



# D9.5 – Online Collaborative Workspace

## WP9 – Task 9.2

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## Document information

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## Table of contents

1	Introduction.....	5
1.1	Purpose and target group .....	5
1.2	Contribution of partners .....	5
2	Presentation .....	5
2.1	Platform specifications .....	5
2.1.1	Posts.....	5
2.1.2	The Files .....	6
2.1.3	Action List & Minutes .....	6
2.1.4	FAQ.....	7
2.2	Contact list .....	8
3	Access.....	8
3.1	Members.....	8
3.2	Access rights .....	8
4	Conclusion .....	9
5	Annex.....	10
5.1	Use of PR2 Teams Channel for strategic partners.....	10

## List of figures

Figure 1:	The Post view.....	5
Figure 2:	General Channel Files view .....	6
Figure 3:	Action list & Minutes View .....	7
Figure 4:	FAQ view .....	7
Figure 5:	User directory with distribution lists.....	8
Figure 6:	Teams interface .....	10
Figure 7:	Password.....	11
Figure 8:	Browser interface teams.....	11
Figure 9:	Teams interface .....	11
Figure 10:	Verification of identity .....	12

## Summary

The Document presents the objective, development and use of the private online document sharing system within the P2R project.

## Keywords

Online Workspace, Collaboration, Teams

## Abbreviations and acronyms

AB	Advisory Board
ECM	Electronic Content Management
EUG	End-User Group
GDPR	General Data Protection Regulation
IT	Information Technology
PMO	Project Management Office
WP	Work Package
WPL	Work Package Leader

# 1 Introduction

## 1.1 Purpose and target group

Microsoft Teams is a platform designed to support collaborative work online. P2R Teams is (1) dedicated to collaborative work between partners (e.g., collaboration on deliverables, storing documents, noting actions and tasks/to dos etc.), (2) serves as a communication platform, incl. messages relevant to all partners (e.g. from the coordinator), for discussions on the respective WP channels, chat etc., and (3) is used for preparation and publication of final reports and deliverables.

## 1.2 Contribution of partners

The specifications of the platform were discussed and validated between the Coordinator, Climate KIC, and the PMO, LGI. The setting up of the platform was conducted by LGI using the Climate KIC Teams, while Climate KIC contributed to the structure of the folders and the definition of the distribution lists. The regular update of the platform is ensured by LGI and Climate KIC.

# 2 Presentation

## 2.1 Platform specifications

The platform used in the project is a Microsoft Teams named “Pathways2Resilience Consortium”. The structure and features were presented at the kick-off meeting to all the consortium members. The Teams is accessible [here](#).

The Teams has a General channel accessible to all consortium members and one for each WP that each WPL will manage. Additionally, a specific channel was created to share information with strategic partners external to the consortium. Each channel has the following sections:

### 2.1.1 Posts

This section should be used to share important messages and reminders to the entire consortium or Work Package partners. This communication will be visible to all partners and can be revisited at any time. It should also be used to notify partners of the upload of a new deliverable and ask for reviews or comments as well as to inform if a deliverable is ready for submission. In order to communicate directly with a partner, or certain partners in a message or response, use the sign “@” and follow by typing the name or names of the partners.

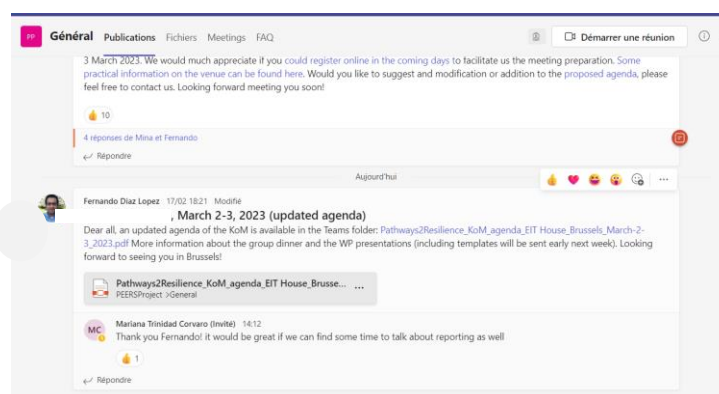


Figure 1: The Post view

### 2.1.2 The Files

In this section under the General channel you will find the project documents arranged in a predefined structure. You can click on any folder to see what is contained within.

