



europæana  
foundation



ANNUAL REPORT

10

A decade of  
democratising culture

2018

# COLOPHON

The Europeana Foundation is an independent foundation, registered under Dutch Law and has its offices in the Koninklijke Bibliotheek in The Hague, The Netherlands.

Our mission: 'We transform the world with culture'. We build on Europe's rich cultural heritage and make it easier for people to use for work, learning or pleasure. Our work contributes to an open, knowledgeable and creative society.

The Europeana Foundation is the leader of a consortium that is the operator of the Europeana Digital Service Infrastructure (DSI), funded by the Connecting Europe Facility of the European Union.

In addition, the Europeana Foundation participates in several projects and initiatives, funded by the European Union and Member States.

The Europeana Foundation would like to thank the active members of the Europeana Network Association, the Europeana Aggregators' Forum and the Europeana Foundation Governing Board; we are grateful for the support of the European Commission and the European Union Member States.

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# FOREWORD

2018 - a big year for us here at the Europeana Foundation. We celebrated ten years since the first Europeana website went live. We said goodbye to our founding executive director, Jill Cousins. We renewed our relationship with the European Commission and the Member States. And we made strides in improving our processes and products. To me, it feels a little like Europeana has come of age.

I've been supported in my new role as executive director by an ever-dedicated and committed team at the Europeana Foundation - and I must here welcome our new technical director, Andy Neale - as well as a Governing Board that has incredible vision, drive and expertise, an innovative Aggregators' Forum and a Network Association that never stops moving forward. My heartfelt thanks go to each and every person whose hard work and commitment has played its part in our achievements this year.

2018 was, of course, the European Year of Cultural Heritage (EYCH), a year-long operation by the European Commission to get more people interested in and involved with cultural heritage. We happily joined them in this mission, running an ambitious

campaign on the theme of cultural heritage and migration. The Bulgarian and Austrian presidencies of the Council of the EU gave us opportunities to support EYCH and to have an input into its legacy, whilst positioning Europeana at the centre of digital cultural heritage for the next decade.

Under our new service contract with the European Commission, the Europeana Foundation leads a consortium to operate the Europeana Core Service Platform. Following the direction outlined in the Evaluation of Europeana, we are shifting our focus to supporting cultural heritage institutions in their digital transformation. This year we've worked on improving systems and infrastructure behind the scenes, making it easier and more rewarding for our data partners to share collections with us. And we've improved how those collections are displayed and linked online, making finding and working with them a much more inviting and productive endeavour.

From creating educational resources to entertaining GIFs, and from sharing personal migration stories to developing professional expertise at EuropeanaTech,

it is always a thrill to see how Europe's digital cultural heritage is increasingly being integrated into and transforming lives on a day-to-day basis. Here are ten of my highlights from this significant year.



Harry Verwayen  
Europeana Foundation Executive Director

The Hague, 3 May 2019



Harry Verwayen, 2019,  
Europeana Foundation,  
CC BY-SA

# 1. PARTICIPANTS SHARE 600 PERSONAL STORIES WITH EUROPEANA MIGRATION

Encouraging people to think about their own stories can be transformational, instilling pride and opening up new perspectives on personal identities.

The Europeana Migration campaign ran a series of migration-themed [collection days](#) involving cultural heritage organisations across Europe.

Young and old joined in online - contributing to and exploring a [migration thematic collection](#) on Europeana Collections - and in person, sharing their personal migration stories, with accompanying pictures, diaries, videos and letters.

18 collection day events, and associated exhibitions, lectures, panel discussions and

social events, took place in 12 countries over nine months, working with over 30 partner organisations. One, EPIC The Irish Emigration Museum, said that taking part 'provided us with the impetus and the platform to engage with new Irish communities allowing us to build connections, not just collections.'

Over 3,000 people attended, sharing more than [600 stories](#) and 1,000 beloved objects. For all, this was a positive experience; for some, it was transformative. One commented, 'I decided to share my story because [...] it is one that I am proud of. I learned that it has defined me as a person and this is important. I also learned that I have achieved more in life than I thought.'

Contributors share their migration stories and objects. Europeana Foundation, 2018, CC BY-SA



# 2. PUBLIC TRANSCRIBES 2,800 WWI HANDWRITTEN DOCUMENTS

Technology can do a great deal, but sometimes a human touch can do even more. Generations of Europeans have this year been getting hands-on with history, making it more accessible for us all.

The Europeana 1914-1918 Centenary Tour (led by the Europeana Foundation and Facts & Files) promoted the value of digital cultural heritage to European citizens. Generations of people came together to [digitally transcribe](#) more than 2,800 handwritten documents - letters, postcards and diaries - from the First World War period. Once made digital, these transcribed documents can be easily translated, making them available to a much wider audience.

'You are gold diggers, bringing memories to the surface', said Taja Vovk van Gaal,

Creative Director House Of European History, addressing transcribathon participants.

The tour finished with an [event](#) in collaboration with the House of European History in Brussels in November. Here, previous transcribathon winners from all around Europe competed in a final transcribathon. There were two round table discussions with renowned digital humanities experts on the value of the unique corpus of [Europeana 1914-1918](#). And European Commissioner for Digital Economy and Society, Mariya Gabriel, spoke about the importance of commemoration and cultural heritage to the digital transformation of Europe's society and economies.



(L-R): Peter Kirmsse, Commissioner Mariya Gabriel, Krzysztof Pluciennik, Europeana 1914-1918 Centenary Tour event, Brussels, Europeana Foundation 2018, CC BY-SA

### 3. NEW AGGREGATION WORKFLOW TRANSFORMS DATA INGESTION PROCESS

Europeana Collections relies on national, thematic and domain aggregators enabling cultural heritage institutions to share their content and open it up to new audiences.

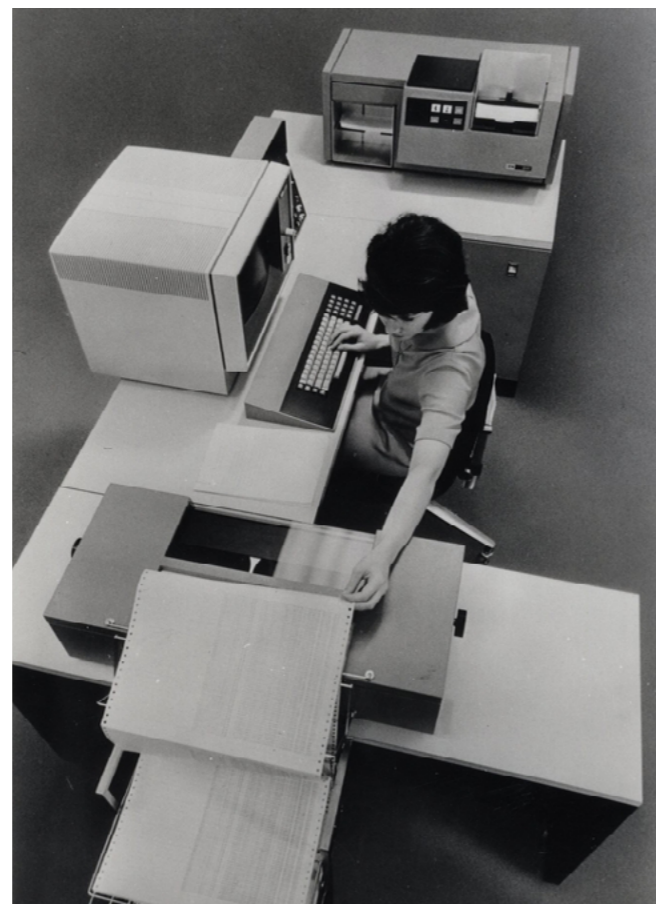
This year, [a steering group](#) was formed to lead the Europeana Aggregators' Forum (EAF). One key activity of the EAF was the development of an aggregator accreditation scheme.

Six [national workshops](#) brought cultural heritage institutions, aggregating partners and the Europeana Foundation together to address the challenges and benefits of publishing cultural heritage online, using the Europeana Publishing Framework to demonstrate how collection quality influences potential uses.

Metis, our new internal data publishing system, replaced UIM as the aggregation system for the Europeana Core Service. Transparent management of data workflows, modular architecture and an improved user experience are already improving the efficiency of ingesting data. In parallel, we continued work on new metadata harvesting channels, experimenting with Linked Open Data, Schema.org and IIIF content and metadata discovery patterns.

In very close collaboration with aggregator partners, the [Europeana Publishing Framework](#) (EPF) was revised to include a proposal for a metadata component, and data quality was improved by moving content up the tiers of the EPF.

Improvements to the [Europeana Data Model](#) focused on full-text content for Europeana Newspapers, and thanks to the RightsStatements.org Consortium, rights statements were added in [four more languages](#).



