

Annex 1

Description of Work

(Best Practice Networks)

ECP 2007 DILI 517011

APENET:

European Archives Gateway

(Internet portal for documents and archives in Europe)



eContentplus

Table of contents

0	PROJECT SUMMARY	3
1	RATIONALE AND OBJECTIVES.....	3
1.1	<i>Description of the issue addressed and the current situation (baseline)</i>	3
1.2	<i>Description of the project objectives</i>	4
1.3	<i>Expected results</i>	4
1.4	<i>List of participants</i>	5
2	CONTRIBUTION TO PROGRAMME OBJECTIVES	6
3	EUROPEAN DIMENSION	6
4	CONTENT	7
4.1	<i>Underlying content</i>	7
4.2	<i>IPR (Intellectual property rights) issues</i>	10
4.3	<i>Multilingual and/or multicultural aspects</i>	10
5	IMPACT	10
5.1	<i>Analysis of demand</i>	10
5.2	<i>Target users and their needs</i>	10
5.3	<i>Critical Mass</i>	12
5.4	<i>Added Value</i>	12
6	NETWORKING.....	12
6.1	<i>Networking Capacity</i>	12
6.2	<i>Clustering Activities</i>	13
7	PERFORMANCE MONITORING.....	13
7.1	<i>Success indicators</i>	13
7.2	<i>Performance measurement and evaluation</i>	14
8	PROJECT WORK PLAN.....	14
8.1	<i>Description of work and roles</i>	14
8.2	<i>Technologies and Standards</i>	14
8.3	<i>Project Plan</i>	16
8.4	<i>Work package and labour effort overview</i>	17
8.5	<i>Work package description</i>	18
8.6	<i>Deliverables List</i>	28
9	PROJECT MANAGEMENT	29
9.1	<i>Project Management Structure and Responsibilities</i>	29
9.2	<i>Project communication mechanisms</i>	31
9.3	<i>Risk Analysis and Risk Management</i>	31
9.4	<i>Quality Assurance</i>	31
10	DISSEMINATION AND AWARENESS	32
10.1	<i>Events and Meetings</i>	33
11	OTHER CONTRACTUAL CONDITIONS.....	33
11.1	<i>Subcontracting</i>	33
11.2	<i>Other specific costs</i>	33
11.3	<i>Indicative budget distribution & pre-financing schedule</i>	34
12	APPENDICES	35
12.1	<i>Consortium description</i>	35
12.2	<i>Background and reference documents</i>	39

0 Project Summary

Archives are a society's memory but also its treasure chamber that can enhance the quality of life for any citizen, on a personal as well as a societal level. Providing all Europeans with easy online access to the content of the collective memory contained in archives will be an extremely important contribution to the realisation of European social and cultural objectives.

With the rapidly growing number of archives services using the Internet for the dissemination of their holdings and their growing competence in using the new technologies, the creation of an European Archives Internet Gateway ("Internet portal for documents and archives in Europe") which pools efforts and expertise at the national and European levels, has been defined as a top priority by European professionals, and endorsed by the European Council in its recommendation of 14 November 2005 (Official Journal of the European Union, 29.11.2005; 2005/535/EC)

The fundamental aim of the APENET project is to provide EU citizens, public authorities and companies with a common gateway, which will enable them to find out for themselves about Europe's archives and about archival material that is relevant to them, whether or not they live in the European Union. Archives across the European Union will be easily accessible to EU citizens for the first time from a single entry point, and should improve public understanding of European history and culture. Therefore, APENET will also have a strong relationship with the EUROPEANA and other European portals or gateways which hold information on archives, like Michael and QVIZ.

The gateway will connect disparate archival Internet initiatives and will act as a powerful catalyst in breaking down the remaining barriers to easy access to information about archives in the European Union and the important cultural resources which they hold, making them available through a virtual catalogue. The services of the gateway will be available in different languages

1 Rationale and Objectives

1.1 Description of the issue addressed and the current situation (baseline)

The APENET project has its origins in the need to contextualise the content of archives holdings and collections in order to make individual archival objects searchable, accessible, and last but not least – usable. Most people can often on their own recall some aspects of the context of records and documents related to well-known persons or organisations. In order to reach a full understanding and use archival materials most effectively, however, they must be understood in relation to their provenance. The theoretical ground for this is the principle of provenance, which can be said to be the foundation of today's archival theory and practice, worldwide. In short, this principle states that an archival fond is the result of a records creator activity, developed step by step. The individual objects (records, documents) are parts of this process which can be fully reconstructed only with their help. The logical and physical place of each object mirrors its place in the process and defines its relations to other objects in the same process.

The archival community has responded to this situation by developing tools like standards for metadata like those described in section 8.2 to more adequately describe records and provide information about records creators. Today, there is also standardised data interchange formats available connected to these metadata standards. Many Member States have established national archives portals and gateways on the Internet based on these standards, sometimes with links to the individual records or documents. Built on the diverse archival traditions of the countries in Europe these portals and gateways are normally not conceived primarily to communicate and interchange data.

In general terms, the direct motivation for the APENET project is: (a) the recommendation on digitisation and online accessibility of cultural material and digital preservation issued by the European Commission on the 24th of August 2006 (Official Journal of the European Union, 31.08.2006; 2006/585/EC), and (b) the conclusions of the Council of the European Union (14466/06) on the 13th -14th of November 2006 to endorse

the strategic objectives and main elements of the EC Recommendation as well as the vision of a European Digital Library being a common multilingual access point to Europe's distributed digital cultural and scientific heritage.

EUROPEANA's content centers on digital objects, and offers item-level description for it. In order to collaborate with EUROPEANA, APENET will offer similar contents that are described at the same level. This is done in two steps. First, archival information in different countries and sectors of society must be made retrievable through a centralized European archival access point, and, secondly, this access point must be linked to individual digitised documents and records. The APENET project will implement a solution based on an on-line gateway, that can a) respond to actual user needs and requirements, b) identify existing content and technologies and c) use standards that are most suitable for the expected usage of the gateway's different resources. The rapidly growing number of archival institutions using the Internet for the dissemination of their holdings through national or institutional archives portals constitutes a solid base for such an Internet gateway to archives and documents in Europe.

1.2 Description of the project objectives

The overall goal of the APENET project is to gather the existing digital archival content of Europe and make it available on-line. The aim is to build a network of European archives that, can offer online access (A) to finding aids covering millions of digitised and not yet digitized documents, (B) to the individual documents and digital objects through these finding aids, and (C) information about individual collections, the institutions that house them, and their creators.

Moreover, archival materials are not exclusively in the custody of public archival institutions. In Europe, other institutions, like libraries and museums, house archival material, as is the case in the National Libraries of Spain and Malta or the British Library. Thus, the European Archives Gateway aims to facilitate the access to documents and records also in a variety of cultural heritage institutions, whether they are public or private.

The main objectives of the APENET project are (a) to develop an Internet gateway that can provide descriptions of archival materials in European archives, libraries and museums. based on information on the archives creators – corporate bodies, persons and families – with basic data on their records and collections; (b) to develop a set of converting engines and plug-ins to be integrated in national and institutional archives portals and systems to facilitate their contribution to APENET and in the end to the EUROPEANA; and (c) to support and encourage archival repositories to contribute descriptions of their respective holdings toward the development of EUROPEANA. The development of the European Archives gateway will be based on a careful study of other European framework programmes, such as EUAN, LEAF, EDLnet, TEL, QVIZ and MICHAEL, as well as other international models such as the UNESCO or the ICA archives portals.

1.3 Expected results

A fully working Internet gateway

The APENET project will develop an on-line gateway to archival material in Europe, which can also be accessed through EUROPEANA. This gateway will provide access to: a) information about archival repositories, both private and public; b) multilevel descriptions of documents and archives; and c) digitised objects kept by these institutions. Each category must have a minimum set of information consisting of: name of creator, dates of existence, localities, functions, biography or administrative history, reference code in national or institutional database (or similar information), title of fond (records group, collection), dates of documents/records, and scope and content. Users will also be able to link each fond to catalogues, inventories and other sources with more detailed information.

A set of converting engines and plug-ins for participating institutions

Based on an analysis of existing standards and applications in use by the participating partners, the APENET project will develop and test a number of auxiliary computer programs (converters and plug-ins) to facilitate data exchange and provide on demand access from the European Archives Gateway to information mentioned above.

Since the digital objects and archival descriptions are kept by their home institutions and not centrally stored in the European Archives Gateway itself, regulations for their access will be determined on a case-by-case basis by the national or institutional portal that provides them.

Support and encourage cultural heritage institutions keeping archives to participate in the development of EUROPEANA.

By compiling existing digital content of the participating partners and establishing the technical and organisational conditions for new content providers to join the network, the APENET project will also prepare the way for the possible future participation of other archival cultural heritage institutions in Europe.

The APENET project will encourage new institutions to participate by providing a number of dissemination activities like on-site presentations, demonstrations and seminars, conferences and workshops, publication of research papers in scientific conferences and journals and a web site with live demonstration.

1.4 List of participants

List of Participants						
<i>Partic. No</i>	<i>Participant full name</i>	<i>Participant short name</i>	<i>Country</i>	<i>Role in the project</i>	<i>Date enter project</i>	<i>Date exit project</i>
1	Archivos Estatales	ES.MCUSGAE	Spain	<ul style="list-style-type: none"> • Coordinator • WP 2 leader • WP 6 leader • Standardisation • Content provider 	M1	M36
2	National Archives	KA	Finland	<ul style="list-style-type: none"> • Content provider 	M1	M36
3	Direction des archives	DAF	France	<ul style="list-style-type: none"> • WP4 leader • Dissemination and awareness • Content provider 	M1	M36
4	Bundesarchiv	BA	Germany	<ul style="list-style-type: none"> • WP 1 leader • Standardisation • Content provider 	M1	M36
5	National Archives	NAM	Malta	<ul style="list-style-type: none"> • Content provider 	M1	M36
6	Nationaal Archief	NANETH	Netherlands	<ul style="list-style-type: none"> • WP3 leader • Standardisation • Dissemination and awareness • Content provider 	M1	M36
7	National Archives	Nap	Poland	<ul style="list-style-type: none"> • Content provider 	M1	M36
8	National Archives	DGARQ	Portugal	<ul style="list-style-type: none"> • Content provider 	M1	M36
9	Riksarkivet	RA	Sweden	<ul style="list-style-type: none"> • WP5 leader • Dissemination and awareness • Content provider • Definition of logical model 	M1	M36

				• Interoperability between APENET and EUROPEANA		
10	State Archives	DGSAL	Latvia	• Content provider	M1	M36
11	General State Archives	GSA	Greece	• Content provider	M1	M36
12	Archives of the Republic of Slovenia	ARS	Slovenia	• Content provider	M1	M36
13	Stichting European Digital Library	EDL	EU	• Participating in WP1, WP2 and WP3	M1	M36

2 Contribution to programme objectives

The European Commission's Information Society and Media agenda, reflecting its new European Information Society 2010 (i2010) initiative, is designed to encourage and support all sectors of the economy in the take up and use of information and communication technologies (ICTs), an agenda which the APENET project supports.

