



# **INSPIRE**

## **D5.2 INSPIRE main site and service platform specification**

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## Executive Summary

This document provides the specifications of the main website of INSPIRE as well as the integrated special services such as the stakeholder database, database of Gender Equality Plans (GEPs), social innovation function, the Community of Practice (CoP) partner finder, support exchange service.

These specifications will be the basis for the development and implementations of INSPIRE portal and service site. Based on this specification we will setup a visually appealing and highly engaging online presence for INSPIRE, providing entry points to a diverse set of services taking into consideration the needs of its growing community. The visual design has been based on the existing INSPIRE site which uses the modular Content Management System Drupal. Therefore, this document provides and develops the specifications of included main services: a) stakeholder database, b) database of GEPs (DOI based), c) social innovation function d) CoP partner finder, e) support exchange service, etc.

This deliverable complements the suite of documents associated with the overall specifications of the INSPIRE technological ecosystem, namely:

- D5.1: Specification of online collaboration and knowledge sharing environment.
- D5.3: Interoperable requirements and specification, and
- D5.4: Adapted and operable online training platform.



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## List of Acronyms

CCR	Country Cluster Report
CoP	Community of Practice
EC	European Commission
EDI	Equality, Diversity and Inclusion
EIGE	European Institute for Gender Equality
ERA	European Research Area
GEADC	Gender Equality and Anti-discrimination Committees (Greece)
GEAR	Gender Equality in Academia and Research
GEP	Gender Equality Plan
HEI	Higher Education Institution
HR	Human Resources
HRS4R	Human Resources Strategy for Researchers
ICT	Information and communications technology
NAP	National Action Plan
NGO	Non-governmental organisation
PAP	Positive Action Plan (Italy)
RFO	Research funding organisation
RPO	Research performing organisation
R&I	Research and Innovation
SDG	Sustainable development goals

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## 1 Introduction

This document provides the specifications of the main website of INSPIRE including its specific services to support the INSPIRE community: a) stakeholder database, b) database of Gender Equality Plans (including the assignment of a Document Object Identifier), c) social innovation function d) Community of Practice partner finder, e) and the management of the support packages.

These specifications will be the basis for the development and implementations of INSPIRE portal and service site. Based on this specification we will setup a visually appealing and highly engaging online presence, providing entry points to a diverse set of services taking into consideration the needs of the INSPIRE community. The visual design has been based on the existing INSPIRE site which uses the modular Content Management System Drupal.

The INSPIRE web-presence has been established and developed based on these specifications since the early stages of the project (M3), and the rest of the dynamic underline core services described, specified, and envisioned as part of this deliverable will begin roll-out during the 2<sup>nd</sup> year of the project, following Agile methods to incorporate continuous updates.

The structure of this document is mainly focusing on the INSPIRE Web Site (Chapter 2), and then describes the overview of the technical specifications of the dynamic services e.g., Stakeholder Database (Chapter 3), GEPs Database (Chapter 4), CoP partner finder (Chapter 5), Support Packages (Chapter 6).

This deliverable complements the suite of documents associated with the overall specifications of the INSPIRE technological ecosystem, namely:

- D5.1: Specification of online collaboration and knowledge sharing environment.
- D5.3: Interoperable requirements and specification, and
- D5.4: Adapted and operable online training platform.

## 2 INSPIRE Web Site

### 2.1 Overview and Structure

The [INSPIRE website](#) is at the core of all communication activities and is also the access point for all dynamic services deployed within this project. It has been established and deployed since the early stages of the project (M3) and aggregates all relevant information about the project: its mission and objectives, the partners, the methodology, and the key results. The website is regularly updated to reflect the latest results, achievements, and activities. It mirrors the visual identity developed for the project and its functionalities makes it easy to navigate for different types of users. Finally, it is the entry point for the INSPIRE service



platform, including its dynamic services. Particular attention will be given to accessibility issues. In terms of structure, the website has the following pages:

- a) An **About** page providing information on the mission behind the project while listing its partners and sister projects.
- b) A **Knowledge** page providing information on the four Knowledge & Support Hubs, methodology, and the research activities planned within the framework of INSPIRE.
- c) A **Support** page detailing the tools that will be developed in the project to help organisations become more inclusive.
- d) A **Policy** page listing the project's future contributions to gender policies.
- e) A **News & Events** page providing updates on recent developments in the project, with the help of the project partners.
- f) A **Contact** page with contact details of the Project Coordinators and the managers in charge of the dissemination and communication work of the project.

Together with the partners' input and contribution, the icons and the illustrations have been carefully selected and designed, in order to achieve an inclusive communication strategy that is attractive for a diverse audience.

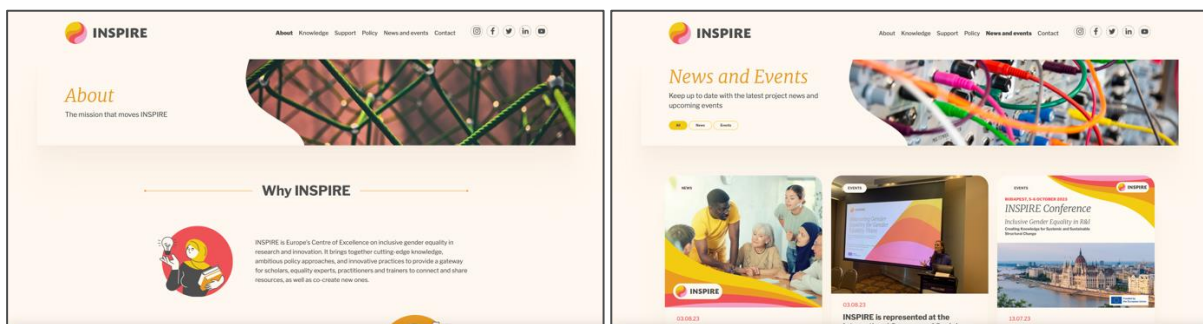


Figure 1. Examples from „About” and „News and Events” website pages

As the project evolves, the website will be adapted accordingly. It is foreseen to include the incorporation of the dynamic services of INSPIRE as these are described below as well as other ad-hoc requests for special dissemination and promotional activities, such as the recent request for the registration page of the INSPIRE Conference in Budapest, Hungary, with any accompanying functionality (e.g., registration form).

