HORIZON 2020

Spreading excellence and widening participation
Grant agreement no 692103
Coordination and support action (CSA)

Deliverable 2.1
Kick-off meeting presentation
December, 2015

eHeritage - Expanding the Research and Innovation Capacity in Cultural Heritage Virtual Reality Applications

Workpackage: WP2
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Abstract: This document contains the deliverable related to the project task 2.1 “Kick-off meeting”. The aim of this document is to report the main activities carried out in the frame of this activity, more specifically the presentations made by each partner, the main contributions emerged during the discussion and also the highlights of the partner interactions in relationship with the objectives of the project.

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1. Deliverable information

1.1. eHERITAGE’s Kick-off Meeting resume

eHERITAGE’s kick-off meeting (KoM) has been organized by the project coordinator institution, University Transilvania of Brasov (UTBv). The KoM was held in Brasov, Romania on 24-26 November, 2015. The meeting was held at the premises of UTBv, including the laboratories of the VRRD/DATR department and at the ICDT institute. Both the administrative and technical staff of VRRD/DATR have been involved for the organization and management of the meeting’s activities. Twenty persons attended to this event, with representatives from all consortium partners. A detailed list of the personnel is included in Annex 1.

This meeting is part of the project’s WP2: Events and collaboration. The main purpose of WP2 is to ensure the best organization for events such as the KoM, which in term will ensure the best possible collaboration between the partners of the project, at all levels: educational, social and technological.

1.2. The structure of the meeting

The KoM has been thought a as a two-day event:

- The first day was reserved to plenary sessions from each project partner, presenting an overview of their experience in the supported field of research, achievements, infrastructure which can be used in the following period as well as their availability in the first year of the project. After the formal presentations and institutions’ overviews, the session continued with a complete description of the project structure and objectives, including a discussion over each WP (with tasks and deliverables).
• The second day started with a visit at the Rector’s offices, where the administration of UTBv expressed their support for the successful development of the project in optimal conditions. The rest of the day was reserved for presenting some of most important cultural heritage objectives which may form the subject of future studies which will be jointly carried out with the project partners JSI and SSSA, as supported by the eHERITAGE project.

A detailed agenda of the meeting is included in Annex 2 – the meeting flyer.

2. KoM discussion

2.1. Work Packages

WP1

As discussed in the second part of day 1, WP1 can be regarded as the most important WP of the project. The dialog over this WP is resumed as following:

- Exploratory meetings have been partially discussed (while their exact date has not been set up, we have approximated the month when they will take place). The first exploratory meeting has been set on 12-14th of January, as the holidays were too close to the initially estimated date which was in the end of December, 2015. As result, the deliverable (D1.1 Reports on exploratory visits) will be slightly postponed. The small delay proposal was accepted by the EU project officer as well as the project’s Management Committee (MC). The first exploratory meeting will take place at SSSA premises, at PERCRO Laboratory, in San Giuliano Terme, Pisa, Italy. This meeting will address some of the following issues:
- Short staff exchanges were also asserted. Since the exact research themes for the first year of knowledge transfer will be defined by the first exploratory meeting, only general conditions were stated, leaving the specific details to be discussed in January. However, all partners expressed their willingness to support visits continuously. Particular research areas in short staff exchanges depend on the usage of infrastructure (haptic devices at SSSA) and training in VR technologies (SSSA) and artificial intelligence techniques (JSI).

- Online courses are foreseen to start with the second half of the first year of the project. Participating in online courses will not relate only to third party portals such as Coursera.org, Skillshare.com, Udemy.com, Lynda.com and others, but will also suppose taking training from project’s partners, SSSA and JSI. All partners discussed activities related to finding new online portals with courses more specific to our area of interest (virtual heritage). The recording of lectures inside consortium was also discussed.
- As expressed in the Description of Action (DoA), at the end of each project year, SSSA (in collaboration with UTBv and JSI) will carry out the research evaluation, a phase during which the publishing efficiency of the consortium will be analyzed, quantified and if necessary, appropriate measures will be taken to improve it. The research evaluation will involve establishing possible additional actions to be taken for the following project years, actions which will have as final effect the compliance with project’s KPI’s. These actions were detailed during the KoM: finding additional publication resources, including additional research personnel, strategies for publication (i.e. focusing on review articles in the beginning of the project, and on research articles later on).