The project is targeting several sectors in Europe: cultural heritage institutions, the research community, students, and the ordinary public in support of their need to find and use digital information in their own language, independently from locations of the sources and original languages. In that sense the APENET project strongly emphasizes multilingual and multicultural issues.

APENET will help foster the European Higher Education Area (EHEA), the objective of the Bologna Process - to create more comparable, compatible and coherent systems of higher education in Europe - in close relation with the Open Courseware (ocw) and the standard schemes for organizing metadata related to educational objects (1484.12.1 IEEE Standard for Learning Object Metadata). Via the gateway, archives may provide e-learning tools for studying and learning techniques of working with archival material from different cultural background. There will be a virtual joint reading room that allows comparing archival material from related activities until now strictly separated by national boundaries.

3 European dimension

The "European Archives Gateway" aims at making Europe's diverse archival material kept by private or public cultural heritage institutions easier to access and use online for work, leisure and study. For the first time it will be possible to carry out a centralized search for archival materials in Europe across national, institutional and sectorial boundaries. The successful implementation of the European Archives Gateway constitutes the concerted effort of twelve European countries working toward fulfilling the vision of a common multilingual access point to Europe's distributed digital cultural and scientific heritage – including access via EUROPEANA. The project will build up a strong network of archival institutions and enrich contacts with other cultural heritage institutions (libraries, museums). It will also face the technical challenges of disseminating archival content.

The project will build up wide consensus among its partners and mobilize new resources that will include smaller institutions and a wide variety of archival materials. The results of the project will be an important pillar in the trans-European infrastructure supporting access and use of digital contents and enrich its content.

The benefits of improved access to European archives reaches beyond the research community, because it creates business opportunities within value-added sectors like education, media and tourism, sectors that are already using archives as a base for their activities. The creative industries and a growing number of knowledge-intensive activities in different sectors of society are next in line.

4 Content

4.1 Underlying content

The following table provides a list of the digital objects which the consortium undertakes to make available:

Quantity and Quality of the Content								
Provider	Type	Quantity & Definition	Format & Quality	IPR	Current Use	Existing Metadata	Language	Additional information
ES.MCUSGAE	Text	3.000.000 descriptive units	XML or HTML	Public domain	Users and potential users of the archives	Elements and attributes of the EAD and EAG standards	Spanish	
ES.MCUSGAE	Images	15.000.000 images	JPEG	Public domain	Users and potential users of the archives		Spanish	
BA	Finding aids in XML-format and / or HTML-Format	1.000.000 descriptive units in 1000 finding aids	XML or HTML	Public domain	Users and potential users of the archives	Elements and attributes of the EAD-standard	German	
BA	Finding aids in XML-format and / or HTML-Format	4.000.000 descriptive units in 1000 finding aids	XML or HTML	Public domain	Users and potential users of the archives	Elements and attributes of the EAD with a unified profile	German	
BA	Images (digitised holdings)	5.000.000 images	Png	Public domain	Users and potential users of the archives	Elements of the METS-Standard	German	
BA	Finding aids in XML-format and / or HTML-Format	1.000.000 descriptive units	XML or HTML	Public domain	Finding aids in XML-format and / or HTML-Format	Elements and attributes of the EAD with a unified profile	German	These finding aids are digitised in a project funded by the German research foundation
NAM	Text	500.000 descriptive units	HTML	Public domain	Users and potential users of the archives	Structured in line with ISAD (G)	English	

NAM	Images	2.000.000 images	Jpeg / TIFF	Public domain	Users and potential users of the archives		English	Images digitised under co-operative agreements with international organisations
DGARQ	Images and services	300.000 images and correspondent description units (descriptive and technical metadata)	Jpeg / PNG / TIFF EAD / XML	Public domain	Users and potential users of the archives, including administrative users	EAD/EAC standards NISO	Portuguese	
KA	Images	700.000 images	Jpeg / Tiff	Public domain	Users and potential users of the archives		Finnish, Swedish	
KA	Text	2.000.000 descriptive units	HTML	Public domain	Users and potential users of the archives	Structured in line with ISAD (G) and ISAAR (Cpf)	Finnish-Swedish	Can be mapped into EAD-standard
DAF	Text	10.000 descriptions	Database, XML, SDX	Public domain	Mainly research	EAD 1.0 (1998)	French	Private archives fonds held by the national and local archives
DAF	Text	1.600 descriptions of photographs	Database, XML, SDX	Public domain	Mainly research	EAD	French	Collections held by the national and local archives
DAF	Text	16.500 descriptions of fonds of the former French colonies	Finding aid, SDX	Public domain	Mainly research	EAD	French	French ministries in charge of colonies and local authorities in the colonies
DAF	Text and images	10.000 photographs, posters and maps	Data base, XML, Jpeg	Public domain / restricted use	Mainly research and teaching	EAD	French	From former French colonies
DAF	Text and images	1.180.000 images, corresponding to 185.000 descriptions (fonds, institutions and documents)	XML, SDX	Public domain / restricted use	Research, leisure and teaching	EAD	French, English and Indian languages	Held by 7 French and Canadian national and local archives
RA	Database on	80.000 descriptions	EAD / EAC/	Public	Users and	Structured in line	Swedish	Not free of charge. Fonds of Private

	finding aids and linked images	with links to about 5 000 000 public digital documents	DjVu	domain / restricted use	potential of The National Archives public web services	with ISAD (G) and ISAAR (CPF)		and public archives.
NDAP	Databases on finding aids	2.000.000 descriptions and 50.000 images	EAD / JPEG	Public domain	Users and potential users of the archives	Structured line with ISAD (G)	Polish, Latin, Russian and German	Fonds of public archives
DGSAL	Text and images	700.000 descriptive units and 1.000.000 digital documents	EAD / EAC XML JPEG	Public domain	Users and potential users of the archives	EAD/ EAC	Latvian, German, Russian.	
NANETH	Finding aids in XML-format and / or HTML-format	2.400.000 descriptive units in 6.000 finding aids at the end of the project	XML or HTML	Public domain	Users and potential users of the archives	Elements and attributes of the EAD with a unified profile	Dutch.	
NANETH	Images	4.000 images	JPEG / TIFF	Public domain	Users and potential users of the archives		Dutch	
GSA	Text and images	8.000 descriptions of files with links to about 1.500.000 digital items	XML, JPEG	Public domain	Users and potential users of the archives	Elements and attributes of the EAD	Greek, French, German.	
ARS	Text	10.000 descriptive units	JPEG	Public domain	Users and potential users of the archives.	Structured in line with ISAD (G)	Slovenia, German.	All finding aids are in Slovenian language, but almost all the material of this collection is in German language.
ARS	Images	450.000 images	MultiTIFF	Public domain	Users and potential users of the archives		Slovenia, German	

4.2 IPR (Intellectual property rights) issues

The information that will be disseminated through the APENET gateway often is already accessible through national or institutional portals and websites. Therefore, limitations due to IPR or national legislation must be solved before the information can be linked to the European Archives Gateway. However, content providers with a non-public legal status will have to formally authorize the use of the material they provide within the APENET project in an official manner. This will be a part of the Consortium agreement. An IPR-taskforce will also support the project partners in matters related to IPR-questions during the project.

In order to secure project work, access rights to knowledge and pre-existing know-how for the successful execution of the project should be deemed granted on a royalty-free basis to and by all parties.

For business reasons, access rights to knowledge needed for use of own knowledge, should be granted on a written request on a royalty-free basis and that access rights to pre-existing know-how needed for use should be granted on market conditions and be subject to a bilateral agreement between the parties concerned.

4.3 Multilingual and/or multicultural aspects

In addition to making it possible to search the holdings public and private archival repositories in twelve countries, the interface of the APENET gateway will be multilingual, and thus allow users to choose the language in which they navigate the gateway.

The project shall test available methods such as Multimatch and Trebleclef, and also use results, knowledge and experiences made in other European projects like Michael / MichaelPlus and EUROPEANA.

Each participant will translate the query interface and the main information of the unique access point to its national language. Documents will not be translated.

5 *Impact*

5.1 Analysis of demand

The archival document is unique and seldom published. In most cases, the researcher must visit the archival institutions in person to access the material they contain. Public archival repositories in most member states and some private ones have already made multilevel archival descriptions and finding aids available on-line, to make it possible for the user to do research without knowing exactly where the sought-after information is physically located. The availability of on-line finding aids, especially if they are linked to the corresponding documents they describe, can save the researcher a considerable amount of time and perhaps even eliminate the need to travel to the various institutions where the documents are housed

The use of Internet services also represents a totally new dimension of information retrieval; geographical and institutional borders are no longer an obstacle. Today, vast amounts of information can be accessed almost anywhere in the world by anyone using a computer. Furthermore, new documents and records are being produced today more than ever before in human history, and a rapidly growing part of them are in digital form. While services like Google and Wikipedia offer handy tools for navigating the growing information jungle, in some cases they are not enough. Archival materials represent a special case facilitating information retrieval because they become less reliable, retrievable or accessible if they are removed from their archival context or provenance. Researchers, private individuals, students, teachers etc. are asking for possibilities to access unique archival documents in a way that it is possible to understand them in their context.