22.0 IBM modell System/3, Telemuseet, CC BY-SA

### 4. EUROPEANA NETWORK ASSOCIATION LAUNCHES SIX SPECIALIST COMMUNITIES

The dedicated experts who form the Europeana Network Association (ENA) are integral to our success - the driving force behind Europeana as a movement.

The ENA this year launched six specialist communities for members to cultivate and share knowledge, expertise and best practices around a common interest. [EuropeanaTech](#), [Europeana Copyright](#), [Europeana Impact](#), [Europeana Research](#), [Europeana Education](#), and [Europeana Communicators](#) launched in the summer and became the focus of the Annual General Meeting in Vienna in December.

The AGM also saw the launch of a well-contested [Members Council election](#) in which 89 candidates sought to occupy 28 available seats. Of the 2,198 members

eligible to vote, 889 participated in the elections - a 40% participation rate, equalling the turnout in 2017. Participants campaigned on social media under the [#EuropeanaElects](#) hashtag - it was used 96 times and reached a total audience of 96,996 people. A new [Management Board](#) was formed from the newly elected members in early 2019.

*'Europeana is not only a database, a library or a service organisation. It is an activist movement. A movement which has the ambition to transform the world through culture.'*

*Chris Sigaloff, Advisor for the Council of Culture in the Netherlands, AGM keynote speaker*



Europeana Network Association AGM 2018, Vienna, Europeana Foundation, CC BY-SA

## 5. EUROPEANATECH INSPIRES INNOVATORS TO FORGE THE FUTURE OF DIGITAL

In May, nearly 300 thought-leaders from across the world met for the very well-received [‘Glorious data, glorious technology’](#) EuropeanaTech 2018 conference. 37 presentations, seven panel sessions and much thought-provoking debate took place on the technical future of digital cultural heritage.

As a result, a Europeana Task Force produced the [Europeana Innovation Agenda](#) highlighting prominent and urgent research and innovation trends to help move the heritage community forward.

Back at base, EuropeanaTech’s regular activities continued, including producing the [EuropeanaTech Insight](#) newsletter and 20+ other publications, papers and presentations.

Innovation in R&D meant full-text search was implemented for Europeana Newspapers and we migrated to a more modern search infrastructure. We refined Europeana’s entity collection using auto-completion and deployed a new ranking based on content and metadata quality. We continued efforts to refine our framework for measuring performance and produced a roadmap for improving visibility and indexing by search engines.

External collaborations continued - we worked on multilinguality with the CEF eTranslation DSI and we continued our work with the IIF Executive Committee, the IIF Discovery Technical Specification group and the IIF Community Groups on Outreach, Newspapers and Text Granularity.

EuropeanaTech Conference 2018, Sebastiaan ter Burg, CC BY



## 6. EUROPEANA COLLECTIONS UPDATES MAKE CONTENT MORE DISCOVERABLE

We want people to easily discover inspiring content in Europeana Collections with or without a specific search. In 2018, we introduced a new-style item page, and improvements to the ‘entities’ concept released in 2017.

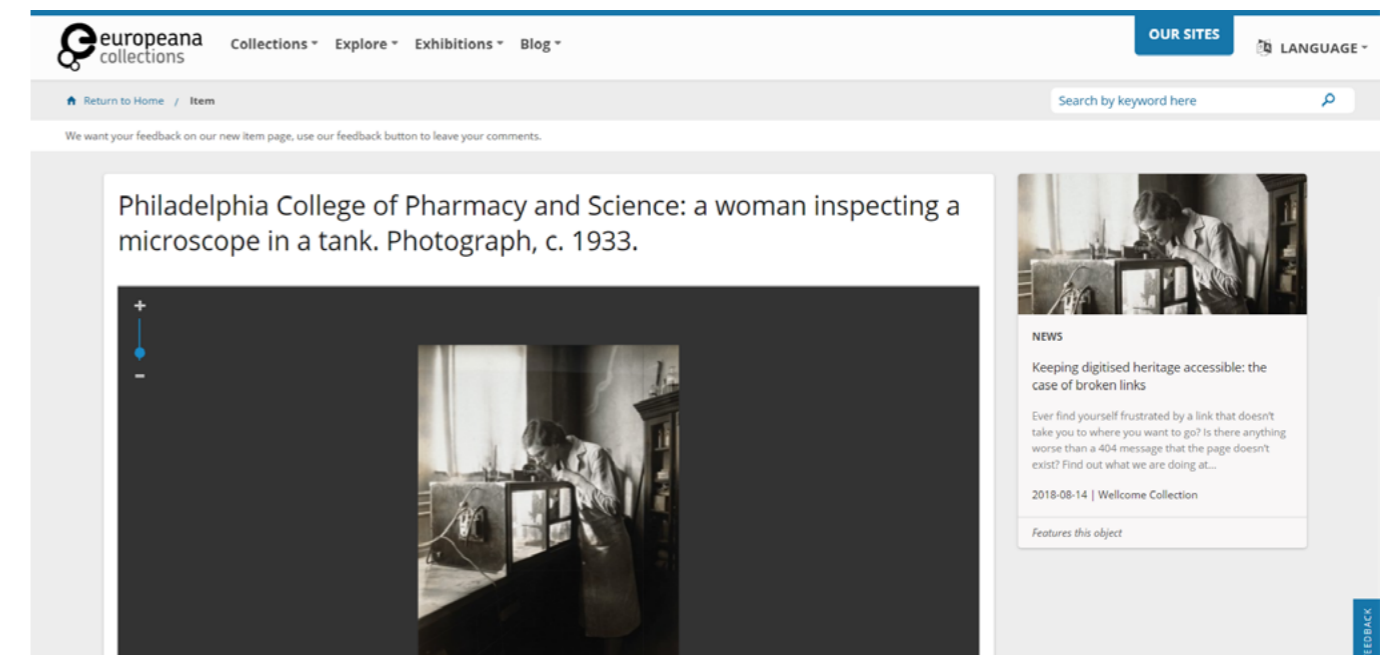
[Entity pages](#) on Europeana Collections are entry points to content by a specific person, or on a certain topic. They provide context by combining information from Wikipedia with metadata relating to a person or topic. When connected to an entity, an item gains the multilingual search terms associated with that entity, so it will turn up in searches performed in different languages.

The new item page design makes sharing,

downloading and crediting simpler, while ‘next’ and ‘previous’ item options take clicks out of browsing search results. Connectivity with other parts of the site is made clear - over 25% of items are now connected to a blog post, gallery, exhibition or entity.

A new thematic collection, [Europeana Newspapers](#), gathers 4,129,989 million newspapers from 23 countries spanning four centuries. More than 800,000 of the newspapers are available in searchable full-text.

Together, these developments take us closer to our goal of increasing visitor numbers, repeat visits and session length through more engaging experiences and in-depth browsing.



Screenshot of the new item page on Europeana Collections, Europeana Foundation, 2019, CC BY-SA

## 7. TRANSFORMATIVE CULTURAL HERITAGE SHAPES IMPACT PLAYBOOK

We believe that cultural heritage can transform lives, communities and classrooms and in 2018, we looked for evidence of where and how.

We worked with six cultural heritage institutions to explore their impact models and to further develop our own work on impact. Their experiences with the [Impact Playbook](#) helped us refine the book's first phase, and will shape the development of the versions that follow.

Members of the community are using our impact toolkit to explore and understand the impact of their work. Together, we are sharing their progress through articles and

[case studies](#), which are proving of great value to those considering starting an impact assessment as well as to those who have already done so and want to consider getting further buy-in among colleagues, stakeholders, and the wider cultural heritage community in their country and beyond.

Highlights include the impact of using digital culture to help revitalise an [urban square in Hamburg](#), the economic and social impact of the [renovation of the Rijksmuseum](#), and how the [Statens Museum for Kunst's open images programme](#) is contributing to their ambition to set art free.



Europeana impact evidence bank workshop, Sebastiaan ter Burg, 2018, CC BY

## 8. SCHOLARS HARNESS CULTURAL HERITAGE FOR WWI RESEARCH PROJECTS

Bringing Europe's galleries, museums, libraries and archives within digital reach allows researchers to access a much wider scope of material and opinion. Now in its third year, the [Europeana Research Grants Programme](#) awards funding to scholars to mine and map Europeana Collections to uncover new patterns and generate new insights.

Projects funded under the second Europeana Research Grants programme concluded in 2018. Europeana Collections material was used to study [manuscripts from medieval England](#) containing French literature, to look at visual representations of the [Roma in Romania](#), and to connect a citation index of literature on the [history of Venice](#) with related digital objects.

