

DELIVERABLE

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D5.2 Terms of Reference for community building and stakeholders consultation

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TABLE OF CONTENTS

EXECUTIVE SUMMARY	4
1 INTRODUCTION	5
2 CIVIC EPISTEMOLOGIES WORKING PRACTICES	7
2.1 CIVIC EPISTEMOLOGIES WORK-PACKAGES: INTERNAL HIERARCHIES AND RELATIONSHIPS	7
2.2 CONTACT PARTNERS	8
2.3 PROJECT MEETINGS.....	9
2.4 MINUTE WRITING.....	10
2.5 CALENDAR AND REMINDERS.....	10
2.6 REPOSITORY	10
2.6.1 Versioning of files and documents	11
2.7 REPORTING OF DISSEMINATION AND NETWORKING ACTIVITIES.....	11
2.8 WEBSITE AND CONTACTS	12
3 NETWORKING ACTIVITIES AND COMMUNITY BUILDING	13
3.1 GENERAL METHODOLOGY.....	13
3.2 THE CIVIC EPISTEMOLOGIES NETWORK OF COMMON INTEREST	14
3.3 ENLARGEMENT OF THE NETWORK	15
3.3.1 Methodologies for enlargement of the network and autonomous joining.....	15
3.3.2 Affiliation procedures.....	18
3.4 COLLABORATION WITH OTHER PROJECTS AND INITIATIVES.....	20
3.5 SUCCESS INDICATORS	21
4 STAKEHOLDERS CONSULTATION	24
4.1 GENERAL METHODOLOGY.....	24
4.2 DEFINING THE STAKEHOLDER COMMUNITY	25
4.3 FRAMEWORK FOR STAKEHOLDER ENGAGEMENT	26
4.4 ONLINE CONSULTATION	27
4.4.1 Surveys.....	27
4.4.2 Webpage on the Roadmap.....	28
4.5 FACE TO FACE CONSULTATION	28
5 PROJECT'S COMMUNICATION AND ADVOCACY PLAN.....	30
5.1 PROJECT WEBSITE.....	30
5.2 THE USE OF DIGITALMEETSCULTURE.NET PLATFORM.....	30
5.3 DISSEMINATION MATERIALS	31
5.4 ADVOCACY PAPERS.....	31
6 CONCLUSIONS	33
ANNEX 1: MODEL OF MEMORANDUM OF UNDERSTANDING	34
ANNEX 2: MODEL OF COOPERATION AGREEMENT	38

EXECUTIVE SUMMARY

This deliverable describes the Terms of Reference that govern the community building and stakeholder consultation activities to be carried in CIVIC EPISTEMOLOGIES.

This document is intended to include all necessary information on the procedures that will be established to ensure a smooth internal work process and to engage with external people who are interested in the project and willing to contribute. Most of these procedures are already in place and have effective and beneficial impact on the progress of the work.

The deliverable is composed of the following main sections.

The first section gives a short overview of the CIVIC EPISTEMOLOGIES project and of the networking plan and methodology.

The second section on Working Practices builds on the indication of the Project Quality Plan, to give a better understanding of the project's internal hierarchies and interrelationships, particularly between work-packages (WPs) and related tasks. The aim is to further explore current best practices so they are readily available to new members of the network. It also describes the internal collaborative tools supporting the activities in achievement of the WPs tasks.

The third section on Networking Activities and Community Building describes the methodologies established by the consortium to formalise the agreements with external partners, projects and initiatives who express their interest and the intention to cooperate with the project. It outlines a unique workflow which exploits existing tools to ensure the smooth management of this very delicate task.

The fourth section on Stakeholder Consultation is dedicated to the terms of reference and procedures for engaging with the different stakeholders groups identified by the project.

The fifth section describes the main dissemination and communication tools that will be used to support the community building and stakeholders consultation activities, including the use of the project's website and of the 'digitalmeetsculture' platform and the list of advocacy papers that will be produced along the project.

The last section presents some final considerations and draws the conclusions.

Finally, the Annexes contain the templates of the affiliation agreements.

1 INTRODUCTION

The CIVIC EPISTEMOLOGIES project is about the participation of **citizens** in research on **cultural heritage and humanities**.

The project aims to develop and validate a **Roadmap** for the use of **e-Infrastructures** to support the participation of European citizens in research on cultural heritage and digital humanities. Critically, the Roadmap will offer support for improved **social cohesion** arising from the sharing of knowledge and understanding of Europe's citizens common and individual cultures.

The following complementary outcomes are expected to be produced by the project to support the Roadmap and validate its assumptions:

- A study of **metadata** enhancements that can allow citizen data to feed into museum and archival information systems
- A **registry of services** which can support the involvement of citizens in scientific development processes
- An **analysis of the requirements** of citizens, researchers and cultural institutions, gathered through dedicated Focus Groups
- One real-life **pilot** and two **case studies**.

By definition, a Roadmap is not useful if it is not widely disseminated, validated and endorsed by the user groups that it aims to target. Furthermore, a Roadmap cannot be considered as a final step. It has on the contrary to be considered as a living document that needs to be continuously maintained, updated and improved as time passes, technology changes, new requirements have to be taken into account, and so on.

The networking and outreach activities of CIVIC EPISTEMOLOGIES aim to contribute to the creation of the network of actors who are willing to commit to the implementation of the Roadmap developed by the project.

The project targets the whole value-chain of Digital Cultural Heritage and the Humanities (DCHH) sector, from the public funding bodies (ministries and agencies) to cultural content owners, research bodies, commercial enterprises (publishers and creative industries), e-Infrastructure providers and end users (citizen associations, researchers, educators, students, practitioners and amateurs).

Community building and stakeholder consultation offer important insight into each phase of the project planning, implementation and evaluation. Particular importance in developing policies is considering the changing way of interaction among new stakeholders (user, potential user, non-user) and institutional actors at national and international level. Stakeholder engagement will be driven by the needs for assessing the perceived impact of the project on the DCHH and research communities, on the e-Infrastructure sector and on policy and decision makers.

The methodology for engaging stakeholders takes into account the different membership sectors and different needs, but also perceptions in order to open new opportunities of collaboration in DCHH and thus realize significant gains at institutional, national and

international levels and increase sustainable use of e-Infrastructures. Stakeholders may be involved in the project in multiple roles and various functions.

The purpose of this deliverable is to describe how the project and the partners will carry out their community building activities and stakeholder consultations. It will also give instructions for the projects communication plan, the use of PROMOTERs platform "digitalmeetsculture.net" and the list of advocacy papers produced.

2 CIVIC EPISTEMOLOGIES WORKING PRACTICES

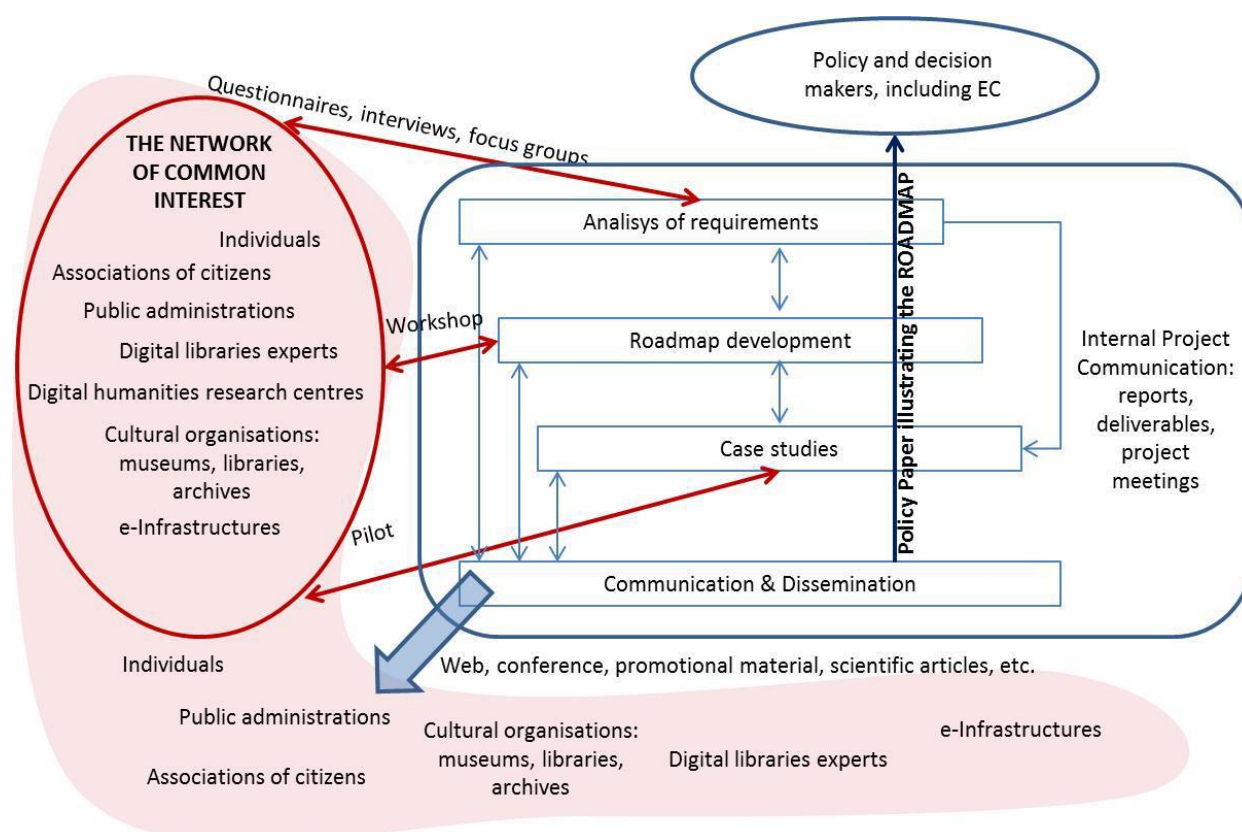
This section builds on the indication of the Quality Plan (D1.1), which is a confidential document, providing useful best practices to new members of the network. It includes a summary of the most important methodologies to be used for conduction of work in the project and for the networking activities, including some more detailed specifications.

