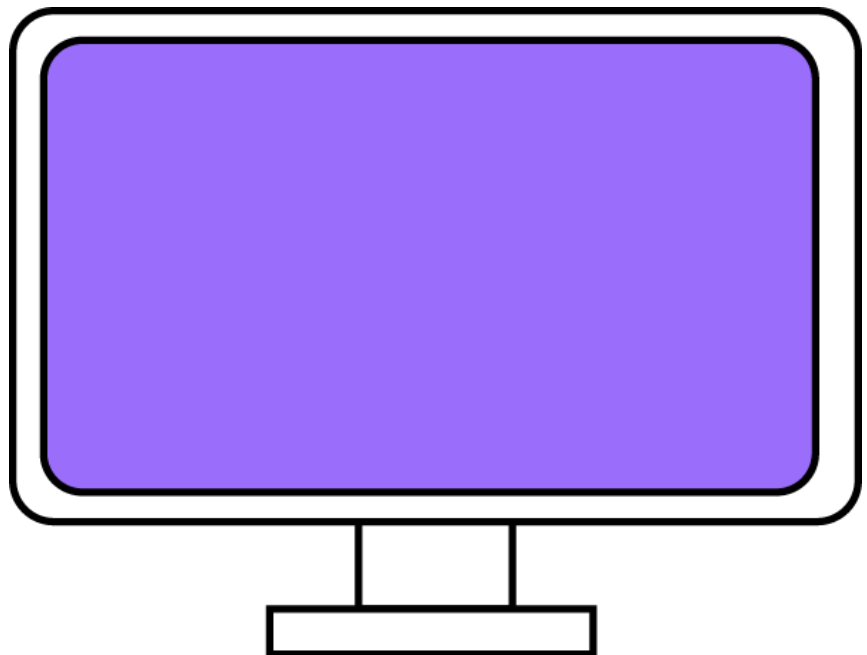


OpenEU

The Open
European
University

OpenEU Decidim Quick Guide

November 2025
Version number 00



**Funded by
the European Union**

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Version History

Version	Date	Sections	Change Description
00	11/11/2025	All	Original document
01			

Prepared by	Reviewed by	Approved by
Sara Ramis Position PM	Virgínia Sánchez Institutional Coord. UOC	Name Position
Date 04/11/2025	Date 11/11/2025	Date
Name Position	Name Position	Name Position
Date	Date	Date

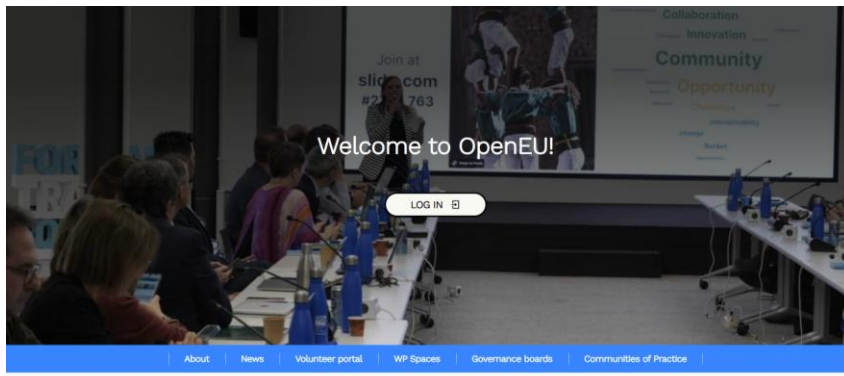
INDEX

Log in	3
Staying Notified	4
Work Package spaces	4
→ Accountability:	4
→ Deliverables and Milestones	5
→ Navigating to the Work Package.....	6
Governance Spaces	8
Communities of Practice	9
→ Participation & Functionality.....	9
About	12
News	12
Direct access to meetings and profile	13
→ Meetings	13
→ Profile	14

OpenEU Decidim Portal

Quick guide

Log in



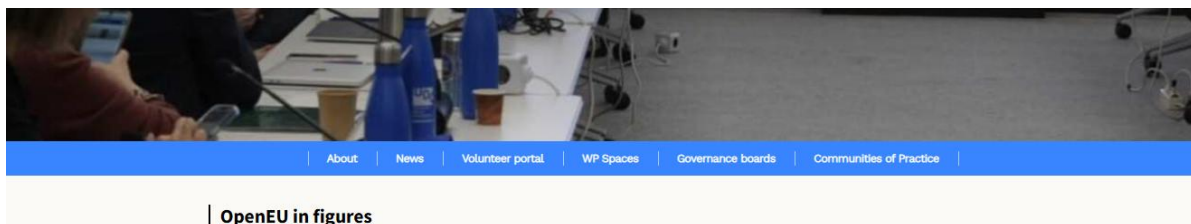
To access the platform, click on Log in and enter your email address and password.