**WP2**

Another key WP of the project is WP2, which handles the organization of events and the collaboration among project’s partners. During the KoM, several discussion topics were related to WP2. In fact, the KoM meeting itself is an activity within this WP. In order to best organize this meeting, UTBv created several meeting flyers, vertical banners with the project’s name (which will be used during other meetings as well), organized visits to different university research facilities, implemented a precise meeting schedule and maintained the strict order of the foreseen KoM activities.

Future events were detailed during the KoM. The first project workshop was set in the end of September/beginning of October, 2016, at JSI premises, in Ljubljana, Slovenia. Details related to the structure of the workshops were also briefly assessed (i.e. for the first workshop, teaching will revolve around VR hardware
and software systems). As described in the DoA, each workshop will be followed by an awareness day. During the KoM, the consortium discussed ways of promoting the awareness days, the possibility of interacting within those days with other stakeholders such as museums, editors in scientific journals, other networks of excellence in the field of virtual heritage, companies providing infrastructure in the field of VR and so on.

Although no particular details were set for the Advanced Study Institute (task 2.3), the names of a few suitable lecturers came into discussion, and discussion touched the subject of involving experts from non-partner institutions.

Another special event which was detailed in the KoM and which will take place within eHERITAGE is the brokerage event (task 2.4). The main difference between ASI and the brokerage event is the latter in oriented more on the general public (publicly raising awareness), while ASI is more oriented on internal personnel training and knowledge transfer. None the less, the brokerage event will also hold a special session which will be devoted to the raising of public participation, and the round table on “Virtual Reality and Robotics research - a priority in preserving cultural heritage” addresses several entities from a large array of stakeholders.

During the KoM, consortium discussed means to organize and evaluate these events.

**WP3**

As eHERITAGE project is mostly about knowledge transfer which is a notion rather hard to quantify, the project DoA proposed a list of KPIs. This list and the impact of all coordination and support activities will be assessed via WP3. The effectiveness of the organization of the dissemination and knowledge transfer activities will be
measured by SSSA in collaboration with UTBv and JSI. The KoM dialog also covered aspects strictly related to WP3.

First and foremost, the project website was presented (http://www.eheritage.org). This website holds both public and private information, separated by password protected areas. In the public area, visitors can find the project objectives and plan, read news and information about project partners, see the list of deliverables, share the event’s data (venue, program, flyers and so on), read a list of archived newsletters sent on a monthly basis by the consortium, find out more on ethics and privacy and contact the consortium. In the private section, consortium members alone can access project templates (Monthly activity report, Internal meeting template, International meeting template, Short external stage report, Conference attendance certificate, Deliverable template, Newsletter template), the Grant Agreement/Consortium Agreement, the Risk register, as well as other sensitive information.

A brief list with some key conferences and journals was also presented during KoM, list which will evolve in the deliverable 3.2 (the Publication plan for year 1). Although the impact evaluation phase was not discussed, this activity is related to the research evaluation activities (task 1.4) undergone in WP1 and will take place in the same period of time.

**WP4**

WP4, led by JSI, plans to foster the partnership and integration with other EU centers of excellence, to increase initiatives of attracting funding for the UTBv team and to support the transfer of knowledge between international interested entities and UTBv. The KoM covered the WP4 activities’ description, including the
deliverables D4.1 and D4.2 (the strategic partnership plans for the second and third year of the project).

**WP5**

The WP5 is the management mainstay of the project. All consortium member have designed tasks within this WP, with deliverables which are due in the near future. The KoM covered the communication strategy which will be deployed for eHERITAGE:

- Internal communication – at each partner’s discretion
- Partner communication:
  - Skype conferences, once every 2 weeks - 10-15 minutes
  - Skype conferences, once every 4 weeks - monthly status reports
  - Quarter reports (once every 4 months, instead of monthly reports)

The KoM covered aspects concerning task 5.3 (quality assurance), which will be led by JSI. In this sense, JSI will also produce the deliverable D5.3 (Quality Assurance Plan).

Aspects concerning security were also discussed during KoM, more specifically the difference between public and private information, existing security techniques and practices, concerns over security issues, protection of personal data and security challenges foreseen for the eHERITAGE project.

