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## **Deliverable D5.2 Central project website**

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Organisation name of lead contractor for this deliverable:

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 CO<sub>2</sub>;
- to educate CCS stakeholders in the field of geological storage of CO<sub>2</sub>;
- 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 CO<sub>2</sub>GeoNet 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 CO<sub>2</sub> geological storage (e.g. the former CO<sub>2</sub>NET 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](http://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.

The screenshot shows the 'Partners' section of the CGS Europe website. At the top left is the CGS Europe logo. The page title is 'PARTNERS'. Below the title, there is a navigation breadcrumb: 'you are in: Home > Partners'. A list of partners is displayed on the left side, with 'Partners' highlighted in orange. The list includes: CO2GeoNet-BRGM, CO2GeoNet, BGR, GBA, RBINS-GSB, SU, CzGS, TTUGI, GTK, G-IGME, ELGI, GSI, LEGMC, GTC, PGI-NRI, LNEG, GeoEcoMar, SGUDS, GEO-INZ, and S-IGME. The main content area shows details for three partners: BRGM (Bureau de Recherches Géologiques et Minières), CO2GeoNet (The European Network of Excellence on Geological Storage of CO2), and BGR (Bundesanstalt für Geowissenschaften und Rohstoffe). Each partner entry includes a logo, name, address, a brief description, and links for 'Delete' and 'Modify'.

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).

The screenshot shows a web page for the CO2GeoNet-BrGM participant. At the top left is the CGS Europe logo. In the top right corner, there are links for 'logout' and 'Change Password'. Below the header, a 'PARTNERS' section is visible. On the left, a list of partners is shown, with 'CO2GeoNet-BrGM' selected and highlighted. The main content area for BRGM includes:
 

- A breadcrumb trail: 'you are in: Home > Partners > CO2GeoNet-BrGM'.
- Buttons for 'DELETE' and 'MODIFY'.
- The title 'BRGM - Bureau de Recherches Geologiques et Minieres'.
- A header image showing a geological landscape.
- Text describing BRGM as France's Public Institution responsible for mobilising Earth Sciences in sustainable management of natural resources.
- Text detailing BRGM's research and development programmes in areas like mineral resources, groundwater, and environmental pollution.
- Text stating BRGM is acknowledged in France as a leading authority on CO2 sequestration, mentioning the Joule project and other CO2 projects.
- Text listing BRGM's expertise in CO2 research concerns, such as geochemical modelling and monitoring.
- Text explaining BRGM's role in the Joint Programme of Activities, including integrating activities and spreading excellence.
- Text mentioning BRGM's experience with professional training and its involvement in French government committees.
- Contact information for the Bureau de Recherches Geologiques et Minieres, including the website (www.brgm.fr), contact person (Isabelle Czernichowski-Lauriol), and address (3, avenue Claude-Guillemain - BP 6009 - 45060 Orléans Cedex 2, France).

**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.

The screenshot shows the 'Modify CO2GeoNet-BRGM' form on the CGS Europe website. The page header includes the CGS Europe logo and navigation links for 'logout' and 'Change Password'. A 'PARTNERS' menu is visible on the left, with 'Partners' highlighted. The breadcrumb trail indicates the user is in 'Home > Partners > CO2GeoNet-BRGM'. The form fields are as follows:

- ACRONYM: BRGM
- NAME: Bureau de Recherches Geologiques et Minieres
- PARTNER TYPE: Partner
- ADDRESS: 3, avenue Claude-Guillemain - BP 6009 - 45060 Orléans Cedex 2
- FAX: (empty)
- WEB SITE: www.brgm.fr/brgm/CO2-en/default.htm (with a note: e.g. www.area.trieste.it)
- COUNTRY: France

Below the form, there are two sections for media uploads:

- Logo** (suggested dimensions - width: 120px): Includes a file selection button 'Sfoglia...', an 'UPLOAD' button, and a 'DELETE' button for 'BRGM-copy1.gif'.
- Image**: Includes a file selection button 'Sfoglia...', an 'UPLOAD' button, and a 'DELETE' button for 'visuel.jpg'.

The 'Abstract' and 'Description' sections each have a rich text editor toolbar and a text area. The abstract text reads: 'BRGM is France's Public Institution responsible for mobilising the Earth Sciences in the sustainable management of natural resources and the subsurface domain. It contributes advice and expert assessments to public authorities. BRGM research and development programmes support innovation and work in the following areas: mineral resources, groundwater, development planning and natural risks, environment and pollution, environmental metrology, mapping and digital information systems. With a staff of 860 employees, BRGM is present in all the Regions of France through its network of Regional Geological Surveys and has been active for many years in more than 40 countries throughout the world.'

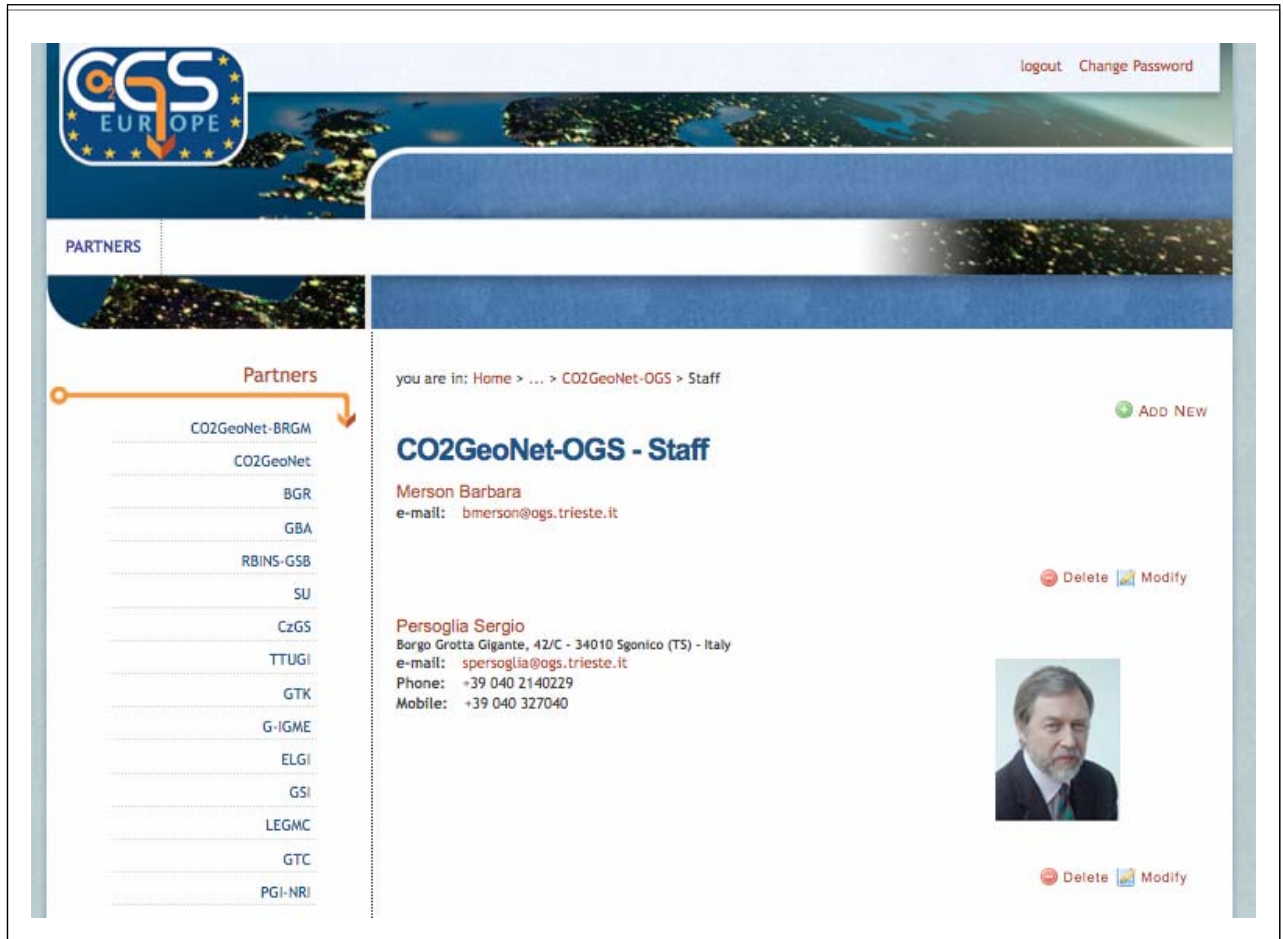
The description text reads: 'BRGM is acknowledged within France as a leading authority on CO2 sequestration. BRGM was involved in the pioneer EU Joule project ten years ago and has been involved since in many other CO2 projects: SACS, SACS2, GESTCO, NASCENT, WEYBURN, CO2NET, CO2STORE, SAMCARDS, PICOR. BRGM present expertise in CO2 research concerns: 1) geochemical modelling of CO2-water-rock interactions; 2) coupled geochemical-transport-flow modelling; 3) microseismic monitoring; 4) soil gas survey monitoring; 5) geochemical monitoring; 6) long term risk assessment. BRGM has been leading since the Joule project the Work Packages or tasks on geochemistry or geochemical and coupled modelling and is then acknowledged in Europe as an expert on the geochemical aspects of CO2 storage.'

