



Deployment and Maintenance of Europeana DSI core services - SMART 2017/1136

CONTRACT NUMBER - LC - 00822914

DELIVERABLE

B.3 Activity report M14

Revision	1.0
Date of submission	31 October 2019
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Dissemination Level	Public



Funded by
the European Union

REVISION HISTORY AND STATEMENT OF ORIGINALITY

Revision History

Revision No.	Date	Author	Organisation	Description
0.1	25-10-2019	Julia Schellenberg	Europeana Foundation	Draft
1.0	31-10-2019	Julia Schellenberg	Europeana Foundation	Final version

Activity reports can be viewed and accessed online in the document section on the Europeana DSI-4 project page¹.

Europeana DSI-4 is funded by the European Union's Connecting Europe Facility. It is operated by a consortium led by the Europeana Foundation, under a service contract with the European Commission, contract number LC - 00822914.

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¹ <https://pro.europeana.eu/project/europeana-dsi-4>

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1. Introduction

The activity report describes milestones achieved in Europeana DSI-4 in the period between 1 August 2019 until 30 September 2019. It also states progress on KPIs and other metrics, derivations and adjustments, and an overview of the balance of efforts. At the end of the report an overview on progress of deliverables, a list of communications and dissemination activities, a risk assessment registry, as well as a list on pre-existing rights to material used by Europeana DSI-4 participants is added.

2. Updates towards milestones

This section highlights milestones to be delivered in August (M12) and September (M13) 2019. In grey the immediate previous reached milestones (M-2) and next (M+2) are added to provide context.

MS No.	WP/task	Description	Verification	Status
M8 - April 2019				
MS59	WP6	Impact Playbook version 2.0	Impact Playbook version 2.0 published	Delayed, Expected in Nov 19 - M15
Additional time has been spent refining version 2.0 to ensure that it meets user needs. Responding to user feedback in the development of the playbook is a mechanism to also develop a sustainable pipeline of users and advocates of the playbook and toolkit.				
M10 - June 2019				
MS39	WP3	Meetings of the teacher ambassador network	Confirmation of the WP leader that meeting took place	Done
MS45	WP3	eLearning activities	eLearning activities delivered	Done
M11 - July 2019				
MS6	WP2	EPF updated with metadata component	EPF updated	Done
MS25	WP1	Report on user interface satisfaction surveys	Satisfaction surveys done ²	Done
MS30	WP1	Overview of data providers that have signed the new DEA	Information available	Done

² EF reported and will report on user interface satisfaction in the B.3 Activity reports. Our key mechanism to ask users how satisfied those are with our service is the Net Promoter Score (NPS), which is a KPI for both Europeana Collections and exhibitions.

MS74	WP2	Audit and design resolution plan for longtail of ongoing data issues	Plan ready	Done, Sep 19 - M13
A document outlining an audit and design resolution plan for longtail and ongoing data issues was submitted to EC in October 2019.				
MS76	WP3	Three case-studies of using Europeana in academic research	Case studies published	Done
M12 - August 2019				
MS11	WP2	Review of the data quality plans	Confirmation by WP leader	Done
At the start of Europeana DSI-4, every DSI aggregating partner established a data quality plan to indicate the work planned for the first year of the project to improve the quality of data provided to Europeana DSI. The document provides a summary of the achievements per aggregator in year one of Europeana DSI-4 against the objectives that were agreed for the individual data quality plans.				
MS15	WP2	Overview of new (potential and proposed) content providers per Aggregating Partner	List of new content providers available	Done
In the first year of Europeana DSI-4, the DSI aggregating partners started to work with a total of 18 new cultural heritage institutions from 8 countries.				
MS28	WP4	Exhibition schedule	Exhibition schedule available	Done
Below a list of expected exhibitions in the upcoming months. Exhibition titles and publication dates are provisional until full details are confirmed. <ul style="list-style-type: none"> • Blue Skies, Red Panic: Photographic Perspectives on the 1950s in Europe (50s in Europe Kaleidoscope Generic Services action), October 2019 • European Pillar of Social Rights (with DG EMPL), December 2019 • Celebrating Europe: Seasonal traditions across Europe (Europeana Common Culture Generic Services action), February 2020 • The transition from handwritten to printed texts (Rise of Literacy Generic Services action), April 2020 • Exhibition by Europeana Archaeology Generic Services action, May 2020 • Exhibition by Linking Biodiversity Generic Services action, June 2020 				
MS34	WP1	Updated source code on GitHub	-	Done ³
MS36	WP2	List of aggregator specific events	List of events available	Done
In the first year of Europeana DSI-4, EF and DSI aggregator partners were involved in two national workshops (Slovenia, Austria), two Europeana Aggregators' Forum meetings and 32 other events, including training sessions and network meetings. Previous events were reported with the bi-monthly progress reports.				

