# D4.1 - Internal and external IT communication infrastructure and project website

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| **Abstract:** | The external IT communication infrastructure constitutes a guideline for communication of the Safe4RAIL-2 project to external target groups including conferences, marketing measures and communication channels. Furthermore, this deliverable constitutes the launch of the internal Safe4RAIL-2 communication infrastructure including the establishment of mailing lists, a subversion repository server and the Safe4RAIL-2 website. |
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# Executive Summary

This deliverable provides an overview of the Safe4RAIL-2 project internal and external IT infrastructure. It consists of four main chapters and a chapter of summary and conclusion.

Chapter 1 serves as an introduction to the topic. It gives an overview about the deliverable and the IT infrastructure.

Chapter 2 provides an overview on the dissemination and communication strategy, which Safe4RAIL-2 is following within and beyond the project lifetime. Furthermore, Safe4RAIL-2's dissemination plan composed of three phases and the targeted project dissemination activities are explained in detail.

Chapter 3 describes the corporate visual identity of Safe4RAIL-2, which provides visibility and recognisability.  The subchapters present the actions, which were taken in order to create a visual identity of the project, to raise awareness of the project and remember its name and core objectives. It includes the project logo and the internal and external project templates.

Chapter 4 shows the Safe4RAIL-2 project website, which represents the major external communication tool within this project.

In Chapter 5, so-called "Collaborative Tools", respectively the tools composing the internal and external IT infrastructure of Safe4RAIL-2 are introduced. Furthermore, the internal communication is an essential point. Therefore, mailing list servers and telephone conference systems have been established.

Another very important tool in this project is the Subversion (SVN) server. The SVN allows easy synchronization of documents between the server and a participant's local file storage for sharing documents within the project. It is a central file repository where all project partners can get access to the required documents, as demonstrated in Chapter 5.1.

The established environment enables state-of-the art, efficient and user-friendly collaboration and dissemination of information and provides the ideal administrative basis for the project work.

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# Chapter 1   Introduction

This deliverable gives an overview about the Safe4RAIL-2 internal and external IT communication infrastructure, which consists of a set of tools to facilitate the cooperation among the beneficiaries, the project coordinator, its administrative support, the EC and Joint Undertaking, interested stakeholders and the general public. Furthermore, this deliverable provides an overview on planned dissemination activities and its dissemination materials, which are created and used within Safe4RAIL-2.

Additionally, this deliverable contains the launch of the internal Safe4RAIL-2 IT communication infrastructure, including the establishment of mailing lists and a subversion server, as well as the Safe4RAIL-2 website. A more detailed description about the project's website will be given in Chapter 4.

Aside from the project website, a whole set of tools foster the cooperation within the project and enable the dissemination of project results to the general public. Technikon has developed a system, called "Trusted-Knowledge-Suite" (TKS), for distributed project collaboration in recent years. This trusted collaborative toolbox was awarded an Austrian ICT innovation prize for its security and completeness. The toolbox was incorporated into the architecture, which was initiated and configured for Safe4RAIL-2. The main components of the knowledge management infrastructure include the following:

- A public dissemination website running on the Joomla! Content Management System (CMS) including a restricted area for project participants

- A version control system (Subversion - SVN) for organizing files and documents within the project

- Mailing list server (Mailman) as primary means of communication between participants

