

What changes with the Eionet collaboration tools 2.0?



**Introductory Session for Countries
22 November 2023**

Nils Hettich and Ana Cardoso



Agenda



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- The current digital collaboration tools
- What will change
- Why the tools will change
- The new collaboration tools, when and how
- Technical requirements
- Privacy and GDPR considerations
- How to get ready

The current digital collaboration tools

Eionet Portal

Workspace ▾ Reportnet ▾ Countries ▾ ETCs ▾ About ▾ My profile ▾ Search

Home Eionet

Info Welcome! You are now logged in.

European Environment Information and Observa

What is Eionet?

The European Environment Information and Observation Network (Eionet) is a partnership network of the [European Environment Agency \(EEA\)](#) and its 38 member and cooperating countries. EEA and Eionet gather and develop data, knowledge, and advice to policy makers about Europe's environment.

Overall, Eionet consists of the EEA and circa 400 national institutions from 38 countries, with expertise in environmental issues, and eight centres of thematic expertise contracted by the EEA, called [European Topic Centres \(ETCs\)](#).

The EEA is responsible for developing Eionet and coordinating its activities together with [National Focal Points \(NFPs\)](#) in the countries. The NFPs are the country institutions appointed to serve as the primary link between the EEA and the country. NFPs facilitate and coordinate networks of national experts involved in national activities related to the [EEA work programme](#).

Eionet for the future

The [EEA-Eionet Strategy for 2021-2030](#) gives the direction for EEA and Eionet in the coming decade. The joint task of EEA and Eionet is to give EU policy makers and the public the best available knowledge to reach the targets on environment and sustainability.

News from across the Eionet

Date	Title
21 Dec 2022	CDDA data collection 2023

[Eionet Helpdesk](#)

Latest ETC reports

Publication date	Title	Download
21 Aug 2023	Scope estimate update 2023: estimate of 2005-2020 emissions for stationary installations to reflect fourth trading period scope (2021-2030)	

- Eionet Forum
- Eionet Projects
- Eionet Planner
- Eionet in the countries
- Find a person
- Find an organisation
- Eionet roles
- Eionet mail archive (role mails)
- NFP administration tools

EEA member and cooperating countries, 22 June 2022

Member countries
Cooperating countries

* This designation is without prejudice to positions on status, and is in line with UNSC 1244/99 and the ICJ Opinion on the Kosovo Declaration of Independence.

Visitors with Eionet accounts

Please note that non-public tools and services are only visible on the menus after logging in.

Eionet Helpdesk

If you experience any problems, please contact the [Eionet Helpdesk](#). You can mail us on helpdesk@eionet.europa.eu.

Password reset

If you forgot your password or it expired, you can easily [reset it here](#)

The Eionet password expires 18 months after it was last changed.

Eionet Forum shortcuts

- NFP/Eionet Interest Group
- Management Board and Bureau
- Scientific Committee
- All ETC Groups
- All Eionet Groups

The current digital collaboration tools - Forum



Home Eionet > Forum

Navigation

> [Eionet Forum - Introduction and help](#)

> [Eionet Portal](#)

Helpdesk

For accounts and assistance email the helpdesk at helpdesk@eionet.europa.eu

Account services

I have
> [lost my password](#)

View my
> [memberships](#)

Interest Groups

> [All Eionet groups](#)

EIONET interest groups

This is a list of the EIONET interest groups hosted on Forum

Public interest groups

Interest groups you can access (view/download content) without authentication.

[Eionet Communications Group](#) [\[Request membership\]](#)

Group for sharing communication practices, exploring synergies and linking communication efforts for greater impact

[Eionet Data, Technologies and Digitalisation](#) [\[Request membership\]](#)

Group for cross-thematic work related to data management and data analysis

Interest groups you need to be logged in with Eionet account

[Eionet Biodiversity and Ecosystems 1 Group](#) [\[Request access\]](#)

Group for coordinated inputs across the topics of forest, freshwater, agriculture and environment, marine, biodiversity and ecosystems.

[Eionet Biodiversity and Ecosystems 2 Group](#) [\[Request access\]](#)

Group with focus on drivers of biodiversity and ecosystems changes, supporting the implementation of actions, and management measures and their evaluation.

[Eionet Circular Economy and Resource Use Group](#) [\[Request access\]](#)


Group with focus on means to reduce environmental and climate impacts from production and consumption systems in Europe.

[Eionet Climate Change Impacts, Vulnerability and Adaptation Group](#) [\[Request access\]](#)

Group for assessing climate change impacts, vulnerability and adaptation in Europe



The current digital collaboration tools - Planner



Eionet Portal

Workspace ▾
Reportnet ▾
Countries ▾
ETCs ▾
About ▾Log in

🏠 Eionet > Eionet Planner

Eionet Planner

Calendar
<
>

August 2023

Events
Publications
Consultations
Reporting

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7 Deadline: Eionet consultat... Eionet consultation: EEA b...	8	9	10	11	12	13
14	15	16	17	18	19	20
21 Eionet horizon scanning 2...	22 Consultation on the draft ...	23	24	25	26	27
28	29	30	31 Deadline: EEA's reviewed ... Fuel Quality Directive Arti...	1 Deadlie: Eionet consultati... Deadline: Eionet horizon s... Deadline: Eionet Survey o...	2 Deadline: Eionet consultat... Deadline: Eionet consultat...	3
4	5	6 Deadline: Eionet consultat...	7 Eionet communication group meeting Eionet participatory horiz...		8	9
10						

Synchronise the Eionet Planner

To synchronise the Eionet Planner with your calendar (.ics), please use this URL: https://www.eionet.europa.eu/planner/ics_view

Please see the [guide](#) for details.

