

# European Public Local Authorities' Network for driving the Energy Transition



## COLLABORATIVE WORKING ENVIRONMENT

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## Executive Summary

This document describes the ePLANET Collaborative Working Environment (CWE). The CWE have different tools to be used for project members and envelops the project and consortium information, internal communications, meeting minutes, encompassing a wide set of features in order to manage documentation repository, internal communication, planning, including milestones and tasks scheduling, Issues tracking, and progress Reports management.



## Technical References

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## Table of Acronyms and Definitions

ACRONYM	DEFINITION
CWE	Collaborative Working Environment
FTP	File Transfer Protocol
LDAP	Lightweight Directory Access Protocol
SAML	Security Assertion Markup Language
IMAP	Internet Message Access Protocol
SMTP	Simple Mail Transfer Protocol



# 1. Introduction

## 1.1. Purpose and organization of the document

The present deliverable covers the ePLANET Collaborative Working Environment (CWE), and its maintenance throughout the project, which is based on three main tools: Nextcloud for file sharing and other utilities described in chapter 3, Notion used as a Wiki for meeting minutes, tracking and verification of objectives in chapter 4, and GoToMeeting for online meetings in chapter 5.

## 1.2. Scope and audience

The D1.1 Collaborative Working Environment (CWE) is the first deliverable of the project and WP1 with the aim to be a practical guide to the CWE of ePLANET, for present and future project members.

This deliverable is a public document addressed to the project members and to the European Commission's Project Officer.



## 2. Collaborative Working Environment

The ePLANET Collaborative Working Environment (CWE) envelops the project and consortium information, internal communication, encompassing a wide set of features covering the following purposes:

- Project documentation repository
- Project internal communication
- Project planning, including milestones and tasks scheduling
- News
- Meeting minutes
- Issues tracking
- Progress Reports management

The ePLANET Collaborative Working Environment is built on three principal tools shown in Figure 1:



Figure 1. ePLANET Collaborative Working Environment

Nextcloud<sup>1</sup> is a suite of client-server software for creating and using file hosting services. It is enterprise-ready with comprehensive support options. Being free and open-source software, anyone is allowed to install and operate it on their own private server devices.

GoToMeeting<sup>2</sup> is an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other computer users via the Internet in real time.

Notion<sup>3</sup> is an application that provides components such as notes, databases, kanban boards, wikis, calendars and reminders. Users can connect these components to create their own systems for knowledge management, note taking, data management, project management, among others.

<sup>1</sup> <https://nextcloud.com/>

<sup>2</sup> <https://www.goto.com/meeting>

<sup>3</sup> <https://www.notion.so/about>



## 2.1. Administrator

The administrator of the Eplanet Collaborative Working Environment (CWE) is CIMNE. In order to join it, a new user has to provide an email to be invited.

After the new user sends his mail to the administrator to join the CWE, CIMNE follows the authorization process to the necessary tools. See specific sections “Joining” for each tool.

## 2.2. User Roles

The roles on the different tools are summarized in the following Table 1:

Table 1. User roles of the CWE tools

NEXTCLOUD	GOTOMEETING	NOTION
ADMINISTRATOR	ORGANIZER	ADMINISTRATOR
MEMBER	PRESENTER	PUBLISHER
VIEWER	GUEST	VIEWER

### 2.2.1. Nextcloud roles

- **Administrator** has full control over the platform, being able to add or remove members, as well as full control over all the tools it offers.
- **Member:** can use all the tools of the platform.
- **Viewer:** can view and download files through a link provided by a member

### 2.2.2. GoToMeeting roles

- **Organizer** has full control over the platform, being able to organize sessions. During a session, the organizer can share the screen or assign another participant as a presenter.
- **Presenter:** participates in the session in presenter mode, being able to speak and share the screen.
- **Guest:** can participate to a session

### 2.2.3. Notion roles

- **Administrator** has full control over the tool, being able to add or remove publishers.
- **Publisher** can generate and share content.
- **Viewer:** can view and comment content through a link provided by a publisher.





