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D 5.4 a
Project website – initial version

Revision: **Draft**

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Istituto Nazionale di Oceanografia e di Geofisica Sperimentale

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Dissemination Level		
PU	Public	x
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential , only for members of the consortium (including the Commission Services)	

Deliverable number:	D 5.4a
Deliverable name:	Project website – initial version
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Lead contractor:	OGS

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Approved (Coordinator)	First name Last name, short org. name	yyyy-mm-dd

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Abstract

TABLE OF CONTENTS

	Page
1. OVERALL STRUCTURE OF THE WEBSITE	2
2. THE PUBLIC PART OF THE PROJECT WEBSITE	4
2.1 Public News	4
2.2 Newsletters	6
2.3 Contact us	6
3. THE RESTRICTED PART OF THE PROJECT WEBSITE	8
3.1 The Web Content Management (WCM)	8
3.2 The Project Management (PM)	9
3.3 The Document Management (DM)	9
4. OVERVIEW OF THE ACTIVATED FUNCTIONALITIES IN THE RESTRICTED PART OF THE PROJECT WEBSITE	11
4.1 Partners	11
4.2 Staff	14
4.3 Work Packages (WPs)	17
4.4 Deliverables	21
4.5 File Area for the Work Packages	24
4.6 File Area for the Project	25
4.7 Private News	25
4.8 Tools – Dashboard	26
4.9 Tools – Documents	27
4.10 Tools – Send Email	29
4.11 Tools – Configuration	30
5. VIDEO TUTORIALS	31
6. FUTURE IMPLEMENTATIONS	32

INTRODUCTION

This report provides a summary of the RISCs website (www.riscs-co2.eu). It describes the website development during the first six months and includes descriptions of its functionality. Other following reports will summarise website updates during the project.

The website has been designed and implemented by Barbara Merson and Sergio Persoglia (OGS) by using the NetScience software tool developed by Promoscience. The website development and its updates are managed through RISCs Work Package 5: Research Integration and Dissemination.

1. OVERALL STRUCTURE OF THE WEBSITE

Dissemination involves sharing of knowledge and technology gained during the course of the project. The project website has been recognised as a key element in the dissemination strategy and, consequently, a great effort has been made to have it operative from the very beginning of the project.

The project website consists of two main parts: one accessible to the public, and a restricted part visible only to the project participants.

1. **Public website:** The website is designed as an attractive, visual interface, suitable for quick and simple access to the project and its objectives, the illustration of the work being performed and the simple presentation of results. It will act during the entire life of the project as a contact platform for both lay and specialised public. In order to facilitate and encourage contacts, the public part of the website will contain:

- publications;
- news and forthcoming events;
- newsletters;
- links of interest;
- FAQ (Frequently Asked Questions);
- glossary of interest;
- contact us (for posing questions and receiving answers from the experts);

2. In the **reserved area**, partners find a Project management system and a Document management system. Through the associated tools, partners will be able to:

- create a private space for every Work Package for sharing data, results, publications, etc.;
- manage deliverables and milestones;
- collect and organise reports;
- plan automatic alerts to inform WP participants about the availability of new files, expiring deliverables and deadlines.

The address of the website is: www.riscs-co2.eu. A snapshot of the home page is provided in **Figure 1.1**.

In the following chapters the structure and the main functionalities of the Public and the Private part of the project website are described.



Figure 1.1 – The RISCS project home page

2. THE PUBLIC PART OF THE PROJECT WEBSITE

2.1 Public News

This section allows all the coming events of interest (e.g. conferences and meetings) to be announced (**Figure 2.1**). To add a *News*, it's necessary to specify from which date the news will be active and when it will end (**Figure 2.2**). In this way the system automatically places the News in one of the following folders: Active News, or News Archive.

To render the News more interesting it's possible to write a presentation and add pictures, links and files (e.g. a downloadable agenda).

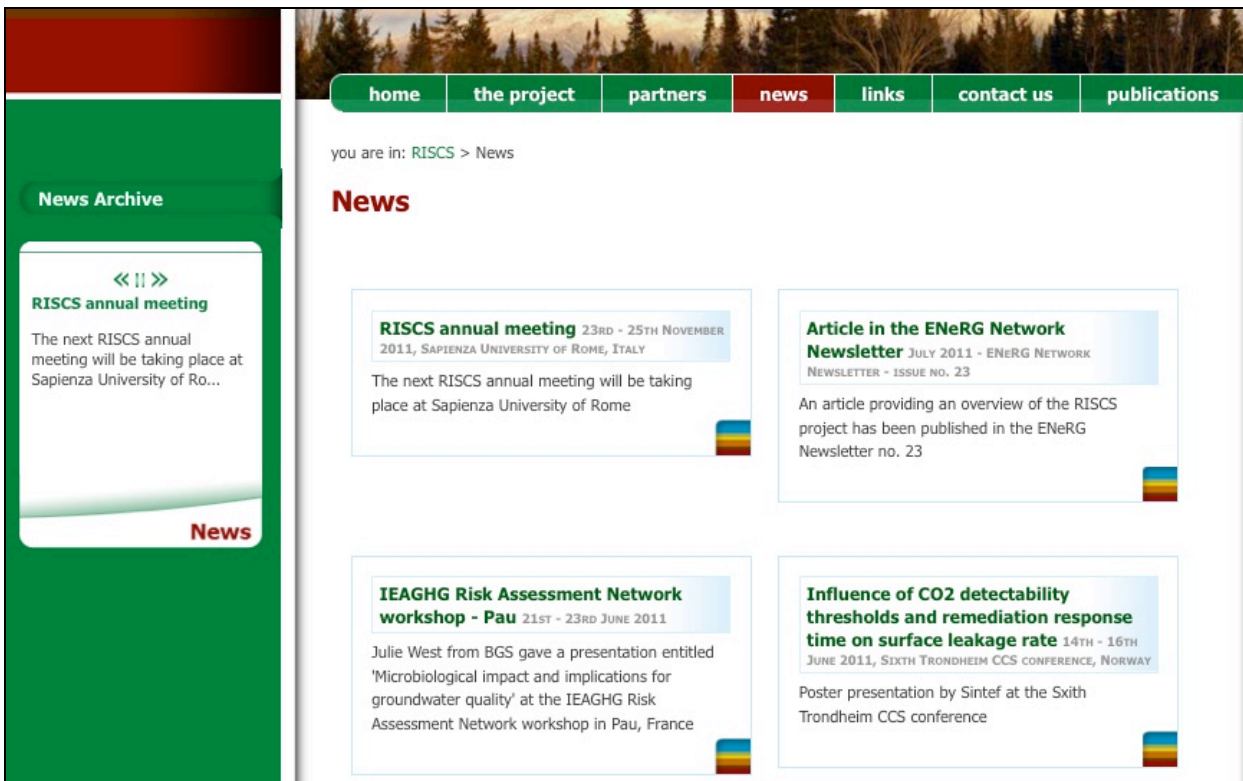


Figure 2.1 – The Public News distributed in Active (in the central area of the screen), and Archived (in the left menu) folders

home the project partners **news** links contact us publications

you are in: RISCS > News

Add Public News

SINCE DATE: *
e.g.: 24/06/2004

TO DATE: *
e.g.: 30/06/2004

TITLE: *

DATE & PLACE

IN BOX

LINK LABEL

LINK URL
ex: www.area.trieste.it

INTRODUCTION - 300 CHARACTERS MAXIMUM



Figure 2.2 – Form for creating a News Item

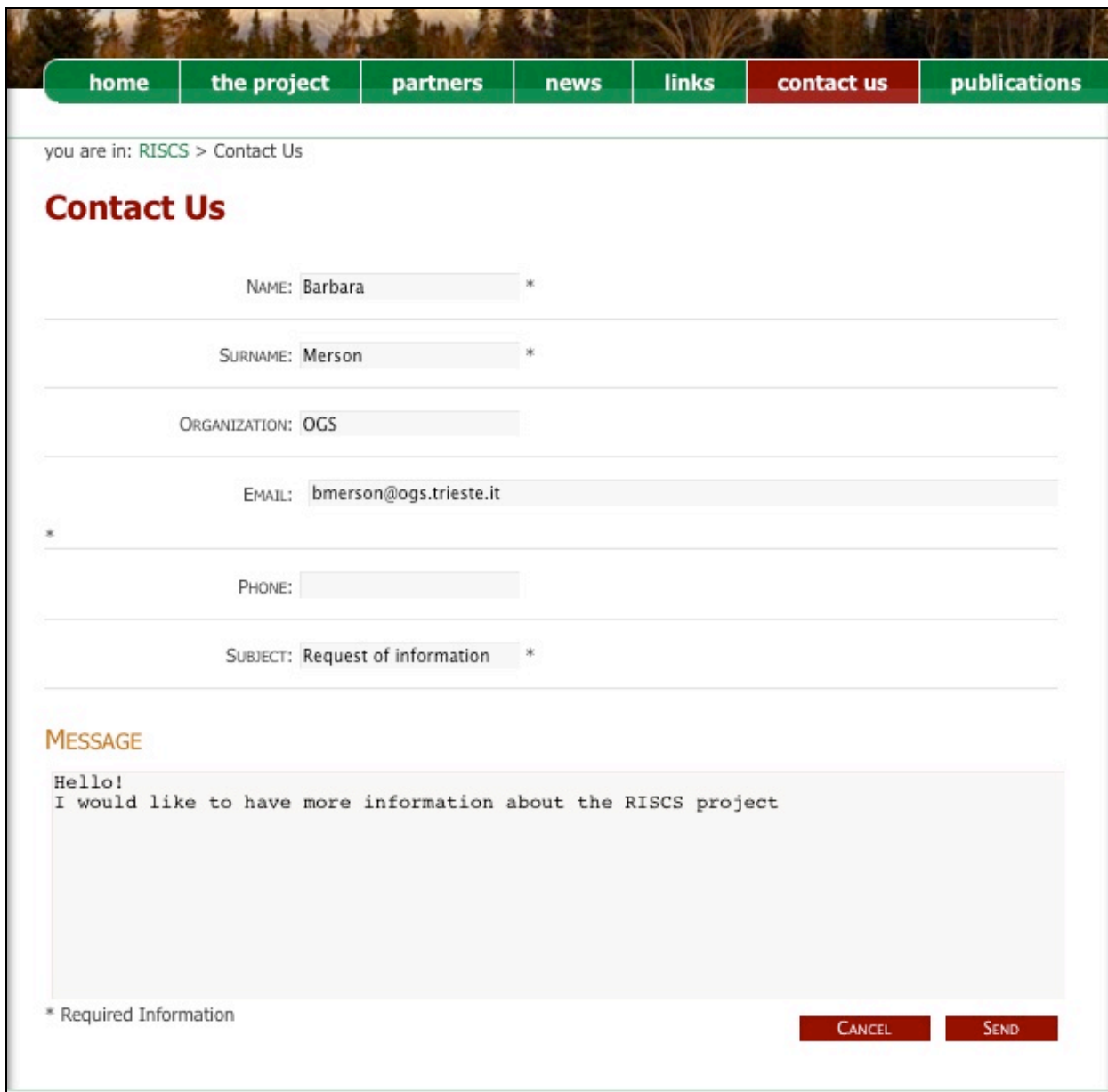
2.2 Publications

In the *Publications* section users can access the abstracts and, if allowed by the authors, the entire texts of the publications uploaded by the project coordinator.

2.3 Contact us

The “*Contact us*” tool allows the users to pose questions and to receive answers from the experts.

The user writes his/her message directly via the website by filling in a simple form, with some obligatory fields like name, surname and email (**Figure 2.3**).



home the project partners news links **contact us** publications

you are in: RISCS > Contact Us

Contact Us

NAME: Barbara *

SURNAME: Merson *

ORGANIZATION: OGS

EMAIL: bmerson@ogs.trieste.it *

PHONE:

SUBJECT: Request of information *

MESSAGE

Hello!
I would like to have more information about the RISCS project

* Required Information

CANCEL SEND

Figure 2.3 – Form for submitting a question via the website

When a new message is posted, an automatic alert is sent to the Project coordinators (**Figure 2.4**).