³ EF updated and will update the source code upon every deployment. Updates are done almost daily. <https://github.com/europeana>

MS37	WP2	Schedule of content provider support events	List of events available	Done
All DSI aggregating partners and EF maintain a list of content provider support events, that is updated every two months. To date 12 events are scheduled for the second year of Europeana DSI-4.				
MS52	WP4	3-4 Transcribathons organised	Confirmation by WP leader	Done
<p>Since August 2018 we organised nine Transcribathon events:</p> <ul style="list-style-type: none"> • Transcribathon Historikertag Münster 2018 during the 52nd Biennial Meeting of German Historians (Historikertag) 2018 in Münster, 25 to 28 September 2018 • The Centenary Run (In commemoration of 100 years since the end of World War One; online), 1 October to 11 November 2018 • Transcribathon Italia as part of the Digital Innovation Week at ICCU, Rome, 8 to 12 October 2018 • Transcribathon Cyprus during the EUROMED 2018 Conference in Nicosia, Cyprus, 31 October to 2 November 2018 • Europeana 1914-1918 Centenary Tour Finale Transcribathon at House of European History in Brussels, 27 to 28 November 2018 • Transcribathon at ÖNB during Closing Conference of European Year of Cultural Heritage (2018) in Vienna, 6 December 2018 • Christmas Run Revival (online), December 2018 • International Mini-Transcribathon Romania Iași, 17 April 2019 • Versailles Run (online), 28 June - 31 August 				
MS57	WP6	ENUMERATE Survey report	-	Cancelled ⁴
MS71	WP3	60 new learning scenarios integrating Europeana resources	60 new learning scenarios available	Done
<p>213 learning scenarios and 85 Stories of Implementation were developed by the Europeana User group of teachers during the first year of Europeana DSI-4. They cover a variety of topics such as Languages, History, Geography, Physics, Biology, Social Sciences, Mathematics, and address primary and secondary education levels. EUN is communicating about the publication of these resources up until the beginning of November 2019. As of the end of September 2019, 193 learning scenarios and 66 Stories of Implementation were published on the Teaching with Europeana blog. Ultimately, the blog is a meeting point for European teachers searching for resources and advice.</p>				
M13 - September 2019				
MS1	WP1	Change development process in place and updated	Document describing process in place	Done

⁴ A new ENUMERATE survey is not needed by the end of the first year of Europeana DSI-4. The current statistics (of 2017) give enough information to have a good overview. DEN will focus on the qualitative interpretation of the results and improve the observatory. Results of this work will be reported on in D.2 Study on impact of digitisation and reuse of cultural heritage.

At the start of Europeana DSI-4 we designed a change management process which we are following. We maintain rolling product roadmap planning activities for 12 months ahead. Each quarter we review the roadmap to reprioritize based on current business needs.

MS2	WP1	Version of Metis updated	Confirmation by the PO	Done
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This milestone is the result of one year of developments since the release of Metis in November 2018. Main releases since Metis V1.0 include:

Metis V1.1 introduced a new version of the Media Service to support improved generation of technical metadata and thumbnails. The new media service was also run independently of Metis so as to process legacy datasets that lack technical metadata and/or thumbnails for tier calculations. A full set of technical metadata for the entire database is now available to provide an exact overview of the data quality in the Europeana DSI based on tier statistics according to the Europeana Publishing Framework⁵ (EPF).

Metis V1.2 included the redesigned version of the Link Checking service to support data quality goals on the data ingestion side, as part of other efforts towards resolving broken links.

Metis V1.3 added normalisation processing of dc:language (language of the content provided to Europeana) and xml:lang attributes in the metadata (language of the metadata itself) to support multilingual browsing in Europeana Collections.

Metis V1.4 added the calculation of content and metadata tiers as part of the Metis indexing services. Any new published data will get content and metadata tier annotations. In addition, the whole database was reindexed to add tier annotations to all items.

A series of interviews were conducted with the Data Partner Services (DPS) team at EF (currently the main users of Metis) to identify improvements to the User Interface (UI) in October 2018. In August, we completed the implementation of all the recommendations highlighted at the time.

MS4	WP2	Statistics dashboard is available to aggregators and CHIs	Confirmation by the PO	Done
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We developed a Proof of Concept (POC) of the Statistics Dashboard. This POC focused on trying to extract content and metadata tiers information through different filters (per country, per providers...) from the Europeana API. This POC will be used to further develop the concept for (a) production service(s).

MS10	WP2	Aggregators data quality work plans	Documents ready	Done
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In September DSI aggregators with support of EF updated the data quality plans for the second year of Europeana DSI-4. Besides new targets for the 2nd year, the main amendment was the focus on objectives in line with the newest version of the Europeana Publishing Framework. This includes targets for the metadata tiers.

MS11	WP2	Review of the data quality plans	Documents ready	Done
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⁵ <https://pro.europeana.eu/post/publishing-framework>

At the start of Europeana DSI-4, every DSI aggregating partner established a data quality plan to indicate the work planned for the first year of the project to improve the quality of data provided to Europeana DSI. The document provides a summary of the achievements per aggregator in year one of Europeana DSI-4 against the objectives that were agreed for the individual data quality plans.

MS12	WP2	Division of tiers (data quality) in Europeana DSI	-	Done ⁶
MS21	WP1	API documentation published and updated	-	Done ⁷
MS62	WP5	DCHE/Subgroup meeting	Meeting took place	Delayed, Expected in Nov 19 - M15

No DCHE meeting was held in this reporting period, next DCHE meeting is expected in November 2019.

MS64	WP9	Europeana DSI-4 general assembly	Confirmation by WP leader that meeting took place	Delayed, Expected in Oct 19 - M15
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The Europeana DSI-4 General Assembly is scheduled for 21 October 2019. The meeting was delayed to be able to present EC recommendations received after the annual review meeting in September to the Consortium.