Please note that the visualization of event categories will change dependent on the tool you are using.

Calendar views

The **calendar** view includes all events in the calendar in a monthly overview. See Events, Publications, Consultations and Reporting for filtered lists of the specified categories.





The current digital collaboration tools – NFP Administration tool



NFP Administration

You are a National Focal Point for the following countries.
Click to browse and manage members in National Resource Centres and or Reporters.

Role	NFP name
Eionet Groups	National Focal Point
Reporters	National Focal Point
Extranet reporters	National Focal Point

Add a new User

[Create a new user here](#)

Manage organisations

[View and manage organisations here](#)

Manage Eionet members and reporters

[View and manage Eionet members and reporters](#)

What will change



European Environment Information and Observation Network

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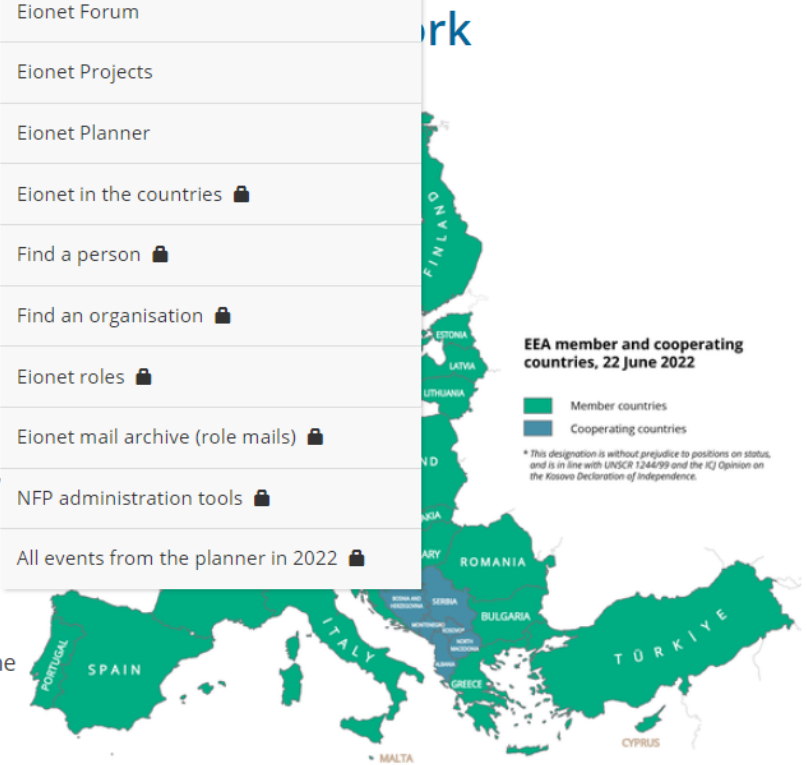
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News from across the Eionet

Date	Title
21 Dec 2022	CDDA data collection 2023
14 Dec 2022	Holiday Closing Announcement for Eionet Helpdesk

- About Workspace
- Eionet Forum
- Eionet Projects
- Eionet Planner
- Eionet in the countries
- Find a person
- Find an organisation
- Eionet roles
- Eionet mail archive (role mails)
- NFP administration tools
- All events from the planner in 2022



Latest ETC reports

Publication date	Title	Download
24 Oct 2023	ETC CM report 2023/03: Greenhouse gas intensities of transport fuels in the EU in 2021	

