



UNISECO

UNDERSTANDING & IMPROVING THE SUSTAINABILITY OF AGRO-ECOLOGICAL FARMING SYSTEMS IN THE EU

Multi-actor Platform Forum Networking Facility concept and guide

Accessible at <https://uniseco-project.eu/map-nef>

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ACRONYMS

AEFS	Agro-ecological farming systems
AKH	Agro-ecological Knowledge Hub
EC	European Commission
EU	European Union
GA	Grant Agreement
ICT	Information and Communications Technology
MAP-NEF	Multi-Actor Platform Networking Facility



1. CONCEPT

1.1. Purpose

This document provides the **concept** of the Multi-Actor Platform Networking Facility (MAP-NEF) and **guidance** for using it.

The purpose of the MAP NEF is

- to support communications, knowledge exchange and networking within and amongst members of the case studies, the Stakeholder Reference Group, the Project Advisory Group and the research teams during the project,
- to serve as an additional on-line facility not to substitute but to complement - over space and time - the ongoing face-to-face discussions at stakeholder workshops.

The MAP-NEF is implemented integrated into the project website <https://uniseco-project.eu/> (Figure 1).



Figure 1: MAP NEF home page

1.2. Structure

The MAP NEF is a discussion forum board organized into various Discussion Forums.

A **Discussion Forum** can cover a major topic related to the project within which any particular practical issues can be further discussed beyond the face-to-face discussions. Each discussion forum has an associated **discussion Forum Manager**, a member of the project consortium who is in charge of driving and moderating the discussions of the respective forum.

The number and topic of the discussion forums, along with the nominated forum moderator are decided upon and approved by the Executive Board at their quarterly online meetings based on any emerging needs from the project consortium over the project duration.

On commission from the Executive Board a discussion forum is technically set up by GEO and the discussion manager is associated.

For a start, the following discussion forums topics for Multi-Actor Labs Forum Facility are suggested by the coordinator to which the following Forum Moderators have been identified (Figure 2).

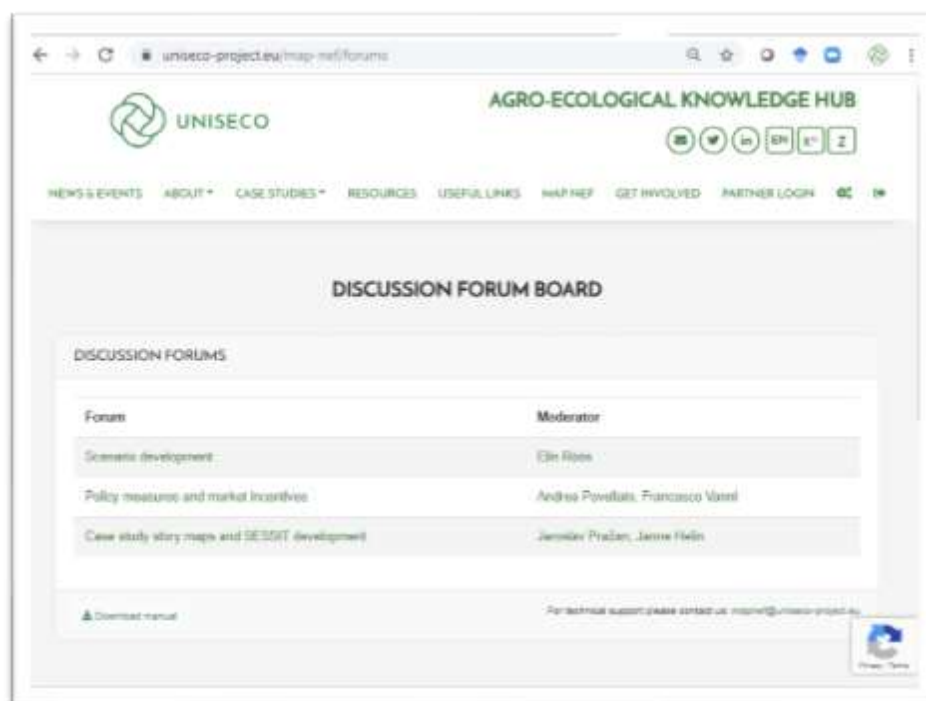


Figure 2: MAP NEF discussion forums

Forum Moderators are in charge of the professional contents and the continuous moderation of the forums.

