



**Project Acronym:** DCH-RP

**Project Title:** Digital Cultural Heritage Roadmap for Preservation - Open Science Infrastructure for DCH in 2020

**Contract Number:** 312274

**Starting date:** 1<sup>st</sup> October 2012

**Ending date:** 30<sup>th</sup> September 2014

**Deliverable Number:** D2.1

**Title of the Deliverable:** Project website and internal communication tools

**Task/WP related to the Deliverable:** WP2

**Type (Internal or Restricted or Public):** Public

**Author:** Patrizia Martini (ICCU)

**Partner(s) Contributing:** All

**Contractual Date of Delivery to EC:** Month 3

**Actual Date of Delivery to EC:** January 2013

**Project Co-ordinator**

*Company name :* Istituto Centrale per il Catalogo Unico (ICCU)

*Name of representative :* Rosa Caffo

*Address :* Viale Castro Pretorio 105, I-00185 Roma

*Phone number :* +39.06.49210427

*Fax number :* +39.06. 06 4959302

*E-mail :* rosa.caffo@beniculturali.it

*Project WEB site address :* <http://www.dch-rp.eu>

## Context

WP 2	Dissemination and sustainability
WPLLeader	ICCU
Task 2.1	Website
Task Leader	ICCU
Dependencies	All WPs
Starting date	1 <sup>st</sup> October 2012
Release date	8 <sup>th</sup> January 2013

Author(s)	Patrizia Martini (ICCU)
Contributor(s)	All
Reviewer	Roberto Barbera (INFN)
Approved by:	Rossella Caffo (ICCU)

## History

Version	Date	Author	Context
0.1	17/12/2012	Patrizia Martini (ICCU)	First draft
0.2	28/12/2012	Roberto Barbera (INFN)	Second draft with peer reviewer comments
0.3	2/01/2013	Antonella Fresa (Promoter)	Some additional comments
0.4	5/01/2013	Roberto Barbera (INFN)	Some additional comments
1.0	8/01/2013	Patrizia Martini (ICCU)	Final version
1.1	8/01/2013	Antonella Fresa (Promoter)	Version submitted to EC

## Table of contents

1	Executive summary .....	4
2	Introduction .....	5
2.1	Structure of the document.....	5
2.2	Objectives of the deliverable .....	5
3	DCH-RP Logo.....	7
4	The layout.....	8
5	The structure: public and private areas.....	11
6	A show-case about DCH-RP on digitalmeetsculture.net.....	14
7	Responsibilities and IPR .....	16
8	The services .....	17
8.1	RSS Feed .....	17
8.2	Add this.....	17
8.3	Statistics .....	17
9	The software.....	19
10	The editorial team.....	20
11	The mailing lists .....	21
12	Future development.....	22
13	Sustainability .....	23
	ANNEX– File naming .....	24

# 1 Executive summary

The present deliverable describes the website of the DCH-RP project ([www.dch-rp.eu](http://www.dch-rp.eu)) which is part of WP2 “Dissemination and sustainability” and in particular of task 2.1: Website and the other tools created to complement the website for the internal and external communication.

The project website aims to inform visitors about the project, the partnership, the progress of the work (on a regularly updated basis), the value and benefit of the project, the forthcoming dissemination events, etc. Therefore, it is a very important instrument to support the project objectives and activities, both inside and outside the consortium.

The first structure of the website was already implemented in the first month of the project in order to give partners the possibility to send comments before editing the current version of this deliverable.

The project website is continuously updated along the whole project lifetime, according to the needs of the project activities.

