



The Urban Lab of Europe !

UIA EXPERTS

GUIDANCE DOCUMENT

How to publish your outputs on UIA website?

January 2021

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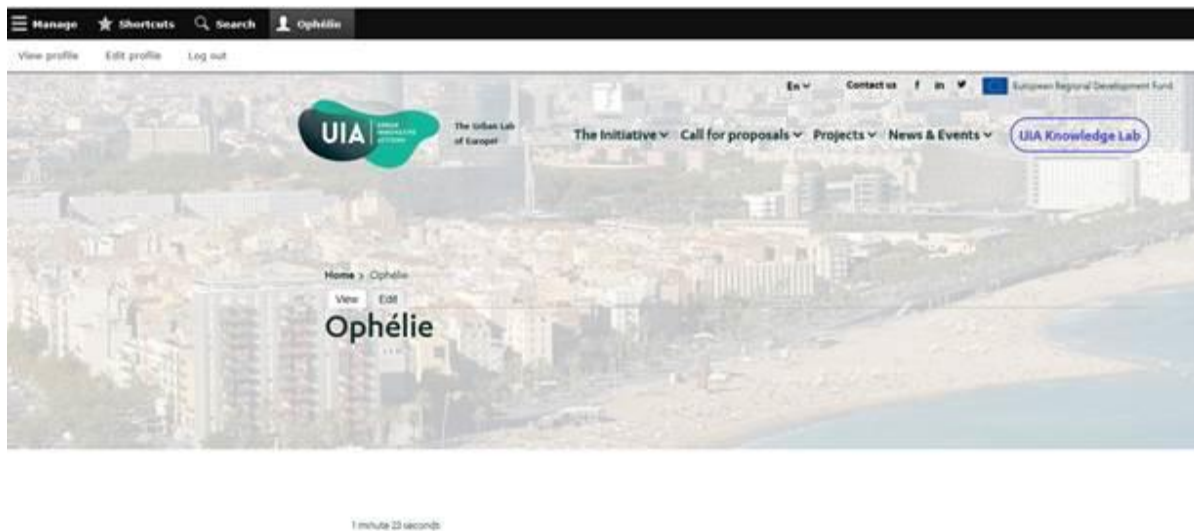
I. Access the editing website page

Click on this weblink: <https://www.uia-initiative.eu/user>

Enter your logins (provided by the UIA Permanent Secretariat, please request it to **knowledge_communication@uia-initiative.eu** for your project if not received)

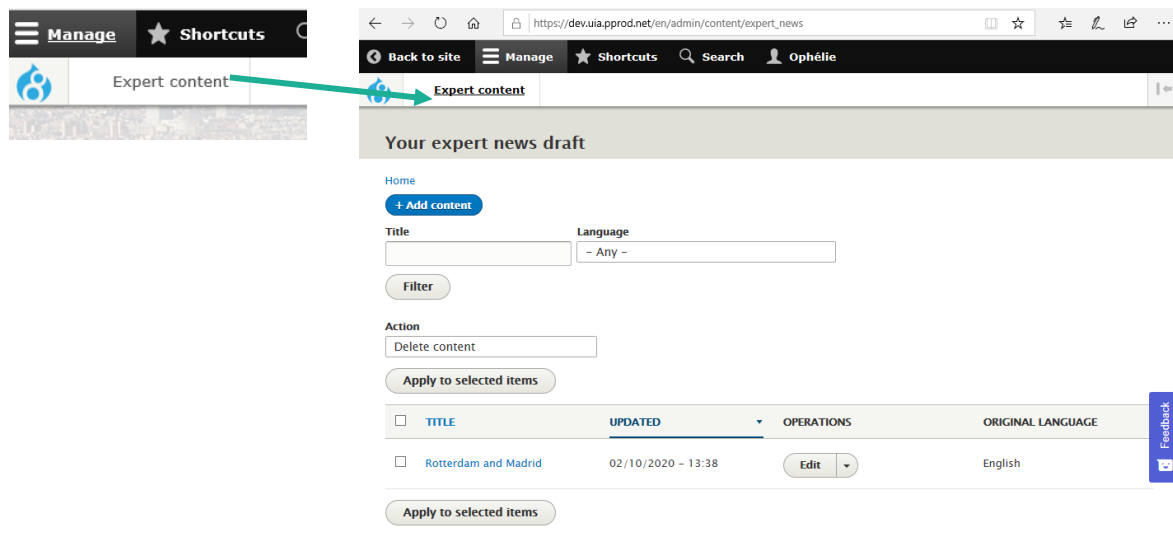
N.B: you can change your password after the first log in.

Then, this screen should appear:



II. Create or edit an output

Click on “Manage” and then on “Expert content”.

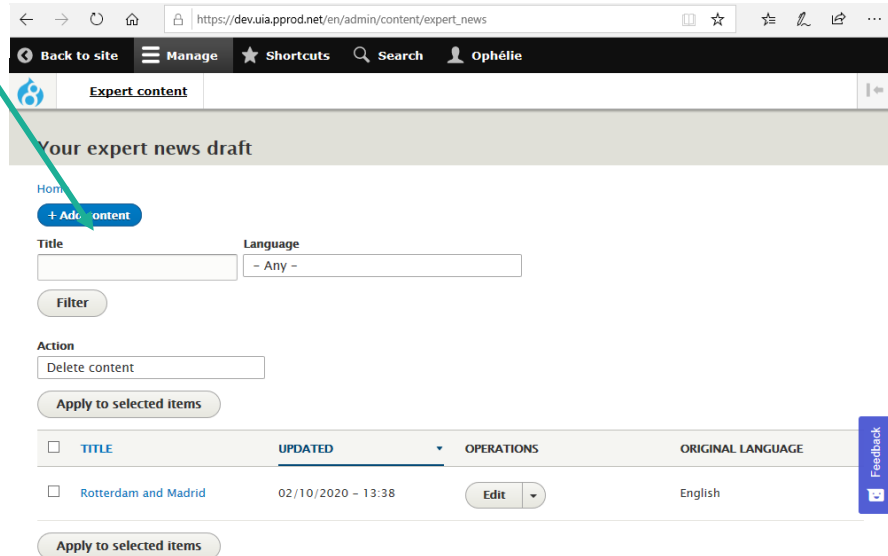


This will take you to a new page containing the list of articles waiting to be published. You can either **edit them** or **upload new ones**.

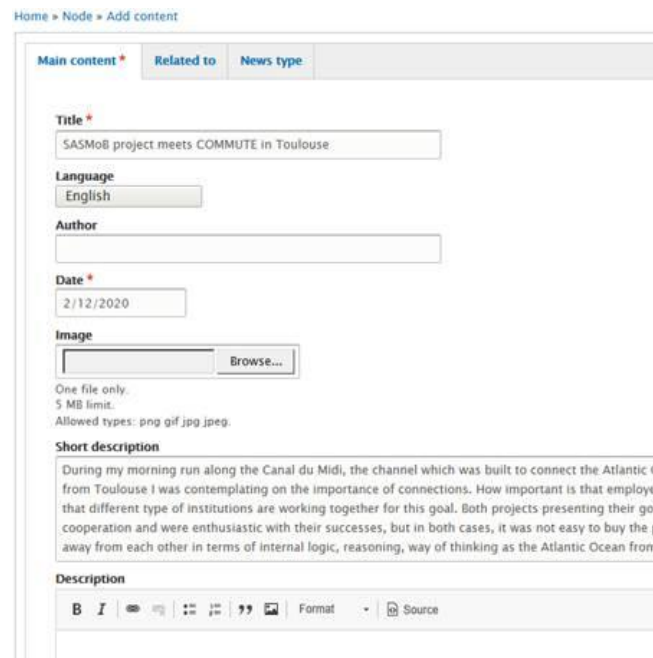
2.1 Create a new output

Click on

+ Add content



This will take you to this new page:



2.2 Fill the Main content tab

In the Main Content tab, you can:

- **Fill up the title**

It should be **short** and catchy title. Please avoid including the name of the project in the title as it will appear on the left side of the screen.

- **Fill the AUTHOR box**

Please follow this format: **NAME Surname, UIA Expert**

- **Insert a cover image + Fill the Short description box**

⚠ If you do not upload a **picture** (.jpeg; .png) your output will not appear as it should on the Home Page of the website (see Figure 1 and 2 below).

⚠ If you do not insert text in the **Short description box**, your output will not appear as it should on the Home Page of the website (see Figure 1 and 2 below).

