



# Document Management in EASITrain



*The European Advanced Superconductivity Innovation and Training (EASITrain) project receives funding from the European Union's Horizon 2020 research and innovation programme under grant No 764879. The information herein only reflects the views of its authors and the European Commission is not responsible for any use that may be made of the information.*



# Topics

- H2020 applicable policy
- Scientific documents
- Data sets
- Project documents
- Reporting
- Material for public use
- Meetings
- Web services

# H2020 Applicable Policy

- **All documents and data produced** in the project must be made available as **Open Access publication**, free of charge (Art. 28, 29 AMGA)
- **Obligation to use the EU emblem and disclaimer** for **all communication activities** and scientific publications (papers, presentations, posters, videos, webpages, social media blogs, Facebook).



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# Scientific Documents

- **All scientific documents** must be **uploaded to** CERN's Document Server (**[cds.cern.ch](https://cds.cern.ch)**) FCC Collection
- Articles must be submitted to **Open Access journals only** or **permission to publish the material on CDS** must be **obtained before submission** to non-Open Access journal  
**Keyword “EASITrain”** must be selected (CDS form)
- Documents must also be **registered to H2020 Participant** portal by participant's administration officer
- Document sources (Word, LaTeX) go on the EASITrain Web site in the WP specific Document folder

# Beneficiaries Commitments



Open Access Free of Charge is  
an EC H2020 **obligation**



Coordinator needs names from all for  
managing publications in the project

# CERN e-groups

- EASITrain members must have CERN or CERN External Account:  
**<https://account.cern.ch/account/Externals/>**
- The following e-group membership provide access to EASITrain Web resources:
  - easitrain-wp1-members
  - easitrain-wp2-members
  - easitrain-wp3-members
  - easitrain-wp4-members
  - easitrain-wp5-members
  - easitrain-wp6-members
  - easitrain-wp7-members

# Access to CERN IT Resources

Sign in with your CERN account


*Reminder: you have agreed to comply with the [CERN computing rules](#)*


**Use credentials**

Username or Email address  Password

Remember Username or Email Address [Need password help?](#)


**Use one-click authentication**

 [Sign in using your current Windows/Kerberos credentials \[autologon\]](#)  
Use your current authentication token. You need Internet Explorer on CERN Windows or Firefox on SLC (Firefox help here).


 [Sign in using your Certificate \[autologon\]](#)  
Use a EuGridPMA trusted certificate. Don't forget to first map your Certificate to your CERN Account.

**Use strong two factor authentication** [\[show\]](#)

Sign in with a public service account

 [Facebook, Google, Live, etc.](#)  
Authenticate using an external account provider such as Facebook, Google, Live, Yahoo, Orange.

Sign in with your organization or institution account



CERN or CERN External Account

Other Non-edu Accounts

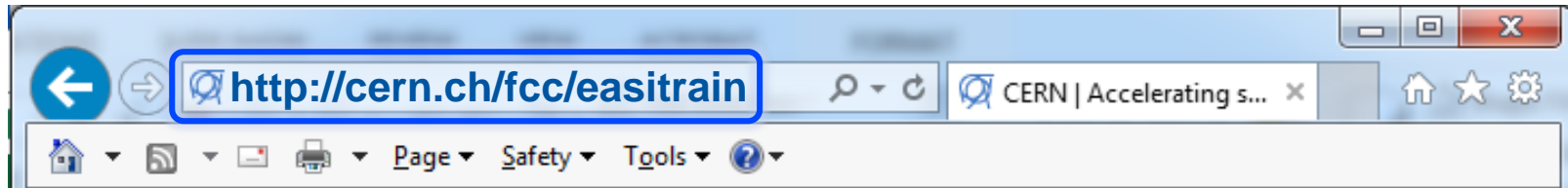
Institute Accounts

# Web System Access

The screenshot shows a web browser window with the address bar containing <http://cern.ch/fcc/easitrain>. The browser's navigation bar includes a search icon, a refresh icon, and a tab titled "CERN | Accelerating s...". Below the navigation bar is a menu with items: Team, Work Packages, Project, Results, Services, EC, FCC, and Recent. The "Team" menu is open, showing options: Consortium, Workforce Management, and Sign up. A blue arrow points from the "Sign up" link to a callout box. The callout box is blue with a white warning triangle containing a black exclamation mark. The text inside the callout box reads: "You may need a CERN Account or CERN External Account". Below the callout box, a blue arrow points from the text "CERN External Account Registration page." to a link in the registration form. The registration form is titled "Submit Membership Information" and contains several input fields: "First Name", "Full Name", "Participating Institute" (with "CERN" entered), and a checkbox for "Indication if person has registered e-mail with CERN external account". A tooltip above the "First Name" field says "Provide personal information to sign up to egroup, mailing list and web access."



