



CO3

Digital Disruptive Technologies to Co-create, Co-produce and Co-manage Open Public Services along with Citizens

Grant Agreement number: 822615

Accompanying document to

D7.1

Collaboration infrastructure

Project co-funded by the European Commission within H2020-EURO-2014-2015/H2020-EURO-6-2015		
Dissemination Level		
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

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Status, Abstract, Keywords, Statement of originality

Dissemination level:	Public
Contractual date of delivery:	28 Feb 2019
Actual date of delivery:	28 Feb 2019
Work Package:	WP7 Project Management
Type:	Other
Approval Status:	Final
Version:	1.0
Abstract	
<p>A collaboration infrastructure was set up to support the joint working of all project partners in the project. It consists of a number of procedures and tools for mail communication, (virtual) meetings, file sharing, joint document editing, knowledge sharing and task planning and tracking. This document accompanies the Deliverable (which is of type "Other" consisting of the infrastructure itself) describing the elements of the infrastructure.</p>	
Statement of originality	
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History

Version	Date	Reason	Revised by
0.1	17/2/2019	Creation of the initial document structure	Guido Boella
0.8	24/2/2019	Final document ready for QA	Guido Boella
0.9	25/2/2019	QA of document	Claudio Schifanella
1.0	28/2/2019	Final version	Guido Boella



Contents

1	Introduction	4
2	The collaboration infrastructure	4
2.1	Mail communication	4
2.2	Face-to-face and virtual meetings	5
2.3	File sharing.....	6
2.4	Joint document editing	7
2.5	Management of development projects.....	7



1 Introduction

As part of project management (WP7), a collaboration infrastructure was set up in the first two months of CO3 project and will be expanded further in the coming months as the project turns to ever more complex development tasks and ultimately the piloting of the CO3 services in three localities for assessment.

The collaboration infrastructure fulfils the following objectives:

- To facilitate the collaboration of all project partners in the day-to-day work of the project.
- To support the development carried out in WP2.
- To support the piloting in the three municipalities and the development and application of the evaluation framework.
- To support administrative management of the project.

Deliverable D7.1 consists of the collaboration infrastructure itself and is a Deliverable of the type “Other”. This accompanying document describes the elements of the collaboration infrastructure and how they have been put into place.

2 The collaboration infrastructure

The collaboration infrastructure consists of a number of processes supported by respective technical tools covering

- 1) Mail communication
- 2) (Virtual) meetings
- 3) File sharing
- 4) Joint document editing
- 5) Management of development projects

2.1 Mail communication

E-Mail is the main form of (written) communication in the consortium and is used on a daily basis by all partners.

In the first weeks of the project, a contact list containing the names, e-mail addresses, roles (coordination, development, administration) and other contact details for each person working on the project was created and shared among partners via the file sharing platform (see below). Partners can edit this list on an ongoing basis. In that way, up-to-date contact information is available to all partners at all times.



Figure 1: Screenshot of project contact list

	A	B	C	D	E	F
	Name	Role	E-mail	Coordination	Developer	Admini
2	Guido BOELLA	Primary Coordinator Contact	guido.boella@di.unito.it	1		1
3	Claudio SCHIFANELLA	Coordinator Contact	claudio.schifanella@di.unito.it	1		1
4	Alessandra QUARTA	Coordinator Contact	alessandra.quarta@di.unito.it	1		1
5	Raffaella DI NARDO	Coordinator Contact	raffaella.dinardo@di.unito.it	0		1
6	Federica EBANISTA	Participant Contact	federica.ebanista@comune.torino.it	1		0
7	Vincent PUIG	Main Contact	vincent.puig@comptonsipho.it	1		0
8	Giacomo GILMOZZI	Team Member	giacomo.gilmozzi@comptonsipho.it	1		0
9	Bernard STIEGLER	Team Member	bernard.stiegler@comptonsipho.it	1		0
10	Yves-Marie HAUSSONNE	Team Member	yves.marie.haussonne@comptonsipho.it	1		1
11	Andreas NITSCHKE	Project Financial Signatory	andreas.nitschke@teqglobal.de	0		0
12	Axel KISTNER	Participant Contact	axel.kistner@teqglobal.de	1		1
13	Björn SWIERCZEK	Participant Contact	b.swierczek@teqglobal.de	1		1
14	LF-CO3	-	project-co3@openfeedback.com	1		1
15	Vasilis VLACHOKYRIAKOS	Participant Contact	vvlach@athens.gr	1		1
16	Clara CRIVELLARO	Participant Contact	clara@athens.gr	1		0
17	Hara KOUKI	Participant Contact	hara@athens.gr	1		0
18	Antonella FRISIELLO	Participant Contact	antonella.frisiello@inrae.foundation.com	0		1
19	Alfredo FAVENZA	Participant Contact	alfredo.favenza@inrae.foundation.com	1		0
20	Fabrizio DOMINICI	Participant Contact	fabrizio.dominici@inrae.foundation.com	1		0
21	Elisa PAUTASSO	Participant Contact	elisa.pautasso@inrae.foundation.com	0		1
22	Ruth CONTRERAS	Participant Contact	ruth.contreras@univ.cat	1		0
23	Marc MUSSONS TORRAS	Project Financial Signatory	gmussons@univ.cat	0		0

