



SEVENTH FRAMEWORK PROGRAMME

D03.2 – Users guide and description of the available electronic communication tools

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Editors:
UNIBO – Walter Cerroni
UPC – Rosa Ma. Martín, Dàmaris Coll
PoliTO – Fabio Neri, Enrica Conrotto
IBBT – Peter Van Daele

Abstract:

This deliverable provides the description and user's guide to different electronic communication tools available to the BONE consortium. The tools available to BONE members include a web server for public dissemination; a mailing lists service for internal communication; a directory service for partner management; a shared workspace for on-line document exchange and event calendar management; a web-based interface for collecting technical reports, publications, mobility actions and meetings/events participation. In addition, a VoIP and teleconference system dedicated to the consortium is under development.

Keyword list:

Communication tools, website, directory service, on-line reporting, mailing lists, shared workspace, electronic calendar, user guide.



Clarification:

Nature of the Deliverable

R	Report
P	Prototype
D	Demonstrator
O	Other

Dissemination level of Deliverable:

PU	Public
PP	Restricted to other programme participants (including the Commission Services)
RE	Restricted to a group specified by the consortium (including the Commission Services)
CO	Confidential, only for members of the consortium (including the Commission Services)



Disclaimer

The information, documentation and figures available in this deliverable, is written by the BONE (“Building the Future Optical Network in Europe) – project consortium under EC co-financing contract FP7-ICT-216863 and does not necessarily reflect the views of the European Commission



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1. Executive Summary

This deliverable represents the user's guide to the different electronic communication tools that have been deployed within the BONE consortium.

The size of the consortium and its peculiar technical organization result in a complex management structure and require a set of useful electronic tools whose main purpose is to improve and promote the interaction among the partners and to ease the consortium management process.

The electronic communication tools that have been deployed within the NoE and that are explained here include:

- a public website
- an electronic directory service
- an on-line reporting submission system
- a mailing list system
- a shared electronic workspace

In addition, a VoIP and teleconference system dedicated to the consortium is under development.

The use of this set of electronic tools, specifically tailored to fit the BONE consortium peculiar requirements, is proving to be a key factor for a successful progress of the project.



2. Introduction

The main objective of WP03 is to provide the BONE Network of Excellence with a set of electronic communication tools implementing different functionalities. The size of the consortium (49 partners from 17 different countries), its peculiar technical organization (6 Virtual Centres of Excellence, 7 Topical Projects, 3 workpackages for centralised activities) and the resulting complex management structure are among the factors that justify the adoption of a number of useful electronic tools whose main purpose is to improve and promote the interaction of the partners and to ease the consortium management process.

In particular, the electronic communication tools that have been deployed within the NoE include

- a public website, to promote the dissemination of the NoE knowledge-base;
- an electronic directory service, to provide an efficient way of managing and accounting for the large NoE community;
- an on-line reporting submission system, to ease the NoE reporting process and to improve its efficiency and timeliness;
- a mailing list system, to implement an effective and reliable written communication service reflecting the organisational structure of the consortium;
- a shared electronic workspace, to be used for on-line discussions and efficient document sharing.

In addition, a VoIP and teleconference system is under development, to implement an inexpensive, real-time communication service for promoting partner interaction.

This deliverable provides a brief description and user's guide to the different electronic tools whose deployment has been completed. Once the development of the VoIP and teleconference system will be completed, the related user's guide will be made available on a web page dedicated to this service.

Besides its main function as a reference guide, this document is also intended as a report on the successful collaborative work among the partners involved (UNIBO, UPC, POLITO, IBBT) aimed at building an integrated set of electronic tools useful to manage large consortia.



3. Website

The BONE website is based on a very powerful and interactive Platform, developed and operated by UPC. Although this platform is generally accepted and appreciated as a useful interactive tool stimulating communication, exchange and collaboration within the BONE network, it is considered as creating some extra threshold for outsiders to retrieve information about the BONE project itself. Therefore it was decided to set up a limited set of static pages as landing pages for outside users containing some limited and directly accessible information about BONE. These static pages are being maintained by IBBT.

The landing pages of the BONE website are described below and are intended to create a direct access to some basic information about BONE. All pages have the same layout with the menu on the left hand side and direct access to some hot topics on the right hand side. Reference to the FP7-programme is made in the left hand bottom corner.

The pages are listed below and for some, as illustration, a screenshot is given.

Home Page

The Home Page contains a very brief introduction to the BONE-project in the centre part is mainly intended as the first landing page when typing in <http://www.ict-bone.eu>.

BONE

Building the Future Optical Network in Europe

The BONE-project is about people, integration and collaboration in the field of optical networks.

BONE stimulates discussions, mobility and interchange of ideas amongst researchers working at 49 institutes around Europe.

BONE is about dissemination ...
BONE teaches the world about Optical Networks ...

The BONE-project validates the results of the European Commission funded FP6-Network of Excellence "e-Photon/ONe" by stimulating a more intensified collaboration, exchange of researchers and building on Virtual Centres of Excellence that can serve European industry with education & training, research tools & testlabs and pave the way to new technologies & architectures.

BONE is an active member of the FP7 Cluster "Converged and Optical networks"

BONE is co-organizer of the European Workshop on photonic solutions for wireless, access, and in-house networks
May 18 - 20, 2009, Duisburg, Germany

SEVENTH FRAMEWORK PROGRAMME

BONE is a Network of Excellence funded by the European Commission through the 7th ICT-Framework Program.

e-Photon/ONe



About BONE

This page describes more in detail the objectives and goals of the BONE project. It also briefly describes the structure of the BONE project in Virtual Centres of Excellence and Topical Projects.



Building the Future Optical Network in Europe



BONE Directory Service



BONE Portal



BONE Calendar

BONE is an active member of the FP7 Cluster "Converged and Optical networks"

BONE is co-organizer of the European Workshop on photonic solutions for wireless, access, and in-house networks May 18 - 20, 2009, Duisburg, Germany

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About BONE

The core activity of the BONE-project is the stimulation of intensified collaboration, exchange of researchers and integration of activities and know-how into and amongst partners. Through the establishment of Virtual Centres of Excellence, the BONE-project looks into the future and builds and supports the final "Network of the Future" through education & training, research tools & testlabs on new technologies & architectures. The leading-edge position of European Research in the field and, consequently, of European industry, could be threatened by returning to an uncoordinated and scattered approach to optical networking research. BONE consolidates the process, supported during FP6, of integration and reorganization of research efforts across European academic and industrial groups in FP7 through:

- Building Virtual Centres of Excellence that cover specific issues in the field of Optical Networking that can serve to European industry with education & training, research tools & testlabs and pave the way to development of new technologies & architectures.
- Reaching out, including and linking to research activities in national programmes, or programmes outside Europe.
- Stimulating an intensified collaboration, exchange of researchers between the research groups involved and active in the field.
- Disseminating the expertise and know-how of these European Research groups to a broader audience, both R&D oriented as well as industry- and decision maker oriented.

Technical Approach

The BONE-project proposes to solidify the e-Photon/One network and has the objective to provide a limited number of Virtual Centres of Excellence on specific issues:

- VCE Network Technologies and Engineering
- VCE Services and Applications
- VCE Access networks
- VCE Optical switching systems
- VCE Transmission techniques
- VCE In-building Networks

These Virtual Centres of Excellence group, align and (re-)structure the research activities of the BONE-partners involved in such a way that a coherent solution and service can be offered to BONE internal and external partners and projects.

Hot and multidisciplinary topics and issues are handled and looked at through a limited number of Topical Projects which each have a limited duration. These Topical Projects are either horizontal projects which make use of the expertise available at different Virtual Centres of Excellence or tackle specific issues to fill in specific needs or gaps in the expertise of the Virtual Centres of Excellence.

- TP Service aware optical network architectures
- TP MPLS, GMPLS and routing
- TP Optical communication networks in support of user mobility and networks in motion
- TP Edge-to-core adaptation for hybrid networks
- TP Optical Interconnects
- TP Alternatives for multi-layer networking with cross-layer optimization
- TP Physical Impairments constrain based routing in packet switching networks

Some of the activities within the BONE project are defined to support the general working of the project or centralise the dissemination & teaching activities:

- WP01: Dissemination & Outreach
- WP02: Teaching
- WP03: Electronic Communication Aid

As training and dissemination of the expertise and know-how of the BONE-Virtual Centres of Excellence and the results of the Topical Projects is essential and set as one of the major goals of the network, these activities will be taken care of in a centralised and coordinated activity.

Key Issues

- Strengthening of the European Research on Optical Networking through integration and collaboration amongst the different research groups involved in the Virtual Centres of Excellence
- Definition of specific technical objectives for each of the Virtual Centres of Excellence



BONE is a Network of Excellence funded by the European Commission through the 7th ICT-Framework Program.



Structure

This page describes more in detail the structure of the BONE project with a short summary of the objectives and the activities of the different WPs.



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BONE Directory Service



BONE Portal



BONE Calendar

BONE is an active member of the FP7 Cluster "Converged and Optical networks"

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BONE Structure

The BONE-project is structured in 6 Virtual Centres of Excellence and 7 Topical projects. Centralised activities are grouped in 4 General Workpackages dealing with management, dissemination, teaching and electronic tools. All these workpackages are outlined here and the specific objectives can be reached by clicking on the name of the workpackage below.

Centralised activities

Some of the activities within the BONE project are defined to support the general working of the project or centralise the dissemination & teaching activities.

- WP01: Dissemination & Outreach
- WP02: Teaching
- WP03: Electronic Communication Aid

Virtual Centres of Excellence

The BONE-proposal proposes to solidify the current e-Photon/ONe network and has the objective to provide a limited number of Virtual Centres of Excellence on specific issues:

- VCE Network Technologies and Engineering
- VCE Services and Applications
- VCE Access networks
- VCE Optical switching systems
- VCE Transmission techniques
- VCE In-building Networks

Topical Projects

Hot and multidisciplinary topics and issues are handled and looked at through a limited number of Topical Projects which each have a limited duration. These Topical Projects are either horizontal projects which make use of the expertise available at different Virtual Centres of Excellence or tackle specific issues to fill in specific needs or gaps in the expertise of the Virtual Centres of Excellence:

- TP Service aware optical network architectures
- TP MPLS, GMPLS and routing
- TP Optical communication networks in support of user mobility and networks in motion
- TP Edge-to-core adaptation for hybrid networks
- TP Optical Interconnects
- TP Alternatives for multi-layer networking with cross-layer optimization
- TP Physical Impairments constrain based routing in packet switching networks

Centralised activities

WP01: Dissemination & Outreach

Objectives: To disseminate information concerning the expertise, research and integration activities of the Network of Excellence and spread the excellence to European researchers and their institutions.

- To reach out to the European communities and young researchers and explain the purpose and challenges of optical networking and how the Network of Excellence can support local initiatives in this area.
- To facilitate the integration of a strong collaborative institution framework, to allow expert groups to effectively collaborate within the Network on key topics.
- To extend the roadmap [commenced in e-Photon/ONe] into a focused view (roadmap) of the evolution of photonic networks [within Europe] for telecom and

WP02: Teaching

The main objective of this WP is spreading excellence within and outside the project through the organization and execution of teaching activities based upon a common Master program in Optical Communications and Networks, combining benefits of teaching in situ, teleteaching, and application of learning tools. These activities will be mainly based upon the Master Curriculum and supporting teaching materials created within the previous e-Photon/ONe project. The objectives are:

- to offer courses of the Master to students within BONE summer/winter schools;
- to create teaching materials for Master studies with license for open access. The materials will consist of presentation slides, support materials and video lessons. All materials will be stored on the project web site;
- to prepare a report on the opportunities and obstacles of offering permanent Master teaching courses in the field of optical networks.



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Partners

This page provides links to the partner descriptions.

Deliverables

This page provides links and possible downloads to all public deliverables of the BONE project. Although originally indicated as “public” the links are not provided for the “Annual Reports”

Dissemination and Teaching activities

This page provides information on the dissemination and teaching activities of the BONE project. It contains links and pictures of the BONE Schools and the Courses prepared by the BONE consortium.

Publications

This page provides a direct link to the publications of the BONE project as available through the Platform.

Newsletter

This page allows visualisation and downloading of the BONE Newsletters.

Calendar

This page provides a direct link to the calendar of the BONE project as available through the Platform.

Open Positions

This page lists open positions for researchers and personnel at the BONE partners.

Gender Issues

This page briefly describes the activities and measures taken by the BONE consortium regarding gender issues.



Contact

This page provides information about the project leader and a contract e-mail address.



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Project Coordinator

Prof. Mario Pickavet

IBBT - Ghent University
INTEC Department
Gaston Crommenlaan 8 box 201
B-9050 Gent
BELGIUM



Administrative Coordinator

Prof. Peter Van Daele

IBBT - Ghent University
INTEC Department
Gaston Crommenlaan 8 box 201
B-9050 Gent
BELGIUM



More in formation?

ibbt@intec.ugent.be



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4. Directory service

4.1 Description of the tool

Due to the large size and the dynamic nature of the BONE community, a non-trivial user management system is necessary in order to provide an effective solution to the information gathering and distribution issues which arise while managing such large projects. Therefore, a directory service dedicated to BONE has been set up. This service is based on the latest standard Lightweight Directory Access Protocol (LDAP – RFC 4510), an Internet protocol targeted to access structured and distributed electronic information about users and resources, enabling effective user management, authentication and accounting services.

The directory service is provided by UNIBO through a Linux-based server running OpenLDAP, an open-source implementation of the LDAP protocol. The logical tree structure of the BONE directory has been shown in Annex 2 of deliverable D03.1.

All people involved in the NoE activities must be registered to the directory, as the electronic services are accessible only through authentication via the LDAP server. User management is performed with a hierarchical approach:

- the *Project Coordinator*, the *Project Office* and the *LDAP server administrators* have complete control of the directory and are allowed to add/modify/remove and assign any role to any user;
- every participating institution designates one or a few *Local Directory Managers*, which are in charge of managing users from their respective institution and are responsible for keeping the list of involved people up to date; the Project Office is in charge to assign the Local Directory Manager role to a registered user based on the partner's designation; users from a given institution can also be administered by the local *General Assembly Member*;
- *WP Leaders* are allowed to add/remove users to their WP and to designate new WP leaders;
- each user is allowed to update her/his personal information and to select the WPs to be involved to.

4.2 Access procedure

The interaction with the BONE directory is performed through an ad-hoc, web-based user interface, available at <https://ict-bone.unibo.it>. The interface is running on an Apache web server and interacts directly with the LDAP server.

Any registered user must use her/his own username and password to access the BONE Directory Service. In case a registered user does not remember the password, she/he must try to access using a blank password: the system then sends a new random password to the user's registered email address. In case a user is not registered yet or she/he does not remember the assigned username, she/he must contact the Local Directory Manager of her/his participating institution and ask about her/his existing account or to create a new one. The list of Local Directory Managers is accessible from the directory server login page through the *Find your Local Directory Manager* link.

After a successful login using the LDAP credentials, the user is provided with an interface that allows her/him to perform several actions. The number and kind of actions that are



available to the user depend on her/his privilege level and are explained in the following subsections.

4.3 Regular user interface

Each registered user is provided with a *User Menu* on the left side of the screen where she/he can choose one of the following items with the associated action:

- *My home*: goes to the home page showing the user personal information;
- *Change personal information*: opens the form to change the user's information, including the password;
- *Manage WP memberships*: opens the checklist to manage WP membership;
- *Find a user*: opens the search/browse page to find BONE users;
- *Find a partner*: opens the browse page to find BONE participating institutions;
- *Mailing lists*: opens the page to access the set of mailing lists used within the BONE consortium;
- *List of partner publications*: opens the page with the list of publications with authors from the user's institution;
- *Add a new publication*: opens the form to add a new publication to the on-line reporting system;
- *Complete list of papers*: opens a popup page with the complete list of publications from the whole consortium;
- *Complete list of joint papers*: opens a popup page with the complete list of joint publications from the whole consortium;
- *Complete list of single papers*: opens a popup page with the complete list of single-partner publications from the whole consortium;
- *List of mobility actions*: opens the page with the list of people exchanges involving the user's institution;
- *Submit new mobility action*: opens the form to submit a new mobility action for WP leader approval;
- *List of meetings/events*: opens the page with the list of meetings/events attended by people from the user's institution;
- *Add a new meeting/event*: opens the form to add a new meeting/event to the on-line reporting system;
- *On-line technical report*: accesses the on-line technical reporting system;
- *Manpower table (charged)*: opens a popup page with the charged manpower table from the whole consortium;
- *Manpower table (not charged)*: opens a popup page with the additional (not charged) manpower table from the whole consortium;
- *Budget table*: opens a popup page with the budget table from the whole consortium;
- *Logout*: exit from the directory user interface.

A few screenshots of the regular user interface are shown in the following figures. Other pages related to project reporting and mailing lists are explained in sections 5 and 6.

**User home page with personal information and WP memberships.**



BONE Directory Service

Download BONE logo
[\[170x170\]](#) [\[567x567\]](#)

User Menu

Welcome Test Test

[My home](#)
[Change personal information](#)
[Manage WP memberships](#)

[Find a user](#)
[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)
[Add a new publication](#)
[Complete list of papers](#)
[Complete list of joint papers](#)
[Complete list of single papers](#)

[List of mobility actions](#)
[Submit new mobility action](#)

[List of meetings/events](#)
[Add a new meeting/event](#)

[On-line technical report](#)

[Manpower table \(charged\)](#)
[Manpower table \(not charged\)](#)
[Budget table](#)

[Logout](#)

Personal Information

Partner	UNIBO
First Name	Test
Last Name	Test
Professional Status	Fake user for testing purposes
Username	test.user
e-mail	BONE-office@tlc.polito.it
Phone Number	+39 123 456 7890
Fax Number	+39 123 456 7891
Postal Address	123 Main Street Nowhere, NW 12345
Short CV	
Gender	Male
 WP memberships	WP01 WP11 WP12 WP21 WP23 WP24

**Form to change the user's personal information.**

User Menu	Change user information for Test Test
Welcome Test Test	Modify user's password
My home	New Password
Change personal information	Verify Password
Manage WP memberships	Save changes
Find a user	
Find a partner	Modify user's information
Mailing lists	Professional Status Fake user for testing purpo:
List of partner publications	e-mail 8ONE-office@tlc.polito.it
Add a new publication	Phone Number +39 123 456 7890
Complete list of papers	Fax Number +39 123 456 7891
Complete list of joint papers	Postal Address 123 Main Street
Nowhere, NW
12345
Complete list of single papers	Short CV
List of mobility actions	Gender ☐ Female
Submit new mobility action	☒ Male
List of meetings/events	Save changes
Add a new meeting/event	
On-line technical report	List memberships
Manpower table (charged)	For WP list membership choose the Manage WP memberships link on the left menu.
Manpower table (not charged)	
Budget table	
Logout	



Checklist to manage WP memberships: each user is in charge of selecting the WPs she/he intends to participate to.

User Menu	Workpackage memberships
Welcome Test Test	Select the Workpackages you want to be member of.
My home	Please note that each member of a given WP is automatically subscribed to the corresponding mailing list.
Change personal information	
Manage WP memberships	
Find a user	☐ WP00 - Project management
Find a partner	☒ WP01 - Dissemination & Outreach
Mailing lists	☐ WP02 - Teaching
List of partner publications	☐ WP03 - Electronic Communication Aid
Add a new publication	☒ WP11 - VCE Network Technologies and Engineering
Complete list of papers	☒ WP12 - VCE Services and Applications
Complete list of joint papers	☐ WP13 - VCE Access networks
Complete list of single papers	☐ WP14 - VCE Optical switching systems
List of mobility actions	☐ WP15 - VCE Transmission techniques
Submit new mobility action	☐ WP16 - VCE In-building Networks
List of meetings/events	☒ WP21 - TP Service aware optical network architectures
Add a new meeting/event	☐ WP22 - TP MPLS, GMPLS and routing
On-line technical report	☒ WP23 - TP Optical communication networks in support of user mobility and networks in motion
Manpower table (charged)	☒ WP24 - TP Edge-to-core adaptation for hybrid networks
Manpower table (not charged)	☐ WP25 - TP Optical Interconnects
Budget table	☐ WP26 - TP Alternatives for multi-layer networking with cross-layer optimization
Logout	☐ WP27 - TP Physical Impairments constraint based routing in packet switching networks
	Submit



Search/browse pages to find BONE users: it is possible to search for a user by name or to browse among countries, institutions, WPs and project management roles.

