MIND STEP

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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DATE OF APPROVAL:	dd.mm.yyyy

CALL H2020-RUR-2018-2	Rural Renaissance
WORK PROGRAMME Topic RUR-04-2018	Analytical tools and models to support policies related to agriculture and food A. [2018] Developing new models supporting policies related to agriculture - RIA Research and Innovation action
PROJECT WEB SITE:	https://mind-step.eu

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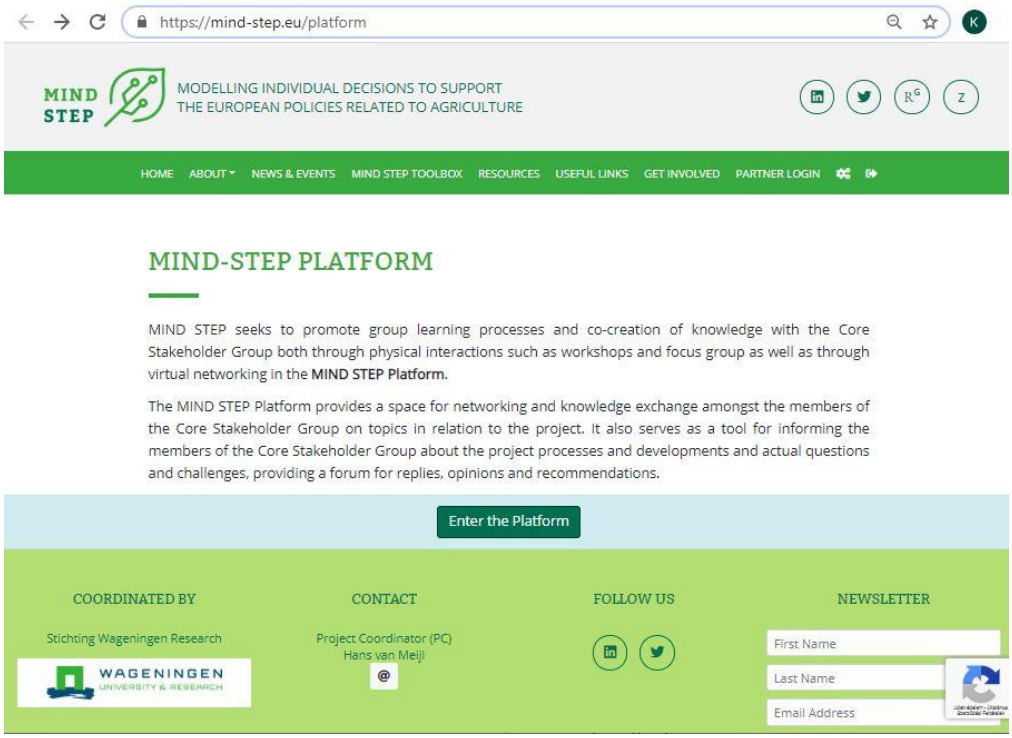
1. INTRODUCTION

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.

