Web portal launching, external and intra-consortium e-collaboration tool development

Document History and Contributions

Version	Date	Author(s)	Description
0.1	05/04/2013	V.Janev, U. Milošević	Current status of the GenderTime portal
0.2	20/05/2013	V. Janev	Change the document in accordance with Ana Bonilla's suggestions (review sent 06/05/2013)
0.4	13/06/2013	V. Janev	Section 5 added
0.5	19/06/2013	V. Janev	New screenshots from the GenderTime portal

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Executive Summary

The main objective of the Work package 7 is to disseminate the project results to the scientific community and to the potential target beneficiaries in both private and public sector, as well as to facilitate the intra-consortium collaboration by providing tools that will simplify data and document sharing.

For that purpose, the PUPIN team established the GenderTime portal (see http://www.gendertime.org/) using the latest Internet technologies. The portal public part presents the GenderTime project, the accomplished results, and the GenderTime related events (project meetings, conferences, seminars, etc). On the other hand, the portal private part is used for collaboration among consortium members at both intra- and inter-workpackage levels, storing the GenderTime deliverables, actions plans, promotion materials, etc.

Additional e-collaboration features, such as commenting, content subscriptions and forums have been activated to support the collaboration between the consortium members.

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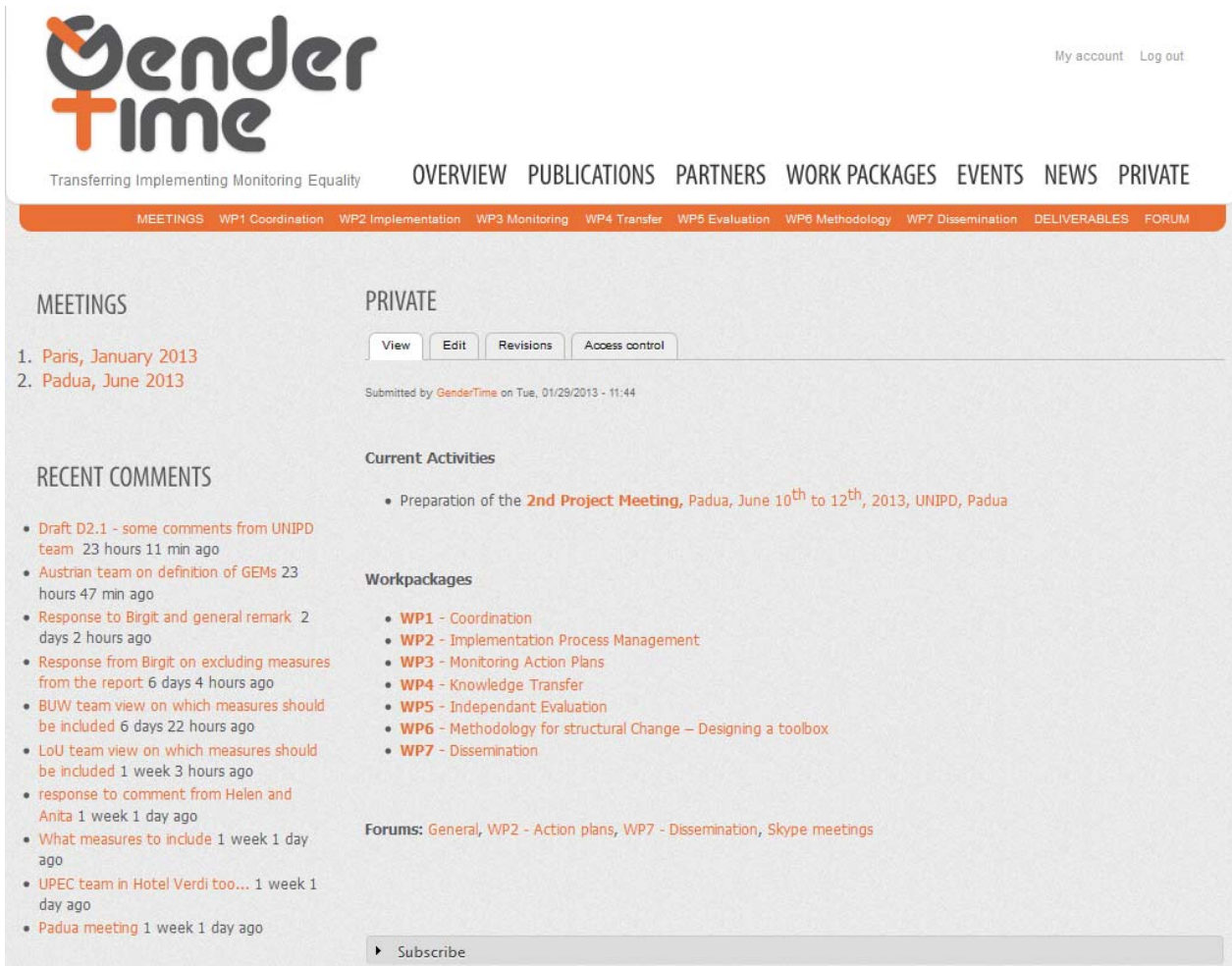
List of figures

1 Introduction

According to the project plan, the GenderTime project partner "Mihajlo Pupin Institute" (PUPIN) launched the GenderTime project website in January 2013, see http://www.gendertime.org/. From the functionality aspect, the web portal comprises two main sections:

- a public section (accessible to everyone, see Figure 1) with a view to dissemination and general information about the project (see Chapter 2); and
- a private section (accessible to the consortium members only, see Figure 2) for collaborative work, used for sharing and exchanging information between project partners (see Chapter 3). Access to the private section is possible after logging in from the "Start" page (see the provided username and password fields at the top-right corner of the screen).

Figure 1 – Start Page

Figure 2 – Private part of the GenderTime portal

This Deliverable contains information about the activities that the PUPIN team accomplished related to the GenderTime portal launching and maintenance in the first reporting period (M6).

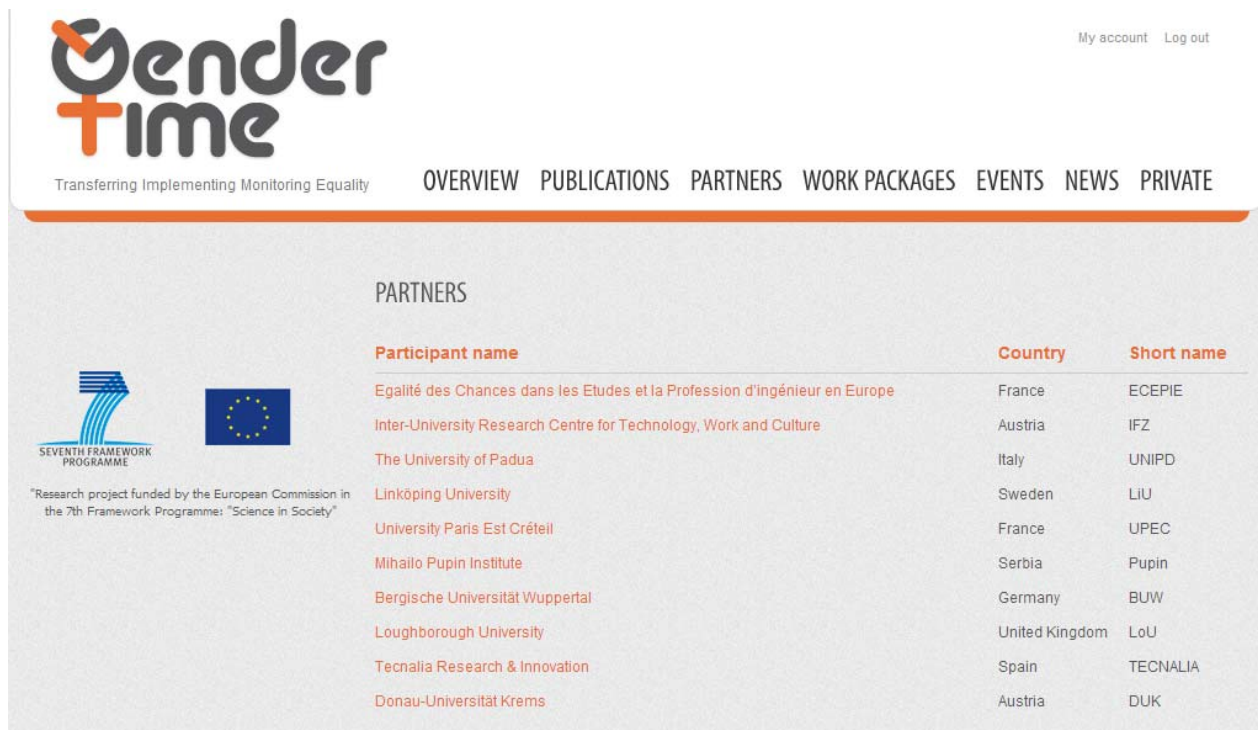# 2 Design and Implementation of the GenderTime Web Portal

