

## PREFORMA planning meeting

2013-03-25 09:00-10:30

Emeeting link:

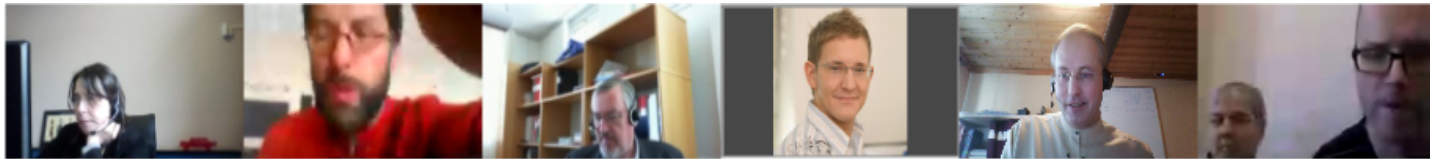
[https://plus.google.com/hangouts/\\_/00903cc2fa33157fb3aa0707907a49625315554c?authuser=0&hl=en-GB](https://plus.google.com/hangouts/_/00903cc2fa33157fb3aa0707907a49625315554c?authuser=0&hl=en-GB)

Google Drive folder:

[https://drive.google.com/#folders/0B0ehagZk\\_44PaVh1dzJmVEI5MzA](https://drive.google.com/#folders/0B0ehagZk_44PaVh1dzJmVEI5MzA)

### Participants:

(RA) Johan E. Bengtsson  
RA Börje Justrell  
PROMO Antonella Fresa  
FHG Christian Saul  
HS Jonas Gamalielsson, Björn Lundell  
PACKED Bert



Apologies:

RA Magnus Geber  
UNIPD Nicola (at airport)

### Completed Previous action points

Börje:

DONE: Confirm WP4 with Fraunhofer  
DONE: Confirm WP6 with UNIPD

Antonella:

DONE: Draft budget (when consortium has been frozen)  
OK, not needed: Any extra checks with the Commission (CP part WP types -> COORD)

Johan:

DONE: Meeting notes

## Closing the consortium

1 (Coordinator)	Riksarkivet (National Archives)	RA	Sweden
2	Packed Expertisecentrum Digitaal Erfgoed VZW	PACK	Belgium
3	Promoter S.r.l.	PROMO	Italy
4	Fraunhofer Gesellschaft zur Foerderung del Angewandten Forschung E.V	FHG	Germany
5	Högskolan i Skövde (Skövde University)	SKO	Sweden
6	Universita Degli Studi Di Padova	UNIPD	Italy
7	Stichting Nederlands Instituut Voor Beeld En Geluid (Sound&Vision)	BEELD	Netherlands
8	Koninklijk Instituut voor het Kunstpatrimonium	KIK-IRPA	Belgium
9		NALIS	Bulgaria
10		LGMA	Ireland
11		SPK	Germany
12		CRDI	Spain
13	Ministry of Culture <b>&lt;MISSING PARTNER INFO&gt;</b>	EVKM	Estonia
14			

Other mentioned (not confirmed?):

	Name of organisation	Country	Contacts
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	National Library	Sweden	Borje
	National Library	Finland	Borje
	INA	France	Oomen

=> Börje and Oomen to inform that absolut latest deadline to CONFIRM is tomorrow: 26th March.

=> Antonella add basic information for EKVM to Google Drive.

=> Börje contact EKVM for partner info.

### **Budget idea - Antonella**

It is stored in the BUDGET folder.

The CP part can also have manmonths (of COORD type = 100% funding)-

=> Antonella will update latest 26th

SKO average manmonth cost is high.

=> SKO will confirm it.

=> Johan to inform Antonella about funding model (as specified in the electronic proposal portal)

### **Writing status**

+ B1.1 Concept - **Börje + Björn + Antonella**

some more text from the SKO 130325 document to be added

+ B1.1 Scientific Objectives - **U Skövde Björn + U Padua Nicola + Fraunhofer Peter**

start with last para from "SKO" document

+ B1.1 Technical Objectives - **Packed (Bert) + U Skövde Björn + Oomen + Magnus + Lajos**

Tue-Wed

=> updated drafts end of Wednesday - full draft end-of-week

+ B1.2 Progress Beyond State-of-the-Art - Fraunhofer Peter + **U Skövde + UNIPD + Magnus**

=> Fraunhofer to suggest 3-4 main headlines (afternoon)

=> Börje + Johan to suggest a skeleton structure (evening)

+ B1.3 Co-ordination of High Quality Research - **Packed + U Padua + U Skövde + Promoter**

Started working on it.

