



Grant Agreement 297292

EUROPEANA INSIDE

Phase 5 Project Report

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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This deliverable contains original unpublished work except where clearly indicated otherwise.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.

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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 gives a summary of the actions completed in Phase 5 (M24 – M30) which meet the project's objectives. Furthermore this deliverable will look at the completion of the project, successes which have been achieved, lessons which we can learn from, and future plans. Furthermore, this deliverable considers a variety of topics that are important to bring the project to a successful conclusion such as dissemination, software development, content delivery and project management.

In Phase 5 of the main focus was on continuing the content flow to Europeana (WP4) and finishing production of the ECK (WP5), as well as ongoing project management (WP 6), and dissemination (WP 1).

Successes during Phase 5 are:

- There has been the final development of the ECK which provides an innovative technical solution to easily providing content to Europeana which has been stress tested in the real world.
- All technical partners have integrated the ECK into their CMS and have developed future inclusion plans for after the project completion which is demonstrated in D5.2, Integration Status Report.
- The project has continued to flourish and gain interest from external parties and at the completion of the project there are now 22 associate partners.
- There has been a continued close collaboration between Content Providers and Technical Partners during the final iterations.
- A large increase in the number of records in Europeana.
- There has been a successful launch event of the ECK in Month 30 where partners celebrated the project successes and indicated they would all like to see the ECK exist beyond the lifetime of the project with their continued support.
- A positive outcome of the project has been achieved by a brand new consortium of very different organisations; combining technical companies and cultural heritage organisations.

1.2 Role of the deliverable in the project

This deliverable serves as an overview to the project during the final six months and is useful to the project's participants as well as the European Commission (EC). The inputs used for this deliverable include:

- D1.8: Minutes from the 4th Technical Partners Meeting;
- D5.2 Integration Status Report;
- D4.3 (v2): Export Evaluation Report;
- D4.5 (v2): Summative Evaluation Report.

This deliverable can feed into further work by:

- Providing a template and example for future project reports;
- Informing all other work packages about past actions and achievements;
- Suggesting project achievements and successes which can act as an example for future work;
- Suggesting issues which the project has dealt with and future projects can learn from.

2 Actions Completed to Date

2.1 Deliverables

The following deliverables have been completed in this phase:

- D1.8 Minutes of 4th Technical Partners Meeting;
- D1.9 Launch Announcement and Materials;
- D4.3 (v2) Export Evaluation Report;
- D4.5 (v2) Summative Evaluation Report;
- D5.1 Production of Europeana Inside;
- D5.2 Integration Status Report;
- D5.3 Technical Documentation;
- D5.4 Forward Plan.
- D6.5 Phase 4 Project Report
- D6.6 Phase 5 Project Report

D1.8: Minutes of 4th Technical Partners Meeting

The minutes of the 4th Technical Partners meeting gave an overview of the topics discussed at the meeting which took place in Toulouse (France) in July 2014. The main topics were:

- Reviewing the project's technical progress to date;
- Actions required from the technical partners until the end of the project;
- The forward plan for the future of the ECK;
- Demonstrations of the ECK from each technical partner.

The deliverable contained:

- An attendee list;
- An agenda for the day;
- Minutes from the meeting;
- A list of actions to be completed.

D1.9 Launch Announcement and Materials

Provides an overview for the activities carried out by partners to announce the launch event of the Europeana Inside project. In addition to this it also includes the accompanying and subsequent dissemination materials.

D4.3 (v2) Export Evaluation Report

Reports on the outcome of Task 4.2 - *Full Content Export*. This task implements an export from the Content Provider (CP) systems with new ECK functionalities of the content to be contributed to Europeana. A new development schedule was drafted and took into account four iterations of the ECK. For WP4, CPs tested and reported on each of these iterations after their release.

The deliverable concludes that testing iteration 4 production ECK was considered a success. CPs in the consortium tested the final iteration and provided feedback on the developed functionalities and on the test process. Most of the commercial vendors of collection

management systems in the consortium without a direct CPsin the project found an associate Content Provider to test with. This made it possible for the ECK services to be evaluated in their systems as well.

D4.5 (v2) Summative Evaluation Report

The second of two deliverables that present the outcomes of *Task 4.4 - Evaluation of Content Strand*. Under this task ECK functionalities were implemented in the systems of the CPs and an export of the content to Europeana was executed. It includes information about:

- Organising content delivery to Europeana;
- Workflow to Europeana;
- Status content ingestion.

This deliverable concluded that 443,650 new records are published on Europeana in August 2014 (M29) and 139,404 records have been successfully harvested by Europeana and will be published in September 2014 (M30). Eleven of the thirteen CPs in Europeana Inside have published all their content on Europeana or it will be published in September 2014. Two CPs still need to deliver content: Collections Trust (CT) (453,528 records) and Royal Museums of Art and History (KMKG) (488 records). In total 454,016 records. Both CPs are aiming to deliver their content in September 2014 (M30), in order for it to be published on Europeana in October 2014 (M31).

D5.1 Production Version of Europeana Inside

Provides evidence that the software components which were developed during the Europeana Inside project, collectively known as the Europeana Connection Kit (ECK), were delivered within the planned timeframe of the project. The nature of the deliverable which constitutes the production version of the software (D5.1) was redefined as ‘Other’ in an amendment to the Description of Work and so the deliverable takes the form of a short report.

The deliverable has screen shots showing the ECK modules which demonstrate their availability and these include the ECK Core, Metadata definition, data mapping / transformation, preview, PID generation, statistics, validation and the set manager.

D5.2 Integration Status Report

Provides an overview of the status of the integration of the Europeana Inside toolkit (ECK) into the technical systems provided by the technical partners. It also provides details of the Content Providers which have been involved in testing to date and plans for the roll-out of ECK functionality to each partner’s wider group of client organisations via new and existing products. The deliverable provides further information on:

- ECK architecture;
- ECK modules;
- Individual reports from each technical partner reporting on the status of integration within each system;
- Future plans from each technical partner;
- An annex which includes detailed partner conformance statements.