The responsible Forum Moderators of each discussion forum need to add a **description to each forum**: what the forum discussions are to be about.

Each forum can be built up of various **questions, issues** that are under discussion or to be discussed. Each question, issue forms a **discussion topic** under which one particular issue is being discussed.

As the discussion develops under a topic new questions might arise. In such cases, it is the Forum Moderator who can open a new discussion topic as needed.

1.3. Operating the MAP NEF

The MAP NEF forum board is set up and *technically* maintained by the WP8 leader GEO under supervision of the project Executive Board. New forums along with the forum description and their associated forum managers are added by GEO to the MAP NEF on commission from the project Executive Board.

GEO can close down a forum of the MAP NEF solely on commission from the project Executive Board.

1.4. Accessing the MAP NEF

Accessing the MAP-NEF during the lifetime of the project is possible based on invitation only with specific login credentials. Consortium partners receive login credentials in an invitation email automatically.

Stakeholders and experts to contribute to the MAP-NEF are selected by the project consortium and supplied with login credentials in an invitation email sent out by GEO upon approval from the project Executive Board (WP leaders).

2. GUIDE FOR USING THE MAP-NEF

2.1. Logging in

The login window of the MAP NEF can be reached from the MAP NEF homepage by entering the registered email address and password received in the invitation email to the MAP NEF (Figure 2):