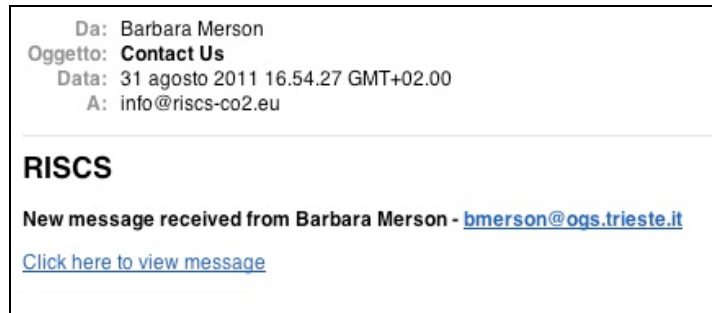


Figure 2.4 – E-mail alerting a new message posted in the website via the “Contact us” tool

All the messages are collected in a database and are visible in the restricted part of the website (**Figure 2.5**). From there, the Project coordinators can answer the “Contact us” request, leave a comment and see the response history folder, where all the answers are listed.



Figure 2.5 – Section of the website for managing the messages

3. THE RESTRICTED PART OF THE PROJECT WEBSITE

To access the restricted area of the website, a username and password are necessary (**Figure 3.1**). These are automatically created and sent to the users during the first registration.

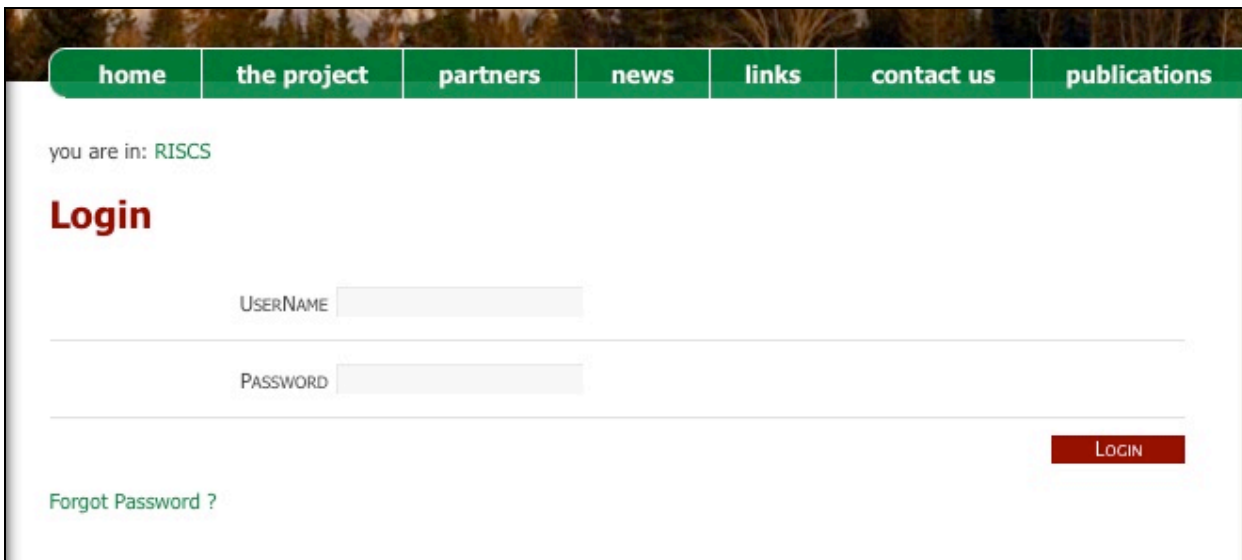


Figure 3.1 – Login page of the RISCs website

The restricted area of the project website includes:

- a Web Content Management (WCM);
- a Project Management (PM);
- a Document Management (DM).

3.1 The Web Content Management (WCM)

The management of the entire website contents is based on two concepts:

1. The contents have to be uploaded and updated directly by the project participants. This is achieved via the adoption of a simple word processor, used for uploading texts to the web pages;
2. 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 necessary access rights). This is implemented by a dynamic description of the web pages and their mutual relationships in a parametric form.

3.2 The Project Management (PM)

The restricted part has many functionalities, which are specifically aimed at managing the project itself. They consist of the:

- definition of the participants' staff contributing to each specific Work Packages;
- detailed description of the Work Packages (WPs);
- detailed description of Deliverables and Milestones;
- control of the deadline for each deliverable, with automatic e-mails to the WP participants and coordinators, alerting them that the due date is approaching or has already exceeded.

Other functionalities related to the PM are:

- private news (organised in active, planned or archived);
- a messaging system to reach all the participants, or the WPs participants (Send Email);
- a system to prepare and send newsletters.

All the above functionalities are controlled according to a hierarchy of permissions:

- **Project Participants:** they can read all the content in the reserved area, add/change all the information related to themselves and upload/download deliverables and files related to the WPs they contribute to;
- **Partner Administrators:** in addition to the permission for the Network Participants, they can also modify the presentation page of their own institute and add/delete/modify the profile of a colleague of their own staff. Usually, for each institute, there is only one Partner Administrator, responsible for the updating of the information about the institute and the staff. All the other participants are listed as Network participants;
- **WP Leaders:** have a special permission that allows them to “freeze” the deliverables in their WP, when they consider the uploaded version as the “final” one. Only one WP leader is admitted for each WP, and only the project coordinator, having the access rights as System Administrator, can change it;
- **System Administrators:** have the special permission to access and modify all the contents in the website (this permission is usually given to the coordinator of the project).

3.3 The Document Management (DM)

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

The **Project File Area** is used for organising all the documents that are of interest to the whole project, as, for example, project proposals, contracts, consortium agreements, minutes of the meetings (General Assembly, Management Board, EC Evaluation Meetings, Workshops, etc.) and related presentations, posters, brochures, etc.

The *WP File Areas* are used for organising documents of interest for the specific WPs, as, for example, working materials, data files, minutes of technical meetings, articles and reports under preparation, etc.

In both 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.

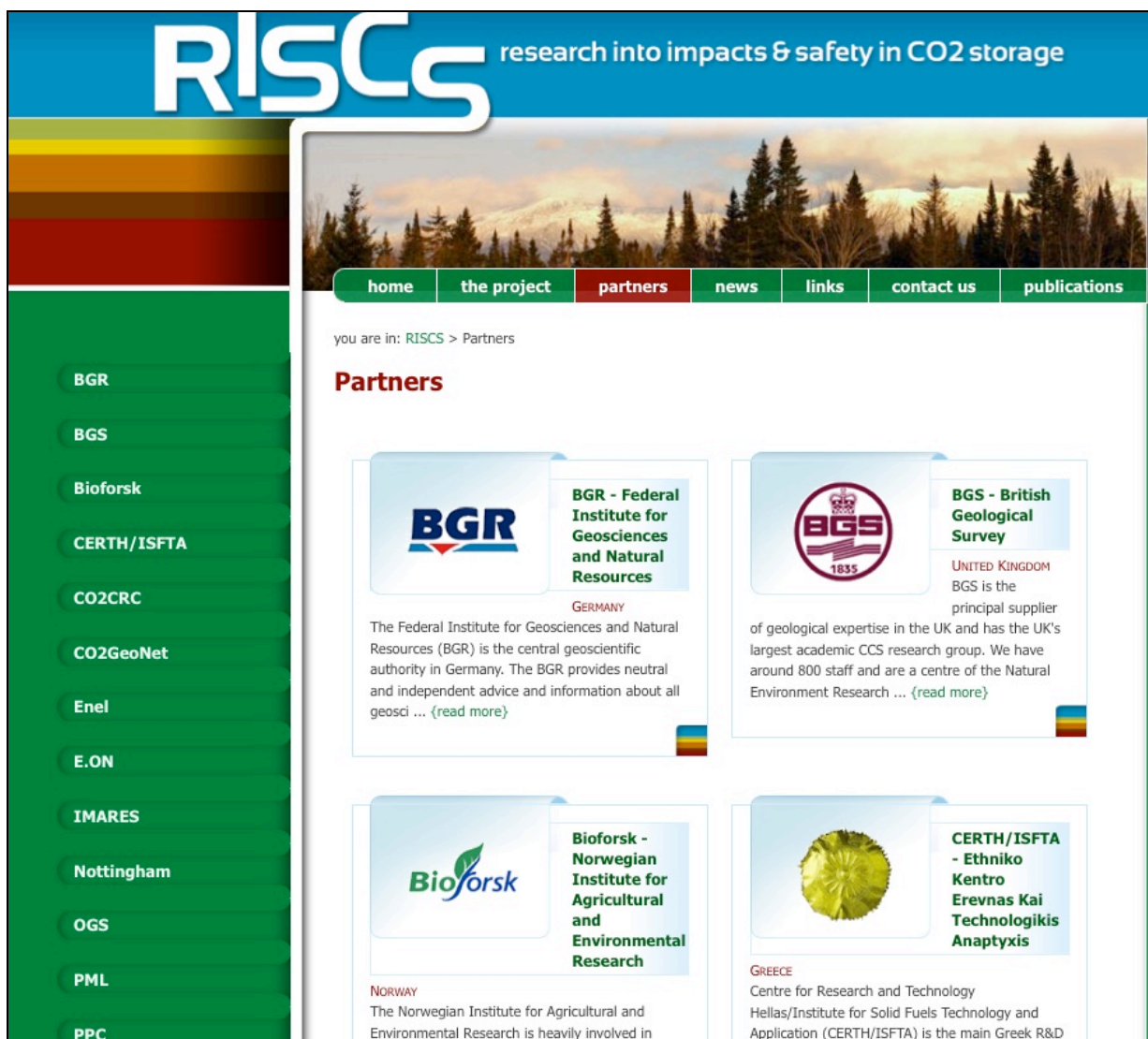
4. OVERVIEW OF THE ACTIVATED FUNCTIONALITIES IN THE RESTRICTED PART OF THE PROJECT WEBSITE

The functionalities already activated allow the management of:

- partners;
- staff;
- work packages;
- deliverables;
- documents;
- send emails.

4.1 Partners

This section contains information related to the project partners. The **Figure 4.1** illustrates the list of the partners with their names, acronyms, logos, country and short descriptions.



RISCs research into impacts & safety in CO₂ storage

home | the project | **partners** | news | links | contact us | publications

you are in: RISCs > Partners

Partners

Partner Name	Country	Description
BGR - Federal Institute for Geosciences and Natural Resources	GERMANY	The Federal Institute for Geosciences and Natural Resources (BGR) is the central geoscientific authority in Germany. The BGR provides neutral and independent advice and information about all geosci ... (read more)
BGS - British Geological Survey	UNITED KINGDOM	BGS is the principal supplier of geological expertise in the UK and has the UK's largest academic CCS research group. We have around 800 staff and are a centre of the Natural Environment Research ... (read more)
Bioforsk - Norwegian Institute for Agricultural and Environmental Research	NORWAY	The Norwegian Institute for Agricultural and Environmental Research is heavily involved in
CERTH/ISFTA - Ethniko Kentro Erevnas Kai Technologikis Anaptyxis	GREECE	Centre for Research and Technology Hellas/Institute for Solid Fuels Technology and Application (CERTH/ISFTA) is the main Greek R&D

Figure 4.1 – List of the partners of the project

When a partner is selected from the list, a longer presentation appears (**Figure 4.2**) and the main references (address, telephone number, country, etc.).

A link to their own institute's website is also available, as well as the person who will be the reference contact for the institute and who can be contacted by email just by clicking on the name.



