

Contract between Wikimedia Italia and Wikimedia Sverige for the project Connected Open Heritage

§ 1 Contracting entities and signatories

- Wikimedia Italia, fiscal code: 94039910156, Vat number 05599740965, Address: via Bergamo, 18, 20900 Monza, Italia. Authorised signatory: Lorenzo Losa
- Wikimedia Sverige, organisational number 802437-8310, address: Hantverkargatan 21, 112 21 Stockholm, Sweden. Authorised signatory: Anna Troberg

§ 2 The extent of the collaboration and the relationship between the contracting parties

Between Wikimedia Italia and Wikimedia Sverige an agreement has been reached regarding the implementation of a collaboration with regards to the project Connected Open Heritage, hereafter called the Project, in according with *Appendix 1: Project Description – Connected Open Heritage*. The goal of the project is to create and preserve knowledge about, and increase the awareness and willingness to preserve, the global cultural heritage – through freely licensed digital information.

Wikimedia Sverige is the project owner and contact with the funding body, PostkodLotteriets Kulturstiftelse (the Culture Foundation of the Swedish Postcode Lottery), hereafter called the Funding Body. Wikimedia Italia is a collaboration partner and receives their project related funding through Wikimedia Sverige.

§ 3 Wikimedia Sverige's commitment and responsibility

Wikimedia Sverige commits to financing Wikimedia Italia's part of the implementation of the Project to a maximum total of 100,000 SEK, in accordance with *Appendix 2: Financing Plan*.

§ 4 Wikimedia Italia's commitment and responsibility

Wikimedia Italia commits to undertaking the following, within the Project:

- Preparation and support for the mass upload of the images from Palmyra from the archaeological group of Rome (which include working with the metadata, translations, categorization etc.).
- Organizing a photo exhibition with the theme of cultural heritage that is in danger and how digital preservation can help (with identifying images, writing the texts, creating a brochure, finding venues for the exhibition etc.). The exhibition will be shown in at

least three countries, including Sweden and Italy. In addition there will be an online version of the exhibition.

- Any other unforeseen tasks in the context of Wikimedia Italia's areas of responsibility within the Project which may arise and require action for the Project to reach its overarching goal and purpose, within the limits of the assigned budget.

§ 5 Handling the transfer of funds

Wikimedia Sverige transfers funds to Wikimedia Italia at each payment date as specified in *Appendix 3: Payment Plan*. The by Wikimedia Sweden transferred funds shall be deposited to "Wikimedia Italia - Associazione per la diffusione della conoscenza libera"'s account IT 25 G 02008 61800 000100330777

§ 6 Reporting

Wikimedia Italia shall report on the progress of the Project in accordance with the following:

1. Monthly reports to Wikimedia Sverige in accordance with *Appendix 4: Internal Project Reports*.
2. Short bi-weekly meetings via telephone, video conference or in person with Wikimedia Sverige for coordination. The weekly meeting can be cancelled due to special circumstances (e.g. longer travels, holidays etc.).
3. Support Wikimedia Sverige with the reporting to the Funding Body, consisting of two Interim Reports and one Final Report. The Interim Reports shall be written in a narrative form and include detailed information about the progress of the activities included in the Project Plan including, but not limited to, the achieved results to date, any deviations, a forecast for the period until the next Interim Report or the Final Report as shown below. The Interim Reports shall be submitted in the format described in *Appendix 6: Template for Interim Report* and be made available to Wikimedia Sweden in time for their report to the Funding Body in accordance with the following:
 - Interim Report 1: before 2016-06-10.
 - Interim Report 2: before 2016-12-09.
 - Final Report: before 2017-09-15.

§ 7 Ownership of the results

Results produced as part of the project are owned by Wikimedia Sverige and will by Wikimedia Sverige be licensed in accordance with *Appendix 5: Creative Commons -*

Attribution - ShareAlike 4.0 (CC BY-SA 4.0) which gives Wikimedia Italia rights of use of the results on the same terms as any other party.

§ 8 Changes

Changes to this contract can only be done in writing and by agreement by both parties.

§ 9 Contact details

<ul style="list-style-type: none">• Wikimedia Italia• Paolo Brambilla• Project Manager• paolo.brambilla@wikimedia.it• +39 0395962256• Via Bergamo 18, 20900 Monza	<ul style="list-style-type: none">• Wikimedia Sverige• John Andersson• Project Manager• john.andersson@wikimedia.se• +4673-3965189• Hantverkargatan 21• 112 21 STOCKHOLM
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§ 10 Term and termination

This contract is valid from the date of signing until the parties have fulfilled their commitments, but not later than 2017-09-30.

