

Introduction to a private Wiki site for a Research unit

Mortality Health Epidemiology

MSE (UR5) – INED

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Members of the MSE unit

- ✓ Person in charge of the unit (1)
- ✓ Research secretary (1)
- ✓ Full-time members (19)
 - Researchers
 - PhD students
- ✓ Part-time members (4)
 - Associate researchers
- ✓ Occasional members for a various duration (14)
 - Invited researchers
 - research assistants
 - Trainees and students
- ✓ 'Close' persons : researchers, professors, students...

Activities of the MSE unit & members

- Research unit
 - ✓ Monthly meetings
 - ✓ Occasional meetings with other units/institutions
- Person in charge
 - ✓ Monthly meeting at Ined
 - ✓ Contact with institutions/scientists/politics
- Research secretary
 - ✓ Administrative meetings
 - ✓ Administrative information (INED/each member)
- All the researchers
 - ✓ Scientific meetings

Needs of the unit members

- Needs for communication
 - ✓ Internal “Who do what ?”
Activities, seminars, meetings...
Secretary, fieldwork/conference trips...
Invited persons: “for us, to know them” and “for them, to know us”
 - ✓ External “what do they do ?”
Activities and current affairs
- Needs for collaborative works
 - ✓ Internal/External
Discussions, elaboration of research projects

Why elaborating a Wiki site ? (1)

- **Pre-existing** tools :

- ✓ Internal mailing list for the members

Various information are send to the members but,

no classification of the information

problem of information availability at the time you need it

- ✓ Ined Website

One packaging for all the INED research units:

scientific project, list of the members and list of research projects

Yearly updating

Formal and synthetic presentation

Why elaborating a Wiki site ? (2)

- The choice of Wiki
- Wikis are typically collaborative websites
 - ✓ Free access to the software & ability to create a Mediawiki server
 - ✓ Easy method for elaborating a multi-users site
 - ✓ All the registered members can edit the site at anytime
 - ✓ Various supports:
 - Webpage, discussion
 - Uploading files, internal/external links
 - ✓ Each edition is nominative and noticed, it can be cancelled by any other participant (still nominative and noticed...)

1st example: current Affairs

- Menu of the homepage
- News and on-going on the homepage
- One specific page with :
 - ✓ Seminars and meetings
 - ✓ Invited researchers
 - ✓ Web resources, useful information...

2nd example: a meeting

- Choose the date
- Define the program
- Upload used files (project, presentation, papers...)
- Discussion on the meeting
- Report of the meeting

3rd example: administrative affairs

- Organization of a meeting
 - ✓ What do I have to do ?
 - ✓ How can I find useful information about ...
 - Book a room for the meeting

4th example: updating a research project

- Each year, research project are updated
 - ✓ Administrative: human and financial needs
 - ✓ Scientific: what have been done ? What will be done ?
- Many participants
 - ✓ The person in charge
 - ✓ The researchers

Durability and development

- Limits
 - ✓ Fixed uploaded external files
 - ✓ Awaiting the members
 - ✓ Multiplication of information sources
- Condition for its durability
 - ✓ Several key-persons
 - ✓ Contribution of all the members
- Extension
 - ✓ Link to free access pages ?
 - ✓ Development of other private Wiki sites