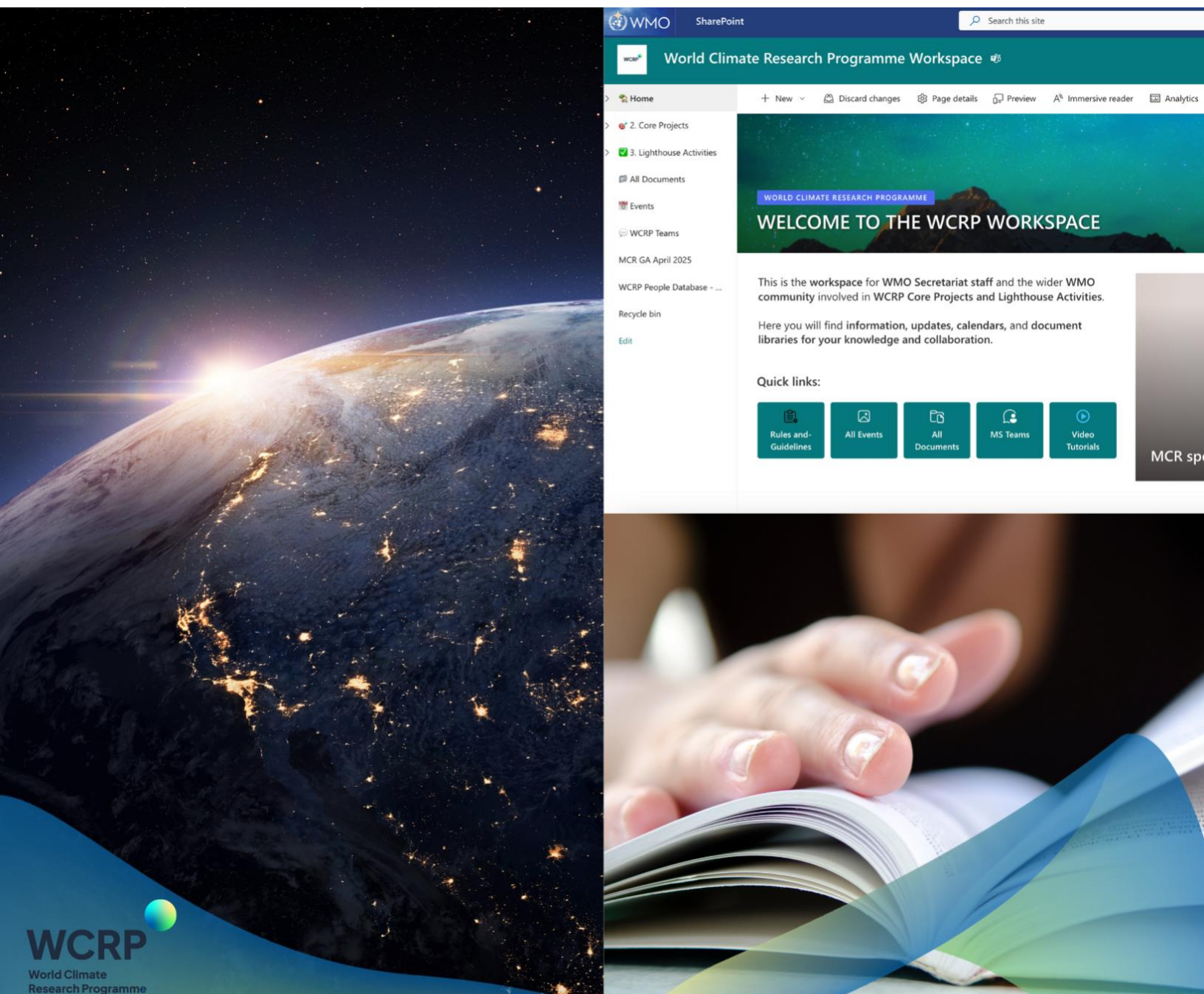


# WCRP Workspace – Members Guidelines

*For: all members of the WCRP workspace.*

These guidelines aim to help all members in using the WCRP Workspace effectively.

