# Portal of the EU Administration (Mobility Portal)

# FEASIBILITY ANALYSIS AND IMPLEMENTATION PLAN

**(Summer Demonstrator site)**

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# Glossary of terms

| Term | Meaning |
|---|---|
| DG ENTR | Enterprise Directorate General |
| ED | European Dynamics S.A. |
| EU | European Union |
| GUI | Graphical User Interface |
| HTML | Hyper Text Mark-up Language |
| IPG* | Information Providers Guide |
| MS | Member States |
| PMB | Project Management Board |
| WAI | Web Accessibility Initiative |

*For the IPG guidelines please refer to section 4.1

# 1. Introduction

The Portal for the EU Administration (Mobility Portal) is a joint pilot project between the European Union Member States and the Commission aiming to provide a single source/entry point of mobility information within the EU for its citizens and enterprises. The strong need for such a mobility portal is clearly identified in the *Preliminary Study for the Implementation of a Portal for the EU Administration* document (dated 27/06/2001) prepared by CSC Danmark.

The tendency of national Member States (MS) portals/sites and the information they provide is to cater mainly to their own citizens, the goal of the Mobility Portal should be to serve all potentially mobile EU citizens/enterprises and provide information that meets their needs and specific requirements. The portal should also aim to be a gateway through which the user can access more relevant information available on national and European Commission sites for each topic and subtopic covered along with the specific online services provided.

The four levels of service which the portal aims to address are:

- Provision of information
- Provision of one way interaction
- Provision of two way interaction
- Capability of transaction

Initially the pilot version will be concerned with the first two service levels. Eventually in its final stage all four levels should be functional (or at least have the potential to be).

The major objective of the Mobility Portal is to provide information in a thematic manner and therefore present the national and European Union content provided by the content contributors in a clear and well structured way. In order to achieve this, the structure/organisation of the portal has to be clearly defined along with its content and content management issues. More specifically the content provided and the role of the MS and the Commission have to be clearly identified.

# 2. Scope and Structure of the Document

As agreed with DG ENTR the development of the Mobility portal will follow a step by step (prototyping) approach. Therefore a two-phase development and implementation strategy will be followed. Firstly the design and development of a fully functional demonstrator portal to be hosted and administered by ED and secondly, following the fist phase, the design, development and integration of the final pilot portal to be initially hosted by ED and then migrate to EUROPA.

This document specifically addresses the demonstrator sites' design, development and functionalities in sections 3 to 8. Section 9 presents the entire project implementation plan covering both the demonstrator and operational site development.

**Section 3** is a graphic presentation of the general system architecture

**Section 4** deals with the Graphical User Interface (GUI) and the site structure

**Section 5** deals with the sites' thematic structure

**Section 6** deals with content management

**Section 7** lists the other services to be available in the demonstrator site

**Section 8** presents the conclusion

**Section 9** presents the project implementation plan (PIP) for the entire project

# 3. Demonstrator site general architecture

The aim of the Demonstrator is to provide a working prototype of the Mobility Portal site with a minimum functionality that will allow participating Member States and all other interested parties to obtain a better understanding of the aim of the portal and its navigation and thematic structure. In addition using a content contribution and collection mechanism active participants will be able to provide content and therefore gain a hands on experience which will be invaluable in their contribution towards the final operational site.

The demonstrator site will be hosted on ED premises and will be open for usage to all authorized project participants. In **figure 1** an outline of the demonstrator system and provided sites is presented.

