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# 1 Introduction

## 1.1 Scope

This document is a Progress Report number 2 prepared for the Project LEAF (Linking and Exploring Authority Files; project number IST-2000-26323). This document was produced under Work Package 1.1 (*Administration Management*) of the current project. This report covers months 4- 6 (June-August 2001) of the project.

The purpose of this document is to provide a report of the activities undertaken in this reporting period. A descriptive form and a spreadsheet with numerical reporting data are provided.

The intended audience of this document is all project personnel.

## 1.2 Reporting Procedures

LEAF partners are requested to submit quarterly reports indicating the number of man-hours that their respective personnel have worked on the project together with a description of the activities undertaken.

In preparing this report, the information provided by partners is analysed and a written description given by Work Package. The numbers of hours are also provided in a spreadsheet form resolved to Work Package and partner granularity.

## 1.3 Partner Acronyms

The following table lists the project partners who are actively involved in the project.

Partner Name	Acronym	Status	Associated To	Country Code
Staatsbibliothek zu Berlin	SBB	Co-ordinating Partner		DE
Joanneum Research	JRS	Full Partner		AT
University of Bergen	UoB	Full Partner		NO
Crossnet Systems Ltd.	CNS	Full Partner		UK
Österreichische Nationalbibliothek	ÖNB	Full Partner		AT
Biblioteca Nacional	BN	Full Partner		PT
Biblioteca de Universidad Complutense de Madrid	UCM	Full Partner		ES
Swiss National Library	SNL	Associated Partner	SBB	CH
National and University Library, Ljubljana, Slovenia	NUK	Full Partner		SI
Institut Mémoire de l'Édition Contemporaine	IMEC	Full Partner		FR
Rijksarkivet	RA	Full Partner		SE
Deutsches Literaturarchiv	DLA	Associated Partner	SBB	DE
British Library	BL	Associated Partner	SBB	UK
Goethe- und Schiller-Archiv	GSA	Associated Partner	SBB	DE
Forschungsstelle und Dokumentationszentrum für	FDÖP	Associated Partner	JRS	AT

Österreichische Philosophie				
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## 2 Summary of Activities in this Reporting Period

The project commenced well in this quarter, despite the usual effects of the summer vacation period getting in the way. The initial deliverables have now all been loaded to the project document store, and partners have submitted their reports for the second project progress report.

Partners with authority data have continued to analyse their data and provided definitions and descriptions, now including corporate body data as well. Uob continues to evaluate and assess this data.

A data providers meeting was held in Berlin, where the Portuguese partner proposed a LEAF system model to the partners. Unfortunately, as JRS were not at this meeting, initial feedback from a technical perspective could not be ascertained, but it could be seen that the model differed somewhat from that in the technical annex.

Where required, partners have provided their user scenario descriptions, and these are now being further analysed. The user scenarios have provided useful input to the design of the user requirements online questionnaire, and this was also completed, translated to several languages and posted on the web site. Several hundred persons were identified for possible candidates for the online survey.

Overall, the project has commenced with a good start, and is on track to meet its expected timescales.

## 3 Details of Activities in this Reporting Period

### 3.1 WP 1 - Management and Administration Management

#### 3.1.1 WP 1 – Events

There was a data providers meeting in Berlin on August 23 – 24.

#### 3.1.2 WP 1 – Activities

##### Task 1.1: Administration Management

BL, BN, GSA, IMEC, ÖNB, SNL and UoB reported undertaking general project administration.

DLA has prepared and contributed to Report 1 and updated its internal accounting tools to support task level reporting. These tools have been made available to the consortium and are in use at several sites.

JRS, SNL undertook various discussions with SBB concerning the CA.

SBB undertook:

- making contacts to new observing partners and administration of all observing partners' needs;
- negotiation of the draft LEAF Consortium Agreement;
- consultations with the project manager regarding basic project procedures;
- internal discussions of the Consortium Agreement including all legal aspects;
- consultations with the project manager regarding the general progress of the project.

##### Task 1.2 Project Management

CNS updated the project guide and the project management plan.

CNS prepared the first project report.

All partners reported submission of their project reporting details.

JRS reported undertaking administration of document store and planning of resources within the LEAF project (technical equipment and personal resources).

NUK reported reading of the Project Guide and the Project Management Plan.

RA reported undertaking of various internal management and contacts with the administrative division of RA.

SBB reported:

- Proof-reading of the Project Guide.;
- Quality assurance and acceptance of the Management Deliverables;
- Quality assurance and acceptance of the first Project Report.

