



transformer

TRANSFORMER HUB

Technical specifications deliverable

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Abstract

This is the deliverable on the TRANSFORMER Hub for the project TRANSFORMER: Designing long-term systemic transformation frameworks for regions. Accelerating the shift towards climate neutrality.

This deliverable sets out the key features, content, content types, sitemap, taxonomies and individual pages for the TRANSFORMER Hub and outlines the next steps and milestones that will be followed up by its development.

As at this present moment, the partners responsible for the Knowledge Hub and the Toolkit are in the process of defining the technical requirements of the two tools, that are also crucial for specifying some of the technical features of the Hub, as well as the choice of the operating system and its complexity.

Project Partners

Organisation	Country	Abbreviation
RUHR-UNIVERSITAET BOCHUM	DE	<i>RUB</i>
RUPPRECHT CONSULT-FORSCHUNG & BERATUNG GMBH	DE	<i>RC</i>
BUSINESS METROPOLE RUHR GMBH	DE	<i>BMR</i>
REGIONE EMILIA ROMAGNA	IT	<i>RER</i>
FONDAZIONE ISTITUTO SUI TRASPORTI E LA LOGISTICA	IT	<i>ITL</i>
FIT CONSULTING SRL	IT	<i>FIT</i>
Dolnoslaski Fundusz Rozwoju sp. z o.o.	PL	<i>DFR</i>
UNIWERSYTET WARSZAWSKI	PL	<i>Uni Warsaw</i>
Fundacja Dumni z Lubina	PL	<i>Dumni z Lubina</i>
ANKO DYTIKIS MAKEDONIAS A.E. - ANAPTYXIAKOS ORGANISMOS TOPIKIS AFTODIIKISIS	GR	<i>ANKO</i>
ETHNIKO KENTRO EREVNAS KAI TECHNOLOGIKIS ANAPTYXIS	GR	<i>CERTH</i>
TWENTY COMMUNICATIONS SRO	SK	<i>TWE</i>
EUROPEAN NETWORK OF LIVING LABS IVZW	BE	<i>ENoLL</i>

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Legal disclaimer

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Executive Summary

This deliverable is in the form of technical documentation that is prepared in the anticipation of the development of the TRANSFORMER Hub.

It showcases the general outlines of the Hub, its individual pages, the URL policy, the content and content types, taxonomies and vocabularies as well as the user policy.

It is based on the initial suggestions for the TRANSFORMER Hub made in the D6.2 Communication and Dissemination Strategy and builds upon feedback, additional information about the needs of the potential uses of the Hub within the project and technical details received especially from other project partners throughout the period between the submission of the D6.2 and the preparation of D6.3.

At this present moment, the partners responsible for the Knowledge Hub and the Toolkit are in the process of defining the technical requirements of the two tools that are also crucial for specifying and finalising some of the technical features of the Hub, as well as the choice of the operating system and its complexity. As the development tasks of the Transition Super-Lab Toolkit (Task 4.2) and the Transition Super-Lab Knowledge Hub (Task 4.3) only started in M6, we opt to include an intermediate milestone for the built of the Hub at M9.

By this time (M9) a v1 of the Hub should be built, based on the information provided below and enriched by the technical needs of the partners, which should have progressed in their planning. A respective updated version of this deliverable should therefore be submitted following this one by M12.

Until then, we will continue to operate and update the current TRANSFORMER website, in order to keep a presence of the project online.

Transformer Hub

Introduction

To support all communication and dissemination activities and to provide a “one-stop-shop” for all TRANSFORMER outputs and activities, we foresee the transformation of the current TRANSFORMER website into a TRANSFORMER Hub that will be available to the TRANSFORMER consortium partners and TSLs to reach and effectively engage, communicate with and disseminate to the target audiences and stakeholders.

The TRANSFORMER Hub will be placed on the existing URL: www.transformer-project.eu to keep searchability and recognizability of the current website.

Below we provide more detail on the individual functionalities of the Hub, taking into account the progressing nature of the Knowledge Hub and the Toolkit and training materials that will be incorporated into the Hub at a later stage, and this document, especially the necessary specifications will be updated accordingly.

