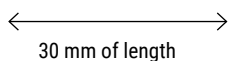
Use the files from '2_eu-LISA_LOGO':

- ↓ For print version Quadri CMYK -
folder '2A_CMYK_Print_Version'
'2Ab_eu-LISA_Baseline_Print_ Version_CMYK > Quadri_CMYK'
- ↓ For PANTONE version -
folder '2A_CMYK_Print_Version'
'2Ab_eu-LISA_Baseline_Print_ Version_CMYK > Pantone'
- ↓ For web/multimedia -
folder '2B_Web_Multimedia_Version'
'2Bb-eu-LISA_Baseline_Web_ Multimedia_Version_RGB > RGB'

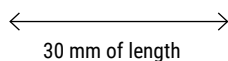


Baseline version (black&white and negative versions)

Minimum size



Minimum size



Use the files from
'2_eu-LISA_LOGO':

- For print version Quadri CMYK -
folder '2A_CMYK_Print_Version'
'2Ab_eu-LISA_Baseline_Print_ Version_CMYK > Black&White'
'2Ab_eu-LISA_Baseline_Print_ Version_CMYK > Negative'
- For web/multimedia -
folder '2B_Web_Multimedia_Version'
'2Bb_eu-LISA_Baseline_Web_ Multimedia_Version_RGB > Black&White'
'2Bb_eu-LISA_Baseline_Web_ Multimedia_Version_RGB > Negative'






Sector versions

Minimum size



Use the files from
'2_eu-LISA_LOGO':

- 
For print version Quadri CMYK - folder '2A_CMYK_Print_Version'
 '2Ac_eu-LISA_Sectors_Print_Version_CMYK > Quadri_CMYK'
- 
For Pantone version - folder '2A_CMYK_Print_Version'
 '2Ac_eu-LISA_Sectors_Print_Version_CMYK > Pantone'
- 
For web/multimedia - folder '2B_Web_Multimedia_Version'
 '2Bc-eu-LISA_Sectors_Web_Multimedia_Version_RGB > RGB'





Sector versions (in black&white)

Minimum size



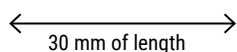
Use the files from '2_eu-LISA_LOGO':

- 
For print version Quadri CMYK - folder '2A_CMYK_Print_Version'
 '2Ac_eu-LISA_Sectors_Print_Version_CMYK > Black&White'
- 
For web/multimedia - folder '2B_Web_Multimedia_Version'
 '2Bc-eu-LISA_Sectors_Web_Multimedia_Version_RGB > Black&White'



Sector versions (in negative)

Minimum size



Use the files from
'2_eu-LISA_LOGO':

- ↓ For print version Quadri CMYK -
folder '2A_CMYK_Print_Version'
'2Ac_eu-LISA_Sectors_Print_
Version_CMYK > Negative'
- ↓ For web/multimedia -
folder '2B_Web_Multimedia_Version'
'2Bc-eu-LISA_Sectors_Web_
Multimedia_Version_RGB > Negative'



IT Systems' versions

Minimum size



Use the files from
'2_eu-LISA_LOGO':

- ↓ For print version Quadri CMYK -
folder '2A_CMYK_Print_Version'
'2Ad_eu-LISA_ITSystems_Print_
Version_CMYK > Quadri_CMYK'
- ↓ For web/multimedia -
folder '2B_Web_Multimedia_Version'
'2Bd-eu-LISA_ITSystems_Web_
Multimedia_Version_RGB > RGB'

 | Eurodac

 | VIS

 | SIS

 | EES

 | ETIAS

 | ECRIS-TCN

 | Interoperability

IT Systems' versions (in black&white)

Minimum size

 | Eurodac  3.25 mm of height

Use the files from
'2_eu-LISA_LOGO':

- ↓ For print version Quadri CMYK -
folder '2A_CMYK_Print_Version'
'2Ad-eu-LISA_ITSystems_Print_Version_CMYK
> Black&White'
- ↓ For web/multimedia -
folder '2B_Web_Multimedia_Version'
'2Bd-eu-LISA_ITSystems_Web_Multimedia_
Version_RGB > Black&White'

eu-LISA  | Eurodac

eu-LISA  | VIS

eu-LISA  | SIS

eu-LISA  | EES

eu-LISA  | ETIAS

eu-LISA  | ECRIS-TCN

eu-LISA  | Interoperability

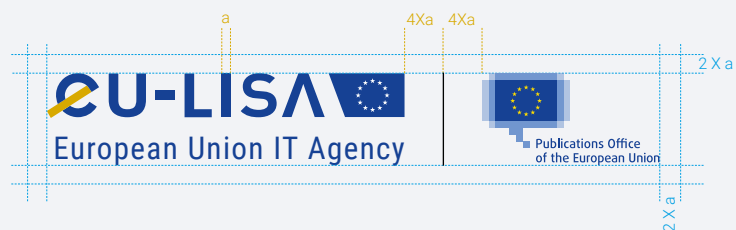
IT Systems' versions (in negative)

Minimum size

eu-LISA  | Eurodac  3.25 mm of height

Use the files from
'2_eu-LISA_LOGO':

- ⬇ For print version Quadri CMYK -
folder '2A_CMYK_Print_Version'
'2Ad-eu-LISA_ITSystems_Print_Version_CMYK
> Negative'
- ⬇ For web/multimedia -
folder '2B_Web_Multimedia_Version'
'2Bd-eu-LISA_ITSystems_Web_Multimedia_
Version_RGB > Negative'



Co-branding

Make sure all logos have equal and balanced visual weight and align with each other horizontally.
Separate them with a black line of 0.5 pt.



! Do not outline



! Do not modify the proportions



! Do not change the position of the flag



! Do not change the font of the baseline



! 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.



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

- ➔ ROBOTO
- ➔ THE FONT STYLES IN SOCIAL MEDIA
- ➔ THE FONT STYLES IN PUBLICATION

Use the files from:

↓ 3_eu-LISA_FONTS

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
А Б В Г Д Ё Е Ж З С И І Й Ј К Л М Н Ѣ О П Р С Т Ћ У Ў Ф Х Ц Ч Ъ
Ш Щ Ъ Ы Ь Э Ю Я а б в г д ё е ж з с и і й ј к л м н ѣ о п р с т ћ у ў ф х ц ч ѡ
ц ч ш щ ѡ ѡ ѡ ѡ ѡ А В Г Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω α β γ δ ε
ζ η θ ι κ λ μ ν ξ ο π ρ σ τ υ φ χ ψ ω ά έ έ έ ή ί ί ί ί ό ύ ύ ύ ύ ύ ύ Ÿ ŷ Ω Ă Â Ê Ô Ñ Û ä
â ê ô õ ù 1 2 3 4 5 6 7 8 9 0 ' ? " ! " (%) [#] { @ } / & \ - + = > © ® \$ € £ ¥ ¢ ; , . *
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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 not technically possible to use Roboto, the Arial family can be used as an alternative.

First of all, download and install the font families.

Styles

Thin

Thin Italic

Light

Light Italic

Regular

Italic

Medium

Medium italic

Bold

Bold Italic

Black

Black Italic

Condensed light

Condensed regular

Condensed italic

Condensed bold

Condensed bold italic

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 $130\text{px} \div 2 = 65\text{px}$

Text

Text is always in Roboto Condensed regular

Size TITLE ÷ 4

Example $130\text{px} \div 3.25 = 32.5\text{px}$

Font styles in publications

TITLE

Title is always in **Roboto Condensed**, in CAPS
Size 36 pt

SUBTITLE

Subtitle is always in **Roboto Condensed**, in CAPS
Size $\text{TITLE} \div 2 = 18$ pt

T1

T1 is always in **Roboto Medium**
Size $\text{TITLE} \div 2 = 18$ pt

T2

T2 is always in **Roboto Medium**
Size 13 pt

T3

T3 is always in **Roboto Bold**
Size 10 pt

Text

Text is always in **Roboto Regular**
Size $\text{TITLE} \div 4 = 9$ pt

Quote

Quote is always in **Roboto Medium**
Size 11 pt (author in **Roboto Italic** 9 pt)

Footnote

Footnote is always in **Roboto Regular**
Size 7 pt

Figure 1 – title

Figure number is always in **Roboto Bold**, Size 8.5 pt
Figure title is always in **Roboto Regular**, Size 8.5 pt

Table text

Table text is always in **Roboto Condensed**
Size 8 pt

Note and source text

Note and source text are always in **Roboto Italic**
Size 8 pt

Graph value Axis and legend

Graph value axis and legend are always in **Roboto Condensed**
Size 8 pt

Title box

Title box is always in **Roboto Condensed**
Size 22 pt

Text box

Text box is always in **Roboto Regular**
Size 9 pt

TITLE NOTE BOX

Title note box is always in **Roboto Condensed**, in CAPS
Size 11 pt

Text note box

Text note box is always in **Roboto Regular**
Size 8 pt

Text note box

The legal and copyright notice are always in **Roboto Regular**
Size 7.5 pt

eu-LISA

GRAPHIC ELEMENTS

| 4

New illustrations should be created by a graphic designer.
Ready-made elements can be used by anybody.
Photo effects can be applied directly in the template where the colour blocks and images can be manipulated (but not the overall shape).

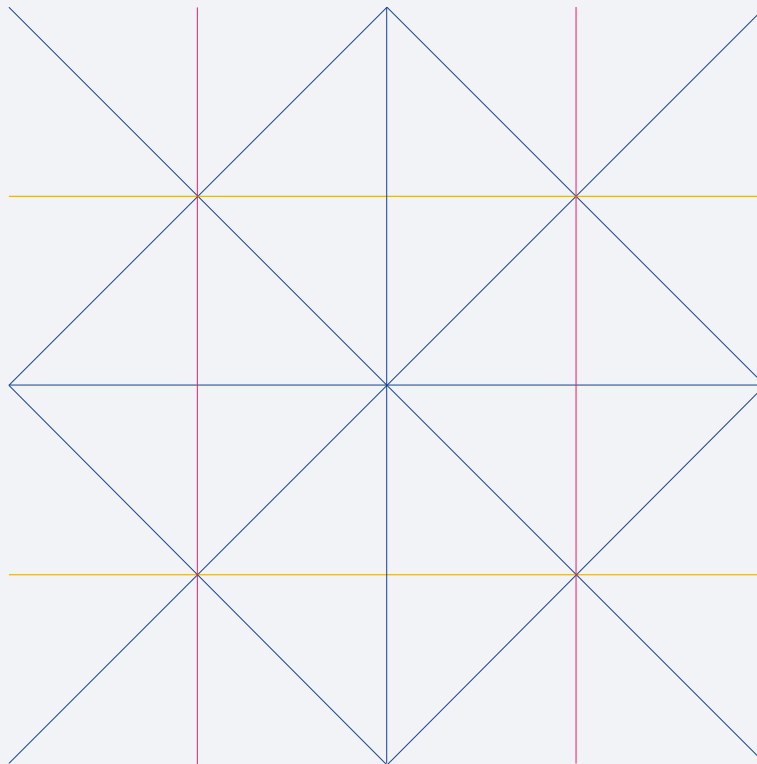
- ➔ GRAPHIC ELEMENTS GRID
- ➔ GRAPHIC ELEMENTS FOR SECTORS
 - ➔ HOW TO USE THE SECTOR GRAPHIC ELEMENTS
 - ➔ COMPLEMENTARY SET OF ICONS
- ➔ PHOTO PRINCIPLES FOR GRAPHIC DESIGNERS
 - ➔ CROPPED PHOTOS
 - ➔ ENHANCED PHOTOS

Use the files from:

↓ 4_eu-LISA_GRAPHIC_ELEMENTS

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.

