Green living areas

Interreg Euro-MED

Co-funded by the European Union

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# EUCLID Policy Hub Platform

# Manual

UNIVERSITY OF PATRAS
ΠΑΝΕΠΙΣΤΗΜΙΟ ΠΑΤΡΩΝ

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# Manual

February [2026]


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## Main Contributors


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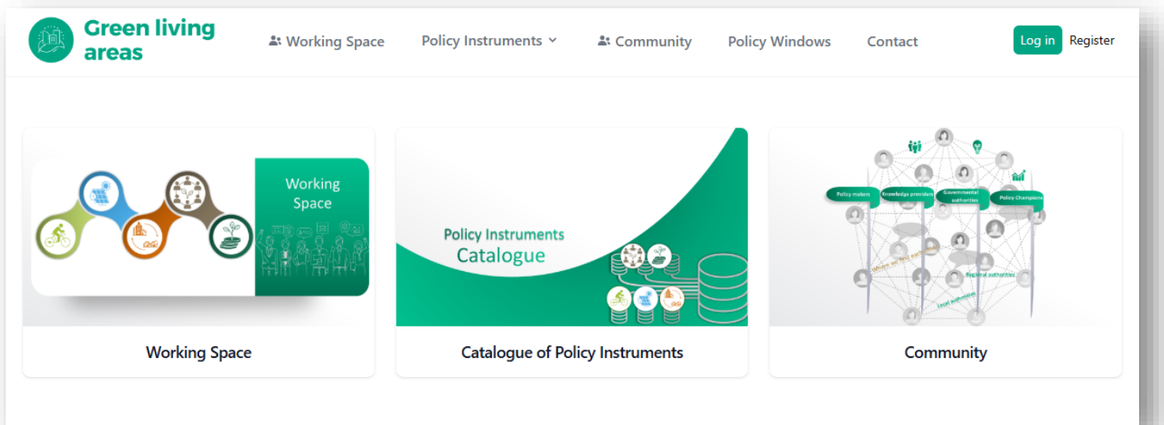
# 1 Introduction




The Institutional Dialogue Project of the Green Living Areas Mission, co-financed by the European Territorial Cooperation Programme Interreg Euro-Med, is a comprehensive initiative designed to improve the lives of Mediterranean citizens by promoting the development of green living areas. This project, which lasts for 81 months, focuses on multiple facets of sustainable development, including the promotion of clean energy transition, renewable and citizen energy communities, sustainable urban transport, participatory approaches to decision-making, resilient spatial planning, and the improvement of waste and water management. The overarching goal is to foster environmental sustainability and enhance community involvement through a holistic approach.

The Public Transversal Euro-Mediterranean Living Lab (EUCLL) is an engagement approach for facilitating research evidence uptake into policy and practice, following the main principles: user engagement, multi-stakeholder participation and co-creation of policy solutions. EUCLL is being established to bring together the identified Euro-Mediterranean stakeholders (local/national authorities, European institutions, associations, networks, cooperation programmes, macro regional strategies) and aims to facilitate the policy dialogues among them.

Green living area is a multi-thematic issue encompassing various aspects of sustainable living and environmental conservation. Given this multi-thematic nature, 5 different Working Groups were identified: ***Green Mobility, Green Energy Systems, Green & Climate Change Resilient Spatial Planning, Green Community Engagement, and Financing the Green Transition.*** The platform is produced and used by the Dialogue4LivingAreas project of the Green Living Areas Mission in the context of implementing EUCLL that allows and promotes dialogue among stakeholders regarding policies/strategies/planning. This service enables stakeholders and core group members of the Dialogue4LivingAreas project to communicate and exchange knowledge and proposals regarding policies/strategies/plans concerning the development of Green Living Areas.

