



TRANS-URBAN-EU-CHINA

Transition towards urban sustainability through socially integrative cities in the EU and in China

Deliverable

D6.3 Technical project communications tools

WP 6 Project Management

Task 6.3.1 Internal communication



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D6.3 Internal Communication and Communication Tools

This document provides an overview of the technical project management tools that were set up for the TRANS-URBAN-EU-CHINA project in order to ensure efficient project execution and communication. The focus of this document is the description of the tools to share and store documents and to communicate amongst consortium members. The external communication tools will be described in D5.1 Dissemination and exploitation strategy by EUR, D6.2 Project logo, templates and communication material and D6.4 Website and project presence in social media by IOER.

The TRANS-URBAN-EU-CHINA project has set up a number of tools that will be used throughout the project to coordinate and manage the projects activities. These tools are meant for internal use only and all partners have been granted access.

1 Email, Mailing Lists and Doodle

Internal day-to-day communication will be mainly based on e-mail. For email communication Mailman as Mailing List is used. As a widely used Open Source Tool it allows the sending and receiving of mails to and from a list of people.

The Mailman is provided by TU Dresden. Initially three different lists have been set up:

- a project-internal mailing list for general project organisation, management and general technical discussions trans-urban@groups.tu-dresden.de,
- a mailing list for the members of the steering board (for more information see Deliverable 6.1) sb-trans-urban-bounces@groups.tu-dresden.de and
- a mailing list for work package leaders and co-leaders to guarantee a smooth communication between the partners of a work package wpl-trans-urban-bounces@groups.tu-dresden.de

Additional lists will be created upon request.

The list information pages are available at:

<https://mailman.zih.tu-dresden.de/groups/listinfo/trans-urban>

<https://mailman.zih.tu-dresden.de/groups/listinfo/sb-trans-urban>

<https://mailman.zih.tu-dresden.de/groups/listinfo/wpl-trans-urban>

All participating researchers and management personnel have been added to the respective project-internal lists.

Doodle is regularly used to poll for project logo, project meetings, workshop dates, and so on.

2 Information Exchange Platform

For internal and external information exchange the TRANS-URBAN-EU-CHINA website was set up and is available under the domain <http://transurbaneuchina.eu>. Detailed information on the website is provided in Deliverable D6.4 (i.e. Website and project presence in social media).

For the internal exchange and upload of documents, a member's area is available on the website. The member's area is protected by username and password, and can be used to upload and download the following:

- Contact List
- Agenda, Reports on Workshops
- Documents (pdf, doc, xlsx)
- Logos
- Graphics (png, gif, tiff)
- Reports on Deliverables/Milestones
- Project Management Plan

TRANS-URBAN-EU-CHINA
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Cities are places of social innovation and engines of economic growth

News

- [TRANS-URBAN-EU-CHINA and URBAN-EU-CHINA at the World Urban Forum 2018 in Kuala Lumpur, Malaysia](#)
- [German Federal Ministry of Education and Research \(BMBWF\): New ways of sustainable urban development - the EU and China want to learn from each other](#)

[See all news](#)

TRANS-URBAN-EU-CHINA Project was launched:

New pathways to sustainable urban development – the EU and China want to learn from one another

The TRANS-URBAN-EU-CHINA project, funded by the European Union, was launched at a two-day conference in Dresden at the end of January. Under the leadership of the Leibniz Institute of Ecological Urban and Regional Development (IOER), partners from Europe and China are investigating ways of making cities more sustainable. In this work, the project team is focussing on the role of social integration within processes of sustainable urbanisation.

In recent years, China has undergone a radical shift from a rural-based farming society to one that is highly urbanised. These processes are still continuing. More and more Chinese are living in rapidly growing – and in some cases entirely new – cities. How can we ensure that aspects of sustainable urban development do not fall by the wayside during this phase of rapid urbanisation? How can we manage China's increasing development, as well as that of European cities, so that the natural environment is protected from overexploitation while also taking account of social integration and interaction? The TRANSURBAN-EU-CHINA project will investigate these questions.