### 3. Nextcloud

Nextcloud is a complete open source enterprise platform for online collaboration and communication hosted by CIMNE and managed by CIMNE BEE Group as project coordinator.

The key features of Nextcloud are:

- Extensive document sharing internally and through public links with web and mobile interfaces
- Built in audio/video chat with mobile apps
- Real-time collaborative office document editing, in browser and mobile apps
- Calendar, mailing, task management and contacts handling built in
- Access existing storage silos like FTP, Windows Network Drives, SharePoint, Object Storage and Samba shares seamlessly through Nextcloud
- Manage users locally or authenticate through LDAP / Active Directory, Kerberos and Shibboleth / SAML 2.0 and more
- Secure data with powerful file access control, multi-layer encryption, machine-learning based authentication protection and advanced ransomware recovery capabilities
- Enable users to automate repetitive tasks and optimize business processes with Flow

#### 3.1. Joining

To join the ePLANET CWE Nextcloud tool, the new member, with the authorisation of the responsible person in his/her organisation, must send a valid email to the CIMNE project coordinator. Once received, CIMNE proceeds to send the invitation to join.

Then each member receives the following email invitation shown in Figure 2:

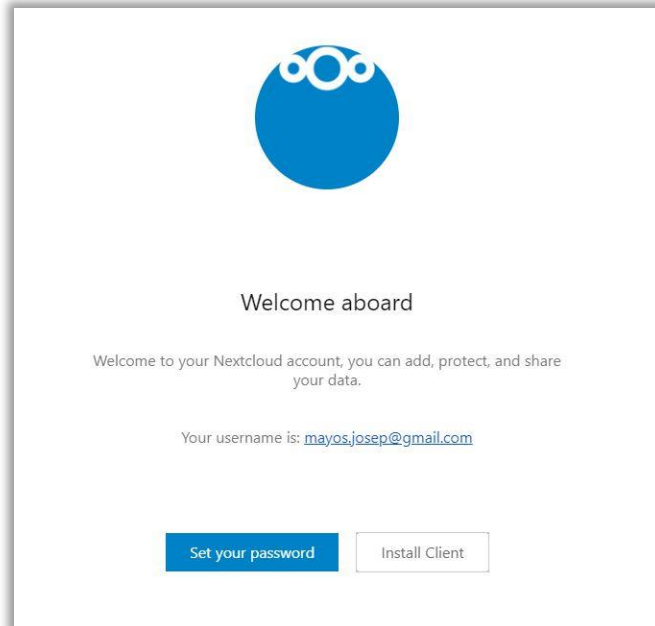


Figure 2. Nextcloud welcome email

To register for Nextcloud infrastructure the new member has to click on the blue button “Set your password” (see Figure 2) within the invitation mail, and on the next screen enter their new password. Once this step is done the member is ready to start using the Nextcloud platform.



Prior to the first login the user must enter credentials received by mail, the username and the password entered in the previous step, as shown in Figure 3.

