H2020-INFRAEOSC-2018-3

NI4OS-Europe

National Initiatives for Open Science in Europe

Deliverable D7.1
Internal and external communication platform

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Status –Version:	Final – d
Date:	October 31, 2019
Dissemination Level:	Confidential

Abstract: Deliverable D7.1 – **Internal and external communication platform** reports on the infrastructure and tools that serve the project's internal and external communications. The system consists of the NI4OS-Europe website, the files repository, the agenda tool, the mailing lists, the training portal, the info-share platform and the social media accounts. While it ensures the smooth communication among partners for the optimal implementation of the project, the infrastructure also constitutes a highly effective dissemination mechanism.

The NI4OS-Europe Consortium consists of:

GRNET SA	Coordinator	Greece
ATHENA RC	Beneficiary	Greece
CYI	Beneficiary	Cyprus
UCY	Beneficiary	Cyprus
IICT	Beneficiary	Bulgaria
SRCE	Beneficiary	Croatia
RBI	Beneficiary	Croatia
KIFU	Beneficiary	Hungary
DE	Beneficiary	Hungary
ICI BUCURESTI	Beneficiary	Romania
UEFISCDI	Beneficiary	Romania
ARNES	Beneficiary	Slovenia
UMUKM	Beneficiary	Slovenia
IPB	Beneficiary	Serbia
UOB	Beneficiary	Serbia
RASH	Beneficiary	Albania
UNI BL	Beneficiary	Bosnia-Herzegovina
UKIM	Beneficiary	North Macedonia
UOM	Beneficiary	Montenegro
RENAM	Beneficiary	Moldova (Republic of)
IIAP NAS RA	Beneficiary	Armenia
GRENA	Beneficiary	Georgia

Document Revision History

Date	Issue	Author/Editor/Contributor	Summary of main changes
October 18th, 2019	a	Dimitra Kotsokali	First draft
October 23rd, 2019	b	Dimitra Kotsokali, Sonja Filiposka	Content contributions
October 31st, 2019	c	Dimitra Kotsokali, Ognjen Prnjat, Görögh Edit Klára	Deliverable internal review and final modifications
November 1st, 2019	d	Dimitra Kotsokali, Ognjen Prnjat	Formatting modifications

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References

[1]   Project NI4OS-Europe-857645 - Annex I - Description of the Action

[2]   Project Notebook – NI4OS-Europe-WP1-GR-002-Notebook-2019-09-18

List of Figures

List of Acronyms

GDPR   General Data Protection Regulation

WP   Work Package

EOSC   European Open Science Cloud

Executive summary

What is the focus of this Deliverable?

The D7.1 – Internal and external communication platform - describes the structure and features of the NI4OS-Europe communication infrastructure and tools.

What is next in the process to deliver the NI4OS-Europe results?

The deliverable and workflow progress are described in the project Annex-I – Description of the Action [1].

What are the deliverable contents?

The deliverable describes the structure and features of the NI4OS-Europe website, file repository, agenda tool, mailing lists, training portal, info-share platform and social media accounts.

Conclusions and recommendations

The project communication infrastructure is an effective mechanism for enhancing communication and collaboration among the members of the NI4OS-Europe partnership. It also constitutes a powerful dissemination tool for increasing community outreach and ensuring maximum impact and sustainability of the project outcomes.

1. NI4OS-Europe website

The official website of the project is accessible via https://ni4os.eu .

The website constitutes an essential tool for the project dissemination activities. It provides up to date information about the project, its activities and liaisons, calendar of events, as well as access to NI4OS-Europe social media accounts and subscription option to the project news. The website is GDPR compliant.

The website structure will be gradually expanded with new categories and content, following the project progress.

The following is a screenshot of the website homepage.

Figure 1: NI4OS-Europe homepage

1.1. Website structure

Profile

- The project: this page describes briefly the project scope and methodology, underlines NI4OS-Europe contribution to the EOSC vision, and highlights the project added value.
- Partners: this section lists the project partners.
- Collaboration: presents all the related EOSC projects.

