



## **D1.2 COLLABORATIVE PLATFORM**

ALCHEMIA-NOVA

December 29, 2022

## PROJECT INFORMATION

<b>Project Acronym</b>	SYMBIOREM
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<b>Project Coordinators</b>	Dr. Leire Ruiz Rubio, Dr. José Luis Vilas Vilela University of the Basque Country - UPV/EHU
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<sup>1</sup> PU = Public

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)

## DOCUMENT HISTORY

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## ACRONYMS

ALCN – ALCHEMIA-NOVA

G!E - GREENOVATE ! EUROPE

KTH - KUNGLIGA TEKNISKA HOEGSKOLAN

MS - MICROSOFT

THAMES - THAMES21 LIMITED

UPV/EHU – UNIVERSIDAD DEL PAIS VASCO/ EUSKAL HERRIKO UNIBERTSITATEA

UPWr - UNIWERSYTET PRZYRODNICZY WE PL WROCLAWIU

UBRUNEL - BRUNEL UNIVERSITY LONDON

UNIBO - ALMA MATER STUDIORUM - UNIVERSITA DI BOLOGNA

WP – WORK PACKAGE



## EXECUTIVE SUMMARY

This deliverable within WP1 provides a description of the shared platform for data collection and access among partners in the consortium. In addition, it can be used as a manual and guidelines for the access of the platform and identification of the structure in which the data is organized.

The data collected during the project will be stored in the Collaborative Microsoft 365 Teams, whose educational license is owned by EHU, SYMBIOREM's coordinator. All the consortium partners (59 individuals at the time this deliverable is submitted) have access to it as guests through EHU. This deliverable explains how partners can establish access, upload, and download documents, and how these documents should be saved and organized. The folder structure is designed according to the work packages, as well as tasks and subtasks in each WP. Access to the platform is password protected and the data is stored at Microsoft, whose privacy and security safeguards are compliant with the EU legislation. The logic how to name files is identified and described in this deliverable. All the steps necessary to log in and access the data are also explained in the form of a guideline with screenshot to facilitate user's comprehension of the instructions.

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## INTRODUCTION

This deliverable describes a platform for the compilation and sharing of the data collected during the SYMBIOREM project. The establishment of this collaborative platform (project's online intranet) is designed to enable secure and real-time storage, as well as exchange of all the data collected during the project's lifetime. The data are stored in the Microsoft Teams OneDrive, screenshots of the steps needed to access the platform are provided in the following sections. Microsoft Teams OneDrive used in this project to share data is owned and managed by the project coordinator, EHU. The data are accessible to all consortium partners only (56 members and 3 owners, as of December 2022) and access is password protected.

Screenshots of the steps necessary to access the platform are provided in this deliverable that serves, as well, as access guidelines. Information on FAIR data is briefly described, although it is suggested to refer to *D1.3 – Data Management Plan* for a comprehensive explanation in this respect. This data storage and sharing platform is available to the project's partners only and not to any external users. The data for external use, dissemination and communication of project results is stored in a different platform managed by UBRUNEL, as described in D1.3.

## FILES NAME AND STRUCTURE

All data collected along SYMBIOREM's lifetime will be stored and shared within the MS 365 Teams OneDrive, accessible to all partners in the consortium but not to external users. Files will be named with <WP>, space <date>, space <file purpose/topic>, and <name of partner> producing the data. For the final deliverables, the name convention for files will be established as follows:

SYMBIOREM\_<dnum>\_<dname>\_<sdis>\_v<ver>\_<orgshortname>.pdf

<dnum> represents the code of the deliverable <dname> the name of the deliverable as stated in the DoA <sdis> is filled with the acronyms related to dissemination level (e.g. co = confidential, pu = public) <ver> the version of the document. <orgshortname> is the organization that is performing the changes on the version. Versions 0.X will indicate that the document is still a draft. The first officially submitted document will be numbered as v1.0. Further revisions or new issues of a deliverable will make use of the following format: v1.X when drafting and v2.0 when re-submitting.

