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EUR-OPA Major Hazards Specialised Centres Online Database

USER GUIDE

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CONNECTION TO THE DATABASE

Your centre now has an **online space** in the new **EUR-OPA Major Hazards Specialised Centers Online Database**.

➤ To access your space:

1. Go to this webpage : <https://europa-projects.ext.coe.int/en/>

2. **Log in** with your **email address** and your **password**

If you are logging in for the first time, use the default password that has been sent to you by the EUR-OPA Secretariat.

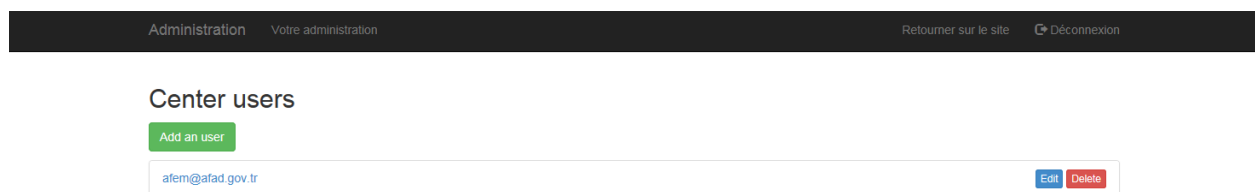
Once logged in, you access to your **Administration dashboard**.

Edit or add users (change password and email address)

Important: If it is your first connection to the database, modify the default password and enter a new one.

To change your password or your email address :

1. Click on “**Manage users**” on your Administration dashboard
2. Click on “**Edit**” to modify your password and eventually your email address



To **add new users** (= give permission to access your Administration to other users):

1. Click on “**Manage users**” on your Administration dashboard
2. Click on “**Add a user**”
3. Enter the **new email address** and the **new password**

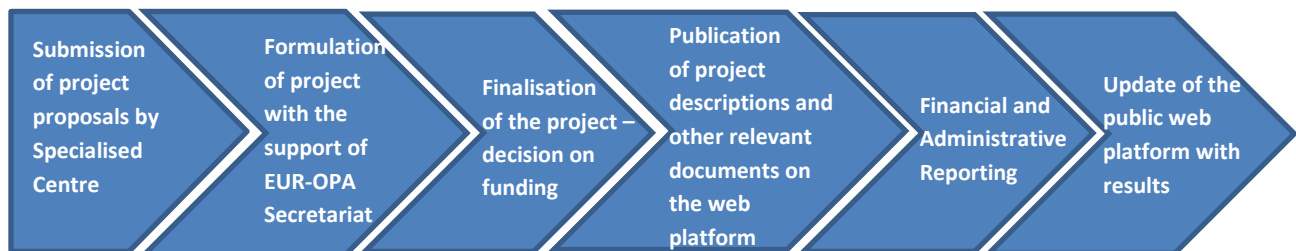
GENERAL PRESENTATION OF THE DATABASE

The **main objectives** of the database are to:

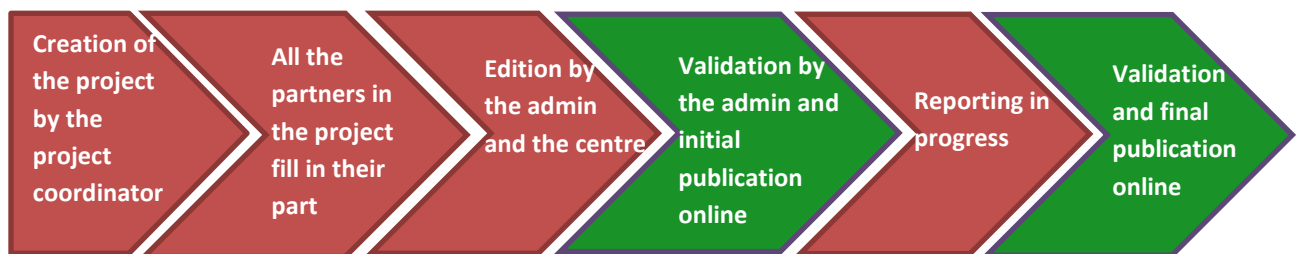
- Give the centres and their projects **online visibility**;
- Highlight the **cooperation between the EUR-OPA Specialised Centres**;
- **Centralise all the information about the projects** and therefore **facilitate the administrative work** of both the centres and the EUR-OPA Secretariat.