News corner

- Newsfeed, provides announcements about the project activities, dissemination and training events, and other project news including press releases and newsletters.
- Events | training: this section presents NI4OS-Europe meetings, technical workshops and training events, as well as dissemination events and conferences. It is based on three thematic calendars (dissemination events & conferences, training workshops & webinars, and NI4OS-Europe related events), which are embedded in one single page (https://ni4os.eu/calendar).
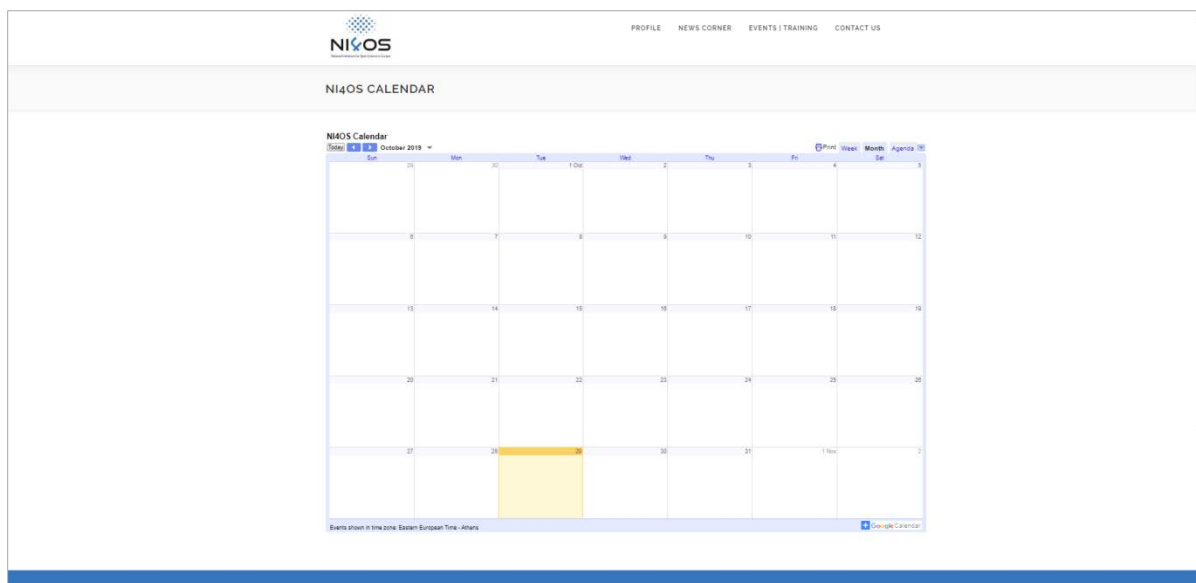
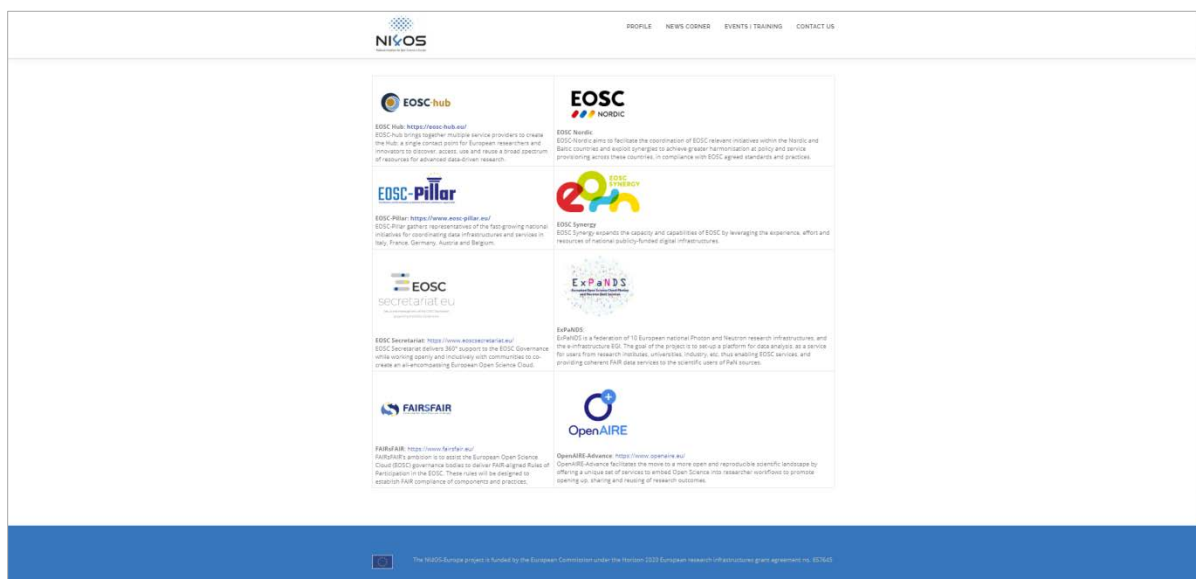**Figure 2: NI4OS-Europe calendar of events**

