

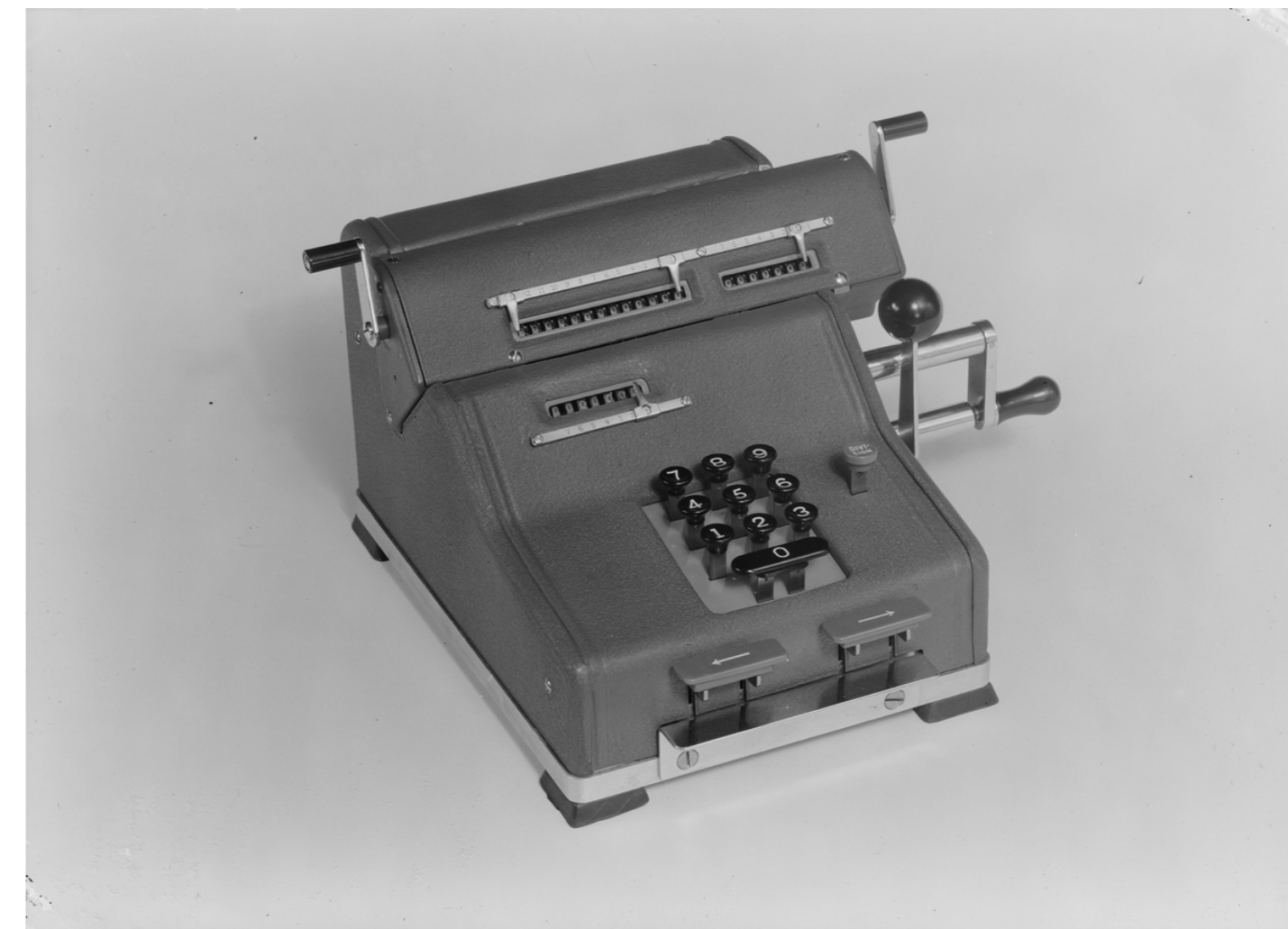


europaana  
foundation

# ANNUAL REPORT & ACCOUNTS 2020

# TABLE OF CONTENTS

Foreword Board of Directors	3
Balance sheet 2020 (after result appropriation)	5
Income and expenses 2020	6
Overview of the result 2020	7
General	8
Explanatory notes: financial statement 2020	9
Explanatory notes: balance sheet 2020	11
Contingent rights and liabilities (not included in the balance sheet)	16
Events after the balance date	17
Explanatory notes: income and expenses 2020	18
<b>Other information</b>	26
Appropriation of the result	26
Allocation of the result	26



[Räkmaskin](#) | [Tekniska museet, Sweden](#) | [Public Domain](#)

# FOREWORD BOARD OF DIRECTORS

## General

2020 was an enormous year for Europeana. Not only did our staff, partners and organisations face the many challenges of the COVID-19 pandemic, we also achieved a huge amount together. A new five-year strategy towards 2025. Governance changes to all three organisations that make up the Europeana Initiative. Improvements to the structure and content of our two websites, [Europeana](#) and [Europeana Pro](#), and a new all-digital events programme.

**Thank you to everyone who has contributed their time, expertise and energy over a very difficult period.**

On 29 September 2020, we implemented a new governance structure for the Europeana Foundation that sees a Board of Directors overseen by a smaller [Supervisory Board](#) and supported by a larger [Advisory Board](#). These changes have been incorporated into the latest version of the [statutes](#) of the Foundation.

## Finance

In 2020 the financial positive result for the Europeana Foundation was €258,557. This is mainly based on the temporary result of the procurement contract 'Deployment and Maintenance of Europeana DSI core services SMART 2017/1136' (period September 2018 - December 2020). All projects (Generic Services and

Horizon 2020) funded by the European Commission are based on grant funding and do not have an impact on the overall annual financial result.