This report shows that there is clear and advanced progress in integration and that by the end of the project all technical partners have stated that the ECK will be present in their CMS

and will be available to both new customers and existing customers when updating. Roll out plans vary across partners. As can be expected, those technical partners who have a small number of customers are able to roll out changes relatively quickly and many ECK features are already available to new and existing customers.

D5.3 Technical Documentation

Provides details of the location of technical documentation relating to the software components which were developed during the Europeana Inside project, collectively known as the Europeana Connection Kit (ECK). The nature of this deliverable was redefined as 'Other' in an amendment to the Description of Work in order to reflect the preference of all technical partners for online delivery of documentation alongside the online delivery of the reference implementations of the software components (described in D5.1). Therefore this deliverable takes on the form of a short report and online delivery.

D5.4 Forward Plan

Details the future plans for the sustainability of the ECK and how the achievements of the project can be progressed after the end of the project. It outlines the specific actions required from partners in order to continue the successes and ensure that that use of the ECK continues.

D6.5 Phase 4 Project Report

Details the project progress for phase 4 of the project which runs between months 19 and 24

D6.5 Phase 5 Project Report

Details the final project progress for phase 5 of the project which runs between months 24 and 30

2.2 Milestones

The following milestones have been reached during this final phase:

- MS3 3rd Europeana Inside Networking Event;
- MS4 Sector Launch Event;
- MS25 5th Management Board meeting;
- MS26 6th Management Board meeting.

The third Europeana Inside Networking Event was held in Athens in April 2014. The minutes of the meeting and event have been published on the project website under DC3: proceedings of the 3rd networking event.

The sector launch event was held on the 17th September 2014 at the Museum of London. The minutes of the event and all presentations have been published on the project website. The proceedings of the event are labelled as DC12 and presentations from technical partners displaying the ECK integration are also available here.

The 5th Management Board Meeting was held in Athens in April 2014 at the same time as the third networking event. The minutes can be found on the Europeana Inside project website under DC9.

The 6th Management Board Meeting was held in London in September 2014 at the same time as the sector launch event. The minutes can be found on the Europeana Inside Project website under DC10.

3 Project progress

3.1 Dissemination

Here we report on dissemination activities realised by partners during this project phase, organised by type of activity. The last project phase was characterised by work from all partners to turn the main technical and content deliverables from WPs 4 and 5 into materials and messages that can reach the target groups identified during the last year.

The communication of Europeana Inside outcomes relate to the successful termination of the technical development of ECK, which was achieved in iteration 4. Technical Partners and Content Providers were invited to participate in the production of promotional materials that could be used not only during the final months but also after the project end. These materials are described in the following lines.

As described in the Forward Plan the results of this project will have impact especially beyond September 2014. Several dissemination actions will be happening in and after October 2014. These on-going activities show the commitment of the project partners. They also reflect on the many things that happened in the last project month. We offer some information about time after the project, also in this report.

3.1.1 Events

During the last phase of the project, partners presented project outcomes at international cultural heritage conferences, addressing communities and projects susceptible to benefitting from the BPN or directly from implementing ECK:

- 22 October 2014: ECK Launch in the Netherlands at Amsterdam, NL;
- 8 October 2014: Annual Meeting of Museum Documentation at Berlin, DE;
- 2 October 2014: Advisory board Dutch national aggregator, Leiden, NL;
- 30 September 2014: Launch THE BASIS on IPR management, Leiden, NL;
- 30 September 2014: Symposium Library collections in the network, The Hague, NL;
- 16 September 2014: Lecture about Leadership in Culture at Utrecht, NL;
- 06-11 September 2014: ICOM Committee for Documentation (CIDOC) Annual Conference: Access and understanding - Networking in the Digital Era at Dresden, DE;
- 3 September 2014: 25th National Conference of the Association of Romanian Librarians at Cluj-Napoca, RO;
- 27 August 2014: Symposium Wikimedia NL, Sharing is caring at Amsterdam, NL,

- 22 August 2014: EU INSIDE and ECK were introduced at a Brazilian State Secretary event, Sao Paolo, BR¹;
- 02. August 2014: Workshop technical working group Dutch national aggregator at Amersfoort, NL;
- 18 July 2014: 46th Annual Meeting of the Association of Hungarian Librarians at Sopron, HU;
- 18 July 2014: London Museum Development Officers meeting, Museum of London, UK;
- 16. July 2014: Workshop at the Network Conference FP7 meSch, Stuttgart , DE.
- 10-13 June 2014: Annual conference of the European Libraries Automation Group (ELAG) 2014 at Bath UK;
- 6 June 2014: National Museum Heads of Collections Management meeting, London;
- 22-23 May 2014: Europeana Aggregators Forum, Den Haag, NL;
- 30 April 2014: Presentation on EU INSIDE functionality at National Museum IT Directors meeting, Tate Britain, London, UK;
- 1 April 2014: *Sharing is Caring* conference, Copenhagen, DK.

Additionally, following event were attended by members of the consortium for the purpose of networking:

- 24-25 September 2014: Europeana workshop at The Hague, NL;
- 4 September 2014: CEF Consortium Meeting, Den Haag, NL;
- 09. July 2014: Discussion at Ministry of Education, Culture and Science at The Hague, NL;
- 27 June 2014: Representing EU INSIDE at CEF Funding Consortium meeting, Den Haag;
- 25-26 June 2014: OpenCulture conference at London UK;
- 22-23 May 2014: Mai-Tagung “Museums and the internet” at Saarbrucken, DE;
- 4-7 May 2014: Annual conference of the German Museums association “Museum machen – Museumsmacher” at Mainz, DE;
- 16 April 2014: Europeana Foundation Board meeting, Paris, FR;
- 7 April 2014: Represented EU INSIDE at Museum Domain Aggregator meeting, Berlin;
- 4 April 2014: British Museum *Digital Strategy Group* meeting, London, UK;

Conference documentation was followed up on the website and social media. Background to the events attended, was provided on the project blog. Announcements, follow-ups and feedback on events were posted via Twitter and Facebook.

