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Project acronym: CGS Europe

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Deliverable D5.2
Central project website

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CO2GeoNet – OGS (Istituto Nazionale di Oceanografia e di Geofisica Sperimentale)

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1. Introduction

Dissemination of knowledge is considered one of the key actions in the overall work program. It has the following objectives:
- to stimulate knowledge transfer and spread information in the field of geological storage of CO2;
- to educate CCS stakeholders in the field of geological storage of CO2;
- to raise general awareness of CCS as a climate change mitigation measure;
- to facilitate the implementation of the European Industrial Initiative on CCS mentioned in the SET Plan;
- to support implementation of the EU Directive on the geological storage of carbon dioxide in EU Member States and Associated Countries;
- to reduce the arising gap between the 'forerunners' (countries with higher CCS awareness, demo and/or pilot projects and extensive R&D activities) and the 'followers' (countries where not much is going on in terms of CCS).

At the same time, the dissemination has a large number of targeted audiences, as:
- CCS policy makers and regulators at both European and national levels;
- industrial stakeholders with various involvement in the storage part of CCS;
- broader research community working in various disciplines related to CCS;
- students and young scientists (both from participating organisations and outside);
- environmental NGOs;
- media and journalists;
- general public.

To reach all these objectives, while involving the large number of potential audiences, a comprehensive knowledge dissemination plan has been envisaged and a detailed initial plan for months 2-18 has been prepared (see **Deliverable D5.1**).

In these documents, the central project website has been recognised as a key element and, due to that, a great effort has been done to have it operative from the real beginning of the project.

2. Overall structure of the website

The central project website, in English, consists of a public part and a restricted part available only to the project participants. The public part describes the project, its aims, its members and has an active section for News and Events, through which it is possible to register to these events. Other functionalities that will be activated very soon are Contact us (for posing questions and receiving answers from the experts), FAQ (Frequently Asked Questions), Registration to News (for receiving periodically info and updates) and Search (for accessing the Knowledge Repository) functions and sub-pages.
The restricted part, built on the experience of the CO2GeoNet website, is contemporaneously a Web Content (WCM), a Project Management (PM), and a Document Management System (DM). The WCM allows a simple and dynamic set up of the public pages and contents; the PM has a series of tools for managing Partners, Staff, Work Packages, Tasks, Deliverables, the latter with a structured alerts system; the DM provides a central file system and specific work package file systems for uploading/downloading files (controlled by multi/level permissions). Moreover, the DM will include a series of databases for managing the Knowledge Repository.

Many project partners have earlier established information web pages focused on CCS and/or CO2 geological storage (e.g. the former CO2NET EAST partners). These web pages will be maintained and regularly updated during the course of the project. They will be accessible through the project main website.

3. The first temporary website

A temporary website has been created and opened during the second month of the project. It had already active the majority of functionalities of the restricted part, available only to the project members. These functionalities have been illustrated during the project Kick-off meeting, held in Paris on November 29, 2010. They allowed the management of:
- members;
- staff;
- work-packages;
- deliverables;
- files.

During the meeting, a proposal for the website graphic interface has been shown and approved.

Figure 1 – Home page of the CGS Europe website

4. The central project website www.cgseurope.net

The graphic layout agreed at the kick-off meeting has been implemented for both the open and the restricted areas of the website.

The open part is shortly described in the following **chapter 6**.

The restricted part comprises:
- Web Content Management (WCM);
- Project Management (PM);
- Document Management (DM).

4.1 The Web Content Management (WCM)

The management of all the contents of the web is based on two concepts:
- they have to be uploaded and updated directly by the project participants,
- the structure of the public part has to be flexible and dynamic. This means that the sequence of web pages and the organisation of the website "menus" may be decided and implemented directly by the project participants (having the needed access rights …).

The first concept is applied thanks to the adoption of a simple word processor, used to upload texts in the web pages; the second is implemented by a dynamic description of the web pages and their mutual relationships in a parametric form (see the following chapter "Web Configuration").

4.2 The Project Management (PM)

The restricted part has many functionalities, specifically aimed at managing the project itself. They consist in the:
- detailed description of the Work Packages (WPs);
- detailed description of all the Deliverables and Milestones;
- definition of the participants' staff, which contribute to each specific WP;
- control of the expiring date for each deliverable, with automatic mails to the WP participants and co-ordinator, advising them that the due date is going to be over or has been passed.

Other functionalities related to the PM are:
- the insertion of private news (active, future or archived);
- a messaging system to reach all the participants, or the WPs participants;
- a system to prepare and send newsletters.

All the above functionalities are ruled according a hierarchy of permissions, which consider:

- System Administrators: they can change any part of the website;
- Partner Administrators: they can change the description of their institute and add/delete anyone in the institute Staff;
- Network Participants: they can upload/change all the information related to themselves and upload/download deliverables and files related to the WPs they contribute to;
- WP Coordinators: they can "consolidate" the deliverables of their WP, when they consider the uploaded version as the "final" ones.

4.3 The Document Management (DM)

Documents may be uploaded, as files, in the Project File Area or in the WP File Areas.

The former is used to file all the documents that are of interest to the project participants, as, for example, project proposal, contract, consortium agreement, minutes of the various meetings (General Assembly, Management Board, EC Evaluation Meetings, Workshops, etc…) and related presentations, posters, brochures, etc…
The WP File Areas are used to file documents of interest for the specific WPs, as, for example, working materials, data files, minutes of technical meetings, articles and reports under preparation, other materials of interest for the WP participants, etc…
In the entire file areas, folders and files may be added and deleted. The tree structure is, hence, free, flexible and dynamic.

All the created folders may be seen and used by all the project participants or, when created, they may be "marked" as visible and accessible only to some of the project participants.

5. Overview of the activated functionalities

5.1 Partners

This section contains the information related to the project participants.

Figure 2 – List of the participants to the project

All the participants are listed and, when selected on the left menu, one or more pages appear, with information and references for these (see **Figure 3**). The contents are uploaded directly by the Partners' Administrators (see **Figure 4**) by using a simple "Word-like" word processor.

A logo is usually included, together with a "header image" (see **Figure 3** for BRGM).

Figure 3 – Description of each project participant

A link to the institute web site and references for a "contact person" are usually posted: the first opens a new window with the participant website; the second activates an e-mail for the contact person.

