

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

Europeana Space

Spaces of possibility for the creative reuse of Europeana's content

CIP Best practice network - project number 621037

Deliverable number	D1.4
Title	Quality Plan

Due date	30 April 2014
Actual date of delivery to EC	30 April 2014

Included (indicate as appropriate)	Executive Summary	<input checked="" type="checkbox"/>	Abstract	<input type="checkbox"/>	Table of Contents	<input checked="" type="checkbox"/>
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**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

Context:

Partner responsible for deliverable	Coventry University
Deliverable author(s)	Tim Hammerton
Deliverable version number	V2.2

Dissemination Level	
Public	<input checked="" type="checkbox"/>
Restricted to other programme participants (including the Commission Services)	<input type="checkbox"/>
Restricted to a group specified by the consortium (including the Commission Services)	<input type="checkbox"/>
Confidential, only for members of the consortium (including the Commission Services)	<input type="checkbox"/>

History:

Change log			
Version	Date	Author	Reason for change
1.0	04/02/2014	Tim Hammerton and Sharon Cartwright	Version issued at the start of the project
2.0	04/04/2014	Tim Hammerton	Version updated for QA peer review
2.1	07/04/2014	Tim Hammerton	Amended version for QA peer review
2.2	29/04/2014	Tim Hammerton	Amended following QA review feedback

Release approval			
Version	Date	Name & organisation	Role
2.1	23/04/2014	Tiziana Lombardo, FST	QA Peer reviewer/ Pilot Coordinator - Museums
2.2	30/04/2014	Tim Hammerton, COVUNI	Project Manager

Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
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EUROPEANA SPACE

**SPACES OF POSSIBILITY FOR THE CREATIVE RE-USE OF EUROPEANA'S CONTENT
ICT – PSP – CIP – BEST PRACTICE NETWORK**

PROJECT HANDBOOK

Grant Agreement Number	621037
Project Website	http://www.europeana-space.eu
Project Email	info@europeana-space.eu
Work Package	Work Package 1
Authors	Tim Hammerton, COVUNI
Reviewers	Tiziana Lombardo, FST
Distribution	Partnership
Version:	V2.2
Date:	29 April 2014
Status:	Active

Notices This project is part funded by the European Commission under the CIP Framework Programme 2007-13

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**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

Version Control

Version	Description of Change	Date
V1.0	Initial Draft released to the Partner at the Kick-off meeting	4 February 2014
V2.0	New section 1 added for project overview; added E Space logo; clarified roles of Project Manager and Project Coordinator; greater definition of WP Leader role; changed the order of the Communication Section and changed the Meeting Schedule section into Project Meetings; updated the Project Events Schedule; swapped the order of the Reporting and Financial Conditions sections; significantly enhanced the Financial Conditions section including adding the Commission guidance on 'other direct costs' and providing details of the projects subcontracted and purchasing requirements; updated the Quality Assurance Cycle and added in two project reporting and an amendment to the DoW template. Other minor amendments have been made throughout the document.	4 April 2014
V2.1	Added project deliverable allocation timetable and milestones	7 April 2014
V2.2	Added details of BPN in 2.8, General Assembly in 3.2, added a new section 3.3 Project Board, enhanced the Technical Coordinator 3.5 section, as well as 3.8 External Advisory Board and added a reference to quality into 4.4 Emergency Procedures. Updated Section 4 in line with the draft Consortium Agreement. Revised the peer review allocation table in Section 7. Added the new deliverables template in place of the cover sheet.	29 April 2014

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COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

Table of Contents

Executive Summary

1. Introduction	7
1.1. Summary.....	7
1.2. Precedence	7
2. Project Outline	
2.1. Project Description	8
2.2. Work Package 1	8
2.3. Work Package 2.....	9
2.4. Work Package 3.....	9
2.5. Work Package 4.....	9
2.6. Work Package 5.....	10
2.7. Work Package 6.....	11
2.8. Funding Stream.....	11
3. Project Organisational Structure	13
3.1. Overview	13
3.2. General Assembly (GA)	13
3.3. Project Board	14
3.4. Project Coordinator (and Project Team) (PC)	14
3.5. Technical Coordinator (TC)	14
3.6. Work Package Leaders (WPLs)	15
3.7. Task Leaders (TL)	16
3.8. External Advisory Board (EAB).....	16
4. Communication	17
4.1. General Assembly Meetings	17
4.1.1. Purpose	17
4.1.2. General Rules	17
4.1.3. Voting.....	15
4.1.4. Veto	18
4.2. General Assembly Meeting Rules	18
4.3. Conflict Resolution	18
4.4. Emergency Procedure / Conflict Resolution	18
4.5. Project Meetings	19
4.6. Mailing Lists	19
4.7. Document Sharing.....	20
4.8. Project Event Schedule	20

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

5. Reporting	23
5.1. Reporting procedures, frequency and format	23
5.2. Report schedule	23
5.3. Internal Financial and Activity Reporting.....	24
5.4. Progress Reports	25
5.5. Final Report.....	25
5.6. Technical Review Meetings.....	26
6. Financial Conditions	27
6.1. Financial Explanation	27
6.2. Financial Reporting	27
6.3. Documentation and Audit Trail	28
6.4. Subcontracting	30
6.5. Other Costs listed within the DoW	30
7. Quality Control Procedure	31
7.1. Quality Assurance Peer review.....	31
7.2. Project deliverables, peer review allocation and timetable.....	33
7.3. Europeana Space milestones.....	38
8. Templates	39
8.1. Deliverable Template	39
8.2. Deliverable Internal Review Form.....	46
8.3. Work Package Report Form (3 monthly)	47
8.4. Partner Finance/Activity Summary	48
8.5. Request for Amendment to the DoW	50
8.6. Sample Timesheet	52

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

Executive Summary

The purpose of this document is to provide an overview of the internal management, administrative and quality procedures of the Europeana Space project in order to ensure efficient project execution as well as high quality project results. The document will provide the partners with a concise reference to the project management structure, tasks, responsibilities, reporting requirements, finance information and quality processes.

1 Introduction

1.1 Summary

This document specifically covers the following areas:

- A summary of the European Commission's requirements
- Administrative project management processes that ensure accurate financial reporting and justification of the work being carried out.
- General project management processes that ensure tight co-ordination of activities resulting in high quality deliverables.
- An internal communication strategy that ensures clear and effective communication between the Partners and that allows for the early escalation and the timely resolution of management and technical issues.
- Details of the process for the quality review of project deliverables.
- External communication, dissemination and exploitation processes that ensure a unified presentation of the project to the public at large as well as protect the IPR of the Partners. (Further details will be provided within the Europeana Space Communication and Dissemination Plan.)

1.2 Precedence

The general principles for the project execution have been defined in the EC Grant Agreement (GA), the Description of Work (DoW) and the Consortium Agreement (CA). The Project Handbook does not replace any of these established agreements, or replace any of the EC guidelines for project implementation and documentation.

All partners have received a copy of the Grant Agreement from the Project Coordinator for information and guidance for project activities. A copy of the Grant Agreement and its Annexes are available online within the project's repository, hosted in the reserved partner area of the project's website.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

2 Project Outline

2.1 Project Description

The objective of Europeana Space is to increase and enhance the creative industries' use of Europeana by delivering a range of resources to support their engagement. The use of Europeana and other content sources by the creative industries is still limited by factors including issues around the IPR status of content and the need for business models demonstrating the potential for exploitation of available content. In addressing these problems Europeana Space brings together high-level key expertise from the European creative industries, technology-based enterprises, the cultural heritage sector and higher education.

Europeana Space will build 3 Spaces, the Technical, Content and Innovation Spaces: physical and virtual environments to enable the creative re-use of cultural content. They will contain online guidelines and tools, a technical framework; a platform for IPR management; hackathons and workshops to inspire and support content providers, technology partners, creators and industry bodies to develop new content-based services and applications; and incubation/mentoring by business experts to stimulate and support creative entrepreneurship. 6 Pilots and 3 Demonstrators will present innovative models of content use in interactive Europeana TV, Photography, Dance, Games, Open and Hybrid Publishing, and Museums. A wide-ranging dissemination and sustainability programme will ensure Europe-wide penetration of the Best Practices developed and shared through the project.