Our overall equity for the Europeana Foundation remains on a satisfactory level and therefore places us in a stable financial position. The appropriated reserve has been increased with the overall result of 2020. This reserve is specifically dedicated to the DSI-4 as, in general, costs will increase, especially for personnel, while income will remain the same. The Europeana Foundation intends to continue operating at the same level as 2020, and therefore requires this reserve to be used in 2021/2022.

As in all previous years, the main funding came from the European Commission. In 2020, 11 projects were based on grant funding and one was based on procured services for the Digital Service Infrastructure - DSI-4 for the period January - December 2020. Furthermore the Europeana Foundation received an amount of €91,800 as financial support from Member States and an amount of €81,000 as other income.

In 2020, the overall income is 1% higher and the overall expenditure is 8% lower than budgeted.

### **Personnel expenses**

The total costs for personnel include an underspend of 2%, mainly due to some outstanding vacancies during the year. As we hired more staff in 2020, and because of a general increase as part of the Collective Labour Agreement for 2020, the total costs increased by 8% compared to 2019.

During last year, the turnover of personnel stood at five (compared to 11 in 2019). By the end of 2020, the Europeana Foundation organisation grew by seven to 63 employees (59.97 FTE). In 2019, the Europeana Foundation had a staff of 56 (53.97 FTE). The Europeana Foundation has a high degree of diversity of staff, at the end of last year our personnel comprised 20 nationalities (15 within Europe).

### **Operating expenses**

The overall operating expenses were overspent by 2%. As of 2020 there is a new agreement for housing with The Dutch Royal Library. We also extended the agreement with the Bibliothèque nationale de France and hired a small office in Belgium for colleagues who are located in Belgium. Because of the COVID-19 pandemic, we were delayed in replacing our office hardware and software. This was carried out over the summer and is the reason why the costs for depreciation were underspent.

### **Core Service and direct project costs**

These costs are directly related to the Core Service (DSI-4), Generic Services project, and Horizon2020 projects. The total costs were underspent by 32% compared to the budget for 2020. Due to the COVID-19 pandemic, from March no costs have been spent on travel, and much less costs were spent

on workshops/events, which has resulted in this large underspend. [Europeana 2020](#) (our annual conference) became a fully online event for the first time in its history.


This Annual Report has been prepared under Dutch law and accounting rules.

According to Article 4 of the amended Articles of Association:

The financial resources of the Foundation shall be brought together by and fall under the care of the Board of Directors. These include one-off or periodical contributions, subsidies, donations, testamentary dispositions, legacies and all other revenues. The financial resources shall be managed by the Board of Directors, who shall be responsible for that management.

The Hague, 19 May 2021

The Board of Directors,



Harry Verwayen

*Executive Director*

## BALANCE SHEET 2020 (AFTER RESULT APPROPRIATION)

	Cat.	31/12/2020	31/12/2019
<i>Amounts in €</i>			
<b>ASSETS</b>			
<b>Tangible fixed assets</b>	<b>A</b>	90,097	20,560
		<hr/>	
<b>Total tangible fixed assets</b>		<b>90,097</b>	<b>20,560</b>
<b>Currents assets</b>			
Debtors	<b>B</b>	1,710	36,086
Receivables concerning taxes and pension		-	-
Other receivables and accrued income	<b>C</b>	1,301,294	873,616
Balance projects in progress		-	38,127
Cash and cash equivalents	<b>D</b>	1,382,301	1,516,303
		<hr/>	
<b>Total currents assets</b>		<b>2,685,305</b>	<b>2,464,132</b>
<b>Total assets</b>		<b>2,775,402</b>	<b>2,484,692</b>

	Cat.	31/12/2020	31/12/2019
<i>Amounts in €</i>			
<b>EQUITY AND LIABILITIES</b>			
<b>Equity</b>	<b>E</b>	790,126	790,126
General equity		975,726	717,169
Appropriated reserves			
		<hr/>	
<b>Total equity</b>		<b>1,765,852</b>	<b>1,507,295</b>
<b>Current liabilities</b>			
Payables		109,198	106,502
Payables concerning taxes and pension	<b>F</b>	267,385	279,428
Other debts and accruals	<b>G</b>	321,720	493,059
Advance payments Ministry Funding	<b>H</b>	57,953	98,408
Balance projects in progress	<b>I</b>	253,294	-
		<hr/>	
<b>Total Current liabilities</b>		<b>1,009,550</b>	<b>977,397</b>
<b>Total equity and liabilities</b>		<b>2,775,402</b>	<b>2,484,692</b>

# INCOME AND EXPENSES 2020

	Cat.	Budget 2020	Realisation 2020	Realisation 2019
<i>Amounts in €</i>				
<b>INCOME</b>				
<b>Subsidy</b> <span style="float: right;"><b>J</b></span>				
Subsidy European Commission		5,799,462	5,813,045	5,893,705
Ministry funding		82,588	91,827	131,013
<b>Total subsidy</b>		<b>5,882,050</b>	<b>5,904,872</b>	<b>6,024,718</b>
<b>Other income</b> <span style="float: right;"><b>K</b></span>				
Other funding		-	73,153	43,439
Other income		35,000	7,829	50,075
<b>Total other income</b>		<b>35,000</b>	<b>80,982</b>	<b>93,514</b>
<b>Total income</b>		<b>5,917,050</b>	<b>5,985,854</b>	<b>6,118,232</b>