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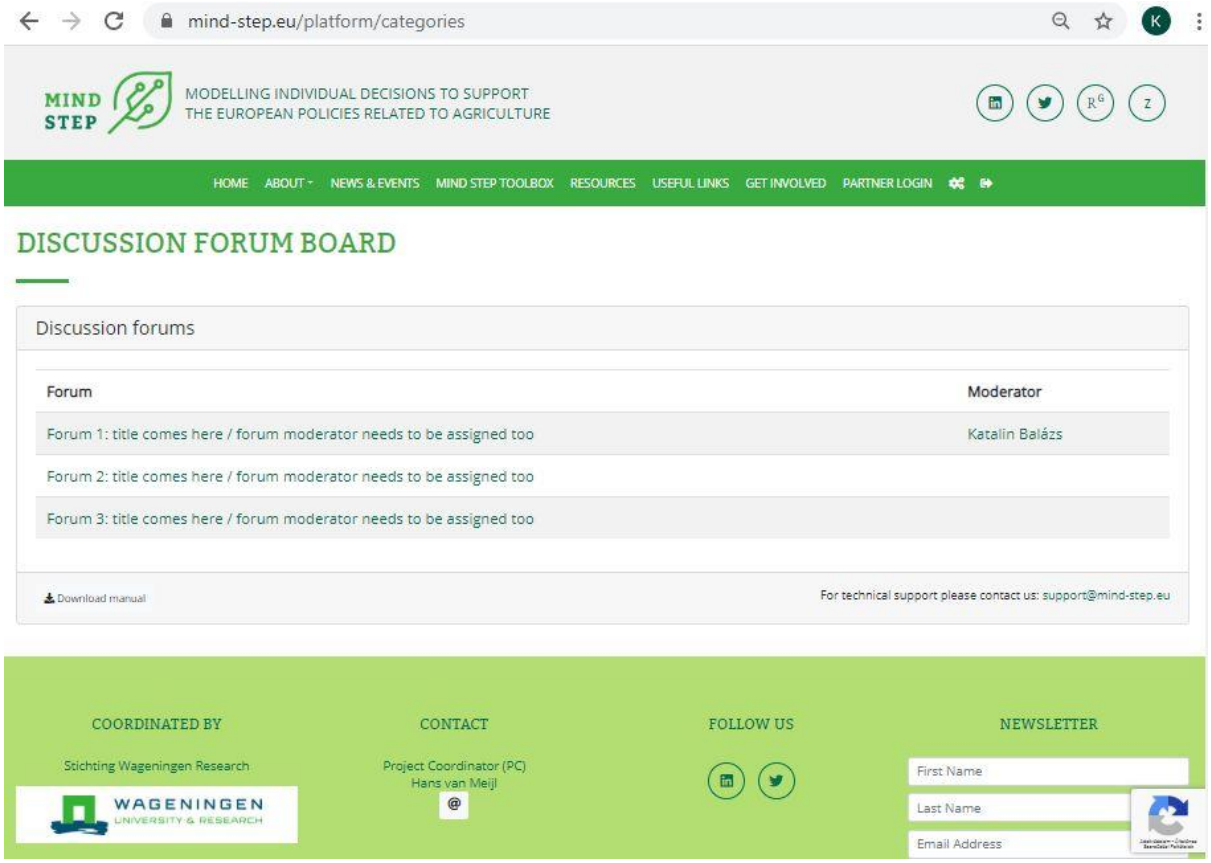
The number and topic of the discussion forums, along with the nominated forum moderator are decided upon and approved by the WP Leaders' Board at their quarterly online meetings based on any emerging needs from the project consortium over the project duration.

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



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.

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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.

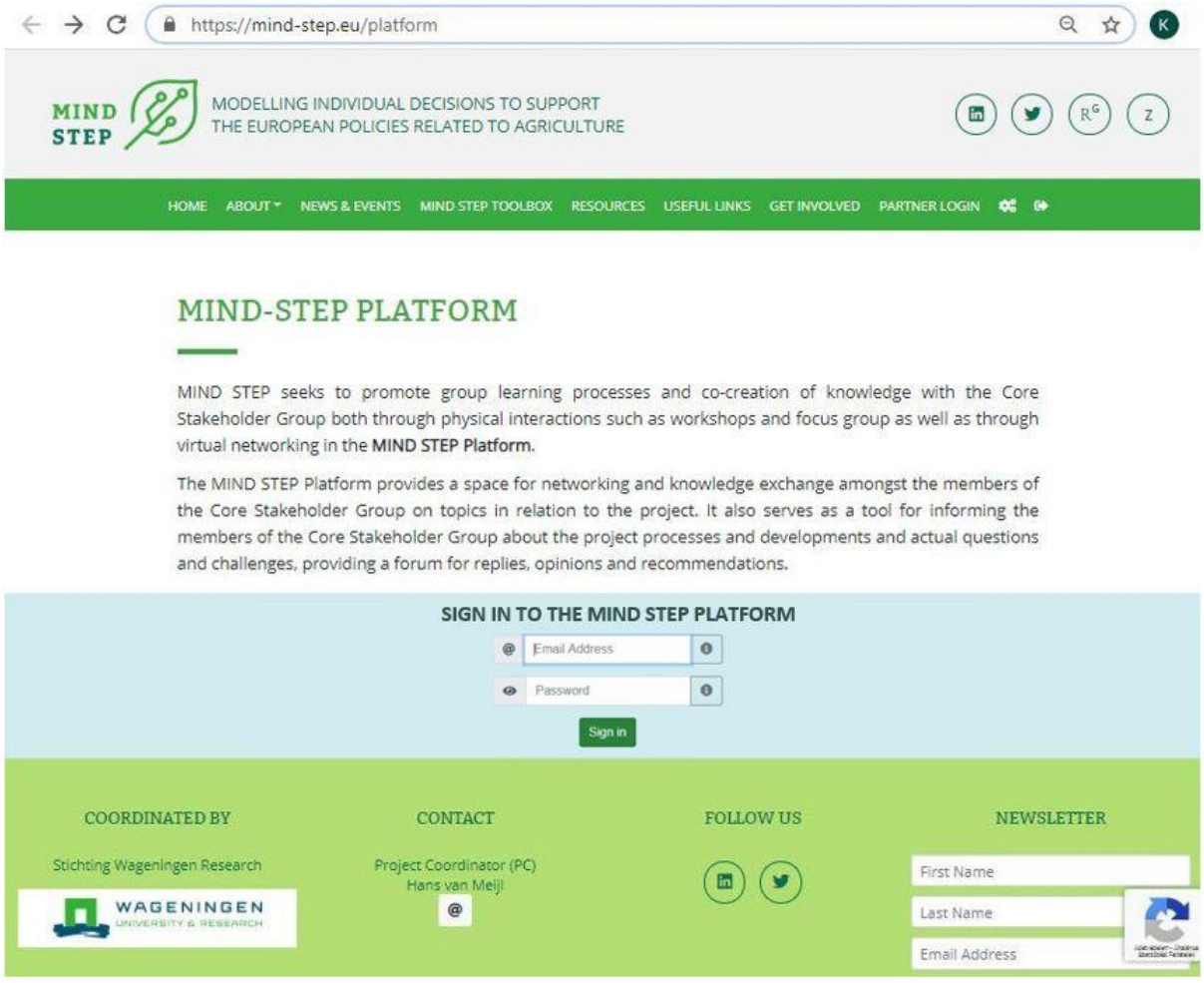
Consortium partners receive login credentials in an invitation email automatically.