→ First Time Logging In? (New Account Setup)

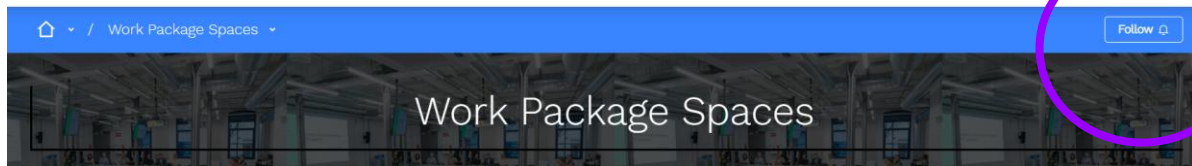
- Click on the "Log in" button.
- Look for the link or button labelled "Create new account" (or "Sign up").
- Follow the steps to register your account.
- Once your account is created, return to the "Log in" screen and enter your credentials.

→ link to the Login: https://openeu.eu/users/sign_in

→ On the home page, you will find access to 8 spaces: About, Home, Volunteer Portal, WP Spaces, Governance boards and Communities of Practice.



Staying Notified



To receive updates and notifications from an area of interest on the platform (e.g., a specific Work Package Space or a debate):

Look for the bell icon located on the right-hand side of the page.

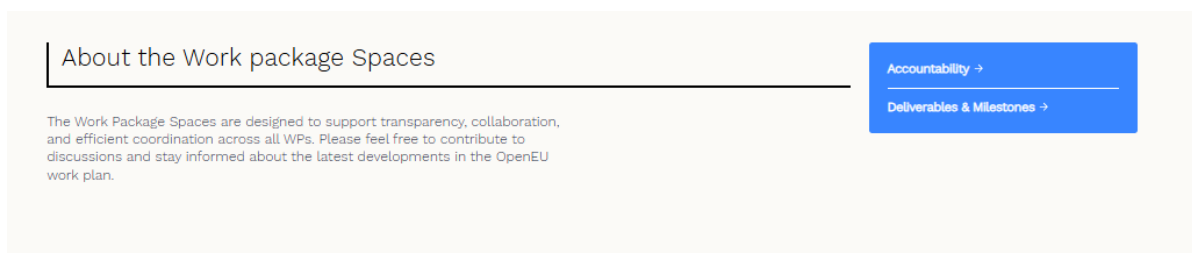
By clicking this icon, you activate notifications and start receiving updates related to the specific space or thread you are currently viewing. You can choose to follow the entire space (like a WP Space) or a specific debate thread by clicking this icon.

Work Package spaces

These spaces serve as the central collaboration hubs where the members participating across the different levels (Work Package Boards, Tasks, and Sub-tasks) connect and interact.

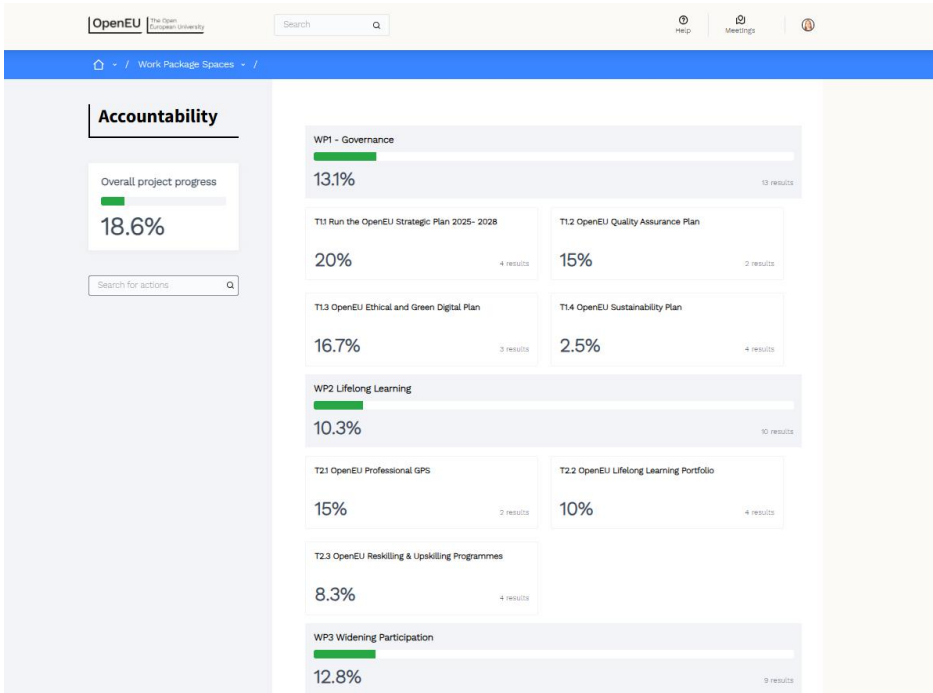
It integrates two main levels of information for the WP:

- **The Work Area:** The primary space dedicated to day-to-day collaboration (Meetings, Forum, Tasks, etc.).
- **Tracking & Reporting (Top Section):** On the top part of this space, you find direct access to the key monitoring areas: Accountability and Deliverables and Milestones.



→ **Accountability:**

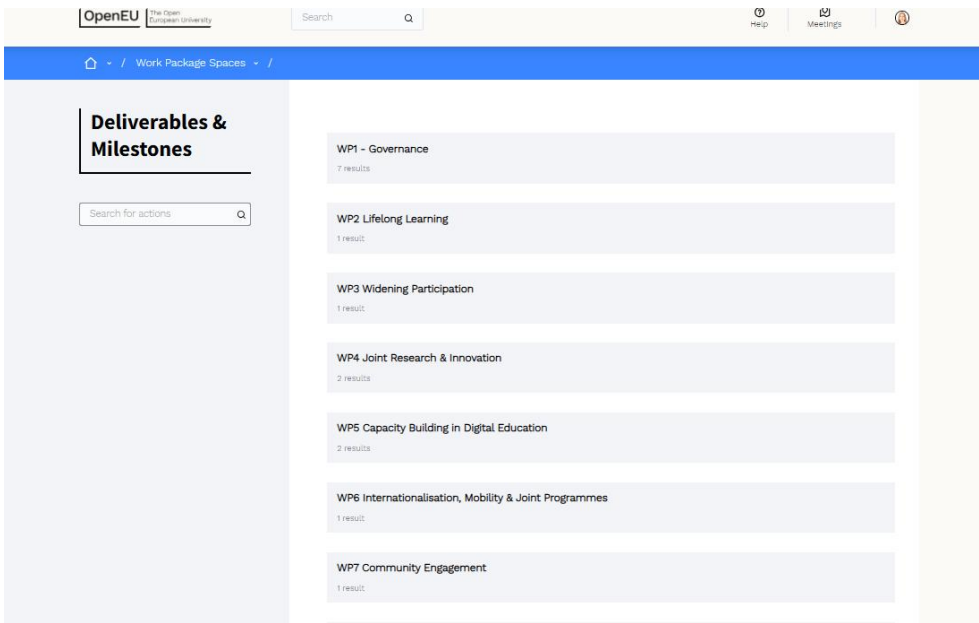
Here, you can check the progress of the different tasks and work packages, clicking on each task you can comment on it.



→ Deliverables and Milestones

Check all deliverables and milestones of each WP, and comment on it

This section will be progressively built up. The specific Deliverables and Milestones for each Work Package will be added as they are achieved, and the corresponding documents become available and open.