2.1 Design

The *Start page* of the GenderTime website is shown in Figure 1. The design dominant colours are orange and gray. There are three main page sections. The first one is located in the upper part, and it contains a menu bar. The second one is in the centre-right side and it shows more details about selected item in the menu bar. There is a dynamical content on the left side that leads to the section "News". Currently, the *Start page* presents an overview of the GenderTime project.

The menu bar provides shortcuts to the following public pages:

- Publications, see http://www.gendertime.org/GenderTimePublications;
- Consortium members, see http://www.gendertime.org/partners;
- Work packages, see http://www.gendertime.org/work-packages;
- Events, see http://www.gendertime.org/events;
- News, see http://www.gendertime.org/news; and
- Private part of the GenderTime portal, see http://www.gendertime.org/private.

2.2 Partners page

Figure 3 – Partners of the GenderTime project

If one selects the Partners item from the menu, an overview of the consortium partner institutions will be shown (Figure 2).

Figure 4 – More info about a partner in the GenderTime project

After selecting the partner name, more information about the partner institution will be presented to the user, see Figure 4.

2.3 News page

Figure 5 – News page

The "News" page serves to inform the public about recent activities of the GenderTime researchers, e.g. published papers in respectable journals, press releases in different member countries, or interviews with GenderTime members. The "News" page is constantly updated.

3 Private Section of the GenderTime portal

The private section, accessible to the consortium members only, is used for sharing and exchanging information between the project partners.

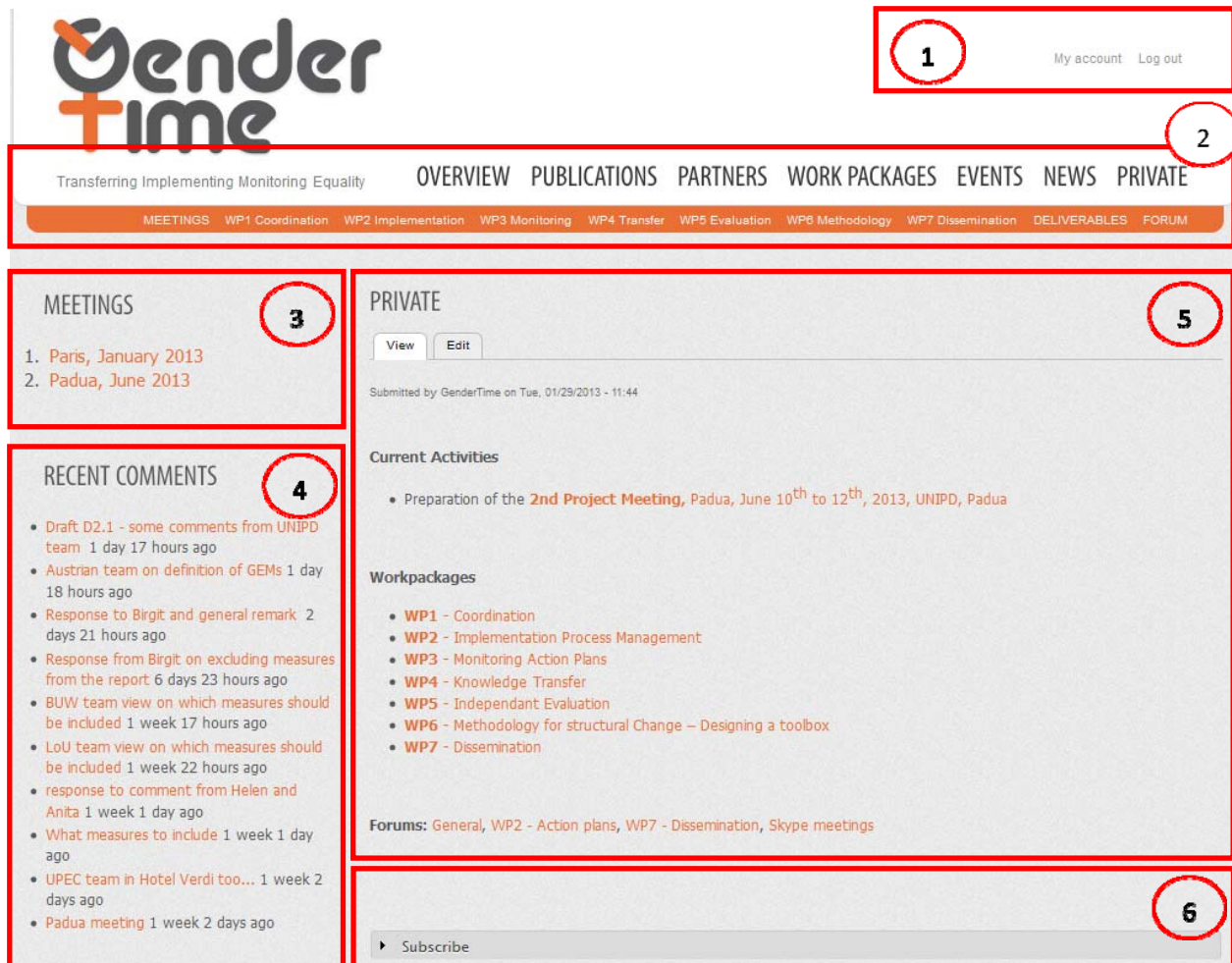## 3.1 Instructions for browsing the portal

Figure 6 – Screen organization

Figure 6 shows the screen that will be presented to the user after successful login. It is possible to distinguish six different areas that aim at:
1. Managing the user profile;
2. Navigating through the portal
   - the upper menu links to public topics (publications, WP descriptions, news);
   - the lower menu links to pages reserved for intra-consortium e-collaboration i.e. MEETINGS, WP1 Coordination, WP2 Implementation, WP3 Monitoring, WP4 Transfer, WP5 Evaluation, WP6 Methodology, WP7 Dissemination, DELIVERABLES, and FORUM.
3. Providing an overview of internal meetings;
4. Providing an overview of recent comments posted by users as well as active forum topics;
5. Providing information and documents related to the selected topic;