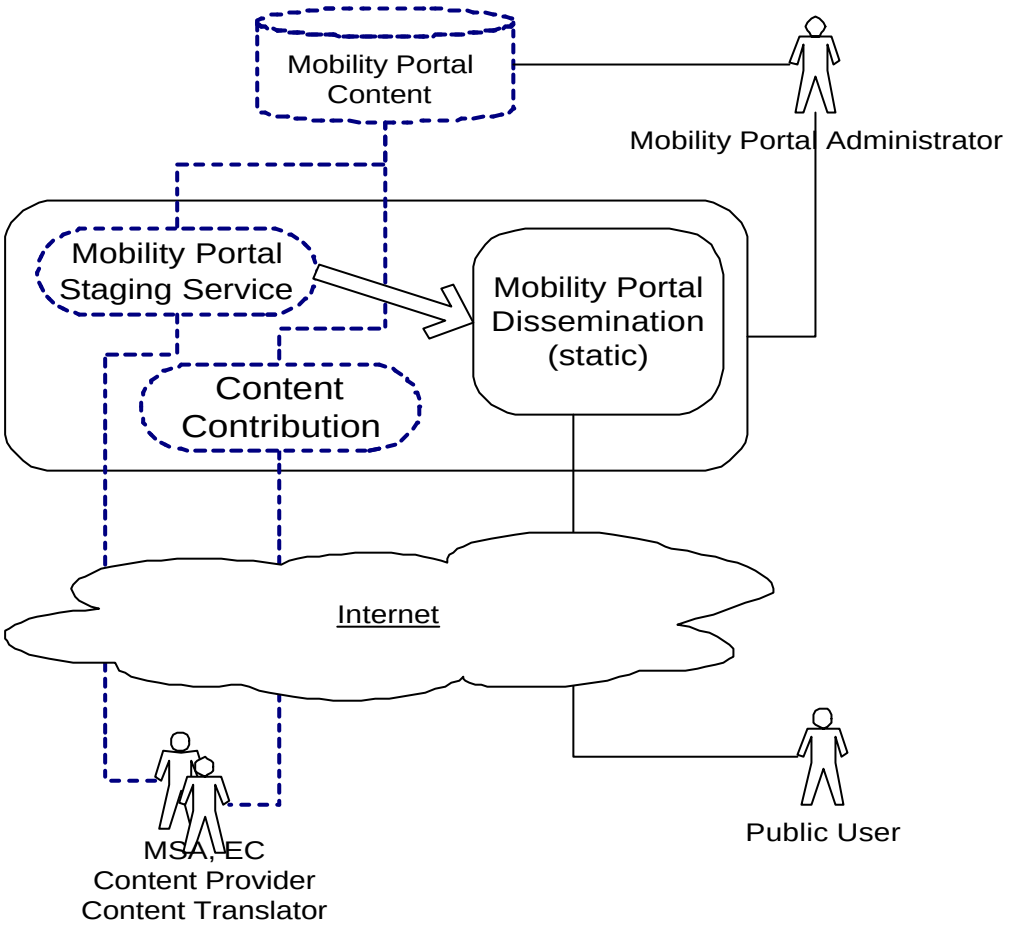


**Figure 1: General System Architecture**

The **Content Providers** will contribute the content via the online form (see **section 6.3**). The content will go to the **Mobility Portal Content database** and from there it will dynamically update the **Mobility Portal Staging server** which will allow content preview and will update the **Mobility Portal Dissemination static server** (in pre-defined time intervals). From this static server it will reach the **Public User** of the portal. The **Administrator** has full access rights and can intervene during all stages of the content generation (once it has been contributed by the Content Provider) and import to the site. The blue doted lines indicate the part of the process that is reserved only for authorized users such as Authors, Editors and Administrators and demand access rights. In addition, the red line connected modules can be hosted separately from the dissemination module.

# 4. GUI and site structure

This section presents the Graphical User Interface (GUI) for the Mobility Portal Pilot (summer demonstrator site). From the images presented below aside from the "look and feel" of the site, the navigation structure of the portal will also become apparent.

The Mobility Portal will be user centric, in other words as user friendly as possible. To that effect the design and navigation aims to provide the user with a clear, well structured navigation. Also the portal will be IPG and WAI level A compliant meeting all Commission guidelines. Finally, the GUI templates will be available in multilingual versions (11 languages).