Four mailing lists were set up based on the roles in the contact list.

- Coordination mailing list `co3@di.unito.it` – for all content-related matters, esp. the ongoing work in the WPs.
- General Assembly mailing list `co3-project@di.unito.it` containing only the members of the General Assembly for convening the assembly and communicating decisions.
- Administrative mailing list `co3-admin@di.unito.it` – for all administration related matters only.
- Developers mailing list `co3-tech@di.unito.it` for coordinating the development of the platform.

Via the contact list, persons can assign themselves to roles that determine the membership to those mailing lists.

Specific mailing lists internal to workpackages will be set up on demand.

2.2 Face-to-face and virtual meetings

Both face-to-face and virtual meetings (video conferences and chats) are used regularly for direct discussion among partners and status tracking.

Biweekly status video conference

Using a Doodle form a day of the week has been selected by partners for biweekly status videoconferences, to report the status concerning work progress, grouped by work.



A report on the discussion including list of attendees is stored in a directory on the project Google Drive (see below). Action points are reported in the activity sheet (see below).

Specific video conferences

Video conferences are held as needed for WP and Tasks. They can be requested by any partner and involve the entire consortium or a sub-group hereof, e.g. technology developers only. Typical purposes for audio conferences include to kick-off work on a deliverable, to plan a review meeting, to discuss a specific issue which has arisen during the work.

Virtual meetings are scheduled using a Google Calendar function and executed via **Google Meet**. The service allows desktop sharing, audio and video conferencing, chatting and dial-in via phone. Other alternatives such as CISCO WebEx (available at UNITO) have been evaluated, but considered less usable.

Face-to-face meetings

Consortium meetings are scheduled indicatively quarterly for face-to-face discussion of progress, planning and dealing with any challenges that need to be addressed. They present the opportunity to systematically treat all active work packages and deal with any other open issues requiring coordination between all partners.

At these meetings, each consortium partner is represented by at least one core team member. WP leaders propose a schedule of meetings to deal with issues at WP level, and are responsible for chairing the related part of the discussion. Consortium meetings typically last for two full days.

Consortium meetings will, where possible, be aligned with GA meetings. In addition, other project meetings will be aligned with, e.g., workshops, key conferences in the field or advisory board meetings to minimise resource use. The role of host circulates among partners. The CO3 kick-off meeting was hosted by UNITO and the second consortium meeting will be hosted by DAEM in Athens in June.

Other kinds of face-to-face meetings, such as meetings with the EC, expert working groups, external expert advisory board meetings etc., are scheduled and prepared as required.

Scheduling meetings

For scheduling non-regular meetings, CO3 uses a Google Calendar for time management and coordinating meetings. Users are polled using a Doodle to determine the best time and date to meet.

