DELIVERABLE

Project Acronym: Europeana Newspapers

Grant Agreement number: 297380

Project Title: A Gateway to European Newspapers Online

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D1.1.9.1 Minutes of all plenary meetings including kick-off

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Revision: 1.0

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Lisabet Mielke, SPK

Thorsten Siegmann, SPK

Contributions: all partners

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This deliverable contains original unpublished work except where clearly indicated otherwise.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

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 digitized 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 digitized newspapers and full-texts to Europeana. 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 European Newspapers Project establishes a Best Practice Network consisting of the 17 Consortium members which will promote Best Practice proposals among stakeholders and support the creation of a single European digital market.

The project has started on 1st February 2012. The kick-off meeting of all partners of the project took place on 1st – 2nd March 2012 in Berlin, hosted by the project leader – The Berlin State Library.

The document at hand presents the meeting minutes of the kick-off conference.

Participants

Berlin State Library (SBB)

- Albers, Christoph
- Lieder, Hans-Jörg
- Mielke, Lisabet
- Siegmann, Thorsten

National Library of the Netherlands (KB)

- Balk, Hildelies
- Neudecker. Clemens
- Ploeger, Lieke
- Vos, Victor Jan
- Wilms, Lotte

The European Library (TEL)

- Dunning, Alastair
- Juffinger, Andreas

National Library of Estonia (NLE)

- Kiisa, Krista

Österreichische Nationalbibliothek (ÖNB)

- Kaiser, Max
- Lohwasser, Stefan
- Zechmeister, Gerd

National Library of Finland (NLF)

- Kaukonen, Minna

Staats- und Universitätsbibliothek Hamburg (SUB HH)

- Hagenah, Ulrich
- Wendt, Kerstin

Bibliothèque nationale de France (BnF)

- Cron, Geneviève
- Freyre, Elisabeth

National Library of Poland (NLP)

- Kujawa-Eberharter, Aleksandra
- Leszynska, Agnieszka

University of Salford (USAL)

- − Antonacopoulos, Apostolos
- − Pletschacher, Stefan

CCS Content Conversion Specialists GmbH (CCS)

- − Bauer, Joachim
- − Gravenhorst, Claus

Stichting LIBER

- − Pekarek, Aleš

National Library of Latvia (NLL)

- − Bandere, Karina

National Library of Turkey (NLT)

- − Acar, Tuncel
- − Kiliç, Ömer
- − Naneci, Erdal

University Library of Belgrade (UB)

- − Filipi-Matutinovic, Stela
- − Sofronijevic, Adam

University Library of Innsbruck (UIBK)

- − Gander, Lukas
- − Ha, Que Anh
- − Hackl, Günter
- − Kahle, Philip
- − Mair, Nicola
- − Mühlberger, Günter

Landesbibliothek Dr. Friedrich Tessmann (LFT)

- − Andresen, Johannes
- − Pircher, Karin

The British Library (BL)

- − Conteh, Aly

See ANNEX 1: Kickoff-Agenda

Thursday, 01.03.2012

The meeting started with welcome messages and the acceptance of the kick-off agenda.

- Welcome by Karl-Werner Finger, Deputy General Director of the Berlin State Library
- Welcome by the project coordinators Hans-Jörg Lieder and Thorsten Siegmann
- Presentation of the Kick-off-Program

The Europeana Newspapers project consortium at the Kick-off meeting in Berlin

Objectives of "A Gateway to European Newspapers" (Hans-Jörg Lieder, SBB)

Hans-Jörg Lieder started the programme by describing the benefits of working with newspapers and gave an overview of the generic project aims.

- newspapers are highly relevant for each citizen and for the construction of a common European identity
- libraries often suffer from the difficulties caused by the specific traits of newspaper materials (e.g. missing issues or supplements, fragile materials, poor microfilm copies etc.)
- throughout the project 18 million newspaper pages will be provided to Europeana/ The European Library
    - 8 million pages "as is", i.e. images, images with full texts, images with full texts by article (created outside the project by participating libraries)
    - 10 million pages refined with OCR
    - 2 million pages refined with OCR, OLR and article segmentation
- the project will develop best practice recommendations for digitization, refinement, workflows and metadata structuring of newspapers

- evaluation and quality prediction tools will be provided
- a survey of European newspaper holdings will be undertaken
- Europeana will become the largest provider of European newspapers
  - the presentation of full texts will be made possible in Europeana
  - metadata standards, workflows and data aggregation infrastructures will be optimized
  - access to European newspapers will be improved

Presentation of organizational and financial information (Thorsten Siegmann, SBB)

See ANNEX 2: Presentation of organizational and financial information

Thorsten Siegmann gave a detailed overview of project procedures, regulations and conditions.

