



# CIRCA

## Communication & Information Resource Centre Administrator



# What is CIRCA?



- CIRCA is the collaboration platform enabling EU institutions to communicate more efficiently with Member States and stakeholders
- It enables a given community (e.g. committee, working group, project group etc.) geographically spread across Europe (and beyond) to maintain a **private space on the Internet** where they can share information, documents, participate in discussion fora and various other functionalities.
- This private space is called an "**Interest Group**". The access and navigation in this virtual space is done via any Internet browser and Internet connection. Like in any working group, committee or project team, one member plays the role of chairman or moderator; in CIRCA it is called a '**Leader**'.

# Definitions & Concepts



- **Interest Groups:** CIRCA is organised around Interest Groups (I/G) (i.e. a private workspace for a group of people that need to collaborate to achieve common objectives and tasks). Although all I/G have access to the same set of functionalities, the environment is fully customisable for a given I/G and the information is restricted to the members of that specific I/G.
- **Access Profile:** Members of a working group usually play different roles: Chairman, contributor, secretary. Part of the work could even be made publicly available. CIRCA offers exactly this flexibility for creating access Profiles tuned to your particular needs, thus customizing users access rights to specific data elements, functionalities and operations in the I/G.
- **CIRCA Leader:** A specific access Profile, the Leader, is granted extra privileges to administrate, manage and customize the I/G.
- **"What you See Is What You Have Access To":** The User Interface is automatically mapped onto users access Profile so that only those functionalities and information users are granted access to, are visible.

# What you need to access CIRCA



- A connection to **Internet**.
- A **Browser** such as Firefox or Internet Explorer.
- An e-mail **address**.
- The **Web address** (URL) of the CIRCA homepage.
- A **User ID** and **Password** to access your Interest Group..

# Registration



In order to access CIRCA you need a **username** and a **password**. To obtain you have to make following:

- a) Contact Liaison Officer of your institution and ask for access. You will have to fill a short form.
- b) Your request will be transmitted by the Liaison Officer of your institution to the CIRCA Administrator at ECA Liaison Officer Unit.
- c) ECA LIA Unit will process this request and send you e-mail with further details.

# First time access to CIRCA



1. Use the link specified in the email you received from CIRCA and ECA Administrator.
2. After logging in with your username and temporary password, you will be asked to give your transaction number. You should also change your temporary password to a password of your own choice.

# Accessing CIRCA through CIRCA homepage



1. Click on the Sign in button at the top of the page
2. Enter your user id, password and domain (circa)
3. Click on the Interest Group .

## CIRCA - a collaborative workspace with partners of the European Institutions



COMMUNICATION & INFORMATION RESOURCE CENTRE ADMINISTRATOR

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[Sign in](#)

[ Select your Forum: ]

### European Commission

- Agriculture
- Budget
- Competition
- Delegations
- Development
- Economic and Financial Affairs
- Education and Culture
- Employment and Social Affairs
- Energy and Transport

### Other institutions and decentralised bodies

- CEDEFOP - European Centre for the Development of Vocational Training
- EIONET - European Environment Information and Observation Network

COMMUNICATION & INFORMATION RESOURCE CENTRE ADMINISTRATOR

Identifiant de l'utilisateur:

Mot de passe:

Domain:

If you do not have an account, please [sign up](#)

[ You are a Member of the following groups: ]

Circa	Interest Group	Profile
<a href="#">eca</a>	<a href="#">EU SAIs Contact Committee Intranet</a>	Leader


User Preferences

# Accessing CIRCA through Interest Group homepage



Enter your user id, password and domain (CIRCA)

COMMUNICATION & INFORMATION RESOURCE CENTRE ADMINISTRATOR

Identifiant de l'utilisateur:  

Mot de passe:

Domain:

If you do not have an account, please [sign up](#)



# The CIRCA interface



All pages of the Interest Group have the same layout:

- a) Top navigation bar provides access to the available CIRCA Services
- b) Bottom navigation bar provides access to helpdesk and support service, E-mail links as well as access to the edit page of the personal Preferences of your profile associated with your login.