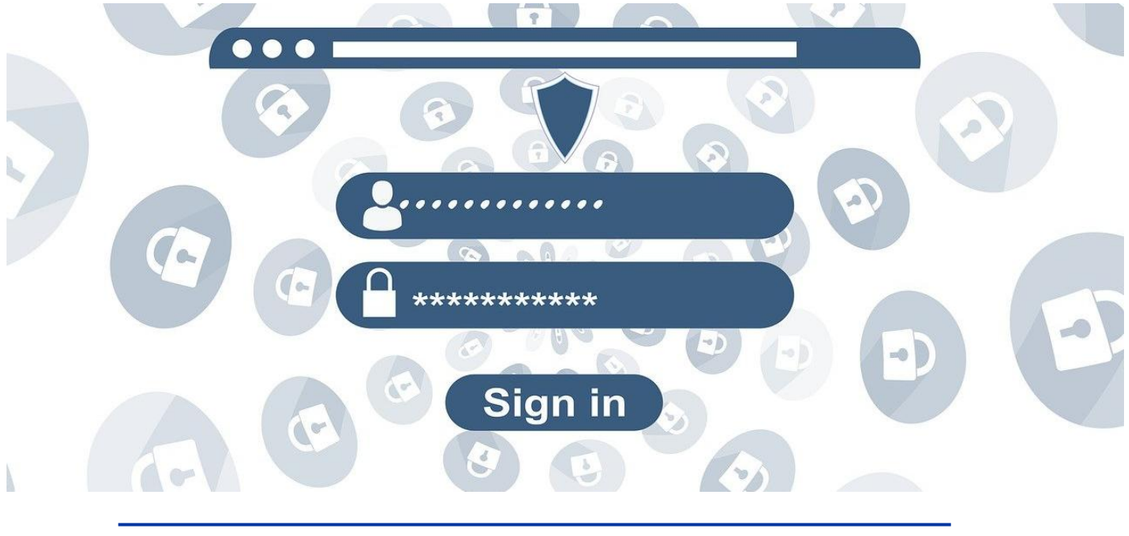
For this purpose, the platform's services support the registration of new members, who will have the opportunity to contribute with posts, promote files related to successful policies, plans, and strategies through the development of an appropriate communication forum. In this platform, Institutional Dialogue project offers a user-friendly communication channel to the Euro-Mediterranean stakeholders and beyond and promotes the results of the Institutional Dialogues. Registered users of the platform can choose one of the five thematic areas that concern them (Green Mobility, Green Energy Systems, Green & Climate Change Resilient Spatial Planning, Green Community Engagement, and Financing the Green Transition) and simultaneously collaborate through the Green Living Areas forum. The Catalogue of Policy Instruments and Best Practices is a well-organised online library of policy instruments related to the different aspects of a Green Living Area. There is also the potential for receiving other policy instruments in Catalogue of Policy Instruments and Best Practices of the Institutional Dialogue project of the Green Living Areas Mission, after a communication with the platform administrators.

This manual provides comprehensive details about the various initiatives and activities that fall under the remit of the Green Living Areas Mission. The pages of the hub have been designed to offer visitors comprehensive insights into the project's goals and progress, supported by visuals and easy-to-read content. The hub pages:

- **Working space**
- **Catalogue of Policy Instruments**
- **Map of Policy Instruments**
- **Community**
- **Policy Windows**
- **Contact page**

The platform offers user authentication, enabling users to register, log in, and recover passwords. This functionality is fully developed and ready for use, supporting enhanced user engagement and enabling more personalized experiences across the platform.

# 2 Logging in and Navigation




A secure contact form enables communication with the project team, while user authentication functionalities (registration, login, and password recovery) are fully in place and ready for use, supporting secure access and enhanced user engagement across the platform.

**Features Available to Editors**

1. **Update Personal Information**

**a. Name:** Editors can modify their displayed name to ensure it reflects their current identity or professional designation; and **b. Email Address:** Editors can update their email address, which serves as their primary contact method and login credential.

**2. Change Password**

**a. Password Update:** Editors can change their account password to maintain security or after suspecting unauthorized access; and **b. Password Requirements:** The platform enforces strong password policies, including minimum length and complexity criteria.

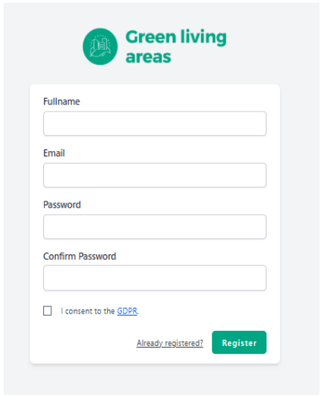
**3. Delete Account**

**a. Account Deletion:** Editors have the option to permanently delete their account from the platform; and **b. Process and Confirmation:** The deletion process requires confirmation to prevent accidental loss of data. Upon deletion, all personal information and associated content may be removed, subject to the platform's data retention policies.