	Cat.	Budget 2020	Realisation 2020	Realisation 2019
<i>Amounts in €</i>				
<b>EXPENSES</b>				
<b>Personnel staff expenses</b> <span style="float: right;"><b>L</b></span>				
Personnel expenses		3,652,500	3,627,307	3,340,673
Social premiums and pension		1,060,400	990,705	966,139
Other personnel costs		90,000	68,087	45,364
<b>Total personnel staff expenses</b>		<b>4,802,900</b>	<b>4,686,099</b>	<b>4,352,176</b>
<b>Operating expenses</b> <span style="float: right;"><b>M</b></span>				
Costs for housing		55,000	56,522	64,481
General operating costs		232,400	236,674	201,557
Depreciation		20,000	12,830	7,172
Overhead covered by projects		- 64,900	- 58,748	- 72,679
<b>Total operating expenses</b>		<b>242,500</b>	<b>247,278</b>	<b>200,531</b>
<b>Core Service &amp; direct project costs</b> <span style="float: right;"><b>N</b></span>				
Subcontracting		650,200	618,733	528,327
Other direct costs				
Travel expenses		173,050	11,175	206,490
Other direct costs		283,500	105,035	98,621
Overhead		64,900	58,748	72,679
<b>Total Core Service &amp; direct project costs</b>		<b>1,171,650</b>	<b>793,691</b>	<b>906,117</b>
<b>Total expenses</b>		<b>6,217,050</b>	<b>5,727,068</b>	<b>5,458,824</b>

## OVERVIEW OF THE RESULT 2020

	Budget 2020	Realisation 2020	Realisation 2019
	<i>Amounts in €</i>		
Total income	5,917,050	5,985,854	6,118,232
Total expenses	6,217,050	5,727,068	5,458,824
<b>Total operating result</b>	<b>- 300,000</b>	<b>258,786</b>	<b>659,408</b>
<b>Interest</b>			
Interest paid	-	229	-
Interest received	-	-	111
<b>Total interest</b>	<b>-</b>	<b>- 229</b>	<b>111</b>
<b>Result for the year</b>	<b>- 300,000</b>	<b>258,557</b>	<b>659,519</b>

## GENERAL

### Operations

The Europeana Foundation is an independent non-profit organisation. Its work helps to develop an open, knowledgeable and creative society, based on the following mission principles: The Foundation's purpose is to put cultural heritage to good use in the world. Its operations and activities are built on common values so that all the work we do is 'usable', 'mutual' and 'reliable', and is aligned with UNESCO's Sustainable Development Goals. The Foundation's objectives are to:

- Democratise access to Europe's cultural heritage – digitally;
- Support inclusivity, creativity and critical engagement in our shared cultural heritage;
- Promote collaborations that strengthen the sustainability, innovation capacity and digital transformation of the cultural heritage sector;
- Promote the use of digital technology in the cultural heritage sector;
- Ensure our shared cultural heritage remains authentic, trustworthy and traceable.

### Going concern

The Foundation's ability to continue as a going concern has been highly contingent on winning projects and the willingness of the funders, especially Member States and other parties. In 2018, the Europeana Foundation won the procurement contract *Europeana DSI-4: Deployment and Maintenance of Europeana*

*DSI core services SMART 2017/1136* for at least a period of two years (September 2018 - August 2020), with an extension of two times one year (until August 2022). This provides a solid base for the Foundation to be a going concern. In view of this, the accounting policies used in these financial statements are based on the expectation that the Foundation will be able to continue as a going concern.

#### **Estimates**

In applying the accounting policies and guidelines for preparing the financial statements, the Governing Board of the Europeana Foundation makes several estimates and judgments that might be essential for the amounts disclosed in the financial statements. If necessary for the purposes of providing the view required under Dutch law, the nature of these estimates and judgments, including the related assumptions, is disclosed in the notes to the financial statement items in question.

#### **Comparative figures**

The accounting policies are consistent with those used in the previous year.

## EXPLANATORY NOTES: FINANCIAL STATEMENT 2020

#### **General**

The financial statements have been prepared in accordance with Dutch accounting principles for small non-profit organisations (RJK-C1) and are denominated in euro. Assets and liabilities are stated at the amounts at which they were acquired or incurred, unless indicated otherwise. The balance sheet and statement of income and expenses include references to the notes.

#### **Foreign currencies**

Foreign currency transactions in the reporting period are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates are recognised in the statement of income and expenses.

#### **Tangible fixed assets**

The tangible fixed assets from the Foundation will be valued at purchase price less accumulated depreciation. Purchases higher than € 500 will be capitalised. Depreciation is calculated as a percentage of the purchase price according to the straight-line method on the basis of estimated useful life. The following depreciation percentages will be employed:



Furniture	20 %
Equipment	20 %
Hard and software	20 %

### **Debtors**

Debtors are recognised initially at fair value and subsequently measured at amortised cost. When a trade receivable is uncollectible, it is written off against the allowance account for trade receivables.

### **Cash and cash equivalents**

Cash and cash equivalents are stated at face value.

### **Liabilities**

Liabilities are initially recognised at fair value, net of transaction costs incurred. Liabilities are subsequently stated at amortised cost, being the amount received taking account of any premium or discount, less transaction costs.

### **Value of remaining holidays year-end**

Up to 2016, the Europeana Foundation differed from the directive Rj 254 for valuing the remaining holidays per year-end. Presenting this liability would imply that we deviate from the matching principle between income and expenses on which the project administration is based. From 2017, this changed due to procured services (DSI-3). Therefore the calculation of the remaining holidays year-end has

been calculated and processed in the balance sheet at 31 December 2020 and in the overview income and expenses 2020. The calculation is based on the hourly rate for the month of December 2020 incorporating the 8% holiday allowance and structural 8.33% year-end bonus.