6. Managing the subscription for the selected page.

3.2 Managing the user profile

New users can apply for credentials to use the private part of the GenderTime portal by filling the form presented in Figure 7.
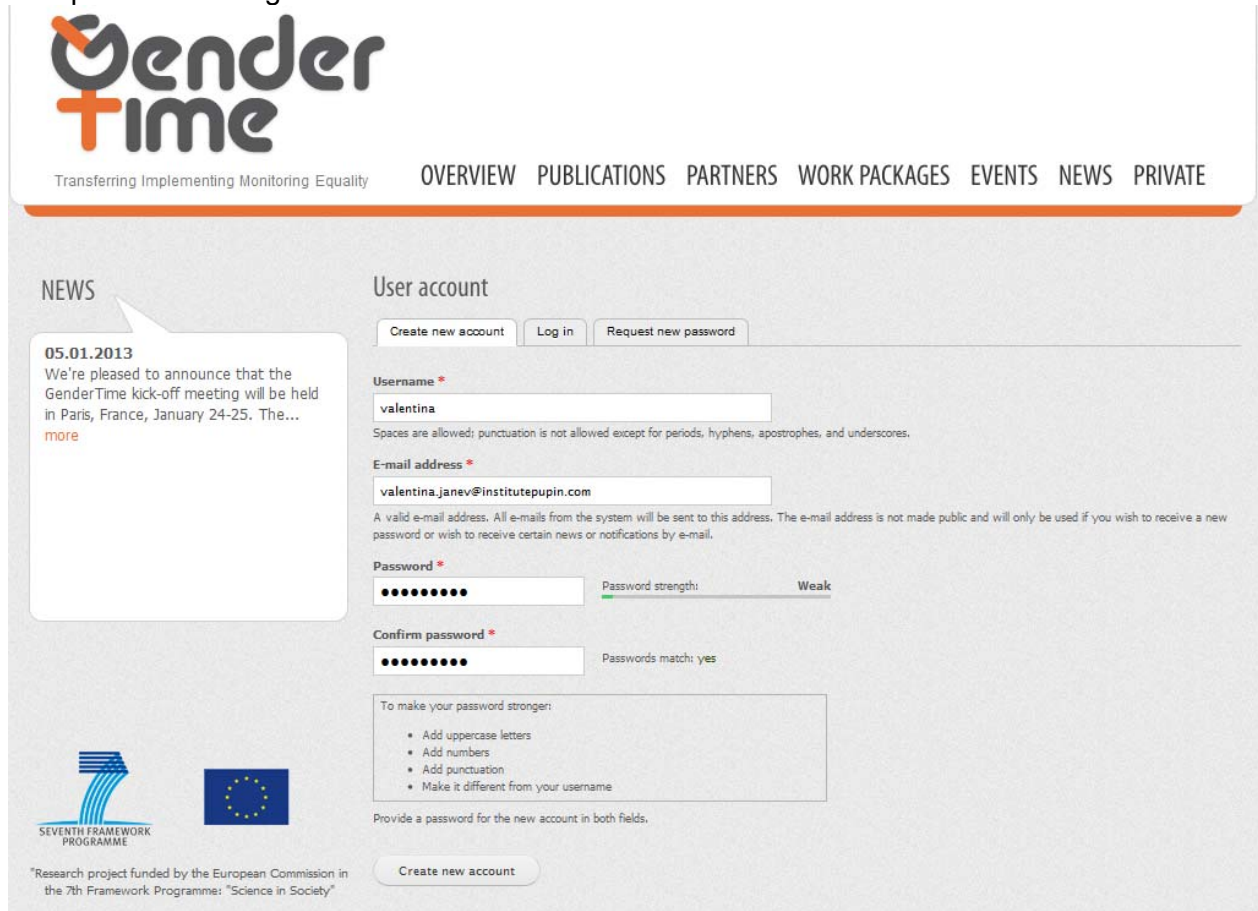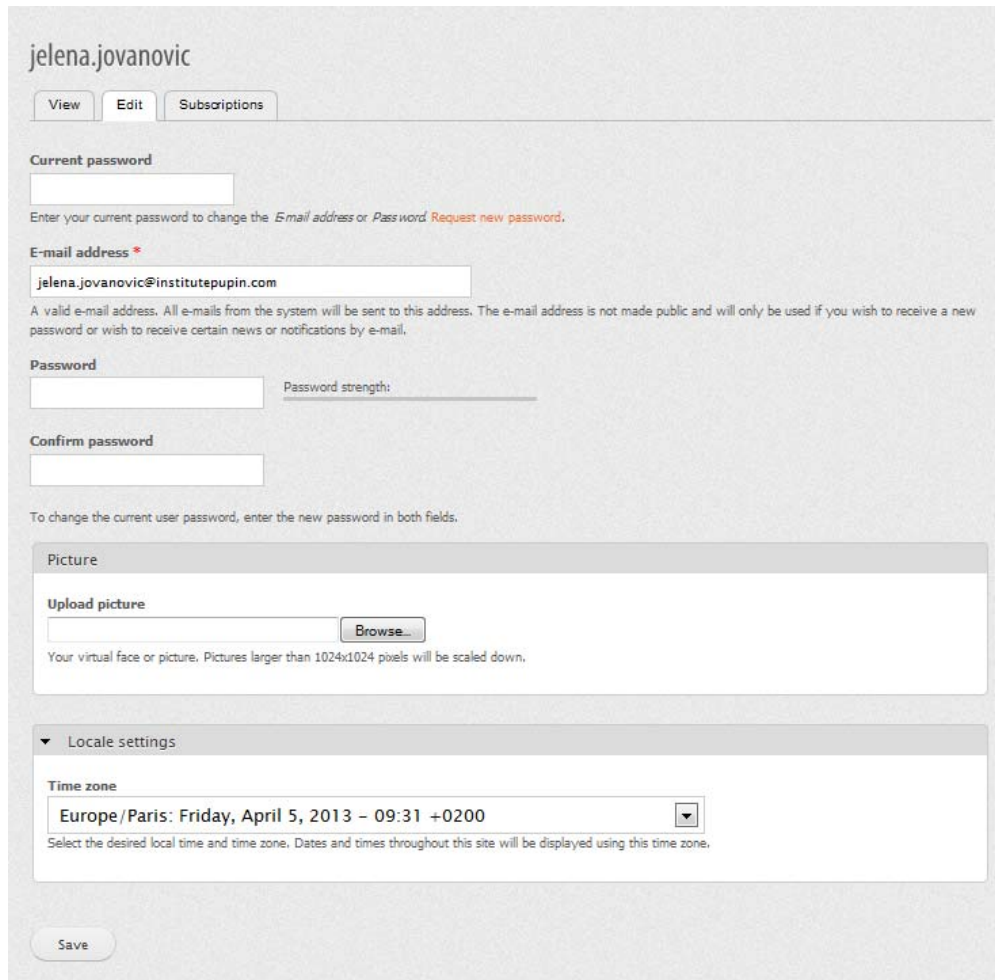

Figure 7 – Create new account page

After logging in to the private part of the portal, using the "My account" shortcut, that appears at the top-right corner of the screen, users have possibilities to change their profile including

*   password, picture, local settings (see Figure 8);
*   subscriptions to changes of the content of the portal (see Figure 9).

