ANNUAL PROGRESS REPORT and Deliverable D7.3

Grant Agreement number: 325091

Project acronym: **Europeana Cloud**

Project title: **Europeana Cloud: Unlocking Europe's Research via The Cloud**

Project type: ☐ Pilot A   ☐ Pilot B   ☐ TN   √ **BPN**

Periodic report: 1st √ 12months   2nd☐   3rd ☐   4th ☐

Period covered: **from   1 February 2013**   **to 31 January 2014**

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DECLARATION BY THE PROJECT COORDINATOR

DECLARATION BY THE PROJECT COORDINATOR

I, as coordinator of this project and in line with my obligations as stated in Article II.2 of the Grant Agreement declare that:

- The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;

- The project (tick as appropriate):

    ☑ has fully achieved its objectives for the period;

    ☐ has achieved most of its objectives for the period with relatively minor deviations;

    ☐ has failed to achieve critical objectives and/or is deviating significantly from the schedule.

- The public Website is up to date;

- *[this point only applies to projects with actual cost reimbursement]* To my best knowledge, the information contained in the financial statement(s) submitted as part of this report is in line with the actual work carried out and consistent with the reported resources and if applicable with the certificates on financial statements.

Name and position of Coordinator: Alastair Dunning, Programme Manager, Europeana Foundation

Date: 28 / 3 / 2014

Signature: Alastair Dunning

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PUBLISHABLE SUMMARY

Europeana Cloud: Unlocking Europe's Research via the Cloud

Europeana Cloud aims to provide the libraries, archives, museums and aggregators of the Europeana eco-system with a new infrastructure for sharing, accessing and using metadata and digital objects. Currently, metadata travels in a one-way direction from data providers to Europeana. The eCloud infrastructure will help replace this, allowing for the two-way exchange and enrichment of metadata, and also experimenting with digital objects.

Backed by a sustainable business model, this infrastructure should save time and costs, but also allow for the greater exploitation and dissemination of that data. Relatedly, the project will provide tools to enable new ways for research communities in the humanities and social sciences to work with the metadata and objects in Europeana Cloud

The project has three main objectives:

INFRASTRUCTURE: To build a sustainable cloud-based infrastructure that provides cost-efficiencies for storing, sharing and providing access to cultural heritage objects and other stakeholder assets, with a legal framework that enables access to and re-use of the material.

CONTENT: To source, prepare and add new data (5m content items and another 2.4m metadata records, along with existing data from Europeana, The European Library and the Polish Digital Libraries Federation) to the Cloud infrastructure.

USE: To engage innovators and developers to build third-party services and tools so that audiences (in this case humanities and social sciences researchers) can access, work on and share the content stored in the Cloud.

Why do we need a new infrastructure?

The traditional Europeana aggregation model, in which information travels in one direction from aggregator to Europeana, is costly and unsustainable. Each aggregator uses different systems which all have their own transactional, maintenance and staffing costs. With Europeana Cloud, aggregators can share a single technical framework, within which information can flow in a circular motion – enriching metadata and passing it on to other organisations
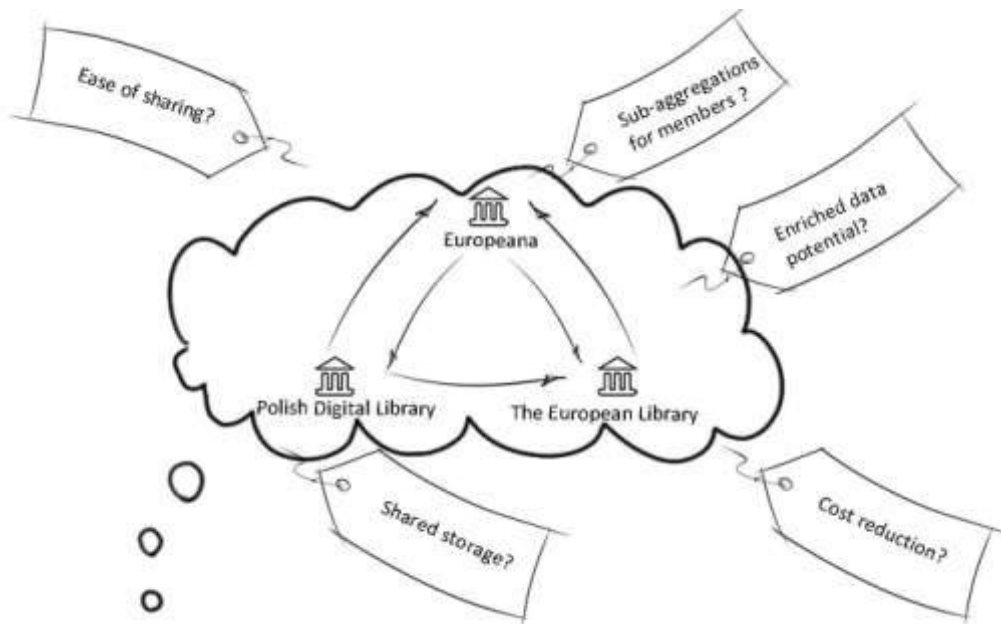
Diagram showing exchange of data within the cloud, with some of the potential benefits in the surrounding tags

Issues the project is exploring:

Within the eCloud project, partners are exploring how the eCloud infrastructure can

- reduce IT costs for institutions within the Europeana ecosystem
- lead to more efficient workflows in sharing data
- lead to new ways of disseminating data to end users

Give that eCloud infrastructure will promote more sharing of data, the project is also dealing with wider issues around access, trust, consensus and copyright. eCloud partners are discussing the approach needed in order to:

- define the rules of engagement and community boundaries that govern a common digital space such as eCloud
- establish a long-term consensus, discussing:
  - who should be able to upload or download information
  - which groups of people should be granted access
  - how the tools, services and results should be shared.

In addition, partners need to ensure that the work of Europeana Cloud remains available beyond the lifetime of the project, so issues related to sustainability are being addressed as well:

- who will manage and govern the resulting cloud- based infrastructure?
- how will it be paid for?

Finally, the project explores how researchers can benefit from this greater aggregation of content

- how researchers currently interact with Europeana

- what Europeana's content strategy should be in the future, especially in the context of helping researchers

- how dedicated tools can be created for research groups working on specific issues

- how a Europeana Research platform can support the creation of new tools and services based on Europeana (and others') data

Progress during the first year:

All deliverables have been published and are available from

http://pro.europeana.eu/web/europeana-cloud/results/-
/document_library_display/cX7N/view/1915215

Work Package 1

- Established and worked with the Research Communities Advisory Board to provide external context and review for work within project focussed on Researchers.

- Running a series of workshops (and related desk surveys) to determine the state of the art on

  o Scholarly content use, to enable evolution of Europeana content strategy to research communities' needs.

  o Digital research practices and digital tools in the humanities and social sciences

Work Package 2

- Reviewed available technologies, models and infrastructure elements necessary for building Europeana Cloud

- Established technical architecture and related data model for Europeana Cloud

- Built first two services for eCloud - upload and download of metadata; and service providing identifiers for data uploaded to eCloud

Work Package 3

- Developed iterative methodology for developing tools based on content from Europeana and other content sources

- Developed first tool for research community studying philosophy of logic

- Undertook planning for second year tool development; focus will be on tool for musicologists.

Work Package 4

- Worked across the consortium to draw up and agree the Ingestion Plan

6

- Held metadata and content ingestion clinics to provide partners with information on ingestion process
- Circa 1.7m metadata records forwarded to project aggregators, The European Library, as part of ingestion process

Work Package 5

- Consulted with stakeholders and the wider Europeana network on legal, strategic and economic issues and developing the first version of the high level strategic principles for eCloud.

- Developed set of minimum requirements for eCloud.

- Work was also started on exploration of the issues and landscape around licensing, costs and operation of a shared and sustainable cloud infrastructure.

Work Package 6

Creating and executing a range of communication instruments:

- a stakeholder engagement plan, defining appropriate messages, timings and media for different stakeholders related to the project

- a Europeana Research Coordinators Group (ERCG) to ensure link up with other research based projects and services that have overlaps with Europeana Cloud, especially in terms of focus on research communities

- a researcher communication plan;

- a website, blog, newsletter, factsheets and presentation template for promoting eCloud to other communities and developers, and for widespread dissemination of the Project's plans and services.

Work Package 7 / Co-ordination Activity

- Running Executive Board between WP leaders

- Organising kick off meeting, and planning for 2014 plenary

- Ensuring all deliverables and Key Performance Indicators are met

- Ensuring timely dialogue with European Commission over project management

- Running Cloud Coordination Group with other cultural heritage projects dealing with cloud approaches to data

Plans for 2014

Work Package 1

- Continuing research on Europeana's current content

- Developing Europeana Content Strategy

- Providing feedback on tools in WP3 and Europeana Research

Work Package 2

- Developing prototype of eCloud services for uploading and downloading

- Development of other core services as outlined in the initial technical architecture

Work Package 3

- Development of second tool; Music score comparator / tool for musicology research community

- Further Development of Europeana Research concept and initial version released

Work Package 4

- Continuing to ingest metadata according to plan

- First sample content ingested to Europeana Cloud

- Tools for content ingestion developed

Work Package 5

Continuing to work on the strategic, legal and economic issues, with documentation related to:

- Operating Principles for eCloud members

- Cloud Access Framework

- Cost Model underlying usage of eCloud

- Initial work on Governance Model

Work Package 6

- Refining stakeholder communications in light of other WP work

- Ongoing dialogue with Research Infrastructures (via Research Coordinator Group)

- (2nd half of year) Targetted outreach to Europeana ecosystem to explain benefits of Europeana Cloud system

For more information:

See the project website at: http://pro.europeana.eu/web/europeana-cloud/home

Or contact the Project Coordinator: Alastair Dunning

PROJECT PROGRESS

1. Project objectives for the period

Europeana Cloud is a Best Practice Network, co-coordinated by the Europeana Foundation, designed to establish a cloud-based system for Europeana and its aggregators. In Europeana Cloud will be new content, new metadata, a new linked storage system, new tools and services for researchers and a new platform - Europeana Research.

Content providers and aggregators, across the European information landscape, urgently need a cheaper, more sustainable technical infrastructure that is capable of storing both metadata and content. Researchers require a digital space where they can undertake innovative exploration and analysis of Europe's digitised content. Europeana needs to get closer to the target of 30 million items by 2015. Europeana Cloud meets those needs.

1. To provide access, at Europeana, to 2.4m new metadata records and 5m research–focused digital items from across European universities, libraries, data centres and publishers.

2. To create a cloud-based infrastructure capable of delivering cost-efficient content and metadata storage for stakeholders across Europe.

3. To understand and address the legal, strategic and economic issues of a cloud-based system for content cultural institutions and domain aggregators.

4. To achieve broad consensus on the benefits of a cloud-based system.

5. To develop a digital platform, named Europeana Research, to discover and use European research content.

6. Via this cloud, provide tools and services for researchers that permit innovative research that exploits digitised content in Europeana

This is a vital project for the European network of content providers and aggregators, moving to a infrastructure that can deal not just with descriptive metadata but actual digitised content as well.

Specific objectives for the first year included:

- Establish and begin co-ordination of the Research Communities Advisory Board.
- Research Communities identification and definition.
- Research and determine the state of the art on:-
  - Scholarly content use, to enable matching of Europeana content to the Research Communities' needs.
  - Digital research practices, using desk research and a web survey.
  - Digital tools.
- Identify and create Humanities and Social Sciences case studies
- Begin a series of Expert Forums for Case studies and for Tools & Content.

- Design an Evaluation Framework.

- Begin a series of Evaluation workshops.

- Create the Architectural Design Document, including evaluation of available cloud technologies.

- Set up and configure the development environment.

- Begin development of prototypes for the Metadata Cloud and Content Cloud.

- Create Personas, Scenarios and Use Cases for eCloud services.

- Create Content Ingestion Plan.

- Begin a series of Metadata Ingestion Clinics.