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.

The screenshot displays the CGS Europe website interface. At the top left is the CGS Europe logo. In the top right corner, there are links for "logout" and "Change Password". Below the header is a "PARTNERS" section with a list of partner organizations, including CO2GeoNet-BRGM, CO2GeoNet, BGR, GBA, RBINS-GSB, SU, CzGS, TTUGI, GTK, G-IGME, ELGI, GSI, LEGMC, GTC, PGI-NRI, LNEG, GeoEcoMar, SGUDS, GEO-INZ, S-IGME, SGU, UNIZG-RGNF, METU-PAL, UB, CO2GeoNet-BGS, CO2GeoNet-GEUS, CO2GeoNet-HWU, CO2GeoNet-IFP, CO2GeoNet-IMPERIAL, Co2GeoNet-IRIS, and CO2GeoNet-NIVA. An orange arrow points to the "Partners" section.

The main content area shows the user's current location: "you are in: Home > ... > CO2GeoNet-OGS > Staff". There are "DELETE" and "MODIFY" buttons. The profile is for "CO2GeoNet-OGS - Persoglia Sergio". It includes a profile picture, contact information (e-mail: spersoglia@ogs.trieste.it, phone: +39 040 2140229, mobile: +39 040 327040), and a detailed biography. The biography states that Dr. Sergio Persoglia is the Director for International Collaborations at the OGS, joined in 1981, and has been head of the team for R & D in Seismics ('86-'87), Director of the department Geophysics of the Lithosphere ('87-'95), and Advisor to the OGS President ('96-'01). It also mentions his role in the development of international collaborations in Europe, his presidency in 2001 and 2010 of ENeRG, and his role as Secretary General of the Association CO2GeoNet. Additionally, it notes his current role as coordinator of the CO2 Geological Storage Joint Program in EERA.

The "Involved in the following Work Packages" section lists two packages:
 

- WP2 - Integration and Networking**: The first objective of this WP is to encourage and support each participant of the CGS Europe consortium to work together through strategic actions guided by joint decisions, [read more]
- WP3 - Knowledge Repository**: The objective of this WP is to produce relevant, concise, complete and ultimately helpful CO2-storage-related information aimed at all the stakeholders involved in R&D, small- and large-scal [read more]

Figure 6 – Information related to a project participant staff member

logout Change Password

**OGS EUROPE**

PARTNERS

Partners

- CO2GeoNet-BRGM
- CO2GeoNet
- BGR
- GBA
- RBINS-GSB
- SU
- CzGS
- TTUGI
- GTK
- G-IGME
- ELGI
- GSI
- LEGMC
- GTC
- PGI-NRI
- LNEG
- GeoEcoMar
- SGUDS
- GEO-INZ
- S-IGME
- SGU
- UNIZG-RGNF
- METU-PAL
- UB
- CO2GeoNet-BGS
- CO2GeoNet-GEUS
- CO2GeoNet-HWU
- CO2GeoNet-IFP
- CO2GeoNet-IMPERIAL

you are in: Home > ... > CO2GeoNet-OGS > Staff

### CO2GeoNet-OGS - Modify Staff

NAME Sergio

LAST NAME Persoglia

ROLE Borgo Grotta Gigante, 42/C - 34010 Sgonico (TS) - Italy

PHONE +39 040 2140229

MOBILE +39 040 327040

E-MAIL spersoglia@ogs.trieste.it  
webmaster@area.trieste.it

Image (suggested dimensions: 100px x 100px)

Sfogliare... UPLOAD DELETE foto\_sergio3.jpg

#### Login Information

USERNAME spersoglia CHANGE PWD

SYSTEM ADMINISTRATOR

PARTNER ADMINISTRATOR

NETWORK PARTICIPANT

#### Other Personal Information

#### Education - Description

Dr Sergio Persoglia is the Director for International Collaborations at the OGS, that he joined in 1981. Prior to this assignment, he has been head of the team for R & D in Seismics ('86-'87) Director of the department Geophysics of the Lithosphere ('87-'95) and Advisor to the OGS President ('96-'01).

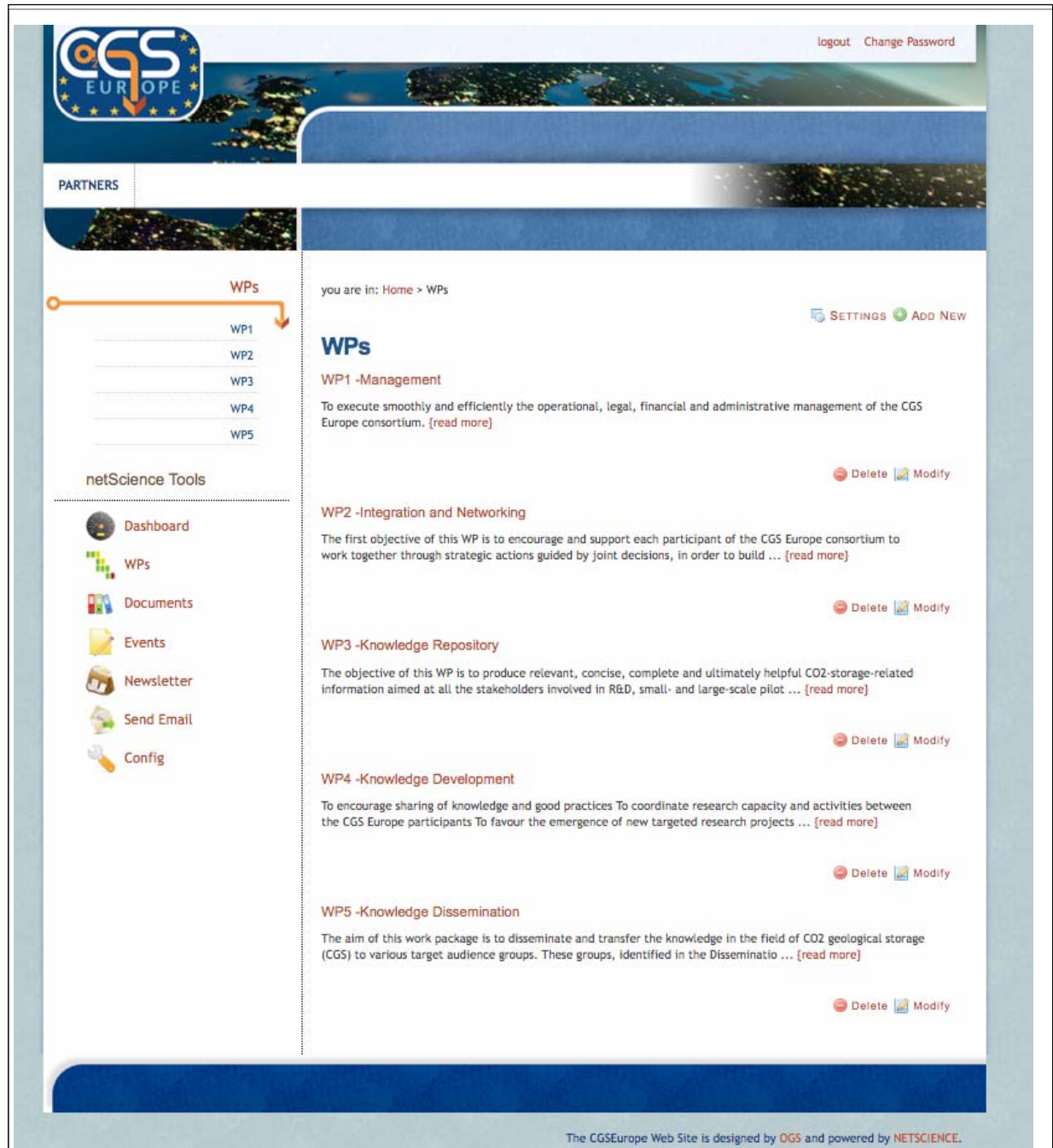
In the last 10 years, his main area of activity has been the development of international collaborations in Europe and, as such, he has been **President** in 2001 and 2010 of **ENeRG**, the European Network for Research in Geo Energy, joining institutes from 31 countries.

