**Annual reports on the EI website**

**Technical brief**

We need to develop a new section of the EI website where we can collate and display an annual report for member organisations. Most of the information is already available on the EI website in the form of news items, statements, blogs, Take Action items, research, and publications. However, additional information needs to be inputted manually in the annual report. An introduction text will summarise the yearly content.

**Look, feel, and navigation**

* At the top of the page, there should be room for an introduction. Depending on R&D outcomes, this introduction could be generated via the ChatGPT API (https://platform.openai.com/docs/introduction); otherwise, it needs to be manually added. A prompt for ChatGPTv4 could be: “summarize all content from year 2023”. The prompt needs to be refined during R&D.
* The report should look like a scrollable timeline, from January 1st to December 31st.
* The timeline is divided by months.
* The timeline shows both points and tiles.
* Each point on the timeline denominates a news item or a Take Action item or a statement and is expandable by clicking. Once expanded, there should be a clickable title, picture, and read more link. These should be autogenerated from the linked item.
* Each tile is a manually defined “highlight”, with a picture + headline + Read more link. Users should be able to click on the picture/headline/read more to expand the tile to see the content in full.
* Once the tile expands:
  + The tile should have the headline at the top
  + The tile should show various items related to that highlight: news, tweets, publications, etc. Some tiles may have several pieces of content, some may have just one.
  + Each piece of content should be as visual as possible – picture+headline.
  + Each piece of content should be clickable. If the user clicks on it, they should be taken to the website or an external link to see the content in full.
  + The tile should have a close button to close the expanded view and return to the timeline.

**Backend**

On the backend of the page, we should be able to do the following

1. Generate and edit yearly summary
   1. A mechanism to generate the summary of content per year
   2. Summary is generated once by API call, then gets displayed in an edit box, where the generated text can be adjusted manually. While editing, content should be autosaved regularly to avoid data loss.
2. Display a list of all items on the timeline for the year
   1. Develop mechanism to exclude items from being displayed on the frontend
3. Create and add highlights on the timeline and define
   1. Date (day, month, year)
   2. Headline
   3. Add main picture
4. Add content to each highlight for the expanded view
   1. We should be able to choose and assign from content posted on the site as [news items](https://www.ei-ie.org/en/news), blogs ([Worlds of Education](https://www.ei-ie.org/en/worlds-of-education)), [Take Action items](https://www.ei-ie.org/en/news/take-action), [statements](https://www.ei-ie.org/en/news/statements), [publications](https://www.ei-ie.org/en/resources/publications) (library, backend id 19), [research](https://www.ei-ie.org/en/resources/research) (library, backend id 1359). This should be possible by either dragging and dropping an item from the list, or by searching for it.
   2. Items that are added to a highlight should not be displayed separately on the timeline any more. Once a highlight is created, it should be displayed in the list of all items (see point 2), and the items assigned to it should be displayed nested under the highlight.
   3. We should be able to add content manually from outside the website. We need to be able to add:
      1. PDFs (add link that users can follow to see the file). Include PDF icon to mark the content visually. For files, we need to be able to add a title.
      2. Tweets (link) – the system should generate a preview of the tweet
      3. Videos (from YouTube) – we need to be able to add a title
      4. LinkedIn posts (R&D necessary to assess what functionalities are available)
   4. We should be able to manually order the items in each tile by drag and drop.
5. A mechanism to preview/publish/unpublish/edit needs to be added, i.e. display of content per year is not rolling throughout the year, but initiated manually once a year, and once set up and previewed, published manually. A publicly shareable preview link should be provided.