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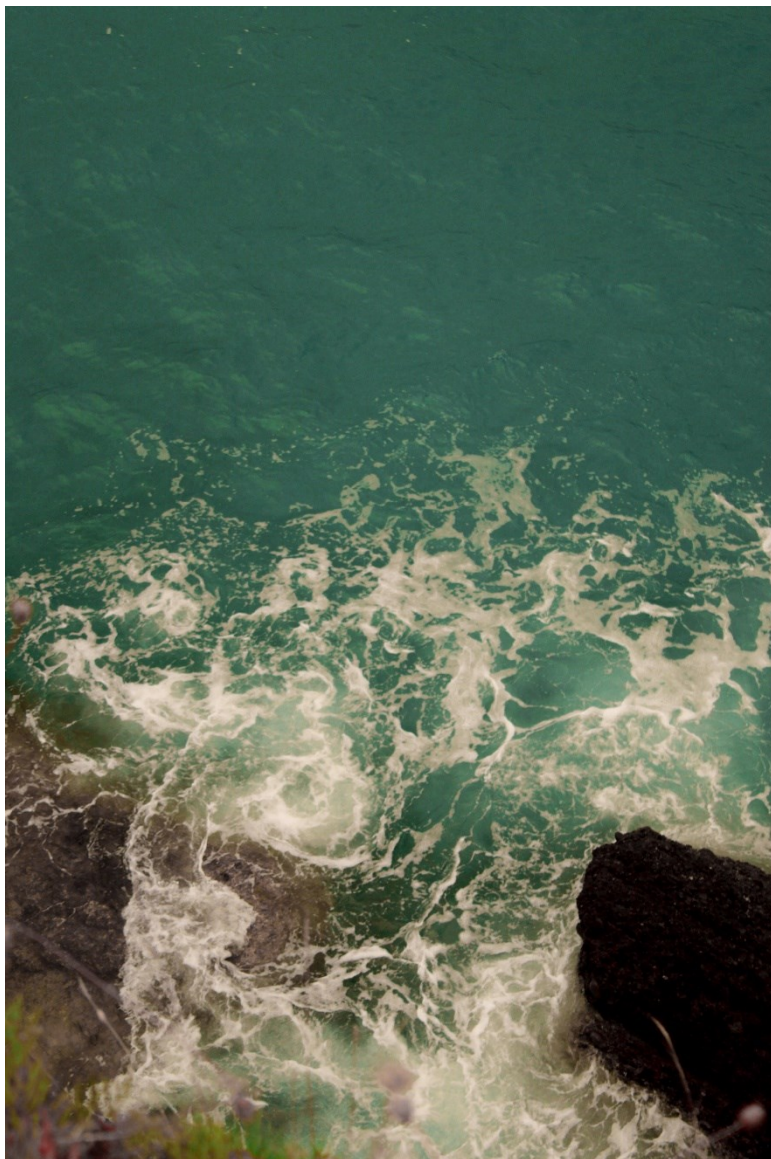
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Eionet Forum shortcuts

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- [Management Board and Bureau](#)
- [Scientific Committee](#)
- [All ETC Groups](#)
- [All Eionet Groups](#)



Why the tools will change



- The EEA-Eionet Strategy 2021-2030
- EEA needs to invest in the network, tools and platforms to implement the strategy
- Increase peer-to-peer work and decentralise the network
- Current custom technology is at the end of its lifecycle. Need for a sustainable, manageable & cost-efficient platform

The new digital collaboration tools



**Facilitate peer
exchange**



**Reduce the
silos**



**Know what is
happening across
the network**



The new digital collaboration tools

Microsoft Teams

Search

European Environment Agency SD

Activity 2

Chat 1

Teams

Teams

Your teams

- EXT- Eionet

General

- Social Corner
- Testing
- EG Biodiversity and Policy
- EG CC Adaptation
- EG CC Mitigation and Energy
- EG Circular Economy
- EG Communications
- EG Data and Digitalisation
- EG Food Systems
- EG Foresight
- EG Health and Environment
- EG Land Systems
- EG Mobility Systems
- EG State of Environment
- National Data Flow Coordinators
- National Focal Points
- TG Air
- TG Biodiversity Monitoring
- TG CE Monitoring
- TG Chemicals

General Posts Files Eionet Directory User guidance Eionet Dashboard Events list

- waiktrough the workspace, main options
- Posts and threading of replies

See more

👍 1

MB Maik Bader (DE) (Gast) 17/01, 07:39
Hi Ana, Thank you very much.

← Reply

31 May 2023

Ana Cardoso 10/01/2022, 15:55 Edited

Welcome to the workspace of Eionet

Greetings, Eionet members!
This is the space for sharing and collaboration to be used by the Eionet groups taking part in the feasibility study of MS Teams. When you arrive here the first time, please click on this post and give us a thumbs up 👍. You can also say hi to everybody, by clicking on 'Reply' below and writing your message.

