SPARTA

D12.2

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 SPARTA project to external target groups including meetings and conferences, marketing measures and communication channels. Furthermore, this deliverable constitutes the launch of the internal SPARTA communication infrastructure including the establishment of mailing lists, a subversion repository server and the SPARTA website
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Disclaimer

Executive Summary

This deliverable provides an overview of the SPARTA 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 of the deliverable and the IT infrastructure.

Chapter 2 describes the corporate visual identity of SPARTA, which provides visibility and recognisability. The subchapters present the actions taken to create a visual identity of the project and to raise its awareness, such as to easily remember its name and core objectives. It includes the project logo and its relatable colours, as well as the internal and external project templates.

Chapter 3 presents the communication kit, consisting of the project website, the announcement letter, the project leaflet, as well as Social Media channels, the SPARTA newsletter and podcasts and videos.

Chapter 4 introduces the so-called “Collaborative Tools”, respectively the tools composing the internal and external IT infrastructure of SPARTA 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 server enables easy synchronization of documents between the server and a participant’s local file storage for sharing documents within the project. It serves as a central file repository where all project partners can get access to the required documents, as demonstrated in Chapter 4.1.

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 provides an overview of the SPARTA internal and external IT communication infrastructure, which consists of a set of tools and procedures to facilitate the cooperation among the beneficiaries, the project coordinator, its administrative support, the EC, interested stakeholders and the general public.

Additionally, this deliverable contains the launch of the internal SPARTA IT communication infrastructure, including the establishment of mailing lists and a document versioning and revision control server, as well as the SPARTA website. A more detailed description of the project's website will be given in Chapter 3.

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 SPARTA. The main components of the knowledge management infrastructure include the following:

- A public static dissemination website
- A version control system (Subversion - SVN) for organizing files and documents with-in the project
- Mailing list server (Mailman) as primary means of communication between participants

The version control system uses encrypted communication paths and is configured to work through corporate firewalls that allow encrypted web traffic. The versioning tool requires a web browser with java-script support. Figure 1Chapter 1 presents the overall architecture of SPARTA's IT tools, which are described in the following chapters.