Ethics is another key point discussed during the KoM. According to the Ethics Review Procedure, the Screening Report for eHERITAGE revealed some ethics requirements, with reference to data collected during the workshops and interviews carried out, which were covered in the consortium discussions.
2.2. Project meetings

The project foresees 8 meetings, in addition to the KoM:

Table 1. eHERITAGE meetings

<table>
<thead>
<tr>
<th>Meeting 1</th>
<th>Meeting 2</th>
<th>Meeting 3</th>
<th>Meeting 4</th>
<th>Meeting 5</th>
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</thead>
<tbody>
<tr>
<td>Kick-off</td>
<td>Exploratory visit 1</td>
<td>Workshop 1</td>
<td>Exploratory visit 2</td>
<td>ASI</td>
</tr>
<tr>
<td>Month 1</td>
<td>Month 2</td>
<td>Month 11</td>
<td>Month 14</td>
<td>Month 18</td>
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<tr>
<td></td>
<td>December/January</td>
<td>September/October, 2016</td>
<td>December/January, 2017</td>
<td>April/May/June, 2017</td>
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<tr>
<td></td>
<td>SSSA</td>
<td>JSI</td>
<td>SSSA</td>
<td>UTBv/Other</td>
</tr>
<tr>
<td>Meeting 6</td>
<td>Meeting 7</td>
<td>Meeting 8</td>
<td>Meeting 9</td>
<td></td>
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<td>Workshop 2</td>
<td>Brokerage</td>
<td>Exploratory visit 3</td>
<td>Workshop 3 - Final</td>
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<tr>
<td>Month 23</td>
<td>Month 24</td>
<td>Month 26</td>
<td>Month 36</td>
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<td>September, 2017</td>
<td>October, 2017</td>
<td>December/January, 2018</td>
<td>October, 2018</td>
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<tr>
<td>SSSA/JSI</td>
<td>UTBv</td>
<td>UTBv/Other</td>
<td>UTBv</td>
<td></td>
</tr>
</tbody>
</table>

The venue and the estimated month for each meeting is highlighted in Table 1.

2.3. Management Structure

The management structures were defined during the KoM. The Management Committee (MC) is made of each partner team leaders: Mihai Duguleană, Marcello Carrozzino and Matjaž Gams. Its aims are:

- To make sure that the expected outputs of the project are coherent and can be met in due time (effectiveness), within present funding constraints (efficiency);
• To choose technical or budget solutions which will resolve any conflict raised by any one of the WPs of the integrated project;
• To define the methodology for the management of knowledge, IPR and innovation-related activities;
• To produce and validate exploitation plans, in line with the perspectives as described in the consortium agreement.

2.4. Consortium Agreement

The Consortium Agreement (CA) is based on Desca model. Most important issues discussed during the KoM were related to the Attachment 1 (Background included). 2 options were analyzed:

• specify exactly which background (software and hardware infrastructure) can be jointly used

• no previous background

Additional talk was given over signatures and about the physical CA document. Moreover, participants were asked to give advice about reporting procedures, keeping records, submitting and deliverables, mostly underlining non-compliance cases. The CA also presents the legal framework for the IPR.
2.5. Financial aspects

Different statements were made in order to differentiate between eligible and ineligible costs. Research costs are ineligible, as established by the DoA. Discussion also touched the most important issues on presenting the checks, reviews and audits procedures – keeping in mind the consortium has the obligation to maintain records for 5 years since the finish of the project.

The consortium also discussed the first downpayment from the EU: 585,375 EUR (65% of the grant budget which is 634,156.25 EUR minus the amount for the guarantee fund which is 48,781.25 EUR). This downpayment is estimated to cover for less than 23 months. The funds where distributed to the partners JSI 164,624 EUR (28.1229 %) and SSSA 168,750 EUR (28.8276 %). General discussion also covered the future 1 or 2 interim payments, and the payment of the balance (10%) at the end of the project.

2.6. Strategy for accomplishing project’s KPIs

During the KoM, the consortium tried to find the best answers for questions like:

- How many papers should each partner publish?
- Does it count as a project paper, i.e. a paper with a single author (2 cases – author outside UTBv/author from UTBv)? Do all papers need to have at least a member from UTBv?
- How many papers per year?
- How can we increase the number of papers, as to exceed the KPIs?