- Begin to ingest sample content into the Cloud.

- Begin the development of recommendations for EDM.

- Create the high level principles for the strategic requirements for the Europeana Cloud.

- To determine the practical requirements for the Europeana Cloud by, researching and analysing the issues, and holding workshops to resolve issues, and thus establish the minimum requirements.

- Begin exploring the requirements for extending Europeana Licensing framework.

- Begin to establish a framework Business Model for Europeana Cloud, and develop a cost Model.

- Begin the development of and delivery an advocacy programme.

- Develop a stakeholder engagement and infrastructure plan.

- Create and plan the operation of a Europeana Research Coordinators Group (ERCG).

- Create and begin the execution of a researcher communication plan.

- Create and begin the execution of a Europeana Content Aggregators Communications Plan

- Begin promoting eCloud to other Communities and developers.

- Undertake general and widespread dissemination of the Project's plans and services to be provided.

- To develop and use a robust internal reporting system to carefully monitor the project's progress and use of resources, including

    o holding monthly meetings of an Executive Board;

    o getting monthly reports from WP leaders;

    o getting 6-monthly reports from partners;

    o maintaining a Risk Register;

    o maintaining an issues document.

2. Work progress and achievements during the period

Work Package 1: Assessing Researcher Needs in the Cloud and Ensuring Community Engagement

Task 1.1: Humanities and Social Sciences Research Communities Advisory Board (RCAB) [M1 - M36]
Establishment and co-ordination, as well as Research Communities identification and definition completed.

Task 1.1.1: Establish the Research Communities Advisory Board. [M1]

KNAW, in consultation with the partners, established the RCAB, which includes 3 members. Prof. Rob Kitchin is advising WP1 on matters related to the Social Sciences, Prof. Karina van Dalen-Oskam is representing the Humanities, and Dr. Leif Isaksen is advising WP1 on issues pertaining to the Digital Humanities and Information Science.

Task 1.1.2: Research Communities Advisory Board coordination [M3 onward]

A number of virtual meetings have taken place with the members of the RCAB, while Prof. Rob Kitchin attended the Case Studies Expert Forum in Dublin on June 18th, 2013.

Task 1.1.3: Research Communities identification and definition [M1-M6]

D1.1. was reviewed by the RCAB before being submitted.

Task 1.2: Developing a Content Strategy for Europeana Research [M1 - M36]

Work towards the development of a Content Strategy for Europeana Research. Desk research on Scholarly Content use completed.
Matching Europeana content to the Research Communities progressed.

Task 1.2.1: Desk Research: state of the art on scholarly content use [M1-6].

Athena RC, in close collaboration with other task partners, produced a state of the art report on the use of diverse kinds of information resources. This Milestone (1.2) has been completed and the document reviewed by RCAB along with M1.4 and the results of T1.3.2. These three documents formed D1.2.

Task 1.2.2: Matching Europeana content to Research Communities [M3-M18].

Work in this task has been running smoothly. CERL have been working closely with Athena RC, on T1.2.1 and how this should best feed into T1.2.2. CERL have reviewed the 2010 Europeana Content Analysis to figure out the best ways to develop the Content Strategy as well as to identify the gaps in the existing content.

T1.2.3: Content Strategy Development commences in M18

Task 1.3: Research User Requirements for Europeana: digital research practices, tools and content [M1 - 26].

Task 1.3.1: Desk Research: digital research practices state of the art [M1-8].

State of the art report on digital research practices completed.

Task 1.3.2: Desk Research: digital tools state of the art [M1-M9].

State of the art report on digital tools and scholarly content use completed.

Task 1.3.3: Research Communities Web Survey Design [M1-M4].
Task 1.3.4: Research Communities Web Survey [M5-M7].

The web survey has been circulated via various networks (EHRI, LoCloud, ARIADNE etc), and has been on the eCloud WP1 website front page. In the Executive Board Meeting of July 8th, 2013, it was agreed for the web survey to run until the end of M8 instead of M7. It was completed and initial results circulated to the Project and the Research Communities Advisory Board.

Tasks 1.3.5: Identify and create Humanities and Social Sciences Case Studies [M8-M12] and Task 1.3.6 and User Requirements analysis and case studies report [M8-M12, M21, M30].

Humanities and Social Sciences Case Studies have been identified, created, written up and circulated to the Project and the Research Communities Advisory Board.

Task 1.4: Research Community Engagement: Expert Forums[M3 - M30].

Expert Forums on Case Studies, Tools and Content for Humanities Research, Tools and Content for Social Sciences Research carried out and reported on. The reports form part of D1.5 (M30) have been/will be reviewed by the RCAB.

Task 1.4.1: Case Studies Expert Forum #1 [M6].

The first Expert Forum was held in Dublin in June 2013.

Task 1.4.2: Tools and Content for Humanities Research: Expert Forums #2 [by M10].

This took place in Amsterdam, October 24-25, 2013.

Task 1.4.3: Tools and Content for Social Sciences Research: Expert Forum #3 [by M10].

This took place in Gothenburg, November 11-12, 2013.

Task 1.4.4 Future Recommendations Workshop (Expert Forum #4) is later in the project (M30).

Task 1.5 Research Community User Evaluation[M24 - M36]

Task 1.5.1. Evaluation Framework Design[M8-9]

Completed.

Task 1.5.2. Evaluation workshops [M10, M21, M30] and
Task 1.5.3. Analysis, write-up and reporting update[M10, M21, M30-36].

The First WP1/WP3 Evaluation workshop has been held virtually and reported on. The report will form part of D1.7 (M36).

Deviations

Although the planned work in WP1 is on track to achieve its objectives, there are some areas which we believe may benefit from some extra work which would need a small amount of extra resource. Partner 25 TCD have 12 PMs on this WP, but have indicated that they will have extra capacity within their existing budget primarily due to a decrease in salaries paid by their institution. We are considering in conjunction with the WP leader, Athena RC, whether it would be fruitful for TCD to increase their input (and PMs) on WP1.

Work Package 2: Developing the Infrastructure for Europeana Cloud

Task 2.1 Requirements Gathering and Evaluation of Technologies [M1-30]

Task 2.1.1 Create and Iterate Architectural Design Document [M1-30]

The first draft of the Architectural Design Document (D2.2) was produced based on the high-level requirements from the partnering institutions (1, 7, 23, 24). The work emphasized a strong need for having better defined use-cases that will be addressed by the system. The deliverable was then discussed, reviewed, and validated during a technical workshop in October: it will also be updated later on during the project. A small group from WP6 summarised the key messages from the report for use in dissemination.

Task 2.1.2 Evaluation of available cloud technologies [M1-6]

This has been performed and summarized in a document submitted as Appendix 1, 'Deployment Options for eCloud' to the deliverable D2.1. PSNC provided input particularly to technology areas, including experience from other EU projects. Though the evaluation has mainly taken into consideration technological aspects, it has also emphasized the synergy between technological assessment and economical and operational high principles formulated by WP 5 in the Task 5.1: this synergy needs to be kept in mind when decisions on technologies to be used are made. During the evaluation some of stakeholders in the cultural heritage institutions were contacted to get their positions on potential operational benefits that the new system can bring. A survey was carried out with 5 aggregators, 3 within the consortium and 2 outside of the consortium to better understand specific non-functional requirements and organisational needs on the eCloud system, reported in Annex 1 of D2.2. This work indicated a set of areas where the eCloud development should focus and informs the work in WP2 and WP5. A set of Recommendations were formulated. which are the results of important decisions that will shape the architecture of Europeana Cloud.

Task 2.1.3 Set up and configure the development environment [M1-3]

Recommendations on the development environment have been summarized and submitted as a deliverable. These requirements were used to introduce an agile development process for the distributed team in EF, PSNC and CNR-ISTI, and discussed at a 3-days development kick-off meeting in Poznan. Two developers undertook training on Apache Cassandra (open source distributed database management system). Third-party infrastructure components to be used by the project were chosen.

Task 2.2 Prototype Development for Metadata Cloud [M7-30] and

Task 2.3 Prototype Development for Content Cloud [M7-30] and

Task 2.3.1 Integration of sample content documents into the cloud [M7-M12] and

Task 2.4 Bidirectional Metadata and Content Access API [M7-30]

The first version of the infrastructure has been developed and sample content documents integrated into the cloud storage. Prototypes of two eCloud services have been developed: Metadata and Content Service, and Unique Identifiers Service. The first versions of these services were delivered as planned (D2.3. Prototype of Metadata Cloud). Automated functional tests were also developed for transferring sample documents to and from the Metadata and Content Service.

The developers consulted with WP5 on how the infrastructure supports the general principles of EC.

Remaining tasks in WP2 take place later in the project.

Work Package 3: Exploiting Europeana Cloud with services and tools for researchers

Task 3.1 Personas, Scenarios and Use Cases [M1-6,M12-18,M24-30]

Identification and experimentation of tools, development of personas, scenarios, and use cases, and version 1 of Deliverable 3.1: document on personas, scenarios, and use cases related to Europeana Research tools produced.

Task 3.2 Iterative design, development and evaluation of tools [M1-36]

Task 3.2.1 Initial brainstorming and scenario building [M1-3, M12-15, M24-27]

Identification of tools and development of personas, scenarios and use cases [see Deliverable 3.1].

Task 3.2.2 Paper prototypes to gather initial feedback on early ideas [M3-6, M15-18, M27-30]

Identification of user groups: DM2E project (http://dm2e.eu) and Axiom group of history and philosophy of logic, semantics and axiomatics (http://axiom.vu.nl/)). Presentation of tools, scenarios and use cases for DM2E community (11 June, London). Gathering feedback on tools (presentation here). Presentation of tools, scenarios and use cases for Axiom group (8 July, Amsterdam). Gathering feedback on tools (process described in Deliverable 3.1). Mockups of the ARIADNE Finder, which have been presented to members of the Axiom group (Mockups are described in Deliverable 3.1). Version 1 of Deliverable 3.1 is the first draft of a paper to be submitted to a peer-reviewed conference or journal.
The next case study, with DM2E group or other, is in preparation.

Task 3.2.3 Gradual development of more functional digital prototypes in rapid iteration cycles [M6-9,M18-M21,M30-M33]

Work is in progress.

Task 3.2.4 Deployment of final implementations in realistic testbeds [M9-12, M21-24, M33-36].

Work is in progress. Deliverable 3.2 (Tools and services: A set of tools and services for researchers that exploit Europeana content) available at M12, 24 and 36.

Task 3.2.5 Evaluation of technical integration of tools with Europeana Content [M9-12, M21-24, M33-36]

Work is in progress. First evaluation report (D3.3) on integration of tools with Europeana produced.

Other tasks in WP3 are scheduled for later in the project.

Work Package 4: Ingestion of Content and Metadata development

Task 4.1 Ingestion of Metadata into Europeana [M1-30]

Task 4.1.1 Create and Update Metadata Ingestion Plan [M1-30]

Task 4.1.2 Organise Metadata Ingestion Clinics [M6-24]

All project partners contributing metadata were invited to fill in a questionnaire requesting details on their data contributions (format, availability, etc). Based on the results a Meta Data Ingestion Plan was drawn up (see D4.1 below) and shared with the partners. All partners were provided with detailed information regarding the ingestion process through Ingestion Clinics:

- o A general session for all project partners that contribute metadata (using Google Hangouts) – slots on 19, 21 June and 3 July; They were attended by around 20 project members, and discussed the process by which TEL will harvest, validate, quality assure and publish the metadata in the project.

- o One-to-one meetings with data providers due to deliver data in Q4 and Q1 during the annual gathering organised by The European Library (Amsterdam 16-17 September)

The Ingestion workflow is long established at The European Library. New, however, was the delivery of data in EDM to Europeana. With each new data delivery in EDM, TEL's EDM output is further refined. When the project data throws up elements as yet undefined in EDM, these are added to the data model.

- o OAPEN, DANS, VU Amsterdam data contributions were processed as scheduled.

- o BSB and UL Brussels were delayed, but now scheduled to be delivered to Europeana in February 2014.

