

DELIVERABLE

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D2.2.1 Terms of Reference for community building and stakeholder’s consultation

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EXECUTIVE SUMMARY

This deliverable describes the Terms of Reference of DCH-RP project, a proposed scope, objectives and the mode of process to support the cooperative goals within the DCH-RP action activities for community building, stakeholder consultation and communication plan.

It gives a short description of the DCH-RP best practice network and provides the written basis for making decisions, confirming the common understanding between the partners of DCH-RP and how they will make decisions and work together.

It describes the internal collaborative tools supporting the activities in achievement of the WPs tasks and gives instructions in order to improve the communication plan.

The communication plan and collaborative tools will help in planning effort by engaging stakeholders and will develop the DCH-RP community and enhance project DCH-RP programming.

This document is to be considered as the first step of an ongoing process and will evolve taking into consideration the result of task 2.2 “Sustainability, community building and stakeholders consultation” and input from WP4 in identification of factors to facilitate the involvement of other partners and the liaison with other projects on the theme of preservation and the related use of e-Infrastructures.

The deliverable is composed of the following sections:

Introduction: gives a short overview of the DCH-RP project and its goals in order to give a better understanding of the internal hierarchies and interrelationships, particularly between work-packages (WPs) and related tasks.

The Working groups: highlights the role of the national working groups and the process of establishing different working groups within the WPs activities.

Community building and stakeholder consultation: points out the relevance of relationships among stakeholder communities active in digital preservation including cultural heritage and R/D institutions, political institutions, and e-Infrastructures providers. It describes the engagement process of stakeholder consultation and community building, including the liaison activity with the commercial sector.

Communication: channels and tools: describes the main external dissemination tools and the sets of communication tools, that have been implemented for the support of the interactions within the project and, in particular, for the activities of the first Proofs of concept (WP5).

Project’s communication plan: illustrates communication opportunities and channels of communication. It gives also a list of papers and participation in events, as well as a list of submission papers carried out during the first six months of the project.

Advocacy papers: describe the goal of the advocacy plans and includes a list of materials that will support the development of DCH-RP dissemination activities.

Conclusions: draw the bottom line from previous section by pointing out multilevel collaboration and integration among the structures and institutions of the network of common interest as a model of work in the ongoing process.

Annexes:

- 1: Contact list including roles, names, affiliations and e-mail, and is meant to be a practical tool to help experts navigate in the network in search for contacts.
- 2: Description of the more relevant projects to be contacted.
- 3: Memorandum of understanding.
- 4: Cooperation Agreement.

1. INTRODUCTION

The DCH-RP project is a coordination action. According to the Description of Work for the project, the main objective to be achieved is to design a sound Roadmap for the implementation of an e-Infrastructure for preservation of DCH content.

This as part of a more general vision towards an Open Science Infrastructure for DCH in 2020 that will be formed as a federation of existing infrastructures: national infrastructures (NRENS, NGIs), joint European activities/initiatives (e.g. EGI), European data infrastructures (e.g. EUDAT and SCIDIP-ES, which have expressed their interest to cooperate with DCH-RP), research infrastructures (e.g. DARIAH, CLARIN, DASISH), by also involving, if and where possible, the commercial sector (e.g. commercially available cloud services).

The Roadmap will be supplemented by practical tools which would help on the one side the monitoring of activities and thus would be of great benefit to stakeholders such as the EC and national ministries, but would also offer knowledge instruments to stakeholders from the DCH domain (cultural institutions) to make informed decisions on digital preservation.

The validation of the roadmap will be supported by the activities of WP4 “Case Studies and Best Practice” through a range of tasks which provide the interaction with the DCH community, the e-infrastructure providers and other projects.

DCH-RP builds upon the knowledge generated by DC-NET ERA-NET¹ and INDICATE², two pioneer projects for DCH in the e-Infrastructure area.

The methodology for analyzing and showing patterns of collaboration, in order to enlarge the DCH-RP community outlined in the document will be increased along the project.

Stakeholders may be involved in the project in multiple roles and various functions. Community mapping may be conducted within WP groups to learn about the important features, places and events.

This process will get initial ideas and reveal community norms, history and players, during the project activities, by participation in workshop and seminars, program committees while various other means can be explored.

Community building and stakeholder consultation offer important insight into each phase of the project planning, implementation and evaluation. Particular importance in developing policies is considering the changing way of interaction among new stakeholders (user, potential user, non-user) and institutional actors at national and international level. Stakeholder engagement will be driven by the needs for assessing the perceived impact of the project on the DCH and search communities, on the e-Infrastructure sector and on policy and decision makers.

The methodology for engaging stakeholders took into account the different membership sectors and different needs, but also perceptions in order to open new opportunities of collaboration in DCH and thus realize significant gains at institutional, national and international levels and increase sustainable use of e-Infrastructures.

1.1 OBJECTIVES OF THE DELIVERABLE

The purpose of this deliverable is to describe how the partners will carry out their community building activities and stakeholder consultations. It will also give instructions for:

- the projects communication plan;
- the use of PROMOTERs platform “digitalmeetsculture.net”;
- the list of advocacy papers produced by MCA;
- the schedule of each activity.

These Terms of Reference are meant to ensure common procedures within WP activities and the follow through of a common model, in order to guarantee that the results can be integrated across the project and facilitate project management. They are also a combination of bottom-up and top-down approaches to support the cooperative goals outlined in the project and to manage and enlarge the network of common interest, already established by the DC-NET and INDICATE projects.

During the lifetime of the project the deliverable may be updated and possibly improved, as required.

2. DCH-RP WORK-PACKAGES: INTERNAL HIERARCHIES AND RELATIONSHIPS

The project is organized in 5 Work-packages: **WP1 Project Management, WP2 Dissemination and sustainability, WP3 Preservation Roadmap, WP 4 Case Studies and Best Practice, WP5 Proofs of concept.**

The following schemas show internal hierarchies and relationships between different WPs and tasks. They highlight relevant steps in the WP activities in order to design and monitor strategies for stakeholder consultation and community building.

WP2 makes available to the widest audience, the information gathered by the project and on the feedback received by all the WP results. (Months 1 - 24)

WP3/task (month 1 - 24)	Is related to
Task 3.1 Preservation services architecture (month 1 - 6)	WP5 Informs the first run of proof of concept. WP4 In particular Task 4.3 where virtual discussions with stakeholders are going on to discuss the architecture.

WP4 / task (month 1 - 24)	Is related to
Support the validation of the Roadmap	WP3 results.
Task 4.3 Interact with the DCH community on the work of WP3	WP2 Addressed by WP2 as the target audience of the project dissemination and by WP1 for the establishment of the Memorandum of Understanding. WP3 and WP5 Results of the interaction are the passed on to WP3 and WP5 to contribute to the roadmap and the PoC.
Task 4.3 e-Infrastructure concertation workshop	WP3 Results are passed onto WP3 as a contribution to the elaboration of the final DCH-RP Roadmap.