He has been OGS responsible of many EC projects, some of them in the area of CCS, as **Castor**, **InCA-CO2**, **CO2GeoNet**, **CO2ReMoVe**, **Geocapacity**, **RISCS**, **CO2CARE**, **CGS Europe**, **SiteChar**, **ECCSEL**.

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**).

The screenshot shows the 'WP1 - Management' page on the CGS Europe website. The page layout includes a top navigation bar with the CGS Europe logo and a 'logout Change Password' link. Below the logo is a 'PARTNERS' section. The main content area is titled 'WP1 - Management' and contains the following sections:

- Objectives:** To execute smoothly and efficiently the operational, legal, financial and administrative management of the CGS Europe consortium.
- Description of Work:** The work will be carried out by the Management Board, composed of:
  - the coordinator, WP1&2 leader, CO2GeoNet Executive Committee member (BRGM, France);
  - the WP3 leader, CO2GeoNet Executive Committee member (CO2GeoNet-IMPERIAL, UK);
  - the WP4 leader, ENeRG President for 2009 (S-IGME, Spain);
  - the WP5 leader, CO2NET EAST coordinator (CzGS, Czech Republic);
- Task 1.1: Formal communication with the EC and consortium participants (BRGM)**
  - Receiving the payments from the EC and transferring of the agreed shares to the Consortium participants.
  - Communication with the EC and the consortium participants for all contractual, legal, financial and administrative issues
  - Submission of deliverables to the EC in due time
  - Filing of all original documents in BRGM offices in Orleans, France
- Task 1.2: Administrative tasks within the CO2GeoNet Association (CO2GeoNet Secretariat)**
  - Receive the payments from the Coordinator on the CO2GeoNet bank account and transfer of the agreed shares to the CO2GeoNet third parties
  - Prepare the Form Cs for the CO2GeoNet Association
  - Organise a centralised administrative area for CGS Europe on the CO2GeoNet server, with restricted access
  - Communication with CO2GeoNet third parties for specific contractual, legal, financial and administrative issues

**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.

The screenshot displays a web interface for a work package. It is divided into two main sections: 'Staff' and 'Deliverables & Milestones'. The 'Staff' section lists several organizations and their respective staff members: BRGM (Czernichowski Isabelle, WP Leader), CzGS (Hladik Vit), CO2GeoNet-IMPERIAL (Korre Anna), S-IGME (Martinez Roberto), and CO2GeoNet (Persoglia Sergio). Below the list, there are two bullet points for 'Insertion Date' and 'Last Update Date', both attributed to Sergio Persoglia. A 'Modify' button is located to the right of the staff list. The 'Deliverables & Milestones' section lists three deliverables: D1.1 (Minutes of the MB meetings in year 1), D1.2 (Minutes of the MB meetings in year 2), and D1.3 (Minutes of the MB meetings in year 3). Each deliverable entry includes a date (01/11/2011 or 01/11/2012) and a description: 'Compilation of all the minutes of the management board meetings (6) in year X'. Below each description are four action buttons: 'Upload Report', 'Close Deliverable', 'Delete', and 'Modify'. At the bottom of the page, there is a footer that reads: 'The CGSEurope Web Site is designed by OGS and powered by NETSCIENCE.'

**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).

The screenshot shows the 'Staff - WP1 - Management' page on the CGS Europe website. The page is organized into a sidebar and a main content area. The sidebar contains navigation links for 'PARTNERS', 'WPs' (WP1-WP5), and 'netScience Tools' (Dashboard, WPs, Documents, Events, Newsletter, Send Email, Config). The main content area displays a breadcrumb trail 'you are in: Home > ... > WP1 > Staff' and the title 'Staff - WP1 - Management'. Below this, the page lists the coordinators and participants for five partner organizations: BRGM, CO2GeoNet, BGR, GBA, and RBINS-GSB. Each organization's section includes a table with columns for 'Coordinator' and 'Participant', with checkboxes indicating participation. The 'Participant' column for each organization shows a checked box for one individual, indicating their participation in WP1.

| Organization  | Coordinator                      | Participant  |
|---|----------------------------------|--|
| BRGM - Bureau de Recherches Géologiques et Minières                         | <input checked="" type="radio"/> | <input checked="" type="checkbox"/> Czernichowski Isabelle |
|   | <input type="radio"/>            | <input type="checkbox"/> Darcheville Annick                |
|   | <input type="radio"/>            | <input type="checkbox"/> Gastine Marie                     |
|   | <input type="radio"/>            | <input type="checkbox"/> Stead Rowena                      |
|   | <input type="radio"/>            | <input type="checkbox"/> Truffert Catherine                |
| CO2GeoNet - The European Network of Excellence on Geological Storage of CO2 | <input type="radio"/>            | <input checked="" type="checkbox"/> Persoglia Sergio       |
|   |                                  |  |
| BGR - Bundesanstalt für Geowissenschaften und Rohstoffe                     | <input type="radio"/>            | <input type="checkbox"/> May Franz                         |
|   | <input type="radio"/>            | <input type="checkbox"/> Rütters Heike                     |
|   |                                  |  |
| GBA - Geological Survey of Austria  | <input type="radio"/>            | <input type="checkbox"/> Goetzl Gregor                     |
|   | <input type="radio"/>            | <input type="checkbox"/> Letouzé Gerhard                   |
|   |                                  |  |
| RBINS-GSB - Royal Belgian Institute of Natural Sciences                     | <input type="radio"/>            | <input type="checkbox"/> Piessens Kris                     |
|   | <input type="radio"/>            | <input type="checkbox"/> Welkenhuysen Kris                 |
|   |                                  |  |
| SU - Sofijski Universitet "Sveti Kliment Ohridski"                          | <input type="radio"/>            | <input type="checkbox"/> Georgiev Georgi                   |
|   |                                  |  |

**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**).

The screenshot shows the 'Deliverables & Milestones - WP1 - Management' page. The left sidebar contains a navigation menu with 'WPs' selected, and a 'netScience Tools' section with links for Dashboard, WPs, Documents, Events, Newsletter, Send Email, and Config. The main content area shows a list of three deliverables (D1.1, D1.2, D1.3) for WP1, each with a description, date, and action buttons (Upload Report, Close Deliverable, Delete, Modify). The page also includes a breadcrumb trail 'you are in: Home > ... > WP1 > Deliverables' and an 'ADD NEW' button.

**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.

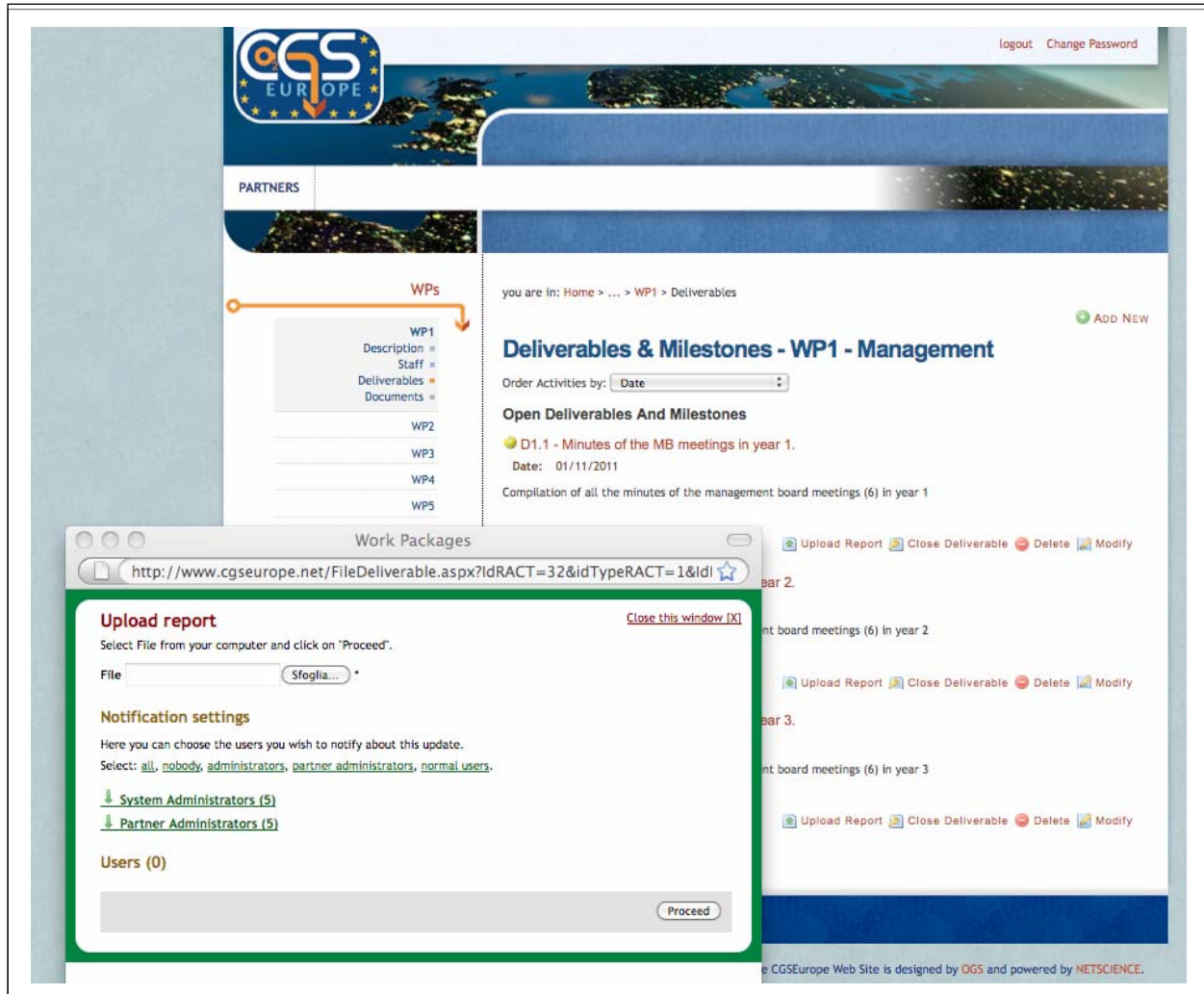
The screenshot displays the 'Modify Deliverable & Milestones' form on the CGS Europe website. The form is structured as follows:

- Navigation:** 'you are in: Home > ... > WP1 > Deliverables'
- Title:** D1.1 – Minutes of the MB meetings in year 1.
- Date:** 01/11/2011 (with a note: e.g.: 18/07/2005)
- Alert:** 3 days before (with a checkmark icon)
- Description:** A rich text editor containing the text: 'Compilation of all the minutes of the management board meetings (6) in year 1'.
- Typology:**
  - DELIVERABLE:** Selected (radio button).
  - MILESTONE:** Not selected (radio button).
  - NATURE:** R - Report (dropdown menu).
  - DISSEMINATION LEVEL:** PP - Restricted to other programme participants (including the Commis: (dropdown menu).
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.
- Footer:** 'The CGSEurope Web Site is designed by OGS and powered by NETSCIENCE.'

**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

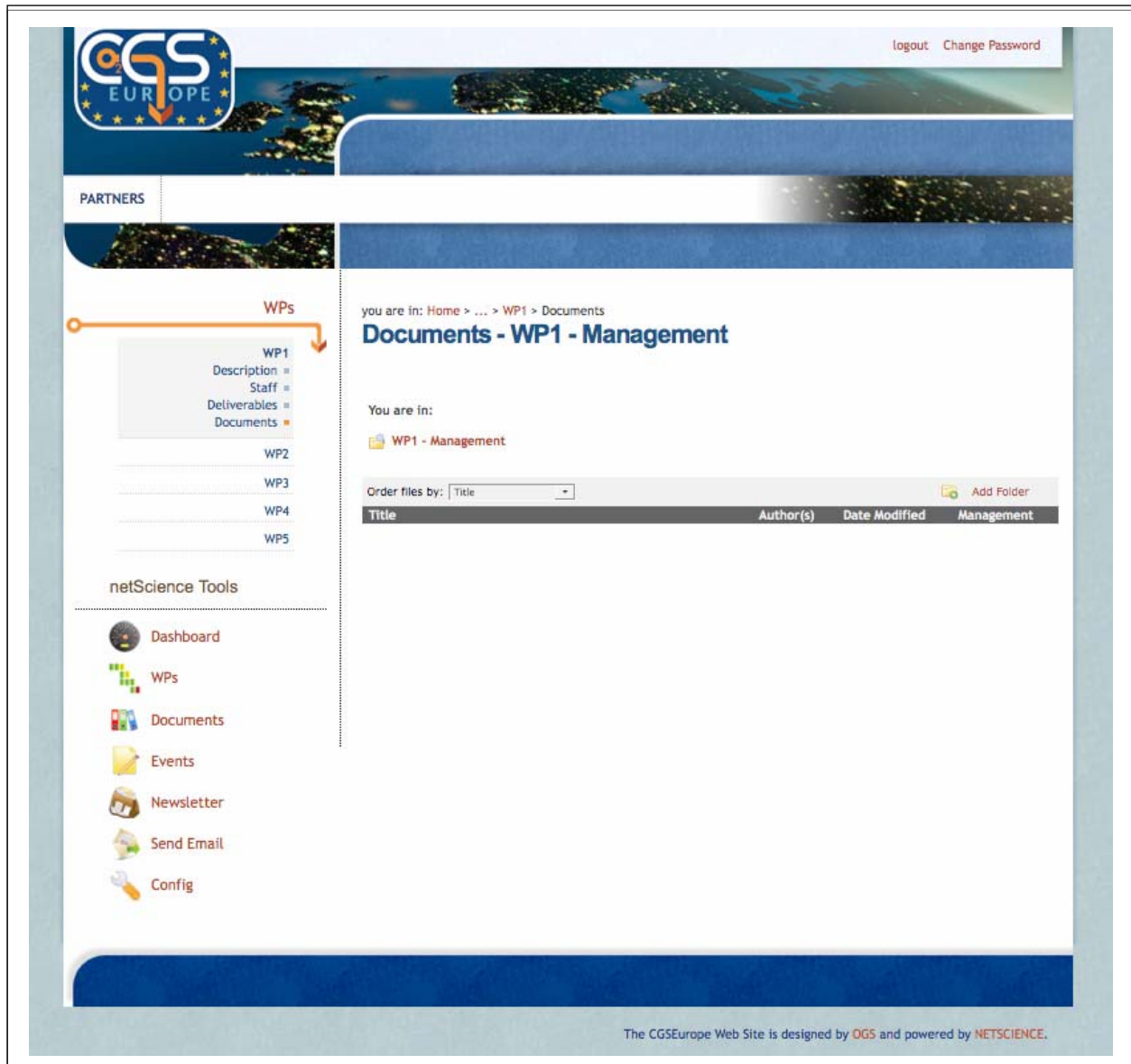
Each work package has a dedicated area for uploading/downloading files. This area (see **Figure 15**) may be organised by adding/deleting imbedded folders and is intended as a joint-working area for the WP participants.

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.