Under the General channel, documents in display are final and should not be edited unless instructed. The only exception is the contacts file, which should be updated if necessary.

The Deliverables folder under the General channel should be used only to upload final versions to be submitted to the EC. Final version will be uploaded by the PMO team after review and the addition if the quality cover. For further details please refer to D9.4 Project Quality Plan.

Under the WP channels, deliverables will be uploaded for collaborative work. To avoid multiple version and confusion choose to work online. To respect the format of the documents, please access the documents by clicking on the three dots on the right and open with the Microsoft app rather than the website.

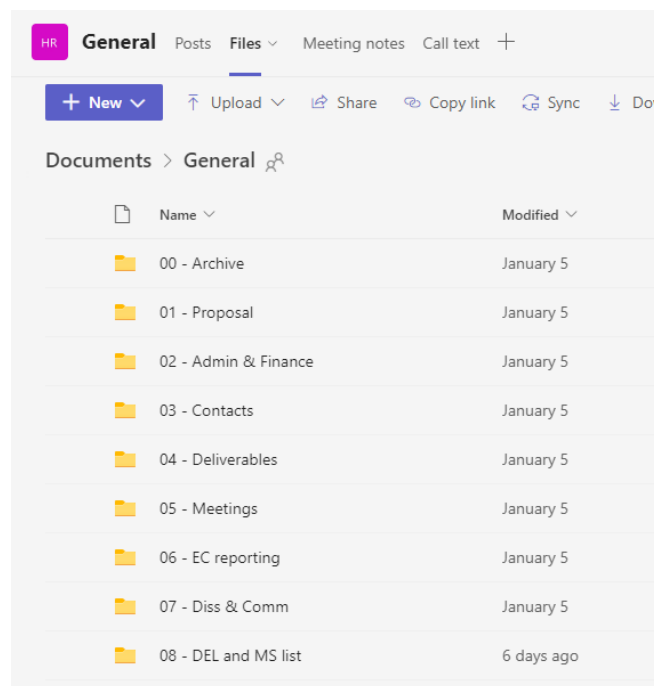


Figure 2: General Channel Files view

The management and organization of the file section of each WP is under the responsibility of the corresponding WPL.

### 2.1.3 Action List & Minutes

This section is intended to help with the management of the project and to facilitate collaboration. Under this section WPL are asked to keep an action list for members as well as the minutes of every technical meeting held in order to keep a record. Each entry must be saved with the date to have an efficient registry of decisions and follow up actions. Partners are invited to consult this section after each meeting in order to review the notes, follow up actions and decisions made. The management of this section under each WP channel is the responsibility of the WPL.