MS78	WP4	Europeana season initiated	Confirmation by WP leader	Done
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Europe at Work, Europeana's season in autumn 2019, was initiated in September 2019. It shares the story of Europe through our working lives in the past and the present. In partnership with museums, galleries, libraries and archives across Europe, Europeana aims to show that the working world we inhabit today is rich and varied and is the result of a series of technological and societal changes over time. Europe at Work brings stories of our personal working lives together with archive material on industrial and labour-related heritage. Because work isn't just what we do. It's often who we are and where we've come from. It's an integral part of our cultural heritage. From September to December 2019, we will run a series of collection days which will record the stories of the people who have worked at industrial heritage sites across Europe. People across Europe can join online, by submitting a story about their working lives, or at events to which they bring their stories along with material such as pictures, diaries, videos and letters. Dedicated editorials will illustrate the story of our working lives in the past and the present through cultural heritage content on Europeana.

M14 - October 2019				
MS38	WP2	Europeana Aggregators' Forum meeting	Meeting took place	Expected in time
MS42	WP3	Communication plan for the promotion of Europeana in education	Document ready	Expected in time

⁶ Content tiers are new KPIs introduced in the Implementation plan M6 and will be reported on bi-monthly in the periodic reports.

⁷ Application Programming Interfaces (APIs) are regularly updated based on product needs while documentation is regularly kept up-to-date on Europeana Pro and code is made available on GitHub. <https://pro.europeana.eu/resources/apis>

M15 - November 2019				
MS17	WP1	Report on the Quality of Service of the platform	-	Done ⁸
MS39	WP3	Meetings of the teacher ambassador network	Confirmation of the WP leader that meeting took place	Expected in time
MS51	WP3	Europeana Research Grants Programme	Europeana Research Grants Programme published	Expected in time
MS53	WP5	Europeana Network MC meetings	Confirmation of the WP leader that meeting took place	Expected in time
MS54	WP5	Europeana Network AGM	Confirmation of the WP leader that meeting took place	Expected in time
MS56	WP5	Europeana EU presidency events	Confirmation of the WP leader that meeting took place	Expected in time

3. Key Performance Indicators

KPIs as defined for Europeana DSI-4 are detailed in the table below. The table states KPIs related to the individual work package, how the KPI is measured, and the target towards the KPI to be reached by the first year (August 2019) and the second year (August 2020) of Europeana DSI-4.

Our main KPIs for Europeana Collections, including traffic generated to Europeana Collections as well as user return rate, are behind target.⁹ We still experience a high level of dependency on Google, with limited control of the long tail organic traffic. Mitigations include focusing on the generation of traffic to areas of the website we do have control over (thematic collections, exhibitions, galleries, blog) and diversifying traffic sources. These efforts will complement the work done on the product side to enhance the overall portal experience to encourage direct return visitors. Note: Limited work was done on the current portal recently. With the launch of the updated portal coming soon, we expect the traffic and user return rate to go up in 2020. The updated portal will provide an enhanced browse experience based on entities which aims to improve the user experience and discovery of content on Europeana Collections.

⁸ EF reported and will report on the quality of services (e.g. uptime, load and response time) in the periodic reports (B.2 deliverables).

⁹ More information on traffic and user return rate can be found in C.2 Users and usage deliverable available on the Europeana DSI-4 project page. <https://pro.europeana.eu/project/europeana-dsi-4>

Number of click-throughs is behind target. We assume that as data quality improves over time on Europeana Collections there is less need for users to click-through to partners websites to explore the content. To increase traffic to partners' websites we placed the partner institutions prominent on the new record page, visible for users to click.

Our two main KPIs for data quality are KPI 2.8 (high quality content) and KPI 2.9 (high quality + reusable content). We already achieved our target for tier 3+ material. With the aggregators' data quality improvement plans in place and the contributions from a number of Generic Services projects (mainly Europeana Common Culture) we expect to also reach our targets for tier 2+ material by August 2020 (M24).

Towards fostering reuse of digital cultural heritage resources we performed very well by creating 350 learning resources using Europeana data, exceeding our target of 200 learning resources in the first year of Europeana DSI-4.

Total number of integrations of Europeana data in dynamic learning environments in year one was behind target. The work with educational partners during the first year of Europeana DSI-4 showed low interest in the API integration of the whole (or selected) Europeana Collections; instead, the partners had a clear preference for featuring curated and ready-made resources (for example, learning scenarios or source collections) in their systems and portals. In September we had one new integration into Photoconsortium educational platform (see above for more information).

NPS scores for user satisfaction KPIs are above target. We also perform very well on social media with almost twice as much users reached as initially targeted.¹⁰

The number of ENA members is above target. The number of task forces is below target. Task forces are created when there is a specific need based on work undertaken under Europeana DSI and also other projects (such as Generic services projects). Currently we support three task forces with a specific purpose, endorsed by the communities. In addition, the role of the task forces as originally planned in the tender, is currently taken over by the ENA community steering groups, who address relevant topics in their own way.

¹⁰ More information on social media can be found in C.3 Content supply and reuse deliverable available on the Europeana DSI-4 project page. <https://pro.europeana.eu/project/europeana-dsi-4>

