

Project

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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This deliverable contains original unpublished work except where clearly indicated otherwise.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.

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1 EXECUTIVE SUMMARY

The present document gives the Terms of Reference for the AthenaPlus Best Practice Network and the enlargement of the network.

It describes synthetically models and procedures for managing the National Contact Points and the Thematic Working Groups (TWGs).

It also describes the state of the art of the collaborative network of experts and stakeholders who work together on the topics of the project.

It illustrates the benefits of enlarging the network and includes the template of a cooperation agreement model to formalise the cooperation with experts and institutions that do not belong to the AthenaPlus Consortium, as well as of a Memorandum of Understanding with other projects.

This document is targeted to:

- AthenaPlus stakeholders (all partners, and in particular National Contact Points and WP leaders), who will find useful guidelines on how to set up and run a working group;
- thematic working group members who will be informed about the running procedures of a working group and;
- external experts, institutions and projects who are interested in taking part and cooperate with AthenaPlus activities.

The goal of these Terms of Reference is to ensure that all TWGs and cooperation agreements have common procedures and adheres to a common model, in order to guarantee that their results can be integrated across the project and facilitate the project management.

1.1 Background

AthenaPlus builds on the successful experience of the previous ATHENA project (2008-2011)¹ and the still ongoing project Linked Heritage (2011-2013)², where the LIDO standard and the Ingestion Server and Mapping Tool (MINT) were developed and have since then been widely adapted across the Europeana's ecosystem of projects. Moreover, during the Linked Heritage Project, based on the studies carried out within ATHENA, the prototype of the Terminology Management Platform was developed. This tool will be released in a stable version during the AthenaPlus project.

These two previous projects are therefore a reference model (technical and procedural) for aggregating a critical mass of content for Europeana. Moreover, AthenaPlus builds upon a consolidated Network of Partners that have successfully worked together over many years (several of them participated together in the projects MINERVA, Minerva EC, Minerva Plus, Michael, Michael Plus) now enlarged with New Partners from additional countries that until now have only been able to make limited contributions to Europeana.

AthenaPlus will continue to strengthen and extend the infrastructure and tools developed to support museums and other cultural institutions in their work of making their digital content available through Europeana.

1.2 Role of this deliverable in the project

This is the second deliverable of the project. It is targeted at all partners who should follow the recommendations and guidelines included in this document, as well as to other institutions and projects who are interested in joining the network.

¹ <http://www.athenaproject.org>

² <http://www.linkedheritage.org>

It must be considered complementary to **D1.1 Project Quality Plan and Risk Management Plan**, delivered at month 2 (restricted).

Both deliverables are essential for defining the rules and procedures for a correct management of the project.

This is the first version of the deliverable, which, if needed, can be updated during the project.

This deliverable is an output of WP1, which must fulfil, amongst others, the following tasks:

- Project Management and financial coordination;
- Web-based working area reserved to partners;
- Evaluation and Quality control;
- Risk management;
- Project documentation;
- Liaison with the European Commission.

2 THE ATHENA PLUS BEST PRACTICE NETWORK

The AthenaPlus project is coordinated by Istituto centrale per il catalogo unico delle biblioteche italiane (ICCU).

As already described in the DoW, the composition of Partners and involved institutions is very wide:

- **By geography:** 21 Member States countries (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Poland, Romania, Slovenia, Spain, Sweden, United Kingdom) and 1 International Observer (Council of Europe);
- **By main role:** 33 Content Providers, 3 Partners providing scientific expertise, 6 Partners delivering technical knowledge, 1 responsible for dissemination.
- **By language:** Bulgarian, Catalan, Croatian, Czech, Dutch, English, French, Estonian, German, Greek, Hebrew, Hungarian, Irish Gaelic, Italian, Latin, Latvian, Lithuanian, Polish, Romanian, Russian, Scots, Slovene, Spanish, Swedish, and Yiddish.
- **By type:** 3 Competence Centres, 11 Ministries/Cultural agencies, 3 libraries, 1 Municipality, 1 Archive, 8 museums, 8 non-profit organisations, 6 research centres/universities, 2 SMEs, and 1 international organisation;

Content Provider institutions are involved directly as Partners or through national aggregators; content comes from more than **540 cultural institutions**, mainly museums.