## 4.1 IPG Guidelines

Following below is a list of the main constraints and rules set by the IPG:

- HTML version – the syntax of HTML pages should conform to the HTML 4.01 Reference Specification;
- The page presentation meets the criteria proposed in the new IPG templates;
- Graphics and Multimedia – all documents should conform to specific restrictions regarding the use of graphics and multimedia (e.g. GIF or JPEG, files must be less then 5K if embedded);
- File formats – large documents should be made available as downloadable files with an indication of their sizes. According to the new IPG, in case revisable files are made available for download, the first choice should be ".rtf" files. ".doc" or ".xls" or other proprietary formats[1] can also be used, (always ensuring that files are virus free) but in all cases the standard format (pdf or html) must also be provided.
- URL addresses – the correct use of links can avoid disruptions following reorganization of a site;
- The directory structure used should be consistent. The site is organized by theme and not by language with the linguistic character of the pages displayed in their names (page names will end with _xx, xx being the appropriate ISO 639 code);
- Folders and pages are named in lower case, without spaces or special, Greek, or accented characters;
- For files to be downloaded, their format and size are indicated next to their link;
- The page is displayed without horizontal scrolling on a 800x600 pixels screen
- In pages where JavaScript functionality has been added a NOSCRIPT alternative must exist;
- Each page must include a set of compulsory Metadata;
- All pages must be WAI compatible in order to be accessible by people with disabilities. These pages must be validated by Bobby in order to ensure Priority 1 conformity with the WAI guidelines.

## 4.2 The general structure of the portal

**Main themes:**

- Citizens
- Enterprises

[1] Proprietary formats are strongly discouraged

**Three further sub-themes (under each main theme):**

- European Union
- Country Specific (15 EU MS)
- Candidate Countries (13 candidate countries)

See **figure 2** below.

## 4.3 The Home Page

**Figure 2: The Home Page**

### *4.3.1 Navigation*

The **top of the page** will follow the **IPG guidelines** (as required by EUROPA who will be hosting the production portal on its servers) and will consist of:

- The **Disclaimer Notice**
- A banner with **the title** of the site
- A navigational bar with the **available languages**. This bar will provide immediate access to the available translations of the current page. In case a translation in a particular language is not available the relevant link in the bar will be deactivated
- A **navigational path** to assist the users in knowing where they are in the site
- A horizontal service bar that will provide access to the following services:
  **What's New**: Access to a page where the most recently updated content of the site will be presented
  **About IDA**
  **FAQ**
  **Index A-Z**: The themes/topics of the site found in alphabetical order as active links
  **Site Map**: Access to a page where a one page overview of the site will be provided. All sections and services of the site up to a level will be presented as active links
  Contact
  **Europa Search**: This link will provide access to the general search engine of the EUROPA site

The **left vertical navigation menu** presents the following items (including the site's main themes and sub-themes):

- **Citizens:** European Union, Country Specific, and Candidate Countries
- **Enterprises:** European Union, Country Specific, Candidate Countries
- **Search this site**
- **Main Links** (for example links to eEurope, the site on the Euro etc.)

The **bottom horizontal service menu** provides the following links:

- **Home**
- **Search Hints/Tips**
- **Your Suggestions** : A feedback facility allowing the users to post their comments regarding the portal
- **Useful Links**
- **Printer Friendly**

The navigational model will be common throughout the site. This will allow the user to find and access information using a consistent way in all site pages. It is important that the user is given the ability to access all parts of the site as easily as possible from all parts of the site.

The mouse over effect of the left navigation menu is demonstrated in **figures 3 & 4** below. By using this method the site visitor will be able to link to the main Citizens and/or Enterprises Topics/Sub-topics pages for any EU (**Country Specific** category) or candidate (**Candidate Countries** category) country. For user convenience, the choice in the pop up menu is always highlighted. In order to get to the **European Union** information main pages for both Citizens and Enterprises the user has to just click on the appropriate links without any mouse over effects.

