BHL-Europe (PMG Meeting, 22th of February 2010, Berlin MfN)

Attendants: Henning Scholz, Adrian Smales, Jiri Kvacek, Graham Higley, Lizzy Komen (Europeana), Chris Freeland (BHL US), Boris Jacob (EDIT), Jana Hoffmann

Preparation of Technical Review

Preparation of technical and financial Review
(1) Experience with technical Reviews:
SYNTHESYS [Graham]
- key issues on financials (statistics) and allocation of work
- no questions on actual deliverables (technical aspects)

Europeana [Lizzy]
- different desk officer
- EuropeanaLocal strong focus on deliverables
- external reviewers for deliverables → follow up questions during review

STERNA [P. Mergen]
- same desk officer (M. Watelet)
- discussion on results and deliverables

(2) Open Questions for Technical Review of BHL-Europe
- external review of deliverables
- financial issue: 70% rule
- submission deadline for financial statement
    o within 30 days of the first anniversary?
    o end of reporting period = end of first year? (30th April)
    o collection of financial statements: 1st of May? (ask M. Watelet)
- documents for financial audit necessary? (ask M. Watelet)
- **2nd instalment expected not before 2nd of September**

(3) Recommendations for review:
- project presentation before upcoming questions
- **presence of all partners (representatives)**
- deliverables in time (6 deliverables by end of April!)
- review document:
    o short
    o one month before review?
    o progress report, review document or form? (ask M. Watelet)

(4) Review Meeting (May, Vienna)
- internal review of work package by each project managers
- preparation of one presentation per work package (spot risk and issues and its solutions)
- Review Meeting duration: 3 days
    o **25th of May:**
        ▪ **review of presentation for meeting (PMG)**
        ▪ **produce consistent set of presentation**
    o **27th of May: Review Meeting**
    o 26th and 28th of May: Workshops

No-cost extension of BHL-Europe
- long term approach (preparations will start this year)
- technical arguments:
  o continuation of data uploading after funding period
  o project provides framework, but ingest takes longer
  o raise public awareness
  o parallel BHL-Europe with Europeana, further adaptations necessary (end date 2014)
  o M. Watelets personal opinion for reasonable approach (ask in Vienna)

BHL-Europe planning

First ideas for BHL-Europe business plan
- **annual report public report → business plan included in progress report (D1.2)**
- business plan two pillars:
  o NHM: hardware, maintenance of technical structure
  o MfN: maintenance of structural framework (organisation), networks; public awareness [internal negotiation]
- EDIT / CETAF secretariat (coordination office)
  o NHM, NAT, RBINS, MNHN, MfN may contribute to support secretariat after funding period
  o negotiation in process (June meeting) [update from C. Häuser]
  o BHL-Europe to participate?

Summer Meeting BHL-Europe (date, location)
- joint technical meeting BHL-Europe with global partners (US, Australia, China)
  o 3-5 attendants expected per partner (Australia, China, US)
  o discussion on technical aspects
- BHL-Europe PMG contractual meeting as side meeting (add. work group meetings)
- **location: UK- NHM London**
- **dates:**
  o **5th of July BHL-Europe: PMG Meeting and technical meeting**
  o **6th - 8th of July BHL Global** [Jiri absent]

Management and presentation of BnF content BHL-Europe
- French Ministry of Culture: no commercial reuse of public content (new law)
- options:
  o avoid commercial use of BnF content, redirection of links? → against definition of public domain!
  o stop ingest of BnF content, define new MoUs?
  o BnF has to solve this problem (contract with same phrasing already signed)
- problems:
  o multiple versions of public domain (unmanageable in global scale)
  o BnF provides: 300dpi images, view images, no download allowed
- **PMG agreement: no change of contract/ MoU**
  o BnF/France has to find a proper solution for all related partner projects
  o Europeana and BHL-Europe joint approach (alignment)

Success indicators for 1st year:
indicators see DoW p. 22
#1 (portal) – will be achieved as soon as BHL Europe portal in place

#2 (literature through Europeana) – will be achieved
#3 (interoperability) – will be achieved
#4 (20 scanning initiative) 16 initiatives (project partners)
- new partners:
    o Botanical Garden Spain
    o University of Bielefeld
    o Humboldt University (edoc server)
- one partner missing, suggestions:
    o Kew Botanical Gardens?
    o Sweden?
    o Linnaean Society?
    o see EDIT list of libraries
    o **task for everyone to follow up**
#5 (multilingual access) – will be achieved (English)
#6 (page views BHL US) – will be achieved (see BHL US statistics [Chris])
#7 (page views Europeana) [Lizzy]
- **no official release**
- **no sufficient measurement tools/ statistics**
- **support from BHL US**
#8 (case studies of use, non scientific use)
- **use cases: Bianca (BHL US) contact for more information**
- **Europeana user information [Lizzy]**
- **responsibility of WP5 [Jiri]**
    o **questionnaire displayed on portal, distributed via email**
#9 (agreements with 2 right holders)
- **Linnaean Society?**
- **contact with European right holders**
- **see list BHL US for agreements of European right holders [Thomas Garnett]**

BHL Europe project plan and deliverables
(1) Deliverables: current status
D2.2. GRIB day – Berlin meeting
D3.4. draft ready
D4.1 draft with annotations
      compiled version by 26th February
      send to EC 1 March
other deliverables:
- **drafts to PCO by mid of April (PCO)**

(2) BHL-Europe Newsletter
- 2 contributions only
- **+ BHL US contribution on "BHL Global" [Chris] (end of February)**
- next Newsletter:
    o annual report = BHL-E Newsletter (May)
    o printed version?
        ▪ pdf file for print on demand
        ▪ 10-20 off-prints for reviewers

(3) Consortium agreement
- draft ready end of April
- signing during Technical Review Meeting in May (Vienna)

(4) Project management issues

Issues (communication strategy with consortium partners):
- no structure in the project
- partners don't see project managers presence
- no project plans available (no chance to follow up)
- reports not sufficient
- hired people have no work because no tasks were assigned to them
- partners do work they are not supposed to do

Strategies to improve project management and communication with project partners:
- project server set-up (asap)
- baseline plans for each WP
- detailed planning (3 month period)
- progress monitoring

Agreed timeline:
- **individual work package project plans ready by mid March!
  (deadline: 24th of March)**
- **regular conference calls for all project managers and project assistant
  (next Conf call: 5th of March)**
- **definition on requirements for project plans (provided by project assistant)**
- **template for project server information to be filled in by partners (end of March)**

BHL-Europe and Europeana
- Europeana content ingestion strategy and plan
- public domain content US
- Europeana PDM charter

- BHL US (next time full transfer)
- content ingestion planning before Rhine release (AIT responsibilities)
- further discussion on Wednesday/ Thursday (AIT, EDLF, BHLE)
- → any work contribution by PMG? [Lizzy]

BHL-Europe and BHLUS

BHLUS

- BHL US data transfer to internet archive (across US)
- focus on Citebank project (release)

Data transfer USA to Europe: methods and timeline
- by shipping on hard disks (before October 2010)

Global BHL Governance – implications of EOL Governance Meeting [Graham]

- EOL global strategy (good example for BHL-Europe or vice versa)
- BHL global (small number of partners; main board = representatives)
  - national units (e.g. Australia)
  - continental units (Europe)
- next meeting in March (more details)