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D3.4: Pool of ingredients v1

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Abstract: The first version of the pool of collected resources, including policies and reports about cultural heritage, policies and reports about migration, co-creation methodologies and tools, past projects, digital tools, training material, and users' need resources, delivered via a Google Doc.

Revision history

Version	Status	Name, organisation	Date	Changes
0.1	ToC	Danilo Giglito, SHU	13 March 2019	
0.2	First version draft	Danilo Giglito, SHU Mariam Perez, SHU Luigina Ciolfi, SHU Eirini Kaldeli, ICCS-NTUA	13 March 2019	Structure, tentative content, all ingredients collected by the consortium organised and listed
1.0	First version	Danilo Giglito, SHU Mariam Perez, SHU Luigina Ciolfi, SHU Eirini Kaldeli, ICCS-NTUA Gianna Tsakou, SiLo	15 March 2019	Added and restructured text, suggestions for changes addressed
2.0	Second version draft	Danilo Giglito, SHU Eirini Kaldeli, ICCS-NTUA	16 March 2019	Added one section
2.1	Review of second version	Danilo Giglito, SHU Eirini Kaldeli, ICCS-NTUA	18 March 2019	Minor changes
2.2	Final version	Danilo Giglito, SHU Luigina Ciolfi, SHU	20 March 2019	Revision and final edits

Review and approval

Action	Name, organisation	Date
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Distribution

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Application area

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Statement of originality

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1. Executive Summary

This deliverable reports on the first KPI (≥ 50) of T3.3 “*Selection and aggregation of ingredients*”, a task that is dedicated to the selection, collection and organisation of resources (“ingredients”) that will populate the CultureLabs infrastructure. All members of the consortium were assigned certain responsibilities to contribute to the Task with different kinds of resources.

This document also reports on the metadata structure used to organise the resources, as well as criteria for inclusion, and specifications.

The 80 ingredients gathered in the first version of the pool of resources were collected through a [Google Spreadsheet](#) and are hosted in a [Google Doc](#). The pool will be continuously updated with new ingredients as the project proceeds.

2. Relation to other deliverables

The metadata used to organise the ingredients for T3.3 is part of a bigger and collectively produced metadata structure also used for organising recipes as well as informing the searching capabilities supported in the CultureLabs platform, as defined in D4.1 *“Database and service layers architecture report v1”*.

The ingredients listed in this deliverable will be uploaded to the CultureLabs platform and made openly available and searchable, so that users can discover useful material and reuse it to form recipes. In the platform, past projects will serve a double purpose: they represent short recipes (with the possibility to be turned into full recipes by adding additional information), as well as ingredients under the form of inspiration material for other recipes. The resources collected in the course of T3.3 are also very useful for informing T6.2 *“Co-development of recipes by using the CultureLabs infrastructure”*, which is responsible for the definition of new recipes. A selection of the resources will be used as ingredients in these recipes and some of the files, digital and physical tools and methods will also be tested in practice in the pilot recipes (e.g. some of the Wotify tools for co-creation, consent forms, evaluation tools etc).

The ingredients included in the pool that are related to the use of ICT to achieve social innovation through cultural heritage will be reviewed as part of D2.3 *“Report on ICT on social innovation and CH”*.

The pool of resources will be continuously expanded and revised throughout the course of the project, taking into account the needs that arise from the needs analysis of stakeholders and community members (WP2) and the needs stemming from the pilots (WP7).

3. Introduction

3.1 Ingredients collection and criteria for inclusion

The metadata for categorising and documenting ingredients was first produced in the plenary meeting in Helsinki (November 2018) through group-based activities involving all present partners. The metadata so defined was later tested by all partners through the collection of relevant ingredients via spreadsheet.