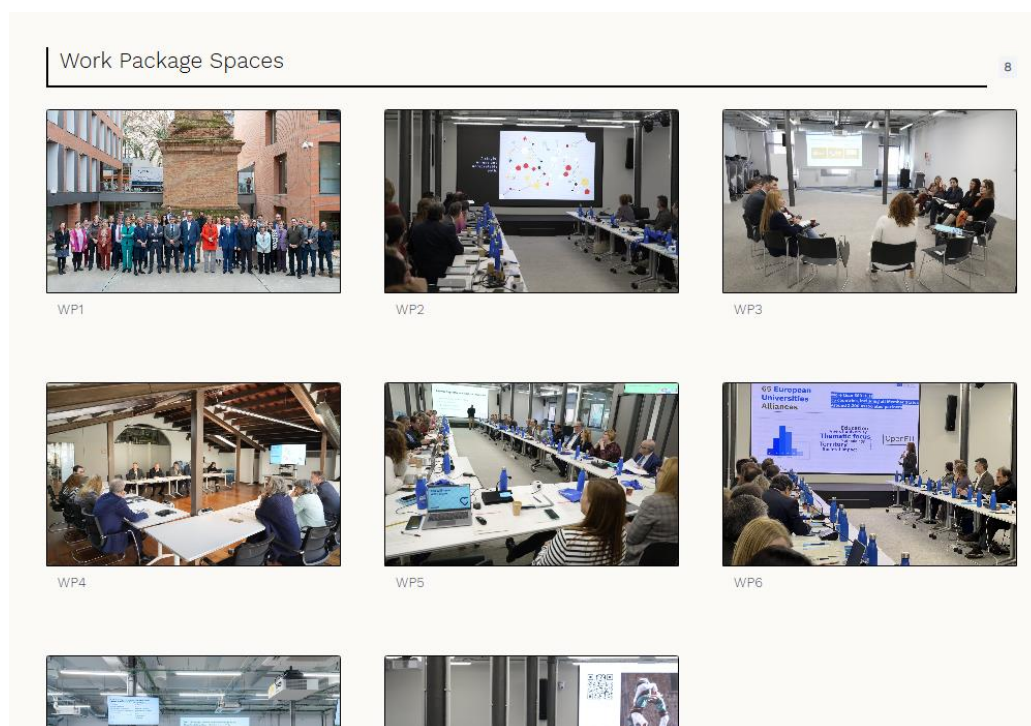


→ On the Work Package Spaces, you will find a link to each Work Package. These dedicated spaces serve as the primary workspace for all activities, documents, and discussions related to that specific Work Package.

→ How to Access:

Scroll down to the list of Work Packages (WP). You will find the link to each WP space, often represented by an image or a dedicated block.

Simply click on the corresponding image or link to access the specific Work Package space.



You can contribute to discussions and stay informed about the latest developments in the OpenEU work plan.

→ Navigating to the Work Package

By navigating to the Work Package space and selecting an item from the right-hand menu, you will access the different functional sections, such as Meetings, Forum, and Tasks.

1. Meetings

- **View:** You can consult all scheduled meetings for the WP.
- **Create a New Meeting:** To schedule a new meeting, click on the black button labelled "New meeting +".

→ You will be prompted to fill in the required details, including:

- Title and Description.
- Type of meeting (e.g., online, in-person).
- Registration type (to manage registration or indicate if the meeting takes place on an external platform).
- You can also link the meeting to a specific Task within the WP.

2. Forum (Debate)

- **Participate:** Here you can engage in active discussions relevant to the WP's work.
- **Start a New Debate:** To create a new discussion thread, click on the black button on the right-hand side, labelled "New debate +".

3. Tasks

- **Task-Specific Discussions:** Within each individual task, you also have the option to:
 - Create a new debate thread specific to that task.
 - Participate in active discussions already linked to the task.

About this WP2

This is the space devoted to efficient coordination within the WP2 team. Here you will find:

- Announcements and invitations for upcoming meetings
- Agendas and minutes of past meetings
- Ongoing discussions related to tasks in progress
- Working documents and deliverables open for feedback
- Final approved documents
- Updates on the progress of WP2 as an act of transparency and accountability

Please feel free to contribute to discussions and stay informed about the latest developments.

- WP2 Forum →
- Meetings →
- T2.1 OpenEU Professional GPS →
- T2.2 OpenEU Lifelong Learning Portfolio →
- T2.3 OpenEU Reskilling & Upskilling Programmes →

Governance Spaces

This space provides access to the OpenEU boards beyond the work packages. Access shared documents, discussion forums, meeting materials, and working group resources for the Rector's Council, Executive Board, the Students' Council and the Institutional Coordinators Group.

Governance Boards Spaces

Rectors' Council

Executive Board

Students' Council

Institutional Coordinators Group

OpenEU The Open European University

Search

Help Meetings

Home / Governance boards / Rectors' Council

Follow

About the Rectors' Council Space

This is the space devoted to the Rectors' Council (RC). Here you will find:

- Announcements and invitations for upcoming meetings
- Agendas and minutes of past meetings
- Support documents and other resources

The RC is the highest-level decision-making and supervising body of OpenEU. It has the following prerogatives: determination and supervision of the OpenEU's strategic priority agenda, including its general policy, vision and long-term strategy; supervision of the OpenEU overall management of the Alliance, including finances and the admission/exclusion of members.