It **replaces the traditional administrative process** and is thus used for the **submission of the projects**, the **budget** and the **narrative reporting**.

Administrative process



Steps in the database



■ Restricted access / only accessible for EUR-OPA Secretariat and project coordinators (for their own project)

■ Public / visible online

MANAGE YOUR ADMINISTRATION

Presentation of the administration dashboard

Once logged in, you will access your **Administration dashboard**.

From this interface, you will be able to **manage the information** relative to your **user account(s)** and your **centre**, the **projects** your centre has coordinated or those for which you participated as a partner.

The screenshot shows the 'Your administration' dashboard. At the top, there is a navigation bar with 'Administration' and 'Votre administration' on the left, and 'Retourner sur le site' and 'Déconnexion' on the right. The main content area is titled 'Your administration' and includes a welcome message: 'Welcome ISPU. On this page you will have the possibility to manage the profile of your Centre (description, contact, logo etc.), submit and modify your project proposals as coordinator and as partner of the project.'

Callouts point to various features:

- General info about the centre:** Points to the 'Modify centre' and 'Add a project' buttons.
- Create a new project:** Points to the 'Add a project' button.
- List of projects:** Points to the project lists for 2015, 2014, 2013, and 2012.
- Edit projects, budgets, reporting:** Points to the 'Edit', 'Budget', and 'Reporting' buttons for a project in 2013.
- Add/Edit/Delete media files:** Points to the 'Manage media files' button.
- Change password Add/Edit users:** Points to the 'Manage users' button.

The project lists are organized by year:

- Projets 2015:** Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map); Methodology for the creation of a complex emergency alerting system.
- Projets 2014:** Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map).
- Projets 2013:** Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map); Analysis of the local authorities involvement in major hazards management; Nuclear Hazard. Chernobyl and Fukushima: Lessons for Public Awareness.
- Projets 2012:** Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map); Analysis of the local authorities involvement in major hazards management; Nuclear Hazard. Chernobyl and Fukushima: Lessons for Public Awareness.

Manage the general information of your centre

To **modify the general information about your centre**:

1. Click on “**Modify centre**” on the Administration dashboard page
2. **Fill in all general information about your centre** (name, address, phone number, public email address, website, currency, mandates...)

Important: Your contact information will be visible online. Share only **public email address and phone number**.

3. It is also possible to **upload the logo of your centre and three images to illustrate your activities**

Important: When you upload images on the database, please make sure that you are allowed to use it in terms of **copyright** and that all the people on the photos gave their **approval** to be visible online.

Administration Votre administration [Retourner sur le site](#) [Déconnexion](#)

[← Back](#)

Edit centre

[Translations](#)

Center name

Address
Country
Postal code
City
Phone
Fax
Public email
Website
Currency

CREATION AND EDITION OF A PROJECT



How will your projects appear online

1. The page dedicated to your centre

The screenshot displays the website for the Higher Institute of Emergency Planning (ISPU). At the top, there is a navigation bar with links for Home, EUR-OPA, Council of Europe, About, and Contact, along with a link for the French version. The main header features the logos for EUR-OPA and the Council of Europe, and the title 'MAJOR HAZARDS SPECIALISED CENTERS EUROPEAN AND MEDITERRANEAN MAJOR HAZARDS AGREEMENT'. Below the header, the ISPU logo and name are shown, along with its location in Brussels, Belgium, and the Belgian flag. A callout box points to this header area, stating 'General information about your centre'. The main content area is titled 'HIGHER INSTITUTE OF EMERGENCY PLANNING' and contains contact details: ADDRESS (Centre Gouvernemental de Coordination et de Crise, Rue Ducale, 53 1000 Bruxelles), TEL (+32 2 506 48 81), EMAIL (ispu.hin@ibz.fgov.be), and WEBSITE (http://www.ispu.eu/). A callout box points to this section, stating 'Listing of your projects'. To the right, there is a 'Find a project' section with a search bar and several filter dropdowns: Filter by centre, Filter by country, Filter by theme, and Filter by tag. Below the filters is a 'Search' button, with a callout box pointing to it, stating 'Location of your centre'. Underneath the filters is a map showing the location of Brussels, Belgium, with a red pin. The map includes labels for Amsterdam, London, Paris, Luxembourg, and Cologne, and is powered by Google.

