

DELIVERABLE

Project Acronym: Europeana Newspapers
Grant Agreement number: 297380
Project Title: A Gateway to European Newspapers Online

D1.1.1 Project Guide

Revision: 1.0
Authors: Lisabet Mielke, SPK

Contributions: Hans-Jörg Lieder, SPK
 Günter Mühlberger, UIBK
 Günter Hackl, UIBK
 Lieke Ploeger, KB

Project co-funded by the European Commission within the ICT Policy Support Programme		
Dissemination Level		
P	Public	x
C	Confidential, only for members of the consortium and the Commission Services	

Revision History

Revision	Date	Author	Organisation	Description

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This deliverable contains original unpublished work except where clearly indicated otherwise.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

Table of Contents

1. Executive Summary	4
2. Purpose of the Project Guide	5
3. Structure of the Project Guide and Screenshots.....	6
3.1 The Project Guide as part of the project's internal web-based online workspace.....	6
3.2 Content of the Project Guide	6
3.3 Homepage.....	7
3.4 Overview page	8
3.5 Contact Data	10
3.6 Project Calendar.....	12
3.7 Tracking of Deliverables and Milestones	13

1. Executive Summary

The European Newspapers project aims at the aggregation and refinement of newspapers for The European Library and Europeana. In addition, the project addresses challenges particularly linked with digitised newspapers:

- use of refinement methods for OCR, OLR/article segmentation, and named entity recognition (NER), and page class recognition to enhance search and presentation functionalities for Europeana customers,
- quality evaluation for automatic refinement technologies,
- transformation of local metadata to the Europeana Data Model (EDM),
- metadata standardization in close collaboration with stakeholders from the public and private sector.

Each library participating in the project will distribute digitised newspapers and full-texts to Europeana besides several other tasks. There will be a special focus on newspapers published during the First World War, thus providing a meaningful addition to the resources aggregated by the current Europeana Collections 1914-1918 project.

The document at hand describes the Project Guide, a central online information point within the web-based online workspace for the project partners, providing information on the project partners, schedules, Deliverables and Milestones.

2. Purpose of the Project Guide

The Project Guide is supposed to be the central information point for all project partners. It provides all administrative information needed for the performance of the project as contact details, an overview on contact persons inside the libraries, tracking lists for the project's deliverables and milestones and a project calendar which consolidates all appointments and due-dates within the project.

The availability of this information for all persons participating in the Europeana Newspapers project in one single spot will make the internal communication easier and more efficient.

This Deliverable describes the structure and content of the project guide around mid 2012. As the document is going to be updated according to the current needs of the project, the structure and the content might change during the lifetime of the project.

3. Structure of the Project Guide and Screenshots

3.1 The Project Guide as part of the project's internal web-based online workspace

The Europeana Newspapers project consortium decided to use Microsoft Sharepoint Online 2010 as web-based online workspace. The set up of this online workspace was in charge of the project co-ordinator Staatsbibliothek zu Berlin (MS1.2).

The aim of the Project Guide is to unify all the basic information on the project and its participants in the most accurate and up-to-date version. To avoid difficulties by storing information in several places or even to risk the loss of information, it was decided to integrate the project guide into the web-based online workspace instead of producing a paper version which required constant distribution of the most current version to all the partners.

This solution brings along the following advantages:

- all information within the Project Guide can be updated easily by the Sharepoint administrator or by the users themselves
 - changes of contact data which may occur with the time of the project can be updated at one central point
 - the tracking of deliverables and milestones can be managed by an interactive co-operation of all project partners
 - all partners can update the calendar directly and add new appointments and due dates by themselves
- the project partners always access the latest version of information

3.2 Content of the Project Guide

The Project Guide builds one single access point for any kind of administrative information inside the project. It provides information on:

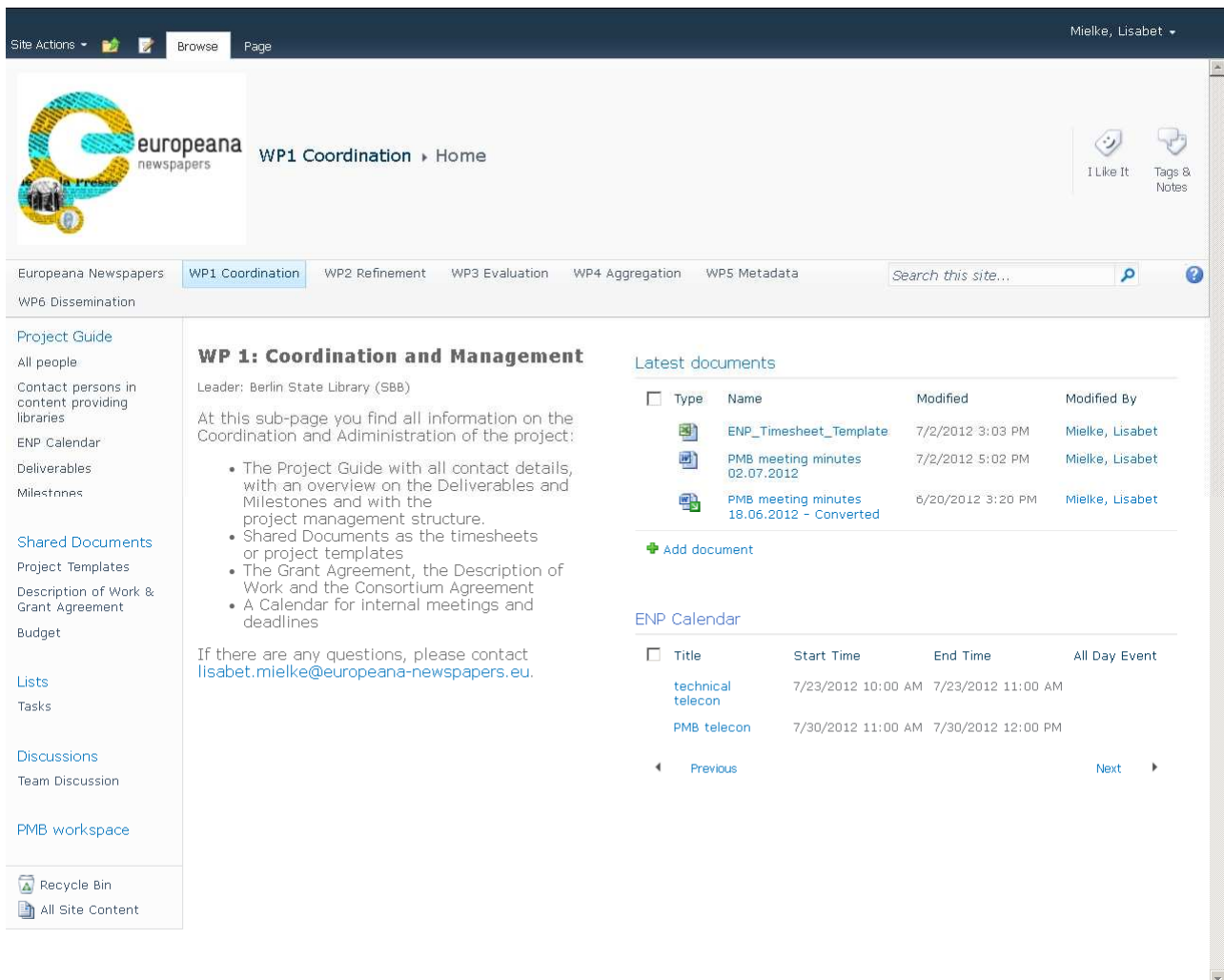
- the consortium members incl. contact details
- Deliverables/Milestones and other tasks within the project
- Events, meetings and further relevant dates like telephone conferences.

It is the central access point to important documents like

- The Grant Agreement
- The Description of Work (DoW)
- The Consortium Agreement (and the information contained within, like decision making etc.)

3.3 Homepage

Within Sharepoint, the Project Guide is part of the section on co-ordination/management, which is Work Package 1.



The screenshot shows a SharePoint site for 'WP1 Coordination and Management'. The top navigation bar includes 'Site Actions', 'Browse', and 'Page', with the user 'Mielke, Lisabet' logged in. The main content area features the 'europeana newspapers' logo and the title 'WP1 Coordination > Home'. Below this is a breadcrumb trail: 'Europeana Newspapers > WP1 Coordination > WP2 Refinement > WP3 Evaluation > WP4 Aggregation > WP5 Metadata > WP6 Dissemination'. A search bar is present with the text 'Search this site...'. The left sidebar contains a 'Project Guide' section with links for 'All people', 'Contact persons in content providing libraries', 'ENP Calendar', 'Deliverables', 'Milestones', 'Shared Documents', 'Project Templates', 'Description of Work & Grant Agreement', 'Budget', 'Lists', 'Tasks', 'Discussions', 'Team Discussion', and 'PMB workspace'. The main content area is titled 'WP 1: Coordination and Management' and lists the leader as 'Berlin State Library (SBB)'. It provides an overview of the project and lists key documents: 'The Project Guide with all contact details...', 'Shared Documents as the timesheets or project templates', 'The Grant Agreement, the Description of Work and the Consortium Agreement', and 'A Calendar for internal meetings and deadlines'. A contact email 'lisabet.mielke@europeana-newspapers.eu' is provided. To the right, there is a 'Latest documents' table and an 'ENP Calendar' table.

