

# DELIVERABLE

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and Latin Epigraphy

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## Networking infrastructure and terms of reference D 2.1 version n°4.0

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More details on contributors of each section can be found where appropriate.



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**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This deliverable contains original unpublished work except where clearly indicated otherwise.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.



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## List of abbreviations

Table 2: List of Abbreviations

Abbreviation	Meaning
BPN	<p>Stands for Best Practice Network. Eagle is a BPN, which is <i>an instruments that aims to promote the adoption of standards and specifications for making European digital libraries more accessible and usable by combining the consensus building and awareness raising function of a thematic network with the large-scale implementation in real-life context of one or more concrete specifications or standards by its members.</i></p> <p>This is the definition provided by the <i>ICT Policy Support Programme Competitiveness and Innovation Framework Programme 2010</i> of the European Commission</p>
CFP	<p>Call For Papers is a method used to collect book or journal contributions or conference presentations. A CFP is usually sent to mailing lists and addresses of interested groups, as well as published where the broader public can see it. the CFP describes theme, occasion and formalities to submit a paper, to whom this should be sent, what will be the schedule and what are the deadline.</p>
CFPa	<p>Call For Participation in the work of each WG and in the activities related.</p>
DOW	<p>Description of Work.</p>
MS	<p>Milestones.</p>
M	<p>Month.</p>
Continued on next page	

**Table 2 – continued from previous page**

Abbreviation	Meaning
WP	<p>Work Package is one of the main parts in which the Eagle Project is articulated.</p> <ul style="list-style-type: none"> <li>● WP1: Project management</li> <li>● WP2: Networking and best practices</li> <li>● WP3: Metadata model, mapping and ingestion</li> <li>● WP4: EAGLE Aggregator and Image Management infrastructure</li> <li>● WP5: End-user dedicated services</li> <li>● WP6: Dissemination and exploitation</li> </ul>
WPL	<p>Work Package Leader. These are</p> <ul style="list-style-type: none"> <li>● WP1: Promoter</li> <li>● WP2: UHEI</li> <li>● WP3: CYI</li> <li>● WP4: CNR-ISTI</li> <li>● WP5: DAI</li> <li>● WP6: UNIROMA1</li> </ul>
WG	<p>Working Groups are the core groups of activity in WP2. They are:</p> <ul style="list-style-type: none"> <li>● WG1: GIS and Terminologies</li> <li>● WG2: Translations and content curation</li> <li>● WG3: IPR and User Engagement</li> </ul>
SI	Success Indicators.



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## Executive Summary

This Deliverable is a report on the Networking infrastructure which includes all terms of reference and methodologies for

- Networking
- Enlargement of the network
- Specific methodologies of each WG
- Conferences and Workshops methodologies

This document is intended to include all useful information for the smooth internal work process as well as to give an idea to the wider public of what we do and how. These pages are the fruit of online and face to face meetings in which each point was discussed and planned with precision. The aims of this document are therefore:

- provide the terms of reference and the procedures for the activity of each Working Group
- provide terms of reference and clear procedure as well as timetables for the organization of conferences and workshops
- clarify the steps to be taken and the tools which will be used
- set clear responsibilities for the accomplishment of tasks

Most of these procedures are already in use and have effective and beneficial effects on the progress of the work. This document is strictly connected with D 1.1 and D 6.1 but specifies more about what is described there. The first part builds on the indication of D 1.1 in order to clarify Best Practices already in use so that they might easily become known to new members of the network. The chapter on the enlargement of the Network describes the methodologies decided by the consortium to formalize the agreements with new participants in the project with a unique workflow which exploits existing tools for a smooth



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management of this very delicate task. Then three chapters are dedicated to each WG to give a clear idea of decision taken, workflow and directions taken as well as timelines and task tables to achieve the results expected with the best tools. Each WG has a very specific task which requires tools and methods which are very different from one another. The final chapter defines and describes in detail the methodologies with which each event will be organized during the life of the project. In the Annexes all documents mentioned can be found both for reference, specimen and for direct use where possible, including the norms for group VOIP calls, template of agreements and timetables.



# Chapter 1

## General Methodology

### 1.1 General methodology (internal networking)

The document describing general norms and methodologies for networking and best practices of work into the BPN is D 1.1 where also methodologies for quality assurance and monitoring are found. This section instead will include some specifications of those methodologies, for the internal work of WP to WP communication and WG internally specific methodologies (see WG sections).

### 1.2 Minute writing

Each official meeting should be followed immediately by drafted minutes to be archived for the project record. At the beginning one of the participants will take this task. In the case of WP-WP meetings these will be archived in the agreed repository as described in the WP-WP specific methodologies.

### 1.3 Calendar and reminders

All deadlines, dates, meetings, should be copied in the calendar to allow everybody to follow the actual workflow in detail. This is responsibility of Task leaders, WP leaders and coordinators.



## 1.4 Repository

In all instances all New files in the repository should be notified promptly and no change or versioning should take place without previous or short notice.

### 1.4.1 Versioning of files and documents

Versioning of files will happen, with interested parties initially responsible for documents via email or any other agreed method. All documents, documentation, proposals must be shared via the repository with all partners for discussion with a clear deadline before entering into force and being deposited in the repository for future reference. Documents should be drafted initially by one or more people and then shared to the general mailing list with a link to their repository location. This discussion of documents at the level of WGs should be double. A first discussion and versioning should be internal to the WG and a second one extended to the all BPN, both of them with a clear deadline.

## 1.5 Web site

Please, for the Web site use, description and structure, refer to D6.1.

As part of the best practice in the network in the web site, after the publication of D2.1 there should be a list of contact persons for each task in the methodology documents, with appropriate contacts.

All BPN members and affiliate members participate in the development of the Website. Coordinators and WP2 and 3 leaders are especially responsible for Help desk and FAQ sections both in the reserved and in the public area as described in the specific sections of documentation.

### 1.5.1 Help desk

Specific questions coming from the partners and related to a specific Task will be addressed into an Help Desk section. A typical example here is the mapping and ingestion process (i.e. helping the partners to harmonize their metadata models to EAGLE metadata model, supporting them in the use of the tools for mapping and uploading their metadata and assisting them in the process of delivery these data to Europeana). This Help desk will be managed by a team composed by: a person to answer to questions related to the metadata model, a person to answer technical questions related to the use of the infrastructure/tools, a person to answer questions related to the process. The people involved in this process will be chosen via consultation of all BPN with the general mailing list.

## 1.6 Problem solving on contents

A special part of the problem solving task will concern questions related to the content and involving cross clarification between Europeana experts, technical experts and content providers. This is part of the WP2 objectives. Questions in this range can be addressed to the WP2 leader (UHEI). UHEI will seek advice and clarification as appropriate, without involving if not necessary the all partnership to guarantee confidentiality and specific assessment. If the questions and answers have a value or impact on the all BPN they might be shared in the FAQ or via the appropriate mailing list.

## 1.7 Specific methodologies of WP to WP work

This section specifies the objective "To give inputs to the activities of WP3 and WP" in the description of WP2. The following are general points:

- Prior to finalized status documents related to the work of WP2 and WP3 will be shared in the repository in a work-in-progress folder leaders and coordinators will have access.
- Finalized documents will be put in the repository and circulated from there
- a bi-monthly meeting will be held for updates between the WP Leaders, further exchanges might take place with short notice Skype meetings or chat or via email.

In the following sections more detailed methodologies are listed.

### 1.7.1 WP2 - WP3

- Input required concerns motivations for the choices of metadata in use, which have been already asked from UAH.
- Direct feedback on the use of vocabularies should come from plenary sessions of the WG 1 on GIS and Terminologies.
- It will be WP2 task to gather questions and raise issues of possible incomprehensions among epigraphist and technical partners, as well as among partners who already worked with Europeana and partners which did not. Questions and issues of this types will be directed to the FAQ and answered according to the stated norms of the FAQ page. (see above "content related question")

## 1.7.2 WP2 - WP5

- WP2 will provide feedback from the Working Groups for further requirements, especially WG 3 on IPR and User Engagement.
- WP2 will include in the negotiation of agreements specific testing actions for the applications which will be specifically discussed via email each time, where appropriate.
- In the user engagement activity a plan for dissemination of the application will also be included so that there can be an integrated plan of development of the application lead by WP5.

## 1.8 Monitoring of the activities of working groups

The following are additional monitoring tools for the working groups:

- Each working group has set a workflow which will be checked and reviewed each year
- Short reports will be presented to meetings and meetings reports will follow meetings of each working group. This will allow a constant control of the results.
- During workshops a survey will be carried out for the completion of tasks due by that date for the WG.

## Chapter 2

# Networking

### 2.1 Networking activities<sup>1</sup> and enlargement of the network

*This part of the work-package is dedicated to the overall orchestration of the BPN networking procedures and infrastructure and to fostering the enlargement of the EAGLE network. It will support in putting in place the network of relationships and collaborations across national, institutional and sector boundaries, so that expertise, experience and knowledge can be applied to the identification of best practice. The project consortium has access to a wealth of expertise, embodied in the personnel of the partners, as well as their own portfolios of contacts and collaborators. The terms of reference and operating model will be identified as well as the output of the discussions, which need to be compliant to a pre-defined report format suitable for interpretation and integration in the wider project consortium. These results will be important inputs to the EAGLE project deliverables. Emailing lists and dedicated areas in the project website will be put in place in order to facilitate the activities of BPN. Best Practice reports will be delivered to summarise the results of the networking activities, with the aim on the one hand to harmonize strategies and practices of the BPN, on the other hand to guide the content providers and consumers (both the BPN participants and the users who want to join the EAGLE community) on how to apply the agreed standards and practices. Content providers from outside*

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<sup>1</sup>The draft proposal of this methodology and work flow for the networking activities was submitted to the BPN 10/06/2013 at v.4 of his development. Authors of the section were Pietro Liuzzo, Raffaella Santucci, Claudio Prandoni

DOW, B3.3.5

*the Consortium will be encouraged to join the Best Practice Network and to contribute their content. The partners who already expressed their interest and the intention to cooperate with the project (see Annexes) will be the starting point for the enlargement of the network. External cooperations will be formalised by mean of a Cooperation Agreement, whose signature will grant access and participation to the EAGLE Working Groups and to the Advisory Board .*

## 2.2 General methodology

This task will be carried out via all means of communication, as preferred by the people involved, including, mail, e-mail and telephone communication with relevant parties interested.

The BPN will be kept informed at key stages via:

- Google Drive spreadsheets
- The [eagle@promoter.it](mailto:eagle@promoter.it) general mailing list

It is suggested that, to maintain a proper balance in the partnership all partners suggest as many contacts as possible. This also in order to achieve the success indicators.

### 2.2.1 Success indicators (DOW p.63 of second part)

All partners should always work for the achievement of all success indicators. This task especially looks at:

- 4-8 Affiliated Partners (new content providers) by the third year
- 300 participants (in total) in EAGLE events by the third year

## 2.3 Enlargement of the network

### 2.3.1 Analysis of existing stakeholders and possible partners

As envisaged during the Kick of Meeting, an overview table is to be maintained by the BPN on Google Drive with all the possible stakeholders: institutions, people, projects.

Institutions (i) / Project (p) / Expert (e)	Web	Contact Person	Email	Agreement	Notes	link to agreement	date of agreement
Anadine (p)	<a href="http://www.anadine-infrastructure.eu/">http://www.anadine-infrastructure.eu/</a>	Sorin Hermon	sorin.hermon@gmail.com	MoU			
IOCy (p)	only private	Lucia Orscolo + Catherine Dobias + Charlotte Rouché	lgyr@googlegroups.com	Affiliation	EPIDOC.XML Project		
Università di Bologna - Sezione Storia Antica		Lucia Orscolo	lucia.orscolo@unibo.it	Affiliation	Induzioni iscrizioni egizie		
Latin inscriptions in the Ashmolean (p)	n/a	Alison Cooley	A.Cooley@warwick.ac.uk	Affiliation	richiede info su image recognition	check email Silvia B/4/13 7.37	
Associazione Rodopis (i)	<a href="http://rodopis.org">rodopis.org</a>	Chiara Mazzotti	rodopis.ancienthistory@gmail.com	MoU	tourism, schools, students		
Gabriel Bodard (e)		Gabriel Bodard	gabriel.bodard@KCL.AC.UK	Cooperation			
King's College (i)	<a href="http://www.kcl.ac.uk">www.kcl.ac.uk</a>	Charlotte Rouché, Gabriel Bodard	gabriel.bodard@KCL.AC.UK	MoU			
IOSPE (p)	<a href="http://www.kcl.ac.uk">www.kcl.ac.uk</a>	Charlotte Rouché, Gabriel Bodard	gabriel.bodard@KCL.AC.UK	Affiliation			
Tom Elliott			Tom Elliott <tom.elliott@nyu.edu>	cooperation			
ISAW				MoU			
U.S. Epigraphy Project				Affiliation			
Corpus Inscriptionum Latinarum				affiliation			
Hugh Cayless			Hugh Cayless <hcad@nyu.edu>	Cooperation			
Nomisma	<a href="http://nomisma.org/">http://nomisma.org/</a>	Sebastian Heath	sebastian.heath@gmail.com	MoU			
Sebastian Heath			sebastian.heath@gmail.com	Cooperation			
Penn Museum	<a href="http://www.penn.museum/">http://www.penn.museum/</a>	Scott Williams	scott.brandon.williams@gmail.com	Affiliation			
Royal museums of Art and History in Brussels		Elen Van Keer	ellen.van.keer <evankeer@GMAIL.COM>	MoU			
Ancient Graffiti	<a href="http://ancientgraffiti.wlu.edu/the-harvard-epigraphy-project/">http://ancientgraffiti.wlu.edu/the-harvard-epigraphy-project/</a>	Rebecca Benefiel & Sara Sprengle	Rebecca Benefiel <BenefielR@wlu.edu>	Affiliation or Cooperation or MoU			
ASCSA	<a href="http://www.ascsa.edu.gr/">http://www.ascsa.edu.gr/</a> and <a href="http://www.agathe.gr/">http://www.agathe.gr/</a>	Andrew Reinhard		Affiliation			
finds.org.uk	<a href="http://finds.org.uk">finds.org.uk</a>	Daniel Pett		Affiliation + MoU			
William Murray	<a href="http://ascl.usf.edu/ram04/">http://ascl.usf.edu/ram04/</a>	William Murray		Cooperation			
DigLibLT	<a href="http://www.digliblt.unimn.it/">http://www.digliblt.unimn.it/</a>	Maurizio Lana	maurizio.lana <maurizio.lana@gmail.com>	MoU			
Pelagios	<a href="http://pelagios-project.blogspot.de/">http://pelagios-project.blogspot.de/</a>	Leif Isaksen	leif.isaksen <leifus@googlegmail.com>	MoU			
Ancient World Mapping Centre	<a href="http://awmc.unc.edu/wordpress/">http://awmc.unc.edu/wordpress/</a>	Ryan Home	Home, Ryan <rhome@uncmail.unc.edu>	MoU			
Peneus	<a href="http://www.peneus.tufts.edu/hopper/">http://www.peneus.tufts.edu/hopper/</a>	Marie-Claire Beaulieu & Bridget Almas	Marie-Claire Beaulieu <Marie-Claire.Beaulieu@tufts.edu>	Affiliation + MoU			
Sesame Pm				MoU			

Figure 2.1: Long List of possible stakeholders

The Long list of stakeholders is available to the BPN online and looks at the time of writing this document like in the following image:

This list contains the main informations on possible stakeholders and experts. Name of reference is in the first column and is marked

The Long List

- (i) : for institutions
- (p) : for projects
- (e) : for experts

Independent experts for the working group will be accepted at different stages in the project for participation in the Working groups according to decisions internal to each working group. This is intended to be a working document in continuous change as described below and will not be uploaded to the Repository, if not at a static stage as an example within a deliverable. A link will be provided in the reserved area of the web site.