The tasks of collecting such resources were distributed among all partners based on their expertise and previous experiences. Partners selected the ingredients based on the idea of making CultureLabs a point of reference for both institutional stakeholders and community members who desire to access a rich variety of resources to achieve social innovation through cultural heritage as well as the inclusion of disadvantaged groups in participatory activities. In fact, resources – which comprise of several types (see [Section 2.2](#)) – were selected according to three main interrelated criteria: a) the partners' knowledge around best practices in their respective fields; b) the resources' inspirational value for other practitioners; c) the resources' adaptability and replicability in the context of being reused in new participatory activities (recipes).

3.2 Type of ingredients

In a later meeting held in Athens in March 2019, the partners discussed their impressions of the metadata structure, which revealed some conceptual overlaps, unclear categories, and inconsistencies with the way in which some information was presented by owners of the resources collected. The metadata for ingredients was, therefore, refined, improved and proposed as a structure for the first KPI, in line with the evolutionary nature of this task, which sees the pool of ingredients continuously adapted and extended (see [Chapter 4](#)).

The following table reports the list of type of ingredients, their specifications, and the partners in charge of collecting them. Additional types of ingredients, already partially defined and listed in [Chapter 4](#), will be added in the successive KPIs. It should be noted that past projects constitute short recipe examples but can also be used as “ingredients” to new recipes-participatory projects for which they may provide inspirational material and useful information. Therefore, compared to other types of ingredients, past projects are characterised by some additional metadata that are particular to recipes-participatory projects as described in D4.1 “*Database and service layers architecture report V1*” (e.g. have a disadvantaged community as their target audience, a focus etc).

TYPE OF INGREDIENTS	PARTNERS IN CHARGE OF COLLECTION	SPECIFICATIONS
Policies and reports about cultural heritage	PHM, Museovirasto	Official policies and reports about cultural heritage proposed by designated individuals or organisations
Policies and reports about migration	COOSS, EFMS	Official policies and reports about migration proposed by designated individuals or organisations
Generic co-creation methodologies and tools	Platoniq, FST, SHU	Methodologies and tools guiding the establishment and realisation of co-creation activities. These include Wotify compatible elements, which represent the methodological core of CultureLabs approach
Past projects	All partners	Examples of successful projects built around migratory, cultural heritage and/or, more generally, social innovation themes
Digital tools	ICCS, SiLO, SHU, Platoniq	Digital tools for communication, project management, and feedback collection, participation, created by relevant individuals (eg, academics or practitioners) or organisations
Training material	COOSS, SiLO, Platoniq	'How-to' material intended for people approaching participatory activities as beginners, created by relevant individuals (e.g. academics or practitioners) or organisations
Users' needs resources	COOSS, EFSM, PHM	Studies, reports, guidelines, and publications that reports

		on the needs of the disadvantaged communities targeted by the CultureLabs project (above all, communities of migrants and refugees)
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4. Metadata selection and first KPI (80 ingredients)

The first version of the pool of ingredients include 80 entries. The list of ingredients – presented via a [Google Doc](#) – has been reported in a streamlined version as only the main descriptors of the metadata structure designed to organise the ingredients have been included. The selected main descriptors are *name/title* and *link* (or attached file) of the ingredient, a *free text description*, a *free text description of its target audience*, the *name and link of the creator(s)*, and its *focus* (to be selected among the following predefined values, with more than one selection allowed: Education, Arts and Heritage, Intercultural Understanding, Social Inclusion, Leisure and Entertainment, Skills Development, Interreligious Understanding, Human Rights, Job Placement/Employment, Other). At this stage, all ingredients are offered via external links but as soon as the CultureLabs platform becomes functional, in case ingredients correspond to actual files (e.g. pdfs, images etc) and are accompanied by a permissive license, the actual files will be uploaded to the platform as well.

