Learning Legacy Open Challenge
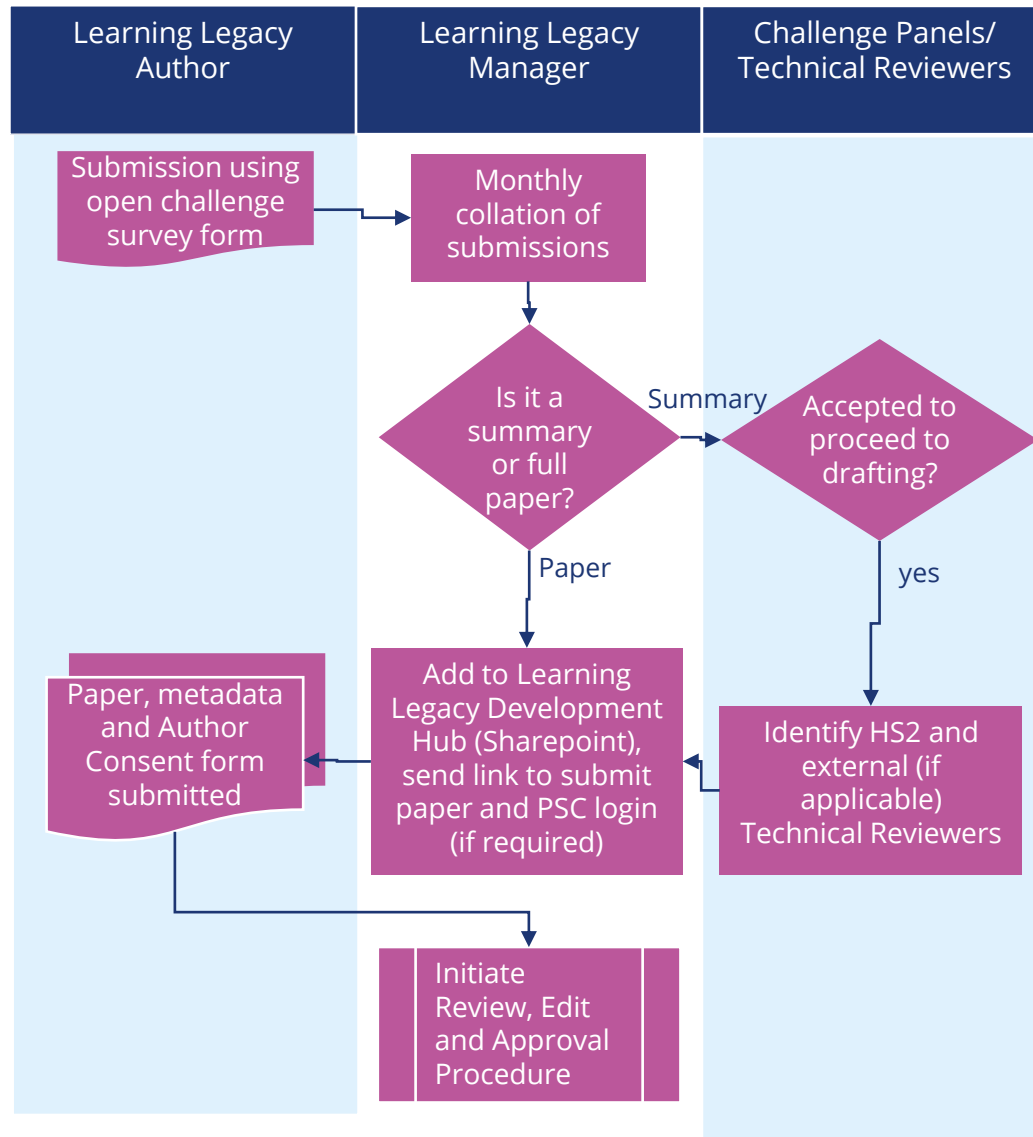
Author guidance – submission and review process

Open Challenge

Aims to capture learning legacy resources that fall outside the remit of, or timeline for, the formal Learning Legacy Challenges and Technical Papers Competition.

How to submit a learning legacy resource to the Open Challenge

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Learning Legacy Author	Learning Legacy Manager	Challenge Panels/Technical Reviewers

Submission using open challenge survey form

Monthly collation of submissions

Is it a summary or full paper?

