

# Communications in the UK Fluids Network

*NCD, 24/10/16*

In normal operation of the UKFN, there will be communication between various parties using different methods for specific purposes.

## 1. Methods of communication

### (a) Contact page on website

The Contact page on the UKFN website (<https://www.ukfluids.net/contact>) contains a form for sending a plain text message with no attachments. The email goes to the PI and Facilitator, who will reply. Use for questions, comments and suggestions, as well as to send information to circulate to the mailing list or feature on the website, such as notices of jobs, conferences, etc.

### (b) Email [info@ukfluids.net](mailto:info@ukfluids.net) (or direct to the PI/Facilitator)

This is an alternative to the Contact page, and works in exactly the same way, but for use when additional email functionality is required, e.g. sending a message with attachments, requiring cc, etc.

### (c) Mailing list

The mailing list consists of everyone who has completed the sign-up form that is included at the bottom of each page of the UKFN website. Anyone can join the mailing list: the current number of subscribers is 250. This currently operates so that the PI/Facilitator can send a message to everyone on the mailing list, but a mailing list member cannot communicate with the rest of the list. The primary use is to circulate a newsletter.

### (d) Twitter

UKFN has a Twitter account, @UKFluidsNetwork, whose tweets appear in the Tweets column on the home page. This will also feature retweeted items with a fluids interest.

## 2. Responsibilities and contributions

### (a) PI/Facilitator

The PI and Facilitator are responsible for:

- i) managing the content of the website, including posting minutes of EC and AB meetings
- ii) responding to messages sent via the Contact page, [info@ukfluids.net](mailto:info@ukfluids.net) or as direct mail to the PI/Facilitator
- iii) sending a newsletter and other notices, requests for information, etc via the mailing list
- iv) maintaining communication with the Points of Contact and the SIG leaders

### (b) Points of Contact (PoCs)

There is a single PoC at each organization, i.e. institution, company, etc.

Each PoC is responsible for interfacing with the members of their organization and the PI/Facilitator on UKFN-related matters:

- i) passing on information and requests to members from the PI/Facilitator
- ii) collating responses from members and returning a digest to the PI/Facilitator

It is hoped the PoCs will play an important role in encouraging their colleagues to register when this becomes available (see 2(g)).

### (c) SIG leaders

Each SIG has a nominated leader and co-leader.

Each SIG leader is responsible for interfacing with the members of their SIG and the PI/Facilitator:

- i) passing on information or announcements relevant to the SIG from the PI/Facilitator
- ii) discussing accounting information with the PI/Facilitator, such as agreeing meeting costs covered by UKFN before a SIG meeting and submitting a single invoice for reimbursement of expenses after the meeting

The co-leader would deputise for the leader, if required.

### (d) Mailing list

The mailing list consists of everyone who completed the sign-up form on the website. There are no restrictions on who can sign up.

Mailing list members are encouraged to contribute dynamic content for the website and newsletter such as:

- i) jobs
- ii) conference, workshops and other events
- iii) calls for proposals and “expressions of interest” from people who might want to respond to a call but need expertise in another area
- iv) new projects

as well as any comments, questions, etc. This can be via the Contact page, [info@ukfluids.net](mailto:info@ukfluids.net) or their PoC, or directly to the PI/Facilitator.

The PI/Facilitator will send out a regular newsletter to the mailing list, collating information received plus updates on website content, UKFN-related deadlines, etc.

**(e) Not on mailing list**

This category consists of anyone participating in the network who has not yet joined the mailing list.

They may contribute exactly as in (d), but they cannot be reached directly by the PI/Facilitator – instead they rely on either their PoC or the website for contact with the network.

*We encourage these participants to sign up to the mailing list for ease of communication.*

**(f) Twitter users**

This category is simply any Twitter account holder – individuals, groups, departments, etc.

Tweets by the PI/Facilitator from the UKFN Twitter account @UKFluidsNetwork will reach any Twitter users following @UKFluidsNetwork as well as anyone visiting the UKFN website home page (through the Tweets column).

Tweets can give a spontaneous and lively dimension to the home page, with short, immediate announcements, comments, etc and suitable postings will be retweeted.

**(g) Registered members**

This consists of everyone who has entered their personal data in the registration form. This feature will become available 1 November 2016. Unlike the mailing list, 2(d), registration will be moderated.

Although registration will not provide any additional ways to communicate directly, it will do so indirectly through creating a web presence for each member in the directory of UK fluids researchers.