

Agenda Workshop BPG

Date: 10.06.2011 9:30-12:30

Place: Royal Museum of Central Africa, Tervuren, Belgium

- Feedback for D2.6 any comments?
- Deadline for D2.9 is end of year 2011 namely **31.12.2011**
- Presentation of new structure of D2.9 – BPG divided in three parts
 - Mini 3 pages
 - Midi 20 pages
 - **Spee** (**S**pecial **e**xtended **e**dition) updated/extended D2.6
- Ideas of authors on this model – any changes suggested?
- Carrying out of new BPG structure:
 - First for every chapter the whole content shall be fixed and be written
 - This means inclusive
 - GRIB
 - Metadata - use of consistent terms throughout the document
 - Chapter 6 Preparation of data for BHL-Europe (Pre-Ingest,)
 - Collection Policy
 - This also means that every author has to check his/her chapter(s)
 - Every author shall re-write his/her chapter – consider:
Document “How to write the BPG” General things
Wiki/Document “Instructions re-writing chapters for the BPG”
Document “BHL-E_D2pt9_BPG_hints” chapter specific –
additional comments can be added
 - Second when first is finished: every author shall mark the most important text passages in his/her chapter and send the affected chapters (re-written and important text passages marked) to m.hierschlaeger@landesmuseum.at
Deliver the re-written chapters + text markings until 31.7.2011
 - The marking of the most important text passages is used to produce the Midi and Mini version!
- Summary – Any comments, ideas, suggestions??

Solely for authors:

- General chapter check with authors
 - Should we include chapters that were not written in D2.6 like “Keep the information up to date”; Collection Management and Curation – is this Collection Policy?”
 - Short talk with authors about their chapters