PROGRESS REPORT

Grant Agreement number: 325091

Project acronym: eCloud

Project title: Europeana Cloud: Unlocking Europe's Research Via the Cloud

Project type: □ Pilot A □ Pilot B □ TN ✓ BPN PPI Pilot

Periodic report: ✓6 month 1st □ 2nd □ 3rd □ 4th □

Period covered: from 1 February 2013 to 31 July 2013

Project coordinator name, title and organisation:

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Project website address: http://pro.europeana.eu/web/europeana-cloud/home

DECLARATION BY THE PROJECT COORDINATOR

I, as coordinator of this project and in line with my obligations as stated in Article II.2 of the Grant Agreement declare that:

■ The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;

■ The project (tick as appropriate):

  □ has fully achieved its objectives for the period;

  □ has achieved most of its objectives for the period with relatively minor deviations;

  □ has failed to achieve critical objectives and/or is deviating significantly from the schedule.

■ The public Website is up to date;

■ *[this point only applies to projects with actual cost reimbursement]* To my best knowledge, the information contained in the financial statement(s) submitted as part of this report is in line with the actual work carried out and consistent with the reported resources and if applicable with the certificates on financial statements.

Name and position of Coordinator: *Alastair Dunning, Programme Manager Europeana Foundation*

Date: 31 / 07 / 13

Signature: *Alastair Dunning*

PUBLISHABLE SUMMARY

The publishable summary is a self-standing document. It needs to be of suitable quality to enable direct publication by the Commission. Please ensure that it is set out and formatted so that it can be printed as a stand-alone paper document not exceeding four pages.

Please include a summary description of the project objectives, a description of the work performed since the beginning of the project, a description of the main results achieved so far, the expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the project so far). You should update this publishable summary at the end of each reporting period.

Please include also, as appropriate, diagrams or photographs illustrating and promoting the work of the project, the project logo and relevant contact details. The address of the project public website should also be indicated.

Europeana Cloud: Unlocking Europe's Research via the Cloud

The Europeana Cloud partnership aims to provide members of the Europeana ecosystem with a new infrastructure for sharing, accessing and using metadata and digital objects. The project will also provide tools to enable new ways of working with the metadata and objects, which will be of particular interest to the research community. A wide range of partners are collaborating to create a sustainable infrastructure, offering efficiencies over existing systems, ensuring that the innovation sparked by the project continues well beyond it.

The project has three main objectives:

1. INFRASTRUCTURE: To build a sustainable cloud-based infrastructure that provides cost-efficiencies for storing, sharing and providing access to cultural heritage objects and other stakeholder assets, with a legal framework that enables access to and re-use of the material.

2. CONTENT: To source, prepare and add new data (5m content items and another 2.4m metadata records, along with existing data from Europeana, The European Library

and the Polish Digital Libraries Federation) to the Cloud infrastructure.

3. USE: To engage innovators and developers to build third-party services and tools so that audiences (eg. humanities and social sciences researchers) can access, work on and share the content stored in the Cloud. Enriched content can be fed back to the providers. Stakeholders work collectively to ensure that their content and services are used to best effect.

Why do we need a new infrastructure?

