

**MEMO<sup>2</sup>: MEthane goes MObile – MEasurements and MOdelling**

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## MEMO<sup>2</sup> - Communication infrastructure

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### Deliverable 5.3

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Delivery month Annex I 6

Actual delivery month 6

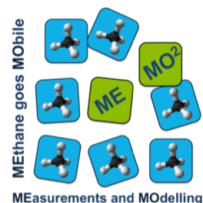
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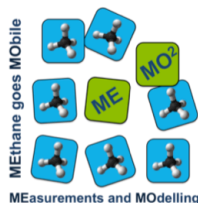


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D5.7 Communication infrastructure

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### D5.7 Communication infrastructure

## 1. Executive Summary

MEMO<sup>2</sup> is an international EU Horizon2020 project, with 22 participating organisations involved. An effective and efficient communication strategy within MEMO<sup>2</sup>, i.e. sustainable and reliable access to and distribution of all relevant project information and documents is next to the scientific part one of the most important requirements of the project, and close collaboration between all participants is essential for the success. To ensure such a successful collaboration a well-established communication infrastructure is required.

As MEMO<sup>2</sup> is an international EU funded project, the official project language is English (UK). Due to the project structure and objectives, several communication channels will be used in the course of the project.

The contractual documents, i.e. the GA and the CA including their annexes, provide the framework herein. This deliverable, D5.7, reports on the implementation of the communication infrastructure.

## 2. Communication language

As MEMO<sup>2</sup> is an international EU funded project, the official project language is English (UK). This means that project meetings, reports, or directly project related dissemination activities such as newsletters and fact sheets have to be held or submitted in English. Besides this, all participants can disseminate in any language to ensure that also a broader audience outside academia will be reached.

## 3. Communication channels

According to the spatial distribution of the consortium, the day-by-day communication within the consortium is assured mainly remote. Within the consortium all communication channels are available for any participant, the communication lines are short and direct with dedicated responsibilities (see D5.2 and D5.3 for more details) but no formal restrictions. The direct communication with the Project Officer as a representative of the EU as funding agency is restricted to the coordinator.

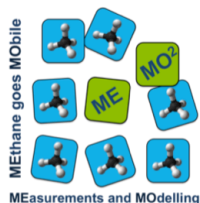
Communication channels are

**I) Email, telephone:** The main communication channel according to the spatial distribution of the consortium is email. A dedicated project email has been created ([management@h2020-memo2.eu](mailto:management@h2020-memo2.eu), via the Dutch company GetHost) as contact for external requests. Individual exchange of information will use the institutional email addresses of the participants. Email is also the preferred channel for official project communication to ensure traceability of information and decisions. Beside emailing phone calls can also be used as communication channel.

**II) Web-based board meetings and tele-conferences:** Direct and regular exchange between participating groups and boards increases collaboration and reduce the risk of failing of the project. High-frequent face-to-face meetings are not manageable, costly and also causing unnecessary environmental pollution, thus participants are invited to participate in regular remote board meetings. The meetings are planned by either using *Skype* as a web-based platform or *powwownow* (<https://www.powwownow.co.uk>) as a telephone-based platform.

**III) Face-to-face meetings:** For the consortium the mandatory face-to-face moments are the annual meetings. The meetings are organized by dedicated beneficiaries and communicated via email and the project website. At the annual meetings ESRs will present the progress of their work, meet with (co-)supervisors and mentors, and the consortium will discuss project related issues.

**IV) Participant Portal** (<https://ec.europa.eu/research/participants/portal/desktop/en/home.html>): The Participant Portal is the web portal of DG Research & Innovation and the entry point for electronic administration of EU-funded projects. The Participant Portal hosts the services for managing projects throughout their lifecycle. The coordinator will use the Participant Portal for general project managing.



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The beneficiaries have to use the EU Participant Portal for individual beneficiary related reporting or documentation issues, e.g. financial reporting or submission of researcher declarations.

**V) MEMO<sup>2</sup> website:** The project website of MEMO<sup>2</sup> (Fig. 1, <http://h2020-memo2.eu>) serves as a central communication platform within and outside the consortium, and will be used for dissemination of project relevant information, including documents (e.g. GA, CA, deliverables, minutes), templates, and results. Sensible information is password protected and only available for project participants. All participants are encouraged to use the website for information exchange. The website was launched two months before the official start of the project and is maintained by the coordinator, with input from all participants.

Visitors of the website will find general information about the project and its objectives, overviews of relevant scientific results and short report summaries, newsletters and fact sheets.

**VI) Social media, newsletters, factsheet:** Social media such as LinkedIn (Fig.2), ResearchGate (Fig.3) or others will be used as a general communication channel towards the broader public. This had been started already 5 months before the official start

of the project and was also used for advertising the project vacancies. Social media are also a channel to advertise network activities open to the public, e.g. conference sessions, and disseminate project related news. The coordinator is responsible for the maintenance of the accounts and updating, and all participants are encouraged to contribute by sending information or links to the coordinator. Newsletters and factsheets will address the broader public, generated by the coordinator supported by input from the participants.



Fig. 1: screenshot of the vacancies of the MEMO<sup>2</sup> project website

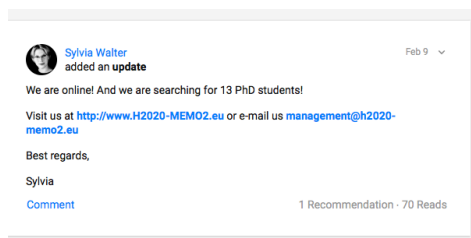


Fig. 2: MEMO<sup>2</sup> advertisement on LinkedIn



Fig. 3: Announcements on ResearchGate

## 4. History of the document

Table 1: Document history

Version	Author(s)	Date	Changes
1	Sylvia Walter	October 2016	Start project on LinkedIn and ResearchGate
	Sylvia Walter	November 2016	Start set-up website
	Sylvia Walter	9 February	Launching website
	Sylvia Walter	August 2017	Draft deliverable report
	Sylvia Walter	31 August 2017	Submission deadline EU