



LEAF - Linking and Exploring Authority Files

IST-2000-26323

Project Report

DATE 11.03.2003
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WORK PACKAGE WP 1, Task 1.1
KEYWORDS Project Report - Number 7
DELIVERABLE NUMBER D 1.1-REP-7

DOCUMENT HISTORY

Version	Date	Comments	Status	Distribution
0.1	21.03.2003	Seventh report	Available	All Project Personnel

Table of Contents

TABLE OF CONTENTS	2
1 INTRODUCTION.....	4
1.1 REPORTING PROCEDURES	4
1.2 PARTNER ACRONYMS.....	4
2 SUMMARY OF ACTIVITIES IN THIS REPORTING PERIOD	5
3 DETAILS OF ACTIVITIES IN THIS REPORTING PERIOD	6
3.1 WP 1 - MANAGEMENT AND ADMINISTRATION MANAGEMENT	6
3.1.1 WP 1 – Events	6
3.1.2 WP 1 – Activities	6
3.1.3 WP 1 – Output.....	7
3.2 WP 2 - DISSEMINATION AND CONCERTATION.....	7
3.2.1 WP 2 – Events	7
3.2.2 WP 2 – Activities	7
3.2.3 WP 2 – Output.....	8
3.3 WP 3 - STANDARDS REPRESENTATION.....	8
3.3.1 WP 3 – Events	8
3.3.2 WP 3 – Activities	8
3.3.3 WP 3 – Output.....	8
3.4 WP 4 - DATA REPRESENTATION STUDY.....	8
3.4.1 WP 4 – Events	8
3.4.2 WP 4 – Activities	9
3.4.3 WP 4 – Output.....	9
3.5 WP 5.1 - MODEL REQUIREMENTS ANALYSIS	9
3.5.1 WP 5.1 – Events	9
3.5.2 WP 5.1 – Activities.....	9
3.5.3 WP 5.1 – Output.....	9
3.6 WP 5.2 - FOCUSING THE MODEL WITH AUTHORITY FILE DATA.....	9
3.6.1 WP 5.2 – Events	9
3.6.2 WP 5.2 – Activities.....	10
3.6.3 WP 5.2 – Output.....	10
3.7 WP 6 - FUNCTIONAL SPECIFICATIONS OF THE DEMONSTRATOR	11
3.7.1 WP 6 – Events	11
3.7.2 WP 6 – Activities	11
3.7.3 WP 6 – Output.....	11
3.8 WP 7 - SYSTEM DEVELOPMENT AND PREPARATION OF TEST ENVIRONMENT	11
3.8.1 WP 7 – Events	11
3.8.2 WP 7 – Activities	11
3.8.3 WP 7 – Output.....	12
3.9 WP 8 - TEST OF THE DEMONSTRATOR	12
3.9.1 WP 8 – Events	12
3.9.2 WP 8 – Activities	12
3.9.3 WP 8 – Output.....	12
3.10 WP 9 - MODEL COMPATIBILITY/ MAINTENANCE SUITE.....	12
3.10.1 WP 9 – Events	12
3.10.2 WP 9 – Activities	12
3.10.3 WP 9 – Output.....	12
3.11 WP 10 - ASSESSMENT AND EVALUATION.....	12
3.11.1 WP 10 – Events	12
3.11.2 WP 10 – Activities	12
3.11.3 WP 10 – Output.....	12

3.12 WP 11 - TECHNICAL IMPLEMENTATION PLAN (EXPLOITATION PLANNING).....13
3.12.1 WP 11 – Events13
3.12.2 WP 11 – Activities13
3.12.3 WP 11 – Output.....13
4 PROJECT ACTIVITIES BY RECORDED TIME.....14

1 Introduction

This document is a Progress Report (number 7) prepared for the Project LEAF (Linking and Exploring Authority Files; project number IST-2000-26323). This document has been produced under Work Package 1.1 (*Administration Management*) of the project. This report covers months 19 - 21 (September 2002 - November 2002) 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.

1.1 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.