The traditional aggregation model, in which information travels in one direction from aggregator to Europeana, is costly and unsustainable. Each aggregator uses different systems which all have their own transactional, maintenance and staffing costs. With Europeana Cloud, aggregators will share a single technical framework, within which information can flow in a circular motion – enriching metadata and passing it on to other organisations. See diagram below:
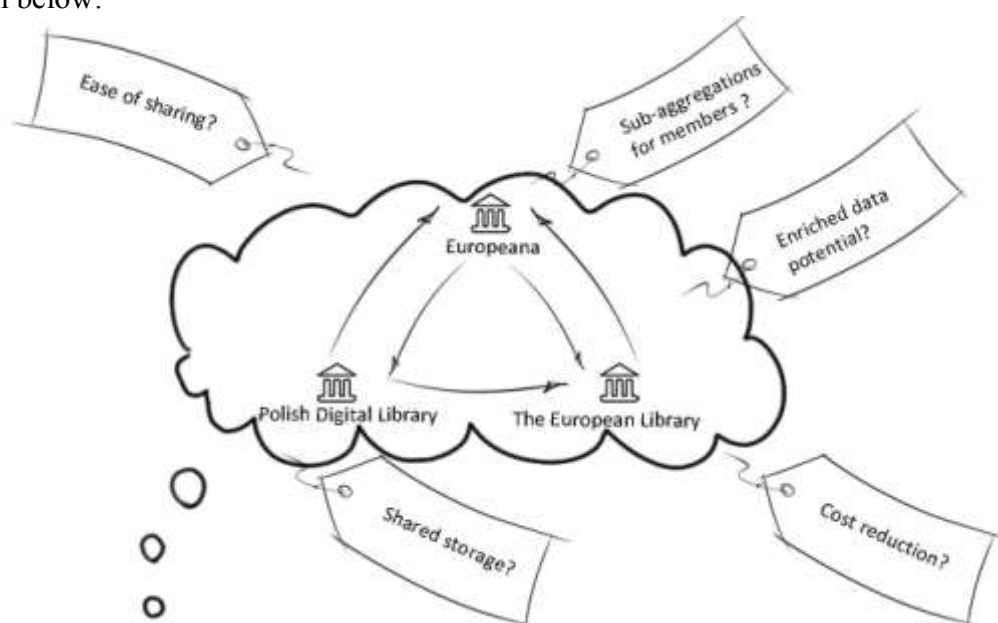
Issues the project will explore:

Within the eCloud project consortium partners are exploring how Cloud technology can:
- reduce IT costs for institutions
- lead to more efficient workflows
- lead to new ways of supporting each other

Cloud technology is all about sharing so they are also considering wider issues around access, trust, consensus and copyright. eCloud partners are discuss the approach we need to take in order to:
- build this shared space
- define the rules of engagement and community boundaries
- establish a long-term consensus, discussing:
  - who should be able to upload or download information
  - which groups of people should be granted access
  - how the tools, services and results should be shared.

In addition partners need to ensure that the work of Europeana Cloud remains available beyond the lifetime of the project, so issues related to sustainability are being addressed as well:

- who will manage and govern the resulting cloud- based infrastructure?
- how will it be paid for?

Progress during the first six months:

During the first six months of the project a lot has happened. Partners have focused on:

- Initiating the project: holding the kick off meeting, briefing the partners about the project and their roles and responsibilities in it, distributing the advance payments, answering partners queries, creating risk log, steering monitoring and managing the work of the consortium
- Communications: setting up and using communication channels (basecamp, website, blog, Google hangouts), creating initial communications tools – logo, factsheet, PowerPoint presentation, blog, stakeholder communications plan. Setting up the Europeana Research Coordinators Group (ERCB)
- Conducting initial user research: Desk research to identify and define the research communities that will be supported by the project, first workshop, planning for second and third workshops, establishing and working with the Research Communities Advisory Board (RCAB)
- Developing the infrastructure: Evaluating the available cloud technologies, setting up the development environment, and creating the initial version of the architecture document
- Tools and services: identification of personas, scenarios and use cases in order to develop or adapt tools that leverage Europeana content in collaboration with two user groups that provided feedback on specific tools.
- Content: working with partners to draw up and agree the Ingestion Plan, holding content clinics to provide partners with information on the process and what they need to do, ingestion of first content to the TEL servers
- Legal, strategic and economic issues: in consultation with stakeholders and the wider Europeana network developing the first version of the high level strategic principles for the cloud, creating a plan to involve stakeholders in turning these into a set of minimum requirements for the cloud, initial exploration of the issues and landscape around licensing, costs and operation of a shared and sustainable cloud infrastructure

The end result

Europeana Cloud will deliver an efficient solution to storing, sharing and providing access to digital cultural heritage. A shared infrastructure benefits content providers by reducing IT hosting costs and freeing up time to focus on strategy and innovation, along with efficiencies such as speed of delivery, time-saving, and the provision of services that are reliable, secure, interoperable and easy to manage.

Uploaded collections will be accessible and shareable, and can be aggregated in different ways. The ability to work on them with new services and tools means the collections can be used and re-used in new ways, enriched results can be fed back to the institutions, and the

collections can reach new sets of audiences.