### **Government grants**

Grants and subsidies are recognised in the income statement in the year in which the subsidised costs were incurred, income was lost or a subsidised operating deficit occurred. The grants are recognised where it is probable that they will be received and the Europeana Foundation will comply with all attached conditions.

### **Balance of current projects**

The balance of current projects, based on grant funding, contains project income for which a specific subsidy exists, based on external contractual commitments. This concerns the subsidy from the European Commission. Projects are valued by directly attributable costs and monies committed to other organisations. After the realisation of a project, the balance between the income and expenses is absorbed in the income statement, except for projects funded by the European Commission.

### **Pension costs**

The pension scheme of Stichting Bedrijfspensioenfonds ABP, an industry-renowned pension fund, operates as a defined benefit scheme. The Europeana Foundation pays a contribution, established yearly, to the fund and no commitment exists to pay supplementary amounts, other than a higher future

contribution, if the fund experiences a deficit. The actuarial risk, including the investor's risk, does not lie with the Europeana Foundation.

The indexation of pensions is, both formally and actually, conditional and is dependent on whether there are sufficient resources in the pension fund. The Europeana Foundation is not obliged to pay for indexation of the benefits.

If a surplus or deficit in the fund influences future contributions to be paid by the Europeana Foundation, ABP informs the Europeana Foundation by means of quarterly reports, the annual report and the annual announcement of contributions and contribution-free amounts. The possible consequences for the Europeana Foundation are limited to an increase or decrease in the amount of the contributions to be paid in future. The actual increase or decrease in the contribution can also be influenced by a change in the pension contributions that are collected from staff members.

#### **Policies statement of income and expenses**

The accounting policies are based on the historical costs convention. Income and expenses are attributed to the period to which they are applicable. If not indicated otherwise, assets and liabilities are stated in the amounts when acquired or incurred.

#### **Employee benefits**

Salaries, wages and social security contributions are taken to the income statement based on the terms of employment, where they are due to employees.

## EXPLANATORY NOTES: BALANCE SHEET 2020

### **A. Tangible fixed assets**

In July 2020 we replaced our entire IT environment. Until last year the Europeana Foundation was mainly using desktops/laptops from the Koninklijke Bibliotheek, but they have decided not to continue with providing these services to the institutes which are housed at the Koninklijke Bibliotheek. Therefore the Europeana Foundation invested in new hardware. Besides this, the Europeana Foundation invested in new equipment to improve the audio and video quality for our meeting rooms.

	Hardware	Software	Office equipment	Total
	<i>Amounts in €</i>			
Value at 1 January 2020	3,756	533	16,271	20,560
Investments	67,636	-	14,731	82,367
Disinvestments	-	-	-	-
Depreciation	8,287	533	4,010	12,830
<b>Value at 31 December 2020</b>	<b>63,105</b>	<b>-</b>	<b>26,992</b>	<b>90,097</b>

	Hardware	Software	Office equipment	Total
	<i>Amounts in €</i>			
Purchase per 31 December 2019	67,141	88,626	36,620	192,387
Investments	67,636	-	14,731	82,367
Disinvestments	-	-	-	-
Cumulated depreciation	71,672	88,626	24,359	184,657
<b>Value at 31 December 2020</b>	<b>63,105</b>	<b>-</b>	<b>26,992</b>	<b>90,097</b>

## B. Debtors

At the end of 2020 there is one outstanding amount which relates to the Europeana annual event.

## C. Other receivables and accrued income

Other receivables and payments in advance can be split into:

	31/12/2020	31/12/2019
	<i>Amounts in €</i>	
<b>Other receivables and accrued income</b>		
To be received from European Commission	1,199,500	714,229
To be received from partners in EU projects	-	23,442
Other receivables	64,534	94,050
Accrued income	37,260	41,895
	<b>1,301,294</b>	<b>873,616</b>

The amounts to be received from the European Commission relate mostly to the core funding under CEF for DSI-4. The outcome of the last EC audit had an effect on some other projects from the past, which hasn't been corrected by the European Commission.

Other receivables relate to a small amount for interest, reimbursement for long-term sickness, final settlement of sickness insurance over the last year and some other small receivables. Accrued income related to paid invoices in 2020 which related to 2021.

## D. Cash and cash equivalents

The total amount for all Europeana bank accounts is split as follows:

	31/12/2020	31/12/2019
	<i>Amounts in €</i>	
<b>Specification cash per 31 December 2020</b>		
ING Bank general account	10,429	10,515
ING Bank saving account	871	871
Rabobank general account	871,001	254,917
Rabobank saving account	500,000	1,250,000
<b>Total cash and cash equivalents</b>	<b>1,382,301</b>	<b>1,516,303</b>

All cash equivalents are immediately available.

## E. Equity

The positive result for 2020 is **€258,557** and relates mainly to the temporary result of the DSI-4 tender contract at the end of this calendar year. Therefore the full amount is added to the appropriated fund for the DSI-4. A further breakdown of the mutations in the appropriated funds are shown below.

	General reserve	Appropriated funds	Total
	<i>Amounts in €</i>		
<b>Equity</b>			
Value at 1 January 2020	790,126	717,169	1,507,295
Result 2020	-	258,557	258,557
<b>Value at 31 December 2020</b>	<b>790,126</b>	<b>975,726</b>	<b>1,765,852</b>

### DSI-4

As DSI-4 is not under grant funding, contrary to previous projects, but under procured services, the temporary result at the end of every calendar year is shown under the overall equity, as an appropriated fund, of the Foundation, which is specifically dedicated to the remaining time of the contract period (August 2022).