User Menu

Welcome Test Test

[My home](#)
[Change personal information](#)
[Manage WP memberships](#)

[Find a user](#)
[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)
[Add a new publication](#)
[Complete list of papers](#)
[Complete list of joint papers](#)
[Complete list of single papers](#)

[List of mobility actions](#)
[Submit new mobility action](#)

[List of meetings/events](#)
[Add a new meeting/event](#)

Find a user

Find

Browse

Countries	Workpackages	Management roles
Austria	WP00	Administrative contacts
Belgium	WP01	External advisory board
Croatia	WP02	General assembly
Denmark	WP03	LDAP server administrators
France	WP11	Legal contacts
Germany	WP12	Local directory managers
Greece	WP13	Management board
Hungary	WP14	News list
Italy	WP15	Project coordinator
The Netherlands	WP16	Project office
Norway	WP21	Website taskforce
Poland	WP22	
Portugal	WP23	
Spain	WP24	
Sweden	WP25	
Turkey	WP26	
United Kingdom	WP27	

User Menu

Welcome Test Test

[My home](#)
[Change personal information](#)
[Manage WP memberships](#)

[Find a user](#)
[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)
[Add a new publication](#)
[Complete list of papers](#)
[Complete list of joint papers](#)
[Complete list of single papers](#)

[List of mobility actions](#)
[Submit new mobility action](#)

[List of meetings/events](#)
[Add a new meeting/event](#)

Find a user

Find

Browse

Partners from Italy	Workpackages	Management roles
CORITEL	WP00	Administrative contacts
FUB	WP01	External advisory board
ISCOM	WP02	General assembly
PoliMI	WP03	LDAP server administrators
PoliTO	WP11	Legal contacts
SSSUP	WP12	Local directory managers
UNIBO	WP13	Management board
UNIMORE	WP14	News list
UniRoma1	WP15	Project coordinator
UniRoma3	WP16	Project office
	WP21	Website taskforce
	WP22	
	WP23	
	WP24	
	WP25	
	WP26	
	WP27	

User Menu

Welcome Test Test

[My home](#)
[Change personal information](#)
[Manage WP memberships](#)

[Find a user](#)
[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)
[Add a new publication](#)
[Complete list of papers](#)
[Complete list of joint papers](#)
[Complete list of single papers](#)

[List of mobility actions](#)
[Submit new mobility action](#)

[List of meetings/events](#)
[Add a new meeting/event](#)

Find a user

Find

Browse

Users from UNIBO	Workpackages	Management roles
10 current users	WP00	Administrative contacts
franco.callegati	WP01	External advisory board
aldo.campi	WP02	General assembly
walter.cerroni	WP03	LDAP server administrators
test.coordinator	WP11	Legal contacts
giorgio.corazza	WP12	Local directory managers
test.partmanager	WP13	Management board
carla.raffaelli	WP14	News list
michele.savi	WP15	Project coordinator
test.user	WP16	Project office
test.wpleader	WP21	Website taskforce
	WP22	
	WP23	
	WP24	
	WP25	
	WP26	
	WP27	



Browse page to find BONE partners: it is possible to browse among countries to find detailed information about each participating institution.

User Menu	Find a partner
Welcome Test Test	Countries
My home	Austria
Change personal information	Belgium
Manage WP memberships	Croatia
Find a user	Denmark
Find a partner	France
Mailing lists	Germany
List of partner publications	Greece
Add a new publication	Hungary
Complete list of papers	Italy
Complete list of joint papers	The Netherlands
Complete list of single papers	Norway
List of mobility actions	Poland
Submit new mobility action	Portugal
	Spain
	Sweden
	Turkey
	United Kingdom

User Menu	Find a partner
Welcome Test Test	Partners from Italy
My home	CORITEL
Change personal information	FUB
Manage WP memberships	ISCOM
Find a user	PoliMI
Find a partner	PoliTO
Mailing lists	SSSUP
List of partner publications	UNIBO
	UNIMORE
	UniRoma1
	UniRoma3

User Menu	Partner details
Welcome Test Test	UNIBO Alma Mater Studiorum - Università di Bologna
My home	Participant number: 32
Change personal information	Website: http://www.deis.unibo.it
Manage WP memberships	Administrative contact: Walter Cerroni walter.cerroni@unibo.it
Find a user	Legal contact: EU research office eumanagement@unibo.it
Find a partner	Description: The oldest University in the western countries was established in Bologna in the XI century. The networking group at the department of Electronics, Computer Science and Systems (DEIS) has research expertise on architectures, performance evaluation and switching matrix design for optical networks. In the last decade, DEIS-UniBO contributed to a number of European projects on optical networking RACE-ATMOS, ACTS-KEOPS, IST-DAVID) and was coordinator of two national projects on this subject. DEIS-UniBO contributed actively to the c-Photon/ONe and c-Photon/ONe+ network of excellence, taking part to the NoE management activities, to WP coordination and to several integration activities.
Mailing lists	List of users
List of partner publications	
Add a new publication	
Complete list of papers	
Complete list of joint papers	
Complete list of single papers	
List of mobility actions	
Submit new mobility action	

4.4 Partner manager interface

Each user who has been appointed as Local Directory Manager or General Assembly Member for a given institution is allowed to perform partner management actions, in addition to the regular user functions described above. The partner management tools are accessible through the additional *Partner Management* menu, located below the User Menu, which includes the following items:

- *Partner information*: opens the page with information related to the participating institution;
- *Add a new user*: opens the form to register a new user from the participating institution to the BONE directory;
- *Remove a user*: opens the search/browse page to find BONE users to be removed;
- *Edit a user*: opens the search/browse page to find BONE users to be modified.

Partner information page as seen by a partner manager.

 User Menu Welcome Test Test My home Change personal information Manage WP memberships Find a user Find a partner Mailing lists List of partner publications Add a new publication Complete list of papers Complete list of joint papers Complete list of single papers List of mobility actions Submit new mobility action List of meetings/events Add a new meeting/event On-line technical report Manpower table (charged) Manpower table (not charged) Budget table Logout  Partner management Partner information Add a new user Remove a user Edit a user	 Partner details <table border="1"> <tr> <td>UNIBO</td> <td>Alma Mater Studiorum - Università di Bologna</td> </tr> <tr> <td>Participant number:</td> <td>32</td> </tr> <tr> <td>Website:</td> <td>http://www.deis.unibo.it</td> </tr> <tr> <td>Administrative contact:</td> <td>Walter Cerroni walter.cerroni@unibo.it</td> </tr> <tr> <td>Legal contact:</td> <td>EU research office eumanagement@unibo.it</td> </tr> <tr> <td>Description:</td> <td>The oldest University in the western countries was established in Bologna in the XI century. The networking group at the department of Electronics, Computer Science and Systems (DEIS) has research expertise on architectures, performance evaluation and switching matrix design for optical networks. In the last decade, DEIS-UniBO contributed to a number of European projects on optical networking RACE-ATMOS, ACTS-KEOPS, IST-DAVID) and was coordinator of two national projects on this subject. DEIS-UniBO contributed actively to the e-Photon/ONe and e-Photon/ONe+ network of excellence, taking part to the NoE management activities, to WP coordination and to several integration activities.</td> </tr> </table> List of users Modify partner details	UNIBO	Alma Mater Studiorum - Università di Bologna	Participant number:	32	Website:	http://www.deis.unibo.it	Administrative contact:	Walter Cerroni walter.cerroni@unibo.it	Legal contact:	EU research office eumanagement@unibo.it	Description:	The oldest University in the western countries was established in Bologna in the XI century. The networking group at the department of Electronics, Computer Science and Systems (DEIS) has research expertise on architectures, performance evaluation and switching matrix design for optical networks. In the last decade, DEIS-UniBO contributed to a number of European projects on optical networking RACE-ATMOS, ACTS-KEOPS, IST-DAVID) and was coordinator of two national projects on this subject. DEIS-UniBO contributed actively to the e-Photon/ONe and e-Photon/ONe+ network of excellence, taking part to the NoE management activities, to WP coordination and to several integration activities.
UNIBO	Alma Mater Studiorum - Università di Bologna												
Participant number:	32												
Website:	http://www.deis.unibo.it												
Administrative contact:	Walter Cerroni walter.cerroni@unibo.it												
Legal contact:	EU research office eumanagement@unibo.it												
Description:	The oldest University in the western countries was established in Bologna in the XI century. The networking group at the department of Electronics, Computer Science and Systems (DEIS) has research expertise on architectures, performance evaluation and switching matrix design for optical networks. In the last decade, DEIS-UniBO contributed to a number of European projects on optical networking RACE-ATMOS, ACTS-KEOPS, IST-DAVID) and was coordinator of two national projects on this subject. DEIS-UniBO contributed actively to the e-Photon/ONe and e-Photon/ONe+ network of excellence, taking part to the NoE management activities, to WP coordination and to several integration activities.												

A user with partner management privileges is allowed to modify the general information of the respective institution. To this purpose, a form is accessible from the partner information page through the *Modify partner details* link. Information that can be updated includes the partner website URL, the administrative and legal contact details and the institution description. The partner's legal name, short name and participant number cannot be modified.



Modify partner information page.

User Menu	Modify partner details
Welcome Test Test	UNIBO Alma Mater Studiorum - Università di Bologna
My home	Participant number: 32
Change personal information	Website: http://www.deis.unibo.it
Manage WP memberships	Administrative contact name: Walter Cerroni
Find a user	Administrative contact email: walter.cerroni@unibo.it
Find a partner	Legal contact name: EU research office
Mailing lists	Legal contact email: eumanagement@unibo.it
List of partner publications	Description: The oldest University in the western countries was established in Bologna in the XI century. The networking group at the department of Electronics, Computer Science and Systems (DEIS) has research expertise on architectures, performance evaluation and switching matrix design for optical networks. In the last decade, DEIS-UniBO contributed to a number of European projects on optical networking RACE-ATMOS, ACTS-KEOPS, IST-DAVID) and was coordinator of two national projects on this subject. DEIS-UniBO contributed actively to the e-Photon/ONE and e-Photon/ONE+ network of excellence, taking part to the NoE management activities, to WP coordination and to several integration activities.
Add a new publication	Save changes
Complete list of papers	
Complete list of joint papers	
Complete list of single papers	
List of mobility actions	
Submit new mobility action	
List of meetings/events	
Add a new meeting/event	
On-line technical report	
Manpower table (charged)	
Manpower table (not charged)	
Budget table	

A user with partner management privileges is also allowed to add new users from the same institution to the BONE directory, as well as to modify and remove them. Required fields in the new user registration form are: first and last name, password, e-mail address and gender. Other fields are optional and can be updated any time by the newly added user.

Registration form to add a new user.

User Menu	Add a new user
Welcome Test Test	First Name (*)
My home	Last Name (*)
Change personal information	Password (*)
Manage WP memberships	Verify Password (*)
Find a user	e-mail (*)
Find a partner	Gender (*) ☐ Female ☐ Male
Mailing lists	Professional Status
List of partner publications	Phone Number
Add a new publication	Fax Number
Complete list of papers	Postal Address
Complete list of joint papers	Short CV
Complete list of single papers	
List of mobility actions	
Submit new mobility action	
List of meetings/events	
Add a new meeting/event	
On-line technical report	
Manpower table (charged)	
Manpower table (not charged)	
Budget table	
Logout	
Partner management	The user will be added to UNIBO
Partner information	(*) required fields
Add a new user	Add user



In order to modify or remove a user, the user must be searched or browsed for. Then, clicking on the username, her/his personal information page opens. At the bottom of the page are located two tools to manage the user:

- a link reading *Edit user's personal information*, which gives access to the user information form, where user details can be modified; user WP membership cannot be modified by the partner manager;
- a checkbox and a button to remove the user from the directory.

Edit user information page.

User Menu	Personal Information
Welcome Test Test	Partner UNIBO
My home	First Name Test
Change personal information	Last Name Test
Manage WP memberships	Professional Status Fake user for testing purposes
Find a user	Username test.user
Find a partner	e-mail BONE-office@tlc.polito.it
Mailing lists	Phone Number +39 123 456 7890
List of partner publications	Fax Number +39 123 456 7891
Add a new publication	Postal Address 123 Main Street Nowhere, NW 12345
Complete list of papers	Short CV
Complete list of joint papers	Gender Male
Complete list of single papers	WP memberships WP01 WP11 WP12 WP21 WP23 WP24
List of mobility actions	Edit user's personal information
Submit new mobility action	☐ Check to remove user Submit
List of meetings/events	
Add a new meeting/event	
On-line technical report	
Manpower table (charged)	
Manpower table (not charged)	
Budget table	

While users with partner management privileges are allowed to manage partner information and users only within their own institution, users with administrative privileges, such as the Project Coordinator, are able to use the same partner management interface for the whole consortium.

4.5 WP Leader interface

Each user who has been appointed as WP Leader for a given workpackage is allowed to perform WP management actions, in addition to the regular user functions. The WP management tools are accessible through the additional *WP Leader Menu*, located below the User Menu, which includes the following items:

- *Manage Workpackage*: opens the WP user management interface;
- *Manage WP mobility*: opens the WP mobility actions interface;
- *WP report*: accesses the on-line WP technical reporting system;
- For each WP the user is in charge of:
 - *Complete list of papers*: opens a popup page with the complete list of publications reported under the WP;



- o *Complete list of joint papers*: opens a popup page with the complete list of joint publications reported under the WP;
- o *Complete list of single papers*: opens a popup page with the complete list of single-partner publications reported under the WP.

The WP user management interface allows each WP Leader to add users to or remove them from the WP she/he is in charge of. It is also possible to promote a WP member to the WP co-leader status, or to remove a WP co-leader.

WP user management page.

User Menu	WP11: VCE Network Technologies and Engineering
Welcome Test Test	
My home	
Change personal information	
Manage WP memberships	
Find a user	
Find a partner	
Mailing lists	
List of partner publications	
Add a new publication	
Complete list of papers	
Complete list of joint papers	
Complete list of single papers	
List of mobility actions	
Submit new mobility action	
List of meetings/events	
Add a new meeting/event	
On-line technical report	
Manpower table (charged)	
Manpower table (not charged)	
Budget table	
Logout	
WP Leader Menu	WP11: VCE Network Technologies and Engineering
Manage Workpackage	
Manage WP mobility	
WP report	
WP03	
Complete list of papers	
Complete list of joint papers	
Complete list of single papers	
WP11	
Complete list of papers	
Complete list of joint papers	
Complete list of single papers	

WP11: VCE Network Technologies and Engineering	
WP11 leader	☐ franco.callegati (UNIBO)
	☐ test.wpleader (UNIBO)
	☐ evi.zouganeli (TELENOR)
2 partners involved:	UNIBO - TELENOR -
Remove	Remove selected users
WP11: VCE Network Technologies and Engineering	
WP11 members	Add a user to the WP
	141 current members
	☐ fernando.agraz (UPC)
	☐ nail.akar (BILKENT)
	☐ slavisa.aleksic (TUW)
	☐ nicola.andriolli (SSSUP)
	☐ ramon.aparicio-pardo (UPCT)
	☐ javier.aracil (UAM)
	☐ siamak.azodolmolky (AIT)
	☐ fabio.baroncelli (SSSUP)
	☐ maria-ioanna.benetou (UCL)
	☐ andrea.bianco (PoliTO)
	☐ uscumlic.bogdan (GET)
	☐ david.bolt (USWAN)
	☐ jakob.buron (COM)
	☐ franco.callegati (UNIBO)
	☐ aldo.campi (UNIBO)
	☐ mariadolores.cano (UPCT)
	☐ davide.careglio (UPC)

...

	☐ evi.zouganeli (TELENOR)
39 partners involved:	UPC - BILKENT - TUW - SSSUP - UPCT - UAM - AIT - UCL - PoliTO - GET - USWAN - COM - UNIBO - CTTC - UNIMORE - Ericsson - KTH - UniRoma1 - UniRoma3 - BME - FUB - AGH - UoP - TID - UC3M - FER - CORITEL - FT - UPVLC - UST-IKR - UDE - TUB - PoliMI - UEssex - IT - IBBT - RACTI - HWDE - TELENOR -
Remove	Remove selected users
Add to WP leaders	Make the selected user a WP leader



Any user already registered to the BONE directory can be made a WP member. To do so, the WP Leader must search or browse for the user and, after clicking on the username, select the relevant checkbox at the bottom of the user's personal information page.

Edit user WP membership page.

User Menu Welcome Test Test My home Change personal information Manage WP memberships Find a user Find a partner Mailing lists List of partner publications Add a new publication Complete list of papers Complete list of joint papers Complete list of single papers List of mobility actions Submit new mobility action List of meetings/events Add a new meeting/event On-line technical report Manpower table (charged) Manpower table (not charged) Budget table Logout	Personal Information Partner UNIBO First Name Test Last Name Test Professional Status Fake user for testing purposes Username test.user e-mail BONE-office@tlc.polito.it Phone Number +39 123 456 7890 Fax Number +39 123 456 7891 Postal Address 123 Main Street Nowhere, NW 12345 Short CV Gender Male WP memberships WP01 WP11 WP12 WP21 WP23 WP24 Workpackage memberships Modify WP membership for user test.user ☐ WP03 - Electronic Communication Aid ☒ WP11 - VCE Network Technologies and Engineering Submit
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Other actions are related to project reporting and are explained in section 5.

While users with WP Leader privileges are allowed to manage information and users only within their own WP, users with administrative privileges, such as the Project Coordinator, are able to use the same WP management interface for any workpackage.

4.6 Directory administrator interface

Each user who has been appointed as Project Coordinator, member of the Project Office or LDAP Server Administrator is allowed to perform actions with administrative privileges, in addition to the regular user functions. The directory administration tools are accessible through the additional *Administration* menu, located below the other menus, which includes the following items:

- *Manage administrative roles*: opens the list of administrative roles for user appointment;
- *Partner reports*: opens the list of on-line technical reports from the participating institutions;
- *All WPs report*: opens the on-line WP technical report from all workpackages;
- *Complete list of papers*: opens a popup page to manage the complete list of publications from the whole consortium;



- *Complete list of joint papers*: opens a popup page to manage the complete list of joint publications from the whole consortium;
- *Complete list of single papers*: opens a popup page to manage the complete list of single-partner publications from the whole consortium;
- *List of mobility actions*: opens the page to manage the list of people exchanges within the whole consortium;
- *List of meetings/events*: opens the page with the list of meetings/events attended by people from the whole consortium.

The administrative roles management interface allows the directory administrator to appoint any registered user to any position within the NoE structure, including:

- Project Coordinator
- Project Office member
- Management Board member
- General Assembly member
- Local Directory Manager
- External Advisory Board member
- LDAP Server Administrator
- Website Taskforce member

To do so, the directory administrator must search or browse for the user and, after clicking on the username, select the link that reads *Assign an administrative role to this user*. This opens a checklist with the different appointment possibilities.

User appointment page.

The screenshot displays a web interface for user management. On the left is a 'User Menu' sidebar with a blue header and a list of links. The main content area on the right has a blue header and a checklist of administrative roles for the user 'test.user'. A 'Submit' button is located at the bottom of the checklist.

User Menu

Welcome Test Test

[My home](#)
[Change personal information](#)
[Manage WP memberships](#)

[Find a user](#)
[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)
[Add a new publication](#)
[Complete list of papers](#)
[Complete list of joint papers](#)
[Complete list of single papers](#)

[List of mobility actions](#)
[Submit new mobility action](#)

[List of meetings/events](#)
[Add a new meeting/event](#)

[On-line technical report](#)

[Manpower table \(charged\)](#)
[Manpower table \(not charged\)](#)
[Budget table](#)

[Logout](#)

Select administrative roles for the user test.user

- ☐ External advisory board
- ☐ General assembly
- ☐ LDAP server administrators
- ☐ Local directory managers
- ☐ Management board
- ☐ News list
- ☐ Project coordinator
- ☐ Project office
- ☐ Website taskforce

**Remove user appointment page and administration menu.**

The screenshot displays a web interface for user management. On the left, there are four main menu sections: 'User Menu', 'WP Leader Menu', 'Partner management', and 'Administration'. The 'User Menu' section includes links for 'Welcome Test Test', 'My home', 'Change personal information', 'Manage WP memberships', 'Find a user', 'Find a partner', 'Mailing lists', 'List of partner publications', 'Add a new publication', 'Complete list of papers', 'Complete list of joint papers', 'Complete list of single papers', 'List of mobility actions', 'Submit new mobility action', 'List of meetings/events', 'Add a new meeting/event', 'On-line technical report', 'Manpower table (charged)', 'Manpower table (not charged)', 'Budget table', and 'Logout'. The 'WP Leader Menu' section includes 'Manage Workpackage', 'Manage WP mobility', and 'WP report'. The 'Partner management' section includes 'Partner information', 'Add a new user', 'Remove a user', and 'Edit a user'. The 'Administration' section includes 'Manage administrative roles', 'Partner reports', 'All WPs report', 'Complete list of papers', 'Complete list of joint papers', 'Complete list of single papers', 'List of mobility actions', and 'List of meetings/events'. On the right, the 'Management board' section shows a list of users with checkboxes next to their names. The list includes: javier.aracil, franco.callegati, piero.castoldi, walter.cerroni, enrica.conrotto, lars.dittmann, kevin.heggarty, dieter.jaeger, ton.koonen, david.larrabeiti, rosamaria.martin, ilse.meersman, branko.mikac, john.mitchell, fabio.neri, martin.nordal, michael.o-mahony, achille.pattavina, periklis.petrooulos, mario.pickavet, pierluigi.poggiolini, tanya.politi, dimitra.simeonidou, salvatore.spadaro, antonio.teixeira, ioannis.tomkos, luca.valcarengi, peter.vandaele, kyriakos.vlachos, and evi.zouganeli. At the bottom of the 'Management board' section, there is a 'Remove' button and the text 'Remove selected users'. A link 'Add a user' is located at the top right of the 'Management board' section.

Besides the tools in the Administration menu, a user with administrative privileges is also able to use the partner management interface for the whole consortium and the WP management interface for any workpackage.

Other actions allowed to a directory administrator are related to project reporting and are explained in section 5.

5. On-line reporting

5.1 *Description of the tool*

The web-based reporting system is another useful on-line tool available to the BONE consortium, implementing an efficient and handy way for collecting the required quarterly and annual reports describing technical activities, both at the partner and workpackage level. It is also used to collect and manage additional key information for the project management and evaluation processes, such as manpower and budget figures declared by participants, publications from partners, meetings and events attended and relevant to the NoE, mobility actions performed within the consortium. This tool is integrated with the BONE directory service and is accessible through the same web interface: <https://ict-bone.unibo.it>. The user interface represents the front end section of the whole reporting information system, which is based on a MySQL database backend.