For more information:
See the project website at: http://pro.europeana.eu/web/europeana-cloud/home
Or contact the Project Coordinator: Alastair Dunning

PROJECT PROGRESS

1. Project objectives for the period

Please provide an overview of the project objectives for the reporting period in question, as included in Annex I of the Grant Agreement. These objectives are required so that this report is a stand-alone document.

Please include a summary of the recommendations from the previous reviews (if any) and indicate how these have been taken into account.

The Europeana Cloud partnership aims to provide members of the Europeana ecosystem with a new infrastructure for sharing, accessing and using metadata and digital objects. The project will also provide tools to enable new ways of working with the metadata and objects, which will be of particular interest to the research community. A wide range of partners are collaborating to create a sustainable infrastructure, offering efficiencies over existing systems, ensuring that the innovation sparked by the project continues well beyond it.

The project has three main objectives:

4. Infrastructure: To build a sustainable cloud-based infrastructure that provides cost-efficiencies for storing, sharing and providing access to cultural heritage objects and other stakeholder assets, with a legal framework that enables access to and re-use of the material.
5. Content: To surce, prepare and add new data (5m content items and another 2.4m metadata records, along with existing data from Europeana, The European Library and the Polish Digital Libraries Federation) to the Cloud infrastructure.
6. Use: To engage innovators and developers to build third-party services and tools so that audiences (eg. humanities and social sciences researchers) can access, work on and share the content stored in the Cloud. Enriched content can be fed back to the providers.

Specific objectives for the first six months included:
- Initiating the project: holding the kick off meeting, briefing the partners about the project and their roles and responsibilities in it, distributing the advance payments, answering partners queries, creating risk log, steering monitoring and managing the work of the consortium
- Communications: setting up and using communication channels (basecamp, website, blog, Google hangouts), creating initial communications tools – logo, factsheet,

PowerPoint presentation, blog, stakeholder communications plan. Setting up the Europeana Research Coordinators Group (ERCB)

- Conducting initial user research: Desk research to identify and define the research communities that will be supported by the project, first workshop, planning for second and third workshops, establishing and working with the Research Communities Advisory Board (RCAB)
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2. Work progress and achievements during the period

Please provide a concise overview of the progress of the work in line with the structure of Annex I of the Grant Agreement.

For each work package *-- except project management, which will be reported in section 5 -- please provide the following information:*

- *A summary of progress towards objectives and details for each task;*
- *Highlight clearly significant results;*
- *If applicable, explain the reasons for deviations from Annex I and their impact on other tasks as well as on available resources and planning;*
- *If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning (the explanations should be coherent with the declaration by the project coordinator) ;*
- *a statement on the use of resources, in particular highlighting and explaining deviations between actual and planned person-months per work package and per beneficiary in Annex 1 (Description of Work)*
- *If applicable, propose corrective actions.*

Work Package 1: Assessing Researcher Needs in the Cloud and Ensuring Community Engagement

Task 1.1: Humanities and Social Sciences Research Communities Advisory Board
Task 1.1.1: Establish the Research Communities Advisory Board

KNAW, in consultation with the partners, established the RCAB, which includes 3 members. Prof. Rob Kitchin is advising WP1 on matters related to the Social Sciences, Prof. Karina van Dalen-Oskam is representing the Humanities, and Dr. Leif Isaksen is advising WP1 on issues pertaining to the Digital Humanities and Information Science.

Task 1.1.2: Research Communities Advisory Board coordination
KNAW is co-ordinating the RCAB. A number of virtual meetings have taken place with the members of the RCAB, while Prof. Rob Kitchin attended the Case Studies Expert Forum (see T.1.4.1) in Dublin on June 18th, 2013.

Task 1.1.3: Research Communities identification and definition
D1.1, run by DANS, is being reviewed by the RCAB and is expected to be officially submitted in the last week of July.

Task 1.2: Developing a Content Strategy for Europeana Research
Task 1.2.1: Desk Research: state of the art on scholarly content use
Athena RC, in close collaboration with other task partners, produced a state of the art report on the use of diverse kinds of information resources. This Milestone (1.2) has been completed. NB that this document will be forwarded to the RCAB for comments in mid-September, alongside M1.4 and T1.3.2. These three documents will form D1.2, due at the end of M8 (September 2013).