2. The page for the presentation of a project

Home > EUR-OPA > Council of Europe > About > Contact > Version française >

MAJOR HAZARDS SPECIALISED CENTERS
EUROPEAN AND MEDITERRANEAN
MAJOR HAZARDS AGREEMENT

Accueil **ICOD** Coupling terrestrial and marine datasets for coastal hazard assessment and risk...




ICOD @ Valletta, Malta
Euro-Mediterranean Centre on Insular Coastal Dynamics

COUPLING TERRESTRIAL AND MARINE DATASETS FOR COASTAL HAZARD ASSESSMENT AND RISK REDUCTION IN CHANGING ENVIRONMENTS

PERIOD 2012 - 2015

PARTNERS
Coordinator centre : Euro-Mediterranean Centre on Insular Coastal Dynamics
Partners centres : European Centre on Geomorphological Hazards, University of Modena and Reggio Emilia

FILES
Main results 2014.pdf
Main results 2015.pdf

PROJECT BACKGROUND

Coastal instability phenomena which cause heavy socio-economic consequences and fatalities have increased significantly in recent years due to global changes, which determine more frequent extreme meteorological events, and progressive urbanisation of coastal areas, especially in developing countries.

This project is based on previous scientific work, such as the 2009-2011 Project "Coastlines at Risk: methods for multi-hazards assessment" of the CERG. For more information, see the [project presentation](#) and the [main results for 2011](#). ICoD and CERG also organised a [Post-Graduate Training School on Coastal Hazard Assessment and Risk Management](#) in June 2011 in Caen.

The study areas are the Normandy coast (France) and the coasts of the island of Malta, which show different morphoclimatic and tectonic setting, but which have been and are at present affected by significant changes in sea level since the Last Glacial Maximum, when the sea level was some 120 metres lower than present.

The activities carried out in the framework of this project in 2012-2015 aimed in particular to:

- Deliver an original contribution and new directives for risk reduction in coastal areas taking into account historical and possible future climate changes based on the outputs of the CERG 2009-11 Project "Coastlines at Risk: methods for multi-hazards assessment";
- Develop a multidisciplinary methodological approach which is capable to integrate terrestrial and marine datasets;
- Understand of landslide kinematics through generation of knowledge of their submarine spatial and temporal development. This knowledge would of course enable to provide a more comprehensive picture of landslide hazard conditions.

MOST SIGNIFICANT ACHIEVEMENTS

Euro-Mediterranean Centre on Insular Coastal Dynamics - Malta :

- Integration of terrestrial and marine data sets
- Organisation of a workshop to identify a procedure for the development of hazard maps, integrating sea level rise and the anthropic impacts for both rocky coast environments and sandy beaches
- Coastal monitoring in Gozo, Anchor Bay and Il-Qarnaba (Malta)
- Survey and monitoring of rocky coastal erosion using Laser techniques (Dieppe coastal cliffs, Normandy)
- Study addressing the advantages of individual methodologies for coastal risk management (Topographic Aerial Laser Scanning ALS, Terrestrial Laser Scanning TLS and Mobile Laser Scanning MLS)

EXPECTED RESULTS

ICOD **CERG** **UNIMORE**

Find a project

Search ...

Filter by centre ...

Filter by country ...

Filter by theme ...

Filter by tag ...

Search

Coordinators and partners

Media files (deliverables, reports, studies...)

Images to illustrate your project

Project background

Reporting

Pull-down menu
Detailed presentation of the project for each partner

Creation of a new project (coordinator)

The **creation of the project in the database** by the project coordinator corresponds to the **submission of the project to the EUR-OPA Secretariat**.

Important: The creation of a project has to be done **by the project coordinator ONLY**. If you are a partner centre, you will receive a notification by email once the coordinator has created the project.