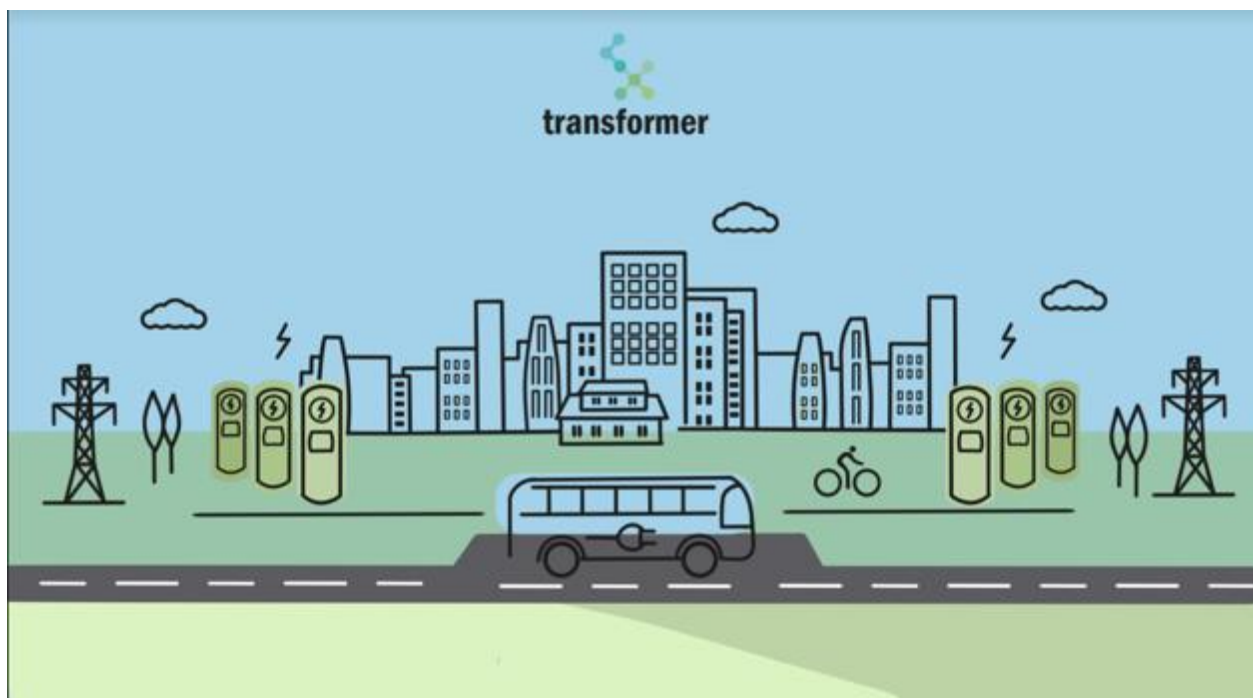


Figure 1: Header Image of the Hub: Example

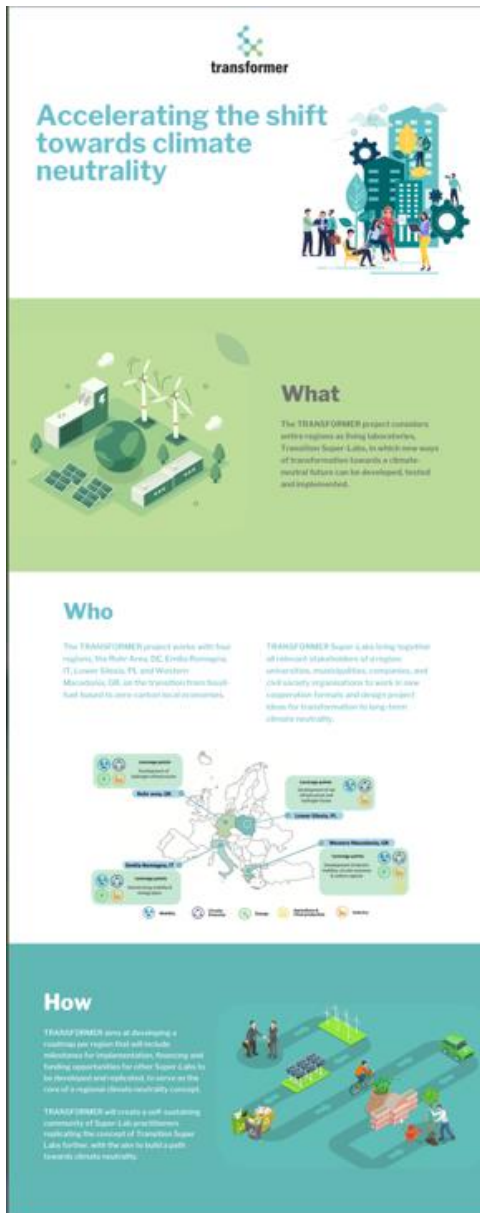


Figure 2: Current TRANSFORMER Website Landing Page

Transformer Hub functionalities

This section is an update from the D6.2 introduction into the Hub taking into account the needs, plans, wishes and developments of other tasks and WPs of the project and updated according to the latest developments and information. Equally, it will be updated in the next update of this document, as proposed, in M12.

The TRANSFORMER Hub will be the central communication channel for the project, developed to be accessible and approachable for all target groups and stakeholders. It will feature public spaces divided by their offering to: promotional, training and user-focused material, have a user space for interaction and exchanges as well as dissemination of information and materials to all groups of stakeholders.

There is no private space foreseen at this point.

All outcomes and (communication and dissemination) products of the project will be shared on the Hub in one of the sections or spaces for ease of access to all target audiences; enriched with the content federated from external initiatives that we partner with from across the SSH network, partner websites and other dynamic sources of content that will be identified and feed into the training and toolkit parts by the partners.

Through a combination of project native content, enriched through external content, we will ensure that it becomes a true Hub: enabling the wide dissemination of results from the TRANSFORMER TSLs, while at the same time, enabling a community of knowledge, collaboration and exchange on innovation and TSL replication.

Public spaces

The full TRANSFORMER Hub content is publicly available in public spaces to all interested audiences and stakeholders, crawlable fully by search engines (Google) and contributing - through improved SEO features - to the discoverability and reach of the TRANSFORMER content.

In contrast to the D6.2, following the needs update from the project partners in charge of the stakeholder involvement, we will be using all content as primarily public and therefore do not foresee for this version a semi-private space. That said, a joint third-party tool (SharePoint) will be used as a collaborative space for sharing of private documents within the project, enabling partners' knowledge sharing, learning and collaboration.

Community Management

In creation of the Hub, we will ensure sound community management and contribution to the Hub by TRANSFORMER partners:

- Creation and interconnection of the Toolkit, Training, Knowledge Hub and their interlinking into the TRANSFORMER Hub.
- Monitoring of ongoing developments on the TSL levels for interesting points to bring up to the homepage and prepare regular monthly updates of the website (update with news, events, tools, or publications, as they are being developed within the project and the TSLs).
- Identifying attractive content and pushing it also externally to the community through the website: news, articles and highlights to be published as social media, infographics or short animated videos.