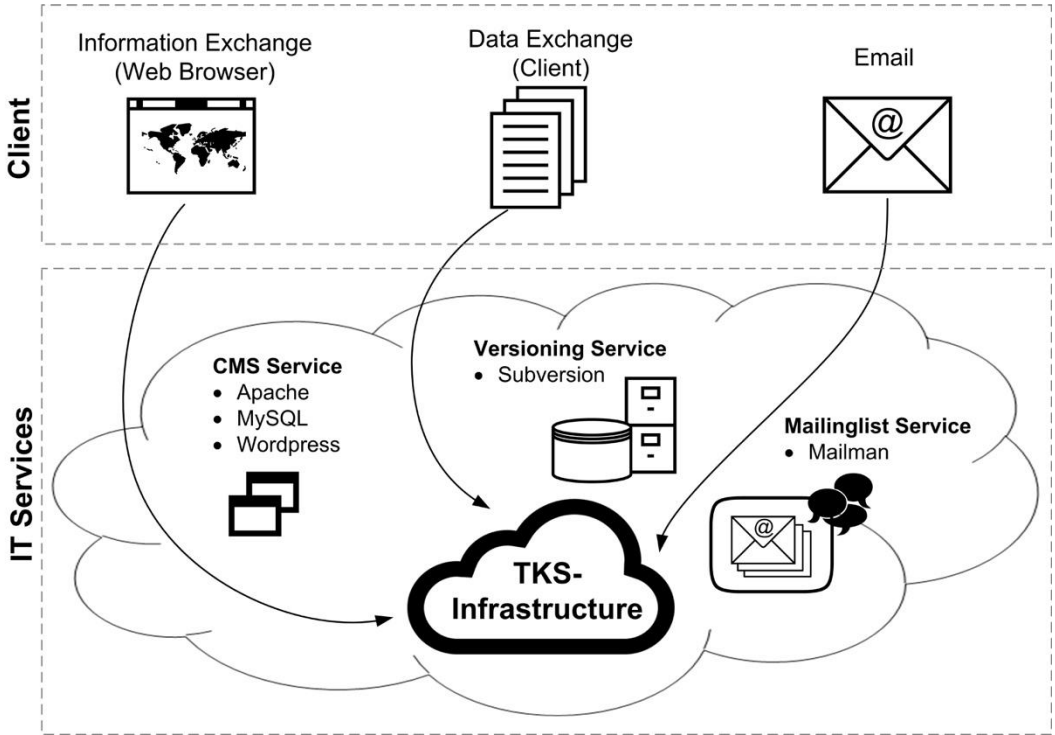

Figure 1: TKS infrastructure

Chapter 2 Visual Identity of SPARTA

The creation of a corporate visual identity plays a significant role in the way the SPARTA project presents itself to both internal and external stakeholders. A corporate visual identity expresses the values and ambitions of our project and its characteristics. Our corporate visual identity provides the project with visibility and recognisability. It is of great importance that people are aware of the project and remember its name and core objectives as “[SU-ICT-03] Projects should ensure outreach, to raise knowledge and awareness of cybersecurity issues among a wider circle of professionals” (from the call). The following subchapters present the actions, which were taken to create a visual identity of the project.

2.1 Project Logo

To improve its visibility, the SPARTA project has adopted a project logo. CEA has hired a professional designer to create the project logo. The final logo was chosen by the partners among six different logos, which were send out per mail. The final logo was then further finalised and in addition, different styles for the different programs of the project were created (see Figure 3). These logos will be used in all dissemination tools from internal documents and reporting templates to external communication tools such as the website, presentations and brochures. This consistent graphical identity will support effective communication and recognizable dissemination activities. The two versions of the logo, in horizontal and vertical format, are shown in Figure 2: SPARTA Logo

Figure 2: SPARTA Logo

Figure 3: All SPARTA Logos

In addition to these logos, a SPARTA brand guide was developed. The SPARTA brand guide describes in detail how and when the different logos should be used.

2.2 Project Templates

The project identity reflects 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 MS-Word, MS-Excel, MS-Power Point, and Latex. The templates for documents and presentations are accessible to all project members. The templates are important to ensure a coherent theme and a

consistent visual appearance of the project. An example of a template is shown in Figure 4: SPARTA Power Point Template

Figure 4: SPARTA Power Point Template

Chapter 3 Communication Kit

This chapter describes the SPARTA overall communication kit, which includes the project website, as well as all communication and dissemination materials used within the project. These materials will be used for marketing measures of the project. All these materials are freely accessible for download on the project website.

All the project material will be marked with the following sentence:

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 830892.

3.1 SPARTA Project Website

For the visibility of the project, the project website was launched at the end of M01 of the project and a new design was implemented at the end of M03. The website constitutes the main communication tool, which will be used to spread all kinds of project information and dissemination materials. The website is designed to provide a user-friendly and informative environment.

The SPARTA project website is available on the following link: https://www.sparta.eu/

The design of the website is based on the templates and colours of the SPARTA Logo to establish a strong project identity in all communication activities.