Figure 3: NI4OS-Europe website, Collaboration projects

2. NI4OS-Europe BOX

NI4OS-Europe BOX is a repository that enables the secure storage and sharing of folders and files, facilitating communication and collaboration among the members of the project consortium.

The repository allows for creating and updating folders, uploading and updating files, adding descriptions, deleting folders and files, as well as adding and changing user and group file permissions. The system provides activity updates and notifications.

All documents that are stored in the NI4OS-Europe Box comply with an agreed file naming format: NI4OS-WPx-YYY-nnn-Title-v-yyyy-mm-dd, where:

x = 1, 2, 3, 4, 5 for a document produced in WPx

YYY=Partner's short name (GRNET, ATHENA, CyI, etc)

nnn = the sequence number of a company's document

Title = title of the document in a compressed but clear way (max 15 char.)

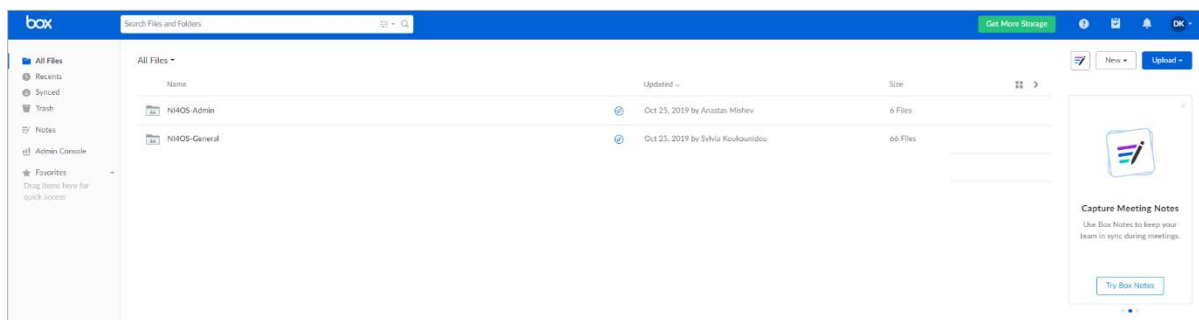v = version of document (a, b, c, etc.)

yyyy-mm-dd = date e.g., 2019-10-31
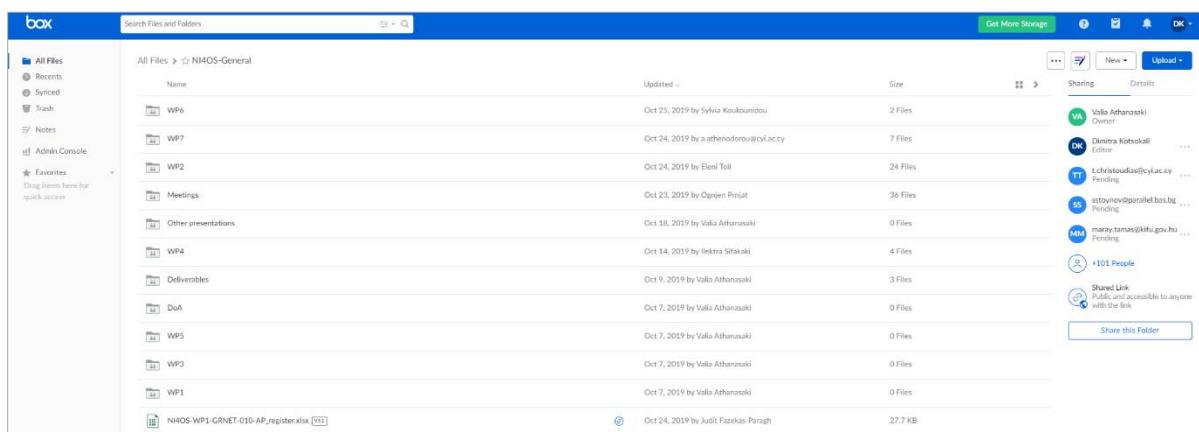

Figure 4: NI4OS-Europe BOX, structure

Figure 5: NI4OS-Europe BOX, structure of the public section

3. Mailing lists

In order to organize the project email communication, the following mailing lists have been set up. The lists are characterized by the nature of communication, as well as the methodology and organization of the project:

