



D10.1

Internal and external IT communication infrastructure and project website

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Abstract	This deliverable constitutes the launch of the internal and external iPC communication infrastructure including the establishment of mailing lists, new IT infrastructure and the iPC website.
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Editor

Lisa Burgstaller (TEC)

Contributors (ordered according to beneficiary numbers)

Astrid Kircher-Yu, Emilia Ivanova (TEC)

Reviewer

Filippo Castiglione (CNR)

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Executive Summary

This deliverable provides an overview of the iPC project internal and external IT infrastructure. It consists of four main chapters and a conclusion.

The iPC infrastructure includes the project website as well as all communication and dissemination materials, which are used within the project. Additional materials, which might be created during the project, such as photos, illustrations, will be presented in D10.2 “Final report on dissemination and communication activities” and D10.3 “Final report on exploitation activities”.

The first chapter serves as introduction to the topic. It gives an overview of the deliverable and the planned dissemination and communication phases in the iPC project as well as the management infrastructure.

Chapter 2 describes the corporate visual identity of the project, which provides visibility and “recognisability”. The subchapters present the actions taken to create a visual identity of the project and to raise its awareness, such as to easily remember its name and core objectives. It includes the project logo and its relatable colours, as well as the internal and external project templates.

Chapter 3 presents the communication kit, consisting of the project website, which constitutes the major communication tool, the announcement letter, an overall PowerPoint presentation, the project leaflet, as well as Social Media channels.

In Chapter 4, titled “iPC collaborative tools”, the internal and external IT infrastructure is introduced. A protected workspace, including a set of collaboration services, has been set up for the iPC project. The project partners log in to the workspace and have then access to all information regarding the project (see Chapter 4). Furthermore, the internal communication is an essential point: therefore, instant messaging and mailing list servers and telephone conference systems have been established.

Another very important tool in this project is the new IT infrastructure based on the single sign on platform Keycloak (see Chapter 4.1).

The established environment enables state-of-the art, efficient and user-friendly collaboration and dissemination of information and provides the ideal administrative basis for the project work.

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Chapter 1 Introduction

This deliverable provides an overview of the iPC internal and external IT communication, which consists of the main communication tool – the project website – as well as all communication and dissemination materials which are created and used within the project.

Dissemination activities ensure the visibility and awareness of the project and support the widest adoption of its results among potential users. Our dissemination and communication plan paves the way for successful exploitation by facilitating internal communication within the project from the outset. Dissemination and communication activities will be actively pursued from the beginning to the end of the project – engaging continuously with both internal and external audiences. The activities have been clustered into three main phases.

The first phase is called “awareness creation” and consists of building up the iPC branding and corporate identity, as well as establishing the iPC website and additional project information material, such as standard templates for project documents and presentations.

In the second phase, the consortium partners will work on scientific papers to be submitted to conferences and journals to discuss the scientific results of the project. This will give the consortium the opportunity to make presentations at conferences and workshops as to further raise awareness among the scientific and industrial stakeholders. This will facilitate lively discussions on project’s topics at these events by providing new insights and feedback on the project’s progress to project partners. This feedback will contribute to the project’s success and possibly also follow-up research activities. Furthermore, scientific publications and a selection of deliverables (those that are public) will be published on the project website to keep interested parties informed about the latest progress. Furthermore, Twitter/LinkedIn and Blog associated with the project will be constantly updated to reach a wider and diverse audience and increase their interest. Besides that, press releases, posters, information about workshops and conferences, among others, are an integral part of this dissemination phase to enable a highly interactive communication within and outside the consortium. Finally, we expect to publish additional press releases as soon as significant milestones are reached or for specific project events.

In the third phase, dissemination activities will feed in to exploitation, which means using the results for commercial purposes or in public policymaking. There will still be some ongoing dissemination activities after the project has ended to promote the project results (e.g., the project website will be online for further five years, and similarly, social media, and cooperation activities with other projects, talks at conferences and follow-up projects, will be kept alive), and the main focus will be to exploit them and attract the target audience group.

