

HS2



Learning Legacy Open Challenge

Author guidance – submission and review
process

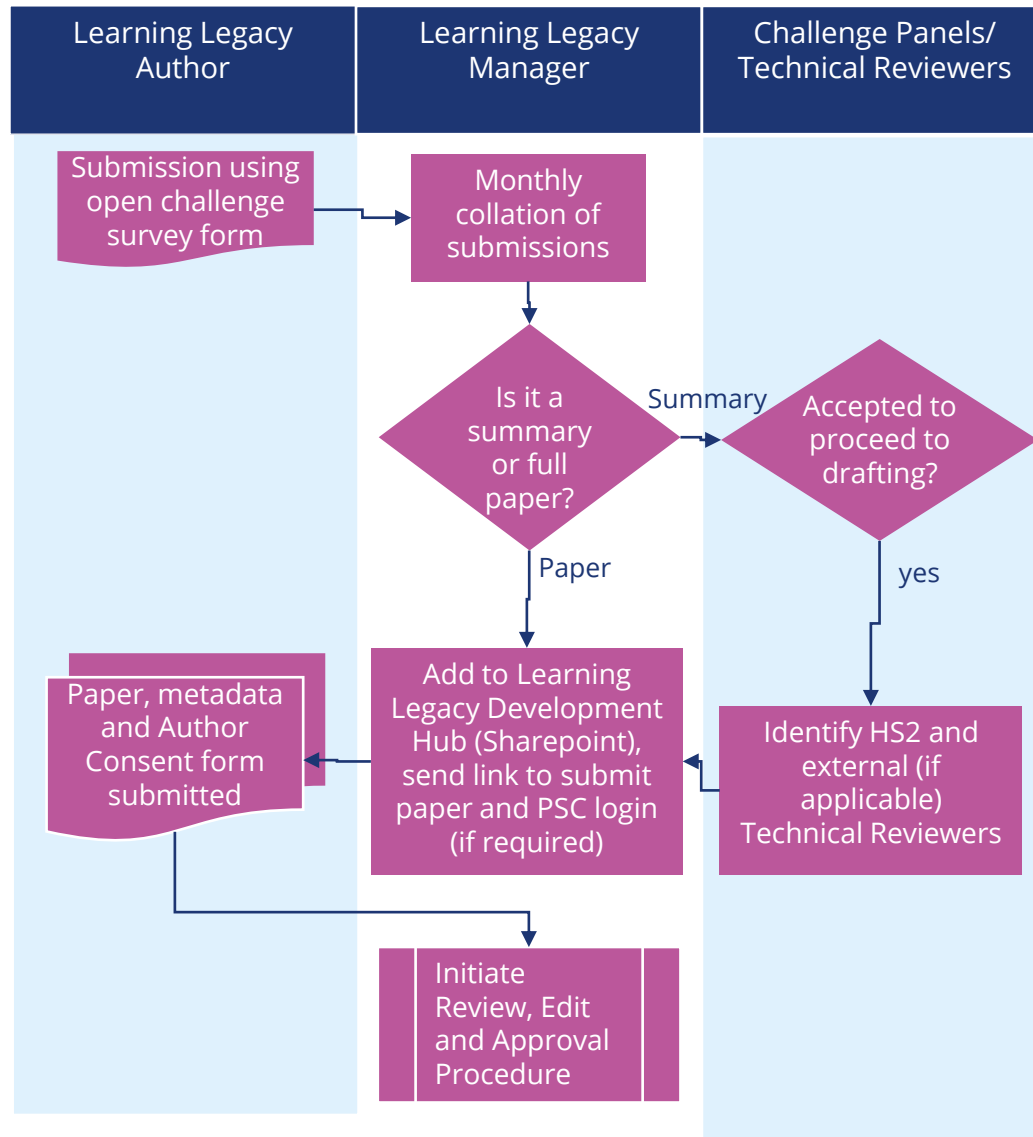
Open Challenge



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



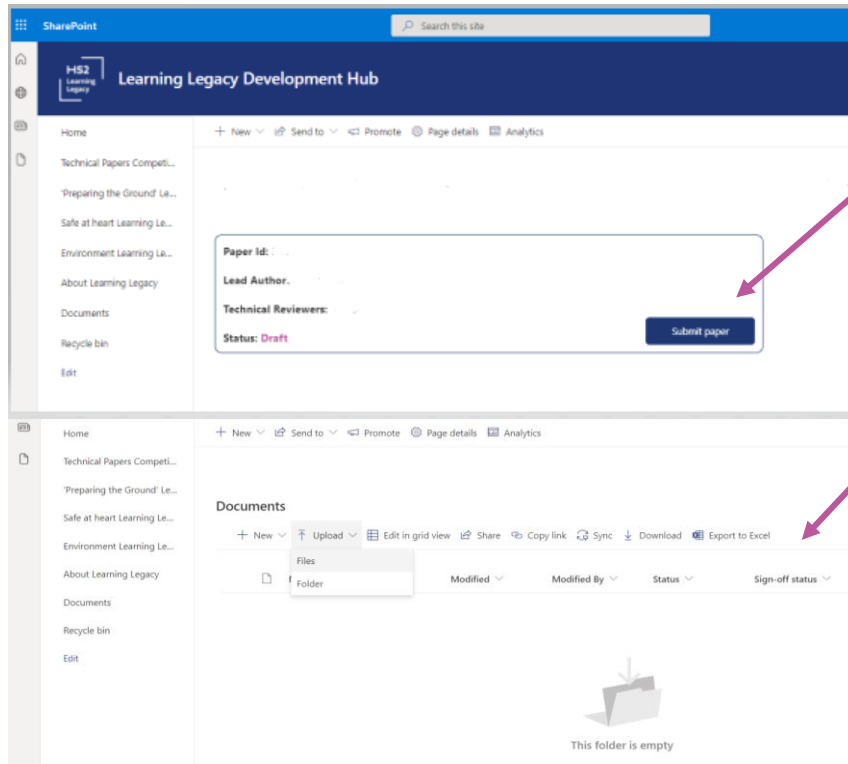
How to submit a learning legacy resource to the Open Challenge



Initial request for submission

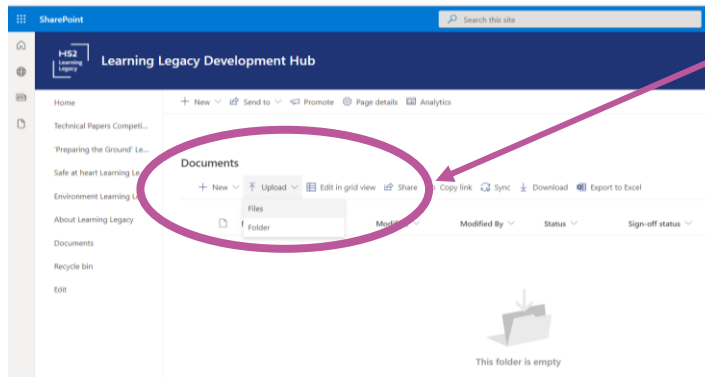
- Authors submit their learning legacy summary/abstract to the Learning Legacy Team for review and acceptance via the online survey form: <https://www.smartsurvey.co.uk/s/30NNUW/>
- All submissions will be collated on a monthly basis. The team then engage with technical reviewers across HS2 to assess 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

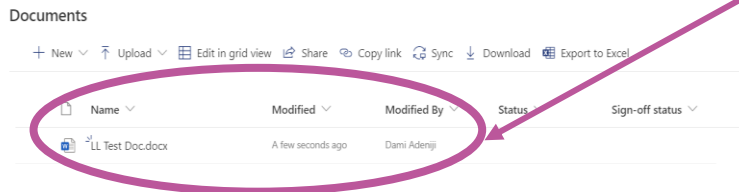


- For completion of paper metadata (eg, author details, title, tags, etc)
- Scroll down for sharepoint folder to upload the paper, images, headshots and supporting docs

