



D10.1– Outreach and Dissemination Plan

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THE OCEAN OF TOMORROW



1.

NeXOS - Next generation Low-Cost Multifunctional Web Enabled Ocean Sensor Systems Empowering Marine, Maritime and Fisheries Management, is funded by the European Commission's 7th Framework Programme - Grant Agreement number 614102

Deliverable 10.1 – NeXOS Outreach and Dissemination Plan

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Abstract

The Deliverable 10.1-NeXOS Outreach and Dissemination Plan is a product of work package 10, task 10.1. The plan addresses activities across a diverse set of stakeholder communities within academia, government and industry to define and demonstrate the project developments. The strategy considers the cultural differences between research scientists and industry application specialists, large industry and small and medium enterprises etc. The plan draws on other work packages to maximize use of the technical and business developments of the Project. Furthermore, deliverable 10.1 provides with samples of the Dissemination and Outreach worked executed until Month 3 which includes a sample of NeXOS project Fact Sheet, Teleconference Best Practices and the general and concrete specifications for the development of NeXOS Webpage. This deliverable covers the initial Dissemination and Outreach plan and strategy (M3). While not part of NeXOS deliverables, it is anticipated that the strategy and its implementation will be reviewed and updated on an annual basis.

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3. INTRODUCTION

The objective of the Outreach and Dissemination Plan and its related activities is to increase the visibility of project outcomes and facilitate the market uptake of the new sensors developed in the project. The Plan addresses activities across a diverse set of stakeholder communities within academia, government and industry to define and demonstrate the NeXOS project developments. The strategy considers these community needs in creating and using sensor systems for understanding and managing the marine environment. The plan takes into account the cultural differences between research scientists and industry application specialists, large industry and small and medium enterprises (SME). The plan draws on the expertise of the entire NeXOS team to maximize information about both the technical and business developments of the Project, and provide the NeXOS team with inputs from the broader communities.

This plan constitutes deliverable D10.1. While not part of the NeXOS deliverables, it is anticipated that the strategy and its implementation will be reviewed and updated on an annual basis. Inputs from the Steering Committee, including European and non-European members, will shape the outreach to be effective from a global perspective. User feedback on the NeXOS developments will also be incorporated in the plan updates. In this evolution, the plan will identify mechanisms for evaluating the effectiveness of the outreach program.

This document addresses key elements of the plan as depicted in Table 1.1.

TABLE 3.1. OUTLINE OF THE NeXOS OUTREACH AND DISSEMINATION PLAN

Section Number	Short Title	Description
2.	Background	Rationale and framework for NeXOS developments
3.	Strategy	Strategy and target communities for Outreach and Dissemination
4.	Plan	Plan of major activities for Outreach and Dissemination
5.	Deliverables and milestones	List of deliverables and milestones
6.	Contributors	NeXOS resources for the technical and business content of the Implementation Plan

4. BACKGROUND

Oceans regulate the Earth's climate and are crucial to sustained quality of life for humans and other life forms. Ocean processes are of biological, geological, chemical or physical nature, occurring at micro- to kilometer scales, from less than seconds to centuries, turning the understanding and the sustainable management of the ocean into a multi- scale and multi-disciplinary effort. Collection of in- situ observations is also inherently challenging and remains generally difficult and costly in time and

resources.

To this end, a number of challenges need to be overcome, mostly related to the high cost and availability of data. The general priority for all observing systems, monitoring strategies and sensor technologies is therefore to create mechanisms and technologies such that data has greater societal and scientific value and the overall life cycle cost of sensors and observing systems is reduced. To achieve this, exploration and exploitation of the sensor technology will be pursued at the level of both sensor component and end to end system integration, where the system includes sensors, platforms, communications and data access. Effective acceptance of NeXOS outcomes requires a broad trust of the information available from the system that can be the basis for maritime management and operations decisions. Having sensors of reliable quality and enabling that the user community understands their capabilities is of great importance. Availability of the Project outcomes to the sensor, platform and user communities are an integrated effort of the NeXOS team coordinated through the Outreach and Dissemination activities.