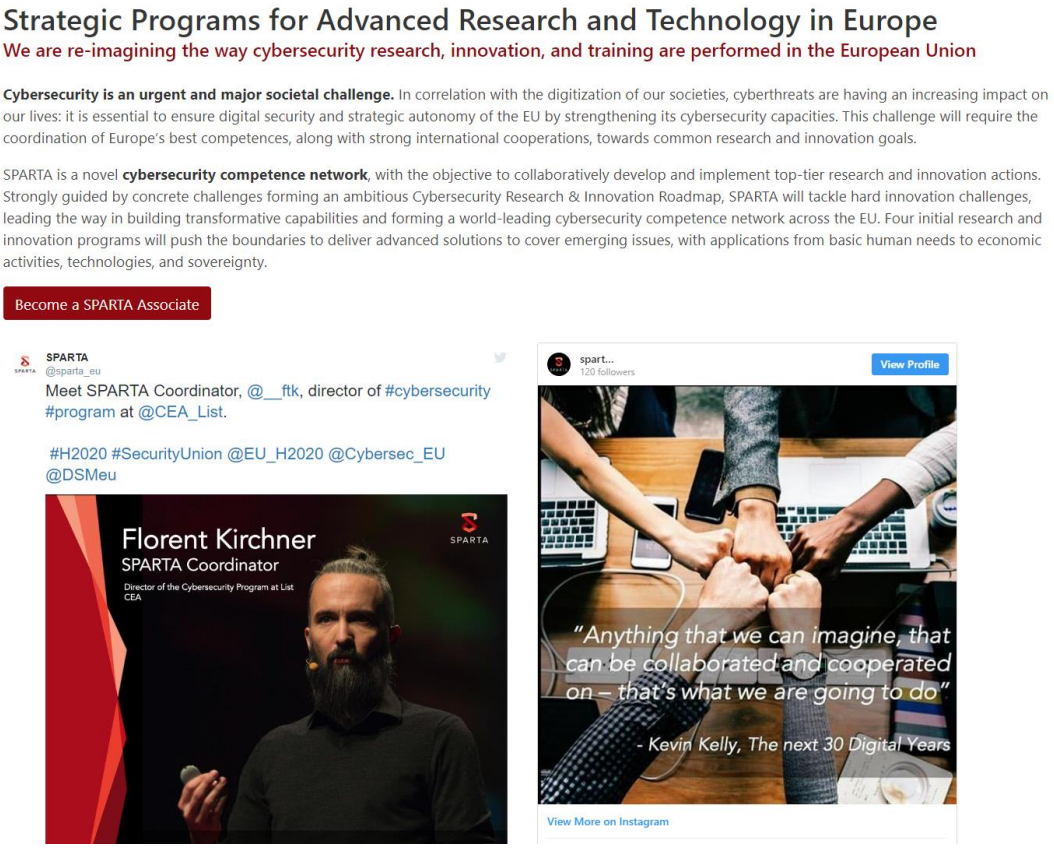

Figure 5: SPARTA website

3.2 SPARTA Announcement Letter

On 26th February 2019 the official SPARTA announcement letter was published on the project website: https://www.sparta.eu/assets/comm/press-releases/sparta_launch_press_release.pdf

This letter recalls the aims and objectives of the project and gives an overview about the participating partners. It also lists the coordinator.

3.3 SPARTA Leaflet

The SPARTA consortium will create an official leaflet. CEA, TNK and INOV are responsible for the content and design of it and will distribute it to all partners for finalisation. It will be an informative and graphically appealing A5 leaflet, highlighting the SPARTA vision, main goals, key technological aspects as well as background information and can be used for distribution at conferences or certain other dissemination events to provide further visibility to the SPARTA project. An electronic version of the leaflet will be available on the SPARTA website.

In particular, the project leaflet will cover the following aspects of the project:

- Project details, such as duration, funding and project number;
- Project vision;
- Project main goals;
- The consortium members and their country of origin;
- The contact persons for the project.

The figure below shows the preliminary leaflet from the Kick-off-meeting.

