



eContent Programme

reUSE digital master files of printed publications

(eContent Project-No. 11173)

Deliverable D-2.1

Interim report for demonstrator Austria

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Executive Summary

The following Deliverable describes the work already done in Workpackage Number 2 “Ongoing Service”. It is divided into four chapters, the introduction, the description of work as the main part, the conclusion and finally the references.

The aim of this Workpackage is to inform public sector institutions about the reUSE-Project and to invite them to deliver their publications that are preserved and later made available through the digital repository. Throughout this Deliverable the relationship with content providers is described in detail, from the first contact through e-mail or phone until the delivery of the digital documents and the subscription of the Submission Agreement.

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1. Introduction

Publications of public sector institutions should be collected, preserved and made available through the reUSE digital repository. In order to achieve this, public sector institutions are informed about the activities in the reUSE-Project and at the same time about benefits and possibilities of digital preservation and the general idea of digital archives. Before starting the dissemination, data of possible content providers were collected and clustered to Focus Groups. Contacts through e-mail, phone and personal meetings followed. In order to maintain the overview of the multitude of contacts a Customer Relationship Management Solution is utilised. Legal aspects are handled on basis of the Austrian Media-Law and the Submission Agreement, which has to be signed by the content provider and the library. Finally, technical aspects of the reUSE-Repository replenish this Deliverable.

2. Description of work

2.1 Approach

2.1.1 Objectives

Workpackage 2 includes maintaining the services; systematically inform public sector institutions in Austria, Estonia and Germany about the reUSE-Service and to support the evaluation partners in gathering test data. The aim of Workpackage 2 is basically to get a collection of digital publications from all kinds of public institution and to work out agreements with the suppliers of public sector material. The documents should be collected, preserved and made available via the digital repository.

2.1.2 Definitions

Institutions

The term “institution” includes all kinds of public sector units, which are informed about the reUSE-Project, for example associations, educational establishments or parishes. These public sector units are our target group.

Content Provider, Depositor

All Institutions which send us their digital documents are named “content providers” or “depositors”.

Publication

When the term “publication” is used, the work published by our target group is meant.

Content

When it is spoken about the term “content”, mainly digital documents in PDF-Format are meant. Furthermore, we are collecting Masterfiles of publications, namely files in format QuarkExpress, Indesign and so on.

Masterfile

The original, digital file deposited by the content provider.

2.1.3 Focus Groups

First of all the whole field of potential data providers was clustered into more or less 17 main groups with its corresponding subgroups. These focus groups allow us a more specific and categorised research. It also builds the initial point for using the top-down-strategy, which will be described in point 3.2.2 in this paper. The following groups were built:

- Chambers
- Charges
- Communities
 - political parties
- Church organisations
 - parishes
 - monasteries
 - different church organisations (Jungschar, ...)
- Cultural institutions
- Educational sector
 - adult education
 - universities
 - university of applied sciences
 - Teacher training college
 - Educational Institutions (WIFI, VHS; BFI, ...)
 - schools
 - Landesschulrat
 - Berufsschule
 - Fachberufsschulen
 - Secondary schools
 - Höhere Schulen (AHS, BHS...)
 - Polytechnikum
 - Schools for mentally and physically handicapped children

- Primary schools
- Institutions on country-level
- Press catalogue
- Incorporated associations
 - sport
 - tourism
 - cultural sector
- Administration sector
- Economy sector
- Publishing houses
- Local government sector
 - political parties

2.2 Relationship with content providers

2.2.1 Address Research

First of all we started with a general address research in order to get first information about our future “clients” basically via Internet.

The research activity was mainly focused on the regions where the project-partners are situated. To wit the Institute Integriert Studieren covers the Upper-Austrian region, the University Library of Graz is dedicated to Styria, the University Library of Innsbruck is responsible for the regions Tyrol and South Tyrol. Whereas, the National Library of Austria, which is situated in Vienna, covers in addition to Vienna, the regions Burgenland and Lower Austria.

Internet

To gain an overview about the wide range of possible data providers, the first step in the research process was done via internet. Staff at the university libraries Innsbruck and Graz, at the Institute Integriert Studieren and the Austrian National Library intended to obtain data of all future document providers, covering area-wide one focus group after the other. Data like name of the institution, address, contact person, phone, fax, e-mail, webpage were collected and stored in a CRM-System. By this means, each library/institute gathered about 2,000 - 3,000 addresses relevant for the appropriate region. The most addresses were collected in the following groups: education, associations, municipalities and parishes. During work, it turned out to be helpful contacting umbrella organisations in order to receive contact data of their smaller entities. Unfortunately, in many cases data security was a problem and so we had to hark back to step-to-step investigation via webpages or the method described below.

Presentation copies for the libraries

Also we used other methods to get contact data of our target associations, for instance with help of the presentation copies for the libraries. According to the Austrian Media-Law [§ 43 (1)] each publisher has to provide and handover a certain number of its publication(s) to the library. Thus, libraries have a wide range of publications from different kinds of institutions. The flag of these publications was used to obtain contact data for our address database, which will be described later.

2.2.2 Contacts through e-mail and phone

First we started to contact particular institutions of each focus group, in order to get an overview about the needs of digital preservation and the documents published by these institutions.

Mainly through e-mail and phone we got in contact with possible content providers. Whereas in bigger institutions the person or department responsible for Public Relation was our contact point, in smaller institutions we directly addressed the managing director. First writing an e-mail with short information about the project and with the link to the reUSE-Webpage and later calling the concerned person has shaped out as one effective alternative. Some possible content providers already reacted after reading the email and showed interest to participate. Also the other way round is an effective way, first making a short call and then sending the reUSE-Material. However, the experience showed us, that people prefer written information that builds the basis for further discussions, both intern and with us.

This step showed us exactly, that different institutions and focus groups need different approaches. It has to be distinguished between small and large institutions. At first sight smaller public sector institutions seem to be more interested in the reUSE-Service than bigger ones. However, fact is the bigger the institution the longer is the internal decision making process and the longer is - as a result - the response time.

Anyhow, smaller institutions often don't use special archiving-methods and publications are not offered for download on their own webpage. In many cases they don't have advanced server solutions what implies that publications are stored locally on the PCs. Hence, for that sort of possible data providers our service is a big and obvious advantage, because all publications are collected and stored at one unique place. Furthermore, smaller entities are interested in a wider distribution of their publications - they see this as a sort of additional publicity. We also integrate the Logos and a link to the websites of the institutions in our local reUSE-Webpage.

Reactions

Overall reactions of contacted public sector units where in general very positive, all in all it was a successful „first round“. Within the institutions there is no doubt about the sense concerning digital preservation, nevertheless digital repositories are under construction or even not existing. In many institutions digital preservation is a topic that is already discussed, but postponed. Reasons for that are definitely existing uncertainties about security, access, formats and costs. Moreover, additional work with establishing and maintaining archiving methods within the company is dreaded. Up to now there were mostly no satisfying solutions for institutions referring repositories and preservation on the market. However, institutions signalise readiness to deliver their digital documents. Summarising the reactions, it could be said that reUSE started its activity exactly at the right time.