If your output is a Journal or a Zoom-in, our advice is to state it in the short description box. It will allow readers to make the difference with project news when landing on the Home Page.

News from the UIA projects

[See all](#)



TMaaS - Traffic Management as a Service

📍 GHENT - BELGIUM

Joint Success of SASMob Project and Regular Events in Szeged by the Tisza River

Aachen, Bratislava, Helsinki, Madrid, Réthimno, Sarajevo, Szeged – these seven cities introduced their transportation solutions in an ..

Conference is final agreement of the TMaaS project

On 21st January the TMaaS Project will conclude with a final conference entitled "A Story of Innovating Mobility Together". Given the c...

Assessing the hydraulic performance of Blue-Green Infrastructure: the case study of Amsterdam's adaptive smart network blue-green roofs

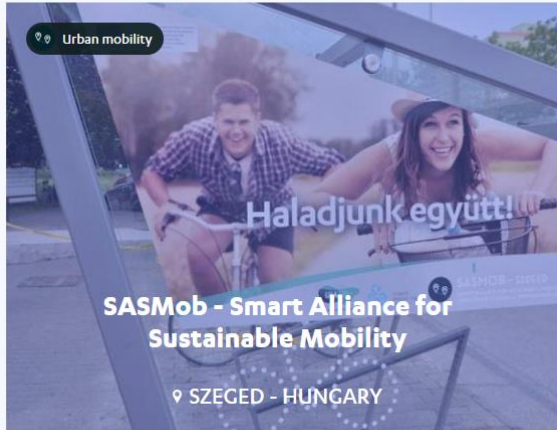
[Climate adaptation](#)

A stepped process to evaluate the true potential of adaptive-blue green roofs for reducing flood risk ..

Figure 1 there is no text in short description box, and no image was uploaded in back office.

News from the UIA projects

[See all](#)



Joint Success of SASMob Project and Regular Events in Szeged by the Tisza River

[Urban mobility](#)

Aachen, Bratislava, Helsinki, Madrid, Réthimno, Sarajevo, Szeged – these seven cities introduced their transportation solutions in an ..

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Assessing the hydraulic performance of Blue-Green Infrastructure: the case study of Amsterdam's adaptive smart network blue-green roofs

[Climate adaptation](#)

A stepped process to evaluate the true potential of adaptive-blue green roofs for reducing flood risk ..


Figure 2: how it should look like once uploaded online.

- Write your text in "Description"

Below, you will find an example of how the text added looks like when added to "Short Description" or "Description"

EXPERT ARTICLE
EDIT 10 FEBRUARY 2020

Lore Ipsum

 SHARE

Primi igitur omnium statuuntur Epigonus et Eusebius ob nomen gentilitatem oppressi. praediximus enim Montium sub ipso vivendi termino his vocabulis appellatos fabricarum culpasse tribunos ut adminicula futurae molitioni pollicitos.

Haec igitur lex in amicitia sancitur, ut neque rogemus res turpes nec faciamus rogati. Turpis enim excusatio est et minime accipienda cum in ceteris peccatis, tum si quis contra rem publicam se amici causa fecisse fateatur. Etenim eo loco, Fanni et Scaevola, locati sumus ut nos longe prospicere oporteat futuros casus rei publicae. Deflexit iam aliquantum de spatio curriculoque consuetudo maiorum.

At nunc si ad aliquem bene nummatum tumentemque ideo honestus advena salutatum introieris, primitus tamquam exoptatus suscipieris et interrogatus multa coactusque mentiri, miraberis numquam antea visus summam virum tenuem te sic enixius observantem, ut paeniteat ob haec bona tamquam praecipua non vidisse ante decennium Romam.

Homines enim eruditos et sobrios ut infaustos et inutiles vitant, eo quoque accedente quod et nomenclatores adsueta haec et talia venditare, mercede accepta lucris quosdam et prandis inserunt subditicios ignobiles et obscuros.

Text inserted in the "Short description" box is slightly bigger than the one on the "description box".

In this box, you cannot add hyperlinks

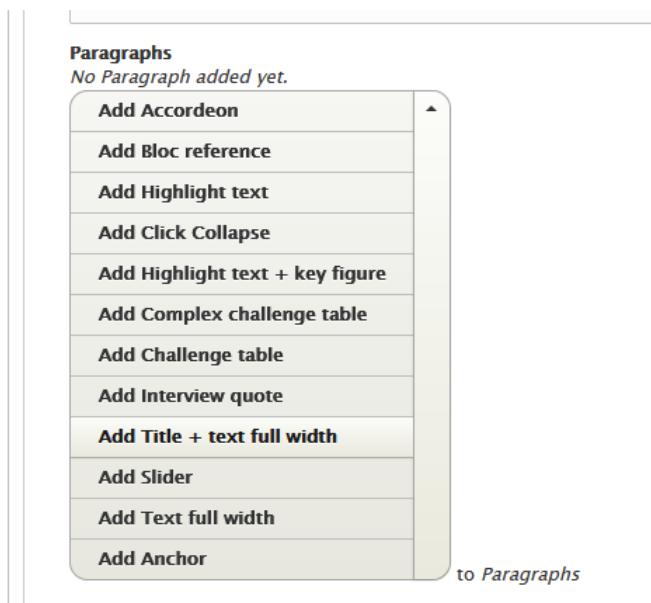
Text inserted in the "Description" box

2.3 Paragraphs' tools

By clicking on the drop down menu of the section "Paragraphs" you can create a paragraph (see below):



We strongly advise you do so, as it shapes an easy-to-read text that encourages readers to read the full article. The drop-down menu below contains the different forms you will be able to give to your text and pieces of information that you can add (data, images, videos).



- Add Accordeon:

With the Accordeon tool you can add interviews/videos/images/text under a roll up title. It will appear as in the following screenshot:

1

Snapshot

Challenges

Trends of the solutions proposed

UIA projects, solutions implemented and common issues

2

Challenges

One of the key challenges that urban authorities are called on to tackle is access to affordable housing. This issue is rooted in more than 30 years of housing market deregulation which has been worsened by the financial and economic crisis of 2007 and dug the affordable housing gap, making living, buying, renting adequate homes more and more challenging. In general terms, cities lack affordable and social housing across all tenures, while some suffer from housing vacancies and decaying stock. In 2015, 11.3 % of the EU-28 population lived in households that spent more than 40 % of their income on housing. Vulnerable or excluded groups in society (elderly, lone parents, people with disabilities, homeless, long-term unemployed, migrants, etc.) are particularly exposed to low-quality housing and have greater difficulties accessing social and sustainable housing. Hence, sustained access to affordable housing presents complex undertaking as it is highly linked to multiple issues - economic, environmental and social.

In order to help address these challenges, Urban Innovative Actions invited cities in Europe to put forward innovative projects addressing:

- **Economic issues.** Housing affordability is the central focus of the topic. A number of crosscutting issues are linked to it such as energy efficiency and sustainable use of land, local jobs and innovative financing schemes.
- **Sustainability issues.** The second set of the EU suggestions focused on limiting waste through efficient use of resources, recyclability of housing, brownfield redevelopment and housing refurbishment.
- **Social and quality related issues.** The concluding set of suggestions aimed to inspire people-based solutions, such as quality housing solutions corresponding to different life courses, consideration of demographic trends, desegregation, prevention of gentrification and consideration of the needs of vulnerable groups, among others.

Trends of the solutions proposed

UIA projects, solutions implemented and common issues

You can modify the order of the different blocks using *these arrows*



- **Add highlight text + key figures**

You can add key figures, highlighted text, images and a link to a reference. If you add an image, do not forget to fill up the compulsory “alternative text” box, used for accessibility reasons.



Back office view to add key figures: put the figure in “Title” and the text elements in “Legend”

KEY FIGURES

+ Key figureRemove

title

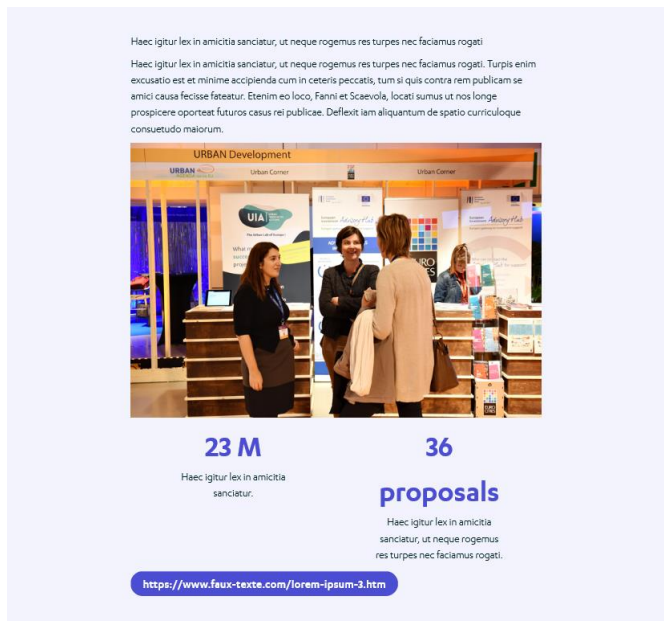
23 M

legend

B I [] [] [] [] [] [] [] Format Source

Haec igitur lex in amicitia sancitur.

