EMILYO Website Redesign Specifications

Version 0.1

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Document Purpose

The goal of the specific document is to record the specifications for the redesign of the EMILYO website (http://www.emilyo.eu). The EMILYO website serves a twofold purpose. Its main objective is to provide information to the general public regarding the European Initiative for the Exchange of Young Officers (EMILYO), the participating institutions, the events organized, etc. A secondary but equally important functionality of the EMILYO website is to serve as an internal repository for the participating organizations with resources and documents relevant to the initiative such as previous meetings minutes and presentations, past event announcements, initiative templates, reporting forms, etc.

Document Structure

The document is organized as follows: The first part describes the different user roles that should exist in the website and the main tasks they will be able to complete. The second part presents the proposed structure of the website with a short description of the content of each page. The third part describes the required mechanisms and components of the new website. The last part summarizes the technical requirements and compatibility standards of the new website.

User Roles

The website will initially support the following five roles:

Administrator role

The administrator will have access to the whole content of the website, including the auditing mechanisms, the user management, etc. The Administrator will also be responsible to manage the website infrastructure, monitor the performance of the website, evaluate the structure of the website, manage and monitor user registrations, etc.

Content Editor role

The specific role will be able to add, edit and delete content (articles) either submitted by other Editors or content created by users of the same level. The Content Editors will have the right to approve the content submitted by the Editors providing the appropriate explanation/comment when the content is rejected. Content Editors can also change the structure or the template of a page publishing the changes immediately at the website. The Content Editor role is given by the Administrator to any registered user.

Editor role

The editor role will have the right to submit content for publishing which will be approved by any Content Manager. If the content needs to be changed the same process of the approval by the Content Editor will be repeated. The Editor role is given by the Administrator to any registered user.

Registered User role

The registered user role will have access to all the documents that are available in the internal space of the website and users with the specific role will be able to submit documents and events pending Content Editor approval to appear in the corresponding areas. The registered user can also receive newsletters by the website. The registration process will be facilitated by the European Commission's main authentication service (ECAS) as described in the corresponding section below.

Visitor role

Visitors of the website will be able to browse and read the content in the website apart from the internal area where classified documents may exist. Visitors may also submit their emails to receive the website newsletter or register through the corresponding registration mechanism.

Website Proposed Structure

The structure of the new website for consistency purposes will maintain the basic structure and organization of the existing website with minor changes. More specifically, the structure of the new proposed website will be as follows:
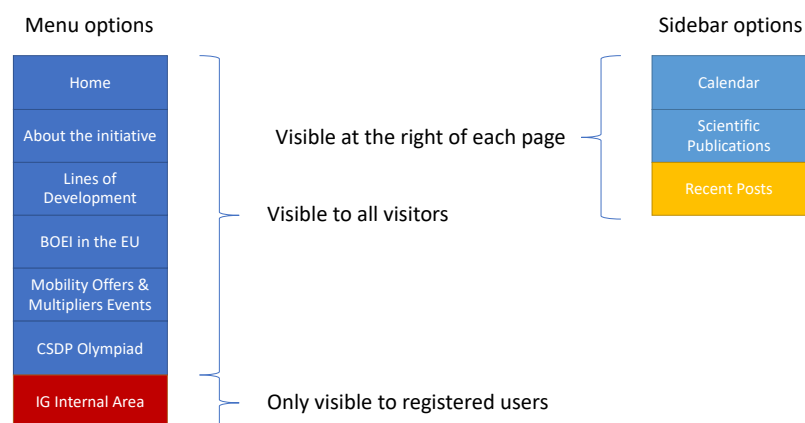

Figure 1: Proposed Website Structure

Home page

The landing page of the EMILYO website will include in the header the logo of EMILYO and the logo of the European Security and Defence College (ESDC). It will also comprise the menu with all the available options as described in Fig. 1 on the top of the page similar to ESDC website (https://esdc.europa.eu). On a separated bar there will be links to register to the EMILYO platform using the European Commission's main authentication service (ECAS) (https://ecas.ec.europa.eu/cas/login) and to login in order to have access to special content as it will be described later.

In the content area of the main page, there will be a rolling banner with up to five featured articles with one photo and one line text that will link to the corresponding full-text article. Below the banner, three tabs will exist with the first one to present the latest news and the second one the latest events where the 5 latest items of each category will be displayed. The third tab will present the forthcoming events in a similar format.

