

# DELIVERABLE

**Project Acronym:** Symbiotic

**Grant Agreement number:** 665046

**Project Title:** Innovative autonomous electrical biosensor synergistically assembled inside a passive direct methanol fuel cell for screening cancer biomarkers

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## D1.2 - Project communication

**Revision:** 1.0

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| Dissemination Level                                    |  |   |
| P  | Public   | X |
| C  | Confidential, only for members of the consortium and the Commission Services |   |

## Revision History

| Revision | Date       | Author                         | Organisation   | Description   |
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| 1.0      | 14/09/2015 | Lúcia Brandão<br>Alfredo Silva | ISEP<br>INOVA+ | First version |

**Statement of originality:**

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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## 1. Executive Summary

The Symbiotic project started on June 1 2015, with a scheduled duration of 36 months. One of the first tasks of the project was the definition of the communication tools to support the interchange of information between consortium partners.

Most of the tools used by the consortium to exchange information are based on existing services (email, GoToMeeting, etc.), but one of them was specially developed for the purpose. This is housed in a private area of the project website, and allows for the consortium to exchange files and communicate with each other.

The project website was created in month 2 of the project (July 2015), and is located at the address [www.symbiotic-project.eu](http://www.symbiotic-project.eu). The private area can be accessed from anywhere in it via the "Partner Area" link, and insertion of a login/password.

The present document aims to describe the selection of communication tools to be used by the consortium, as determined at the start of the project. As the project evolves these choices might be changed based on accumulated experience and changing communication needs.

## 2. Selected Communication Tools

When deciding which communication and collaboration tools to use, the consortium considered the specific needs faced by the partners, which were as follows:

- Capability to send messages to every other partner;
- Ability to hold remote meetings involving any number of participants;
- Means to store any type of files in a structured manner for consult/exchange;
- Support for date voting and group selection;
- Preferably low cost or free.

Based on the partners experience in previous projects, as well as analysis of existing communication services, it was determined that most of the above needs could be met by using existing services and tools. As such the consortium selected the following tools as the ones to use for communication:

- **Email and phone:** for the exchange of messages and direct conversation between partners. These tools are universal and part of the infrastructure of every partners' organisation, incurring into no direct cost for the project.
- **GoToMeeting and Skype For Business:** for the organisation of remote meetings over the Internet. Both tools offer features such as desktop sharing capabilities and direct file transfer, which greatly simplify the presentation and exchange of information to a group during a meeting. Since some partners already have licences for both services that allow them to setup the meetings for the partners that don't, there is effectively no cost for the project to use them.
- **Doodle:** for the setup of dates for joint events. This is a free Internet-based calendar tool, incurring into no costs for the project.
- **Partner Area:** a private area for the exchange of files and information. While there were several existing services that could be potentially used for this purpose (e.g. Dropbox), the consortium considered that those either lacked specific features desired by the partners, or were too costly. Also there is the issue of privacy, as external parties can potentially access sensitive information stored in cloud-based file storage services. For all these reasons the consortium decided to create a private area for file storage and information exchange within the project's website.

### 3. Partner Area

The development of the partner area came as an answer to the specific needs of the Symbiotic consortium. It allows for the storing and exchange of files between consortium partners, and has the potential to add new custom features as needed during the project execution.

From a technical perspective the partner area is an extension of the Symbiotic website<sup>1</sup>. As such, like the website, this area was developed using open source and free components, and does not contain proprietary technologies. It is built on WordPress, version 4.2.3, using its Content Management System (CMS), a technology based on the PHP programming language.

The partner area requires the insertion of login/password, being only accessible to the consortium partners. Each individual partner is given his/her own access credentials, allowing to manage the users, and monitor access to, the partner area.

#### 3.1 Access and Navigation

Navigation to the private area is done by clicking on the “Partner Area” link, available at the bottom of every page in the website. Afterwards the user is asked for a login and password, after which he/she is granted access.