We concluded that in the best case scenario, all papers with acknowledgement should count. However, considering the specifics of the call (Twinning), the safest assumption is to consider that only papers involving at least 1 member from the
personnel from UTBv will count. We reached the conclusion that at least 3 journal papers and at least 3 conference papers should have members from both project partners and the project coordinator (during the whole 3 years), in virtual heritage subjects. The consortium drafted 2 plans (which can be followed more or less concomitantly):

**Plan 1**
- Year 1: 4 conferences + 2 journals – ongoing work + collaboration – related articles in eHERITAGE
- Year 2: 3 conferences + 5 journals
- Year 3: 3 conferences + 3 journals

**Plan 2**
- Year 2: European eHERITAGE conference 2 – Explore the possibility of publishing proceedings on Springer LNCS – SSSA
- Year 3: European eHERITAGE conference 3 – UTBv

**2.7. The risk log**

During each meeting, the consortium reviews and updates the risk register maintained on the project’s website. As the KoM was the first meeting of the project, no additional risks were identified, and the Risk log maintains the same
content identified during the preparation of the DoA. The only addition is the small delay of the first exploratory meeting, due to the upcoming holidays and the short preparation time since the start of the project. The following ideas were emphasized:

- All research related costs are not funded by this project and are the responsibility of each partner.
- As for the eligible costs foreseen by eHERITAGE:
  - no cost overrun can be used as an argument to ask for a change in the Task objectives or the timely delivery of the results;
  - objectives can only be changed in view of major unforeseen administrative failures.
- The Project Manager is responsible for risk management and contingency plan. The consortium will put in place procedures and work actively to reduce risks at all levels.
3. The GANTT diagram

![GANTT diagram](image)

Figure 1. eHERITAGE project diagram

3.1 Tasks and immediate actions to be implemented

During the KoM, the consortium identified the following tasks and immediate actions (which will be reevaluated during the first exploratory meeting):

1. First Exploratory meeting preparation – each partner will prepare a few research subjects over which we will enforce the transfer of knowledge.
2. The publication plan – each partner will identify conferences and journals which will be grouped inside the publication plan deliverable.
3. The completion of deliverables – each partner will identify the deliverables assigned and ensure their completion within the allowed timeframe.
4. Ensuring the communication strategy.
5. Ensuring the ethics guidelines.
3.2 Year 1 deliverables

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>WP</th>
<th>Responsible</th>
<th>Type</th>
<th>Access type</th>
<th>Due date</th>
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<tr>
<td>D1.1 Reports on exploratory visits</td>
<td>WP1</td>
<td>UTBV</td>
<td>Report</td>
<td>Confidential</td>
<td>1/1/2016</td>
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<td>WP2</td>
<td>UTBV</td>
<td>Report</td>
<td>Public</td>
<td>1/1/2016</td>
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<td>D3.1 eHERITAGE site</td>
<td>WP3</td>
<td>UTBV</td>
<td>Websites, patents filling, etc.</td>
<td>Confidential</td>
<td>1/1/2016</td>
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<td>D3.2 Publication plans</td>
<td>WP3</td>
<td>SSSA</td>
<td>Report</td>
<td>Confidential</td>
<td>1/1/2016</td>
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<td>D5.1 Reporting statement</td>
<td>WP5</td>
<td>UTBV</td>
<td>Report</td>
<td>Public</td>
<td>1/1/2016</td>
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<td>WP5</td>
<td>UTBV</td>
<td>Report</td>
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<td>D5.3 Quality assurance plan</td>
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<td>D5.4 Ethics assurance plan</td>
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<td>SSSA</td>
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<td>D5.5 Security assurance plan</td>
<td>WP5</td>
<td>UTBV</td>
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<td>D1.4 Reports on short external stages</td>
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<td>UTBV</td>
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<td>D1.7 Research evaluation statements</td>
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<td>SSSA</td>
<td>Report</td>
<td>Confidential</td>
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<td>D2.2 Workshop minutes and presentations</td>
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<td>UTBV</td>
<td>Report</td>
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<td>SSSA</td>
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<td>D5.6 Project management review</td>
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Annex 1 – list of participants