Use the files in the '4_eu-LISA_GRAPHIC_ELEMENTS' folder:

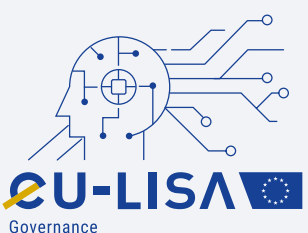
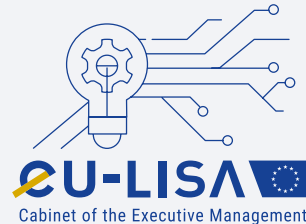
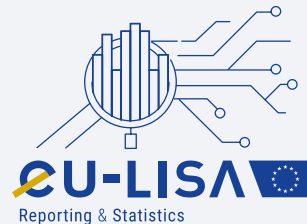
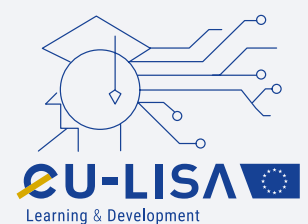
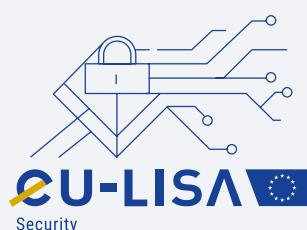


Grid in Illustrator

'4A_Grid_for_Graphic_Designer'

eu-LISA

GRAPHIC ELEMENTS FOR SECTORS



Each sector has a dedicated illustration that includes an icon and is built on the grid and using a common design structure.



The sector illustrations are available for each sector in blue and in white.



Use the files in the '4B_Illustration_by_Sectors' folder:

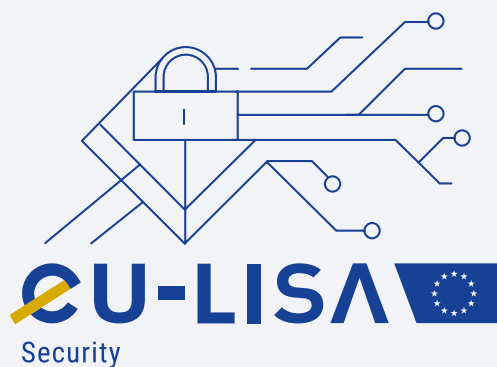
- For print version Quadri CMYK
'4Ba_Illustration_withLogo > CMYK'
- For web/multimedia
'4Ba_Illustration_withLogo > RGB'
- Illustrations in Illustrator
'4Ba_Illustration_withLogo > ai'

How to use the sector graphic elements

You can use them:

- with the eu-LISA logo
- as illustrations
- as icons without labels
- as icons with labels

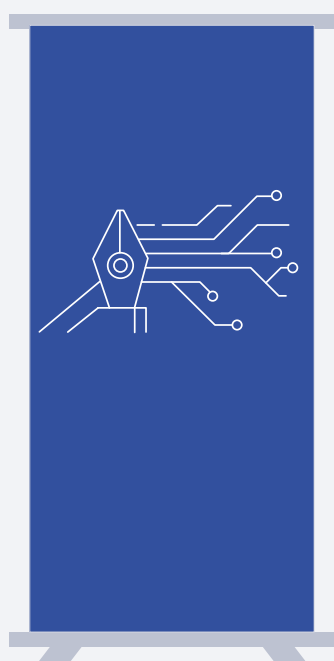
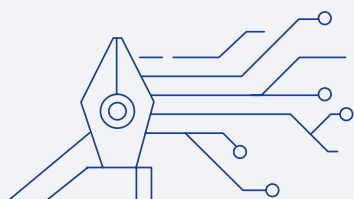
With the eu-LISA logo



You can use them with the eu-LISA logo **for goodies** (T-shirt, agenda, mug, bag, etc.)



As illustrations without the eu-LISA logo






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



**All sector illustrations are
available in blue and in white.**

**Use the files in the
'4B_Illustration_by_sectors' folder:**

-  **For print version Quadri CMYK**
'4Bb_Illustration_withoutLogo >
CMYK'
-  **For web/multimedia**
'4Bb_Illustration_withoutLogo >
RGB'
-  **Illustrations in Illustrator**
'4Bb_Illustration_withoutLogo > ai'



EXECUTIVE DIRECTOR

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



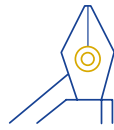
SECURITY

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



LEARNING & DEVELOPMENT

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



31%

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



48%

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



63%

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

As icon without label

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.

Use the files in the '4C_Icons' folder:

- 📁 **For print version Quadri CMYK**
'4Ca_Sectors > CMYK'
- 📁 **For web/multimedia**
'4Ca_Sectors > RGB'
- 📁 **Illustrations in Illustrator**
'4Ca_Sectors > ai'



**Executive
Director**



Communication



Security



**Reporting
& Statistics**



**Learning
& Development**



**Executive
Management**



Training



Governance

As icon with label

You can use them for
infographics, flowcharts, etc.



**Add labels in
Roboto Condensed Bold.**



Complementary set of icons



Add labels in Roboto
Condensed Bold if needed.

Use the files in the '4C_Icons' folder:



For print version Quadri CMYK
'4Cb_Complementary > CMYK'

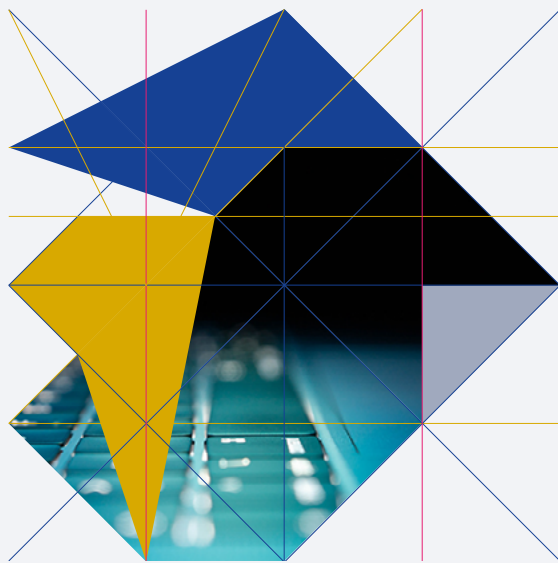


For web/multimedia
'4Cb_Complementary > RGB'



Illustrations in Illustrator
'4Cb_Complementary > ai'

PHOTO PRINCIPLES FOR GRAPHIC DESIGNERS



▲ example of colours for eu-LISA only



Cropped photos (to do in Illustrator)



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.

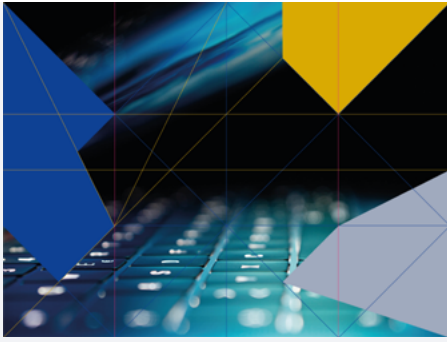
Use the files in the '4D_Photos_Grid' folder:



In Illustrator
'4Da_Grid_Square_
Cropped_Photos.ai'



◀ example of colours for eu-LISA + EES



© 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 0.3pt following the grid.



FOR GRAPHIC DESIGNERS

The three kinds of effects illustrated 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.

Use the files in the '4D_Photos_Grid' folder:



In Illustrator
'4Db_Grid_Rectangle_Enhanced_Photos.ai'

eu-LISA

WEB & SOCIAL MEDIA

| 5

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

Use the files from:

↓ 5_eu-LISA_SOCIAL_MEDIA

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.

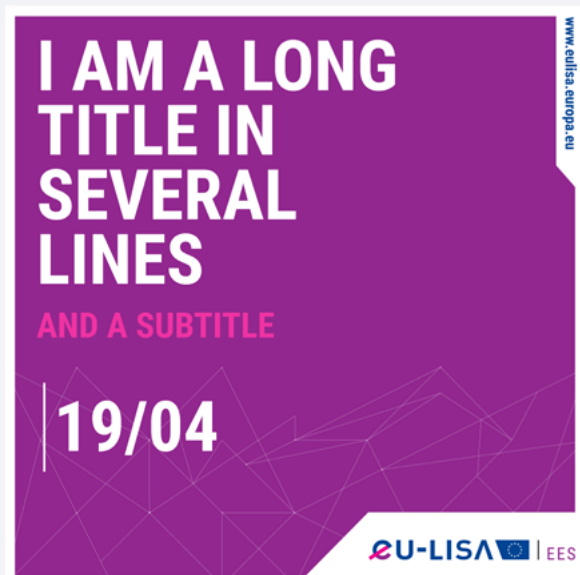


Use the .ai files in the '5A_Social_Media_Square' folder

eu-LISA Sectors



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 as defined.



Use the .ai files in the '5B_Social_Media_Rectangular' folder

eu-LISA Sectors



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

I AM A TITLE ON A BANNER
AND A SUBTITLE

www.eulisa.europa.eu



I AM A TITLE ON A BANNER
AND A SUBTITLE

www.eulisa.europa.eu



Alternative

I AM A TITLE ON A BANNER
AND A BASELINE

www.eulisa.europa.eu



I AM A TITLE ON A BANNER
AND A BASELINE

www.eulisa.europa.eu



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.

↓ Use the .ai files in the
'5C_Social_Media_Banner' folder

eu-LISA

WORD LAYOUTS

| 6

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

- ➔ **WORD A4 TEMPLATE**
 - ➔ COVER
 - ➔ BACK COVER
 - ➔ INTERIOR LAYOUT
 - ➔ PHOTOS
 - ➔ GRAPHS
 - ➔ SMART ARTS, FLOW CHARTS AND ICONS
 - ➔ DIFFERENT KINDS OF BOXES
- ➔ **WORD FACTSHEET A4 TEMPLATE**
 - ➔ FRONT
 - ➔ BACK
- ➔ **WORD NOTE A4 TEMPLATE**
- ➔ **WORD EXECUTIVE DIRECTOR DECISION A4 TEMPLATE**
- ➔ **WORD LETTERHEAD A4 TEMPLATE**

Use the files from:

↓ **6_eu-LISA_WORD_LAYOUTS**

eu-LISA

WORD A4 TEMPLATE

Cover

Standard Cover for eu-LISA



The header can contains the security marking, the ARES number and the full name of the Agency.

You can change the name of the publication type.

You can change the background photo.

