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Executive Summary

The present document is a deliverable of the pro-iBiosphere project, funded by the European Commission's Directorate-General Information Society and Media (DG INFSO), under its 7th EU Framework Programme for Research and Technological Development (FP7).

The pro-iBiosphere project is divided into Work Packages (WP), each of them being sub-divided into Tasks (T). One of the project tasks (Task 5.1. Development of the project image, documentation and external communication web platform) consists in (i) finding the way to inform and engage people and (ii) ensuring easy and effective internal and external communication and dissemination of the project results. This objective is namely reached by the development of the pro-iBiosphere web-based platform (with public and private sections) and Wiki.

These tools allow to disseminate project results as widely as possible; provide general information about the project activities and results; allow exchange of various types of information and facilitate internal discussions, a.o.

The present deliverable (D5.1.1 Web-based platform and Wiki), prepared by PENSOFT (Project Task Leader), is the final report related to this activity.

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1. PRO-iBIOSPHERE WEBSITE AND INTERNAL COMMUNICATION PLATFORM

1.1. pro-iBiosphere website

As the web acts as a principal means of dissemination of information, pro-iBiosphere launched a publicly accessible website (<http://www.pro-ibiosphere.eu>) with the aim to inform and engage people, and increase the project dissemination and impact especially towards the wider biodiversity community and general public. The website was developed at the very beginning of the project implementation by the Pensoft team, in close cooperation with the coordination team. It allows easy access to general information about pro-iBiosphere and its activities, including: background information, news, events, contact details, etc. It is attractive to the different target groups (e.g. scientists, policymakers, general public, a.o.), easy to use, and interactive. It is regularly updated with the aim to keep the audience informed and ensure the continued interest of already attracted visitors. The website serves as a prime public dissemination tool, making available the project deliverables and the published materials the project has created. The events organized by the project are also announced through the website, with link to the corresponding Wiki page containing further event information.

The website sections are as follows:

- Homepage** (<http://www.pro-ibiosphere.eu>): introducing the project context and the consortium members
- The project** (http://www.pro-ibiosphere.eu/show/project_2731): introducing the rationale and the aim of the project
- Main outcomes** (http://www.pro-ibiosphere.eu/show/outcomes_2739): introducing the project objectives and the target groups
- Work Packages** (http://www.pro-ibiosphere.eu/show/work/packages_3568): describing the different work packages and related tasks
- Partners** (http://www.pro-ibiosphere.eu/show/partners_2735): presenting the different project partners
- Online library** (<http://www.pro-ibiosphere.eu/documents>): dedicated to all pro-iBiosphere deliverables and scientific publications that are open for access/download by the external users of the website.
- Media Center** (<http://www.pro-ibiosphere.eu/media/center/>): a place where all outreach materials are made available and can be freely downloaded
- News** (<http://www.pro-ibiosphere.eu/news>): introducing the project news and the biodiversity research news
- Links** (http://www.pro-ibiosphere.eu/show/links_2737): URL links to websites of interest and useful websites
- Events** (<http://www.pro-ibiosphere.eu/events>): specific section to display the upcoming project events and other biodiversity events
- Contacts** (http://www.pro-ibiosphere.eu/show/contacts_2738): listing all WP leaders with their contact details
- Feedback** (<http://www.pro-ibiosphere.eu/feedback>): enabling visitors to express their feedbacks through a simple and convenient online form
- Questionnaire for meeting evaluation** (<http://www.pro-ibiosphere.eu/showpage.php?storyid=4007>): enabling website visitors to fill-in an online evaluation questionnaire for the events organized by pro-iBiosphere consortium.

The website, through its homepage, provides a link to the eNewsletter subscription form and direct links to the pro-iBiosphere social networks profiles, i.e.:

Facebook (<https://www.facebook.com/proibiosphere>)

Twitter (<https://twitter.com/proibiosphere>)

Google+ (<https://plus.google.com/108695805977454304422/posts>)

LinkedIn (http://www.linkedin.com/groups/proiBiosphere-4682845?trk=myg_ugrp_ovr)

RSS feeds links enable visitors to subscribe and receive project news, project events announcements and project results releases directly in their mailbox (see as example Figure 1).