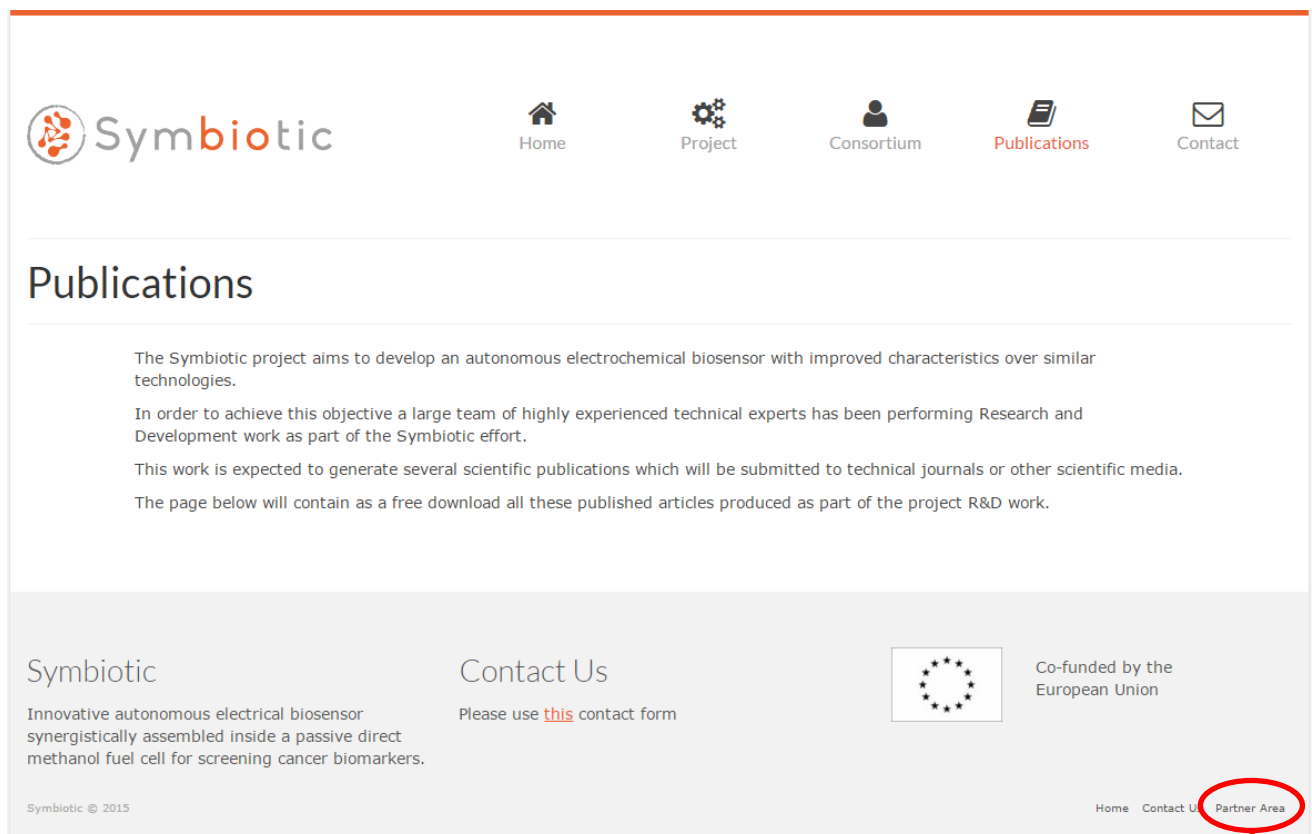
