

## ANNEX N

### Instructions for the exercise (award criterion 3)

1.	Objectives of the exercise	<p>This exercise is a subset of the real migration.</p> <p>In this exercise, the tenderer must <b>describe (not implement)</b> how they will:</p> <ul style="list-style-type: none"> <li>- configure the CMS,</li> <li>- create specific content types,</li> <li>- migrate real web content into them,</li> <li>- provide content editing capabilities to the CMS editors,</li> <li>- create a minimal homepage,</li> <li>- preserve or redirect the current URLs, and</li> <li>- apply the current look and feel to the public website.</li> </ul> <p>The exercise does not include database driven pages like the who-is-who list (<a href="http://www.cedefop.europa.eu/EN/about-cedefop/who-is-who.aspx">http://www.cedefop.europa.eu/EN/about-cedefop/who-is-who.aspx</a>), the governing board members list (<a href="http://www.cedefop.europa.eu/EN/about-cedefop/governance/governing-board.aspx">http://www.cedefop.europa.eu/EN/about-cedefop/governance/governing-board.aspx</a>), web statistics software installation (e.g. piwik), installation or configuration of the on-site search engine, Skills Forecast pages (<a href="http://www.cedefop.europa.eu/EN/about-cedefop/projects/forecasting-skill-demand-and-supply/skills-forecasts.aspx">http://www.cedefop.europa.eu/EN/about-cedefop/projects/forecasting-skill-demand-and-supply/skills-forecasts.aspx</a>), etc.</p> <p>In addition, this exercise doesn't include web user registration and management of registered users, neither functionalities concerning automatic emails.</p> <p>The tenderer's proposal will be taken into account for the order form related to the migration and fine-tuned in agreement with Cedefop.</p>
2.	Starting point assumptions	<ul style="list-style-type: none"> <li>- The servers are already setup (part of initial setup cost for hosting)</li> <li>- The needed software is installed on the servers (web server, database, CMS, etc.) and all software is patched with the latest security and performance updates (part of initial setup cost for hosting)</li> <li>- you will receive in a Microsoft access database the web content that needs to be migrated.</li> </ul>
3.	CMS configuration	Configure the CMS and add any additional modules needed to achieve the below mentioned functionalities and content migration.
4.	Multilingual considerations	<p>Configure the CMS and public site to have three language variants, EN, DE, FR. The configuration should allow more language variants to be added in the future.</p> <p>Each language variant should be able to handle translated elements of the user interface of the public website (navigation elements, labels, etc.). You are not asked to translate these elements during this exercise.</p> <p>The user interface of the CMS (what the CMS editors see) will not be translated. It will remain in English.</p> <p>Each language variant of the website will dynamically include content (news, events, etc.) flagged for that variant.</p> <p>One way to achieve this is by having on each content item a "include in site variant" metadata field. This field will indicate in which language variants the content is shown.</p>
5.	Apply existing look and feel	<p>Apply the existing look and feel to all pages of the public website.</p> <p>See "ANNEX L - Cedefop web design manual" and also the current website <a href="http://www.cedefop.europa.eu">www.cedefop.europa.eu</a></p>

