

# DELIVERABLE

**Project Acronym:** Europeana Newspapers  
**Grant Agreement number:** 297380  
**Project Title:** A Gateway to European Newspapers Online

---

## D1.1.1 Project Guide

---

**Revision:** 1.0  
**Authors:** Lisabet Mielke, SPK  
  
**Contributions:** Hans-Jörg Lieder, SPK  
 Günter Mühlberger, UIBK  
 Günter Hackl, UIBK  
 Lieke Ploeger, KB

Project co-funded by the European Commission within the ICT Policy Support Programme		
Dissemination Level		
P	Public	x
C	Confidential, only for members of the consortium and the Commission Services	

## Revision History

Revision	Date	Author	Organisation	Description

### Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

## Table of Contents

1. Executive Summary .....	4
2. Purpose of the Project Guide .....	5
3. Structure of the Project Guide and Screenshots.....	6
3.1 The Project Guide as part of the project's internal web-based online workspace.....	6
3.2 Content of the Project Guide .....	6
3.3 Homepage.....	7
3.4 Overview page .....	8
3.5 Contact Data .....	10
3.6 Project Calendar.....	12
3.7 Tracking of Deliverables and Milestones .....	13

# 1. Executive Summary

The European Newspapers project aims at the aggregation and refinement of newspapers for The European Library and Europeana. In addition, the project addresses challenges particularly linked with digitised newspapers:

- use of refinement methods for OCR, OLR/article segmentation, and named entity recognition (NER), and page class recognition to enhance search and presentation functionalities for Europeana customers,
- quality evaluation for automatic refinement technologies,
- transformation of local metadata to the Europeana Data Model (EDM),
- metadata standardization in close collaboration with stakeholders from the public and private sector.

Each library participating in the project will distribute digitised newspapers and full-texts to Europeana besides several other tasks. There will be a special focus on newspapers published during the First World War, thus providing a meaningful addition to the resources aggregated by the current Europeana Collections 1914-1918 project.

The document at hand describes the Project Guide, a central online information point within the web-based online workspace for the project partners, providing information on the project partners, schedules, Deliverables and Milestones.

## 2. Purpose of the Project Guide

The Project Guide is supposed to be the central information point for all project partners. It provides all administrative information needed for the performance of the project as contact details, an overview on contact persons inside the libraries, tracking lists for the project's deliverables and milestones and a project calendar which consolidates all appointments and due-dates within the project.

The availability of this information for all persons participating in the Europeana Newspapers project in one single spot will make the internal communication easier and more efficient.

This Deliverable describes the structure and content of the project guide around mid 2012. As the document is going to be updated according to the current needs of the project, the structure and the content might change during the lifetime of the project.

### 3. Structure of the Project Guide and Screenshots

#### ***3.1 The Project Guide as part of the project's internal web-based online workspace***

The Europeana Newspapers project consortium decided to use Microsoft Sharepoint Online 2010 as web-based online workspace. The set up of this online workspace was in charge of the project co-ordinator Staatsbibliothek zu Berlin (MS1.2).

The aim of the Project Guide is to unify all the basic information on the project and its participants in the most accurate and up-to-date version. To avoid difficulties by storing information in several places or even to risk the loss of information, it was decided to integrate the project guide into the web-based online workspace instead of producing a paper version which required constant distribution of the most current version to all the partners.

This solution brings along the following advantages:

- all information within the Project Guide can be updated easily by the Sharepoint administrator or by the users themselves
  - changes of contact data which may occur with the time of the project can be updated at one central point
  - the tracking of deliverables and milestones can be managed by an interactive co-operation of all project partners
  - all partners can update the calendar directly and add new appointments and due dates by themselves
- the project partners always access the latest version of information

#### ***3.2 Content of the Project Guide***

The Project Guide builds one single access point for any kind of administrative information inside the project. It provides information on:

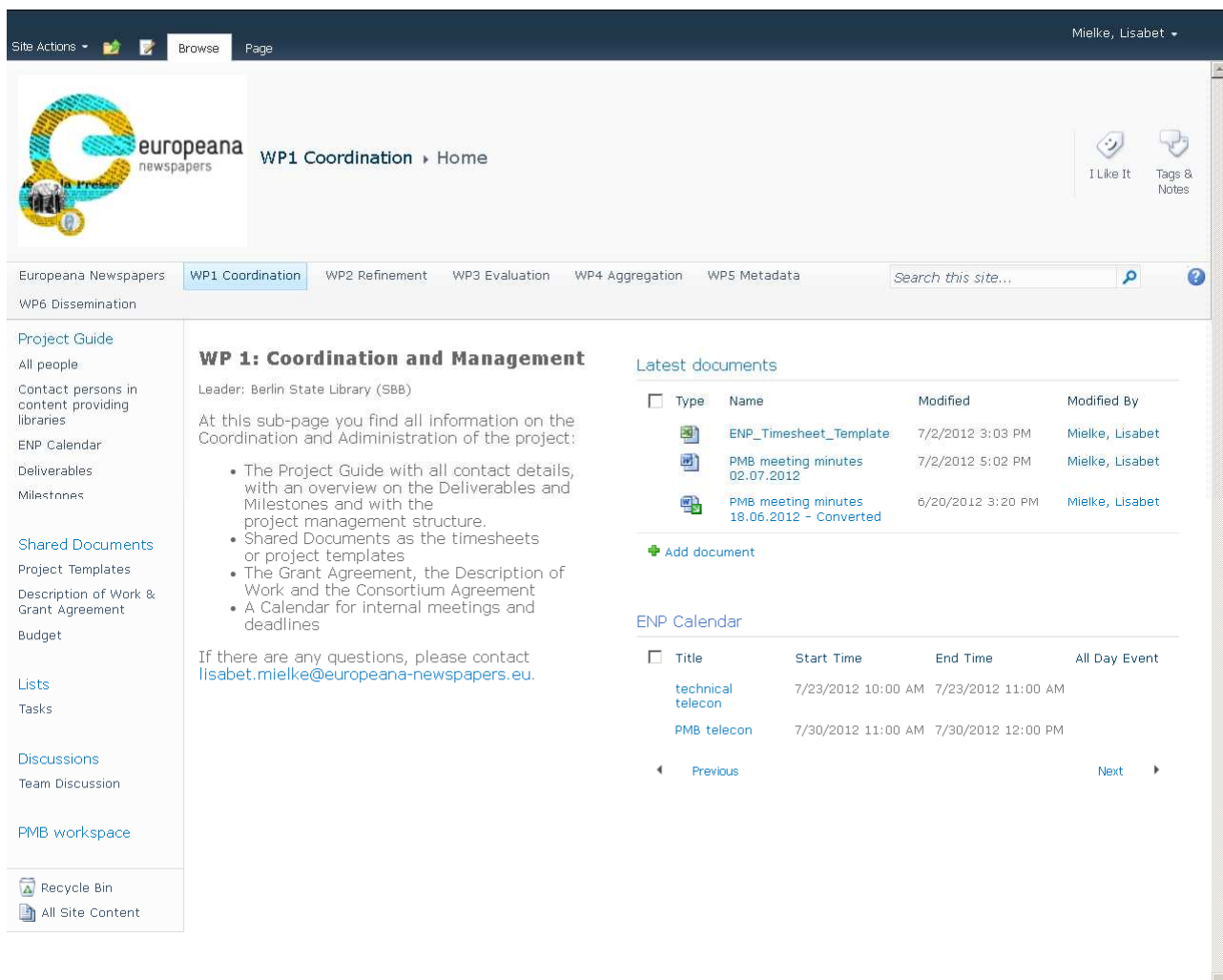
- the consortium members incl. contact details
- Deliverables/Milestones and other tasks within the project
- Events, meetings and further relevant dates like telephone conferences.