Type	Name	Modified	Modified By
	ENP_Timesheet_Template	7/2/2012 3:03 PM	Mielke, Lisabet
	PMB meeting minutes 02.07.2012	7/2/2012 5:02 PM	Mielke, Lisabet
	PMB meeting minutes 18.06.2012 - Converted	6/20/2012 3:20 PM	Mielke, Lisabet

Title	Start Time	End Time	All Day Event
technical telecon	7/23/2012 10:00 AM	7/23/2012 11:00 AM	
PMB telecon	7/30/2012 11:00 AM	7/30/2012 12:00 PM	

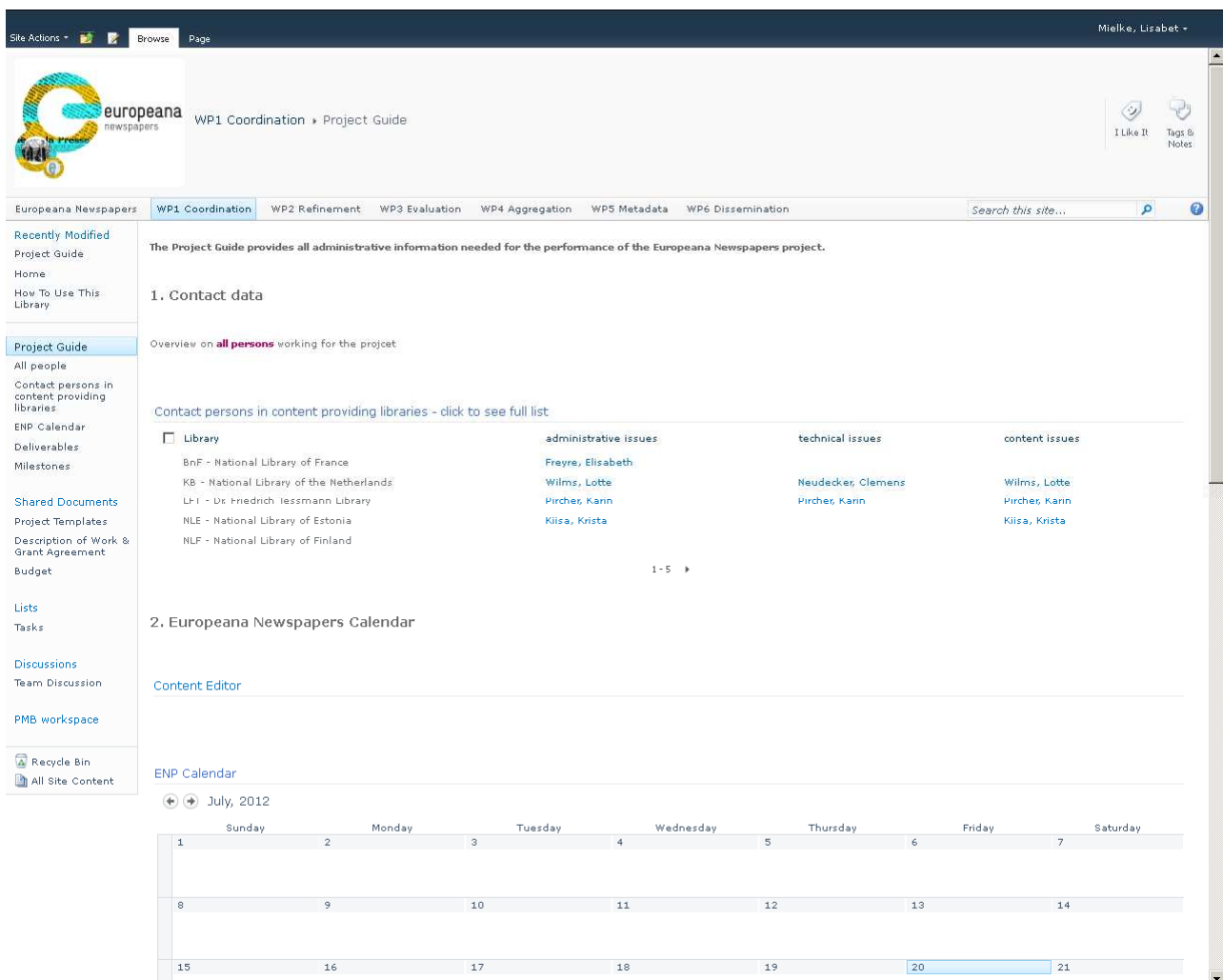
Homepage of the Project Guide

A user can either access the summary page of the Project Guide or directly go to specific sub-pages as for example the contact information form on content providing libraries or the project calendar by clicking the link at the sidebar.

3.4 Overview page

At the summary page of the Project Guide the users get an overview on the content of the Project Guide. The first section contains lists concerning contact data, the second section provides the project calendar and the third section helps monitoring the progress of deliverables and milestones.

Within this summary the users find preview versions of all lists and can directly access the full version of the lists by clicking at the list's title. Additionally they still find direct links to the provided lists in the sidebar.