5. OUTREACH AND DISSEMINATION STRATEGY

Sectors addressed in the EC's [Blue Growth](#) communication using ocean observations and information include, for example, fishing, minerals, energy, blue technology, disaster forecasting and environmental sustainability (see further information [here](#)).

Understanding the information needed by each sector in consensus maritime policies and management is one of the drivers of NeXOS. Through the research tasks as well as the NeXOS outreach and dissemination plan, intensive exchange between stakeholders across various user sectors is envisaged, ensuring requirements from all marine sectors are properly taken into account.

With the requirements defined and understood, the next major Project activity is the system design and development. These include both the individual sensors and the integration of the sensors and components into an end-to-end system. As development occurs, outreach activities will focus on potential user communities who have identified applications of the sensor and systems outputs. The goal is to recognize potential early adopters and work with them. This will be done by leveraging NeXOS partner experience and through user interactions during early project meetings soliciting user inputs on requirements.

The objective of the plan is to increase the visibility of project outcomes and facilitate the market uptake of the new sensors developed in the project. In addition to the outreach work with users during the development phase, dissemination will address a broader base, providing information on developments and innovation, consistent with IPR limitations. The activities need to address academic, industry and government interests. Initial work will be to respond to Marine Knowledge 2020 in the following targeted areas of the Blue Growth Strategy, with some adaptations (e.g. addition of

offshore wind, and oil and gas as target sectors in need of environmental monitoring technologies):

- a. [fisheries management](#) and [aquaculture](#)
- b. [ocean energy \(incl. offshore wind\)](#)
- c. [seabed mining \(incl. oil and gas\)](#)
- d. [coastal and maritime tourism](#)

These areas will be prioritized with respect to the specific sensors being developed by NeXOS. While the plan identifies target market segments, the communication strategy must remain flexible, taking into consideration interest levels and potential opportunities within the various target audiences as the project matures.

The third and last phase of the outreach and dissemination activities involves the maturing system and the identification of paths for improved uptake of the NeXOS system by the user community. The timing for this is during the testing and validation so that the communications represent realistic performance attributes. While broad communications will continue, engagement with specific users again becomes a focus. Outreach through workshops, conferences and through personal contacts of the NeXOS technical team are traditional vehicles that will be leveraged. Potential users will be engaged through the test, validation and demonstration phases.

From a strategic perspective, coordination with other projects will make an important contribution to the developments and outcomes of the Project. Coordination with the three other projects funded under the Oceans of Tomorrow 2013.2 call, particularly in the outreach and dissemination activities, will leverage areas of common interest and expand outreach. The plan, thus includes collaboration with a broader range of European projects in areas of observations and information systems from a requirements and user uptake perspective. These must be focused activities in order to best use the Project resources, and thus will be further refined as the project unfolds.

6. OUTREACH AND DISSEMINATION PLAN

The NeXOS Dissemination and Outreach activities are managed through Work Package 10 (WP10). WP10 acts as a focal point for all dissemination and outreach; All WPs contribute to the scientific and technical content needed for the activities. WP10 co-leads the Advisors and Stakeholders Board (ASB).

The Plan is formulated to raise awareness of solutions and best practices developed in NeXOS among the communities working in the project thematic areas and, more broadly, with international organizations, ocean research organizations, projects and networks, and industry (small and large). Dissemination will be achieved through scientific and trade meetings, educational programs, peer-reviewed journals, web-based social networks and through related projects. This task coordinates information on overlaps with other EC projects for outreach and dissemination and makes use of

these opportunities. Outreach to citizens and end-users will be delivered through web-based and in-person information processes. Emphasis will be placed on SME opportunities and areas for technology transitions.

The plan will be reviewed annually for updates and incorporation of feedback from the project team and external community. The plan updates will draw on other WPs to maximize use of the technical and business developments of the Project.

