



Ruralities

**RURALITIES - CLIMATE SMART, ECOSYSTEM-ENHANCING AND
KNOWLEDGE-BASED RURAL EXPERTISE AND TRAINING CENTRES**

D1.2 TUTORIAL WITH AUDIO-VIDEO CAPSULE

TO EQUIP PARTNERS IN USING THE SAAS

Deliverable D1.2

WP1 – Management

Horizon Europe Grant agreement: 101060876

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Version 1.0



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1 DELIVERABLE INFORMATION

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Abbreviations and acronyms

Acronym	Description
AP	Associated Partners
BEN	Beneficiary
COO	Coordinator
D&C	Dissemination and Communication
DMP	Data Management Plan
DoA	Description of Action
EC	European Commission
FAIR	Findable, Accessible, Interoperable and Reusable
GA	Grant Agreement or General Assembly, on depend on the context
GDrive	Google Drive
LeanDC	Lean Drive Commons
SaaS	Software as a Service
SIMSES	Simplified rural socio-ecological systems
URL	Uniform Resource Locator
WP	Work Package

4 ABSTRACT

The project 'Climate smart, ecosystem-enhancing and knowledge-based rural expertise and training centers' (RURALITIES) delivers an ecosystem-enhancing and climate action driven expertise and learning framework organized in hubs e.g., the 'RURALITIES, comprising a series of innovative methodologies with the learner at its core, supported by a comprehensive network of living labs, and a blockchain-based digital platform combining the Internet and wireless technologies, to assist engage, connect and empower actors. This is done via a multi-point approach e.g., multi-actors, multi-disciplines, multi-systems, multi-scale, multi-sectors, and multilevel.

RURALITIES is rooted in the recruitment, preparation, training and coaching of 1.000+ facilitators for a variety of tasks (e.g., trainers, facilitators, role models, hub coordinators, etc.), and who play a significant role in creating the matrix and the platform upon which the learning framework is built, develops and evolves. RURALITIES proposes to ideate, implement, futureproof, validate and deliver the aforementioned expertise and learning centers via real-scale practicing in 6 simplified rural socio-ecological systems (SIMSES) e.g., demonstrators, 2 in Italy, 1 in the United- Kingdom (UK), 1 in Slovenia, 1 in Spain and 1 in Romania. RURALITIES coordinates identified actions of local, regional authorities in supports of rural innovation in regions and economic sectors where rural innovators are not yet engaged in a relevant network.

RURALITIES coordinates identified SIMSES networks promoting rural innovation solutions whilst establishing innovative multipoint 'RURALITIES Hubs' of expertise and training on rural innovation. This is done via coordinating action for the managing authorities and regional bodies influencing regional and national policy instruments in Italy, the UK, Slovenia, Spain and in Romania.

5 PARTNERS

Number	Role	Short name	Legal name	Country
1	COO	PEDAL	PEDAL CONSULTING SRO	SK
2	BEN	RDRP	ASOCIATIA RURAL DEVELOPMENT RESEARCH PLATFORM	RO
3	BEN	CETRI	CENTER FOR TECHNOLOGY RESEARCH AND INNOVATION (CETRI) LTD	CY
4	BEN	ASIN	ASOCIACION DE INVESTIGACION DE INDUSTRIAS CARNICAS DEL PRINCIPADO DE ASTURIAS	ES
5	BEN	NIC	KEMIJSKI INSTITUT	SI
6	BEN	UPM	UNIVERSIDAD POLITECNICA DE MADRID	ES
7	BEN	IRI	INSTITUT ZA RAZVOJ I INOVACIJE - IRI	RS
8	BEN	PART	PARTICULA GROUP DRUSTVO S OGRANICENOM ODGOVORNOSCU ZA ISTRAZIVANJE RAZVOJ I PROIZVODNJU	HR
9	BEN	UNIZG	SVEUCILISTE U ZAGREBU AGRONOMSKI FAKULTET	HR
10	BEN	ACTS	AFRICAN CENTRE FOR TECHNOLOGY STUDIES	KE
11	BEN	CITT	CENTRO DE INVESTIGACAO E TRANSFERENCIA DE TECNOLOGIA PARA DESENVOLVIMENTO COMUNITARIO	MZ
12	BEN	EQUIP	EUROPEAN SOCIETY FOR QUALITY AND PATIENT SAFETY IN GENERAL PRACTICE/ FAMILY MEDICINE	DK
13	BEN	MUNI	MUGLA SITKI KOCMAN UNIVERSITY	TR
14	BEN	MARIN	MARIN BIYOTEKNOLOJI URUNLERI VE GIDA SANAYI TICARET LIMITED SIRKETI	TR
15	BEN	ULB	UNIVERSITE LIBRE DE BRUXELLES	BE
16	BEN	INAG	INAGRO, PROVINCIAAL EXTERN VERZELFSTANDIGD AGENTSCHAP IN PRIVAATRECHTELIJKE VORM VZW	BE
17	BEN	AASTMT	ARAB ACADEMY FOR SCIENCE, TECHNOLOGY AND MARITIME TRANSPORT	EG
18	BEN	RRAP	REGIONALNA RAZVOJNA AGENCIJA POSAVJE	SI
19	BEN	YXSAV	YXS AVALANA SRL	RO
20	BEN	UNIVI	UNIVERSITATEA PENTRU STIINTELE VIETII "ION IONESCU DE LA BRAD" DIN IASI	RO