- **ni4os-europe-admin** is used for exchange of administrative messages
- **ni4os-europe-amb** is used by the project activity management board to ensure the smooth progress of the project
- **ni4os-europe-financial** is used to exchange messages related to financial issues
- **ni4os-europe-tech** is used for operations and technical issues
- **ni4os-europe-all** is used to communicate messages to the whole NI4OS-Europe consortium
- **ni4os-europe-fair** is used to exchange messages in the framework of WP6, related to FAIR
- **ni4os-europe-po** is used by NI4OS-Europe Project Office

The members of the project mailing lists, together with the relevant contact details, are listed in the project notebook [2]. Each partner is responsible for keeping the lists updated, as well as for informing the rest of the consortium for any changes.

4. Agenda tool

The Agenda tool (http://events.ni4os.eu/) allows to schedule and to organize events, from simple meetings to complex workshops and conferences with sessions and contributions. It is based on CDS Indico software, which is developed by CERN and available within the CERN Document Server Software Consortium. The CDS Software suite is free software, licensed under GNU General Public Licence (GPL).

The NI4OS-Europe Agenda is provided as a category of Indico installation hosted by GRNET. The following event categories have been set up in the Agenda tool:

- Meetings
- Conferences | Dissemination events
- Training workshops | Webinars

CDS Indico features are as follows:

- Multiple event support
- Events organized in categories
- Category-driven navigation
- Time-driven navigation (calendar day/week/month overview)

Flexible event representation:

- Allows different views of the same event
- Provides access to the timetable and various listings
- Stores all kind of files including pictures, transparencies, minutes and videos
- Full management of conference cycle
- Simple forms for creating events of various complexities
- Easy setup of access and modifications rights
- Call for abstracts, registration form, paper reviewing, track management, proceedings, listings.
- Easy creation of timetable and customization of the conference website
- End user interactions
- Registration
- Abstract submission
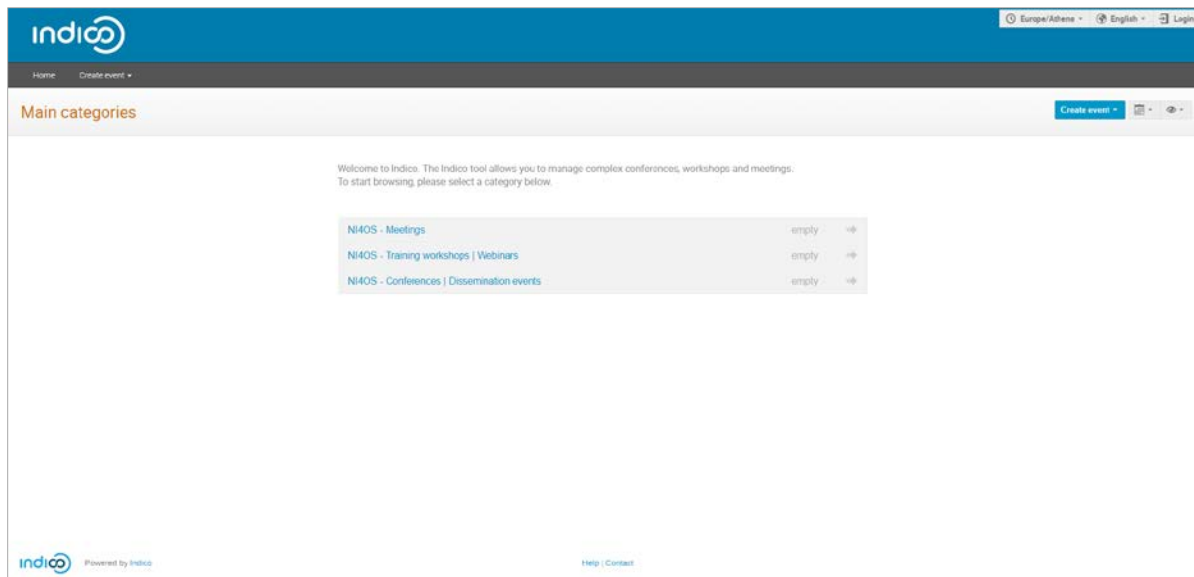- Paper submission
- Power Point Presentations' upload

Figure 6: NI4OS-Europe agenda tool

5. Training portal

The NI4OS-Europe training portal will serve as a central point where training courses, training materials and other related material will be accessible to the user communities.

