



Agenda Country Manager Meeting Madrid  
25<sup>th</sup> and 26<sup>th</sup> of November 2013

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Monday 25<sup>th</sup> of November 2013

Venue:

**Consejo Superior de Investigaciones Cientificas,  
Calle Pinar 25, 28016 Madrid, room 6011**

*(about 100 metres from the Archivo Histórico Nacional)*

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|---------------|--|
| 15:30 – 15:35 | Welcome  |
| 15:35 – 15:45 | Update on the recent EC review                           |
| 15:45 – 16:15 | Demo of the current Dashboard and DPT functionality      |
| 16:15 – 17:15 | Updates from all Country Managers individually – Part 1* |
| 17:15 - 17:30 | Coffee break   |
| 17:30 – 18:30 | Updates from all Country Managers individually – Part 2* |
| 18:30 – 18:45 | Wrap up of the CM updates: conclusions/actions           |
| 18:45 – 19:00 | Update on the recent WP2/WP4/WP6 meeting in Berlin       |

*\* for the individual Country Manager updates, please try to provide information on:*

- *the status of content currently in the portal (amount of institutions, finding aids, descriptive units, digital objects, etc.) and – if applicable (in case of linking on a 1:n basis instead of 1:1) – an update on the real amount of digital objects the portal now gives access to*
- *prognosis on how this will expand in the second half of the project (so: what's in the pipeline), especially with regard to the new content targets (overall and per individual country)*
- *overview of the PR activities till so far (newsletters, articles, presentations, workshops, use of social media, having the APE logo on websites, etc.) and an update on who is involved in this and what he/she needs to expand this: WP7 help / WP7 material, more knowledge of the project, etc.*
- *difficulties encountered, remedies/workarounds to overcome these, remaining issues for which help is needed*

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*Note: a screen, a beamer and internet access (wifi) are available, so you have to bring your own laptop or borrow someone else's in case you want to present something*



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## General Session 09:00 – 09:45

- Communications: how to share our experiences?
- Network expansion: how to spread the word and get new institutions in?
- Next meeting

## Parallel Session 1 09:45 – 12:15

- Evaluation and fine-tuning of (new) Portal and Dashboard functionality
- Data processing issues: local EAD to apeEAD fine-tuning / other issues

Venue:

**Archivo Histórico Nacional, Calle de Serrano 115, 28016 Madrid,  
Sala Noble**

## Parallel Session 2 09:45 – 12:15

- ScopeArchive issues

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Wrap up and farewell 12:15 – 12:30

Venue:

Archivo Histórico Nacional, Calle de Serrano 115, 28016 Madrid,  
Vestíbulo

Lunch 12:30 – 13:30