[Please read the whole press release.](#)

FURTHER INFORMATION
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Figure 1: TRANS-URBAN-EU-CHINA website www.transurbaneuchina.eu

TRANS-URBAN-EU-CHINA
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HOME NEWS PROJECT PARTNERS EVENTS ACTIVITIES LOGIN

Internal Section

2nd Project WebMeeting | March 15, 2018

- 1_Agenda_15032018.pdf
- 2_WP4_ISINNOVA_tasks_where_we_stand_v1.pdf
- 3_Internal_review_process_of_deliverables.pdf
- 4_AOB_Beijing_meeting_and_others.pdf

Kick-off Meeting | January 21 -23, 2018 | Dresden

Minutes

- Minutes of TRANS-URBAN-EU-CHINA Kick-off Meeting 22.01.2018.pdf
- WP1 Minutes and report 2018_01_23.pdf
- WP2_Minutes_outcomes_and_work_plan_2018_01_23.pdf
- WP3 Minutes of Workshop 2018_01_23 FINAL DRAFT.pdf
- WP4 Minutes and follow up 2018_01_23.pdf

Impressions

see photo gallery

Presentations

- 01 Welcome and Introduction TRANS-URBAN-EU-CHINA.pdf
- 02 Research Executive Agency and Management in Horizon 2020.pdf
- 03 EU-China R&I cooperation - the overall context.pdf
- 04 Considerations from China.pdf
- 05 Project overview-concept and work packages.pdf
- 06 Presentation of WP 1_1.pdf
- 06 Presentation of WP 1_2.pdf
- 07 Presentation of WP 2.pdf
- 08 Presentation of WP 3.pdf
- 09 Presentation of WP 4.pdf
- 10 Presentation of WP 5.pdf
- 11 Project Management_WP 6.pdf
- 12 Project Administration_WP 6.pdf

Login successful

Figure 2: TRANS-URBAN-EU-CHINA website, internal section

3 Wechat Messaging and Official Accounts

For internal communication and project presence in social media, a Wechat Program including messaging group and official accounts are used (Figure 3). This is especially crucial for communication with Chinese partners.

As a multi-purpose social media tool, the Wechat messaging group allows instant and close contacts among all project partners via mobile and computer. It provides text messaging, hold-to-talk voice messaging, broadcast (one-to-many) messaging, video conferencing, sharing of photographs and videos, and location sharing (<http://blog.wechat.com/>). It can also integrate other social networking services such as Facebook, LinkedIn, Twitter, Tencent QQ and so on. This offers an alternative internal communication tool.

In addition, a WeChat official account enables the TRANS-URBAN-EU-CHINA project to push its feeds to subscribers, interact with subscribers and provide them with services. There are three types of official accounts: a service account, a subscription account and an enterprise account (<https://walkthechat.com/wechat-official-account-simple-guide/>). This can facilitate project presence in social media.



Figure 3: WeChat Program of TRANS-URBAN-EU-CHINA

4 Adobe Connect Video Room

For remote meetings an Adobe Connect video room is used (Figure 4). As an Adobe product it allows video and telephone conferences and offers live sharing of documents and desktop sessions with a large number of participants. A recording function for conferences is available to allow absent users to watch. To participate in the web conference, users have to follow the following instructions:

Meeting-Room <https://webconf.vc.dfn.de/trans-urban/>

Please be aware of the following:

*Please check your system and connection at least **one hour before the meeting***

*Please use **Meeting Applications** for Adobe Connect 9:*

<https://helpx.adobe.com/adobe-connect/connect-downloads-updates.html>

You find further useful information here:

Adobe Connect Diagnostic Test:

https://webconf.vc.dfn.de/common/help/en/support/meeting_test.htm

Best practices | Using microphone and webcam in meeting:

<https://helpx.adobe.com/adobe-connect/kb/practices-using-microphone-webcam.html>

Client system requirements:

<https://helpx.adobe.com/adobe-connect/tech-specs.html>



Figure 4: Video meeting using Adobe Connect

5 Skype

SKYPE will mainly be used for the day-by-day communication with the partners. Especially on work package level with less participants and when no documents have to be share online, SKYPE is used as a the alternative to Adobe Connect Video room. SKYPE can be used with and without video function.