Europeana Space will address all sectors of the creative industries, from content providers to producers, exhibitors, artists and makers of cultural/creative content, publishers, broadcasters, telecoms and distributors of digital content. Its impact will be significantly increased use of Europeana and new opportunities for employment and economic growth within the creative industries through continuing development of innovative applications and services based on Europe's rich digital cultural resources.

2.2 Work Package 1 – Project Management

The role of WP1 Project Management is to:

- coordinate the activities of the project through an effective management structure
- ensure timely and high quality deliverables
- coordinate the quality assurance process
- stimulate and encourage all work-packages
- monitor and facilitate progress
- identify and overcome obstacles and issues before they delay or disrupt the project
- evaluate progress and track it against agreed success indicators
- liaise as necessary with the Commission

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

- manage the consortium, particularly in terms of
 - Internal communication, roles and responsibilities
 - Decision-making and consensus
 - Knowledge sharing and synergy across domain boundaries
 - Integration of new creative companies in the Europeana Space hackathons
- coordinate the joint development of the Europeana Labs infrastructure, in cooperation with the Europeana Creative project

2.3 Work Package 2 – Technical Space: Infrastructure and tools for content access, use and storage

The main objective of this work package is the joint development, together with the Europeana Creative project, of Europeana Labs, the infrastructure that provides access to the content of Europeana.

Its main outcome will be the Technical Space consisting of the Data Infrastructure, the Metadata Processing Unit and the Access APIs that will facilitate the development of applications based on cultural content and the production of the six thematic Pilots.

2.4 Work Package 3 – Content Space: Rights management for creative exploitation of Europeana's content

The objectives of Work Package 3 are to:

- provide tools for the identification of IP rights within Europeana and related content
- develop a typology of business model strategies for the creative use and re-use of European content and the place of IP rights in those strategies
- initiate a roadmap of the current Europeana content that is available for use and the varied ways in which that content can be re-used
- facilitate ease of content re-use by improving the rights labelling of content in Europeana
- raise awareness about procedures for clearing rights for short and long term exploitation of creative content
- highlight the role that technical protection measures can play in relation to digital content
- create a platform for the exchange of open content
- harmonise tools and knowledge resources into the Content Space.

2.5 Work Package 4 – Europeana Space Scenarios: development of Pilots in the six thematic areas

WP4 refers to the implementation of the Europeana Space Pilots. Specific objectives are:

- to establish a common methodology for the Pilots and a framework for monitoring and validating the deliverables
- to run experimental Pilots and explore different scenarios of content re-use in the six thematic areas defined by Europeana Space, namely:

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

- EuropeanaTV
- Photography
- Dance
- Games
- Open and Hybrid Publishing
- Museums
- to develop six Pilot applications and to deliver demonstrable results that will be presented for further experimentation at the hackathons and incubated for exploitation by the creative industry, in WP5
- to integrate the Pilot results into the Europeana Labs.

2.6 Work Package 5 – Innovation Space: Valorisation and exploitation in the Creative Industries

Within WP5, the tools developed during the six Pilots will be further used as the basis for continued experimentation and innovation through a series of dedicated hackathons and workshops. These are expected to produce new applications and services based on Europeana's resources. Business support and incubation will be wrapped around these outputs through the course of WP5, in order to support the identification of routes to market and further exploitation by the cultural industries. Clear IPR and licensing of the project's results will be established to ensure open access and wider re-use.

The work package's objectives are to:

- provide a detailed map of the market potential for new applications and services, which will inform the development of business models for their exploitation
- deliver six themed hackathons in which the Pilot results will provide models and form the basis for further experimentation and innovation in developing new prototype services and applications based on Europeana's resources
- deliver six workshops on monetising content
- agree criteria for the selection of projects to be taken into further development and carry out the selection of these
- provide mentoring and incubation support to enterprises whose products are selected for further development
- provide demonstrator models of best practice, based on different (mostly but not only non-commercial) business and rights models, for extending the use of Europeana and other digital content to the arena of education, in order to boost creativity and creative skills in teaching and learning.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

2.7 Work Package 6 – Communication, dissemination and sustainability

WP6 aims to develop and build the Europeana Space community; firstly, consolidating the Europeana Space partner community; secondly, establishing contacts and dialogue with representatives of external targeted organisations and other initiatives and stakeholders; and thirdly, widely and regularly disseminating and demonstrating Europeana Space project results; finally delivering the plan for the sustainability of the network beyond the EC funding period. Multilingual access to information and resources will be ensured, by providing multilingual information in the dissemination material, in online communications and multilingual executive summaries of the relevant publications produced by the project.

Specific objectives are:

- To disseminate the project, its progress and outcomes for awareness-raising among the targeted stakeholders in order to increase engagement; and to a wider European audience for general visibility
- To build up a community of external stakeholders (content providers, developers, creative industry entrepreneurs, etc) aiming at facilitating wider deployment and use of the project results, building consensus with external communities and developing and scaling-up the Europeana Space network in order to attract new members
- To provide demonstrations of innovative applications and solutions to stakeholders, the commercial sector and potential customers of the Europeana Space outcomes (cultural industries, education, tourism and culture managers, national and local governments)
- To establish interaction with other relevant European initiatives including other Best Practice Networks
- To participate in concertation events organised by the European Commission
- To participate actively in the Europeana Network, and contribute to Europeana's professional website
- To assess the main socio-cultural and economic impacts of Europeana Space, in particular on the creative industries and on Europeana, with the long-term objective of creative engagement of industry partners with cultural content; and thus to sustain the network itself.

2.8 Funding Stream

The project is funded by DG CNECT, within the European Commission through the Competitive and Innovation Framework Programme (CIP). Within this programme, there is a specific call which Europeana Space is funded through; the ICT Policy Support Programme (ICT-PSP). The Europeana Space project is a Best Practice Network.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

Best Practice Networks promote the adoption of standards and specifications for making European digital libraries more accessible and usable by combining the "consensus building and awareness raising" function of a thematic network with the large-scale implementation in real-life context of one or more concrete specifications or standards by its members. Each BPN tries out, on a sufficient mass of content, one or more of the implementation approaches discussed in the network in order to draw conclusions on their validity and if necessary to adapt them.

The Commission can organise, as appropriate, "clustering meetings" for different BPNs, inviting all relevant stakeholders (including representatives of other relevant projects under EU programmes, of relevant European and international bodies etc.) in order to achieve broad consensus and create the conditions for the widest possible uptake of the recommendations of the BPNs.

The final output of the BPN should therefore reflect both the results of the large scale implementations and the results and recommendations of the clustering activities.

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

3 Project Organisational Structure

3.1 Overview

The following diagram represents the organisation of the project.