After this Executive Summary, the deliverable is composed by the following chapters:

Chapter 2 Introduction that described the structure of the document and its objectives

Chapter 3 DCH-RP logo

Chapter 4 Layout

Chapter 5 Structure of the website: public and private pages

Chapter 6 A show-case about DCH-RP on [digitalmeetsculture.net](http://digitalmeetsculture.net)

Chapter 7 Responsibilities and IPR

Chapter 8 The services

Chapter 9 The software

Chapter 10 The editorial team

Chapter 11 The mailing list

Chapter 12 Future development

Chapter 13 Sustainability

The Annex 1 provides a useful guide about the file naming of the resources that are produced by the partners to be uploaded on the CMS of the website.

## 2 Introduction

DCH-RP is a 24-month EU co-funded project whose main goal is a coordination action for the creation of a Roadmap for the implementation of a Preservation Infrastructure for Digital Cultural Heritage (DCH) which will be the first instance of an Open Science Infrastructure for DCH in 2020.

The Roadmap is an ongoing action with a global view and coordinated approach to digital preservation issues. It will be supplemented by practical tools which would help the monitoring of activities and would thus be of great benefit for the stakeholders, such as the EC and the national ministries of culture.

DCH-RP activities are split in 5 work packages which carry on activities involving partners, eInfrastructure communities and other contributors.

All results will be shared by the experts' community and disseminated through the website as well as through workshops and dedicated events.

### 2.1 Structure of the document

The deliverable describes the structure developed for the project website, the implementation work which has already been done and the contents already integrated. Particularly, it details the aims the website intends to reach, the users for which it is targeted, the software used, the structure of the public and the reserved areas, the implementation work, the services, the editorial board and the tools for monitoring.

Proposals about Logo and website have been discussed and agreed among the partners.

The deliverable should be considered as a work in progress, because the project website will be constantly updated along the whole project period. New sections are expected to be activated and more content in the current sections will be added, of course.

### 2.2 Objectives of the deliverable

The primary purpose of the Deliverable D2.1 is to describe the project website whose main goals are:

- To promote and disseminate project activities and results to the project's targets (public area);
- To fulfil partners' needs in terms of project's communication (reserved area).

The public area of the website, which will be regularly updated during the whole duration of the project, is not addressed to the general public, but mainly to experts in the field of DCH and eInfrastructures, DCH stakeholders - from cultural institutions to scientists to national authorities, the content-contributing community, government and policy bodies,

digital cultural heritage experts from museums, archives, libraries and other cultural institutions, the private (publishing) sector, sister project's.

The public area is composed of different sections devoted to illustrate:

- The objectives of the project;
- The consortium (partners and contributors);
- WP activities and related tasks carried out within the project;
- National working groups created in the framework of the DCH-RP;
- Documents and deliverables produced within the project;
- Links to other EU related projects relevant for/to DCH-RP;
- Information to join the network;
- Dissemination materials: promotional materials, presentations, papers and articles related to the project;
- Event agenda with past and upcoming events;
- News of interest for the community;
- Reports, documents and presentations, training materials, etc.;
- Link to a showcase about DCH-RP.

The reserved area, accessible via password, will be used by the partners to store and retrieve:

- Management documents;
- Templates for the reporting of activities and documents;
- List of Deliverables;
- Reviews' materials and agendas organised by the European Commission;
- Work package: meetings and documents related the WPs;
- Plenary meetings.

### 3 DCH-RP Logo

The logo is an important element for the construction of the project brand. It was designed by Sanja Halling ( Riksarkivet) and revised by Maria Teresa Milani (ICCU).

The DCH-RP logo is made showing both the acronym of the project and the explicative text. It reminds the ancient architectural elements of DC-NET logo, as symbols of the cultural heritage sector and the network connections of digital infrastructure, to underline the connections linking the two projects.



Fig. 1 DCH-RP Logo

## 4 The layout

The layout of the DCH-RP website is very traditional. It is composed of four different elements:

- The header with the logo;
- The navigation menu, from which it is possible to access all sections of the website;
- The meta-navigation, giving access to the site map and to the search function;
- The footer with consortium address, contact telephone number and e-mail, Project coordinator and Technical coordinator e-mails, Webmaster e-mail, copyright information, and date of creation and updating of each page.