The AthenaPlus structure of the project management was already described in **D1.1 Project Quality Plan and Risk Management Plan**, therefore we do not duplicate the same information in this deliverable, event if we include here the image which synthesises the overall AthenaPlus management structure in order to help the reader in visualising the different components of the best practice network.

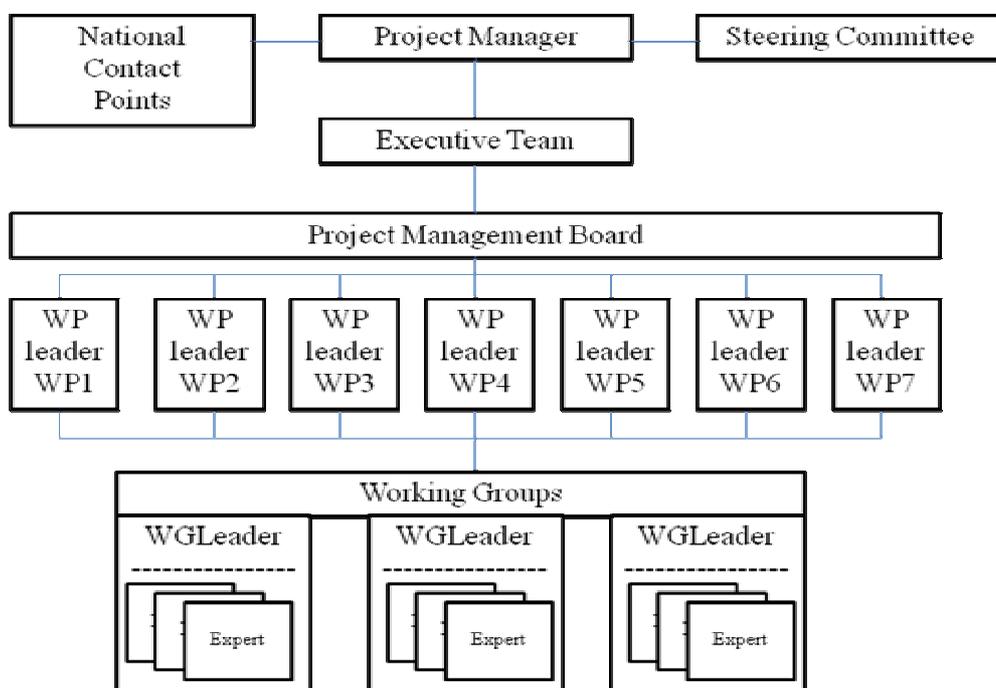


Fig. 1 – AthenaPlus Management Structure

In the following paragraphs we will give the terms of reference for the National Contact Points and the Thematic Working Groups which are the main operational arms of the project.

3.1 The National Contact Points (NCPs)

The **National Contact Points** have a strategic role in dissemination and networking at national level and in organising training workshops at national level. They are the first project referees for institutions and stakeholders wanting to cooperate with the project. They act in close contact with the Executive Team.

The model of working with NCPs was very successful in the ATHENA project.

The NCPs are strategic for:

- Managing relationships with new potential content providers at national level
- Organising training activities at national level
- Organising dissemination activities at national level
- Diffusing promotional material at national level
- Being a bridge among AthenaPlus and their country
- Coordinating dissemination activities in countries where there is more than one partner.

In a long-term perspective, the AthenaPlus National Contact Points can become a stable reference for Europeana, also after the end of the project.

In general, there is one NCP per country, but in some cases, due to partners' internal organisation, there are two. They always are a person of the AthenaPlus partners.

The list of current NCPs is available on a dedicated page in the project website: <http://www.athenaplus.eu/index.php?en/154/national-contact-points>

NCPs work in close cooperation with WP1 and all other WP leaders and are the main reference point of the project at national level.

3.2 The Thematic Working Groups (TWGs)

The **Thematic Working Groups** support the activities carried out by the WPs. They include representatives of partner institutions and external experts. They may be set up at European and national level.

Thematic Working Groups contribute to improve the quality of the outputs and to overcome the risk of low quality results.