2.3 File sharing

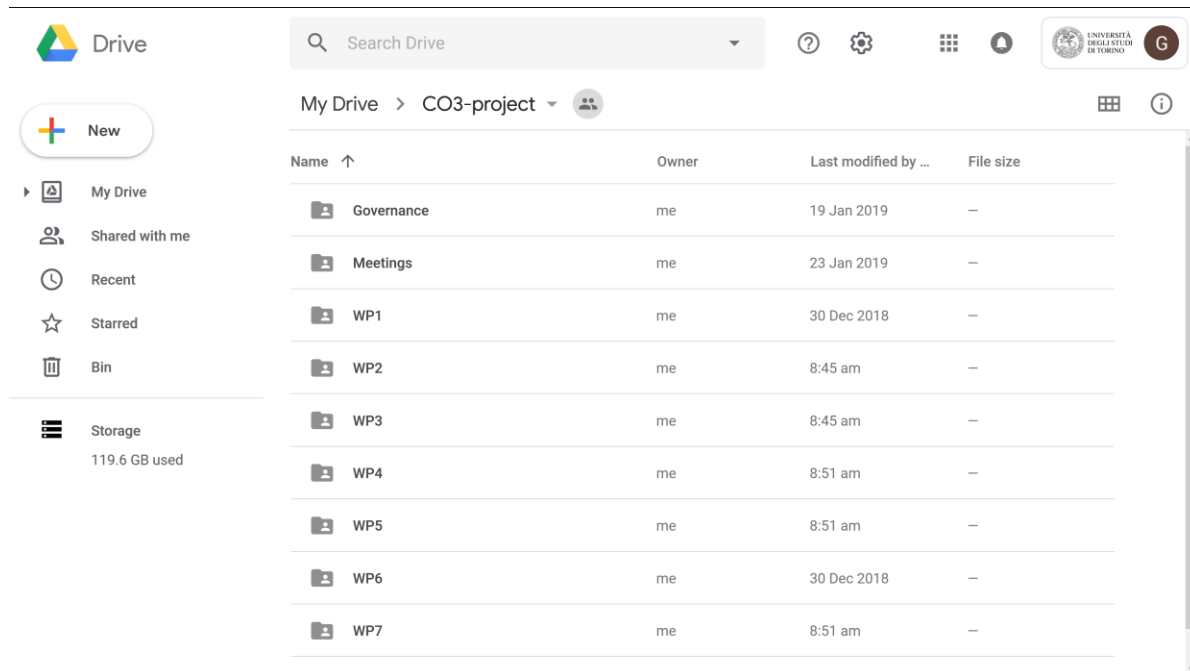
A **Google Drive** repository is used for sharing and versioning of documents, such as drafts and final versions of Deliverables and background documents.

Google Drive allows users to either create a special folder on their computers, which it then synchronizes so that it appears to be the same folder (with the same contents) regardless of



which device is used to view it or use it via the web interface. Files placed in this folder are also accessible via website and mobile apps.

Figure 2: Screenshot of the file sharing system



2.4 Joint document editing

For joint document editing of the files in Google Drive, **Google Docs** is used. This is a web-based word processor software offered by Google within its Google Drive service. It allows users to create and edit documents online while collaborating with other users in real-time. Google Docs is available as web application, as Chrome app that works offline, and as a mobile app for Android and iOS. The app are compatible with Microsoft Office file formats. All files created are by default saved to Google Drive. Because of its ease of collaboration, Google Docs has become the preferred solution for online joint document editing for many members of the CO3 consortium.

2.5 Management of development projects

For collaboration in technological development projects, CO3 considered some management tools such as Trello, a web-based project management application. However, during the discussion at the kickoff meeting, the overhead of learning Trello compared to its advantages has been considered too high, moreover, some partners have concerns considering its use and its term of services.