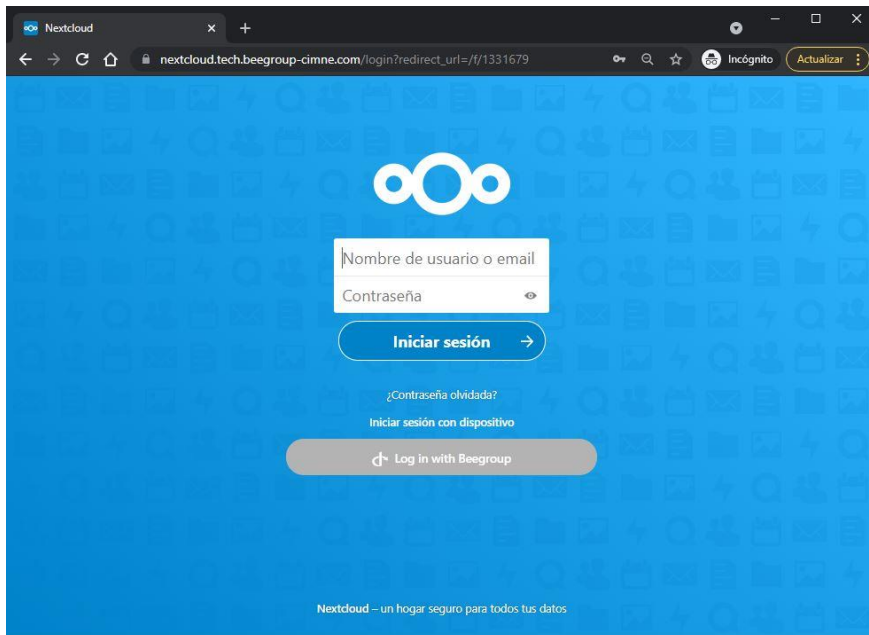


Figure 3. Nextcloud login page

Once logged in, a brief welcome introduction for the platform is shown and finally a dashboard is displayed. The dashboard shown in Figure 4 can be customised with the information you prefer to see first, such as upcoming events, featured files, recent conversations, etc. On the top right hand side of the dashboard in Figure 4 is a bar with different icons that give access to the different Nextcloud tools.

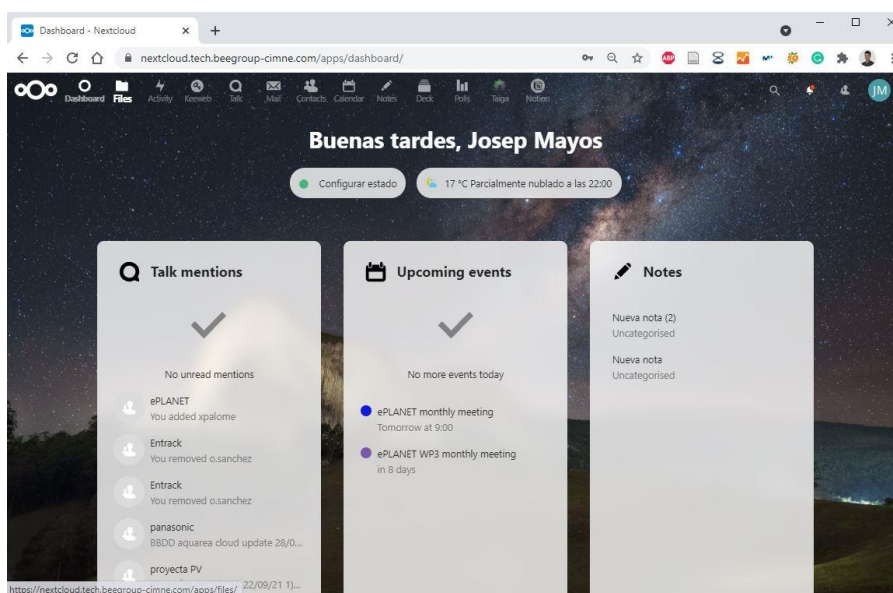


Figure 4. Nextcloud dashboard



## 3.2. Nextcloud tools

The following sections describe the nextcloud tools.

### 3.2.1. Nextcloud Files

Nextcloud Files offers universal file access on desktop, mobile, and web. Find files with powerful search, share your thoughts in comments or lock files until you are done with them. The Nextcloud file structure for the ePLANET project is shown in Figure 5.

Nextcloud Files offers:

- A modern and easy-to-use web interface, desktop clients and mobile apps.
- A Real-time collaboration and instant access to all data from any device.
- A powerful encryption capabilities and a built-in rule-based File Access Control.
- High security standards by among others a strong password policy, brute-force protection, ransomware protection.