Outreach extends beyond the initial stakeholder network through use of the NeXOS website, social networks such as LinkedIn, distribution lists, and one-to-one communications where practical. Targeted communities include industry groups, small and medium enterprises, oil and gas and other large industries, sensor producers and users of ocean information. More effective communication may be through organizations that have a marine research, technology or application focus such as:

- IEEE Ocean Engineering Society (members and regional chapters)
- The Group on Earth Observation (GEO) and related EU projects (EGIDA, and successors)
- The EU Integrated Infrastructure Initiatives on ocean observation such as FixO3 and JERICO
- The US NSF Ocean Research Coordination Network
- Developers and users of marine information systems (MyOcean, SeaDataNet) and current or upcoming European Research Infrastructure Consortia (ERIC) (such as EMSO, GROOM); OOI in the US, Neptune Canada, IMOS Australia, among others.
- Future projects and initiatives that may be of interest and initiated during the course of the project (e.g. Horizon 2020 Work Programme BG-8-2014: Developing in-situ Atlantic Ocean Observations for a better management and sustainable exploitation of the maritime resources)

In addition, the project will work with standards organizations such as OGC and technology focused organizations such as MTS for further outreach and communication.

NeXOS uses a number of mechanisms for outreach and dissemination. In this case, outreach is an approach to and dialog with individuals and organizations. Dissemination is the broadcasting of project information to communities at all levels. The project pursues:

- Outreach to interested projects and organizations;
 - Outreach through workshops with various technical and user communities.
 - Dissemination through electronic media, project literature and technical publications.
- 1) NeXOS engages the scientific and technical communities through presentations to: science meetings such as EGU, AGU or IEEE Oceans; trade organizations such as

Marine Technology or Ocean Innovation; international organizations such as the Group on Earth Observation (GEO); and other European and international projects. Communications with Standards organizations in Europe and globally will be done with, for example, ISO, OGC, IEEE and CEN.

As an example, a session on long-term ocean observations and related infrastructures was organized by several NeXOS leaders at the IEEE Oceanic Engineering Society conference in Bergen, Norway, June 2013. Other recent and near term activities include a NeXOS presentation at the Ocean Observations Research Coordination Network in San Francisco, December 2013 and a presentation at the GEO Summit in Geneva, Switzerland in January 2014. Similar opportunities will be identified for 2014-17. NeXOS work packages and the Stakeholder Network will identify several technical conferences each year to target. Information from NeXOS presentations at conferences will be available through both conference proceedings and in trade journals such as Marine Technology. Special sessions at the IEEE Oceans Conference and at EGU annual conference will be considered once the project has matured, typically during the third year of the project. NeXOS will also participate in meetings of opportunity at regional events, engaging with marine communities (mostly electronically or locally where practical).

Active collaboration with GEO/GEOSS is recommended as part of the plan, emphasizing opportunities for synergy with the 2012-2015 GEO Work Plan. This should be consistent with the existing tasks of NeXOS work packages in areas of mutual benefit.

Outreach will take a number of paths including, but not limited to:

Reaching out to the young generation of oceanographers by creating lecture materials for a 2 hour presentation by technical WP leaders to be provided to summer schools and short courses on ocean observation (e.g. the glider summer program at PLOCAN);

Submission of articles to Trade magazines such as Marine Technology, Ship and Offshore or Sea Technology;

Contribution of articles to Ocean-focused professional society newsletters such as IEEE Oceanic Engineering Society Beacon; and

Production of a video of project outcomes for outreach at major events (Year 4)

- 2) NeXOS Dissemination uses of an up-to-date website, social network platforms such as Linked-in and other Internet based means to disseminate news of current developments to communicate with developers, users and the general public. The challenge is to commit enough time and energy to keep discussions and information current in the web activities. The project team recognizes the importance of this and will need to contribute material to keep the web site

current. WP10 will collate the material and provide it to WP11 for website updating and maintenance. To understand the traffic for the website, statistical information on website, will be implemented. This will also help adapt the on-line communication strategy when needed. An initial specification for the NeXOS website is included as Appendix 3.