### Ineligible project costs

Some projects from the past (e.g. Europeana V3) have not been completed. Based on the outcome of the EC audit, there are some costs which will now be accepted. This has not been processed by the Commission yet, therefore this reserve remains the same as the year before.

	1/1/2020	Mutations	31/12/2020
	<i>Amounts in €</i>		
<b>Appropriated funds</b>			
Reserve for ineligible project costs	31,625	-	31,625
DSI-4	685,544	258,557	944,101
<b>Total</b>	<b>717,169</b>	<b>258,557</b>	<b>975,726</b>

### F. Payables concerning taxes and pension

All current pension liabilities fall due under one year. The fair value of the current liabilities approximates the book value due to its short-term character. The pension liability relates to the Dutch pension premium for the month December 2020, the amount for wage tax and social premiums relates also to the month December 2020.

	31/12/2020	31/12/2019
	<i>Amounts in €</i>	
<b>Specification taxes and pension</b>		
Payables concerning tax	217,828	230,413
Payables concerning pension	49,557	49,014
<b>Total payables taxes and pension</b>	<b>267,385</b>	<b>279,428</b>

## G. Other debts and accruals

All current liabilities fall due within the year. The fair value of the current liabilities approximates the book value due to its short-term character.

The holiday allowance relates to the reserved right for holiday allowance from the period June-December 2020. The amount for remaining holidays is **€102,409** (2019 was €67,546). This increase of almost 52% relates to the COVID-19 situation where fewer employees took all their holidays by the end of 2020. By the end of this year 60 employees had a total amount of more than **3,300** remaining holiday hours. All other debts and accruals mainly concern invoices received in 2021, related 2020.

	31/12/2020	31/12/2019
	<i>Amounts in €</i>	
<b>Specification of other debts and accruals</b>		
Amount to be paid to partners in projects	-	163,384
Holiday allowance	141,669	121,554
Holiday days	102,409	67,546
Other debts and accruals	77,642	140,576
<b>Total other debts and accruals</b>	<b>321,720</b>	<b>493,059</b>

## H. Advance payments Member States funding

In 2020, the Europeana Foundation received an amount of **€51,371** (2019 was €71,871) from five Member States in Europe to co-fund current and new projects under the Generic Services Programme. This amount is less compared to previous years, because we haven't asked for specific contributions due to the pandemic in 2020.

	31/12/2019
	<i>Amounts in €</i>
<b>Available for co-funding project at 1 January 2020</b>	<b>98,408</b>
Received Member States contribution for co-funding projects	51,371
Used for co-funding projects	-/-
<b>Available for co-funding project at 31 December 2020</b>	<b>57,953</b>

## I. Balance projects in progress

The amount shown under 'Balance projects in progress' is the difference between actual costs for running projects under grant funding at the end of 2020 and actual amounts received from the European Commission up to 2020. The projects V4Design and InDICES are under Horizon2020 (100% funded), the other projects are Generic Services projects under the CEF - Digital Service Infrastructure (75% funded). The amount of **€253,594** is presented as 'Balance projects in progress' and indicates that we received more from the European Commission as we had costs at the end of 2020. Most payments are based on advance payments, where the final payment will be after the end of the project. A specification of the amount is shown on the next page.

Project	Cumulated account of received EC funds				
	Received from EC	Paid to project-partners	Remaining for Europeana	Actual costs up to 2020	Balance projects in progress
<i>Amounts in €</i>					
<b>Horizon 2020</b>					
V4Design	252,875	N/A	252,875	268,769	15,894
InDices	224,063	N/A	224,063	48,245	- 175,818
<b>Generic Services</b>					
Saint George on a bike	101,717	N/A	101,717	97,390	- 28,675
Europeana XX	32,381	N/A	32,381	42,237	- 703
Arma	30,656	N/A	30,656	5,051	- 26,868
Sport	42,051	N/A	42,051	6,569	- 37,124
<b>Total</b>	<b>683,742</b>		<b>683,742</b>	<b>468,260</b>	<b>- 253,294</b>

# CONTINGENT RIGHTS AND LIABILITIES

(NOT INCLUDED IN THE BALANCE SHEET)

## Project funding

The contingent liabilities of the Europeana Foundation relate to funds to be received from the European Commission, which relates to official granted projects. The overview shows the status per project from their start up to the end of 2020 and presents the contingent right up to the end of the contractual project period. The calculations of the remaining amounts to be received are based on the individual project budgets.

Project	Total budget	Total EC contribution	Received up to 2020	Still to receive
<i>Amounts in €</i>				
<b>Started in 2018</b>				
V4Design	297,000	297,000	252,875	44,125
<b>Started in 2019</b>				
Saint George on a bike	271,246	203,435	101,717	101,717
<b>Started in 2020</b>				
InDices	298,750	298,750	224,063	74,688
Europeana XX	86,670	65,003	32,381	32,622
Arma	81,748	61,311	30,656	30,656
Sport	112,457	84,343	42,051	42,292
DSI-4 Y3 (procurement)	5,405,485	5,405,485	855,148	4,550,337
<b>Total</b>	<b>6,553,356</b>	<b>6,415,326</b>	<b>1,538,890</b>	<b>4,876,436</b>



## EVENTS AFTER THE BALANCE DATE

At the beginning of 2021, The Netherlands (and with them many other countries in the world) are still in a partial lockdown. Our employees are still working home, and we have extended this 'Working from home' policy to September 2021. After being a full year in this pandemic, the outbreak of the Coronavirus has the following impact on Europeana Foundation's activities:

- The building of the Dutch Royal Library is still closed, which also means the Europeana Foundation offices are closed, all employees have to carry out their work from home. The financial consequences for the Europeana Foundation are limited.
- Europeana Foundation's equity and liquidity position is healthy, some financial disadvantages that can arise can be absorbed.
- For 2021 we have re-allocated some budget, which we will not spend because of limitations (e.g travel, events) to re-invest in personnel staff.



