Please fill in the column “Data” with the correspondent information and send the form by email to

CNECT-NEWSROOM-SUPPORT@ec.europa.eu

| **Element** | **Data** |
| --- | --- |
| **Universe** |
| **Contact point** |
| **Newsroom service**Name and email of the person responsible for the universe. | Marie Faturova  |
| **Newsletter**Name and email of the person responsible for the newsletter. | I3 Instrument Support Facility Newsletter |
| **Editor responsible for the universe**Name and position of the official endorsing the published content. | Marie Faturova |
| **Main information**  |
| **Name of the universe** |  European Innovation Council and SMEs Executive Agency |
| **Acronym of the universe**Maximum 15 characters. Example list of universes:[Points of contact](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Points%2Bof%2Bcontact). | EISMEA (ID 654) |
| **Breadcrumb label**Provide a name for the breadcrumb. This name will be displayed on: * Newsroom intermediate page (read the full article).
* Newsletter archive page.
* Public pages (user profile page).

Examples: [Configure your universe and services > Breadcrumb link and label](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Configure%2Byour%2Buniverse%2Band%2Bservices#Configureyouruniverseandservices-Breadcrumblinkandlabel). |  |
| **Breadcrumb link**Only one link to your main website. A landing page with more information about the content published. Examples: [Configure your universe and services > Breadcrumb link and label](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Configure%2Byour%2Buniverse%2Band%2Bservices#Configureyouruniverseandservices-Breadcrumblinkandlabel).The breadcrumb will be used in the Newsroom intermediate page, newsletter archive page, public pages.ec. europa > XYZ > ABC > Newsroom + URL https://ec.europa.eu > https://ec.europa.eu/XYZ > https://ec.europa.eu/XYZ/ABC  |  |
| **Other useful links** For example: website, contact. | <https://eismea.ec.europa.eu/interregional-innovation-investments-i3-support-facility_en> <https://ec.europa.eu/eusurvey/runner/I3SF_newsletter_events> contact@i3supportfacility.eu  |
| **Public or private universe**Indicate if your universe is public or private. If you may require content for external and internal communication, it will be necessary to create 2 different universes, one public and one private. The content for internal communication is not mixed with content for external communication, the different type of content will belong to separate universes. * **Public universe**: external communication. The universe will contain content to be published on public websites and/or for external audience newsletters.
* **Private universe**: internal communication. The content will be published in the intranet or for internal publications, internal newsletters.

For **private universe**, indicate the security level: * Secure universe with Login: access only for people with rights and/or subscriptions in the universe (subscribers can only read the content and the newsletter archive/online version). This option will automatically activate EU Login for authentication.
* Secured universe with HTTP Header: allow access from European Commission network (via http header). This option can be activated additionally with the EU Login authentication.
* EULogin authentication: restrict access to users with EULogin account. At this level there is no domain verification.
* Limit to one or several domains: it is possible to limit access to a domain for example eu.europa or [eu.europa.ec](http://eu.europa.ec) (European Commission). [List of EULogin domains.](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/List%2Bof%2BEULogin%2Bdomains)

