

# FAIRICUBE – F.A.I.R. INFORMATION CUBES

WP1 Manage  
D1.1 Project handbook

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## Disclaimer

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# 1 Introduction

An internal project handbook is essential for effective and productive collaboration amongst international project partners. Project partners need to have a common space for reviewing, editing, and searching for project internal information like contact information, guidelines, meeting notes and general procedures defined during the project.

A useful feature of the FAIRiCUBE project platform hosted as a Teams project is to integrate standalone applications like MS OneNote directly into the Teams project making this easily accessible and therefore useable for all Teams members. The project coordinator has therefore decided to create the FAIRiCUBE project handbook as a OneNote document tab in the FAIRiCUBE Teams project (see Figure 1). The handbook can also be opened in the OneNote standalone app (see Figure 2).

Instead of a static structure it contains sections and pages of project guidelines which dynamically grow over time. The current structure for example does reflect the frequency of use, not limited to the logical structure of a classical handbook. The meeting minute documentation section is therefore listed first as this is most in use currently. If the priority of section changes, they can be rearranged by a single mouse drag.

All project members find a collection information covering communication, delivery, and meeting routines. At any time, the handbook can be exported and statically distributed but it is meant to be a live document that reflects and documents best FAIRiCUBE practices and agreed procedures. Main advantage of the OneNote handbook, also called *FAIRiBOOK*, is the easy access, the tight integration into the main FAIRiCUBE collaboration platform and the flexibility for referencing, restructuring and organization of content.

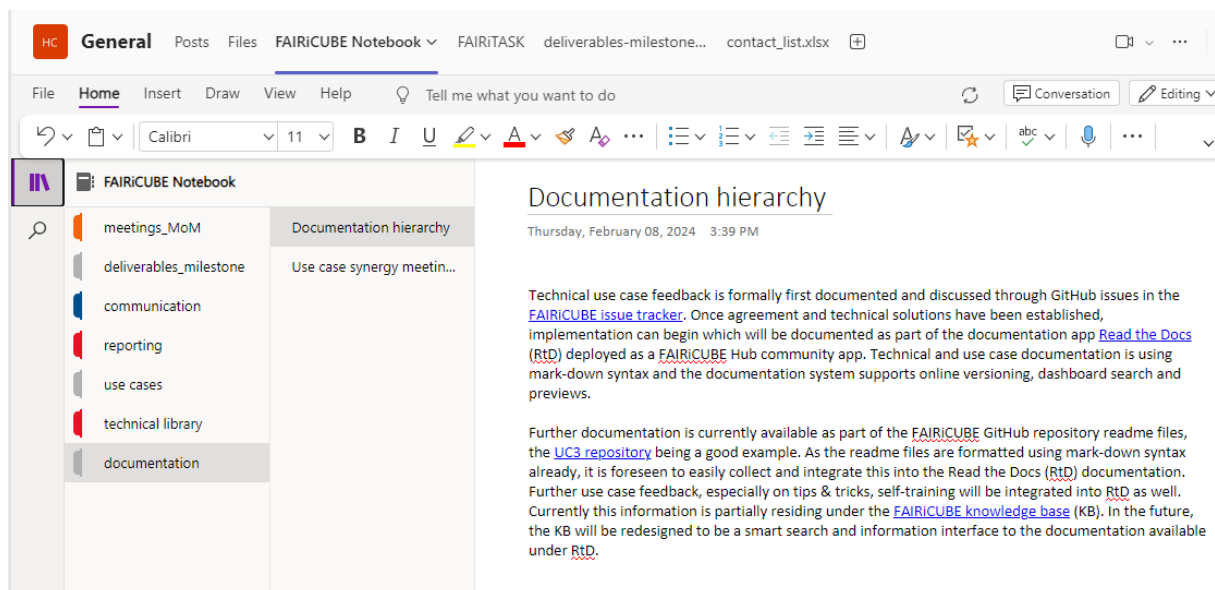


Figure 1 : FAIRiCUBE project handbook overview as Teams integration, section documentation



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FAIRiCUBE Notebook meetings\_MoM deliverables\_milestone communication reporting

Search Notebooks

## Mail groups and contacts

Wednesday, August 10, 2022 10:18 AM

Full tabular overview over contacts and mailing lists and mailing list members:  
[contact\\_list.xlsx](#)

**SYMPA Lists managed by NILU:**  
<https://sympa.nilu.no/sympa/my>

**Configuration** : restricted to subscribers, messages from others are discarded  
Only members of the list can send / receive, all other posts will be ignored  
Suitable when no messages from outside the group is expected!  
**Safe with respect to spam!**

**Configuration** : private, moderated for non subscribers  
Only members of the list can send / receive, all other posts await moderation my list owners  
Other consortium members can easily share information across lists.  
**Potentially vulnerable to spam!**

**General**  
[fairicube@nilu.no](mailto:fairicube@nilu.no)  
Public email address, can be forwarded to external partners / contributors, alias to coordinator address  
Not suitable for general

**Mail groups and contacts**

- Regular meetings
- Related projects
- Project website
- Social media – general info
- Social media - guidelines for posting
- Dissemination activities
- Guidelines for posts
- 2023 calendar of events
- Acknowledgement
- Templates

Figure 2 : FAIRiCUBE project handbook overview open in OneNote standalone app, section communication



## 2 PDF export of the FAIRiCUBE Notebook

In the following a PDF-snapshot of the FAIRiCUBE notebook as of date 23/04/2024 is provided. Note that the PDF export simply concatenates all pages under each section and provides no table of contents or advanced formatting. This is due to the nature of the PDF export routine and does not reflect the actual usability of the project handbook. After all, this is not a standalone office document but a tightly integrated part of our project platform.

Due to the dissemination level = confidential of the deliverable and to reduce the extent and size of PDF export of the FAIRiCUBE handbook, the section on meeting minutes was omitted.