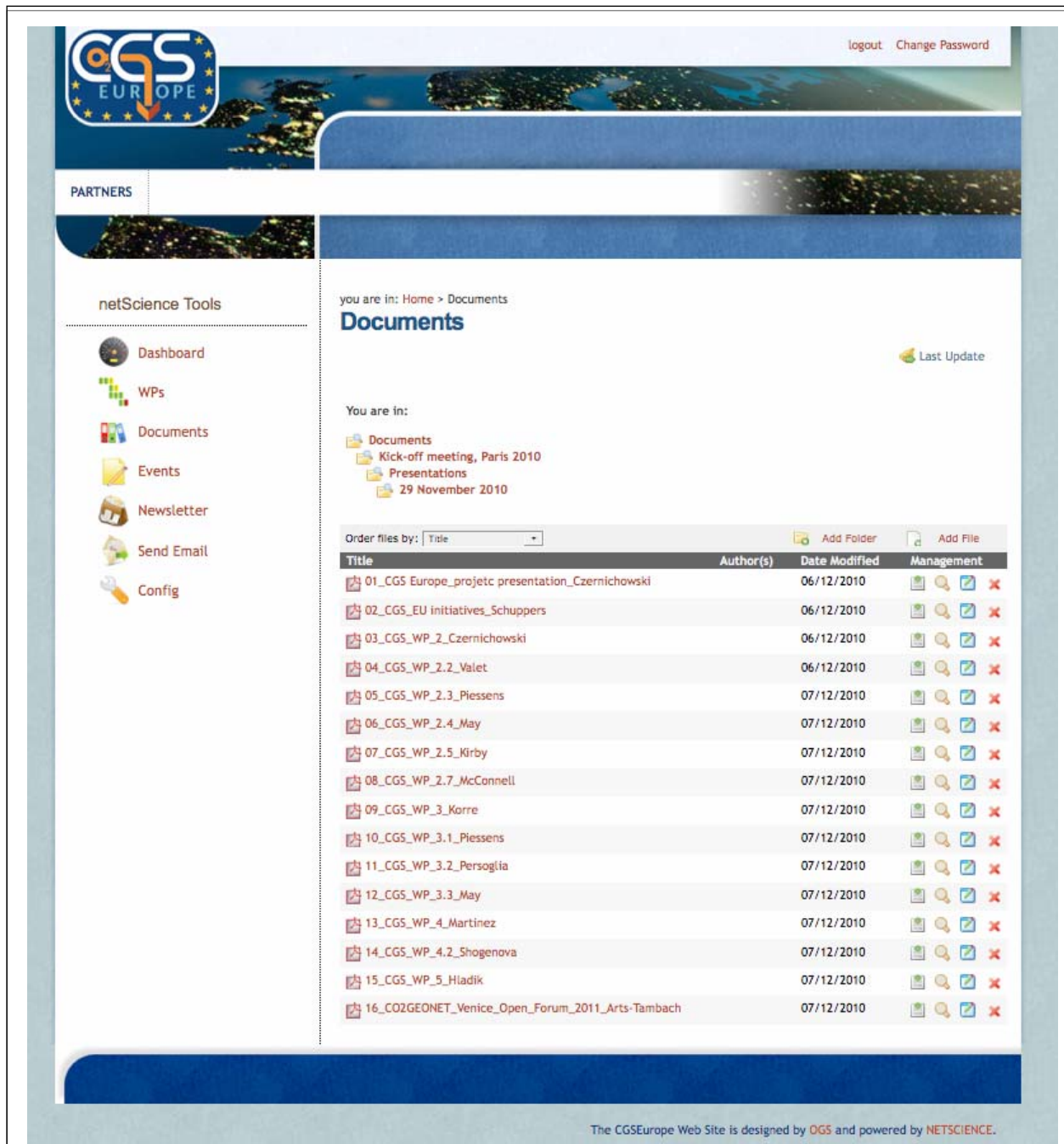
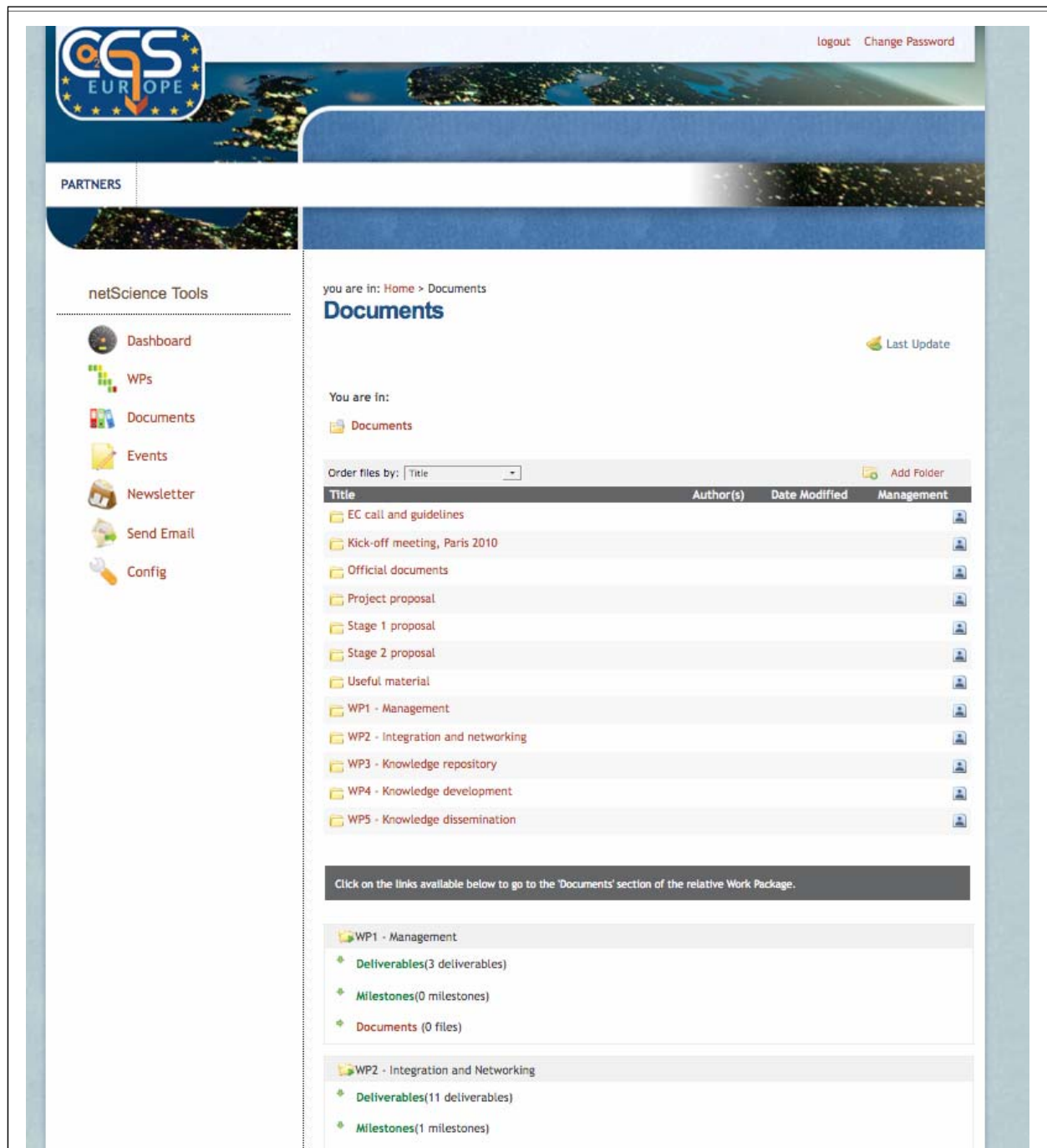


