

AGENDA

2.8 WS: INFORMATION COMMUNICATION TECHNOLOGIES (ICTS) FOR IROS

15-16 November 2011

Local coordinator: Università degli Studi Guglielmo Marconi

Venue : USGM - Via Plinio 44, Roma

Description of the activity:

Trainers and trainees will **examine the use of Information Communication Technologies (ICTs) for IROS** as a key part of their structure. International cooperation has been made radically easier in recent times via the web, email, intranets, etc., and experts from European partners will share examples of how ICT is used to maximum advantage in their offices, from communication tools to marketing (webpage design, etc). The workshop is intended to offer insights into how to design a good website for search engine positioning and this knowledge will be used in subsequent activities to design/improve the websites of the participating IROS.

Main objectives of the workshop:

- To examine how ICTs have changed the way IR is conducted, and provide examples of good practice;
- To show specific examples of specially created programmes and platforms for IROS from the trainers and participants (where applicable);
- To discuss how ICT can be used to formulate and sustain a network (used in future activities);
- To learn how web pages can be used as a powerful marketing device, and how to construct features which allow them to be first on search engines, for example.

THURSDAY, 15 NOVEMBER 2011

9:15 Welcome, Presentation of the objectives and agenda

Francesco Fedele - EU Project Coordinator, International Project Office, USGM

9:30 Using ICT in the IROS - an overview

Francesco Fedele - EU Project Coordinator, International Project Office, USGM

ICT is completely changing the way that international projects are run, making things that were previously impossible (like virtual meetings) the normality. The use of ICT tools is necessary in order to make the International Project Office work in a more efficient way. This presentation provides an overview of all the possible uses of ICT in an International Project Office, giving suggestions of the actual tools to be used, based on the presenters experience.

An ICT infrastructure, human resources, hardware and software are necessary in order to take profit of ICT in an IRO.

Internal and external communication are supported by synchronous or asynchronous communication tools.

ICT can be used to support the IRO's marketing/social networking effort, proposal preparation (websites for monitoring calls, tools for networking) as well as support project management (project management tools, support for virtual meetings and support for the virtual team working).

In the same way ICT supports Research (access to public information and to specialised information) and Training (eLearning).

Evaluation activities benefit from online surveys and the financial administration of a project is supported by dedicated accounting systems.

Session 1: ICT Infrastructure in IRO

An ICT infrastructure, human resources, hardware and software are all necessary ingredients necessary to take profit of ICT in an IRO.

10:30 Human Resources in IT : In-house expertise or external consultancy

Pedro Caselles, IT Expert – OGPI UA

Experiences, pros and cons of both in-house expertise and external consultancy will be analysed and discussed.

11:00 Coffee Break

11:30 Free Software/Open Source vs. Proprietary Software: Acquiring Software or own Development

Pedro Caselles - IT Expert, OGPI, UA

UA experiences about the way software is acquired.

- 12:00 Hardware Infrastructure: What I need? Should we buy or lease?**
Pedro Caselles - IT Expert, OGPI, UA
The OGPI experiences in acquiring hardware and using the UA networking infrastructure.
- 12:30 Your experience with ICT – discussion with all partners**
Moderator USGM
- 12:45 Summarizing 1st session: experiences, comments and debate**
Moderator USGM
- 13:00 *Lunch (lunch can be taken at RAF Restaurant for a price of about 10 EUR – booking should be made by 11:00)*

Session 2: Using ICT to communicate in IRO

ICT can greatly facilitate the communication efforts of the IRO: internal and external communication are supported by synchronous or asynchronous communication tools.

- 14:30 Web Site as an Internationalization tool. How to build a project web site**
Luca Galassi - IT Project Manager, International Project Office, USGM
The experience of USGM in building a project web site using an open source CMS: Joomla 1.7. The process followed and examples from actual projects. Typical information architecture of a project website. Publishing information on the website by non-technicians.
- 15:00 ICT for Internal and External Communication**
Luca Galassi - IT Project Manager, International Project Office, USGM
The tools that USGM normally uses to foster internal and external communication: Skype, Adobe Connect, Social Networking integration, Joomla extensions for the private part of the project website: Contact list from DB, Doc Man (project file repository), Calendar, Forum, Partner list.
- 15:30 TIES Extranet**
Pedro Caselles - IT Expert, OPGI, UA
Practical guide for using the TIES Extranet
- 16:00 *Coffee Break*
- 16:30 TIES Website**
Pedro Caselles - IT Expert, OPGI, UA
Practical guide for adding and editing content on the TIES website. Future of the web.
- 17:00 Your experience with using ICT to communicate – discussion with all partners**
Moderator USGM
PCI Extranet : experiences, comments and debate - attendees will be invited in sharing their own experiences.
- 17:15 Summarizing 2nd session: experiences, comments and debate**
Moderator USGM
- 17:30 *End of the First Day activities*
- 20:00 *Project dinner at*

WEDNESDAY, 16 NOVEMBER 2011

Session 3: Using ICTs Tools in IRO

ICT can be used to support the IRO's marketing/social networking efforts, the proposal preparation (websites for monitoring calls, tools for networking) as well as to support project management (project management tools, support for virtual meetings and support for the virtual team working). In the same way ICT supports Research (access to public information and to specialised information) and Training (eLearning). Evaluation activities benefit from online surveys and the financial administration of a project is supported by dedicated accounting systems.

9:30 Applying Social Networking techniques

Maria Bianco - Project Manager, International Project Office, USGM

Marketing the activities of the IRO and promoting social networking is today a major effort and an IRO – ICT tools can help !

10:00 ICT to support proposal preparation

Maria Bianco - Project Manager, International Project Office, USGM

Using a web service to be always uptodate on existing calls, using the services offered by the Commission to find a partner.

10:30 USGM Internal IRO Website (Agora)

Raffaele Porzio - IT Project Manager, International Project Office, USGM

USGM official IRO website vs. Agora, the internal IRO website, and its derived external minisites.

11:00 *Coffee Break*

11:30 ICT for Project Administration (PAM)

Francesco Fedele - EU Project Coordinator, International Project Office, USGM

Presentation of PAM, the purpose built system for administration of projects and control of their costs.

12:00 ICT for Project Management (WRIKE) and surveys (SurveyMonkey)

Francesco Fedele - EU Project Coordinator, International Project Office, USGM

Presentation of a possible tool for managing projects and a tool for third party.

12:30 ICT for Training

Mikail Feituri - ICT Manager, International Project Office, USGM

A brief excursos of the available e-learning platforms

13:00 Summarizing 3rd session : experiences, comments and debate

Moderator USGM

13:15 Project TIES: Next activities

Marielos Chávez – Project Manager, OGPI, UA

13:30 Consortium Meeting

Marielos Chávez – Project Manager, OGPI, UA