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.



3. Figure: MIND STEP PLATFORM - signing in

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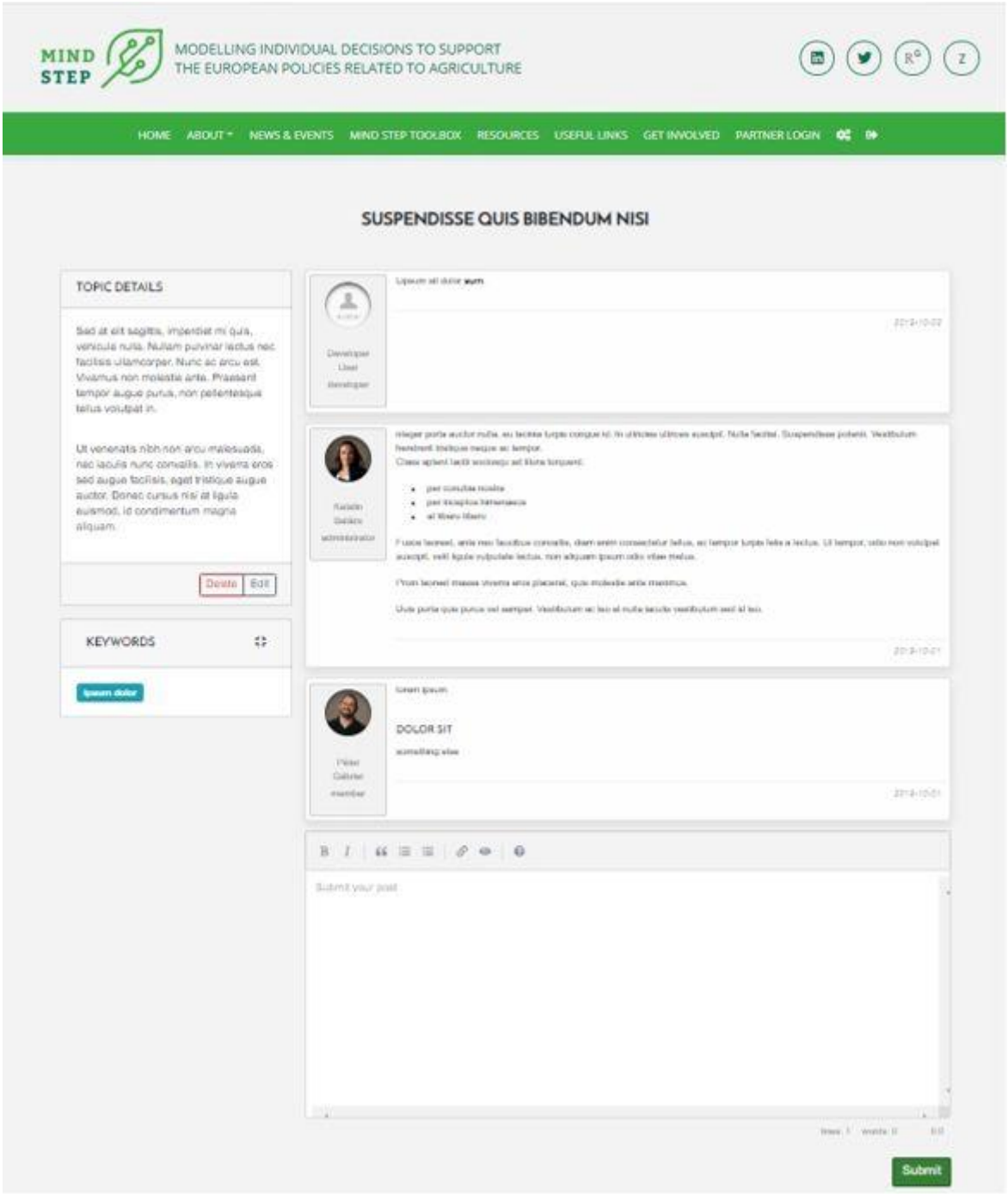
2.2. Contributing to a discussion topic

