



# D1.2

## Project Internal Communication Tool

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### Deliverable abstract

The report describes briefly the project internal communication tools which are used for the management and coordination of the project and for the communication of the project partners.



## DELIVERY SLIP

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## DELIVERY LOG

Issue	Date	Comment	Author
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## DOCUMENT AMENDMENT PROCEDURE

Amendments, comments and suggestions should be sent to the Project Manager at [manager@envri-fair.eu](mailto:manager@envri-fair.eu).

## TERMINOLOGY

A relevant project terminology is included as an Appendix. The latest version of the master list of the terminology is here:

<https://confluence.egi.eu/pages/viewpage.action?pageId=14452608>

## PROJECT SUMMARY

ENVRI-FAIR is the connection of the ESFRI Cluster of Environmental Research Infrastructures (ENVRI) to the European Open Science Cloud (EOSC). Participating research infrastructures (RI) of the environmental domain cover the subdomains Atmosphere, Marine, Solid Earth and Biodiversity / Ecosystems and thus the Earth system in its full complexity.

The overarching goal is that at the end of the proposed project, all participating RIs have built a set of FAIR data services which enhances the efficiency and productivity of researchers, supports innovation, enables data- and knowledge-based decisions and connects the ENVRI Cluster to the EOSC.

This goal is reached by: (1) well defined community policies and standards on all steps of the data life cycle, aligned with the wider European policies, as well as with international developments; (2) each participating RI will have sustainable, transparent and auditable data services, for each step of data life cycle, compliant to the FAIR principles. (3) the focus of the proposed work is put on the implementation of prototypes for testing pre-production services at each RI; the catalogue of prepared services is defined for each RI independently, depending on the maturity of the involved RIs; (4) the complete set of thematic data services and tools provided by the ENVRI cluster is exposed under the EOSC catalogue of services.

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# Project Internal Communication Tool

## Rationale

The report summarizes briefly the web-based tool "Redmine" which has been established as the internal communication tool for ENVRI-FAIR. It introduces the tool, its functionalities and the structure which has been implemented.

The ENVRI-FAIR Redmine system is hosted at Forschungszentrum Juelich GmbH and administrated by the ENVRI-FAIR data manager Ulrich Bundke, email [u.bundke@fz-juelich.de](mailto:u.bundke@fz-juelich.de).

The system is operational. On 25 June 2019, the tool had 150 registered users.

## Description of the Tool

### Redmine environment

ENVRI-FAIR uses the open-source Redmine environment for storage of project-related contact information of participants and project-related documents, for handling the communication between participants and for coordinating workflows in work packages and for the project management. The system is a password-protected and secured system for project data storage. The access is controlled, and can be specified for specific times. The system is hosted at Forschungszentrum Juelich GmbH.

Redmine is a free and open source, web-based project management and issue tracking tool. It allows users to manage multiple projects and associated subprojects. It features per project wikis and forums, time tracking, and flexible, role-based access control. It includes a calendar and Gantt charts to aid visual representation of projects and their deadlines. Redmine integrates with various version control systems and includes a repository browser and diff viewer.

The implemented Document Management System Features include directory structure, document versioning and revision history, email notifications for directories and/or documents, document locking, configurable document approval workflow, document access auditing and document content full text search.

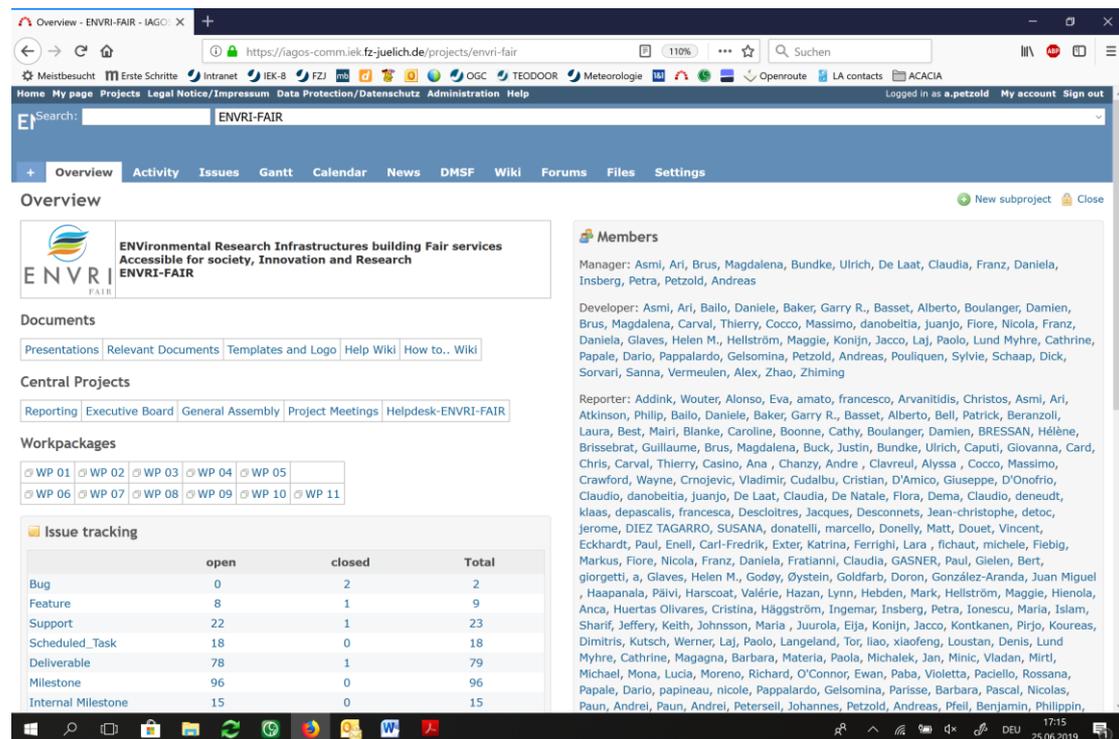
Project participants use the internal Redmine environment for communication and sharing of documents, and for the organisation of their work with the help of a ticketing system and discussion fora. This ensures that communication and related documents are stored in the Redmine archive and can be accessed throughout the lifetime of the project. Redmine includes version control of documents and keeps the previous versions so that continuing version control is in place.

