



LEAP-RE

Long-Term Joint EU-AU Research
and Innovation Partnership on Renewable Energy

Research & Innovation Action

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Online collaborative platform

Version N°03

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Related Task(s)	T1.1
Lead Organisation	LGI
Contributing Partner(s)	DSI
Submission Date	April 2021
Dissemination level	PU



Table of contents

- 1. Presentation..... 5
- 2. FLEXX modules..... 5
 - 2.1 ECM..... 5
 - 2.2 Workflow 7
- 3. User Directory..... 8



1. Presentation

The LEAP-RE online collaborative platform, named "FLEXX" has been set up and released on-line in **October 2020**¹. It was presented at the Kick off meeting to the consortium members.

FLEXX is a web platform created and maintained by LGI which integrates essential tools for collaboration. It can be deployed with unlimited number of users using a unique login credentials for accessing the platform. FLEXX is hosted in Europe on secure servers and is GDPR-compliant.

The address to access to the project FLEXX is :

<https://app.flexx.camp/leapre>

LGI is in charge of account creation and right access configuration.

An account has been created for all initial participants of the LEAP-RE project.

2. FLEXX main modules

2.1 ECM

FLEXX has a document management module, ECM, to be used for internal exchanges and publication of reports and final deliverables, with restricted access for project partners. Therefore, this module allows continuous information exchange and knowledge transfers within the consortium, as well as promote integration of the work performed.

Internal document exchanges between the beneficiaries will be achieved as much as possible by electronic means via the ECM.

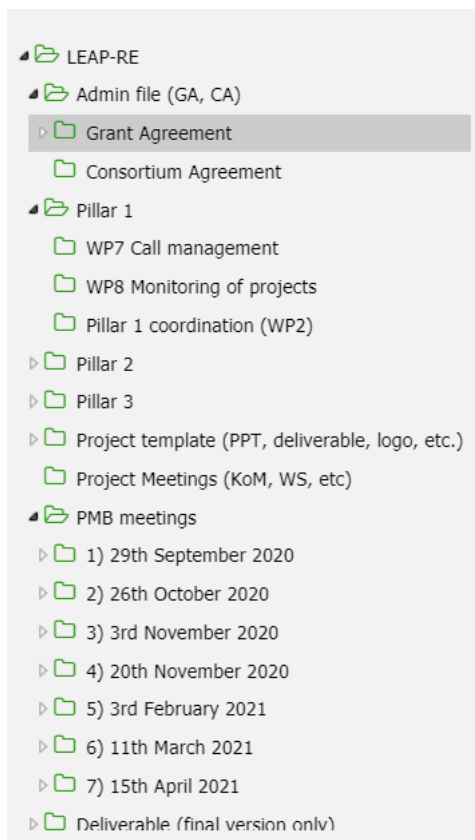
A screenshot of the LEAP-RE online collaborative platform is shown below:

¹ Some modules are still under development (i.e workflow)



Folders and documents can be created, shared in the collaborative work folders.

The general project and technical information on the platform is organised as follows:



This preliminary structure will be updated according to the project's needs whenever necessary along the project duration.

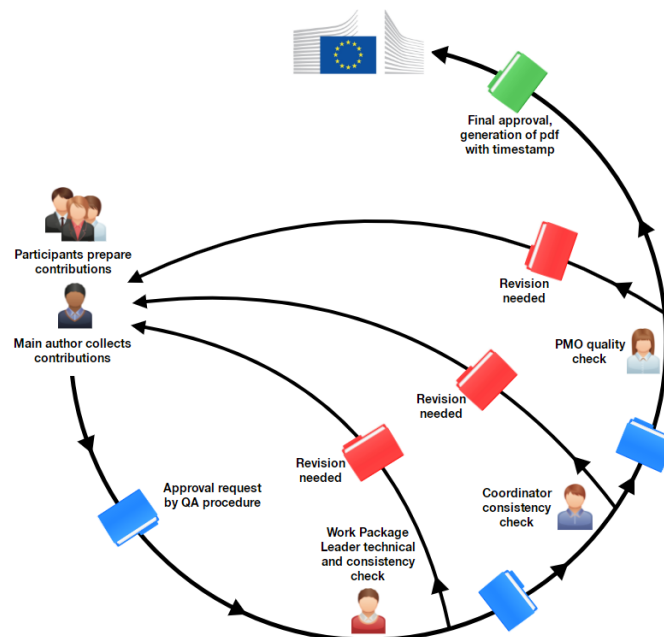
Access rights to the private online platform are summarised as follows:

- For all project participants:
Rights to read and add files in the folders
- For the Coordinators (LGI, DSI) and the PMB members:
Rights to read, add and delete files in the folders

The content of this LEAP-RE online collaborative platform will evolve during the lifetime of the project with the inputs of all participants.