The subversion uses encrypted communication paths and can be configured to work through corporate firewalls that allow encrypted web traffic. The versioning tool requires a web browser with java-script support. Figure 1 presents the overall architecture of Safe4RAIL-2's IT tools.
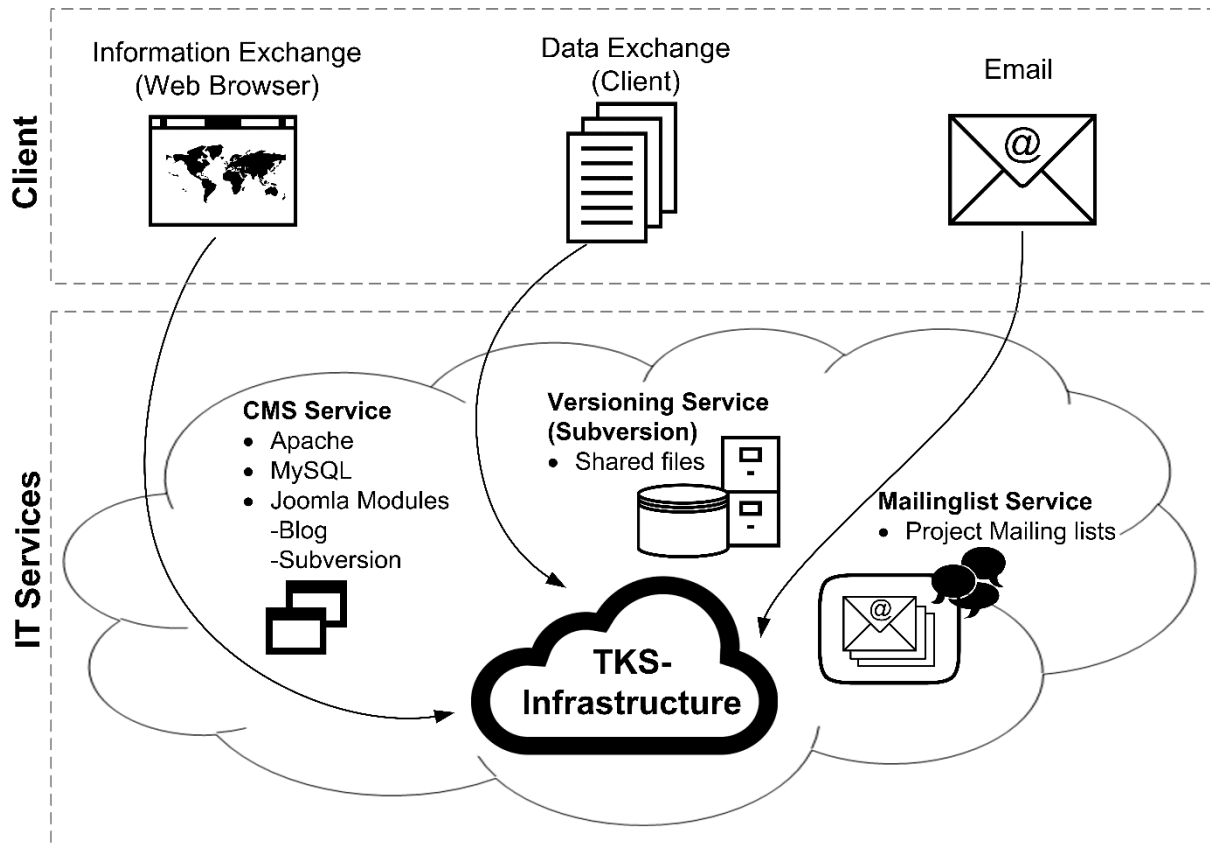
Figure 1: Safe4RAIL-2's IT Infrastructure

# Chapter 2  Safe4RAIL-2's  Dissemination  and

# Communication Strategy

A clear communication and dissemination strategy is essential to the execution of a dissemination and communication plan.  Therefore, the Safe4RAIL-2 project has set out a clear strategy, defining the audiences the project aims to target and also defining why the audiences should be targeted and by which means.

Within the Safe4RAIL-2 project, four main audience groups can be defined: **Civil Society or citizens, Industry and Innovators, Policy Makers,** and the **Academic Research Community.**  The project results can be used specifically to reach the different audiences, by using the channels that will be described below.
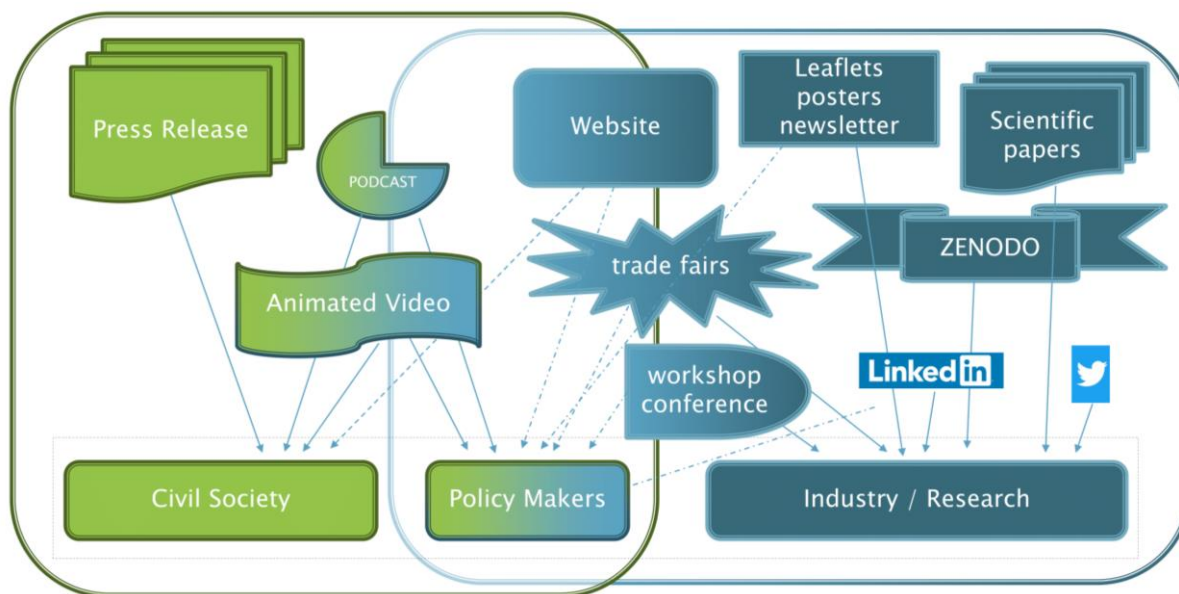