Number	Role	Short name	Legal name	Country
21	BEN	SIRET	ASOCIATIA GRUPUL DE ACTIUNE LOCALA SIRET-MOLDOVA	RO
22	BEN	SUA	Sokoine University of Agriculture	TZ
23	BEN	UNINO	UNIVERSITE DE NOUAKCHOTT AL AASRIYA	MR
24	BEN	IFAYA	INSTITUT FACULTAIRE DES SCIENCESAGRONOMIQUES (IFA) DE YANGAMBI	CD
25	BEN	ACD	ALTERNATIVE COMMUNAUTAIRE POUR LE DEVELOPPEMENT DURABLE (ACDD)	CI
26	BEN	PROTO	PROTOTIPI LIMITED	NG
27	BEN	AMVO	ALMANAR VOLUNTARY ORGANIZATION	SD
28	BEN	CDD	COMMUNICATION POUR UN DEVELOPPEMENT DURABLE C.D.D.	TG
29	BEN	YTED	YOUTHS IN TECHNOLOGY AND DEVELOPMENT UGANDA LIMITED	UG
30	BEN	CTIC	FUNDACION CTIC CENTRO TECNOLOGICO PARA EL DESARROLLO EN ASTURIAS DE LAS TECNOLOGIAS DE LA INFORMACION	ES
31	BEN	FHV	FONDAZIONE HOMO VIATOR - SAN TEBALDO	IT
32	BEN	MOFE	MONTEFELTRO SVILUPPO SCARL	IT
33	BEN	MUSE	MUSEUM GRAPHIA	IT
34	BEN	CDM	LA CORTE DELLA MINIERA SRL	IT
35	BEN	DEX	DESARROLLO DE ESTRATEGIAS EXTERIORES SA	ES
36	BEN	REDA	ASOCIACION RED ASTURIANA DE DESARROLLO RURAL	ES
37	BEN	GMV	MONTAGNA VICENTINA SOCIETA COOPERATIVA	IT
38	BEN	MARA	MAROC HORIZON D'AVENTURES	MA
39	BEN	UNWI	UNIVERSITY OF MALAWI	MW
40	BEN	NOMA	0KMNOMADS.ORG	GH
41	BEN	UNIM	MAGYAR AGRAR- ES ELETTUDOMANYI EGYETEM	HU
42	BEN	ENIC	ECOLE NATIONALE D'INGENIEURS DE CARTHAGE	TN
43	BEN	UASZ	UNIVERSITE ASSANE SECK DE ZIGUINCHOR	SN
44	BEN	CPF	CONFEDERATION PAYSANNE DU FASO	BF
45	BEN	UNAD	UNIVERSITY OF RWANDA	RW
46	BEN	ZLAN	ZAMBIA LAND ALLIANCE	ZM

Number	Role	Short name	Legal name	Country
47	BEN	EVRO	EVROSAD PROIZVODNJA TRGOVINA EVETOVANJE D.O.O. KRSKO	SI
48	BEN	SEVO	TURISTICNO DRUSTVO SENOVO	SI
49	BEN	IISAC	ISTITUTO D'ISTRUZIONE SUPERIORE A CECCHI	IT
50	AP	HITP	THE HIGHLANDS AND ISLANDS TRANSPORT PARTNERSHIP	UK
51	AP	ASPI	ASPIRE-IGEN GROUP LIMITED	UK
52	AP	EW	CONSERVATION EDUCATION AND RESEARCH TRUST	UK

6 INTRODUCTION

6.1 Executive summary

This deliverable describes the LeanDC platform. This SaaS environment provides a cloud-based framework to secure a lean-agile digital management structured in the project Data Management Plan (initially defined in D1.1). The LeanDC platform provides a cloud-based framework to ensure a lean-agile digital management. The SaaS platform gives the users an instant transparent and augmented layer over other online content, files, and materials, stored in and across unconnected and scattered private and public online platforms (clouds). The user correlates (drag and drop) the file into a context map where all files independent of format can be organized, annotated, and shared among collaborators.

Deliverable D1.2 defines the platform used for the creation of the SaaS platform, and provides guidance to members of the RURALITIES consortium to use it. A comprehensive tutorial with audio-video capsule to equip partners in using the SaaS has been provided and is available to all partners. This deliverable provides a platform user manual, further elaborating the content of the video.

6.2 Document structure

The structure of the deliverable is as follows:

Section 5 introduces the deliverable, with an Executive Summary. Section 6 describes the digital management platform 'Lean Drive Commons' (LeanDC). Section 7 introduces the comprehensive tutorial intended to equip partners in using the SaaS. Finally, Section 8 provides some conclusions.

7 LEAN DRIVE COMMONS (LEANDC)

This section describes the digital management tool Lean Drive Commons, or LeanDC, as an instrument that facilitates the exchange of information between partners, ensures collaborative documentation creation, and allows restricting access to information in certain circumstances.

Subsection 6.1 defines LeanDC from the perspective of the Data Management process. Then, in Section 6.2, we will introduce the technological approach behind this platform.