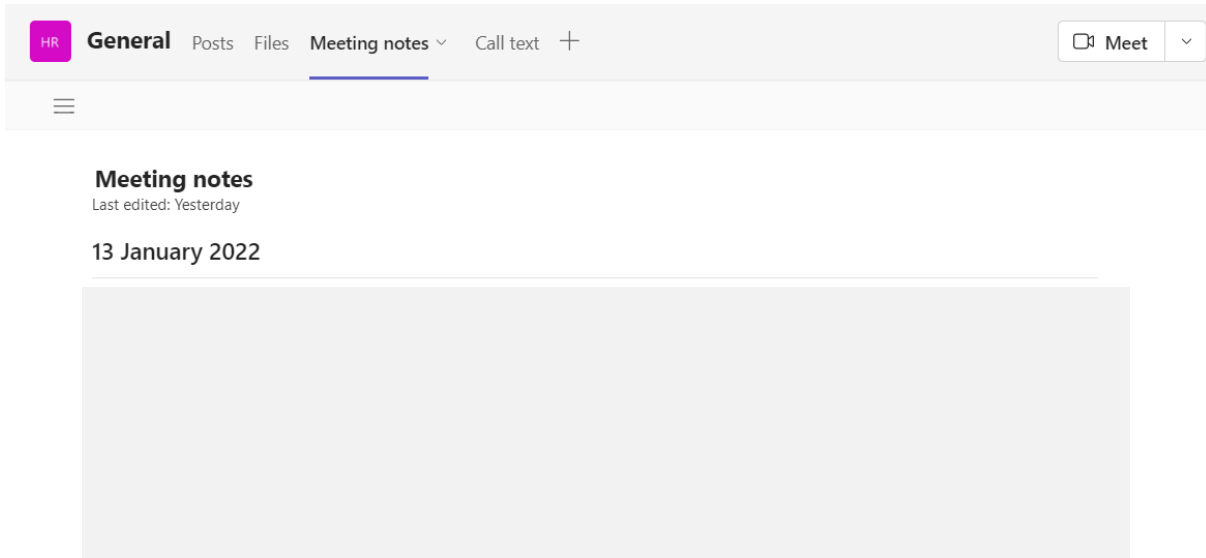


Figure 3: Action list & Minutes View

### 2.1.4 FAQ

This section is only available at the General Channel. Under this section the Project Management team will gather the most Frequently Asked Questions (FAQ) so all partners have easy access to instructions and useful information on topics such as:

- Cost eligibility
- Reporting
- Payments Schedule
- Quality assurance measures

The management of this section will be exclusively done by the project management team.

