ISITEP
D82.6 – NEWS and NEWSLETTERS

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REVISION TABLE

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Terms and acronyms

Abbreviation	Definition
ISITEP	Inter System Interoperability for TETRA_TETRAPOL Networks
PMT	Project Management Team

Publishable extended abstract

The dissemination plan of the ISITEP project aims to guarantee proper diffusion of knowledge and project results, in order to obtain the maximum impact on the involved stakeholders and communities.

Suitable presentation of the project results is expected to increase the involvement of the partners and propel active cooperation among the parts. Hence, the use of newsletter brings an everyday life tool in the project context, to share information with an informal fashion.

The news and newsletter management aims to maximize the pervasiveness of dissemination activity within and outside the consortium, providing the partners and the other interested/relevant stakeholders with the latest results and news incident to the ISITEP project. Procedures and guidelines have to be followed while publishing the newsletter, in order to provide correct and reliable information.

This document includes a brief introduction describing the newsletter main concept, some guidelines for publication, and a template for article submission to be shared among the partners.

CONTENTS

1. INTRODUCTION

The news and newsletters are effective dissemination tools for spreading information to a target audience both during and after the project actions.

The ISITEP newsletter is sent on a periodic basis and increases the involvement of the recipients. It will be used to inform both end-users and stakeholders about the main project progress, as well as to publish the project outputs, such as results and recommendations.

Moreover, news and newsletters can provide support for similar projects as well as for actions achieved by partner companies, standardization bodies and stakeholders. It can become a platform for the exchange of ideas and good practices.

ISITEP newsletter will be published on-line through both the web site and the social media in collaboration with the Tasks 82.7 e 82.8. In addition a dedicated mailing activities to target groups will be activated.

Each newsletter issue will contain an update overview of the project status and relevant news, edited by the project coordinator, and some articles written by partners and WP coordinators on specific topics or WP activities. Hence, any partner can contribute to the production of contents by writing an article according to its role in the project.

2. GENERAL GUIDELINES

There are several aspects that the editor staff should consider during the planning and production of a newsletter in order to maximize its effectiveness.

Since the newsletter aims to spread information with an informal fashion, special attention should be given to the presentation: indeed, the first impression has cardinal importance, influencing immediately the reader attention. Hence, the newsletter should appear attractive, with relevant and uncomplicated contents, so that people will be encouraged to read further. However, dealing with technical topics, it is not recommended to oversimplify the subject. In this sense, it is necessary to find a trade-off between an appealing presentation and the completeness of the contents.

The newsletter layout should help the reader to follow the text and separate important concepts. Considering a columns layout, part of the columns should contain figures like graphs, photos, and diagrams. The newsletter title should be short and distinctive, while it is possible to add a longer subtitle which explains further the title. Similarly, the article titles should be short and eye-catching, and the introduction answering three main question: who, what and where.

The text should be written concisely, using mainly the active voice. Much effort should be put editing for clarity, conciseness, length, accuracy and technical terminology.
Consistency helps the legibility by unifying different elements (headlines, text, figures, etc.), allowing the reader to focus on the information. For this reason, the basic layout and style should remain the same on different issues, margins and typestyles should not change in different pages. Editorial text or messages from the project manager should have a regular position, generally after the lead items.
On the other hand, to highlight some elements is useful to achieve contrast by using different font sizes (for the headlines), colours and shapes (normal, bold, italic).

Usually, the newsletter includes some lead news, a number of shorter news items and a message from the project manager. This basic structure can be extended with additional elements, like features, columns, an editorial, news in-brief sections, cartoon, associated beneficiary progress reports, etc.
The lead article usually deals with the most recent news, presenting a summary of pertinent points, rather than a detailed report. A separated "in this issue" box can be useful to highlight the contents.