1.2 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 Österreichische Philosophie	FDÖP	Associated Partner	JRS	AT

2 Summary of Activities in this Reporting Period

This report covers the third quarter of the second year of the project, where the software design and development has more formally commenced. The project team have continued to consolidate the design and requirements, and some software components are being coded to gauge performance and suitability – particularly those elements where some potential design risk applies.

Feedback from the Berlin meeting is being applied to the design, and the screen prototype designs are continued for use as input to the system development. This includes the annotation system, user workflow (ie, some simplification of numbers of screens), the integration into Malvine etc. Partners are continuing to assess their own systems for data supply and conversion. The user presentation of authority file names is now being addressed in the Data Representation Study, whereby the XSLT technology is being used to present the EAC format to a human readable form. This technology is being considered for incorporation into the LEAF system, where it is versatile and flexible enough to be adapted and revised as necessary in terms of cosmetic display.

CNS is now commencing their model and compatibility/maintenance suite work in WP9, and preparing for integration of the system with JRS, identifying suitable technologies for this. The look and feel for this is being made analogous to the LEAF web site.

Partners continue to undertake dissemination and concertation activities, where several international events were attended by different partners.

This report reflects changes to the budget as per discussions between partners and coordinated between SBB and the Commission. The transfers were within the 20% limit imposed by the Commission and therefore did not need a formal contractual change. The actual change was endorsed by the Commission at a date after the project period covered by this report, but it is important to reflect it as soon as possible in the reporting activities, especially as the next report (report 8) is produced in accordance with a cost claim. In fact, cost claim 3 was submitted during the period of report 7, and at the time of writing, has been approved by the Commission. Analysis of the recorded time shows several deviations from the anticipated budget. The deviations are not exposed when viewed on the graph in section 4 of this report because it shows averages per Work Package. The overruns are however shown in red on the tables in section 4, and are more carefully explained below.

- The overruns in WP1 are not uncommon in projects of this nature, and we anticipate that the rate of usage will decline towards the end of the project where partners are more proficient in the administrative activities.
- The main overrun in WP2 is from SBB, where the view is taken that dissemination is absolutely crucial to the sustained success and operations of the LEAF system, and the overrun does not impact on the SBB overall budget.
- The overrun in WP3 is only by NUK, who have found it necessary to address a steep learning curve in the relevant standards to this project and the impact to their participation and contribution. NUK are also well within their overall budget.
- There are several overruns in WP 5.1 where the discussions and work earlier in the project has been at a far higher rate than originally envisaged. All partners recognise that the degree of complexity of the project was far higher than originally anticipated but that it was critical to get this correct. The overrun is not likely to further increase as the work on this WP is completed. There are few overruns also on WP 5.2 – this is likely to increase in the next report (report 8), but at the time of writing these deliverables are more or less completed and so further overrun is not expected when report 9 is produced.

In summary, this was still a very busy period for the project which continues to progress very well.

3 Details of Activities in this Reporting Period

3.1 WP 1 - Management and Administration Management

3.1.1 WP 1 – Events

There were no meetings held for this reporting period.

3.1.2 WP 1 – Activities

Task 1.1: Administration Management

All partners reported general administration, local management and submission of information for their reports. Several partners reported preparation work on cost claim 3.

CNS made some minor updates to the project management documents and reported QA of some of the project deliverables. CNS prepared draft and final versions of project progress reports. CNS continued discussions with the project coordinator regarding the budget transfers.

SBB reported:

- consultations with the project manager regarding the general progress of the project;
- administration of all observing partners' needs and of the observers' section of the document store; and,
- preparation and quality assurance of Progress Report 3.

Task 1.2 Project Management

CNS, FDÖP, JRS and SBB reported project management and planning activities.

CNS produced a preparatory draft of the sixth project report and contacted several partners who were very late in submitting their reports.

JRS reported internal resource and task planning.

SBB reported:

- coordination of the third cost claims;
- preparation of the third SBB cost claim;
- communication with project partners and the European Commission concerning clarifications of the third cost claims;
- quality check of Project Report 6; and,
- finalization of a project budget transfer.

Task 1.3: Meetings

CNS and UoB reported reading of and giving comments to the minutes of the plenary meeting.