RISCs research into impacts & safety in CO₂ storage

home the project **partners** news links contact us publications

you are in: RISCs > Partners > OGS

OGS - Istituto Nazionale di Oceanografia e di Geofisica Sperimentale

OGS is a public research institute, with roots going back to the second half of 1700, financed by the Ministry of University and Research. Its mission is to promote, co-ordinate and perform, also in collaboration with other national, international, and European institutions, studies and research on the Earth and its resources. The OGS activities are carried out by the five departments of Geophysics of the Lithosphere, Oceanography, Seismology, Biological Oceanography and Development of Marine Technologies. OGS co-ordinated or participated to more than 65 EU-funded research and demonstration projects in the fields of Energy, Environment and Marine Sciences, among which CO₂ NET2, Castor, INCA-CO₂, CO₂ GeoNet, Geocapacity, CO₂ ReMoVe and MOVE-CBM, all dealing with CO₂ Geological Storage. At national level, OGS manages the Secretariat of the Italian CO₂ Club and is contributing to projects on CO₂ geological storage.

OGS has a long tradition in geophysical exploration, on land and at sea. Its oceanographic components have been involved in physical and biogeochemical studies in Antarctica, Arctic, Mediterranean and Black Seas, with experimental and modeling integrated approaches. The competences of OGS in exploiting existing marine technologies and in developing new ones are currently recognized. OGS has been Network Manager in CO₂GeoNet and is actually responsible of its Secretariat.

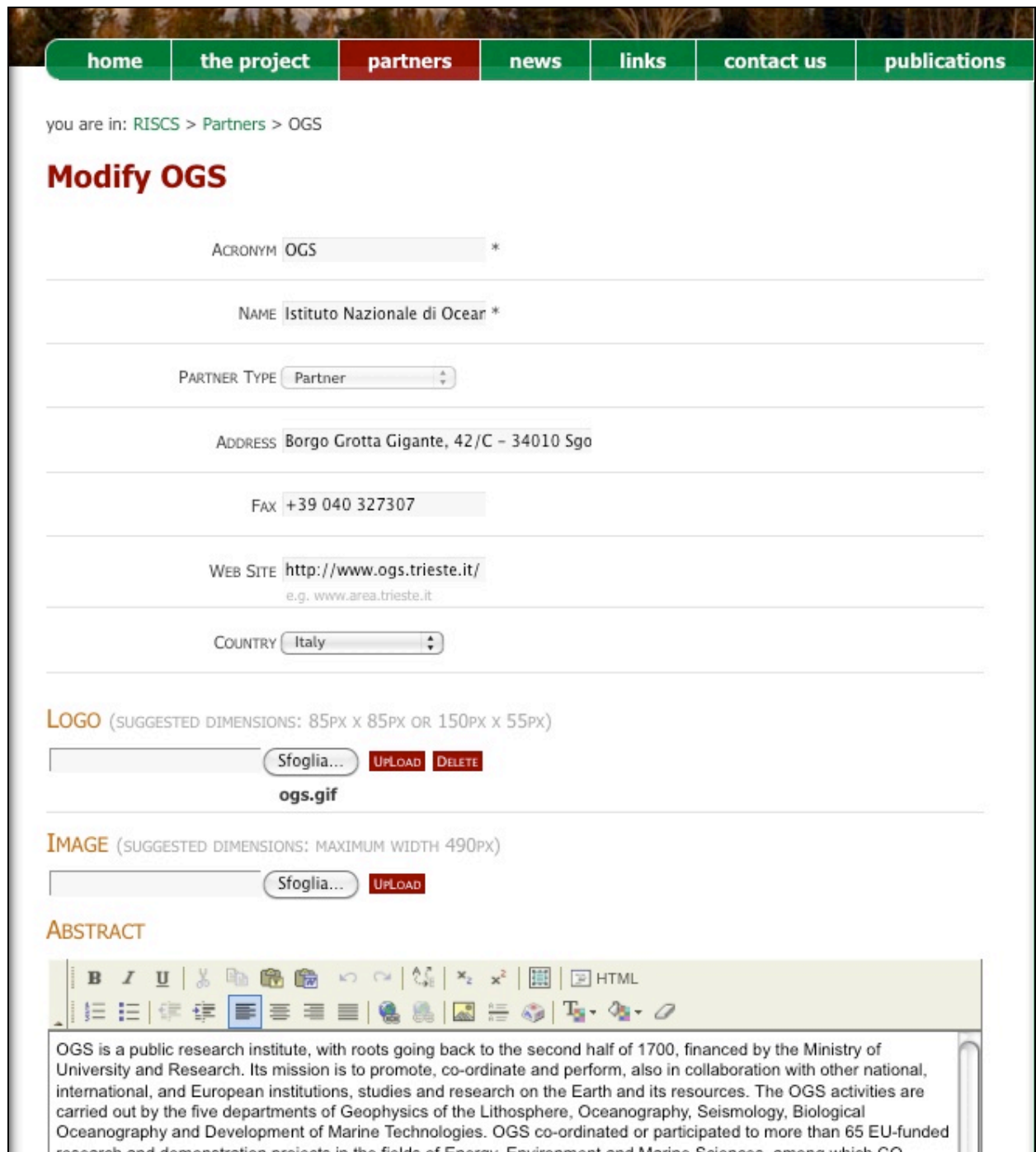
Istituto Nazionale di Oceanografia e di Geofisica Sperimentale
 Web Site <http://www.ogs.trieste.it/>
 Fax: +39 040 327307
 Contact Person **Sergio Persoglia**
 Borgo Grotta Gigante, 42/C - 34010 Sgonico (TS) - Italy
 Italy
[Related Staff](#) | [Facilities](#)

OGS

- Staff
- Facilities
- Work Packages

Figure 4.2 – Description of each project partner

For each institute, one member of the staff is listed as Partner Administrator: he/she is responsible and has the necessary permission for the updating of the information about the institute (**Figure 4.3**).



home the project **partners** news links contact us publications

you are in: RISCS > Partners > OGS

Modify OGS

ACRONYM *

NAME *

PARTNER TYPE

ADDRESS

FAX

WEB SITE
e.g. www.area.trieste.it

COUNTRY

LOGO (SUGGESTED DIMENSIONS: 85PX X 85PX OR 150PX X 55PX)

ogs.gif

IMAGE (SUGGESTED DIMENSIONS: MAXIMUM WIDTH 490PX)

ABSTRACT

OGS is a public research institute, with roots going back to the second half of 1700, financed by the Ministry of University and Research. Its mission is to promote, co-ordinate and perform, also in collaboration with other national, international, and European institutions, studies and research on the Earth and its resources. The OGS activities are carried out by the five departments of Geophysics of the Lithosphere, Oceanography, Seismology, Biological Oceanography and Development of Marine Technologies. OGS co-ordinated or participated to more than 65 EU-funded research and demonstration projects in the fields of Energy, Environment and Marine Sciences, among which CO

Figure 4.3 – Form for uploading information about a project partner

4.2 Staff

For each partner, there is a list of people involved in the project (**Figures 4.4 and 4.5**). This list is reachable by clicking on **Staff**, in the second level menu on the left appearing under the chosen Partner.

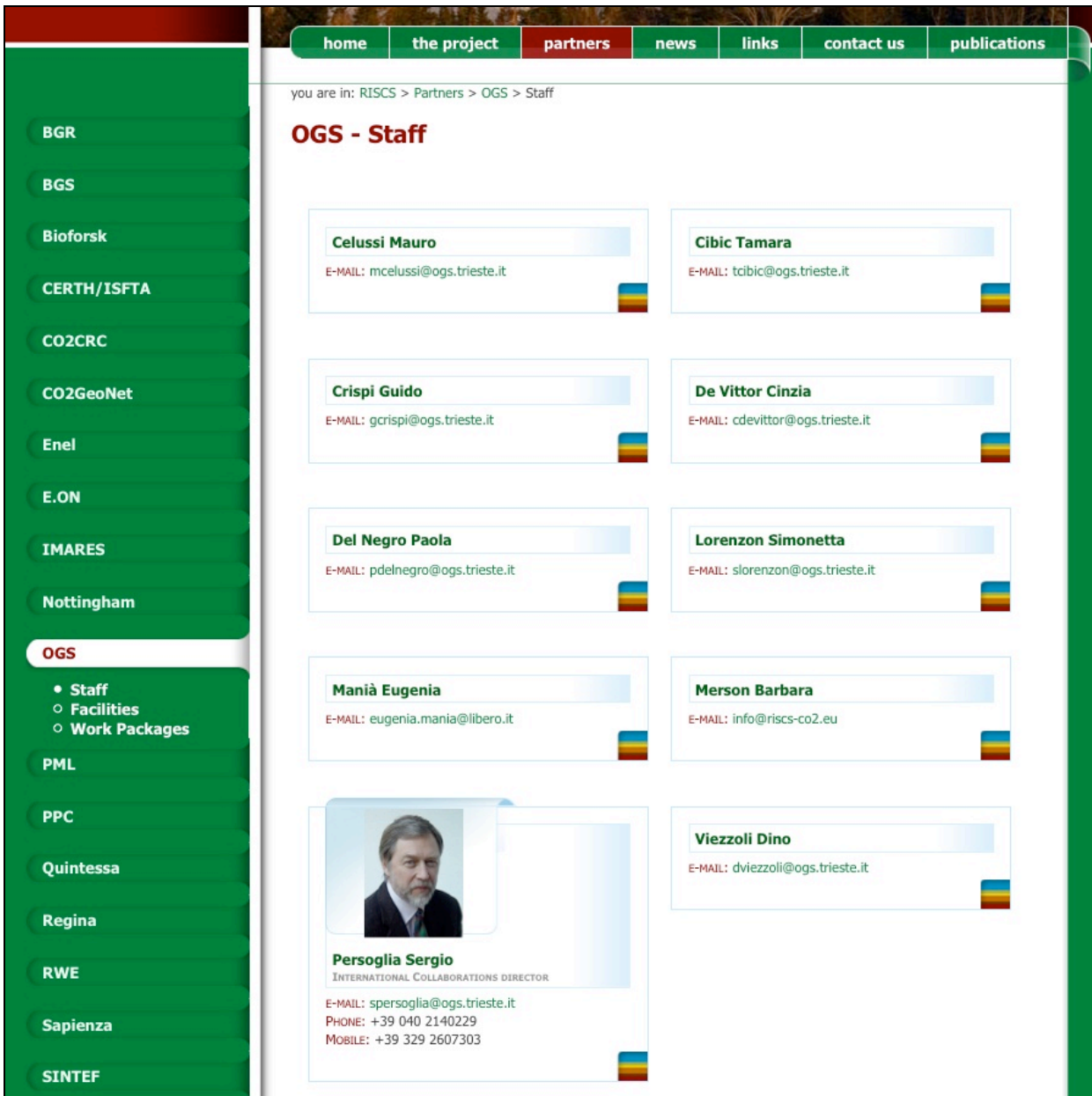


Figure 4.4 – List of the staff participating in the project

The first time a new contact is added (by inserting the name, the email address and the username), an email is automatically sent by the system to the user. This email contains a temporary password (generated by the system) and the instructions for access to the reserved area, log in, how to change the temporary password (for a new one chosen by the user), and how to use the main functionalities of the website.

There is always the possibility to recover the username and the password, by clicking on “Forgot password?” button located under the login bar: by inserting the email address used during the first registration, the system automatically send the username and a new temporary password to the registered email address.



RISCS research into impacts & safety in CO₂ storage

home the project **partners** news links contact us publications

you are in: RISCS > Partners > OGS > Staff

OGS - Persoglia Sergio



International Collaborations director
 Phone: +39 040 2140229
 Mobile: +39 329 2607303
 Skype Contact: Sergio Persoglia

Mr 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, Director of the department Geophysics of the Lithosphere and Advisor to the OGS President. Expert in seismic data collection and processing, he has been scientific and/or operative responsible for OGS of many national programs (Deep Crust in Italy and the geophysical survey in the seas around Antarctica) and European projects (among which Castor, IncaCO₂, CO₂GeoNet, CO₂ReMoVe, Geocapacity, MovECBM, RISCS).

He acted as Network Manager and, then, as Secretary of CO₂GeoNet, the European Network of Excellence on the Geological Storage of CO₂. Actually, he is **Secretary General** of the association **CO₂GeoNet** and **President 2010** of **ENeRG**, the European network of research institutes from 31 European countries.

