



Grant Agreement 270939

ENUMERATE

Terms of Reference for the ENUMERATE Thematic Network

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1 Introduction

This deliverable (D4.1) contains the *Terms of Reference for the ENUMERATE Thematic Network*. These include details on:

- **Vision;**
- **Objectives;**
- **Role and Responsibilities of a National Coordinator.**

They also include information about the ENUMERATE EC-funded project:

- ***Human infrastructure;***
- ***Work packages;***
- ***Deliverables;***
- ***Budget.***

They are an agreed set of rules by which the work of the Network will be governed. They should also be used by representatives of the national delegations of the EC Member States' Expert Group (MSEG) on Digitisation and Digital Preservation when they invite persons to become the national coordinators.

Note: This is an update to the deliverable of May 2012 and reflects the amendment to the project which came into effect in January 2012.

2 ENUMERATE Thematic Network – Terms of Reference

2.1 Vision

The long term vision of the ENUMERATE Thematic Network (TN) is the creation of an **observatory**, where:

- Statistics and other data on the digitisation of cultural heritage can be submitted and validated at any time;
- Results are available in static documents and as dynamic data (that can be retrieved using visualisation tools).

This observatory would, in state-of-the-art of statistical monitoring of cultural digitisation and related activities, be a platform to:

- **Support digitisation policies and strategies, benchmarking and accountability;**
- **Promote networking, collaboration and knowledge-sharing.**

The observatory needs to be an open-standards based web platform that can be further extended and modified on a modular basis by key stakeholders.

This kind of service needs substantial funding, and is therefore beyond the scope of the current EC-funded project. However at the end of the project, the Network Coordinator will present a business plan with options and commitments for the continuation of the work under the *ENUMERATE Conceptual Framework*. This business plan will include:

- Analyse, in the form of an ‘options appraisal’, the results of a feasibility study to the creation of an observatory on digital heritage statistics.
- Evaluate models and options for sustaining the ENUMERATE platform as a mechanism to aggregate and share statistical information about digitisation

2.2 Objectives

Looking at the cultural heritage in Europe, the ambition of the current project is to create a **reliable baseline of statistical data** about its:

- **Digitisation output;**
- **Costs of digitisation;**
- **Digital preservation;**
- **Online access.**

Today statistical data on Europe's digital heritage is uncertain and scattered at best. The project will bring about major improvements in its availability, quality and accuracy. In this way, it will support and drive strategic decision-making at European, national and institutional level, and therefore support the *Digital Agenda 2020*.

Within this overall ambition, the objectives of the ENUMERATE TN are:

- The development of a European **community of practice**, connecting practitioners in statistical analysis and digital content creation and preservation and supporting the sharing of knowledge and best practices.
- The creation, promotion and development of a statistically valid **open methodology** for surveying the digitisation, use, preservation and associated costs of cultural heritage materials in Member States.
- The implementation of a multi-annual programme of coordinated **surveys** based on this methodology, including wide-scale harmonised statistical data-gathering and more in-depth surveying of digitisation activities by European cultural heritage institutions.
- The creation and maintenance of an open **data platform** to collate and promote the use of the normalised data and intelligence arising from these surveys.

2.3 National Coordinator – Role and Responsibilities

A range of different stakeholders (organisations and individuals) will take part in the ENUMERATE TN, for example:

- European Commission;
- Europeana;
- European statistics agencies;
- Ministries of culture;
- National statistics agencies;
- National experts on digital heritage statistics;
- Cultural heritage institutions;
- Individual practitioners.

However the most important role within the TN is that of the national coordinators. They have a set of roles and responsibilities:

- **Commitment** – A national coordinator must be committed to the principle of enhancing digital policy through the collection and dissemination of statistical information about the state of digitisation, digital preservation, and online use;
- **Representation** – A national coordinator must act a representative of ENUMERATE within their country and take part in the Network's activities.
- **Resources** – A national coordinator must ensure that adequate resources have been allocated for their participation in the TN.
- **General participation** – For the efficient operation and management a national coordinator must: carry out the planned work aimed at meeting the objectives of the Network (see above); contribute to the deliverables of the EC-funded project (see Appendix 1 below). Attend the planned meetings if necessary; respond promptly to requests for information from the TN Coordinator (Collections Trust);
- **Surveys participation** – A national coordinator major role is gather information, by standard surveys, information about the state of digitisation, digital preservation, and online access in their country. To do this they should: Identify institutions that will be invited to take part in the surveys; Fine tune ENUMERATE tools to national requirements (e.g. translation); Persuade the identified institutions to respond and be available for questions; Monitor the survey process; check national data for abnormalities; and comment on outcomes.

