Grant Agreement 297292

EUROPEANA INSIDE

Phase 2 Project Report

Revision History

Revision	Date	Author	Organisation	Description
v0.1	12-03-2013	Carolien Fokke	CT	First draft
v0.2	27-03-2013	Carolien Fokke	CT	Second draft
v1.0	05-04-2013	Carolien Fokke	CT	Final draft
v2.0	12-04-2013	Carolien Fokke	CT	Final

Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

Contents

1 Introduction
1.1 Background

The primary objective of Europeana Inside is to support the *Digital Agenda for Europe* by achieving a lasting transformation in the quantity, scope and usability of the content available to Europeana from European cultural institutions. The main way in which this objective is to be achieved is by developing the Europeana Connection Kit (ECK) which will simplify and part-automate the workflow of adding content to Europeana.

This deliverable aims to give a summary of the actions completed to date to achieve the project's objectives. It also looks ahead to forthcoming actions and future project deliverables and milestones. In addition, it addresses any changes to the project scope and the risk register. Furthermore, it considers a variety of topics that are important to make this project successful such as dissemination, software development, content preparation, and project management.

In the second 6 months of this project the main focus has been on project management (work package 6), dissemination (work package 1), user requirements analyses (work package 2), and development (work package 3). Information about the actions taken within the scope of these work packages (WPs) will mainly form the basis of this document.

It is important to keep a good overview of actions completed to date for the project because it can help in setting out the project's future course. This deliverable serves as an overview which is useful to the project's participants as well as the European Commission (EC). It is a document which aims to track progress and to help identify possible points of improvement.

1.2 Role of the deliverable in the project

This deliverable represents the project management aspects of the project. The overall progress of the project can be tracked by constantly keeping a good overview of the different actions completed to date. The work reported on in this deliverable forms the basis of good project management which will eventually lead to a successful project.

The inputs used for this deliverable are:

- Deliverables D1.5, D2.2, D2.3, D2.4, D2.5 and D6.2;
- Minutes of the 3rd Management Board meeting;
- Minutes from the 1st Technical Partners meeting;
- Minutes from the additional Content Providers meeting;
- Feedback from the 1st Review with the European Commission;
- Most recent dissemination statistics.

This deliverable feeds into further work by:

- Giving a statistical background about dissemination;
- Revising the risk register and adjusting the project's management accordingly;
- Providing a template and example for future project reports;
- Informing all other WPs about past and future actions;
- Forming a basis against which to check future dissemination statistics and success percentages.

1.3   Approach

To produce this deliverable, the relevant deliverables were read through and useful information was taken from those documents to be reproduced here. Furthermore, statistics about the project's dissemination were gathered from the project's website, newsletter list, Facebook, Twitter and LinkedIn accounts. Of especial importance was information gathered during WP 1, WP 2, WP 3 and WP 6.

1.4   Structure of the deliverable

This deliverable consists of the following sections:

- Introduction
- Actions completed to date
- Project progress
- Content
- Effective project management
- Changes to the project scope or the risk register
- Forthcoming actions
- Conclusion

Each section consists of one or more sub-sections to structure the document.

2   Actions Completed to Date
2.1   Deliverables

The following deliverables have been completed in this period:

- *D1.5: Minutes of 1st Technical Partners Meeting*
- *D2.2: Use Cases*
- *D2.3: Recommendations for Technical Standards*
- *D2.4: Functional Requirement*
- *D2.5: Technical Specification*
- *D6.2: Phase 1 Project Report*

D1.5: Minutes of 1st Technical Partners Meeting

The minutes of the 1st Technical Partners meeting gave an overview of the topics discussed at the meeting which took place in The Hague (NL) in October 2012. The main topics were:

- Content partners' requirements;
- Deliverables from WP 2, their inputs and outcomes;
- Functional requirements for the ECK;
- Technical specifications for the ECK;
- Next steps within the project.

The deliverable contained:

- An attendee list;
- An agenda for the day;
- Minutes from the meeting;
- A list of actions to be completed;
- An appendix containing minutes from the group work sessions.

D2.2: Use Cases

The *Use Cases* deliverable is the next step in the specification phase of the project. It uses the information gathered in *D2.1: Requirements Analysis* to provide detailed use case descriptions. Its main outcomes are:

- An explanation of the two user profiles (basic and advanced profile);
- An overview of three use case scenarios:
    - Scenario 1: Basic automated transformation and supply scenario;
    - Scenario 2: Advanced configuration and supply scenario;
    - Scenario 3: Enriched data return scenario.
- A clarification of which scenarios can be supported on the top level use case of exchanging cultural content within the Europeana aggregation network;
- A list of the user requirements for the ECK, following the workflow steps from *D2.1*;
- An examination of the requirements to ensure these are either covered by a scenario or denied, as explained with proper argumentation.

D2.3: Recommendations for Technical Standards

The aim of this deliverable was to give an overview of current standards and provide recommendations about the use of standards in the ECK. The standards discussed can be roughly divided into three groups:

- Europeana Standards
- Technical Standards
- Metadata standards

It also gave an overview of technical and metadata requirements that need to be followed during the creation of the ECK regarding web services and data transmission and harvesting. It also gave an overview of Europeana's requirements in the areas of content previews and metadata elements.

D2.4: Functional Requirement

The aim of this deliverable was to function as a distillation of the outputs of *D2.1: Requirements* Analysis, *D2.2: Use Cases, D2.3: Recommendations for Technical Standards* and the survey filled in by the partners about their needs and wishes.