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URL aliases policy

The rule to apply for all URL aliases is to always use title with “-” for aliases with more than one word
List of URLs structure below:

www.transformer-project.eu/ABOUT

www.transformer-project.eu/ABOUT/objectives

www.transformer-project.eu/ABOUT/Actions

www.transformer-project.eu/ABOUT/Partners

www.transformer-project.eu/ABOUT/Network

www.transformer-project.eu/ABOUT/Publications

www.transformer-project.eu/ABOUT/Deliverables/xxxtitlexxx

www.transformer-project.eu/Transition-Super-Labs

www.transformer-project.eu/Transition-Super-Labs/Ruhr

www.transformer-project.eu/WHATSNEW

www.transformer-project.eu/WHATSNEW/Events

www.transformer-project.eu/WHATSNEW/Events/xxeventxxx

www.transformer-project.eu/WHATSNEW/News

www.transformer-project.eu/WHATSNEW/News/xxxnewstitlexxx

www.transformer-project.eu/WHATSNEW/Newsletters

www.transformer-project.eu/WHATSNEW/Media-Package

www.transformer-project.eu/TOPICS

www.transformer-project.eu/TOPICS/Mobility

www.transformer-project.eu/TOPICS/Circular-Economy

www.transformer-project.eu/TOPICS/Agriculture

www.transformer-project.eu/TOPICS/Energy

www.transformer-project.eu/TOPICS/Industry

www.transformer-project.eu/CONTACT

www.transformer-project.eu/Privacy-Policy

www.transformer-project.eu/LEGAL

www.transformer-project.eu/USER/login

Safety and Security

URL and its SEO and safety. We will place the project on a standalone URL: www.transformer-project.eu (with an alternative www.project-transformer.eu to ensure better SEO) and will ensure its security (https). For SEO and other optimization purposes, we have also purchased additional URLs in order to be able to optimize the content; and use a redirect; all URLs will be SEO-optimised as of creation.

Regular technical upkeep. From a technical standpoint, we will continuously ensure that the website undergoes a standardised and regular process of maintenance and security patches so that the system is secured in multiple ways.

System security. Following DIGIT requirements, the system will be integrated with the CAPTCH and Mollom spam protection systems which in an ongoing way to protect the website from automated bots trying to create spam accounts and try to send information to other users from the platform. To be always up to date with the security and let no bots pass this protection we keep the modules and plugins up to date and monitor if there are any new solutions to fight ongoing spam challenge. In this regard, it is more secure to have a limited number of user accesses to the website and therefore to have a public stakeholder space.

Plugins and APIs. The connection of the Knowledge Hub, Training space and Toolkit and their matchmaking features will be incorporated through links, in order to limit the vulnerability of the site.

GDPR. All GDPR related restrictions will be held up when it comes to the user-management policy and when it comes to the distribution lists, newsletter subscriptions and social media outreach. Easy un-subscription is provided for as a standard.

The legal and GDPR policy will be at all times available on the site.

Equally so, we will respect all intellectual property rights, when it comes to publishing external content from other initiatives, partners, projects, or any other third parties. In the case of allowance of the publishing of third-party content, link and source will be always listed.