The model of working through European and national working groups was already successfully experimented in previous projects, such as MINERVA, ATHENA, and Linked Heritage.

A Thematic Working Group consists of a team of experts from AthenaPlus partners, and from their contacts and collaborators, who work together to address specific AthenaPlus topics analysed by WPs.

Typically, each TWG is composed of a variable number of experts from a variety of disciplines, built sometimes upon already existing partnerships and collaborations.

The goal of the thematic working groups is to feed the discussion and to enrich the results of the relevant project WPs.

Typically, their activities include:

- Exploring and discussing the topics of the AthenaPlus project in more depth than is feasible within the formal work-package structure;
- Informing and enriching the work package work with the results of the TWG discussions;
- Identifying and discussing related and relevant topics that can be fed back into the work package;
- Discussing specific activities and results carried out in the framework of the project;
- Suggesting new ideas that can improve the outcomes of the working group goals;
- Participating in surveys and testing activities;
- Contributing by editing reports, studies, and publications on specific topics;
- Illustrating relevant good practices in the topics analysed;
- Participating in training activities;
- Contributing by disseminating the results of the activities in workshops, seminars, conferences and other events at national and European level;
- Promoting AthenaPlus outcomes beyond the working group.

Thematic or interdisciplinary National Working Groups may be set up in partner countries to work on the same topics at national level.

Currently, four TWGs have been set up. They are listed below:

TWG	Reference WP	WP objectives
Terminologies and semantic enrichment	WP3	<p>Integrate the technical components necessary for the ingestion of content into Europeana (ESE/EDM compliant).</p> <p>Publish interfaces for the integration of the technical results within the same user environment.</p> <p>Make the platform available online for validation and for the large-scale contribution of content to Europeana and for dissemination and training.</p> <p>Involve user representatives from within the consortium in the design and delivery of the system, to ensure that it meets their needs and is user-friendly, reliable and scalable.</p> <p>Verify that the technology platform can be integrated with minimum effort into the</p>

		Europeana core codebase and/or used by Europeana as a suite of external web services.
Creative applications for the re-use of cultural resources	WP5	<p>Analyse, define, configure and develop the software components necessary to enrich metadata for a creative use of the content collected by the AthenaPlus project</p> <p>Develop software systems for facilitating the generation of web and mobile applications developed to re-use the AthenaPlus and Europeana content. It will be enriched for its use in different environments, to be selected by the project Partners and tested in WP6, e.g. virtual exhibition, tourism routes, educational packages, etc.</p>
Pilots for testing the use of creative content	WP6	<p>Define an evaluation methodology for the pilot activities;</p> <p>Run parallel pilots to demonstrate the benefit of proposed solutions;</p> <p>Collect input from the Partners testing the pilots and prepare a manual of good practices / handbook to support other users interested in implementing the pilots;</p> <p>Create a model of virtual laboratory, able to manage and support a community of users for testing the pilots;</p> <p>Animate a community of users in the partner countries, to stimulate further cooperation at local/regional/national level, as well as to facilitate transnational collaboration on cultural themes of common interest;</p> <p>Perform some assessment stages and technical tests to provide the relevant feedback for the technical team working in WP5.</p>

According to the needs of the Work-Plan the TWG in Creative applications for the reuse of cultural resources has already started its activities of feeding the relevant WP.

Moreover, starting from October 2013 another TWGs will be integrated in the framework of AthenaPlus: the TWG on Digital Exhibitions.

This Working Group started its activities during the Linked Heritage project and it will continue in AthenaPlus, after the end of the project, within WP7.

TWG	Reference WP	WP objectives
Digital Exhibitions	WP7	<p>This TWG has the objective to debate, discuss and inform on the ongoing development of digital exhibitions.</p> <p>It includes experts from different countries and its main outputs are integrated in a dedicated website (www.digitalexhibitions.org, still under construction).</p>

In Italy, a national working group has been created in the framework of MOVIO project. MOVIO is an open source tool for creating digital exhibitions which will be reused also in AthenaPlus by WP5 and WP6. This group is experimenting with this tool and will provide input for its improvement during the AthenaPlus project.