2.2.3 Top-down strategy

As it was mentioned in the chapter above, first we contacted singular institutions to get an overview about the situation of digital preservation among different institutions and focus groups. Upon having a multitude of possible content providers, the resources would not be sufficient to visit them all individually. So the top-down strategy was created, in order to focus on contacting umbrella organisations. This alternative has several obvious advantages: more institutions can be reached with one step, because the umbrella organisations spread the reUSE-Information within their smaller entities and the archive holder has just one contact person. In the following points some examples of contacts with umbrella organisations are given:

RiS GmbH (www.ris.at) – web hosting service for municipalities¹

A promising approach is the contact with the web hosting service RiS and specifically their department RiS-Kommunal (www.riskommunal.at). RiS-Kommunal is the web hosting service of choice of about 900 municipalities in Austria and Southern Tyrol, which use it to present an array of issues regarding political and social life in the very community. For example in South-Tyrol about 80 % of all municipalities use this service, in Tyrol and Salzburg 60 %, in Lower Austria around 40 % and in Carinthia 20 %. Just in Styria the use of RiS-Kommunal is not very common. Among the material featured on such a municipality website are web-sites, online galleries, chat-rooms, and also official publications such as the municipality news, announcements, or election results. Many of the publications will be available only in electronic form in the near future, and they are in imminent danger of being lost.

¹ White Paper, ONB

In the communication with RiS, the aim is to establish a direct linkage between the RiS content management system and the ALO digital repository, such that municipalities can transfer their publications for preservation by the click of a button and by using the software environment they are accustomed to. This simple feature enables the promotion of the ALO repository at a great number of data providers. Moreover, it minimises transfer efforts on both sides, the data provider as well as ALO, by plugging into current software environments and practices for maximum automation. While this initiative is still in an early stage, the project is confident about its success and that this approach involving an intermediary between the data provider and the repository could be a valuable model for the future.

Telekom Austria (www.telekom.at) – Styria

As it was mentioned above municipalities in Styria don't use RiS-Kommunal very frequently, so they had to search for other solutions in order to get in contact with municipalities.

In this case, reUSE-Information was spread directly to all municipalities in Styria by Telekom Austria .

Education highway (www.eduhi.at) – internet portal for schools

Also this company forms ideal requirements for using the top-down-strategy. This company runs the internet portal for schools in Austria. Information about reUSE was put for one week on the webpage www.schule.at , under the section News, and could be read by all teachers in Austria. This activity will be repeated in October.

Gemeindeverband (www.gvcc.net) – South Tyrol

The umbrella organisation for municipalities in South Tyrol will inform all their municipalities in the region about reUSE. Support in terms of technical questions about the reUSE-System and Workshops are also arranged by this umbrella organisation.

Ursulinenhof (www.ursulinenhof.at) – Upper Austria

This umbrella organisation belongs to the focus group culture and informed all its member-organisations in upper Austria about reUSE. We just had to write one Information e-mail and the person in charge spread the e-mail through their mailing lists.

Further the top-down-Strategy was used to contact parishes, political parties and sports-associations area-wide.

2.2.3 Meetings

Meetings with content providers began in spring 2005 and took place mainly in the institutions premises. In general 1-2 persons from the organisation's PR department attended the meetings, sometimes technicians were also present. The personal meetings are mainly used to discuss the publisher's needs and to outline more details of digital preservation and digital repositories, e.g. possibilities and benefits.

The "Producer – Archive – Interface / BlueBook" (provided in the Annex of the paper) provides a compendium of relevant facts that should be clarified/estimated in the meetings. The questions in the BlueBook are divided into 4 phases, the preliminary phase, the formal definition phase, the transfer phase and the validation phase.

2.3 CRM

„CRM (Customer Relationship Management) is an information industry term for methodologies, software, and usually Internet capabilities that help businesses manage customer relationships in an organized way.“

In order to maintain the overview about the multitude of collected addresses and the relationships with the content providers, we decided to use a Customer Relationship Management-System. By and by various systems were tested. The first programme taken into account was the open source software COMPIERE. Unfortunately in the testing phase we faced several problems concerning the handling of the programmes' functionality. Finally, the reUSE-Partners in Austria are using individual solutions, commercial Software as well as self-constructed databases.

2.3.1 Solution of i3s3 and UBG

After testing various Customer Relationship Management databases i3s3 and UBG decided to work with the commercial Software ACT! V6.0, because it was the one who met the requirements best. After getting familiar with this database the collected addresses were imported. One of the main reasons why we decided to work with ACT! was the uncomplicated export and import of data. Furthermore, the add-on-programme SideACT! runs independently from Act! and notes later can be imported easily into ACT! What is also convenient is the possibility to write mass-mails and to send them directly from ACT. (Connection to Outlook). Moreover, groups and subgroups according to our focus groups can be built and individually administrated. What is important for later reporting is the feature that ACT! logs all contacts with clients and a log-statistic can be printed out. On the following pages screenshots of the CMS ACT! are presented:

Kontaktinformationen

Firma: KUPF Kulturplattform OÖ | Adresse: Hofgasse 12/1 | Assistent: | Titel Assi.: | Tel. Assi.: | App.: | Benutzer 1: | Benutzer 2: | Benutzer 3: | Benutzer 4: | Benutzer 5: | Benutzer 6:

Kontakt: Eva Immervoll | Anrede: Immervoll | Stadt: Linz | Bundesland: OÖ | PLZ: 4020 | Land: Österreich | Referenz: | Webseite: www.kupf.at | E-mail: eva@kupf.at | Letzte Ergebnisse: | Geb. datum: | ID/Status: | 2. Telefon: | Ticker: | App.: |

Abteilung: Öffentlichkeitsarbeit | Telefon: 0732/79 42 88 | Fax: 0732/79 42 89 | Mobil: |

Filter | Anzuzeigende Typen: ☒ Notizen, ☒ Anlagen, ☒ Protokolle, ☒ E-Mail | Anzuzeigende Daten: Alle Daten | Notiz einfügen | Benutzer auswählen... | Details...

| Datum | Uhrzeit | Typ | Betreff | Datensatzverwalter | Anlage |
|------------|---------|------------------------|---|--------------------|--------|
| 23.06.2005 | 14:44 | Feld geändert | Letzte Ergebnisse - | Tanja Bogner | |
| 23.06.2005 | 14:42 | Erledigt | Files uploaded FTP | Tanja Bogner | |
| 23.06.2005 | 14:33 | Feld geändert | Details: Start files upload | Tanja Bogner | |
| 06.06.2005 | 16:40 | Erledigt | Letzte Ergebnisse - Termin 28.5.05 | Tanja Bogner | |
| 29.04.2005 | 12:35 | Erledigt | Newsletter1 | Tanja Bogner | |
| 28.04.2005 | 09:00 | Besprechung abgehalten | FTP-Zugang | Tanja Bogner | |
| 28.04.2005 | 09:00 | Besprechung abgehalten | Details: Login für FTP gesendet | Tanja Bogner | |
| 28.04.2005 | 09:00 | Besprechung abgehalten | Erste Besprechung | Tanja Bogner | |
| 05.04.2005 | 15:46 | Erledigt | Details: machen mit, mehr an online-Archiv interessiert, da sie selber FTP-Server haben. KUPF-Zeitung (5x/Jahr) ab 1997 | Tanja Bogner | |
| 21.03.2005 | 08:00 | Erledigt | Terminvereinbarung | Tanja Bogner | |
| 21.03.2005 | 08:00 | Erledigt | reUSE Info-Mail senden | Tanja Bogner | |
| 21.03.2003 | 15:35 | Anruf abgeschlossen | Details: Link zu HP | Tanja Bogner | |
| 21.03.2003 | 15:35 | Anruf abgeschlossen | reUSE Erstinformation | Tanja Bogner | |
| 21.03.2003 | 15:35 | Anruf abgeschlossen | Details: wünscht weitere Infos zur Vorabinformation | Tanja Bogner | |