5.2 Target users and their needs

The archival institutions, both public and private, are normally rather small, and to respond to user needs, they need networks for coordinated outreach of their otherwise hidden and unknown content. The APENET project responds to these needs on a European level and transforms them into practice by building a

European Archives Gateway for online access to multilevel archival descriptions and finding aids from each Member State, in some cases, linking them to their corresponding digitised document on-line

The archival community today faces growing demands among citizens to make current and future digital information in archives accessible and usable: they claim for (A) improved participation in social processes, (B) better quality and transparency in cultural and societal experiences, (C) development of knowledge on both a personal and societal level, and (D) cultural resources for research.

Target user description	Needs	Involvement & Role	Country coverage
The citizens	Discover interesting events and their interrelations	Survey and questionnaire	Internationally
	Find out more about their individual history and their part in the European history	Survey	Internationally
	Obtain services on documents: copies and certified copies	Survey	Internationally
	Transparency in social processes (e-government etc)	Survey	Internationally
Researchers	Find and locate relevant and unknown sources with little logistic effort	Survey	Internationally
	Identify unknown relations between these sources	Survey	Internationally
	Identify and access authentic and trustworthy copies of originals	Survey	Internationally
Institutions keeping archives documents and records	Possibilities to link their finding aids and holdings to an Internet gateway	Survey	Internationally
Portals and gateways	Possibilities to deliver or link content to other portals and gateways	Survey	Internationally

The primary goal for the APENET is that end-users (citizens, researchers, the archival community and other gateways) will have unique access to archival digital items on-line through the co-operation of the participating European archives. The APENET partners will gain a significant new route to end-users and an additional showcase for their archival holdings. APENET will enable integrated search and discovery of resources in multiple archives across Europe.

We want to collaborate in the consolidation of the feeling of European citizenship by creating another parallel feeling: the one of having archival fonds with common and interrelated contents. In addition, we also wish to create an IT application with quality contents that can be used both by citizens for their cultural leisure and enjoyment and by archivists and researchers in their professional work.

A gateway or portal that offers quality content which can be used in a variety of ways ranging from a basic use for cultural leisure and enjoyment to the professional use of information will be of great interest to all our different end-users. For this reason, we do not anticipate a need to create different tools for each category of end-users.

This implies that the gateway must include the following: (1) quality access to the European archival landscape and discovery of unknown holdings including the easy access to images associated to descriptive

registers; (2) attractive, intuitive and multilingual tools that are easy to use; (3) a means by which to link to a particular file and request a downloadable copy; and (4) a means by which the user can register with a voluntary login and password (5) an application through which search results, documents and images of personal interest can be stored as well as (6) an option to create personalised folders and subfolders.

Needs:

Citizens' needs: to locate easy and fast information of personal, familiar or local interest without having to have knowledge on investigation techniques nor to depend on the schedules of opening of the archives and to obtain copies of the documents that they look for.

Researchers' needs: a IT tool that helps to discover unknown information in the context of its creation in a systematic or full text search form, not depending on the schedules of opening of the archives and to obtain copies of the documents that they look for.

Archival community' needs: an IT tool that presents their own holdings in context to related others and that recovers the information of exact and ordered form

Other portals and gateways: possibilities to deliver or link content to other gateways or portals

5.3 Critical Mass

The archives and documents of the partners involved in the APENET project represent a substantial part of the European cultural heritage, and have enough content available to show the added value of coordinating it for cross searching and access on a European level.

5.4 Added Value

The APENET project will make it possible for all Europeans to access information about archival material as well as digital documents and records through a European Archives Gateway and furthermore f.i. through EUROPEANA. This will give the public and the research community a centralized access point from which they can search the holdings of the participating archival repositories. The expected results are

For Member State citizens

- § Improved possibilities to participate in social processes,
- § better quality and transparency in cultural and societal experiences, and
- § enhanced development of knowledge

For researchers: improved quality in cultural resources for research.

For economic growth: business opportunities based on the exploitation of archival material.

6 **Networking**

6.1 Networking Capacity

Participation in the European Archives Gateway will be open to all archival repositories in Europe that can deliver structured descriptions of their holdings in accordance with international archival standards (either in EAD, EAC, EAG and METS format or in a format that can be converted into EAD, EAC, EAG and METS with the help of converting engines provided by the project).

Initially, we expect that the network will, in a first step, attract those institutions that can benefit most from being members of the network. Through high-level public awareness of its results the project will, in a second step, raise the interest of other institutions that fulfil the requirements to enter the network.

In an effort to make the contents of the European Archives gateway as comprehensive as possible, and as part of an intensive dissemination initiative, we would like to attract the attention of institutions that are not archives in the formal sense of the word, but that are repositories of archival materials and want to provide content and services to the network or simply have access to its services.

Institutions wishing to join the network will appoint a contact person. Work package 5 is responsible for planning and starting activities to expand the network.

6.2 Clustering Activities

The European Archives Gateway can be described as a network of institutions that facilitates access to archival resources across Europe. The connection to EUROPEANA is in itself a tremendous clustering activity. These connections increase the possibilities for joining other specialised networks and activities in clusters tremendously. The following are only a few examples:

- Clustering with university networks particularly regarding research and R&D centres; this area will fit in the programme COOPERATION from the FP7.
- Clustering with other networks in the cultural heritage field (museums, libraries) and specialised projects in the science domain like the e-SciDR project.
- Clustering with framework initiatives like the People programme, harmonisation of access and authorisation methods and techniques, and the providing of increased access to people with disabilities.
- Clustering with the European Higher Education Area (EHEA), the objective of the Bologna Process - to create more comparable, compatible and coherent systems of higher education in Europe.

7 Performance monitoring

7.1 Success indicators

Indicator Nr	Objective/expected result	Indicator name	Expected Progress		
			Year 1	Year 2	Year 3
1	Logical structure of the European Archives Gateway	LSP	Done		
2	Physical structure of the European Archives Gateway	PSP	Defined	Operational	
3	Interoperability with EUROPEANA	I-EDL		Defined	Operational
4	Number of descriptive units available in digital form <i>via</i> the European Archives Gateway	D-Available	0	8.000.000	16.000.000
5	Number of institutions with archival fonds available <i>via</i> the European Archives Gateway	F-Available	0	10 000	50 000
6	Number of digital objects available in digital form <i>via</i> the European Archives Gateway	I-Available	0	10.000.000	31.000.000
7	Number of national and institutional portals connected to the European Archives Gateway	Institutions	0	2	12

8	Number of requests to the European Archives Gateway	Request	0	50.000	200.000
---	---	---------	---	--------	---------

7.2 Performance measurement and evaluation

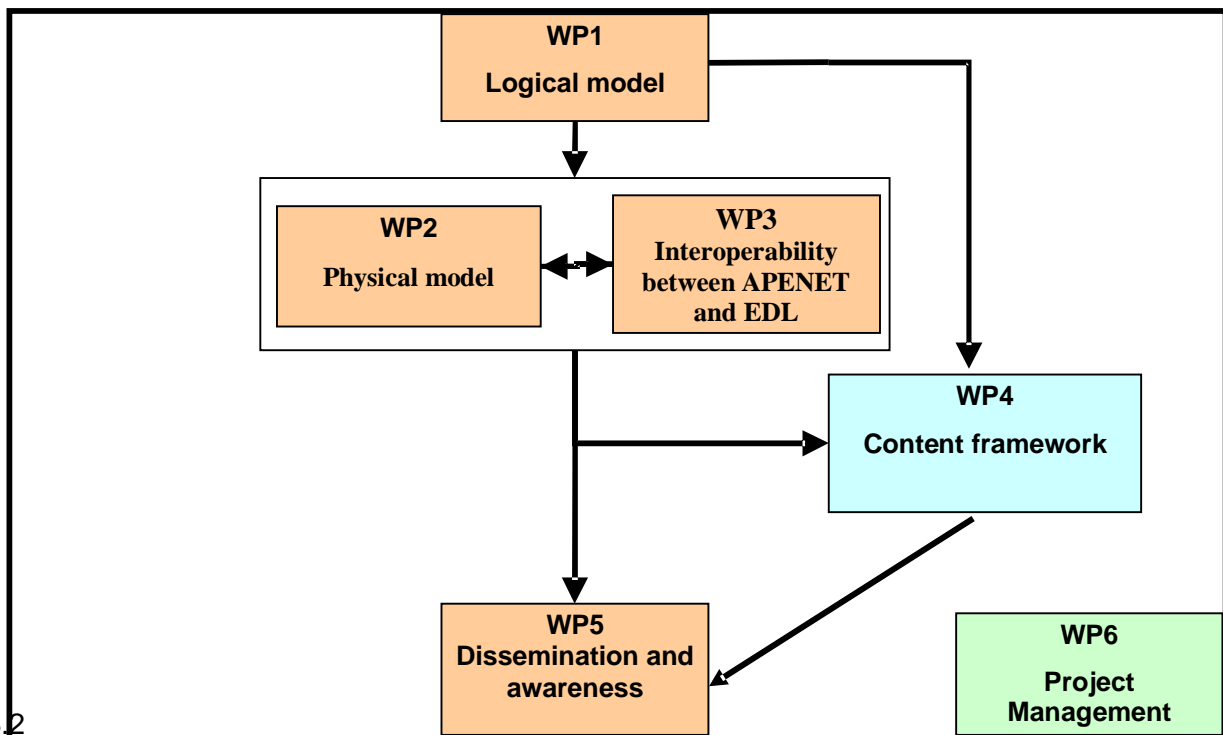
For technical performance measurement, WP1, 2 and 3 will deliver reports on the methodology to reach their goals in an early stage of their activities. These reports will be the basis for evaluation of the project’s technical progress, the success indicators 1, 2 and 3, by the General Assembly. The General Assembly will then report to the Commission.

Work package 4 will measure the success indicators number 4 to 7, according to the data provided by the content providers.

Work packages 2, 3 and EDL will measure the success indicator number 8.

8 Project work plan

8.1 Description of work and roles



8.3 Technologies and Standards

The APENET project will not do research for new technologies but instead survey available advanced technologies and transform them into concrete services.

The APENET project will not establish or identify new standards, but implement a common framework across Europe that uses existing global archival standards targeted for a European context and encourages their use. The project will also support and promote the acceptance of trans-national standards in order to secure interoperability with the various national and institutional archives portals.

