



Introduction

Academia Europae Graz Information Centre was established in 2010 in an effort to increase the visibility of the Academy and its members. The Graz Information Centre is also responsible for the development and application of the nomination system and membership administration and registration. The AE-Info Server (<http://www.ae-info.org>, <http://www.acadeuro.org>) is hosted and operated by ISDS (Institute of Interactive Systems and Data Science), Graz University of Technology.

Website Tasks

- Web presentation of the Academy
- Presentations of the members of the Academy and their achievements
- Presentations of the individual sections of the Academy

Activities 2018

- 1182 pages edited
- 1090 documents uploaded
- 41 news items posted
- 55 events, activities and publications posted and edited
- Generation and posting of membership statistics
- Management and upload of administrative pages (board meeting documents, council meeting documents, AGM documents, etc.)
- Creation of new website areas/(re)structuring of existing website areas
- Changes and improvements of navigation functionalities
- Support of Wroclaw staff concerning editing, contact data, statistics, mail lists etc.
- Support of Cardiff staff concerning editing, contact data, statistics, mail lists etc.
- Adjustments of the AE-Info website user interface according to suggestions of the AE publications and communications group
- Support and advice to the AE publications and communications group in the process of improving the design, usage and visibility of the AE-Info website
- Updating of information regarding user statistics of the AE-Info website

Activities to guarantee “GDPR” compliance

After some years of preparation and debate the GDPR was finally approved by the EU Parliament (April 2016) and enforced on 25 May 2018. The extensions and adaptations of the AE Info Server (website and backend services) to guarantee GDPR compliance includes the following features:

- Extension of the AE-Info Database to support GDPR specific ("Consent") information
- Extending the "admin application" to support administration of the GDPR specific information in the AE-Info Database
- Adaptation of the acceptance procedure to support GDPR specific ("Consent") information
- Adaptation of the export functionality to support GDPR specific ("Consent") information
- Displaying a "Cookie-Banner" when accessing the ae-info website for the first time
- Development of a web application for sending emails to all members of AE with personalized links to GDPR declaration and GDPR consent web form
- Development of a web application to support the "GDPR consent" web form

Database (technical part)

The Graz Information Centre maintains and develops the membership database of the Academy.

Activities 2018

- Adaptation and extension of the database web application for administration of database
- Support of new fields by the administration tool. The following services for the AE-Info Server maintenance team are now provided:
 - Search for and retrieval of information (database content) of members of the Academy
 - Features to correct and update all specific information which is stored in the member database (e.g. address information, email address, phone numbers, etc)
 - Functions to export member information from the database and to download it to the local filesystem (for storage csv file format will be used)
- GDPR specific ("Consent") information
 - Extension of the admin application to support the administration of the GDPR specific information in the AE-Info Database
 - Adaptation of the export functionality to support GDPR specific ("Consent") information
- Extension of search facilities

Database (content)

The Graz Information Centre updates and administers the membership database of the Academy.

Activities 2018

- Registration of changes in contact data information
- Search for contact data of unreachable members
- Registration of deaths
 - 31 deaths from 2018 registered
 - 52 deaths from previous years registered
 - Search for deceased members
- Generation and provision of mail lists for section chairs
- Supply of membership information for section chairs
- Regular database updates sent to London and Wroclaw

Nomination Process

The electronic “nomination” and “acceptance” workflows operated by the Graz Information Centre support the nomination and acceptance procedures.

Activities 2018

- Adaptation of the nomination/acceptance forms:
 - Change of sections
 - Adaptation of the acceptance procedure to support GDPR specific ("Consent") information
- Assistance to members concerning the filling in of the nomination files
- 302 nominations registered
- Upload of nominations to the website, update and administration of access rights
- Electronic notification to class and section chairs
- Administration of section assessments
- Mails to 253 elected members
- 235 new members registered within 2 months after first contact
- Editing of 235 member pages, upload of photos
- Mails to non-respondents
- Administration of acceptances

Technical Support

The Graz Information Centre hosts the AE-Info server.

Activities 2018

- Control and tests of server
- Improvement of backup strategies for the AE-Info website (setup of a standby backup system)
- Continuous maintenance and update of the server operating system and database management system
- Implementation of a "watchdog system" for monitoring the correct operation of the AE-Info server
- Access to the AE-Info website only possible via secure, encrypted communication (https protocol)

Twitter

The Twitter account of the Academy was created in 2015.

Activities 2018

- 613 followers by 2018
- 39 tweets posted, re-tweets from Cardiff and Barcelona

Meetings and Conferences

In 2018, the members of the Graz Information Centre, Robert Hoffmann, Dana Kaiser and Helmut Leitner took part in the following meetings:

- Hub Meeting in Barcelona: 28.11.2018. At this meeting, representatives of all AE hubs (Barcelona, Bergen, Cardiff, Wroclaw) and the Graz Information Centre met. The following topics were discussed and presented:
 - Strategies, tasks and challenges of the individual hubs
 - Improvement of cooperation between the individual hubs and the Graz Information Centre
- 30th Annual Conference of the Academia Europaea (AE) and 7th of the Young Academy of Europe (YAE) ("Building Bridges 2018"): 28.11.2018 – 29.11.2018. Dana Kaiser and Helmut Leitner attended the "Annual Business Meeting and the Welcome to New Members" held at the Institute for Catalan Studies as well as the multidisciplinary "Building Bridges 2018 Scientific Dissemination Event" taking place at CosmoCaixa; we used the opportunity to discuss with class and section chairs and AE members the AE web activities and administration issues.

Staff



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