Notizen/Protokolle | Tätigkeiten | Aufträge | Gruppen | Dokumente | Kontaktinformationen | Privat | Alt. Kontakte

Kontaktlayout 1024x768

Figure 1 : Data sheet for one contact

This screenshot above shows the general input mask. From each institution name, contact person, department, phone, address, website, e-mail, last results and further information can be registered and also adapted. The icons at the right side facilitate changing between the contact-list and one specific contact and also the display of the contacts of one focus group is possible. Further, calendar functions, to-do-list and e-mail can be accessed via this icon bar. In the second half of the sheet the contacts to the clients can be filled in and printed out in a list that can be seen in the screenshot below.


| | | | |
|---|------------|---|------------------------------------|
|  Notizen/Protokolle | | Tanja Bogner Institut Integriert Studie... Altenbergerstr. 69 4040 Linz | |
| Datumsbereich: Alle Daten Anzahl der Kontakte: 1 | | | |
| Kontakt : KUPF Kulturplattform OÖ | | Eva Immervoll | |
| Feld geändert | 23.06.2005 | 14:44 | Letzte Ergebnisse - |
| Erledigt | 23.06.2005 | 14:42 | Files uploaded FTP |
| | | Details: | |
| | | Start files upload | |
| Feld geändert | 23.06.2005 | 14:33 | Letzte Ergebnisse - Termin 28.5.05 |
| Erledigt | 06.06.2005 | 16:40 | Newsletter1 |
| Erledigt | 29.04.2005 | 12:35 | FTP-Zugang |
| | | Details: | |
| | | Login für FTP gesendet | |
| Besprechung abgehalten | 28.04.2005 | 09:00 | Erste Besprechung |
| | | Details: | |
| | | machen mit, mehr an online-Archiv interessiert, da sie selber FTP-Server haben. | |
| | | KUPF-Zeitung (5x/Jahr) ab 1997 | |
| Erledigt | 05.04.2005 | 15:46 | Terminvereinbarung |
| Erledigt | 21.03.2005 | 08:00 | reUSE Info-Mail senden |
| | | Details: | |
| | | Link zu HP | |
| Anruf abgeschlossen | 21.03.2003 | 15:35 | reUSE Erstinformation |
| | | Details: | |
| | | wünscht weitere Infos zur Vorabinformation | |

Figure 2: record-list of one specific contact, printversion

2.3.2 Solution of UBI

The Solution of the University Library of Innsbruck is a self-constructed database. The aim of this database was to create a solution that fits exactly to the needs of the reUSE-project but is kept as simple as possible. It includes the development of the contacts to content providers, the status of the publications and the content providers. Further easy access and clearly arranged display of contact data was a very important point.

Content provider

The first site of the database shows a list of all content providers, assuming that for reUSE-project this is the most important information in the first step. On each page of the database the same icons are used.



Figure 3: The first page of the Address-Database.

Starting from the name of each content provider there is a link to more detailed contact data and to the list of publications delivered.

- 1st column: internal information about the content provider identification number, agent and time of last modification.
- 2nd column: short list of publications
- 3rd column: contact data, e.g. phone, e-mail.
- below this columns: name, phone and e-mail of contact person of each institution

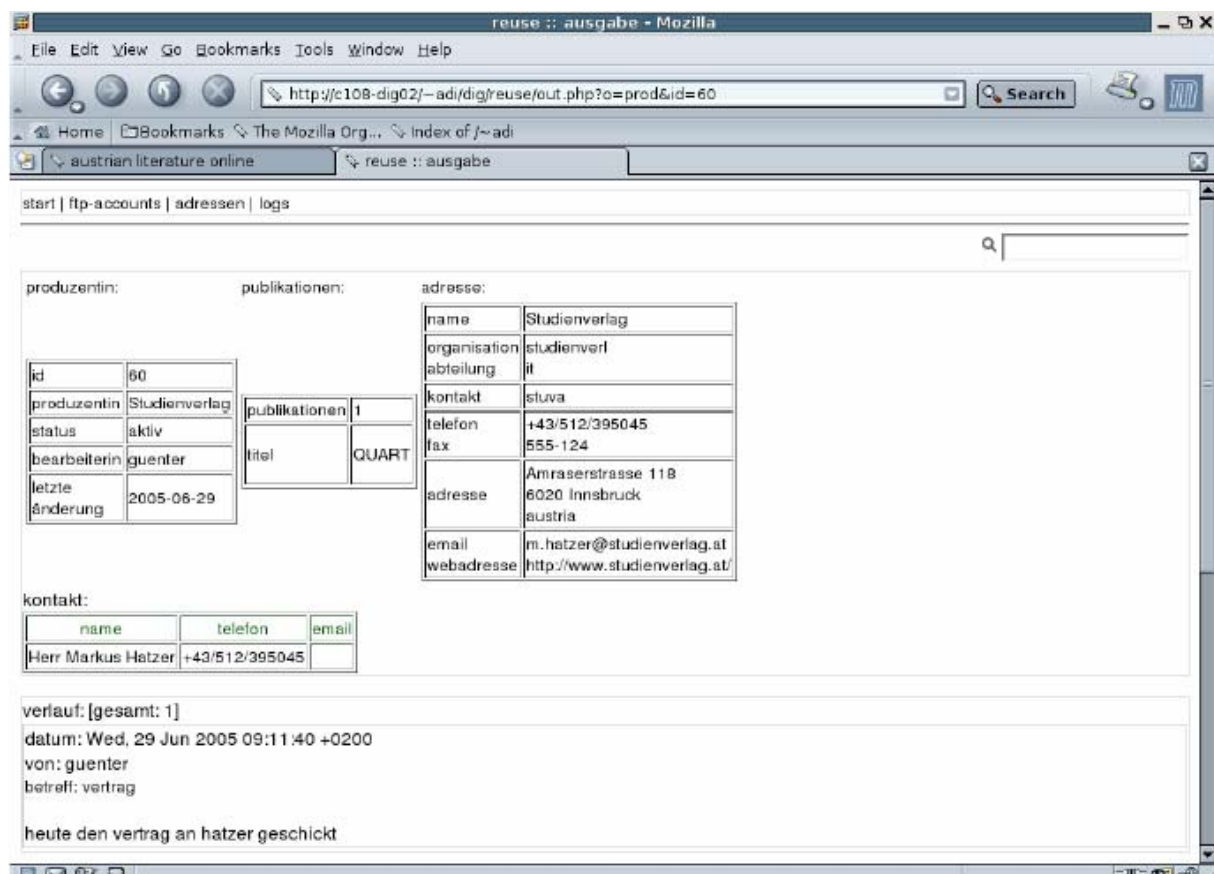


Figure 4: Detailed information of each content provider

Publications

Starting from the list of publications detailed information about each publication can be requested.