7.1 LeanDC as Data Management instrument

According to the Grant Agreement the LeadDC platform must have a set of functionalities that are listed below (GA, WP1, T1.2):

- Cloud-based framework, allowing management of digital assets (REQ#1)
- Provides an easy-to-use interface to interact with online content, files, materials (REQ#2)
- Connects to other private and public online platforms (clouds) (REQ#3)
- Drag-and-drop functionalities for files independent of format (REQ#4)
- Files can be annotated and shared among collaborators (REQ#5)

We believe that a tool that has these functionalities can be used as a management tool for the information produced in the project. For this reason, it has been decided to integrate this tool into the set of support tools proposed in the DMP D1.1, which in turn generates a set of design requirements, which will be taken into account for the decision of the best technology and cloud environment. to carry out the implementation of the LeanDC platform.

LeanDC has been designed according to FAIR principles. That is, it will allow the data to be:

- Findable: Publication of metadata or other elements that allow an intuitive search for information (REQ#6).
- Accessible: Publications in cloud repositories where access can be controlled and authorized. Related to REQ#1.
- Interoperable: Allow connection with other private and public online platforms (cloud), related to REQ#3 and REQ#5.
- Reusable: Generation of persistent links for a collaborative provision of information (REQ#7 and relationship with REQ#5).

Thanks to the fulfillment of these requirements, LeanDC is defined as one more tool within the project information management process. In particular, the use of LeanDC is planned for the following roles:

- Share and communication of Project deliverables to the Consortium (D1.1. Section 9 "Data Security").

- Managing working documentation (draft deliverables), stakeholder and partner contact information, and working versions of publications (D1.1 Section 7.2.1 "Making data accessible: repository")
- Manage data not yet released, including those that are in work in progress. Collaborative documents (D1.1. Section 7.1 "Making data findable, including provisions for metadata").
- Provide data governance functions. Possibility to recognize data ownership (D1.1 Section 8 "Allocation of resources")
- Provide different types of access: Open Access, Access by invitation. Provides user roles: Viewer, Commenter, Editor (D1.1 Section 9 "Data Security").

7.2 LeanDC technological approach

According to the requirements established in the DMP, and in the Grant Agreement, and after a technological study, the best technology for the LeanDC is selected. The following repository solutions are identified, and the advantages and disadvantages of their use.

- A. Open-source data repository (e.g., *Owncloud*, *NextCloud*, etc.). Advantage: Open-source license (e.g. *AGPLv3*), datacenter location is known and can be in a country participating in RURALITIES. Disadvantages: Requires on-premises server support, domain and secure certificate, which are added costs. Set-up requires experts and takes more time than a turnkey solution.
- B. Commercial cloud repository (e.g., *Sharepoint*, *Gdrive*, *Dropbox*, etc.). Advantage: Robust solution, absence of availability problems. License cost is minimal. Disadvantages: The hosting is in a data center belonging to a Cloud provider (*Google*, *Microsoft*, etc.).
- C. Project management products (e.g., *Correlate*¹, *Basecamp*², etc.). Advantages: This type of solution allows the creation of work teams and offers additional tools for project management (gant charts, calendars, task and delivery date management). Disadvantages: It conditions project coordination to the functionalities offered by the solution. The licenses of this type of solution are expensive and proportional to the number of partners that participate. Not very suitable for projects with a high number of participants.

After studying these three approaches and asking the partners if they had any problems with any of them, **option B.) commercial cloud repository was chosen**, and in particular the solution provided by **Google Drive**.

Next, we review the requirements stated in the previous subsection to see how the solution offered by Google Drive addresses them correctly.

Google Drive is a Cloud solution for managing digital assets (*REQ#1*) through a friendly web interface (*REQ#2*). All items stored in the Google Drive repository are indexed by Google search engines, offering an intuitive way to locate them (*REQ#6*).

¹ <https://correlate.com/>

² <https://basecamp.com/>

Access to files is perfectly configurable (REQ#5). In the RURALITIES SaaS Platform, all documents have two types of access, configurable in each case:

- **Open access** allows any holder of the permanent link to access the data.
- **Access by invitation** requires an email from the guest, and access is only allowed with the credentials of the invited user (using in this case the Google credentials system).

When a file is shared with an individual or group, the owner can choose what they can do with it:

- a) **Viewer:** They can view but can't change or share the file with others
- b) **Commenter:** They can make comments and suggestions but can't change or share the file with others,
- c) **Editor:** They can make changes, accept or reject suggestions, and share the file with others.

Sharing in Google Drive is done via persistent URLs (REQ#7). Best practices for sharing in RURALITIES SaaS are extracted from well established documentation³.

- Only sharing your files with those who need them. If the list of users grows too large, we recommend using an Google group to help manage permissions.
- Often review who you've shared a file with outside your shared drive membership. Once shared, you can view these individuals under the Guests tab.
- For sharing with external collaborators or viewers. It is recommended that external collaborators either use or create a Google account, as it is the most secure way to collaborate with them.
- Generally avoid sharing with the option Anyone with the link: Anyone on the internet who has the link can access your file without signing in to a Google account. There is no way to prevent access if the link is published or shared between users. The only solution would be to reset links.

Google drive also allows you to store links to files that are available on other clouds (REQ#3). For them, the use of Google Docs is recommended, which allows the creation of documents where links to other repositories and information on how to access them can be registered.

The following figure provides an example of documentation, where digital files resulting of meetings can be linked, which can be stored in other repository solutions such as *Sharepoint* or *Owncloud*.

