



# Deliverable 6.2

## Project Internal Communication



RINGO (GA no 730944)

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**Deliverable: 6.2 Project Internal Communication**

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## DISCLAIMER

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## **ABSTRACT**

This report gives an overview of the structure of RINGO internal project communication, covering the following: communication to Beneficiaries, communication between Work Package Leaders and communication between all project participants, including the project public website and project management platform EMDESK, a H2020 research project management tool.

The public site (<https://www.icos-ri.eu/ringo>) is designed to present the work of the RINGO project to project members, the general public, the scientific community, and others interested in the project. It is incorporated to the main ICOS website. The website will be updated regularly and the functionalities will be worked on continuously during the life span of the project.

The project management platform for RINGO was set up via EMDESK, allowing a timely collaboration, access to internal resources monitoring and project documentation. The project internal communication takes places via EMDESK messaging systems; as well as via separate email lists set up in Outlook.

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## **1. Communication to Beneficiaries**

### **1.1 General Assembly Meetings**

The RINGO General Assembly Meetings are organised annually, combined with a more general RINGO annual meeting, which gives Work Packages an opportunity to discuss the progress and internal organisation of the work packages. The GA meetings are convened and chaired by the Coordinator. All Beneficiaries are represented in the GA meetings; and they are also open to Linked Third Party representatives.

## **2. Communication between Work Package Leaders**

### **2.1 Executive Board Meetings**

High-level coordination is done in the RINGO Executive Board consisting of all the Work Package Leaders. The Executive Board meets bi-monthly.

## **3. Communication between all project participants**

### **3.1 RINGO Public Website**

The RINGO project website is online at <https://www.icos-ri.eu/ringo>. It has been incorporated to the main ICOS website, and provides the project partners, stakeholders, researchers and others interested in the project with updates and news about the project. It went live mid-February 2017. The project website is on Drupal8 platform as a sub-site to the main ICOS website.



## READINESS OF ICOS FOR NECESSITIES OF INTEGRATED GLOBAL OBSERVATIONS

EU HORIZON 2020 PROJECT AIMING TO FURTHER DEVELOP AND FOSTER SUSTAINABILITY OF THE ICOS RI AND THE ICOS ERIC

RINGO, 'Readiness of ICOS for Necessities of Integrated Global Observations' is a 4-year H2020 project with a total budget of 4,719,680.00 euros. RINGO has 43 partners in 19 countries and consists of 5 work packages with specific emphasis on the further development of the readiness of ICOS Research Infrastructure (ICOS RI) to foster its sustainability.

### Five principal objectives

RINGO's five principal objectives are scientific, geographical, technological, data as well as political and administrative readiness:

- 1. Scientific readiness.** To support the further consolidation of the observational networks and enhance their quality. This objective is mainly science-guided and will increase the readiness of ICOS RI to be the European pillar in a global observation system on greenhouse gases.
- 2. Geographical readiness.** To enhance ICOS membership and sustainability by supporting interested countries to build a national consortium, to promote ICOS towards the national stakeholders, to receive consultancy e.g. on possibilities to use EU structural fund to build the infrastructure for ICOS observations and also to receive training to improve the readiness of the scientists to work inside ICOS.
- 3. Technological readiness.** To further develop and standardize technologies for greenhouse gas observations necessary to foster new knowledge demands and to account for and contribute to technological advances.
- 4. Data readiness.** To improve data streams towards different user groups, adapting to the developing and dynamic (web) standards.
- 5. Political and administrative readiness.** To deepen the global cooperation of observational infrastructures and with that the common societal impact. Impact is expected on the further development and sustainability of ICOS via scientific, technical and managerial progress and by deepening the integration into global observation and data integration systems.



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Figure 1: RINGO project public website, front page

### 3.1.1 Navigational Structure

The RINGO project website is structured as follows:

- Project landing page
- Goals
- Project Partners
- News and Events
- Results and Impact
- Management

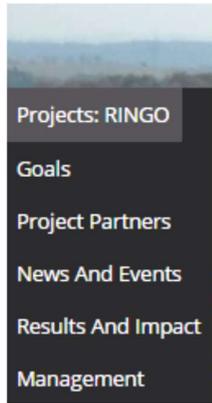


Figure 2: RINGO Project Website Navigational Structure

The website will be continuously updated throughout the project as news and further work become available.

