



European Research Area
for Climate Services



ERA4CS

Monitoring tool guidelines



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1 ROLES

Administrator: Barcelona Supercomputing Center (BSC) is the administrator and host of the ERA4CS monitoring tool.

The Monitoring Team (MT) - 11 experts who will evaluate the reports and deliverables of each co-funded project.

Leader Project Investigator (LPI) - The coordinator of the co-funded project.

2 ERA4CS MONITORING TOOL

The ERA4CS Monitoring tool is online tool for reporting, monitoring, and assessing the cofounded projects. This tool will enable the easy collection and management project data to ensure an efficient centralization of data handling and a small administrative burden. It is a platform only for exchanging information related to the reporting and reviewing process. The tool has been structured following these requirements:

- Rapid implementation: the tool has been designed using *Redmine*, a flexible project management web application.
- Application of the JPI Climate governance principles.
- Guaranteed secured storage of data.
- Real-time monitoring and analysis of the projects.
- Upload of complementary documents (progress and review reports).
- Sending automatic notifications to project holders combined with notifications to the administrator when new data appears in the system.
- An NDA to be confirmed by users has been included for confidentiality reasons.

The ERA4CS monitoring tool is hosted by BSC and implemented into the ERA4CS website (<http://www.jpi-climate.eu/ERA4CS>).

The tool is accessible through the link: <http://era4cs.bsc.es/>

3 REGISTRATION

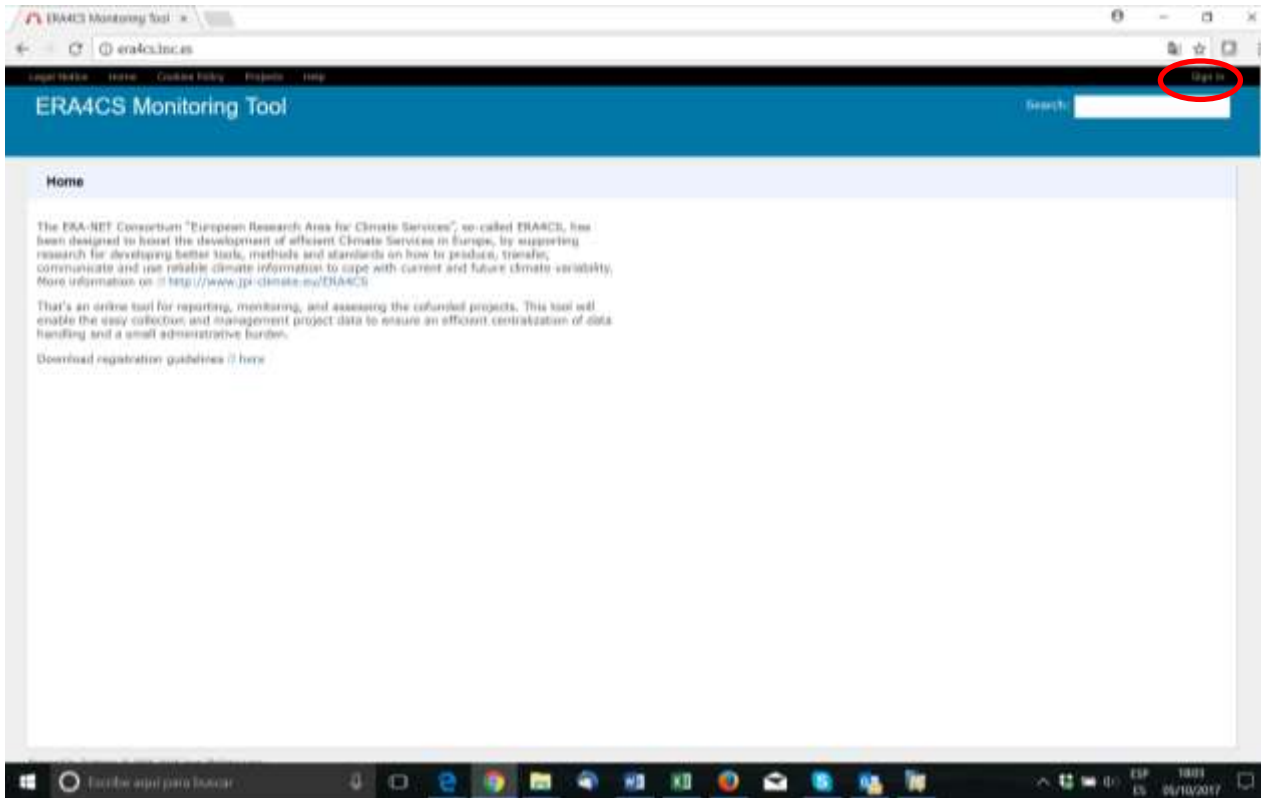
1. Who?

