

VI-SEEM

VRE for regional Interdisciplinary communities in Southeast Europe and the Eastern Mediterranean



Deliverable D2.1

Internal and external communication platform, documents' repository and mailing lists

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Abstract: Deliverable D2.1 – “Internal and external communication platform, documents' repository and mailing lists”, reports on the VI-SEEM infrastructure and tools that serve the project's internal and external communications. The system consists of the VI-SEEM website, the files repository, agenda tool, mailing lists, social media accounts, as well as the project notebook which contains the project administrative information (already reported on in D1.1). While it ensures the smooth communication among partners for the optimal implementation of the project, the infrastructure also constitutes a powerful dissemination tool.

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|----------------------------------|-------|---------------------------------|---------------------------|
| November 18 th , 2015 | a | Dimitra Kotsokali | First version |
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Preface

In the last decade, a number of initiatives were crucial for enabling high-quality research - by providing e-Infrastructure resources, application support and training - in both South East Europe (SEE) and Eastern Mediterranean (EM). They helped reduce the digital divide and brain drain in Europe, by ensuring access to regional e-Infrastructures to new member states, states on path to ascension, and states in European Neighborhood Policy area – in total 14 countries in SEE and 6 in EM.

This VI-SEEM project brings together these e-Infrastructures to build capacity and better utilize synergies, for an improved service provision within a unified Virtual Research Environment (VRE) for the inter-disciplinary scientific user communities in the combined SEE and EM regions (SEEM). The overall objective is to provide user-friendly integrated e-Infrastructure platform for regional cross-border Scientific Communities in Climatology, Life Sciences, and Cultural Heritage for the SEEM region; by linking compute, data, and visualization resources, as well as services, models, software and tools. This VRE aspires to provide the scientists and researchers with the support in full lifecycle of collaborative research: accessing and sharing relevant research data, using it with provided codes and tools to carry out new experiments and simulations on large-scale e-Infrastructures, and producing new knowledge and data - which can be stored and shared in the same VRE. Climatology and Life Science communities are directly relevant for Societal Challenges.

The driving ambition of this proposal is to maintain leadership in enabling e-Infrastructure based research and innovation in the region for the 3 strategic regional user communities: supporting multidisciplinary solutions, advancing their research, and bridging the development gap with the rest of Europe. The VI-SEEM consortium brings together e-Infrastructure operators and Scientific Communities in a common endeavor.

The overall objective is to provide user-friendly integrated e-Infrastructure platform for Scientific Communities in Climatology, Life Sciences, and Cultural Heritage for the SEEM region; by linking compute, data, and visualization resources, as well as services, software and tools.

The detailed objectives of the VI-SEEM project are:

1. Provide scientists with access to state of the art e-Infrastructure - computing, storage and connectivity resources - available in the region; and promote additional resources across the region.
2. Integrate the underlying e-Infrastructure layers with generic/standardised as well as domain-specific services for the region. The latter are leveraging on existing tools (including visualization) with additional features being co-developed and co-operated by the Scientific Communities and the e-Infrastructure providers, thus proving integrated VRE environments.
3. Promote capacity building in the region and foster interdisciplinary approaches.
4. Provide functions allowing for data management for the selected Scientific Communities, engage the full data management lifecycle, link data across the region, provide data interoperability across disciplines.
5. Provide adequate user support and training programmes for the user communities in the SEEM region.

6. Bring high level expertise in e-Infrastructure utilization to enable research activities of international standing in the selected fields of Climatology, Life Sciences and Cultural Heritage.

The VI-SEEM project kicked-off in October 2015 and is planned to be completed by September 2018. It is coordinated by GRNET with 15 contractors from Cyprus, Bulgaria, Serbia, Hungary, Romania, Albania, Bosnia-Herzegovina, FYR of Macedonia, Montenegro, Moldova (Republic of), Armenia, Georgia, Egypt, Israel, Jordan. The total budget is 3.300.000 €. The project is funded by the European Commission's Horizon 2020 Programme for Excellence in Science, e-Infrastructure.