Figure 4 – Form for uploading the data referred to a project participant

5.2 Staff

For each participant, it is necessary to include the list of people who will contribute to the various WPs of the project. When clicking on *Staff*, in the second level left menu appearing under the chosen Partner (see Figure 4), the names of these persons appear, with their references (see **Figure 5**).
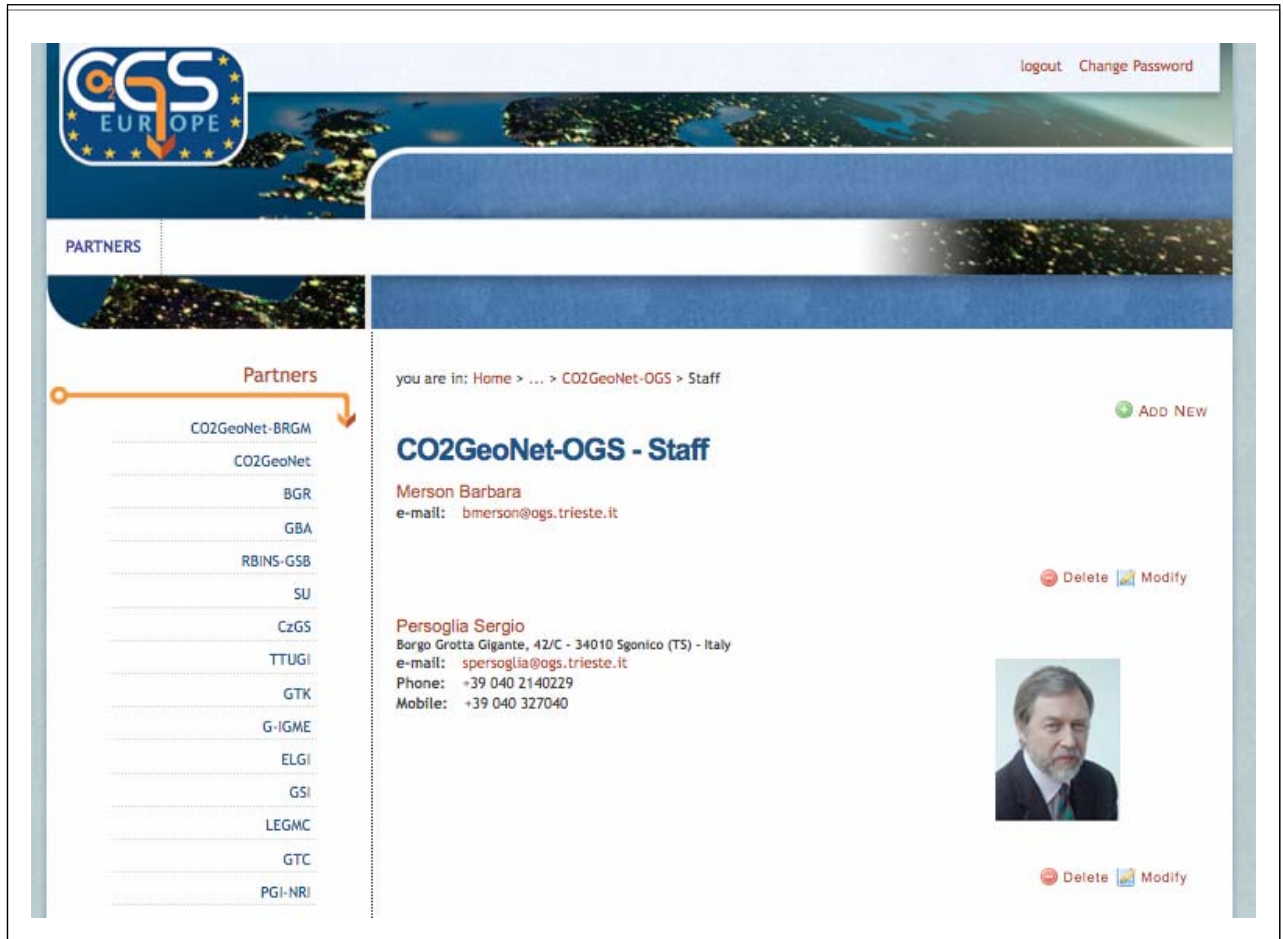
Figure 5 – List of the personnel participating to the project

By clicking on the names, all the information included for these persons appears (see **Figure 6**). Some initial information is generally uploaded by the Partner Administrator, and each person can integrate the contents in this data base, through the usual simple word processor.
The data, that we strongly suggest to fully upload, are:
- contacts (phone, mobile, e-mail);
- role in the project, level of permissions;
- education (description);
- skills (description);
- photo;
- curriculum vitae (to upload in a separate file).

By inserting a Username and the e-mail address, a Temporary Password is generated by the system and sent to the person, who is invited to change it during the first login to the website. Only the person knows the chosen password, and a new one may be generated through the function *Forgot Password*, that appears under the *Login* button.

Figure 6 – Information related to a project participant staff member

Figure 7 – Form for uploading the data related to a project participant staff member

5.3 Work Packages

All the information related to the project work packages is stored in a series of interconnected data bases.
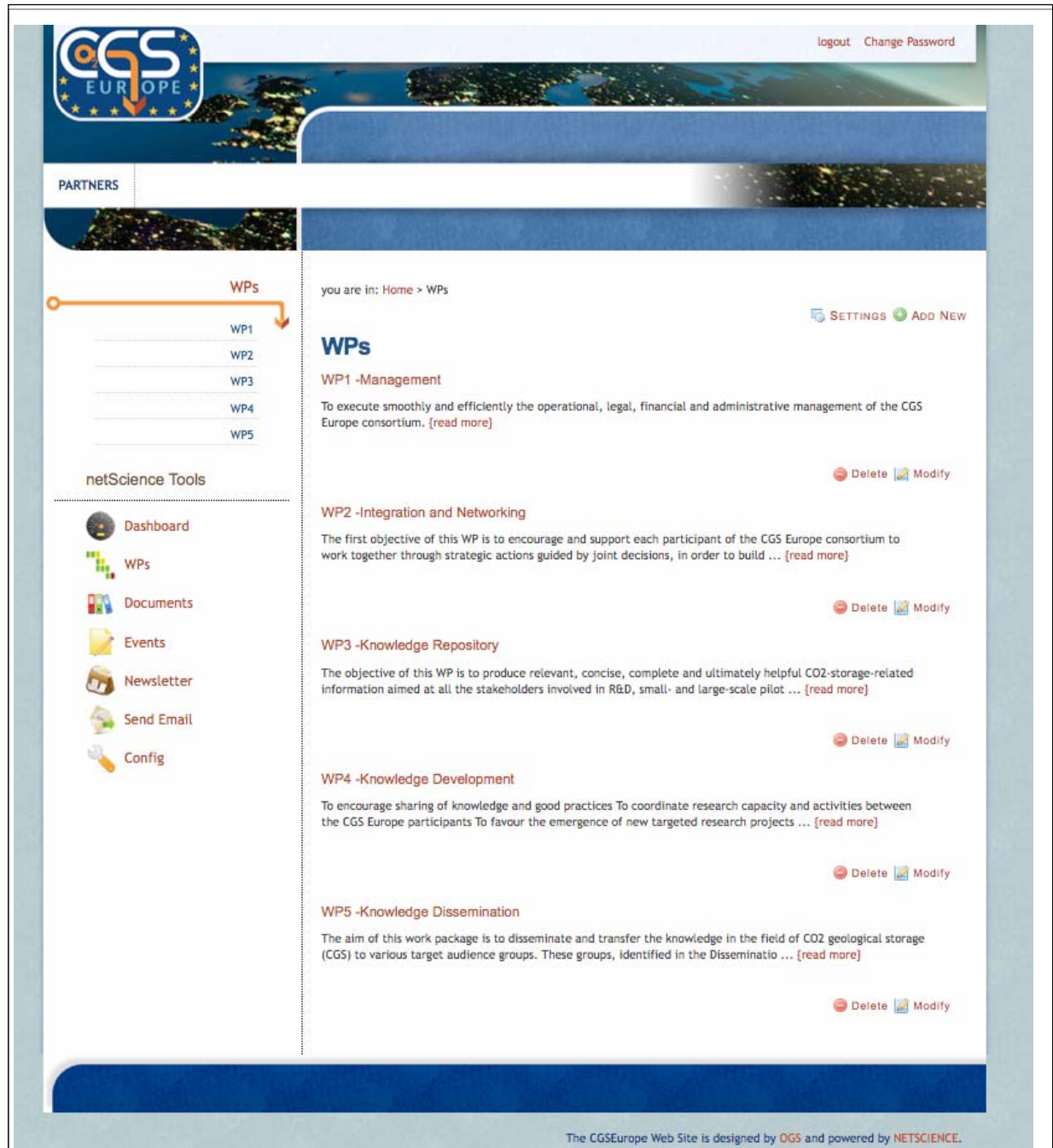
Figure 8 – List of the project work packages

By choosing one work package, all the information related to it appears (see **Figure 9 and Figure 10**).

Figure 9 – Information related to a work package (description, tasks …)

Data refer to the Description of Work, description of Tasks, Staff contributing to the work package, Deliverables and Milestones.
This information is uploaded generally at the start of the project and complies with the content of Annex I of the EC contract. It may be changed by the WP leader.

Figure 10 – Information related to a work package (participants, deliverables, milestones)

Another important action performed by the WP leaders is to include the names of the researchers contributing to the specific work packages (see **Figure 11**). This is done by clicking their names in the list that the system automatically updates, when the Partner Coordinators upload the names of their staff.