See more

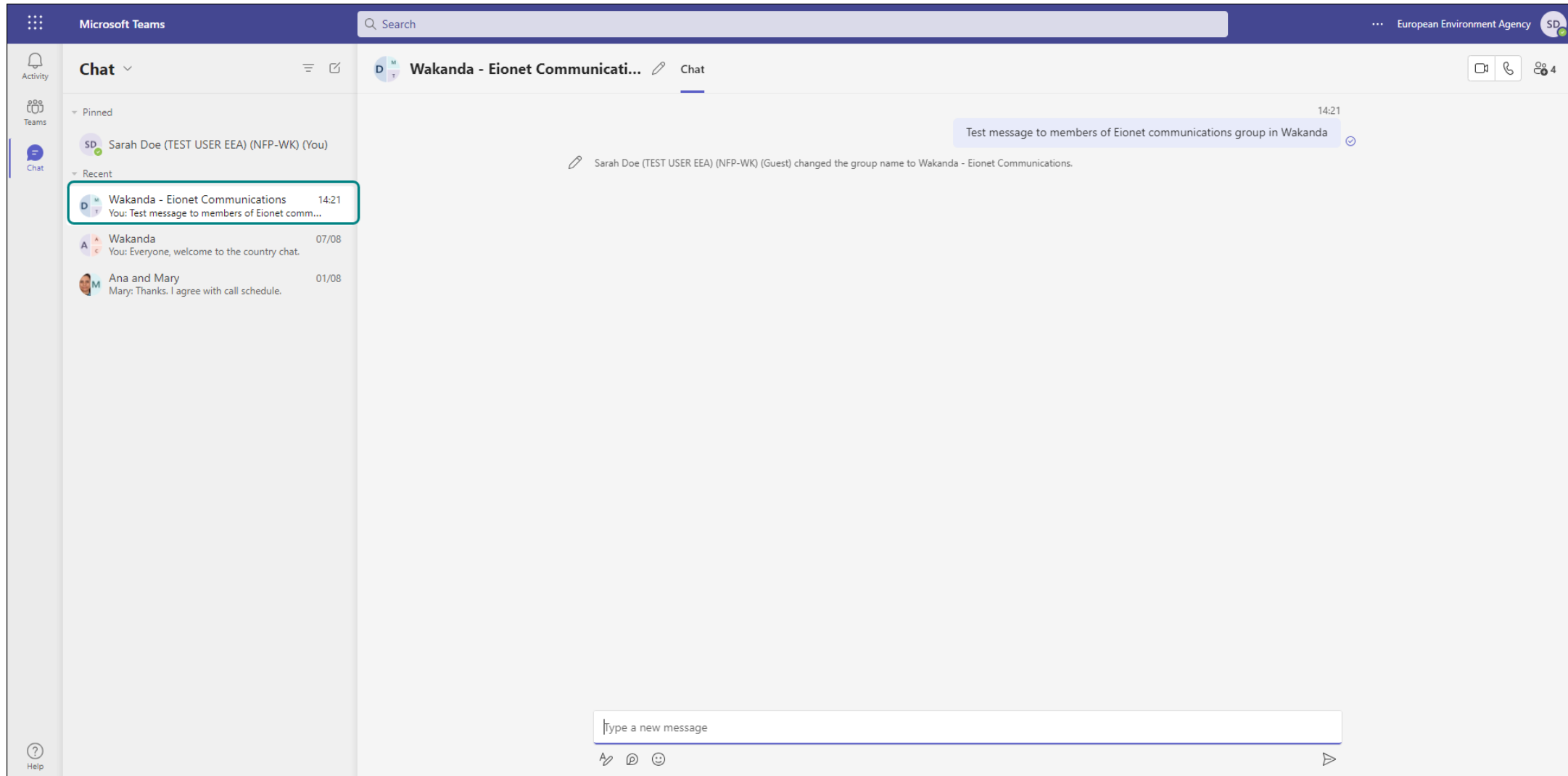
👍 35

10 replies from Felix, Gülcin, Colette, and 7 others

← Reply

Document management and communication
Within groups and between groups

The new digital collaboration tools



Communication between country experts
Chat messages are private to the chat participants

The new digital collaboration tools

The screenshot displays the Microsoft Teams application interface. On the left, the 'Teams' sidebar shows a list of teams, with 'Testing' selected. The main area shows the 'Manage users' tab for the 'Testing' team. At the top of this tab, there are buttons for 'INVITE USER' and 'RELOAD', and a search bar. Below this is a table of team members.

Name ↑	Email	Memberships	Cou...	Organisation	Signed In	
[Redacted]	[Redacted]	EG-Biodiversity-solutions NFP	WK	Nature Conservation Agency...	✓	[Edit] [User]
[Redacted]	[Redacted]	EG-CCmitigation-energy	WK	Ministry of Environment of ...	✓	[Edit] [Trash]
[Redacted]	[Redacted]	EG-Biodiversity-policy NFP	WK	Wakanda Environment Agen...	✓	[Edit] [User]
[Redacted]	[Redacted]	EG-Communications ETC-DI ETC-BE ETC-	WK	Wakanda Environment Agen...	✓	[Edit] [User]
[Redacted]	[Redacted]	EG-Communications EG-Mobility-systems ET	WK	Wakanda Environment Agen...	✓	[Edit] [User]
[Redacted]	[Redacted]	EG-Mobility-systems	WK	Ministry of Transport of Wak...	✓	[Edit] [Trash]
[Redacted]	[Redacted]	EG-CCmitigation-energy Alternate NFP	WK	Wakanda Environment Agen...	✓	[Edit] [User]
[Redacted]	[Redacted]	ETC-DI Alternate NFP	WK	Wakanda Environment Agen...	✓	[Edit]

APP for managing users of national Eionet

The new digital collaboration tools

The screenshot displays the Eionet dashboard interface. On the left, there is a sidebar with navigation options: Activity, Teams, and Chat. The 'Teams' section lists several teams, including '-EXT- Eionet' and '[EXT] Eionet TEST 2 team'. The main content area is titled 'General' and includes a search bar and navigation links for 'Posts', 'Files', 'Eionet Directory', 'User guidance', and 'Eionet Dashboard'. Below this, there are tabs for 'Activity' and 'My country', and a notification for 'Testuser EEA Please ignore (NFP-WK)'. The central part of the dashboard is divided into three sections: 'EVENTS', 'CONSULTATIONS', and 'INQUIRIES'. The 'EVENTS' section is currently active and shows a table of upcoming events. The 'CONSULTATIONS' and 'INQUIRIES' sections show counts for various stages of each process. At the bottom, there are links to view details for all consultations, events, inquiries, organisations, and users, along with a version number 'v1.6.1'.

