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Project Co-ordinator

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Context

WP 2	Network of common interest
WPLeader	ICCU
Task 2.2	Task 2.2 Terms of Reference
Task Leader	ICCU
Dependencies	All WPs
Starting date	
Release date	

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Reviewers	
Approved by:	Rosa Caffo (ICCU)

HISTORY

Version	Date	Author	Comments
01	15 March 2011	Maria Teresa Natale	First Version, illustrating the general running of the working gropus
02	4 April 2011	Maria Teresa Natale	Second version, the first circulated among the project partners
03	5 April 2011	Roberto Barbera	Some comments and corrections done throughout the document
10	10 April 2011	Antonella Fresa	Final version to EC
1.1	20 April 2011	Maria Teresa Natale	Integration indicated by the Turkish partner

Table of Contents

1 Executive summary

This document illustrates the mode of operation of the **INDICATE Network of Common Interest**, exploiting networking at international and national level and complementing a bottom-up with a top-down approach.

Central element of the network of common interest are **three task forces** connected to the INDICATE case studies and some **working groups** which exist in each country or will be created in the next months, and which provide expertise, experience and information to the INDICATE project.

These Terms of Reference outline the **mechanism of task forces and working groups (WGs)**, which will operate in order to reach the goals of the INDICATE project.

It also describes the legal bases and agreements to formalise the INDICATE network of interests in its different components.

The document is composed by 10 sections and 4 annexes.

2 Introduction

INDICATE is an FP7-Infrastructures project which coordinates policy and best practices regarding the use of e-Infrastructures for digital cultural heritage in countries all around the Mediterranean.

One of the main objectives of INDICATE is to establish a network of common interest made up of experts and researchers in the field of e-Infrastructures and digital cultural heritage at Euro-Mediterranean level.

Two research pilots and three case studies (on GIS, preservation and virtual exhibition, respectively) are carried on in order to demonstrate why e-Infrastructures could and should be used by cultural institutions.

All results will be shared by the experts' community and disseminated through the website as well as through workshops and dissemination events.

INDICATE WP2 is concerned with the establishment of a **network of common interest** across the INDICATE partner countries and the description of events and activities which bring together cultural, research and e-Infrastructure experts from both more-experienced and less-experienced countries.

According to the INDICATE Description of Work (p. 6), the **main objectives** of the INDICATE Work Package 2 are:

1. To establish a network of common interest dedicated to policy and best practice in the complementary domains of e-Infrastructures and e-Culture;

2. To build and nurture working groups dedicated to key aspects of the project (research coordination, policy and e-Infrastructure awareness);

3. To stimulate discussion and collaboration, through workshops, seminars, brainstorming meetings and online communication;

4. To attract and recruit researchers and experts from beyond the project, in order to add their perspectives to our work;

5. To create the conditions for the sustainability of the network beyond the project duration.

The purpose of this deliverable is to establish the *modus operandi* of the INDICATE network of common interest within the project in order to foster a consistent approach across the different countries that participate in the project, while preserving the diversity of each national organisation.

This deliverable serves as an internal guide and handbook for the network of common interest. It provides guidance to the working groups, defining their tasks and outlining the rules of the network.

3 The network of common interest

The INDICATE network of common interest is composed by four entities:

- The Project Board;
- The task forces;
- The national working groups;
- The national experts.

Each of these entities cooperates with the others to reach the goals of the project with different roles and goals.

They will be described in the following sections.

3.1 The Project Board

The Project Board is composed by representatives of all INDICATE partners, including all the working package leaders. It has the main task to review the progress of the activities carried on and to drive short-term planning for every six month period.

It meets on a periodic base, and during these meetings all work package leaders make the partners aware of the state of the art of each task to be fulfilled and about its impact on the other work packages.

Currently, the Project Board gathers 10 partners from 8 countries.

3.2 The task forces

As already said, INDICATE will carry on three case studies (on preservation, virtual exhibitions, and GIS, respectively).

During the second project meeting (Rome, 22 February 2011), all partners agreed on the need to constitute three task forces, one for each case study.

Each task force, variable in composition, will be composed by the case study's coordinator (responsible of his/her task force) and by the representatives of the other partners, who are interested and/or have expertise in the field of the case study.

The goals of each task force are to:

- Share the case study's work plan, edited by the relevant coordinator;

- Participate in the structuring of surveys and researches;

- Participate in the analysis of the results of surveys and researches;

- Participate in the elaboration of shared documents on the results of the case study;

- Suggest new ideas that can improve the result of the case study;

- Be in contact with national working groups, if existing, in order to inform them on the task force activities and involve them for comments and suggestions;

- Sisseminate the activities of the task force (through the project website, events, workshops, etc.).

Currently, there are three task forces:

- Task force 1: Preservation;

- Task force 2: GIS;

- Task force 3: Virtual exhibitions.

The current composition of each task force is listed in Annex 1.