The project plans to issue the following deliverables:

| Del. no. | Deliverable name | Nature | Security | Planned Delivery |
|----------|---|--------|----------|------------------|
| D1.1 | Project management information system and “grant agreement” relationships | R | CO | M01 |
| D1.2 | 3-Monthly progress report | R | CO | M03n * |
| D1.3a | First period progress reports | R | CO | M18 |
| D1.3b | Final period progress reports | R | CO | M36 |
| D2.1 | Internal and external communication platform, docs repository and mailing lists | DEC | PU | M02 |
| D2.2 | Promotional package | DEC | PU | M04 |
| D2.3 | Dissemination and marketing plan | R | PU | M05 |
| D2.4 | Training plan | R | PU | M06 |
| D2.5 | Promotional package with updates | R | PU | M16 |
| D2.6 | 1st Dissemination, training and marketing report | DEC | PU | M18 |
| D2.7 | 2nd Dissemination, training and marketing report | R | PU | M35 |
| D3.1 | Infrastructure and services deployment plan | R | PU | M04 |
| D3.2 | Service registry, operational and service level monitoring | R | PU | M12 |
| D3.3 | Infrastructure overview, assessment and refinement plan | R | PU | M18 |
| D3.4 | VRE AAI Model and compatibility with other eInfrastructures | R | PU | M27 |
| D3.5 | Final infrastructure overview and assessment report | R | PU | M36 |
| D4.1 | Data sources and services deployment plan | R | PU | M06 |
| D4.2 | Description of the initial deployed data services | R | PU | M11 |
| D4.3 | Description of the final data platform available to VRE users | R | PU | M23 |
| D4.4 | Final report on data, services, availability and usage | R | PU | M35 |

| | | | | |
|------|--|---|----|-----|
| D5.1 | Detailed technical implementation plan for VRE services and tools | R | PU | M04 |
| D5.2 | Data management plans | R | PU | M06 |
| D5.3 | User-oriented documentation and training material for VRE services | R | PU | M13 |
| D5.4 | Report on integrated services and the VRE platform | R | PU | M14 |
| D5.5 | Final report on integrated services and the VRE platform | R | PU | M36 |
| D6.1 | Framework for VRE resource and service provision | R | PU | M09 |
| D6.2 | 1st Report of open calls and integration support | R | PU | M20 |
| D6.3 | Sustainability and business model | R | PU | M24 |
| D6.4 | 2nd Report of open calls and integration support | R | PU | M36 |

Legend: R = Document, report, DEC = Websites, patent fillings, videos, etc., PU = Public, CO = Confidential, only for members of the consortium (including the Commission Services).

** n=1,2,3,...12*

Table of contents

| | | |
|-----------|--|-----------|
| 1. | Website https://vi-seem.eu | 11 |
| 1.1. | WEBSITE STRUCTURE | 12 |
| 2. | VI-SEEM BOX | 15 |
| 3. | VI-SEEM agenda tool | 16 |
| 4. | VI-SEEM mailing lists | 18 |
| 5. | VI-SEEM social media | 19 |
| 5.1. | LINKEDIN GROUP | 19 |
| 5.2. | TWITTER ACCOUNT | 20 |
| 6. | Conclusions | 21 |

References

- [1] Project Notebook - VI-SEEM-WP1-GR-002-Notebook-2015-10-26
- [2] Project VI-SEEM-675121 - Annex I - Description of the action

Executive summary

What is the focus of this Deliverable?

The D2.1 – “Internal and external communication platform, documents’ repository and mailing lists” – reports on the project website, files repository, agenda tool, mailing lists and social media: tools that constitute the overall communications system setup in the VI-SEEM consortium. The project’s communication system serves both internal and external communications.

What is next in the process to deliver the VI-SEEM results?