2025



## Table of Contents

<b>WCRP WORKSPACE – MEMBERS GUIDELINES .....</b>	<b>1</b>
1. MEMBER AUTHENTICATION.....	3
2. FILE AND FOLDER GUIDELINES .....	4
2.1. <i>Folder Structure &amp; Organization</i> .....	4
2.2. <i>File Naming Conventions</i> .....	4
2.3. <i>Document Archiving</i> .....	5
3. EVENTS REGISTRATION.....	5
4. CHANNELS.....	8
4.1 <i>What are Channels?</i> .....	8
4.2 <i>Notifications</i> .....	8
4.3 <i>Message History</i> .....	9
4.4 <i>Professional Conduct</i> .....	10
5. IMPORTANT LINKS .....	10

## 1. Member Authentication

To access the WCRP Workspace as an authenticated member, individuals must be part of a WCRP-affiliated group (e.g., Core Projects, Lighthouse Activities, Working Groups, Task Teams, etc.) and must be registered in the WCRP database.

The minimum required information for registration is:

- Family Name
- First Name
- Email
- Country
- Affiliation
- Gender
- High-Level Membership (e.g., CP, LHA, JSC, Secretariat)
- Subgroup (e.g., CLIVAR-OMDP, MCR SSG, etc.)

Only authenticated users can be granted access to private folders or contribute to Workspace activities.

Once the person has been registered in the WCRP database, they will receive two separate emails:

1. A welcome email from the WCRP Secretariat with general information about the Workspace and guidelines on how to use it.
2. An authentication email from Microsoft (SharePoint/OneDrive) with a link to verify their identity and grant access.

Please check your Spam or Junk folders, as these messages may sometimes be filtered.

If you cannot access to the Workspace, check that:

- You have received and accepted the authentication email.
- You are using the correct email/browser profile.
- You are logged out of personal accounts when trying to log in.
- You tried to log in, in incognito

Unauthenticated members can be temporarily given access to public documents only.

If any issues arise during authentication, please contact [workspace@wcrp-climate.org](mailto:workspace@wcrp-climate.org)

## 2. File and Folder Guidelines

### 2.1. Folder Structure & Organization

Each group should have a dedicated folder clearly labeled under the “Documents” section. For new folders this is the recommended structure:

► High membership: JSC, APARC, MCR, etc. (Already created).

► Public subfolders: Task Teams, Working Groups, Reports, Documents.

► Private Subfolders: JSC PRIVATE, APARC PRIVATE, etc.

Private subfolders have to be created by the secretariat and only individuals with authorization will be able to access the information.

Once the folder is created, send a list of the people (email addresses) who should have access to it.

Please ensure that all individuals on the list are authenticated members of the Workspace. Access cannot be granted to unauthenticated users.

If someone is not authenticated and you do not wish to add them as a member of the Workspace, you may request a temporary external access link. However, for security reasons, these links:

- Are valid for one month only
- Must be renewed manually after expiration

► Sub-Topic or Activity (e.g. Meetings, Reports, Proposals, subgroups)

Example:

JSC > JSC Sessions > JSC-46-2025 > JSC 46 Presentations

### 2.2. File Naming Conventions

Use clear naming to improve searchability and version tracking. Recommended format: YYYY-MM-DD\_ProjectName\_DocumentType

Example: 2025-07-09\_ClimateRisks\_MeetingSummary.docx

- Avoid duplicating files—when updating, use version control (e.g., v1, v2, FINAL).

- Do not upload sensitive information unless necessary and properly marked.
- Please do not upload video files directly to the Workspace, as storage space is limited.
  - If you would like to share a video, we recommend uploading it to a video platform (e.g. YouTube, Vimeo, SharePoint, etc.) and then linking it within the Workspace.
    - To request the creation of a quick access link (button) to your video — allowing viewers to open it directly without searching through folders — please contact [workspace@wcrp-climate.org](mailto:workspace@wcrp-climate.org)

### 2.3. Document Archiving

The Workspace is intended to serve as a collaborative tool and an archive of key documents and activities for each group. As such, no documents or folders should be deleted, as they may be valuable for other users or future reference.

Please do not delete any files or folders unless this has been explicitly agreed upon with the document owner or group lead.

If you believe something should be removed, please contact [workspace@wcrp-climate.org](mailto:workspace@wcrp-climate.org). If something was accidentally deleted — for example, if someone removed a file thinking it wasn't needed — please do not worry, just let the Secretariat know as soon as possible. If you are not sure who deleted it or when it happened, we can help investigate and trace the action using SharePoint's backup and activity history. In most cases, we will be able to recover the document quickly and avoid any loss of information.