The homepage layout is divided into three columns:

- Main menu on the left;
- Events and news in the central column, under a short description of the website;
- Logos at the bottom (European Commission, Seventh Framework Program, e-Infrastructures);
- Link to [digitalmeetsculture.net](http://digitalmeetsculture.net)



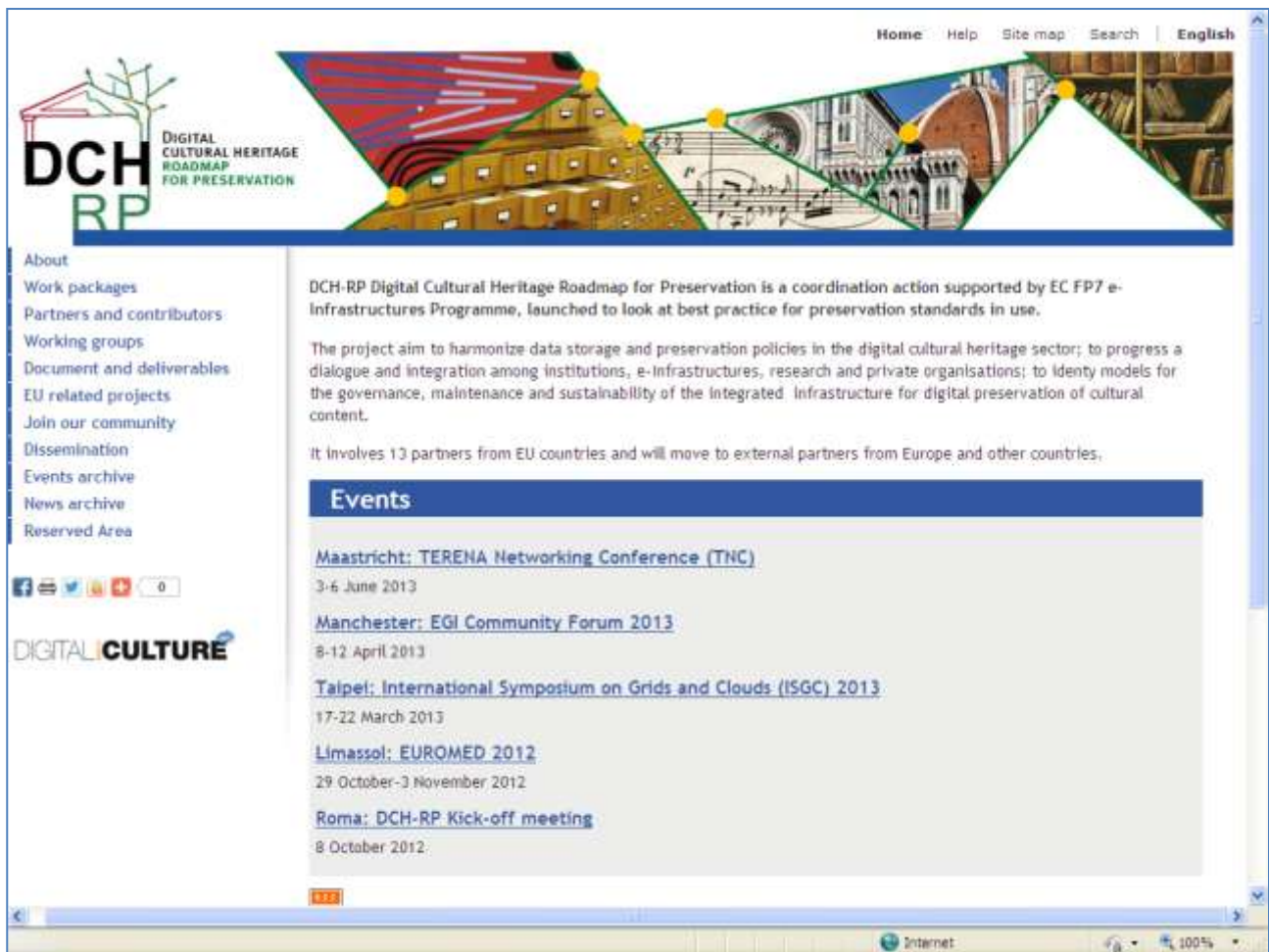


Fig.2 Home page (top)