A distinguish feature of newsletters is the publishing on a regular basis. This requires planning and pro-active management. In this sense, developing a consistent newsletter structure assumes great importance, as well as preparing a timetable covering all editorial and publication tasks.
A newsletter must be sustainable so always the amount of content that can be consistently produced should be realistic, for this reason the number of pages can be limited. Indeed a single-page, two-sided newsletter published every three month is preferable to an eight-page newsletter appearing every six months. Indeed, the goal is to build and maintain awareness among the target groups.
Some contingency time should be added within the newsletter planning timetable to allow for unexpected delays.

The quality of the figures must be sufficient for the electronic publication, which requires a higher definition than the printed one.

Previous issues of the newsletter should be archived and links to these should be available on the ISITEP project website.
Obviously, the newsletter must contain the project title, logo and all the useful contact information.

3. PUBLISHING PROCEDURE

Every partners is strongly encouraged to provide material for publication in the newsletter. A partner desiring to publish in the newsletter submits an article to the newsletter PMT, specifying the authors, which part of the project is under examination, and including a brief summary (abstract) and some keywords. A simple template for the submission is provided in Sec. 4 of this deliverable.

Each submission has to be accurately checked before the publication by the PMT. In particular, the main aspects needing a careful address are correctness and confidentiality of the content. For this reason, PMT must evaluate the article and notify its decision to the authors and to the Editorial Board that has the duty to manage the newsletter. The exchange concept is depicted in Fig. 3-1.
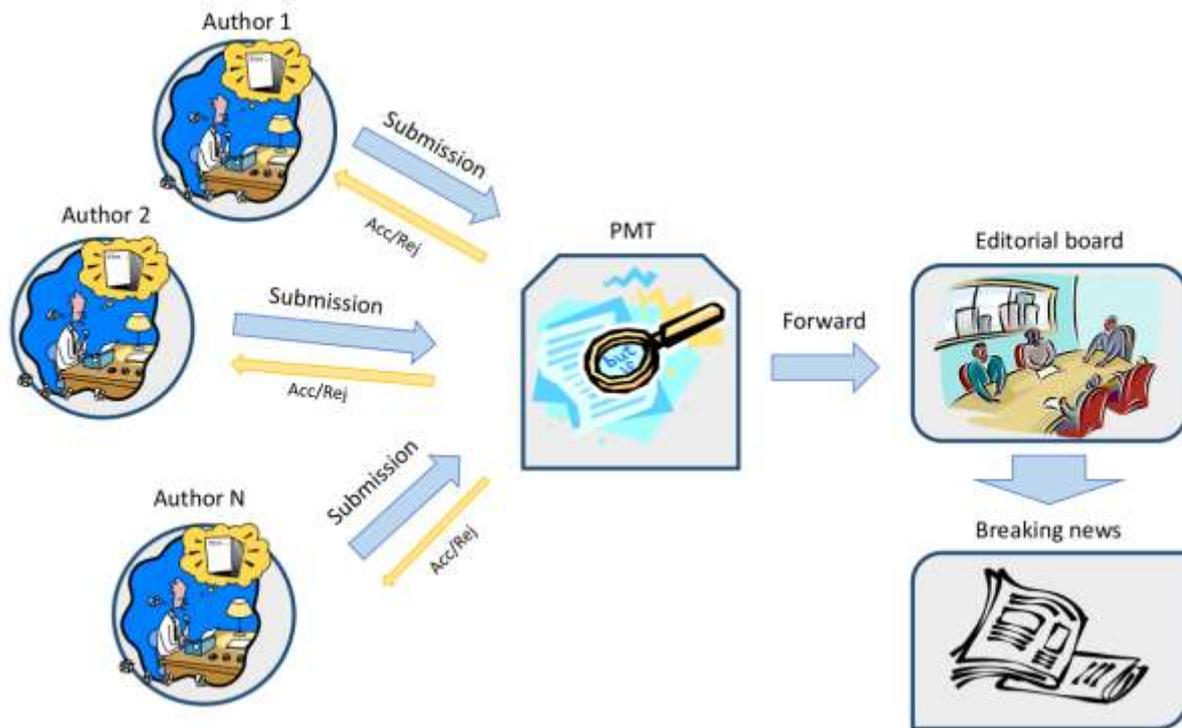
Fig. 3- 1: Publishing procedure concept