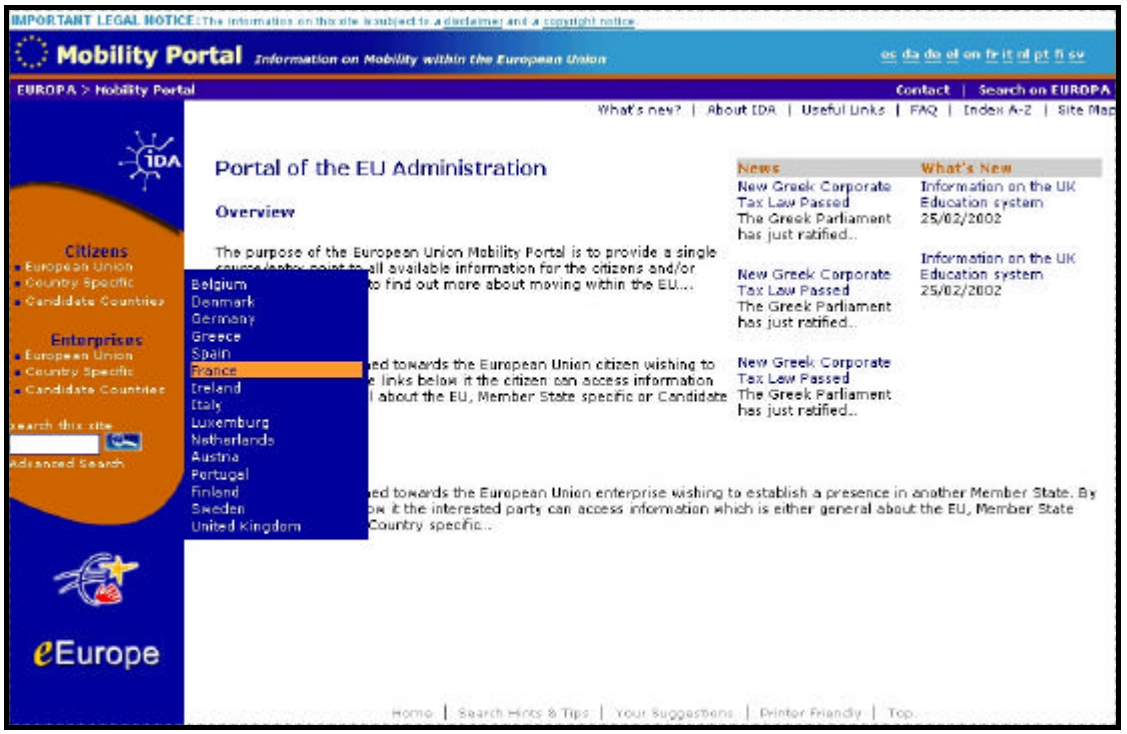


**Figure 3: The Home Page with mouse over effect for Citizens (Country Specific)**

**Figure 4: The Home Page with mouse over effect for Enterprises (Candidate Countries)**

### *4.3.2 Content*

The content of the portal's **Home Page** should provide a general overview of the site's objectives as well as a brief description/explanation regarding the information the user can find when exploring each main theme (Citizens, Enterprises). Aside from that, the page could start with a welcoming message addressing the topic of movement within the European Union (maybe from the Commissioner). Also, included in the main body of the page could be a **News** section (the latest Community news on mobility) and a **What's New** section providing links to the newest additions to the site.

## 4.4 Inner pages

### *4.4.1 Main Topics/Sub-topics page*

From the main selections available in the left navigation menu, the user can access the other main topic and subtopic pages available for Citizens and Enterprises for the European Union, European Union countries and candidate countries.

For example, **Figures 5, 6 & 7** demonstrate the main topic/sub-topic pages for Citizens for France (*Citizens->Country Specific->France*), for Enterprises for the European Union (*Enterprises->European Union*) and for Enterprises for France (*Enterprises->Country Specific->France*).

**Figure 5: The Topics/Sub-topics page for Citizens for France**

**Figure 6: The Topics/Sub-topics page for Enterprises for the European Union**

**Figure 7: The Topics/Sub-topics page for Enterprises for France**

In these main Topic/Sub-topic pages the user finds the main themes and sub-themes for Citizens and Enterprises (for theme details see **section 5** below). The main titles link to the main page for the theme (see **section 4.4.2** below), while the sub-themes below link directly to the sub-theme content (see **section 4.4.3** below). Navigation of the site is further enhanced in nation specific pages through the presence of a pull down menu on the right hand side of the page allowing the user to access the same information he is viewing for a different country and also for the EU (see **figure 8** below).

**Figure 8: The Topics/Sub-topics page for Enterprises for France with the Choose Country pull down menu open**

### *4.4.2 Main Theme page*

As demonstrated in figure 9 below, this page contains a General Information section for the theme and links to all the sub-themes.