— Summary →

Accepted to proceed to drafting?

— Paper ↓

yes ↓

Identify HS2 and external (if applicable) Technical Reviewers

Add to Learning Legacy Development Hub (Sharepoint), send link to submit paper and PSC login (if required)

Paper, metadata and Author Consent form submitted

Initiate Review, Edit and Approval Procedure

Initial request for submission

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- Authors submit their learning legacy summary/abstract to the Learning Legacy Team for review and acceptance via the online survey form: https://www.smartsurvey.co.uk/s/30NNUW/

- All submissions will be collated on a monthly basis. The team then engage with technical reviewers across HS2 to assess the submission against the following criteria for acceptance:

   1. Is there justification for submission of the learning legacy outside of the usual Challenge/Competition programme?

   2. Does the learning legacy meet the technical criteria that:

      a) The outcomes must be known

      b) There a learning legacy that is transferrable to industry

      c) The learning legacy is from the HS2 project

      d) The author must have worked on the HS2 Project

- If accepted the Learning Legacy Manager will send the author a link to the Learning Legacy Development Hub to upload their content and add the associated metadata
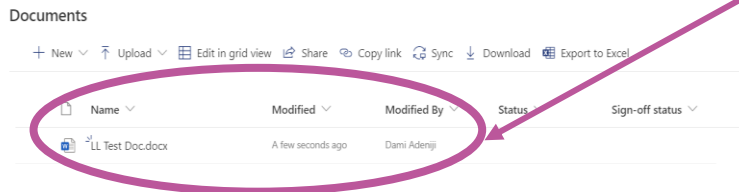
Paper Dashboard
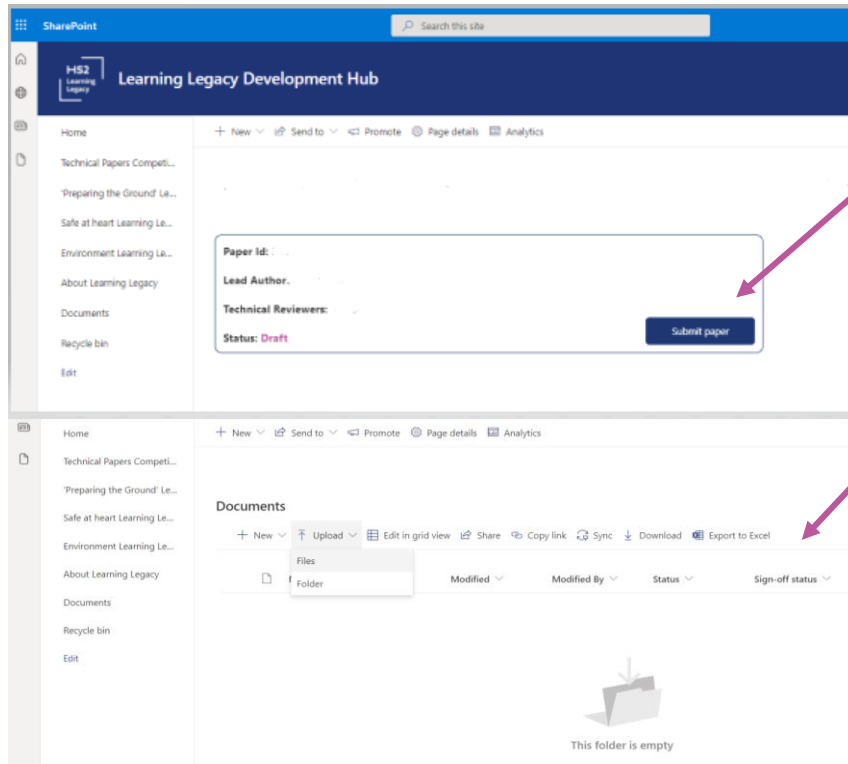
- For completion of paper metadata (eg, author details, title, tags, etc)

- Scroll down for sharepoint folder to upload the paper, images, headshots and supporting docs