Mr Sergio Persoglia holds a degree in Electronic Engineering of the University of Trieste, Italy.

He has a background in seismic data acquisition and processing

OGS

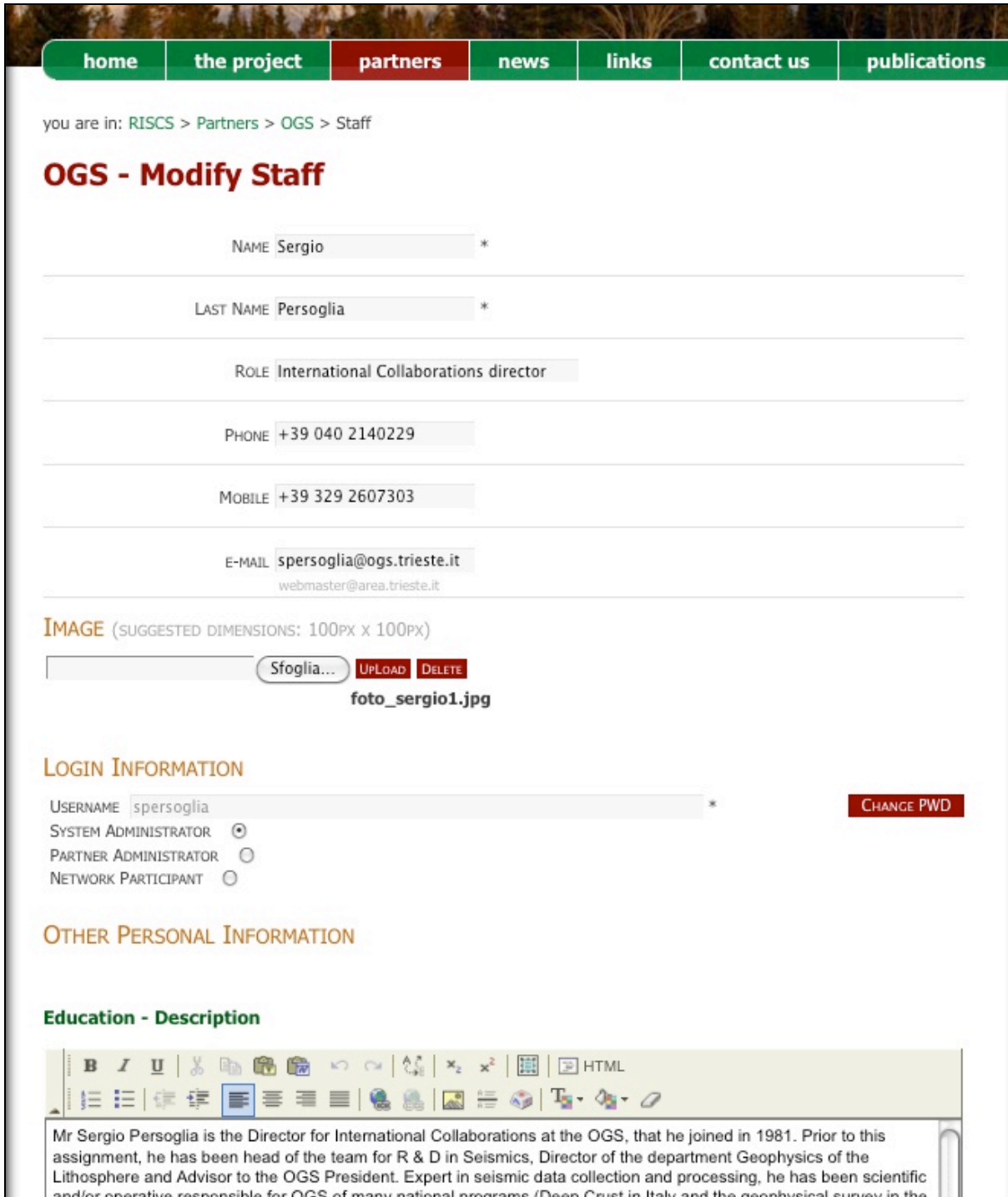
- Staff
- Facilities
- Work Packages

PML

Figure 4.5 – Detailed information related to a project participant

Each participant can fill in the form (using a simple word processor) with its personal information (**Figure 4.6**):

- references (phone, mobile, e-mail);
- role in the project;
- description of education;
- description of skills;
- photo;
- curriculum vitae (to upload in a separate file).



home | the project | **partners** | news | links | contact us | publications

you are in: [RISCS](#) > [Partners](#) > [OGS](#) > Staff

OGS - Modify Staff

NAME *

LAST NAME *

ROLE

PHONE

MOBILE

E-MAIL
webmaster@area.trieste.it

IMAGE (SUGGESTED DIMENSIONS: 100PX X 100PX)

foto_sergio1.jpg

LOGIN INFORMATION

USERNAME *

SYSTEM ADMINISTRATOR

PARTNER ADMINISTRATOR

NETWORK PARTICIPANT

OTHER PERSONAL INFORMATION

Education - Description

Mr 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, Director of the department Geophysics of the Lithosphere and Advisor to the OGS President. Expert in seismic data collection and processing, he has been scientific and/or operative responsible for OGS of many national programs (Deep Crust in Italy and the geophysical survey in the

Figure 4.6 – Form for uploading the data related to a project participant

4.3 Work Packages (WPs)

All the information related to the project Work Packages (e.g. **Figure 4.7**) is stored in a series of interconnected databases.



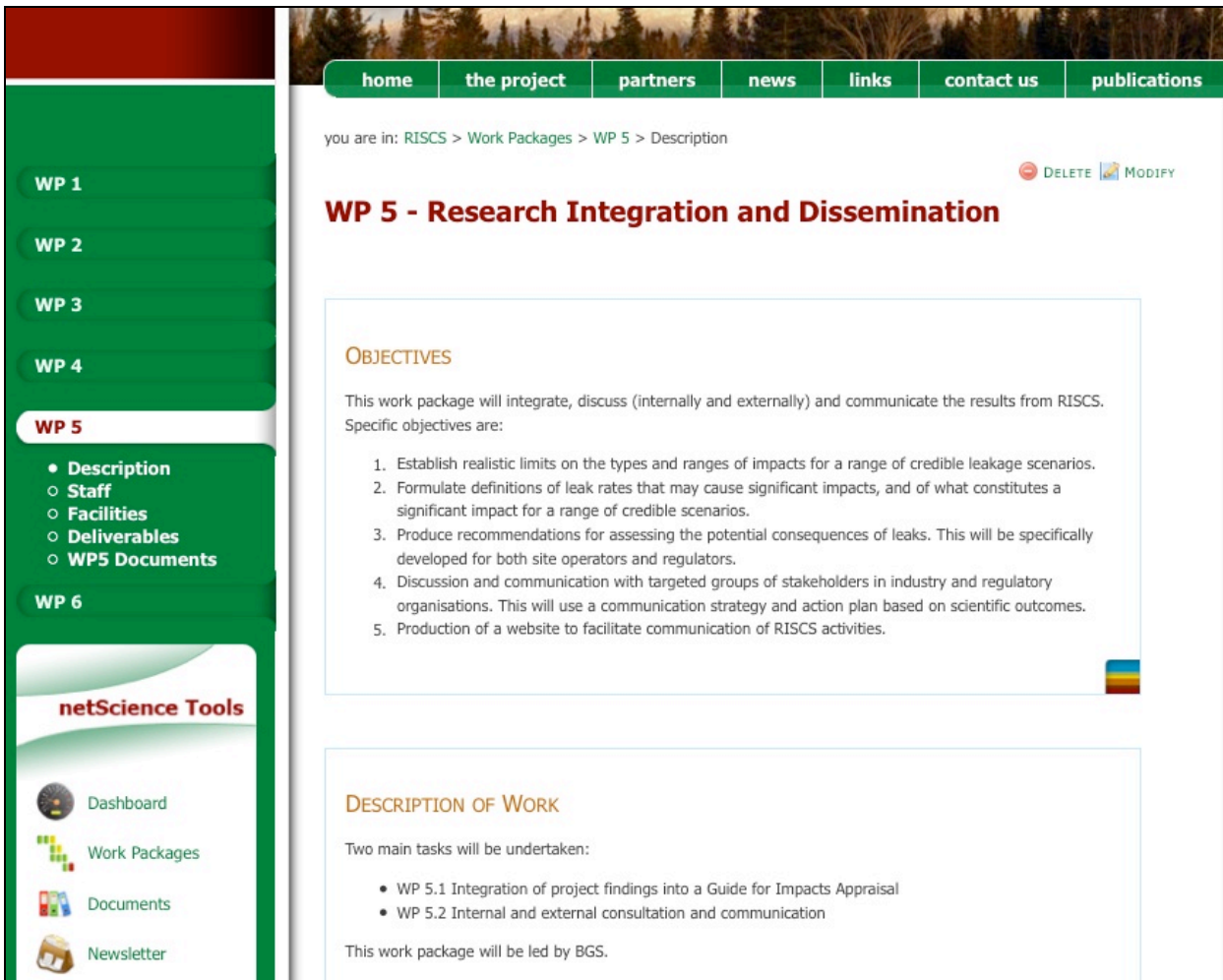
The screenshot shows the RISCS website interface. The header includes the RISCS logo and the tagline "research into impacts & safety in CO₂ storage". Navigation links include "home", "the project", "partners", "news", "links", "contact us", and "publications". A sidebar on the left lists "WP 1" through "WP 6" and "netScience Tools" with sub-links for Dashboard, Work Packages, Documents, Newsletter, Send Email, and Config. The main content area displays a list of Work Packages:

- WP 1 - Descriptions of Reference Environments and Scenarios**
The overall objective of WP1 is to develop a comprehensive set of credible CO₂ impact scenarios for a range of near-surface reference environments to provide a sound basis for the regulation and m ... {read more}
- WP 2 - Assessing and quantifying impacts and recovery in marine environment via laboratory experiments**
To describe and quantify the impact of CO₂ leakage on marine organisms and processes using controlled manipulative experiments. To quantify rates of organism, communit ... {read more}
- WP 3 - Assessing impacts in terrestrial environments via field experiments and observations**
The aim of WP3 is to conduct field studies in terrestrial environments to assess the potential impact of a CO₂ leak to the surface. A key focus is to establish generic principles governing environ ... {read more}

Figure 4.7 – List of the project Work Packages

By choosing one Work Package, all the information related to it appears (**Figures 4.8 and 4.9**): Objectives, Description of Work, Description of Tasks, Staff contributing to the Work Package, Deliverables and Milestones.

This information is generally uploaded at the beginning of the project and refers to the content of Annex I of the EC contract, and may be changed by the WP Leaders.



The screenshot shows a web interface for RISCSCS. At the top, there is a navigation bar with links: home, the project, partners, news, links, contact us, and publications. Below this, a breadcrumb trail reads 'you are in: RISCSCS > Work Packages > WP 5 > Description'. To the right of the breadcrumb are 'DELETE' and 'MODIFY' buttons. The main heading is 'WP 5 - Research Integration and Dissemination'. The 'OBJECTIVES' section states: 'This work package will integrate, discuss (internally and externally) and communicate the results from RISCSCS. Specific objectives are:' followed by a numbered list of five objectives. The 'DESCRIPTION OF WORK' section states: 'Two main tasks will be undertaken:' followed by a bulleted list of two tasks. At the bottom of this section, it says 'This work package will be led by BGS.' The left sidebar contains a menu with 'WP 1' through 'WP 6', with 'WP 5' highlighted. Below the menu is a 'netScience Tools' section with icons for Dashboard, Work Packages, Documents, and Newsletter.