Meetings →

General Forum →

Related documents

Test

DOWNLOAD FILE

Clicking on each board, you can access the relevant tools for governance activities, including: Meetings, the General Forum, and related files.

The process for consulting and creating new meetings and debate threads within the Governance Board space operates identically to the process described in detail for the Work Package Spaces (see section: [Navigating and Contributing to Work Packages](#)).

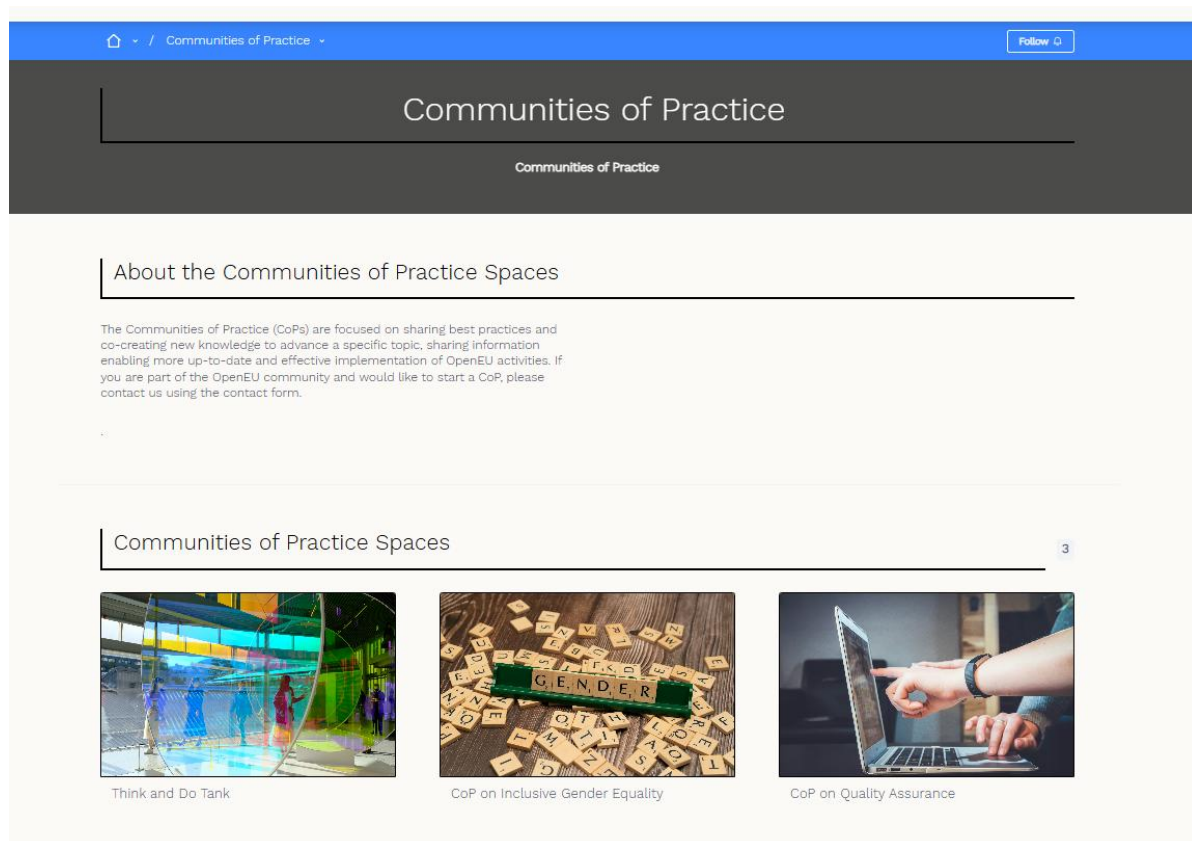
Communities of Practice

The Communities of Practice (CoPs) are dedicated spaces focused on the sharing of best practices and the co-creation of new knowledge to advance specific topics within the OpenEU context. These platforms enable more up-to-date and effective implementation of OpenEU activities through focused collaboration.

Accessing the CoPs: You will find links to the active Communities of Practice spaces here, which serve as areas for focused exchange.