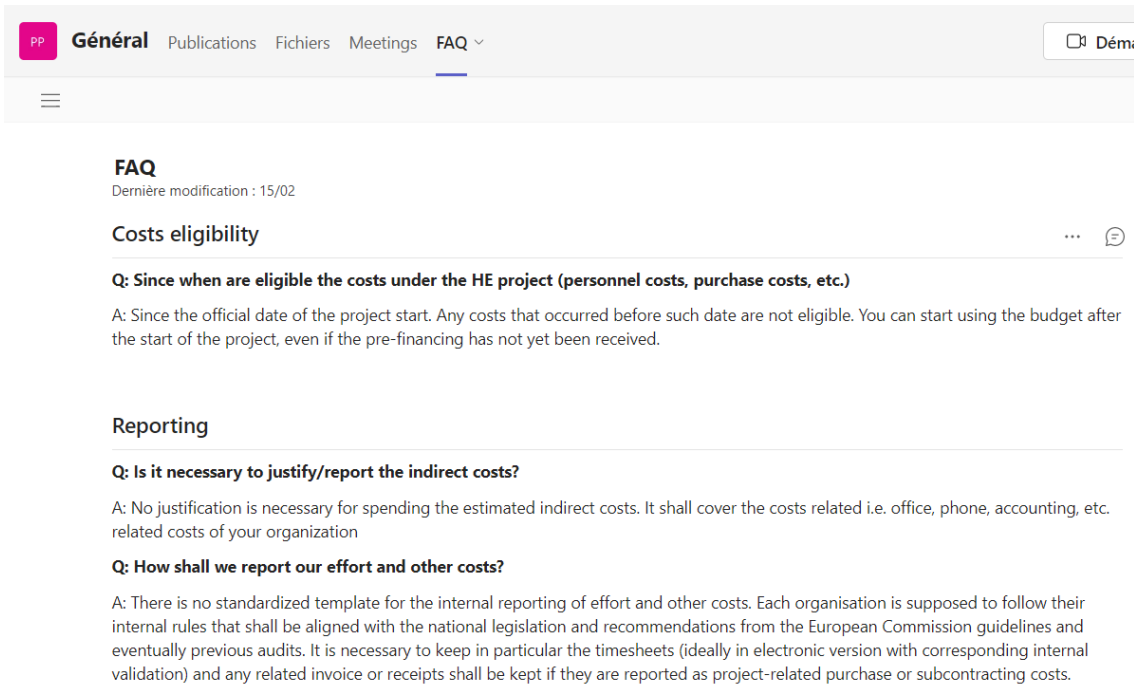


Figure 4: FAQ view

## 2.2 Contact list

The contact lists under the General channel will allow partners to both search and add/delete contacts as needed. The Contact lists support the search for consortium members, and allows writing emails to members of the consortium.

Consortium members can filter contacts in order to tackle different topics in their communications, such as the following: technical WPs, Executive Committee, General Assembly, Administrative & Financial, contacts etc. Only the relevant participants are contacted for each topic, avoiding both the confusion and the loss of information.

The Contact list is shown below:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S				
Partner	Legal name	Country	Role	Name	Email	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP leader / PMB membr	Operational contact	General Assembly representative	Admin/Financial contact	Notes			
CKIC	CLIMATE-KIC HOLDING BV	NL				x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Deltares	STICHTING DELTARES	NL																				
ICLEI	ICLEI EUROPEAN SECRETARIAT GMBH	DE																				
IIASA	INTERNATIONALES INSTITUT FUER STICHTING INTERNATIONAL RED CROSS RED CRESCENT CENTRE ON CLIMATE	AT																				
RCCC	INTERNATIONAL RED CROSS RED CRESCENT CENTRE ON CLIMATE	NL																				
			Project lead RCCC Programme manager																			

Figure 5: User directory with distribution lists

Each Consortium member is responsible to edit and update the contact list as needed.

## 3 Access

### 3.1 Members

All members of the consortium partners have received an invitation to join the Teams at the beginning of the project. They all have access to the following channels: general, WP1, WP2, WP3, WP4, WP5, WP6, WP7, WP8, WP9 . Only the project management team has access to the project management channel and the workflow excel.

Members of the SAB, Practitioner Finance Expert Group and strategic partners have a restricted access to the platform.

### 3.2 Access rights

Access rights are managed by the administrators of the platform, LGI, through a granular management of access rights. As such, different access right are allocated according to the role of the participants: members of the consortium, PMB Members, PMO team, SAB members, PFEG members.

The process to get access to the platform starts with the invitation to join the Teams sent by LGI (upon request from the coordinator or any member of the consortium).

## 4 Conclusion

The online collaboration platform is used to make the management the project easier. It allows controlled version tracking of deliverables in a well-defined workflow and submission system, it provides access to materials such as templates or minutes, and makes reporting and follow-up on efforts smoother. This deliverable aims to illustrate the platform specifications.

## 5 Annex

### 5.1 Instructions for the use of PR2 Teams Channel for strategic partners

If your organization already uses Teams we recommend to log in to this Teams with the browser so you can stay connected to your teams' organization. Please see the instructions to do this below:

1. Open teams in your browser (google chrome, Firefox, or the one you prefer) in the login page. You can use the link [here](#).
2. In the upper right corner click on log in