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):



4. Figure: MIND STEP PLATFORM User's view: contributing to a discussion topic

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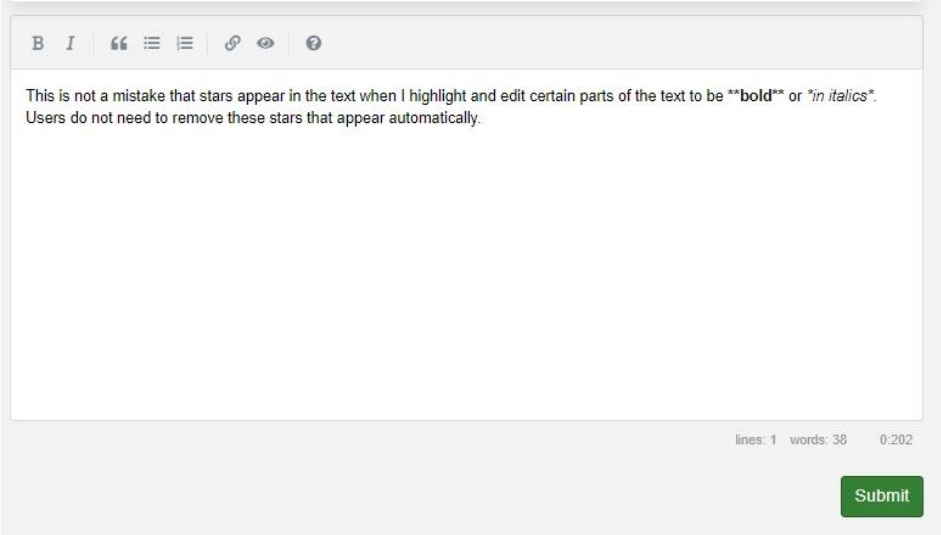
Contributions can be simply edited by the user. The editing programme applies so-called markdown format when editing, this results in appearance of stars (*) automatically in the text when the text is set to be bold or in italics (5. Figure):



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):

