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EPOCH

**Excellence in Processing Open
Cultural Heritage**

Network of Excellence

Information Society Technologies

D.1.1.2: Policies and Procedures Manual - v1

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University of Brighton

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Dissemination Level		
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

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1. Operational Procedures for Network Governance

An initial operational procedure was described in the Technical Annex and the Consortium Agreement. During the conduct of the first cycle of meetings the Board of Directors came to the conclusion that the initial procedures would incur undue extra meetings and expense, and the following was recommended to and agreed at the first Assembly meeting on 16 April 2004:

1.1 Conduct of Business and Meetings

The business of the Network will be conducted along the following lines:

- i. Executive Committee make recommendations to the Board of Directors*
- ii. Board of Directors amend/approve proposals to be forwarded to the Assembly or refer back to the Executive Committee for further action*
- iii. Assembly considers reports/proposals from the Board of Directors and discussions are held at the Assembly meetings. After the meeting, the proposals/reports are updated as required and posted in the members' area of the website. Members will be notified when the documents are posted and an electronic ballot will be called under the voting procedures described below.*

1.1 Assembly

The Assembly consists of appointed representatives from all partners and takes the necessary decisions relating to the governance of the EPOCH Network. Meetings of the Assembly will be held bi-annually, generally in April/May and November/December to coincide with the VAST and another major event taking place in spring, e.g. the CAA conference, as a substantial proportion of the members can be expected to attend in the course of other business.

Due to the size of the consortium and limited budget, it is not feasible for the EPOCH Network Budget to fully fund physical meetings of the Assembly. This has the following consequences:

- (i) The meetings will be called for venues where a substantial proportion of the members can be expected to attend in the course of other business, including delivering other aspects of the JPA.
- (ii) Mechanisms are included in Article 7 to allow Parties to participate electronically in decision making.

The first meeting in any year is for the receipt of interim reports and recommendations for conduct of business during the year. The second meeting is for receipt of reports on the previous 12 months and on the detailed planning of revisions to the JPA. Exceptionally, an alternative venue may be chosen in the interests of economy, such venue to be agreed by the Board of Directors.

Additional meetings of the Assembly can be called at any time following a written request from 25% of the partners to the Coordinator.

In particular, the Assembly:

1. receives from the Board of Directors:
 - (i) a report on the activities of the previous period, including a budget report.
 - (ii) a report on the proposed Plan of Activities and budget for the coming period.
 - (iii) a report and schedule on any items of business anticipated as requiring electronic voting in the next period.
 - (iv) recommendations for the adoption of the reports.
 - (v) such other reports and recommendations as required to ensure the smooth operations of the Epoch Network
2. receives on an annual basis from the Board of Directors:
 - (i) the Annual Report for publication as a publicly available deliverable.
 - (ii) the annual accounts.
 - (iii) a report on the proposed detailed JPA for the following eighteen (18) months and associated budget.
 - (iv) a report on the current state of the Research Agenda.
3. raises questions and clarifications over the reports and discusses the recommendations received.
4. Following discussions at the Assembly, the recommendations and reports from the Board of Directors are finalised by the Executive Committee. The recommendations are then voted on by electronic ballot of the Assembly.

1.1.1 Notice Periods

1.1.1.1 Meetings

The Coordinator will send a draft agenda to all partners giving at least 30 days notice of the meeting.

In exceptional circumstances, meetings of the Assembly may be called by the Coordinator and two other members of the Executive Committee without the above

notice period. The circumstances dictating this will be reported to the next Assembly meeting.

1.1.1.2 Electronic Ballots

Electronic votes will be called by the Executive Committee with at least thirty (30) days notice with documentation published on the web-site at least fourteen (14) days before the close of voting. The results of such votes and comments recorded will be reported to the next Assembly meeting.

1.1.2 Quorum rules

1.1.2.1 Electronic Ballot

All decisions will be made by electronic ballot on recommendations, preferably following Assembly meetings and will require 60% of partners or more to vote.

1.1.3 Voting

Decisions shall be taken by a simple majority of the votes cast.

Votes at physical meetings will be limited to providing guidance on the preparation for consulting the full Assembly by electronic ballot or otherwise.

1.1.4 Delegated powers

If representatives are unable to participate in the business of the Assembly they may nominate a substitute by notification to the Administrative Support Team at least 4 days prior to the business (deadline for electronic voting or meeting). That substitution is for that item of business only.

Representatives may be replaced on a more permanent basis by written notification including authorisation from official signatories to be received by the Administrative Support Team at least 4 days prior to the commencement of the period of replacement.

1.1.5 Agenda Template

UNIVERSITY OF BRIGHTON

EPOCH/ASSEMBLY/AG/xx/200x

EPOCH NETWORK OF EXCELLENCE

ASSEMBLY MEETING

A G E N D A

Agenda for the meeting of the EPOCH Network of Excellence Assembly at [time] on [day, date] during the [conference, location].

- 1 Welcome and introductions
- 2 Update on Workpackage 1: Management
- 3 Update on Workpackage 2: Integrating Activities
- 4 Update on Workpackage 3: Jointly Executed Research
- 5 Update on Workpackage 4: Spreading Excellence
- 6 Partner Changes
- 7 Any other business

1.2 Board of Directors

The Board of Directors is chaired initially by the Coordinator and consists of a mixture of (up to five) ex-officio Directors with specific responsibilities and Directors with defined responsibilities for portfolios of business, or representing constituencies (including the leaders of the Applications Task Forces). The Board of Directors has ultimate responsibility for the management and leadership of the network and reports to the Assembly on all operational aspects, making recommendations as listed above.

In addition, the Board of Directors will operate with delegated authority to establish Task Forces and Working Groups and appoint chairpersons.

After the first year of the Project, the Board has responsibility for the appointment of the chairperson of the Board of Directors and Executive Committee.

In particular, the Board of Directors will:

1. receive the report on the establishment of the Review College, and determine the requirements and procedures for selection of additional members
2. receive a report on the quality assurance processes for deliverables and make recommendations on changes to the procedures
3. in case of the Default of a Party, as defined in the Consortium Agreement, make proposals for any actions to be taken
4. make recommendations on any decision to instruct the Co-ordinator to ask the Commission on behalf of the Consortium to terminate the participation of one or more Contractors.
5. make recommendations for replacements to vacancies or additional co-opted advisors

1.2.1 Calling meetings

Meetings of the Board of Directors will be held bi-annually, generally in April/May and November/December to coincide with the VAST and another major event taking place in spring, e.g. the CAA conference, as a substantial proportion of the members can be expected to attend in the course of other business. It is not feasible for EPOCH to fully fund meetings and hence Directors are expected to combine attendance with other EPOCH business for which they have allocated budget. Where this is not possible, EPOCH will fund travel and subsistence expenses from Activity 1.2 Network Management, subject to proper authorisation being obtained in advance.

1.2.2 Quorum rules

A majority of the Directors must be present for the meeting to be considered quorate. A properly convened but inquorate meeting may still debate the agenda items and make recommendations but must draw attention to the inquorate nature of the meeting to the Assembly.

1.2.3 Voting

For matters relating to default of a party or termination of participation of one or more contractors a majority of two thirds of those present and voting shall be required. For all other items of business a simple majority shall suffice.

1.2.4 Agenda Template

UNIVERSITY OF BRIGHTON

EPOCH/BoD/AG/xx/200x

EPOCH NETWORK OF EXCELLENCE

BOARD OF DIRECTORS

A G E N D A

Agenda for a meeting of the EPOCH Network of Excellence's Board of Directors at [time] on [day, date] during the [conference, location].

- 1 Apologies
- 2 Agreement of Agenda
- 3 Welcome and introductions
- 4 Update on Workpackage 1: Management
- 5 Update on Workpackage 2: Integrating Activities
- 6 Update on Workpackage 3: Jointly Executed Research
- 7 Update on Workpackage 4: Spreading Excellence
- 8 Partner Changes
- 9 Any other business

1.3 Executive Committee

The Executive Committee consists of the Workpackage Leaders with full voting rights, Deputy members with speaking rights and the representative of the Coordinator and performs the management and coordination of the network and coordinates its operations.

1.3.1 Calling meetings

The Executive Committee will meet at least once a month with a notice period of 14 days.

With the prior agreement of all members of the Executive Committee, meetings may also be held without prior notice as above, via audio or video teleconference.