It is the central access point to important documents like

- The Grant Agreement
- The Description of Work (DoW)
- The Consortium Agreement (and the information contained within, like decision making etc.)

### 3.3 Homepage

Within Sharepoint, the Project Guide is part of the section on co-ordination/management, which is Work Package 1.



The screenshot shows the SharePoint interface for the 'WP1 Coordination' section. The top navigation bar includes 'Site Actions', 'Browse', 'Page', and the user name 'Mielke, Lisabet'. The main content area is titled 'WP1 Coordination > Home' and features the 'Europeana Newspapers' logo. Below the logo, there is a search bar and a 'Search this site...' button. The left sidebar contains a 'Project Guide' section with links to 'All people', 'Contact persons in content providing libraries', 'ENP Calendar', 'Deliverables', 'Milestones', 'Shared Documents', 'Project Templates', 'Description of Work & Grant Agreement', 'Budget', 'Lists', 'Tasks', 'Discussions', 'Team Discussion', 'PMB workspace', 'Recycle Bin', and 'All Site Content'. The main content area is titled 'WP 1: Coordination and Management' and includes a 'Latest documents' table and an 'ENP Calendar' table.

**WP 1: Coordination and Management**

Leader: Berlin State Library (SBB)

At this sub-page you find all information on the Coordination and Administration of the project:

- The Project Guide with all contact details, with an overview on the Deliverables and Milestones and with the project management structure.
- Shared Documents as the timesheets or project templates
- The Grant Agreement, the Description of Work and the Consortium Agreement
- A Calendar for internal meetings and deadlines

If there are any questions, please contact [lisabet.mielke@europaana-newspapers.eu](mailto:lisabet.mielke@europaana-newspapers.eu).

**Latest documents**

Type	Name	Modified	Modified By
	ENP_Timesheet_Template	7/2/2012 3:03 PM	Mielke, Lisabet
	PMB meeting minutes 02.07.2012	7/2/2012 5:02 PM	Mielke, Lisabet
	PMB meeting minutes 18.06.2012 - Converted	6/20/2012 3:20 PM	Mielke, Lisabet

[Add document](#)

**ENP Calendar**

Title	Start Time	End Time	All Day Event
technical telecon	7/23/2012 10:00 AM	7/23/2012 11:00 AM	
PMB telecon	7/30/2012 11:00 AM	7/30/2012 12:00 PM	

[Previous](#) [Next](#)