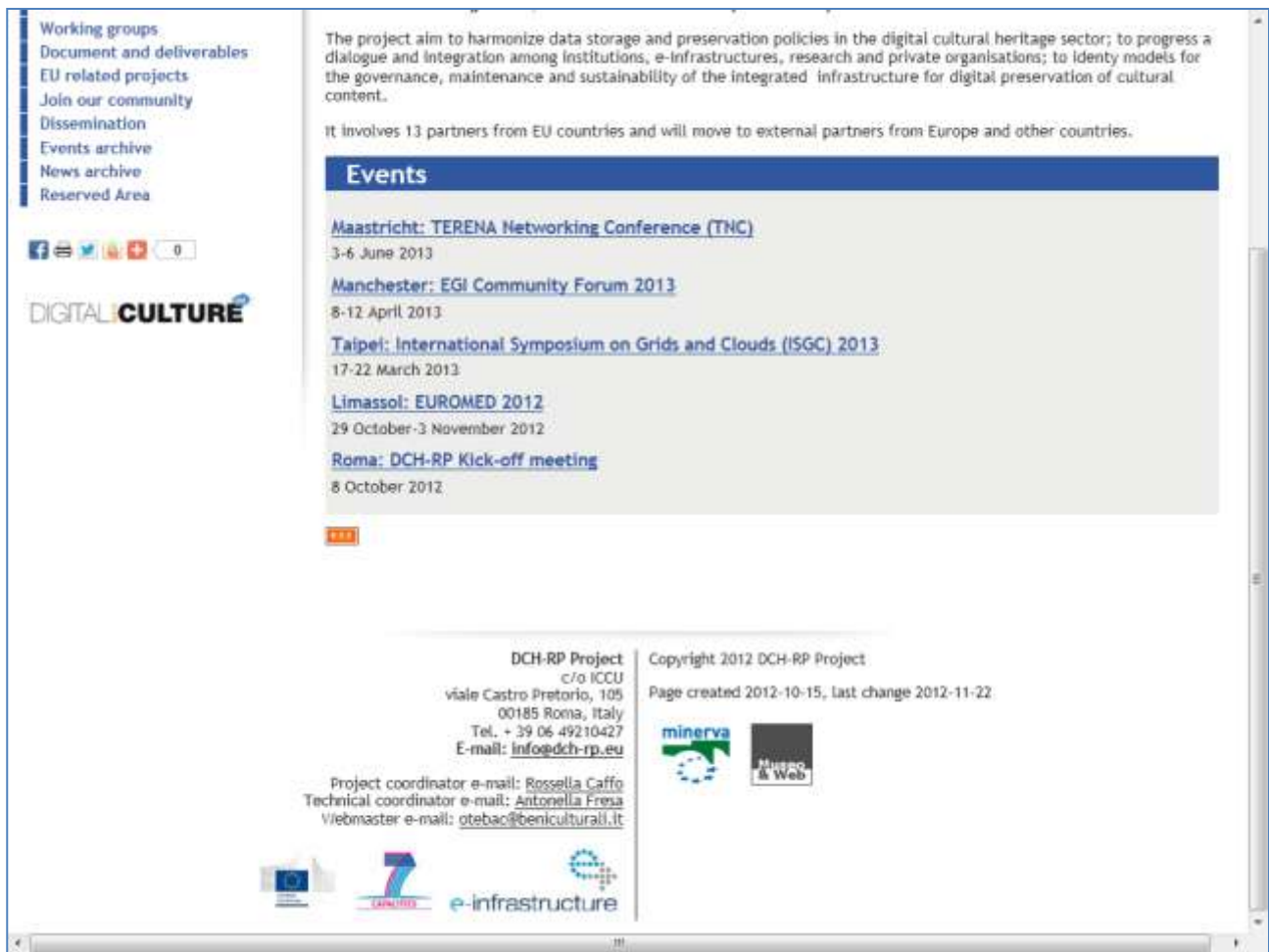


Fig.3 Home page (bottom)