Participation in the European Archives Gateway will be open to all European archival repositories that can contribute descriptions of their holdings that are structured in accordance with the appropriate international

archival standards (either in EAD, EAC, EAG and METS format or in a format that can be converted into EAD, EAC, EAG and METS preferably by themselves with the tools delivered by the project)

- Encoded Archival Description (EAD), a data format for descriptive information on item, collection or institutional level. Development of the EAD began with a project initiated by the University of California, Berkeley Library in 1993. The goal of the Berkeley project was to investigate the desirability and feasibility of developing a non-proprietary encoding standard for machine-readable finding aids such as inventories, registers, indexes, and other documents created by archives, libraries, museums, and manuscript repositories to facilitate the use of their holdings. The project directors recognized the growing role of networks in accessing information about holdings, and they were keen to include information beyond that which was provided by traditional machine-readable cataloguing (MARC) records. From early on, the development of the EAD was a cooperative venture, with specialists at Berkeley working in conjunction with experts at other institutions. The requirements for the encoding standard include the following criteria: 1) ability to present extensive and interrelated descriptive information found in archival finding aids, 2) ability to preserve the hierarchical relationships existing between levels of description, 3) ability to represent descriptive information that is inherited by one hierarchical level from another, 4) ability to move within a hierarchical informational structure, and 5) support for element-specific indexing and retrieval. This standard is used world wide for Internet presentations of archival descriptive information and is especially applied for gateway projects. The standardising board is the EAD Working Group of the Society of American Archivists (SAA) with representatives from Great Britain, the Netherlands, France and Germany. The EAD home page is:

<http://www.loc.gov/ead/>

- Encoded Archival Context (EAC). The EAC is an ongoing initiative within the international archival community to design and implement a prototype standard based on Extensible Mark-up Language (XML) for encoding descriptions of record creators. The primary developers of this prototype standard are members of the international archival community. The description of individuals, families, and organizations that create records is an essential component of the preservation of the documentary evidence of human activity. Identifying record creating entities; recording the names or designations used by and for them; and describing their essential functions, activities, and characteristics, and the dates and places they were active is an essential component of the management of archives records. Creator description facilitates both access to and interpretation of records. The standardising board is the EAC Working Group of SAA with many international representatives. The standard will be hosted by the Staatsbibliothek Preußischer Kulturbesitz, Berlin and the Bundesarchiv. The website is for the moment

<http://www.iath.virginia.edu/eac/>

- Encoded Archival Guide Document Type Definition (EAG). The EAG provides an electronic format for the storage, publication and exchange of information related to archive repositories. Created by the Spanish Ministry of Culture and is largely applied in the following implementation:

<http://censoarchivos.mcu.es/CensoGuia/proyecto.htm>

more information

http://aer.mcu.es/sgae/jsp/censo_guia/Documentos/EAG.DTD.txt

http://aer.mcu.es/sgae/jsp/censo_guia/Documentos/Repertorio_de_etiquetas_EAG_Alfa_0.2.doc

- Metadata Encoded and Transmission Standard (METS). METS is a generalized metadata framework, developed to encode the structural metadata for digital objects and related descriptive and administrative metadata. It is especially interesting for archives because it can combine images to objects and describe their internal structure. Launched by the Digital Library Federation, the METS initiative seeks to provide a single, standard mechanism for encoding all forms of metadata for digital objects. METS will simplify both the exchange of objects between repositories and the development of software tools for search and display of those objects. Additionally, METS encoding will provide a coherent means for archiving digital objects and their metadata. The METS initiative has two major components, a technical one aimed at developing a standard encoding format for

metadata, and an organizational one aimed at developing mechanisms for maintenance and further development of the format:

<http://www.loc.gov/standards/mets/>

8.4 Project Plan

Milestone number	Milestone name	Work package(s) involved	Expected date	Means of verification
1	Logical model completed	WP1	M8	Report
2	Interactive presentation of the basic concepts on a website	WP1, WP2	M12	Report / Pilot installation
3	Feasibility of the interoperability concept with Europeana	WP3	M16	Report / Proof of feasibility by EUROPEANA
4	Pilot of the gateway including interoperability with EUROPEANA	WP2, WP3	M24	Report / Second pilot installation
5	Operational converting agents and content delivery mechanisms functioning	WP4	M30	Presentation of converted descriptive information
6	Final version of the gateway, including interoperability with EUROPEANA	WP2, WP3, WP4	M36	Installation / Report with evaluation of findings

8.5 Work package and labour effort overview

The amount of person / month in WP 4 is due to the fact that all the participants are going to work as content providers for the gateway and, consequently, they have to standardised their data for both the Archives gateway and EUROPEANA. The only participant that does not act as content provider is EDL.

Work Package and Labour Effort Overview																			
WP No	Work package title	Lead Applicant No	Start month	End month	Total Person months	Person months effort per work package per applicant													
						AP 1	AP 2	AP 3	AP 4	AP 5	AP 6	AP 7	AP 8	AP 9	AP 10	AP 11	AP 12	AP 13	
						Sp.	Fin.	Fra.	Ger.	Mal.	NL	PL	PT	Swe	LV	Gr.	Slo.	EDL	
1	Definition of the logical model	4	M1	M08	78	4		2	60		4			2	4			2	
2	Definition of the physical model	2	M6	M36	58	52					4							2	
3	Interoperability between APENET and EUROPEANA	6	M1	M36	62	2			1		36			3				20	
4	Insertion of contents and other products and services defined in WP1	3	M6	M36	113	8	9	20	8	9	1	20	4	8	10	10	6		
5	Dissemination and awareness	9	M1	M36	35	3				3	1	1		24	2	1			
6	Project management	1	M1	M36	69	36	3	2	3	3	2	3	1	4	8	3	1		
					Total	415	105	12	24	72	15	48	24	5	41	24	14	6	24

8.6 Work package description

Work package Description

Work package number:	1	Start date:	M1	End date:	M24
Work package title:	Definition of the logical model of the gateway				

Objectives

The logical model should define, categorise and describe all the logical components (users, contributing partners, maintenance) that must be considered in the gateway together with their interactions and relationships. This shall be done in close cooperation with WP2 and WP3.

The logical model should provide a picture of how the gateway will work. Its outcomes should be linked to project activities and maintenance processes of the gateway.

The work on the logical model will further clarify the underlying rationale and the aims to be achieved with it. The creation of the model will focus the discussions in the project group and will be useful for explaining its objectives and possible services to others as well as to monitor the advancement of the project.

Description of work

Task 1.1. Analyse products, services and possible content to be delivered by content providers. Identify and analyse online presentations of descriptive data, products and services as well as their use of professional standards and finding aids and present the results in the state of the art report (SOTA).

Task 1.2. Identification of actors, stakeholders and informational macroentities

Task 1.3. Identification of standards (descriptive or others) to which products must comply and of their target profiles for use in the joint access point

Task 1.4. Analysis of the metasearch engines and indexers available on the market in open source or other forms, or the development of our own and methods. The aim will be to collect or harvest the necessary data from content providers and to carry out the search functionalities which work on the information provided by each country, and which acts as a test platform to gather suggestions and identify anomalies.

Task 1.5. Analyse best practice models of presentation of cross boarder search in archives and evaluate their potentials as models for APENET gateway and its interoperability with EUROPEANA

Task 1.6. Extract the functional requirements for the gateway

Task 1.7. Checking and validating after the implementation (M21-M24)

Milestones (MS) and expected results (ER)

MS 1: Logical Model completed (M8)

ER1.1. Overview on typical content ready to be provided by partner archives, their formats, amounts and character, including best practice models for online presentation of cross boarder search functions (M2)

ER1.2. Overview on services to be delivered in detail, wanted and possible outputs and outcomes of the gateway, including the support for targeted search, personalisation possibilities and linking to the providing institutions and the delivery of content to other gateways and portals like EUROPEANA (M3)

ER1.3. First draft of the logical model including the choice of standards and search mechanisms as well as the amount of data necessary for a cross boarder search with results linking back to the own Internet presentations (M4)

ER1.4. Activities model - What must be in place before other activities can occur (M6)

ER1.5. Graphical and text presentation of the logical model for the gateway drafted in a way that it is useful for the planning the work and focus on the aims for whole project group (M8)

It is expected to obtain the collaboration of IT professionals outside the working group.

The conclusion of this WG is expected to systematise knowledge and information about the gateway structure, as a base of further work.

Deliverables

Reports with all the studied subjects clarified and with road book for physical implementation.

D1.1. Internal report (IR) SOTA-Report (M3)

D1.2. Identification of standards and use cases report (M6)

D1.3. Final report on the logical model including functional requirements (M8)

Work package Description

Work package number:	2	Start date:	M9	End date:	M36
Work package title:	Definition of the physical model of the gateway				

Objectives

The Physical Model of the gateway provides the technical components that will be deployed across the system infrastructure. Work in this work package is closely related and very similar to the work done in EUROPEANA, and one of the main objectives is to verify that model defined in EUROPEANA is applicable to APENET purposes also, based on the outcomes of WP1. It details software architecture, network capabilities, technical specifications, hardware requirements and other information related to deploying the proposed system. The physical model shows where and how system components will be deployed.

The first objective is:

- to analyse the requirements from WP1 in terms of a physical model and compare it with the requirements for linking to EUROPEANA
- and to define, categorise and describe technical and software infrastructure and those technical issues that must be considered for the gateway.

The conclusion of this WP2 is expected to systematize knowledge and information about the gateway physical issues in order to start its construction. The physical model establishes working infrastructure which supports service oriented architecture (SOA) development for the development of gateway services and data processing and their dissemination to the EUROPEANA as well as user oriented services. A main target is to make the gateway operational after the project with a minimum of resources needed..

The second objective of this WP is to build a pilot and final versions of the gateway and required infrastructure.

The third objective is the maintenance of the gateway during the project and prepare its maintenance after it is completed.

All the work in WP2 is done in strong collaboration with WP1 and WP3.

Description of work

The physical model of the gateway is a technical realisation for the work done in WP1 (logical model of the gateway).

This will be achieved through:

- Task 2.1. Derive the technical specifications from the functional requirements and identify technical maintenance procedures
- Task 2.2. Defining security requirements for the gateway
- Task 2.3. Development and implementation of the software for the APENET gateway
- Task 2.4 Deployment of a pilot version of the gateway
- Task 2.5. Establish infrastructure and final version of the gateway.

Milestones (MS) and expected results (ER)

The first outcome of this WP2 is expected to systematise knowledge and information about the gateway physical issues in order to start its construction. The second outcome is to build working version of gateway

and support the testing of it.