The participation to a work package is automatically highlighted in the information shown for each person (see **Figure 6**, at the bottom).

Figure 11 – List of the people involved in the project (a mark under "Participant" means his/her participation to specific work package)

Only the project coordinator, having the access rights as System Administrator, can change the Work Package leader (only one is admitted).

5.4 Work Packages - Deliverables

An important section of the website is devoted to the management of the due deliverables. These are listed in the second level left menu, under *WPs* (see **Figure 12**).

Figure 12 – List of deliverables of a work package

Using the form shown in **Figure 13,** the description of each item is uploaded. This form is used for deliverables and milestones.
It is possible to define their Typology (milestones or deliverables), Nature (report, prototype, other) and Dissemination Level (public, restricted, confidential).

Moreover, the due "date is included, together with a time for the automatic alert. The latter indicates how many days in advance an automatic alert message has to be sent to the WP participants and to the WP leader. If a deliverable is not uploaded within the due (expiring) date, another message is issued for the project coordinator.

Figure 13 – Form to upload information related to a deliverable / milestone

The various deliverables may be uploaded/downloaded by the researchers included in the list of WP participants. They are visible and may be downloaded by all the people listed under *Staff* (see **Figure 14)**. When the WP leader decides that an uploaded deliverable is in its final form, she/he can mark such deliverable as "Closed". From this moment on, no new version may be uploaded. If this is the case, the WP participant has to refer to the WP Coordinator, who has the authority to "Open again" the deliverable

and allow a new upload. The deliverables uploaded, next to expire and expired are marked with different colours (see the next chapters). **Figure 14** shows the uploading window.
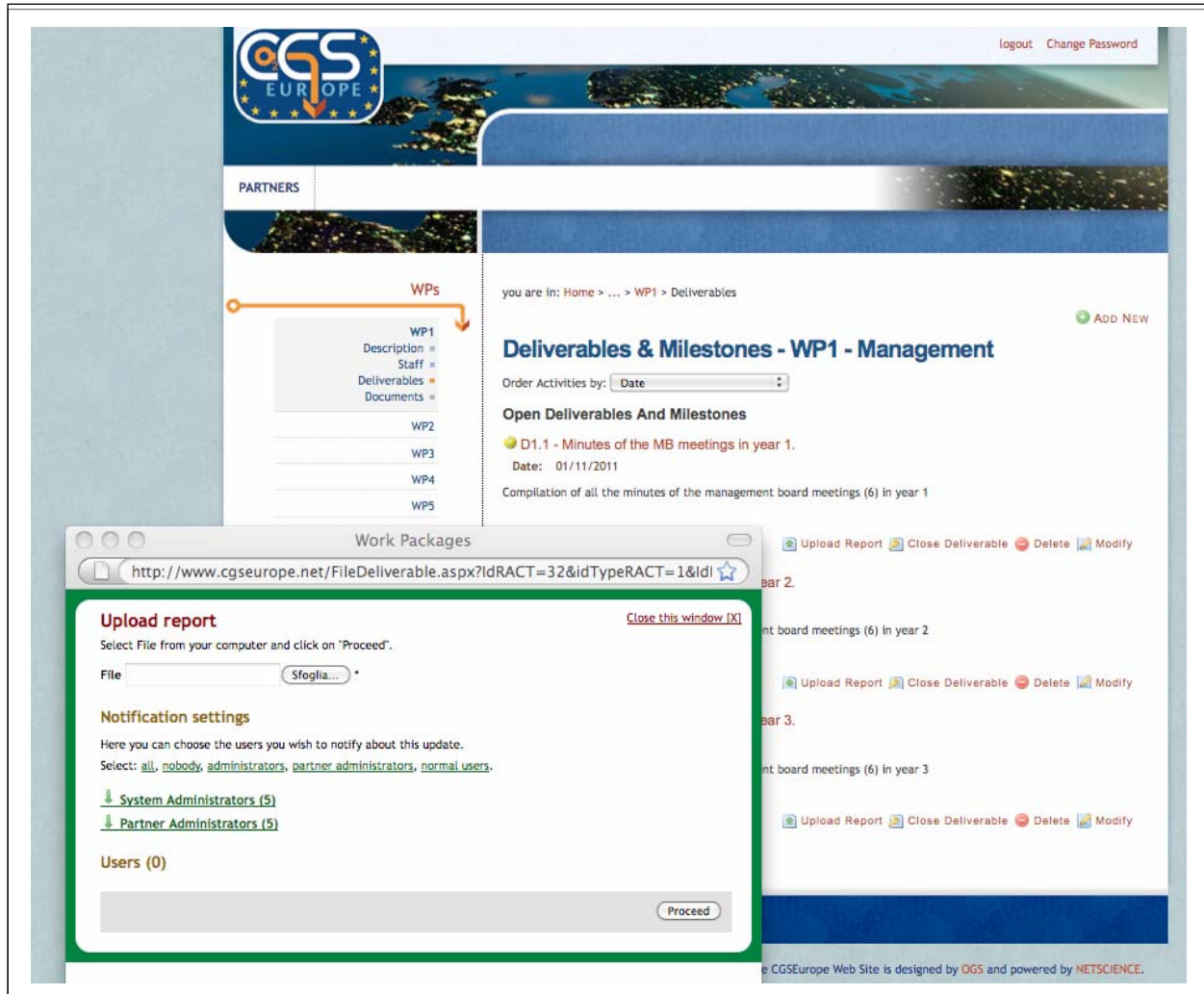
Figure 14 – Window for uploading reports (deliverables)

5.5 Work Packages – File Area

Each work package has a dedicated area for uploading/downloading files. This area (see **Figure 15**) may be organised by adding/deleting imbedded folders and is intended as a joint-working area for the WP participants.
In principle, all the files are visible to all the project participants.
As an exception (not suggested, but in some cases considered necessary for storing data that may be made available only to the WP participants…), the WP leader can create folders that are "visible" and "accessible" only to some participants (generally all those contributing to the specific WP).
The WP File Area can be extended with no limitation in the number of imbedded folders. The files dimension can be fixed and is generally also suitable for large files. However, data files exceeding