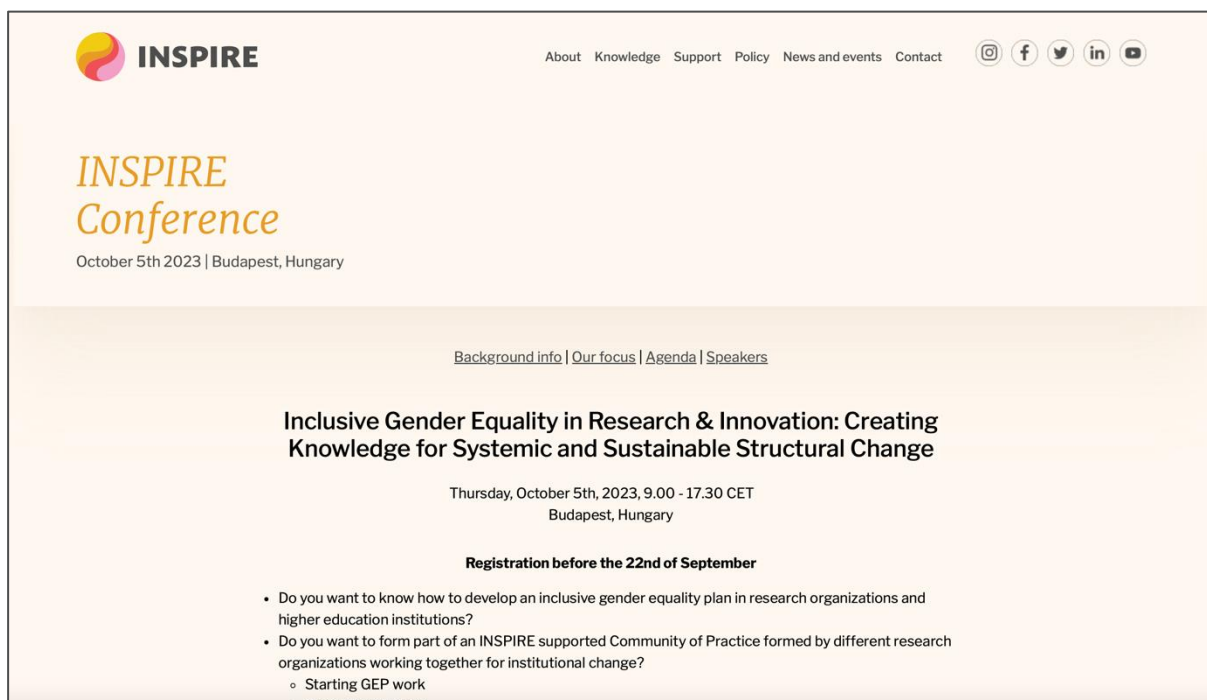


Figure 2. INSPIRE Conference dedicated web site

All web pages are designed using Figma (<https://www.figma.com/>), which is a collaborative web application for interface design. It has been used throughout the design both for the INSPIRE web site, as well as for the dynamic service design.

## 2.2 Technical Prerequisites

The overall technical objective of this work package including INSPIRE's online presence and services is to create a modern and user-friendly website, that supports the overall communication strategy of INSPIRE including its social media campaigns. To achieve this objective, the latest online standards in web development has been considered. More specifically, our aim in the project is the following:

- Create a high level of user-friendliness and user experience on the website;
- Develop a clean and appealing visual identity based on the existing style guide;
- Provide an intuitive way to navigate the website for all users available for the most popular Internet browsers;
- Develop functionalities which are crucial for a successful outcome of the project, yet at the same time do not overload the web system with unnecessary modules and functions;
- Guarantee a safe web environment in which user data will be safely stored in the database and protected from any third-party to access;
- Make the website accessible by people with disabilities ensuring that all features of Drupal core conform with industry standards such as the World Wide Web Consortium

(W3C) guidelines or the Level AA of the Web Content Accessibility Guidelines (WCAG) 2.0.;

- Encourage networking thanks to web-tools accessible online for off-line meetings, etc.;
- Contribute to knowledge sharing by achieving effective access and re-use of project outputs, publications, etc.;
- Administrate, monitor and manage registered users on the platforms; The project website will contain detailed information on the aims, objectives, consortium, work processes and the current state of the INSPIRE project. It will provide information for all interested parties and the general public. The website will host the outreach related content as: a periodical newsletter that provides updates on the project state and further information related to the project, dissemination material, deliverables, news and event calendars. This task is also responsible for setting up the appropriate social media accounts (Instagram, Facebook, Twitter, LinkedIn, and YouTube). It will make a plan on how and when to use and will ensure a constant presence with new content. Profiles will also be created on third- party platforms to increase presence and visibility.

## 2.3 Technical Aspects

### 2.3.1 Website management tool

The website has been developed using Drupal v. 9.5.7. Drupal is an open-source content management framework written in PHP and distributed under the GNU General Public License. Drupal has been selected due its versatility and robustness, in comparison with other content management systems.

Nevertheless, we have also deployed a series of additional modules to cover the functional needs and requirements of the project and the intended functionality, indicatively naming: Media Library Form Element, CAPTCHA, Image CAPTCHA, reCAPTCHA v3, Google Analytics, External Authentication, Webform Bootstrap, etc.

### 2.3.2 Hosting and maintenance

The website has been created by INNOSYSTEMS, in collaboration with Europa Media regarding the visual identity of the website and is hosted by hosted by **Hetzner Online GmbH**<sup>1</sup>, a DIN ISO/IEC 27001 certified company with an established Information Security Management System (ISMS). The data centre of Hetzner Online is located in Nuremberg, Germany and is highly secure. The premises are under 24/7 video surveillance and access is exclusively via electronic access control terminals with a transponder key and admission card only. Network security is ensured by multiple redundant connections to DE-CIX and Juniper Networks routers with an automatic DDoS protection system.

The solution is based on **Virtual Private Server (VPS)**, which is the main machine that hosts all the provided servers and systems, based on Ubuntu 22.04, 8GB RAM, CPU 4 Cores, 150GB Disk Space, Apache 2.4, PHP 8.1, MariaDB 10.6, PostgreSQL 13.10.

The URL is <https://inspirequality.eu>. INNOSYSTEMS is responsible for the maintenance and technical updates of the website and Europa Media is responsible for the update of

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<sup>1</sup> <https://www.hetzner.com>

information on the website with the support and provision of information from the different partners of the consortium.

### 2.3.3 Analytics

The website and the overall platform take advantage of the web analytics service offered by Google that tracks and reports website traffic and includes relevant indicators that can provide information on the respective KPIs of the project.