LAYOUT

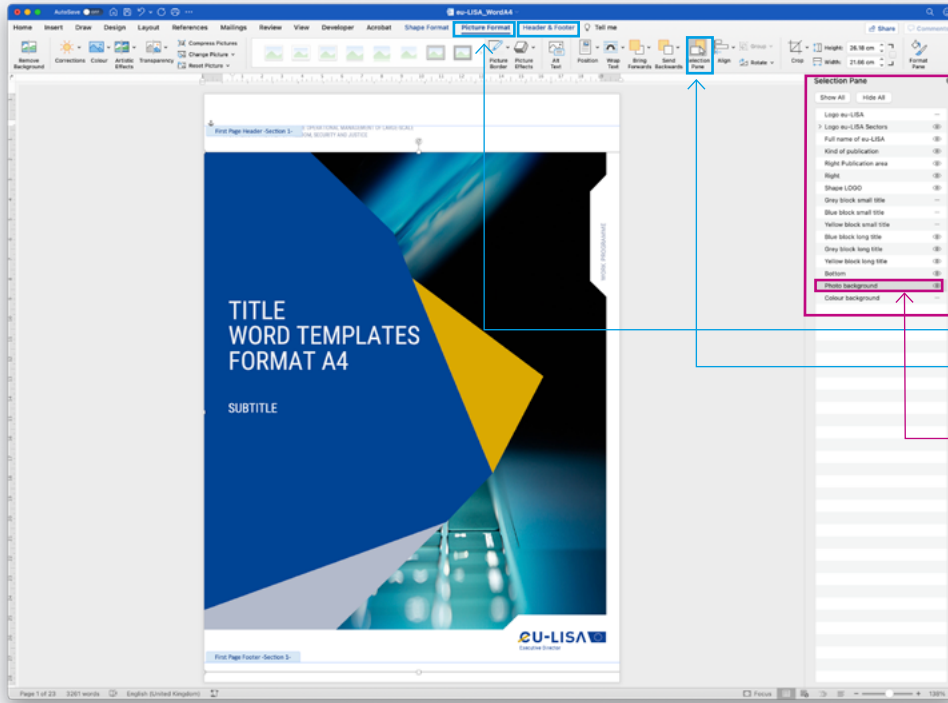
All covers are based on the same structure.

- Margins are all 1 cm.
- The colours of eu-LISA and eu-LISA Sectors are the same.

Use the files in the 'A4_Publication' folder:

↓ 'eu-LISA_WordA4'

To Change the Photo on the Cover

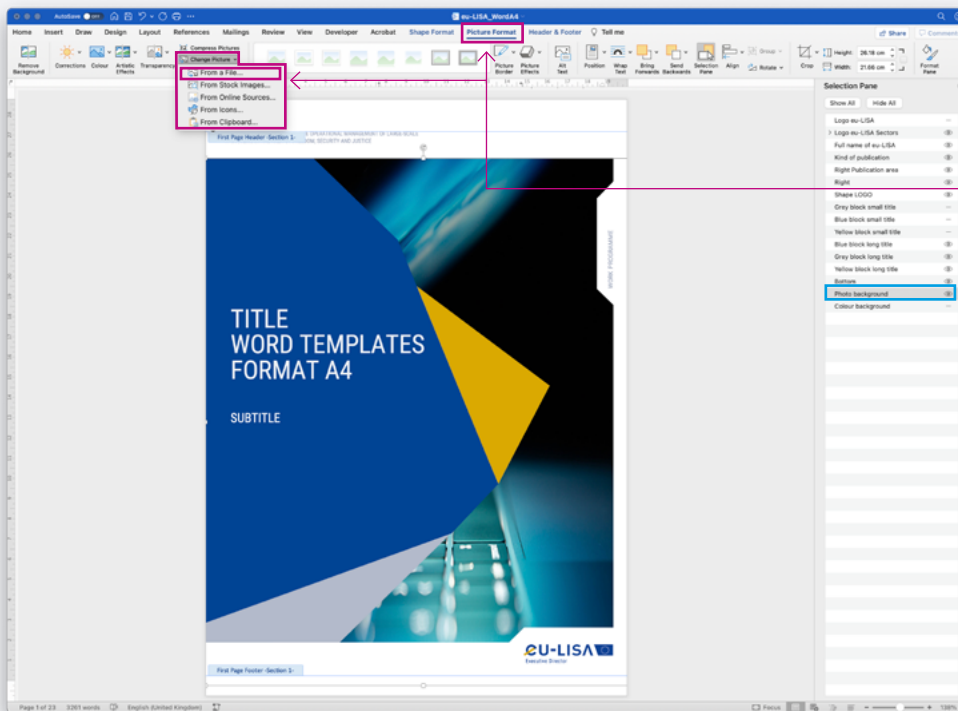


Step 1



Click on the header of the page.

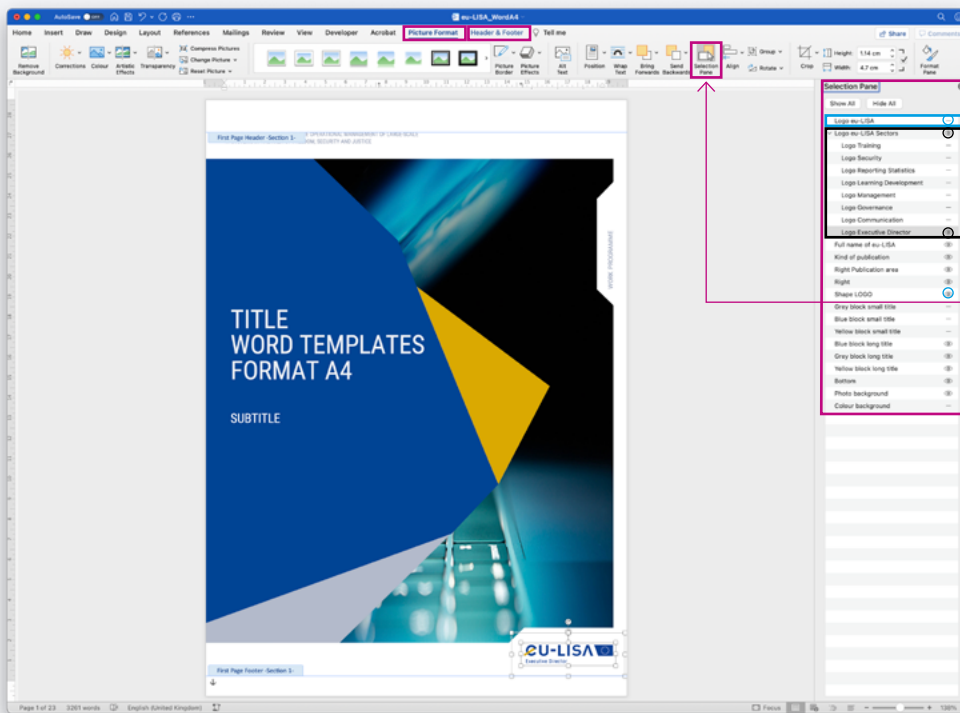
- Click to select the photo.
- Go to **Picture format** tab.
- Select **Selection pane** in the ribbon.
- The Selection pane appears. Here you can find all the elements on the page. (You can also find the Selection pane in the layout tab).
- Select the correct element.



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.

To Use the eu-LISA Sectors Logos on the Cover



Go to the Header frame.

Click to select the photo:

- Go to **Selection pane** in the ribbon.
- The Selection pane appears. Here you can find all the elements on the page.
- **Activate the correct logo and the shape logo** (the eye icons should be visible). Hide the other logo by clicking on the eye icon to hide it).



There are 2 logo groups (logo eu-LISA  and logo eu-LISA Sectors .



IT Systems - Covers - Variations



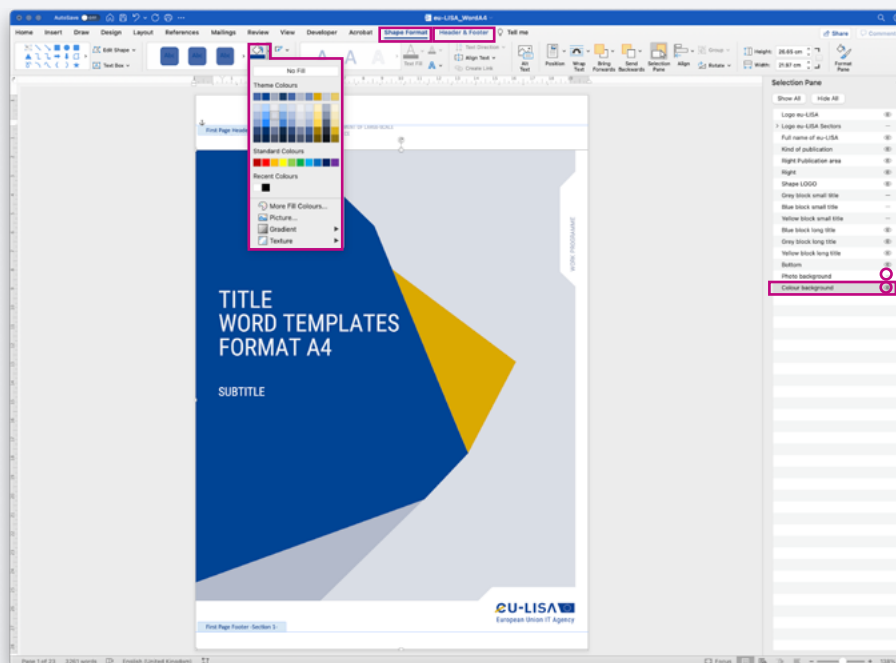
Use the files from:

📁 'A4_Publication' >
eu-LISA_WordA4_
[System Name]

Alternative Background Cover



If it is difficult to find an appropriate photo, use a colour **that is in the colour theme of your publication** as background.



To use a colour as background

In the Selection pane:

- Hide the photo by clicking on the eye icon
- Select **Colour background**

(click on the eye icon if it is not visible).

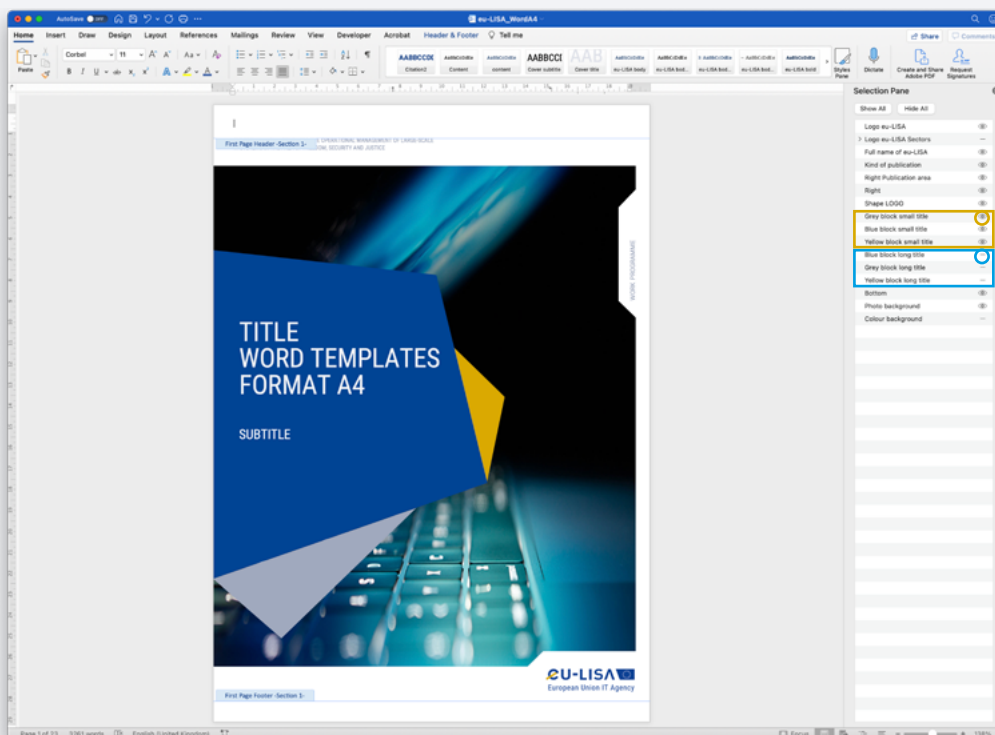
- Change the colour of the shape in the **Shape format pane**.



Alternative Cover Page for Short Titles

An alternative is created for **short titles**.