More information: [Configure your universe and services](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Configure%2Byour%2Buniverse%2Band%2Bservices). | [x]  Public universe[ ]  Private universe. Security level: [ ]  Secure universe with Login[ ]  Secure universe with HTTP Header [ ]  EULogin authentication[ ]  Limit to one or several domains, indicate the domain: |
| **Universe item share**It is possible to share items with other universes. This option is related to the “follow topics” feature. By default, the universe is set up with the option not sharing items (selected “None”).  | [x]  None[ ]  All other universes[ ]  Custom. Specify the name of the universe(s): |
| **Universe organization**Indicate the type of institution. | [ ]  European Commission[x]  European body, indicate the name: European Innovation Council and SMEs E[ ]  External body, indicate the name of the body and the relationship with other European organisations:  |
| **Data Privacy Statement[[1]](#footnote-1) - At the level of the universe central service**The data privacy statement is only for external newsletters (not for internal communication).You can use a generic privacy statement at the level of the universe or specific privacy statements for each newsletter. Attach a separate file in PDF format with the privacy statement or, if this information is published on your website, provide the URL. Indicate where to display the privacy statement link in Newsroom. This link will be used if there is no data privacy statement specific for newsletters. More information: [Data Protection Declaration](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Data%2BProtection%2BDeclaration), [Data privacy statement](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Data%2Bprivacy%2Bstatement). | Attach the document in a separate file or indicate the link: <https://i3supportfacility.eu/documents/I3SF_dpn_general_eismea_January%2025.pdf> Indicate where to display the privacy statement link:[x]  Display in subscription form[x]  Display in newsletter (after the footer) |
| **Item types**Type of content based on available metatypes: news, event, press release, project information, funding opportunity, library, speech and interview. Provide the name of the item type. More information: [Item type vs Metatype](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Item%2Btype%2Bvs%2BMetatype).  | News, events, press releases, general project information, funding opportunity, library, videos, related news and events, policy papers |
| **Topic types**Name of the different taxonomies (categories), for example: tags, themes, policy, country, research areas, objectives. [Topic type and topic examples](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Topic%2Btype%2Band%2Btopic%2Bexamples). |  |
| **Topics (name + destination)**Name of topics and indicate to which topic type it belongs.Maximum 4 levels. [Topic type and topic examples](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Topic%2Btype%2Band%2Btopic%2Bexamples).The topics will allow to classify the content on different categories and search for that content by those categories. When creating content, if you associate one or more topics with your content, it will be helpful if you need to search for content related to specific topics.  |  |
| **Data Processing Agreement (DPA)** |
| **Data Processing Agreement**The Data Processing Agreement defines the responsibilities of DG CNECT, on the European Commission (EC) side as the Service Provider of the Corporate Newsroom tool, and the responsibilities of the entities using the tool.Once the universe is configured and ready to be used, the Universe manager can proceed to sign the Data Processing Agreement or attach the document signed. a) Internal Users in the European Commission Can agree with the DPA from the "Universe DPA Management" page in the Newsroom back office.b) External Users | Other European bodiesCan upload the DPA document from the "Universe DPA Management" page in the Newsroom back office.More information:[Universe DPA Management](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Universe%2BDPA%2BManagement). | Once the universe is set up, please sing the Data Processing Agreement or attach the document signed in the "Universe DPA Management" page in the Newsroom back office. |
| **Newsletter**  |
| **Newsletter service** |
| **Newsletter main contact** Name and email address of the person responsible for the newsletter. | Giorgia Gasperinigiorgia.gas@libero.it  |
| **Backup contact**Name and email address(es) of the backup person(s) responsible for the newsletter. | Gauthier Basgauthier@old-continent.eu  |
| **Linguistic versions (English by default)** | English only |
| **Name of the newsletter**For multilingual newsletter, provide the translation. | I3 Instrument Support Facility Newsletter |
| **Description of the content of your newsletter**Very important information, as the description you give here will be displayed in:* subscription form
* user profile page (subscription page) if the newsletter service is public.