Moving beyond the web site, the NeXOS team will develop articles for the online publication Earthzine with the contribution of several articles on ocean observation and related technology during the course of the project. Similar articles have been published for a number of projects - see www.earthzine.org. As the project matures, online webinars and videos will be used to disseminate detailed technical information. WP10 will coordinate on-line, one-hour seminars about technical developments and demonstrated applications including sensor design, integration techniques, experiences in performance validation and opportunities for applications. The live webinars by project partners are one hour with 45 minutes of presentation and 15 minutes of questions and answers. The recordings are then archived for future reference. The web seminars are similar to those already given through EuroGEOSS (www.eurogeoss.eu) and Ocean Research Coordination Network (www.oceanmysteries.net).

A video will be made later in the project and provide an easily understood synopsis of the project outcomes. This video will be used in presentations to non-specialists.

- 3) Addressing multi-mode communication, NeXOS will provide information through material suitable for both print and electronic media. This consists of distribution of project literature including flyers, factsheets and standard presentations. A sample factsheet is provided in Appendix 1. This summarizes the project at its start up. Updates of the flyers will be prepared as the technology advances. Providing these materials for use by the Advisory Board and the Stakeholder's Network will extend the distribution of information. As parts of the target community are scientific and technical organizations and experts, peer-reviewed publications in journals such as the IEEE Journal of Oceanic Engineering or other technical journals will be encouraged and the tracking of such publications will be part of the dissemination activities, supported by all of the project work packages.
- 4) Workshops provide a means of outreach to focus communities and are an opportunity to collate inputs and recommendations from these communities. They also provide resource materials and presentations that can be published online for continuing access. Workshops will be developed within the framework of relevant international events, such as Oceans and Underwater Technology Conferences or European Maritime Day, to encourage European and global participation,

particularly as the project matures and the outcomes are more readily available to stakeholder communities. The first, at month nine, will be a “user” workshop focused on requirements and user interfaces. This will review requirements and bring together representatives of stakeholder communities in order to understand their needs and validate the NeXOS requirements. An alternative is to have a series of mini-workshops with selected communities. The decision of which approach to use will be made by month 6.

The second and third workshops will be focused towards sensor system manufacturers or users, sharing both partner and user experiences. The second workshop in month 33 is focused on the technical developments in sensors and systems. It will engage both the research and business communities. This workshop is a combination of dissemination and opportunities for feedback, and is held at a point in the project when there is some maturity in developments and yet still time for adaptation. Presentations will be given by key project partners.

The third workshop to be held at PLOCAN in month 39 will demonstrate the applications and outcomes of the project to the broad community of stakeholders. This workshop will focus on stakeholders as system users and on industry for transition of the technology and capabilities. An objective of the workshop will be to provide selected users with a direct experience of looking at data and systems outputs and interfaces.

7. DELIVERABLES AND MILESTONES

TABLE 7.1. WORK PACKAGE MILESTONES

Number	Milestone title (expected result)	Date*
MS.29	Dissemination and Outreach Plan	M3
MS.30	Workshop 1	M9
MS.31	Workshop 2	M33
MS.32	Workshop 3	M39

TABLE 7.2. NEXOS DISSEMINATION DELIVERABLES

Number	Title and brief description	Date*
D.10.2	Project Video	M42
D.10.3	Compilation Report of NeXOS	M45
D.10.4	NeXOS Project Website	M4
D.10.5	NeXOS Project Factsheet	M4
D.10.6	NeXOS Factsheet 1 st updated	M18
D.10.7	NeXOS Factsheet 2 nd updated	M36
D.10.8	NeXOS Factsheet final updated	M48
D.10.9	1 st Bi-annual report of community	M24
D.10.10	2 nd Bi-annual report of community	M48

8. PARTICIPATION OF THE NeXOS TEAM

Furthering the interaction of the NeXOS partners with dissemination activities, webex is used as the means for virtual meetings. In order to improve the quality of the interaction, the dissemination team suggested the creation of a series of best practices for webex use, anticipating these will be employed with the user community. The best practices white paper developed by WP 11 is provided in Appendix 2.