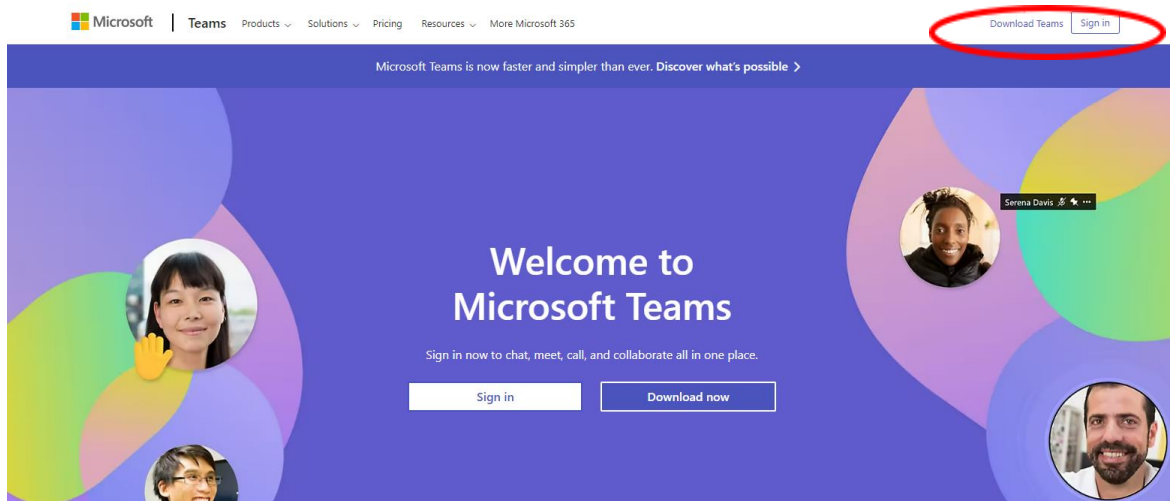


Figure 6: Teams interface

3. Use your organisation's email account and your password to log in:

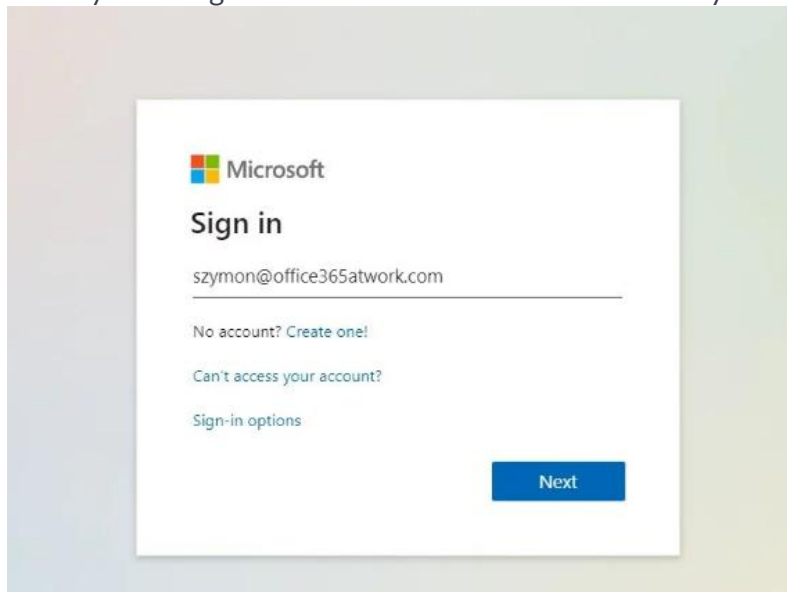


Figure 7: Password

- The following message will appear:

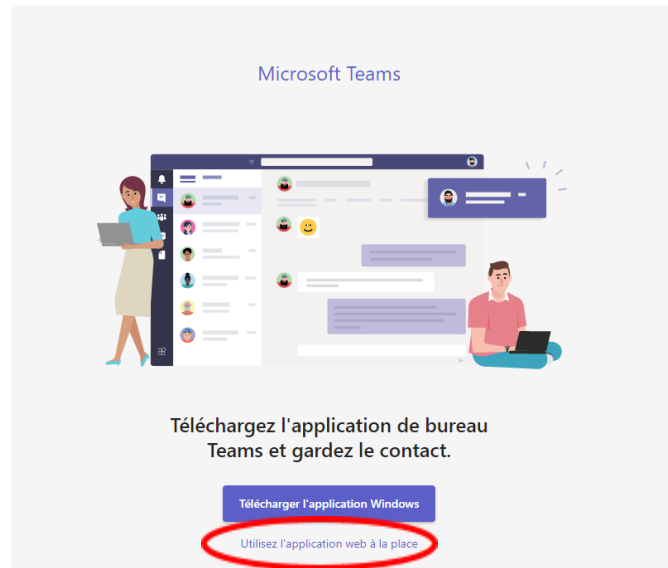


Figure 8: Browser interface teams

- Click on use the web application.
- Once connected to your teams, in the right upper corner you will click on your profile and now you will see your organisation teams and then Climate-KIC's.

