

Decidim Open EU

Summary

This document is the result of four training sessions carried out by the Decidim Association team, with the aim of defining the strategy to implement Decidim within the Open EU project. The main goal of the text is to provide a clear path on how to start using the platform by defining the first participatory processes, their socio-technical design and a gradual implementation chronogram.

Goals, Publics and Uses

During the training sessions an activity was held to identify collectively the Goals, Publics and Uses of the Decidim Open EU platform. After the work done by the three groups, the different options were prioritized and drafted in a final canvas. So, finally the main goals defined are the following:

Goals	Improve internal coordination
	Improve decision-making processes
	Sharing knowledge
	Use it for communication & dissemination

Publics	Stakeholders
	Executive Board
	Students & Alumni
	PhD Students
	Core team
	Associated partners

Uses	Polls and voting (e.g., Board members can approve deliverables)
	Board tracking (members, calendars, minutes)
	Different spaces for WP Board & WP tasks
	Share updates on tasks

	Constant information updates on WP, news & decisions
	Decidim portal as the project website

Use Cases

Given the insights provided in the first sessions and after having a more clear idea of what exactly Open EU wants to achieve by using Decidim, then we started to work on defining how we should implement specific use cases.

The use case defined by the team were:

- Work Package Board
- Community of Practice
- Open EU Conference

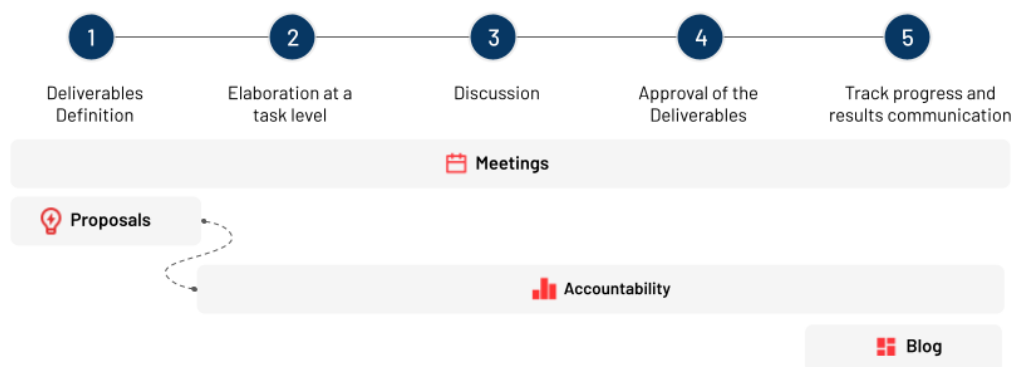
Work Package Board

Description: This is the space for WP Board to organise their meetings, discuss deliverables and follow up their execution throughout the project. The use of components has been simplified to avoid that the excessive use of components can saturate the participants.

Publics: WP Board members

There are two possibilities at the architecture level, the decision will have to be made depending on the volume of content, especially the total number of deliverables and, consequently, of results.

- Option a) Each WP has its own assembly. This option has the advantage of sorting in different spaces each component, but the disadvantage that you cannot generate a single board with the deliverables of all the WPs.
- Option b) A single space for all WP. This option has the advantage that it simplifies all the information in the same space and that you can create a single board to track the progress of the deliverables.



Phase 1	Initial agreement of the composition of the Deliverable and timeline for its elaboration and approval.
	Components
	Proposals: Upload the different deliverables as proposals. Each proposal should include a description and a proposed timeline. Comments will be enabled to discuss the deliverables proposed.
	Meetings: Use the meetings component to convene meetings of the WP Board and keep record of what has been agreed.
Phase 2	Elaboration of the deliverable at the task level
	Components
	Accountability: Given the deliverables proposed, import them into the accountability component as results. Define the progress statuses and update them regularly.
	Meetings: Convene meetings of the WP Board and keep record of what has been agreed.
Phase 3	Discussion of the Deliverable at WP Board & Feedback to the task leader.
	Components
	Accountability: Update the progress status and the milestones achieved per each result.
	Meetings: Convene meetings of the WP Board and keep record of what has been agreed. Share the progress in the WP Board meetings.
Phase 4	Approval of the Deliverable
	Components