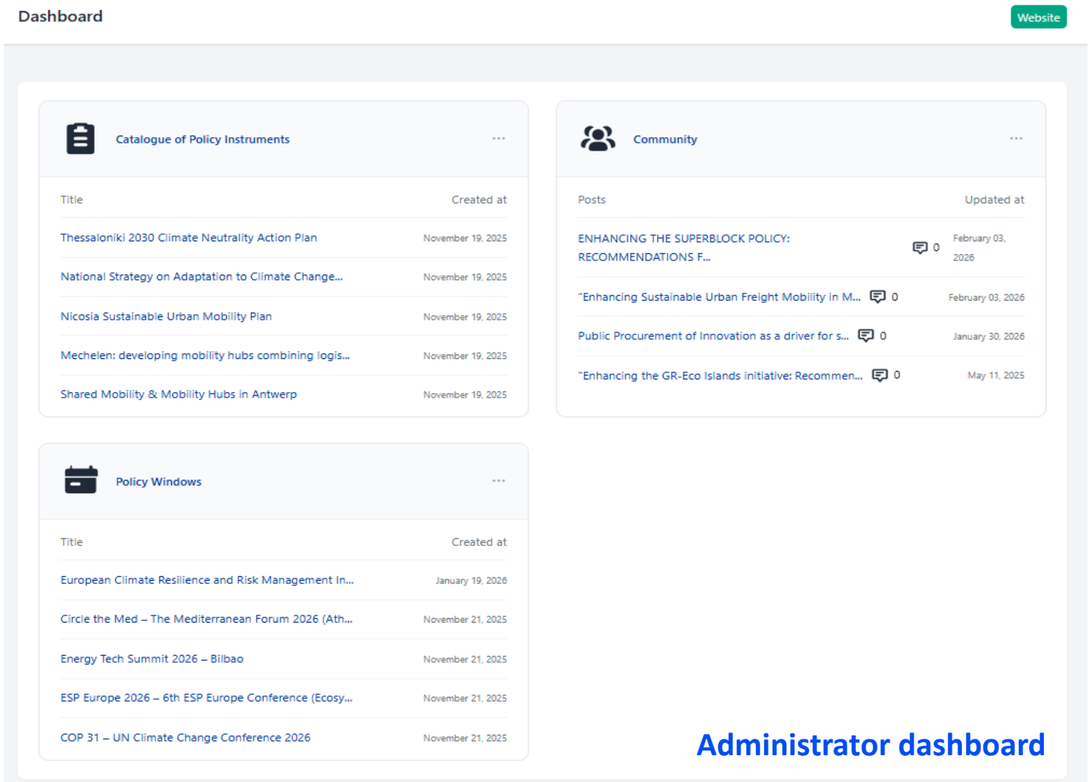
**4. Accessing Profile Settings:** Editors can access and manage their profile settings through the user interface:

**Navigation Steps:**

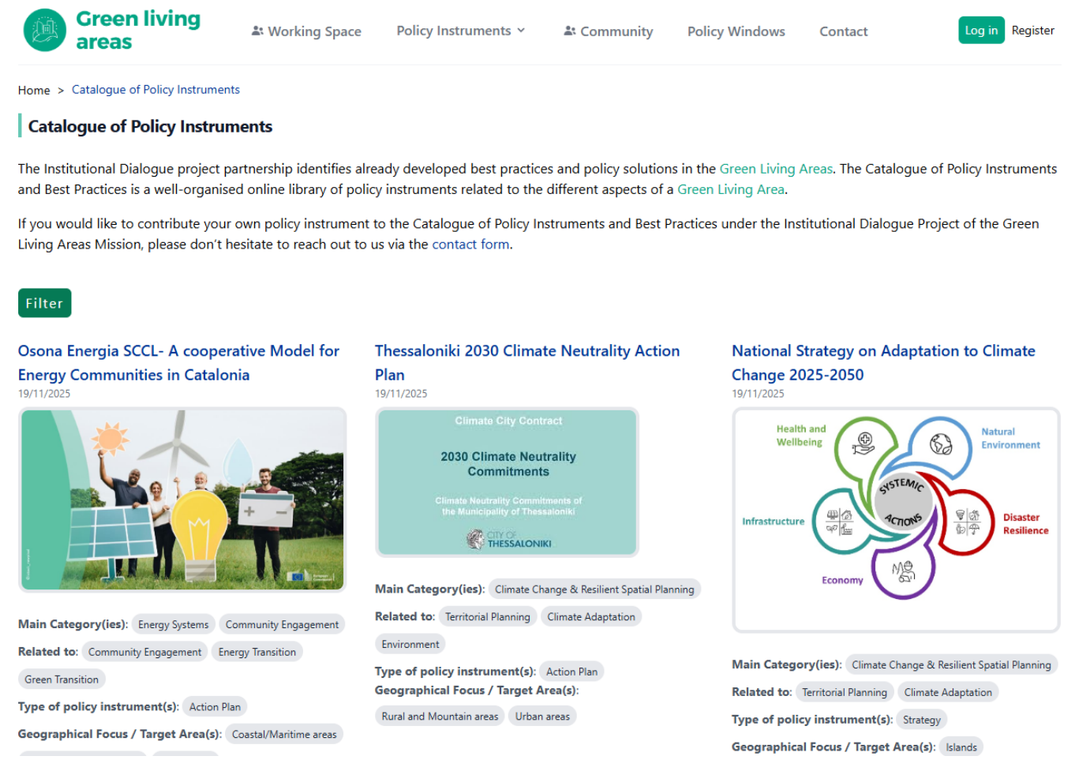
- Log in to the platform.
- Click on the username located in the top-right corner of the dashboard.
- Select "Profile" from the dropdown menu.