To create a new project,

1. Click on **“Add a project”** on the Administration dashboard page
2. Edit the **title**, the **duration** and the **partners** of your project
3. Then, check the **checkbox(es)** according to your project’s **main topics**

The screenshot shows the 'Add a project' form. At the top, there is a navigation bar with 'Administration' and 'Votre administration' on the left, and 'Retourner sur le site' and 'Déconnexion' on the right. The main heading is 'Add a project'. The form contains the following fields:

- Project's name:** A text input field containing 'English'.
- Project's name:** A text input field containing 'Français'.
- Duration:** A dropdown menu with '1 year' selected.
- Partner 1:** A dropdown menu with '-- Centre partenaire --' selected.
- Partner 2:** A dropdown menu with '-- Centre partenaire --' selected.
- Partner 3:** A dropdown menu with '-- Centre partenaire --' selected.
- Partner 4:** A dropdown menu with '-- Centre partenaire --' selected.
- Partner 5:** A dropdown menu with '-- Centre partenaire --' selected.
- Partner 6:** A dropdown menu with '-- Centre partenaire --' selected.
- Themes:** A list of four checkboxes, all of which are unchecked:
 - Scientific and technological knowledge
 - Cooperation among decision makers
 - Promoting risk culture
 - Population's participation to DRR

At the bottom of the form is a green button labeled 'Add a project'.

Once your project is created, an **email notification** will be sent to your **partners**, inviting them to fill in their part of the project presentation.

Your new project now appears on your **list of projects** on your Administration dashboard page.

If you need to make changes in the general information of your project (name, duration, partners, topics), click on “**Administration (coordinator)**”.

The screenshot shows the 'Your administration' dashboard. At the top, there is a navigation bar with 'Administration' and 'Votre administration' on the left, and 'Retourner sur le site' and 'Déconnexion' on the right. Below the navigation bar, the main heading is 'Your administration', followed by a welcome message 'Welcome ISPU' and a brief description of the page's purpose. There are two green buttons: 'Modify centre' and 'Add a project'. The main content is organized into sections for each year: 'Projets 2015', 'Projets 2014', 'Projets 2013', and 'Projets 2012'. Each section contains a list of projects with their titles and a set of action buttons. In the 2013 section, the 'Administration (coordinator)' button for the project 'Analysis of the local authorities involvement in major hazards management' is circled in red. At the bottom of the dashboard, there are two blue buttons: 'Manage media files' and 'Manage users'.

Edition of a project

If you are the project coordinator, you can directly access the editor of the project by clicking on the “**Edit**” button corresponding to the project on the Administration dashboard page. If you are a partner, you must wait for the coordinator to create the project first.

Important: The project presentation and the budget that you will enter in the database and submit to the EUR-OPA Secretariat will be used to draw up the contract.

The screenshot shows the 'Your administration' dashboard. At the top, there is a navigation bar with 'Administration', 'Votre administration', 'Retourner sur le site', and 'Déconnexion'. Below the header, the main content area is titled 'Your administration' and includes a welcome message and instructions. There are two green buttons: 'Modify centre' and 'Add a project'. The dashboard is organized into sections for projects from 2015 to 2012. Each section contains a list of projects with their titles and a row of action buttons. In the 'Projets 2013' section, the 'Edit' button for the project 'Analysis of the local authorities involvement in major hazards management' is circled in red. At the bottom, there are two blue buttons: 'Manage media files' and 'Manage users'.

Administration Votre administration Retourner sur le site Déconnexion

Your administration

Welcome ISPU

On this page you will have the possibility to manage the profile of your Centre (description, contact, logo etc.), submit and modify your project proposals as coordinator and as partner of the project.

Modify centre

Add a project

Projets 2015

Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map)
Methodology for the creation of a complex emergency alerting system

Projets 2014

Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map)
--

Projets 2013

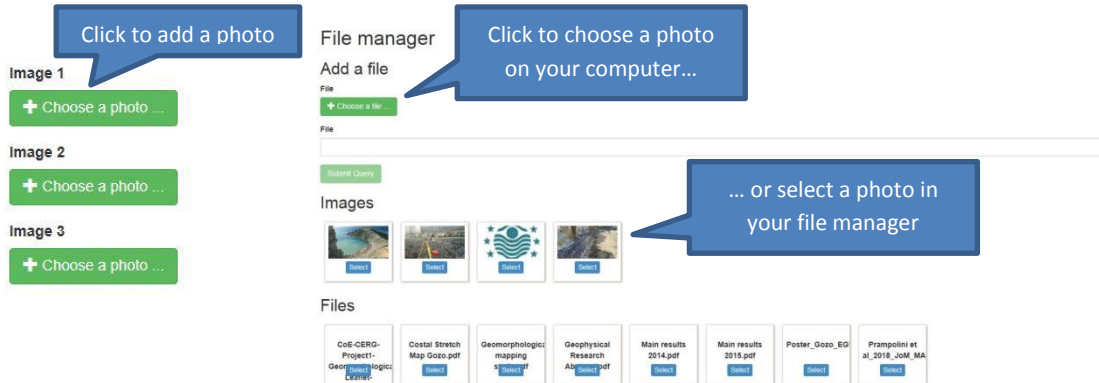
Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map)	
Analysis of the local authorities involvement in major hazards management	Edit Budget Reporting Administration (coordinator) Delete
Nuclear Hazard. Chernobyl and Fukushima: Lessons for Public Awareness	

