

Kick-off Meeting Minutes

Tuesday 04/11/2014, 2.00-4.00 pm CET

PREFORMA Adobe Connect virtual room

Attendees:

1. Börje Justrell, Riksarkivet
2. Magnus Geber, Riksarkivet
3. Antonella Fresa, PROMOTER
4. Claudio Prandoni, PROMOTER
5. Bert Lemmens, PACKED
6. Peter Pharow, FRAUNHOFER
7. Sònia Oliveras i Artau, Ajuntament de Girona
8. Per Elfner, Riksarkivet
9. Antonin Descampe, Université catholique de Louvain
10. Dave Rice, MediaArea.net
11. Ed Fay, Open Planets Foundation (VeraPDFa Consortium)
12. Josep Lluís de la Rosa, Easy Innova
13. Miquel Montaner, Easy Innova
14. Maïté Braud, Preservica
15. Sam Alloing, Libis IT Library Services
16. Artem Kostyukovich, Dual Lab (VeraPDFa Consortium)
17. Becky McGuinness, Open Planets Foundation (VeraPDFa Consortium)
18. Boris Doubrov, Dual Lab (VeraPDFa Consortium)
19. Carl Wilson, Open Planets Foundation (VeraPDFa Consortium)
20. Duff Johnson, PDF Association (VeraPDFa Consortium)
21. Guillaume Roques, MediaArea.net
22. Lionel Lawson, Skemmi (Université catholique de Louvain)
23. Luis Faria, KEEP (VeraPDFa Consortium)
24. Miguel Ferreira, KEEP (VeraPDFa Consortium)

Excused

1. Nicola Ferro, UNIPD
2. Jérôme Martinez, MediaArea.net
3. Ann Keen, Preservica

Agenda

- 14:00-14:30 short introduction on what PREFORMA is all about and why this Call for Tender was like it was published (Börje Justrell from Riksarkivet, PREFORMA Project Coordinator and Antonella Fresa from Promoter, PREFORMA Technical Coordinator)
- 14:30-14:50 reasons why the six selected consortia are considered the winning teams (Bert Lemmens from Packed, PREFORMA WP2 leader and responsible of the requirements phase)
- 14:50-15:20 presentation of the suppliers (5 mins for each of the 6 selected suppliers: VeraPDFa Consortium, Preservica, Easy Innova, Libis IT Library Services, Université catholique de Louvain, MediaArea)
- 15:20-15:40 presentation of the design phase 1, including the work we expect the suppliers to do, the documents/reports that we expect to receive, the end of phase workshop in March, and basic information on the end of phase 1 evaluation procedure (Peter Pharow from Fraunhofer IDMT, PREFORMA WP5 leader and responsible of the design phase)
- 15:40-16:00 Q&A session allowing the consortia to raise a few questions of generic nature and interest

Minutes

Important Dates for Design Phase 1

- Start of the design phase: 04/11/2014 (kick-off meeting)
- End of the design phase: 28/02/2015
- Deadline to submit the functional specifications: 31/12/2014
- Deadline to submit the technical specifications: 28/02/2015
- Workshop to present the results: 06/03/2015 in Brussels
- Deadline to submit the end of Phase Reports: 14/03/2015

Contracts and payments

- Riksarkivet sent to all the suppliers the signed Framework Agreement, which constitutes the Contract for Phase 1.
- The suppliers are requested to send back a signed copy as soon as possible.
- There will not be a Description of Work, only the Framework Agreement which points to the other Tender documents (ITT, Challenge Brief) and to the original Tender Form submitted by the suppliers. The issues discussed afterwards and included in the Negotiation Protocols are not added to the Framework Agreement but they will be included as part of the evaluation criteria for the end of Phase 1 evaluation.

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- As soon as the contracts signed by the suppliers will be received, Riksarkivet will inform the suppliers about the payment.

Design Phase 1 Evaluation

- A number of experts have been appointed to review the progress and the results of each open source project. Initially they will have a look at the deliverables and intermediate reports delivered by the suppliers. After the end of February 2015 they will make the official review assigning scores.
- If the reviewers will come across potential issues or gaps related to one of the open source projects, a feedback will be sent with a request for clarification.
- The reviewers will base their evaluation on:
 - The Tender documents provided by PREFORMA (ITT, Challenge Brief, Framework Agreement)
 - The original Tender Form submitted by the suppliers
 - The negotiation protocols agreed with the suppliers
 - The deliverables produced by the suppliers
 - The intermediate reports (functional and technical specifications) produced by the suppliers
 - The End of Phase 1 report produced by the suppliers
 - The results of the workshop organised on March 6th in Brussels
- The decision on who will pass the design phase and is entitled to continue is expected around March 20th, 2014. After that, a new call for bid will be made among those who successfully completed the design phase.
- There will not be any special template for the deliverables, nor for the functional and technical specification documents.
- Templates for the end of Phase Report will be provided by the PREFORMA Consortium.
- Both the functional and the technical specification have to be considered living documents and the PREFORMA Consortium will accept to receive at the end of December 2014 an intermediate version of the functional specification that can be improved and re-submitted at the end of February 2015. Furthermore, both reports will be improved and refined during the re-design phase 2, which has been planned in particular for the purpose of re-thinking, re-shaping, and re-designing particular parts of the specification.
- The scoring criteria will be published in advance by the PREFORMA consortium.