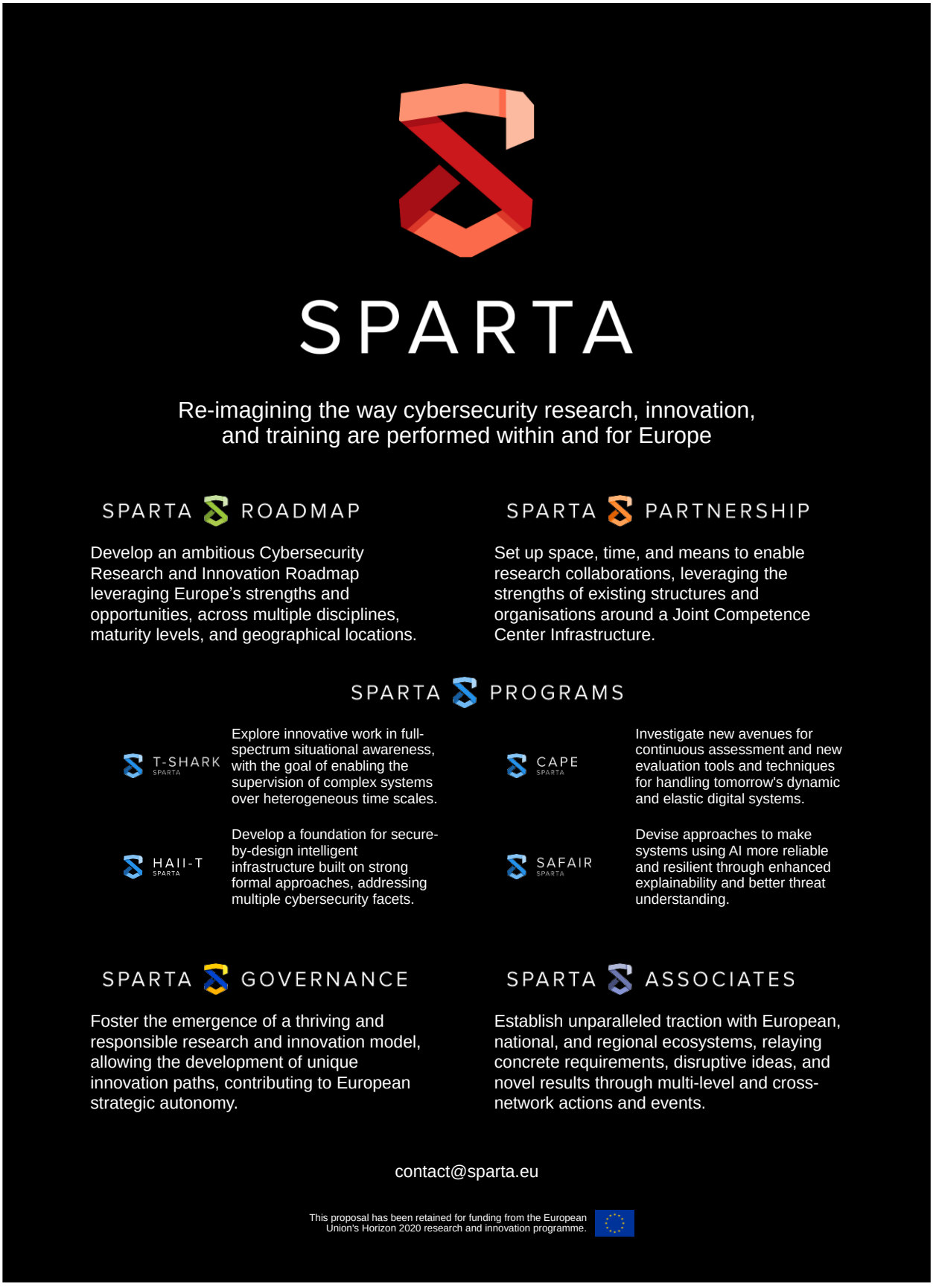

Figure 6: Preliminary leaflet from the Kick-off-meeting

3.4 SPARTA Social Media

The use of social media is crucial in spreading project information to a large audience. Therefore, social media will be actively used during the third project period to disseminate the project's ideas and results. In particular, the project will use Twitter, Instagram and LinkedIn to this end.

- *Twitter* is an online social networking service and micro blogging service that enables its users to send and read text-based messages of up to 140 characters, known as "tweets". The SPARTA project is available on: https://twitter.com/sparta_eu?lang=en
- *LinkedIn* is a social networking site for people in professional occupations or simply a social network for business. The SPARTA project has a public page. It can be accessed via: https://www.linkedin.com/company/sparta-eu
- *Instagram* is a social networking site that enables its user to share pictures and videos. The SPARTA project is available on: https://www.instagram.com/sparta_eu/
- Direct links to the SPARTA Twitter Account, the LinkedIn page and the Instagram account can be found on the SPARTA website.