3.3 The national working groups

A national working group consists of a team of experts who work together on INDICATE issues. Typically, each national working group is composed by a variable number of experts from a variety of disciplines, speaking a common language, to provide a national perspective about the topics surveyed by INDICATE..

These national working groups are long-term and frequently built upon already existing partnerships and collaborations.

Every partner is free to decide the membership of the working groups in his country. Partners are recommended to promote the development of national working groups.

The INDICATE research pilots and case studies will be the starting point for the discussion among the experts participating in the working groups. These pilots and case studies act as "learning centres" for the project, being "real-world examples of the type of initiative which combines e-culture and e-Infrastructures".

The working groups will bring a range of different perspectives to bear on the pilots and case studies, by gathering together and involving experts from within and beyond the project, by facilitating workshops, discussion groups (online and in person), brainstorming sessions and seminars. The results of these interactions will feed into the relevant work-packages and their deliverables, as well as into the workshops organised by the project in Turkey, Jordan and Slovenia, but also help to form the longer-term collaborative relationships which will add value long after the end of the project.

A partner's representative will take part in the working group and have the role of **national referee** between the project working group, the relevant task forces and the working group itself.

It is advisable that:

- The organizations to be represented in the national working group are balanced in terms of representation of the different areas that the INDICATE project addresses, namely the e-Infrastructure providers, the cultural institutions, the national and regional political bodies, the research/academic community and eventually the private sector. This diverse composition may potentially generate problems of understanding among the different experts; this is a matter to be taken into consideration while choosing which organizations to invite to participate in the working group. It must also be considered while managing the ongoing work of the group and its meetings;
- If needed, the National Referee may invite experts from other countries to join the working group. However, in general, the national working groups are carried out by people of the same country. This is expected to facilitate communication among the participants, by the use of the same language;
- The number of experts to be invited should be carefully decided. The group should be large enough to be representative and to have all the necessary expertise, but not so large as to be difficult to manage;
- The levels of expertise to be involved is a matter of balancing: people should have a technical background in order to allow a sound technical discussion in the groups, but not so deeply technically oriented that cooperation with non-technologists becomes difficult;
- The National Referees must aggregate the inputs received from their experts and agree on the presentation of the results of their working group as common informal reports to the Project Board of to the Project Task forces.

The goals of the nationals working groups are to:

- Discuss specific activities and results carried out in the framework of INDICATE;
- Suggest new ideas that can improve the outcomes of the project;
- Participate in testing the INDICATE pilots;
- Participate in the INDICATE surveys;
- Contribute to INDICATE publications
- Illustrate relevant good practices in the field of the case studies;
- Participate in INDICATE dissemination events;
- Promote INDICATE outcomes at national events.

The nomination and recruitment of the experts is a task of the National Referees. During this process, it is important to provide a clear explanation of the benefits that derive from the participation of the working groups in the INDICATE project, as well as the duties and rights of working group members.

Currently, two working groups have been involved in INDICATE:

- An Italian national working group on virtual exhibitions, composed by experts on digital cultural heritage, ICT technicians and companies. This working group, already existing before the starting of INDICATE, is working on the definition of guidelines and recommendations for the realisation of online virtual exhibitions. It has shared its knowledge with the INDICATE task force on virtual exhibitions, giving a strong support on the elaboration of the survey model which will be used to carry on the INDICATE relevant case study. Members of this working group also

participated in some dissemination events, carried on by the INDICATE project. See Annex 1 for the current composition of this Working Group;

- A Spanish national working group composed by experts from national research institutions, public institutions, private institutions, companies, of Interest, See Annex 1 for the current composition of this working group.

3.4 The national experts

Partners must cooperate in order to select national experts that can be involved in the participation to both surveys, carried out by case studies' coordinators, and INDICATE events and workshops.

Experts participate to national working groups.

4 Establishment of the network of common interest

The network of common interest is dynamic and open to enlargement, which will be pursued for the whole duration of the project.

In particular:

1) The project board, made of all partners' representatives, is established since the beginning of the project;

2) The three task forces were set up in February 2011, after the second plenary meeting held in Rome (22 February 2011);

3) The national working groups are set up by the partners according to the needs of the project;

4) Individual experts are contacted according to the needs of the project.

See Annex 1 for the current components of the network of common interest.

5 Running the network of common interest

Once the network of common interest is established, here are some of the main activities to be carried out:

1) The actual animation of the network, through the organization of meetings, circulation of documents and information, gathering of comments, invitation to public events organised by the project and dissemination of third party events that are relevant to INDICATE;

2) The maintenance of the network, by the publication of contacts on the INDICATE website, the creation of ad-hoc mailing lists according to the needs, the recruitment of new experts when necessary and/or the substitution of experts who are no longer able to participate.

The INDICATE Technical coordinator is responsible for organising the meetings of the Project Board.