SNL reported various internal organisation management pertaining to the project.

### **Task 1.3: Meetings**

UoB, SBB, BL, FDÖP, IMEC, RA, SNL and DLA reported attendance of the data providers meeting in Berlin (August 23, 24).

SBB undertook the preparation of the Berlin data providers meeting and also the preparation of the minutes of that meeting.

UoB reported on the activities of the developers meeting held in Graz.

### **Task 1.4: Final report**

There was no activity on this task in the reporting period.

## **3.1.3 WP 1 – Output**

Project Guide

Project Management Plan

Project quarterly report.

## **3.2 WP 2 - Dissemination and Concertation**

### **3.2.1 WP 2 – Events**

There were no project events for this WP in the reporting period.

### **3.2.2 WP 2 – Activities**

#### **Task 2.1: Creation and Administration of the Project Website**

SBB provided input to and proof reading of the LEAF Website.

SBB, SNL and IMEC provided input to and proof-reading of the online version of the questionnaire at the LEAF Website.

SBB provided comments to CNS about the questionnaire website after having received feedback during the survey phase.

SNL undertook preparation of information about LEAF on the SNL web site.

#### **Task 2.2 Dissemination of results**

UoB disseminated information about Leaf among co-operational partners in Norway.

UCM provided comments to the prepared "Dissemination and Use Plan".

JRS gave an internal project presentation.

IMEC undertook project dissemination to IMEC's partners.

ÖNB undertook preparation of and gave a LEAF Presentation for AG Normdateien.

RA provided information about LEAF on their home page.

RA provided information about LEAF for:

- the Conference for European archivists at ministries for foreign affairs (7 June, Stockholm);
- a Conference for European audiovisual archivists (8 June, Stockholm);
- preparatory material for the LEAF newsletter

SBB undertook the following:

- Presentation of LEAF at the University of Opole, Poland (06.08.2001);
- Presentation of LEAF at the conference "Digital access to book trade archives" at the Dutch National Library in Den Haag (31.05.-01.06.2001).
- Preparation of an article for the online journal "D-Lib", scheduled to be published by mid-September.

### **3.2.3 WP 2 – Output**

The initial LEAF project web site and various web pages at project partners web sites.

## **3.3 WP 3 - Standards Representation**

### **3.3.1 WP 3 – Events**

There were no project events for this WP in the reporting period.

### **3.3.2 WP 3 – Activities**

#### **Task 3.1: LEAF Maintenance Agency**

There were no activities reported for this task in the reporting period.

#### **Task 3.2: Metadata**

BL undertook various analysis for data provision and planning of the LEAF model.

BN undertook analysis of the local scenarios and metadata descriptions.

ÖNB undertook analysis of their metadata.

FDÖP undertook an analysis and description of their biographical metadata used in the local database and tried to map to local metadata with the metadata used by the other data providers of the LEAF-project.

IMEC undertook an analysis of their existing formats.

JRS participated in various discussions and commented on available information regarding the technical solution discussed in Berlin.

UCM undertook preparation of the UCM metadata profile for personal names and corporate bodies.

SBB undertook:

- Further work on the draft version of an accumulated metadata profile for the description of person names;
- preparation of a draft version of an accumulated metadata profile for the description of corporate bodies.

NUK undertook:

- a survey of draft set of metadata elements and qualifiers;
- creation of a national draft metadata set for authority files- preparation of English version.

### **Task 3.3: Partnerships and Cooperations**

NUK undertook concertation with the national library and archival metadata set for authority files (meetings, surveys of draft sets etc.)

IMEC undertook co-operation with a new observing partner.

UoB undertook co-operation with the standardization body for EAD (ISAAR).

ÖNB held a partnership meeting with the VEKTOR-Project and undertook an analysis of other possible partnerships.

RA held working meetings and correspondence with the EAC group (Encoded Archival Context).

### **3.3.3 WP 3 – Output**

Further drafts of the metadata document were produced.

## **3.4 WP 4 - Data Representation Study**

### **3.4.1 WP 4 – Events**

There were no events relating to this WP in the reporting period.

### **3.4.2 WP 4 – Activities**

DLA undertook an analysis of LEAF metadata drafts (in comparison to local standards), including corporate bodies as well.

GSA prepared their metadata table for corporate bodies.

RA has participated in the development of the EAC DTD and the adoption of it for use in LEAF.