3.1.2 Project meetings

During this period the 3rd Networking event took place in Athens on 9-10 April. It was hosted and organised jointly by the local partners (PS, NAG and BEN). 58 representatives of all consortium members as well as Beeld en Geluid (associated partner) were present. The aims of this meeting were:

- Inform participants about progress in WP1, WP3, WP4 and WP6;
- Discuss the next steps of testing of the ECK(i3) in the different testing groups;

¹ This event was not charged to the budget of the project.

- Discuss next steps within the project and a vision for the sustainability of its results.

The last technical meeting was organised by Mobydoc at the National Museum of Toulouse on 9-10 July. At this meeting 25 representatives from all Technical partners (with exception of SKINsoft), and including representatives from CT, DEN, KMKG and SPK were present. The aims of this meeting were:

- Present the overall status of the production of the core services of the ECK;
- Demonstrate the status of integration of ECK components in each of the collections management systems;
- Discuss what remains to be completed before the end of the project in September 2014;
- Gather the opinions from the technical partners as to how they would like to proceed with the ECK in the future and after the end of the project.

Finally as a climax to the project a celebrating launch event hosted by Collections Trust took place in the Museum of London. 49 representatives from all consortium partners (with exception of SKINsoft and NAG), a representative of Beeld en Geluid (Institute for Sound and Vision) in The Netherlands (associated partner), three local software vendors as well as the UK Government Art Collections were present. The aims of the final launch event were:

- To showcase the technical developments of Europeana Inside;
- To showcase the benefits a cultural heritage institution can gain from using the ECK;
- To launch the ECK.

A detailed report on the organisation, promotion and participation of this event is given in D1.9 Launch event announcement and materials².

3.1.3 Materials

The initial promotional materials produced in D1.2 *Branding Materials* were completed with the release of a set of new promotional materials that will:

- Raise awareness of the outcomes of the Europeana Inside project;
- Illustrate how the process of sharing information about collections becomes easier with ECK;
- Support Collections Management System vendors when they inform their clients of the services that derive from ECK-ready systems;
- Support the dissemination of the Forward Plan (D5.4) beyond the end of the project.

A leaflet introducing ECK and an ECK guide, which at the moment of finalisation of this deliverable is still being edited³, present and illustrate the benefits that ECK brings to cultural organisations using an ECK-Ready system in the process of sharing information about collections. Additionally, in the framework of the CIDOC Conference call for posters, a poster was produced addressing directly cultural institutions. Detailed information about the production, distribution as well as access to the new promotional materials is given in D1.9 Launch event announcement and materials.

² All Deliverables are available at: <http://www.europeana-inside.eu/documents/deliverables/>

³ These are post-project activities.

3.1.4 Dissemination activities by partners

Each partner was asked to detail their dissemination activities (conference attendance, seminars, publications, online and social media actions) via a prepared template in order to quantify reach. At the moment of production of this report; 16 partners had submitted dissemination activities to SPK.

Conference presentations (April - September 2014):

- 18 Presentations held in 5 countries, with a reach of ca. 700 individuals.
- 3 Partners have reported having distributed promotional materials about the project in relevant events.

The new promotional materials have been distributed in events attended after project end, as partner received them during October 2014. We are not yet able to quantify this numbers.

- 15 partners have included regularly updates of the project in their own websites and Newsletters; two partners have realised dedicated Mailing campaigns.
 - The partners in Greece realized a targeted campaign during September reaching out to 25 local cultural institutions, after project end, some have showed interest and a dedicated event will be organised in Athens to present ECK.
- Two short papers were accepted in conferences:
 - CIDOC 2014 (Section Metadata): Europeana Inside – your easy way to Europeana by Prof. Monika Hagedorn-Saupe (SPK) and Nathalie Poot (KMKG). The short paper can be reached at: http://www.cidoc2014.de/images/sampled/data/cidoc/papers/E-4_Poot_Hagedorn-Saupe_paper.pdf
 - ELAG 2014: Metadata Interoperability Framework (MIF) by Sam Alloing and Naeem Muhammad (LIBIS). The summary of the short paper can be reached at: <http://elag2014.org/programme/elag-workshops-list-page/11-5/>
- In June 2014 the Wikimedia released the GLAMWiki Toolset that enables cultural heritage institutions to upload content to Wikimedia commons. Soon after the release of this toolset, DEN initiated a series of conversations with the chair of the Task force at Wikimedia. Aim of this outreach was to ensure that they became aware of the possibilities that ECK could offer them. Here a summary of this outreach:

“Heritage collections are potentially a valuable source for Wikimedia because of their high quality and trusted content. For memory institutions, platforms like Wikipedia, provide them with an interface towards an amount of daily visitors they individually or even collectively (Europeana) can never reach. Through a collaboration of some national charters of Wikimedia and Europeana a tool set was developed allowing memory institutions to upload content as well as metadata to the Wikimedia the Commons where it can be reused in Wikipedia articles. The toolkit is stand alone and connecting it to the collection management systems requires tailored development as well as technical skills. This is seen as a barrier to smaller memory institutions. The

Europeana Connection Kit lessened these barriers allowing curators to share collections in a semi-automated way. After some initial email correspondence it was decided to investigate possible synergy between the Wikimedia toolkit and ECK as part of the Europeana taskforce. Wikipedia is indicated as a potential target platform for the ECK in the Forward Plan. “