hundreds of megabytes are not suitable for being stored there, essentially for the long time required to download them.
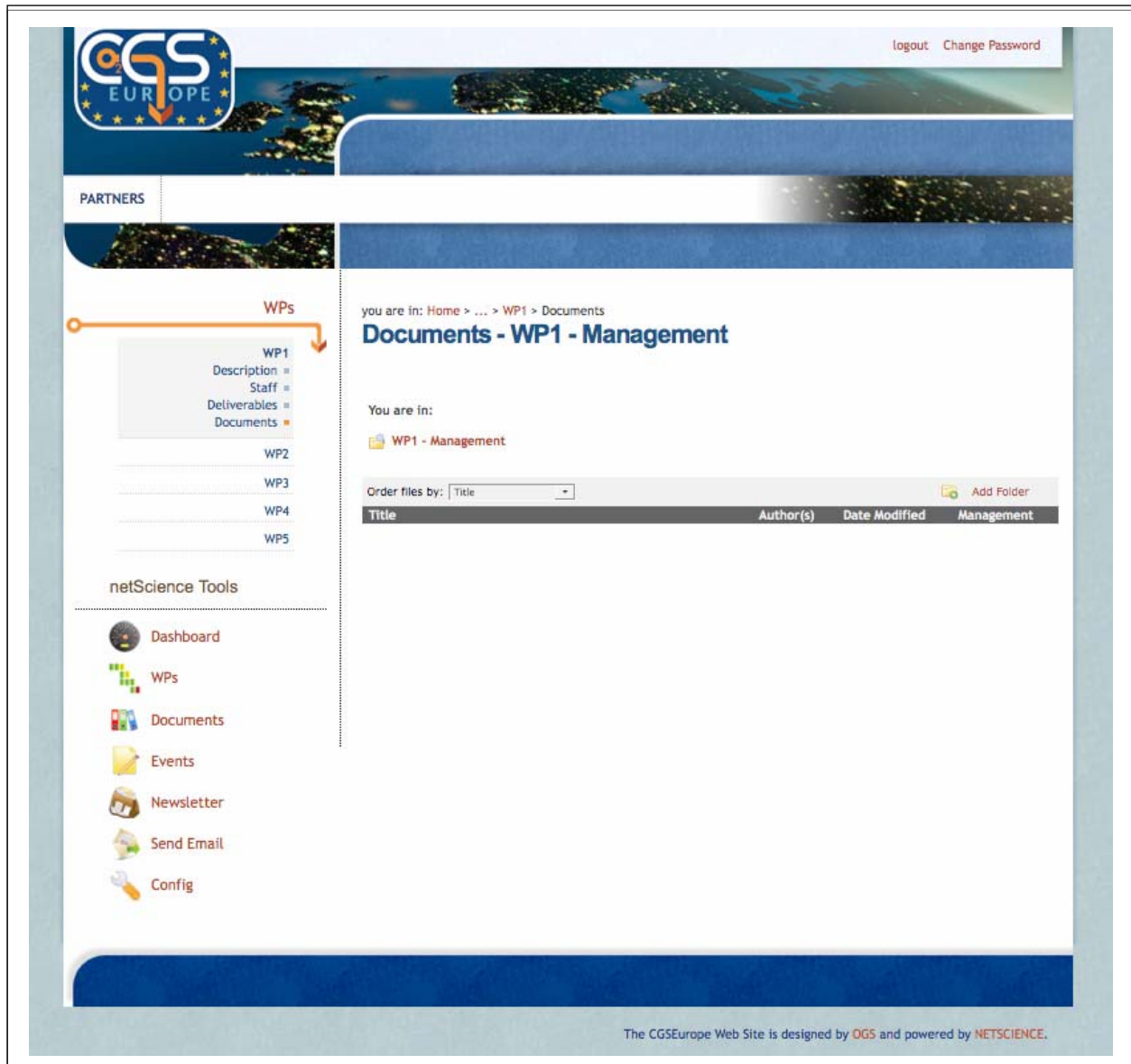
Figure 15 – File area for a specific work package

5.6 Project – File Area

In addition to the various WP File Areas, there is also a Project File Area on the website **Figure 16** shows an example of the Project File Area. Each file may be downloaded and it is possible to learn when it has been uploaded/changed and by whom. The files may be sorted according to various criteria.

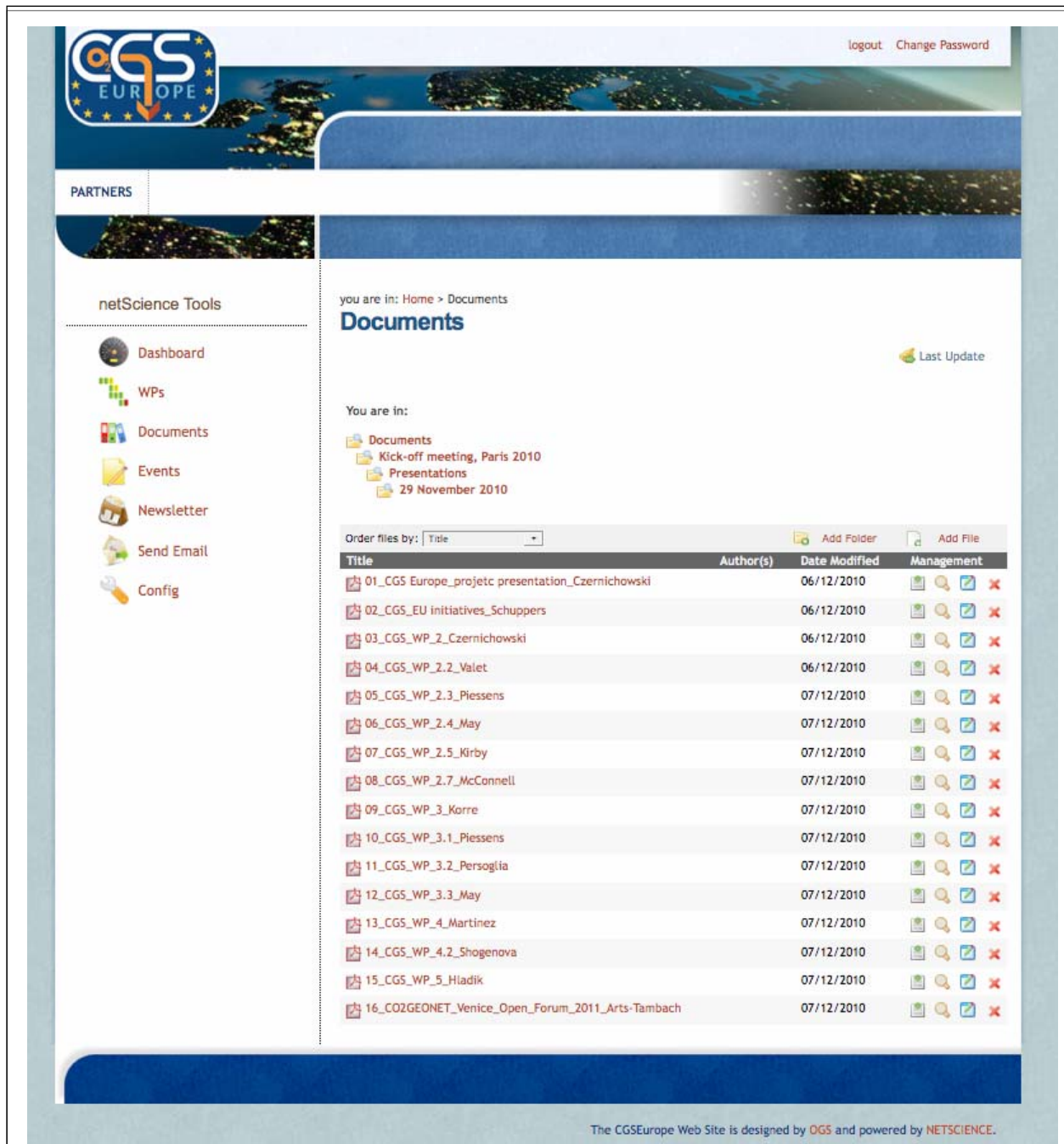**Figure 16** – Example of a Project File Area

