This project has received funding from the European Union's Horizon 2020 Research and Innovation programme under GA No 101004730.

Information Flow Management

Prof. Toms TORIMS / RTU & CERN

IFAST - 1st Steering Committee

Prof. Toms TORIMS / RTU & CERN

05.06.2021
Objectives for Information Flow Management

- Well structured and safe – clear levels of the access to information
- Entire project information accessible and up-to-date and all in one place
- Safe space for exchange of info and working documents
- Easy to use and
- Linked with Indico and I.FAST Web page, etc.
- Inter-linked calendars for efficient event planning (to avoid overlaps)
- The main responsibility is in the hands of Task Leaders
- IT support is available
Information Flow Management and Cross-coordination: Collaborative Space - SharePoint

- Tool for **overall cross-coordination and information flow** of the I.FAST - Task 1.2

- Dedicated **web-based platform** to easily access more deep-level project information - Task 1.2

- [https://espace.cern.ch/project-IFAST Intranet](https://espace.cern.ch/project-IFAST)

- **I.FAST flow chart** - to schematically and information-wise outline the links between various project WP tasks - Task 1.2
• The tool with an interactive inputs-outputs
• Schematically and information-wise outline the links between WP tasks
• Monitoring
Information Flow Management and Cross-coordination: **Collaborative Space - SharePoint**

- A **common archive repository**, real-time communication tools and **online workspace for documents** - i.e. organisation of agendas, minutes and action lists, knowledge management etc. - Task 1.3

- [https://espace.cern.ch/project-IFAST-Intranet/InternalCommunication/Meetings](https://espace.cern.ch/project-IFAST-Intranet/InternalCommunication/Meetings)
Meetings and Minutes

The IFAST meetings’ agendas are organized in IFAST Indico.

Their minutes and action lists are attached to the meetings agendas together with the presentations and other relevant material.

Minutes are drawn for the Steering Committee, Governing Board and Project Management Team meetings.

<table>
<thead>
<tr>
<th>Kick-off and Annual Meetings</th>
<th>Access to IFAST members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Governing Board Meetings</td>
<td>Restricted access to Governing Board members</td>
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<tr>
<td>Steering Committee Meetings</td>
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<tr>
<td>Scientific Advisory Board Meetings</td>
<td>Restricted access to SAC members</td>
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<tr>
<td>Project Management Team meetings</td>
<td>Restricted access to PMT members</td>
</tr>
<tr>
<td>WP Meetings and events</td>
<td>Access to IFAST members</td>
</tr>
</tbody>
</table>

Newsfeed

Start a conversation

It's pretty quiet here. Invite more people to the site, or start a conversation.

Documents

Create a new document or drag files here

There are no documents in this view.
Information Flow Management and Cross-coordination: SharePoint & Indico

- deliverables, milestones, information, time-span, deadlines, as well as to clearly establish and monitor cross-WP and cross-Task outputs/inputs.
Common transverse Workshops and activities

- Multidisciplinary events (one or two per year), involving different WP’s, on specific subjects
- Possibly to be attached to the Annual Meetings
- + link to other Innovation Pilots

1. Machine Learning and Artificial Intelligence – Performance improvements in beam quality and operation - WP5 + WP10 + others

2. Additive Manufacturing – WP10 + WP8 + others

3. Societal Applications of Accelerators – WP12 + WP10 + WP13 + others
How it works in practice?

Collaborative Space
I.FAST SharePoint
Project Management Team - PMT

• **Responsibility:** overall management of the main I.FAST SharePoint site design, templates, layouts, mailing lists, interlinks, etc.

• **Roles:** responsible for the practical implementation and regular updates - content, documents, calendars and cross-links between WP sub-sites and Task sub-sites, of the relevance to all the project

✓ Access rights for WP Coordinators and Task Leaders

✓ Creation of the e-groups (mailing lists)

✓ Overall content, annual meetings, calendars, general documents which are applicable to all the Project.
I.FAST Collaborative Space

This is I.FAST project working space - designated to the Members and Partners of the I.FAST Community.

This is our own space and it is not public. Public is our I.FAST web-page.

It consists of the main site (this one), WP sub-sites, which are composed of Task sub-sites.

The main site contains documents, calendars and links which are relevant to all project members.

WP sub-sites are in place to hold the WP relevant documentation and information.

Task sub-sites are managed individually by each of the Task Leader and are designed to serve as document repositories, exchange platforms and planning tools.