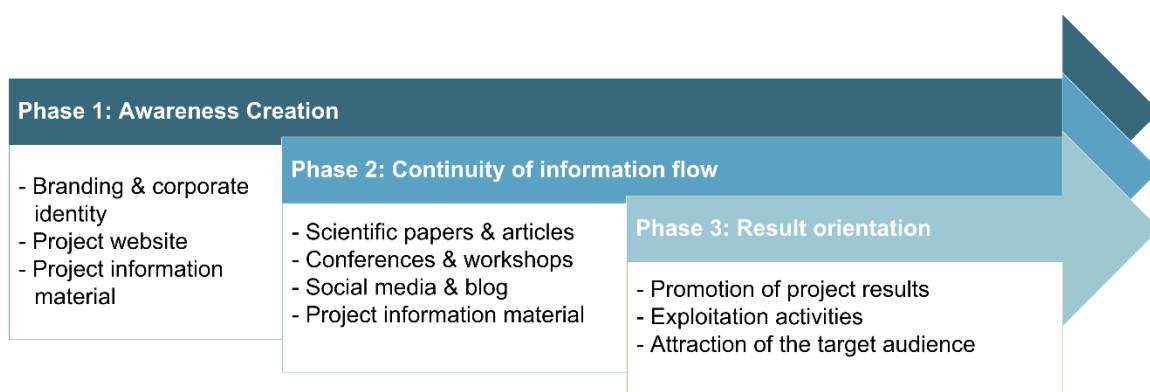


Figure 1: Dissemination & Communication phases

This deliverable constitutes the first essential communication kit regarding the iPC project's activities, including a narrative text, photographs, slides and any other suitable communication material, complemented with copyright licences for the European Commission. This kit will be updated in D10.2 "Final report on dissemination and communication activities" and D10.3 "Final report on exploitation activities". The external IT communication infrastructure constitutes a guideline for presenting the iPC project to external target groups including conferences, dissemination and communication channels. Furthermore, this deliverable constitutes the formal launch of the internal iPC communication infrastructure including the establishment of mailing lists, the iPC IT infrastructure, and the iPC website.

Aside from the project website, a whole new set of tools fosters the cooperation within the project and enables the dissemination of project results to the general public. TEC has developed an IT infrastructure based on "Keycloak", which is a single sign on platform used to access a variety of communication and editing tools. This trusted collaborative platform was incorporated into the architecture initiated and configured for the iPC project. The main components of the knowledge management infrastructure include the following:

- OpenProject (for project management)
- Google Drive (for sharing and editing documents)
- Wekan board (for assigning tasks between/to project partners)
- Public website (running on the Wordpress Content Management System)
- Mattermost (for an easy and fast communication tool within the project consortium)
- GoToMeeting (for remote telephone conferences)
- Mailing list system (Mailman) (for information exchange)

Chapter 2 Visual Identity of the Project

The creation of a corporate visual identity plays a significant role in the way the iPC project presents itself to both internal and external stakeholders. A corporate visual identity expresses the values and ambitions of our project and its characteristics. Our corporate visual identity provides the project with visibility and "recognisability". It is of great importance that people are aware of the project and remember its name and core objectives at the right time. The following subchapters present the actions which were taken to create a visual identity of the project.

2.1 Project Logo

To improve its visibility, the iPC project has adopted a project logo. TEC was the main partner responsible for the design the project logo, including the colours, fonts and icons. The final logo was chosen by the partners among two different logo ideas. The final logo was then further finalised after some amendments received. This logo will be used in all dissemination tools from internal documents and reporting templates to external communication tools such as the website, presentations and brochures. This consistent graphical identity will support effective communication and recognizable dissemination activities. The logo is shown in Figure 2.

The logo consists of the acronym of the project and the actual title of the project itself. The acronym of the project is established by the image of a child's silhouette in order to build a connection to the topic of the project. This silhouette further resembles the letter "i", followed by two abstract depictions of the letters "P" and "C".



Figure 2: iPC Logo

2.2 Project Templates

The project identity is reflected in all documents created by the consortium for internal as well as for external use. The project management team established templates for different formats as MS-Word, MS-Excel, MS-Power Point, and Latex. The templates for documents and presentations are accessible to all project members. The templates are important to ensure a coherent theme and a consistent visual appearance of the project. An example of a template is shown in Figure 3.



Figure 3: iPC Power Point Template

Chapter 3 Communication Kit

This chapter describes the iPC overall communication kit, which includes the project website as the major communication tool, as well as all communication and dissemination materials used within the project. All these materials are freely accessible for download on the project website. Additional materials, which will be created throughout the duration of the project, will be added in D10.2 “Final report on dissemination and communication activities” and D10.3 “Final report on exploitation activities”.

In general, we grant open access to all communication and dissemination materials. If, in a certain case, other licence requirements have to be taken into consideration, this will be marked accordingly. All the project material will be marked with the following sentence:



The project iPC has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 826121.