The Case Study Leader has the duty to animate the Task force he/she is responsible of.

The National referee, possibly also member of the Project Board, must animate the National Working Group in which he/she participates.

5.1 Sharing of information

Day-by-day communications will rely on mailing lists, telephone, skype and/or other media.

Currently, the following **mailing lists** are active:

- indicate-partners, used by the project board. It is managed by ICCU. For details, see deliverable D3.1;

- indicate-all, used by the whole network of interest. It is managed by ICCU. For details, see deliverable D3.1;

- The national mailing lists, run by national working groups;

- In the future, other mailing lists will be established according to the needs. Currently, it was decided that task forces do not need dedicated mailing lists, but circulate information through the partner mailing lists.

A person cannot be included in a mailing list without his permission.

Mailing lists must be used, according to their targets, to:

- Inform about deliverables, reports, documents, news and events;

- Provide meetings agenda's and minutes;

- Debate on specific topics.

If feedback is needed, messages must be posted enough days in advance.

The access to the mailing list archive is protected by a password which may be requested to the Indicate webmaster, writing to andrea.tempera@beniculturali.it

5.2 Website

The INDICATE website, fully described in deliverable D3.1, may be reached at the following URLs:
- http://www.indicate-project.org;
- http://www.indicate-project.eu.

It is one of the most important tools to support the project objectives, both internally and outside the consortium and therefore very important for the activities of the Network of Common Interest.

Two are the main goals of the INDICATE website:
- To promote and to disseminate project activities and results to the project's targets (public section);
- To satisfy partners' needs in terms of project's communication (reserved area).

Regularly updated, it is mainly targeted to the following users:

- Professionals and experts from the research and digital cultural heritage communities, e-infrastructures, grid, etc. which will benefit from the public area of the website;
- Project partners who will benefit from the public area as well as the reserved one.

The activities and the results reached by the network of common interest will be constantly uploaded and disseminated on the website, and the reserved area will be used by all experts to find and share documents, working drafts, minutes, addresses, etc.

5.3 Meetings

Each component of the network of common interest (project board, task forces, national working groups) will meet as often as required to ensure that its activities match with the project workplan and deadlines are met.

Meetings are to be scheduled at least one month in advance. It is advisable to use the Doodle service to schedule the participation to metings, so that everyone can see the state of the participation.

The project board meets periodically, according to the decisions carried out by all partners.

The task forces meet according to their needs, possibly when project board meeting are organised.

National working groups meet according to their work plan.

Each meeting will have a **chairperson**, responsible for the organisation and management of the meeting, and a **secretary**, responsible for drafting the minutes. These two roles may be merged whenever needed.

The minutes of each meeting shall be issued within two weeks from the date of the meeting or at another date agreed by the participants. They should be in any case circulated and approved before the next relevant meeting.

As regards national working groups' meeting, it is advisable that the national referee translates an abstract in English illustrating the main topics for the convenience of the project board and the task forces.

All minutes and reports will be made available in the reserved area of the project website.

Travel expenses incurred by external experts for attending the meetings can be reimbursed by the concerned project partner where necessary.

5.4 Reporting and documentation

All documentation produced within the network and useful for the network on common interest, including agendas, minutes, presentations, reports, deliverables, images, and all other project documents will be uploaded and made available on the project website (in public pages or in the reserved area, according to the nature of the documentation).

5.5 Dissemination events

Each component of the network of common interest should promote the INDICATE project and its specific activities in dissemination events: conferences, seminars, workshops, meetings, according to the goals of WP3.

The key target audiences defined by WP3 in all target countries (EU and MPC ones) are:

- Cultural heritage organisations that are open to the new opportunities offered by e-Infrastructures;

- e-Infrastructures providers in the same countries;

- e-Infrastructure policy makers who are open to exploring the potential of e-Infrastructures for

  AHSS and cultural applications (including EU-wide policy groups such as e-IRG and ESFRI);

- Other e-Culture and e-Infrastructure projects**.**

Promotional material produced in the framework of the project can be used by the network of common interest to be distributed during dissemination events.

Promotional material is made available on the INDICATE website or it can be requested to the coordinator's office.

Participation in dissemination events must be communicated to the project management (event name, date, organising institution, number of participants, event URL, etc.) and PPT/PDF presentations must be sent to the webmaster to be uploaded in the dedicated page of the website.

6 Formalisation of membership

It is fundamental that the participation to the network is formalised by legal bases and agreements.

Membership of the INDICATE Network of common interest is formalised, as it follows:

- The project board is composed by partners having signed the **Consortium Agreement**. It defines roles, responsibilities and benefits for the partner member of INDICATE;

- Case studies' task forces do not need to sign specific formalisation documents, being appointed directly by project partners;

- As regards national working groups, their establishment can be formalised by means of **cooperation agreements** with the coordinating institution and the single experts (see annex 2 for a model of cooperation agreement) of by decrees signed by the coordinating institution, formalising the whole working group (see Annex 3, for an example of decree signed for the Italian Working Group).

