Grant Agreement number: 325099

Project acronym: LOCLOUD

Project title: Local content in a Europeana cloud

Project type: BPN

Periodic report: 1ˢᵗ

Period covered: from 1 March 2013 to 31 August 2013

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DECLARATION BY THE PROJECT COORDINATOR

I, as coordinator of this project and in line with my obligations as stated in Article II.2 of the Grant Agreement declare that:

- The attached periodic report represents an accurate description of the work carried out in this project for this reporting period;

- The project (tick as appropriate):

    - ☒ **has fully achieved its objectives for the period;**

    - ☐ has achieved most of its objectives for the period with relatively minor deviations;

    - ☐ has failed to achieve critical objectives and/or is deviating significantly from the schedule.

- The public Website is up to date;

- *[this point only applies to projects with actual cost reimbursement]* To my best knowledge, the information contained in the financial statement(s) submitted as part of this report is in line with the actual work carried out and consistent with the reported resources and if applicable with the certificates on financial statements.

Name and position of Coordinator: ....*GUNNAR   VRIEGAARD*......

Date: ..*10*.../...*10*.../..*2013*....

Signature: ....*[signature]*.........

1. Project objectives for the period

- Prepare and equip LoCloud participants for their roles in the work.
- Review the state-of-the art and make a detailed assessment of aspects of the cloud relevant to the needs of the project and to small and medium sized institutions.
- Begin reviewing existing infrastructures and attitudes towards adopting cloud or other aggregation solutions within the operational contexts of the content providing institutions participating in ICT-PSP and within Europeana.
- Assess the remaining barriers to cloud use and establish potential means of addressing them.
- Start to establish a plan of action for each content partner taking into account the varying national and regional contexts.
- Begin establishing the infrastructural requirements of smaller/local institutions for aggregation and services necessary to interact with Europeana.

2. Work progress and achievements during the period

Task 1.1 Kick-off meeting
A kick off meeting for all partners was organised during Month 1 (19/20 March 2013) by the Coordinator NRA in Norway to brief participants and to identify initially and discuss the position in each country and the potential of the cloud for content providers and aggregators. An action planning template was prepared by MDR and presented at the meeting, as a result of which each partner prepared and submitted a preliminary action plan for their territory or region as a basis for more detailed planning work leading to the eventual compilation of D1.4 *Consolidated action plans*, to be completed by M9.

Task 1.2 State of the art monitoring and situation analysis
1.2.1 A working group led by KUAS and including RCE, MECD, NPD, UDE, VUFK and PrifUK KAEG carried out a review of the state-of-the-art in cloud-based content management and aggregation services relevant to the needs of the project and to small and medium sized institutions, leading to the completion and submission of D1.1 *Report on the state-of-the art monitoring and situational analysis.*

Task 1.3 Action planning
LoCloud partners in the majority of participating territories had begun the process of forming a planning group by M4. Work will continue with these groups throughout the project.

Task 1.4 Content and metadata
1.4.1 Content evaluation and planning
Athena RC led discussion and construction of a survey to appraise and evaluate the content and its metadata which will be made available by each content provider partner. Discussion was also initiated on the possibilities of identifying content additional to the 4 million items specified in the DoW, either as a result of the in country stakeholder development activities of content provider partners or as a result of more general needs identified in other ways, for example:. through the project's work with house museums, by leveraging unaggregated archival content identified in Europeana Awareness, identifying additional private collections etc. The ensuing deliverable *D1.3 Content and metadata analysis* is due in M7.

1.4.2 Metadata schema analysis

A working team including UPV/EHU, ARC and NTUA defined initially the metadata schemas to be used in LoCloud as intermediaries to EDM, on the basis of the schemas used in prior projects, such as Europeana Local, Athena and CARARE, in order to assist definition of the work needed to support their implementation in MINT and their ingestion into the MoRe aggregation service. Additional areas for consideration were also identified such as the possible use of the EAD schema as an intermediary for the archives domain and the need to consider further an appropriate model for the libraries domain. The resulting deliverable D1.2 *Definition of metadata schemas* is due in M7.

Task 1.5 Requirements analysis

1.5.1 Content provider workshops

Athena RC working with UOY/ADS, KUAS and MECD planned three workshops in Copenhagen (Denmark), York (UK) and Madrid (Spain) respectively during Months 6 and 7 to discuss the issues involved in implementing infrastructure and cloud services to support the provision of content to Europeana by small and medium institutions and to establish core user requirements in each case. The first of these took place in Copenhagen, hosted by KUAS on 29/30 August 2013 (M6).

Task 6.1 Dissemination planning

6.1.1 The LoCloud project website www.locloud.eu/ was established by M2, in addition to the content management system which allows its regular updating.

6.1.2 The project logo was developed and incorporated in the web site and power point template. A briefing paper on basic requirements for small institutions wishing to join Europeana was compiled.

6.1.3 A stakeholder database and functionality was established on the project website by M3. Currently, 40 members have registered to receive the newsletter.

6.1.4 The dissemination plan (D6.1) was produced and submitted during M6.

6.1.5 News is regularly published on the project web site, The first project newsletter was issued in M6 and distributed to the stakeholder's database as well as via twitter https://twitter.com/LoCloudProject and through partners' own dissemination channels. A Linked-In group has also been created. A Guest blog facility has been created in the form of a news page which is in fact a blog where partners and others can publish their news. Named bloggers are to be invited in future.

6.1.6 Plans are underway to produce a promotional video targeting local cultural institutions and aiming to raise interest in LoCloud and encourage their participation.

6.1.7 A project poster is being produced and a factsheet finalised, for partners to use at poster sessions in key events.

3. Deliverables and milestones tables

Deliverables (excluding the periodic and final reports)

TABLE 1. DELIVERABLES

Del. no.	Deliverable name	WP no.	Lead participant	Nature	Dissemination level	Due delivery date from Annex I	Delivered Yes/No	Actual / Forecast delivery date	Comments
D1.1	Report on the state-of-the art monitoring and situational analysis	1		R	PU	M6	Y	6	
D6.1	Initial dissemination plan	6		R	PU	M6	Y	6	
D7.1	Consortium Agreement	7		O	RE	M1	Y	6	Additional time was needed to agree text and collect signatures

No Milestones were due during the period covered by this report.

4. Project management

Task 7.1 Activity planning and day to day management of the Project and its activities
- The Project Manager, working to the Coordinator, has ensured the effectiveness of communications and information flow between the management team, work package leaders, partners and Europeana cluster group through very regular communication using the project's Basecamp facility.
- Minuted Project Management Board Skype calls took place, following the Oslo Kick-off meeting, on 24 April, 4 July and 23 September, 2013.
- The Kick-off meeting was held in Oslo, hosted by the Coordinator, 19/20 March 2013 (M1).

Task 7.2 Management of the grant agreement with the Commission
- A draft Consortium agreement was circulated for comment in M1 and following discussion and comment was signed and agreed by all partners in M6 (D7.1). This was an unavoidable delay and has no impact on the project's progress.
- Progress was initiated toward with the Europeana Cloud BPN Consortium, led by the Europeana Foundation, toward the formation of a Cloud Coordination Group
- Partner 27 LATVIJAS ARHEOLOGU BIEDRIBA (LAB) withdrew from the consortium for financial reasons in M5. Arrangements were set in train to add a new partner Gradska knjiznica Rijeka (GKR), Croatia from M7.

Task 7.3 Quality Assurance of deliverables
- Deliverables other than D7.1 (see above) were completed, reviewed and submitted according to plan.