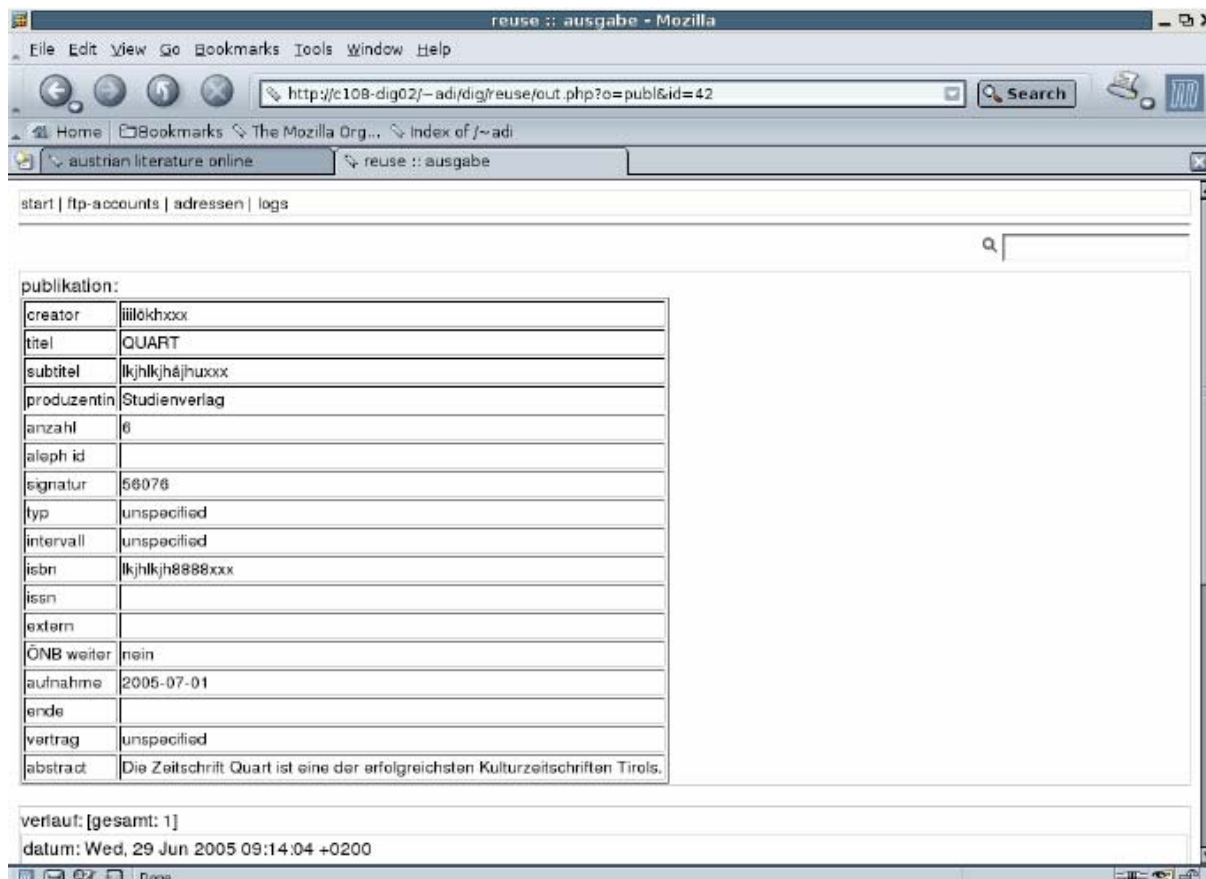


Figure 5: Details of publication and course

FTP Upload Accounts

For each content provider a FTP-Login is created where the collected publications are archived. In this reUSE-database a list of created accounts (incl. password) is stored.

start | ftp-accounts | adressen | logs

zeige: alle A B C D E F G H I J K L M N O P Q R S T U V W X Y Z :: anzahl: 50 100 alle

ftp-accounts: [gesamt: 29]

| | produzentin | account | passwort |
|-----|--|----------------------|------------|
| (X) | akademisches gymnasium innsbruck | ahsagibk | CuSyGu=1 |
| (X) | ams oberösterreich | amsooe | xiN0ahbo |
| (X) | amt der steiermaerkischen landesregierung | gvsteiermark | KuroNa/t |
| (X) | arbeiterkammer steiermark | aksteiermark | FiBaSe0\$ |
| (X) | arbeiterkammer tirol | aktirol | Itio\$ka. |
| (X) | berufsverband bildender künstlerinnen oberösterreich | bvbkoberoe | PoRyXus\$ |
| (X) | br / brg schaeferding | ahsbrgshaefding | JaViNoBo. |
| (X) | die grünen linz | greunelinz | XerAxiGo\$ |
| (X) | dioezese grazseckau | diograzseckau | gAtAxi0! |
| (X) | dioezese innsbruck | diobk | ZuQeRa9[|
| (X) | fotoclub kremsmünster | fotoclubkremsmuenste | ReNiNu=5 |
| (X) | franz der test account | franz | rz.brmmr!? |
| (X) | gemeinde götzens | gem70312 | TeGyKi94! |

Figure 6: FTP-Upload Accounts

2.4 Legal aspects

2.4.1 Submission Agreement

The aim is to provide a standardised basic Agreement that can be used for all content providers. Nevertheless, some institutions want some minor, individual changes in the contract.

This Submission Agreement comes into operation after the content provider has given an oral agreement and is willing to deliver its publications regularly. The contract includes duties of the library as well as duties of the content provider. Further, it is regulated, that costs incurred by digital preservation are carried by the library. The rights of use, rights of 3rd parties and cancellation of the contract are also regulated in the Submission Agreement. The whole Submission Agreement is provided in the annex of this paper. Since all our content providers are situated in Austria the Submission Agreement is only available in German.

During the conversation with the content providers it is pointed out, that there exists no law to deliver digital documents but to deliver the publications in paper form. It is possible that

because of reUSE publications are delivered in digital form that otherwise would not be delivered at all.

2.4.2 Austrian Media-Law

As mentioned already in point 3.2.1, according to the Austrian media-law [§ 43 (1)] each publisher has to provide and handover a certain number of its publication(s) to the library. Even though there is a duty to hand in printed publications, there is no validation for digital documents. However, it is likely that in some years - when digital preservation is already more common – there will be a duty for publishers to provide additionally the digital version of the documents. In the annex of the deliverable the relevant sections of the Austrian Media-Law were added.

2.5 Technical aspects

2.5.1 Submission

After the institution has agreed to deliver regularly its publications for digital preservation, each institution gets an individual account on our FTP-Server. Content providers just have to upload their files on our FTP-Server. However, some institutions prefer to attach the files in an e-mail, others to send a CD-ROM with the publications. In those specific cases it is our responsibility to upload the files on the FTP. From the FTP-Server the digital documents are uploaded to the repository together with the technical metadata.