5.2 *Procedure for on-line periodic reporting*

The user interaction with the on-line reporting system follows a hierarchical approach mapped to the user privilege system used by the directory. For what concerns the periodic technical reports:

- all NoE users are allowed to contribute to the quarterly or annual technical report of their respective participating institution, by filling a set of forms with the description of the work carried on within each WP; regular users are also allowed to update manpower and budget figures in the relevant tables;
- for each participating institution, General Assembly members or Local Directory Managers are in charge of submitting the report forms to the Project Office; submission is performed on-line;
- WP leaders have access to the activities reported by partners within their respective WPs, so they can use this information to compile their periodic WP report and submit it to the Project Office; WP report compilation and submission is performed on-line; WP leaders are also in charge of updating the status of milestones and deliverables relevant to their respective WPs;
- the Project Coordinator, the Project Office and the LDAP Server Administrators have complete control of the reporting system and are allowed to modify any part of it; the Project Coordinator and the Project Office collect all the information included in the different sections of the on-line reporting system and use it to submit the required technical project report to the European Commission and to monitor the progress of the consortium.

5.3 *Detailed instructions on how to compile the on-line technical report*

The on-line technical report must be compiled by each partner and submitted to the Project Office before the deadline expires. All registered users are allowed to compile the report, but only General Assembly members or Local Directory Managers are enabled to submit it to the Project Office.

The report is split in several sections: 17 dedicated to the different workpackages and 2 dedicated to effort and budget information are present for each reporting period; 3 additional



sections on specific outcomes of the NoE activities (*Exploitable knowledge and its use*, *Contributions to standards* and *Interactions with industry*) are available in the annual report only. The main report page shows all the sections with the current report content.

Main report page.

User Menu		BONE technical report	
Welcome Test Test		Click here for instructions on how to compile the report	
My home Change personal information Manage WP memberships		Participant short name	UNIBO
Find a user Find a partner		Participant number	32
Mailing lists		Reporting period	1st year: 1 January 2008 - 31 December 2008
List of partner publications Add a new publication Complete list of papers Complete list of joint papers Complete list of single papers		Submission deadline	31 December 2008
List of mobility actions Submit new mobility action		Change reporting period	(select) Go
List of meetings/events Add a new meeting/event		Submit report to the Project Office (Only local General Assembly members and Directory Managers are enabled to submit the report)	
On-line technical report			
Manpower table (charged) Manpower table (not charged) Budget table Logout			
		Shortcuts to report sections	
		Manpower Budget WP00 Project management WP01 Dissemination & Outreach WP02 Teaching WP03 Electronic Communication Aid WP11 VCE Network Technologies and Engineering WP12 VCE Services and Applications WP13 VCE Access networks WP14 VCE Optical switching systems WP15 VCE Transmission techniques WP16 VCE In-building Networks WP21 TP Service aware optical network architectures WP22 TP MPLS, GMPLS and routing WP23 TP Optical communication networks in support of user mobility and networks in motion WP24 TP Edge-to-core adaptation for hybrid networks WP25 TP Optical Interconnects WP26 TP Alternatives for multi-layer networking with cross-layer optimization WP27 TP Physical Impairments constraint based routing in packet switching networks Exploitable knowledge and its use Contributions to standards Interactions with industry	

5.3.1 Technical Report and Manpower

Partners are required to compile the report only for the WPs they have been involved into for the specified period. The remaining WPs may be left blank. To edit the report for a given WP the *Modify this WP report* link must be clicked, which is available in each WP section under the WP title. A new page opens where it is possible to include the manpower employed in that WP in terms of man-months and a short description of the activities carried out in that WP. It is possible to specify two kinds of manpower: the effort to be funded by BONE and the additional effort not charged to the project. A warning will appear in case the declared funded effort is significantly smaller or larger than what planned. There is no limit in the amount of characters that can be inserted in the activity description box, but the user should try not to exceed a half-page size. Clicking on the *Submit* button will save what is inserted in the textboxes.



Workpackage-specific report form.

User Menu	
Welcome Test Test	
My home	
Change personal information	
Manage WP memberships	
Find a user	
Find a partner	
Mailing lists	
List of partner publications	
Add a new publication	
Complete list of papers	
Complete list of joint papers	
Complete list of single papers	
List of mobility actions	
Submit new mobility action	
List of meetings/events	
Add a new meeting/event	
On-line technical report	
Manpower table (charged)	
Manpower table (not charged)	
Budget table	

BONE technical report	
Participant	32 - UNIBO
Reporting period	1st year: 1 January 2008 - 31 December 2008
Workpackage	WP11 - VCE Network Technologies and Engineering
Click here for instructions on report compilation	
Manpower (MM)	
Effort to be funded by BONE	2.4
Additional effort not charged to BONE	0
Description of technical activities	Participation to the Kick-off meeting in Torino. presentation of plan of activities for WP-11. Collected proposal for Joint Activities. A first draft document reporting summaries of the joint activities is being compiled. Discussion on a JA with UPC about connection oriented OBS. As a result a master student has been sent by UNIBO to UPC to work on this topic (in the framework of the Socrates/Erasmus
Submit	
Back to the whole report	

5.3.2 Budget Table

In addition to the WP report each partner is required to fill a budget table, clicking on the *Update budget figures* link available in the main page, under the budget table title. A new form opens where it is possible to insert the amount of costs occurred during the reporting period according to the specified cost categories. Indirect costs (overhead) must be also specified according to the cost model adopted by the participating institution. The *Total* fields update automatically once the form is submitted. A warning will appear in case the funding requested is significantly smaller or larger than planned. Specific cost categories must be justified adding a note in the textbox available.

The budget table structure reflects the information requested by the Commission in the C Form. In addition to cost figures, participating institutions are also required to provide a short description to justify any single cost item, not including personnel costs, exceeding 2,000 Euros. This kind of information is collected in order to complete the section *Explanation of the use of the resources* in the Project Periodic Report to be sent to the Project Officer.



Budget report form.

User Menu

Welcome Test Test

[My home](#)
[Change personal information](#)
[Manage WP memberships](#)

[Find a user](#)
[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)
[Add a new publication](#)
[Complete list of papers](#)
[Complete list of joint papers](#)
[Complete list of single papers](#)

[List of mobility actions](#)
[Submit new mobility action](#)

[List of meetings/events](#)
[Add a new meeting/event](#)

[On-line technical report](#)

[Manpower table \(charged\)](#)
[Manpower table \(not charged\)](#)
[Budget table](#)

[Logout](#)

BONE budget report

Participant32 - UNIBO

Reporting period1st year: 1 January 2008 - 31 December 2008

[Click here for information about eligible costs and maximum EC contribution](#)

Budget table for 1st year: 1 January 2008 - 31 December 2008

Insert budget figures in Euro, not including thousands separator: e.g. insert 10000 to report 10KEur.

Claimed costs	RTD			Management			Other Activities			Total		
	Declared in 1st year	Total declared	Total planned	Declared in 1st year	Total declared	Total planned	Declared in 1st year	Total declared	Total planned	Declared in 1st year	Total declared	Total planned
Personnel Costs	34879.44	34879.44	48000	0	0	0	14197.13	14197.13	38400	49077	49077	86400
Subcontracting	0	0	0	0	0	0	0	0	0	0	0	0
Other Direct Costs	1374.09	1374.09	14000	0	0	0	1028.42	1028.42	5000	2403	2403	19000
Indirect Costs	21752.11	21752.118	37200	0	0	0	9135.33	9135.33	26040	30887	30887	63240
Total	58006	58006	99200	0	0	0	24361	24361	69440	82367	82367	168640
Max EC Contribution	43504	43504	74400	0	0	0	24361	24361	69440	67865	67865	143840

Notes - Add a short description to justify any single cost item exceeding 2000 Euros as well as any subcontracting and equipment cost.

Update budget table

[Back to the whole report](#)

5.3.3 Report submission

When the report has been completed in all the relevant sections, the local General Assembly member or the Local Directory Manager must submit the report by clicking on the *Submit report to the Project Office* button located on top of the report main page. It is not possible to close and submit the report in case no action has been taken for the sections regarding Manpower and Budget or, for the annual report, no information has been given on Exploitable knowledge and its use, Contributions to standards and Interactions with industry. The report submission is inhibited also in case one or more publications have been reported and the corresponding files have not been uploaded. Once the report has been submitted, it is locked and cannot be modified, unless a directory administrator unlocks it.

5.3.4 WP report

Once the partners have submitted their technical report, WP Leaders are able to collect the information related to their respective WPs and compile the WP reports, to be submitted to the Project Office before the deadline.

The quarterly reports include a simple description of the technical activities carried out within the WP during the reporting period. The allowed text is limited to 600 characters.

A more elaborate WP report is required at the end of each year, where the following information must be provided: WP objectives, a general description of the WP activities carried out during the year (limited to 1600 characters), any deviations from the original plan and a summary of the main partners contributions (limited to 3600 characters). WP Leaders are also required to periodically update the status of milestone and deliverables.

**WP Leader report form.**

User Menu	BONE workpackage report
Welcome Test Test	Workpackage WP11 - VCE Network Technologies and Engineering
My home	Reporting period 1st year: 1 January 2008 - 31 December 2008
Change personal information	Submission deadline 31 January 2009
Manage WP memberships	Change reporting period (select) Go
Find a user	
Find a partner	
Mailing lists	
List of partner publications	Manpower spent on WP11 (MM)
Add a new publication	Effort to be funded by BONE 22.85
Complete list of papers	Additional effort not charged to BONE 17.45
Complete list of joint papers	
Complete list of single papers	
List of mobility actions	Instructions
Submit new mobility action	Please fill in the following sections including a general description of the WP activities carried out during the year, any deviations from the original plan and a summary of the main partners contributions.
List of meetings/events	Please, also update the status of milestone and deliverables .
Add a new meeting/event	
On-line technical report	Description of technical activities
Manpower table (charged)	Please provide a general description of the activities carried out within the WP under your responsibility.
Manpower table (not charged)	Details about specific partners contributions must be included in the <i>Role of partners</i> section below.
Budget table	Limited to 1600 characters. Characters typed: 1160
Logout	Overall presentations of the WP activities were given at the ECOC BONE Booth and at the project plenary meetings. JAs are core part of the VCE. A call for JAs proposal was issued during the first months of the year. The JA list was discussed at the WP plenary meeting in Athens together with the JA lists of WP12 WP21 WP22 WP24 WP26. Some JAs were moved and/or merged to make the JPA more homogeneous avoiding opportunities of overlapping. 2 WP plenary meetings, jointly organized with WP12 WP21 WP22 WP24 WP26: - Athens, 27/06/2008 (in conjunction with ICTON 2008) - Rome 20/10/2008 (in conjunction with the project plenary)
	Save changes
	Issues/deviations from the plan and corrective actions
	Original WP11 objectives
	No significant deviations from the original objectives are worth being mentioned.
	Save changes
	Role of partners

Complete list of single papers	Role of partners
	Please summarize the main partners contributions to the WP activities. The list of activities reported by partners up to now is available at the bottom of the page .
	Limited to 3600 characters. Characters typed: 1944
	The WP counts the participation of 39 partners and 137 researchers subscribed to the WP on the BONE directory server. The involvement of partners is uneven, as could be expected when the number is so large. It ranges from pure auditory participation to the meetings to active involvement in one or several research activities. The following partners edited a chapter in the book: UNIBO, UPC, UAM, UESSEX, RATCI. The following partners contributed to the book: TUV, AGH, UAM, UNIBO, SSSUP, POLIMI, ISCOM, UESSEX, UC3M, UPC, TID, IT, RATCI, IBBT The contribution to the JAs, is as follows: JA1 : Common Architecture/Hierarchy for integration of OCS, OBS, and OPS in a common transport plane : TUV, DTU, AGH, GET/ENST, Polito, Uessex JA2 : Comparative techno-economic network planning in OCS/OBS/OPS networks : UPCT, TID, UNIRM, FT, AGH JA3 : Experimental tests of Carrier Ethernet techniques : FUB, UNIROMA3, UNIROMA1, UNIBO, UNIMORE, KTH, CORITEL JA4 : Extension of the Flow-Aware Networking (FAN) architecture to
	Save changes
	Save changes and submit WP report to the Project Office
	List of milestones



List of milestones			
M11.1	Report on inventory of available expertise & planned strategy towards integration	M03	Completed
List of deliverables			
D11.1	Report on Y1 activities and new integration strategy	M11	Completed
D11.2	Report on Y2 activities and new integration strategy	M23	Incomplete
D11.3	Final report on integration activities	M36	Incomplete
Update milestones/deliverables			
Partner activities			
[top]			
P01 - IBBT MM charged: 0.8 - MM not charged: 0			
Contribution to joint activity on multi-domain resilience.			
Contribution to joint activity on Carrier-Grade Ethernet.			
P02 - TUW MM charged: 0.772 - MM not charged: 2.176			
Define a Joint Activity on definition of a unified Transport-Plane: - invite & communicate with BONE partners on joining the activity.			
Join JA on Comparative techno-economic planning of CSS/OBS/OPS networks			

5.3.5 Technical report administration

With the tools available on the left menu, a directory administrator is allowed to monitor the current status of technical reports and manage them by locking/unlocking the single partner report. She/he is also allowed to modify any partner and WP report and monitor the current status of milestones and deliverables. The system provides also a link to generate and download the whole periodic report in RTF format by putting all the WP reports together.

Partner report management page.

User Menu	Technical report by Participant
Welcome Test Test	Reporting period 1st year: 1 January 2008 - 31 December 2008
My home	Submission deadline 31 December 2008
Change personal information	Change reporting period (select) Go
Manage WP memberships	Report status 49 partners out of 49 have at least started their report (who's missing)
Find a user	Lock status 0 locked 49 unlocked (who's missing)
Find a partner	
Mailing lists	
List of partner publications	
Add a new publication	
Complete list of papers	
Complete list of joint papers	
Complete list of single papers	
List of mobility actions	
Submit new mobility action	
List of meetings/events	
Add a new meeting/event	
On-line technical report	

Participant number	Short name	Link to report	Lock report
1	IBBT	report	☐
2	TUW	report	☐
3	FPMs	report	☐
4	Fraunhofer	report	☐
5	TUB	report	☐
6	UDE	report	☐
7			



All WPs report page.

User Menu Welcome Test Test My home Change personal information Manage WP memberships Find a user Find a partner Mailing lists List of partner publications Add a new publication Complete list of papers Complete list of joint papers Complete list of single papers List of mobility actions Submit new mobility action List of meetings/events Add a new meeting/event On-line technical report Manpower table (charged) Manpower table (not charged) Budget table Logout	BONE technical report Reporting period 1st year: 1 January 2008 - 31 December 2008 Change reporting period (select) Go Download the report in RTF format Shortcuts to report sections WP00 Project management WP01 Dissemination & Outreach WP02 Teaching WP03 Electronic Communication Aid WP11 VCE Network Technologies and Engineering WP12 VCE Services and Applications WP13 VCE Access networks WP14 VCE Optical switching systems WP15 VCE Transmission techniques WP16 VCE In-building Networks WP21 TP Service aware optical network architectures WP22 TP MPLS, GMPLS and routing WP23 TP Optical communication networks in support of user mobility and networks in motion WP24 TP Edge-to-core adaptation for hybrid networks WP25 TP Optical Interconnects WP26 TP Alternatives for multi-layer networking with cross-layer optimization WP27 TP Physical Impairments constraint based routing in packet switching networks List of milestones List of deliverables WP00 - Project management Objectives [edit] - Co-ordination at consortium level of the activities of the project - Ensure the interworking inside the project consortium integrating the different disciplines involved - Manage the overall legal, contractual, financial and administrative aspects of the consortium Description of technical activities The activities of WP00 are aimed at General Project Management and include: 1) Co-ordination at consortium level of the activities of the project ensuring the interaction between the partners
---	---

5.4 Publications reporting

Each participating institution is required to report about project-related publications through the publication reporting tool available to any regular user on the User Menu. When a new publication is added to the database, title and number of authors must be specified first: this is used by the system to perform a duplication check. If a publication with the same title is already present in the database, the user is notified and asked what to do: edit the existing publication or add a new one because it is a different publication.

A form opens to be filled with the publication details. Author affiliations must be specified: the system classifies a publication as *joint* in case authors from more than a participating institution appear as co-authors, otherwise the publication is classified as *single-partner*. Affiliations of authors from outside the consortium are also allowed, but they do not contribute to the classification as a joint publication.

A file with the reported publication must be uploaded using the relevant field and button. Each publication can be associated to up to four WPs and to a specific reporting period.



Add/edit publication page.

User Menu

Welcome Test Test

[My home](#)
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[Manage WP memberships](#)

[Find a user](#)
[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)
[Add a new publication](#)
[Complete list of papers](#)
[Complete list of joint papers](#)
[Complete list of single papers](#)

[List of mobility actions](#)
[Submit new mobility action](#)

[List of meetings/events](#)
[Add a new meeting/event](#)

[On-line technical report](#)

[Manpower table \(charged\)](#)
[Manpower table \(not charged\)](#)
[Budget table](#)

[Logout](#)

Add/modify a publication

Add/modify publication
(fields in boldface
are required)

Title

SIP-based Service Platform for On-demand Optical Network Services

Authors

	First name	Last name	Affiliation
1.	Barbara	Martini	SSSUP
2.	Aldo	Campi	UNIBO
3.	Fabio	Baroncelli	SSSUP
4.	Valerio	Martini	SSSUP
5.	Karim	Torkman	SSSUP
6.	Filippo	Zangheri	UNIBO
7.	Walter	Cerroni	UNIBO
8.	Piero	Castoldi	SSSUP
9.	Franco	Callegati	UNIBO

Publication type

Conference proceedings

Publication name

OFC 2009

Volume

Issue

Pages

Publication place

San Diego - CA (USA)

Publication date (leave empty if unknown)

March 2009

File available

[pub233.doc](#)

Replace file

Sfoglia...

Associate publication to
workpackages
(4 WPs max)

☐ WP00 ☐ WP01 ☐ WP02 ☐ WP03 ☒ WP11 ☒ WP12

☐ WP13 ☐ WP14 ☐ WP15 ☐ WP16 ☐ WP21 ☐ WP22

☐ WP23 ☐ WP24 ☐ WP25 ☐ WP26 ☐ WP27

Select reporting period
for this publication

5th quarter: 1 January 2009 - 31 March 2009

Submit publication

The list of publications where at least an author is from the user's institution can be accessed through the relevant link on the User Menu. Any user is allowed to update these publications, whereas an item can be deleted by a user only in case it has been added by a user from the same organization.



List of publications page.

User Menu

Welcome Test Test

[My home](#)
[Change personal information](#)
[Manage WP memberships](#)

[Find a user](#)
[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)
[Add a new publication](#)
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[Complete list of joint papers](#)
[Complete list of single papers](#)

[List of mobility actions](#)
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[List of meetings/events](#)
[Add a new meeting/event](#)

[On-line technical report](#)

[Manpower table \(charged\)](#)
[Manpower table \(not charged\)](#)
[Budget table](#)

[Logout](#)

List of UNIBO papers

List of papers where at least an author is from UNIBO.
Please note that you are allowed to delete a paper only if it has been added by a user from your organization.

1

M. Savi (UNIBO), G. Zervas (UEssex), Y. Qin (UEssex), V. Martini (SSSUP), C. Raffaelli (UNIBO), F. Baroncelli (SSSUP), B. Martini (SSSUP), P. Castoldi (SSSUP), R. Nejabati (UEssex), D. Simeonidou (UEssex), *Data-Plane Architectures for Multi-Granular OBS Network*, OFC 2009, March 2009. (JOINT) (Added by UEssex)
[\[Download\]](#) [\[Update\]](#) [\[Add author\]](#)

2

Y. Qin (UEssex), G. Zervas (UEssex), V. Martini (SSSUP), M. Ghandour (UEssex), M. Savi (UNIBO), F. Baroncelli (SSSUP), B. Martini (SSSUP), P. Castoldi (SSSUP), C. Raffaelli (UNIBO), M. Reed (UEssex), D. Hunter (UEssex), R. Nejabati (UEssex), D. Simeonidou (UEssex), *Service-Oriented Multi-Granular Optical Network Testbed*, OFC 2009, March 2009. (JOINT) (Added by UEssex)
[\[Download\]](#) [\[Update\]](#) [\[Add author\]](#)

3

B. Martini (SSSUP), A. Campi (UNIBO), F. Baroncelli (SSSUP), V. Martini (SSSUP), K. Torkman (SSSUP), F. Zangheri (UNIBO), W. Cerroni (UNIBO), P. Castoldi (SSSUP), F. Callegati (UNIBO), *SIP-based Service Platform for On-demand Optical Network Services*, OFC 2009, San Diego - CA (USA), March 2009. (JOINT) (Added by SSSUP)
[\[Download\]](#) [\[Update\]](#) [\[Add author\]](#)

4

D. Cuda (PoliTO), R. Gaudino (PoliTO), G. Gavilanes (PoliTO), F. Neri (PoliTO), G. Maier (PoliMI), C. Raffaelli (UNIBO), M. Savi (UNIBO), *Capacity/Cost Tradeoffs in Optical Switching Fabrics for Terabit Packet Switches*, 13th Conference on Optical Network Design and Modeling, 2009, Braunschweig, Germany, February 2009. (JOINT) (Added by PoliTO)
[\[Download\]](#) [\[Update\]](#) [\[Add author\]](#)

5

V. Eramo (UniRoma1), A. Germoni (CORITEL), A. Cianfrani (UniRoma1), C. Raffaelli (UNIBO), M. Savi (UNIBO), *Evaluation of QoS Differentiation Mechanism in Shared-Per-Wavelength Optical Packet Switches*, ONDM 2009, Braunschweig, Germany, February 2009. (JOINT) (Added by UNIBO)
[\[Download\]](#) [\[Update\]](#) [\[Delete\]](#) [\[Add author\]](#)

6

C. Raffaelli (UNIBO), M. Savi (UNIBO), *QoS Aware Optical Packet Switch with Shared Electronic Buffers*, GOSP/BROADNETS, London, September 2008. (Added by UNIBO)
[\[Download\]](#) [\[Update\]](#) [\[Delete\]](#) [\[Add author\]](#)

A user with administration privileges is able to edit or delete any item in the complete list of publications as well as to set each publication status (checked, unchecked, to be verified) and acknowledgment level (BONE only, BONE and others, No BONE acks).