The deliverable and workflow progress is described in the project Annex-I – Description of the Action [2]. The communications infrastructure serves as a dissemination tool for effectively reaching the VI-SEEM target groups, as well as for ensuring smooth communication among the members of the partnership. The VI-SEEM website will be updated with the new content as the project evolves, while the consortium will assess the need for creating more mailing lists, based on the developments in the project methodology and organization.

What are the deliverable contents?

The deliverable describes the structure and contents of the VI-SEEM website and file storage space, agenda tool, mailing lists, and social media accounts.

Conclusions and recommendations

The communication infrastructure serves as a dissemination tool for effectively reaching the VI-SEEM target groups, as well as for ensuring smooth communication among the members of the partnership.

1. Website <https://vi-seem.eu>

The official website of the project is accessible via <https://vi-seem.eu>.

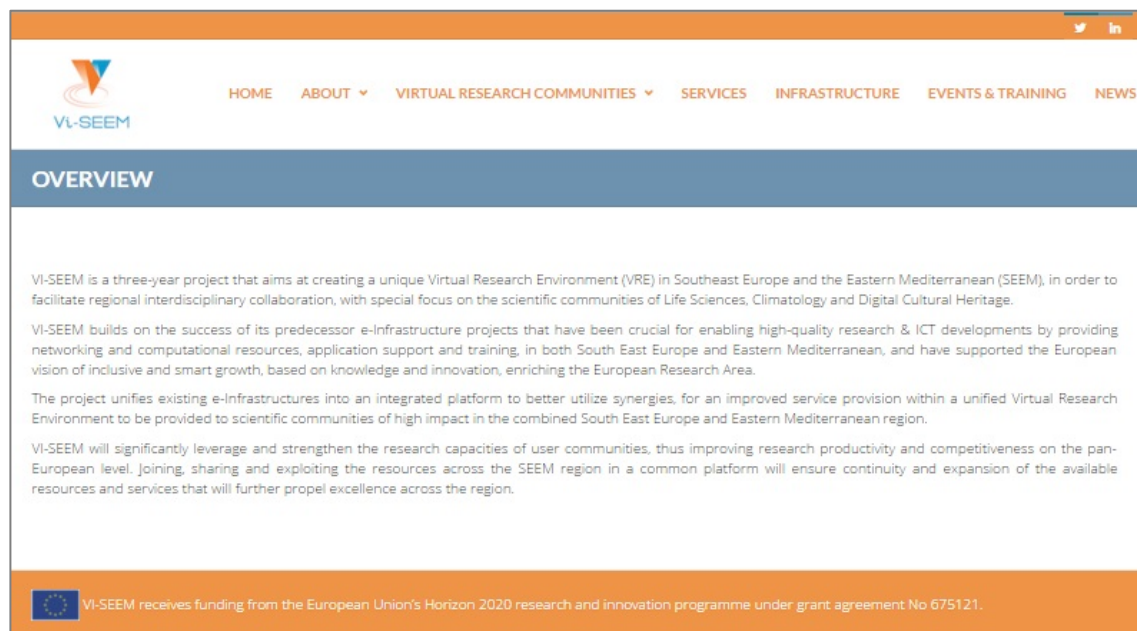
The website constitutes an integral part of the VI-SEEM communication infrastructure that is used to disseminate the project objectives, activities, events, available infrastructure - networking, computing and storage resources, VRE services, applications, etc.

The following is a screenshot of the website homepage:



1.1. Website structure

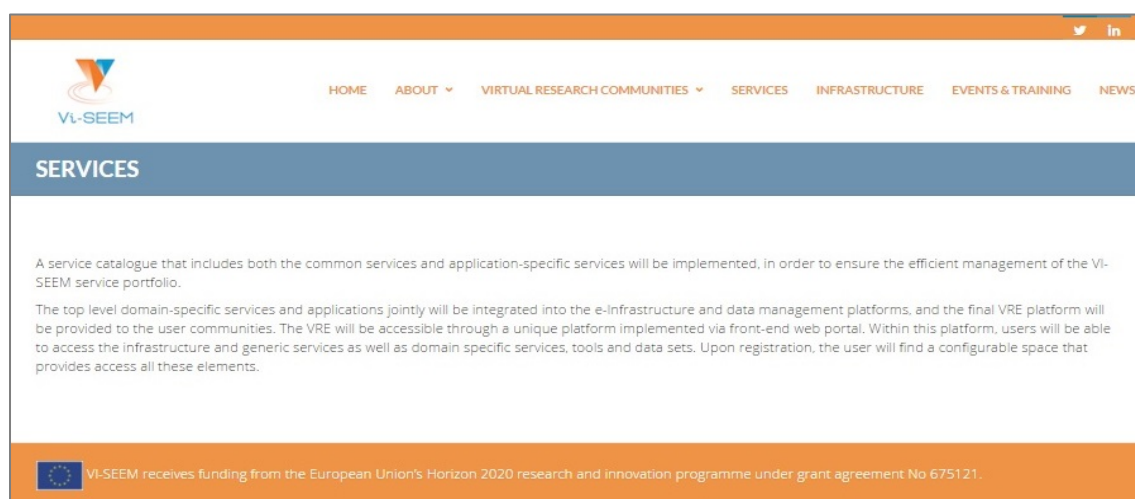
- **About:**
 - Overview: the project scope, areas of impact, target groups, background and methodology are briefly described.
 - Objectives: the project objectives are presented.
 - Work Structure: it presents the project work packages (WP). The project is composed of 6 work packages.
 - Partners: the VI-SEEM partners are listed, with logos and links to their websites.



- **Virtual Research Communities:** the expected impact of the project per targeted community is highlighted at this stage, while later on in the project these sections will be expanded.
 - Climatology
 - Life Sciences
 - Digital Cultural Heritage



- **Services:** This section will provide a view of the VI-SEEM service catalogue. The service catalogue will include both the common as well as application-specific services to be provided by the project. The section will be enriched during the implementation of the project.