# CDS Submit



## EASITrain

Team ▾ Work Packages ▾ Project ▾ **Results** ▾ Services ▾ EC ▾ FCC Recent ▾ Recent ▾

Publications

Documents

### Commitment to Open Access Publications

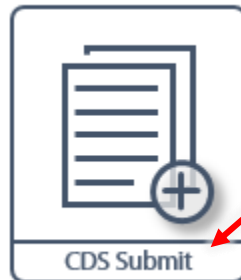
In agreement with articles 28 and 29 of the H2020 Annotated Grant Agreement, all documents and data, which are produced in the scope of the EASITRAIN H2020 project are made available as Open Access publication, free of charge on CERN's Document Server (CDS). They include journal publications, conference contributions, scientific and technical reports, notes, master thesis and doctoral dissertations, public presentations, brochures and flyers, press material, multimedia material, data sets, sets of designs concepts and conceptual drawings.

Any results (articles, documents, drawings and data sets), which are intended to be published in journals, must be submitted to Open Access journals only or permission to publish the material on CDS must be obtained before submission to a non Open Access journal.

For more information concerning CERN's Open Access policy, please **familiarize yourself with the Open Access publishing rules and opportunities made available on the [CERN library site](#) before publishing.**



CDS Search



CDS Submit

**Please send all your Scientific and NON-SCIENTIFIC publications to Emilie David regularly:**

- Title, author, web link, date, etc.

# Automated Cover Page Creation



Remember to select  
**EASITRAIN** keyword

Accelerators  ①

Physics

Technologies

Engineering

Health, Safety, Environment

Project Management

Submit a Document

Submit a Revised Version

Modify Information

Request Approval as a Note

Approve a document as a Note

\*Date of Document: (dd/mm/yyyy) 19/03/2018 Format: dd/mm/yyyy

②

hadron collider  
lepton collider  
ep collider  
hadron injectors  
lepton injectors  
EuroCirCol  
EASITRAIN

\*Fixed keywords:

③

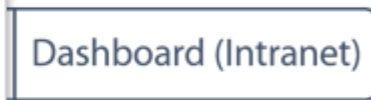
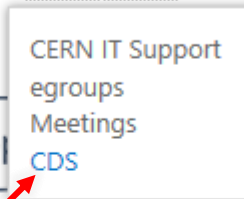


# CDS Retrieve



## EASITrain

Team ▾ Work Packages ▾ Project ▾ Results ▾ Services ▾ EC ▾ FCC Recent ▾



EASITrain – European Advanced Superconductivity Innovation and Training. This Marie Skłodowska-Curie Training Networks (ITN) receives funding from the European Union's H2020 Framework Programme under grant agreement No. 764879. Copyright 2017.

### News from the Coordinator and the EC

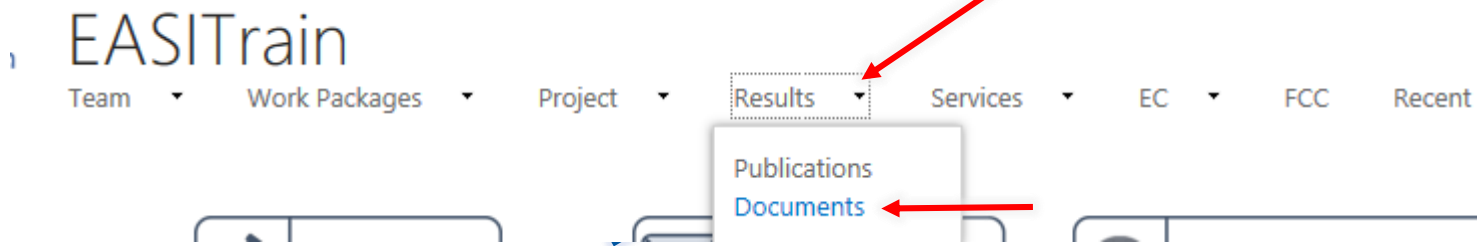
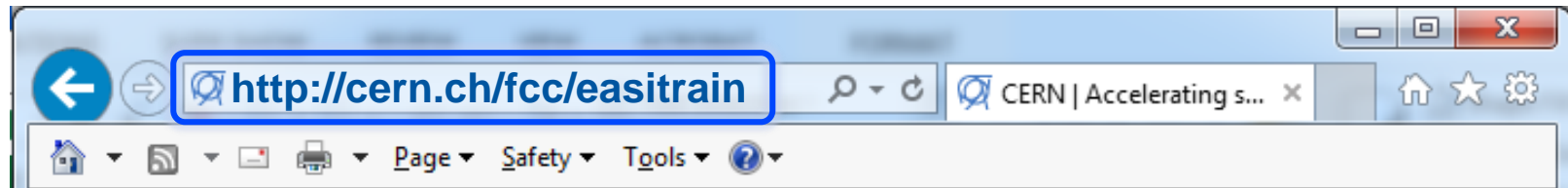
2017-12-11: [Guidelines from the EC MSCA Coordinators Day 2017](#)