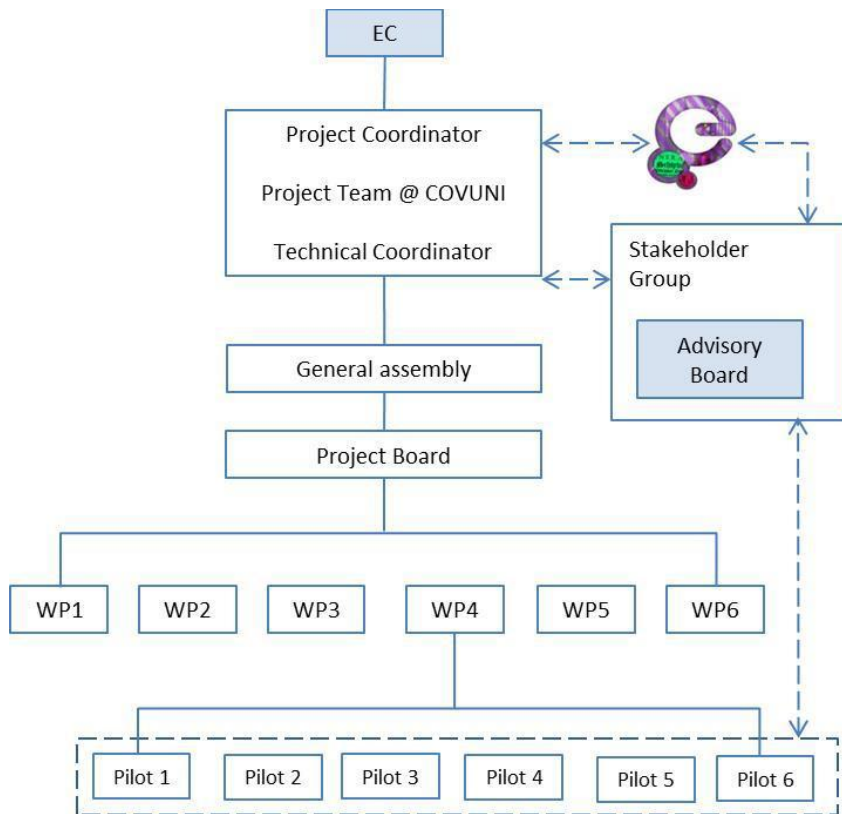


Figure 1: Project Organisational Structure

The project’s management and administrative functions will be provided as shown below:

3.2 General Assembly (GnA)

The General Assembly (GnA) will be chaired by the Project Coordinator (PC) and will be formed by representatives from each partner. Each will partner nominate an individual as its representative either before or at the kick-off meeting. The partner representative will have the authority to commit the partner to decisions, and will be responsible for submitting any technical document contributions required to the appropriate WP Leader, and supervise the preparation of any technical deliverable for which the partner is responsible.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

Where the nominated representative is unavailable, a substitute can attend and vote at project meetings. In this instance or where there is a change to a nominated representative, the partner should notify the Project Manager at the first opportunity.

The General Assembly is responsible for the:

- determination of the overall project strategy
- overall co-ordination of project developments
- oversight of partners' utilisation of the resources allocated to the project
- achievement of the set objectives
- authorisation of amendments to the contract
- monitoring of project progresses, achievements, and costs
- oversight of the dissemination and exploitation of project results and outputs.

3.3 Project Board (PB)

The Project Board is the supervisory body for the execution of the project which reports to and is accountable to the GnA. The PB is responsible for ensuring that GnA decisions are implemented, as well as ensuring project compliance with the Grant Agreement/ Description of Work.

3.4 Project Coordinator (and Project Team) (PC)

The Project Coordinator (PC), together with the Project Manager (PM) will be responsible for the overall project (quality and financial) management. With the support of the Project Team, the PC will directly work with the WP Leaders who will keep the Team informed about the evolution of the activities carried out and send alerts when any potential issue may happen. The PC and PM are also responsible for the Management WP1 and have to ensure that all project documents are prepared with the contribution of all partners. In the execution of its functions, the PC will concertise his/her actions with the other members of the Project Board.

The Project Coordinator and Project Manager will be the sole link between the consortium and the EC Project Officer. The European Commission Project Officer is directly responsible for overseeing progress and reviewing the project. Any questions that partners may have should be passed to the Project Team to either resolve or escalate to the EC Project Officer.

3.5 Technical Coordinator (TC)

The Technical Coordinator (TC) supports the PC and is responsible for co-ordinating the tasks. The TC supervises the activities in the work packages and ensures compliance with the project plan. The TC will also take responsibility for dissemination and policy communication relating to work packages and sustaining the results of the project.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

The TC provides a robust managerial structure to ensure the delivery of efficient and effective project activity and far-reaching project results

The TC will liaise directly with the partners and ensure a seamless communication process with the PC and PM on matters of project progress and technical issues. The TC, PC and PM e-mail several times each week to discuss issues, align strategies and coordinate activities and hold online meetings, as required.

3.6 Work Package Leaders (WPLs)

WP No.	Description	WP Leader	Leader Name
WP1	Project Management	COVUNI	Sarah Whatley and Tim Hammerton
WP2*	Technical Space: Infrastructure and tools for content access. use and storage	NTUA	Stefanos Kollias
WP3	Content Space: Rights management for creative exploitation of Europeana content	UNEXE with PACKED	Charlotte Waelde with Barbara Dierickx
WP4	Europeana Space Scenarios: development of Pilots in the six thematic areas	IMINDS with PROMOTER	Peter Schelkens with Antonella Fresa
WP5	Innovative Space: Valorisation and exploitation in the Creative Industries	NISV with KU LEUVEN	Johan Oomen with Fred Truyen
WP6	Communication, dissemination and sustainability	PROMOTER	Antonella Fresa

Due to the number of partners involved with the project, some work packages have a primary and secondary Work Package Leader appointed.

* At the request of the Commission, WP2 now entails the joint activity between the Europeana Space and Europeana Creative projects for the development of the Europeana Labs website.

Work Package Leaders (WPLs) will be directly managed by the TC and the PM who will be in regular contact. The WPLs have detailed co-ordination of their WP, which entails the definition of the roles of the partners as well as the preparation, planning, undertaking and reporting of the activities of the WP. The WP Leader(s) will, therefore, be responsible for achieving the objectives, for the quality of the products and for technical reporting to the PC and the General Assembly any conflicts or problems that can arise within their WP. The WPLs must have a global vision of the activities of the various WPs. In particular, the WP leaders will have to carry out the following tasks:

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

- coordinate the work of the other organisations involved within the WP;
- organise meetings with the other partners involved in the WP, when this is necessary, in order to ensure that the envisaged activities are carried out, the objectives and products are obtained and deadlines are respected. (Wherever possible, WP meetings should take place alongside plenary meetings);
- contribute to ensuring the coordination and communication of all the horizontal activities;
- report to the General Assembly any conflicts or problems that can arise within their WP;
- maintain close contact with the PC and Project Team;
- fully participate within the overall monitoring activities carried out by the PM, including submitting a regular report of activities within the work package;
- work closely to support the activities of Task Leaders;
- provide inputs for the preparation of the project newsletters;
- co-operate in the implementation of all the dissemination activities
- attend/present on activity relating to the WP at Commission Technical Review Meetings.

3.7 Task Leaders (TL)

Task Leaders (including Pilot Coordinators) will be directly managed by their appropriate WP Leader(s) and will be in charge of:

- ensuring the correct procedures during their task lifecycle in order to get the best results;
- informing their WP Leader about any technical, procedural, administrative issue that could prevent the task and activity from getting the best results;
- working closely with the other partners involved within their tasks
- participate within Commission Technical Review Meetings, as appropriate.

3.8 External Advisory Board (EAB)

The External Advisory Board (EAB) is composed of prominent members of the European community. The purpose of the Board is to provide technical expertise and advice to the project across a range of disciplines related to the project's work.

Each partner was asked to provide nominations of key individuals during the kick-off meeting; ideally there would be a representative with expertise in of each of the six pilot areas. Once identified, the Project Board considers the candidates and, where appropriate, contacts them to see if they would be interested in taking on the role. The GnA would have to approve all nominations before formal invitations to participate are sent to prospective EAB members.

The EAB will conduct most of its business electronically; where necessary it will meet once a year at a time concurrent with other project meetings. Members will also be invited to major project events such as the international conferences.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

4 Communications

4.1 General Assembly Meeting Rules

The following section summarises the rules and procedures for GnA Meetings.

The details provided here are aligned to the project's Consortium Agreement; the document that is agreed by the General Assembly. Should there be any discrepancy between this handbook and the Consortium Agreement, the conditions of the Consortium Agreement will take precedence.

4.1.1 Purpose

The GnA Meetings serve as a forum for making decisions concerning the progress and outcome of the project.

4.1.2 General Rules

These will be in line with the standards agreed within the Consortium Agreement.