Projets 2012

Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map)	
Analysis of the local authorities involvement in major hazards management	Edit Budget Reporting Administration (coordinator) Delete
Nuclear Hazard. Chernobyl and Fukushima: Lessons for Public Awareness	

Manage media files Manage users

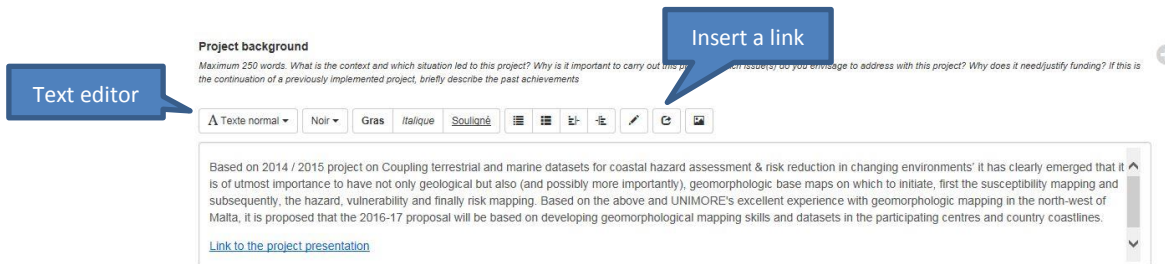
Fill in all the information about your project and eventually upload some relevant documents to highlight your work. It is also best to **upload some images** to illustrate your project page (only for the coordinator).



Write **short and clear texts** about your project:

- Project background
- Expected results year 1 & 2
- Deliverables year 1 & 2
- Activities year 1 & 2
- Targeted groups

Do not hesitate to **insert links** into your online **publications** or **work**.



When you are finished with the edition of your project, **save it**. You have **two options to save your project**:

- **“Save”** to save your changes in draft mode (this option enables you to return to your work and make changes whenever you want);
- **“Save and submit change to admin for validation”** to submit your project for validation to the EUR-OPA Secretariat for comment and/or modify if necessary.

EDITION OF THE BUDGET

To **edit the project budget** :

1. Click on the **“Budget”** button corresponding to the project on the Administration dashboard page
2. **Fill in the budget form** and click **“Save”**

Administration Votre administration Retourner sur le site Déconnexion

Your administration

Welcome ISPU

On this page you will have the possibility to manage the profile of your Centre (description, contact, logo etc.), submit and modify your project proposals as coordinator and as partner of the project.

[Modify centre](#)

[Add a project](#)

Projets 2015

Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map)
Methodology for the creation of a complex emergency alerting system

Projets 2014

Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map)
--

Projets 2013

Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map)
Analysis of the local authorities involvement in major hazards management Edit Budget Reporting Administration (coordinator) Delete
Nuclear Hazard. Chernobyl and Fukushima: Lessons for Public Awareness

Projets 2012

Pan-European and nation-wide landslide susceptibility assessment (European Landslide Susceptibility Map)
Analysis of the local authorities involvement in major hazards management Edit Budget Reporting Administration (coordinator) Delete
Nuclear Hazard. Chernobyl and Fukushima: Lessons for Public Awareness

[Manage media files](#) [Manage users](#)

You can **visualise your finalised form** by clicking on “**Visu Budget**” and **export it** if you need to by clicking on “**Export Budget CSV**” (CSV format).

- [← Retour](#)
- [Visu Budget →](#)
- [Export Budget CSV →](#)

Edit budget

Payments	Unit	# of units	Average unit rate €	# of participants	Estimated budget €	Comments
1. Per diems						
1.1 Hotel expenses	Per night	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
1.2 Lunches	Per lunch	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
1.3 Dinners	Per dinner	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
1.4 Coffee breaks	Per break	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
				Subtotal	0,00 €	
2. Travel						
2.1 National participants	Per trip	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
2.2 Local transport (coach hire)	Per day	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
2.3 Local transport (taxi)	Per trip	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
2.4 International transport	Per trip	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
				Subtotal	0,00 €	
3. Rent of hall, interpretation and translation						
3.1 Rent of hall	Per day	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
3.2 Rent of interpretation equipment (days x unit rate)	Per day	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +
3.3 Interpretation services (days x unit rate x	Per day	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	0,00 €	<input type="text"/> +

After the coordinator **and all the partners** have submitted the project and the budget, the EUR-OPA Secretariat will comment and/or modify the project proposal (**exchange phase**).