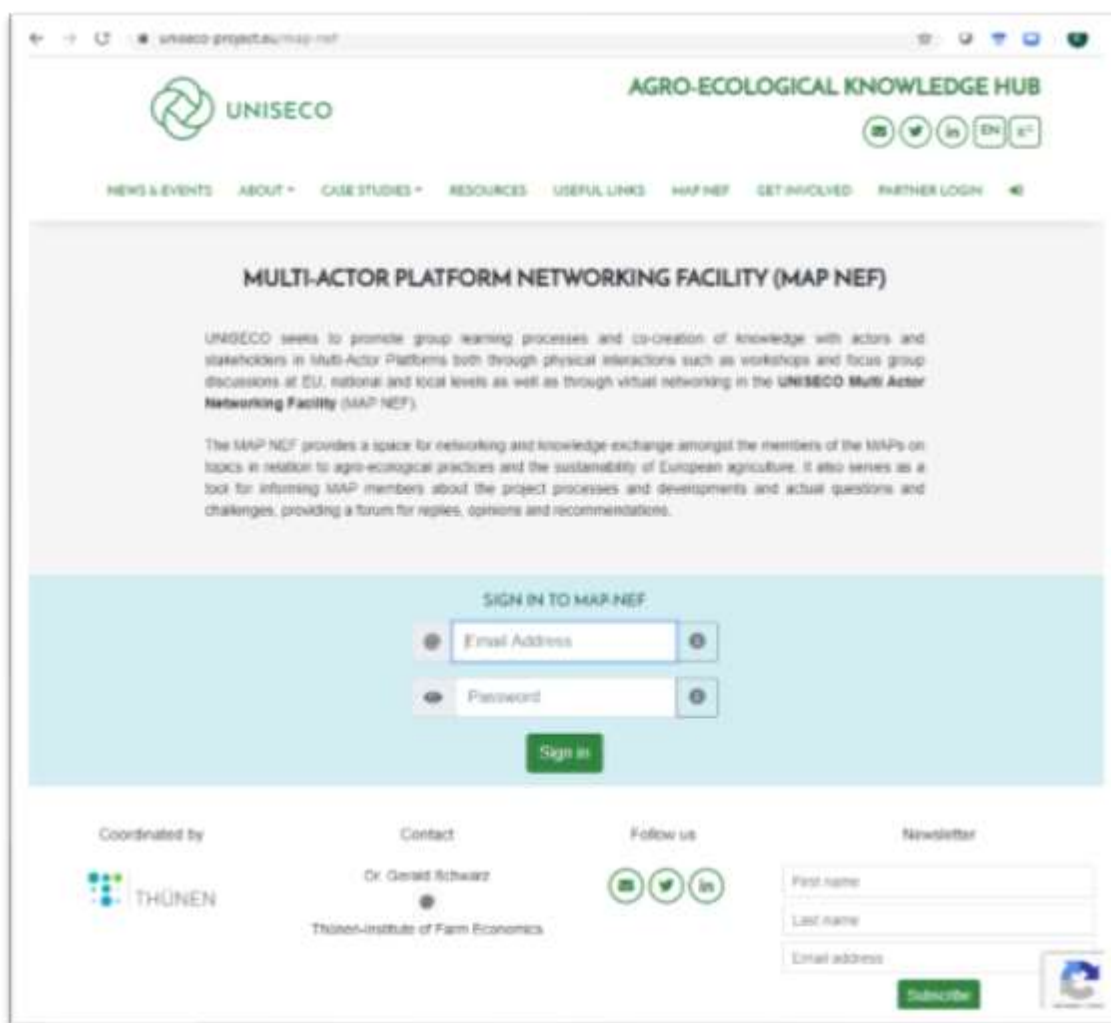


Figure 3: MAP NEF: signing in

After signing in the Forum Board start page appears (Figure 2) with the list of available forums.

2.2. Contributing to a discussion topic

Entering a Forum the User can read the forum description along with the list of discussion topics under the chosen forum.

By entering into a discussion topic in a forum the User can read the description of the topic (upper left corner), the keywords of the topic (lower left corner), previous contributions (upper right corner) and can enter a contribution and submit it (Figure 4):