### 3.1.2 Statistics

The RINGO project public website went live mid-February 2017. The combined number of visitors between February- 7<sup>th</sup> June 2017 is 2268,elaborated in the graph below:

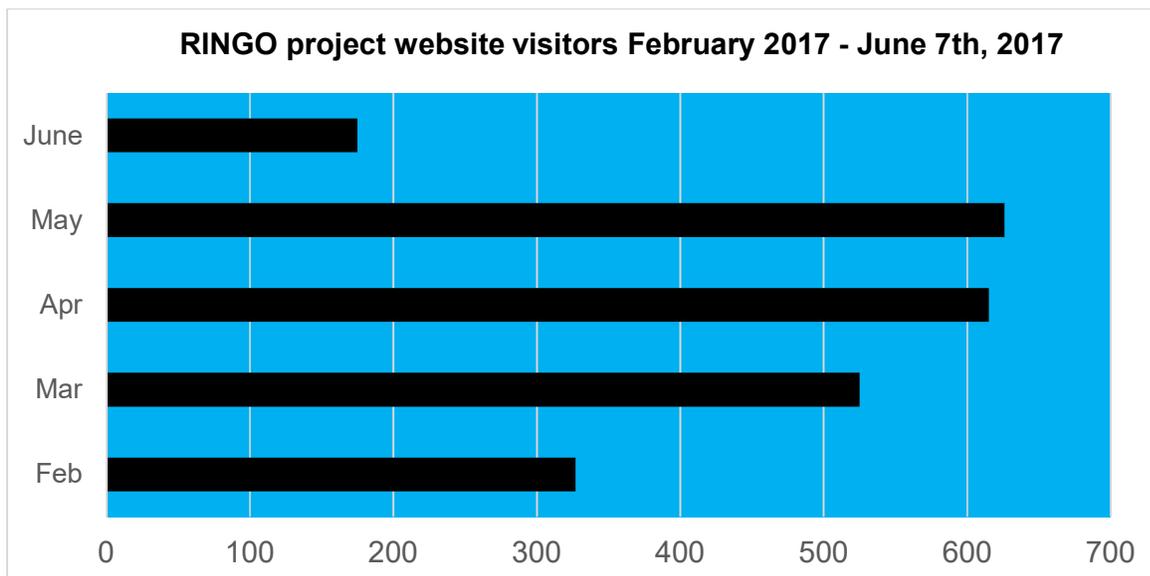


Figure 3: RINGO project public website visitors, February 2017-June 7<sup>th</sup> 2017

### 3.1.3 Newsletters

The RINGO news will be a permanent feature in the main ICOS Newsletter. The first newsletter with RINGO news was released in spring 2017 and was distributed to 493 people: [eepurl.com/cJqkez](http://eepurl.com/cJqkez)

### 3.2 RINGO Project internal management platform EMDESK

The RINGO project internal management has been set up via EMDESK, a platform designed specifically for H2020 projects. It is used as the means for internal collaboration and communication, data storing and internal resource monitoring. It is also used for collecting and working on material when preparing for reporting periods. All RINGO's main beneficiaries and linked third party institutions have access to EMDESK tools.

The internal organisation of EMDESK is structured so that it allows for individual Work Packages and tasks to organise their separate work spaces, and it also has a facility to manage the project decision-making bodies' work spaces within the platform. Project document repositories have been set up according to different users' needs. Project internal communication is done via EMDESK tools as well as via email lists set up in Outlook.