For the third Europeana Research Grants Programme, early-career scholars were invited to propose projects connected to the theme of the First World War. We received high-quality responses from all over Europe. Professor Lorna Hughes, Chair of the Europeana Research Advisory Board, presented the recipients of the 2018 Europeana Research Grants with their awards at the House of European History in Brussels in November.

The [three winning projects](#), which will run throughout 2019, will map soldiers' itineraries using their personal diaries, create a dynamic visualisation of wartime postcards, and research the use of wartime content in professional storytelling.



(L-R): Professor Lorna Hughes - Chair of the Europeana Research Advisory Board with the 2018 Europeana Research Grant winners: Dr Elizabeth Benjamin, Dr Saverio Vita, Dr Berber Hagedoorn. Brussels, Europeana Foundation, 2018, CC BY-SA

## 9. 2,000 TEACHERS UPSKILL WITH 'EUROPEANA IN YOUR CLASSROOM' MOOC

Cultural heritage has a crucial role to play in education. Material from Europeana Collections provides multiple perspectives on historical, political, economic, cultural and human developments across Europe and beyond. Europeana Education aims to enrich digital learning materials with this diverse cultural data and inspire learners of all ages. Throughout 2018, our portfolio of digital learning resources has continued to grow.

This year, the first Europeana Education Massive Open Online Course, '[Europeana in your classroom](#)', created with European Schoolnet and designed to give teachers the confidence to use digital cultural heritage, had over 2,000 registrations from 59 countries.

A [Teacher Training Kit](#) was created with partner Euroclio, along with over 50

learning scenarios from the Europeana Teacher Developer Group. And a series of campaigns, webinars and workshops introduced eTwinning's vast international teacher network to Europeana's educational resources.

Collaborations with ministries of education were further nurtured, and more than 500 educators provided very positive and valuable feedback in a robust series of [interviews and surveys](#).

The Open Education Consortium awarded Europeana an [Open Education Award for Excellence](#) as 'an exemplary initiative promoting free and open access to cultural heritage collections. A project showcasing humanity's patrimony freely, openly and without any restrictions'.

The Europeana Teacher Developer Group, Europeana Foundation, 2018, CC BY



## 10. CREATIVES GET PLAYFUL WITH DIGITAL CULTURE

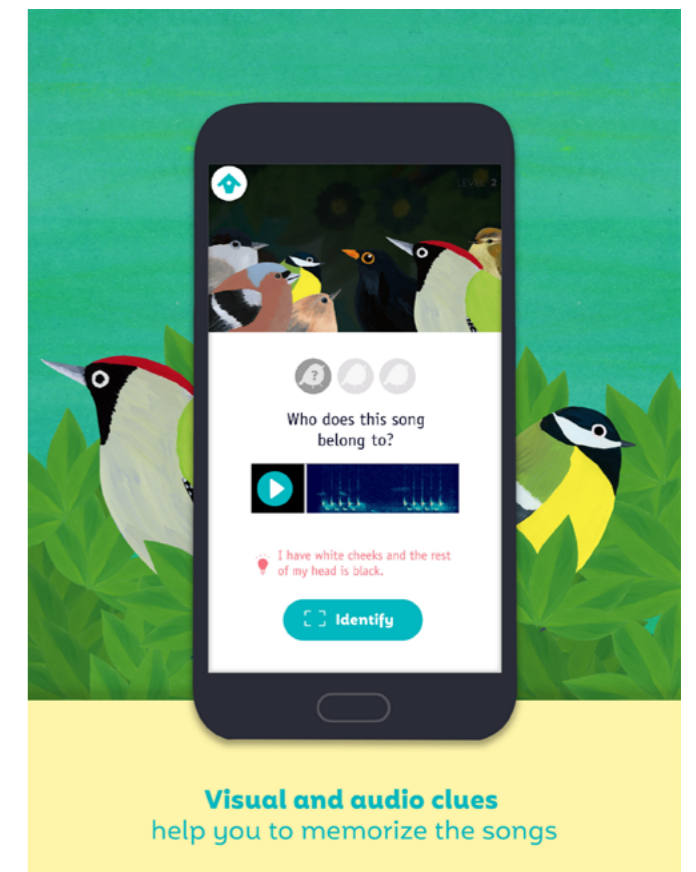
Developers and enthusiasts with imagination, skill and a desire to be playful have this year produced some incredible applications and projects using digital cultural content.

The [GIF IT UP 2018 competition](#) - inviting people to create gifs using openly licensed objects from Europeana Collections, DPLA, Trove and DigitalNZ - included a special prize for gifs made using World War One material. This year a record 250 entries demonstrated a growing appetite for this kind of cultural challenge.

Captivated by his own family history during WW1, developer Yoan Fanis of [DigixArt](#) worked with [Aardman](#) and [BandaiNamco](#) on '[11-11: Memories Retold](#)' - a unique video game that tells a touching story about the relationship between two men on different sides of the war.

Funding totalling 34,000 EUR was awarded to two Europeana [#edTech Challenge winners](#), who produced educational apps '[Birdie Memory](#)', teaching children about European birds and their songs, and '[Wonders](#)', taking players on a journey to cultural sites around the world.

Working with 13 other partners for THE ARTS+ Innovation Summit, the Europeana Foundation contributed to [THE ARTS+ European Manifesto on Supporting Innovation in the Cultural and Creative Sectors](#) at European, national and regional levels.



'Birdie Memory', Léna Mazilu and Yoann Guény, 2018, CC BY-SA



## KEY PERFORMANCE INDICATORS

KPI	REALISED 2018	TARGET 2018
<b>CULTURAL HERITAGE INSTITUTIONS</b>		
Data quality: % Tier 2+ data	48%	40%
Data quality: % Tier 3+ data	23.1%	20%
<b>EUROPEAN CITIZENS</b>		
Net Promoter Score for Europeana Collections	36	> 30
Net Promoter Score for exhibitions	41.5	> 30
Returning visitors for Europeana Collections	13.4%	> 30%
Engagement on Europeana Collections: downloads	285,357	180,000
Engagement on Europeana Collections: click-throughs	567,533	800,000
Reach of Europeana: impressions via third parties	156.3 million	150 million
Reach of Europeana: impressions on social media	109 million	82 million
Reach of Europeana: engagement on social media	550,892	350,000
Traffic to Europeana Collections: visits	4.5 million	6 million
<b>EDUCATION</b>		
Learning resources using Europeana data	63	> 40
Integrations of Europeana data in dynamic learning environments	5	> 5
Net Promoter Score for teachers using Europeana	63	> 20
<b>RESEARCH</b>		
Case studies about grant fund winners published	3	3
Set baseline Net Promoter Score for researchers	yes (38)	yes
<b>CREATIVE INDUSTRIES</b>		
Cases of new works, products or services created using Europeana content	8	20
New projects with high social and economic impact potential	3	>2
<b>EUROPEANA NETWORK ASSOCIATION</b>		
Europeana Network Association members	2,235	>2,000
Community-based organisation implemented	yes	yes
<b>POLICY AND FRAMEWORKS</b>		
Economic impact case study published	yes	yes
<b>RESEARCH AND DEVELOPMENT</b>		
Contribution to reference papers or presentations	20	10
Roadmap for improving visibility/indexing by search engines ready/approved	yes	yes

## ACCOUNTS

### FOREWORD

In a year of many changes, the financial positive result for the Europeana Foundation in 2018 was € 64,328. This result is mainly based on the final result of the first procurement contract 'Deployment and Maintenance of Europeana DSI Core Service 2016/1019', a temporary result for the second procurement contract 'Deployment and Maintenance of Europeana DSI core services SMART 2017/1136' (period September - December 2018) and the outcomes of the EC audit, done in 2016. All other EC projects are based on grant funding, which means that no positive financial results can be achieved from these.

As in 2017, the overall financial position for the Europeana Foundation is stable. The consequences of the EC audit are incorporated and charged to the appropriated reserve, which was created by the end of 2016. The general equity gives the Europeana Foundation the buffer to be able to cover unforeseen setbacks and safeguards a healthy cash flow position. As mentioned in the Annual Report of 2017, this equity has been built up thanks to additional contributions from Member States in 2016 and 2017.

As in previous years, the largest amount of funding comes from the European

Commission (97.4%). In 2018, seven projects were based on grant funding and two based on procured services for the Digital Service Infrastructure - DSI-3 for the period January - August 2018 and DSI-4 for the period September - December 2018.

We were delighted that the Europeana Foundation won the tender in 2018 for the service contract 'Deployment and Maintenance of Europeana DSI core services, SMART 2017/1136'. This contract is for the maximum period of four years: two years starting from September 2018, plus the possibility to extend the contract twice for a one-year period. The total funding is € 7 million a year for the consortium.

In 2018, the Europeana Foundation received an amount of € 82,000 as financial support from Member States and a small amount (€ 71,650) as other income. Based on the total commitments from the Member States, the Europeana Foundation is able to cover the full amount of required co-funding for all projects started in 2017 and 2018.

