**EOSC-hub WP3 Minutes of the meeting – 9th January 2018**

Participants:

* Sara Garavelli (WP Leader, Trust-IT Services)
* Caterina Piagentini (T3.5 Leader, Trust-IT Services)
* Roberta Piscitelli (T3.1 Leader, EGI)
* Isabel Campos (T3.2 Leader, CSIC)
* Sara Coelho (T3.3 Leader, EGI)
* Iulia Popescu (EGI)
* Gergely Sipos (EGI)

All the slides used in the. Meeting are available here https://indico.egi.eu/indico/event/3548/contribution/11#

**WP3 overview – SG https://indico.egi.eu/indico/event/3548/contribution/11/material/slides/0.pptx**

**Assessment of the impact of Open-AIRE advance**

An extra objective has been added to the WP Make sure that a joint communication plan is created and executed with OpenAIRE-Advance. T3.3 & T3.5 (communications, branding & website) will be the ones most affected by this (joint comm plan + branding + website).

**Resources**

Slide 8

**ACTION 1 - ALL TASK LEADERS:** inform Sara Garavelli if more people from your team need to be added to each task so that they can be included in the mailing lists (19/01/2018)

**Deliverables & Milestones** - Suggest names of reviewers (external to the WP3)

**ACTION 2 – I.CAMPOS – R.PISCITELLI by end of January** to select people for the first 2 D3.1 & D3.2) deliverables at least. Having external reviewers will help guarantee quality and will be an occasion to train others.

Agreed authors for deliverables & milestone owners Slide 10-11

**ACTION 3 - SARAG:** Check the frequency of the AMB meetings so that we can schedule the internal WP3 meetings too (ideally 1 week prior to the AMB meeting) (19/01/2018)

**Mailing lists to be created**

* Innovation Management (Roberta + Sara)
* Stakeholder Engagement (Debora, Gergely, Isabel)
* Create alias for communications (communications@..) - in place
* Create alias for events (events@..) - in place
* Create alias for website (info@..) - in place

**Dissemination Matrix:**

* Approved within the WP3. It’s important to chase people and remind them to add links to the actual project results.

**RIsks**

* The partners could be reluctant to provide info (results & exploitability plan) 🡪 before the deliverable is accepted, the user will necessarily need to complete the table.
* Budget for events
* Impact of Open-AIRE collaboration on branding

**Quality Metrics for WP3:**

**ACTION 4 - SARAG:** Look for quality metrics ideas by end of Jan

**T3.1 Overview (R.P):**

Every time a task produces a result, it will be added to the table of results by the task leader. T3.1 will provide support in doing this should it be needed.

**ACTION 5 - ROBERTA:** Consider adding examples to the table (not too specific as that might limit the users’ views). Final table must be ready by the end of February. The first draft of the innovation management plan will be ready before the deliverable.

**ACTION 6 - SARA G:** Make sure that the exploitable results are discussed during the AMB

**T3.2 Overview (I.C) https://indico.egi.eu/indico/event/3548/contribution/11/material/slides/1.pptx:**

An idea to kickstart this task could be to divulgate a questionnaire among the consortium. This task will use the marketplace as a starting point to understand which services can be offered (both addressing the providers, enablers and users).

\*open question: how will we link the services on the web platform?\*

**ACTION 7: ISABEL:** Clarify what are the Task expectations in terms of KPI by the next WP3 meeting

**ACTION 8: ISABEL:** Clarify who and how the task is planning to ask support within the consortium (CC?, training WP?) by the next WP3 meeting

**ACTION 9: ISABEL:** Provide a more detailed plan for the first 12 months by the next WP3 meeting

We have the deliverable at M4, which clearly is a deadline for the potential stakeholder analysis.

Another good checkpoint is M10, to collect what we have done so far in terms of engagement at the

DI4R event.

**T3.3 Overview (SARA Coelho) –no slides :**

Communication elements will include newsfeed, blog, internal brief (6 times/year, with updates from WPs), newsletter (3/4 times/year, Mailchimp), publications as required, social media (mainly Twitter, then Facebook and LinkedIn).

**T3.4 S.G https://indico.egi.eu/indico/event/3548/contribution/11/material/slides/2.pptx:**

The final date for events will be communicated by the end of January 2018.

For what concerns external events, we do not have many PMs on this, we need to push partners to participate to events.

**ACTION 10: SARA G:** Ask for an updated budget for events to Yannick.

**T3.5 Overview Caterina https://indico.egi.eu/indico/event/3548/contribution/11/material/slides/3.pptx:**

The landing page for the EOSC-hub will go live asap by the end of Jan. At the same time we will be working on a proposal for the EOSC website so that we are ready to present it to OpenAIRE by February.

The landing page will include:

* Registration to newsletter/join the community
* Twitter feed
* Contact form
* Partner section (think about this)

**Chosen logo:**



**ACTIONS T3.3, T3.4, T3.5**

**11)** Setting up social media (IP) by end of Jan

**12)** Website v0

    - CP: Add twitter handle / contact email (info@eosc-hub.eu) to landing page by week 15th

    - CP: Add the Press Release as a separate page of the website, linked from the landing page week 15th

    - SC: Prepare a first draft of the sitemap for team discussion - perhaps during our first proper call week 22th

**13**) Press release (SC) week 15th

    - Collect feedback (SG and Giacinto already commented, waiting for the others)

    - Prepare final version for upload

    - All: promote in own channels & mailing lists

**14**) EOSC website (SG) week 15th

    - slides for TF with the concept of the joint website to help with convincing the OA ppl at their kick-off

**15**) ppt template CP week 15th

**16)** Templates / graphics package -6 visula guidelines (CP) end of Jan

**17**) Roll-up banner

    Quantity: 2 banners, to be printed according to the specifications attached

    Print deadline: 13 February

    Design work and approvals: week of 5 February

    Concept: Project name & logo, Tagline (TBD, see point below) in an

    abstract background

**18**) EOSC-hub leaflet

    Quantity: 500 (more?)

    Print deadline: 13 February

    Design work and approvals: week of 5 February

    Final text for layout: 2 February

    Decision on the format: TBD first communications meeting

**19**. I would also plan for the week of the 12th  feb the template for the internal newsletter (CP) and the draft of the real newsletter (SC you can draft the briefing from Tiziana and I could extract the info for the WPs let me know if fine - if they are all poor we will start the WP reporting form the next issue).

FYI yesterday I informed the AMB that we are going to do this internal newsletter and they were happy about it as many WP identified the lack of internal communication one of the major issues. They were only scared by the fact that they were supposed to provide another reporting therefore the decision taken on the production process of the internal newsletter is the following:

- WP3 extracts the information for each WP from the WP biweekly  AMB reports

- WP3 packs nicely the information and send it to the WPleader for approval

- WP3 circulates the newsletter

**20**

2. Support to the organisation of the public launch – Tiziana will send to us (Saras) the list of people in the consortium to be contacted to ask if their directors want to attend the public launch. The max number of participants is 22 for EOSC-hub. As we have the list we need to contact them. (SG or SC) As confirmed we need to prepare a short announcement – week 15th/22th jan (depends on when we get the confirmation) SC can you do that? @IP this will have an impact on social media as well

**21**

3. RDA co-located event – i) comm material (I guess the banner and the leaflet that we are developing for the 21st is fine) what do you think?  ii) promotion of RDA sessions – announcements (SC –@SC: Rob can support if needed) ii) promotion on social media IP + RC? (same comment for Iulia: Rob can help you)  - week of 15th/22nd