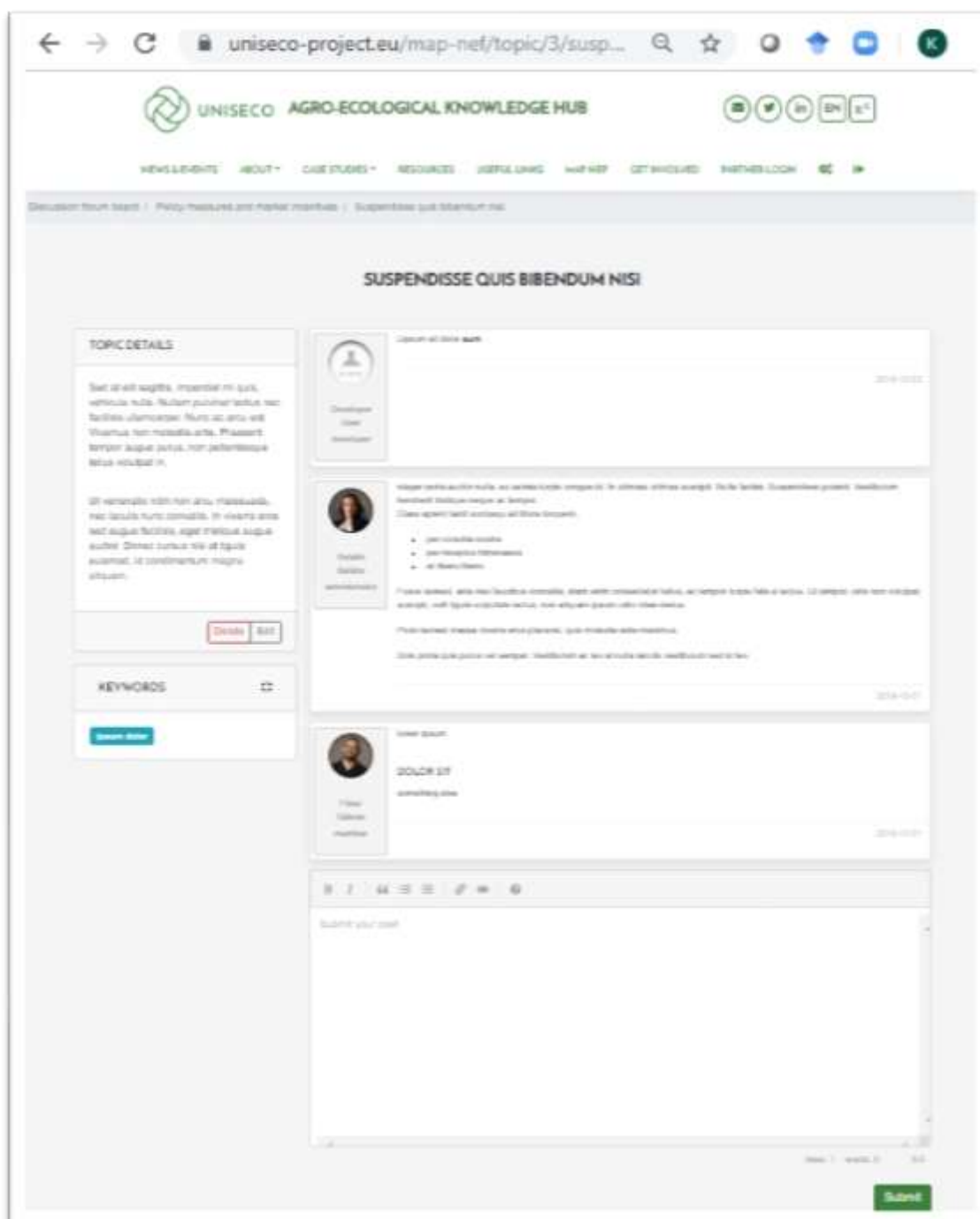


Figure 4: MAP NEF User's view: contributing to a discussion topic

Contributions can be simply edited by the user. The editing programme applies so-called markdown format when editing, this results in appearance of stars (*) automatically in the text when the text is set to be bold or in italics (Figure 5):



Figure 5: MAP NEF User's view: editing the text of the contribution

2.3. Forum manager functions

2.3.1. Adding a new discussion topic

The forum manager can add a new discussion topic to the list (Figure 6):