It will appear on the website as in the following screenshot:



- **Add bloc reference**

This tool is not available with the expert's profile.

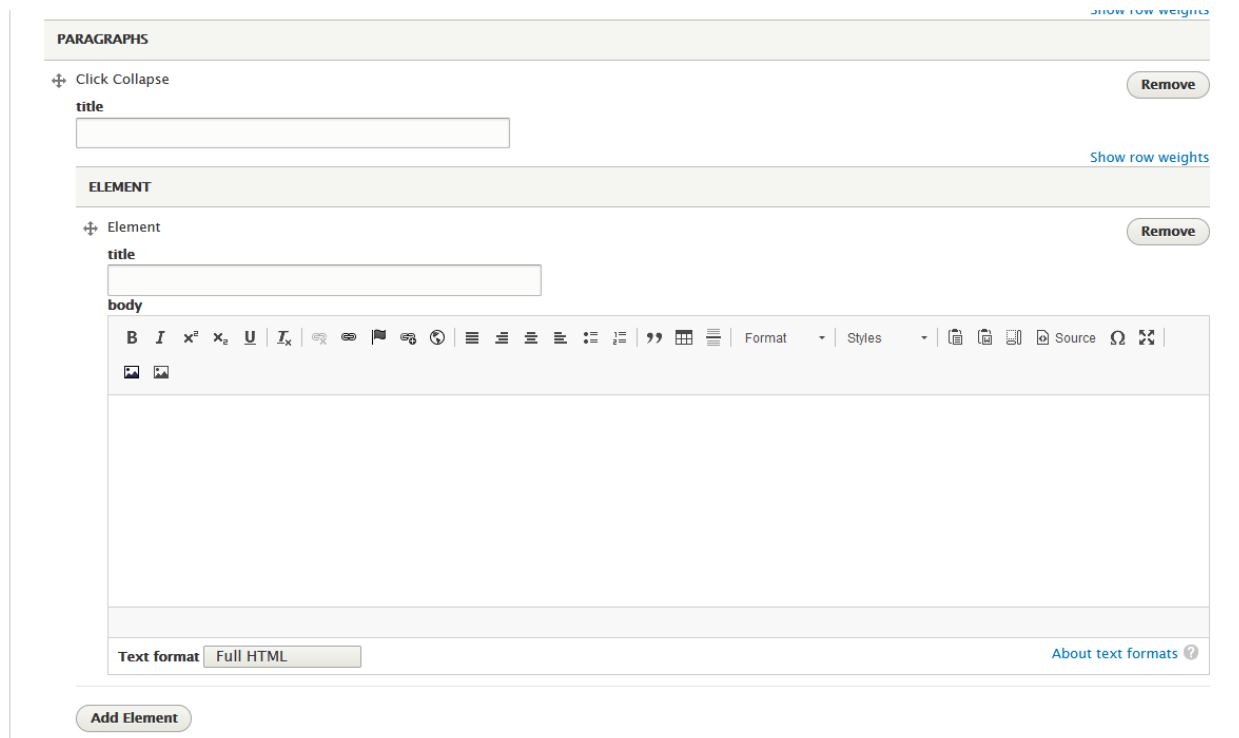
- **Highlight text**

It will appear as in the following screenshot:

**Haec igitur lex in amicitia sancitur, ut
neque rogemus res turpes nec faciamus
rogati. Turpis enim excusatio est et minime
accipienda cum in ceteris peccatis, tum si
quis contra rem publicam se amici causa
fecisse fateatur.**

- **Add a click and collapse NEW**

Back office view:



The screenshot shows a back office interface for managing content. It features two main sections: "PARAGRAPHS" and "ELEMENT".

- PARAGRAPHS Section:** Contains a "Click Collapse" button, a "title" input field, and a "Remove" button.
- ELEMENT Section:** Contains an "Element" button, a "title" input field, a "body" input field, and a "Remove" button.
- Rich Text Editor:** Located below the "body" input field, it includes a toolbar with various formatting options (bold, italic, underline, etc.) and a "Text format" dropdown menu currently set to "Full HTML".
- Footer:** Includes an "Add Element" button and a link to "About text formats ?".

Front office view:

Challenges

One of the key challenges that urban authorities are called on to tackle is access to affordable housing. This issue is rooted in more than 30 years of housing market deregulation which has been worsened by the financial and economic crisis of 2007 and dug the affordable housing gap, making living, buying, renting adequate homes more and more challenging. In general terms, cities lack affordable and social housing across all tenures, while some suffer from housing vacancies and decaying stock. In 2015, 11.3 % of the EU-28 population lived in households that spent more than 40 % of their disposable income on housing costs (rent and mortgage payments).

Trends of the solutions proposed

The 3rd Urban Innovative Actions call (2017) emphasized the complexity and relevance of housing in the European urban context as 39 urban authorities from 11 European Member States proposed innovative solutions to it.

An analysis of the submitted applications points out three major trends in the solutions proposed:

- **Add Interview citation (quote)**

This tool enables you to insert **an interview** – including picture, name and position of the interviewee, a title (“Interview with XX XX”), and the body part to insert your questions and answers.

Back office view:

Interview citation

title

Interview with Jonas Cognell

body

B I [link icon] [list icon] [quote icon] Format - Source

How long have you been working here?


Rotterdam and Madrid are developing innovative jobs and skills solutions through Urban Innovative Actions. Both address the challenge of raising skills and employment levels in disadvantaged areas of the city. In April 2019, teams from the two UIA projects exchanged ideas and experience in Madrid. This video captures their innovation dialogue.

What is the next step for Madrid?

Rotterdam and Madrid are developing innovative jobs and skills solutions through Urban Innovative Actions. Both address the challenge of raising skills and employment levels in disadvantaged areas of the city. In April 2019, teams from the two UIA projects exchanged ideas and experience in Madrid. This video captures their innovation dialogue.

Text format: Basic HTML About text formats

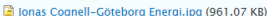
image



Alternative text*

Jonas Cognell, Head of Unit Chalmers University

This text will be used by screen readers, search engines, or when the image cannot be loaded.

 (961.07 KB) Remove

Nom

B I [link icon] [list icon] [quote icon] Format - Source

Jonas Cognell, Head of Unit Chalmers University

Interview text
(Questions and
Answers)

Picture of the interviewee (and alternative text for accessibility)

Name and position



Jonas Cognell, Head of Unit Chalmers University

INTERVIEW

How long have you been working here?

ROTTERDAM AND MADRID ARE DEVELOPING INNOVATIVE JOBS AND SKILLS SOLUTIONS THROUGH URBAN INNOVATIVE ACTIONS. BOTH ADDRESS THE CHALLENGE OF RAISING SKILLS AND EMPLOYMENT LEVELS IN DISADVANTAGED AREAS OF THE CITY. IN APRIL 2019, TEAMS FROM THE TWO UIA PROJECTS EXCHANGED IDEAS AND EXPERIENCE IN MADRID. THIS VIDEO CAPTURES THEIR INNOVATION DIALOGUE.