### 2.3.2 Methodologies for enlargement of the network and autonomous joining

Several methodologies can be used to contact interested stakeholders which can be part of other existing networks and partnerships known to each member of the BPN consortium.

## Mail and direct contact

External Stakeholders can be contacted via e-mail or telephone or direct dialogue, where they are already known to a partner of the consortium. Their name and data should be added in the overview document.

CFPa

A CFPa will be distributed to major mailing lists in the fields of scientific interest for the BPN partners. The task coordinator will prepare specific calls for participation and discuss them with the partners before sending them to the mailing lists either directly or via the partners already part of those mailing list, as appropriate. This call will be regularly circulated (once every 6 months) via all above stated channels.

A list of mailing lists to be used for dissemination is to be maintained updated, in cooperation with the WP6 activities, by all partners in the Google spreadsheet in the image below:

Name	Address	Field	Subscribers Number
Europeana Mailing List	europaana@mailtalk.ac.uk		
Europeana Communication Group	europaana-communicators@list.ecompass.nl		
Europeana Network	europaana-network@list.ecompass.nl		
JISC	listserv@jiscmail.ac.uk		
American Library Association			
Digitalclassicist	The Digital Classicist List <DIGITALCLASSICIST@JISCMAIL.AC.UK>		480
markuplist	discussion of text markup issues <MARKUP@LSV.UKY.EDU>		
Calenda	OpenEdition - La Lettre <contact@openedition.org>		
Hypothes	<a href="http://eer.hypotheses.org/">http://eer.hypotheses.org/</a>		
NOTIZIARIO DI ANTICHISTICA	FACEBOOK and Advance mailing to S.Audano		
Liverpool List	CLASSICISTS@liverpool.ac.uk		2453
Agade	agade@listserv.unc.edu>		
Classics International	FACEBOOK, not sure it is also a list		2691
AWOL - Ancient World Online	<a href="http://ancientworldonline.blogspot.co.uk/">http://ancientworldonline.blogspot.co.uk/</a>		
current epigraphy	<a href="http://www.currentepigraphy.org/">http://www.currentepigraphy.org/</a>		
what's new in papyrology	<a href="http://papyrology.blogspot.co.uk/">http://papyrology.blogspot.co.uk/</a>		

Figure 2.2: Mailing lists

## Web page on site

In coordination with the dissemination activities (WP6)<sup>2</sup> and web site development (Promoter and UNIROMA1) a web page has been prepared with all information which are useful for external stakeholder to join the BPN. Further documentation as letters and short descriptions of the project have also been prepared for the use of all BPN and templates will be made available in the repository.<sup>3</sup>

Join us

<sup>2</sup>See D 6.1

This page will be online with the website. Information on this page will be spread via links and email together and independently from the above call for participation, as appropriate and in coordination with the User Engagement activities (T2.4)

### 2.3.3 Procedures

#### Types of Agreement

<b>Affiliation Agreement</b>	Institutions interested both in becoming EAGLE content providers and participating in the activities of the EAGLE Working Groups.
<b>Cooperation Agreement</b>	Institutions/experts willing to contribute to the activities of the EAGLE Working Groups or work packages tasks.
<b>Memorandum of Understanding</b>	To establish cooperation on specific points for the benefit of both parts between those projects/initiatives whose interests are germane to those of EAGLE.

Table 2.1: Types of Agreement

### 2.3.4 Types of memberships

An institution, individual or project can participate as indicated in the following table.

<b>Affiliated Partner</b>	When providing content for the final aim of EAGLE, the provision of content to Europeana.
<b>Cooperating Expert</b>	When taking part in one or more tasks (in which case several agreements might be established) of the project with sub-projects or related activities.
<b>Networking Partner</b>	When connected to the activities of the project for the mutual benefit of both EAGLE and the other party.

Table 2.2: Types of Membership

<sup>3</sup>A successful example taken into consideration for this page was <http://www.linkedheritage.eu/index.php?en/182/how-to-join>.



This three typologies of affiliation are regulated by the three kinds of agreement above and can include technical, networking or content partners, as well as partners cooperating in some of the activities and actions of each Working Group.

### 2.3.5 Procedure for the establishment of an agreement

1. The long list is updated with possible stakeholders
2. the stakeholder is contacted or reaches the EAGLE BNP with one of the above mentioned methodologies. (GREY color code)
3. Informal discussion is carried on with the external stakeholder (YELLOW color code)
4. Networking coordinator is kept informed or is directly charged with writing the draft text of the agreement on the discussed points.
5. A draft text is agreed with the external stakeholder and is archived in the repository in a work in progress folder into the networking folder of WP2. (RED color code)
6. The agreed text of the contract and annex is sent to the BPN for approval (silent consensus) with a deadline.
7. The approved contract is rediscussed and sent (back to step 4) or directly sent for signature first to the stakeholder. All versions are stored for reference only in the project repository. (BLUE color code)
8. The agreement is finalized with the signature of the Coordinator of the project. (GREEN color code)
9. The contract is archived in the Agreements folder of the WP2 folder in the project repository for future reference.

### 2.3.6 Final remarks

In all instances of agreement the Coordinators of the project will be kept informed. External stakeholders getting involved via website or call for participation and previously unknown, will contact the coordinator via the email address [info@eagle-network.org](mailto:info@eagle-network.org). All partners initiating independent networking activities should keep informed the Coordinators and Networking coordinator at all stages in the process with the above mentioned methodologies.



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Affiliated partners, cooperating experts and linked partners will be then included in the standard methodologies and procedures established for the Working Groups and for the work of the WPs as stated in their agreement.



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# Chapter 3

## Working Groups

*Working Groups* are the core groups of activity of WP2. They are

**WG1** GIS and Terminologies

**WG2** Translations and content curation

**WG3** IPR and User Engagement

Each of them as a specific methodology which will be recalled in each dedicated chapter due to the peculiarity of each task. Sometimes methods only slightly differ, but those are methodological differences which have been decided by the WG and widely discussed. To establish this groups initially to work within the BPN, UHEI as WP leader followed a specific procedure to ensure full discussion, participation and precision in the definition of the methodologies and Best Practices. During the Kick of Meeting a first call for participation was introduced into the presentation of the WP activities. This was done in order to identify interested individuals with specific expertises to build initial core action groups.<sup>1</sup> Three mailing lists were created, one for each group and a series of specific calls with Task Leaders was held to formalize an agenda for an initial meeting of the Working Group. Contemporarily an internal CFPa was circulated to the general mailing list ([eagle@promoter.it](mailto:eagle@promoter.it)) asking to contribute into a Google spreadsheet names of individual interested in participating and meeting where organized via doodle to discuss mainly the methodology and workflow for each Working Group.

How the WG were initially set and organized

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<sup>1</sup>See Minutes of Kick of Meeting

			WG1 - GIS & Terminologies	WG2 - TRANSLATION	WG3 - IPR	
Università degli Studi di Roma "La Sapienza"	UNIROMA1	Italy	Silvia Evangelisti, Raffaella Santucci	Silvia Orandi, Raffaella Santucci	Silvia Orandi, Raffaella Santucci	
Università degli Studi di Bari "Aldo Moro"	UNIBA	Italy	Antonio E. Felle, Antonella Daniela Agostinelli, Anita Rocco, Gianvito Pio	Antonella Daniela Agostinelli, Anita Rocco, Gianvito Pio	Antonio E. Felle, Gianvito Pio	
Ruprecht-Karls-Universität Heidelberg	UHEI	Germany	Pietro Liuzzo, Frank Grieshaber	Pietro Liuzzo, ANDREA ZANNI (WM)	Pietro Liuzzo, James Cowey, ANDREA ZANNI (WM)	
Oxford University	UCXF	UK	Bryan Ward-Perkins			
Universidad de Alcalá	UAH	Spain	Miguel Angel Sicilia, Eydel Rivero, Joaquín L. GÓMEZ PANTOJA, Donato Fasolini			
Paris-Lodron-Universität Salzburg	PLUS	Austria	Christian Uhlir	Andreas Sanders	Christian Uhlir	
Universitatea Babeş-Bolyai - Cluj Napoca	UBB	Romania	Ioan Piso	Rada Varga	Rada Varga	
Eötvös Loránd University Budapest	ELTE	Hungary	david bartus	david bartus	david bartus	
Sveučilište Jurja Dobrića u Puli	UNIPU	Croatia				
Znanstvenoraziskovalni Center Slovenske Akademije Znanosti in Umetnosti	ZRC SAZU	Slovenia		Anja Ragolič	Anja Ragolič	
Institut Ausonius, Université de Bordeaux III - CNRS	AUSONIUS	France	Natalie	Askold Ivantchik	Milagros Navamo Caballero	
Katholieke Universiteit Leuven	K.U.LEUVEN	Belgium	Herbert Vereth			
Consiglio Nazionale delle Ricerche - Istituto di Scienza e Tecnologia	CNR-ISTI	Italy	Paolo Manghi, Franco Zoppi, Vittore Casarosa, andrea Mannocci	Andrea Mannocci	Franco Zoppi, Vittore Casarosa	
Deutsches Archäologisches Institut	DAI	Germany	Sven Ole Clemens, Marcel	Marcel	Sven Ole Clemens	
Cyprus Institute	CYI	Cyprus	Valentina Vassallo Elena Christophorou	Elena Christophorou, Valentina Vassallo	Elena Christophorou, Valentina Vassallo	
Eureva	EUREVA	France				
British School at Rome	BSR	Italy			Alessandra Giovenco	
Gogate Srl	GOGATE	Italy				
Promoter Srl	PROMOTER	Italy	Claudio Prandoni	Claudio Prandoni	Claudio Prandoni	

Figure 3.1: Participants in Working Groups

## 3.1 Initial participants in the WP<sup>2</sup>

### 3.1.1 WG 1 - GIS and Terminologies<sup>3</sup>

- UNIROMA1 : Silvia Evangelisti, Raffaella Santucci
- UNIBA: Antonio E. Felle, Antonella Daniela Agostinelli, Anita Rocco, Giovanni Pio
- UHEI: Frank Grieshaber, Pietro Liuzzo
- UOXF: Bryan Ward-Perkins
- UAH: Miguel-Angel Sicilia, Eydel Rivero, Joaquín L. Gómez-Pantoja, Donato Fasolini
- PLUS: Christian Uhler
- Trismegistos (KU Leuven): Herbert Verreth
- UBB: Ioan Piso
- ELTE: David Bartus
- AUSONIUS: Nathalie Prevot
- CNR-ISTI: Andrea Mannocci, Franco Zoppi
- CYI: Elena Christophorou, Valentina Vassallo
- DAI: Francesco Mambrini, Sven Ole Clemens
- PROMOTER: Claudio Prandoni

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<sup>2</sup>At the time this document was written, only participants from the BPN were members of the WGs. WG Leaders are indicated in the appropriate sections.

<sup>3</sup>See p.21. The first draft of the specific Chapter was discussed during the initial Skype meeting with Silvia Evangelisti, Pietro Liuzzo, Antonella Daniela Agostinelli, Anita Rocco, Nathalie Prevot, Andrea Mannocci, Franco Zoppi, Miguel-Angel Sicilia, Eydel Rivero, Joaquín L. Gómez-Pantoja, Donato Fasolini, Herbert Verreth, Valentina Vassallo, Claudio Prandoni.

### 3.1.2 WG 2 - Translations and Content Curation<sup>4</sup>

- UNIROMA1 : Silvia Orlandi, Raffaella Santucci
- UNIBA: Antonella Daniela Agostinelli, Anita Rocco, Gianvito Pio
- UHEI: Pietro Liuzzo, Andrea Zanni (Wikimedia)
- PLUS: Andreas Sanders
- ELTE: David Bartus
- ZRC SAZU: Anja Ragolič
- AUSONIUS: Askold Ivantchik
- CNR-ISTI: Andrea Mannocci
- CYI: Elena Christophorou, Valentina Vassallo
- DAI: Francesco Mambrini
- PROMOTER: Claudio Prandoni

### 3.1.3 WG 3 - IPR and user engagement<sup>5</sup>

- UNIROMA1 : Silvia Orlandi, Raffaella Santucci
- UNIBA: Antonio E. Felle, Gianvito Pio
- UHEI: Pietro Liuzzo, James Cowey, Andrea Zanni (Wikimedia)
- PLUS: Christian Uhlir, Andreas Sanders
- UBB: Rada Varga
- ELTE: David Bartus
- ZRC SAZU: Anja Ragolič

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<sup>4</sup>See p.29. The first draft of the specific Chapter was discussed during the initial Skype meeting with Silvia Orlandi, Raffaella Santucci, Pietro Liuzzo, Antonella Daniela Agostinelli, Anita Rocco, Milagros Navarro Caballero (for AUSONIUS), Andrea Mannocci, Valentina Vassallo. Andrea Zanni took part asking Pietro Liuzzo to refer for him on a previously held meeting and mail exchange.

<sup>5</sup>See p.39. The first draft of the specific Chapter was discussed with the Task Leader, Christian Uhlir and the PLUS team before being sent to the BPN for approval.



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- AUSONIUS: Milagros Navarro Caballero
- CNR-ISTI: Franco Zoppi, Vittore Casarosa
- DAI: Sven Ole Clemens
- CYI: Elena Christophorou, Valentina Vassallo
- BSR: Alessandra Giovenco
- DAI: Francesco Mambrini
- PROMOTER: Claudio Prandoni

The following chapter describe mainly decisions taken during initial meetings and discussions.





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## Chapter 4

# WG 1 - GIS and Terminologies

### 4.1 Definition and scope of the work

T 2.3

*To provide guidelines and recommendations to ensure the continuous addition of qualitative and quantitative attractive content by the EAGLE BPN, including the definition of Vocabularies and Terminologies to be used to enrich and harmonise the content and the analysis of the tools and practices to adequately georeference it. Best Practices will be identified on how to include in Eagle metadata model the most suitable vocabularies and terminologies and how to harmonize the georeferencing of the epigraphic content.*

### 4.2 Deliverables directly and primarily involving the work of this WG

D2.2.1 Content harmonization guidelines, including GIS and terminologies - first release (month 12)

D2.2.2 Content harmonization guidelines, including GIS and terminologies - second release (month 24)

### 4.3 Methodology

During the initial meeting, held according to the agreed norms,<sup>1</sup> the initial proposal to split the group into two Commissions one on GIS and one on Terminologies was rejected, although several flexible Commissions will work on the

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<sup>1</sup>See Annex 83

WG Leader

different tasks as required. The need for a Working Group Leader was not raised and therefore there is no WG Leader. All dates and deadlines in this report will be published in the EAGLE calendar with double reminders (one week and the day before).

#### 4.3.1 Selected tools for work as appropriate to the Working Group

- **The mailing list [gis\\_termin@eagle-network.eu](mailto:gis_termin@eagle-network.eu)**

This will be limited to topics strictly related to this task: MediaWiki, translations, content curation, internal meeting and workshop organization, especially

- **Skype**

- A monthly call will be held for updates on the progress of work
- The coordinator of the call shall rotate between the participants who will volunteer to do so. The coordinator shall not be the same of the previous meeting.
- The coordinator will be in charge of writing minutes soon after the meeting (three days later maximum) and distribute them via the mailing list for feedback before sending the document for further feedback to the general mailing list.
- Date and time of the skype meeting will be proposed during the meeting taking place and will be always in the agenda as a final point. Hypothesis will be gathered in a doodle and will be confirmed with at least 3 working days of notice by the WG leader via the mailing list.
- Dates will be suggested using **Doodle**, and in the comment area participant will notify their intention to volunteer for the coordination of the meeting.
- The meeting will be input in the common calendar on the Eagle web site Reserved Area with two automatic reminders, one week before and the day previous the actual meeting.

Coordination of meetings

Organization of meetings

Reminders

- **Google Drive and Docs**

Will be used for tables and working documents

- **The Eagle Repository**

- There will be a *Work in Progress* folder in the repository for nearly finalized documents. No attachments shall be sent back and forth,

but a consistent use of the repository shall be preferred for late stages versioning of the file.