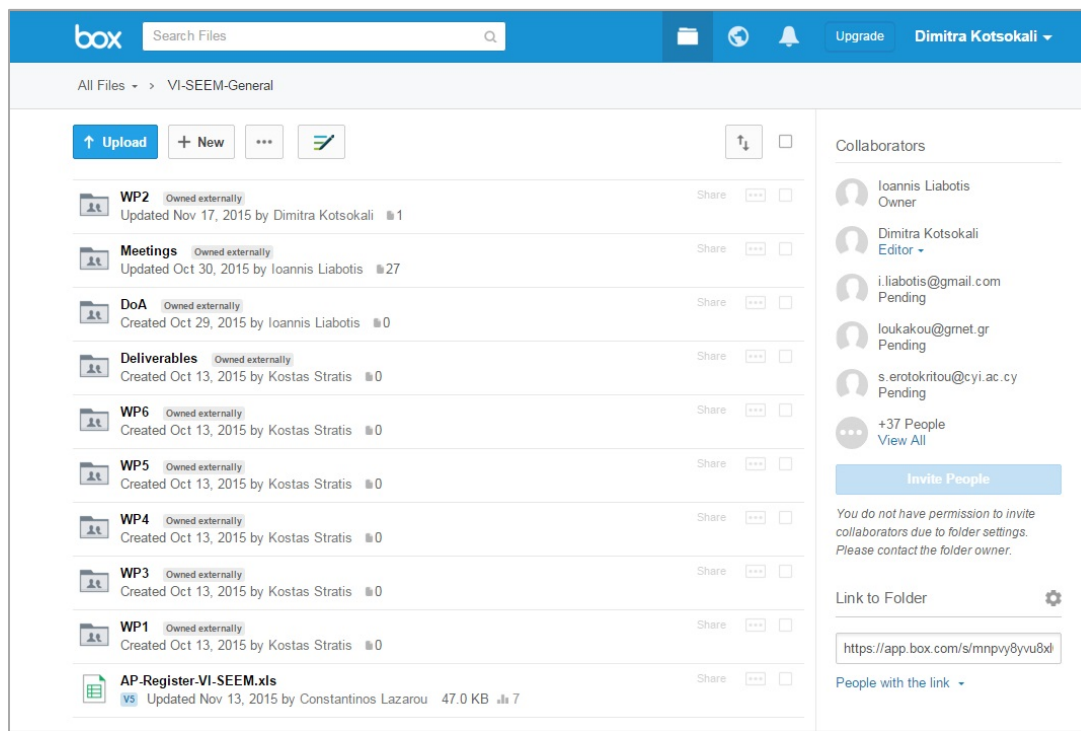


- **Infrastructure:** VI-SEEM will provide a unified e-Infrastructure layer for the benefit of the Scientific Communities. The underlying layers include networking, computing (HPC, Grid, and Cloud), storage, and standard interfaces to these. This section will provide an overview of the infrastructure resources offered by the project to the scientific communities.
- **Events & Training:** this section includes the regional and national technical workshops and training events, and dissemination events and conferences, which aim at providing adequate user support and training for the user communities. 17 dissemination events will be organized by the project with a total of 1000 persons targeted, and 12 training events with 300 persons targeted.
- **News:** this section provides up-to-date information about the project progress, accomplished milestones, dissemination and training events, and other project news including press releases and newsletters.



2. VI-SEEM BOX

VI-SEEM BOX facilitates communication and collaboration among the members of the project consortium via the secure storage and sharing of folders and files.



The repository allows for adding folders, uploading files, updating folders and 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 repository comply with an agreed file naming convention which has the following format: VI-SEEM-WPx-YY-nnn-Title-v-yyyy-mm-dd.ttt, where:

x = 1, 2, 3, 4, 5, 6, for a document produced in WP-x

YY = GR (GRNET), CY (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)

yyyy-mm-dd = date e.g., 2015-11-30

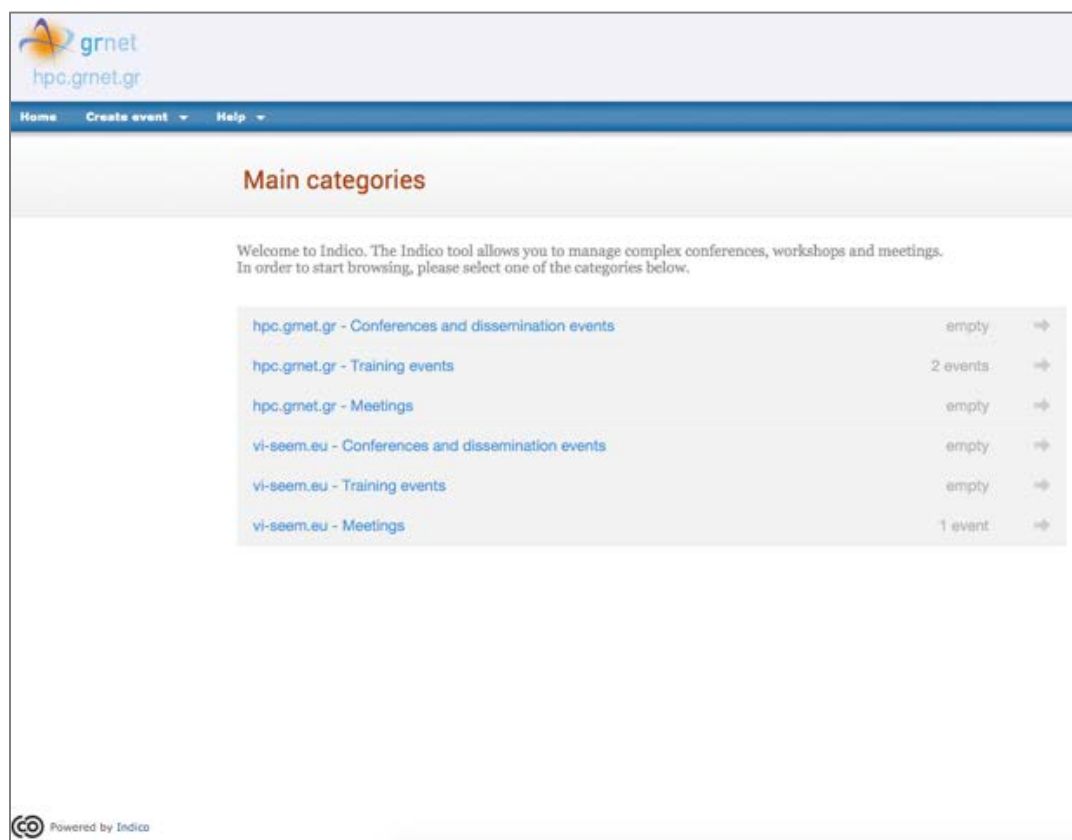
ttt = document extension (e.g. doc for MSWord documents, etc)