Example CoPs Available:

- Think and Do Tank
- CoP on Inclusive Gender Equality
- CoP on Quality Assurance



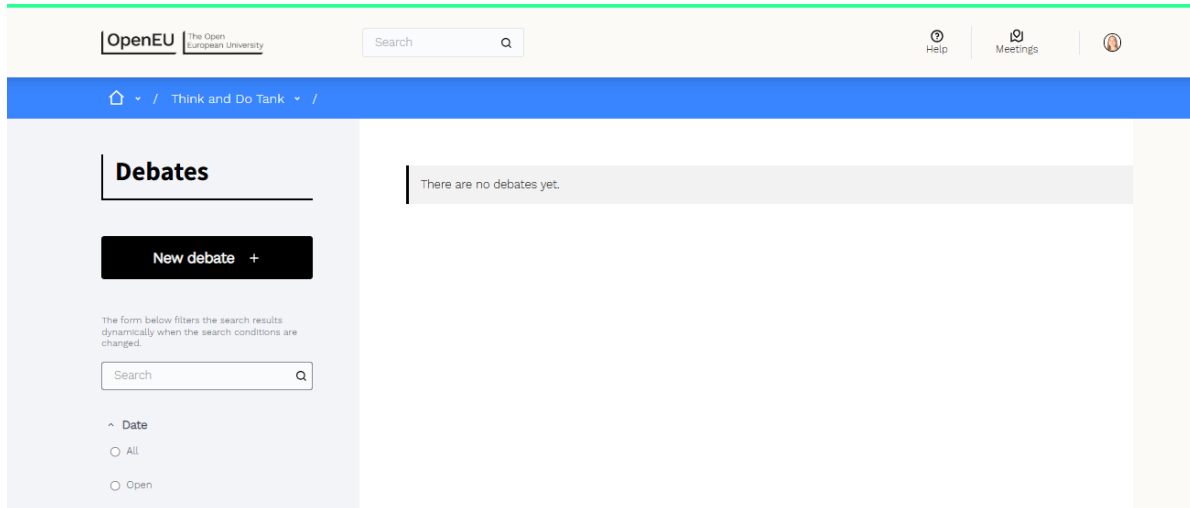
→ Participation & Functionality

The available functionalities differ based on the specific CoP:

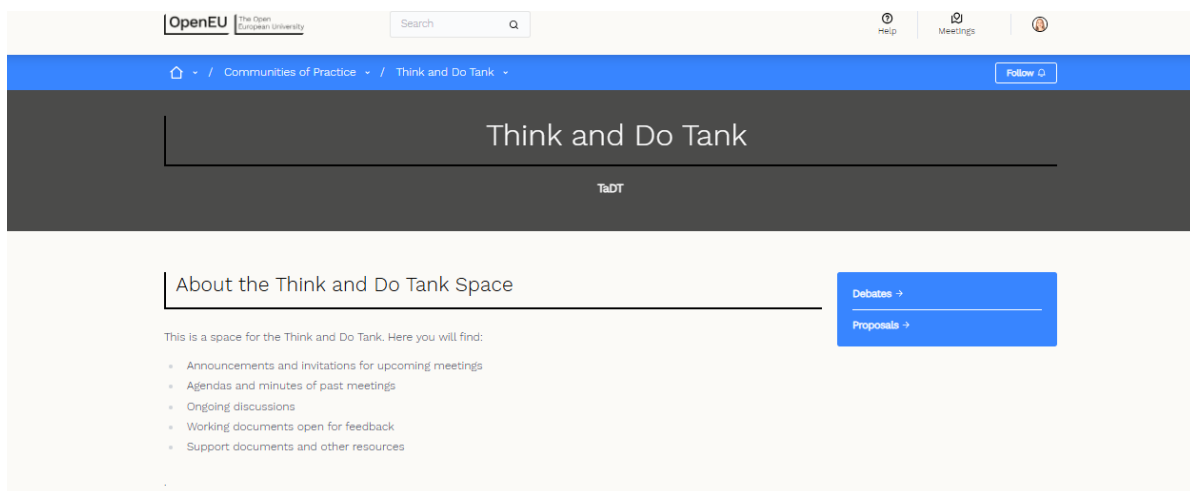
→ **General CoPs (e.g., Gender Equality, Quality Assurance)**

For these CoPs, the main interaction is through discussion:

- **Debates:** You can participate in existing discussions or initiate new ones. To create a new thread, navigate to the CoP space, click on the Debates access (blue square icon on the right), and then click the black button "New debate +" on the left.