First upload the documents
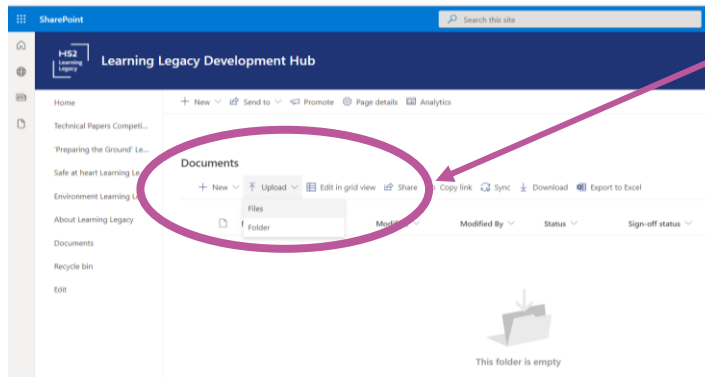
- From Documents, click upload and select 'Files' from the drop-down menu, this will navigate you to your local drive/folders
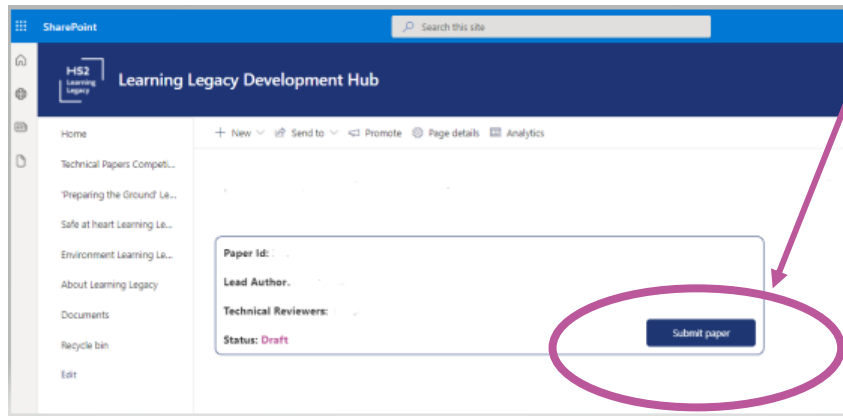
- From your folders, browse your saved paper, and once located, select the file and click 'Open'

- And your paper will upload as shown

- Then click submit paper – see the next slide

Second – start the process to add metadata and authors

After uploading your paper and any supporting documents, click submit to start the process.

Adding author & metadata details

- Click to add author details

- Click to add metadata details

Adding author details

- Fill out the boxes with your details.

- Click to save details

- If there is more than one author of the paper, each author ~~be~~ added ~~...tely. After~~ ~~...lead author~~ ~~click to add~~ additional authors.

Paper details

Paper Id:
Title:
Lead Author:

Authors

Name	LinkedIn		Parent Organisation	IPT/JV Organisation	Project Role	Skill Tags
Bridget Badoe McQuick			HS2	HS2		

Add author

Author Details

Example of the author details that will need to be provided for each author

Title (eg, Dr., Prof)

First name

Last name

Post nominals (eg, B'Eng (Hons), CEng, MICE)

Contact email address

LinkedIn address

Employer organisation

IPT/JV organisation

Project role

Skills tags (enables discoverability of subject matter experts on the website. Separate each tag with a semi colon)

Adding metadata details

- Fill out all boxes to provide metadata details for the paper. NB tags must be separated by commas

- Click to save details

Metadata Details

The Metadata is for us to capture the data that will help your paper be searchable on the Learning Legacy Website. The Metadata will have drop down menus for you to select the most relevant information that relates to your paper.

- Theme (L1) - Example of the themes from the drop down menu:

☐ Project Startup and Sponsorship

☐ Project and Programme Management

☐ Procurement, Commercial, Legal and supply chain management

☐ Consents and powers

☐ Land and Property

☐ Health, Safety & Wellbeing

☐ Environment

☐ Design, Engineering and Architecture

☐ Operations

☐ Talent & Resources

☐ Communications and Engagement

☐ Innovation

☐ Digital, Data and Information Management

☐ Heritage and Archaeology

☐ Equality Diversity and Inclusion

Metadata Details

.