1.3.2 Quorum rules

Decisions in meetings of the Executive Committee require a quorum of all members of the Executive Committee either being present or represented by deputies, provided there is no more than one deputy present at any particular meeting. Decisions shall be taken by a majority of two thirds of the votes.

1.3.3 Voting

Decisions may also be taken via email on the pre-condition that all other members of the Executive Committee receive copies of all related communications from all other members.

A Workpackage Leader may object to decisions impacting on their tasks or activities and this matter will then be brought to and decided by the Board of Directors.

1.3.4 Delegated powers

The expectation is that all Executive Committee members will participate in all meetings. In exceptional circumstances, an Executive Director may appoint a proxy to take their place. The proxy has the same voting rights as the full member.

1.3.5 Agenda template

UNIVERSITY OF BRIGHTON

EPOCH/EC/AG/xx/200x

EPOCH NETWORK OF EXCELLENCE

EXECUTIVE COMMITTEE

A G E N D A

Agenda for a meeting of the EPOCH Network of Excellence's Executive Committee at [time] on [day, date] at [location].

1. Minutes, action checklist and matters arising
2. VAST / CAA meetings
3. Other sources of funding/bids in preparation
4. Partners: Changes
5. Update from Workpackage 1
6. Finance Subcommittee Report including review of unallocated budgets
7. Update from Workpackage 2
8. Update from Workpackage 3
9. Update from Workpackage 4
10. Budget revisions from unallocated budget
11. Any other business

Consortium Agreement, Section B, Articles 6, 7 and 9 and Core Contract, Annex 1, Sections 8.1 and 8.2.

2. Approval processes for use of Network grant for integration.

Proposals from Activity Leaders to apply unallocated budgets to specific activities should be considered by the Work Package Management Committee for presentation to the Executive Committee and reporting to the Board of Directors. The proposal will include demonstration that the plans are necessary and economic to deliver the objectives of the grant of integration. The Executive Committee will also consider proposals to transfer unallocated budgets between activities within modifications permitted by the contract. The Finance Sub-committee will monitor such proposals and provide updates of the current status of unallocated budgets to each Executive Committee.

Authority for limits for use of budgets already allocated to specific activities will be subject to the financial controls and audit of the individual partners.

Partner expenditure will be expected to demonstrate adherence to the contract conditions of being necessary and economic application of funds.

3. Policy on approval of changes in membership of the Consortium.

The Board of Directors shall consider recommendations from the Executive Committee for additional partners to join the Consortium. Such recommendations must be accompanied by a case for support detailing how the additional partner will contribute to the success in achieving the Network's objectives by providing particular skills and enabling the consortium to deliver more completely the objectives of forming the European Research Area for Technology and Cultural Heritage.

If the Board accepts that there is a prima facie case for agreeing to the additional partner, the Board will make a recommendation to the Assembly for voting on the accession, including any budgetary implications of agreeing to the new partners joining the consortium (NB changes to membership will not have any impact on the total resources available as the grant for integration). The Board will also advise the Assembly on the respective steps to be taken regarding the acceptance of new partners to the Consortium, in accordance with the contract including the modalities of the accession process and make any recommendations on the implementation of the process. The Assembly vote shall be conducted in accordance with the rest of the Assembly business (see section 1.1).

In the case of a positive decision by the Board of Directors and Assembly the Executive Committee will prepare the implementation of any such accession of new partners including the administrative preparation of the accession process.

Consortium Agreement, Section B, Articles 9 and Core Contract, Annex 1, Section 8.9.

4. Managing Working Group and Applications Task Force formation and reporting.

4.1 Working Groups

Working Groups are concerned to ensure the delivery of the Network's obligations in each type of Activity.

The Parties participating in a Working Group shall be in particular responsible for:

- (i) preparing a work and budget plan for its activities in preparation of the Plan of Activities to be forwarded to the Workpackage Management Committee, Executive Committee, Board of Directors and the Assembly;

- (ii) follow-up and report on the use of the Epoch Network Budget with respect to this Working Group in general and in respect of the Parties participating in the individual activities of the Working Group in detail and report on any reallocations under viii) of this paragraph;
- (iii) delivering quarterly reports to the Workpackage Management Committee on the progress of the Working Group .s activities, not later than on the dates set out for such delivery in the Plan of Activities
- (iv) preparing deliverables and their presentation to the Commission via the Co-ordinator, satisfying respective reporting and quality assurance requirements;
- (v) preparing proposals to the Workpackage Management Committee for new Parties to this Agreement and/or proposals for the accession of new Parties to the Contract for the purpose of participation in the activities of the Working Group;
- (vi) alerting the Workpackage Management Committee and the Co-ordinator in case of a delay in the implementation of the Working Group activities or in case of Default of any Party with respect to its participation in the Working Group .s activities;
- (vii) analysing and documenting any Default of a Party in relation to the Working Group ‘s activities and prepare a respective proposal for an action plan to the Workpackage Management Committee;
- (viii) deciding on any transfer of tasks and activities allocated in the Plan of Activities . including any financial re-allocations which are neutral to the total of the Working Group’s budget . between the Parties participating in the Working Group, except in the case that this exchange has an impact beyond the scope of the Working Group activities within the overall Plan of Activities.

4.1.1 Establishment

Each partner organising the activity will appoint one or more team members as recommended by the workpackage leader. Each Working Group will be chaired by a member of the team appointed by the Assembly, on the recommendation of the Board of Directors. A deputy chairperson may also be appointed.

4.1.2 Quorum rules

Decisions in meetings of a Working Group require a quorum of two thirds of its members.

4.1.3 Voting

Each Working Group member shall have one (1) vote. In the cases of paragraph (7), sub paragraph i), ii) and viii) of Article 8 of the Consortium Agreement, decisions shall be taken unanimously by all members of the Working Group . In all other cases, while consensus among the Working Group members should be a general aim, decisions shall be taken by a majority of two thirds ($\frac{2}{3}$) of the votes of the Working Group members present or represented. A Party shall have no vote in decisions relating to its own Default.

4.2 Workpackage Management Committees

Workpackage Management Committees take responsibility for a group of Working Groups and Activities.

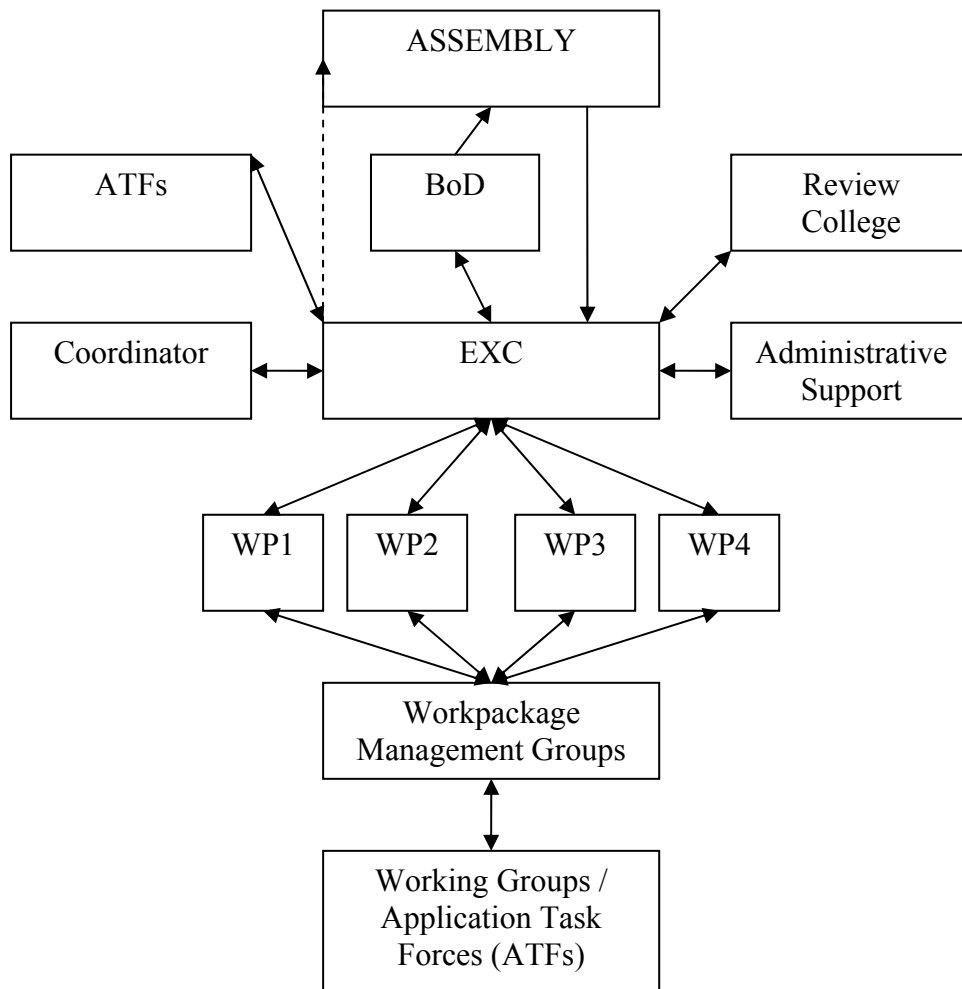
4.3 Application Task Forces

Application Task Forces are advisory bodies whose task is to monitor and advise on the activities of the Network from the perspective of the different classes of end-user application.