2.1 CIVIC EPISTEMOLOGIES WORK-PACKAGES: INTERNAL HIERARCHIES AND RELATIONSHIPS

The project consists of five work-packages:

- WP1 – Project Management
- WP2 – Identification of requirements
- WP3 – Roadmap development
- WP4 – Pilot and Case Studies
- WP5 – Dissemination, communication and sustainability

The following schemas illustrates internal hierarchies and relationships between the different WPs and tasks and the interaction between the project and its stakeholders.



2.2 CONTACT PARTNERS

The following table, extracted by D1.1, summarises the project's main contact partners for each Work Package and Task.

Work Package and Task		Responsible Partner
WP1	Project Management	Ministero dello Sviluppo Economico
T1.1	Project kick-off	Ministero dello Sviluppo Economico
T1.2	Liaison with EC	Promoter srl
T1.3	Assessment of progress and reporting of the results	Promoter Srl
T1.4	Quality Management	Ministero dello Sviluppo Economico
WP2	Identification of Requirements	University of Malta
T2.1	Study on key characteristics and Requirements	University of Malta
T2.2	Workshop on Requirements	University of Malta
T2.3	Summary of Requirements	University of Malta
WP3	Roadmap development	Riksarkivet
T3.1	Design the Roadmap	Riksarkivet
T3.2	Tools, services and established standards	Poznan Supercomputing and Networking Center
T3.3	Innovation policies for cultural heritage institutions	National Széchenyi Library
T3.4	Strategic Research Agenda	Katholieke Universiteit Leuven
T3.5	e-Infrastructures sustainability models	Stichting European Grid Initiative - Egi.Eu
T3.6	Workshop on the Roadmap	Riksarkivet
WP4	Pilot and Case Studies	Coventry University
T4.1	Pilot on archaeology in Rural Ireland	Waterford Institute Of Technology - Tssg
T4.2	Case Studies	Coventry University
T4.2.	'Hidden' cultural heritage-inclusion, access and citizenship	
T4.2.	Local Cultural Heritage – inclusion, access and economic development	
WP5	Dissemination, communication and sustainability	Promoter Srl
T5.1	Web presence and dissemination plan	Promoter Srl
T5.2	Dissemination material	Promoter Srl
T5.3	Final Conference	Stiftung Preussischer Kulturbesitz
T5.4	Community building and stakeholders consultation	Promoter Srl
T5.5	Learning resources	Katholieke Universiteit Leuven

2.3 PROJECT MEETINGS

The main instruments for internal communications are Face-to-Face and Virtual Meetings: Plenary Meetings, Work Package Leaders Meetings, Work Package Specific Meetings.

- Plenary Meetings (Physical)
 - Attendance: General Assembly members.
 - Time planning: at least once per year.
 - Objectives: checking the status of the work for each Work Package: steps taken, problems, solutions, steps forward, success indicators, deliverables, etc.; planning the next steps; strategic and policy decision making; ensuring that the Project delivers the results within time and budget constraints.
- Project Team Meetings (Virtual or Physical)
 - Attendance: Project Team members.
 - Time planning: called by the Project Coordinator with timing closely related to overall planning of milestones, deliverables and EC reviews.
 - Objectives: update on the Project ongoing status; coordinating work in progress across work packages and tasks; establishing progress at Task and WP Levels; formulating corrective measures, if the Project gets off track; reviewing project planning at Task and WP Levels for the next three to six months, including dependencies and risks; identifying opportunities for Best Practice sharing and dissemination.
- Work-Package Specific Meetings (Virtual or Physical)
 - Attendance: WP Leader, Task Leader(s), other participants in the WP, Project Coordinator or Technical Coordinator (if appropriate).
 - Time Planning: ad hoc, no fixed time planning. During the plenary meetings, separate sessions can be also organised to discuss specific topics related to a WP.
 - Objective: within the framework of the DoW: operational coordination and alignment of tasks at the level of the WP.
- Focus Groups Meetings (Virtual or Physical)
 - Attendance: WP Leader, external experts, citizen researchers with different areas of interest, other participants in the Focus Group, Project Coordinator or Technical Coordinator (if appropriate).
 - Time Planning: ad hoc, fixed time planning.
 - Objective: discuss citizen science and its place in cultural heritage institutions.

2.4 MINUTE WRITING

Minutes of each official meeting should be archived for the project record. One of the participants will undertake this task. The minutes will be archived in the 'Meeting' folder of the project for future reference.

2.5 CALENDAR AND REMINDERS

A common CIVIC EPISTEMOLOGIES Calendar was set up and should be kept up to date with all deadlines, events and meetings by all WP Leaders who have been given access to modify the calendar.

This is a Google calendar where it is possible to view all the events and appointments that are scheduled from any device. Its main purpose is to have a general overview of the planned meetings, Skype calls, etc. and to plan the Project's activities without overlapping.

All partners can request dates to be set there by the Technical Coordinator or by the WP Leaders.

2.6 REPOSITORY

The aim of the Project repository is to archive all of the documents that are useful for the project, as a way to preserve them and to share them among the partners. It contains all day-to-day information of project activities, including information on project meetings and phone conferences (agendas and minutes), schedules of project activities, working documents, confidential deliverables, official documents (e.g. Grant Agreement, DoW, Consortium Agreement), templates for deliverables and presentations, materials for the reviewers and the PO and other useful documents.

The repository contains:

- A **"Contractual"** folder that contains all the Official Documentation referred to the Project (DoW, Grant Agreements, Annexes, Consortium Agreement, and all the other official documents).
- A **"Media Shared"** folder that contains all images made available by the CIVIC EPISTEMOLOGIES partners to be used for dissemination and communication purposes, including the associated captions.
- A **"Dissemination material"** folder that contains all documents useful for Project dissemination (Logos, Poster, Factsheet, and others).
- A **"Deliverables"** folder that contains all deliverables that will be officially submitted by the Consortium and a table summarising deadlines, responsible persons and peer reviewers.
 - Naming convention for the deliverables: "CIVIC EPISTEMOLOGIES_DX.Y_Title V.#" (with V.final being the final version).

- A **"Meetings"** folder that contains a sub-folder for each meeting or event organised by the project. Each sub-folder includes agenda, minutes, presentations and other useful material.
 - Naming convention for meeting/event sub-folder: "yyyymmdd Venue Meeting".
 - Naming convention for the agenda: "CIVIC EPISTEMOLOGIES_yyyyymmdd_Venue_Meeting_Agenda".
 - Naming convention for the minutes: "CIVIC EPISTEMOLOGIES_yyyyymmdd_Venue_Meeting_Minutes".
 - Naming convention for the presentations: "Title Author".
- A **"Forms & Templates"** folder that contains all available templates.
 - The template for the deliverables.
 - The template for the presentations.
 - The template for the Internal Activity report.
 - The template for the reporting of the dissemination activities.
 - The templates for the Cooperation Agreement, Memorandum of Understanding.
 - A folder called "MoU & CA signed" that collects all of the Memoranda of Understanding and Cooperation Agreements signed with individuals, institutions and projects.
- One folder for each **Work Package**.
 - Each WP Leader has the responsibility to structure the related folder according to the specific needs of the WP.

