



Deliverable title	D2.3 SEAFENNEL4MED intranet (month 2);
Deliverable Lead:	UNIVPM
Related Work Package:	WP2- Multi-actor internal and external communication and technology transfer
Related Task:	T2.3 Installation and continuous up-date of SEAFENNEL4MED website (month 1 –36);
Author(s)	Lucia Aquilanti
Dissemination level	CO
Due Submission Date:	30.07.2022
Actual submission:	16.06.2022
Start date of project	30.05.2022
Duration	36 months
Summary of Deliverable D2.3 – SEAFENNEL4MED Intranet	The intranet combines two complementary platforms: SharePoint, used for collaborative editing of documents, and Google Drive, serving as a definitive repository for finalized files. This dual system ensures both flexibility and reliability. On SharePoint, partners can co-edit deliverables, track changes in real time, and exchange feedback, while Google Drive guarantees safe storage and easy access to approved versions, organized by work package. Access to the intranet is password-protected, safeguarding confidentiality while allowing all Principal Investigators and their teams to contribute actively. The system also includes a section dedicated to the stakeholder platform, creating a bridge between the consortium and external actors, while ensuring that only agreed and validated information is transferred to the public website. By providing structured folders, clear version control, and smooth interoperability, the intranet has become a backbone for project management. It reduces duplication of effort, avoids information loss, and enables a truly collaborative approach across eight partners in five Mediterranean countries.

Versioning and Contribution History

Version	Date	Modified by	Modification reason
v1.0	15/06/2022	Lucia Aquilanti	First version
v2.0	16/06/2022	Lucia Aquilanti	Comments after peer review process

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Versioning and Contribution History

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1. Seafennel4med (INTRANET)

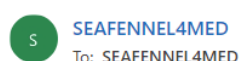
2

1. Seafennel4Med (INTRANET)

Two systems were implemented: SharePoint as interoperable system and Google Drive as consultation system.

- **SharePoint** was used for editable files and work in progress documents where the PIs and their team members were given access upon request. This system is interoperable and controlled. The tracking of the modification and the simultaneous editing features of SharePoint allows a collaborative approach and easy exchange of feedbacks. The SharePoint site was organized in folders according to the WPs where the files were stored. After collaborative and online editing of the team members, the files were approved by the WP leader and stored definitely in google drive repository.
- **Google Drive** was used to create a shared repository where only people with access (PIs) can open with the link (https://drive.google.com/drive/folders/1zz194wTVswDVWx_5hF9mk-TJ01hxYBJx?usp=sharing). The shared folder was organized in subfolders named WP1, WP2, WP3, WP4, WP5, WP6, WP7, WP8 where the files were approved by each PIs and definitive different format of files were stored and accessible only for reading and downloading.

The new SEAFENNEL4MED group is ready



Welcome to the SEAFENNEL4MED group.

Use the group to share ideas, files, and important dates.



Start a conversation

Read group conversations or start your own.



Add to the team site

Start sharing and collaborating on content in SharePoint.



Share files

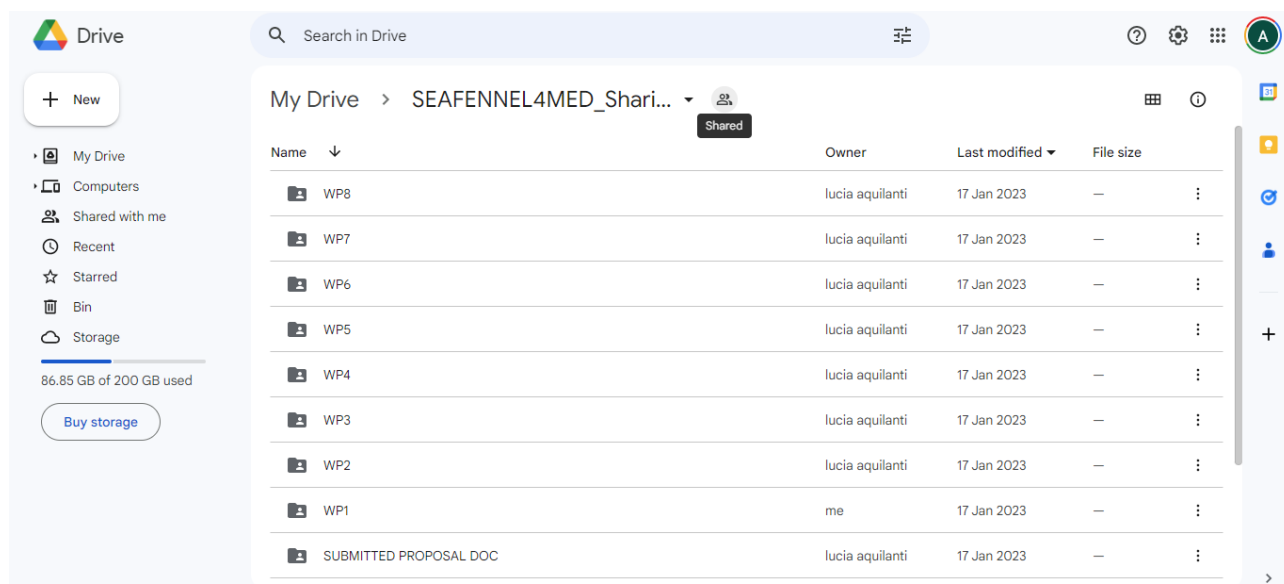
View, edit, and share all group files, including email attachments.



Connect your apps

Connect apps like Twitter and Trello to stay current with information and updates your team cares about.

Screen of the SEAFENNEL4MED group on SharePoint with the available features.



My Drive > SEAFENNEL4MED_Shari... Shared

Name	Owner	Last modified	File size
WP8	lucia aquilanti	17 Jan 2023	—
WP7	lucia aquilanti	17 Jan 2023	—
WP6	lucia aquilanti	17 Jan 2023	—
WP5	lucia aquilanti	17 Jan 2023	—
WP4	lucia aquilanti	17 Jan 2023	—
WP3	lucia aquilanti	17 Jan 2023	—
WP2	lucia aquilanti	17 Jan 2023	—
WP1	me	17 Jan 2023	—
SUBMITTED PROPOSAL DOC	lucia aquilanti	17 Jan 2023	—

Screen of the google drive shared folder among the PIs.