→ Think and Do Tank (TaDT)

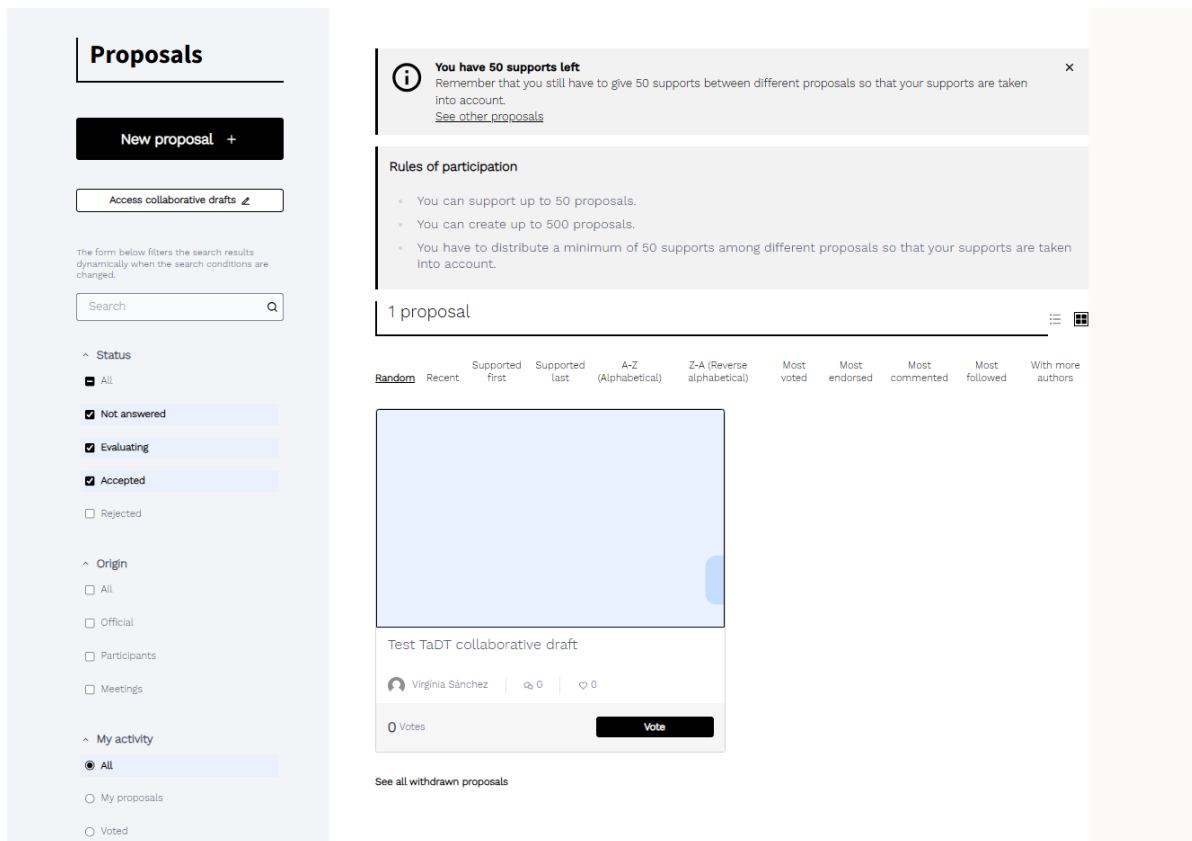


The TaDT functions as a space for both active debate *and* proposals:

1. Debates:

- Similar to the general CoPs, you can participate in active debates or create new ones by clicking the "New debate +" button within the debate section.

2. Proposals: The TaDT allows members to submit and vote on formal proposals.



- **Creating New Proposals:** Access the Proposals area and click the black button "New proposal +" on the left to submit a new idea.
- **Collaborative Drafts:** You can access different drafts of proposals that are currently being developed by clicking the "Access collaborative drafts" button.
- **Voting on Published Proposals:** Under published proposals, users can cast their vote by clicking the "Vote" button located in the bottom right margin of the proposal block.

→ The system also allows filtering proposals by Random, Recent, Most Voted, etc.

About

You will find information about OpenEU’s mission, Who we are and what we focus on

About

Read more about OpenEU

- Our mission
- Who we are
- We focus on

Our mission

01 Establish a learner-centred, inclusive, digital and green open university with a European scope, widening access to quality higher education and lifelong learning to all.

