Deliverables
D5.1 Web site, including multimedia presentation (M 3)
D5.2 BHL-Europe newsletter and mailing list (M 3)
D5.3 Database of relevant conferences/events and ownership for BHL-Europe presentations (M 3)
D5.4 Deliver composition of Communications Working Group and 1st dissemination plan (M 3)
D5.5 BHL-Europe dissemination plan (M 6)
D5.6 BHL-Europe promotion kit (M 6)
D5.7 Online questionnaires for user survey (M 12)
D5.8 First user evaluation report (M 15)
D5.9 Second user evaluation report (M 30)
D5.10 BHL-Europe multimedia presentation, final version (M 36)
D5.11 Illustrated book on best practice guidelines and standards for the public (M 36)

8.6   Deliverables List

Deliverables List

Deliverable No[1]	Deliverable title	Delivery date[2]	Nature[3]	Dissemination level[4]
1	D2.1 Catalogue of content holder requirements (quality, quantity, accessibility, standards and specifications of content and metadata)	M 3	R	PP
2	D3.1 Deliver composition of Technology Management Board and initial meeting	M 3	O	PU
3	D5.1 Web site, including multimedia presentation	M 3	D	PU
4	D5.2 BHL-Europe newsletter and mailing list	M 3	D	PU
5	D5.3 Database of relevant conferences/events and ownership for BHL-Europe presentations	M 3	O	PP
6	D5.4 Deliver composition of Communications Working Group and 1st dissemination plan	M 3	O	CO
7	D1.1 Progress Report 1	M 6	R	CO
8	D3.2 Document agreed standards, best practice and system components	M 6	R	PP
9	D3.3 Plan for managing interoperability issues, data harmonisation and the integration of the content into BHL-Europe, EUROPEANA and the BHL	M 6	R	PU

[1] Deliverable numbers in order of delivery dates: D1 – Dn. Deliverable numbers must indicate which work package they relate to, e.g. D2.1 for the first deliverable from work package 2).

[2] Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

[3] Please indicate the nature of the deliverable using one of the following codes:

R   =   Report
P   =   Service/Product
D   =   Demonstrator/Prototype
O   =   Other

[4] Please indicate the dissemination level using one of the following codes:

PU   =   Public
PP   =   Restricted to other programme participants (including Commission services and project reviewers).
CO   =   Confidential, only for members of the consortium (including Commission services and project reviewers).

10	D5.5 BHL-Europe dissemination plan	M 6	R	PP
11	D5.6 BHL-Europe promotion kit	M 6	P	PU
12	D2.2 Prototypes of deduplication tool and bibliographic database system for monographs and serials	M 9	D	PP
13	D3.4 Implement plans for all components in WP3, incl. data models, technology standards etc.	M 9	O	PP
14	D4.1 Delivery of IPR working documents, including best practice guide, due diligence guide, pro forma agreements and process for formally agreeing rights management with rights holders. Complete agreement with EUROPEANA and BHL for reciprocal access and Rights metadata.	M 9	R	PU
15	D1.2 Progress Report 2 including pre-financing request	M 12	R	CO
16	D1.3 Annual Report 1 including first ideas for BHL-Europe business plan	M 12	R	PU
17	D2.3 Prototype of Web-database for content management and collection analysis	M 12	D	PP
18	D2.4 Content analysis and management status report 1 (metadata, page numbers, content providers)	M 12	R	PU
19	D3.5 Technical architecture status and progress report with particular focus on the development of the German prototype	M 12	R	PU
20	D5.7 Online questionnaires for user survey	M 12	O	PU
21	D5.8 First user evaluation report	M 15	R	PU
22	D1.4 Progress Report 3	M 18	R	CO
23	D3.6 Release German prototype	M 18	D	PU
24	D1.5 First overview of the business plan for long-term sustainability	M 24	R	PP
25	D1.6 Progress Report 4 including pre-financing request	M 24	R	CO
26	D1.7 Annual Report 2	M 24	R	PU
27	D2.5 Final and enhanced Web-database for content management and collection analysis	M 24	P	PP
28	D2.6 Delivery of the first version of the approved best practice guidelines and standards	M 24	R	PU
29	D2.7 Content analysis and management status report 2 (metadata, page numbers, content providers)	M 24	R	PU
30	D3.7 Key components documented for output of D3.5 e.g. BHL-Europe Portal, OCR demonstrators, distributed storage model, etc.	M 24	P	PU
31	D4.2 Complete signed agreements with first group of rights holders to enable material to be used in the BHL or EUROPEANA, and establish process for addition of further material.	M 24	P	PP
32	D4.3 Deliver IPR framework to support long-term access and sustainability of the digitised material	M 24	R	PU
33	D1.8 Progress Report 5	M 30	R	CO
34	D3.8 Sustainability policy for continuation of service e.g. hosting, future development, helpdesk provision for service users/content providers etc.	M 30	R	PP
35	D5.9 Second user evaluation report	M 30	R	PU

36	D1.9 Business plan for long-term sustainability	M 36	R	PP
37	D1.10 Implementation of results of BHL-Europe in other projects	M 36	P	PU
38	D1.11 Progress Report 6 and Final Report including Financial Statement	M 36	R	CO
39	D1.12 Final Report	M 36	R	PU
40	D2.8 Content analysis and management status report 3 (metadata, page numbers, content providers)	M 36	R	PU
41	D2.9 Delivery of the final revised best practice guidelines and standards	M 36	R	PU
42	D3.9 Live BHL-Europe system, with distributed storage and management and appropriate tools for the continued development of services and ingress of multilingual content	M 36	P	PU
43	D5.10 BHL-Europe multimedia presentation, final version	M 36	D	PU
44	D5.11 Illustrated book on best practice guidelines and standards for the public	M 36	P	PU

9   Project management

9.1   Project Management Structure and Responsibilities

BHL-Europe includes a considerable number of partners and the consortium will grow more in the lifetime of the project. To ensure an effective management of the project, working documents and decisions will be prepared at different levels. The BHL-Europe management structure consists of five different levels:

- The project coordination (PCO)
- The Project Steering Group (PSG)
- The Project Management Group (PMG)
- The Technology Management Board (TMB) and Communications Working Group (CWG)
- The Work Packages (WP)