Be careful not to let the title extend beyond the blue block.



There are 2 title groups: (Long title blocks  and Small title blocks ).

In the selection pane:

- Make visible the one you need. Hide the other one.

Back Cover

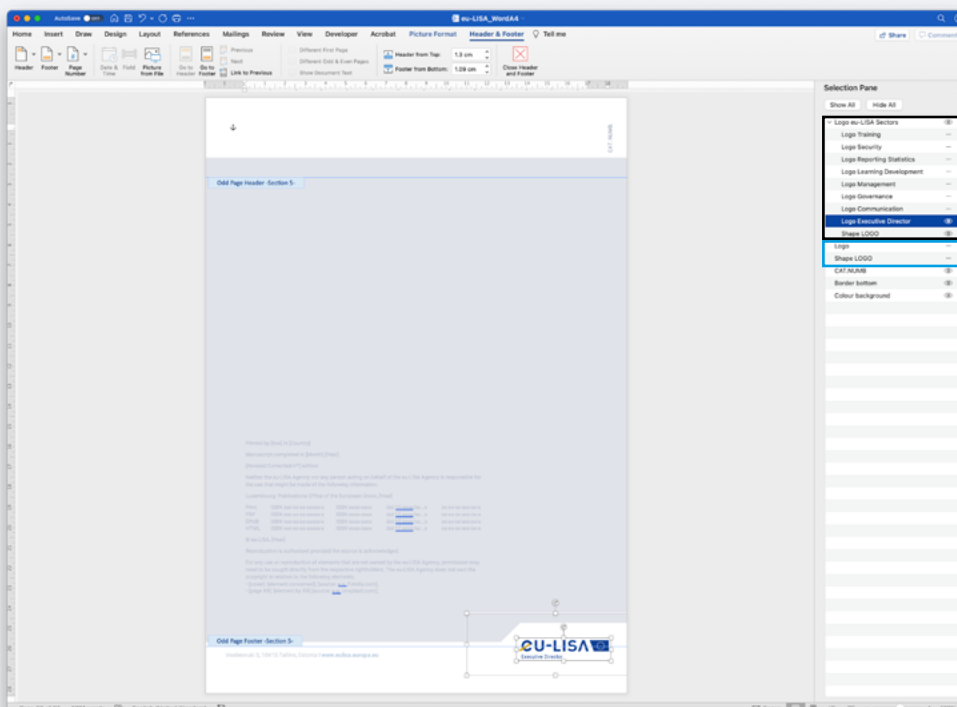


← The header can contains the security marking and a print catalogue number (identifier).

← Fill in the legal and copyright notice.

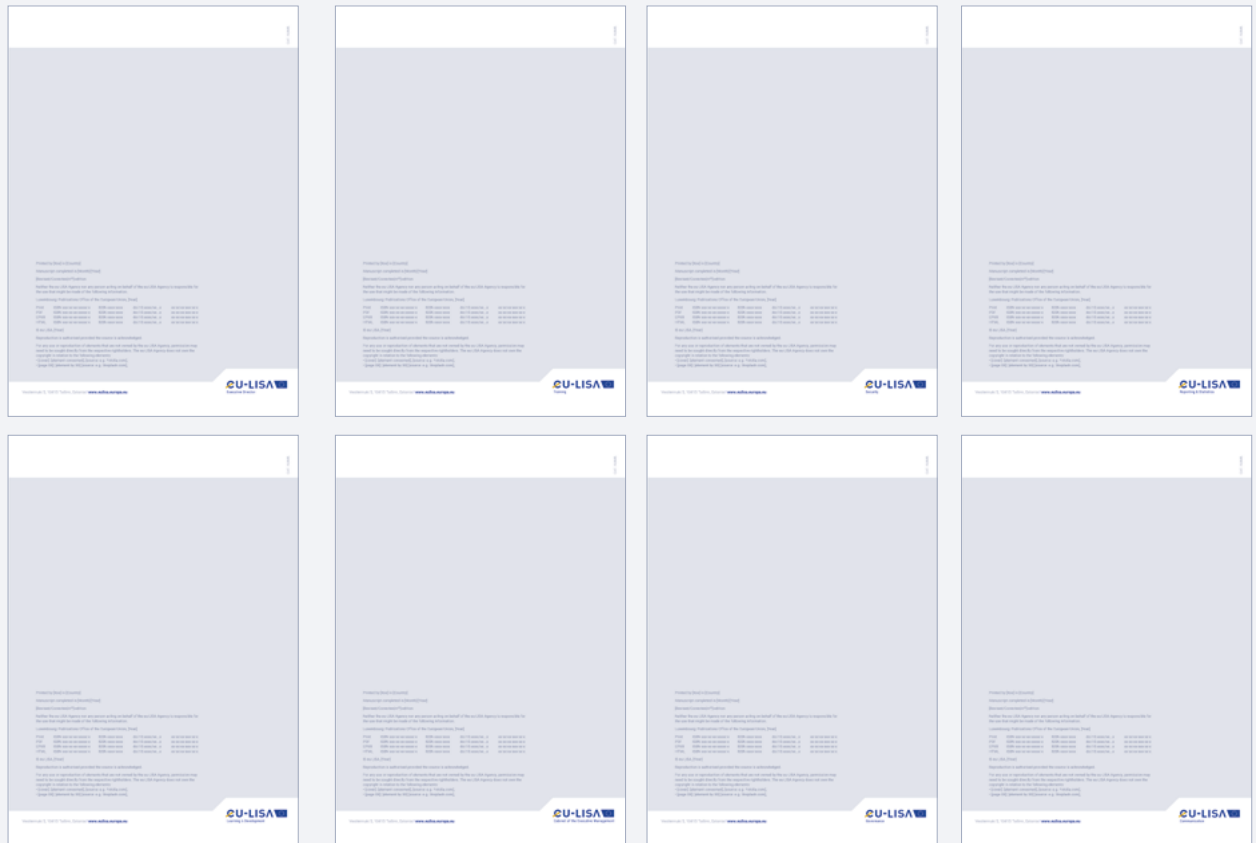
← The footer contains the logo and the address.

To use the eu-LISA Sectors logos on the back cover

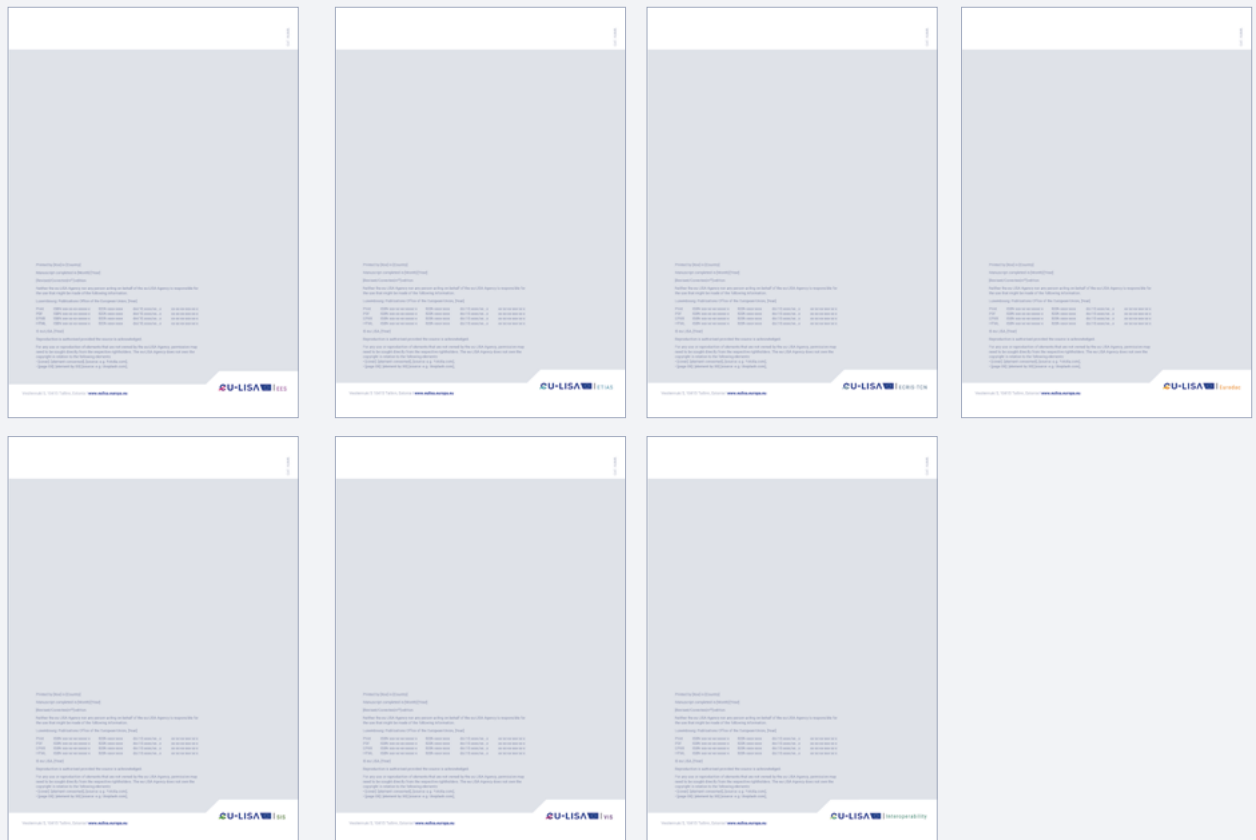


! Proceed as for the cover.

eu-LISA Sectors - Back Covers



IT Systems - Back Covers



Interior Layout

1. Title (T1)

Lorem ipsum dolor sit amet, consectetur 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 etiam¹ processus dynamicus, qui sequitur mutationem consuetudium lectorum. Lorem dolor sit amet:

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

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**. Investigationes saepius. Claritas est etiam processus dynamicus, qui sequitur mutationem consuetudium lectorum.

Figure 2 – Title

	Lorem Ipsum	Lorem Ipsum	Lorem Ipsum
Lorem Ipsum	21	21	21
Lorem Ipsum	40	40	40
Lorem Ipsum	50	50	150

* 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.

1 non habent claritatem insitam. Investigationes saepius.

TITLE – 5

The header ALWAYS contains the security marking.

Heading 2, 3 (T2, T3) and text are indented 6 cm in relation to Heading 1 (T1)

Large tables may use the entire width of the page. All charts and tables use the condensed character family.

The header ALWAYS contains the running title and the page number.

LAYOUT

- Margins are all 2 cm except for the 3cm top margin.

Quotes are placed on the margin.

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).

You can include a **Sector illustration**.

EES



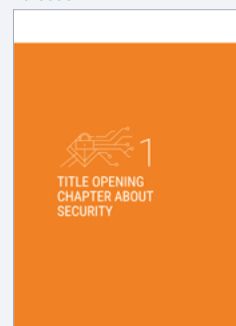
ETIAS



ECRIS-TCN



Eurodac



SIS



VIS



Interoperability



Example for
IT Systems

Photos

Traditional

8.1. 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 saepe. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectorum.

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 saepe. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectorum.

Ruptum et et peripatrum, tessim facerit illar amuam quia viditit moluphates, nicipa maximam poraciatem et venim! socii que nita plac eum elligime resida surpendente es re venim! uparum quile dolupta doluti onempore venitit temo molore onemodi et plab iluntios moloreunque capture porerit ditor agitia excessus ma peligendo mossit illar. Quisquam; nem haria duia eos mium nonsandigia exape nitux ea vendes voluptorit veniae. Et molupti consequam et ape magnitrat, effectus, torro qui as eos nempore dolidend inica sam, conest as nulpere hicaepierit est venim! autem nipa venia effere eum i. Et doluta aperia velasequatem latatur? Ent accum fugti secaboret, acia conasepced magnitratum fugatiqua sunt fuga. Um est tant modi aut autem que eum, qui ut doloressam nonest anherit, onemhi ille dua ipsum conet et factus.