Figure 16 – Example of a Project File Area

### 5.7 Tools – Documents

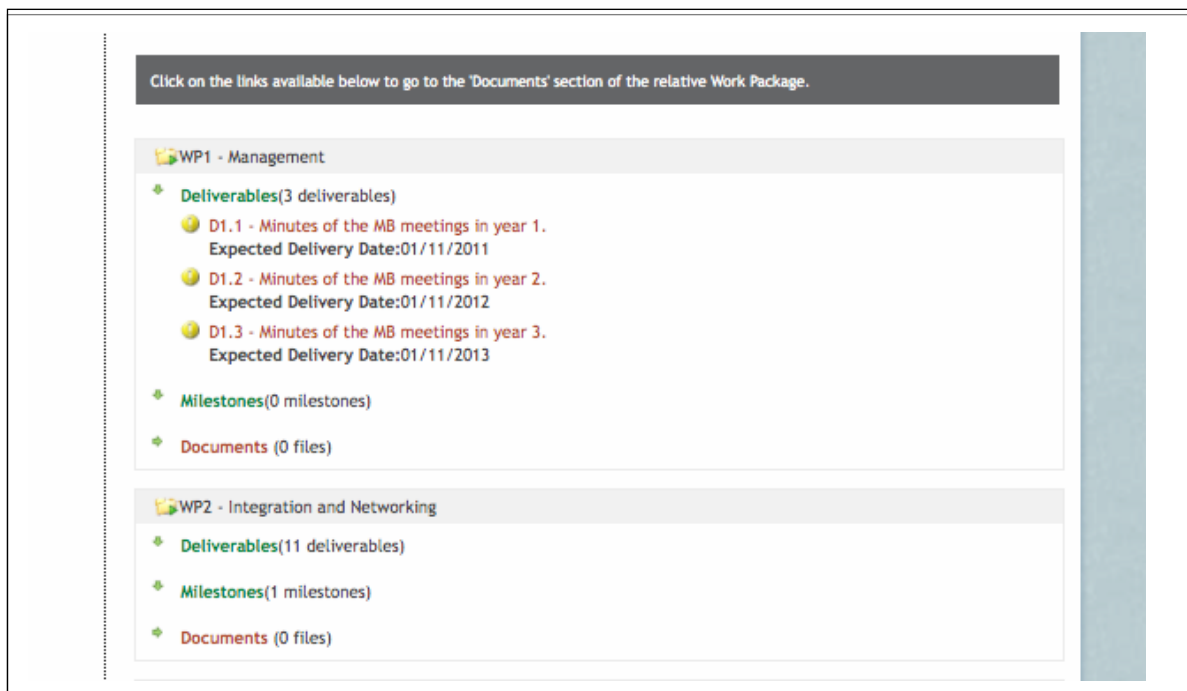
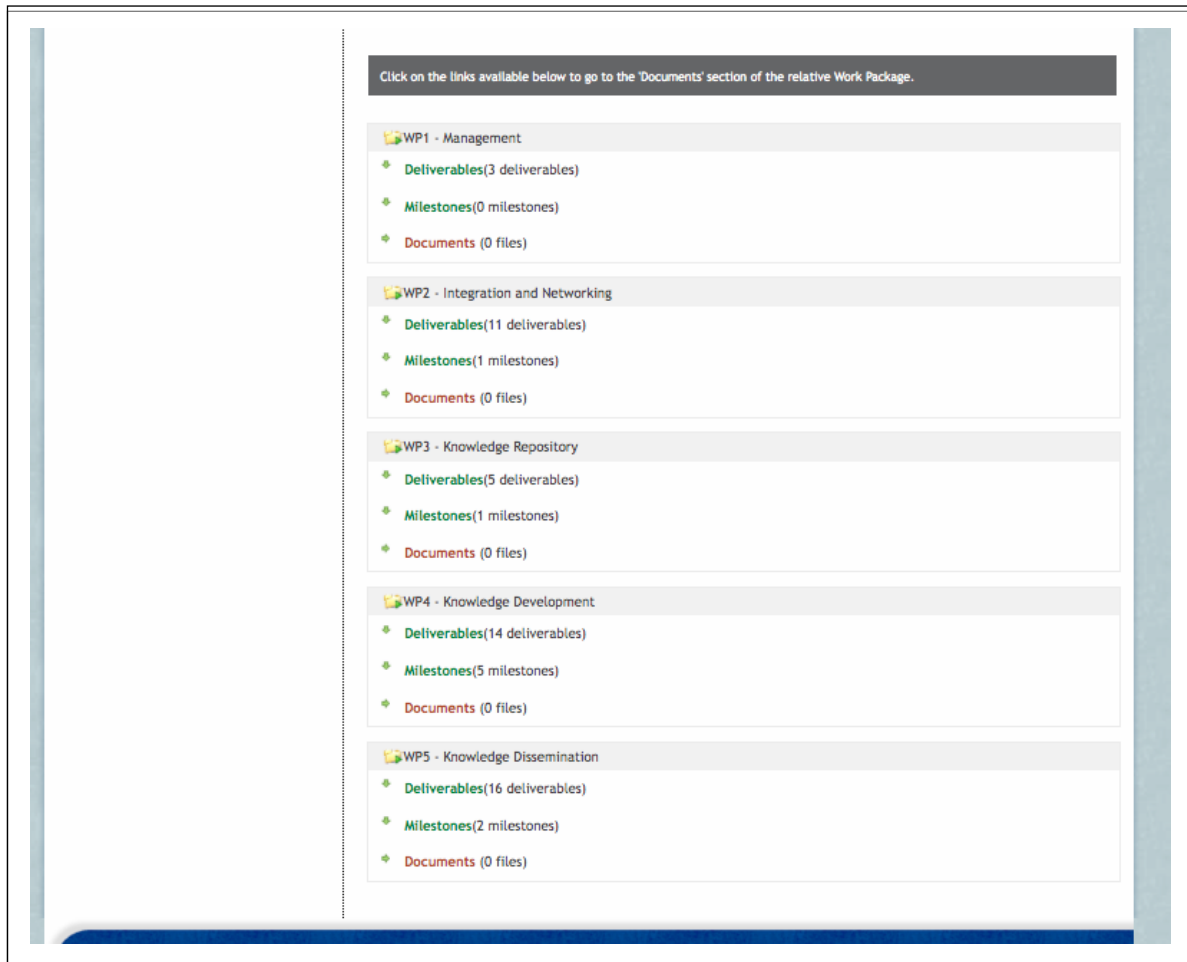
In order to simplify the use of the website, a menu named *netScience Tools* contains shortcuts to a series of web pages. The *Documents* link gives access to a summary list, through which it is possible to have a comprehensive quick look at all the uploaded files (see **Figure 17** and **Figure 18**).



**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

The screenshot displays the CGS Europe website interface. At the top left is the CGS Europe logo, and at the top right are links for 'logout' and 'Change Password'. Below the logo is a 'PARTNERS' section. A sidebar on the left, titled 'netScience Tools', contains a menu with icons and labels for: Dashboard, WPs, Documents, Events, Newsletter, Send Email, and Config. The main content area shows the breadcrumb 'you are in: Home > Events' and a title 'CGS Europe proposal preparation meeting' with 'DELETE' and 'MODIFY' buttons. The event details include: Date & Place: 20 January 2010, Paris; Registration Start Date: 23/12/2009; Registration End Date: 20/01/2010; and Registration Link: [click here](#). A text block states: 'A working meeting will be held in Paris on 20 January 2010 to prepare the second stage of our proposal CGS Europe, FP7 Coordination Action on CO2 geological storage. Submission deadline for the full proposal is March 11'. The 'Meeting' section provides: Date and time: 20 January 2010 from 09:00 to 16:00; Venue: Maison de la Géologie, 77, rue Claude-Bernard, 75005 Paris; and How to get there: RER line B, station Luxembourg. See [pdf map](#). A bulleted list of notes follows: 'A draft agenda, as well as instructions for starting the preparation of stage 2, will be sent in early January.', 'A dinner will be organised the night before on January 19 evening (details of the restaurant will be sent later)', and 'An ENeRG meeting will take place the following day, i.e. 21 January 2010 at the same venue.' The 'Accommodation' section mentions a [Viamichelin interactive map](#). A registration instruction says: 'Please register and tick the appropriate boxes to confirm your attendance.' Below is a 'Registration Event Parts' list: '19 January 2010 evening dinner', '20 January 2010 CGS working meeting', and '21 January 2010 ENeRG meeting'. At the bottom of the event page are 'Export List' and 'Add Registration' buttons. A table header shows 'NameEmail' and 'Organization' columns. The footer states: 'The CGSEurope Web Site is designed by OGS and powered by NETSCIENCE.'

**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.

CGS EUROPE

logout Change Password

PARTNERS

netScience Tools

- Dashboard
- WPs
- Documents
- Events
- Newsletter
- Send Email
- Config

you are in: Home > Events

### Registration Detail

**About you**

FIRST NAME:

LAST NAME:

TITLE/POSITION:

**About your Organization**

ORGANIZATION NAME:

AREA OF ACTIVITY:

**Contact Informations**

E-MAIL ADDRESS:

PHONE:

FAX:

ADDRESS INFORMATIONS AND NOTES:

Here you can specify informations about your current address, including street, street/house number, city, ZIP/postal code and country.

**Registration Event Parts**

Here you can specify the event parts which you will attend to.

- 19 JANUARY 2010 EVENING DINNER
- 20 JANUARY 2010 CGS WORKING MEETING
- 21 JANUARY 2010 ENERG MEETING

\* Required Information

CANCEL SEND

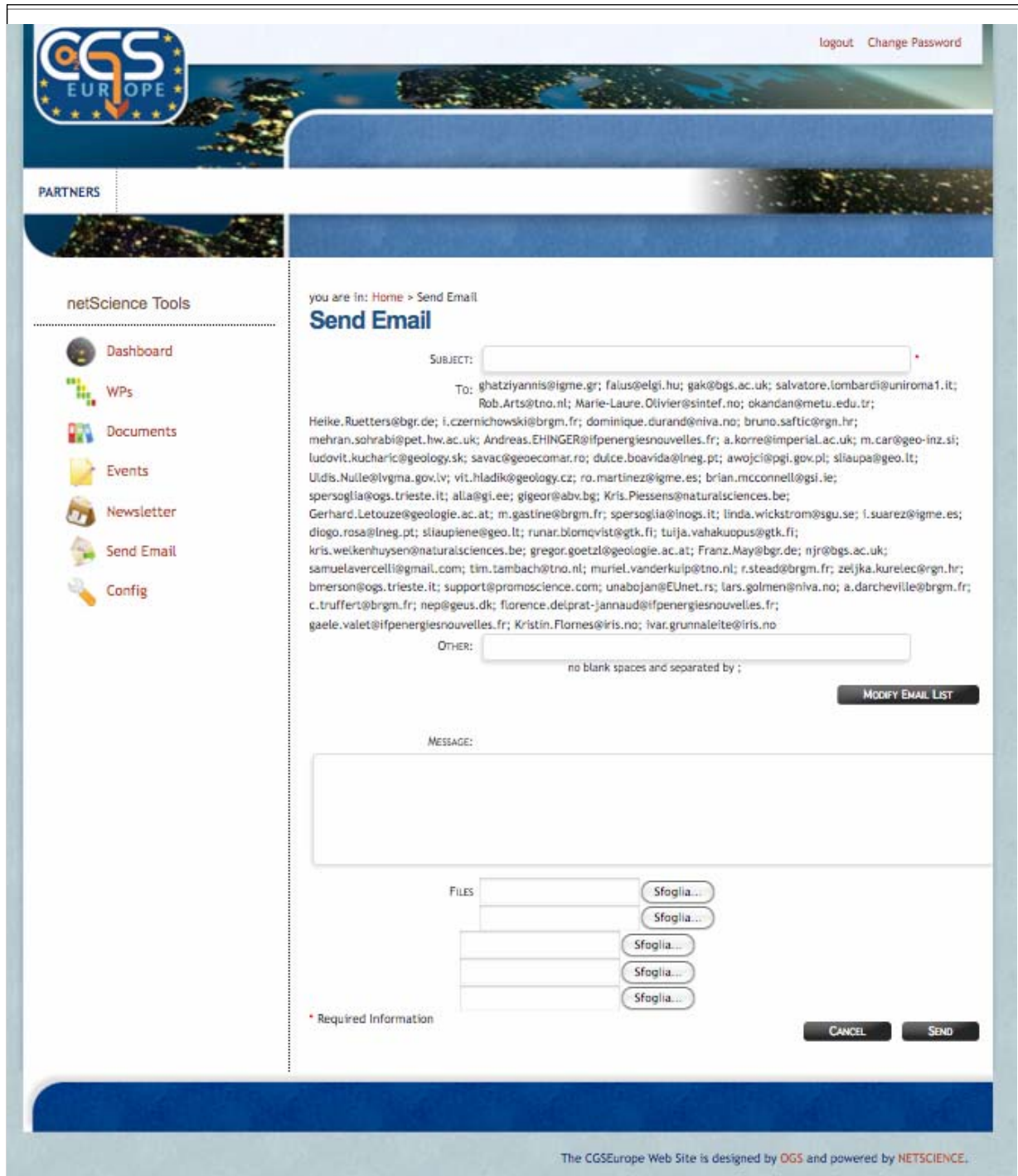
The CGSEurope Web Site is designed by DGS and powered by NETSCIENCE.