- Documents should be loaded in .doc format.

### 4.3.2 Tasks and responsibilities

Task and responsibilities will be defined as follows

Participation in vocabularies Commissions	<b>Individual</b>
Analysis and comparison of vocabularies	<b>Commission</b>
Work on Geographical data	<b>Individual</b>
Writing of proposed documentation and timely delivery	<b>Commissions</b>
Content harmonization with structured vocabularies	<b>Each Partner</b>
Approval of results	<b>Working Group</b>

Table 4.1: Task and responsibilities in WG 1

There will be **two Workshops** for this WG<sup>2</sup>, the methodology and structure of which will be discussed in the second meeting in coordination with the other WGs. Workshops

### 4.3.3 Methodology for the work on Terminologies

In coordination with the work of the WP 3, the Working Group will analyse existing vocabularies on partner side and elaborate common vocabularies on the basis of current practices. This will include the eventual discussion of reuse or development of further vocabularies in other fields and for other entities for which a metadata model will be developed. Eagle Vocabularies

Independent Eagle Vocabularies will be produced and made publicly available online for the use of the wider community as well.

An initial comparison of vocabularies was started in the following public document, using the data gathered in the survey of WP3 for metadata modelling.

At the date of this meeting the following common elements would therefore need a work of comparison of the existing vocabularies for harmonization:

1. Object Type

<sup>2</sup>See p.59 for the specific methodology, dates and contents.

vocabularies for each field

File Edit View Insert Format Data Tools Help Last edit was 4 days ago

fx | common vocabularies (hypothetic title)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	common vocabularies (hypothetic title)	EDR	EDN	HE	EDB	Petrae/Ausonius	UOXF	LUPA (PLUS)	STARC (CY)	ARACHNE				
2	object type	Rerum inscriptionum distributio	Inscription Baser	Object type	type of subject			name of the monument + id of monument			internal			
3	monument										<a href="http://www.linceo.sabot.mi.it/">http://www.linceo.sabot.mi.it/</a>	edh list with def		
4	type of inscription	titulum distributio	Inscription Type	object function material rough definition material refined definition	function		text type	additional information for inscription type + id of inscription type			internal			
5	material	Rerum materia	material	ENGRAVING TECHNIQUE	type of substrate			id of material (rough) = id of material (exactly)			internal	<a href="http://ohc.sbg.ac.at">http://ohc.sbg.ac.at</a>		
6	writing	scriptura			executing technique					position and gender	internal			
7	social status	Virorum distributio	Status, gender								internal			
8	dating criteria	Argumenta	YEAR	Chronology	dating span			reason for dating + id of phase + dating (to)			internal			
9	modern country	Regio nostrae aetatis	modern country	modern geographical name				finding place (german) finding place (english) comment for finding place				TMgeo_ID + Ptoleides		
10	ancient findspot / city	Urbs antiqua		ancient geographical name		ancient site CODED		id of ancient finding place				TMgeo_ID + Ptoleides		
11	ancient findspot / province	Regio antiqua	province	Roman Province Vocabulary		ancient site coded	Province	ancient finding place				TMgeo_ID + Ptoleides		
12					area			id of province						
13					Location									
14					Position									
15					In situ (yes/no)									
16					Conventus / Diocesis vocabulary									
17					Responsores (MUSEUM)									

+ | inscriptions - photos - translations

Figure 4.1: Vocabularies for each field

2. Type of Inscription
3. Material
4. Writing
5. Dating Criteria
6. Decoration
7. State of preservation

### Use of vocabularies in elements

For the corresponding element of **1**, **3**, **6** and **7** it is possible to see the document "Description of Physical Object v.6". **3** has already received attention from PLUS who suggested the use of an existing vocabulary. Guidelines on a simplified use of it shall be made. <sup>3</sup> **2** could be used in the "title" element. **5** should be used throughout the project in any given date field. Useful distinctions and guidelines for the XML format can be found at Notes on the vocabularies See further section Methodology of work on Geographical Informations for the vocabularies to be used in the "Ancient province" and "Ancient findspot" correspondent elements (no mapping suggestion as yet available).

<sup>3</sup>Effort is already being put towards an alignment at the time this document is being written.

This should be an alignment of complex and simple vocabularies with hierarchies deep enough to guarantee a consistent but simple choice. *Taking the example of MATERIALS, it should always be possible to choose 'marble' at a simpler level of distinction and, only if desired, go down one or more levels and specify 'cipollino'.*

The UNKNOWN option should always be there in every vocabulary.

### Activity and workflow

A Commission for each of the above mentioned vocabularies is to be formed. The composition of each commission will include 1 technical person and 1 epigraphist for each participating CP whenever possible.<sup>4</sup>

	Object Type	Type of inscription	Material	Writing	Decoration	State of preservation	Dating criteria	selected general terminology for epigraphy
UNIROMA1	<b>Silvia Evangelisti, Massimiliano Vassalli</b>	Silvia Evangelisti	Silvia Evangelisti	<b>Silvia Evangelisti</b>	Silvia Evangelisti	Silvia Evangelisti	Silvia Evangelisti	Silvia Evangelisti
UNIBA	Daniela Agostinelli e Gianvito Pio	Anita Rocco e Gianvito Pio	Daniela Agostinelli e Gianvito Pio	Daniela Agostinelli e Gianvito Pio	<b>Daniela Agostinelli e Gianvito Pio</b>	<b>Daniela Agostinelli e Gianvito Pio</b>	Anita Rocco e Gianvito Pio	
UHEI	Pietro Liuzzo	<b>Pietro Liuzzo</b>	<b>Pietro Liuzzo</b>	Pietro Liuzzo	Pietro Liuzzo	Pietro Liuzzo	Pietro Liuzzo	Pietro Liuzzo
UOXF	Bryan Ward-Perkins		Bryan Ward-Perkins			Bryan Ward-Perkins	Bryan Ward-Perkins	
UAH								
PLUS	W. Wohlmayr	W. Wohlmayr	<b>Christian Uhlir</b>	W. Wohlmayr	W. Wohlmayr	Christian Uhlir	W. Wohlmayr	W. Wohlmayr
UBB	Dávid Bartus	Dávid Bartus	Dávid Bartus	Dávid Bartus	Dávid Bartus	Dávid Bartus	Dávid Bartus	Dávid Bartus
ELTE								
UNIPU								
ZRC SAZU								
AUSONIUS								
BSR								
CYI								
DAI								
technical participant								
EUREVA								
CNR-ISTI								
GOGATE								
PROMOTER								
K.U.LEUVEN							<b>Tom Gheldof</b>	

Figure 4.2: Vocabularies commissions

If names are suggested which were not put forward for the work in this Working Group they should be notified so that they can be added to the gis-termin@eagle-network.eu mailing list.

Commissions will

- analyse the vocabulary or vocabularies they are in charge of
- prepare a proposed articulation in english initially of preferred and alternative values (which can be assigned in several fields)
- provide a specific short definition for each value and one for each alternative value possibly with supporting documentation and examples

Vocabularies  
Commissions'  
tasks

<sup>4</sup>Names in bold are those of the coordinators of the Commission, taking care of initial alignment and distribution of definition efforts.

- highlight problems and propose solution (e.g. on cross vocabularies inconsistencies), especially
  1. vocabulary definition
  2. items in vocabulary
  3. elements differently allocated into a vocabulary
  4. method of definitions
  5. definitions
  6. translations
- gather feedback and integrate choices
- edit the vocabulary they are in charge of in Tematres or any other tools which will be identified in alternative

Each Commission will submit a short report on the development of its work at least two days before each meeting.

Specific Definitions of tools

The work on the Vocabularies will be based on existing materials and developed work.<sup>5</sup>

TemaTres

## Tools

**TemaTres**, an Argentinian open source software for the publication of Vocabularies and Knowledge Organization will be used to generate articulated vocabularies, with a preferred value and alternative values. This tool benefits from a responsive support team as well, has regular backups and keeps all data exposed. All values in the vocabulary will have a specific URI.

**TemaTres** is to be installed in the project website by Promoter and an introduction will be made to each Commission to use it independently. The location of the vocabulary will provide clean URIs (not query-like) for all typologies. A suggested prefix should be also stated once URI structures are known. This thesaurus management tool guarantees multilingualism. The WG opted to have at least the following languages: Latin, Spanish, French, German, Italian, Modern Greek.

A testing phase will begin after installation, firstly technical, then practical. If at some stage the requirements above, to separate, organize, expose, articulate the different terms and vocabularies will turn out to be not satisfying, other tools will be tested to find the best possible option.

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<sup>5</sup>PLUS has for example already a tool for multilingual hierarchic vocabularies (thesauri) available. <http://www.limes-oesterreich.at/thesaurus/index.php> Items here will be linked rather than duplicated but might have a different hierarchic position or definition.

#### 4.3.4 Methodology of work on Geographical Informations

The methodology hereby described for the constitution of a common geographical database is to be applied in all fields containing geographic denominations, and are not affected by the metadata model that will be developed. Trismegistos (KU Leuven) can gather all places informations and give TM-geoID which is a URI, while accomplishing the de-duplication process. While 'TM Geo' refers to the geographical files as a whole, a 'TM-geoID' only refers to the actual number of a place (sc. the numerical ID used to identify a specific place). This can be done for all place informations that are: Modern findspot, Ancient findspot, Not for any finer granularity than a town/village level.

TM-geoID

Modern Findspots will be matched to GeoNames URIs.

Ancient findspots will be matched with Pleiades with a match in Filemaker against a dump from Pleiades on a certain date.

Trismegistos (KU Leuven) will preserve in separate fields all the information so that despite the chosen main name all alternative names and locations will be preserved.

- Where there is uncertainty the closest possible level of precision will be applied.
- Where more then one option occurs the secondary one will be preserved in the record.
- Where only the modern name is known that information will be preserved alone.

The places database shall then be exported according to the Pelagios cookbook<sup>6</sup> into a set of RDF (OAC) triples describing the relation to Pleiades URIs.<sup>7</sup> This might be used into the Eagle portal to guarantee complete linking and indexing of places. We will so link two different kind of place URIs: the one in Pleiades for coordinates and further references and connections; the one in Trismegistos related to Eagle and providing collated evidence from inscriptions. No distinction about attested places is to be done at this stage. Also the development of a relational geographical database ought to remain for a later development of Eagle and shall be included into a sustainability plan. Neither Pleiades or TM-geoID allow in their places databases fine granularity informations. Further geographic informations related to a finer granularity (places into a city, streets, monuments) could be represented in separated databases, but this decision rests on content provider side and his to be discussed after the first report on best practices.

Pelagios and  
Pleiades

<sup>6</sup><https://github.com/pelagios/pelagios-cookbook/wiki>

<sup>7</sup><http://pleiades.stoa.org/>



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### Activity and workflow

The activity will closely follow the work on de-duplication. The results of the work on places will be sent to the relevant CP for discussion. Feedback and reactions should then be sent back for updates in one month time from the time of completion and first delivery from Trismegistos. General problems, regarding two or more partners should be discussed in the general meetings.

## 4.4 Harmonization of CP data with common vocabularies

The harmonization of contents with the vocabularies (i.e. with the URIs) and with the Geographical informations database rests on the CP side for now unless differently specified in the future. The cleaning of metadata will be done on top of this work by CNR according to methodologies that will be defined after the metadata model definition and the first drafting of vocabularies.

## Chapter 5

# WG 2 - Translations and Content Curation

### 5.1 Definition and scope of the work

T 2.2

*This task will set up a multilingual wiki for the enrichment of epigraphic images and texts, with special emphasis on translations, for the benefit of the general public. The already available translations will be published first, with reference to the author to avoid copyright problems. Starting from these, the aim is to cover the translation into English of all the main databases involved in the project and the preparation of English texts for the outreach activities. This task will be performed through the cooperation of Wikimedia Foundation. Wikimedia Italia, the Italian chapter of Wikimedia, will provide EAGLE projects with competences and experience in Wikimedia projects, creating the structure (e.g. templates, categories) for the massive upload of content in Wikimedia Commons. Wikimedia Commons is a free repository of multimedia files, containing nearly 13 millions items in free license. Commons hosts only free and reusable resource, in public domain or Creative Commons-Attribution-Share Alike licenses, which means free of charge and reusable, for every purpose and any user. Moreover, Commons is the central repository of multimedia files for all the Wikimedia projects, including all the Wikipedias in any language. Providing EAGLE content through Commons will increase hugely the visibility of the resources, which could be available for every user and will act as a framework for crowdsourcing of content curation. Providing Commons with EAGLE resource will enable Wikipedian communities of volunteers to*

*use the images (and related metadata) directly embedding them into Wikipedia articles, and Wikisource communities to use the images and transcription to populate their library of ancient texts and translations.*

## 5.2 Deliverables directly and primarily involving the work of this WG

**D2.5 EAGLE multilingual Wiki:** Wiki containing the enrichment of the epigraphic records and images available through Wikimedia Commons, including the translation of the texts.

## 5.3 Methodology

WG Leader

The Group chose with unanimous vote Silvia Orlandi as Working Group leader.

### 5.3.1 Selected tools for work as appropriate to the Working Group

- **The mailing list** [translation@eagle-network.eu](mailto:translation@eagle-network.eu)  
This will be limited to topics strictly related to this task: MediaWiki, translations, content curation, internal meeting and workshop organization, especially
- **Skype**
  - a monthly call will be held for updates
  - the coordinator of the call shall rotate between the participants
  - the coordinator will be in charge of writing minutes soon after the meeting and distribute them via the mailing list.
  - date and time of the skype meeting will be proposed by the WG leader with 3 weeks notice via doodle and will be confirmed with at least 3 working days of notice by the WG leader via the mailing list
- **Google Drive and Docs** For an overview table of the translations situation to be used also as a reference workflow chart.
- **Google Forms** This is the selected tool for initial survey and any other further survey during the length of the work of the WG.

- **MediaWiki**

This has been installed in the project portal to host the all work of the WG.



Figure 5.1: Eagle Mediawiki

This MediaWiki will host some tasks of other WP as WP5. The Eagle Mediawiki will contain a Wikibase extension for translations and images Wikibase mainly and it will include

1. The above mentioned overview table (more below) based on TM-ID connected to a photograph (required by MediaWiki)
2. A guidelines/help section describing action/decisions and best practices to be followed, including Wikipedia editing help and tutorials. This will be developed according to the needs and only as far as it is meaningful and coherent to the overall choices and workflow.
3. A page with view and comments for each translation in each language, each and every one with proper IPR statements <sup>1</sup>

Tasks and responsibilities for actions will be held individually by participants. Tasks and responsibilities There will be two Workshops for this WG the methodology and structure of which will be discussed in the second meeting in coordination with the other WGs.

<sup>1</sup>(see below)

### 5.3.2 Specific Definitions of project tools

These are ideal tools for a consistent workflow, which might be superseded by more functional tools and methods as extensions to Wikibase and new releases of Wiki Data take place. Notes of changes and decisions towards specific tools will be tracked into the Eagle Media-Wiki.

#### Overview Table

This will contain all de-duplicated TM numbers and all languages of the project. This means that where at any stage there should be two different translations in the same or in different languages they will be held separately. The entries in the table will lead to the individual translation pages while the TM number to a general page with a link to the source text to be translated or of which there are translations and to the photographs. As a suggestion, siglas could correspond to ubication of translation as in the below example

TM id	English	French	Italian	etc.
TM9000001	UOXF			
TM9000002		AUSONIUS		
TM9000003		AUSONIUS		
TM9000004			EDR	

Table 5.1: Example Overview of Translations

A color-code might indicate the status of workflow. For example: Gray for not usefully translatable Yellow for exported from CP Red for selected for new translation Blue for additional or multiple translations etc.