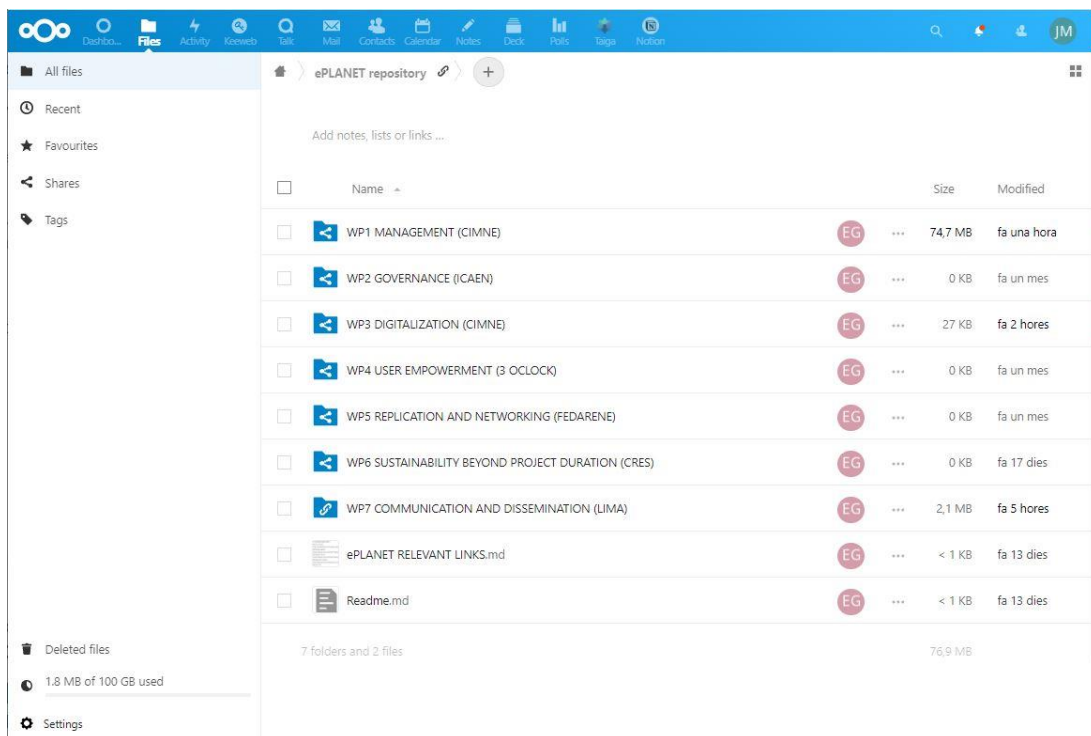


Figure 5. Nextcloud files for ePLANET

### 3.2.2. Other tools

While Nextcloud files is the main tool within the ePLANET CWE, there are other tools that Nextcloud offers and which are available for the user free of charge, see Figure 6. In Table 2 the available tools and their features are listed.





Figure 6. Nextcloud tools

Table 2. Nextcloud tools

TOOL	FEATURES
ACTIVITY	<ul style="list-style-type: none"> <li>Set up email notifications for Nextcloud activities when               <ul style="list-style-type: none"> <li>A file or folder has been shared</li> <li>A file or folder has been created</li> <li>a file or folder has been changed</li> <li>a file or folder has been deleted</li> </ul> </li> <li>file recovery</li> </ul>
KEEWEB	<ul style="list-style-type: none"> <li>Integrated Password manager</li> <li>Read KeePass files (.kdbx)</li> </ul>
TALK	<ul style="list-style-type: none"> <li>Individual and group calls and chats</li> <li>Webinars and public web meetings</li> <li>SIP gate: dial in by phone</li> <li>easy screen sharing</li> </ul>
MAIL	<ul style="list-style-type: none"> <li>Connect your mail account via IMAP and SMTP</li> <li>Multiple accounts with unified inbox</li> </ul>
CONTACTS	<ul style="list-style-type: none"> <li>Share address books with your team</li> <li>Sync your contacts with phones and other devices</li> </ul>
CALENDAR	<ul style="list-style-type: none"> <li>Schedule work and meetings online</li> <li>Create and share multiple calendars</li> <li>Integrate external calendar resources (WebCal)</li> </ul>
NOTES	<ul style="list-style-type: none"> <li>Write quick notes as a reminder</li> <li>Find them on your home dashboard</li> </ul>
DECK	<ul style="list-style-type: none"> <li>Creation of private or shared Kanban-Style task boards</li> <li>Drag'n'Drop cards</li> <li>Assign to team members and set due dates</li> <li>Use checklists, attach files and export boards</li> </ul>
POLLS	<ul style="list-style-type: none"> <li>Create date or texts polls</li> <li>Set closing date</li> <li>Restrict access</li> <li>allow comments</li> </ul>

### 3.3. Security and Compliance

The GDPR (General Data Protection Regulation) makes organizations liable for any violations of user privacy and deviations from a high data security standard. The self-hosted Nextcloud solution simplifies compliance, decreasing business risk and costs.