The internal filenames for the SYMBIOREM's public deliverables will be:

- SYMBIOREM\_D1.1\_SYMBIOREM management guidelines \_pu\_v1.0\_EHU.pdf
- SYMBIOREM\_D1.2\_Collaborative Platform guide \_pu\_v1.0\_ALCN.pdf
- SYMBIOREM\_D.1.3\_Data Management Plan \_pu\_v1.0\_UBRUN.pdf
- SYMBIOREM\_D.1.6\_Mid-Term version of The Data Management Plan \_pu\_v1.0\_UBRUN.pdf
- SYMBIOREM\_D.1.7\_Final Version of The Data Management Plan \_pu\_v1.0\_UBRUN.pdf
- SYMBIOREM\_D.2.1\_Baseline monitoring protocols \_pu\_v1.0\_ALCN.pdf
- SYMBIOREM\_D.2.2\_Citizen-science co-design and engagement framework \_pu\_v1.0\_UBRUN.pdf
- SYMBIOREM\_D.2.3\_Guideline on collaborative, safe and inclusive bioremediation \_pu\_v1.0\_ALCN.pdf
- SYMBIOREM\_D.2.4\_Bioremediation educational materials and user guide \_pu\_v1.0\_THAMES.pdf
- SYMBIOREM\_D.2.5\_Collaborative catchment management \_pu\_v1.0\_THAMES.pdf
- SYMBIOREM\_D.3.1\_Strains and metagenomics of the contaminated soil microbiome \_pu\_v1.0\_UNIBO.pdf
- SYMBIOREM\_D.4.1\_Report of PAH degradation \_pu\_v.1.0\_KTH.pdf
- SYMBIOREM\_D.4.2\_Report of phosphorus and metal recovery \_pu\_v.1.0\_KTH.pdf
- SYMBIOREM\_D.4.3\_Technical design of cascade bioreactor system for bioremediation and recovery of marine sediment \_pu\_v.1.0\_KTH.pdf
- SYMBIOREM\_D.4.4\_Floating wetland pilot installations \_pu\_v1.0\_ALCN.pdf
- SYMBIOREM\_D.4.5\_Monitoring report and pilot evaluation \_pu\_v1.0\_ALCN.pdf
- SYMBIOREM\_D.5.1\_Monitoring reports of combined testing phases \_pu\_v.1.0\_UPWr.pdf

- SYMBIOREM\_D.5.2\_Catalogue of recoverable products and associated processes\_pu\_v.1.0\_BIZUP.pdf
- SYMBIOREM\_D.5.3\_Circular bioremediation tool\_pu\_v.1.0\_ALCN.pdf
- SYMBIOREM\_D.5.4\_Presentation of distinct business model use cases and follow-up activities\_pu\_v.1.0\_BIZUP.pdf
- SYMBIOREM\_D.6.1\_Environmental Impact Assessment Model\_pu\_v.1.0\_UBRUN.pdf
- SYMBIOREM\_D.6.4\_Integrated Assessment Model\_pu\_v.1.0\_UBRUN.pdf
- SYMBIOREM\_D.7.1\_Communication, Dissemination & Exploitation Plan\_pu\_v.1.0\_G!E.pdf
- SYMBIOREM\_D.7.2\_Mid-term plan for dissemination and exploitation including communication activities\_pu\_v.1.0\_G!E.pdf
- SYMBIOREM\_D.7.5\_Final plan for dissemination and exploitation including a report on communication and dissemination activities\_pu\_v.1.0\_G!E.pdf
- SYMBIOREM\_D.7.6\_Networking and clustering activities\_pu\_v.1.0\_EHU.pdf

The data collected are stored in folders organized in subfolders. The folders are structured according to the WPs and the subfolders are according to tasks and subtasks. A screenshot of the structure of the folders and subfolders is shown below (Figure 1).