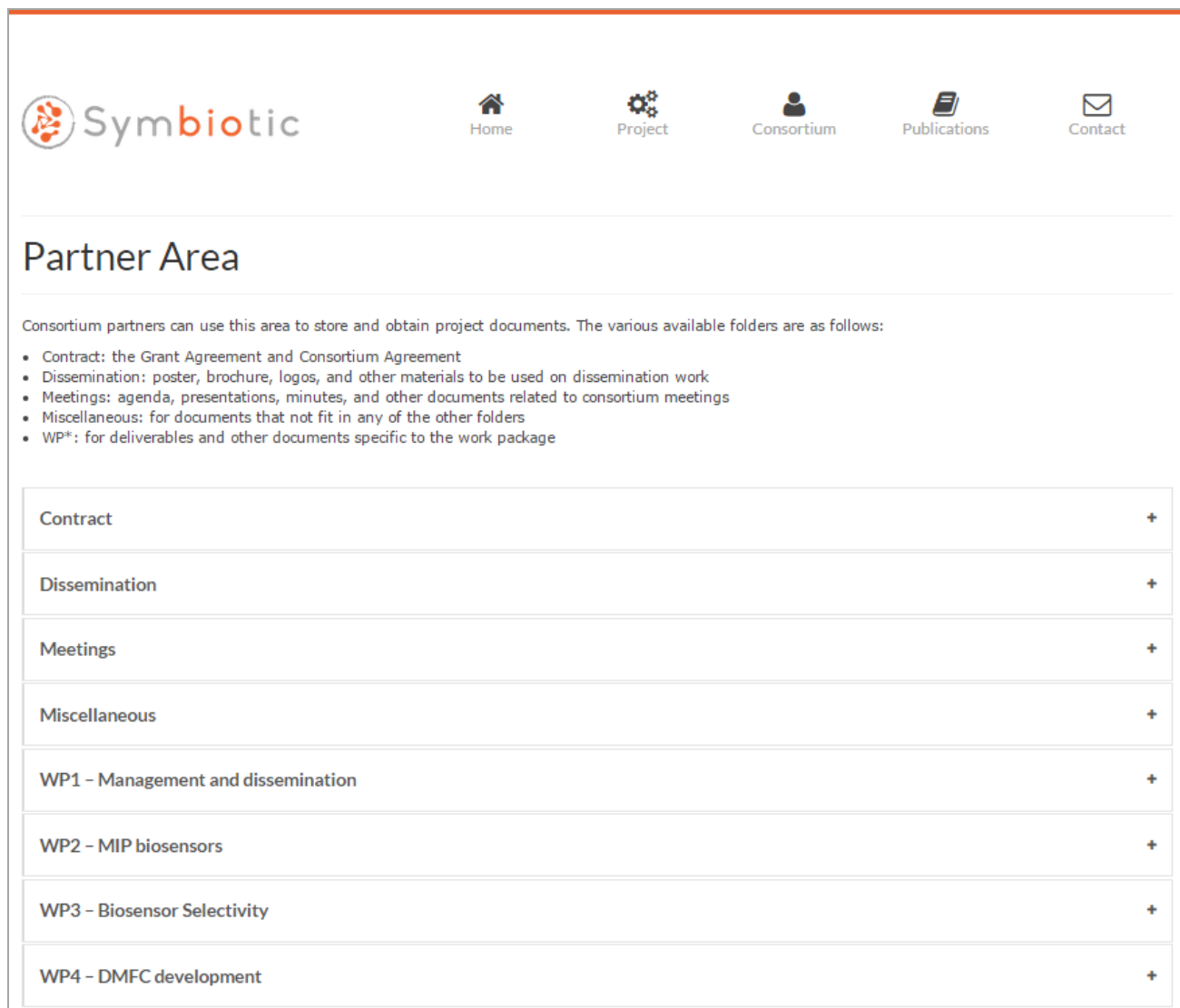