Figure 2: Safe4RAIL-2's Dissemination and Communication Strategy

The **civil society or citizens** refer to the general public and a wide array of organizations. The EU considers Civil Society Organisations (CSOs) to include all non-State, not-for-profit structures, non-partisan and non-violent, through which people organise to pursue shared objectives and ideals, whether political, cultural, social or economic. Operating from the local to the national, regional and international levels, they comprise urban and rural, formal and informal organisations.

**Industry and innovators** include companies and activities which are involved in the process of producing goods and services. These companies follow for-profit strategies. One particular type of company is the SME (small and medium-sized enterprise). SMEs are the backbone of Europe's economy and represent 99% of all businesses in the entire EU. Within the industry research is converted into improved goods, services, or processes for the market.

**Policy makers** are members of a government department, legislature, or other organization who are responsible for making new rules, laws, etc.

The **academic research community** includes universities, research facilities and platforms where knowledge is collected, gathered and shared. It is a structure that fosters creating, sharing and applying specific knowledge.

## 2.1  Initial Dissemination Plan

Dissemination activities ensure the visibility and awareness of the project and support the widest adoption of its results among potential users. The Safe4RAIL-2 dissemination and communication plan prepares the way for successful exploitation by facilitating internal communication within the project from the outset. Dissemination and communication activities are actively pursued from the beginning to the end of the project – engaging continuously with both internal and external audiences. The activities have been clustered into three main phases:

The **first phase** is called "awareness creation" and consists of building up the Safe4RAIL-2 branding and corporate identity, as well as establishing the project website and additional project information material, like templates for documents as well as presentations. Further, a podcast and/or a short video with animated content will be produced to transport the project's idea on a technical level suitable for the public audience.

In the **second phase**, scientific papers are written and submitted to conferences and journals as well as presentations at conferences and workshops will be given in order to further raise awareness among the scientific and industrial stakeholders. Furthermore, publications and certain deliverables will be published on the project website in order to keep interested parties informed about the latest progress. Also, frequent posts on Twitter/LinkedIn and the news section of the project website constitute an important part of keeping the information flow upright and increase the interest of multiple audiences. Besides that, newsletters, press releases, poster, information about workshops and conferences, etc. are an integral part of this dissemination phase, allowing more interactive communication within and outside the consortium. There will be additional press releases/newsletters when significant milestones are reached or for specific project events.

In the **third phase**, dissemination will feed in to exploitation, which means using the results for commercial purposes or in public policy-making. There will be some ongoing dissemination activities after the project end in order to promote the project results (e.g. website will stay alive for 5 years, social media, cooperation activities with other projects, talks at conferences and follow-up projects). The main focus will be to exploit those project results and attract the target audience group. On the one hand, this will be achieved by a professional video in order to bring the project outcome nearer to the public as well as the European Commission and Joint Undertaking. On the other hand, a final conference will be held to present the project's final results to key stakeholders and interested parties.