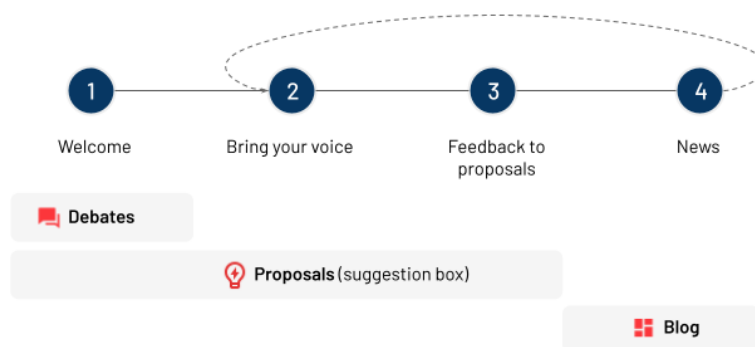
	Accountability: Update the progress status and the milestones achieved per each result. If a deliverable is completed and approved, update the execution percentage to 100%.
	Meetings: Convene meetings of the WP Board and keep record of what has been agreed. Share the progress and approve the deliverables.
Phase 5	Uploading at the EC portal and publication on the website.
	Components
	Accountability: Update the progress status and the milestones achieved per each result. If a deliverable is completed and approved, update the execution percentage to 100%.
	Blog: Write a post to share the goals and impacts achieved.

Community Engagement: Crowdsourcing with teachers and students

Description: We need you! Bring your ideas to help us define how to improve the participation in the Open EU alliance.

Public: Managers, teachers, students. (Everybody in Universities)

Duration: This process will be stable on time and a foreseen duration of 2 years, with a continuous submission and answer of proposals.



Phase 1	Create a welcoming forum and a suggestion box, separated but linked.
	Components
	Debates (Welcome forum): A debate named Welcome Forum will be