Figure 4.8 – Information related to a Work Package (objectives, description, tasks)

STAFF

BGS - British Geological Survey
 Jones David Kirk Karen Pearce Jonathan (WP Leader)

E.ON - E.ON New Build & Technology Ltd
 Baggaley Matthew Hill Tim

CERTH/ISFTA - Ethniko Kentro Erevnas Kai Technologikis Anaptysis
 Gemeni Vassiliki Koukouzas Nikolaos Ziogou Fotini

OGS - Istituto Nazionale di Oceanografia e di Geofisica Sperimentale
 Merson Barbara Persoglia Sergio


Quintessa - Quintessa Limited
 Maul Philip Metcalfe Richard Paulley Alan


STATOIL - Statoil Petroleum AS
 Torp Tore A.

Sapienza - Università di Roma - CeRi
 Beaubien Stan Lombardi Salvatore Vercelli Samuela

VATTENFALL - Vattenfall AB
 McGowan Sara Pettersson Magnus

- Insertion Date: 22/07/2010 - System Administrator
- Last Update Date: 29/03/2011 - Sergio Persoglia







 Modify

DELIVERABLES & MILESTONES

✔ **D 5.4a Project website - initial version**

DATE: 01/05/2010
 Project website - initial version

 Delete Report
  Open Deliverable
  Delete
  Modify

✘ **D 5.4b Updated versions of the website (the first in month 6, then following every 6 months)**

DATE: 01/07/2010
 Updated versions of the website (the first in month 6, then following every 6 months). The first version of the website has been successfully implemented with all the functionalities in the "restricted part" fully operative. The second version has been consolidated with a larger number of descriptive pages in the "public part". In the third version, minor errors have been removed and the file management and searching have been improved.





 Upload Report
  Close Deliverable
  Delete
  Modify

Figure 4.9 – Information related to a Work Package (staff, deliverables, milestones)

One important action performed by the WP Leaders is to include the names of the colleagues contributing to the specific Work Packages (**Figure 4.10**) by clicking their names in the staff list.

home
the project
partners
news
links
contact us
publications

you are in: [RISCS](#) > [Work Packages](#) > [WP 5](#) > [Staff](#)

Staff - WP 5 - Research Integration and Dissemination

BGR - FEDERAL INSTITUTE FOR GEOSCIENCES AND NATURAL RESOURCES

Coordinator	Participant	
<input type="radio"/>	<input type="checkbox"/>	Gwosdz Simone
<input type="radio"/>	<input type="checkbox"/>	Krüger Martin
<input type="radio"/>	<input type="checkbox"/>	Rütters Heike
<input type="radio"/>	<input type="checkbox"/>	Schlömer Stefan

BGS - BRITISH GEOLOGICAL SURVEY

Coordinator	Participant	
<input type="radio"/>	<input type="checkbox"/>	Barkwith Andy
<input type="radio"/>	<input type="checkbox"/>	Barlow Tom
<input type="radio"/>	<input type="checkbox"/>	Beward Neil
<input type="radio"/>	<input type="checkbox"/>	Coombs Pat
<input type="radio"/>	<input type="checkbox"/>	Green Kay
<input type="radio"/>	<input checked="" type="checkbox"/>	Jones David
<input type="radio"/>	<input checked="" type="checkbox"/>	Kirk Karen
<input type="radio"/>	<input type="checkbox"/>	Lister Bob
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Pearce Jonathan
<input type="radio"/>	<input type="checkbox"/>	West Julia

BIOFORSK - NORWEGIAN INSTITUTE FOR AGRICULTURAL AND ENVIRONMENTAL RESEARCH

Coordinator	Participant	
<input type="radio"/>	<input type="checkbox"/>	Aasen Roald

Figure 4.10 – List of the people involved in the project (a mark under “Participant” means the participation to specific Work Package)

When a participant is added to a specific WP, this information is also automatically updated by the system in the participant’s personal profile page.

4.4 Deliverables

An important section of the website is devoted to the management of the deliverables. These are listed in the second level left menu, under *WPs* (Figure 4.11).

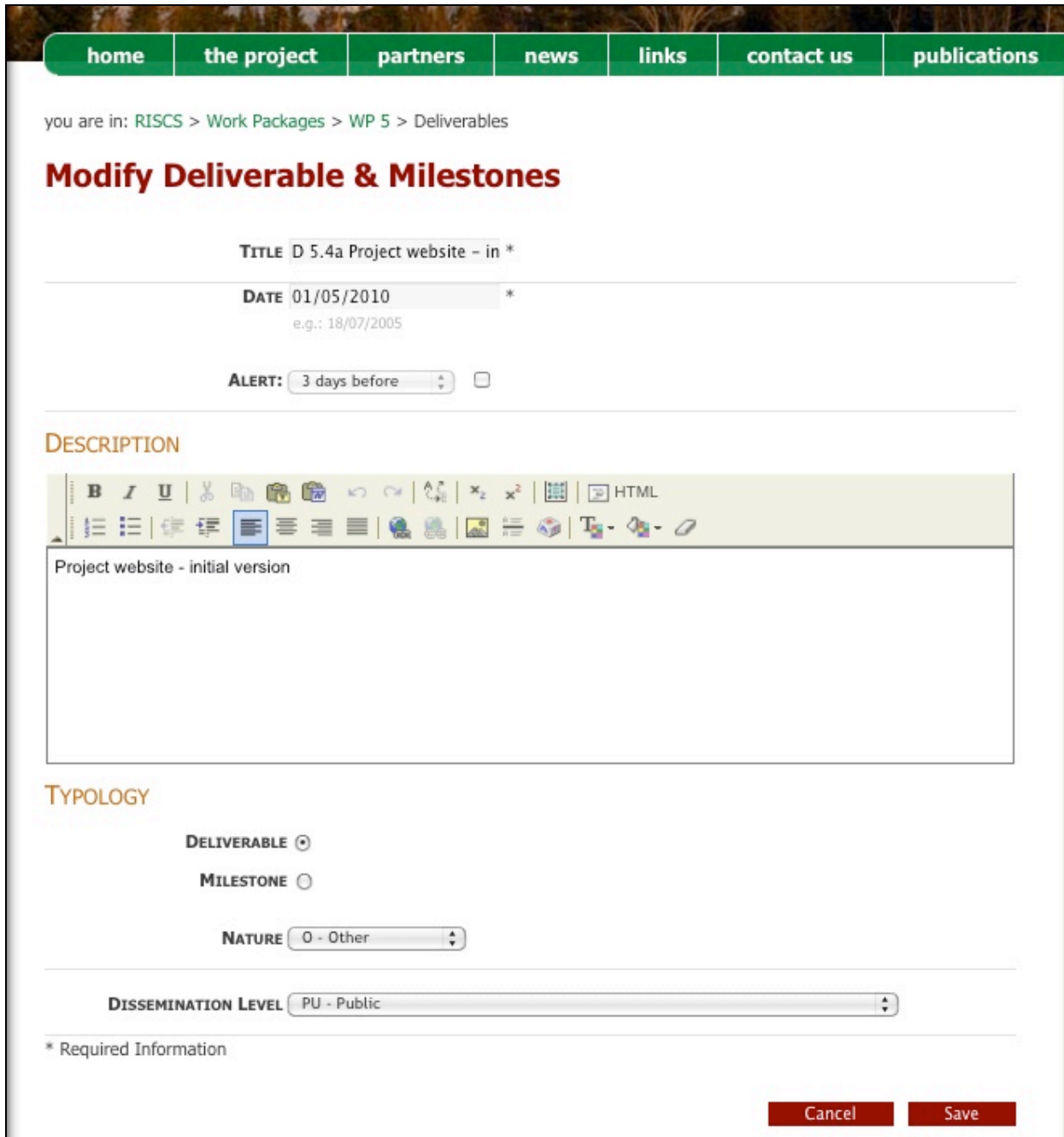


The screenshot shows the RISCs website interface. At the top, there is a navigation bar with links: home, the project, partners, news, links, contact us, and publications. Below this, a breadcrumb trail reads: you are in: RISCs > Work Packages > WP 3 > Deliverables. On the left, a vertical menu lists Work Packages (WP 1 to WP 6) and 'netScience Tools' (Dashboard, Work Packages, Documents, Newsletter, Send Email, Config). The main content area is titled 'Deliverables & Milestones - WP 3 - Assessing impacts in terrestrial environments via field experiments and observations'. It includes an 'Add New' button and a dropdown menu for 'Order Activities by: Date'. There are two sections: 'EXPIRED DELIVERABLES AND MILESTONES' and 'OPEN DELIVERABLES AND MILESTONES'. The 'EXPIRED' section contains one entry: 'M 3.7 Start of year 1 experiments, ASGARD' with a date of 01/06/2010 and actions: Upload Report, Close Deliverable, Delete, and Modify. The 'OPEN' section contains one entry: 'D 3.24 Interim report on studies of natural CO2 leaks into groundwaters and their impacts' with a date of 01/10/2011 and the same actions.

Figure 4.11 – List of the deliverables of a Work Package

Information about each deliverable and milestone is added by filling in a specific form (as shown in Figure 4.12). In addition to the title, the deadline, and the description, it is possible to define their *typology* (milestones or deliverables), *nature* (report, prototype, other) and *dissemination level* (public, restricted, confidential).

It is possible for each deadline to choose a date for an automatic email alert to the WP participants and to the WP Leader. If a deliverable is not uploaded within the due date, another message is sent to the project coordinator.



The screenshot shows a web application interface for managing deliverables and milestones. At the top, there is a navigation menu with links: home, the project, partners, news, links, contact us, and publications. Below the menu, the breadcrumb path is: you are in: RISCs > Work Packages > WP 5 > Deliverables. The main heading is "Modify Deliverable & Milestones".

The form contains the following fields and options:

- TITLE:** D 5.4a Project website - in *
- DATE:** 01/05/2010 * (with a note: e.g.: 18/07/2005)
- ALERT:** 3 days before (with a checkbox)
- DESCRIPTION:** A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, etc.) and the text "Project website - initial version".
- TPOLOGY:** Radio buttons for "DELIVERABLE" (selected) and "MILESTONE". A dropdown menu for "NATURE" is set to "0 - Other".
- DISSEMINATION LEVEL:** A dropdown menu set to "PU - Public".

At the bottom left, there is a note: * Required Information. At the bottom right, there are two buttons: "Cancel" and "Save".

Figure 4.12 – Form to upload information related to deliverable / milestone

All the participants in the project may read and download all the deliverables of all WPs, but the system allows the uploading of a deliverable only to the participants involved in the assigned WP (Figure 4.13).