3. VI-SEEM agenda tool

The Agenda tool (<http://events.vi-seem.eu/>) allows to schedule and to organize events, from simple meetings to complex workshops and conferences with sessions and contributions. The Agenda tool is implemented using the 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 VI-SEEM Agenda is provided as a category of Indico installation hosted by GRNET. The list of VI-SEEM events is provided via RSS and also appear in the official VI-SEEM site in the section within the “Events and Training” section. The following event categories have been implemented in the VI-SEE Agenda tool:

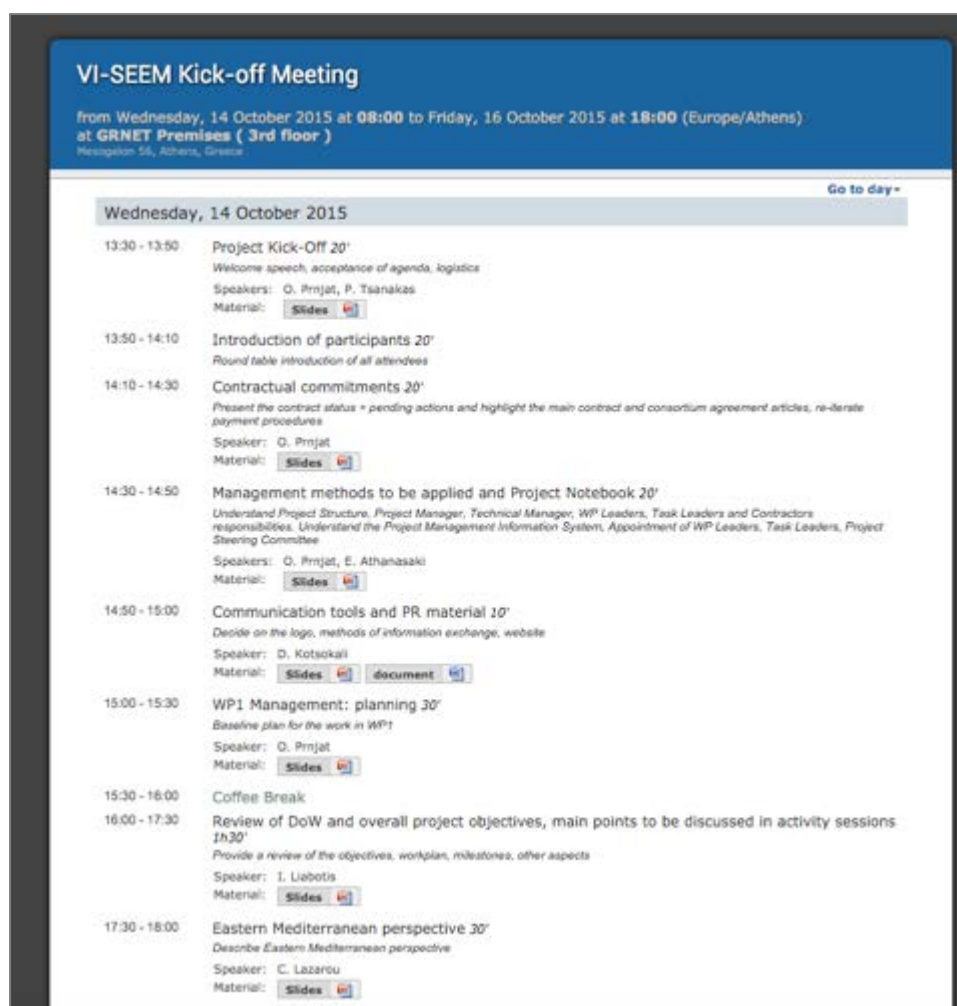
- Conference and Dissemination events
- Training events
- Meetings