The screenshot shows the 'Project Guide' overview page for the 'WP1 Coordination' work package. The page includes a navigation sidebar on the left with links to 'Project Guide', 'All people', 'Contact persons in content providing libraries', 'ENP Calendar', 'Deliverables', 'Milestones', 'Shared Documents', 'Project Templates', 'Description of Work & Grant Agreement', 'Budget', 'Lists', 'Tasks', 'Discussions', 'Team Discussion', 'PMB workspace', 'Recycle Bin', and 'All Site Content'. The main content area features a breadcrumb trail 'WP1 Coordination > Project Guide', a search bar, and a navigation menu with tabs for 'WP1 Coordination', 'WP2 Refinement', 'WP3 Evaluation', 'WP4 Aggregation', 'WP5 Metadata', and 'WP6 Dissemination'. The main text states: 'The Project Guide provides all administrative information needed for the performance of the Europeana Newspapers project.' Below this, there are two main sections: '1. Contact data' and '2. Europeana Newspapers Calendar'. The 'Contact data' section includes an overview of all persons working for the project and a table of contact persons in content providing libraries. The table is organized into columns for 'Library', 'administrative issues', 'technical issues', and 'content issues'. The 'ENP Calendar' section shows a calendar for July 2012.


Library	administrative issues	technical issues	content issues
BNF - National Library of France	Freyre, Elisabeth		
KB - National Library of the Netherlands	Wilms, Lotte	Neudecker, Clemens	Wilms, Lotte
LF - Dr. Friedrich Lessmann Library	Pircher, Karin	Pircher, Karin	Pircher, Karin
NLE - National Library of Estonia	Kiisa, Krista		Kiisa, Krista
NLF - National Library of Finland			


Overview page of the Project Guide (top)

Site Actions + Browse Page Mialke, Lisabet

15	16	17	18	19	20	21
22	23 10:00 am - 11:00 am technical telecon	24	25	26	27	28
29	30 11:00 am - 12:00 pm PMB telecon	31	1	2	3	4

3. Deliverables and Milestones

 [ENP_Deliverables_and_Milestones.pdf](#)

 [ENP_Deliverables_and_Milestones_WR.pdf](#)

Tracking of Deliverables - click to see full list

<input type="checkbox"/>	Title	Full name	Resp. WP	Due Date	Forecast	Actual delivery	Internal review	Status	
<input type="checkbox"/>	D1.1.9	Kick-off meeting minutes	WP1	2/29/2012				Open	
<input type="checkbox"/>	D6.1.1	Project Website	WP6					Open	
<input type="checkbox"/>	D1.1.1	Project Guide	WP1	4/30/2012				Open	
<input type="checkbox"/>	D6.1.2	Promotional materials	WP6	4/30/2012				Open	
<input type="checkbox"/>	D1.1.2	Consortium Agreement	WP1	6/30/2012				Open	

1-5 ▶

[Add new item](#)

Milestones - click to see full list

<input type="checkbox"/>	ID	Title	Milestone name	Resp. WP	Due Date	Forecast	Actual Date	Internal review
<input type="checkbox"/>	1	MS 1.1.1	Kickoff meeting, including constitution of PMB	WP1	2/29/2012			
<input type="checkbox"/>	2	MS 6.1.1	Kick-off press conference	WP6	2/29/2012			
<input type="checkbox"/>	3	MS 1.2	Web-based project workspace online	WP1	3/31/2012			
<input type="checkbox"/>	4	MS 1.1.2	Consortium Agreement	WP1	6/30/2012			
<input type="checkbox"/>	5	MS 2.1.1	Test dataset	WP2	7/31/2012			

1-5 ▶

[Add new item](#)

Overview page of the Project Guide (bottom)

3.5 Contact Data

The Project Guide provides two important lists on contact information:

Firstly, there is one list on all persons participating in the Europeana Newspapers project, giving information on their contact details. To grant the security and accuracy of the central information the contact data can exclusively be changed by the site administrator.¹

A second list is providing overview on contact persons for specific tasks in the project.

Out of the 17 project partners within the Europeana Newspapers Consortium there are 12 libraries, which are going to provide digitised newspaper pages for technical refinement processes. Because of the complex workflows envisaged in the project, the technical project partners expressed the need to get a detailed list of contact persons within the participating libraries. Each content providing partner has appointed one staff member to be the contact person for administrative issues, one for technical issues and one for content related issues.

For a sound communication it proved to be very helpful to get in contact directly with the person responsible either for administrative, for technical or for content related issues.

The libraries are able to change these pieces of information easily in case of any changes of their personnel structure.

¹ As this is a public Deliverable, there is no screenshot with the detailed contact data of the consortium members copied into this document.

uibk.ac.at | https://sp.uibk.ac.at/sites/eu-news/coordination/Lists/Contact%20persons/AllItems.aspx

Site Actions | Browse | List Tools | Items | List | Mielke, Lisabet

WP1 Coordination > Contact persons in content providing libraries > All contacts

Europeana Newspapers | WP1 Coordination | WP2 Refinement | WP3 Evaluation | WP4 Aggregation | WP5 Metadata | Search this site...