## 3. Events Registration

While the WCRP Secretariat continues working with The Academy and other groups to integrate the various WCRP calendars, the Workspace already serves as a tool for all members to share events with the wider community of hundreds of scientists and experts around the world.

All group events—such as meetings, workshops, trainings, or webinars—should be registered in the Workspace Events Calendar. This helps us keep track of the activities being carried out across teams and ensures we can promote them in a timely manner via the website and social media when appropriate.

Please make sure to include key details when registering an event:

- High-Level Membership
- Session Name
- Start Date & Time
- End Date & Time
- Focal Point

- Session Type
- Location

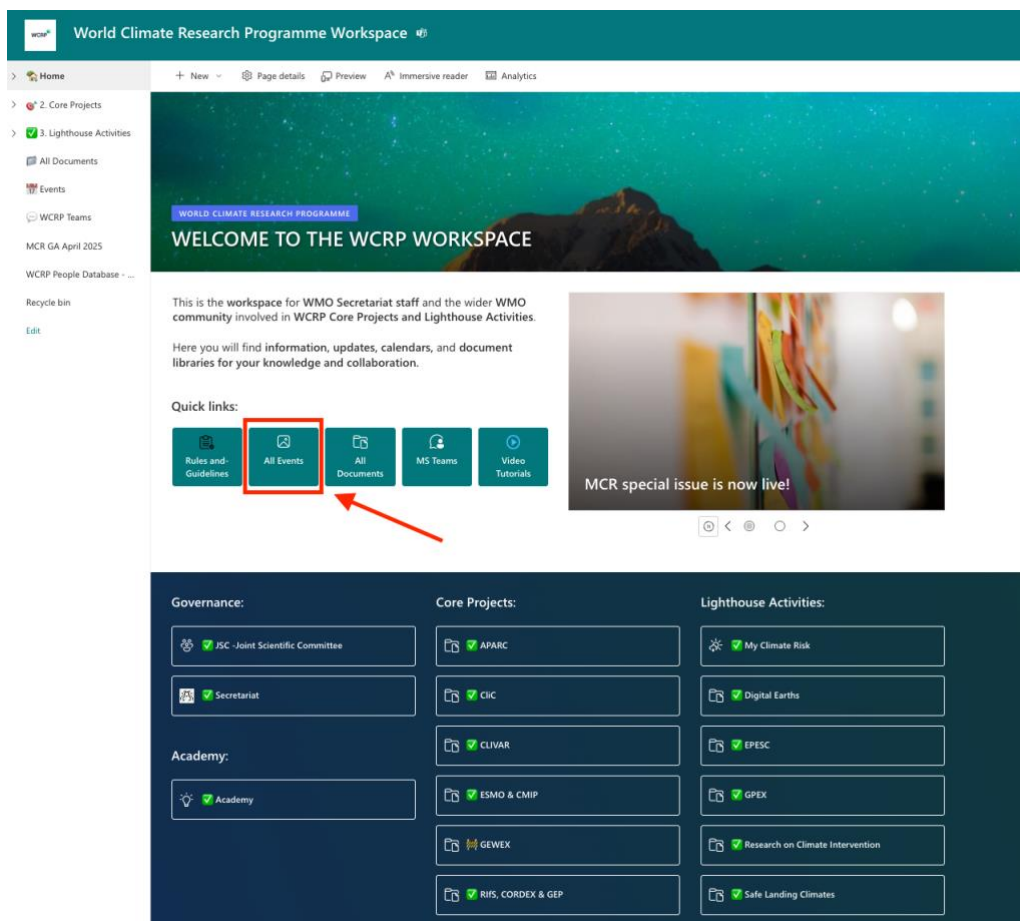
The Description, Notes, and Links fields are optional but encouraged.

Additionally, indicate whether the event should be published on the **WCRP website** and whether **social media** posts are desired. With this information, the Secretariat can evaluate the feasibility of promoting the event through our public channels, which together reach over 250,000 followers around the world.

Please note that not all events can be shared on the website or social media, as this depends on our publication schedule, the interests and policies of our co-sponsors, and the guidelines of the United Nations system.