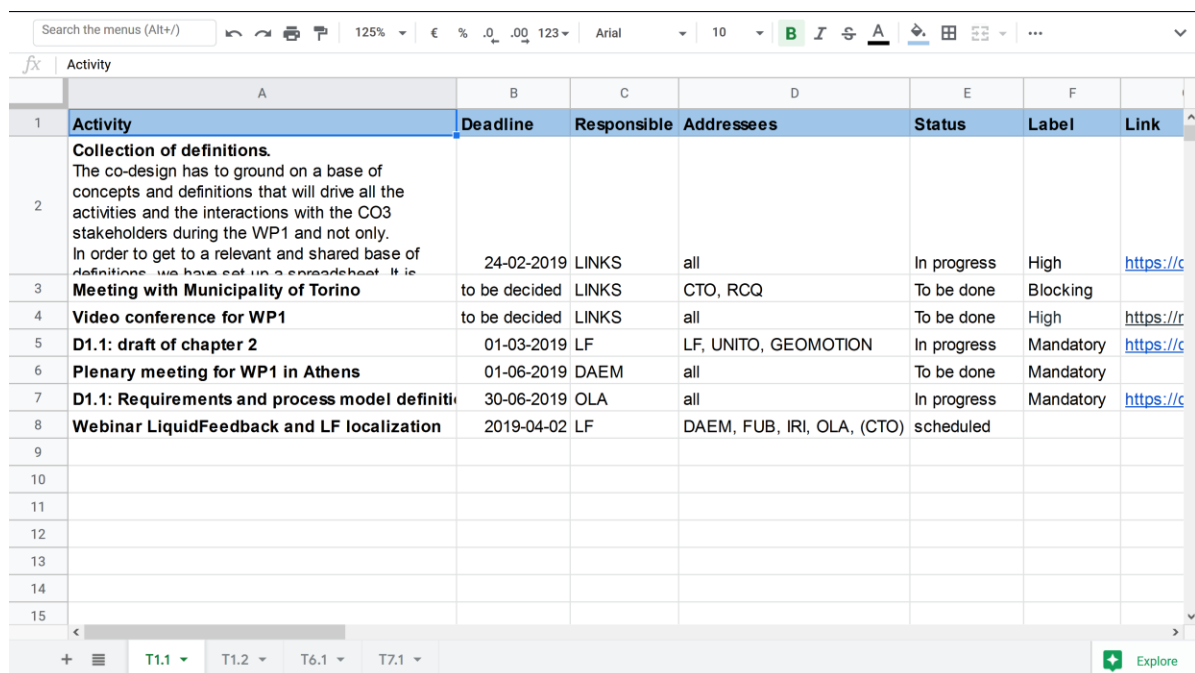
So the solution adopted is to use a Google Drive sheet to list the open activities and their deadlines, organized in different tabs for each Task in the WPs. Each row represents an



activity, with deadline, responsible partner, addressees, links to materials. The aim is thus to:

- Keep track of deadlines;
- Check development on tasks;
- Obtain a common understanding of task risks and priorities;
- The rules for managing the list of **activities**:
 - One activity = one person in charge;
 - Activities should indicate who is working on it (i.e., addressees who are the team referent);
 - Users are asked to put links to resources, questions, choices or anything deemed useful;
 - “Comments” are good to keep track about the decisions and choices, but should not be used for asking questions –send e-mail instead.
- **Labels** are used to:
 - Low priority means “nice to have”, but in general tasks should be urgent or very urgent;
 - Blocking means others get stuck if it does not work it out;
 - Spike means that the task feasibility needs to be checked;
 - Users should (at least in the early stages of development) not use the Bugs label, but rather make contact directly in order to have a faster reaction.

Figure 3: Screenshot of activity management sheet



	A	B	C	D	E	F	G
1	Activity	Deadline	Responsible	Addressees	Status	Label	Link
2	Collection of definitions. The co-design has to ground on a base of concepts and definitions that will drive all the activities and the interactions with the CO3 stakeholders during the WP1 and not only. In order to get to a relevant and shared base of definitions, we have set up a spreadsheet. It is	24-02-2019	LINKS	all	In progress	High	https://c
3	Meeting with Municipality of Torino	to be decided	LINKS	CTO, RCQ	To be done	Blocking	
4	Video conference for WP1	to be decided	LINKS	all	To be done	High	https://r
5	D1.1: draft of chapter 2	01-03-2019	LF	LF, UNITO, GEOMOTION	In progress	Mandatory	https://c
6	Plenary meeting for WP1 in Athens	01-06-2019	DAEM	all	To be done	Mandatory	
7	D1.1: Requirements and process model definiti	30-06-2019	OLA	all	In progress	Mandatory	https://c
8	Webinar LiquidFeedback and LF localization	2019-04-02	LF	DAEM, FUB, IRI, OLA, (CTO)	scheduled		
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