- The LPI on behalf of the consortium is responsible for submitting the reports.
- The Monitoring Team (MT)

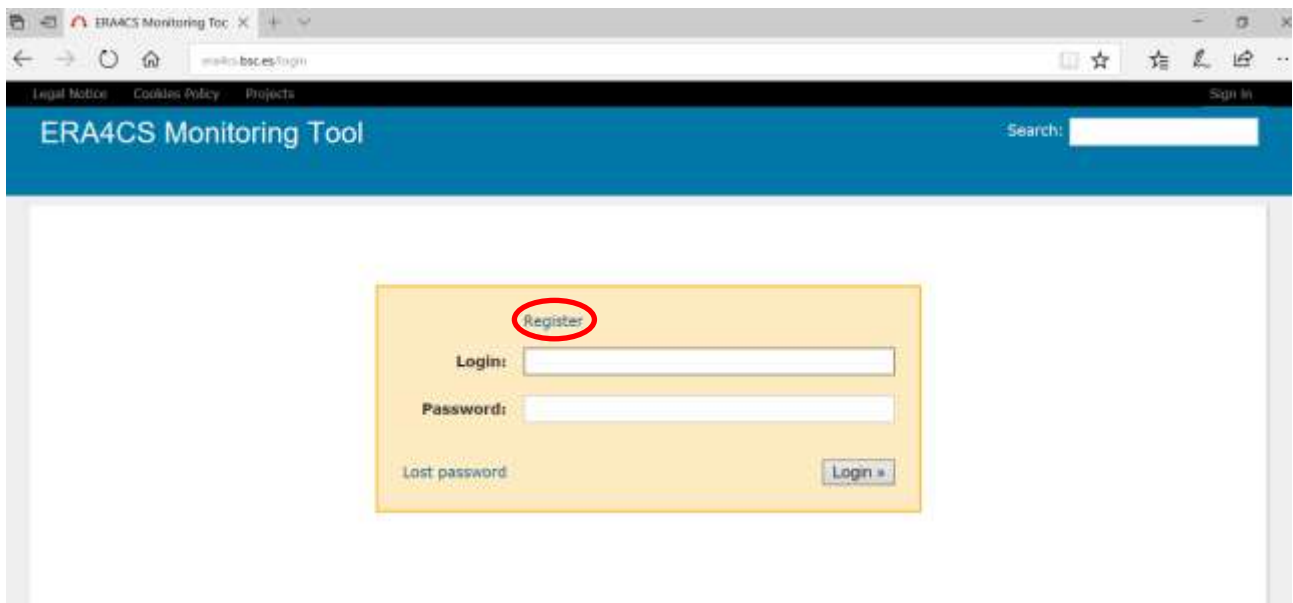
2. How?

For the registration, please follow the next steps (the guidelines can be downloaded from the home page):

- 1) Click on the tag "Sign in" on top right.



2) Click on the tag "Register"



3) Please fill in all the fields and click on the tag "Submit"



- 4) The request will be sent to the administrator (BSC) who will validate only those emails addresses corresponding to the LPs and MT experts. As coordinator of the ERA4CS, ANR will have access to all documents of this monitoring tool.

Important:

- **The LPI will only have access to the co-funded project he/she is coordinating.**
- **The MT expert will only have access to co-funded projects he/she is reviewing.**
- **A NDA is confirmed by the user when registering for the first time. The document is available under the tag “Legal notice” on the main website.**

3. Communication

If you have any problems with tools, you can contact with the Administrator (BSC) sending an email to the following addresses:

- Kim Serradell: kim.serradell@bsc.es
- Mar Rodríguez: mar.rodriguez@bsc.es

No direct communication between the MT and the LPs.

4 USERS MANUAL

1. Structure of the ERA4CS tool

Once the user has logged in, the list of the user’s projects is shown. The access to them is by clicking on the tags “Projects” or “Jump to a project”.



ERA4CS Monitoring Tool

Projects

1 GUIDELINES ERA4CS co-funded projects

Guidelines for reporting and evaluating the ERA4CS CO-funded projects.