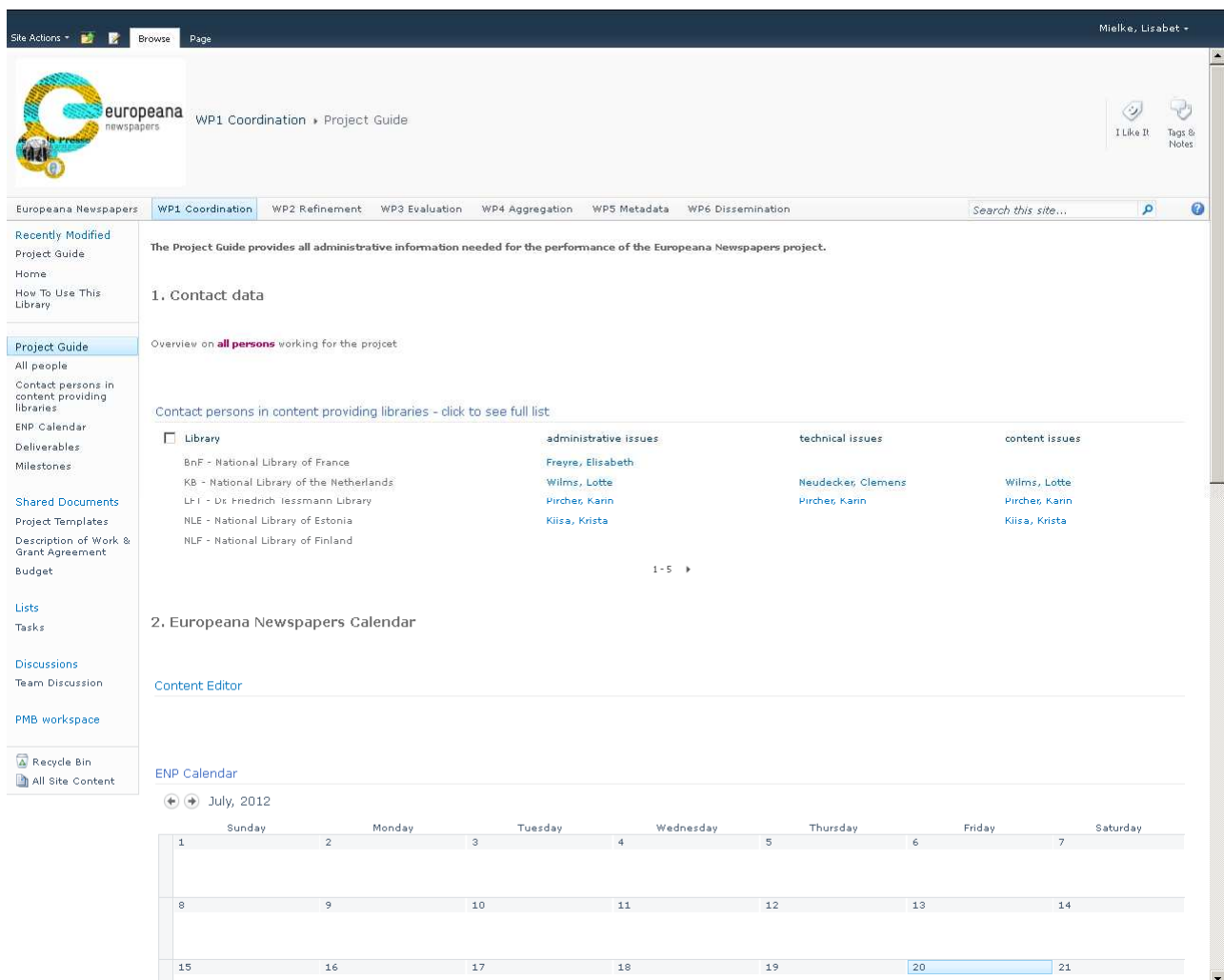
#### Homepage of the Project Guide

A user can either access the summary page of the Project Guide or directly go to specific sub-pages as for example the contact information form on content providing libraries or the project calendar by clicking the link at the sidebar.

### 3.4 Overview page

At the summary page of the Project Guide the users get an overview on the content of the Project Guide. The first section contains lists concerning contact data, the second section provides the project calendar and the third section helps monitoring the progress of deliverables and milestones.

Within this summary the users find preview versions of all lists and can directly access the full version of the lists by clicking at the list's title. Additionally they still find direct links to the provided lists in the sidebar.



The screenshot shows the 'Project Guide' overview page in a web application. The top navigation bar includes 'Site Actions', 'Browse', and 'Page'. The user 'Mielke, Lisabet' is logged in. The main content area is titled 'WP1 Coordination - Project Guide' and contains a summary of the project guide's purpose. Below this, there are three main sections: '1. Contact data', '2. Europeana Newspapers Calendar', and '3. Europeana Newspapers Deliverables'. The 'Contact data' section includes a table of contact persons in content providing libraries, categorized by library (BNF, KB, LfI, NLE, NLF) and role (administrative issues, technical issues, content issues). The 'Europeana Newspapers Calendar' section includes a 'Content Editor' link and an 'ENP Calendar' for July 2012. The 'Europeana Newspapers Deliverables' section includes a 'Deliverables' link and a 'Milestones' link. The sidebar on the left contains links to 'Recently Modified', 'Project Guide', 'Home', 'How To Use This Library', 'Project Guide', 'All people', 'Contact persons in content providing libraries', 'ENP Calendar', 'Deliverables', 'Milestones', 'Shared Documents', 'Project Templates', 'Description of Work & Grant Agreement', 'Budget', 'Lists', 'Tasks', 'Discussions', 'Team Discussion', 'PMB workspace', 'Recycle Bin', and 'All Site Content'.