KPI No.	Description	Measured by	Expected progress Y1	Actual May 2019	Actual Jun 2019	Actual Jul 2019	Actual Aug 2019	Expected progress Y2	Actual Sep 2019
1.1	Traffic on Europeana Collections	Number of visits to Europeana Collections per month	500,000	386,414	318,366	342,281	354,636	550,000	389,830
1.2	Engagement on Europeana: returning visitors	Returning visitors on Europeana Collections	30%	13,5%	13,1%	12,20%	12,7%	30%	12%
1.3	Engagement on Europeana: downloads	Total number of downloads on Europeana Collections	180,000	251,595	284,236	323,518	358,860	240,000	41,843
1.4	Engagement on Europeana: click-throughs	Total number of click-throughs	800,000	195,394	210,435	224,604	241,200	800,000	15,651
2. Content supply									
2.1	CHI satisfaction	Percentage of surveyed CHIs that rate the relation with its aggregator (partner in Europeana DSI-4) 4 on a likert scale of 1-5	60%			85%		95%	Not measured, expect. Jul 20
2.2	Aggregator satisfaction	Percentage of surveyed aggregators that rate the relation with Europeana 4 on a likert scale of 1-5	60%			55%		65%	Not measured, expect. Jul 20
2.3	Quality assured content supply events	Number of national workshops run	2	2	2	2	2	2	0
2.4	Data quality	Data in tier 1 (content)	< 35.5%		35.90%	40.50%	40.10%	< 30%	40.10%
2.5	Data quality	Data in tier 2 (content)	> 24.5%		16.30%	20.70%	20.80%	> 35%	20.70%
2.6	Data quality	Data in tier 3 (content)	> 4%		7%	8.90%	9.10%	> 5%	9.00%
2.7	Data quality	Data in tier 4 (content)	> 20%		23.40%	29.90%	30.10%	> 30%	29.80%
2.8	Data quality	Tier 2 and above (high quality content)	> 40%		46.70%	59.50%	59.90%	> 70%	59.40%
2.9	Data quality	Tier 3 and above (high quality + reusable content)	> 30%		30.40%	38.80%	39.10%	> 35%	38.80%
2,10	Data quality	Number of broken links (out of total)	0					0	Not measured, expect. Dec 19
2.11	Europeana Research and Development contributions	Total number of reference papers or presentations	10	11	14	15	15	10	2
2.12	Take up of rightsstatements.org	Percentage of active aggregators that integrated rightsstatements.org in their infrastructure	25%			61%		35%	Not measured, expect. Jul 20
3. Fostering reuse of digital cultural heritage resources									
3.1	Engagement with the education market	Total number of learning resources using Europeana data	Min. 200	172	228	287	350	Min. 200	In progress
3.2	Engagement with the education market	Total number of integrations of Europeana data in dynamic learning environments	5	1	1	1	1	5	1
3.3	Satisfaction rate in the education market	Net Promoter Score of teachers using Europeana	20			61	61	66	In progress
3.4	Use of Europeana in research infrastructures	Total number of case-studies implementing Europeana on research infrastructures	3				1	3	In progress
4. Communication and dissemination									
4.1	Satisfaction rate for Europeana Collections (average per year)	Net Promoter Score	30				41	43	Not measured, expect Nov 2019
4.2	Satisfaction rate for exhibitions (average per year)	Net Promoter Score	30	49	49	49	48.5	53	60
4.3	Reach of Europeana data on third parties	Total number of impressions from third parties	150 million	118,430,867	130,675,946	141,665,459	153,203,407	170 million	12,009,871
4.4	Reach of Europeana data on social media	Total number of impressions on social media (Facebook, Twitter, Pinterest, GIPHY)	82 million	111,518,406	119,787,305	143,546,740	157,657,025	82 million	12,317,271
5. Animate and further enlarge the Europeana Network Association									
5.1	Satisfaction of the ENA members with the ENA	Net Promoter Score	30					35	Not measured, expect. Dec 19
5.2	Attraction of new members	Number of members in the ENA	2,000	2,478	2,504	2,534	2,534	2,250	2,587
5.3	Activity in the network	Number of active task forces	5	3	3	3	3	5	3
5.4	Activity in the network	Number of active communities in the ENA	3	6	6	6	6	4	6
5.5	Satisfaction of EuropeanaTech members	Net Promoter Score	30					35	Not measured, expect. Nov 19

4. Quality of service (QoS)

The following table summarises performance of our products¹¹ (Europeana Collections, Europeana APIs, and Europeana Pro).

	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19
Europeana Collections						
Load (rpm ¹²)	553 rpm	541rpm	664rpm	689rpm	759rpm	779rpm
Response times (seconds)	1.67	1.29	1.07	1.08	1.05	1.05
Uptime ¹³	99.17% ¹⁴	99.88%	99.79%	99.90%	99.68%	99.88%
Europeana APIs						
Load time (rpm)	1,098	1,278	1,199	1,240	1,120	1,423
Response times (seconds)	0.26	0.20	0.16	0.24	0.19	0.2
Uptime	99.98%	99.96%	99.96%	99.74%	99.92%	99.97%
Europeana Pro						
Response times (seconds)	0.80	0.73	0.82	0.76	0.63	0.41
Uptime	99.99%	100%	100%	100%	100%	100%

¹¹ Figures reflect status of current production services. Figures are average metrics.

¹² Rpm: response per minute.

¹³ With a high-availability architecture design, the services aims to be available 24x7 with uptime 99.5% (excluding scheduled outages). This includes Europeana Collections and APIs.

¹⁴ The uptime number in this reporting period is below target. EF had problems with our provider IBM. We are actively working on plans to mitigate this kind of downtime in the future, by having a separate environment with a different provider we can switch to.

5. API usage metrics

EF collects monthly usage statistics for the Europeana REST API¹⁵.

	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19
Number of users that exceeded the average of 5 calls a day	65	75	68	57	55	51
Number of users that were active for more than 5 days in each month	62	71	62	61	55	53
Total number of users	171	180	181	141	137	155
Number of sign-ups	56	68	48	52	34	56

EF also records the total number of requests of all Europeana APIs monthly.