You also have the possibility to **make comments to the EUR-OPA Secretariat** directly in the project editor.

Project background
 Maximum 250 words. What is the context and which situation led to this project? Why is it important to carry out this project? Which issue(s) do you see the continuation of a previously implemented project, briefly describe the past achievements

Ajouter

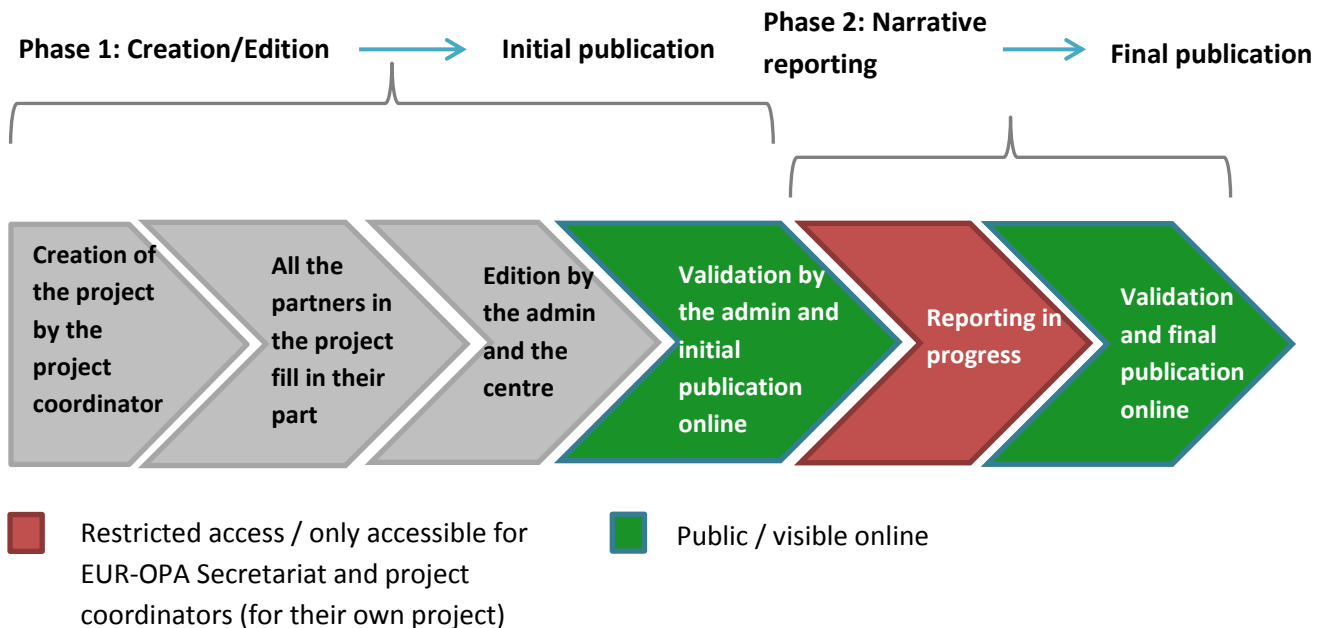
Based on 2014 / 2015 project on Coupling terrestrial and marine datasets for coastal hazard assessment & risk reduction in changing environments' it has clearly emerged that it is of utmost importance to have not only geological but also (and possibly more importantly), geomorphologic base maps on which to initiate, first the susceptibility mapping and subsequently, the hazard, vulnerability and finally risk mapping. Based on the above and UNIMORE's excellent experience with geomorphologic mapping in the north-west of Malta, it is proposed that the 2016-17 proposal will be based on developing geomorphological mapping skills and datasets in the participating centres and country coastlines.

[Link to the project presentation](#)

Click on "+" where you want to make a comment

Then, the Secretariat will **validate the project** and it will be **published online (initial publication)**.

This concludes the first phase of the projects publication process on the database.