5.7 Tools – Documents

In order to simplify the use of the website, a menu named ***netScience Tools*** contains shortcuts to a series of web pages.
The ***Documents*** link gives access to a summary list, through which it is possible to have a comprehensive quick look at all the uploaded files (see **Figure 17 and Figure 18**).
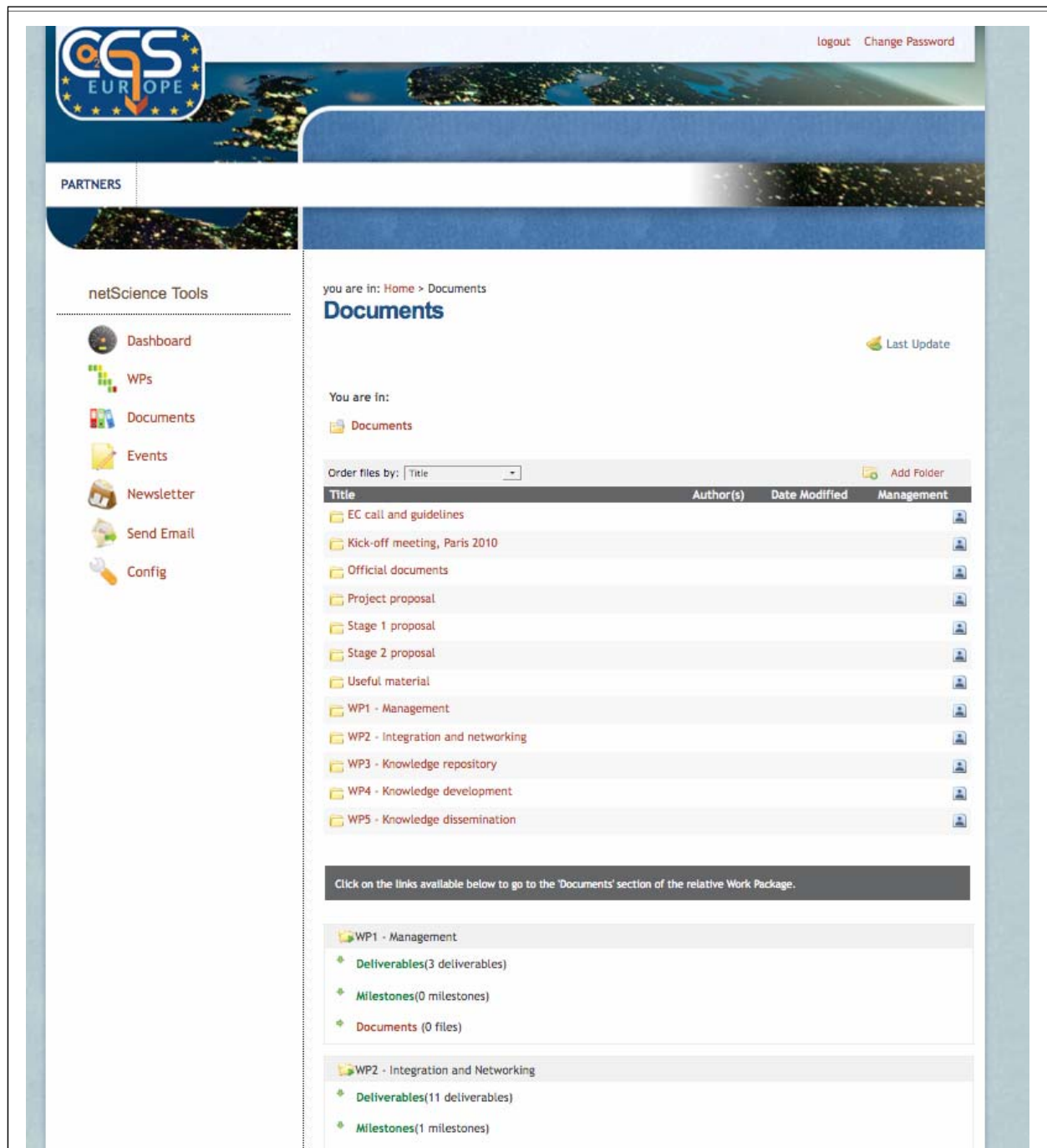
Figure 17 – The project documents (Project File Area, WP deliverables, milestones and documents)

By clicking on Deliverables, Milestones or Documents, the corresponding section is expanded (see **Figure 19**).
The deliverables and milestones are marked with coloured bullets: yellow if still due, red if expired and green if uploaded.
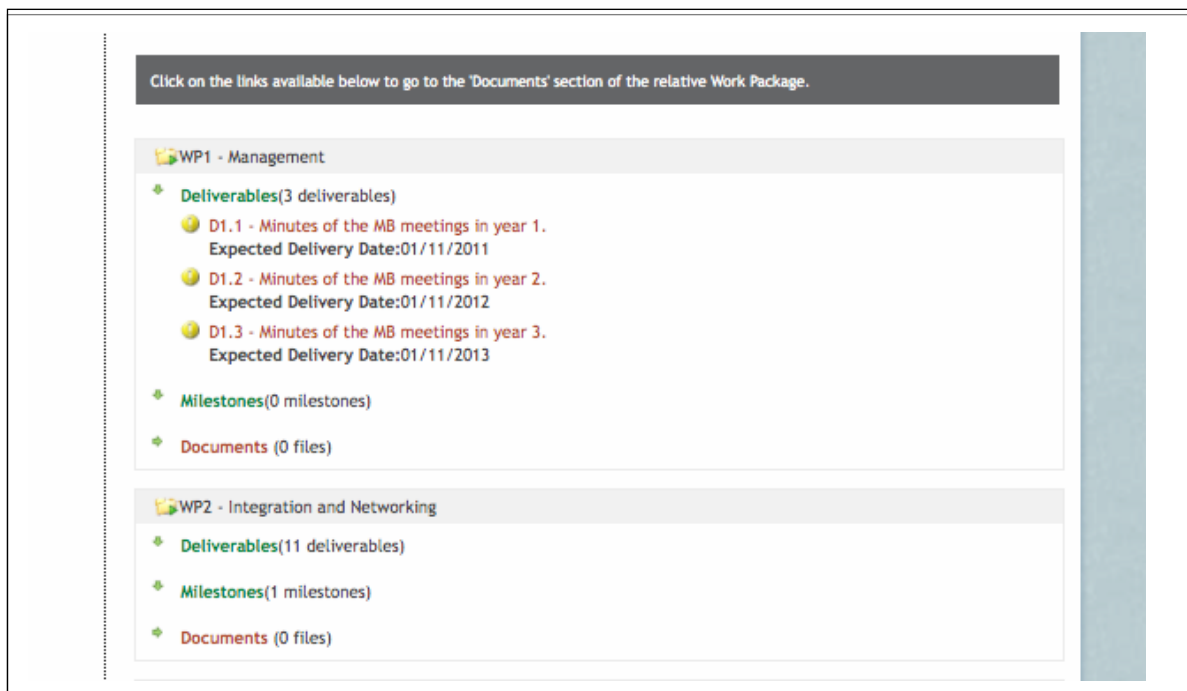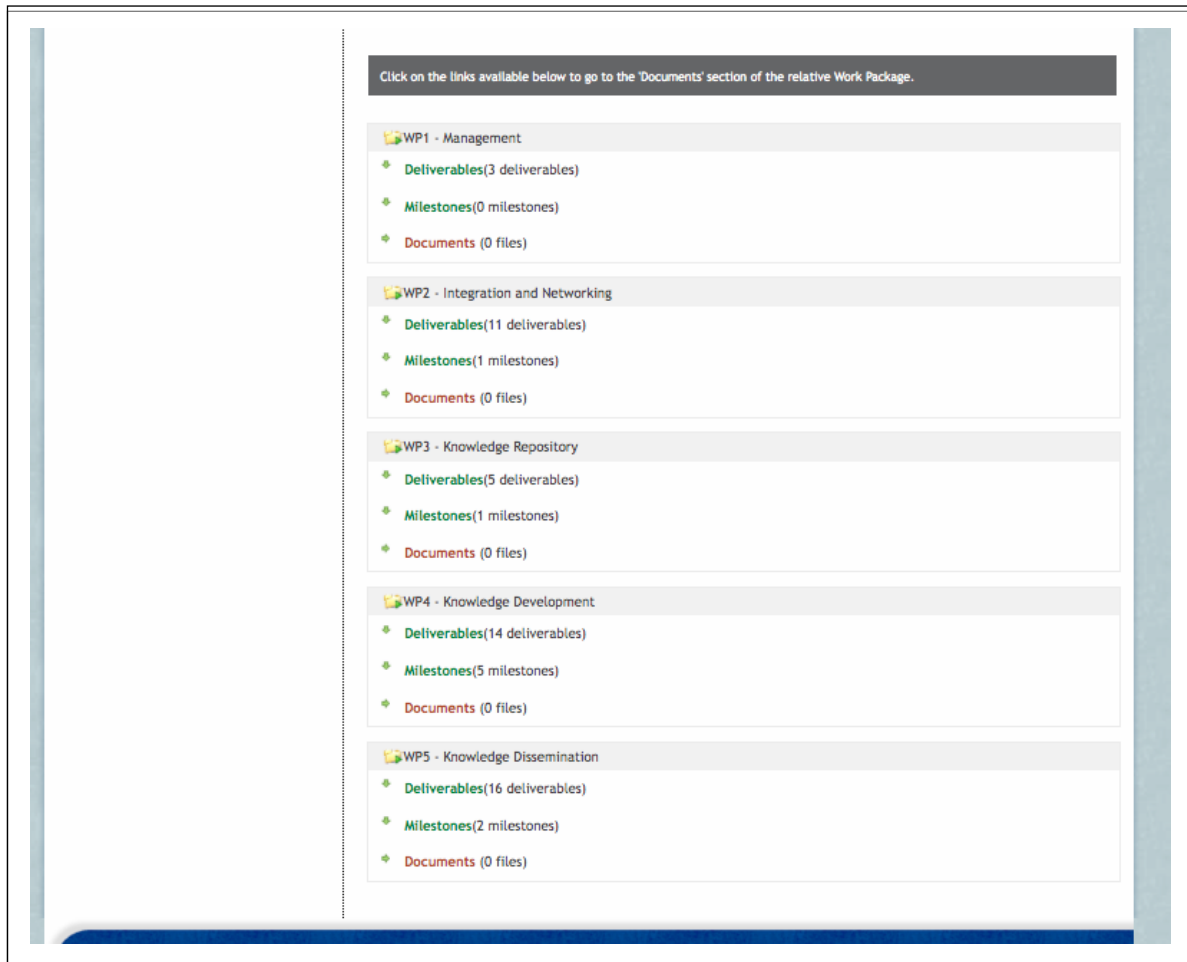
Figure 18 (above) and Figure 19 (below) – The project documents (Project File Area, WP Deliverables, Milestones and Documents), with the section Deliverables expanded for WP1