Cooperation agreement and decrees define roles, responsibilities and benefits for cultural and research institutions, universities and experts wanting to participate in the national working groups.

7 Enlargement of the network

The INDICATE network of common interest is dynamic and will be enlarged as much as possible during the whole project lifetime.

Target audience for the enlargement is represented by organisations and experts from EU and MPC countries, ministries and agencies responsible for research programmes in DCH domain, cultural institutions (archives, libraries, museums, etc.), research institutions, national and international e-Infrastructures, single experts, and other relevant projects/initiatives.

The mechanism to reach the target audience is mainly constituted by ministerial conferences, INDICATE seminars and workshops, conferences and events organised by other project, initiatives with other projects, personal contacts, the Joint Programming Initiative, working group meetings, etc..

8 Cooperation with other projects

The INDICATE management and network of common interest may stimulate the cooperation with other projects.

The cooperation may be formalised by the signature of a Memorandum of Understanding (MoU) varying according to the nature of the project. See Annex 4 for a model of Memorandum of Understanding with another project,

Currently, INDICATE has already formalised four MoUs with DC-NET (www.dc-net.org), ATHENA (www.athenaeurope.org, CHAIN (http://www.chain-project.eu/) and EPIKH (http://www.epikh.eu).

The cooperation with these projects concerns:

- Exchange of information about the progress of the respective initiatives with particular regard to the implementation of e-infrastructures in the area of the Digital Cultural Heritage, Arts, Social Sciences and Humanities;
- Participation in each other's dissemination and training events;
- Cross-referencing of the projects' websites;
- Exchange of public project deliverables, whitepapers, etc.;
- Co-organisation of joint events and/or active participation in each others' events.

Thanks to these collaborations, the INDICATE network of interest has already enjoyed some benefits. Here we provide some example of cooperation:

- Some members of the project board and the task force on virtual exhibition participated in the ATHENA-Europeana Local Workshop (Roma, 21 February 2011) which included some presentations about INDICATE;
- Some members of the project board participated in the DC-NET Concertation meeting in Tallinn (Estonia) where an INDICATE presentation was given;
- COMETA's and GARR's experts participated in the meeting of the DC-NET Italian Working Group on digitisation priorities (21 January 2011), illustrating the INDICATE activities
- INDICATE, DC-NET, CHAIN and EPIKH are organising a program of joint workshops on grid and digital cultural heritage that will take place in Beijing in May 2011.

9 Indicators

The indicators to monitor the success of the network of common interest are the following:

- Number of National Working Groups;
- Number of organisations involved (represented by working group representatives):;
- Number of experts involved in the network.

Indicators monitoring

	6th month (current situation)	12th month (expected)	24th month (expected)
Number of National Working Groups	2	4	8
Number of organisations involved	20	40	100
Number of experts involved in the Network	33	80	200

10 Conclusions

Taking part in the INDICATE network of interest will be beneficial for the experts involved and the institutions they represent. Among the main benefits and positive outcomes of participation, there are the following:

- Being part of a new interdisciplinary cross-domain community which sees a close cooperation among the world of digital cultural heritage and e-infrastructures;

- Being able to contribute advice, expertise and ideas;

- Networking with experts at national and international level: from the new contacts and the circulation of new ideas other advanced research projects can be expected to emerge;

- Being kept informed on the progress made by digital cultural heritage research;

- Participation in dissemination and training activities;

- Benefiting from good practices

- Being able to use project materials and outcome within academic and professional contexts.

The INDICATE network of common interest will bring the relevant people together. Establishing this community will support the development of the project and each of its activities. It will be the starting point of a new phase of integrated research, shared policies and high quality implementations.

This community of shared interest will be an important asset into the future. The project brings together two different categories of countries and three different application/technology perspectives into contact with another and establishes a common ground for working together. This will be a foundation for future initiatives around the Mediterranean, and in other regions of the world, for digital cultural heritage and e-Infrastructures collaboration.

11 Annex 1 – Experts currently involved in the network of common interest

Task force 1: Preservation	Bahadır Aydınonat (referee)	Türkiye Cumhuriyeti Kültür ve Turizm Bakanlığı
	Hakan Koray Ozluk	Türkiye Cumhuriyeti Kültür ve Turizm Bakanlığı
	Marzia Piccininno	ICCU
	Sara DI Giorgio	ICCU
	Tammam A. Khasawneh	Department of Antiquities of Jordan
	Sergi Fernandez Merce Lopez Artur Serrra Oriol Sole	I2CAT
Task force 2: GIS	Franc Zakrajsek (referee)	AAS
	Matteo Lorenzini	ICCU
	TbC	Department of Antiquities of Jordan
	Sergi Fernandez Merce Lopez Artur Serrra Oriol Sole	I2CAT
Task force 3: Virtual exhibitions	Sergi Fernandez (referee) Merce Lopez Artur Serrra Oriol Sole	I2CAT
	Tammam A. Khasawneh	Department of Antiquities of Jordan
	Maria Teresa Natale	ICCU
	TbC	MCC