Administrator view of the complete list of publications.

List of all papers

Order by: [publication date](#) [publication type](#) [title](#)

Show papers: [all](#) [unchecked](#) [checked](#) [to be verified](#)

Show checked papers with acknowledgements to: [BONE only](#) [BONE and others](#) [No BONE acks](#)

NOTE: javascripts must be enabled on your browser in order to set the paper acknowledgments and status.

1st year: 1 January 2008 - 31 December 2008

List by publication date

1

D. Monoyios (RACTI), K. Vlachos (RACTI), M. Aggelou (AIT), I. Tomkos (AIT), *On the use of Multi-Objective Optimization Algorithms for solving the Impairment Aware-RWA problem*, ICC 2009, Vol. 1, No. 1, pp. 1-6, Dresden, Germany, June 2009. (WP21 WP22 WP26)
[\[Download\]](#) [\[Update\]](#) [\[Add author\]](#) [BONE and others](#) ☒

2

K. Vlachos (RACTI), A. Siokis (RACTI), *A Service-Transparent and Self-Organized Optical Network Architecture*, ICC 2009, Vol. 1, No. 1, pp. 1-7, Dresden, Germany, June 2009. (WP12 WP21)
[\[Download\]](#) [\[Update\]](#) [\[Add author\]](#) [BONE and others](#) ☒

3

M. Alfani (PoliTO), J. M. Finochietto (Universidad Nacional de Córdoba-CONICET, Argentina), F. Neri (PoliTO), *Efficient Multicast Bandwidth Allocation in TDM-WDM PONs*, 34th Optical Fiber Communication (OFC/NFOEC 2009) Conference, San Diego, CA, USA, March 2009. (WP11 WP13)
[\[Download\]](#) [\[Update\]](#) [\[Add author\]](#) [BONE only](#) ☒

4

M. Savi (UNIBO), G. Zervas (UEssex), Y. Qin (UEssex), V. Martini (SSSUP), C. Raffaelli (UNIBO), F. Baroncelli (SSSUP), B. Martini (SSSUP), P. Castoldi (SSSUP), R. Nejabati (UEssex), D. Simeonidou (UEssex), *Data-Plane Architectures for Multi-Granular OBS Network*, OFC 2009, March 2009. (WP21 WP11)
[\[Download\]](#) [\[Update\]](#) [\[Add author\]](#) [BONE only](#) ☒

5

Y. Qin (UEssex), G. Zervas (UEssex), V. Martini (SSSUP), M. Ghandour (UEssex), M. Savi (UNIBO), F. Baroncelli (SSSUP), B. Martini (SSSUP), P. Castoldi (SSSUP), C. Raffaelli (UNIBO), M. Reed (UEssex), D. Hunter (UEssex), R. Nejabati (UEssex), D. Simeonidou (UEssex), *Service-Oriented Multi-Granular*



5.5 Meetings/events reporting

Each participating institution is required to report about project-related meetings or events attended by personnel involved in the NoE. A meetings/events reporting tool is available to any regular user on the User Menu. Any user is entitled to add, modify or delete events to the list of reported events.

When a user wants to report her/his participation to a specific event, she/he must first check whether that event has already been reported within her/his institution, looking for it in the list available on the left menu. If the event is already present in this list, the user can simply modify it and check the box to report her/his attendance. Otherwise, the user must add a new item to the list of reported events.

Events are managed directly on the BONE shared workspace platform through the available calendar tools, which consist of:

- a *public calendar*, updated by the *Calendar Manager*, the person in charge of managing events to be advertised to the NoE and to the public;
- *WP (or JA) calendars*, updated by the respective WP (or JA) Leaders to add WP-(or JA-)related events; it is visible only to NoE members;
- a *shared calendar*, updated by any user also with past events, to be used for on-line event reporting; it is visible only to NoE members.

The reporting system retrieves the events from the above calendars using an RSS reader and shows them to the user, who can choose which item she/he wants to add to the list of reported events. Events are classified as *General events*, *Project reviews* and *WP-related events*. Once an event has been selected, the user can add details such as dates, place and attendees from her/his own institution.

Edit event page.

User Menu

Welcome Test Test

[My home](#)
[Change personal information](#)
[Manage WP memberships](#)

[Find a user](#)
[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)
[Add a new publication](#)
[Complete list of papers](#)
[Complete list of joint papers](#)
[Complete list of single papers](#)

[List of mobility actions](#)
[Submit new mobility action](#)

[List of meetings/events](#)
[Add a new meeting/event](#)

[On-line technical report](#)

[Manpower table \(charged\)](#)
[Manpower table \(not charged\)](#)
[Budget table](#)

[Logout](#)

Participation to BONE meeting/event

Modify meeting/event

General events
BONE Plenary Meeting - Oct 2008

Start date **End date**

21 10 2008 21 10 2008

Place

Rome, Italy

Attendees from UNIBO

☒ [franco.callegati](#)
☐ [aldo.campi](#)
☒ [walter.cerroni](#)
☐ [test.coordinator](#)
☐ [giorgio.corazza](#)
☐ [test.partmanager](#)
☒ [carla.raffaelli](#)
☐ [michele.savi](#)
☐ [test.user](#)
☐ [test.wpleader](#)



In case the event does not appear on the list when adding a new item, it means that the event is not available on the BONE calendars yet. The procedure to add a new event to the BONE calendars is as follows:

1. is the event future and supposed to be advertised to the public?
yes: notify the public Calendar Manager, who will take the decision, then go to 2
no: go to 3
2. what was the public Calendar Manager answer?
yes: the event is posted by the public Calendar Manager → stop
no or no answer: go to 3
3. is the event a WP-(or JA-)related event (e.g. WP meeting, internal WP workshop, etc.)?
yes: notify the WP (or JA) Leader, who will take the decision, then go to 4
no: go to 5
4. what was the WP (or JA) Leader answer?
yes: the event is posted by the WP (or JA) Leader → stop
no or no answer: go to 5
5. add the event directly to the shared calendar → stop

A user with administration privileges is able to verify the reported attendance of any item in the list of meetings/events with the relevant tool available on the Administration menu.

Administrator view of the list of meetings/events.

Fifth International Conference on Broadband Communications, Networks, and Systems (BROADNETS 2008) Place: London, UK Start: 08/09/2008 End: 11/09/2008 P2: Shahzad Sarwar P7: Sebastian Gunreben P15: Tito Vargas P33: Maurizio Casoni P46: Polina Bayvel, Yannis Benlachtar, Izzat Darwazeh, Chris Graham, Tabassam Ismail, Robert Killey, Cyril Renaud, Seb Savory, Alwyn Seeds, Benn Thomson International Workshop on Optical Burst/Packet Switching (WOBS) Place: BROADNETS 2008: London, UK Start: 08/09/2008 End: 08/09/2008 34th European Conference and Exhibition on Optical Communications (ECOC 2008) Place: Brussels, Belgium Start: 21/09/2008 End: 25/09/2008 P1: Didier Colle, Piet Demeester, Chris Develder, Bart Lannoo, Mario Pickavet, Dimitri Staessens, Peter Van Daele, Sofie Verbrugge, Willem Vereecken P3: Sebastien Bette, Christophe Caucheteur, Andrei Fotiadi, Patrice Megret, Marc Wuilpart, Kivilcim Yuksel P9: Ramon Casellas P15: Salvador Sales P17: Philippe Chancelou, Paulette Gavignet, Stephane Gosselin, Jérôme Le Masson, Anna Pizzinat, Fabienne Saliou P19: Ioannis Tomkos P20: Dimitrios Apostolopoulos P22: Adonis Bogris P23: Chris Matrakidis, Tanya Politi, Alexandros Stavdas P26: Roberto Sabella P30: Gabriella Bosco, Vittorio Curri, Roberto Gaudino, Fabio Neri, Pierluigi Poggiolini P31: Piero Castoldi P32: Aldo Campi



5.6 Mobility actions application and reporting

Each participating institution is required to report about project-related personnel exchanges, called mobility actions. A mobility actions reporting tool is available to any regular user on the User Menu. Any registered user is entitled to submit a mobility application, which is subject to approval by the relevant WP Leaders. A user with administration privileges is able to edit and approve any item in the list of mobility actions. The procedures to be followed for mobility actions reporting are described in the following.

5.6.1 Proposal submission

Mobility applicants must fill the on-line form specifying:

- Name and professional status of the researcher involved in the mobility action
- Host institution, including location and contact person
- Start and end dates (estimated)
- Title, type and purpose of the work and relation to BONE research topics and WPs (max 2 WPs)
- Expected benefits and results
- Estimated required budget (in Euro)

Applications must be submitted at least 4 weeks before the mobility starting date. Once the application has been submitted, a request for approval is sent to the relevant WP Leaders and to the Project Office. Any modification/withdrawal of the applications must be requested to the Project Office.



Mobility application form.

User Menu	BONE mobility application
Welcome Test Test	Click here for instructions on mobility procedure
My home	Name of researcher (select)
Change personal information	Professional status
Manage WP memberships	Researcher's institution UNIBO (32)
Find a user	Host institution (select)
Find a partner	Location
Mailing lists	Host contact person (select)
List of partner publications	Workpackage(s) (2 WPs max)
Add a new publication	☐ WP00 ☐ WP01 ☐ WP02 ☐ WP03 ☐ WP11 ☐ WP12
Complete list of papers	☐ WP13 ☐ WP14 ☐ WP15 ☐ WP16 ☐ WP21 ☐ WP22
Complete list of joint papers	☐ WP23 ☐ WP24 ☐ WP25 ☐ WP26 ☐ WP27
Complete list of single papers	Start date (estimated) dd mm yyyy
List of mobility actions	End date (estimated) dd mm yyyy
Submit new mobility action	Planned frequency and duration (for long-term regular exchanges)
List of meetings/events	Title of the project
Add a new meeting/event	Type of work (theoretical, experimental, ...)
On-line technical report	Purpose and description of the collaborative work (10 lines max)
Manpower table (charged)	Expected benefits and results (10 lines max)
Manpower table (not charged)	Required budget in Euros (estimated)
Budget table	Submit application
Logout	

5.6.2 Evaluation of mobility activities

Submitted proposals are evaluated against their expected results in terms of integration. The involved WP Leaders may approve the application on the directory service or reject it by notifying the interested partner and the Project Office with the rejection motivations. The on-line tool to approve the mobility applications is available under the WP Leader Menu.



Mobility application approval form.

User Menu	List of mobility actions within WP21
Welcome Test Test	
My home	
Change personal information	
Manage WP memberships	
Find a user	
Find a partner	
Mailing lists	
List of partner publications	
Add a new publication	
Complete list of papers	
Complete list of joint papers	
Complete list of single papers	
List of mobility actions	
Submit new mobility action	
List of meetings/events	
Add a new meeting/event	
On-line technical report	
Manpower table (charged)	
Manpower table (not charged)	
Budget table	
Logout	
WP Leader Menu	
Manage Workpackage	
Manage WP mobility	
WP report	

List of mobility actions within WP21

List of mobility applications pending approval from WP21

☐ *Evaluation of Congestion Control Mechanisms for Flow-Aware Networking (FAN) networks under Grid environment*
Robert Wojcik, Ph D student at AGH, hosted by UAM from 21/02/2009 to 07/03/2009 [\[Details\]](#)
Pending approval

Approve selected

List of mobility applications approved by WP21

1 *A formal QoS Class-of-Service characterization for deploying advanced services in an heterogeneous network scenario*
Valerio Martini, Ph.D. Student at SSSUP, hosted by UEssex from 15/05/2008 to 20/10/2008 [\[Details\]](#)
Status: **Approved. Completed**

2 *Benchmarking of network architectures for guaranteed service provisioning*
Michele Savi, PhD student at UNIBO, hosted by UEssex from 27/05/2008 to 07/12/2008 [\[Details\]](#)
Status: **Approved. Completed**

5.6.3 Mobility report submission

Once a mobility action approved by the involved WP Leaders has been successfully completed, the applicant is required to submit a final report, including the actual dates and budget. The actual dates should be the same as the planned dates, unless the applicant needed to change her/his plans. The actual budget spent for completing the mobility action must be specified. Any publication strictly related to a mobility action must be indicated in the final report and uploaded using the publications reporting tool.

**Mobility report submission form.**

User Menu	BONE mobility update
Welcome Test Test	<i>Processing techniques for 100G+ optical systems and networks</i> Giancarlo Gavioli, Postdoctoral Research Fellow at UCL, hosted by PoliTO from 01/10/2008 to 01/02/2009 [Details]
My home	
Change personal information	
Manage WP memberships	
Find a user	Actual start date 1 10 2008
Find a partner	Actual end date 1 2 2008
Mailing lists	Actual budget spent in Euros 2000
List of partner publications	Final mobility report
Add a new publication	
Complete list of papers	
Complete list of joint papers	
Complete list of single papers	
List of mobility actions	
Submit new mobility action	
List of meetings/events	
Add a new meeting/event	
On-line technical report	
Manpower table (charged)	
Manpower table (not charged)	
Budget table	
Logout	Submit



6. Mailing lists

A set of mailing lists was created (domain: @tlc.polito.it) to circumscribe discussions and messages inside the different groups and workpackages of the BONE consortium. These mailing lists are managed through Mailman (<http://www.list.org>), a widely used open-source software tool for list management, on a mail server located at Politecnico di Torino (POLITO). Among its features, Mailman supports the message archives, so that previous messages can be retrieved through a Web interface. The mailing lists are also protected (as far as possible) from commercial spam and viruses by the *MailScanner* software and the explicit filtering of positively identified spam messages.

To integrate the mailing list management with the BONE Directory Service, so that users do not need to interact directly with the Mailman subscription system, the lists are automatically and dynamically populated starting from the information available in the Directory server. Twice a day the Directory server is queried to retrieve the lists of participants to the various user groups described below: using the Mailman command line scripts, any change to the groups on the Directory Service is propagated to the Mailman subscription lists with a maximum delay of 12 hours. Suitable safety checks are implemented to avoid wiping the subscription lists in case of a communication failure between the mail server and the Directory server.

Every user registered to the Directory is automatically subscribed to the general BONE mailing list BONE@tlc.polito.it. A mailing list was created for each workpackage, and named BONE-WPxx@tlc.polito.it. Subscriptions to WP lists are managed by the users themselves through the WP membership on the Directory server: selecting the *Manage WP membership* entry in the User Menu on the Directory server, a page with the set of WPs is presented, where users can select the registration to a WP and to the corresponding mailing list. This page has the following appearance:

User Menu	Workpackage memberships
Welcome Fabio Neri	Select the Workpackages you want to be member of.
My home	Please note that each member of a given WP is automatically subscribed to the corresponding mailing list.
Change personal information	
Manage WP memberships	
Master School 2008	
Find a user	☒ WP00 - Project management
Find a partner	☒ WP01 - Dissemination & Outreach
Mailing lists	☒ WP02 - Teaching
List of partner publications	☒ WP03 - Electronic Communication Aid
Add a new publication	☒ WP11 - VCE Network Technologies and Engineering
Complete list of papers	☒ WP12 - VCE Services and Applications
Complete list of joint papers	☒ WP13 - VCE Access networks
Complete list of single papers	☒ WP14 - VCE Optical switching systems
List of mobility actions	☒ WP15 - VCE Transmission techniques
Submit new mobility action	☒ WP16 - VCE In-building Networks
List of meetings/events	☒ WP21 - TP Service aware optical network architectures
Add a new meeting/event	☒ WP22 - TP MPLS, GMPLS and routing
On-line technical report	☒ WP23 - TP Optical communication networks in support of user mobility and networks in motion
Manpower table (charged)	☒ WP24 - TP Edge-to-core adaptation for hybrid networks
	☒ WP25 - TP Optical Interconnects
	☒ WP26 - TP Alternatives for multi-layer networking with cross-layer optimization
	☒ WP27 - TP Physical Impairments constraint based routing in packet switching networks



The management mailing lists, reflecting the organisational structure of the consortium, are managed by the Project Office. They are listed below:

- BONE-office@tlc.polito.it: Project Office list
- BONE-GA@tlc.polito.it: General Assembly members
- BONE-MB@tlc.polito.it: Management Board members (appointed at the kick-off meeting)
- BONE-EAB@tlc.polito.it: External Advisory Board members

Additional mailing lists have been defined for other administrative and technical issues:

- BONE-adm-contact@tlc.polito.it: Administrative contacts
- BONE-legal@tlc.polito.it: Legal contacts
- BONE-web@tlc.polito.it: Website Taskforce, for all queries related to the BONE Website
- BONE-dir@tlc.polito.it: Local Directory Managers (appointed by each partner)

Each mailing list has a List Administrator, which is currently embodied by Enrica Conrotto of the BONE Project Office. The List Administrator can configure a number of parameters for the mailing list, including maximum size for the emails, filtering/moderation of message postings, privacy options, archiving settings, content filtering, etc. All BONE mailing lists were configured in a similar manner, and permit registered users to freely post messages.

Moreover, all mailing lists maintain an archive of posted emails, which can be retrieved by any registered user.

The system was designed so that users do not need to interact with Mailman directly. Specifically, in the Directory Service a *Mailing lists* page shows all available mailing lists and permits, for each mailing list, to:

1. Send an email
2. Show the set of subscribed email addresses
3. Access the archives (i.e., all emails exchanged on the list)

User Menu

Welcome Fabio Neri

[My home](#)

[Change personal information](#)

[Manage WP memberships](#)

[Master School 2008](#)

[Find a user](#)

[Find a partner](#)

[Mailing lists](#)

[List of partner publications](#)

[Add a new publication](#)

[Complete list of papers](#)

[Complete list of joint papers](#)

[Complete list of single papers](#)

[List of mobility actions](#)

[Submit new mobility action](#)

[List of meetings/events](#)

[Add a new meeting/event](#)

[On-line technical report](#)

[Manpower table \(charged\)](#)

[Manpower table \(not charged\)](#)

[Budget table](#)

[Logout](#)

BONE mailing lists

Several mailing lists are available to the BONE NoE community in order to promote interactions among partners avoiding private email overloads.

The general mailing list BONE@tlc.polito.it should be used only when it is necessary to reach the entire BONE consortium, since everyone registered to the directory service is automatically subscribed to this list. Messages sent to this list should include matters directly related to the project activities only, and not announcements of workshops, conferences, etc.

The project office list BONE-office@tlc.polito.it is the place to send all the queries related to administrative and financial issues.

For a more specific, technical target, please use the list related to the relevant WP. Subscriptions to WP lists are managed through the WP membership, following the link available in the left menu.

Additional mailing lists are available related to specific management roles. Subscriptions to these lists are managed by the project office.

General lists:

BONE@tlc.polito.it	General mailing list	Subscribers	Archives
BONE-office@tlc.polito.it	Project office	Subscribers	Archives

Lists for specific Workpackages:

BONE-WP00@tlc.polito.it	Project management	Subscribers	Archives
BONE-WP01@tlc.polito.it	Dissemination & Outreach	Subscribers	Archives
BONE-WP02@tlc.polito.it	Teaching	Subscribers	Archives
BONE-WP03@tlc.polito.it	Electronic Communication Aid	Subscribers	Archives
BONE-WP11@tlc.polito.it	VCE Network Technologies and Engineering	Subscribers	Archives
BONE-WP12@tlc.polito.it	VCE Services and Applications	Subscribers	Archives
BONE-WP13@tlc.polito.it	VCE Access networks	Subscribers	Archives
BONE-WP14@tlc.polito.it	VCE Optical switching systems	Subscribers	Archives



Although not necessary for BONE users, Mailman provides two interfaces (one is Web-based, the other is email-based) to access and manage the user subscription to a mailing list.

For what regards the Web-based interface, each mailing list has a web page providing general information:

https://mail.tlc.polito.it/cgi-bin/mailman/listinfo/list_name

where list_name is the name of the mailing list.