It made a distinction of three different kinds of requirements, explaining all in great detail:

- High level requirements, which describe a set of requirements valid for the system to be delivered as a whole and not related to a single workflow step;
- Workflow requirements, which describe the functional requirements necessary for a certain workflow step;
- Non-functional requirements.

D2.5: Technical Specification

The aim of this deliverable was to use the information from D2.4: Functional Requirements and map the requirements into an architecture, modules and components, some of which will comprise the ECK. It sets out the overall architecture for the ECK. The different components within this architecture are defined and specified in such a way that they can be implemented by the various project partners and so that the implementations can be tested against the requirements in order to certify the developed tools as ECK compliant.

It has the following sections:

- Design considerations;
- System architecture;
- Detailed component design;
- Current planning and issues;
- Acceptance and sign-off;
- Glossary of terms.

An annex gave an overview of the iterative development plan developed for the project to accommodate a more iterative approach, as per usual in software development projects.

Part of this deliverable was also to analyse legal constraints preventing organisations from contributing to Europeana. This analysis has been carried out by two IPR consultants Ms Naomi Korn and Prof. Charles Oppenheim.

They used a combination of interviews, questionnaires, use cases and desk research to come to a set of conclusions and recommendations about IPR. One of the main conclusions was that organisations were more often prevented from taking part in projects like Europeana due to organisational constraints rather than legal constraints.

D6.2: Phase 1 Project Report

This deliverable aimed to create an overview of the project's first 6 months.

Aside from an introduction, it also has the following sections:

- Actions completed to date;
- Dissemination;
- Content;
- Effective project management;
- Changes to the project scope or the risk register;
- Forthcoming actions.

The conclusions from this document were that much of the first 6 months of the project had been dedicated to setting up good communication channels with all partners, creating and implementing the dissemination strategy, and organising the 1st Networking Event. Together, these things have ensured a good start to the project and good co-operation between partners.

2.2   Documents

In order to track all project actions, even though they were not part of official deliverables or milestones, the project documents were created. The list of documents can be found in *D6.2: Phase 1 Project Report*.

The following documents have been completed during this second period:

DC7: Minutes of the 3rd Management Board Meeting

This document described the proceedings of the 3rd Management Board meeting, which took place in Sheffield (UK). It includes:

- An attendee list;
- An agenda;
- Minutes;
- A list of actions to be taken by the various participants.

2.3   Milestones

The following milestone has been completed during this second period:

MS23: Management Board meeting [3]

The third Management Board meeting took place in Sheffield (UK) in December 2012. The minutes have been published as *DC7: Minutes of the 3rd Management Board meeting*.

2.4   Meetings

Because some important events within the project had not been designated as a milestone, these events are now named 'meetings'. The list of meetings (MT) was given in *D6.2: Phase 1 Project Report*.

In this second period, the following MT have been held:

MT1: Technical Partner Meeting 1

This meeting was the first designated Technical Partners meeting for the project. It was held in October in The Hague (NL). Its purpose was to:

- Discuss the content partners' requirements;
- Discuss the deliverables from WP 2, their inputs and their outcomes;
- Discuss the functional requirements for the Europeana Connection Kit (ECK);
- Discuss the technical specifications for the ECK;
- Discuss the possible architecture of the ECK;
- Discuss the next steps within the project.

MT7: Additional Content Providers Meeting

This meeting was held in October in Brussels (BE). Its purpose was to:

- Discuss the preparations for WP4;
- Inform participants about WP4;
- Discuss the requirements for the Europeana Connection Kit;
- Show content providers a current example of an ingestion workflow;
- Discuss deliverables D2.1, D2.2, and D2.3;
- Discuss the experiences and issues with the current data export and interoperability workflow of the content providers.

3   Project progress
3.1   Dissemination objectives

The implementation of the Europeana Inside dissemination strategy will be monitored and its effectiveness constantly evaluated.

In the previous progress report (*D6.2)* several dissemination actions were mentioned as planned for the next period. Printed dissemination material was to be sent to all project participants, who should distribute the material at a variety of events and meetings. All partners have received their printed dissemination material, and various events have been attended by Europeana Inside partners at which this material was distributed. An overview of these events, as well as future events, is given on the Europeana Inside website under the 'about' tab. Although the list is currently being updated, below are some of the events attended during the past 6-month period:

- 26-28 March 2013: Networkshop 2013, Sopron (HU)
- 26 February 2013: Forum of Federal librarians, Brussels (BE)
- 25 January 2013: Carare workshop - Royal Library, Brussels (BE)
- 3 January 2013: Seminar for students of Information Sciences University of Applied Sciences Potsdam, Berlin (DE)
- 7 December 2012: National Museums Director Conference - European Funding seminar, London (UK)
- 27 November 2012: Europeana Network AGM 2012, Berlin (DE)
- 19 November 2012: SSL Index+ User Group Meeting, London (UK)
- 14-15 November 2012: Meeting of Museum Educators, Rijeka (HR)
- 2 November 2012: Adlib User Group Meeting, London (UK)
- 25 October 2012: Annual customers meeting Mobydoc, Toulouse (FR)
- 18 October 2012: WDI Meeting, Brussels (BE)
- 15-17 October 2012: Berliner Herbsttreffen zur Museumsdokumentation, Berlin (DE)
- 12-13 October 2012: Slovenian Museum Association Convention, Maribor (SI)

Furthermore, each project participant was to keep their portfolio up to date. This is an archive of the dissemination actions undertaken by their organisation to raise awareness about the project. All organisations have provided SPK, the Dissemination Work Package Leader, with a dissemination contact person and have reported about their dissemination.