SBB reported preparation of the minutes of the Berlin technical meeting, 29-30 August 2002.

Task 1.4: Final report

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

3.1.3 WP 1 – Output

Draft of progress report 6.

Project report No. 3.

3.2 WP 2 - Dissemination and Concertation

3.2.1 WP 2 – Events

There were no project events for this reporting period.

3.2.2 WP 2 – Activities

Task 2.1: Creation and Administration of the Project Web site

CNS reported continuing the supervision of the project web site and made various corrections to the multilingual pages.

IMEC and SNL reported comments and corrections to the French version of the website.

SBB reported:

- additional input to and proof reading of the LEAF Website; and,
- minor updates of the project website.

Task 2.2 Dissemination of results

BN reported local dissemination of LEAF through participation in the ECPA workshop and preparation of the OAF workshop.

IMEC reported dissemination of the project to IMEC's partners.

ÖNB reported preparation and submission of a LEAF-presentation for Österreichischer Bibliothekartag Klagenfurt.

RA reported giving presentations about LEAF at the "Conference of the International Association of Labour History Institutions, IALHI", Stockholm, on 6. Sept. and also at the "European Expert Seminar on Methods of digital archival description and access", on 21-22 November at Copenhagen.

SNL provided information about LEAF to the Swiss national Funding body.

UoB undertook explanations about the LEAF project goals and principles to interested UoB researchers.

SBB reported :

- discussion about LEAF at the Sun Summit, 24-25 September 2002, Frankfurt/Main, Germany;

- discussions with OAF representatives re. participation at the Lisbon workshop, 6-7.12.2002;
- discussions of OAI related aspects relevant for LEAF with members of the OA-Forum;
- organization of a joint tutorial (with the TEL project) at the OAF Workshop in Lisbon; and,
- preparation of a presentation for the OAF Workshop in Lisbon.

3.2.3 WP 2 – Output

Revised pages for the LEAF web site and various presentations.

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

CNS undertook some analysis of the Z39.50 "Next Generation" activities and the SRW/SRU (search and retrieve over web, search and retrieve URL) initiatives and their suitability for LEAF.

Task 3.2: Meta-data

ÖNB reported attending the OAIS workshop at Copenhagen.

Task 3.3: Partnerships and Co-operations

BN reported work on partnerships and co-operations in conjunction with work on WP 5.2.

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

SBB reported:

- discussions with the observing partner INTERPARTY re. future cooperation; preparation of and participation at the INTERPARTY-Workshop (30.9.-1.10.2002);
- preparation of and attendance at a meeting with observing partner NRA (28.9.2002) about the implications of NRA's organizational re-structuring and its impact on cooperation and discussion of details of the provision of NRA-data to LEAF; and,
- summarizing the workshop results for project participants.

3.3.3 WP 3 – Output

Various presentations.

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

IMEC reported undertaking an analysis of local formats and their suitability to the LEAF format. IMEC also reported the preparation of local formats and their suitability to the LEAF format.

RA reported documentation about EAC, development of the EAC export function, and preparations for the EAC export from RA database.

UoB reported work on the report of the LEAF encoding practice.

ÖNB reported preparation of input data for EAC conversion.

3.4.3 WP 4 – Output

Preparatory documentation about EAC.

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

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

Task 5.1.2: Definition of User Groups

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

Task 5.1.3: User Survey

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

Task 5.1.4: Identification of Services

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

3.5.3 WP 5.1 – Output

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

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

Task 5.2.1: Status Quo Analysis

BN reported assessing the state of the art in related initiatives (work done in coordination with Task 3.3).

CNS, FDÖP and ÖNB reported reading various draft documentation of this WP (MARD-1, MARD-2).

SBB reported :

- organization (time planning, scope etc.) of the MARD documentation;
- discussion of various aspects of the LEAF model and architecture; and,
- commenting on the first draft version of MARD-1.

Task 5.2.2: Identification of Partnerships

BN reported identification of partnerships (work done in coordination with Task 3.3).

ÖNB reported preparation of MARD-2, attending the ECDL conference, Rome and contacting relevant initiatives and institutions. ÖNB reported attending the InterParty workshop, London.