The overall expenditure in 2018 is 8.1% lower than budget, mainly because of lower costs for personnel staff and subcontracting during the year. The overspend on the total operating expenses

is mainly because of one-off costs for the tenth anniversary of the Europeana Foundation and an investment to become one of the partners in the project [Time Machine](#). These expenses were not budgeted for in 2018.

### PERSONNEL EXPENSES

The total costs for personnel staff include an underspend of 4.7%, due to outstanding vacancies during the year. Compared to 2017, the costs increased by 1.8%, mainly because of a general increase as agreed by the Collective Labour Agreement.

During 2018, the turnover of personnel staff stands at 17 (2017 was 24), however this includes one intern and two contractors hired for a short time to fulfil outstanding vacancies in the organisation. Seventeen people joined Europeana in 2017, including one intern and three contractors.

By the end of 2018, the Europeana Foundation had 60 employees (56.22 FTE) - the same as in 2017 - including two contractors. We had 17 different nationalities (14 within Europe), our gender balance is female 55%, male 45% and by the end of 2018, the Europeana Foundation had two outstanding vacancies.

### OPERATING EXPENSES

The overall operating expenses were overspent by 4.4%. Costs for housing are lower than budgeted as the KB, National Library of the Netherlands continued its generosity towards Europeana by

extending the SLA 2018 under the same conditions as the previous years. We also extended the agreement with the British Library and the Bibliothèque nationale de France. The costs for depreciation were underspent. General operating costs were overspent because of unplanned activities.

Compensation of overhead is related to the Generic Services and Horizon2020 projects. These are flat rates of 7% and 25% respectively.

### CORE SERVICE AND DIRECT PROJECT COSTS

These costs are directly related to the Core Service (DSI-3 and DSI-4) and for the Generic Services and Horizon2020 projects. The total costs were underspent by 22.2% compared to the budget for 2018. Costs for subcontracting, which also includes hosting, maintenance and development of the core platform, are lower than budgeted. This underspend is due to lower costs for development and the budget for communication and dissemination being calculated too high. Travel expenses were overspent by 36.4%, other direct costs were underspent by 11.5% and overhead was underspent by 12.3%.

This Annual Report has been prepared under Dutch law and accounting rules.

According to Article 4 of the amended Articles of Association:

1. The financial resources of the Foundation shall be brought together by and fall under the care of the Governing

Board of the Europeana Foundation. These include one-off or periodical contributions, subsidies, donations, testamentary dispositions, legacies and all further revenues.

2. The financial resources shall be managed by the treasurer, who shall be responsible for that management.

The Hague, 3 May 2019

On behalf of the Governing Board of the Europeana Foundation,



Ms. Elisabeth Niggemann  
Chair



Ms. Joke van der Leeuw  
Treasurer

# BALANCE SHEET AS OF THE PERIOD 2018

(after result appropriation)

ASSETS	Cat.	31/12/2018	31/12/2017
<b>Tangible fixed assets</b>	<b>A</b>	€ 11,005	€ 12,266
<b>Total tangible fixed assets</b>		<b>€ 11,005</b>	<b>€ 12,266</b>
<b>Current assets</b>			
Debtors	<b>B</b>	€ 18	€ -
Receivables concerning taxes and pension	<b>C</b>	€ 1,773	€ -
Other receivables and accrued income	<b>D</b>	€ 610,261	€ 831,661
Cash and cash equivalents	<b>E</b>	€ 1,247,803	€ 1,044,186
<b>Total current assets</b>		<b>€ 1,859,855</b>	<b>€ 1,875,847</b>
<b>Total assets</b>		<b>€ 1,870,860</b>	<b>€ 1,888,113</b>

EQUITY AND LIABILITIES	Cat.	31/12/2018	31/12/2017
<b>Equity</b>	<b>F</b>		
General equity		€ 790,126	€ 329,859
Appropriated reserves		€ 57,650	€ 453,589
<b>Total equity</b>		<b>€ 847,776</b>	<b>€ 783,448</b>
<b>Current liabilities</b>			
Payables		€ 250,552	€ 225,555
Payables concerning taxes and pension	<b>G</b>	€ 33,169	€ 75,666
Other debts and accruals	<b>H</b>	€ 359,810	€ 482,199
Advance payments Member States funding	<b>I</b>	€ 157,549	€ 237,100
Balance projects in progress	<b>J</b>	€ 222,004	€ 84,145
<b>Total current liabilities</b>		<b>€ 1,023,084</b>	<b>€ 1,104,665</b>
<b>Total equity and liabilities</b>		<b>€ 1,870,860</b>	<b>€ 1,888,113</b>

# INCOME AND EXPENSES FOR 2018

INCOME	Cat.	Budget 2018	Realisation 2018	Realisation 2017
<b>Subsidy</b>	<b>K</b>			
Subsidy European Commission		€ 6,109,940	€ 5,842,463	€ 5,820,575
Ministry funding		€ 65,490	€ 81,997	€ 187,300
<b>Total subsidy</b>		<b>€ 6,175,430</b>	<b>€ 5,924,460</b>	<b>€ 6,007,875</b>
<b>Other income</b>	<b>L</b>			
Other funding		€ 17,000	€ 37,776	€ 14,380
Other income		€ -	€ 33,877	€ 64,100
<b>Total other income</b>		<b>€ 17,000</b>	<b>€ 71,653</b>	<b>€ 78,480</b>
<b>Total income</b>		<b>€ 6,192,430</b>	<b>€ 5,996,113</b>	<b>€ 6,086,355</b>

EXPENSES	Cat.	Budget 2018	Realisation 2018	Realisation 2017
<b>Personnel staff expenses</b>	<b>M</b>			
Personnel expenses		€ 3,581,500	€ 3,400,890	€ 3,428,014
Social premiums and pension		€ 895,300	€ 909,365	€ 827,288
Other personnel costs		€ 92,000	€ 45,013	€ 22,460
<b>Total personnel staff expenses</b>		<b>€ 4,568,800</b>	<b>€ 4,355,268</b>	<b>€ 4,277,762</b>
<b>Operating expenses</b>	<b>N</b>			
Costs for housing		€ 100,000	€ 71,614	€ 74,045
General operating costs		€ 177,000	€ 219,134	€ 161,802
Depreciation		€ 15,000	€ 9,161	€ 10,961
Overhead covered by projects		€ 29,100 -	€ 25,520 -	€ 209,776 -
<b>Total operating expenses</b>		<b>€ 262,900</b>	<b>€ 274,389</b>	<b>€ 37,032</b>
<b>Core Service &amp; direct project costs</b>	<b>O</b>			
Subcontracting		€ 887,800	€ 539,611	€ 753,562
Other direct costs				
Travel expenses		€ 210,577	€ 287,253	€ 280,856
Other direct costs		€ 233,253	€ 206,441	€ 166,743
Overhead		€ 29,100	€ 25,520	€ 209,776
<b>Total Core Service &amp; direct project costs</b>		<b>€ 1,360,730</b>	<b>€ 1,058,825</b>	<b>€ 1,410,937</b>
<b>Total expenses</b>		<b>€ 6,192,430</b>	<b>€ 5,688,482</b>	<b>€ 5,725,731</b>

# OVERVIEW OF THE RESULT 2018

	Cat.	Budget 2018	Realisation 2018	Realisation 2017
Total income		€ 6,192,430	€ 5,996,113	€ 6,086,355
Total expenses		€ 6,192,430	€ 5,688,482	€ 5,725,731
<b>Operating result</b>		<b>€ -</b>	<b>€ 307,631</b>	<b>€ 360,624</b>
<b>Interest</b>				
Interest paid		€ -	€ -	€ -
Interest received		€ -	€ 72	€ 968
<b>Total interest</b>		<b>€ -</b>	<b>€ 72</b>	<b>€ 968</b>
<b>Extraordinary costs</b>				
Rejected costs of EC Audit 2016	P	€ -	€ 243,375	€ -
<b>Total extraordinary costs</b>		<b>€ -</b>	<b>€ 243,375</b>	<b>€ -</b>
<b>Result for the year</b>		<b>€ -</b>	<b>€ 64,328</b>	<b>€ 361,592</b>

# GENERAL

## OPERATIONS

The objectives of the Europeana Foundation are set out in the Articles of Association. In summary, these are:

- To make Europe's cultural and scientific heritage available through a cross-domain portal (Europeana Collections).
- To work with museums, archives, audiovisual archives and libraries to deliver the Core Service and make it sustainable.
- To bring items that have already been digitised into the platform.
- To encourage and support the digitisation of more of Europe's cultural and scientific heritage.