5.8 Tools – Events

Figure 20 – Example of an uploaded event

Events are a special subset of *News*. Events have been already activated in view of the initiatives that the project is going to launch soon. As the News, they may be posted in the public part of the website or in the restricted one, available only to the participants. One or more pages may be uploaded for describing the event and they can contain images and files to be downloaded. The peculiarity of Events consists in the possibility to include forms for the on-line registration. The structure and aspect of these forms (see, for example, **Figure 21**) may be decided case by case. All the data of the registering people are included in a data base, and may be recovered also in a spreadsheet format, for organising purposes. Confirmation e-mails are sent automatically.

Figure 21 – Example of a registration form

5.9 Tools – E-mails

Another useful functionality is **Send E-mail**. It allows to prepare and to send working e-mails to all the project participants or to the persons involved in specific WPs. Their e-mail addresses are recovered automatically from the Staff data base (see **Figure 22**). Some addresses may be deleted and others added. Up to five files may be attached to the message text.
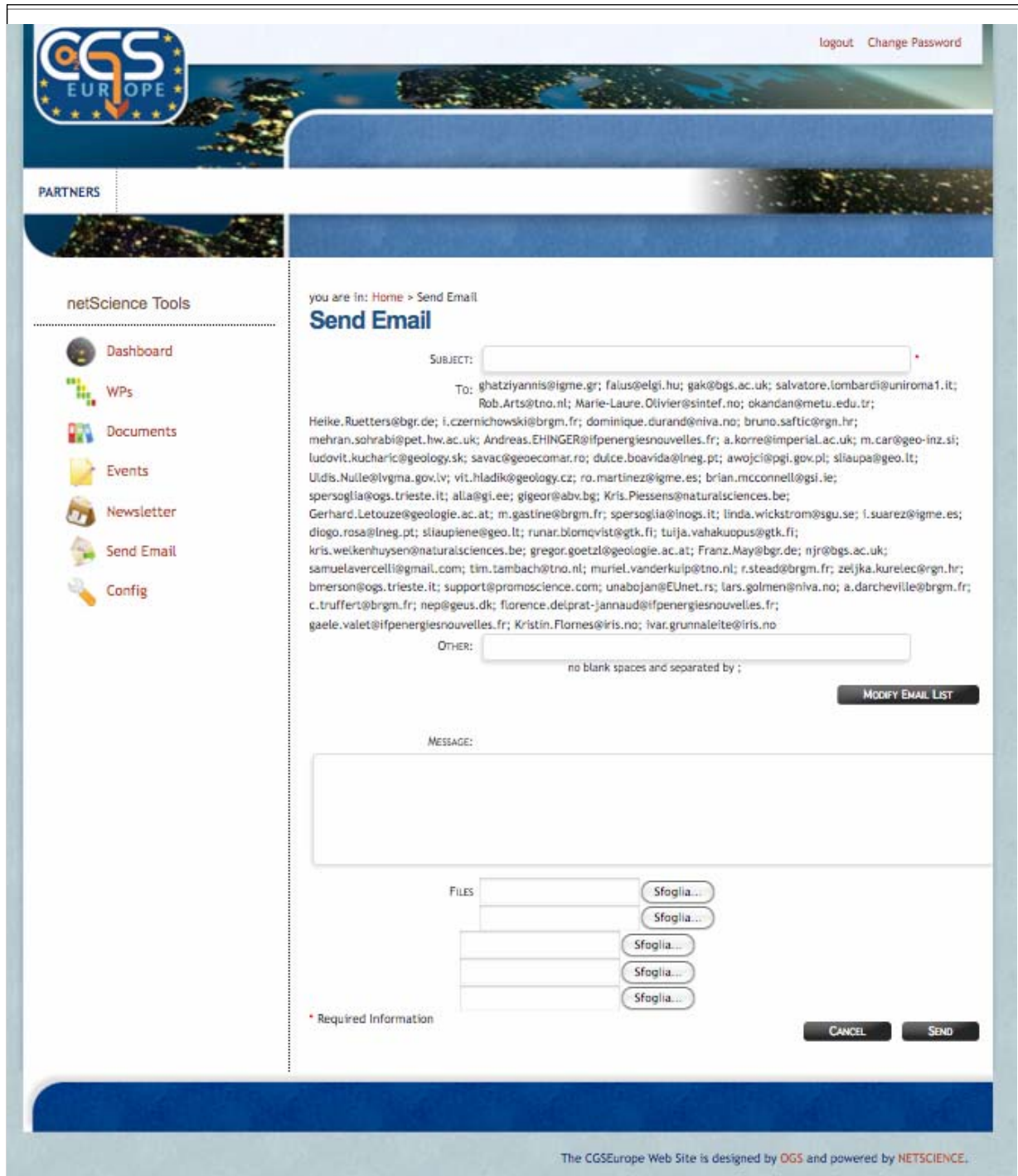
Figure 22 – Example of an e-mail under preparation, with e-mail addresses recovered from the Staff data base