Interdependencies:

WP2 will work in close collaboration with WP1 (logical model), WP3 (interoperability model) and WP4 (insertion of contents). A special attention will be given to the work done in EUROPEANA will be bear in mind in the definition of the physical model of the gateway.

Milestones:

- MS 2.1. Interactive presentation of the basic concepts on the website (M12)
- MS 2.4. Pilot of the gateway (M24)
- MS 2.5. Final version of the gateway (M36)

Deliverables

- D2.1. Technical and specification report (M12)
- D2.2. Pilot of the gateway (M24)
- D2.3. Final version of the gateway (M36)

Work package Description

Work package number:	3	Start date:	M9	End date:	M36
Work package title:	Interoperability between APENET and EUROPEANA				

Objectives

This work package will:

- establish a permanent and close collaboration between EUROPEANA and the APENET project;
- provide information about EUROPEANA to the project group
- provide resources from the archive domain to EUROPEANA;
- define, develop and implement interoperability between APENET and EUROPEANA to enable APENET to be searchable through EUROPEANA;
- create and test an interface for data sharing between APENET and EUROPEANA

Description of work

EUROPEANA will offer APENET a perfect opportunity to improve access to archives, so APENET will have its contents directly searchable through EUROPEANA.

In return, the APENET project will assist in offering collective and standardised access to an extensive body of archival resources, which will be a great advantage for EUROPEANA, being able to harvest as many digitized records as possible, via a single target such as the Archives gateway, and showing integrated results.

The EUROPEANA project is already defining organisational (distributed/centralized) and technical (object models, identifiers, metadata and formats, service descriptions, licensing policies, authentication methods, etc.) interoperability rules and identifying user requirements, which is why it is important for the APENET working group to observe the work of EUROPEANA from a very early stage.

WP3 will provide a strong liaison between EUROPEANA and the APENET project which will enable both to enrich each others results by exploring, comparing and integrating domain specific formats, standards and technical insights, thus developing the best possible gateways, to the benefit of the consumer of European cultural heritage, whether globally or in-depth interested.

Task 3.1. Establishing a permanent and close collaboration between EUROPEANA and APENET (M9-M36)

This will be achieved through the participation of the EDL Foundation as a member of APENET project, as agreed by the Foundation in its meeting of 12 September 2007, and through the participation of several partners of the APENET project in EUROPEANA, until its end (several members of the APENET workgroup are already participating in WP2 and WP3 of EUROPEANA), and in the Foundation (the president of EURBICA is member of the executive committee of the EDL Foundation).

Task 3.2. Contributing resources to EUROPEANA (M9-M36)

The APENET project will help increase the familiarity with digitized documents or documents that are born digital. It will as soon as possible give an inventory of resources to EUROPEANA, in order to evaluate possible candidates to participate in EUROPEANA, as far as their owners give their consent to it.

Task 3.3. Defining, developing and implementing the interoperability between APENET and EUROPEANA (M9-M36)

The objective is that all digitized resources of the APENET gateway are also searchable through EUROPEANA. The means by which this will be carried out remains to be defined. The integration of the

APENET gateway and EUROPEANA will be an important consideration during the whole APENET project.

This task will be achieved through:

- defining in common (EUROPEANA/APENET) the interface or services and technical specifications needed for a successful integration of both resources and include the mapping of the exchange format standards EAD / EAC / EAG / METS towards the EUROPEANA metadata-model.
- developing a means for harvesting content from EUROPEANA and accessing APENET resources simultaneously ;
- The result will be the functional and technical integration

These tasks will be done in close collaboration with WP1 and WP2 of the APENET project, in order to anchor in an early stage the common insights (EUROPENA / APENET) for technical solutions for interoperability in the APENET logical and physical model. The representative of EUROPEANA in the APENET project will assure direct access to all information concerning interoperability. It is expected that APENET technicians will work closely with the EUROPEANA technicians to achieve interoperability. WP3 intends to develop the interoperability in a broader way that it can also be used for cooperation with other international and European archives portal initiatives, such as QVIZ and MICHAEL+.

Milestones (MS) and expected results (ER)

Interdependencies:

WP3 will work in strong collaboration with WP1 and WP2 (logical and physical models) and WP4 (insertion of contents).

Milestones:

- MS 3.1 Feasibility of the interoperability concept with EUROPEANA (M16).
- MS 3.2 Pilot of the gateway including the interoperability (M24)
- MS 3.3 Final version of the gateway, including interoperability with EUROPEANA (M36)

The expected result will be that APENET can be accessed through the EUROPEANA.

Deliverables

D3.1. Interoperability specifications report (M16)

D3.2 Final interoperability report (M36)

Work package Description

Work package number:	4	Start date:	M1	End date:	M36
Work package title:	Content framework				

Objectives

- Gathering information on available content.
- Develop the framework for the inclusion of descriptive information and of information on the archival services.
- Provide tools to the participants that will allow them to adapt their data to the requirements defined in WP1.
- Insert contents and implement services in the European Archives and Documents gateway.

Description of work

Task 4.1. Analyse the gathered information and content

Task 4.2. Define the requirements for the conversion to adapt the existing descriptions to the chosen standards.

Task 4.3. Define a quality framework related to the content and the services of the gateway.

Task 4.4. Develop or adapt existing tools (converting engines and plug-ins as for data transfer) for institutions wishing to contribute to the gateway.

Task 4.5. Provide introduction, training and support in the use of the tools

Task 4.6. Coordination and verification of content insertion

Milestones (MS) and expected results (ER)

Every organisation involved in the project should provide contents that will be inserted in the gateway accordingly to rules defined in WP2.

ER 4.1. Quality framework available with definitions of steps to solve the identified problems (M10)

ER 4.2. First “plug-ins” available (M22)

ER 4.3. First contents accessible (M24)

MS Operational converting engines and content delivery mechanisms functioning (M30)

MS The final version of the gateway including all available content (M36)

Deliverables

D4.1. Content analysis report (M8)

D4.2. Final version of a handbook on insertion of contents (M30)

D4.3. Final report: quantity and quality of the content (M36)

Work package Description

Work package number:	5	Start date:	M1	End date:	M36
Work package title:	Dissemination and awareness				

Objectives

- To perform timely dissemination of project results.
- To successfully disseminate knowledge of the results of APENET to the widest possible audience. The general aim of dissemination activities are to promote project progress and outcomes so that they can find their way into mainstream practice;
- To open up channels for dissemination and exchanging technical information and results.
- To produce publicity materials and to generate awareness of the potential and outputs from APENET.
- To actively participate in conferences, workshops and courses related to digital libraries, archives and museums.
- To actively promote the results from APENET to the European Commission and foster relationships with current or existing similar projects.
- § To actively plan and work for the expansion of the network.
- § To secure financing sustainability for the maintenance of the gateway after the end of the project.

Description of work

This work package aims to address the dissemination activities within the project.

The results from WP1 – WP4 will be disseminated through a number of channels as defined by the “Dissemination and Use Plan”. Knowledge of the project will be disseminated primarily through its website, professional conferences and workshops, in collaboration with other EU funded projects and the partners in the APENET project with their services.

Task 5.1 Dissemination and Awareness Preparation

This task will produce the project website and a first set of publicity material. It will also:

- produce an initial “Dissemination and Use Plan”, which will then be updated and used throughout the project to guarantee the proper and harmonised dissemination of the results;
- provide an analytical and comprehensive approach and concrete basis for the strategies of visibility, dissemination, implementation and exploitation of the APENET outcomes;
- develop a tangible strategy for the dissemination of results and the preparation of exploitation of the final results.

Task 5.2 Scientific Dissemination

This task will be carried out through

- Installation of a Public project website when the project starts to inform about the progress made
- Presentation of papers at international and national conferences
- Professional networks established by the project partners
- Publications in peer-reviewed academic periodicals, both paper-based and electronic.

Task 5.3 Forums for Practitioners and cross-disciplinary Research

This task will establish regular workshops and seminars working with other EU framework projects, and

with archives keeping institutions outside the network.

Task 5.4 Sustainability Model and Technology Exploitation

This task will handle all business related deliverables of the project and also include a business assessment workshop. All results will be documented in a business plan.

Task 5.5. Expansion of the Network

This task will handle all matters related to new institutions entering the network.

Milestones and expected results (ER)

- ER 5.1. The organisation of conferences or workshops when needed
- ER 5.2 One public conference each time that the European Board of National Archivists EBNA gathers (twice a year) and assure the information of this board about the progress made
- ER 5.3. Internal electronic communication infrastructure in cooperation with WP6

Deliverables

- D5.1. APENET public project web site, continuously updated (M2)
- D5.2. Dissemination Master Plan and Publicity Material (M6)
- D5.3. Market Analysis report (M20)
- D5.5. Concept for a business Plan in cooperation with WP6 (M36)

Work package Description

Work package number:	6	Start date:	M1	End date:	M36
Work package title:	Project Management				

Objectives

The work package will: coordinate the consortium with respect to project deadlines, costs and objectives, maintain a good working relationship with the Commission; and promptly manage the financial aspects of the project, according to the rules of the consortium agreement.

Description of work

Task 6.1 Coordination: maintaining a coherent view of the project work and results; facilitate a project intranet for collecting work material and results; facilitate communication between partners, through face-to-face and electronic meetings; initiate overall project start-up activities; follow-up on proper start and execution of work packages and tasks; risk management; overall ethical and administrative management; and overseeing the ethical issues and promotion of gender equality in the project

Task 6.2 Reporting: transmission of deliverables to the Commission; annual reports on progress; preparation of commission reviews; and final report

Task 6.3 Financial Management: accounting of allocation of Community funds to participants; administer the Community contribution to participants; obtaining audit certificates by each of the participants; obtaining any financial security such as bank guarantees when requested by the Commission.

