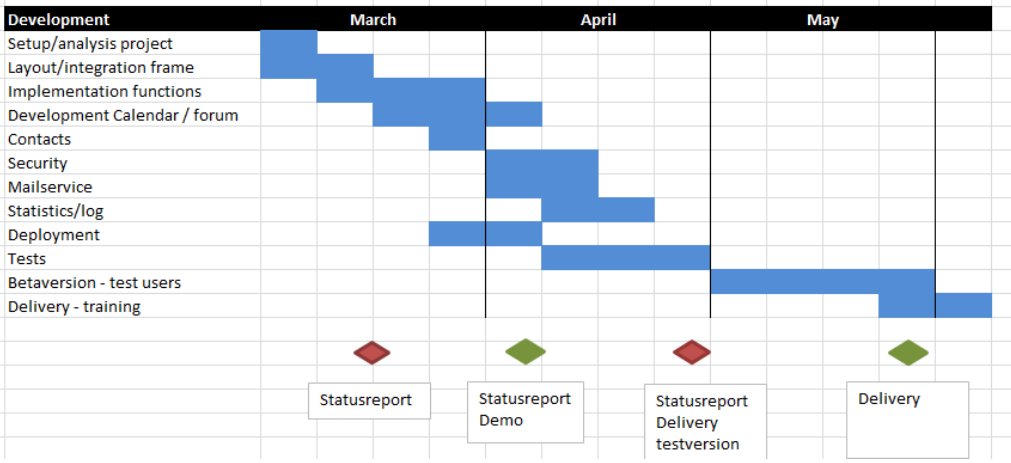
BS-CBE FEB reporting – CBE – IT meeting

Title	**BS Report CBE 4 Needs for data information sharing (public webpage)**
Date	17 February 2014
Location	Bucharest (Romania)
Attendees	• Otilia Mihail (Romania) • Dimitru Dorogan (Romania) • Cristian Cudalbu (Romania) • Krasimir Todorov (Bulgaria) • Marius Nedelcu (Romania) • Valentin Carnei (IT, ARCADIS-Romania) • Jan Tanghe (IT, ARCADIS-Belgium)
Reporter name	Jan Tanghe
Subject	Needs for data information sharing in the project: technical aspects of the development of a public webpage for the project
Objective	Link to the contract: Task 1.4 + Task 2
	Link to the MSFD implementation stage: data sharing & consultation
Minutes	**Introduction on purposes of the webpage:** The EIONET 'Black Sea Marine Region Documents" webpage has been set up as an internal platform for sharing of internal documents and information on the project (http://projects.eionet.europa.eu/black-sea-marine-region-documents/) This webpage is protected, only registered users can view and download documents. In addition, there is need to develop a public website to be consulted by the wide public. In Romania and Bulgaria these local pages already exist. The public part is already existing (from a previous project) as an extension of the website, managed by Marius Nedelcu . These pages have to be reopen again. The content has to be adapted. This has to be done by INCDM. The whole project ends at January 2015. From summertime, reports will be delivered and have to be posted on the private website. Means there is a pressure to finish as soon as possible the application. The construction of the website will take about 2 months + 1 extra month of test. The tool can be delivered at the end of May. **General specifications** • Application will run on Windows-platform (Windows server 2008, SQL-server, IIS). Because the agencies of Romania and Bulgaria can only deliver a server on Linux-platform, ARCADIS will maintain the hosting in the begin of the project. In the meantime the installation of a suitable server by BSBA and INCDM GR has to be investigated. Antipa. The application including the data can be migrated to the final target server later. In that case, the DNS has to be changed by the local hosting party. The whole migration operation would take 1 day, if all is well prepared in advance.

	• The tool (user interface) has to be available in 3 languages : Romanian, Bulgarian and English. • Look and feel : no strict specifications. Look and feel of ARCADIS can be followed. • URL to reach the application : - URL Romania : msfd.rmri.ro - URL Bulgaria : msfd.bsbd.org - There will be a link to these sites from the public website. The links have to be made by the websitemaster of the public site. • Secure access : the site will be provided of a ssl certificate and will be opened by https. **Functional specifications** **(This has to be investigated if necessary in case of overlap with the EEA EIONET page)** • To be investigated: Security and user management: Each user having access to contribute to the site needs to be authorized. • To be investigated: By opening the start page, a user has to enter a username (→ email address) and a password. Policy of passwords : at least 8 characters, 1 capital and one figure. The administrators of the application are authorized to insert new users and authenticate them with the necessary rights. They can also exclude users to the site. A user can change his password by himself afterwards. Passwords don't have to be renewed after a certain time. Every object on the site can be restricted or can be authorized for groups of users. • To be investigated: User data : Each user will be identified by next data : Name, address, phone number, email address, company info. • To be investigated: File management : files (reports) can be uploaded and downloaded. By uploading files, a description and some keywords can be added, in order to make the search and distinctness of data and files more obvious. Especially reports will be posted. • Calendar : an event calendar to appoint the events. • Forum : to have a discussion forum about topics. • News : news items can be inserted on a news page (news part). In that news part, the 5 most recent news items are shown, in descending order. The first 3 lines (intro) of the news is visible. By pressing <press here for more>, the whole new article becomes visible. Other (older) news items are stored in an archive. • Contact : a 'contact' is a part where a user can post a question. The query will be forwarded to a dedicated instance or person, who is suitable to provide the answer.

	• Links : possibility to make links to associated websites or documents. • Log : every action on the site will be logged. Means that every action (login, upload, download, open,…) will be recorded (who did what when). Data of the log is only accessible for administrators. • Statistics : some statistical information can give the administrators a behavior of the site. How many user are visiting the site, which parts of the site are used, number of uploads, downloads. • Search : By entering keywords in a search field, a user can find documents (by the hand of the description and keywords) or information from the site. A result page shows the result. • Mail service : a mail service will be implemented, to inform the users about the new posted items on the site by mail. Every user will receive a mail once a day (or shorter, longer?) to inform about the novelties on the site (new documents, news, events).
Planning	

Actions			
	Hostingserver Windows 2008 - SQLserver	Krasimir - Marius	
Follow-up events/activities related to CBE			
Annex	PRES: Presentations given at the CBE: public webpage (Arcadis)		