Our well-established experiences offering online and flexible education commit OpenEU to making lifelong learning a reality, transitioning towards new ways of involving individuals and institutions in the Knowledge Square. OpenEU makes use of technology to provide the knowledge and skills needed to meet today's social, economic and environmental challenges in our complex ecosystem, building in resilience to meet new ones tomorrow.


02 Contribute to the digital transformation of Higher Education Institutions,

News

Check the latest news on OpenEU

News


2 posts



Universities Across Europe Launch Joint Initiative to Promote AI Literacy Among Students

A consortium of more than 40 universities across Europe has announced the launch of a groundbreaking Initiative aimed at improving Artificial Intelligence (AI) literacy among undergraduate students. The program, called "AI for All", will provide free online modules, workshops, and practical...

Official post | 17 Sep 2025 | 0 | 0

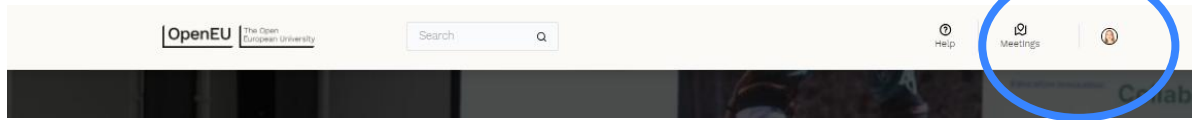


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Official post | 14 Jul 2025 | 1 | 0

Direct access to meetings and profile

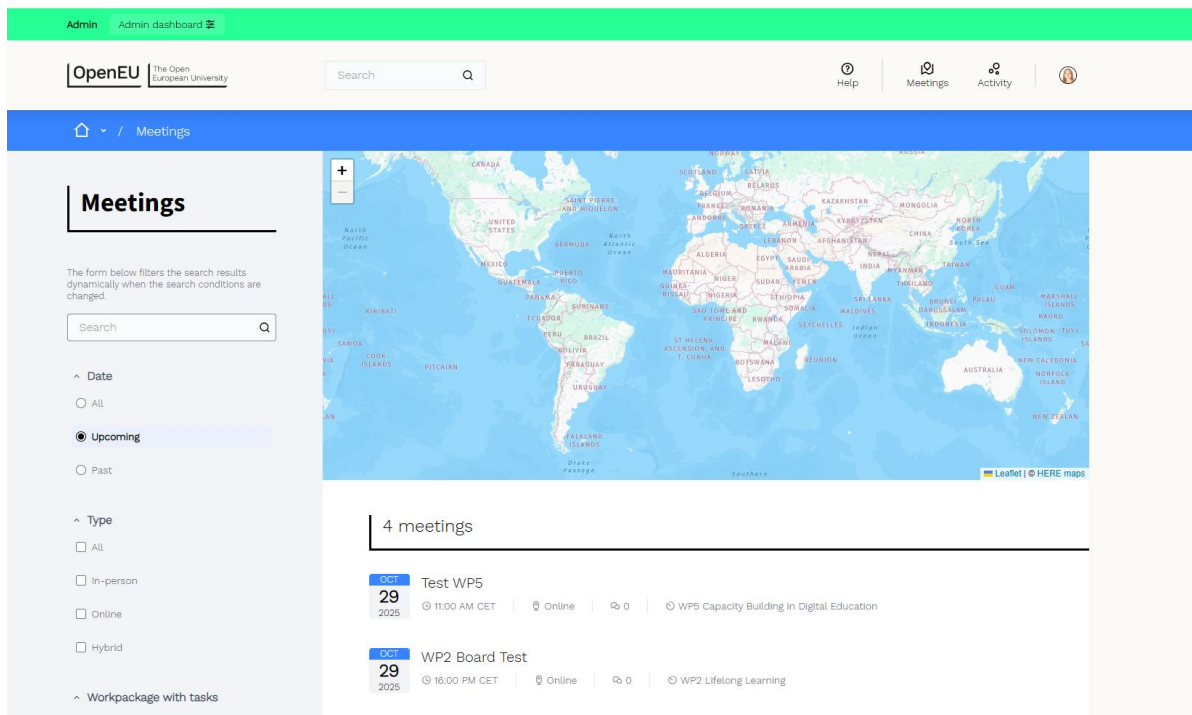


On the top margin of the home page, you can find a searcher, and direct access to meetings and profile.

→ Meetings

You can see a whole list of all past and upcoming meetings.

You can also select the meetings you want to visualize, according to type of meeting, date or work package.



→ Profile

You can access to your own profile, update your profile, activate notifications or change your password