WP5 /task (month 1 - 21)	Is related to
Proof in concrete experiments the concepts established by WP3.	WP3 Task 3.1 - 3.5 WP4 Discuss those experiments with the stakeholders.
Two rounds of proof of concepts will be carried out	WP3 In correspondence of deliverable D3.1 and D3.2.
Results of the proof of concepts	WP3 Inform the evolution of the Roadmap design.

3. THE WORKING GROUPS

3.1 NATIONAL WORKING GROUPS

National working groups contribute to the output of the project and will explore how this output is addressed in the national context. Therefore, the establishing and development of national working groups is strongly recommended, not only in the partners' home countries but also in countries associated to or cooperating with DCH-RP.

DCH-RP is widely open for collaboration: for experts, institutions, e-Infrastructures, other EU projects or other who are interested to establish cooperation.

A Cooperation Agreement was established during the kickoff meeting (see ANNEX 4). Until now it has been signed by institutions in:

Italy (Marciana Library, National Library of Florence, Consortium GARR),

Greece (Hellenic Ministry of Education and Religious Affairs, Culture and Sports. General Secretariat for Culture), and by the INDICATE project. An agreement with the Vatican Library of the City of Vatican is in progress.

The affiliated members cooperate with the DCH-RP project on the following topics:

- Participation in the DCH-RP National Working Group, if existing.
- Participation to the debate of the Working groups joining the DCH-RP mailing list.
- Participation to conferences, international workshops and technical meetings organized by DCH-RP.
- Having access to the DCH-RP deliverables, technical reports and other materials produced by the project in the frame of the scope of the DCH-RP initiative.
- Participation in dissemination and training activities.
- Participation in the execution of the Proof of Concepts to implement and validate the concepts established in the Preservation Roadmap for Preservation.

Note that also national working groups that have not yet signed the cooperation agreement are contributing actively to the project.

3.2 INTERNAL WORKING GROUPS

The diversity of the activities in the DCH-RP WPs requires different approaches for communicating and disseminating the results. The key mechanism is to set a solid process for establishing working groups and to choose the right sets of tools for them to work with.

The current situation is as follows:

Within WP5 a working group was created for the first Proof of Concept. Its work will be based on the SCRUM methodology (see D5.1). A project team was established (see ANNEX 1), to fulfill the dual role to exercise the proofs of concepts, and to feed back their experiences to the DCH roadmap defined in WP3.

EGI.eu, as a contributing partner of Work Package 5, provided an integrated set of collaboration tools on two levels:

As a DCH-RP project collaboration infrastructure;

As a set of collaboration tools considered for the preservation roadmap.

Working groups will be established within other WPs when needed.

4. COMMUNITY BUILDING AND STAKEHOLDERS CONSULTATION

The design of the DCH-RP action plan of the project will combine bottom-up with top-down approaches, namely:

- a user-centric view that should foresee the implementation of the Roadmap to be based on requirements, development, testing and validation, from the digital cultural heritage community;
- a data-centric view using a proven design for generic infrastructure services for persistent storage, access and management.

These two approaches will be complemented by the careful involvement of existing infrastructures, funding bodies, programme owners, policy makers, in order to prepare for the sustainability of the future 'federated' infrastructure.

In this light the focus of DCH-RP communication will be on the relationship with a wide range of institutional actors and technology organisations: cultural heritage institutions, content providers, academic and research institutions, institutions that design policies on national and international level, e-Infrastructures, R&D institutions active in digital preservation, researchers, research funders, editors, publishers, etc.

Reaching a common understanding, engaging key stakeholders of the different communities are activities which also include a plan of finding contacts and relationships with projects that are working on the creation of a research infrastructure dedicated to the cultural heritage.

4.1 THE NETWORK OF COMMON INTEREST

Different set of stakeholders involved in the project can play an important role in the achievement of the projects objectives. This is the basic idea for establishing a network of common interest that will support the development of the project. Community building and stakeholders consultation activities are the organizational tools and methods that will be used for creating it.

The steps towards establishing the network are as follows:

- Identify the stakeholders to contact and the liaison projects at national and international level
- Define the object of the consultation
- Find out how and where this consultation will take place

The first point aims to develop a reliable framework that can be used as a reference and provides to the DCH and e-Infrastructure community with comprehensive monitoring and disseminating activities.

The second point is related to users and institutions in relation with their different range of needs and outcomes to achieve.

Finally consultations can take place in meetings, events and related to other dissemination activities as:

- Conferences and workshops
- Consultation and concertation activities
- Ad hoc meetings
- Online consultation
- Dissemination of activities
- Developing of advocacy papers
- Links to national and international observatories

A plan for the sustainability of the project will be developed, by investigating approaches and models from other similar initiatives in order to obtain concrete solutions that can be applied to DCH-RP activities.

Designing a strategy for a DCH / e-Infrastructure framework requires a clear knowledge of the status of development of ICT Infrastructures at national and international level including its evolution over time. And this approach will be complemented by the involvement of funding bodies, programme owners, policy makers.

4.2 FRAMEWORK FOR STAKEHOLDER ENGAGEMENT

Main scope of the DCH-RP is to make the Roadmap adopted by a wide range of participants, including, beyond the EC project's partners, the 'external partners' who signed the Letter of Intent with DCH-RP (the MoU, see ANNEX 3), the e-Infrastructure providers who will be involved through the consultation activities planned in the project and the whole set of stakeholders to be consulted.

The approach to involve is based on:

- Provide information, in order to raise awareness the project, context, issues, choices, decisions, through dissemination activities: website, leaflet, brochure, briefing note, display, advertising, newspapers etc.
- Gather information to gain feedback, which can help the activities of assessment through seminars, meetings, surveys, questionnaires, interviews.

Some key issues in the engagement process of stakeholders consultation and community building are described below.

Plan: the stakeholder engagement process will be planned to provide a high level organizational and coordination support in order to optimize opportunities for stakeholders input and encourage their participation in the project.

An engagement plan will be developed for each milestone and we will make these available. As we progress, we will review any feedback received to define our plans for stakeholders engagement in later phases.

Accessibility: Publicizing engagement opportunities as clearly, widely and early as possible in decision-making processes will extend and consolidate the international cooperation with other communities and projects in Europe and in the world, within the domain of DCH / e-Infrastructures for research, reinforcing the collaboration and broadening the impact of the European Research Area.

Communication: Regular contacts with stakeholders, to discuss any technical and managerial matters related to the action pursued, is a step for the promotion of effective cooperation among different communities. The choice of appropriate tools and techniques used in the communication activities allows giving knowledge of the general goal of project and the related tasks to different stakeholder groups at each step in the project.

A list of communication techniques and tools are described in section 7.

Involvement

In the field of the DCH-RP project a great variety of stakeholders can be identified cooperating at different levels and helping in providing knowledge.

A dedicated strategy is needed, drawing on different formats and techniques when dealing with cultural institutions, e-infrastructures, authorities, private businesses, or other projects involved.

The stakeholder involvement requires a well-structured engagement of all actors and the different communities throughout all stages of the process.

