



FoTRRIS

Fostering a Transition towards Responsible Research and Innovation Systems

co-RRI web based platform

Deliverable D2.2

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<http://fotrris-h2020.eu/>



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1 The FoTERRIS co-RRI web platform

The Research Group on Agent-Based, Social and Interdisciplinary Applications, at Universidad Complutense Madrid (UCM-GRASIA) has developed the FoTERRIS co-RRI web platform, a collaborative tool that helps to implement the FoTERRIS methodology for RRI project concept definition. This document explains how it can be used, and especially for the transition experiments at each FoTERRIS co-RRI competence cell, by presenting the interface and functionality of the web application.

The main purpose of the FoTERRIS co-RRI web platform is to support the FoTERRIS process for creating collaborative RRI projects. One or more projects can be created in the platform for each competence cell, for the transition experiments, in accordance to the FoTERRIS methodology.

The next sections present the interface of the tool and the functionality that is offered to improve the communication and the process of definition of co-RRI projects. The specification of the design and implementation details of the platform are presented in another deliverable, D2.1 *Design Specification of the co-RRI web based platform* [D2.1].

Section 2 describes the location and structure of the home page of the web platform. Section 3 explains how to access to the co-RRI web platform, with the procedures to register and login. Section 4 describes the functionality that is offered to the different types of users: registered users, the manager of each hub, and the administrator of the platform. Section 5 shows the information and objects that are associated to each project. Section 6 provides some recommendations and guidelines on how to use the platform when applying the FoTERRIS methodology. Finally, section 7 presents some conclusions on the role of the platform in the conception of co-RRI projects, and about the evolution of the platform.

2 Home page

The website is hosted at <http://ingenias.fdi.ucm.es/fotrris/home.php>. This web platform has been implemented with a responsive design so it can be used from many types of devices (e.g., smartphones or web browsers). Figure 1 shows the home page of the web platform.



Figure 1: Home page of the FoTTRIS web-based platform

The main page offers some options in the **header**:

1. **Language:** Different languages (English, Spanish, Italian, Hungarian, German, Dutch) to select as the interface of the platform.
2. **Home:** To return to the initial page.
3. **Show Projects:** Presents the different projects that are present at the FoTTRIS co-RRI competence cells. Without being logged in the platform, any user visiting the main page of the platform can read some information related to existing projects. To collaborate in a project, a user needs to be registered and login into the platform.
4. **Login/Register:** to register in the platform, or, for already registered users, to log in to access to specific projects.

In the **footer** of the page, there is information related to the current administrator, the FoTTRIS project in this case (this can be customized if the platform is installed in other sites):

1. **About:** Brief description of the FoTTRIS project.

2. **Social links:** A link to the YouTube channel of the FoTTRIS project (<https://www.youtube.com/playlist?list=PLivtOKkDMT25UbhqznQ-1jrTbjar-BIYa>) and a link to its twitter account (<https://twitter.com/FoTTRIS>).
3. **Contact:** The email address to contact with the coordinator of the FoTTRIS project (info@fottris-h2020.eu). In addition, the contact details of the platform administrator are mentioned (in this site, UCM-GRASIA, grasia@ucm.es).

The **body** of the page shows links to the user guidelines and general information about the web platform. There is also a quick access to login the platform.

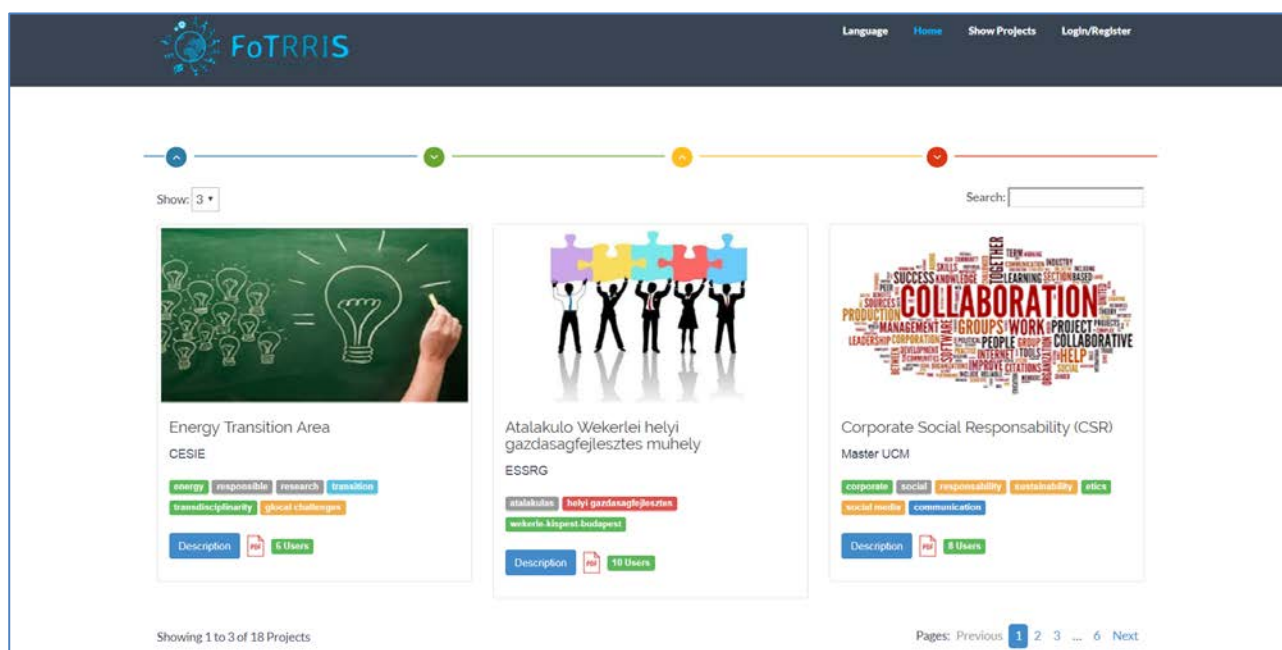


Figure 2: Browsing projects without registration in the platform

The **Show Projects** option at the top of the page allows anyone visiting the site to see the projects of the co-RRR competence cells and to get access to a basic description of each of them. **Only registered users** can join the projects and participate in the co-creation of a RRI project proposal.

This option has the advantage that anyone can browse a description of the projects without needing to register. If someone is interested to participate in some of the projects, they can register into the platform.

For each project, a picture accompanies the title of the project. A set of keywords related to the project is shown, as well as the number of collaborators. By clicking on the button “Description”, a brief description of the topic of the project is presented. Additionally, it is possible to download a public abstract of the current state of the project (when this has been generated by the project responsible). A user who has logged into the platform will have also a button to request joining a project (this is further described in section 4.1). Non-registered users do not see this option. Figure 2 shows how to explore the different projects for visitors to the site.

3 Access to the co-RRI web platform

The platform offers the possibility to collaborate in projects to registered users.

3.1 User Registration

Figure 3 shows the form to register in the web platform. Some data is requested to fill in a small questionnaire:

- Full Name.
- Username.
- Email address.
- Password.
- Confirm password.
- Picture: optional field.

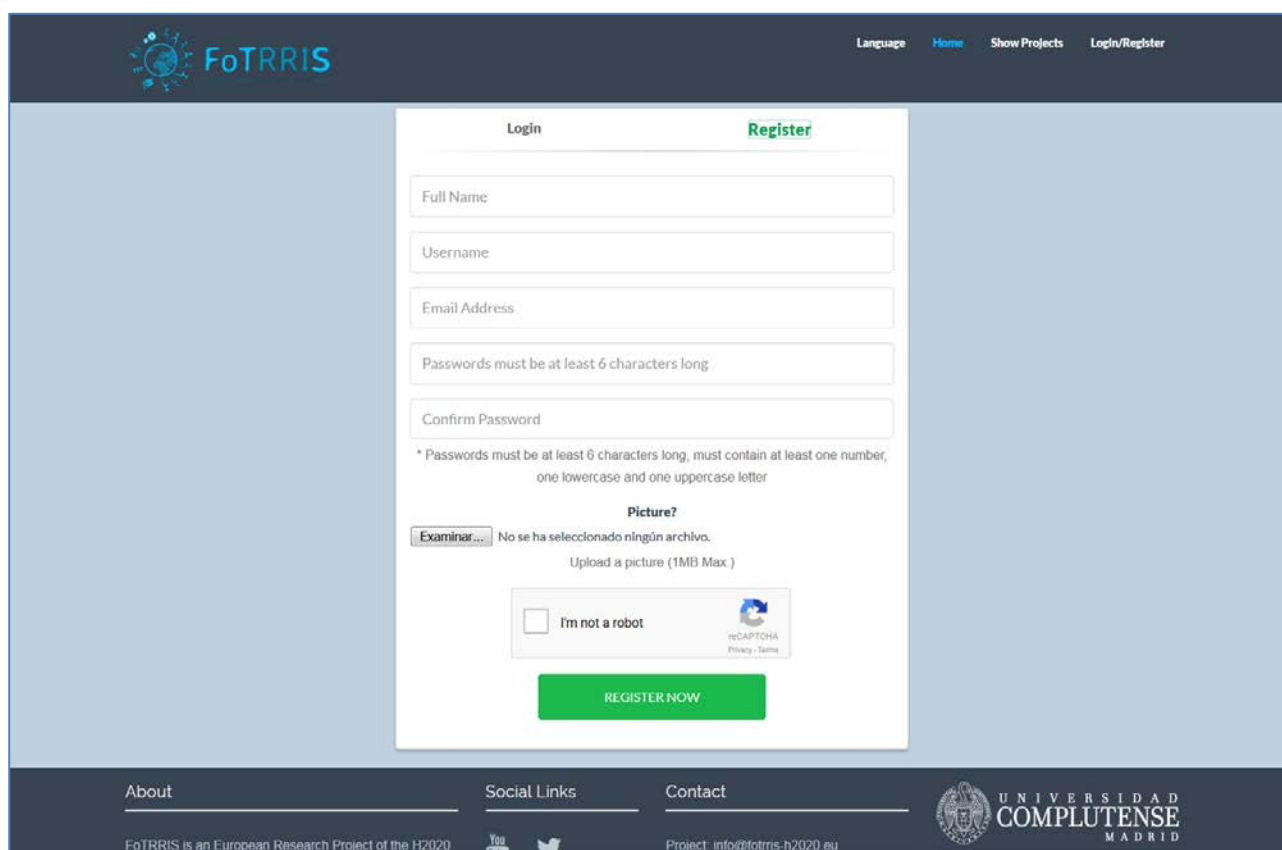


Figure 3: Registration page to access to the platform

Once users are registered on the platform, they can access the different projects and request to join several projects, depending on their interest.

The platform administrator can access the information of all the users registered on the platform and observe the new users. When a user requests to join a project, he or she has to wait for the acceptance of the manager of the competence cell that owns the project. This is not done automatically because only the

this manager or the platform administrator can decide whether the registered user can join the requested project.

Initially users are registered as normal users (see section 4.1), and being a manager of the online activities of a competence cell requires authorization of the platform administrator, as explained in section 4.2.

3.2 Log in

Once registered on the platform, a user can log in by using an email and a password. It is possible to activate the option “remember me”, so the browser will remember the credentials for future access. Figure 4 shows the appearance of the login page.

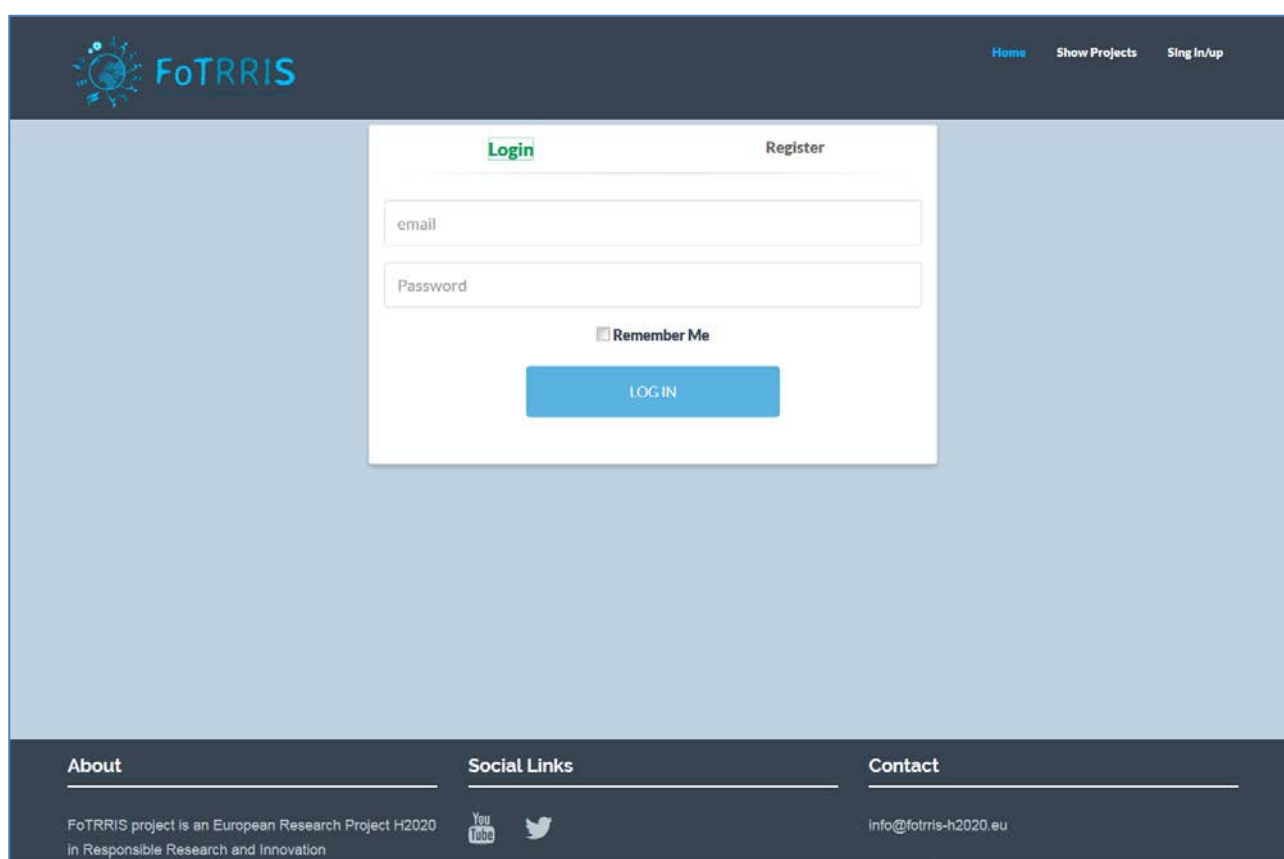


Figure 4: Login page to access to the platform

If the login data are correct, the user will be logged to the platform with their corresponding profile (see section 4).