[22.0 IBM Diverse maskiner, Institution | Telemuseet, Norway | CC BY-SA](#)

# EXPLANATORY NOTES: INCOME AND EXPENSES 2020

## General

The overall positive result for 2020 is **€258,557**, incorporating the result of the second year of the procured service DSI-4 and a preliminary result over the third year for over the period September - December 2020. Compared to 2019 the overall income is 2% lower (**€132,378**) and the total costs are 5% higher (**€268,244**).

Compared to the overall budget 2020, the total costs are underspent by 8%. This is mainly due to the pandemic which has resulted in a large underspend on travel costs and other direct costs. On personnel staff expenses there is a small underspend of 2%, and for the operating expenses a 2% overspend. The total costs for the core service platform and project, that includes costs for travel, events, workshops etc. is underspent by 32%.

	Budget 2020	Realisation 2020	Under- or overspend
<i>Amounts in €</i>			
Personnel staff expenses	4,802,900	4,686,099	+ 2%
Operating expenses	242,500	247,278	- 2%
Core Service & direct project costs	1,171,650	793,691	+ 32%
<b>Total expenses</b>	<b>6,217,050</b>	<b>5,727,068</b>	<b>+ 8%</b>

## J. Income - Subsidy

### *Subsidy European Commission*

The total contribution from the European Commission in 2020 is **€5,813,045** (2019 was €5,893,705) and relates to eight projects under CEF - Generic Services, three projects under Horizon2020, and one project under procurement: DSI-4. Specification of European Commission funding is shown on the next page.

### *Ministry Funding*

In 2020 the Europeana Foundation received an amount of **€51,371** from Member States for the co-funding of individual projects (2019 was €71,871). As processed in the 'Statement overview of income and expenses', an amount of **€91,827** (2019 was €131,013) is used for co-funding on Generic Services projects.

On the next page is an overview of the eight projects which required co-funding over 2020, the calculation is based on the actual costs over last year.

### Specification of European Commission funding

Grant funding	
	<i>Amounts in €</i>
<b>Generic Services projects</b>	
Enrich Europeana (75% funding)	4,700
Europeana Media (75% funding)	- 11,363
CrowdHeritage (75% funding)	7,184
Common Culture (75% funding)	163,428
Saint George on a bike (75% funding)	67,599
Europeana XX (75% funding)	31,678
ARMA (75% funding)	3,788
Sport (75% funding)	4,927
<b>Horizon 2020 projects</b>	
V4Design (100% funding)	111,107
InDICES (100% funding)	48,245
Time Machine (100% funding)	- 11,541
<b>Procurement funding</b>	<b>419,751</b>
Europeana DSI-4	5,393,294
	<b>5,393,294</b>
<b>Total</b>	<b>5,813,045</b>

### Specification of Ministry funding

Project	Costs in 2020	Funded EC	Co-funded
	<i>Amounts in €</i>		
Europeana Enrich (25% co-funding)	33,066	31,499	1,567
Europeana Media (25% co-funding)	48,588	42,595	- 1,849
CrowdHeritage (25% co-funding)	25,538	23,144	2,395
Common Culture (25% co-funding)	220,719	166,243	53,718
Saint George on a bike (25% co-funding)	90,132	67,599	22,533
Europeana XX (25% co-funding)	42,237	31,678	10,559
Arma (25% co-funding)	5,051	3,788	1,263
Sport (25% co-funding)	6,569	4,927	1,642
<b>Total</b>	<b>471,900</b>	<b>371,474</b>	<b>91,827</b>

### K. Other income

Other income relates to the coverage of costs for [rightsstatement.org](https://rightsstatement.org) and a contribution from the Stiftung Preussischer Kulturbesitz ([SPK](https://www.spk.de)) for the creation of the Sandbox tool within the Common Culture project.

## Expenses

### L. Personnel expenses

The total costs for personnel increased by 7.1% to **€ 4,686,099** (2019 was € 4,352,176). The largest part of the costs relates to DSI-4 Core Service Platform.

By the end of 2020, the Europeana Foundation employed **63** employees (59.97 FTE), this is an increase of 6 FTE (7 employees) compared to 2019 (56 employees, 53.97 FTE). In 2020, two employees were based in the UK, one based in France, one in Italy, and two based in Belgium. Our 63 employees cover **20** nationalities, five outside Europe and **15** within Europe.

[Karta, The Radio Amateurs World Map](#) | [Miliseum, Sweden](#) | [Public Domain](#)



Overview per 31-12-2019	2020		2019	
	#	FTE	#	FTE
Aggregation Systems	6	5.97	4	3.97
Collections Engagement	7	6.80	7	6.80
Community & Partner Engagement	12	11.20	9	9.00
Data Publishing Services	5	5.00	5	5.00
Directors	3	3.05	3	3.05
External Relations & Communications	2	1.50	2	1.50
People & Business Support	5	4.50	6	5.60
Platform Services	5	4.65	4	3.65
Programme & Business Development	4	3.80	4	3.60
R&D	4	4.00	2	2.00
Service Experience	8	7.50	9	8.80
Infrastructure	2	2.00	1	1.00
<b>Total</b>	<b>63</b>	<b>59.97</b>	<b>56</b>	<b>53.97</b>

## M. Operating expenses

### *Costs for housing*

Apart from six employees, all Europeana Foundation employees are housed in the Dutch Royal Library (Koninklijke Bibliotheek) in The Hague. From 2020 the housing costs for the Koninklijke Bibliotheek are based on a new agreement and only for housing, as the services for IT stopped mid 2020, therefore the costs are **12%** lower compared to 2019. Other costs for housing are related to employees who are working in France and Belgium.