For multilingual newsletter, provide the translation. |  |
| **ISSN - International Standard Serial Number**Highly recommended for external newsletters if they meet these conditions:1. The newsletter will be disseminated to an audience outside of the EU institutions.2. The copyright belongs to the EU, or an EU institution, agency or body.3. The newsletter does not have a predetermined conclusion.More information: [How to request the ISSN to the Publications Office](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/How%2Bto%2Brequest%2Bthe%2BISSN%2Bto%2Bthe%2BPublications%2BOffice).Provide the ISSN for each linguistic version. If the newsletter name changes, please request a new ISSN and update the information in the newsletter template (newsletter definitions). | I will take care of it |
| **Public service**Indicate if the newsletter service is public or private. * **Public service**: the subscription form will be available.
* **Private service**: the subscription form will not be available (subscriptions will be managed internally by the User manager).
 | [x]  Public service[ ]  Private service |
| **Allow self-unsubscription****Self-unsubscription is always enabled for public services.**For private newsletter services: * **Self**-**unsubscription** **activated**: service visible by subscribers from their profile page (they can unsubscribe).
* **Self-unsubscription not activated**: subscribers cannot unsubscribe by themselves (User managers will manage unsubscriptions from the back office).
 | [x]  Self-unsubscription[ ]  Not self-unsubscription |
| **Data Privacy Statement link - Specific for newsletter**The data privacy statement is for newsletters for external communication (not for internal communication). Find the template at [Data privacy statement](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Data%2Bprivacy%2Bstatement).Attach a separate file in PDF format with the privacy statement or, if this information is published on your website, provide the URL. Indicate where to display the privacy statement link in Newsroom. | Attach the document in a separate file or indicate the link: <https://i3supportfacility.eu/documents/I3SF_dpn_general_eismea_January%2025.pdf> Indicate where to display the privacy statement link:[x]  Display in subscription form [x]  Display in newsletter (after the footer) |
| **Email From** Email address of the sender. It must be a **European Commission domain functional mailbox**. For organizations outside the European Commission, it is possible to use a “noreply” email, for example: no-reply@nomail.ec.europa.eu, no-reply-xxx@ec.europa.eu or no-reply-xxx@nomail.europa.eu.  | I would suggest to create “EISMEA-NO-REPLY-I3” fmb, you can use it for the rest. Please liaise with Maja.  |
|  | I3 Instrument Support Facility |
| **Email To (for BCC)**This email address receives a copy of the newsletter for each batch of emails sent. The batch is a group of 50 recipients. | giorgia@old-continent.eu gauthier@old-continent.eu santiago.donat@technopolis-group.com Maja.FERLINC@ec.europa.eu Marie.FATUROVA@ec.europa.eu EISMEA COMMUNICATON FMB |
| **Email Reply-to**This email address receives the replies of subscribers. It should be a functional mailbox monitored, and any messages received should be appropriately answered by the business unit involved.It must be a **European Commission domain functional mailbox**. For organizations outside the European Commission, it is possible to use a “noreply” email, for example: no-reply@nomail.ec.europa.eu, no-reply-xxx@ec.europa.eu or no-reply-xxx@nomail.europa.eu.You can add a contact email in the footer of the newsletter.  |  |
| **Email Fail-to (Bounces)**This email address receives the server returns: server not available, non-existent email address, out of office notification, etc. If the “Email-From” and the “Email Fail-to” are different, it could generate a problem at the level of the spam filter, this depends on the configuration of the client mail server.It must be a **European Commission domain functional mailbox**. For organizations outside the European Commission, it is possible to use a “noreply” email, for example: no-reply@nomail.ec.europa.eu, no-reply-xxx@ec.europa.eu or no-reply-xxx@nomail.europa.eu. |  needs to be FMB – I think you can use cnect-newsroom-noreply@ec.europa.eu (if not a No -reply FMB needs to be established, but will be swamped with wrong addresses, so it would be good to have separate  |
| **Newsletter template (definitions)** Examples:[Newsletter structure](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Newsletter%2Bstructure) |
| **Header organization logo**By default: European Commission (EC) logo aligned on the right. It can be displayed on the left. You can use the logo of your organization, please specify the name and provide the image in a separate file in PNG format if your logo is not in our database. List of logos available in Newsroom: [Newsletter structure > Organization logo](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Newsletter%2Bstructure#Newsletterstructure-Organizationlogo). | [x]  EC logo aligned on the right (default)[ ]  EC logo aligned on the left[ ]  Other logo, specify name and attach PNG file: I3 Instrument dos not have a logo, we can use the visual elements in the banner, but the logo should be only one |
| **Header dynamic date**An automatic date (dyndate) can be added in the header. Indicate the format and where to display it.* **Example** **format**: D/MM/YYYY, D MMMM YYYY
* **Display**: Extra info banner (top centred), Title or Subtitle (it can go before or after some other text).
 | Date format: DD/MM/YYYYIndicate where to display it:[x]  Extra info banner[ ]  Other, specify: |
| **Read the online version**Text used by default: “Read the online version”. Provide the text you prefer. The link is generated automatically, and it always redirects to the last newsletter sent/archived. For multilingual newsletters, provide the translation. | View this email in your browser |
| **Extra info banner**Above the newsletter title in the header, there can be some text, or an automatic date displayed top centred. Indicate the information you would like to display. |  |
| **Title displayed in the header** For multilingual newsletters, provide the translation. | I3 Instrument Support Facility Newsletter |
| **Subtitle displayed in the header**For multilingual newsletters, provide the translation.  | News, events, funding & inspiration for collaborative innovation |
| **Footer text** For multilingual newsletters, provide the translation.Recommendation to include at least: organization responsible for the publication, contact point, subscription and unsubscription links. | For any inquiries, clarifications, or further information, please do not hesitate to contact us at contact@i3supportfacility.eu Please follow the recommendation in the first column.  |
| **Banner image – visual identity*** **Image** **size**: 1200 pixels width (height is flexible).
* **File** **type**: JPEG, JPG, PNG or GIF.
 | Attach a separate file.  |
| **Links of social media accounts: Facebook, twitter, etc.**It is possible to display a label before the social media icon. More information: [Insert social media icons into the Newsletter](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Insert%2Bsocial%2Bmedia%2Bicons%2Binto%2Bthe%2BNewsletter). |

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| **Account**  | **Label** (optional) | **Link** |
| EISMEA |  | <https://www.linkedin.com/company/eismea/>  |
| EISMEA |  | <https://x.com/EU_EISMEA>  |
|  |  |  |

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| **Table of content / In this issue** It is possible to include the “issue” section block, is a table of content or index that lists the anchors to the sections of the newsletter. It can be set up and afterwards deactivate it any time if you do not need it.Provide the name for this section block and if you want to display it only if there are a minimum of sections in your newsletter. | [ ]  Activate table of content. * Name:
* Do not show if less than (indicate number of sections, for example 3):

[x]  Do not activate the table of content |
| **List of sections and format** It is necessary at least one section to add the content to the section. There is no limit in the number of sections. New sections can be added after the first set up.Section names and format can be changed any time by the Newsletter managers.**Examples** **section** **names**: editorial, news, events, reports, consultation. For multilingual newsletters, provide the translation.**Examples** **format of sections (section block)**: * **Full item - Basic**: item title + teaser + more button + picture.
* **Full item - List:** item title + list of additional information + more button.
* **Full item**: item title + teaser + full content + more button + picture.
* **Columns**: content displayed in 2 or 3 columns (only item title + teaser + more button + picture).
* **Call to action**: side by side picture + item title + more button.