Figure 8 – Edit user profile page

Figure 9 – Manage subscriptions page

3.3 Project meetings page

During the project time-frame, ten project meetings have been planned, as follows:
1. Kick-off meeting in Paris (month 1)
1. 1st Workpackage leaders meeting in Padua (month 6)
2. 2nd Project meeting in Linköping (month 12)
3. 2nd Workpackage leaders meeting in Belgrade (month 18)
4. 3rd Project meeting meeting in Bilbao (month 24)
5. 3rd Workpackage leaders meeting in Graz (month 30)
6. 4th Project meeting in Loughborough (month 36)
7. 4th Workpackage leaders meeting in Wuppertal (month 42)
8. Final Conference in Paris (month 45)
9. 5th and Final Project meeting in Brussels (month 48)

Overview of the meetings will be provided via the page shown in Figure 10, while each meeting page will contain the Agenda document, presentations, meeting minutes, etc (see Figure 11).
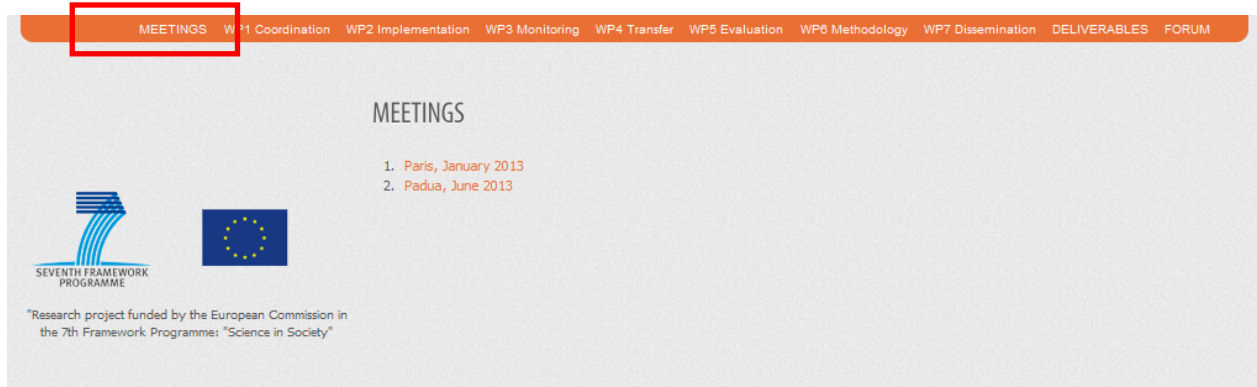

Figure 10 – Meetings page

Figure 11 – Paris Meeting page

3.4 WP1 Coordination page

WP1 Coordination page provides access to documents relevant for the whole consortium such as:

- the last version of the "Annex 1 - Description of Work" document;
- contact details and Skype accounts;
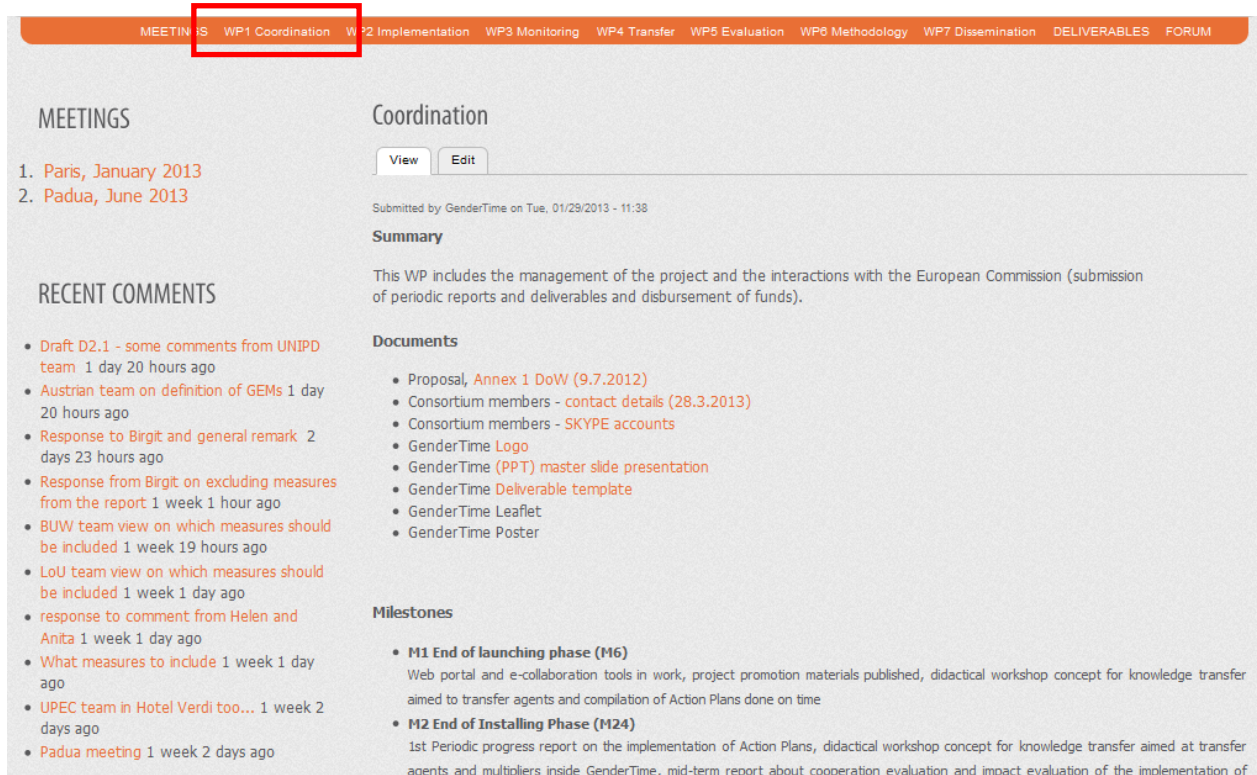- GenderTime Logo, Leaflet, Poster;
- etc.

Figure 12 – WP1 Coordination page

NOTE: All the WP's have the same structure, with the following fields:

- Summary: with a brief description of the WP;
- Documents: a list with the main documents generated in the WP, including a link where they can be downloaded;
- Milestones (only for WP1): a list of 4 milestones after each of 4 phases defined (end of launching phase, installing phase, reflecting phase and spreading phase);
- Attachments (additional): some WP's include a list of attachments;
- Subscribe: this section manages the subscription for the selected page, offering 3 different alternatives:

Figure 13 – Subscription to a private page

- Add new comment: this section offers the possibility of adding a comment to this WP, and allows other partners to reply.

3.5 WP2 Implementation page

WP2 Implementation page enables knowledge sharing between partner institutions and provides support for the implementation process. This page leads to the private pages of the Tasks:

- Task 1: Definition and design of activities (LoU)
- Task 2: Implementation of Action Plans (UPEC)
- Task 3: In-process consulting of the implementation of gender equity measures (Tecnalia)

