



S2R MULTI-PROJECTS COOPERATION TOOL – MEMO on the use of the internal component of the tool¹

The objective of this memo is to provide the Members with the conditions of use of the S2R Multi-Project Cooperation Tool to support the Programme Management approach implemented in S2R for the execution of the R&I activities.

This memo will become an Annexe to the S2R Programme Handbook once the latter will be adopted by the Executive Director after due consultation of the SIWG.

The role of the S2R Multi-Projects Cooperation Tool

The collaborative working tool (www.cooperationtool.eu/projects) was selected by the S2R JU to support the management of the Programme in a collaborative manner between the JU and its Members and between themselves in performing the R&I activities. Programme execution is realized through the different level of Programme governance established within the S2R Regulation and through the Projects, as key components to deliver the expected MP/MAAP results.

In particular, the S2R Multi-Projects Cooperation Tool

1. shall provide the JU with the programme view on the R&I activities, in order to fulfil its duty of sound management (efficiency, effectiveness, economy) of the resources made available by its Members, through
 - a. the monitoring/supervision and
 - b. reporting (to the Governing Board, SIWG, SRG and SC, and any other relevant stakeholders (Union budget authority, etc.) on the progress of the Programme in terms of use of resources, progress to completion, quality and risks, delivery;
2. shall service the CFM Projects with a programme approach towards coordination and supporting the technical, financial, administrative and dissemination management from award² of the activities to project completion;
3. shall support the work of the S2R IP Steering Committees and working groups as established by the Governing Board and/or the Executive Director, under the supervision and support of the Programme Office (IP/CCA Steering Committees, TD/WA Groups, System Integration Working Group, etc.).

Functionalities

¹ A separate memo will be sent for the use of the cooperation tool for managing the public website

² Members may consider availing themselves with the functionalities of the tool for the preparation of proposals to answer S2R calls. This shall remain outside the scope of the Programme Office activities and shall be not visible to S2R (“Chinese wall” approach). S2R shall not be considered liable for any issue with the Multi-Projects Cooperation Tool in relation to the preparation phase and submission of proposals.



The main functionalities available to the Members in the S2R Multi-Projects Cooperation Tool are the following:

1. upload and download documents (deliverables, working papers, minutes of meetings, agendas, presentations, contact lists, other technical, legal, financial and administrative information);
2. organize (create and check) meetings, find documents related to meetings and confirm attendance to meetings;
3. prepare and report financial data (effort and costs) for CFM projects in order to track the progress and facilitate the official reporting to the JU directly (during the year, IKOP and IKAA reporting at end of January) and through the H2020 Participant Portal.

The overall set-up of the tool is within the responsibility of the Programme Office, in particular the Head of R&I. The Programme Office has instructed the contractor to set up the tool in a manner to have a Programme view, an IP view and a Member view. At a lower level, the tool is organized by Projects.

The Programme Office, with the support of the contractor, has set up the initial structure for the CFM Projects (creating domains³, deliverable list, milestone list and participant organisations + planned budget and efforts by participant organisations) in accordance with the information available in each proposal⁴.

With regard to the CFM Projects, each respective coordinator is responsible to grant access and rights to consortium members' employees participating to it. The coordinator may request the support of the contractor or do the necessary set up directly.

Any request related to the setup of the structure and request for new-dedicated project areas (i.e. CFM proposals, other S2R JU Groups) should be addressed to the Programme Office, through the relevant Programme Managers.

S2R Multi-Projects Cooperation Tool Access rights

The Programme Office will have access right to the S2R Multi-Projects Cooperation Tool with the exclusion of the "private area" created for each Project (PRV domain) or any proposal preparation phase' documents. In addition, the Programme Office will be able to create meetings (Power user rights – see below).

Where the S2R Multi-Projects Cooperation Tool will be used to support the work of S2R Working Groups, the Programme Office will create the necessary access rights limited to the specific Working Group.

As already mentioned, for CFM Projects, the Project Coordinators shall be responsible for setting up the access rights of their consortiums' members with the support of the contractor.

Please find below a description of the access rights available in the tool:

1. No Rights: no role/no access.

³ A "domain" is a specific part of the project structure, for the CFM projects we setup as main (tier1) domains the Work Packages, the Private area, the Admin area and the Collaboration Agreement area

⁴ The contractor informed the Programme Office that at least two Consortia made use of the tool in the preparation of their proposal. Those projects are requested to make the necessary arrangements with the contractor to ensure that the relevant proposal preparation documentation is stored in a secure area, outside the overall access of the Programme Office or any other Member.



2. Guest: this is an observer role, with no activity but with the capacity to download. Guest rights give access to all documents and meetings with Access field marked as "Guest" in the tool (i.e. documents and meetings with access flagged with higher rights will not be visible for Guests).
3. Limited User: this is an active role but for those with limited activity attributed (not as active as a User) and with the capacity to download.
4. User: this is a role for members actively contributing in a "domain", enabling them to upload new documents.
5. Power User: this role has the same rights as User and, in addition, is able to create meetings.
6. Domain Administration: this role is assigned to leaders of domain. In addition to the Power User rights, the Domain Admin can:
 - Manage user rights within the domain;
 - Change documents Status to "Issued", confirming that the peer review process is completed;
 - Create and manage action points from meeting.
7. Project administration:
 - CFM Project coordinators have overall project administration rights, enabling to administrate the complete CFM project.
 - The same applies to the S2R JU Groups' coordinators concerning the S2R JU Group's database.