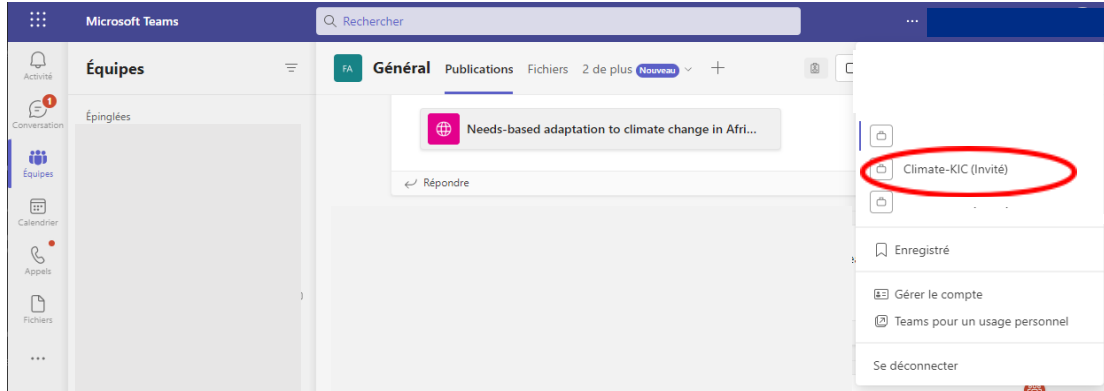


Figure 9: Teams interface

- Click on Climate-KIC's team
- The browser will then ask you to verify your account by sending you a code to your phone or email. Pick whichever option you prefer to continue.

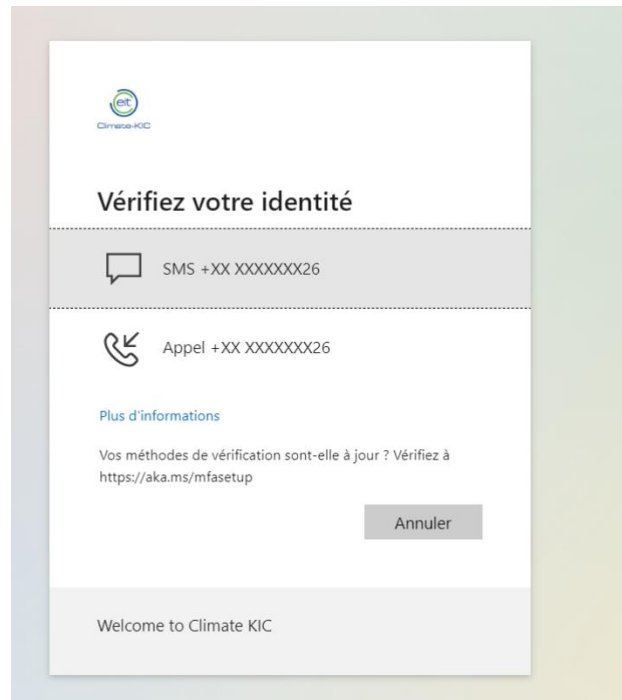


Figure 10: Verification of identity

9. Type the received code to your phone or email.
10. This should lead you to the Teams for **Pathways2Resilience-strategic-partners**.
11. From here you should have access to all the documents shared under this team.

**NOTE:** please also make sure that you use the institutional email you shared with the PMO to access the Teams. If your organisation uses a different email for access to your institution's teams please inform the PMO so it can be updated in the Teams.