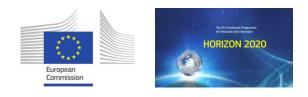| H2020-TWINN-2015. Grant Agreement no 691936	
Project full title:	Remote Sensing Science Center for Cultural Heritage
Project acronym:	ATHENA
Work Package	WP1
Deliverable	D1.1 (Work schedule)

	H2020-TWINN-2015 **Grant Agreement no 691936** This project is funded under the **EUROPEAN COMMISSION** in the Framework Programme for Research and Innovation (2014-2020).	- 2 -
Call:	Work programme **H2020** under **"Spreading Excellence and Widening Participation", call: H2020-TWINN-2015: Twinning** (Coordination and Support Action).	
Project full title:	**Remote Sensing Science Center for Cultural Heritage**	
Project acronym:	**ATHENA**	
Work Package (WP):	**WP1**	
Deliverable (D):	**D1.1 (Work schedule)**	
Due date of deliverable:	**January 2016** **(Month 2 of the project)**	**Version: 1**
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Start date of project:	**1/12/2015**	Duration: **36 months**

Dissemination Level		
PU	Public	√
CO	Confidential, only for members of the consortium (including the Agency Services)	

Document Sign-off				- 3 -
Nature	**Name**	**Role**	**Partner**	**Date**
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REVIEWED	Gunter Schreier	Partner 2	DLR	21/01/2016
APPROVED	All partners		CUT, CNR, DLR	21/01/2016

Work Package: 1 – Project Management Deliverable: D1.1 – Work schedule				- 4 -
Sections to be protected	**Description**	**Owner**	**Access Rights**	
			Period	**Type***
none				

Summary

The specific report aims to present all the activities and due times of delivery to be carried out through the three years of ATHENA project. This report represents a basic programming reference document for the future actions of the project. Further detailed discussions on work planning were held at the kick-off meeting held in Limassol – Cyprus at the premises of Cyprus University of Technology in December 2015.

Table of Contents

1.   Introduction

The work schedule deliverable will roadmap all forthcoming actions and deliverables of the ATHENA project. Within this deliverable the various activities to be accomplished for the need of the project, are reassumed in the form of several tables. The deliverable includes a detail work plan of all actions to be implemented during the three years of the project such as dissemination events, training activities, summer schools, workshops etc. The work schedule will work as a communication base amongst the partners for programming purposes and will be continuously updated accordingly if changes, mainly in time concerning of implementation, emerge. The work schedule will further reflect the progress of the project during the three years of its lifespan.

The following tables containing all necessary information are to be found:

1. Detailed Gantt Chart of ATHENA project

2. Work flow per Work Package

3. Work flow of the project

4. Connection between the deliverables

The purpose of this deliverable is to evidence all actions and deliverables of ATHENA project, facilitating the coordination between the participants, boths in terms of implementing and reporting. This present document is an outcome of Work Package (WP) 1 (Project Management), the goal of which is to guarantee effective coordination of the project, to ensure that contractual and reporting obligations are met on time and to maintain effective liaison with the European Commission.

The main objective of WP 1 is to coordinate the whole project execution in terms of legal, contractual, financial, and administrative issues. To ensure the timely delivery of high quality

deliverables through the effective coordination of partners, robust technical and financial management, and strict Quality Assurance (QA) for all project activities and associated deliverables. For the reasons above exposed, the duration of this work package will extend during the total period of the project.

2.   Tables

2.1. Detailed Gantt Chart of ATHENA project

In the following table all activities of the project are evidenced. These activities include all scheduled training events (e.g. workshops, summer schools) of the project, physical and distant meetings, mobility between the beneficiaries' staff and other events. Furthermore, the date of delivery of each work package deliverables is shown, as well as the programed date for each activity to be accomplished, covering the entire three years duration of the project. The duration of the individual work packages is also highlighted.

As clearly shown in the Gantt Chart below, all partners participating in the project will be in continuous contact via the various activities of the project, being physical or virtual trainings and/or meetings, with constant bi-monthly teleconferences for coordination and updating related to the the tasks of the individual work packages (see table two and appendix for further details on the WPs).