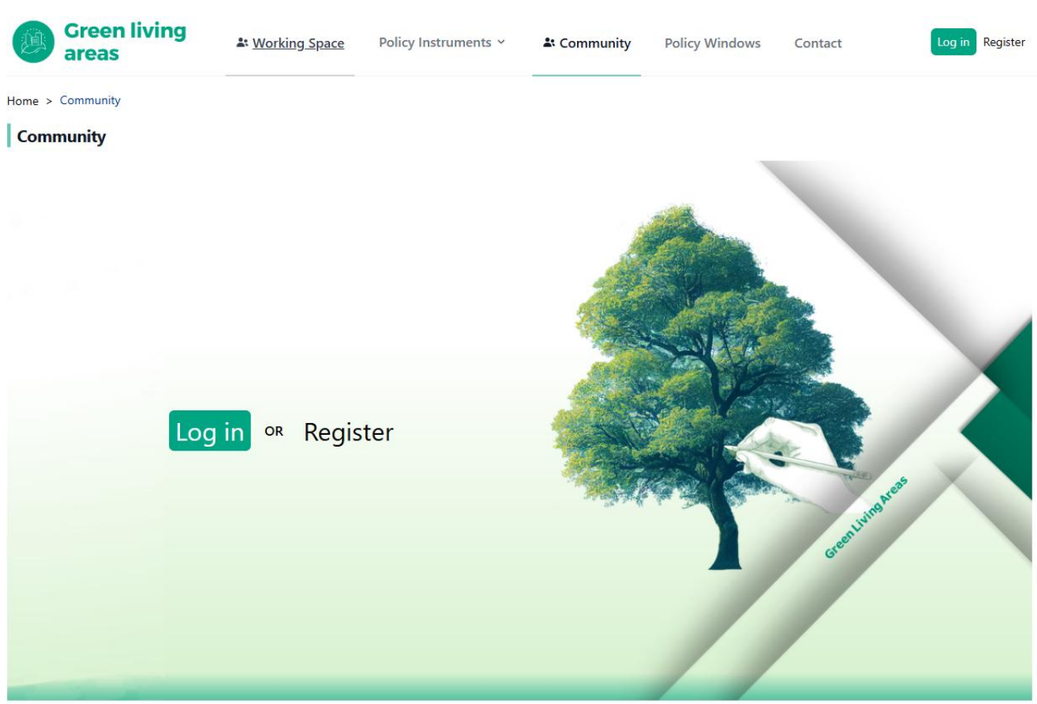



**Create a new account**




**Administrator dashboard**

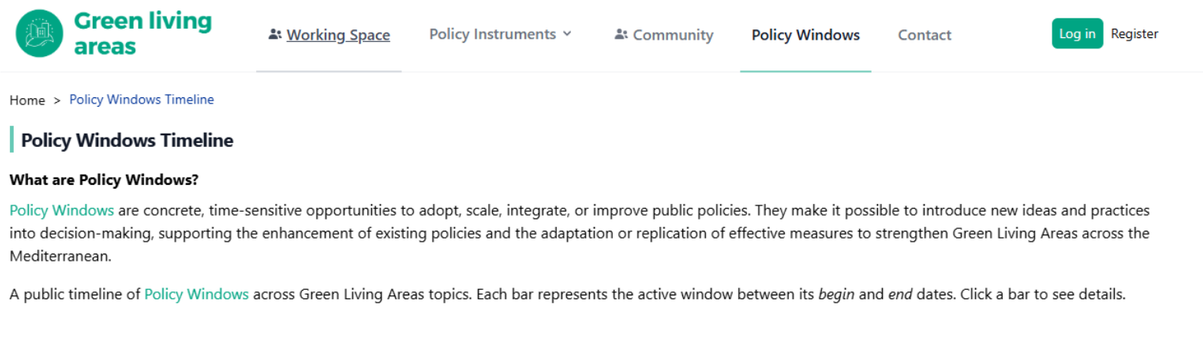



# 3 Usage Guide for Viewers

There are three kinds of users, viewers, editors and administrators. Viewers are users who have access to all the public-facing pages of our website, as well as the comprehensive Catalogue of Policy Instruments. Their experience is designed to be informative and user-friendly, allowing them to explore the project's mission and resources in depth. All these features are accessible directly without the need for a registered account, ensuring transparency and open access to policy knowledge. The Catalogue of Policy Instruments is a key resource available to viewers, offering a wealth of information on various policies relevant to project's focus areas. Viewers can browse all records within the catalogue, gaining insights into a wide array of policy instruments that influence the Euro-Mediterranean landscape. To enhance navigability, viewers can perform keyword searches within the titles and descriptions of catalogue entries. This feature allows users to quickly locate specific policies or topics.

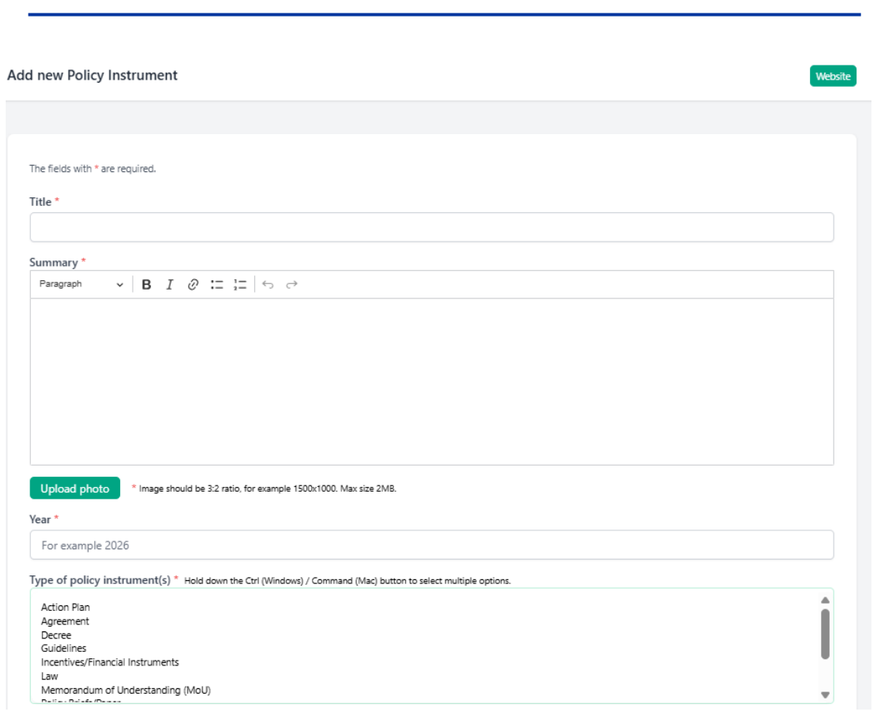
Furthermore, viewers can monitor Policy Windows, identifying time-sensitive opportunities and strategic periods for policy intervention through visual density charts. In the Community section, all visitors have read-only access to discussions, enabling them to gain insights from the exchanges between experts and policy champions. Together, the Catalogue and Map of Policy Instruments form a coherent, user-oriented system that bridges policy knowledge, territorial context, and decision-making needs within the Green Living Areas Mission. The map is available to all three kinds of users: viewers, editors and administrators.