CNS reported reading drafts of the MARD-2 documentation.

SBB reported commenting of the first version of the MARD-2 document

Task 5.2.3: Analysis of Practice

RA reported undertaking an analysis of their practice.

ÖNB reported checking MARD-3 and undertaking an analysis of name authorities workflow and dataflow in ÖBV.

CNS and GSA reported reading of draft MARD-3 documentation.

IMEC reported undertaking an analysis of the adaptation of French authority files.

SBB reported :

- proof-reading of and commenting on MARD-3;
- study of MARD-3 and submission of suggestion for corrections; and,
- further commenting of the final version of MARD-3.

Task 5.2.4: Identification of System Requirements

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

3.6.3 WP 5.2 – Output

Various drafts of MARD documentation.

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

CNS reported preparing the functional specifications of where the LEAF system interfaces to the maintenance suite, including database schema design.

IMEC undertook an analysis of interfaces used in the project.

JRS reported providing an update of the ADD, ICD and cross-reference matrix documentation.

SBB reported discussions concerning organizational aspects of WP 6 (i.e. time planning and scoping).

3.7.3 WP 6 – Output

Additional draft documentation for ADD.

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

Task 7.1: System Development

CNS reported preparation and selection of suitable hardware and software technologies for the development and operations of the maintenance suite.

NUK reported preparing their database ensuring compatibility regarding the whole system .

FDÖP reported preparation of the KALLIAS -Web-OPAC to be integrated into the LEAF system and make it accessible to the public internet in October 2002. Notification of this in English was sent to several mailing lists and journals.

JRS reported implementation of parts of the LEAF system web user interface with chosen publishing/workflow framework and an update of the database structure.

UoB reported work on conversion tools and a style-sheet for presentation of authority information.

SBB reported organisation work concerning this WP.

Task 7.2: Preparation of Test Environment

FDÖP reported continuation of preparation-work on a sample of their test-data for the test environment.

ÖNB reported preparing input for the WG demonstrator prototype.

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

CNS reported commencement of the design and development of the model compatibility suite , including the design document, sample screens, and the user workflow process.

NUK reported preparation of the NUK database for maintenance.

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.