4.3.1 Establishment

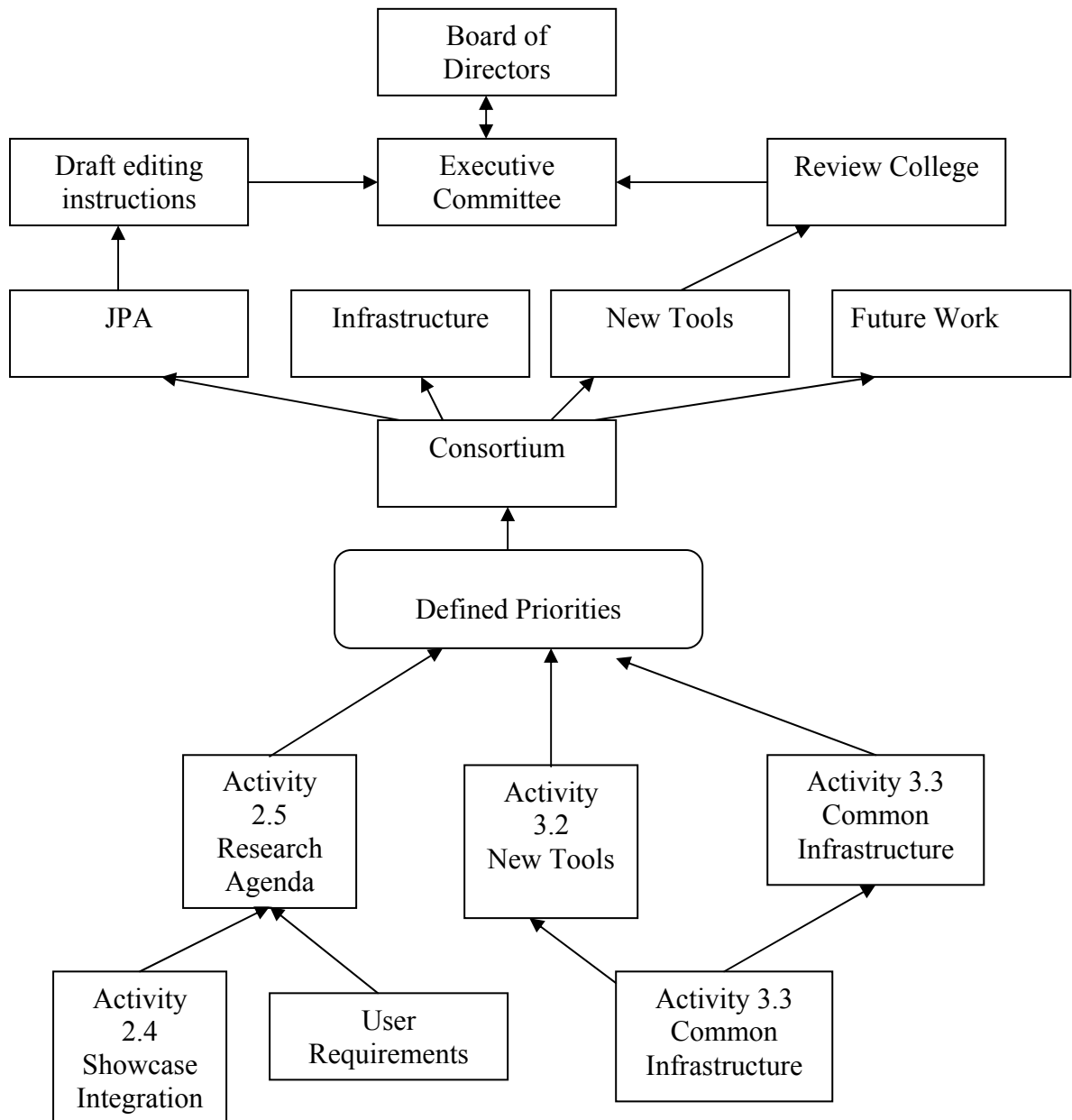
The Coordinator will recommend, and the Executive Committee confirm, a team of experts drawn from the partners working in or with a related set of end-user applications initially as defined in Annex II of the Contract.

Consortium Agreement, Section B, Articles 8.



5. Defining priorities in developing JPA

The JPA is revised by drawing on the user requirements work and feedback from showcases to create an agreed research agenda under activity 2.5. At the same time, the work in activity 3.3 on defining a common infrastructure will define areas in which new tools are required under activity 3.2 and where additional work on integrating existing technologies is required under activity 3.3. Proposals for addressing priorities for development are sought from the Consortium. The priorities and comments will be reviewed by the Executive Committee and used to define proposed draft editing instructions to the JPA and budget which will in turn be reviewed by the Board of Directors. The Executive Committee will produce a final version to be submitted having followed the editing instructions and priorities provided by the Consortium and Board of Directors.



The Review College shall be supported by an on-line system as part of the EPOCH website. This will allow recording of reports, comments, votes and recommendations, and provide automatically generated summary reports to inform the processes of setting priorities for revisions to the JPAs.

Consortium Agreement Article 10: Review College

Should there be any dispute in the development of the JPA, settlement will be attempted first by consultations in at least two minuted meetings on the subject. The second meeting shall be held among the respective representatives to the Assembly.

Consortium Agreement Article 50: Settlement of Disputes

6. Allocation of support for brokerage arrangements.

By bringing together and maintaining a repository of information on facilities, equipment and skills, along with mechanisms for accessing them, EPOCH will enhance the uptake on these facilities and facilitate the creation of specific consortia to bid for or undertake projects. The documentation of current and planned facilities and skills to be made available by the partners was produced in 2003.

This information will be reviewed and updated by consultation with the ENAME Center concerning partner needs and plans in which the brokerage service can help. This will be an on-going process but proposals or urgent requests can be submitted on an ad hoc basis.

At the EPOCH website, a repository has been created where data sets and software can be found for scientific research and benchmarking. Download contracts are available at the website. For uploading software or data sets, the ENAME Center should be contacted.

We also want to highlight the brokerage service for endangered sites. EPOCH can support conservation or rescue operations at such sites, by forming a team with the appropriate skills and/or equipment, and by providing financial support for these operations. Please contact Daniel Pletinckx at the ENAME Center (daniel.pletinckx@enamecenter.org) for this service.

Brokerage agreement – Endangered sites

Intervention of EPOCH partners at endangered sites can be funded if this intervention contributes to the safeguarding, sustainable protection or recording of the site, if the intervention is based upon the use of technological means, if the site or parts of the site are clearly endangered and if the results of the intervention become available to the EPOCH partners for further research.

Identification of partners

Applicant of the intervention (please complete):

Responsible:	
Name institution/organisation/enterprise:	
Position and/or function:	
Address (street, number, postal code, country):	
Tel.:	
Mobile:	
Fax:	
E-mail:	
Website address:	

Other involved partner(s) (please complete):

Responsible:	
Name institution/organisation/enterprise:	
Position and/or function:	
Address (street, number, postal code, country):	
Tel.:	
Mobile:	
Fax:	
E-mail:	
Website address:	

Copy/paste this table if needed

Brokerage project description

Conceptual approach (replace bullets by your text)

- Give a short description of the site.
- Give a short description of the planned intervention.
- Describe and explain the technologies used. What is the methodology?