2.5.2 Internal Workflow

The internal workflow is described in the following steps. It has to be mentioned that the steps could vary a bit within the different partners, but in general the same workflow is used. In a first step contact data of the content provider is inserted into the CRM-database ACT or in case of UBI into the self-constructed reUSE-database. After informing the publishers about reUSE through a short phone call or through sending an e-mail with information, negotiations with the institutions start. Questions are answered, like which documents in general do they publish and which of them are they willing to provide for the reUSE-project, how often a publication is issued and so on. This information is also stored in our database. A user account on our FTP-Server is created when the *possible* content provider has transformed to a *definite* content provider. As soon as the institution uploaded data to the FTP-Server we introduce the files together with its corresponding metadata in the digital repository in an organised way.

2.5.3 Repository

The reUSE repository is based on the ALO-System (Austria Literature Online, www.literature.at), originally designed for digitised documents it also contains electronic documents in different formats (XML, PDF, RTF,...). All (meta-)data are available in an XML file which is assembled according to METS (Metadata Encoding and Transmission Standard).² Descriptive data are gathered according to the Dublin Core standard and the MAB standard.

ALO is an open-source package available for free. The technical basis is a MySQL database and JAVA servlets carrying out several features. The ALO system is completed with a client programme used for decentralised creation of METS objects which are then uploaded to the central server via the SOAP interface. This interface is written in Borland Delphi and runs under Microsoft systems.

In the following some important features of the website are presented:

In the collection all objects are hierarchically organised. Each object has to be a child node of exactly one collection. With the navigation bar, one can click through the document list similar to the hit list presentation in google. To get a summary about the content of a collection, a bibliography can be created. Each collection and object is displayed depending on its object type.

Further, Metadata search can be performed on either all Dublin core elements- of a publication or only on specific fields. The results can be sorted by a certain criteria (for example by author or date).

Moreover, XML/XSLT-methodology enables user interface language independency (languages German and English are already implemented), and also different skinning independent from content itself is possible.

2.5.4 Data Volumes

All the publications stored in the digital repository are in PDF format. Actually these are about 350 PDF-Files. As a storage solution the University of Innsbruck uses the IBM Tivoli Storage Manager which “enables protection of the organization’s data from failures and other errors by storing backup, archive, space management and bare-metal restore data, as well as compliance and disaster-recovery data in a hierarchy of offline storage. Because it is highly scalable, Tivoli Storage Manager can help protect computers running a variety of different

² METS: <http://www.loc.gov/standards/mets/>.

operating systems, on hardware ranging from notebooks to mainframe computers and connected together through the Internet, wide area networks (WANs), local area networks (LANs) or storage area networks (SANs). It uses Web-based management, intelligent data move-and-store techniques and comprehensive policy-based automation that are working together to help increase data protection and potentially decrease time and administration costs.”³

2.6 Outlook

In the next months proceedings in the field of contacting possible data providers will be continued and consolidated. Through increased utilisation of the top-down strategy described in the paper, reUSE-Information should be spread more quickly and in a wider sense in the next period of work. Also the Submission Agreement and recommendations how to create PDF’s should be used in a wider sense. In order to communicate achievements with content providers “Success Stories” should be put on our webpage. Digital preservation is also an ideal starting point to speak about value added services.

3. Conclusion

After reaching the halftime of the duration of the project, it could be said that reUSE has started exactly at the right time. The first contacts with institutions were successful. Some public sector institutions already thought about digital preservation but there was a lack of appropriate solutions so far and this issue was postponed. Now with reUSE a solution is given, however different institutions need different approaches. It has to be distinguished between the resources and needs of small and large public sector units. While smaller institutions are interested in both - a wider distribution of their publications through the digital repository and the archiving idea - bigger institutions show more interest in the digital preservation itself. In future concentrating on contacting umbrella organisations should help us to reach more possible content providers in less time.

³ Tivoli Storage Manager: <http://www-306.ibm.com/software/tivoli/products/storage-mgr/>

4. References

- [1] White Paper, ONB
- [2] METS: <http://www.loc.gov/standards/mets/>.
- [3] Tivoli Storage Manager: <http://www-306.ibm.com/software/tivoli/products/storage-mgr/>
- [4] Mediengesetz; Bundeskanzleramt, Rechtsinformationssystem: <http://www.ris.bka.gv.at>.
- [5] Submission Agreement; Universitätsbibliothek Innsbruck.
- [6] BlueBook, ONB

Annex

Austrian Media-Law⁴

Relevant part of the Austrian Media-Law.

Sechster Abschnitt

Bibliotheksstücke

Anbietungs- und Ablieferungspflicht

§ 43. (1) Von jedem Druckwerk, das im Inland verlegt wird oder erscheint, hat der Medieninhaber (Verleger) eine durch Verordnung zu bestimmende Anzahl von Stücken

1. an die Österreichische Nationalbibliothek und an die durch Verordnung zu bestimmenden Universitäts-, Studien- oder Landesbibliotheken abzuliefern und

2. der Parlamentsbibliothek und der Administrativen Bibliothek des Bundeskanzleramtes anzubieten und, wenn diese das binnen einem Monat verlangen, auf eigene Kosten zu übermitteln.

(2) Die Anbietungs- und Ablieferungspflicht nach Abs. 1 trifft den Hersteller eines Druckwerkes, wenn dieses im Ausland verlegt wird und erscheint, jedoch im Inland hergestellt wird.

(3) Der Anbietungspflicht bei periodischen Druckwerken wird auch dadurch entsprochen, daß das Druckwerk beim erstmaligen Erscheinen zum laufenden Bezug angeboten wird.

(4) Bei Bestimmung der Bibliotheken und der Stückzahl ist auf die Aufgaben der Archivierung und Information und die Interessen von Wissenschaft, Forschung, Lehre und Unterricht sowie auf die bundesstaatliche Gliederung der Republik Österreich Bedacht zu nehmen. Unter diesen Gesichtspunkten kann auch die Ablieferung bestimmter Arten von Druckwerken der im § 50 Z 4 bezeichneten Beschaffenheit wegen ihres über den unmittelbaren Tageszweck hinausgehenden Informationsgehalts an die Österreichische Nationalbibliothek angeordnet, und es können Druckwerke aus bestimmten Fachgebieten oder bestimmter Art von der Ablieferung an bestimmte Bibliotheken ausgenommen werden, wenn diese solche Druckwerke zur Erfüllung ihrer Aufgaben nicht benötigen. Die Stückzahl darf insgesamt bei periodischen Druckwerken nicht mehr als zwölf, sonst nicht mehr als sieben betragen.