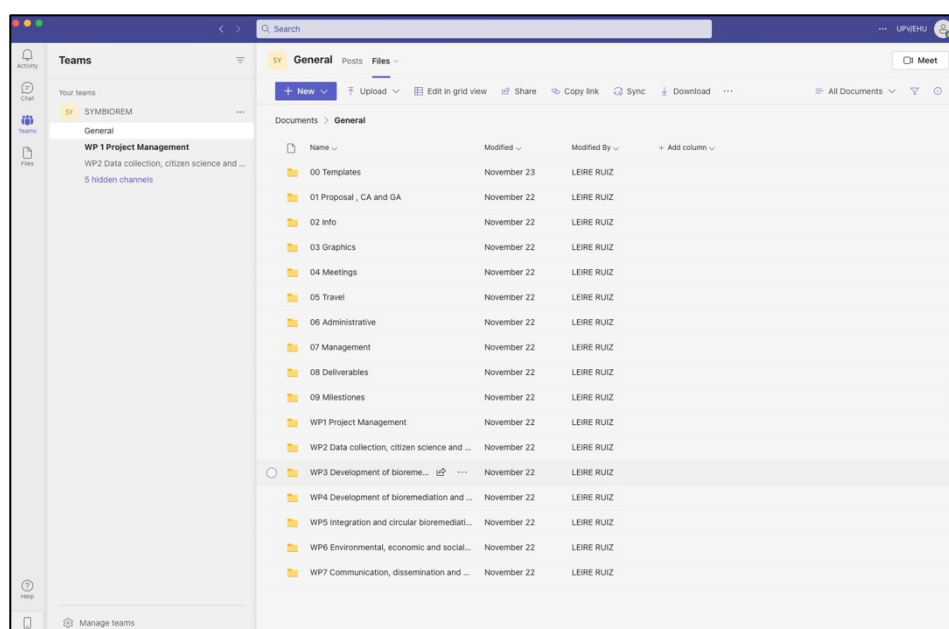
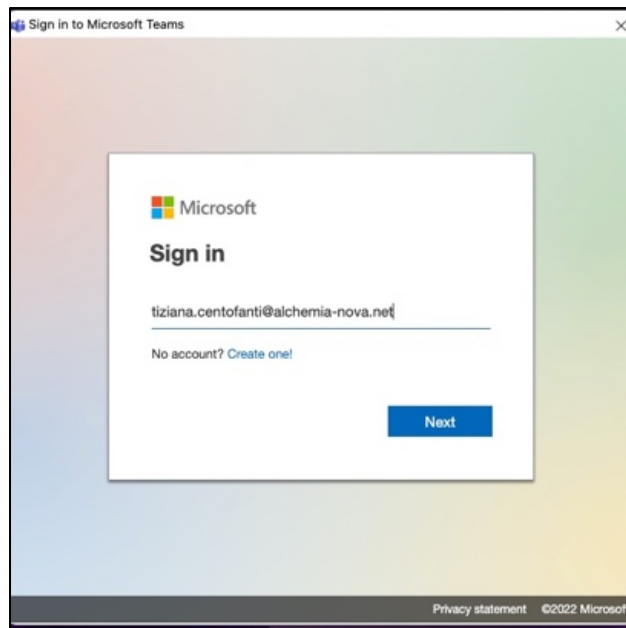


Figure 1. Screenshot of folder structure of Teams OneDrive platform for data sharing.

## ACCESS TO MS TEAMS AND ONEDRIVE

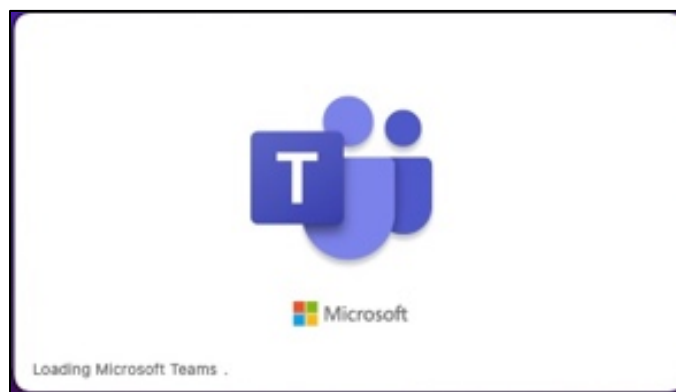
The section provides step-by-step screenshots to guide the Teams OneDrive platform user's data is confidential and accessible to the consortium partners only.