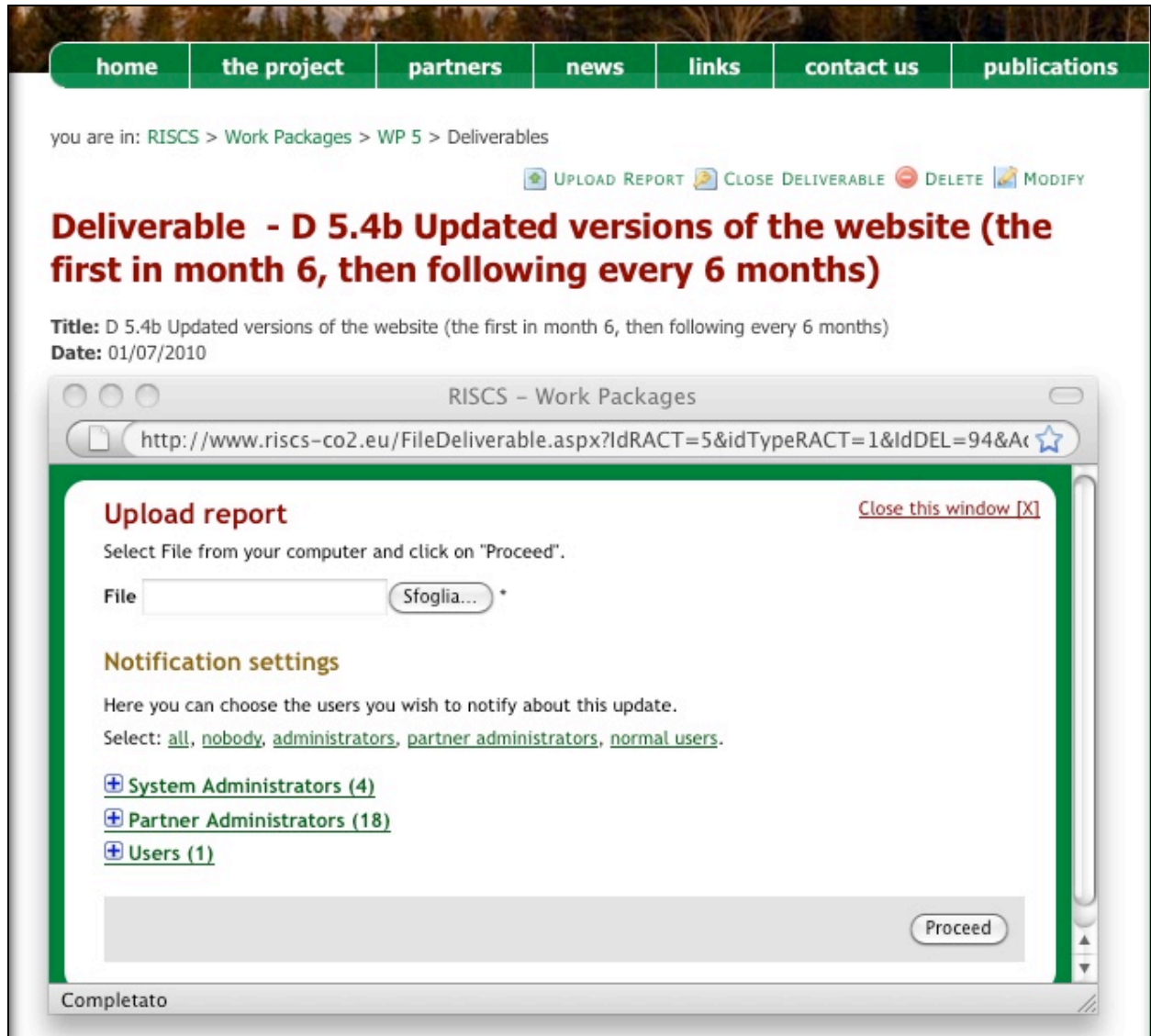


Figure 4.13 – Window for uploading reports (deliverables)

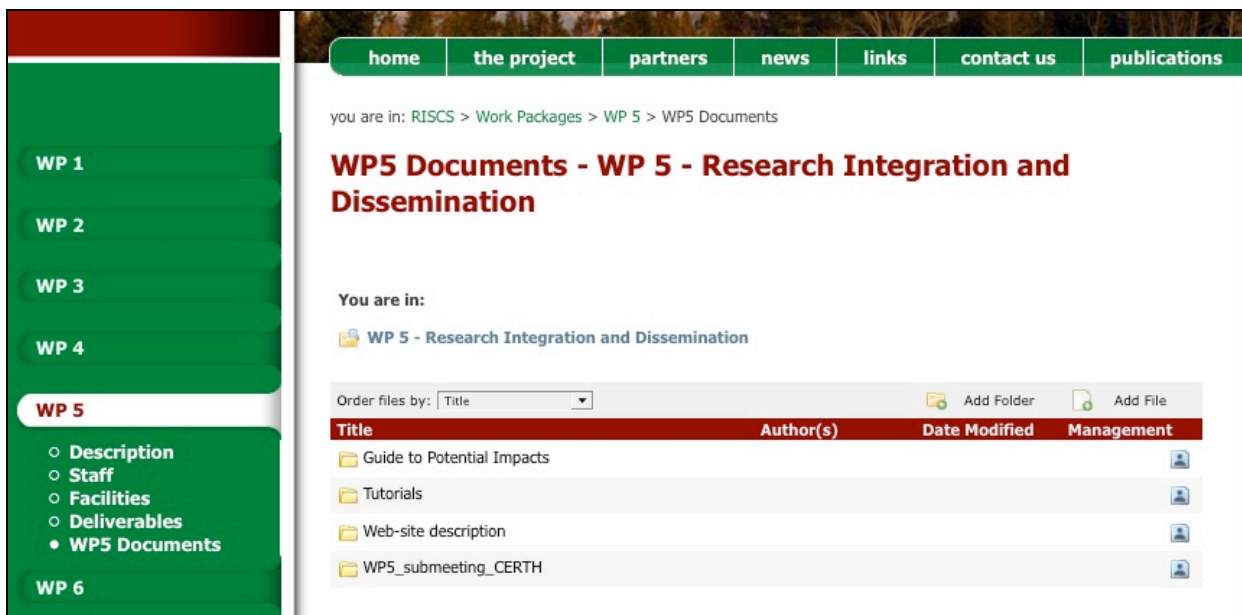
When the WP Leader decides that an uploaded deliverable is in its final form, he/she can mark such deliverable as “Closed”. From this moment, no new version may be uploaded. If a WP participant wants to modify an uploaded and closed deliverable, he/she has to refer to the WP Leader, who has the authority to “Open again” the deliverable and allow a new upload.

The deliverables and milestones are marked with coloured points: yellow if still due, red if expired and green if uploaded.

4.5 File Area for the Work Packages

Each Work Package has a dedicated area for uploading/downloading files. This area (**Figure 4.14**) 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 case considered as 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.



home the project partners news links contact us publications

you are in: RISCs > Work Packages > WP 5 > WP5 Documents

WP5 Documents - WP 5 - Research Integration and Dissemination

You are in:
WP 5 - Research Integration and Dissemination

Order files by: Title Add Folder Add File

Title	Author(s)	Date Modified	Management
Guide to Potential Impacts			
Tutorials			
Web-site description			
WP5_submeeting_CERTH			

Figure 4.14 – File area for a specific Work Package

4.6 File Area for the Project

In addition to the various WP File Areas, there is also a **Project File Area** (see an example in **Figure 4.15**). Each file may be downloaded and it is possible to know when it has been uploaded/changed and by whom.

For example, the Project File Area has been used for storing the presentations of the first meetings.

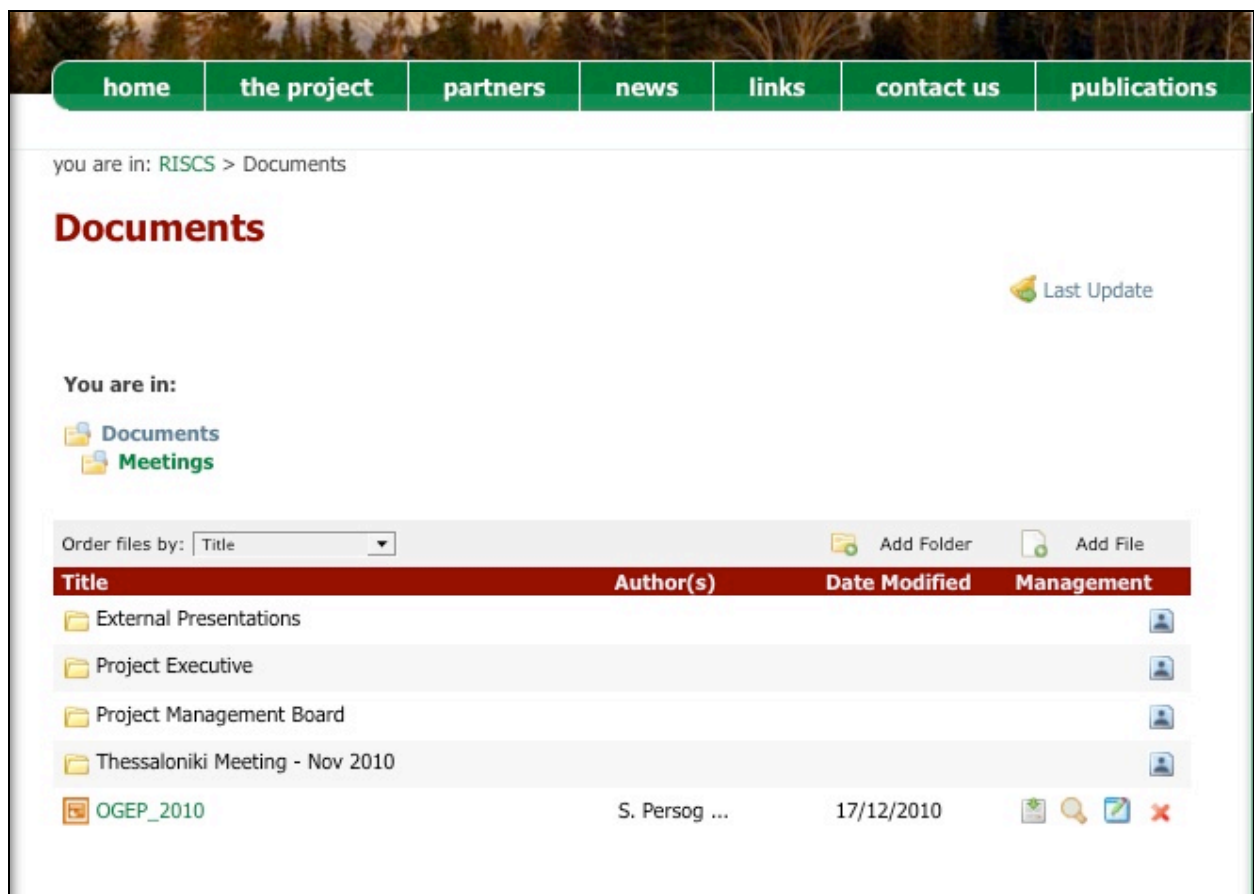


Figure 4.15 – Example of a Project File Area

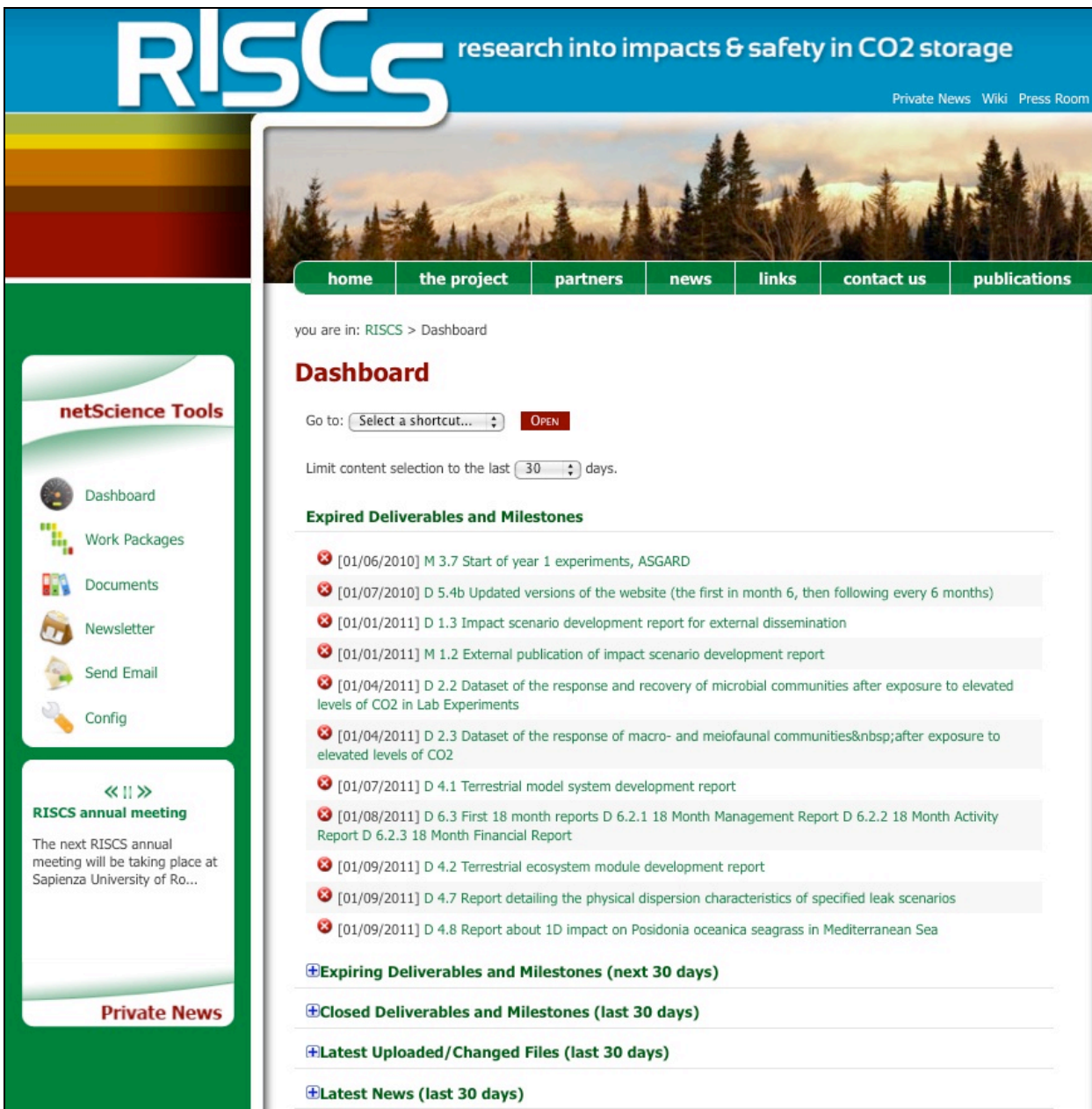
4.7 Private News

If needed, it's possible to create a **Private News** item for announcing an event concerning only the participants of the project or a restricted number of participants. The structure and the procedure are the same as for the Public News (see paragraph 2.1), but in this case the user has to be logged in to see the news and to access the registration form.