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Back office view:

12

Front office view (the layout changes automatically when there is no picture inserted):

CITATION

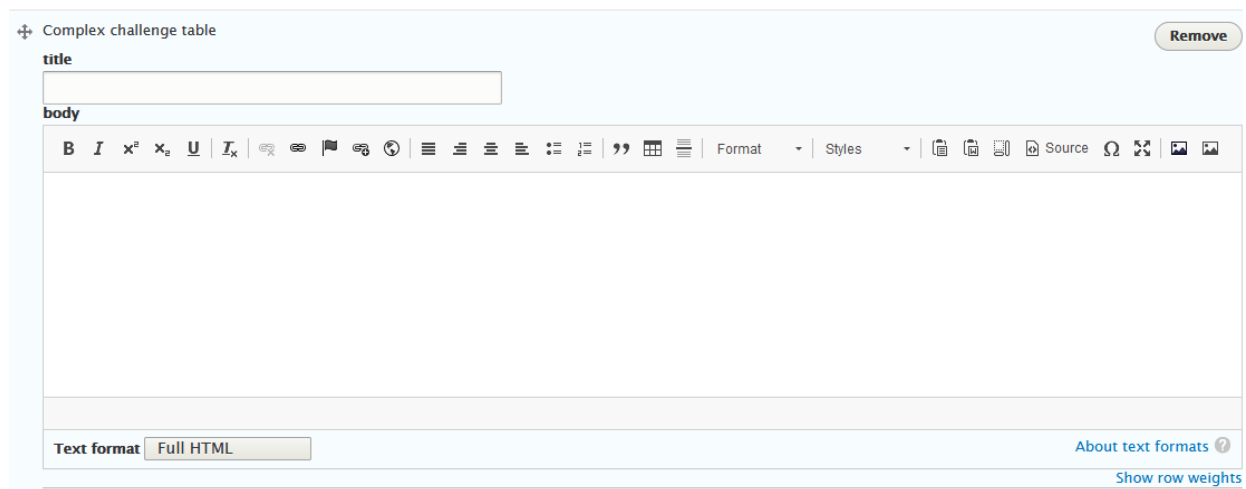
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

 Lorem ipsum, Head of the research and Innovation Department

- Journal specific tool: Add a complex challenge table **NEW**

When writing your Journal we ask you to analyse the different operational challenges of each project using a table. With the new developments you will be able to draft it directly online. See how to do so, step by step:

1. Select “add complex challenge table” from the drop down list in the section “Paragraphs”
2. Complete the Title box to name the table



3. Complete each “cells”

Each section called “cells” correspond to a row in which you can include 4 kinds of information:

- a. The name of the challenge
- b. Observation
- c. Information on Partners if relevant
- d. Key data

Below is the back office view:

14


This is how it will look like on the website:

Complex challenge table

MAPPING BRICK-BEACH AGAINST THE ESTABLISHED UIA CHALLENGES

Challenge	Observation	Partner	Key Data
1. Leadership for implementation	Leadership capacity has improved substantially since the last Journal, which has resulted in a clear improvement in the political climate and their support for the BRICK-BEACH project. However, in the coming weeks, this leadership will be put to the test, as important measures will have to be adopted related to the execution of different actions and the approval of the concession for the recycling plant.	If something is relevant to add on the challenge affecting partners	Key data: ex: 10% risks on this challenge
2. Public procurement	Although a very important step has been taken to unblock the pending tenders with the approval of the environmental authorization for the construction	Leadership capacity has improved substantially since the last	Key data: ex: 10% risks on this challenge

- **Journal specific tool: Add a Challenge table** **NEW**

This table includes the level of the challenge. Each “cells” section correspond to one row of the table. You can change the order of the rows clicking on 



Challenge table

Collapse

title

Challenge table-level of risk

body

B I x² x₂ U I_x [Link] [Image] [Table] [List] [Text] [Code] [Quote] [Indent] [Outdent] [Normal] [Styles] [Source] [Undo] [Redo] [Fullscreen]

body p

Text format Full HTML About text formats ? Show row weights

CELLS

Cell-alt Remove

Challenge

1.Leadership for implementation

level

Normal

Observations

B I x² x₂ U I_x [Link] [Image] [Table] [List] [Text] [Code] [Quote] [Indent] [Outdent] [Format] [Styles] [Source] [Undo] [Redo] [Fullscreen]

Leadership capacity has improved substantially since the last Journal, which has resulted in a clear improvement in the political climate and their support for the BRICK-BEACH project. However, in the coming weeks, this leadership will be put to the test, as important measures will have to be adopted related to the execution of different actions and the approval of the concession for the recycling plant.

Text format Full HTML About text formats ?

You can choose the level of challenge clicking on the drop down menu “level”.

Challenge table-level of risk

Challenge

Observation

1. Leadership for implementation

Challenge level ●

Leadership capacity has improved substantially since the last Journal, which has resulted in a clear improvement in the political climate and their support for the BRICK-BEACH project. However, in the coming weeks, this leadership will be put to the test, as important measures will have to be adopted related to the execution of different actions and the approval of the concession for the recycling plant.

2. Public procurement

Challenge level ●

Although a very important step has been taken to unblock the pending tenders with the approval of the environmental authorization for the construction of the recycling plant, other authorizations are pending that put the execution of the works on the beach and its adjacent area at risk. Undoubtedly, this element is today, the one with the highest risk for the correct implementation of the project.

3. Integrated cross-departmental working

Challenge level ●

The integration of the different departments, in the first instance of the Vélez-Málaga city council, as well as the different partners of the project, does not represent a significant challenge. To date, the communication and interaction of these departments has been positive. However, with the tenders to be launched in the near future, such coordination and integration should work even better given the different departments at stake.

- **Add title + text full width / add text full width**

When you want to add a paragraph appearing in front office in full width, you need to select “add title + text full width” or “add text full width”. It can be useful when used after “an accordion” or “click and collapse section”, to conclude or make more visible hyperlinks or key information.

For Journals, it also can be useful for the **Executive summary** part.

Title + text full width

Remove

title

Housing

body

~~One of the key challenges that urban authorities are called on to tackle is access to affordable housing. This issue is rooted in more than 30 years of housing market deregulation which has been worsened by the financial and economic crisis of 2007 and dug the affordable housing gap, making living, buying, renting adequate homes more and more challenging. In general terms, cities lack affordable and social housing across all tenures, while some suffer from housing vacancies and decaying stock. In 2015, 11.3 % of the EU-28 population lived in households that spent more than 40 % of their income on housing. Vulnerable or excluded groups in society (elderly, lone parents, people with disabilities, homeless, long-term unemployed, migrants, etc.) are particularly exposed to low-quality housing and have greater difficulties accessing social and sustainable housing. Hence, sustained access to affordable housing presents complex undertaking as it is highly linked to multiple issues - economic, environmental and social.~~

body p

Text format Full HTML

About text formats

+ Text full width

Remove

body

In order to help address these challenges, Urban Innovative Actions invited cities in Europe to put forward innovative projects addressing:

- Economic issues. Housing affordability is the central focus of the topic. A number of crosscutting issues are linked to it such as energy efficiency and sustainable use of land, local jobs and innovative financing schemes.
- Sustainability issues. The second set of the EU suggestions focused on limiting waste through efficient use of resources, recyclability of housing, brownfield redevelopment and housing refurbishment.
- Social and quality related issues. The concluding set of suggestions aimed to inspire people-based solutions, such as quality housing solutions corresponding to different life courses, consideration of demographic trends, desegregation, prevention of gentrification and consideration of the needs of vulnerable groups, among others.

body ul li

Text format Full HTML

About text formats

Housing

One of the key challenges that urban authorities are called on to tackle is access to affordable housing. This issue is rooted in more than 30 years of housing market deregulation which has been worsened by the financial and economic crisis of 2007 and dug the affordable housing gap, making living, buying, renting adequate homes more and more challenging. In general terms, cities lack affordable and social housing across all tenures, while some suffer from housing vacancies and decaying stock. In 2015, 11.3 % of the EU-28 population lived in households that spent more than 40 % of their income on housing. Vulnerable or excluded groups in society (elderly, lone parents, people with disabilities, homeless, long-term unemployed, migrants, etc.) are particularly exposed to low-quality housing and have greater difficulties accessing social and sustainable housing. Hence, sustained access to affordable housing presents complex undertaking as it is highly linked to multiple issues - economic, environmental and social.

Title + text full width

In order to help address these challenges, Urban Innovative Actions invited cities in Europe to put forward innovative projects addressing:

- Economic issues. Housing affordability is the central focus of the topic. A number of crosscutting issues are linked to it such as energy efficiency and sustainable use of land, local jobs and innovative financing schemes.
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- Social and quality related issues. The concluding set of suggestions aimed to inspire people-based solutions, such as quality housing solutions corresponding to different life courses, consideration of demographic trends, desegregation, prevention of gentrification and consideration of the needs of vulnerable groups, among others.

Text full width

- Add Slider

You can add several images sliding.

Back office view:

Slider

Remove

IMAGES

Add a new file

 Browse...

