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Author(s)	<i>Reinhard Schäler, Joanne Cheung</i>
EC Project Officer	<i>Erwin Valentini</i>
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Abstract (for dissemination)	Information on project, procedures and contacts

Executive Summary

The Project Manual provides basic information on the ELECT project. This document contains the following information about the ELECT project:

- an overview of the aims and objectives of the projects as well as its structure.
- the roles and responsibilities of its stakeholders.
- contact information for the project partners.

This document will be updated as the ELECT project progresses. This is the second version of the Project Manual.

Content

EXECUTIVE SUMMARY	2
EU DETAILS.....	4
DURATION	4
OBJECTIVE.....	4
DELIVERABLES / WORK PACKAGES	5
STRANDS.....	5
<i>Central strands</i>	5
<i>Supporting strands</i>	5
WORK PACKAGES.....	5
<i>WP0: Management</i>	5
<i>WP1 Events: Spreading expertise and best practice</i>	5
<i>WP2 Access to know-how & tech (LOTS)</i>	5
<i>WP3 Enhancing visibility and recognition: Awards</i>	5
<i>WP4 Dissemination</i>	6
PROCEDURES	7
COORDINATION	7
QUALITY ASSURANCE	7
PROJECT TEAM	8
FUNDING AGENCY	8
CONSORTIUM.....	8
ROLES & RESPONSIBILITIES	9

EU Details

EU Reference: EDC-52005 ELECT/27644

ELECT – The European Localisation Exchange Centre

Project Officer (last name in list is current)

- (1) Maha Tissot
- (2) Brian Macklin
- (3) Erwin Valentini

Duration

Duration: 2 years
 Start: Feb 01st, 2002
 End: Jan 31st, 2004

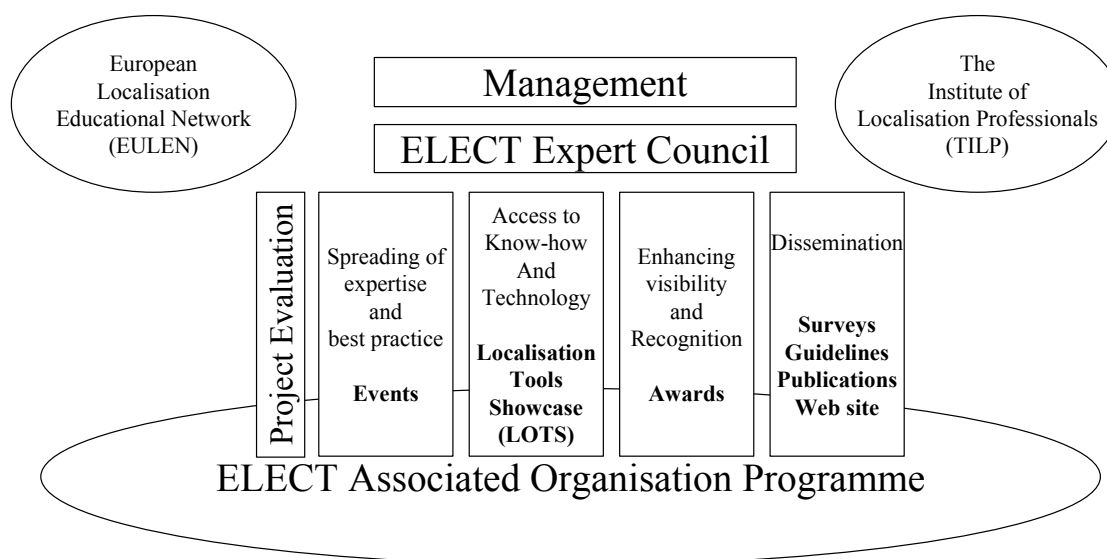
Objective

The main objective is the establishment of the European Localisation Exchange Centre (ELECT) as the focus point for multilingual and multicultural digital content development and publishing. ELECT will connect the eContent industry with the localisation industry. It will provide the technical, educational and infrastructural support to assist and to accelerate the development of the eContent and the eLocalisation industries in Europe with specific actions for experts and new entrants.

ELECT will provide reliable information on best practice, facilitate easy access to know-how and technology, make available guidelines on linguistic and cultural customisation of digital material, and enhance the visibility and recognition of the eLocalisation and eContent industries in Europe and world-wide.

ELECT will be Europe's central information exchange for eContent localisation.¹

European Localisation Exchange Centre ELECT



¹ EULEN was re-named LTTN: Localisation Teaching, Training and Research Network.