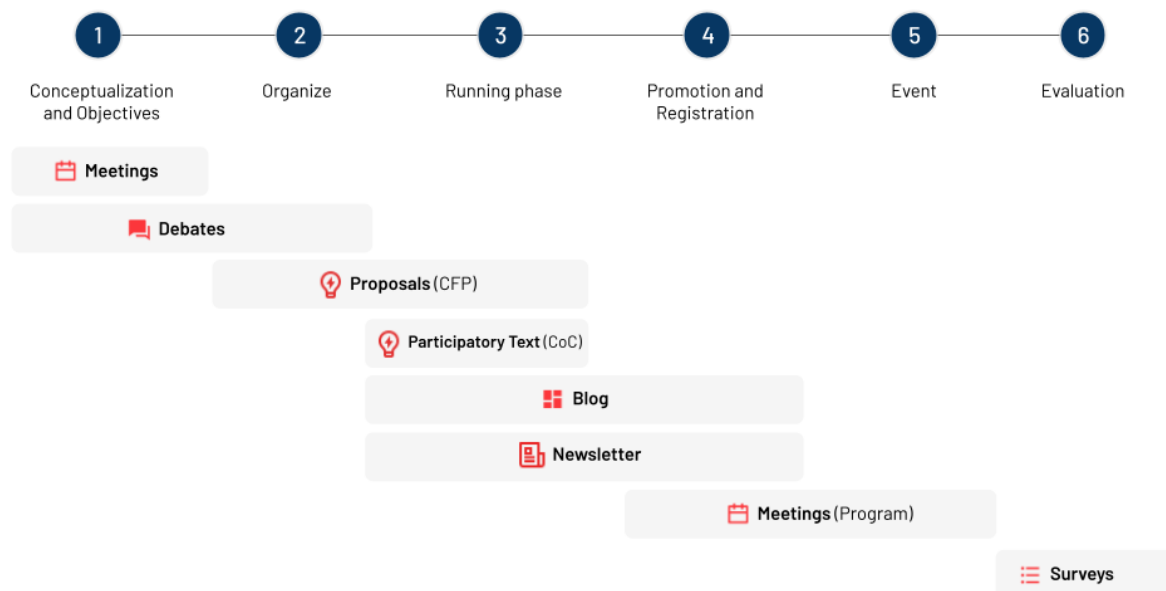
	opened where each participant in the community can present eachself. This can be the first easy-action to do when registering on the platform.
	Proposals (Suggestion Box): This component will allow participants to submit ideas on how to improve the participation in the alliance. Some questions that can guide the suggestions could be: - How do you imagine collaborating with students, teachers, or staff from other universities in the alliance? - What kind of joint activities or projects would you like to see across universities? - What digital or physical spaces could help facilitate cross-university collaboration?
Phase 2	Improve UX and make a public call. Define circuit to Follow up contributions. Include it on the Comms : bring your voice
	Components
	Proposals (Suggestion Box): This component will allow participants to submit ideas on how to improve the participation in the alliance. Some questions that can guide the suggestions could be: - How do you imagine collaborating with students, teachers, or staff from other universities in the alliance? - What kind of joint activities or projects would you like to see across universities? - What digital or physical spaces could help facilitate cross-university collaboration?
Phase 3	Discussion within the correspondent WP or Institution and then answer to the proposal.
	Components
	Proposals (Suggestion Box): Answer the proposals received and contact the author of the accepted ones to co-create and implement their ideas. Ideally, a periodicity for the review of proposals should be defined (weekly, monthly or quarterly). Proposals will continue to be received, thus maintaining the possibility of contributing over time.
Phase 4	Generate OpenEU news items with the ideas that came to reality
	Components
	Blog: Write a post to share the successful stories derived from the suggestion box.

Open EU Festival

Description: A yearly event that fosters the sense of belonging and community in the alliance. These events will be led by the OpenEU Students Council with support from the OpenEU staff and in collaboration with WP8 and consist of two virtual events (BU, Y2 and DU, Y4) and one face-to-face event (UAb, Y3). Each festival will focus on one of the three main topics of the consortium (climate change, digital transformation, and democracy).

Public: OpenEU Community: academic & research staff, students, alumni; Associated Partners; external stakeholders: civil society, public administration, SMEs, etc...

Expected impact: More than 200 attendees in each OpenEU Festival.



Phase 1	Conceptualization and Objectives: Define the working group, the topic of the event, tasks and calendar, briefing.
	Components
	Meetings: Use the component to convene the internal meetings to organize the event.
	Debates: Open a debate to discuss the approach and topics of the event.
Phase 2	Organize: Define committees, general structure of the event, the communication plan, first launch of communication actions, call for proposals + submission, select and contact keynote speakers and logistics (importance of the platform), code of conduct first draft.
	Components

	Proposals (Call for Proposals): Open the CfP to receive proposals of lightning talks, roundtables or workshops. Enable the likes to allow participants to show preference on the different proposals made.
Phase 3	Running phase: Communication & promotion, evaluation of the proposals, first draft of the programme, etc. Participatory text of the code of conduct.
	Components
	Proposals (Call for Proposals): The committee in charge will review all the proposals submitted and, then, answer each one.
	Participatory Text (Code of Conduct): Publish the first version of the Code of Conduct and open it to comments, with the aim of gathering feedback and improve the text.
	Blog: Open the blog component to start documenting all the co-creation stages.
	Newsletter: Send a newsletter to announce the CfP and the results.
	Registration: Open the registrations to all participants.
Phase 4	Promotion and registration: Registering of the attendees, keep on communication & promotion, publish the final programme, logistics and have all the needs sorted out.
	Components
	Blog: Open the blog component to start documenting all the co-creation stages.
	Newsletter: Send a newsletter to announce the program and the opening of registrations.
	Meetings (Program): Publish the final program with all the activities. Also, add all the speakers and create the speakers page.
Phase 5	Event
	Components
	Meetings (Program): Publish the final program with all the activities. Also, add all the speakers and create the speakers page.
Phase 6	Evaluation: Evaluation of the results, accountability and a publication with the papers, etc.
	Components
	Survey (Evaluation form): Design an evaluation form so participants can assess their event experience.