### *General operating costs*

These costs cover all required insurances, phone costs, representation, office supplies and other related office costs. The total general costs are **15%** higher compared to 2019, but almost in line with the total budget for 2020. The increase related to the investment in new software licences.

### *Depreciation*

The costs for depreciation are for investment in office equipment, hardware and software, increased by almost **80%**, which relates to investment in new hardware. As we expected to invest earlier in the year, the total costs are lower compared to the budget. This delay was because of the COVID-19 situation.

### *Overhead covered by projects*

The calculation of the overhead is based on the actual costs per project. Over 2020, we covered overhead costs from all EU projects, 7% on Generic Services projects and 25% on Horizon2020 projects (excluding subcontracting). The overhead claimed on projects is **€ 58,748**, which is **19.2%** lower compared to 2019.

## N. Core Service and direct project costs

In 2020, four new European projects have been started, with Europeana Foundation as a partner:

- InDICEs (Horizon2020)
- Europeana XX (CEF - Generic Services)
- The Art of Reading in the Middle Ages (CEF - Generic Services)
- Europeana Sports (CEF - Generic Services)

The [project InDICEs](#) started in January 2020. The project is funded under Horizon2020 and will run for three years, until the end of 2022. The project InDICEs aims to address the changes in the cultural creatives industries (CCI) by empowering policymakers and decision-makers to fully understand the social and economic impact of digitisation in their sectors.

The [Europeana XX project](#) focuses on the 20th century and its social, political and economical changes as documented in photographs, videos, paintings and files. The project will also deliver high-quality content to Europeana and increase the quality of existing content and metadata currently available in Europeana to enhance their discoverability and reuse. Therefore the project will enable new educational narratives and resources, research and creative projects or business ideas for the Europeana markets. The project started in March 2020 and will end by the end of August 2021, and is funded under the CEF - Generic Services.

The last two new projects both started in October 2020, and are also funded under the CEF - Generic Services. The project [The Art of Reading in the Middle Ages \(ARMA\)](#) aims to show how medieval reading culture evolved and became a fundamental aspect of European culture. The project will deliver 20,000 records of medieval manuscripts created between the years c. 500 and c. 1500 to Europeana, and will also enhance Europeana's visitor experience by creating rich object descriptions and curating seven editorials, including an interactive online exhibition. [Europeana Sport](#) aims to increase the amount of high-quality content and metadata accessible under the Europeana [Sport collection](#). The project will deliver almost 24,000 new digital objects relating to sporting heritage and improve more than 5,000 objects already available on Europeana. Furthermore the project will hold a series of collection day events inviting the public to share their stories and memories related to sport in each of the EU Member States in which partners are based.

### *Procured services under the Digital Service Infrastructure*

From September 2018, the Europeana Foundation started the new procured services contract (DSI-4) with the Commission. This service contract is for a period of two years, and has been formally extended till the end of August 2022. The total contract is for **€ 7,000,000** a year, the consortium has currently **23** partners. The Europeana Foundation is the leader for all activities under the Service Contract with the European Commission.

### Subcontracting

The costs for subcontracting are mainly under the procured services DSI-4 and increased by 17.1% compared to 2019. From the total amount of subcontracting, the largest part relates to hosting, maintenance and further development of all systems and websites of Europeana.

Due to the pandemic the Europeana Foundation invested in additional work around Capacity Building and organised several sensemaking workshops to define the work around Capacity Building, also during the pandemic.

Subcontracting	2020	2019
	<i>Amounts in €</i>	
Platform - maintenance and development	436,485	416,373
Fostering reuse	24,000	32,123
Communication and dissemination	60,207	42,833
Surveying impact	47,626	36,998
Capacity Building	50,415	-
<b>Total</b>	<b>618,733</b>	<b>528,327</b>

### Other direct costs

The Other direct costs have decreased by **61.9%** compared to 2019, mainly due to the fact there are almost no travel costs made in 2020. Due to the pandemic, and the forthcoming restrictions on travel, the costs from travel and workshops outside the Foundation are much lower. Furthermore, we spent on licences, domain registrations and software to be able to run the platform tasks, but also on promotion. [Europeana 2020](#) was our first successful full online event. Where normally around 250-300 participants come to a physical event, we engaged 900 participants over three days. An overview of the most important online meetings, workshops and events is presented on the next page.

Overview of other direct costs	2020	2019
	<i>Amounts in €</i>	
Travel costs Europeana staff	9,121	100,485
Travel costs workshops, meetings and other events	2,054	53,638
Travel costs AGM and presidencies	-	52,366
Licences, domain names and software	33,096	34,206
Annual General Meeting	29,524	20,476
Workshops, meetings and other events	5,337	14,132
Costs for promotion, dissemination	1,302	4,068
Memberships	9,379	17,550
Translations	26,398	8,191
<b>Total</b>	<b>116,210</b>	<b>305,111</b>

From March 2020 onwards all events changed into online events only. The following events were organised by the Europeana Foundation or together with our partners within the network. Almost 3,000 participants joined Europeana meetings, webinars, and events during this year of the pandemic - a change which has a large effect on the sector.