For example the general list information webpage for the BONE@tlc.polito.it list is

<https://mail.tlc.polito.it/cgi-bin/mailman/listinfo/bone>

It has the following appearance:

Bone -- BONE NoE general mailing list	
About Bone	English (USA)
To see the collection of prior postings to the list, visit the Bone Archives .	
Using Bone	
To post a message to all the list members, send email to bone@tlc.polito.it .	
You can subscribe to the list, or change your existing subscription, in the sections below.	
Subscribing to Bone	
Subscribe to Bone by filling out the following form.	
This is a closed list, which means your subscription will be held for approval. You will be notified of the list moderator's decision by email. This is also a private list, which means that the list of members is not available to non-members.	
Your email address:	
Your name (optional):	
You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. Do not use a valuable password as it will occasionally be emailed back to you in cleartext.	
If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.	
Pick a password:	
Reenter password to confirm:	
Which language do you prefer to display your messages?	English (USA)
Would you like to receive list mail batched in a daily digest?	☒ No ☐ Yes
Subscribe	
Bone Subscribers	
(The subscribers list is only available to the list members.)	
Enter your address and password to visit the subscribers list:	

At the top of the page there is a hyperlink to the list archives that can be inspected to retrieve past messages.

Subscriptions to the list, while enabled in this page, are superseded twice per day from the information available in the Directory Service. Hence subscription to BONE mailing lists must be done in the BONE Directory Service, as explained in other parts of this document.

A password is associated to each user to enable some actions (such as listing of subscribed addresses). While this password is normally chosen by the user at subscription time, in BONE this is automatically generated. It can be retrieved from the Web interface and have it shipped by email to the user's subscribed email address.

In addition to the web interface, Mailman lists provide an email-based interface. The List Administrator can be contacted at:

list_name-owner@tlc.polito.it

while a user can therefore perform some actions on the mailing list by sending emails to:

list_name-request@tlc.polito.it



These actions are activated by issuing commands (reserved keywords), which can be entered either in the email subject or in the email body (one command per line). Popular commands are:

Help: to list the available commands and the permitted actions

Info: to obtain general list information

Who: to list subscribers

More information on how to use Mailman-based mailing lists can be found in:

<http://www.list.org/docs.html>

NOTE: As already mentioned above, the BONE information system was designed so that users do not need to interface directly to Mailman. Users are strongly recommended to access BONE mailing lists from the Directory Service.



7. Shared Workspace

As explained in section 3, the platform (called *eCAT Platform*), developed and operated by UPC, implements the BONE Shared Workspace. Therefore, we could say that the platform stores and manages private information that should be available only among BONE members.

The screenshot shows the BONE website interface. The header includes the BONE logo, a search bar, and navigation links for Home, Groups, and Members. The main content area features a large banner image of a tunnel with the text "Building the Future Optical Network in Europe". Below the banner, there is a "Restricted Area" section and a "Recent Events" section. The right sidebar contains "Latest Contributions" and "top topics" sections. The footer includes a small BONE logo and a link to enlarge it.

Only after a user is correctly authenticated (using the same username and password from the Directory) this private information is shown.

The internal information is classified in groups and each one of these groups has several different tools with which users can interact, share their knowledge and experience. With collaborative tools like blogs, wikis, repositories or calendars we create all the sections included in the groups.



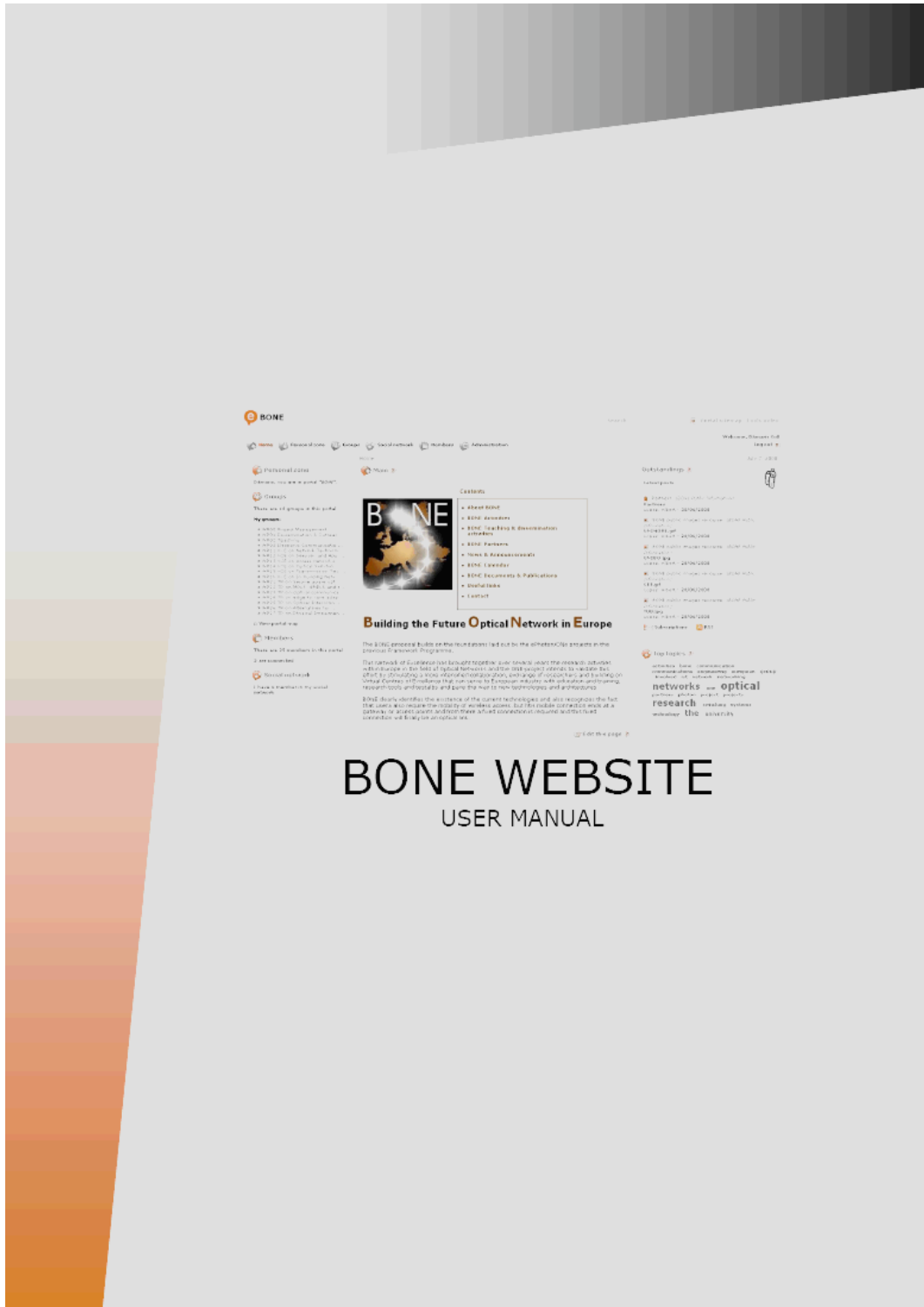
Inside the BONE Shared Workspace, also called BONE portal, the following groups can be found:

- *BONE Private Information group*, which includes the following sections to store and share information:
 1. Management Issues
 - 1.1. Grant Agreement
 - 1.2. Consortium Agreement
 - 1.3. Budget
 2. Governing Bodies
 3. Deliverables & Reporting
 - 3.1. BONE Schools
 4. Project Reviews
 5. Publications
 - 5.1. Joint Publications
 - 5.2. Single Partner Publications
 6. Mobility Actions
 7. Plenary Meetings
 - 7.1. Turin, 28-30th January 2008
 - 7.2. Rome, 21st October 2008
 8. BONE Shared Calendar
 9. Gender Issues
- *WP groups*. There are 17 groups in this category. We have one WP group for each workpackage in BONE. Each one of them has the following sections:
 - o Announcements
 - o Deliverables and Milestones
 - o Meetings and Workshops
 - o Working Area
- *Others groups*. Other groups (some of them can be temporary) like Website support group or Review group are also included inside the platform and help in the daily tasks of the BONE project.

Each BONE user should at least belong to the Private Information group and to as many WP groups as he/she belongs to. More information about the groups and the use of each tool is included in two manuals (one for users and another for administrators) enclosed as an Annex to this deliverable.



Annex I



BONE WEBSITE USER MANUAL



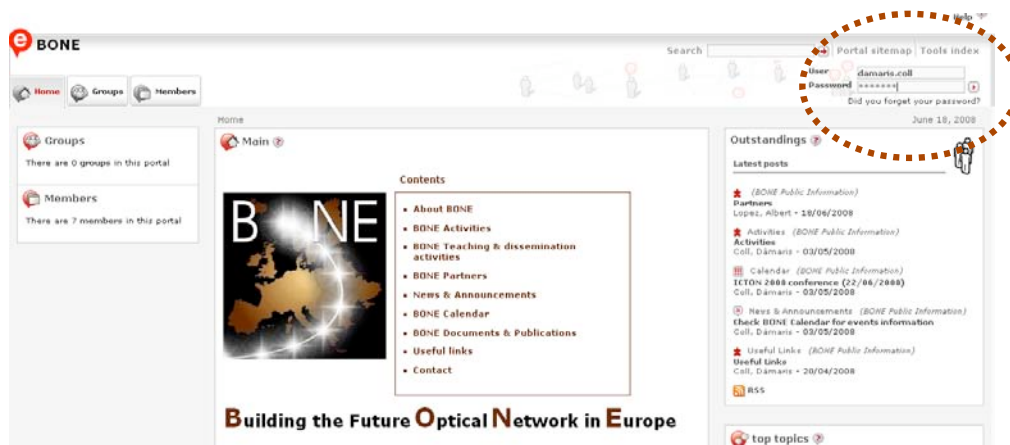
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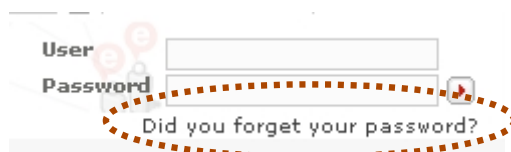
1. Authentication

It is advisable to first log in the website, because then you'll be able to perform and see not only your private area but the public places available for BONE members. Otherwise you will see and be only allowed to interact as any other BONE website's visitor.

Once you are in BONE website (www.ict-bone.eu) try to log in with your usual BONE username and password (the same one used to enter into the LDAP). Your WorkPackages are private group of the website, and is only visible for WP members when logged in. If problems occur with this step, please visit <https://ict-bone.unibo.it/> for more information.



Please notice that no change of password can be done in the website, if you click on the “Did you forget your password?” link it will redirect you to <https://ict-bone.unibo.it/> where you can formalize the changes of your user information.



2. Web Structure

The Web Structure is totally dynamic and it changes depending in the user which is looking to the website.

2.1 Visitors

If you are not logged in, a general page of the website is shown.



BONE

Home Groups Members

Groups: There are 0 groups in this portal

Members: There are 518 members in this portal

Home Main

Building the Future Optical Network in Europe

The BONE-proposal builds on the foundations laid out by the ePhoton/ONE projects in the previous Framework Programme.

BONE clearly identifies the existence of the current technologies and also recognizes the fact that users also require the mobility of wireless access, but this mobile connection ends at a gateway or access points and from there a fixed connection is required and this fixed connection will finally be an optical link.

Restricted Area

The private area of the BONE website is accessible only to people formally involved in the Network of Excellence.

In order to be granted access to the restricted area, personnel from participating institutions must be registered to the BONE directory service and use the same username and password.

Recent Events

Visit BONE Calendar to check recent Events.

BONE logo download


(click to enlarge)

Latest Contributions

Latest posts

- BONE Calendar (BONE Public Information) International Conference on Photonics in Switc... Politi, Tanya - 11/02/2009
- Meetings and Workshops (WP25 TP on Optical Interconn...) WP25 Meeting @ONDM 2009 in Braunschweig (19/0... Pattavina, Achille - 10/02/2009
- BONE Calendar (BONE Public Information) European Workshop on photonic solutions for w... Franzl, Gerald - 10/02/2009
- BONE Calendar (BONE Public Information) BONE Master School 2008 on "Optical fibre tec... Ceroni, Walter - 09/02/2009
- BONE Calendar (BONE Public Information) European workshop on photonic solutions for w... Politi, Tanya - 05/02/2009

RSS

top topics

2008 access activities based bone different future high information joint network networks number one optical partners performance project research switching the this transmission using

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Two more contents are available for visitors:

- **Outstandings:** in a lateral square next to the main page there's a list of the latest incorporations to the public sections. Clicking on the content it redirects you directly to it. It offers an automatic service which sends you news headlines and other frequently updated contents which are included daily in the "outstandings" through RSS feeds.

Outstandings

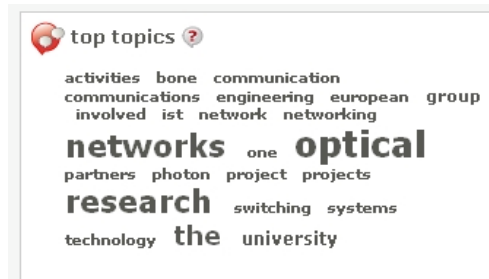
Latest posts

- Calendar (BONE Public Information) ECOC 2008 (21/09/2008) Franzl, Gerald - 07/07/2008
- Partners (BONE Public Information) Partners Lopez, Albert - 30/06/2008
- BONE public images resource (BONE Public Information) UNIMORE.gif Lopez, Albert - 28/06/2008
- BONE public images resource (BONE Public Information) UNIBO.jpg Lopez, Albert - 28/06/2008
- BONE public images resource (BONE Public Information) GET.gif Lopez, Albert - 28/06/2008

RSS



- Top topics: this lateral square includes the most common or used words inside the contents of BONE public sections.



2.2 BONE members

Once you are logged in your personalized main page of the website is shown. You can notice it looking at the following aspects:

The screenshot shows the BONE website interface with several annotations:

- Two extra tags appear: Personal Zone and Social Network.** This annotation points to the navigation bar at the top, which includes links for Home, Personal zone, Groups, Social network, and Members.
- Welcome message** This annotation points to a personalized welcome message in the top right corner that says "Welcome, Dàmaris Coll" and includes a "Log out" link.
- The Public Group (which is better accessed through the main page menu) and your WorkPackages appear listed in the lateral** This annotation points to the "My groups" section on the left sidebar, which lists "BONE Public Information" and "WP03 Electronic Communication ...".

The main content area features a large BONE logo, a "Contents" menu with links to About BONE, BONE Activities, BONE Teaching & dissemination activities, BONE Partners, News & Announcements, BONE Calendar, BONE Documents & Publications, Useful links, and Contact. Below this is the heading "Building the Future Optical Network in Europe" and a brief description of the BONE-proposal.

The right sidebar contains an "Outstandings" section with "Latest posts" including a calendar, partners, and public images resources, along with "Subscriptions" and "RSS" links.



Personal Zone

Clicking on this tag you can see your personal and professional profile. Default information in your profile has been filled in with the one provided in the LDAP.

eBONE

Home Personal zone Groups Social network Members

Personal zone

Personal zone

User profile ?

Setup profile View profile

Personal information Professional Information

Personal information

Name: Dàmaris (Public)
First surname: Coll (Public)
Second surname: (Public)
Gender: Female (Private)
Birthday: 06/09/1982 (Private)
Identity card: (Private)
Language: English (Portal)

Professional Information

Partner: UPC (Private)
Professional Status: (Private)
Username: damaris.coll (Private)
Phone Number: (Private)
Fax Number: (Private)
Postal Address: (Private)
Short CV: (Private)

Own contents

Tools administration
Files administration

A part from visualize and edit your profile in this feature of the website you can manage your contacts. This contact list will be used to construct your social network.

eBONE

Home Personal zone Groups Social network Members

Personal zone

Personal zone

Dàmaris Coll
Member of BONE
damaris@fib.upc.edu
setup profile ?

My contacts

My contacts:

Dani Golobart (danielg@fib.upc.edu)

Manage my contacts
View contacts in the social network

My tools

No public tool found.

My posts

Announcements (WP03 Electronic Communication Tools)
ICON meeting - 20/06/2008
News & Announcements (BONE Public Information)
Working on the website - 19/04/2008
Calendar (BONE Public Information)
New website demo (21/04/2008) - 19/04/2008

Pending subscriptions

No subscriptions pending confirmation.

powered by eCAT Platform v1.6.00 beta ©Generalitat de Catalunya | Legal notice | Accessibility

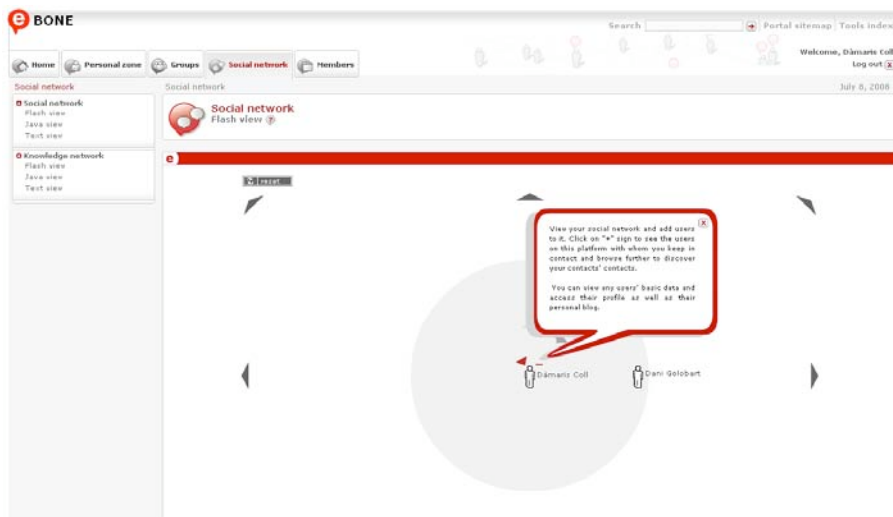


Feel free to change your personal or professional information, but please note that changes in this profile are not going to affect information in the LDAP, only are going to be visible in the platform. Make sure information in LDAP is correct, because is the one that the reporting tool will use.

Also, since password is the same one used in the LDAP, we highly discourage you to use the option to change password through the platform, visit <https://ict-bone.unibo.it/> for this kind of formalities.

Social Network

Clicking on this tag you can visualize what is called the social network. This network is created using the contact list from user's profile. In the first ring, you can visualize your contacts, and moving through them (clicking in the plus sign next to their name) in wider rings you can see their contacts. Using this network you can establish new contacts. Different views are allowed depending on the technologies your computer is allowed to display (Flash, java or text).





2.3 BONE administrators

The structure offered for administrators is the same one as for BONE members, the difference lies in the administration's management box in the lateral menu (inside the WorkPackage group):

The screenshot displays the BONE web interface for the 'Group WP03 Electronic Communication Tools'. The top navigation bar includes links for Home, Personal zone, Groups, Social network, and Members. The left sidebar menu is circled in orange, highlighting the 'Group administration' section which includes options like Properties, Users, Tools, Statistics, Assign categories, Create subgroup, and Other operations. The main content area shows the 'Main page' for the group, indicating that the user is an Administrator and that the group has 21 members, with 2 members online. The 'Electronical Communication Tools' section describes the official BONE website, a web-based directory and reporting service, a mailing list service, and a click-and-talk VoIP service.

For more information about management functionalities, please check the Administrators manual. If you are administrator of a group and don't have access to the manual, please don't hesitate to contact us at BONE-WP03@tlc.polito.it

3. Contents and Tools

This chapter of the manual will guide you through the contents included in BONE and the tools that host them. Please consider that maybe the manual is not updated regularly and the sections may vary, it's more important to understand the nature of each tool that hosts the content, since you will operate equally in those contents created with the same tool rather than the content itself.

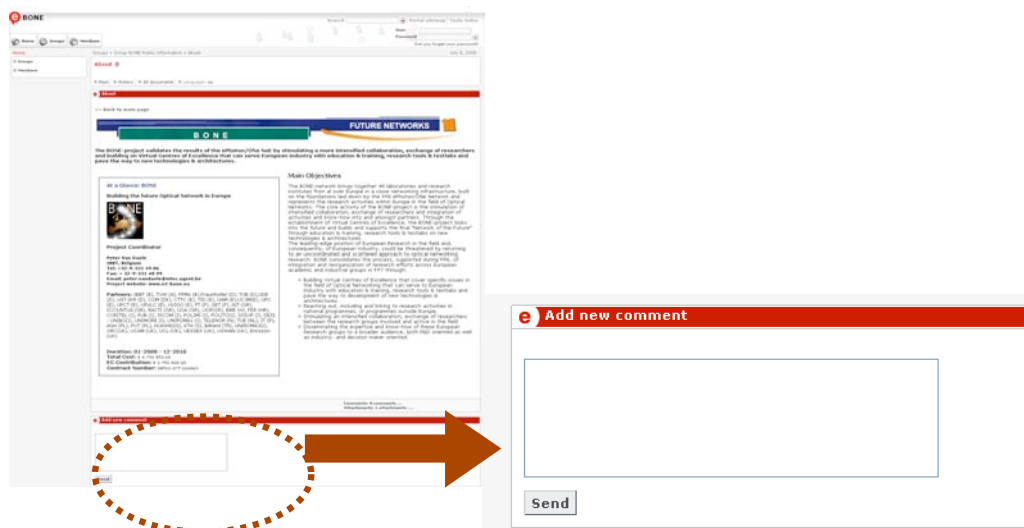
3.1 Public & WorkPackages content

Contents included in the public area were created using the following tools. For each tool in this manual you can find the most common actions you will have to deal with.

3.1.1 e-Wiki

Sections “About BONE”, “BONE Activities”, “BONE Teaching & dissemination activities”, “BONE Partners”, “Useful Links” and “Contact” of the public area use this tool.

