

MODELLING INDIVIDUAL DECISIONS TO SUPPORT THE EUROPEAN POLICIES RELATED TO AGRICULTURE

# **Deliverable D8.2 MIND STEP Platform:** Concept and user guide for consortium members Accessible at https://mind-step.eu/platform

v01	
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# **1. INTRODUCTION**

#### 1.1. Purpose

This document provides the **concept** of the MIND STEP Platform and **guidance** for using it. The purpose of the MIND STEP Platform is

- to support communications, knowledge exchange and networking within and amongst members of the Core Stakeholder Group and the research teams during the project,
- to serve as an additional on-line facility not to substitute but to complement over space and time the ongoing face-to-face discussions at stakeholder workshops.

The MIND STEP Platform is implemented integrated into the project website https://mind-step.eu/platform (1. Figure).



1. Figure MIND STEP Platform homepage

#### 1.2. Structure

The MIND STEP Platform is a discussion forum board organized into various Discussion Forums (2. Figure: MIND STEP discussion forums.

A **Discussion Forum** can cover a major topic related to the project within which any particular practical issues can be further discussed beyond the face-to-face discussions. Each discussion forum has an associated **discussion Forum Manager**, a member of the project consortium who is in charge of driving and moderating the discussions of the respective forum.





The number and topic of the discussion forums, along with the nominated forum moderator are decided upon and approved by the WP Leaders' Board at their quarterly online meetings based on any emerging needs from the project consortium over the project duration.

On commission from the WP Leaders' Board a discussion forum is technically set up by GEO and the discussion manager is associated.

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	DELLING INDIVIDUAL DECISIO E EUROPEAN POLICIES RELATEI			
3	HOME ABOUT - NEWS & EVENTS	MIND STEP TOOLBOX RESOL	irces useful links get involved	Partner Login 🚓 😝
DISCUSSION F	ORUM BOARD			
Discussion forums				
Forum				Moderator
Forum 1: title comes he	ere / forum moderator needs to	be assigned too		Katalin Balázs
Forum 2: title comes he	ere / forum moderator needs to	be assigned too		
Forum 3: title comes he	ere / forum moderator needs to	be assigned too		
Lownload manual			Fo	r technical support please contact us: support@mind-step.eu
COORDINATED I	BY	CONTACT	FOLLOW US	NEWSLETTER
Stichting Wageningen Re		t Coordinator (PC)		First Name
WAGENII	NGEN	lans van Meijl @		Last Name
				Email Address

2. Figure: MIND STEP discussion forums

Forum Moderators are in charge of the professional contents and the continuous moderation of the forums.

The responsible Forum Moderators of each discussion forum need to add a **description to each forum**: what the forum discussions are to be about.

Each forum can be built up of various **questions**, **issues** that are under discussion or to be discussed. Each question, issue forms a **discussion topic** under which one particular issue is being discussed.

As the discussion develops under a topic new questions might arise. In such cases, it is the Forum Moderator who can open a new discussion topic as needed.

#### **1.3. Operating the MIND STEP PLATFORM**

The MIND STEP PLATFORM forum board is set up and technically maintained by the WP8 leader GEO under supervision of the project WP Leaders' Board. New forums along with the forum description and their associated forum managers are added by GEO to the MIND STEP PLATFORM on commission from the project WP Leaders' Board.





GEO can close down a forum of the MIND STEP PLATFORM solely on commission from the project WP Leaders' Board.

#### **1.4. Accessing the MIND STEP PLATFORM**

Accessing the MIND STEP PLATFORM during the lifetime of the project is possible based on invitation only with specific login credentials for external stakeholders.

Stakeholders and experts who contribute to the MIND STEP PLATFORM are selected by the project consortium and supplied with login credentials in an invitation email sent out by GEO upon approval from the project WP Leaders' Board.

Consortium partners receive login credentials in an invitation email automatically.

# **2. GUIDE FOR USING THE MIND STEP PLATFORM**

#### 2.1. Logging in

The login window of the MIND STEP PLATFORM can be reached from the project website by entering the registered email address and password received in the invitation email to the MIND STEP PLATFORM.

After signing in the Forum Board start page appears (3. Figure) with the list of available forums.



#### MIND-STEP PLATFORM

MIND STEP seeks to promote group learning processes and co-creation of knowledge with the Core Stakeholder Group both through physical interactions such as workshops and focus group as well as through virtual networking in the **MIND STEP Platform**.

The MIND STEP Platform provides a space for networking and knowledge exchange amongst the members of the Core Stakeholder Group on topics in relation to the project. It also serves as a tool for informing the members of the Core Stakeholder Group about the project processes and developments and actual questions and challenges, providing a forum for replies, opinions and recommendations.