**Phase 1: Awareness Creation**

- Branding & corporate
  identity
- Project website
- Project information
  material

**Phase 2: Continuity of information flow**

- Scientific papers & articles
- Conferences & workshops
- Social media & News entries
- Project information material

**Phase 3: Result orientation**

- Promotion of project results
- Exploitation activities
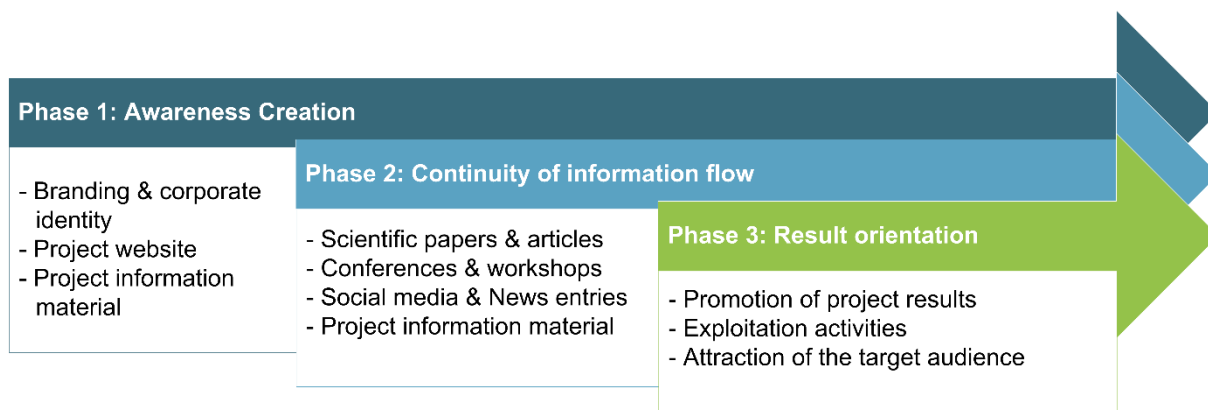- Attraction of the target audience

Figure 3: Dissemination & Communication Phases

An initial dissemination plan has been set up and defined in the Safe4RAIL-2 project Description of Action (DoA) accordingly to the three phases described above. The corresponding dissemination activities of all three phases are summarized chronologically in the table below.

| Type of activity/ channel | Type of audience | Timeframe + Location (if applicable) | Influence on achievement of expected impact / KPI[1] | Main partners involved |
|---|---|---|---|---|
| **Phase 1: Awareness creation** | | | | |
| Press release | General public, local media and followers of the Safe4RAIL-2 partners | At project start | To inform the public about the project start of Safe4RAIL-2 with an official announcement letter. This fosters other partners' and customers' awareness of the project. Industry and academic partners use their media channels (through press releases but also interviews with national newspapers, for example) to provide information on the start of the project and later on progress. *KPI: for each media channel, one press release per involved partner.* <br><br> *https://safe4rail.eu/downloads/Safe4RAIL -2-Announcement-Letter.pdf* | All |
| Project branding | General public | In M02 of the project | With the Safe4RAIL-2 brand, we improve the project's recognition among stakeholders and stimulate word-of-mouth recommendations and follow-up actions (branding and corporate identity). The brand will be used in all public documents. *KPI: one template featuring the corporate identity of Safe4RAIL-2 for each dissemination channel.* <br><br> Safe4RAIL-2 project logo is depicted in Section 3.1. | TEC |
| Leaflet | General public, scientific community, industry, civil society, policy makers, medias, investors, customers | In M04 of the project | Information material to raise awareness on project targets, opportunities and partners which can be distributed via e-mail or directly after meetings or conferences. Material costs are rather low and these materials perfectly add up to the online dissemination and can be easily distributed at events and or B2B-meetings. *KPI: the planned print number is about 1.000 copies.* | IKL, TEC |
| Website | General public, European Commis- | in M04 of the project (maintained for at least 5 years | Tool to disseminate information on the project and its impact to interested parties worldwide. The Safe4RAIL-2 project website describing the challenges and | TEC |

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[1] KPIs for dissemination events are based on previous editions.