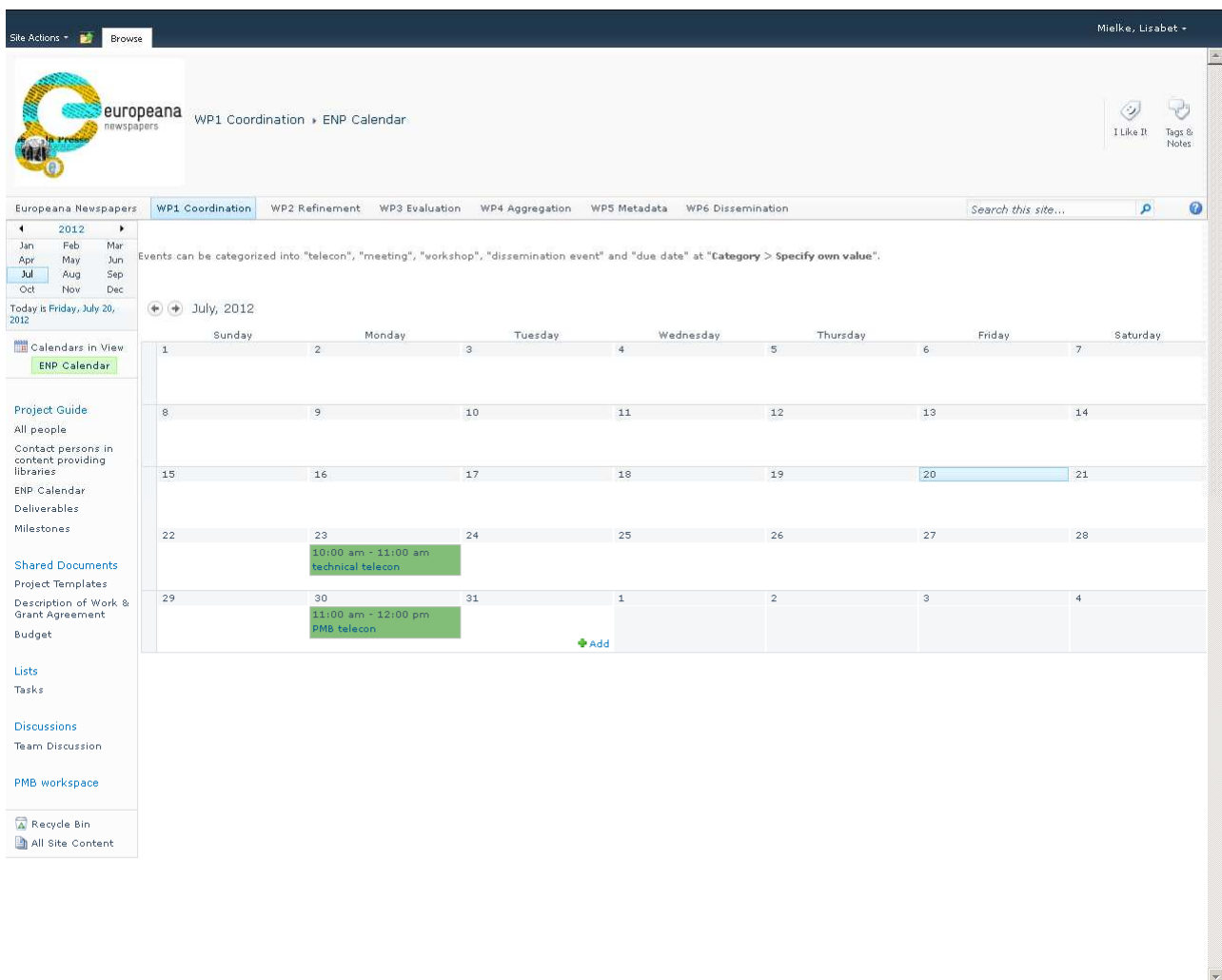
	Library	administrative issues	technical issues	content issues
	BnF - National Library of France	Freyre, Elisabeth		
	KB - National Library of the Netherlands	Wilms, Lotte	Neudecker, Clemens	Wilms, Lotte
	LFT - Dr. Friedrich Tessimann Library	Pircher, Karin	Pircher, Karin	Pircher, Karin
	NLE - National Library of Estonia	Kiisa, Krista		Kiisa, Krista
	NLF - National Library of Finland			
	NLL - National Library of Latvia	Bandere, Karina	Zogla, Arturs	Bandere, Karina
	NLP - National Library of Poland	Kujawa-Eberharter, Aleksandra	Leszynska, Agnieszka	Leszynska, Agnieszka
	NLT - National Library of Turkey	Kilic, Ömer	Kilic, Ömer	Kilic, Ömer
	ONB - National Library of Austria	Urdl, Werner	Urdl, Werner	Urdl, Werner
	SBB - Berlin State Library	Mielke, Lisabet	Siegmann, Thorsten	Albers, Christoph
	SUB HH - The Hamburg State and University Library	Hagenah, Ulrich	Wendt, Kerstin	Hagenah, Ulrich
	UB - University of Belgrade, University Library	Filipi Matutinovic, Stela	Sofronijevic, Adam	Sofronijevic, Adam
	Add new item			

List on contact persons in content providing libraries

3.6 Project Calendar

The Project Calendar is one of the most important tools within the Project Guide and within the whole Sharepoint workspace: It provides an general overview on all meetings, due dates and activities related to the Europeana Newspapers project.