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 (participants, contributions...)
- 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
- Slide upload

4. VI-SEEM mailing lists

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

- **vi-seem-admin AT vi-seem.eu** is used for exchange of administrative & financial messages
- **vi-seem-all AT vi-seem.eu** is used for messages with a subject of interest to the whole VI-SEEM consortium
- **vi-seem-tb AT vi-seem.eu** is used for exchange of messages among the members of the project technical board (WP leaders and the project management office)
- **vi-seem-tech AT vi-seem.eu** is used for operations and technical issues

The members of the project mailing lists, together with the relevant contact details, are listed in the project notebook [1]. Each partner is responsible for keeping the lists updated, as well as for informing the rest of the consortium for any changes.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U |
|----|--------------------|----------|------------|--------|------------------|--------------|-------------|---------------|--------------|------------|---|---|---|---|---|---|------------------|-----------------------|-------|-----|--------|
| 1 | VI-SEEM - Contacts | | | | | | | | | | | | | | | | | | | | |
| 2 | 12/10/2015 | | | | | | | | | | | | | | | | | | | | |
| 3 | Beneficiary no. | Name | First Name | Gender | E-Mail | Organisation | vi-seem-all | vi-seem-admin | vi-seem-tech | vi-seem-tb | | | | | | | Project wide BOX | Restricted folder BOX | Phone | Fax | Mobile |
| 4 | | | | | | | | | | | | | | | | | | | | | |
| 5 | 01 | Dgrien | Pirnat | male | oprnat@gnet.gr | GRNET | x | x | x | x | | | | | | | x | x | | | |
| 6 | | Ioannis | Liabotis | male | iliaboti@gnet.gr | GRNET | x | x | x | | | | | | | | x | x | | | |
| 7 | | Evangela | Alhanasaki | female | eathani@gnet.gr | GRNET | x | x | | | | | | | | | x | x | | | |
| 8 | | | | | | GRNET | | | | | | | | | | | | | | | |
| 9 | | | | | | GRNET | | | | | | | | | | | | | | | |
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| 20 | | | | | | | | | | | | | | | | | | | | | |

5. VI-SEEM social media

Social Media constitute a powerful communication tool that can increase the outreach of the project on the targeted communities.