- On the 22nd October 2014, consortium and associated partners in the Netherlands (DEN, Adlib / Axiell, Beeld en Geluid and Amsterdam Museum) organised a public event launching the latest CMS product released by Axiell containing ECK components (http://www.europeana-inside.eu/blog/on_stage_in_amsterdam.html).
- During this period the EU INSIDE team at Europeana collaborated with KMKG, LIBIS and SPK in the production of a report on the re-ingestion pilot. The article was published on the Europeana Pro Blog (<http://pro.europeana.eu/pro-blog/-/blogs/2354478>) and disseminated by the Europeana Tech community.
- The role of technical partners in the dissemination of ECK. At this point we found pertinent to mention that since ECK was released (M28), it rests mainly in the hands of the technical partners that ECK is integrated in their systems and offered to their clients. The strongest arguments to support technical partners in the promotion of ECK were provided in D5.2 Status of integration of ECK with statements such as:
 - *“reports provided by partners indicate an extremely high level of integration of ECK functionality into a range of systems...”* or
 - *“most partners report that the enhanced functionality will be made available to customers at no additional cost and that implementation and support will incur no additional costs for customers covered by existing support arrangements”*

3.1.5 Online dissemination

Considering the targets set in D6.5 *Phase 4 progress report*, this period had the following results:

Dissemination channel (performance indicator)	Target Criteria for M30 (set in D6.5)	Status reached at the end of M30
Website /Blog (visits / Month)	1200	1157
Newsletter (registrations)	400	410
Twitter (followers)	300	450
Facebook (likes)	100	106
Linked IN (members)	100	143

Table 1: Overall performance in the last six month (source Google Analytics)

In the following we provide detailed information about each dissemination channel.

Regarding the **website**, as displayed in the figures and tables below, the number of website visits per month remained very similar as the period before. Adding to the figures reported in Phase 4, the overall number of visits to the website during the last year has increased in comparison to year 2.

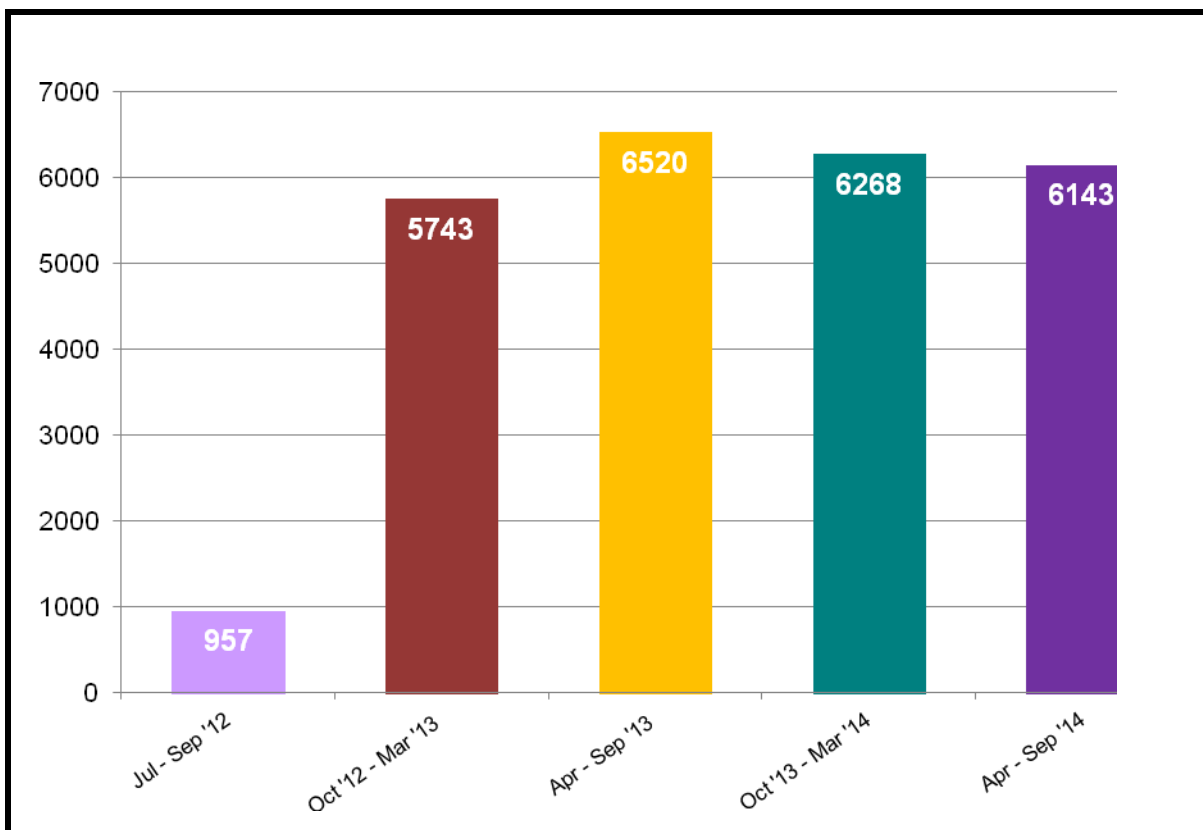


Figure 1: Number of website visits (source Google Analytics)

In the following table is a breakdown for each month of web visits. Here we have included the numbers for October 2014, which were not included in Figure 1:

Month	Number of visits
April 2014	1154
May 2014	984
June 2014	1017
July 2014	890
August 2014	933
September 2014	1165
October 2014	1087

Table 2: Number of website visits per month (source Google Analytics)