Task 1.2.2: Matching Europeana content to Research Communities.
Work in this task has been running smoothly. CERL have been working closely with Athena RC, on T1.2.1 and how this should best feed into T1.2.2. CERL have reviewed the 2010 Europeana Content Analysis to figure out the best ways to develop the Content Strategy as well as to identify the gaps in the existing content.

T1.2.3: Content Strategy Development
This task commences in M18

Task 1.3: Research User Requirements for Europeana: digital research practices, tools and content
Task 1.3.1: Desk Research: digital research practices state of the art
Athena RC and UGOT are nearing completion of this report, due in M8 (September 2013)
Task 1.3.2: Desk Research: digital tools state of the art
NLW have circulated initial results within WP1 members by M6.

Task 1.3.3: Research Communities Web Survey Design
The web survey design was completed in M4.

Task 1.3.4: Research Communities Web Survey
The web survey has been circulated via various networks (EHRI, LoCloud, ARIADNE etc), and has been on the eCloud WP1 website front page. In the Executive Board Meeting of July 8th, 2013, it was agreed for the web survey to run until the end of M8 instead of M7.
Tasks 1.3.5 and 1.3.6: Identify and create Humanities ans Scocial Sciences Case Studies and User Requirements analysis and case studies report

These tasks will commence in M8.

Task 1.4: Research Community Engagement: Expert Forums
Task 1.4.1: Case Studies Expert Forum
The first Expert Forum was held in Dublin in June 2013. The report (D1.5) has already been reviewed by the RCAb and officially submitted to the Project Manager.

Task 1.4.2: Tools and Content for Humanities Research: Expert Forum #2
This event will be histed by NIOD in Amsterdam in November. Invitees are still to be decided.

Task 1.4.3: Tools and Content for Social Sciences Research: Expert Forum #3
This event will be hosted by UGOT in Gothenburg in October. Invitees are still to be decided.

The remaining Tasks in this WP do not commence until September the earliest.

Work Package 2: *: Developing the Infrastructure for Europeana Cloud*
Task2.1 Requirements Gathering and Evaluation of Technologies
Task 2.1.1 Create and Iterate Architectural Design Document
The first draft of the Architectural Design Document (D2.1) has been written based on the high-level requirements from the three partnering institutions. The work emphasized a strong need for having better defined use-cases that will be addressed by the system. The deliverable will be discussed, reviewed, and validated during a technical workshop that will be held in October.

Task 2.1.2 Evaluation of available cloud technologies
Evaluation of available technologies has been performed and summarized in a document submitted as an appendix to the deliverable D2.1. The evaluation has mainly taken into consideration technological aspects, but emphasized the synergy between technological assessment and economical and operational high principles formulated by WP 5 in the Task 5.1; this synergy should be kept in mind when decisions on used technologies are made. During the evaluation some of stakeholders in the cultural heritage institutions were contacted to get their positions on potential operational benefits that the new system can bring.

Task 2.1.3 Set up and configure the development environment
Recommendations on the development environment have been summarized and submitted as a deliverable. Concrete adaptation of these requirements to the actual development process will be done when after process starts in M6.

Remaining taks in the Work Package take place later in the project.

Work Package 3:
Task 3.1 Personas, Scenarios and Use Cases
Identification and experimentation of tools, development of personas, scenarios, and use cases, and version 1 of Deliverable 3.1: document on personas, scenarios, and use cases related to Europeana Research tools produced.

Task 3.2 Iterative design, development and evaluation of tools
3.2.1 Initial brainstorming and scenario building
Identification of tools and development of personas, scenarios and use cases [see Deliverable 3.1].

3.2.2 Paper prototypes to gather initial feedback on early ideas
Identification of user groups: DM2E project (http://dm2e.eu) and Axiom group of history and philosophy of logic, semantics and axiomatics (http://axiom.vu.nl/)). Presentation of tools, scenarios and use cases for DM2E community (11 June, London). Gathering feedback on tools (presentation here). Presentation of tools, scenarios and use cases for Axiom group (8 July, Amsterdam). Gathering feedback on tools (process described in Deliverable 3.1). Mockups of the ARIADNE Finder, which have been presented to members of the Axiom group (Mockups are described in Deliverable 3.1). Version 1 of Deliverable 3.1 is the first draft of a paper to be submitted to a peer-reviewed conference or journal.