TWG	Reference WP	WP objectives
Italian Working Group on MOVIO	WP5-WP6	<p>This national TWG has the objective to experiment and give suggestions for the improvement of the MOVIO tool.</p> <p>It includes Italian experts from different cultural domains. Its outputs will be shown in the following website: www.movio.beniculturali.it</p>

3 TWGs PROCEDURES

Working groups are generally composed of experts coming from different domains (memory institutions, GLAMs, government ministries and agencies, universities and research centres, private sector etc.), representing their institutions' and domains' priorities and needs.

In the initial phase, working group membership will be mainly composed of personnel from AthenaPlus partners. However, partners are encouraged to invite external experts to join the working groups, subject to the agreement of other partners in the group.

At a European level, the working language of the TWGs is English, while at national level, working groups can use their own language(s) to facilitate the discussion, but documents and outputs to be shared with all partners should be translated into English.

Each working group is created and managed by one or two coordinators, who generally work package leaders.

Learning from the experience in other projects, the initial composition of the AthenaPlus TWGs was defined at the kick-off meeting and the participants' names are available in the reserved area of the project website.

The growing of National Working Groups contributing to the topics of AthenaPlus is strongly recommended.

4.2 Guidelines

The following guidelines apply to most TWGs (justified exceptions are of course possible):

- The working group should be large enough to be representative and to have all the necessary expertise, but not so large as to be difficult to manage.
- The working group is dynamic and open to enlargement, which will be pursued for the whole duration of the project.
- An expert who does not want to take an active role in activities of the working group, may participate just to be informed.
- The same expert can participate in several working groups.
- If an expert does not belong to a partner institution, it is good practice to formalise the relationship by signing a cooperation agreement between the project coordinator and the institution to which the expert belongs. For a template of a cooperation agreement, please see Annex 2.

4.3 Workflow

The coordinator(s) must manage the working group (s) they have set up.

Once a working group has been established, they have to:

- Animate the working group, through the organization of meetings, circulation of documents and information, gathering of comments, and invitation to events;
- Maintain the group by the updating of contacts on the projects website, the creation of *ad hoc* mailing lists according to the needs, the recruitment of new experts when necessary;
- Disseminate and share the results of their working group with all the network of common interest within the Consortium;
- Integrate the results of the working group into the results of the AthenaPlus formal work packages.

4.4 Communication and meetings

Working groups communication will rely on dedicated mailing lists, website, teleconferences and videoconferences and when possible face to face meetings.

An expert **cannot** be included in a mailing list without his permission.

A member of the network of common interest may request membership in the working group mailing list, even if he does not actively participate in the working group activities.

Mailing lists may be used, depending on their purpose, to:

- inform about deliverables, reports, documents, news and events
- provide meetings agendas and minutes
- discuss specific topics.

If feedback is needed, messages to the mailing list should be posted sufficiently early.

The TWG coordinator must send an e-mail to the AthenaPlus technical coordinator (mariateresa.natale@gmail.com) in case a new mailing list is required, or if he/she wants to add a new expert to an existing mailing list.

The access to the mailing list archive is protected by a password. It can be requested by experts sending an e-mail to AthenaPlus webmaster (andrea.tempera@beniculturali.it).

The main reference tool for the TWGs is the project website (www.athenaplus.eu) created to support and disseminate the project objectives and the best practice network, both internally and outside the consortium.

There are two main goals of the project website:

- to promote and disseminate project activities and results to the project's targets (public section);
- to satisfy partners' needs in terms of project's communication (reserved area).

In the reserved area, a section devoted to TWGs has been created. It includes subsections for each working group. If needed, subsections for national working groups can be added.

The website is fully described in Deliverable D7.1 – Project public website.

If a member of the network requires some information or material to be published in the website, he can ask for it via the mailing lists (specifying in the object: TO BE PUBLISHED IN THE WEBSITE) or sending an e-mail to the AthenaPlus Technical Coordinator (mariateresa.natale@gmail.com).

Each working group will meet as often as required to ensure that its activities are aligned with the project workplan.

In order to minimize costs, it is advisable to plan working groups meetings at the same time as plenary meetings, scheduling them together with the Technical Coordinator and the organizing partner.

It is recommended that meetings should be organised, with an agenda, at least 15 working days in advance. It is suggested that TWG Coordinators use *Doodle* (<http://doodle.com/>) or similar service to schedule participation. This is so that everyone can see the state of participation.