Meeting Notice: The Coordinator must give notice in writing 45 calendar days prior to holding a Face-to-Face meeting or 7 calendar days prior to holding a teleconference.

Special Meetings: The Project Coordinator shall convene extraordinary meetings at any time upon written request of 1/3 of members of the GnA.

Agenda Notice: The Project Coordinator must send the agenda 14 calendar days prior to a face-to-face meeting or 3 Working days prior to a teleconference.

Agenda Contributions: Any Partner may submit agenda items up until 7 calendar days prior to a face to face meeting, 1 day before a teleconference or online meeting or on the day of meeting with unanimous approval of the GnA.

Any agenda item requiring a decision by members of the GnA must be identified as such on the agenda.

Minutes: The Project Team must make the minutes available within 10 Calendar days of the meeting. Partners may comment on the minutes up until 15 Calendar days after the minutes have been made available. Following this, the minutes are considered accepted and published online in the reserved area of the project's website.

4.1.3 Voting

Quorum: Two-thirds of the GnA members must be present to establish a Quorum for formal deliberations to take place.

Voting Representative: Each Partner has one vote, if absent then the Project Coordinator as the lead will have the partner vote and decisions will be taken on a majority basis.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

Proxy: Each Partner may appoint a substitute or a proxy to attend and vote at any meeting; however, this must be submitted in writing to the Project Manager prior to the meeting.

Decision Making: The GnA shall attempt to make decisions by consensus by the unanimous vote of all members present or represented, but where this is not possible, a simple majority vote is required for most decisions (as detailed within the Consortium Agreement).

IPR-related Decisions: These decisions require a unanimous vote.

Defaulting Parties / Project Termination or Suspension: These decisions require unanimous vote.

4.1.4 Veto

Right to Veto: A partner has the right to veto, if it can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a specific decision.

Veto Vote: In the case of a veto, each partner must be present to vote if the decision has been included on the agenda prior to the meeting.

4.2 General Assembly Meeting Role

General Assembly meetings will be organised to evaluate overall progress and achievement, co-ordinate project-related interactions among partners and evaluate progress against project plans, identifying and contemplating any major problems and deviations from the project time-schedule.

4.3 Conflict Resolution

Conflict Resolution Procedures: Special focus will be kept on areas that most likely might lead to conflicting situations. The PM and TC will directly deal with the WP leaders who will keep the PC informed about the evolution of the activities carried out and send alerts when any potential issue may happen. The PC will have then to assess and mitigate any conflict amicably. If the issue cannot be solved, then the PC will submit it to the GnA for discussion and if necessary a vote to resolve the issue.

4.4 Emergency Procedure / Conflict Resolution

In the event that an issue should arise that could jeopardize the overall completion date of the project or the quality of the delivered results it should be reported immediately to the PC and PM. The Project Coordinator will endeavour to resolve the issue as soon as possible by calling an emergency Project Board Meeting and/or General Assembly Meeting, depending upon the issue, in order to determine the next steps.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

4.5 Project Meetings

General Assembly meetings are preferably physical meetings attended by a representative of each of the project partners or online if required. Ideally, they should take place at six monthly intervals and/or be tied in with project conferences or events.

The External Advisory Board is formed to advise the project on its course of action. Meetings can be arranged either online or during project conferences/events, with ongoing discussions taking place through e-mail. Content of meetings is defined by the Project Coordinator, Project Manager and/or Technical Coordinator.

Meetings for the Project Board and all Work Package leaders can be called as required and are likely to take place online.

Intra-Work Package/Task Meetings will be called when specific needs arise, even at a short notice, in order to discuss and solve technical problems or related to specific tasks such as undertaking work towards the development and writing of a project deliverable. As with GNA meetings, wherever possible, these should be tied in with other project events.

Regular work package conference calls, monthly project conference calls will take place as well as communication by e-mail and telephone and arranged between partners.

Copies of meeting minutes, with details of all decisions taken at any meeting should be forwarded to the Project Manager. These minutes will be the responsibility of the Work Package or Task Leader, responsible for calling the meeting, and as in section 4.1.2 above, they should be produced within 10 calendar days of the meeting having taken place.

Technical Review Meetings will provide, together with Deliverables and Reports, the means to allow the Commission to check and validate Project progress. Technical review meetings are called by the Commission. The agenda of the meeting is agreed between the Commission and the PC: the agenda of the project's presentation within the general agenda is agreed amongst the partners and provided by the PC to the Commission.

Where partners wish to suggest a change to the DoW, they should do so by using the Amendment to DoW form, available on the partners website repository; a copy is provided in section 8.

4.6 Mailing Lists and Address Book

A series of project mailing lists have been created which will ensure that all partners are included in relevant e-mail conversations. A composition list of each mailing list will be saved within project repository on the project website.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

The following project mailing lists, managed by Promoter, will be available to facilitate making requests to the appropriate partner representatives.

- General Assembly members
- Work Package Leaders
- Individual Work Packages
- External Advisory Board
- Ad Hoc Committees i.e. Conference Committee
- Network of Common Interest
- Editorial Group

The definition of these lists may vary dependant upon the requirements of partners.

Although the mailing lists are managed by Promoter, partners should still contact the Project Manager when a person is to be added or removed from the list.

An Address Book has been developed containing a photograph and the contact details of the people involved within the project to help partners to communicate effectively. As a live document, the Address Book should to be updated regularly to include new people that work on the project.

4.7 Document Sharing

Partners will have access to a secure restricted area within the Europeana Space project website. Official project documents should be shared between partners using the filing system set up in line with project Work Packages.

For day-to-day operation, partners should share working documents using tools such as Dropbox or Google Docs. These arrangements will be agreed at Work Package and/or Task levels for particular project activity.

Where it is required to share a physical project document, partners:

- are advised to use a courier service to mail any legal or signed documents.
- should keep a copy of all signed documents for their own records.

4.8 Project Event Schedule

The following events are scheduled within the Europeana Space project.

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

Europeana Space Events	Target Audiences	Location	Timing/Date
Europeana Space - Thematic Workshops			
Technical Workshop *	SMEs and technologies providers	Brussels	Month 12 January 2015
IPR Workshop	Content providers, cultural institutions, private archives, creative enterprises	London	Month 12 January 2015
Best Practice for Education	Teaching and learning professionals	Athens	Month 24 January 2016
Creative marketing	Creative SMEs and cultural institutions	Florence or at a city hosting a Social Media Week event	Month 20 September 2015
6 Hackathons	Creative SMEs and individual makers/producers	Amsterdam, Athens, Coventry, Leuven, Prague, Venice	From Month 23 December 2015 to Month 30 July 2016
6 Monetising Workshops	The suppliers of the creative solutions selected for further development and support	London	From Month 24 January 2016 to Month 33 October 2016
Europeana Space Conferences			
Launch conference	Consortium members, other Europeana family projects, Creative Industries SMEs, EC representatives	Venice	Month 9 October 2014
Mid-term Conference	Consortium members, other Europeana family projects, Creative Industries SMEs, Europeana Foundation, EC representatives	TBC – possibly Brussels	Month 18 July 2015 (Likely to be moved back several months.)
Final conference	Consortium members, other Europeana family projects, Creative Industries SMEs, EC representatives	Berlin	Month 36 January 2017
6 Pilot demonstrators	Creative Industries SMEs, individual makers/ producers, consortium members.	TBC by Pilot leaders during the project. Possibly at Pilot leaders' locations, and/or at other conferences, also online	Circa Month 18 July 2015 (Maybe moved back several months to tie in with the 2 nd conference.)

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

* As a result of the joint WP2 work with Europeana Creative, the Technical Workshop scheduled to take place in January 2015 may no longer happen.

Each partner will pay travel and subsistence costs through their part of the project budget.

Where there is a need for a project meeting, to save costs, it is best to schedule it at the same time as a project event.

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

5. Reporting

5.1 Reporting procedures, frequency and format

During the course of the project the following items need to be delivered:

- The deliverables identified in the Description of Work.
- Two Progress Reports; within 60 days of the end of each reporting period.
- A Final Report; within 60 days after the end of the project.

