

## MEDGuard project



### Deliverable

#### D0.2 Internal Project Communication Tools.

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- Cofradía de Cartagena y Cofradía de Mazarrón.
- Students of “Ciclo Formativo Transporte Marítimo y Pesca de Altura”.
- Students of “Ciclo Formativo Operaciones Subacuáticas e Hiperbáricas”.
- Universidad Politécnica de Cartagena (Laboratorio de Vehículos Submarinos)
- Asociación Ambiente Europeo.

### Abstract

This document is the Deliverable “D0.2 Internal Project Communication Tools” of the MEDGuard project co-funded by DGMare of the European Commission within the call “Guardians of the Sea, MARE/2014/24”. This call co-funds preparatory actions to promote the reassignment of fishing vessels and the professional re-orientation of fishermen for activities and services outside fishing. In the MEDGuard project the reassigned fishing vessel “Ciudad de Cartagena” is operated in the coast of Cartagena with the aim to identify the requirements needed to guarantee the sustainability of the reorientation of the medium size fishing fleet. This document resumes the different tools used for the interchange of information between the MEDGUARD partners, such as Dropbox, or Intranet services.

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## Bibliografía

- Call MARE2014/24. Guardian of the Sea. Ref. Ares(2014)3588218 - 29/10/2014
- Grant Application Form “Guardians of the Sea”, MEDGuard project.

## List of Abbreviations

<b>CTN</b>	Centro Tecnológico Naval y del Mar
<b>HESPÉRIDES</b>	CIFP Hespérides
<b>IVEAEMPA</b>	Identities, valores y estrategias alternativas para los empresarios marítimos y pesqueros

## 1 Introduction.

The MEDGUARD Project is co-funded by DGMare of the European Commission within the call “Guardians of the Sea, MARE/2014/24”. This call co-funds preparatory actions to promote the reassignment of fishing vessels and the professional re-orientation of fishermen for activities and services outside fishing which should contribute to the sustainable management and use of marine and maritime resources.

In the MEDGuard project the reassigned fishing vessel “Ciudad de Cartagena” is operated in Cartagena coast to examine and demonstrate the feasibility and economic viability of substitute activities to fishing with the main aim of identifying the requirements needed to guarantee the sustainability of the reorientation of the medium size fishing fleet. The Project has the following specific objectives:

- ✓ To perform a series of tests in Western Mediterranean Coast using the reassigned fishing vessel “Ciudad de Cartagena”.
- ✓ To analyze the technical viability of using the acoustic systems and devices of fishing vessels for collecting lost fishing gears.
- ✓ To analyze the economic conditions and operational costs of vessels to perform maritime activities outside fishing and identify ways for future funding.
- ✓ To identify the relevant training needs of fishermen and vessel owners to perform the substitute activities.
- ✓ To provide useful data and information about costs and ways of funding to the promoters of the diversification activities, fishermen and the authorities with competences in the management of programmes related to the CFP Reform.

To achieve its objectives, the project has 5 work packages which relationships are shown in Figure 1.