Proposed sitemap

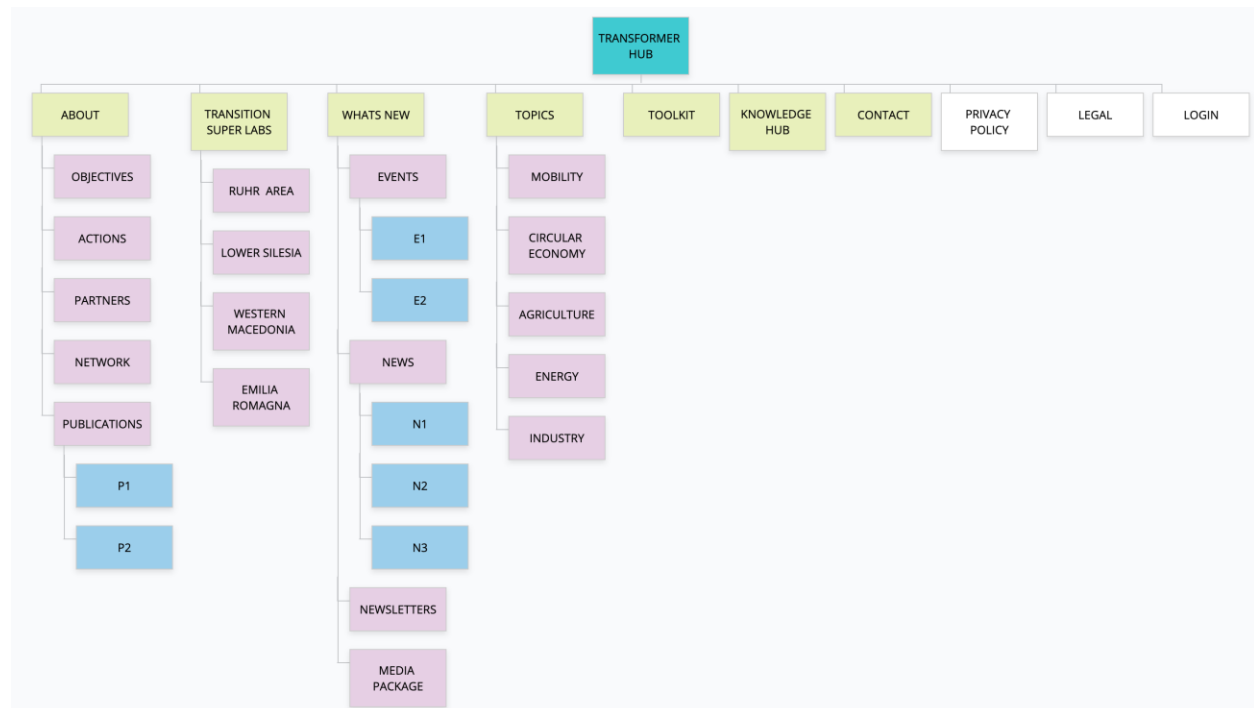


Figure 3: Proposed sitemap for the TRANSFORMER Hub

Technical specifications for individual pages

PAGE LEVEL	FUNCTIONALITY	DETAILS
HOMEPAGE	<p>The Homepage of the TRANSFORMER project is the first window into the concept of the Transition Super-Labs and the entry-point to all the Hub functionalities and content.</p> <p>It will feature visual elements such as <i>infographics map</i> showcasing solutions and results of the project, as well as key highlight information from across the project, putting focus on a set phase of the project.</p>	<p>It also provides links to:</p> <ul style="list-style-type: none"> • Sub-pages (=main navigation) • Social media channels (Twitter, LinkedIn) • Newsletter subscription box • Search and required links for banner and footer (ex. Privacy policy, Legal) <p>In the footer: the EU flag and the funding reference as per the CINEA/EC branding guide.</p> <p>It should be describing briefly the project and its objectives and actions and the TSLs and then dedicate a large section dedicated to the regions and the map.</p> <p>It should also display the latest content related to TSLs (like news, events, etc.) in a carousel or similar format.</p>
LEVEL 2: ABOUT	<p>Landing page - It should provide a short content ABOUT TRANSFORMER and an overview of the inner page content – short paragraph explaining the structure + link for:</p> <ul style="list-style-type: none"> • Objectives • Actions • Partners/ Team • Network • Publications 	<p>URL: www.transformer-project.eu/ABOUT</p> <p>Parallax landing page.</p> <p>It should feature a carousel pagination view</p> <p>Display infographics</p>
LEVEL 3: Objectives	<p>The page should present a short introduction and the main objectives of TRANSFORMER.</p>	<p>URL: www.transformer-project.eu/ABOUT/objectives</p> <p>Content:</p> <ul style="list-style-type: none"> • Project objectives/squares

PAGE LEVEL	FUNCTIONALITY	DETAILS
	<p>It should also feature links to:</p> <ul style="list-style-type: none"> • Actions page • Regions page • Topics page 	<ul style="list-style-type: none"> • Regions objectives • Slider topics
LEVEL 3: Actions	<p>The page should present an introduction and an overview of the main actions.</p> <p>It should also feature links to:</p> <ul style="list-style-type: none"> • Objectives page • Regions page • Themes page 	<p>URL www.transformer-project.eu/ABOUT/Actions</p> <p>Content:</p> <ul style="list-style-type: none"> • Titles and abstract • Images • Slider
LEVEL 3: Partners	<p>The page should feature a short introduction/explanation of the individual partners of the consortium, for WP leaders, the WP leadership should be mentioned.</p> <p>The page should also feature a list of partners + logos + short description + link to their website</p>	<p>URL www.transformer-project.eu/ABOUT/Partners</p> <p>Content:</p> <ul style="list-style-type: none"> • Explanation partners • WP members • Add image with the WPs • List of partners – Logos + short description + link
Level 3: Network	<p>The page should feature a short introduction of the network and each of the projects and areas of collaboration.</p> <p>It should also list all network members with logo, short description and link to their respective page</p>	<p>URL www.transformer-project.eu/ABOUT/Network</p> <p>Infographics / table with all the partners of the network and their area of focus – image.</p>
LEVEL 3 Publications	<p>Publication space will have all the electronic versions of public deliverables, publications, policy papers and other written outputs.</p>	<p>URL www.transformer-project.eu/ABOUT/Publications</p>

PAGE LEVEL	FUNCTIONALITY	DETAILS
	<p>There will be a direct link with the connected repository displaying the Toolkit from this space too.</p> <p>This is a page view: listing all public deliverables of the project, sorted by WP, in a numerical order.</p> <p>It should be displaying the WP where the publication was submitted and then a title and a link to each deliverable/publication.</p>	<p>We can display the structure of all WPs as a static list on the page first. When the list is too long, we add a harmonica view, with each WP as the titular line, and the list of deliverables underneath.</p> <p>The deliverables/ publications are individual content types, each listing the details as outlined below.</p>
<p>LEVEL 4: Single publication</p>	<p>It displays all info related to each individual publication, namely:</p> <ul style="list-style-type: none"> • Title • Date • Author • Work Package (taxonomy) • (Thumbnail) • Abstract / Executive summary • TSLs (taxonomy) • Topics (taxonomy) • Link to PDF open in new window 	<p>URL www.transformer-project.eu/ABOUT/Publications/xxxtitlexxx</p> <p>Designed both for online reading and download, it will open up the PDFs in the page or have it for download and printing for those, wishing to do so.</p> <p>The HTML description (abstract) will be optimized for SEO, so as to enable better discoverability of the content as well as good citations and re-linking from other sources</p>
<p>LEVEL 2: Transition Super Labs</p>	<p>Landing page - It should provide an exhaustive description/introduction of the regions involved and the concept of the TSLs + explanation of their focus topics in each TSL.</p> <p>It should display the map of the regions.</p> <p>It should also have a link to:</p> <ul style="list-style-type: none"> - Objectives 	<p>URL www.transformer-project.eu/Transition-Super-Labs</p> <p>Infographic display of the map</p>

PAGE LEVEL	FUNCTIONALITY	DETAILS
	<ul style="list-style-type: none"> - Actions - Topics 	
LEVEL 3: RUHR Area	<p>It should provide an in-depth overview of Ruhr Area.</p> <p>Info to be included:</p> <ul style="list-style-type: none"> • A picture • An introduction • Overview of actions • Overview of individual goals • Overview of topics they will be tackling • Later on: infographics on progress of topics 	<p>URL www.transformer-project.eu/Transition-Super-Labs/Ruhr</p> <p>The 3 latest items (news, events, deliverables) tagged with that region can be displayed and linked to.</p>
LEVEL 3: LOWER SILESIA	Same as Ruhr Area.	
LEVEL 3: EMILIA ROMAGNA	Same as Ruhr Area.	
LEVEL 3: WESTERN MACEDONIA	Same as Ruhr Area.	
LEVEL 2: What's new	<p>Landing page - It should provide a short introduction on what is new in the project. It will feature the latest news, submitted by all partners and TSL Owners, promoting interesting stories and news, information on trainings, webinars and workshops.</p> <p>It should also provide access to:</p> <ul style="list-style-type: none"> • All news (view) • All events (calendar view) • Newsletter 	<p>URL www.transformer-project.eu/WHATSNEW</p>