5.10 Tools – Configuration
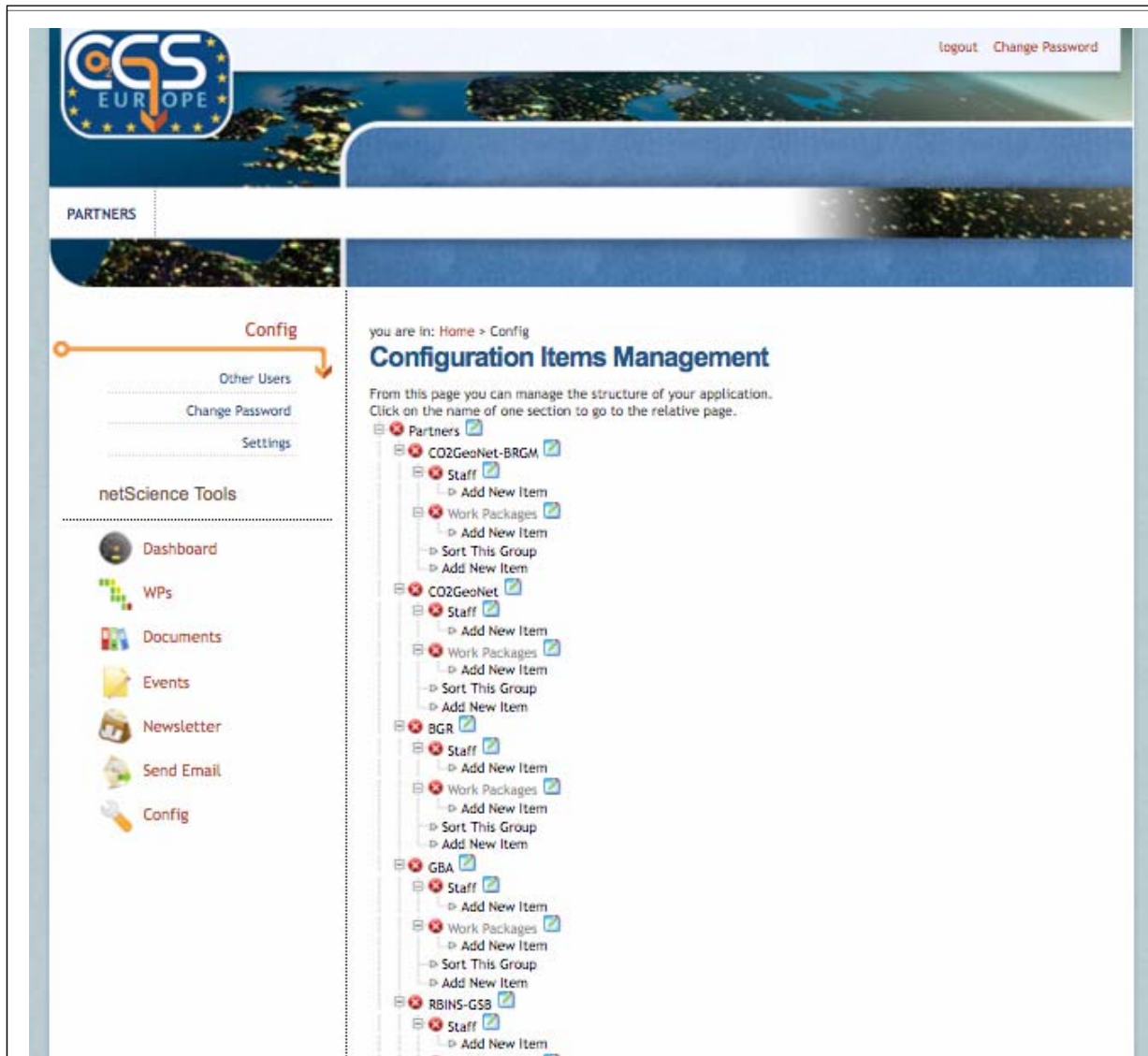
Figure 23 – Configuration tree of the website pages and tools

The structure of the website pages and the activated tools are defined in a parametric form by "building up" their references in a kind of "website tree". Elements in this tree may be added. Coloured bullets indicate if they are for the open part of the website (green colour) or just for the restricted part (red colour, as in **Figure 23**). A new element may be included in the tree and can be made visible only when ready. This allows to shape the contents and to prepare them without closing the website for a while or to be forced to use a secondary "brother" website, switched on from time to time.

5.11 Tools – Dashboard

Among the *netScience Tools*, there is a *Dashboard* that appears after any login (see **Figure 24**). This board contains a series of information that are considered of "first" interest for any logging participant. They summarise essentially all the more recent changes in the website contents and all the "critical" information, as the Expired Deliverables.
Each section (see **Figure 25**) may be expanded, by clicking on its title.
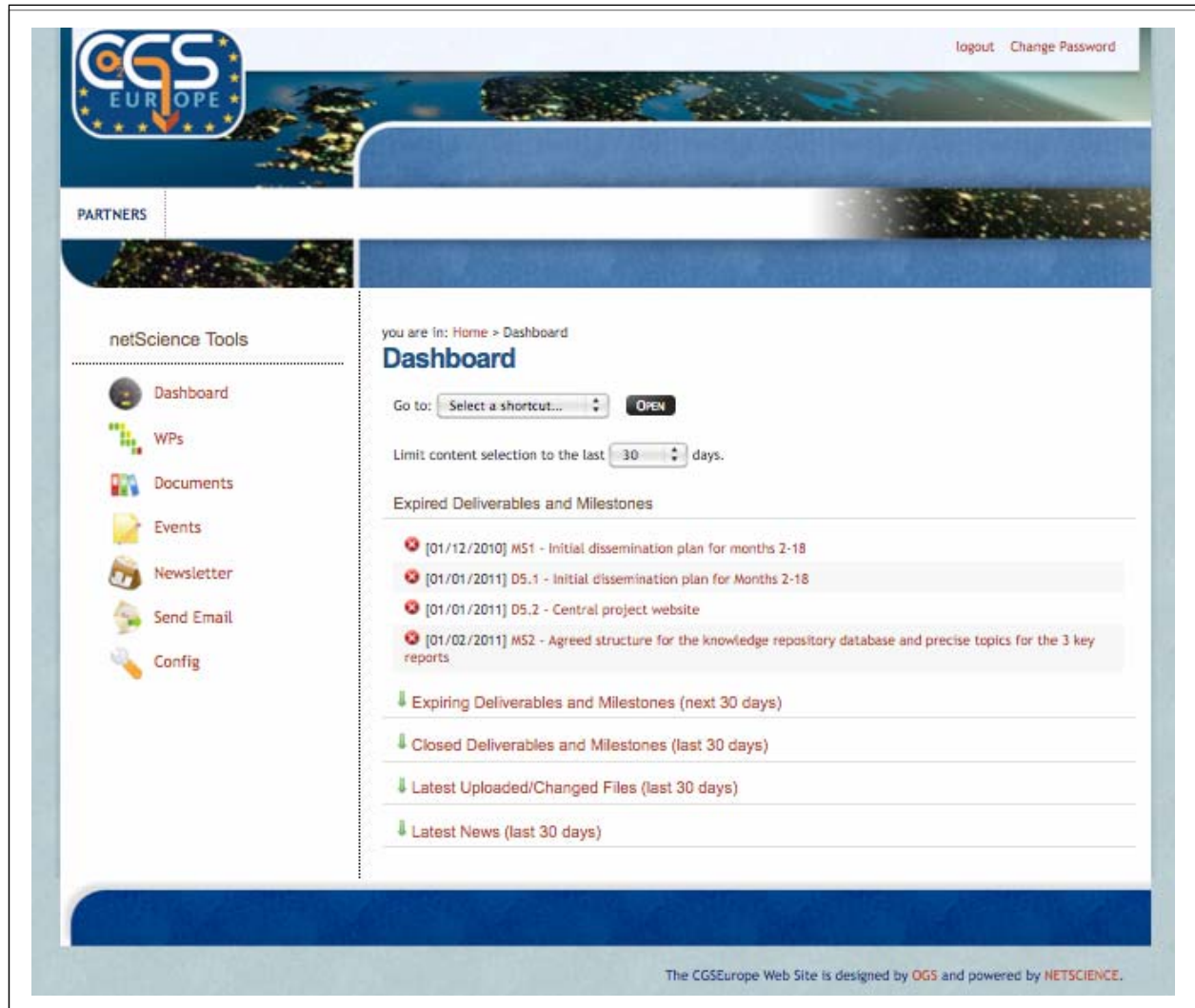
Figure 24 – The Dashboard

