

**THE ESTABLISHMENT AND
MAINTENANCE OF AN INTERNET PORTAL
FOR DOCUMENTS AND ARCHIVES IN EUROPE:**

APENET

Archives Portal of Europe on the Internet

Work to be performed

eContentplus

Luis R. Enseñat Calderón
Coordinator: José Ramón Cruz Mundet

Internet Portal for Documents and Archives:

1. Content brought to the project: a low estimation

- **Descriptive units**
 - **At least 16.000.000 descriptive units**
 - Documents
 - Archives

- **Images:**
 - **At least 31.000.000**

Internet Portal for Documents and Archives:

1. Content brought to the project: a low estimation

	Descriptive Units	Images
Spain:	3.000.000	15.000.000
Finland:	2.000.000	700.000
France:	223.100	1.190.000
Germany:	6.000.000	5.000.000
Malta:	500.000	2.000.000
Netherlands:	1.200.000	4.000
Poland:	2.000.000	50.000
Portugal:	300.000	300.000
Sweden:	80.000	5.000.000
Latvia:	700.000	1.000.000
Greece:	8.000	1.500.000
Slovenia		
Check Republic, Slovakia, Ireland		

Internet Portal for Documents and Archives:

2. Performance indicators: main milestones

Expected date: month

- **Logical model completed, including standards and search mechanisms** —————→ **8**
- **Physical model of the portal, with an interactive presentation of the basic concepts on a website** —————→ **12**
- **First “plug-ins” availables** —————→ **22**
- **Pilot of the Portal, including interoperability with EUROPEANA, and the first content available** —————→ **24**
- **Informatics structure completed** —————→ **30**
- **Final version completed, including interoperability with EUROPEANA** —————→ **36**

Internet Portal for Documents and Archives: 2. Performance indicators: success indicators

	Year 1	Year 2	Year 3
Logical structure of the portal	Done		
Physical structure of the portal	Defined	Operational	
Interoperability with Europeana	Defined	Operational	
Number of descriptive units available in digital form		8.000.000	16.000.000
Number of images available in digital form		10.000.000	31.000.000
Number of national and institutional portals connected		2	8
Number of requests per year		50.000	200.000

Internet Portal for Documents and Archives:

3. Technical solution - Overview

- Contextualise the content of archival holdings and collections throughout Europe, based on provenance
- Identify standards (professional and technical) to be used to combine all information available with a unified profile and exchange this information with other portals or cross domain gateways (f.i. EDL/EUROPEANA)
- Identify methods to deliver content and services to users

Internet Portal for Documents and Archives:

3. Technical solution - Contextualise

- Union finding aids in the centre
 - Cross repository research
 - Demonstrating the links between national holdings
 - Digitisations integrated into online finding aids on different levels (regional archival landscapes / holdings guides / collection level finding aids)
- Information on the providing repositories
 - Map / opening hours / ordering possibilities / etc.

Internet Portal for Documents and Archives:

3. Technical solution - Standardise

- Use and promote already existing professional standards
 - Conceived for archival material
 - Broadly used by the archival community
 - Easy to implement (available tools – f.i. for conversion)
 - Usable as exchange formats
- They are good technical standards as well
 - Common bases for the professional standards: XML
 - Good performance
 - Scalability
 - Interoperability

Internet Portal for Documents and Archives:

3. Technical solution - Standardise

- Professional standards for the archival domain:
 - EAD (Encoded Archival Description)
 - Allows structured presentation on hierarchical levels
 - Text based (XML-schema) structure of finding aids
 - EAC (Encoded Archival Context)
 - Additional information on development and competencies of records creators
 - EAG (Encoded Archival Guide)
 - Structured information of repositories
 - METS (Metadata Encoding and Transmission Standard)
- Interoperability standard to be explored and mapped to for specialised cross domain data exchange:
 - OAI-PMH (Open Archive Initiative – Protocol for Metadata Harvesting) f.i

Internet Portal for Documents and Archives:

3. Technical solution – Deliver and Service

- Search and browsing methods issues:
 - Analyse best practice models
 - Performance / Scalability / Administrative requirements
 - Generate alternatives
 - Central database model / Text based model
 - Consequences for
 - Amount of data to be stored centrally
 - Flexibility for updates
 - Linking capacities to images
 - Diversity of linking capacities to repositories' home pages
- Services for users:
 - Link-lists / “Shopping lists” / “How-to” / etc.