Appendix – ENUMERATE EC-funded Project

For the first three years (from February 2011) the ENUMERATE Thematic Network is partly funded by a grant by the European Commission. Therefore the human infrastructure, work, deliverables and budget of the Network are governed by the *Description of Work* for the project.

Human infrastructure

Core group members
Collections Trust, UK (project coordinator and leader WP4)
DEN Foundation , Netherlands (leader WP2)
Digibis, Spain (leader WP3)
Stiftung Preussischer Kulturbesitz, Germany (leader WP1)

Consortium members
Austrian National Library, Austria
FARO, Belgium
Koninklijke Bibliotheek [KB] / The European Library, Netherlands
Ministry of Culture and Communication, France
National and University Library of Slovenia,
National Széchényi Library, Hungary

Work packages

Work package No.	Work Package Title	Total person months per WP	Start Month	End Month
WP 1	People (Community engagement)	11.10	1	36
WP 2	System (Methodology)	14.00	1	36
WP 3	Information (Collecting and harmonisation of data)	11.50	1	36
WP 4	Process (Project management)	10.70	1	36
Total		47.30		

Deliverables

No	Deliverable name	WP No.	Nature	Dissem. level	Delivery date
D4.1	Terms of Reference for the ENUMERATE Thematic Network	4	R	PU	2011-05
D4.2	Invitations to Participate	4	R	RE	2011-05
D4.3	Formal Project Management Installed	4	R	PP	2011-05

D1.1	Dissemination Strategy	1	O	RE	2011-08
D1.2	Identity Guidelines	1	O	PP	2011-08
D1.3	Marketing Materials	1	O	PU	2011-08
D1.4	Website and Social Media Presence	1	O	PU	2011-08
D4.4	Quality Management Plan	4	R	RE	2011-08
D4.5	Copyright and IPR Policy	4	R	PU	2011-08

D2.1	Overview of National and European initiatives	2	R	PU	2011-09
D2.2	Overview of Harmonisation Tools	2	R	PU	2011-09
D3.1	ENUMERATE Pilot Data Platform	3	P	PU	2011-09

D2.3	Overall Core Survey 1 Schedule	2	R	PU	2011-10
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D2.4	Core Survey 1 Methodology	2	R	PU	2011-12
D2.5	Documentation and Guidance Materials	2	R	PU	2011-12

D1.5	ENUMERATE e-Newsletters Year 1	1	R	PU	2012-01
D4.6	1st annual stakeholder report of the ENUMERATE Thematic Network	4	O	PU	2012-01

D1.6	Revised Dissemination Plan Year 2	1	R	PU	2012-02
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D3.2	Report on the Results of the Core Survey 1	3	R	PU	2012-04
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D2.6	Thematic Survey Schedule 2	2	R	PU	2012-09
D3.3	ENUMERATE Data Platform	3	R	PU	2012-09

D4.1 – Terms of Reference for the ENUMERATE Thematic Network

No	Deliverable name	WP No.	Nature	Dissem. level	Delivery date
D2.7	Revised Documentation and Guidance Material	2	R	PU	2012-10
D2.8	Thematic Survey Methodology	2	R	PU	2012-10

D1.7	ENUMERATE e-Newsletters Year 2	1	R	PU	2013-01
D4.7	2nd annual stakeholder report of the ENUMERATE Thematic Network	4	O	PU	2013-01

D1.8	Revised Dissemination Plan Year 3	1	R	PU	2013-02
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D2.9	Overall Core Survey 2 Schedule	2	R	PU	2013-03
D3.4	Report on the Results of the Thematic Survey	3	R	PU	2013-03

D2.10	Core Survey 2 Methodology	2	R	PU	2013-04
D2.11	Final Documentation and Guidance Material	2	R	PU	2013-04

D3.5	Report on the Results of the Core Survey 2	3	R	PU	2013-07
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D3.6	Digests of ENUMERATE Survey Results	3	R	PU	2013-11
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D1.9	ENUMERATE e-Newsletters Year 3	1	R	PU	2013-12
D2.12	Conceptual Framework	2	R	PU	2013-12
D4.8	3rd annual stakeholder report of the ENUMERATE Thematic Network	4	O	PU	2013-12
D4.9	Business Plan and Sustainability Strategy	4	R	PU	2013-12

Budget

The total resource to be committed to the ENUMERATE project is € 593,860.