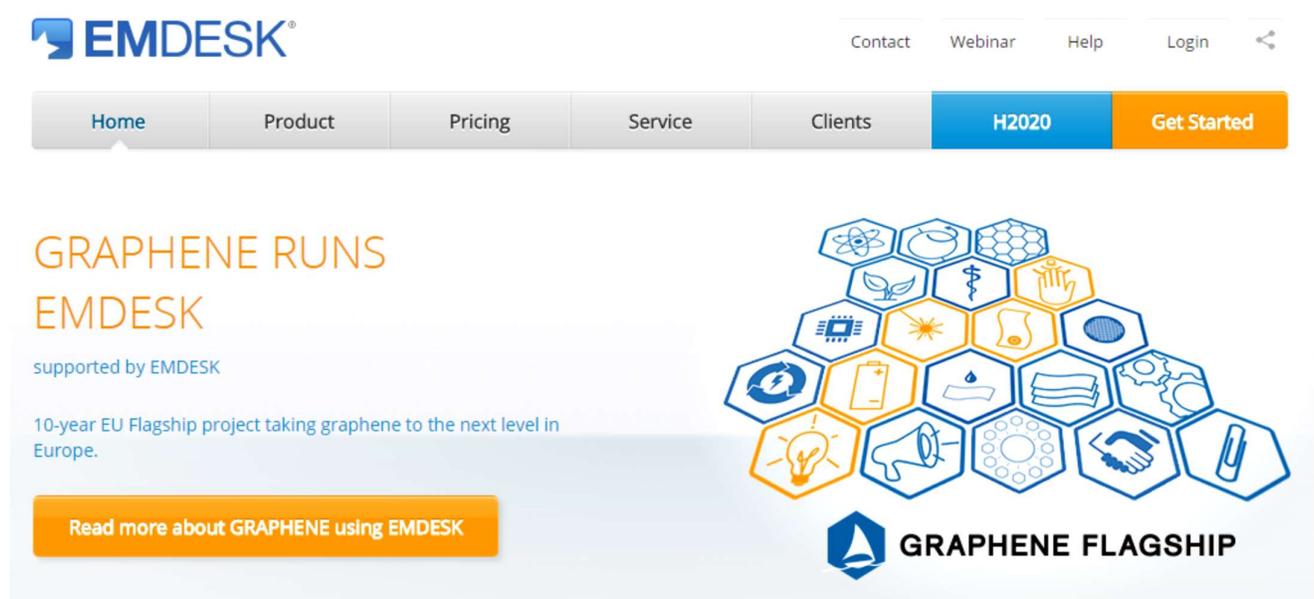


Figure 4: RINGO internal project management platform EMDESK, front page view



Figure 5: RINGO internal project management platform EMDESK, work package structure view