In *D1.1: Dissemination Strategy*, indicators were presented to help analyse the extent to which the dissemination strategy meets the Europeana Inside objectives. In *D6.2* it was suggested that since the Newsletter and the Twitter account had already reached their 1-year success criteria, new criteria should be set for those dissemination methods. The following criteria were proposed:

Dissemination method	Success Criteria (over 1 year)
Europeana Inside Newsletter	150 registrations
Twitter	80 followers

The above criteria were met, as expected.

Below the success criteria are presented next to the current status:

Dissemination method	Success Criteria (over 3 years)	Status October 2012	Current status (1 year)
Partners' dissemination activities portfolio	All partners maintain a detailed portfolio	Each partner maintains a portfolio.	Each partner maintains a portfolio.
Europeana Inside Newsletter	100 registrations	106 registrations[1]	213 registrations[2]
Website / Blog	6000 website visits per month	On average: 319 website visits per month	On average: 798 website visits per month[3]
Twitter	200 followers	76 followers[4]	164 followers[5]
Facebook	100 'likes'	26 'likes'[6]	44 'likes'[7]
LinkedIn[8]	150 members	n/a	46 members[9]

As is shown above, not all success criteria (over 3 years) have been met yet. This is not necessary yet, as the project has only been running for one year and the success criteria are based on the total running time of 3 years. It can already be seen that:
- Newsletter registrations: 213% of 3-year target
- Twitter followers: 82% of 3-year target
- Facebook: 44% of 3-year target
- LinkedIn: 31% of 3-year target
- Website visits per month: 13,3% of 3-year target
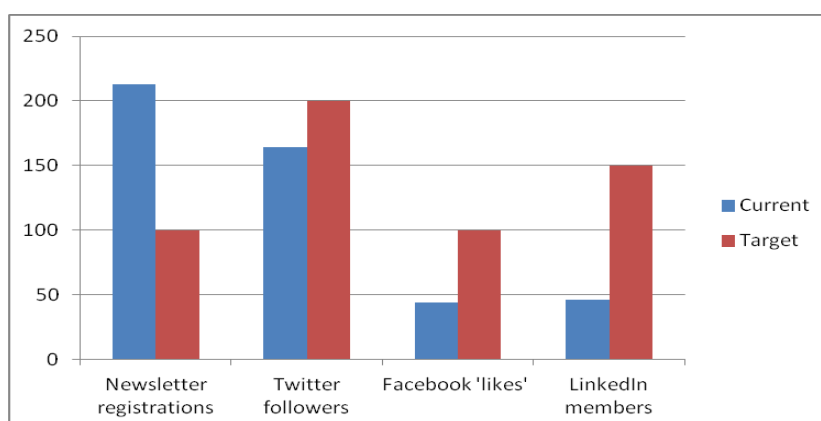
Figure 1: Overview of target criteria and current status of dissemination criteria[10].

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[1] On 01-10-2012
[2] On 02-04-2013
[3] This average was calculated using the monthly visits from the period October 2012 – March 2013.
[4] On 05-10-2012
[5] On 02-04-2013
[6] On 05-10-2012
[7] On 02-04-2013
[8] The LinkedIn Group is a new dissemination method, which was set up at the end of March 2013.
[9] On 02-04-2013

This shows that the progress made towards reaching the criteria targets has been above average after a 12-month period.

However, in terms of website visits per month, it seems that the number aimed for over the 3-year period is too high. The number of website visits per month is 13,3% of the 3-year target. The website has been online since the 5th of July 2012, and while a steady growth is visible in the number of visits per month, it is not expected to reach the criterion set for it.

Month	Number of visits
July '12	311
August '12	304
September '12	343
October '12	596
November '12	668
December '12	575
January '13	881
February '13	1039
March '13	1027

Table 1: Number of website visits per month.
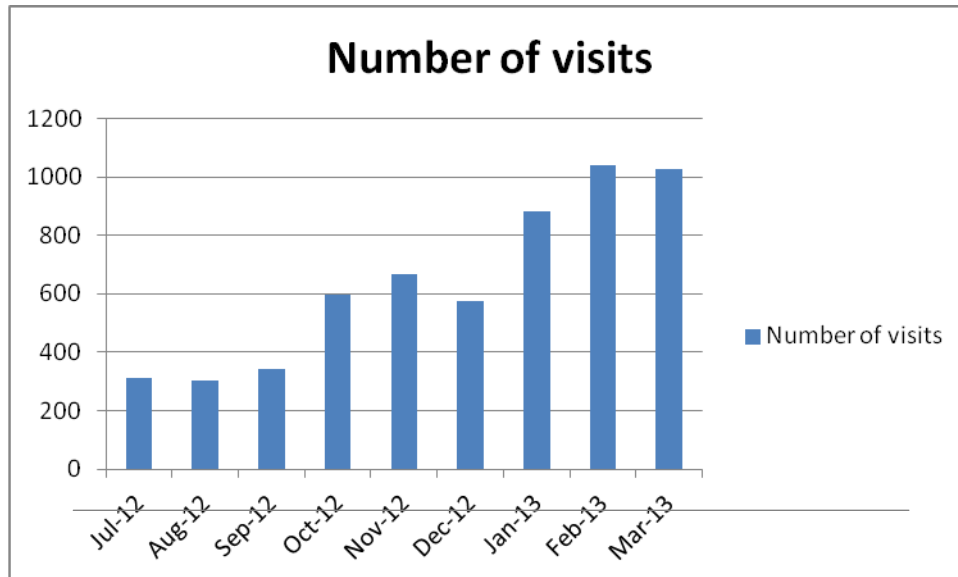
Figure 2: Number of website visits per month.

