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Contributing partners	Charlotte Fonseca Holmene (AAU)
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Statement of Originality

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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Contributors

Part. No.	Part. short name	Name of the Contributor	E-mail
1	AAU	Charlotte Fonseca Holmene	Cfh@adm.aau.dk
1	AAU	Mette Hedegaard Thomsen	mht@et.aau.dk
4	BHV	Axel Gottschalk	agottschalk@hs-bremerhaven.de

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Executive Summary

A communication platform for the AQUACOMBINE project has been created together with a collaborative platform created using SharePoint. The purpose of our collaborative platform is primarily to have a common space for all project communication. The SharePoint platform will be used by the partners as storage for project deliverables, key document, draft presentations and work package documents. The Platform also gives the possibility for adding project events, so the partners can see the upcoming activities.

1 Introduction

The purpose of our collaborative SharePoint platform is to better organize the project documents and define a clear structure for document storage. Furthermore, the platform will be used to structure the meetings, events and dissemination activities. This document describes the thoughts behind the structure of the platform.

2 Software and structure

2.1 Software - SharePoint

The consortium has decided to use SharePoint as software for their collaborative platform as SharePoint fulfils all the necessary requirement of the consortium and is easy accessible for the user and have a user-friendly interface. In addition, it meets the requirements of the data regulation of May 25, 2018¹.

The collaborative platform is a secure and private area and is only available for the project participants and, upon request, the European Commission/project officer as well as other relevant shareholders. AAU will maintain and update the platform and is responsible for inviting users and granting access. It requires a user account for Microsoft Office 365 and is protected by a password.

SharePoint is offered free of charge to the project, which has been an additional incentive for choosing this software.

The public website, which will be described in D12.1 - Project website, will have a direct link to the SharePoint collaborative platform.

2.2 Structure

The structure of the platform is flexible and can be adapted to any future needs of the consortium. As a starting point the structure will be the following:

- Front page
 - Group picture from kick-off meeting
 - Yammer Message Board (for ad hoc and general messages to all)
 - Quick links (to Funding & Tenders portal)
 - News
 - Events
 - Recent documents
- Workspaces (one folder for each work package 1-12 containing working documents and draft of deliverables)
- Deliverables (containing all final versions of our deliverables submitted to the EC)
- Dissemination (with all dissemination materials, posters, flyers, publications etc.)
- Meetings (incl. agenda, minutes, presentations and additional material)
 - Kick-off meeting
 - SC meetings

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>

- TMC meetings
- DEB meetings
- Advisory Board meetings
- Review meetings

- Official Documents
 - Legal Documents (e.g. Grant Agreement, Consortium Agreement, DoA)
 - Guidelines (primarily from EC)

- Advisory board (restricted area for Advisory Board members with no access to other parts of the platform)

- Library (all relevant documents, materials used in the project)

- Templates (agenda, minutes, deliverables, ppt. presentations, etc.)