2018-01-09: [Requirements for publications](#)

# Data Sets

- In agreement with H2020 AMGA Art. 29  
*“must aim to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications”*.
- Focus on superconducting materials characterizations
  - Wires, thin-films, tapes, powders, bulk
- Published via **[www.zenodo.org](http://www.zenodo.org)**
  - Data Management Plan (D1.3)
- Consortium internal:
  - **Provide data at EOS/CERNBOX**
- **Your contact**
  - **[easitrain-ods@cern.ch](mailto:easitrain-ods@cern.ch)**

# Other Data Sets



## Documents

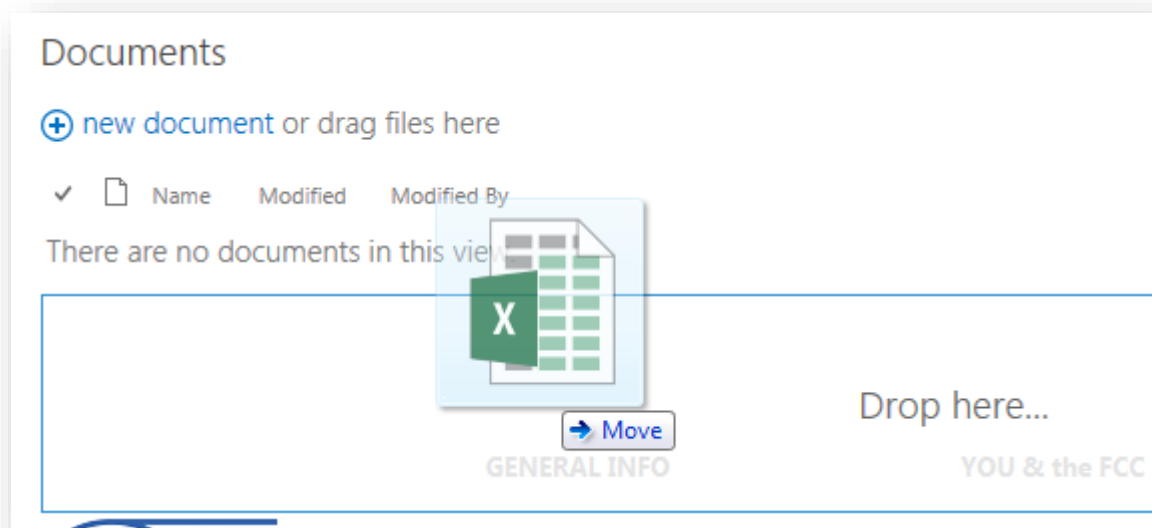
✓	📁	Name	Class	Category	Format	Status
	📁	EC	...			
	📁	WP1	...			
	📁	WP2	...			
	📁	WP3	...			
	📁	WP4	...			
	📁	WP5	...			

+ new document or drag files here

✓	📁	Name	Class	Category	Format	Status
	📁	Scientific Papers	...			
	📁	Milestone and Deliverables	...			
	📁	Data Sets	...			

# 1 Upload Files

- Select WP folder
- Drag and drop any file into the folder



# 2 Edit Properties

## Documents

Upload completed (1 added)

✓	📄	Name
✓	📄	lumi-plot ✎

- Document type
- Category
- Title
- Description
- Release status
- Version
- Author
- etc...

