



FAST Nuclear Emergency Tools (FASTNET project)

FASTNET-DISSE-D5.4
IRSN/PRP-CRI/SESUC/2016-00148

FASTNET Web site




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1 INTRODUCTION

The address of the Web site is <https://www.fastnet-h2020.eu>. The underlying software for development of the site is an open-source product in order to allow easier generation of new content and improvements of the design. Two kinds of areas are open: an area accessible to public and EUG (End-Users Group) members and an area with a restricted access for partners and SEG (Senior Expert Group) experts (accessible with a login and a password). A user guide completes this document.

2 NOMENCLATURE

EUG	End-Users Group
MT	Management Team
SC	Steering Committee
SEG	Senior Expert Group
WP	Work-Package
CA	Consortium Agreement

3 CONTENT

The communication among partners (inside the Consortium) is made easier with an Extranet collaborative tool to share news or documents (management and technical) and participate in discussions within each Work Package.

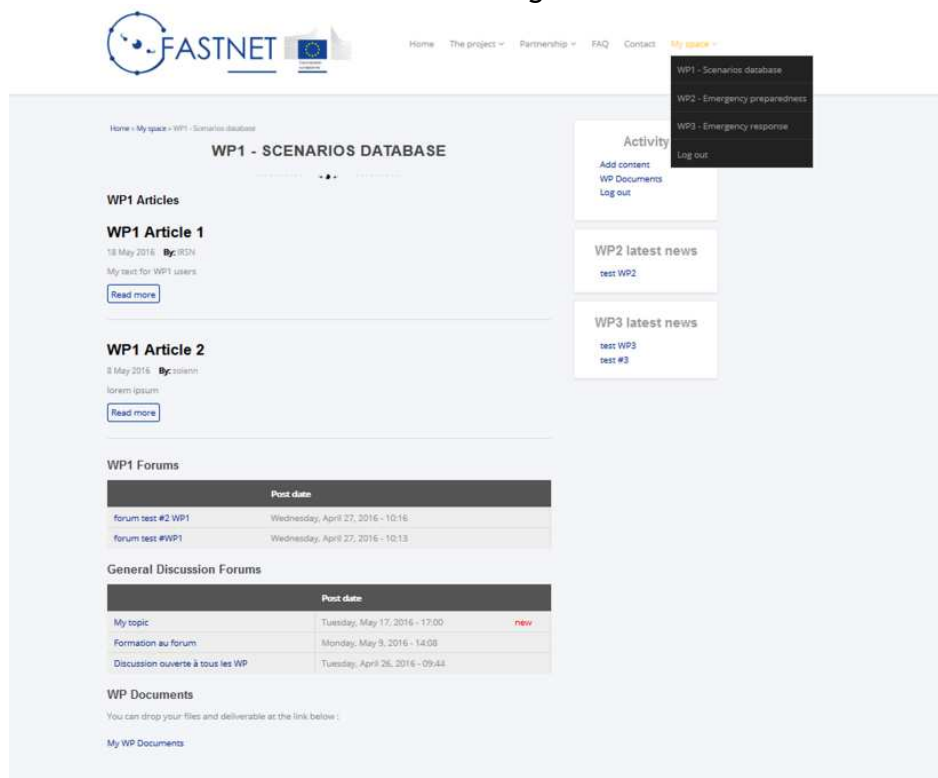


Figure 1: Workpackage page

For communication out of the Consortium, an up-to-date public Web site is created, dedicated to the public and the members of the EUG.