## 5 The structure: public and private areas

The current sitemap has been proposed by the coordinator and agreed with all partners, as follows:

- Home
  - About
  - Work Packages
  - Partners and contributors
  - Working groups
  - Documents and deliverables
  - EU related projects
  - Join our community
  - Dissemination
    - Promotional material
    - Presentations
    - Papers and articles about the project
  - Events archive
  - News archive
  - Reserved area

A short explanation of the content of the various pages is given below:

**About:** information about the project (duration, funding, objectives).

**Work packages:** this section includes a description of the work packages, illustrating the goal of each of them.

**Partners and contributors:** contains the list of the 13 partners, 4 contributors and several external contributors with a link to the presentation of each institution.

**Working groups:** this section is devoted to working groups running in the framework of the DCH-RP network.

**Documents and deliverables:** this section will include all documents produced in the framework of the project as well as the PDFs of public deliverables.

**EU related projects:** list of projects with a brief description that can be related to the project.

**Join our community:** information about how to join the network.

**Dissemination:** this section will include the following subpages:

- **Promotional material:** logo, brochures, leaflets, factsheets, etc. in English, which can be used by all partners to disseminate the project.

- **Presentations** of the project and its outputs, made available for dissemination events.
- **Papers and articles about the project: materials produced in DCH-RP activities** and dissemination events, made available by partners' and experts.
- **DCH-RP Show-case on digitalmeetsculture.net**

**Events archive:** All events interesting for DCH-RP community will be recorded in the searchable database included in the CMS. In particular, the following events will be recorded:

- Events organised by DCH-RP.
- Events organised by other institutions and projects where DCH-RP partners are invited to promote the project's activities.

**News archive** containing information of interest for the DCH-RP community.

**Reserved area:** it is devoted to project partners which can access it only after having received a password.

Password can be received writing to the project e-mail address [info@dch-rp.eu](mailto:info@dch-rp.eu) or directly to the project webmaster: [andrea.tempera@beniculturali.it](mailto:andrea.tempera@beniculturali.it) or [otebac@beniculturali.it](mailto:otebac@beniculturali.it)

Access to the Reserved Area is granted to the EC Project Officer as well, to allow a **more in depth monitoring of the project developments.**

This is the current structure of the reserved area, which will be implemented according to the needs:

- Project management
- Templates
- Deliverables
- Reviews
- Work packages
- Plenary meeting
- Events report
- Address book

A short explanation of the single pages follows below:

**Project Management:** it includes all management documents (grant agreement, description of work, Consortium Agreement, etc.).

**Templates:** contains the list of templates for the reporting of activities and documents.

**Deliverables:** it includes the list of the deliverables. Each deliverable will be added after finalisation. With respect to the public area, it also includes non-public deliverables.

**Reviews:** this section will be activated when the documentation for the first review will be made available.

**Work packages:** this section will include working or restricted documents edited by WPs.

**Plenary meetings:** this section includes the documentation concerning each plenary meeting: agenda, minutes, list of participants, presentations, etc. Currently, all the documentation about the DCH-RP kick-off meeting (Rome, 8 October 2012) is already available.

**Events report:** this section includes DCH-RP Dissemination & Networking Events Reporting Form.

**Address book:** this section will be updated with the names and contact information of partners and other experts joining the network. With regard to privacy, a special care will be used by the consortium while publishing names and contacts of people on the website. In particular, before the publication of any name, the authorization will be requested to the concerned people and email addresses will be written in a way not to be easily used by web robots and crawlers.