The screenshot shows the pro-iBiosphere website interface. At the top left, there are logos for the 7th Framework Programme and the European Union. Below them is a search bar. A sidebar on the left contains a list of navigation links: HOME, THE PROJECT, MAIN OUTCOMES, WORK PACKAGES, PARTNERS, ONLINE LIBRARY, MEDIA CENTER, NEWS, LINKS, EVENTS, CONTACTS, FEEDBACK, QUESTIONNAIRE FOR MEETING, and EVALUATION. Below the sidebar is a newsletter sign-up form with an email input field and a 'SEND' button, followed by social media icons for Facebook, Twitter, Google+, and LinkedIn. At the bottom left, there are RSS feeds for news, events, and results, along with a 'What is RSS?' link.

The main content area features a large image of a group of people at a meeting, with the caption: "pro-iBiosphere kickoff meeting, 27-28 September, 2012, Leiden, the Netherlands". To the right of the image is a text article titled "Coordination and policy development in preparation for a European Open Biodiversity Knowledge Management System, addressing Acquisition, Curation, Synthesis, Interoperability and Dissemination".

On the right side of the page, there is a 'LOGIN' button and a 'NEWS' section. The news section lists three items:

- 13 MARCH 2013: pro-iBiosphere participated in the European Commission's 10th e-Infrastructure Concertation Meeting. The 10th e-Infrastructure Concertation Meeting (March 6-7, 2013 - Brussels) was organised by the ...
- 8 MARCH 2013: Thank you Pro-iBiosphere. By Siti-Munirah, M.Y. (sitimunirah@frim.gov.my) Forest Research Institute Malaysia I am a Res...
- 8 MARCH 2013: First report on diversity and strengths of existing business models and discussion of sustainability (D6.3.1) released on March 4, 2013. The first pro-iBiosphere report on diversity and strengths of existing business models and discus...

 Below the news section is a 'CALENDAR' section with an entry for "20 MAY 2013 - 24 MAY 2013 pro-iBiosphere meeting 3, Berlin".

Figure 1. pro-Biosphere Kick-off meeting

1.2. pro-iBiosphere Internal Communication Platform

The pro-iBiosphere website also serves the needs of the internal communication. This is done through the Internal Communication Platform (ICP), developed by the Pensoft IT team, in close collaboration with Naturalis. The ICP is an integral part of the project website. A login button allows easy access to the restricted area for all registered users. The ICP serves for exchange of various types of information such as: all sorts of documents related to the project implementation, datasets, results, coordination decisions, timetables, presentations, and materials. It allows each partner, the work packages leaders, and coordinator to regularly monitor progress in data collation, analysis, and accomplished deliverables. The ICP is also used as an internal discussion forum for items that may emerge within work packages between the main project meetings and which need live discussions for rapid decisions.

The ICP provides convenient and appropriate mechanisms to facilitate the free flow of all sorts of information. The following features are available:

Mailing module: Users can send emails to one or more project participant after logging the system. Users are assigned to one or more mailing groups depending on their role in the project and, hence, collective emails can be sent to one/more mailing group and individual users. All emails are properly archived. Sorting the emails by group/date/sender facilitates the search of a given email in the archives.

Online Library: Two main types of documents can be uploaded on the ICP by each registered user: (1) internal (visible only to registered users at the ICP) and (2) external (visible to all people visiting the website). All registered users can upload files in the internal library and all internal documents related to the activities of the project are stored. Files that are placed in the Internal Online Library can be used only by the project members and are inaccessible to external visitors of the website. Publications and other information (deliverables) that are open for access/download to the external users can be uploaded to the section External Online Library of the website. All pro-iBiosphere members are allowed to upload files in this library section.

Users: the Users section contains the profiles of all project members that are granted access to the ICP, with their portrait photo, the affiliation, contact details and additional information.

Internal events: A regularly updated time schedule for the work within work packages is placed on a prominent location of the Intranet pages. It contains information on the events (deliverables and milestones) to be delivered during the whole project lifetime - type and title of event, due date, description, participants and contact information.

Calendar: The purpose of this section is to enable the visitors to easily spot and access the latest project information.