## GOING CONCERN

The Foundation's ability to continue as a going concern has been highly contingent on winning projects and the willingness of the funders, especially Member States and other parties. In 2018, the Europeana Foundation won the tender contract Europeana DSI-4: Deployment and Maintenance of Europeana DSI core services SMART 2017/1136 for at least a period of two years (September 2018 -

August 2020), with a possible extension of two times one year (maximum till August 2022). This provides a solid base for the Foundation to be a going concern. In view of this, the accounting policies used in these financial statements are based on the expectation that the Foundation will be able to continue as a going concern.

## ESTIMATES

In applying the accounting policies and guidelines for preparing the financial statements, the Governing Board of the Europeana Foundation makes several estimates and judgments that might be essential for the amounts disclosed in the financial statements. If necessary for the purposes of providing the view required under Dutch law, the nature of these estimates and judgments, including the related assumptions, is disclosed in the notes to the financial statement items in question.

## COMPARATIVE FIGURES

The accounting policies are consistent with those used in the previous year.

# EXPLANATORY NOTES TO THE FINANCIAL STATEMENT OF 2018

## GENERAL

The financial statements have been prepared in accordance with Dutch accounting principles for small non-profit organisations (RJK-C1) and are denominated in euro. Assets and liabilities are stated at the amounts at which they were acquired or incurred, unless indicated otherwise. The balance sheet and statement of income and expenses include references to the notes.

## FOREIGN CURRENCIES

Foreign currency transactions in the reporting period are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates are recognised in the statement of income and expenses.

## TANGIBLE FIXED ASSETS

The tangible fixed assets from the Foundation will be valued at purchase price less accumulated depreciation. Purchases higher than € 500 will be capitalised. Depreciation is calculated as a percentage of the purchase price according to the straight-line method on the basis of estimated useful life. The following depreciation percentages will be employed:

- Furniture 20 %

- Equipment 20 %
- Hard and software 33.33%

## DEBTORS

Debtors are recognised initially at fair value and subsequently measured at amortised cost. When a trade receivable is uncollectible, it is written off against the allowance account for trade receivables.

## CASH AND CASH EQUIVALENTS

Cash and cash equivalents are stated at face value.

## LIABILITIES

Liabilities are initially recognised at fair value, net of transaction costs incurred. Liabilities are subsequently stated at amortised cost, being the amount received taking account of any premium or discount, less transaction costs.

## VALUE OF REMAINING HOLIDAYS YEAR-END

Up to 2016, the Europeana Foundation differed from the directive RJ 254 for valuing the remaining holidays per year-end. Presenting this liability would imply that we deviate from the matching principle between income and expenses on which the project administration is based. From 2017, this changed due to procured services (DSI-3). Therefore the calculation of the

remaining holidays year-end has been calculated and processed in the balance sheet at 31 December 2018 and in the overview income and expenses 2018. The calculation is based on the hourly rate for the month of December 2018 incorporating the 8% holiday allowance and structural 8.33% year-end bonus.

## GOVERNMENT GRANTS

Grants and subsidies are recognised in the income statement in the year in which the subsidised costs were incurred, income was lost or a subsidised operating deficit occurred. The grants are recognised where it is probable that they will be received and the Europeana Foundation will comply with all attached conditions.

## BALANCE OF CURRENT PROJECTS

The balance of current projects, based on grant funding, contains project income for which a specific subsidy exists, based on external contractual commitments. This concerns the subsidy from the European Commission. Projects are valued by directly attributable costs and monies committed to other organisations. After the realisation of a project, the balance between the income and expenses is absorbed in the income statement, except for projects funded by the European Commission.

## PENSION COSTS

The pension scheme of Stichting Bedrijfspensioenfonds ABP, an industry-renowned pension fund, operates as a defined benefit scheme. The Europeana Foundation pays a contribution, established yearly, to the fund and no commitment exists to pay supplementary amounts, other than a higher future contribution, if

the fund experiences a deficit. The actuarial risk, including the investor's risk, does not lie with the Europeana Foundation.

The indexation of pensions is, both formally and actually, conditional and is dependent on whether there are sufficient resources in the pension fund. The Europeana Foundation is not obliged to pay for indexation of the benefits.

If a surplus or deficit in the fund influences future contributions to be paid by the Europeana Foundation, ABP informs the Europeana Foundation by means of quarterly reports, the annual report and the annual announcement of contributions and contribution-free amounts. The possible consequences for the Europeana Foundation are limited to an increase or decrease in the amount of the contributions to be paid in future. The actual increase or decrease in the contribution can also be influenced by a change in the pension contributions that are collected from staff members.

## POLICIES STATEMENT OF INCOME AND EXPENSES

The accounting policies are based on the historical costs convention. Income and expenses are attributed to the period to which they are applicable. If not indicated otherwise, assets and liabilities are stated in the amounts when acquired or incurred.

## EMPLOYEE BENEFITS

Salaries, wages and social security contributions are taken to the income statement based on the terms of employment, where they are due to employees.

# EXPLANATORY NOTES TO THE BALANCE SHEET 2018

## A. TANGIBLE FIXED ASSETS

The investment in new hardware relates to new employees and replacement of laptops. Furthermore, we have invested in new standing desks.

	Hardware	Software	Office equipment	Total
Value at 1 January 2018	€ 8,714	€ 2,037	€ 1,515	€ 12,266
Investments	€ 5,351	€ -	€ 2,549	€ 7,900
Disinvestments	€ 1,120	€ -	€ -	€ 1,120
Depreciation	€ 6,183	€ 1,165	€ 693	€ 8,041
<b>Value at 31 December 2018</b>	<b>€ 6,762</b>	<b>€ 872</b>	<b>€ 3,371</b>	<b>€ 11,005</b>

	Hardware	Software	Office equipment	Total
Purchase per 31 December 2017	€ 69,417	€ 88,626	€ 19,340	€ 177,383
Investments	€ 5,351	€ -	€ 2,549	€ 7,900
Disinvestments	€ 1,120	€ -	€ -	€ 1,120
Depreciation	€ 66,886	€ 87,754	€ 18,519	€ 173,159
<b>Value at 31 December 2018</b>	<b>€ 6,762</b>	<b>€ 872</b>	<b>€ 3,371</b>	<b>€ 11,005</b>

## B. DEBTORS

There is only one outstanding debtor at the end of 2018 for a small amount.

## C. RECEIVABLE CONCERNING TAXES AND PENSION

The amount to be received by the end of 2018 relates to wage tax and social premiums to be received back, because of tax benefits granted by the end of 2018.

## D. OTHER RECEIVABLES AND ACCRUED INCOME

Other receivables and payments in advance can be split into:

	31/12/2018	31/12/2017
<b>Other receivables and accrued income</b>		
Investments	€ 543,903	€ 734,519
Disinvestments	€ 23,442	€ 30,752
Disinvestments	€ 19,336	€ 10,332
Depreciation	€ 23,580	€ 56,058
<b>Value at 31 December 2018</b>	<b>€ 610,261</b>	<b>€ 831,661</b>

The amounts to be received from the European Commission relate to the core funding under CEF for DSI-4 and to some older projects, such as Europeana v3 and Europeana DSI-1. We are still in negotiation with the European Commission on rejected costs for those projects, which are ineligible from their point of view.

By the end of 2018, the Europeana Foundation had been informed of the outcomes of the EC audit, done in 2016, regarding the projects Europeana v2, Europeana Awareness and Europeana Libraries. The financial consequences of the audit are incorporated in this Annual Report and Accounts (for more details see F. Equity and P. Extraordinary costs).

Other receivables relate to a small amount for interest, reimbursement for long-

term sickness, final settlement of sickness insurance over the last year and some other small receivables. Accrued income related to paid invoices in 2018 which related to 2019.

### Europeana DSI-4

Based on an agreed schedule of advance payments, the Europeana Foundation, as coordinator of the project, received for the period of September–December 2018 a total amount of € 1,807,400 for the total consortium in DSI-4. From this amount, the Europeana Foundation paid an amount of € 442,341 to all the partners.

The amount to be received from the European Commission is € 382,484 and is based on four months of the 12 month budget minus the amounts received in advance.

## E. CASH AND CASH EQUIVALENTS

All cash equivalents are immediately available. The total amount for all Europeana bank accounts is split as follows:

	31/12/2018	31/12/2017
<b>Specification cash per 31 December 2018</b>		
ING Bank general account	€ 5,600	€ 510
ING Bank saving account	€ 870	€ -
Rabobank general account	€ 1,041,333	€ 293,676
Rabobank saving account	€ 200,000	€ 750,000
<b>Total cash and cash equivalents</b>	<b>€ 1,247,803</b>	<b>€ 1,044,186</b>

## F. EQUITY

The positive result for 2018 is € 64,328, after taking into account the extraordinary costs of € 243,375. A breakdown of overall equity and the mutations in the appropriated funds are shown below.