³ University of Michigan: Best Practices for Sharing in Google Drive. Available at: <https://documentation.its.umich.edu/google-drive-sharing>

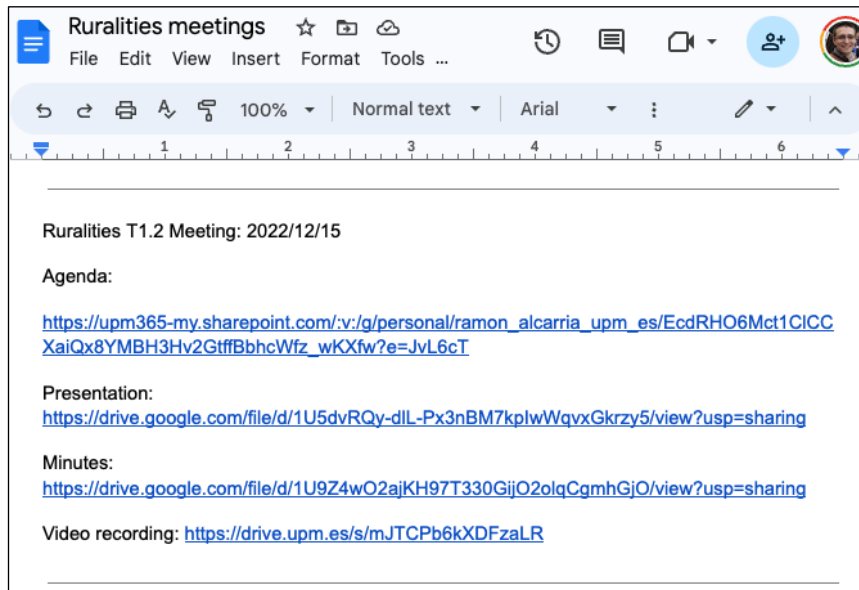


Figure 1. Example of intercloud connection in LeanDC

Also, Google Drive has drag-and-drop functionality (REQ#4), for easier interaction with the interface. This drag and drop can be done in the web interface, but also through the file explorer, if we have the GDrive Desktop application installed.

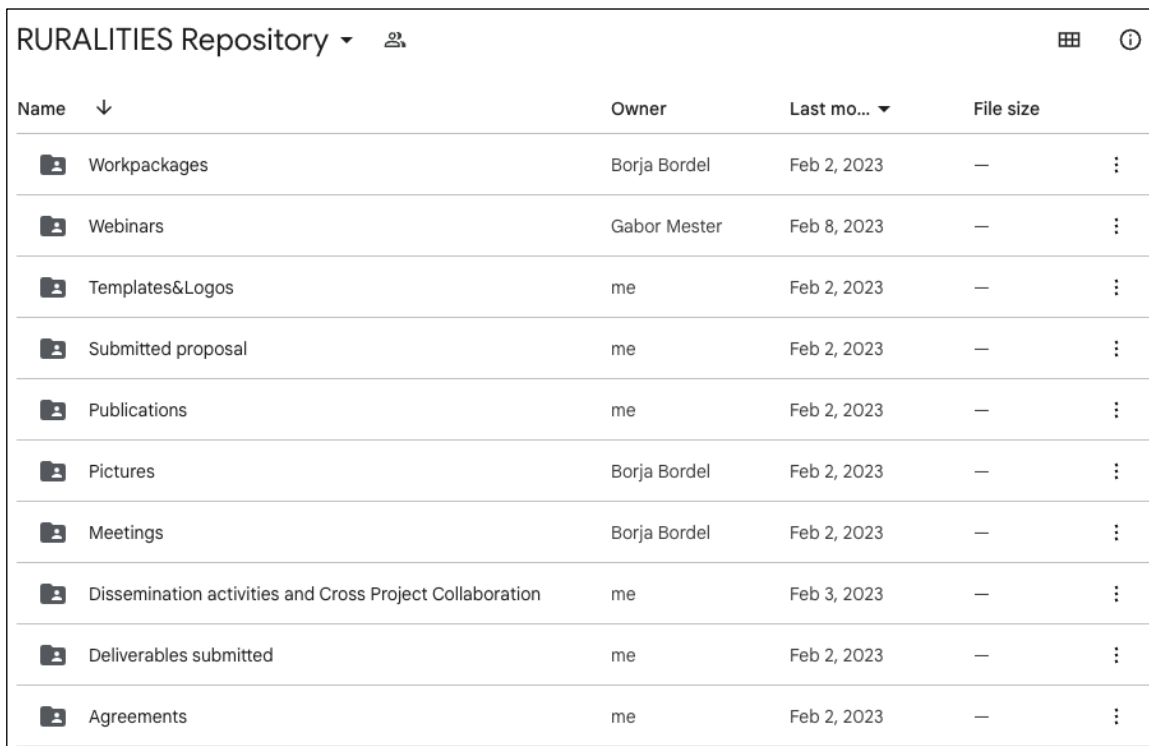
8 LEANDC USER MANUAL

This section describes the use of LeanDC for everyday partner tasks. The approach followed is the following:

1. A video tutorial has been produced, available to all partners, in the LeanDC repository. The video lasts 8:16 minutes and shows a screen recording that guides the user in the process of requesting access to the platform, and once access is complete, it guides the user through the different sections currently available.
2. Subsequently, a user manual is prepared and provided in this report. The user manual describes the LeanDC functionalities and combines a textual explanation with some screenshots that allow the reader to be guided within this data management ecosystem.