The hosting of the Nextcloud (<https://nextcloud.tech.beegroup-cimne.com/>) is on the servers of Soy-oustart.com situated in France.

#### 3.3.1. Backups and maintenance

Backups are created on a Synology NAS situated in CIMNE headquarter in Lleida (Spain). They are created on daily basis storing the differences applied during last day (Incremental copies). They are stored and rerolled each 30 days, also a static copy of this 30 days is backed up. The system is maintained by CIMNE's IT team. The hosting is renewed on a yearly basis.



## 4. Notion

Notion software is an all-in-one solution that provides users with more than a note-taking user-friendly app. Although it takes a bit of time to set up, new users can start working within minutes to create custom pages, use tables, work with web clippings, and format content with the power of a relational database. Sharing of information is also simple.

A clutter-free interface with built-in customization enables individuals and teams a way to organize work, tasks, and projects. Especially its wiki tool, gives teams and organizations the flexibility to use Notion for more general and less complex projects.

### 4.1. Joining

The information in the ePLANET CWE Notion tool will be created and shared by CIMNE authorised publishers.

Any member of the project will be able to see the information shared through the links provided via emails, however permanent links are available in the root folder of Nextcloud in the file: "ePLANET RELEVANT LINKS.md" and contains the following information:

- Meetings agendas
- Meetings minutes
- Deliverable roadmap
- Gantt Tasks



## 4.2. Tools

Notion is a cloud-based app, it can be accessed from multiple web browsers and all the content is synced automatically.

### 4.2.1. Meetings agendas

Notion page for meetings agendas has the permanent link to join the calls which is shown in Figure 7. The site includes the permanent link of GoToMeeting to the monthly meetings. It also includes a schedule for the next meetings as well as the agendas history.

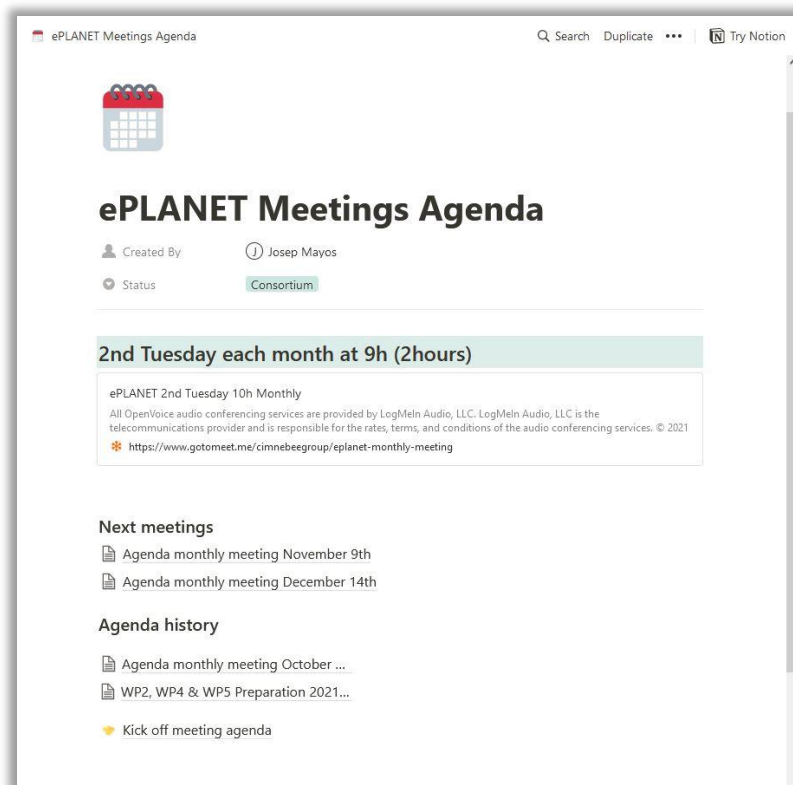


Figure 7. Notion page for Meeting Agendas

### 4.2.2. Meeting minutes

Notion page for meeting minutes is an easy access to any minutes of the monthly coordination meetings. As shown in Figure 8 the page lists all historic minutes and drafts of upcoming meetings.