Library	administrative issues	technical issues	content issues
BNF - National Library of France	Freyre, Elisabeth		
KB - National Library of the Netherlands	Wilms, Lotte	Neudecker, Clemens	Wilms, Lotte
LfI - Dr. Friedrich Lessmann Library	Pircher, Karin	Pircher, Karin	Pircher, Karin
NLE - National Library of Estonia	Kiisa, Krista		Kiisa, Krista
NLF - National Library of Finland			



Overview page of the Project Guide (top)



Site Actions
Browse
Page
Mialke, Lisabet

15	16	17	18	19	20	21
22	23 10:00 am - 11:00 am technical telecon	24	25	26	27	28
29	30 11:00 am - 12:00 pm PMB telecon	31	1	2	3	4

### 3. Deliverables and Milestones

 ENP\_Deliverables\_and\_Milestones.pdf  
 ENP\_Deliverables\_and\_Milestones\_WR.pdf

Tracking of Deliverables - click to see full list

<input type="checkbox"/> Title	Full name	Resp. WP	Due Date	Forecast	Actual delivery	Internal review	Status	
D1.1.9	Kickoff meeting minutes	WP1	2/29/2012				Open	
D6.1.1	Project Website	WP6					Open	
D1.1.1	Project Guide	WP1	4/30/2012				Open	
D6.1.2	Promotional materials	WP6	4/30/2012				Open	
D1.1.2	Consortium Agreement	WP1	6/30/2012				Open	

1 - 5

[Add new item](#)

Milestones - click to see full list

<input type="checkbox"/> ID	Title	Milestone name	Resp. WP	Due Date	Forecast	Actual Date	Internal review
1	MS 1.1.1	Kickoff meeting, including constitution of PMB	WP1	2/29/2012			
2	MS 6.1.1	Kick-off press conference	WP6	2/29/2012			
3	MS 1.2	Web-based project workspace online	WP1	3/31/2012			
4	MS 1.1.2	Consortium Agreement	WP1	6/30/2012			
5	MS 2.1.1	Test dataset	WP2	7/31/2012			

1 - 5

[Add new item](#)

Overview page of the Project Guide (bottom)

### **3.5 Contact Data**

The Project Guide provides two important lists on contact information:

Firstly, there is one list on all persons participating in the Europeana Newspapers project, giving information on their contact details. To grant the security and accuracy of the central information the contact data can exclusively be changed by the site administrator.<sup>1</sup>

A second list is providing overview on contact persons for specific tasks in the project.

Out of the 17 project partners within the Europeana Newspapers Consortium there are 12 libraries, which are going to provide digitised newspaper pages for technical refinement processes. Because of the complex workflows envisaged in the project, the technical project partners expressed the need to get a detailed list of contact persons within the participating libraries. Each content providing partner has appointed one staff member to be the contact person for administrative issues, one for technical issues and one for content related issues.

For a sound communication it proved to be very helpful to get in contact directly with the person responsible either for administrative, for technical or for content related issues.

The libraries are able to change these pieces of information easily in case of any changes of their personnel structure.

---

<sup>1</sup> As this is a public Deliverable, there is no screenshot with the detailed contact data of the consortium members copied into this document.

uibk.ac.at https://sp.uibk.ac.at/sites/eu-news/coordination/Lists/Contact%20persons/AllItems.aspx

Site Actions Browse List Tools Items List Mielke, Lisabet

WP1 Coordination » Contact persons in content providing libraries » All contacts

Europeana Newspapers WP1 Coordination WP2 Refinement WP3 Evaluation WP4 Aggregation WPS Metadata Search this site...