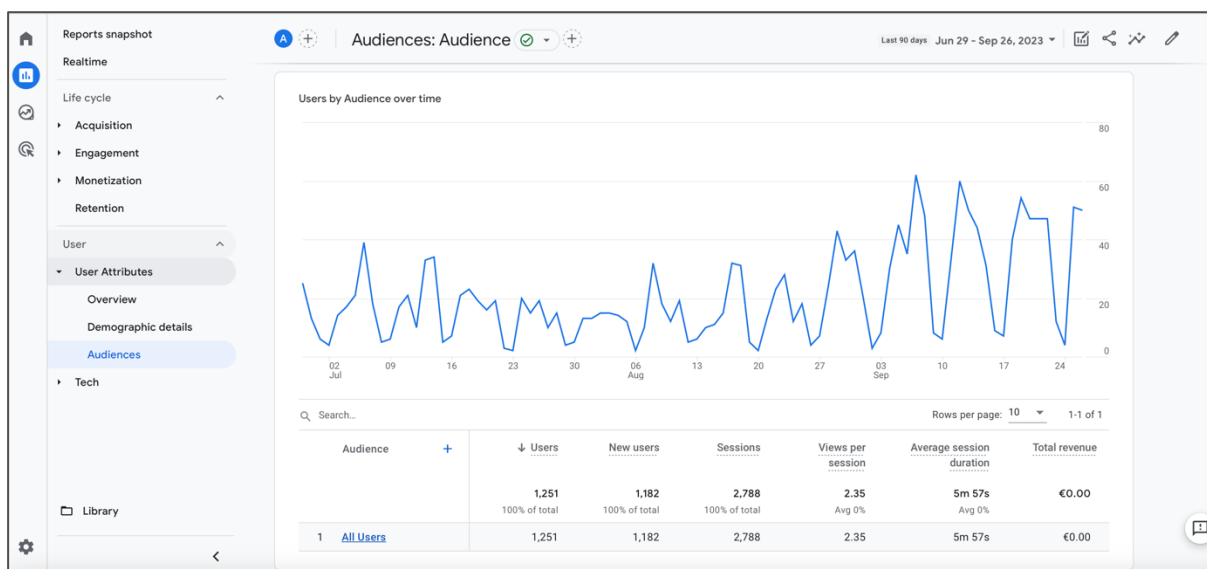


Figure 3. Google Analytics page for <https://inspirequality.eu>

### 2.3.4 Personal Data

It is foreseen to collect stakeholders' personal data with the objective of communicate the project details and its results, concretely name and e-mail through the contact form of the public website. The handling of all types of data, including the information stored on the INSPIRE website has been specified in D1.2 Data Management Plan of the project.

It is not foreseen to collect "sensitive data", which according to the GDPR is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data or biometric data for the purpose of uniquely identifying a natural person, data concerning health, sex life or sexual orientation.

INSPIRE will be subject to the GDPR (Regulation (EU) 2016/679). In addition to the GDPR, the national legislation of each one of the partners apply to the project, as long as the project partners will have access to the data.

When collecting the data, the consent to data processing is informed and collected including the appropriate link to the privacy policy, and a checkbox where the user has to confirm its acceptance. The following details are included:

- Identity of the data controller and contact data,
- The specific purpose of the processing for which the personal data will be used,
- The subject's rights as guaranteed by the GDPR and the EU charter of fundamental rights, in particular the right to withdraw consent or access their data, the procedures

to follow should they wish to do so, and the right to lodge a complaint with a supervisory authority,

- Information as to whether data will be shared with or transferred to third parties and for what purposes, and
- How long the data will be retained before it will be destroyed.

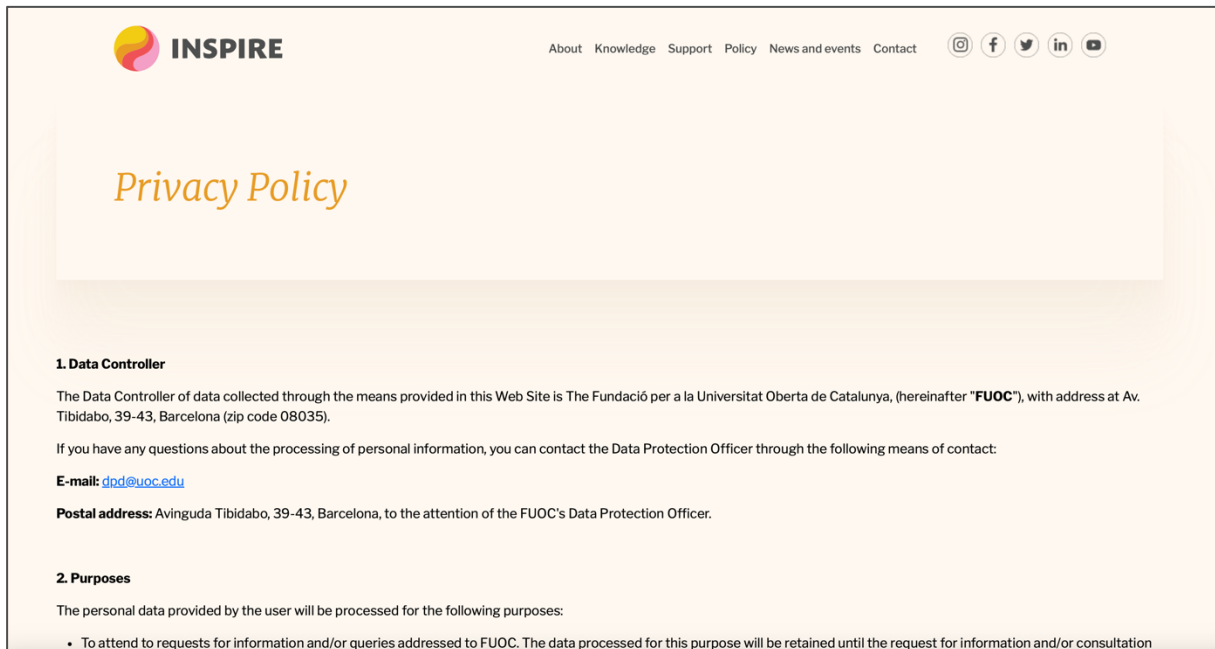


Figure 4. Privacy Policy Page

The web site also includes a detailed “Terms of Use” and “Cookies Policy” featured at the footer of the website.