Figure 21 – Example of a registration form



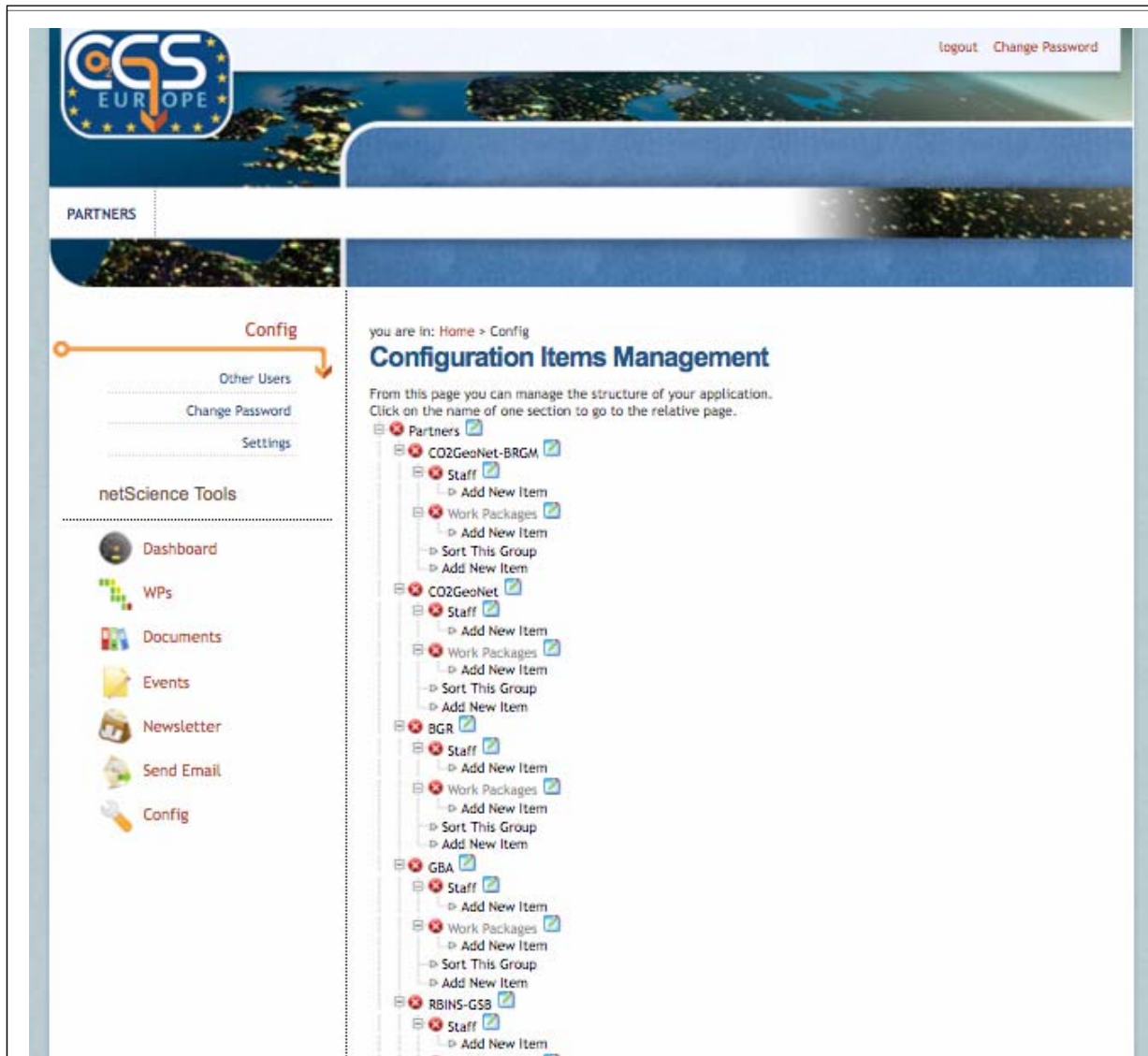
5.9 Tools – E-mails

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



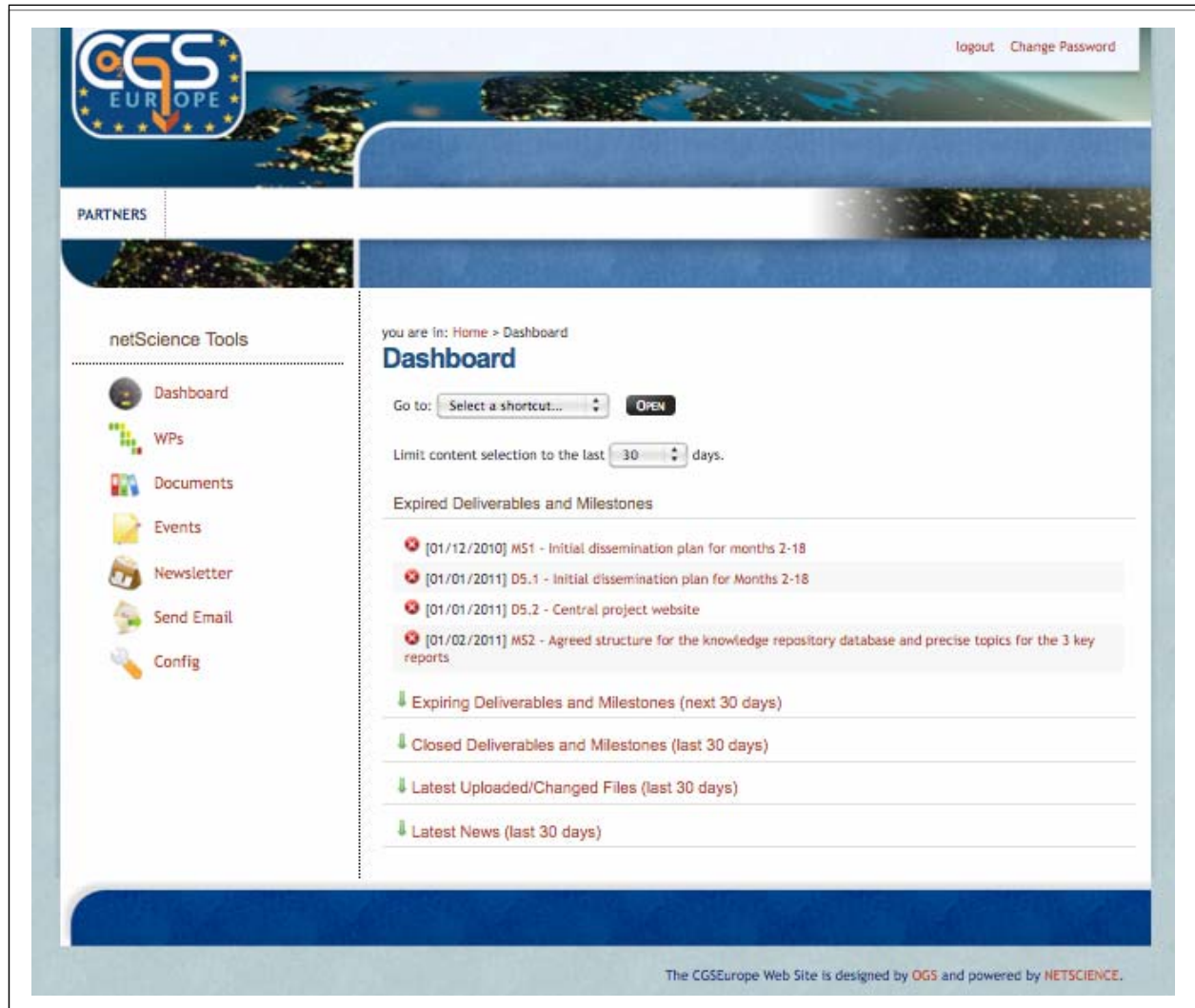
**Figure 23** – Configuration tree of the website pages and tools