| Type of activity/ channel | Type of audience | Timeframe + Location (if applicable) | Influence on achievement of expected impact / KPI[1] | Main partners involved |
|---|---|---|---|---|
| | sion, Joint Undertaking, scientific and research community, industry, medias, investors, customers | after project end) | the goals of the project, introducing the project members, informing the public about news/conferences/workshops. The website is updated on a regular basis during the project lifetime and maintained for 5 years after the project end. *KPI: According to experience we plan to reach about 10.000 people per year.* | |
| Podcast, Animated Video, Real Video | General public, scientific community, industry, civil society, policy makers, media, investors, customers | In M06 of the project, and throughout the project | A video animation is beneficial to bring the fundamental project idea nearer to the audience. It can be easily shared and conveys huge amounts of information in a short time. *KPI: the plan is to have one introductory video animation to describe the idea of Safe4RAIL-2 and reach about 10.000 hits.* | TEC |
| **Phase 2: Continuity of information flow** | | | | |
| Mid-term Safe4RAIL-2 conference event, presenting results from Phase I and Phase II | Shift2Rail members, railway stakeholders, standardization committees. | M15 | Inform key stakeholders proactively about the project results, discuss with stakeholders in an open context about evaluation and directions, and assure project impact. This event will be organized jointly with the CFM project, and S2R-CFM-IP2-01-2018, S2R-OC-IP2-01-2018 and S2R-CFM-CCA-01-2018 consortiums will be invited. *KPI: 75 participants.* | All |
| Participation in Conferences and congresses | Scientific community, industry, civil society, policy makers, media, investors, customers | Within first 18 months of the project | International conferences on reliability, safety and security of railway or railway communications and testing systems (e.g Nets4Trains workshop, World Congress on Railway Research 2019), to present initial results and to disseminate information about its impact and advantages to interested parties. *KPI: 100-200 participants.* | IKL, EUR |
| Presentation of on-going activities on high-key industrial events | Railway industry and operators, Cross-domain industry | Within first 18 months of the project | Communication with Railway industry and railway operators (e.g. SafeTrans Industrial Day, Railtex, SIFER). Arising interest among industrial groups within the railway, automotive and automation functional safety sector. *KPI: 500 participants* | TTT, WES, MOXA, ETAS |

| Type of activity/ channel | Type of audience | Timeframe + Location (if applicable) | Influence on achievement of expected impact / KPI[1] | Main partners involved |
|---|---|---|---|---|
| | audience | | | |
| Social Media Marketing | General public, European Commission, Joint Undertaking, scientific and research community, industry, medias, investors, customers | From M01 until the end of the project – regular activities on the official Safe4RAIL-2 website and social media channels (e.g. Twitter) | With the use of various social media accounts, we will increase the visibility and brand recognition by spreading Safe4RAIL-2 related content. Each blog post, tweet, image or link to publish Safe4RAIL-2 material is a chance for the community to react and this in turn could lead to new opportunities, insights and cooperation. *KPI: based on experience, 100 followers on Twitter and LinkedIn per year, 100-200 visitors per blog post.* | TEC, with the contribution of all the partners |
| Participation to Standardization Bodies | Policy makers, industry, media, investors, customers | Within 31 months of the project | Contributions of Safe4Rail-2: communication innovations to wireless standards (3GPP/ETSI, CEPT/ITU), IEC 61375 railway standards (IEC TC9 WG43), Time-Sensitive Networking (IEEE 802.1 Working Group). *KPI: technical reports and needs identified in Safe4RAIL-2 will be presented at the standardization meetings.* | EUR, WES, MOXA, TTT |
| Organisation of a Workshop/Special Session at conference/ congress | Scientific community, industry, civil society, policy makers, media, investors, customers | Within first 18 months of the project | Present the objectives and early results of Safe4Rail-2 as a whole. Visibility of the project to the community. Bring the topic outside the project. *KPI: 20-30 participants plus IEEE VTS technical sponsorship.* | EUR, IKL |
| **Phase 3: Result orientation** | | | | |
| Presentation of ongoing activities on high-key industrial events. | Railway Industry and Operators. | Within 31 months of the project | Promotion of on-going Safe4RAIL-2 activities and technologies (e.g. InnoTrans, September 2020, Berlin, Transport Research Arena (TRA) in 2020). *KPI: around 140.000 visitors for InnoTrans, 13.000 participants in TRA* | MOXA, TTT, WES |
| Presentation of results on conferences on | Professional on wireless technologies from Com- | Within 31 months of the project | Results of wireless activities on conferences related to wireless technologies, such as: European Microwave Conference, International Conference on Intelligent Transport Systems Telecommunica- | IKL, EUR |