WP6 Dissemination

Project Guide  
All people  
Contact persons in content providing libraries  
ENP Calendar  
Deliverables  
Milestones  
Shared Documents  
Project Templates  
Description of Work & Grant Agreement  
Budget  
Lists  
Tasks  
Discussions  
Team Discussion  
PMB workspace  
Recycle Bin  
All Site Content

☐ Library

administrative issues technical issues content issues

BrF - National Library of France  
KB - National Library of the Netherlands  
LFT - Dr. Friedrich Tessimann Library  
NLE - National Library of Estonia  
NLF - National Library of Finland  
NLL - National Library of Latvia  
NLP - National Library of Poland  
NLT - National Library of Turkey  
ONB - National Library of Austria  
SBB - Berlin State Library  
SUB HH - The Hamburg State and University Library  
UB - University of Belgrade, University Library

Freyre, Elisabeth  
Wilms, Lotte  
Pircher, Karin  
Kiisa, Krista  
Bandere, Karina  
Kujawa-Eberharter, Aleksandra  
Kilic, Ömer  
Urdl, Werner  
Mielke, Lisabet  
Hagenah, Ulrich  
Filipi Matutinovic, Stela

Neudecker, Clemens  
Pircher, Karin  
Zogla, Arturs  
Leszynska, Agnieszka  
Kilic, Ömer  
Urdl, Werner  
Siegmann, Thorsten  
Wendt, Kerstin  
Sofronijevic, Adam

Wilms, Lotte  
Pircher, Karin  
Kiisa, Krista  
Bandere, Karina  
Leszynska, Agnieszka  
Kilic, Ömer  
Urdl, Werner  
Albers, Christoph  
Hagenah, Ulrich  
Sofronijevic, Adam

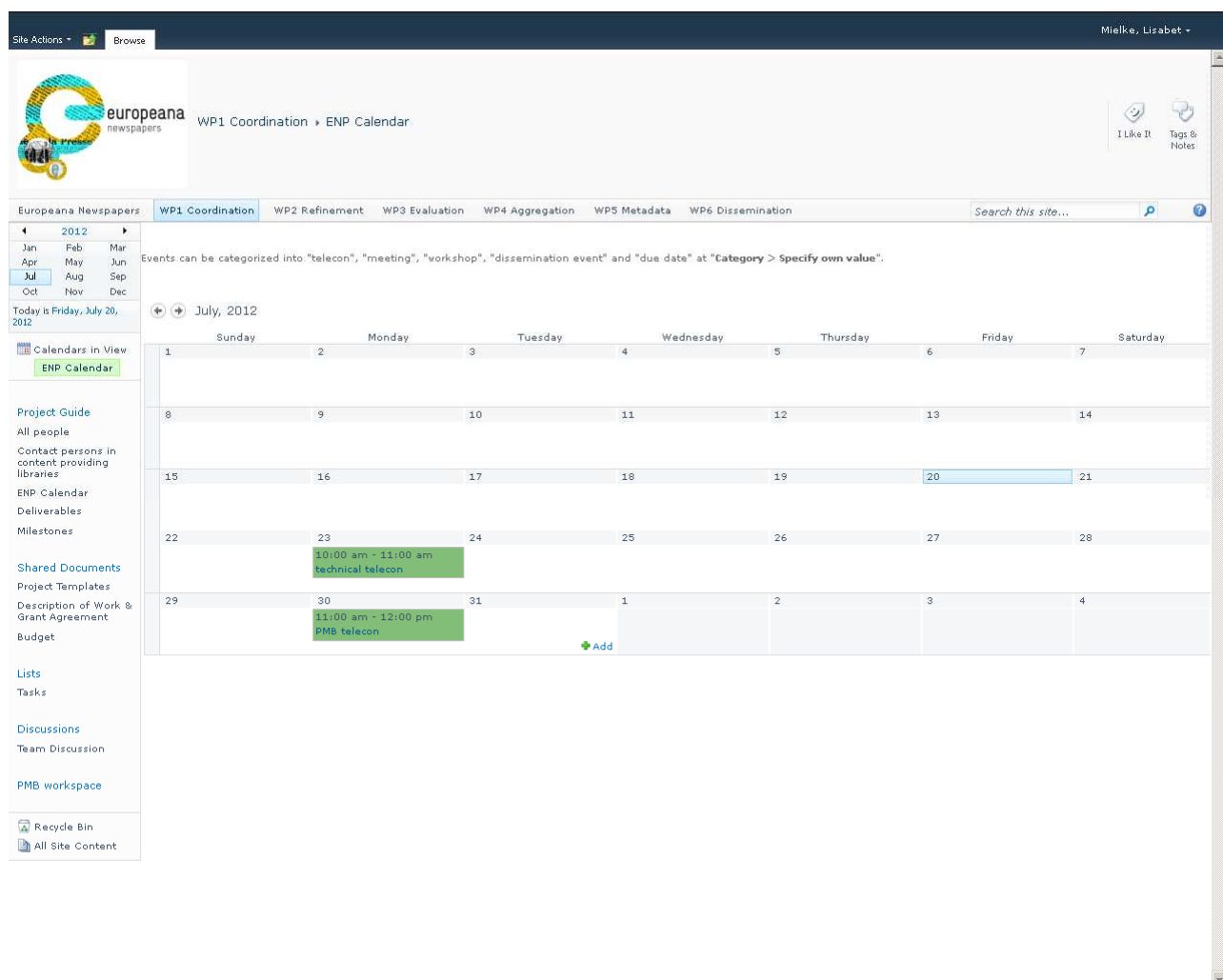
[Add new item](#)