- o The University of Edinburgh delivered 16 instead of 10 files, thereby doubling their contribution of metadata records. These are also scheduled to be delivered to Europeana in February 2014.

- o The BASE dataset (the largest to be processed in Y1) was initially rejected by Europeana on the grounds of insufficient rights statements, and the type of content it contains. The metadata is relevant to researchers, and the main goal of providing researchers with the materials they need is met as the BASE data becomes available in Europeana Research through the dataset of The European Library.

The Metadata Ingestion Plan has been reviewed and revised, with the file load for HAZU postponed to 2014 Q3. KB Copenhagen was added to the schedule and Cinecittà was pencilled in for the final quarters of this year. Aim is still to get the metadata ingestion completed by the end of Y2, in order to then shift focus to content ingestion.

Tasks 4.2 and 4.3 fall later in the project.

Task 4.4 Evolving the Europeana Data Model for research content [M5-36].

The work on EDM is very dependent on the work done in WP1 (Identifying Researcher Needs) and WP3 (Tool Development) since most of the work on EDM will be based on the evaluation of the data harvested in the cloud but also on the users and tool requirements defined in these WPs. Colleagues in work packages 1 and 3 were invited to share their EDM thoughts and issues with the EDM Working Group. In the meantime, EDM is continually enhanced through resolving issues arising from the metadata ingestion process.

Deviations

Partner 10 HAZU realised that their 3 PMs on WP4 was an under-estimate for their very complex collections, and wanted to extend their work to 9 months instead of the 3 months shown in the DoW, but to keep their budget unchanged. After checking with PO we agreed to this increase in PMs.

Partner 18 NAF have found that they are unable to provide the content they hoped. Consequently they do not need the 3 PMs on WP4, thus reducing their total PMs from 6 to 3. We have agreed with them that within those 3 PMs, they will put more effort into WP5 where their expertise will be very useful. Their budget will be reduced accordingly. The loss of NAF's content (c.3200 items) will not be a problem as it will be off-set by extra content from other providers: e.g. UEDIN have/will provide/d c.6000 items more than anticipated.

Work Package 5: Sustaining the Europeana Cloud

Task 5.1 Strategic Requirements for Europeana Cloud [M1-30]

5.1.1 Creating the high level principles [M1-6]

The first version of the High Level Principles that form the basis of the Strategic Requirements for Europeana Cloud (MS26) have been developed and delivered in consultation with project partners via a series of workshops (task 5.2.2). These are being regularly checked in collaboration with WP2 against the developments being undertaken (MS27 Strategic Requirements Check). Further checks will be made at months 12, 18 and 30.

<u>Task 5.2 Determining the Practical Requirements for Europeana Cloud [M3-20]</u>

EF, Athena RC, Ariadne, Kennisland and LIBER along with Europeana Cloud content and technology partners, formed a Europeana Network Task Force. The Europeana Cloud Strategic Organizational Workplan (MS28, completed M4) describes the process of extending the Principles and Requirements identified in Task 5.1 and turning those into Minimum Requirements for the cloud (D5.1). This was achieved via a series of regular virtual discussion groups and a series of workshops in Amsterdam and Edinburgh (2) during Sep-Oct '13 which explored the Legal, Strategic (Economic) and Organisational (Governance) Issues with stakeholders and project partners, and in consultation with the taskforce for advice on key issues throughout. D5.2 was delivered within a month of its deadline.

From the knowledge gained at the workshops, basic access requirements for Europeana Cloud have been fed into the work for D2.2, the Initial Version of the Architectural Design document.

<u>Task 5.3 Exploring Licensing Issues [M3-18]</u>

The early stage requirement gathering for extending Europeana Licensing framework has started, holding workshops, and will continue through to M18. Partner 12 Kennisland also operates in the projects Europeana Awareness and Europeana Creative. Insights from work in these projects informed us of the wider requirements for the use of Europeana Cloud and gave us a head start in this task.

<u>Task 5.4 Sustainability, Governance and the Business Model [M 1-24]</u>

Work is underway, complementary to that undertaken in Task 5.2 to develop a Use Case as the basis for understanding the cost model. The governance issues are being explored in conjunction with those in Task 5.2, using the Commons principles, using workshops which will continue through to M18.

<u>Task 5.5 Planning for other Europeana Aggregators to become part of Europeana Cloud [M6-36].</u>

Very early stage discussion are being held with aggregators about the possibility of participating in Europeana Cloud. In addition, the marketing material invites data providers to participate, and the project will build on this through to M30.

Work Package 6: Dissemination and Networking

A Working Group consisting of representatives of the WP6 partners was formed to oversee the delivery of all tasks. The group meets monthly, chaired by the WP Leader; minutes are taken and circulated.

<u>Task 6.1 Stakeholder Engagement and Infrastructure Plan [M1-36]</u>

A stakeholder engagement and infrastructure plan has been created submitted as D6.1.

<u>Task 6.2 Sustainable Communications Infrastructure between European Research Networks (M1-36]</u>

Task 6.2.1 Create Europeana Research Coordinators Group (ERCG) [M1] and

Task 6.2.2. Plan ERCG framework [M2-6].

Europeana Research Co-ordinators Group (ERCG) has been established; Terms of Reference, membership and meetings schedule have been defined and documented. Membership includes CENDARI, CESSDA, CLARIN, DANS, DASISH, DARIAH, EUDAT, Europeana, OpenAIRE, and TEL.

Task 6.2.3 Communicating Europeana Cloud to Research Infrastructures [M7-36]

A questionnaire was devised and circulated to all members of the ERCG to facilitate creation and delivery of the plan for communicating Europeana Cloud to Research Infrastructures, Deliverable D6.2.

Task 6.3 Researcher Communication Plan [M3-36]

Task 6.3.1. Create and Execute Researcher Communication Plan [M11-24]

Planning meetings have been held with WP1, ERCG and WP6 contributors, to feed into Deliverable D6.3 (due M18).

Task 6.4 Promoting the Europeana Cloud [M7-36]

Task 6.4.1 Create Promotion of European Cloud Plan [M11] and

Task 6.4.2. Execute Europeana Content Aggregators Communications Plan [M11-M36]

The plan is drafted and undergoing consultative refinement and review. The final version will form D6.4 (due M18).

Tasks 6.4.3 and 6.4.4 are scheduled for later in the project.

Task 6.5 Project results dissemination [M3-36]

Website, blog, Newsletter, Twitter feed and events calendar are all in place, which are being kept up to date with content regularly and proactively sought from WP Leaders. New feature are added from time to time. See http://pro.europeana.eu/web/europeana-cloud.

Templates, logos and a glossary are available to partners for use in their own dissemination activities. An introductory PowerPoint presentation, a project factsheet aimed at aggregators and content partners, and a set of 1-page digests of aspects of technical deliverables have been created and are available to partners and other consumers from the project website http://pro.europeana.eu/web/europeana-cloud/communication-tools;jsessionid=D39D322A4C1505A672A23179CFD1C6C6 .

An 'Answers to Your Questions About Europeana Cloud' is also available on the website.

A log of dissemination activities is in appendix 4

Work Package 7 is project management, Section 4

3. Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)

Please list all the deliverables due in this reporting period, as indicated in Annex I of the Grant Agreement.

This table is "cumulative", that is, it should always show all deliverables from the beginning of the project.

TABLE 1. DELIVERABLES

Del. no.	Deliverable name	WP no.	Lead participant	Nature	Dissemination level	Due delivery date from Annex I	Delivered Yes/No	Actual / Forecast delivery date	Comments
1.1:	Research Communities Identification and Definition report	1	13 KNAW	R	PU	6	Yes		
1.2	State of the art report on digital research practices, tools and scholarly content use	1	6 CERL	R	PU	9	Yes		
1.5	Expert Forums with reports (Case Studies part)	1	25 TCD	R	PU	6, 10, 30	Yes		Iterative, final version due M30.
2.1	Create Development Environment	2	1 EF	O	PP	3	Yes		

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Del. no.	Deliverable name	WP no.	Lead participant	Nature	Dissemination level	Due delivery date from Annex I	Delivered Yes/No	Actual / Forecast delivery date	Comments
2.2	Initial Version of Architectural Design Document	2	24 PSNC	R	PP	6	Yes		This will be a rolling document, subject to further revision and consultation.
2.3	Prototype of Metadata Cloud	2	1 EF	P	PU	12	Yes	M13, (17 Feb 2014)	
3.1	Document on personas, scenarios and use cases	3	14 KU LEUVEN	R	PU	6, 18, 30	Yes	M6	
3.2	Tools and services	3	14 KU LEUVEN	P	PU	12, 24, 36	Yes	M12	
3.3	Evaluation report:	3	1 EF	R	PU	12, 24, 36	Yes	(M12)	1st iteration.
4.1	Initial Metadata Ingestion Plan	4	6 CERL	R	PU	4	Yes		
5.1	Minimum requirements for the cloud	5	1 EF	R	PU	10	Yes		
6.1	Stakeholder Engagement & Infrastructure Plan	6	27	R	PU	6	Yes		
6.2	European Research Coordinators Group Plan	6	13	R	PU	7	Yes	M8	Update at M18.

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Del. no.	Deliverable name	WP no.	Lead participant	Nature	Dissemination level	Due delivery date from Annex I	Delivered Yes/No	Actual / Forecast delivery date	Comments
D7.1	Consortium Agreement	7	17	R	PP	6		M14	The Text of a CA was submitted in M6, but it was not possible to get the agreement of the whole consortium as it stood. A fully revised draft version has been circulated to partners early February, and it is hoped to finalise that and get signatures in the very near future.
D7.2	1st Periodic progress report	7	17	R	PU	6	Yes		.
D7.3	1st annual Report	7	17	R	PU	12	Yes		This report is the final version of a draft of D7.3, submitted for the 1st

Milestones

Milestone no.	Milestone name	Due achievement date from Annex I	Achieved Yes/No	Actual / Forecast achievement date	Comments
			TABLE 2. MILESTONES		
1	Research Communities Advisory Board established	M1, Feb 2013	Yes		
2	Desk research on Scholarly Content use complete	M6, July 2013	Yes		
3:	Web Survey Complete	M7, Aug 2013	Yes		
4:	Desk Research on Digital Research Practices complete	M9, Oct 2013	Yes		
5	Research Communities Advisory Board First Meeting complete	M12, Jan 2014	Yes		
6	First Evaluation workshop and write-up complete	M10, Nov 2013	Yes		

7	Decision on the use of underlying cloud storage system	M6	Yes		Refer D2.2
8	First Prototype made available to other WPs - implementation with multiple nodes and sites.	M8	Yes		Refer D3.2
9	Content and metadata loaded and accessible through test API from prototype.	M9	Yes		Refer D3.2
14	First version of tools and documentation	M12	Yes		
18	First Periodic report on meta data ingestion.	M12, Jan 2014	Yes (see comment)	M13, Feb 2014	Iterative, revised Metadata Ingestion Plan due M12, published M13. Final version due M36.
22	Metadata and content ingestion clinics	M5/M6 Jun/Jul 2013	Yes(see comment)		Iterative, clinics arranged around M6, M8 September 2013 for M12), M18, M24.
26	High Level Strategic Requirements	M3	Yes		
27	High Level Strategic Requirements Check	M6, M12, (M18, M30)	Yes		Iterative
28	Europeana Cloud Strategic Organisation workplan	M4	Yes		
30	Creation of Europeana Research Coordinators Group	M2	Yes		
31	Project website, blog constructed	M2	Yes		

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4. Project management

Task 7.1 Activity planning and day to day management of the Network and its activities [M1-M36]

Task 7.1.1 Ensure the Effectiveness of Communications [M1-36]

Established a project Basecamp site (for sending and archiving project correspondence and files), project website, project blog established and used extensively. Communication tools created and circulated.

Task 7.1.2 Executive Board Meetings [M1-36]

Executive Board established and meetings held monthly (mostly virtual via Skype). All papers, agendas and minutes made available to all partners on basecamp. The Project Coordinator, representatives of TEL and Europeana, and three of the WP leaders are operating from the same building, which underpins excellent communication and project cohesion.