The following templates for reporting and reviewing are also available in this section:

- Interim report template: To be fulfilled by the Leader Project Investigator (LPI)
- Review template: To be fulfilled by the Monitoring Team expert (MT)...

DUSTCLIM

Dust Storms Assessment for the development of user-oriented Climate Services in Northern Africa, Middle East and Europe

Sand and dust storms (SDS) are an important threat for life, health, property, environment and economy in many countries, and play a significant role in different aspects of weather, climate and atmospheric chemistry. There is an increasing need to be prepared for SDS and to mitigate their impacts. In this context, DustClim will make a significant step forward in the way SDS affects society. In alignment with the mission of the WMO Sand and Dust Storm Warning Advisory and Assessment System, the objectives of DustClim are to produce and deliver an advanced and thoroughly evaluated dust regional model reanalysis for Northern Africa, Middle East and Europe covering the satellite era of quantitative aerosol information, and to develop dust-related services tailored to specific applications. The novelties of the DustClim reanalysis include an unprecedented high resolution, the assimilation of satellite products over dust source regions with specific observational constraints for dust, and a thorough evaluation using a wide variety of observations and data from experimental campaigns. There is currently a very limited integration of dust information into practice and policy. The reanalysis will provide reliable information on SDS trends and current conditions that will be used in pilot studies to assess dust impacts upon three key economic sectors (air quality, aviation and solar energy). Since the beginning of the project there will be a continuous feedback between the scientific teams and the main user communities. This collaboration will be fundamental for better defining the dust parameters to be investigated and to optimize the provision of dust services.....

My projects

Also available in: Atom

By default, the list includes a section with the guidelines and templates of the progress and review reports. The access to these documents is by clicking on the tag “GUIDELINES ERA4CS co-funded projects” and then on “Documents” tag.

1 GUIDELINES ERA4CS co-funded projects

Documents

User documentation

ERA4CS cofunded projects Reporting guidelines

09/18/2017 04:39 PM

Reporting, monitoring and evaluation procedures

Interim report template

09/18/2017 04:47 PM

Template for the:

- Mid-term report: To be submitted one month after the end of the mid-term period.
- Final report: To be submitted one month after the end of the project.

Review report template

09/18/2017 04:50 PM

There are two reviews:

- Mid-term review: one month after the deadline of the mid-term report submission (see section above)
- Final review: one month after the deadline of the final report submission (see section above).

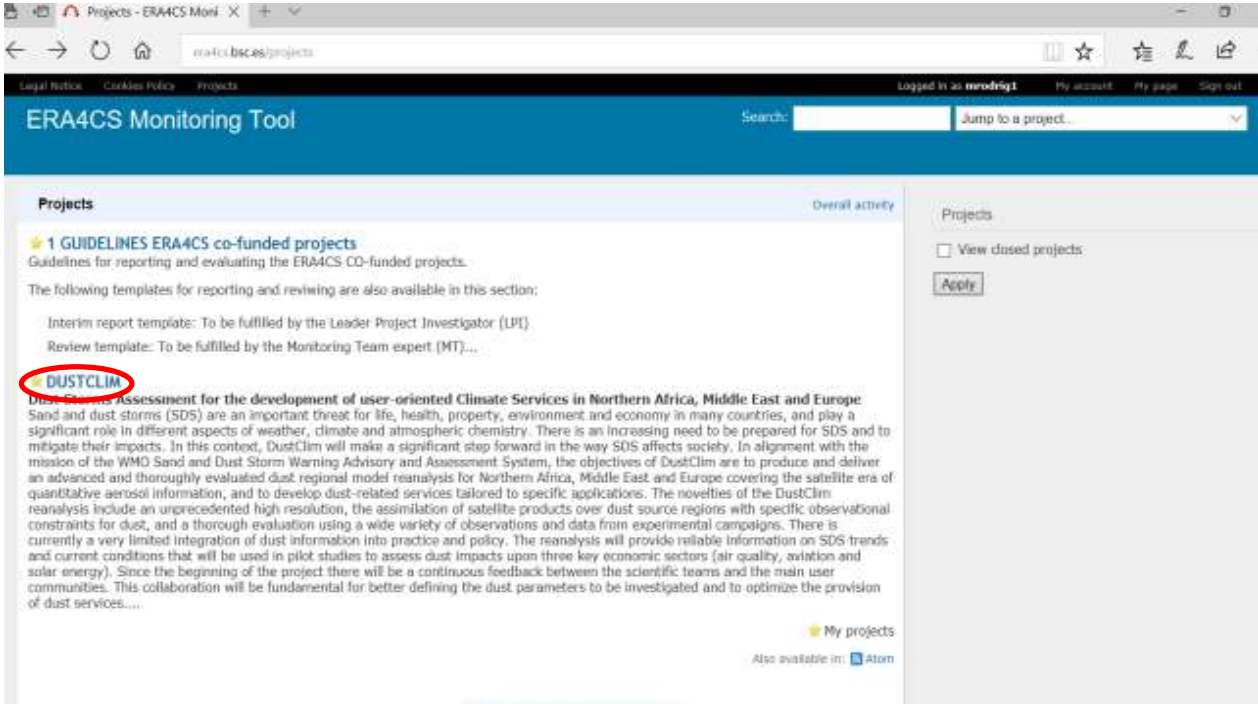
Non-disclosure agreement (NDA) for ERA4CS monitoring tool users