Once logged, a user can access to the assigned projects or request participation in another project, which is described in section 4.1.

4 Types of users

There are three kinds of users, with different associated functionality: a general administrator of the platform, a manager for the online activities of each competence cell (referred to as hub manager in this report), and registered users, who can use the functionality of the platform to collaborate in different projects. The next sections present each of these profiles and the corresponding functionality.

4.1 Registered User

A registered user, after login into the platform, has four options, as shown in Figure 5:

- **Language.** To change the language of interaction with the platform.
- **Home.** To go to the initial presentation page of the platform.
- **Show Projects.** To browse all existing projects.
- **Projects for user.** To work with the projects where the user collaborates.

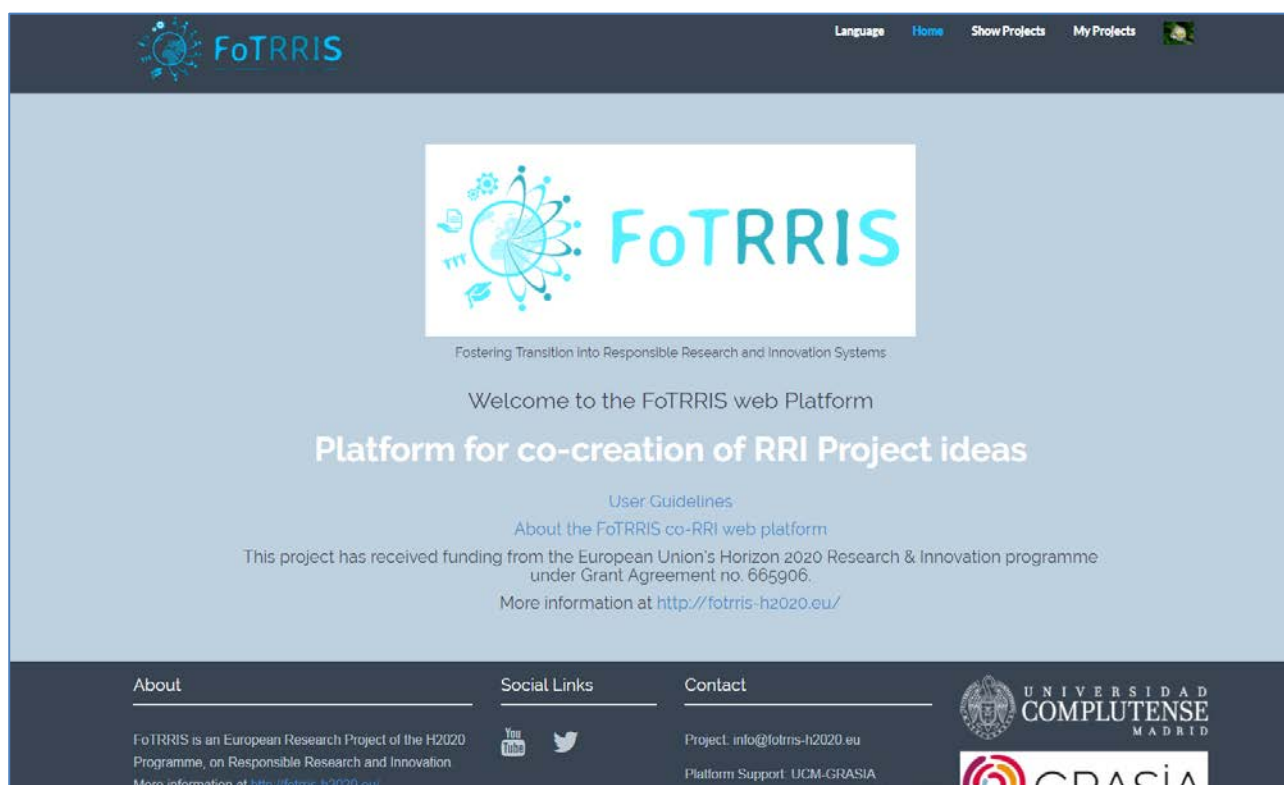


Figure 5: Interface for a user of the platform

The first time a user gets into the platform will have the possibility to browse all existing projects (*Show Projects*) and then decide in which projects to collaborate.

In *Show Projects*, a user will see all projects on the platform and have the possibility to join them. Figure 6 shows a 'Join' button for each project so the user can request to join to the project. The manager of the corresponding project will receive a notification of a new user requesting to join to the project. When the manager accepts the new incorporation to the project, this project is added to the list of projects for a user, who can start to collaborate in that project.

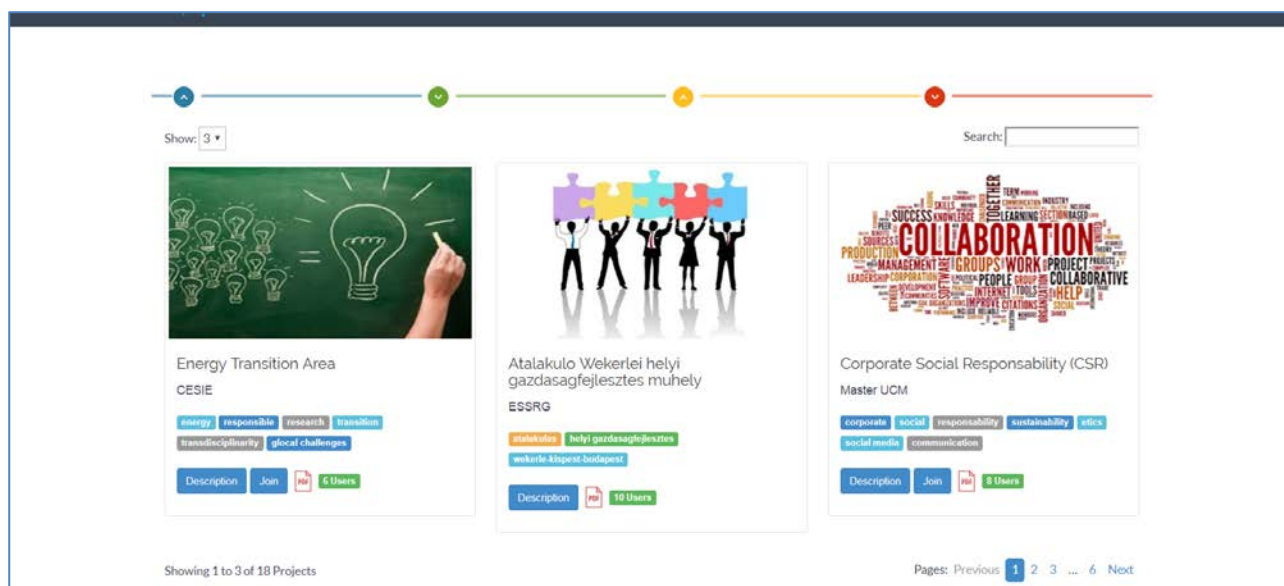


Figure 6: Show projects for a registered user

A user participating in different projects will use the list of projects that is shown in the 'Projects for User' option to access to the interface of the specific project.

Figure 7 shows an example of the collaborative area in a project. For instance, different users can update the collaborative document and the tool allows the selection of different colours to identify each user and their changes in the document.

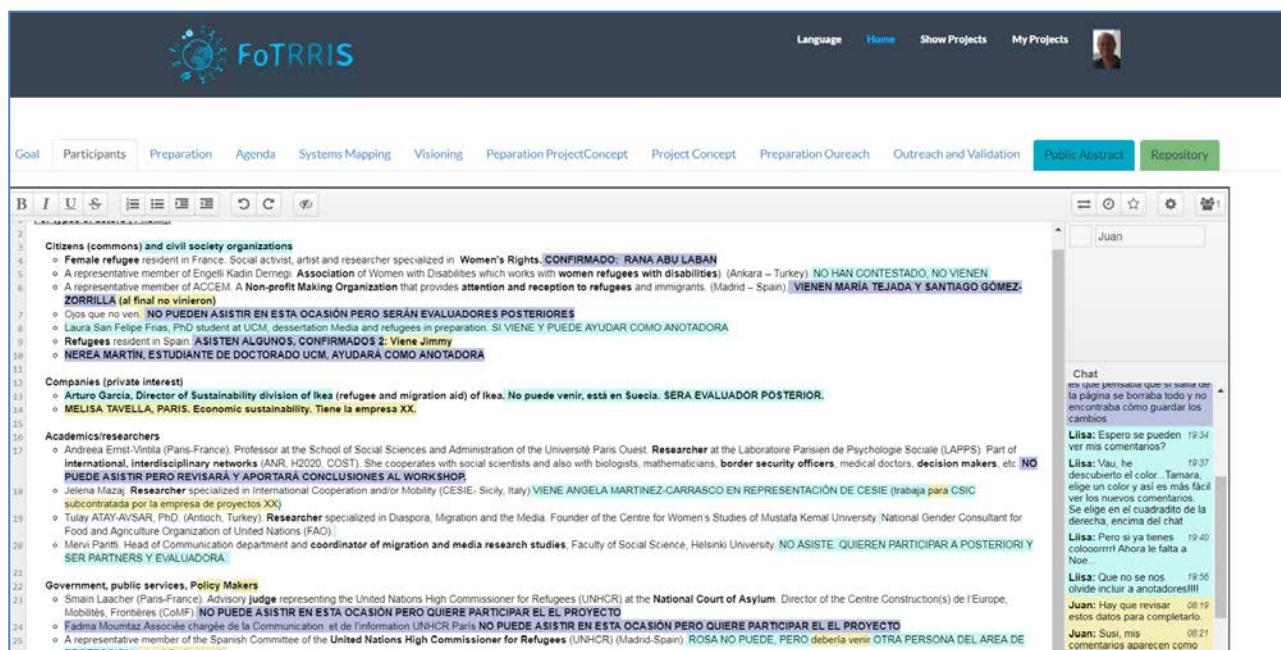


Figure 7: An example of the collaborative area in a project

Finally, there is an option to **logout** that is displayed in the context menu on the picture of the user.

4.2 Manager of a co-RRI Hub

Each co-RRI Hub has at least one **manager**. That is, one or more users can be manager of a co-RRI Hub in the platform. A user can be manager of one or more hubs. In order to become a manager of a co-RRI hub, this user must write an email to the administrator of the platform to request manager functionality for this hub.

The manager of a co-RRI Hub is able to create new projects in the corresponding hub, configure them, and control users that can participate in the co-creation process of the projects in the hub.

The functionality for the manager is presented in the menu options at the top of the page, as shown in Figure 8.

- **Language.** To change the language of interaction with the platform.
- **Home.** To go to the initial presentation page of the platform.
- **Show Projects.** To show the set of projects stored on the platform. Each project has a title, a name of the hub, a brief description, a set of keywords, and a button to request joining a project as a normal user.

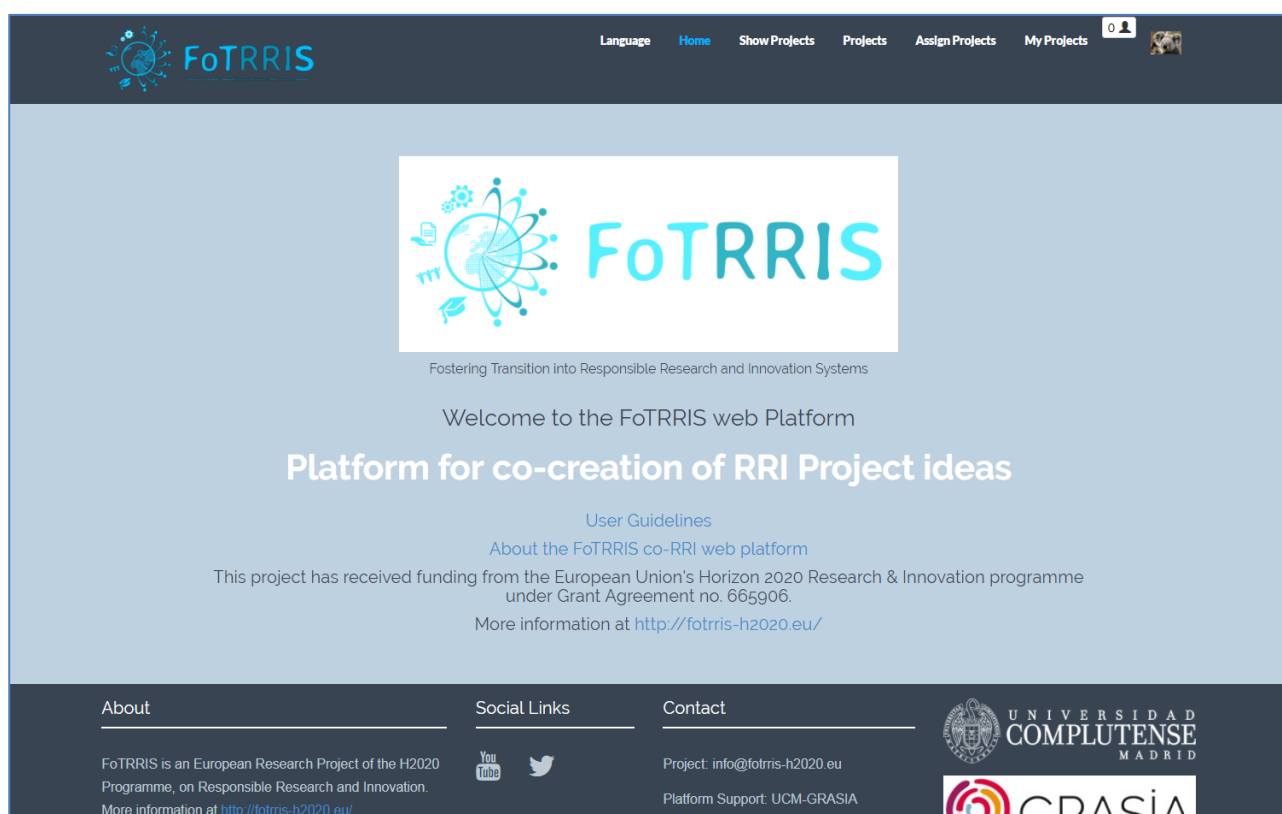
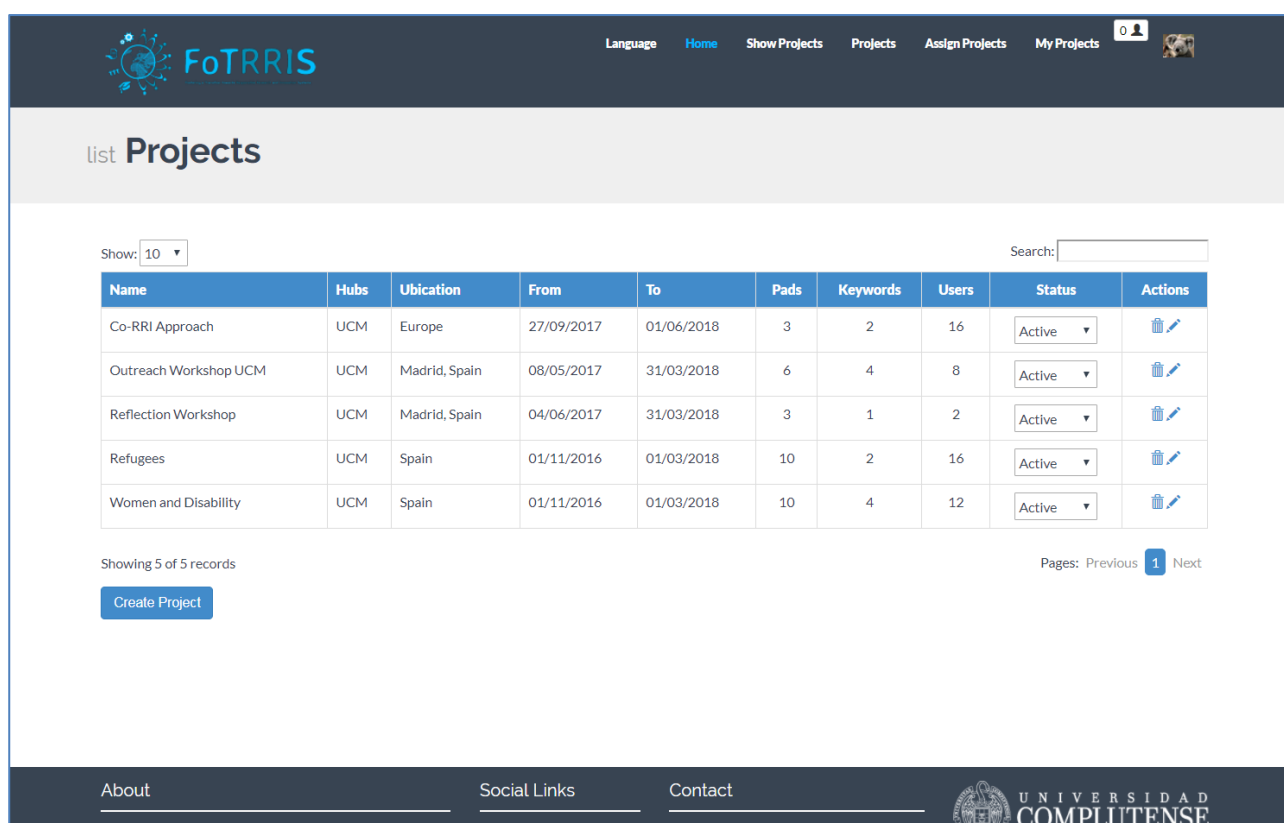