Deliverables / Work Packages

All deliverables will be developed within one single centre, which will be responsible for all stages of the development process thus keeping administration and co-ordination overheads to a minimum and allowing for the available resources to be concentrated on the core activities of this project.

The work packages consist of four central strands of activity with an additional two supporting strands.

Strands

Central strands

1. Spreading expertise and best practice (WP1)
2. Access to know-how and technology (WP2)
3. Enhancing visibility and recognition (WP3)
4. Guidelines for linguistic and cultural customisation (WP4)

Supporting strands

5. Management (WP0)
6. Assessment of progress and results (WP0)

Work Packages

WP0: Management

Self-assessment guide
Project manual
Project Web Site
Expert Council (Think Tank)
Associated Organisation programme

Supporting projects (other):

Institute of Localisation Professionals (TILP)
European Localisation Teaching, Training and Research Network (LTTN)

WP1 Events: Spreading expertise and best practice

Expert workshops (2)
Executive briefings (4)
Foundation Course in web development (4)
Localisation Europe Conferences (2)

WP2 Access to know-how & tech (LOTS)

Launch LOTS
Catalogue

WP3 Enhancing visibility and recognition: Awards

Announcement of awards (3)
Panel report

WP4 Dissemination

Web portal

Survey - *eContent* players

Proceedings expert workshops – abstracts localised into 4 languages

Localisation Europe Newsletter (4) – abstracts localised into 4 languages

Localisation Yellow Pages (1 plus 1 update)

Guides, *eContent* development and localisation (2)

Project presentation

Procedures

Coordination

Project coordination will be done by [Reinhard Schäler](#) (LRC).

This involves

- all communication
- all financial matters relating to the project
- all content definition
- all deliveries.

Project Management will be done by [Reinhard Schäler²](#) (LRC).

This involves

- project team coordination
- scheduling
- implementation

Localisation Project Management will be done by [Kathryn Dixon](#) (BGS).

This involves

- managing the localisation process for all handed off source material
- content consultancy where required by LRC

Quality Assurance

A Self-Assessment Guide has been created along with the Project Manual. This guide defines the desired results of all work packages as well as the criteria to measure the successful completion of each work package. This guide has previously been maintained by the project manager, but is now maintained by the quality assurance coordinator, Joanne Cheung.

The updated version of the Self-Assessment Guide will be available as a deliverable at month 15.

² The original project manager, Angelika Haas, has been on extended sick leave during the reporting period. Reinhard Schaler is now acting as the project manager.

Project Team**Funding agency**

European Commission (EC), Luxembourg

Consortium

Coordinator Localisation Research Centre (LRC), University of Limerick

Partner Bowne Global Solutions Germany GmbH (BGS)

Roles & Responsibilities

Name	Institution	Role	Responsibilities
<p><u>Erwin Valentini</u> Project Officer EC EUFO 0162 European Commission L-2920 Luxembourg</p> <p>Tel: +352 4301 32753 Secr: +352-4301-32051 Fax: +352-4301-34999 erwin.valentini@cec.eu.int http://www.hltcentral.org/</p>	EC	Project Officer	Supervision, Review
<p><u>Reinhard Schäler</u> Coordinator LRC Localisation Research Centre University of Limerick IRL- Limerick</p> <p>Tel +353-61-21 3176 Fax +353-61-20 2734 reinhard.schaler@ul.ie http://lrc.csis.ul.ie/</p> <p>The project manager, Angelika Haas, has been on extended sick leave during the reporting period. Reinhard Schäler is now acting as the project manager.</p>	LRC	Project Coordinator	Communication, Content, Finance, Reporting, Deliverables
<p><u>Kathryn Dixon</u> Localisation BGS Bowne Global Solutions Germany GmbH Inselkammerstr. 11 D-82008 Unterhaching</p> <p>Tel +49-89-66679 294 Fax +49-89-66679 166 Kathryn.Dixon@bowneglobal.de www.bowneglobal.com</p>	LRC	Project Manager	Team Coordination, Scheduling, Implementation, Tracking
<p><u>Kathryn Dixon</u> Localisation BGS Bowne Global Solutions Germany GmbH Inselkammerstr. 11 D-82008 Unterhaching</p> <p>Tel +49-89-66679 294 Fax +49-89-66679 166 Kathryn.Dixon@bowneglobal.de www.bowneglobal.com</p>	BGS	Project Manager Localisation Partner	Localisation