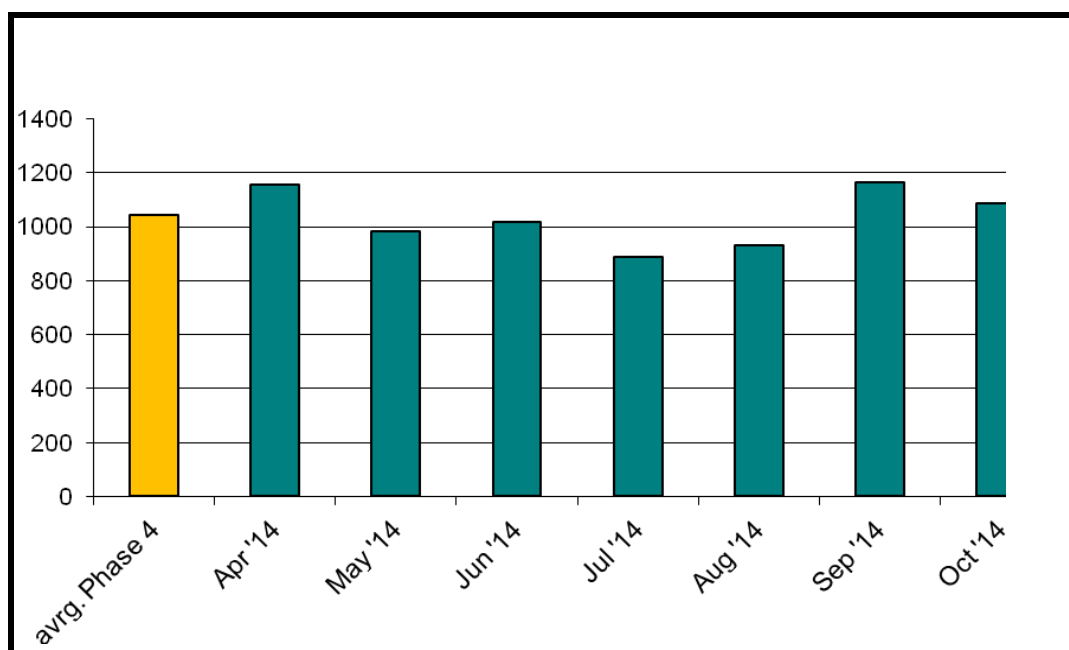


Figure 2: Number of website visits per month in comparison with average of previous period (source Google Analytics)

During the last six month of the project, the Europeana Inside team worked on content for the website focusing on following aspects:

- In a series of interviews held during summer with Content Providers, four **case studies** were published that demonstrate how cultural heritage institutions can benefit from adopting an ECK-system (<http://www.europeana-inside.eu/keyword/from-inside>).
- **ECK** is an open source and free solution that can be implemented by other Aggregators and CMS-vendors in their products, for this, it was asked of technical partners to provide information about their products. Direct access to the ECK components is provided on the website (<http://www.europeana-inside.eu/eck>). This direct access was published in September and announced in the last newsletter and afterwards on the home page; it was the second most accessed page of the month.

Page Title	Page views
Home Europeana Inside	939
ECK Europeana inside	178
Blog Europeana Inside	111
Consortium Europeana Inside	67
Deliverables Europeana Inside	63

Table 3: Top 5 page visits during September 2014 (source: Google Analytics)

- The presentation of **new content contributed to Europeana** in the Blog series “What’s inside?” (<http://www.europeana-inside.eu/keyword/collections>) In this series, four Content Providers have participated.

Regarding **the social media channels**, the current numbers surpass the targets set six months ago.

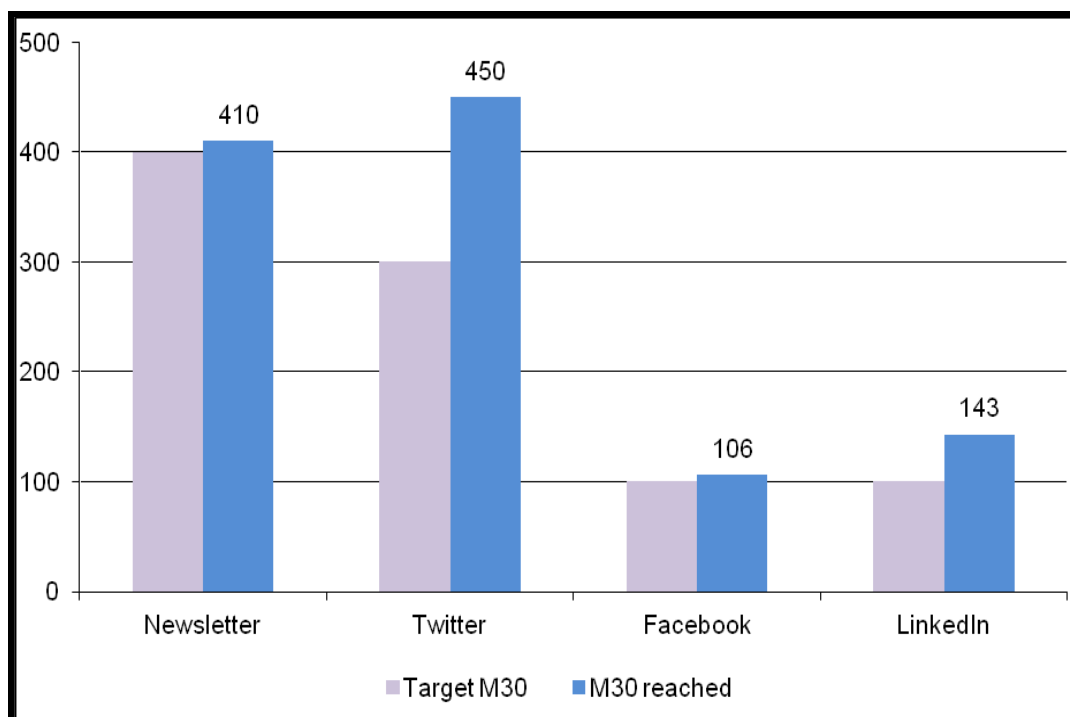


Figure 3: Newsletter and social media channels performance (source Google Analytics)