Contributions to content

With the purpose to efficiently disseminate the project development on due time, different contributions buttons have been added on the private area of the website linking to specific forms to enable partners to easily contribute to news, documents sharing (external and internal) and events announcements. These tools are intended to increase the project impact through active contribution and participation of project partners in feeding the website with content.

The consortium is strongly committed to actively disseminate the activities of the project and to feed in information on their work package outputs as major milestones are reached.

2.PRO-IBIOSPHERE WIKI

The pro-iBiosphere Wiki page (<http://wiki.pro-ibiosphere.eu/wiki>) was created by Plazi primarily for dissemination of the project outputs (e.g. information on meetings/workshops, including purpose of meetings, expected results, agendas and list of participants; pilot information and training activities). This shared technical platform is based on a wiki web 2.0 platform. All project partners can access the platform using username and password. Users without a login can access the public documents but cannot edit them as the edit feature is only granted upon registration and with a login and password. In order to facilitate drafting and sharing of documents that are not ready to be released to the public, the pro-iBiosphere Wiki will use separate accounts for public and non-public documents (i.e. documents that are in draft stage and need to be improved before they are released to the public). The latter are only accessible with a log in and invisible for other users (see as example Figure 2).

Following the creation of the Wiki and the registration of project partners, Plazi has created a help page on the Wiki to explain partners the basic steps in using the Wiki while presenting them the main functionalities so as to enable them to easily contribute.

The pro-iBiosphere Wiki platform is used to prepare project events and share information and comments such as: tentative agenda, list of potential speakers, concept and objectives, list of prospective attendees; directions and public transports information; venue and hotels information. The Wiki page provides information which is complementary to the upcoming project events announced via the website. On the homepage, the different links to the working documents are displayed (see as example Figure 2). At present they comprise links to the:

Introduction of pro-iBiosphere project - http://wiki.pro-ibiosphere.eu/wiki/Explaining_pro-iBiosphere

List of meetings - <http://wiki.pro-ibiosphere.eu/wiki/Meetings>

List of pilots and their status - <http://wiki.pro-ibiosphere.eu/wiki/Pilots>

The help page (<http://wiki.pro-ibiosphere.eu/wiki/Help:Contents>), created by Plazi, introduces the basic steps in using the Wiki and its main functionalities to the platform users.

The pro-iBiosphere Wiki also enables partners to upload documents to be shared with the public and/or among them.

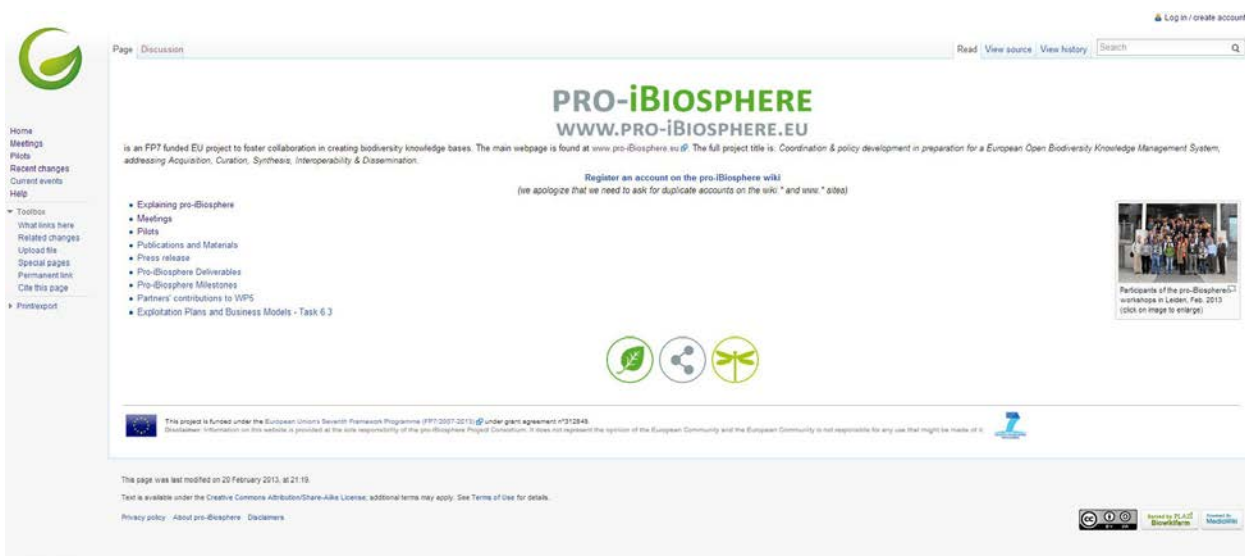


Figure 2. pro-iBiosphere Wiki

ANNEX

Annex 1 - Guidelines for use of the Internal Communication Platform

Coordination and policy development in preparation for a European Open Biodiversity Knowledge Management System, addressing Acquisition, Curation, Synthesis, Interoperability and Dissemination