All partners in NeXOS participate in the dissemination activities. Each work package has support for such participation. At the project kick-off meeting, the roles of each work package in dissemination were discussed and agreed. Figure 2 shows the dissemination activities and participants of each. The Advisory and Stakeholders Board supports dissemination activities as well. A Stakeholder network working with the team and international participation in the advisory and stakeholder board (ASB) provides additional access to communities and is used to refine the business models for transition to SME sensor production and operational implementation. This will complement engagement of programs such as EMSO in Europe, NSF's Ocean Research Coordination Network in the US and outreach through other major ocean research activities. GEO/GEOSS meetings and networks provide additional opportunities for outreach activities and international coordination.

The NeXOS Subcommittee for the Advancement of Small and Medium Enterprise Competitiveness (ASCS) is chaired by the project lead for Economics and Industrialization and includes the Project coordinator, Chief Scientist, Chief Engineer and the Lead for Dissemination and Outreach along with selected NeXOS SMEs.

While the main responsibility of the ASCS is to ensure that the design and development process can be understood and incorporated into the practical implementations, the board will contribute to the dissemination of the project results to the relevant communities.

TABLE 8.1. WORK PACKAGE PARTICIPATION IN OUTREACH AND DISSEMINATION (✓ INDICATES PARTICIPATION, ? INDICATES FURTHER DISCUSSION AND BLANK INDICATE NO PARTICIPATION). WS: WORKSHOP; DM.: DISSEMINATION MATERIAL; PB: PUBLICATIONS; WB: WEBINAR

WP	DM	PB	Video	WB	GEO	Ws1 User	Ws2 Sensor	Ws3 System	Web Site	Outreach
1	✓	✓	✓	?	✓	✓	✓	✓	✓	✓
2	✓	✓	✓	✓	?	✓		✓	✓	✓
3	✓	✓	?	✓		✓	✓	✓	✓	✓
4	✓	✓	✓	✓	✓	✓	✓	✓	✓	?

WP	DM	PB	Video	WB	GEO	Ws1 User	Ws2 Sensor	Ws3 System	Web Site	Outreach
5	✓	✓	✓	✓		?	✓	✓	✓	?
6	✓	✓	✓	✓		✓	✓	✓	✓	?
7	✓	✓	?	✓			✓	✓	✓	✓
8	✓	✓	?	✓		✓		✓	✓	?
9	✓	✓	✓	?				✓	✓	✓
10	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Other Framework projects have encountered and addressed “cross-domain” challenges. NeXOS will work with existing Framework projects to look at best practices and approaches. Specifically, NeXOS will participate in working with the four separate but related projects funded under the Oceans of Tomorrow 2013.2 innovative multifunctional sensor call. To this end NeXOS welcomes participation in a meeting towards the middle of the projects with the following goals: discuss project objectives and planning towards adhering to GEOSS Data Sharing Principles; discuss an intercomparison exercise to test the developed sensors; discuss the practical experiences in the project including successes and failures; consider any other item that would become of common interest and mutual benefit during the course of the projects. This meeting will be a closed meeting to protect the IP within and across the projects.

9. APPENDIX 1: Sample Fact Sheet



Multifunctional Web Enabled Ocean Sensor Systems for the Monitoring of a Changing Ocean



As stated by the marine research decision makers in Europe in the "Ostend Declaration" in 2010, a major challenge is to support the development of a truly integrated and sustainably funded European Ocean Observing System. This will be achieved with more long-term measurements of key parameters but is impaired by the costs and lack of reliability of ocean sensors in general. The NeXOS project aims to improve the temporal and spatial coverage, resolution and quality of marine observations through the development of cost-efficient innovative and interoperable in-situ sensors deployable from multiple platforms, and Web Services for key domains and applications. This will be achieved through the development of new, low-cost, compact and integrated sensors with multiple functionalities including the measurement of key parameters useful to a number of objectives, ranging from more precise monitoring and modelling of the marine environment to an improved assessment of fisheries. Seven compact and cost-efficient sensors will be developed, based on optical and acoustics technologies, addressing a majority of descriptors identified by the Marine Strategy Framework Directive for Good Environmental Status. One multifunctional sensor system will be specific to the problem of carbon cycle and ocean acidification related measurements, such as high precision optical measurement of pH and A_t , together with membrane based measurement of pCO_2 . The sensor will respond to multipoint integration, sensor and data interoperability, strict quality assurance and reliability requirements.