#### Pages/translation

This will be studied and structured according to the categories schema that was prepared by EDR. Each translation page will contain one translation by one author and the copyrights requirement for IPR both by Wikipedia and Europeana and will considered as an independent metadata set of a particular image of an inscription. A starting point for a template with categories should be the following, proposed by EDR

The above fields/categories can be translated as follows

- Translation
- Original Translation

<b>TRADUZIONE ITALIANA</b>	
<b>Traduzione:</b>	<input type="text"/>
<b>Traduzione originale:</b>	<input type="checkbox"/>
<b>Nome traduttore:</b>	<input type="text"/>
<b>Titolo:</b>	<input type="text"/>
<b>Titolo rivista:</b>	<input type="text"/>
<b>numero volume:</b>	<input type="text"/>
<b>luogo:</b>	<input type="text"/>
<b>anno:</b>	<input type="text"/>
<b>pagina:</b>	<input type="text"/>

Figure 5.2: Translation Model from EDR

- Name of translation's author
- Title
- Periodical title
- Volume
- Place of publication
- Year of publication
- Pages

This has been translated into the following MediaWiki template<sup>2</sup>

- \* TM\_ID: TM\_ID
- \* Provider URI: provider URI
- \* IPR: IPR
- \* text: text
- \* Original Translation: original
- \* Translator: translator
- \* Title: title

<sup>2</sup>updated with feedback from the meeting in Alcalà

- \* Periodical title: periodical title
- \* Volume: volume
- \* Place of publication: place of publication
- \* Year of publication: year of publication
- \* Pages: pages

To this a field for IPR should be added to complete the metadata which will refer to the TM-ID. This template would directly fit the input during the second year or previously published translations. The selection of new translations will have instead only the author and IPR. Please, note that IPR info is required as stated above, both by Wikisource, Wikidata and Europeana. The ID (to be equated to TM-ID) is a practical need meeting aggregation needs and MediaWiki structuring needs. The Author and publication references fields are required as part of the IPR statement clarity.

## Help/guidelines

This section contains the Wikipedia help section for editing Wikipedia content, but can be customized to host more specific content. In this specific case, while it would not be that useful to have translation's guidelines, it could be used for actions, for the results of survey for specifications about fields and categories.

### **Wikimedia clarification on Wikisource<sup>3</sup>:**

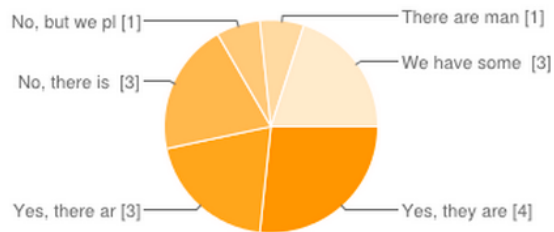
Wikisource is a wiki digital library. Although it uses a CC BY SA license, its ultimate goal is to present and preserve digital texts transcribed from scans. This means that Wikisource makes a pride of the reliability of his texts, which are adherent to their original source. This means that, ultimately, they are not editable in their content: it's the policy of the project to have reliable texts. So, the CC-BY-SA doesn't harm the reliability of the translations that EAGLE would like to upload on Wikisource. If they are published (online, on our personal EAGLE wiki, or somewhere else) that means there is an original source: on Wikisource, we'll make sure that the text uploaded would be the same.

## 5.4 Workflow

A preliminary survey<sup>4</sup> has been made to gather informations about translations which might not be clear already from other surveys.

This has given very interesting results<sup>5</sup>, summarised as in the following graphics provided by Google.

### 4. Do you have translations of the inscriptions that you will contribute to the project?



Yes, they are online with all other materials	4	27%
Yes, there are translations but they are not yet public	3	20%
No, there is no translation of our material currently	3	20%
No, but we plan to prepare them soon	1	7%
There are many translations available but we do not keep them in our database	1	7%
We have some ready, some are being prepared	3	20%

Figure 5.3: Results of Translation Survey: existing translations

<sup>4</sup>Available at <http://goo.gl/8qFQf>

<sup>5</sup>Full report on this survey will be found in the appropriate report on Best Practices. These data are intended only to give a methodological example.



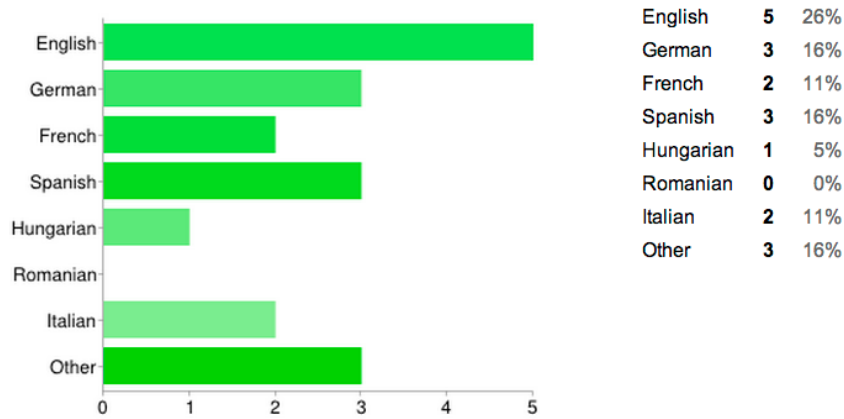


Figure 5.4: Results of Translation Survey: languages representation

Other languages are:

- Modern Greek
- Slovenian
- Russian

EDR model will be used as a starting point for categories and template. There will be two distinct phases of the process of work: the MediaWiki part and the eventual migration to Wikisource where possible.

The following is a draft workflow decided by the working group in which the foreseen activities are listed. The accomplishment of each task is subject to changes due to further decisions and technical solutions.

### 1st year

1. Structure of Media wiki, guidelines, detailed analysis of present contents.
2. Documentation
  - (a) Template and explanation,
  - (b) Overview Table and relative flow code,
  - (c) Guidelines for comments and internal editing
3. Individuation of non usefully translatable texts
4. Harvesting of translations to Media-Wiki
5. Individuation of photo for each text
6. Harvesting of the selected photo for each text
7. Structuring of the network of translation/pages in MediaWiki
8. Export to Wikibase of the existing translations
9. Individuation of existing epigraphic material on Wikipedia projects
10. Individuation of existing printed translations which can be used for as-yet-untranslated texts or can be added as additional language translations of an inscription with photograph which already has a translation in a language.

### 2nd year

1. Input of the printed translation in point 10 of the first year action
2. Homogenization and proper categorization of data found in action 9 of the first year
3. Individuation of a selection of text which can be translated for the first time and of which a second or third translation in a different language can be provided
4. Involvement of other CP for multiplication of languages in selected cases (Provision of additional language translations to the materials already translated into a language.)

5. Individuation of schools for pilot projects on the model of the Ubi Erat Lupa experience<sup>6</sup> in cooperation with WG 3 on IPR and user engagement
6. Export to WikiSource of newly inserted existing translations
7. Analysis of new translations which might be produced on Wikisource

### 3rd year

1. Input of the selection of new translations of which in actions 3 and 4 of the second year
2. Piloting of school projects involving translation of selected corpora of inscriptions following action 5 of the second year
3. Export to Wikisource of these translations
4. Definition of policies of Quality Assurance for materials in Wikisource based on analysis at action 7 of the second year
5. implementation of further input, editing and quality assurance into the Media wiki open to a wider scientific community.
6. Further multiplication of languages of translations via Wikisource and in Media Wiki.
7. Other actions required which cannot now be foreseen

## 5.5 Data flow

Translations will be harvested from the aggregated metadata by Wikimedia using MediaWiki, Wikibase and Wikidata. CNR will then harvest from the Media Wiki in the project web site all new translations (other languages and newly translated texts) which will be aggregated as a separate entity. Wikimedia will export the data using Wikibase and Wikidata once verified that possibility to the various Wikisource national groups, if and when needed.<sup>7</sup> No new translation or paraphrase that might be generated in Wikipedia by reference at the Wikisource data will need to be harvested by the Media Wiki or by CNR for the Eagle portal.

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<sup>6</sup>Cfr. DOW: given the nature of the archives, their disjointedness and the lack of available translations, ancient inscriptions have for the most part remained the preserve of the specialist, and their enjoyment by the general public has been impossible. This is true for schools as well, whose history syllabi would benefit from the possibility of accessing inscriptions online.

<sup>7</sup><https://it.wikisource.org/w/api.php> ; <http://www.mediawiki.org/wiki/API>.

## Chapter 6

# WG 3 - IPR and User Engagement

T2.4

*This task analyses and evaluates strategies and practices to foster the re-use of the epigraphic content provided in EAGLE, including:*

- *studies of user behaviour*
- *identification of user groups*
- *concepts for active participation of user groups*
- *concepts of specific services for specific user groups (e.g. school projects)*
- *concepts to establish communication between the users including also benefit-cost analysis of social networking*
- *services as Facebook et. al.*
- *analysis of the rights management issues and requirements to be taken into account*

*The groups addressed in this task will encompass*

- *the general public (e.g. the tourists),*
- *the public with a special interest in cultural heritage and in classical Greek and Latin culture,*
- *the subject specialists and academic experts (researchers, students, teachers).*

*Based on the analysis of user behaviour (how do users get to the web services / what services are demanded most frequently...) best practice and guidelines will be worked out to provide services (e.g. an interactive workspace) that support community building*

*and user to user interaction with cutting edge usability, including recommendations on how to tackle rights issues relevant to different materials in relation to the provision of online access (copyright, portrait rights, privacy rights, etc.), the liabilities and obligations of heritage institutions in relation to contracts (loans, deeds, etc.), laws (inheritance, criminal, etc.), use regulations (fair use, educational use, use for research, etc.) and use licenses.*

## 6.1 Deliverables directly and primarily involving the work of this WG

**D2.3.1** Best practices on user engagement with epigraphic content, including IPR requirements - first release

**D2.3.2** Best practices on user engagement with epigraphic content, including IPR requirements - first release Agreement on Methodology and workflow

As each Working Group, also this one has two Workshops to organize and to participate in two international conferences.

## 6.2 Methodology

### 6.2.1 Structure of WG

This WG will be directly coordinated by PLUS who will take care of all from research to guidance in clarification of local issues. The nature and complexity of the issue will require a strong and centralized coordination of this big task in the project.

WG Leader

The Working Group Leader is Dr. Christian Uhlir.

### 6.2.2 Communication

Communication will take place via email and occasionally via Skype. Documents will be shared in Google drive and via email before finalization. Finalized Documents will be stored in the Repository.

For surveys google drive Forms will be used, as in the first survey, in the figure below.

The IPR clarification part of this task will involve external consultation, research and analysis as well as direct hand checking of some informations.

## Preliminary IPR Questionnaire

A few questions for content contributors to the EAGLE project

\* Required

Approximately, how many pictures do you plan to submit to EAGLE? \*

Name of your organization \*

Do the pictures exist already? \*

- Pictures are done
- Pictures will be made
- Some are done, some will be made
- Other:

Do your pictures include? \*

(please check as many as necessary)

- Pictures taken by your organization
- Pictures taken by a known photographer
- Pictures taken by an unknown photographer
- Scans from books
- Scans of original drawings
- Scans of archived drawings
- Other:

Have you talked to an expert in local copyright law? \*

- Yes
- No
- Planning to

Is your organization the owner of the pictures to be shared with EAGLE? \*

- Yes
- No
- Owner of some

[Continue >](#)

Figure 6.1: Preliminary Survey on IPR

Tasks will be taken at the level of consortium members and the partners will choose a person, possibly to remain the same for the length of the project.

All questions, enquiries, doubts shall be addressed directly to the Task leaders as soon as possible, copying in all communication WP Leader and coordinators.

## 6.3 Terms of reference

### 6.3.1 Data Exchange Agreement

All our work and especially the IPR requirements are regulated by the *EUROPEANA DATA EXCHANGE AGREEMENT (DEA)*<sup>1</sup>, where the Content Provider is so defined:

DEA

- e. *the Data Provider has and/or can create metadata and previews that are appropriate to form part of this database;*
- f. *the Data Provider is willing to make (a part of) these metadata and previews available for this database, under the conditions of this agreement; Europeana wishes to make all metadata in its database available for reuse to all its Data Providers and the public at large.*

Nevertheless, Article 2,1 states that

*Notwithstanding the minimum requirements of paragraphs 2 and 3 of this article, it is in the discretion of the Data Provider to decide which Metadata and Previews it provides to Europeana, including the right to submit only Metadata and Previews with regard to a part of the Content held by it or its data providers and the right to submit only a part of the Metadata and Previews it has or its data providers have with regard to particular Content.*

part B, p. 19f

The quantity of Metadata and Previews is regulated by the DOW.

## 6.3.2 Intellectual Property

The Definition of Intellectual Property given by the World Intellectual Property Organisation<sup>2</sup> is the following

*Intellectual property refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. Intellectual property is divided into two categories: industrial property (which includes inventions (patents), trademarks, industrial designs, and geographic indications of source) and copyright (which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs).*

Intellectual property rights apply to several levels of ownership. Some of those of interest for the project are the following:

- Database rights
- Authorship
- Photographic authorship
- Ownership of photographs
- Archives and institution rights.

## 6.3.3 Licences

### CC0 1.0

CC 0

According to the DEA all metadata and thumbnails of images need to be licensed under Creative Commons<sup>3</sup> CC0 licence (1.0 Universal Public Domain Dedication). A full description can be found at <http://creativecommons.org/>.

<sup>1</sup>See <http://pro.europeana.eu/technical-requirements> and guidelines pages 15 and 17 especially. Documentation can be found here <http://pro.europeana.eu/web/guest/available-rights-statements>

<sup>2</sup>ATHENA project (2009), Overview of IPR legislation in relation to the objectives of Europeana (1 November 2008-30 April 2009) p.6 <http://www.wipo.int/about-ip/en/>

<sup>3</sup>Creative Commons gives everyone a simple, standardized way to grant copyright permissions. They allow to easily modify copyright terms so that only *some rights* are reserved. More information on <http://creativecommons.org/>.



org/publicdomain/zero/1.0/ and in the annex to this document<sup>4</sup>. Although some rights remains to the IPR holder, the Metadata provided to Europeana by the Data Provider are therefore by definition licensed

- non-exclusively,
- unconditionally,
- free-of-charge for all types of use and for all territories to the public.

CCBYSA

### CC BY-SA 3.0

Among the parts of the project, we need to take into account that Wikisource is a wiki digital library and it uses a CC BY SA license. Wikisource is proud of the reliability of its texts, which are adherent to their original source, but allows reuse. The latest version of CC BY SA is 3.0 and the legal code about it can be found at <http://creativecommons.org/licenses/by-sa/3.0/legalcode>. Creative Commons Attribution Share Alike grants to everybody the right to Share and Remix, provided that attribution is stated and that the work produced using the one with CC BY-SA licence is also published under the same licence. This is a very powerful tool for guarantee of the continuous increase of openly accessible and reusable material and a guarantee of authorship as well.

## 6.4 Workflow

A first step has been taken asking a report about IPR in EUROPE via wikipedia DE (see shared document IPR\_WM\_Berlin.pdf). This document will also give guidelines on how to obtain CC licences

Metadata

All metadata will need to be CC0. If they are not these will need to be obtained.

Photographs

Photos do not need to have an open licence as long as their IPR is clearly stated. No unclear or unlabelled information will be accepted. CP will have to carry on this checking task and define each IPR for each photograph.

Translations

Translations from the MediaWiki will need to be CC0. Translator will do their task knowing this. Translations from existing publications will have to come from open domain publications or from cleared CC0 publications.

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<sup>4</sup>See 87

It is advised that each Content provider make use of the public domain calculators provided by EUROPEANA CONNECT, to understand the situation of their data. A short report from each CP on this is expected before the second survey, and at least by 1 November 2013.

Europeana Con-  
nect

While metadata CC0 will be stated by default in the mapping definitions, definitions and clarification on contents as photographs will have to be clarified by all CP and be visibly labeled.

This work should be carried out by the first year (January 2014) to have a precise idea of the amount of data that has no labelling, needs to get it or cannot get it. This will require direct checking but is not avoidable.