The general system is described at <https://en.wikipedia.org/wiki/Redmine> whereas the features are detailed at <https://www.redmine.org/projects/redmine/wiki/Features>.

The ENVRI-FAIR tool is accessible at <https://iagos-comm.iwk.fz-juelich.de/projects/envri-fair>.

# Implemented Structure

Screenshot 1 shows the start page of the communication and management tool:



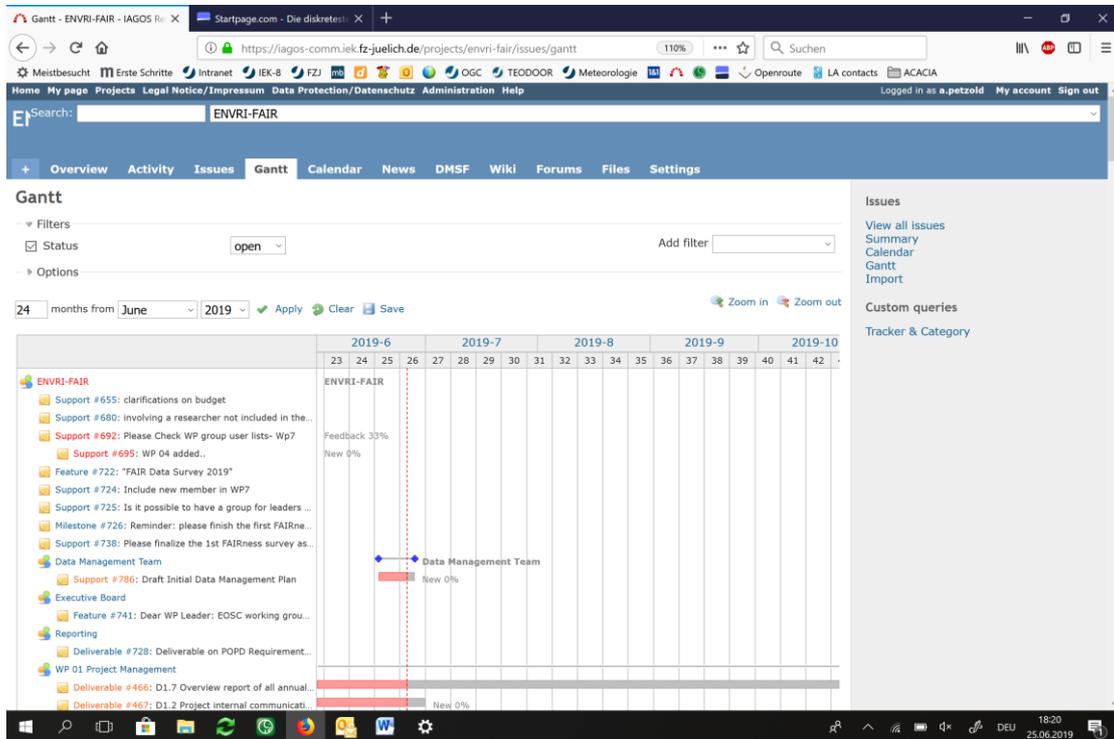
Screenshot 1: Start Page

In its current status, the first order subprojects of the ENVRI-FAIR project are organized as follows:

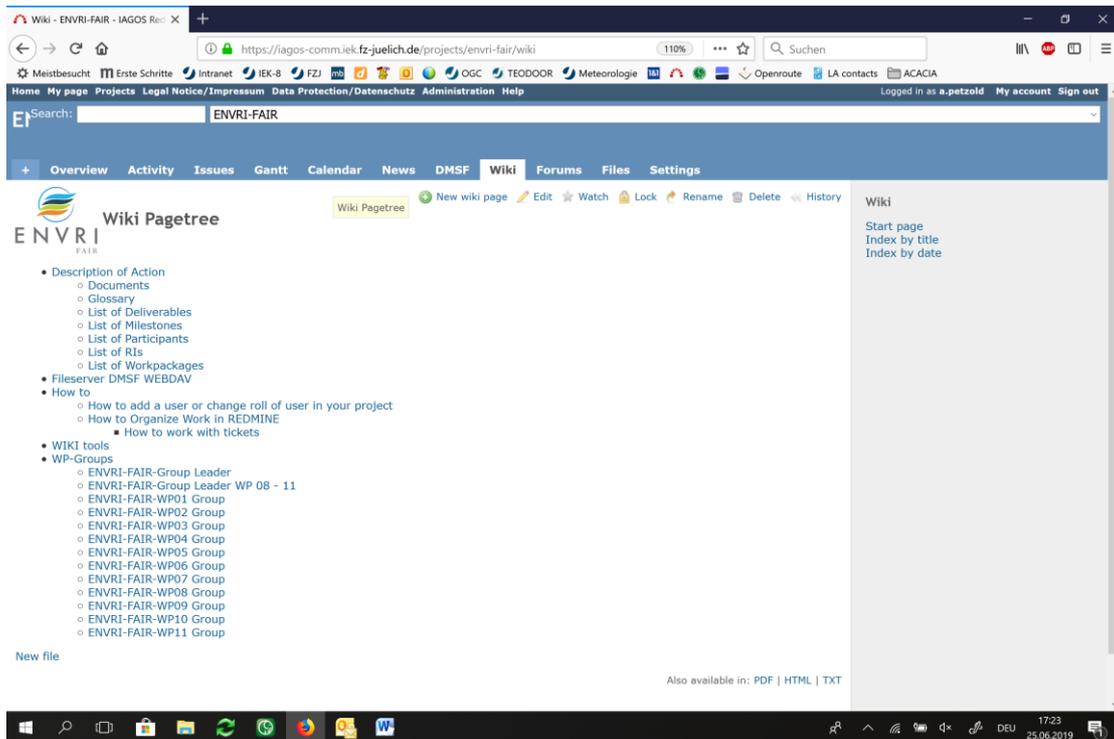
- Data Management Team
- Executive Board
- General Assembly
- General Documents
- Helpdesk-ENVRI-FAIR
- Project Meetings
- Reporting
- WP 01 Project Management
- WP 02 ENVRI (FAIR) communications strategies and tools
- WP 03 Strategy for alignment with national and international stakeholders, community development and innovation activities
- WP 04 Common FAIR Policies
- WP 05 Common requirements and testbed for (meta)data services, community standards and cataloguing
- WP 06 Training and capacity building
- WP 07 Common implementation and support
- WP 08 Atmosphere subdomain implementation
- WP 09 Marine subdomain implementation
- WP 10 Solid Earth subdomain implementation
- WP 11 Biodiversity and ecosystem subdomain implementation

Each work package project spans into a tree of second, third, etc. order subprojects structuring the different project tasks and groups, milestones and deliverables as “issues” within the ticketing system. The available ticketing system permits across all levels of the

project tree the automated generation of Gantt charts which are an indispensable tool for the project and work package management; an example is shown in Screenshot 2. The respective Wiki Pagetree for the root project is shown in Screenshot 3. The Wiki pages and groups are used for sharing documents, maintaining group lists for communication and keeping relevant information in general for each subproject along the project tree.



Screenshot 2: Gantt Chart



Screenshot 3: Wiki Pagetree

# Appendices

## List of Acronyms

BEERi	Board of European Environmental Research Infrastructures - is an internal advisory board representing the needs of environmental Research Infrastructures
CA	Consortium Agreement - Legal contract between the ENVRI-FAIR beneficiaries
DL	Deliverable / Deadline
DMP	Data Management Plan
DMT	Data Management Team
DoA	Description of Action
DPO	Data Protection Officer
EB	Executive Board - supervisory body for the execution of the Project
EC	European Commission - is the executive body of the European Union responsible for proposing legislation, implementing decisions, upholding the EU treaties and managing the day-to-day business of the EU
ESFRI	European Strategy Forum on Research Infrastructures
GA	(1) Grant Agreement - Contract between Coordinator and Commission (2) General Assembly - GA is the ultimate decision-making body of the consortium
GDPR	General Data Protection Regulation
JSC	Juelich Supercomputing Centre
PM	Person Month
PMT	Project Management Team
POPD	Protection of Personal Data
PWG	Policy Working Group
RI	Research Infrastructure
ToR	Terms of Reference
WP	Work Package