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

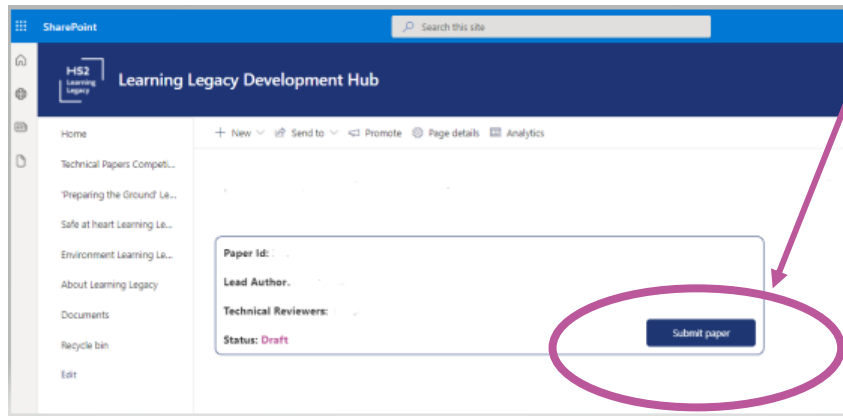


- From your folders, browse your saved paper, and once located, select the file and click 'Open'

- 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

ShenPoint

HS2 Learning Legacy Learning Legacy Development Hub

Home + New + Send to + Promote + Page details + Immersive Reader + Analytics

Technical Papers Compar...

Preparing the Ground La...

Safe at Heart Learning La...

Environment Learning La...

About Learning Legacy

Documents

Recycle bin

Edit

Submit Paper

HS2 Learning Legacy

Paper details

Paper ID

Title

Lead Author

Authors

Name	LinkedIn	Parent Organisation	CV Organisation	Project Role	Skill Tags

Add author

Metadata

Themes (0/1)

Topics (0/2)

Topics (0/3)

Free tags

Intended audience

Knowledge

Add metadata

By submitting this form you confirm the above terms and conditions have been met

- HS2 is responsible for the published output. The final decisions on editorial, design, layout, marketing and communications are connected with the publication of the final output with HS2 and we reserve the right to make such changes as we consider necessary for successful production. The intellectual property rights remain with the authors and HS2 reserves the rights to modify, publish and share the material for the purposes of learning legacy.
- The authors have permission to use any copyright material, images and illustrations not original to the Authors for which permission is required. Acknowledgement of such permissions are made at the end of the page.
- The submission does not violate or infringe any existing copyright or license, that it contains nothing defamatory or in any way unlawful, that all statements purporting to be facts are true.
- Author Profile Consent and Release Forms with hi res headshot images have been submitted for all authors?

Submit

- Click to add author details
- Click to add metadata details

Adding author details

Submit Paper

Paper details

Author details

Name:

LinkedIn:

Parent Organisation:

IPT/JV Organisation:

Project Role:

Skill Tags:

Paper details

Paper Id:
Title:
Lead Author:

Authors

Name
Bridget Badoe McQuick

LinkedIn

Parent Organisation
HS2

IPT/JV Organisation
HS2

Project Role

Skill Tags

- Fill out the boxes with your details.
- Click to save details
- If there is more than one author of the paper, each author is added separately. After lead author click to add additional authors.

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

The screenshot shows a 'New metadata' form with the following fields: 'Therms (0/1)', 'Topics (0/2)', 'Topics (0/3)', 'Free tags', 'Intended audience', and 'Knowledge type'. Below these are dropdown menus for 'Therms (0/1)', 'Topics (0/2)', 'Topics (0/3)', 'Intended Audience', and 'Knowledge Type'. At the bottom, there is a 'Free tags' section with a text input field and 'Cancel' and 'Save' buttons. A large purple oval highlights the 'Topics (0/3)' dropdown menu, and another purple oval highlights the 'Save' button. Arrows point from the text on the right to these elements.