3.5 SPARTA Newsletter

The SPARTA Consortium will regularly publish a newsletter, informing about the main outcome and results of the project. In fact, newsletters are an efficient communication channel to provide news on the project progress, and to discuss ongoing topics relevant to SPARTA for internal and external project partners, stakeholders and other interested bodies. In addition, publications and participation in conferences will be promoted in the newsletters. External newsletters can be found on the SPARTA website (https://www.sparta.eu/), and are also posted via the SPARTA Social Media accounts to raise further public awareness.

3.6 SPARTA Podcast and Videos

The SPARTA consortium will publish podcasts on a regular basis. TECHNIKON's media department will record these podcasts at the project meetings and share them on https://euvation.eu/ and via a podcast-hosting platform (OmnyStudio) under the channel "EUVATION" (https://euvation.eu/) on Spotify, iTunes and Google Podcasts. The links to the podcasts will also be published on the different social media channels. The first podcast is available is already available on https://euvation.eu/.

In addition, project videos will be produced and published. INOV is regularly preparing short presentation videos, which are published via Social Media. One of the videos is available under the following link: https://www.instagram.com/p/BubiInfnE24/

Every year video material with durations of up to 2 minutes and animated 2D/3D content will be produced by TECHNIKON and published on Vimeo. These videos will then also be shared on the website and on the SPARTA Social Media accounts.

Chapter 4 SPARTA Collaborative Tools

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

- A version control system (Subversion – SVN) for keeping track of documents
- Mattermost Chat (for an easy and fast communication within the project consortium)
- GoToMeeting and other systems (for remote telephone conferences)
- A mailing list system for information exchange.

4.1 SVN Server

The Subversion server allows easy synchronization of documents between the server and the participants' 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, a client application provides the user both reading and editing rights. On the other hand, authenticated users can access the Subversion server using their browser with read access only. Some major advantages of the subversion are:

- Open-source and auditable;
- Installable on-premise for the SPARTA management team;
- Offline availability of the data via SVN clients (stored on user 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).

4.1.1 Client Access

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

- "TortoiseSVN" http://tortoisesvn.tigris.org/ - Windows client that interacts with Windows Explorer.
- "Smart SVN" http://www.smartsvn.com/download - Linux/MacOS/Windows client.

4.1.2 Browser Access

It is also possible to access the data through a Web Browser. NOTE: With the Web Browser users only have read access to the data.

4.1.3 Security of SVN

The servers, which are hosting the SPARTA management services, are secured by bruteforce protection, a firewall and SSL encryption. Servers are checking daily for security updates and they are installed if available.

4.2 Mailing List Server

Several mailing lists are available to the project members for easy communication with a set of participants. Because of the scope of the project, and the number of participants, having lists for all major subtopics was a major stake for successful internal communications. For subscriptions and other management tasks, it is necessary to write an email to bodies.coordination@internal.sparta.eu. The coordinator and the administrative support control the access in order 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. Some major advantages of the mailman software are:

- Open-source and auditable;
- Installable on-premise for the SPARTA management team;

The different SPARTA mailing lists are described in the following table:

Mailing Lists	Members	Description/Topic
Network MLs	All partners (BEN & TP)	discussions concerning the network
Network MLs	CEA, TNK, CETIC, BUT, FHG, TUM, CNR, SMILE, INOV (BEN only)	discussions concerning the network leads
Network MLs	CEA, TNK, CETIC, BUT, FHG, TUM, IMT, CINI, CNR, ISCOM, L3CE, SMILE, ITTI, INOV (BEN & TP)	discussions concerning the governance and the assessment
Network MLs	CEA, TNK, CETIC, UNamur, BUT, FHG, TUM, IMT, CINI, CNR, L3CE, MRU, SMILE, ITTI, INOV (BEN & TP)	discussions concerning the ethical, legal, and social aspects
Network MLs	All partners except TNK (BEN & TP)	discussions concerning the roadmap design
Network MLs	CEA, CESNET, TUM, UBO, UKON, TEC, VICOM, INRIA, YWH, CNR, L3CE, SMILE, NASK, INOV (BEN & TP)	discussions concerning the clustering, platforms, and ecosystem
Network MLs	BUT, SAP, TUM, UBO, ANSSI, IMT, YWH, CINI, CNIT, ISCOM, KTU, L3CE, SMILE, PPBW (BEN & TP)	discussions concerning the training and awareness
Network MLs	SAP, IND, TCS, LEO, SMILE, LMT, ITTI (BEN & TP)	discussions concerning the sustainable exploitation and IPR
Network MLs	CEA, CETIC, SAP, ANSSI, TCS, ISCOM, LEO (BEN & TP)	discussions concerning the certification
Network MLs	All partners except ANSSI, ISCOM (BEN & TP)	discussions concerning the dissemination and communication
Program MLs	All partners except TNK, FHG, ANSSI, YWH, ISCOM, PPBW (BEN & TP)	discussions concerning the programs
Program MLs	IMT, CINI, L3CE, ITTI (BEN only)	discussions concerning the programs leads

Mailing Lists	Members	Description/Topic
Program MLs	CESNET, NIC, UBO, KEMEA, EUT, IND, TCS, CNR, LEO, KTU, L3CE, LKA, MRU, LIST, SMILE, LMT, NASK, INOV, IST (BEN & TP)	discussions concerning the T-SHARK program
Program MLs	CEA, CETIC, FTS, SAP, UBO, UKON, KEMEA, NCSR, EUT, TEC, IMT, CINI, CNIT, CNR, LEO, MRU, UNILU, NASK (BEN & TP)	discussions concerning the CAPE program
Program MLs	JR, UNamur, BUT, FTS, TUM, UTARTU, IMT, INRIA, CINI, CNIT, KTU, L3CE, LIST, UNILU, ITTI (BEN & TP)	discussions concerning the HAII-T program
Program MLs	CEA, UNamur, TUM, TEC, VICOM, TCS, ITTI (BEN & TP)	discussions concerning the SAFAIR program
Project MLs	All partners (BEN & TP)	information important for the whole consortium
Project MLs	CEA, TNK, CETIC, BUT, TUM, UTARTU, KEMEA, VICOM, CINI, L3CE, SMILE, ITTI, INOV (BEN & TP)	discussions concerning the management
Project MLs	All beneficiaries (BEN only)	information about SVN logs
Project MLs	All beneficiaries (BEN only)	discussions concerning legal aspects in the project
Project MLs	All beneficiaries (BEN only)	discussions concerning financial aspects in the project
Project MLs	All beneficiaries (BEN only)	discussions concerning data protection aspects in the project
Bodies MLs	GA repr. of all beneficiaries (BEN only)	information important for the general assembly
Bodies MLs	EB repr. of CEA, TNK, CETIC, BUT, FHG, TUM, IMT, INR, CINI, CNR, L3CE, SMILE, ITTI, INOV (BEN only)	information important for the executive board
Bodies MLs	SD repr. of CEA, CETIC, BUT, FHG, TUM, CNR, L3CE, INOV (BEN only)	information important for the strategic direction
Bodies MLs	CEA, TNK (BEN only)	information important for the coordinator and the administrative support
Bodies MLs	CEA, TNK, CETIC, BUT, TUM, UTARTU, KEMEA, VICOM, CINI, L3CE, SMILE, ITTI, INOV (BEN & TP)	management group - discussions concerning the management
Bodies MLs	UNamur, FHG, MRU, INOV (BEN only)	ethics committee - discussions concerning ethical aspects
Bodies MLs	SAB repr. of CEA, L3CE, IMT, CINI, ITTI, FHG, INOV (BEN only)	security advisory board - discussions concerning security aspects
Bodies MLs	All partners except TNK (BEN & TP)	roadmap committee - discussions concerning roadmap aspects