Internet Portal for Documents and Archives:

4. Work packages: an overview

- **WP 1. Definition of the logical model of the portal**
- **WP 2. Definition of the physical model of the portal**
- **WP 3. Interoperability between APENET and EDL / EUROPEANA**
- **WP 4. Insertion of contents: images, metadata (descriptive, structural); and other products and services defined in WP1**
- **WP 5. Dissemination and awareness**
- **WP 6. Project management**

Internet Portal for Documents and Archives:

4. Work packages: WP1

- **Work package title:**
Definition of the logical model of the portal
- **Work package leader:**
Germany
- **Objectives:**
To define, categorise and describe all the logical components that must be considered in the portal.

Internet Portal for Documents and Archives:

4. Work packages: WP1

- **Description of work**
 - Define and categorise, products and services
 - Identification of actors, stakeholders and informational macroentities
 - Identification of standards (descriptive or others) to which products must comply
 - Analysis of the metasearch engines available on the market, or the development of our own which carries out the search in the various search engines of the participating organisations:
 - Which works on the information provided by each country.
 - Which acts as a test platform to gather suggestions and identify anomalies.
 - Analyse best practice models.

Internet Portal for Documents and Archives:

4. Work packages: WP1

•Milestones

- Overview on typical content, formats, amounts and character, including best practice models (M2)
- Overview on services to be delivered in detail, wanted and possible outputs and outcomes (M3)
- First draft of the logical model including the choice of standards and search mechanisms and the amount of data necessary for a cross boarder search (M4)
- Activities model: what must be in place before other activities can occur (M6)
- Graphical and text presentation of the logical model (M8)

Internet Portal for Documents and Archives:

4. Work packages: WP1

- **Deliverables of WP1**

- Actors and stakeholders involved (M2)
- Products and services provided by the Portal. The basic structure of the Portal (M4)
- Identification of standards to which products must comply, not only information search and compilation standards but also the descriptive ones (M6)
- The data harvesting and search mechanisms: minimal requirements (M7)
- Final report of the WP1 including the graphical and text presentation of the logical model (M8)

Internet Portal for Documents and Archives:

4. Work packages: WP2

- **Work package title:**
Definition of the physical model of the portal
- **Work package leader:**
Finland
- **Objectives:**
To define, categorise and describe all the physical components that must be considered for the portal construction.
To build pilot and final versions of the portal and required infrastructure.
The maintenance of the portal during the project.

Internet Portal for Documents and Archives:

4. Work packages: WP2

- **Description of work**

- Define required technical system infrastructure and architecture
- Define software architecture
- Adoption of a search engine for the APENET portal
- Request for information regarding the construction of the portal
- Define technical maintenance and security procedures for the portal
- Support the development of plug-ins for the national archive databases
- Build both pilot and final version of the portal, providing test platform for other work packages.

Internet Portal for Documents and Archives:

4. Work packages: WP2

Milestones

- Analysis of the EDLnet physical model compared to requirements from the WP1 and WP3 (M8)
- Draft of physical model of the APENET portal (M10)
- Physical model of APENET portal (M20)
- Pilot of the portal (M24)
- Final version of the portal (M36)

Internet Portal for Documents and Archives:

4. Work packages: WP2

- **Deliverables of WP2**
 - Definition of the physical model of the portal (M12)
 - Based on the results of WP1 and the first results of WP3
 - Pilot of the portal (M24)
 - Final version of the portal (M36)

Internet Portal for Documents and Archives:

4. Work packages: WP3

- **Work package title:**
Interoperability between APENET and EUROPEANA
- **Work package leader:**
The Netherlands
- **Objectives:**
To define, develop and implement interoperability between APENET and EUROPEANA, in collaboration with WP1 and WP2
To enable EUROPEANA to harvest all European archival material through APENET

Internet Portal for Documents and Archives:

4. Work packages: WP3

- **Description of work :**
 - Establish a permanent and close collaboration between the EDLnet project and the APENET project
 - Providing resources from the archive domain to be used in the EUROPEANA prototype
 - Develop and implement the interface module or service for each portal needed for a good interoperability, integration and data exchange

Internet Portal for Documents and Archives:

4. Work packages: WP3

- **Milestones:**
 - Common decision about functional and technical integration of APENET and EDL portals (M8).
 - First implementation of the interoperability between the APENET and EDL portals (M24).
 - Interoperability fully operational (M36)

Internet Portal for Documents and Archives:

4. Work packages: WP3

- **Deliverables of WP3**

- Provide a list of digitised archival resources for integration in the EUROPEANA prototype (M6)
- Technical specifications needed for interoperability between APENET and EUROPEANA (M8)
- Interface or service for the EUROPEANA portal to be able to harvest APENET resources (M24)
- Module or service for the APENET portal that will enable archival resources to be harvested by the EUROPEANA (M24)