- Important documents
  - Grant Agreement
    - Annex I: Description of Work
    - Annex II: General Conditions
  - EU publishes supporting documents: financial and reporting guidelines

- Budget and pre-financing
  - The Project Coordinator and Manager (PCM) receives pre-financing after signing the Grant Agreement
  - Pre-financing will be transferred to the project partners within weeks after receiving it, all partners need to provide bank account information to the coordinators
  - interim payments will be made in M12 and M24, final payment after the end of the project
  - maximum payment of 90% of the total EC funding within the project duration.

- Eligible costs
  - as the project is defined as a Best Practice Network, 80% of the eligible costs will be reimbursed (limit: maximum community funding, please see Description of Work (DoW)
    - direct costs: personnel costs, subcontracting costs, other specific direct costs like traveling
    - indirect costs: not foreseen
    - subcontracting is only eligible if it was predefined in the DoW

- Reporting
  - European Commission demands annual periodic and financial reports as well as bi-annual progress reports
    - questionnaires will be sent by the PCM in cooperation with the Work Package Leaders to collect the necessary information for the reporting well in advance
    - partners should be prepared for reporting by
      - recording their working time continuously and right from the beginning of the project
      - collect invoices (costs are only eligible, if in compliance with internal reimbursement rules of the claiming institution)
      - record their project activities

- Recording of working time
    - must be based on the actual hours worked
    - timesheets to be filled out by partners will be provided by the PCM; working time may be recorded in other systems as long as these detail an equal level of information (no. of contract, name of person performing the work, amount of hours actually worked for the project by work package, signatures of the person performing the work and his/her supervisor)
    - working time is recorded in hours and added up to person months (usually the EC calculates 160 hours to equal one person month
- Internal communication
    - contact persons: every institution will appoint one contact person each for administrative, technical and content issues to the PCM
    - daily communication via mail/phone
        - monthly review meetings via skype
    - face-to-face meetings:
        - general assembly/consortium meetings: once a year
        - Project Management Board (PMB): twice a year
        - further meetings / workshops as required
    - Wordpress will be used for the project website
    - Sharepoint was suggested to be used as document share system – the PCM will evaluate the technical and financial feasibility of Sharepoint and other systems

- Remarks concerning Europeana
    - when providing content to Europeana the Europeana Data Exchange Agreement (DEA) must be accepted by all content providers (Creative Commons CC-0), partners are asked to check whether the DEA is in line with their institutions' digitization strategy
    - Each digital object in Europeana needs to be annotated with a right statements

- External communication
    - LIBER will be responsible for creating and updating the project website
    - a blog will be accessible for all partners

- Project name and logo
    - usually projects providing content to Europeana use the Europeana logo
    - in order to place the project into the context of other Europeana-projects, the consortium decided to request a change of the project's acronym from "European Newpapers" to "European**a** Newspapers" and to use the Europeana logo for the dissemination work
        - the PCM will negotiate this request with the project officer

Friday, 02.03.2012

All Work Package Leaders presented their respective work packages, putting specific focus on Tasks, Deliverables, Milestones and open issues.

Work Package 1: Project Management (Hans-Jörg Lieder, SBB)

ANNEX 3: Presentation held by Hans-Jörg Lieder

- Task 1.1: Project administration and financial coordination
    - create Project Guide
    - negotiate and create Consortium Agreement
    - yearly project reviews and reports
    - bi-yearly progress reports; it was decided to inquire with the project officer about the necessity of these
    [Editors note: as a follow-up to the kick-off meeting discussions with the project officer showed that bi-monthly reports are indeed necessary to allow the project officer to easily follow the project's progress]
- Task 1.2: Web-based infrastructure for communication
    - to be set up in collaboration with LIBER
- Task 1.3: Quality control, Reporting
    - both activities are supported by the Technical Manager (UIBK)
- Task 1.4: Risk Management
    - help avoiding conflicts
    - set down rules and regulations for cases of conflict in the Consortium Agreement

Work Package 2: Refinement of digitized newspapers (Clemens Neudecker, KB)