Currently Task 1 page contains information about the existing measures concerning gender equality in partner institutions that enable better understanding of the differences and similarities between consortium countries. Later on, Action plans and details about their implementation will be also stored in this Task 2 of the GenderTime portal.
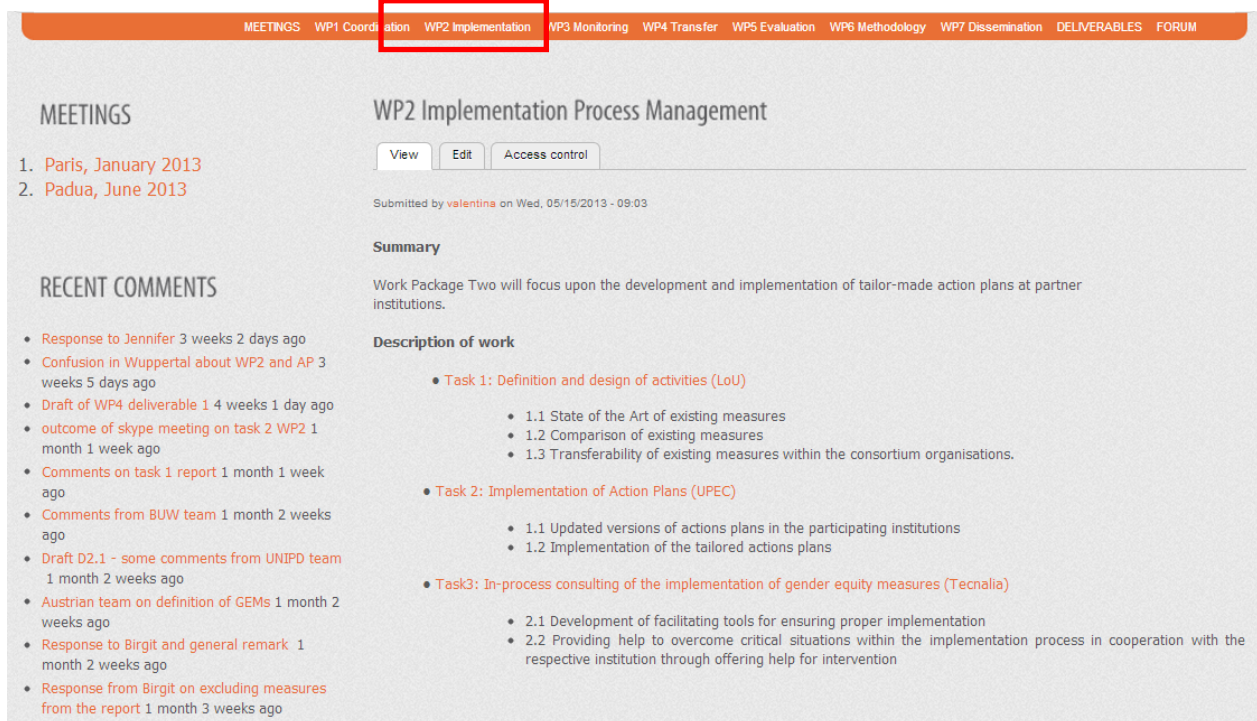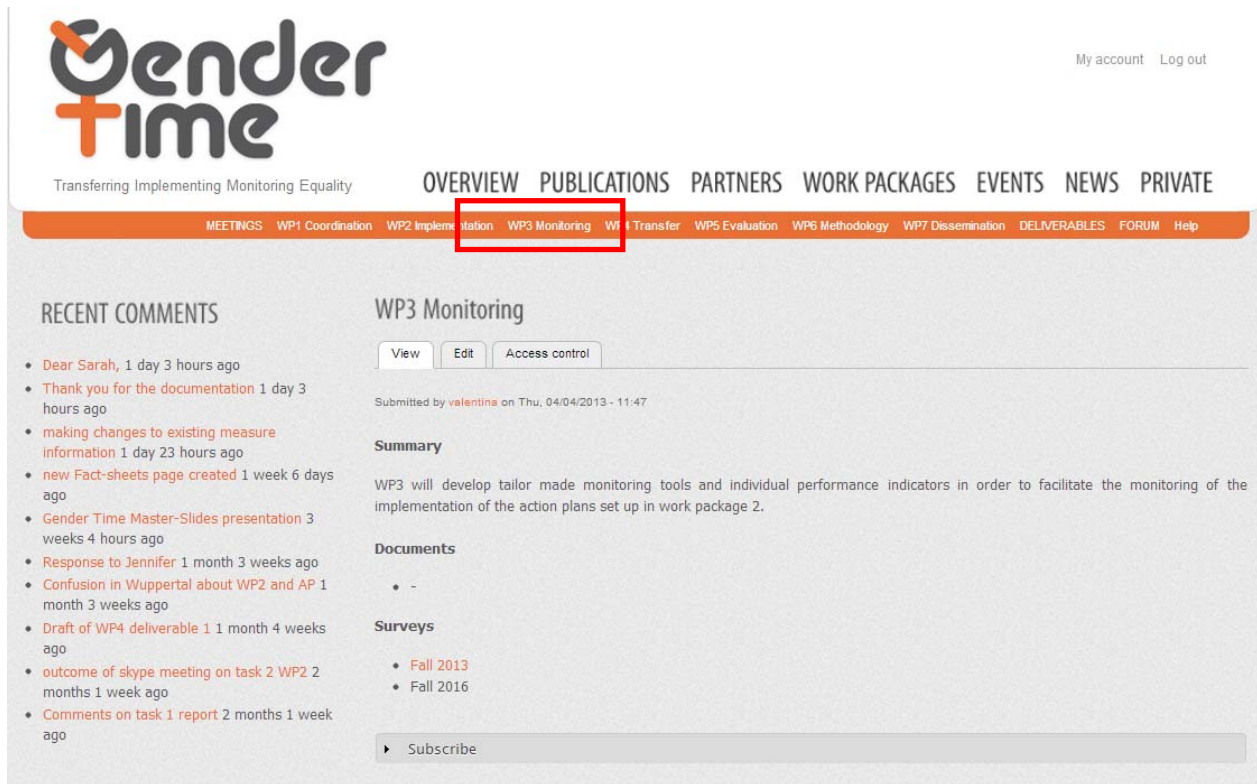
Figure 14 – WP2 Implementation page

3.6 WP3 Monitoring page

WP3 Monitoring page is reserved for monitoring of both quantitative and qualitative results in each GenderTime institution.

Figure 15 – WP3 Monitoring page

3.7 WP4 Knowledge Transfer page

WP4 Transfer page will facilitate the exchange of gender action plan knowledge.

Figure 16 – WP4 Knowledge Transfer page

3.8 WP5 Evaluation page

WP5 Evaluation page is reserved for the evaluation activities led by the Danube University Krems.

Figure 17 – WP5 Evaluation page

3.9 WP6 Methodology page

WP6 Methodology is reserved for the WP6 activities that will start M18.