| Type of activity/ channel | Type of audience | Timeframe + Location (if applicable) | Influence on achievement of expected impact / KPI[1] | Main partners involved |
|---|---|---|---|---|
| wireless technolo-gies | panies and Academia | | tions (ITST), International Conference on Intelligent Transportation Systems (ITSC), Vehicular Technology Confer-ence (VTC), IEEE Conference on Intelli-gent Rail Transportation. *KPI: 1000-1500 participants.* | |
| Publication in high im-pact factor peer-review journal | Profession-al on wire-less tech-nologies from Com-panies and Academia | At or close to the project end. | Final results of the project published in peer-review journals (e.g. IEEE Transac-tions on Vehicular Technology, IEEE Transactions on Intelligent Transportation Systems). *KPI: Impact factor >1, and Ranking A, A+* | IKL, EUR |
| Extended video in-cluding animation and Profes-sional video showing project re-sults | General public, sci-entific community, industry, civil society, policy mak-ers, media, investors, customers | In M31 of the project (at project end) | A professional video is beneficial to bring the project outcome nearer to the public, European Commission and Joint Under-taking. It can be easily shared and con-veys huge amounts of information in a short time. *KPI: one final video (incl. ani-mation and real images) about the Safe4RAIL-2 results published in website and social networks, such as YouTube, with the target to reach about 10.000 hits.* | TEC, IKL |
| Final Safe4RAIL-2 final con-ference event, pre-senting results from Phase III | Shift2Rail members, railway stakehold-ers, stand-ardization committees. | In M31 of the project (at project end) | Inform key stakeholders proactively about the project results, discuss with stake-holders in an open context about evalua-tion and directions, and assure project impact. This event will be organized joint-ly with the CFM project, and S2R-CFM-IP2-01-2018, S2R-OC-IP2-01-2018 and S2R-CFM-CCA-01-2018 consortiums will be invited. *KPI: 100-150 participants.* | All |

# Chapter 3   Visual Identity of Safe4RAIL-2

The creation of a corporate visual identity plays a significant role in the way the Safe4RAIL-2 project presents itself to both internal and external stakeholders. A corporate visual identity expresses the values and ambitions of our project and its characteristics. In addition, it provides the project with visibility and recognisability. Our corporate visual identity is of great importance that people are aware of the project and remember its name and core objectives at the right time. The following subchapters present the actions, which were taken in order to create a visual identity of the project.

## 3.1   Project Logo

To improve its visibility, the Safe4RAIL-2 project has adopted a project logo. The logo will be used in all dissemination tools from internal documents and reporting templates to external communication tools such as the website, presentations and brochure. This consistent graphical identity will support effective communication and recognizable dissemination activities.

Figure 4: Safe4RAIL-2 logo

## 3.2   Project Templates

The project identity is reflected in all documents created by the consortium for internal as well as for external use. The project management team established templates for different formats as Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Latex etc. The templates for documents and presentations are made accessible for all project members. The templates are important to ensure a united impression and a consistent visual appearance of the project.

Figure 5: Safe4RAIL-2 Microsoft PowerPoint Presentation Template
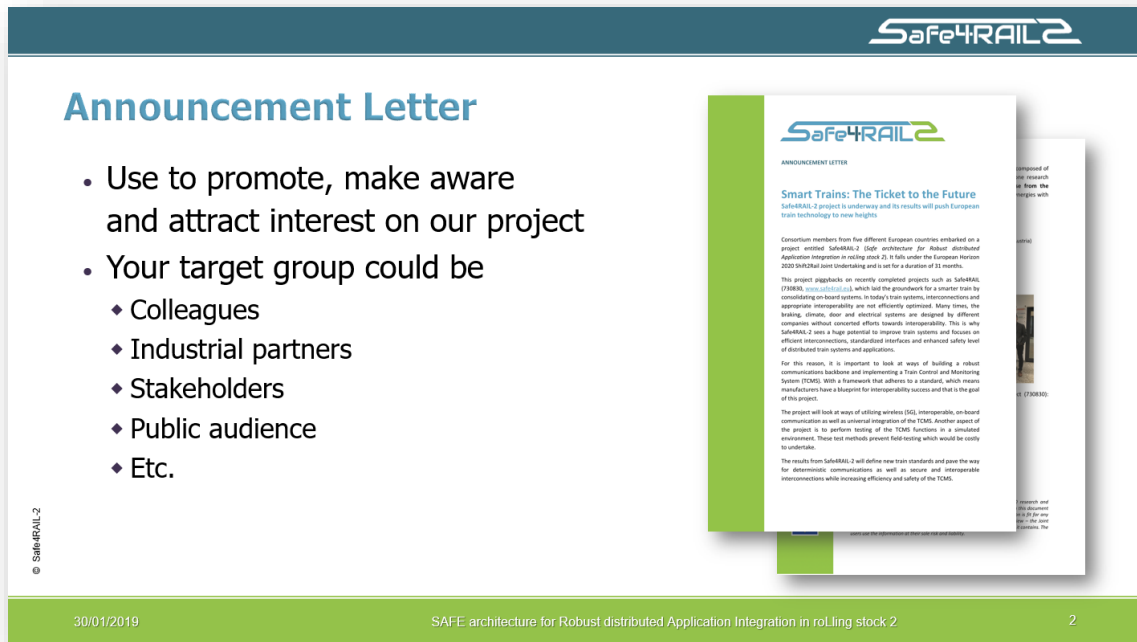