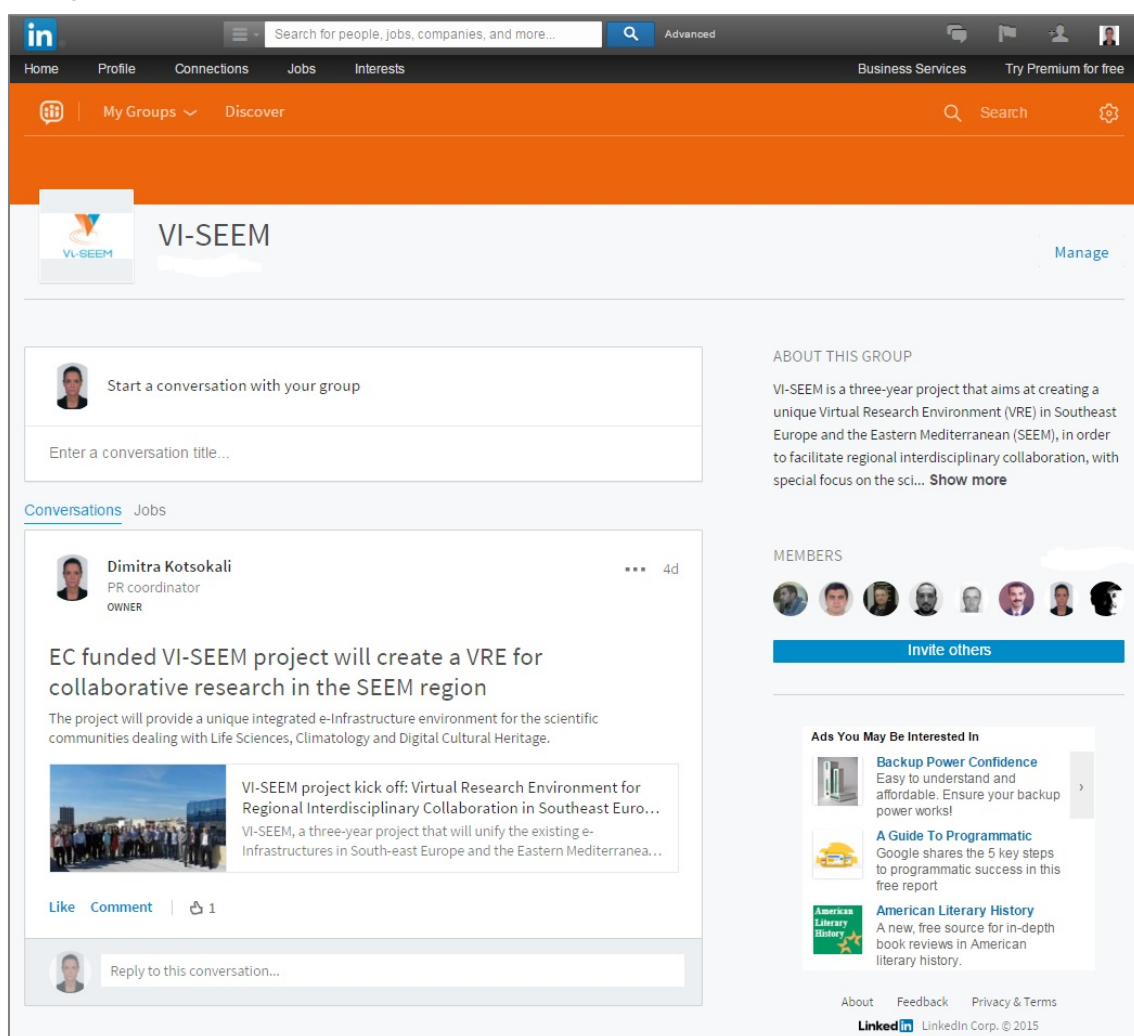
In this regard, VI-SEEM utilizes twitter and LinkedIn to continuously broadcast updates and project information, to disseminate the project scope and objectives, to introduce the VI-SEEM infrastructure and services to new users, and to maintain communication with the Virtual Research Communities.

5.1. *LinkedIn group*

LinkedIn group is accessible via:

<https://www.linkedin.com/groups/VISEEM-7018941/about>

The group participants can invite new members, and the group appears in search results in order to widen the VI-SEEM LinkedIn Community and maximize the project impact on the target audiences.



5.2. Twitter account

The VI-SEEM twitter account has been set up by GRNET. In order to increase followers, all project partners will be active in encouraging communities at national level to join the VI-SEEM groups and follow the project updates.

Additionally, partners will be active in promoting news regarding the project, in cooperation with the social media administrators.

VI-SEEM twitter contacts include projects and collaborations that are related to e-Infrastructures, services and data management such as GÉANT, EGI, EUDAT, etc., as well as electronic newsletters and magazines, universities, libraries, etc.



6. Conclusions

The VI-SEEM website and file repository, together with the mailing lists and the social media accounts are part of the overall communications system setup in the VI-SEEM consortium. The project communication infrastructure is an essential tool for raising awareness about the project, engaging new users, and setting the basis for further developments in the regions.