Figure 8: Log in like a manager user











- **Projects.** To show a subset of the projects, only those projects that belong to the hubs where the user is manager. Figure 9 presents a page with the list of projects.
 - The button “Create Project” gives access to a form that requests the information to define a new project. Figure 10 shows this form. The project can only be created in one of the hubs where the user is manager. The fields that are requested are:
 - Name: Name of the project.

- Hub: co-RRI hub to which the project belongs.
- Location: This is an indication of the place where the project is being defined.
- Description: Brief summary of the project.
- Duration: Start and end dates. For this, it is possible to use the calendar.
- Pads: Collaborative documents to work together in the project.
 - Define number of pads: For each one, insert the name and optional description.
 - Maximum number of pads is 10 documents.
 - For each pad, a description of it with the name and phase is needed.
- Status: Active/No active.
- Keywords: Specific words separated by commas.
- Image for project: Upload an image to represent the project.
- There are two mandatory fields for each project:
 - Public Abstract: Collaborative document that it is public from show project like a pdf file that everyone can consult and access to the current state of the project.
 - Repository: Space to share documents and files with the users of the project.



list Projects

Show: 10 Search:

Name	Hubs	Ubication	From	To	Pads	Keywords	Users	Status	Actions
Co-RRI Approach	UCM	Europe	27/09/2017	01/06/2018	3	2	16	Active	 
Outreach Workshop UCM	UCM	Madrid, Spain	08/05/2017	31/03/2018	6	4	8	Active	 
Reflection Workshop	UCM	Madrid, Spain	04/06/2017	31/03/2018	3	1	2	Active	 
Refugees	UCM	Spain	01/11/2016	01/03/2018	10	2	16	Active	 
Women and Disability	UCM	Spain	01/11/2016	01/03/2018	10	4	12	Active	 

Showing 5 of 5 records Pages: Previous 1 Next

[Create Project](#)

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Figure 9: List of subset of the projects, only those projects that belong to the hubs where the user is manager.

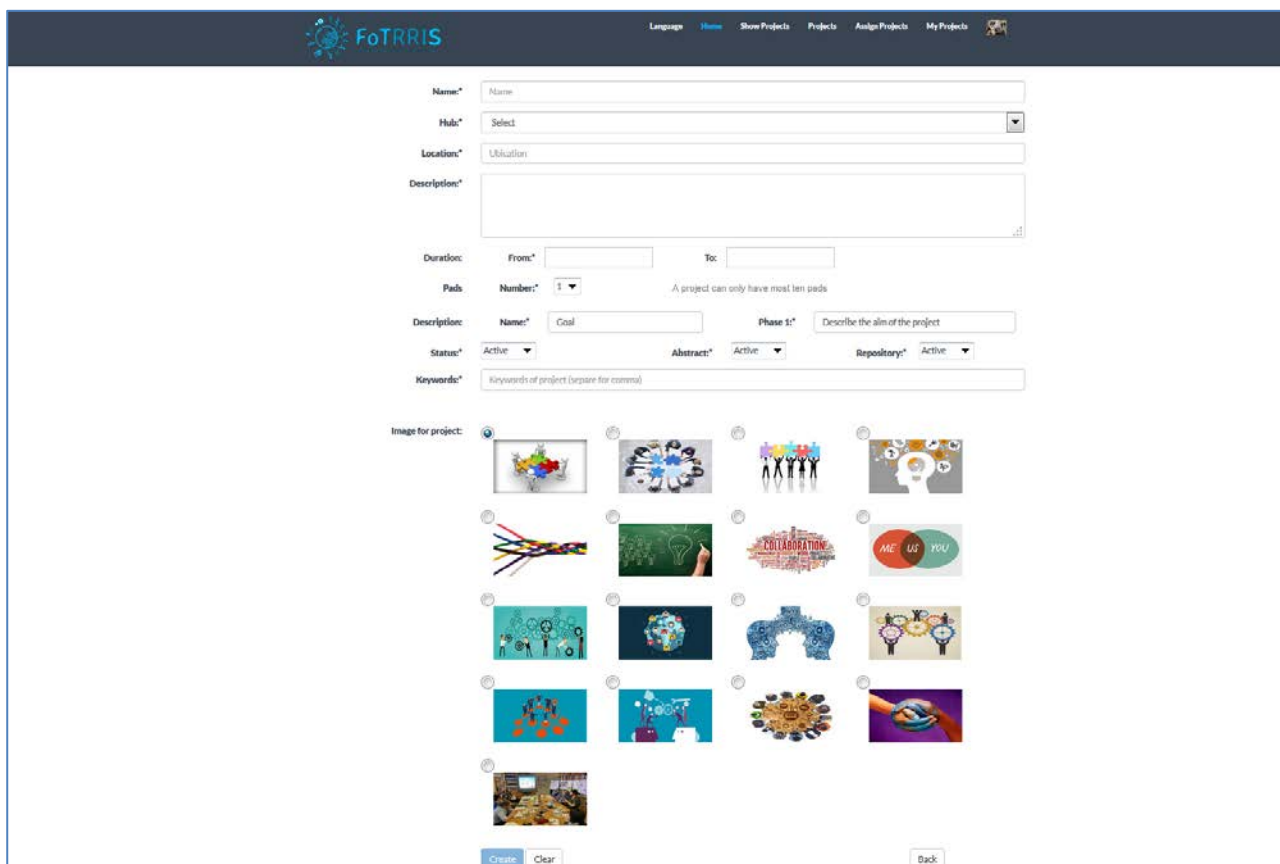


Figure 10: Form to complete with the required information to create a new project.

- **Assign Projects.** This option allows the assignment of registered users to a project. In this way, the manager has control over all users participating in the projects of the managed hubs. Figure 11 presents an example of a list of users assigned to projects.
 - The button 'Assign Project' gives access to a new page to provide the information to assign a registered user to a project. Figure 12 shows this form, with the following fields:
 - Select project: Name of the project from the presented list.
 - Select user: Name of the user from the registered user list.
 - Duration: Start and end dates for the assignment of the user. Each user can have different duration in the project. The manager is the person who assign these dates using the calendar.
 - Status: Active/No active.
 - Once a user has clicked on the button 'join' in one project, the manager of the project gets a new row in the table of Assign Projects waiting for status activation. For that, there are two options:
 - Edit this row, using the 'pencil icon' and change the status from 'no active' to 'active'.
 - Using the 'hand icon' from the last column of the table to change the status.












FoTRRIS										Language	Home	Show Projects	Projects	Assign Projects	My Projects	
list Assign User to Project																
Show: 10 ▾										Search: <input type="text"/>						
Name Project	Name user	Email user	Hub Project	From	To	Created	Created By	Status	Actions							
Women and Disability	Carlos Garcia	carlos@ucm.es	UCM	01/11/2016	01/03/2018	27/10/2016	Susi	Active ▾								
Refugees	Tamara Bueno	trbueno@ucm.es	UCM	01/11/2016	01/03/2018	27/10/2016	Susi	Active ▾								
Women and Disability	Juan Pavon	jpavon@fdi.ucm.es	UCM	01/11/2016	01/03/2018	27/10/2016	Susi	Active ▾								
Refugees	Juan Pavon	jpavon@fdi.ucm.es	UCM	01/11/2016	01/03/2018	27/10/2016	Susi	Active ▾								
Women and Disability	Tamara Bueno	trbueno@ucm.es	UCM	01/11/2016	01/03/2018	27/10/2016	Susi	Active ▾								
Refugees	Susana Bautista	subautis@ucm.es	UCM	27/10/2016	28/10/2017	27/10/2016	Susi	Active ▾								
Women and Disability	Susana Bautista	subautis@ucm.es	UCM	27/10/2016	28/10/2017	27/10/2016	Susi	Active ▾								
Refugees	Noelia Garcia Castillo	ngcastillo@pd.ucm.es	UCM	21/11/2016	22/11/2017	21/11/2016	Noelia	Active ▾								
Women and Disability	Noelia Garcia Castillo	ngcastillo@pd.ucm.es	UCM	21/11/2016	22/11/2017	21/11/2016	Noelia	Active ▾								
Refugees	Liisa Hanninen	liisaire@ucm.es	UCM	14/11/2016	31/03/2018	21/11/2016	Susi	Active ▾								
Showing 1 to 10 of 51 records										Pages: Previous 1 2 3 ... 6 Next						
Assign Project																
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Figure 11: List of managed projects and assigned users



FoTRRIS										Language	Home	Show Projects	Projects	Assign Projects	My Projects	0 
Create Assign User to Project																
<div> <div> <div>Select Project:*</div> <div> <div>Select ▾</div> <div>Select</div> </div> </div> <div> <div>Select User:*</div> <div> <div>Women and Disability ▾</div> <div>Refugees</div> <div>Outreach Workshop UCM</div> <div>Reflection Workshop</div> <div>Co-RRi Approach</div> </div> </div> <div> <div>Duration</div> <div><input type="text"/></div> </div> <div> <div>Status:*</div> <div>Active ▾</div> </div> <div> <div>To:*</div> <div><input type="text"/></div> </div> <div> <div>Create</div> <div>Clear</div> </div> <div> <div>Back</div> </div> </div>																
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Figure 12: Assignment of a user to a project

- **My Projects:** There is a list of projects where the user, in this case the manager, is participating. Clicking on the name of the project gives access to the collaborative interface, where there are different collaborative documents, see the users connected in the project and use a chat to speak in real time with the rest of users. Figure 13 shows the list of projects where the logged user can participate.

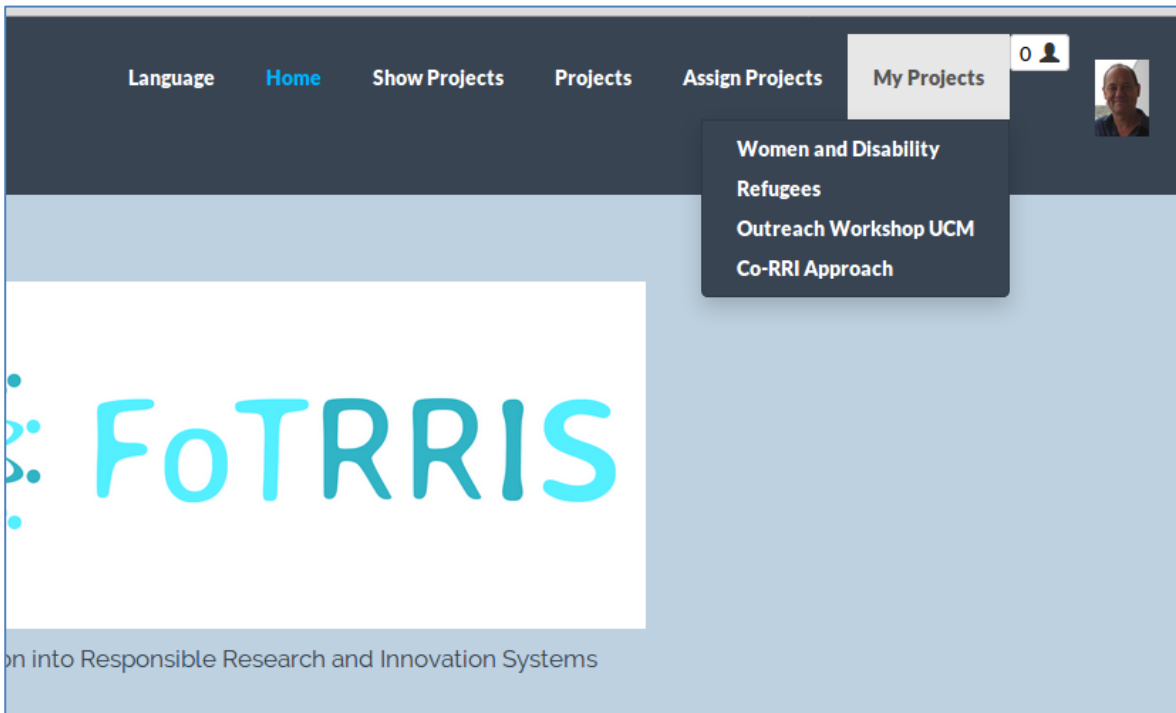


Figure 13: List of projects where the user is participating

4.3 Administrator of the web platform

A general administrator of the platform can access all the functionalities of the application. This administrator has control over all users, managers of co-RRRI hubs, and general users of the platform. This profile has access to all hubs and projects. In addition, this administrator can assign projects to users in the platform. This administrator can also participate in different projects.