Event	Eionet groups	Enrolled	Start date ↑	End date	Register	Approval
Meeting: Thematic group support to Copernicus	TG-Copernicus-land	1	20-Nov-23 13:00	21-Nov-23 12:30	✍	☑
[TESTING] Webinar: Just resilience in Europe	EG-CCadaptation	2	08-Jan-24 10:00	08-Jan-24 12:00	✓	
[TESTING] Meeting: Fifth meeting of thematic group	TG-chemicals	2	16-Jan-24 13:00	17-Jan-24 15:00	✍	☑¹

APP Eionet dashboard: events, consultations, inquiries.

The new digital collaboration tools

The screenshot displays the Eionet dashboard interface. At the top, there is a search bar and the user's name 'European Environment Agency'. The left sidebar shows a 'Teams' list with various channels like 'Social Corner', 'Testing', and 'EG Communications'. The main content area is titled 'General' and includes a navigation menu with 'At a glance', 'MB and NFPs', 'Eionet groups', and 'ETCs'. The 'At a glance' section features four key metrics: 8 members, 1 member pending sign in, 4 organisations, and 7/33 groups with nominations. Below this, a metric shows 6/33 groups with signed in users. The 'Participation statistics' section provides an overview of participation rates for 2023 and 2022, with three donut charts showing participation for Consultations (1/37), Inquiries (1/18), and Events (9/42).

At a glance

Representation:

- 8 members
- 1 members pending sign in
- 4 organisations
- 7/33 groups with nominations

6/33 groups with signed in users

Participation statistics

The following shows information on the participation rate/response rate with regard to attendance of meetings and replies to consultations and inquiries of your country

Yearly overview:

2023 2022

Participation:

- 1/37 Consultations
- 1/18 Inquiries
- 9/42 Events

APP Eionet dashboard: Country-level information

The new digital collaboration tools: when and how

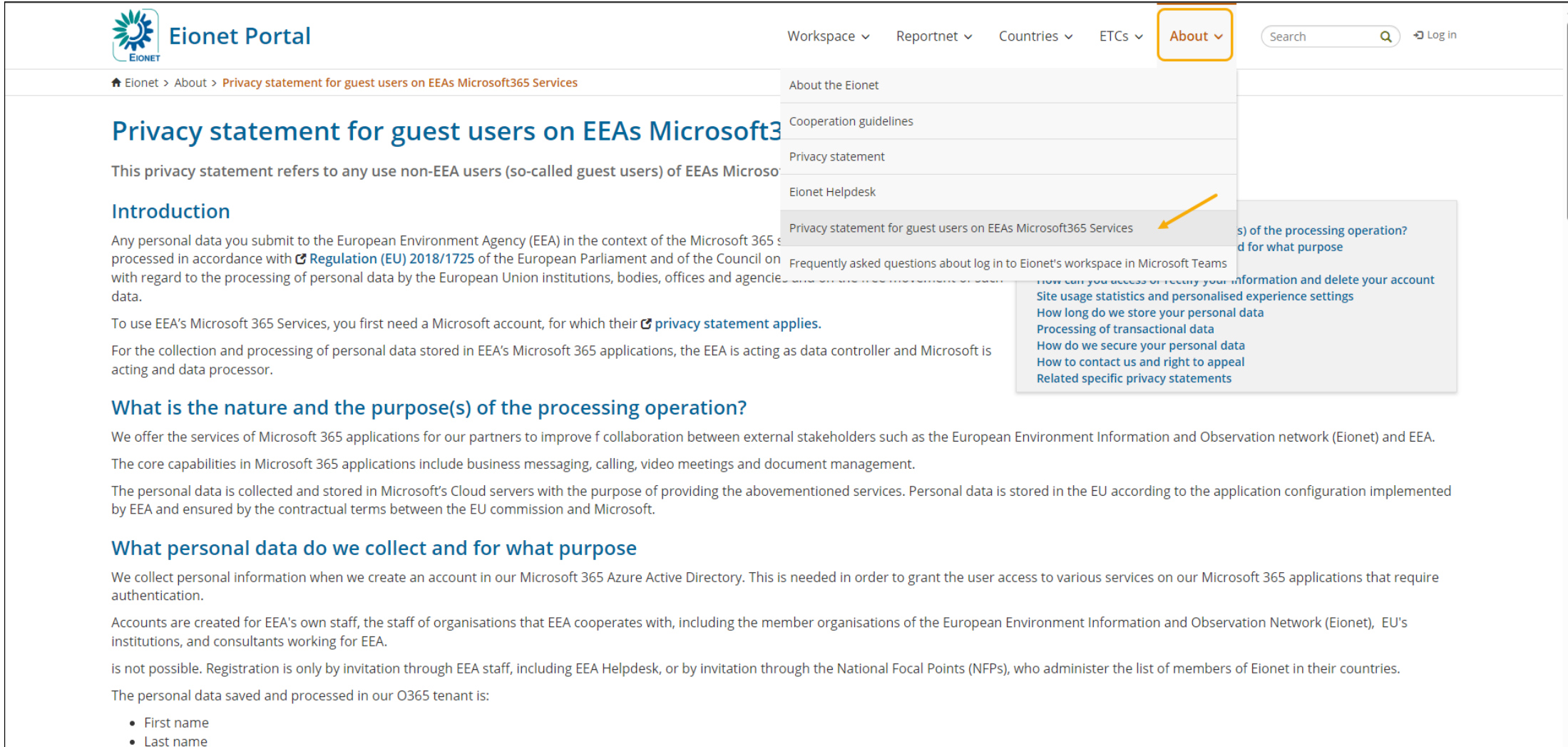
- **Rollout** to all Eionet groups, thematic groups and working groups starts in **January 2024**
- For remainder of the year, EEA and Eionet continue using current tools
- Schedule of rollout will be announced to countries, via the National Focal Points
- Training in e-learning format for all Eionet members is under development. Expected launch in December
 - 7 modules
 - Understand the workflows of cooperation activities
 - Select functions of Teams apps to engage in cooperation