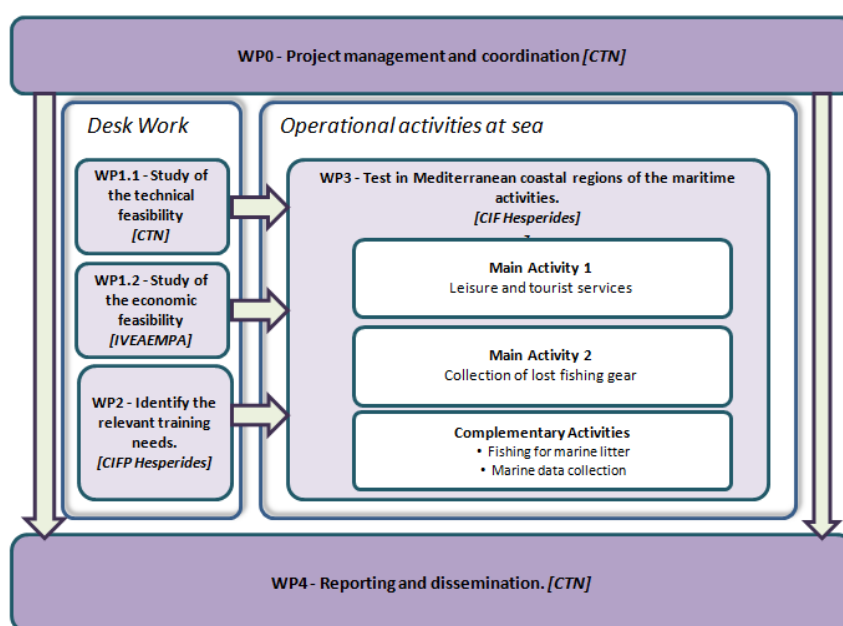


Image 1. Work Plan Structure

This document is the Deliverable D0.2 included in WPO. It describes the tools implemented on the MEDGUARD project to facilitate the internal communication in between partners and with the stakeholders. Dropbox and Intranet solutions have been implemented for documents interchange, A Distribution List has been issued, to facilitate every consortium member to contact each other, And Skype has been defined as video/audio conference tool.

The project is developed by a consortium made up of 3 entities coordinated by CTN and it has a duration of 12 months starting on August 2015.

## 2 Description of the tools.

The internal project communication tools aim to facilitate exchange of information within partners and across stakeholders in a smooth way.

To ensure maximum synergy within the partnership, there is both a vertical and horizontal flow of information within the structure of the project. MEDGUARD Project exploits the full potential of existing ICT capabilities such as e-mail, phone, social networks, online meeting, web conferencing and videoconferencing applications. This task provides In particular, the following services to partners:

- A management tool for reporting on the intranet of the project web portal
- Mailing lists and internal discussion forums
- A repository for project documents
- Audio/video conferencing tools

Organizations and individuals who have a specific relevant interest in the objectives of the project are being invited to join the Distribution List, to be informed regularly about the project progress. Some relevant organizations as Salvamento Marítimo, Capitanía Marítima de Cartagena, Direccion General de Pesca (Fishing Regional Directorate)de la Region de Murcia Port Authority of Cartagena, and others have already expressed their interest in the Project. Further organizations and individuals are being contacted during the project.

To facilitate the internal project communication, the next tools have been defined:

- ✓ Dropbox as a document exchange tool.
- ✓ Intranet, as a repository for official, confidential and definitive documents.
- ✓ Skype as an Audio/Video conferencing tool
- ✓ A distribution List including email address, phone and Skype id has been issued.

### 2.1 Dropbox

A Dropbox folder has been issued for the exchange of documents. This allows to update information in an easy way, and accessible from everywhere with just an internet connection.

Nombre	Modificado	Se compartió con	
Buzón	--	--	<a href="#">Compartir</a>
Meetings	--	--	
PROJECT DOCUMENTS	--	--	
Template	--	--	
WP1 Viability studies	--	--	
WP2 Training needs	--	--	
WP3 Mediterranean campaigns	--	--	
WP4 Dissemination	--	--	

Image 2. Dropbox view

A protocol of folders has been defined to facilitate the management of information. Templates folder facilitate partners to use the same formats for every document. Meeting folder contains



information such Agenda, and Presentations of every meeting, and every WP has its own folder where working papers and deliverables can be found along the whole project life.

## 2.2 Intranet.

A private area has been implemented on the MEDGUARD Website.

A Project Website has been developed: <http://medguard-project.eu> (See Deliverable D.4.2)

This web is updated regularly, to disseminate every stage of the Project.