While it is difficult to make assumptions about the growth of the numbers of visits per month after only 9 months, it is clear that the rise in the number of visits in September has continued over the past months. The number of visits experienced a dip in December, which may be attributed to the Holiday Season. In January and February there was a significant rise in the number of visits to the website.

10 Excluding the nuber of website visits per month, presented in a separate table and graph below.

Overall, a steady growth was seen in the number of newsletter registrations, the number of website visits per month, the number of followers on Twitter and the number of 'likes' on Facebook. The creation of a LinkedIn page is aimed at an additional, professional audience. Below is a graph comparing the current information with that from the previous report:

Figure 1.3: Growth of dissemination reach

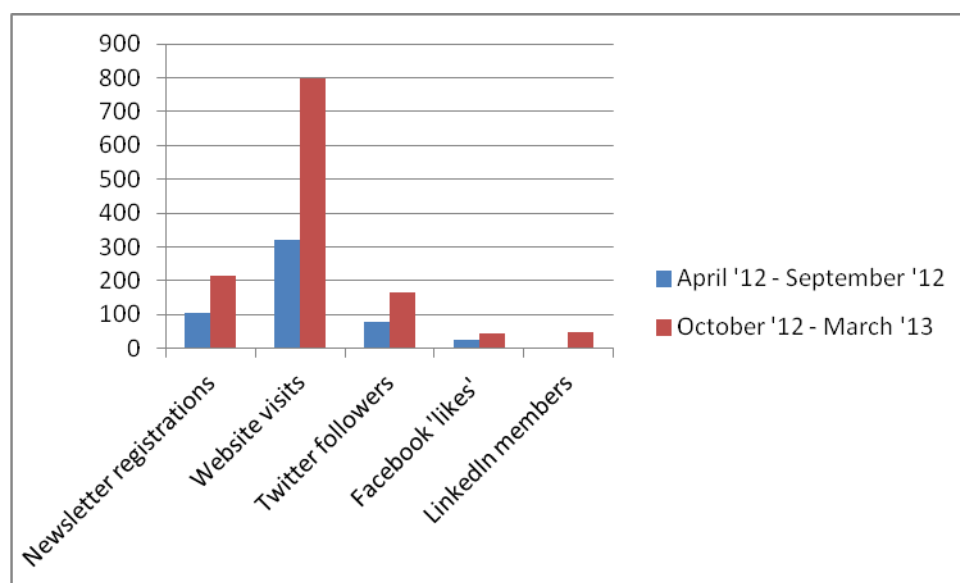Over the next 6 months, this growth is expected to continue. Now that the deliverables from the first 9 months of the project are publicly available on the website it is expected that there will be more visits per month to the website. However, some adjustments are needed to the dissemination criteria, which will be covered in section 7.2.

3.2   Europeana Connection Kit

The 1st ECK prototype (iteration 1) is due in April 2013. To deliver a prototype that will serve as a good basis to continue development on the ECK, much effort has gone to discussions about the user requirements and ECK use cases. To this end, several meetings have been organised.

Firstly, the need for an additional Content Providers meeting became clear at the 1st Network Event. This meeting was held in October 2012 in Brussels. Secondly, the date for the Technical Partners meeting had been moved forward and this meeting took place at the end of October 2012 in The Hague. It used information gathered during the writing of deliverables D2.1, D2.2, and D2.3 to develop a final version of deliverables D2.4 and D2.5. Especially useful during the Technical Partners meeting were the outcomes of the discussions that took place at the additional Content Providers meeting earlier in October.

Over the course of this second 6-month period several things about the requirements of the ECK have become clear:

- The high level functional requirements which address what the ECK is going to do have been agreed upon by the various stakeholders, and will be a useful tool with which to check whether the workflow requirements are met.
- The non-functional requirements that have come out of the investigations show that a technical solution is in itself insufficient to make the Europeana value network into a success.

In terms of technical specifications, the ECK will consist of a number of modules:

- Persistence module;
- PID generation module;
- Preview module;
- Validation module.

There will also be an ECK Core, which will be integrated into the various CMS systems. It should accept data from the core CMS and then pass it through the various modules mentioned above. After passing through these modules, the metadata will be sent through to aggregators and Europeana.

In terms of development, each Technical Partner has been working on their own CMS to enable it to connect to the ECK. The results of this development will become evident during the next phase of the project in which testing and evaluation will take place. Iteration 1 is due at the end of April, and will provide an overview of the development work completed so far.

4 Content
4.1 Preparation of export

WP 4 (CONTENT) is the main Work Package involved with content. It will deliver more than 960,000 records to Europeana. The objective of WP 4, led by KMKG, is to use the tools, connectors and interfaces developed under WP 3 (DEVELOPMENT) to deliver a large quantity of rich digital content, including images and associated metadata, for ingestion into Europeana.

WP 4 is due to start in project month 15, but to ensure a smooth start to this part of the project the preparations have already started. An additional Content Providers meeting in October 2012 made sure that Content Providers were aware of what preparations need to be made before project month 15.

Furthermore, in preparation of the content export due to start soon, the WP 4 leader asked each Content Provider to sign the Data Exchange Agreement (all Content Providers now have), and to fill in information about which content they would have available when. This information has informed the ingestion schedule (see appendix I).