2.6.1 Versioning of files and documents

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.

Versioning of files will be used, 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 Work Packages should be via a two-tiered approach. The first discussion and versioning should be internal to the WP and the second one extended to the all the partners, both of them with a clear deadline.

2.7 REPORTING OF DISSEMINATION AND NETWORKING ACTIVITIES

A web form, called "Send your post" has been implemented, from where every partner can send news, info, links about his/her dissemination/networking activities related to CIVIC

EPISTEMOLOGIES. Every partner can use this form, alternatively to sending an email, in order to keep the dissemination team informed of all the ongoing activities (event participation, presentations of the Project at local, regional, national and international events, publication of news, posts, papers, links on websites, blogs or other web resources, etc.).

A reporting form template has been prepared by the dissemination team in order to keep track of every formal or informal occasion of dissemination that each CIVIC EPISTEMOLOGIES partner will have and to have it shared with the rest of the consortium.

The Event Reports will be collected and stored in the reserved area of the project's website.

2.8 WEBSITE AND CONTACTS

For the website use, description and structure please refer to Deliverable D5.1 Project website, internal communication tools, dissemination plan and promotional material.

All CIVIC EPISTEMOLOGIES partners and affiliate members participate in the development of the website. The WP5 leader PROMOTER is especially responsible for the maintenance and for the editorial work.

The best way to contact the CIVIC EPISTEMOLOGIES team is by sending an email to info@civic-epistemologies.eu.

Messages can be sent to the attention of the Project Coordinator Mauro Fazio (MISE, mauro.fazio@mise.gov.it), of the Technical Coordinator Antonella Fresa (Promoter Srl, fresa@promoter.it) and of the Communication Coordinator Manuele Buono (Promoter Srl, buono@promoter.it).

3 NETWORKING ACTIVITIES AND COMMUNITY BUILDING

This part of the deliverable is dedicated to the overall orchestration of the networking procedures and infrastructure, fostering the enlargement of the CIVIC EPISTEMOLOGIES network. It will support 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 and to the achievement of the project's objectives.

3.1 GENERAL METHODOLOGY

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 have been identified as well as the outcomes of the discussions, which should 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 CIVIC EPISTEMOLOGIES project deliverables. Emailing lists and dedicated areas in the project website have been established to facilitate the activities of the project.

A network of common interest is being set up to enable the discovery of best practice, solutions, technologies and success stories that exist at regional, national, European and international level. This network is composed of institutions from the cultural sector, laboratories from the Humanities research sector, e-Infrastructure providers and representatives of the creative industry. This will ensure that the proposed Roadmap is not simply a desk study, but is instead based on the community that will implement it. The process followed by the project in community building and establishment of the network of common interest includes:

- Regularly updated online information and documentation;
- Creation and distribution of dissemination materials, handbooks, recommendations and best practice guides, crystallising the results of the project and making them accessible and relevant to the widest possible audience;
- Creation and publication of training materials;
- Organisation of focus groups;
- Organisation of dedicated events (workshops, conferences);
- Organisation of meetings and presentations with representatives of the targeted communities in member states beyond the consortium;
- Establishment of cooperation agreements and Memorandum of Understanding with the members of the network.

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

External cooperation will be formalised by means of a Cooperation Agreement or a Memorandum of Understanding.

The CIVIC EPISTEMOLOGIES consortium will be kept informed at key stages via the civic-epistemologies@promoter.it general mailing list.

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

Periodic reports will be delivered to summarise the results of the networking activities. The aim is firstly to harmonize strategies and practices of the network of common interest, and secondly to guide the members of the CIVIC EPISTEMOLOGIES community (both the project partners and the external users who want to join the CIVIC EPISTEMOLOGIES community) on how to apply the agreed standards and practices.

3.2 THE CIVIC EPISTEMOLOGIES NETWORK OF COMMON INTEREST

CIVIC EPISTEMOLOGIES brings together public funding bodies, cultural content owners, research bodies, commercial enterprises, e-Infrastructure providers and end users in an international network of common interest, which is expanding continuously, maximizing its value and impact.

This network of common interest aims to create a **stable basis for a durable cooperation** between its members, including:

- The partners of the CIVIC EPISTEMOLOGIES project.
- 'External partners' (individuals, organisations of citizens, cultural institutions, digital humanities centres, creative enterprises) engaged in the project through ad-hoc cooperation agreements;
- The e-Infrastructure providers who will be targeted through specific concertation, awareness and dissemination activities with the project;
- Knowledge and expertise of renowned organisations outside Europe is mobilised and will form an international advisory board including leading experts from USA, Canada and Australia.

The partners who already expressed their interest and intention to cooperate with the project as associate partners have been the starting point for the enlargement of the network.

The network of common interest adds a great deal of value for the CIVIC EPISTEMOLOGIES project, because it assembles groups and teams who work together, across national and organizational boundaries, to share the Roadmap for the use of e-Infrastructures to support the participation of European citizens in research on cultural heritage and digital humanities. The following figure describes the geographical distribution of the Consortium at the beginning of the project.



3.3 ENLARGEMENT OF THE NETWORK

3.3.1 Methodologies for enlargement of the network and autonomous joining

The network started with the organisations who expressed their interest in the project at the time of the preparation of the proposal.

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

The process followed by the project in community building and establishment of the network of common interest must be documented and made available for replication elsewhere. It will include:

Mail and direct contact

External Stakeholders can be contacted via e-mail, telephone, or direct dialogue, where they are already known to a partner of the consortium.

News informing about the main outcomes and the most important appointments organised by the project will be distributed to major mailing lists in the fields of scientific interest for CIVIC EPISTEMOLOGIES.

Dedicated page on the website

Methods of communication include a public website, where stakeholders can access information of interest to them, and which can be used by the project partners.

The project website will publish all project knowledge assets. It will announce the events organised by the project, as well as other events that are relevant, and will be updated immediately after every dissemination and/or concertation event, so that the website is a very up-to-date reflection of the project at all times. This includes prompt publication of project intermediate results, discussion papers, presentations, and seminars and workshop minutes.

In particular, a dedicated web page has been prepared with all the necessary information for external stakeholder to join the CIVIC EPISTEMOLOGIES community. Further documentation and short descriptions of the project have also been prepared for the use of all the partners and templates have been made available in the project repository.

This page is already online on the CIVIC EPISTEMOLOGIES website (<http://www.civic-epistemologies.eu/network/>) and it will be kept updated throughout the duration of the project. Information on this page will be spread via links and email together and independently from the above calls for participation.

Digital Meets Culture

Digitalmeetsculture.net is an interactive online platform for cooperation and information in the field of digital technologies applied to cultural heritage and the arts. The popularity of Digital Meets Culture is constantly increasing and it presently counts 18.000 visitors per month. Since the beginning of the Project, CIVIC EPISTEMOLOGIES has been showcased on Digital Meets Culture with a button permanently featured on the homepage and in the "digital heritage" section of the portal, providing easy access to the CIVIC EPISTEMOLOGIES blog, which contains general information about the project, the latest news and events, useful material and several highlighted articles.

The blog, which can be visited at <http://www.digitalmeetsculture.net/heritage-showcases/civic-epistemologies/>, is a constantly living page, that combines information from within the project with the discussion on the hot topics related to CIVIC EPISTEMOLOGIES occurring outside the project. This combination of inside and outside information offers a creative dimension to the communication of CIVIC EPISTEMOLOGIES, contributing to the coordination objectives of the project.

In this light, the CIVIC EPISTEMOLOGIES blog on digitalmeetsculture.net is complementary to the project website. It represents a very useful instrument to widen the project communication and to engage with a larger audience of both professionals and the general public.

Newsletters

Periodic editions of the CIVIC EPISTEMOLOGIES newsletter, in conjunction with Digital Meets Culture, will be released.

The database of email addresses to be reached by the newsletter is formed by the lists of contacts from the CIVIC EPISTEMOLOGIES partners, the CIVIC EPISTEMOLOGIES community, the selected external mailing lists, the whole group of digitalmeetsculture.net

registered users plus a target selection of email addresses, belonging to specific people working in the sector of digital cultural heritage and humanities all over the world.

Focus groups, case studies and events organised by the project

Another important channel for the dissemination and networking activities of CIVIC EPISTEMOLOGIES is the organisation of focus groups, case studies meetings, workshops and international conferences.