The first step in accessing the platform is to create an account with the credentials that EHU has registered for SYMBIOREM, such as email address of the consortium partners to which access is granted. After EHU has invited the partners to access SYMBIOREM's Microsoft Teams, the user (consortium partner) needs to set up the account. The first step is the creation of the username and password. An example for the users Tiziana Centofanti employed at ALCN is provided below (Figure 2).



*Figure 2. Screenshot of the login in MS Teams.*

The system will start loading the information for the user's account as shown in Figure 3, this step may take a few seconds. The software then requests the user to choose a team of which the partner is a guest. This is happening because the user's organization is not a client of Microsoft 365 and as such EHU has invited the consortium partner (Tiziana Centofanti, ALCN) to participate as a guest user of the platform. Figure 4 shows that MS Teams is asking the user to choose a guest organization (in this case the user is guest of more than one organization). The user needs to choose the hosting organization (Figure 5).



*Figure 3. Screenshot of MS Teams loading user's account information.*



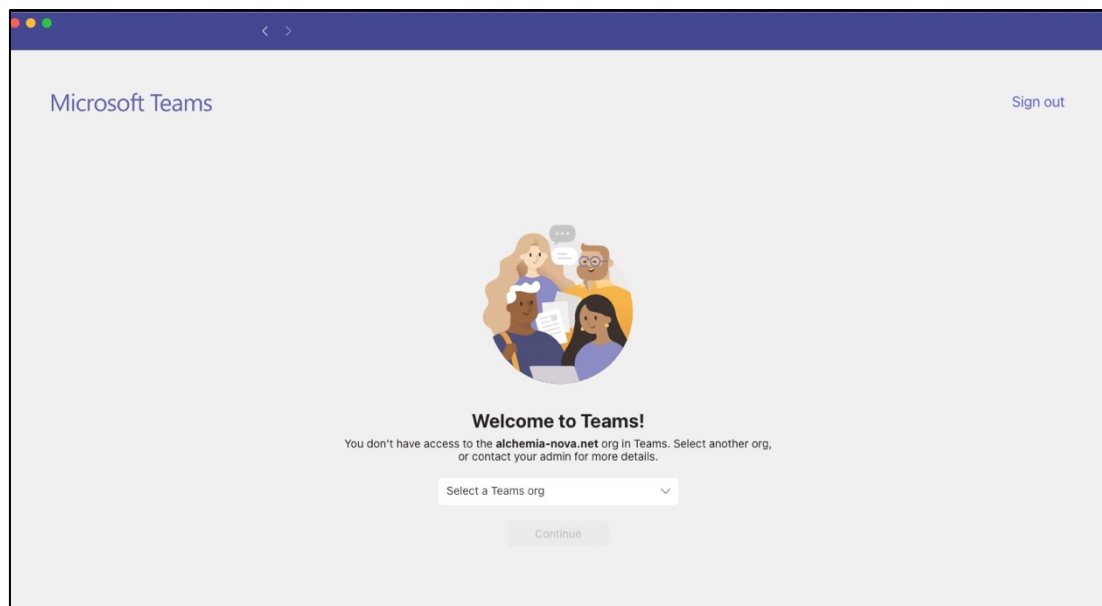


Figure 4. Screenshot of MS Teams account for user Tiziana Centofanti. The choice of a team of which the user is a guest is requested.