The Europeana Space project has 36 deliverables to be submitted during the lifetime of the project. The dates relating to preparation, review and submission of all deliverables are available in Section 7 of this handbook.

In addition, the DoW includes a list of 17 project Milestones with dates for completion. Although these are not reported to the Commission individually in the same way as deliverables, they are important project targets and activity towards them still needs to be recorded and provided to the Commission within formal project reports.

5.2 Report Schedule

The Project is divided into three reporting periods of the following duration:

Reporting Period 1 – February 2014 to January 2015

Reporting Period 2 – February 2015 to January 2016

Reporting Period 3 – February 2016 to January 2017 (project end)

Type of Report	Month Due	Completed by
Timesheets	To be submitted every 3 months at the end of: April 2014, July 2014, October 2014 and January 2015. April 2015, July 2015, October 2015 and January 2016. April 2016, July 2016, October 2016 and January 2017.	All members of project team and sent to the Project Team.
Partner Finance/Activity Summary	To be submitted every 3 months at the end of: April 2014, July 2014, October 2014 and January 2015. April 2015, July 2015, October 2015 and January 2016. April 2016, July 2016, October 2016 and January 2017.	Each partner and sent to the Project Team.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

Work Package Report Form	To be submitted every 3 months at the end of: April 2014, July 2014, October 2014 and January 2015. April 2015, July 2015, October 2015 and January 2016. April 2016, July 2016, October 2016 and January 2017.	Each Work Package Leader (when WP is active) sent to Project Team.
Management reports (Interim, Progress and Final)	Progress Reports to be submitted at the end of each year Januarys 2015 and 2016. Interim Reports every alternate six months eg Julys 2014, 2015 and 2016, with the Final Report due 60 days after the project ends in January 2017.	Project Manager (supported by partners) and sent to the Commission

Templates for these reports are available for partners and examples are provided in section 8 below. Templates will also be stored in the secure area of the project website.

5.3 Internal Financial and Activity Reporting

At three-monthly intervals technical and administrative information will be collected from the partners, who will be required to deliver a progress report to the Project Manager including:

- summary of the major activities within each WP, problems and actions undertaken
- any current change from the planned activities and the reasons for this
- any changes to the planned activities which may be considered necessary within the coming period
- description of expenditure for the period
- any departure from the planned budget
- any future departure from the budget for the next period
- any management problem encountered
- list of the deliverables with their status: on time, delayed; delivery date/s, etc.
- list of main actual outputs as against those planned in the Description of Work
- financial statement and comparison with the planned resources
- dissemination activities carried out in the period
- dissemination and training events organised or participated in by the partner
- dissemination plan for the next period
- detailed activities planned for the next period

A named person within each partner organisation will be responsible for each deliverable.

As a further aspect of the reporting process, partners will need to outline the time that their organisation has spent on any given activity in person months. There is no generic definition of a standard person month; they should be calculated based upon the number of hours per week that is considered standard within each partner's own organisation.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

The project partners will provide this information to the Project Team on a regular basis, both informally through e-mail and formally using the templates provided within section 8.

5.4 Progress Report

At the end of each of the first two reporting periods, the Project Coordinator is required to submit a progress report summarising the activity of the partnership during that period. For Europeana Space, each reporting period ends in January and the Coordinator has 60 days to submit the report.

The report should include a publishable summary, containing information about the progress of work, including achievement and attainment of any milestones and deliverables identified in the DoW. In addition, this report should contain information on resources employed and departures from the work schedule.

All partners should contribute information to the development of the progress report, with WP Leaders co-ordinating the response to provide a critical analysis of project work undertaken and the results achieved.

As detailed within the Finance section, a financial summary for each partner will also have to be submitted at the end of the reporting period.

It is following the assessment and acceptance of these submissions that the Commission will make payment.

5.5 Final Report

As with the Progress Report, the Project Coordinator is required to submit a final report within 60 days after the end of project delivery.

The final report shall comprise a final publishable summary report covering the results, conclusions and social-economic impact of the project.

As with the Progress Report, input from partners is important to represent the project activities effectively and WP Leaders will play a key role in presenting the details of activity and results for their areas of work.

Financial information will also be reported for each partner to enable the Commission to calculate final payments.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

The Commission can accept or reject deliverables and reports and suspend payments where this is deemed necessary.

A series of partner financial and management reporting templates have been developed to provide information for project reporting. These are available in section 8.

5.6 Technical Review Meetings

The Europeana Space project has three Technical Review meeting dates scheduled; one at the end of each reporting period.

The Technical Review will assess work carried out under the project, including evaluating reports and deliverables, the use of resources and the efficiency and effectiveness of management of the project and expected impact.

The Project Coordinator, Technical Coordinator, Project Manager and all Work Package Leaders and any other specialist partners are required to attend the review meeting and make presentations to the Commission or their selected panel of experts to outline the operation and achievements of work undertaken. Other experts, such as the Pilot Coordinators may be required to attend the Technical Review.

All partners will be required to contribute towards the preparation of this meeting and a rehearsal day is to take place the day before meeting the Commission.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

6. Financial Conditions

6.1 Funding Explanation

The budget allocated to each partner, detailed within the DoW (page 6), shows the total project value of the project including the element for co-financing from the organisation. As a CIP Best Practice Network project funding is provided from the Commission at 80% of the total project value. For each 80 cents spent, the partner must supply the remaining 20 cents from other sources.

For a CIP Best Practice Network project Indirect costs are not eligible.

The first payment to partners is made by the Coordinator following the receipt of the pre-financing payment from the Commission. The Pre-financing payment represents 53.33% of the value of the grant (this is 160% of one year's funding value). The payment is made once partners have signed Form A to accede to the Grant Agreement and the form has been accepted by the European Commission

An interim payment is made by the Commission for the work accepted within each of the first two reporting periods following assessment of the report and deliverables submitted for/during the first reporting period, as well as the financial information provided by each partner.

The Commission can make a payment, a part payment or ask for amendments to submissions; the timing of the payment to partners will be dependent upon the scope of this process.

The pre-financing and interim payments may not exceed 90% of the maximum financial contribution.

Any further amounts due will be paid following acceptance of the Final Report (following a similar timescale to the interim payment).

The final report also validates the pre-financing payment through acceptance of deliverables within the final reporting period.

Should the amount paid to a partner ahead of the final report prove to be higher than the contribution accepted, the Commission will recover the difference.

6.2 Financial Reporting

At the end of each reporting period, each partner must complete and submit a financial report. This must be submitted through the Commission's electronic exchange system and signed off and submitted by the Coordinator.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

The Commission requires that this must be signed (electronically) by the authorised person(s) within the beneficiary's organisation, as stated within the Grant Agreement.

In February 2014, DG CNECT issued the following guidance on how to report major cost items under the heading of "other direct costs".

In DG CNECT projects, the following principles should be applied from now on by each beneficiary when filling the Use of Resources for a specific reporting period:

Principle 1: Costs claimed in the C-forms under "other direct costs" are considered as minor, if they are equal or less than 15% of claimed personnel costs for that reporting period. As a result, no details for costs below this threshold need to be reported, unless explicitly requested by the Commission (see example 1 below).

Principle 2: If costs claimed in the C-forms under "other direct costs" are higher than 15% of claimed personnel costs for that reporting period, then major cost items need to be reported in the Use of Resources by the beneficiary to a level that the remaining costs are below 15% of claimed personnel costs for that reporting period.

Principle 3: If major cost items are to be reported in the Use of Resources, they need to be justified as follows (see example 2 below):

- by simple reference to the DoW, if the cost items have already been foreseen in the DoW
- by giving the following supporting information, if the costs have not been foreseen in the DoW: reference to work package(s), item description, amount per item, nature of item, project relevance.

6.3 Documentation and Audit Trail

Partners must ensure that they retain a full audit trail of all documentation for any expenditure made and claimed by the project.