Ablieferungspflicht

⁴ Bundeskanzleramt, Rechtsinformationssystem: <http://www.ris.bka.gv.at>

§ 1. Von jedem Druckwerk, das in einem der nachgenannten Bundesländer verlegt wird oder erscheint, hat der Medieninhaber (Verleger), wenn das Druckwerk aber im Ausland verlegt wird und erscheint, jedoch in einem der nachgenannten Bundesländer hergestellt wird, der Hersteller binnen einem Monat nach Beginn der Verbreitung bzw. nach Herstellung an die jeweils bezeichneten Bibliotheken folgende Anzahl von Bibliotheksstücken auf eigene Kosten abzuliefern:

periodische sonstige

Druckwerke Druckwerke

Burgenland

Österreichische Nationalbibliothek 4 2

Burgenländische Landesbibliothek 3 2

Universitätsbibliothek Wien 2 1

Kärnten

Österreichische Nationalbibliothek 4 2

Landesmuseum für Kärnten (Bibliothek) 2 1

Universitätsbibliothek der Universität

für Bildungswissenschaften Klagenfurt 3 2

Niederösterreich

Österreichische Nationalbibliothek 4 2

Niederösterreichische

Landesbibliothek 2 1

Universitätsbibliothek Wien 3 2

Oberösterreich

Österreichische Nationalbibliothek 4 2

Bundesstaatliche Studienbibliothek

in Linz 3 2

Universitätsbibliothek Linz 2 1

Salzburg

Österreichische Nationalbibliothek 4 2

Salzburger Landesarchiv (Bibliothek) 2 1

Universitätsbibliothek Salzburg 3 2

Steiermark

Österreichische Nationalbibliothek 4 2

Steiermärkische Landesbibliothek 2 1

Universitätsbibliothek Graz 3 2

Tirol

Österreichische Nationalbibliothek 4 2

Tiroler Landesarchiv (Bibliothek) 2 1

Universitätsbibliothek Innsbruck 3 2

Vorarlberg

Österreichische Nationalbibliothek 4 2

Vorarlberger Landesbibliothek 4 2

Universitätsbibliothek Innsbruck 2 1

Wien

Österreichische Nationalbibliothek 4 2

Wiener Stadt- und

Landesbibliothek 2 1

Universitätsbibliothek Wien 3 2

Ablieferung und Vergütung

§ 44. (1) Der Ablieferungspflicht nach § 43 Abs. 1 Z 1 hat der Medieninhaber (Verleger) binnen einem Monat nach Beginn der Verbreitung, der Hersteller in den Fällen des § 43 Abs. 2 binnen einem Monat ab Herstellung nachzukommen. Gleiches gilt für die Anbietungspflicht nach § 43 Abs. 1 Z 2; dem Verlangen der Bibliotheken nach Übermittlung des

angebotenen Druckwerkes ist binnen einem weiteren Monat ab Einlangen der Aufforderung zu entsprechen.

(2) In den Fällen des § 43 Abs. 2 genügt die Ablieferung oder Übermittlung von Stücken der vom Hersteller ausgelieferten Art.

(3) Werden Druckwerke, deren Ladenpreis den Betrag von 1 200 S übersteigt, nicht binnen sechs Wochen zurückgestellt, so hat die empfangsberechtigte Stelle die Hälfte des Ladenpreises zu vergüten. Bei Werken, die aus zwei oder mehreren einzeln verkäuflichen Teilen bestehen, ist eine Vergütung für jeden dieser Werkteile zu leisten, dessen Ladenpreis den angegebenen Betrag übersteigt.

Submission Agreement⁵

Vertrag

über die Kooperation bei der langfristigen Archivierung elektronischer Publikationen

Die

Universität Innsbruck vertreten durch die Universitätsbibliothek Innsbruck, Innrain 50, 6020 Innsbruck, vertreten durch: HR Dr. Heinz Hauffe

- im folgenden BIBLIOTHEK genannt -

und

Der PRODUZENT (z.b. öffentliche Einrichtung, Gemeinde, Kulturvereine,...)
vertreten durch:

- im folgenden PRODUZENT genannt -

schließen folgenden Vertrag:

Präambel

Die Vertragspartner sind übereingekommen im Bereich der elektronischen Langzeitarchivierung zusammenzuarbeiten.

Insbesondere sollen künftig Druckwerke, die wie bisher schon vom PRODUZENT gem. § 43 MedG als Bibliotheksstücke (Pflichtexemplar) an die BIBLIOTHEK geliefert wurden, nunmehr auch in Form einer digitalen Kopie der BIBLIOTHEK zur Langzeitarchivierung übergeben werden.

Dazu hat die BIBLIOTHEK ein Programm zur langfristigen Archivierung elektronischer Publikationen erstellt.

Beide Seiten wollen damit einen Beitrag zur Bewahrung des digitalen kulturellen Erbes in Tirol und Südtirol leisten.

§ 1

Vertragsgegenstand und -dauer

Gegenstand des Vertrags ist die Kooperation zwischen der BIBLIOTHEK und dem PRODUZENT bei der langfristigen Archivierung elektronischer Publikationen im Rahmen des von der BIBLIOTHEK erstellten Programms [nähere Bezeichnung des Programms].

Die Publikationen, deren langfristige Archivierung Gegenstand dieses Vertrages ist, sind insbesondere Publikationen, die auch bisher schon als Druckwerke (Bibliotheksstücke/Pflichtexemplar) an die Universitätsbibliothek Innsbruck bzw. an die Österreichische Nationalbibliothek geliefert wurden.

⁵ Vertrag, wie er an der Universitätsbibliothek Innsbruck verwendet wird

Dazu erstellt der PRODUZENT im Rahmen der Kooperation von den Druckwerken lt. Anhang vor Lieferung an die BIBLIOTHEK jeweils eine elektronische Kopie.

Im gegenständlichen Fall handelt es sich um:

[Titel der Veröffentlichung, ev. ISSN und ähnliches]

Der Vertrag wird auf unbefristete Zeit geschlossen.

§ 2

Pflichten der BIBLIOTHEK

Die BIBLIOTHEK verpflichtet sich, die von dem PRODUZENT gelieferten elektronischen Publikationen entsprechend den internationalen Richtlinien zur Langzeitarchivierung elektronischer Ressourcen zu speichern und verfügbar zu halten.

Der PRODUZENT kann jederzeit von den gespeicherten Publikationen eine technische Kopie verlangen. Diese wird ihr von der BIBLIOTHEK innerhalb von 4 Wochen auf einem gängigen technischen Medium ausgehändigt.

Die Publikation wird dem PRODUZENT in genau jenem technischen Format übermittelt, in der die Publikation ursprünglich geliefert wurde. Weiters wird sich die BIBLIOTHEK um technische Maßnahmen bemühen, die die Authentizität der elektronischen Publikation belegen können.

Sofern durch technische Vorgänge Derivate (technische Kopien in veränderten Formaten) der ursprünglich gelieferten Dateien angelegt wurden, stehen diese dem PRODUZENT auf Verlangen ebenfalls zur Verfügung.

§ 3

Pflichten der PRODUZENT

Im Rahmen dieser Kooperation überlässt dem PRODUZENT der BIBLIOTHEK von den im technischen Anhang aufgezählten Publikationen eine digitale Kopie zur Langzeitarchivierung.

Der PRODUZENT wird dafür Sorge tragen, dass die Lieferung der elektronischen Publikationen regelmäßig, längstens jedoch innerhalb von 4 Wochen nach Erscheinen der Publikation, erfolgt.

§ 4

Kosten

Die BIBLIOTHEK trägt grundsätzlich sämtliche Kosten, die im Zusammenhang mit der vertragsgegenständlichen Langzeitarchivierung und der Realisierung des Projekts anfallen.

Kosten, die von der BIBLIOTHEK getragen werden, beziehen sich daher ausschließlich auf alle Vorgänge der Langzeitarchivierung, z.B. Kosten für den Betrieb der elektronischen Ablieferungsdatenbank, die elektronische Speicherung, die Migration und Konvertierung der Publikationen in jeweils aktuelle Formate, die Erstellung der für die Langzeitarchivierung notwendigen Metadaten, die Verlinkung der Daten im Online-Katalog und ähnliche Aufwände.