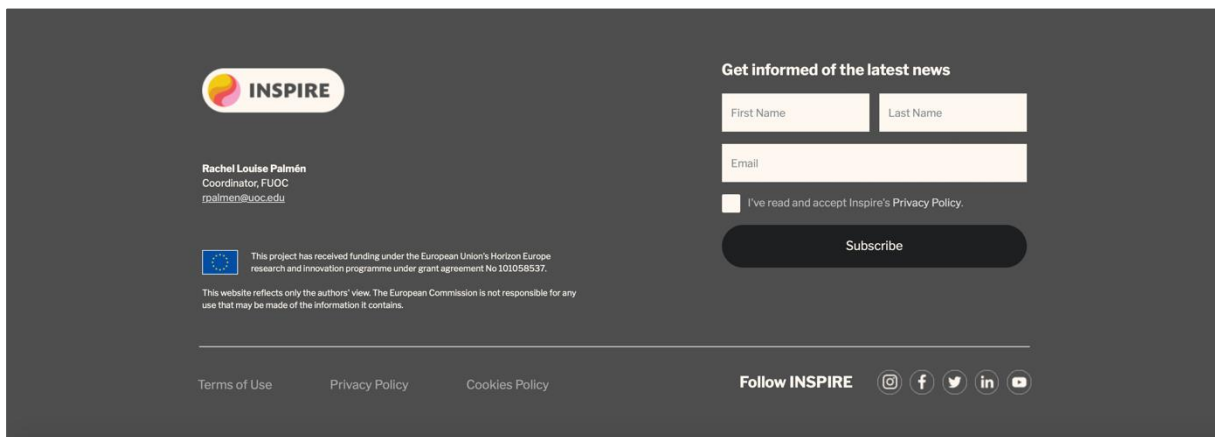


Figure 5. INSPIRE Website Footer

## 3 Stakeholder Database

### 3.1 Service Overview

INSPIRE Consortium members have been contributing to a centralized database of stakeholders to make best of their networks to build the Centre of Excellence community. The stakeholder database exists as a protected Excel file for Consortium members and constitutes a separate deliverable D2.3. Using an approval and consent process with the available contacts in the internal stakeholder database, some information will be made available publicly on the INSPIRE website as a searchable database. Currently, the typology of stakeholders registered in the database is as follows:

- KSH external experts.
- Country level national experts (for consultation).
- Members of CoPs.
- Trainers and consultants on diverse topics (e.g., change agents, statistics experts, integration of gender dimension). For example: <https://www.academia-net.org/>.
- Sponsor (i.e., companies that pay for a support package).
- And other stakeholders.

Once available online, new users that register on the INSPIRE site will become part of the stakeholder database. Depending on the type of stakeholder under which they registered, such as for instance an “expert” a internal peer-review approval process will be carried out.

#### 3.1.1 Use Case

Visitors to the INSPIRE main website should be able to search experts on different topics and for diverse tasks. This could be related to specific support packages or because they need expertise on certain topics such as for example bias/discrimination in Artificial Intelligence, or a training workshop on resistance to organisational change. Experts that want to add their profile to this database need to register on our site. Registration does not automatically create an account but needs to be approved by the site administrator.

Contacting experts through INSPIRE platform then happens via internal, i.e. only available among registered users, contacting mechanism / notification. Complete contact details would not be available publicly, but only to registered users.

The stakeholder database stores information regarding the relation of the registered to different INSPIRE tasks and services, such as a specific support package, training units, or none. Spoken languages and country-specific expertise then becomes key information in order to decide on the relevance of an expert for giving support in specific countries/contexts. Being associated with a support package requires an endorsement process by INSPIRE consortium and/or other trusted members of the community.

Use case for adding stakeholders: Overall, there are two ways how persons are added to the stakeholder database:

1. During an initial project phase, Consortium members add persons to the excel file to keep track of project internal recruitment (trainers, experts, etc.).

2. Once the database has been made public on the INSPIRE website, anybody can register to be included. However, we apply quality standards for being registered as a “trainer” or “expert” on certain topics. There is an internal “endorsement” process for someone to be listed as trainer.

### 3.2 Technical Approach

Registration will be available through the standard form in DRUPAL whilst communication aspects will be facilitated through the User Contact Form (based on privileges).

Stakeholder database will be managed exclusively through INSPIRE Drupal installation.

Regarding the “endorsement” process, there is a need to distinguish between two levels of endorsement: (a) “private” on the level of system administration to simply approve a registration as a user on INSPIRE, and (b) a “public” endorsement of an existing user for certain merits, e.g., training delivered. This could happen through a comment or endorsement of key skills (like on LinkedIn).

### 3.3 Service Wireframes

The main wireframes for this service include: (a) Browsing Stakeholders and searching / filtering mechanisms, pagination, etc., and (b) User profile page (view/edit). Registration will be managed in general by the INSPIRE website and there will be a standard interface that comes with DRUPAL and all the required fields, so therefore this is not something we need to design in terms of wireframing.

The detailed view of the profile should show the following fields:

- Photo
- Name
- Country
- Description
- Scientific discipline
- Type of stakeholder, etc.