	Gabriella Paolini Sabrina Tommasini	GARR
Italian Working Group on Virtual Exhibitions	Maria Teresa Natale (referee)	ICCU/OTEBAC
	Tatiana Anderlucci	Redazione Via Francigena
	Viviana Carini	Redazione Via Francigena
	Laura Ciancio	Istituto centrale per il catalogo unico delle biblioteche italiane
	Alfredo Corrao	Ministero per i beni e le attività culturali
	Alfredo Esposito	Direzione generale Beni librari
	Tiziana Fabris	Istituto centrale per gli archivi
	Giuliano Granati	Istituto centrale per gli archivi
	Valentina Grippo	Redazione Via Francigena
	Cristina Magliano	Istituto centrale per il catalogo unico delle biblioteche italiane
	Adriana Martinoli	Direzione generale Beni librari
	Marina Morena	Archivio di Stato di Roma
	Elisabetta Pagani	Redazione Internet Culturale
	Paola Panaccio	Istituto centrale per gli archivi
	Elisa Sciotti	Istituto centrale per il catalogo unico delle biblioteche italiane
	Priscilla Sermonti	Redazione Via Francigena
	Giuliana Zagra	Biblioteca nazionale centrale di Roma
	Gabriella Paolini	GARR
	Sabrina Tomassini	GARR
Spanish Working group	Isabel Roda de Llanza	Catalan Institute of Classical Archaeology, ICAC
	Gabriel Alcalde i Gurt	Catalan Institute for Cultural Heritage Research, ICRPC
	Eduald Carbonell	Catalan Institute for Human Palaeoecology and Social Evolution
	Pepe Serra	Picasso Barcelona Museum
	TbC	Fundació Joan Miró

	Jordi Puig	Museu Vida Rural Catalana En Xarxa
	TbC	Museo De Artes Decorativas
	TbC	Patronat municipal de turisme de tarragona
	TbC	Culturcat
	Joan Pluma	Patrimoni.Gencat
	Joan Boadas	Arxiu municipal de Girona
	Javier Àlvarez	Biblioteca De Andalucia
	TbC	CCCB

12 Annex 2: Model of cooperation agreement

The new participants to INDICATE Working Groups, from NREN, e-Infrastructures and the digital cultural heritage sector, are invited to formally sign a cooperation agreement with the project coordinator, in order to define what and how they commit to contribute to the project, in the frame of the existing Description of Work.

After signature, the cooperation agreement must be returned in two copies to:

Mrs Rossella Caffo
INDICATE PROJECT
Istituto centrale per il catalogo unico delle biblioteche italiane
Viale Castro Pretorio 105
00185 Roma, Italy

After the coordinator's signature, one copy will be sent back to the other party.

INDICATE Cooperation Agreement

A cooperation agreement is hereby concluded between:

Ministero per i beni e le attività culturali - Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche, Viale Castro Pretorio 105, 00185 Roma in its role of Coordinator of the INDICATE project ("the Coordinator")

of the one part,
and

…… Name (acronym), address, country,…..("the Affiliated Member")

of the other part,
collectively "the parties", represented by their authorised representatives.

In the framework of the Seventh Framework Programme of the European Community for Research, Technological Development and Demonstration Activities under the funding scheme of "Coordination and Support Actions (CSA-CA)the *Coordinator* entered into the Grant Agreement Number 261324 with the Commission of the European Communities, with the objective of carrying on the International Network for a Digital Cultural Heritage e-Infrastructure (INDICATE).

In the framework of the activities covered by the INDICATE project, the parties have agreed to cooperate as it follows.

Article 1 - Subject matter of the co-operation agreement

The purpose of this Cooperation Agreement is to enable the *Affiliated Member* to participate in the INDICATE network and to contribute to its activities in accordance with the conditions provided for in this agreement.

Article 2 - Scope

The *Affiliated Member* shall perform its share of the work pursuant to this Cooperation Agreement in compliance with the project goals. The *Affiliated Member* shall cooperate with the *Coordinator* and with the other members of the INDICATE network on one or more of the following topics:

> Contributing to the INDICATE technical and scientific activities, with particular emphasis on gathering information and raising awareness aboutINDICATE pilots and case studies focusing on relations between cultural heritage priorities and opportunities offered by e-infrastructures.;

> Disseminating information about INDICATE in the home country and beyond and contributing to the further enlargement of the INDICATE network.

The *Affiliated Member* will be invited to participate in meetings organised by INDICATE, following the schedule of activities indicated in the Description of Work and to other meetings possibly agreed with the European Commission.