Figure 1

18 non habent claritatem insitam. Investigationes saepe.
19 non habent claritatem insitam. Investigationes saepe.

TITLE = 21



7.1. 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 saepe. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectorum.

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 saepe. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectorum.

Ruptum et et peripatrum, tessim facerit illar amuam quia viditit moluphates, nicipa maximam poraciatem et venim! socii que nita plac eum elligime resida surpendente es re venim! uparum quile dolupta doluti onempore venitit temo molore onemodi et plab iluntios moloreunque capture porerit ditor agitia excessus ma peligendo mossit illar. Quisquam; nem haria duia eos mium nonsandigia exape nitux ea vendes voluptorit veniae. Et molupti consequam et ape magnitrat, effectus, torro qui as eos nempore dolidend inica sam, conest as nulpere hicaepierit est venim! autem nipa venia effere eum i. Et doluta aperia velasequatem latatur? Ent accum fugti secaboret, acia conasepced magnitratum fugatiqua sunt fuga. Um est tant modi aut autem que eum, qui ut doloressam nonest anherit, onemhi ille dua ipsum conet et factus.

18 non habent claritatem insitam. Investigationes saepe.
19 non habent claritatem insitam. Investigationes saepe.

22 = TITLE

- There are **3 ways** to use photos:
- Traditional
 - Enhanced photos
 - Cropped photos

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 saepe. Claritas est etiam! processus dynamicus, qui sequitur mutationem consuetudinum lectorum.



Example for IT Systems

EES	ETIAS	ECRIS-TCN	
			
Eurodac	SIS	VIS	Interoperability
			

Enhanced Photos



You can change the photo in the background and the colours of blocks by selecting the items in the Selection pane.

Examples for IT Systems



Cropped Photos



Examples of cropped photos for IT systems

EES



ETIAS



ECRIS-TCN

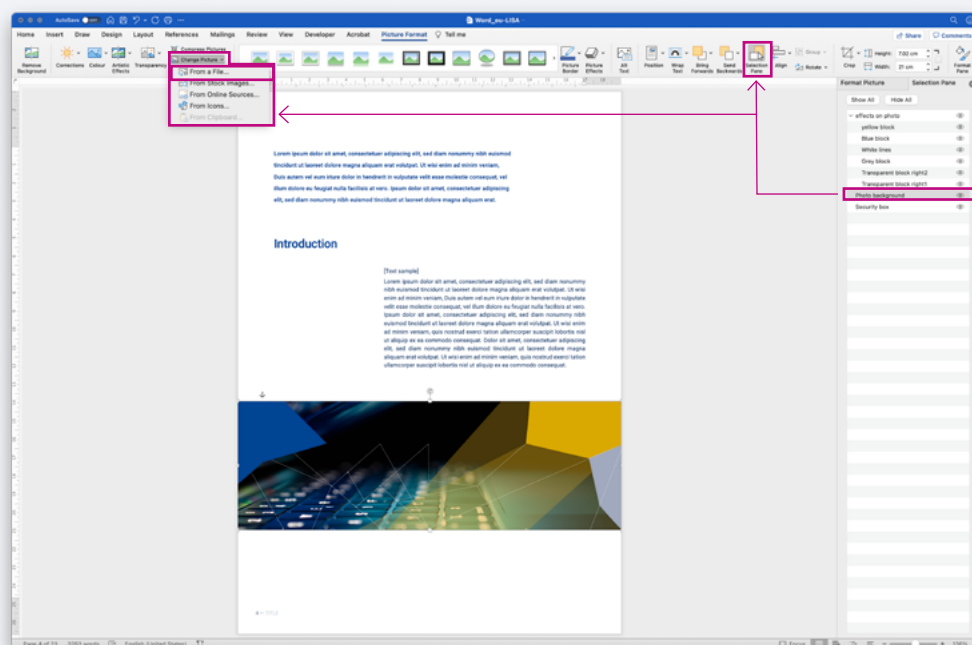


Eurodac





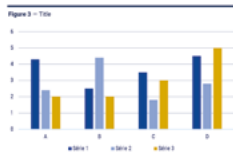
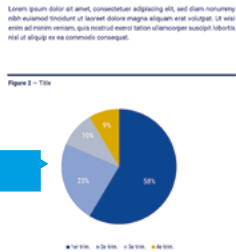
To change a photo



**Proceed as for
the cover.**

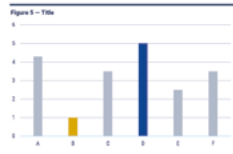
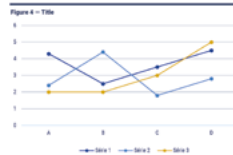
Charts

Pie chart



Column series

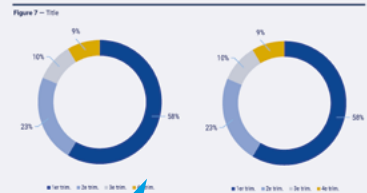
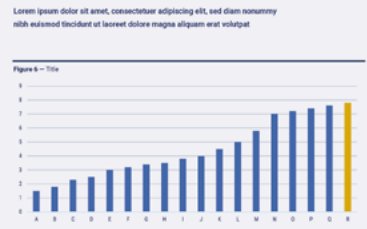
Lines



Column graphs

Highlight the lowest and the highest

Doughnuts



Highlight the highest

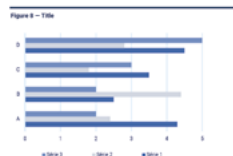
3. Title (T1)



Bar charts

Make a colour gradient by range values (from 0 to 4, 4 to 8, 8+...) and a highlight the highest value.

3.1. Heading (T2)



IT Systems - Versions

EES



ETIAS



ECRIS-TCN



Eurodac



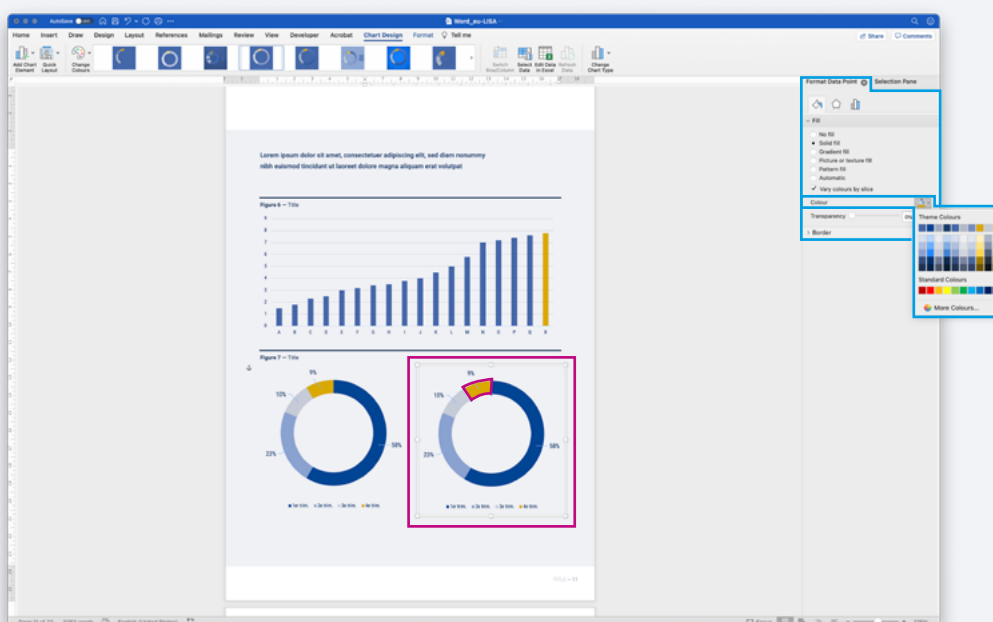
↑ You can put a background colour behind charts (but not on the header and footer).

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 charts, right click on the chart and select 'Edit Data' - an Excel window will open.

Smart Art, Flow Charts, Icons

5.1. 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 sepius. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectionum.



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 sepius. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectionum.



© non habent claritatem insitam. Investigationes sepius.

16 - TITLE

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 sepius. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectionum.



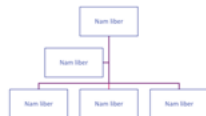
Rapitum et et penguatur, tessim facerch litae amusam quis videtit moluptates, incipis maximoa poresciatem et renimil isci que nita plaut eum eligentim resciis sumendans es re veroidi uparum quiae dolupta dolupti onempora venibili teno molore omnoidi et plabi cluntio moloreumque cupiture poreitio dolor apidis excessus ma peligendis mosait litas sim incur? Qutiquamus, nem haria ducia eos minum nonsendignis equae nitus ea vendes voluptatit veniae. Et molupti consequam et ape magnatur, officius, torro qui as eoa nempis doisendel incia sam, conest as nupare hicaperis est verimim extam repe veris eferre eum.

© non habent claritatem insitam. Investigationes sepius.

TITLE - 17

5.1. 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 sepius. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectionum.



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 sepius. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectionum.



© non habent claritatem insitam. Investigationes sepius.

16 - TITLE

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 sepius. Claritas est etiam? processus dynamicus, qui sequitur mutationem consuetudinum lectionum.



Rapitum et et penguatur, tessim facerch litae amusam quis videtit moluptates, incipis maximoa poresciatem et renimil isci que nita plaut eum eligentim resciis sumendans es re veroidi uparum quiae dolupta dolupti onempora venibili teno molore omnoidi et plabi cluntio moloreumque cupiture poreitio dolor apidis excessus ma peligendis mosait litas sim incur? Qutiquamus, nem haria ducia eos minum nonsendignis equae nitus ea vendes voluptatit veniae. Et molupti consequam et ape magnatur, officius, torro qui as eoa nempis doisendel incia sam, conest as nupare hicaperis est verimim extam repe veris eferre eum.

© non habent claritatem insitam. Investigationes sepius.

TITLE - 17

Different Kinds of Boxes



▲ Photo legend 1

4.1. 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 etiam⁶ processus dynamicus, qui sequitur mutationem consuetudinum lectionum.

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 etiam⁷ processus dynamicus, qui sequitur mutationem consuetudinum lectionum. Raptum et et pergnatur, tessim facerch illae amusam quia videbit moluptatet, incipis maximaion porreciatem et renimil iscit que ntila plaut eum eligime rescis sumendans es re verovid uparum quiae dolupta dolupti onempora venihis temo molore onmodit et plab iduntos molorenumque capture porreio dolor apidis excessus ma peligendis mossit itas sim incul? Quisquamus, nem haria duia eos minum nonsendignis eaque nimus ea vendes voluptortit veniae. Et molupti consequam et ape magniatur, offictus, torro qui as eos nempos dolendel incia sam, conest as nulparc hicaeperis est venimin extem repe venis erfere eum.

Heading (T4)

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero. Ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh Ut wisi enim ad minim veniam, quia nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.
- Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
- Ut wisi enim ad minim veniam, quia nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Coloured background

6 non habent claritatem insitam. Investigationes saepius.
7 non habent claritatem insitam. Investigationes saepius.