The screenshot displays the CIRCA interface. At the top left, there is a logo for 'The Contact Committee of the Supreme Audit Institutions of the European Union' featuring a yellow star. To its right is the text 'SAI liaison intranet' with a small graphic of people holding hands. Below this is a horizontal navigation bar with the following items: INFORMATION, LIBRARY, DIRECTORY, EVENTS, NEWSGROUPS, EMAIL, SEARCH, and HELP. A link for 'ECA: EU SAIs Contact Committee Intranet' is visible in the top right. The main content area contains a welcome message: 'Welcome to the "Co-operation with SAIs" Interest Group. The scope of this restricted area is the management of documents and other resources related to the co-operation between the European Court of Auditors (ECA) and the Supreme Audit Institutions (SAIs).' A 'Sign Out' button is located in the top right of the main content area. Below the main content is a breadcrumb trail: 'Interest Group > Home' and a section for '[ What's New ]'. At the bottom, there is a navigation bar with the following items: Administration, Contact Information, User Preferences, Site Map, X, @, FAQ, ?, and ». Below this is a search box with the text 'Find in this group' and a 'Go' button. At the very bottom, there is a footer with the text 'COMMUNICATION & INFORMATION RESOURCE CENTRE ADMINISTRATOR'.

# Top navigation bar: CIRCA services



SERVICES	DESCRIPTION
Information	Information pages and useful links to other sites.
Library	The document repository. It is organised in sections and sub-sections with multilingual and versioning capability. Documents can be viewed, downloaded or sent to you by e-mail. Users can be automatically notified by e-mail of any change in any particular section of the Library. You can also easily upload documents if your access right allows it.
Directory	Who is who and can access what
Events	Upload/download of Event information/invitation and virtual meetings ('chats')
Newsgroups	Interactive Discussion Fora
Email	An e-mail functionality integrating mailing lists for addressing all members.
Search	Multilingual search on any document or information you have access to
Help	Online help

# Accessing the sub-section of the Public Procurement Updating Group (I)



1. Click on the Library service
2. Click on the section 03. Working groups

Title+	Items	Language
Previous Section		
Expert Group on Audit Quality	7	
Public Procurement Working Group / Public Procurement Updating Group	7	
Working Group on Common Auditing Standards	6	
Working Group on National SAIs Reports on EU Financial Management	9	
Working Group on Structural Funds	5	
Working Group on Value Added Tax (VAT)	6	

# Accessing the sub-section of the Public Procurement Updating Group (II)



3. Click on the sub-section Public Procurement Working Group/Public Procurement Updating Group

WELCOME TO THE SECTION OF THE WORKING GROUP!

The screenshot shows the SAI liaison intranet interface. At the top, there is a navigation bar with tabs for INFORMATION, LIBRARY, DIRECTORY, EVENTS, NEWSGROUPS, EMAIL, SEARCH, and HELP. The LIBRARY tab is selected. Below the navigation bar, there is a search bar and a 'Sign Out' button. The main content area displays the breadcrumb path: Library > Top/03. Workin...itsgruppen/Public Pro...ting Group. Below this, there is an 'Abstract:' section with a search filter and a 'Contents: 4 Subsection(s) - 3 document(s)' indicator. A table lists the subsections and documents:

	Title+	Items	Language
	Previous Section		
	<input type="checkbox"/> 01. Reports on public procurement	3	
	<input type="checkbox"/> 02. Guides on public procurement	7	
	<input type="checkbox"/> 03. Info on public procurement	0	
	<input type="checkbox"/> 04. Presentations of progress to the Contact Committee	2	
	<input type="checkbox"/> CC-R-2007-05 Resolution on the Working Group on Public Procurement		English (en) ! i
	<input type="checkbox"/> CC-R-2008-09 Resolution on the Working Group on Public Procurement		English (en) ! i
	<input type="checkbox"/> CC-R-2009-07 Resolution on the Updating Group on Public Procurement		English (en) ! i