



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 “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

1. The present Cooperation Agreement shall terminate on the date of completion or termination of the DCH-RP Grant Agreement with the European Commission.
2. 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.
3. 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 BACK)