The Ruralities SaaS platform consists of a private Google Drive platform for collaborative work, data sharing and project management. The purpose of this user manual is to show to the RURALITIES partners how they can use the SaaS platform for project management, in order to support and report their activities.

Partners should receive an individual invitation (**access by invitation** see type of access in Section 6.2) to participate and access to this repository. Using the provided link everybody should enter in the collaborative space. After the first access, partners will land into the LeanDC root folder (see Figure 2). "RURALITIES repository" is the official name for this space.



RURALITIES Repository				
Name	Owner	Last mo...	File size	
Workpackages	Borja Bordel	Feb 2, 2023	—	⋮
Webinars	Gabor Mester	Feb 8, 2023	—	⋮
Templates&Logos	me	Feb 2, 2023	—	⋮
Submitted proposal	me	Feb 2, 2023	—	⋮
Publications	me	Feb 2, 2023	—	⋮
Pictures	Borja Bordel	Feb 2, 2023	—	⋮
Meetings	Borja Bordel	Feb 2, 2023	—	⋮
Dissemination activities and Cross Project Collaboration	me	Feb 3, 2023	—	⋮
Deliverables submitted	me	Feb 2, 2023	—	⋮
Agreements	me	Feb 2, 2023	—	⋮

Figure 2. LeanDC root folder

Partners can locate this repository in their respective file explorer, if they have Google Drive desktop app installed, and the RURALITIES shared folders integrated into their folder structure.

If there is a problem with any partner credential. When trying to access to the LeanDC platform, they might see an authorization page as in Figure 3. This page allows the partner to “Request access” to RURALITIES coordination (P1). Any case, the recommendation provided to the consortium is to send an email to the LeanDC contact point to ensure access fix.

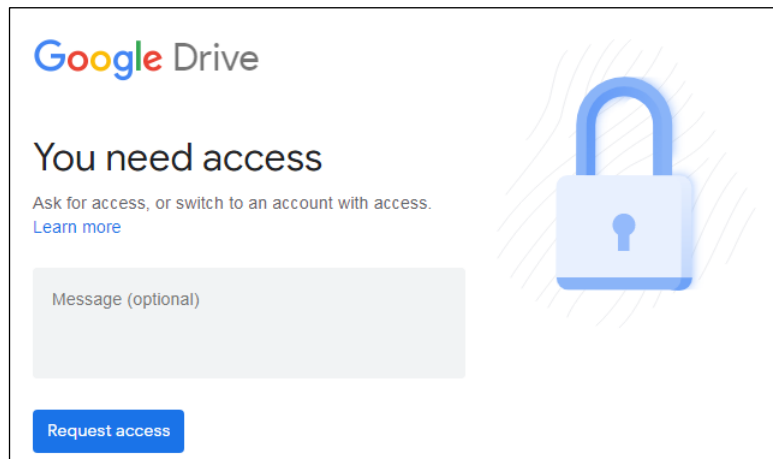


Figure 3. Authorization page for non-authorized connections to LeanDC

LeanDC’s root folder (see Figure 2) includes two main areas. First, folder named as *Workpackages* includes all the working documents of the project, classified per WP. All the other folders include relevant information for quick access, such as the Grant Agreement, projects templates and logos.

Templates&Logos folder includes all official resources for visual identity: flyers, deliverable templates, meeting minute templates, and dissemination material. First resource in this folder is a direct access to the website resources, developed by WP4 team (T4.2, see Figure 4). There it is possible to find the general outline for the website, as well as the folder *Partners info*, where every RURALITIES partner uploaded a logo and an institutional description to be published in the RURALITIES website.

Name	Owner	Last mo...	File size
Partners info	Gabor Mester	Jan 25, 2023	—
Website_Drafted_Structure_RURALITIES_v1v.pptx	Gabor Mester	Feb 14, 2023	2.8 MB

Figure 4. Authorization page for non-authorized connections to LeanDC



Figure 5. Overview of logos from Ruralities consortium

Second resource in the *Templates&Logos* folder is the “visual identity” resources, also developed in the scope of Task T4.2. In this folder the official logo of RURALITIES project can be found in various formats and presentations: squared shape, horizontal logo for headers and tiles, vector logos, etc. Also, it can be found the templates for PowerPoint presentations, minutes, deliverables and meeting agenda.













Name ↓	Owner	Last mo... ▼	File size
 Logo in vector format	Gabor Mester	Dec 2, 2022	—
 Logo final	Gabor Mester	Nov 22, 2022	—
 RURALITIES.png	Gabor Mester	Oct 24, 2022	287 KB
 Ruralities-Powerpoint template.pptx	Ioanna Thomatou	Mar 17, 2023	783 KB
 RURALITIES_Minutes template.docx	Ioanna Thomatou	Mar 14, 2023	255 KB
 RURALITIES_Deliverable_temp1.docx	Ioanna Thomatou	Mar 13, 2023	790 KB
 RURALITIES_Board Meeting Agenda_Template.docx	Ioanna Thomatou	Mar 13, 2023	169 KB
 RURALITIES_Agenda_Template.docx	Ioanna Thomatou	Mar 14, 2023	240 KB
 RURALITIES_Letterhead.docx	Ioanna Thomatou	Feb 6, 2023	137 KB
 RURALITIES	Anton Petrovič	Mar 9, 2023	288 KB
 draft logo.png	Gabor Mester	Oct 24, 2022	153 KB
 draft logo	Anton Petrovič	Mar 9, 2023	154 KB

Figure 6. Visual identity resources

Official project information can be found in two different folders. On the one hand, folder *Submitted proposal* includes documents submitted to the EC for review through the “Funding & Tenders” portal. Only Part B document is available for privacy reasons. Personal and financial information included in the submission stage are not published in the repository. In this folder, the original EC evaluation can be found under the directory *Submissions result*.