ANNEX 4: Presentation held by Clemens Neudecker

- Task 2.1: Analysis and selection of available digitized newspapers for refinement
    - selection of suitable sets for refinement
- Task 2.2: Requirements of OCR and structural refinement services for digitized newspapers in Europeana
    - coordinate processing
    - provide best practice recommendations
- Task 2.3: Content upgrading: OCR, structural enrichment, named entities
    - UIBK provides OCR for about 10 million newspaper pages
    - UIBK enriches OCR with structural information
    - CCS provides OCR and verification of column recognition for about 2 million pages
    - CCS provides libraries with a client technology to foster manual corrections

- KP provides NER for materials in any of these 3 languages: English, German, Dutch
- Task 2.4: Workflow for refinement procedures

What's next & to do:
- a refinement workshop for content providers will be held:
  - one day tutorial workshop
  - to take place in Hamburg, Germany around the middle of May / beginning of June
  - date to be decided via Doodle poll (Clemens Neudecker)
  - at least one person from each content providing partner participating
  - aim: give recommendations to content providers, develop a better understanding of the existing material
- collection and analysis of test datasets (Deliverable 2.1)
- specification of requirements of OCR and structural services for newspapers (Deliverable 2.2)

Work Package 3: Evaluation and Quality Assessment (Stefan Pletschacher, USAL)

ANNEX 5: Presentation held by Stefan Pletschacher

- Task 3.1: Use scenarios
  - what do libraries want to present to their users?
  - develop use scenarios with the aid of the contact providers (mailing list required)
- Task 3.2: Evaluation datasets
- Task 3.3: Evaluation tools
  - extend existing tools
  - e.g. compare results of layout evaluation tools with ground truth
- Task 3.4: Usability and potential of existing material
- Task 3.5: Impact of refinement strategies
- Task 3.6: Planning resources and quality estimation tools
  - provide features to help libraries to digitize newspapers without investing in big pilot projects

Work Package 4: Aggregation and presentation of digitized newspapers for Europeana (Alastair Dunning, TEL)

ANNEX 6: Presentation held by Alastair Dunning

- Task 4.1: Survey on digital newspaper collections in Europe
  - embedding in the ZDB
  - identifying of new potential partners
- Task 4.2: Newspaper Aggregation Planning
- Task 4.3: European registry for digitized newspaper collections
- Task 4.4: Aligning newspaper metadata to EDM
- Task 4.5: Content Aggregation
- Task 4.6: Newspaper Indexing
- Task 4.7: Newspaper Content Browser

- for full-text-searching, linking to the relevant library sources

Open issues:
- content workflow from libraries to relevant partners must be guaranteed
- licensing: full-text for non-commercial use and images for screen-display only?

Discussion:
- TEL will set up an additional environment to present the newspaper pages in viewing resolution to the users
  - potential negative impact on local website statistics were discussed
  - the question of how to deal with fee-based content was raised

Work Package 5: Metadata best practice recommendations (Günter Mühlberger, UIBK)

ANNEX 7: Presentation held by Günter Mühlberger

- Task 5.1: Analysis and design of the metadata model
  - design and definition of a METS-schema as model for other newspaper projects
  - internal release after 12 months
- Task 5.2: Project wide feedback cycle
- Task 5.3: Promotion and use of the format
  - including practical information and guidelines

Work Package 6: Dissemination and Exploitation (Aleš Pekarek, LIBER)

ANNEX 8: Presentation held by Aleš Pekarek

- Task 6.1: Media communication
  - project website
  - ideas for promotional materials
    - month 3: logo, stickers, leaflets, templates for ppt, press releases
    - month 6: first newsletter, subsequently every 6 months, brochure, poster
    - later updates of brochure and poster
  - kick-off press conference: no physical conference but press release after the signature of the Grant Agreement
  - Media Communication Strategy (MCS) – Month 6 – including media lists, social networks
  - final press conference in Berlin
- Task 6.2: Workshops and conferences
  - month 12: workshop on refinement
  - month 18: workshop on aggregation and presentation – will be held in Ankara
  - month 30: workshop on newspapers in Europe and Digital Agenda for Europe
- Task 6.3: Exploitation
  - Stakeholder Engagement Communication Plan (SEC) – Month 9

- information days as required
- reports on network extension (already two potential partners: the Spanish Ministry of Education, Culture and Sports, representing projects that have digitized almost 6 million newspaper pages, and the Czech National Library)
– MCS and SEC will be based on a "Dissemination Plan" to be prepared by LIBER – Month 3
– next steps:
    – create standard Powerpoint presentation template until Month 3
    – subcontracting for design and printing of information materials
    – organize workshops and information days (to be specified within the SEC)
    – conceive template for leaflet (English template, then multilingual versions)

Open questions:

- What is the Newstoria project? Since no-one present was aware of such project and since web searches for it only produced negative results, it was decided to eliminate all reference to Newstoria from the DoW.