Figure 1 – Partner Area access

Partner Area link

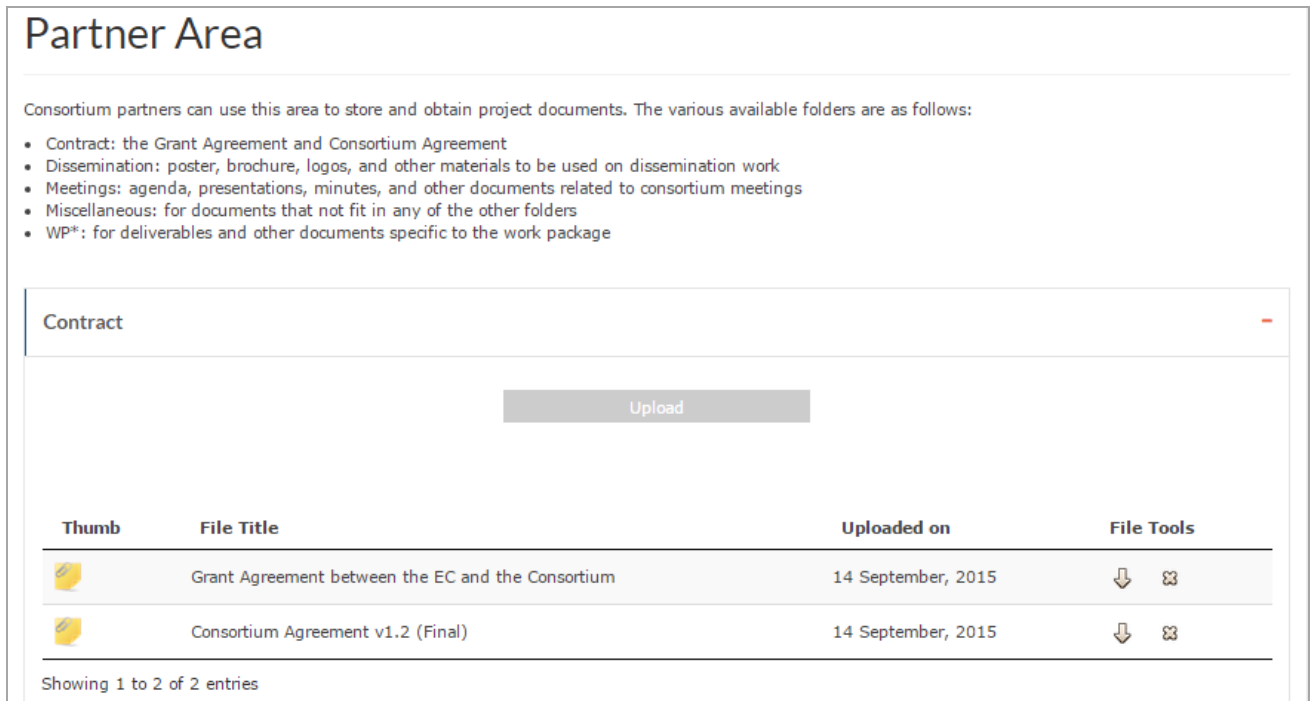
<sup>1</sup> [www.symbiotic-project.eu](http://www.symbiotic-project.eu)

Once inside the user is shown all the various folders available (Contract, Meetings, etc.), each of which contains files related to a specific subject.

