

**Cluster Steering Group Meeting
14 September 2009
Museon – Den Haag, the Netherlands**

Present:

Piero	Attanasio	ARROW
Mel	Collier	Europeana v1.0 WP 1 joint leader
Makx	Dekkers	Europeana v1.0 WP 3 joint leader
Georg	Eckes	European Film Gateway
Luis	Ensenat	APEnet
Annette	Friberg	Europeana office
David	Fuegi	Europeana Travel
Stefan	Gradmann	Europeana v1.0 WP 3 joint leader
Karin	Heijink	Europeana v1.0 WP 2 leader
Max	Kaiser	Europeana Connect
Mats	Lindquist	Europeana v1.0 WP 3 task leader
Catherine	Lupovici	Europeana office
Carlo	Meghini	Europeana v1.0 WP 3 joint leader
Maria Teresa	Natale	Athena
Johan	Oomen	EU Screen
Vanessa	Proudman	Europeana office
Jon	Purday	Europeana v1.0 WP 5 leader
Norman	Rodger	Musical Instruments Museums Online
Mary	Rowlatt	Europeana Local
Martina	Schoberova	Europeana office
Henning	Scholz	BHL-Europe
Toomas	Schvak	Europeana Travel
Lena	Stanley-Clamp	Judaica Europeana
Bram	van der Werf	Europeana v1.0 WP 4 leader
Bernardo	Winer	Judaica Europeana

1. Welcome and Introduction- Karin Heijink

- this meeting initially planned for July
- this meeting is an opportunity to share experience and knowledge
- update on the recruitment , introduction of some of the new members of the Europeana office:
 - Annette Friberg, Business Development Manager
(Annette.Friberg@kb.nl)
 - Vanessa Proudman, General Projects Manager
(Vanessa.Proudman@kb.nl)
- each project has a liason person in the Europeana office, these liasons are the first point of contact for Project Coordinators.

2. Introduction of Projects (objective, current status, 3-6 months plans)

This part brought a brief introduction and summary of each of the projects' activities/ facts. This is by no means an exhaustive list of information, only main points regarding each project were mentioned.

Apenet – Luis Ensenat

- Focus on archives, started this year, 2011 will launch portal, 31 m digital objects at the moment
- currently working on standards that archives are to follow

ARROW – Piero Attanasio

- ARROW: Accessible registries of rights information and orphan works
- Interesting tool for libraries
- Only deals with books
- Main focus at the moment is to define the workflow

MIMO – Norman Rodger

- MIMO: Musical Instruments Museums Online, launched 1st September 2009, runs 2 years
- issue of multilingual access (starting with English and French and then Dutch, Swedish, Italian and German), to create world-wide standard for museums at an early stage of development

Athena – Marie Teresa Natale

- launched November 2008, lasts 30 months
- aims at museum sector, currently working on museum data model, analyzing IPR issues, Thesauri to enrich semantic multilingual search
- Will give access to 109 museums. It will also introduce a journal.

EuropeanaConnect – Max Kaiser

- sister project of Europeana v1.0, close co-operation, working towards the Rhine and Danube releases, started May 2009, lasts till October 2011
- not providing so much content (the content that they will provide is music content) but more facilities and services
- currently working on multilingual access, spacial-temporal interface, semantic enrichment, study of users behaviour
- key infrastructures for Europeana v1.0

Europeana Travel – Toomas Schvak

- 2 years, 19 partners, started May 2009
- libraries(national and university research libraries), CENL, LIBER
- digitization of travel and tourist related content, 1m digital objects for Europeana
- to set up aggregator service

BHL-Europe – Henning Scholz

- started May 2009,
- to improve the interoperability of the existing biodiversity libraries

- two different portals, community specific one
- long term preservation of digital data
- working on metadata schema
- facilitate open access

EFG – Georg Eckes

- started September 2008, 36 months long
- major issues: metadata interoperability, IPR issues
- aiming at ingesting first data into Europeana

Judaica Europeana – Lena Stanley Clamp

- JUDAICA: Jewish life & culture in European cities
- has not started yet, starts this autumn
- to contribute 7 m digital objects, potential for aggregation, challenge will be providing access to 10 European languages

EUScreen – Johan Oomen

- to start in 2 weeks, continuation of Video Active project
- broadcast and audiovisual archives
- main questions-lots of focus towards evaluation, 35 thousand items to Europeana

PrestoPrime - Johan Oomen

- integrated project, started earlier this year
- objectives: make sure that digitized archive material is preserved (persistent identifiers); WP4 about access (connected to Europeana v1.0), integrating semantic webstructures

Europeana Local – Mary Rowlatt

- started May 2008, best practice network
- local focus, no portal, main interest is aggregation (all content through Europeana), aim 10 m digital objects by the end
- dark aggregator

The Europeana group homepage has been set up by Jon and is maintained by the Europeana office: it contains information, on projects:

<http://group.europeana.eu>.