3. Figure: MIND STEP PLATFORM - signing in





#### 2.2. Contributing to a discussion topic

Entering a Forum the User can read the forum description along with the list of discussion topics under the chosen forum.

By entering into a discussion topic in a forum the User can read the description of the topic (upper left corner), the keywords of the topic (lower left corner), previous contributions (upper right corner) and can enter a contribution and submit it (4. Figure):

HOME ABOUT - NEWS &	events mind step toolbox. Resources usefullinks get involved. Partner login 🙀 🕪
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4. Figure: MIND STEP PLATFORM User's view: contributing to a discussion topic





Contributions can be simply edited by the user. The editing programme applies so-called markdown format when editing, this results in appearance of stars (\*) automatically in the text when the text is set to be bold or in italics (5. Figure):

					arts of the text to be	**bold** or *	in italics*	e.
lsers do not ne	ed to remove the	ese stars that app	bear automatical	ly.				
						lines: 1 wor	ds: 38	0:20

5. Figure: MIND STEP PLATFORM User's view: editing the text of the contribution

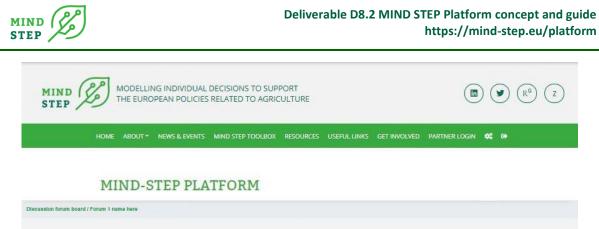
Please note that contributions can neither be re-edited or deleted by the contributor. The forum manager has the right to delete contributions.

#### 2.3. Forum manager functions

#### 2.3.1. Adding a new discussion topic

The forum manager can add a new discussion topic to the list (6. Figure):





	FORUM 1 NAME HERE		
FORUM DETAILS	DISCUSSIONS		
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			$\sim$

-

6. Figure: MIND STEP PLATFORM Forum Manager's view: adding a new thread

In the pop-up window (7. Figure) the details of the topic can be entered:

- the title of the topic (thread topic),
- the description of the topic,
- topic specific Keywords into the lowermost box,
- attachments to the topic on the second tab.

Keywords can help the forum board users to navigate across discussions of different forums.

	Attachments		
Details	AdaCitizents		
Thread	d topic		
B I	66 ≡ ≡ ∞ ∞ ∞		
Thread	description		
		Date 1 works 1	0.6
		lines 1 words 0	0.0

7. Figure: MIND STEP PLATFORM Forum Manager's view: filling in details for a new topic





#### 2.3.2. Closing down a discussion topic

The forum manager can close down a discussion topic (8. Figure) with approval from the WP Leaders' Board whenever the consortium decides to discontinue the discussion of a topic:

MIND MODELLING INDIVIDU	Are you sure you want to close this topic?	X	
HOME ABOUT - N		INER LOGIN	
Discussion forum board / Forum 1: title comes	here / forum moderator needs to be assigned to	spendisse quis bibendum nisi	
SUSPENDISSE QUIS BIBE	ENDUM NISI		
Topic details	ere is the first post submitted.		
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	B I 66 ⊞ ⊟ Ø ⊛ Ø		
D lese Close Edit	Submit your post		
KEYWORDS 🖸			

8. Figure: MIND STEP PLATFORM Forum Manager's view: closing down a topic

#### 2.3.3. Removing a discussion topic

The forum manager can remove/delete a topic (9. Figure):

STEP 2 THE EUROPEAN POLIC	Are you sure you want to permanently remove this topic? X (B) (R <sup>a</sup> ) (Z)
HOME ABOUT - N	THER LOGIN <b>4</b>
Discussion forum board / Forum 1: title comes	nere / forum moderator needs to be assis
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Delete Ck	Submit your post
KEYWORDS []	

9. Figure: MIND STEP PLATFORM Removing a topic





#### 2.3.4. Removing a contribution

The Forum Manager can remove a contribution by hovering over the selected contribution and hitting the delete button: white X in red square (10. Figure):



#### SUSPENDISSE QUIS BIBENDUM NISI

lopic details	Here is the first post submitted.	×
festibulum erat nunc, imperdiet id ionsectetur a, ullamcorper vitae velit. fivamus quis porttitor lacus. Praesent honcus, nibh vestibulum porta estibulum sit, lectus <b>risus laculis tellus</b> .	Katalin Balazs administrator	2022-02-10
Delete Close Edit	$\mathbb{B}  I  66 \; \coloneqq \; \blacksquare  \mathscr{O}  \mathbf{\Theta}$	
KEYWORDS 3	Submit your post	

10. Figure: MIND STEP PLATFORM Removing a contribution

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# **5. REFERENCES**

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