	General reserve	Appropriated funds	Total
Value at 1 January 2018	€ 329,859	€ 453,589	€ 783,448
Result 2018	€ 460,267	€ 395,939 -	€ 64,328
<b>Value at 31 December 2018</b>	<b>€ 790,126</b>	<b>€ 57,650</b>	<b>€ 847,776</b>

Appropriated funds:

	01/01/2018	Mutations	31/12/2018
General equity	€ 329,859	€ 460,267	€ 790,126
Appropriated funds:			
Reserve for ineligible project costs	€ 275,000	€ 243,375 -	€ 31,625
Europeana DSI-3	€ 178,589	€ 178,589 -	€ -
Europeana DSI-4	€ -	€ 26,025	€ 26,025
<b>Total</b>	<b>€ 783,448</b>	<b>€ 64,328</b>	<b>€ 847,776</b>

## Europeana DSI-3

The temporary result of 2017 regarding the project DSI-3 as a procured service has not been used in 2018. Therefore this amount can be released and is added to the general equity.

## Europeana DSI-4

As DSI-4 is under procured services, same as DSI-3, the result for the period September–December 2018 is shown under the overall equity, as an appropriated fund, of the Foundation, which is specifically dedicated to the time period of DSI-4 in 2019.

## Ineligible project costs

As a result of the EC audit in 2016, the costs effect for the projects Europeana v2 and Europeana Libraries is in total € 243,375. This result has been booked against the appropriated reserve which we have created by the end of 2016 for this specific purpose. As we have protested against the final outcomes and are hopeful to get a small part accepted, we have booked the full amount. The remaining amount of € 31,625 is to cover the other extraordinary costs in case this will not be accepted.

The projects Europeana v3 and Europeana DSI-1 are not completed because, based on the outcome of the EC audit, there are some costs which will now be accepted. This has not been processed yet.

## G. PAYABLES CONCERNING TAXES AND PENSION

All current pension liabilities fall due under one year. The fair value of the current liabilities approximates the book value due to its short-term character. The pension liability relates to the Dutch and British pension premium for the month December

2018 and corrections from the previous year.

The amount for the Dutch wage tax and social premiums was paid before the end of the year.

	31/12/2018	31/12/2017
<b>Specification taxes and pension</b>		
Payables concerning tax	€ -	€ 18,031
Payables concerning pension	€ 33,169	€ 57,635
<b>Total payables taxes and pension</b>	<b>€ 33,169</b>	<b>€ 75,666</b>

## H. OTHER DEBTS AND ACCRUALS

All current liabilities fall due within the year. The fair value of the current liabilities approximates the book value due to its short-term character.

The amount to be paid to partners in EC projects relates to the final payment of the Europeana DSI-2 and DSI-3 project as a result of not completing the full formalities on ending the project. The final payments were processed in 2019.

The holiday allowance is related to the reserved right for holiday allowance from the period June-December 2018 and the amount for remaining holidays is € 71,260 (2017 was € 64,045). By the end of 2018, 52 employees had a total amount of 2,400 remaining holiday hours.

All other debts and accruals mainly concern invoices received in 2019, related to the previous year.

	31/12/2018	31/12/2017
<b>Specification</b>		
Amount to be paid back to EC	€ 101,055	€ -
Amount to be paid to partners in projects	€ 13,247	€ 257,948
Holiday allowance	€ 108,107	€ 100,593
Holiday days	€ 71,260	€ 64,045
Other debts and accruals	€ 66,141	€ 59,613
<b>Total other debts and accruals</b>	<b>€ 359,809</b>	<b>€ 482,199</b>

## I. ADVANCE PAYMENTS MEMBER STATES FUNDING

<b>Available for co-funding project at 1 January 2018</b>	<b>€ 237,100</b>
Received Member States contribution for co-funding projects	€ 73,026
Used for co-funding projects	€ 65,330
Final settlement KB co-funding project Awareness	€ 87,247
<b>Available for co-funding project at 31 December 2018</b>	<b>€ 157,549</b>

In 2018, the Europeana Foundation received an amount of € 73,026 from seven different Member States in Europe to co-fund current and new projects under the Generic Services Programme.

On the next page is an overview of the five projects which require co-funding. The calculation of the co-funding is based on the actual costs over 2018.

	Costs 2018	Funded EC	Co-funded
<b>Projects</b>			
Migration in the Arts & Sciences (50% co-funding)	€ 72,652	€ 36,326	€ 36,326
Rise of Literacy in Europe (50% co-funding)	€ 45,847	€ 22,923	€ 22,923
EnrichEuropeana (25% co-funding)	€ 9,961	€ 7,471	€ 2,490
Europeana Media (25% co-funding)	€ 9,443	€ 7,082	€ 2,361
CrowdHeritage (25% co-funding)	€ 4,920	€ 3,690	€ 1,230
<b>Total</b>	<b>€ 142,823</b>	<b>€ 77,493</b>	<b>€ 65,330</b>

In 2018, the final settlement was done regarding the Europeana Awareness project. It has been agreed with the Koninklijke Bibliotheek that the Europeana Foundation is co-funding 20% of the subcontracting in this project. Because of budget restrictions in subcontracting, this budget was at that time reallocated to the

Koninklijke Bibliotheek. The amount of € 157,549, which is available by the end of 2018 for co-funding, covers the full required co-funding for all projects under the Generic Services 1 and 2. A large amount of the granted project Common Culture (required 25% co-funding), starting January 2019, is already covered.

## J. BALANCE PROJECTS IN PROGRESS

The amount shown under 'Balance projects in progress' is the difference between actual costs for running projects under grant funding at the end of 2018 and actual amounts received from the European Commission up to 2018. The projects GIFT and V4Design are under Horizon2020 (100% funded), the other projects are Generic

Services projects under the CEF - Digital Service Infrastructure. Migration in the Arts and Sciences and Rise of Literacy are funded for 50%, the other three projects are funded for 75%. The amount under 'Balance projects in progress' as presented in the balance sheet is € 222,004 and is based on the specification below.

Projects	Cumulated account of received EC funds			Actual costs up to 2018	Balance projects in progress
	Received from EC	Paid to project-partners	Remaining amount for Europeana		
GIFT	€ 58,704		€ 58,704	€ 16,591	€ 42,113
V4Design	€ 178,500		€ 178,500	€ 64,451	€ 114,049
Migration in the Arts and Sciences	€ 187,529	€ 163,186	€ 24,343	€ 80,300	€ -15,807
Rise of Literacy in Europe	€ 14,873		€ 14,873	€ 54,660	€ -12,457
EnrichEuropeana	€ 46,464		€ 46,464	€ 9,961	€ 38,993
Europeana Media	€ 42,171		€ 42,171	€ 9,443	€ 35,089
CrowdHeritage	€ 23,714		€ 23,714	€ 4,920	€ 20,024
<b>Value at 31 December 2018</b>	<b>€ 551,955</b>	<b>€ 163,186</b>	<b>€ 388,769</b>	<b>€ 240,327</b>	<b>€ 222,004</b>



## CONTINGENT RIGHTS AND LIABILITIES NOT INCLUDED IN THE BALANCE SHEET

### PROJECT FUNDING

The contingent liabilities of the Europeana Foundation relate to funds received from the European Commission. The overview below shows the status per project from their start up to the end of 2018 and

presents the contingent right up to the end of the contractual project period. The calculations of the remaining amounts to be received are based on the total project budgets.

	Total budget	Total contribution EC	Received up to 2018	Still to receive
<b>Started in 2017</b>				
GIFT	€ 47,485	€ 47,485	€ 58,704	€ - 11,219
Migration in the Arts and Sciences	€ 98,370	€ 49,185	€ 24,343	€ 24,842
Rise of Literacy in Europe	€ 59,490	€ 29,745	€ 14,873	€ 14,872
<b>Started in 2018</b>				
V4Design	€ 297,000	€ 297,000	€ 178,500	€ 118,500
EnrichEuropeana	€ 123,905	€ 92,929	€ 46,464	€ 46,465
Europeana Media	€ 112,457	€ 84,342	€ 42,171	€ 42,171
CrowdHeritage	€ 62,237	€ 46,678	€ 23,714	€ 22,964
Europeana DSI-4 (under procurement)	€10,484,440	€10,484,440	€ 1,807,400	€ 8,677,040
<b>Total</b>	<b>€ 11,285,384</b>	<b>€ 11,131,804</b>	<b>€ 2,196,169</b>	<b>€ 8,935,635</b>

## EXPLANATORY NOTES TO THE STATEMENT OF INCOME AND EXPENSES FOR 2018

### GENERAL

The overall positive result for 2018 is € 64,328. This result includes the extraordinary costs related to the outcomes of the EC audit, done in 2016. Incorporated in this result is a positive result on the first procured service DSI-3. This service contract ended by the end of August and was delivered successfully. This result has been incorporated into the equity of the Europeana Foundation. However, knowing that the tender for DSI-4 has been decreased by 1 million euro against DSI-3, we need to keep an amount in reserve to be able to complete all the tasks within the new service contract.