N.B. there are indicators for number of items to be provided and IPR are a requirement: there should be a clear plan of the order in which contents will be cleared according to their IPR status.

#### 6.4.1 IPR enquiries and research - experts

An enquiry at local level with national experts will be required for each country where a repository of images is kept. this will focus on:

Experts

- best ways to find out unknown owners
- types of permissions required
- labelling advice
- obtaining rights and stating them
- what is legally safe to do

Some face to face meeting with IPR owners might be required.

A meeting will be held after the report comes out, and a test will be carried out during the second year. after testing there will be another meeting.

Once situations are clarified PLUS will provide direct one to one support to each CP, organizing an individualized plan for each CP.

## 6.5 User Engagement

### 6.5.1 Community building and user engagement: best practices and guidelines

The search function of the information system should feature detailed analysing tools to find out:

- Where does the user search - Google or the internal search engine?
- Did the user search for specific key words - if so, what categories did these key words belong to?
- Did the search consist of single words - or did it contain specific phrases or combinations of keywords?

### 6.5.2 Studies of user behaviour

The search function of the information system should feature detailed analysing tools:

- Was the search targeted at one special object (by object-ID)
- What kind of search function was used - a simple, general search or a more detailed, advanced search?

Google Analytics There are several types of users that can be reached by EAGLE. More could be identified with analytic tools as Google Analytics. For example: The operating system and search language: a mobile operating system and a foreign language may indicate tourist searches for further information regarding an ancient monument Analysis of the internet provider/IP address: with university networks, it is likely that the users are members of the academic field.

Ubi Erat Lupa One main way to achieve user engagement of these groups, the known ones and the ones which will be identified is the possibility for users to contribute translations for Latin inscriptions and photographs. This has already tentatively been launched by [ubi-erat-lupa.org](http://ubi-erat-lupa.org) - however the necessity for a reviewing process emerged (in order to provide quality assurance). A possible solution may be adopting WikiSource's model. This work will be carried on in close cooperation with the WG 2 on Translations and Content Curation.

Wikisource

## Associations

One further target of user engagement are Associations, i.e. free associations of classicists, ancient historians, epigraphers, who do other things in their normal lives are the main objective. They have motivations, time, knowledge.

The task leader will carry on interviews with members of these association which are considered as major users group for Eagle. These series of interviews will be a model for more interviews and contacts to be taken by all BPN members. The main aim of these interviews will be to set the framework of a methodology for the future.

Interviews

## Schools

A pilot project with a school group has been already carried out <sup>5</sup> and more pilots could be carried out in other schools and countries. Activities of user engagement in schools might take the form of translation workshops where students at various levels can train in epigraphy via the Ubi Erat Lupa platform.

In the pilot this has been of great benefit to the databases as well, as students did some work assisted from a retired professor with a timesharing model. Students receive high quality training, contribute in the scientific research and also provide feedback (on typos for example). They can also get to visit places they have never been to and a booklet can be published, as in the pilot carried out by PLUS.

Pilots

For school projects of this kind it could be possible to establish also an e-learning platform in the website.<sup>6</sup> Teachers could, by means of objects or monuments, arrange a virtual tour through an ancient site and may add further, specific information. To achieve this task, BPN members shall contact PLUS who will coordinate activities and make sure that pilots are monitored and produce significant results for the Eagle project. Expression of interest shall reach PLUS by **1 October 2013** for projects to start in the academic year 2013-14.

Virtual Tour

## Other users (tourists)

For tourists and other people interested in the project a specific presentation for mobile devices could be procured. User will be able to obtain further and more detailed information about on-site findings. A close cooperation with museums and sites towards this aim is to be pursued according to networking activities

<sup>5</sup>See document shared via the list.

<sup>6</sup>On this point an interaction with related Perseus Projects is envisaged.

methodologies as described in the appropriate section.<sup>7</sup> At sites that are accessible by the public, QR codes and/or written signs can inform mobile internet users of existing apps/sites.

### 6.5.3 Social networks

There are already a series of pages ready that await only to be activated once the website will be online. This were prepared by the project Coordinator at earlier stages of the proposal writing and can now be fruitfully used for the work of this WG as well as for Dissemination purposes, which are strongly related with this WG.

**FACEBOOK** <http://www.facebook.com/pages/Eagle-Project/>

**PINTEREST** <http://pinterest.com/eagleproject/>

**TWITTER** [https://twitter.com/Eagle\\_Project](https://twitter.com/Eagle_Project)

**LinkedIN** <http://www.linkedin.com/groups?home=&gid=4721635>

**Google+** this page will also be created.

These profiles will be maintained and populated with the coordination of PLUS as task leader and in coordination with WP6 on dissemination. All partners will have access to these pages to be able to post and comment, share and distribute, to guarantee that all meaningful communities are engaged with on each network and that the Success indicators are met. UNIROMA1 as WP6 leader will put in place tools to facilitate management and planning of posts with tools such as <https://hootsuite.com/features/social-networks>.

Social Networks  
Management

The working group suggest the use of a set of predetermined hash tags for dissemination activities linked to user engagement. These should be used in all places where it is possible:

**#EAGLE-Europeanana** → for general interest

**#EAGLE-translation** → for WG 2 on translations related topics

**#EAGLE-terminologies** → for WG 1 on GIS and terminologies topics

**#EAGLE-ipr** → for WG 3 on IPR and user engagement.

**#EAGLE-networking**

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<sup>7</sup>Cfr. p. [pagerefnetworking](#).



**#EAGLE-events**

**#EAGLE-contents**

**#EAGLE-tech**

Wikipedia will also be used as "overlooked social network". Wikipedia is not normally perceived as a social network, but it is one: behind-the-scenes discussions takes up more space than the actual articles. Editors dealing with historical articles have discussion pages which can be used by EAGLE as multipliers, disseminating EAGLE content even further to a Wikipedia-wide audience.

Events and publications will also be circulated via Academia.edu where and in the forms allowed by this system, therefore through the QUESTION function.

A platform and user profiles to access pages and memorize searches, tailored to the specific needs and requirements of our topic, may be preferable, as a custom-built system could be better suited for scientific discourse. As a custom-built system, an interactive workspace (as part of the information system) could be implemented, and provided with connections to other workspaces in comparable information systems. This workspace could be extended by providing a personalised and an open area where the user can share information.

Along this lines this WG will provide consistent input to D 5.1 when this will be requested.

users  
pages      profile



EAGLE  
Deliverable number 2.1  
Networking and best practices

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## Chapter 7

# Events and Conferences

### 7.1 Definitions

T2.5

#### 7.1.1 BPN Workshops and Conferences

*This task involves communicating all the agreed methods, standards and practices to all the participants of the BPN and to the potentially interested external users of the EAGLE platform and services to attract new content providers and stakeholders. Six focused workshops and two dedicated EAGLE conferences will be organized with the aim to present and illustrate the agreed methods, standards and practices to all the participants of the BPN and to other possible interested users and in general to disseminate the results of the project to a wider public. Moreover, two dedicated training events will provide the opportunity (in satellite events) to offer to interested content providers tutorial education on digitization, metadata, conceptual models, etc., and training on the use of the tools and procedures developed by EAGLE.*

T6.1

#### 7.1.2 EAGLE dissemination and communication planning

*The aim of this task is to produce the specifications and overall planning of the dissemination activities. The drafting of the Dissemination and Awareness Plan will take into account the classes of target users identified in WP2 and WP5, and recommend targeting actions for each of them. It will guide all the activities of WP6. Target organizations are primarily the other European epigraphy institutions*



*that are not part of the EAGLE Consortium. Each of the EAGLE participants will contribute to this task by organizing training sessions and awareness-raising presentations within their own language region, participating to relevant events and contributing to keep the project website up-to-dated. This will be done in close liaison with WP2, by reusing and translating the best practices and by exploiting the workshops and international events organized as part of T2.5. This task also covers the organization of the EAGLE presentations at the relevant international epigraphic conferences which the project partners will attend.*

## 7.2 Deliverables

**D2.4 EAGLE CONFERENCE PROCEEDINGS (September 2014)** This deliverable describes the work that has been performed to organize the First EAGLE International Conference (to be held in Paris) and it includes the Conference proceedings

**D2.6 EAGLE final conference proceedings (March 2016)** This deliverable describes the work that has been performed to organize the Final EAGLE International Conference (to be held in Rome) and it includes the Conference proceedings

## 7.3 Terms of reference

Eagle will organize:

- 6 focused Workshops (2 for each Working Group)
- 2 dedicated Training events
- 2 International Conferences

### 7.3.1 Workshops and Trainings

Eagle Trainings will be on the use of the tools and services developed by EAGLE.

The aim of Workshops and Trainings are similar and are therefore mutually interconnected. They are related to the specific development of the BPN and of the EAGLE project tasks. They are the place and time for discussion on the problems faced during the daily work on the project. Since one of the aims of

WP2 is “to reach the same level of expertise within the BPN through networking and consensus building activities” Workshops and Trainings are to be held contemporarily, to allow cross reference and space of interchange, where possible and needed.

*Workshops* are specifically aimed at:

- discussing actions planned in the working group
- carrying out collaborative tasks within the actions of the working group at the relevant stage in the project development
- updating the workflow if needed
- taking major decisions which require face to face dialogue (this will be gathered during the monthly meetings)

The aim of the *Trainings* is instead to:

- present and illustrate the agreed methods standards and practices to all the participants of the BPN
- present and illustrate the agreed methods standards and practices to other possible interested users and stakeholders
- train content providers on how to implement such procedures
- provide dedicated tutorial sessions (supported by the technical partners)
- gather direct feedback and decide on further improvements
- engage the user community
- disseminate results
- ensure broad outreach

### 7.3.2 International conferences

Eagle international conferences are focused on the research contents of the project. They will gather international contributions relevant to the project from scholars and experts. Eagle international conferences will set Eagle in the international scientific discussion and will expose its best practices, aims and contents to the wider community.

The aims of the *International Conferences* will be:

- discussion and research; questioning and challenging of one major scientific question (the topic of the conference)
- foster scientific discussion of topics that are related to Eagle
- publish proceedings which are a major contribution to scientific research and development
- liaise and network within the community of scholars, researchers and stakeholders
- encourage content providers from outside the Consortium to join the Best Practice Network and to contribute their content and expertise.
- encourage experts to join the three working groups
- seek liaison and connection with other projects

*Additional events* can be scheduled according to the needs and desires, in respect of the project tasks and this will be regulated by a specific methodology

DOW p.72 part B

A plenary meeting about the project, its tasks and its status will be organized contextually and it will precede or follow the other events, as they are occasions in which all the BPN is present and this allows to optimize time and expenditures. International conferences with Plenary meeting will result in a 3 and a half days event. Workshops and Training with Plenary meeting will result in a 2 and a half days event.

The methodology described in this document to organize all these events will distinguish neatly between

- Plenary meetings (see 7.6)
- Trainings and Workshops (see 7.7)
- International conferences (see 7.8)
- Additional events (see 7.9)

## 7.4 Planned meetings and conferences

### 7.4.1 Plenary meeting

24-25 October 2013, Pisa training session for content providers + Plenary Meeting

March 2016, to be decided final plenary meeting

Other plenary meetings will be contiguous with the Training and Workshops and International conferences.

### 7.4.2 Training and Workshops

February 2014, Ljubljana Training (reserved to partners) + 3 Workshops (one for each WG) + public event

February 2015, Nicosia Training (reserved to partners) + 3 Workshops (one for each WG) + public event

### 7.4.3 International Conferences

September 2014, Paris International Conference [MS7] + WG panels

September 2015, Rome International Conference [MS17] + WG panels

### 7.4.4 Other project meeting

24-25th June 2013, Alcalà meeting with content providers to agree on the metadata model (WP3)

Sept 2014 Cluj Napoca meeting on terminologies

Dissemination  
materials

## 7.5 General Workflow

The following indications are general and apply to all instances above. It is the responsibility of everybody to strive for each event to exceed expectations and meet the highest possible standards, as well as to disseminate the promotion materials and the dissemination materials.

### 7.5.1 Workshop Management and Rules

UNIROMA1 is the coordinator of the Task. Its responsibilities are:

- Coordinating logistical aspects of the workshops/conferences;
- Fulfilling reporting requirements;
- Providing intellectual leadership.

These will be carried out in collaboration with the WP2 leader UHEI.

### 7.5.2 Final Reports

D 2.4 and D 2.6 contain two parts each. The second part is the publication of proceedings of the international conferences, which will be dealt with in a later paragraph<sup>1</sup>; the other is the report on the work carried out in relation with the present indications, for the organization of each event. This second part is responsibility of WP2 Leader (UHEI). WG Leaders and Task leaders as relevant should also participate in reporting with meeting information, reporting on the event itself, documentation of practices and happenings.

Deliverables

WP2 Leader is also in charge of planning a post-event meeting to complete reflection for evaluation. This will be an occasion to re-discuss the event and improve methodologies, best practices and all other aspects as appropriate.

The report of the event will be produced not later than 2 weeks after the event.

The hosts of the event will be in charge also of the event documentation: audio or video recording are strongly suggested for documentation, archival and dissemination purposes, where possible, as well as photos.

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<sup>1</sup>See p.69

### 7.5.3 Promotion for workshop

Promotional material will be developed according to the Visual Identity study of the project. All calls for papers will have to be reviewed for their spelling and correctness in english by a mother tongue speaker.

Where possible, initial promotion material should be available at immediately preceding events (I.e. the conference publicity is available at the workshop before it for possible participants and speakers if the call for papers is still open).

Initial promotion

Promotional contents must be detailed, promptly accessible, discussable. It is recommended that a specific email address for each event is prepared and used where appropriate for external participants.

Quality

The use of *Event bright*, and any other event organization online tools are strongly supported when and where appropriate, as for registration and post-event analysis, but they will not be unique tools.

Analytics

The event page of the web site will also be the reference for social network sharing and dissemination.

For all events it is encouraged the maximum participation from outside the BPN. It is very important that all partners contribute in the dissemination and promotion of events so that participation is maximized.

### 7.5.4 Co-organization of events

EAGLE can participate in the organization of other events. In these cases, EAGLE needs to be able to influence the structure according to its needs and requirements. Only directly relevant co-organizations of events are therefore encouraged.

In a co-organized event EAGLE will first draft and approve a co-organization statement, declaring responsibilities on a list of tasks according to the nature of the event.

### 7.5.5 Deadlines and responsibilities

General structure for organization of events are detailed according to the different kind of event below. Eagle Google Calendar will be used to keep track of all this deadlines. WP2 Leader UHEI will keep the calendar up to date, setting appropriate reminders.

WP2 leader, T2.5 leader and the Host of the event will outline a Table of responsibilities and precise deadlines as a first stage of any event organization as detailed below.

Storage

Draft documents, web pages, promotion materials will be developed and stored in a folder in Google Drive. Versioning of these files will only be done in the commission organizing the specific event, although after publication any further comment or suggestion from all BPN will be most welcome. Final versions will be stored in the repository.

## 7.6 Plenary project meetings

Dates of plenary meetings will be consistent with those of other events, and confirmed at each meeting for the following event. This excludes the first and the last plenary meeting. It will be advised by the Coordinators to which events to associate a plenary session, according to WP1 tasks and decisions. Please see also D 1.1 and related documentation, as Plenary meetings are part of Project Management. The plenary meeting will typically take 1 full day.

### 7.6.1 Plenary meeting timetable

Plenary meetings for the project can be standardized and simplified as much as possible. On the model of the Kick of Meeting in Rome 2-3 April 2013, the following timetable suggests the schedule of activities to carried out.

There will be in the plenary meeting a report from each WP, with time allocated according to present needs of the moment.