5   Effective Project Management
5.1   Number of Deliverables Achieved on Time

As the Kick-Off meeting was at the end of April, some deliverables have been delivered slightly later than scheduled.

The following deliverables were sent to the European Commission:

- *D1.5: Minutes of 1st Technical Partners Meeting*
- *D2.2: Use Cases*
- *D2.3: Recommendations for Technical Standards*
- *D2.4: Functional Requirement*
- *D2.5: Technical Specification*
- *D6.2: Phase 1 Project Report*

5.2   Income and Expenditure

During the first months of the project, each partner received the pre-financing payments. Furthermore, in January and February 2013 all partners filled in their financial statements in the EC's online reporting environment (the NEF). We have not yet received any feedback from the EC about this information.

5.3   Project Reviews

The first project review was scheduled for project month 10. The Review took place in Luxemburg (LUX) on the 15th of February 2013. The reviewers were Mr Eelco Bruinsma (NL) and Soeren Auer (DE).

An official report of the Review has not yet been received. However, several points were raised during the Review:

- The ECK should be live in some of the systems of all participating software developing companies by the end of the project;
- Close co-operation is needed between the content providers and the technical partners;
- To ensure that the project delivers what it aims to deliver, it is important to finish the first software deliverables as quickly as possible.

5.4   Iterative Development Plan

Several months into the project it became evident that there was a need to adjust the way in which the project was organised. In the DoW, only parts of an iterative approach (common in software development) had been incorporated, and it was deemed necessary to adjust the way the project was approached by suggesting a more appropriate, agile approach to the European Commission.

The relation between deliverables of WP4 and the ECK development are shown in the table below, which gives an overview of the suggested alternative iterative development plan:

WP	ECK releases & WP4 deliverables	Details	Month	
WP3	Iteration 1 ECK prototype	ECK functionalities to include data selection and transformation amongst others	M13	April 2013
		Testing iteration 1 (test content ingest)	M14	May 2013
		Testing iteration 1 (test content ingest)	M15	June 2013
WP4	D4.2 Content Export Schedule D4.1(v1) Control Export Evaluation Report	Reporting	M16	July 2013
			M17	August 2013
WP3	Iteration 2 ECK prototype	ECK functionalities will include management overview of status and data publication amongst others	M18	September 2013
		Testing iteration 2	M19	October 2013
WP4	D4.1(v2) Control Export Evaluation Report	Start full content ingest (ind. 6 - 100K) + Reporting	M20	November 2013
			M21	December 2013
			M22	January 2014
			M23	February 2014
WP3	Iteration 3 ECK prototype	ECK functionalities to include content re-ingestion from Europeana amongst others	M24	March 2014
WP4	D4.6 Revised Technical Specification (K-INT)	Testing iteration 3 + Reporting	M25	April 2014
WP4	D4.3(v1) Export Evaluation Report D4.4 Content Re-Ingestion Report D4.5(v1) Summative Evaluation Report	Reporting	M26	May 2014
			M27	June 2014
WP3	Iteration 4 ECK production version	End full content ingest (ind. 7 - 960K) + Prodcution version	M28	July 2014
WP4	D4.3(v2) Export Evaluation Report D4.5(v2) Summative Evaluation Report	Testing iteration 4 + Reporting	M29	August 2014
			M30	September 2014

6 Changes to the project scope or the Risk Register

6.1 Project Scope

The scope of the project has not changed during the first 12 months of the project.

6.2 Risk Register

Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Failure to deliver financial administration	High (3)	Low (1)	3	Sound financial management of the project will be ensured through: • Establishment of financial procedures during initiation; • Ongoing financial administration; • Regular (half-yearly) reporting to the Management Board; • Strict controls over expenditure; • Regular (half-yearly) reporting to the European Commission; • The use of expert staff with experience in the administration of EU projects.
Failure to meet requirements for governance and reporting	High (3)	Low (1)	3	Requirements for governance and reporting will be met through the project management of the project. Regular reviews and reporting to the European Commission, along with a regularly reviewed Risk Register and clear lines of ownership will enable potential risks to be identified and addressed.
Failure to achieve content targets	Medium (2)	Low (1)	3	All content described in the EUROPEANA INSIDE proposal has been verified and is available to the project (subject to the provision of suitable connectors and API). Each Content Partner will be provided with support during the Content Export phase in order to ensure the delivery of their quota of content for the project.

Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Failure to secure necessary permissions/licenses	High (3)	Medium (1)	4	Where possible, all content identified for EUROPEANA INSIDE has been pre-cleared and the content partner has been informed about the conditions of the *Europeana Data Exchange Agreement*. With such a high volume of records, it is likely that some IP issues may arise. To mitigate this risk, expert advice has been sought concerning the integration of the *Europeana Data Exchange Agreement* into EUROPEANA INSIDE, and is part of *D2.5* in the form of the IPR report.
Failure to deliver working prototype (WP 3)	High (3)	Medium (2)	6	The risk of non-delivery of a working prototype will be managed through: • The detailed specification activity carried out under (WP 2 SPECIFICATION); • Specification, building and testing will be repeated throughout the project; • The Quality Management Plan in the Project Initiation Document; • Ongoing review by the work package leaders; • Staged signoff by the Management Board; • The availability of sufficient technical expertise to deliver the work; • Creating testing groups and introducing monthly reporting by all partners.

Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Failure to deliver full, live implementation (WP 5)	High (3)	Medium (2)	6	As above, the delivery of the full production version of the *Europeana Connection Kit* will be managed through: • The detailed specification activity carried out under (WP 2 SPECIFICATION); • Specification, building and testing will be repeated throughout the project; • The Quality Management Plan in the Project Initiation Document; • Ongoing review by the Work Package leads; • Staged signoff by the Management Board; • The availability of sufficient technical expertise to deliver the work; • Robust evaluation and testing of the prototype.
Failure to achieve awareness beyond Best Practice Network	Medium (2)	Low (1)	2	This risk will be addressed and controlled through: • The implementation of the *Dissemination Strategy*; • Ongoing communication throughout the lifetime of the project; • Ongoing management and signoff by the Management Board; • The use of networks and communications channels available to participating organizations (including specifically the use of the Europeana networks);

Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Risk of 'scope creep' from original project objectives	Medium (2)	Low (1)	2	This risk will be addressed and controlled through: • Clear definition of scope in the *Project Initiation Document*; • Change Management Plan and methodology; • Ongoing management by the Management Board; • Stage planning and signoff by the Management Board.
One or more partners becomes insolvent	Medium (2)	Medium (2)	4	This risk will be addressed and controlled through: • Ongoing communication with project participants by the Coordinators; • Ongoing maintenance of the Risk Register by the Management Board; • Clear delineation of IP status of contributed content. In the event that a partner does become insolvent, we will liaise with the European Commission to apply the relevant procedure.
Lack of adoption of project outputs by broader community	High (3)	Medium (2)	6	This risk will be addressed and controlled through: • The activities described under (WP 1 DISSEMINATION); • Ongoing engagement with the wider community throughout the lifetime of the project; • Participation in other ICT PSP funded projects and initiatives; • Finding Associate Partners; • Piloting with library collections; • Identifying non-functional requirements

Description of possible risk	Impact	Probability of occurrence (low, medium, high)	Status	Remedial Actions/Controls
Failure to secure necessary technical expertise	High (3)	Low (1)	3	To a significant degree, this risk has already been addressed in the selection of partners for EUROPEANA INSIDE, which include some of Europe's leading developers of software for museums, libraries and archives. This risk will further be controlled through: • Ongoing reporting to the Management Board; • Ongoing reporting to the European Commission; • Maintaining a network of Technical Advisers in the participating organizations.
Divergence of project from the development of Europeana (strategically, tactical and operational)	Medium (2)	Medium (2)	4	• Results support also reuse of collection data outside of Europeana; • Regularly meeting between project board and Europeana office; • Specifications are reviewed by Europeana office; • Clear representation from Europeana office in all project stages.
Failure of Technical Partners to bring in Associated Content Providers to test and evaluate with	High (3)	Medium (2)	6	• Encouragement of finding Content Providers; • Coordinator to help those Technical Partners who fail to find Content Providers to test with.

This risk register was adjusted for this deliverable in order to incorporate feedback from the reviewers and information gathered during the first 12 months of the project. It gives a good overview of the various risks and their possible impact on the project.

Changes made to the Risk Register are:

- The entry *'Failure to secure necessary permissions/licenses'* has received a lower probability status, as a legal report has been produced in the context of the project which lowers this probability significantly;
- The entry *'Lack of adoption of project outputs by broader community'* had some additions: additional associated partners, piloting with library collections, identifying non-functional requirements;
- The entry *'Failure to deliver working prototype (WP 3)'* had an additional measure in the form of introducing monthly reporting and testing groups.
- Addition of entry *'Failure of Technical Partners to bring in Associated Content Providers to test and evaluate with'*, as a number of Technical Partners has not yet done so.

7   Forthcoming Actions
7.1   Deliverables

Over the next 6 months, the following deliverables are to be delivered:

D1.6: Minutes of 2nd Technical Partners meeting (2013-04)

The purpose of this deliverable is to produce the minutes of the 2nd Technical Partners meeting. This meeting was organised at the end of March 2013.

It will give a summary of the event and of the discussion points. Furthermore, it will give an overview of the decisions taken at the event and the actions to be completed in the near future.

D3.1: EUROPEANA INSIDE Prototype - Iteration 1 (2013-04)

The purpose of this deliverable is to produce the 1st iteration of the Europeana Connection Kit. It will deliver all requirements indicated as a 'must' in the requirements documents.

D3.2: EUROPEANA INSIDE Codebase (2013-05)

Full code of the EUROPEANA INSIDE prototype published under a GPL and made openly available for reuse with accompanying documentation.

DC2: Proceedings 2nd Network Event (2013-07)

The purpose of this document is to produce the minutes of the 2nd Network Event, to be organised in June 2013.

It will give a summary of the event and of the discussion points. Furthermore, it will give an overview of the decisions taken at the event and the actions to be completed in the near future.

D4.1: Control Export Evaluation Report (2013-07)

For this deliverable, Content Providers will be asked to create a 'package' of a small number of records using the Europeana Connection Kit, and to prepare them for transmission to Europeana. The deliverable will be a report of the evaluation of the various tools that have been developed as part of the ECK so far.

Technical support will be provided by the project coordinators and Work Package lead to enable Content Providers to make use of the system. Hence, this initial pilot also serves as a training and development opportunity to help cultural institutions understand the purpose of the system.

The outcome of this control export will be evaluated jointly by KMKG and the Europeana Ingestion team and a Control Export Evaluation Report will be provided, including any suggested alterations to the export process.

D4.2: Content Export Schedule (2013-07)

For this deliverable, a schedule will be produced that ensures that the content export will happen smoothly. The full export of participants' content will take place on a staggered basis. This schedule will provide an overall structure and sequence for the management of this process.