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

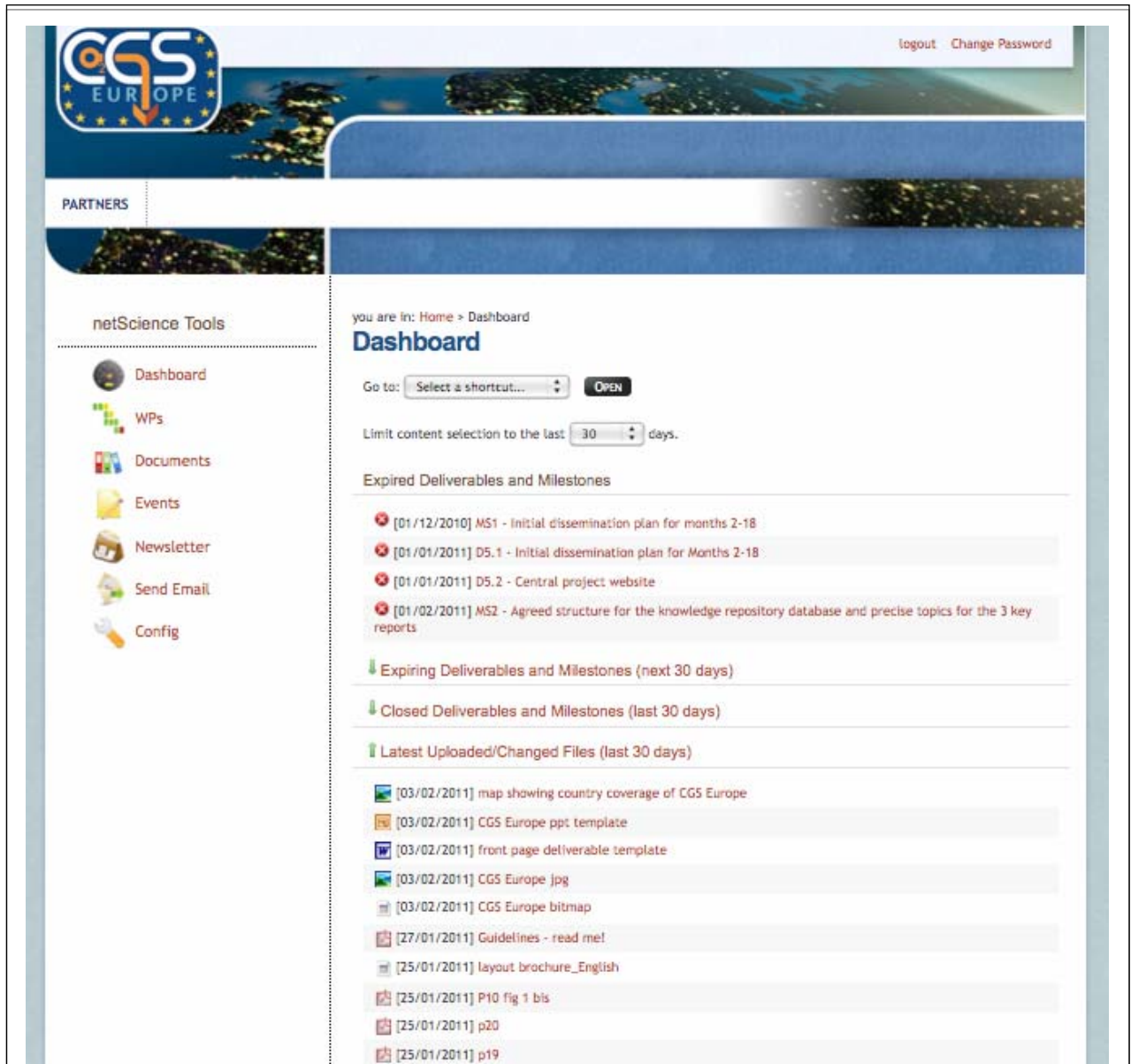
Among the *netScience Tools*, there is a **Dashboard** that appears after any login (see **Figure 24**). This board contains a series of information that are considered of “first” interest for any logging participant. They summarise essentially all the more recent changes in the website contents and 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.

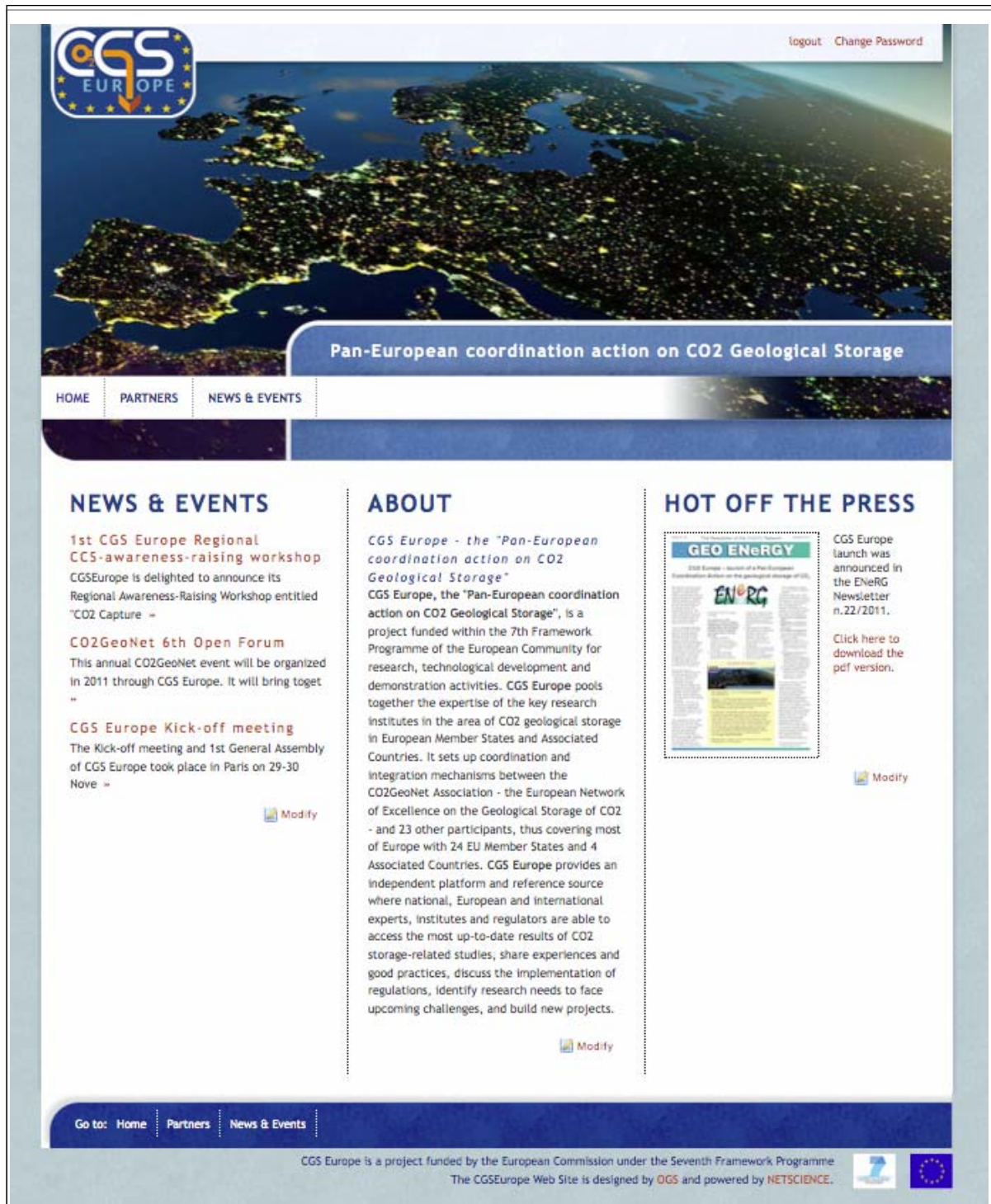


Figure 26 – The website home page

## 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).