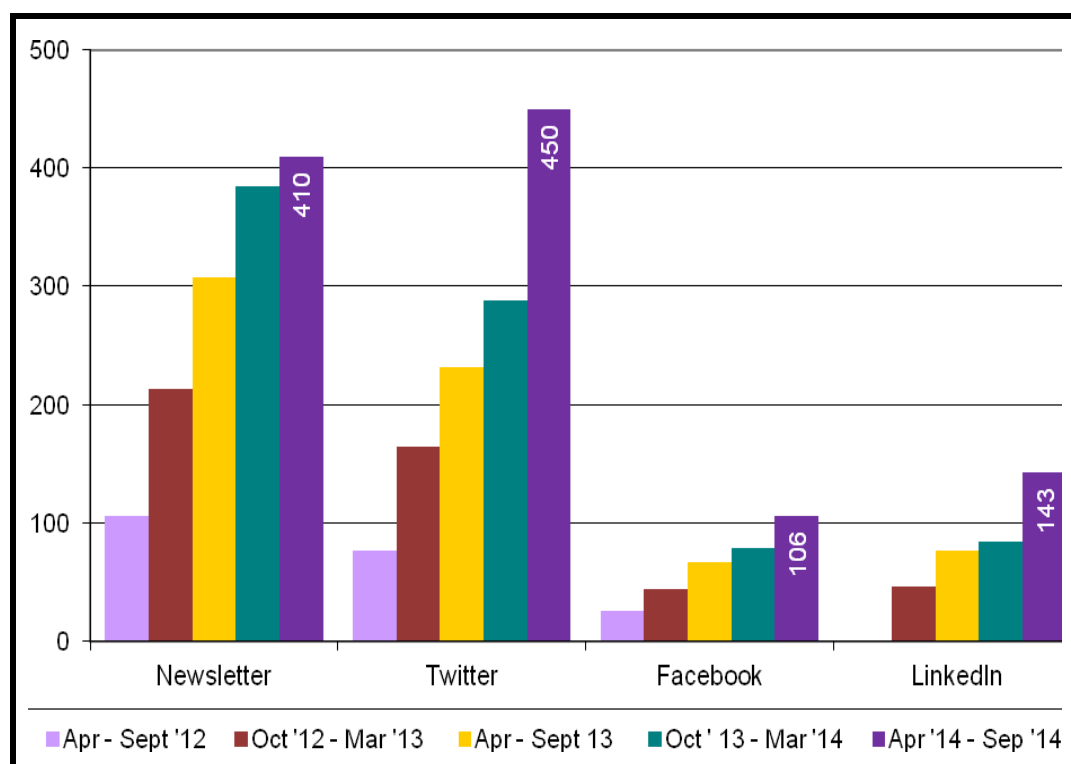


Figure 4: Newsletter and social media comparison with previous phases (source Google Analytics)

During this reporting period, two **newsletters** were published:

- **Newsletter 4**, (May 2014) presented the ECK developments after two iterations and presented the first content delivered to Europeana and introduced the aims of the Re-ingestion pilot that was about to start with Iteration 3.
- **Newsletter 5** (September 2014) presented the ECK, gave access to the software repository, presented the account of Content Providers early adopters of ECK, the last content delivered to Europeana, the results of the Re-ingestion pilot and introduced the Forward plan.

Twitter deserves special mention this period. With 264 new followers, the activity in Twitter grew significantly. This tool proved to be a good ally for raising awareness of Europeana Inside. We followed-up and engaged in conversation with other digital cultural heritage projects, here some stories:

- @AthenaPLUS: a sister-BPN with a great number of members Europeana Network participated, collaborated disseminate our outcomes ;
- @EuropeanaTech made it possible that the article published in collaboration with Europeana about the result of the re-ingestion pilot made that in the 24h following its publication @EuropeanaInside was mentioned as often as in the two weeks before altogether;
- Europeana Inside first made contact with @Wikimedia in June as they released their GLAMWiki toolset and engaging with them, made possible it to have them attend our Launch event;

- Thematic portals such as @BHL-Europe: The Biodiversity Heritage library to which partner RBINS has delivered content making use of the Dark Aggregator.

Content

3.2 Content provision in the final phase

WP 4 (CONTENT) is the main work package concerned with delivering content. Europeana Inside has a target of delivering 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.

From May 2014 to September 2014 the final content targets should have been met. However, due to unforeseen circumstances Collections Trust encountered problems with the content from the British Museum which meant alternative options had to be sought, in a short space of time in order to reach the large target for Collections Trust content. This meant that the provision of content continued into October 2014. The content was secured and ingestion began during the active project months, but the additional time in October was required to finalise the ingestion. This means that the content will be present in Europeana a little later than the rest of the project content, but a preview is available.

Overview content Europeana Inside:

Content Provider	DoW	On Europeana in November 2014	Ingested by Europeana before November 2014, but not yet published	Ready for ingestion by Europeana (November publication)
KADOC KU Leuven (BE)	10,000	10,000		
Collections Trust - CT (UK)	590.000	337,955	21,251	235,955
Stiftelsen Lansmuseet Vasternorrland - SLV (SE)	130.030	157,486		
Município do Seixal - SEI (PT)	17,000	17,013		
Xantys Limited / House of Images - HIM (UK)	100,000	107,591		
Magyar Nemzeti Múzeum - MNM/HNM (HU)	30.000	30.087		
Szepmuveszeti Muzeum - FAB (HU)	8,000	8,038		