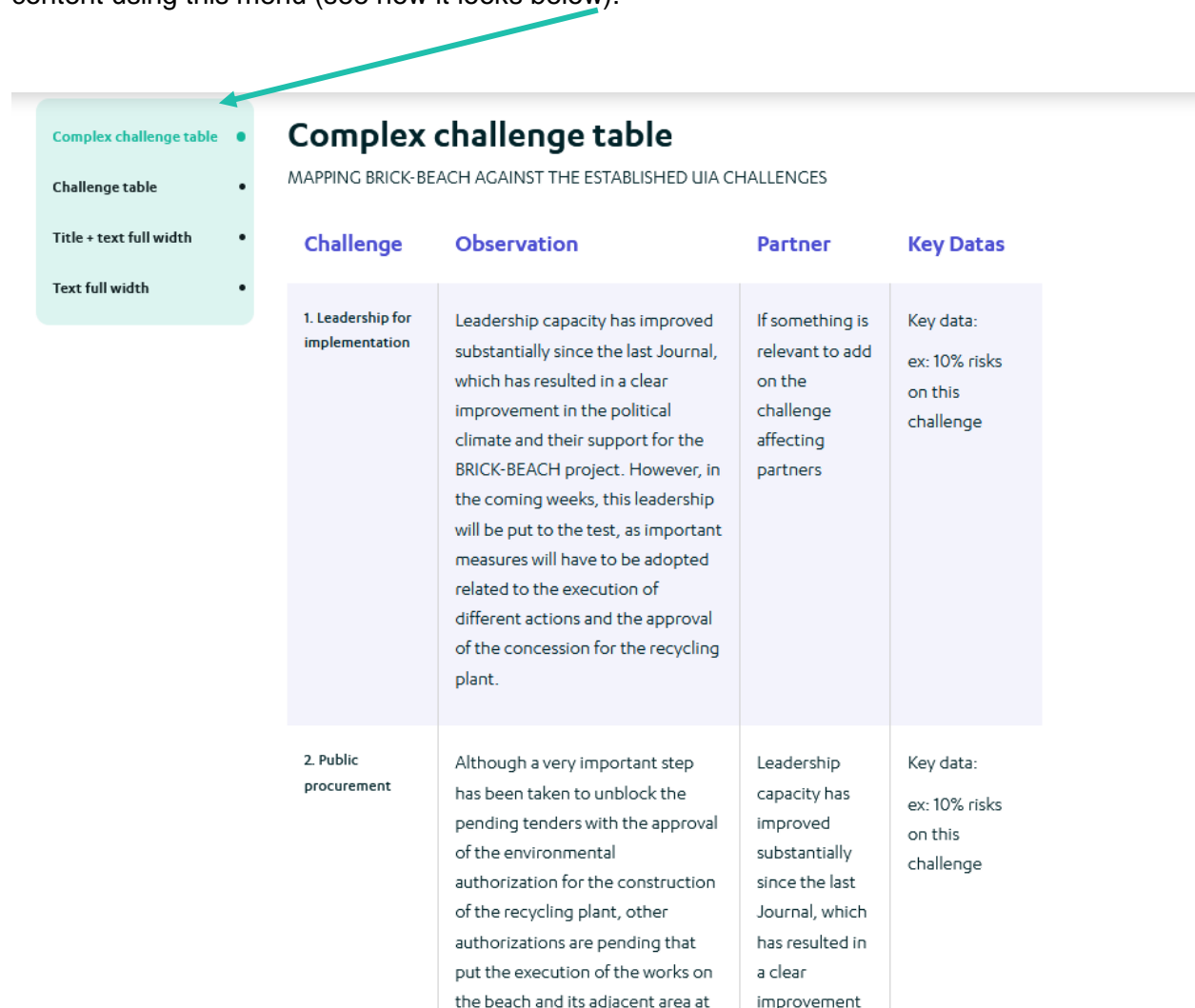
Unlimited number of files can be uploaded to this field.
5 GB limit.
Allowed types: png gif jpg jpeg.

Front office view:



- **Journal specific tool – navigation tool (content table) NEW**

As Journals are rather long outputs, a navigation tool allows viewers to navigate through the content using this menu (see how it looks below):



Challenge	Observation	Partner	Key Datas
1. Leadership for implementation	Leadership capacity has improved substantially since the last Journal, which has resulted in a clear improvement in the political climate and their support for the BRICK-BEACH project. However, in the coming weeks, this leadership will be put to the test, as important measures will have to be adopted related to the execution of different actions and the approval of the concession for the recycling plant.	If something is relevant to add on the challenge affecting partners	Key data: ex: 10% risks on this challenge
2. Public procurement	Although a very important step has been taken to unblock the pending tenders with the approval of the environmental authorization for the construction of the recycling plant, other authorizations are pending that put the execution of the works on the beach and its adjacent area at	Leadership capacity has improved substantially since the last Journal, which has resulted in a clear improvement	Key data: ex: 10% risks on this challenge

If you click on the title on the left, you will be sent to the corresponding section.

Step by step, how to do:

1. Click on add “anchor”
2. Fill the box “Anchor menu link” with your title.

Note that it should be short (3 to 4 words) to correctly appear in the menu. If your title is too long, you can use generic names for your section such as: introduction, part, conclusion.

You can add anchors to as many paragraphs as you want.

You can always move the anchor up or down using the arrows on the left.

PARAGRAPHS

Anchor

Anchor Menu link *

Complex challenge table

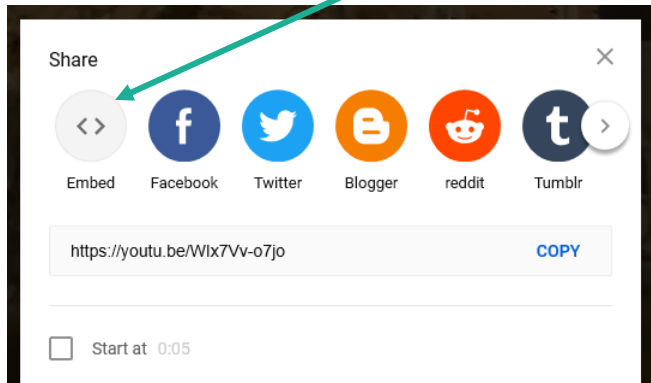
Collapse

Complex challenge table	Complex challenge table, MAPPING BRICK-BEACH AGAINST THE ESTABLISHED UIA CHALLENGES, 1. Leadership for implementation, Leaders	Edit
Anchor	Challenge table	Edit
Challenge table	Challenge table-level of risk, 1.Leadership for implementation, normal, Leadership capacity has improved substantially since the last Journ	Edit
Anchor	Title + text full width	Edit
Title + text full width	Housing, One of the key challenges that urban authorities are called on to tackle is access to affordable housing. This issue is rooted in m	Edit
Anchor	Text full width	Edit
Text full width	In order to help address these challenges, Urban Innovative Actions invited cities in Europe to put forward innovative projects addressing:	Edit

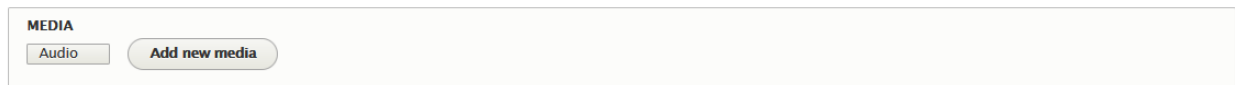
Add Accordeon
to Paragraphs

- Upload a video

If you want to upload a video you will need to insert an embedded link from YouTube (below the YouTube video you want to insert, click on “share” and “embed”, then copy the link).



To insert it in your output, go to the media section and select “video”, then “add new media”. If you want to upload a podcast, select “audio” and then “add new media”.



Fill the different boxes and copy the link that you have copied in Youtube in the “video embed section”.

Important info regarding video and podcast to be included in your output: if your video or podcast is not hosted in a specific platform, UIA needs to upload it to its Youtube Channel before you **include it when drafting the output**. Indeed, hosting too much content on the website could be damage it.

23

- Hyperlinks

If you want to refer to a website page, please use hyperlinks directly inserted into the text as shown below:

“Explore the [UIA Knowledge Lab](#) and search for key words such as: construction materials, waste management, recycling.”