pro-iBiosphere

**Guidelines for use of the
Internal Communication Platform
(ICP)**



Prepared by
PENSOFT PUBLISHERS
November 2012





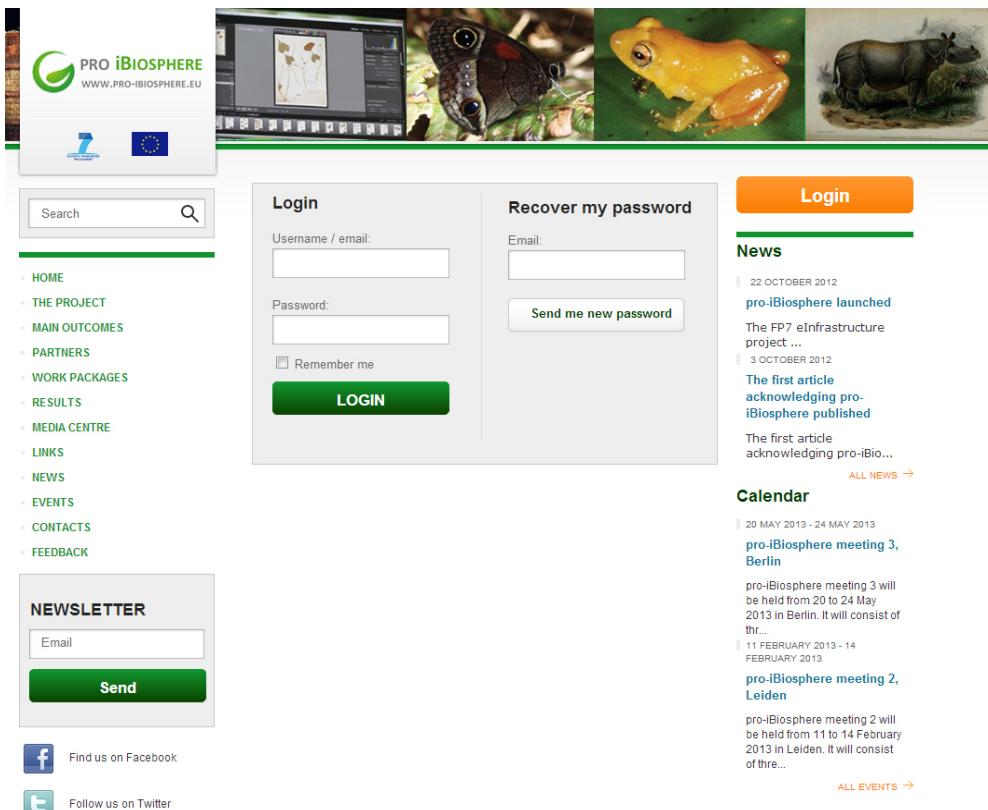
Contents

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- ✓ News
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- ✓ Internal Calendar
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This document is intended to facilitate the use of the ICP by the pro-iBiosphere consortium members and describes its main functionalities. Should you have any questions related to the ICP or the project website as a whole please contact Pavel Stoev: projects@pensoft.net or Margarita Grudova manager.projects@pensoft.net

Log in

All project members have been registered in the ICP of pro-iBiosphere by the website administrator (Pavel Stoev). Each user will be registered in the ICP with unique account and will be sent username and password for access to the ICP. To login the ICP please click on the Login button in the upper right corner of the website www.pro-ibiosphere.eu