In the framework of this cooperation, the *Affiliated Member* will also be invited to contribute to the INDICATE reports, by the provision of specific content or expertise, after having discussed and agreed with the *Coordinator* their nature and scope.

Article 3 – Rights and duties

The *Affiliated Member* will have the right to:

- Be invited to conferences, international workshops and technical meetings organised by INDICATE for the members of its working groups;

- Have access to the INDICATE deliverables, technical reports and other materials produced by INDICATE in the frame of the scope of the INDICATE initiative;

- Participate to the INDICATE National Working Group in its country according to INDICATE Terms of reference;

- Disseminate INDICATE results;

The A*ffiliated Member* will have the duty to:

- Report on dissemination initiatives undertaken.

Travel and subsistence costs will be normally sustained autonomously by the *Affiliated Member*. It should be clarified that only exceptionally the INDICATE project will be able to refund to the *Affiliated Member* any travel expenses and in any case only after having reached a specific written agreement with the *Coordinator*.

Article 4 - Entry into force of the Cooperation Agreement

The Cooperation Agreement shall enter into force from the date of its signature.

Article 4 - Completion, expiry or termination of the Cooperation Agreement

1. The present Cooperation Agreement shall terminate on the date of completion or termination of the INDICATE Grant Agreement with the European Commission.

2. In the case that the INDICATE network will continue its activities beyond the completion of the Grant Agreement with the European Commission, this Cooperation Agreement can be renewed on the basis of a mutual decision of the parties.

3. Each party may terminate this agreement subject to two months' written notice.

<u>For the parties</u>

The Coordinator
Ministero per i Beni e le Attività Culturali
Istituto centrale per il catalogo unico delle biblioteche italiane
Viale Castro Pretorio 105
00185 Roma, Italy

NAME OF THE AUTHORISED REPRESENTATIVE: Rossella Caffo

TITLE: Director

SIGNATURE:

DATE:

The Affiliated Member
(WRITTEN OUT IN FULL, INCLUDING ADDRESS AND CONTACT)

ORGANISATION:

ADDRESS:

NAME OF THE AUTHORISED REPRESENTATIVE:

TITLE:

SIGNATURE:

DATE:

(PLEASE RETURN TWO SIGNED COPY TO THIS ADDRESS)
INDICATE project, Mrs Rossella Caffo
Istituto centrale per il catalogo unico delle biblioteche italiane
Viale Castro Pretorio 105
00185 Roma, Italy
(AFTER THE COORDINATOR'S SIGNATURE YOU WILL RECEIVE A COPY BACK)

13 Annex 3: Decree for the institution of the Italian Working group on online virtual exhibitions

Oggetto: Istituzione Gruppo di lavoro italiano sulle mostre virtuali on-line

L'Istituto centrale per il catalogo unico delle biblioteche italiane e per le informazioni bibliografiche (ICCU) di concerto con l'Istituto Centrale per gli Archivi (ICAR), istituisce con la presente un Gruppo di lavoro italiano sulle mostre virtuali on-line allo scopo di realizzare delle Linee guida da diffondere presso gli istituti culturali italiani e da utilizzare come contributo italiano al progetto europeo INDICATE.

Il Gruppo di lavoro è composto da:
Dott.ssa Tatiana Anderlucci , Redazione Via Francigena
Dott.ssa Valentina Grippo, Redazione Via Francigena
Dott.ssa Priscilla Sermonti , Redazione Via Francigena
Dott.ssa Viviana Carini, Redazione Internet Culturale
Dott.ssa Elisabetta Pagani, Redazione Internet Culturale
Dott. Alfredo Esposito, Direzione Generale per le biblioteche,
gli istituti culturali ed il diritto d'autore
Dott.ssa Adriana Martinoli, Direzione Generale per le biblioteche,
gli istituti culturali ed il diritto d'autore
Dott.ssa Cristina Magliano, Istituto centrale per il catalogo unico
Dott.ssa Laura Ciancio, Istituto centrale per il catalogo unico
Dott.ssa Maria Teresa Natale, Istituto centrale per il catalogo unico
Dott.ssa Elisa Sciotti, Istituto centrale per il catalogo unico
Dott.ssa Giuliana Zagra , Biblioteca nazionale centrale di Roma
Dott. Alfredo Corrao, Direzione Generale per l'organizzazione, gli affari generali, l'innovazione, il bilancio e il personale.
Dott.ssa Tiziana Fabris, Istituto centrale per gli archivi
Dott. Giuliano Granati, Istituto centrale per gli archivi
Dott.ssa Paola Panaccio, Istituto centrale per gli archivi
Dott.ssa Marina Morena , Istituto centrale per gli archivi

Qualora si rendesse necessario, il gruppo di lavoro potrà essere integrato da ulteriori esperti.