### Step by step:

To register an event, any member of the Workspace can access the calendar directly from the homepage.





There are two options to add an event:

Option 1 is by using the form (*Add new item*), and Option 2 is by using the grid view (*Edit in grid view*).

- For Option 1, click the green button in the top left corner of the page.
- For Option 2, click the button located just to the right.

World Climate Research Programme Workspace

+ Add new item Edit in grid view Undo Share Copy link Export Forms Automate Integrate

Events

Core Project o...	Session name	Start date and...	End date and t...	Social Media publication needed?	Website sharing
Safe Landing CL...	Safe Landing Climates workshop	11/18/2024 12:00 A...	11/22/2024 12:00 A...	Yes	Yes
My Climate Risk	My Climate Risk Interdisciplinary Learnin...	1/13/2025 1:00 PM	1/13/2025 2:00 AM	Yes	Yes
My Climate Risk	MCR Australian Hub seminar - Using Ne...	2/13/2025 4:00 AM		Yes	Yes
My Climate Risk	Where Context Matters: Multi-factor Res...	2/10/2025 1:00 PM	2/10/2025 2:00 PM	Yes	Yes
My Climate Risk	IX Convection Permitting Climate Modeli...	8/5/2025 12:00 AM	8/8/2025 11:00 PM	Yes	Yes
My Climate Risk	Race to Zero: Bending the Curve	4/8/2025 1:00 PM	4/8/2025 5:00 PM	Yes	Yes

Return to classic SharePoint

For Option 1, a form will appear where you should fill in all the relevant information. Once completed, make sure to click “Save” to register the event.

Start date and time  
Enter a date

Website sharing

Social Media publication needed?

Save Cancel

For Option 2, once you click on “Edit in grid view”, scroll to the bottom of the list where you can directly enter the event details in the editable fields.

Please note that some fields are mandatory and must be completed. It is very important not to leave or refresh the page until all the information is fully entered and the red symbol on the left side of each new entry disappears. Otherwise, the data will not be saved, and you will need to repeat the registration process.

The screenshot displays the 'World Climate Research Programme Workspace' interface. On the left, there is a sidebar with navigation options like 'Home', 'Core Projects', 'Lighthouse Activities', 'All Documents', 'Events', 'WCRP Teams', 'WCRP GA April 2023', 'WCRP People Database', 'Recycle bin', and 'Edit'. The main area shows an 'Events' calendar grid. The grid has columns for 'Event name', 'Start date and time', 'End date and time', 'Social Media publication needed?', 'Website sharing', 'Event Point', 'Session type', 'Location', 'Location City', 'Description', 'Notes', and 'Link to Document'. Three events are visible: 'Where Content Matters: Multi-Sector Research to optimize Resource Protection' (5/17/2023 1:00 PM to 5/17/2023 1:00 PM), 'AI Connection Permitting Climate Modelling Workshop - Extreme Precipitation in Coastal Cities' (5/15/2023 10:00 AM to 5/15/2023 11:00 PM), and 'Race to Zero: Bending the Curve' (5/16/2023 1:00 PM to 5/16/2023 1:00 PM). A red 'X' icon is visible in the left margin of the first event, with a red arrow pointing to it and the text 'Incomplete information alert!'. Another red arrow points to the bottom of the calendar grid with the text 'Editable grid to add new event'.