3.1 iPC Project Website

For a better visibility of iPC, the project website was launched in month 3 of the project. As already recalled, the project website constitutes the main communication tool, and will be used to disseminate most of the project information and dissemination materials. The website has been designed to provide a user-friendly and informative environment. It is based on the Wordpress Content Management System (CMS), which has been configured to allow access by the main public.

The iPC project website is available on the following link: <https://ipc-project.eu/>

The design of the website is based on the templates and colours of the iPC Logo to establish a strong project identity in all communication activities.

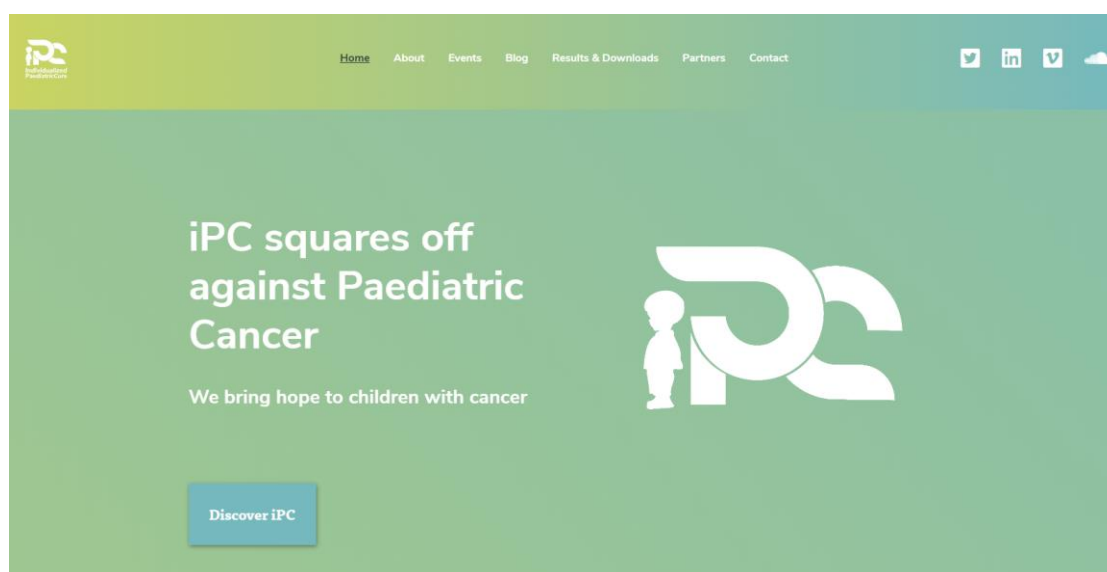


Figure 4: The Main Page of the Website

Figure 4 illustrates the start page of the iPC website. The main categories on the front page are: Home, About, Events, Blog, Results & Downloads, Partners and Contact.

- **Home**

In the first category, the visitor receives information about the project consortium and the contact persons. Furthermore, blog entries and upcoming events related to the project are shown. Also, on the main page of the website, quotes from different partners will be illustrated, which will be updated on a regular basis. These quotes will include comments on the mission and activities of the iPC project.

- **About**

In this area visitors can find an overview of the iPC project. This includes the project's vision, mission and objectives, motivation, work packages and related projects.

- **Events**

This category shows upcoming events related to the iPC project.

- **Blog**

Relevant articles and information can be published on the blog. As an example, Figure 5 shows the first official iPC project blog post. The blog will also feature an image gallery where pictures of events can be presented.