**Figure 9: The Topics/Sub-topics page for Enterprises for France**

### *4.4.3 Content page*

This page contains the contributed content for a specific topic from a specific country along with the links referring the user to national sites for more information and specific links leading to related specific services (see **figure 10**). For user convenience, next to each link there will be language tags indicating the languages in which the site/page is available (assuming of course that the content provider has selected them during content input). Again, navigation of the site is further enhanced through the presence of a pull down menu on the right hand side of the page allowing the user to access the same information he is viewing for a different country and also for the EU

**Figure 10: The Taxable Income sub-topic page for Enterprises in France**

## 4.5 Other pages

Examples of other pages available in the site are the **Useful Links** page (containing all related national and EU site links for both Citizens and Enterprises) and the **Your Suggestions** page (giving the user the opportunity to post his suggestions regarding the site through an online form). See **figures 11 & 12**.

**Figure 11: The Useful Links page**

**Figure 12: Your Suggestions page**

## 5. Thematic structure

The proposed themes and sub-themes to be available in the Mobility Portal for both Citizens and Enterprises are listed in **tables 1 & 2** below. As showcased in the previous section, in terms of structure and look the Mobility portal maintains a straight forward, user friendly look while at the same time also having somewhat of a "busy" portal look given the way the themes are presented in the inner pages (see **figure 8** above).

| | |
|---|---|
| **Moving to France: Your Life**<br><br>Finding accommodation (renting & purchasing), Finding employment, Starting school, Having a baby, Driving your vehicle, Opening a Bank account, Care (elderly, ill & disabled), Retiring, Death and bereavement …<br><br>**Employment**<br><br>Immigration regulations, Healthcare & Social security, Social benefits, Being self employed, Employment laws, Working conditions, Qualifications recognition, Expatriate benefits, Frontier workers …<br><br>**Rights**<br><br>Political rights, equal opportunities, Legal rights…<br><br>**Useful Information**<br><br>Emergency services, Embassies and Consulates… | **Residency**<br><br>Requirements, Permits, Procedures…<br><br>**Taxation**<br><br>Taxable Income, Personal Tax (rate & calculation), Rules of interest to Foreign nationals, VAT, Local Tax, Other taxes, List of Government Agencies…<br><br>**Education**<br><br>Educational structure, Public education, public education, higher education, Continuing education, Training, Listing of expatriate schools, Listing of Universities, Listing of Vocational Training Institutions, Grants & Scholarships…<br><br>**Social Issues**<br><br>Crime, Death, Unemployment, Racism… |

**Table 1: Themes and Sub-themes for Citizens**

| | |
|---|---|
| **Legal Structure**<br>Setting up, Legal form of subsidiaries, Contracts between a parent and its subsidiary, Premises…<br>**Accounting**<br>Accounting Regulations & Procedures, Requirements…<br>**Expatriate Staff**<br>Immigration, Healthcare & Social Security, Personal tax liabilities for expatriate staff…<br>**Banking**<br>Laws & Regulations, Corporate Bank list,<br>**Public Procurement Opportunities**<br>EU level/SIMAP…<br>**International Trade**<br>Customs duties & Procedures, List of Government Agencies…<br>**General Regulations**<br>Industry specific regulations, Trade Regulations, Foreign Company regulations…<br>**Practical Business Information**<br>Fairs & Trade shows, Business News Sources, Business Directory, Trade Commissions listing… | **Taxation**<br>Taxable Income, Corporate Tax (rate & calculation), Repatriation of profits, Rules of interest to Foreign companies, VAT, Local Tax, List of Government Agencies…<br>**Human Resources**<br>Employment Laws, Social Security, Expatriate staff, List of Government Agencies…<br>**Funding Opportunities**<br>Programs & Schemes, Structural Funds…<br>**Property Rights**<br>Industrial Property, Intellectual Property…<br>**Business Statistics**<br>Economic indicators, Labor statistics, List of Government Agencies…<br>**Research & Development**<br>Research, Product development…<br>**Environmental Protection**<br>Environmental regulations, Incentives & Subsidies, List of Government Agencies… |

**Table 2: Themes and Sub-themes for Enterprises**

It has to be noted that even though the above mentioned themes and sub-themes are meant to be the same for both the Member States and the European Union (as showcased in figures 6 and 7 for Enterprises), there will be the ability for the pilot portal to revise the EU themes/sub-themes in terms of removing some while keeping others.

