



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 (<u>http://www.jpi-climate.eu/ERA4CS</u>).

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

## **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.



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## 2) Click on the tag "Register"

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



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4) The request will be sent to the administrator (BSC) who will validate only those emails addresses corresponding to the LPIs 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: <u>kim.serradell@bsc.es</u>
- Mar Rodríguez: <u>mar.rodriguez@bsc.es</u>

No direct communication between the MT and the LPIs.

### **4 USERS MANUAL**

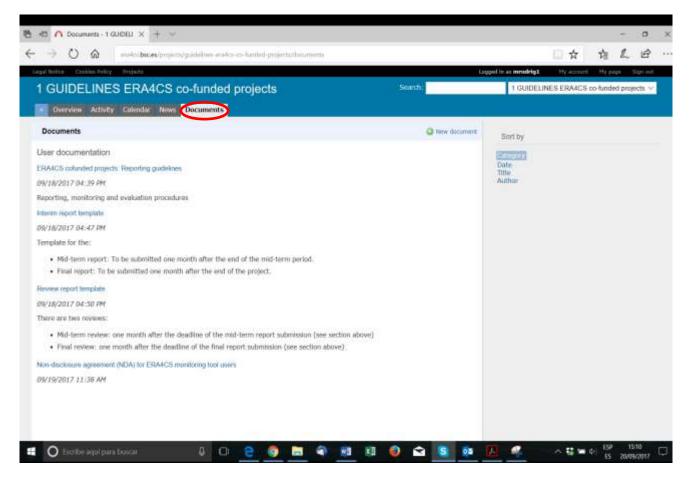
#### 1. Structure of the ERA4CS tool

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*".



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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.





#### 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.

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

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*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.

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#### **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.