

Robotics and AI as Enablers for Greener Dismantling, Remanufacturing and Recycling
-ROB4GREEN-



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D1.1: ROB4GREEN Internal web portal

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Summary:

Description of the design and implementation of the ROB4GREEN online web portal for allowing partners to communicate and share files.



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1 EXECUTIVE SUMMARY

This document serves as a guide and provides a thorough overview of the ROB4GREEN online web portal. It describes the available content and provides information for navigating through it. Its purpose is to support fluent collaboration and communication among all ROB4GREEN partners. Concurrently, this document can be used as a reference manual for the whole consortium.

2 INTRODUCTION

2.1 About the SharePoint

SharePoint is used for providing a workspace where all the partners can quickly share files. It includes tools for controlling access permissions and which kind of editing rights users may have. For ROB4GREEN, the SharePoint is set up and managed by the Laboratory for Manufacturing Systems and Automation (LMS), which leads WP1 and coordinates the project. The chosen solution, Microsoft Teams (MS Teams) [1], also offers features like collaborative online file editing which enhances the productivity of the consortium, especially during integration and/or reporting periods. In parallel, it provides a portfolio of add-on tools for organizing chats, task planners, or private channels among others.

2.2 About this document

The objective of this report is twofold. First, it is used for describing the WP1 activities related to the management of project's material within SharePoint. Second, the report aims on familiarizing ROB4GREEN partners with the ROB4GREEN SharePoint platform, improving their experience. It serves as a comprehensive guide, beginning with an introduction to the portal's purpose and progressing to provide detailed, step-by-step instructions for effective use.

3 TEAMS PORTAL STRUCTURE

3.1 Access to the portal

LMS created a private TEAM on the platform and manages the access rights for partners derived from the consortium organizations. The main role of this digital workspace is providing private and secure data storage and facilitating information exchange among the consortium.

Upon gathering contact information by the consortium participants, LMS granted access to each individual partner. For adding or removing access rights to members, the consortium is instructed to contact LMS via formal mail. LMS is the only organization with owner role on the SharePoint, so other partners cannot add members to the team directly. The access rights to the team have been carefully considered to ensure the secure and efficient management of information.

LMS maintains a document that enlists all members with access rights. This list is also uploaded and updated in the SharePoint/ TEAM repository. Once invited by LMS, each member receives an e-mail invitation to confirm their registration in the team.

3.2 Root directory

The root directory of the SharePoint is structured as presented in Figure 1. The objective is to provide direct access to frequently used files (e.g. contractual documents, templates) and to intuitively guide users to work package (WP), deliverable or meeting-oriented files.

The main directories are:

- **Documents:** provides access to the Grant Agreement, Consortium Agreement, detailed budget files, and other essential files, etc.

- **Work packages:** allows partners to create, share and edit files related to WP activities
- **Deliverables:** serves as a working folder and storage of deliverable reports
- **Meetings:** folder for storing material involved to physical, General Assembly, or Review meetings
- **Templates and logos:** provides easy access to working templates and logos

Όνομα	Τροποποιήθηκε	Τροποποίηση από	+ Add column
00. Documents	18 Οκτωβρίου 2024	Dionisis ANDRONAS	
01. Work packages	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
02. Deliverables	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
03. Meetings	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
04. Templates and logos	A few seconds ago	Dionisis ANDRONAS	

Figure 1. ROB4GREEN internal portal root directory

3.3 Contact lists file

This file serves a reference for retrieving contact information of persons involved in the project. In addition, it is used for declaring the association of each member with the project's work packages. This association is used for forming the project's mail lists (e.g., all@rob4green-project.eu, wpX@rob4green-project.eu).

This document is maintained by LMS. In case any organization wants to add or remove members from the project's mail lists, it is advised to send an official mail to LMS that will manage directly the corresponding update.

 ROB4GREEN Contact List - template.xlsx	18 Φεβρουαρίου
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Figure 2. Contact list file

3.4 Project documents

Noteworthy directories are the following:

- Under *00. Documents*, all governance documents are stored including the project's Grant Agreement, Consortium Agreement, and various files that revolve around the decision-making processes of the project.
- Under *R4G_ Internal portal/ 02. Deliverables*, a folder for each deliverable (Figure 3) is created and serves as a workspace for the deliverable. Documents and media files are uploaded there during the composing of each deliverable.
- Under *04. Templates*, the members can retrieve templates used for the various document types of the project. Presentation, Deliverable, Registration Form, Meeting Minutes, Report, Video Callouts, Organizations and project logos are uploaded upon their creation under this directory.