The wiki in BONE is used to display static information. For example in “About BONE” you can see some general information of the project and in “BONE Partners” a list with all the partners, a brief description and their logo. This information is introduced by administrators. You can interact with this type of content adding comments to the information.



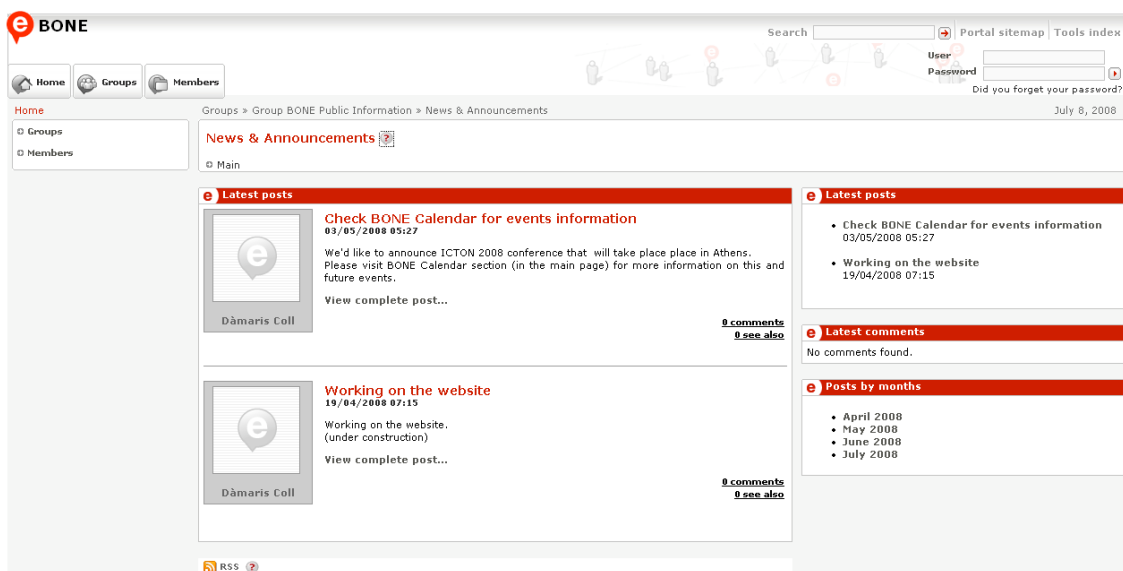


It is also of relevance to know that a wiki is a tool which allows documents to be created and edited collectively, knowing at all times who has made each amendment. BONE could use it inside the WorkPackages to create documents (Deliverables for instance) made collaboratively by all the partners that belong to that work group.

3.1.2 e-Blog

Sections “BONE News & Announcements” from the public area and “Announcements” of your WorkPackages use this tool.

A blog is a regularly updated electronic diary where one or more administrators can publish news and opinion pieces. Items are organised chronologically and filed according to month to make them easy to find.



Eventually as user of BONE you may add posts to some content created with a blog, but usually the most common action is comment on those posts.

- Comment existing posts:

1. Click on the title of the item that you want to add a comment to, or on the link View complete post.
2. Write the text you want to publish in the Add a comment text box at the bottom of the screen.



3. Click on Save.

- Add new posts:

1. If the blog is not moderated BONE members are allowed to start new posts. Click on Add post in the top part of the screen.
2. In the edit screen complete the following fields: Title of the post, Language, Contents, Summary (if you don't enter a summary yourself, the first 100 characters of the entry will be used as the default summary) and Related links.
3. You can attach files in the Contents field. Just click on Upload files.
4. If you want to add links to websites, go to the field Related links / Add new link: in the first text box write the link name that you want to appear on the screen and the address of the website (url) you want to link to in the second text box.
5. Once you have entered all the changes, click on the Save button. Item is now created.

You can subscribe to the content using RSS feeds, as soon as a new post is added to the blog your RSS reader will catch it and show it to you.

3.1.3 e- Calendar

Sections "BONE Calendar" from the public area and "Meeting and Workshops" of your WorkPackages use this tool.

It is a tool that allows foreseeing and programme events on a Calendar, these events would be meetings or workshops, most probably.

The screenshot shows the BONE e-Calendar interface. At the top, there is a navigation bar with links for Home, Groups, and Members. To the right, there is a search bar and a login section with fields for User and Password. Below the navigation bar, the main content area is divided into two sections. The left section, titled "Calendar", shows a monthly calendar for July 2008. The right section, titled "Next events", lists upcoming events, including ECOC 2008, which is described as the largest conference on optical communication in Europe.

Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Next events

- ECOC 2008
 - Starts on: 21/09/2008 All day
 - Ends on: 25/09/2008 All day
 - Place: Brussels, Belgium
 - Added by: Gerald Franzl
 - ECOC is the largest conference on optical communication in Europe, and one of the most respected and long-standing events of its kind in the world. ECOC 2008 will be the ...



Eventually as user of BONE you may add new events to a Calendar, but usually the most common action is comment on those events or join them.

- Comment existing events:

1. Click on the event that you want to add a comment to.
2. Write the text you want to publish in the Add a comment text box at the bottom of the screen.
3. Click on Save.

- Join events:

1. Go to the event you would like to join.
2. Click on the Participate icon. You are automatically included in the list of participants for this event.
3. If you want to unsubscribe from an event you have signed up to, follow the same procedure, but this time a Don't participate button appears. Click on this to remove yourself from the list of participants.

- Add new events:

1. Click on the New event icon. A new screen, called New event appears, containing a form. Fill in the following fields:
 - Title: Assign a title to the event you want to create.
 - Start date: Enter the date directly using the format (dd/mm/yyyy), or click on the calendar icon to select the date from a calendar.
 - Start time: Select the start time from a pull down menu in the format HH:mm, or click on the clock icon. If the meeting is planned to last all day, tick the All day box.
 - End date: Enter the date directly using the format (dd/mm/yyyy), or click on the calendar icon to select the date.



- End time: Select the time from a pull down menu in the format HH:mm.
 - Description: Write a brief description of the topic(s) to be covered.
 - Place: Enter the location where the meeting will take place.
 - Who can participate in this activity: Click on the pull down menu to establish who can sign up for this activity: All BONE members, WorkPackage members, Moderators or Administrators of WorkPackages (usually WorkPackage leaders).
- 2 When you edit a new event, you can determine if it is finalised or just a draft. Click to select publish or draft. If you select draft, it will only be visible to moderators and administrators and nobody will be able to sign up as a participant.
- 3 Don't forget to click Save to finish.

You can subscribe to the content using RSS feeds, as soon as a new event is added to the calendar your RSS reader will catch it and show it to you.

3.1.4 e- Documents

Sections BONE Documents & Publications from the public area, "Deliverables and Milestones" and "Working Area" of your WorkPackages use this tool.

This tool allows you to manage all files. You can download files that interest you from here, upload files to share them with the other members of the WorkPackage, or with all BONE members, or add comments to specific documents.

Next to each file you can see the date and time it was uploaded or modified, who uploaded it, an icon identifying the type of document (text, PDF, etc.) and the number of associated comments. It also appears an icon showing if the document has been uploaded as definitive or draft.



The screenshot displays the BONE e-Documents web application. At the top, there is a navigation bar with links for Home, Personal zone, Groups, Social network, and Members. A search bar and a 'Portal sitemap' link are also present. The main content area is titled 'Documents & Publications' and shows a list of files. The first file listed is 'BONE Presentation.ppt', which is 1.56 MB in size, authored by 'Dàmaris Coll', and was last modified on '26/03/2008 20:37'. Below the file list, there are links for 'new files', 'Display', and 'Summary view'. The left sidebar contains a 'Group BONE Public Information' section with links to Summary, Group members, E-mail list, Subgroups, and Group properties. Below this is a 'Contents' section with links to About, Activities, BONE public images resource, Calendar, Contact, Documents & Publications, News & Announcements, Partners, Teaching & Dissemination, and Useful links.

An e-Documents tool can be configured to allow anyone in BONE to upload files (for example in the public area) or to everyone inside a WorkPackage, but it can also have the uploading restricted to moderators and administrators (from the public area or the WorkPackage). The management of files in an e-Documents tool should always be configured to moderators and administrators only.

- Download files to your computer:
 1. Click on the name of the file you want to download.
 2. A dialogue box will open asking you if you want to open the file or save it to disk.
 3. Select Save to save the file to your computer's hard drive or select Open to see the document without saving it.
- Comment on existing files:
 1. To comment on a file, or just to see current comments, click on the dialog icon next to the name and properties of the file.
 2. Enter your comment in the corresponding text box.
 3. Click on Save, then click on Main at the top of the screen to go back to the Repository's main screen.



4. If you click again on the Comment icon, you can see the comment you just added. The system gives you the option to Edit or Delete comments. Just click on the links below the comment information.
- Upload files from your computer:
 1. The main screen shows the root folder as default, letting you see the files and folders stored there. Click on the folder in which you want to save your file. If you don't select any folder, the file will be saved automatically to the root directory.
 2. In the selected folder, click on New file / s at the top or bottom of the screen.
 3. Click on the Browse button to select the file you want to upload from your computer.
 4. You can enter an optional file name. If you don't enter anything, the file name will be the same as the name on your computer.
 5. Give the file a description in the corresponding field, and some key words to identify it.
 6. If you want, you can publish the document as a draft. Just select the corresponding tick box. You can modify this property later and publish the file as a final version.
 7. You can upload up to five files at a time. Just click on the Plus icon. Repeat the previous steps for each file.
 8. Click the tick box to confirm that you have the right to upload the selected files.
 9. Click on Send to publish the selected files.

3.2 Other Types of Content

3.2.1 Forum

This tool is not used in the first release of BONE, but could be used as a place for discussion.



The forum is an open area for responsive debate. Members of the WorkPackage or all BONE members who have the required authority, set by the administrator or moderator (or everyone, if the forum is in the public area and set as public) can write messages and receive answers.

For example each WorkPackage could have one Forum in order to allow involved partners discuss subjects which concern to their WorkPackage, it can be an alternative to a telephone meeting.

The screenshot shows a web interface for a forum titled "WP-00 Forum". It includes a navigation bar with "Main" and "Display topics from previous: All topics". Below this is a "new topic" button. The main content area displays a table of topics with columns: Topics, Replies, Author, Views, and Last post by. The table lists two topics: "First approach to WP-00" and "Award at the OECC/IOCC in Japan". At the bottom, there is a "new topic" button, a "Page 1 of 1" indicator, and a status bar showing "New posts", "No new posts", and "New posts [Locked]".

Topics	Replies	Author	Views	Last post by
First approach to WP-00	1	Dámaris Coll	8	James Geller
Award at the OECC/IOCC in Japan	1	Dámaris Coll	20	Dani Golobart Castellote

The forum tool can be configured to allow all members to start new topics or restrict this action to moderators or administrators.

- Write a new topic:
 1. Click on the New topic icon.
 2. Complete the Subject and message body fields. Write the name you want to assign to the new Forum topic in the Subject field.
 3. Write the message in the Message body field.
 4. Click on Submit.
- Answer an existing topic:
 1. Click on the Forum topic that interests you. This opens a window showing the message contents.
 2. Click on the post reply button.



3. In the window which appears, complete the Subject and Message body fields. Write your message in the Message body field.
4. Click on Submit.

3.2.2 MailRoom

This tool is not used in the first release of BONE, but could be used to create forms to join a meeting or to create surveys to distribute among BONE members.

Administrators or Moderators create the forms or surveys while members of BONE or some specific WorkPackage members answer to them through the same tool. Afterwards Administrators and Moderators can manage these answers and act consequently (for example sending an email showing that the answer has been evaluated).

To participate in any open process (joining an event or a survey), you just have to click on Participate, fill in the form, and press Send to submit it. You will receive an answer as soon as it is processed by any of the administrators or moderators.

The screenshot displays the BONE MailRoom interface. At the top, there is a 'Join the Meeting' link. Below it, a red bar indicates the 'Active' state. The main content area shows a 'Registration' form with a 'Participate' button circled in red. Below this, a 'Create a process' section is visible. The 'Participate' button is also circled in red in the bottom right corner. The form includes fields for Name, First surname, Second surname, E-mail address, Affiliation, Address, Country, Phone, and Social Dinner. A 'Send' button is located at the bottom right of the form.

3.2.3 e-Images

This tool is not used in the first release of BONE, but could be used to create albums to share picture of some events, or logos or other type of files that are best displayed in a picture viewer.



It is advisable that Administrators and Moderators manage the albums while users can upload pictures and comment them. It can also be restricted the uploading of images to administrators and moderators as well, leaving to members only the possibility to download or comment them.

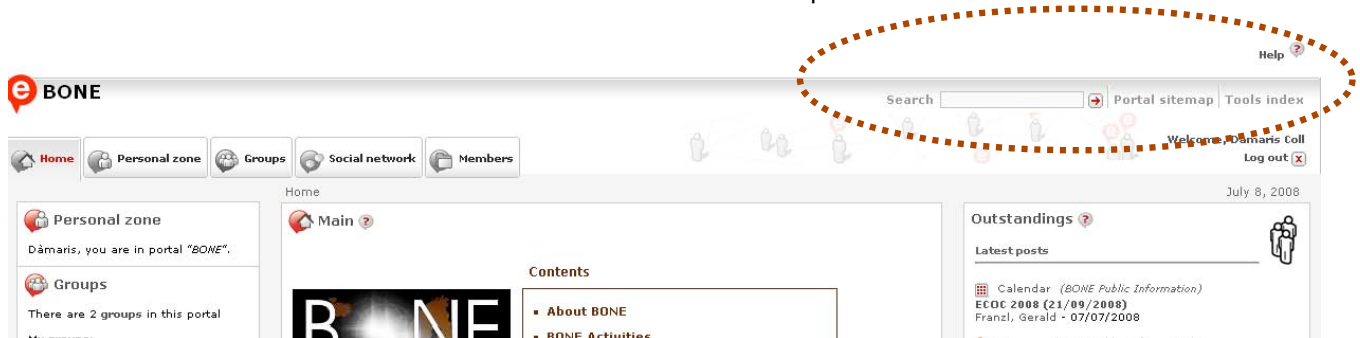
- Comment pictures:
 1. Click on the image you want to add a comment about.
 2. You will see a box and a text editor under the image with the caption Add comments.
 3. Write your comment.
 4. Click on Save.



- Upload pictures:
 1. Click on Load image.
 2. On the next screen click on Browse. Select the image from the hard drive on your computer.
 3. Click on Open to select it.
 4. Give it a name (optional).
 5. Check I confirm box to validate your rights on the image.
 6. Click on Send to publish the selected file.

4. Other Features

The website also offers some other features like the search engine, the website map and the tools index. All this features are available in the top menu of the website:



- Search engine: Retrieves information from the public area your Workpackages, or other Workpackages' content marked as available for all BONE members.



Search July 8, 2008

e-Catalunya search engine

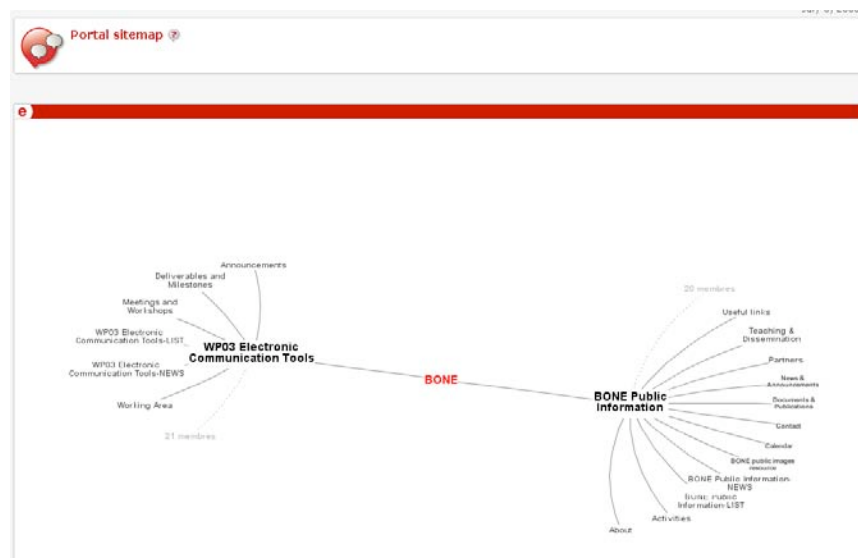
Result

Advanced search

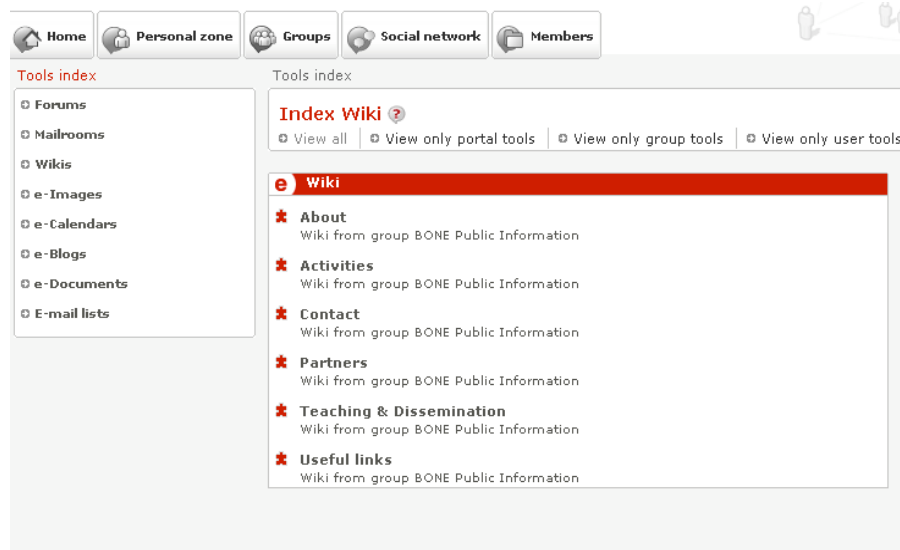
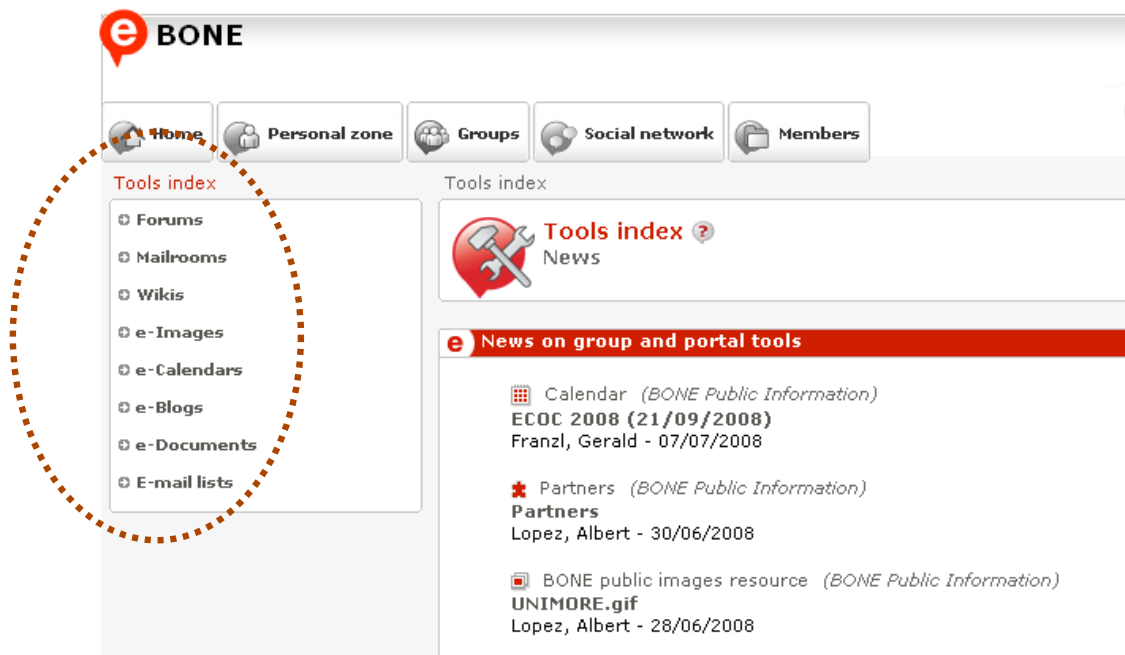
8 results for search **BONE** (in 0,048 seconds).

Result	Author	Where is it
BONE_logoDEFINITU.jpg	Dámaris Coll 01/05/2008 02:28	BONE
BONE_logoDEFINITU.jpg	Dámaris Coll 01/05/2008 02:28	BONE
BONE Presentation.ppt <i>BONE Presentation in the kick-off meeting held in Torino 26th-30th January 2008</i>	Dámaris Coll 26/03/2008 20:37	BONE Public Information > Documents & Publications
Main page of BONE		Main page of BONE
Check BONE Calendar for events information We'd like to announce ICTON 2008 conference that will take place place in Athens. Please visit BONE Calendar section (in the main page) for more information on this and future events. <i>Related documents</i>	Dámaris Coll 03/05/2008 05:27	BONE Public Information > News & Announcements
Group page WP03 Electronic Communication Tools		Group page WP03 Electronic Communication Tools
About <i>Related documents</i>	Dámaris Coll 21/06/2008 06:45	BONE Public Information > About
Partners <i>Related documents</i>	Albert Lopez 30/06/2008 11:17	BONE Public Information > Partners

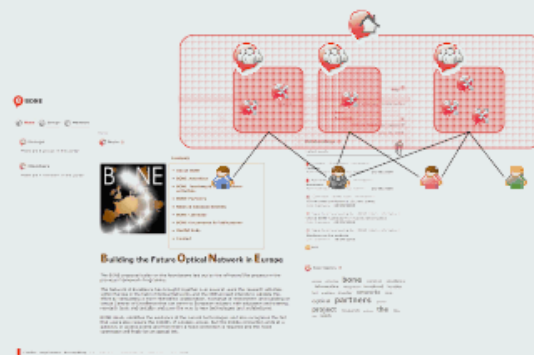
- Website map: Displays a graph with those parts of the structure of the website that you are allowed to see.



