

WATER JPI WEBSITE UPDATING REQUESTING RULES

All the partners, and in particular the WP and Task leaders of the several initiatives that are supporting the implementation of Water JPI, are kindly requested to contribute to the website contents

Public pages

Updates can be requested by the partners taking into account the following indications in order to facilitate and speed up the needed actions:

- by e-mail: the description of the required changes/integrations should be given in an **attached file in “.docx” format** (and not in the text of the e-mail);
- If the application **refers to documents or files** to be uploaded in the public site these had to be attached to the e-mail
- the **description** should contain a clear distinction on the type of the requested update specifying:
 - the clarification of **which part of the website** where to provide changes (public area / intranet or both) providing the **link** of the website’s page/pages to be upgraded;
- in the request for changes **the use of abbreviations should be avoided**, or these need to be made explicit at least the first time they are quoted;
- events to upload in the public calendars have to be sent with all the necessary information (date, title, location, program, link) to have an homogeneous details level

Intranet pages

All the passwords give access to the pages related to the connected rights and they permit to create folders, upload and download documents following the indications given in the document **“Water JPI Intranet Manual”** available to intranet section.

In order to avoid duplications a check has been suggested in advance to uploads the documents.

If the partner has difficulties to directly upload documents or files, these must be attached to the email to be helped by ISPRA team

Events to be uploaded in the intranet calendars by the secretariat have to be described with all the fixed elements (date, title, location, program, link)