Internal and EC communication plan

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Abstract

This document presents the internal and European Commission communication plan for ExPaNDS. It completes the Communication and Dissemination Plan (deliverable 6.1 of WP6) in regards to information needs, specific roles, tools and EC communication.

ExPaNDS

Document Log

Issue	Date	Comment	Author/Partner WP
1	12/12/2019	Structure and purpose	Sophie Servan / DESY WP1
2	13/12/2019	Internal review	Knut Sander / DESY PC
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6	19/12/2019	Internal review	Isabelle Boscaro-Clarke and Kat Roarty / DLS WP6
7	22/12/2019	Internal review	Patrick Fuhrmann / DESY WP1
8	23/12/2019	Final version	Sophie Servan / DESY WP1

Table of Contents

Executive summary

Communication is an essential task of WP1 in ExPaNDS. Easy and effective accessibility of information regarding activities, the progress of milestones, the key roles of project members, the common agenda and the produced documentation and services is vital for the success of this project and will be beneficial to all.

This is achieved with the successful use and follow-up of the tools implemented on the project, hosted for the most part in the collaborative area.

1 Introduction

This document presents the internal communication plan implemented in the ExPaNDS project to ensure seamless communication between work packages and towards the EC. It focuses on:

- information needs,
- specific roles,
- tools,
- communication with the EC.

This deliverable is complimented by D6.1 'Communication and Dissemination Plan', which provides high level objectives and organisation of internal plus external communication of the entire project.

2 Information needs

The general needs for internal communication in ExPaNDS take three aspects:

- the **project** aspect with a need of information on general work progress and issues, centralized by the *Project Coordinator*,
- the **technical** aspect with a need for information on technical progress and choices, centralized by the *Technical Coordinator*,
- the need for input in order to accurately **disseminate** ExPaNDS activities, handled by WP6.

In order to identify and follow the specific needs of each WP, a dynamic table is shared with all ExPaNDS contributors.

The content of the *Information Requirements Table* is as follows:

- who is the **Beneficiary**, who requires the information,
- what **input** is **required**,
- **Purpose**, why this information is needed,
- at what **Frequency**,
- who is the **Provider** of the information,
- and finally what **Tools** are appropriate for this specific exchange.

Table 1 below provides some examples, for illustration purposes only.

Table 1: Examples of information requirements

Bene-ficiary	Input needed	Purpose	Fre-quency	Pro-vider	Tool
WP1	Deliverables state of progress	Early detection of possible interface issues EC reporting	Every 2 weeks	All WPL	PEB meetings
WP1	New risk identi-fied	Evaluation Early actions for mitigation	Real-time	All WPL	wp1@expand-s.eu
WP3	Progress on RI data policies	Early detection of interface issue Consistency of technical strategy	Monthly at least	WP2	WP2-3 joint meetings TCB meetings
WP5	Progress on PaN reference data sets	Preparation of training ma-terial		WP4	TCB meetings
WP6	Participation at conferences, presentations and poster sessions	Showcasing Increase ExPaNDS visibility	Real-time	All WPL	wp6@expand-s.eu
PEB	All presentations and publications under ExPaNDS name	Approval (including the au-thors names, the sufficient project representation and quality standards)	Before any pub-lication	All WPL	eb@expands.eu

The table is open for additions in the collaboration space and is intended for use by everyone.

3 Specific roles regarding communication

The individual roles are described in the ExPaNDS GA and in the Consortium Agreement. The specifics in relation to internal and EC communication are as follows:

- The *Project Coordinator* chairs the *Project Executive Board* and is responsible for all communi-cations with the European Commission;

- The *Technical Coordinator* chairs the *Technical Coordination Board*;

- Work package leaders are responsible for all communication among their WP contributors as well as with their PaNOSC counterparts, and additionally:

  - WP6 is responsible for external communication and dissemination and for the tools used for internal ExPaNDS communication. In particular, the collaborative area is developed and maintained by WP6,

  - WP1 is responsible for ExPaNDS internal communication and the liaison to EOSC (EOSC structures in general and PaNOSC in particular), it administrates the *'sympa'* mailing lists and chairs the EOSC liaison group. It also reminds the responsible partner ahead of time, when deliverables are due and follows-up the delivery progress.

In addition to individual roles, the four different boards (*Collaboration Board*, *Executive Board*, *Technical Coordination Board* and *EOSC Liaison Group*) are important channels within the ExPaNDS communication. They are described in the Consortium Agreement and the nominees, scheduled meetings, agendas and minutes are made available in the collaborative area by WP1.