4.3 SYNERGIES WITH OTHER COMMUNITIES AND PROJECTS

The international cooperation will cover both relationships with stakeholders of different communities and liaisons with international projects related to digital preservation in the DCH sector and e-Infrastructures.

Linkages between stakeholders mean to establish relationships improving communication, exchange of information and resources.

The table below provides some examples of the stakeholder groups, and describes their context of workplace and the mechanism to approach them.

Linkages between stakeholders				
Stakeholder	Type	Level ¹	Rationale for engagement	Operational mechanism
Cultural heritage institutions	Libraries, museums, Archives, other national institutions content providers.	R,N,I	Focusing roadmap outcomes to serve the identified needs. Involvement in the study of current practices/needs/ requirements.	Involvement in: questionnaires, focus groups, case studies. Participation in events and conferences organised by the project.
Institutions that design policies on national international level	Ministries policy makers, national authorities.	N, I	Plan of funding, developing models, key performance, indicators and evaluation benchmarks.	Involvement in consultation and concertation activities. Participation in scoping events and conferences organised by the project.
Ministries and state agencies responsible for e- Infrastructures.	Ministries of Science, and/or Education, ICT agencies.	N	Coordinating of national programmes. Jointly-funded research. Developing of national vision for the use of ICT and developing strategies to plan their implementation. ±	Involvement in consultation and concertation activities. Participation in scoping events and conferences organised by the project.
Cultural heritage International Agency and Organizations.	Organisations which coordinate institutions (e.g., NEMO, EMF, ICOM, EBLIDA, CENL).	I	Organisations and networks Initiatives for the cooperation of European cultural institutions. They aim to increase and reinforce the responsibilities of institutions for national cultural heritage actions.	Joint activities. Establishment of Agreements. Involvement in consultation and concertation activities.
Policy-making bodies	Initiatives and organizations that map out the future of e-Infrastructures on behalf of the Commission, of national governments (e.g. Map out,ESFRI).	I	Supporting a coherent and strategy-led approach to policy-making on research infrastructures in Europe, and facilitating multilateral initiatives leading to the better use and development of research infrastructures, at EU and international level.	Joint activities. Establishment of Agreements. Involvement in consultation and concertation activities.
Academic and	Public and private	N	Focusing roadmap	Questionnaires, focus

¹ R: regional; N:national; I:international

research institutions	institutions which actually own digital content and carry out research activities.		outcomes to serve the identified needs. Providing technical and expertise advice to cultural stakeholders. Involvement in the study of current practices /needs /requirements.	groups, case studies; Participation in events and conferences organised by the project
Private sector	Publishers; Bip, RRO organizations.	N,I	Potential partners in the digitisation, preservation and public/commercial exploitation of cultural heritage objects.	Dialogues, small workshops to better understand the conditions for engagement. Presentations, publicity via EDItEUR's website and Newsletters, and exchanges with related organisations (e.g. IFRRO, NISO, etc.).
e-Infrastructures providers	National Research and Education Networks and grid & clouds platform providers.	N, I	Providing guidance on tools; Identifying gaps and pushing towards future development of necessary tools connectivity of infrastructures.	Participation in International events, organised by e-Infrastructure networks (e.g. e-IRG workshops), Research forums (e.g. TERENA Networking, Conference and EGI Forum), events dedicated to the digital cultural heritage.
R&D in digital preservation	R&D projects and e-Infrastructure initiatives that are producing technologies and international best practice.	R,N,I	Serving as a bridge between DCH and R&D. Helping to understand better real needs and adjust tools/services to them.	Organising information sessions and match-making events. Dissemination activities aimed at analysing and understanding better the needs in the DCH sector.
Other Projects and Initiatives	National and international projects related to the use of e-Infrastructures in the DCH sector, focusing on the long term preservation issues.	N,I	Liaisons and joint activities	Involvement in consultation and concertation activities. Participation in scoping events and conferences organised by the project. Participation in events, organised by the projects.

International initiatives in the domain of the digital cultural heritage and e-Infrastructure, provide opportunities to meet and exchange among representatives of projects that are working in these fields.

These events allow identifying common goals and strategies and discussing opportunities for cooperation to approach the next opportunities offered by Horizon 2020.

DCH-RP has already set up connections with some projects with regard to various aspects of its goals and policy in order to develop a concrete cooperation work.

The ANNEX 2 includes a list and a brief description of some relevant projects to be contacted.

4.4 THE PRIVATE SECTOR: COMMERCIAL PUBLISHERS

The community of commercial publishers is a potential partner in the digitization, preservation and public/commercial exploitation of cultural heritage objects and other projects.

EDItEUR's primary role within the project is to act as a bridge between DCH-RP and the world of commercial publishers. This contribution to the project will be delivered in at least two ways. On the one hand, EDItEUR is already reaching out to publishers with which it has close contacts - briefing the publishers on project aims and engaging their views and advice. Although using the preservation infrastructures themselves may have some attractions, it appears more likely that commercial publishers will be interested in co-exploitation of the underlying digital cultural content. In this regard, EDItEUR will be carrying out dialogues and small workshops to better understand the conditions under which publishers would be prepared to engage. Initial ideas include discussion of licensing terms, initial embargo periods during which newly digitized content could be commercially exploited, co-publication partnerships, etc.

Alongside this, EDItEUR plans to present the project with a comparative study of how the topic of digital preservation has been approached in a particular sphere - namely, that of scholarly journal publishing. Driven by the widespread switch to online delivery of journal content in the 1990s and early 2000s, digital preservation is already a fairly mature area. Useful lessons can probably be drawn, not only from the technical approaches used but from the various ways in which the journals publishing community has to an extent "self organized" itself to achieve stable and secure preservation arrangement.

5. COMMUNICATION: CHANNELS AND TOOLS

Communication is vitally important for the coordination of activities, the dissemination plan of the results of the project, and consultation and concertation strategies.

The project website includes sharing of documents and discussion functionalities.

Additionally, internal communications such as seminars and internal meetings, as well as telephone meetings between partners also play an essential role in driving the project towards consensus on its broad range of topics.

The project logo was designed at the very beginning of the project to improve communications towards the outside community.

Day to day communications will take place through the project website, e-mail lists, telephone, Skype conferences, collaborative tools and other media.

5.1 WEBSITE PROJECT

The DCH-RP website project (www.dch-rp.eu) is part of WP2 “Dissemination and sustainability” (see D.2.1) and is created to complement the internal and external communication. Its main goals are the promotion and dissemination of project activities and results to the project’s targets, and fulfill partners’ needs in terms of project communication.

The project website aims to inform visitors about the activities of the project, the partnership, the progress of the work (on a regularly updated basis), the value and benefit of the project, the forthcoming dissemination events, etc.

Therefore, it is a very important instrument to support the project objectives and activities, both inside and outside the consortium.

The website www.dch-rp.eu is the main access point where to get information about the project for dissemination purposes.

Information on the project and main results will also regularly be published on Michael Culture website: www.michael-culture.eu, ensuring a wide dissemination. Michael Culture Association gathers a strong network of more than 100 public and private organizations as well as cultural institutions from all over Europe.