Month	Total number of requests
April	47,415,116
May	57,082,503
June	51,790,787
July	55,343,607
August	50,018,729
September	61,480,229

¹⁵ <https://pro.europeana.eu/page/europeana-rest-api>

6. Balance of efforts

The Balance of efforts table states the percentages of resources allocated to each of the nine work packages of the Europeana DSI-4 project. The numbers are stated cumulative while the March figures reflect the time frame 1 September 2018 until 31 May 2019.

Work package	Foreseen % of the full contract value in the tender	Year 1 ¹⁶	Sep 19	Nov 19	Jan 20	Mar 20	May 20	Jul 20
WP1: European DSI platform	57.10%	55.78%	52.18%					
WP2: Content supply	10.95%	10.9%	13.40%					
WP3: Content reuse	9.69%	10.33%	10.98%					
WP4: Communication and dissemination	8.93%	8.04%	8.21%					
WP5: Europeana Network Association	6.44%	7.75%	7.75%					
WP6: Impact of digitisation and reuse of cultural heritage	1.32%	1.16%	1.11%					
7. Governance	1.96%	0.36%	0.24%					
8. Phasing-in and phasing-out period	0.50%	0.02%	0%					
9. Project and programme management	3.11%	5.66%	6.13%					
Total	100%	100%	100%					

¹⁶ The balance of efforts is calculated per year. Numbers reflect balance of effort for the first year of Europeana DSI-4 (September 2018 - August 2019). Balance of efforts for year two will be reported on bi-monthly.

7. Deviations, change requests and adjustments

No deviations and adjustments from the implementation plan (B.1 deliverable, M6 and M12).

8. Major changes in staff, if applicable

No major changes in staff in the Europeana DSI-4 consortium.

9. Communication and dissemination activities

The table below lists communication and dissemination efforts undertaken by EF (external conferences and events attended).¹⁷

Partner	Name of event	Activity	Location	Date	Link
EF	Dublin Core conference	Paper on Wikidata experiment, participating 'best practices day'	Seoul, Korea	23-26/09/2019	https://www.dublincore.org/conferences/2019/
EF	Digital Excellence Forum @ICT Proposers' Day	Participation / partner mapping for future project call proposals	Helsinki, Finland	19-20/09/2019	https://ec.europa.eu/digital-single-market/en/news/digital-excellence-forum-ict-proposers-day-2019
EF	Sharing is Caring	Speaker	Stockholm, Sweden	16-17/09/2019	http://sharecare.nu/stockholm-x-2019/
EF	Past:Forward Conference Reflect, rethink, remember	Speakers & Europeana Workshop	Waalre, Nederland	11/09/2019	https://www.erfgoedbrabant.nl/projecten/pastforward-conference-reflect-rethink-remember/

¹⁷ Outreach activities by consortium partners, research publications, Communication and dissemination activities on the Europeana platform (Europeana Collections and Europeana Pro) and consortium partners websites, social media (LinkedIn, Twitter, Facebook) as well as outreach activities (such as Collection days, Transcribathons, workshops) are described related to the activity in the B.2 Periodic reports.

10. Progress on deliverables (M1-M24)

This table states progress on deliverables and what deliverables were submitted to EC.

Deliverable number	Description	Due month	Status
A.1	Platform reports	Every 10 months, starting M10	M10 Delivered to EC
B.1	Implementation Plan	Every 6 months, starting M1	M, M6, M12 Delivered to EC
B.2	Periodic reports	Every 2 months, starting M2	M2, M4, M6, M8, M10, M12, M14 Delivered to EC
B.3	Activity reports	Every 2 months, starting M2	M2, M4, M6, M8, M10, M12, M14 Delivered to EC
B.4	Annual report	Every 12 months, starting M12	M12 Delivered to EC
B.5	Final report	Last month of the contract (M24) or M36/48 in case of renewals	
C.1	Technical documentation	Every 9 months, starting M9	M9 Delivered to EC
C.2	Users and usage report	Every 5 months, starting M5	M5, M10 Delivered to EC
C.3	Content supply & reuse reports	Every 10 months, starting M10	M10 Delivered to EC
C.4	Stress and disaster recovery test reports	Every 9 months, starting M9	M9 Delivered to EC
D.1	Communication and dissemination plan	Every 9 months, starting M1	M1, M9 Delivered to EC
D.2	Study on impact of digitisation and reuse of cultural heritage	October every second year, starting Y2	M14 Delivered to EC
E.1	Transfer of assets and liabilities report	Every 10 months, starting M1	M1, M10 Delivered to EC
E.2	Transfer process report	Every 10 months, starting M1	M1, M10 Delivered to EC
E.3	Employed staff report	Every 6 months, starting M1	M1, M6, M12 Delivered to EC

11. Update on risk assessment

Related to	Risk	Likelihood of occurrence	Impact	Mitigation strategy
Task 1.1. Maintenance and continuous improvement of the Europeana DSI's main functionalities				
MS1.1 Change development process in place and updated	The process becomes very theoretical and thus not useful in practice.	Low	Medium	Follow the process carefully, update what does not work and integrate the process in general workflows.
Requirement A.1. Metadata repository				
MS1.2 Version of Metis updated	There is no update of Metis to report	Low	High	As this report comes at the beginning of DSI4, it will report on the latest status of Metis.
MS1.3 User group for improvement of Metis set up	The group is not formed on time	Low	High	We will start the recruitment process for the Metis user group at the very beginning of DSI4 to prevent delays.
Requirement A.2. Metadata and content quality				
KPI 1.3 Data quality - 40% Data in tier 2 or higher	Data partners to focus on metadata instead of content quality, which is good for us but a risk for this KPI to be achieved. A second risk is that the control for that KPI is with CHIs and less with aggregators or EF.	Medium	Medium	The finalisation and publication of the EPF metadata will help mitigating the first risk as we can then also develop a KPI on metadata level. To mitigate the 2nd risk, training workshops and national workshops can help to source more tier 3+ material.
KPI 1.4 Data available for Distribution - 30% Data in tier 3 or higher	Same as KPI 1.7	Medium	Medium	Same as KPI 1.7
MS1.4 EPF updated	EF and partners cannot agree in time about the	Low	High	Initial talks about the EPF have already started. The

