



WP4 Note

4.4.1. Co-creation spaces and Knowledge Hubs_Action plan



1. Introduction

The idea of our Knowledge Hub is to support all teams in their project. That's why we identified 2 kind of dynamics to dissociate, in a first place, and to make it work together in a second time:

- Physical spaces to host events, creative times and support collaborative processes
- Virtual spaces to animate the European teams' challenge processes

1.1. About physical spaces

1. We have to identify clearly 2 referents (1 leader and 1 co-leader) in each university that know the territory, third places and their own services and possibilities.
2. Each locality and its referents have to identify a maximum of 4 to 6 mobilizable spaces:
 - a. 2 or 3 local spaces managed by the university
 - b. 2 or 3 potential spaces managed by the local authorities & public or private stakeholders
3. In this way, we have to foresee that spaces be able to respond to very different needs, taking into account that the projects may have different formats as apps, laboratories, spaces for editing documentaries, or hangars for art works, etc.
4. The selection of these spaces has to respect the following common basic input, conditions and services (we have to define and deepen together the evaluation grid)

CATEGORIES	CHANNELS	CONTENT	ANIMATION	ACCESS FOR WHO ?
TEXT CHANNELS				
GENERAL				
	Living room	On this channel you can chat with everyone freely, it's like our friendly and relax space. An idea ? An inspiration ? A joke ? It's here :)	Free	All
	Guidelines/rules	On this channel you'll find our common rules about each channel.	Staff facilitators	All
	Collaborative tools	On this channel, let's share your favourite tools you know for creative and collaborative work !	Free	All
weDISCOVER.week				
	Schedule/info		Static content	All
	Announcements		Updates	All
	People		Free	Open innovation challenge
	Planet		Free	Open innovation challenge
	Partnership		Free	Open innovation challenge
	Peace		Free	Open innovation challenge
	Prosperity		Free	Open innovation challenge
PEER TO PEER				
PRIVATE				
	Team A		Self animation	invitation
VOCAL CHANNELS				

Figure 1. Knowledge Hub spaces_Action Plan. Space evaluation grid (first draft)

5. Ensure that each territory provides exactly the same level of services and equipments this in order not to create uneven endowment.

If territories have additional specific services, we have to specify them and consider them as a plus and not as basic.

If territories don't have sufficient equipment and services, a reflection must begin with the referents to envisage some solutions and allow to arrange this type of spaces.

Basic equipment

- Tables and chairs
- Screens, computers and internet connection

It is important to bear in mind that not all students have a computer or internetconnection.

6. Both kind of spaces -the managed by the university and the managed by external agents- should have a “contiguity relationship”, that is, they have to be complementary and bring mutual solutions to the job developed in each one. This is something to bear in mind when deciding the project and finding the spaces.
7. Both kind of spaces -the managed by the university and the managed by external agents- should have a “contiguity relationship”, that is, they have to be complementary and bring mutual solutions to the job developed in each one. This is something to bear in mind when deciding the project and finding the spaces.

City	CERGY-PARIS		BARCELONA	GOTEBORG	WARWICK	BRUXELLES	LJUBLJANA
Referent	Bastien		Diana	Daniel	Denise	Ian	Mojca
Management	CY Uni 1	CY Ter 1	UPF Uni 1	GT Uni 1	WK Uni 1	BXL Uni 1	UL Uni 1
	CY & Cergy-Pontoise	Starlabs & Cergy-Pontoise	UPF	-	University of Warwick	-	-
Name of space	LABBOITE	LA TURBINE	AREA TALLERS	-	The Climb	-	-
Contact	Bastien Vernier	Magali Terrason	-	-	Denise.Hewlett@warwick.ac.uk	-	-
Website	www.labboite.fr	https://laturbine-cergy-pontoise.fr/	AREA TALLERS	-	https://warwickinnovationdistrict.com/the-climb/	-	-
BASIC CRITERIA							
Area	420m²	5000m²			163.5m²		
Maximal capacity (people)	100						
ACCESS CONDITIONS							
Time slot	M-F 10h to 20h / till 22h Thursday / S 14 to 18						
Public Transport	300m from Train Station RER A				close to bus stop and taxi rank, train station 15 mins drive away		
City localisation	Middle of the urban campus / Easy pedestrian access				Located on main campus		
Public accepted	Inhabitants, students, entrepreneurs, associations, teachers....				Staff, students, alumni, external stakeholders		
Price	Free access for co-working spaces / Prices for reservation and lablab access				Free		
Covid restrictions							
SERVICES							
Wifi access	Yes				Yes		
Seating collaborative places in openspace	20 to 30						
Creative dedicated room	1 (35m²) 10-15p. (Screen, white board)						
Computer available	5						
Showroom possibilities	Yes						
SPECIFICITIES							
Fablab (prototyping, traditional tools and machines)	200m² (3D printer, laser cutter, textile, electronic, wood,...)	Incubator					
PROMOTION							
Tour	3D tour captation on Matterport https://my.matterport.com/show/?m=S9AaWyrChA						
Video	Visit movie - presentation of spaces : https://youtu.be/0Mx05pLy0Q						

Figure 2. Knowledge Hub spaces. Evaluation of the spaces at each university. (first draft)

1.2. About virtual spaces

1. We don't have to create a new platform and the WP2 and WP7 platform project can't be transposed to WP4
2. Design a new platform is not adapted for this first session. Yet we have to focus on a clear, attractive and simple common message (with simple word, graphism and an ergonomic showcase website) to communicate to students answering to those following question: What' is WP4 ? How does it work ? How can I participate? What is the goal? Where can I work ? Which tools do we have?
3. We have to define a common collaborative tool to support the whole creative and challenge process making sure all universities have a licence and the same access. This supposes that we must rely on an existing tool (or tools) that we know, but above all that we already practice ("Teams" could be good option).
4. Once the best common tool (or complementary tools) is chosen, we have to designate a local referent to moderate it, organize it and structure it in the most suitable and flexible way:
 - a. **Information:** marketing and communication support (*Showcase Eutopian Website*)
 - b. **Forum :** exchange (chat, vocal and vision) between students / teams to teams / teams to tutors / tutors and researcher / teams to stakeholders / stakeholders to stakeholders / everyone with everyone (*Teams, Moodle, Jitsi, Slack or Discord*)
 - c. **Platform:** store and share documents, tutorials, videos, creation (*Google Drive, Trello, dropbox,...*)
5. Observe the uses and the constraints during this session to better improve the process and, eventually if necessary, imagine and design anadapted process or platform for the next session.

NAME OF TOOLS	WHAT FOR ?	STRENGTH	WEAKNESS
Mural	White board to brainstorm with post-it and pictures	User friendly	In function of application, need of big screen
Slack	Interact with people, create public and private channels, share some links and documents	User friendly	Not free / limited options and capacities with free option / Need to moderate channel
Mattermost	Interact with people, create public and private channels, share some links and documents	Free and user friendly / we can select only the channel we want to see	Need to moderate channel
Discord	Interact with people, create public and private channels, share some links and documents	Free, user friendly and vocal/vision option call	Need to moderate channel / We can't select channels we want to see
Mightynetwork			
Miro			
Mentimeter	Online polls and questionnaires in real life.	Making bigger meetings and online presentations more interactive and visual.	

Figure 3. Knowledge hubs. Tool evaluation