A side bar at the right part of each page will host links for the Calendar, the Scientific Publication page and a list of the three most recent posts.

At the bottom of the page, there will be three columns, one with useful links related to EMILYO and the second one with the contact details for the EMILYO initiative and with links to the social media of the initiative. The third column will provide alternative access to the navigation menu of the website.

About the Initiative page

The specific page will be in the form of an article and it will be possible to present apart from the content, photos inserted in the text, links to other parts of the website, a photo gallery, and files. The page will be organized in different sections which will present the following content:

About the Initiative -> *History* section

The specific part of the page will be below the main content of the page and it will present graphically a horizontal or vertical timeline including dates and text with links to the corresponding articles of the main facts and milestones in the history of the initiative. If the timeline is long and does not fit in the page, the user should click the content and open it in another page.

About the Initiative -> *Exchange Experience (Testimonials)* section

The specific part of the page will contain a list of posts organized in two columns. Each article will appear with a photo and a title and there will be link either to a PDF file or to an article page with text and photos. Below the title, as metadata there will be the date of the event, the country acronym or country name and the institution acronym that hosted the specific event. At the top of the page, filtering will be available to filter the list based on the year, the country and the institution.

About the Initiative -> *IG Honorary Members* section

This part of the page will present a short bio and a photograph of the honorary member of the Implementation group. There will be a link to the name of the person to a more detailed achievements page with relevant information and files. If the number of the IG Honorary Members does not fit in the page a scrolling mechanism will appear for facilitating browsing through the members profile similar to the screen that appears in Fig. 2.
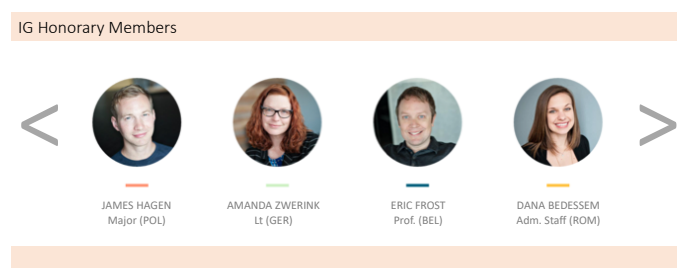

Fig 2. IG Honorary Members page mockup (image adapted from inspirationui.com)

About the Initiative -> *Get Familiar with Officer's Education* section

The specific part of the page will host links to interactive quizzes that will help the visitors to familiarize themselves with various activities of EU and Emilyo related to Officers' Education. The quizzes will

include multiple choice questions using text or photos. At the completion of the quiz a report on the performance of the visitor will be displayed summarizing the responses and providing more feedback on the wrongly answered responses.

The look of the specific part can contain a list with the available quizzes advertised by a direct message similar to the Fig. 3.:

Get Familiar with Officer's Education – Take the quizzes for more …

Do you know what it takes to become *an Air Force Pilot*?	How familiar are you with the *Emilyo initiative*?
Are you familiar with the *EEAS missions*?	Are you ready to serve as an officer in EU?

Fig. 3. Proposed screenshot of the quizzes' section of the page

Lines of Development page

The Lines of Development page will be separated in 14 sections with the provision to add more sections in the future. The first section of the page, titled "EMILYO Lines of Development", will be devoted to present a generic description of the Lines of Development followed by the list of all the lines. Each item of the list will be a link to the corresponding section of the page with the description and outcomes of the specific Line of Development.

The sections following the first will have a title such as "LoD 1 - System of Equivalences", a short description which may include the chairperson of the Line of Development, the institution, and the goals of the specific line. Below the short description, articles relevant to the activity will be posted in a two-column organization. The articles summary should contain a photo (if there is no photo uploaded, the logo of emilyo will appear by default) and a short text. Each article will have its own page with more information and the possibility to add documents in PDF or other formats such as photos, videos, text files, etc.

At the left or the right of the page, the list of the Lines of Development will be continuously available so as the reader could jump to another line.