3.2.3 Gradual development of more functional digital prototypes in rapid iteration cycles
Work is in progress.

 Other tasks are scheduled for later in the project

Work Package 4: Ingestion of Content and Metadata development
Task 4.1 Ingestion of Metadata into Europeana
Task 4.1.1 Create and Update Metadata Ingestion Plan
Following a questionnaire with all partners providing metadata in the project, a metadata ingestion plan was created and published
http://pro.europeana.eu/documents/1414567/0/Metadata+Ingestion+Plan+-+Europeana+Cloud.

Following the plan, the ingestion of metadata has begun. As of 31st July, 1.743.496 records have already been made havrested from partners and placed on the TEL servers. These records are now going through a validation and enrichment process before being published on the website of The European Library (http://www.theeuropeanlibrary.org/), and also forwarded to Europeana.

Task 4.1.2 Organise Metadata Ingestion Clinics
Three ingestion clinics have been organised as virtual meetings, making use of Google Hangouts as a collaborative environment. These were held on 19th June, 21st June and 3rd July. They were attended by around 20 project members, and discussed the process by which TEL will harvest, validate, quality assure and publish the metadata in the project. For those partners who require further assistance, one-to-one meetings have been arranged at THe European Library annual conference in Amsterdam in September 2013.

Task 4.2 Ingestion of Content for Research directly into the Cloud
Work on this begins in February 2013.

Task 4.3 Connecting Research Material in the Cloud: Exploring Shared Metadata Enrichment
Work on this task begins in February 2014.

Task 4.4 Evolving the Europeana Data Model for research content [M5-36]
Discussion has recently begun between WP4 and Work Packages 1 (Identifying Researcher Needs) and 3 (Tool Development). The work being done by WPs 1 and 3 will identify the developments that are needed.

WP5: Sustaining the Europeana Cloud
Task 5.1 Strategic Requirements for Europeana Cloud
The first version of the High Level Principles that form the basis of the Strategic Requirements for Europeana Cloud have been developed and delivered in consultation with project partners via a series of workshops (task 5.2.2). These are being regularly checked against the developments being undertaken in WP2 (MS27). Further checks will be made at months 12, 18 and 30.

Task 5.2 Determining the Practical Requirements for Europeana Cloud
The Europeana Cloud Strategic Organizational Workplan has been delivered (MS28) which describes the process of extending the Principles and Requirements identified in Task 5.1 and turning those into minimum requirements (D5.1). This will principally be achieved via a series of workshops planned in Sep-Oct '13 to explore the Legal, Strategic (Economic) and Organisational (Governance) Issues with stakeholders and project partners.

Task 5.3 Exploring Licensing Issues
The early stage requirement gathering has started but this Task will be addressed fully in M8-18.

Task 5.4 Sustainability, Governance and the Business Model
Work is underway, complementary to that undertaken in Task 5.2 to develop a Use Case as the basis for understanding the cost model. The governance issues are being explored in conjunction with those in Task 5.2, using the Commons principles. This task will be predominantly undertaken in M8-18.

Task 5.5 Planning for other Europeana Aggregators to become part of Europeana Cloud
Very early stage discussion are being held with aggregators about the possibility of participating in Europeana Cloud. In addition the marketing material invites data providers to participate. This task will be predominantly undertaken in M10-30.

Work Package 6: Dissemination and Networking
N.B. A Working Group consisting of representatives of the WP6 partners was formed to oversee the delivery of all tasks. The WG meets monthly, chaired by the WP Leader.

Task 6.1. Stakeholder Engagement Plan.
A stakeholder engagement and infrastructure plan has been created submitted as D6.1.

Task 6.2: Sustainable Communications Infrastructure between Europeana Research Neworks
Task 6.2.1. Create European Research Co-ordinators Group (ERCG)

Group formed, with agreed Terms of Reference, Membership and meetings schedule in M2: MS30 met punctually. Group consists of representatives from CENDARI, CESSDA, DASISH, DARIAH, CLARIN, OpenAIRE, EUDAT and Europeana.