09/19/2017 11:36 AM

2. Work with a Project

This tool has been designed as a platform for exchanging information. The LPI and the MT expert can download and upload documents as explained in this section.

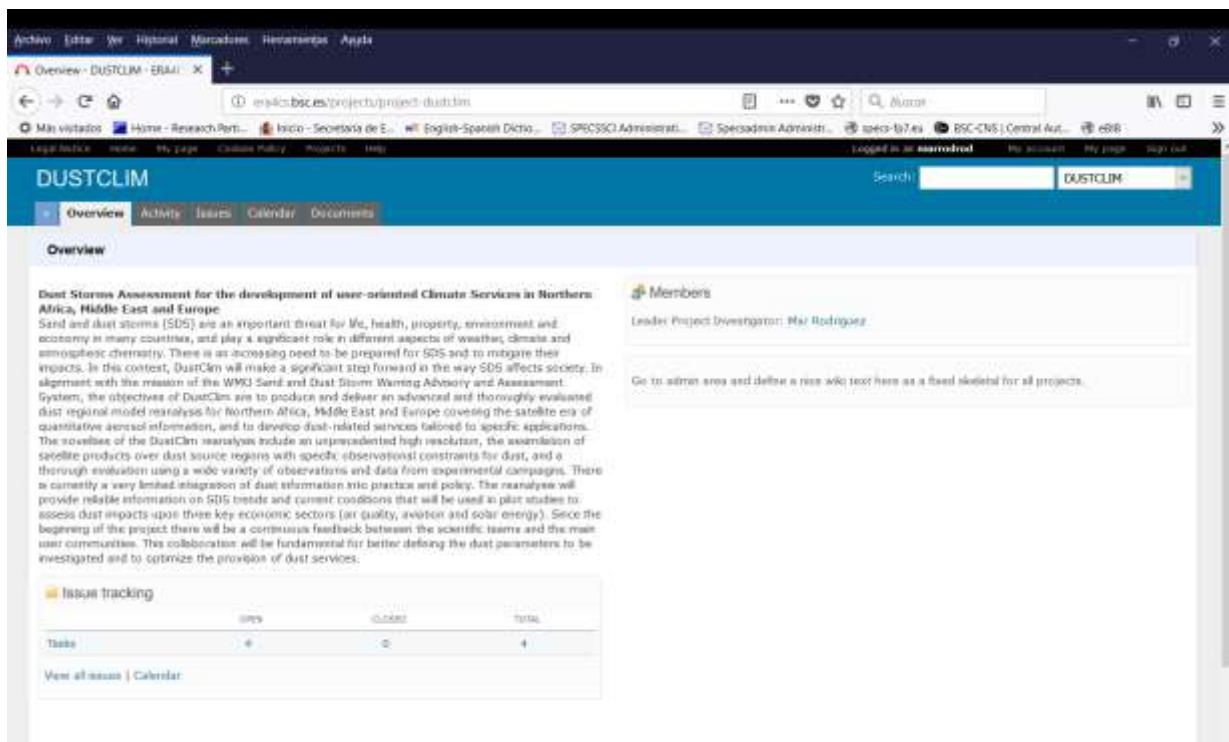
1) Accessing to the project is by clicking on the acronym.



The screenshot shows the ERA4CS Monitoring Tool interface. The main content area displays a list of projects under the heading "1 GUIDELINES ERA4CS co-funded projects". Below this, there are instructions for reporting and reviewing projects, including interim and review templates. The "DUSTCLIM" project is highlighted with a red circle. The project description includes the title "Dust Storms Assessment for the development of user-oriented Climate Services in Northern Africa, Middle East and Europe" and a detailed overview of the project's goals and objectives. The interface also includes a search bar, navigation links, and a sidebar with options like "View closed projects" and "Apply".

