

PROF-TRAC

Professional multi-disciplinary Training and Continuing Development in skills for NZEB principles

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How to upload a resource to training material repository?

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Self-user guide

How to upload a resource to training material repository?

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1. Introduction

PROF/TRAC material repository structures available educational and training material from the recent IEE projects for application in the PROF/TRAC Train-the-Trainers (TtT) program. PROF/TRAC team welcomes any expansion of the repository with the new projects and resources within Nearly Zero Energy Building (nZEB) construction.

Significant number of relevant to PROF/TRAC resources is already included in the repository.

In order to navigate between a large amount of resources, a classification structure has been developed and applied within the online based PROF/TRAC repository.

This user guide is prepared in order to help other projects to self-submit their resources to the PROF/TRAC repository. The user guide is divided in several sections, first introducing the structure of PROF/TRAC repository, then explaining the requirements for the resource submission and finally showing an example resource for submission.

1. Structuring resources in the repository

PROF/TRAC team developed a comprehensive schema for structuring resources in the repository, named as a *keyword structure*. For each resource submitted to online repository a certain number of keywords, characterising the content of the resource must be assigned. These keywords are then used in the filter function to address different search conditions in the repository.

Assigning of keywords is carried out by person submitting the resource. Keywords are defined according to following key categories:

- nZEB related technology, including the interdisciplinary aspects
- type of project (construction or renovation)
- type of building use
- type resource (report, presentation, calculation tool etc.)
- resource language .

Following section describes possible content for all keyword categories.

KEY CODE	Keyword	Explanation
NZEB technology and interdisciplinary aspects		
EM	ENERGY MANAGEMENT	The resource contains information about the energy management, i.e. smart grid systems, domotic systems, building management systems, etc.
EP	ENERGY PRODUCTION (on-site and nearby renewable energy production and off-site renewable energy)	The resource contains information about energy production, discussing for example geothermal energy, biomass/biogas, district heating/cooling, solar systems, CHP, etc.
ER	ENERGY REDUCTION	The resource contains information about reduction of energy use discussing for example climatic design, insulation/airtightness, glazing, overall building envelope, hot water systems, heating/cooling systems, lighting, ventilation etc.
IS	INTERDISCIPLINARY SKILLS	The resource contains information about interdisciplinary skills, discussing for example such topics as communication, information management, collaboration (teamwork & facilitation), quality assurance, sustainable architectural design, sustainable materials/installations, integrated design, environmental (indoor) quality, economics, procurement, etc.
TYPE OF PROJECT		
E1	New construction	Provide what type of project this resource is relevant for
E2	Renovation	
BUILDING USE		
B1	Office buildings	Provide what type of building this resource is relevant for
B2	Apartment houses	
B3	Single-family houses	
B4	Educational buildings	
B5	Other	
B6	Hospitals	
B7	Wholesale and retail buildings	
B8	Sport facilities	
TYPE OF RESOURCE		
M1	PPT	Provide what kind of resource is that.
M2	Lecture notes	
M3	Reports/publications	
M4	Video tutorials	
M5	Workshops	
M6	Guidelines/Toolkits	
M7	Software	
M8	Case studies	
M9	Databases/resources	

Table 1. Keyword structure and keyword codes

2. Submit Resource

General information about submission

In order to submit a resource, some general information must be provided, as described in Table 2.

	Explanation	Example
Full name	Provide your full name	
Email	Provide your email	
Organisation	Organisation on behalf of which you submit the resource (normally your employer)	
Address of your organisation		
Country		
Full project name (if relevant)	If the resource is developed within a specific project, please state the full name of the project	Professional multi-disciplinary Training and Continuing Development in skills for NZEB principles
Project name in abbreviation (if relevant)	If relevant, please provide an abbreviation of the project	PROF/TRAC
Resource title	Please provide a short title of the resource	
Resource link	Please provide a link to the resource, if published	www.profrac.eu
Resource file	Please submit a resource file (pdf, ppt, xls, etc.)	
Short description of the resource	Please provide short description of the resource (max 50 words)	

Table 2. General information for resource submission.

Assigning keywords

The keywords are assigned to the resource according to all above mention categories. Each resource must have at least one keyword selected per each category. Once keywords are selected the resource can be submitted to the repository.

Example of assigning keywords

A resource dealing with energy production (EP) and interdisciplinary skills (IS) in office buildings (B1) is available as lecture notes (M2) and a case-study (M8) in Danish language (L1).

KEY CODE	Keyword	Keyword is representative for the resource I wish to submit
TYPE OF PROJECT		
EM	ENERGY MANAGEMENT	
EP	ENERGY PRODUCTION (on-site and nearby renewable energy production and off-site renewable energy)	√
ER	ENERGY REDUCTION	
IS	INTERDISCIPLINARY SKILLS	√
TYPE OF PROJECT		
E1	New construction	
E2	Renovation	
BUILDING USE		
B1	Office buildings	√
B2	Apartment houses	
B3	Single-family houses	
B4	Educational buildings	
B5	Other	



B6	Hospitals	
B7	Wholesale and retail buildings	
B8	Sport facilities	
TYPE OF RESOURCE		
M1	PPT	
M2	Lecture notes	√
M3	Reports/publications	
M4	Video tutorials	
M5	Workshops	
M6	Guidelines/Toolkits	
M7	Software	
M8	Case studies	√
M9	Databases/resources	