GNATT CHART

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
WP1: Project management (M1-36)		D1.1	D1.2;D1.3;D1.4;D1.8;D1.9			D1.6									D1.5									D1.10												D1.6-D1.7
WP2: International RS research on CH, innovation agenda and best practices assessment (M1-9)									D2.1;D2.2;D2.3																											
WP3: Evaluation of gap and capacity development of the existing Lab (M4-12)												D3.1;D3.2;D3.3																								
WP4: Training and knowledge transfer (M2-36)					D4.4		D4.1							D4.5		D4.2												D4.6		D4.3						D4.7;D4.8;D4.9
WP5: Promotion of the ATHENA centre locally and internationally (M30-36)																																				D5.1;D5.2;D5.3;D5.4
WP6: Dissemination and exploitation (M1-36)		D6.12-new	D6.1									D6.2												D6.3												D6.4;D6.5;D6.6;D6.7;D6.8;D6.9;D6.10;D6.11

WORK SCHEDULE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
	M	VT		WS		SS			SE	VT		M		SE		WS		SS			VT			M		SE		WS		SS	EV	VT				M
		WM		WM		WM		WM		WM		WM		WM		WM		WM		WM		WM		WM		WM		WM		WM		WM		WM		WM
		EV				OS												OS						OS						OS						WS

Meetings (M)   **Web meetings (WM)**   **Summer Schools (SS)**   **Workshops (WS)**   **Virtual training (VT)**   **Short term staff exchanges (SE)**   **Experts visits (EV)**   **Short term on site (OS)**

2.2. Work flow per Work Package

The present section of the document consists of six tables corresponding to the individual work packages of the project, reproducing the relative deliverables.

Work Package 1- Project management

The main objective of this WP is to Coordinate the whole project execution in terms of legal, contractual, financial, and administrative issues. To ensure the timely delivery of high quality deliverables through the effective coordination of partners, robust technical and financial management, and strict Quality Assurance (QA) for all project activities and associated deliverables. The specific objectives of the present WP are the following:

- The management and coordination of the partners including effective and systematic communication and collaboration between all project partners.
- To establish and implement a Quality Assurance (QA) procedure, ensuring the delivery of high quality deliverables.
- To undertake a risk assessment of the project's activities.
- To manage and monitor the project progress in order to ensure successful implementation within the time and resource constraints of the program.
- Ensure effective communication with and timely reporting to the European Commission Officers.
- To establish efficient management boards.
- To organize meetings necessary for the best execution of the WPs.

D. no	Deliverable topic	Month	Date
D1.1	Work schedule	2	Jan-16
D1.2	Reporting and financial management guidelines	3	Feb-16
D1.3	Project infrastructure and file sharing arrange	3	Feb-16
D1.4	QA guidelines	3	Feb-16
D1.8	Risk management and contingency planning	3	Feb-16
D1.9	Exploitation Manager Agreement	3	Feb-16
D1.10	Data Management Plan	6	May-16
D1.5	15M Interim report	15	Feb-17
D1.6	36M Final Report	36	Nov-18
D1.7	Authorised costs statements and project financial reports	36	Nov-18

Work Package 2- International RS research applied on CH: innovation agenda and best practices assessment

The primary objective of this WP is to provide a full understanding of the current as well as forthcoming research and innovation agenda within as well beyond Europe in the field of RS Archaeology. Part of this WP will be to define the options and alternatives of the Centre of Excellence to be created, based on international established best practices. The present WP together with the next one (WP3) will cover the literature review of the field, relative to the new coming Centre's needs and foresees in defining its future position in the specific research and academic field. For this reason several thematic topics will be analysed related to RS technologies applied to archaeology and cultural heritage.

