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Project-Internal Communication Tools

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## Revision and history chart

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0.1	31.10.2020	Complete description of the project-internal communication tools

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## **Executive Summary**

This document describes the tools used for project-internal communication, allowing for scientific and administrative discussion between the consortium members.

These tools support distribution of the documents to be shared internally, preliminary results of experiments, papers to be published, talks and posters to be presented, for revision by the other members of consortium, before the document is externally demonstrated. Also, the conferencing tool is described, as an important part of the project-internal communication, in the COVID-19 era.

## **1. Project-specific and work-package specific emailing lists**

One of the most important issue concerning the project between 17 different institutions from different countries, is to stay in contact. It is crucial to continuously exchange correspondence and support each other. It is essential to mention here that the less experienced staff members appreciate the patronage of the more experienced partners.

For the internal communication within the project the specific emailing list have been established at the address [all@cleanhme.eu](mailto:all@cleanhme.eu). All the members of the consortium are included in that list, which is updated whenever the need arises. The partners have decided that one shared emailing list is useful for keeping everyone informed. The participants agreed to use specific subject tags for quick sorting and prioritizing of the messages gathered. These subject tags are:

- [admin] for administrative issues,
- [mat] for materials development,
- [WPx] for WP's specific discussion (WP number is used instead of x),
- [Tx.y] for task's specific discussion (task number is used instead of y).

More emailing lists can be created, if needed, however, this system is used by the project's participants for over three months, its functioning is flawless and there was no need to change it, so far.

## 2. Data repository

Internal data repository has been established for project partners to publish their data in a structured way.

This data repository for internal usage has been developed at the Microsoft OneDrive Cloud delivered by the University of Szczecin, the coordinator of the project, at the [usz.edu.pl](http://usz.edu.pl) domain. It is an online storage space in the cloud that is provided for individual licensed users in an organization. The use of it helps to protect work files and access them across multiple devices. It allows for sharing files and collaborate on documents, and synchronize the files to different computers. The storage space per a single user is 1 TB.

The participants agreed that the data to be stored there and shared internally would be organized in different groups of documents:

- accelerator experimental results,
- laboratory journals of materials synthesis and characterization data,
- processed outcome of each performed reactor run,
- periodic reports on performed work and progress (developed by each partner),
- repository for publications and conference contributions prepared by the participants to be reviewed before they are presented externally,
- repository of potential problems and issues with possible solutions, as well as risks or delays to be avoided and countermeasures to be taken,
- meeting minutes.

Using this data repository also collaborative editing of deliverables and reports is possible. Each partner writes the chapters that they are responsible for, and the coordinator merges changes using the online Microsoft Office 365.

Special attention will be paid to prepare a data repository of problems occurring during the realization of the CleanHME project and their solutions proposed to complete the most important project goals.

However, while the performance of the data repository is proper, not all the consortium is able to fit into this framework since it is linked to University of Szczecin activity. Additionally, it is important to consider an independent framework that is govern and supported by international foundation. This is why other solutions are under consideration, with higher level of results' confidentiality, flexibility, simplicity and safe versioning of the data.

### **3. Conferencing tools**

Teamwork on specific subjects of the CleanHME project is fundamental and indispensable. However, especially in the COVID-19 pandemic situation, it is extremely difficult, especially concerning the crucial experimental investigation, as well as the theoretical analysis that need to take place immediately.

For this reason, the University of Szczecin, the project coordinator, decided to create temporary user accounts at the usz.edu.pl domain, for every person involved in the project. As an institutional user, one can easily reach Microsoft Teams service, which is the hub for teamwork. It enables instant messaging, audio and video calling, rich online meetings, mobile experiences, and extensive web conferencing capabilities. In addition, Teams provides file and data collaboration.

The participants agreed that all WP leaders must schedule regular conference calls to review WP progress and open issues.

Face to face meetings are also planned for annual consortium meetings. If the pandemic situation will not allow for those, they will be driven online, the same way the Kick-Off Meeting was.

The solution to be implemented in the future, for the data repository and collaborative editing of files, should provide similar tools for online conferences.