To consolidate the collaboration with PaNOSC, the PaNOSC Project Coordinator takes part in ExPaNDS PEB videoconference. Similarly, the ExPaNDS *Project Coordinator* takes part in the PaNOSC management videoconference.

4 Tools

The list of communication tools and assets are described in D6.1 'Communication and Dissemination Plan'. The important tools for WP1 are redefined in this paragraph:

- DESY sympa lists
- Who's who
- Documentation sharing
- Common agenda
- Videoconferences
- Software sharing

DESY sympa lists

The following mailing lists are used to share the information to defined groups among the project:

Table 2: DESY sympa lists

List address	Minimum members	Purpose	Subscription
cb@expands.eu	Collaboration Board	CB preparation and report	Closed
eb@expands.eu	Executive Board	PEB preparation and report	Closed
tcb@expands.eu	Technical Coordination Board	TCB preparation and report	Closed
elg@expands.eu	EOSC Liaison Group	ELG preparation and report	Closed
info@expands.eu	WP6 and PC	Contact address provided in ExPaNDS website for general information inquiry	Closed
all@expands.eu	All ExPaNDS members	General information for all ExPaNDS contributors	Open
wp1@expands.eu	WP1 contributors	Internal communication among WP	Open
wp2@expands.eu	WP2 contributors	Internal communication among WP	Open
wp3@expands.eu	WP3 contributors	Internal communication among WP	Open
wp4@expands.eu	WP4 contributors	Internal communication among WP	Open
wp5@expands.eu	WP5 contributors	Internal communication among WP	Open
wp6@expands.eu	WP6 contributors	Internal communication among WP	Open

The closed subscription lists are administrated by WP1.

Mailchimp will also be used, but for external communication only (WP6).

Who's who

Individual mail is also a mean of communication and two files are used to know who's doing what in the ExPaNDS project:

- the stakeholders' list

  It contains every person related to the project, with name, affiliate, E-mail, project, WP, role, ExPaNDS board membership, mailing list membership.

  Each person is asked whether he/she agrees to be mentioned before appearing on the list. It can then be updated by each individual and is overviewed by WP1. It will then be stored in the collaborative area, with only project members getting access.

- the project partners matrix

  It confirms for ExPaNDS and for each WP the names of the WP lead, co-lead and contributor(s) per task.

  It is updated by each WPL and the accuracy of this list is regularly verified by WP1 with the stakeholders.

Documentation sharing

In terms of documentation, the collaboration area contains, as a minimum:

- The list of deliverables and responsible partner for the deliverable review (which is by default the WP lead), updated by WP1. A picture of the table at the moment of this document's redaction can be found in appendix.

- The final version of the deliverables that are uploaded to the EC portal. They are the reference version of the deliverables to be used.

- The list of all presentations, publications and workshops running under the project name and being funded by the project.

- Any on-going working document that needs to be shared between several partners.

The need for specific working environments between the technical WP will be evaluated at later point in time.

Common agenda

A common calendar tool is provided in the collaborative area to share the project milestones, the board schedule and a list of other relevant events (workshop and conferences), which might be important for PaNOSC and ExPaNDS scientists (including information about registration deadlines).

Videoconferences

The videoconference tools which already exist among the project's different organisation will be used. In particular, an ExPaNDS room was specifically created on meet.desy.de and is available for use by anyone. The link is shared in the collaborative area.

Software sharing

As stated in the GA, ExPaNDS will preferably use open source software in the delivery of its programme. This decision should increase the accessibility of the project and its services to users and in consequence increase the number of potential users and RIs able to participate; which in turn reflects the FAIR principles.

This includes the existing software used for project related deliverables (e.g. LibreOffice) and the specific developments that will be made for WP3 and WP4.

5 Communication with the European Commission

The communication with the EC Project Officer consists mainly of:

- periodic activity reports,
- submitting the project's deliverables,
- a mid-term review (around month 18) and a final review.

The input needed from the *Project Coordinator* for the EC reporting is described in the information requirements table (see chapter 2 Information needs above).

ExPaNDS

Appendix: 'Overview of deliverables' table (extract from 17.12.2019)