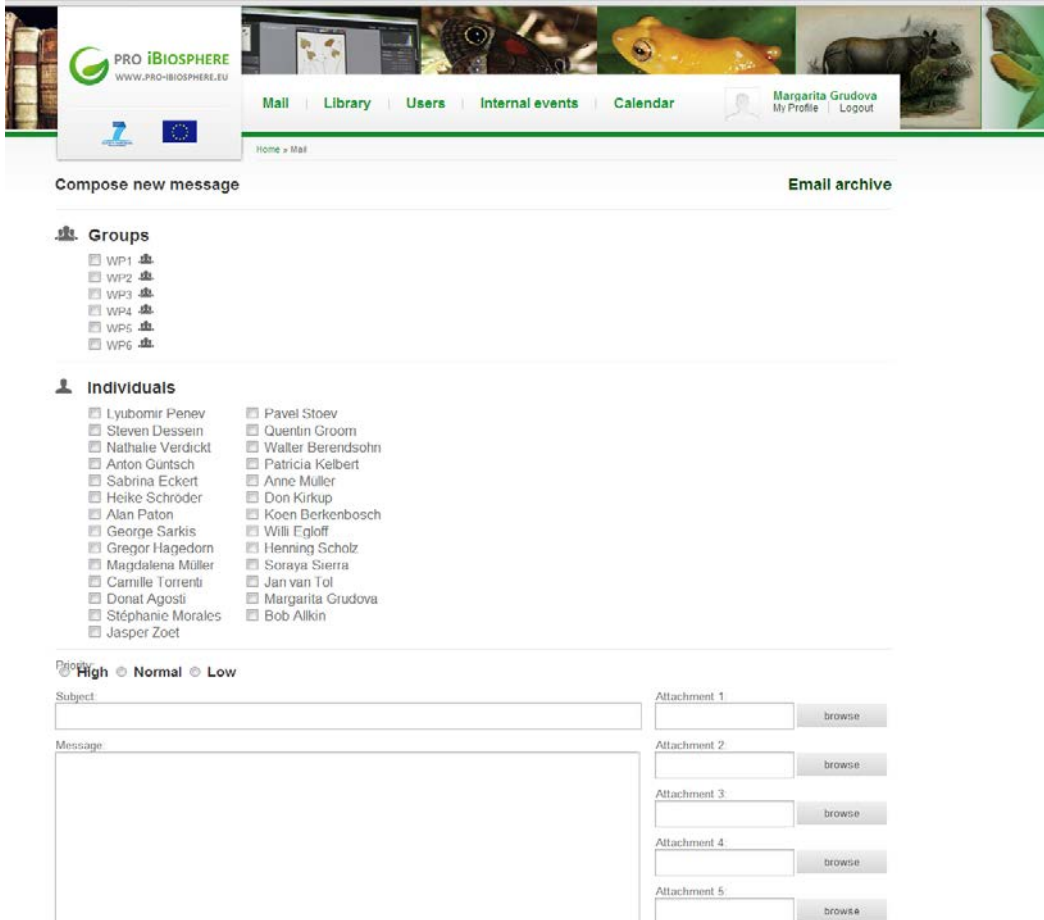


User profile

Each user can change his/her password or other personal information from My profile popup window. Please add your profile photo and complete the empty fields, providing also information about your involvement in the different work packages.

Mail

In order to send email via the ICP, click on "Mail" button. Users can send emails to one or more project participants after logging into the system. The individual participants are listed on the left hand side of the screen. Select recipients by ticking the box next to their names. The recipients are also divided into groups based on their involvement in the different work packages. To send a group email please tick the box next to the group. Prior doing that, make sure that all individuals you want to contact have been included in the respective group by clicking the group icon. This is the view that you get:



You can send an email to several groups and individuals at the same time by selecting the respective check boxes. By clicking on the "Email archive" button in the upper right corner all emails sent through the ICP will appear in chronological order. Sorting the emails by subject / date / sender / group facilitates the search of a given email in the archives. Please use the **pro-iBiosphere-all** mailing group to send messages aimed for the whole consortium.

We recommend using the ICP Mail for announcements, reminders and other important messages. It is important to remember that "Reply" or "Reply-to-all" emails that are sent from your mailing software in response to an email coming from the ICP Mail will not be archived on the pro-iBiosphere website, although they will be received by all members of the respective ICP group(s). If you wish to document your response in the ICP, you should also use the ICP email system. However, we do not expect you to use the ICP for regular email communication.