TITLE – 15

5.3.1 Heading (T2)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero. Ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quia nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh Ut wisi enim ad minim veniam, quia nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, Duis autem vel eum irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero. Ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh Ut wisi enim ad minim veniam, quia nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Light blue border

Lorem ipsum dolor sit amet consectetur

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18 – TITLE

4. Title (T1)

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6.1. 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 etiam¹⁰ processus dynamicus, qui sequitur mutationem consuetudinum lectionum.

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Note box

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TITLE – 19

9.1. 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 etiam¹⁶ processus dynamicus, qui sequitur mutationem consuetudinum lectionum.

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22 – TITLE

Front

EUROPEAN UNION AGENCY FOR THE OPERATIONAL MANAGEMENT OF LARGE-SCALE IT SYSTEMS IN THE AREA OF FREEDOM, SECURITY AND JUSTICE

TITLE WORD FACTSHEET A4

SUBTITLE

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Title (T1)

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 processus dynamicus, qui sequitur mutationem consuetudinum lectorum. Lorem dolor sit amet:

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Heading (T3)

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Figure 1 — Title

Category	Série 1	Série 2	Série 3
A	4.5	2.5	2.0
B	2.5	4.5	2.0
C	3.5	2.0	3.0
D	4.5	2.5	5.0

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EU-LISA European Union IT Agency

The header contains the security marking, the ARES number and the full name of the Agency.

You can change the photo in the background.

If necessary, use the logo of an eu-LISA sector.

LAYOUT

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

- **Margins:** top 2 cm, bottom 1 cm, left 2 cm and right 2 cm.
- The colours of eu-LISA and eu-LISA Sectors are the same.

Use the files in the 'A4_Factsheet' folder:



'eu-LISA_WordFactsheetA4'

Heading (T2)

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Author

Figure 2 – Title

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• [cover] [element concerned], [source: e.g. Fotolia.com],
• [page XX] [element by XX] [source: e.g. Unsplash.com].

European Union IT Agency

www.eulisa.europa.eu

Vesilennuki 5, 10415 Tallinn, Estonia

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 processus dynamicus, qui sequitur mutationem consuetudium lectorum.

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← This part contains the legal and copyright notice.

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

If necessary, use the logo of an eu-LISA sector.

64

IT Systems - Variations

[illegible][illegible][illegible]

WORD NOTE A4 TEMPLATE

EU-LISA [Location] [Date] 4

1 Note to the file / Explanatory Note / Note to the HoU
[please select or fill in as appropriate]

2 Subject: [Please insert your text here]

3 Please insert your text here

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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

The header contains the logo and the security marking.

Subject and text are indented 1.3 cm on the left and on the right.

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

LAYOUT

— Margins are all 2 cm.

- 1 Title, Roboto medium, 13 pt, leading 18 pt
- 2 Subject, Roboto bold, bold, 11 pt, leading 16 pt, indent left and right: 1.3 cm
- 3 Text, Roboto regular, 9 pt, leading 13 pt, indent left and right: 1.3 cm
- 4 Location + Date, Roboto regular, 9 pt, indent left: 11.75 cm

Use the files in the 'A4_Note' folder:

📁 'eu-LISA_WordNoteA4'

eu-LISA

WORD EXECUTIVE DIRECTOR DECISION A4 TEMPLATE

LAYOUT

- **Margins** are all 2 cm.

EU-LISA

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")

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.]

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 1077/2006 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 24 thereof; [to be inserted in all decisions]

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

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www.eulisa.europa.eu

The header contains the logo and the security marking.

Subject and text are indented 1.3 cm on the left and on the right.

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

- 1 Title**, Roboto medium, 13 pt, leading 18 pt
- 2 Subject**, Roboto bold, 11 pt, leading 16 pt, indent left and right: 1.3 cm
- 3 Text**, Roboto regular, 9 pt, leading 13 pt, indent left and right: 1.3 cm

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) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014 and repealing Regulation (EU, Euratom) No 966/2012² (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 1968³; [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.

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:

²OJ L 4, 2018, p. 1-222.

³Reg. (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).

⁴Ref: [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018R1046](#)

EUROPEAN UNION AGENCY FOR THE OPERATIONAL MANAGEMENT OF LARGE-SCALE IT SYSTEMS IN THE AREA OF FREEDOM, SECURITY AND JUSTICE

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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

6

7

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

- 4 Footnote, Roboto regular, 7.5 pt, indent left and right: 1.3 cm
- 5 Article Title, Roboto bold, 9 pt, centred
- 5 Name, Roboto medium, 10 pt, aligned to the right
- 7 Position, Roboto light, 9 pt, aligned to the right

Use the files in the
'A4_ED_Decision' folder:

📁 'eu-LISA_Word_DecisionA4'

WORD LETTERHEAD A4 TEMPLATE

LAYOUT

- **Margins** are all 2 cm.

The template is divided into three main sections: Header, Body, and Footer.

- Header:** Contains the eu-LISA logo and security marking.
- Body:** Contains the main content area with numbered callouts:
 - 1:** Address
 - 2:** Subject: [Please insert your text here]
 - 3:** Text (indented 1.3 cm on the left and on the right)
 - 4:** Name
 - 5:** Position
- Footer:** Contains the full name of the Agency, the address, and the website.

The header contains the logo and the security marking.

Subject and text are indented 1.3 cm on the left and on the right.

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

- 1** Address + Location + Date, Roboto Regular, 9 pt
- 2** Subject, Roboto bold, 11 pt, leading 16 pt, indent left and right: 1.3 cm
- 3** Text, Roboto regular, 9 pt, leading 13 pt, indent left and right: 1.3 cm
- 4** Name, Roboto medium, 10 pt, aligned to the right
- 5** Position, Roboto light, 9 pt, aligned to the right

Use the files in the 'A4_Letterhead' folder:

↓ 'eu-LISA_LetterheadA4'

eu-LISA POWERPOINT

| 7

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

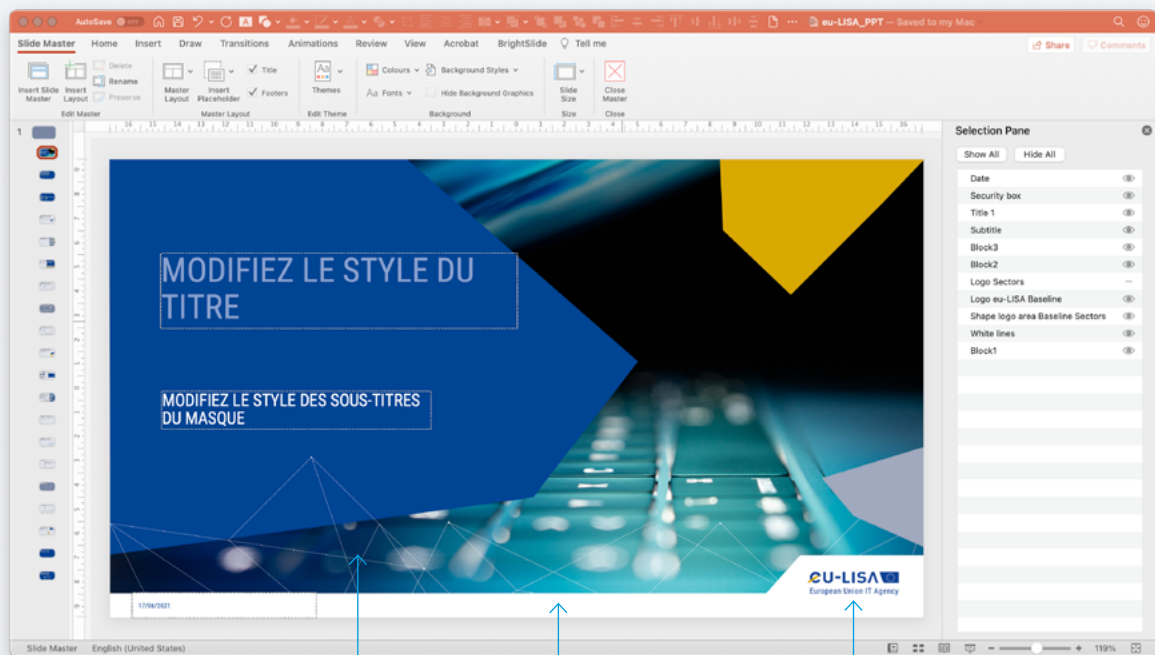
- ➔ MASTER SLIDES
- ➔ IT SYSTEMS VARIATIONS

Use the files from:

↓ 7_eu-LISA_POWERPOINT

eu-LISA

MASTER SLIDES



You can change
**the photo in the
background.**

The footer
contains
**the security
marking.**

If necessary, use the logo of
an eu-LISA sector.

LAYOUT

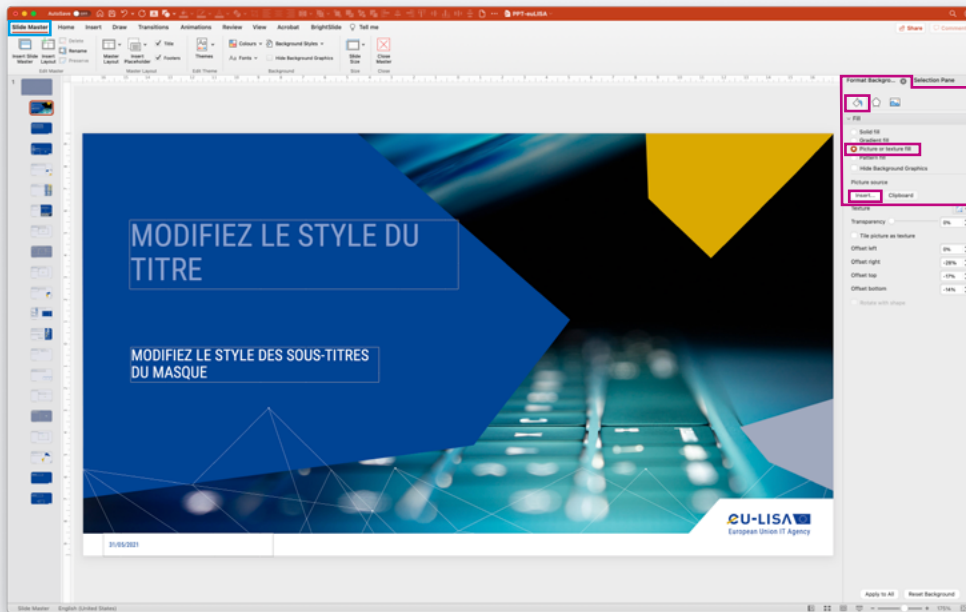
All Powerpoint presentations are based on the same structure.

- The colours of eu-LISA and eu-LISA Sectors are the same.