All users of the online workspace are able to add events to the calendar. Different categories of events are visualised by different colours. For instance events can be classified as "telephone conference" or as "workshop" and will be easily identified by all users.



The screenshot shows a SharePoint Project Calendar for July 2012. The interface includes a navigation bar with 'Site Actions' and 'Browse', and a user profile for 'Mielke, Lisabet'. The main content area displays a calendar grid for July 2012, with the current date being Friday, July 20, 2012. The calendar shows two events:

- July 23 (Monday):** 10:00 am - 11:00 am, technical telecon
- July 30 (Monday):** 11:00 am - 12:00 pm, PMB telecon

The left sidebar contains various navigation options such as 'Calendars in View' (ENP Calendar), 'Project Guide', 'Shared Documents', and 'PMB workspace'. A search bar is located at the top right of the calendar area.

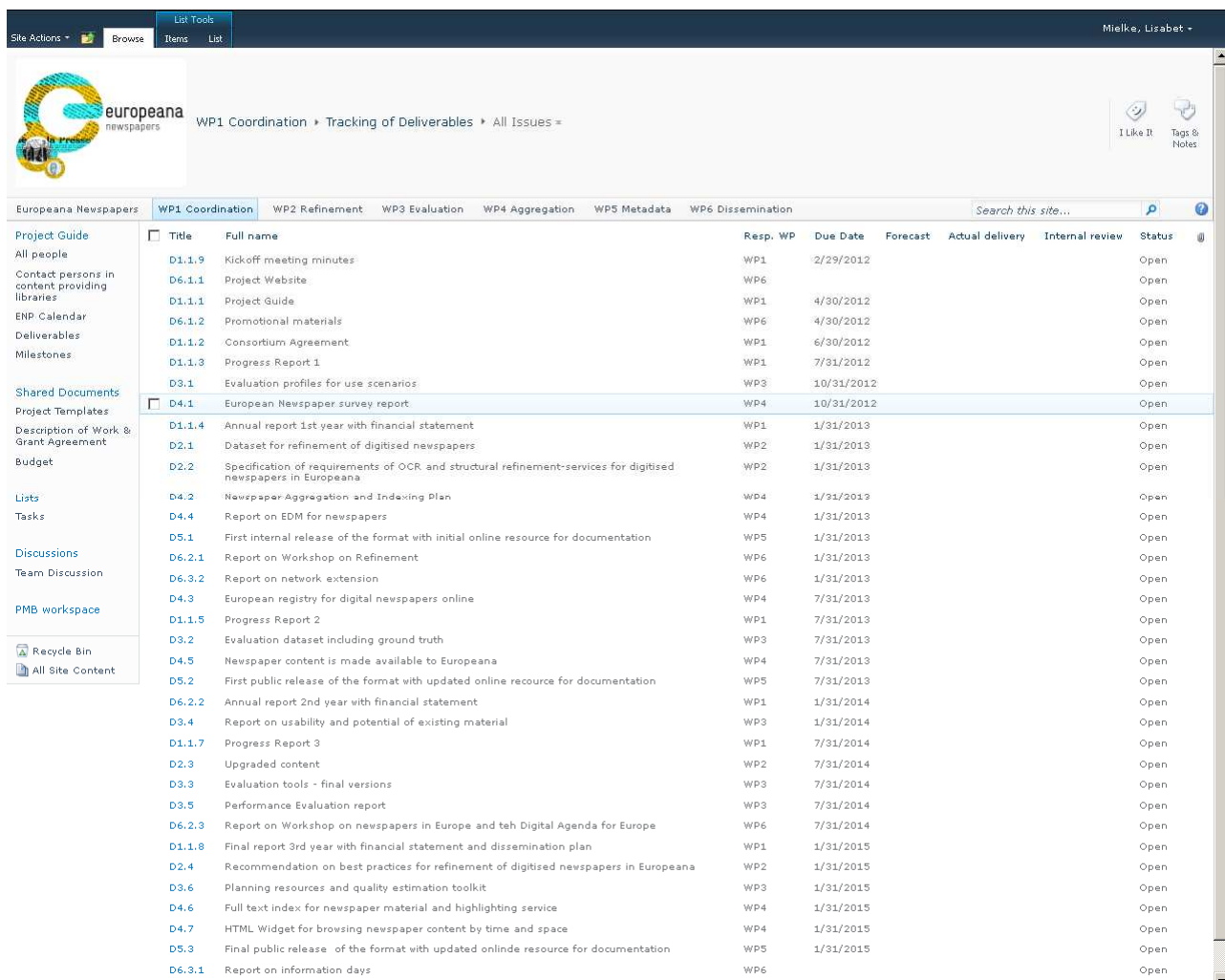
Project calendar

3.7 Tracking of Deliverables and Milestones

At this section the user can find an overview on the Deliverables and Milestones within the Europeana Newspapers project. All the Deliverables and Milestones, presented within two tables, are listed here.