## 4. Channels

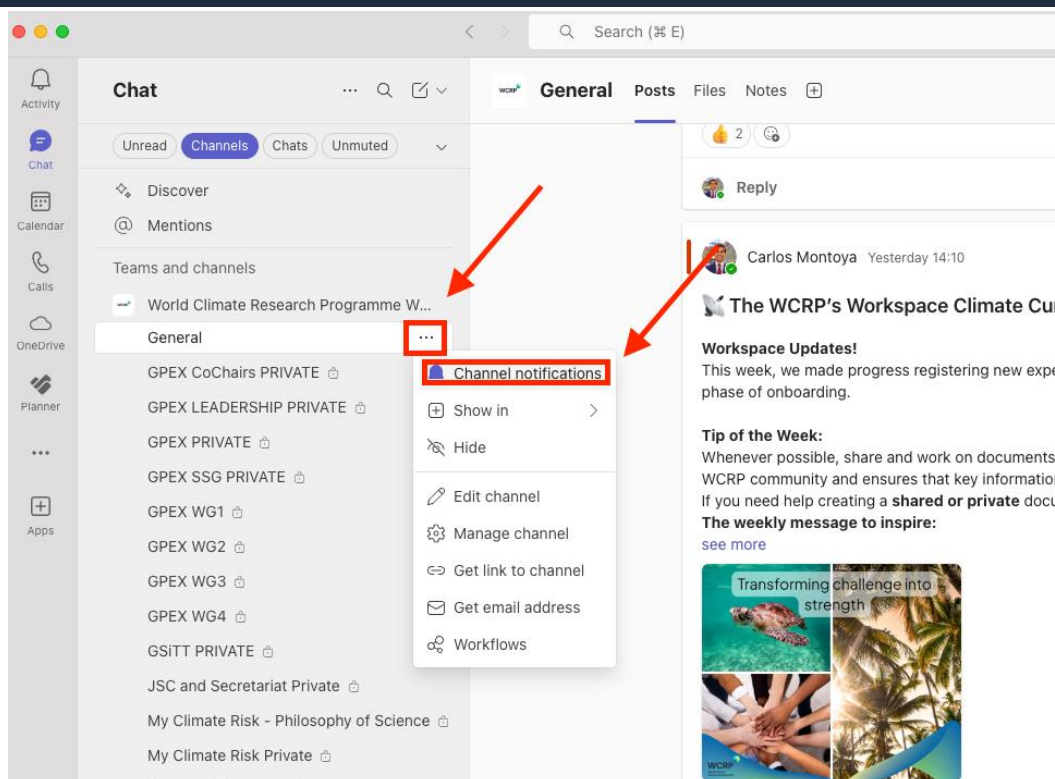
### 4.1 What are Channels?

Channels are communication spaces (Chats) in the WCRP Workspace, used to organize discussions, share files, and collaborate on specific topics or activities. Each subgroup usually has its own channel(s), helping to keep conversations structured and relevant.

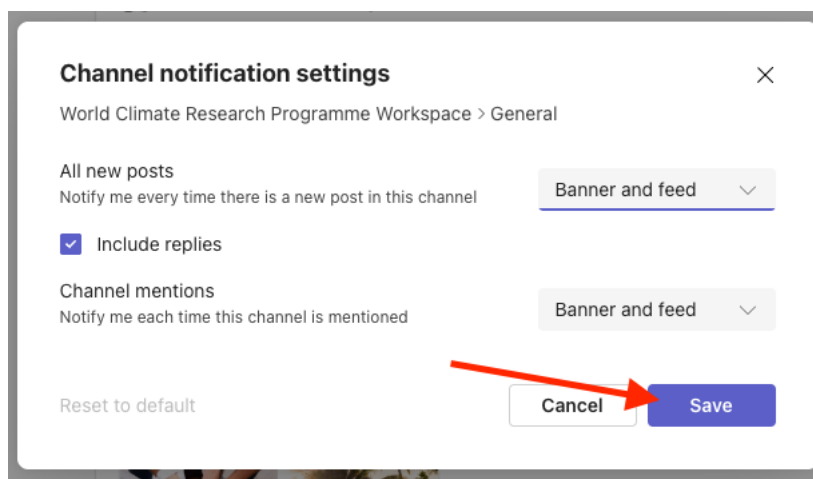
### 4.2 Notifications

To stay informed, we recommend activating channel notifications. Click on the three dots next to a channel name > "Channel notifications".





Select your preferred settings (e.g., all activity, mentions only) and click “Save”.



### 4.3 Message History

Please note that all messages shared in the channels are preserved and cannot be deleted by members. This helps maintain a transparent and traceable communication environment.

#### 4.4 Professional Conduct

When posting in any channel, please use professional, respectful, and inclusive language. Remember that the WCRP community is international and multicultural. Communications should be appropriate for a wide audience.

#### 5. Important Links

Provide these to your team members and ensure they are familiar with them:

- [Data Policy](#)
- [Workspace Rules](#)
- [Code of Conduct](#)
- [Guide for External Users](#)
- [Workspace Q&A](#)
- Email: [workspace@wcrp-climate.org](mailto:workspace@wcrp-climate.org)