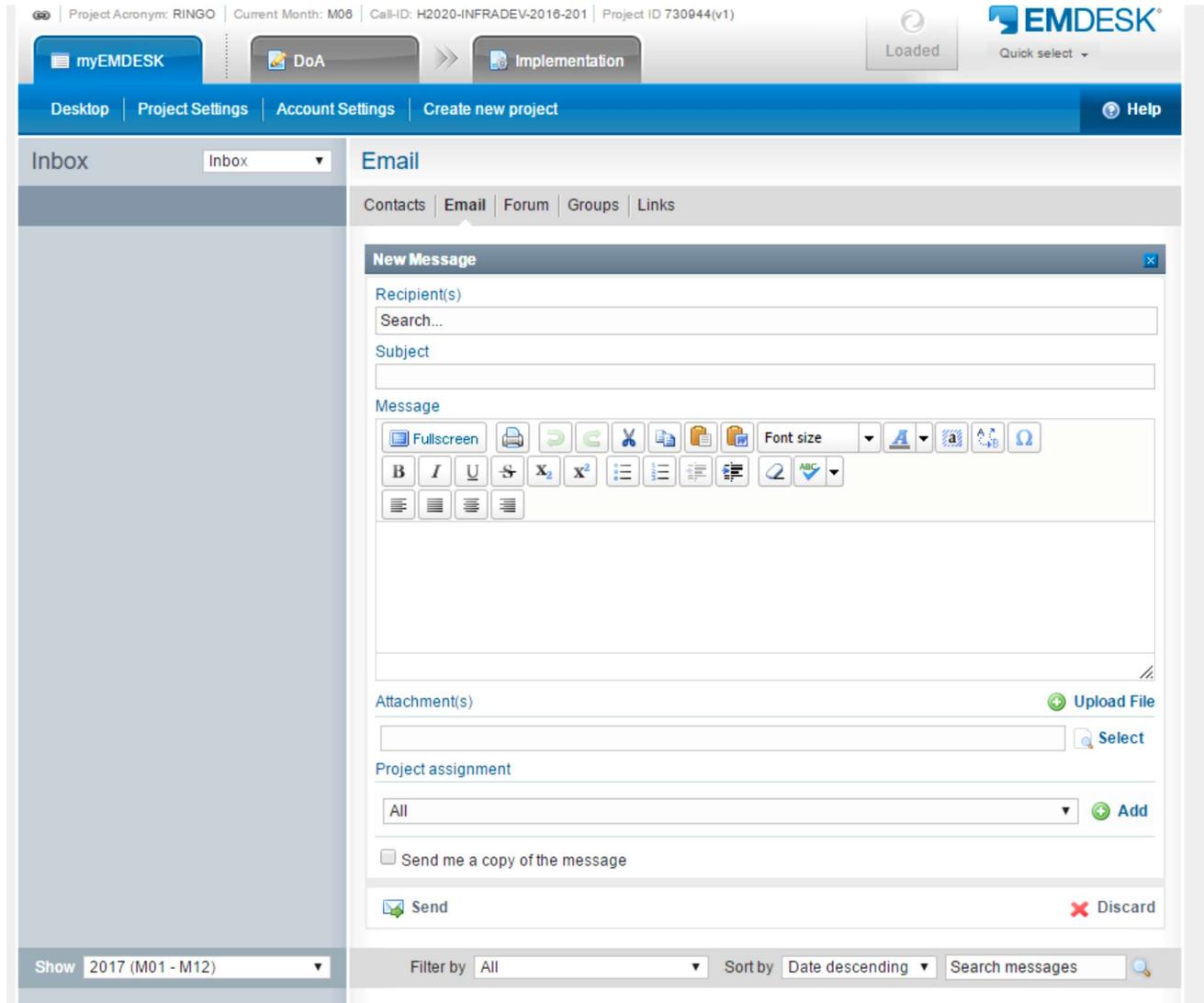


Figure 6: RINGO internal project management platform EMDESK, internal messaging view

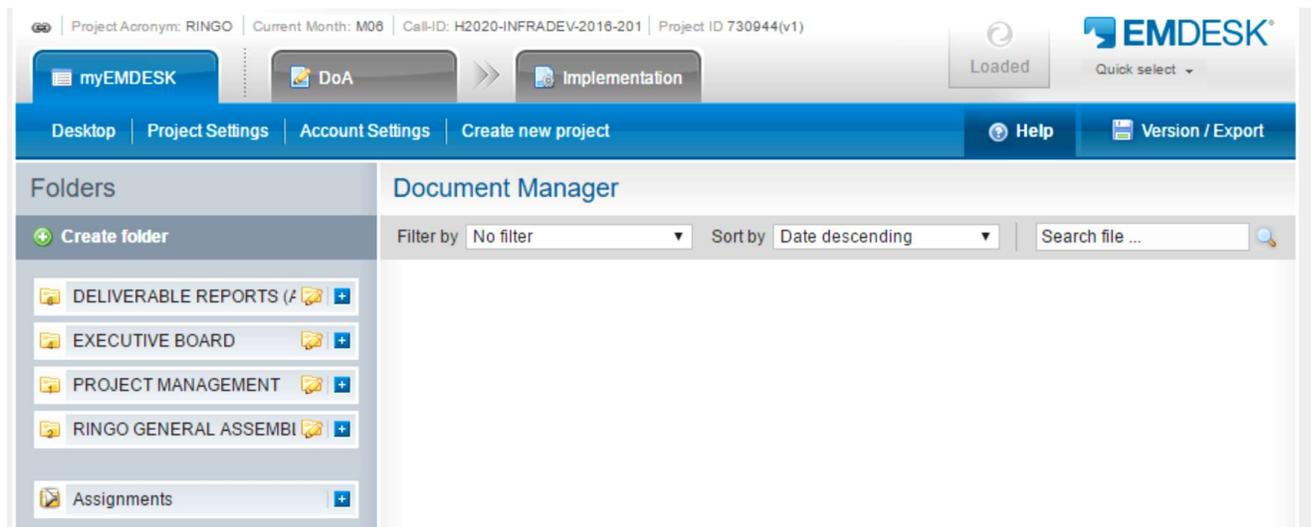


Figure 7: RINGO internal project management platform EMDESK, example of a document repository view

## **4. Next Step**

The RINGO project website will be continuously updated and improved. Specific emphasis will be given to the impact and results -section as well as to the news section. The EMDESK platform will also be utilised increasingly, and new functionalities will be explored to improve project organisation, management and communication.