It is possible for working groups to organize joint meetings.

Each meeting will have a chairperson (usually the TWG Coordinator), responsible for calling meetings, setting the agenda, managing the meeting, and drafting the minutes.

The minutes and the list of participants of each meeting will be circulated within two weeks of the date of the meeting or at another date agreed by the participants. They should be in any case be circulated and approved before the next meeting.

Experts' travel costs are covered by the relevant partner. If the participation of an external expert is foreseen, eventual reimbursement costs must be authorized and approved by the project management.

Working groups may also organise teleconferences or videoconferences which will follow the same rules as face-to-face meetings, as far as organisation and reporting are concerned.

All the documentation produced within the working group, including agendas, minutes, presentations, reports, images, etc will be uploaded and made available on the project website (in public pages or in the reserved area, depending on the nature of the documentation).

After publication on the website, the TWG coordinator will inform all Working group members and the wider network of common interest where to find the materials.

In order to facilitate the interpretation of outputs, some predefined report formats have been set up by the project management and are currently available in the reserved are of the website (section Templates):

- PPT presentation templates;
- Dissemination report templates;
- Minutes Template;
- Agendas Template.

Outputs produced by Working Groups will be used and integrated into the deliverables of the relevant work packages. Working groups do not need to produce official deliverables. The authors of the WP deliverables are directly involved in the TWGs, so their outputs are informed by the TWG activities.

4 ENLARGEMENT OF THE NETWORK

The AthenaPlus Consortium is open to collaborate with experts, institutions and other projects who are interested to establish a close cooperation in order to achieve the respective objectives.

Which are the benefits of cooperation?

For whom	Benefits
New stakeholders	Cooperate with a community operating in the field of Digital Cultural Heritage, which includes representatives of all the key stakeholder groups from 21 EU countries: ministries and responsible government agencies, content providers and aggregators, leading research centres, SMEs.
	Participate in the discussion of the thematic working groups
	Be invited to conferences, international workshops and training courses organised by AthenaPlus
	Have access to the AthenaPlus deliverables, technical reports and other materials produced by the project in the frame of the scope of the AthenaPlus initiative
	Make use of the AthenaPlus tools and technologies developed during the project
	Deliver cultural content to Europeana using the MINT platform implemented for the AthenaPlus project
AthenaPlus consortium	Be informed more in depth on other activities, projects, good practices
	Enlarge the community with key sector representatives
	Meet European experts working in the same field of interest
	Find new opportunities to share and disseminate the project results
	Forming the basis of future projects and activities.

The section **How to join us** in the public area of the website is dedicated to cooperation: <http://www.athenaplus.eu/index.php?en/159/how-to-join-us>

5.1 Formalising the cooperation

Cooperation is formalised through a **Memorandum of Understanding (MoU)** or a **Cooperation Agreement**.

A Memorandum of Understanding may be signed between:

- The AthenaPlus Consortium and another project.

A Cooperation Agreement may be signed between:

- The AthenaPlus Consortium and an institution.

The AthenaPlus Project Coordinator signs the Cooperation Agreements and the Memoranda of Understanding on behalf of the Consortium.

For both templates, see Annex 1 and Annex 2.

After having fixed the terms of the agreements, the new cooperating institution or project sends two copies of the document to the AthenaPlus project coordinator, containing the data and signatures of the responsible person. After the AthenaPlus coordinator's signature, one copy will be sent back to the new cooperating institution or project.

5 CONCLUSIONS

Taking part in the AthenaPlus Best Practice Network is beneficial for the experts involved and the institutions they represent. Among the main benefits and positive outcomes of participation, there are the following:

- Being part of an interdisciplinary cross-domain community, expert in digitisation topics, which sees a close cooperation with Europeana;
- Being able to contribute advice, expertise and ideas;
- Being kept informed on the progress made by digital cultural heritage research;
- Participation in dissemination and training activities;
- Benefiting from good practices;
- Being able to use project materials and outputs within professional and academic contexts.

The Memoranda of Understanding among projects and the Cooperation agreements with other institutions are the tools agreed by the AthenaPlus consortium to formalize the cooperation.