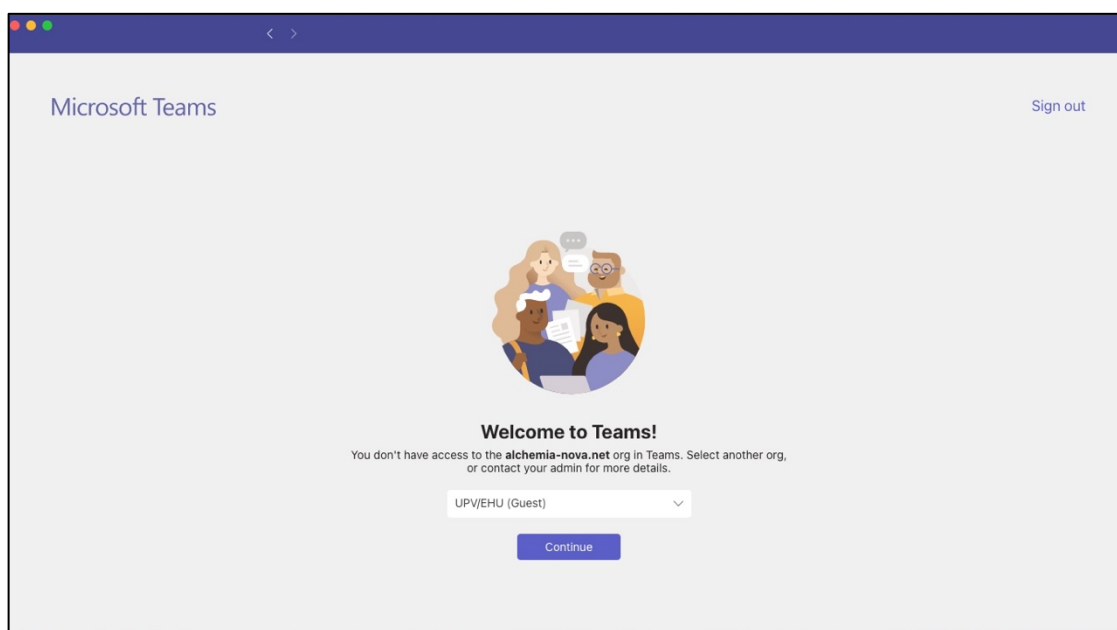


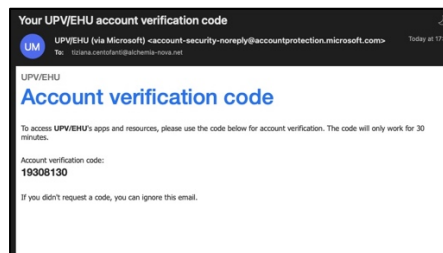
Figure 5. Screenshot of MS Teams account, the choice of the hosting organization is UPV/EHU.

Once the hosting organization has been chosen in the dropdown window, the user will receive a notification to insert a security code (Figure 6) that is be sent to the email address registered previously in the system by UPV/EHU when the users has been granted permission to access the OneDrive as guest.

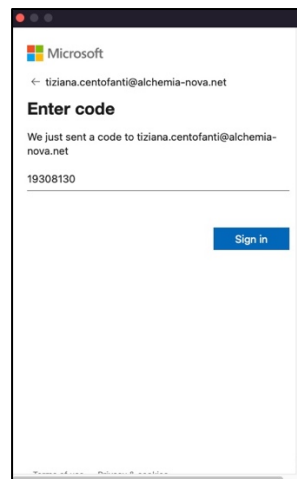


*Figure 6. Screenshot of security code sent to the user's email address.*

At this point the user will receive an email containing the security code randomly generated by the Microsoft software for security and data protection (Figure 7). The user is then prompted to enter the code (Figure 8). This step is repeated any time the user wants to access the platform.



*Figure 7. Screenshot of the email containing the verification code.*



*Figure 8. Screenshot of the validation code window needed to access the platform.*

At this point the user can enter the Teams OneDrive (Figure 9). This access allows the user to upload and download data into the platform. In addition, the MS Teams is used to make video calls and create a fast communication system, other than email, to chat between partners in real time.