6.	Build the specific content types	In this exercise only the following content types will be treated: Cedefop Publications, Events, News / Articles, Public procurement, Job vacancies.  The setup of the content types and their migration must be done in a way to support future translation of their content. One way to achieve this is by having on each content item a “language” metadata field that specifies the language in which the content item is written to.																											
7.	Migrate specific content items	<p>Migrate the specific content types from the existing CMS. You can find below an indicative list of the fields of each content type.</p> <p>For each content type create:</p> <ul style="list-style-type: none"><li>- a public “list-view” page showing the list of items the list should contain 10 items and automatic navigation links to next/previous page it should not contain the filtering mechanism that we currently have.</li><li>- a public “detail-view” page showing the details of one item.</li></ul> <p>The example URLs below show how these sets of pages are currently implemented.</p> <table><tr><th>Content type</th><th>Indicative quantity</th><th>Example of list</th><th>Example of details page</th></tr><tr><td>1. Publications</td><td>540</td><td><a href="http://cedefop.europa.eu/EN/publications.aspx">http://cedefop.europa.eu/EN/publications.aspx</a></td><td><a href="http://cedefop.europa.eu/EN/publications/21091.aspx">http://cedefop.europa.eu/EN/publications/21091.aspx</a></td></tr><tr><td>2. Events</td><td>1300</td><td><a href="http://cedefop.europa.eu/EN/events.aspx">http://cedefop.europa.eu/EN/events.aspx</a></td><td><a href="http://cedefop.europa.eu/EN/events/21043.aspx">http://cedefop.europa.eu/EN/events/21043.aspx</a></td></tr><tr><td>3. News / Articles</td><td>2700</td><td><a href="http://cedefop.europa.eu/EN/news.aspx">http://cedefop.europa.eu/EN/news.aspx</a></td><td><a href="http://cedefop.europa.eu/EN/news/21070.aspx">http://cedefop.europa.eu/EN/news/21070.aspx</a></td></tr><tr><td>4. Public procurement</td><td>300</td><td><a href="http://cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx">http://cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx</a></td><td><a href="http://cedefop.europa.eu/EN/working-with-us/public-procurements/21080.aspx">http://cedefop.europa.eu/EN/working-with-us/public-procurements/21080.aspx</a></td></tr><tr><td>5. Job vacancies</td><td>80</td><td><a href="http://cedefop.europa.eu/EN/working-with-us/job-opportunities.aspx">http://cedefop.europa.eu/EN/working-with-us/job-opportunities.aspx</a></td><td><a href="http://cedefop.europa.eu/EN/working-with-us/job-vacancies/20309.aspx">http://cedefop.europa.eu/EN/working-with-us/job-vacancies/20309.aspx</a></td></tr></table>				Content type	Indicative quantity	Example of list	Example of details page	1. Publications	540	<a href="http://cedefop.europa.eu/EN/publications.aspx">http://cedefop.europa.eu/EN/publications.aspx</a>	<a href="http://cedefop.europa.eu/EN/publications/21091.aspx">http://cedefop.europa.eu/EN/publications/21091.aspx</a>	2. Events	1300	<a href="http://cedefop.europa.eu/EN/events.aspx">http://cedefop.europa.eu/EN/events.aspx</a>	<a href="http://cedefop.europa.eu/EN/events/21043.aspx">http://cedefop.europa.eu/EN/events/21043.aspx</a>	3. News / Articles	2700	<a href="http://cedefop.europa.eu/EN/news.aspx">http://cedefop.europa.eu/EN/news.aspx</a>	<a href="http://cedefop.europa.eu/EN/news/21070.aspx">http://cedefop.europa.eu/EN/news/21070.aspx</a>	4. Public procurement	300	<a href="http://cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx">http://cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx</a>	<a href="http://cedefop.europa.eu/EN/working-with-us/public-procurements/21080.aspx">http://cedefop.europa.eu/EN/working-with-us/public-procurements/21080.aspx</a>	5. Job vacancies	80	<a href="http://cedefop.europa.eu/EN/working-with-us/job-opportunities.aspx">http://cedefop.europa.eu/EN/working-with-us/job-opportunities.aspx</a>	<a href="http://cedefop.europa.eu/EN/working-with-us/job-vacancies/20309.aspx">http://cedefop.europa.eu/EN/working-with-us/job-vacancies/20309.aspx</a>
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8.	Links and downloads	<p>Each of the content types mentioned above, may have</p> <ul style="list-style-type: none"><li>- a list of “see also” links and</li><li>- a list of downloadable files.</li></ul> <p>See example at: <a href="http://www.cedefop.europa.eu/EN/events/19148.aspx">http://www.cedefop.europa.eu/EN/events/19148.aspx</a></p> <p>The sections “Links” and “Download in” appear only if there are associated link items and download items.</p> <p>CMS editors should be able to change the sorting order of the items inside the “links” and “Download” sections.</p> <p>The link items can be external links (links to other websites) or internal links (links to other pages maintained by this CMS).</p>																											
9.	Simple homepage	<p>Create a simple homepage containing only the following dynamically updated blocks of information:</p> <table><tr><td>Publications</td><td>List of the 4 latest publications Automatically sorted by the content creation date, newest on the top</td></tr><tr><td>News, articles</td><td>List of the 4 latest news</td></tr></table>				Publications	List of the 4 latest publications Automatically sorted by the content creation date, newest on the top	News, articles	List of the 4 latest news																				
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		Automatically sorted by the content creation date, newest on the top
	Events	List of all upcoming events (eventStartDate >= today) Automatically sorted by ascending Event Start Date Extra fields to display: Event Start Date, Event End Date, Event Venue
	Public procurement	List of all open public procurement calls (procurementStatus = open) Automatically sorted by ascending Deadline Date Extra fields to display: Deadline (date)
	Job vacancies	List of all open job vacancies (JobVacancyStatus = open) Automatically sorted by ascending Deadline Date Extra fields to display: Deadline (date)
		All lists will show a thumbnail image (if an image was loaded in the image field of the item) the title and the abstract of the item. Each block of similar content type should have one link “see more” that will take the visitor to the full list of those items. Note: our current homepage has similar functionalities and content <a href="http://www.cedefop.europa.eu">www.cedefop.europa.eu</a>
10.	Content creation and editing	CMS editors should be able to further edit the inserted content and create new content of those types.
11.	Continuity of download URLs and statistics	Cedefop uses IIS logs and WebTrends to create reports for downloaded files. The most important downloaded files are the Cedefop publications that have URLs in the form of /XX/files/YYYY_ZZ.pdf and /XX/files/YYYY_ZZ.epub Where XX is the languages of the site variant (EN, DE, FR) YYYY is the 4 digit publication number And ZZ is the 2 letter language code of the file.  Example: <a href="http://www.cedefop.europa.eu/EN/Files/9079_de.pdf">http://www.cedefop.europa.eu/EN/Files/9079_de.pdf</a>  The tenderer must propose a way to achieve the maximum preservation of the current download URLs, the continuity of download statistics and the methodology to switch from the old website platform to the new. The proposed solution should also preserve (not break) the maximum of the incoming deep links from other websites.