4.8 Tools – Dashboard

In order to simplify the use of the website, a menu named *netScience Tools* contains shortcuts to a series of useful tools.

The *Dashboard* appears at every login (**Figure 4.16**). This board shows all the more recent changes in the website contents, the expired, expiring and closed deliverables and milestones, the latest uploaded changed files and the latest news.



RISCS research into impacts & safety in CO₂ storage

Private News Wiki Press Room

home the project partners news links contact us publications

you are in: RISCS > Dashboard

Dashboard

Go to:

Limit content selection to the last days.

Expired Deliverables and Milestones

- ✘ [01/06/2010] M 3.7 Start of year 1 experiments, ASGARD
- ✘ [01/07/2010] D 5.4b Updated versions of the website (the first in month 6, then following every 6 months)
- ✘ [01/01/2011] D 1.3 Impact scenario development report for external dissemination
- ✘ [01/01/2011] M 1.2 External publication of impact scenario development report
- ✘ [01/04/2011] D 2.2 Dataset of the response and recovery of microbial communities after exposure to elevated levels of CO₂ in Lab Experiments
- ✘ [01/04/2011] D 2.3 Dataset of the response of macro- and meiofaunal communities after exposure to elevated levels of CO₂
- ✘ [01/07/2011] D 4.1 Terrestrial model system development report
- ✘ [01/08/2011] D 6.3 First 18 month reports D 6.2.1 18 Month Management Report D 6.2.2 18 Month Activity Report D 6.2.3 18 Month Financial Report
- ✘ [01/09/2011] D 4.2 Terrestrial ecosystem module development report
- ✘ [01/09/2011] D 4.7 Report detailing the physical dispersion characteristics of specified leak scenarios
- ✘ [01/09/2011] D 4.8 Report about 1D impact on Posidonia oceanica seagrass in Mediterranean Sea

[+Expiring Deliverables and Milestones \(next 30 days\)](#)

[+Closed Deliverables and Milestones \(last 30 days\)](#)

[+Latest Uploaded/Changed Files \(last 30 days\)](#)

[+Latest News \(last 30 days\)](#)

netScience Tools

- Dashboard
- Work Packages
- Documents
- Newsletter
- Send Email
- Config

« || »

RISCS annual meeting

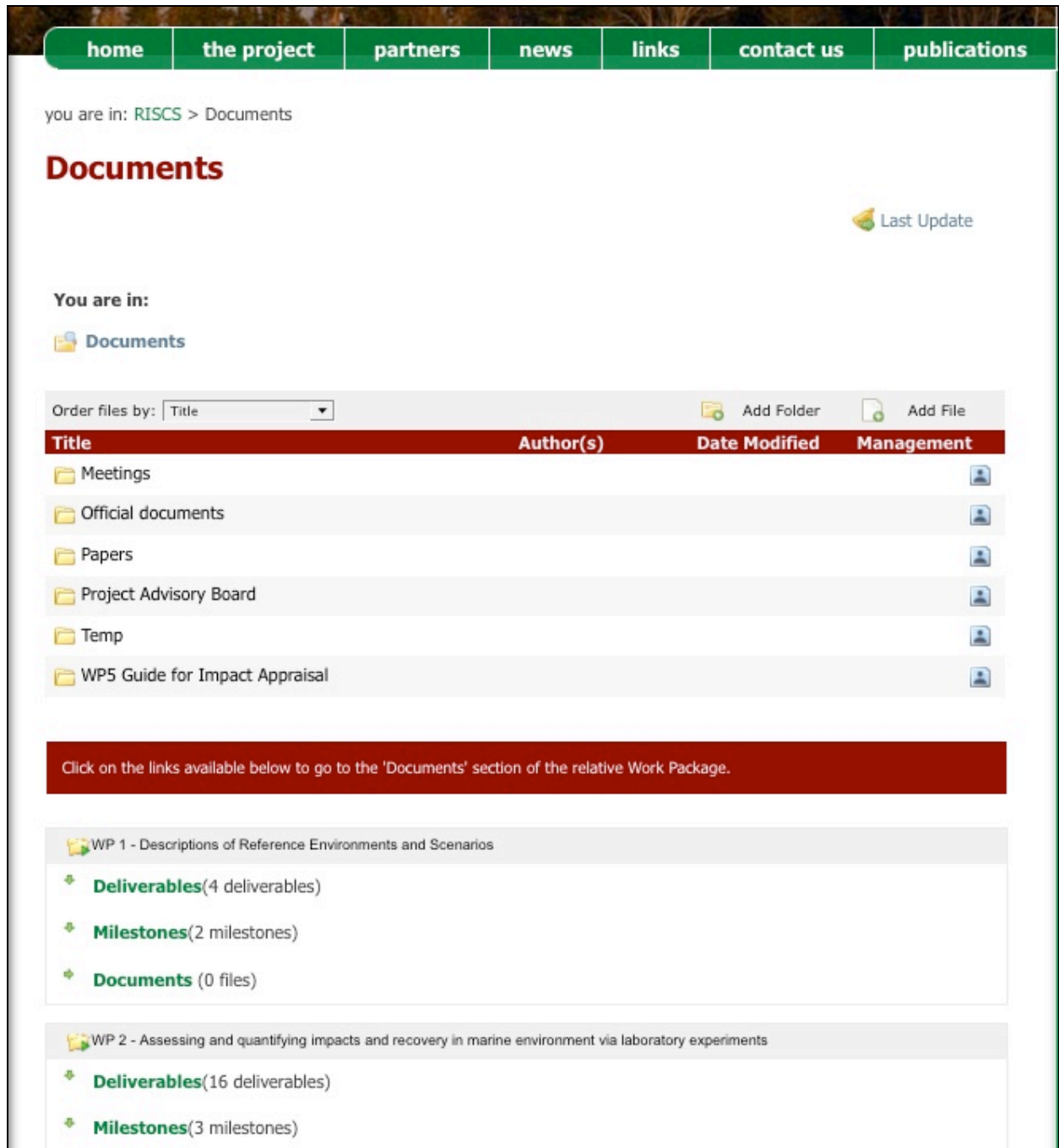
The next RISCS annual meeting will be taking place at Sapienza University of Ro...

Private News

Figure 4.16 – The Dashboard

4.9 Tools – Documents

Documents gives access to a summary list of all the uploaded files (**Figure 4.17**).



home the project partners news links contact us publications

you are in: RISCSCS > Documents

Documents

Last Update

You are in:

Documents

Order files by: Title Add Folder Add File

Title	Author(s)	Date Modified	Management
Meetings			
Official documents			
Papers			
Project Advisory Board			
Temp			
WP5 Guide for Impact Appraisal			

Click on the links available below to go to the 'Documents' section of the relative Work Package.

WP 1 - Descriptions of Reference Environments and Scenarios

- Deliverables(4 deliverables)
- Milestones(2 milestones)
- Documents (0 files)

WP 2 - Assessing and quantifying impacts and recovery in marine environment via laboratory experiments

- Deliverables(16 deliverables)
- Milestones(3 milestones)

Figure 4.17 – The project documents (Project File Area, WP deliverables, milestones and documents)

By clicking on Deliverables, Milestones or Documents, the corresponding section is expanded (Figure 4.18).

Click on the links available below to go to the 'Documents' section of the relative Work Package.

WP 1 - Descriptions of Reference Environments and Scenarios

- Deliverables (4 deliverables)
 - ✓ D 1.1 Internal report of the terrestrial scenarios workshop
Expected Delivery Date: 01/06/2010
Report: [RISCs WP1 Impact Scenarios v2.0.pdf](#)
 - ✓ D 1.2 Internal report of the marine scenarios workshop.
Expected Delivery Date: 01/06/2010
Report: [RISCs WP1 Impact Scenarios v2.0.pdf](#)
 - ✗ D 1.3 Impact scenario development report for external dissemination
Expected Delivery Date: 01/01/2011
Report: [D1.3v1.0.doc](#)
 - ✓ D 1.4 Update of online FEP database
Expected Delivery Date: 01/01/2011
Report: [D1.4v1.0.doc](#)
- Milestones (2 milestones)
- Documents (0 files)

Figure 4.18 – The project documents (Project File Area, WP Deliverables, Milestones and Documents), with the section Deliverables expanded for WP1

4.10 Tools – Send Email

Another useful tool is *Send Email*. It allows the user to prepare and to send emails to all the project participants or to the persons involved in specific WPs. Their email addresses are collected automatically from the Staff database (**Figure 4.19**).

Up to five files may be attached to the message text.