Task 7.1.3 Project Meetings [M1-36]

A successful kick off meeting was held in The Hague attended by all project partners and the project officer. Documents and presentations are on Basecamp. Arrangements have been made for a second Project meeting in Athens on March 17-19, 2014.

Several other meetings have been held by specific Work Packages and groups as detailed in the Section 2 above.

Task 7.2 Management of Commission Requirements [M1-36]

Task 7.2.1 Sign Consortium Agreement [M1-6]

Text of consortium agreement drafted in consultation with key partners and submitted as D7.1. Partners have yet to complete signing.

Task 7.2.2 Supply Commission with necessary reports [M6-30]

Deliverables and progress reports have been submitted to the Commission as required.

Task 7.2.3 Organising Payments [M1-36]

Payments of first pre-financing were made by the coordinator, EF, supported by MDR, as appropriate and within the time specified by the EC. MDR circulated guidance to partners and runs 6-monthly use-of-resources reporting exercises to ensure all partners understand the process in preparation for submitting Cost Statements prior to further payments being made by the EC. (See also 7.3.2 below.)

Task 7.3 Quality Assurance of Deliverables [M1-36]

Task 7.3.1 Quality Assurance Arrangements [M1-2]

Arrangements are in place for the review of all project deliverables where possible and appropriate by external experts, otherwise by network partners.

Task 7.3.2 Ensure Regular Progress Monitoring [M1-36]

Progress monitoring and chasing is on-going. MDR runs six-monthly reporting exercises to monitor progress of all partners to date. Two report templates were circulated to partners at each of M6 and M12, one to elicit work progress to date (Partner_ProgReport_template_eCloud_V2.doc See appendix 1), and one to get resource usage in terms of Person Months (PMs) and costs (Partner_use_of_resources_template_eCloud.xls See appendix 2).

The details from the resource reports are transferred to a master workbook of spreadsheets (See appendix 3), which will enable the project management team to monitor resource usage and to

evaluate possible deviations. The monitoring workbook has spreadsheets to record for each partner and overall:-

- Personnel costs.
- Sub-contracting costs.
- Travel and Other costs.
- Person Months usage.
- Rate check (to monitor personnel costs and PMs against the average rate in the DoW).
- €Schedule (payments schedule and record of payments made).
- Report Record (to monitor partners' submission of their 6-monthly reports, and the correct completion of their cost statements in the NEF).

It also indicates potential under-spends or over-spends on budget, and the use of Person Months by partner.

In addition, progress against the Dow (tasks, deliverables, milestones, performance indicators, risks) is reviewed at each monthly Executive Board.

Task 7.4 Monitoring, evaluation and risk management [M1-36]

Task 7.4.1 Monitoring Project Progress [M3-36]

MDR is working with Europeana and the WP Leaders, taking into account overarching Europeana evaluation activities, to monitor the progress of the project and the amount, types and quality of metadata and content being contributed by Europeana Cloud partners to Europeana.

Task 7.4.2 Content Co-ordination Group [M1-36]

A content coordination group has not been deemed necessary so far as many of the discussions have been covered either in the Executive Board or as part of bilateral discussions between Work Packages (e.g. WP2 and WP5 are in regular discussion about strategic needs for eCloud and their technical implementation). This will be kept under review.

Task 7.4.3 Risk Register and Issues log [M1-36]

These have been established and are reviewed at the monthly Executive Board meetings and at Work package meetings.

Task 7.5 Legal framework [M1-36]

Task 7.5.1 Project representatives from one or more of EF, KL and MDR will attend relevant Europeana Network meetings. [M1-36]

On-going. Meetings attended in the first year were:- Europeana Aggregator Forum, May 2013; Europeana 2013 Business Planning - Aggregate workshop, Nov 2013; Europeana AGM. Dec 2013 (Presentation on eCloud).

Task 7.5.2 Kennisland will develop strong relationships with the Arrow and other relevant projects [M1-36]

On-going. Kennisland also operates in the projects Europeana Awareness and Europeana Creative.

Overall, the project is on track to achieve its objectives and outcomes. Minor difficulties are dealt with as they arise and at the monthly Executive Board meetings. Plans for moving forward are thus

adjusted as necessary, though such adjustments have been only relatively minor so far with no need to change the overall strategy nor method of operation. The progress and possible problems are carefully monitored as detailed earlier in this section.

Dissemination activities

A wide range of dissemination activities have been undertaken by 22 of the partners using various channels :- blogs, events, factsheets, meetings, briefings, multimedia display screens, newsletters, presentations, press releases, publications, radio, social networks, television, and several websites.

A complete log of dissemination activities for the first year is in appendix 4.

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USE OF RESOURCES

Overview Person-Month Status (cumulative)

Consortium		WP1		WP2		WP3		WP4		WP5		WP6		WP7		TOTAL	
Nr	short name	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned
1	EF	1.138	3	18.254	64		13	5.908	17	12.919	37	6.669	8	1.369	4	46.258	146
2	Ariadne					1.195	12			0.061	1	0.061	1	0.031	1	1.349	15
3	Athena RC	8.992	33							0.536	1	0.425	1	0.697	3	10.650	38
4	BSB							0.719	3	0.696	1	0.210	1	0.489	1	2.114	6
5	CEEOL							3.502	3	1.339	1	1.007	1	0.304	1	6.152	6
6	*CERL*	6.131	6					0.652	12	0.611	1	0.142	3	0.556	3	8.092	25
7	CNR			0.682	24				6	0.845	1	0.991	1	1.552	1	4.070	33
8	DE							1.351	3	0.383	1	0.195	1	0.221	1	2.149	6
9	DIALNET							0.647	3	0.615	1	0.598	3	0.332	1	2.191	8
10	HAZU							5.046	3	0.385	1	0.500	1	0.277	1	6.208	6
11	KB DK							0.047	3	0.229	1	0.044	1	0.144	1	0.464	6
12	KL									6.313	24	0.118	1	0.021	1	6.452	26
13	KNAW	4.760	12							0.038	1	2.850	6	0.267	1	7.914	20
14	KU Leuven					7.537	24	3.165	3		1		1		3	10.703	32
15	LIBER	1.090	6							0.853	1	1.935	5	0.130	1	4.008	13
16	LUCE							0.649	3		1		1		1	0.649	6
17	MDR									0.328	1		1	7.006	36	7.334	38
18	NAF								3	0.265	1		1	0.284	1	0.549	6
19	NLW	11.000	14					2.630	3	0.750	1	0.232	1	0.464	1	15.076	20
20	NTK							0.675	3	0.193	1	0.081	1	0.361	1	1.309	6
21	OAPEN							0.371	3	0.069	1	0.086	1	0.259	1	0.784	6
22	OKF DE					7.602	16				1	1.032	5		1	8.633	23
23	OU			4.105	35				12	0.240	1		1	0.160	1	4.505	50
24	PSNC			11.692	46						1		1		1	11.692	49
25	TCD	5.688	12							0.360	1	0.038	1	0.579	1	6.665	15
26	TILBURA							0.064	3	0.014	1	0.079	1	0.221	1	0.379	6
27	UCL							0.617	3	0.135	1	3.647	10	0.910	3	5.308	17
28	UEDIN	0.234	2					2.353	3	0.288	1		1	1.496	1	4.371	8
29	UGOT	12.644	15						1	0.046	1		3	0.014	1	12.704	21
30	ULB							0.156	2		1		1	0.128	1	0.283	5
31	UNIBI							0.378	3		1		3		1	0.378	8
32	UPAT							0.643	3	0.714	1		1		1	1.357	6
33	VUA					1.928	5	0.720	3	0.330	1	0.060	1	0.330	1	3.368	11
		51.676	103	34.733	169	18.262	70	30.292	104	29.556	92	20.999	70	18.601	79	204.118	687

Actual = number of person months consumed from the beginning of the project to the end of this period

Planned = total effort planned for the project in the latest version of the description of work - annex I to the grant agreement.

Explanation of the use of the resources (summary)

The details for this section are now entered in the NEF, which generates a Use of Resources pdf file with details for all partners. Below is screen-shot of the 'Total' sheet from the workbook of spreadsheets used to monitor resource use, showing costs reported for Year One.

Particip ant No.	Budget Europeana Cloud	Short Name	Coun try	Personnel €	Sub-contracting €	Other Incl travel €	TOTAL COSTS €	Costs reported for 6 months Feb-Jul 2013	Budget per 12 months to Jan 2014	Costs reported for Year 1 to Jan 2014	under / over budget Year 1 to Jan 2014	% under / over budget	Budget per 18 months to July 2014	Costs for Feb
1	Europeana Foundation	EF	NL	906,660	30,000	172,000	1,108,660	€ 144,917	€ 369,553	€ 303,864	-€ 65,689	-17.78%	€ 554,330	
2	Ariadne Foundation	Ariadne	BE	90,000		3,000	93,000	€ 7,836	€ 31,000	€ 11,836	-€ 19,164	-61.82%	€ 46,500	
3	Athena Research and	Athena RC	GR	171,000		19,500	190,500	€ 12,339	€ 63,500	€ 47,166	-€ 16,334	-25.72%	€ 95,250	
4	Bayerische Staatsbibliothek /	BSB	DE	37,800		4,500	42,300	€ 3,940	€ 14,100	€ 13,272	-€ 828	-5.87%	€ 21,150	
5	Questa.Soft Central and	CEEOL	DE	30,000		4,500	34,500	€ 5,366	€ 11,500	€ 26,101	€ 14,601	126.96%	€ 17,250	
6	CERL	CERL	UK	162,500	16,240	12,000	190,740	€ 14,965	€ 63,580	€ 39,172	-€ 24,408	-38.39%	€ 95,370	
7	Onsiglio Nazionale delle	CNR	IT	198,000		5,250	203,250		€ 67,750	€ 24,731	-€ 43,019	-63.50%	€ 101,625	
8	Debrecen Egyetem	DE	HU	12,000		4,500	16,500	€ 2,830	€ 5,500	€ 5,997	€ 497	9.04%	€ 8,250	
9	Fundación DIALNET	DIALNET	ES	33,600		6,000	39,600	€ 7,483	€ 13,200	€ 11,114	-€ 2,086	-15.80%	€ 19,800	
10	Hrvatska Akademija Znanosti i	HAZU	HRV	42,858		4,500	47,358	€ 7,228	€ 15,786	€ 20,161	€ 4,375	27.71%	€ 23,679	
11	National & Copenhangen	KB DK	DK	42,000		4,500	46,500		€ 15,500	€ 4,620	-€ 10,880	-70.19%	€ 23,250	
12	Stichting Nederland	KL	NL	184,600		11,250	195,850	€ 12,629	€ 65,283	€ 34,698	-€ 30,585	-46.85%	€ 97,925	
13	Koninklijke Nederlandse Akademie van	KNAWS	NL	120,000		26,500	146,500	€ 26,174	€ 48,833	€ 48,854	€ 21	0.04%	€ 73,250	
14	KU - Leuven	KU Leuven	BE	200,000		9,000	209,000	€ 22,158	€ 69,667	€ 66,342	-€ 3,325	-4.77%	€ 104,500	
15	LIBER	LIBER	NL	78,000		6,000	84,000	€ 10,906	€ 28,000	€ 27,293	-€ 707	-2.53%	€ 42,000	
16	Cinecitta Luce SPA-Istituto	LUCE	IT	30,000		3,000	33,000		€ 11,000	€ 2,623	-€ 8,377	-76.15%	€ 16,500	
17	MDR Partners	MDR	UK	342,000		12,750	354,750	€ 58,500	€ 118,250	€ 42,549	-€ 75,701	-64.02%	€ 177,375	
18	Kansallisarkisto / National	NAF	FIN	15,300		3,000	18,300	€ 2,622	€ 6,100	€ 3,068	-€ 3,032	-49.70%	€ 9,150	
19	National Library of Wales	NLW	UK	147,987		4,500	152,487	€ 47,147	€ 50,829	€ 100,096	€ 49,267	96.93%	€ 76,244	
20	Narodni Technicka Knihovna /	NTK	CZ	11,256		4,500	15,756	€ 2,464	€ 5,252	€ 4,226	-€ 1,026	-19.54%	€ 7,878	
21	Stichting OAPEN / Open Access Pu	OAPEN	NL	40,632		4,500	45,132	€ 2,519	€ 15,044	€ 4,628	-€ 10,416	-69.24%	€ 22,566	
22	Open Knowledge Foundation	OKF DE	DE	156,400		4,500	160,900	€ 24,899	€ 53,633	€ 54,888	€ 1,255	2.34%	€ 80,450	
23	The Open University	OU	UK	276,650		6,750	283,400	€ 4,405	€ 94,467	€ 27,381	-€ 67,086	-71.02%	€ 141,700	
24	Instytut Chemii Bioorganicznej	PSNC	PL	230,300		23,000	253,300	€ 37,969	€ 84,433	€ 51,238	-€ 33,195	-39.32%	€ 126,650	
25	Trinity College Dublin	TCD	IRL	117,544		12,000	129,544	€ 12,037	€ 43,181	€ 32,522	-€ 10,659	-24.69%	€ 64,772	
26	Stichting Katholieke Universiteit	TILBURA	NL	45,000		4,500	49,500	€ 1,493	€ 16,500	€ 3,924	-€ 12,576	-76.22%	€ 24,750	
27	University College London	UCL	UK	163,557		12,000	175,557	€ 23,478	€ 58,519	€ 38,628	-€ 19,891	-33.99%	€ 87,779	
28	The University of Edinburgh	UEDIN	UK	55,499		4,500	59,999	€ 9,324	€ 20,000	€ 25,386	€ 5,386	26.93%	€ 30,000	
29	Goeteborgs Universitet /	UGOT	SE	155,904		14,250	170,154	€ 24,026	€ 56,718	€ 67,373	€ 10,655	18.79%	€ 85,077	
30	Universite Libre De Bruxelles /	ULB	BE	51,277		4,500	55,777	€ 3,149	€ 18,592	€ 3,331	-€ 15,261	-82.08%	€ 27,889	
31	Universitaet Bielefeld (BASE)	UNIBI	DE	40,000		6,000	46,000	€ 1,146	€ 15,333	€ 2,079	-€ 13,254	-86.44%	€ 23,000	
32	University of Patras	UPAT	GR	12,000		4,500	16,500	€ 1,608	€ 5,500	€ 3,688	-€ 1,812	-32.95%	€ 8,250	
33	Stichting VU-VUMC	VUA	NL	61,468		4,500	65,968	€ 7,041	€ 21,989	€ 19,256	-€ 2,733	-12.43%	€ 32,984	
	Total			4,261,791	46,240	426,250	4,734,282	€ 542,596	€ 1,578,094	€ 1,172,105	-€ 405,989	-25.73%	€ 2,367,141	
								check-sums>	€ 542,596	1,578,094	€ 1,172,105	-405,989		2,367,141	
											if above not =, values missing			