- Theme (L1)
- Topics (L2)
- Topics (L3)
- Intended Audience
- Knowledge Type
- Free tags

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Intended Audience	Knowledge Type	Themes	Topic L2	Sub-Topic L3	
Public sector clients	Case study	Project Startup and Sponsorship	Alignment and Collabora	Architecture	
Private sector clients	Good Practice Doc	Project and Programme Management	Archaeology	Art and culture	
Consultants	Micro-report	Procurement, Commercial, Legal and sup	Asset management	Audit	
Contractors	Technical paper	Consents and powers	Audit and Assurance	BREEAM	
Operators	Research paper	Land and Property	Authorisations process	Bridges	
Leadership teams	Data & Statistics	Health, Safety & Wellbeing	Benefits Management	Bring into use	
Academia	Guidance	Environment	Biodiversity	Carbon Emissions	
Investors	Video	Design, Engineering and Architecture	Building Information Ma	Carbon Footprint	
SME	Audio Podcast	Operations	Business case	CEEQUAL	
Other	Support document	Talent & Resources	CDM	Change Control	
		Communications and Engagement	CDM	Circular Economy	
		Innovation	Change Management	Climate change adaptation	
		Digital, Data and Information Manageme	Civil	Climate change mitigation	
		Heritage and Archaeology	Climate change	Climate change resilience	
		Equality Diversity and Inclusion	Collections management	Climate Emergency	
			Commercial Management	Commercial Assurance	
			Community relations	Competencies	
			Computer Aided Design	Constructability	
			Concessions manageme	Contract Requirements	
			Culture	Cost Control	
			Culture, Values and Enga	Culture	
			Customer experience	Diesel Particulates	
			Delivery Approach	Dust	
			Design	Economic Sustainability	
			Digital Twin	Employee engagement	
			Emergency services	Environmental Management Plans	
			Emergency services	Environmental Management System	
			Employment and Skills	Environmental Sustainability	
			Employment Relations	Ergonomic Change management	
			Energy Efficiency and Ca	Excavated Material Management	
			Environmental Air Qualit	Fatigue	
			Environmental Behaviou	Geotechnics	
			Environmental consents	Greenhouse Gas	
			Environmental Design	Ground Engineering	
			Environmental Managen	H&S Communication	
			Environmental Requirem	Handover	

Submitting the paper

- Once all author details and the metadata details have been completed, you are ready to submit your paper.

- Read the terms and conditions then click submit

# Dashboard – awaiting Learning Legacy Team review
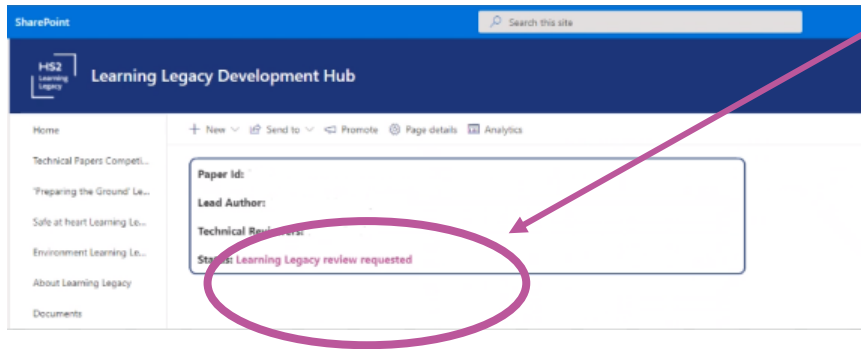
Once your paper has been submitted it will be sent to the Learning Legacy Team for the reviewing process to begin.