- What are the main objectives of the project?

Financial plan (replace by your text)

Describe the expected costs of the intervention.

Motivation (replace bullets by your text)

Describe your motivation for obtaining funding by answering following questions:

- Why is the site of the planned intervention endangered?
- Which are the expected results? How does the intervention ensures or improves safeguarding or protection of the site, or if no safeguarding or protection is possible, how complete does the recording represent the site ?
- What is the added value of your intervention for the EPOCH network by keeping in mind its main objective “unifying technology and cultural heritage in an integrated way” ?

Requirements towards the EPOCH community

The obtained results need to be useful as input for the EPOCH project. By signing, you give your approval on the following issues :

- A report of the project and a description of the data and results need to be made within 2 months after finalising the intervention.
- The collected data and results need to be available to all EPOCH partners within 2 months after the finalisation of the intervention. We have planned the following dissemination:
 - Putting the results on the EPOCH website and make it possible for downloading. A signed download form ensures the proper use of the results (see attachment)
 - Presentation of brokerage projects at VAST or CAA conferences, we appreciate a presentation of the results at one of these conferences

- We appreciate dissemination of the results through a training, open to all EPOCH-partners. This training can also be supported by the EPOCH mobility and course budget

Brokerage download form

To get the permission to download brokerage data, you have to fill in this form to provide a detailed motivation. If you agree with the conditions, you have to sign this form and send it to the EPOCH brokerage responsible (see below). After review and evaluation you will receive a username and password which allows you to download the data.

Conditions for downloading

Downloading is only permitted by observing the following regulations:

- The data remains the property of the owner, only a right to use the data is granted by downloading the data
- The data are only available for scientific research and benchmarking to EPOCH members.
- All commercial use of the data is forbidden. The applicant must ensure the confidential use of the data within his/her organisation, no transfer of the data outside the organisation of the applicant is allowed.
- When publishing results of this scientific research or benchmarking, the owner of the data needs to be acknowledged. If the results of the scientific research are new datasets, it is highly appreciated if these datasets are made available to the brokerage service for further use within the EPOCH community
- The applicant has to give a well-founded motivation for obtaining data.

Identification of the applicant

Name:	
Name institution/organisation/enterprise:	
Position and/or function:	
EPOCH partner number:	
Address (street, number, postal code, country):	
Tel.:	
Mobile:	

Fax:	
E-mail:	
Website address:	

Data categories

Datasets are classified into different categories. Permission to download is granted for a full data category. Each dataset has a unique id. Choose the category from which you prefer to obtain data and add the data set id:

- 3D scanning data:
- 3D models:
- Digital photographs:
- Software:
- Archaeological records:
- Other datasets:

Motivation (replace the bullets by your text)

Describe below your motivation for the use of the data by answering the following questions:

- Describe the research or benchmarking you want to perform on the datasets
- Which are the objectives you expect to reach with the research?
- Why did you choose these specific datasets ?
- What is the added value of your research for the EPOCH network by keeping in mind its main objective “unifying technology and cultural heritage by an integrated way” ?

By signing this form you agree with all conditions mentioned and confirm that all given information is correct.

Date

Signature

Please send this form by post to the brokerage responsible:

Ename Center for Public Archaeology and Heritage Presentation - EPOCH

Tav Heidi Tency

Abdijstraat 13-15

B-9700 Oudenaarde

For further information:

Heidi.tency@enamecenter.org

Tel. + 32 55 23 24 45

Fax + 32 55 30 35 19

By signing this agreement you agree with all mentioned conditions and confirm that all given information is correct.

Date
responsible (see above)

Signature of

Please send this agreement by post to the brokerage responsible:

Ename Center for Public Archaeology and Heritage Presentation –
EPOCH

Att. Of Heidi Tency

Abdijstraat 13-15

B-9700 Oudenaarde

For further information:

Heidi.tency@enamecenter.org

Tel. + 32 55 23 24 45

Fax. + 32 55 30 35 19

7. Selection and monitoring of Staff exchanges and Bursaries for Education and Training.

General Information

EPOCH's contractually planned activities include (WP4.3) "Staff mobility and bursaries", in order to "foster partners' integration facilitating staff mobility for short term visits and exchanges and supporting a bursary program for young researchers". The main features of the bursaries and mobility activity are the following:

- It aims to foster integration by facilitating mobility for staff and young researchers;
- Grants are issued after periodic calls, based on a plan periodically reviewed to take into account the training needs and offerings, evidenced by the training needs analysis (WP4.4) and the results of previous calls;
- The selection is managed by an ad hoc selection committee
- Costs are reimbursed only in part to beneficiaries (please see **Grant Amount** section below for more information)
- Bursaries will cover two kinds of scholarships:
 1. attendance to short courses
 2. short secondments at a partner institution

The present plan covers also

3. staff mobility

A "secondment" means the activity of a research student who moves for a short period to an institution different from the one where he or she usually studies, under an agreement between the two institutions concerning his or her duties and study program; "staff mobility" concerns an employee of an institution who moves for a short period to another, under an agreement between the two institutions defining activity and tasks of the moving employee. The main difference between the two concepts is that "staff mobility" requires the existence of a work contract for the moving person – a scholarship being not sufficient to satisfy this condition.

Secondments must have sufficient duration for a real involvement at the hosting institution; therefore they do not include, in general, short visits, participation to seminars or conferences etc. The preferred duration is 30 to 60 calendar days.

Scholarships for secondments will concern participation in showcase development. This will improve the sharing of technology and applications among EPOCH partners. It will provide research training on existing technologies, immediately applicable to Cultural Heritage, for bursaries; or extension of such experiences to additional applications, for staff mobility. Staff mobility from outside the task force developing a showcase is therefore a goal. However, other programs may be considered as well, if duly motivated within EPOCH's activity and objectives.

The partner in charge of coordinating the bursary and mobility activity is PIN.

Eligible beneficiaries for bursaries are, according to the project contractual description, "young researchers": excluding undergraduate students and senior staff. The concept includes "early stage researchers" as defined elsewhere by the European Commission's FP6 (i.e. researchers without a PhD with maximum 4 years' activity since graduation) and may also include PhD graduates in the early stages of their career. As an experimental definition, eligible researchers will be defined in the present interim plan as having graduated within 4 years or less, regardless of their achievement of a PhD in the early stages of establishing a relevant inter-disciplinary research record. Such a definition may be revised in future bursary plans.

Eligible scholarships will in general aim at overcoming fragmentation - the mission of the EPOCH project.

Assignment of bursaries for attending courses will require a two-step procedure: selection of eligible courses and selection of candidates for attendance to such courses. Bursaries for short secondments will on the contrary be based on individual proposals to participate in the development of one of the planned showcases.

Beneficiaries must be supported by partners: bursary beneficiaries must be endorsed by a partner and relocated staff must be employed by a partner for a period longer than the mobility period. Both must be accepted by the hosting institution (secondment or mobility) or by the course organizer (course attendance).

Since the bursary aims at trans-national integration, no funding will be granted for mobility:

- within the home country of the beneficiary
- to a country where he/she has been a resident for study or work reasons in the last 3 years, or has graduated previously.

Detailed criteria for scholarships funding

Assignment of bursaries for attending courses will require a two-step procedure: selection of eligible courses and selection of candidates for attendance to such courses. Bursaries for short secondments will on the contrary be based on individual proposals. Staff mobility proposals will be considered individually and must provide evidence that they have been organized to provide concrete results. They will consist of a relocation of 30 to 60 days and will preferentially concern staff employed at partners not involved in the specific showcase, to participate in showcase development. Also in this case, other research programs may be taken into consideration if duly motivated.

Beneficiaries must be supported by partners: bursary beneficiaries must be endorsed by a partner and relocated staff must be employed by a partner for a period longer than the mobility period. Both must be accepted by the hosting institution (secondment or mobility) or by the course organizer (course attendance).

Since the bursary and mobility plan aims at trans-national integration, no funding will be granted for mobility: - within the home country of the beneficiary - to a country where he/she has been a resident for study or work reasons in the last 3 years, or has graduated previously.

Applicants must fill the relevant enclosed form and include a letter of endorsement by a partner, a CV and the acceptance by the hosting institution (course organizer or hosting institution with agreement of the showcase leader). They must contact personally the responsible persons to obtain such letters. All the documentation must be sent in electronic format not later than one month before the starting date of the course to:

bursaries2005@epoch-net.org

with "Bursary application" as the subject, and attaching the form and the requested annexes. The text of the email is irrelevant, please do not put in it important information.