Sheet tabs: E Personnel | E Subcont | E Travel&Other | **ETotal** | E PMs | Rate check | E Report record | % Other Prsnnel | E €Schedule | ...

The under/over budget indicators are of very little significance at this stage.

1. The work of different partners takes place in different periods.
2. The first year resource usage for a 3-year project is not very indicative of the whole project period.
3. The project management team will review these figures in the light of what proportion of partners' work has actually been completed.
   For example, where there are very high blue 'over-spend' figures, partner 5 Questa.Soft / CEEOL have virtually completed their work, and partner 19 NLW have done about two-thirds of their work. Several other partners are yet to make their most significant contribution to the work.
4. The figures will become more indicative after the 18-month and 2-year reports and analysis, and will be kept under review by the project management team.

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End of main report

Appendix 1 - Partner Progress Report Template

Report template circulated to all partners at each of M6, M12, M18, M24, M30, M36 to elicit work progress to date.

Europeana Cloud - 325091 - Partner Progress Report

Partner number and name:-

Name and position of person reporting:-   **Date:**

Period covered: from:-   **to:-**

Work progress and achievements during the period

Please provide a <u>brief</u> and <u>concise</u> overview of the progress of work in line with the structure of DoW. For each WP task:-

- Provide a summary of progress towards objectives and details for each task.
- Highlight clearly significant results.
- If applicable, explain the reasons for deviations from the DoW and their impact on other tasks as well as on available resources and planning.
- If applicable, explain the reasons for failing to achieve critical objectives and/or not being on schedule and explain the impact on other tasks as well as on available resources and planning.
- If applicable, propose corrective actions.

WP	Task	Work done and Achievements

Please continue with 'Dissemination activities' . . .
('Use of resources' should be reported in the spreadsheet
<Partner_use_ofresources_eCloud.xls>)

contd

Appendix 1 - Partner Progress Report Template

Dissemination activities

Please give brief details of activities which disseminated information about the project. For example:-
- publications and newsletters;
- websites, blogs and tweets;
- attendance at meetings, conferences, seminars, etc.;
- meetings within your organisation to inform other people about the project;
- radio and TV exposure;
- posters and fliers distributed;
- Anything else that might be worth mentioning

Activity	**Place** *if applicable*	*Size* **of audience / Number of people reached -** numbers in audience, circulation of the journal / press article, etc.(approx)	*Type* **of audience / type of people reached -** What sort of people are the audience, e.g. project partners, researchers, librarians / curators, etc.	**Date** *If applicable*

Please change the filename by substituting your partner name, and email to the management team (Geoff Butters <geoff.butters@mdrpartners.com>, Alastair Dunning <Alastair.Dunning@KB.nl >, and Mary Rowlatt <mary.rowlatt@btinternet.com >), copied to Martin Moyle m.moyle@ucl.ac.uk .

Please also report 'Use of resources' in the spreadsheet
<Partner_use_of_resources_eCloud.xls>

End

Appendix 2 - Partner Use of Resources Report Template

Report template circulated to all partners at each of M6, M12, M18, M24, M30, M36 to get resource usage in terms of Person Months and costs to date. It is a workbook of spreadsheets, using these sheets:-

- Set-up (to facilitate automatic calculations)

- Personnel (costs and Person Months)

- Sub-contracting costs

- Travel and Other costs

- Summary

- Converting hours to PMs (to assist partners to work out PMs used)

Appendix 2 - Partner Use of Resources Report Template

Set-up sheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Europeana Cloud 325091**		**Finances set-up page**										
2	White = data to be entered		Green = automatically entered		Yellow=nothing more to be entered								
3													
4	*Please complete the details in the white cells (which are copied onto other work sheets)*												
5	Partner name:		*Your organisation name here*										
6	Period start date:		01 February 2013										
7	Period end date:												
8	Euro exchange rate:		1			*Leave at 1 if your currency is Euro. For others **see note below** about exchange rates.*							
9	Hours per Person Month:		131.25			*Enter number of working hours per month to enable automatic conversion of hours*							
10						*worked into person-months **(see sheet 'Converting hours to pms')**.*							
11													
12			WP1	WP2	WP3	WP4	WP5	WP6	WP7	Total PMs			
13	Person Months Planned *as in the DoW*									0.00			
14													
15													
16	**Exchange Rates.** Partners whose accounts are in currencies other than Euros should convert their costs to Euros on the basis of the exchange rate												
17	published in the official journal of the EU **for the first day of the month following the end of the reporting period**. That rate can be found at												
18	http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm . Use "Euro" to "(your currency)".												
19													
20	**Instructions**												
21	This template is for recording the **Use of Resources** in a format similar to the way they have to be reported to the EC when doing the next Cost Statement. It consists												
22	of different sheets (on tabs at the bottom): 'Set-up', 'Personnel', 'Sub-contracting', 'Travel and Other Costs', 'Summary', and 'Converting hours to PMs'.												
23	The cells are colour coded: data should be entered into the white cells only; green cells use that data to do the calculations automatically and cannot be edited.												
24/25	**Currency exchnge rates**: Costs should be in your local currency - ie either Euros or other currency: they will be converted automatically using the exchange rate you enter on this 'Set-up' sheet.												
27	**Set-up sheet - please do this FIRST.** Fill in ALL the white boxes (including PMs per WP) and that will cause the data to be automatically copied to the other												
28	sheets and used in calculations.												
29	**Personnel** - record all persons that are working on ELibs in your institution, their job role, their hours worked on each WP, and their hourly rate cost.												
30	**Sub contracting** (only for those who specifically have budget for this). If applicable, enter details and costs.												
31/32	**Travel and Other Costs** - Most partners only have travel budget. Enter details and costs, separating fares from hotel and subsistence costs. Only partners that have budget for 'Other' should report in that section.												
33	**Summary** - summarises the costs and PMs.												
34/35	**Converting hours to PMs** - guidance on how to calculate Person Months, converting hours to PMs .												
36	*Please change the filename by replacing the word 'template' with your partner number and short name before submitting.*												

Set-up | Personnel | Sub-contracting | Travel and Other costs | Summary | Converting hours to PMs

Personnel sheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Europeana Cloud 325091**		Personnel											
2	White = data to be entered	Green = automatically entered	Yellow=nothing more to be enter											
3														
4	Period start date:	01 February 2013												
5	Period end date:													
6	Partner name:	Your organisation name here												
7	Euro exchange rate:	1												
8	Hours per Person Month:	131.25												

Geoff Butters:
If your way of accounting does not allow you to use the 'Hourly Rate' on the the Personnel tab 'Unprotect' the spreadsheet - there is no password - (R the bottom, or look in 'Help' to find how); over-write as necessary the formul & N and Row 37 with your total figures. You have to do the calculation yours totals. That will make the Summary sheet read correctly for the records.

	Name:	Job title	WP1	WP2	WP3	WP4	WP5	WP6	WP7	Total Hours	Hourly Rate	Total local currency	Total Euros	Person Months
12	*Name each person*	*Give their title or role*	*The **hours** worked on each WP by this person in this year*											
13										0.00		0.00	€ 0.00	0.000
14										0.00		0.00	€ 0.00	0.000
15										0.00		0.00	€ 0.00	0.000
16										0.00		0.00	€ 0.00	0.000
17										0.00		0.00	€ 0.00	0.000
18										0.00		0.00	€ 0.00	0.000
19										0.00		0.00	€ 0.00	0.000
20										0.00		0.00	€ 0.00	0.000
21										0.00		0.00	€ 0.00	0.000
22										0.00		0.00	€ 0.00	0.000
23										0.00		0.00	€ 0.00	0.000
24										0.00		0.00	€ 0.00	0.000
25										0.00		0.00	€ 0.00	0.000
26										0.00		0.00	€ 0.00	0.000
27										0.00		0.00	€ 0.00	0.000
28										0.00		0.00	€ 0.00	0.000
29										0.00		0.00	€ 0.00	0.000
30										0.00		0.00	€ 0.00	0.000
31										0.00		0.00	€ 0.00	0.000
32										0.00		0.00	€ 0.00	0.000
33	**Totals**		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	€ 0.00	0.000
34	*Checks (should be same as cell above)*									0.00			€ 0.00	0.000
35														
36	**Person Months record**		WP1	WP2	WP3	WP4	WP5	WP6	WP7	Total PMs				
37	Person Months used this period		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000				
38	Person Months used in previous year 1									0.000				
39	Person Months used in previous year 2									0.000				
40	**Total Person Months used so far**		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000				
41	Planned Person Months		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000				

Set-up | Personnel | Sub-contracting | Travel and Other costs | Summary | Converting hours to PMs

