

Dear Dafne,

Finally I could make time available to carefully review the proposal for the website revision. I noticed that all suggestions for changes that I made in my message to Rossella of 17 December last year have indeed been made. Thanks a lot for that. I have some general comments and suggestions as well as some more specific comments. I have listed these below:

General comments:

1. I prefer to see a little more than half of the globe which is in the background of each page
2. I prefer the smaller font-size and the dark-blue colour (as is in the old website)
3. Do not break words at the end of a line and probably aligning left rather than left and right would make reading easier
4. Use more colour and bold and larger fonts to make the pages more appealing, like in the old version. See the 2 screenshots below as an illustration of what I mean
5. The contrast in the top bar with the selection of subjects is not great; maybe bold or blank against the orange background?
6. Please use all pictures we had in the old version and try to work the text around the pictures to fill the page.
7. Now and then pages are too full with text in a monotonous manner (such as the Funding page). It would be nice if you could make blocks and coloured headings, etc.

Specific comments:

1. Home Page:
 - a. Change “news of Orange House” to “What’s new!”
 - b. Change “Q & A with the managing director” to “Managing Director’s Blog”
 - c. Put both items in two nicely highlighted boxes
2. About page:
 - a. 2nd bullet: replace ...’the “[Activities](#)” page of the OHP website’... to: the ‘Projects, Reports and Document’ page of this website
3. About page (history):
 - a. Line 3: delete space in MB/M(20019)1
4. About page (Objectives and Mission):
 - a. The titles of the 2 blocks a bit larger font size, not underlined
 - b. In the left block replace the word ‘recruitment’ in line 3 by ‘registration’
 - c. The heading of the 3rd block (The objectives of...) in capitals, bold and blue (to contrast with the 2 blocks above)
 - d. Replace in line 2, first bullet “with the establishment of” by “in establishing”
 - e. 3rd bullet, first line: delete “the”
 - f. Fill the empty space under the picture of the bags with the text (longer lines)
 - g. Make the first line of the next paragraph (The specific objective of the Orange House Trust Fund Foundation (OHTFF)) also bold, capitals and blue
 - h. Make the line before the 3 bullets (The OHTFF seeks to achieve its objective by, among others:) also bold and blue but not capitals
 - i. Pictures may be a bit bigger on this page
5. Organisation page:
 - a. Put all black bold text in orange
 - b. First bullet: turn MBOHP into OHPMB (*my mistake*)
 - c. Add a line space after the first sentence of the 2nd bullet
 - d. Next line: “Board” should be “Boards”
 - e. 4th bullet: “under Management” should read “ under Organisation/Management
6. Management page:
 - a. In the subtitle: OHP MB

- b. Replace my picture by the one attached to this mail
 - c. Add Kartika Liotard's picture (attached) and delete the word "Acting" next to her name.
 - d. Add Gretchen Stanton's picture (attached)
 - e. The order of the OHTFF Board should be: Herman Koeter, Coenraad Hendriksen, Horst Spielmann, Ezzeddine Boutrif, Kalimi Mworio and Vittorio Silano
 - f. The 2 sets of MB members are now in largely empty boxes: it may look a lot better if the boxes are put into 2 rows, i.e, for the OHPMB a block of 4 people (2 by 2) and for the OHTFF a block of 2 by 3 people. Also the pictures could probably be bit bigger.
 - g. Under the Board composition, leave only the following line: Management Board meeting agendas, minutes and other formal documents can be found on the "Projects, Reports and Documents" pages ;
 - h. Put all OHTFF meting documents on the report page
7. Call for experts page: First line, "expert" should read "experts"
8. Call for experts (Registration procedure):
- a. Delete the subtitle: "Open call for expert volunteers"
 - b. Also delete the first 2 paragraphs (duplication) and start the page with : " Experts who are willing....."
 - c. Please indent the series of bullets
 - d. Again, please use some colours for easy reading
9. Not for profit page (funding):
- a. See general remark 7: put the text of the 3 bullets in a cadre or indented
 - b. Second bullet, Reduced Tariff change the text from "25-75% of the expert(s) fee is charged" to "10-75% fee is charged for the experts involved...."
 - c. Make sure that in the single sentence following the bullet block the word "here" has a link to the document mentioned
 - d. Last line before the table: delete the words "for 2010"
 - e. In the table top right box change "resources" to "resource"
 - f. The table need to be made more fancy, less open space, bigger font thicker lines, heading in colour, etc.
10. Transparency page:
- a. Second line: "Board" should be "Boards"
 - b. I would like to change the crystal ball to another crystal sphere (see attached) which symbolises transparency better.
 - c. Please work the text around the picture which should be more or less in the middle
11. What we offer page (scientific expertise):
- a. The table of scientific expertise is hardly visible: same comment as in comment 9: a nice and fancy but still not a screaming table. As an example: the way tables are done in PowerPoint look rather nice.
12. What we offer page (focus areas): same comment for the table as in comment 11.
13. Projects, Reports and Documents page (Highlights):
- a. The first line should read: "A complete overview of all projects together with related documents is provided in chronological order in the [Projects Overview](#)"
 - b. At the end of each project is a set of 4 bullets and a cover sentence saying "For further reading...." These sets should be in one way or another highlighted.
 - c. The sentence" For further reading see Project on the "[Activities](#)" of the OHP segment of this website" should for all projects read: "For further reading see Project on the 'Projects overview' of this website"
 - d. Many of the photo's are cut smaller than in the existing versions, please undo
14. Projects, Reports and Documents page (Meeting documents):

- a. Please start with the series of Joint Meeting documents, then the OHP Management Board meeting documents, then the OHTFF Management Board meeting documents (see comment 6h above) and finally the General Assembly documents
 - b. The layout and readability of the lists in the existing web pages looks better than the newly proposed ones (too much open space, no colours used, bold texts, etc.). However, I like the lines as they make it easier to find the corresponding “click here” button.
15. Projects, Reports and Documents page (Project Reports): same comment as in 14b above
16. Projects, Reports and Documents page (Miscellaneous documents): same comments as in 14b above
17. Projects, Reports and Documents page (Projects Overview):
- a. Start date and end date underlined
 - b. The links in orange and (at least) the bold texts in dark blue
18. Contact us pages (OHP and OHTFF):
- a. OHP page: first line: “contact details” in bold and bigger than the rest of the text
 - b. OHP page 2nd line: ‘VZW’ in equally small characters as ‘npo’
 - c. OHP page: add the photo “schuman 9-6” attached to this mail
 - d. OHTFF page: reduce space between the blocks ‘Herman Koeter’ and ‘Coenraad Hendriksen’
 - e. OHTFF page: see comment 18a
 - f. OHTFF page: add the photo “Pogiolino” attached to this email

Furthermore, there are many documents that still need to be uploaded. I am currently working on these but would appreciate if we first can agree on the new website.

I look forward to hearing from you at your earliest convenience.

Kind regards,

Herman