The DCH-RP website is online since the 15<sup>th</sup> of October 2012 at the URL: <http://www.dch-rp.eu/>

## 6 A show-case about DCH-RP on digitalmeetsculture.net

As foreseen in the DoW, a show-case about DCH-RP has been created on digitalmeetsculture.net.

The show-case is a dedicated online page that can be visited at the following address: <http://www.digitalmeetsculture.net/heritage-showcases/dch-rp>

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. It counts thousands of readers and a large and constantly increasing number of registered users, from all over the world.

In this light, the show-case of DCH-RP 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.

The DCH-RP show-case on digitalmeetsculture.net appears with the same graphic elements of DCH-RP, its logo and it is strictly connected with the DCH-RP website. It opens with an article that shortly presents the project's objectives, plus the news received via RSS from the project's website, the project's contacts, the list of the partners and the link to the respective websites, references to related documents and online links, and the articles published by DCH-RP that are relevant for the matters addressed by DCH-RP.

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 DCH-RP, contributing to the coordination objectives of the project.



- About
- Work packages
- Partners and contributors
- Working groups
- Document and deliverables
- EU related projects
- Join our community
- Dissemination
- Events archive
- News archive
- Reserved Area

DCH-RP Project  
c/o ICCU  
viale Castro Pretorio, 105  
00185 Roma, Italy  
Tel. + 39 06 49210427  
E-mail: info@dch-rp.eu



PROMOTER DIGITAL CULTURE Tuesday, 08 January 2013, 11:26 UTC

Home Our Mission Events Register / Edit Profile Contacts People Sitemap

PROMOTER DIGITAL MEETS HERITAGE PROMOTER

DIGITAL HERITAGE DIGITAL ART

**Login status**  
Not currently logged in  
Username:   
Password:   
login Forgot? Register

Share / Save

**Send your NEWS**

**VISIBILITY**  
Increase the VISIBILITY of your projects or activities

Free text search

**Topics**

- 3D Imaging & simulation
- architecture
- art and new media technologies
- audio video & music
- computer animation
- digital archive
- digital preservation
- e-infrastructures

**Project Presentation**

DCH-RP will drive the dialogue among DCH institutions, e-infrastructures, research and private organizations, to integrate their efforts into a common work.

**DCH-RP**  
DCH-RP is a coordination action expected to start in October 2012 and lasting 2 years, which will be adding more concrete results in the specific area of the digital preservation of cultural heritage. The main objectives of DCH-RP are: ... [Continue reading](#) ...

**News**

Latest news from the project

- Venezia: DCH-RP meeting
- Taipei: International Symposium on Grids and Clouds (ISGC) 2013
- Maastricht: TERENA Networking Conference (ITNC)
- Manchester: EGI Community Forum 2013
- Limassol: EUROMED 2012
- Roma: DCH-RP Kick-off meeting

**Contacts**

ICCU Istituto Centrale per il Catalogo Unico delle Biblioteche Italiane  
viale Castro Pretorio, 105  
00185 Roma, Italy  
tel. + 39 06 49210427  
fax +39 06 4959302  
Project Manager: Rossella Caffo (rosa.caffo@beniculturali.it)  
Technical Coordinator: Antonella Fresa (fresa@promoter.it)  
Project email address: info@dch-rp.eu  
Project website: [www.dch-rp.eu](http://www.dch-rp.eu)

**EDITORIALS**

**INTERVIEWS**

**DCH-RP**

**HARMOSEARCH**  
the future of information services

**cultura**  
CULTivating Understanding and Research through Adaptability

**Partners**

iccu belspo  
Collections Trust EDIeEUR  
INFN esi  
Michael Culture  
PROMOTER Riksarkivet  
TERENA  
Map of Europe

Fig.4 DCH-RP Show-case on digitalmeetsculture.net

## **7 Responsibilities and IPR**

The DCH-RP consortium is solely responsible for the content of the website, which does not represent the opinion of the European Commission. The site is generally licensed under a Creative Commons Attribution Non-Commercial Share Alike 2.5 (by-nc-sa) License. Specific contents may be licensed differently according to agreements with single authors.