Benaki Museum - BEN (GR)	13,000	13,017		
Stiftung Preussischer Kulturbesitz - SPK (DE)	10,000	10,763		
Institut Royal des Sciences Naturelles de Belgique - RBINS (BE)	3,000	3,082		
Royal Museums of Art and History - KMKG (BE)	30,000	29,489	511	
National Gallery-Alexandros Soutzos Museum - NAG (GR)	9,000	9,512		
Petofi Irodalmi Muzeum - PIM (HU)	10,000	10,000		
Dr. Kovacs Pal County Library - KMKK (HU) - associate partner	0	41,366		
Galerija Božidar Jakac - GBJ (SL) - associate partner	0	203		
TOTALS	960,030	785,602	21,762	235,955

Overview of additional content not in the DoW

Content Provider	Additional records
Stiftelsen Lansmuseet Vasternorrland - SLV (SE)	27,452
Collections Trust - CT (UK)	5,161
Município do Seixal - SEI (PT)	13
Xantys Limited / House of Images - HIM (UK)	7,591
Magyar Nemzeti Múzeum - MNM/HNM (HU)	87
Szepmuveszeti Muzeum - FAB (HU)	38
Benaki Museum - BEN (GR)	17
Stiftung Preussischer Kulturbesitz - SPK (DE)	763

Institut Royal des Sciences Naturelles de Belgique - RBINS (BE)	82
National Gallery-Alexandros Soutzos Museum - NAG (GR)	512
Dr. Kovacs Pal County Library – KMKK (HU) - associate partner	41,366
Galerija Božidar Jakac – GBJ (SL) – associate partner	203
TOTAL	83,285

The tables show that additional content has been sourced from associate Content Providers and project partners which demonstrated the project has met and superseded the content target. While difficulties have been encountered by Collections Trust during this final phase have been resolved.

4 Project Management

4.1 Number of Deliverables Achieved on Time

The following deliverables have been sent to the European Commission and published on the Europeana Inside website:

- D1.1: Dissemination Strategy;
- D1.2: EUROPEANA INSIDE branding materials;
- D1.3: EUROPEANA INSIDE Website & blog;
- D1.4: EUROPEANA INSIDE Collaborative platform;
- D1.5: Minutes of 1st Technical Partners Meeting;
- D1.6: Minutes of 2nd Technical Partners Meeting;
- D1.7: Minutes of 3rd Technical Partners Meeting;
- D1.8: Minutes of 4th Technical Partners Meeting;
- D1.9: Launch Announcement and Materials;
- D2.1: Requirements Analysis;
- D2.2: Use Cases;
- D2.3: Recommendations for Technical Standards;
- D2.4: Functional Requirements
- D2.5: Technical Specification;
- D3.1: EUROPEANA INSIDE Prototype (Iteration 1 & 2);
- D3.2: EUROPEANA INSIDE Codebase;
- D3.3: EUROPEANA INSIDE Management Interface;
- D3.4: Technical Integration Report;
- D4.1: Control Export Evaluation Report;
- D4.2: Control Export Schedule;
- D4.3: Export Evaluation Report (version 1 and 2);
- D4.4: Content Re-ingestion Report;
- D4.5: Summative Evaluation Report (version 1 and 2)
- D4.6: Revised Technical Specification;
- D6.1: Project Initiation Document;
- D6.2: Phase 1 Project Report;
- D6.3: Phase 2 Project Report;
- D6.5: Phase 4 Project Report;
- D6.6: Phase 5 Project Report.

(Note: It was agreed with the Project Officer that D6.4: Phase 3 Project Report would not be required as the Period 2 Report covered all progress in finer detail)

Supporting Documents

A number of useful documents which were not included in the official deliverables but are also available on the website for partners are:

- DC1 Proceedings 1st Network Event
- DC2 Proceedings 2nd Network Event
- DC3 Proceedings 3rd Networking Event
- DC4 Minutes of the Kick-off meeting

- DC5 Minutes of 1st Management Board Meeting
- DC6 Minutes of 2nd Management Board Meeting
- DC7 Minutes of 3rd Management Board meeting
- DC8 Minutes of 4th Management Board Meeting
- DC9 Minutes of 5th Management Board Meeting
- DC10 Minutes of 6th Management Board Meeting
- DC11 Minutes of Final Management Board Meeting
- DC12 Proceedings Launch event

4.2 Income and Expenditure

During the first 24 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) for Period 1. Period 2 reports to the NEF were similarly completed Nov 2014. All deviations were reported in Period 2 Report. The final financial reporting for the third period commenced on the 1st October 2014 and can be seen in the separate document: 'Use of Resources'.

4.3 Project Reviews

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

The second review was successfully completed as a paper based review during phase 4. The review indicated that the project had made good progress in meeting its objectives and that all milestones and deliverables had been achieved. The review particularly praised the progress of integration of the ECK by system vendors: "it is excellent, that all collection management software partners plan to integrate the software into their products".

Recommendations for final phase:

- R1 make the project advances more directly known by potential stakeholders (WP1);
- R2 Keep focus on integrating in TP CMS and deploying at CP (WP5);
- R3 Focus network & dissemination on extending network of TPs & CPs (WP1).

The third project review has been scheduled for December 4th 2014. During the final phase of the project the recommendations have been kept in mind and the project's associate partners have increased which displays how the network has been extended and included new potential stakeholders. Work package 1 leaders, SPK, have focused on the network and dissemination and have continued to promote the project and have supported project partners who have presented at conferences as well as developing new promotional material.

4.4 Iterative Development Plan

The project successfully adopted an iterative development approach during the first period of the project.

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

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) + Production 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

5 Changes to the project scope or the Risk Register

5.1 Project Scope

The scope of the project has not changed during the project.

5.2 Risk Register

Changes made to the Risk Register for this phase are:

- The entry '*Failure to achieve content targets*', has been increased as Collections Trust have incurred difficulties with securing content during the previous phases of the project. This has been considered and new content options have been discussed.
- Failure to deliver working prototype (WP 3) has been removed from the register, as the working prototype was delivered.