Proposals for course attendance may concern only selected courses.

Secondment proposals may be submitted at any time, to be received no later than a month prior to the beginning of the secondment.

Notice of acceptance will be forwarded to interested parties not later than two weeks before the beginning of the secondment/course.

Grant amount

EPOCH bursaries are expected to cover only part of the costs. The remainder must be covered by the beneficiary or his/her home institution.

For travels, a low-cost airline should be chosen and second class train tickets or bus tickets will be reimbursed for internal trips. Daily allowances include urban transportation costs. Travel dates will be agreed with the applicant and may be chosen freely if this does not imply higher costs.

Course attendance

The grant will consist of:

- Reimbursement of course fees up to a maximum of 50% or €500, whichever is less
- a lump sum of €50 per day, for accommodation and meals, for a maximum of two weeks
- travel costs with a maximum of €300

It may be agreed that all course fees (within the limit of €500) are reimbursed instead of travel costs.

In any case the bursary cannot exceed €1,500.

All other costs (e.g. health insurance, visa) are ineligible for reimbursement.

Secondment and staff mobility

The grant will consist of

- a lump sum of €50 per day, for accommodation and meals
- travel costs with a maximum of €300. In any case the bursary cannot exceed €2,200.

All other costs (e.g. health insurance, visa) are ineligible for reimbursement

Documentation and cancellation

All costs must be documented and accepted in advance by the coordinating partner. The organization reserves the right of choosing an alternate cheaper travel plan.

Daily reimbursement will correspond to:

- course/secondment days
- weekends internal to course/secondment period (e.g. a two-week course will correspond to 10 days, 5 per week, of lectures + 2 weekend days between the two weeks)
- one forfeit day ONLY for the entire travel including return.

If the course takes place in a capital city (London, Paris, Brussels, etc.) the per diem rate is increased by 25%.

All the money must be advanced by beneficiaries, except for what is directly paid by the organization (e.g. airline tickets). The reimbursement will be forwarded to

beneficiaries immediately after receiving the relevant documentation (tickets, receipts, etc.) original copies.

Interruption or cancellation of the bursary will be allowed only in case of force majeure and will imply proportional reimbursement. They must be agreed with the organization in advance. Unauthorized interruption or cancellation will preclude any reimbursement. Beneficiaries are advised to make their own arrangements regarding travel insurance.

Examples:

Universities **B**, **L**, **J** and **K** have organized each a summer course.

B is located in Gent, Belgium and organizes a 1-week course on "Communicating Archaeological collections with multimedia" aimed at providing the philosophy of Cultural Heritage communication to computer graphics designers. The fee is €400. The course is eligible and scholarships will include a reimbursement of €200 for the fee (50%).

L is located in London and offers a 2-week course on 3D Laser scanning for archaeological objects with a fee of €1,200. The course is eligible but the fee reimbursement will limit to €500, because 50% of the fee, that is €600, exceeds the maximum limit of €500.

J provides a course on the methodology of archaeological excavations, with some standard computer use. The course is not eligible, because it does not contribute to innovative interdisciplinarity.

K provides a course on 3D modelling, with applications to medicine, weather forecast and cultural heritage. Most probably also this course is not eligible because it does not provide cross-fertilization but just considers CH as one of the possible applications.

To be selected, however, the organizers of **B** and **L** must submit the necessary documentation. Also **K** may try and the decision will be taken after considering the course program.

A Belgian national cannot apply for **B** even if he/she presently lives abroad. A Greek researcher having studied in UK cannot apply for **L** even if he/she is now engaged in a PhD course in Greece.

A student from Spain is selected for attending the **B** course in Belgium. He/she will receive:

- €200 as partial fee reimbursement, as stated above
- €50 per day for 6 days (course effective duration = 5 days + 1 forfeit day for travel), totalling €300.
- Travel costs using a low-cost airline and second class train, or equivalent bus, for airport connection. Let us assume, for example, that these add up to €120.

In this example the total amount of the scholarship is €650.

The same student from Spain, if selected for the **L** course in London would receive:

- €500 as partial fee reimbursement, as stated above
- €62.50 per day (€50 + 25% extra for London) for 13 days (10 days course effective duration + 2 days weekend between the course weeks + 1 forfeit day for travelling), totalling €802.50
- Travel costs. Let us assume, for example, that these consist of €100 for the flight and €30 for the train to London, totalling €130. London underground costs are not eligible for reimbursement.

The total amount of the scholarship is €1,432.50.

A student from UK agrees to be seconded in Pisa, Italy for 35 days. He/she will receive:

- €50 per day for 36 days (35 days secondment, including weekends of the period, + 1 forfeit day for the travel) totalling €1,800.
- Travel costs; let us assume that with a low-cost airline the return flight costs, for instance, €52, and connections to the UK airport cost an additional €10, making the total travel cost €62. As the airport bus in Pisa is an urban bus, the ticket price cannot be reclaimed (in fact it costs only €0.70).

In this example the total amount of the scholarship is €1,862.

A student from France is seconded at the same hosting institution for 60 days. In this case the amount of daily allowance alone totals €3,000, so he/she can reclaim only the maximum allowed for this kind of bursary, which is €2,200, and nothing for travel.

General Info

Eligible courses include any kind of course delivered by partners with one or more of the following features:

1. they have an interdisciplinary character
2. they foster cross-fertilization between humanists and technologists
3. they contribute to the necessary background to carry on EPOCH's activity
4. they have a trans-national approach, i.e. deal with local problems with a Europe-wide perspective (e.g. taking into account multi-cultural and multi-lingual issues, exemplarity, etc.)

Eligible courses must, moreover, be planned for the given period of the call and in principle be financially viable and take place independently of their selection for the bursary scheme. It is expected that demand will be such that any individual course will only receive a very small number of bursaries. It is imperative that the definitive planning and attendance of the course is completed in time to be budgeted within the related EPOCH project year.

Course eligibility

- The course must take place in the given period of the call. Courses extending or taking place after the given period must have been fully organized (final program, inscriptions, fee payment, etc.) before the end of that period .
- The course must be planned independently of the EPOCH bursary activity and address an audience not restricted to bursary beneficiaries.
- The course must have an interdisciplinary character and provide basic cross-fertilization background.
- The course duration must not exceed two weeks.

Course selection

Partners organizing a course fulfilling the above criteria may propose it for selection by filling the enclosed form and adding the course program (maximum 1 A4 page) and a faculty description (maximum 1 A4 page, with 1-paragraph CV for each teacher). Proposals must be submitted by the deadline at the following email address:

bursaries@epoch-net.org

with "Course proposal" as the subject and attaching the form and its annexes to the message. The text of the email is irrelevant.

Course proposal (submitted by partners):

- course description
- course program (1 page)
- faculty description (1 page)

Course bursary (submitted by young researchers approved by a partner): deadline two weeks before the starting date of the course

application form for course bursaries

- CV (1 page)
- Letter of approval by a partner (scan copy)
- Letter of acceptance by the course organizer (scan copy)

Secondment bursary (submitted by young researchers approved by a partner): deadline - this is an open call:

application form for secondment bursaries

- CV (1 page)
- Letter of approval by a partner (scan copy)
- Letter of acceptance by the hosting partner, with acceptance by the showcase leader (scan copy)

Staff mobility (submitted by personnel employed by partners not involved in showcases): no deadline, assessed monthly but subject to fund availability:

- rationale and work program (1 A4 page)
- CV (1 A4 page)
- Copy of the authorization of the home institution (scan copy)
- Letter of acceptance by the hosting institution confirming that the showcase leader agrees on the mobility (scan copy)

Application must be send to : bursaries2005@epoch-net.org

Women young researchers and female staff are particularly encouraged to participate in the present bursary and mobility plan. However, the organization reserves the right of adopting in the future positive actions in order to balance the gender ratio of the scholarships and mobility grants.

Questions may be sent to the following email address:

bursaries2005@epoch-net.org

with "Question" as the message subject.

8. Selection of Events for support, collaboration, cooperation and recognition, including all aspects of deciding which events to support and at what level of involvement; which venues for events and showcases will be supported.