Task 6.4 Change Management: maintaining the project vision; managing requests from partners and reviewers for changes to the Description of Work (Part B); and overall legal and contractual management, including maintenance of the consortium agreement

Milestones (MS) and expected results (ER)

ER 6.1. Periodic meetings with the European Commission (M6, M12, M18, M24, M30, M36)

ER 6.2. Project reviews organised by the European Commission (to be decided by the European Commission)

ER 6.3. Meetings of the General Assembly (M1, M9, M18, M25, M36)

ER 6.4 Testing and validation

Deliverables

D6.1. Project Handbook (M3)

D6.2. Annual report (M12)

D6.3. Pre-financing request (M12)

D6.4. Annual report (M24)

D6.5. Pre-financing request (M24)

D6.6. Final Report and statement (M36)

8.7 Deliverables List

Deliverables List				
Deliverable No	Deliverable title	Delivery date	Nature	Dissemination level
5.1.	APENET public project web site, continuously updated	2	P (presentation)	PU (public)
6.1.	Project Handbook	3	R (report)	PP (participants)
1.1.	Internal report (IR) SOTA-Report	3	R	PP
1.2.	Identification of standards and use cases report	6	R	PP
5.2.	Dissemination Master Plan and Publicity Material	6	R	PP
1.3.	Final report on the logical model including functional requirements	8	R	PP
4.1.	Content analysis report	8	R	CO (confidential)
6.2.	Annual report	12	R	PP
6.3.	Pre-financing request	12	O (other)	CO
2.1.	Technical and specification report	12	R	PP
3.1.	Interoperability specifications report	16	R	PP
5.3.	Market Analysis report	20	R	PP
2.2.	Pilot of the gateway	24	D	PU
6.4	Annual report	24	R	PP
6.5.	Pre-financing request	24	0	CO
4.2.	Final version of a handbook on insertion of contents	30	R	PP
3.2.	Final interoperability report	36	R	PP
4.3.	Final report: quantity and quality of the content	36	R	PP
5.5.	Concept for a business Plan	36	R	CO
2.3.	Final version of the gateway	36	P	PU
6.6.	Final Report and statement	36	R	PU

9 **Project management**

9.1 Project Management Structure and Responsibilities

General Assembly (GA): The GA is the highest authority of the project where each partner is represented. Major changes in the project are decided by the GA, as well as monitoring and harmonizing the activities, progress of the project and review of the plans for the remaining phases, deciding on (re)allocation of resources or redefinition of work packages, deciding on changes in partner participation and resolving conflicts based on the principles agreed in the consortium agreement, for example IPR issues within the project. It meets, at least, once a year, or on demand, and it is chaired by the Project Manager. Each member has one vote and majority resolves conflicts.

Project Management Team (PMT): The PMT is the core group for the project management and will act on behalf of the GA in-between the GA meetings and meet regularly.

The members of the PMT are the Project Manager (PM), the Technical Coordinator (TC), the Scientific Coordinator (SC), the Work Package Leaders (WPL) .

The PMT is responsible for the management, work and directions in the whole project, the work packages, and supervises the technical and scientific work with responsibility for decisions concerning the overall project management.

The PMT tasks are: (A) internal review of the project results with regard to the deliverables and milestones, analysing the commission reviewers' comments at the operative level and initiating necessary actions, (B) monitoring technical progress, (C) ensuring coherence of the overall project objectives, arranging review meetings, identifying dependencies between work packages, agreeing on technical issues concerning two or more partners, assigning cross-work package monitoring tasks to work package leaders, assigning tasks for review meeting preparation.

PMT proposes to the GA any necessary changes in WP leader assignments and budget reallocations.

PMT will when needed establish taskforces for project co-ordination, technical and scientific co-ordination, and co-ordination concerning the consortium agreement, IPR, conflict resolution, and standardization issues.

The Project Manager (PM) appointed by the Coordinating partner is responsible for the overall co-ordination of the project and is the contact person for the European Commission. The PM takes care of the project planning and monitoring, progress reports, milestone reports, cost statements, audit certificates, budgetary overviews and reviews of the organization. Experts on administrative and financial issues assist the Project Manager. Each partner will appoint a contact person for the PM.

The Technical Coordinator (TC) is responsible for monitoring, validation of the project's work, quality control and providing assistance and cross-coordination for the Work Package Leaders. The TC will be appointed by the GA

Key functions for TC are:

- overall monitoring and management of the project's technical work, ensuring the technical consistency and achievement of technical objectives
- assistance and cross-coordination for the Work Package Leaders
- technical progress reports and proposals to the Project Management Team.

The Scientific Coordinator (SC), appointed by the GA, is responsible for assistance and cross-coordination for the participants related with the standards. Key functions for SC are:

- the correct implementation of the standards decided in WP1

- the relationships with international standards bodies.

The Work Package Leaders (WPL): a Work Package Leader (WPL), who is responsible for the work carried out within the WP, leads each work package. The WPL provides monthly reports for the PMT detailing the evolution of the work and the achieved results, and any problems or risks identified. The PMT, SC or TC handles coordination between work packages.

The Work Package Leader will be responsible for the timely completion of deliverables and man-hours used. Details of the planning and progress within the WP will be passed on to the PMT for consideration and support. The WPL shall assign work groups for different tasks, plan and control activities within their work package, prepare deliverables; collect contribution from partners participating within the work package, check results of different partners working on their tasks, identifying any possible problem, control costs and budget in the scope of the work package. The WPL is responsible for quality control of deliverables within the work package.

Co-ordination task forces: The taskforces for Co-ordination will be established when needed:

- *Consortium Agreement and IPR Coordination*

To ensure successful project work and achievement of goals, conflicts must be handled in an effective manner. It is suggested that the GA or the PMT, depending on the issue, resolves conflicts between partners.

For preparation of a decision, the GA or PMT can appoint a legal task force to suggest solutions. Preferably project partners' legal departments will be used as the taskforce.

Protection of the knowledge developed in the project is a key issue for many partners and some regulations are different between the participating countries and on the European and global levels. IPR questions rose according to access rights or other project related issues are to be finally decided by the GA.

For preparation of decision, the GA or PMT can appoint an IPR-task force to prepare solutions. IPR issues are monitored continually by the PMT, using the Dissemination and Use Plan prepared by WP6.

- *Exploitation*

The technology developed will be prepared for commercial use in a systematic way in WP6. However, an exploitation task force will be established whenever an external opportunity or project results implies swift action to be taken for protecting IPR through patents or other means, or to create new business operations to match a market window. Even if knowledge is not be patentable, problem solving, routines, etc. may be state of the art in the field. A list of exploitable assets will be continuously updated in the Dissemination and Use Plan.

Consortium agreement: the consortium has defined main principles for the Consortium agreement:

- *Decision-making*

The GA is responsible for the overall direction of the project and will decide on questions that will have a major impact on the project. It approves the main project deliverables.

The PMT will make all decisions needed to carry out the project as planned. The PMT also decides on appointing required taskforces.

- *Payment*

The Co-ordinator will transfer funding from the Commission according to the rules in the Contract with the Commission.

- *Joint Ownership*

If, in the course of carrying out work on the project, a joint invention, design or work is made (and more than one partner is contributor to it), and if the features of such joint invention design or work are such that it is not possible to separate them for the purpose of applying for, obtaining and/or maintaining the

relevant patent protection or any other intellectual property right, the partners concerned agree that they may apply jointly to obtain and/or maintain the relevant right.

The partners concerned shall seek to agree between them arrangements for apply for obtain and/or maintain such right on a case-by-case basis. Unless otherwise agreed during the period any such right is in force, the partners concerned shall be entitled to use and to license such right without any financial compensation to or the consent of the other partners concerned.

9.2 Project communication mechanisms

The Technology Coordinator will work closely with work packages 1 – 5.

The WP4; WP5 and WP6 leaders will work closely with contact persons of each participating country and institution, who will manage the external stakeholder relations in their country. In other countries, WP5 will work with the representatives for dissemination and use or ask PMT for support. Each country and institution participating is responsible for appointing a contact person.

A public project website will be set up, providing access to information, announcements and publicity material. An eMeeting product will be used to keep project members connected to each other and to promote short meetings on demand and regular project and WP meetings.

Dissemination is coordinated by WP 5 Dissemination and Awareness.

9.3 Risk Analysis and Risk Management

The Description of Work (DoW) in this project proposal may be updated when there are necessary changes due to external or internal circumstances. Any changes will typically be proposed to the Commission when sending Annual Reports. The General Assembly and the Commission approves any new DoW.

As one of the most important quality assurance activities a risk analysis with necessary actions will be done during the first months of the project. This will include all leading executives and representatives from all partners. Risks will be identified, quantified, and analysed, resulting in risk mitigation actions, including contingency plans. The PMT will monitor and address the highest-rated risks, as part of its periodic meetings.

An agreed risk containment plan for each high-priority risk will typically be assigned to a work package leader, or if it is affecting multiple work packages, the Technical Coordinator or the Project Manager.

9.4 Quality Assurance

In order to secure high quality work and results, the Project Handbook will focus on both work processes and the deliverables. It describes the initial creation and evaluation of efficient work processes for the work packages as well as a general work process for the project that secure the work package processes are synchronised. Handling of project reports related to project deliverables and/or milestones are also described. For technical implementation the principles for the acceptance test done before the delivery is accepted shall be described. In order to secure good possibilities for extensive commercial usage of the project results, it is important to gain market acceptance for important information interfaces etc. that impact different kind of affected vendors. For these kinds of results, workshops with representatives from affected partners will be created where the results will be presented and discussed. The Project Handbook shall include a general description of the procedure for acceptance of reports; a description of technical implementations; and a description of how work results, deliverables and review reports are managed and stored.

10 Dissemination and awareness

The results from WP1-WP4 will be disseminated via the aforementioned dissemination channels in each participating Member State. WP5 is responsible for dissemination and awareness. The *Test Site Leaders* of each partner, play a central role in this activity and will be responsible for co-ordinating dissemination activities in each participating Member State. Dissemination of the projects results will be carried out in the following ways:

- **Targeted dissemination at potential new members**, where archival repositories in participating Member States as well as in other Member States are identified, all with important holdings and collections and a potential of exploiting the projects result in one-to-one dissemination. This will include on-site presentations, demonstrations, and seminars;
- **Standard dissemination activities**, including the organization of dedicated conferences and workshops; publication of research papers in scientific conferences and journals; and a dedicated web site with live demonstration and distribution of experimental results
- **Media dissemination**, where national and international media will be explored to disseminate the project results and progress to a wider audience and thus achieve higher level of public awareness;
- **Promote public participation and awareness:** The project will maintain an information page on the web. Participation in conferences and trade shows however, is the best channel to use for reaching a wider audience. For each project result, we will keep throughout the project period an updated overview of different dissemination possibilities and best market opportunities. Owing to the full transparency to the project members, this will allow coordination between different dissemination activities and potentially increase our impact and awareness rising. The project will be presented at relevant events at the European level, like the IST conference, and as our results mature, we will seek to organise separate sessions at such conferences.