The members of the network of common interest will be invited to all the events organised by the project and the event reports will be made accessible online on the CIVIC EPISTEMOLOGIES website. Specifically CIVIC EPISTEMOLOGIES will organise:

- Three Focus Groups as part of WP2 activities (Valletta, Coventry and Stockholm) across different communities of citizens involved in research, and interviews with further citizens researchers from other countries;
- Four case studies meetings in Coventry (two for each case study) as part of WP4. These activities bring together the relevant groups and stakeholders to explore the “fit” of technologies to local circumstance, and the value of digital technologies, or the limitations particular technologies present, to enhancing the engagement of stakeholders, ranging in scale from construction and property companies to smaller creative enterprises and individuals to academic researchers, in local economic, business and cultural development;
- Three Workshops as part of WP2 and WP3 activities: a Workshop on User Needs in Valletta (WP2) in November 2014; a Workshop on the Roadmap in Leuven (WP3) in February 2015 and a Workshop on Innovation for cultural heritage institutions in Budapest (WP3) in July 2015;
- One International Conference in Berlin (November 2015) to illustrate and promote the Roadmap. The conference offers an opportunity for as many members as possible of the network of common interest to come together to discuss the topic of citizen researchers in digital cultural heritage and humanities and to contribute to the general vision to an open science infrastructure for the digital cultural heritage in 2020. The conference also foresees the participation of the EC and e-Infrastructures representatives, from both partner and non-partner countries.

Presentation and dissemination of CIVIC EPISTEMOLOGIES at third party events

In close cooperation with all WPs, CIVIC EPISTEMOLOGIES will contact the organisers of international, European and national events and workshops organised by other institutions and projects. Project presentations will be customised in order to illustrate objectives, activities and outputs of the project contextualised for the specific event.

A presentation template, prepared by the dissemination team, is available for download in the Project repository. This model shall be used by the CIVIC EPISTEMOLOGIES partners to make a presentation of the project to external users.

A set of promotional materials will be also produced to be delivered at third party events participated by the CIVIC EPISTEMOLOGIES partners in order to raise awareness about the project and to inform the stakeholders and the target audience of the main results. All the material will be made available online and some of it will also be available in hard copy.

Publication of learning resources

The project will identify, design and publish a range of learning resources and associated activities that are necessary to support the development of new skills that both the citizens and the cultural managers will need to gain in order to be ready to cooperate in joint research.

The outcomes of this study will be:

- a proposal for a 'creative citizens skills standard',
- a proposal for a 'creative citizens registry',
- an inventory of existing accessible teaching materials such as **Massive Open Online Courses (MOOCs)** and **Open CourseWare** that can fill the identified gaps,
- an IPR guidebook focusing on creative citizens to unleash their creativity and providing exploitation models for their rights.

3.3.2 Affiliation procedures

Community Mailing List

A specific mailing list has been created to bring together all the external partners who demonstrated interest to cooperate with the CIVIC EPISTEMOLOGIES project and who decided to sign a Cooperation Agreement. The aim is to keep them informed about the progress and to get them involved in the project's activities: associate-civicepistemologies@promoter.it.

Through the mailing list, periodic updates will be released to inform the community about the latest news and achievements of the project and about the next appointments.

Types of Agreement

The following models have been prepared to formalise the cooperation with experts, institutions, organisations and other projects that are interested in joining the CIVIC EPISTEMOLOGIES community and to be involved in the activities of the Network of Common Interest:

- A model of the Memorandum of Understanding to be used to formalise the cooperation with other projects.
- A model of the Cooperation Agreement to be used to formalise the cooperation with other institutions and organisations.

Here below is a short description of each agreement. The full models can be found in the Annexes.

Memorandum of Understanding between CIVIC EPISTEMOLOGIES and other projects/initiatives

The document contains an introduction about the projects objectives. Through a list of articles, it describes the scope of the agreement, the mutual responsibilities among the parties, the legal nature and the duration of the agreement. An Annex highlighting the activities to be conducted jointly by the partner projects is attached.

Cooperation Agreement between CIVIC EPISTEMOLOGIES and other institutions/organisations

The document provides a short description of the project and its objectives; then it highlights the agreement scope, rights and duties of the Associate Partner, starting date and termination. A Technical Annex is attached to the agreement to define in more details the activities that will be carried out jointly by the parties. A note explains that travel and subsistence costs will be paid by the Associate Partner, unless otherwise specified in the Technical Annex. The person who signs is expected to do it on behalf of the organization he/she represents.

Main tasks

CIVIC EPISTEMOLOGIES is widely open for collaboration: for experts, institutions, e-Infrastructures, other EU projects or other who are interested to establish cooperation.

The affiliated members will cooperate with the CIVIC EPISTEMOLOGIES project on the following topics:

- Sharing experience, promote standards and guidelines, seek harmonisation of best practice and policy;
- Participating in questionnaires, surveys, interviews, focus groups and case studies;
- Participating to conferences, international workshops and technical meetings organised by CIVIC EPISTEMOLOGIES;
- Acting as a conduit for knowledge transfer from the project to policy makers, programme owners, cultural and memory institutions, creative industries, SSH research organisations, citizens organisations, researchers, educators, students and private stakeholders;
- Reviewing and providing feedback on documents produced by the project;
- Disseminating and promoting the project results, also after the project period is concluded.

Procedure for the establishment of an agreement

1. The stakeholder is contacted or reaches the CIVIC EPISTEMOLOGIES consortium with one of the above mentioned methodologies.
2. Informal discussion is carried on with the external stakeholder.
3. The Communication Coordinator is kept informed or is directly charged with writing the draft text of the agreement on the discussed points.
4. A draft text is agreed with the external stakeholder and is archived in the repository in a work in progress folder into the Agreements folder of WP3.

5. The agreed text of the contract and annex is sent to the CIVIC EPISTEMOLOGIES Board for approval.
6. The approved contract is re-discussed 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.
7. The agreement is finalized with the signature of the CIVIC EPISTEMOLOGIES Technical Coordinator.
8. The contract is archived in the Agreements folder of the WP3 folder in the project repository for future reference.
9. The CIVIC EPISTEMOLOGIES community mailing list is updated with the name and contact details of the stakeholder.

Final remarks

External stakeholders getting involved via website or other communication means and previously unknown, will contact the Communication Coordinator via the email address info@civicepistemologies-network.org.

All partners initiating independent networking activities should keep the Communication Coordinator informed at all stages in the process with the above mentioned methodologies.

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

3.4 COLLABORATION WITH OTHER PROJECTS AND INITIATIVES

International initiatives in the domain of the digital cultural heritage and humanities and e-Infrastructure, provide opportunities to meet and exchange among representatives of projects that are working in these fields. These events allow identifying common goals and strategies and discussing opportunities for cooperation to approach the next opportunities offered by Horizon 2020.

CIVIC EPISTEMOLOGIES identified a number of international projects, networks and research infrastructures which are active within related areas. These projects represent external networks with resources in place to disseminate news and information with their stakeholders. The strategy for CIVIC EPISTEMOLOGIES will be to approach these projects offering to exchange news about project activities and to seek opportunities for collaboration.

CIVIC EPISTEMOLOGIES has already set up connections with some projects with regard to various aspects of its goals and policy in order to develop a concrete cooperation work, such as RICHES (www.riches-project.eu) and Europeana Space (www.europeana-space.eu).

Main coordinated activities include:

- Promotion and presentation of the results of the concerned projects in the respective websites, events and publications.

- Organization of joint events, such as workshops (general/specifics topics), networking sessions, webinars, training courses, focus groups, etc.
- Organization of joint participation (with joint presentations and/or demonstrations) at specialised events and conferences organised by other institutions and projects.
- Implementation of “clustering” activities, generation of internal workshops and symposia sessions for stimulating dissemination and collaboration among concerned projects’ participants.
- Publications of articles on the work and results of the concerned projects in scientific journals and in sector specific online publications, such as Digital Meets Culture (www.digitalmeetsculture.net).
- Posting joint news on third party websites, newsletters and social media channels.
- Circulation of joint announcements/results via relevant mailing lists.
- Pursuing the formulation of suggestions/recommendations/advice to relevant standardization bodies and special interest workgroups.

3.5 SUCCESS INDICATORS

The following table, extracted from the DoW, provides a summarised view of the quantitative indicators adopted for the dissemination and networking activities, and a quantification of targets, against which the results can be measured over the course of the project.