## 8 The services

### 8.1 RSS Feed

RSS Feed is implemented to provide automatically information about updates in the Events and news section of the website.



### 8.2 Add this

AddThis is the add-on tool to make sharing and bookmarking simple, and to have all one's favourite web 2.0 social networking, bookmarking, blogging, and e-mail services at one's fingertips. The tools is available in each page of the website.



### 8.3 Statistics

A statistics analyser has been activated since the publication of the website.

The statistics are implemented with Advanced Web Statistics 6.9 - created by AWStats.

This is a free real-time log file analyzer to get advanced statistics, licensed under GNU GPL.

AWStats is a free powerful tool that generates advanced web, streaming, ftp or mail server statistics, graphically. This log analyzer works as a CGI or from command line and shows all possible information contained in the logs in a few graphic pages. It uses a partial information file to be able to process large log files, often and quickly.

A full log analysis enables AWStats to show the following information:

- Number of visits, and number of unique visitors;
- Visits duration and last visits;
- Authenticated users, and last authenticated visits;
- Days of week and rush hours;
- Domains/countries of hosts visitors;

- Hosts list, last visits and unresolved IP addresses list, most viewed, entry and exit pages;
- Files types;
- Web compression statistics;
- OS used;
- Browsers used (pages, hits, KB for each browser, each version, etc.);
- Visits of robots;
- Worms attacks;
- Search engines, key phrases and keywords used to find the site;
- HTTP errors (e.g., Page Not Found with last referrer);
- Other personalized reports based on url, url parameters, referer field for miscellaneous / marketing purpose;
- Number of times site is "added to favourite bookmarks";
- Screen size (need to add some HTML tags in index page);
- Cluster report for load balanced server's ratio.

Statistics are managed by the webmaster who will periodically (or on-demand) provide statistics reports to the Technical Coordinator or to any other partner for further analysis.

## 9 The software

The site has been developed using the CMS Museo & Web, a Content Management System realised by MiBAC, in the frame of the MINERVA Project to help small cultural institutions in implementing accessible websites, easy to create and use without technical skills.

The website is hosted and maintained by CED of MiBAC, in its role of DCH-RP project coordinator. The website is W3C compliant, as far as accessibility is concerned.

MIBAC's CED is also taking care of the daily backup of the website.

## **10 The editorial team**

The Editorial Team is composed by the following members:

- The content manager who checks and validates the contents;
- The webmaster who publishes them on the website and takes care for their maintenance, as well of SEO (Search Engine Optimization) activities for optimising access from search engines.

The contents to be published on the website are provided by the management team and by all partners.

## 11 The mailing lists

Communication between partners is made available through dedicated mailing lists.

Currently, three mailing lists have been activated:

- [info@dch-rp.eu](mailto:info@dch-rp.eu) (devoted to all stakeholders interested in DCH-RP project);
- [partners@dch-rp.eu](mailto:partners@dch-rp.eu) (devoted only to partners).
- [ecsgadmin@dch-rp.eu](mailto:ecsgadmin@dch-rp.eu) (reserved to the administrators of the e-Culture Science Gateway that will be created in the context of WP5).

The access to the mailing list archive is protected by password. Passwords to access the mailing lists' archives may be requested to the DCH-RP webmaster, writing to [andrea.tempera@beniculturali.it](mailto:andrea.tempera@beniculturali.it) or [otebac@beniculturali.it](mailto:otebac@beniculturali.it)

The Mailing Lists are managed by POP3ML, a free PHP script class without a local smtp server, licensed under GNU GPL.