 D1.1_ROB4GREEN Internal web portal	4 hours ago	Dionisis ANDRONAS
 D9.1_AI - OEI - Requirement No 1	4 hours ago	Dionisis ANDRONAS

Figure 3. Deliverables

All the project documents such as Meeting Minutes and Meeting presentations are kept in their draft format and saved as Portable Document Format (PDF) after they are finalized.

3.5 Project meetings

Each Project meeting requires contribution from all the consortium whether it is physical or virtual. Under the *03. Meetings* (Figure 4) folder the partners can find a working space for organizing and sharing their contributions per meeting. Registration forms, presentations and other media and documents are uploaded under the corresponding sub-directory, maximizing efficiency and minimizing iterations and time needed for a successful meeting.

01_Kick off meeting	10 Δεκεμβρίου 2024	Dionisis ANDRONAS
02_ACCIONA specification analysis	5 Φεβρουαρίου	Dionisis ANDRONAS
03_VALEO specification an...	18 Φεβρουαρίου	Dionisis ANDRONAS

Figure 4. Project meetings directory

3.6 Work packages

Under the *01. Work packages* folder there are sub-directories corresponding to each of the project's work packages. Under each sub-directory, there are folders that organize files at Task-level or WP-level.

Task Leaders are encouraged to modify the structure of their task folders to ensure optimal workflow. The contents of the Work Packages directory are presented in Figure 5. For better usability, WP short names are used instead of their full names.

Όνομα	Τροποποιήθηκε	Τροποποίηση από	+ Add column
WP1_Project Management	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
WP2_Reference architecture	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
WP3_Cognitive mechatronics	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
WP4_AI based robot programming	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
WP5_Multi level optimization	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
WP6_Applications in large scale pilots	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
WP7_Open Calls	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
WP8_Dissemination and exploitation	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	
WP9_Ethics	10 Δεκεμβρίου 2024	Dionisis ANDRONAS	

Figure 5. Work package directory

4 ROB4GREEN INTERNAL PORTAL FUNCTIONALITIES

As mentioned, the ROB4GREEN SharePoint serves as a central hub for the project team, facilitating efficient collaboration and communication. Beyond its cloud storage capabilities, the MS Teams solution has been selected for its additional functionalities, including:

- **Collaborative Document Editing:** Team members can directly online and collaboratively edit working documents, add comments for suggestions, and utilize the track changes feature to monitor progress and ensure all modifications are recorded.
- **Version Control:** The platform maintains version control, providing a secure way to track changes and collaborate effectively.

- **Integrated Chat:** MS Teams offers a versatile chat platform, allowing users to send instant messages, share files, and engage in one-on-one or group conversations within the same interface.
- **Channels:** Teams can be organized into dedicated channels, creating focused spaces for discussions and collaboration on specific topics. (e.g., per use case, or per WP)
- **Video Conferencing:** MS Teams supports high-quality video conferencing, featuring screen sharing, meeting recordings, and seamless scheduling and participation.
- **@Mentions:** The @mention feature allows users to notify specific team members in a chat or channel, ensuring they receive updates on relevant discussions.
- **Apps and Integrations:** MS Teams supports a wide range of third-party apps and integrations, enabling users to bring external tools and services into the Teams interface for a unified workspace.
- **Customizable Tabs:** Channels can be enhanced with customizable tabs, offering quick access to shared files, applications, websites, or other relevant content.
- **Security and Compliance:** MS Teams prioritizes security and compliance, featuring data encryption, multi-factor authentication, and adherence to industry standards, making it suitable for various regulatory environments.

5 CONCLUSIONS

This document serves as a comprehensive guide to the ROB4GREEN online web portal, detailing its structure, functionalities, and best practices for efficient collaboration among consortium members. The structured directory system allows easy access to essential files, while version control and collaborative editing features facilitate efficient co-working, reducing redundancy and ensuring transparency in document modifications.

MS Teams' integrated chat, channels, and video conferencing streamline communication, further enhance engagement and information exchange.

By following this guide, partners can maximize the portal's functionality, ensuring smooth project execution. Within the project duration, partners are encouraged to actively use and update the platform, ensuring that all relevant information remains accessible and up to date. For any updates in access permissions, editing rights, and member registration, partners are advised to contact LMS which is the primary point of contact and maintainer of the platform.

6 REFERENCES

- [1] "Video Conferencing, Meetings, Calling | Microsoft Teams." Accessed: Feb. 27, 2025. [Online]. Available: <https://www.microsoft.com/en/microsoft-teams/group-chat-software/>