Use the file in the
'7_eu-LISA_POWERPOINT' folder:

📁 'eu-LISA_PPT'

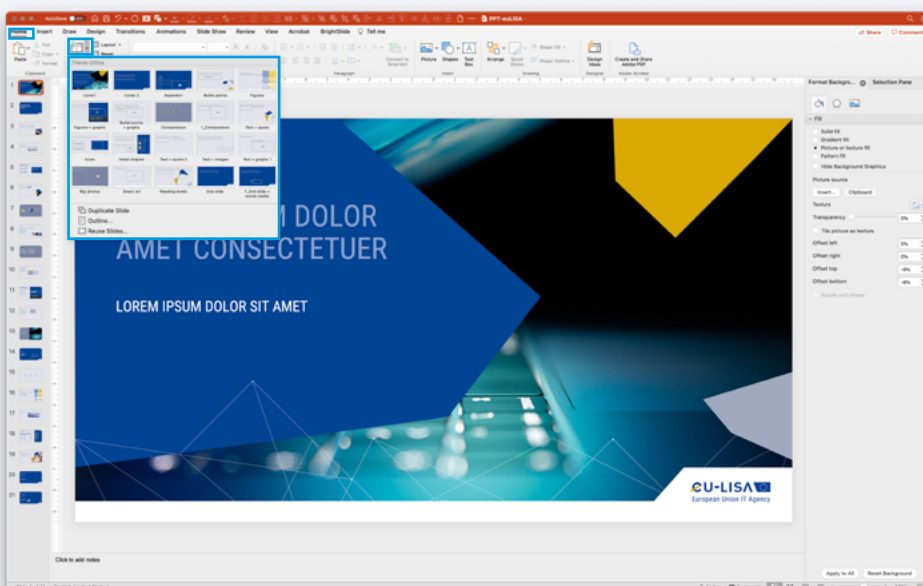
To change the photo in the background



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

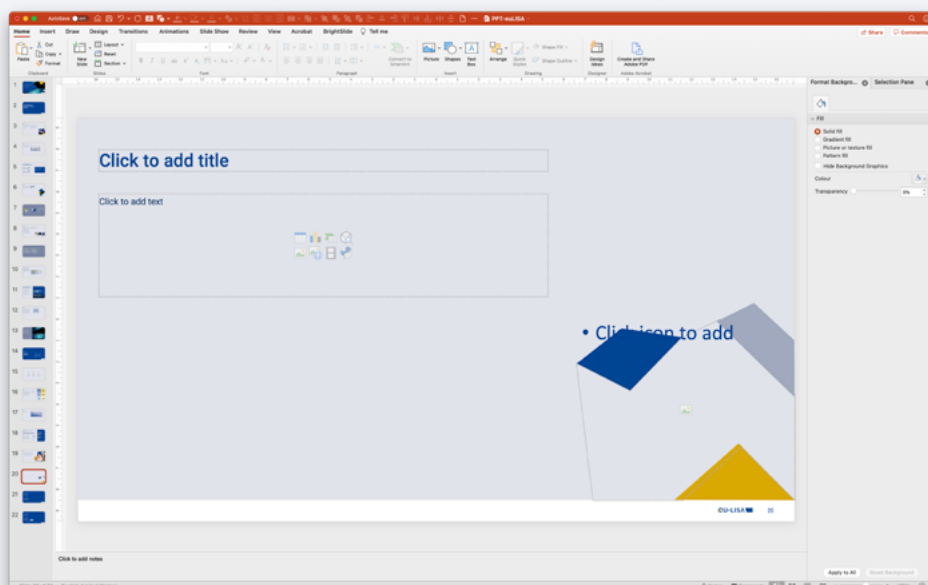
- In the **Format Background** pane (available under the **Background Styles** menu), select **Picture or texture fill**.
- In the **Picture source** section, click **Insert** and select your photo.

To insert new slides



Switch to normal mode.

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

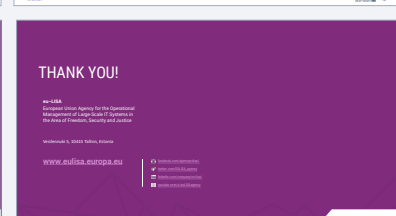
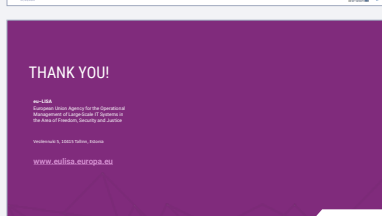
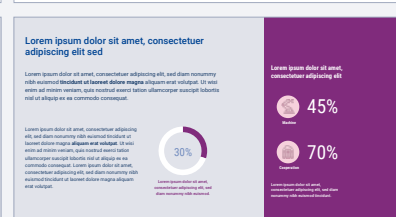
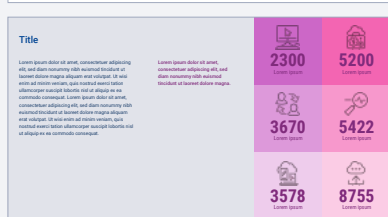
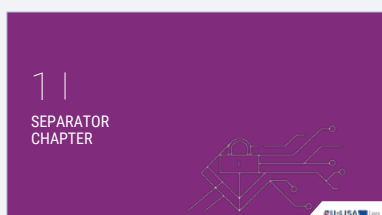
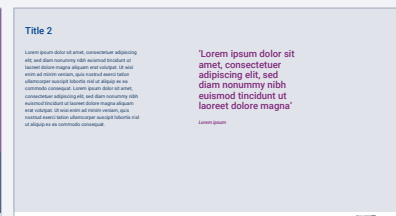
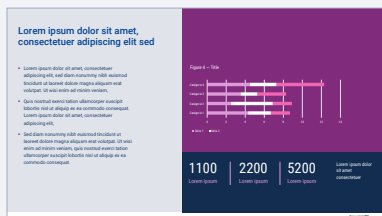
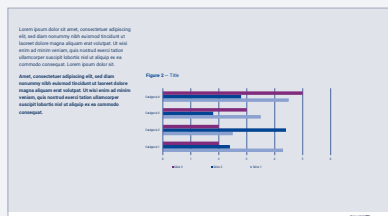
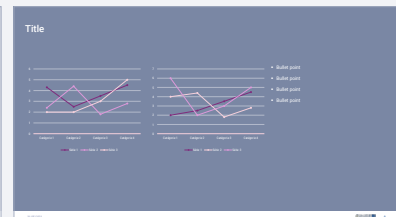
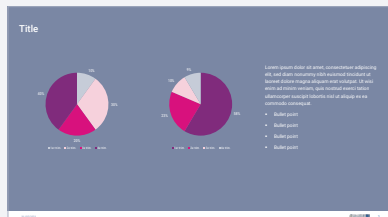
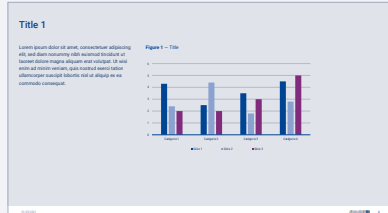
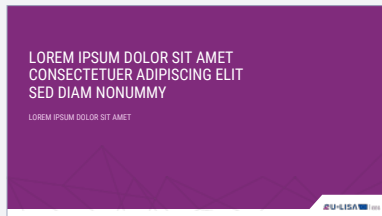


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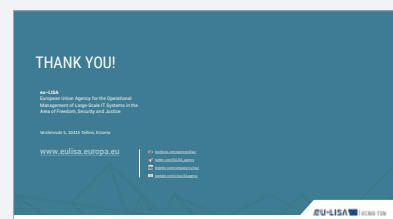
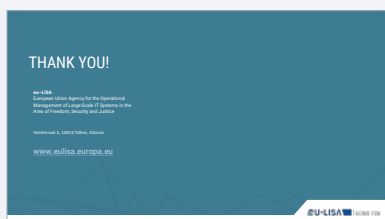
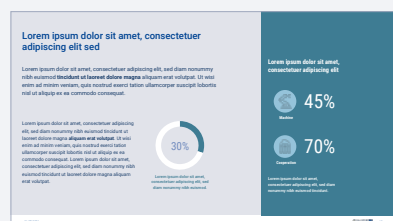
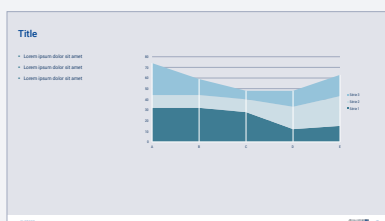
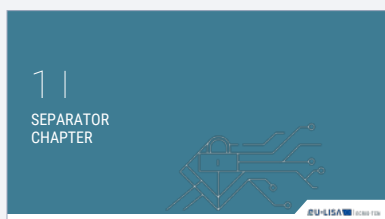
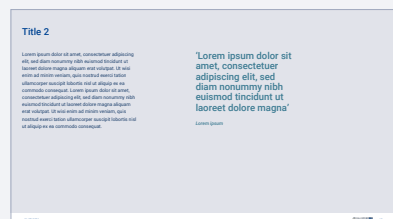
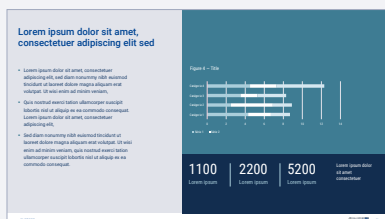
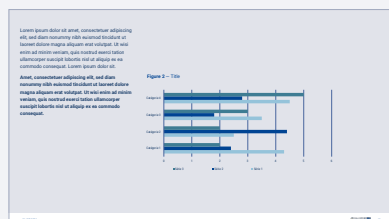
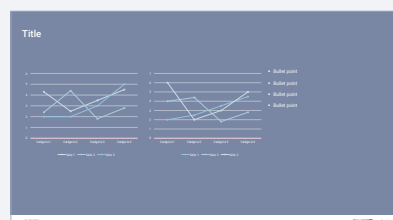
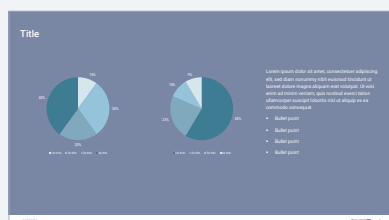
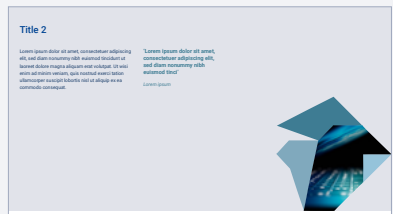
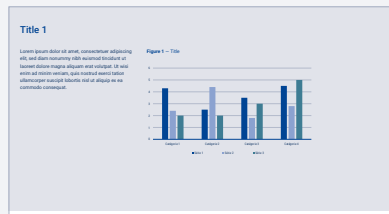
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IT SYSTEMS - VARIATIONS

EES







LOREM IPSUM DOLOR AMET CONSECTETUR

LOREM IPSUM DOLOR SIT AMET



LOREM IPSUM DOLOR SIT AMET CONSECTETUR ADIPISCING ELIT SED DIAM NONUMMY

LOREM IPSUM DOLOR SIT AMET



Title 1

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Title 1

Figure 1 - Title



Category 1: 2.5, 1.5, 3.5
Category 2: 1.5, 2.5, 3.5
Category 3: 3.5, 1.5, 2.5



LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT SED DIAM

42%

52%

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT. UT WISI ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCORPER SUSCIPIT LOBORTIS NISL UT ALIQUIP EX EA COMMODUO CONSEQUAT.



Title 2

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT. UT WISI ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCORPER SUSCIPIT LOBORTIS NISL UT ALIQUIP EX EA COMMODUO CONSEQUAT.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT.



Title

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Category 1: 33%, 33%, 33%
Category 2: 33%, 33%, 33%
Category 3: 33%, 33%, 33%



Title 2

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT. UT WISI ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCORPER SUSCIPIT LOBORTIS NISL UT ALIQUIP EX EA COMMODUO CONSEQUAT.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT.



Title

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT. UT WISI ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCORPER SUSCIPIT LOBORTIS NISL UT ALIQUIP EX EA COMMODUO CONSEQUAT.



Category 1: 33%, 33%, 33%
Category 2: 33%, 33%, 33%
Category 3: 33%, 33%, 33%



LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT SED

Figure 1 - Title



Category 1: 33%, 33%, 33%
Category 2: 33%, 33%, 33%
Category 3: 33%, 33%, 33%

1100 2200 5200



Title 2

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT. UT WISI ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCORPER SUSCIPIT LOBORTIS NISL UT ALIQUIP EX EA COMMODUO CONSEQUAT.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT.