The portal will be based on Moodle open source learning platform, with appropriate integration and customization to satisfy the training needs. Moodle is a free software, licensed under the GNU General Public License (GPL).

The platform will enable:

- On-line support for the train-the-trainers course
- Self-paced courses
- Training material repository
- Recordings of training sessions or other relevant training tutorials

Moodle offers personalized learning environment, set of collaborative tools, integrated calendar of activities and deadlines, file management, notifications and progress tracking. The training platform will also be used as an accompanying tool to the agenda tool in the cases of face2face training sessions, so that the materials used for the training sessions are available for future reference for the participants and for use in other related training sessions.

The organization of the training material on the Moodle platform is on the basis of courses, where each participant can request access to a given courses which can be approved by a moderator or can be freely accessible by any interested party. The online courses that will be provided using this platform will be accompanied with integrated quizzes that are necessary to pass in order to receive a badge that the course has been successfully completed.

The access to the platform will be integrated with the NI4OS-Europe AAI, enabling users to use their own credentials to access the courses and the training material. For openly available training materials, a guest access to the training platform will be provided.
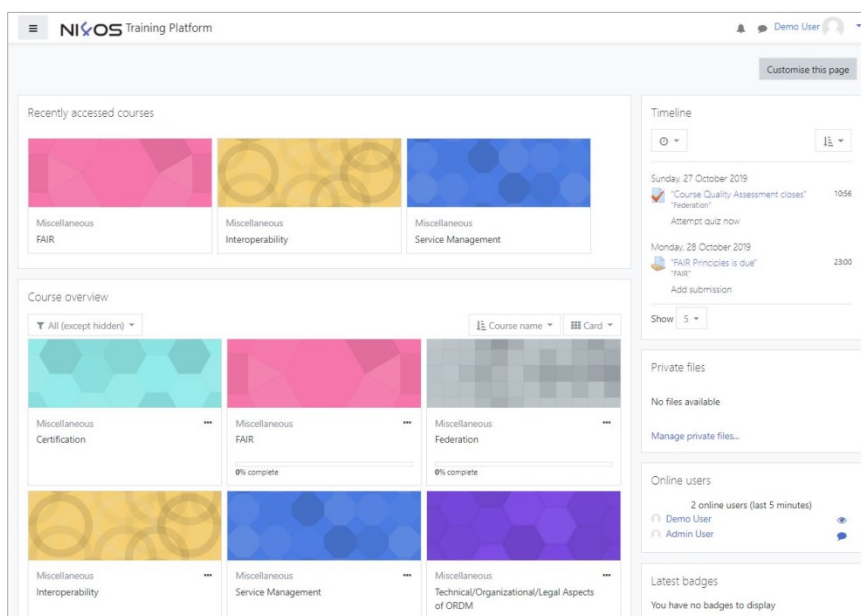

Figure 7: NI4OS-Europe training platform

The latest versions of Moodle are fully GDPR compliant and in collaboration with WP8 all necessary privacy related policies and documents will be put in place to ensure that the users understand the storage and processing of their personal data.