	requirements for metadata quality in the EPF			base-line requirements will be agreed upon first.
MS1.6 Aggregators data quality work plans	Aggregators will not have the data quality plans ready in time.	Medium	High	Initial Focus on data quality improvement and analysis by EF
MS1.8 Division of tiers (data quality) in Europeana DSI	Automatic classification of records fails because of technical problems	Medium	Medium	Manual investigation of the database to create an estimate of the tier distribution.
Requirement A.5. Log files on user behaviour and usage analytics				
MS1.11 Tools to log and present advanced statistics about platform usage in place and accessible to Commission Services	The statistics will not deliver the required information	Low	Medium	Setting expectations and increasing communication on statistics and possibilities.
Task 1.3. General conditions for delivery of the requirements				
Maintaining and further developing the platform infrastructure				
KPI 1.6 Europeana Research and Development contributions	Proposals for presentations/publications rejected, not enough resource to disseminate our work any more	Low	Low	Re-focus dissemination efforts. Encourage other partners to disseminate their work to relevant venues.
Task 2.1. Promote organisational and technical requirements for publication of cultural heritage data and the uptake of frameworks				
KPI 2.1 CHI satisfaction	Unable to reach the CHIs directly	Medium	High	The CHIs will be reached via aggregators (domain and national). The survey will run if a representative sample can be reached.
MS1.20 Aggregator spaces on Europeana Pro	Aggregators will not deliver sufficient information, or information will be outdated soon	Low	High	Information will be requested early and will be reviewed regularly. Information will be based on EF's CRM-system.
Task 3.1 Engage with the communities interested in reuse				

MS1.30 Business Plan for Europeana Research 2019	Not enough commitment for this plan from non-funded partners	Medium	High	Involving the Research early in this work.
Task 3.3. Facilitate the development of new products and services by reuser communities				
MS1.32 Europeana Match funding programme	Match-funding programme might not continue and funding will transfer to challenges.	Low	Low	Funding to be transfer with a same or similar focus to challenges.
Task 4.1. Communication and dissemination of Europeana				
KPI 4.2 Engagement on Europeana products: returning visitors	Product/content not good enough to encourage people to return	Medium	Medium	Curated content series, retargeting
KPI 4.3 Engagement on Europeana products: downloads	Less items available for download or less need for downloads (low risk)	Low	Low	Marketing activities encouraging downloads (reuse, contests, challenges)
KPI 4.4 Engagement on Europeana products: click-throughs	No need to click through (if content is fully explorable on Europeana), low quality content that required a click-through being depublished	Medium	Medium	Increasing visibility of partner institutions on a record page
KPI 3.2 Reach of Europeana data on social media	Changes to the algorithms and pricing on social media platforms	Medium	Medium	Diversification of channels, tools and platforms used
Task 5.1. Support the ENA in attracting citizens, professionals and institutions with an interest in digital cultural heritage				
KPI 5.2 Attraction of new members	Number of new members lags behind expectation	Low	High	Introduce membership campaigns and focus on benefits of the ENA and its communities.
Task 7.1. Report to the Advisory Committee				

MS1.41 Advisory Board meeting	EC's investiture of the Advisory Board is delayed	Low	High	Accept the risk and focus on the next advisory board meetings.
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12. Updated list of pre-existing rights

This is a current list of pre-existing rights related to activities and outcomes of Europeana DSI. Communication and PR-activities from all partners are not considered outcomes or results, as is content produced by data or content providers, delivered to Europeana and aggregators.

1. Europeana Foundation (EF)

Pre-existing material	Rights to pre-existing material	Identification of rights holder
Any document or digital object, created by Europeana Foundation, before 31 August 2017, whether published or not;	Copyright	Stichting Europeana
The europeana.eu domain name; registered trade mark No. 005444435 filed with the Office for Harmonisation in the Internal Market (OHIM) by Stichting European Digital Library; registered trademark No. 010036853 filed with OHIM by Stichting Europeana on 10/06/2011;	Registered Trademark(s)	Stichting Europeana
The metadata databases, digital object databases and source code; software licences; computers and usage rights over leased computers and computer storage, hosting and connectivity agreements;	Licenses, database rights and copyright	Stichting Europeana
All rights which the Stichting Europeana holds under its agreements with data providers (the Data Exchange Agreements), concluded before 31 August 2017.	License(s)	Stichting Europeana

2. AIT Angewandte Informationstechnik Forschungsgesellschaft mbH (AIT GRAZ)

Pre-existing material	Rights to pre-existing material	Identification of rights holder
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OpenUp! project website: http://open-up.eu/en , including ownership of the domain name, hosting, CMS, design, texts, shared documents (deliverables, minutes, presentations, other documents from project meetings and working groups, etc.); training material	Copyright	OpenUp! Consortium
OpenUp! Natural History Aggregator; workflow, including harvest, mapping to ESE/EDM transformation, enrichment with - currently three - supplemental resources, transfer via OAI-PMH Interface to Europeana	Copyright, data base rights	OpenUp!