DC8: Minutes of 4th Management Board Meeting (2013-07)

The purpose of this document is to produce the minutes of the Management Board meeting that takes place at the 2nd Network Event, to be organised in June 2013. It will give a summary of the event and of the discussion points. Furthermore, it will give an overview of the decisions taken at the event and the actions to be completed in the near future.

D3.3: EUROPEANA INSIDE Management Interface (2013-09)

Alongside the ECK, a set of open-source management tools and interfaces (such as a drag-and-drop metadata mapping interface based on the ATHENA metadata mapping tool) will also be provided. This will be the main aim of this deliverable. The purpose of these is to support Collections Management System Suppliers in integrating the ECK into their software products. The prototype Management Interface will be developed by K-INT as the Work Package lead, with support from the Technical Partners.

D3.4: Technical Integration Report (2013-09)

This deliverable aims to report on the Technical Integration of the ECK toolkit and management interface into Partner Systems, including any issues arising during integration to inform further development.

D6.4: Phase 3 Project Report (2013-09)

This deliverable aims to give a summary of the actions completed during the project's first year, to achieve the project's objectives. It also looks ahead to forthcoming actions and future project deliverables and milestones. In addition, it addresses any changes to the project scope and the risk register. Furthermore, it considers a variety of topics that are important to make this project successful such as dissemination, development of technical specifications, content preparation, and project management.

7.2 Dissemination

In terms of dissemination, there are several future actions which should be undertaken. Printed dissemination material should be updated over the next 6 months to include new information about the specific software that is being developed. This should be sent to all project participants, who can then distribute the material at a variety of events and meetings.

It should be expected that over the next 6 months, half of each of the target criteria set out in *D1.1: Dissemination Strategy* should be met. This means that in *D6.4: Phase 3 Project Report*, the following criteria would have to be reported as having been met:

Dissemination method	Success Criteria (over 18 months)
Partners' dissemination activities portfolio	All partners keep an updated portfolio
Europeana Inside Newsletter	50 registrations
Website / Blog	3000 visits per month
Twitter	100 followers
Facebook	50 'likes'
LinkedIn	75 members

However, it has become clear over the past year, that the estimations made about these criteria do not reflect reality. While the number of Newsletter registrations and Twitter followers has been much higher than expected, the number of website visits has been much lower. In addition, the newly developed LinkedIn group has only just been created. It is uncertain what its reach may be. On the basis of the above information, adjustments in the criteria have been made:

Dissemination method	Success Criteria (over 18 months)
Partners' dissemination activities portfolio	All partners keep an updated portfolio
Europeana Inside Newsletter	300 registrations
Website / Blog	1500 visits per month
Twitter	200 followers
Facebook	50 'likes'
LinkedIn	75 members

7.3   Development

In terms of development, there are several future actions that are due to take place over the next 6 months. Currently, most software development has been taking place in each of the partners' own CMSs. The functionalities that have been designated as 'musts' during WP 2 will be used as tools to measure and evaluate the development of each partner's CMS over the next couple of months. Iteration 1 is due to be delivered at the end of April 2013, after which a period of testing and evaluation will take place.

The testing and evaluation will be a joint effort by both the Content Providers and the Technical Partners. Information will be gathered about which functionalities are supported, and about whether the ECK components that have been developed do what they are supposed to do. The evaluation will then lead to further development and adjustments by the Technical Partners. This will in turn lead to Iteration 2, which is due to be delivered in M18 (September 2013).

7.4 Content

In terms of content, the following actions must be taken over the next 6 months:

- Preparation of content for ingestion into Europeana;
- Checking of quality and quantity of content prepared for ingestion into Europeana;
- First content ingestion into Europeana starts in September 2013 (M18).

7.5 Project Management

The future project management actions to be taken over the next 6 months are mainly related to the timely delivery of all project documents and deliverables, and the achievement of the project's upcoming milestones successfully and in time.

To ensure successful project management the risk register is regularly checked and kept up to date. In addition, communication with all partners is maintained and any issues are dealt with quickly and correctly.

7.6 Cooperation

Cooperation has a two-fold meaning in the project. On the one hand, it refers to the cooperation between the Content Providers and the Technical Partners in the project. On the other hand, it is about ensuring cooperation outside of the project.

As the Collections Trust's CEO Nick Poole is Chair of the Europeana Network, this offers Europeana Inside the possibility to cooperate with all Europeana projects on a regular basis. In addition, Collections Trust in their role as project coordinator have attended the Europeana Coordinators Group meeting in The Hague on the 11th of September 2012 and the Europeana Annual General Meeting in Berlin on the 17th of November 2012. Much cooperation with other project took place at these events.

Furthermore, a Cooperation Agreement has been set up for the benefit of the project and its partners. Currently, there are 8 Official Associate Partners, but it is expected that that number will grow over the next 6 months. Current Associate Partners are:

- British Museum, UK
- Roger Layton Associates, South Africa
- Collections Information Technology (Cit), NL
- Instituut Beeld & Geluid, NL
- Gallery Systems, USA
- Poznan Supercomputing and Networking Center, PL
- Rijskdienst voor het Cultureel Erfgoed, NL
- Orangeleaf Systems, UK

The cooperation between Content Providers and Technical Partners has been considered as crucial since the project's start. While there has been cooperation and interaction between these two stakeholders, the Management Board felt that some more guidance was needed over the next phase of the project in which testing and evaluation are the main focus.

To ensure a fruitful cooperation between Content Providers and Technical Partners a Basecamp environment will be set up in which discussions about testing and evaluation will take place in smaller groups of Technical Partners and their Associated Content Providers.

