



HiSEA DELIVERABLE 1.2

GUIDELINE FOR COMMUNICATION FLOW

WORK PACKAGE NUMBER: 1

WORK PACKAGE TITLE: PROJECT MANAGEMENT



HiSea Project Information	
Project full title	High Resolution Copernicus-Based Information Services at Sea for Ports and Aquaculture
Project acronym	HiSea
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Project coordinator	Dr. Ghada El Serafy
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Project website	https://hiseaproject.com/

Deliverable Information	
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Work package title	Project Management
Deliverable number	1.2
Deliverable title	Guideline for Communication Flow
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Executive Summary

This deliverable D1.2 refers to outputs of work done in task 1.2: Establish communication flow and methods (M1-30). The communication flow which is critical for effective collaboration within the consortium, has been established from the first months of the project. It operates both as bottom-up and top-down and employs the typical communication methods such as: meetings, e-mail, phone conference calls etc. In addition, the communication flow includes using an online site for sharing information within the consortium and collaboration e.g. in preparing documents. This site has also been established during the first few months of the project. The system is organized with a structure which enables all participants to upload and download information to and from the shared online document repository. Passwords were generated for all partners to enable secure access to the joint space. Minutes of meetings and project deliverables as well as templates and guidelines are made available to consortium partners through this internal communication system.





1. Background

A cornerstone for the successful implementation of any project is the well-balanced, focused and committed consortium. In the HiSea project, the Consortium represents a well-targeted group of highly competent and experienced organizations, joining forces specifically for the purpose of this project. Therefore, the communication flow in HiSea will be bottom-up and top-down through the typical communication methods such as: meetings, e-mail, phone, etc. In particular a cooperative working method using a website will be established. The system will be organized with a structure in which all participants can leave and download information to and from the different WPs and tasks according to their role and responsibilities. Passwords will be generated to all partners as well as to the EC. Minutes and guidelines will be made available through the internal communication system.

2. Communication Flow within the Consortium

The communication flow among the partners will use standard communication channels. The guidelines for ensuring communication flow are necessary to provide the environment for collaboration among the partners in the consortium. The guidelines include a list of methods and tools as well as individuals whose role it is to implement the methods. **Table 1 Communication and cooperation tools** (see below) provides a list of the communication and cooperation tools that the HiSea project will utilize during its lifetime.

2.1. Regular virtual meetings

A series of regular conference calls – monthly and bi-monthly were put in place to continually assess project status including risk management as well as planning next steps. Specifically, Project management partners Deltares and Agora Partners speak at least twice per month to monitor overall progress and processes as well as assess potential risks, challenges and mitigation measures if required. Focused groups of technical partners including Deltares, Hidromod, Argans and Ascora, convene regularly to work on tasks together and update each other of progress as well as potential challenges. Monthly full partner conference calls are also scheduled to keep all partners apprised of progress, keeping the interfaces between WPs in mind, and plan activities regarding platform development, end user engagement, innovation planning as well as communication and dissemination activities – all in a synchronized fashion. Notes from each of these meetings including agreed action items are circulated and results are followed by the project management team.

2.2. Internal document repository and working space

A private internal website using the **OwnCloud platform** (Figure 1) has been established for the project as part of Task1.2: Establish communication flow and methods. This additional internal platform has been setup and is used to share preliminary results and internal documents (e.g. working papers, deliverables progress, calendar of events) among the project partners and the European Commission Officers (as required). The chosen platform, namely OwnCloud, makes data accessible on all devices updates the





materials on an ongoing and automated basis for users with access (username/password). The system is organized with a structure in which all participants can upload and download information in an organised manner – categorizing information according to Work package and task.