SBB has provided input to the name DTD and provided test data to UoB.

ÖNB has prepared input material for UoB of the metadata formats of their Allegro-HANS persons and corporate bodies data.

UCM has prepared and provided examples of their exported data from their person and corporate body name authority files in both text and MARC formats.

UoB has prepared the provisional report on the recommended name DTD.

UoB has undertaken a mapping between the name DTD and the name metadata set.

IMEC undertook an analysis of various XML formats related to the project.

IMEC has prepared their users' scenario and the definition of a model user scenario.

### **3.4.3 WP 4 – Output**

There was no output from this WP in the reporting period.

## **3.5 WP 5.1 - Model requirements analysis**

### **3.5.1 WP 5.1 – Events**

There were no events for this task in the reporting period.

### **3.5.2 WP 5.1 – Activities**

#### **Task 5.1.1: Analysis of input data**

GSA has prepared their user scenario, and undertaken a check of the other reported user scenarios.

UCM has provided a description of their user scenario.

JRS has held various discussions and commented on available information regarding the technical solution.

FDÖP finalized a description of the typical user scenarios of biographical queries within their database. Their user scenario was then integrated in the user scenario synopsis.

BN provided analysis of the contributions and definition of the LEAF model and users scenarios.

SNL has undertaken provision of metadata for corporate bodies mapping this to the LEAF metadata table.

SNL has studied and discussed the proposed LEAF model and user scenarios.

RA has undertaken an analysis of some of the user scenarios and prepared reports accordingly.

SBB has provided input to the MRAD-1 document.

CNS has prepared the LEAF web based user survey infrastructure.

#### **Task 5.1.2: Definition of User Groups**

ÖNB has undertaken an analysis of the various user scenarios.

SBB has undertaken:

- further work on the draft version of accumulated user scenarios, checking of scenarios submitted by partners;
- discussion and focus of the LEAF model according to partner needs and user group needs;

- analysis of user scenarios at various partners' local systems with a view on integrating functionalities into the LEAF model.

### **Task 5.1.3: User Survey**

BN has undertaken dissemination of the user survey.

DLA checked the draft user questionnaires and suggested some improvements.

ÖNB assisted in the preparation of the user survey, and also undertook testing of the online questionnaire.

ÖNB commenced analysis of the user survey results.

RA undertook a review of the user survey questionnaire.

UCM prepared the Spanish version of the online questionnaire and announced the questionnaire to various professional mailing lists.

SBB undertook:

- cooperation with ÖNB regarding outlay, design and scope of the user survey;
- cooperation with CNS regarding users' difficulties with the user survey;
- processing of initial user feedback.

SNL undertook proof-reading of the user survey.

### **Task 5.1.4: Identification of Services**

No activities were reported for this task.

## **3.5.3 WP 5.1 – Output**

Various draft technical notes were produced, being intended as drafts for deliverables.

The online user survey questionnaire was provided.

## **3.6 WP 5.2 - Focussing the model with authority file data**

### **3.6.1 WP 5.2 – Events**

There were no events relating to this WP in the reporting period.

### **3.6.2 WP 5.2 – Activities**

JRS held internal discussions and provided comments to the proposed LEAF model, based on information provided.

### **3.6.3 WP 5.2 – Output**

There was no output for this WP in the reporting period.

## **3.7 WP 6 - Functional Specifications of the Demonstrator**

### **3.7.1 WP 6 – Events**

There were no events relating to this WP in the reporting period.

### **3.7.2 WP 6 – Activities**

JRS commenced initial activities on this task to gain time to take the actual discussions of data schema and model into account.

### **3.7.3 WP 6 – Output**

There was no output for this WP in the reporting period.

## **3.8 WP 7 - System Development and Preparation of Test Environment**

### **3.8.1 WP 7 – Events**

There were no events relating to this WP in the reporting period.

### **3.8.2 WP 7 – Activities**

There were no activities reported for this WP in the reporting period.

### **3.8.3 WP 7 – Output**

There was no output for this WP in the reporting period.

## **3.9 WP 8 - Test of the Demonstrator**

### **3.9.1 WP 8 – Events**

There were no events relating to this WP in the reporting period.

### **3.9.2 WP 8 – Activities**

There were no activities reported for this WP in the reporting period.

### **3.9.3 WP 8 – Output**

There was no output for this WP in the reporting period.

## **3.10 WP 9 - Model compatibility/ maintenance suite**

### **3.10.1 WP 9 – Events**

There were no events relating to this WP in the reporting period.