Der Mitwirkungs- und Koordinationsaufwand, der im Rahmen der Kooperation seitens des PRODUZENTEN anfällt, insbesondere die Kosten für die Erstellung der elektronischen Kopien, sind hingegen von dieser selbst zu tragen.

§ 5

Nutzungsrechte zur Langzeitarchivierung

Es ist der BIBLIOTHEK freigestellt, alle technisch notwendigen Kopier-, Konvertierungs- und Migrationsverfahren anzuwenden, die nach dem jeweiligen Stand der Technik notwendig sind, um das übergeordnete Ziel der langfristigen Archivierung elektronischer Publikationen gewährleisten zu

können. Die dabei erzeugten Derivate und technischen Kopien werden ebenfalls nach dem jeweiligen Stand der Technik gespeichert und kopiert.

§ 6

Weitergehende Nutzungsrechte

Um den Auftrag einer öffentlichen Bibliothek umfassend erfüllen zu können, sollen die gegenständlichen Publikationen möglichst vielen Benutzern der BIBLIOTHEK zugänglich gemacht werden.

Daher räumt der PRODUZENT der BIBLIOTHEK das Recht zur Verfügungstellung der vertragsgegenständlichen elektronischen Publikationen gem. § 18a UrhG im Rahmen der von der BIBLIOTHEK betriebenen digitalen Bibliothek an die Öffentlichkeit ein.

§ 7

Rechte Dritter

Der PRODUZENT ist alleine verantwortlich für die Klärung der Rechte Dritter an den Publikationen. Dies gilt insbesondere für die Klärung der urheberrechtlichen Voraussetzungen für die in §6 aufgezählten Nutzungsrechte. Der PRODUZENT wird die BIBLIOTHEK gegenüber Ansprüchen Dritter schad- und klaglos halten.

§ 8

Sorgfaltsmaßstab und Haftung

Das Archivieren der digitalen Daten und das Abrufbarhalten dieser Daten im Internet wird von der BIBLIOTHEK unter dem Gesichtspunkt größter Sorgfalt, Zuverlässigkeit und Verfügbarkeit geleistet. Aus technischen Gründen übernimmt die BIBLIOTHEK jedoch keine Garantie dafür, dass die gespeicherten Daten unter allen Gegebenheiten erhalten bleiben.

§ 9

Kündigung des Vertrags

Dieser Vertrag ist durch einfache schriftliche Erklärung mit einer Frist von drei Monaten ab Einlangen der Erklärung beim Erklärungsempfänger kündbar.

Zeichnet sich ein Scheitern der Kooperation ab, so hat jeder Vertragspartner das Recht, diesen Vertrag durch einfache schriftliche Erklärung mit sofortiger Wirkung zu kündigen.

Die bis zum Zeitpunkt der Kündigung des Vertrags erbrachten vertraglichen Leistungen eines Vertragspartners bleiben von der Kündigung des Vertrags unberührt. Eine Rückforderung oder Abgeltung dieser Leistungen ist ausgeschlossen.

§ 11

Weitergehende Regelungen nach Kündigung des Vertrags

Die einmal im Rahmen dieses Vertrages abgelieferten elektronischen Publikationen verbleiben auch bei einer allfälligen Kündigung des Vertrags im elektronischen Archiv der BIBLIOTHEK. Die Nutzungsrechte der BIBLIOTHEK gem. § 6 bleiben jedenfalls über das Vertragsende hinaus bestehen.

§ 12

Schlussbestimmungen

Änderungen und Ergänzungen dieses Vertrags bedürfen zu ihrer Gültigkeit der Schriftform. Mündliche Vereinbarungen gelten als nicht getroffen.

Allfällige Ungültigkeit bzw. Nichtigkeit einzelner Bestimmungen dieses Vertrags berührt die Gültigkeit der übrigen Bestimmungen nicht. Ungültige Bestimmungen sind durch dem Zweck dieses Vertrages entsprechende gültige Bestimmungen zu ersetzen.

Für alle sich aus diesem Vertrag ergebenden Rechtsstreitigkeiten ist das jeweils sachlich zuständige Gericht für Innsbruck Stadt als zuständig vereinbart; es gilt österreichisches Recht. Erfüllungsort ist Innsbruck.

Der Vertrag ist in zwei gleichlautenden Ausfertigungen von den Vertragsparteien zu unterschreiben; jeder Vertragspartner hat eine Ausfertigung zu erhalten.

**Für die
BIBLIOTHEK**

.....
HR Dr. Heinz Hauffe
Geschäftsführender Direktor
Innsbruck, am

Für den PRODUZENT:

.....
Bevollmächtigter für die Unterzeichnung des Vertrags
Ort, am

Stempel

BlueBook⁶**Producer – Archive – Interface / BlueBook**

preliminary phase

| First Contact | | | |
|----------------------|--|------|--------|
| P-01 | Identify the contact persons and work organization | Date | Effort |
| | | | |
| P-02 | Exchange of general information | | |
| | | | |

| Preliminary Phase: Information to Be Archived | | | |
|--|---|------|--------|
| P-03 | Identify the Content Information to be preserved | Date | Effort |
| | | | |
| P-04 | Identify the complementary information | | |
| | | | |
| P-05 | Identify the Designated Community | | |
| | | | |
| P-06 | Define Consumer access to the information | | |
| | | | |
| P-07 | Assess the planned duration of the preservation of this information by this Archive | | |
| | | | |
| P-08 | Assess the feasibility and costs induced by the previous actions | | |
| | | | |

| Digital Objects and Standards Applied to These Objects | | | |
|---|---|------|--------|
| P-09 | Make a preliminary identification of the Data Objects related to the different categories of information to be archived | Date | Effort |
| | | | |
| P-10 | Define the rules and standards related to these objects that are accepted by the Archive | | |
| | | | |
| P-11 | Describe the tools available for the application of the rules and standards known by the Archive | | |
| | | | |
| P-12 | Provide the rules and standards applied to Data Objects by the Producer | | |
| | | | |
| P-13 | Describe the tools available for application of the rules and standards known by the Producer | | |
| | | | |
| P-14 | Assess the compatibility and study solutions | | |
| | | | |
| P-15 | Assess the efforts to be made and the associated costs | | |
| | | | |

| Object References | | | |
|--------------------------|---|------|--------|
| P-16 | Draw up an inventory of the information on the existing identification rules or nomenclature within the domain, legal provisions, and standards | Date | Effort |
| | | | |
| P-17 | Define the rules that could or should be applied within the context of the Producer-Archive Project | | |
| | | | |
| P-18 | Assess the associated costs | | |
| | | | |