Access rights are specified in this document.
WP Coordinators and deputies

- **Rights:** Full Control over the content - WP sub-site + all WP Tasks
- **Roles:** practical implementation and regular updates - content, documents, descriptions, progress reports and calendars of the relevance to all the WP
- **Responsibility:** overall content management of WP sub-site
- **N.B.!! Non-disclosure** of the information granted by privileged access to the all WP sub-sites and all Task sub-sites
- WP sub-site content, WP meetings, WP calendars, WP general documents
- Read access to all I.FAST SharePoint sites
Task Leaders and deputies

• Rights: Full Control of the content - Task sub-site + administration of individual membership (access) in IFAST-Task-X-X-X-members@cern.ch

• Read access to the Task sub-sites of relevant WP - can view pages and list items and download documents

• Responsibility: independent management - content and members of Task sub-site

• N.B.! Non-disclosure of the information granted by privileged access to the Task sub-sites of WP

• Roles: practical implementation and regular updates - content, documents, descriptions, progress reports and calendars of the relevance to the Task

• Granting access: https://e-groups.cern.ch/e-groups/EgroupsSearchForm.do
<table>
<thead>
<tr>
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<th>WP 7</th>
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I.FAST Collaborative Space - SharePoint storage

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Toms Torims - Information Flow Management - IFAST 1st Steering Committee, June 2021
CERN Account Registration for EVERYONE

1. go to cern.ch web page

2. Admin e-guide
   - Computing accounts

3. Lightweight Accounts
   - Register a new account

4. Register a new CERN lightweight account
   - Email
   - First Name
   - Last Name
   - Phone
   - Company/Organization
   - Department/Division

   - I'm not a robot

   - I have read and agree to the conditions below
   - mandatory field
Task leaders who use CERN e-groups

<table>
<thead>
<tr>
<th>WP 2</th>
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</tbody>
</table>

- Help and guidance is available from the PMT

[IFAST Logo]
Access Request
Sharepoint

- Potentially Huge list

- **Name**
  - Andris Ratkus
  - IFAST-GoverningBoardMembers (IFAST-Governing Board Members)
  - IFAST-PMT (IFAST Project Management Team)
  - IFAST-ScientificContactBeneficiaries (IFAST Scientific Contacts for Beneficiaries)
  - IFAST-ScientificContactsPartners (IFAST Scientific Contacts for Partners)
  - IFAST-Task-10-1-Members (Task 10.1)
  - IFAST-Task-10-2-Members (Task 10.2)
  - IFAST-Task-10-3-Members (Task 10.3)
  - IFAST-Task-10-4-Members (Task 10.4)
  - IFAST-Task-10-5-Members (Task 10.5)
  - IFAST-Task-10-6-Members (Task 10.6)
  - IFAST-Task-10-7-Members (Task 10.7)
  - IFAST-WPCoordinators (IFAST WP Coordinators)
  - Tomis Torins

- **Type**
  - User
  - Domain Group

- **Permission Levels**
  - View Only
  - Full Control
  - View Only
  - Read
  - Contribute
  - Read
  - Read
  - Read
  - Read
  - Read
  - WP10 Coordinator

- **Pending Requests**

- **Person**
  - ... Edit 27 April Pending
  - ... Edit 2 June Pending
  - ... Edit 4 June Pending
  - ... Edit 4 June Pending
  - ... Edit 4 June Pending
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  - ... Edit 4 June Pending

- **Request for**
  - Potential for huge list
## Access Requests

### PENDING REQUESTS

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<th>Permission</th>
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</tbody>
</table>

### Person List

- Andris Ratkus
- IFAST-GoverningBoardMembers (IFAST-Governing Board Members)
- IFAST-PNT (IFAST Project Management Team)
- IFAST-ScientificContactBeneficiaries (IFAST Scientific Contacts for Beneficiaries)
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- IFAST-Task-10-5-Members (Task 10.5)
- IFAST-Task-10-6-Members (Task 10.6)
- IFAST-Task-10-7-Members (Task 10.7)
- IFAST-WPCoordinators (IFAST WP Coordinators)
- Tomas Tooms

### Permissions

- User
- WP10 Coordinator
- WP10 Coordinator, Task 10.3 Leaders
- View Only
- Full Control
- View Only
- View Only
- View Only
- View Only
- Read
- Read
- Read
- Read
- Read
- Read
- Read
- Request for...
Task Members

- **Rights:** Contributor access - can view, add, update, and delete list items and documents of the relevant Task sub-site
- **Responsibility:** Task Members can contribute to the Task
- Read access to the main IFAST SharePoint site page - can view pages and list items and download documents

Access is granted by TL to Members of the relevant Task!!!
CERN e-groups administration for Task leaders

1. **go to cern.ch web page**

2. Applications
   - ADaMS
   - AIS Roles
   - Book a room
   - EDH
   - EDMS
   - E-groups
   - CDS
   - CET
   - HRT
   - IMPACT
   - Indico
   - OracleHR

3. **Quick Search**
   - All groups I own or manage
   - All groups my accounts are on
   - All e-group archives

4. **E-group: IFAST-Task-10-3-Members (Static)**
   - Name:
   - Type: Person
   - Comments:
   - Add new member

Report an error | Suggest new functionality
Help is available

• PMT will be happy to individually guide and introduce each of Team Leader into Collaborative Space – SharePoint

valerie.brunner@cern.ch
Stakeholders

- **Visitor access - View Only** - can view all I.FAST SharePoint site and sub-site pages, list items, and documents

- Document types with server-side file handlers can be viewed in the browser but not downloaded

- Access is granted by PMT via e-mail group:
  - IFAST-GoverningBoardMembers@cern.ch
  - IFAST-ScientificContactBeneficiaries@cern.ch
  - IFAST-ScientificContactsPartners@cern.ch
  - etc.
This project has received funding from the European Union’s Horizon 2020 Research and Innovation programme under GA No 101004730.