IL DIRETTORE
(Dott.ssa Rosa Caffo)

14 Annex 4: Model of Memorandum of Understanding with projects/initiatives

Memorandum of Understanding
between
DC –Net and INDICATE

1. Background

DC-NET - Digital Cultural heritage NETwork is an ERA-NET (European Research Area Network) project, financed by the European Commission under the e-Infrastructure - Capacities Programme of the FP7.

The main aim is to develop and to strengthen the co-ordination of the public research programmes among the European countries, in the sector of the digital cultural heritage.

This scope will be pursued by the participating Ministries of Culture by endorsing a Joint Plan of Activities, to be initiated already during the project time-frame, through a wide and intensive programme of seminars, workshops, meetings and Presidential conferences dedicated to the encounter of the digital cultural heritage sector with the technological research and the e-Infrastructure providers in Europe. The Open Agenda is a relevant matter for the DC-NET project.

INDICATE is focused on the coordination of policies and best practice regarding the use of e-Infrastructures for digital cultural heritage in countries of the Mediterranean region. This will be accomplished, first, by establishing and nurturing a network of common interest made up of experts and researchers in all the relevant fields. Through the network, the participants can share experience, promote standards and guidelines, seek harmonisation of best practice and policy. Further, the network acts as a conduit for knowledge transfer from countries with more experience of e-Infrastructures-enabled e-culture to those who are just beginning to investigate this area.

A range of research pilots and case studies act as exemplars and demonstrators of the processes to establishing cultural initiatives on the e-Infrastructures platform. The results will inform a wide-reaching dissemination work-package, including publications, workshops and one international conference.

The project builds on a wealth of experience in effective international coordination of digitisation, digital cultural heritage and e-Infrastructures-enabled culture. A substantial impact is expected on international collaboration and on digital cultural heritage in the Mediterranean region.

2. Purpose of this MoU
The purpose of this Memorandum of Understanding (MoU) is to define a framework of collaboration between **DC-NET** and **INDICATE** (hereafter also referred to as "the Party "or the "Parties").

3. Joint Workplan
The specific goals of the collaboration are:

O1. Exchange information about the progress of the respective initiatives with particular regard to the implementation of e-infrastructures in the area of the Digital Cultural Heritage, Arts, Social Sciences and Humanities.
O2. Participate in each other's events and dissemination and training activities.

The specific activities to be carried out in the framework of the collaboration are
A1. Cross-referencing of the projects' websites
A2. Exchange of public project deliverables, whitepapers, etc.
A3. Co-organisation of joint events and/or active participation in each others' events.

4. Communication
The primary point of contact for each Party is:
DC-NET: info@dc-net.org
INDICATE: info@indicate-project.eu

5. Effective date, Duration and Amendments
This MoU will become effective when signed by the authorized representatives of the Parties. Amendments shall be valid only if signed by the authorized representatives of the Parties.
The MoU shall remain in effect until completion of the activities identified in Sections 3, or upon termination of the projects in which the Parties participate, or upon three (3) months prior written notice by one Party to the other.

6. Dispute resolution
This is a cooperative agreement drawn up for the mutual benefit of both parties. It will be implemented on a best efforts basis by them. Each party agrees not to disclose deliberately any proprietary or confidential information belonging to the other without prior approval.

The following agrees to the terms and conditions of this MoU:

-

_____
__ Rossella Caffo
DC-NET and INDICATE Project Coordinator

_____
Date

Annex 1 – DC-NET

DC-NET OVERVIEW

DC-NET is an ERA-NET project aimed to promote programme coordination and cooperation for the eventual implementation of a research infrastructure in the digital cultural heritage field.

The core activities of the DC-NET project focus on integration and coordination of the research programmes regarding digital cultural heritage which are owned and managed by Cultural (and Research) Ministries and their agencies, in close cooperation with the e-Infrastructures community across Europe.

As an ERA-NET coordination action, the main activity of the DC-NET project is to bring people together, to explore how e-Infrastructures can add value to the research in the cultural heritage sector and to pool programmes and resources to sustain the envisaged research and development.

The new data e-Infrastructure that will result from the implementation of the DC-NET Joint Activities Plan is targeted towards a multidisciplinary virtual research community composed by ICT research centres and cultural institutions in order to improve their scientific collaboration, innovation capacities and port-folio of services through more empowered functions (access, searchability, storage, usability, visualisation, preservation, etc.).

The Network of Common Interest established by DC-NET is composed of representatives of this community.

DC-NET objectives

The final objective of DC-NET is to deploy a robust and comprehensive data infrastructure for the digital cultural heritage that will include a wide range of end-to-end services and tools facilitating the integration and strengthening of the research capacities in the sector. This objective is pursued through a set of short, medium and long terms plans.