3. AIT Austrian Institute of Technology GmbH (AIT VIENNA)

Pre-existing material	Rights to pre-existing material	Identification of rights holder
Any document or digital object created by AIT VIENNA before 31 August 2017, whether published or not	Copyright	AIT Austrian Institute of Technology GmbH
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The Entity API service	Licenses, copyright	AIT Austrian Institute of Technology GmbH
The Image Similarity Search service	Licenses, database rights and copyright	AIT Austrian Institute of Technology GmbH
The Music Information Retrieval service	Licenses, database rights and copyright	AIT Austrian Institute of Technology GmbH
The Europeana-Client library, implementing support for remote invocation of Europeana Search API	Licenses, copyright	AIT Austrian Institute of Technology GmbH
The API-Commons library, implementing non-functional support for API development.	Licenses, copyright	AIT Austrian Institute of Technology GmbH
The Annotation-Id library, implementing object serialization into JSON-LD format.	Licenses, copyright	AIT Austrian Institute of Technology GmbH
The Europeana Datasets library, implementing support for aggregating user defined datasets from Europeana	Licenses, copyright	AIT Austrian Institute of Technology GmbH

The User Sets API	Licenses, copyright	AIT Austrian Institute of Technology GmbH
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4. Archives Portal Europe Foundation (APEF)

Pre-existing material	Rights to pre-existing material	Identification of rights holder
Archives Portal Europe front-end: includes CMS, design, texts, technical settings/definition of the search index, source code for portlets in various parts of the front-end such as Search, Directory, Featured Documents, Topics, etc.	Copyright	APEF APEF partners for translations of English originals of texts
Archives Portal Europe front-end section for registered users: includes CMS, design, texts, source code for portlets/functionalities in "My pages" (saved searches, bookmarks, collections)	Copyright	APEF APEF partners for translations of English originals of texts
Redmine / Jira bugtracker tools	Licenses	APEF
Local Data Preparation Tool: includes design, source code for various parts (admin, conversion, validation, conversion to EDM, reports and extensions, creation/edition, etc.). XSLT-s, schema files, etc.	Copyright	APEF
OAI-PMH repository; Search Widget	Copyright	APEF
Archives Portal Europe back-end (dashboard): includes design, texts, source code for various parts (admin, country manager/institution manager accounts, uploads, conversion, validation, publication/indexing, previews, conversion to EDM, delivery to Europeana, downloads, dashboard profiles, reports, creation/edition, etc.), XSLT-s, schema files, etc.	Copyright	APEF APEF partners for translations of English originals of texts
APE API services	Copyright	APEF
Manuals for using the Archives Portal Europe and its tools: i.e. Country Manager Manual, Institution Manager Manual, Manual for the DPT, Manual for the OAI Console, Instructions for the search widget	Copyright	APEF APEF partners for translations of English originals
APEF wiki including all content (all manuals and technical documentation)	Copyright	APEF

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apeEAD: includes schema file(s), documentation and manuals	Copyright	APEF
EAG 2012: includes schema file(s), documentation and manuals	Copyright	APEF
apeEAC-CPF: includes schema file(s), documentation and manuals	Copyright	APEF
apeMETS /apeMETSRights: includes schema file(s), documentation and manuals	Copyright	APEF
Mapping and conversion to ESE and EDM	Copyright	APEF
APEnet project website: apenet.eu, including ownership of the domainname, hosting, CMS, design, texts, shared documents (deliverables, minutes, presentations, other documents from project meetings and working groups, etc.);	Copyright/licenses	APEF
APEx project website: apex-project.eu, including ownership of the domainname, hosting, CMS, design, texts (except for Articles section), shared documents (deliverables, minutes, presentations, other documents from project meetings and working groups, etc.)	Copyright/licenses	APEF
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All videos as produced for the tutorial section of the APEnet, APEx and APEF websites mentioned above as well as for the youtube and vimeo channels	Copyright	APEF

All Archives Portal Europe content, ie metadata and digital objects, either created before or after 31 August 2017	Copyright	APEF partners and content providers
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5. Athena Research and Innovation Center in Information Communication and Knowledge Technologies (ATHENARC)

Pre-existing material	Rights to pre-existing material	Identification of rights holder
The MORE aggregator software, metadata databases, digital object databases and source code; software licences; computers and usage rights over leased computers and computer storage, hosting and connectivity agreements.	Licenses, database rights and copyright	Athena Research and Innovation Centre
Any document or digital object, created by Athena Research and Innovation Centre, before 31 August 2017, whether published or not	Copyright	Athena Research and Innovation Centre
The LoCloud vocabulary service, databases, source code and software licences	Licenses, database rights and copyright	Angewandte Informationstechnik Forschungsgesellschaft mbH (AIT)
The LoCloud vocabulary matching and background linking services, databases, source code and licences	Licenses, database rights and copyright	University of the Basque Country
The LoCloud geolocation enrichment services, databases, source code and licences	Licenses, database rights and copyright	Institute for the Protection of Cultural Heritage of Slovenia
The LoCloud language identification service	Licenses, database rights and copyright	Athena Research and Innovation Centre
The LoCloud Geo-normalization service	Copyright	Athena Research and Innovation Centre
The LoCloud Geo coordinate transformation service	Copyright	Athena Research and Innovation Centre
The MORE Subject mappings service	Copyright	Athena Research and Innovation Centre

The MORE Temporal mappings service	Copyright	Athena Research and Innovation Centre
The CARARE MINT software, databases, source code and licences	Licenses, database rights and copyright	National Technical University of Athens

6. The British Library Board (BL)

The British Library Board was the lead partner of the Europeana Sounds project and continues to lead the Europeana Sounds Task Force. Europeana Sounds' aggregation tool is based on MINT software developed by partner NTUA and made available under the GPL licence. Data providers, who were partners or associate partners of Europeana Sounds, signed the Data Exchange Agreement (DEA) with EF and provided their content and metadata in accordance with the DEA.