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	<p>Sound financial management of the project will be ensured through:</p> <ul style="list-style-type: none"> • 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	<p>Requirements for governance and reporting will be met through the project management of the project.</p> <p>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.</p>
Failure to achieve	Medium	Medium (3)	6	<p>The majority of content described in the EUROPEANA INSIDE proposal</p>

content targets	(2)			<p>has been verified and is available to the project (subject to the provision of suitable connectors and API).</p> <p>During this phase content provision has been slower than anticipated and steps to ensure that the content is available have been taken.</p> <p>Additional content has also been secured which is not included in the proposal.</p> <p>Each Content Provider will be provided with support during the Content Export phase in order to ensure the delivery of their quota of content for the project.</p>
Failure to secure necessary permissions/licenses	High (3)	Medium (1)	3	<p>Where possible, all content identified for EUROPEANA INSIDE has been pre-cleared and the Content Provider has been informed about the conditions of the <i>Europeana Data Exchange Agreement</i>. With such a high volume of records, it is likely that some IP issues may arise.</p> <p>To mitigate this risk, expert advice is being sought concerning the integration of the <i>Europeana Data Exchange Agreement</i> into EUROPEANA INSIDE.</p>
Failure to deliver full, live implementation (WP 5)	High (3)	Medium (1)	3	<p>At the end of the project, this risk is much lower as WP5 has been completed. However, as above, the delivery of the full production version of the <i>Europeana Connection Kit</i> will be managed through:</p> <ul style="list-style-type: none"> • 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;

				<ul style="list-style-type: none"> • 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	<p>This risk will be addressed and controlled through:</p> <ul style="list-style-type: none"> • The implementation of the <i>Dissemination Strategy</i>; • 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);
Risk of 'scope creep' from original project objectives	Medium (2)	Low (1)	2	<p>This risk will be addressed and controlled through:</p> <ul style="list-style-type: none"> • Clear definition of scope in the <i>Project Initiation Document</i>; • 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	<p>This risk will be addressed and controlled through:</p> <ul style="list-style-type: none"> • 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. <p>In the event that a partner does become insolvent, we will liaise with the European Commission to apply the relevant procedure.</p>
Lack of adoption of project outputs by broader community	High (3)	Medium (2)	6	<p>This risk is now important to consider after project completion and will be addressed and controlled through:</p> <ul style="list-style-type: none"> • 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.
Failure to secure necessary technical expertise	High (3)	Low (1)	3	<p>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:</p> <ul style="list-style-type: none"> • 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	Medium (2)	Medium (2)	4	<ul style="list-style-type: none"> • Results support also reuse of collection data outside of Europeana; • Regularly meeting between

(strategically, tactical and operational)				<p>project board and Europeana office;</p> <ul style="list-style-type: none"> • Specifications are reviewed by Europeana office; • Clear representation from Europeana office in all project stages.
<p>Failure of Technical Partners to bring in Associated Content Providers to test and evaluate with</p>	<p>Low (1)</p>	<p>Low (1)</p>	<p>1</p>	<p>This risk has already been addressed by the project, and associate partners have been involved in the project. However, associate partners are still welcome at the conclusion of the project to continue the flow of content</p> <ul style="list-style-type: none"> • Encouragement of finding Content Providers;

6 Forthcoming Actions: after the project completion

6.1 Deliverables

All deliverables for the project have been completed and are now ready for review.

6.2 Dissemination

Social media will be continued to be utilized to disseminate the project outcomes. Twitter has been popular within the project and has proved to be an excellent tool for sharing information and developments. Technical partners will continue to promote the ECK with their customers and offer it as a new integrated function within their collections management systems.

6.3 Production

The production of the ECK is now complete and technical partners have integrated the technology into Collections Management Systems. Promotion and marketing is now important in order for cultural heritage organisations to begin to use the developments.

6.4 Content

Europeana Inside has met its content target and has gained additional content from Associate Partners which was not foreseen in the Description of Work. This demonstrated that additional cultural heritage institutions have been interested in the project work and have been keen to test and implement the ECK with the help of their associated technical partners.

Content will continue to flow into Europeana using the ECK, Content Providers have agreed they will continue to use the new technology and want to continue to supply their content to Europeana.

6.5 Project Management

Project Management will continue after the life cycle of the project. This will include the final financial reporting, the period and final reports as well as the implementation of the forward plan.

6.6 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. Co-operation throughout the project was a key recommendation of the reviewers and it is evident in the continued growth of Associate Partners throughout the project. The co-operation will continue after the end of the project, with technical partners still working alongside Content Providers to ensure the smooth delivery of content to Europeana.

6.7 Forward Plan

The forward plan has been developed under D5.4 and outlines the continuation of the project outcomes and how partners can promote and share their technological innovations.

Conclusions

During the 30 months there have been many successes for the project which have culminated in:

- The ECK has been integrated into all technical partner collections management systems; with roll out plans and future planning in advanced stages.
- There has been a significant advance to the technical solution which has been stress tested in the real world.
- The iterative plan worked well. It worked after four iterations and all Content Providers worked hard and were motivated to have content on Europeana. This culminated in over 960,000 records have been delivered to Europeana to open up a new rich and diverse content field.
- Technical Partners and Content Providers have worked together and co-operated on overall requirements for workflow, general principles and business needed to overcome existing barriers for the sharing of collections.
- Positive partner relationships have been developed; which is a great success when the majority of technical partners are competitors. Positive results were gained from a brand new consortium that had not worked together before and initially had different expectations.
- The development of a product which is expected to become a lasting contribution to communities for knowledge sharing and software assessment within the international cultural heritage sector.

6.8 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.

The ECK has been developed according to schedule and project partners have worked hard to achieve a successful production of the ECK. The key achievements and final outcomes of the project can be read about in detail in the final project report.