Even if not listed in the DoW, the number of memoranda and Agreements signed during the project will be a success indicator.

ANNEX 1 - The Memorandum of Understanding template

This template, in English, has been developed from experiences in the framework of ATHENA and Linked Heritage projects, customising it to the needs of AthenaPlus.

A Memorandum of Understanding may be signed between the AthenaPlus Consortium and another project.

If needed, partners may translate them in other languages, but the English version is the official one for administrative issues.

This template is downloadable from the project website in the How to Join us section. In the same section the list of projects which will sign cooperation agreements with AthenaPlus will be published.



AthenaPlus Memorandum of Understanding template

Memorandum of Understanding between AthenaPlus and **[INSERT THE COOPERATING PROJECT]**

A Memorandum of Understanding is hereby concluded between:

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

and

[insert the data of the project]

Provided that:

AthenaPlus (www.athenaplus.eu) is a CIP best practice network started in March 2013 and ending in August 2015. The consortium is composed by 40 partners from 21 Member States countries. The principal objectives of the AthenaPlus project are to: 1) Contribute more than 3.6 millions metadata records to Europeana, from both the public and private sectors, focusing mainly on museums content, with key cultural stakeholders (ministries and responsible government agencies, libraries, archives, leading research centres, SMEs); 2) Improve search, retrieval and re-use of Europeana's content, bettering multilingual terminology management, SKOS export and publication tool/API for Content Providers; 3) Experiment with enriched metadata their re-use adapted for users with different needs (tourists, schools, scholars) by means of tools that support the development of virtual exhibitions, tourist and didactic applications, to be integrated into Europeana repositories and the repositories of national aggregators or individual Content Providers.

and

[information about the other project]

This Cooperation Agreement specifies the way in which AthenaPlus and [project name] can cooperate.

1. Common activities

Both consortia, by means of their expertise, may cooperate in several activities:

[list here the agreed activities: some example follows]

- Explore, analyse, discuss and share expertise on the topics of reciprocal interest (e.g. Multilingualism, IPR etc.)
- Present specific activities, tools, results and other outputs carried out in the framework of both project
- Participate in surveys and testing activities launched by both projects (if applicable);
- Illustrate relevant good practices in the topics of reciprocal interest (e.g. through distribution of key project deliverables);
- Participate in training activities;
- Contribute to disseminate the results of the projects in the framework of both communities of interest (e.g. in conferences, meetings, news and logos on the website, communication tools, etc.)
- Etc.

2. Administrative issues

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

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

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

Any proprietary rights relating to the results of activities undertaken jointly by the projects under this MoU shall be jointly held by the projects.

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

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

For the parties

The Coordinator

Ministero per i Beni e le Attività Culturali

Istituto centrale per il catalogo unico delle biblioteche italiane

Viale Castro Pretorio 105

00185 Roma, Italy

NAME OF THE AUTHORISED REPRESENTATIVE: Rossella Caffo

TITLE: Director

SIGNATURE: _____

DATE: _____

The Affiliated Member

ORGANISATION: XXX

ADDRESS: XXX

NAME OF THE AUTHORISED REPRESENTATIVE: XXX

TITLE: XXX

SIGNATURE: _____

DATE:

ANNEX 2 - The Cooperation Agreement template

This template, in English, has been developed from experiences in the framework of ATHENA and Linked Heritage projects, customising it to the needs of AthenaPlus.

A Cooperation Agreement may be signed between the AthenaPlus Consortium and an institution.

If needed, partners may translate them in other languages, but the English version is the official one for administrative issues.

This template is downloadable from the project website in the How to Join us section. In the same section the list of projects which will sign cooperation agreements with AthenaPlus will be published.