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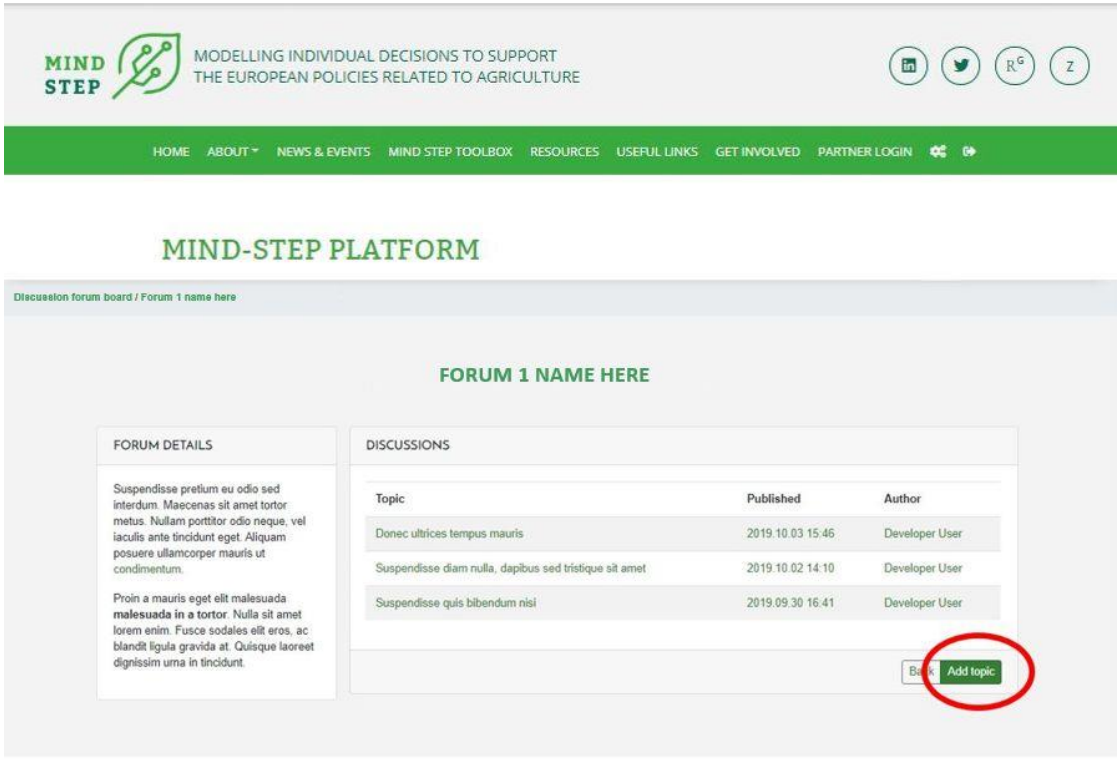
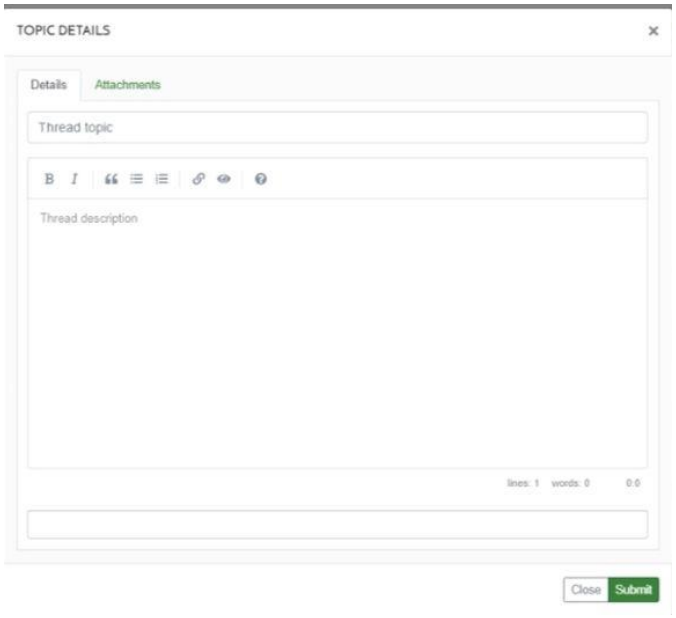


6. Figure: MIND STEP PLATFORM Forum Manager's view: adding a new thread

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.