Indicator	Expected progress		Comments
	Month 7	Month 16	
Number of focus groups organised	3	-	3 focus groups will take place during the first 3 months of the project, in Valletta, Stockholm and Coventry.
Total number of participants in focus groups across Europe	30	-	Focus groups will involve citizen researchers with different areas of interest.
Number of participants in the user needs workshop	20	-	A public Workshop on user needs will be organised at month 4 in Valletta to discuss the intermediate results of WP2 with external experts.
Number of attendees to the public presentation of the Roadmap	-	20	A workshop is organised in Brussels, among selected representatives of the stakeholders in order to present the Roadmap and to kick-off the consultation activities.

Number of attendees to the workshop for cultural heritage institutions	-	20	A workshop is organised in Budapest for cultural heritage institutions to discuss the conditions for their cooperation with citizens.
Number of organisations providing feedback on the draft Roadmap	-	30	The CIVIC EPISTEMOLOGIES Roadmap is promoted online to relevant stakeholders in order to receive their feedback.
Research programmes by national and international research bodies, which are identified as good candidates to become adopters of the recommendations produced by the project.	-	3	Each partner will work in its own country to identify relevant programme(s).
Total number of participants to the case studies meetings	20	-	Case studies meetings will be organised in Coventry.
Total number of participants to the pilot		20	The pilot will be organised in Western Ireland. Participants include teachers and students.
Number of associations registered to the project's website	5	15	A specific area of the website will be devoted to securing involvement of associations of citizens interested in the topics addressed by the project.
Number of national and European projects contacted and who expressed interest in future cooperation	5	10	Ad-hoc agreements of cooperation will be established and signed with these projects.
Website statistics	page views: 30.000 visits: 2.000 per month	page views: 50.000 visits: 4.000 per month	Statistics will be monitored periodically and Search Engine Optimisation activities organised consequently.
Participants in CIVIC EPISTEMOLOGIES final conference	-	150	The goal is to have a representative number of participants belonging to the users' and stakeholders' community from all partner countries.
Third party events where CIVIC EPISTEMOLOGIES is	5	5	Participation in such events is seen as one of the major opportunities for reaching new

presented			audience.
Articles on scientific journals and other media that refer to CIVIC EPISTEMOLOGIES	5	5	The main goal is to reach researcher communities on an international level.
Community building: number of cooperation agreements signed	5	10	The objective is to arrive to a constituency of at least 20 partners to launch the next implementation phase for the period 2014-2020.

4 STAKEHOLDERS CONSULTATION

The design of the CIVIC EPISTEMOLOGIES action plan of the project will combine bottom-up with top-down approaches, namely:

- a user-centric view that should foresee the implementation of the Roadmap to be based on requirements, development, testing and validation, from the digital cultural heritage and humanities community;
- a data-centric view using a proven design for generic infrastructure services for persistent storage, access and management.

These two approaches will be complemented by the careful involvement of existing infrastructures, funding bodies, programme owners, policy makers, in order to prepare for the sustainability of the future 'federated' infrastructure.

In this light the focus of CIVIC EPISTEMOLOGIES communication will be on the relationship with a wide range of institutional actors and technology organisations: cultural heritage institutions, content providers, academic and research institutions, institutions that design policies on national and international level, e-Infrastructures, citizen associations, researchers, research funders, creative industries, publishers, etc.

Reaching a common understanding and engaging key stakeholders of the different communities are activities which also include a plan of finding contacts and relationships with projects that are working on the creation of a research infrastructure dedicated to the cultural heritage.

The CIVIC EPISTEMOLOGIES project is committed to creating and maintaining two-way communications with all stakeholders. This two-way communication keeps stakeholders informed about the project and keeps the project aware of community issues and concerns. It also helps to establish a working relationship and trust between the parties, which is necessary to validate the Roadmap for Preservation and to guarantee the updating of the Registry of Services.

Stakeholder consultation has a critical role to play given the widespread advocacy activities necessary for the development of a strategy for the implementation of an infrastructure to enable citizens to participate in a range of research goals established at European level together with cultural institutions and universities. As a result of consultation between the interested parties, it could be that there will be significant additional demand for the services that e-Infrastructures can offer, and also of the value that the e-Infrastructures could provide to the citizens and to the wider DCHH research community.

4.1 GENERAL METHODOLOGY

Different set of stakeholders involved in the project can play an important role in the achievement of the projects objectives. This is the basic idea for establishing a network of common interest that will support the development of the project. Community building and stakeholders consultation activities are the organizational tools and methods that will be used for creating it.

All of the project partners will identify key stakeholders in their own countries relevant for the CIVIC EPISTEMOLOGIES project as it is important to raise awareness of the project's activities and the opportunities for using the Roadmap and Registry of Services.

The steps towards establishing and nurturing the network are as follows:

- Identify the stakeholders to contact and the projects to liaise with at national and international level, to establish a reliable framework that can be used as a starting point for the consultation activities.
- Define the object of the consultation, depending on the needs of the different users and stakeholders and on the expected outcomes.
- Find out how and where this consultation can take place, e.g. conferences and workshops, ad hoc meetings, online consultation, developing of advocacy papers, etc.

This network will be the base for a sustainable network of common interest existing beyond the EU funded period and aims to encourage future use and development of CIVIC EPISTEMOLOGIES Roadmap and Registry of Services.

A plan for the sustainability of the project will be developed, by investigating approaches and models from other similar initiatives in order to obtain concrete solutions that can be applied to CIVIC EPISTEMOLOGIES activities.

4.2 DEFINING THE STAKEHOLDER COMMUNITY

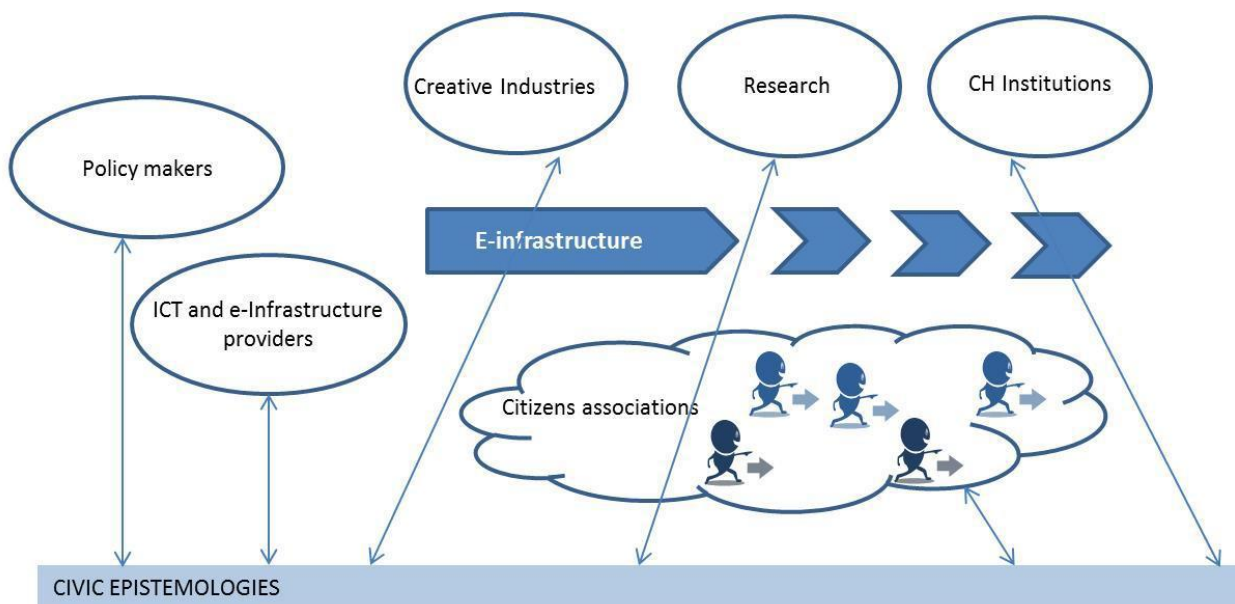
CIVIC EPISTEMOLOGIES project targets the whole value-chain of the DCHH sector, from the public funding bodies (ministries and agencies) to stakeholders (cultural content owners), commercial enterprises (publishers and creative industries), e-Infrastructure providers and end users (citizen associations, researchers, educators, students, practitioners and amateurs). In particular, the following are the most important stakeholders that the project aims to target through networking and consultation activities;

- Cultural heritage organisations, including Ministries of Culture and memory institutions (museums, libraries, archives, etc.) who are involved in (or planning) digital culture initiatives;
- Organisations which coordinate and represent memory institutions (e.g., NEMO, EMF, ICOM, EBLIDA, CENL);
- E-Infrastructures providers (usually National Research and Education Networks or NRENs and grid & clouds platform providers), who are responsible for the storage, computing and networking facilities at the core of e-Infrastructures;
- Ministries and state agencies who are responsible for e-Infrastructures (typically Ministries of Science and/or Education);
- Policy-making bodies which map out the future of e-Infrastructures on behalf of the Commission, of national government and of others. Good examples are e-IRG and ESFRI;
- Research organisations that provide technical and expertise advice to cultural stakeholders;
- Cultural and creative industries;

- Other projects in the digital culture, e-Infrastructures and policy arenas.