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<th>Organization</th>
<th>Country</th>
<th>Name/Surname</th>
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<tr>
<td>UTBv</td>
<td>Romania</td>
<td>Mihai Duguleană</td>
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<tr>
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<tr>
<td>UTBv</td>
<td>Romania</td>
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<td>UTBv</td>
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<td>UTBv</td>
<td>Romania</td>
<td>Eugen Butilă</td>
<td><a href="mailto:butila@unitbv.ro">butila@unitbv.ro</a></td>
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<td>Gheorghe Mogan</td>
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<td>UTBv</td>
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<td>Gheorghe Daniel Voinea</td>
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<td>UTBv</td>
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<td>Răzvan Boboc</td>
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<td>JSI</td>
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Annex 2 – Meeting Flyer

24-26 NOVEMBER

EHERITAGE

KICK-OFF MEETING

Starting the project

Following the successful funding acceptance by the Research Executive Agency (REA) for the project eHERITAGE (‘Expanding the Research and Innovation Capacity in Cultural Heritage Virtual Reality Applications), the Kick-off meeting is the best opportunity to energize the consortium members and to establish a common purpose towards completing the work.

Between the 24th and 26th of November, 2015, we invite you in Brasov, Romania, to join conversations about the outline of the project, its management, the communication procedures which will be established, as well as the future meetings and exploratory visits which will take place during the funded activities.

Every meeting is an opportunity

This one will generate enthusiasm

We will get to know each other

And plan some project activities

And talk on financial and legal matters

EHERITAGE PROJECT

H2020-TWINN-2015
Grant no. 692103.

1st of November, 2015 - 1st of November, 2018

http://www.eheritage.org/
# Kick-off Meeting Agenda

11/25/2015

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 AM to 9.30 AM</td>
<td><strong>Welcome and introductions</strong></td>
</tr>
<tr>
<td></td>
<td>UTBv presentation</td>
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<tr>
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<td>UTBv</td>
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<tr>
<td>9.30 AM to 10.15 AM</td>
<td><strong>Partner Presentation</strong></td>
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<td>SSSA team presentation</td>
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<td>SSSA</td>
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<tr>
<td>10.15 AM to 11.00 AM</td>
<td><strong>Partner Presentation</strong></td>
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<td>JSI team presentation</td>
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<tr>
<td>11.00 AM to 12.30 PM</td>
<td><strong>Project Management</strong></td>
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<td>Communication Strategy</td>
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<td>19 PM</td>
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11/26/2015

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<td>UTBv</td>
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<td>9 AM to 13 PM</td>
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<td>Bran Castle visit</td>
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<td>Râșnov Fortress visit</td>
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<td>UTBv</td>
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<td>13 PM</td>
<td>Lunch</td>
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<td>Restaurant</td>
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Annex 3 – Meeting photos
Annex 4 – UTBv presentation 1
UTBv presentation 2

Secondary objectives
- Increased knowledge and skills in the field of cultural heritage virtual reality applications
- Enhanced understanding of the cultural heritage virtual reality applications
- Increased awareness of the cultural heritage virtual reality applications
- Increased interest in the cultural heritage virtual reality applications
- Increased participation in the cultural heritage virtual reality applications

Challenges
- Limited resources and funding
- Limited access to technology
- Limited understanding of the cultural heritage virtual reality applications
- Limited awareness of the cultural heritage virtual reality applications
- Limited participation in the cultural heritage virtual reality applications

Purpose of WP1
- WP1 aims to identify the key areas and challenges that need to be addressed in order to develop the cultural heritage virtual reality applications.
- WP1 will focus on the development of the cultural heritage virtual reality applications, taking into account the challenges and opportunities identified.

WP1 tasks
- Task 1: Identification and analysis of the cultural heritage virtual reality applications
- Task 2: Development of the cultural heritage virtual reality applications
- Task 3: Testing and evaluation of the cultural heritage virtual reality applications
- Task 4: Deployment and dissemination of the cultural heritage virtual reality applications

WP1 Deliverables
- WP1.1: Identification and analysis of the cultural heritage virtual reality applications
- WP1.2: Development of the cultural heritage virtual reality applications
- WP1.3: Testing and evaluation of the cultural heritage virtual reality applications
- WP1.4: Deployment and dissemination of the cultural heritage virtual reality applications

Purpose of WP2
- WP2 aims to develop the cultural heritage virtual reality applications, taking into account the outcomes of WP1.
- WP2 will focus on the integration of the cultural heritage virtual reality applications, taking into account the challenges and opportunities identified.