In our case, the administrator of the FoTRRIS platform is the UCM team. In the footer of the page there is information to contact the team for support on the platform.

Figure 14 shows the interface when the administrator of the application accesses the platform. In the header of the page, there are all available options and the picture of the user, which was uploaded in the registration form.

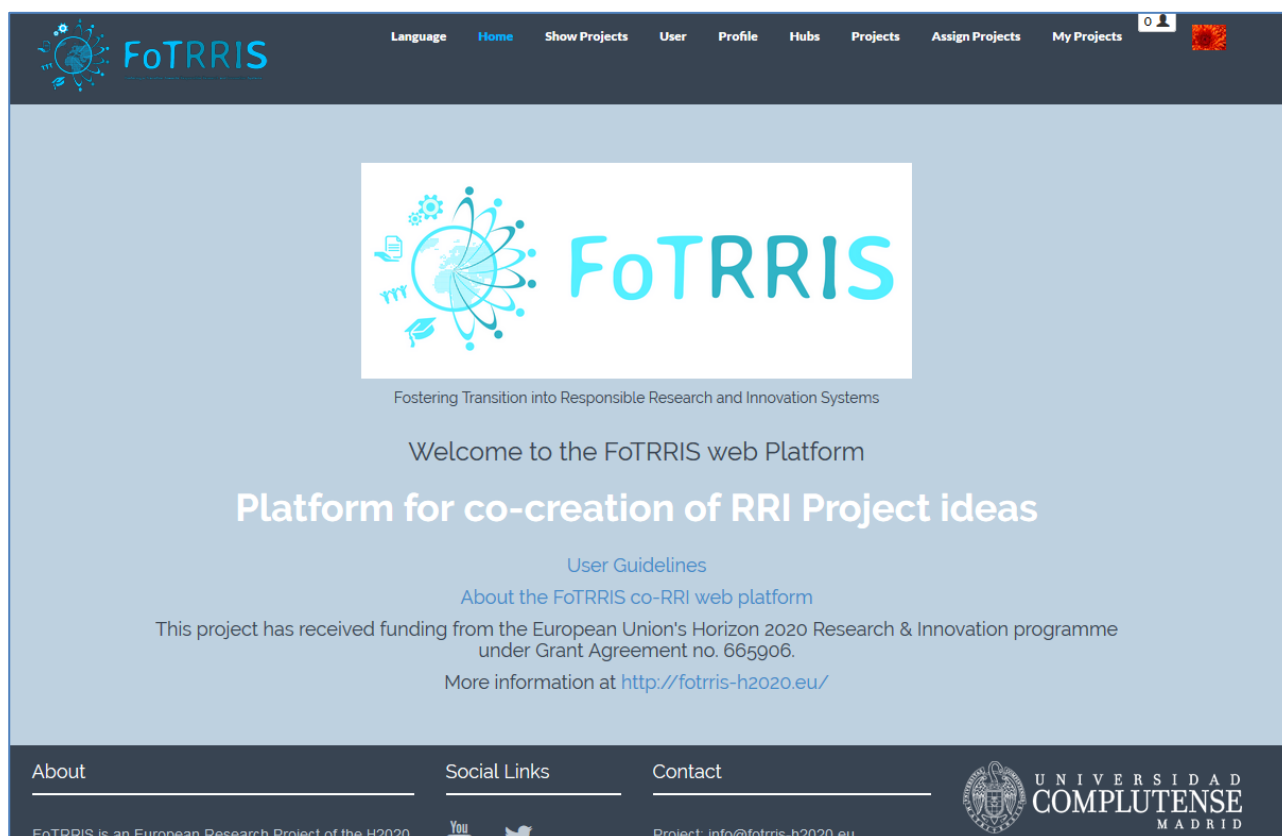


Figure 14: Different options for the administrator of the platform at the top of the page

The following options are offered to the administrator in the menu at the top of the page:

- **Language.** In order to change the language of the platform.
- **Home.** To come back to the main page of the platform.
- **Show Projects.** All projects on the platform are presented with the title and the name of their corresponding co-RRI hub. Just like the other users, the administrator can decide to join some project and to participate. Figure 15 shows this functionality.
 - For each project, a brief description of the topic of the project is shown by clicking on button 'Description' and a pop-up message will be presented.
 - A set of keywords is presented with each project.
 - There is a button to join the project.
 - There is a search box to find specific projects. Insert concrete words, the application shows the projects related to these words: by name, by hub, and by keywords.

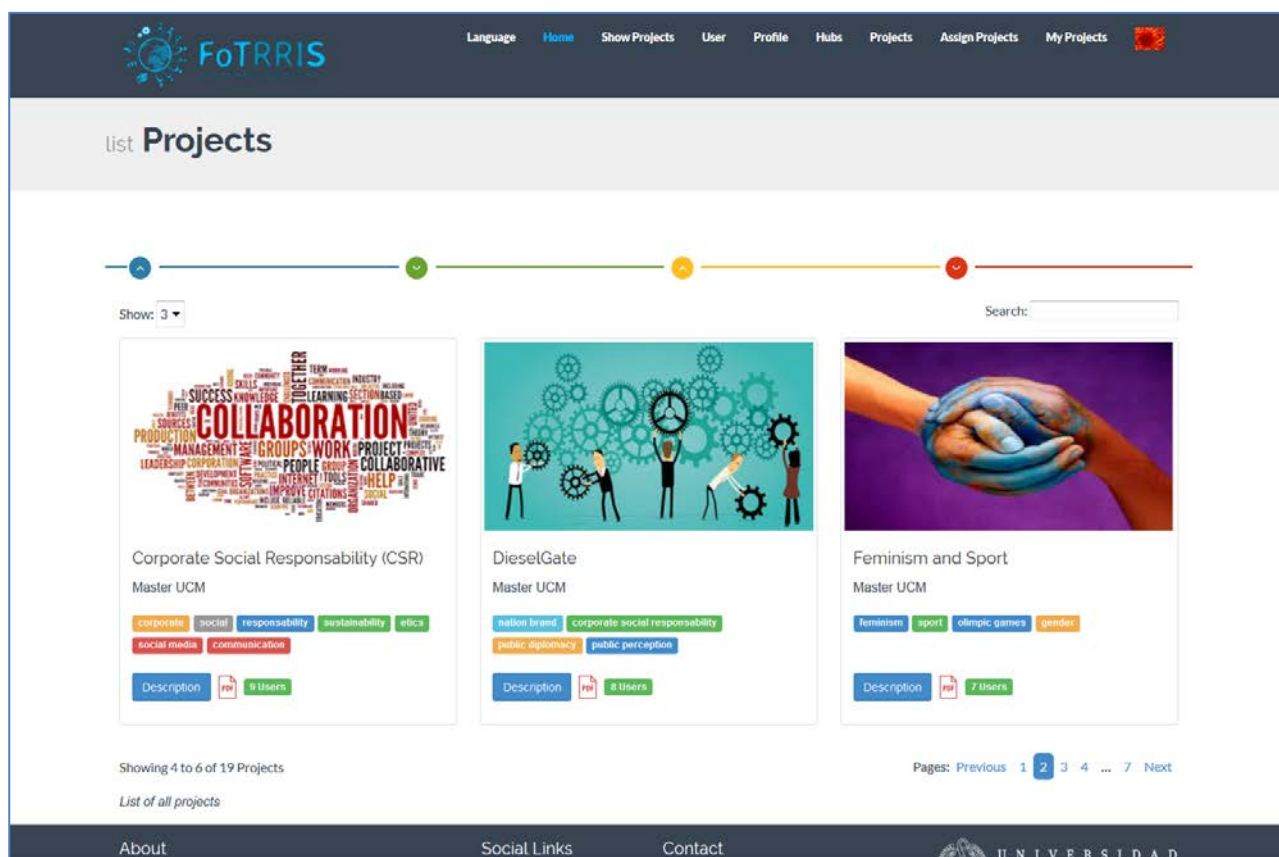




Figure 15: Projects participating in the platform





















- **Users:** All users of the platform are shown in a table to the administrator. Figure 16 shows the information of all users. The administrator has control to update and delete users on the database. The administrator can also create new users (apart of those users who requested it from the registration page).
 - The button 'Create User' provides access to a form to introduce the information relative to a new user, similar to the form for user registration. Figure 17 presents this page.
 - Name.
 - Username.
 - Email.
 - Password.
 - Confirm password.
 - Profile: Admin platform, Manager of co-RRI hub or FoTRRIS user.
 - Status: Active/No active.
 - Picture: This is an optional field.



[Language](#)
[Home](#)
[Show Projects](#)
[User](#)
[Profile](#)
[Hubs](#)
[Projects](#)
[Assign Projects](#)
[My Projects](#)


List Users

Show: 10
Search:

Name	Username	email	Profile	Created	Created By	Status	Actions
Lola Ramos	Lola	lola@ucm.es	Manager coRRI Hub	25/10/2017	Susi	Active	 
Sandra Karner	SaKa	sandra.karner@aau.at	User FoTTRIS	10/10/2017	userweb	Active	 
Eve	DALLAMAGGIORE	eve.dallamaggiore@lgi-consulting.com	User FoTTRIS	02/10/2017	userweb	Active	 
patrizia grifoni	patrizia	patrizia.grifoni@irpps.cnr.it	User FoTTRIS	26/09/2017	userweb	Active	 
Samuel Perez	Samuel	samuel@ucm.es	User FoTTRIS	09/09/2017	Susi	Active	 
David Sanchez	David	david@ucm.es	Manager coRRI Hub	09/09/2017	Susi	Active	 
Maria Teresa Berliri	maresaberliri	maresa.berliri@gmail.com	User FoTTRIS	24/08/2017	userweb	Active	 
federica barrucci	fedebarru	federica.barrucci@efsa.europa.eu	User FoTTRIS	24/07/2017	userweb	Active	 
Luca	Boccalatte	luca@ilgrembo.it	User FoTTRIS	13/06/2017	userweb	Active	 
Christof Winkler-Hermaden	ChristofWinklerHe	christof@winkler-hermaden.at	User FoTTRIS	12/06/2017	userweb	Active	 

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Figure 16: List of users using the platform



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[Profile](#)
[Hubs](#)
[Projects](#)
[Assign Projects](#)
[My Projects](#)


Create User

Name*

Username*

email*

New Password:

Passwords must be at least 6 characters long

Confirm Password:

Profile*

User FoTTRIS

Status*

Active

Picture?


Examinar...



No se ha seleccionado ningún archivo.

Upload a picture about you. (1MB Max)

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FoTTRIS is an European Research Project of the H2020 Programme, on Responsible Research and Innovation. More information at <http://fottris-h2020.eu/>



Project: info@fottris-h2020.eu
Platform Support: Susana Baulista


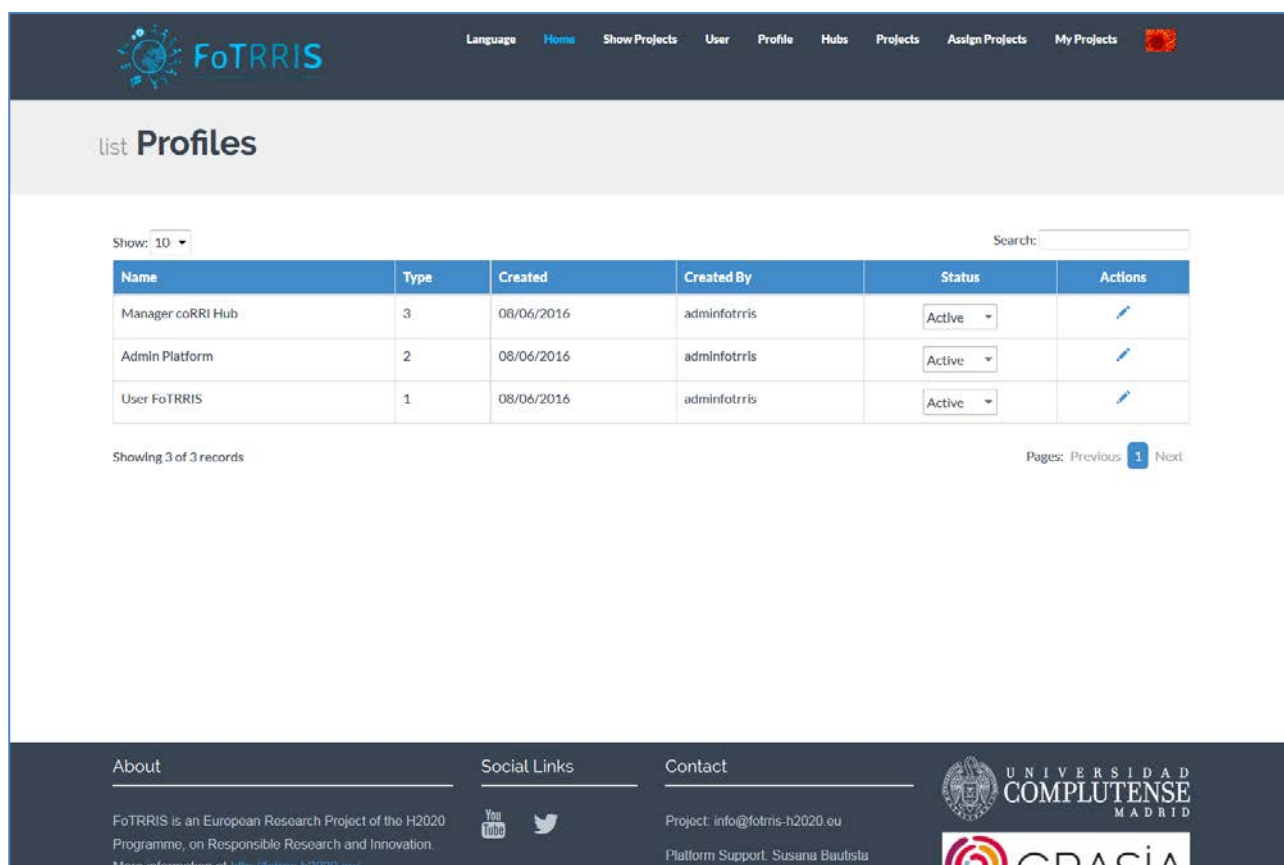


Figure 17: Form to create a new user

- Profile:** The administrator of the platform has the possibility to rename the three profiles of the platform, which define the types of users. Figure 18 shows a table with the information of the profiles that are defined in the platform, with a name and a type. These profiles were considered and defined during the process of development of the platform. The type is a number that is used in the implementation of the platform and cannot be changed. The administrator can only change the name of the profile. This option is given to allow customization of the platform when there is a need to change the definition of the profiles.