5.2 THE USE OF DIGITALMEETSCULTURE.NET PLATFORM

As foreseen in the DoW, a show-case about DCH-RP has been created on digitalmeetsculture.net and can be visited at the following address:

<http://www.digitalmeetsculture.net/heritage-showcases/dch-rp>

Digitalmeetsculture.net is an online platform open to the cooperation and interaction among practitioners, cultural managers, students, researchers and amateurs on the themes connected with the encounter of the digital technologies with the cultural heritage and the arts.

In this light, the show-case of DCH-RP on digitalmeetsculture.net is complementary to the project website and in particular it represents a very useful instrument to widen the communication of the project towards a larger audience, including both professional and general public. It appears with the same graphic elements of DCH-RP, its logo and it is strictly connected with the DCH-RP website. It opens with an article that shortly presents the project’s objectives, plus the news received via RSS from the project’s

website, the project's contacts, the list of the partners and the link to the respective websites, references to related documents and online links, and the articles published by DCH-RP that are relevant for the matters addressed by DCH-RP.

The show-case is a constantly living page, that combines information coming from inside the project with the discussion on the themes of the digital preservation that is occurring outside the project. This combination of inside and outside information offers a creative dimension to the communication of DCH-RP, contributing to the coordination objectives of the project.

5.3 COLLABORATIVE TOOLS

The e-Infrastructures are available for supporting the input/output processing, storing the digital content, and supporting data infrastructures (e.g. databases, repositories, archives, WIKI, discussion forum) in the form of different communication and computing resources/facilities.

Thus the possibility to have a collaborative space to work on various topics, such as the deliverables, the glossary, the work in progress of documents, to share information and with external stakeholders etc., implies the use of one shared platform for all the project activities, without having to set up and follow many different platforms.

The solution provided by EGI, as collaborative platform, includes:

- EGI SSO (manages identity, user groups)
- Mailing lists (linked to EGI SSO user groups) including archive, spam filter and admin interface (based on mailman)
- Document database (including topics, access control, visibility management, rich metadata) integrated with EGI SSO
- Wiki (based on Mediawiki), integrated with EGI SSO
- INDICO collaborative meeting toolkit (linked into EGI SSO)
- EGI Blog (also linked into EGI SSO)
- Collaborative space for user stories and backlog
- Discussion forum

Link to the collaborative platform: https://wiki.egi.eu/wiki/DCH-RP:Main_Page

5.3.1 Discussion forum

A discussion forum has been organized for all WP activities in order to have the possibility to start discussions with stakeholders that are not partner of the DCH-RP project.

Link to EGI discussion forum: <http://forum.egi.eu/viewforum.php?f=27&sid=fe56ac135d5854823f9becc4bf>

The discussion forum will be intensively used by WP4 to discuss intermediate results of WP3, scenarios for WP5 and best practices for long term preservation. WP4 is a main activity in discussion and concertation with stakeholders of the DCH-RP project. In this way all the cultural heritage institutions "behind" the official partners can really contribute to the project and influence the design of the roadmap and the e-infrastructures can add their "real life" experiences.

5.3.2 The WIKI

The WIKI technology for collaborative authoring provides a useful mechanism to collaborate among partners and share information.

The WIKI is organized in two sections:

[Work Package 5](#): dealing with carrying out the Proofs of Concept (PoC). Explanations about the different scenarios that will be tested are described there.

[DCH glossary](#): including a set of definitions of DCH-RP terms that will be updated by all the partners.

Link to EGI - Wiki: http://wiki.egi.eu/wiki/DCH-RP:Main_Page
https://wiki.egi.eu/wiki/DCH-RP:Main_Page and <https://wiki.egi.eu/wiki/DCH-RP:Glossary>

5.3.3 Document Database

Document database (DocDB) is used for storing and sharing documents such as deliverables, presentations and work in progress documentation. It provides reliable, permanent storage locations for documents that are edited and maintained offline but need public circulation and reference.

When the work in progress documents reach a public dissemination level they will be uploaded on the project website in the public areas.

Link to EGI - Document server: <http://documents.egi.eu/secure/ListBy?topicid=45>

5.3.4 Virtual Room

The Virtual room allows the registration and the scheduling of the meetings and other services among partners and participants.

EGI.eu provides the meeting planner using the Open Source tool INDICO Integrated Digital Conference within the e-Culture Science Gateway developed in the INDICATE project.

Link to DCH-RP Integrated Digital Conference: <http://indico.egi.eu/indico/categoryDisplay.py?categId=87>

5.3.5 Mailing lists

Communication between partners is made available through dedicated mailing lists.

Currently, the following active mailing lists have been activated :

- info@dch-rp.eu (devoted to all stakeholders interested in DCH-RP project);
- partners@dch-rp.eu (the official project mailing list devoted only to partners).
- dchrp-all@mailman.egi.eu (in the context of WP5).

6. PROJECT' COMMUNICATION AND ADVOCACY PLANS

A communication plan has been set up and it identifies individual communication opportunities that have been implemented throughout the project. During the first six months of the project, the presentations at events, workshops, conferences and meetings, submission proposals have been carried out.

The list of papers and articles about the project is reported in the deliverable D2.3.1.

A list of advocacy papers will be produced on the basis of the community of common interest set up by the project.

The advocacy programme - strategic plan and implementation - will draw on the activities of the WP2 to ensure that relevant and full use is made of DCH-RP results. Moreover it will take into account the community of common interest set up by the project.

The intention of the advocacy papers is to support the development of DCH-RP project with dissemination materials that can be used in the advocacy activities at national, European and international level.

Different groups or stakeholders are involved in the project but this advocacy plan focuses on those which are involved in deciding, setting up and implementing DCH preservation domain (cultural institutions) and e-Infrastructure organizations.

In designing the advocacy papers it will also use the knowledge and the experience gathered in the relationships that will be established with other projects on the theme of preservation and their outcomes.

A list of advocacy papers will be designed around those key elements:

- The target audience and their needs
- Advocacy materials
- Routes for outreach

Each of those elements could be revised throughout the project and particularly in response to outcomes of advocacy itself.

The first step in defining materials is to identify the target audience and the related information needs. On the basis of these elements, the form and content of advocacy materials will be developed. The following communication tools will be used:

- Briefing papers
- Leaflets
- Posters and other printed materials
- Wiki pages
- Presentations
- Useful links
- Emailing list
- Videoconferences facilities

Within activities aiming at developing the Routes for outreach, appropriate advocacy materials will be produced. They will be addressed to both key institutions/organizations in occasion of meeting and workshops or presentation of the project at third party events.

A set of advocacy papers will be produced at 12th month of the project on the basis of the results produced by the rest of the project. These papers will be important to support the consultation with stakeholders.

7. CONCLUSIONS

As explained in the introduction, the dialogue among DCH institutions, e-Infrastructures, research and private organisations involved in the sector of digital cultural heritage, has a crucial role in order to design and to agree on a Roadmap for the future implementation of a preservation infrastructure.