Different approaches are appropriate to reach the different user groups of interest to CIVIC EPISTEMOLOGIES. By developing an understanding of the needs and interests of each group, the project aims to make its dissemination, advocacy and networking activities more relevant to the people and organizations interested in using CIVIC EPISTEMOLOGIES outputs, such as the Roadmap for the use of e-Infrastructures to support the participation of European citizens in research on DCHH and the Registry of Services. In particular, the aim is to establish a common understanding and awareness across the DCHH and e-Infrastructures communities and so to lay the foundation for future collaboration and research across national, sectorial and organizational boundaries.

The following figure provides an overview of the communication to the different actors targeted by the project.



4.3 FRAMEWORK FOR STAKEHOLDER ENGAGEMENT

Main scope of the CIVIC EPISTEMOLOGIES is to make the Roadmap adopted by a wide range of participants, including, beyond the EC project's partners, the 'external partners' who signed a MoU or a Cooperation Agreement with CIVIC EPISTEMOLOGIES, the e-Infrastructure providers who will be involved through the consultation activities planned in the project and the whole set of stakeholders to be consulted.

The approach that CIVIC EPISTEMOLOGIES will follow to engage with the stakeholders that have been identified is based on:

- Provide information, in order to raise awareness the project, context, issues, choices, decisions, through dissemination and advocacy activities: website, blog, dissemination and training materials, advocacy papers, etc.
- Gather information to collect feedback, which can help to assess and improve the project's results (e.g. Roadmap, Registry) through seminars, meetings, surveys, questionnaires, interviews, etc.

Some key issues in the process of stakeholders consultation are described below.

Involvement: In the field of the CIVIC EPISTEMOLOGIES project, a great variety of stakeholders can be identified cooperating at different levels and helping in providing knowledge. A dedicated strategy is needed, drawing on different formats and techniques when dealing with cultural institutions, policy makers, e-infrastructures, authorities, private businesses, or other projects involved. The stakeholder involvement requires a well-structured engagement of all actors and the different communities throughout all stages of the process.

Plan: the stakeholder engagement process has been planned to provide a high level organizational and coordination support in order to optimize opportunities for stakeholders input and encourage their participation in the project. The engagement plan is differentiated depending on specific stakeholder group to be addressed and it will be reviewed and updated as the various results from the project becomes available.

Accessibility: Publicizing engagement opportunities as clearly, widely and early as possible in decision-making processes will extend and consolidate the international cooperation with other communities and projects in Europe and in the world, within the domain of DCHH / e-Infrastructures for research, reinforcing the collaboration and broadening the impact of the European Research Area.

Communication: Regular contacts with stakeholders, to discuss any technical and managerial matters related to the action pursued, is a step for the promotion of effective cooperation among different communities. The choice of appropriate tools and techniques used in the communication activities allows giving knowledge of the general goal of project and the related tasks to different stakeholder groups at each step in the project. A list of communication techniques and tools are described in section 5.

4.4 ONLINE CONSULTATION

4.4.1 Surveys

CIVIC EPISTEMOLOGIES will carry out a number of surveys specific for different user communities. The questionnaires will be published online on the CIVIC EPISTEMOLOGIES website and all the partners will be involved in disseminating the invitation to participate in the surveys.

The first online questionnaire conducted in CIVIC EPISTEMOLOGIES was designed and developed to evaluate the involvement of cultural heritage institutions with projects that involve citizen scientists and, to a lesser extent, crowdsourcing activities.

The questionnaire was launched on 4th December 2014 and closed on 22nd December 2014. It attracted 85 responses from 23 countries (19 European, 2 from North America and 2 from Asia).

The questionnaire aimed to collect data which would help to get insights into:

- the current level of awareness on citizen science in memory institutions;
- the patterns of involvement of cultural heritage institutions in citizen science;
- the attractiveness factors seen by cultural heritage professionals;
- the need of specific tools which facilitate citizen science deployment in this specific setting;

- the awareness and interest in using citizen science in domains such as digital cultural content for creativity.

More detailed information about the survey can be found in Deliverables D2.1 and D2.2.

4.4.2 Webpage on the Roadmap

By definition, a Roadmap is not useful if it is not widely disseminated, validated and endorsed by the user groups that it aims to target. The CIVIC EPISTEMOLOGIES project is contributing substantially to the creation of a wide community of people coming from different sectors who demonstrated interest in the work in progress for the development of the Roadmap. It is therefore important to keep alive and continue to nurture this community, creating awareness about the Roadmap and fostering its diffusion and implementation in Europe and worldwide.

Furthermore, a Roadmap cannot be considered as a final step. It has on the contrary to be considered as a living document that needs to be continuously maintained, updated and improved as time passes, technology changes, new requirements have to be taken into account, and so on.

It is for these reasons that the CIVIC EPISTEMOLOGIES project decided to create a dedicated web-space where it is possible to download the last version of the Roadmap, but also where it is possible for everyone to provide feedback and comments, a kind of forum dedicated to the use of e-infrastructure services and facilities for citizen science and crowd sourcing targeting the DCHH domain.

The access point to this web-space is www.civic-epistemologies.eu/outcomes/roadmap/.

Apart from presenting and discussing the Roadmap, this web-space will link also to other relevant material, information and services that are linked to the Roadmap itself and that contribute to supplement it, e.g. the Registry of Services and Tools that is being developed as a practical instrument to help different stakeholders.

4.5 FACE TO FACE CONSULTATION

CIVIC EPISTEMOLOGIES is organising and participating in several consultation meetings to enrich and validate the Roadmap with input coming from a variety of stakeholders. The consultations are conducted in parallel with other research, study and analysis, whose outcomes influences specific elements of the Roadmap. Overall, this consultation component is intended to identify:

- The level of consensus and support for the Roadmap itself;
- Issues and priorities that should be taken into consideration in the final version of the Roadmap.

The following table summarises the main events that are scheduled during the CIVIC EPISTEMOLOGIES project.

Event	Target Audiences	Location	Timing/Date
3 Focus Groups	Citizen researchers with different areas of interest	Valletta, Barcelona, Stockholm	October - December 2014
Workshop on User Need	External experts to discuss the intermediate results of WP2	Valletta	25-26 November 2014
2 Case studies meetings	Citizens, teachers and students	Coventry	December 2014
Workshop on the Roadmap	Selected representatives of the stakeholders in order to present the Roadmap and to kick-off the consultation activities	Leuven	20 February 2015
Workshop on Innovation in CH institutions	Cultural heritage institutions to discuss the conditions for their cooperation with citizens	Budapest	9-10 July 2015
Final International Conference	Memory institutions and cultural heritage organisations coordinating or representing memory institutions, that are involved in (or planning) digital culture initiatives Representatives of user and stakeholder communities from all partner countries	Berlin	12-13 November 2015

The complete list of events where CIVIC EPISTEMOLOGIES has been presented or is planning to attend can be found in Deliverables D5.1 and D5.4.

5 PROJECT'S COMMUNICATION AND ADVOCACY PLAN

Communication is vitally important for conducting a successful consultation and concertation strategy. A communication plan has been set up at the beginning of the project, describing the dissemination activities that have been foreseen during the project (see D5.1).

The main channels used to promote and disseminate the activities and the results of the project to the key stakeholders are the online tools (project website, social networks and Digital Meets Culture), the distribution of dissemination materials at selected relevant events and the production and publication of advocacy papers.

Additionally, internal communications such as seminars and internal meetings, as well as telephone meetings between partners also play an essential role in driving the project towards consensus on its broad range of topics.

5.1 PROJECT WEBSITE

The project website publishes all project knowledge assets. It announces the events organised by the project, as well as other events that are relevant, and will be updated immediately after every dissemination and/or concertation event, so that the website is a fully current reflection of the project at all times. This includes prompt publication of project intermediate results, discussion papers, presentations, seminars and workshop minutes.

For a more detailed description of the project website, please refer to D5.1.

The CIVIC EPISTEMOLOGIES website is linked to the most popular social networks and all the articles published on the CIVIC EPISTEMOLOGIES website are automatically posted on the project's Facebook and Twitter page, opening the possibility to all partners to share/re-tweet them.