Background and Objectives: A growing concern about the health of the world oceans resulting from multiple stressors as for instance effects of climate change and increasing offshore activities leads to the need of better observational tools and strategies. The objective of the NeXOS project is to serve those needs by developing new cost-effective, innovative and compact integrated multifunctional sensor systems for ocean optics, ocean passive acoustics, and an Ecosystem Approach to Fisheries (EAF), which can be deployed from mobile and fixed ocean observing platforms, as well as to develop downstream services for the Global Ocean Observing System, Good Environmental Status of European marine waters and the Common Fisheries Policy. This will be achieved through a number of innovations and the achievement of the following specific objectives:

To develop a new, compact and cost-efficient multifunctional sensor system for **optical measurement** of several parameters, including marine contaminants such as hydrocarbons and other components of the carbon cycle. This high-reliability sensor, will contribute to the monitoring requirements of the Marine Strategy Framework Directive (MSFD) on Good Environmental Status (GES), as it relates to hazardous substances and environmental parameters. The development will improve upon current technology and provide new approaches to meet demands of size, cost and multi-functionality. Integration on gliders, vessels equipped with the Ferrybox system, and fixed observatories for the monitoring of hydrocarbon exploitation as well as carbon capture and storage activities, will be performed, validated and demonstrated.

To develop a new cost-efficient compact and integrated sensor system for **passive acoustic measurements**. Development will focus on the pre and post-processing of acoustic information and improved transducer integration, reducing size and cost while increasing functionality in one integrated acoustics sensor system.

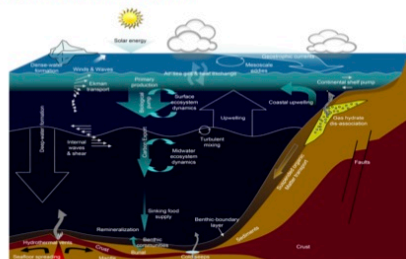


FIGURE 1: 2-D ILLUSTRATION OF MAJOR PROCESSES IN THE MARINE ENVIRONMENT INDICATING THE INTERCONNECTEDNESS OF ATMOSPHERIC, SURFACE OF THE OCEAN, BIOLOGICAL PUMP, DEEP-SEA, AND SOLID-GROUND DYNAMICS. BASED ON OTHER SIMILAR FIGURES PREPARED BY P. COCHONAT, C. BEHNKE, EU FP6 ESONET NODE, AND THE US OCEAN OBSERVATORIES INITIATIVE [7]

To develop a new low-cost sensor system for an **Ecosystem Approach to Fisheries** management, providing measurement of stock-relevant parameters, such as fluorescence (proxy of chlorophyll-a) as well as physical parameters (T, S, Depth). The integration of the enhanced system to European fishing vessels will be performed, validated and demonstrated.

To develop and integrate a miniaturised **smart sensor interface** common to all new NeXOS sensor systems. This interoperable standard interface will be reconfigurable to respond to sensor specificities and monitoring strategies, with connect-ability to the majority of ocean observing platforms.

To develop and apply innovative **sensor antifouling technologies** which are the main limiting factor of sensor reliability, and to develop and test improvements based on cost-efficiency, power-efficiency and economic viability. The technology will address the reliability requirements of current sensor systems, and improve cost-efficiency by the reduction of high-cost maintenance needs of observing systems.

To develop a common toolset for **web-enabled and reconfigurable downstream services**, for European marine databases and data facilitators, from Seadatanet to GOOS and the Global Earth Observation System of Systems (GEOSS). These services will facilitate publication of data in a standard format to global ocean observing initiatives and ocean modelling portals such as MyOcean, in agreement with the INSPIRE directive and the GEOSS guidelines.