Mailing Lists	Members	Description/Topic
Bodies MLs	CEA, CESNET, TUM, UBO, UKON, TEC, VICOM, INRIA, YWH, CNR, L3CE, SMILE, NASK, INOV (BEN & TP)	partnership committee - discussions concerning partnerships
Bodies MLs	All beneficiaries (BEN only)	dissemination committee - discussions concerning dissemination aspects
MLs for external people	CEA, TNK (BEN only)	general contact point – for people interested in the project
MLs for external people	CEA, TNK, UNamur, FHG, MRU, INOV (BEN only)	ethics contact point – for questions/information regarding ethical aspects
MLs for external people	SAB repr. of CEA, L3CE, IMT, CINI, ITTI, FHG, INOV (BEN only)	security contact point - for questions/information regarding security aspects
MLs for external people	CEA, TNK, UNamur, FHG, MRU, INOV (BEN only)	data protection contact point - for questions/information regarding data-protection aspects
MLs for external people	All partners (BEN & TP), All non-partners	public newsletter – to receive the SPARTA newsletter per mail
MLs for external people	All partners (BEN & TP), All associates (NDA)	for discussion between the SPARTA consortium and the SPARTA associates
MLs including external people	CEA, TNK, CETIC, BUT, FHG, TUM, IMT, CINI, CNR, L3CE, SMILE, ITTI, INOV (BEN only) All external experts (NDA)	for discussion between the SPARTA consortium and external experts

Table 1: Mailing Lists

4.2.1 Security of mailing lists server

The servers, which are hosting the SPARTA management services, are secured by bruteforce protection, a firewall and SSL encryption. Servers are checking daily for security updates and they are installed if available.

4.3 Telephone Conference System

In addition to the planned face-to-face meetings, telephone conferences for SPARTA will be held on a regular basis. A tool provided by TECHNIKON will be used for the monthly EB conf. calls. This web conferencing tool, called GoToMeeting, allows SPARTA partners 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. GoToMeeting provides the possibility to share any application on SPARTA members' computers in real time. For the other conf. call which need to be performed during the project (e.g. internal WP conf. calls) other telephone conference (e.g. Zoom or WebEx) systems provided by Partners will be used. We are currently assessing the strategic autonomy stakes with these services and their alternatives.

Chapter 5 Summary and Conclusion

This document provides an initial documentation of the SPARTA communication infrastructure as well as its IT infrastructure.

First, a presentation of the visual identity of the SPARTA project, including the project logo and project templates, is given. A corporate visual identity expresses the values and ambitions of the SPARTA project and its characteristics. The visual identity provides the project with visibility and recognisability.

The SPARTA communication kit consists of the SPARTA project website, the announcement letter, the project leaflet, as well as Social Media channels, the SPARTA newsletter and podcasts and videos.

Through publishing all relevant public information of the project on the official SPARTA 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 SPARTA 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 SPARTA communication kit and IT infrastructure provides an essential benefit for all project partners. All project partners are able to access all project relevant information and documents. Further, the communication environment, including the announcement letter and leaflet, the website, Social Media and the newsletter, but also the instant messaging system, different mailing lists, and conference call systems, help to distribute relevant information and create transparent efficient working conditions.

Finally, we have strived to apply the SPARTA values of innovation, security, and European strategic autonomy to the project's tools and infrastructure. Although these domains are continuous works in progress, we believe that we should lead the way forward.

Chapter 6 List of Abbreviations

Abbreviation	Translation
BEN	**Ben**eficiary
CMS	**C**ontent **M**anagement **S**ystem
HTTPS	**H**ypertext **T**ransfer **P**rotocol **S**ecure (used for a secure connection between Browser and Web server)
NDA	**N**on-**d**isclosure **A**greement
SVN	**S**ub**v**ersio**n**
TP	**T**hird **p**arty
TKS	**T**rusted **K**nowledge **S**uite