Eligible costs must be:

- based upon the DoW
- necessary for the project
- actually incurred
- be justifiable
- take place within the duration of the project
- determined in accordance with the usual accounting and management practices of the partner, based upon national and organisational practices.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

All staff involved with the project are required to maintain a timesheet. This timesheet should record the total productive time available, as well as actual time spent on project activities. Commission guidelines are available within the Grant Agreement for the calculation of time spent on the project.

A sample timesheet is available from the Project Manager.

Examples of the types of evidence required by category are as follows:

Personnel Costs

- Employment contracts (or other independent/legal justification of personnel costs claimed)
- Ledgers / accounts, payroll records / bank statements
- Time sheets
- Detailed breakdown and justification of the productive hours denominator used for calculation of hourly rates (personnel and overhead) costs and the back-up documentation

Equipment / Consumables

- Invoices
- Proof of payment
- Procurement documentation
- For rented equipment: Rental contract, inventory list of the equipment; proof of the investment values of the rented equipment
- Proof of the percentage of time used for project activities and depreciation calculations

Travel expenses

- Travel tickets/boarding passes
- Invoices
- A report, records, minutes, Dissemination and Networking Events Form etc indicating the purpose and participants of the meetings / events

There is no requirement to send audit trail documentation to the Project Coordinator. It is the responsibility of each partner to maintain the necessary records of activity.

All evidence needs to be retained by partners for five years after the completion of the project. For the Europeana Space project, this is 2023.

As described in 6.1, indirect costs are not eligible within the Europeana Space

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

6.4 Subcontracting

The Europeana Space project requires certain tasks to be subcontracted; these are detailed both within the DoW and below.

Where partners are required to enter into a subcontract to carry out some part of a task related to the project, it remains bound by its obligation to the Commission and the other partners under the Grant Agreement and retains sole responsibility for carrying out the project and for compliance with the Grant Agreement.

Any subcontract, the costs of which are to be claimed as an eligible cost, must be awarded according to the principles of best value for money (best price-quality ratio), transparency and equal treatment.

Original copies of sub-contract procurement and contract documentation should be retained.

All subcontractors should state the project title and reference number and Task number on all invoices, as well as the providing a summary of the work undertaken.

6.5 Other Costs listed within the DoW

There are several activities due to be subcontracted within the Europeana Space project. The details of the service, financial allocation and partner responsible are:

- Technical and support services related to interoperability of the project results with Europeana (€50,000) – COVUNI
- Dance hackathon in Coventry (€10,000) – COVUNI
- Integration services of Europeana TV into ARD broadcast standards & infrastructure (€9,000) – RBB
- Open content and open knowledge (€60,000) – UNEXE
- Audit Fee – (€3,000) - COVUNI

The following items are to be purchased:

- Equipment for the Europeana TV pilot (50 x set top boxes at €200 each and 50 x Tablet-PCs at €300 each) - NISV

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

7 Quality Control Procedure

7.1 Quality Assurance Cycle

All deliverables and contractual reports generated over the duration of the project will be subject to a standard quality control procedure.

The partner responsible for the deliverable will complete a draft version, adding the Deliverable Cover Sheet and any executive summary or abstract, as agreed with the Technical Coordinator.

Two peer reviewers were nominated for each deliverable during the kick-off meeting in Leuven, as competent to review. Each reviewer will be asked to complete the Deliverable Internal Review Form, making comments to pass back to the originating partner.

The Quality Assurance cycle will be as follows

- The partner responsible for the deliverable send it to the Project Team, copying it to the Work Package Leader and Technical Coordinator, one month before the due delivery date
- The Project Manager forwards the deliverable to the partners responsible for quality peer review
- After the review is carried out, a reviewed copy of deliverable returned to author, with copy to the Project Manager, Technical Coordinator and Work Package Leader, within two weeks of receipt
- The author will consider the comments, together with the Work Package Leader and amend the deliverable in response to the review, within a week of receiving both sets of feedback.
- The Project Manager will carry out a final 'superficial' review, to ensure all templates, etc. are complied with any minor adjustments are carried out by Project Team
- The Project Manager forwards the deliverable to the European Commission Project Officer by the deliverable due date
- The submitted version of deliverable is uploaded onto the website, following acknowledgement of receipt from the Commission's Project Officer and retained until end of project

The following should be noted:

- The content of the deliverables is the most important material to review. Internal reviewers will be experienced in the general topic of the deliverable and be able to assess its quality. They will also be familiar with the overall project, and therefore able to judge the contribution that the deliverable makes to the project.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

- The Technical Coordinator will carry out occasional spot-checks, to ensure that QA procedures are being adhered to. The importance of the review of a third party deliverable for the overall value of the project cannot be overestimated
- The Project Manager will monitor the progress of the QA cycle. In order to allow time for review and for enhancements, the preceding stages must be completed on time. The Technical Coordinator will be made aware of the risk of late deliverables and late reviews. However, if a delay is detected and cannot be avoided, the Project Manager will seek the permission of the EC Project Officer to submit a late, but high-quality, deliverable, rather than submitting a weak deliverable on time.

It is recognised that this timetable can be subject to change during peak times and absences i.e. holidays.

Where a partner becomes aware that they will be unavailable during the dates allocated for delivery or review, or believe that they do not have the necessary competence to undertake the process, they should inform the Work Package Leader and/or the Project Manager, as soon as possible to allow appropriate action to take place.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

7.2 Project deliverables, peer review allocation timetable

Before Deliverables are submitted to the Commission they are to be peer reviewed by partners not involved with their development.

Ref.	Title	Owner	Draft Date	Reviewer	Reviewer2	Review by Date	Amended Date	Delivery Date
D4.1	Pilots methodology and content sourcing	IMINDS	28/03/2014	PROMOTER	COVUNI	31/03/2014	31/03/2014	31/03/2014
D1.4	Quality Plan	COVUNI	04/04/2014	FST	LUCE	22/04/2014	29/04/2014	30/04/2014
D6.7	Europeana Space portal online	PROMOTER	04/04/2014	POSTSCRIPTUM	PROTON LABS	22/04/2014	29/04/2014	30/04/2014
D4.2	Pilots coordination - information on technical planning	PROMOTER	03/07/2014	UNEXE	NTUA	17/07/2014	24/07/2014	31/07/2014
D5.1	Market Analysis	UNIVE	03/07/2014	WAAG	NISV	17/07/2014	24/07/2014	31/07/2014
D6.1	Communication, dissemination plan and stakeholder building strategy	PROMOTER	03/07/2014	COVUNI	KU LEUVEN	17/07/2014	24/07/2014	31/07/2014

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

	dissemination material							
D2.1	Report on joint development of Europeana Lab with E Creative	NTUA	3//7/14	OCC	NOTERIK	17/07/2014	24/07/2014	31/07/2014
D1.1	First Intermediate Report	COVUNI	17/07/2014	PACKED	CUT	31/07/2014	07/08/2014	14/08/2014
D2.2	Metadata processing Unit	NTUA	19/12/2014	CUT	EUREVA	16/01/2015	23/01/2015	30/01/2015
D3.1	Europeana Space - first report on Content Space	UNEXE	19/12/2014	KU LEUVEN	PROMOTER	16/01/2015	23/01/2015	30/01/2015
D3.3	Report on legal aspects - first release	UNEXE	19/12/2014	EVK	POSTSCRIPTUM	16/01/2015	23/01/2015	30/01/2015
D3.5	Labelling report - first release	PACKED	19/12/2014	LUCE	NISV	16/01/2015	23/01/2015	30/01/2015
D4.3	Pilot Prototypes	IMINDS	19/12/2014	UNIVE	PROTON LABS	16/01/2015	23/01/2015	30/01/2015
D6.2	Communication, dissemination and network enlargement report No. 1	COVUNI	19/12/2014	FST	SPK	16/01/2015	23/01/2015	30/01/2015