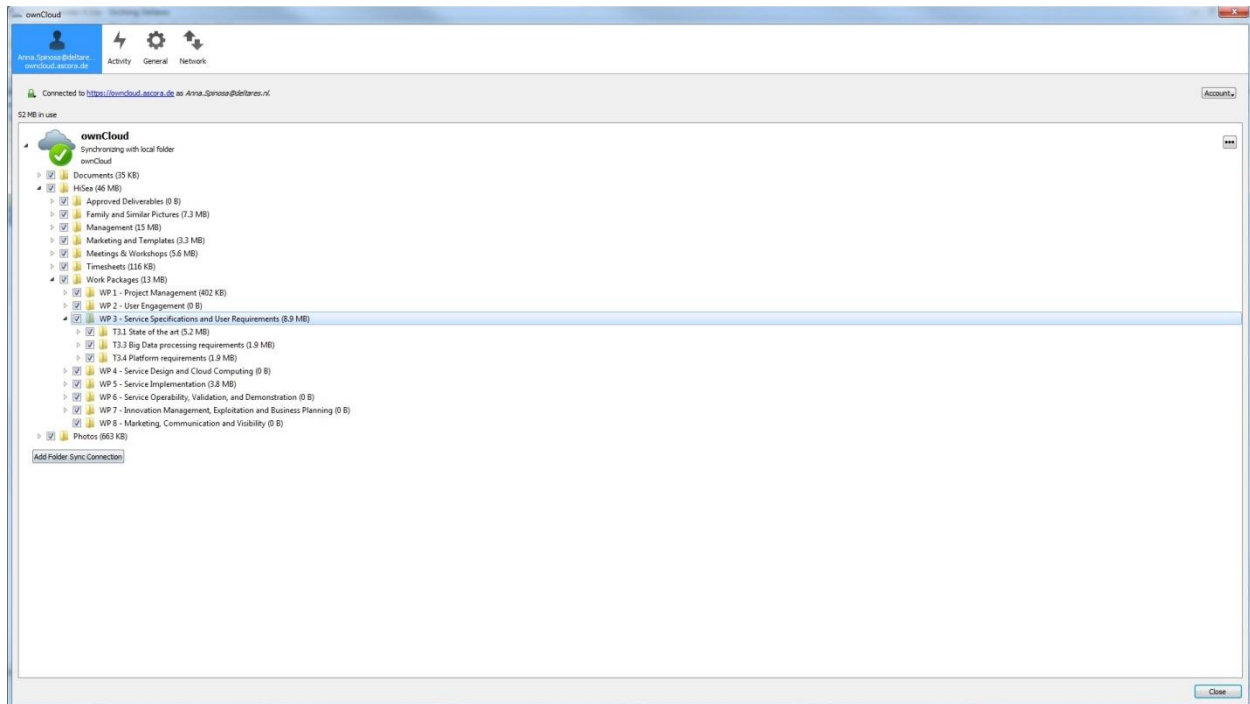


Figure 1: OwnCloud HiSea home page

Table 1: Communication and cooperation tools

Tools	Usage
<p>Repository</p> <p>Folder</p> <p>(ownCloud)</p>	<p>The project file hosting services (ownCloud) will allow the consortium to have a centralized knowledge repository avoiding the need of redundant communication. It will also allow partners to co-operate in administrative and technical work, which is not time, critical.</p> <p>Partners will have a single interface from which they can access, sync and share files – on any device, anytime, from anywhere. Partners can quickly find and share the files they need, whether shared by others or created themselves.</p>
<p>e-mail</p>	<p>The consortium will use email for the regular request or provision of information, which is not time critical. For this propose, the coordination will created at least</p>





	<p>one distribution list, ensuring that if needed all project participants are reached. Direct emails will be also used for bilateral communications.</p> <p>The consortium will use dedicated mailing list to ensure good communication flow:</p> <ul style="list-style-type: none"> • hisea@hiseaproject.com • hisea-wp1@hiseaproject.com • hisea-wp2@hiseaproject.com • hisea-wp3@hiseaproject.com • hisea-wp4@hiseaproject.com • hisea-wp5@hiseaproject.com • hisea-wp6@hiseaproject.com • hisea-wp7@hiseaproject.com • hisea-wp8@hiseaproject.com • hisea-management@hiseaproject.com • hisea-technical@hiseaproject.com • hisea-users@hiseaproject.com • hisea-sab@hiseaproject.com • hisea-deltares@hiseaproject.com
Mail	The consortium will use mail, or package by courier, to exchange important documents, usually signed. These documents would mainly be of a legal or financial matter.
Telephone	Direct telephone calls will be used in case of time critical matters.
Instant messaging	The consortium will use an already available instant messaging solution, such as Skype that will help short technical discussions and close collaboration; especially during the preparatory phase of conferences.
Teleconference & Skype conference	As an alternative to face-to-face meetings, the consortium will make use of a teleconference platform that will allow regular web interface integrated teleconference facilities with the possibility also share presentations and other files. Skype conference will be used as well.





Meetings

Face-to-Face meetings will be held to tackle discussions on important issues that require the participation and opinion of all partners. This is also an opportunity for partners to meet each and solving small questions, doubts and requests not concerning the whole project. Different kinds of meetings exist:

Kick-off meeting: The Kick-off meeting will be held in the beginning of the project activities.

Regular Meetings: Every 6 months **HiSea** Consortium Meeting will be held. The meeting locations will rotate through the Partners' sites.

Partner Assembly (PA): The PA meets at least three times over the life span of the project: at the beginning (Kick-off Meeting) and at the end of each project year. Additional meetings may be organised, subject to the availability of resources and necessity. Virtual meetings, through electronic fora and tele/video conferences are also planned every 6 months.

Coordination Committee Team (CCT): will be organized within Project Regular Meetings

Project Consortium meetings: Project Consortium meetings are typically maintained **once a month**. These meetings will be held virtually.

Project Executive Meeting: Project Executive meetings are typically maintained twice a month. These meetings will be held virtually.

Extraordinary Meetings: Working groups meetings are organised when necessary or upon request made by any of the parties involved. Extraordinary meetings of PE will be held upon request of one Committee member and approval of the majority of PE members or upon the Project Manager's request.

Reviews: reviews will be held upon EC request.

Review rehearsal: Immediately before each review, a General Meeting is held for preparation of topics to be presented in the review.

Thematic Meetings: Working meeting, either virtual or face-to-face, designed to coordinate and accelerate the development of major deliverables, to achieve milestones and generate impact. They will be driven by the Partners in charge and can be supported, if required, by the Management team.