Digital Spaces within the Alliance

During the sessions, a debate emerged about the different digital tools and platforms that the alliance will use to work, collaborate and communicate the project.

After the debate in the third session, it was concluded that an interesting hypothesis could be that Decidim could be both the project's website and the community platform.

Below is the table with the uses that each platform could have in the alliance. The workflow has been conceptualised in three phases: Work, Contribute and Communicate. The documentation site –i.e. Drive– would take care of the first stage (work), and Decidim could take care of the last two (contribute and communicate). The table specifies the uses of each stage:

	Work →	Contribute and decide →	Communicate
	Documentation Suite	Decidim	
Documents	Real time collaboration writing	Link the live document	Upload the final document
Events	Write concept notes, list speakers, etc.	Organize Call for Proposals	Communication
		Publish Program	
		Manage Registrations	
		Publish Speakers	
Decision-making	Work collaboratively in the definition of the debates	Collect proposals and ideas	Explain how it has gone
	Work collaboratively on the process design	Comments and feedback	Newsletter
		Vote	
		Publish results	
WP Board	Real time collaboration writing	Board tracking	Explain the WP Milestones and goals
		Meetings calendar	
		Share progress on WP tasks	
		Approve deliverables	

Decidim as the project website

To explore the hypothesis that Decidim could be both a community participation platform and a project website, we propose an information architecture that allows visitors to navigate this dual function of the portal.

Below is what the navigation menu of the portal's home page could look like.

About	Community	Internal/WP	Events	News
Our mission	Welcome forum	WP Boards	Open EU Conf	
Who we are	Suggestions box			
We are focus on				
Members				

The main navigation elements would be:

- **About:** A set of static pages with text and images providing basic information about the project (based on what currently appears on the website). [An example of how this looks like.](#)
- **Community:** This would lead to the community participation process. It would be the link to take action and get involved in the community.
- **Internal/WP:** This would be a link to the internal work section of the consortium, where all the spaces of the different WP Boards would be displayed. This page would be private and only users with permission would be able to access it. [An example of how this looks like.](#)
- **Events:** This link could take the participant to the conferences section or to /meetings, where all the meetings published on the platform are compiled. During an important event, the link could be placed directly to the event (for example, the Open EU Conference). [Option 1](#) and [Option 2](#) examples.
- **News:** This link would lead to a Blog component where news related to the project is published. [An example of how this looks like.](#)

Implementation

We propose to start the implementation with two processes at the same time:

- One of a more internal nature, the 'WP Board'
- Another of a more external nature, oriented to the community, the "Community Engagement"

For the WP Board process, it is important to appoint a person in charge of each WP to coordinate that all the information is up to date.

In the Community process, it could be interesting to start organising meetings to explain how to participate in the platform and have the 'Welcome Forum' and the 'Suggestion Box' already open.

Finally, the conference process would be the third to start.

The proposed implementation schedule is given below. We have defined the timelines at a high level - quarterly - just to give an idea of how the processes should be initiated in relation to each other.

Implementation Chronogram

	Year 1				Year 2				Year 3
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Community Engagement	Welcome	Bring your voice	Feedback	News					
WP Board	Deliverables Definition	Elaboration at task level	Discussion	Approval of deliverables	Track progress and communication				
Open EU Conference				Conceptualization	Organize	Running phase	Promotion & Registration	Event	Evaluation