



TROMPA

TROMPA: Towards Richer Online Music Public-domain Archives

Deliverable 8.5

TROMPA Communication Channels

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Executive Summary

This document describes the principles behind the channels of communication within TROMPA, as well as those with the participant communities and with the general public. The communication channels described here are exemplary rather than prescriptive, and should not prevent opportunities for dissemination and public impact which may arise in an unanticipated way during the course of the project. However, the guidelines herein should be followed wherever possible and time permits. This document is to be read in conjunction with the Project Handbook (Deliverable 8.1) and makes frequent reference to the TROMPA Description of Action (DoA). The proposed communications channels can be summarized into three main categories:

- ❖ **Communication channels with the EC.**
 - Communication with the EC will be mainly achieved by the participant portal and by e-mail
- ❖ **Communication channels among the consortium:** Communication among the consortium will be achieved by
 - Internal mailing lists
 - Trompa calendar including all events (meetings etc)
 - Shared folders
- ❖ **Communication channels with target audiences:** To reach user communities Trompa will use:
 - Trompa website
 - Twitter account
 - Flyers and other printed dissemination material.

Version Log

#	Date	Description
v0.1	19/07/2018	Initial version submitted for internal review
v0.2	27/07/2018	Revised version after internal review
v1.0	29/07/2018	Final version submitted to EU

Table of Contents

Table of Contents	4
1. Introduction	5
2. Language	5
3. Communication to the Commission	5
4. E-mail and mailing lists	5
5. Consortium calendar	6
6. Shared folders	6
7. Project website	6
8. Twitter account	7
9. Flyers and other dissemination material.	7
10. Conclusion	7

1. Introduction

This Deliverable describes the channels of communication within the project, with the European Commission, with the user communities related to the pilots and the general public. The communication channels described here are exemplary rather than prescriptive. However, these guidelines should be followed wherever possible and time permits.

The goal is to ensure efficient communication within and beyond the project in order to maximise impact where appropriate, to promote smooth running of the various work-packages and prevent misunderstandings between them, and to take advantage of unforeseen opportunities for promotion and exploitation that may arise in the course of the project.

The communication channels of the TROMPA Project are threefold:

- ❖ **Communication with EC:** Communication with EC is achieved through email mainly by the Principal Investigator and through the participant portal managed by the Project Coordination Team (see Deliverable D8.1 - Project Handbook)
- ❖ **Communication with partners:** Communication among TROMPA partners is achieved through e-mail and mailing lists (see Section 4).
- ❖ **Communication with users and audiences:** For the communication with the general public the consortium will use the Trompa twitter account (Section 7), the Trompa website (see Deliverable 7.1 - Project Website and Blog), e-mail and dissemination materials such as flyers.

This Deliverable forms part of WP8 - Project Management.

2. Language

The working language of the project is English. All communications should be in English except where the material is for purely local distribution.

Where partners would like to include documents in other languages, this should be encouraged. However, in this case partners will be responsible for the accurate translation of the material and the relevant reference document will remain the English version.

3. Communication to the Commission

All communications with the European Commission should be carried out through the Project Coordinator through the Coordination Team within the Music Technology Group at Universitat Pompeu Fabra. When a partner wants to contact the European Commission, whether confidential or not, this communication should be made through the Project Coordinator.

4. E-mail and mailing lists

During the lifetime of the project several email lists may exist to distribute project related information and messages. They should enable smooth communication between all members or

subgroups of the project and also dissemination outside the consortium. All emails sent over the list will be stored in an email archive and will be available there for documentation purposes.

Email lists, however, should normally not be used to distribute documents as attachments. This will keep the mailboxes of each partner and the data traffic in general as small as possible. If you have to distribute documents, please store the document in the TROMPA shared folder and send a mail to the list attaching only the link to the document in the document store. The TROMPA mailing lists are as follows:

- ❖ **TROMPA@llista.upf.edu**: main mailing list and communication channel for the members of the consortium. This list is private, managed by the Coordination Team and all members of the teams of the different partners of the consortium should be in it.
- ❖ **TROMPA-sc@llista.upf.edu**: this mailing list only includes the members of the Project Steering Committee. It is also private and managed by the Coordination Team.
- ❖ **TROMPA-coor@llista.upf.edu**: this mailing list only includes the members of the Coordination Team and can be used to communicate with all the members of the Coordination Team.

5. Consortium calendar

A shared calendar will be used by the TROMPA consortium to keep track of all the dates of deliverable internal reviews (see D8.2 Internal Quality Review Planning), submissions, milestones and project meetings. Even if these dates are also represented in the different DoA documents of the project, the shared calendar can be useful as a general reference for deadlines. The management of the calendar is done by the Project Coordinator. Subscription to the shared calendar can be done via the following url:

https://calendar.google.com/calendar/ical/upf.edu_3mp5mnlst7o8cejo04nrn66744%40group.calendar.google.com/private-29d2489e7210a71887d4b3d6378a31f5/basic.ics

6. Shared folders

A [TROMPA repository](#) in Google Drive has been set up to share documents and related information with all the partners of the consortium. Details about the shared folders can be found in Deliverable D8.1 - Project Handbook.

7. Project website

The TROMPA website is a central part of the project's dissemination activities, being the main communication channel for dissemination to the world. The website is designed to be the entry point for information about TROMPA, and will host all public documents and related materials produced within the project. It can be accessed at the following url:

<https://trompamusic.eu>

All partners are expected to contribute content to the public website, either in the form of documents to host, news entries or other types of content that might have not been considered yet.

The technical and organisational responsibility belongs to VD. See deliverable “D7.1 Project Website and blog” for more information about the website and how to contribute content.

8. Twitter account

The TROMPA project has a twitter account (@TrompaMusic) which can be used for general dissemination and for building a network and be updated about other related initiatives. This twitter account is managed by the Coordination Team, but other partners of the consortium are most welcome to participate and use it too.

9. Flyers and other dissemination material.

Various dissemination material such as flyers that will be distributed in music related social events (concerts etc) will be used as a means of communication with the general public.

10. Conclusion

This document summarizes the main communication channels within the TROMPA project. Some of them are intended for internal communication (e.g. mailing lists) and some others for an interaction with the community of users involved in the different use cases. These communication channels will be exploited and potentially enhanced during the project.