Appendix 2 - Partner Use of Resources Report Template

Sub-contracting sheet

	A	B	C	D	E	F	H	I	J
1	**Europeana Cloud 325091**								
2	**Sub-contracting** (only for those partners who have budget for it in the DoW)								
3	White = data to be entered	Green = automatically entered		Yellow = nothing more to be entered					
4									
5	Period start date:	01 February 2013							
6	Period end date:								
7	Partner name:	Your organisation name here							
8	Euro exchange rate:	1							
9									
10	Subcontracting is only allowed for those partners who have budget for it in the DoW								
11	Date cost incurred	Description	Amount	Amount					
12		*Describe the work being sub-contracted and the WP and tasks this relates to. Include details of invoices. (Cell will expand if necessary)*	Local currency	Euros					
13				€ 0.00					
14				€ 0.00					
15				€ 0.00					
16				€ 0.00					
17				€ 0.00					
18		Totals	0	€ 0.00					
19		*Check (should be same as cell above)*		€ 0.00					

Tabs: Set-up | Personnel | **Sub-contracting** | Travel and Other costs | Summary | Converting hours to PMs

READY — 100%

Travel and Other costs sheet

	A	B	C	D	E	F
1	**Europeana Cloud 325091**		**Travel and Other costs**			
2	White = data to be entered	Green = automatically entered	Yellow=nothing more to be entered			
3						
4	Period start date:	01 February 2013				
5	Period end date:					
6	Partner name:	Your organisation name here				
7	Euro exchange rate:	1				
8						
9	**Travel Costs**					
10	Dates of travel	Name(s) of traveller(s)	Destination city and country, reason for travel and who authorised.	Category *separate fares,*	Amount	Amount
11				*and hotel & subsistance*	Local currency	Euros
12				Travel Fares		€ 0.00
13				Hotel and subsistance		€ 0.00
14				Travel Fares		€ 0.00
15				Hotel and subsistance		€ 0.00
16				Travel Fares		€ 0.00
17				Hotel and subsistance		€ 0.00
18				Travel Fares		€ 0.00
19				Hotel and subsistance		€ 0.00
20				Travel Fares		€ 0.00
21				Hotel and subsistance		€ 0.00
22				Travel Fares		€ 0.00
23				Hotel and subsistance		€ 0.00
24				Travel Fares		€ 0.00
25				Hotel and subsistance		€ 0.00
26				Travel Fares		€ 0.00
27				Hotel and subsistance		€ 0.00
28				Travel Fares		€ 0.00
29				Hotel and subsistance		€ 0.00
30				Travel Fares		€ 0.00
31				Hotel and subsistance		€ 0.00
32				Travel Fares		€ 0.00
33				Hotel and subsistance		€ 0.00
34				Totals	0.000	€ 0.00
35				*Check (should be same as cell above)*		€ 0.00
36						
37	**Other Costs**					
38	Date cost incurred	Description and reason for expenditure			Amount	Amount
39					Local currency	Euros
40						€ 0.00
41						€ 0.00
42						€ 0.00
43						€ 0.00
44						€ 0.00
45				Totals	0.000	€ 0.00
46				*Check (should be same as cell above)*		€ 0.00

Tabs: Set-up | Personnel | Sub-contracting | **Travel and Other costs** | Summary | Converting hours to PMs

READY — 100%

Appendix 2 - Partner Use of Resources Report Template

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Europeana Cloud 325091**		**Summary**										
2		Green = automatically entered		Yellow = nothing more to be entered									
3													
4	Period start date:	01 February 2013											
5	Period end date:												
6	Partner name:	Your organisation name here											
7	Euro exchange rate:	1											
8	Hours per Person Month:	131.25											
9													
10		**Local Currency**	**Euro**										
11													
12	**Personnel costs**	0.000	€ 0.00										
13													
14	**Subcontracting costs**	0.000	€ 0.00										
15													
16	**Other costs (incl. Travel)**	0.000	€ 0.00										
17													
18	**Total Costs**	0.000	€ 0.00										
19													
20													
21	**Person Months record** (from personnel)		**WP1**	**WP2**	**WP3**	**WP4**	**WP5**	**WP6**	**WP7**	**Total PMs**			
22	Person Months used this period		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000			
23	Person Months used in previous year 1		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000			
24	Person Months used in previous year 2		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000			
25	**Total Person Months used so far**		**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**			
26	Planned Person Months		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000			

Set-up | Personnel | Sub-contracting | Travel and Other costs | **Summary** | Converting hours to PMs

Appendix 2 - Partner Use of Resources Report Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Europeana Cloud 325091**		**Converting hours to Person Months (PMs)**											
2	White = data to be entered		Green = automatically entered			Yellow=nothing more to be entered			Blue - example figures					
3														
4	Converting hours to Person Months (PMs)													
5	PMs are calculated by each organisation based on the standard number of productive working days in the year.													
6	Productive working days per year excludes weekends, annual leave, public holidays, training and a number of days for sickness or training.													
7	The calculation depends on national legislation and practices within each organisation.													
8	However, if your organisation does not have such figures, you may use the example ones here.													
9														
10	*For example:*	*Example*	*Your figures*	*Use the white boxes to enter your own figures to automatically calculate*										
11	Total days in a year:	365	365	*hours per month to be entered on the Set-up sheet.*										
12	Weekends:	104												
13	Annual holidays:	21		i.e. annual leave entitlement										
14	Statutory holidays:	15		i.e. public holidays										
15	Illness/Others:	15		Some organisations may deduct average days taken off sick, training days, etc.										
16	**Working days in a year:**	**210**	**365**											
17														
18	**Standard hours per day**													
19	The standard hours per working day depends on national legislation and practices within each organisation.													
20	*For example:*													
21	Standard hours:	7.5												
22														
23	**Productive working hours in a year**													
24	This can be calculated by working the number productive working days by the standard hours.													
25	**For example:**													
26	210 x 7.5 (Or yours C16xC21)	1575	0.00											
27														
28	**Productive hours per month**													
29	*This can be calculated by dividing the number of productive hours in the year by 12.*													
30	*For example:*													
31	1575÷12 (Or yours C26÷12)	131.25	131.25											
32														
33	*Please note that the hours per month for each organisation depends on national legislation and local practices (e.g contracts of employment).*													

Sheet tabs: ... | Sub-contracting | Travel and Other costs | Summary | **Converting hours to PMs**

Appendix 3 - Use of Resources monitoring spreadsheet

Appendix 3 - Use of Resources monitoring spreadsheet

Data from partners' use of resources reports is copied to a workbook to use to monitor use of resources, with sheets for:-

- Personnel

- Sub-contracting

- Travel and Other costs

- Person Months usage

- Rate check (to monitor personnel costs against the average rate from the DoW)

- €Schedule (payments schedule and record)

- Report Record (to monitor partners' submission of 6-monthly reports and their cost statements in the NEF)

A screen-shot of the 'Total' page of the workbook follows:-

Appendix 3 - Use of Resources monitoring spreadsheet

Particip ant No.	Budget Europeana Cloud	Short Name	Country	Total personnel €	Sub-contracting €	Other Incl travel €	TOTAL COSTS €	6 months — Costs reported for 6 months Feb-Jul 2013	12 months - end Year 1 — Budget per 12 months to Jan 2014	Costs reported for Year 1 to Jan 2014	under / over budget Year 1 to Jan 2014	% under / over budget	18 months - Half way — Budget per 18 months to July 2014	Costs reported for 6 months Feb-Jul 2014	Costs reported for 18 months to July 2014
1	Europeana Foundation	EF	NL	906,660	30,000	172,000	1,108,660	€ 144,917	€ 369,553				€ 554,330		
2	Ariadne Foundation	Ariadne	BE	90,000		3,000	93,000	€ 7,836	€ 31,000				€ 46,500		
3	Athena Research and Innovation (Digital Curation Unit-DCU)	Athena RC	GR	171,000		19,500	190,500	€ 12,339	€ 63,500				€ 95,250		
4	Bayerische Staatsbibliothek / Bavarian Library Consortium	BSB	DE	37,800		4,500	42,300	€ 3,940	€ 14,100				€ 21,150		
5	Questa.Soft Central and Eastern European Online Library	CEEOL	DE	30,000		4,500	34,500	€ 5,366	€ 11,500				€ 17,250		
6	CERL	CERL	UK	162,500	16,240	12,000	190,740	€ 14,965	€ 63,580				€ 95,370		
7	Onsiglio Nazionale delle Ricerche (ISTI- CNR)	CNR	IT	198,000		5,250	203,250		€ 67,750				€ 101,625		
8	Debrecen Egyetem	DE	HU	12,000		4,500	16,500	€ 2,830	€ 5,500				€ 8,250		
9	Fundación DIALNET	DIALNET	ES	33,600		6,000	39,600	€ 7,483	€ 13,200				€ 19,800		
10	Hrvatska Akademija Znanosti i Umjetnosti /Academy of Sciences & Arts	HAZU	HRV	42,858		4,500	47,358	€ 7,228	€ 15,786				€ 23,679		
11	National & Copenhangen University Library	KB DK	DK	42,000		4,500	46,500		€ 15,500				€ 23,250		
12	Stichting Nederland Kennisland	KL	NL	184,600		11,250	195,850	€ 12,629	€ 65,283				€ 97,925		
13	Koninklijke Nederlandse Akademie van Wetenschappen –Knaw (DANS &	KNAWS	NL	120,000		26,500	146,500	€ 26,174	€ 48,833				€ 73,250		
14	KU - Leuven	KU Leuven	BE	200,000		9,000	209,000	€ 22,158	€ 69,667				€ 104,500		
15	LIBER	LIBER	NL	78,000		6,000	84,000	€ 10,906	€ 28,000				€ 42,000		
16	Cinecitta Luce SPA-Istituto Luce-Cinecitta SRL	LUCE	IT	30,000		3,000	33,000		€ 11,000				€ 16,500		
17	MDR Partners	MDR	UK	342,000		12,750	354,750	€ 58,500	€ 118,250				€ 177,375		
18	Kansallisarkisto / National Archives of Finland	NAF	FIN	30,600		3,000	33,600	€ 2,622	€ 11,200				€ 16,800		
19	National Library of Wales	NLW	UK	147,987		4,500	152,487	€ 47,147	€ 50,829				€ 76,244		
20	Narodni Technicka Knihovna / National Technical Library	NTK	CZ	11,256		4,500	15,756	€ 2,464	€ 5,252				€ 7,878		
21	Stichting OAPEN / Open Access Publishing In European Networks	OAPEN	NL	40,632		4,500	45,132	€ 2,519	€ 15,044				€ 22,566		
22	Open Knowledge Foundation Deutschland	OKF DE	DE	156,400		4,500	160,900	€ 24,899	€ 53,633				€ 80,450		
23	The Open University	OU	UK	276,650		6,750	283,400	€ 4,405	€ 94,467				€ 141,700		
24	Instytut Chemii Bioorganicznej Pan / Poznan Super Computing	PSNC	PL	230,300		23,000	253,300	€ 37,969	€ 84,433				€ 126,650		
25	Trinity College Dublin	TCD	IRL	117,544		12,000	129,544	€ 12,037	€ 43,181				€ 64,772		
26	Stichting Katholieke Universiteit Brabant Universiteit Van	TILBURA	NL	45,000		4,500	49,500	€ 1,493	€ 16,500				€ 24,750		
27	University College London	UCL	UK	163,557		12,000	175,557	€ 23,478	€ 58,519				€ 87,779		
28	The University of Edinburgh	UEDIN	UK	55,499		4,500	59,999	€ 9,324	€ 20,000				€ 30,000		
29	Goeteborgs Universitet / University of Gothenburg	UGOT	SE	155,904		14,250	170,154	€ 24,026	€ 56,718				€ 85,077		
30	Universite Libre De Bruxelles / Free University of Brussels	ULB	BE	51,277		4,500	55,777	€ 3,149	€ 18,592				€ 27,889		
31	Universitaet Bielefeld (BASE)	UNIBI	DE	40,000		6,000	46,000	€ 1,146	€ 15,333				€ 23,000		
32	University of Patras	UPAT	GR	12,000		4,500	16,500	€ 1,608	€ 5,500				€ 8,250		
33	Stichting VU-VUMC Amsterdam	VUA	NL	61,468		4,500	65,968	€ 7,041	€ 21,989				€ 32,984		
	Total			4,277,091	46,240	426,250	4,749,582	€ 542,596	€ 1,583,194				€ 2,374,791		
							check-sums>	€ 542,596	1,583,194				2,374,791		
											if above not = , values missing				