Europeana would like projects to update their achievements on a regular basis on the Europeana group homepage. On the homepage there are links redirecting to the project websites.

3. Cluster Steering group- Karin Heijink

Karin Heijink gave an overview and short introduction on the purpose and structure of the Cluster Steering Group:

- The Cluster Steering Group is described in DoW Europeana v1.0
- It consists of the Network Management Board and the Project Coordinators of Europeana-related projects
- The focus of the group is to keep communication open, to encourage cooperation and integration of projects

- To reduce risks by exchanging experiences through collaboration in common areas
- This group is the ground for knowledge and experience sharing
- It can also serve as a quality and sanity check for Europeana

Several subgroups exist under the Cluster Steering Group and more are planned. The groups that have already been set up and are already working are as follows:

- IPR group
- Communications group
- Content and partners group
- Technical group

All projects should be represented in these groups.

4. IPR Group - Karin Heijink

The IPR group held its first meeting in Prague in May 2009. It consists of two subgroups: Strategy and Policies group led by Daniel Terrugi and Tools and Services group led by Patrick Peiffer.

Results so far: Europeana License (Patrick, WP4)
Public Domain Charter (draft)
Increased collaboration

The IPR group is a peer group of experts, with the opportunity to share and exchange knowledge.

Means of communication:

1. collaborative workspace (version1.europeana.eu) – contains all information, all relevant documents, maintained and updated regularly
2. The respective project representatives with IPR on their agendas are invited to feed into the group.

Please let the Europeana Office know if your representative changes and please make sure there is only one or at the most two representatives per project in order to keep the size of the group optimal. All new projects will also be invited to join.

5. Communications group - Jonathan Purday

Jon Purday introduced the Communications group (WP5). The group consists of the leaders of dissemination work packages of each of the projects. Members from Arrow, MIMO, EU Screen are welcome to join, as are other new projects.

Its primary focus is currently the Europeana Group homepage (group.europeana.eu):

- place where all Europeana related projects are represented, containing key results, deliverables, etc.
- there should be news from the projects, links to projects' websites
- important to keep up to date

- also contains templates, logos, news, events, calendar

Communications group has a special responsibility:

- to get exchange going between all cultural heritage sectors, to have these interact
- to promote practical achievements and examples of interoperability

It was proposed that projects should strive to:

- communicate relevant information about Europeana and all projects, make sure we share information across the partner group
- put a link to Europeana portal on the project website and encourage partners to do the same
- send information back to Europeana office on key results for us to update the project pages
- calendar is a useful tool: ideally, plenaries and external workshops from all the projects to be included in the shared calendar, alongside other events showcasing the Europeana group of projects

Project coordinators are encouraged to ensure that the above is carried out by their members of the Communication group.

Johan Oomen: suggestion to have the Europeana logo that is to be shared on projects' sites with a text "connect to Europeana" in more languages

The Europeana Office can provide:

- expertise from The Marketing and Communications team:
 - Aisulu Aldasheva, Editorial Assistant (Aisulu.aldasheva@kb.nl)
 - Milena Popova, Marketing Assistant (Milena.popova@kb.nl)
- News and calendar
- Newsletter
- Press list

Jon Purday has invited Projects to a Round Table for aggregators, to be held in Lund, Sweden on 14th October 2009 as a joint event of the conference held under the Swedish EU presidency.

He then stressed that the main target group for the portal will be the end users. A marketing campaign is to be started

A question was raised as to how we want to distinguish Europeana from Google books? What is in it for the end user? Why Europeana?

Jonathan Purday: Europeana has material from every domain, covers a whole range of cultural heritage material, has a multilingual interface, content has been pre-selected by authoritative sources, it brings varied material together (e.g. archives through Apenet) in one harmonious whole, all European countries are represented and most importantly, unlike Google we are able to generate meaningful links to users (through enriched metadata). The value is also in the metadata, semantics (but this is difficult to explain to journalists)

6. Content and Partner Group – Karin Heijink

Objectives: to minimize overlaps
To achieve 10m digital items in 2010

Aim: to establish workflow - the process to be followed when dealing with New Europeana partners

Basic principles and workflow:

- aggregation
- new institutes join one project / aggregator if possible
- reciprocated workflow

The Europeana office directs new content providers to projects/ aggregators

Results: workflow agreed and in use
Feeding into content strategy

Means of communication-collaborative workspace (version1.europeana.eu)

The content ingestion plan is currently being developed by the Content and Partner Group.

Mary Rowlatt: Does Europeana have/ or will there be a database of existing aggregators to promote aggregators and to make it easy to provide content (the process should be as automatic as possible)

A customer relationship management system is currently being looked at..

