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**Editors:** J. Cousseau

**Contributors:** M. Miguez

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## 1. Introduction

To ensure the sustainability and visibility of the results of the NEON project once it is completed, a strategy for the maintenance of the web platform was prepared. The strategy includes the preparation of the cooperation agreement between the project partners for the maintenance of not only the web platform of the NoC (consortium), but also the project website and the intranet site (in the UNI-KLU Confluence system) where all relevant project documents are uploaded.

The agreement defines the terms and regulates the relationships between the project partners, establishing their rights and obligations, and establishes the operating rules of the tasks to be carried out in order to guarantee the functioning of the project website and the web platform of the NoC for the period of two years from the date of completion of the project. In addition, the partners will define the contact persons who will be the administrators of the web platform of their institution/company and will ensure good communication between the project partners and UNI-KLU as coordinator, as well as between the partners.

Finally, the hosting of the web platform was outsourced in a way that allows the use of the web platform for a period of two years after the completion of the NEON project.

## 2. Objectives of the Deliverable

This deliverable is a report which provides an overview of the agreement of cooperation on the project website, the intranet site (Intranet), and the web platform of the NoC maintenance for the project "Network of Competence on Internet of Things - NEON" (details of the agreement are included in the following section), as well as other related activities which are part of strategy preparation for the maintenance of the web platform of the NoC and website dedicated to the project dissemination after the end of the project.

## 3. Agreement of cooperation on the NoC website, the intranet site (Confluence), and the web platform maintenance

The Agreement consists of eight parts:

- Preamble;
- Object of cooperation;
- Coordination of the cooperation;
- Maintenance services (responsibilities) & technical support for the web platform;
- Maintenance services (responsibilities) & technical support for the project web site and intranet (Confluence);
- Information and protection of website content;
- Duration and termination of the agreement;
- Final conditions.

Furthermore, there is an annex with the list of the contact persons (administrator) for each project partner.

### 3.1 Preamble

The preamble provides key information about the project such as the duration of the project, the coordinating institution and the main objectives.

### 3.2 Object of cooperation

The Agreement defines that the object of cooperation is the maintenance of the website project, the intranet site (Intranet) and the web platform of the NoC for the project " Network of Competence on Internet of Things - NEON". It can be seen that in addition to the web platform of the NoC, the Agreement includes a project website and an internal intranet page (Confluence) because they contain valuable information and documents to be kept after the project is completed.

### 3.3 Coordination of cooperation

Regarding the effective implementation of the Agreement, each party to the Agreement will appoint a contact person - administrator responsible for operational coordination, realization and implementation of the Agreement. Furthermore, each partner shall notify the coordinator in case of changing the contact person responsible for the operational implementation of the Agreement no later than 10 days from the date of the change.

### 3.4 Maintenance services (responsibilities) and technical support for the NoC web platform

#### a) Maintenance of the web platform (<https://neon-iot.org/>)

UNS will be responsible for the maintenance of the web platform i.e. the following tasks:

- software updates of the web platform
- small contextual changes of the web platform
- technical support – in the case of malfunction of a component (or its part) implemented in the final release of the web platform

#### b) Hosting of the web platform

UNS will be responsible for the following tasks:

- troubleshooting if the web platform goes down,
- periodic backup of the web platform and all the data contained within,
- maintaining the required data capacity for the web platform

#### c) Response

- UNS should respond promptly for all the maintenance and troubleshooting enquires.

#### d) Data Responsibility

- Each partner is responsible for the materials they upload, as well as the information provided by their external industrial partners.
- Each partner is responsible for all the external materials that are not directly uploaded to the web platform, but rather provided as links by that specific partner (regardless of the origin of the link).
- Each partner is responsible for updating the materials they uploaded as well as the information provided by their external industrial partners.
- The administrators appointed by each of the partners will be responsible for ensuring all the above.

e) Data availability

- The materials uploaded to the web platform will be accessible for a period of 2 years.
- Uploading and updating the materials will be possible for a period of 2 years.
- Each partner is responsible for providing the access to uploading and updating the materials to their industrial partners and teachers for 2 years.
- After the expiration of this Agreement, assuming that the Agreement will not be renewed, the data and/or materials provided by each partner will be returned if requested

f) Responsibility for the credentials

- Each partner shall provide an administrator who serve as a liaison between the partner and the web platform as well as between their external industrial partners and the web platform.
- Partners are responsible for their industrial partners' credentials via the administrator they provide.
- UNS is responsible for the credentials of the administrators provided by each of the academic partners.
- Partners shall not distribute data nor credentials to third parties.