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

D6.5	Sustainability Plan No.1	PROMOTER	03/07/2014	KU LEUVEN	CULTURE LABEL	17/07/2014	24/07/2014	31/07/2015
D1.2	Second Intermediate Report	COVUNI	17/07/2015	PACKED	UNEXE	31/07/2015	07/08/2015	14/08/2015
D2.3	The Europeana Space Infrastructure	NTUA	02/09/2015	CUT	EUREVA	16/09/2015	23/09/2015	30/09/2015
D2.4	Access APIs	NTUA	02/09/2015	NOTERIK	EUREVA	16/09/2015	23/09/2015	30/09/2015
D3.2	Europeana Space - final report on Content Space	UNEXE	18/12/2015	COVUNI	PROMOTER	15/01/2016	22/01/2016	29/01/2016
D3.4	Report on legal aspects - final release	UNEXE	18/12/2015	EVK	POSTSCRIPTUM	15/01/2016	22/01/2016	29/01/2016
D3.6	Labelling report - final release	PACKED	18/12/2015	LUCE	COVUNI	15/01/2016	22/01/2016	29/01/2016
D4.4	Outcome of the Europeana TV Pilot	NISV	18/12/2015	LGMA	CIANT	15/01/2016	22/01/2016	29/01/2016
D4.5	Outcome of Photography Pilot	KU LEUVEN	18/12/2015	GOLDSMITH	FCSH-UNL	15/01/2016	22/01/2016	29/01/2016
D4.6	Outcome of Dance Pilot	COVUNI	18/12/2015	OCC	EVK	15/01/2016	22/01/2016	29/01/2016

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

D4.7	Outcome of Games Pilot	COVUNI	18/12/2015	RBB	NTUA	15/01/2016	22/01/2016	29/01/2016
D4.8	Outcome of Open and Hybrid Publishing	GOLDSMITH	18/12/2015	OCC	MUSEUMSMEDIEN	15/01/2016	22/01/2016	29/01/2016
D4.9	Outcome of Museums Pilot	FST	18/12/2015	IN2	CULTURE LABEL	15/01/2016	22/01/2016	29/01/2016
D5.2	Hackathon Report	WAAG	18/12/2015	IMINDS	LAM	15/01/2016	22/01/2016	29/01/2016
D5.4	Selection criteria and incubation planning	COVUNI	18/12/2015	PROMOTER	PROTON LABS	15/01/2016	22/01/2016	29/01/2016
D5.6	Innovative access to content for education	PACKED	18/12/2015	IMINDS	RBB	15/01/2016	22/01/2016	29/01/2016
D6.3	Communication, dissemination and network enlargement report No. 2	COVUNI	18/12/2015	NISV	SPK	15/01/2016	22/01/2016	29/01/2016
D5.3	Monetisation Workshops	CULTURE LABEL	01/07/2016	UNIVE	UNEXE	15/07/2013	22/07/2013	29/07/2016
D5.5	Enterprise development report	CULTURE LABEL	01/07/2016	COVUNI	IMINDS	15/07/2013	22/07/2013	29/07/2016

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

D1.3	Third Intermediate Report	COVUNI	15/07/2016	PACKED	GOLDSMITH	29/07/2016	05/08/2016	12/08/2016
D6.4	Communication, dissemination and network enlargement report No. 3	COVUNI	18/12/2016	FST	SPK	14/01/2017	21/01/2017	31/01/2017
D6.6	Sustainability Plan No.2 (Final)	SPK	18/12/2016	KU LEUVEN	CULTURE LABEL	14/01/2017	21/01/2017	31/01/2017
D2.1	Requirements for the creative reuse of Europeana Cultural Resources	POST SCRIPTUM						No longer valid

In addition to the allocated personnel, the Project Co-ordinator and Project Manager will review materials together with Advisory Board members invited to participate, as appropriate.

Due to the joint work with the Europeana Creative project for the development of Europeana Labs, the original D2.1 is no longer relevant. This has been replaced by a new deliverable which has been reallocated from PostScriptum to NTUA, as they are overseeing the joint work.

The peer review timetable is correct as of 29 April 2014.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

7.3 Europeana Space – Project Milestones

Milestone	Milestone name	WP number	Lead beneficiary	Delivery date
MS1	Initial API requirements analysed	WP2 (Now through WP2/4)	TBC	July 2014
MS2	Metadata Processing unit ready to be used	WP2	NTUA	January 2015
MS3	Technical Space complete	WP2	NTUA	September 2015
MS4	Content Space + IPR Workshop	WP3	UNEXE	January 2015
MS5	Content Space complete	WP3	PACKED	January 2016
MS6	Pilots methodology and validation criteria agreed	WP4	IMINDS	July 2014
MS7	Pilot prototypes – Release no.1	WP4	IMINDS	January 2015
MS8	Technical integration and testing of Release no.1 completed	WP4	PROMOTER	July 2015
MS9	Final release of Pilots completed	WP4	PROMOTER	July 2016
MS10	Initial market analysis	WP4	UNIVE	July 2014
MS11	Best practice on creativity for Education complete	WP5	PACKED	January 2016
MS12	Incubation phase complete	WP5	CULTURE LABEL	January 2017
MS13	Online communication tools available; Opening event held	WP6	PROMOTER	October 2014
MS14	Creative marketing Workshop held; Conference with Europeana held	WP6	CULTURE LABEL	July 2015
MS15	Sustainability Plan complete; Final Conference held	WP6	SPK	January 2017
MS16	Final review completed	WP6	COVUNI	January 2017
MS17	Quality Plan and Internal procedures	WP1	COVUNI	April 2014

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

8. Document Templates

Various templates have been created for the project and are shown below: These templates should be used for time sheeting, progress and management reports as specified in section 6. This will aid the collation of material for the reports to the European Commission.

Templates available are:

- Deliverables Template
- Deliverable Internal Review Form
- Work Package Report Form
- Partner Finance/Activity Summary
- Amendment to the DoW Form
- Timesheet – a screenshot is provided as the final page of the handbook.
(Partners may use their own timesheet on the basis that it records the total number of productive hours, as well as actual time.)

A General presentation template is also available and can be found in the repository within secure area of the project website.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME

EUROPEANA SPACE

GRANT AGREEMENT 621037

Deliverable Template

Deliverable number	
Title	

Due date	Month XX
Actual date of delivery to EC	Month XY

Included (indicate as appropriate)	Executive Summary	<input type="checkbox"/>	Abstract	<input type="checkbox"/>	Table of Contents	<input type="checkbox"/>
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Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME

EUROPEANA SPACE

GRANT AGREEMENT 621037

Context:

Partner responsible for deliverable	
Deliverable author(s)	
Deliverable version number	

Dissemination Level	
Public	<input type="checkbox"/>
Restricted to other programme participants (including the Commission Services)	<input type="checkbox"/>
Restricted to a group specified by the consortium (including the Commission Services)	<input type="checkbox"/>
Confidential, only for members of the consortium (including the Commission Services)	<input type="checkbox"/>

History:

Change log			
Version	Date	Author	Reason for change

Release approval			
Version	Date	Name & organisation	Role

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

TABLE OF CONTENTS

1	EXECUTIVE SUMMARY	43
2	Introduction	43
	2.1 Background.....	43
	2.2 Role of this Deliverable within the Project	43
	2.3 Approach.....	43
	2.4 Structure of the document.....	43
3	TITLE	43
3.1	TITLE 2.....	44
	3.1.1 Title 3.....	44
4	Conclusion	45
	4.1 Results	45
	4.2 Impact	45

Appendix: Definitions of terms and abbreviations 45

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037

EXECUTIVE SUMMARY

The Executive summary is written to summarize the key questions and findings of the document. It is actually a document in miniature that may be read in place of the larger document.

Introduction

This document providesreading this should prepare the reader for the rest of the document. This, plus the conclusion, can act as a sort of summary.

Background

Why the material in the deliverable appears in the project. Any background which sets the scene for the material herein.

Role of this Deliverable in the Project

What element or aspect of the project does this deliverable represent? How does the work reported herein contribute to the overall progress of the project?

The inputs and dependencies for the work described in deliverable.