Technical requirements to join the new Tools

- **Professional email address, to create a Microsoft account**
- **NOT necessary** to install the Microsoft Teams app. Everything can be used through the Browser only.
- **Fully supported browsers: Edge and Chrome**, up-to-date versions
 - Do not use: Safari, Firefox, Internet Explorer, Opera, etc...
- **Multifactor authentication is compulsory**
 - **Microsoft Authenticator app**, smartphone or tablet

Privacy and GDPR considerations

Privacy statement for EEAs Microsoft 365 Services



Eionet Portal Workspace ▾ Reportnet ▾ Countries ▾ ETCs ▾ **About ▾** Search 🔍 Log in

Home Eionet > About > Privacy statement for guest users on EEAs Microsoft365 Services

Privacy statement for guest users on EEAs Microsoft365 Services

This privacy statement refers to any use non-EEA users (so-called guest users) of EEAs Microsoft 365 Services.

Introduction

Any personal data you submit to the European Environment Agency (EEA) in the context of the Microsoft 365 Services is processed in accordance with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council on the protection of personal data and on the free movement of such data.

To use EEA's Microsoft 365 Services, you first need a Microsoft account, for which their [privacy statement](#) applies.

For the collection and processing of personal data stored in EEA's Microsoft 365 applications, the EEA is acting as data controller and Microsoft is acting as data processor.

What is the nature and the purpose(s) of the processing operation?

We offer the services of Microsoft 365 applications for our partners to improve collaboration between external stakeholders such as the European Environment Information and Observation network (Eionet) and EEA.

The core capabilities in Microsoft 365 applications include business messaging, calling, video meetings and document management.

The personal data is collected and stored in Microsoft's Cloud servers with the purpose of providing the abovementioned services. Personal data is stored in the EU according to the application configuration implemented by EEA and ensured by the contractual terms between the EU commission and Microsoft.

What personal data do we collect and for what purpose

We collect personal information when we create an account in our Microsoft 365 Azure Active Directory. This is needed in order to grant the user access to various services on our Microsoft 365 applications that require authentication.

Accounts are created for EEA's own staff, the staff of organisations that EEA cooperates with, including the member organisations of the European Environment Information and Observation Network (Eionet), EU's institutions, and consultants working for EEA.

Registration is only by invitation through EEA staff, including EEA Helpdesk, or by invitation through the National Focal Points (NFPs), who administer the list of members of Eionet in their countries.

The personal data saved and processed in our O365 tenant is:

- First name
- Last name

Navigation Menu:

- About the Eionet
- Cooperation guidelines
- Privacy statement
- Eionet Helpdesk
- Privacy statement for guest users on EEAs Microsoft365 Services
- Frequently asked questions about log in to Eionet's workspace in Microsoft Teams
- How can you access or rectify your information and delete your account
- Site usage statistics and personalised experience settings
- How long do we store your personal data
- Processing of transactional data
- How do we secure your personal data
- How to contact us and right to appeal
- Related specific privacy statements

How to get ready

- Read the [letter explaining the changes](#)
- Use the letter to communicate with your IT Department

European Environment Agency



To: Eionet National Focal Points, managers of European Topic Centres

Cc: High Level Executives of the Cooperating Countries, Management Board members

Subject: Changes in digital tools used by Eionet as part of Eionet modernisation process

The Eionet modernisation process that kicked-off last year comprises the following areas of intervention: i) revised Eionet structure and profiles of Eionet groups; ii) new working methods; iii) upgrade of digital tools. With this letter, the EEA would like to inform you about the changes that are planned in digital tools and kindly ask for your support in establishing cooperation at the level of the IT department of Eionet institutions of your country to ensure a smooth implementation of these changes.

Why are the digital tools changing?

The current digital tools used for cooperation in knowledge development with Eionet groups have been in place for more than 10 years and have several shortcomings. These limitations were made more salient when Eionet and EEA were working fully online in 2020 and 2021, due to travel restrictions in Europe. To develop the main pillars of a

Annex: Technical information

Target audience: IT departments

This annex describes the issues that EEA identified through the feasibility assessment study and how to overcome those. There is a Frequently Asked Questions about log in to Microsoft Teams that is available online and which will be updated as the project progresses through implementation: <https://www.eionet.europa.eu/about/faq-new-eionet-collaboration-tool>

Microsoft Accounts and federation

When the EEA invites users to log in to EEA's Microsoft Teams, by default the EEA creates guest accounts with the work email address of the user. This triggers an email notification to the user's email address asking the user to join EEA's Microsoft Teams using their work email address.