Task 6.2.2. Plan ERCG framework.
This task is in hand: the creation of a sustainable framework for the ERCG is part of the Group's Terms of Reference. It will be referenced in D6.2 (see Task 6.2.3)

Task 6.2.3. Communicating Europeana Cloud to Research Infrastructures
 A Plan has been drafted, led by DANS. To support the Plan, a questionnaire was devised and circulated to all members of the ERCG. The result will be D7.1 – due in M7

Tasks 6.3-6.4 are not applicable in this period.

Task 6.5 Project Results Dissemination
Website and blog created in M1 one month before scheduled deadline. Both are being kept up to date with content, which is being regularly and proactively sought from WP Leaders. See http://pro.europeana.eu/web/europeana-cloud. A Twitter account is also being maintained. WP6 Team worked with Europeana on requirements for improved website via Europeana Pro; these were implemented successfully. Templates and other livery have been created and made available to partners for use in their own dissemination activities. A project factsheet aimed at aggregators and content partners, the first in a series of factsheets tailored for specific audiences, was created and is available through the project web site. A PowerPoint introduction to the project and a FAQ about Europeana Cloud have been prepared and are also publicly available from the project website.

3. Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)

Please list all the deliverables due in this reporting period, as indicated in Annex I of the Grant Agreement.
Deliverables that are of a nature other than written "reports", such as "prototypes", "demonstrators" or "others", should also be accompanied by a short report, so that the European Commission has a record of their existence.
If a deliverable has been cancelled or regrouped with another one, please indicate this in the column "Comments".
If a new deliverable is proposed, please indicate this in the column "Comments".

This table is "cumulative", that is, it should always show all deliverables from the beginning of the project.

TABLE 1. DELIVERABLES

Del. no.	Deliverable name	WP no.	Lead participant	Nature	Dissemination level	Due delivery date from Annex I	Delivered Yes/No	Actual / Forecast delivery date	Comments
D1.1	Research communities identification and definition report	1	13	R	PU	6	Y		
D2.1	Create Development Environment	2	1	O	PP	3	Y		
D4.1	Content Ingestion Plan	4	1	R	PU	4	Y		
D1.5	Expert Forums with Reports	1	25	R	PU	6,10,30	Y		
D2.2	Initial Version of Architectural Design Document	2	24	R	PP	6	Y	This will now be a rolling document – subject to further revision and consultation.	

D3.1	Document on personas, scenarios and use cases	3	14	P	PU	6,18,30	Y		
D6.1	Stakeholder Engagement & Infrastructure Plan	6	27	R	PU	6	Y		
D7.1	Consortium Agreement	7	17	R	PP	6	y	Text of CA submitted, due to the many different holiday periods across Europe signing will be completed in October.	
D7.2	Periodic progress report	7	17	R	PU	6	y		

Milestones

Please complete this table if milestones are specified in Annex I of the Grant Agreement.
Milestones will be assessed against the specific criteria and performance indicators as defined in Annex I.

			TABLE 2. MILESTONES		
Milestone no.	**Milestone name**	**Due achievement**	**Achieved Yes/No**	**Actual / Forecast achievement date**	**Comments**
MS1	Research Communities Advisory Board established	1	Y		
MS2	Desk research on Scholarly Content use complete	6	Y		
MS7	Decision on the use of underlying cloud storage system	6	Y		
MS26	High Level Strategic Requirements	3	Y		
MS27	High Level Strategic Requirements Check	6,12,18,30	Y		
MS28	Europeana Cloud Strategic Organisation workplan	4	Y		
MS30	Creation of Europeana Research Coordinators Group	2	Y		
MS31	Project website, blog constructed	2	Y		Completed early in M1

4. Project management

Please use this section to summarise management of the consortium activities during the period.

This section should include the following:

- *Consortium management tasks and achievements;*
- *Problems which have occurred and how they were solved or envisaged solutions;*
- *Changes in the consortium, if any;*
- *List of project meetings, dates and venues;*
- *Project planning and status;*
- *Impact of possible deviations from the planned milestones and deliverables, if any;*
- *Impact of possible deviations from the planned resources;*
- *Any changes to the legal status of any of the beneficiaries, in particular non-profit public bodies, secondary and higher education establishments, research organisations and SMEs status;*
- *Development and use of the Project website;*
- *Use and dissemination activities during this period (if applicable).*

Please add any other relevant issue, which had or is likely to have an impact on project management

The section should also provide short comments and information on coordination activities during the period in question, such as communication between beneficiaries, possible cooperation with other projects/programmes etc.

