

FACCE-MACSUR

Hub website and administrative tasks

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Confidential till:	—

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Summary

The Hub management has set up and is administering an interactive web site, organized the kickoff-workshop, developed the consortium agreement with 70 partners, developed logos and templates for use by members, published four newsletters, organized seven Project Steering Committee meetings and interacted with the FACCE JPI secretariat.

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D-H3.1 FACCE MACSUR web site

The project is visible to the general public by a web presence (<http://www.macsur.eu>), with satellite presences at Facebook, Twitter, Google+, and ResearchGate for short communications or job postings. The web site was created in May 2012. From October 2012 (Kickoff meeting) till June 2013 almost 4000 people visited the FACCE MACSUR website, or just under 40 visits per working day. Most of the visitors (28%) were from Germany, followed by UK visitors (14%), and Italy (7%). Interestingly, 9% of the visitors came from countries not involved in FACCE MACSUR (USA, India, Ireland, Canada, Pakistan, New Zealand, Australia, and others, Fig. 1). The web site presents general information about

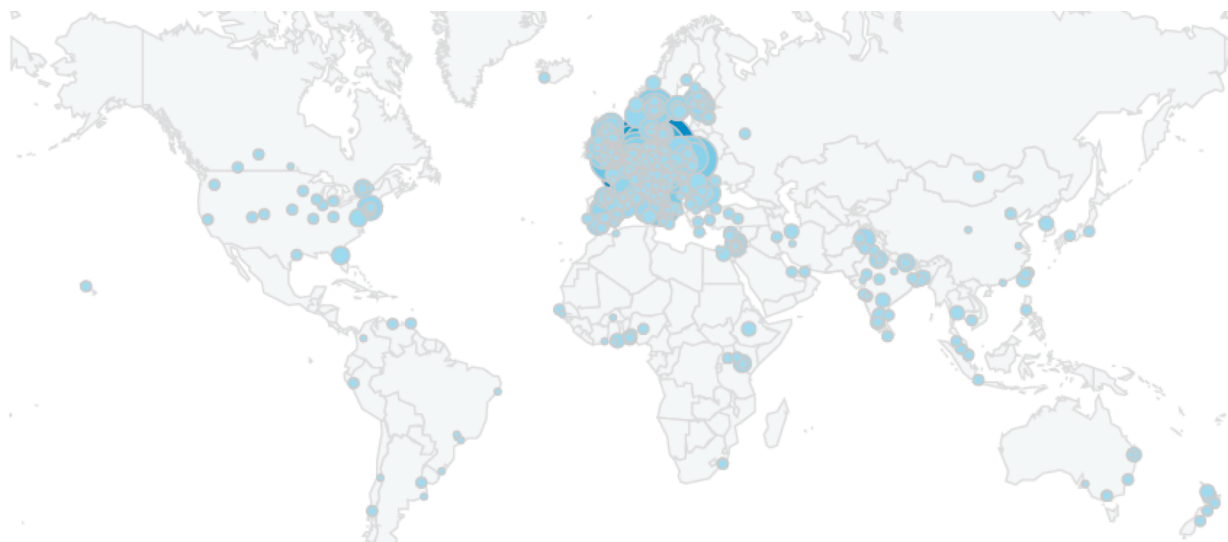


Fig. 1. Approximate location of visitors of the FACCE MACSUR website based on their IP address (October 2012-June 2013). Circle size and intensity of blue is in proportion to the number of visits.

FACCE MACSUR, links to related projects and networks, products generated by FACCE MACSUR, and specific contents for each Theme. The web site is centrally administrated by Thünen Institute. Over time, the functionality of the web site was extended with a file repository, a calendar through which members can announce internal or external events, a discussion forum, RSS feeds, and links to Facebook and Twitter. Web pages at macsur.eu restricted to members allow access to work in progress and internal discussions. The Twitter service was found to be selective about which tweets from the FACCE MACSUR

account would be visible to a greater audience, therefore, this service is no longer used intensively. Web site access, web site organization, e-mail lists for Hub, CropM, LiveM, and TradeM members, and web site content are administered regularly by Hub management.

D-H3.3 Administrative tasks and reports

At the start of the project, the Hub produced in collaboration with the FACCE JPI secretariat a project logo in various formats. The logo was created by a professional artist. The logo is displayed on the website, on reports, and on the project's flyer. The content of the flyer was developed jointly by the Project Steering committee and laid out by a professional service. It was printed in 2000 copies. In due course the Hub management also developed templates for project reports and computer presentations in line with the project's dissemination strategy that was also developed by Hub management.

The first great event of the project, the kickoff workshop, was organized by the Hub management and attracted nearly 150 members, showing the great interest in the project.

The Hub management developed the consortium agreement for the partners involved in FACCE MACSUR. The new funding instrument 'knowledge hub' was new to scientists and administrators, which caused delays and confusion about legal requirements. The greatest obstacles were the necessity to differentiate between legally independent parties, and partners who submitted a letter of intent, and further, agreements on the level of liability, the protection of existing intellectual property rights of partner institutions (restriction to involved scientists and not the whole institution). Overall, the negotiations with initially 73 partners took 11 months. At the same time, modes of accession of additional partners were worked out with FACCE JPI to involve institutions that could contribute significantly to the tasks of FACCE MACSUR.

The Project Steering Committee, supported by Hub management, met seven times during the first year. Three meetings were in one place, the others were conducted by phone or online. The minutes of the meetings are posted to the website, accessible to all members. At least one person of the Hub management attended the Theme steering committee meetings to enhance cross-Theme coordination.

Important progress and announcements are reported in a newsletters sent to all MACSUR members and are forwarded to the FACCE secretariat and selected stakeholders. Four newsletters have been published so far.

Preparations for the annual report started in January 2013 with a proposal to the FACCE JPI call office about the structure of the report. Preliminary planning for the mid-term and final meetings has already started.

Based on the project proposal, lists of scheduled workshops, classes, milestones and deliverables have been set up for observing the progress of the project. With a few alterations the project is on good track in line with the proposal. The new workplan for years two and three of the project takes into account necessary adjustments of deliverables, assignment of partners, and additional cross-Theme tasks.