### 3.5 Maintenance services (responsibilities) and technical support for the project website and Intranet (Confluence)

a) Maintenance of the project web site and internal project-management platform (Intranet-Confluence)

The appointed contact person of UNI-KLU will be responsible for the maintenance of the web site (<https://www.project-neon.eu/>) and the internal project-management platform Intranet (Confluence), (<https://intranet.aau.at/display/projneon/>) i.e. the following tasks:

- software updates of the website
- web site domain payment
- contextual changes of the website
- technical support

b) Response

- UNI-KLU should respond promptly to all maintenance and troubleshooting enquires.

c) Data Responsibility

- UNI-KLU is responsible for uploading material to the website. Should updates be needed after the project termination, the Partner(s) will inform UNI-KLU of such needed updates and will provide the material.
- Each partner is responsible for the materials uploaded to Intranet, as well as for material they upload for their industrial partners.
- Partners understand the importance of all documentation uploaded and rendered available on Intranet during the project development, as well as its confidentiality, value and necessity for maintenance. Such documentation proves the activities carried out and the results achieved. The European Commission may require access to it for auditing purposes even beyond the project lifespan. In such case, the UNI-KLU must be informed in order to clarify motivation and give access authorization.
- Each partner is responsible for the upload and modification of material for their teachers, project workers or industrial contacts without Intranet accounts.

- Each partner is responsible for all external materials that are not directly uploaded to Intranet and the website, but rather provided as links by that specific partner (regardless of the origin of the link).
- The administrators appointed by each of the partners will be responsible for ensuring all the above.

d) Data availability

- All materials uploaded to the website and Intranet will be accessible for a minimum of 2 years starting from the date of payment or longer if needed for auditing purposes or similar.
- UNI-KLU can revoke editing rights from partners' Intranet accounts upon completion of the project in order to avoid accidental deletion/modification of project documentation uploaded to the Intranet space.
- Standard reading rights for partners' accounts will be maintained for a minimum of 2 years upon completion of the project.
- After the expiration of this Agreement, the data uploaded to the website and Intranet can be deleted no earlier than 2 years after payment, assuming that the Agreement will not be renewed. If the material available on the Intranet needs to be maintained for a longer period, e.g. for auditing or any other purposes mentioned in the Grant Agreement, the UNI-KLU will do so.

e) Responsibility for the credentials

- Each partner shall provide an administrator who will serve as a liaison between the partner and UNI-KLU's administrator
- Partners shall not distribute data nor Intranet credentials to third parties.
- Only UNI-KLU has access to the web site credentials.

f) Fees; Limitations on Refunds and Cancellation Fees

- UNI-KLU will cover the costs for the website domain and other costs incurred and related to Intranet and website maintenance for a period of 2 years. Should costs unreasonably increase, the UNI-KLU will inform the Partners in order to find a reasonable and beneficial solution for all parties involved.

### 3.6 Information and protection of website content

By signing the Agreement, the partners agree that they will not provide third parties with information about the system (code, method of implementation of functionality, etc.), nor with the data to which they will have access.

Parties to the Agreement accept the responsibility to inform each other on all topics regarding the maintenance of the project web page that are important for cooperation.

Parties to the agreement may organize a joint virtual meeting on a yearly basis in order to analyse the effectiveness of cooperation under this Agreement and to examine the possibility of its improvement.

Materials developed and posted on the website may only be used within the scope of the project as examples of good practice. Copyrights shall be strictly safeguarded, and permission for reproduction and scale of production shall be determined beforehand.



All materials produced under the scope of the project must be made available for the public, in digital form, freely accessible online under open licenses.

### 3.7 Duration and termination of the agreement

The Agreement is concluded for an initial duration of 2 years and shall take effect on 14 January 2024, the project completion date.

At the end of the two-year period, the agreement may be extended by mutual initiative and consent of all parties to the Agreement in written form.

Any specific situations or issues shall be the subject of mutual consent and approval of all parties to the Agreement. The detailed terms of such an activity shall be discussed and agreed upon in writing and signed by the legal representatives of the cooperating parties.

### 3.8 Final conditions

This Agreement can be modified only in written form, pursuant to the will of all parties to the Agreement. All amendments to this Agreement must be accepted by all parties to the Agreement and signed by their authorized representatives.

This Agreement has been made in identical copies, two (2) for each party to the Agreement.

## 4. Conclusions

The NEON project has developed a strategy that ensures the dissemination of project results after the completion of project activities. This strategy includes an agreement on the maintenance of the NoC web platform, the project website and the internal intranet, a contact person appointed by each project partner and subcontracting the hosting of the web platform for a period of two years after the project is completed.