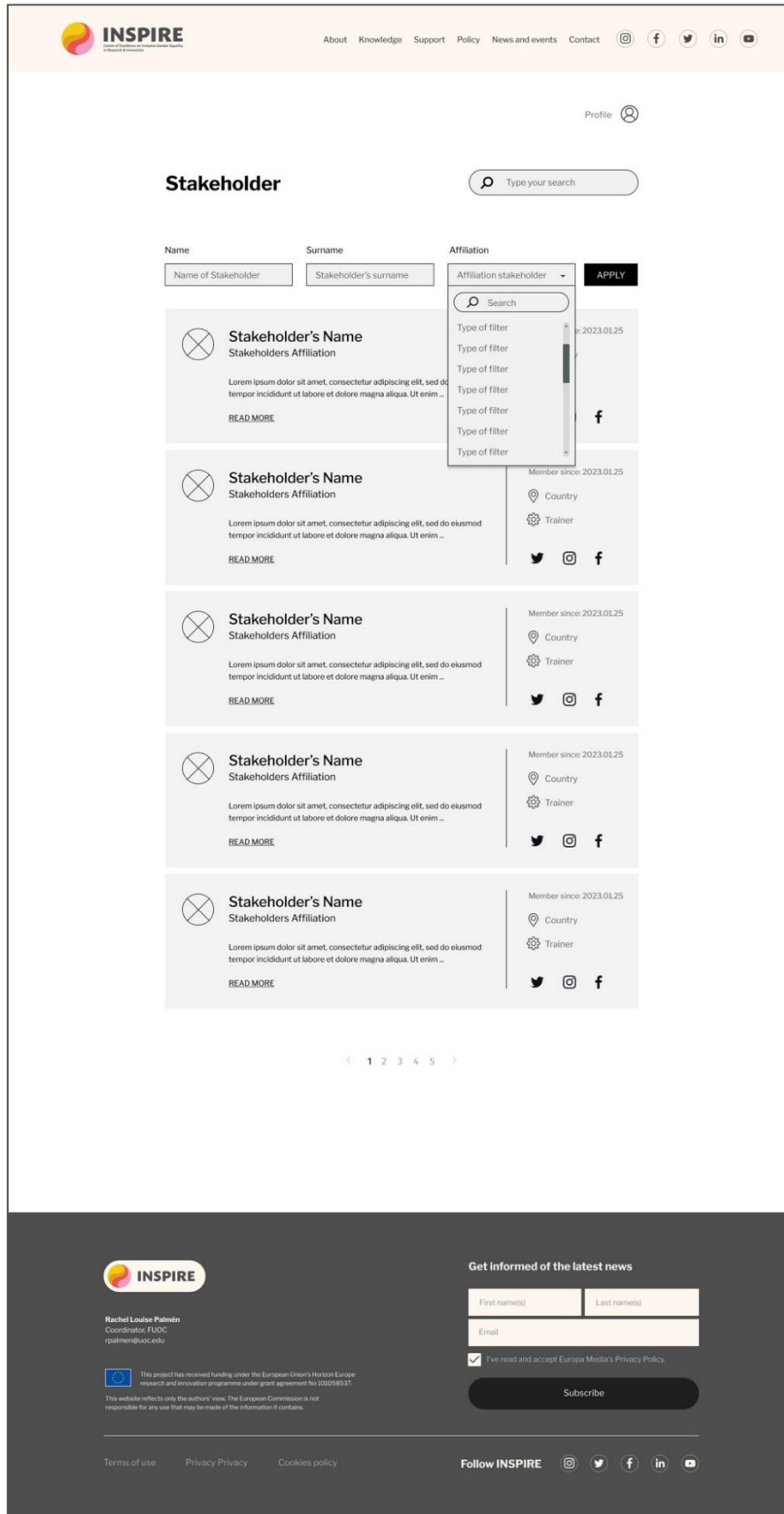


Figure 6. Stakeholders Database Browse



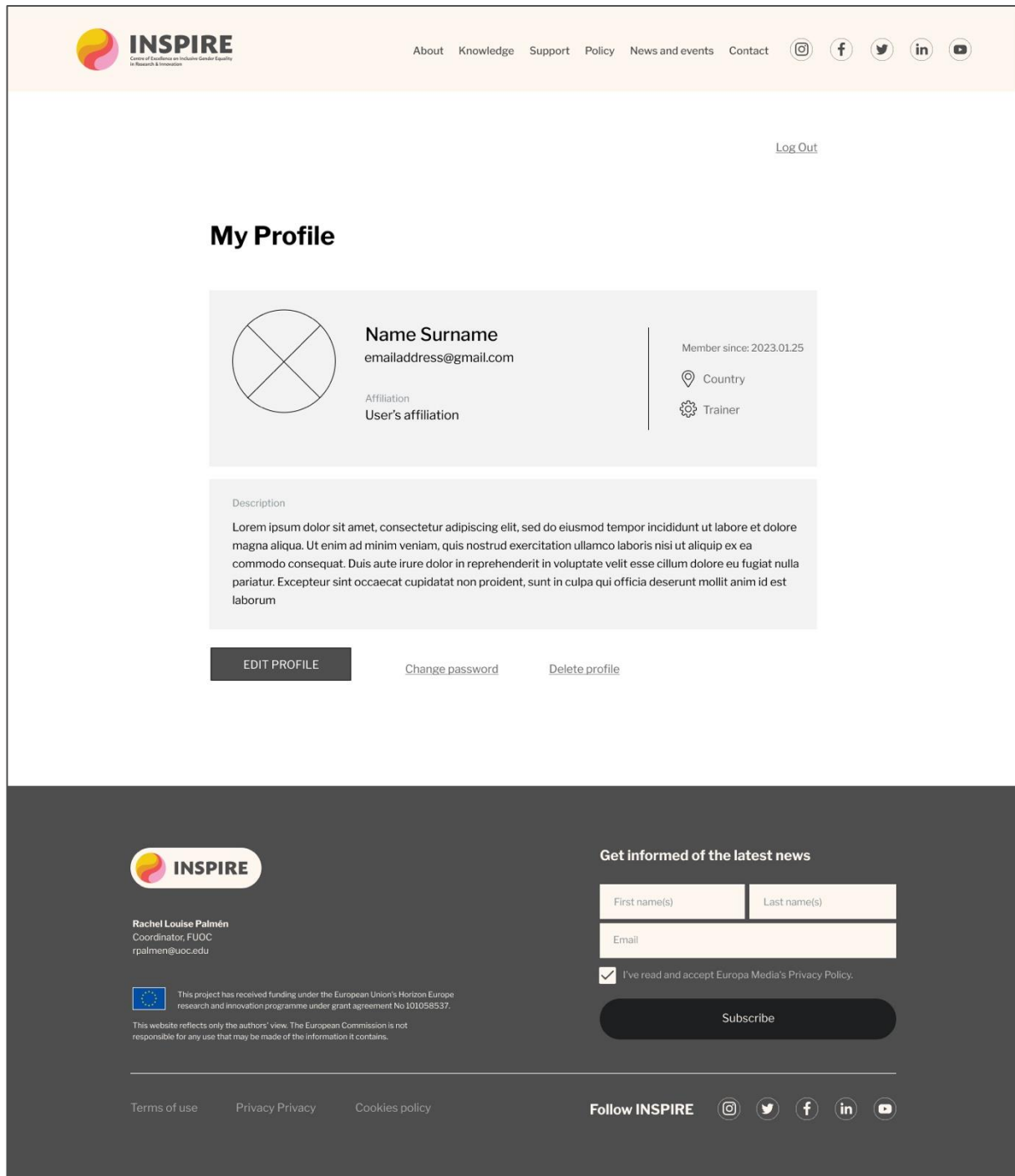


Figure 7. Stakeholders Database Profile

## 4 Gender Equality Plan database

### 4.1 Service Overview

The INSPIRE main website would also provide access to a searchable database of Gender Equality Plans hosted on GenPORT. Currently there is no such a service on European level. It serves as an archive but also a source of inspiration and learning between organisations.