The implementation of the network of common interest is at the basis of the future sustainability of the DC-RP project. In this light a starting point is represented by the implementation and enlargement of the networks set up by previous initiatives (such as MICHAEL, DC-NET and INDICATE).

The DCH-RP project gathers a large number of stakeholders, representing the different areas that are involved in the achievement of the DCH-RP objectives:

e-Infrastructures. DCH-RP continues the work of DC-NET and INDICATE by stimulating the use of e-Infrastructures by the DCH community, and addressing their key priority service: the long-term digital preservation.

European and national CH programmes. The project aims to foster awareness for the DCH sector to facilitate shared solutions and to accelerate the entrance in e-science.

The role of Cultural Institutions and Cultural Ministries in the project aims to recognise a common roadmap, to disseminate and adopt in national programs.

CH experts and professionals. Owners of CH material, holders of copyrights and other associated intellectual property rights may also benefit from a common DCH e-Infrastructure. Systems supporting data provenance, access and licensing management will allow content owners preserving their data.

The general public. The use of the e-infrastructures will offer to the general public new services and a new approach to DCH.

In this light the collaboration and integration within these areas through participation in events, working groups, collaborative meetings and collaborations with relevant projects, is a strong contributor to a wider capacity across the cultural heritage, ICT and e-Infrastructure sectors.

DCH-RP aims to establish a flexible organizational and technological framework in order to ensure the achievement of a new Community to strengthen the research and develop in the sector of the digital cultural heritage.

This document can evolve and be updated on the basis of the actual experience and the development of projects and initiatives across the cultural heritage, ICT and e-Infrastructure sectors.

ANNEX 1: WHO IS WHO

This Annex includes main contacts about the network of interests and current working groups components.

It will be made available in the reserved area of the project website and periodically updated.

WP Leaders

WP leader	Name	Istitution	email
Project Manager WP1 Leader	Rossella Caffo	ICCU	rossella.caffo@beniculturali.it
Technical Coordinator	Antonella Fresa	Promoter	fresa@promoter.it
WP2 Leader	Patrizia Martini	ICCU	patrizia.martini@beniculturali.it
WP3 Leader	Borje Justrell	Riksarkivet	borje.justrell@riksarkivet.se
WP4 leader	Rosette Vandenbroucke	Belspo	rosette.vandenbroucke@gmail.com
Wp5 leader	Michel Drescher	EGI	michel.drescher@egi.eu

Project Management team

Role	Name	Istitution	email
Project Manager	Rossella Caffo	ICCU	rossella.caffo@beniculturali.it
PM Secretariat	Alessandra Stella	ICCU	alessandra.stella@beniculturali.it
Website Content manager and WP2 supporter	Elisa Sciotti	ICCU	elisa.sciotti@beniculturali.it
Website manager	Angela Chiaraluce	ICCU	angela.chiaraluce@beniculturali.it
Webmaster and mailing list manager	Andrea Tempera	ICCU	andrea.tempera@beniculturali.it
WP5 activities	Giovanni Ciccaglioni Laura Ciancio	ICCU	giovanni.ciccaglioni@beniculturali.it l.ciancio@iccu.sbn.it

Technical coordinator team

Role	Name	Istitution	email
Technical Coordinator	Antonella Fresa	Promoter	fresa@promoter.it
	Claudio Prandoni	Promoter	prandoni@promoter.it
	Manuele Buono	Promoter	buono@promoter.it

WP5 Working group

Name	Role	email
Michel Drescher (EGI.eu)	Facilitator	michel.drescher@egi.eu
Borje Justrell (RA).	Product Owner	borje.justrell@riksarkivet.se
Antonella Fresa	Project Sponsor	fresa@promoter.it

<p>ICCU: Giovanni Ciccaglioni, Patrizia Martini, Laura Ciancio INFN: Roberto Barbera RA: Sanja Halling, Rolf Källman, Eva Toller BELSPO: Rosette Vandenbroucke, Hilke Arijs, Hans Opstaele EVKM: Indrek Eensaar PSNC: Maciej Brzezniak, Norbert Meyer NIIFI: Lajos Balint</p>	<p>Project Team</p>	<p>giovanni.ciccaglioni@beniculturali.it patrizia.martini@beniculturali.it l.ciancio@iccu.sbn.it roberto.barbera@ct.infn.it Sanja.Halling@riksarkivet.se rolf.kallman@riksarkivet.se Eva.Toller@riksarkivet.se rosette.vandenbroucke@gmail.com Indrek.Eensaar@kul.ee maciekb@man.poznan.pl meyer@man.poznan.pl lajos.balint@niif.hu</p>
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National working group - Italy

Institution	Name	email
ICCU	Patrizia Martini <i>Referee</i>	patrizia.martini@beniculturali.it
National Library of Florence	Giovanni Bergamin	giovanni.bergamin@gmail.com
ICCU	Laura Ciancio (ICCU) Giovanni Ciccaglioni	l.ciancio@iccu.sbn.it giovanni.ciccaglioni@beniculturali.it
Vatican library	Paola Manoni (Vatican Library)	manoni@vatlib.it
Marciana National Library – Venice	Maurizio Messina Orsola Braides	messina@marciana.venezia.sbn.it braides@marciana.venezia.sbn.it
Consortium GARR	Gabriela Paolini Sabrina Tomassini	gabriella.paolini@garr.it sabrina.tomassini@garr.it
Promoter srl	Claudio Prandoni	prandoni@promoter.it

ANNEX 2: FIRST LIST OF RELATED PROJECTS

This Annex gives a description of the more relevant projects and summarizes the potential liaison activities of DCH-RP partners with these projects.

SCIDIPES

Start Date: 01.09.2011

Duration: 36 Months

Website: www.scidipes.eu

Full official name Science Data Infrastructure for Preservation– Earth Science

The SCIDIP-ES project was funded by the EU 7th Framework Program.

The aim of the initiative is to deliver generic infrastructure services for science data preservation and to build on the experience of the ESA Earth Observation Long Term Data Preservation (LTDP) Programme to favor the set-up of a European Framework for the long term preservation of Earth Science (ES) data through the definition of common preservation policies, the harmonization of metadata and semantics and the deployment of the generic infrastructure services in ES domain.

The main objectives are delivering generic sustained services (squared boxes) and toolkits (ovals) for long-term preservation and usability as part of the data infrastructure for e-Science, harmonizing data preservation policies, approaches and tools in the Earth Science Domain and demonstrating the services through advanced test-beds.

Possible synergies with DCH-RP

Considering that SCIDIP-ES project is an important example of an e-Infrastructure that supports preservation of research and it has conceptualized a number of preservation services that are required for successful archiving of data, it could be interesting to identifying key aspect of Its architectural solution on a cloud infrastructure, for sharing results and services.