### INCOME - SUBSIDY

#### Subsidy European Commission

The total contribution from the Commission in 2018 is € 5,842,463 and is related to seven projects under grant funding and two projects under procurement: DSI-3 (ended August 2018) and DSI-4 (started September 2018).

Specification of European Commission contributions:

#### Grant funding

##### Generic Services projects

Migration in Arts and Sciences (50% funding)	€ 36,326
Rise of Literacy in Europe (50% funding)	€ 22,923
EnrichEuropeana (75% funding)	€ 7,471
Europeana Media (75% funding)	€ 7,082
CrowdHeritage (75% funding)	€ 3,690

##### Horizon 2020 projects

GIFT (100% funding)	€ 11,047
V4Design (100% funding)	€ 64,451

**€ 152,990**

##### Procurement funding

Europeana DSI-3 (January - August 2018)	€ 3,941,930
Europeana DSI-4 (September - December 2018)	€ 1,747,543

**€ 5,689,473**

**Total € 5,842,463**

## Ministry Funding

The Europeana Foundation received in 2018 an amount of € 89,692 of Member States funding (2017 = € 203,600). From this amount, € 81,992 is processed in the 'Statement overview of income and expenses', where € 65,330 is used for co-funding on Generic Services projects.

## EXPENSES

### M. PERSONNEL EXPENSES

The total costs for personnel staff increased by 1.8% to € 4,355,300 compared to 2017. Of this amount, about 98%, the same as in previous years, is covered by European projects (6%) and procured services to the Commission (92%). The increase of costs is mainly because of a general increase of all salaries, this increase was agreed in the updated Collective Labour Agreement for Research Institutes and includes a 2.4% increase from February 2018.

By the end of 2018, the Europeana Foundation employed 60 employees (56.22 FTE), of which two persons were hired externally. This number of employees is equal to 2017. In 2018, three employees are based in the UK (in 2017: five employees), one employee is based in France and housed at the Bibliothèque nationale de France and two employees are based in Italy. Our 60 employees cover 17 different nationalities, three outside Europe and 14 within Europe.

## L. OTHER INCOME

In 2018, the Europeana Foundation received contributions towards [rightsstatement.org](http://rightsstatement.org).

The other income relates mainly to tickets for the [EuropeanaTech conference](#) in Rotterdam (May 2018) and the [Annual General Meeting 2018](#) in Vienna (December).

In July 2018, we made a small change in the organisational structure. Previously, Product Owners were part of the Product Owner and Design team. From July 2018 onwards, the Product Owners became Product Managers and are responsible for the employees within the team. Therefore, we have three new product teams: API, Collections and Metis. The Infrastructure and Software Development team no longer exists and the Product Owner and Design team has been renamed to Product Planning and Design.

On the next page an overview of our employees divided by teams.

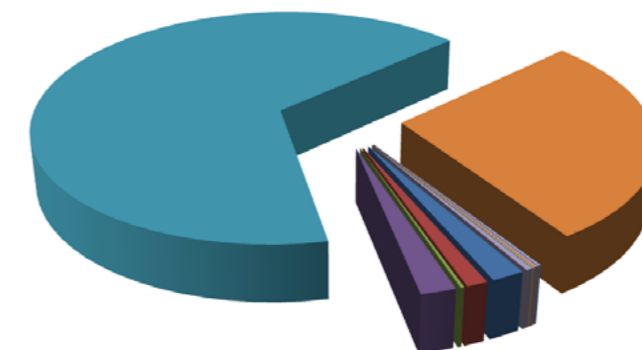
In total, the Europeana Foundation accounted for almost 90,000 hours towards 10 different projects, 94% of the total hours relate to the procured services DSI-3 and DSI-4 and are a direct contribution to the Core Service Platform tasks of Europeana.

## OVERVIEW PER TEAM AS AT 31 DECEMBER 2018

	#	FTE
Data Partner Services	6	6.00
Directors	3	3.05
End-user Services (Collections)	8	7.45
Infrastructure	1	1.00
Marketing and Communications	6	5.10
People and Business Support	5	4.10
Product Planning and Design	5	5.00
Product team API	3	2.65
Product team Collections	5	5.00
Product team METIS	5	4.57
Programme and Network	8	7.30
Research and Development	2	2.00
Reuser Services	3	3.00

60 56.22

	Time period	Hours	In %
<b>Name of the project</b>			
Migration in the Arts and Sciences	January - December 2018	1,624	1.81%
Rise of Literacy in Europe	January - December 2018	1,042	1.17%
GIFT	January - December 2018	181	0.20%
V4Design	January - December 2018	1,729	1.93%
Europeana DSI-3	January - August 2018	59,383	66.33%
Europeana DSI-4	September - December 2018	24,839	27.74%
EnrichEuropeana	September - December 2018	163	0.18%
Europeana Media	September - December 2018	169	0.19%
CrowdHeritage	September - December 2018	72	0.08%
rightsstatements.org	January - December 2018	327	0.37%
<b>Total</b>		<b>89,528</b>	<b>100.00%</b>



## N. OPERATING EXPENSES

### Costs for housing

Apart from eight, all Europeana Foundation employees are housed in the Dutch Royal Library (Koninklijke Bibliotheek) in The Hague. The costs for housing are the same as in 2017 and 2016, which is still extremely low compared to normal costs for housing. Other costs for housing are related to those employees who are working from The British Library in London and one employee who is working from the Bibliothèque nationale de France in Paris.

### General operating costs

These costs cover all required insurances, phone costs, representation, office supplies and other related office costs. The total general costs are 35.4% higher than in 2017 and 23.8% higher than the budget for 2018. This increase is mainly because of extra costs related to the 10 year anniversary of Europeana, higher costs for legal advice

## O. CORE SERVICE AND DIRECT PROJECT COSTS

In 2018, the Europeana Foundation started four new European projects:

- V4Design (Horizon 2020)
- EnrichEuropeana (Generic Services 2, CEF)
- Europeana Media (Generic Services 2, CEF)
- CrowdHeritage (Generic Services 2, CEF)

and an investment in proposals for new EU projects (Common Culture and Time Machine).

### Depreciation

The costs for depreciation are for investment in office equipment, hardware and software. The costs are 16.4% lower than in 2017 and also lower than the budget for 2018. In 2018, we invested in new laptops and standing desks.

### Overhead covered by projects

The amount for covering overhead costs from EU projects is much lower than in 2017. The main reason is that in 2017 the Europeana DSI-2 project covered a specific percentage of the overhead. In 2018, we can cover overhead costs from all EU projects, 7% on Generic Services projects and 25% on Horizon2020 projects (excluding subcontracting). The overhead claimed on projects is € 25,520, which is 12.3% lower than the the budget for 2018.

[V4Design](#) is a European project funded under the Horizon2020 initiative and will run from January 2018 to 2021. Its goal is to promote reuse of European cultural heritage for architecture and (video game) design.

In September 2018, we started three new projects under the [Generic Services 2 \(CEF programme\)](#): Enrich Europeana, Europeana Media and CrowdHeritage.

[EnrichEuropeana](#) is to further develop Europeana Transcribe, enriching Europeana 1914-1918 material through transcriptions and annotations. The project is coordinated by the Austrian Institute of Technology (AIT). [Europeana Media](#) is a project to develop a unified media player for film and video and [CrowdHeritage](#) is a crowdsourcing platform to enrich Europeana metadata, by developing the possibilities to tag and annotate objects. All projects will run for 18 months until February 2020.

Besides these three projects, the Europeana Foundation, as operator of the DSI will have a small involvement in five other granted projects: CultureMoves, Fifties in Europe Kaleidoscope, Sharing new perspectives: your 3D view on Europeana, Opening Up Historiana, and Culture Chatbot - Europeana Multilingual Chatbot.

### Procured services under the Digital Service Infrastructure

The first procured service (DSI-3) finished at the end of August 2018. From September 2018, the Europeana Foundation started the new procured services contract (DSI-4) with the Commission. This new service contract is for a period of two years with an option to extend by one year, twice. The total contract is for € 7,000,000 a year (a budget reduction of €1 million compared to DSI-3), The first year runs from September 2018 and is up to August 2019. The consortium has 24 partners. The Europeana Foundation is the leader for all activities under the Service Contract with the European Commission.

As mentioned earlier, the first procured service (DSI-3) ended in August 2018.