Name	Type	Created	Created By	Status	Actions
Manager coRRI Hub	3	08/06/2016	adminfottris	Active	
Admin Platform	2	08/06/2016	adminfottris	Active	
User FoTTRIS	1	08/06/2016	adminfottris	Active	

Figure 18: List of profiles presented in the platform













- Hubs:** This option shows all the co-RRI hubs (competence cells) using the platform. This allows updating, deleting and creating hubs. Figure 19 shows the information related to all co-RRI hubs in the platform.
 - The button 'Create Hub' gives access to a form to fill in with the information to create a new hub in the platform. Figure 20 presents this form.
 - Name: name of the entity where several projects will belong to it.
 - Place: information related to the place where the hub is.
 - Address: information of the location of the hub.
 - Manager: Select the users (manager profiles) who will have the responsibility to manage the hub.


FoTTRIS

[Language](#)
[Home](#)
[Show Projects](#)
[User](#)
[Profile](#)
[Hubs](#)
[Projects](#)
[Assign Projects](#)
[My Projects](#)
0


list Hubs

Show: 10
Search:

Name	Place	Address	Managers	Status	Actions
CESIE	Italy	Palermo	1	Active	 
ESSRG	Hungary	Budapest	2	Active	 
UCM	Spain	Madrid	5	Active	 
VITO	Belgium	Bussels	1	Active	 
IFZ	Austria	Graz	2	Active	 
Master UCM	Spain	Madrid	10	Active	 

Showing 6 of 6 records
Pages: Previous 1 Next

Create Hubs




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Figure 19: List of co-RRI hubs created in the platform


FoTTRIS

[Language](#)
[Home](#)
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[User](#)
[Profile](#)
[Hubs](#)
[Projects](#)
[Assign Projects](#)
[My Projects](#)
0


Create Hubs

Name:

Place:

Address:

Manager:
None selected

Status:
Active

Create Clear

Back


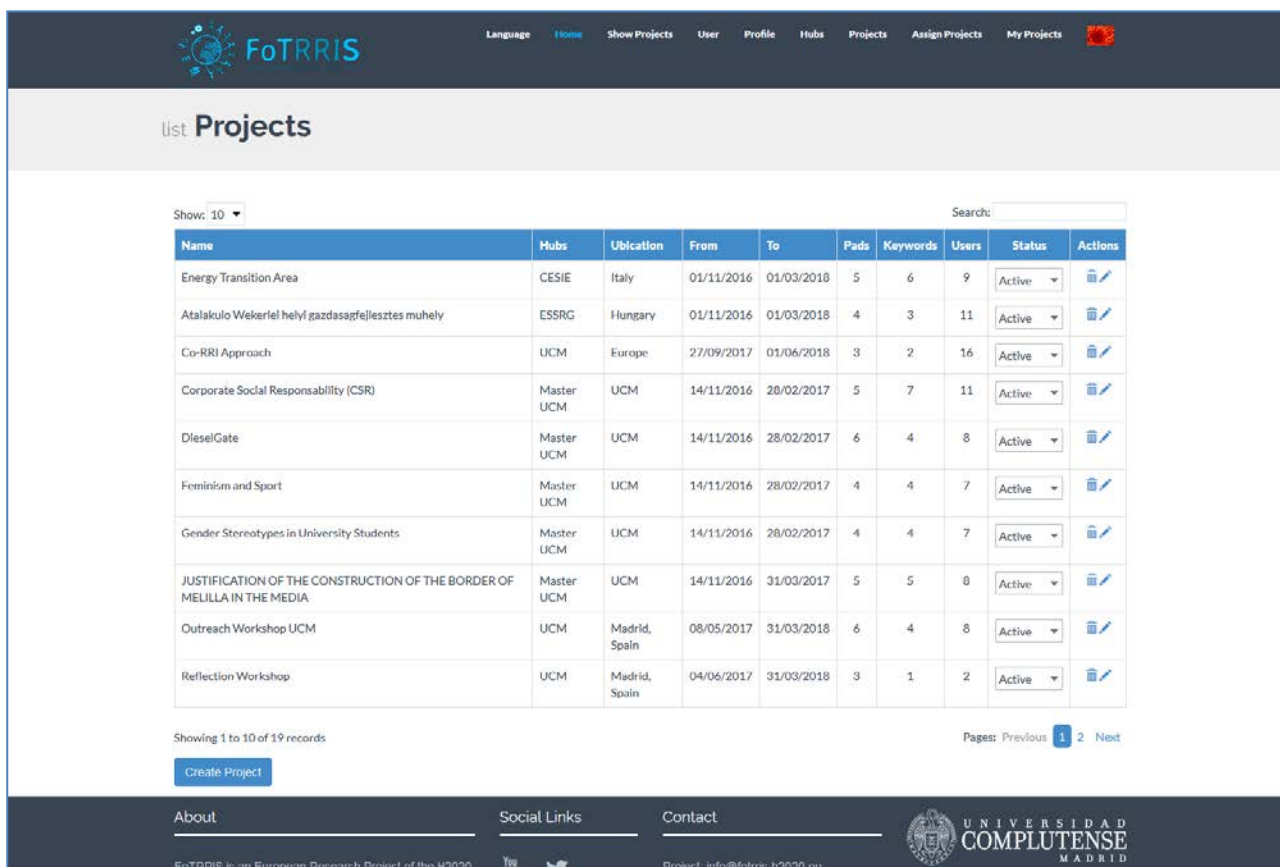
[About](#)
[Social Links](#)
[Contact](#)


Figure 20: Form to create a new hub in the platform

- **Projects:** All the projects belonging to the different hubs are presented with this option. Each one can be updated or deleted. In addition, new projects can be created. Figure 21 presents an example of a list of projects in the platform.























Name	Hubs	Ubication	From	To	Pads	Keywords	Users	Status	Actions
Energy Transition Area	CESIE	Italy	01/11/2016	01/03/2018	5	6	9	Active	 
Atalakulo Wekerfel helyi gazdaságfejlesztés muhely	ESSRG	Hungary	01/11/2016	01/03/2018	4	3	11	Active	 
Co-RRRI Approach	UCM	Europe	27/09/2017	01/06/2018	3	2	16	Active	 
Corporate Social Responsibility (CSR)	Master UCM	UCM	14/11/2016	28/02/2017	5	7	11	Active	 
DieselGate	Master UCM	UCM	14/11/2016	28/02/2017	6	4	8	Active	 
Feminism and Sport	Master UCM	UCM	14/11/2016	28/02/2017	4	4	7	Active	 
Gender Stereotypes in University Students	Master UCM	UCM	14/11/2016	28/02/2017	4	4	7	Active	 
JUSTIFICATION OF THE CONSTRUCTION OF THE BORDER OF MELILLA IN THE MEDIA	Master UCM	UCM	14/11/2016	31/03/2017	5	5	8	Active	 
Outreach Workshop UCM	UCM	Madrid, Spain	08/05/2017	31/03/2018	6	4	8	Active	 
Reflection Workshop	UCM	Madrid, Spain	04/06/2017	31/03/2018	3	1	2	Active	 

Figure 21: List of projects using the platform

- The button 'Create Project' gives access to a form to introduce the information for creating a new project. Figure 23 shows the fields in this form:
 - Name: Name of the project.
 - Hub: co-RRRI hub to which the project belongs.
 - Location: ubication of the project.
 - Description: Brief summary of the project.
 - Duration: Start and end dates. For this, it is possible to use the calendar.
 - Pads: Collaborative documents to work together in the project.
 - Define the number of pads: for each one, insert the name and optional description.
 - Maximum number of pads is 10 documents.
 - Status: Active/No active.
 - Keywords: Specific words separated by commas.
 - Image for project: Upload an image to represent the project.
- There are two mandatory fields in each project:
 - Public Abstract: collaborative document that it is public from show project like a pdf file that everyone can consult and access to the current state of the project.
 - Repository: space to share documents and files with the users of the project (see Figure 22).

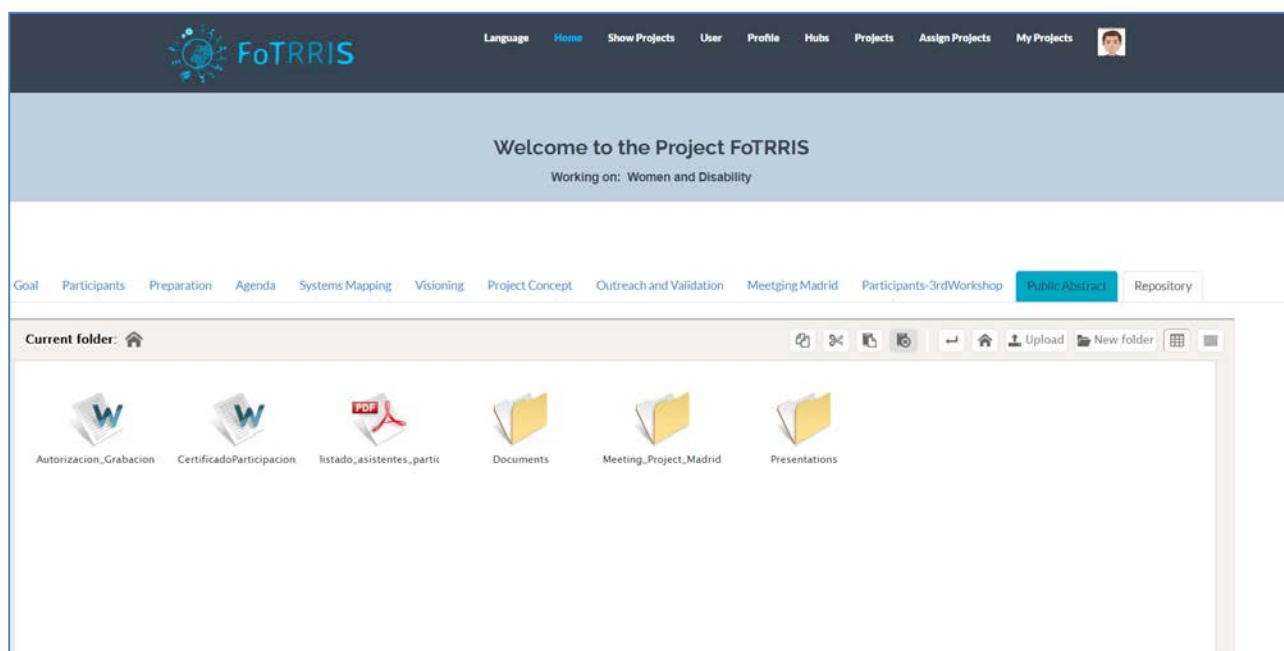


Figure 22: An example of a repository of a project in the platform

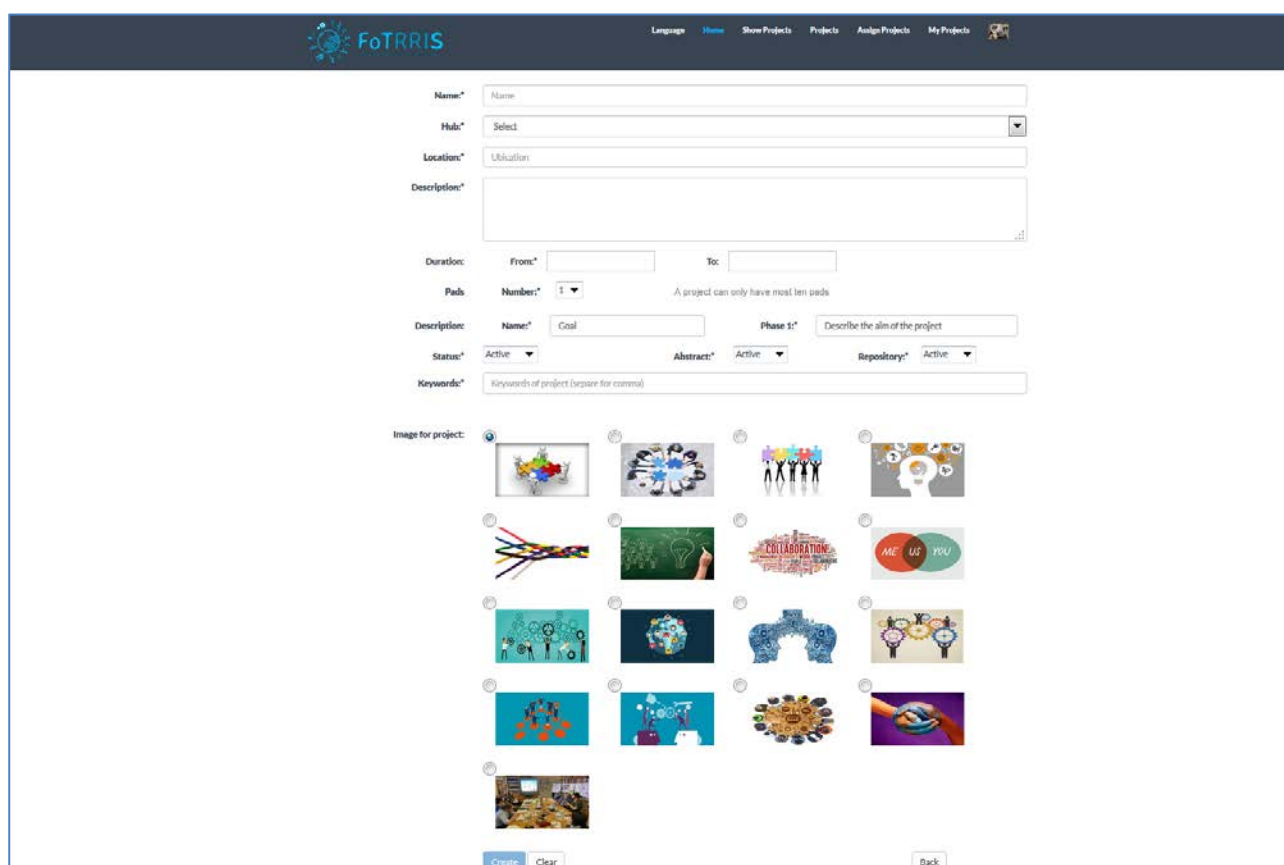


Figure 23: Form to create a new project

- **Assign projects:** This option is used to assign registered users to a project. The administrator has the control over all users and projects in the platform. However, it is the manager for each hub who usually performs this assignment (see section 4.2). Figure 24 presents the table with this kind of information.
