Name ↓	Owner	Last mo... ▼	File size
 wBackup Submission WP-1 RURALITIES	Bruno SILVA	Oct 28, 2022	—
 Submission_result	me	Feb 2, 2023	—
 PROPOSAL_101060876-RURALITIES-HORIZON-CL6-202...	me	Feb 4, 2022	2.3 MB

Figure 7. Documents related to proposal submission

On the other hand, the directory *Agreements* contains legal and official documents signed by all partners and the EC. Although all PDF files may be visualized within the Google Drive applications, in order to validate the electronic signatures in the agreements it will be needed to download the documentation and open with the appropriate pdf reader.

RURALITIES Repository > Agreements ▾ ⓘ


Name ↓	Owner	Last mo... ▾	File size
 Grant Agreement-101060876-RURALITIES.pdf ⓘ	me	Oct 17, 2022	9.1 MB
 GA Accession Form_101060876_20220826_RURALITIES.... ⓘ	me	Aug 26, 2022	8.2 MB
 ConsortiumAgreement_RURALITIES.pdf ⓘ	me	Dec 5, 2022	626 KB

Figure 8. Agreements section in LeanDC

All projects funded by the EU are expected to generate some publications including white papers and scientific papers. Partners will upload their contributions to the Publications folder (see Figure 9). As scientific publications must be Open Access to be accepted as output (according to Green Open Access and Gold Open Access principles, described in D1.1), LeadDC can act as repository of work in progress data. For final versions it is encouraged that partners use a repository with can generate Digital Object Identifiers, according to FAIR principals, such as the Zenodo platform.

RURALITIES Repository > Publications ▾ ⓘ

Name ↓	Owner	Last mo... ▾	File size
 White_papers	me	Feb 2, 2023	—
 Preprints	me	Feb 2, 2023	—

Figure 9. Authorization page for non-authorized connections to LeanDC

White papers and *Preprints* folders can store temporal and final versions of scientific publications, to facilitate other partners and the projects coordinator the access and management of project knowledge. Requirements of white papers are softer; they can be published in any media. But partners are also encouraged to upload the final version to the White papers folder to make easier their management.

Back in the root Ruralities repository, folder *Deliverables submitted* is aimed to contain all final versions of project deliverables submitted to SEDIA platform. These deliverables can be linked to the Ruralities web page.

Folder *Pictures* contain official project photos (example in Figure 10). Each subfolder is for photos from a different event. Partners are encouraged to keep this structure, for an easy access for image resources for dissemination purposes. Photos may have different formats and they are not expected to be ordered, follow a structure or have specific file names. Those are options that are freely chosen by partners.

... > Kick-off Meeting Bratislava 20-21. Oct 2022 > Photos				
Name	Owner	Last mo...	File size	
LinkedIn4.JPG	Gabor Mester	Nov 22, 2022	3.2 MB	⋮
LinkedIn3.JPG	Gabor Mester	Nov 22, 2022	3 MB	⋮
LinkedIn2.JPG	Gabor Mester	Nov 22, 2022	1.9 MB	⋮
LinkedIn.JPG	Gabor Mester	Nov 22, 2022	212 KB	⋮
LinkedIn 5.JPG	Gabor Mester	Nov 22, 2022	3.4 MB	⋮
IMG_0052.JPG	Gabor Mester	Nov 22, 2022	3.2 MB	⋮

Figure 10. Example of pictures folder (Kickoff meeting)

The *Meetings* folder, in the root level of LeanDC repository (see Figure 2) provides access to all materials about project meetings. There is one specific subfolder for each WP, as well as some space for general meetings.

RURALITIES Repository > Meetings			
Name	Owner	Last mo...	File size
MEETINGS			⋮
WP2 Meetings			⋮
WP3 Meetings			⋮

Figure 11. WP structure in "Meetings" folder

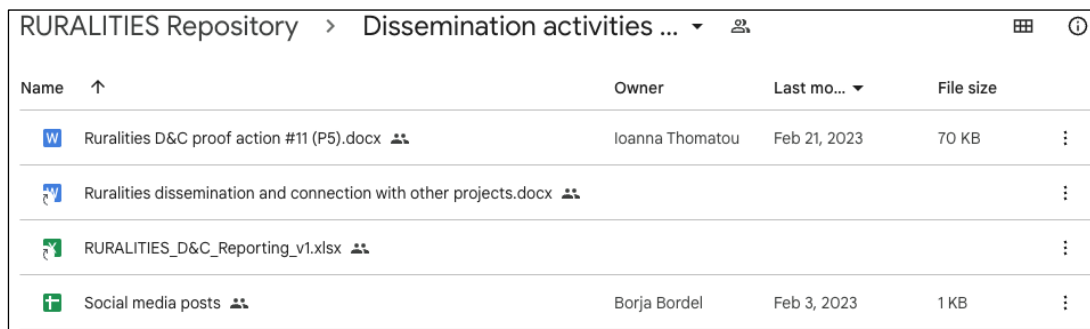
All these subfolders are direct access to the WP area, where the original resources are stored. For example, general meetings in WP1 are divided into *Monthly calls* and *Project board meetings*. Each meeting folder contains all the information about the meetings, such as the agenda, minutes, presentations, video recordings, photos, etc. Some resources may be linked to other directories, such as photos (see following Figure):