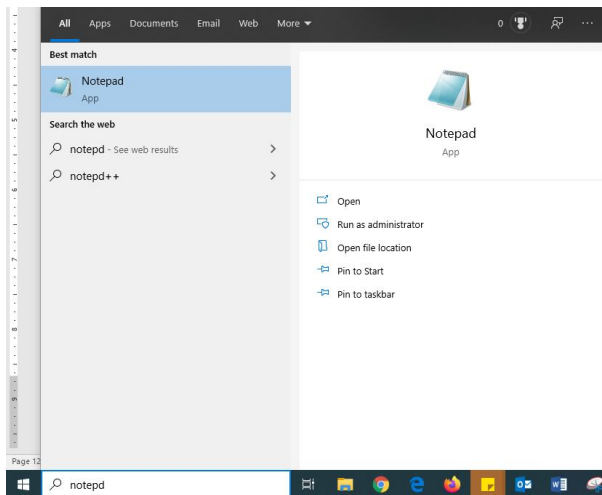
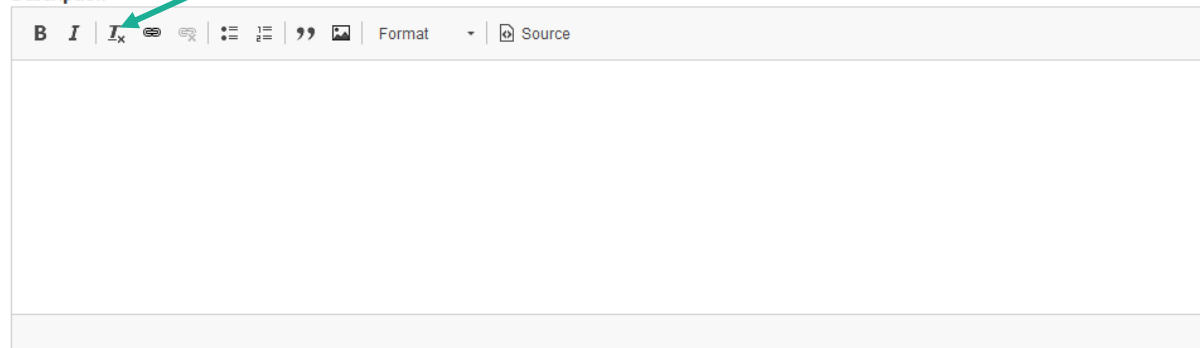
2.4 Body formatting



Make sure when copy/pasting that your text is no longer formatted.

To do so, you can use the **I_x** function of the website: the function will keep only the text and remove any formatted content.

Description



Or you can copy/paste your text in the notepad function (for Windows)/TextEdit (for macOS) and then copy/paste it in the system.

Please, do not forget to do it otherwise the article will not be readable online.

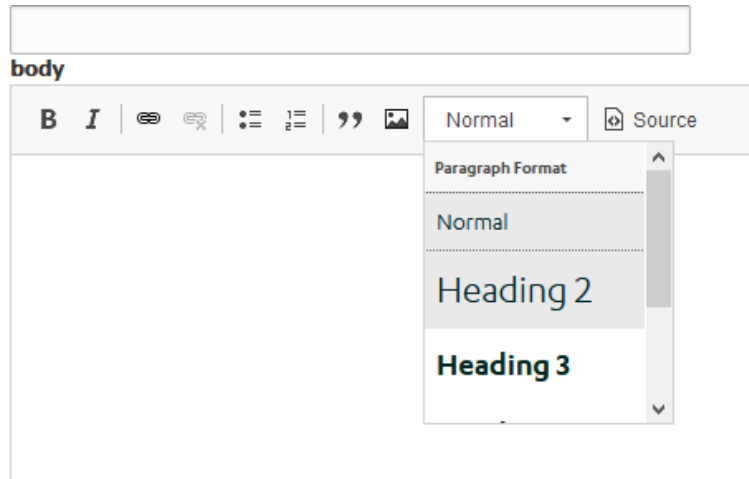
You can use: bullet points/ numbering



You can also add images



Please, when adding a headline, use the existing style gallery (called Paragraph format online)



Within the proposed already formatted headings, **please choose Heading 3 or 4.**

2.5 Fill the “Related to” tab

Create News ☆

Home » Node » Add content

Main content *	Related to	News type
<p>Theme</p> <div> - None - Access to services Affordable housing Air quality </div>		
<p>City</p> <input type="text"/>		
<p>Country</p> <input type="text"/>		
Show row weights		
<p>PROJECT</p> <div> + <input type="text"/> </div>		

1. Select the topic of the project through the theme list.
2. Type the first letters of the city and select the city related to the project
3. Type the first letters of the country and select the country of the project
4. Type the first letters of the project and select the name of the project

Show row weights	
<p>RELATED CONTENTS</p> <div> + <input type="text"/> </div>	
<p>Add another item</p>	
Show row weights	
<p>RELATED DOCUMENTS</p> <div> + <input type="text"/> </div>	
<p>Add another item</p>	
<p>Call for proposal</p> <input type="text"/>	

5. In the “related content” box you can link a previously published content so it will appear as a suggestion for next reading to the reader.
6. In the “call for proposal” box, select the call of the project

2.6 Fill the “News type” tab

Create News ☆

[Home](#) » [Node](#) » [Add content](#)

Main content *

Related to

News type

☐ Show as expert news

☐ Journal news

☐ Show on knowledge base

☐ Knowledge Promote

Knowledge category


Depending of the type of content you are putting online, you will have to tick different boxes:

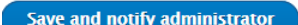
- **Project news:** you do **not** tick any box
- **Journal:** you tick “Journal News” + “Show on Knowledge base”
- **Zoom-in:** You go to the “Knowledge category box”, type Zoom-in and select it from the list
- **Web article:** you select “Show as expert news”

This will also ensure that your output will appear on the [UIA Knowledge Lab](#).

III. Save and edit your work

3.1 How to save content?


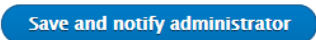
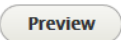
After and while editing/uploading your text, remember to  . This will enable you to save all your data, and come back to your article later if you need. The UIA Secretariat is not notified when you save an article.

When your work is finalized, you can inform the UIA Project Officer (called “Moderator” in the system) directly from the system. In the “Moderator” section (end of the page), select the name of your Project Officer from the drop down menu, then click on. 

In case of absence of the officer, he/she will inform you to whom notify.

Your Moderator will receive an automatic notification informing him that your article is finalized and that he/she can now start reviewing it.

Moderator


  

3.2 How to edit content?


You do not have to finalize your article in one go. It is possible to save and come back to it later. When you access your Expert dashboard, the list of articles you saved is displayed.

Click on “**Edit**” on the article you wish to modify.

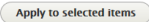
Your expert news draft



Home


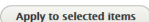
Title Language



Action



<input type="checkbox"/>	TITLE	UPDATED	OPERATIONS	ORIGINAL LANGUAGE
<input type="checkbox"/>	Lore Ipsum	02/10/2020 - 16:13		English
<input type="checkbox"/>	Rotterdam and Madrid	02/10/2020 - 13:38		English



However, once notified to the moderator, you will not be able to edit them. Therefore, we advise you to make sure all typos and formatting are checked before notifying the moderator.

IV. Comments and revision **NEW**

Both experts and moderators have access to this function so they can comment on the output and reply to the comments. Once you save and notify to your moderator (UIA officer) that the 1st draft is ready, the moderator will receive a notification by email.

The moderator then can revise and comment your output directly online:

1. He/she will highlight the part that needs to be commented.
2. Click on “add note”

Home > Project news

> The second wave of the pandemic threatens the participatory process. Being able to move the project forward despite the second wave of the pandemic