In particular, the main task of the PMT is to identify possible confidential contents which should not be divulged to third parties and give its authorization to the publication. In case of rejection, the article review is sent back to the submitter, which can follow the objections and suggestions to improve the article and try again the submission. In case of acceptance, the manuscript is sent to the Editorial Board, hence, edited and inserted in queue, waiting for the publication. The Editorial Board is in charge to spread the newsletter to the website manager and the social media manager. In addition the newsletter is sent via e-mail to all the project partners using the project mailing list.

The publishing procedure is summarized in Fig. 3-2.
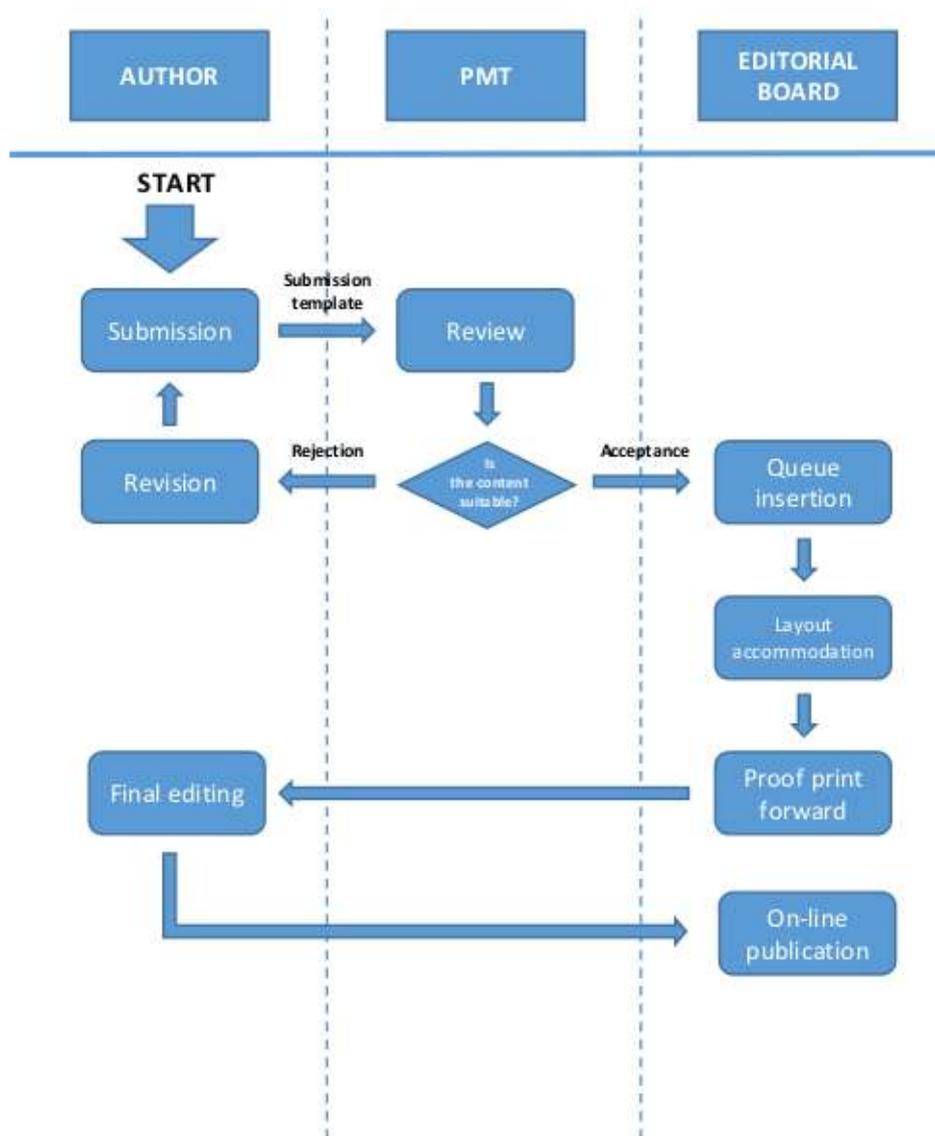
Fig. 3- 2: Publication flowchart