To assess and optimise the economic **feasibility and viability** of the new sensor developments including the manufacturing phase, in the context of large scale industrial production and accounting for the operational phase of the life cycle of the sensors, addressing the position of European SMEs and industry players vis-à-vis their competitors.

To **demonstrate new developments** in real operational scenarios collaborating with pre-defined scientific and oceanographic missions, observatory maintenance, industrial sea operations (e.g. Oil&Gas) and fisheries fleet operations.

To work with producer and user communities to upgrade requirements and provide a system which allows easier transition to manufacturing and operations, bridging the gaps between science, industry and government.

FIGURE 9.1. NEXOS SAMPLE FACT SHEET

10. APPENDIX 2: Webex Best Practices

NeXOS WebEx Best Practice

Below is a list of best practices that you may want to consider while using WebEx:

1. If you are about to **use WebEx for the first time**, please refer to [this document](#) to get an overview of this tool
2. Whenever possible use a **wired Ethernet connection**, which offers a more reliable network experience. If you are using Wi-Fi and you experience audio quality or network reliability issues, try switching to a wired connection.
3. Use decent quality **audio devices and preferably headphones instead of speakers**. Many current laptop microphones/speakers or webcam microphones may introduce echo or audio issues, causing various distractions to others or drawing unwanted attention to you in the meeting experience.
4. **Mute your audio** unless you are speaking. This will avoid introducing any unnecessary typing sounds, background noise, and so on.
5. **Silence your electronic devices** and place them far away: your mobile phone or other electronic devices might interrupt your session if they ring, beep or vibrate, and place them away from your computer. If possible, switch them off during the session to prevent interference. Be aware of mobile phones lying on a desk.
6. Have **alternative methods of connecting** in case you get disconnected or have technical difficulties with your computer/phone. Have the dial-in number handy in case you get dropped off from the teleconference. International toll free numbers may be available.
7. If you have **multiple people in the same room**, try to have only one computer logged in to the meeting to prevent audio feedback. In any case, when possible, try to connect in an independent meeting room.
8. If you are a presenter, **you may think of loading content** prior to the meeting. Sometimes loading content can take time and you don't want to waste your participants' time by having them wait while the content is loading.
9. If you have to share your desktop or documents and some participants have difficulties seeing the whole screen or complain on the resolution, set up your **screen display** to 1024 x 768 pixels. It is also important to prepare the documents that you want to show at the meeting, opening and minimizing them prior to the meeting.
10. When signing-in from your computer, **enter your name and surname** so that participants see who is on-line and who is not.
11. Make sure that the host and presenter are identified by all participants and that attendees **provide their name** while participating (besides point 10 above, you may say your name before speaking, especially if you only use your phone and your name doesn't appear in the participant list).
12. Always try to join the meeting **5 minutes before** the scheduled time, in order to ensure that the meeting will start on time. To join the meeting, search and use the link provided in the e-mailed invitation sent previously. Unless you cannot do otherwise, avoid asking host for a last minute re- send of the invitation, this further delays the effective start of the meeting.

Roles during a webex meeting**Host**

- is identified by the (Host) next to the name;
- can create, schedule and chair the meeting;
- has the highest level of control in the meeting and can grant or revoke Presenter, Panelist or Attendee permissions; and
- can share documents but will not be able to control the presentation slides (control slides is presenter's role).

Presenter

- is identified by the green/blue WebEx presenter ball icon; and
- has the ability to share documents and control the presentation materials.

Panelist(s)

- host and presenter are part of panelist;
- additional panelist can also be added; and
- any panelist has the ability to do Q&A.

Attendee(s)

- can view the data that is being shared by presenter; and are also encouraged to interact with the presenter using the feedback tools and icons.