Pre-existing material	Rights to pre-existing material	Identification of rights holder
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Any document or digital object, created by Europeana Sounds before 31 August 2017, whether published or not;	Copyright	Europeana Sounds Partners

7. Connecting Archaeology and Architecture in Europe (CARARE)

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The contact databases, metadata, source code, software licences, computers and usage rights over	Licenses, database rights and copyright	CARARE

computer storage, hosting and connectivity agreements.		
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8. CLARIN ERIC (CLARIN)

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9. Stichting Digitaal Erfgoed Nederland (DEN)

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10. DFF - Deutsches Filminstitut & Filmmuseum e.V. (DFF)

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The europeanfilmgateway.eu domain name	Registered Trademark(s)	DFF

11. Deutsche Nationalbibliothek (DNB)

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12. Europeana Fashion International Association (EFASHION)

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The eFashion MINT software, databases, source code and licences	Licenses, database rights and copyright	National Technical University of Athens
The metadata databases, digital object databases and source code; software licences; computers and usage rights over leased computers and computer storage, hosting and connectivity agreements;	Licenses, database rights and copyright	eFashion

13. EUN Partnership AISBL (EUN)

EUN Partnership will develop, under the Europeana DSI-4 project, a set of teaching and training materials using an already established activity template, the Learning Scenario (template belonging to the Future Classroom Lab, developed in the iTEC project 2010-2014) and, using these materials, will create a Massive Online Open Course (MOOC), to be hosted on the European Schoolnet Academy. Additionally, EUN will develop a set of Learning Scenarios, which use an already established updated Learning Scenario template (developed under the Scientix 3 project). The European Schoolnet Academy is a private initiative of EUN Partnership, in the form of a professional development platform focusing on innovation in the school and classroom, which offers free massive open online courses (MOOCs) for teachers in primary and secondary schools. All the teaching and training materials, and the MOOC will be made available under Creative Commons, allowing derivatives.

Pre-existing material	Rights to pre-existing material	Identification of rights holder
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FCL Learning Scenario template and toolkit	Copyright	EUN Partnership aisbl
European Schoolnet Academy	Copyright	EUN Partnership aisbl
Learning Scenario template (developed under the Scientix 3 project)	Copyright	EUN Partnership aisbl

14. Euroclio European Association of History Educators (EUROCLIO)

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The Historiana Trademark	Trademark	EUROCLIO

15. Facts & Files Historisches Forschungsinstitut Berlin Drauschke Schreiber Partnerschaftsgesellschaft Archiv-, Geschichts- und Literaturwissenschaftler (F&F)

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16. INESC-ID, Instituto de Engenharia de Sistemas e Computadores - Investigação e Desenvolvimento em Lisboa (INESC-ID)

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Outofcopyright.eu	Copyright	Kennisland

18. Lovegrove SPRL (LOVEGROVE)

No pre-existing rights exist

19. Michael Culture AISBL (MCA)

MUSEU aggregation tool is based on MINT software developed by partner NTUA and made available under the GPL licence. MCA is a European association, and the content providers who are members of MCA and are willing to cooperate in the Europeana DSI-4 activities all signed the DEA.

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The MUSEU.eu domain name	Registered domain name	Michael Culture AISBL
Any website, document or digital object, created by either the Athena, AthenaPlus, Linked Heritage projects before 31 August 2017 whether published or not.	Copyright	Athena Consortium Linked Heritage Consortium AthenaPlus Consortium

20. Stichting Nederlands Instituut voor Beeld en Geluid (NISV)

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21. National Technical University of Athens (NTUA)

Pre-existing material	Rights to pre-existing material	Identification of rights holder
MINT aggregation platform	Copyright	National Technical University of Athens

22. International Consortium for Photographic Heritage Photoconsortium (PHOTOCONS)

Photoconsortium's aggregation tool is based on MINT software developed by partner NTUA is made available under the GPL licence. Photoconsortium is an association, and the content providers who are members of Photoconsortium and are willing to cooperate in the DSI3 activities all signed the DEA.

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The Photoconsortium domain name: Photoconsortium.net Photoconsortium.com Photoconsortium.eu Photoconsortium.org Photoconsortium.it Photoconsortium.info	Registered domain name	Photoconsortium

23. Instytut Chemii Bioorganicznej Polskiej Akademii Nauk - Poznańskie Centrum Superkomputerowo-Sieciowe (PSNC)

Pre-existing material	Rights to pre-existing material	Identification of rights holder
Source code contributed to Europeana software systems	License / IPR to source code	Instytut Chemii Bioorganicznej Polskiej Akademii Nauk - Poznańskie Centrum Superkomputerowo-Sieciowe (PSNC)
Source code of LoCloud Collections service	License / IPR to source code	Instytut Chemii Bioorganicznej Polskiej Akademii Nauk - Poznańskie Centrum

		Superkomputerowo-Sieciowe (PSNC)
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24. Stiftung Preussischer Kulturbesitz (SPK)

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