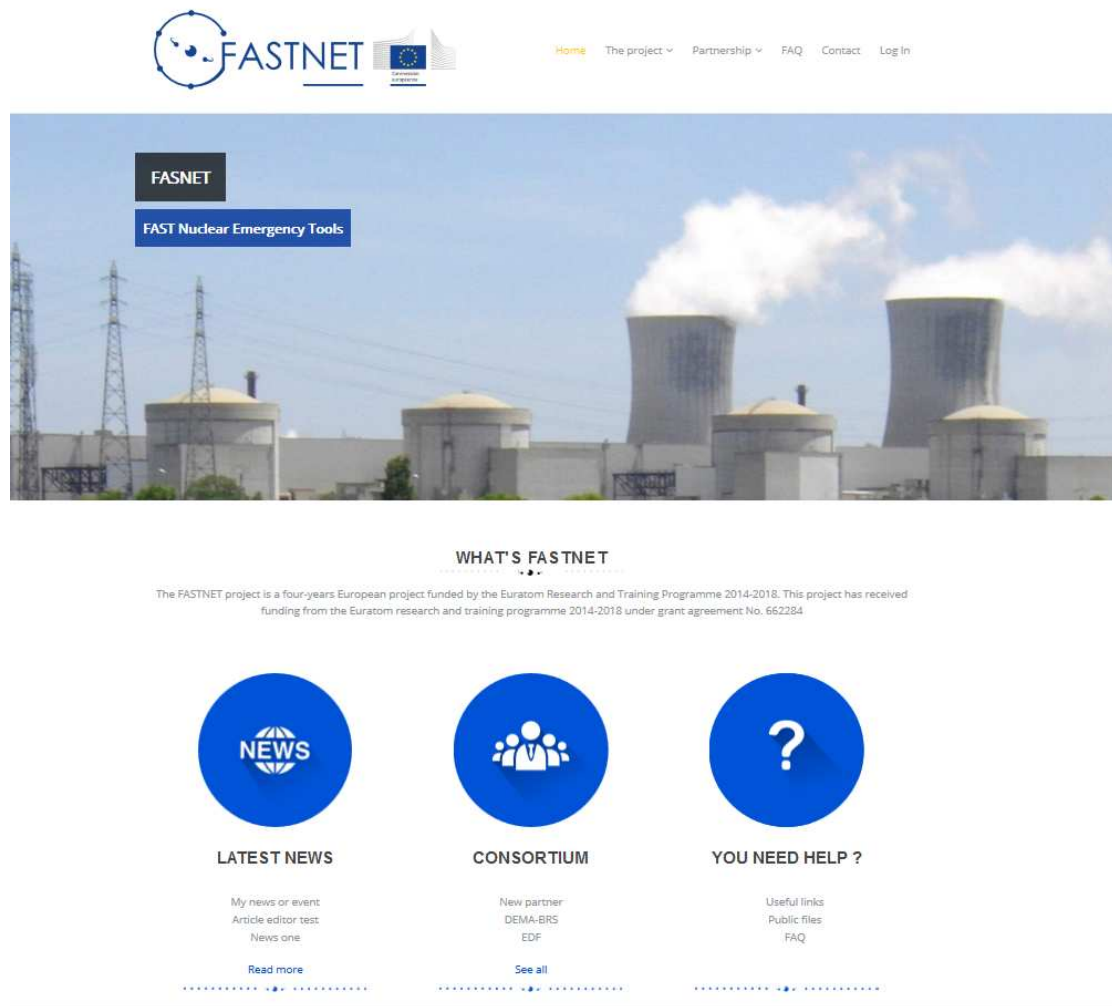


Figure 2: Home page

A public Web site for a project has a fundamental importance in raising the public interest and possibly increasing its participation. The site informs about the progress of the project and its impact, describing in a comprehensive way, even to non-specialists of emergency preparedness and response, the project objectives and steps. Thus the main results and conclusions of the project are clearly indicated and their importance underlined. In addition, the structure of the project is made clear, as well as the partner organisations and the scientific, technological and organisational environment in which it takes place.

In order to achieve these aims, the public Web site has a clear, aesthetically nice design and a simple and intuitive navigation. It also contains:

- A short description of the project and its activities. A “useful links” page provides other links with the Web pages of each partner organisation and the site gives insight into their competences used in the project. Other links refer to relevant multilateral organisations (OCDE/CSNI, IAEA...), European platforms (NERIS, NUGENIA...), associations/clubs (WENRA, HERCA...) and FP7 projects (CESAM, PREPARE...);

- Information about the progress achieved in the project, with for instance the most important documents that can be open to the public, e.g. list of public upcoming events, syntheses or state of the art reports.... These documents are easily retrievable by storing them in a comprehensive structure and by full text search;
- A public presentation of the way any nuclear emergency will be managed in Europe. This explanation, after review from the SEG, will be dedicated to the public who will have the opportunity to consult updated frequently asked questions (FAQ) and use contact forms.