2.2 Workflow

The purpose of this module is to facilitate publication and approval of deliverables while ensuring an appropriate Quality Assurance process.



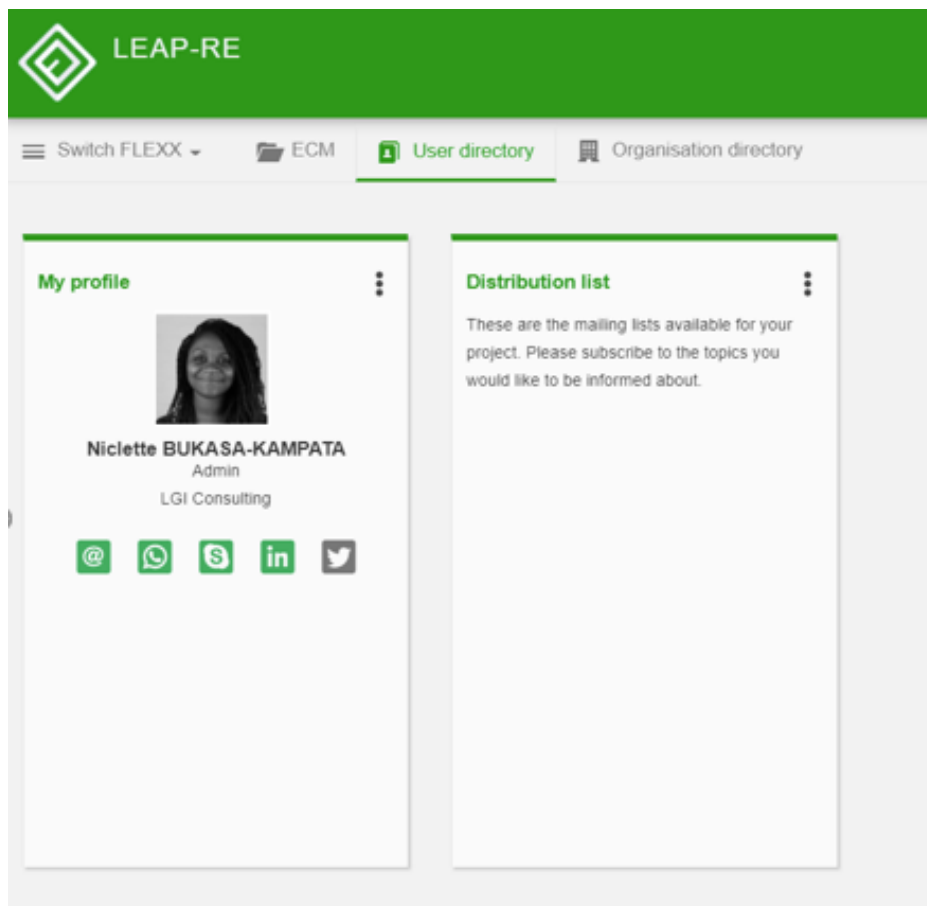
1. The main author uploads the deliverable on the tool, chooses the deliverable number and name in the list and write the summary
2. A mail is sent to the WP leader requesting the validation of the deliverable. After validation, the signature is automatically added on the document.
3. The same mail is then sent to the Project Coordinator requesting a final validation

4. The cover (2 Quality Cover Page) sheet with the deliverable identification is automatically generated, after validation of the Programme Management Office.
5. After the final validation, the document is accessible by all and submitted on the EC participant portal.

More details on the workflow' functionalities and the quality assurance process will be found in the deliverable D1.2 "Programme Quality Plan".

3. User Directory

This module will be used to create internal distribution lists in order to avoid the use of massive email given the number of participant in the project.



More details on the User directory' functionalities will be found in the deliverable D1.2 "Programme Quality Plan".