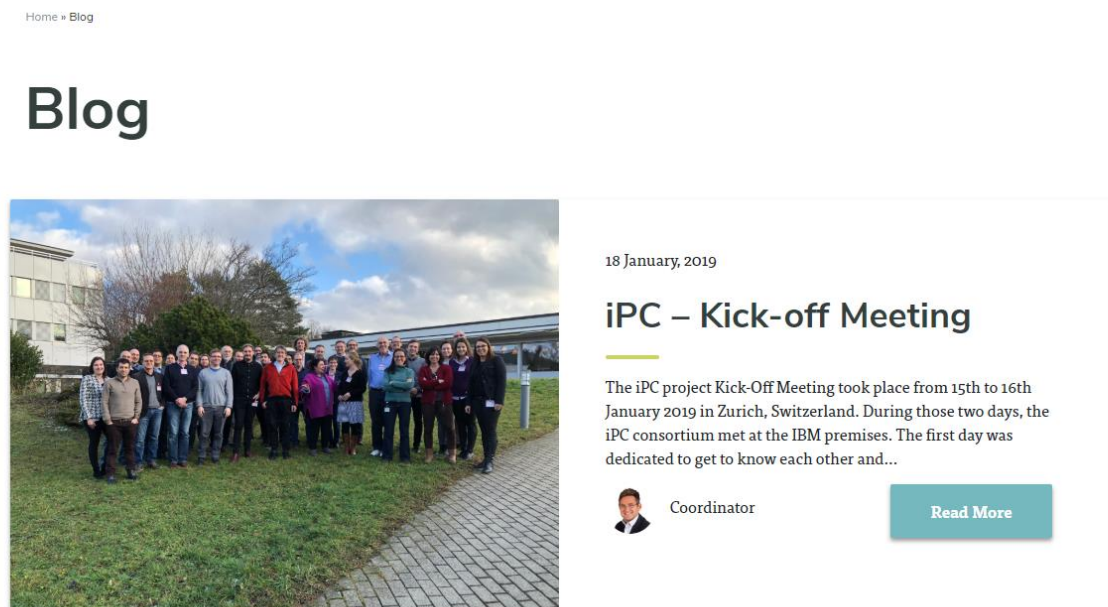


Figure 5: iPC project blog post

- **Results & Downloads**

Here, visitors can see and download project publications, papers and public technical deliverables.

- **Partners**

This page presents an overview of the iPC project partners.

- **Contact**

Using this page, website visitors can send an email directly to the coordinator of the iPC project, e.g. general feedback or questions regarding the project or website.

Each page of the iPC includes at the bottom the disclaimer, the legal notice, the privacy policy and the feedback form. The website can be viewed with a standard desktop web browser as well as on a smartphone and will be kept alive throughout the project period and a few years afterwards. The website has been successfully tested on several web browsers (e.g. Chrome, Firefox in March 2019).

The website backend is updated by TEC on a regular basis, in particular as soon as major updates are made available by the developers of the Wordpress CMS. For collecting statistics, TEC uses Google Analytics. Some of the available metrics are:

- The number of unique visitors;
- The number of total visits;
- Top 10 downloads;
- The geographical distribution of the visitors' locations;
- The ratio between new and returning visitors.

A project video is planned for M04 and will be accessible on the website.

3.2 iPC Announcement Letter

On 7th March 2019 the official iPC announcement letter was published on the coordinator's website. This letter recalls the aims and objectives of the project and gives an overview of the participating partners, and lists the coordinator and the technical lead.

3.3 iPC Overall Presentation

The consortium will create a PowerPoint presentation to give an overview of the project and its work packages. The presentation recaps some general project information, such as the project reference number, the project start and duration as well as the total project costs and the EC contribution. Furthermore, it presents the mission and the project goals, and it includes an overview of the WP interaction and the planned work flow. Finally, it presents the project's impact and lists the contact persons. All partners have access to this presentation and can use it to introduce the project to different stakeholders. Moreover, it can be accessed through the iPC project website.

3.4 iPC Leaflet

The iPC consortium will create an official leaflet. TEC is mainly responsible for the content and design of it and will distribute it to all partners for finalisation. It will be an informative and graphically appealing A5 leaflet, highlighting the iPC vision, main goals, key technological aspects as well as background information and can be used for distribution at conferences or certain other dissemination events to provide further visibility to the iPC project. An electronic version of the leaflet will be available on the iPC website.

In particular, the project leaflet will cover the following aspects of the project:

- Project details, such as duration, funding and project number;
- Project vision;
- Project main goals;
- The consortium members and their country of origin;
- The contact persons for the project.

3.5 iPC Social Media

The use of social media helps spreading project information to a large audience. Therefore, social media will be actively used during the project period to disseminate the project's ideas and results. In particular, the project will use Twitter and LinkedIn to this end.

- *Twitter* is an online social networking service and micro blogging service that enables its users to send and read text-based messages of up to 140 characters, known as "tweets".
- *LinkedIn* is a social networking site for people in professional occupations or simply a social network for business. iPC group is a closed group. This ensures that only people who have been approved by the manager or admin can see the content of the group.

Direct links to the iPC Twitter Account and the LinkedIn page can be found on the iPC website.

Chapter 4 iPC Collaborative Tools

A set of collaborative tools are provided by the coordinator to facilitate the cooperation within the project and to assist in the coordination work. These tools are:

- Keycloak
- OpenProject
- Google Drive
- Wekan board
- Mattermost
- GoToMeeting
- A mailing list system (Mailman)

All project members have been provided with a registration link via email at the beginning of the project. This link allowed them to set their account and password, which works for all tools. Members can at any time retrieve a new link to reset their password (e.g., to update their password due to security issues).