4 USER PROFILES

Different user profiles are defined according to their rights of reading and modification relating to the contents of the Web site: the Administrator “site”, the Administrator “WP”, the WP user + SEG experts, public + EUG members. Their respective access rights to the different site’s functions are presented in Figure 3:

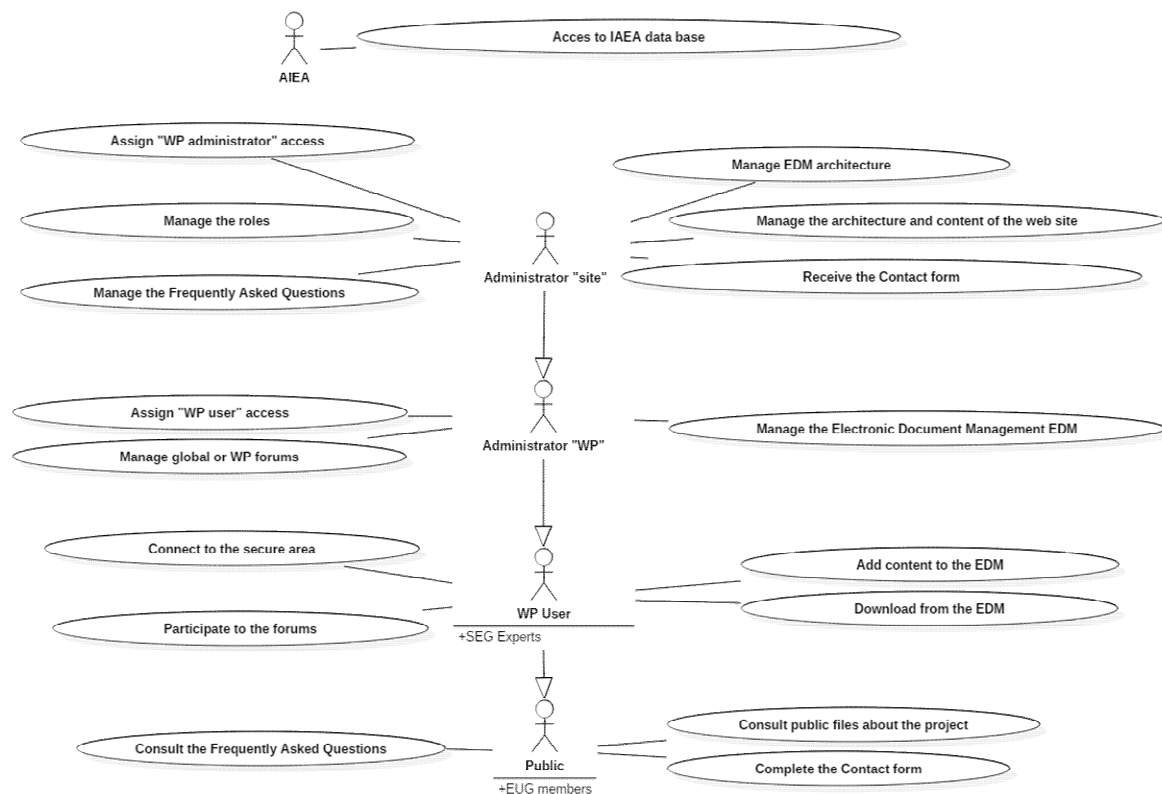


Figure 3: Access to the site's functions according to the FASTNET user profiles

5 MANAGEMENT OF DOCUMENTS

5.1.1 In the restricted area

The administrative/management documents are available in the document library of the WP6 (Management) front page, thus available for any FASTNET member:

- templates,
- lists of SC, MT, SEG and EUG members,
- information about General assembly, SC and MT meetings: agendas, list of participants, photos, presentations and minutes,
- management deliverables (D series),
- financial data,
- periodic reports,
- project reviews,
- upcoming events/actions,
- ...