... > MEETINGS > Kick-off Meeting Bratisl...				
Name	Owner	Last mo...	File size	
Photos	Gabor Mester	Nov 22, 2022	—	⋮
Presentations	Gabor Mester	Oct 7, 2022	—	⋮
RURALITIES_Kick-off_Meeting_minutes_final	yao roger	Feb 21, 2023	613 KB	⋮
RURALITIES_Kick-off_Meeting_minutes_final.pdf	Gabor Mester	Nov 18, 2022	4.7 MB	⋮
RURALITIES_Kick-off_WPx_template_version_0.1.ppt	Gabor Mester	Oct 7, 2022	1.4 MB	⋮

Figure 12. Meetings folder for Kickoff meeting in Bratislava

However, any WP leader can organize the WP area as they consider appropriate for their WP implementation process.

Folder *Dissemination activities and cross project collaboration* contains all information about communication activities in RURALITIES project:



Name	Owner	Last mo...	File size
Ruralities D&C proof action #11 (P5).docx	Ioanna Thomatou	Feb 21, 2023	70 KB
Ruralities dissemination and connection with other projects.docx			
RURALITIES_D&C_Reporting_v1.xlsx			
Social media posts	Borja Bordel	Feb 3, 2023	1 KB

Figure 13. Dissemination activities and cross project collaboration

The following files stand out in this folder:

- *Social Media Posts*: describes the procedure every partner must follow in order to publish some content on the official RURALITIES webpage. After completing the procedure, website admin will validate and approve the publication, if it matches the requirements proposed and discussed by WP4 team.
- *RURALITIES D&C reporting*: is a collaborative file to collect all dissemination and communication activities carried out by RURALITIES partners. It is an online document, so it shouldn't be edited offline. In this directory we can find a direct access to the original file developed by WP4 team.
- *Dissemination and connection to other projects*: Contains a detailed description about cross project collaboration. It has been developed by WP5 team.

Finally, folder *Work packages* contain a folder for every WP. Inside each WP there are folders for each task, considering task distribution in the GA.

Working documents for deliverables are the main content in this space. All collaborative documents will be created and shared by deliverables' owners according to the project Gantt chart.

Some WPs may also include some extra resources. For example, WP1 includes the Contact List directory too. All partners are requested to keep update this list, if changes in their organization occur. The list is used to manage invitations to access to LeanDC repository, as well as used by the partners to exchange information. Only general interest mails must be sent to the general mailing list, otherwise partners should look in these files for the specific contact(s) they need.

Folder for Task T1.1 includes also all the information about the Executive Committee and the Advisory Board. If any partner wants to nominate any candidate or update its representation in these committee, they need to use the shared files in these directories.



Name	Owner	Last mo...	File size
Advisory Board	Gabor Mester	Jan 3, 2023	—
Executive Committee	Gabor Mester	Jan 11, 2023	—

Figure 14. WP1- Task T1.1 Folder with extra resources

9 CONCLUSIONS

This document describes the LeanDC platform, a Software as a Service (SaaS) cloud environment that facilitates digital management according to the initial version of the Data Management Plan (D1.1). The LeanDC requires some functionalities to be in accordance with the FAIR principles, and to be able to serve as a cloud-based framework with ease of use, management of access permissions and collaborative writing.

This deliverable analyzes these requirements, assigning them an identifier, and uses them to select the best technology for LeanDC, considering solutions from (i) open-source data repository, (ii) commercial cloud repository and (iii) Project management products. After studying these three approaches, the technology provided by Google Drive is chosen and reviewed as it meets the previously identified requirements.

Finally, a LeanDC user manual is provided, to guide team partners in the use of this platform, also serving as a complement to the resource (audio-video capsule) generated. The user manual describes the LeanDC functionalities and combines a textual explanation with some screenshots that allow the reader to be guided within this data management ecosystem.

As conclusions of this report, we can say that the work environment is ready to be used by partners. There are already contributions in the repository such as meeting minutes, photos of face-to-face meetings, and dissemination actions reported in the D&R reporting excel sheet.

10 ANNEXES

The audio-video capsule is accessible via this link stored on the link [here](#).