APARSEN

Start Date: 01.01.2011

Duration: 48 Months

Website: <http://www.alliancepermanentaccess.org/index.php/aparsen/>

Full official name: Alliance Permanent Access to the Record of Science in Europe network

APARSEN is a Network of Excellence that brings together an extremely diverse set of practitioner organizations and researchers in order to bring coherence, cohesion and continuity to research into barriers to the long-term accessibility and usability of digital information and data, exploiting our diversity by building a long-lived Virtual Centre of Digital Preservation Excellence.

The project aims to achieve:

significant advances in the ability to offer easily customizable access services to scientific and cultural digital resources, improving their use, experiencing and understandings;

enforced capacity for organizations to preserve digital content in a more effective and cost-efficient manner, safeguarding the authenticity and integrity of these records;

significant reduction in the loss of irreplaceable information and new opportunities for its re-use, contributing to efficient knowledge production;

the common vision, reduced fragmentation and common testing environment for all aspects of digital preservation, which will allow real competition between solution providers.

The success of the project will be seen in the subsequent coherence and general direction of travel of research in digital preservation, with an agreed way of evaluating it and the existence of an internationally recognized Virtual Centre of Excellence in digital preservation which will focus on promoting and supporting the spread of digital preservation best practice. This will include providing advice, tools, training and workshops, services and forum for the exchange of expertise.

Possible synergies with DCH-RP

The cooperation with APARSEN could be important for a common vision of the digital preservation strategy and may be appropriate to take part of the Network of Excellence by bringing together experts and to defragment the work within the digital preservation sector. The APARSEN consortium brings together a diverse range of partners and consists of 31 organizations across different sectors including universities, commercial companies, research centres, national libraries and other consortia. There is good international coverage across 16 countries. Since the objectives of APARSEN is to cover a broad scope of application domains and a variety of digital material, for example, it could be interesting to share technical solutions, cost modelling and digital rights of digital preservation activities.

EUDAT

Start Date: 01.10.2011

Duration: 36 Months

Website: <http://www.eudat.eu/>

Full official name: Towards a European Collaborative Data Infrastructure

EUDAT is a pan-European data initiative bringing together a unique consortium of 25 partners, including research communities, national data and HPC centers, technology providers, and funding agencies from 13 countries. EUDAT aims to build a sustainable cross-disciplinary and cross-national data infrastructure providing a set of shared services to access and preserve research data. Europe's science and research communities from a wide range of scientific fields are faced with increasingly large amounts of valuable data that stem from new sources such as powerful new sensors and scientific instruments used in analyses, experiments and observations as well as growing volumes of data from simulations and from the digitization of library resources. In order to make the most of the new opportunities emerging from this "explosion" of data, the EUDAT consortium intends to build a sustainable pan-European infrastructure for scientific data. EUDAT is a new European initiative that will deliver a Collaborative Data Infrastructure (CDI) with the capacity and capability for meeting future researchers' needs in a sustainable way. Its design will reflect a comprehensive picture of the data service requirements of the research communities in Europe and beyond. This will become increasingly important over the next decade as we face the challenges of massive expansion in the volume of data being generated and preserved (the so called 'data tsunami') and in the complexity of that data and the systems required to provide access to it.

Objectives:

Help fulfill the vision of a European Data e-infrastructure by providing a sustainable platform of technologies, tools and services driven by user needs;

Engage users that can be individual researchers, universities, research labs, libraries, etc. in defining and shaping a platform for shared services that enables data-intensive research potentially crossing all disciplines of science;

Produce the common low-level services required to provide the level of interoperability and trust of data necessary to support widespread access, long-term preservation for use and re-use;

Ensure that the data infrastructure is sufficiently robust to keep pace with the expected acceleration of the scale and complexity of scientific data being generated within the ERA and beyond;

Provide guidance and recommendations for roadmaps for long-term global collaboration in e-Infrastructures and harmonization of existing policies. These are envisaged to act as input to policy and decision-making mechanism, harmonized with the European Digital Agenda and Horizon 2020.

Possible synergies with DCH-RP

Since the architecture of the EUDAT project integrates various infrastructures with vast amounts of research data, and adds services for curation and trust in addition to the interface to users, and the project it is developing to support researchers from all fields of science in temporarily storing and sharing data, long-term archiving and curating scientific data and transporting data to computing centers for complex processing it could be interesting to identify and share the key aspects on preservation strategy and transfer the know-how introducing relationship between topics of interest like interoperability, infrastructure, models and services.

CHAIN REDS

Start Date: 01.10.2012

Duration: 30 Months

Website: <http://www.chain-project.eu/>

Full official name: Coordination and Harmonization of Advanced e-Infrastructures for Research and Education Data Sharing

CHAIN-REDS is a FP7 project co-funded by the European Commission (DG CONNECT) aiming at promoting and supporting technological and scientific collaboration across different e-Infrastructures established and operated in various continents, in order to define a path towards a global e-Infrastructure ecosystem that will allow Virtual Research Communities (VRCs), research groups and even single researchers to access and efficiently use worldwide distributed resources (i.e., computing, storage, data, services, tools, applications).

The main objectives are:

Extend and consolidate the international cooperation of Europe with other regions of the world in the domain of e-Infrastructures for R&E, thus reinforcing the scientific collaboration and broadening the impact of the European Research Area;

Promote, coordinate and support the effort of a critical mass of non-European e-Infrastructures for R&E to collaborate with Europe by addressing interoperability and interoperation of Grids and other DCIs such as potential upcoming Cloud federations and HPC centres;

Study the opportunities of data sharing across different e-Infrastructures and continents thus widening the scope of the existing CHAIN Knowledge Base to Data Infrastructures and Cloud implementations;

Promote trust-building towards open Scientific Data infrastructures across the world regions, including organisational, operational and technical aspects;

Demonstrate the relevance of intercontinental cooperation in several scientific data fields addressing existing and emerging Virtual Research Communities (e.g. Earth Science, Climate Change, Genomics, etc.) and propose pragmatic approaches that could impact the everyday work of the single researcher, even if not structured in the framework of a Virtual Research.

The project will also foster the creation and promote the usage of Federations of Identity Providers as a further step towards the simplification of access to a large number of users to e-Infrastructure services and tools. CHAIN-REDS will demonstrate the usability and value of Science Gateways as a tool to address the fast-track single-researcher inclusions. Finally the project will organize thematic workshops (five as a total), with real intercontinental participation, on topics of large scientific and/or social impact that are, or could be, better addressed by the adoption of e-Infrastructures. At the same time, the project will promote the stability of existing and emerging e-Infrastructures and gather feedback through a high-level conference. Last but not the least, CHAIN-REDS will articulate the project-defined policies for input to EC policy mechanisms.

Possible synergies with DCH-RP

Considering that the core objective of CHAIN-REDS project is to promote, coordinate and support the effort of a critical mass of non-European e-Infrastructures for Research and Education to collaborate with Europe addressing interoperability and interoperation of Grids and other Distributed Computing Infrastructures, it could be very useful to share information on key aspects on preservation strategy and interoperability features.

It could be useful to disseminate in other continents the result adopted in DCH-RP to promote and facilitate interoperability among different e-Infrastructures.