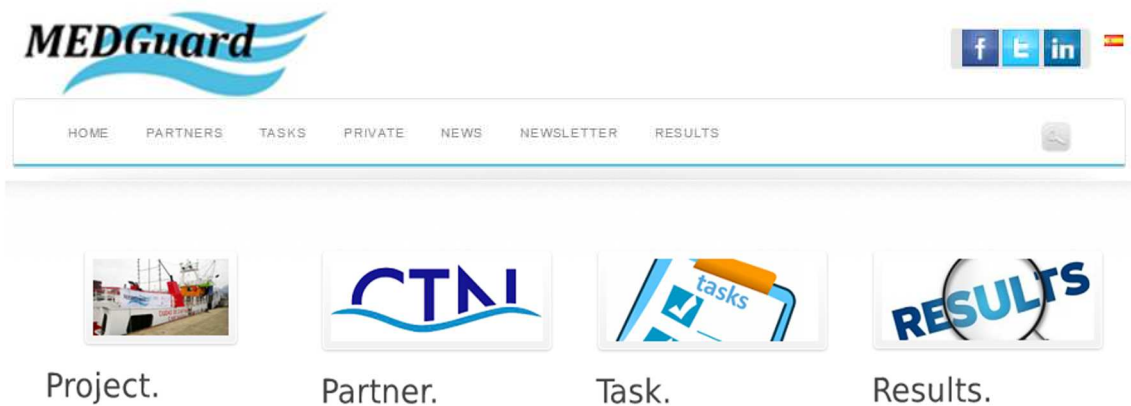


Image 3 MEDGuard Project Website

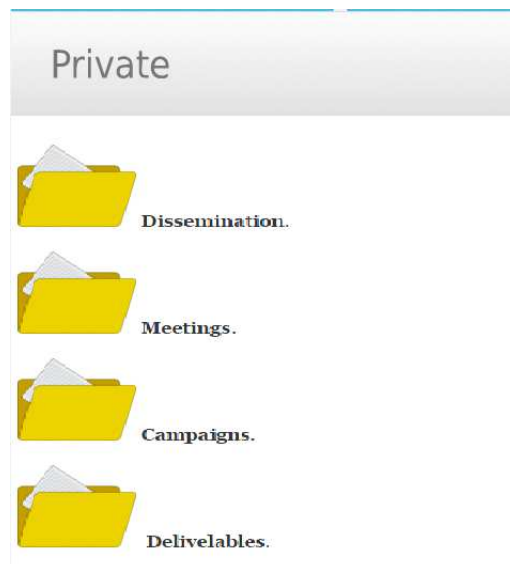


Image 4 MEDGuard Project Website. Private Area

An INTRANET has been implemented in the Project website, allowing the confidential interchange of information and documents between partners.

Access will be controlled by individual USER/PASSWORD system. Different users have been created for CTN, HESPERIDES and IVEAEMPA, allowing each partner to log in the private area, for documents interchange, and keeping this information as Confidential.

Only MEDGUARD Partners can access this site. Third parties can access under request.

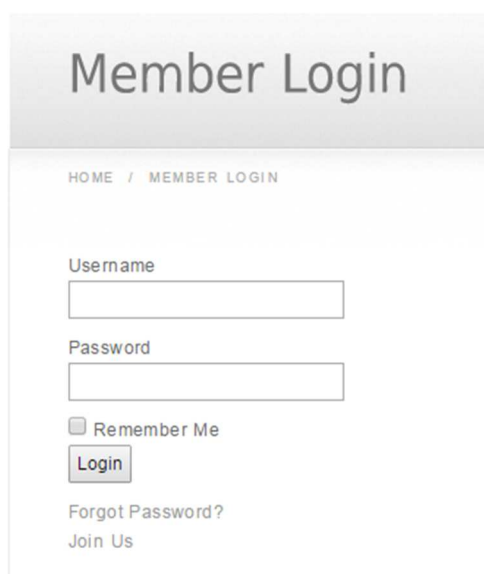


Image 5.MEDGuard Intranet

### 2.3 Skype.

Skype will be used for audio/video conferencing. This is an easy to use, familiar, and cost efficient system for those daily affairs requiring open discussion where several partners are involved. No extra time is required, (for travels,...) no decisions are postponed. Meetings are carried out in a fast, easy and no cost way.

### 2.4 Distribution list.

To facilitate the identification of every member of the Consortium, and to promote communication in between partners, an Internal Distribution List has been issued. For dissemination purposes, this list will be complemented with Stakeholders data, third parties and organization and individuals interested on the project. Personnel involved in the Project, their roles and entities, but also contact data is included in the next list.

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Table 1 Distribution list.

### 3 Conclusions.

The development of these communication tools: Dropbox, Skype, Intranet fit the objective of Establishment of the project collaboration framework within the partners and external stakeholders.

Once every partner is using these tools, the interchange of information can be done in a secure and easy way, increasing productivity.

Also Stakeholders, third parties and Organizations and Individuals with a relevant interest in the project, can be updated easily through the website, or by Newsletters, just by joining the open distribution list.