D7.3 eCloud progress report M1-12   27 March 2014

Appendix 4 - Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Mont h	Part ner
Presentation	Presentation by Freire Nuno, Charles Valentine & Isaac Antoine, Europeana / The European Library - "Europeana and Research: Enabling the Use of Cultural Heritage Objects for Digital Humanities" -	8th International Digital Curation Conference, Amsterdam	25	Information professionals	1	1
Presentation	Presentation involving Europeana Cloud	London, UK	160	Digital Library Experts	1	1
Web	Websites	http://www.techlib.cz/cs/2459-europeana-cloud/	55 000	Students, researchers, librarians and other NTK users	1	20
Meeting / briefing	Info about project to Czech library community using digital library system Kramerius	Czech Republic	50	Library directors and library IT staff	1	20
Web	Promoting the project through notifications placed on the university / library website	www.ulbsibiu.ro, bcu.ulbsibiu.ro	5	Students, teachers, researchers	1	35
Blog	Spotlight on Europeana's biggest content provider	http://pro.europeana.eu/blog	The Pro blog receives an average of 3500 page views per month	Europeana Network, project partners, policymakers, cultural heritage professionals	1	1
Presentation	1 slide in Presentation at Europeana Creative kick-off, by Breandan Knowlton	Europeana Creative kick-off, Vienna	50-75	Europeana Creative partners	1	1
Meeting / briefing	CERL Executive	Padua	15	Senior Librarians	2	6
Social	Twitter @dialnet: some tweets about	@dialnet	3.800	Librarians, Dialnet´s users,	2	9

Appendix 4 Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Month	Partner
	Europeana Cloud		followers	researchers…		
Meeting / briefing	Dialnet alerts		400,000 registered users; 60 partners	Dialnet's Registered users and partners	2	9
Web	Summary on project website	http://www.dans.knaw.nl/en/content/categorieen/projecten/europeana-cloud-ecloud		General public, researchers, archivists	2	13
Blog	Introductory blog post	http://niodbibliotheek.blogspot.ie/2013/03/europeana-cloud-europeana-voor.html		General public, researchers, archivists	2	13
Social	Tweets (WP1 participant)	@PetraLinks	450 followers	Archivists	2	13
Blog	Blog post	http://pro.europeana.eu/web/europeana-cloud/blog/-/blogs/debut-presentation-for-europeana-research-coordinators-group		Project partners	2	13, 15
Presentation	Presentation at Digital History Course	Amsterdam	15	Researchers	2	13
Presentation	Introduction to eCloud	Centre for Advanced Welsh and Celtic Studies, Aberystwyth	30	Academics	2	19
Presentation	Presentations at the Europeana Cloud kick-off meeting by Alastair Dunning, Chiara Latronico,& Jill Cousins	Europeana Cloud kick-off meeting, The Hague	75	Project partners	2	1
Presentation	Mention of Europeana Research in presentation by Jill Cousins at FutureEverything conference	Future Everything, Manchester		Creatives	2	1
Presentation	'Europeana: Creating a digital resource for researchers' by Jill Cousins.	Goportis, Hanover,		Researchers	2	1
Presentation	Introduction to eCloud	Rome	150	IT decision makers	2	7
Presentation	The work of Europeana Cloud was	Trondheim	20	Library professionals	2	15

Appendix 4 Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Month	Partner
	covered in a presentation to Norwegian Research Libraries					
Meeting / briefing	CERL Directors	Vatican	15	Senior Librarians	3	6
Meeting / briefing	Info about project to GreyNet and INIST (Open Grey database)		2	GreyNet Director, Head of the Monographs and Grey Literature service at INIST	3	20
Meeting / briefing	Emailing potential participants to invite to the eCloud Expert Forum #1: Case Studies	Online	38 invitations sent to non-eCloud members to participate	Leading experts in Digital Humanities and Social Science, predominantly with backgrounds in Archaeology, History, Geography, Sociology and Computer Science	3	23
Presentation	Organizing the 4th International Conference on Information Science and Information Literacy, Sibiu, Romania April 17-19, 2013	bcu.ulbsibiu.ro/conference	200	Teachers, students, librarians, researchers	3	35
Publication	Paper "*The Library of the Lucian Blaga University of Sibiu and the Europeana Libraries: a good end & a promissing beginning*", Dr. R. Volovici, I.Visa, E. Marginean, C. Volosciuc,	bcu.ulbsibiu.ro/conference	200	Teachers, students, librarians, researchers	3	35
Web	Publication of two news on dialnet website	http://dialnet.unirioja.es/	20.8 million visits/year to site	Librarians, Dialnet´s users, researchers…	3,5	9
Event	Promoting the e-Cloud project at all the events organized and supported by the City of Sibiu in 2013 under the name "Sibiu – Smart". The " Lucian Blaga" University from Sibiu is participating with 6 projects, the Library with the project: "*the Digital Library of ULBS - Sibiu Smart*"	bcu.ulbsibiu.ro/smart	5	Sibiu citizens, tourists, librarians	3-12	35

Appendix 4 Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Month	Partner
Presentation	Presentation involving Europeana Cloud	Zagreb, Croatia	75	Digital Library Experts	4	1
Presentation	Presentation at SEEDI (South-Eastern European Digitisation Initiative) Conference (V. Juričić: "Europeana Cloud And Hazu")	Zagreb, National and University Library	50	researchers, librarians, administration	4	10
Presentation	Presentation at the Conference 13. dani specijalnih i visokoškolskih knjižnica (13th Days of special and faculty libraries) V. Juričić: Knjižnica HAZU u EU projektu Europeana Cloud	Opatija	80	librarians, administration, researchers	4	10
Presentation	Presentation "Mapping the History of Logic". GlaMMap Kickoff meeting.	VU University Amsterdam.	30	Researchers, librarians, students	4	33
Presentation	Presentation with proceedings publication	Paris	150	CHI13	4	14
Blog	Blog: Europeana Cloud: Establishing the High Level Principles Blog by Maarten Zeinstra and Julia Fallon, published on the Europeana Cloud blog, which is aggregated into Europeana Professional blog	Pro.europeana.eu/blog	Pro Blog has 3,500 page views per month	Cultural heritage and open data professionals	5	1
Blog	eCloud mentioned in Blog: Extending the Europeana Licensing Framework by Paul Keller from Kennisland published on the Europeana Professional blog	Pro.europeana.eu/blog	Pro Blog has 3,500 page views per month	Cultural heritage and open data professionals	5	1
Presentation	2 slides on eCloud in presentation by Antoine Isaac, Europeana, http://www.slideshare.net/antoineisaac/europeana-vision-web-as-literature-2013	'Web as Literature event' British Library, London	100	Linked Open Data professionals and humanities professionals	5	1
Meeting / briefing	Information about Europeana Cloud and Questa.Soft (C.E.E.O.L.)'s participation in the project	Email	300	Humanities and social science researchers and journal editors	5	5
Web	Website: eCloud principles	http://www.kennisland.nl/filter/events/europeana-cloud-	300 visits/day	Researchers in NL	5	12

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Appendix 4   Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Mont h	Part ner
		principles-workshop-series				
Web	Website: Europeana licensing framework	http://www.kennisland.nl/filter/ projecten/europeana-licensing-framework	300 visits/day	Researchers in NL	5	12
Web	Website: eCloud principles, series 2	http://www.kennisland.nl/filter/ events/europeana-cloud-principles-workshop-series-2	300 visits/day	Researchers in NL	5	12
Presentation	Presentation with proceedings publication	Paris	150	CHI13	4	14
Blog	Blog: Establishing high-level principles	http://pro.europeana.eu/web/ europeana-cloud/blog/- /blogs/1808803/maximized?p _p_auth=nRKZIP82		Cultural heritage and open data professionals	5	12
Blog	Blog: licensing framework	http://pro.europeana.eu/web/ guest/pro-blog/- /blogs/1800365/maximized?p _p_auth=PTpXEn1E		Cultural heritage and open data professionals	5	12
Presentation	Mentioned in presentation at OA monograph conference	London	290	Publishers, librarians, researchers, research funders	5	21
Meeting / briefing	eCloud Expert Forum 1: Case Studies	Dublin, Ireland	15 Expert participants (13 non-eCloud, 2 eCloud), 9 eCloud partners	As above, with additional project partners	5	23
Presentation	Presentation on conference MUSEUM@DIGIT titled "The Possible Future of Europeana: The Cloud Solutions"	Budapest, Hungarian National Museum,	150	Cultural heritage institution employees, domain experts – international and from Hungarian museums	5	24
Presentation	Participation in panel 'Research and digital heritage: what should the EU do?' at Cultural Heritage Creative Tools And	Copenhagen	40	EU Cultural heritage network	5	13, 3

Appendix 4 Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Month	Partner
	Archives workshop,					
Blog	Europeana Cloud: Establishing the High Level Principles	http://pro.europeana.eu/web/europeana-cloud/blog	440 views / month	Project partners and cultural heritage professionals interested in Cloud technology	5	1
Blog	Extending the Europeana Licensing Framework	http://pro.europeana.eu/blog	The Pro blog receives an average of 3500 page views per month	Europeana Network, project partners, policymakers, cultural heritage professionals	5	1
Factsheet	Europeana Cloud Factsheet	pro.europeana.eu/web/europeana-cloud/communication-tools	Pro has around 14,000 visits per month	Europeana Network	5	1
Presentation	eCloud and WP3 introduction	London	30	DM2E researchers	5	14
Presentation	WP3 introduction	Leuven	40	Humanities researchers	5	14
Meeting / briefing	Invitations to Expert Forum (T1.4.3) – as we invited researchers, we also included information about eCloud.		25	Social science researchers	5-8	29
Blog	Blog: Debut Presentation for Europeana Research Coordinators Group by Friedel Grant, published on the Europeana Cloud blog, which is aggregated into Europeana Professional blog	Pro.europeana.eu/blog	Pro Blog has 3,500 page views per month	Cultural heritage and open data professionals	6	13,15
Meeting / briefing	Formation of a joint eCloud-agINFRA ARIADNE Small Interest Group (SIG) on "Personas and scenarios of digital content for research"	http://wiki.ariadne-eu.org/index.php/Personas_and_scenarios_of_digital_content_for_research	20	Members of ARIADNE foundation, partners of CIP-PSP eCloud and FP7 agINFRA, collaborating researchers and research groups	6	2
Web	CERL Newsletter June 2013	http://www.cerl.org/publications/newsletter	600	Librarians and academics	6	6

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Appendix 4 Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Mont h	Part ner
Meeting / briefing	meeting within Debrecen Univesity Library to inform other people about the project;	Debreceni Egyetem, Library	20	Liaison librarians	6	8
Publication	Ljetopis HAZU (HAZU annals), p.596-597, 2013	http://dizbi.hazu.hr/?vdoc=4618&page=0	300 printed copies plus online	Members of the Academy in Croatia and abroad, researchers and librarians in the world	6	10
Web	Announcement on the Library Website	knjiznica.hazu.hr		Students, researchers, public	6	10
Presentation	Presentation and informal discussions	Oxford University Digital Humanities Summer School	70	Academics and postgraduates	6	19
Presentation	Presentation	BBC Cymru, Cardiff	100	Media and government officials	6	19
Blog	Blog Article on eCloud Expert Forum	http://dh.tcd.ie/dh/?p=359	Approx 25 views per day	Digital Humanities community within TCD, external interested parties visiting the DH@TCD Blogsite, Digital Humanities students at both MPhil and PhD level	6	23
Meeting / briefing	(Organizing) meeting with Axiom philosophy group, VU students and members of TU Eindhoven	VU University Amsterdam	10	Researchers and students	6	33
Blog	Europe's Libraries Come Together This September	http://pro.europeana.eu/blog	The Pro blog receives an average of 3500 page views per month	Europeana Network, project partners, policymakers, cultural heritage professionals	6	1
Presentation	Keynote presentation: 'Why Europeana' by Jill Cousins	JCDL 2013, Indianapolis		Librarians, researchers	6	1
Presentation	Presentation on conference MUSEUM@DIGIT titled "The Possible	Budapest, Hungarian National Museum,	150	Cultural heritage institution employees, domain experts –	6	24