Through the Mailing List Archive, the user can :

- Select the mailing list;
- Read all the messages sent to the selected mailing lists;
- Search for a single message using the search engine installed, by "subject", "sender", "header", "entire message" and "date".

The official project mailing lists were active since the 15<sup>th</sup> of October 2012.

## 12 Future development

Along the whole project lifetime, the editorial team will continue to:

- Constantly update the website;
- Timely publish news and events;
- Make project's deliverables and other documentation timely available;
- Create/update new sections when required by project's activities.

Amongst further developments, multilingual pages in each partner language are foreseen, in order to increase the number of readers, in particular in the cultural sector. More precise planning of the multilingual features will be developed during the first year, according to each partner decision.

## **13 Sustainability**

The DCH-RP website is an instrument for the actual operation of the network and its use is foreseen to last longer than just the project lifetime. The website will be maintained by the Italian Ministry of Cultural Heritage also after the end of the project, continuing to give access to document, publications and services produced in the framework of the project.

The website in fact allows a systematic exchange of information and best practices and this is a very important function to keep updated the common set of priorities among the participants to the network within a long-term perspective of cooperation among partners.

# ANNEX– File naming

These guidelines are targeted to all people producing files in the framework of the project.

## Meetings and workshops

- **Agenda**

[format: PROJECT-NAME\_yyyy\_mm\_dd\_venue\_event-name\_agenda]

Es. DCH-RP\_2012\_10\_08\_rome\_kickoff\_agenda

- **Minutes**

[format: PROJECT-NAME\_yyyy\_mm\_dd\_venue\_event-name\_minutes\_author's surname]

Es. DCH-RP\_2012\_10\_08\_rome\_kickoff\_minutes\_fresa

- **Presentations**

[format: PROJECT-NAME\_yyyy\_mm\_dd\_venue\_event-name\_title\_INSTITUTION\_author's surname]

Es. DCH\_RP\_2012\_10\_08\_Rome\_Kick\_off\_DCH\_RP\_Kick\_off\_meeting\_Caffo\_eng

Es. DCH\_RP\_2012\_10\_08\_Rome\_Kick\_off\_DCH\_RP\_Kick\_off\_meeting\_Caffo\_eng

## Workshops and Conferences

- **Programme**

[format: yyyy\_mm\_dd\_venue\_event-name\_programme]

Es. DCH-RP\_2011\_09\_10\_conferencename\_programme

- **Presentations**

[format: PROJECT-NAME\_yyyy\_mm\_dd\_venue\_event-name\_title\_author's surname\_language]

Es. LH\_2011\_09\_10\_place\_conferencename\_author\_lang

Es. DCH-RP\_2012\_11\_01\_Limassol\_Euromed\_2012\_Cultural\_institutions\_e\_infrastructures\_Riksarkivet\_Halling\_eng

DCH-RP\_2012\_11\_01\_Limassol\_Euromed\_2012\_Halling\_eng



Es. DCH-RP\_2012\_11\_13\_Limassol\_Euromed2012\_Open e-Infrastructure for ERA and the Humanities\_EGI\_Brewer\_Newhouse\_eng

DCH-RP\_2012\_10\_08\_Rome\_Kickoff\_meeting\_INFN\_Barbera

### **Publications**

[format: institution\_title\_date\_version\_language]

Es. CREATOR\_tile\_year\_version\_lang

### **Working documents (to be included in the reserved area)**

[document-title\_date\_author's initials]

Es. title\_YYYY\_MM\_DD\_Author

DCH-RP\_D1\_1\_2012\_11\_30\_martini

In case of revisions:

Es. title\_YYYY\_MM\_DD\_rev1\_Author

### **Dissemination material**

[Project-Name\_object\_year]

Es. DCH-RP\_factsheet\_May\_2011\_d