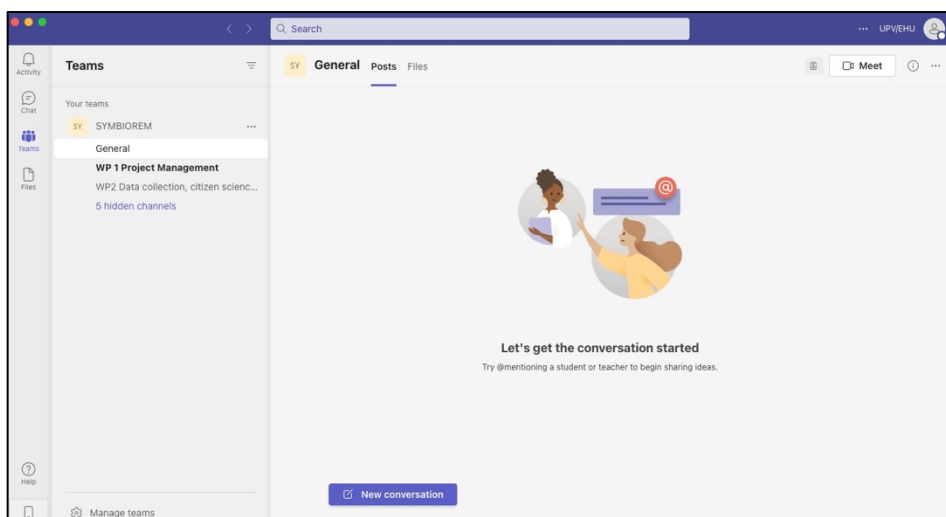


Figure 9. Screenshot of the MS Teams OneDrive platform after entering the system, the users is seeing “posts” in this window (the example is for the users, Tiziana Centofanti at ALCN).

In this example above (Figure 9) the user is currently inside MS Teams posts (see underlining purple line under post on top of the central window (Figure 9). However, to see the files it is necessary to click on “files” as shown in (Figure 10).

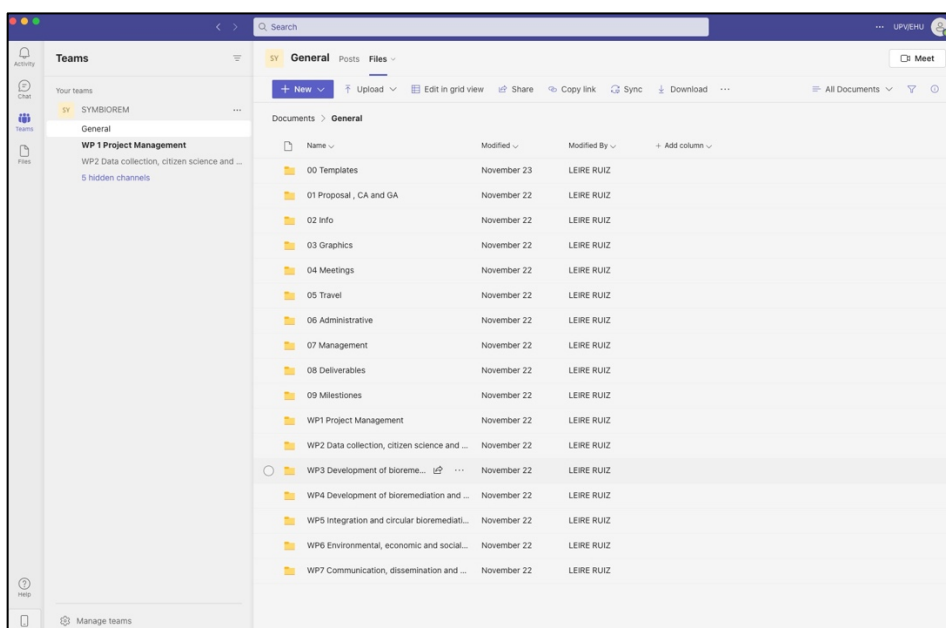


Figure 10. Screenshot of the MS Teams OneDrive platform after entering the system, the users is seeing “posts” in this window (the example is for the users, Tiziana Centofanti at ALCN).