Finally, the project website includes sharing of documents and discussion functionalities, allowing interested users to provide their feedback and comments on what is being developed during the project.

5.2 THE USE OF DIGITALMEETSCULTURE.NET PLATFORM

Digitalmeetsculture.net is an online platform open to the cooperation and interaction among practitioners, cultural managers, students, researchers and amateurs on the themes connected with the encounter of the digital technologies with the cultural heritage and the arts.

A show-case about CIVIC EPISTEMOLOGIES has been created on digitalmeetsculture.net and can be visited at the following address: www.digitalmeetsculture.net/heritage-showcases/civic-epistemologies/.

The show-case is a constantly living page, that combines information coming from inside the project with the discussion on the themes of the digital preservation that is occurring outside the project. This combination of inside and outside information offers a creative dimension to the

communication of CIVIC EPISTEMOLOGIES, contributing to the coordination objectives of the project.

In this light, the show-case of CIVIC EPISTEMOLOGIES on digitalmeetsculture.net is complementary to the project website and in particular it represents a very useful instrument to widen the communication of the project towards a larger audience, including both professional and general public.

5.3 DISSEMINATION MATERIALS

In terms of printed materials for dissemination and networking, the following documents and print templates were identified, and some of them already designed during the first months of the project:

1. General-purpose A4 factsheet, front/back printed, to be deployed at various events as a general presentation of the project.
2. General-purpose presentation of the project provides the partners with a general, schematic presentation of the project for their networking activities.
3. General-purpose horizontal B1 (70x100 cm.) poster to be displayed at conferences, featuring written information about CIVIC EPISTEMOLOGIES, suitable for coffee break browsing.
4. General-purpose 85x200 cm. standalone roll-up vinyl banner, to advertise and signal events taking place in a specific venue, such as conferences, seminars, lectures, press conferences, etc.
5. (New) Flyer summarising in a simple and effective way the main aspects and key points of the project.
6. (Under production) Booklet providing an exhaustive description of the project to a wide audience, including mission, objectives, implementation, challenges, expected outcomes, potential benefits.

All the dissemination materials are available for download both in the project's repository and in the Press Room section of the project website¹.

5.4 ADVOCACY PAPERS

In addition to the dissemination materials described above, Advocacy Papers will be produced based on the main results produced by the project. These papers will be important to support the consultation with stakeholders. They will 'rephrase' the results of the project in a language that is more accessible and communicative for the stakeholders. They will tackle organisational, operational, legal and technological aspects covered by the Roadmap.

¹ <http://www.civic-epistemologies.eu/project/press-room/>

Dedicated Advocacy Papers will be prepared for each target stakeholder group identified in CIVIC EPISTEMOLOGIES, by focusing on key elements of awareness linked to each group. Advocacy Papers will be organised into three different levels of audiences:

- Primary audience (i.e. decision makers and programme owners).
- Secondary audience (i.e. content providers and end-users).
- Tertiary audience (i.e. e-Infrastructure and R&D institutions).

In order to reach our goals, it is very important to identify the key messages for each target audience. Messages are deemed to be clear and focused on different aspects depending on the target group.

The preliminary plan for the production of Advocacy Papers (AP) is the following:

- AP on the Roadmap (main target: primary and secondary audience).
- AP on the Registry of Services (main target: secondary and tertiary audience).

The Advocacy Papers will be ready by the time of the Final Conference, to be held in November 2015 in Berlin, and will be used also to support the sustainability of the project.

The Advocacy Papers will be accessible on-line through the CIVIC EPISTEMOLOGIES platform, and digitalmeetsculture.net portal.

6 CONCLUSIONS

As explained in the introduction, the dialogue among cultural institutions, e-Infrastructures, research and private organisations has a crucial role in order to design and to agree on a Roadmap for the future implementation of an infrastructure to support the participation of European citizens in research on cultural heritage and digital humanities.

The implementation of the network of common interest is at the basis of the future sustainability of the CIVIC EPISTEMOLOGIES project. CIVIC EPISTEMOLOGIES gathers a large number of stakeholders, representing the different areas that are involved in the achievement of the project's objectives.

This deliverable presented the tools and methodologies for the networking activities and for the enlargement of the CIVIC EPISTEMOLOGIES network of common interest.

Furthermore, the terms of reference for the establishment, maintenance and animation of the network have been outlined as well as the framework for stakeholders consultation.

It has to be noted that the methodologies and the terms of reference described in the present document may be updated along the project's lifetime to take into account new requirements and to reflect the progress of the work.

ANNEX 1: MODEL OF MEMORANDUM OF UNDERSTANDING



Memorandum of Understanding between *Civic Epistemologies* and **XXXXXX**

PROJECT LOGO

A Memorandum of Understanding (MoU) is hereby concluded between:

Civic Epistemologies Consortium, represented by the Technical Coordinator Promoter Srl

and

XXXXXX Consortium represented by XXXXXX

Each a "Party" and together "The Parties"

Provided that

CIVIC EPISTEMOLOGIES is a Coordination and support action project funded by the European Union's Seventh Framework Programme for research, technological development and demonstration, under the Grant Agreement 632694, and its aim is to develop and validate a Roadmap for the use of e-Infrastructures to support the participation of European citizens in research on cultural heritage and digital humanities.

2) The CIVIC EPISTEMOLOGIES project is coordinated by the Italian Ministry of Economic Development, represented by **Dr. Mauro Fazio** and Technical coordinator is partner **Promoter Srl**, represented by **Dr. Antonella Fresa** who is responsible also for the Communication and Networking;

3) The CIVIC EPISTEMOLOGIES project has the following goals:

- Analyze the needs of researchers, citizens, cultural institutions and creative enterprises;
- Develop a new Roadmap based on key findings;
- Validate the Roadmap through one Pilot in Ireland and two case studies in the UK;
- Encourage Research institutions to establish clear protocols for citizen engagement and shared research goals where achievable;
- Ensure widespread impact of the project findings with a strong communication and dissemination plan;
- Establish a durable network of common interest to connect cultural institutions, research bodies, creative industries, e-infrastructures and citizen associations;

4) These goals will be accomplished also through the work of the CIVIC EPISTEMOLOGIES Network of Common Interest constituted by:

- Experts from cultural institutions;
- Experts from ICT and E-infrastructure providers, policy makers and research centers;
- Experts from Public Bodies and Universities;
- Experts from SMEs and creative enterprises;
- Experts from the digital humanities and social sciences centres;

The Parties receive funding support from the European Commission and recognise the complementarities amongst objectives and activities of their respective projects.

Having assessed the potential benefits of a coordinated collaboration approach, The Parties have agreed to co-operate under the conditions established in the following articles.

In consideration of the mutual rights and obligations hereto, the Parties hereby agree:

Article 1. Subject Matter

The purpose of this MoU is to facilitate the collaboration between The Parties in order to improve the overall results and expected impacts of such actions.

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 case the new activities to be added will be agreed in writing by the respective Contact Persons and be defined by an amendment of this MoU, simply adding a new Annex 1.

Article 2. Communication

The Parties will appoint at least one Principal Point of Contact (Contact Person) to act as the technical channels of communication as is necessary for the promotion of effective cooperation between them. The Contact People will maintain regular contact to discuss any matter related to the cooperation described in this MoU or to be integrated in it.

Article 3. Contributions

Each Party shall bear its own costs resulting from their participation in these collaboration activities, unless other agreement is reached for a particular task, taking into account the Financial Regulations governing the EU Projects.

Each Party will maintain the 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, in respect of 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, relating to the results of activities undertaken jointly by The Parties under this MoU, shall be jointly held, and Each Party herewith grants the other a free, irrevocable and perpetual license to use such rights.

Article 4. Confidentiality

The Parties agree not to disclose privacy protected information of any of the concerned projects to any third party, unless expressly agreed by the concerned Parties in written. This article is agreed by the Parties to be legally binding.

Article 5. Legal Nature

The Parties expressly affirm that this Cooperation Agreement is not a legally binding contract, save for Article 4, but it is intended to confirm the basic settings agreed upon and the goodwill of the Parties to materialise a fruitful collaboration.

Article 6. Duration

This MoU enters into force from the date of its signature. It will terminate when either of The Parties' projects is ended or when a Party gives notice of termination to the other, in which case a minimum notice of two months will be given in written.

In the case that The Parties will continue their activities beyond the completion of the Grant Agreements with the European Commission, this MoU can be renewed on the basis of a mutual decision.