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Appendix 4 Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Month	Partner
	Future of Europeana: The Cloud Solutions"			international and from Hungarian museums		
Presentation	Talk on Europeana Cloud at DARIAH-DE Expertworkshop on Interoperable Annotations for the Arts and Humanities	Berlin	30	Digital humanities researchers	6	22
Presentation	WP3 introduction	Amsterdam	20	Axiom philosophers	6	14
Web	Website post, Swedish National Data Service	http://snd.gu.se/sv/projekt/internationella-projekt		Research data users in the humanities, social sciences, and health sciences	7	29
Web	Web: Europeana Cloud - Shared Infrastructure for European Cultural Content	http://www.techlib.cz/cs/2459-europeana-cloud/		Scientists, teachers, students and public	8	20
Press release	Press release issued regarding Discover Research Dublin, in which details were given about exhibition from Sarah Kenderdine, which draws on Europeana and eCloud data	Ireland (National coverage)	Distributed to websites and newspapers around Ireland	General Public	8	23
Publication	Article in Irish Times (National newspaper) regarding Discover Research Dublin, and Sarah Kenderdine's eCloud exhibition	Ireland (National coverage)	Between 250,000 and 300,000 people	General Public	8	23
Television	RTE 6News broadcast regarding Discover Research Dublin, which featured footage of Sarah Kenderdine's eCloud exhibition.	Ireland	Between 250,000 and 300,000 people	General Public	8	23
Event	TCD Hosted Discover Research Dublin (EU Researchers Night), in which Prof. Sarah Kenderdine showcased her work which draws directly from Europeana	Dublin, Ireland	1200 (approx)	General public of all ages, researchers at all levels, press representatives, RTE news (National Broadcaster)	8	23
Blog	Europeana Cloud - Shared Infrastructure for European Cultural Content	http://pro.europeana.eu/web/europeana-cloud/blog	440 views / month	Project partners and cultural heritage professionals interested in Cloud technology	8	1

Appendix 4 Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Month	Partner
Blog	Workshop series on the principles of Europeana Cloud	http://pro.europeana.eu/web/europeana-cloud/blog	440 views / month	Project partners and cultural heritage professionals interested in Cloud technology	8	1
Event	"Researchers' Night" – an annual event to disseminate the research and other activities of the university	Debreceni Egyetem, Library	41	students, researchers, general public, librarians	8	8
Meeting / briefing	Workshop Social Principles of Cloud	Amsterdam	22	Project Partners	8	12
Presentation	Conference Presentation (Keynote): GMW013.de Conference	Frankfurt	200	Academics	8	19
Presentation	Conference presentation: International Conference on Theory and Practice of Digital Libraries (TPDL) 2013	Malta	40	Academic and Library Professionals	8	19
Presentation	Talk on Europeana Cloud at WikiSym + OpenSym 2013	Hong Kong	98	GLAM and Wikimedia community	8	22
Presentation	Presentation with proceedings publication	Graz	100	IKNOW participants	8	14
Presentation	WP3 introduction	Leuven	40	Digital humanities summer school participants	8	14
Blog	Determining the Social Principles of Europeana Cloud	http://pro.europeana.eu/web/europeana-cloud/blog	440 views / month	Project partners and cultural heritage professionals interested in Cloud technology	9	1
Blog	Hearing what project coordinators have to say	http://pro.europeana.eu/blog	The Pro blog receives an average of 3500 page views per month	Europeana Network, project partners, policymakers, cultural heritage professionals	9	1
Presentation	Discussion of Europeana Research in 'Europeana - Impact & Ecosystem' by Jill Cousins	Leuven		Cultural heritage professionals	9	1

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Appendix 4   Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Mont h	Part ner
Presentation	Presentation on Europeana Cloud at Internet Librarian Conference 2013	Internet Librarian Conference, London	75	Librarians, LIS researchers	9	1
Presentation	Presentation of Europeana Cloud in the working group "Kulturelles Erbe"	Berlin, Germany	35	Digital Humanities researchers	9	22
Meeting / briefing	Workshop Economic Principles of Cloud	Edinburgh	25	Project Partners	9	12
Meeting / briefing	Workshop Legal Principles of Cloud	Edinburgh	25	Project Partners	9	12
Blog	Blog post, WP5 workshops	http://libraryblogs.is.ed.ac.uk/ blog/2013/10/16/1127/		Researchers, students	9	28
Web	Web: Determining the Social Principles of Europeana Cloud	http://www.techlib.cz/cs/2459-europeana-cloud/		Scientists, teachers, students and public	9	20
Social	Tweet made via @DHTCD following WP5 Workshop in Edinburgh "Using illustrations to visualise discussions - very helpful tool @ #Europeana's #eCloud project workshop in Edinburgh http://tinyurl.com/mwmrwtw"	@DHTCD	350 followers	Researchers, general public, academics, cultural heritage leaders	9	23
Presentation	The work of Europeana Cloud was covered in a presentation to FREDOC	Aussois, France	20	Library professionals	9	15
Web	Web: Legal and economic requirements for Europeana Cloud	http://www.techlib.cz/cs/2459-europeana-cloud/		Scientists, teachers, students and public	10	20
Meeting / briefing	Discussion meeting with JISC (UK) in context of Shared Repository Services	London	10	Research Funders	10	23
Social	Tweet made during Expert Forum #2 in Amsterdam using hashtags #Europeana #europeana_cloud #Allezculture (also #Amsterdam and #NIOD)	@DHTCD	350 followers	General public	10	23
Blog	Blog article on the "Europeana Treasure Hunt" on Europeana website	Online	17 pageviews	Europeana network members	10	23
Meeting /	Advocacy for eCloud to Tilburg School of			Humanities researchers	10	26

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Appendix 4   Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Mont h	Part ner
briefing	Humanities					
Presentation	Conference presentation "Computer Tools for the History of Philosophy". Idealism, Realism, Empiricism. Philosophical debates around 1800. Utrecht University, Utrecht, November 29-30, 2013 (with A. Betti and P. van Wierst).	Utrecht University	20	Researchers and librarians	10	33
Blog	Debating legal and economic requirements for Europeana Cloud	http://pro.europeana.eu/web/europeana-cloud/blog	440 views / month	Project partners and cultural heritage professionals interested in Cloud technology	10	1
Blog	What will Europeana aggregation look like in 2020?	http://pro.europeana.eu/blog	The Pro blog receives an average of 3500 page views per month	Europeana Network, project partners, policymakers, cultural heritage professionals	10	1
Presentation	Europeana and Researchers	Project Expert Forums	20	Project partners	10	1
Presentation	Introduction to eCloud	LoCloud Plenary London	50	LoCloud project partners	10	1
Newsletter	Europeana Cloud newsletter 1	Mailing list	42	Europeana Network	10	15
Presentation	Conference Keynote: Netherlands eHumanities Symposium	Amsterdam	60	Academic	10	19
Presentation	Conference presentation: DARIAH France Conference	France	100	Academics, Technical, Libraries, Museums	10	19
Presentation	WP3 progress	Athens	40	DM2E researchers	10	14
Presentation	Presentation about the eCloud project on conference "Academic Library: Infrastructure - University - Environment".	Gliwice, Poland, University of Technology	100	Academics, Technical, Libraries, Museums	10	24
Presentation	The work of Europeana Cloud was covered in a presentation at the International Research Libraries Conference	Mexico City	30	Library professionals	10	15

Appendix 4   Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Mont h	Part ner
Event	Exhibition on eCloud at the Academy Library	Zagreb, HAZU	685	researchers, librarians, citizens	10-12	10
Blog	Local cultural heritage in the cloud;	http://pro.europeana.eu/blog	The Pro blog receives an average of 3500 page views per month	Europeana Network, project partners, policymakers, cultural heritage professionals	11	1
Presentation	Presentations at Europeana Network AGM by Alastair Dunning	Europeana Network AGM, Rotterdam	150	Europeana Network	11	1
Social	Tweet from @DHTCD account to promote Web Survey "Have you heard of Europeana?"	@DHTCD	350 followers	Researchers, general public, academics, cultural heritage leaders	11	23
Presentation	Conference presentation "Creating a Digital History of Ideas". DHLU Symposium 2013: Reading Historical Sources in the Digital Age, University of Luxembourg, Luxembourg, December 5-6, 2013. (With A. Betti)	University of Luxembourg	50	Researchers and librarians	11	33
Blog	Register now for Europeana Cloud Plenary	http://pro.europeana.eu/web/ europeana-cloud/blog	440 views / month	Project partners and cultural heritage professionals interested in Cloud technology	12	1
Newsletter	Europeana Cloud newsletter 2	Mailing list	42	Europeana Network	12	1
Blog	Blog entry on expert forum	http://pro.europeana.eu/web/ europeana-cloud/blog/- /blogs/researchers-tell-us- how-to-turn-europeana-into- research-tool	473 views on day 1	Researchers, project partners	12	13
Publication	Scientific paper "GlamMap: visualizing library metadata" (with A. Betti, D. Gerrits, B. Speckmann). Paper accepted for VALA2014, 3-6 Februari 2014, published	-		Researchers	12	33

Appendix 4   Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Month	Partner
	in conference proceedings.					
Blog	Blog post on D3.1	http://pro.europeana.eu/pro-blog/-/blogs/2073916	440 views / month	Project partners and cultural heritage professionals interested in Cloud technology	12	22
Social	Tweets - numerous tweets promoting all of the blogs mentioned above, plus key Cloud-related news, e.g. https://twitter.com/Europeanaeu/status/3530743880583741444	@Europeanaeu	Over 11,000 followers	Europeana followers (people interested in digital cultural heritage)	on-going	1
Social	Tweets from Europeana Cloud account for all the above	@europeana_cloud	335 followers	Project partners and cultural heritage professionals interested in Cloud technology	On-going	1
Social	Tweets from Europeana main account for all of the above, and retweets of Europeana Cloud tweets	@europeanaeu	14,000 followers	Europeana Network, project partners, policymakers, cultural heritage professionals, end-users	on-going	1
Meeting / briefing	Liason meetings with SURFnet and Wageningen Research University	The Netherlands	5	ICT Researchers	On-going	2
Social	Tweets (WP4 Leader	@MRL_57	151 followers	Librarians, academics, archivists	on-going	6
Social	Tweets (CERL)	@cerl_org	69 followers	Librarians, academics, archivists	on-going	6
Social	Facebook posts	http://www.facebook.com/groups/99706868239/	44 members	Librarians, academics, archivists	on-going	6
Social	LinkedIn post	http://www.linkedin.com/groups?gid=1770657&trk=myg_ugrp_ovr	53 members	Librarians, academics, archivists	on-going	6
Multimedia	Digital Display slides for eCloud project (part of looping presentation on display screens of all projects housed within	Trinity Long Room Hub (2 screens)	Overall approx 200 per week	Irish President, Michael D. Higgins; key policy makers within Irish Higher Education	on-going	23

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Appendix 4 Dissemination activities log

Type	Activity	Place	Size of audience	Type of audience	Month	Partner
	Trinity Long Room Hub)			sector, leading academics in (Digital) Humanities and Social Science research from both TCD and across Ireland, PhD students within the Trinity Long Room Hub, Directors of Research Institutes within TCD, other visitors to the Hub through conferences and corporate events hosted by the Hub.		
Meeting / briefing	Liaison with LIBER SII working group			Senior Librarians	on-going	26
Presentation	eCloud incorporated in presentations of data archiving	Various academic institutions in Sweden	130	Researchers in the social sciences and humanities	on-going	29