Figure 18 – WP6 Methodology page

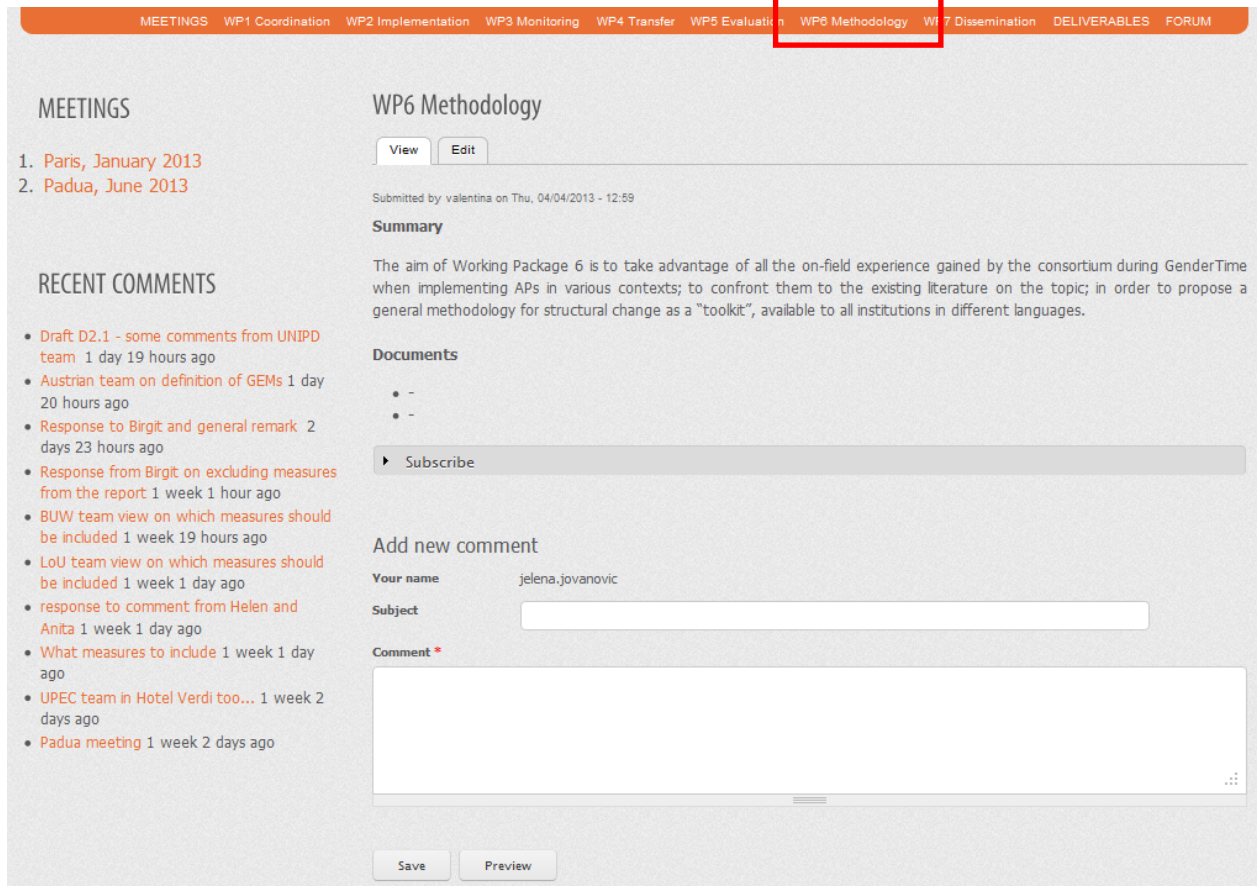## *3.10 WP7 Dissemination page*

[WP7 Dissemination](#) page will be used by project members to report about:
- Participation in Seminars, Workshops and Conferences
- Publications in journals
- Press releases

WP7 team (LoU and PUPIN) has prepared:
- Dissemination plan,
  see http://www.gendertime.org/sites/default/files/Dissemination_plan_v1.docx
- an overview presentation of the project in a PowerPoint file,
  see http://www.gendertime.org/sites/default/files/GenderTime_presentation.pptx
- four different tables to be populated by consortium partners
- Dissemination opportunities, http://www.gendertime.org/DisseminationOpportunities
- Dissemination activities, http://www.gendertime.org/ParticipationEvents
- Publications, http://www.gendertime.org/Publications
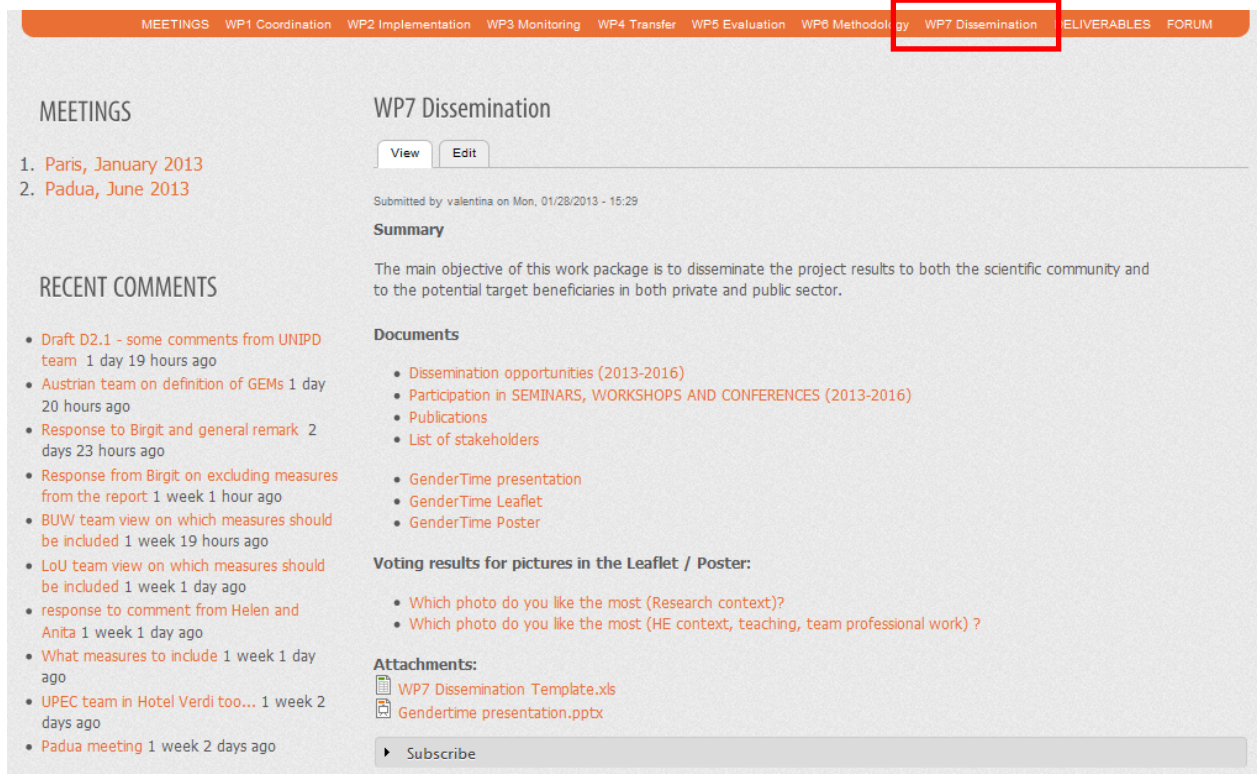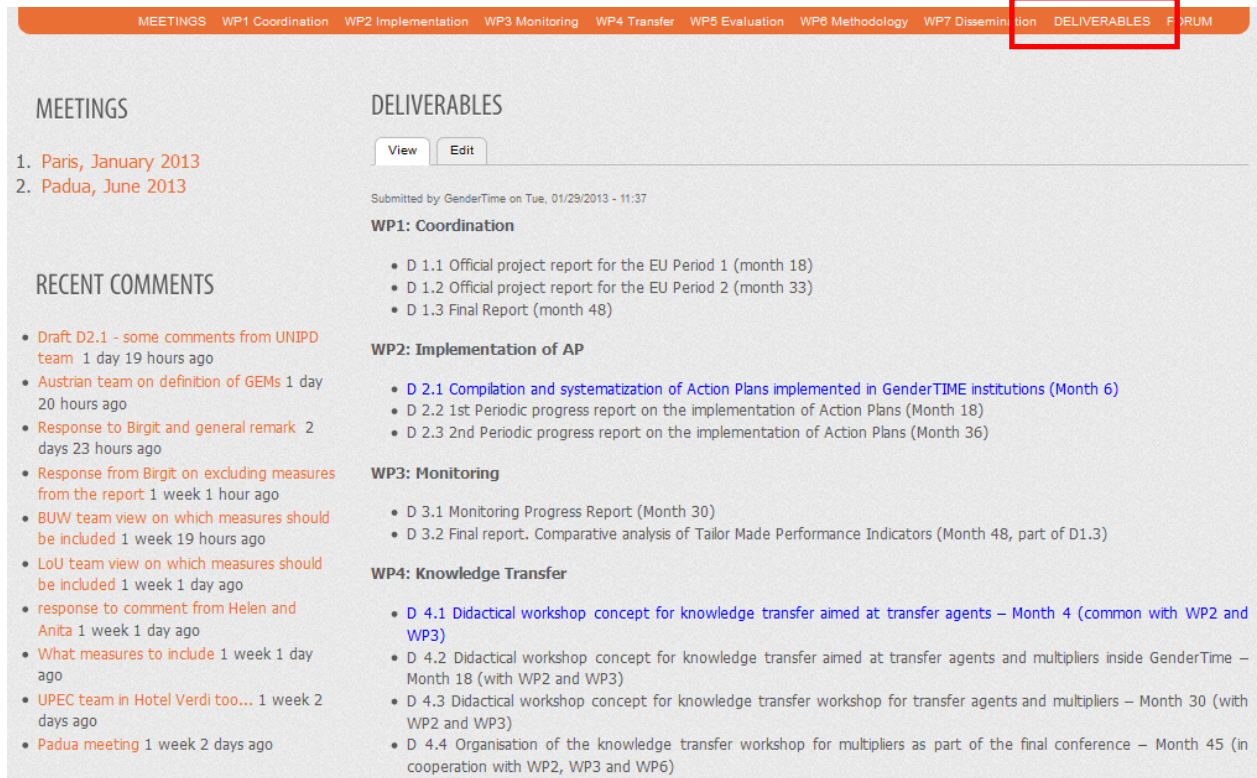- Stakeholders, http://www.gendertime.org/Stakeholders