- 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

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 Manage	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 manage	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 Resour	Incidents

Submitting the paper

SharePoint

HS2 Learning Legacy

Learning Legacy Development Hub

Home

Technical Papers Compet...

Preparing the Ground' La...

Safe at heart Learning La...

Environment Learning La...

About Learning Legacy

Documents

Attachments

Recycle bin

Edit

HS2 Learning Legacy

Paper details

Paper ID

Title

Lead Author

Authors

Name	LinkedIn	Parent Organisation	IF/IV Organisation	Project Role	Skill Tags
Bridget Budge-McQuirk		HS2	HS2		

Add author

Metadata

Themes (1,1)

Topics (1,2)

Topics (1,3)

Free tags

Interdisciplinarity

Knowledge type

Micro report

Communication and Engagement

Marketing communications

Learning & Development

Communication

Public sector clients

Add metadata

By submitting this form you confirm the above terms and conditions have been met

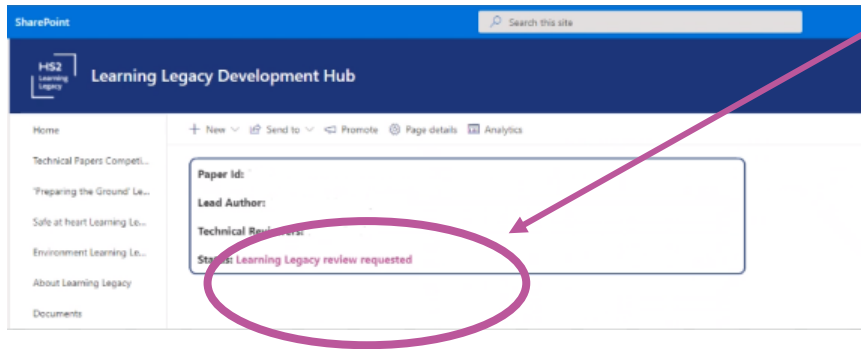
1. HS2 is responsible for the published output. The final decisions on editorial, design, layout, marketing and commercial matters connected with the publication of the final output rests with HS2 and we reserve the right to make such changes as we consider necessary for successful production. The intellectual property rights remain with the authors and HS2 reserves the rights to modify, publish and share the material for the purposes of learning legacy.
2. The authors have permission to use any copyright material, images and illustrations not original to the Authors for which permission is required. Acknowledgement of such permissions are made at the end of the paper.
3. The submission does not violate or infringe any existing copyright or license, that it contains nothing defamatory or in any way unlawful, that all statements purporting to be facts are true.
4. Author Profile Consent and Release Forms with hi-res headshot images have been submitted for all authors?