# 4 Usage Guide for Editors

## 4.1 Catalogue of Policy Instruments

Upon logging into the system, Editors are granted specific permissions that allow them to contribute to the platform's content and engage with the community. Their capabilities include managing records in the Catalogue of Policy Instruments and participating in the community forum. ***Policy Instruments Panel*****:** Display of the latest 5 created records of policy instrument that are enabled and owned to the specific editor user, with link to the edit page of the record. Mini menu to the list of all records of policy instruments that belongs to the this specific editor user and “Add” link to add new record of policy instrument. ***Community Posts Panel*****:** Display of the latest 5 created posts of the community that are enabled, with link to the show page of the post. Mini menu to the list of all post of the community and “Add” link to add new post of the community.



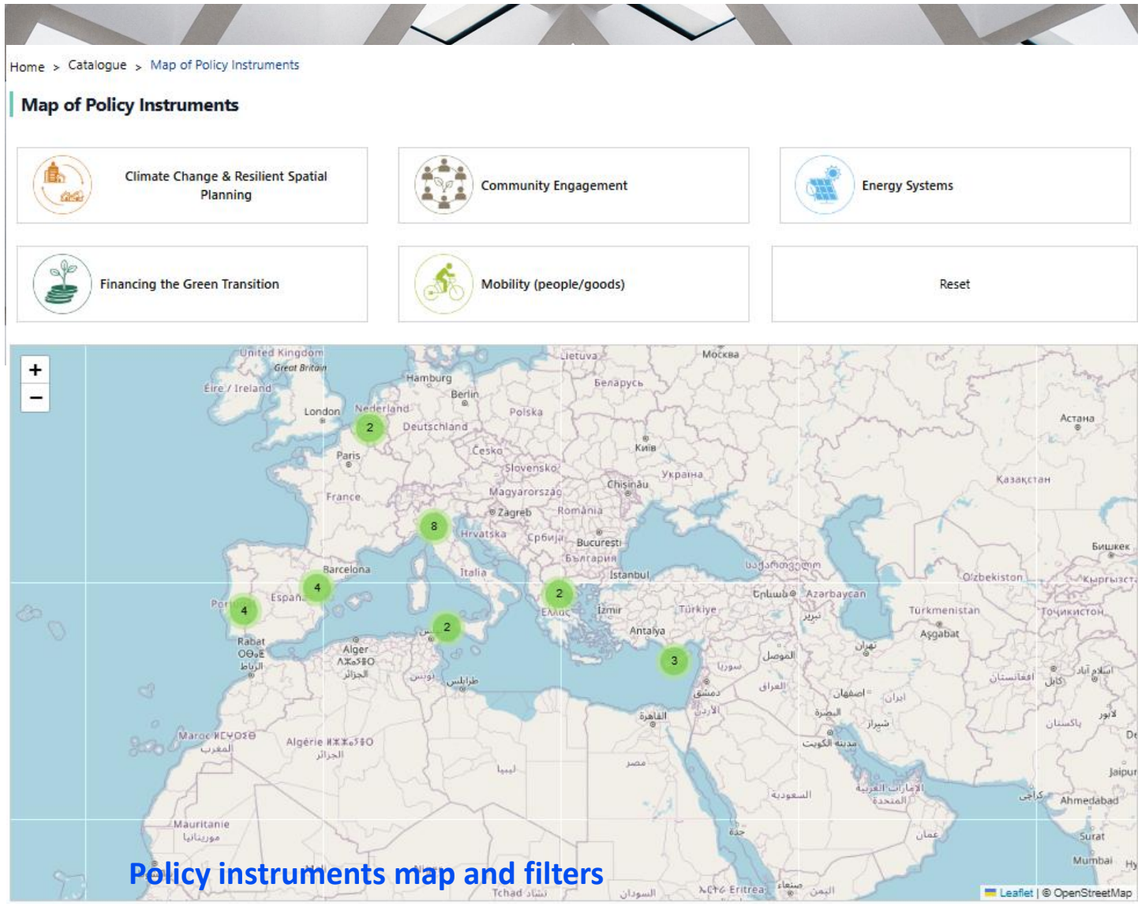

Add new policy instrument

### 4.1.1 How to Add a Policy Instrument

Editors have the authority to add, edit, and delete records within the Catalogue of Policy Instruments.
When creating a new Policy Instrument, Editors are required to provide the following information:

- **Title** (required): The official name of the Policy Instrument.
- **Summary** (required): A brief description outlining the key aspects of the Policy Instrument.
- **Photo Upload** (required): An image associated with the Policy Instrument. Image should be 3:2 ratio, for example 1500x1000. Max size 2MB.
- **Year** (required): The year of publication or implementation.
- **Type** (required): Selection from predefined categories that classify the Policy Instrument. Predefined types of Policy Design, Financial Operationality, Adaptative Capacity, Policy Lifecycle, Scalability Capacity, Target Spatial Scope of The Policy, Operationality, Peers Review, Decision-Making, Community Involvement, Cross Stakeholder Involvement, Innovative Approach.
- **Related To** (required): Selection of related to topics or sectors the Policy Instrument addresses. Related to predefined choices, Community Engagement, Urbanism, Energy Transition, Territorial Planning, Bauhaus, Holistic Approach, Green Transition, Circular Economy, Climate Risk Mitigation, Climate Adaptation, Mobility, Finance, Logistic.
- **Country** (required): Selection of the country or countries to which the Policy Instrument pertains.
- **Stage** (required): Selection indicating the current phase (e.g., Discussion, Pre-Approval, Negotiation, Implementation, Completion) of the Policy Instrument.