Decisions

- a request to rephrase the project acronym to "Europeana Newspapers" will be discussed with the project officer
- the PCM will create a draft version of the Consortium Agreement, discuss the draft with the WP-Leaders and CCS as the only commercial partner in the consortium first, then discuss and agree on a final version with all partners
- each partner will appoint contact persons and contact data including skype details

Next steps

Task	Responsible	Due Date
Ensure signing of Grant Agreement	SBB	asap
Write Project Guide	SBB	April 2012
Draft version of Consortium Agreement	SBB	Final signing of all partners: June 2012
Set date for refinement workshop via doodle (proposed dates and place are the middle of May or the beginning of June 2012 in Hamburg)	KB/ SBB	April 2012
Develop Dissemination Plan	LIBER	Until July 2012
Set date for next plenary meeting (February/March 2013)	SBB	Until Summer

Partners & Websites

SBB

http://staatsbibliothek-berlin.de/

KB

http://www.kb.nl/index-en.html

TEL

http://search.theeuropeanlibrary.org/portal/en/index.html

NLE

http://www.nlib.ee/en

ÖNB

http://www.onb.ac.at/

NLF

http://www.nationallibrary.fi/

SUB HH

http://www.sub.uni-hamburg.de/home.html

BnF

http://www.bnf.fr/fr/acc/x.accueil.html

NLP

http://bn.org.pl/en/

USAL

http://www.salford.ac.uk/

CCS

http://www.content-conversion.com/

LIBER

http://www.libereurope.eu/

NLL

http://www.lnb.lv/en/home/learn-more-about-the-new-nll

NLT

http://www.mkutup.gov.tr/index.php?yenidil=ing

UB

http://www.unilib.bg.ac.rs/en/index.php

UIBK

http://www.uibk.ac.at/ulb/

LFT

http://www.tessmann.it/

BL

http://www.bl.uk/

List of Deliverables and Milestones

Type	Month	End of…	No.	Name	Resp.
D	1; 12; 24; 36	Feb. 2012	D1.1.9	Minutes of all plenary meetings including kick-off	SBB
MS 1	1	Feb. 2012	MS 1.1.1	Kick-off meeting, including constitution of a PMB	SBB
MS 2	1	Feb. 2012	MS 6.1.1	Kick-off press conference	LIBER
D	1-36		D6.1.1	Project Website	LIBER
MS 3	2	March 2012	MS 1.2	Web-based project workspace online	SBB
D	3	April 2012	D1.1.1	Project Guide	SBB
D	3; 18; 36	April 2012	D6.1.2	Promotional materials	LIBER
D	5	June 2012	D1.1.2	Consortium Agreement	SBB
MS 4	5	June 2012	MS 1.1.2	Consortium Agreement	SBB
D	6	July 2012	D1.1.3	Progress Report 1	SBB
MS 5	6	July 2012	MS 2.1.1	Test dataset	KB
MS 6	6	July 2012	MS 2.1.2	Refinement workshop	KB
MS 7	6	July 2012	MS 3.1	Specification of use scenarios available	USAL
MS 8	6	July 2012	MS 4.4	Workshop for aligning newspaper metadata to EDM	TEL
MS 9	6	July 2012	MS 6.1.2	Media communication strategy for newspapers in Europe	LIBER
D	9	Oct. 2012	D3.1	Evaluation profiles for use scenarios	USAL
D	9	Oct. 2012	D4.1	European Newspaper survey report	TEL
MS 10	9	Oct. 2012	MS 6.3.1	Stakeholder engagement communication plan	LIBER
D	12	Jan. 2013	D1.1.4	Annual report 1st year with financial statement	SBB
D	12	Jan. 2013	D2.1	Dataset for refinement of digitized newspapers	KB
D	12	Jan. 2013	D2.2	Specification of requirements of OCR and structural refinement-services for digitized newspapers in Europeana	KB
D	12	Jan. 2013	D4.2	Newspaper Aggregation and Indexing Plan	TEL
D	12	Jan. 2013	D4.4	Report on EDM for newspapers	TEL