PAGE LEVEL	FUNCTIONALITY	DETAILS
	<ul style="list-style-type: none"> Media package (link to the page) <p>It should display a box (view) listing:</p> <ul style="list-style-type: none"> All press releases <p>It should display a box (view) listing:</p> <ul style="list-style-type: none"> (All newsletters) 	
<p>LEVEL 3: Events</p>	<p>It should display a calendar view of all events split in 2 lists:</p> <ul style="list-style-type: none"> Upcoming events Past events <p>It shows the first 10 events with a button “show more” that loads the older ones.</p> <p>Depending on the number of the events (if above 20-30) feature a faceted search function (by date and/or country and/or regions and/or topics and/or event / webinar).</p> <p>It could also display the “Events of the month” in a separate box or via a calendar view.</p>	<p>URL www.transformer-project.eu/WHATSNEW/Events</p> <p>The calendar view is not mobile friendly. Only display on web view.</p> <p>In case of more than one event per date (parallel events) show “+” and number of events on that day. Once clicked, redirect to the list view.</p> <p>It could also display the “Events of the month” in a separate box or via a calendar view.</p> <p>This page should also display TRANSFORMER webinars – tagged as webinars.</p>
<p>LEVEL 4: Single event</p>	<p>It should display all info related to each event namely:</p> <ul style="list-style-type: none"> Title Start and end date Country (pre-defined list – if webinar - online) Region (taxonomy) Theme (taxonomy) Main Picture Body 	<p>URL www.transformer-project.eu/WHATSNEW/Events/xxeventxxx</p> <p>See if a registration button is necessary</p>

PAGE LEVEL	FUNCTIONALITY	DETAILS
	<ul style="list-style-type: none"> • Type (taxonomy) • Links (external or internal) • Useful docs (pdf, words, ppt, etc.) • Media (pictures or videos) – can be used to add after-event pictures or recording (like for webinars) 	
<p>LEVEL 3: News</p>	<p>It displays all news in a reversed chronological order. It provides access to each individual news.</p> <p>On top, it will also display the “Highlighted news” in a separate box / carousel.</p> <p>Depending on the number of the events (if above 30) feature also a faceted search function (by date and/or regions and/or topic).</p> <p>It has a 3x3 view of the first 9 news with a button “show more” that loads the older ones.</p>	<p>URL www.transformer-project.eu/WHATSNEW/News</p>
<p>LEVEL 4: Single news</p>	<p>It displays all info related to each individual news, namely:</p> <ul style="list-style-type: none"> • Title • Date • Main Picture • Body • Regions (taxonomy) • Theme (taxonomy) • Links (external or internal) • Useful docs • Media (pics or video) 	<p>URL www.transformer-project.eu/WHATSNEW/News/xxxnewstitlexxx</p>
<p>LEVEL 3: Newsletters</p>	<p>The page displays date, title and links to all newsletters in a reversed chronological order.</p>	<p>URL www.transformer-project.eu/WHATSNEW/Newsletters</p>

PAGE LEVEL	FUNCTIONALITY	DETAILS
	Should have a button/possibility to subscribe to the newsletter directly there.	This is featuring links to the external third party tool for newsletters. It should include the direct embed code for the newsletter subscription & and a go-to-action.
LEVEL 3: Media package	The page displays an introduction: links to useful files for the media and multipliers: <ul style="list-style-type: none"> - About - links to all press releases (in PDF form) - key contact details - promotional materials (visual ID & guidelines, PR, infographics) 	URL www.transformer-project.eu/WHATSNEW/MediaPackage
LEVEL 2: TOPICS	The page displays a box overview of all topics of the project, addressed across regions (and an infographics) and a link to each one of them with a more in-depth view.	URL www.transformer-project.eu/TOPICS
Level 3: Mobility	The page displays a view of all content related to Mobility	URL www.transformer-project.eu/TOPICS/Mobility
Level 3: Circular Economy	The page displays a view of all content related to Circular Economy	URL www.transformer-project.eu/TOPICS/Circular-Economy
Level 3: Agriculture	The page displays a view of all content related to Agriculture	URL www.transformer-project.eu/TOPICS/Agriculture
Level 3: Energy	The page displays a view of all content related to Energy	URL www.transformer-project.eu/TOPICS/Energy
Level 3: Industry	The page displays a view of all content related to Industry	URL www.transformer-project.eu/TOPICS/Industry

PAGE LEVEL	FUNCTIONALITY	DETAILS
LEVEL 2: KNOWLEDGE HUB	This section will link to the Knowledge Hub	The Knowledge Hub will be a standalone section within the TRANSFORMER Hub, serving two purposes: 1) providing in-depth and comprehensive information about the Transition Super-Labs, 2) acting as an advisory tool for supporting the regions and guiding them to develop a customised TSL, evaluating their own needs and priorities and allowing them to analyse their regional capabilities and build a draft of a customised roadmap for evolving their domain-based innovation infrastructures into multi-domain TSLs.
LEVEL 2: TOOLKIT	This section will link to the Toolkit and the training space, if needed, it will be divided into two distinct sections.	<p>The Toolkit is another standalone tool, that will include the online basis for the matchmaking mechanisms for upscaling, composed of the elements Open Matchmaker (online B2B marketplace) and repository for the offline Bootcamp. The toolkit functionality will be interlinked into the TRANSFORMER Hub for seamless navigation of the users, but will be directly linked through it to other influencing platforms (e.g. Climate KIC, ERRIN, CIVITAS, Smart City Marketplace, Scalable Regions Grant and local matchmaking platforms, e.g. RUHR Matchmaker, and linked start-up networks (integrated approach) and constantly updated by integrating new tools/methodologies identified</p> <p>Toolkit and the training space will be at the disposition of all stakeholders to support their information needs and learning possibilities, as a backup to the trainings delivered.</p> <p>The exact way of interlinking is yet to be identified.</p>