- Index of tools: A complete list of all the contents included in the website that you are allowed to see/interact. They are classified by the type of container/tool that hosts it. Clicking on the type of tool you retrieve the list of all contents included in this type of tool either in your WorkPackage or the Public area.



- Help: All along the website you will find question symbols. Each one of them gives you extra information and can help you reassert your moves. Although they can be helpful tips, they can give more information than you really need.



BONE ADMINISTRATION

MANUAL FOR WORKPACKAGE LEADERS



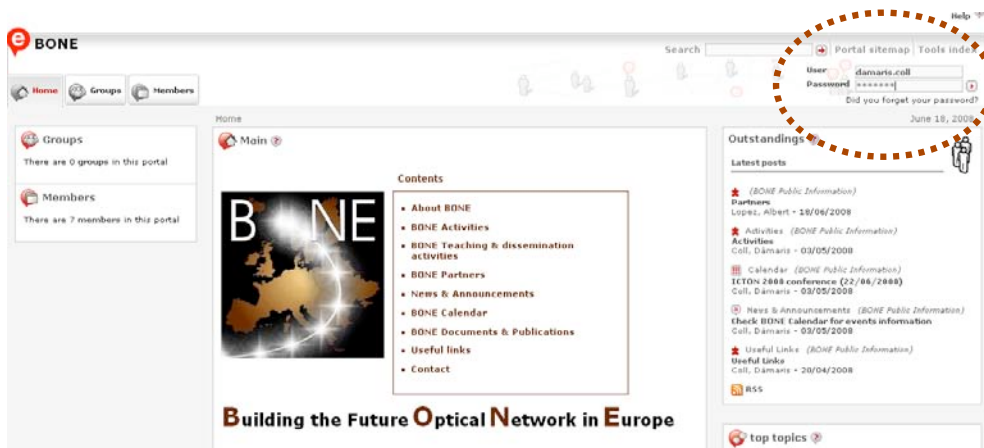
General Administration



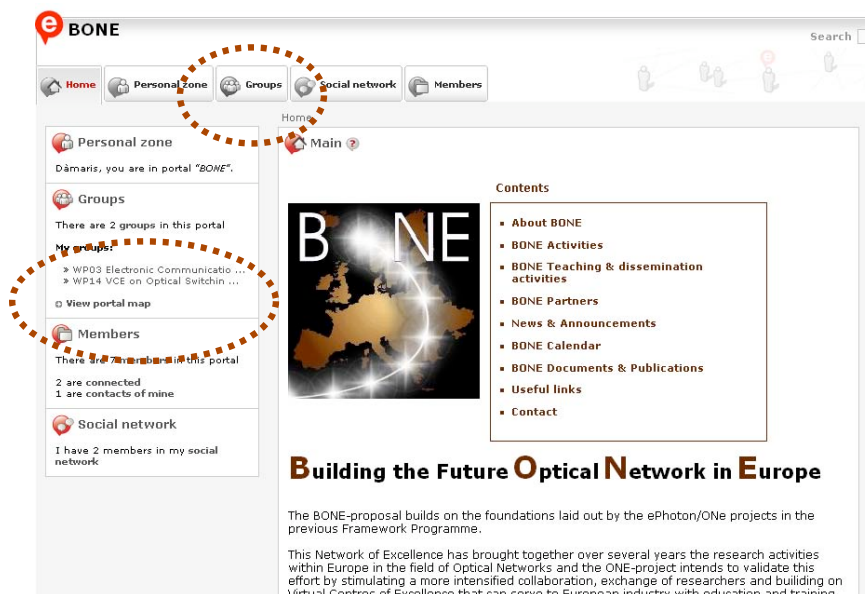
Follow these basic steps in order to perform the most usual functions while administrating a WorkPackage in BONE website.

Steps

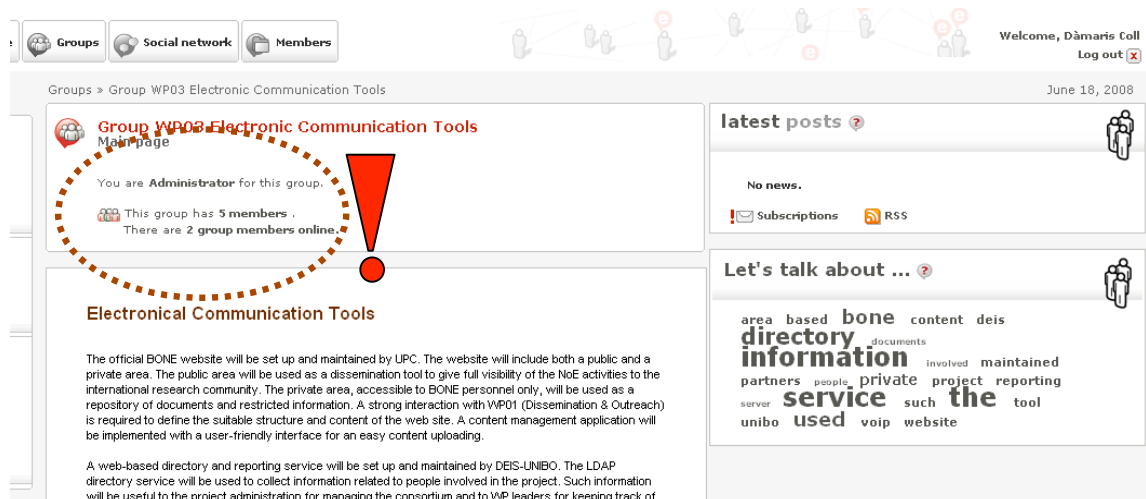
1. Once you are in BONE website (www.ict-bone.eu) try to log in with your usual BONE username and password (the same one used to enter into the LDAP). Your WorkPackage is a private group of the website, and is only visible for WP members when logged in. If problems occur with this step, please visit <https://ict-bone.unibo.it/> for more information.



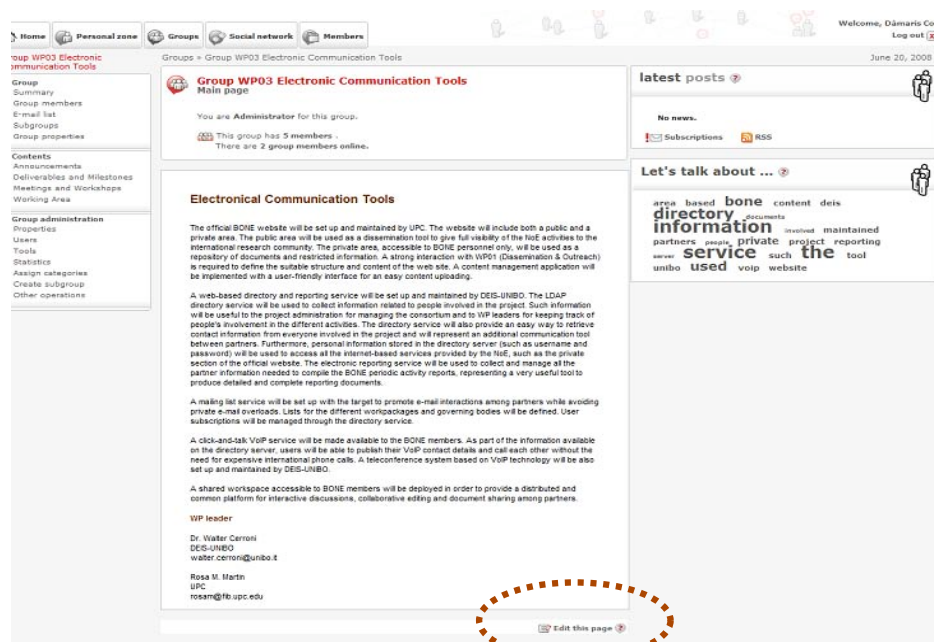
2. Click in the Workpackage name of the left menu, the one included inside a box called "Groups".
 - a. You can also access to the group clicking on the "Groups" tag in the horizontal menu (under the website name).



- The general information of the Workpackage is displayed. Please check that in the main page of the group the sentence "You are Administrator for this group" is displayed. Otherwise you don't have permission to manage the group. If you think that this is irregular please contact us: BONE-web@ict-bone.eu



- Under the general information you can visualize the main page of your WorkPackage. The information shown by default is extracted from the Technical Annex but you should feel free to edit it. Just click on the "edit page" button on the bottom of the main page. There's available a "What you see is what you get" tool that looks similar to the menu options in a Word document in order to make easier the edition. If you prefer, you can click on "Source" button to edit directly in html language. When ready press "Save changes" button. The main page will be refreshed and the new version shown.





Groups » Group WP03 Electronic Communication Tools June 20, 2008

Group WP03 Electronic Communication Tools

[Edit Main Page](#)

Attach file

Source Style Format Font Size

Electronical Communication Tools

The official BONE website will be set up and maintained by UPC. The website will include both a public and a private area. The public area will be used as a dissemination tool to give full visibility of the NoE activities to the international research community. The private area, accessible to BONE personnel only, will be used as a repository of documents and restricted information. A strong interaction with WP01 (Dissemination & Outreach) is required to define the suitable structure and content of the web site. A content management application will be implemented with a user-friendly interface for an easy content uploading.

A web-based directory and reporting service will be set up and maintained by DEIS-UNIBO. The LDAP directory service will be used to collect information related to people involved in the project. Such information will be useful to the project administration for managing the consortium and to WP leaders for keeping track of people's involvement in the different activities. The directory service will also provide an easy way to retrieve contact information from everyone involved in the project and will represent an additional communication tool between partners. Furthermore, personal information stored in the directory server (such as username and password) will be used to access all the internet-based services provided by the NoE, such as the private section of the official website. The electronic reporting service will be used to collect and manage all the partner information needed to compile the BONE periodic activity reports, representing a very useful tool to produce detailed and complete reporting documents.

A mailing list service will be set up with the target to promote e-mail interactions among partners while avoiding private e-mail overloads. Lists for the different workpackages and governing bodies will be defined. User subscriptions will be managed through the directory service.

A click-and-talk VoIP service will be made available to the BONE members. As part of the information available on the directory server, users will be able to publish their VoIP contact details and call each other without the need for expensive international phone calls. A teleconference system based on VoIP technology will be also set up and maintained by DEIS-UNIBO.

A shared workspace accessible to BONE members will be deployed in order to provide a distributed and common platform for interactive discussions, collaborative editing and document sharing among partners.

WP leader

[Save changes](#) [Delete](#) [Cancel](#)

5. Note that in the left menu there's a box called "Group Administration". It contains all the available functionalities to manage your Workpackage. Here's where the management takes place. Take your time to understand each part of this management section and the actions which you'll be capable to perform as administrator.

BONE

[Home](#) [Personal zone](#) [Groups](#) [Social network](#) [Members](#)

Group WP03 Electronic Communication Tools

- Group**
 - Summary
 - Group members
 - E-mail list
 - Subgroups
 - Group properties
- Contents**
 - Announcements
 - Deliverables and Milestones
 - Meetings and Workshops
 - Working Area
- Group administration**
 - Properties
 - Users
 - Tools
 - Statistics
 - Assign categories
 - Create subgroup
 - Other operations

Groups » Group WP03 Electronic Communication Tools

Group WP03 Electronic Communication Tools

Main page

You are **Administrator** for this group.

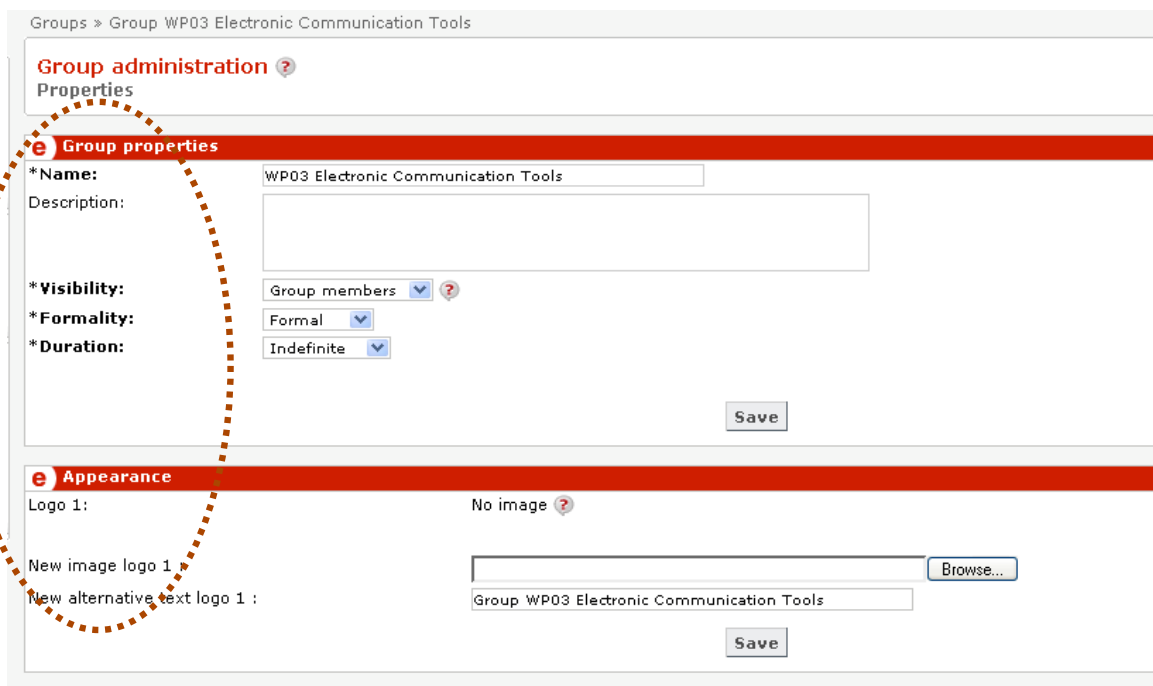
This group has **5 members**.
There are **2 group members** online.

Electronical Communication Tools

The official BONE website will be set up and maintained by UPC. The website will include both a public and a private area. The public area will be used as a dissemination tool to give full visibility of the NoE activities to the international research community. The private area, accessible to BONE personnel only, will be used as a repository of documents and restricted information. A strong interaction with WP01 (Dissemination & Outreach) is required to define the suitable structure and content of the web site. A content management application will be implemented with a user-friendly interface for an easy content uploading.

A web-based directory and reporting service will be set up and maintained by DEIS-UNIBO. The LDAP directory service will be used to collect information related to people involved in the project. Such information will be useful to the project administration for managing the consortium and to WP leaders for keeping track of people's involvement in the different activities. The directory service will also provide an easy way to retrieve contact information from everyone involved in the project and will represent an additional communication tool between partners. Furthermore, personal information stored in the directory server (such as username and password) will be used to access all the internet-based services provided by the NoE, such as the private section of the official website. The electronic reporting service will be used to collect and manage all the partner information needed to compile the BONE periodic activity reports, representing a very useful tool to produce detailed and complete reporting documents.

a. Properties: You can change some basic properties of the Workpackage.



Groups » Group WP03 Electronic Communication Tools

Group administration ?

Properties

e Group properties

*Name: WP03 Electronic Communication Tools

Description:

*Visibility: Group members ?

*Formality: Formal

*Duration: Indefinite

Save

e Appearance

Logo 1: No image ?

New image logo 1: Browse...

New alternative text logo 1: Group WP03 Electronic Communication Tools

Save

- i. Name: This is not and advisable property to change since it has the official BONE name extracted form the Technical Annex. Please be very sure before doing this action.
- ii. Description: Add/Delete/Change a description for the Workpackage. It has to be a short description since it's supposed only to give extra information to the WorkPackage name. It appears between the Workpackage name and the main page of the Workpackage (where the long description should be hosted).
- iii. Visibility: It describes whether you want your Workpackage to be public for everyone surfing Internet or only to the WorkPackage members. We recommend not changing the visibility if you are not completely sure about it since WorkPackages aren't supposed to be public.



- iv. **Formality:** It describes if the content included in the WorkPackages is formal or informal. We recommend you not changing the formality since WorkPackages should be formal all the time.
 - v. **Duration:** It's a property not applicable to WorkPackages. It's only for those groups that are only intended to last for a short period of time. WorkPackages should have indefinite duration.
 - vi. **Appearance:** By default there's a "no image" sentence in this property. If you add a new logo in the "new image logo 1" property using the browser, a preview will be shown. Please notice that there's a proposal for the alternative text that will be shown for those computers/devices that are not able to display pictures, you may change the alternative text if you like.
- b. **Users:** Here's the place to see a list and also add/delete/change role of your Workpackages members.

Groups » Group WP03 Electronic Communication Tools

Group administration
Users

Search for users

Manage users | Join group requests | Invitations administration

Group users

☐	E-mail	Name	Role
☐	damaris.cj@gmail.com	Coll, Dàmaris	Administrator
☐	damaris@fib.upc.edu	Coll, Dàmaris	Administrator
☐	srdurden@gmail.com	golobart, dani	Member
☐	alopez@ac.upc.edu	Lopez, Albert	Member (Portal administrator)
☐	pareta@ac.upc.edu	Solé-Pareta, Josep	Member

Member

- i. **Add a member:** If you want to add a member of BONE to the Workpackage, you should click on "add users" button. Then all the members of BONE are listed. To add one or more members of BONE to the Workpackage just click on the little blank box next to their name, choose the role they are going to have in the Workpackage (We recommend only WorkPackage leaders to be



administrators) and click on the “add” button. They are all automatically added to the Workpackage and a refreshed list of Workpackage members is shown.

- ii. Invite users: If you want to invite an external user (not member of BONE) to the WorkPackage you should use this option. We highly recommend you to consult BONE coordination before doing this action, since only BONE members should access to the private part of BONE website.
 - iii. Change role: By default WorkPackages leaders are administrators of the group and the rest are only members. We recommend leaving the default role for each member.
- c. Tools: This is maybe the most important feature of the management area. Here you can administrate the content of your WorkPackage. Every BONE WorkPackage has 4 contents by default:
- Announcements: The place to add news and announcements of your WorkPackage. To show this type of content we use a Blog tool. Therefore the announcements will be displayed chronologically like in blog style.
 - Meetings and Workshops: This is the place to announce a new meeting or a workshop, propose a date and a place to make it. The information is shown in a Calendar and also in a list next to the calendar.
 - Deliverables and Milestones: Repository to share deliverables and milestones among members of the workpackage.
 - Working Area: Another repository for the WorkPackage members to work together.

**Group administration**
Tools

Available tools

Assign tools

Assigned tools

☐ Name	Type	Visibility	Properties
☐ Announcements	EBlog	Group members	- Default language is English. - Only group moderators may add posts. - Only group members may add comments. - Anonymous comments require moderators' approval.
☐ Meetings and Workshops	ECalendar	Group members	- Only group members may add comments. - Only group moderators may add events.
☐ Deliverables and Milestones	ERepository	Group members	- Only group moderators may move/copy/delete/rename files. - Only group members may upload files. - Only group members may add comments. - Only group moderators may restore/remove deleted files. - Only group members may administrate folders. - Only group members may edit description and keywords on a file. - Only group moderators may enable/disable a draft file.
☐ Working Area	ERepository	Group members	- Only group moderators may move/copy/delete/rename files. - Only group members may upload files. - Only group members may add comments. - Only group moderators may restore/remove deleted files. - Only group moderators may administrate folders. - Only group members may edit description and keywords on a file. - Only group moderators may enable/disable a draft file.

Delete tools

In this feature you can manage (change or delete) the former explained contents or add new ones:

1. **Manage existing content:** Click on the tool you want to administrate. Each content has its own properties depending on the kind of tool chosen for the content. You can change as many properties of the content as you can and when ready click on the “Save” button.

Please be aware that if you change the visibility (property available for all kinds of content) of the content from “Group members” to “all” you will make accessible this contents through the search engine and through the tools index (for everyone), although you are not changing the visibility of your WorkPackage. For more information about management of the existing contents please take a look to the document called “Content Administration” of the Administration manual.

2. **Delete existing content:** Please be aware that if you decide to delete a content it will be definitely removed and we won't be able to retrieve its information. Click on the little blank box next to the name of the content and then press the “delete tool” button.



Add new content: Click on the select box called “Available tools”. Here’s the list of the types of contents to add. Feel free to add as many contents as you think your Workpackage will need, just make sure there’s a true need for a new one. For more information of each tool, please take a look to the document called “Content Administration” of the Administration manual. Take your time before deciding which tool will suit best your content.

- d. Statistics: Click on “overall statistics” link or Select a range of dates to check and press “send button”. The statistics of use of the WorkPackage are displayed. It can be helpful in order to identify the most popular content within the members.