Figure 19 – WP7 Dissemination page

3.11 Deliverables page

DELIVERABLES page is currently arranged by Work packages (those with closer dates in the calendar are presented in blue colour).

Figure 20 – Deliverables page

3.12 Forum page

FORUM page can be used to open new topics for discussion that can be linked to specific Work packages or other issues important for consortium members.

Figure 21 – Forum page
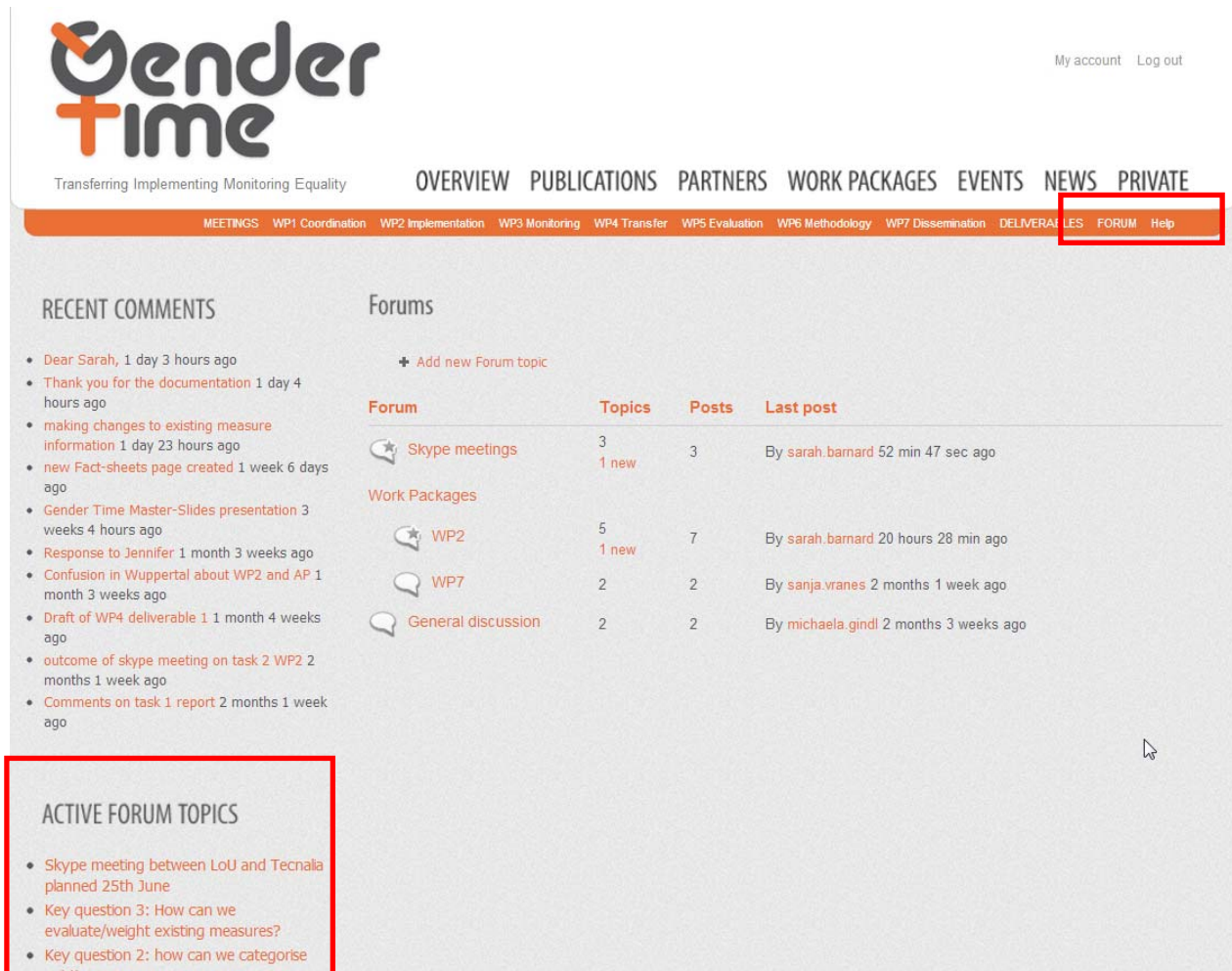
Forum page is organised in a structure composed of 3 levels, i.e.:
1. Forum
2. Topic
3. Comment

PUPIN, as a web administrator, is responsible for creating new Forum categories. At this moment, 4 forums have been created:
- Skype meetings
- WP2
- WP7
- General discussion

If project partners consider that it is interesting/necessary to create a new category, they should contact PUPIN.

Regarding the second hierarchy level, Topics are created under one of the existing forums. Although all partners are able to create topics we suggest that, before creating a new topic, in case it is related to one of the WP tasks, it is better to contact the task leader to coordinate the generated content. The name of new topic should be short but clear enough to represent its content and thus to make this tool more practical and usable for the consortium. The list of active forum topics is displayed in the left bottom corner on each private page (see Figure above).

Finally, it is possible to include comments, which refer to some of the topics. Regarding this, we suggest the following to facilitate information exchange:

- All the comments should have a subject (short and clear to identify the content);
- Comments should be short (1,500 characters with blank spaces, for example) and clear;
- When a new comment is added to the conversation, it should reply the first comment in that conversation.