PAGE LEVEL	FUNCTIONALITY	DETAILS
LEVEL 2: Contact	<p>It should feature an introduction + display all work package leaders and region leaders.</p> <p>Each one to contain:</p> <ul style="list-style-type: none"> • Role in TRANSFORMER • Name of organisation • Logo of organisation • Link to their page • Key contacts + Hidden emails • Project Coordinator: RUB Thomas Meister • mailto [thomas.meister@rub.de] • Project Manager: Rupprecht Consult • Morgane Juliat • mailto [m.juliat@rupprecht-consult.eu] 	<p>URL www.transformer-project.eu/CONTACT</p> <p>The structure of the information is a table or a list, we do not create standalone content types for partners / users / contacts.</p>
HEADER Privacy policy	<p>It should describe the privacy policy, the cookies use etc.</p>	<p>URL: www.transformer-project.eu/Privacy-Policy</p> <p>We need to have a cookies consent kit active and adapt cookies tracking to that. The cookies consent kit will include “reject all” option.</p>
HEADER Legal	<p>We should have a legal information as on all sites, that the information belongs to the project, that the funding is from H2020 etc. (this is different than the privacy policy and refers directly to the legal aspects of the project).</p>	<p>URL: www.transformer-project.eu/LEGAL</p>
HEADER: Login	<p>This is the login for the user.</p>	<p>URL: www.transformer-project.eu/USER/login</p>

PAGE LEVEL	FUNCTIONALITY	DETAILS
		<p>Note: this URL may not be visible, if we do not have the need for user profiles, we will hide the login and use it only for admin purposes.</p> <p>If we (consortium partners, regions) need the login, we will have it visible.</p>
FOOTER: Header + Links	All pages will have a footer featuring all key second and third level pages, as well as links from the header and a EU flag as per the requirements.	

Taxonomy

Due to the great amount of content stemming from the project and the TSLs, as well as the additional content that will be embedded from other partner sources, we will incorporate a **sorting and search tool based on a defined taxonomy** helping with the navigation across the Hub.

VOCABULARY – TSLs

TERMS: Ruhr Area, Lower Silesia, Emilia Romagna, Western Macedonia

CONTENT TYPES TO APPLY TO (multiple terms allowed): news, events, publications; tagging knowledge, tools and trainings TBC for M12 updated

VOCABULARY – Topics

TERMS: Mobility, Agriculture, Circular Economy, Energy, Industry

CONTENT TYPES TO APPLY TO (multiple terms allowed): news, events, publications; tagging knowledge, tools and trainings TBC for M12 updated

VOCABULARY – Types

TERMS: project, network, EU

CONTENT TYPES TO APPLY TO (only one term per node): news, events, publications; tagging knowledge, tools and trainings TBC for M12 updated

VOCABULARY – Work Package

TERMS: WP 1, WP 2, WP 3, WP 4, WP 5, WP 6

CONTENT TYPES TO APPLY TO (only one term per node): publications; news, events; tagging knowledge, tools and trainings TBC for M12 updated

Permissions and user roles

Website Roles

For the purposes of v1, we consider the following set of roles:

author, editor/community manager, administrator

Permissions

- **Author:** can create the node and edit it when in “draft” status. They can never delete a node. No access to personal data, only their own.
- **Editor:** can directly create, edit, delete, publish, unpublish any node. Can also add/edit/delete terms on existing vocabularies. Only access to author information, no other personal data accessible.
- **Community manager:** as editor + can add/delete users. Has full access to personal data.

For the purposes of v1, Editor and Community manager will be one role.

- **Administrator:** all permissions.

Content Types

Basic Page

To be used for: About, Objectives, Actions, Partners, Network, Publications, Transition Super Labs, Ruhr (1st part), Lower Silesia (1st part), Western Macedonia (1st part), Emilia Romagna (1st part), What’s new (1st part), Newsletters, Media Package, Topics, Mobility (1st part), Circular Economy(1st part), Agriculture (1st part), Energy (1st part), Industry (1st part), Contact, Privacy policy, Legal.

A standard module, such as the “Paragraphs” (Drupal) is recommended for the following features.

Parallax effects to be implemented: top down, carousel

Label	Description	Help text	Type	Length	Widget	Required (Y/N)	Notes
Basic page	Basic page	/	Boolean	/	Radio button, label, URL	Y	
Title	Title of the page	Only indicate the name of page	Text	60 characters (with spaces)	Free text	Y	
Main photo	Main image of the page	/	File	/	Image	Y	Allowed file types: jpg jpeg gif png. Files must be less than 500 MB.
Abstract	Short description of page	Add few words to present the page	Text	255 characters (with spaces)	Text	Y	To be shown as overlay on the main photo
Body	Main text	/	Long text	Text area (multiple rows)	Long text	N	

Images in the body text	Smaller images to be use in the text	/	File	/	Image	N	Allowed file types: jpg jpeg gif png. Files must be less than 500 MB. To be placed across the text, animatable.
Video	Video embedded into the page	/	File	/	Thumbnail	N	Embed links from YouTube, Vimeo. Security checks.
File	File	/	File	/	Thumbnail	N	Allowed file types: PDF, DOCX, DOC, PPT, PPTX, ZIP. Files must be less than 500 MB
Slideshow	Smaller images to be use in the text	/	File or embedded	/	Image	Y	Allowed file types: jpg jpeg gif png. Files must be less than 500 MB. Or embedded link To be placed across the text, can be animated.
Region	Region	/	Text +image	/	PARAGRAPHS	Y	
Topics	Topics	/	Text +image	/	PARAGRAPHS	Y	
Contact	Contact	/	Link	/	Radio button./ URL	Only for contact page	Contact: Name, Surname, Role, Email address, Image (=logo)