The first phase is the current ERA-NET, where several Ministries of Culture and of Research of the EU are working mainly on two directions: on the one hand, strengthening the dialog between culture, research and e-Infrastructures through specific instruments that can facilitate the reciprocal knowledge (publications, seminars and workshops); on the other hand, developing a priority list of new services that can be implemented by using the available e-Infrastructures (NRENs, GRID, etc.). The results of this twofold work will be used to prepare a Joint Activities Plan, endorsed by the European programmes owners, which will be the basis for the implementation of a new data and service e-Infrastructure for the research (and later on service providing) in the field of the Digital Cultural Heritage.

The next phase will be the actual implementation phase, with the participation of the widest possible European representation.

The consortium

The DC-NET consortium consists of 8 beneficiaries.

Beneficiary name	Beneficiary short name	Country
Istituto Centrale per il Catalogo Unico delle biblioteche italiane e per le informazioni bibliografiche of the Italian Ministry of Culture	ICCU	IT
Ministère de la Culture e la Communication – Mission de la Recherce - French Ministry of Culture	MCC	FR
Eesti Vabariigi Kultuuriministeerium Estonian Ministry of Culture	EVKM	EE
Ministrstvo za Kulturo Slovenia Ministry of Culture	MKRS	SI
Hellenic Ministry of Culture	HMC	GR

Kulturdepartementet Swedish Ministry of Culture through the National Archives	RA	SE
Oktatási Kulturális Minisztérium - Ministry of Education and Culture	OKM	HU
Federal Science Policy Office/Scientific and Technical Information Service	STIS	BE

Administrative details:

Grant Agreement n°: 246618

Start date: 1/12/2009

Duration: 24 months

Funding from the EC: 649,999 €

Web site: http://www.dc-net.org

DC-NET receives EC support through FP7 under the e-Infrastructures action

Annex 2 – INDICATE

Overview

The following activities are planned by INDICATE:

- Five major dissemination events, three technical workshops – in Jordan, Turkey and Slovenia -, one future strategies workshop – in France - and an international conference – in Egypt, to showcase the results of the research pilots and case studies;
- Two best practice publications to distil the results of the research activities in the project and present them in a form useful to other e-Infrastructures-enabled cultural culture projects and organisations contemplating them;
- A dedicated concertation task to identify other projects which are relevant to INDICATE (and vice versa) and take opportunities to share objectives, results and knowledge with them. A specific cooperation agreement is drafted and proposed for signature to the other projects;
- The project website, updated regularly, to publish the outcomes of the project as they emerge;

The dissemination targeting also countries outside the EU, to maximise the value of the project for them.

Objectives

First main objective is to establish a long-term network of common interest, following a tried and tested approach using working groups and high-quality publications.

Second objective is to deliver a range of demonstrators (two pilot applications and three case studies) that address the main priorities for the research in the digital cultural heritage. In each case, these are not new R&D but instead the porting of existing work to the e-Infrastructures platform, with subsequent analysis and lesson learning. The proposed demonstrators represent a model which may be extended to the whole cultural sector while moving towards the use of e-Infrastructures. The pilots and the case studies of INDICATE offer a roadmap which can be re-used by actors across the cultural sectors. This model is not limited to the theoretical discussion about the application of e-Infrastructures to cultural heritage but instead aims to propose concrete examples and use cases that can be further re-used and imitated around the world.

In the elaboration of this model, INDICATE is able to get together all the components of the proposed e-Infrastructure, from the providers of the fibres, to the application developers, to the content providers, to the

standardisation bodies up to the final user, and to engage with one another and support current and future research.

Third main objectives is to establish the dialog among these different actors that are not used to work together. Just as an examples, there are many issues related to standards and guidelines for metadata in the cultural sector that are not known by the world of the e-Infrastructure, while sharing knowledge of the applicable standards is a pre-requisite for any further development. INDICATE is a perfect instrument to progress in this direction.

<u>The consortium</u>

Beneficiary Name	Beneficiary short name	Country
Istituto Centrale per il Catalogo Unico delle Biblioteche Italiane e per le Informazioni Bibliografiche	ICCU	Italy
Consortium Garr	GARR	Italy
Consorzio Multi Ente per la Promozione e l'Adozione di Tecnologie di Calcolo Avanzato	COMETA	Italy
Ministere de la Culture et de la Communication	MCC	France
National Technical University of Athens	NTUA	Greece
Fundacio Privada I2cat, Internet i Innovacio Digital a Catalunya	I2CAT	Spain
Center for Documentation of Cultural and Natural Heritage	CULT-NAT	Egypt
Department Of Antiquities	DoA	Jordan
Aas Avtorska Agencija za Slovenijo Doo	AAS	Slovenia
<u>Türkiye Cumhuriyeti Kültür ve Turizm Bakanlığı</u>	SGB	TU

<u>Administrative details:</u>

Grant Agreement n°: 261324

Start date: <u>1/9/2010</u>

Duration: <u>24 months</u>

Funding from the EC: <u>599,948 €</u>

Web site: <u>www.indicate-project.eu</u>

INDICATE receives EC support through FP7 under the e-Infrastructures action