Task 7.1 Activity planning and day to day management of the Network and its activities
Task 7.1.1 Ensure the Effectiveness of Communications
Project basecamp (for sending and archiving project correspondence and files), project website, project blog established and used extensively. Communication tools created and circulated.

Task 7.1.2 Executive Board Meetings
Monthly Executive Board established and meetings held monthly (mostly via Skype). All papers, agendas and minutes made available to all partners on basecamp.

Task 7.1.3 Project Meetings
Successful kick off meeting held in The Hague attended by all project partners and the project officer. Documents and presentations are on Basecamp.

Task 7.2 Management of Commission Requirements
Task 7.2.1 Consortium Agreement
Text of consortium agreement drafted in consultation with key partners and submitted as D7.1. Partners to complete signing of the CA by October.

Supply Commission with necessary reports
Deliverables and other documents submitted to the Commission as required.

Task 7.2.3 Organising Payments
Payments made by EF, supported by MDR, as appropriate. MDR has circulated guidenace to partners and is running trial reporting to monitor progress and finances and to ensure all partners understand the process.

Task 7.3 Quality Assurance of Deliverables
Quality Assurance Arrangements
Arrangements are put in place for the review of all project deliverables where possible
and appropriate by external experts, otherwise by network partners.

Task 7.3.2 Ensure Regular Progress Monitoring
Progress monitoring and chasing is ongoing. In addition progress against the Dow
(Tasks, deliveravbles, milestones, performance indicators, risks) is reviewed at each
monthly Executive Board. Deliverables have been submitted on time.

Task 7.4 Monitoring, evaluation and risk management
Task 7.4.1 Monitoring Project Progress
MDR is working with Europeana and the WP Leaders, taking into account overarching
Europeana evaluation activities, to monitor the progress of the Best Practice Network
and the amount, types and quality of metadata and content being contributed by
Europeana Libraries partners to Europeana.

Task 7.4.2 Content Co-ordination Group
A content coordination group has not been deemed necessary so far as many of the
discussions have been covered either in the Executive Board or as part of bilateral discussions
between Work Packages (e.g. WP2 and WP5 are in regular discussion about strategic needs
for eCloud and their technical implementation). This will be kept under review.

Task 7.4.2 Risk register and issues log
These have been extablished and are reviewed at the monthly Executive Board meetings
and at Work package meetings.

Task 7.5 Legal framework
*Task 7.5.1 Project representatives from one or more of EF, KL and MDR will attend
relevant Europeana Network meetings.*
This is ongoing
*Task 7.5.2 Kennisland will develop strong relationships with the Arrow and other
relevant projects* Ongoing

USE OF RESOURCES - N/A in first six month report

This part is only mandatory for projects using actual cost re-imbursement. The tables below are given for reference and explanations. A spreadsheet version of the tables will be provided, which should be filled and uploaded.

Overview Person-Month Status (cumulative)

Workpackage	WP1		WP2		WP3				TOTAL per Beneficiary	
	Actual	Planned	Actual	Planned	Actual I	Planned	Actual I	Planned	Actual total	Planned total
Coordinator										
Beneficiary 1 short name										
Beneficiary 2 short name										
Beneficiary 3 short name										
TOTAL										

Actual = number of person months consumed from the beginning of the project to the end of this period
Planned = total effort planned for the project in the latest version of the description of work - annex I to the grant agreement.

Explanation of the use of the resources – N/A in first six month report

Please provide an explanation of personnel costs, subcontracting and any other major costs incurred by each beneficiary, such as the purchase of important equipment, travel costs, large consumable items, etc. linking them to work packages.

There is no standard definition of "major cost items". Beneficiaries may specify these, according to the relative importance of the item compared to the total budget of the beneficiary, or as regards the individual value of the item.

These can be listed in the following tables:

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 1 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED IN FIANCIAL STATEMENT			

TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR COST ITEMS FOR BENEFICIARY 2 FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs		
	Subcontracting		
	Major cost item 'X'		
	Major cost item 'Y'		
	Remaining costs		
TOTAL DIRECT COSTS AS CLAIMED IN FIANCIAL STATEMENT			