The actors involved in the management of the newsletters are:

The PMT, composed by the project SP leaders, and in particular the exponent of SP1 (SES), SP2 (BFP), SP3 (DNK/MSB), SP4 (CAS FI), SP5 (RM3), SP6 (NETTECHN), SP7 (MOT), SP8 (SES).

The Editorial Board, which will be performed by the Selex ES Communication Department.

4. SUBMISSION TEMPLATE (ATTACHMENT I)

ISITEP NEWS & NEWSLETTER SUBMISSION

ESSENTIAL DESCRIPTION

Title

Author 1, Author 2, …
Affiliation 1, Affiliation 2, …

Abstract: *(max 200 words)* …

ARTICLE INFORMATION

Keywords: *(listed in alphabetical order, separated by comma)* …

Interested project section: *(involved work packages with brief description)* …

ARTICLE MAIN BODY

(Insert article text and figures) …

RESERVED TO THE PMT

Authorization: *(authorized, denied)* …

Required changes: …

Notes: …

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5. NEWSLETTER TEMPLATE (ATTACHMENT II)

- communicate through voice/group calls and short messages
- operate on jointly agreed procedures

At present there are two main PPDR communication systems in Europe: TETRA and TETRAPOL, both of which are expected to remain operational until 2025.

However, PPDR Communication among Member States is limited due to the incompatibility of the radio systems (TETRA – TETRAPOL) and the commercial unavailability of suitable interconnection interfaces (TETRA-TETRA – TETRAPOL-TETRAPOL). In addition, the current legal regulations and the lack of common procedures have limited national forces when operating abroad.

Full interoperability between these systems would allow first responders to communicate through their own terminals in a visiting Country with both local and visiting counterparts. This capability can be achieved by interconnecting networks with gateways, which enable visiting terminals to migrate to foreign networks using the radio coverage of the visited countries and sharing talk groups.

The EU recognises that only a joint effort among all stakeholders will enable this interoperability to become a reality. To this end, ISITEP Consortium joins together End-users, PPDR communication operators, PPDR national network manufacturers, Research Organisations and SMEs to implement a truly coordinated European response to achieve interoperability on the field.

Impact

The impact of the ISITEP project will enable the European first responder stakeholders to:

- the development of the full compatible set of ISI prototypes which is expected to lower the production costs of these devices
- for the first time in the TETRA and TETRAPOL history, the formation of a business model for implementing the roaming between all the European countries;
- to make their national PPDR services efficiently cooperate together during the life cycle of their current systems (2016 – 2025).

The project will also provide the multi-disciplinary operational framework to allow first responders to develop new operational procedures within an international standardised roaming capability as well as providing a business sustainability tool to estimate the benefits and savings from having additional interoperable resources are available for PPDR events.

Above all, the success of the ISITEP project will enable the first responders of EU member states to work more efficiently and effectively together as a single force; helping to save lives and reduce the impact of man-made or environmental security threats.

Contact Information

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6. CONCLUSION

This document presented the main guidelines for newsletter editing according to the dissemination plan of the ISITEP project. The newsletter will be published on a regular base, delivering the main progress of the project, with relevant news and results.

Since all the partners are supposed to provide contents for the newsletter, this document contains a submission template and a procedure for publishing. In particular, to avoid the spreading of confidential information, the project managmen should be responsible for the authorization.

The newsletter is expected to provide suitable presentation for the project results, increasing the involvement of the partners.