Month	Date	Title (with link)	Strategic area	Format	Participants
March	20	ENA MC meeting	Capacity Building	Webinar	30
April	2	<a href="#">Culture from home</a>	Capacity Building	Webinar	100
April	20	<a href="#">Europeana Common Culture webinar: Increasing (raw) data quality using OpenRefine</a>	Data Quality	Webinar	42
May	6& 7	<a href="#">Europeana Aggregator Forum spring &amp; Copyright Workshop</a>	Capacity Building	Online meeting	75
May	9	<a href="#">Europe Day: Cultural heritage as a catalyst for the future of Europe</a>	Capacity Building	Webinar	500
May	12	<a href="#">Culture from home - Libraries</a>	Capacity Building	Webinar	46
May	26	<a href="#">Culture from home - Archives</a>	Capacity Building	Webinar	56
June	2-18	<a href="#">Digital transformation in the time of COVID-19: Sense-making, scaling up, and capacity building workshops</a>	Capacity Building	Workshop	50
June	8	<a href="#">Europeana Common Culture webinar: FAIRify data in the Cultural Heritage sector</a>	Data Quality	Webinar	23

Month	Date	Title (with link)	Strategic area	Format	Participants
June	11	<a href="#">Culture from home - Education</a>	User Engagement	Webinar	64
June	23	<a href="#">Europeana Common Culture webinar: Semantic Enrichment Strategy at SearchCulture.gr</a>	Data Quality	Webinar	40
July	1&2	ENA MC meeting	Capacity Building	Online meeting	34
July	7	<a href="#">Running webinars: what we've learnt so far</a>	Capacity Building	Webinar	62
July	17	<a href="#">Europeana Cafe - #1 Open doors</a>	Capacity Building	Webinar	21
August	13	<a href="#">Europeana Cafe - #2 The effects of travel and tourism restrictions</a>	Capacity Building	Webinar	24
August	27&28	<a href="#">Connecting Formal and Informal Education with Digital Cultural Heritage</a>	User Engagement	Workshop	90
September	18	<a href="#">Europeana Cafe - #3 When will we see you again?</a>	Capacity Building	Webinar	10
September	22	<a href="#">Rights in digital objects and structured rights information at Europeana</a>	Capacity Building	Webinar	98
September	29	<a href="#">Social Media as Engagement Instrument for Cultural Heritage Institutions</a>	User Engagement	Webinar	35
September	30	<a href="#">What's in a name, what Impact means to us (introduction)</a>	Capacity Building	Webinar	28
October	1	<a href="#">Europeana Sport webinar: Engaging audiences with sport and culture</a>	User Engagement	Webinar	15



Month	Date	Title (with link)	Strategic area	Format	Participants
October	5&6	<a href="#">EF Conference under the German Presidency</a>	Capacity Building	Webinar	110
October	7	<a href="#">Europeana Cafe - #4 Europe's sport heritage</a>	Capacity Building	Webinar	15
October	13	<a href="#">Europeana Common Culture webinar: LODA - the Linked Open Data Aggregator</a>	Data Quality	Webinar	25
October	15&16	<a href="#">Europeana Aggregators' Forum meeting Fall 2020</a>	Data Quality	Online meeting	73
October	20	<a href="#">Clearing rights in collections, part 1</a>	Capacity Building	Webinar	138
October	28	<a href="#">Design your impact: Impact Playbook Phase 1</a>	Capacity Building	Webinar	45
November	11-13	<a href="#">Europeana 2020</a>	Capacity Building	Web Conference	900
November	18	<a href="#">Opening up: approaches from cultural heritage institutions across Europe</a>	Capacity Building	Webinar	45
November	25	<a href="#">Get the data (right): Impact Playbook Phase 2</a>	Data Quality	Webinar	35
December	3	<a href="#">The copyright directive: new approaches to the public domain and to out of commerce works</a>	Capacity Building	Webinar	52
December	15	<a href="#">Crowdsourcing of Digital Cultural Heritage</a>	Data Quality	Webinar	26



[22.0 IBM modell 5100, Telemuseet, CC BY-SA](#)

# OTHER INFORMATION

## Appropriation of the result

Pursuant to article 13 of the articles of association of the Foundation the Board of Directors shall draw up a full set of accounts concerning the financial year, to be submitted to the Supervisory Board. The adoption of the annual report by the Supervisory Board shall discharge the Board of Directors in respect of all actions mentioned in the annual accounts.

## Allocation of the result

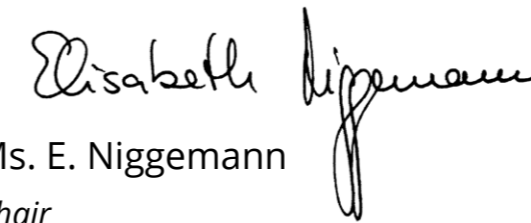
The Board of Directors submits the Financial Annual Accounts for the year 2020 to the Supervisory Board. In the Annual Report & Accounts 2020 the positive result is added to the Reserve as specified here under:

<b>Result 2020</b>	<b>€ 258,557</b>
- In favour of the Appropriated Reserve DSI-4	€ 258,557

Anticipating the adoption by the Supervisory Board of the Annual Report & Accounts 2020, the mentioned allocation of the result 2020 is incorporated in the balance sheet.

The Hague, 19 May 2021

On behalf of the Supervisory Board of the Europeana Foundation,

  
Ms. E. Niggemann  
*Chair*



Ms. J. van der Leeuw-Roord  
*Vice-chair*

# ANNUAL REPORT & ACCOUNTS 2020

---



eupeana  
foundation



Co-financed by the Connecting Europe  
Facility of the European Union