Notice of termination can be given by either Wikimedia Sverige or Wikimedia Italia, if there are substantial grounds to believe that the project can not be completed within 2 months of the anticipated end date set out in *Appendix 1: Project Description – Connected Open Heritage*, if the Project hasn't started within 1 month from the signing of the contract or upon breach of contract. If notice is given by Wikimedia Sverige, Wikimedia Italia must promptly ensure that ongoing project activities resulting in costs for the Project are terminated and that no new activities are begun.

Wikimedia Italia shall within one month of the date of termination report to Wikimedia Sweden the incurred costs for the Project, including those resulting from commitments set out before the termination date.

The Parties shall, within two months of the termination of the contract, have regulated their financial dealings.

§ 11 Disputes

Disputes are settled in Swedish court.

Signatories

Wikimedia Italia

Wikimedia Sverige

Lorenzo Losa,
Presidente

Anna Troberg,
Verksamhetschef

Place and date

Place and date

Appendices

- Appendix 1: [Project Description – Connected Open Heritage](#)
- Appendix 2: Financing Plan
- Appendix 3: Payment Plan
- Appendix 4: [Internal Project Reports](#)
- Appendix 5: [Creative Commons - Attribution-ShareAlike 4.0 \(CC-BY-SA 4.0\)](#)
- Appendix 6: Template for Interim Report

Appendix 2: Financing Plan

Wikimedia Italia's total budget in the Project amounts to 100,000 SEK, distributed as follows:

- Work time for Wikimedia Italia to use in accordance with this contract: 100,000 SEK at 234.47 SEK/hour (25 euro at an exchange rate of 9.3787 SEK on February 25, 2016).

Appendix 3: Payment Plan

The payment for work done is made at three occasions:

2016-04-01 - Payment 1 of 40,000 SEK

2016-10-01 - Payment 2 of 40,000 SEK

2017-06-30 - Payment 3 of 20,000 SEK

Appendix 6: Template for Interim Report

Keep in mind:

- The statements in the interim report should be easily to relate to the original project plan and budget.
- In the interim report you shall describe any problems you encountered and any deviations in relation to the activities and budget specified in the original project plan. Give a brief forecast for the remaining project period, both in the descriptive and the financial part of the report.
- The complete interim report must be submitted by letter or email to the project manager.

1. General Information

Project title and project number

Organization

Reporting period

1. Project implementation

2.1. Activities

Focus on the most important activities during the current project period and attach a list of all activities implemented so far.

Progress

What has been done so far in the project? Focus on the activities that have been most successful and describe why these have been important.

Deviations

Are there any activities you have not able to complete as you intended, and if so, why? Explain problems, delays and changes (for major changes see 2.5.). Have the project been affected by any external circumstances that has been difficult to govern? If so, how have/will these be handled?

2.2. Results and indicators

What practical results or milestones have you achieved so far? Have you been able to measure them? To what extent do you have reached the target groups for the project so far? How has the primary targets groups, as well as media, politicians, financiers and/or other relevant groups responded to the project?

2.3. Project objective(s)

Do you think that the project will achieve the set up goal(s)? Are you following the project plan?

2.4. Capacity and collaborations

Internally

How does the project management and the internal anchoring of the project? Have you had to boost up or reorganize?

Externally

How has the collaboration with various partners worked? Have new partnerships started or previous ended?

2.5. Deviations

Have you made any major changes to the project plan during this reporting period? Have these been reported to the Culture Foundation and approved? Do you see the need for major change(s) in the project plan, looking ahead?

3. Budget and financial report

The project has received some following amount for this reporting period (since the project started, alternatively since the last interim report).

Have any changes been made to the budget? If so, what was the reason? Do you find the budget realistic?

Attach financial report with expenses in relation to the budget until now in an annex in the format set out below

Records and activities	Budget (for the entire project)	Revenues	Expenses (in total for the entire period)	Remaining budget

4. Prognosis

Give a brief forecast of the remaining project period, both in terms of project implementation (activities) and budget.

Place and date.....

Signature by authorized signatory.....

Clarification of signature.....

Please send the documents to:

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Wikimedia Sverige
Hantverkargatan 21
112 21 Stockholm

E-mail: john.andersson@wikimedia.se