After implementation of the project, you will have to submit your **reporting** (phase 2) for the **final publication**.

EDITION OF THE NARRATIVE REPORTING

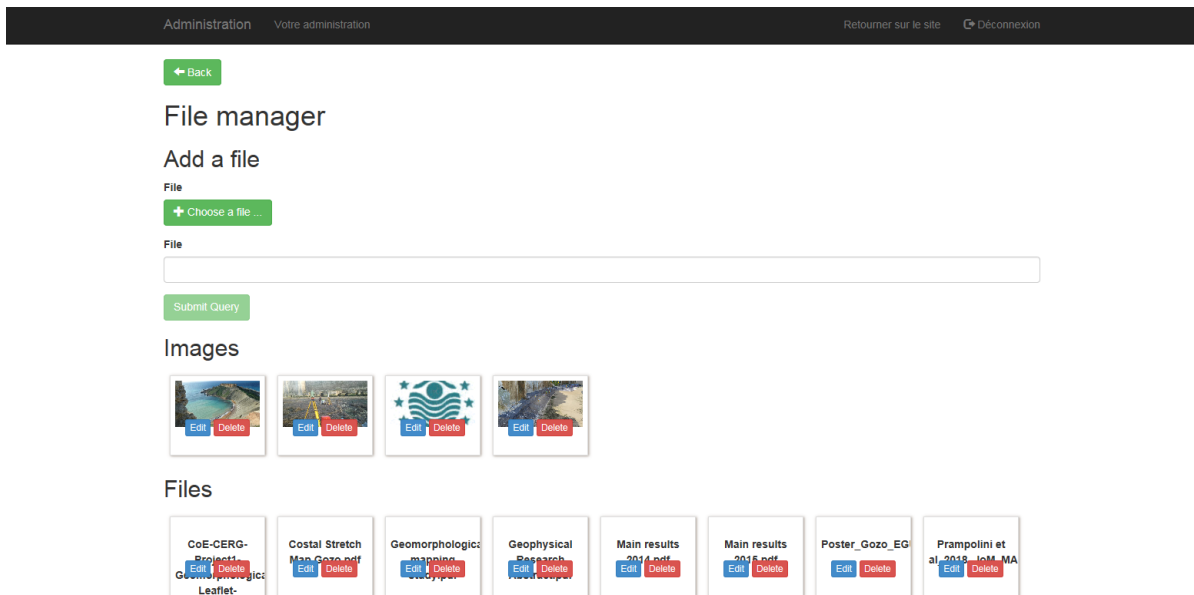
To **edit your narrative reporting**,

1. Click on the “**Reporting**” button corresponding to the project on the Administration dashboard page
2. Just as you did for the initial publication, **fill in all the information for the reporting of your project** and eventually **upload some relevant document** to highlight your work
3. **Save** your reporting

The screenshot shows a web interface for managing an administration. At the top, there is a navigation bar with 'Administration', 'Votre administration', 'Retourner sur le site', and 'Déconnexion'. Below this is the heading 'Your administration' with a welcome message and a brief description of the page's purpose. Two green buttons, 'Modify centre' and 'Add a project', are visible. The main content is organized by year: 'Projets 2015', 'Projets 2014', 'Projets 2013', and 'Projets 2012'. Each year section contains a list of projects with their titles and a row of action buttons. In the 2013 section, the 'Reporting' button for the project 'Analysis of the local authorities involvement in major hazards management' is circled in red. At the bottom, there are two blue buttons: 'Manage media files' and 'Manage users'.

MANAGE YOUR MEDIA FILES (ADD/DELETE/EDIT FILES)

To **add, delete or edit media files**, click on “**Manage media files**” on the Administration dashboard page to open the **File manager**.



From this interface, you can **visualise all the files you have uploaded on the database**.

To **add a new file**, click on “**Choose a file**”.

To **delete a file**, click on “**Delete**” on the file you want to delete.

To **edit the name of a file**, click on “**Edit**” on the file you want to edit.

It is better if you give **explicit and clear names to your files**, since they will be visible online, so that the users of the database can quickly **have an idea of their content**.

Important: The size of the files that you can upload on the database is limited. If your files are already visible online (e.g. on your centre’s website), insert the **links** in the editor of your projects instead of uploading new files. If your files are not accessible online yet and you want to upload them on the EUR-OPA database, please try to **reduce the size of your files**.