# 6. Content management

Content will be provided by the MS on a national level and by the relevant DGs (notably ENTR, EMPL, MARKT, EAC) on a European Commission level. For the demonstrator site the method used for content collection/contribution and editing/updating will be an online form in which the authorized content contributors will be able to login, specify certain variables (language, country, topic, sub-topic etc.) and then fill in their content (including general and specific links) in the text area provided either by writing it or by copy paste from an already existing document. Through the use of their username and password the contributors will be assigned certain specific roles and accordingly their access rights (either to contribute or to edit/update) will be determined.

## 6.1 Roles

For the demonstrator site, 3 roles that have been envisaged in the content contribution process are 3:

- **The Administrator:** He has total back office access rights. Therefore he can be involved in the process for all countries in all languages.
- **The Content Contributor**: He has access rights for one country in all languages. Therefore he can contribute content for all themes and sub-themes for a particular country in all languages. In this phase it is simpler and more secure if the content contribution is as centralized as possible. In other words, even though there may be multiple authors per country (per topic, sub-topic etc.) they should provide their content to a central authorized contributor who will insert it into the system via the online form provided. This also has the benefit of possibly an added verification step of the content before it is actually uploaded into the system.
- **The Translator:** The translators will operate in exactly the same way as the content contributors. However they will have access rights for all countries but only for one language (see **section 6.2** below for more on translation).

## 6.2 Translation

At this time the issue of translation for the demonstrator remains unresolved and no concrete decision has been made from the parties involved (the MS and DG ENTR) as to how it will be handled. Therefore a more precise technical solution cannot be currently proposed. As a first step, the MS will contribute their agreed content in as many languages as possible/available (if languages other than their national versions are available).

## 6.3 The on line content contribution form and process

### *6.3.1 Login*

Here the contributor will have to login by providing his username and password (see **figure 13**).

**Figure 13: The Login procedure**

If this information is correct, the contributor will be directed to the second stage of the process.

### 6.3.2 Area/Language/Country selection

Here the contributor will have to specify via buttons and drop down menus the main theme category the content falls under (Citizens or Enterprises), the language of the contributed material and the country it pertains to (see **figure 14**). At this level the system also confirms the user's status/role.

**Figure 14: The Area/Language/Country selection page**

After this selection the contributor can then proceed to the next step.

### 6.3.3 Topic/sub-topic selection

Here through two drop down menus the contributor will be able to define the topic and sub-topic under which the content he is about to contribute relates to (see **figure 15**).

**Figure 15: The Topic/Subtopic and Step-by-step selection page**

The sub-topic list in the drop down menu will depend on the topic selected and of course the main theme category (Citizens or Enterprises) selected before. On this page the contributor will also have the option of adding **"step by step guides"** content (by selecting this option he will be taken to a different contribution page).

### 6.3.4 Content Contribution area

Once all the variables have been defined the content author will be directed to the content contribution area. It is important to note that his choices (main theme, language, country, topic and sub-topic) will be displayed on the top of the online form (**figure 16**):

**Figure 16: The Content contribution area**

Here the contributor will be able to either directly write text or copy text and paste it. A variety of styles (for example: H1, H2 etc.) will exist along with specific guidelines that the contributors should use in order to keep the site's look homogenous. These guidelines/instructions will also be available online and accessed via the **"Click here to view formatting instructions"** link on this page.

The next step will be adding the links related to the particular content.

### 6.3.5 Links addition

In these two pages, the contributor will have the opportunity to add both general and specific links (see **figures 17 & 18**) related to the topic and sub-topic. What will be entered is the title of the site/page, the actual URL, a description of the site/page, and the languages in which the site/page is available in. The contributor can add as many links as he wants and rank them in the order he wishes (see **figure 19**). A link can also be easily deleted.

**Figure 17: The General Links addition page**

**Figure 18: The Specific links addition page**

**Figure 19: The link ranking page**

### 6.3.6 Metadata addition

The content metadata (Keywords and Description) will be entered here (see **figure 20**).

**Figure 20: The Metadata addition page**

There will be certain fixed keywords that will appear in the un-editable "Standard Keywords" area (this fixed keyword filed can only be edited by the site's Administrator). They will vary of course according to the topic and sub-topic. The contributor will have the ability to add further keywords in the text field below if he so wishes. The description metadata will be a mandatory field.