**Indicative list of fields of each content type**

Field	Description	Used in				
		News, Articles	Events	Publications	Job Vacancies	Public procurement
ID	Automatically assigned, PageID	Y	Y	Y	Y	Y
Creation date	Creation date in the CMS	Y	Y	Y	Y	Y
Date of release	Date when the item was first published online	Y	Y	Y	Y	Y
Date of last update		Y	Y	Y	Y	Y
Submitter	User name	Y	Y	Y	Y	Y
Item status	Closed list	Y	Y	Y	Y	Y
Language	2 letter language code	Y	Y	Y	Y	Y
Keywords	Multiple value closed list	Y	Y	Y	Y	Y
Country	Multiple value closed list	Y	Y	Y	Y	Y
Themes	Multiple value closed list	Y	Y	Y	Y	Y
Projects	Multiple value closed list	Y	Y	Y	Y	Y
Networks	Multiple value closed list	Y	Y	Y	Y	Y
Title	Plain text field	Y	Y	Y	Y	Y
Subtitle	Plain text field	Y	Y	Y	Y	Y
Abstract	Plain text field	Y	Y	Y	Y	Y
Description	Html field	Y	Y	Y	Y	Y
Source	Plain text field	Y	Y	Y	Y	Y
Image		Y	Y	Y	Y	Y
Event Start Date	Date time		Y			
Event End Date	Date time		Y			
Event type	Single value closed list		Y			
Event Venue	Text		Y			
Event Status	Single value closed list		Y			
Event organiser			Y			
Event Contacts			Y			
Cedefop Involvement	Single value closed list		Y			
Job Vacancy Application start Date	Date time				Y	
Deadline for applications	Date time				Y	Y
Status of Vacancy	Single value closed list				Y	
Publication Publisher name	Text			Y		
Publication Author name	Text			Y		
Publication Series	Single value closed list			Y		
Publication type	Single value closed list			Y		
Publication price	Currency			Y		
Publication Catalogue number	Text			Y		
Publication ISBN				Y		
Publication ISSN				Y		
Publication number	Text			Y		
Cedefop Bookshop ID	Integer			Y		
Number of pages	Integer			Y		
List of links	A list of internal and/or external links	Y	Y	Y	Y	Y
List of downloads	A list of downloadable files	Y	Y	Y	Y	Y