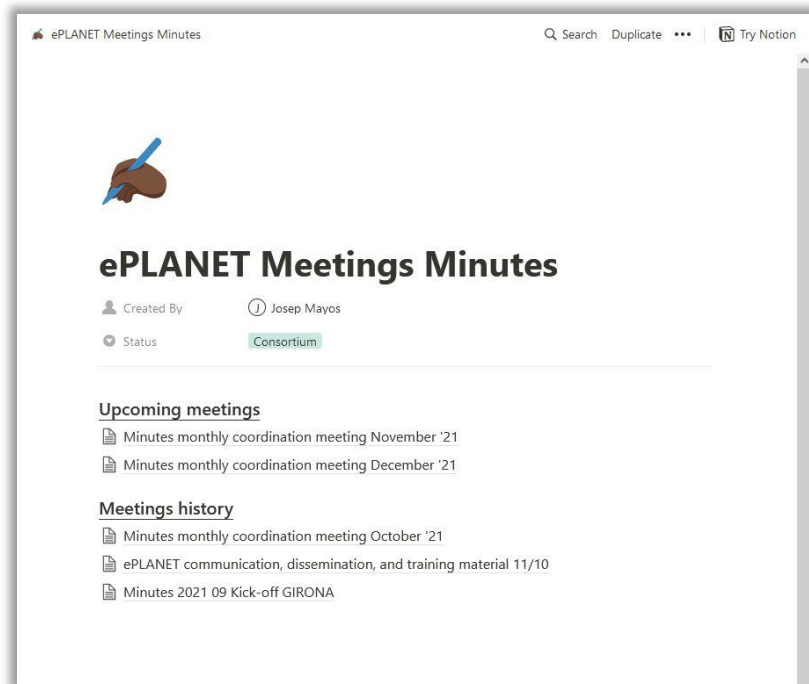


Figure 8. Notion page for Meeting minutes

#### 4.2.3. Deliverable roadmap & Milestones

The deliverables Roadmap and Milestones page in Notion is a handy tool to see at a glance which deliverables are in process, thus the fulfilment of milestones. A screenshot of the page is shown in Figure 9.

The process of each deliverable has been defined from the due date, being the start of the process three months before when a table of content of the deliverable should be presented at the project coordination meeting.