More information: [Section block style](https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=258081570). |

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| **Section name** | **Format** |
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| **Permissions** |
| **Rights and roles**Indicate the email(s) of the person(s) responsible for each role. Indicate only the necessary rights. The same person can perform several roles. More information: [Newsroom rights and roles](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Newsroom%2Brights%2Band%2Broles). Based on the rights given to users, the publication workflow can be fully centralised or decentralised with all the intermediate steps.1. **To** **administer the platform (give access to users and deal with publications)** at least one person should have: Universe manager, User manager, TPA manager and Newsroom editor.
2. **Main rights to manage own content and the newsletter**: submitter, my item editor, topic editor, newsletter manager and mailing.

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| **Type of right** | **Right** | **Information** |
| Content | Submitter (2) | Create content (the most basic right to access the back office). |
| My item editor (2) | Publish own items. |
| Newsroom editor (1) | Publish own items and items of other contributors. |
| Associations | Topic editor (2) | Validate certain topics/newsletter associations. |
| All topic editor 1 step | Validate all topic/newsletter associations (topic selected and directly validated). |
| User  | User manager universe (1) | Can grant permission to access the platform and manage the subscriber lists. |
| User manager newsletter | Manage subscriber list of a specific newsletter. |
| Newsletter | Newsletter manager (2) | Manage the newsletter layout / template (Newsletter definitions). |
| Mailing (2) | Send the newsletter. |
| Other | Statistics | Review the subscriptions and newsletter statistics. |
| TPA Management (1) | Create and edit topics. |
| Administrator | Universe manager (1) | Manage the universe including item types, newsletter service, notification service, eTranslation feature. |

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| **Right** | **Email** |
| Submitter (2) | giorgia.gas@libero.itreynald@old-continent.eu gauthier@old-continent.eu |
| My item editor (2) | giorgia.gas@libero.itreynald@old-continent.eu gauthier@old-continent.eu  |
| Newsroom editor (1) | giorgia.gas@libero.itreynald@old-continent.eu gauthier@old-continent.eu |
| Topic editor (2) | Maja.FERLINC@ec.europa.eu Marie.FATUROVA@ec.europa.eu  |
| All topic editor 1 step | Maja.FERLINC@ec.europa.eu Marie.FATUROVA@ec.europa.eu |
| User manager universe (1) | giorgia.gas@libero.itreynald@old-continent.eu gauthier@old-continent.eu |
| User manager newsletter | giorgia.gas@libero.itreynald@old-continent.eu gauthier@old-continent.eu |
| Newsletter manager (2) | giorgia.gas@libero.itreynald@old-continent.eu gauthier@old-continent.eu |
| Mailing (2) | giorgia.gas@libero.itreynald@old-continent.eu gauthier@old-continent.eu |
| Statistics | giorgia.gas@libero.itreynald@old-continent.eu Marie.FATUROVA@ec.europa.eugiorgia.gas@libero.itreynald@old-continent.eu gauthier@old-continent.eu |
| TPA Management (1) | giorgia.gas@libero.itreynald@old-continent.eu gauthier@old-continent.eumarie.faturova@ec.europa.eu |
| Universe manager (1) | marie.faturova@ec.europa.eu |

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More information in the [Newsroom documentation](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM) (\*): [Configure your universe and services](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Configure%2Byour%2Buniverse%2Band%2Bservices).

(\*) If you cannot access the links provided in this document, please request access to the “Newsroom documentation (wiki)”

by sending an email to CNECT-NEWSROOM-SUPPORT@ec.europa.eu.

1. **Data protection declaration - Privacy statement**

The Newsroom is a corporate service offered by DG CONNECT (European Commission). DG CONNECT is not aware of the use of the data collected by the Universe's owner. It is the responsibility of the Universe manager and/or Newsroom editor together with the Data Protection Coordinator of your organization to elaborate, maintain and publish the data privacy statement based on the real use of the personal data.More information: [Data Protection Declaration](https://webgate.ec.europa.eu/fpfis/wikis/display/NEWSROOM/Data%2BProtection%2BDeclaration). [↑](#footnote-ref-1)