Each Deliverable / Milestone has been assigned to one project partner in charge of it. The current status of a Deliverable / Milestone as well as its relation to the Work Packages can easily be identified from the lists. It provides information on the due date of the reports and its current status (like “open”, “draft”, “final”, “cancelled”).

Both lists are sortable in order to enable the users to sort the information according to their needs, e.g. by person in charge of by due date.



The screenshot shows a web interface for tracking deliverables and milestones. The main content area displays a table with columns for Title, Full name, Resp. WP, Due Date, Forecast, Actual delivery, Internal review, and Status. The table lists various deliverables and milestones, such as 'Kickoff meeting minutes', 'Project Website', 'Project Guide', 'Promotional materials', 'Consortium Agreement', 'Progress Report 1', 'Evaluation profiles for use scenarios', 'European Newspaper survey report', 'Annual report 1st year with financial statement', 'Dataset for refinement of digitised newspapers', 'Specification of requirements of OCR and structural refinement-services for digitised newspapers in Europeana', 'Newspaper Aggregation and Indexing Plan', 'Report on EDM for newspapers', 'First internal release of the format with initial online resource for documentation', 'Report on Workshop on Refinement', 'Report on network extension', 'European registry for digital newspapers online', 'Progress Report 2', 'Evaluation dataset including ground truth', 'Newspaper content is made available to Europeana', 'First public release of the format with updated online resource for documentation', 'Annual report 2nd year with financial statement', 'Report on usability and potential of existing material', 'Progress Report 3', 'Upgraded content', 'Evaluation tools - final versions', 'Performance Evaluation report', 'Report on Workshop on newspapers in Europe and the Digital Agenda for Europe', 'Final report 3rd year with financial statement and dissemination plan', 'Recommendation on best practices for refinement of digitised newspapers in Europeana', 'Planning resources and quality estimation toolkit', 'Full text index for newspaper material and highlighting service', 'HTML Widget for browsing newspaper content by time and space', 'Final public release of the format with updated online resource for documentation', and 'Report on information days'.

Title	Full name	Resp. WP	Due Date	Forecast	Actual delivery	Internal review	Status
D1.1.9	Kickoff meeting minutes	WP1	2/29/2012				Open
D6.1.1	Project Website	WP6					Open
D1.1.1	Project Guide	WP1	4/30/2012				Open
D6.1.2	Promotional materials	WP6	4/30/2012				Open
D1.1.2	Consortium Agreement	WP1	6/30/2012				Open
D1.1.3	Progress Report 1	WP1	7/31/2012				Open
D3.1	Evaluation profiles for use scenarios	WP3	10/31/2012				Open
D4.1	European Newspaper survey report	WP4	10/31/2012				Open
D1.1.4	Annual report 1st year with financial statement	WP1	1/31/2013				Open
D2.1	Dataset for refinement of digitised newspapers	WP2	1/31/2013				Open
D2.2	Specification of requirements of OCR and structural refinement-services for digitised newspapers in Europeana	WP2	1/31/2013				Open
D4.2	Newspaper Aggregation and Indexing Plan	WP4	1/31/2013				Open
D4.4	Report on EDM for newspapers	WP4	1/31/2013				Open
D5.1	First internal release of the format with initial online resource for documentation	WP5	1/31/2013				Open
D6.2.1	Report on Workshop on Refinement	WP6	1/31/2013				Open
D6.3.2	Report on network extension	WP6	1/31/2013				Open
D4.3	European registry for digital newspapers online	WP4	7/31/2013				Open
D1.1.5	Progress Report 2	WP1	7/31/2013				Open
D3.2	Evaluation dataset including ground truth	WP3	7/31/2013				Open
D4.5	Newspaper content is made available to Europeana	WP4	7/31/2013				Open
D5.2	First public release of the format with updated online resource for documentation	WP5	7/31/2013				Open
D6.2.2	Annual report 2nd year with financial statement	WP1	1/31/2014				Open
D3.4	Report on usability and potential of existing material	WP3	1/31/2014				Open
D1.1.7	Progress Report 3	WP1	7/31/2014				Open
D2.3	Upgraded content	WP2	7/31/2014				Open
D3.3	Evaluation tools - final versions	WP3	7/31/2014				Open
D3.5	Performance Evaluation report	WP3	7/31/2014				Open
D6.2.3	Report on Workshop on newspapers in Europe and the Digital Agenda for Europe	WP6	7/31/2014				Open
D1.1.8	Final report 3rd year with financial statement and dissemination plan	WP1	1/31/2015				Open
D2.4	Recommendation on best practices for refinement of digitised newspapers in Europeana	WP2	1/31/2015				Open
D3.6	Planning resources and quality estimation toolkit	WP3	1/31/2015				Open
D4.6	Full text index for newspaper material and highlighting service	WP4	1/31/2015				Open
D4.7	HTML Widget for browsing newspaper content by time and space	WP4	1/31/2015				Open
D5.3	Final public release of the format with updated online resource for documentation	WP5	1/31/2015				Open
D6.3.1	Report on information days	WP6					Open