Submit

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



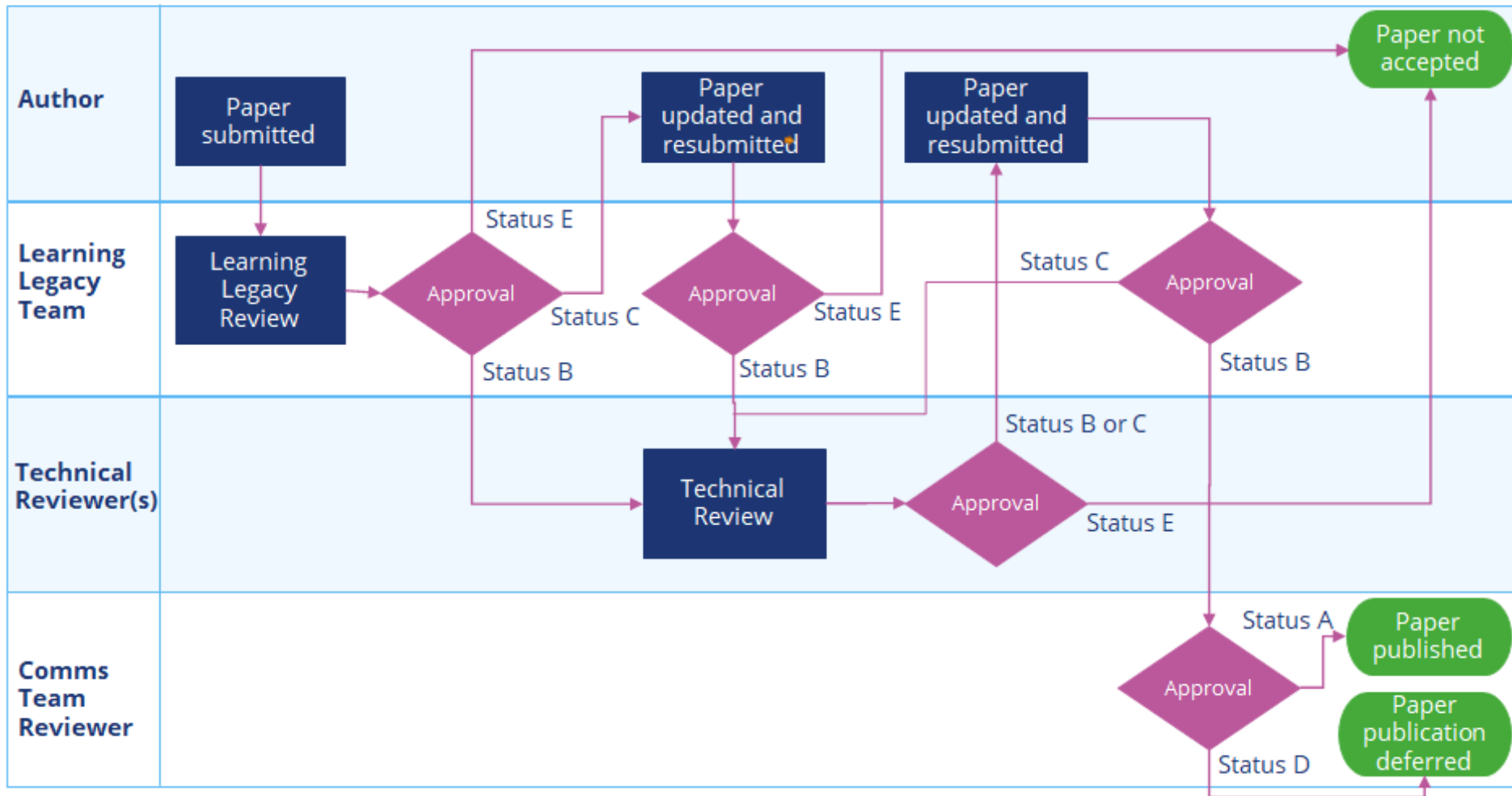
• Once your paper has been submitted it will be sent to the Learning Legacy Team for the reviewing process to begin.



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

- 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

The screenshot shows the SharePoint interface for the 'Learning Legacy Development Hub'. The main content area displays a submission card for '1999-Quality'. The card includes the following information:

- Paper Id:** 1999
- Lead Author:** Gerard Crowe
- Technical Reviewers:** Brigid Leworthy, Dami Adeniji
- Status:** Awaiting author response

A blue button labeled 'View & respond' is located at the bottom right of the submission card and is circled in pink. A pink arrow points from the text above to this button. Below the submission card, there is a 'Documents' section with a table of files:

Name	Modified	Modified By	Status	Sign-off status
LL Test Doc.docx	Yesterday at 13:46	Dami Adeniji		

- 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

SharePoint Search this site

HS2 Learning Legacy Learning Legacy Development Hub Not following Share

Home + New Send to Promote Page details Analytics Published 18/10/2021 Edit

Technical Papers Competi...
'Preparing the Ground' Le...
Safe at heart Learning Le...
Environment Learning Le...
About Learning Legacy
Documents
Recycle bin
Edit

1999-Quality

Paper Id: 1999
Lead Author: Gerard Crowe
Technical Reviewers: Brigid Leworthy, Dami Adeniji
Status: Awaiting author response

[View & respond](#)

Documents See all

+ New Upload Edit in grid view Share Copy link Sync Download Export to Excel All Documents