The Commission accepted all the relevant documents. To quote our Project Officer from the European Commission, Mr Krzysztof Nichczyński: *'I am pleased to inform you that following this meeting and based on all the discussions and analysis of relevant documents, we consider that the contractual tasks have been finished, and the work has been conducted according to the specifications of the procurement contract Deployment and Maintenance of Europeana DSI Core Service (Reference 2016/1019).'*

### Subcontracting

The costs for subcontracting are mainly under the procured services DSI-3 and DSI-4. From the total amount of subcontracting, the largest part relates to hosting, maintenance and further development of all systems and websites of Europeana.

### Other direct costs

Compared to 2017 the 'Other direct costs' increased by 10.3% , mainly because of higher event costs. In May 2018, we held a very successful [EuropeanaTech](#) event with almost 300 participants in Rotterdam, The Netherlands.

Also, total costs for travel are slightly higher compared to the previous year. Furthermore, we spent on licences, domain registrations and software to be able to run the platform tasks, but also on promotion, organising various meetings, workshops and Europeana Network Association Task Forces. Our closing event of 2018 was the

Annual General Meeting, held in December in Vienna, Austria. An overview of the most important meetings, workshops and events is presented on page 40 and 41.

#### SUBCONTRACTING

Platform - maintenance and development	€ 363,430	67.4%
Fostering reuse	€ 75,080	13.9%
Communication and dissemination	€ 59,949	11.1%
Surveying impact	€ 37,244	6.9%
Project management	€ 3,908	0.7%

<b>Total</b>	<b>€ 539,611</b>	<b>100%</b>
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#### OVERVIEW OF OTHER DIRECT COSTS

	2018	2017
Travel costs Europeana staff	€ 144,251	€ 142,188
Travel costs workshops, meetings and other events	€ 94,413	€ 69,448
Travel costs AGM and presidencies	€ 48,589	€ 69,220
Licences, domain names and software	€ 38,550	€ 44,198
AGM	€ 15,787	€ 17,972
Workshops, meetings and other events	€ 105,125	€ 39,837
Costs for promotion, dissemination	€ 25,901	€ 46,198
Memberships	€ 20,376	€ 9,984
Translations	€ 302	€ 6,453
Other costs	€ 400	€ 2,101

<b>Total</b>	<b>€ 493,694</b>	<b>€ 447,599</b>
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## P. EXTRAORDINARY COSTS

The Europeana Foundation was audited by the European Commission in 2016 for three projects:

- Europeana v2
- Europeana Awareness
- Europeana Libraries

By the end of 2018 we were informed about the final results of the audit for these three projects. The most important outcomes of the audit were similar to the outcomes of the EC audit in 2012, as these projects were running largely in the same timeframe as those audited in 2012.

Improvements on processes and calculations that would counter such problems reoccurring have now been in place for several years.

Furthermore, it is important to mention that these outcomes are related to a difference of opinion on the calculation of productivity and not due to fact that the budget was spent incorrectly.

Alongside the rejected costs, the auditor also approved costs which were initially rejected by the European Commission. The financial consequence of the audit for the projects Europeana v2 and Europeana Awareness is € 243,375. The Europeana Foundation objected to the consequences of the audit, and is hopeful to reach an agreement on some of the rejected costs. Therefore, the final calculation for the Europeana Awareness project has been made.

In 2018, the following events were organised by the Europeana Foundation or together with our partners.

MONTH	DATE	TITLE OF EVENT / ACTIVITY	COUNTRY, CITY	LOCATION / ORGANISATION	TYPE
February	21	Europeana Network Association Members Board meeting	The Hague, The Netherlands	The Royal Library of the Netherlands	Meeting
March	05	Governing Board of the Europeana Foundation	The Hague, The Netherlands	The Royal Library of the Netherlands	Meeting
	06	Europeana Network Association Members Council meeting	The Hague, The Netherlands	The Royal Library of the Netherlands	Meeting
May	15 - 17	Europeana Migration Collection Day launch event	Brussels, Belgium	House of European History	Collection Day
	22 - 23	Europeana Aggregators' Forum - Spring	Berlin, Germany	German Digital Library	Meeting
	10 - 11	Europeana Migration Collection Day	Budapest, Hungary	Hungarian National Museum	Collection Day
	25 - 26	Europeana Migration Collection Day	Dublin, Ireland	EPIC The Irish Emigration Museum	Collection Day
	15 - 16	EuropeanaTech	Rotterdam, The Netherlands	SS Rotterdam	Conference
	28 - 29	Europeana Strategy meeting under the Bulgarian Presidency	Varna, Bulgaria	Graffit Hotel	Meeting
June	30	Aggregation Workshop	Varna, Bulgaria	Pencho Slaveykov Public Library	Workshop
	23	Europeana Migration Collection Day	Utrecht, The Netherlands	Instituto Cervantes Library	Collection Day
July	05 - 06	Europeana Network Association Members Board/Members Council meeting	The Hague, The Netherlands	The Royal Library of the Netherlands	Meeting
	06 - 07	Europeana Migration Collection Day	Cardiff, Wales	Millennium Centre	Collection Day
August	13 - 14	Europeana Migration Collection Day	Sibiu, Romania	University Library Lucian Blaga	Collection Day
	18 - 19	Europeana Migration Collection Day	Dublin, Ireland	EPIC The Irish Emigration Museum	Collection Day
	12	Europeana Migration Collection Day	Zagreb, Croatia	Institute for Migration and Ethnic Studies	Collection Day
September	21	Governing Board of the Europeana Foundation	Frankfurt am Main, Germany	Deutsche National Bibliothek	Meeting
	27	Europeana DSI-4 Kick-off meeting	Hilversum, The Netherlands	Institute for Sound and Vision	Meeting
October	12	Europeana Migration Collection Day	Pisa, Italy	Museo della Grafica	Collection Day
	12	Wikidata Workshop (with Wiki & DEN)	The Hague, The Netherlands	The Royal Library of the Netherlands	Workshop
	19 - 20	Europeana Migration Collection Day	Belgrade, Serbia	National Library of Serbia	Collection Day
	21	Europeana Migration Collection Day	Luxembourg, Luxembourg	Centre Culturel „An der Eech“, Leudelange	Collection Day
	23 - 24	Europeana Aggregators' Forum - Autumn	Berlin, Germany	German Digital Library	Meeting
November	29 - 30	Europeana Generic Services Projects Meeting	The Hague, The Netherlands	The Royal Library of the Netherlands	Meeting
	09 - 10	Europeana Migration Collection Day	Riga, Latvia	National Library of Latvia	Collection Day
	10	Europeana Migration Collection Day	Athens, Greece	National Library of Greece	Collection Day
	20	Europeana Governing Board	The Hague, The Netherlands	The Royal Library of the Netherlands	Meeting
	24 -25	Europeana Migration Collection Day	Dublin, Ireland	EPIC The Irish Emigration Museum	Collection Day
	27	Europeana Migration Collection Day	Newport, Wales	Community House Eton Rd	Collection Day
	27 - 28	Europeana 1914-1918 Centenary Closing Ceremony	Brussels, Belgium	House of European History	Meeting
	30	Europeana Migration Collection Day	Limerick, Ireland	The Hunt Museum	Collection Day
December	01 - 02	Europeana Migration Collection Day	Limerick, Ireland	The Hunt Museum	Collection Day
	03	Europeana Network Association Members Board meeting	Vienna, Austria	Austrian National Library	Meeting
	04	Europeana Network Association Members Council meeting	Vienna, Austria	Austrian National Library	Meeting
	05	Europeana Network Association AGM	Vienna, Austria	Technisches Museum Wien	Conference
	06	Europeana Transcribathon at the EYCH Closing Conference	Vienna, Austria	Austrian National Library	Workshop
	18	Final Europeana Migration Collection Days	The Hague, The Netherlands	The Royal Library of the Netherlands	Meeting

## OTHER INFORMATION

### ALLOCATION OF THE RESULT

The Executive Director proposed to the Governing Board of the Europeana Foundation that the positive result for 2018 be added to the Reserve as specified here under:

**Result 2018**                      **€ 64,328**

- |   |               |
|---|---------------|
| • In favour of the general reserve                    | € 460,267     |
| • Against the appropriated reserve for rejected costs | € 243,375 -/- |
| • Against the appropriated reserve DSI-3              | € 178,589 -/- |
| • In favour of the appropriated reserve DSI-4         | € 26,025      |

Anticipating the approval of the Governing Board of the Europeana Foundation, this proposal is already calculated in the balance sheet for 2018.

The Hague, 3 May 2019

On behalf of the Governing Board of the Europeana Foundation,



Ms. Elisabeth Niggemann  
Chair



Ms. Joke van der Leeuw  
Treasurer

## ACKNOWLEDGEMENTS

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