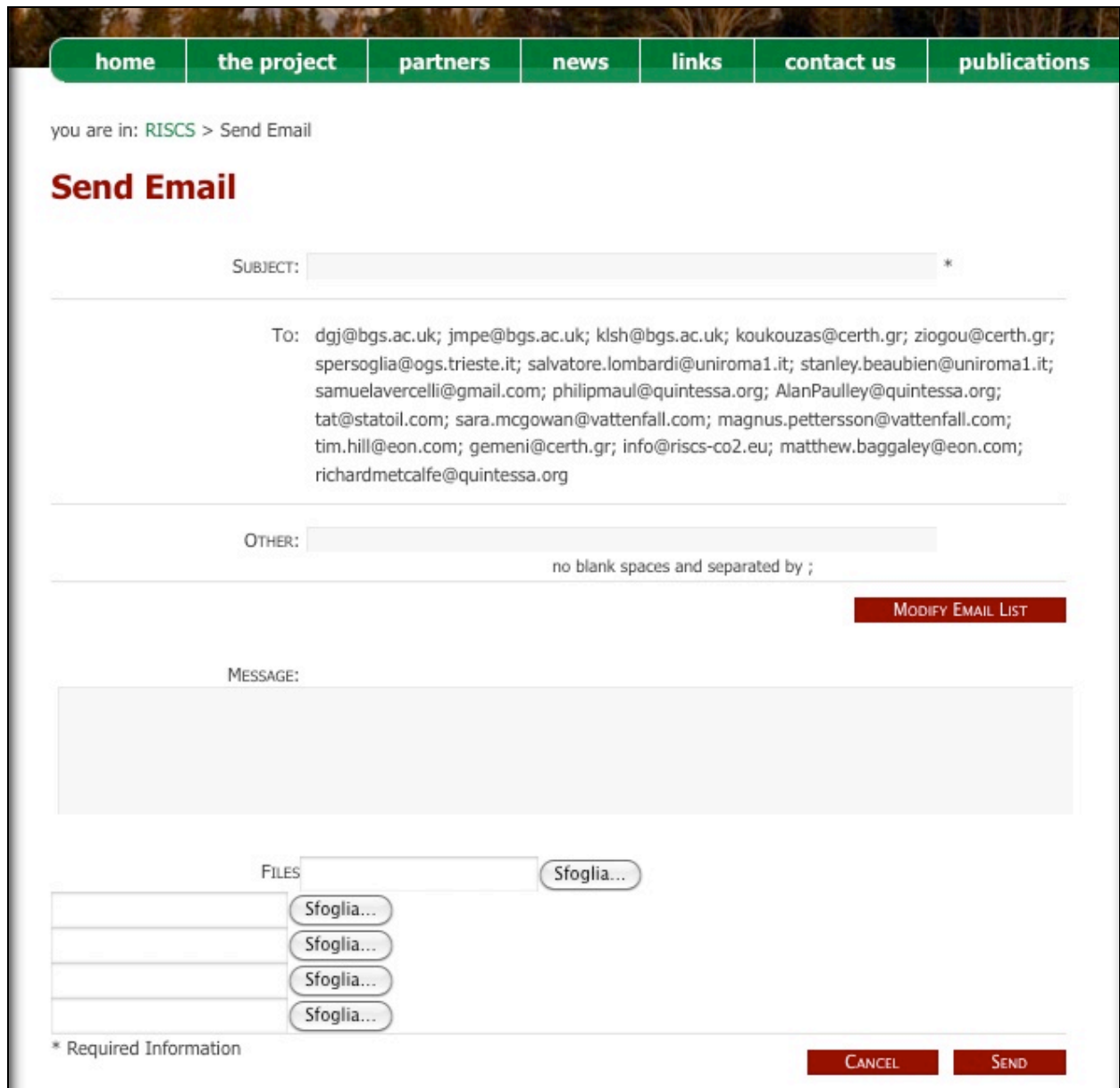


Figure 4.19 – An example of email under preparation, with email addresses recovered from the Staff database

4.11 Tools – Configuration

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”. Through the **Config** tool (**Figure 4.20**), elements in this tree may be added or deleted. Coloured points indicate if they are visible in the open area of the website (green colour) or just in the restricted area (red colour). This tool is accessible only by the System Administrators.

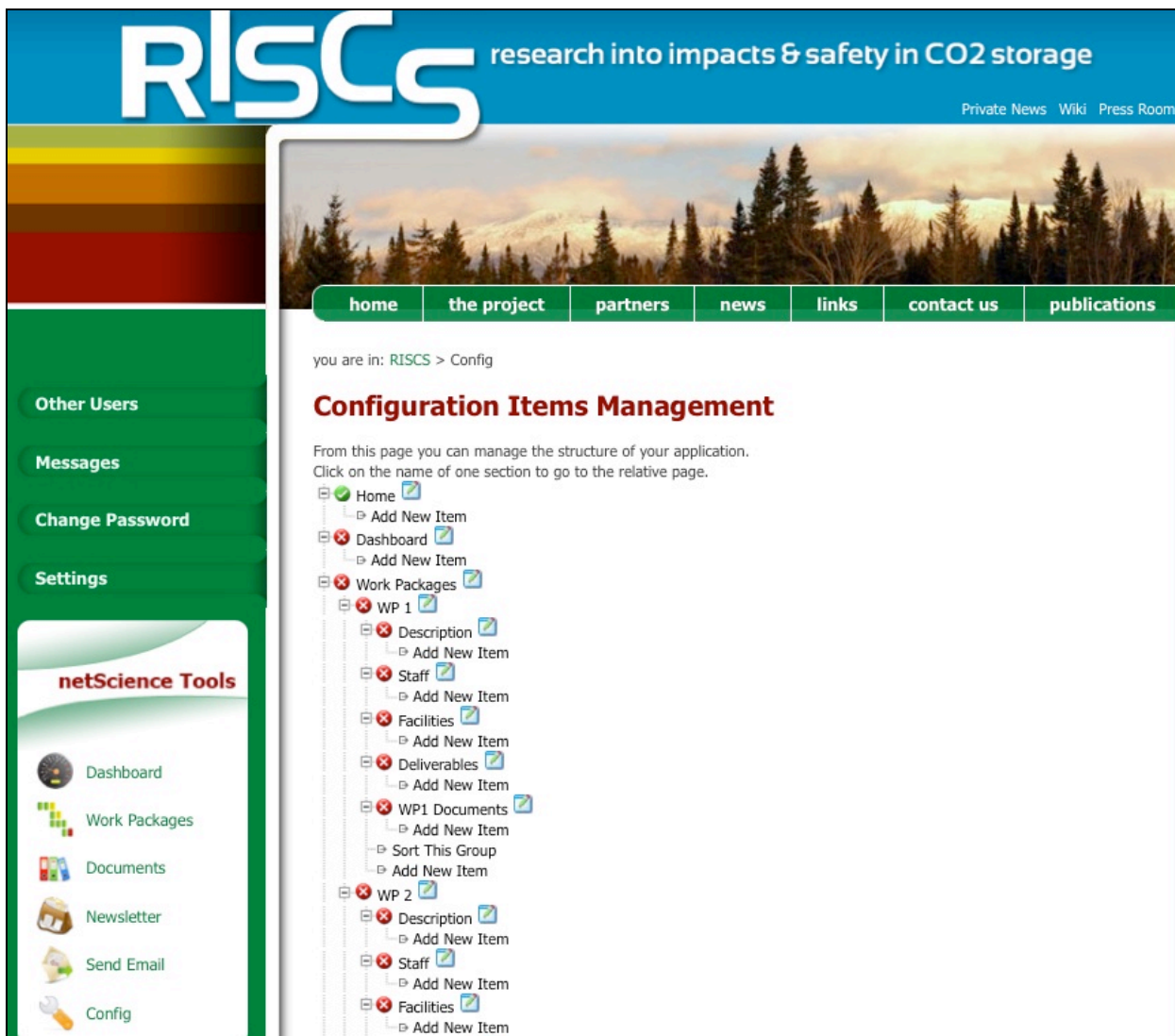
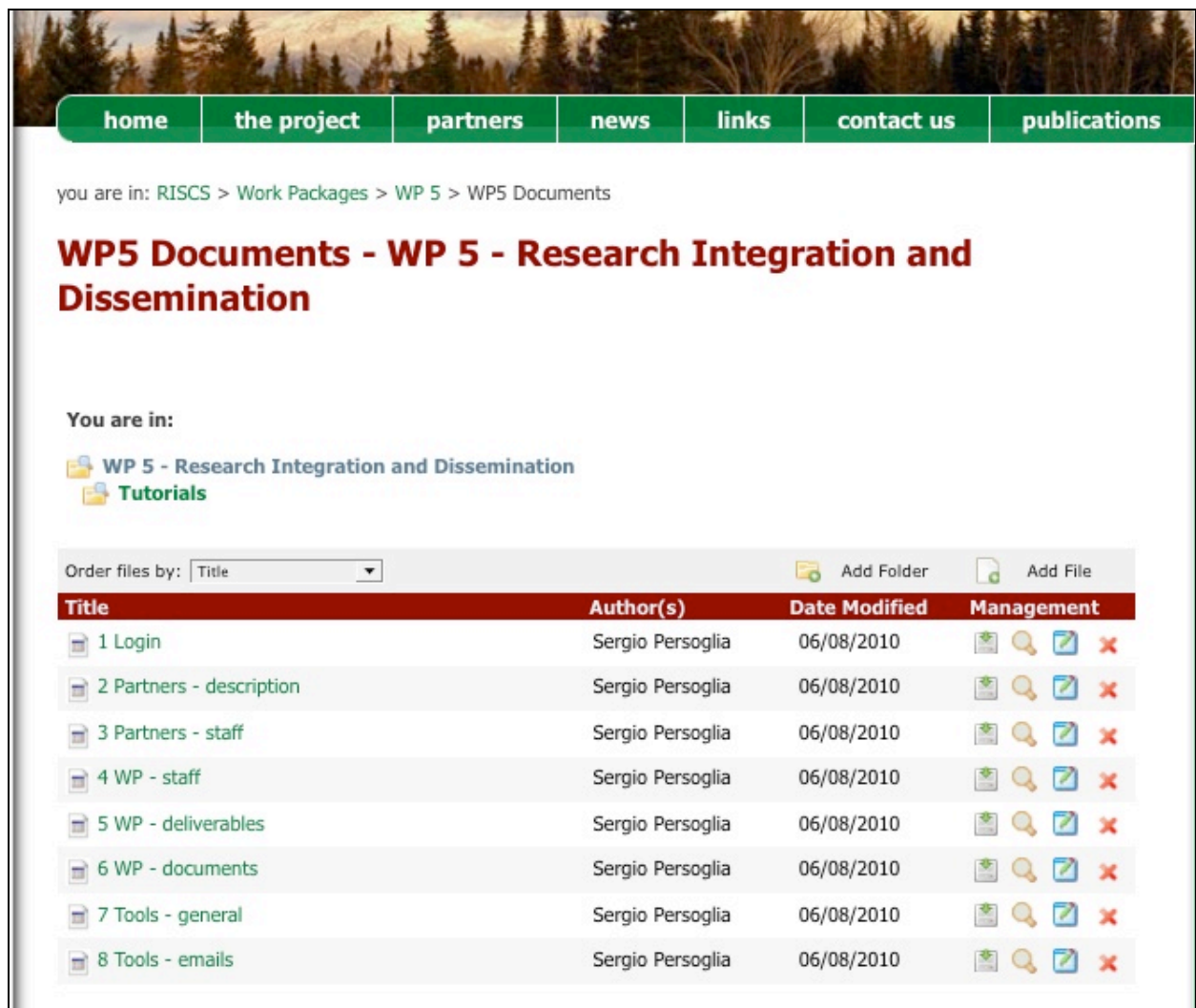


Figure 4.20 – The configuration tree of the website pages and tools

5. VIDEO TUTORIALS

In order to allow the partners to familiarize themselves with the functionalities of the website some video tutorials on how to use the website have been created (**Figure 5.1**). They are accessible through the private part of the website and explain to the users how to:

- login and recover the password;
- add a partner with a description, logo and contact details;
- add, modify or delete a member in the staff;
- update the list of the participants in a WP;
- upload/download deliverables and documents;
- send an email to all the participants or to a specific group of them.



home the project partners news links contact us publications

you are in: RISCs > Work Packages > WP 5 > WP5 Documents

WP5 Documents - WP 5 - Research Integration and Dissemination

You are in:

- WP 5 - Research Integration and Dissemination
- Tutorials

Order files by:

Title	Author(s)	Date Modified	Management
1 Login	Sergio Persoglia	06/08/2010	
2 Partners - description	Sergio Persoglia	06/08/2010	
3 Partners - staff	Sergio Persoglia	06/08/2010	
4 WP - staff	Sergio Persoglia	06/08/2010	
5 WP - deliverables	Sergio Persoglia	06/08/2010	
6 WP - documents	Sergio Persoglia	06/08/2010	
7 Tools - general	Sergio Persoglia	06/08/2010	
8 Tools - emails	Sergio Persoglia	06/08/2010	

Figure 5.1 – The video tutorials explaining how to use the major tools of the website

6. FUTURE IMPLEMENTATIONS

In the *public area* of the website, the users will have the possibility to:

- access the news and to be updated about coming events;
- read publications and brochures produced during the project;
- pose questions using the “Contact us” tool and receive answers from the experts.

In the *restricted area* of the website, the project participants will have the possibility to:

- update their own profile;
- access to the “Documents” and download the files already uploaded (e.g. the presentations of the meetings);
- upload/download deliverables;
- send emails through the tool that automatically recovers the addresses of the WP participants.

In the coming months, the efforts will concentrate on the public part of the website:

- new pages explaining the aims and the activities of the project will be added with the contributions from the participants;
- the achieved results will be published, and this implies a continuous update of the website contents.