Name	Modified	Modified By	Status	Sign-off status
LL Test Doc.docx	Yesterday at 13:46	Dami Adeniji		

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

Author Response Form

SharePoint Learning Legacy Development Hub

Home + New Send to Promote Page details Immersive Reader Analytics

Technical Papers Compet...
Preparing the Ground' Le...
Safe at heart Learning Le...
Environment Learning Le...
About Learning Legacy
Documents
Recycle bin
Edit

Paper review

Is there sufficient background and industry context? No
More background info is required

Author response

Is there a sufficient level of detail in the paper and supporting documents collectively for this to be useful to a future project or programme? No

Author response

Is evidence provided to support the learning outcomes? No

Author response

Is the learning legacy explicitly set out? No

Author response

General Comments related to the paper

Author response

Submit response

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

The screenshot shows the SharePoint interface for the 'Learning Legacy Development Hub'. The main content area displays a submission form for a paper titled '1999-Quality'. The form includes the following information:

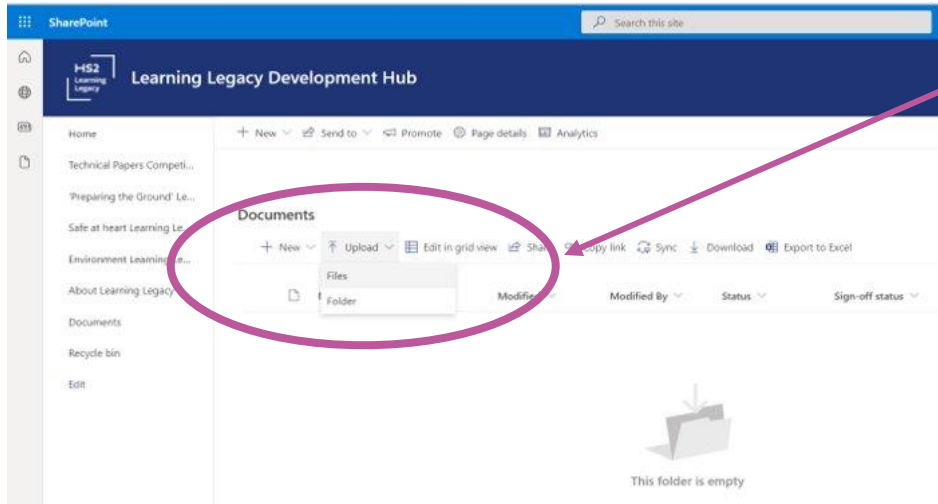
- Paper Id:** 1999
- Lead Author:** Gerard Crowe
- Technical Reviewers:** Brigid Leworthy, Dami Adeniji
- Status:** Awaiting author response

A 'Submit paper' button is located to the right of the status box. Below the submission form, the 'Documents' section is highlighted with a red oval. This section contains a toolbar with options: '+ New', 'Upload', 'Edit in grid view', 'Share', 'Copy link', 'Sync', 'Download', and 'Export to Excel'. Below the toolbar is a table with the following columns: Name, Modified, Modified By, Status, and Sign-off status.

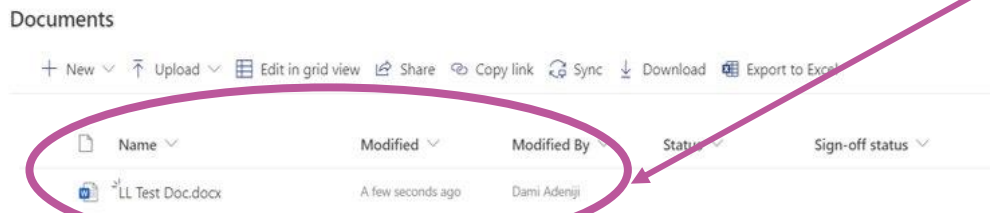
Name	Modified	Modified By	Status	Sign-off status
Test Doc.docx	A few seconds ago	Dami Adeniji		

- 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