#### 4.1.1 Use Case

Registered users have the option to upload their GEP and add it to the database. Specific meta-data field are available to capture the characteristic features of the GEPs, such as:

- the institution to which it applies,
- start and end dates of GEPs validity,
- main characteristics (e.g., intersectional perspective, focus on specific actions such as LGBTQ, use of evaluation reports, etc.)

Uploaded GEPs should receive a DOI as a unique reference.

Other users can comment on a GEP or ask questions via the social innovation function.

Uploading GEPs is also integrated into the support package workflow. Support package 2 is about setting up a Gender Equality Plan. As the expected output of support package 2 is a GEP, once received it can be uploaded to the database.

#### 4.1.2 Existing Infrastructure

GenPORT is the portal that provides access to gender and science resources in Europe. Registered users can upload different types of resources and classify these according to a set of specified meta-data fields. A GEP constitutes a new type of resource that is easily integrated into the existing resource workflow on GenPORT by adapting/extending the existing meta-data fields for “Resources”. The consultation/search functionality of the GEP database is created via a dedicated view (similar for example to the page on policy and law: <https://www.genderportal.eu/policy-and-legal-measures>).

### 4.2 Technical Approach

Uploading a new GEP to GenPORT therefore follows the existing workflow of uploading resources to the portal. Users will need to have a registered account on GenPORT. Registered users on INSPIRE will be able to use their existing credentials on GenPORT as part of the overall single-sign on architecture via a LDAP server already running on the main site and connecting Filesharing and Project Management accounts of Consortium members.

As part of the service setup, GEPs can receive a unique Document Identifier (DOI). A DOI allows others to reference a GEP unambiguously. This will happen via a Zenodo account of INSPIRE. The technical interoperable specification of how GenPORT and Zenodo will work together is part of D5.3. It should be noted that it is not possible to edit a Zenodo DOI once it has been registered.

Each GEP is regarded as a node in DRUPAL, and we can enable comments on each page (by registered users) / threaded discussion.

The GenPORT database will be the “point of truth” for GEPs and the INSPIRE portal will relay the information. Therefore, uploading GEPs will be done through GenPORT and not INSPIRE. We just visualize on INSPIRE website current entries into the GenPORT GEP database.

To achieve this, a new link will be created at the GenPORT page (<https://www.genderportal.eu/resources>) for GEPs (next to policy and law).

In terms of integration between INSPIRE GEP and GenPORT this will be achieved through the Drupal API. Whilst the integration of GenPORT with Zenodo will be established through the REST API from Zenodo. All INSPIRE resources uploaded will be tagged with the INSPIRE tag.

### **4.3 Service Wireframes**

The basic wireframe to be realised for this service, is browsing GEPs combined with a searching / filtering mechanisms, pagination. The INSPIRE website shows only the GenPORT Resources tagged with the tag INSPIRE. When the user selected “Read More” he/she is then redirected to the GenPORT website.

We provide dropdown filters related to the GEP with respect: Country, Start-date, end-date. In addition, each GEP was also information on the overview related to tags, country, start-date and-date, owners name as well as the “owning” organization. Finally, the overview also presents the first line of the description of the GEP.

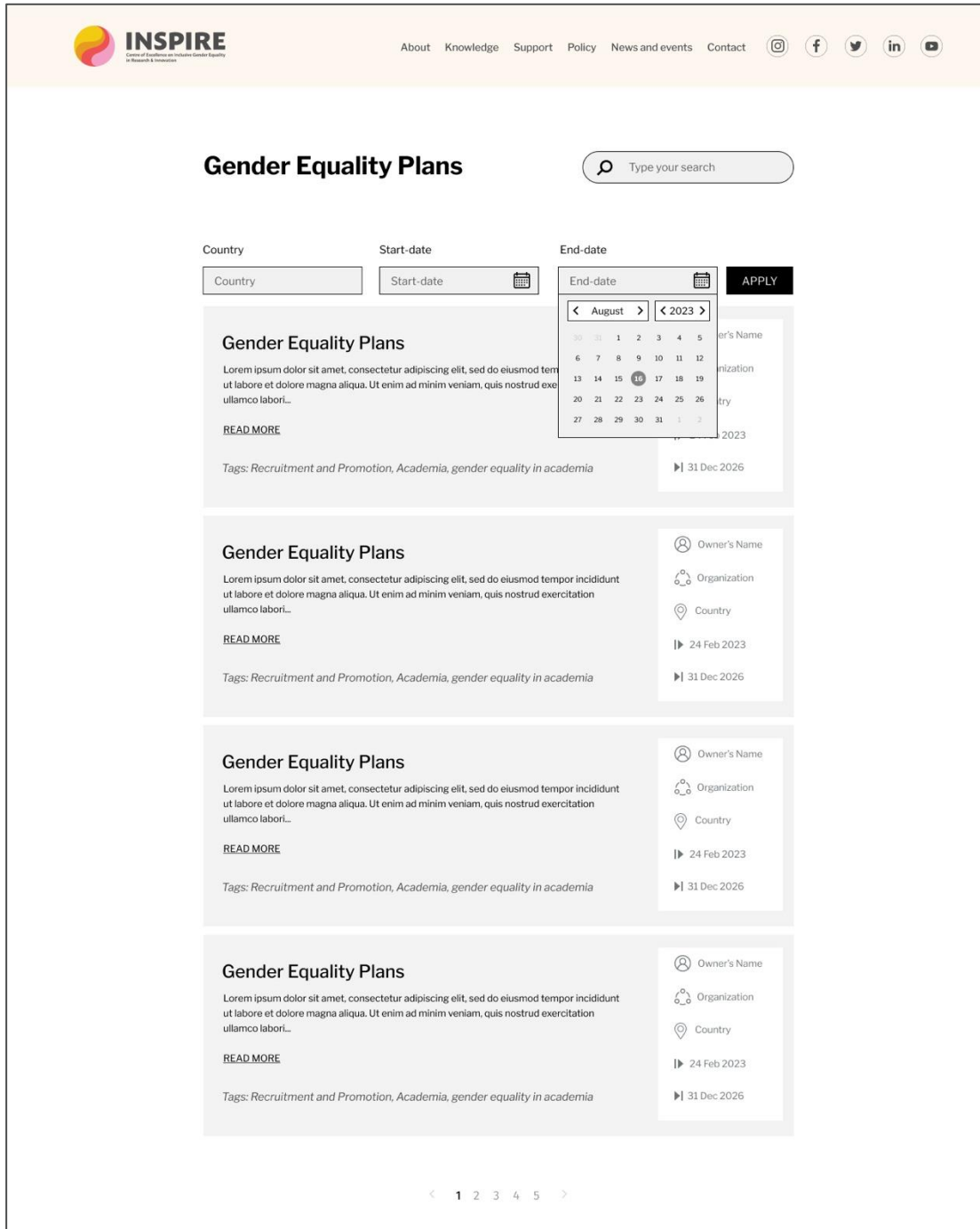


Figure 8. Browsing GEPs in INSPIRE

## 5 Community of Practice (CoP) partner finder

### 5.1 Service Overview

The INSPIRE main site should host a Community of Practice (or collaboration) partner finder service. This answers to the need that some institutions might be looking for similar organisations to work on a specific theme and form a CoP, especially during the CoP recruitment process. This also makes sense at a more advanced stage for taking advantage of support packages which won't go to individual institutions. And it also makes sense for pairing institutions (mentoring) between more advanced and less advanced organisations for implementing GEPs.