There were some concerns voiced over the fact that currently over 50 percent of the Europeana content comes from France.

7. Content ingestion/ workflow – Catherine Lupovici

The content ingestion process has 4 phases:

1. Preliminary phase-identification and preliminary identification of content resource estimation, preliminary agreement, planning of when content is ready for contribution
2. Formal definition phase-submission agreement
3. To facilitate the formal definition phase: (All the following information is available on the Europeana project website)
 - a. ESE - Europeana Semantic Elements specifications
 - b. Metadata and Normalization guidelines to support partners in getting their data ready for transfer.
 - c. Europeana semantic Elements schema
 - d. About Europeana semantic elements
3. Transfer phase -actual transfer of the data
4. Validation phase - (return if rejected)

All Formal definition phases for the Rhine release need to start no later than April 2010! Project partners need to start testing well before then. It is best to map source data as soon as possible.

The plan is to therefore ingest (data validated) 500.000 digital objects per month from September 2009 till June 2010.

Current issue: it needs to be decided on how to integrate license, it is now not clear whether license is mandatory information. At the moment it exists as an added value advised by Europeana. (ask Catherine)

8. Content checker tool-presentation and demonstration by Catherine Lupovici

The content checker is a tool that enables content providers to:

- check that files are ready to be transferred to Europeana
- check how these will be displayed in Europeana (simulation)
- content providers are advised to use it as soon as their mapping is ready. They should not wait until the official date of content provision to Europeana.
- warning: the content checker gets cleared at the end of every month (if the testing starts end of month, the data will be cleared in the next few days)
- for quick results it is recommended to use small samples (otherwise there is a 24 hr waiting time before results are ready)
- Test with a small sample of about 30 mb.
- It was pointed out that Europeana needs the ingestion plan – including figures - by end of September 2009.

There was a brief demonstration performed to illustrate the presentation and to show how the results are displayed in Europeana.

Passwords to the content checker will be passed on to project partners by their liaisons at the Europeana Office. For problems, check your own schemas first.

9. Project Group Meetings going forward-Karin Heijink

The Steering group is to facilitate people to contact each other, it is an umbrella group for the cluster groups. It was pointed out that there is a need for other sub-groups to be formed. Suggestions of the areas that could be covered by new sub-groups that came up during a brainstorming session are as follows:

- Users
- Sustainability
- Multilingual / technical
- Standards for digitization
- Quality assurance
- Object (definition)
- Portal

David Fuegi commented that we already have work groups in Europeana v1.0 and we should beware of duplication. It is important to look at the list of existing

WG not to double work. The workgroup leaders will look at the list and consider adding these to their groups as a first step.

There was a suggestion to create cluster groups of group projects that are in the same phase. However, it was seen as more useful to have mixed groups where projects which are at the initial phase might profit and learn from the experience of the others.

Regarding the Project group meetings-according to Europeana version1.0 Dow, cluster meetings are to be held twice a year. There was a suggestion to align the physical meetings with workshops and conferences. A question was raised whether these meetings have to be physical or if conference call would be sufficient. It was decided that the group is too large to meet virtually, physical meetings are therefore necessary.

Means of Communication

- the responsibility of each project representative in the group is to report back to the project
- collaborative workspace (version1.europeana.eu): projects are advised to make more use of the workspace to share results there.

Vanessa Proudman informed the group about a survey that is being conducted regarding the functionality of the collaborative workspace. Please send any feedback, suggestions for improvement and ideas to Julia Brungs at Julia.Brungs@kb.nl by 22 September 2009.

10. AOB

Athena – suggested to have a list of all working groups so that it is clear who is in which working group (name of the group, participants)

Karin Heijink: we have this ready for cluster groups and it will be published on collaborative workspace.

Karin Heijink also invited everyone (who hasn't done so yet) to sign up on the collaborative workspace version1.europeana.eu

ACTIONS

- Projects will aim to update the European project pages with key results at regular intervals
- Partners will inform the IPR Cluster Group leader of the names of their representative, or any changes therein
- All projects will strive to:
 - communicate relevant information about Europeana and all projects, make sure we share information across the partner group
 - put a link to Europeana portal on the project website and encourage partners to do the same

- send information back to Europeana office on key results for us to update the project pages
- calendar is a useful tool: ideally, plenaries and workshops from all the projects to be included in the shared calendar
- Partners will provide Europeana with their Ingestion Plan, including figures for the end of September 2009.
- Project partners will start testing their data with the content checker as soon as possible.
- Passwords to the content checker will be passed on to project partners by their liaisons at the Europeana Office as soon as possible
- KH and VP will take up possible sub-group topics with Europeana V1.0 leaders first and feed back to the group
- All project partners will send comments on the collaborative workspace to Julia Brungs by 22 September 2009.