Review, Edit and Approval Procedure

Approval Status Key:
A – Approved for publication
B – Approved subject to comments
C – Further work required resubmit for review
D– Deferred publication due to information, commercial or reputation risk
E – Not accepted as a learning legacy
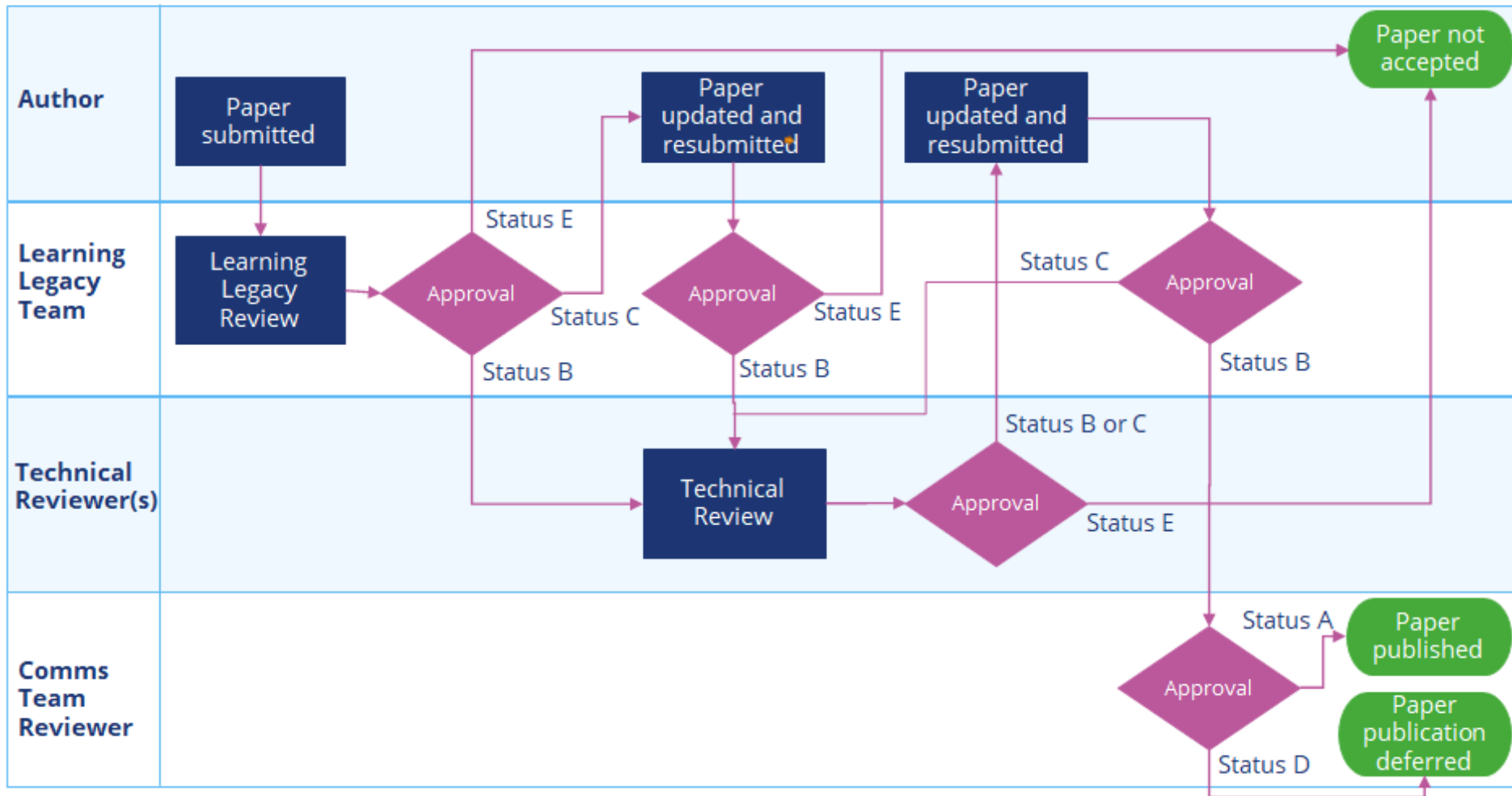
Notification to update your submission

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- Authors will be required to update their papers to take on board comments from the technical reviewers as appropriate.

- Author receives an email notification that their paper has been reviewed and is ready for update.

- Click the link in the email to take you to the dashboard where you can update your paper.

Action Required: Update your learning legacy submission

A review of your Learning Legacy submission has now been completed. You will see the reviewer comments on the review sheet and there may also be track changes/comments added on the document. Please update your submission to take on board the reviewer comments and, in the review sheet, add your responses to each comment. Please resubmit your updated document within the next two weeks.

If you have a HS2 email address then click on the 'Update Paper' link below to access the comments.

If do not have a HS2 email, then you will need to login to using the PSC email account that you will have used to submit your paper. The step by step guide below will help you to login using your PSC email.