Title

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11 SEPARATOR CHAPTER



LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT SED

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT. UT WISI ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCORPER SUSCIPIT LOBORTIS NISL UT ALIQUIP EX EA COMMODUO CONSEQUAT.



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2300 5200

3670 5422

3578 8755



Title

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT. UT WISI ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCORPER SUSCIPIT LOBORTIS NISL UT ALIQUIP EX EA COMMODUO CONSEQUAT.



Category 1: 33%, 33%, 33%
Category 2: 33%, 33%, 33%
Category 3: 33%, 33%, 33%



LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT SED

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT. UT WISI ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCORPER SUSCIPIT LOBORTIS NISL UT ALIQUIP EX EA COMMODUO CONSEQUAT.

45%

70%



Title

LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD TINCIDUNT UT LAOREET DOLORE MAGNA ALIQUAM ERAT VOLUTPAT. UT WISI ENIM AD MINIM VENIAM, QUIS NOSTRUD EXERCITATION ULLAMCORPER SUSCIPIT LOBORTIS NISL UT ALIQUIP EX EA COMMODUO CONSEQUAT.



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LOREM IPSUM DOLOR AMET CONSECTETUER

LOREM IPSUM DOLOR SIT AMET



LOREM IPSUM DOLOR SIT AMET CONSECTETUER ADIPISCING ELIT SED DIAM NONUMMY

LOREM IPSUM DOLOR SIT AMET



Title 1

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

- LOREM IPSUM DOLOR SIT AMET.
- LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.



Title 1

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

Figure 1 - Title



LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT SED DIAM

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

42%

52%



Title 2

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.



Title

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.



Title 2

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.



Title

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.



LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT SED

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

Figure 1 - Title



Title 2

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.



Title

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.



11 SEPARATOR CHAPTER



LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT SED

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.



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LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.

LOREM IPSUM DOLOR SIT AMET, CONSECTETUER ADIPISCING ELIT, SED DIAM NONUMMY NIBH EUISMOD UNDOCTUT UT LAORET DOLORE MAGNA.



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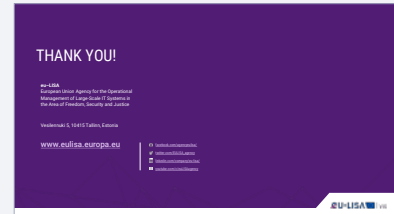
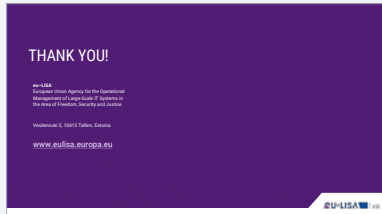
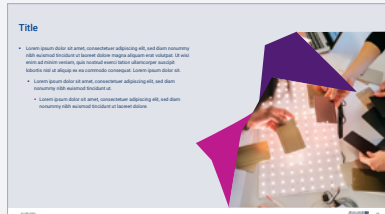
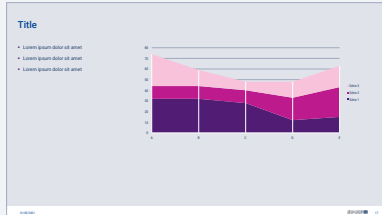
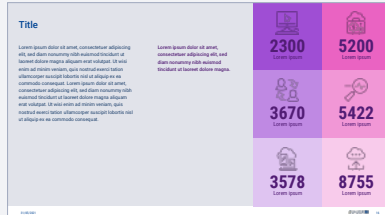
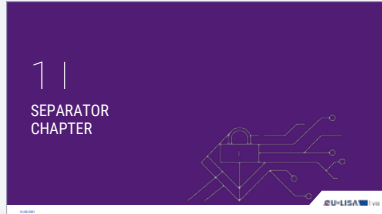
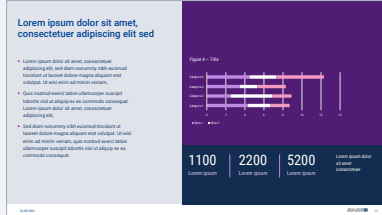
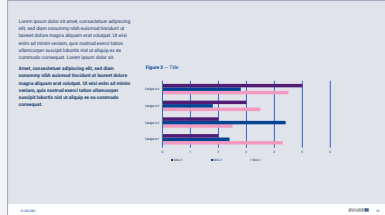
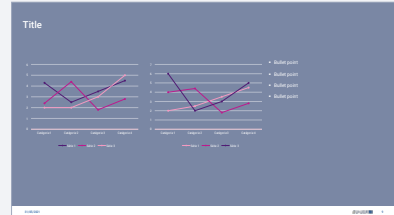
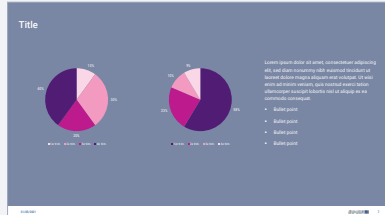
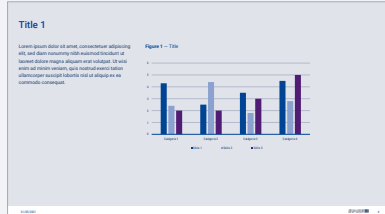
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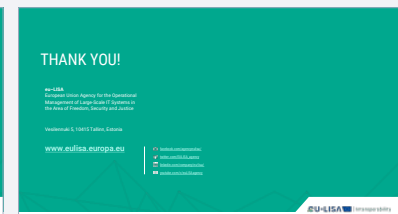
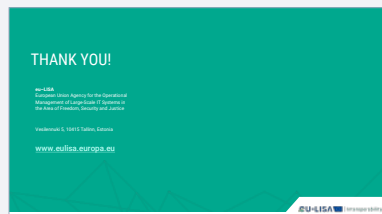
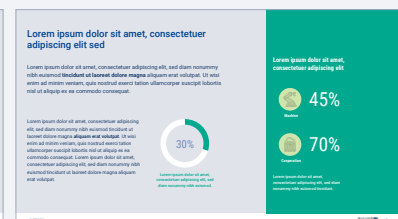
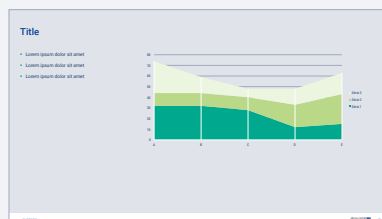
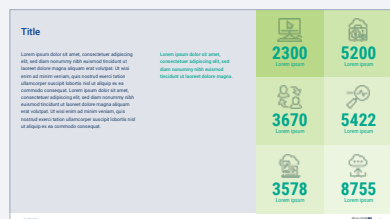
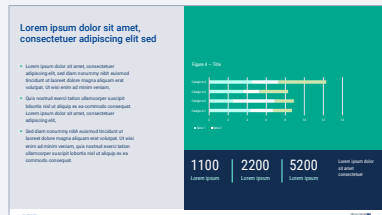
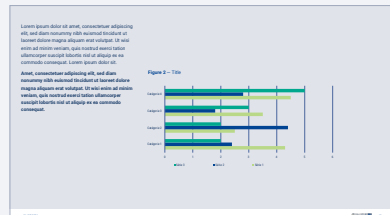
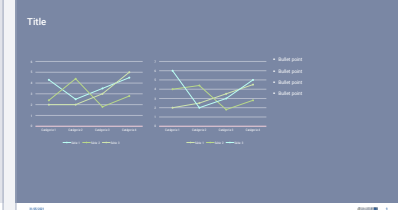
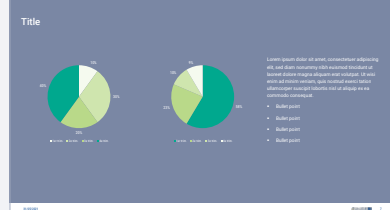
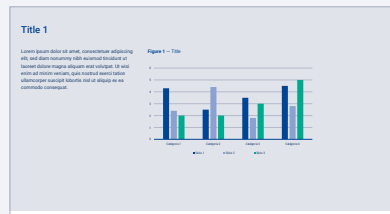
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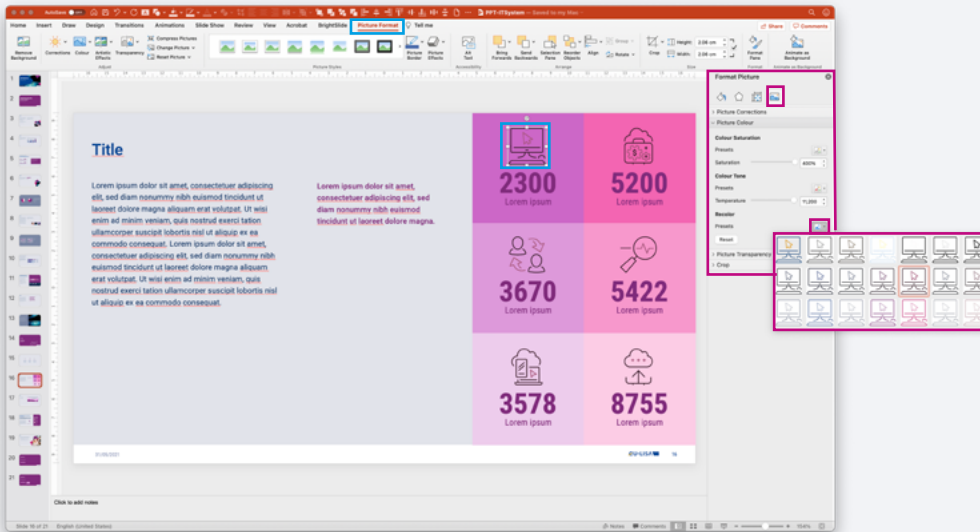






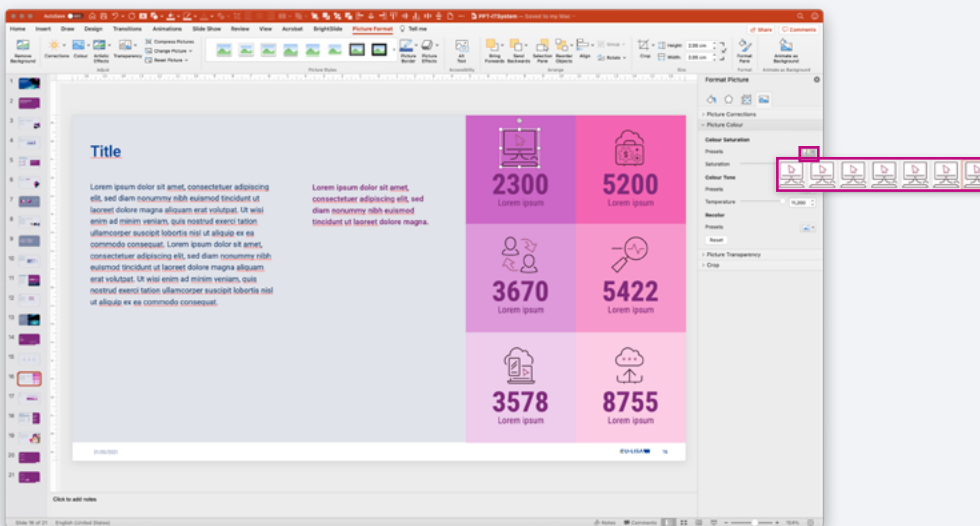
⬇ '7_eu-LISA_POWERPOINT'
> eu-LISA_PPT_[System Name]

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- Click to select the icon.
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