8 Conclusions

It has been clear that much of the first 12 months of the project has been dedicated to setting up good communication channels with all partners, creating and implementing the dissemination strategy, gathering and researching user requirements, and starting the development of the necessary software modules. Together, these things have ensured a good start to the project and good co-operation between partners.

Take-home messages are:

- Dissemination has to be constant, and has to be done by all partners. This will be facilitated by the distribution of the printed dissemination materials;
- The website needs to get more page visits as quickly as possible to live up to the criteria set in *D1.1: Dissemination Strategy*, which will assumedly happen now more information can be published on the website about the requirements gathered and the software development taking place;
- To ensure good co-operation between content providers and technical partners communication (especially on the right level) is key, that is why a special Basecamp environment will be created in which communication will take place in groups of associated Technical Partners and Content Providers.

8.1 Results and Impact

The results of the work described above are quite straightforward. The word has been spread about Europeana Inside and the ECK, which is shown by the dissemination criteria comparison. Deliverables have been sent to the EC and can be used to develop the ECK. The deliverables produced during WP 2 give a good overview of the wants and needs of the users, and will ensure that technical partners have all the information they need to deliver a prototype of the ECK in WP 3. Development has taken place in WP 3 already, but since the first deliverable for this WP is only due at the end of April 2013 the results can only be shown then. Preparations are being made for WP 4 and content ingestion, and the content ingestion schedule has been prepared as well.

The impact of the above results is clear: the project is on the right track, and the ECK is being developed according to schedule. The various deliverables from the different work packages will lead to the successful production of the ECK.

APPENDIX I: INGESTION PLAN

WP	Iterations & Deliverables	Tasks	Month		Test content ingest	Full content ingest	N° of records	Total n° ready by date…	Total n° ingested
			9	Dec-12	KMKG, SPK, RBINS, KUL	KUL (1/1, all 10000 records)	10000	10000	
			10	Jan-13	FAB				
			11	Feb-13	HIM				
			12	Mar-13	SEI, SLV	CT (1/3, 20000 records)	20000	20000	**20000**
WP3	**Iteration 1 ECK prototype** ECK functionalities will include data selection and transformation	Start testing iteration 1 (test content ingest)	13	Apr-13	BEN				
		Testing iteration 1 (test content ingest)	14	May-13	PIM, MNM/HNM				
		Testing iteration 1 (test content ingest)	15	Jun-13	NAG	SLV (1/x, 48000 records) CT (2/3, start off gradual ingest - 500000 records)	548000	548000	
WP4	D4.2 Content Export Schedule D4.1(v1) Control Export Evaluation Report	**Reporting**	16	Jul-13		HIM (1/1, all 100000 records) SEI (1/10, 1817 records)	101817	679817	
			17	Aug-13		PIM (1/1, all 10000 records)	10000	689817	

WP	Iterations & Deliverables	Tasks	Month		Test content ingest	Full content ingest	N° of records	Total n° ready by date…	Total n° ingested
WP3	**Iteration 2 ECK prototype** ECK functionalities will include management overview of status and data publication	Start testing iteration 2	18	Sep-13		MNM/HNM (1/1, all 30000 records) FAB (1/1, all 8000 records) SEI (2/10, 1230 records) CT (3/3, start of gradual ingest - 74000 records)	113230	803047	
		Testing iteration 2	19	Oct-13		BEN (1/1, all 13000) SEI (3/10, 1817)	14817	817864	
WP4	D4.1(v2) Control Export Evaluation Report	**Reporting**	20	Nov-13		NAG (1/3, 3000) SEI (4/10, 1817)	4817	822681	
			21	Dec-13		SPK (1/1, all 10000 records) RBINS (1/2, 1680 records) NAG (2/3, 3000 records) SEI (5/10, 1817 records)	16497	839178	
			22	Jan-14		NAG (3rd part - 3000 records) SEI (6/10, 1817records)	4817	843995	
			23	Feb-14		SEI (7/10, 1817 records)	1817	1817	
WP3	Iteration 3 ECK prototype ECK functionalities will include content re-ingestion from Europeana	Content ingestion status (DoW ind. 6 - 100K) Start testing iteration 3	24	Mar-14		KMKG (1/2, 14000 records) SEI (8/10, 1817 records)	15817	861629	

WP	Iterations & Deliverables	Tasks	Month		Test content ingest	Full content ingest	N° of records	Total n° ready by date…	Total n° ingested
WP4	D4.6 Revised Technical Specification (K-INT) (same as S2.8 Detailed specification?)	Testing iteration 3 (Who?) **Reporting**	25	Apr-14		SEI (9/10, 1817 records)	1817	1817	
WP4	D4.3(v1) Export Evaluation Report D4.4 Content Re-Ingestion Report D4.5(v1) Summative Evaluation Report	**Reporting**	26	May-14		SEI (10/10, 1230 records)	1230	1230	
			27	Jun-14					
WP3	**Iteration 4 ECK production version**	**End full content ingest (DoW ind. 7 - 960K)** Testing iteration 4	28	Jul-14		KMKG (2/2, 16000 records) RBINS (2/2, 1320 records)	17320	**881996**	
WP4	D4.3(v2) Export Evaluation Report D4.5(v2) Summative Evaluation Report	Testing iteration 4 **Reporting**	29	Aug-14					
			30	Sep-14					

Total n° of records	**881996**	**881996**	**20000**
Total n° of records to be delivered according to DoW	960030	960030	960030
To go			940030