4 GenderTime e-mailing list

The GenderTime project members can communicate to other partners using the consortium mailing list (consortium@mail.gendertime.org) which is managed through the PUPIN mail server (see Figure 22).
Additionally, the mailing list TransferAgents@mail.gendertime.org includes only Transfer Agents.
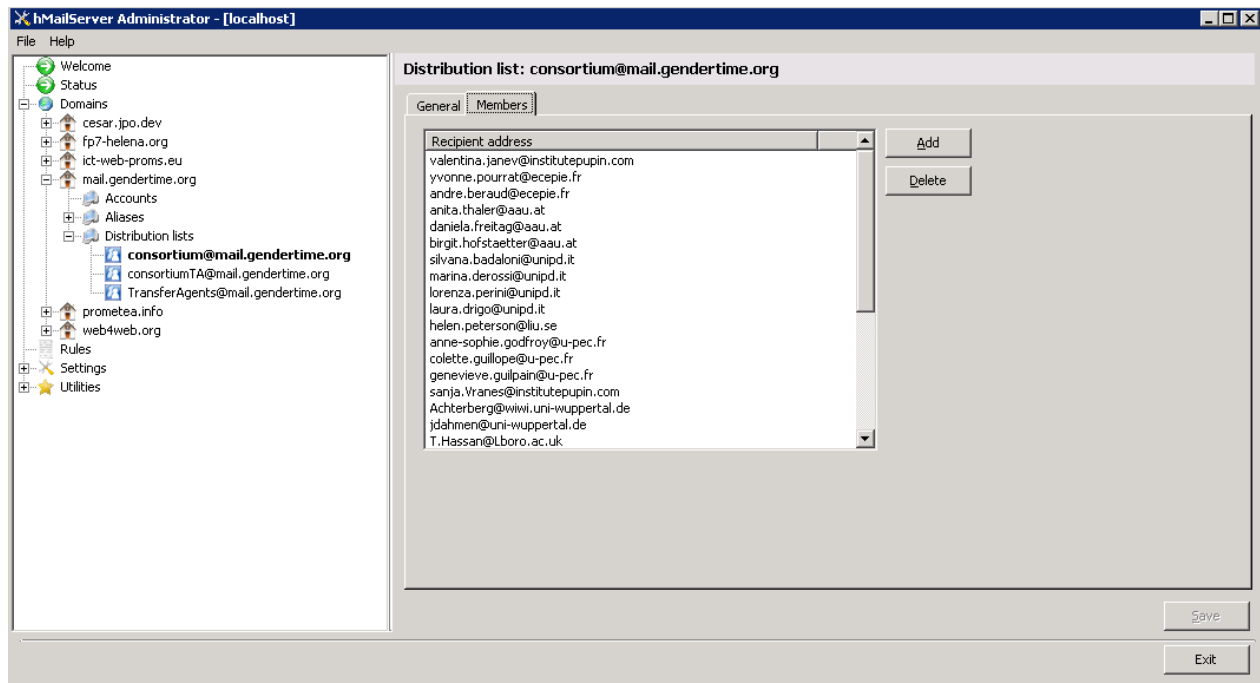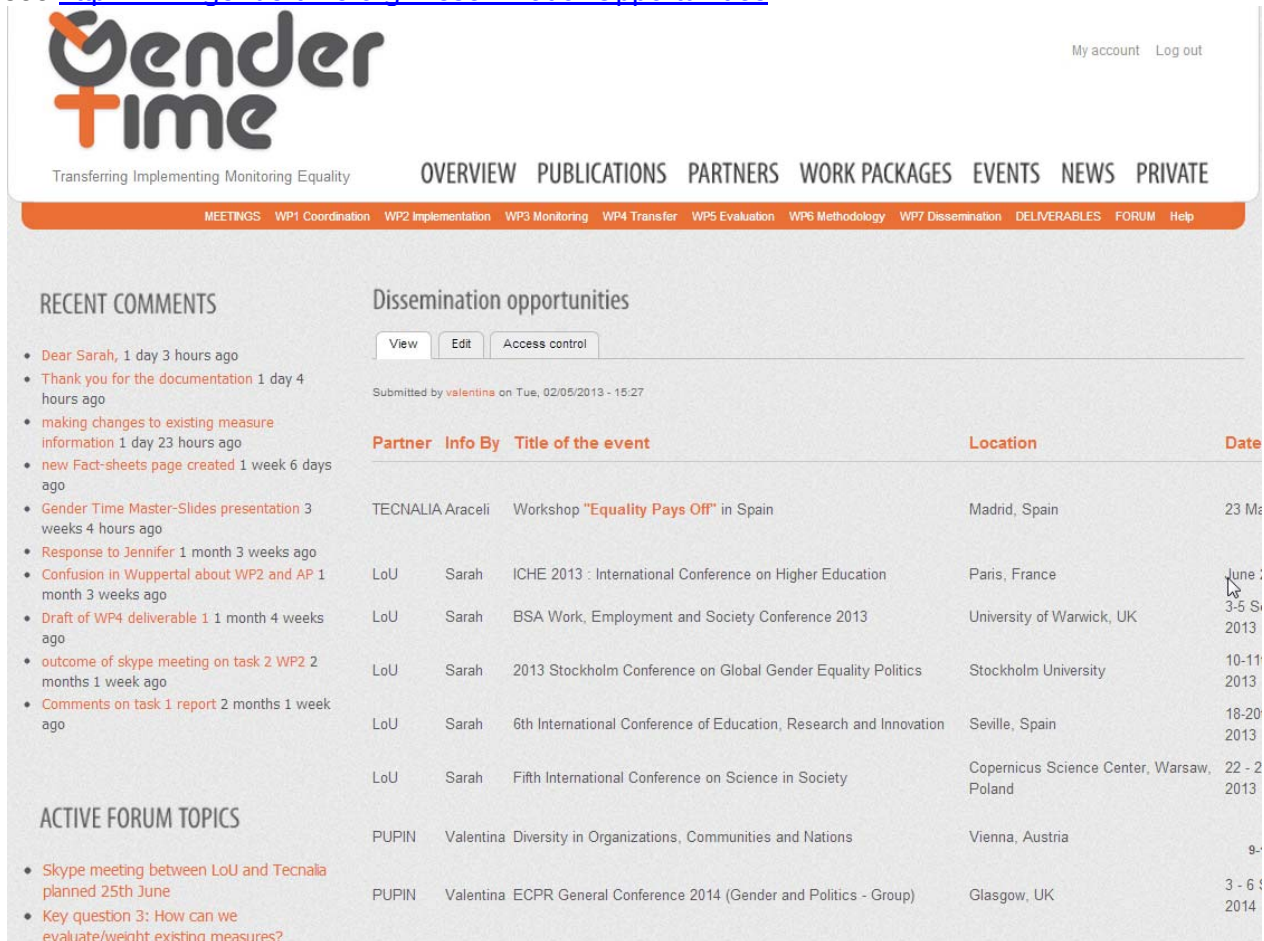

Figure 22 – PUPIN mailing server

5   Tracking the Dissemination Activities

5.1   Dissemination opportunities

In order to inform the consortium members about potential dissemination events, each user of the portal private section is allowed to modify the 'Dissemination opportunities' Table, see http://www.gendertime.org/DisseminationOpportunities.

Figure 23 – Dissemination opportunities

5.2   Dissemination activities

Consortium members should inform the dissemination team (PUPIN, LoU) about the activities such as:

- Participation in SEMINARS, WORKSHOPS AND CONFERENCES (2013-2016);
- Publications published in respectable journals ;
- Project promotions in media, see Table Media coverage.

6 Conclusion

This Deliverable contains information about activities that the PUPIN team accomplished related to the GenderTime portal launching and maintenance in the first reporting period (M6).
At present, the portal private part contains documents related to WP1 Coordination, WP2 Implementation and WP7 Dissemination.

7 References

- Sarah Barnard, Araceli Gómez, Bodo Clavreul, D2.1 Compilation and Systemization of Action Plans implemented in Gendertime institutions.