The maximum contribution allocated by the Commission is €321,000.

The following table shows anticipated out of pocket costs for the project:

	Deliverable (D), Milestone (MS)	Estimated costs (out of pocket, in euro's)	Estimated effort for coordinator & WP-leaders (staff time in hours)	Additional efforts from other partners						
				ONB	FAR	MCC	NLS	NSL	TEL	Total
MS4 MS15 MS23 MS28	Networking & Engagement Events	€ 8.000	130	6	8	6	6	6	8	40
D1.1 D1.6 D1.8	Dissemination Strategy (with 2 reviews)	€ 0	78	4	4	10	4	2	0	24
D1.2	Identity guidelines	€ 500	78	0	6	7	4	4	3	24
D1.3	Marketing materials	€ 2500	157	12	0	0	12	12	4	40
MS9 MS12 MS14 MS17	4 Specialist meetings	€ 16000	273	8	8	4	4	8	8	40
D1.4	Website and social media presence	€ 15000	676	30	8	0	10	12	0	60
D1.5 D1.7 D1.11	Newsletters (at least 3 editions)	€ 0	208	4	6	4	12	6	8	40
D2.1	Overview national & internat. activity	€ 0	156	2	4	14	14	0	6	40
D2.2	Validation & harmonisation tools	€ 0	202	16	8	0	0	8	8	40
D2.3 D2.9	Core Survey Schedules	€ 0	21	2	4	0	0	4	6	16
D2.4 D2.10	Core Survey methodologies	€ 0	208	2	8	4	2	8	8	32
D2.6	Thematic survey schedule	€ 0	21	0	4	4	0	4	0	12
D2.8	Thematic survey methodology	€ 0	208	4	12	4	4	8	8	40
D2.5 D2.7 D2.11	Documentation and guidance (with 2 reviews)	€ 4000	286	4	8	12	8	0	0	32
D2.12	Conceptual Framework	€ 0	520	36	40	33	27	32	32	200

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	Deliverable (D), Milestone (MS)	Estimated costs (out of pocket, in euro's)	Estimated effort for coordinator & WP-leaders (staff time in hours)	Additional efforts from other partners						
				ONB	FAR	MCC	NLS	NSL	TEL	Total
D3.1 D3.3	ENUMERATE Data Platform	€ 25000	650	18	12	4	8	30	8	80
D3.2	Report on results of the Core Survey 1	€ 40000	234	4	2	24	18	0	12	60
D3.4	Report on results of Thematic Survey	€ 40000	234	4	16	4	8	16	12	60
D3.5	Report on results of the Core Survey 2	€ 40000	234	4	2	24	18	0	12	60
D3.6	Digests of ENUMERATE Survey Results	€ 5000	228	4	4	4	4	4	20	40
D4.1	Terms of Reference	€ 0	98	3	3	3	3	3	3	20
D4.2	Invitations to participate	€ 0	21	0	0	0	0	0	0	0
D4.3	Formal Project Management Documentation	€ 0	156	4	4	4	4	4	4	24
MS11 MS20 MS27	3 Meetings of the Advisory Group	€ 9600	260	4	4	4	4	4	4	24
MS2 MS5 MS10 MS16 MS21 MS24 MS26 MS29	8 Meetings of the Core Group	€ 9600	260	4	4	4	4	4	4	24
D4.4	Quality Management Plan	€ 0	208	2	8	2	2	8	2	24
D4.5	Copyright & IPR policy	€ 0	208	3	3	10	3	3	10	32
D4.9	Business Plan & Sustainability Strategy	€ 1.000	390	8	2	2	8	2	2	24
	Hours		6401	192	192	191	191	192	192	1152
	Months		40.0							7.3
CT			10.0	210 days in a year 20 days in a month 8 hours in a day av. 8000 monthly rate av. 50 euro hour rate						
DEN			10.0							
DIGIBIS			10.0							
SPK			10.0							
others 6 partners			7.3							
TOTAL MONTHS IN PROJECT			47.3							

D4.1 – Terms of Reference for the ENUMERATE Thematic Network

SUBTOTAL 1: Estimated out of pocket costs	€ 216200
SUBTOTAL 2: Estimated Time/Costs Coordinator / WP leaders (av. € 50/hr)	€ 320060
SUBTOTAL 3: Estimated Time/Costs other participants (av. € 50 / hr)	€ 57600
TOTAL COSTS OF PROJECT (subtotals 1+2+3)	€ 593860
Contribution European Commission:	€ 321000
Contribution ENUMERATE Consortium	€ 272860