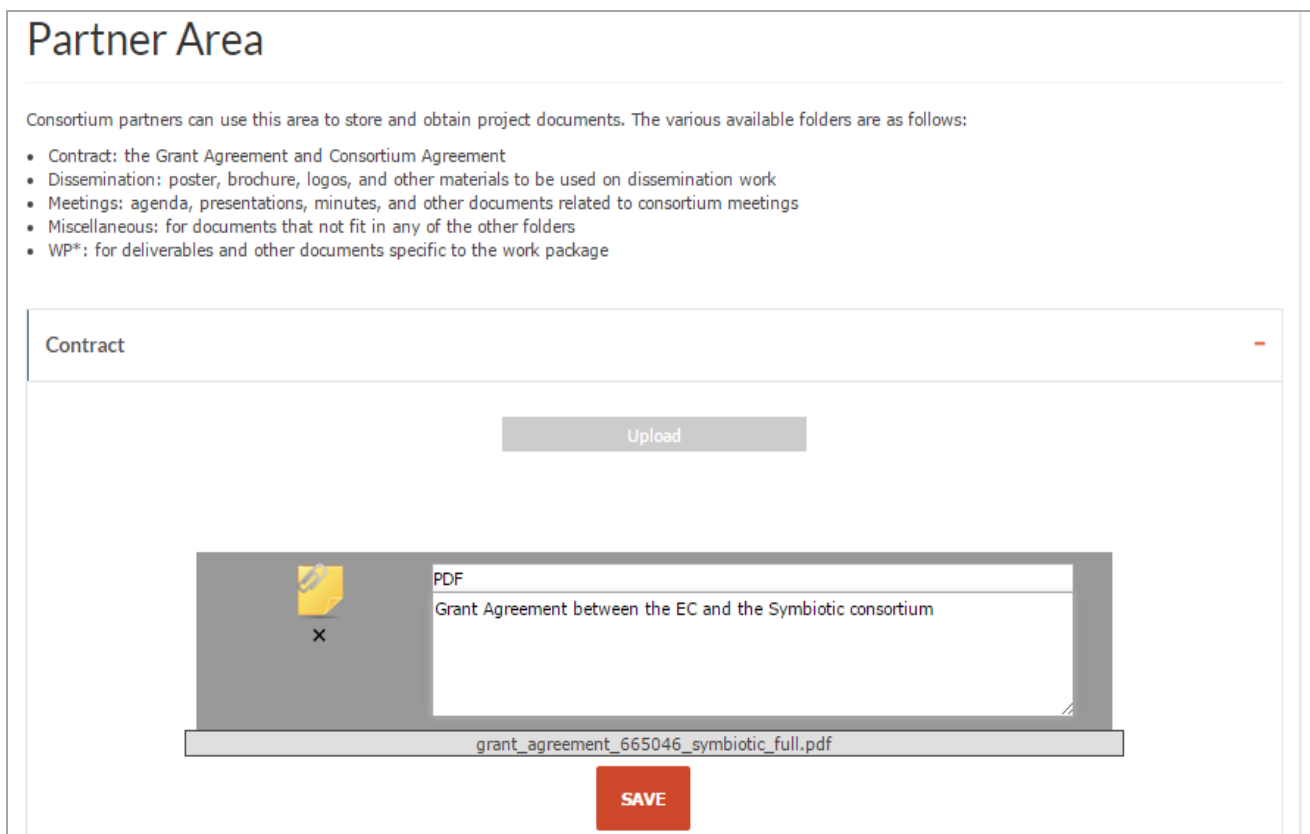


**Figure 2** – Partner Area main page

The user can open the folder that interests him/her and is presented with the files within that folder. He can download the files he is interested in, and/or upload his/her own.



**Figure 3** – Contract folder, where the files related to agreements between the project stakeholders are stored



**Figure 4** – Upload of files to the Contract folder



### 3.2 Available Folders

Each folder within the Partner Area is dedicated to a specific subject. The list of available folders is expected to change during the project execution based on the needs of the partners, but at the start of the project the existing ones are as follows:

- **Contract:** houses all the documents related to agreements between project stakeholders (e.g. Grant Agreement, Consortium Agreement, etc.);
- **Dissemination:** stores the poster, brochure, partner and project logos, and other materials to be used on the dissemination work;
- **Meetings:** holds the agenda, presentations, minutes, and other documents related to consortium meetings, both face-to-face and remote;
- **WP1, WP2, ..:** stores all files related to the respective work package, including deliverables, project results, papers produced, etc.;
- **Miscellaneous:** for documents that do not fit in any of the other folders;

## **4. Future Work**

The selection of the tools was based on the partners' previous experience, and analysis of existing communication services. While the consortium is confident that they will prove to be sufficient, the partners will remain open to try and use new tools if opportunity arises or project evolution dictates it.

The private partner area is the one tool that will continue to be worked on and expanded as the project evolves. In particular the next work on it will focus on the addition of new features to support specific needs, such as control of deliverables and milestones, new ways to manipulate the stored files, etc.