1. Go to Google Chrome Browser and open new window in Incognito mode
2. Open https://www.office.com
3. Click **Sign In**
4. Enter the **Email** (generally in the format of *firstname.lastname.psc@hs2.org.uk*) and Click Next
5. This should give you **HS2 Sign In** page, so enter the **password**, and click **Sign In**
6. If your email and password are correct, you should login successfully
7. Now without closing this browser tab, please open a new tab on the same browser, and copy & paste the 'Update Paper' link below into the new tab on the browser.

If you have any problems logging in or other questions email the Learning Legacy Team learninglegacy@hs2.org.uk

Update paper

If you want to unsubscribe from these emails, please use this form.

Click here to report this email as spam.

Dashboard to update your submission

1. From the dashboard click 'View & respond' & you'll be navigated to the Author response form

- Please remember to return to the dashboard and upload your updated paper after submitting your response.
- Note: Author response form opens, replacing the dashboard when Author clicks 'View & respond'

Dashboard – view and respond to comments

1. From the dashboard click 'View & respond' & you'll be navigated to the Author Response Form

Author Response Form

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2. View the reviewer's assessment and comments in the grey boxes

3. Please state in the white boxes how you have addressed the reviewer's comments

4. Click Submit response

Dashboard – uploading your updated paper

- Return to the dashboard, upload your updated paper in the Documents area below the Status box, as highlighted in the screenshot
- See the next slide for more information on how to upload documents

Uploading your updated paper
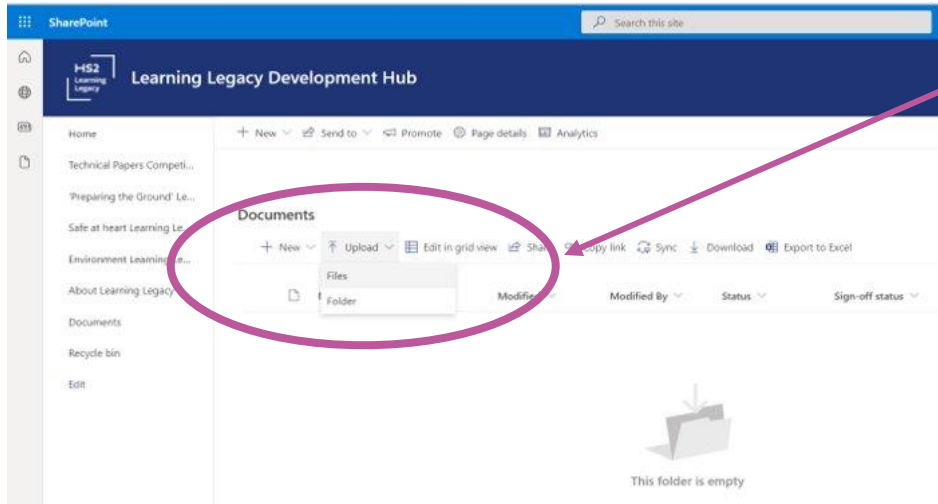
- From Documents, click Upload and select 'Files' from the drop-down menu, this will navigate you to your local drive/folders

- From your folders, browse your saved paper, and once located, select the file and click 'Open'
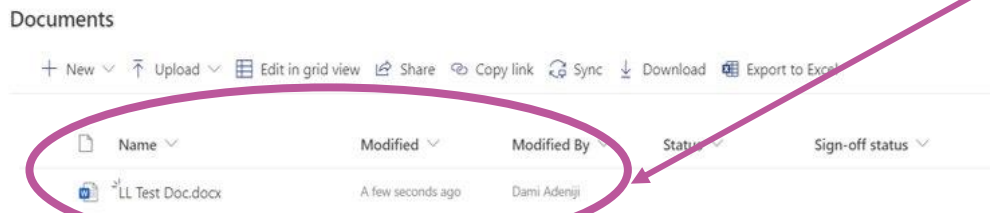
- Please overwrite the previous version so we don't have any version control issues (all previous versions are automatically saved in document history in Sharepoint – do not delete anything)

Further Guidance

- **HS2 Learning Legacy Website**:
- https://learninglegacy.org.uk

- **Author Guidance on Website:**
- Guidelines for Authors - Learning Legacy Challenge - HS2 Learning Legacy

- General author briefing Video is here https://vimeo.com/646094524 and the password is: AlwaysLearning