Groups » Group WP03 Electronic Communication Tools

Group statistics ?
WP03 Electronic Communication Tools

Group statistics

☒ View overall statistics

Filter by dates and/or tools

between and

☒ Wiki ☒ Blog ☒ Forum ☒ e-Documents ☒ e-Images ☒ Calendar ☒ Mailroom

- e. Assign categories: Please ignore this option of the management section.
- f. Create subgroup: Before explaining this part of the management section we recommend you to be an expert in management, specially understand the difference between content and subgroup. A subgroup only makes sense for those cases in which a WorkPackages has different and vast amount of information that should be treated separately, even though considered inside the same WorkPackage. All members of the WorkPackage can access to the subgroup but it’s a manual process, if a new member is added to the WorkPackage he/she won’t be in the subgroup. A subgroup has the same functionalities and properties as the WorkPackage and we recommend that it should be created using the



template “BONE workpackages template”. To create a new one you are requested to fill in its properties. Check WorkPackages properties part in this document for more information.

Groups » Group WP03 Electronic Communication Tools

Groups administration
Create subgroup

e Template, name and description selection

Template

*Name:

Description:

Next

6. Other operations: This is the place to go if you want to delete or close the WorkPackage. Please don't perform this action without consulting to BONE-WP03@ict-bone.eu. We'll be willing to give you some advice on this matter.

Groups » Group WP03 Electronic Communication Tools

Groups administration
Other operations

e Close or delete group

WP03 Electronic Communication Tools

If you delete group ?

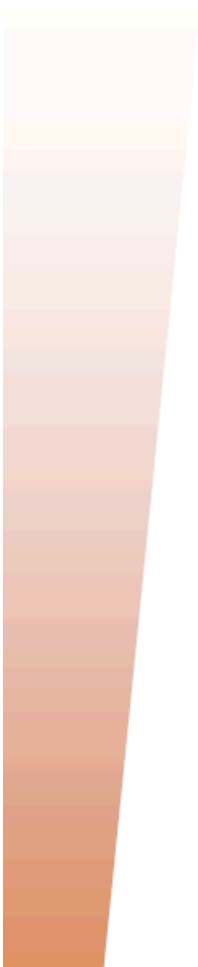
- Users will be unassigned
- Categories will be unassigned
- Tools will be deleted

Delete group

If you close group ?

- Group tools will be closed (access to them will be permitted but participation will not be allowed)

Close group

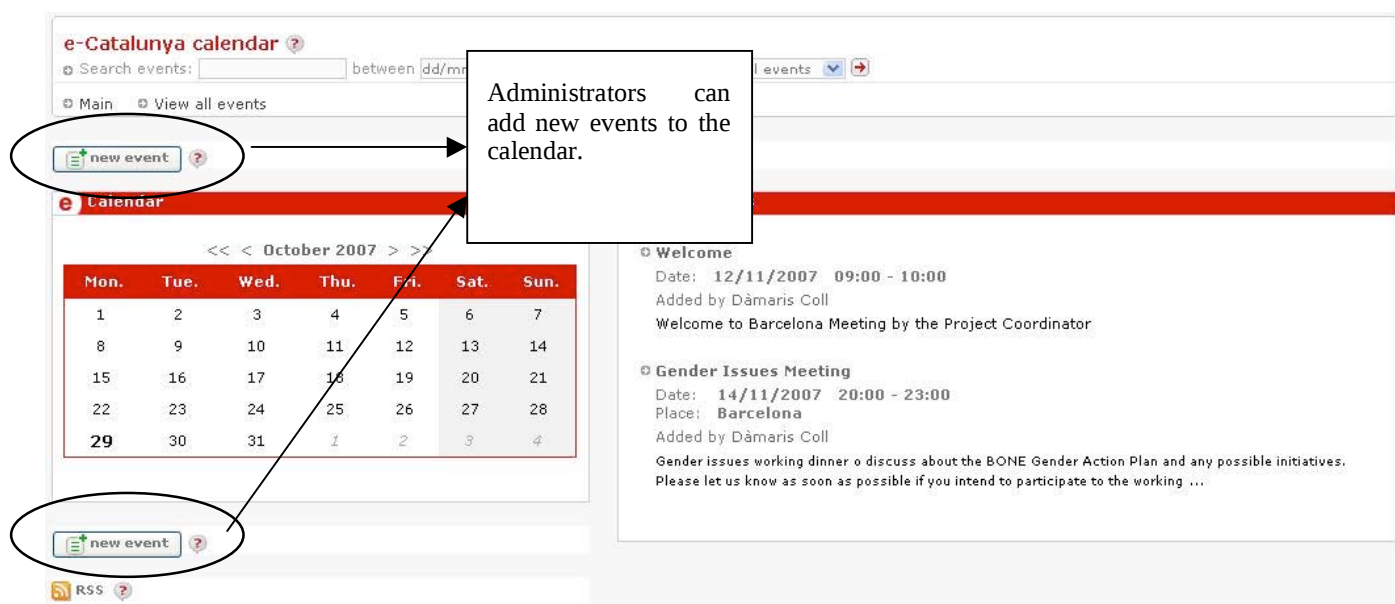


Content Administration

Meetings and Workshops

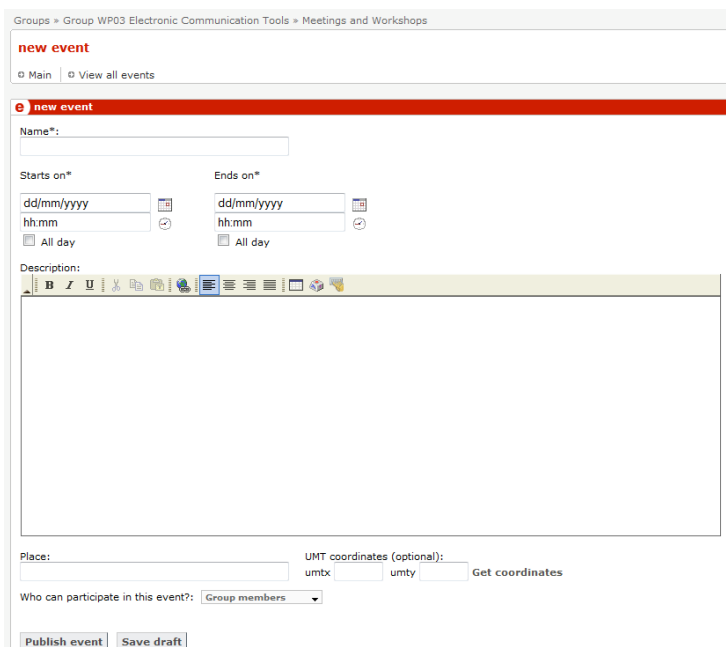
This content uses an e-Calendar tool type.

As administrator you are in charge to add new events (future meetings or workshops for your WorkPackage) to the calendar. You just have to access to the content called “Meetings and Workshops” on the “Contents” box of the lateral menu. You will visualize then the actual month and the list of all the events next to the calendar.



The screenshot shows the 'e-Catalunya calendar' interface. At the top, there is a search bar and navigation links like 'Main' and 'View all events'. Below this is a calendar for October 2007. To the right of the calendar is a list of events, including a 'Welcome' event and a 'Gender Issues Meeting'. Two buttons labeled 'new event' are circled in red, with an arrow pointing from them to a text box that says: 'Administrators can add new events to the calendar.'

To add a new one just click on one of the two available buttons called “new event” and the following edition page is displayed:



The screenshot shows the 'new event' form. It includes fields for 'Name*', 'Starts on*' (with date and time pickers), 'Ends on*' (with date and time pickers), and 'Description:'. There are also checkboxes for 'All day'. At the bottom, there are fields for 'Place:', 'UMT coordinates (optional):' (with 'umtx' and 'umty' fields), and 'Who can participate in this event?:' (with a dropdown menu). The form ends with 'Publish event' and 'Save draft' buttons.



In order to add a new event you have to provide a name a date range and as optional fields, a description and the place where the event takes place. In this edition page you decide if the event is open for participation. It is advisable to leave it to “Group members” so only Workpackage members can join the event. When ready to publish the event just press the “Publish event” button, if you are not completely sure about it, you can save it as a draft and publish it later. Draft events are only visible for administrators, they appear in the calendar and the list of events marked as drafts.

Advanced Management features

Go to the “Tools” link in your “Group Administration” box in the lateral menu. Once there click on the “Meeting and Workshops” link.

Name	Type	Visibility	Properties
Announcements	EBlog	Group members	- Default language is English. - Only group moderators may add posts. - Only group members may add comments. - Anonymous comments require moderators' approval.
Meetings and Workshops	ECalendar	Group members	- Only group members may add comments. - Only group moderators may add events.
Deliverables and Milestones	ERepository	Group members	- Only group moderators may move/copy/delete/rename files. - Only group members may upload files. - Only group members may add comments. - Only group moderators may restore/remove deleted files. - Only group moderators may administrate folders. - Only group members may edit description and keywords on a file. - Only group moderators may enable/disable a draft file.
Working Area	ERepository	Group members	- Only group moderators may move/copy/delete/rename files. - Only group members may upload files. - Only group members may add comments. - Only group moderators may restore/remove deleted files. - Only group moderators may administrate folders. - Only group members may edit description and keywords on a file. - Only group moderators may enable/disable a draft file.

You will then visualize the properties of Meetings and Workshops, the same properties apply to all contents that are chosen as e-Calendar type.

***Name:** Meetings and Works

Type: ECalendar

***Visibility:** Group members

Add comments: Group members

Add events: Group moderators

Save

• All users: Please note this portal is public and, thus, all people entering the portal may access this tool.
• Members: Only group members may access this tool.



- **Name:** You can change it, but it's not advisable unless BONE coordination have already accepted this change.
- **Type:** This field indicates the type of content. In this case it's an e-Calendar.
- **Visibility:** This field indicates whether the content will be public or whether it'll be only for Workpackage members. If you change it to "All users" everyone will have access to this content through the search engine or the tools index (both available in the top menu). We recommend leaving "Group members" visibility in all cases.
- **Add comments:** As administrator of the Workpackage, you decide if you want to allow members to comment or not. If you leave the visibility to Workpackage members, it only makes sense to decide between "group members" and "group moderators" to add comments for events. By default all WorkPackage members can comment on events, but feel free to change it to "group moderators" if you like it otherwise.
- **Add events:** As administrator of the Workpackage, you decide if you want to allow members to add new events or not. If you leave this visibility to Workpackage members, it only makes sense to decide between "group members" and "group moderators" to add new events. By default WorkPackage moderators (you as administrator as well) can add new events. We recommend not changing this property.

Deliverables and Milestones / Working Area

These two contents use the same type of tool, the e-Documents.

As administrator you are in charge to administrate documents and folders uploaded to these files repositories. You just have to access to the content called "Deliverables and Milestones" or "Working Area" on the "Contents" box of the lateral menu.

The screenshot shows a web interface for "Deliverables and Milestones". At the top, there is a breadcrumb trail: "Groups » Group WP03 Electronic Communication Tools » Deliverables and Milestones" and a date "June 20, 2008". Below this is a header section with the title "Deliverables and Milestones" and a sub-header "Files administration". There is a navigation bar with "Home" and "Go to" buttons, and a search field labeled "Search files:". Below the navigation bar are two buttons: "new files" and "new folder". On the right side of the header, there is a "Display" button and a dropdown menu set to "Summary view". The main content area has a red header bar with the title "Deliverables and Milestones". Below this is a table with columns: "Name", "Size", "Author", "Date Modified", and "Comments". There is a checkbox next to the "Name" column header. Below the table are four buttons: "Copy", "Move", "Delete", and "Edit". At the bottom of the main content area, there are two status messages: "files added recently" and "files marked as drafts". At the bottom of the interface, there are two buttons: "new files" and "new folder", and a "Display" button with a dropdown menu set to "Summary view".



As any other member of the WorkPackage you can upload files (if you wish to restrict this functionality to administrators only, please go to advanced features section) but more specifically you are in charge to delete, edit or move (into folders) those uploaded files.

Deliverables and Milestones ?
Files administration

Home Go to Home Search files:

✓ Files have been successfully added.

new files new folder Display Summary view

Deliverables and Milestones

☐	Name	Size	Author	Date Modified	Comments
☐	BONE website prototype (2...	723.5 KB	Damaris Coll	20/06/2008 17:52	--

Copy Move Delete Edit

! files added recently
files marked as drafts

new files new folder Display Summary view

In the edit mode you can change the name of the file, its description, the keywords of the document and mark or uncheck the file as draft.

Groups » Group WP03 Electronic Communication Tools » Deliverables and Milestones June 20, 2008

Edit file properties ?
Home

Deliverables and Milestones

1. Edit file properties

Name: BONE website prototype (2).ppt Description: Keywords: Draft: ☒

2. Edit file properties
Save Cancel

It's remarkable that the delete functionality works as in a Windows system. The first delete moves the file into a rubbish bin; the second delete is the definitive one and removes completely the file from the repository. This functionality is exclusive for administrators (if you don't change the default visibility for files edition, see advanced management features for more information).



Advanced Management features

Go to the “Tools” link in your “Group Administration” box in the lateral menu. Once there click on the “Deliverables and Milestones” or “Working Area” link.

Groups » Group WP03 Electronic Communication Tools June 20, 2008

Group administration
Tools: Edit tool ?

Deliverables and Milestones

***Name:**
Type:
***Visibility:**

Who can add comments:
Who can administrate folders :
Who can upload files:
Who can edit description and keywords on a file:
Who can move/copy/delete/rename files:
Who can restore/remove deleted files:
Who can enable/disable a draft file:

Catalan:
Spanish:
English:

Deliverables and Milestones
ERepository
Group members ?
Group members
Group moderators
Group members
Group moderators
Group moderators
Group moderators
Group moderators
Group moderators

Save

• All users: Please note this portal is public and, thus, all people entering the portal may access this tool.
• Members: Only group members may access this tool.

- **Name:** You can change it, but it's not advisable unless BONE coordination have already accepted this change.
- **Type:** This field indicates the type of content. In this case it's an e-Documents.
- **Visibility:** This field indicates whether the content will be public or whether it'll be only for Workpackage members. If you change it to “All users” everyone will have access to this content through the search engine or the tools index (both available in the top menu). We recommend leaving “Group members” visibility in all cases.
- **Add comments:** As administrator of the Workpackage, you decide if you want to allow members to comment or not. If you leave the visibility to Workpackage members, it only makes sense to decide between “group members” and “group moderators” to add comments to files. By default all WorkPackage members can comment on files, but feel free to change it to “group moderators” if you like it otherwise.
- **Administrate folders:** As an administrator of the Workpackage you are in charge of administrate folders in which files can be included. By default WorkPackage



moderators (you as administrator as well) can administrate folders (create/delete/rename). We recommend not changing this property.

- Upload files: By default all members of the WorkPackage are allowed to upload files to the repository. If you think that it should only be a repository for members to download files please change this visibility to “Group moderators”/“Group administrators”. The rest of the available visibilities don’t have much sense in a repository meant to be private to WorkPackage members.
- Edit description/keywords: By default only “Group moderators”/Group administrators” can edit description and keywords of all files. We don’t recommend changing it to “Group members” because then all members can change description and keywords of all files, not only of the ones of their property.
- Move/Delete/Copy/Rename files: These functions should be performed by the administrator and it’s not recommended to change this visibility.
- Restore/Remove deleted files: It’s important that these functions should be performed by the administrator and it’s not recommended to change the visibility.
- Enable/Disable a draft: By default administrators are in charge to mark or unmark the files as drafts. If you prefer to leave this action to the files owner change this visibility to “Group members”.

Announcements

This content uses the same type of tool, the e-Blog.

As administrator you are in charge to administrate news and announcements of your WorkPackage. You just have to access to the content called “Announcements” on the “Contents” box of the lateral menu.

Three actions are available only for administrators. Add a post, manage existing posts and manage comments from posts.



Managing existing posts imply delete those posts that are not desired or edit the current ones.

Groups » Group WP03 Electronic Communication Tools » Announcements June 20, 2008

Announcements
Manage posts ?

◊ Main | ◊ Manage posts | ◊ Manage comments

add post

Posts

	Created	Modified		
☐	Dàmaris Coll 20/06/2008 18:16	-	0	0
☐	ICON meeting	English		

Page 1 of 1

add post

As administrator you are allowed to edit all the posts added by any WorkPackage moderator/administrator to the Announcements content. The edition page is similar to the creation process. It's remarkable that each post has a title, an extract of the post and attached links or files.

Announcements
ICON meeting ?

◊ Main | ◊ Manage posts | ◊ Manage comments

edit post

Editing version in **English** of the post.

Create new version based on the existing one: ca es

Created by **Dàmaris Coll** (20/06/2008 18:16)

Post content

Post title:

Post contents:

Please check Meetings and Workshops section for more information

Post extract (the first 1.000 characters will be used by default):

Please check Meetings and Workshops section for more information

☒ This post admits comments

Related links

Add new link

No related links

Name:



Advanced Management features

Go to the “Tools” link in your “Group Administration” box in the lateral menu. Once there click on the “Announcements” link.

- **Name:** You can change it, but it's not advisable unless BONE coordination have already accepted this change.
- **Type:** This field indicates the type of content. In this case it's an e-Blog.
- **Visibility:** This field indicates whether the content will be public or whether it'll be only for Workpackage members. If you change it to “All users” everyone will have access to this content through the search engine or the tools index (both available in the top menu). We recommend leaving “Group members” visibility in all cases.
- **Add posts:** As administrator of the Workpackage, you decide if you want to allow members to add new posts or not. If you leave the visibility to Workpackage members, it only makes sense to decide between “Group members” and “Group moderators” to add new posts for news. By default only “Group moderators” (and administrators as well) can add new posts. We don't recommend to change it since announcements is meant to be an only way communication from WP leader to Workpackage members.
- **Add comments:** As administrator of the Workpackage, you decide if you want to allow members to comment or not. If you leave the visibility to Workpackage members, it only makes sense to decide between “Group members” and “Group Moderators” to add comments for announcements. By default all WorkPackage members can comment on posts.



- Anonymous comment moderation: As administrator of the WorkPackage you can moderate anonymous comments of the posts. It's only applicable to public content that allows public access (anonymous access); when everyone can comment it's advisable then to moderate these comments before publishing them.

Other types of content

If you are in a clear need of other type of container for your WorkPackage content, you should take a look to this section and choose one of the following tools that can host your information. If you are not completely sure about which tool fits best your proposals please don't hesitate to contact us at BONE-web@ict-bone.eu, we'll be delighted to give you some advice on this selection.

Forum

We recommend choosing this type of content if you want to create a place of discussion in some topics that have special relevance inside the WorkPackage. Topics of discussion can be created and people can join these discussions giving their opinion. Lots of discussions on different topics can be carried in the same Forum.

Groups » Group WP-00 Project Management » WP-00 Forum June 25, 2008

WP-00 Forum ?

▢ Main ▢ Display topics from previous: All topics ▾

[new topic](#) ?

Topics	Replies	Author	Views	Last post by
First approach to WP-00	1	Dàmaris Coll	5	James Geller
Awards to the DECC/TOCC in June	1	Dàmaris Coll	17	Dani Golobart Castellote

[new topic](#) ? Page 1 of 1

[New posts](#) [No new posts](#) [New posts \[Locked \]](#)

Generalitat de Catalunya
e-Catalunya

BONE

Home Personal zone Groups Social network Members

WP-00 Forum June 25, 2008

WP-00 Forum ?

▢ Main ▢ Display posts from previous: All posts ▾ ▢ Oldest first ▾

[new topic](#) ?

Author	Message
Dàmaris Coll	First approach to WP-00 I'd like to discuss the main status of the BONE project. What do you think about it?
James Geller	Main Goals Dear Dàmaris, I will start creating a collaborative wiki where we all can contribute.

Example of a new
topic of discusión
created



Wiki

You can choose this type of content if you want to display some content that should be separated from the main page, it's only text with images or links, and doesn't fit in any of the current contents.

Also a wiki can act as a collaborative place to create a collaborative document between all members of the WorkPackage.

Collaborative work ?

◊ Main | ◊ Edit document | ◊ History | ◊ All documents | ◊ Edit Ca En Es | ◊ Language: ca

e Collaborative work

WP-00 Collaborative work

Introduction and motivation

This present document pretends to give an extense **vision** of the work and each one of the partners of the work package.

Comments: 0 comments ...
Attachments: 0 attachments ...

e Add new comment

Send

e- Images

You can choose this type of content if you want to show some pictures, logos, or any other information that can be best visualized in a picture viewer. You can share this information in a more friendly way rather than in a repository file system.

Gender Issues Meeting PhotoAlbum ?

◊ Home | ◊ Administration

load image new album

e Gender Issues Meeting PhotoAlbum

! exemple1.jpg
29/01/2008 14:40
Author: Dàmaris Coll

! exemple2.jpg
29/01/2008 14:40
Author: Dàmaris Coll



MailRoom

This tool can be created for a short period of time when you are in a need of creating an automatic form for members to join some event of your WorkPackage or maybe create a poll among your WP colleagues.

As Administrator once you have chosen this tool you have also to create a process (which is the form to join the event or the poll form). Members will then access this content and Participate to this process. You can administrate the received forms or answers (in the case of the poll) through the same tool.

Groups > Group Barcelona Meeting > Join the Meeting October 26, 2007

Join the Meeting ?

Active

Registration

[Manage](#) [Messages](#) [Participate](#) ?

Create a process

[Create a process](#)

Registration

Process form

Name*

First surname*

E-mail address*

Second surname

Affiliation*

Address*

Country*

Phone

Social Dinner* ☐

Example of a process created (this is a view of the form) to encourage people to join a meeting.