BOEI in the EU page

The page will contain the index of all the military institutions of the European Union organized alphabetically by country. The index will contain the following information: Country, Service, Institution with link to its website, Point of Contact and to a PDF presentation as in the example below:

Austria

[Theresan Military Academy](#)   PoC: thermilak.international@bmlv.gv.at

Fiches: <u>Army</u>, <u>Air Force</u>   📄 <u>Academy presentation</u>

Belgium

[Royal Military Academy](#)   PoC: N/A

Fiches: <u>Army</u>, <u>Air Force</u>, <u>Navy</u>   📄 <u>Academy presentation</u>

The corresponding services Army, Air Force and Navy will be linked to a PDF file with the fiche of each institution. In addition, there should be provision for adding an institutional presentation.

Search and filtering mechanisms should also be available for the country, service and institution.

Mobility Offers & Multiplier Events page

The Mobility Offers & Multiplier Events page will contain all the forthcoming events organized by year. The information will be organized in a list with alternate coloring for each line. The list below presents the desired organization of the information:

Event name	Country	Institution	ECTS	DATES
<u>International Fall Semester 2019</u>	BE	Royal Military Academy	30	26 Aug – 20 Dec
<u>Common Module Military Leadership B</u>	CY	Cypriot National Guard	2	02 Sep – 13 Sep
<u>43rd IG Meeting</u>	BE	Royal Military Academy	-	03 Sep – 04 Sep
<u>International Semester</u>	LT	Military Academy of Lithuania	30	03 Sep – 31 Dec

The title of each event will be linked to an expanded version of the event description in which more details will be presented as in the following sketch:

International Fall Semester 2019	BE	Royal Military Academy	30	26 Aug – 20 Dec
Description: Curriculum for the International Fall Semester 2019 (📄 3 Mb) Registration Deadline: 21 Jul 2019 Languages: English Supporting materials: <u>Application Form (Word)</u>, <u>RfV E-Form</u> PoC: Maj TROCH Koen (koen.troch@mil.be)				
<u>Common Module Military Leadership B</u>	CY	Cypriot National Guard	2	02 Sep – 13 Sep
<u>43rd IG Meeting</u>	BE	Royal Military Academy	-	03 Sep – 04 Sep
<u>International Semester</u>	LT	Military Academy of Lithuania	30	03 Sep – 31 Dec

CSDP Olympiad subsite

The main menu will also contain a link to a subsite in which the information about the CSDP Olympiads will appear. The subsite will include options to read the history of the initiative, news about the current event, information about the participation in the forthcoming event, the competition results, and photos from the events. A page also will be devoted to the organizing institution including contact details.

The CSDP Olympiad website except from the menu option in the site should also be accessible from an independent URL such as http://csdp-olympiad.emilyo.eu.

Internal Area page

The specific area of the website will be available only to registered users. The link at the menu will only be visible to the users who have already logged in. The area will display a file manager where different repositories will be available. The repositories will contain folders and files organized according to the needs of the Content Editors. Initially, a repository for each Line of Development will be available as well as or IMAF and IG Meetings. Further repositories can be created by the Content Editors according to the needs of the initiative. Each repository may have its individual user access list that will be managed by its owner namely the Content Editor who created the repository. Each user may have read or read/write access rights and only the Content Editor will be able to delete a document uploaded in each repository.

The filename, the date uploaded/edited, the size of the files and the name of the user uploaded it will be displayed for each file. A search mechanism will also be available for the users to search for a specific file based on filename, date, user uploaded it, etc.

Scientific Publications page

The specific page will be available through the right side bar from every page of the website. It will contain a list with the scientific publications that are related to the initiative organized by category. In each category the number of the articles will be visible and when a specific category is expanded the articles related to the specific category will be presented in a bulleted list (see below). The metadata of each article will include the author, the institution, the country, the title, the size of the report, the type i.e., PDF, EXCEL, WORD, etc., the year of publication.

Furthermore, it will also be possible to filter the publications by year, country, institution, author or by searching using a keyword.