View Edit View Notes Delete Revisions Devel Translate

EXPERT ARTICLE

PROJECT

CAPACITIES - Children Against

Poverty Awake the CITY

Education System

Bergamo, Italy

TOPIC

Urban poverty

EDIT 08 JANUARY 2021

BY PIETRO ELISEI

Add note

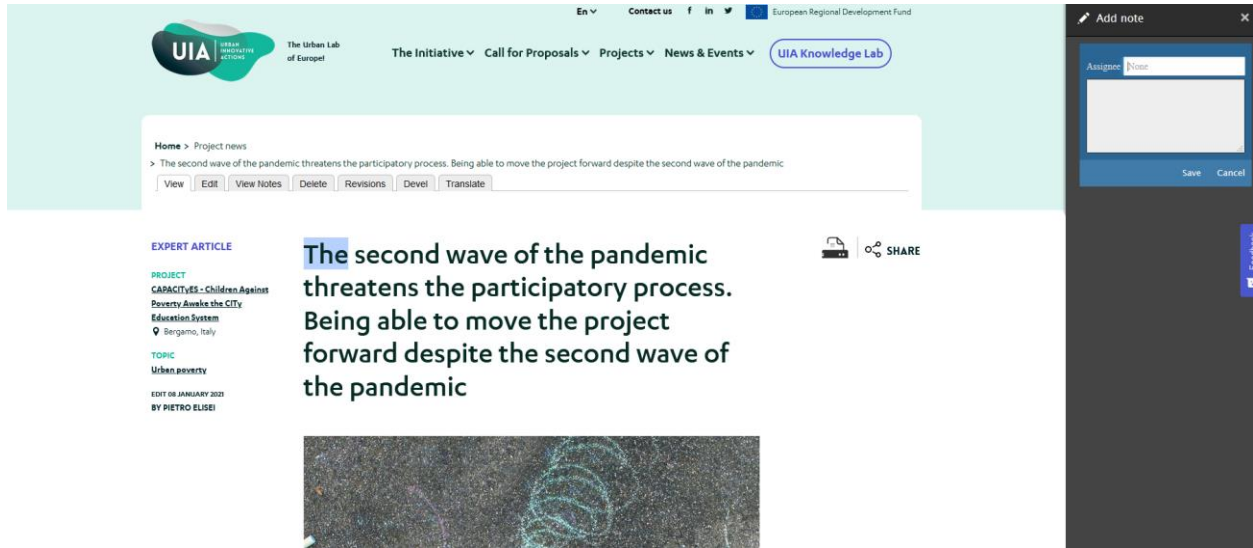
The second wave of the pandemic threatens the participatory process. Being able to move the project forward despite the second wave of the pandemic



SHARE



3. A “add note” section on the right side of the screen will appear (see screenshot below)



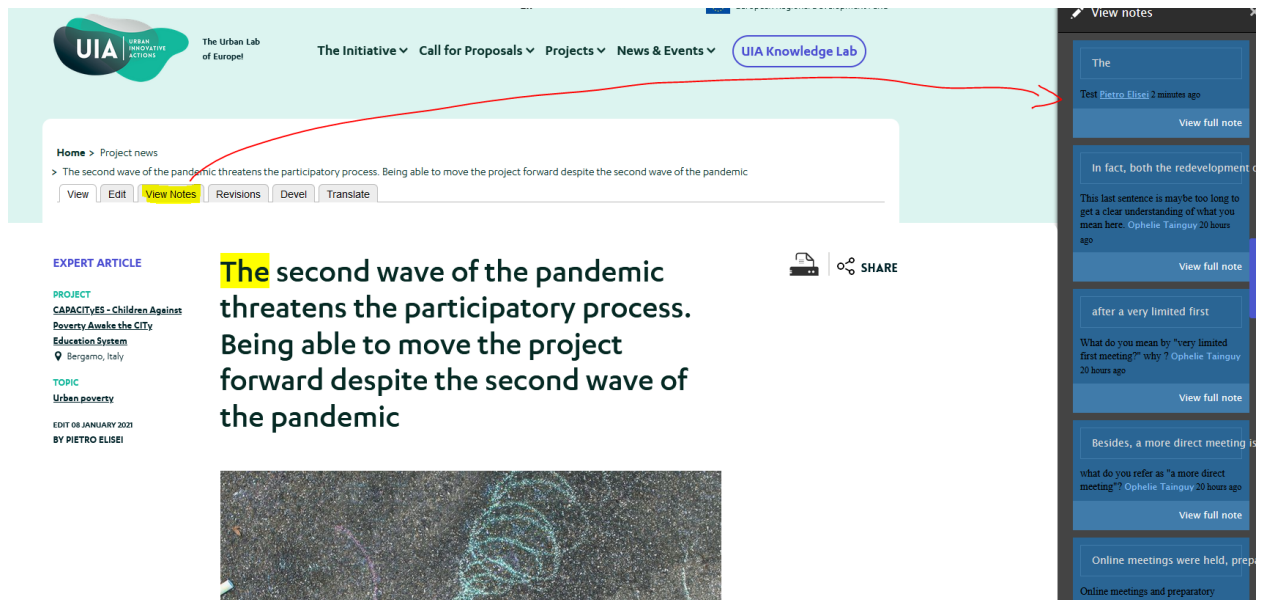
The screenshot shows the UIA Knowledge Lab interface. The main content area displays an expert article titled "The second wave of the pandemic threatens the participatory process. Being able to move the project forward despite the second wave of the pandemic". The article is categorized under "PROJECT" (CAPACITyES - Children Against Poverty Awake the CITY Education System) and "TOPIC" (Urban poverty). The article is dated 08 JANUARY 2021 and written by PIETRO ELISEI. The sidebar on the right contains an "Add note" form with a text input field labeled "Assigned to:" and buttons for "Save" and "Cancel".

4. The moderator then fill the box "assigned to" with the first letters of the name of the expert. The expert does the same when answering: filling the box "assigned to" with the first letters of the name of the moderator.
5. Type in the box below what your comment is about and save it. The part you highlighted will appear in yellow to the person you sent the comment (either moderator or expert)



The screenshot shows the same expert article as before, but with a yellow highlight on the word "The" at the beginning of the title. The sidebar on the right is no longer visible.

6. Read all comments by clicking on the tab "view notes"



7. You can also reply to the comments clicking on “view full note” and then typing in the reply box.

When the article is reviewed and approved by UIA Secretariat, your Moderator will publish it.

V. Disseminate your output **NEW**

5.1 Revert function

Once validated and published online, the output should appear on the project page. If not, please ask the UIA officer to revert the publication so you are able to correctly reference the project, call, topic and type of output.

5.2 Generate a pdf of your Journal

If you wish to disseminate your article as a pdf or to save it as such, you can download it as a pdf:

Home > Project news > Introducing Rudi, when data meets people

View Edit View Notes Revisions Devel Translate

ata meets people has been updated.

JOURNAL

PROJECT

RUDI - Rennes Urban Data

Interface

📍 Rennes Metropole, France

TOPIC

Digital transition

EDIT 11 JANUARY 2021

BY CHICNARD SIMON, Uia
EXPERT

Introducing Rudi, when data meets people



SHARE

Download PDF



ANNEX 1 – Journal: definition, target audience, type of contents, format

What it is

The Journal is the main written output analysing the development of the project through the lens of the seven implementation challenges presented above.

The objective of the Journal is to make the reader understand how an innovative and integrated urban project is overcoming the challenges related to its implementation. It is a reflective piece of work where Experts describe the nature and intensity of the challenges faced, analyses the key steps and arrangements project partners are testing to address them, isolates learning points for other urban stakeholders. The Journal should take an analytical approach that enable the reader to understand the elements necessary to address a certain barrier and the process leading the project to identify alternative solutions. Often, project's implementation differs radically from the initial work plan. Through the Journal, the expert should be able to grasp the continuous "learning curve" documenting the different deviations and evolutions.

What it is not

The Journal is not a progress report describing the mere development of activities of the project. Therefore, the leading questions should not be "What the project has achieved?" but:

- **"Which process has led to the implementation of a certain activity?"**
- **Which challenges have been faced?**
- **Why the project has encountered that particular challenge?**
- **How did the project manage to overcome them?"**

Where to get inspired

With the due differentiation linked to the change of the format of the Journal and taking into consideration the presence of a new output (web articles) - focusing more on the storytelling of the project - experts are invited to have a look at the following Journals from previous calls, so to get an idea of the different types of analysis requested:

- [Journal 1: AIRQON project; UFIL project](#)
- [Journal 2 : TAST'in FIVES project; APPLAUSE project](#)
- [Journal 3: B-MINCOME project;](#)
- [Journal 4: The BRIDGE project; CURRANT project](#)
- [Journal 5: USE-IT! project;](#)

What the audience will be

The Journal will mainly target urban practitioners, who are interested in learning about the topic addressed by the project, as well as those interested in understanding the implementation process for an innovative and integrated urban project.

What type of content it should include

The Journal should include the following sections: an executive summary, a short update about the project (where does it stand in its implementation?), a section addressing all the seven challenges, one by one and a conclusion summing-up the main aspects addressed. For each challenge, the expert should present:

- **A critical analysis anchored to the project activities development.**
- **The lessons learned from that specific challenge, in the respective implementation period.**

In case a certain challenge is not relevant during the period covered by the Journal, the experts should in any case include a brief paragraph explaining why it is not significant for the project and, whether possible, offering a description of its “maturation process” comparing to the analysis carried out in previous Journals. Experts and Main Urban Authorities can identify additional challenges specific to the project (e.g. regulatory framework, financial sustainability, etc) that can be analysed in the Journal.

An additional section on “*How the project fits in the policy context at the EU, national and regional level*” is required for the first edition of the Journal.

