

For context, the tasks that need to be completed by [Stichting OpenAccess](#) in order to fulfil the implementation requirements are detailed below.

### **Setting up new web space for the site:**

- Start test hosting
- Develop the page templates required in the site
- Add basic content, news items, personal pages, and integrate social media
- Add responsiveness
- Feedback by YA
- Updating and delivering the design
- Enable live hosting
- Instructing YA staff/members how to add users/content to the site
- Test micro website
- Observing how YA uses the site, fine tuning
- Mapping the various pages currently used in the AESOP website
- Setting up new web space for the site: start test hosting
- Analyse the site content and propose a new structure of that content
- Develop the first batch of page templates required in the site
- Add basic content, news items, personal pages, and integrate social media
- Add responsiveness
- Feedback by AESOP
- Add additional page templates if necessary
- Updating and delivering the design
- Develop editorial guidelines (AESOP/YA)
- Enable live hosting
- Instructing AESOP staff/members how to add users/content to the site / observing how AESOP uses the site, fine tuning;

### **Regarding the Institutional Repository:**

- Mapping (categorizing) the material that must be stored in the Institutional Repository
- Setting up Open Preprint Server (OPS): (start test hosting)
- Adding examples from each category to OPS
- Developing the design elements (header, footer, front page, content page, etc.)
- Providing feedback by AESOP/YA
- Updating and delivering the design
- Obtaining CrossRef membership for AESOP and YA
- Enable live hosting
- Remove the content (now stored in the IR) from the AESOP and YA websites
- Instructing AESOP and YA staff/members how to add users/content to the IR
- Observing how AESOP uses the IR, conducting small updates
- Mapping the various pages currently used in YA website.