### **3.10.2 WP 9 – Activities**

There were no activities reported for this WP in the reporting period.

### **3.10.3 WP 9 – Output**

There was no output for this WP in the reporting period.

## **3.11 WP 10 - Assessment and Evaluation**

### **3.11.1 WP 10 – Events**

There were no events relating to this WP in the reporting period.

### **3.11.2 WP 10 – Activities**

There were no activities reported for this WP in the reporting period.

### **3.11.3 WP 10 – Output**

There was no output for this WP in the reporting period.

## **3.12 WP 11 - Technical Implementation Plan (Exploitation Planning)**

### **3.12.1 WP 11 – Events**

There were no events relating to this WP in the reporting period.

### **3.12.2 WP 11 – Activities**

There were no activities reported for this WP in the reporting period.

### **3.12.3 WP 11 – Output**

There was no output for this WP in the reporting period.

## 4 Project Activities by Recorded Time

This section contains information on budget and reported man hours.

The subsequent tables contain details of the Work Packages listing the budgeted man-hours, used man hours and remaining man hours for each partner.

In addition, there is an overall summary of budgeted, used and remaining WP hours represented in tabular and graphical formats.

Please note that the LEAF project is working at a rate of 17.5 productive person days per month.

Each partners monthly rate is shown.

Work Package / Task	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	SNL	NUK	IMEC	BL	GSA	RA
hours per month	135	135	140	140	131	131	140	123	128	152	131	131	126	140	131
<b>1 Mgmt. &amp; Admin Mgmt.</b>															
Budgeted hours	3638	270	420	280	328	1050	350	306	319	305	328	327	252	280	328
Booked to date	633.0	87.0	118.3	76.0	22.5	138.0	123.0	56.0	65.0	102.0	270.0	227.0	104.0	104.5	152.0
Remaining	3005.3	182.5	301.7	204.0	305.6	912.0	227.0	250.3	254.4	202.5	58.1	100.3	148.0	175.5	176.1
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>2 Dissemination &amp; Concertation</b>															
Budgeted hours	673.8	67.4	140.0	70.0	525.0	656.3	560.0	61.3	766.5	76.1	262.5	392.7	63.0	70.0	65.6
Booked to date	246.0	1.5	63.0	10.0	14.0	117.5	153.0	35.0	4.0	2.5	30.0	54.0	0.0	0.0	40.0
Remaining	427.8	65.9	77.0	60.0	511.0	538.8	407.0	26.3	762.5	73.6	232.5	338.7	63.0	70.0	25.6
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>3 Standards Representation</b>															
Budgeted hours	808.5		140.0		459.4	328.1	630.0	428.8	63.9		65.6	65.5			262.5
Booked to date	379.0		61.3		203.0	0.0	106.0	105.0	16.0		200.0	24.0			104.0
Remaining	429.5		78.7		256.4	328.1	524.0	323.8	47.9		-134.4	41.5			158.5
Overrun	0.0		0.0		0.0	0.0	0.0	0.0	0.0		134.4	0.0			0.0
<b>4 Data Representation Study</b>															
Budgeted hours	539.0	67.4	70.0	70.0	2625.0		280.0	245.0	255.5	76.1	262.5	261.8	63.0	70.0	262.5
Booked to date	70.0	46.5	0.0	0.0	570.0		48.0	0.0	30.0	0.8	0.0	43.0	0.0	8.0	36.0
Remaining	469.0	20.9	70.0	70.0	2055.0		232.0	245.0	225.5	75.4	262.5	218.8	63.0	62.0	226.5
Overrun	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Work Package / Task	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	SNL	NUK	IMEC	BL	GSA	RA
<b>5.1 Model Requirements Analysis</b>															
Budgeted hours	1347.5	67.4	280.0	70.0	262.5	262.5	840.0	490.0	63.9	76.1	262.5	65.5	63.0	70.0	262.5
Booked to date	527.0	89.5	248.0	84.0	0.0	215.5	403.0	287.0	32.0	25.5	0.0	50.0	60.0	11.0	8.0
Remaining	820.5	-22.1	32.0	-14.0	262.5	47.0	437.0	203.0	31.9	50.6	262.5	15.5	3.0	59.0	254.5
Overrun	0.0	22.1	0.0	14.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>5.2 Focus the Model</b>															
Budgeted hours	808.5	67.4	280.0	70.0	65.6	65.6	630.0	980.0	63.9	76.1	393.8	65.5	63.0	70.0	525.0
Booked to date	0.0	0.0	57.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Remaining	808.5	67.4	223.0	70.0	65.6	65.6	630.0	980.0	63.9	76.1	393.8	65.5	63.0	70.0	525.0
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>6 Functional Spec of Demonstrator</b>															
Budgeted hours	134.8		1400.0		131.3	131.3	140.0	122.5	127.8	76.1	131.3	130.9			131.3
Booked to date	0.0		34.3		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			0.0
Remaining	134.8		1365.8		131.3	131.3	140.0	122.5	127.8	76.1	131.3	130.9			131.3
Overrun	0.0		0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			0.0
<b>7 System Development</b>															
Budgeted hours	539.0	336.9	4060.0	350.0	1443.8	393.8	980.0	306.3	319.4		459.4	327.3	315.0	350.0	459.4
Booked to date	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
Remaining	539.0	336.9	4060.0	350.0	1443.8	393.8	980.0	306.3	319.4		459.4	327.3	315.0	350.0	459.4
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0