4.1 Keycloak

Keycloak is a Single Sign On (SSO) feature, which requires only one account to sign in to all of the communication tools which will be used in iPC. All supported features are shortly described below.



Figure 6: Keycloak

4.2 OpenProject

OpenProject is a web-based project management system for location-independent team collaboration. Within OpenProject, a Wiki can be created for all relevant information.

4.2.1.1 Calendar

The Calendar can be accessed from OpenProject in the section documents.

4.3 Google Drive

Google Drive serves as the main tool of collaboration between partners, which should allow a simultaneous work on documents.

4.4 Wekan board

Wekan is a Kanban board. This platform helps to easily manage tasks and allow users to portray their tasks and assign tasks to other users.

4.5 Mattermost

For an easy and fast communication within the project consortium, a project chat has been established. As an alternative to proprietary SaaS messaging, Mattermost brings all your team communication into one place, making it searchable and accessible anywhere.

4.6 GoToMeeting

In addition to the planned face-to-face meetings, telephone conferences for iPC will be held on a regular basis. A tool provided by the coordinator TEC is available for all partners. This web conferencing tool, called GoToMeeting, allows iPC partners to host online meetings. Users can dial in either via a local client (VoIP) or use the dedicated Country code, which is provided by the organizer. GoToMeeting provides the possibility to share any application on iPC members' computers in real time.

4.7 Mailing List Server

Several mailing lists are available to the project members for easy communication with a set of participants. For subscriptions and other management tasks it is necessary to write an email to coordination@ipc-project.eu.

Access is controlled by the coordinator to ensure the integrity of the lists. TEC has set up a mailing server with a wide range of different mailing lists, where all people who are responsible for the various sections are subscribed.

The different iPC mailing lists are described in the following table:

Mailing List Name	Members
ALL-Mailing List	All personnel actively involved in the project
GA Mailing List	For General Assembly members and deputies

Mailing List Name	Members
Technical Mailing List	For all technical correspondence and EB member discussions
Financial Mailing List	Personnel responsible for financial questions and tasks
Legal Mailing List	For all legal correspondence
Publication Mailing List	Partners will be informed about Publication & Notices at least 45 days before publication according to Article 29.1 GA

Table 1: Mailing lists

4.7.1 Mailing Lists and Mailing List Archives

This menu allows users to have a look at the set of available mailing lists, as well as on the mailing list archives. This is helpful to quickly check the archive of past email correspondence, when a user has no immediate access to an email client. Further, the archives help to follow up email conversations and implicitly act as backup service.

Chapter 5 Summary and Conclusion

This document provides an initial documentation of the iPC communication infrastructure as well as the IT-related infrastructure.

First, a presentation of the visual identity of the iPC project, including the project logo and project templates, is given. A corporate visual identity expresses the values and ambitions of the iPC project and its characteristics. The visual identity provides the project with visibility and "recognisability".

The iPC communication kit consists of the iPC project website as the major communication tool, the announcement letter, an overall PowerPoint presentation, giving an overview of the key facts of iPC, the project leaflet, as well as Social Media channels.

The website is divided into different sections, which will be updated on a regular basis. It was reviewed by several management and research employees of TEC and very useful feedback has been received by the partners.

Through publishing all relevant public information about the project on the official iPC website, the website will be kept lively and external visitors will immediately see the current news and activities. Further, this allows more interaction and communication within and outside the iPC Consortium. In general, we grant open access to all communication and dissemination materials published on the project website. If, in a certain case, other licence requirements have to be taken into consideration, this will be marked accordingly.

The iPC communication kit and IT infrastructure provides an essential benefit for all project partners. All project partners are able to access all project relevant information and documents. Further, the communication environment, including the announcement letter and leaflet, the website, Social Media, but also the instant messaging system, different mailing lists, and conference call systems, help to distribute relevant information and create transparent efficient working conditions.

Chapter 6 List of Abbreviations

Abbreviation	Translation
CMS	C ontent M anagement S ystem
HTTPS	H ypertext T ransfer P rotocol S ecure (used for a secure connection between Browser and Web server)
SSL	S ecure S ockets L ayer
TKS	T rusted K nowledge S uite
URL	U niform R esource L ocator
VoIP	V oice o ver I nternet P rotocol (voice communication technique transmitted over internet protocol (IP) networks)