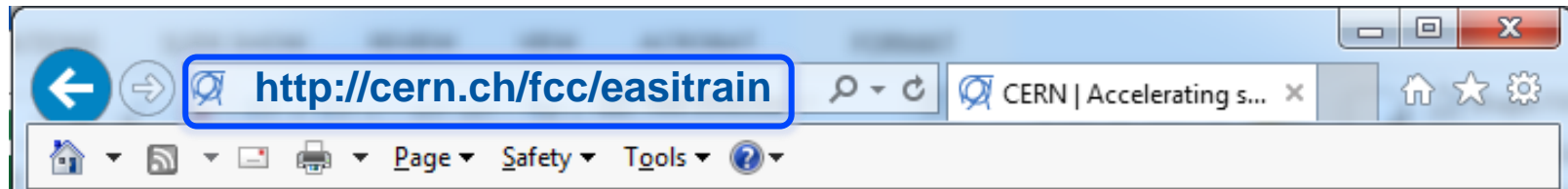
The screenshot shows a document viewer window titled "lumi-plot.xlsx". The main content is a line graph with a logarithmic y-axis labeled "total luminosity [10<sup>34</sup> cm<sup>-2</sup>·s<sup>-1</sup>]" ranging from 1 to 1000, and an x-axis labeled "c.m. energy [GeV]" ranging from 0 to 200. The graph displays four data series: a green line with triangles, a purple line with diamonds, a blue line with circles, and a red line with squares. A context menu is open over the graph, listing options: "View Properties", "Edit Properties" (highlighted), "View in Browser" (with a sub-menu "Edit Properties"), "Edit in Browser", "Check Out", "Version History", "Compliance Details", "Workflows", "Download a Copy", and "Shared With". Below the graph, the text "Changed by you on 21/05/2015" and "Shared with lots of people" is visible, along with a URL: "https://fcc.web.cern.ch/eurocir...". At the bottom, there are buttons for "EDIT", "SHARE", and "FOLLOW".

# Project Documents

- Organisation and management documents
- Internal **activity** and **resource** utilization **reports**
- EC requested **Periodic Report documents**
- **Milestone** and **Deliverable** report documents
  
- **Same procedure as for “*other*” data sets**
- Final versions will be archived in CERN’s Electronic Data Management System (EDMS) by the coordinator’s administrative officer



# Project Documents: Templates



## EASITrain

Team ▾ Work Packages ▾ Project ▾ Results ▾ Services ▾ EC ▾ FCC Recent

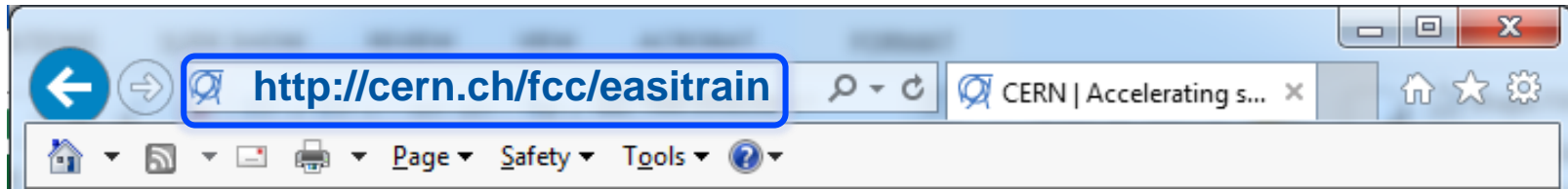
Publications  
Documents

### Documents

+ new document or drag files here

✓	📁	Name	Class	Category	Format	Status
	📁	EC	...			
	📁	WP1	...			
	📁	WP2	...			
	📁	WP3	...			
	📁	WP4	...			
	📁	WP5	...			
	📁	Templates	...			
	📄	WPStatusReportTemplate_EASITrain-1707031145-ABC_Px_ECC_WPy				
	📄	FCC-1707071530-EASITrain_DocumentTemplate				
	📄	FCC-1707071630-EASITrain_MeetingMinutesTemplate				
	📄	FormTemplate-EASITrain-1707241630-JGU				
	📄	ESRx_PCDP_EASITRAIN-MGT-FOR-1707261000				
	📄	BankAccountForm_EASITRAIN-1709271700-JGU				
	📄	EASITrain Accession form				

# Project Documents: PCDPs



## EASITrain

Team ▾ Work Packages ▾ Project ▾ Results ▾ Services ▾ EC ▾ FCC



- Library
- Dashboard
- Organisation
- Reporting
- Outreach
- Project Office

Need Support?