The manner in which this deliverable feeds into further work in this and other work-packages.

Approach

Description of the work carried out, the results of which appear in this deliverable. What did people actually DO, and how ? Specific protocols and standards? Using work from other WPs ? Influenced by other research or projects?

Feel free to use diagrams and images wherever reasonable.

Structure of the document

Brief description of the chapters which compose the document

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

TITLE 1

TITLE 2

Title 3

Normal text.

Bulleted lists:

- Row 1
- Row 2
 - Sub-row 1
 - Sub-row 2

Numbered lists:

1. Row 1
2. Row 2
 - a. Sub-row 1
 - b. Sub-row 2

Figures:

FIGURE 1

Figure 1: Sample figure

Tables:

Column 1	Column 2
Text	Text
Text	Text

Table 1: Sample table

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

Conclusion

Brief summary of the document. Take-home messages. Focus on the progress demonstrated and the next steps.

Results

Results of the work described above. Numbers, diagrams, conclusions, suggestions.

Impact

How these results contribute to the progress of the project. What new work can now start. What work-packages will this work feed into.

If broader (beyond project) impact, mention this here too.

Appendix: Definitions of terms and abbreviations

Glossary of terms and abbreviations used in the document

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

Work Package Report Form (3 Monthly)

Project acronym	Europeana Space	Project number	621037
WP Number/Title			
Partner Name			
Reporting period	From	To	

The description of activity provided by WP Leaders in this report will be used to inform formal reports for the Commission.

Progress Summary

Please outline the objectives for the period, together with details of progress and significant results

Task 1

Please describe the work completed during this period or write “no work planned for this period”.

Task 2

Please describe the work completed during this period or write “no work planned for this period”

Please add further Tasks, in line with your Work Package

NOTE: do not repeat content of deliverables which have been submitted, instead briefly reference them.

Deliverables schedule

(Only for deliverables within your Work Package, as shown in Annex 1/DoW)

Deliverable number			
Month due (see DoW)			
Actual/forecast			

If you have forecasted a deliverable to be completed after the due date, please provide an explanation for this change.

Issues/Corrective actions/Risk

Have there been any issues that could have delayed planned activity? Do you foresee any problems that might prevent completion of future work? Describe any corrective action taken or planned.

Any Other Comments

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

Partner Finance/Activity Summary

Project acronym	Europeana Space	Project number	621037
Partner Name			
Reporting period	From	To	

Please provide a summary of activity for each Work Package that your organisation has been involved with during this three month period.

Work Package 1

Work Package 2

Work Package 3

Work Package 4

Work Package 5

Work Package 6

Please report upon all of the Work Packages where you have been active within the three month period. Enter the phrase “no work planned for this period” against each work package where there has been no activity within this three month period.

Issues/Corrective actions/Risk

Have there been any issues that could have delayed planned activity? Do you foresee any problems that might prevent completion of future work? Describe any corrective action taken or planned.

Please provide the total number of person months used

Total Months	WP1	WP2	WP3	WP4	WP5	WP6	Total
For 3 Month Period							
Cumulative Project Total							
Total from DoW							

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

Total from DoW (page 35)							
Total Months Remaining							

Please provide an explanation if your actual delivery, for each work package, is not expected to match the allocated number of months outlined within the DoW.

Please provide a list of publications, conferences and other Europeana Space dissemination activities undertaken.

Please provide a list of relevant meetings and dates during this three month period

Please provide a list of travel undertaken for the Europeana Space project during this three month period.

Project Expenditure

Please provide totals against each heading. (Double click to access the table)

Description	Actual Amount for 3 month period €	Actual Cumulative Amount for the Project €	Allocation in the DoW (page 6) €	Total Funding Remaining €
Personnel Costs				
Subcontracting				
Other direct costs				
Total costs				

Timesheets of staff involved should be submitted to the Project Manager together with this form.

Please provide an overview of your current spending profile.

If you predict a variance from the allocation within the DoW, please provide an explanation

Please provide any other comments

COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME

EUROPEANA SPACE

GRANT AGREEMENT 621037

Request for Amendment to the DoW

Project Number	621037	Project Acronym	Europeana Space
Work package		Type of activity	
Work package title			
Start month		End month	
Lead partner name		Date of request	

Description of Amendment Requested

Please insert a detailed description of the change to the DoW.

This should include an explanation of the implication of leaving things how they are and why this change is in the best interests of the project.

If applicable please complete the following table with revised person-months per partner.

Person Months Per Partner			
Participant number	Participant short name	Original Person Months per participant	Revised Person Months per participant

If applicable please complete the following table with revised deliverable information

List of Deliverables					
Deliverable Number	Deliverable Title	Lead partner	Estimated indicative person-months	Dissemination level	Delivery date

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**

If applicable please complete the following table with revised milestone information

List of Milestones				
Milestone number	Milestone name	Lead partner	Delivery date from Annex I	Comments

Has this request been discussed and approved by the WP partners Yes No

To be completed by the Project Coordinator/Project Manager		
Date received		
Name of reviewer		
Date reviewed		
Amendment approved	Yes	No
General Assembly approval	Yes	No
Explanation, if request denied		

Does this request need approval by the EC Project Officer Yes No

**COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME
EUROPEANA SPACE
GRANT AGREEMENT 621037**



1																	
2	Externally-funded FP7 projects																
3	Coventry University Monthly Timesheet																
4																	
5	Name:	[insert your name here]					Project Name:	[insert full project title here]									
6	Position:	[insert your job title here]					Project Acronym:	[insert project acronym here]									
7	Month:	Nov-12					Contract Number:	[insert EC project contract number here]									
8																	

No. PRODUCTIVE hours during month:

165.00

	Date	Week day	Description of activities	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	Other Projects	Teaching	Other	Absence / Leave	Training
9																
10	01/11/12	Thu	Select from drop down list											7.50		
11	02/11/12	Fri	Select from drop down list											7.50		
12	03/11/12	Sat	Select from drop down list											0.00		
13	04/11/12	Sun	Select from drop down list											0.00		
14	05/11/12	Mon	Select from drop down list											7.50		
15	06/11/12	Tue	Select from drop down list											7.50		
16	07/11/12	Wed	Select from drop down list											7.50		
17	08/11/12	Thu	Select from drop down list											7.50		
18	09/11/12	Fri	Select from drop down list											7.50		
19	10/11/12	Sat	Select from drop down list											0.00		
20	11/11/12	Sun	Select from drop down list											0.00		
21	12/11/12	Mon	Select from drop down list											7.50		
22	13/11/12	Tue	Select from drop down list											7.50		
23	14/11/12	Wed	Select from drop down list											7.50		
24	15/11/12	Thu	Select from drop down list											7.50		
25	16/11/12	Fri	Select from drop down list											7.50		
26	17/11/12	Sat	Select from drop down list											0.00		
27	18/11/12	Sun	Select from drop down list											0.00		
28	19/11/12	Mon	Select from drop down list											7.50		
29	20/11/12	Tue	Select from drop down list											7.50		
30	21/11/12	Wed	Select from drop down list											7.50		
31	22/11/12	Thu	Select from drop down list											7.50		
32	23/11/12	Fri	Select from drop down list											7.50		
33	24/11/12	Sat	Select from drop down list											0.00		
34	25/11/12	Sun	Select from drop down list											0.00		
35	26/11/12	Mon	Select from drop down list											7.50		
36	27/11/12	Tue	Select from drop down list											7.50		
37	28/11/12	Wed	Select from drop down list											7.50		
38	29/11/12	Thu	Select from drop down list											7.50		
39	30/11/12	Fri	Select from drop down list											7.50		
40																
41			Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165.00	0.00	0.00
42																
43																

Total Hours 165.00
check: **OK**

44 I confirm that the hours shown above are a true and accurate record.

45

46 **Signed** **Date** 05/12/12 **Print name** [insert your name here]

47 **Verified*** **Date** 06/12/12 **Print name** [insert your line managers name here]