Should you wish to remove a message from the ICP system (i.e., email sent in error or containing wrong information), please contact the website administrator.

There is no limit to the length of an email, but the maximum size of an attachment is 10 MB. One may attach up to 5 files to a message.

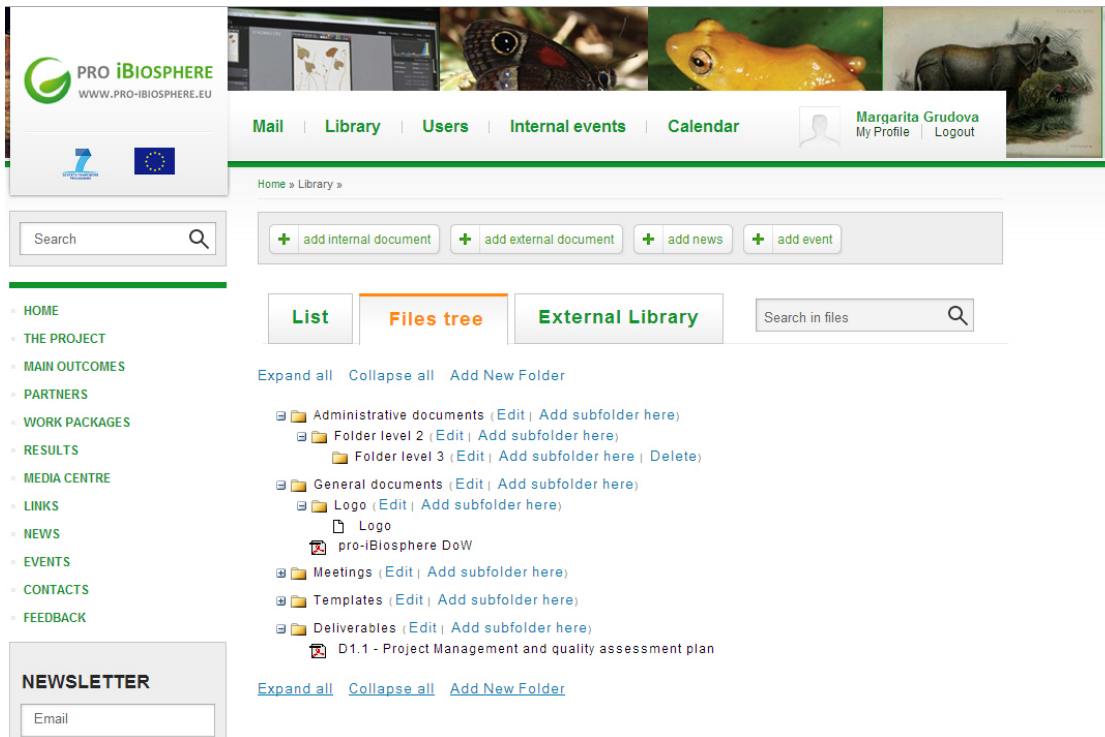
Library

There are two types of libraries storing the documents resulting from the project activities: (1) internal, which is visible to all registered users at the ICP after login; and (2) external, which is visible to all users visiting the website. To see all internal documents you need to click on the Library button.

Internal Document Library


All internal documents related are stored in the Internal Document Library.

The view you will get is:



The screenshot shows the PRO-iBIOSPHERE website's internal document library. At the top, there is a navigation bar with links for Mail, Library, Users, Internal events, and Calendar. A user profile for Margarita Grudova is visible. Below the navigation bar, there are buttons to add internal documents, external documents, news, and events. The main content area shows a 'Files tree' view with a search bar and options to expand or collapse folders. The tree includes folders like 'Administrative documents', 'General documents', 'Meetings', and 'Templates', with a specific document 'D1.1 - Project Management and quality assessment plan' listed under 'Deliverables'. A sidebar on the left contains a menu with categories like HOME, THE PROJECT, MAIN OUTCOMES, PARTNERS, WORK PACKAGES, RESULTS, MEDIA CENTRE, LINKS, NEWS, EVENTS, CONTACTS, and FEEDBACK. A 'NEWSLETTER' sign-up form is also present.