#### 5.1.1 Use Case

##### *Organizations*

An organisation publishes its profile (country, type of organisation, size) with a request for finding a partner for a mentoring-relation, forming a CoP, work on a certain topic, apply for a support package.

The list of current organisations looking for partners should be public on the website. Contacting any of those should only be possible to other registered users. This is a service targeting organisations (as opposed to individuals, which would rather be part of the expert database).

##### *Sponsors*

A company wants to sponsor a university. It can do so by financing a support package that helps an organisation on implementing gender equality interventions or the integration of the gender dimension in their teaching and research. It implies for INSPIRE to recruit.

### 5.2 Technical Approach

The service will be implemented via a corresponding Drupal entity on the INSPIRE main website, using the following meta-data fields:

- Title of the Community of Practice (text),
- Description (text),
- URL1 (text, e.g., existing website),
- URL2 (text, e.g., Twitter profile),
- Lifecycle: [Launching | Mature | Dissolved],
- Type: (Inter-organisational | Intra-organisational),
- Created (date),
- Owner (registered user),

## D5.2 INSPIRE main site and service platform specification.

- Scientific disciplines (multi-choice, listing same as GenPORT Taxonomy "Scientific discipline"),
- Geographic coverage (multi-choice, country list),
- Gender and science taxonomy (multi-choice, listing same as GenPORT Taxonomy "Gender and science taxonomy"),

Contact details will be available only to other registered users, whilst we utilize same contact/communication mechanisms as in the Stakeholders database described above.

### 5.3 Service Wireframes

The basic wireframes required for this service are as follows:

- Browsing (listing page) CoPs and searching / filtering mechanisms, pagination, etc.
- Searching both for KSH seeking sponsorship and providing sponsorship.

CoPs profile page (view/edit) with contact details.

- CoP expression of interest page.

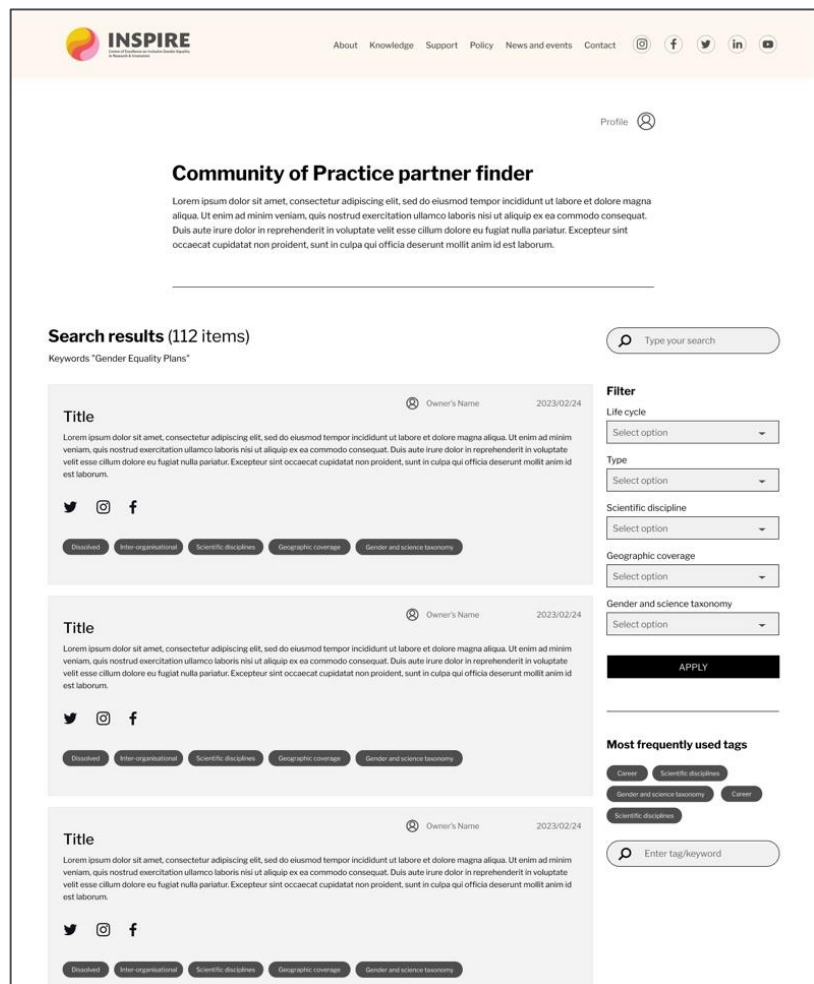


Figure 9. CoP partner finder in INSPIRE

## 6 Support Packages

### 6.1 Service Overview

Support packages can initially only be requested by INSPIRE Community of Practice members. Support packages are different from Open Training Units as they combine standardized resources such as pdfs/ppts with non-standardized advice and expertise. Thus, there is a public side to support packages (making resources available for free download) as well as a back-office side to help the internal management of support packages (processing requests, approval of application, management of received outcomes such as a GEP or brochure for example). Support packages can be paid by the project (foreseen are two support packages per CoP) or sponsored by externals (e.g., a Company which sponsors a support package for a university).

#### 6.1.1 Use Case

##### *Applicants*

The INSPIRE website hosts the overview of the different support packages, clearly describing their contained resources (mainly documents and links to other online resources), their eligibility criteria and their expected outcomes, as well as the associated budget. Each support package also lists the associated trainers/experts from the stakeholder database if any are available.

The support package should be available for different views according to the country of choice, which acts as a filter for what is displayed. For example, a user from Romania should be able to see first those resources and experts that are relevant to Romania, e.g. in terms of language and location. Someone from France can filter out those resources within the same support package that are of relevance to the French context.