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

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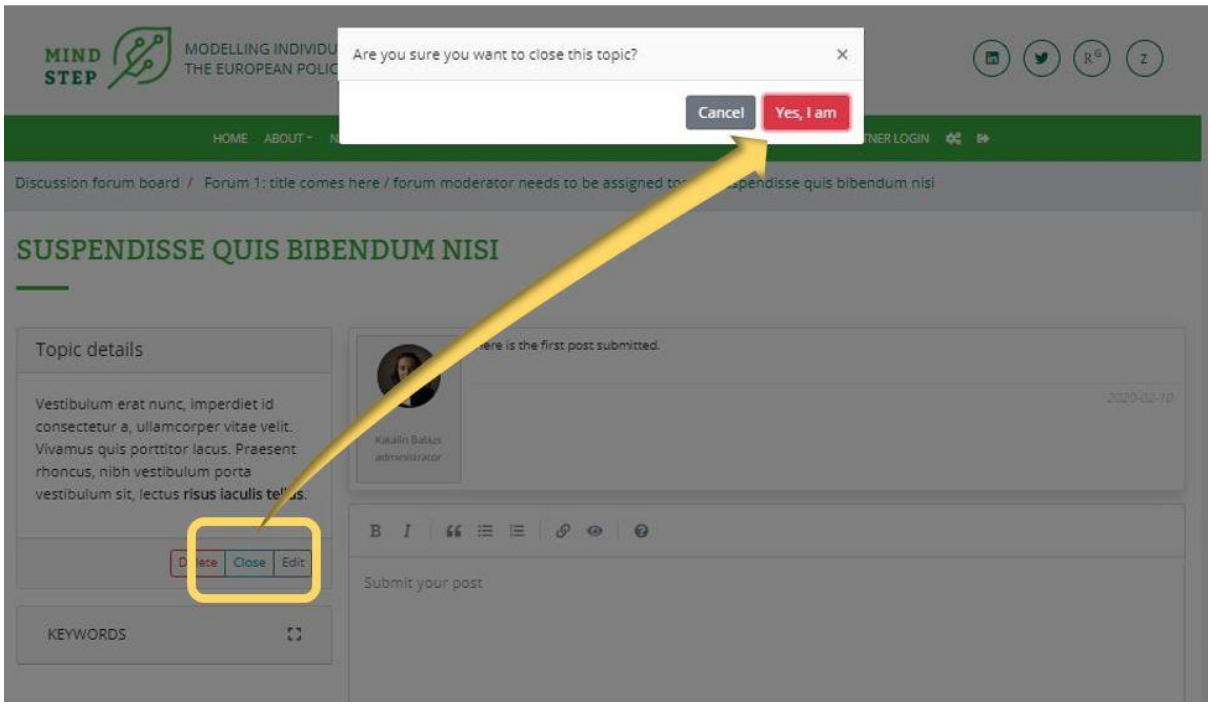
2.3.2. Closing down a discussion topic

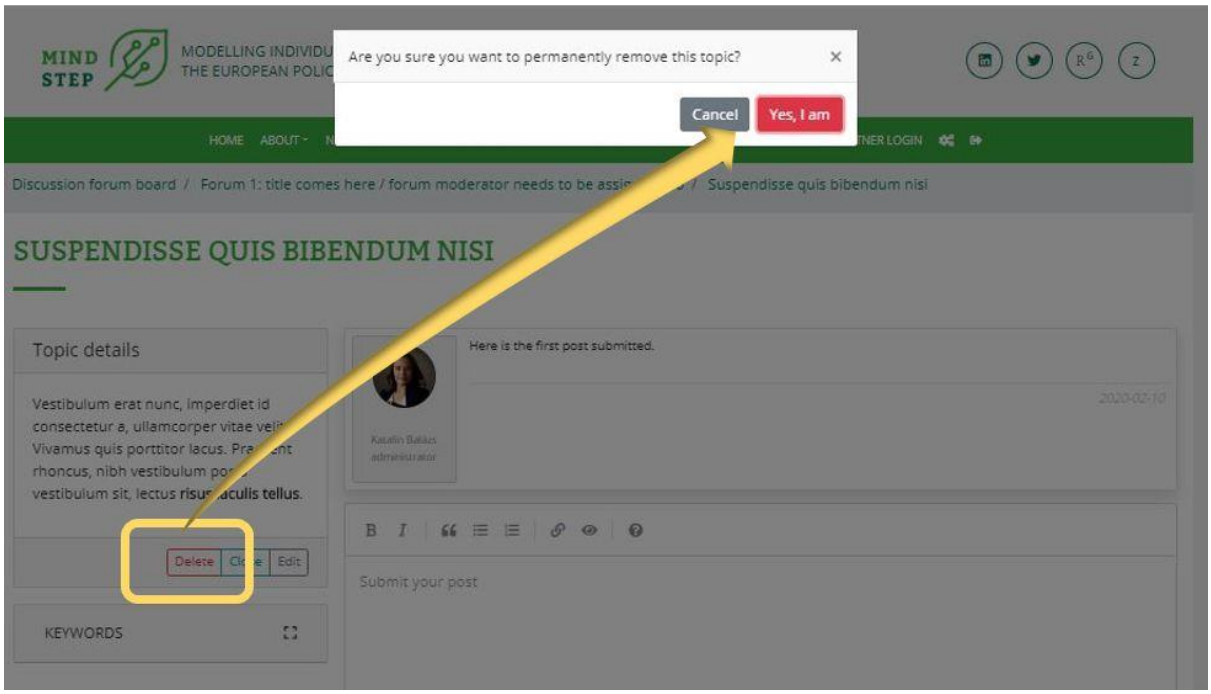
The forum manager can close down a discussion topic (8. Figure) with approval from the WP Leaders' Board whenever the consortium decides to discontinue the discussion of a topic:



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):



9. Figure: MIND STEP PLATFORM Removing a topic

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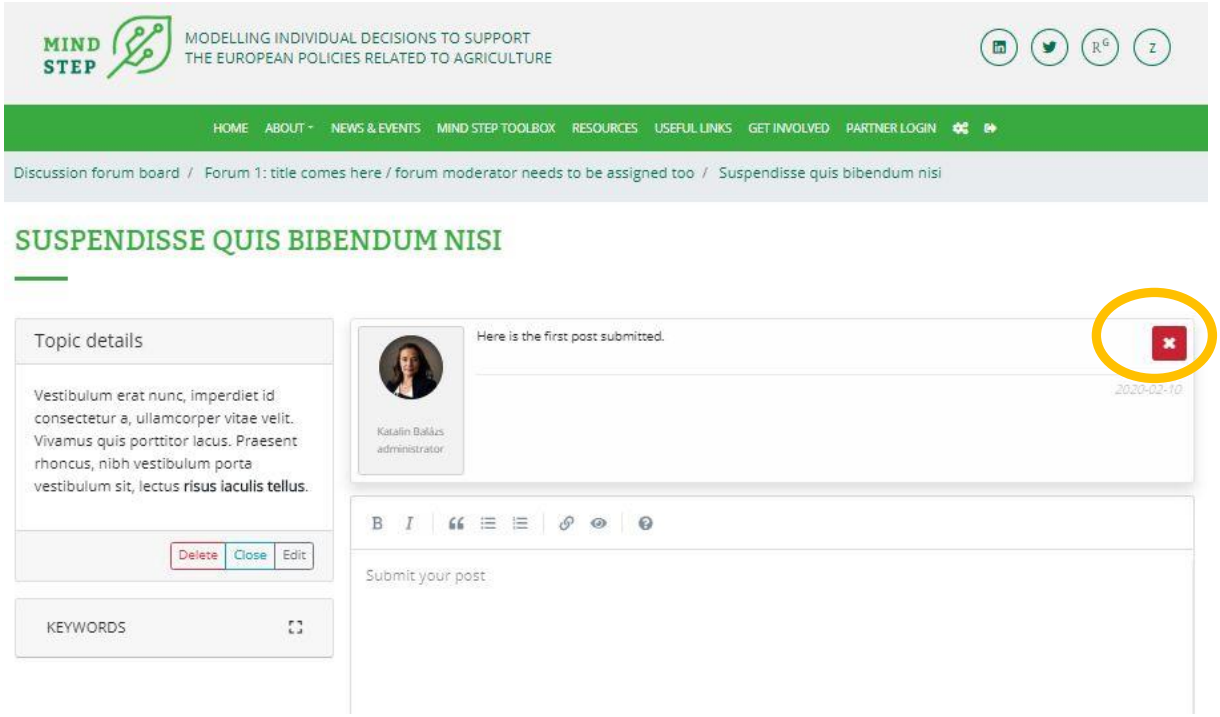
2.3.4. Removing a contribution

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):



10. Figure: MIND STEP PLATFORM Removing a contribution

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4. ACKNOWLEDGEMENTS

The MIND STEP PLATFORM is developed with the assistance of Ms Fruzsina Foltin (GEONARDO – graphic designer) and Mr. Pal Bese (GEONARDO – IT programmer). The MIND STEP PLATFORM is part of the H2020 MIND STEP project which received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N° 817566.

5. REFERENCES

Balazs, K. (ed.) (2019) Communication, Dissemination and Impact Strategy and Plan. Deliverable Report D8.1. Modelling Individual Decisions to Support the European Policies Related to Agriculture (MIND STEP), Report to the European Union, pp. 105.