=> PACKED initial draft on Wednesday

+ B1.4 (CSA workplan strategy) - **Johan B + Börje**

+ B1.5 (CP workplan strategy) - **Antonella** + Björn + Peter

=> start tonight/Tuesday

+ B3.2 Dissemination and Exploitation - **Antonella + Packed + Börje**

Started, some text written. Developers as a target group is missing.

=> Börje to add his text.

=> Partners to send their individual exploitation plans and suggested main dissemination events.

A separate meeting will be needed. Wednesday 16:00.

**Check B1.4, B1.5 (workplan strategy) - Johan & Antonella**

T2.4 name change to Supplier Selection

Validation has to be part of the Agile Monitoring tasks.

WP4 Agile Monitoring tasks name change to Co-Design

WP6 Agile Monitoring tasks name change to Final Validation

**Start WP-descriptions**

=> WP leaders need to start based on B1.1 and Overall Workplan strategy (which are ready around Wed). First “good” draft 4th April.

**Start B2.3 Consortium**

=> 2-3 paragraphs by Börje & Antonella?

=> Johan will integrate all partner’s descriptions edit

**Start B2.5 Resources**

To start after 4th April.

**Start B3.1 Expected impacts**

To start after 4th April.

**Start B4 Ethical Issues**

Draft sent by Börje.

=> Börje will send an update.

### **Next e-meetings**

4th April 15:00-16:30 same e-meeting link  
(Barbara and Bert can not attend on the 4th)

Then 10th April 10:00-11:00

Also a specific B3.1 meeting 27th 16:00. Use the same meeting linke (see above).

### **Summary of action points**

#### All partners:

- + Partner descriptions and exploitation plans - see partner #7 VISN example.
- + Suggested main dissemination events
- + Check Participants Portal (contact information, organization status).

#### Section authors (Börje, Björn, Antonella, Bert, Nicola, Peter, Oomen, Magnus, Lajos):

- + B1.1 Concept - **Börje + Björn + Antonella**
- + B1.1 Scientific Objectives - **U Skövde Björn** + U Padua Nicola + Fraunhofer Peter
- + B1.1 Technical Objectives - **Packed (Bert) + U Skövde Björn + Oomen + Magnus** + Lajos  
=> updated drafts end of Wednesday - full draft end-of-week
- + B1.2 Progress Beyond State-of-the-Art - Fraunhofer Peter + **U Skövde** + UNIPD + **Magnus**  
=> Fraunhofer to suggest 3-4 main headlines (afternoon)  
=> Börje + Johan to suggest a skeleton structure (evening)
- + B1.3 Co-ordination of High Quality Research - **Packed** + U Padua + **U Skövde + Promoter**  
=> PACKED initial draft on Wednesday
- + B1.4 (CSA workplan strategy) - **Johan B + Börje**
- + B1.5 (CP workplan strategy) - **Antonella** + Björn + Peter  
=> start tonight/Tuesday
- + B3.2 Dissemination and Exploitation - **Antonella + Packed + Börje**

### WP leaders

Need to start based on B1.1 and Overall Workplan strategies (which are ready around Wed).  
First “good” draft 4th April.

### Antonella:

- + Add basic information for EKVM to Google Drive.
- + Updated budget, latest 26th March (Antonella)
- + 2-3 paragraphs for B1.5 CP Overall Workplan Strategy

### Antonella+Börje:

- + 2-3 paragraphs to B2.3 Consortium

### Börje+Johan:

- DONE: 2-3 paragraphs for B1.4 CSA Overall Workplan Strategy
- DONE: B1.2 Skeleton
- + Identify RA WP3 leader (WP description author)

### Börje:

- + Inform about latest deadline for joining consortium (commitment): 26th March
- + Börje contact EKVM (and new partner KB) for partner info.
- + Text for B3.2 Dissemination
- DONE: Updated B.4 Ethical Issues (Börje)

### Johan:

- DONE: Meeting notes
- DONE Inform Antonella about funding model (as specified in the electronic proposal portal)
- + Make task name changes
- + Keep adding partners to the electronic proposal (when confirmed and given info)
- + Integrate from per-section work documents into the master Part B document.
- + Overall consistency (fill in tables when information is complete)
- + Johan will integrate all partner’s descriptions and edit B2.3
- + Early Thursday: Master Part B (add all sections).

### Björn:

- + Add 25th March texts in the right places in B1.1-B1-3 sections
- + Confirm SKO average manmonth cost.