Registered users then should be able to apply for a support package by filling out a form that covers the information about the corresponding eligibility criteria. If users don't see the adequate trainer for their context, they can invite a trainer of their choice to register in the INSPIRE stakeholder database for a specific support package<sup>2</sup>.

Applicants also need to indicate which KSH they apply, since this determines which KSH will have to administer the support package.

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<sup>2</sup> Someone applying as a trainer will undergo a quality/approval process before being listed as trainer publicly on the stakeholder database. This internal approval process is necessary to guarantee that the person satisfies the minimal quality requirements and has completed the INSPIRE internal training of regarding becoming a "change catalyst". Once the application has been approved, it will appear as trainer in the specified support package and the stakeholder database in general.

### **Support Package Administrators**

A support package admin will receive a new request (email notification that a support package request from has been submitted). After initial eligibility check based upon the provided information in the online form, the admin will need to check if the specific trainer in principle agrees to work on this support package. If the answer is yes and the eligibility check is ok and requesting persons/organisations and trainer have agreed suitable dates, then a decision needs to be taken if the package is granted (or not).

The back-office application should indicate the state in which a given support package is in: request, eligibility check, granted, closed. This should be visible to all KSH leaders.

## **6.2 Technical Approach**

A support package database will be created as a Drupal entity on the main INSPIRE website, covering the following meta-data fields.

Support package meta-data fields:

- Title of support package (text-short)
- Description (text-long; overall description of the support package)
- Associated trainers (link to one or several registered users in stakeholder database, type “Trainer”)
- Resources (1 to many links to GenPORT hosted resources, including their available language)
- Eligibility criteria (text-long; description of eligibility criteria for the support package)
- Expected outcomes (text-long; description of expected outcomes)

The support package database is populated by the Consortium partner in charge of its development.

In addition to the meta-data fields to store information on each support package, INSPIRE will require a back office to manage the application process. The meta-data fields for the application management are as follows:

- Registered user (existing user on the INSPIRE main website)
- Support package (drop-down of available support packages to select from)
- Trainer (dropdown to select – existing associated trainers from stakeholder database if more than one is available)
- Eligibility (text-long; description how applicants satisfy eligibility criterion for given package)
- Eligibility (file upload; e.g. existing GEP)
- Host KSH (dropdown list / single select [KSH1|KSH2|KSH3|KSH4] )
- Name of associated Community of Practice (text)

The above fields are public in the sense that registered users can access a form to fill in this information and apply for a package. However, the application for a support package creates



additional meta-data fields not publicly visible to manage the application process itself by Consortium members. These include:

- Application date (date)
- Management log (text-log. Used for internal purposes to document decisions, progress, etc.)
- Status [Applied | Approved | Actively implemented | Finished]
- Outcomes (links to 1 or several resources, including GEPs - via GenPORT)

### 6.3 Service Wireframes

The required wireframes with the respective fields can be found below:

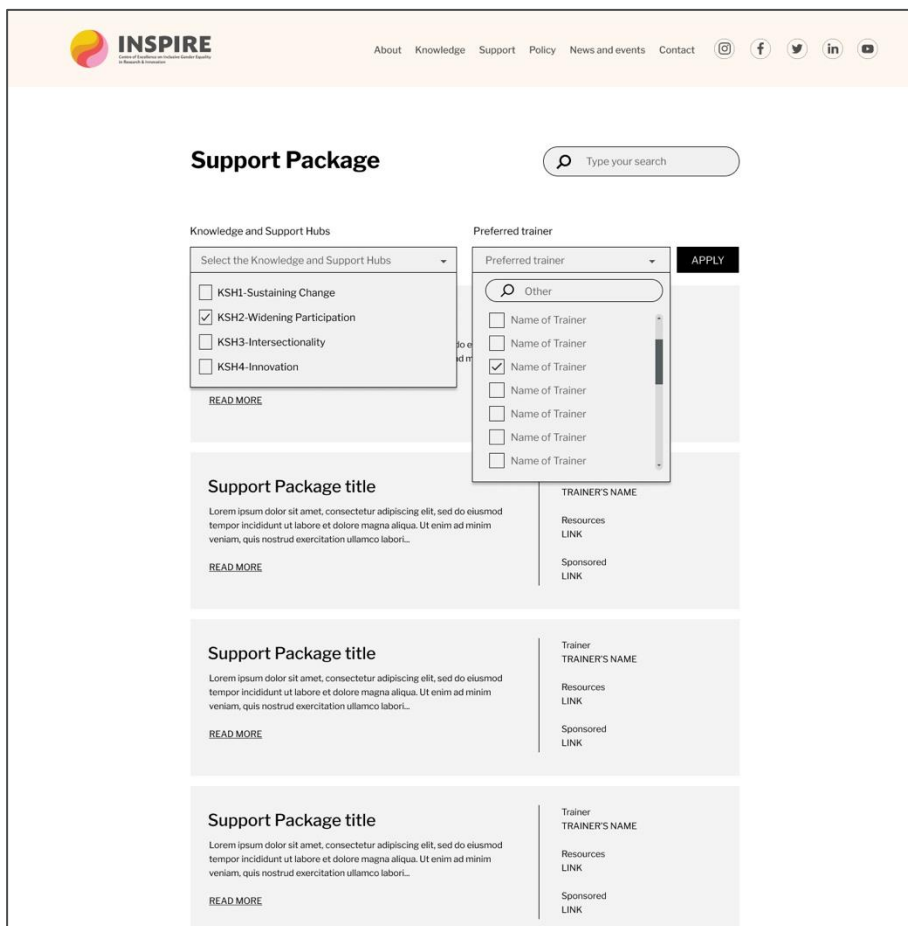


Figure 10. Browsing Support Packages in INSPIRE

## 7 Future Development

The platforms and dynamic services described in this deliverable will continuously be updated and enhanced throughout the lifetime of the project, according to the feedback and user requirements. The basis for the development and integration of all these platforms are subject to the following deliverables:

- D5.1: Specification of online collaboration and knowledge sharing environment.
- D5.2: INSPIRE main site and service platform Specification.
- D5.3: Interoperable requirements and specification, and
- D5.4: Adapted and operable online training platform.

The INSPIRE Ecosystem will be continuously developed and updated, to ensure the provision of up-to-date information and functionality to all its visitors, users, and stakeholders. INNOSYSTEMS, with the help of all INSPIRE partners, will be responsible for this task and will guarantee continuous access to the online platforms during as well as after the end of the project.

## Disclaimer

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