Every user can upload files in the internal library. This can be done by pressing the button "ADD INTERNAL DOCUMENT". The view you will get is:

[Mail](#) | [Library](#) | [Users](#) | [Internal events](#) | [Calendar](#)  **Margarita Grudova**
[My Profile](#) | [Logout](#)

Home » Library »

[+ add internal document](#) [+ add external document](#) [+ add news](#) [+ add event](#)

ADD INTERNAL DOCUMENT

Title:

Abstract:

File:
 [browse](#)

Folder:
Administrative documents

[ADD FILES](#)

All you need to do is fill in the document's title, describe briefly what is the document about and choose a folder (e.g. Administrative documents, General documents, Meetings, etc.) where you would like to put it in. There is a possibility of creating new folders or subfolders within a given folder.

External Document Library

Publications and other information (deliverables) that are open to public can be uploaded on the Results section of the website. This could be done by pressing the button "ADD EXTERNAL DOCUMENT". The view you will get is:



Home » Library »

[+ add internal document](#) [+ add external document](#) [+ add news](#) [+ add event](#)

ADD EXTERNAL DOCUMENT

Author(s):

Year:

Title:

Subtitle:

Deliverable number:

Due Date (month):

Type of document:
Journal paper

Status:
Published

pro-iBiosphere derived:
No

Publisher:

Journal:

Volume/Issue:

Pages:

Web link/DOI:

While uploading external documents, the following basic information need to be completed: Author(s) (of the publication / deliverable), year of publication, Title / Subtitle, and standard bibliographic information (journal's name, volume, pages, if it is a journal paper) or web link to the document, if stored on an external web platform.

News

All project members are encouraged to post information that would be of interest for the general public and the consortium in particular. This could be article alerts, forthcoming meetings, and other relevant to pro-iBiosphere activities. To do that please click first on LIBRARY and then on ADD NEWS buttons. The view you will get is:

Home » Library »

Mail | Library | Users | Internal events | Calendar

Margarita Grudova
My Profile | Logout

+ add internal document + add external document + add news + add event

ADD NEWS

Title:

Full text:

Image:
 browse

1:
 browse

2:
 browse

3:
 browse

ADD NEWS

You will be able to attach up to 3 files and an image. Outdated news can be deleted by the person who uploaded them or by the administrator of the website. Please keep in mind that all posted news go automatically to Facebook and Tweeter profiles of pro-iBiosphere (and to their users) and to all RSS feed subscribers.

Events and Calendar

Information about forthcoming meetings, workshops, seminars, training courses, etc. can be posted on the website by clicking on LIBRARY / ADD EVENT buttons.

The view you will get is:



Mail | Library | Users | Internal events | Calendar

Margarita Grudova
My Profile | Logout

Home » Library »

+ add internal document + add external document + add news + add event

ADD EVENT

Event Start Date:  Event End Date: 

Title of Event:

Full text:

Contact information:

Email:

Image:

1:

2:

3:

All project participants are encouraged to submit information on meetings, or other events related to the project to the members of these two groups. You will need to choose a date from the calendar of upcoming events and to complete the fields Title and Text. It is also possible to attach documents (venue location, agenda, list of participants, etc.). This information will become visible on the project homepage.

Internal events

The Internal Events module helps you keep track of every main activity in the project providing the following concise information: title, due date, nature, description, participants and contact information (responsible person and email address).

Media Centre

To comply with the FP7 guidelines a Media Centre folder has been created on the main page of the site. The following types of documents related to the project can be uploaded there (only via the website administrator): flyers, brochures, posters, presentations, press releases, logos, newsletters, etc.

Please contact Pavel Stoev (projects@pensoft.net) or Margarita Grudova (manager.projects@pensoft.net) if you want to get documents uploaded on the Media Centre.

RSS Feeds

We highly recommend subscribing to the RSS feeds of pro-iBiosphere. RSS (Really Simple Syndication, Rich Site Summary) is a XML-based tool which enables you to subscribe for updates – news, events, new publications on the pro-iBiosphere webpage. It is worth installing your RSS reader in a way so that it opens automatically when you switch on your computer.

pro-iBiosphere in the social networks

We highly recommend those of you having Facebook, Gmail, LinkedIn or Tweeter accounts to joint the community of **pro-iBiosphere** in these social networks.