



RECAP preterm

“Research on European Children and Adults born Preterm”

Grant Agreement number: 733280

Deliverable 1.1

Go-online of the project website's intranet (password-protected)

Workpackage: WP 1
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Deliverable Leader: concentris

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Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	X

Document History:

Version	Date	Changes	From	Review
V0.1		Deliverable template		

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EXECUTIVE SUMMARY

RECAP preterm has a password protected area (logins distributed to all partners in March 2017), which is available to all RECAP preterm colleagues. It serves as a central storage for RECAP preterm reference documents where confidential files can be exchanged safely. Moreover, it includes a progress monitoring tool with a reminder and notification function. In addition, it contains a directory of all RECAP preterm colleagues to facilitate easy communication across the project.

RECAP Consortium Partners contributing to this deliverable

Abbv	Participant Organization Name	Country
concentris	Concentris research management gmbh	DE

OPEN ISSUES

No:	Date	Issue	Resolved
1			

TABLE OF CONTENTS

Executive summary.....	2
Open issues	2
Table of contents.....	3
1 Introduction.....	4
1.1 Purpose and Scope	4
1.2 References to other RECAP preterm Documents	4
2 Deliverable report.....	4
2.1 RECAP preterm Dashboard	4
2.2 RECAP preterm Tasks: Monitoring the progress	4
2.3 RECAP preterm Files: central storage for reference documents	5
2.4 RECAP preterm Directory	5
3 Literature references.....	6
4 Appendices.....	6

1 INTRODUCTION

1.1 Purpose and Scope

This document describes the go-online of the project website's intranet (password-protected).

1.2 References to other RECAP preterm Documents

- RECAP preterm Description of Work (Proposal)

2 DELIVERABLE REPORT

2.1 RECAP preterm Dashboard

Welcome, Juliane Dittrich

Welcome to the RECAP Intranet!

Project Summary

Project Name	Research on European Children and Adults born Preterm
Acronym	RECAP
Grant number	733280
Project manager	Juliane Dittrich
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Start date	2017-01-01
End date	2021-03-31

195 History

Marina Mendonça uploaded contact list WP 9 to category WP09 5 days ago

2.2 RECAP preterm Tasks: Monitoring the progress

Title	Leader	Progress	Status	Deadline	Comments
WP01 Project Management	Maaïke Beltman	13 %		2021-03-31	-
WP02 Ethics, law and research governance	Evert-Ben van Veen	0 %		2021-03-31	-
MS1 Report re: proposed governance of RECAP	Evert-Ben van Veen	0 %		2018-01-31	-
MS2 Data sharing and access agreements to analyse data via the platform ready as well as the preliminary data sharing agreements and access policies to analyse data	Evert-Ben van Veen	0 %		2018-03-31	-
D2.1 The establishment of the EAHL-IAB interest group on governance of research	Evert-Ben van Veen	0 %		2018-09-30	-
D2.2 Discussion manuscript	Evert-Ben van Veen	0 %		2018-09-30	-
MS3 Conference on Legal and Ethical tools for Data sharing organized	Evert-Ben van Veen	0 %		2018-09-30	-
D2.3 Recommendation manuscript on legal and ethical arrangements for data sharing	Evert-Ben van Veen	0 %		2019-07-31	-
MS4 PIA about the processing of data, including new e-applications to interact with the cohorts ready	Evert-Ben van Veen	0 %		2019-07-31	-

It's possible to

- 1.) Receive automatic reminders on your deliverables/milestones due
- 2.) Keep records of the progress in your WP
- 3.) Choose who needs to know about your update
- 4.) Choose which WP, tasks or activities you want to follow

2.3 RECAP preterm Files: central storage for reference documents

The screenshot shows the 'Files' section of the Concentris interface. On the left, there is a 'Categories' sidebar with a 'Manage' button. It lists various categories such as '01 Grant Agreement & Description of Action (DoA) (8)', '02 Consortium Agreement (1)', '03 Work Packages (5)', '04 Meetings (14)', '05 Dissemination (9)', '06 Early career scientists (0)', '07 Other useful documents (3)', and 'Uncategorized(0)'. Below this is a 'History' section showing recent uploads: Marina Mendonça uploaded 'contact list WP 9' to category 'WP09' 3 days ago; Juliane Dittrich uploaded '20170411_RECAP_PowerPoint-Master.potx' to category '05 Dissemination' 17 days ago; and Juliane Dittrich uploaded 'recap_logo_new' to category 'Logo' 17 days ago.

The main 'Files' area displays a list of documents. The first entry is 'contact list WP 9.docx', Version [1], by Marina Mendonça in WP09, dated 2017-04-25 16:03:29, 97.11 KB. The second entry is '20170411_RECAP_PowerPoint-Master.potx.zip', Version [1], by Juliane Dittrich in 05 Dissemination, dated 2017-04-11 16:14:42, 103.58 KB. The third and fourth entries are 'recap_logo_new.jpg' and 'recap_logo_new.png', both Version [1], by Juliane Dittrich in Logo, dated 2017-04-11 15:33:49, 69.92 KB and 44.81 KB respectively.

2.4 RECAP preterm Directory

The screenshot shows the 'Directory' section of the Concentris interface. It displays a table with contact information for different teams. The table has columns for Name, Phone number, Fax, Skype, and E-mail.

Name	Phone number	Fax	Skype	E-mail
Team: 01 TNO				
Erik Verrips	+31 6 3179 2882			erik.verrips@tno.nl
Stef van Buuren	+31 6 4696 6144			stef.vanbuuren@tno.nl
Sylvia van der Pal	+31 6 1178 3030			sylvia.vanderpal@tno.nl
Maaïke Beltman	+31 6 1170 0428			maaike.beltman@tno.nl
Team: 02 UoW				
Dieter Wolke	+44 24 7615 0513		Dieter.Wolke	d.wolke@warwick.ac.uk
Julie Lockett				J.R.Lockett@warwick.ac.uk
Marina Mendonça	+44247522774		marinamendonca76	M.Gouliart-de-Mendonca@warwick.ac.uk
Stavros Petrou	+44 24 7615 1124			s.petrou@warwick.ac.uk
Nicole Baumann	+44 75 9230 6663			n.baumann.1@warwick.ac.uk
Team: 03 INSERM				
Jennifer Zeitlin	+33 6 84 30 92 01			jennifer.zeitlin@inserm.fr

At the bottom left, there is a 'Show 10 entries' dropdown menu.

3 LITERATURE REFERENCES

Not available.

4 APPENDICES

Not available.