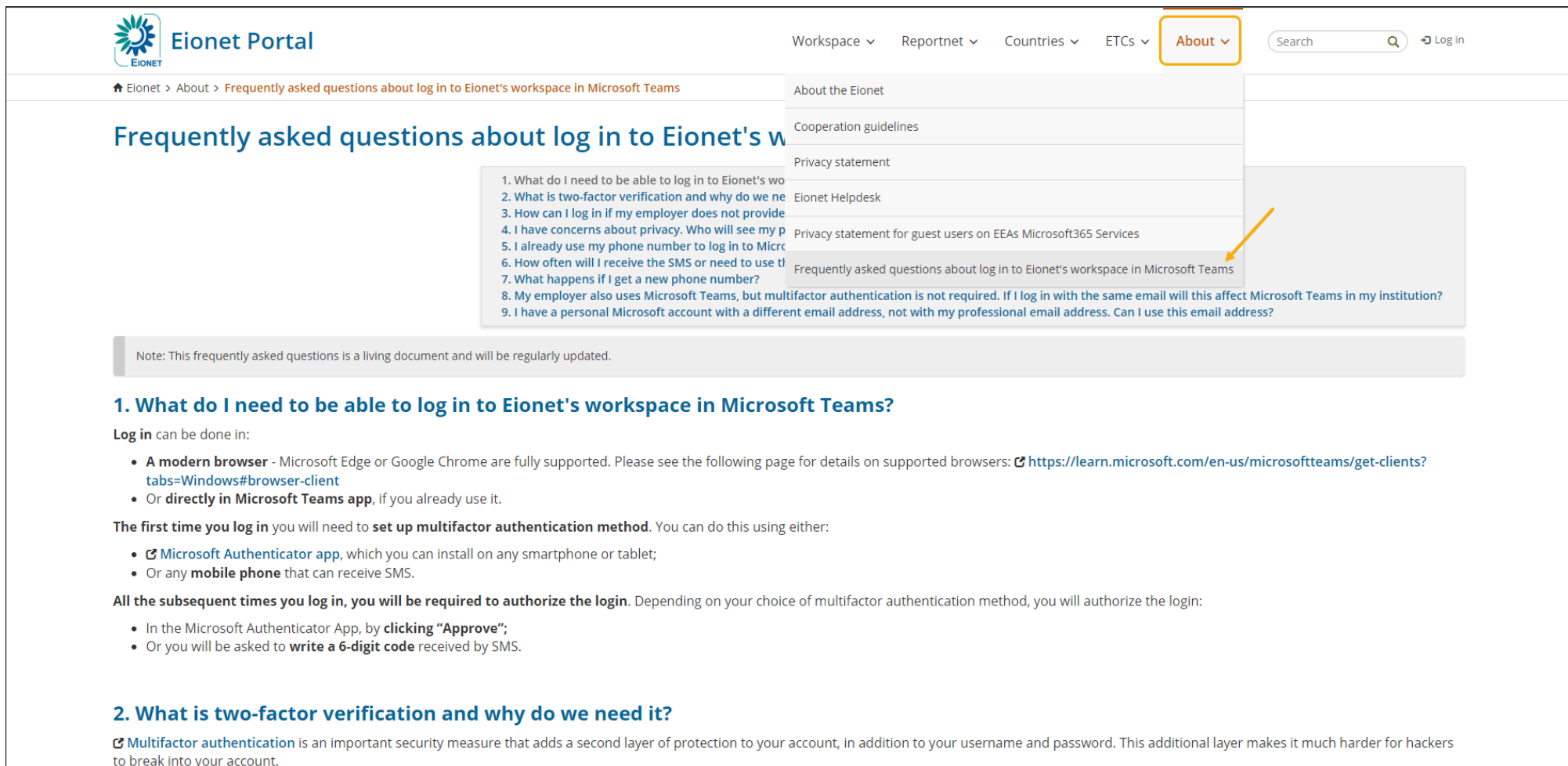
In most cases, organisations use Microsoft services already, and the user's email address is already federated with Microsoft Azure. In this case, the invitation and redemption process should be straightforward for the user.

European Environment Agency



How to get ready

- Read the **frequently asked questions about log in**



The screenshot shows the Eionet Portal website. The top navigation bar includes the Eionet logo, the text 'Eionet Portal', and several dropdown menus: 'Workspace', 'Reportnet', 'Countries', 'ETCs', and 'About'. A search bar and a 'Log in' button are also present. The 'About' dropdown menu is open, showing a list of links: 'About the Eionet', 'Cooperation guidelines', 'Privacy statement', 'Eionet Helpdesk', 'Privacy statement for guest users on EEAs Microsoft365 Services', and 'Frequently asked questions about log in to Eionet's workspace in Microsoft Teams'. An orange arrow points to the last item in the dropdown menu. Below the dropdown menu, the page title is 'Frequently asked questions about log in to Eionet's workspace in Microsoft Teams'. A list of 9 questions is displayed, with the first question highlighted. Below the list, there is a note: 'Note: This frequently asked questions is a living document and will be regularly updated.' The first question is: '1. What do I need to be able to log in to Eionet's workspace in Microsoft Teams?'. The answer states that log in can be done in two ways: using a modern browser (Microsoft Edge or Google Chrome) or directly in the Microsoft Teams app. It also mentions that the first time you log in, you will need to set up multifactor authentication, which can be done using the Microsoft Authenticator app or a mobile phone that can receive SMS. All subsequent logins will require authorization, either by clicking 'Approve' in the Microsoft Authenticator app or by writing a 6-digit code received by SMS.