Decisions concerning the annual events plan will be based on the following criteria:

- overall balance among different constituencies targeted by EPOCH: archaeologists, museum and heritage professionals, technologists and policy makers.
- value for money, that is quality of the conference; expected audience; compared with total cost including travel, accommodation and participation (fees/exhibition space)
- specific interest with the conference topics and/or venue and/or attendance. This may override the previous criteria.
- EPOCH may also decide to attend commercial events (e.g. exhibitions) when this fulfils the above criteria.

Regarding the yearly events supported by EPOCH, one is VAST (International Symposium on Virtual Reality and Cultural Heritage including the Eurographics Workshop on Graphics and Cultural Heritage) and the other will be chosen according to previous criteria.

For other events, the Executive Committee will receive proposals including requested budgets for contribution to, use of project logo, disseminating publicity material and/or potential inclusion in the EPOCH publication series.

9. Establishment of EPOCH positions on standards and appointment of representatives for drafting contributions to Standards and attending meetings.

Proposals for adoption by EPOCH of standards and/or guidelines on best practice (from Activities 3.3, 3.2 or 4.2) will be considered by the Executive Committee. An electronic vote will then be issued to obtain a decision from the Assembly.

Proposals to attend Standards events (to engage with the Standards community and give feedback) will be considered by the Workpackage Activity 4.2 Management Committee. Normally, there shall be no more than one EPOCH funded attendance at any one event.

Funding is subject to budgetary approval including a final report to be posted on the website.

Should an EPOCH-supported written contribution be requested, this should be submitted to the Executive Committee who will pass it to the Assembly for an electronic vote to approve. Until officially agreed by this process, any written contribution shall be considered to be the author's personal opinion only.

10. Establishment of EPOCH liaisons and appointment of representatives.

This section will describe the procedures for confirming the need for formal liaison (including reporting) to a particular activity or group undertaking related work outside of EPOCH. It will then detail how individuals may be confirmed as representing the interests of EPOCH in interactions with representatives of the liaison. Part of this section will describe the sort of activities that may be funded within a liaison and the mechanisms provided to get budgetary approval.

Proposals requesting formal liaison (including reporting) to a particular activity or group undertaking work outside of EPOCH will be received by the Workpackage Leaders and passed to the Executive Committee for consideration, approval of the nominee and identification of any budgetary support requested.

11. Dissemination, including publications, presentations, public relations and media, including the process for agreeing the content of the “State-of-the-Union” reports and for the appointment of spokespeople on particular topics.

General rules for dissemination are dictated by the Contract and general EU regulations concerning IPR, and by the EPOCH Consortium Agreement (art. 28-36 concerning IPR).

Network’s dissemination policy is based on two principles:

- Achieve the highest diffusion of EPOCH goals and results;
- Provide correct information about EPOCH, its partners, its activity and the EU support to its work.

All materials must include the EPOCH logo and conform to the rules for the diffusion of material resulting from EU funded activity; that is, include as appropriate the European flag, the mention of EU support, and the standard disclaimer when statements are made, implicitly or explicitly.

When this is impossible (e.g. for a paper published in a scientific journal), support by EPOCH and through it by the European Commission must be duly and clearly acknowledged, preferably in a specific acknowledgements section, an individual note if this is impossible or, at least, a separate and identifiable statement, according to the publication editorial format. This refers also to publications making partial use of the knowledge generated as a consequence of EPOCH’s activity.

EPOCH official publications will require preventive approval by the editorial committee, which may require further reviews to be carried out before publication.

Scientific publications elsewhere must follow the standard academic customs and comply with the obligations established in art. 36 of the Consortium Agreement.

EPOCH will prepare and periodically update a set of presentation material (texts, images, videos, brochures, etc.) to be used for official presentations and dissemination. If necessary, they may be adapted to the particular audience or occasion, but in such a case previous approval is suggested.

EPOCH press releases will follow the approval procedure envisaged for presentations. Verbal declarations and interviews must conform as far as possible to officially approved documents and positions; when this is impossible, for instance because such a position does not exist or an unprecedented question is asked, the spokesperson is requested to make clear that his/her statement reflects only his or her personal opinion. Copy of any declarations and interviews must be provided to the Coordinator.

Approval of any outcome such as publications, presentations, media releases and public reports is issued by the Executive Committee. Materials must be submitted to the Coordinator and circulated to its members with reasonable advance. They are

considered approved if no objection arises. In cases of particular urgency, the material may be reviewed / approved by the Coordinator alone and circulated thereafter.

Individuals may be appointed to represent EPOCH in meetings according to the opportunity, their expertise or responsibility in the Network. They must conform to the above rules for presentation, make clear that they have no decisional power and report promptly to the Coordinator and Executive Committee. Such spokespersons are appointed by the Executive Committee or, in cases of urgency, by the Coordinator.

It is assumed that Executive Directors may act as spokesperson within their competence without any formal appointment; they are however requested to inform the Executive Committee in advance and to report thereafter.

12. Encouraging SME involvement in EPOCH activities.

This policy defines how SMEs who are not full partners may benefit from direct involvement in EPOCH activities; the expectations placed on them; and the nature of their involvement. The procedures establish preferred modus operandi for initiatives designed to encourage SMEs involvement, addressing for example what cluster activities can be funded by the Network and how.

This section will be finalised when the Affiliate status negotiation is complete.

Affiliate participants in EPOCH

The original proposal for EPOCH enjoyed a great deal of support from a large number of organisations, not all of whom were full partners in the consortium. In the end the only place that could be found for such organisations in the final contract was as “potential subcontractors”. There were almost 50 organisations in this category – a number of whom have continued to be active at EPOCH events and in other activities.

All of these organisations had previously signed letters of agreement and cooperation with EPOCH. In addition the EPOCH consortium continues to be approached by organisations undertaking related work in technology and cultural heritage who would like to have involvement. These organisations have been informed of the public activities of EPOCH but it has been unfortunate that there has been no formal mechanism to involve them more actively nor to get their formal commitment to engage in and respond to consultation exercises, etc. Frequently such organisations may be involved in application areas or be users of applications and have value insight into user requirements or useful contributions to make to design issues for particular application areas, but little capacity to engage in research or development *per se*.

In parallel to this there have been some practical difficulties of getting full commitment from partners in the consortium who have no budget (around half of the partners). Many of these have taken active roles, with over half participating in the recent voting and around three quarters nominating experts for the review college. At the same time some of the more detailed advice and quantification of expectations on reporting being received from the Commission will increase the load on such partners without providing additional resources to support the effort. Two particular

developments may make it difficult for some partners to continue to support full membership of the partnership without specific budgets:

- a. The new guidance on reporting makes it clear that every partner will have to complete two deliverables individually – these being the on-line report of the implementation of the gender action plan and the interim socio-economic reporting questionnaire.
- b. The implementation of the audit certification required is gradually becoming clearer, in particular the possibility that audit certificates may be required annually even where partners have small budgets and the costs of certification represent a large proportion of total budget. Whilst clarification is being sought to ensure that economic sense prevails, this could potentially add an unacceptable additional cost to full membership of the consortium.
- c. The periodic management reports include a requirement on all partners, even those without budget, to report effort expended on NoE activities. This applies also to partners on AC funding basis who are also required to estimate their non-eligible costs.

EPOCH has a strong commitment to spreading excellence and influencing the development of an integrated European Research Area. For this to become a reality it will inevitably extend well beyond the 40 or so partners currently budgeted to receive funding directly from EPOCH. There are a number of areas where EPOCH as an activity can lead, but where consultation, participation, adoption of common standards and tools, spreading excellence and above all commitment to engage with a common agenda for the ERA, will rely on engagement with a much wider community. It is important to engage as actively as possible with SMEs, user groups and application specialists even where these organisations may not be involved in IST research or development. Finally for Europe to strongly influence take up of common standards, best practices and tools in the rest of world a healthy engagement of organisations elsewhere is also important. A number of the original signatories to the Associate Partner category in the EPOCH proposal were from the wider worldwide community.

It is in order to colonise this space that the EPOCH consortium proposes to introduce concept of the affiliated participant. Similar participant roles have been adopted elsewhere in FP6 where similar conditions exist – most notably by the PROLEARN NoE.