European Military Basic Officer Education (3 items)

- Sylvain PAILE-CALVO, 2016. From European Mobility to Military Interoperability (📄 3 Mb)
- Sylvain PAILE-CALVO, 2011. Compendium of the European Military Officers Basic Education (📄 5.5 Mb)
- Sylvain PAILE-CALVO, 2010. The European Military Higher Education Stocktaking Report (📄 2.6 Mb)

Common Security and Defence Policy (6 items)

Internationalisation (6 items)

EMILYO Booklets (2 items)

iMAF Books (4 items)

CSDP Olympiad Booklets (4 items)

Evaluation Reports (10 items)

Calendar page

An overview of the calendar with color-coding will be displayed in each page at the right side bar. When an item of the calendar is clicked the full calendar page will be loaded. The calendar page will be automatically updated by the events entered by the registered user and approved by the Content Editors. The overall page will display the calendar of the current academic year starting from September to August and each month will be separated in weeks. If there is any event scheduled in the specific week, the color of the week will change depending on the event type. When hovering on a week, a popup window will provide a summary of all the scheduled events for the specific week with the ability to follow the link of the event and read the complete description in an event page. The information displayed in the popup window will include the name of the event, the dates, the type of the event and the hosting country. The name of the event will link to the corresponding description page of the event.

Components

User Registration

An option to register will be available to the website in which a tentative user should register through European Commission's main authentication service (ECAS) (https://ecas.ec.europa.eu/cas/login). The registered users should be first approved by the Administrator before getting access to any internal resource of the website. The Administrator will have also available an User Accounts Management component for managing the registered users.

User Accounts Management

The website will host a User Account Management system in which the Administrator of the site will be able to review membership, accept new user registration, delete user accounts, send reset password instructions, send bulk emails, monitor the use of the resources by user account, show user statistics, etc.

Search mechanism

Search functionality should exist for all the content of the website. Filtering parameters should also be available for filtering the results i.e., by country, by date, by editor, by institution, etc.

Event Alerts

When a new event is accepted for publication by the Content Editors, then an email notification will be sent to all the registered users of the website with the basic information of the event as well as the original author of the post.

Quizzes

A quiz management component should exist which will be used to compile a quiz and integrate it in the website. The mechanism should support quizzes with different types of questions such as Yes or No, Multiple Choice, Fill-in the Blank, and Matching. The questions and the responses may contain text and multimedia such as photos, video, etc. The mechanism will record all the completed quizzes with the corresponding correct or wrong responses, the date completed, and the IP address of the visitor who completed the quiz.

Newsletter

An electronic newsletter email registration should be available in the website while in the backend system a mechanism to create electronic newsletters and send them to the register receivers should also exist. The system should enable the Content Editor to compile a newsletter with the recent articles and manage the list of newsletter receivers. The receiver of the newsletter should be able to opt out from the list by clicking the corresponding link in the content received.

The list of the newsletter receivers should be independent from the list of the registered users of the website while it will be possible to send a newsletter to all the registered users.

Content Management Software

The new website of the Emilyo should be based in a contemporary content management system such as WordPress or Joomla which will be accessible through an authentication and authorization mechanism supporting the roles of Editors and Content Managers. The editors would be able to submit content (articles) to be published to the website while content managers will have the moderation rights and will decide whether the submitted content will be published or not. When an article is submitted, an automatic alert will be created and sent to Content Managers for further action.

RSS feeds

RSS feeds functionality should also be available presenting all the recent articles published in the website.

Non-Functional Requirements

Look & Feel

The look & feel of the website will follow the guidelines of the new website of ESDC adopting a relevant color scheme. All the pages of the website apart from the menu with the relevant options they should also contain the ESDC logo as well as the Emilyo new logo. The footer of each page will contain the Emilyo logo and the relevant contact details of ESDC and the Chair of the IG similar to the footer of ESDC website.

Browser Support

The website should support all the contemporary browsers such as Chrome, Firefox, Edge/IE, Safari, Opera, etc.

Accessibility

The website should also be accessible to blind or low vision visitors. In that sense, it will conform to the W3C/WAI guidelines.

Mobile Responsive Design

The website should have a mobile-optimized version based on a layout optimized for small screens and tablets.

Security and Audit

The website should allow only registered users and editors to have access to specific resources as described in the corresponding sections. The changes performed by any user must be recorded creating a record with the user identity, the date and time of change, the resource affected and the IP of the user.

Language

The website should support multiple languages for all the pages. Initially, the website will be created only in English but progressively will be translated to other languages and thus the appropriate mechanism to support article creation in multiple languages and the corresponding mechanism to add pages and content in different languages should exist from the beginning.

User Documentation

The website shall also have the corresponding user documentation in an electronic format describing the available functionality per user role: Administrator, Content Manager, Editor and Registered User.