Num-ber	Title	WP	Lead benefi-ciary	Type	Dissemination level	Status	Due date	Start date for review	Reviewer
D6.19	Assistance to the development of the taxonomy strategy for the relevant data catalogues	WP6	3 - Diamond	Other	Public	Delivered	2019/10/31	2019/10/17	Brian Matthews
D1.1	Human resources allocation	WP1	1 - DESY	Report	Confidential	Delivered	2019/11/30	2019/11/16	Bea Bugla
D6.1	Communication and Dissemination Plan	WP6	3 - Diamond	Report	Public	Delivered	2019/11/30	2019/11/16	Knut
D6.2	Project website	WP6	3 - Diamond	Websites, patents filling, etc.	Public	Delivered	2019/11/30	2019/11/16	Knut
D6.3	Social media strategy	WP6	3 - Diamond	Demonstrator	Public	Delivered	2019/11/30	2019/11/16	Knut
D1.11	Collaboration agreement(s)	WP1	1 - DESY	Other	Confidential	In review	2019/12/31	2019/12/17	Collaboration Board; may be legal departments
D1.3	Risk analysis and contingency plan	WP1	1 - DESY	Report	Public	Delivered	2019/12/31	2019/12/17	Knut, Sophie
D1.5	Communication Plan (internal + EC)	WP1	1 - DESY	Report	Public	In progress	2019/12/31	2019/12/17	Knut, Patrick
D1.2	Project Quality Assurance and Progress Monitoring Plan	WP1	1 - DESY	Report	Public		2020/1/31	2020/1/17	Knut

Num-ber	Title	WP	Lead benefi-ciary	Type	Dissemination level	Status	Due date	Start date for review	Reviewer
D1.10	DMP	WP1	1 - DESY	ORDP	Public		2020/1/31	2020/1/17	Patrick
D1.6	General Architecture in relation to the EOSC services	WP1	1 - DESY	Report	Public		2020/2/29	2020/2/15	Patrick
D1.7	Sustainability policy report	WP1	1 - DESY	Report	Public		2020/2/29	2020/2/15	Knut
D6.14	Engage science communicators based at PAN RIs	WP6	3 - Diamond	Other	Public		2020/2/29	2020/2/15	Isabelle
D6.18	Infographic of metrics and KPI linked to WP2, 3 and 4	WP6	3 - Diamond	Websites, patents filling, etc.	Public		2020/2/29	2020/2/15	Isabelle
D6.8	ExPaNDS presentation for confer-ences	WP6	3 - Diamond	Other	Public		2020/2/29	2020/2/15	Isabelle
D7.1	POPD - Requirement No. 1	WP7	1 - DESY	Ethics	Confidential		2020/2/29	2020/2/15	
D6.17	Standard Information sheet on Ex-PaNDS and the benefits of Open Data for RI users	WP6	3 - Diamond	Report	Public		2020/4/30	2020/4/16	Isabelle
D6.5	ExPaNDSrepresentation material for relevant large international confer-ences	WP6	3 - Diamond	Other	Public		2020/6/30	2020/6/16	Isabelle

Num-ber	Title	WP	Lead benefi-ciary	Type	Dissemination level	Status	Due date	Start date for review	Reviewer
D6.9	ExPaNDS presentation for confer-ences	WP6	3 - Diamond	Other	Public		2020/6/30	2020/6/16	Isabelle
D6.15	Dedicated European user meeting fo-cused on ExPaNDS	WP6	3 - Diamond	Other	Public		2020/8/31	2020/8/17	Isabelle
D2.1	Draft extended data policy framework for Photon and Neutron RIs	WP2	4 - UKRI	Report	Public		2020/8/31	2020/8/17	Brian
D2.2	Draft recommendations for FAIR Photonand Neutron Data Manage-ment	WP2	4 - UKRI	Report	Public		2020/8/31	2020/8/17	Brian
D3.1	Report on status, gap analysis and roadmap towards harmonised and federated metadata catalogues for EU national Photon and Neutron RIs	WP3	2 - PSI	Report	Public		2020/8/31	2020/8/17	Alun
D5.1	Annual report on training activities, workshops held, materials published and investigations performed	WP5	5 - SOLEIL	Report	Public		2020/8/31	2020/8/17	Nazaré
D6.4	Vision and roadmap documents for key audiences	WP6	3 - Diamond	Report	Public		2020/8/31	2020/8/17	Isabelle

Number	Title	WP	Lead beneficiary	Type	Dissemination level	Status	Due date	Start date for review	Reviewer
D1.4	Risk analysis and contingency plan report	WP1	1 - DESY	Report	Public		2020/11/30	2020/11/16	Patrick
D1.8	Periodic progress report	WP1	1 - DESY	Report	Public		2021/2/28	2021/2/14	Patrick
D3.2	Release V1.0 ExPaNDS ontology available as an EOSC online service	WP3	2 - PSI	Demonstrator	Public		2021/2/28	2021/2/14	Alun
D4.1	Guidelines for implementing the national RI's analysis services within the EOSC	WP4	1 - DESY	Report	Public		2021/2/28	2021/2/14	Anton
D4.2	Photon and Neutron reference data sets will be prepared and published	WP4	1 - DESY	Other	Public		2021/2/28	2021/2/14	Anton
D4.3	Testing and Validation framework	WP4	1 - DESY	Other	Public		2021/2/28	2021/2/14	Anton
D6.10	ExPaNDS presentation for conferences	WP6	3 - Diamond	Other	Public		2021/2/28	2021/2/14	Isabelle
D6.11	ExPaNDS presentation for conferences	WP6	3 - Diamond	Other	Public		2021/6/30	2021/6/16	Isabelle
D6.6	ExPaNDS representation material for relevant large international conferences	WP6	3 - Diamond	Other	Public		2021/6/30	2021/6/16	Isabelle