The metadata excluded at this stage in order not to overload the Google Doc consist of: media type (predefined values: Image, Audio, Text, Linked video, Website, Other), keywords, type of creator (predefined values: Cultural institution, University or research institute, School, Central government, Regional government, Local government/local authority/municipality, Informal group or association, NGO/charity/foundation, For-profit organisation, International body, Religious institution, Other), language (of the ingredient), license, target audience – group (predefined values: Children, LGBTQI+, Migrants, Migrants – Female, Minorities, Elderly people, Refugees and asylum seekers, Youth, Other disadvantaged or vulnerable groups, Other). The full metadata structure will be available when the ingredients will be transferred to the CultureLabs platform, and can be also consulted in the [spreadsheet used for fulfilling the collection tasks](#).

Originally, it was planned to host the first version of the pool of ingredients in the [CultureLabs website](#) as a private webpage because of it being described as a ‘webpage’ in the DoW. However, after careful consideration, we have come to the conclusion that hosting a temporary closed webpage solely for very short-term demonstration purposes would not offer much added value over a Google Doc. In fact, Google Doc offers a more versatile options in terms of editing and updating, which is very important at this stage. The collected resources will anyhow be uploaded and made available (and searchable) via the open CultureLabs platform as soon as the latter is released and ready to be used. The second version of this deliverable will thus showcase the complete set of collected resources throughout the project as a “website” endowed with all the relevant added-value functionalities offered by the CultureLabs platform as described in D4.1 “*Database and service layers architecture report V1*” and D4.3 “*User scenarios and wireframes report V1*”.

The first version of the pool of ingredients gathers 80 ingredients – exceeding the first KPI in a rather significant way – distributed into the following types¹:

- Policies and reports about cultural heritage: 12 (e.g. the [European Cultural Heritage Strategy for the 21st Century](#) and the [Convention for the Safeguarding of the Intangible Cultural Heritage](#))
- Policies and reports about migration: 5 (e.g. the [Progress report on the Implementation of the European Agenda on Migration](#) and the [Action Plan on the integration of third country nationals](#))
- Co-creation methodologies and tools: 17 (e.g. [Wotify? Generating Scenarios](#) and the [IDEO Design Kit](#))
- Past projects: 22 (e.g. the [REACT](#) and the [meSch](#) projects)
- Digital tools: 10 (e.g. [All Our ideas](#) and [Share your migration story](#))
- Training material: 10 (e.g. [Good Practices in Migrant Integration: Trainer's Manual](#) and [The Participatory Museum](#))
- Users' needs resources: 4 (e.g. [Smart practices that enhance resilience of migrants](#) and [Mental health needs and services for migrants: an overview for primary care providers](#))

It needs to be noted that, despite being a type of ingredient, *Cultural heritage objects* have not been collected at this initial stage, where the emphasis has been on resources that are useful as sources of information, inspiration but also for the organisation of engagement and co-creation activities. The consortium has also started drafting a list of organisations which are active stakeholders in CH and social innovation and inclusion fields. This list will be enriched, especially in terms of information regarding useful facilities, services and physical tools (e.g. 3D printers) offered by these organisations, and will be added in the Organisations list of the CultureLabs platform.

The first version of the pool of ingredients can be accessed at this link: https://docs.google.com/document/d/10xore6o2FvxulDp_bVOY_hoZLN9JSh-bclelBcHOa-Q/edit?usp=sharing

¹ To be noted that an ingredient can belong to more than one type (e.g. a co-creation tool can also be a digital tool). In the list, each ingredient is included only in the type with the highest degree of relevance.

5. Next steps

As the task of collecting ingredients is ongoing, new ingredients will be continuously added to the current list, especially as partners discover, review, make use, and produce themselves different types of resources in the course of the project activities. The types of ingredients already identified are tentative and more types will be added. For example, from the stakeholders needs analysis (D2.1) it has emerged that there is great interest in *impact assessment and evaluation tools* and tools that can help towards overcoming language barriers.

The types of ingredients that will constitute the openly accessible pool of ingredients and will be reflected in the next KPIs will be informed by the needs emerging from the four pilots. In fact, based on the data stemming from the pilot activities as well as further observations made by all partners during the course of this project, at least 100 ingredients will be gathered by M24 and at least 200 by M36.