**DCE Community Operational Mode**

Communications Processes

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# Communication

DCE Internal communication channels

Communications and engagement activities are large parts of members’ roles and responsibilities. They coordinate with their internal teams and external stakeholders of their communities through multi-channel communications established to meet their needs. These communications include (but are not limited to):

* Instant Messaging:
  + Teams: DCE 2.0 business Team. Restricted. Many projects and business teams prefer to use **Microsoft Teams** for chat or are required to for security reasons. There are many advantages, including the integration within the Microsoft Team environment, secure connection (but can be sometimes challenging to invite external attendees), chats are saved automatically and files from Sharepoint can be shared.
* Slack channels in the Turing’s Slack workspace. The [Turing has a Slack Workspace](https://mathison.turing.ac.uk/page/2166) Please read the Slack users guide to understand the usage and limitations: <https://mathison.turing.ac.uk/page/2167>.
  + - # data-centric-eng (Open)
    - # Interface dce-tps : restricted channel. (TPS + DCE) management units. Dedicated to matters pertaining to collaborations, initiatives between DCE and TPS. E.g. Advocacy for Open Access: DCE, TPS
    - # Interface dce-skills: restricted channel. (Skills + DCE) management units. Dedicated to matters pertaining to collaborations, initiatives between DCE and Skills. E.g. workshops on mapping data skills
  + Dedicated Slack workspace allowing access to community members external to Turing: TBD
* DCE newsletters, quarterly reports
* Collaboration via shared resources:
  + [Sharepoint](https://thealanturininstitute.sharepoint.com/sites/dceCOMMUNITY) : This is a dashboard for internal DCE community members. Members can deposit or access various community resources and keep up to date with the community’s activities.
    - Associated group email: dceCOMMUNITY@turing.ac.uk
  + HackMD : Documents are used largely in projects that actively use GitHub, as these use Markdown format and hence it is easy to transfer the content to the GitHub (.md files). This can be a good alternative to Google docs when working with external collaborators if they prefer not to use Google documents. You would need to have a HackMD account to create files. You should make sure that edit access is given to people you are trying to work with as documents are automatically set to a non-accessible sharing link. Read more guidance in *The Turing Way* HackMD guide: <https://hackmd.io/@turingway/hackmd-guide>.
  + [GitHub](https://github.com/alan-turing-institute/dce-community/blob/main/README.md) DCE community -public- repository. Open to external members and the rest of the public. Many projects also use GitHub to centralise project related files, especially when working with external members.

# General platforms, recommendations and practices

### Internal Turing communication channels

* You can post updates via blogs and general news on **Mathison**. Read details: <https://mathison.turing.ac.uk/page/2390>. You can **cross post links via the Turing Slack channels** along with reminders of events or highlights for the Turing community members.
* You can request to give a short talk (8-10 mins) at the **monthly Turing-wide Catch-up calls**. Reach out to [Patrick Sutton](https://mathison.turing.ac.uk/person/300) with request and further details.
* The **Turing Lunch and Learn** series is an opportunity to speak about your work and engage the Turing community (60 mins). You can find details and send your interest to Toni Freeman: <https://mathison.turing.ac.uk/page/2341>.
* You can informally advertise and share about your events in different teams, such as viaTPS Coffee Chat on Thursdays, REG Tech talk, networking events for the Turing Fellows, Lunch and Learn sessions and more.
* **Turing’s regular internal communications channels** are listed below. You can request to submit any content for these internal communications channels via communications@turing.ac.uk. You can indicate a preference for which channels you would like your content to be included on, but ultimately the Internal communications team will have oversight on the best channel for your submitted content, as not all of it will be appropriate for all channels:
  + **Bulletin –** Please keep to 100 words max, and include call to action links (register now, etc.) [Linked example]
  + **Mathison –** Longer pieces which we cannot fit in the bulletin may be more suitable for Mathison. [Linked example]
  + **AV wall/digi-screens –** Please note that as the majority of our community works virtually each day, the audience for this channel is much smaller. This channel is appropriate for visually striking content with small amounts of text, and for videos (there is no sound, but our team can add subtitles on request). [Linked example]
  + **Corporate roundup –** a monthly email round-up of corporate content (e.g., People, Finance, policy updates), to give a consistent channel for these messages. [Linked example]
  + You are encouraged to **post on Turing Slack**, as this has a very high level of engagement across the internal community, especially used by Turing researchers (the business team prefer to use and monitor teams). Please make use of #general, #askaway, #appreciations and project/programme specific channel such as #tps and #health.

### External Turing communication channels

* For external marketing and announcement, please complete this [online form](https://forms.monday.com/forms/1e9127d0f7559a411d21d5175cc9ce9e?r=use1). Available channels include Twitter, LinkedIn, Facebook and Instagram.
* If a journalist contacts you to speak on behalf of The Alan Turing Institute, or if you have work that you think could have a news angle, please contact [press@turing.ac.uk](mailto:press@turing.ac.uk). You can read our [media playbook](https://mathison.turing.ac.uk/Interact/Pages/Content/Document.aspx?id=2330&SearchId=232027&utm_source=interact&utm_medium=quick_search&utm_term=media+playbook) for more information on working with the media at the Turing.

### Websites and webpages

### Research page on the Turing website

* [Turing DCE webpage](https://www.turing.ac.uk/research/research-programmes/data-centric-engineering).
  + This is also a place to share links to publications, events and opportunities available in the project.

## Communication infrastructure

### Social media

* No specific DCE account at the moment
* Community events, activities and outputs can be shared from the [**Turing Twitter**](https://twitter.com/turinginst/) and the [**Turing LinkedIn**](https://www.linkedin.com/school/the-alan-turing-institute) accounts. Contact the Turing communications team (email Sian Fortt ([sfortt@turing.ac.uk](mailto:sfortt@turing.ac.uk)), Marketing Manager) to coordinate.