Transition Super Lab

To use for: Ruhr Area, Lower Silesia, Western Macedonia, Emilia Romagna

Label	Description	Help text	Type	Length	Widget	Required (Y/N)	Notes
TSL type	TSL type	/	Boolean	/	Radio button	Y	One of four options, to be unified with taxonomies on TSLs, types, topics
Title	Title of the page	Only indicate the name of the region/TSL	Text	60 characters (with spaces)	Select list	Y	
Main photo	Main image of the region/TSL area	/	File	/	Image	Y	Allowed file types: jpg jpeg gif png. Files must be less than 500 MB.
Abstract	Short description of the region / TSL	Add few words to present the region/TSL	Text	255 characters (with spaces)	Text	Y	To be shown as overlayer on the main photo
Body	Main text	/	Long text	Text area (multiple rows)	Long text	N	

Region	Region	/	Text +image	/	PARAGRAPHS	Y	
Topics	Topics	/	Text +image	/	PARAGRAPHS	Y	

Partner

To be used for: view on Partners page

Label	Description	Help text	Type	Length	Widget	Required (Y/N)	Notes
Partner type	Partner type	/	Boolean	/	Radio button	Y	Options: Partner, TSL stakeholder
Name	Name of the partner	/	Text	150 characters (with spaces)	Text	Y	
Logo	Logo of the Partner	/	Image	/	File	Y	Allowed file types: jpg jpeg gif png. Files must be less than 500 MB. Automatic resizing.
Website	Website of the partner	Copy-paste the URL of the website	Link	/	Link	Y	

Initiative

To be used for: view on Network page

Label	Description	Help text	Type	Length	Widget	Required (Y/N)	Notes
Initiative type	Initiative type	/	Term /entity reference	/	Select list	Y	Maximum number of values: 1. Vocabulary: Types, Topics
Name	Name of the Initiative	/	Text	150 characters (with spaces)	Text	Y	
Logo	Logo of the Initiative	/	Image	/	File	Y	Allowed file types: jpg jpeg gif png. Files must be less than 500 MB. Automatic resizing.
Description	Short description of the initiative	/	Text	400 characters (with spaces)	Text (long)	Y	
Website	Website of the partner	Copy-paste the URL of the partner website	Link	/	Link	Y	



Publication / Deliverable

To be used: view on Publications page

Label	Description	Help text	Type	Length	Widget	Required (Y/N)	Notes
Title	Tile of the Resource	/	Text	255 characters (with spaces)	Text	Y	
Date:	Date of publication	/	Date	/	Date	Y	Automatic, format dd/mm/yyyy
Author:	Author of the publication	/	Text	/	Author	Y	Automatic. Display Name, Surname
Image	Image /cover of the resource	/	Image	/	File	Y	Allowed file types: jpg jpeg gif png. Files must be less than 500 MB. Automatic resizing.
Description	Description of the publication	/	Text	Text area (multiple rows)	Text (long)	Y	
File	File	/	File	/	File	Y	Allowed file types: PDF, DOCX, DOC, PPT, PPTX, ZIP. Files must be less than 500 MB.
TSL/ region	TSL / region	Indicate the TSL or region the deliverable refers to	Term /entity reference	/	Select list	Y	Maximum number of values: multiple. Vocabulary: TSLs
Topic	Topic	Indicate the topic(s) the deliverable refers to	Term /entity reference	/	Select list	Y	Maximum number of values: multiple. Vocabulary: Topics
Initiative type	Initiative type	/	Term /entity reference	/	Select list	Y	Maximum number of values: multiple. Vocabulary: Types
Workpackage	Workpackage	/	Term /entity reference	/	Select list	Y	Maximum number of values: multiple. Vocabulary: Workpackage

Event

To be used: view on events page, could be highlighted to homepage

Label	Description	Help text	Type	Length	Widget	Required (Y/N)	Notes
Title	Tile of the Event	/	Text	255 characters (with spaces)	Text	Y	
This is a webinar:	Webinar	Indicate if it is a webinar or not	Checkbox	/	Single on/off checkbox	Y	Default value: unchecked



transformer

Start Date:	Start date	/	Date	/	Date	Y	Automatic, format dd/mm/yyyy
End date :	End date	/	Date	/	Date	Y	Automatic, format: dd/mm/yyyy
Location	Location of the event	If it's a webinar, choose ONLINE	List	/	Autocomplete list (user starts typing the city name and city, country appears)	Y	Maximum number of values: 1. Options: ONLINE or List of cities/ Countries
TSL/region	TSL / region	Indicate the TSL or the region this event refers to	Term /entity reference	/	Select list	N	Maximum number of values: multiple. Vocabulary: TSLs
Topic	Topic	Indicate the topic(s) the event refers to	Term /entity reference	/	Select list	N	Maximum number of values: multiple. Vocabulary: Topics
Event type	Type	Indicate the type(s) the event refers to	Term /entity reference	/	Select list	N	Maximum number of values: multiple. Vocabulary: Types
Main picture	Main picture of the event	/	Image	/	File	Y	Allowed file types: jpg jpeg gif png. Files must be less than 500 MB. Automatic resizing.
Body	Main text	/	Long text	Text area (multiple rows)	Long text	Y	
Registration link	Register here	Add a link to the registration system if available	Link	/	Link / Button	N	
Useful links	Useful links		Field collection	/		N	Unlimited number of values. Button "Add a link" to add another item. If selected the fields below become mandatory: Title of the link (text), link (internal or external).
Useful docs	Useful docs		Field collection	/		N	Unlimited number of values. Button "Add a document" to add another item. If selected the fields below become mandatory: Title of the document (text), file (file, types allowed: PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX, ZIP).
Media gallery	Media of the event		Field collection	/		N	Unlimited number of values. Button "Add a media" to add another

							item. If selected, user must be able to choose between uploading a File (JPG, JPEG, PNG, GIF) or adding a link to video (embedded).
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News