List on contact persons in content providing libraries

### 3.6 Project Calendar

The Project Calendar is one of the most important tools within the Project Guide and within the whole Sharepoint workspace: It provides an general overview on all meetings, due dates and activities related to the Europeana Newspapers project.

All users of the online workspace are able to add events to the calendar. Different categories of events are visualised by different colours. For instance events can be classified as "telephone conference" or as "workshop" and will be easily identified by all users.



Site Actions | Browse | Mielke, Lisabet

europæana newspapers | WP1 Coordination > ENP Calendar

Europeana Newspapers | WP1 Coordination | WP2 Refinement | WP3 Evaluation | WP4 Aggregation | WP5 Metadata | WP6 Dissemination | Search this site...

2012 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Today is Friday, July 20, 2012

Calendars in View: ENP Calendar

Project Guide | All people | Contact persons in content providing libraries | ENP Calendar | Deliverables | Milestones | Shared Documents | Project Templates | Description of Work & Grant Agreement | Budget | Lists | Tasks | Discussions | Team Discussion | PMB workspace | Recycle Bin | All Site Content

Events can be categorized into: "telecon", "meeting", "workshop", "dissemination event" and "due date" at "Category > Specify own value".

July, 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 10:00 am - 11:00 am technical telecon	24	25	26	27	28
29	30 11:00 am - 12:00 pm PMB telecon	31	1	2	3	4

+ Add

Project calendar

### 3.7 Tracking of Deliverables and Milestones

At this section the user can find an overview on the Deliverables and Milestones within the Europeana Newspapers project. All the Deliverables and Milestones, presented within two tables, are listed here.

Each Deliverable / Milestone has been assigned to one project partner in charge of it. The current status of a Deliverable / Milestone as well as its relation to the Work Packages can easily be identified from the lists. It provides information on the due date of the reports and its current status (like "open", "draft", "final", "cancelled").

Both lists are sortable in order to enable the users to sort the information according to their needs, e.g. by person in charge of by due date.