The Moodle training portal will also be integrated with a webinar platform, BigBlueButton, which enables recording of training sessions for later playback, whiteboard controls to annotate key parts of the presentation, desktop sharing, presentation upload (PDF presentation or MS office document), keeping everyone in sync with the current slide, zoom, pan, annotations, and mouse pointer. In this way, the relevant webinars can be recorded and kept on the training platform for future reference.
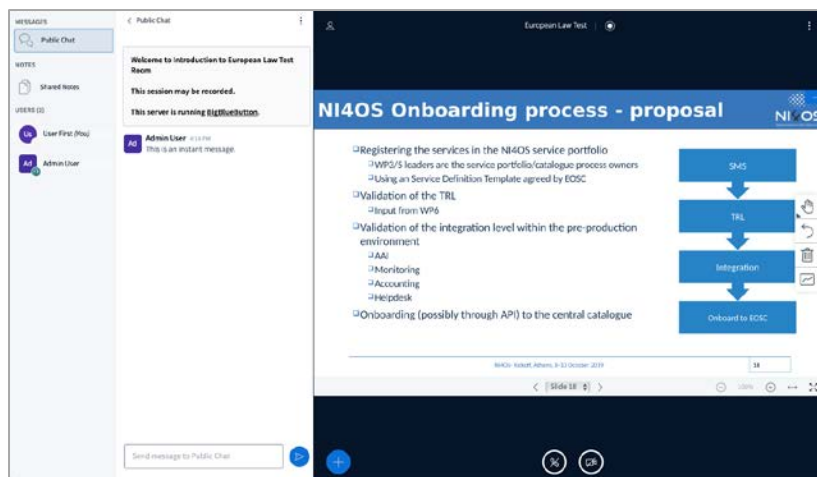

Figure 8: Integrated webinar platform within the training portal

More detailed description of the training and webinar platforms will be provided in the D6.2-Training plan.

6. Info-share platform

NI4OS-Europe info-share platform will be used for running and recording webinars related to the project coordination activities.

The platform, named "e:Presence", enables scheduling and participating in High-Definition video conferences.

Each interested institution may apply for the service through an authorized moderator. The institution moderator can schedule future conferences, reserve the necessary resources and invite other members to participate in those.
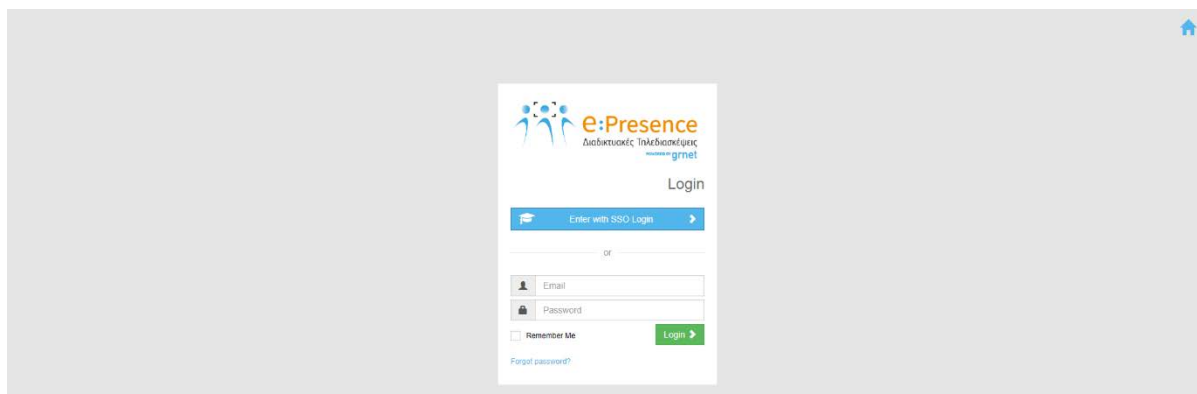

Figure 9: info share platform

Full HD (1080p/30fps) video transmission and reception is supported, which is fully adjustable to the users' connection and equipment capabilities. All conferences are fully AES encrypted by default to ensure the privacy of the conversations. The service users utilize the AAI (Shibboleth) services to authenticate themselves to the service. The platform is fully GDPR compliant.

Currently the e:Presence service supports conference connections with desktop computers (Windows, MAC OS or Linux), mobile devices (Android or iOS) or Room terminal devices (H.323 or SIP).