Figure 6: Presentation Example using Safe4RAIL-2's MS PowerPoint Template

Figure 7: Safe4RAIL-2 Deliverable Template in LaTeX

# Chapter 4  Safe4RAIL-2 Project Website

For the visibility of the project, the project website was launched in month 4 of the project. It constitutes the main communication tool, which will be used to spread all kinds of project information and dissemination materials. The website has been designed to provide a user-friendly and informative environment. It is based on the Joomla! Content Management System, which has been adapted to divide the site in to an open area for the public and a closed area for the project partners.

Since we established a huge community composed of interested stakeholders and scientific researchers during the predecessor project Safe4RAIL by means of its project website, we will follow this path and re-use its web-domain and re-build the website in the appropriate Safe4RAIL-2's visual identity style. As a result, the community behind will be kept updated on upcoming topics in the next-gen TCMS domain.

The Safe4RAIL-2 project website is available on the following link:

**http://www.safe4rail.eu**

The main menu of the project website is composed of the following sections:

- ***About***

    In this area, the visitor receives information about the project's mission and motivation, about the concept and objectives, and the project structure, respectively the work package structure of Safe4RAIL-2.

- ***News***

    In this area, visitors can find an overview of Safe4RAIL-2's recent and past news items as well as upcoming and past events like conferences, workshops and meetings. Furthermore, this section also holds project's press releases, leaflet, and further dissemination materials.

- ***Results***

    In this area, the visitors can find and download project publications, papers, deliverables as well as related documents.

- ***Partners***

    In this area, the visitors can get an overview of the project team members. Furthermore, each partner homepage is linked accordingly.

- ***Contact Us***

    By means of the "contact us" page, it is possible to send an email directly to the administrative support Technikon of the Safe4RAIL-2 project. It is intended for general feedback or questions to the project or website.

The design of the website is based on the colours of the Safe4RAIL-2 logo. Figure 8 illustrates the start page of the Safe4RAIL-2 website.

Figure 8: Start page of Safe4RAIL-2's website

At each page of the Safe4RAIL-2 website the disclaimer, the legal notice, the privacy policy and the feedback form are accessible (located at the bottom).

The website can be viewed with a standard desktop web browser as well as on a smart phone and will be kept alive throughout the project period and a few years afterwards.

The website is updated by Technikon on a regular basis, depending on the release of major updates by developers of the Joomla! CMS. For collecting statistics, Technikon makes use of various tools. The metrics chosen to be presented will be selected depending on need or interest respectively. For example, these can be:

- The number of unique visitors
- The number of total visits
- The geographical distribution of the visitors' locations
- The ratio between new and returning visitors

# Chapter 5  Safe4RAIL-2 Collaborative Tools

A set of collaborative tools are provided to facilitate the cooperation within the project and to assist in the coordination work. These tools are:

- a protected online workspace (CMS → Joomla!),
- a version control system (SVN) for keeping track of documents, and
- a mailing list system for internal information exchange.

All users have provided a registration link via email at the beginning of the project. This link allowed them to set their password, which works for all tools. Further, members can at any time retrieve a new link to reset their password (e.g. periodically update of password due to security issues).

## 5.1  SVN Server

The Subversion server allows easy synchronization of documents between the server and a participant's local file storage. The system includes tools for retrieving older versions of a particular file, resolving conflicts between different versions of the same file and locking files for local editing. Two main tools are provided by the server. On the one hand, there is the client access which provides the user reading and editing rights. On the other hand, there is the browser access on which the user only has read access to the data.

Some major advantages of the subversion are for example:

- Offline availability of the data via SVN clients (stored on your local hard disc)
- Read-only access via HTTPS (Web Browser)
- Synchronizing the data between Client/Server
- All former versions of the file are available and reproducible
- E-mail notification on activity (e.g. "commit" action)

### 5.1.1  Client Access

There are several tools, respectively clients for accessing and working with SVN repositories in an efficient way. Two of them we list in the listing below. Therefore, it depends on the user, which client is used in order to work with the project's repository in a useful manner.