Figure 15. Audio-visual capsule screenshot 1

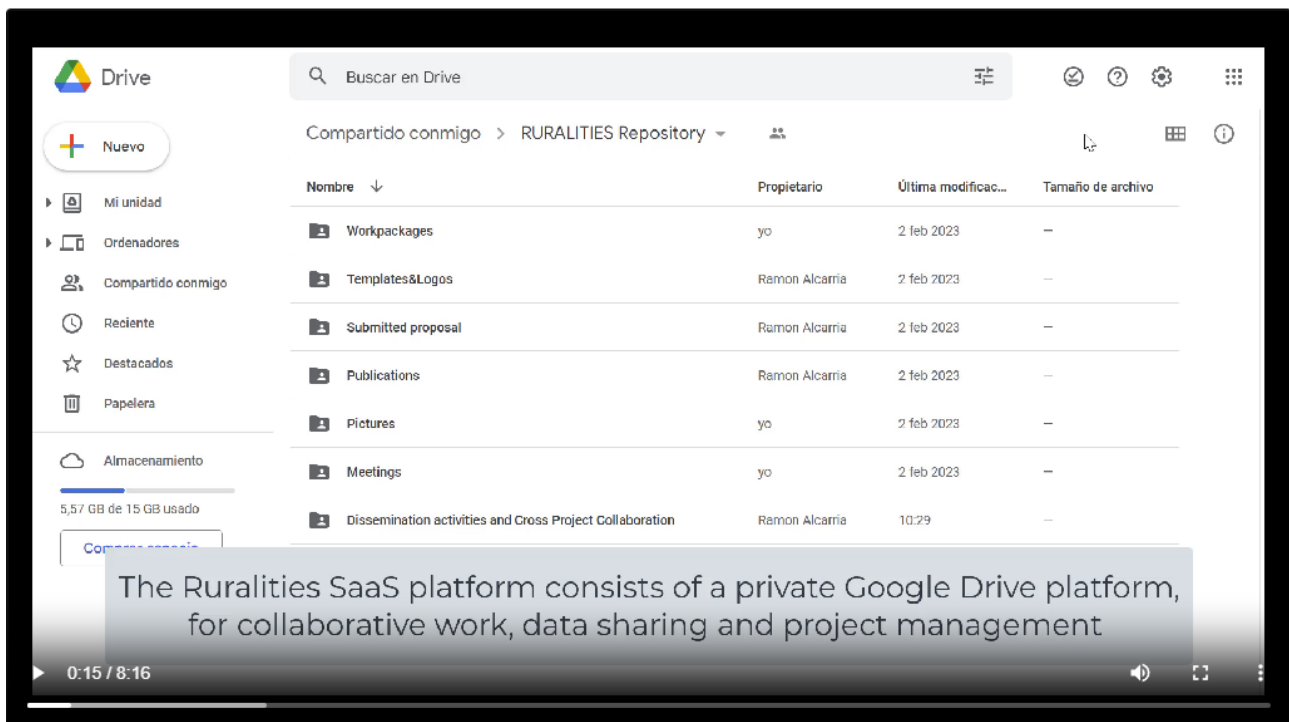


Figure 16. Audio-visual capsule screenshot 2

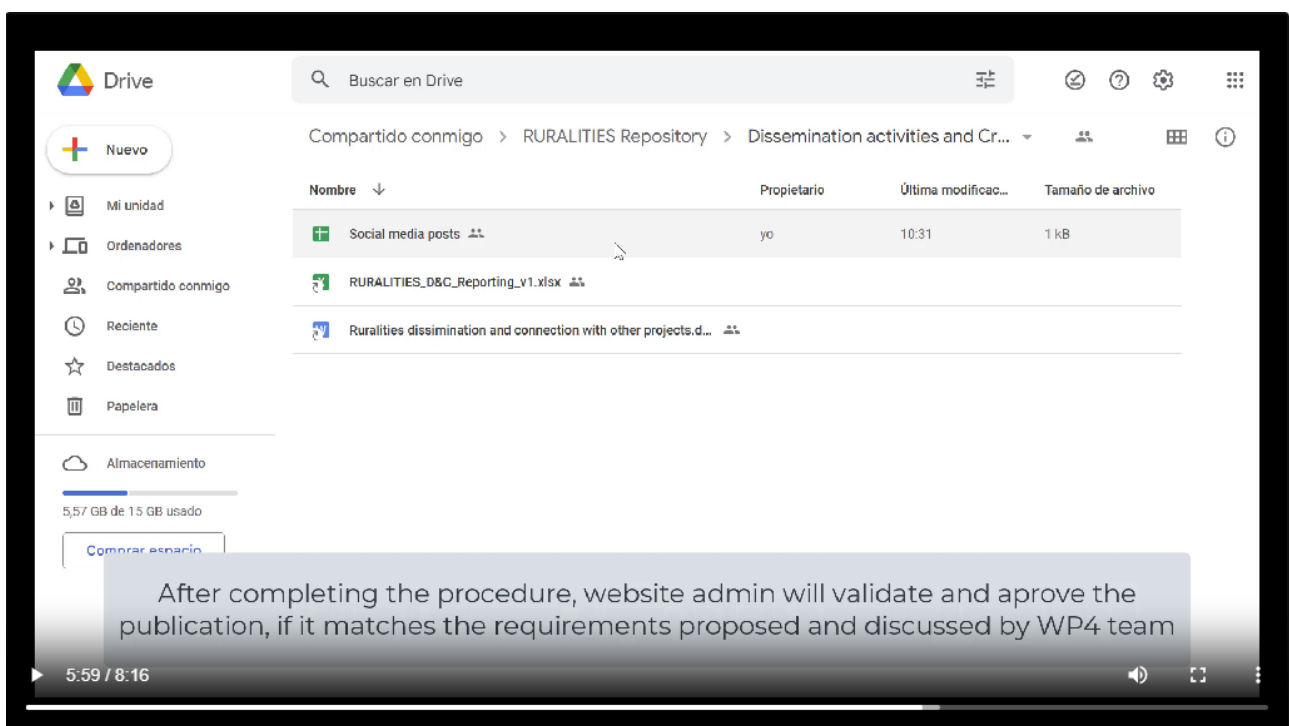


Figure 17. Audio-visual capsule screenshot 3



Figure 18. Audio-visual capsule screenshot 4



Figure 19. Audio-visual capsule screenshot 5