To be used: view on news page, could be highlighted to homepage

Label	Description	Help text	Type	Length	Widget	Required (Y/N)	Notes
Title	Tile of the News	/	Text	255 characters (with spaces)	Text	Y	
Date:	Publication date	/	Date	/	Date	Y	Automatic, format: dd/mm/yyyy
TSL/ region	TSL/region	Indicate the TSL / region the news refers to	Term /entity reference	/	Select list	N	Maximum number of values: multiple. Vocabulary: TSLs
Topic	Topic	Indicate the topic(s) the news refers to	Term /entity reference	/	Select list	N	Maximum number of values: multiple. Vocabulary: Topics
News type	Type	Indicate the topic(s) the news refers to	Term /entity reference	/	Select list	N	Maximum number of values: multiple. Vocabulary: Types
Main picture	Main picture of the news	/	Image	/	File	Y	Allowed file types: jpg jpeg gif png. Files must be less than 500 MB. Automatic resizing.
Body	Main text	/	Long text	Text area (multiple rows)	Long text	Y	
Useful links	Useful links		Field collection	/		N	Unlimited number of values. Button "Add a link" to add another item. If selected the fields below become mandatory: Title of the link (text), link (internal or external).
Useful docs	Useful docs		Field collection	/		N	Unlimited number of values. Button "Add a document" to add another item. If selected the fields below become mandatory: Title of the document (text), file (file, types allowed: PDF, DOC,

							DOCX, PPT, PPTX, XLS, XLSX, ZIP).
Media gallery	Media of the news		Field collection	/		N	Unlimited number of values. Button "Add a media" to add another item. If selected, user must be able to choose between uploading a File (JPG, JPEG, PNG, GIF) or adding a link to video (embedded).

Newsletter

To be used: view on Newsletters page

Label	Description	Help text	Type	Length	Widget	Required (Y/N)	Notes
Title	Tile of the Newsletter	/	Text	255 characters (with spaces)	Text	Y	
Date:	Publication date	/	Date	/	Date	Y	Automatic, format: dd/mm/yyyy
Link	Link of the newsletter	/	Link	/	Link	Y	(external)

Updated timelines for TRANSFORMER Hub

Phase 1: M0 – M6: Strategy definition and development

During the **first phase**, when it comes to the TRANSFORMER Hub, we have focused on the creation of the TRANSFORMER website and definition of the functionalities and needs of the TRANSFORMER Hub.

FOCUS: BUILDING UP CHANNELS AND AUDIENCE FOR TRANSFORMER	
ACTIONS	<ul style="list-style-type: none"> • Create and populate the TRANSFORMER website • Define functionalities for the TRANSFORMER Hub, based on available information at M6. • Engage key (consortium and other project) partners and (local, regional) stakeholders in sharing the communication content
TOOLS PREPARED	<ul style="list-style-type: none"> • Basic TRANSFORMER website [DONE] • Technical specifications for the TRANSFORMER Hub, based on available information at M6. [DONE]

Table 1: Communication Activities: Phase 1

Phase 2: M6 – M18: Communication, dissemination, community building

During the **second phase**, we will focus on the alignment of the plans of partners for the Knowledge Hub, the Toolkit and the trainings, that will be linked to the TRANSFORMER Hub.

We will therefore, based on the technical specs presented in M6 herewith build a v1 of the Hub.

FOCUS: CREATING AND POPULATING THE HUB	
ACTIONS	<ul style="list-style-type: none"> • Build up the v1 of the TRANSFORMER Hub • Populate it with regular news and updates • Update the technical specs based on the needs of the interconnection with the Knowledge Hub, Toolkit and other TRANSFORMER resources • Build up connections to the Knowledge Hub and the Toolkit and trainings • Regular newsletter and news notifications from the Hub to keep the community engaged • Promote Knowledge Hub and its functionalities and content among stakeholders and interested partners
TOOLS NEEDED	<ul style="list-style-type: none"> • Functioning TRANSFORMER Hub in its V1 [M9] • Toolkit incorporated into the Hub [M15] • New content types: infographics, videos [M12] • Knowledge Hub and Tools mapping of functionalities and connections (liaison with WP4) [M12] • Partner websites content mapping [M12]

Table 2: Communication Activities: Phase 2

Phase 3: M18 - M24 and beyond: Exploitation of results

In the **third phase**, we will follow “stabilization and exploitation” activities to ensure the **exploitation of all results of the project** and set out to build the foundation of a community of Super-Lab practitioners that will continue working beyond the length of the project.

In this phase, most of the content for **successful training, replication, matchmaking** and TSL build-up such as the Toolkit, the trainings and the Knowledge Hub are all in place at the TRANSFORMER Hub.

FOCUS: TRANSFORMER COMMUNITY: REPLICATION AND EXPLOITATION OF RESULTS	
ACTIONS	<ul style="list-style-type: none"> • Continue providing links and attract stakeholders to the Knowledge Hub • Engage key partners in the creation of content for the Hub, providing their experience and learning from the implementation of the transition super labs to be used further • Interlink additional tools and other content from SSH projects and other relevant projects through mapping and open data connections • Interlink matchmaking spaces, learning spaces and local pages for TSLs • Continuous monitoring and improvement of KPIs
TOOLS NEEDED	<ul style="list-style-type: none"> • TRANSFORMER Hub in its V2 [M22] • All Knowledge Hub, Toolkit and matchmaking space integrated [M22]

Table 3: Communication Activities: Phase 3