⁶ BlueBook, ONB

| Quantification | | | |
|----------------|---|------|--------|
| P-19 | Estimate the data volume to be transmitted to the Archive | Date | Effort |
| | | | |
| P-20 | Assess the permanent data volume to store | | |
| | | | |
| P-21 | Assess the storage capability needed for the ingest process | | |
| | | | |
| P-22 | Assess the associated costs | | |
| | | | |

| Security Conditions | | | |
|---------------------|---|------|--------|
| P-23 | Identify the requirements for confidentiality of the information and for authentication of the source of the information in the transfer between the Producer and the Archive | Date | Effort |
| | | | |
| P-24 | Identify the requirements for security of the holdings at the Archives | | |
| | | | |
| P-25 | Identify the requirements for confidentiality of the information and for authentication of the source of the information in the transfer between the Archive and the Consumer | | |
| | | | |
| P-26 | Identify the standards and tools that could be used | | |
| | | | |
| P-27 | Assess the associated costs | | |
| | | | |

| Legal and Contractual Aspects | | | |
|-------------------------------|---|------|--------|
| P-28 | Define the nature of the relationships between the Archive and the Producer | Date | Effort |
| | | | |
| P-29 | Assess the problem of intellectual property | | |
| | | | |
| P-30 | Define the conditions for access to data | | |
| | | | |
| P-31 | Address Archive certification | | |
| | | | |
| P-32 | Provide the standards and tools used | | |
| | | | |
| P-33 | Assess the associated costs | | |
| | | | |

| Transfer Operations | | | |
|---------------------|--|------|--------|
| P-34 | Make a preliminary definition of the SIPs | Date | Effort |
| | | | |
| P-35 | Exchange the requirements and constraints with respect to the transfer of Data Objects and identify possible solutions | | |
| | | | |
| P-36 | Assess associated costs | | |
| | | | |

| Validation | | | |
|------------|---|------|--------|
| P-37 | Supply the Producer with information on the SIP validation procedures, the reject procedures, and the tools that are applied by the Archive | Date | Effort |
| | | | |
| P-38 | Study the development or modification of the validation tools required | | |
| | | | |
| P-39 | Study the development or modification of the validation tools required | | |
| | | | |
| P-40 | Assess associated costs | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Schedule

| | | | |
|------|-------------------------------|------|--------|
| P-41 | Define a preliminary schedule | Date | Effort |
| | | | |

Permanent Impact On the Archive

| | | | |
|------|---|------|--------|
| P-42 | Assess the permanent impact and the associated costs on the Archive | Date | Effort |
| | | | |

Summary of Costs, Risks

| | | | |
|------|---|------|--------|
| P-43 | Carry out a cost summary and estimate risks | Date | Effort |
| | | | |

Critical Points

| | | | |
|------|----------------------------|------|--------|
| P-44 | Assess the critical points | Date | Effort |
| | | | |

Establishment of a Preliminary Agreement

| | | | |
|------|--|------|--------|
| P-45 | Draw up a document that summarizes the preliminary phase, with a feasibility assessment and a recommendation on proceeding with the formal definition phase (or stopping it) | Date | Effort |
| | | | |
| P-46 | Make a preliminary agreement to proceed to the next phase | | |
| | | | |

formal definition phase

Organization of the Formal Definition Phase

| | | | |
|------|---|------|--------|
| F-01 | Setup the management of the formal definition phase | Date | Effort |
| | | | |
| F-02 | Specify the points previously raised which are to be made explicit in the formal definition phase | | |
| | | | |

General Project Context and Definition of Information Objects

| | | | |
|------|---|------|--------|
| F-03 | Define the general project context as well as the list and contents of the information elements to be delivered | Date | Effort |
| | | | |
| F-04 | Define the formats, coding rules, and standards to be applied for the objects to be delivered | | |
| | | | |
| F-05 | Define the volume indicators | | |
| | | | |
| F-06 | Define the references for the objects to be delivered | | |
| | | | |
| F-07 | Choose the tools on the Producer's side | | |
| | | | |
| F-08 | Write a description of the Information Objects referring to a Data Dictionary and a model (part of the final agreement) | | |
| | | | |

Creation of a Data Dictionary

| | | | |
|------|---|------|--------|
| F-09 | Define the object classes and their attributes, set up the associated Data Dictionary | Date | Effort |
| | | | |
| F-10 | Code the Data Dictionary | | |
| | | | |

Construction of a Formal Model

| | | | |
|------|--|------|--------|
| F-11 | Define the model of the data to be delivered | Date | Effort |
| | | | |
| F-12 | Draw up a model representation | | |
| | | | |

Formalization of Contractual and Legal Aspects

| | | | |
|------|---|------|--------|
| F-13 | Draw up legal and contractual agreements between the Archive and the Producer concerning the data (part of the final agreement) | Date | Effort |
| | | | |

Definition of Transfer Conditions

| | | | |
|------|--|------|--------|
| F-14 | Define the communication procedures (digital network, protocols, media, etc.) | Date | Effort |
| | | | |
| F-15 | Define the Packaging Information of delivered objects (in what form the data is delivered) | | |
| | | | |
| F-16 | Define a transfer session (functional and time-related structure of the transfer of digital objects) | | |
| | | | |
| F-17 | Define the initial transfer test | | |
| | | | |
| F-18 | Identify the tools that may be used during the transfer phase | | |
| | | | |
| F-19 | Write a description of the transfer procedures (based on F-14 through F-18) | | |
| | | | |

Validation Definition

| | | | |
|------|--|------|--------|
| F-20 | Define immediate validation plan | Date | Effort |
| | | | |
| F-21 | Define an in-depth validation plan | | |
| | | | |
| F-22 | Define the procedures for rejection, re-transfer, object acceptance (forms, anomaly forms, technical approvals, reviews, etc.) | | |
| | | | |
| F-23 | Define the initial validation test | | |
| | | | |
| F-24 | Identify the validation tools | | |
| | | | |
| F-25 | Write a description of the validation procedures | | |
| | | | |

Delivery Schedule

| | | | |
|------|--|------|--------|
| F-26 | Define a reference delivery schedule (part of the final agreement) | Date | Effort |
| | | | |
| F-27 | Define the procedures to implement in the event of the schedule not being followed | | |
| | | | |

Change Management After Completion of the Submission Agreement

| | | | |
|------|---|------|--------|
| F-28 | Identify the origin (who) and the causes for the change | Date | Effort |
| | | | |
| F-29 | Identify the scenarios for managing the change | | |
| | | | |
| F-30 | Assess the work to perform, the cost and the feasibility per scenario | | |
| | | | |
| F-31 | Make relevant decisions after discussion | | |
| | | | |
| F-32 | Define and execute action plan | | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| Feasibility, Costs and Risks Assessment | | | |
|---|---|------|--------|
| F-33 | Validate the project's feasibility | Date | Effort |
| | | | |
| F-34 | Assess the costs for the Archive and the Producer | | |
| | | | |
| F-35 | Estimate the risks | | |
| | | | |

| Submission Agreement | | | |
|----------------------|----------------------------------|------|--------|
| F-36 | Draw up the Submission Agreement | Date | Effort |
| | | | |

transfer phase

| Carry Out the Transfer Test | | | |
|-----------------------------|-----------------------|------|--------|
| T-01 | Initial transfer test | Date | Effort |
| | | | |

| Manage the Transfer | | | |
|---------------------|---|------|--------|
| T-02 | Ensure the proper execution of the data transfer operation from both the Producer and Archive sides | Date | Effort |
| | | | |

validation phase

| Carry Out the Validation Test | | | |
|-------------------------------|-------------------------|------|--------|
| V-01 | Initial validation test | Date | Effort |
| | | | |

| Manage the Validation | | | |
|-----------------------|--------------------------------------|------|--------|
| V-02 | Apply the validations | Date | Effort |
| | | | |
| V-03 | Manage the results of the validation | | |
| | | | |