The purpose of outreach is to ensure a high profile and awareness of the project through implementing a co-ordinated communications strategy, using e-mail lists, web portals, electronic publications, printed information materials, PR, media coverage, and conference presentations and participation. The outreach activities should also engage with target institutions at an early stage and help identify their future needs and requirements for taking part in the network.

APENET will seek to maximize use and take-up of the tools developed in the project through various outreach and dissemination activities. Attention will also be given to activities targeting SCEs, SMEs, and ICT vendors.

A project website will be designed and implemented. It will maintain the collection of all public deliverables from the project and make them more accessible, but also contain relevant information of all kinds including live demonstration and distribution of experimental results.

In addition, the following dissemination activities will be carried out:

- The preparation a multimedia PowerPoint presentation of the project that can be automatically run. The presentation will be for the general public describing consortium, project objectives, challenges and benefits. The first version of the project presentation will be delivered three months after the beginning of the project and the final version at the end of the project.
- Provide links/information about activities related to the eContentplus Programme on the project web site.
- Provide articles, fact-sheets, and project descriptions, specific PowerPoint presentations at the request of the Commission to be used for the dissemination of project activities/results.
- Monitor and update the project information published on the eContentplus website
- Participation in events (e.g. conferences, meetings, workshops, trade fairs, exhibitions) at the request of the Commission.

- Collaboration with related Thematic Networks funded by *eContentplus*, providing input to and considering relevant outcomes.
- Adding content to EUROPEANA to enable the establishment of links to the project results (e.g. short description of the underlying digital content and its characteristics as well as a hyperlink to the website where the content of the gateway is accessible).

10.1 Events and Meetings

List of Events & Meetings

- The European Branch of National Archives or EBNA meets every six months for two or three days. Each time that European Union Presidency changes, the State that holds the Presidency organize a meeting of National Archivists. APENET has been in the last EBNA meeting in Lisbon (December 2007), with a Conference, and in Ljubljana (Slovenia, 2008) with another conference about “APENET and EDL: relationships”. We intend to hold a meeting with a conference, each time that an EBNA meets.
- At the same time each of the States that are Work Package leaders (Germany, The Netherlands, France, Sweden and Spain) will organise an open meeting to inform and disseminate the progress of the APENET project and its relationship with EUROPEANA.
- Finally, some participants in the APENET project (Spain, Germany, France and Finland) have presented the APENET project and its relationship with EUROPEANA at the International Congress on Archives (ICA) Congress in Kuala Lumpur (Malaysia) in 2008 to inform the international archival community about it. The ICA meeting takes place every four years, and it is the most important event in the field of archives.

11 Other Contractual Conditions

11.1 Subcontracting

77.473 for WP1 (Germany, participant number 4)

90,000 for WP3 (EDL, participant number 13, for Interoperability Manager; 72,000 from E. Commission, 18.000 contribution)

385.000 for WP4 (France, participant number 3, for IT specialist)

25,000 for WP4 (Finland, participant number 2)

11.2 Other specific costs

Web site hosting and design. To maintain the gateway service and the hardware related to it:

- Acquisition of software licenses
 - Finland 2.500 €
 - Sweden 2.500 €
 - Latvia 2.500 €
 - Poland 2.500 €
 - Germany 2.500 €
 - Netherlands 2.500 €
 - France 2.500 €

- Spain 2.500 €
- Portugal 2.500 €
- Slovenia 2.500 €
- Greece 2.500 €
- Malta 2.500 €
- EDL 2.500 €

11.3 Indicative budget distribution & pre-financing schedule

The coordinator will request the payment of the pre-financing instalments subsequent to the first one according to the following schedule:

- Second instalment as of month 12
- Third instalment as of month 24

Part. No.	Participant Short Name	Total Costs	Community Contribution	Community pre-financing		
				First instalment	Second instalment	Third instalment
1	es.mcusgae	765 406	612 325	163 287	163 287	163 287
2	KA	133 465	106 772	28 473	28 473	28 473
3	DAF	539 000	347 500	92 667	92 667	92 667
4	BA	381 881	305 505	81 468	81 468	81 468
5	NAM	79 107	63 286	16 876	16 876	16 876
6	NANETH	290 622	232 498	61 999	61 999	61 999
7	NDAP	144 406	115 525	30 807	30 807	30 807
8	DGARQ	17 670	14 136	3 770	3 770	3 770
9	RA	290 111	232 089	61 890	61 890	61 890
10	DGSAL	79 107	63 286	16 876	16 876	16 876
11	GSA	79 107	63 286	16 876	16 876	16 876
12	ARS	59 400	47 520	12 672	12 672	12 672
13	EDL	245 340	196 272	52 339	52 339	52 339
Maximum Community contribution			2 400 000	640 000	640 000	640 000

12 Appendices

12.1 Consortium description

At the present moment a working group has been established with representatives of the National Archives of:

- *Finland*: National Archives of Finland (Kansallisarkisto)

The National Archive heads up the Finnish archiving service, directs archival activities by the central administration, and serves as a nationwide central agency and as a centre for research and development in its field. The National Archives is also charged with supervising the records management and archival operations of the central government. The National Archive Service is a government agency comprising the National Archives and the seven Provincial Archives of Hämeenlinna, Joensuu, Jyväskylä, Mikkeli, Oulu, Turku and Vaasa. The National Archive Service operates under the authority of the Ministry of Education under the Department for Education and Science Policy.

Key personnel:

Markku Mäenpää, Head of reference service unit.

Markus Merenmies. Development manager. Responsible for the projects related to the electronic long-time preservation and IT-service development.

Antti Laukkonen. Archival database expert and developer.

- *France*: Ministry of Culture. Directorate-General for the French Archives (Ministère de la Culture. Direction des Archives de France)

Direction des archives de France

Work package 4 leader. The French Direction of Archives is one of the Directions of the Ministry of Culture. The Direction conceives, directs and controls the actions led to administrative, civic, scientific and cultural purposes in public archives. It gives advice, evaluation and control as regards the collection, the sorting, the classification, the description, the preservation and the communication both to the researchers and to all the citizens. Its radius of action extends to the national Archives, and to the regional, departmental and municipal Archives.

Key personnel:

Martine de Boisdeffre, director. President of EURBICA (European Branch of the International Council on Archives), Eurbica is member of the EDLnet foundation.

Christine Martinez. Curator. In charge of the international relations at the French Direction of Archives. Although president of the French archivists association (AAF) since 2007.

Lucile Grand. Curator. Works at the French Direction of Archives. In charge of Internet, portals, search engines and genealogical matters.

- *Greece*. General State Archives of Greece
- *Germany*: Federal Government Department for Culture and Media. Federal Archives of Germany (Der Beauftragte der Bundesregierung für Kultur und Medien. Bundesarchiv Deutschland)

Work package 1 leader. The Federal Archives is the archival institution responsible for the archives of the federal government. Its holdings which amass 300 km, include the records from the central German government since 1871 and its institutional predecessors, the records from the former East German government of the GDR as well as its communist party and mass organisations. In the last five years more than 1.000 finding aids have been made available online and the digitisation of complete records groups have been started. The federal archives have developed open source tools for the archivists desk and new presentation models for finding aids archives. It promotes the use of international standards like EAD, EAC and METS in Germany and places a high value in sharing descriptive information internationally.

The Federal Archives have received funding from the German Science Foundation to build a reference model for a German archival portal based on the existing Gateway to SED-/FDGB-Archives in East German archival institutions.

The Federal Archives are involved a.o. of EUBAM, BAM and MICHAEL+.

The Federal Archives will lead the work package WP1 on the logical model of the portal and participate in other WPs.

Key personnel:

Angelika Menne-Haritz, Vice-president, archivist and Prof. in administrative sciences, head of the Foundation Archives of Parties and Mass Organisations of the GDR in the Federal Archives (SAPMO), former head of the Archives School Marburg, leader of several projects, f.i. <daofind> and <daofind+>.

- *Latvia*: Republic of Latvia Ministry of Culture. The Directorate General of State Archives of Latvia (Latvijas Republikas Kultūras ministrija. Latvijas Valsts arhīvu dienestdirekcija)

The Directorate General of State Archives of Latvia (DGSAL)

The Directorate General of the Latvia State Archives is supervised by the Ministry of Culture. It is an administrative body which contributes to the formation and implementation of policy in the field of archives and is responsible for the administration of state archives. It co-ordinates the work of 15 state archives (The Latvia State Historical Archive, State Archive of Latvia, Latvia State Archive of Audio-visual Documents, State Archive of Personnel Files, 11 Regional State Archives), the laboratory and the special library.

The State archives service is responsible for the supervision (inspection and control) the archives of all public (state as well as municipal) institutions. The law requires all public institutions to transmit documents with permanent value to state archives. These state archives acquire the archives of private persons, popular organisations and enterprises of national importance, too. At present the state archives of Latvia hold 17 million items that extend over 140.5 thousand metres with records from 13th century to the present

Since 2004 the Directorate General of State Archives of Latvia has an online Central Register of National Archive Fond. There are descriptions at the fonds level of all 26 state archives in Latvia.

Key personnel:

Inta Feldmane is head of the Supervision of the National Archival Fonds and Information System Department. She worked previously as a curator of state agencies in the State Archives of Latvia, but since 1999 has been responsible for IT Systems development and electronic record and data management in the Directorate General of State Archives. She is member of DLM-Forum, and lead development of national regulation in ERM. She is also coordinator of EU ERDF National Programme project “Unified State Archives Information System”

Andris Mukšns is senior database analyst, and responsible for the supervision of the National Archival Fonds and Information System Department at the Directorate General. He has worked as an archivist since 2006 and is also a leading figure in the development of an archiving system of electronic records. He was also involved in development of the National Population Register.