WP2 tasks
- Task 1: Integration of the cultural heritage virtual reality applications
- Task 2: Testing and evaluation of the cultural heritage virtual reality applications
- Task 3: Deployment and dissemination of the cultural heritage virtual reality applications

WP2 Deliverables
- WP2.1: Integration of the cultural heritage virtual reality applications
- WP2.2: Testing and evaluation of the cultural heritage virtual reality applications
- WP2.3: Deployment and dissemination of the cultural heritage virtual reality applications

Purpose of WP3
- WP3 aims to assess the impact of the cultural heritage virtual reality applications on the cultural heritage.
- WP3 will focus on the monitoring and evaluation of the cultural heritage virtual reality applications, taking into account the challenges and opportunities identified.

WP3 tasks
- Task 1: Monitoring and evaluation of the cultural heritage virtual reality applications
- Task 2: Reporting and dissemination of the cultural heritage virtual reality applications

WP3 Deliverables
- WP3.1: Monitoring and evaluation of the cultural heritage virtual reality applications
- WP3.2: Reporting and dissemination of the cultural heritage virtual reality applications

Purpose of WP4
- WP4 aims to provide strategic recommendations for the future development of the cultural heritage virtual reality applications.
- WP4 will focus on the identification of future opportunities and challenges for the cultural heritage virtual reality applications.

WP4 Deliverables
- WP4.1: Strategic recommendations for the future development of the cultural heritage virtual reality applications

Project KPIs
- The project KPIs will be regularly monitored and evaluated, with the aim of ensuring that the cultural heritage virtual reality applications are achieving their objectives.
- The project KPIs will be reviewed and updated on a regular basis, as necessary.
Communication strategy

- Open for discussion
- Internal communication: at each partner’s discretion
- Partner communication: all partners on a regular basis (every 3 months)
- Project meetings: quarterly
- Deliverables reporting: monthly
- Status reports: project manager sends monthly updates
- Monthly reports: status reports, updates, and progress reports
- Quarterly reports: project status, progress, and challenges
- Semi-annual reports: project overview, achievements, and challenges
- Annual reports: project overview, achievements, and challenges

Consortium agreement

- Based on Donau model
- Most important issues: Attachment 1. Background issues included
- Jointly,
  - Quality: adherence to the project requirements
  - Quantity: completion of project deliverables
  - Schedule: project timeline
  - Budget: adherence to the budget
- Other issues: financial contributions, intellectual property rights, confidential information, etc.

The Management Committee (MC)

- Overview
  - Composition: 1 representative per partner
  - Responsibilities: strategic decision-making, budget monitoring, and project evaluation
- Meeting frequency: quarterly
- Decision-making: based on consensus

Quality assurance

- The management of quality assurance will be based on the project’s quality assurance plan, which will be developed by the project coordinator.
- The plan will include procedures for regular evaluations, monitoring, and improvements.
- The plan will be approved by the Management Committee at the kick-off meeting.

Security

- The project will develop security and privacy mechanisms for the activities carried out within the project.
- The project’s security policies will be reviewed and updated regularly.
- The project will be compliant with the latest security standards and regulations.

Ethics

- The project will conduct all activities in accordance with the ethical guidelines specified in the project’s charter.
- The project will ensure that all partners are aware of their responsibilities and will be trained in ethical practices.

Grant agreement – articles and scope

- Key project objectives
  - Research and development
  - Implementation and dissemination
  - Capacity building
- Project deliverables: continuous reporting
- Project timeline: 4 years
- Project budget: €5 million
- Key partners:
  - Lead partner: University of XYZ
  - Partners: ABC, DEF
- Key points to discuss
  - Project implementation
  - Intellectual property rights
  - Financial resources

Future meetings

- Kick-off meeting: 31 January 2016
- First project meeting: 1 April 2016
- Second project meeting: 1 July 2016
- Third project meeting: 1 October 2016

Upcoming deliverables

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<tr>
<th>Deliverable</th>
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<td>D1: Project management plan</td>
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<tr>
<td>D2: Project objectives, scope, and deliverables</td>
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<td>D7: Project deliverables</td>
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*Note: Dates are approximate and subject to change.*
Annex 5 – JSI presentation