Internet Portal for Documents and Archives:

4. Work packages: WP4

- **Work package title:**
Insertion of contents: images, metadata (descriptive, structural); and other products and services defined in WP1
- **Work package leader:**
France
- **Objectives:** Insert contents (products) and implement services in the Portal.
 - To include in the Portal the description of the documents (and images of themselves) available in the European archives and other cultural heritage institutions keeping archival records and documents
 - To ensure the quality of the content and services
 - The accessibility to a large array of records
 - To offer the possibility to upload images without IPR limitations
 - To offer information about collections and institutions
 - To load temporary virtual exhibitions about archival material.
 - To obtain copies and certified copies

Internet Portal for Documents and Archives:

4. Work packages: WP4

- **Description of work**

- Define rules and mechanisms for making available contents
- Establish a check mechanism to ensure that the provided content is compliant with chosen standards as identified in WP1.
- Adapt the existing descriptions to the chosen standards.
- Define a quality framework related to the content and the services

Internet Portal for Documents and Archives:

4. Work packages: WP4

- **Milestones of WP4**
 - Quality framework available (M10)
 - First “plug-ins” available (M22)
 - First contents accessible (M24)

Internet Portal for Documents and Archives:

4. Work packages: WP4

- **Deliverables of WP4**
 - Analysis of existing projects and evaluation of the information obtained (M8)
 - Quality framework (M10)
 - Handbook on insertion of contents (M12)
 - Quality mechanism operational (M24)
 - Final report: quantity and quality of the content (M36)

Internet Portal for Documents and Archives:

4. Work packages: WP5

- **Work package title:** Dissemination and awareness
- **Work package leader:** Sweden
- **Objectives:**
 - To provide publicity for the results of APENET
 - 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 promote the results from APENET to the European Commission.
 - To plan and work for the expansion of the network.
 - To search ways of financing the maintenance of the portal after the end of the project

Internet Portal for Documents and Archives:

4. Work packages: WP5

- **Description of work**
 - Dissemination and Awareness Preparation
 - Scientific Dissemination
 - Forums for Practitioners and cross-disciplinary Research
 - Sustainability Model and Technology Exploitation
 - Plan for and work on the expansion of the network
 - Plan for the maintenance of the portal after the end of the project:
mainly search for ways to finance

Internet Portal for Documents and Archives:

4. Work packages: WP5

- **Key channels of dissemination**
 - The results of WP1 – WP4 will be disseminated through a number of channels. The key ones will be
 - the project website
 - partners in the project; key persons are here the *Test Site Leaders* of each partner, who will be responsible for coordinating dissemination activities in each participating Member State
 - professional conferences and workshops
 - collaboration with other EU funded projects

Internet Portal for Documents and Archives:

4. Work packages: WP5

- **Deliverables of WP5**

- To guarantee a proper and harmonised dissemination of the results, a *Dissemination and Use Plan* will be produced and kept updated throughout the project;
- All business related deliverables of the project (including a business assessment workshop) will be documented in a *Business Plan*
- For presentations of the consortium, project objectives, challenges and benefits etc to the general public, a *multimedia PowerPoint presentation* of the project will be produced that can be automatically run
- To ensure a high profile and awareness of the project, e-mail lists, web portals, electronic publications, printed information materials, PR and media coverage, conference presentations and participation, etc. will be utilised, all based on a *Market Analysis*

Internet Portal for Documents and Archives:

4. Work packages: WP6

- **Work package title:**
Project management
- **Work package leader:**
Spain
- **Objectives:**
 - co-ordinate 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.

Internet Portal for Documents and Archives:

4. Work packages: WP6

- **Description of work**

- **Coordination:** maintaining a coherent view of the project work and results; intranet for collecting work material and results;
- **Reporting:** transmission of deliverables to the Commission; annual reports on progress; preparation of commission reviews; and final report
- **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.
- **Change Management:** maintaining the project vision; managing requests from partners and reviewers for changes to the *Description of Work*; and overall legal and contractual management, including maintenance of the consortium agreement

Internet Portal for Documents and Archives:

4. Work packages: WP6

- **Deliverables of WP6**
 - Project Intranet and e-meeting system
 - Project Handbook
 - Annual reports
 - Pre-financing requests
 - Final report and statement

Internet Portal for Documents and Archives:

5. Finance: eContentplus

- **European Commission:**
 - Information Society and Media Directorate-General
 - *eContentplus*
- **Total cost: 3.000.000**
 - 2.400.000 possibility of a grant from European Commission
 - 600.000 partners involved
- **Grant Agreement Signature**
 - 2008-September-1?
 - Legal, technical and financial aspects