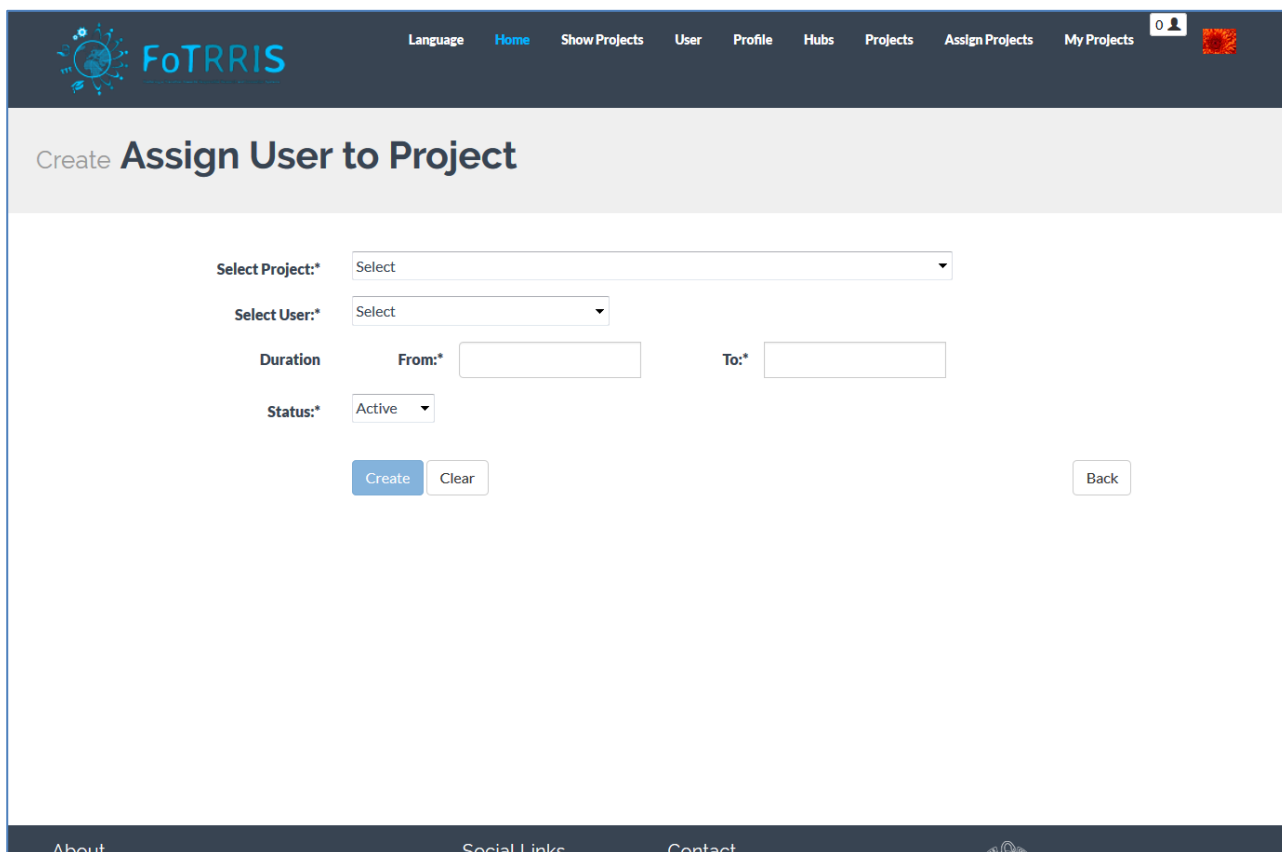
FoTRRIS									
Language Home Show Projects User Profile Hubs Projects Assign Projects My Projects									
list Assign User to Project									
Show: 10 Search:									
Name Project	Name user	Email user	Hub Project	From	To	Created	Created By	Status	Actions
Energy Transition Area	Susana Bautista	subautis@ucm.es	CESIE	27/10/2016	28/10/2017	27/10/2016	Susi	Active	 
Energy Transition Area	Tracey	tracey@vedegylet.hu	CESIE	22/11/2016	23/11/2017	22/11/2016	Wheatley	No Active	 
Energy Transition Area	Jelena	jelena.mazaj@cesie.org	CESIE	27/04/2017	28/04/2018	27/04/2017	Mazaj	Active	 
Energy Transition Area	Silvana Di Bono	sdibono@consorzioarca.it	CESIE	17/05/2017	18/05/2018	17/05/2017	arca	Active	 
Energy Transition Area	Simone	simoneindovina@yahoo.it	CESIE	16/05/2017	31/03/2018	18/05/2017	Susi	Active	 
Energy Transition Area	Fabio Maria Montagnino	fmontagnino@consorzioarca.it	CESIE	16/05/2017	31/03/2018	18/05/2017	Susi	Active	 
Energy Transition Area	Calogero Serporta	serporta@pa.issia.cnr.it	CESIE	07/06/2017	08/06/2018	07/06/2017	Lio	Active	 
Energy Transition Area	Luca	luca@ilgrembo.it	CESIE	13/06/2017	14/06/2018	13/06/2017	Boccalatte	No Active	 
Energy Transition Area	Sandra Karner	sandra.karner@aau.at	CESIE	10/10/2017	11/10/2018	10/10/2017	SaKa	No Active	 
Atalakulo Welterlei helyi gazdaságfejlesztés műhely	Susana Bautista	subautis@ucm.es	ESSRG	27/10/2016	28/10/2017	27/10/2016	Susi	Active	 
Showing 1 to 10 of 203 records Pages: Previous 1 2 3 ... 21 Next									
Assign Project									
<div> <div>About</div> <div>Social Links</div> <div>Contact</div> </div> <div> <div> FoTRRIS is an European Research Project of the H2020 Programme, on Responsible Research and Innovation </div> <div>   </div> <div> Project: info@totrris-h2020.eu </div> </div> <div>  </div>									

Figure 24: Information of users assigned to projects

- The button 'Assign Project' gives access to a new page to provide the information to assign a registered user to a project. Figure 25 shows this form, with the following fields:
 - Select project: Name of the project from the presented list.
 - Select user: Name of the user from the registered user list.
 - Duration: Start and end dates for the assignment of the user. Each user can have different duration in the project. The administrator can assign these dates using the calendar (or the manager).
 - Status: active/no active.
- **Projects for user:** There is a list of all projects on the platform, because in this case the user participating is the administrator. Clicking on the name of the project gives access to the collaborative interface, where there are different collaborative documents, see the users connected in the project, and use a chat to speak in real time with the rest of users. Figure 26 shows the list of projects where the logged user can participate.

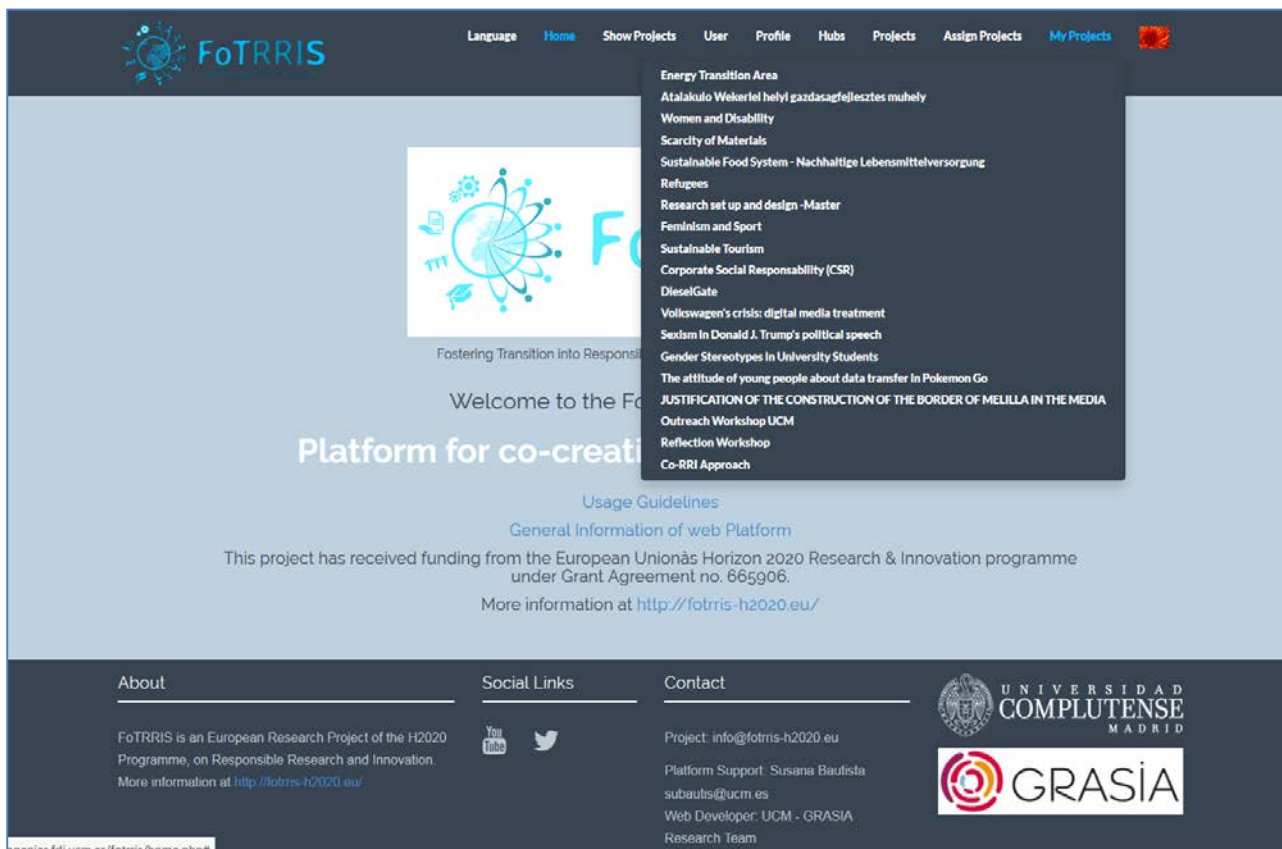


The screenshot shows the 'Assign User to Project' form. At the top, there is a navigation bar with links: Language, Home, Show Projects, User, Profile, Hubs, Projects, Assign Projects, and My Projects. A user icon with '0' is also present. The main heading is 'Create Assign User to Project'. The form includes the following fields:

- Select Project:*** A dropdown menu with 'Select' as the current option.
- Select User:*** A dropdown menu with 'Select' as the current option.
- Duration** section with **From:*** and **To:*** text input fields.
- Status:*** A dropdown menu with 'Active' as the current option.

At the bottom of the form are three buttons: 'Create' (blue), 'Clear' (white), and 'Back' (white). The footer contains links for 'About', 'Social Links', and 'Contact'.

Figure 25: Form to complete to assign a project to a user



The screenshot shows the FoTRRIS web application interface. The navigation bar is the same as in Figure 25. The main content area displays a list of projects under the heading 'List of projects for a logged user'. The projects are listed in a table with columns for 'Project Name' and 'Project Description'.

Project Name	Project Description
Energy Transition Area	Atalakulo Wekerlei helyi gazdaságfejlesztés műhely
Women and Disability	Scarcity of Materials
Sustainable Food System - Nachhaltige Lebensmittelversorgung	Refugees
Research set up and design -Master	Feminism and Sport
Sustainable Tourism	Corporate Social Responsibility (CSR)
DieselGate	Volkswagen's crisis: digital media treatment
Sexism In Donald J. Trump's political speech	Gender Stereotypes In University Students
The attitude of young people about data transfer In Pokemon Go	JUSTIFICATION OF THE CONSTRUCTION OF THE BORDER OF MELILLA IN THE MEDIA
Outreach Workshop UCM	Reflection Workshop
Co-RRRI Approach	

Below the list, there are links for 'Usage Guidelines' and 'General Information of web Platform'. A message states: 'This project has received funding from the European Union's Horizon 2020 Research & Innovation programme under Grant Agreement no. 665906. More information at <http://fotrris-h2020.eu/>'.

The footer contains links for 'About', 'Social Links', and 'Contact'. The 'About' section mentions: 'FoTRRIS is an European Research Project of the H2020 Programme, on Responsible Research and Innovation. More information at <http://fotrris-h2020.eu/>'. The 'Contact' section lists: 'Project: info@fotrris-h2020.eu', 'Platform Support: Susana Baulista subautis@ucm.es', 'Web Developer: UCM - GRASIA', and 'Research Team'. Logos for 'UNIVERSIDAD COMPLUTENSE MADRID' and 'GRASIA' are also present.

Figure 26: List of projects for a logged user

5 Projects

For each project, the following tools are offered:

1. A set of collaborative documents, which are called **pads**. Each pad has different options to work with plain text: bold, italics, underline, lists, etc. The hub manager can add and delete as much pads as needed.
2. A **list of participants** in real time, which shows who is participating at the same time on the project in that moment.
3. An online **chat** to speak with other users in real time.
4. **Public abstract**: collaborative document that will be available to the public in the Show projects page. This is provided as a file in PDF format.
5. **Repository**: A space to share documents and files with all the users of the project.

Figure 27 presents an example of a page with these elements of a project. Here there are different pads, collaborative documents, which correspond to the steps that are defined in the FoTTRIS methodology, and others that serve for other needs of the users of this project. Chapter 6 provides some guidelines on how to organize a project when using the FoTTRIS methodology.

In addition, the figure shows that there are two users connected to the platform for this project (in this example, Susi and Marlon). It shows also the conversation in the chat of the project where other user (Liisa) has participated in the chat in other moment.