### 7.6.2 Plenary meeting timetable

Table 7.1: Plenary meetings Timetable

Action	Deadline
Identify the event to which the plenary meeting is to be attached.	See above and events timeline
Select speaker (if different from WP leader)	1 Months and 2 weeks in Advance
Allocate time in the day to each WP and prepare Agenda for the day	1 Month in advance

Continued on next page

**Table 7.1 – continued from previous page**

Action	Deadline
Share presentations with partners and preparatory questions.	2 Weeks in advance
Update and finalize the agenda	1 Week in advance
Plenary session takes place	
Minutes of plenary session draft	1 week after
Final version of plenary session minutes and record of decisions	3 weeks after

## 7.7 Trainings and Workshops

The trainings and workshops are defined according to the DOW in the “Definitions” Chapter above and they will follow the same methodology as described in this section.

Training and workshops will usually take two days for different sessions to take place and for general feedback and a public event.

There will be always a public session in the afternoon of the second day in which short papers will be presented to the public. This will have a general title as a conference and include 4-5 short talks. This talks will be prepared in advanced regardless of the workshop organization, although they will benefit of the workshop itself to update and enrich their presentation. Shortpapers

### 7.7.1 Selection of Topics for Trainings and Workshops

#### Trainings

No unitary theme is needed for the Training and workshop sessions. Topics of the Trainings will be proposed by relevant technical partners. Examples might be:

- a training from CYI on the metadata mapping
- a training on the de-duplication process from Trismegistos (KU Leuven)
- hands on training on WikiMedia and WikiSource
- trainings on the use of applications
- trainings on the use of services



- trainings on the encoding of the data and the languages of codification
- ideas and theories, intellectual challenges of technical choices

WP2 Leader will initially ask in view of the forthcoming training to the eagle-tech@eagle-network.eu mailing list which trainings could be held from their side, and to provide a lecturer name. Names and topics will be suggested for vote to the general mailing list eagle@promoter.it.

In the training section an introduction to epigraphy for technical partners will also be organized in two steps (one for each training), from a dedicated committee of epigraphists for technical partners. We believe dialogue in the BPN has two be bidirectional in the interest of the project and of the best practices in a network.

Best practices in  
the BPN

### Workshops

Workshops Topics will be selected during one of the WG meetings and according to the methodologies of work of each WG. Members of the working group will rotate to lead the Working Group sessions and leading members of the working group will be selected for this purpose during the same meeting. Topics or hands on work will have to be directly relevant with the current state of work and will be so planned.

Experts who joined the Working Groups will be treated and regarded as any other working group member and will therefore be able to chair a workshop session.

### 7.7.2 Organizational committee

An organizational committee will be formed including WP2 Leader, T2.5 Leader, and the host of the Training and Workshop.

All training and workshops will be advertised outside the consortium as a normal training or workshop would be.

A maximum of participants will be decided by the organizing committee according to availability of space and the topics of the event.

The organizational committee will make sure that

- sessions chairs know their task and have all the support they require

- the location is appropriate and that possible changes are made according to the different sessions needs and requirements
- the external participants are kept informed and up to date with all needed information
- suggestion of updates to best practices and reporting

Responsibility for each session and for each presentation is individual and is to be established in the earlier stages of organization of the event. One person should not accomplish more than one lecturing/chairing session.

Table 7.2: Hypothetic draft agenda of Workshop

	Day 1	Day 2
Morning	(TRAINING) A general introduction to epigraphy selected technical trainings	(WORKSHOPS) WG 2 Translations and content curation Reports from working group and general discussion
Afternoon	(WORKSHOPS) WG 1 GIS and Terminologies WG 3 IPR and user engagement	(PUBLIC EVENT) The Project Coordinators present the project to a wider public. To this presentation of materials, topics and activities of the workshop might be added.

### 7.7.3 Workshop timetable<sup>2</sup>

Table 7.3: Workshops Timetable

Action	Deadline
Identify the partner hosting the workshop Identification of dates and costs that can be supported. Establish therefore the Workshop Organizational Committee	5 months before the event
Selection of training topics	5 months before the event

Continued on next page

<sup>2</sup>See G

**Table 7.3 – continued from previous page**

Action	Deadline
The group for the epigraphy training is formed (only for the first training and will remain)	5 months before the event
Selection of WG workshop activities in each WG selection of speaker for final public event	At least 6-5 month before, depending on when the WG meeting are planned.
Check availability to participate of external members of the working group	As soon as possible. Get availability by 4 months and 2 weeks before the event
To create the Workshop and Training page on the website: <ul style="list-style-type: none"> <li>• state the goals and topics of the workshop</li> <li>• state location and dates</li> <li>• state local responsible of coordinating activity</li> <li>• state the draft of the training and workshop agenda</li> </ul>	4 Months and 2 weeks before: Webpage Development on the portal
Establish types of participants and participation together with rules for participation and timeline for external participants	At least 4 Months before
Publish on website information about participation	At least 4 Months before
The table of individual responsibilities is published in the repository for future reference and remains unchanged unless major issues arise.	4 months before
Publish call for participation to the workshop (Cfr. Call for Participation in the WG)	4 Months before
Deadline for participant	2 months and 2 weeks before
Selection of participants	2 months and 1 week before

Continued on next page

**Table 7.3 – continued from previous page**

Action	Deadline
Notification of acceptance – refusal of participation; Update on the event page, with closed participation and new program.	2 months and 1 week before
Detailed workshops and training infos from the individual responsible	1 Month and 2 weeks before
Presentations for the public event are submitted printed materials are ready and can receive feedback before being printed	1 Month before
Pre-meeting with sessions chairs for organizing the events. (Skype and email).	2 weeks before the workshop
Reminder with all information and links to external participants	1 week before the workshop
<b>THE TRAINING AND WORKSHOPS TAKE PLACE</b>	
Collect and post files (presentations, posters, readings and relevant links) to the workshop program page Update and change as needed the web pages to the past tense Publication of the presentation material of the speakers on the portal. Linking of this material with programme	Immediately Following the Workshop
Post-Workshop evaluation meeting	2 weeks after
Draft report of separate section	2 weeks after
Revision and feedback on reports	3 weeks after
Final Report	1 month after
Participants are invited to produce a posters to be presented at the following international conference	At the same time of approval of contributions for the international conference.

## 7.8 International conferences

International conferences are the most articulated and complex of events which will be organized by EAGLE.

This conferences will usually last 2 days and a half and see the presence of:

- ca. 25 speakers (counting also multiple authors of papers);
- at least 1 key note speaker (but aiming at a minimum of 3 where costs allow for that);

- 2 selected or invited workshops organized by sister projects;
- ca. 10 short presentations, exhibitions, posters;
- the public of registered critical participants.

Theme and Title

International conferences will have a specific theme, related but not forcibly equated to the theme of the project. International conferences can in fact gather for the BPN an enlargement of the network that goes in many directions which are not foreseeable and that the content of the conference will foster. Therefore the importance in the selection of the theme and title of the conference.

### 7.8.1 Structures and processes

#### Organization Committee

The organization committee will include

- a smaller action committee (Project coordinator, WP leader, Task leader)
- all external and internal reviewers
- the local organizer
- WG leaders

Reviewers

This committee will be kept informed of all steps in the organization and will both guarantee the best achievements and the accomplishment of general objectives. Reviewers will be contacted and selected as soon as possible according to the theme and title of the international conference in order to have a number comparable to the expected submitted papers and a range of academic competences to cover for all thematic areas of the conference. Preference will be given to internal reviewers, and the Steering Committee of the project will be the initial group to contact. Further external reviewers when needed will be selected according the above principles.

#### Selection of the Theme and Title of the international conference

A list of possible themes will be initially proposed by the project Coordinator and Task leader UNIROMA1, who will open a discussion on this to take place initially about both conferences, although the topic of the second conference will be subject to modification and will be rediscussed, even if briefly. This is

also to plan a coherent scientific plan for both international events. It would be a sustainability point if the conferences will continue to be held with a certain frequency afterwards, even if not organized by Eagle BPN members. Immediately after the decision of Theme and Title a description of the theme will be provided initially from UNIROMA1 and discussed in a Google-doc this I order to reach consensus also on the aims of the event and fix a common text and understanding. Multiple languages of the description will be also produces contextually.

Sustainability

### Call for papers

The call for papers will be developed on the basis of the description of Theme and Title. The Call for papers will have a web site format, a web-post format and an email format. These will be also circulated as links via appropriate social networks. Specific sub-calls will be prepared for the workshops to be organized by sister projects in the areas of interest of the Working Groups. Calls will be prepared and finalized by the action committee and will be in English, French, Italian, Spanish and German. All version shall be checked by native speakers.

Languages

## 7.8.2 Intellectual Stewardship

Intellectual stewardship of the International conference includes for UNIROMA1:

- proposing the areas of intellectual inquiry compelling to the foreseen audience and coherent with the project
- suggesting and contacting participants and speakers
- making sure the participation of relevant members of WG in EAGLE
- encouraging EAGLE partners and external stakeholders to present work-in-progress
- encouraging networking and collaborations during the Conference.
- look after the process of publication of the proceedings.

## 7.8.3 Selection of the Invited Speakers

Key note speakers will be suggested according to the Theme and Title of the International conference with the following procedure. A document as been created which can list names of possible people to contact. This list will be studied and prepared under the supervision of UNIROMA1 and then from the first downwards all people in the list will be contacted to check availability. The order of the list will be determined by the BPN.

## 7.8.4 Selection of Speakers

All speakers have to be formally selected with a call for papers. Papers submitted will be peer reviewed by the Steering Committee of the project. Selected speakers will be invited to speak and publish their submitted paper, second classified will be invited to present a poster or a short paper with the suggest revisions (considering also posters from workshop's participants), unclassified people will be invited to participate and submit their paper for the following conference. Selection will be done on the basis of the following principle:

Selection principles

1. Quality of the research proposed
2. Relevance to the Eagle project
3. Relevance to the specific Theme and Title of the conference
4. Membership of the BPN: papers from outside the BPN will be given priority.
5. Possibility that participant join the EAGLE BPN

A voting system will be set in place by the Organizing committee for the use of the Steering Committee. A short comment for each non accepted paper will be provided in the response email.

The Call for papers will be initially circulated into the BPN and then extended through the mailing lists as in the methodology section of D 2.1.

Speakers will have to:

- provide a paper for peer review and make suggested changes for it to be published shortly after the conference.
- provide Slides/Documents in advance
- check that all contents of the paper have already cleared copyrights
- allow publication of their materials on the web site

## 7.8.5 Workshops

Each Working Group will open a sub call for papers to invite sister projects to organize a workshop related to the WG topics. Sister projects will present a proposal for the entire length of the workshop with preselected peer-reviewed papers. The Organization Committee will evaluate the overall proposal for the workshop. For each International conference the organizational committee will decide whether to publish with the Call for papers also a call for workshops.

## 7.8.6 Registration

Each participant, speaker, poster presenter, has to fill in an online application form to confirm attendance. Registration will be opened as soon as the first draft of the program with all confirmed titles is available. Registration online will close shortly before the event, but there will be still possibility to register at the venue.

Table 7.4: Hypothetic draft Agenda of International Conference

	Day 1	Day 2	Day 3
Morning	8 speakers	Networking session: 2 parallel workshops from sister projects	Morning; 8 speakers; Conclusion summary remarks
Afternoon	6 speakers; 10 short poster presentations	Key note speaker 10 short poster presentations	
Evening		social dinner	

## 7.8.7 International Conference Timetable<sup>3</sup>

Table 7.5: International Conference Timetable

Action	Deadline
Identify the partner hosting the Conference. Identification of dates and costs that can be supported. Establish therefore the Conference Organizational Committee contact and confirm board of reviewers.	At least 9 months before the event
Selection of Theme and Title and procedures as detailed above	At least 9 months before the first international conference
List of possible keynote speaker	8 months and 2 weeks before the event
Check availability of Keynote speaker	8 months before the event
Confirm keynote speaker	Consequently

Continued on next page

<sup>3</sup>See H



**Table 7.5 – continued from previous page**

Action	Deadline
Create the International Conference page on the website: copy the description provided in several languages state location and dates state local responsible of coordinating activity	8 months before the event
Contact and confirm a publisher	8 months before the event
Publish internal call for papers	8 months before the event
Contact sister projects for Workshops	8 months before the event
Publish world-wide call for papers and workshops	7 months and 2 weeks before the event
Reminder of call for papers (if necessary)	6 months and 2 weeks before the event
The table of individual responsibilities is published in the repository for future reference and remains unchanged unless major issues arise.	6 months before the event
Deadline for paper submissions	4/5 months before the event
Eventual extension of the deadline	Two weeks after deadline
Evaluation of papers	For one month after the dead line
Selection of participants Notification of acceptance – refusal of participation; Update on the event page, with closed call for papers and new program.	One month after abstract submission deadline and at least 3 month before the conference
Draft program	3 months before the event
On the basis of the program select and invite Chairs for sessions from participating members of the BPN	3 months before the event
Confirm program with participants, Workshop organizers, Keynote speaker and chairs	2 month and 2 weeks before the event
Update website with program and dissemination of the event via major mailing lists	2 months and 3 weeks before the event
Template for Posters is sent to poster participants	2 months and 2 weeks before the event
Posters are submitted	1 month before the event
Presentations are submitted	2 weeks before the event
Paper material and organization cleared and checked	2 weeks before the event

Continued on next page

**Table 7.5 – continued from previous page**

Action	Deadline
Pre-meeting with sessions chairs for organizing the events. (Skype and email).	1 week before the event
Reminder with all information and links to all speakers and registered participants	1 week before the event
Finalization of proceedings (see 7.8.8)	By the date of the conference
<b>THE INTERNATIONAL CONFERENCE TAKES PLACE</b>	
Collect and post files (presentations, posters, readings and relevant links) to the workshop program page Update and change as needed the web pages to the past tense Publication of the presentation material of the speakers on the portal. Linking of this material with programme	During and immediately following the Conference
Post-Conference evaluation meeting (for organizational committee only)	2 weeks after
Draft report	2 weeks after
Revision and feedback on reports	3 weeks after
Final Report	1 month after

### 7.8.8 Proceedings

Please, note that report and proceedings are two parts of D 2.4 and 2.6, but nevertheless two distinct works to be prepared and authored.

Proceeding of the international conferences will be a scholarly publication on the theme of the conference.

Speakers will be invited in the acceptance letter to present papers to be published and the draft of the publication will be ready before the conference takes place. Speakers will be informed with the letter of acceptance that they will need to make changes and submit their paper for publication 3 months before the conference. No delays will be allowed and failure to comply with deadline will consist in exclusion from the publication and conference. UNIROMA1 will chose, as Task leader the best tools to take care of the publication process. The publisher will be selected with the advise of the BPN, but in consideration of the project deadlines. Submitted papers will be evaluated with a peer review process and a selection of them will be accepted (10-12). Corrections, drafting and publication will follow terms and condition agreed with the selected publisher.

Deadlines for proceedings

Table 7.6: Proceedings Timetable

Action	Deadline
Selection of peer reviewers (which will also be invited to participate in the conference) Together with the establishment of the organization committee Confirmation of intention to make eventual suggested changes for publication in due time.	With confirmation of acceptance of the paper
Principles for the edited volume and editorial decision.	Contextually with the selection of papers
Submission of final papers for publication	3 months before the conference
Structuring and definition of the volume	2 months before the conference
Drafting of the volume and editing	1 month before the conference
Publication and dissemination of proceedings	During the conference

## 7.9 Additional events

Additional events can be suggested and provided the allowance in the budget they can be organized. Organization tasks will be in this case carried out by the

proposer and host only, following best practices recommendations. A proposal

should be submitted for approbation first to the coordinators and then to the all BPN before organizing the event. This should clarify: financial viability in the project budget at the time of the proposed event, objectives, outcomes, relation to the project tasks, actions and deliverables.

## 7.10 Memorandum of costs covered within the project

**8.000 Euros to UNIROMA1** to cover the costs required for the design and printing of the dissemination materials.

**8.000 Euros to UNIROMA1** to cover the costs required for the printing and publishing of two large- scale publications, printed and published during the project lifetime, which summarises the knowledge acquired and distilled through the work of the BPN and which is planned as Proceedings of the EAGLE International Conferences.