### 6.3.7 Confirmation

Once the metadata has been added, a confirmation page will come up verifying the success of the content addition procedure and allowing the contributor to either exit the process or re-start in order to add more content.

# 7. Other User Services available in the demonstrator site

Being a user centric site, the Mobility Portal should provide various services which would improve usability and make it as user friendly and accessible as possible. In the demonstrator phase these services will include the following:

## 7.1 Search mechanism

Mobility Portal users should be provided with the best possible way to access its content. In that respect there are a few things that can help including a **good navigation structure** and the presence of a **site map**. However for large sites covering many topics (like the Mobility Portal) the most fundamental service is a provision for a search mechanism. A search tool will be selected giving the user the capacity to perform thorough internal site searches. At the same time the user will be given the ability to conduct EUROPA wide searches through the use of a EUROPA search mechanism.

## 7.2 User feedback mechanisms

Feedback mechanisms can include a **suggestion box** (see **section 4.3**) providing the site's administrators and owners with useful input from the user's point of view regarding the site, its content etc. With the use of feedback mechanisms there is also the possibility for the portal administrators and the MS to get some information on the Mobility Portal's users.

## 7.3 Site Statistics

Log files produced by the hosting web server contain a wealth of information on who, when and from where someone visited the page(s) of the site. This information will be consolidated in order to produce metrics to be used for the evaluation of how well the site is accepted from its intended audience(s) and provide further user feedback.

## 7.4 What's New

All recent content added to the portal should be present in a **"What's New"** page enabling the visitors to be informed of all new content, read a brief description and access it quickly if they so wish.

## 7.5 Printer friendly pages

Content will be available in a printer friendly version and therefore printer friendly templates will be created for each content page which could be accessed via a "print this page" link.

## 7.6 Site map

A page will be created to provide links to all the main sections of the portal as well as to subtopics below the main sections.

## 7.7 Useful Links page

This page will contain a list of all the useful external links available in the content pages.

# 8. Conclusion

The aim of this first phase of the Mobility Portal project is to design, develop, and implement a fully functional demonstrator site for the Mobility Portal within the time limits imposed. By following the design, structure (navigation and thematic), and content contribution procedure outlined in the preceding sections, this goal can be achieved. Of course, vital to the success of this phase (and the project in general) is the input (including content contribution) provided by both the portal owner (DG ENTR) and the participating MS.

Even though the majority of back office functionalities (and mechanisms necessary to accomplish them) as they are to appear in the final product will not be present at this stage the outcome will:

- Provide all involved parties with a good idea of what can be accomplished
- Generate the necessary excitement from the participants in order to proceed to the second and final stage
- Increase the already existing political support for the project, and finally
- Provide a very good starting point from which to develop the final product.

# 9. Project Implementation Plan

Taking into account that the Demonstrator site will be developed with a restricted functionality as described in the previous chapters, in this chapter the entire project implementation plan is presented including Demonstrator, Operational and Migration to EUROPA phases.

Following below in **table 3** the project work packages and the related activities in relation to the due deliverables are presented.

| Activity | Start Date* | End Date* | Deliverables | Exp. Delivery Date |
|---|---|---|---|---|
| **WP1: Mobility Portal Pilot** | **21/01/2002** | **16/06/2002** | | |
| Task. 1.1: Establish Project Team | 22/01/2002 | 24/01/2002 | | |
| Task. 1.2: Work Plan of the Project | 29/01/2002 | 01/03/2002 | PMQP | **01/03/2002** |
| Task. 1.3: Feasibility Analysis | 21/01/2002 | 10/03/2002 | Feasibility Analysis Report | **10/03/2002** |
| Task. 1.4: Pilot Prototype (static) design | 21/01/2002 | 05/03/2002 | Static Pilot Prototype Design | **05/03/2002** |
| Task. 1.5: Pilot Prototype (static) development | 06/03/2002 | 14/06/2002 | Static Pilot Prototype | **14/06/2002** |
| Task. 1.6: Validation and Running of the Pilot System | 06/03/2002 | 16/06/2002 | Live site | **16/06/2002** |
| **WP2: Mobility Portal Operational** | **10/04/2002** | **11/11/2002** | | |
| Task 2.1: Design and Analysis of portal | 10/04/2002 | 21/05/2002 | Functional Analysis Report | **21/05/2002** |
| Task 2.2 Implementation | 22/05/2002 | 27/08/2002 | | |
| Task 2.3 Deployment | 28/08/2002 | 11/11/2002 | Mobility Portal Operational | **11/11/2002** |
| **WP3: Mobility Portal Migration** | **09/07/2002** | **27/11/2002** | | |
| Task 3.1 Migration Plan | 09/07/2002 | 08/08/2002 | Migration Plan | **08/08/2002** |
| Task 3.2 Migration to EUROPA | 29/10/2002 | 11/11/2002 | | |
| Task 3.3 Finalizing the Migration | 28/11/2002 | 28/11/2002 | Final Migration Acceptance Report | **28/11/2002** |