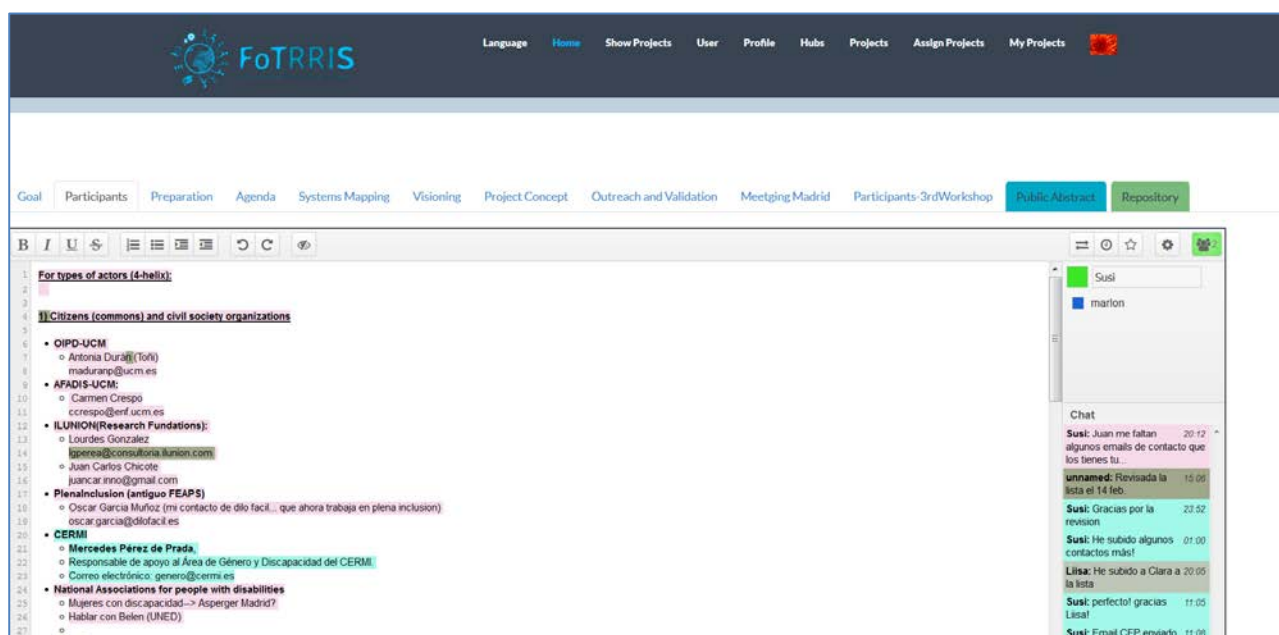


Figure 27: Interface of a project

Over the list of users on the right side, there is a list of buttons with some other options of the collaborative tool:

- **Import/Export (double arrow)**
 - Import plain text or HTML format into the document, by selecting a file. Importing a file overwrites the contents of the original pad (document), so it is really important to consider this, before importing any file. This is useful when starting the project to create a template for the document.

- Export current pad as: Etherpad format (the internal format of the tool), HTML or Plain text. This is useful to download the content of the pad in a file.

Figure 28 presents the menu of options for this functionality.

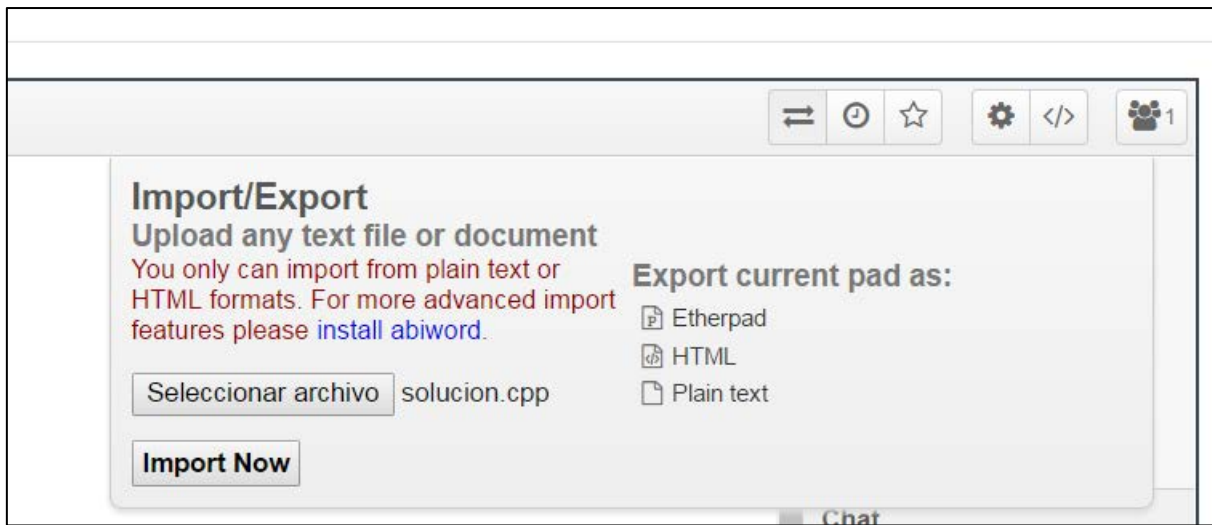


Figure 28: Import/Export option

- **Timeslider (clock)**
 - See the evolution of the document through the contributions of the different users. Figure 27 presents an example for saved versions of a pad.



Figure 27: Example for saved versions of a pad

- **Star:** Save the current version of the pad.
- **Configuration/Settings**
 - It is possible to configure different options in the pad. Figure 28 shows these options to language, font type and global view of chat and users in the collaborative document.

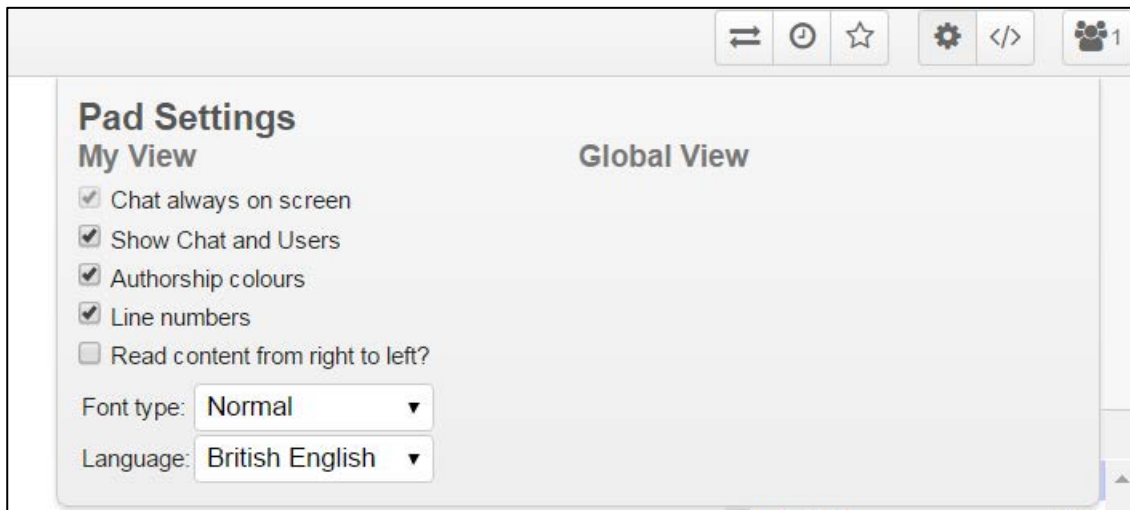


Figure 28: Options to configure the pad settings

6 Recommendations on the use of the platform when applying the FoTTRIS methodology

In the co-creation of a new RRI project following the FoTTRIS methodology the platform can be used before, during, and after each workshop carried out. During the preparation of a workshop, the platform can be used to organize the list of participants, to define the goals, to work on the agenda, and so on. During the workshop itself, it is important to have some persons taking notes on the platform via the collaborative pads to collect (and annotate?) all the information generated by the facilitators and the participants. After the workshop, the members of the competence cell can review the notes to generate the reports and conclusions of the work carried out.

The following sections provide some guidelines on how to use the platform for this process. Section 6.1 explains how to set up the platform, which is done once, by a system administrator, who will define the hubs or competence cells that will use the platform. Then, to start the co-creation of a new RRI project, the responsible of the corresponding hub has to set up a project, and can customize the phases of the co-creation process. This is explained in section 6.2. This process is normally performed through a series of workshops. The platform can support these in different ways that are explained in section 6.3. At the end, the results can be made available to the public, and analysed with different stakeholders in an outreach workshop, as it is explained in section 6.4.

6.1 Setting up the platform

Setting up the platform is done once, by the administrator of a website where the FoTTRIS platform can be installed. A server with the platform can support one or several co-RRI hubs.

During the installation process, one profile for each user is created automatically: an administrator user, a manager user and a registered user.

The administrator has also to create the different hubs that will be hosted on the platform. **Only the administrator of the platform can create hubs.** This is done with the option *Create Hubs* in the *Hubs* menu at the top of the page. This will show up a form with the information that has to be provided to create the new hub.

The administrator will define the users. Only registered users have rights to manage hubs. They will be able to set up and control the configuration of the projects, and assign users to participate in the co-creation process of each project.

6.2 Setting up a new project

Either the platform administrator or the co-RRI hub manager can create a new project. This is done with the option *Create Project* in the *Projects* menu at the top of the page. This will show up a form with the information that has to be provided to configure a new project: name, co-RRI hub, description, duration, pads, keywords, etc. (see details in Section 5).

The main configuration here is the creation of several *pads* (collaborative documents) for the project, each one representing a step of the methodology and some supporting activities. For instance, when applying the FoTTRIS methodology, a minimum of four pads are needed, one for each stage of the methodology [D3.1], [Snick17]. The stages are:

1. **System Mapping:** The main objective is to create a system map for a RRI project, which requires exploring the challenge, identifying goals, and analysing the roots and causes of the problems discussed during this stage.

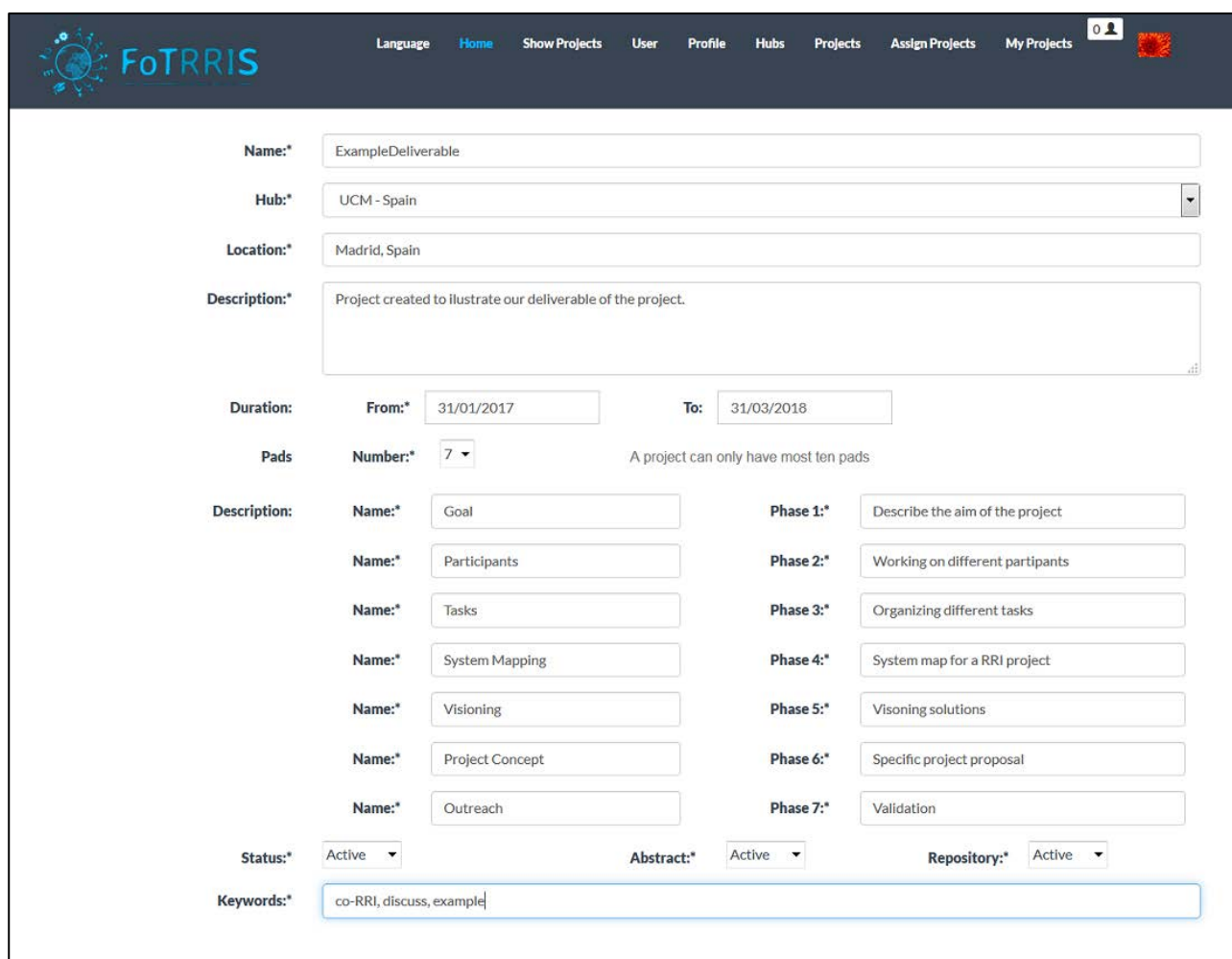
2. **Visioning:** The working team has the task of visioning solutions towards a collective project proposal.
3. **Project Concept:** To work in a more concrete specification of a project proposal.
4. **Outreach and validation:** To broaden the outreach of the co-RRI project in order to gather external perspectives on what was done in the previous stages.

Each stage is performed through a workshop where different stakeholders are invited in order to co-create an RRI project concept. The pads allow recording the notes of these workshops.

In addition to a pad for each of these workshops, it is recommended to create other pads, for other support activities, such as:

- A pad to specify the **goals** to achieve in the workshops.
- A pad for organizing the **list of participants**, checking their availability and the administrative tasks for facilitating their participation.
- A pad for **logistics tasks**, including the preparation of workshop materials, room reservation, catering, etc.

Figure 29 shows the creation of a new project. In this case, seven pads are defined considering the four stages and the three recommended pads.



The screenshot shows the FoTRRIS project creation interface. The form includes the following fields and sections:

- Header:** FoTRRIS logo, navigation links (Language, Home, Show Projects, User, Profile, Hubs, Projects, Assign Projects, My Projects), and a user profile icon.
- Form Fields:**
 - Name:** ExampleDeliverable
 - Hub:** UCM - Spain
 - Location:** Madrid, Spain
 - Description:** Project created to illustrate our deliverable of the project.
 - Duration:** From: 31/01/2017 To: 31/03/2018
 - Pads:** Number: 7 (Note: A project can only have most ten pads)
- Description Section:**
 - Goal:** Describe the aim of the project
 - Participants:** Working on different participants
 - Tasks:** Organizing different tasks
 - System Mapping:** System map for a RRI project
 - Visioning:** Visioning solutions
 - Project Concept:** Specific project proposal
 - Outreach:** Validation
- Metadata:**
 - Status:** Active
 - Abstract:** Active
 - Repository:** Active
 - Keywords:** co-RRI, discuss, example

Figure 29: Definition of pads from a new project

Initially the pads are created as empty documents. However, it is possible to initialize them with some text that is imported from a document. For instance, default templates of workshop agendas can be used for each type of workshops (system mapping, visioning, etc.) and for each activity (for instance, for the list of participants, indicating four sections for the quadruple helix stakeholder types, and the kind of information that will be required for each participant).