Tracking list for Deliverables

Site Actions Browse List Tools
Items List

Mialke, Lisabet

Europeana Newspapers WP1 Coordination Milestones All Issues = I Like It Tags & Notes

Europeana Newspapers WP1 Coordination WP2 Refinement WP3 Evaluation WP4 Aggregation WP5 Metadata WP6 Dissemination

Project Guide	ID	Title	Milestone name	Resp. WP	Due Date	Forecast	Actual Date	Internal review
All people	1	MS 1.1.1	Kick-off meeting, including constitution of PMB	WP1	2/29/2012			
Contact persons in content providing libraries	2	MS 6.1.1	Kick-off press conference	WP6	2/29/2012			
ENP Calendar	3	MS 1.2	Web-based project workspace online	WP1	3/31/2012			
Deliverables	4	MS 1.1.2	Consortium Agreement	WP1	6/30/2012			
Milestones	5	MS 2.1.1	Test dataset	WP2	7/31/2012			
Shared Documents	6	MS 2.1.2	Refinement workshop	WP2	7/31/2012			
Project Templates	7	MS 3.1	Specification of use scenarios available	WP3	7/31/2012			
Description of Work & Grant Agreement	8	MS 4.4	Workshop for aligning newspaper metadata to EDM	WP4	7/31/2012			
Budget	9	MS 6.1.2	Media communication strategy for newspapers in Europe	WP6	7/31/2012			
Lists	10	MS 6.3.1	Stakeholder engagement communication plan	WP6	10/31/2012			
Tasks	11	MS 1.1.3	Successful project review 1st year	WP1	1/31/2013			
Discussions	12	MS 3.2	Selection of images	WP3	1/31/2013			
Team Discussion	13	MS 3.3	Initial evaluation tools available	WP3	1/31/2013			
PMB workspace	14	MS 6.2.1	Workshop on refinement	WP6	1/31/2013			
Recycle Bin	15	MS 5.1	First internal release of the metadata format	WP5	1/31/2013			
All Site Content	16	MS 2.3.1	2 Million pages upgraded	WP2	1/31/2013			
	17	MS 6.1.3	Media report for year 1	WP6	1/31/2013			
	18	MS 4.2.1	Newspaper aggregation and indexing plan reviewed	WP4	7/31/2013			
	19	MS 6.2.2	Workshop on aggregation and presentation	WP6	7/31/2013			
	20	MS 2.3.2	6 Million pages upgraded	WP2	7/31/2013			
	21	MS 4.5.1	Newspaper aggregation plan reviewed	WP4	7/31/2013			
	22	MS 5.2	First public release of the metadata format	WP5	7/31/2013			
	23	MS 1.1.4	Successful project review 2nd year	WP1	1/31/2014			
	24	MS 4.2.2	Newspaper aggregation and indexing plan reviewed	WP4	1/31/2014			
	25	MS 4.5.2	Newspaper aggregation plan reviewed	WP4	1/31/2014			
	26	MS 6.1.4	Media report for year 2	WP6	2/28/2014			
	27	MS 2.3.3	10 Million pages upgraded	WP2	7/31/2014			
	28	MS 4.2.3	Newspaper aggregation and indexing plan reviewed	WP4	7/31/2014			
	29	MS 4.5.3	Newspaper aggregation plan reviewed	WP4	7/31/2014			
	30	MS 6.2.3	Workshop on newspapers in Europe and the Digital Agenda for Europe	WP6	7/31/2014			
	31	MS 1.1.5	Successful project review 3rd year	WP1	1/31/2015			
	32	MS 4.2.4	Newspaper aggregation and indexing plan reviewed	WP4	1/31/2015			
	33	MS 4.5.4	Newspaper aggregation plan reviewed	WP4	1/31/2015			
	34	MS 5.3	Final public release of metadata format	WP5	1/31/2015			
	35	MS 6.1.5	Media report for year 3	WP6	1/31/2015			
	36	MS 6.1.6	Final press conference	WP6	1/31/2015			

Tracking list for Milestones