- **Enable** (required): A setting to publish the record on the public website (Checkbox).
- **Link** (optional): A URL directing to additional resources or official documentation.
- **Attachment Upload** (optional): Supplemental files related to the Policy Instrument (e.g., PDFs, detailed reports). Supported formats: PDF, DOC, DOCX, ZIP. Max size: 10MB.

Insertion of policy instrument coordinates




Policy instruments map and filters

## 4.1.2 Map of Policy Instruments

To complement the Catalogue and enhance its practical value, the platform integrates a Map of Policy Instruments. While the Catalogue provides structured and descriptive information, the Map visually demonstrates where policies are applied and what territories they cover, strengthening the link between policy content and geographic context. The Map enables users to: **visualise** policy instruments as points, highlighting the area covered by each policy, **explore** policies by thematic area, type of policy instrument, and location, **identify** the geographical focus of policies (e.g. urban, rural, coastal, islands, ports, mountainous areas), and **better understand territorial relevance, transferability, and replication potential.** Interactive map features and an intuitive legend allow users to filter and connect Catalogue entries directly with their spatial representation. This integration supports evidence-based policy dialogue, facilitates comparison across regions, and strengthens the capacity of policymakers and practitioners to identify suitable instruments for adoption or adaptation in their own territories.

Together, the Catalogue and Map of Policy Instruments form a coherent, user-oriented system that bridges policy knowledge, territorial context, and decision-making needs within the Green Living Areas Mission. The map is available to all are three kind of users, viewers, editors and administrators.

The editor can directly select where the policy instruments is being introduced through the make or by inserting the coordinates when upload a policy instrument.

Once the coordinates are entered, the map is automatically updated, making the new information immediately visible to all user types on the dedicated Map of Policy Instruments page.

By selecting a specific Thematic Area, users can filter the map to display only the policy instruments relevant to that area, for example instruments related to mobility, energy, or other Green Living thematic domains.