Each project has several tags to be consulted and managed by the LPI. The main ones are the following.

Overview: it show a summary of the project.



The screenshot shows the "Overview" page for the DUSTCLIM project. The page title is "DUSTCLIM" and the breadcrumb trail is "Overview - DUSTCLIM - ERA4CS". The main content area provides a detailed summary of the project, including the title "Dust Storms Assessment for the development of user-oriented Climate Services in Northern Africa, Middle East and Europe" and a comprehensive description of the project's objectives and goals. The page also features a "Members" section with the name "Leader Project Investigator: Mar Rodriguez" and a "Members" section with a link to the admin area. At the bottom, there is an "Issue tracking" section with a table showing the status of tasks.

Issue tracking	OPEN	CLOSED	TOTAL
Tasks	+	-	+

View all issues | Calendar



Issues:

Only the dates related to the duration of the projects and reports are settled.

Tracker	Status	Priority	Subject	Assignee	Updated
2	Topic	New	Normal	Starting date	10/13/2017 03:14 PM
3	Topic	New	Normal	Mid-term report	10/13/2017 03:03 PM
4	Topic	New	Normal	Closing date	10/13/2017 03:44 PM
5	Topic	New	Normal	Final report	10/13/2017 03:49 PM

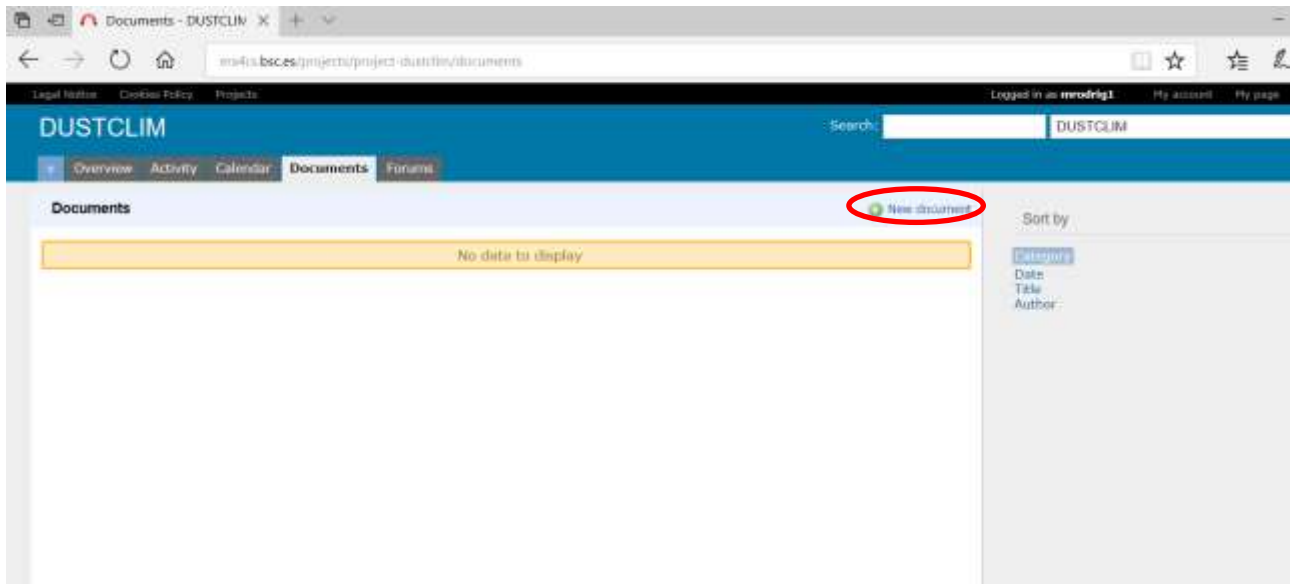
Calendar:

Month: September Year: 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Legend:
● Issue beginning the day
● Issue ending the day
● Issue beginning and ending the day

Documents: the LPI and MT expert respectively will upload the progress and review reports tag using this section. This action is by clicking on the tag “New document”. Deliverables and any other document that may help to the reporting can be also uploaded into this section.



Communication during the Reporting Process

Between the MT and the MS: The communication will be through email.

Between MS and the LPI: The communication will be through email.