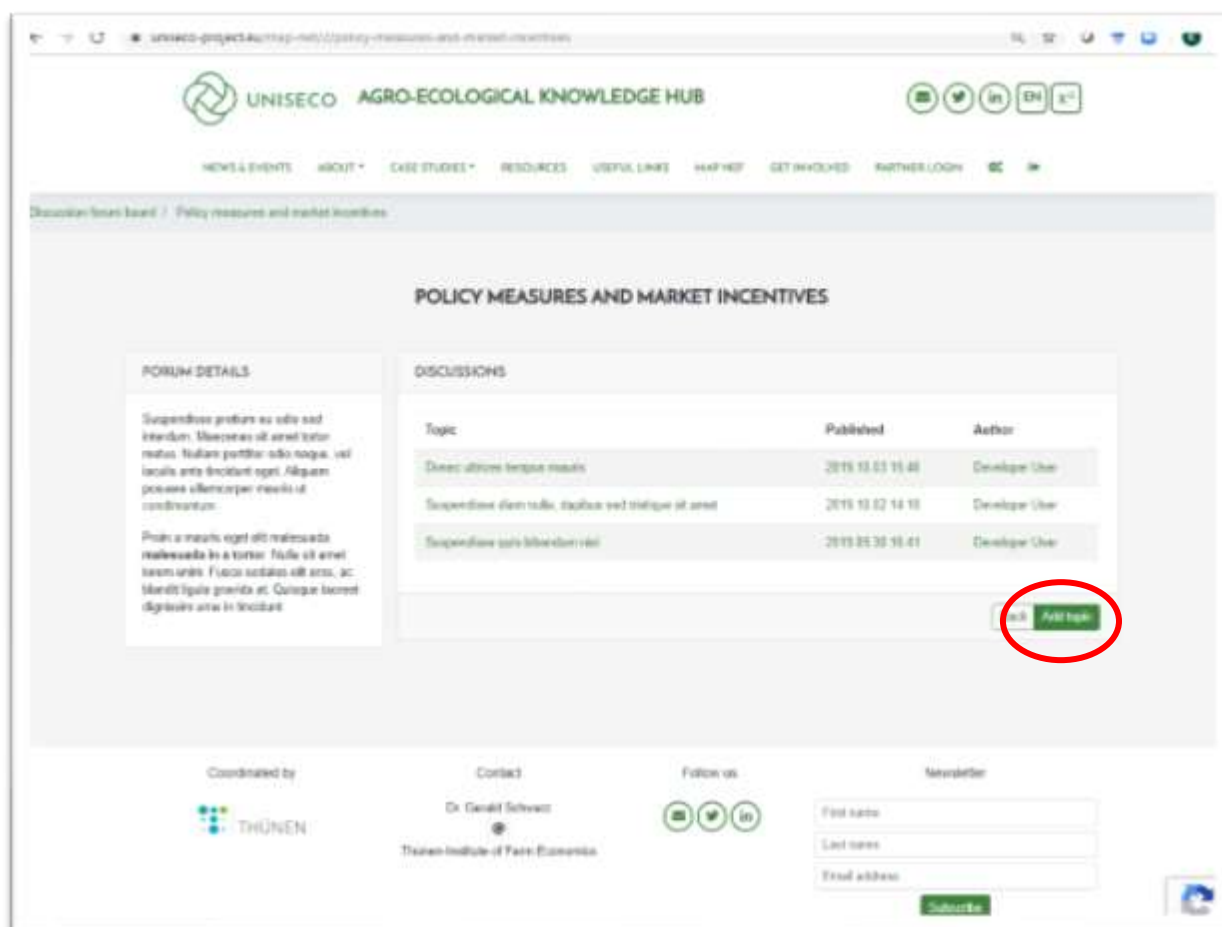


Figure 6: MAP NEF Forum Manager's view: adding a new thread

In the pop-up window (Figure 7) the details of the topic can be entered:

- the title of the topic (thread topic),
- the description of the topic,
- topic specific Keywords into the lowermost box,
- attachments to the topic on the second tab.

Keywords can help the forum board users to navigate across discussions of different forums.

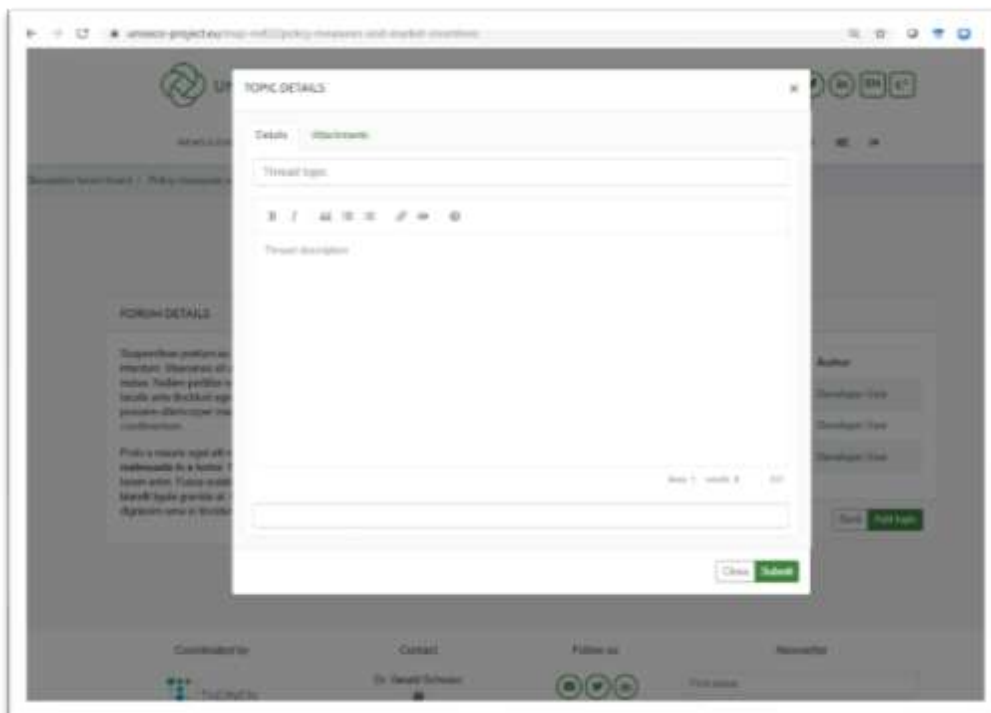


Figure 7: MAP NEF Forum Manager's view: filling in details for a new topic

2.3.2. Removing a discussion topic

The forum manager can remove a topic (Figure 8):