LEAF - Linking and Exploring Authority Files

IST-2000-26323

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
1 Mgmt. & Admin Mgmt.															
Budgeted hours	3167	270	420	280	328	2363	350	306	319	305	328	327	252	280	328
Booked to date	2715.0	104.0	223.3	183.0	372.0	805.0	262.0	129.5	315.0	183.5	330.0	337.0	264.0	191.0	259.0
Remaining	451.6	165.5	196.7	97.0	-43.9	1557.5	88.0	176.8	4.4	121.0	-1.9	-9.8	-12.0	89.0	69.1
Overrun	0.0	0.0	0.0	0.0	43.9	0.0	0.0	0.0	0.0	0.0	1.9	9.8	12.0	0.0	0.0
2 Dissemination & Concertation															
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	1152.0	10.0	74.0	30.0	43.5	520.5	359.0	76.5	219.0	9.0	130.0	300.0	12.0	2.0	88.0
Remaining	-478.3	57.4	66.0	40.0	481.5	135.8	201.0	-15.3	547.5	67.1	132.5	92.7	51.0	68.0	-22.4
Overrun	478.3	0.0	0.0	0.0	0.0	0.0	0.0	15.3	0.0	0.0	0.0	0.0	0.0	0.0	22.4
3 Standards Representation															
Budgeted hours	673.8		140.0		459.4	328.1	630.0	428.8	63.9		65.6	65.5			262.5
Booked to date	589.0		65.3		259.0	12.0	456.0	329.0	26.0		200.0	59.0			128.0
Remaining	84.8		74.7		200.4	316.1	174.0	99.8	37.9		-134.4	6.5			134.5
Overrun	0.0		0.0		0.0	0.0	0.0	0.0	0.0		134.4	0.0			0.0
4 Data Representation Study															
Budgeted hours	269.5	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	66.5	0.0	35.0	1155.5		184.0	0.0	60.0	1.8	130.0	222.0	0.0	10.0	100.0
Remaining	199.5	0.9	70.0	35.0	1469.5		96.0	245.0	195.5	74.4	132.5	39.8	63.0	60.0	162.5
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
5.1 Model Requirements Analysis															
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	1742.0	135.0	453.5	124.0	12.0	413.0	1049.0	830.0	88.0	51.0	262.0	50.0	80.0	26.0	27.0
Remaining	-394.5	-67.6	-173.5	-54.0	250.5	-150.5	-209.0	-340.0	-24.1	25.1	0.5	15.5	-17.0	44.0	235.5
Overrun	394.5	67.6	173.5	54.0	0.0	150.5	209.0	340.0	24.1	0.0	0.0	0.0	17.0	0.0	0.0
5.2 Focus the Model															
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	320.0	105.5	163.5	61.0	20.0	173.0	625.0	610.0	112.0	13.5	393.0	59.0	0.0	14.0	202.0
Remaining	488.5	-38.1	116.5	9.0	45.6	-107.4	5.0	370.0	-48.1	62.6	0.8	6.5	63.0	56.0	323.0
Overrun	0.0	38.1	0.0	0.0	0.0	107.4	0.0	0.0	48.1	0.0	0.0	0.0	0.0	0.0	0.0
6 Functional Spec of Demonstrator															
Budgeted hours	134.8		1596.0		131.3	131.3	140.0	122.5	127.8	76.1	131.3	130.9			131.3
Booked to date	131.0		1149.3		85.5	80.0	0.0	126.0	0.0	2.5	130.0	129.0			0.0
Remaining	3.8		446.8		45.8	51.3	140.0	-3.5	127.8	73.6	1.3	1.9			131.3
Overrun	0.0		0.0		0.0	0.0	0.0	3.5	0.0	0.0	0.0	0.0			0.0
7 System Development															
Budgeted hours	539.0	336.9	4522.0	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	14.0	93.5	517.0	30.0	470.0	82.0	166.0	0.0	0.0		458.5	0.0	0.0	0.0	0.0
Remaining	525.0	243.4	4005.0	320.0	973.8	311.8	814.0	306.3	319.4		0.9	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	FDOP	UoB	CNS	ONB	BN	UCM	SNL	NUK	IMEC	BL	GSA	RA
8 Test of the Demonstrator															
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
9 Maintenance Suite															
Budgeted hours	202.1	202.1	280.0	210.0	196.9	1410.9	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	507.0	0.0	0.0	0.0	0.0	196.5	0.0	0.0	0.0	0.0
Remaining	202.1	202.1	280.0	210.0	196.9	903.9	210.0	183.8	191.6	228.4	0.4	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
10 Assessment and Evaluation															
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
11 Exploitation Planning															
Budgeted hours	269.5	67.4	70.0	70.0	65.6	393.8	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	393.8	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**

	Budget	Used	Percentage Used
	Totals		
1 Mgmt. & Admin Mgmt.	9622.4	6673.3	69.4
2 Dissemination & Concertation	4450.1	1759.5	39.5
3 Standards Representation	3117.5	1469.0	47.1
4 Data Representation Study	4878.3	1863.3	38.2
5.1 Model Requirements Analysis	4483.3	2888.0	64.4
5.2 Focus the Model	4224.3	2221.5	52.6
6 Functional Spec of Demonstrator	2853.0	553.0	19.4
7 System Development	11102.0	1176.5	10.6
8 Test of the Demonstrator	3738.2	0.0	0.0
9 Maintenance Suite	4304.9	703.5	16.3
10 Assessment and Evaluation	4137.2	0.0	0.0
11 Exploitation Planning	1944.1	0.0	0.0
Totals:	58855.2	19307.5	32.8

Totals by Partner

Partner	Total Budget (hours)	Budget Used to Date (hours)
SBB	8894	6733
DLA	1550	515
JRS	8358	2646
FDÖP	1610	463
UoB	6366	2418
CNS	6005	2593
ÖNB	5950	3101
BN	3675	2101
UCM	2747	820
SNL	1523	261
NUK	3478	2230
IMEC	2422	1156
BL	1323	356
GSA	1610	243
RA	3347	804