By default, each new project has always two other elements:

- A **Public Abstract**: This is a special pad collecting the information that will be shown to a broader public visiting the platform. A public pdf file, not editable, is generated from the content of this pad. This PDF file is available for each project in the 'Show Projects' section of the platform.
- There will be also a **Repository** for the project. This is a shared space that all users of the project can access to store different kinds of documents. Among them, text documents, presentation files, PDF files, etc. It is possible to organize them in folders. Any user registered in the project can access this shared space to upload documents or to consult them. Figure 30 shows an example of the repository from the Women and Disability project.

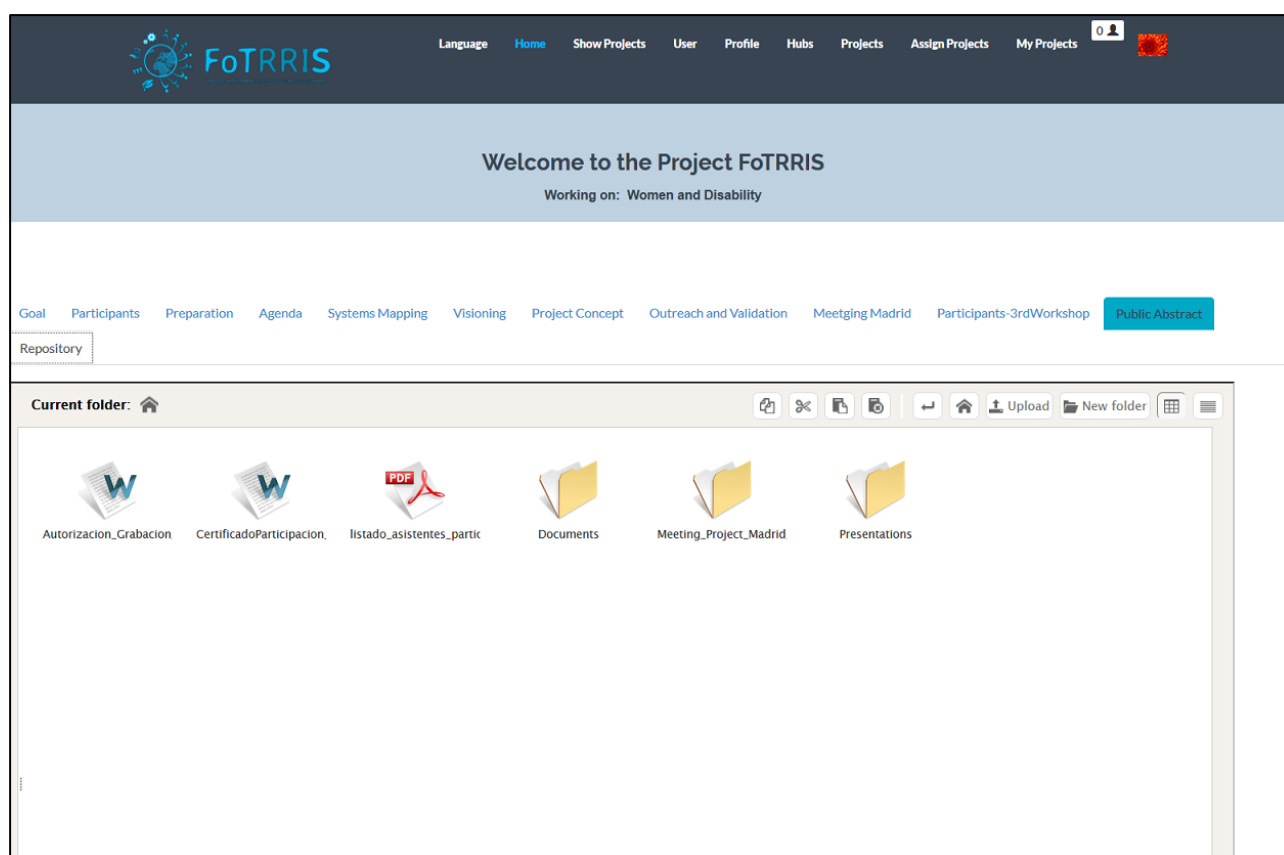


Figure 30: Repository from Women and Disability project

6.3 Co-creating a new project

The creation of a new RRI project is a collaborative process that involves different stakeholders from the quadruple helix model. The workshops generate information that has to be recorded and analysed. This can be done in the pads, which allow the elaboration of documents in a cooperative way, as several people can edit them simultaneously. At the same time, the pads have a chat tool linked to them, so it is possible to discuss the contents of the pads online.

Depending on the purpose of each pad, there are some recommendations for their use:

- **Pads for preparing a workshop.** These are the pads for establishing the goals, the list of participants and organization of the infrastructure that is required to perform the workshop (e.g., room reservation, participants travel arrangements, printed material, etc.) In this case, the people that are involved in the use of these pads are the members of the respective competence cell. These are tasks that are performed over weeks and the chat is commonly used to discuss online and to assign the responsibilities for tasks.

As these pads are for internal use of the competence cell, their contents could be adapted to the common practice organization (e.g., invite participants, define agenda, prepare dynamics, etc.) These pads are mostly a list of tasks, with a short description of the task, the names of those in charge, deadlines, and some indications on their status.

- **Pads for each workshop.** These are the pads where the information of each workshop is recorded. These are initialized with a template that indicates the main steps that will take place in the workshop (like an agenda). It is recommended to have two persons during the workshop taking notes in the same pad, so they can record what is being said, highlighting the main conclusions and open issues that arise during the activities of the workshop. Figure 31 shows an example of co-creating an RRI project on Refugees.

Workshop pads can be consulted by participants, so they can include their comments and annotations there.

Normally, once the workshop has been performed, the experts from the competence cell can go through all the notes in the pad to review their consistency and make a coherent document. This is interesting also to reflect on the main issues, and is quite useful to prepare the next stage.

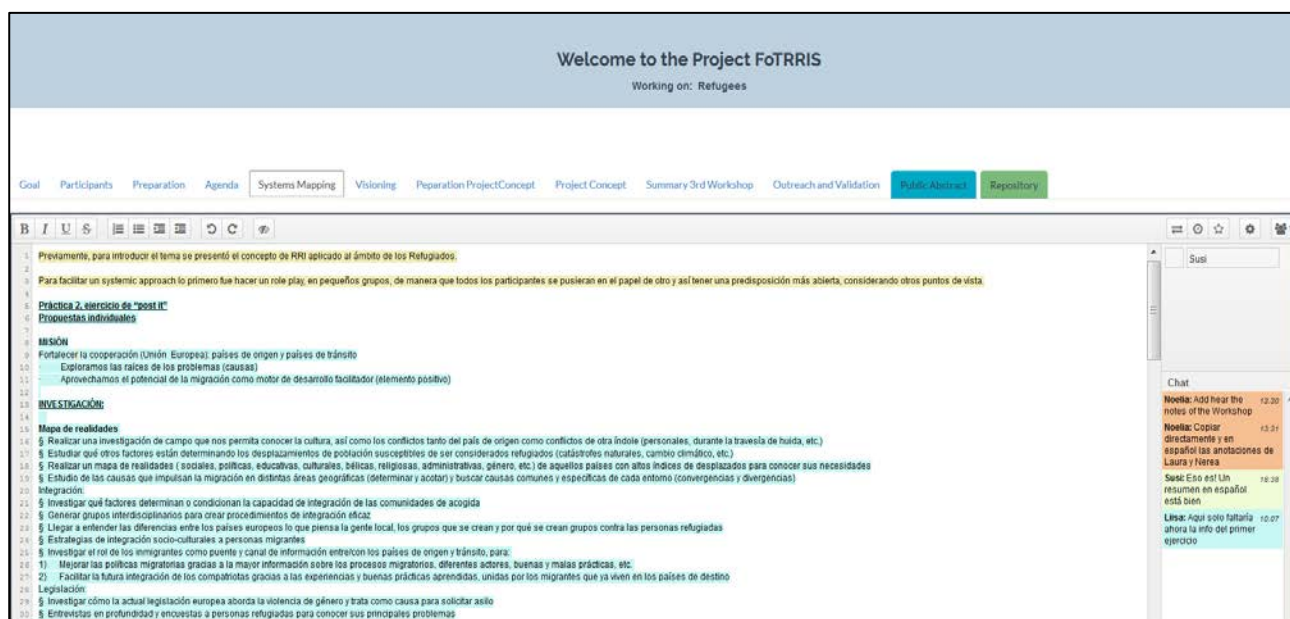


Figure 31: An example of co-creation of Refugees project

6.4 Finalisation of a project

The project is always available on the platform, and can be consulted by the general public. Visitors can see a summary of the project. This is a document that is generated from a special pad, the *Public Abstract pad* belongs to each project. The experts from the competence cell complete and update the information related of the status of the project. Figure 32 shows an example of this special pad, the *Public Abstract* from the Refugees project. This pad is saved like a pdf file. In Figure is shown where this pdf file can be found and downloaded. This file is not editable and is available for everyone in the 'Show Projects' of the platform.

Welcome to the Project FoTRRIS

Working on: Refugees

Goal Participants Preparation Agenda Systems Mapping Visioning Preparation Project Concept Project Concept Summary 3rd Workshop Outreach and Validation Public Abstract Repository

Public Abstract

This project proposal presents results of the Transition arena activities in Madrid, Spain, in the frames of the FoTRRIS Project.

Transition Arena (more about the concept please read on: www.foftris-h2020.eu) participants worked together in the field of Refugees.

Their work was supported and facilitated by the Spanish Competence Cell members. The aim of such cooperation was to gather, capitalize and further develop the consulting, participatory and concerted actions experience launched within the drafting process, using co-RRR principles and solving global challenge. The three workshops, scheduled from December 2016 to June 2017, have taken advantage from the collaborative actions with stakeholders, who are active in the area, with competences in the field of immigration, belonging to different organizations from public administration, research, NGOs and civil society.

As a result, such network stimulated co-production of several project proposals for the mentioned sector in Spain. For more information about this project, please contact: lisare@ucm.es

Transition Experiment on Refugees

The three RRI workshops on refugees used the quadruple helix approach (also called multi stakeholder focus, it includes civil society, academy, business and policy makers) when designing the TE participant lots, with the intention to foster the participation of refugees, civil society members and organizations, as well as private companies, as these groups are often ignored when designing projects incubated within the academy. Gender balance was taken into account, and even positive discrimination towards female participation was done. The goal was to collectively design a refugee R&I project, including both research and innovation actions, with the aim to respond to a potential project call at European level, once new calls for 2018 would be published. This is why the core competence cell from UCM decided to make the workshops international, with the participation of stakeholders and civil society members from France, Bulgaria, Italy, Turkey, Venezuela, Syria, Honduras, Switzerland, Hungary and Spain. The goal responds to one of the most emergent societal challenge faced by today's society, in a moment when we have the largest number of refugees since World War II, more than 50 million of persons and figures daily increasing. The challenge of migration has become a key issue in European policies and both pan-European and national authorities have failed to give asylum and guarantee the basic human rights for millions of persons escaping from war and conflict areas, mainly from Syria and South Sudan (May 2017). Research of the main causes as well as innovative solutions, simulating the effective and positive measures taken by civil society organizations are urgently needed in order to get efficient responses of European and national refugee administrations.

The migration is a global challenge in the agenda of UNHCR, IMO and a large number of refugee aid organizations as well as one of the most urgent societal challenges for European horizon project calls, to be published in brief. RRI is a cross-cutting issue in Horizon 2020, so it perfectly adjusts to finding solutions and designing projects related with the challenge of migration.

Local solutions for global problems are needed in terms of the refugee crisis, as the social realities and asylum processes are diverse in different European countries. Representatives from several countries offered a local point of view for

Figure 32: An example of the special pad Public Abstract from the Refugees project

Refugees

UCM

refugees guidelines

Description PDF 15 Users

Figure 33: Access to the pdf icon to download the abstract from the Refugees project

The last step in the FoTRRIS methodology is carrying out an *Outreach* workshop (find out more about the Outreach workshop in D3.3 'Validation report'). This is quite relevant for a co-RRR project in order to validate and broaden the impact of the proposed project concept. The strategic aim of the workshop is to create alliances and to gain support for co-RRR, and to discuss key learnings on systematic barriers, challenges, opportunities and leverages (corroborate and complement the experiences) and to further gain insights for created project's and RRI further development.

7 Conclusions

The co-RRI web-based platform has been designed to support the FoTTRIS methodology, but it is flexible to adapt to a different workflow (i.e. different phases or workshops for defining a co-RRI project concept).

This platform is a *complementary tool* to the development of the workshops. Its use is flexible, depending on the needs of the competence cell. For instance, during transition experiments in the FoTTRIS project, it has been used for preparing the workshops. So the team organizing them (normally, the staff of the co-RRI hub) can collaborate to discuss the objectives, the list of participants, and logistic aspects. During the workshops, the platform has been useful to take notes on the collaborative pads about the different activities. After the workshops, these notes have been reviewed by the co-RRI hub to come to conclusions on the results of the workshops. These experiences are reflected in the guidelines for using the platform that are presented in chapter 6.

The platform is evolving (as most software does today) in order to fulfil new requirements by their users. Although it is now quite stable, the developers' team is open to improve it, and the code is provided as open source in a public repository.

It is also noticeable that the platform can be installed in other servers by different organisations, as it is distributed as open source. Because of this, the administration functionality has been integrated in the platform to facilitate users and projects management, with some flexibility to allow adaptation to other organization requirements. More information about this is provided in deliverable D2.1 '*Design Specification of the co-RRI web based platform*' [D2.1].

References

[D2.1] D2.1 *Design Specification of the co-RRI web based platform*. Deliverable of WP2. FoTTRIS project No.665906

[D3.1] D3.1 *co-RRI-Project-Concepts*. Deliverable of WP3. FoTTRIS project. No.665906

[Snick17] Anne Snick. *MISC: Mapping Innovations on the Sustainability Curve. A methodological framework to accelerate the transition*. Club of Rome- EU Chapter.