NB

As the Members are aware of, the S2R JU staff is subject to the Provisions of the Union Staff Regulations and in particular specific obligations in terms of confidentiality and non-disclosure in the performance of their duties, also after the ends of their respective contracts. Similar provisions are applied by the JU with contracted experts, beneficiary of grants, service providers, etc.

As body of the Union, in accordance with its Regulation, the JU may have recourse to the competent bodies of the Union (OLAF, Internal Audit Service, European Court of Auditors, etc) to perform the necessary investigations for any undue access, undue use, etc. to the Cooperation Tool and its content.

The use of the S2R Multi-Projects Cooperation Tool will be within the scope of the work of the S2R Internal Auditor.

Specific setup for Projects

Each CFM Project has a dedicated area with the following main (tier1) domains:

- Work package domains (WP1, WP2, etc.) for technical matters.
- Private domain (PRV) for "information" intended to be shared within the Project without access to the Programme Office.



- Administrative domain (ADMIN) for non-technical matters (GA, CA, templates, etc.)
- Collaboration Agreement domain (COLA) for allowing (*optional, see below*) OCs' consortiums to have access to some of the documents/ meetings from the complementary CFM projects'.

Further domains can be added upon request: tasks, technical management team, steering board, etc.

At least the following tasks shall be performed within the tool:

- Technical management:
 - All technical documents (deliverables and related technical inputs and contributions) shall be shared among Members and made available through the tool;
 - All meetings should be registered in the tool and the related documentation should be available (i.e. agenda, presentation, minutes and present lists).
- Administrative management:
 - Each member should report on the use of resources (effort and costs) periodically through the tool (also for linked third parties);
 - The consortium will decide on the periodicity (every quarter, semester) of such an internal reporting;
 - Charts and tables will be automatically generated and available for the CFM Project coordinator in order to monitor the progress of the work, and to help Members on the preparation of the official reporting of costs to the S2R JU (every year);
 - *NB: the reporting section related to IKOP/IKAA will be available for the next year reporting.*
- Dissemination management:
 - CFM Projects will be able to use the tool for publishing in the public project websites their approved deliverables and relevant news regularly. This website is an extension of the S2R website; a disclaimer will clarify that the content of the Project website is under the responsibility of the relevant consortium.

CFM Projects may use also the tool for the following activities:

- Under the limitations indicated above, for proposal preparation;
- Complementary projects: Members from other consortiums with complementarities (OC and CFM) could have the possibility to share documents and meetings.
 - OCs' consortiums may be provided access to a domain within the CFM project's area in order to share documents and meetings (COLA domain).

NB: the functionality for sharing documents between CFM projects is still under development.
- Cluster view:
 - an integrated view of technical information (deliverables, milestones, participants, etc.) at IP level is currently available for IP/CCA coordinators;
 - *NB: an integrated view of technical and administrative information at Member level is under development and it will be available to the concerned Member.*



Specific setup for Working Groups

The Programme Office will provide access to specific Working Groups and Committees of the JU: IP/CCA Steering Committees, TD/WA groups, System Integration Working Group, etc..

The current project area “S2R-JU” comprises the following domains:

- IPs and CCA domains, which contain their respective TD, WA and Steering Committee sub-domains. The respective S2R JU Group coordinator (IP, CCA, TD, WA Leaders) will manage these domains along with the S2R JU Programme Office;
- SIWG domain. The S2R Programme Office will manage this domain;
- Any relevant domains that the Programme Office may consider for setup.

As agreed in the SIWG conference call of 9 Feb 2017, the JU Members shall have access rights across all these aforementioned domains to foster synergies. Where documents would be considered containing proprietary information, the necessary measures will be put in place by the Programme Office to duly protect them, in agreement with the concerned Member(s).

S2R JU Groups’ Members are requested to actively use this tool at least for the following tasks (the tool has more tasks that can be used if decided at consortium level):

- For the day-to-day work, all the technical documents shall be transmitted and made available through the tool;
- For the preparation of S2R JU Groups’ meetings, the relevant S2R JU Group coordinator/S2R Programme Manager will publish the meetings through the tool and all the relevant documentation (agenda, presentation, related documentation) shall be transmitted and made available through the tool;
- All Members will have access to the meeting and the documentation and will confirm their attendance through the tool;
- After the S2R JU Groups’ meetings, the relevant S2R JU Group coordinator/S2R Programme Manager will upload the minutes, actions, presence list and relevant documentation from the meeting;
- All Members will have access to the meeting minutes, will follow up their actions and ensure good flow of information within their organisations.



Further information

- Instruction manuals and support service available in the following link:
<https://www.cooperationtool.eu/projects/support.aspx>
- Dedicated webinar training sessions on the Cooperation Tool functionalities recommended for IP coordinators, TD Leaders, CFM Projects coordinators and WP Leaders (all other consortium Members and JU members are also welcomed to attend) are planned on the follow dates:

Please join the training session from your computer, tablet or smartphone.
You can use microphone and speakers available in your PC. A headphone is recommended.
It is also possible to dial in using your phone.

- Session 1 - Friday, 17 February - 11:00-13:00 CET - Access Code: 428-857-205
<https://global.gotomeeting.com/join/428857205>
- Session 2 - Thursday, 23 February - 11:00-13:00 CET - Access Code: 857-227-501
<https://global.gotomeeting.com/join/857227501>
- Session 3 - Friday, 24 February - 11:00-13:00 CET - Access Code: 183-700-085
<https://global.gotomeeting.com/join/183700085>

First GoToMeeting? Try a test session: <http://help.citrix.com/getready>

- Training sessions for administrative/financial people will be organised once the IKOP/IKAA reporting sections are ready.