

WP2 Developing and operating a website

Description of the needs to be taken into account when developing the website.

List of needs of RCGs and end-users

The main objectives of the website are: 1) to reach a wider audience for the RCG outcomes; 2) to improve communication between the RCGs, end-users and the general public, and 3) to improve communication between RCG participants and between the different RCGs.

In order to fulfil these expectations, a reflection was made at the beginning of the project to identify the needs of RCGs and end-users in relation to the web. The results are summarized below:

- **A common homepage containing a general description of RCGs.** The homepage shall be addressed to the general public, which is often not aware about the work done by the RCGs and their role of RCGs as the main hub for regional coordination in the frame of the fisheries Data Collection Framework (DCF). It needs to include information about what is the role of the RCG, how are they organized, and which are existing RCGs. It also has to inform about the role of the European Commission in the DCF and its relationship with RCGs
- **A microsite for each RCG,** including specific information for each RCG. It was decided that the structure of these microsities will be the same for all RCGs, but the content will describe the particularities of each RCG.
- Information needed to describe the RCGs:
 - o **Map:** to show RCGs geographical scope. The map shall show the marine areas covered and also the countries participating in the RCG. In the case of RCG defined by the type of fisheries (Large Pelagic, Economic issues) only participant countries will be shown in the map.
 - o **Intersessional subgroups (ISSG):** the list of all intersessional subgroups and a short description of their role. ISSG are the RCG bodies doing the most part of the technical work. They work during the year and present their results at the annual meetings. Each RCG has their own structure of Intersessional subgroups, although some of them are panregional and touch different RCGs.
 - o **Terms of Reference:** showing the purpose of RCGs.
 - o **Rules of procedure:** showing the [rules](#) and procedures for the management and functioning of the RCGs. At the moment the RoP are stored in the private sharepoint of each RCGs, they are not accessible to non-participants and the control of versions is not well organized.
 - o **Participants:** useful to know who is part of each RCG, including RCG participant countries, European Comision, invited end users (ICES..) and invited third countries. Only the names and contact information of the chairs will be displayed in the public site. Information about the rest of participants will only be included in a private site.
 - o **Chairs:** name and email of RCGs chairs. It was proposed to have also a short bio of the past and current chairs
- Information needed to present the main results and products of the RCGs:
 - o **Reports.** RCG reports are all stored in the stecf website (<https://stecf.jrc.ec.europa.eu/reports>). But this web is not very and there is a need to have

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- the latest reports more accessible for the public. Thus, this will not be a repository of all historic reports, only the latest ones will be included.
- **Achievements:** this section will serve to show the main achievements of the RCGs. It shall be a place where the general public find concrete examples on what are RCGs working on, such as the regional sampling plans, the agreement on protocols, collaboration with end users as ICES EG, etc.
 - **Tools:** There was a proposal to have tools which can be used to explore regional fisheries data. However, any publication of data needs to comply with rules concerning the protection of personal data and therefore the content of this section needs to be carefully evaluated.
- Information needed relevant to improve general communication with end-users and the general public:
- **Communication materials:** templates for power points and word documents to be used by RCGs in their communications. At present each RCGs is elaborating their own templates and storing them in their private sharepoints, but there is no consistency between them. This is very related with the need to create a visual identity to create an emotional impression in the target public and to relate all documents published with the RCGs through consistent visuals.
 - **Contact information:** it needs to be very accessible. This includes:
 - General contact information about the RCGs and the web in general: the contact of the secretariat
 - Specific contact information for each RCG: name and email of RCGs chairs
 - Contact information of the National correspondents of the Countries participant in each RCG
 - **News section:** to publish all the news related to RCGs. The blog shall be connected with a periodic newsletter which allow people interested to follow RCGs' work and stay tuned with the latest developments in regional coordination for Fisheries Data Collection. An idea to communicate RCG related information in an accessible way is to publish interviews to RCG chairs and participants.
 - **Calendar** with all RCG related meetings
 - **DCF related projects:** since the creation of RCM and RCG there has been a number of projects to develop the regional coordination in fisheries data collection. It is useful to have all the information of these projects gathered in one single place
 - **useful links:** such as the COM website, JRC, main end users, etc.
- Utilities needed to improve communication between RCG participants, and between the different RCGs:
- **Private repository:** at the moment RCGs are using different services for their private areas. It would be useful to unify the different private areas under the same service, accessible from the web and managed by the Secretariat. This private area will be:
 - A repository to share documents related with the meetings: agenda, background documents, working documents, presentation, report, etc. It will be also the place to list of RCG participants and their individual contact information
 - A repository to share documents related with the work of intersessional groups: working documents, minutes, reports, etc
 - **Community forum:** A discussion board which allows interaction between the members of the RCG. In this kind of platform participants can post questions and receive answers from other participants. This may be interesting for RCG participants but also for the different RCG chairs.

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- Main technical characteristics for the web:
 - o **Security:** The website should have the latest and sound security protocols that help in providing safety and security to the site.
 - o **Appealing design:** The website should maintain an attractive layout, clean and simple.
 - o **Easy maintenance:** It is important to ensure that the web platform can be easily maintained even by people without a programming background. This include the publication of content and the design of the web
 - o **Web Compatibility:** The website should be compatible enough to render on various resolutions, screen sizes, and browsers. As there is the increasing popularity of mobile devices so the sites should be able to function correctly on the plethora of these types of devices.
 - o **Optimized search:** to improve its positioning and visibility in search engines.

- **Feedback:** This identification of the needs is a first step in the process of designing and developing the web. Once a first draft of the website is produced, it is important to collect the feedback of the different potential users and improve it with their comments and suggestions.