AthenaPlus Cooperation Agreement template

Cooperation Agreement

between

AthenaPlus and **[INSERT THE COOPERATING INSTITUTION]**

A cooperation agreement is hereby concluded between:

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

and

[insert the data of the institution] (the affiliated member)

of the other part,

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

Provided that:

AthenaPlus (www.athenaplus.eu) is a CIP best practice network started in March 2013 and ending in August 2015. The consortium is composed by 40 partners from 21 Member States countries. The principal objectives of the AthenaPlus project are to: 1) Contribute more than 3.6 millions metadata records to Europeana, from both the public and private sectors, focusing mainly on museums content, with key cultural stakeholders (ministries and responsible government agencies, libraries, archives, leading research centres, SMEs); 2) Improve search, retrieval and re-use of Europeana’s content, bettering multilingual terminology management, SKOS export and publication tool/API for Content Providers; 3) Experiment with enriched metadata their re-use adapted for users with different needs (tourists, schools, scholars) by means of tools that support the development of virtual exhibitions, tourist and didactic applications, to be integrated into Europeana repositories and the repositories of national aggregators or individual Content Providers.

and

[information about the second party]

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

1 - Subject matter and scope

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

The *Affiliated Member* shall perform its share of the work pursuant to this Cooperation Agreement in compliance with the project goals.

The *Affiliated Member* shall cooperate with the *Coordinator* and with the other members of the AthenaPlus project on the topics defined in the Technical Annex which is attached to this Cooperation Agreement and forms an integral part of it.

2 – Rights and duties

The *Affiliated Member* will have the right to:

- Aggregate metadata through the aggregation platform customised by AthenaPlus;
- Sign the DEA with Europeana;
- Be invited to conferences, international workshops, training seminars and project meetings organised by AthenaPlus;
- Have access to the AthenaPlus deliverables, technical reports and other materials produced by the project in the frame of the scope of the AthenaPlus initiative;
- Make use of the AthenaPlus thesaurus and of the tools and technologies developed during the large scale implementation and validation of the best practice work of the project;
- Participate to the AthenaPlus Thematic Working Groups according to the AthenaPlus Terms of Reference;
- Disseminate AthenaPlus results;

The *Affiliated Member* will have the duty to:

- Report on the activities performed and on the initiatives undertaken.

3 - Entry into force of the Cooperation Agreement

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

4 - Completion, expiry or termination of the Cooperation Agreement

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

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

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

5. Administrative issues

Any reimbursement to the affiliated party (i.e. for participating in training seminars of Thematic Working Groups meetings) must be previously authorised by the project coordinator.

For the parties

The Coordinator

Ministero per i Beni e le Attività Culturali

Istituto centrale per il catalogo unico delle biblioteche italiane

Viale Castro Pretorio 105

00185 Roma, Italy

NAME OF THE AUTHORISED REPRESENTATIVE: Rossella Caffo

TITLE: Director

SIGNATURE: _____

DATE: _____

The Affiliated Member

ORGANISATION: XXX

ADDRESS: XXX

NAME OF THE AUTHORISED REPRESENTATIVE: XXX

TITLE: XXX

SIGNATURE: _____

DATE:

Technical Annex

The *Affiliated Member* shall cooperate with the *Coordinator* and with the other members of the AthenaPlus project on the following topics:

- Contributing to the ingestion of new items to Europeana, by providing the following content³:

Quantity and quality of the content						
Provider ⁴	Quantity and type ⁵	Subject matter (topic or theme that content is about).	Language	Format ⁶	Existing Metadata ⁷	IPR ⁸

- Contributing to the establishment and to the activities of the AthenaPlus Thematic Working Groups;
- Disseminating information about AthenaPlus in the home country and beyond and contributing to the further enlargement of the AthenaPlus project.

³ The National Technical University of Athens (NTUA), as technical leader and responsible for the mapping and ingestion process, is in charge of physically gathering the data, and commits hereby to process the data contributed by the Content Provider only in the framework of the tasks and activities foreseen by the AthenaPlus project, and to only transfer them to the Europeana server after having been authorised to do so by the Project Coordinator.

⁴ Short name of the participant who provides the content

⁵ E.g. 5000 audio files, 500 photographs, 100 audiovisual sequences

⁶ E.g. Format of digital content (file format, resolution etc)

⁷ Is metadata available and, if so, in which format/standard/language.

⁸ Is the partner the owner of the IPR? If not, which agreement the partner has with the IPR owner? Or, is the content publicly available? Etc.

LIST OF ACRONYMS

DoW	Description of Work
MoU	Memorandum of Understanding
NCP	National Contact Point
TWG	Thematic Working Group
WP	Work Packages

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