**Table 3: Mobility Portal Work Packages**

*These dates concern the initial global plan and are subject to review/change during the course of the project

In Figure 21: Gantt chart the above project tasks are presented in the form of a Gantt chart.

**Figure 21: Gantt chart**

## 9.1 Tasks and Deliverables

### *9.1.1 PMQP*

The PMQP is the first formal deliverable of this project and will deal with European Dynamic's plan to develop and implement the Mobility Portal. It will contain specific tasks and sub-tasks, their interdependencies, risks, deadlines and deliverables.

### *9.1.2 Feasibility Analysis Report*

The Feasibility Analysis document will deal strictly with the first phase of the project and the proposed solution for the Mobility Portal Pilot. In particular the following issues will be addressed:

- Definition of the navigation and thematic structure
- Definition of the pilot portal's main themes and sub-themes.
- Definition of the content provision system.
- Definition of available functions in the pilot portal

### *9.1.3 Static Pilot Prototype Design*

This deliverable will act on the feasibility document's final regarding the design and look and feel of the portal and its structure in terms of navigation mechanisms and themes. In addition the mechanisms will be designed for the collection of the content for the pilot and the system configuration on which the system will be based will be defined. In particular the following issues will be addressed during this stage:

- Design of the pilot portal's style in terms of GUI.
- Design of the services and navigation mechanisms to be offered by the pilot portal.
- Design of the mechanism to be used for the collection of content during the pilot.
- Definition of the configuration of the system that will be used to host the Pilot system, including hardware, system software, network environment, security, capacity planning, and all operational plans needed to prepare and put into operation the infrastructure needed for hosting the service.
- Preparation of the necessary service hardware and software.

### *9.1.4 Static Pilot Prototype*

This deliverable will act on the previous two final recommendations and decisions in order to develop and integrate a fully functional service. For this deliverable, the content that will be used to populate the pilot will be collected and put in place before the launching of the site. The following actions will take place during this stage:

- Development of templates, site-map and the navigation mechanisms
- Development of mechanisms for content storage and generation of static pages
- Development of mechanism for collection of content
- Collection of content and generation of corresponding site pages

### *9.1.5 Functional Analysis*

This deliverable aims to define the complete set of functions and configuration for the final system that will be developed (the Operational Mobility Portal). In addition to the structural and navigation mechanisms that will be developed and/or eventually amended from the pilot

site all other functionalities necessary for the final product will defined and analyzed during this stage. Furthermore the specifications for running the final service on the EUROPA server will also be established so as to assure that the finally developed system will successfully migrate to EUROPA during the third work unit.

### 9.1.6 Migration Plan

This deliverable deals with the procedures that will be followed during the migration of the Mobility Portal from European Dynamics premises to EUROPA. This migration plan will have to be approved before the actual migration will take place.

### 9.1.7 Migration to EUROPA/Final Migration Acceptance Report

This deliverable will involve an infrastructure preparation in both system and software modules necessary to run the service as well as the needed configurations. These will already be defined previously in the Migration Plan and the actions defined will occur at this stage. The migration of the site will need to take into account both data and meta data collected and provided by the service during the previous pilot and operational phases of the project. The migration will be completed and validated by the acceptance of the final Migration Acceptance Report to be delivered following the successful migration of the Mobility Portal service to EUROPA.