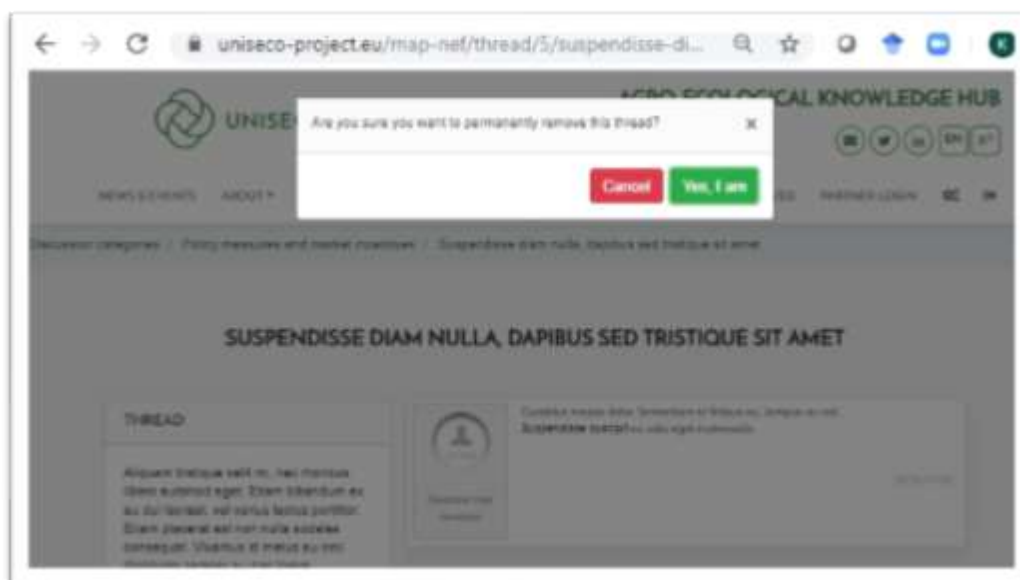


Figure 8: MAP NEF Removing a topic

2.3.3. Removing a contribution

The Forum Manager can remove a contribution by hovering over the selected contribution and hitting the delete button: white X in red square (Figure 8):

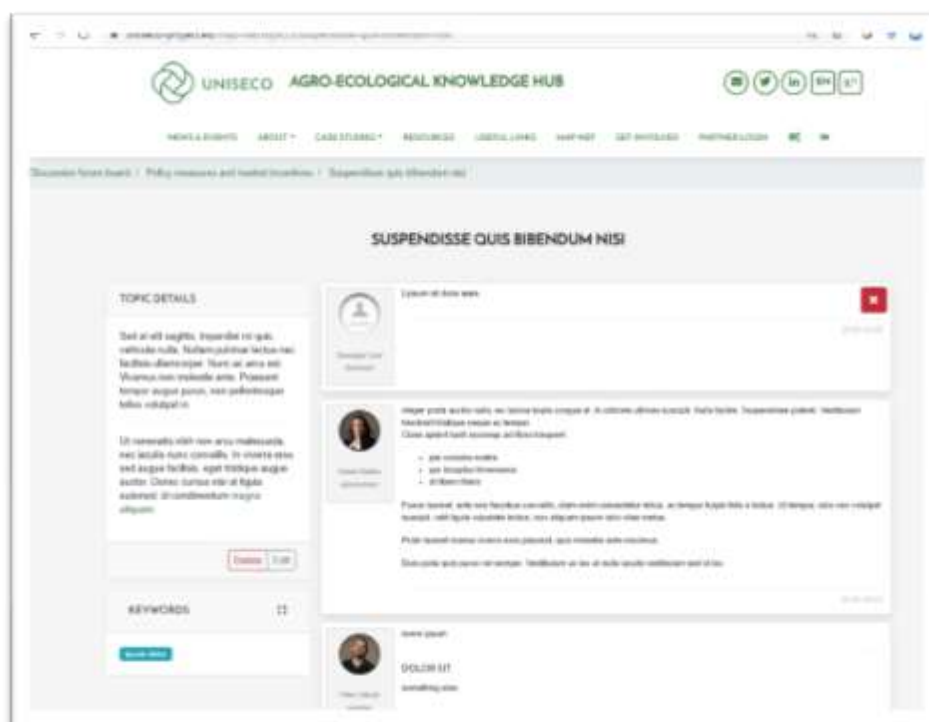


Figure 9: MAP NEF Removing a contribution

3. FURTHER CAPITALISATION OF THE MAP NEF

The experiences of running the MAP-NEF will be capitalised when it will be opened up as a forum service of the AKH towards the end of the project as part of the preparations for exploitation of project results.

4. ACKNOWLEDGEMENTS

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5. REFERENCES

Balazs, K., Miller, D., Schwarz, G., (2018). UNISECO Agro-ecological Knowledge Hub. Deliverable D8.2. Understanding and Improving the Sustainability of Agro-ecological Farming Systems in the EU (UNISECO), Report to the European Union, pp. 20.