The journal should be in-between 8 and 15 pages. It should have an adequate level of English.

What the format should be

As for the other outputs produced by UIA Experts, the Journal will be published on the UIA website (project webpage, UIA homepage, thematic pages) and shared through our social media channels.

You can ask for a Journal template to the UIA officer, however the final output should be uploaded online. **NEW**

As showed by previous UIA projects, Journals represent an essential starting point for wider activities of knowledge capitalisation and dissemination organised by the UIA Initiative (e.g. thematic publications gathering several projects, cross-cutting studies on implementation challenges, collection of good practices, contribution to policy discussions at EU, national and regional level).

Do not forget to share the journals with the city for approval before handing it for final validation at the UIA PS.

Once a journal is validated by the Main Urban Authority, the UIA Expert will transfer its content in the Content Management System of the UIA website. The UIA Officer will review it, once validated, he/she will publish it online. **NEW**

ANNEX 2 - Web article: definition, target audience, type of contents, format

What it is

The Web article is the narrative of the project's lifetime providing an unofficial, regular and light touch update on the project implementation progress.

The objective is to make the reader further explore the project, as well as to give teasers to get in touch or dig into the activities of the project. It represents a key entry point to know more about project progresses and it should convince external readers (or at least some readers) to go deeper and read the more analytical reflection that UIA Experts will do with the Journals and Zoom in.

It is a standalone tool presenting what the project does, why it does it and how it does it. It is about observing the progress project and reporting to the greater audience. The expert has an exclusive access to an innovation lab where a variety of local stakeholders are experiencing new ways of cooperation to test ground-breaking hypotheses: the web article should reflect this unique position.

If the analysis on the operational challenges will be mainly concentrated in the annual Journals, as described later in this note, UIA Experts are invited to refer to them and build links with the other outputs produced (Journals and Zoom in) by using cross-references and hyperlinks.

What it is not

The web article is not a progress report. **It is not dry nor pointless.** It should be coincided as a professional and critical overview of the main progresses made by projects. For this, it has the right balance of storytelling and analysis behind it. Therefore, the leading questions should not be "What are the project activities realised?" but "**what is the progress made**", "what are the key moments in implementation", etc.

Which is the audience of the web article

The web article audience will be diverse: local policy makers, urban practitioners, university/research centres, NGOs and private sector. The challenge is to address as many target groups as possible. Some of the readers will like technical explanations, policy recommendations or project findings. The web article should incorporate as many diverse features as possible to target different groups of people.

What type of content it should include

The web article could report on the following aspects of a project:

- **updates on the progress of work: beginning of a key activity; important milestones reached; outputs achieved; culmination of important and interesting activities; interviews with key players from the partnership,**
- **project's participation in key dissemination events;**
- **perception of the project from someone not implementing it;**
- **fears and ambitions of partners; ways the partnership is working together, communicating to each other, or serving the common goal;**
- **important changes the project is going through.**

What is the web article's format

For facilitation of reading, shorter and more frequent text entries are recommended. Each entry should be between 1,000 and 2,500 words. A web article is also composed of:

- at least one picture (top of the page);
- possible embedded videos from online videos platform such as Youtube or Vimeo;
- possible interviews and/or quote;
- key figures when relevant;
- possible slideshow of pictures / documents in jpg format

The chances of the experts' work to be read and shared are increased when they:

- Use compelling headlines;
- Add subheadings, use bullet points;
- Avoid plain text: use images

To get inspired on the format and style side (based on blog posts):

- [The Beginner's Guide to the Paleo Diet](#)
- [Northern India: the Good, the Great and the Ugly](#)
- [How to Quit Your Job, Move to Paradise and Get Paid to Change the World](#)
- [Writing better research grant applications](#)

You will publish directly your web articles on UIA website. They will be showcased on the project's webpage as well as in the UIA website homepage and the thematic pages (clustering all projects working under the same topic). Web articles will be disseminated through the UIA newsletter (to date more than 7k subscribers), social media channels as well as using the different editorial partnerships that UIA is building with other organizations (URBACT, newsletter of the Urban Agenda for the EU, OECD, etc.)

The expert will draft the web articles in the Content Management System of the UIA website. Specific access is granted to experts. When ready, the post is submitted and the Moderator (UIA project officers) can edit or revert the post for modifications; and publish it when the final version



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is available. Do not forget to share the web article with the city before handing it for final validation at the UIA PS.

More information on how to draft it online: <https://youtu.be/jRkXlr3c-ME> **NEW**

ANNEX 3 - Zoom-in: definition, target audience, type of contents, format

What it is

The Zoom-in is a type of output that goes into the details of a specific project aspect. The Zoom-in will be complementary to the information included in the journals and web articles. It offers the possibility to Experts and urban authorities to:

- **explore a cross-cutting dimension of the project;**
- **to analyse a specific component of the project; and/or**
- **to highlight an aspect of the project which is less visible but particularly important.**

The focus of the Zoom-in shall be defined and agreed with the Main Urban Authorities. It must be duly communicated to the Project Officer of the UIA Permanent Secretariat in charge of the specific project **before you start working on it**.

What it is not

The Zoom-in is not a generic presentation of the project, nor an overall picture of its different activities. Experts are requested to “dig deep” into the details of a specific issue around the project’s implementation.

What the audience will be

The Zoom-in will mainly target urban practitioners, who are already familiar with the project’s focus and are willing to go a step forward in their understanding of the project’s structure and approach.

What type of content it should include

UIA Experts and projects have the freedom to choose the specific topic of the Zoom-in. For example:

- The “[Super Circular Estate](#)” project in Kerkrade (NL) focuses on the demolition of a high-rise building with 100 dwellings and using the materials in order to construct new houses. Therefore, the first [Zoom-in](#) focused on the main challenges when it comes to recovering, refurbishing and reusing materials from building blocks. [Zoom-in 2](#) reveals the details around a new circular product called BRX.
- “[Curing the Limbo](#)” in Athens (EL) helps refugees and local unemployed people to overcome their stage of inertia. The UIA Expert decided to present in the [Zoom-in](#) how the project influences and transforms one specific neighbourhood of the city.
- “[U-RLP](#)” in Utrecht (NL) develops a new way to deal with reception facilities for refugees in neighbourhoods by creating a combined learning and living environment for both refugees and the local community. Their second [Zoom-in](#) explores how the project

contributes to the creation of a new narrative (public attitude) on the reception of refugees.

- “[B-MINCOME](#)” in Barcelona (ES) implements a guaranteed minimum income to supplement income in the most deprived and poor areas of the city. The [Zoom-in](#) explains the Active Labour Market policy and how the B-MINCOME complements it.
- Coventry (UK) and its “[MiFRIENDLY CITIES](#)” explore how refugees and migrants could contribute to the city’s civic, economic and social fabric. The aspect they explored in the [Zoom-in](#) was the deep and intricate relations between Coventry City Council and Coventry University in order to deliver a successful project.
- “[Circular South](#)” (BE) engages Antwerp’s community in online and offline circular economy actions. Therefore, [Zoom-In 2](#) is focused exactly on the “nudging experiments” to test innovative ways of supporting consumers in changing their energy consumption behaviors.
- Engaging citizens was also the focus of Ljubljana’s second [Zoom-in](#). The project there is “[APPLAUSE](#)” (SI), which aims at finding a solution to the problems caused by invasive alien plant species in cities.
- “[USE-IT!](#)” in Birmingham (UK) is addressing poverty and underemployment amongst indigenous and migrant populations. [Zoom-in 2](#) shares the project’s insights on how to qualify 180 local overseas migrants to become employees for the British health system.

What the format should be

As showed by the examples above, a Zoom-in can take the shape of **a case study, infographic, interview, video, podcast**, etc. **We strongly encourage you to develop creative formats.** While experts have the freedom to choose the format, however in the case of a video or podcast, the necessary quality requirements need to be met in order the Zoom-in to be accepted.

It is possible that the project ensures funding for a professional video/podcast and UIA Experts draft the script. In exceptional case you choose to provide a text format, please make sure its length is **maximum seven (word) pages** (except in cases where the topic requires more details and explanations). Please note that no matter the format, experts are expected to really go into the details of the specific issue they have chosen to investigate.

Do not forget to share the Zoom-in contents with the city for approval before uploading it on the website for final validation at the UIA PS. Specific access will be granted to experts and guidance will be provided.

More information on how to proceed: **NEW** <https://youtu.be/jRkXlr3c-ME>

When the Zoom-in should be produced



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The Zoom-in will be produced once per year and will follow the timeline indicated in your contract.