**Clients**

- "TortoiseSVN" https://tortoisesvn.net – SVN Windows client that interacts with Windows Explorer.
- "Smart SVN" https://www.smartsvn.com – SVN client designed for Linux, Macintosh and Windows operating systems.

### *5.1.2 Browser access*

It is also possible to access the data through your Web Browser. Please note that within the Web Browser you only have read access to the data.

## 5.2 Mailing list server

A number of mailing lists are available to the project members for easy communication with a set of participants. For subscriptions and other management tasks it is necessary to write an email to technikon@safe4rail.eu. Access is controlled by the administrative support Technikon to ensure the integrity of the lists.

Technikon has set up a mailing server with a wide range of different mailing lists, where all people who are responsible for the various sections are subscribed.

The different Safe4RAIL-2 mailing lists can be seen in the following table:

Table 1: Mailing Lists

| Mailing List | Description |
| --- | --- |
| ALL-Mailing List | All personnel actively involved in the project |
| WP1 Mailing List | For technical-only belongings/reaching partners involved in WP1 |
| WP2 Mailing List | For technical-only belongings/reaching partners involved in WP2 |
| WP3 Mailing List | For technical-only belongings/reaching partners involved in WP3 |
| GA Mailing List | General Assembly members and deputies |
| EB Mailing List | For all technical correspondence & EB member discussions |
| Financial Mailing List | Personnel responsible for financial questions and tasks |
| Publication Mailing List | Partners will be informed about Publication & Notices at least 45 days before publication |
| SVN-Log Mailing List | E-mail notification on SVN commits |

## 5.3 Telephone conference system

In addition to the planned physical meetings, we will perform regular telephone conferences within the Safe4RAIL-2 project. Two different tools provided by the coordinator Ikerlan and its administrative support Technikon are available for all partners. The web conferencing tools, called **GoToMeeting** and **WebEx**, allow you to host online meetings. Users can either dial-in via a local client (VoIP) or use the dedicated country code, which is provided by the organizer. Dial-in details can also be found in the project handbook as well as on the project´s SVN repository. GoToMeeting and WebEx provide the possibility to share the screen of your computer and hence any application on it in real time.

# Chapter 6  Summary and Conclusion

This document provides an initial documentation of the Safe4RAIL-2 IT communication infrastructure, as well as the project website.

First, an introduction to Safe4RAIL-2's dissemination and communication strategy including the dissemination process and plan was provided.

Further, a presentation of the visual identity of the Safe4RAIL-2 project, including the project logo and project templates, is given. A corporate visual identity expresses the values and ambitions of the Safe4RAIL-2 project and its characteristics. It provides the project with visibility and recognisability.

As a cornerstone in month 4 of the project, the Safe4RAIL-2 website was released representing the major (external) project communication tool divided into five sections:

- In the first category "About", the visitor receives information about the project's mission and motivation, about the concept, the planned results and the technical approach (work packages) of Safe4RAIL-2.

- Relevant information, news and upcoming events are posted within the website section "News".

- Released publications, submitted papers and accepted (public) deliverables are published within the section "Results".

- Moreover, the project "Partners" are presented and the corresponding websites are linked to them.

- Finally, general feedback, questions or contact requests are possible via the "Contact Us" page.

Through publishing all relevant public information of the project on the official Safe4RAIL-2 website, the website will be kept lively and external visitors will immediately see the current news and activities. Further, this allows more interaction and communication within and outside the Safe4RAIL-2 consortium. In general, we grant open access to all communication and dissemination materials published on the project website. If in a certain case, other licence requirements have to be taken into consideration, this will be marked accordingly.

The Safe4RAIL-2 communication IT infrastructure provides an essential benefit for the whole project consortium. All project partners are able to access all project relevant information and documents. Further, the communication environment helps to distribute relevant information and create transparent efficient working conditions.

# Chapter 7   List of Abbreviations

Table 2: List of Abbreviations

| Abbreviation | Translation |
|---|---|
| CMS | Content Management System |
| CSO | Civil Society Organisations |
| DoA | Description of Action |
| HTTPS | Hypertext Transfer Protocol Secure |
| SME | Small and Medium-sized Enterprise |
| SSL | Secure Sockets Layer |
| SVN | Subversion |
| TKS | Trusted Knowledge Suite |
| URL | Uniform Resource Locator |
| VoIP | Voice over Internet Protocol |