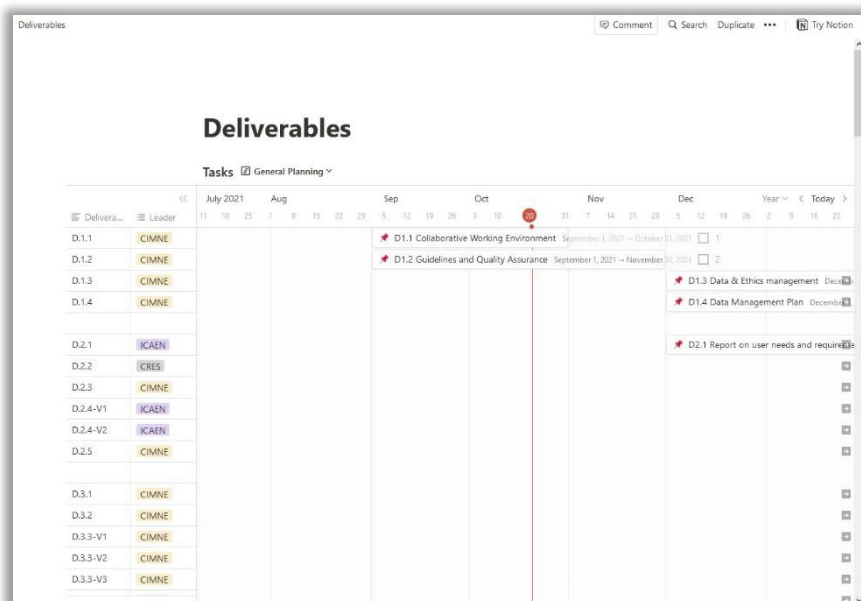


Figure 9. Notion page for Deliverable roadmap





#### 4.2.4. Gantt tasks

The ePLANET Gantt in Notion is a useful and quick tool to see the tasks of the project that are completed, active or are due to start. A screenshot is displayed in Figure 10.

The tasks are sorted by Work Packages for easy understanding, and also include the description according to the Grant Agreement.

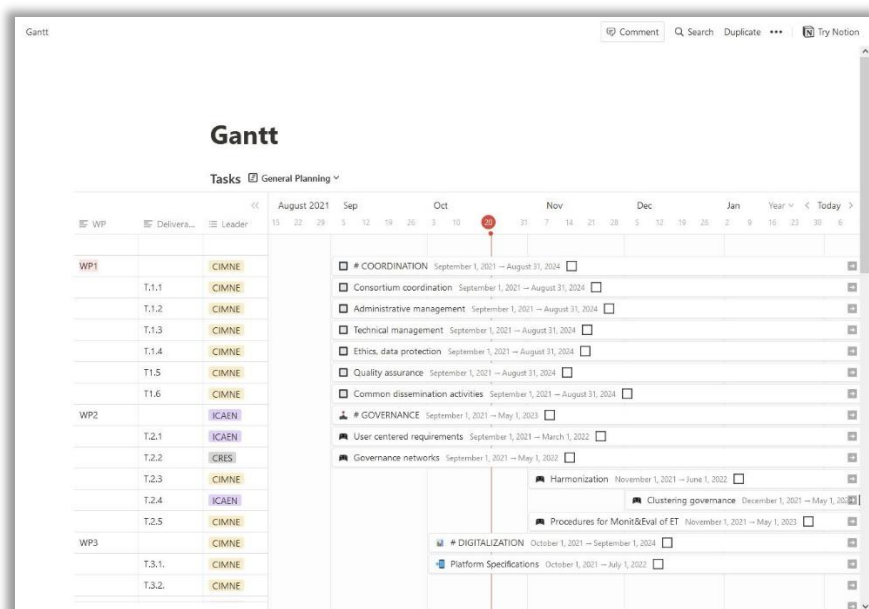


Figure 10. Notion page for Gantt Tasks

### 4.3. Security and compliance

The ePLANET information on Notion may be considered non-sensitive in all cases, but access to it is restricted to members only through the links provided.



## 5. Go To Meeting

GoToMeeting is an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other users, customers, clients or colleagues via the Internet in real time.

### 5.1. Joining

CIMNE has the licence for the tool so it is the sole administrator and in charge of conducting the official meetings.

A permanent link for the monthly coordination sessions is provided and can be found in the Nextcloud root folder in the "ePLANET RELEVANT LINKS" file.

Work Package (WP) meetings can be organised on any platform preferred by the WP leader, however upon advance request to CIMNE the WP leader can ask to organise the meeting on GoToMeeting, this will be depending to the availability of the platform, as the licence is limited to one session at a time.

### 5.2. Tools

Go To Meeting offers a large set of features

- Virtual Whiteboard
- Built-In Audio
- Meeting Scheduler
- Hand Over Control
- One-Click Recording
- Join via Mobile Options
- Desktop/Application Sharing
- Personal Meeting Room
- Drawing Tools
- Toll-Free Option
- One-Click Meetings
- HDFaces Video Conferencing
- Join via Desktop Options
- Call Me To Join Meeting

### 5.3. Security and compliance

Standard features like password protection and meeting locks ensure meeting hosts can hold secure video conferences.

Sessions can be recorded, in any case participants will always be notified before the recording starts. The recordings are automatically stored on the organiser's computer who will archive the recording and upload it to the corresponding folder on Nextcloud for consultation by any member.





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