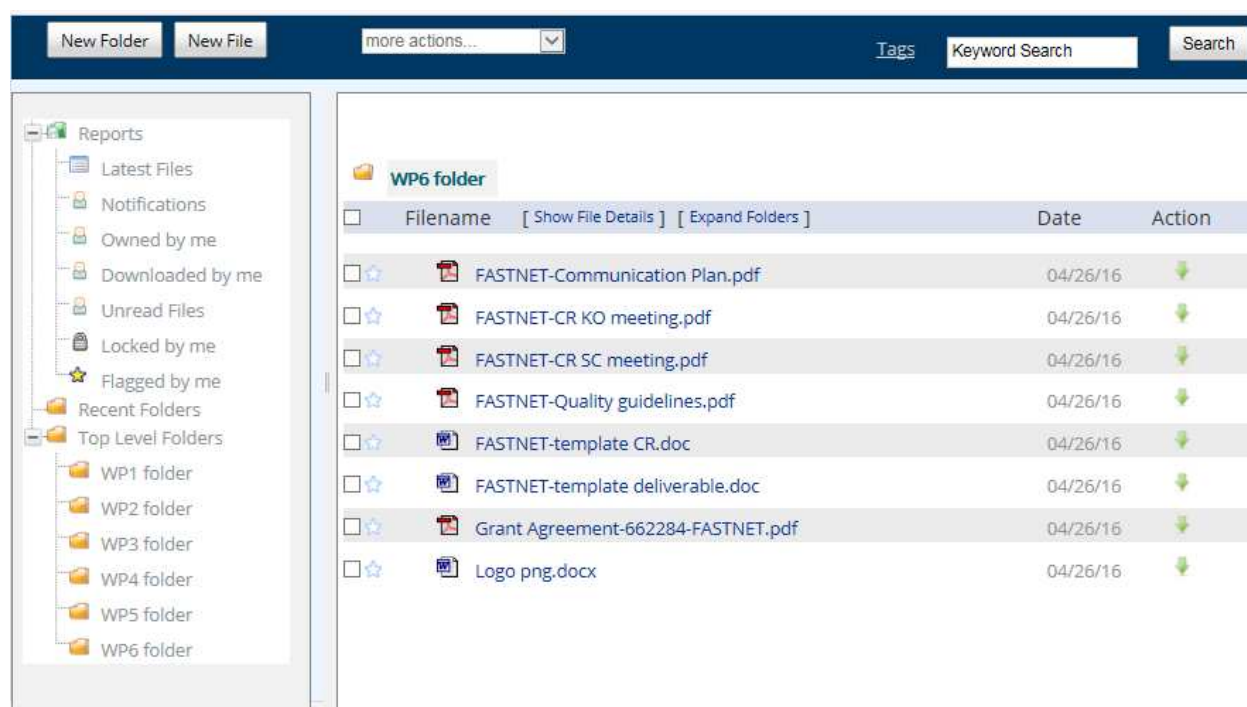


Figure 4: WP6 folder page

The technical documents are available in the document library available on each WP page. Each Administrator “WP” may manage the access rights of the WP users to any WP document. In particular this management will take into account the confidentiality rules adopted in the CA. This is particularly true for the documents marked with the ‘CR’ dissemination level that are available only to members working in the same subject:

- agendas, list of participants, photos, presentations and minutes of technical meetings,

- deliverables (D series) and publications (J/C series),
- progress & technical reports (P series),
- ...

5.1.2 In the public area

The selection of the documents takes into account the following aspects, in addition to the restriction to only publish “open” results and documents without copyrights:

- large consensus between FASTNET partners on the published knowledge improvement,
- positive illustration of the networking effort,
- potential interest of results for EUG members.