The files are structured in folders and subfolders. There are 18 folders as shown in Table 1.

Table 1. Structure of the folders and subfolders in the shared platform OneDrive.

FOLDER NAME	PURPOSE	TYPE OF ACCESS	DATA MANAGER AND OWNER
00 Templates	Collect all templates	Open to all partners	UPV/EHU
01 Proposal, CA, and GA	Collect copies of the proposals and eventual amendments	Open to all partners	UPV/EHU
02 Info	Collect general information (partners' contact details)	Open to all partners	UPV/EHU
03 Graphics	Collect general info on logos and other infographics	Open to all partners	UPV/EHU
04 Meetings	Collect all data from meetings, such as presentation, minutes, etc.	Open to all partners	UPV/EHU
05 Travel	Collect special info on travels and travel plans	Open to all partners	UPV/EHU
06 Administrative	Store administrative information	Open to all partners	UPV/EHU
07 Management	Collect all management related data	Open to all partners	UPV/EHU
08 Deliverables	Collect all the deliverables	Open to all partners	UPV/EHU
09 Milestones	Collect all the milestones	Open to all partners	UPV/EHU
WP1 Project Management	Collect all the info related to project management within WP1	Restricted to the partners involved	UPV/EHU
WP2 Data, collection, citizen science and safety	Collect all the info related to WP2	Restricted to the partners involved	UPV/EHU
WP3 Development of bioremediation and recovery strategy for soil	Collect all the info related to WP3	Restricted to the partners involved	UPV/EHU
WP4 Development of bioremediation and recovery strategy for water	Collect all the info related to WP4	Restricted to the partners involved	UPV/EHU
WP5 Integration of circular bioremediation	Collect the knowledge on the integration of the circular bioremediation tool – WP5	Restricted to the partners involved	UPV/EHU
WP6 Environmental, Economic, and social IE	Collect data on IE related to WP6	Restricted to the partners involved	UPV/EHU
WP7 Communication, dissemination, and	Collect all data and info on communication and	Restricted to the	UPV/EHU

## DATA SECURITY

At collection/generation the data will be physically stored on desktop PCs' hard drives of the beneficiary that collects/generates the data. The desktop PC will be located in a secure location and will be protected by a password. Access to these desktop PCs will be granted to staff directly involved with the SYMBIOREM project.

Institutional and departmental-level backup mechanisms and policies will cover data backup during the project's lifetime. Additionally, finished deliverables/project documents will be stored in the next cloud protected by restricted login on our website server. Data, therefore, don't need to be transferred and can be accessed by the consortium via the data repository. If data transfer is required, data will be transferred between sites using secured network connections to recognized standards as implemented by each institution's central Internet services.

## LEGAL ISSUES

No legal issues are expected under this deliverable.

## CONFIDENTIALITY

All SYMBIOREM partners must keep any data, documents, or other material confidential during the project's implementation, and for four years after the end of the project.

## CONCLUSIONS

The platform used to share data among the SYMBIOREM consortium partners uses the Microsoft MS 365 Teams, whose license is owned by the Project coordinator UPV/EHU. The team at UPV/EHU is the data manager, owner, and users. Those consortium partners that have access to the platform are data users only. This deliverable described how the data is shared and stored. It also offers a step-by-step guideline how to access the platform with screenshots and detailed explanations. There are currently 56 members and three data owners (the UPV/EHU team). The data is password protected and access is granted only to consortium partners. The data is structured in folders and subfolders and a description of the structure and purpose of each folder is described in the deliverable. The consortium partners find this mode of data sharing useful and user's friendly.