## 4.2 Policy Windows

### 4.2.1 What is a Policy Window

Identifying the right moment to influence policy is often as important as having the right solution. Policy Windows are therefore a critical element of the Green Living Areas platform, as they highlight concrete, time-sensitive opportunities where policies can be adopted, improved, scaled up, or adapted. By making these opportunities visible and accessible, Policy Windows help bridge the gap between innovative solutions developed through projects and real policy uptake, strengthening Green Living Areas across the Mediterranean. Policy Windows refer to specific moments or conditions that allow new ideas, evidence, and practices to enter policy-making and decision-making processes. They support the enhancement of existing policies as well as the replication or adaptation of effective measures in new territorial contexts.

### 4.2.2 How to Add a Policy Window

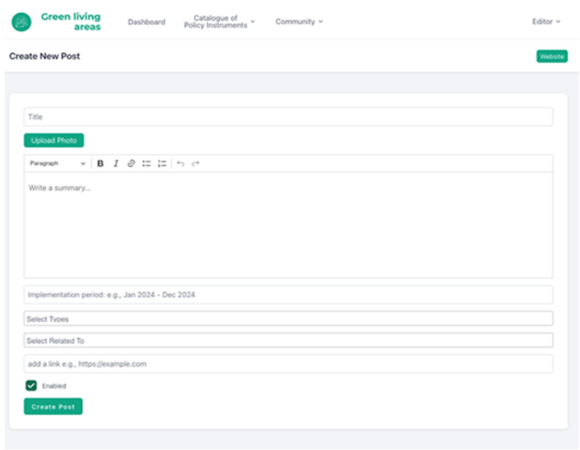
- **Title (required):** The official name of the Policy Window.
- **Summary (optional):** A brief description with key aspects of the Policy Window.
- **Location (optional):** The location where the policy is applied.
- **Begin date (required):** The start date of the Policy Window.
- **End date (optional):** The end date.
- **Specific event days (optional):** The specific dates of key meetings or workshops.
- **Link (optional):** A URL directing to additional resources.
- **Specific stakeholders involved (optional):** Identify the key groups, organizations, or authorities.
- **Predefined types:** Gap in Policy Framework, Key events, Political Process, Potential Taker
- **Geographic Scopes (optional):** Define the spatial reach of the policy window.
- **GLA Topics (required):** Select the specific Green Living Areas Topics that this policy window addresses. **Editors can access and modify their own records through the platform's backend interface. They have the flexibility to update any details as necessary to ensure accuracy and relevancy.**

# 5 Conclusions

The EUCLID Policy Hub Platform constitutes a central pillar of the Dialogue4LivingAreas (D4LA) project, providing a robust, user-oriented, and technically sound digital environment to support institutional dialogue, policy learning, and cooperation within the Green Living Areas Mission. By combining structured knowledge repositories and collaborative spaces, the platform successfully translates the principles of the Public Transversal Euro-Mediterranean Living Lab (EUCLL) into a practical and accessible online ecosystem.

Whether as a Viewer exploring resources or an Editor contributing new data, users of the platform play a vital role in the Green Living Areas Mission. The platform's success relies on the continuous exchange of knowledge and the active participation of its community. Overall, the EUCLID Policy Hub Platform serves as a pivotal tool in bridging the gap between innovative research results and tangible policy implementation. This manual acts as a comprehensive roadmap, ensuring that users can navigate and utilize the platform's full potential effectively.

## 4.3 Community




**Add new post to community**

Editors have access to the Community section of the platform, where they can interact with other users by creating and managing posts. This module facilitates discussion, knowledge sharing, and collaboration among users interested in policy instruments and related topics. Editors can view all posts within the Community module, including those created by other users. Each post displays key information such as the title, summary, and the number of replies, which is visible on the right side of each post in the list view.

### 4.3.1 How to add a new post

Editors have full control over their own posts within the Community.

This includes the ability to create, edit, delete, enable, and disable their posts.

To create a new post, Editors are required to provide the following information:

- **Title** (required): A concise and descriptive heading for the post.
- **Summary** (required): A brief overview or introduction to the topic being discussed.
- **Types** (required): Selection from predefined categories that classify the post.
- **Related To** (required): Selection of relevant topics or sectors the post addresses.
- **Photo Upload** (optional): An image pertinent to the topic, enhancing the visual appeal of the post.
- **Implementation Period** (optional): The time frame related to the topic or issue being discussed.
- **Link to Policy Instrument** (optional): A URL directing to a specific Policy Instrument that the post references.

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# Thank you for your making our community stronger!