1. What do I need to be able to log in to Eionet's workspace in Microsoft Teams?

Log in can be done in:

- A **modern browser** - Microsoft Edge or Google Chrome are fully supported. Please see the following page for details on supported browsers: <https://learn.microsoft.com/en-us/microsoftteams/get-clients?tabs=Windows#browser-client>
- Or **directly in Microsoft Teams app**, if you already use it.

The **first time you log in** you will need to **set up multifactor authentication method**. You can do this using either:

- [Microsoft Authenticator app](#), which you can install on any smartphone or tablet;
- Or any **mobile phone** that can receive SMS.

All the **subsequent times you log in**, you will be required to **authorize the login**. Depending on your choice of multifactor authentication method, you will authorize the login:

- In the Microsoft Authenticator App, by **clicking "Approve"**;
- Or you will be asked to **write a 6-digit code** received by SMS.

2. What is two-factor verification and why do we need it?

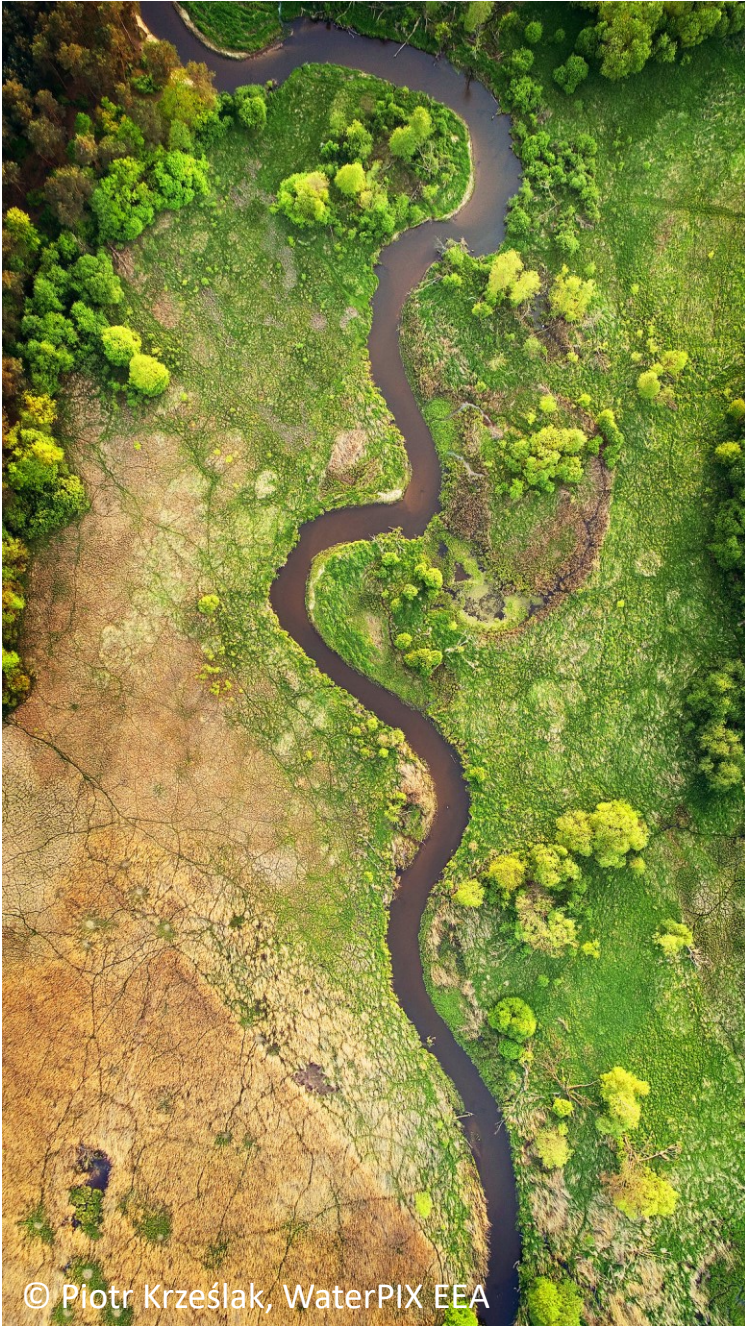
[Multifactor authentication](#) is an important security measure that adds a second layer of protection to your account, in addition to your username and password. This additional layer makes it much harder for hackers to break into your account.

Summary of changes



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- Eionet **mailing lists** and **mail archive** will disappear → Teams posts and notifications
- **Eionet Forum** will be shut down → Teams/SharePoint is the new platform for sharing documents
- New procedures around organisation of events
- New procedures around consultations to Eionet
- Eionet Planner will be replaced with the **Eionet dashboard app**



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Your questions, comments,
clarifications