DARIAH

Start Date: 01.01.2012

Duration: 36 Months

Website: <http://www.dariah.eu/>

Full official name: Digital Research Infrastructure for Arts and Humanities

The mission of DARIAH is to enhance and support digitally-enabled research across the humanities and arts. DARIAH aims to develop and maintain an infrastructure in support of ICT-based research practices.

DARIAH is working with communities of practice to:

Explore and apply ICT-based methods and tools to enable new research questions to be asked and old questions to be posed in new ways;

Improve research opportunities and outcomes through linking distributed digital source materials of many kinds;

Exchange knowledge, expertise, methodologies and practices across domains and disciplines;

The grand vision for DARIAH is to facilitate long-term access to, and use of, all European Arts and Humanities (A+H) digital research data. The DARIAH infrastructure will be a connected network of people, information, tools, and methodologies for investigating, exploring and supporting work across the broad spectrum of the digital humanities. The core strategy of DARIAH is to bring together national, regional, and local endeavours to form a cooperative infrastructure where complementarities and new challenges are clearly identified and acted upon.

The DARIAH infrastructure initiative aims to build a virtual bridge between different A+H resources, initiatives and infrastructures across Europe. In its ecosystem, it will combine outcomes from various national infrastructures from the UK's Arts and Humanities e-Science initiative programme to the French Adonis project, which provides 'integrated access to digital data and documents in the Humanities and Social Sciences', to the German e-Humanities infrastructure projects such as TextGrid or the worldwide unique A+H digital preservation service, the Dutch DANS. The DARIAH infrastructure will be an open platform to bring these initiatives together. At the same time, it also intends to help other EU countries establish their own A+H research infrastructures. DARIAH strengthens the European Research Area (ERA) by facilitating national digital A+H competence and by creating durable structures and synergies at a pan-European level.

Possible synergies with DCH-RP

It could be useful to share the core technical services that will be guaranteed by DARIAH platform for adopting the results of their advanced research services and eventually to refine them.

DASISH

Start Date: 01.01.2012

Duration: 36 Months

Website: <http://dasish.eu/>

Full official name: Data Service Infrastructure for the Social Science and Humanities

DASISH brings together all 5 ESFRI research infrastructure initiatives in the social sciences and humanities (SSH). The goal of DASISH is to determine areas of cross-fertilization and synergy in the infrastructure development all five communities are entering into as of the beginning of 2012 and to work on concrete joint activities related to data, such as data access, data sharing, data quality, and data archiving. Synergy can also be achieved by working together on solutions regarding legal and ethical aspects.

This project brings together all 5 ESFRI research infrastructure initiatives in the social sciences and humanities (SSH) represented each by some centers:

CLARIN – Common Language Resources and Technology Infrastructure

DARIAH – Digital Research Infrastructure for the Arts and Humanities

CESSDA – Council of European Social Science Data Archives

ESS – European Social Survey

SHARE – Survey of Health, Ageing and Retirement in Europe

The goal is to determine areas of possible synergies in the infrastructure development and to work on a few concrete joint activities.

Joint activities will be along the following dimensions: understanding the different architectural solutions, assessing and improving data and metadata quality, setting up a tools and services forum, improve the quality of survey data, locate and improve data preservation and curation services, develop a joint shared data access and enrichment framework (AAI, PIDs, joint Metadata, Workflow implementations, joint annotation framework), jointly work on legal and ethical aspects, carry out much training and education work, work on disseminating the results.

Possible synergies with DCH-RP

It could be interesting to investigate the preservation planning for aspects like interoperability, improving data quality and the role of the data curator involved into the information changes during the process.

A particularly aspect to investigate it could be also legal and ethics topics like:

to identify legal and ethical issues, constraints and requirements for all data types occurring in the SSH domain as a result of integration and linking

to cope with the legal and ethical challenges imposed by new data types emerging in the social sciences

to look for professional long-run preservation strategies based on e-Infrastructures for data in the social sciences and humanities.

ANNEX 3: TEMPLATE OF MEMORANDUM OF UNDERSTANDING



Memorandum of Understanding

between

DCH-RP and *(Name of the project)*

A Memorandum of Understanding is hereby concluded between:

Istituto centrale per il catalogo unico delle biblioteche italiane (Viale Castro Pretorio 105, 00185 Roma, Italy), coordinator of the DCH-RP project

and

...*(Istitution)*.....

1. Purpose of this MoU

Provided that:

DCH-RP project (Digital Cultural Heritage Roadmap for Preservation, Grant Agreement no. 312274, www.dch-rp.eu) is a Coordination Action supported by the European Commission under the FP7 e-Infrastructure Capacities Programme, to design a Roadmap for the implementation of a federated e-Infrastructure for preservation of DCH content. The Roadmap will be supplemented by practical tools for decision makers and validated through a range of proofs of concept, where cultural institutions and e-Infrastructure providers work together on concrete experiments. The main objectives of the project are:

Harmonisation of data storage and preservation policies in the DCH sector at European and global level.

Promotion of dialogue among DCH institutions, e-Infrastructure providers, research and private organisations.

Identification of the most suitable models for the governance, maintenance and sustainability of such integrated infrastructure for digital preservation of cultural content.

Development of the network of common interest for contributing to the ongoing process of setting up the DCH research community.

Development of sustainability strategies for the preservation infrastructure for DCH.

And ...*(Project)*.....

Both initiatives receive funding support from the European Commission and have a common interest in a close cooperation in order to achieve their respective objectives.

This Memorandum of Understanding (MoU) specifies the way in which the two projects can cooperate.

2. Common activities

Activities which will be undertaken in common by the two initiatives are listed in Annex 1 to this MoU.

The initiatives may from time to time wish to add other activities to the MoU. In such case the new activities to be added will be agreed in writing by the respective Project Coordinators or people in charge,

and be defined by an amendment of this MoU, simply adding a new Annex 1.

3. Communication

The Project Coordinators, or people in charge of the two initiatives nominated by them, will maintain regular contact to discuss any managerial matters related to the cooperation described in this MoU. Each initiative will appoint at least one Principal Point of Contact to act as the technical channels of communication between the initiatives as is necessary for the promotion of effective cooperation between the projects.

4. Administrative Matters

Travel and subsistence costs will be sustained autonomously by each project.

The Project Coordinators of the two projects will maintain regular contact to discuss any administrative matter related to the cooperation described in this MoU or to be integrated in it.

Each project will maintain the full responsibility for its own activities, including the fulfillment of its obligations under its contract with the European Commission and provides no warranty, express or implied, in respect of its contribution to any activity agreed by the projects under this MoU, including but not limited to those of fitness for a particular purpose and the infringement of third-party proprietary rights.

Any proprietary rights relating to the results of activities undertaken jointly by the projects under this MoU shall be jointly held by the projects, and each project herewith grants the other project a free, irrevocable and perpetual license to use such rights.

This MoU enters into force from the date of its signature. It will terminate when either of the projects is complete, or when a project gives notice of termination to the other, in which case a minimum notice of two months will be given.