Furthermore, integration and interaction with industrial participants is an increasingly important aspect of the EPOCH network SMEs, in particular, who are specifically being encouraged to become involved in EPOCH related activities through Activity 2.8 and its emphasis on Learning Networks, have found the overhead of the formal processes involved in full partnership participation in an FP6 consortium to be sufficiently onerous as to discourage participation. The affiliated participant status is designed to allow a lower entry point for SMEs to engage with, influence and commit to develop, the values and agenda for the ERA. EPOCH already has a number of full participants from industry, but the affiliated participant route will improve the potential to engage others, particularly through Activity 2.8.

Industrial participants and other organisations active in cultural heritage who are not full partners in the EPOCH consortium will nevertheless draw significant benefits from being Affiliate Participants in EPOCH. The major benefits are:

- Early adopter privileges in terms of research results, best practice guides, open source products etc. (no fee levied but registration necessary)
- Easy access to the large, European- and world wide pool of researchers organised in EPOCH (consortium members and affiliated participants)
- Easy access to the large, European-wide group of other suppliers of services and products to cultural heritage (the group of industry participants) and to end users
- Participation in EPOCH training programmes, workshops and conferences
- Opportunities to contribute to influencing political stakeholders on the topic of technological applications to monuments, sites and museums in Europe.
- Opportunities to contribute to development of the EPOCH Research agenda and to influence and assist in harmonizing European research on technology enhanced access to cultural heritage
- Participation in events of the EPOCH Centres of Expertise and virtual clusters
- Opportunities to nominate Experts for the EPOCH Review College.
- Easy access to services and facilities provided by EPOCH partners and affiliates through the brokerage service.
- Access to all areas of the repositories on the website (unless items are specifically restricted by the “donor” partner).
- Privileged access to most areas of the website.

All organisations listed in Appendix 2 of the JPA18 as potential subcontractors have signed up to the original EPOCH proposal. Some of these organisations have already identified specific EPOCH activities where they are willing to contribute to the work of the NoE. The original EPOCH technical annex makes it clear that researchers from organisations who are not full partners can nevertheless receive certain types of support so long as their participation is sponsored (i.e. supported) by a full partner. The allocation would typically be reported and audited through the sponsoring partner. The support is restricted in that no labour costs can be incurred via this route – an agreed subcontract from a full partner would be required to permit staff from affiliated participants to be funded from EPOCH, through the partner concerned.

As an additional mechanism of integration, EPOCH will use its Review College mechanism as an important feedback and consulting instrument for the network, especially regarding future directions and quality assurance of the NoE’s activities and results.

New Affiliated Participants

EPOCH’s JPA makes it clear that the Network is open to new participants joining as full partners of the consortium and a procedure for this is defined in the Consortium Agreement. New partners are expected to make a full commitment to the work program but this is rarely if ever expected to be accompanied by an allocation of budget. In many cases organisations seeking to join EPOCH would be more appropriately accommodated with the range of benefits listed above for Affiliated Participants.

New participants are expected to be companies, user groups (with a legal identity), academic organisations or research institutions that will provide substantial contributions to any of the goals of the network, aimed at forming, strengthening and extending the European research area. EPOCH will also be open for further

industrial affiliated participants who can provide substantial contributions to the NoE goals. Best-practice cases, interesting applications, brokerage offerings, training courses, deployed applications, lessons learned in the application of technology to cultural heritage, and in participating in the virtual clusters and centre of expertise, etc., are all good examples of the contributions that might be expected from affiliate participants. Industry participants will also support EPOCH in standardisation efforts by providing their knowledge, experience, feedback and insight about standardisation projects and procedures.

In order to be able to accept new Affiliate Participants in the network a clear protocol has to be followed, which describes the information to be provided. The decision to accept the application will be taken by the EPOCH Assembly based on the advice of the recommendation of the Executive Committee by means of an electronic vote amongst consortium partners conducted through the website

The candidate must provide the following information:

- a brief partner profile including contact addresses, etc.
- a brief description of the partners projects and their relevance to the activities of EPOCH and confirming no conflict of interest resulting from those other activities.
- a declaration agreeing to uphold the values of the Network and abide by the Network's policies and procedures
- a brief description of the participating researchers and respective publications/expertise.

The candidate would also be expected to declare the areas of their interest in participating in EPOCH.

The EPOCH network intends to use a layered organisation, with core partners, who are responsible for running the network as Executive Officers, and a Board of Directors to whom they report. The larger set of partners receiving funding from the Network undertake the activities with the assistance (currently) of a number of full partners not receiving budgeted contributions. The Network will now develop a (larger) set of affiliated participants who will not be formally part of the consortium, but will participate in the network activities in support of the EPOCH strategic goals and potentially contribute to work packages as defined in the joint programme of activities, under the oversight of full partners.

Once accepted, the new affiliated participants would have to sign up to an Affiliate's version of the Consortium Agreement.

Researchers from affiliate participants will be eligible for bursaries, scholarships and mobility grants to one of the full partner institutions (administered through the network), in line with the EPOCH JPA. The exact budget for each activity and participant will be decided by the Assembly on the recommendation of the Board of Directors at each revision of the Joint Programme of Activities. Affiliated participants will not have a direct allocation of budget – all budgets will be administered through full partners.

13. Structure and format for documentation, reports and deliverables.

Bi-monthly Management Reports are submitted by each Activity Leader to the Workpackage Leader for adoption by the Executive Committee and monitoring

Management Report for Period	
-------------------------------------	--

Adopted by WP Leader	
Adopted by Executive Committee	

WP1: Workpackage Title

Activity x.x: Activity Title

Partic. id	Contractor (designation, where not partner)	Short name		JPA 18 Effort (Person Months)	JPA 18 Budget (€k)
x					
y					
...					

1 – Deliverables and Milestones

Dx.x.x - Deliverable Title (Deliverable Due Date – Month x)
Dy.y.y - Deliverable Title (Deliverable Due Date – Month y)
...

2 – Progress on activity (including meetings and partner contributions)

3 – Publication Plans

Target publication	Submission date	Status

4 – Issues

Issue description	Action being taken

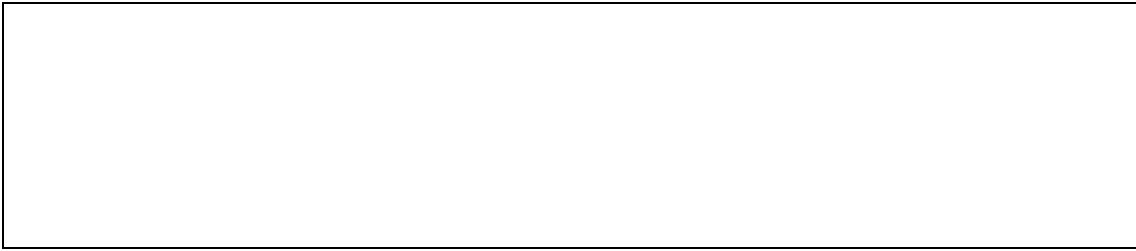
5 – Red Flags

Red Flag description	Recommended Solutions

6 – Deviations from Plan

Deviation description	Rationale

7 – Others



8 – Partner effort (Person Months) and Budget for this period

NB – Only chargeable Person Months are reported here – permanent academic staff from AC Partners are not included in these figures

Pro-rata figures for Effort and Expenditure have been completed – **please change these if not accurate**

Partic. id	Contractor (designation, where not partner)	Effort (Person Months)		Expenditure (€k)	
		This period	To date	This period	To date
x					
y					
...					

Other reports will conform with the ‘Project reporting in FP6 - Guidance notes for Integrated Projects, Networks of Excellence, Specific Targeted Research or Innovation Projects, Coordination Actions, Specific Support Actions, Co-operative Research Projects and Collective Research Projects’ document.

Included here is the template for Project Deliverable covers.



IST-2002- 507382

EPOCH

**Excellence in Processing Open
Cultural Heritage**

Network of Excellence

Information Society Technologies

Deliverable Number: Deliverable Title

Due date of deliverable:

Actual submission date:

Start date of project: 15 March 2004

Duration: 4 Years

Partner responsible for deliverable

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

14. Open systems, common data formats, and use of repositories.

This Policy defines the types of content that may be placed in repositories on the EPOCH website, the obligations placed on the content providers and on those accessing the repositories' content. The procedures describe how to add or access content.

Those submitting data to the EPOCH repository are responsible for ensuring that they have the right to do so.