In consequence, these documents are proposed by the WP Leader to the Coordinator for approval:

- basic information about the project (logo, partner organisations and links with their Web sites, list of contacts, updates of the main objectives...),
- FASTNET Newsletters which contain updated information on the progress of the project,
- publications of the J/C series (characterised in the library by a list of profile data giving for each document some bibliography information (authors, title, reference, date of publication, references of journals and conferences....),
- other reference documents of the P series, in particular on the subject related to the management of any nuclear emergency in Europe,
- updated frequently asked questions (FAQ) and contact form,
-

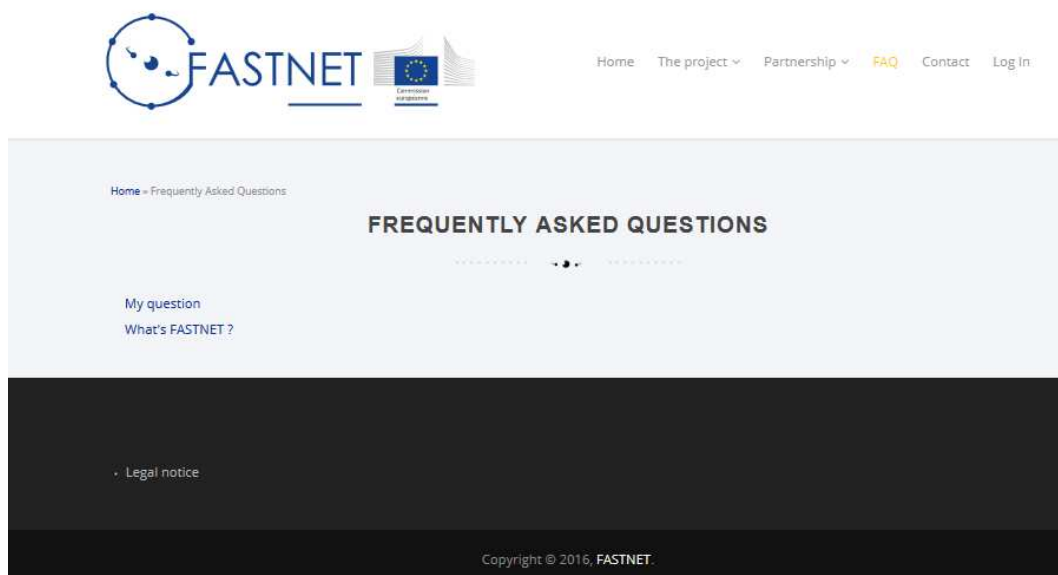


Figure 5: FAQ page

The documents selected for publication in the public area are marked in the restricted area for publishing. The administrator “site” is notified when a document is marked, and

transfers it from the restricted area to the public area, where the documents are first collected in a public document library. The administrator “site” is also notified when an update of a marked document in the restricted area occurs, and retransfers the document to the public area.

When a document is not protected by copyrights, the PDF file of the document is also available in the library of the public area. When a publication is protected, only the profile data is available in the library.

Profile data have to be provided by the WP Leader when not available in the document. The Coordinator is responsible for the collection and checking of the profile data; he is also in charge of the elaboration and update of the list of publications available in the public area. The administrator “site” is in charge of the implementation of this list and of the profile data.

6 DEVELOPMENT PLAN

Concerning the public area (updated by the project coordinator):

- In the first step, planned in June 2016, the basic information for the FASTNET project, such as the logo, the partner organisations, a list of contacts, the updates of the main objectives will be available for display. Links with the Web sites of these organisations will be updated or implemented. The FASTNET newsletters, which contain much actual information on the progress of the project, will be displayed on the Web site in a suitable format.
- In a second step, planned to start in September 2016, the development will focus on the documents that describe the progress and results of the network. In general, most documents that are created by the partners will not be public due to the proprietary data (often experimental data) that may be present in these documents, or due to confidentiality issues. But efforts will be done to implement as much as possible technical general syntheses. All papers or articles in conferences or journals cannot be put in this site in general because of copyright, but their titles and abstracts will be implemented.
- In a third step, planned to start in November 2016, the subject related to the management of any nuclear emergency in Europe will be addressed through documents.

Concerning the restricted area (updated by the project and WP coordinators):

- In the first step, planned to start in June 2016, links (EC participant portal...), management documents (templates; lists of Steering Committee/SEG/EUG members; agendas, list of participants and photos of meetings; financial data; periodic reports; project reviews; upcoming events/actions;...) and technical documents (presentations; meeting minutes; deliverables; publications;...) will be available.
- In a second step, planned to start in November 2016, documents will be prepared and shared on the subject related to the management of any nuclear emergency in Europe.

In addition to this document, a user guide will be provided to the partners of the project.