- *Malta*: Ministry of Education. National Archives Head Office
- *Netherlands*. Ministry of Education, Culture and Science. National Archives (Nationaal Archief)
The National Archives (Nationaal Archief), The Netherlands (NA)

Work package 3 leader. The Nationaal Archief is the largest public archive in the Netherlands. It has a legal obligation to provide access to central government records and other historical sources from the Netherlands to a broad. It has longstanding experience managing and preserving paper records and has been involved in digital preservation since the beginning of the 1990s.

It has a leading role in The Netherlands in implementing the EAD standard for converting word processor formatted finding aids, and puts great effort in promoting the EAD standard throughout the archival community in the Netherlands, not only in theory by publishing guidelines based on the EAD tag library in order to standardize the variety of possibilities to implement EAD, but also in practice for instance by developing export modules for database driven archival software programmes based on mapping them to EAD. At the moment The Nationaal Archief is engaged in developing an open source dedicated EAD editor with a web forms interface.

The Nationaal Archief has been involved in several European projects, such as Planets and Digital Preservation Europe (DPE).

The Nationaal Archief will lead the work package 3 to establish the interoperability with the EUROPEANA and will participate in work package 1 and 2.

Key personnel:

Pieter Koenders has worked for the Nationaal Archief since 1996 and is head of the access and data management department. He is a historian and senior archivist. He previously managed the international TANAP project which developed a portal for easy access to all the archives of the former Dutch East India Company, VOC kept around the world.

Wim van Dongen. Senior data manager of the access and data management department of the Nationaal Archief. He is a historian, developed ICT skills as an employee of a software development company and works for the Nationaal Archief since 2003. He is involved in several archive related software developing projects in the Netherlands. He is participating in WP2 and WP3 of the EDLnet project.

Gijsbert Kruihof. Senior finding aids manager of the access and data management department of the Nationaal Archief. He works since 2005 for the Nationaal Archief, joining the team of the DTNA project, which aims at converting all the word processor formatted finding aids of the Nationaal Archief into EAD. He worked previously as a software developer and is currently engaged in the development of software tools for easy implementation of EAD on behalf of the Nationaal Archief.

- *Poland*: Ministry of Culture and National Heritage. The Head Office of State Archives of Poland (Minister Kultury i Dziedzictwa Narodowego. Naczelna Dyrekcja Archiwów Państwowych)
- *Portugal*: Ministry of Culture. Directorate-General for the Portuguese Archives (Misterio da Cultura. Direcção Geral de Arquivos)

- *Spain*: Ministry of Culture: Spanish State Archives Administration (Ministerio de Cultura. Subdirección General de los Archivos Estatales)

Work package 6 leader. The Spanish State Archives Office (Subdirección General de los Archivos Estatales) is the management body of the General Department of Books, Archives and Libraries, responsible for designing, managing and co-ordinating all actions related to the custody, conservation and dissemination of Documentary Heritage. Likewise, it manages the Archives and Centres of the Ministry of Culture (General Archive of the Indies, General Archive of Simancas, Archive of the Crown of Aragon or Historical State Archive, among others)

As part of its international co-operation programme for archives, the Ministry of Culture manages two international programmes: the “ADAI Programme” (with 14 countries) and the “Census-Guide to Spanish and Latin American Archives” (with 9 countries)

The Spanish State Archives Office works in close collaboration with the IT Office at the Spanish Ministry of Culture. The IT Office has developed the following tools in order to collect digital resources:

- Archives: Pares Portal (<http://pares.mcu.es/>) and Archives Censo-Guía (<http://censoarchivos.mcu.es/CensoGuia/>) using XLM or HTML.
- Libraries: “Virtual Library of Historical Newspapers” (<http://prensahistorica.mcu.es>) and “Virtual library of Bibliographical Heritage” (<http://bvpb.mcu.es/>), using OAI repository, SRU/SRW server, and harvester of digital resources”, OAI harvester and Dublin Core.METS and MARC 21; and the “Directory and harvester of digital resources”, OAI harvester and Dublin Core.

Key personnel:

Luis Ramón Enseñat Calderón. Archivist in charge of the international relations at the State Archives Administration and the ADAI Program.

Isabel González Corral. An archivist and a lawyer at the Spanish Ministry of Culture in the field of archives.

María Molina Almansa works for the Libraries, Books and Archives Directorate-General (Dirección general del Libro, Archivos y Bibliotecas), and has extensive experience in the field of collaboration with the European Union.

Alfonso Sánchez Mairena. Senior manager of Pares (Spanish Portal for Archives)

- *Slovenia*: Archives of the Republic of Slovenia
- *Sweden*: Ministry of Culture. The National Archives (Kulturdepartementet. Riksarkivet)

The National Archives (Riksarkivet), Sweden (RA)

Work package 5 leader. The National Archives (Riksarkivet) is one of the oldest public agencies in Sweden, with a history reaching back to the Middle Ages. Today, the National Archives is charged with the supervision of all public records in the agencies of the central Government, while delegating the supervision of records generated by regional and local authorities to the regional state archives. It is commissioned by law to preserve, arrange and care for the records in order to uphold the legal right of access to public records in the pursuit of justice, continuity of public administration, and facilitating research. Since the 1990s the National Archives has a National Archival Database for Sweden. The production of digital images of records is very high, for legal reasons however, only a minor portion is accessible on the web.

The National Archives is, and has, been a partner in several EU framework projects, like EUAN, Minerva (WP leader), MinervaPlus, MinervaEC, QVIZ and LEAF, and is also taking part in European coordination efforts concerning digitisation (National Representatives Group) and digital preservation (DLM-forum).

In the APENET project the National Archives will be the leading the work package on Dissemination and awareness

Key personnel:

Börje Justrell is director and head of the Information and Communication Technology (ICT) Department at the Swedish National Archives. He worked previously as a records manager, but since 1989 has been responsible for technical matters at the National Archives. Justrell has been a member of international committees since 1990 and has worked in EU projects like Minerva, MinervaPlus and MinervaEC since 2003. He is national representative for Sweden in expert groups on digitisation within the European Commission. He has published articles and books on archival science and technical issues in Sweden and internationally.

Martin Bjersby is senior archivist and head of the Unit for Archival Information Systems (ICT department) at the Swedish National Archives. He has worked as an archivist since 1985 and been one of the key persons in building up a Swedish National Archival Database on the Internet. Bjersby is a national expert on issues related to the coordination of information in Swedish archives, libraries and museums. He is also member of the Swedish National Library's national reference group.

Contacts are planned with the National Archives of the others States of the European Union to join this project.

A strong relationship with the European Digital Library will be established. Jill Cousins will be the contact point between EUROPEANA and APENET, and she will design the key personnel from EUROPEANA.

12.2 Background and reference documents

1. Council Recommendation of 14 November 2005 on priority actions to increase cooperation in the field of archives in Europe (2005/535/EC),
2. Report on archives in the enlarged European Union. Increased archival cooperation in Europe: action plan. Elaborated by the national Experts Group on Archives of EU institutions and organs at the request of the Council of the European Union. Luxembourg: Office for Official Publications of the European Communities, 2005
3. Commission Recommendation of 24 August 2006 on digitisation and online accessibility of cultural material and digital preservation (2006/585/EC),
4. Conclusions of the Council of the European Union on digitisation and online accessibility of cultural material and digital preservation (14466/06, Press 309, 10)

#	Info	Titel	# Vorgänger	Erwarteter Start	Q3 / 2008			Q4 / 2008			Q1 / 2009			Q2 / 2009			Q3 / 2009			Q4 / 20	
					07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11
0	📄	APENETproject		16.01.09																	
1	📄	WP1 Definition of the logical model of the Portal		16.01.09																	
2	📄	Analysis of content, standards used and presentation modells		16.01.09																	
3	📄	Analysis of technical possibilities		16.01.09																	
4	📄	(D1.1) Internal SOTA-report	2; 3	17.04.09																	
5	📄	Identify standards and define target profiles		16.01.09																	
6	📄	(D1.2) Identification of standards and use cases report	5	03.07.09																	
7	📄	Extract requirements		01.06.09																	
8	📄	Checking and validating implementations	13; 2...	18.10.10																	
9	📄	MS No 1: Logical Model completed	4; 6; 7	15.08.09																	
10	📄	WP2 Definition of the fisical model of the portal	9	16.10.09																	
11	📄	derive technical specifications	29	16.10.09																	
12	📄	define security procedures for the portal	29	01.11.09																	
13	📄	MS No 2: Interactive presentation	11; 12	18.01.10																	
14	📄	develop the software	13	01.02.10																	
15	📄	Pilot	14	16.01.11																	
16	📄	Establish the infrastructure and the final version of the portal	15	15.02.11																	
17	📄	MS No 6: Final version of the portal	16	01.01.12																	
18	📄	WP3 Interoperability Between APENET and Europeana		16.10.09																	
19	📄	Analysis of Europeana metadata and data access protocols		16.10.09																	
20	📄	Comparison between APENET and EUROPEANA services	19	08.12.09																	
21	📄	Common interface definition and technical specification	20	05.02.10																	
22	📄	(D 3.1) Interoperability spcification report	21	04.05.10																	
23	📄	MS No 3: Feasability proved by EUROPEANA	22	04.05.10																	
24	📄	Creation, test and analysis of the EUROPEANA/APENET interface	23	01.06.10																	
25	📄	First implementation of the APENET/EUROPEANA interface	24	16.01.11																	
26	📄	Implementation of the APENET/EUROPEANA common interface	25	01.02.11																	
27	📄	Final interoperability report	26	01.01.12																	
28	📄	WP4 Insertion of content		19.01.09																	
29	📄	Gather and analyse information and content		19.01.09																	
30	📄	(D 4.2) Content analysis report	29	16.09.09																	
31	📄	(ER4.1) Quality framework	30	16.10.09																	
32	📄	Define requirements for conversion agents	31	16.10.09																	
33	📄	Develop / adapt conversion agents	32	01.01.10																	
34	📄	(ER4.2) First conversion agents and plug-ins available	33	16.11.10																	
35	📄	Develop delivery or harvesting methods	34	01.12.10																	
36	📄	MS no 5: conversion agents / delivery mechanisms operational	35	16.06.11																	
37	📄	(ER4.3) First content accessible	34	17.01.11																	
38	📄	Prepare training and support for data delivery	34	01.12.10																	
39	📄	(D 4.2) Final version of a handbook on insertion of content	38	02.01.12																	
40	📄	(D4.3) Final report: Quantity and quality of the content	37	02.01.12																	