D	12	Jan. 2013	D5.1	First internal release of the format with initial online resource for documentation	UIBK
D	12	Jan. 2013	D6.2.1	Report on Workshop on refinement	LIBER
D	12; 24; 36	Jan. 2013	D6.3.2	Report on network extension	LIBER
MS 11	12	Jan. 2013	MS 1.1.3	Successful project review 1st year	SBB
MS 12	12	Jan. 2013	MS 3.2	Selection of images	USAL
MS 13	12	Jan. 2013	MS 3.3	Initial evaluation tools available	USAL
MS 14	12	Jan. 2013	MS 6.2.1	Workshop on refinement	LIBER
MS 15	12	Jan. 2013	MS 5.1	First internal release of the metadata format	UIBK
MS 16	12	Jan. 2013	MS 2.3.1	2 Million pages upgraded	KB
MS 17	13	Feb. 2013	MS 6.1.3	Media report for year 1	LIBER
D	18	July 2013	D4.3	European registry for digital newspapers online	TEL
D	18	July 2013	D1.1.5	Progress Report 2	SBB
D	18	July 2013	D3.2	Evaluation dataset including ground truth	USAL
D	18; 24; 30; 36	July 2013	D4.5	Newspaper content is made available to Europeana	TEL
D	18	July 2013	D5.2	First public release of the format with updated online resource for documentation	UIBK
D	18	July 2013	D6.2.2	Report on Workshop on aggregation and presentation	LIBER
MS 18	18	July 2013	MS 4.2.1	Newspaper aggregation and indexing plan reviewed	TEL
MS 19	18	July 2013	MS 6.2.2	Workshop on aggregation and presentation	LIBER
MS 20	18	July 2013	MS 2.3.2	6 Million pages upgraded	KB
MS 21	18	July 2013	MS 4.5.1	Newspaper aggregation plan reviewed	TEL
MS 22	18	July 2013	MS 5.2	First public release of the metadata format	UIBK
D	24	Jan. 2014	D1.1.6	Annual report 2nd year with financial statement	SBB
D	24	Jan. 2014	D3.4	Report on usability and potential of existing material	USAL
MS 23	24	Jan. 2014	MS 1.1.4	Successful project review 2nd year	SBB
MS 24	24	Jan. 2014	MS 4.2.2	Newspaper aggregation and indexing plan reviewed	TEL
MS 25	24	Jan. 2014	MS 4.5.2	Newspaper aggregation plan reviewed	TEL
MS 26	25	Feb. 2014	MS 6.1.4	Media report for year 2	LIBER
D	30	July 2014	D1.1.7	Progress Report 3	SBB
D	30	July 2014	D 2.3	Upgraded content	KB
D	30	July 2014	D3.3	Evaluation tools – final versions	USAL

D	30	July 2014	D3.5	Performance Evaluation report	USAL
D	30	July 2014	D6.2.3	Report on Workshop on newspapers in Europe and the Digital Agenda for Europe	LIBER
MS 27	30	July 2014	MS 2.3.3	10 Million pages upgraded	KB
MS 28	30	July 2014	MS 4.2.3	Newspaper aggregation and indexing plan reviewed	TEL
MS 29	30	July 2014	MS 4.5.3	Newspaper aggregation plan reviewed	TEL
MS 30	30	July 2014	MS 6.2.3	Workshop on newspapers in Europe and the Digital Agenda for Europe	LIBER
D	36	Jan. 2015	D1.1.8	Final report 3rd year with financial statement and dissemination plan	SBB
D	36	Jan. 2015	D2.4	Recommendations on best practices for refinement of digitized newspapers in Europeana	KB
D	36	Jan. 2015	D3.6	Planning resources and quality estimation toolkit	USAL
D	36	Jan. 2015	D4.6	Full text index for newspaper material and highlighting service	TEL
D	36	Jan. 2015	D4.7	HTML Widget for browsing newspaper content by time and space.	TEL
D	36	Jan. 2015	D5.3	Final public release of the format with updated online resource for documentation	UIBK
D	as applicable		D6.3.1	Report on information days	LIBER
MS 31	36	Jan. 2015	MS 1.1.5	Successful project review 3rd year	SBB
MS 32	36	Jan. 2015	MS 4.2.4	Newspaper aggregation and indexing plan reviewed	TEL
MS 33	36	Jan. 2015	MS 4.5.4	Newspaper aggregation plan reviewed	TEL
MS 34	36	Jan. 2015	MS 5.3	Final public release of metadata format	UIBK
MS 35	36	Jan. 2015	MS 6.1.5	Media report for year 3	LIBER
MS 36	36	Jan. 2015	MS 6.1.6	Final press conference	LIBER
MS 37	as applicable		MS 6.3.2	Information days	LIBER