ExPaNDS

Num-ber	Title	WP	Lead benefi-ciary	Type	Dissemination level	Status	Due date	Start date for review	Reviewer
D6.20	Assistance to the development of the taxonomy strategy for the relevant datacatalogues	WP6	3 - Diamond	Other	Public		2021/8/31	2021/8/17	Isabelle
D2.3	Final data policy framework for Photon and Neutron RIs	WP2	4 - UKRI	Report	Public		2021/8/31	2021/8/17	Brian
D2.4	DMPs for Photon and Neutron RIs	WP2	4 - UKRI	Report	Public		2021/8/31	2021/8/17	Brian
D2.5	Advanced infrastructure for PIDs in Photon and Neutron RIs	WP2	4 - UKRI	Report	Public		2021/8/31	2021/8/17	Brian
D4.4	Analysis Services Prototypes	WP4	1 - DESY	Demonstrator	Public		2021/8/31	2021/8/17	Anton
D5.2	Annual report on training activities, workshops held, materials published and investigations performed	WP5	5 - SOLEIL	Report	Public		2021/8/31	2021/8/17	Nazaré
D5.4	Demonstrator for using of e-learning platforms	WP5	5 - SOLEIL	Demonstrator	Public		2021/9/30	2021/9/16	Nazaré
D6.16	Dedicated European user meeting focused on ExPaNDS	WP6	3 - Diamond	Other	Public		2022/2/28	2022/2/14	Isabelle
D2.6	Self-evaluation Photon and Neutron RIs for FAIR data certification	WP2	4 - UKRI	Report	Public		2022/2/28	2022/2/14	Brian

Num-ber	Title	WP	Lead benefi-ciary	Type	Dissemination level	Status	Due date	Start date for review	Reviewer
D2.7	Final Recommendations for FAIR Photon and Neutron Data Manage-ment	WP2	4 - UKRI	Report	Public		2022/2/28	2022/2/14	Brian
D3.3	Demonstrate ICAT and SciCat re-leased with APIs compatible toEx-PaNDS federated EOSC services	WP3	2 - PSI	Demonstrator	Public		2022/2/28	2022/2/14	Alun
D5.5	Dedicated websites and e-platforms with the teaching material	WP5	5 - SOLEIL	Report	Public		2022/2/28	2022/2/14	Nazaré
D6.12	ExPaNDS presentation for confer-ences	WP6	3 - Diamond	Other	Public		2022/2/28	2022/2/14	Isabelle
D3.4	Portfolio material to support training for target groups at all RIs	WP3	2 - PSI	Report	Public		2022/3/31	2022/3/17	Alun
D4.5	Deployment of Analysis Services for EOSC within the EOSC-hub	WP4	1 - DESY	Other	Public		2022/6/30	2022/6/16	Anton
D6.13	ExPaNDS presentation for confer-ences	WP6	3 - Diamond	Other	Public		2022/6/30	2022/6/16	Isabelle
D6.7	ExPaNDSrepresentation material for relevant large international confer-ences	WP6	3 - Diamond	Other	Public		2022/6/30	2022/6/16	Isabelle

Num-ber	Title	WP	Lead benefi-ciary	Type	Dissemination level	Status	Due date	Start date for review	Reviewer
D1.9	Periodic progress report	WP1	1 - DESY	Report	Public		2022/7/31	2022/7/17	Patrick
D2.8	Active DMPs for Photon and Neutron RIs	WP2	4 - UKRI	Report	Public		2022/8/31	2022/8/17	Brian
D2.9	Report on promotion of FAIR data withinPhoton and Neutron RIs	WP2	4 - UKRI	Report	Public		2022/8/31	2022/8/17	Brian
D5.3	Annual report on training activities, workshops held, materials published and investigations performed	WP5	5 - SOLEIL	Report	Public		2022/8/31	2022/8/17	Nazaré
D5.6	Report on lessons learned and future prospects for adopting best practices	WP5	5 - SOLEIL	Report	Public		2022/8/31	2022/8/17	Nazaré