## Office Document Library

<input type="checkbox"/> Type	Name
	HR
	Finance
	ESR

### CONFIDENTIAL INFORMATION:

- Personal Career Development Plans
- ESRs Contracts

# Project Documents: Risk Sheets

The screenshot shows the EASITrain web application interface. At the top, a browser window displays the URL <http://cern.ch/fcc/easitrain>. The main navigation bar includes 'Team', 'Work Packages', 'Project', 'Results', 'Services', 'EC', 'FCC', and 'Recent'. The 'Results' dropdown menu is open, showing 'Publications' and 'Documents'. Below the navigation, there are two 'Documents' sections. The left section shows a list of folders: 'Public', 'WP6', 'WP7', and 'WP8'. The 'WP8' folder is circled in red. A red arrow points from the 'WP8' folder to the right 'Documents' section. The right 'Documents' section shows a list of documents and folders: 'Forms completed' (circled in red), 'templates', 'Milestones and Deliverables', and 'HazardRiskGuidelines\_EASITrain-1707261530-JGU'. Another red arrow points from the 'Results' dropdown menu to the 'Documents' section.

Work health and safety documentation and training is an obligation in this project.

# Contents for Reports

- Contents for resource statements and activity reports to be provided via MS Word templates via the EASITrain collaborative Web site
- Report documents will be prepared only after content has been provided



We will get in touch with you well ahead in time. However, you **MUST** deliver contents in a timely fashion.

# PM Documents on EASITrain Site



## EASITrain

Team ▾ Work Packages ▾ Project ▾ Results ▾ Services

Publications

Documents

### Documents

✓	📁	Name	Class
	📁	EC	
	📁	WP1	
	📁	WP2	
	📁	WP3	...
	📁	WP4	...
	📁	WP5	...

### Documents

⊕ new document or drag files here

✓	📁	Name	Class	Category	Format	Status
	📁	Scientific Papers				...
	📁	Milestone and Deliverables				...
	📁	Reports				...
	📁	Project Management				...
	📁	Minutes				...
	📁	Data Sets				...

# Material for Public Use



Outreach and public communication material needs to be coherent with the project scope and goals, must be consistent among all participants and must be communicated in a time-coordinated fashion.

- EASITrain **communication WG** under guidance of CERN (FCC umbrella) **requires a contact person (name, email, phone) from each participant as contact.**
- EASITrain communication strategy under preparation will be communicated to all participants
- All material must be **uploaded to CDS after approval** and will be made available on EASITrain Web site (Documents -> Public)

# Contacts



- Panagiotis Charitos

- [Panagiotis.Charitos@cern.ch](mailto:Panagiotis.Charitos@cern.ch)
- FCC, EuroCirCol and EASITrain communication coordination
- [acceleratingnews.eu](http://acceleratingnews.eu)

# Project Meetings

- WP Meetings are organised via **CERN's Indico** <http://cern.ch/easitrain-meetings>, "EASITrain"
- Store minutes in EASITrain site  
(Documents ► WP folder ► Minutes)
- Governance body minutes are managed in EDMS



Meeting dates must be recorded for the activity reports. You will be asked for this information  
► ► PLEASE KEEP TRACK!

Date	Type	WP	Venue	Attendance	Indico
YYYY/MM/DD	Management SciTec, Annual WorkConf, Event	Number	Place	Number	Link



# Documents and Publications



## Study internal CERN EDMS

- Notes, drawings, slides, minutes
- Source files of scientific papers
- <http://cern.ch/fcc-edms>



## Public documents CERN CDS

- PDF of scientific papers, public slides, official reports, videos
- <http://cern.ch/cds> > R&D and Studies > Future Circular Collider Documents

# Collaborative Work Platform



## Meetings

- Structure in CERN Indico
- <http://cern.ch/easitrain-meetings> ► **EASITrain**



## Collaboration Tools

- Institutes and work breakdown overview
- Growing platform for information exchange
- <http://cern.ch/fcc/easitrain> ► **Sign in**

# Your Input Makes the Difference!



Get in touch with **Emilie.David@cern.ch** for additional functions on the Web platform!



Please provide regular WP updates for the Website contents!



Please get/keep in touch with your Communication officers and Knowledge & Innovation officers to provide regular updates on contents to be reported!