11. APPENDIX 3: NeXOS Website Specifications**Specification for NeXOS Website - Draft for Review**
In partial fulfillment of Deliverable 10.4**Version 0.2****Submitted by****Jay Pearlman, Francoise Pearlman and René Garelo****IEEE****WP 10****November 27 2013**

Version Control:

Version	Date	Comments by:	Status	Notes
Version 0,1	Nov 27 13	Pearlman	Original Version	
Version 0,2	Nov 28 13	Delory	Changes accepted	

General Specifications:

The address of the website will be www.nexosproject.eu

Web site should use the current version of wordpress including security plugins, if possible

It should run on PCs and Mac including IE, Firefox, Chrome and Safari.

It should support modest bandwidth users and a variety of screen sizes including mobile support.

It should have a few photos per page, ideally within the articles, but could be on the page without being part of the articles.

It should support links for continuation of articles. It may need to support to external materials and materials on the server.

We anticipate the usual 9s (reliability and up time) of server availability over four years.

We should be able to track users and monitor traffic at the site – Google analytics or equivalent

We should have provision for buttons for related social web activities (e.g. LinkedIn)

On the contact page, there should be a form to submit questions to the project coordinator. Create an email address to leading to Ayoze that is: info@nexosproject.eu

Many pages will have links that can be accessed by clicking on a word such as “more”. Links can lead to pictures, text, videos, an external website or another part of this website.

Links should be displayed in a new window or tab each time.

Have a small navigation bar to inform users of where in a sequence of pages they are.

Suggest a color scheme of ocean blue.

Fonts should be uniform throughout the site.

File storage should be supported (on the server or otherwise accessible)

Layout of the home page and other pages is given at the end of this document.

Audio and video streaming capability will be useful.

Top tabs and subtabs for the website navigation:

Home

Overview

Challenges (meaning in ocean observation, not funding :-)

Objectives for NeXOS

(Top Level) Schedule

Consortium

Work Packages

Partners

Collaborators

Advisory Board

Intranet (partners only) – will link to existing intranet.

Technology/Systems

Sensors

Platforms

Demonstration (hidden until content is made available – this applies to all menu items)

Applications

Dissemination

Public deliverables

Publications

Presentations

Related Websites

Webinars

Frequently asked questions

Photo Gallery

Contact Us

Coordinator information

Form for sending requests

Home Page:

Logos – you may want to have more or less of these – NeXOS, FP7 and European Commission. The NeXOS logo spider is too light in color and should be made darker so it is more visible when on a small scale.

Tabs – the sub tabs should be displayed when hovering over the tab. There are six tabs as shown on the home page figure. Leave room to add two more tabs later.

Sequencing of photos in the banner. There should be at least seven photos. We suggest one with a fishing vessel, one with a sensor, one with a glider, one of people in front of a computer, one of a pretty ocean picture, one of a coastline, one of a deep sea observatory. The photos should be originally of good quality and then processed appropriately.

News and events in the left column will be updated often and should be easy to work with. The column may contain small pictures and also links to events or a news page. Admin access is needed to edit content/Add news

The majority of the home page will include an introduction to the project. This section of the page will be stable over time with links to other pages that will be updated more frequently.

The home page should have a search capability for internal search of material on the website and the response should open a new browser window.

Web pages that are not the home page.

All pages follow the layout of figure 2 of the powerpoint attachment. The approach is to have a page no longer than two or three screen heights with links on each subject to more information.

The pages should have both text and figures. Fonts should be uniform throughout the site.

The left column has a listing of subtabs (second level tabs) with links to the associated page. For example, there is a subtab on sensors for the Technology/Systems main page. Clicking on that should bring the user to the sensor page.

Special requirements for the contact page

The above form should be included in the contact page.

Contact us

Last name

First name



E-mail *

Subject *

Message *

Send

FIGURE 11.1. SAMPLE OF “CONTACT US” FORM FOR NEXOS WEBPAGE SPECIFICATIONS

Home

Overview

The Project

Consortium

Resources

Contact Us

Rotating Photographs

Search Site

News and Events

Text Area for Home Page

Webmaster contact info

Project contact info

FIGURE 11.2. CONCEPT FOR THE NEXOS WEBSITE HOME PAGE SPECIFICATIONS



FIGURE 11.3. CONCEPT FOR WEB PAGES OTHER THAN THE HOME PAGE