Site Actions


Browse

List Tools

Items

List

Mielke, Lisabet



WP1 Coordination > Tracking of Deliverables > All Issues =

I Like It

Tags & Notes

Europeana Newspapers	WP1 Coordination	WP2 Refinement	WP3 Evaluation	WP4 Aggregation	WP5 Metadata	WP6 Dissemination	Search this site...
<div>Project Guide</div> <div>All people</div> <div>Contact persons in content providing libraries</div> <div>ENP Calendar</div> <div>Deliverables</div> <div>Milestones</div> <div>Shared Documents</div> <div>Project Templates</div> <div>Description of Work &amp; Grant Agreement</div> <div>Budget</div> <div>Lists</div> <div>Tasks</div> <div>Discussions</div> <div>Team Discussion</div> <div>PMB workspace</div> <div>Recycle Bin</div> <div>All Site Content</div>	<input type="checkbox"/> Title <input type="checkbox"/> Full name						
	D1.1.9	Kickoff meeting minutes			WP1	2/29/2012	
	D6.1.1	Project Website			WP6		Open
	D1.1.1	Project Guide			WP1	4/30/2012	Open
	D6.1.2	Promotional materials			WP6	4/30/2012	Open
	D1.1.2	Consortium Agreement			WP1	6/30/2012	Open
	D1.1.3	Progress Report 1			WP1	7/31/2012	Open
	D3.1	Evaluation profiles for use scenarios			WP3	10/31/2012	Open
	D4.1	European Newspaper survey report			WP4	10/31/2012	Open
	D1.1.4	Annual report 1st year with financial statement			WP1	1/31/2013	Open
	D2.1	Dataset for refinement of digitised newspapers			WP2	1/31/2013	Open
	D2.2	Specification of requirements of OCR and structural refinement-services for digitised newspapers in Europeana			WP2	1/31/2013	Open
	D4.2	Newspaper Aggregation and Indexing Plan			WP4	1/31/2013	Open
	D4.4	Report on EDM for newspapers			WP4	1/31/2013	Open
	D5.1	First internal release of the format with initial online resource for documentation			WP5	1/31/2013	Open
	D6.2.1	Report on Workshop on Refinement			WP6	1/31/2013	Open
	D6.3.2	Report on network extension			WP6	1/31/2013	Open
	D4.3	European registry for digital newspapers online			WP4	7/31/2013	Open
	D1.1.5	Progress Report 2			WP1	7/31/2013	Open
	D3.2	Evaluation dataset including ground truth			WP3	7/31/2013	Open
	D4.5	Newspaper content is made available to Europeana			WP4	7/31/2013	Open
	D5.2	First public release of the format with updated online resource for documentation			WP5	7/31/2013	Open
	D6.2.2	Annual report 2nd year with financial statement			WP1	1/31/2014	Open
	D3.4	Report on usability and potential of existing material			WP3	1/31/2014	Open
	D1.1.7	Progress Report 3			WP1	7/31/2014	Open
	D2.3	Upgraded content			WP2	7/31/2014	Open
	D3.3	Evaluation tools - final versions			WP3	7/31/2014	Open
	D3.5	Performance Evaluation report			WP3	7/31/2014	Open
	D6.2.3	Report on Workshop on newspapers in Europe and the Digital Agenda for Europe			WP6	7/31/2014	Open
	D1.1.8	Final report 3rd year with financial statement and dissemination plan			WP1	1/31/2015	Open
	D2.4	Recommendation on best practices for refinement of digitised newspapers in Europeana			WP2	1/31/2015	Open
	D3.6	Planning resources and quality estimation toolkit			WP3	1/31/2015	Open
	D4.6	Full text index for newspaper material and highlighting service			WP4	1/31/2015	Open
	D4.7	HTML Widget for browsing newspaper content by time and space			WP4	1/31/2015	Open
	D5.3	Final public release of the format with updated online resource for documentation			WP5	1/31/2015	Open
	D6.3.1	Report on information days			WP6		Open

Tracking list for Deliverables

Site Actions

Browse

List Tools

Items

List

WP1 Coordination

Milestones

All Issues

Search this site...

Project Guide

All people

Contact persons in content providing libraries

ENP Calendar

Deliverables

Milestones

Shared Documents

Project Templates

Description of Work & Grant Agreement

Budget

Lists

Tasks

Discussions

Team Discussion

PMB workspace

Recycle Bin

All Site Content

Tracking list for Milestones