Because all the information in the website data bases is mutually cross-referenced, it is possible to have access to all the files, by clicking on their names in the expanded sections of the Dashboard.
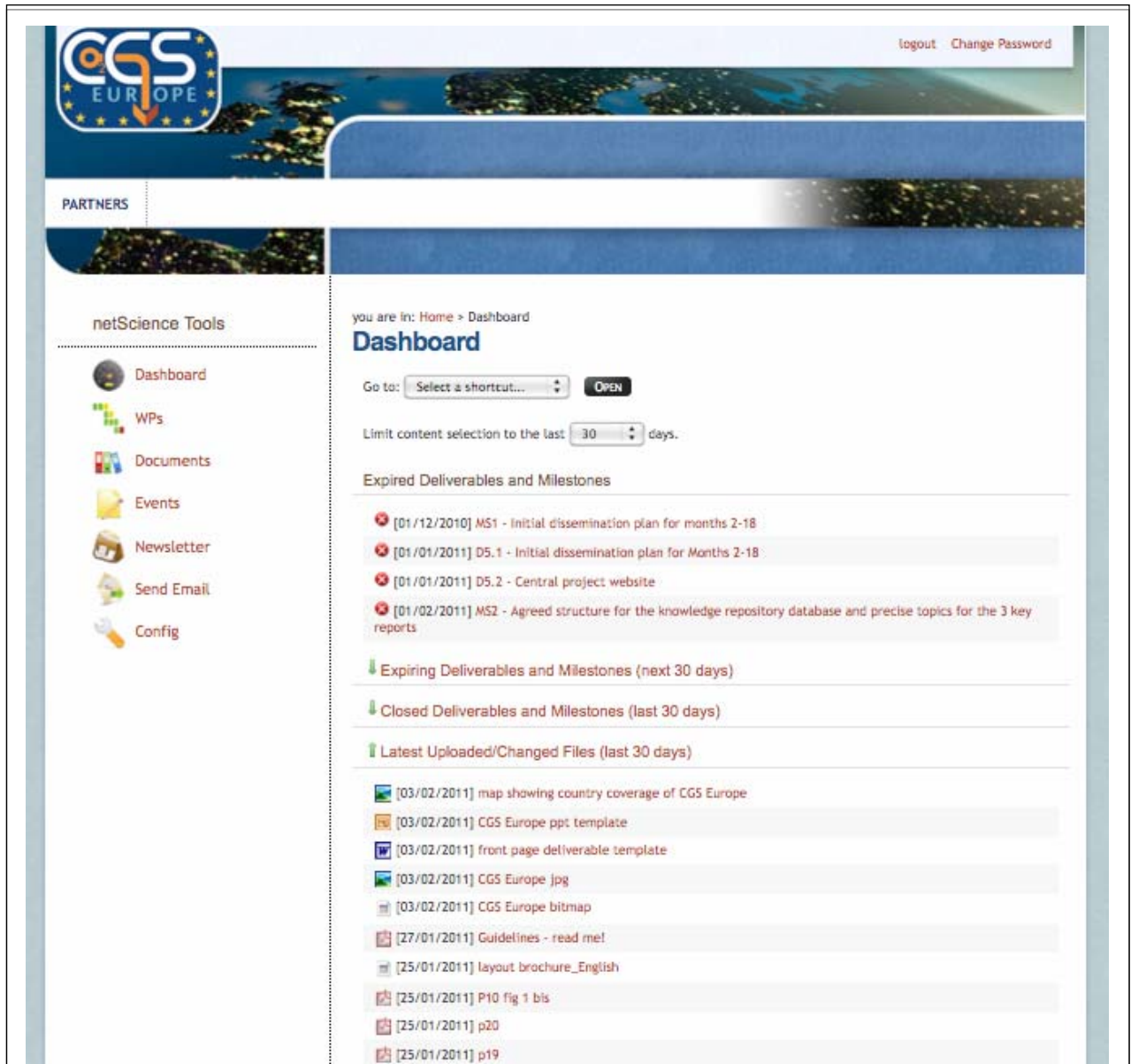
Figure 25 – The Dashboard, with two sections expanded

6. The public home page

The lay-out of the home page has been organised in 5 areas:
- the heading, with an image of high impact, to give an immediate idea of how many energy is used in Europe (and, hence, how important is the reduction of greenhouse gasses);
- a menu bar, to navigate in the different sections of the website;
- the News & Events, to highlight the most important coming initiatives organised within CGS Europe;
- a short description of the project, intended as an entry point to the corresponding internal wider section;

- the 'Hot off the Press' section, to reach the internal pages, where produced materials may be downloaded.

The menu bar will gradually contain additional buttons, to activate the functionalities mentioned in chapter 2, to have access to pages in various languages and to recover information from the Knowledge Repository.
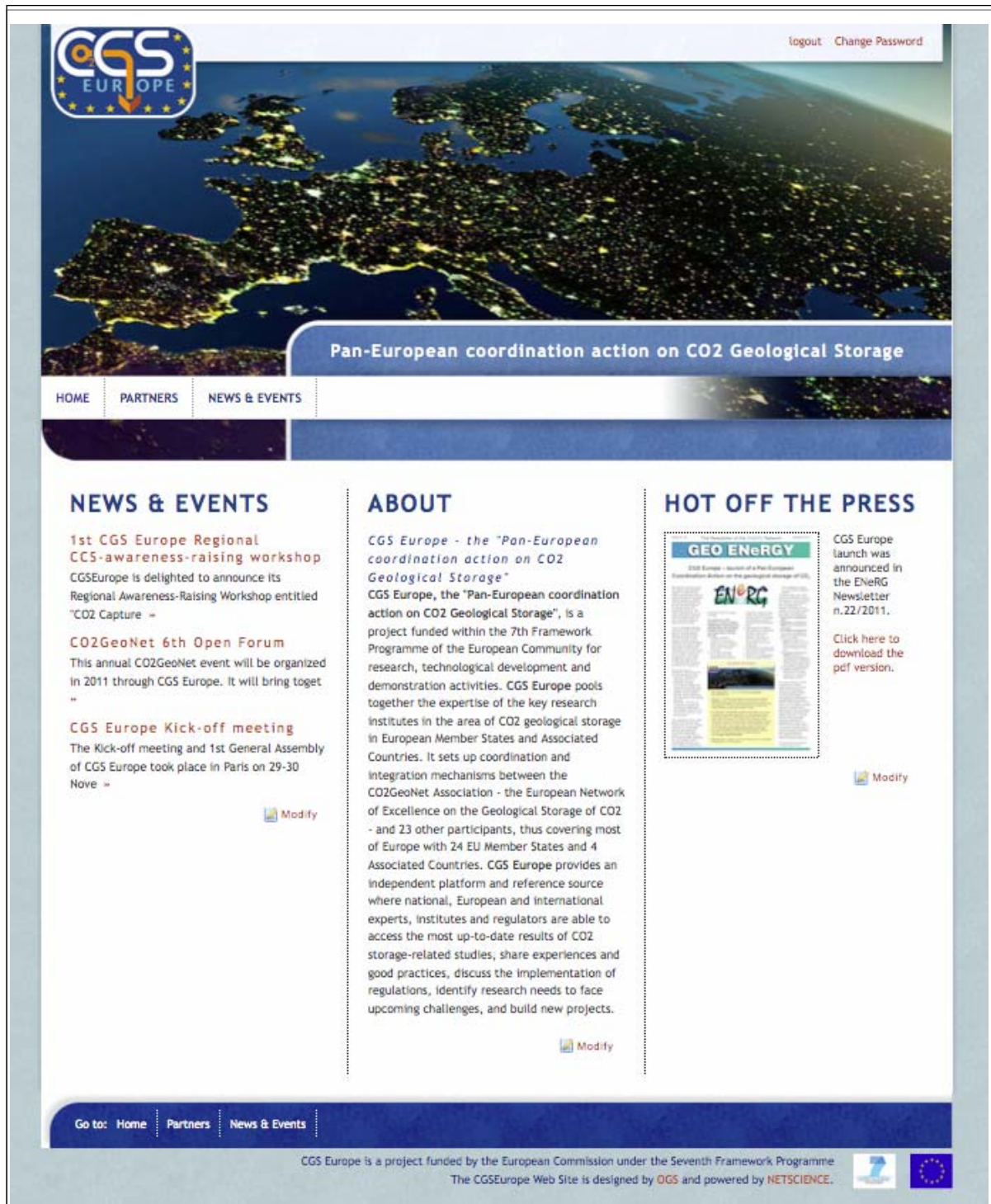

Figure 26 – The website home page

7. Future implementations

In the coming weeks, the contents accessible from the home page of the website will be widely expanded, to illustrate the aim of the project, the planned actions and the many connected initiatives. The achieved results will also be posted, and this will imply a continuous update of the website contents.

A special attention will be devoted to the **Knowledge Repository** (subject of WP3), that we intend to structure to allow an easy access to the large number of information, by various groups of users (experts, regulators, public at large).