**8.000 Euros to UNIROMA1 and EUREVA** to cover the costs required to host and organise the two main international conferences.

**4.000 Euros to UNIROMA1, SRC ZAZU and CYI** to cover the costs required to host and organise the international workshops, including the kick-off meeting.

**15.000 euros to the Project Coordinator** (about 5.000 euros per year) to establish cooperation agreements with potential new content providers who are willing to join the consortium as affiliated partners, thus enlarging the EAGLE network. These costs will be devoted to reimburse travel expenses and other direct costs that these new content providers may incur in. *Travel and subsistence as specified in the project work plan, for project meetings, working groups meetings workshops, public events, etc. An allowance of 1.500 Euros per trip is made on average (for 2 persons). For budgetary reasons plenary project meetings will where possible be organised in conjunction with other project events, such as the International Conferences and Workshops, as outlined in section B2.3. These costs also includes the travel costs for the review meetings (for the WP leaders), the travel costs for the Project Coordinator to participate to relevant events and meetings organised by the EC and by Europeana and its related projects and the WP6 Task leader (UNIROMA) travel costs for networking around Europe (complementary to the workshops).*

**8.000 Euros to UNIROMA1** to cover the costs required for the design and printing of the dissemination materials.

**8.000 Euros to UNIROMA1** *to cover the costs required for the printing and publishing of two large- scale publications, printed and published during the project lifetime, which summarises the knowledge acquired and distilled through the work of the BPN and which is planned as Proceedings of the EAGLE International Conferences.*

**8.000 Euros to UNIROMA1 and EUREVA** *to cover the costs required to host and organise the two main international conferences.*

**4.000 Euros to UNIROMA1, SRC ZAZU and CYI** *to cover the costs required to host and organise the international workshops, including the kick-off meeting.*

**15.000 euros to the Project Coordinator** *(about 5.000 euros per year) to establish cooperation agreements with potential new content providers who are willing to join the consortium as affiliated partners, thus enlarging the EAGLE network. These costs will be devoted to reimburse travel expenses and other direct costs that these new content providers may incur in.*

The budget in the last item (15.000 euros to the Project Coordinator) is intended to cover costs for:

- a participation to Eagle events of affiliated partners (without a budget)
- b travel expenses which can not be reported back under "Other Costs" incurred buy partners to discuss networking, cooperation or affiliation agreements.
- c eventual costs met by affiliated partners for short term contracts to accomplish tasks towards the fulfillment of the agreement. The use of budget for this purpose will have to be precisely clarified into the agreement itself.
- d eventually integrate expenses to cover for Keynote speakers.



EAGLE  
Deliverable number 2.1  
Networking and best practices



# Appendix A

## Affiliation Agreement



EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
Grant agreement no: 325122  
Affiliation Agreement n. ...  
v. ...



EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
Grant agreement no: 325122  
Affiliation Agreement n. ...  
v. ...

**EAGLE: Europeana Network of Ancient Greek  
and Latin Epigraphy**  
**Affiliation Agreement**

In the framework of the CIP ICT PSP, the *Coordinator* entered into the Grant Agreement Number 325122 with the Commission of the European Communities, Directorate General Information Society and Media, with the following objectives:

- aggregating the major epigraphic collections in Europe in a large, integrated online repository of ancient inscriptions, as part of Europeana;
- mapping metadata from the various partner archives into a common intermediate format, which will enable customised EAGLE-specific services, as well as ease the job of mapping into the proper formats as requested by Europeana;
- providing an easy-to-use content management system for epigraphic archives and institutions;
- providing tools for automated metadata extraction harvesting and enrichment; the rich metadata will also enable cross-linking by specialists;
- providing and curating a comprehensive set of metadata which include translations of the most important texts, so as to make epigraphic texts available for the first time in large quantity to the general public;
- providing an infrastructure for extending the scope of translations, in the form of a wiki (MediaWiki), which will enable

A Affiliation Agreement is hereby concluded between:  
**Silvia Orlandi**, Digilab - Centro Interdipartimentale di Ricerca e Servizi Sapienza, Università di Roma Ex Vetereie Sciarra, Via dei Volsci 122 00185 Roma, IT, ("the Coordinator")  
and  
<Name>, <Address> ("the Affiliated Partner")  
collectively "the parties", represented by their authorised representatives.



Figure A.1: AffiliationTemplate



EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
 Grant agreement no: 325122  
 Affiliation Agreement n. ...  
 v. ...

specialists to add translations in other European languages even after the project expires;

- providing a multilingual and not OS related "Flagship Mobile Application" for users of Smartphones to enable them to get information about one visible inscription by taking a photo and sending it to the EAGLE portal for recognition and for accessing the associated information in EAGLE;
- providing a "Flagship Storytelling Application" to enrich, contextualise and link the epigraphs one to each other and with other related information available in Europeana's Linked Open Data cloud, thus contributing to reconstruct the thematic and historic commonalities between different inscriptions that are scattered across multiple collections;
- establishing a Best Practice Network for the upkeep of the above common global resource, committed to its further expansion by attracting both new institutions and experts, and thus effecting the collaboration and interdisciplinarity which have so far been lacking in epigraphy;

This will be done by aggregating contents in a common EAGLE portal of Ancient Epigraphy approximately 80% of the total amount of Inscriptions in the Mediterranean area, contributed by the 14 Content Providers part of the Eagle project.

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EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
 Grant agreement no: 325122  
 Affiliation Agreement n. ...  
 v. ...

- Participate in pilot activities and testing of the Mobile Application and Story telling Application;
- Participate to the EAGLE Working Groups on GIS and Terminologies, Translation and Content Curation, IPR and User Engagement;
- Disseminate EAGLE results;

The *Affiliated Partner* will have the duty to:

- Report on the activities performed and on the initiatives undertaken.

**Article 3 - Entry Into force of the Affiliation Agreement**

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

**Article 4 - Completion, expiry or termination of the Affiliation Agreement**

- The present Affiliation Agreement shall terminate on the date of completion or termination of the EAGLE Grant Agreement with the European Commission.
- In the case that the EAGLE project will continue its activities beyond the completion of the Grant Agreement with the European Commission, this Affiliation Agreement can be renewed on the basis of a mutual decision of the parties.
- Each party may terminate this agreement subject to two months' written notice.

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EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
 Grant agreement no: 325122  
 Affiliation Agreement n. ...  
 v. ...

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

**Article 1 - Subject matter and scope**

The purpose of this Affiliation Agreement is to enable the *Affiliated Partner* to participate in the EAGLE project and to contribute to its activities in accordance with the conditions provided for in this agreement.

The *Affiliated Partner* shall perform its share of the work pursuant to this Affiliation Agreement in compliance with the project goals.

The *Affiliated Partner* shall cooperate with the *Coordinator* and with the other members of the EAGLE project on the topics defined in the Technical Annex which is attached to this Affiliation Agreement and forms an integral part of it.

**Article 2 - Rights and duties**

The *Affiliated Partner* will have the right to:

- Be invited to conferences, international workshops and project meetings organised by EAGLE<sup>1</sup>;
- Have access to the EAGLE deliverables, technical reports and other materials produced by the project in the frame of the scope of the EAGLE initiative;
- Make use of the EAGLE aggregator, portal and MediaWiki for Translations;

<sup>1</sup> Travel and subsistence costs will be sustained autonomously by the *Affiliated Member*, unless otherwise specified in the attached Technical Annex.

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EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
 Grant agreement no: 325122  
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 v. ...

**For the parties**

**The Coordinator**

Sapienza, Università di Roma Ex Vetrerie Sciarra, Via dei Volsci 122  
 00185 Roma, IT

NAME OF THE AUTHORISED REPRESENTATIVE: Silvia Orlandi

TITLE: Project Coordinator

SIGNATURE:

DATE:

**The Affiliated Partner**

ORGANISATION:

ADDRESS:

NAME OF THE AUTHORISED REPRESENTATIVE:

TITLE:

SIGNATURE:

DATE:

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Figure A.2: AffiliationTemplate part 2



EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
 Grant agreement no: 325122  
 Affiliation Agreement n. ---  
 v. ---

**Technical Annex**

The *Affiliated Partner* shall cooperate with the *Coordinator* and with the other members of the EAGLE project on the following topics:

- Contributing to the ingestion of new items to Europeana, by providing the following content<sup>1</sup>:

**Provider:**<sup>2</sup>

**Quantity and type:**<sup>3</sup>

**Subject matter:**<sup>4</sup>

**Language:**

**Format:**<sup>5</sup>

**Existing Metadata:**<sup>6</sup>

<sup>1</sup> THE CYPRUS RESEARCH AND EDUCATIONAL FOUNDATION (CYRF), as responsible for the Metadata model, mapping and ingestion (WPI) and CONSIGLIO NAZIONALE DELLE RICERCHE (CNR - ISTE) as responsible for the EAGLE Aggregation and Image Management infrastructure (WPI), in charge of physically gathering the data, consent hereby to process the data contributed by the Content Provider only in the framework of the tasks and activities foreseen by the EAGLE project, and to only transfer them to the Europeana server after having been authorised to do so by the Project Coordinator.

<sup>2</sup> Short name of the participant who provides the content

<sup>3</sup> E.g. 5000 audio files, 500 photographs, 100 audiovisual sequences

<sup>4</sup> Topic or theme that content is about.

<sup>5</sup> E.g. Format of digital content (file format, resolution etc)

<sup>6</sup> Is metadata available and, if so, in which format/standard/language.  
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EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
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**IPR:**<sup>7</sup>

- Contributing to the Eagle Portal with the same material
- Contributing to the establishment and to the activities of the EAGLE Working Groups;
- Disseminating information about EAGLE in the home country and beyond and contributing to the further enlargement of the EAGLE project.
- Determining an independent agreement for a de-duplication process with the Trismegistos project (<http://www.trismegistos.org/>).

<sup>7</sup> Is the partner the owner of the IPR? If not, which agreement the partner has with the IPR owner? Or, is the content publicly available? Etc.  
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Figure A.3: AffiliationTemplate part 3





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# Appendix B

## Cooperation Agreement



EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
Grant agreement no. 325122  
Cooperation Agreement n. ...

### EAGLE: European Network of Ancient Greek and Latin Epigraphy

#### Cooperation Agreement

##### Considering that

1) The EAGLE project is a Best Practice Network that brings together the most prominent European institutions and archives in the field of Classical Latin and Greek epigraphy, with the aim to provide Europeana with a comprehensive collection of unique historical sources which constitute a veritable pillar of European culture.

2) The EAGLE project is coordinated by Università di Roma Sapienza, one of the 100 most important universities in the world, the largest in Italy and one of the largest in Europe. Within which is The DigitalLab a newly formed Centre for Research on Digital Arts and Humanities which brings together twelve departments from both the Faculty of Arts & Humanities and the Faculty of Engineering.

3) The EAGLE project has the following goals:

- to enrich Europeana with an important and vast collection of ancient writings on ancient artefacts: a new type of content which is totally missing now.
- to attract tourists and mobile users to Europeana, who will be able to access quickly info and translations pertaining to inscriptions of interest;
- to establish a new community of mobile users revolving around access to inscriptions;
- to provide specialists and Classical Greek and Latin culture enthusiasts (epigraphists, curators, researchers, students, etc.) with a new unified resource and with rich metadata sets available as Linked Open Data for making the most of it;
- to support the above community services through a dedicated ICT infrastructure.

4) These goals will be accomplished through the work of

- **WP 2**: Networking and best practices, which includes

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EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
Grant agreement no. 325122  
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- **WG 1**: GIS and Terminologies (aiming at the definition of vocabularies and terminologies to be used to enrich and harmonise the content and the analysis of the tools and practices to adequately georeference it.)
- **WG 2**: Translations and content curation (aiming at the elaboration with Wikimedia, MediaWiki and Wikisource of a selection of new translation and at the input of several published translation online)
- **WG 3**: IPR and user engagement (aiming mainly at analysis of the rights management issues and requirements to be taken into account, studies of user behaviour, identification of user groups and community establishment)
  - **WP 3**: Metadata model, mapping and ingestion
  - **WP 4**: EAGLE Aggregation and Image Management infrastructure
  - **WP 5**: End-user dedicated services
  - **WP 6**: Dissemination and Exploitation

My institution \_\_\_\_\_  
(specify)

institution's address \_\_\_\_\_  
(specify address, town and country)

##### agrees to cooperate

to the activities of the EAGLE Project, specifically to

- |                               |                               |                               |
|-------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> WP 2 | <input type="checkbox"/> WG 3 | <input type="checkbox"/> WP 5 |
| <input type="checkbox"/> WG 1 | <input type="checkbox"/> WP 3 | <input type="checkbox"/> WP 6 |
| <input type="checkbox"/> WG 2 | <input type="checkbox"/> WP 4 |                               |

with the following expert:

\_\_\_\_\_  
(specify name, surname, role and e-mail)

(Date) \_\_\_\_\_ (Institution's referee Signature) \_\_\_\_\_

##### Coordinator's section

(Date) \_\_\_\_\_ (Institution's referee Signature) \_\_\_\_\_

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Figure B.1: Cooperation Template



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Networking and best practices



# Appendix C

## Memorandum of Understanding



EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
Grant agreement no: 325122  
Memorandum of Understanding n. ...  
v. ...

### EAGLE: Europeana Network of Ancient Greek and Latin Epigraphy

#### Memorandum of Understanding (MoU)

This MEMORANDUM OF UNDERSTANDING (MoU) is hereby made and entered into by and between:

**Silvia Orlandi**, Digilab - Centro Interdipartimentale di Ricerca e Servizi Sapienza, Università di Roma Ex Vetereie Sciarra, Via dei Volschi 122 00185 Roma, IT

and

**Name, Address**, (in its role of Coordinator of **Project**)

collectively "the parties", represented by their authorised representatives.

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EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
Grant agreement no: 325122  
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v. ...

#### 1 - Purpose of this MoU


The EAGLE project is a Best Practice Network that brings together the most prominent European institutions and archives in the field of Classical Latin and Greek epigraphy, with the aim to provide Europeana with a comprehensive collection of unique historical sources which constitute a veritable pillar of European culture. EAGLE Objectives are:

- aggregating the major epigraphic collections in Europe in a large, integrated online repository of ancient inscriptions, as part of Europeana;
- mapping metadata from the various partner archives into a common intermediate format, which will enable customised EAGLE-specific services, as well as ease the job of mapping into the proper formats as requested by Europeana;
- providing an easy-to-use content management system for epigraphic archives and institutions;
- providing tools for automated metadata extraction harvesting and enrichment; the rich metadata will also enable cross-linking by specialists;
- providing and curating a comprehensive set of metadata which include translations of the most important texts, so as to make epigraphic texts available for the first time in large quantity to the general public;
- providing an infrastructure for extending the scope of translations, in the form of a wiki, which will enable specialists to

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Figure C.1: MoU Template


 EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
 Grant agreement no: 325422  
 Memorandum of Understanding n. ...  
 v. ...

add translations in other European languages even after the project expires;

- providing a multilingual and not OS related "Flagship Mobile Application" for users of Smartphones to enable them to get information about one visible inscription by taking a photo and sending it to the EAGLE portal for recognition and for accessing the associated information in EAGLE;
- providing a "Flagship Storytelling Application" to enrich, contextualise and link the epigraphs one to each other and with other related information available in Europeana's Linked Open Data cloud, thus contributing to reconstruct the thematic and historic commonalities between different inscriptions that are scattered across multiple collections;
- establishing a Best Practice Network for the upkeep of the above common global resource, committed to its further expansion by attracting both new institutions and experts, and thus effecting the collaboration and interdisciplinarity which have so far been lacking in epigraphy;
- To effect a dissemination and communication campaign to many complementary targets (cultural institutions, local authorities, tourism associations, governmental bodies, universities and academies, epigraphers community and related initiatives and agencies, etc) to ensure the project's results widest spreading, to ensure the project's sustainability and to preserve and give visibility to a part of the European heritage that is largely unknown to the public;
- To coordinate with Europeana and with its sister projects to ensure a solution that is fully integrated with Europeana.