7. Social media presence

7.1. Twitter: @NI4OS_eu

The NI4OS-Europe twitter account has been active since the beginning of the project. Members of the project partnership have been assigned a role as NI4OS-Europe twitter ambassadors, for promoting project updates and relative to the community tweets, in cooperation with the social media administrators. The main hashtags promoted via the project account are: #NI4OS_eu, #NI4OS, #EOSC, #OpenScience.
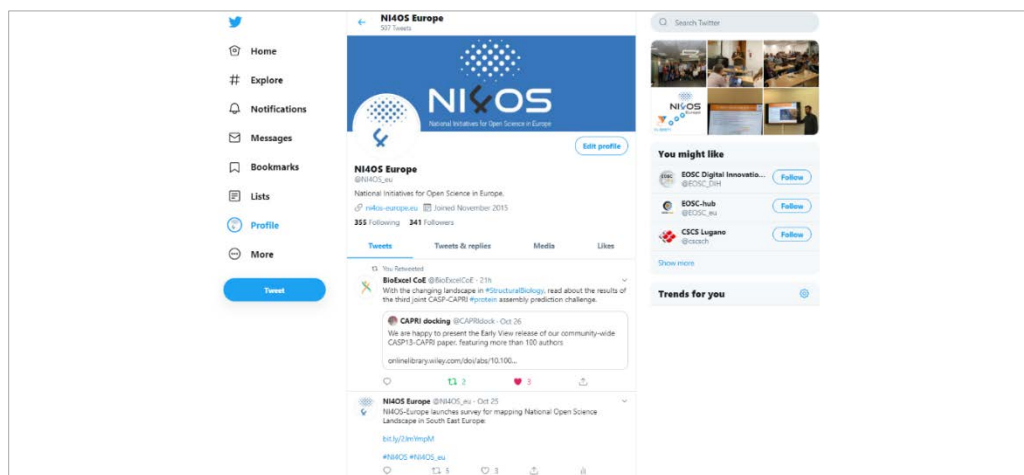
Figure 10: NI4OS-Europe twitter account

7.2. Facebook: @NI4OS

The project Facebook account has been set up to support further the project communication and marketing activities, and maximize the project outreach. The account follows the style of the project website to reflect effectively NI4OS-Europe brand identity. The main hashtags promoted via the project account are: #NI4OS_eu, #NI4OS, #EOSC, #OpenScience.
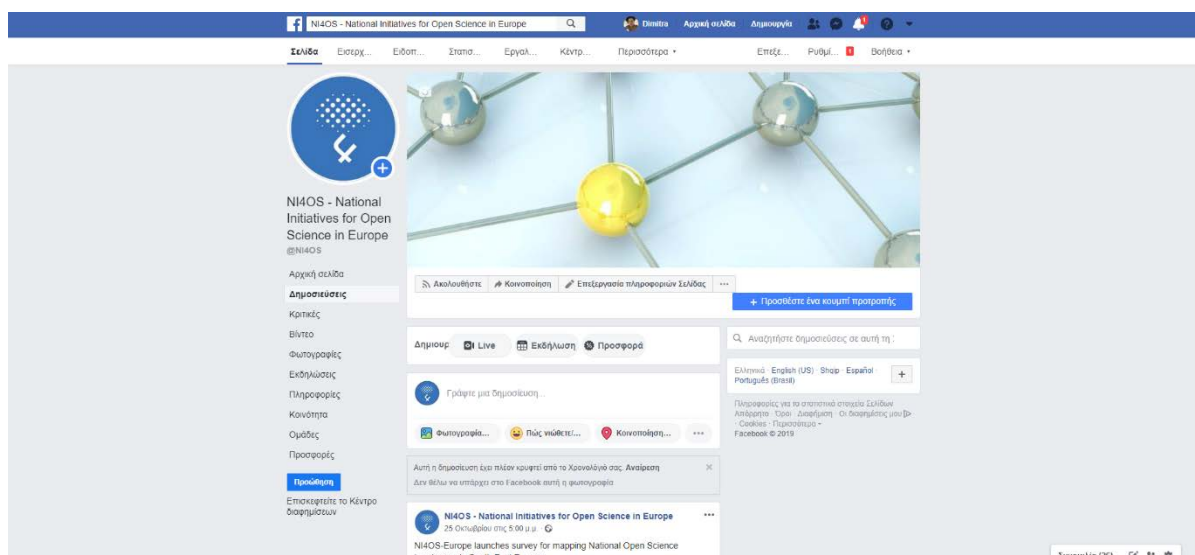
Figure 11: NI4OS-Europe on Facebook

8. Conclusions

NI4OS-Europe has set up an integrated communication infrastructure, consisting of the project website, file repository, agenda tool, mailing lists, training portal, info-share platform and social media accounts.

The project communication infrastructure constitutes an essential mechanism that enables effective collaboration among the project partnership, as well as a powerful communication tool for supporting effectively the project marketing strategy.