Those downloading data from the EPOCH repository are responsible for complying with any restrictions relating to the use of that data.

Any protection required eg licence agreement, shall be provided to and considered by the Executive Committee. All licence agreements shall be clearly posted with the data.

Forms of protection shall include:

- None ie Open Access
- Password Protection – a signed licence agreement shall be submitted to the Website Manager who shall release unique identifier to enable access.
- Provision of a link to a third party site

15. Quality assurance for reports, deliverables and periodic reviews.

The policy defines activities for which formal quality assurance processes should be included. The procedures describe how to include these processes in an activity.

A representative sample of deliverables and reports shall be formally reviewed once drafted and fed back into future activities

Review panels shall include an appropriate range of constituencies as defined in the Review College documentation.

16. Privacy and freedom of information.

This policy will draw attention to these complex legal areas. The procedures will advise EPOCH participants on how to determine areas of concern in their operations, in particular who to consult in cases of doubt.

Freedom of information is a right guaranteed by international and national laws across Europe. At a European level, the Amsterdam Treaty guarantees any union citizen the right of access to European Parliament, Council and Commission documents under the article 255 [1]. At country level, details of relevant legislations in the EU member states can be found in [2].

In the UK, the Freedom of Information Act 2000 (FOIA) guarantees people a general right of access to information held by or on behalf of public authorities, including universities, museums and other cultural public organisations. This act, which came into full force on the 1st of January 2005, promotes greater openness and serves the public interest by increasing transparency in how organisations operate and carry out their responsibilities. Details of this legislation in the UK can be found in the Freedom of Information Act 2000 by Controller of HMSO [3].

Under this legislation any citizen can request information, regardless of age, nationality, or location. For this, there is no set format or application form for requests. The enquirer is not obliged to state that rights under FOIA are being invoked or to give any reason for requesting the information. However, s/he is obliged to 1) make the request in writing; 2) state clearly the information required and; 3) give the name of the applicant and an address for correspondence. The public authority should provide advice and assistance, so far as it would be reasonable to expect the authority to do so, to persons who propose to make, or have made, requests for information to it.

The procedure for providing information should be completed not later than the twentieth working day following the date of receipt. This time could be extended in case that the public authority requires clarification or that the information cannot be compiled by the deadline. In case it is appropriate to withhold information, a full written explanation must be sent to the enquirer, together with details of the procedure for requesting an internal review of the decision plus how to appeal to the Office of the Information Commissioner.

The public authority has a right to request a payment fee. For this, the enquirer has to be warned of the cost before information is compiled. The University of Brighton does not charge for a single printed copy of anything included in the University of Brighton Publication Scheme and the minimum charge for 2 – 20 copies is £10.

It is essential that all staff, working for the public authority, be aware that any written request for information is likely to fall under the FOIA, even if the enquirer does not state this. They should also know how to proceed with any such request, including the process to record requests and track their progress toward the deadline.

[1] Europa: The Amsterdam Treaty: a Comprehensive Guide.

<http://europa.eu.int/scadplus/leg/en/lvb/a18000.htm>

[2] Banisar David, Freedom of information and access to government record laws around the world, May 2004, Last Accessed April 2005, http://www.freedominfo.org/survey/global_survey2004.pdf

[3] Controller of HMSO: Freed Freedom of Information Act 2000, 2000 Chapter 32, Prepared 7 December, 2000, Last Accessed April 2005, <http://www.hmso.gov.uk/acts/acts2000/20000036.htm>

17. IPR and copyright.

This policy runs the risk of overlapping with sections of the Core Contract and Consortium Agreement. In this sensitive area it is probably more appropriate to treat this section of the Manual as providing cross-referencing to other documentation, in

order to avoid ambiguities. The procedures would also highlight who to consult in cases of doubt or when requiring advice.

The following sections of the Core Contract and Consortium Agreement deal with IPR and copyright:

Articles 28-37 of the Consortium Agreement

Annex II, General Conditions, Part C: Intellectual Property Rights to the Core Contract

In cases of doubt or when requiring advice, in the first instance Workpackage (Activity) Leaders should be consulted and / or the Coordinator.

18. Equal opportunities, disability and other access issues (e.g. multi-lingualism) in Network activities.

This is another area obvious legal obligations where the manual will continue to refer to documentation elsewhere. However there is also evolving policy about the Network's attitudes to areas of activity where there is no legal obligation. For example, although the Network's official operations language is English, in some circumstances multi-lingual training materials are appropriate. The policy will define expectations on activities to consider these issues. The procedure will describe how to consider the issue and evaluate the need.

According to the Amsterdam treaty, the gender perspective should systematically be taken into account in all Community policies and actions. This involves incorporating equal opportunities for women and men in various areas, such as employment and the labour market, education and training as well as staff policy. This includes equal treatment of individuals, regardless of their religion or belief, disability, age or sexual orientation, as regards access to employment or occupation and membership of certain organisations.

In order to overcome the gender inequity present in both CH and IT sectors, EPOCH envisaged the following positive actions:

- To achieve the target established at European level for the participation of women in the over all composition of the management;
- To provide a selection mechanism ensuring equal opportunity for bursaries;
- To implement a gender- approach to IT training, in order to overcome psychological and cultural stereotypes that prevent women from participating with parity in the world of ICT;
- To monitor every network activity in order to evaluate the compliance with gender mainstreaming, following the recommendations of the "Helsinki Group";
- To emphasize and valorise the role of women in history where it has been conspicuously omitted in traditional approaches, as far as content of applications and case studies is concerned;
- To give a balanced representation of the genders through all dissemination activities

The partners are also strongly supported by equal opportunities policies of individual organisations. These policies have the aim to integrate equality and diversity into all

aspects of the organisations, including: employment, training as well as teaching and learning in case of universities. The plan's monitoring and evaluation process is also overviewed by this policy.

In addition, disability and access issues in the Network activities are concerned with overcoming the inability by users to operate according to guidelines defined by EPOCH, to use the tools EPOCH will integrate, to fully enjoy the results of communication as provided by EPOCH technology or to participate in EPOCH scalable activities. Such inability is, in general, the consequence of poor design, i.e. a design that does not take into account the user's linguistic skills, his or her cultural background, and possible lack of specific physical abilities. This is in accordance to the European Commission recommendation of the "design for all" concept, assistive technologies and e-accessibility standards for people with disabilities, as stated in the equal opportunities plan [4].

In principle, plans concerning EPOCH activities must adopt an approach where these aspects are considered. In some cases, it may however be accepted that prototypes have reduced usability for some categories of users, postponing full usability to the production phase. For example, some software have an interface in English if its potential users are expected to know this language well; or, if its localized version is postponed to a phase following the initial test, and the design easily allows versions in different languages. On the contrary, it is unacceptable that a piece of software has an interface that does not allow for easy language versioning, e.g. if text is hard-coded into it.

One main implementation will concern the EPOCH web site. The most important information about the Network must be presented in the most diffused European languages, with the basic one provided in all. Access for disabled, in particular for the visually impaired, to the web pages must be guaranteed by the achievement of an appropriate level of "A" standards.

EPOCH activity concerning human resources (training, bursaries, mobility, etc) will mainly take place in English not only for practical and economic reasons but also to affirm the existence of an European level – de facto using English as lingua franca – and to overcome provincialism and fragmentation. This in no way means that the Network renounces to national languages whenever their use is opportune, e.g. to contact groups for which English may be a barrier, or more appropriate, for instance out of respect for local costumes and culture.

Any guideline produced within EPOCH activity must have a part considering language access issues, such as multilingualism, conciseness and terseness. It must, for instance, recommend avoiding out-of-context technicalities and jargon or slang expressions, potentially reducing comprehension by foreign language speakers. Whenever the target user is expected to have limited knowledge of English, availability of versions in different languages must be recommended. Taking into account cultural and individual differences also needs to be fostered; in particular avoiding what might be offensive in peculiar contexts. Of course the same requisites apply to the guideline itself.

EPOCH products must allow customization for multilingual interfaces and respect the principles stated above. Conformity to accessibility norms must be guaranteed.

[4] European Commission, Communication from the Commission to the Council, the European Parliament, the European Economic and Social Committee and the Committee of the Regions - Equal opportunities for people with disabilities: A European Action Plan, 2003, Last Accessed April 2005, <http://www.europa.eu.int/scadplus/leg/en/cha/c11414.htm>