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 EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
 Grant agreement no: 325422  
 Memorandum of Understanding n. ...  
 v. ...

Both parties **\*\*\*\*COMMON POINT statement\*\*\*\*** have a common interest in a close cooperation in order to achieve their respective objectives.

This Memorandum of Understanding (MoU) specifies the way in which such cooperation will be undertaken.

**2 – Common activities**

The parties share the aims of the present MoU, which are to join forces and maximise synergies in order to:

**... (subject of the MoU).**

The activities which will be undertaken in common by the parties are listed in Annex 1 to this MoU. The parties may from time to time wish to add other activities to the MoU. In such a case the new activities to be added will be agreed in writing by the parties and may be defined as an amendment to this MoU simply adding a new Annex 1.

**3 – Communication**

The parties will maintain regular contacts to discuss any managerial matter related to the cooperation described in this MoU. Each party will appoint one Principal Point of Contact to act as the primary technical channel of communication between the parties as is necessary for the promotion of effective cooperation between the parties.

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 EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
 Grant agreement no: 325422  
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 v. ...

**Brief description of the other signing party**

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 EAGLE: European network of Ancient Greek and Latin Epigraphy EC  
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**4 – Administrative matters**

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Figure C.2: MoU Template part 2



EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
Grant agreement no: 325422  
Memorandum of Understanding n. ...  
v. ...

Each party will maintain full responsibility for its own activities, including the fulfilment of its obligations under its contract with the European Commission and provides no warranty, express or implied, with respect to its contribution to any activity agreed by the parties under this MoU, including but not limited to those of fitness for a particular purpose and the infringement of third-party proprietary rights.

Any proprietary rights related to the results of the joint activities undertaken by the parties under this MoU shall be jointly held by the parties, and each party herewith grants to the other party a free, irrevocable and perpetual license to use such rights, for its own purposes, including the right for each party to place the results of such activities in the public domain, in its own name and under its own responsibility.

**5 – Entry Into force of the MoU**

The MoU will enter into force from the date of its signature.

**6 – Completion, expiry or termination of the MoU**

The present MoU will terminate on the date of completion or termination of the Grant Agreement with the European Commission of either of the party, or when either party gives notice of termination to the other, in which case a minimum notice of three months will be given.

In the case that the parties will continue its activities beyond the completion of the Grant Agreement with the European Commission,

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EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
Grant agreement no: 325422  
Memorandum of Understanding n. ...  
v. ...

For the parties

Signed on behalf of EAGLE (Europeana network of Ancient Greek and Latin Epigraphy) by:

ORGANISATION: Sapienza, Universita' di Roma

ADDRESS: Digilab - Centro Interdipartimentale di Ricerca e Servizi Sapienza, Universita' di Roma Ex Veterie Sciarra, Via dei Volsci 122 00185 Roma, IT

NAME OF THE AUTHORISED REPRESENTATIVE: Silvia Orlandi

TITLE: Project Coordinator

SIGNATURE:

DATE:

Signed on behalf of Project XXXXX by:

ORGANISATION: XXX

ADDRESS: XXX

NAME OF THE AUTHORISED REPRESENTATIVE: XXX

TITLE: XXX

SIGNATURE:

DATE:

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EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
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Memorandum of Understanding n. ...  
v. ...

this MoU can be renewed on the basis of a mutual decision of the parties.

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EAGLE: Europeana network of Ancient Greek and Latin Epigraphy EC  
Grant agreement no: 325422  
Memorandum of Understanding n. ...  
v. ...

**Annex 1 Coordinated activities**

The parties agree on the following topics of cooperation:

- Principal Point of Contact are:
  - for EAGLE: Pietro Maria Liuzzo (Ruprecht-Karls-Universität Heidelberg)
  - for XXXX:
- Cross-participation in training and dissemination events.
- Dissemination of information about the projects in the events organised by the parties in the home country and beyond.
- Contribution to the activities of the National Working Groups in each party's home country.
- ... (other topics of cooperation)

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Figure C.3: MoU Template part 3




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Networking and best practices

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# Appendix D

## Internal norms for group skype call




EAGLE: Europeana network of Ancient Greek and Latin Epigraphy  
EC Grant agreement no: 325122

**Proposed internal norms for the management of a group Skype call**

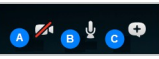
The following are suggestions towards the best possible experience of a Group Skype call. Skype is not, on free accounts, a professional tool and can lead to complication (and consequent frustration). Further suggestions on how we can make our Skype meeting better are more than welcome at any time and all points below are modifiable, but shall be respected during meetings as they are.

**Beginning of the call**

- It is necessary that the your Skype status is set on ONLINE and visible 
- The call Coordinator will call the provided accounts one by one, until all participants who notified their presence are connected.
- this will be the occasion in which to test audio in both directions to then turn off microphones.

**General norms**

- We will NOT use VIDEO (as in A), calls will be audio only.
- During turns of talk (initially by Coordinator and booked speaker) you will be asked to keep your microphones on the off position, clicking on **B**, result confirming that your audio is off will be a **crossed B icon**.
- only the current speaker will keep its microphone ON. This practice will keep background noises off the call.




**Booking a turn to speak or answer**

- to book your turn, please, notify your intention in the chat of the group conversation. Even just a (y) will tell the coordinator your intention to speak and you will be told when to switch so that the coordinator will turn off his microphone and you will turn on yours. At silent point the microphone goes back to the Coordinator.

**How to Vote on decisions**

- this can also happen in the chat, to avoid confusion and gather public votes from everybody. This can happen either as a short yes or no, or with a short statement. If you want to make a declaration or specification on your vote, please, notify in the chat the Coordinator who will let you speak before votes take place.

1/2



EAGLE: Europeana network of Ancient Greek and Latin Epigraphy  
EC Grant agreement no: 325122

**Final Greetings**

- At this point we do like to hear everybody's voice all together possibly, but feel free to do as you wish.

**Problems**

No matter how many norms and rules, problems will happen. In case there is a connection problem, please notify in a SEPARATE chat the coordinator. Most problems can be sorted ahead of the group call. Please, ask your call coordinator for a test call if you are not sure.

**It is possible that you will be asked to leave the conversation with no further attempts of reconnecting**, nevertheless the Coordinator will reach you as soon as possible after the end of the call to inform you of results, gather your votes and report. Once the reasons of complications are clarified, it shall not happen again, so hopefully problems will tend to occur only at the first call.

*ATTENTION: None of the points discussed and voted upon during a Skype meeting will enter into force immediately. Everything will be written in a document to be circulated, discussed again and then approved and published. There is no risk of not having your chance to say what you think and discuss it thoroughly. If you do feel this has happened, please, let the WG know and suggest improvements you would like to see as soon as possible.*

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Figure D.1: Norms for Skype group call





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Deliverable number 2.1  
Networking and best practices

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# Appendix E

## Internal norms for group Google Hangout



EAGLE: Europeana network of Ancient Greek and Latin Epigraphy

EC Grant agreement no: 325122

### Proposed internal norms for the management of a Google Hangout

The following are suggestions towards the best possible experience of a Google Hangout. Google Hangouts is not a professional tool and can lead to communication (and consequent frustration). Further suggestions on how we can make our Hangouts meetings better are more than welcome at any time and all points below are modifiable, but shall be respected during meetings as they are.

#### Beginning of the call

- It is necessary that you are logged in to Google+ and visible (green)
- The call Coordinator will call the provided accounts one by one, until all participants who notified their presence are connected.
- this will be the occasion in which to test audio in both directions to then turn off microphones.

#### General norms

- We will set the video on OFF position.<sup>1</sup>
- During turns of talk (initially by Coordinator and booked speaker) you will be asked to keep your microphones on the off position, clicking on the microphone icon and checking it is crossed out.
- only the current speaker will keep his microphone ON. This practice will keep background noises off the call.

#### Booking a turn to speak or answer

- to book your turn, please, notify your intention in the chat of the group conversation. Even just a (y) will tell the Call Coordinator your intention to speak and you will be told when to switch so that the coordinator will turn off his microphone and you will turn on yours. At silent point the microphone goes back to the Coordinator.

#### How to Vote on decisions

- this can also happen in the chat, to avoid confusion and gather public votes from everybody. This can happen either as a short yes or no, or with a short statement. If you want to make a declaration or specification on your vote, please, notify in the chat the Coordinator who will let you speak before votes take place.

<sup>1</sup> This shall not always be the case. It is possible that videos are on contemporarily, but this would have to be tested each time according to the number of participants.

1/2



EAGLE: Europeana network of Ancient Greek and Latin Epigraphy

EC Grant agreement no: 325122

### Final Greetings

- At this point we do like to hear everybody's voice all together possibly, but feel free to do as you wish.

### Problems

No matter how many norms and rules, problems will happen. In case there is a connection problem, please notify in a SEPARATE google chat or via email the coordinator. Most problems can be sorted ahead of the group call. Please, ask your call coordinator for a test call if you are not sure.

**It is possible that you will be asked to leave the conversation with no further attempts of reconnecting,** nevertheless the Coordinator will reach you as soon as possible after the end of the call to inform you of results, gather your votes and report. Once the reasons of complications are clarified, it shall not happen again, so hopefully problems will tend to occur only at the first call.

*ATTENTION: None of the points discussed and voted upon during a Google Hangouts meeting will enter into force immediately. Everything will be written in a document to be circulated, discussed again and then approved and published. There is no risk of not having your chance to say what you think and discuss it thoroughly. If you do feel this has happened, please, let the WG know and suggest improvements you would like to see as soon as possible.*

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Figure E.1: Norms for Google Hangout



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Networking and best practices

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## Appendix F

# CC 0 legal code for reference

### Statement of Purpose

The laws of most jurisdictions throughout the world automatically confer exclusive Copyright and Related Rights (defined below) upon the creator and subsequent owner(s) (each and all, an "owner") of an original work of authorship and/or a database (each, a "Work").

Certain owners wish to permanently relinquish those rights to a Work for the purpose of contributing to a commons of creative, cultural and scientific works ("Commons") that the public can reliably and without fear of later claims of infringement build upon, modify, incorporate in other works, reuse and redistribute as freely as possible in any form whatsoever and for any purposes, including without limitation commercial purposes. These owners may contribute to the Commons to promote the ideal of a free culture and the further production of creative, cultural and scientific works, or to gain reputation or greater distribution for their Work in part through the use and efforts of others.

For these and/or other purposes and motivations, and without any expectation of additional consideration or compensation, the person associating CC0 with a Work (the "Affirmer"), to the extent that he or she is an owner of Copyright and Related Rights in the Work, voluntarily elects to apply CC0 to the Work and publicly distribute the Work under its terms, with knowledge of his or her Copyright and Related Rights in the Work and the meaning and intended legal effect of CC0 on those rights.

## F.1 Copyright and Related Rights.

A Work made available under CC0 may be protected by copyright and related or neighboring rights ("Copyright and Related Rights"). Copyright and Related Rights include, but are not limited to, the following:

1. the right to reproduce, adapt, distribute, perform, display, communicate, and translate a Work;
2. moral rights retained by the original author(s) and/or performer(s);
3. publicity and privacy rights pertaining to a person's image or likeness depicted in a Work;
4. rights protecting against unfair competition in regards to a Work, subject to the limitations in paragraph 4(a), below;
5. rights protecting the extraction, dissemination, use and reuse of data in a Work;
6. database rights (such as those arising under Directive 96/9/EC of the European Parliament and of the Council of 11 March 1996 on the legal protection of databases, and under any national implementation thereof, including any amended or successor version of such directive); and
7. other similar, equivalent or corresponding rights throughout the world based on applicable law or treaty, and any national implementations thereof.

## F.2 Waiver.

To the greatest extent permitted by, but not in contravention of, applicable law, Affirmer hereby overtly, fully, permanently, irrevocably and unconditionally waives, abandons, and surrenders all of Affirmer's Copyright and Related Rights and associated claims and causes of action, whether now known or unknown (including existing as well as future claims and causes of action), in the Work (i) in all territories worldwide, (ii) for the maximum duration provided by applicable law or treaty (including future time extensions), (iii) in any current or future medium and for any number of copies, and (iv) for any purpose whatsoever, including without limitation commercial, advertising or promotional purposes (the "Waiver"). Affirmer makes the Waiver for the benefit of each member of the public at large and to the

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## Appendix G

# Timetable for Workshops



# Workshop Timetable

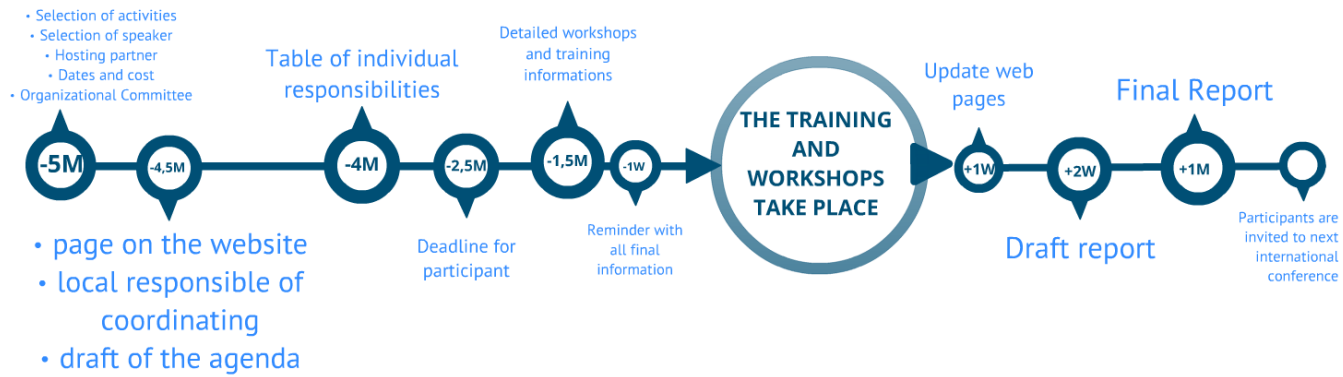


Figure G.1: Timetable for Workshops



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## Appendix H

# Timetable for international Conferences

# International Conference Timetable

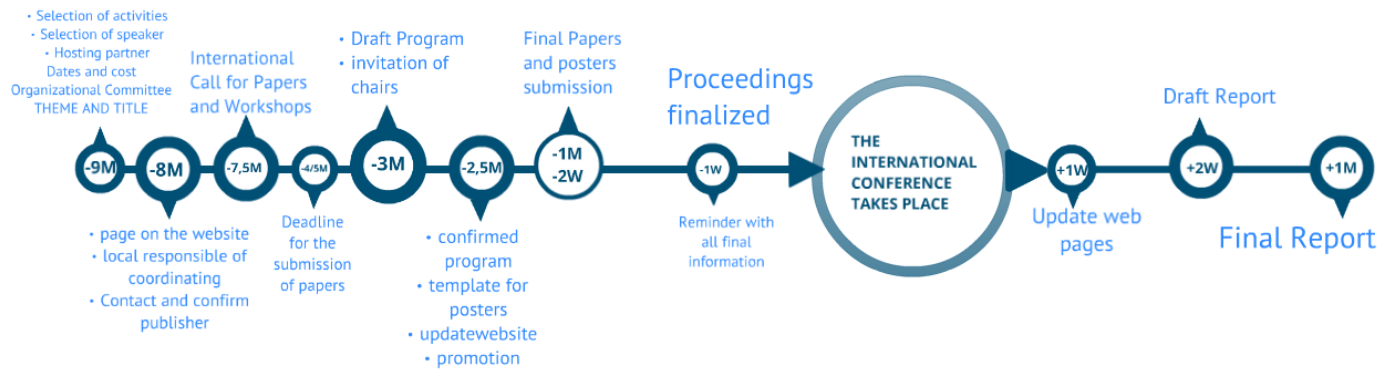


Figure H.1: Timetable for International Conference