Signatures

For CIVIC EPISTEMOLOGIES

SIGNED BY: **Antonella Fresa**

AFFILIATION: **Promoter Srl**, Via Boccioni, 2 - 56037 Peccioli (Pisa), Italy

TITLE: Technical Coordinator

Signature

Date:

For XXXXXX

SIGNED BY: XXXXXX

AFFILIATION: XXXXXX

TITLE: XXXXXX

Signature

Date:



Annex 1 - Memorandum of Understanding

PROJECT LOGO

between

Civic Epistemologies and XXXXXX

Coordinated Activities

- Promotion and presentation of the results of the concerned projects in the respective websites, events and publications
- Organization of joint events, such as workshops (general/specifics topics), networking sessions, webinars, training courses, focus groups, etc.
- Organization of joint participation (with joint presentations and/or demonstrations) at specialised events and conferences organised by other institutions and projects
- Implementation of "clustering" activities, generation of internal workshops and symposia sessions for stimulating dissemination and collaboration among concerned projects' participants
- Publications of articles on the work and results of the concerned projects in scientific journals and in sector specific online publications, such as Digital Meets Culture (www.digitalmeetsculture.net)
- Posting joint news on third party websites, newsletters and social media channels
- Circulation of joint announcements/results via relevant mailing lists
- Pursuing the formulation of suggestions/recommendations/advice to relevant standardization bodies and special interest workgroups
-

Contact People

CIVIC EPISTEMOLOGIES contact people for the execution of this MoU will be:

- **Antonella Fresa**, Technical Coordinator – **Promoter Srl** – Via Boccioni, 2 - 56037 Peccioli (Pisa), Italy – +39.0587.466881 – fresa@promoter.it

XXXXXX contact people for the execution of this MoU will be:

- FirstName LastName – Affiliation – Address – Phone – email
- FirstName LastName – Affiliation – Address – Phone – email

ANNEX 2: MODEL OF COOPERATION AGREEMENT

CIVIC EPISTEMOLOGIES: Development of a Roadmap for Citizen Researchers in the age of Digital Culture

Cooperation Agreement

A Cooperation Agreement is hereby concluded between:

Promoter Srl – Via Boccioni, 2, 56037 Peccioli (PI) ITALY (“Technical Coordinator”)

and

<Name>, <Address> (“the Associate Partner”)

Provided that

- 1) CIVIC EPISTEMOLOGIES is a Coordination and support action project funded by the European Union's Seventh Framework Programme for research, technological development and demonstration, under the Grant Agreement 632694, and its aim is to develop and validate a Roadmap for the use of e-Infrastructures to support the participation of European citizens in research on cultural heritage and digital humanities;
- 2) CIVIC EPISTEMOLOGIES will have a life span of sixteen months, starting from the 1st of August 2014 and ending on the 30nd of November 2015;
- 3) The CIVIC EPISTEMOLOGIES project is coordinated by the Italian Ministry of Economic Development, represented by **Dr. Mauro Fazio** and Technical coordinator is partner **Promoter Srl**, represented by **Dr. Antonella Fresa** who is responsible also for the Communication and Networking;
- 4) The CIVIC EPISTEMOLOGIES project has the following goals:
 - a. Analyze the needs of researchers, citizens, cultural institutions and creative enterprises;
 - b. Develop a new Roadmap based on key findings;
 - c. Validate the Roadmap through one Pilot in Ireland and two case studies in the UK;
 - d. Encourage Research institutions to establish clear protocols for citizen engagement and shared research goals where achievable;
 - e. Ensure widespread impact of the project findings with a strong communication and dissemination plan;
 - f. Establish a durable network of common interest to connect cultural institutions, research bodies, creative industries, e-infrastructures and citizen associations;
- 6) These goals will be accomplished also through the work of the CIVIC EPISTEMOLOGIES Network of Common Interest constituted by:
 - g. Experts from cultural institutions;
 - h. Experts from ICT and E-infrastructure providers, policy makers and research centers;
 - i. Experts from Public Bodies and Universities;
 - j. Experts from SMEs and creative enterprises;
 - k. Experts from the digital humanities and social sciences centres;

in the framework of the activities covered by the CIVIC EPISTEMOLOGIES project, and in consideration of the mutual rights and obligations hereto, the parties have agreed to cooperate as it follows:

Article 1 - Subject matter and scope

The purpose of this Cooperation Agreement is to enable the *Associate Partner* to participate in the CIVIC EPISTEMOLOGIES project and to contribute to its activities in accordance with the conditions provided for in this agreement.

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

The *Associate Partner* shall cooperate with the *Coordinator* and with the other members of the CIVIC EPISTEMOLOGIES project on the topics defined in the Technical Annex, which is attached to this Cooperation Agreement and forms an integral part of it.

Article 2 – Rights and duties

The Technical Coordinator will provide and the *Associate Partner* will have the right to:

Be invited to conferences, international workshops, focus groups and project meetings organised by CIVIC EPISTEMOLOGIES²;

Have access to the CIVIC EPISTEMOLOGIES deliverables, technical reports and other materials produced by the project in the frame of the scope of the CIVIC EPISTEMOLOGIES initiative;

The *Associate Partner* will have the duty to:

l. Report on the activities performed and on the initiatives undertaken;

m. Disseminate the CIVIC EPISTEMOLOGIES results;

Article 3 - Entry into force of the Cooperation Agreement

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

² Travel and subsistence costs will be sustained autonomously by the Associate Partner, unless otherwise specified in the attached Technical Annex.

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

This Cooperation Agreement shall terminate on the date of completion or termination of the CIVIC EPISTEMOLOGIES Grant Agreement with the European Commission.

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

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

Article 5 – No warranties

In respect of any information or materials supplied by the CIVIC EPISTEMOLOGIES project through the Technical Coordinator or by any other participant in the CIVIC EPISTEMOLOGIES project to the *Associate Partner*, no warranty or representation of any kind is made, given or implied as to the sufficiency or fitness for purpose nor as to the absence of any infringement of any proprietary rights of third parties.

The *Associate Partner* shall in all cases be entirely and solely liable for the use to which it puts such information and materials.

Article 6 – Limitation of liability

No party shall be responsible to any other party for any indirect or consequential loss or similar damage such as, but not limited to, loss of profit, loss of revenue or loss of contracts.

The liability of each party to the other shall be limited in all events to a maximum sum of €10,000.

Article 7 – No partnership

Nothing in this Cooperation Agreement shall be deemed to constitute a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the parties.

Article 8 – Governing Law and Jurisdiction

This Cooperation Agreement shall be construed in accordance with and governed by the laws of Belgium excluding its conflict of law provisions.

The parties agree to consider mediation in accordance with the WIPO Mediation Rules for settlement of disputes and in the absence of settlement, the courts of Brussels shall have exclusive jurisdiction.

Nothing in this Cooperation Agreement shall limit the parties' right to seek injunctive relief in any applicable competent court of law.

Article 9 – Confidentiality

9.1 The Individual and the Organisation each undertake at any time during this agreement, and for a period of five years after termination of this agreement, not to disclose to any person any confidential information concerning the CIVIC EPISTEMOLOGIES except as permitted by Article 9.2.

9.2 The Individual and the Organisation may disclose CIVIC EPISTEMOLOGIES project confidential information:

- a) to its employees, officers, representatives or advisers who need to know such information for the purposes of carrying out the obligations under this agreement and,
- b) as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.

9.3 The Individual and the Organisation shall not use any other party's confidential information for any purpose other than to perform the obligations under this agreement.

9.4 This Article 9 shall not apply to any confidential information that is subsequently published or otherwise put into the public domain in relation to the CIVIC EPISTEMOLOGIES project.

For the parties:

The Technical Coordinator

NAME OF THE AUTHORISED REPRESENTATIVE: Antonella Fresa

TITLE: Director

SIGNATURE:

DATE:

The Associate Partner

ORGANISATION: XXXXX

ADDRESS: XXXXX

NAME OF THE AUTHORISED REPRESENTATIVE: XXXXX

TITLE: XXXXX

SIGNATURE:

DATE:

Technical Annex

The *Associate Partner* shall cooperate with the *Coordinator* and with the other members of the CIVIC EPISTEMOLOGIES project on the following activities:

- Sharing experience, promote standards and guidelines, seek harmonisation of best practice and policy;
- Participating in questionnaires, surveys, interviews and co-creation sessions;
- Acting as a conduit for knowledge transfer from the project to policy makers, programme owners, cultural e memory institutions, creative industries, SSH research organisations, researchers, educators, students and private stakeholders;
- Reviewing and providing feedback on documents produced by the project;
- Disseminating and promoting the project results, also after the project period is concluded.