In the case that the projects will continue their activities beyond the completion of the Grant Agreements with the European Commission, this MoU can be renewed on the basis of a mutual decision of the parties.

For the two parties :

Istituto Centrale per il catalogo unico delle biblioteche italiane

Viale Castro Pretorio, 105

00185 Roma

NAME OF THE AUTHORISED REPRESENTATIVE: Rosa Caffo

TITLE: DCH-RP Project Coordinator

Signature

Date:

(Institution)

NAME OF THE AUTHORISED REPRESENTATIVE:

TITLE:

Signature

Date:

Annex 1 – Coordinated Activities (example)

Aim of the cooperation is to work together to set up a common plan in the light of establishing a Virtual Research Community - dedicated to the creation and promotion of a research infrastructure for cultural heritage and the humanities - to be acknowledged at European level by the world of e-infrastructure, and to approach the next opportunities offered by Horizon2020.

Each project will mark its presence to other project's initiatives such as workshops and conferences with presentations and/or demonstrations;

Both projects will promote each other in their respective websites, events and publications;

Both projects will contribute to the raising of awareness of both new potential users and decision makers through the presentation of their respective results, about the usefulness of e-Infrastructures and federated identity services for DCH.

Both projects will promote standard-based frameworks and paradigms, such as Science Gateways and Identity Inter-Federations, to access and use scalable and interoperable e-Infrastructures worldwide;

Both projects will collaborate to co-organise workshops and networking sessions, to bring together projects and initiatives working world-wide in the domain of the digital cultural heritage, digital arts, digital performances and digital humanities in order to find synergies and to discuss opportunities for cooperation, in particular around the theme of the use of the e-infrastructures for DCH, thus avoiding to duplicate efforts to reach the same goals;

...

DCH-RP contact persons for the execution of this MoU will be:

FirstName LastName – Affiliation – Adress – Phone - email

FirstName LastName – Affiliation – Adress – Phone - email

(Institution) contact persons for the execution of this MoU will be:

FirstName LastName – Affiliation – Adress – Phone - email

FirstName LastName – Affiliation – Adress – Phone - email

ANNEX 4: TEMPLATE OF COOPERATION AGREEMENT

 <p>MINISTERO PER I BENI E LE ATTIVITÀ CULTURALI</p>		
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DCH-RP Cooperation Agreement

A cooperation agreement is hereby concluded between:

Ministero per i beni e le attività culturali Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche, Viale Castro Pretorio 105, 00185 Roma in its role of Coordinator of the DCH-RP Digital Cultural Heritage Roadmap for Preservation project, (“the Coordinator”)

of the one part,

and

..... *Name (acronym), address, country,.....*(“the Affiliated Member”)

in its role of An Affiliated Member of the DCH-RP Digital Cultural Heritage Roadmap for Preservation project

of the other part,

collectively “the parties”, represented by their authorised representatives.

In the framework of the FP7 DCH-RP, the *Coordinator* entered into the Grant Agreement Number 312274 with the Commission of the European Communities, Directorate General Information Society and Media, with the objective of the harmonization of data storage and preservation policies in the DCH sector through a validated Roadmap for the implementation of a preservation e-infrastructure for DCH.

In the framework of the activities covered by the DCH-RP project, the parties have agreed to cooperate as it follows.

Article 1 - Subject matter of the Cooperation Agreement

The purpose of this Cooperation Agreement is to enable the *Affiliated Member* to participate in the DCH-RP network and to contribute to its activities in accordance with the conditions provided for in this agreement.

Article 2 - Scope

The *Affiliated Member* shall perform its share of the work pursuant to this Cooperation Agreement in compliance with the project goals. The *Affiliated Member* shall cooperate with the *Coordinator* and with the other members of the DCH-RP network on one or more of the following topics.

Contributing to the DCH-RP technical activities, with particular emphasis on:

gathering information and raising awareness about requirements for a preservation Roadmap for DCH and supporting its validation through case studies and best practices;

carrying out proofs of concept whose results will support the evolution of the Roadmap design;
contributing to the establishment and the activities of the DCH-RP National Working Group in own country, in accordance with its Ministry of Culture and/or other national Agency owner of national programmes in the digital cultural heritage sector;

disseminating information about DCH-RP in each country and beyond and contributing to the enlargement of the DCH-RP network.

The *Affiliated Member* will be invited to participate in meetings organised by DCH-RP, following the schedule of activities indicated in the Description of Work and to other meetings possibly agreed with the European Commission.

In the framework of this cooperation, the *Affiliated Member* will also be invited to contribute to the DCH-RP reports, by the provision of specific content or expertise, after having discussed and agreed with the *Coordinator* their nature and scope.

Article 3 – Rights and duties

The *Affiliated Member* will have the right to:

be invited to conferences, international workshops and technical meetings organised by DCH-RP for the members of its working groups;

have access to the DCH-RP deliverables, technical reports and other materials produced by DCH-RP in the frame of the scope of the DCH-RP initiative;

participate in the DCH-RP National Working Group, if existing, in its country according to DCH-RP Terms of reference;

participate in carrying out the proof of concepts running the experiment in its country;

disseminate DCH-RP results.

The *Affiliated Member* will have the duty to:

Report on dissemination initiatives undertaken.

Travel and subsistence costs will be normally sustained autonomously by the *Affiliated Member*. It should be clarified that only exceptionally the DCH-RP project will be able to refund to the *Affiliated Member* any travel expenses and in any case only after having reached a specific written agreement with the *Coordinator*.

Article 4 - Entry into force of the Cooperation Agreement

The Cooperation Agreement shall enter into force from the date of its signature.

Article 5 - Completion, expiry or termination of the Cooperation Agreement

The present Cooperation Agreement shall terminate on the date of completion or termination of the DCH-RP Grant Agreement with the European Commission.

In the case that the DCH-RP network will continue its activities beyond the completion of the Grant Agreement with the European Commission, this Cooperation Agreement can be renewed on the basis of a mutual decision of the parties.

Each party may terminate this agreement subject to two months' written notice.

For the parties

The Coordinator

Ministero per i Beni e le Attività Culturali

Istituto centrale per il catalogo unico delle biblioteche italiane

Viale Castro Pretorio 105

00185 Roma, Italy

NAME OF THE AUTHORISED REPRESENTATIVE: Rossella Caffo

TITLE: Director

SIGNATURE:

DATE:

The Affiliated Member

(WRITTEN OUT IN FULL, INCLUDING ADDRESS AND CONTACT)

ORGANISATION:

ADDRESS:

NAME OF THE AUTHORISED REPRESENTATIVE:

TITLE:

SIGNATURE:

DATE:

(PLEASE RETURN TWO SIGNED COPY TO THIS ADDRESS)

DCH-RP project, Mrs Rossella Caffo

Istituto centrale per il catalogo unico delle biblioteche italiane

Viale Castro Pretorio 105

00185 Roma, Italy

(AFTER THE COORDINATOR'S SIGNATURE YOU WILL RECEIVE A COPY BAC