Work Package / Task	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	SNL	NUK	IMEC	BL	GSA	RA
<b>8 Test of the Demonstrator</b>															
Budgeted hours	269.5	134.8	420.0	140.0			630.0	245.0	255.5		787.5	261.8	126.0	140.0	328.1
Booked to date	0.0	0.0	0.0	0.0			0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
Remaining	269.5	134.8	420.0	140.0			630.0	245.0	255.5		787.5	261.8	126.0	140.0	328.1
Overrun	0.0	0.0	0.0	0.0			0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
<b>9 Maintenance Suite</b>															
Budgeted hours	202.1	202.1	280.0	210.0	196.9	1312.5	210.0	183.8	191.6	228.4	196.9	196.4	189.0	210.0	196.9
Booked to date	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Remaining	202.1	202.1	280.0	210.0	196.9	1312.5	210.0	183.8	191.6	228.4	196.9	196.4	189.0	210.0	196.9
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>10 Assessment and Evaluation</b>															
Budgeted hours	539.0	269.5	140.0	280.0	262.5		420.0	245.0	255.5	532.9	262.5	261.8	126.0	280.0	262.5
Booked to date	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Remaining	539.0	269.5	140.0	280.0	262.5		420.0	245.0	255.5	532.9	262.5	261.8	126.0	280.0	262.5
Overrun	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>11 Exploitation Planning</b>															
Budgeted hours	269.5	67.4	70.0	70.0	65.6	262.5	280.0	61.3	63.9	76.1	65.6	65.5	63.0	70.0	262.5
Booked to date	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Remaining	269.5	67.4	70.0	70.0	65.6	262.5	280.0	61.3	63.9	76.1	65.6	65.5	63.0	70.0	262.5
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Totals by Work Package

	<b>Budget Totals</b>	<b>Used</b>	<b>Percentage Used</b>
<b>1 Mgmt. &amp; Admin Mgmt.</b>	8781.5	2278.3	25.9
<b>2 Dissemination &amp; Concertation</b>	4450.1	450.0	10.1
<b>3 Standards Representation</b>	3252.2	758.0	23.3
<b>4 Data Representation Study</b>	5147.8	735.8	14.3
<b>5.1 Model Requirements Analysis</b>	4483.3	1092.0	24.4
<b>5.2 Focus the Model</b>	4224.3	0.0	0.0
<b>6 Functional Spec of Demonstrator</b>	2657.0	0.0	0.0
<b>7 System Development</b>	10640.0	0.0	0.0
<b>8 Test of the Demonstrator</b>	3738.2	0.0	0.0
<b>9 Maintenance Suite</b>	4206.5	0.0	0.0
<b>10 Assessment and Evaluation</b>	4137.2	0.0	0.0
<b>11 Exploitation Planning</b>	1812.8	0.0	0.0
<b>Totals:</b>	<b>57530.9</b>	<b>5314.0</b>	<b>9.2</b>

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<b>Totals by Partner</b>		
<b>Partner</b>	<b>Total Budget (hours)</b>	<b>Budget Used to Date (hours)</b>
SBB	9769	1855
DLA	1550	225
JRS	7700	582
FDÖP	1610	170
UoB	6366	810
CNS	4463	471
ÖNB	5950	833
BN	3675	483
UCM	2747	147
SNL	1523	131
NUK	3478	500
IMEC	2422	398
BL	1323	164
GSA	1610	124
RA	3347	340