D. no	Deliverable topic	Month	Date
D2.1	RS systems use for application in archaeology research assessment report	9	Aug-16
D2.2	Report of the outcomes with potential partners – Five year roadmap for future research projects	9	Aug-16
D2.3	Five year roadmap for future research projects, based on outcomes from discussions with partners	9	Aug-16

Work Package 3-Evolution and gap capacity development

The primary objective of this WP is to assess and fully understand the gaps of the existing Remote Sensing and Geoenvironment Research Laboratory of the CUT and roadmap its capacity development. It further foresees in understanding the context for the proposed Centre of Excellence in connection to the local capacity, skills and infrastructure that might be exploited. The outcomes of this WP will provide a very detailed catalogue of the needs of the existing lab and will subsequently define its scientific upgrade. Specific objectives include the following:

- Map the context for the new Centre of Excellence, including the national Smart Specialisation Strategy and local socioeconomic structures, resources and priorities;
- Identify short and long term research needs;
- Identify and engage with local stakeholders in order to test proposed research and innovation priorities, and identify potential partnership and investment opportunities.

D. no	Deliverable topic	Month	Date
D3.1	Evaluation report including Lab's existing capacities, baseline assessment and roadmap concerning the future planning development of the center according the needs emerged for the evaluation report	12	Nov-16
D3.2	Report from the meetings with local stakeholders	12	Nov-16
D3.3	Report of the gap analysis	12	Nov-16

Work Package 4 – Training and knowledge transfer

This WP consists on a series of intensive training activities of the existing staff operating in the Remote Sensing and Geo-Envorniment Research Lab of the CUT through out the project's duration. These activities include for instance thematic workshops, summer schools, lectures, webinars etc. The overall objectives of the present WP are training and transfer of knowledge between the partner's institutions, while some more specific objectives include the following:

- Transfer of technological knowledge, exchange knowledge and experience with CUT's personnel during the ATHENA project;
- Train CUT's personnel on state-of-the-art methodologies in Remote Sensing and Earth Observation Sciences applied in Archaeology and CH;
- Enhance the research potential of CUT;
- Increase CUT's potential in participating in existing European networking activities.

D. no	Deliverable topic	Month	Date
D4.4	Material from 1st workshop	5	Apr-16
D4.1	Report of the 1st summer school	7	Jun-16
D4.5	Material from 2nd workshop	17	Apr-17
D4.2	Report of the 2nd summer school	19	Jun-17
D4.6	Material from 3rd workshop	29	Apr-18
D4.3	Report of the 3rd summer school	31	Jun-18
D4.7	Material from 4th workshop	36	Nov-18
D4.8	Material virtual training	36	Nov-18
D4.9	Report from short term visits	36	Nov-18

Work Package 5 – Promotion of the centre locally and internationally

The objectives of this WP are the promotion of the centre both locally and internationally in an effort to create networking for the Centre's future activities. Through promotion activities of WP5, the Centre will establish a strong collaborative network (locally and internationally) by the end of the project. The specific objectives of this WP are reassunned as follows:

- To define possible network stakeholders.
- To promote the Centre both locally as well as internationally.
- To establish long term cooperation with key partners.

D. no	Deliverable topic	Month	Date
D5.1	Leaflets	36	Nov-18
D5.2	Report from the local promotion strategy	36	Nov-18
D5.3	Report from international promotion strategy	36	Nov-18
D5.4	International Network (RS and CH) web-site	36	Nov-18

Work Package 6 – Dissemination and exploitation

WP6 focus is the dissemination of the project itself, its various and variable activities, its results alongside the exploitation of its outcomes. The dissemination will be twofold. The first aspect will be scientific oriented and will be achieved primarily through publications in scientific journals, conferences and academic presentations. The second will be oriented towards a wider audience interested in innovative technologies, in cultural heritage and in general, in research innovation and will be accomplished through media sources and public presentations of the project

D. no	Deliverable topic	Month	Date
D6.1	ATHENA's website	3	Feb-16
D6.2	ATHENA's 1st electronic newsletter	12	Nov-16
D6.3	ATHENA's 2nd electronic newsletter	24	Nov-17
D6.4	ATHENA's 3rd electronic newsletter	36	Nov-18
D6.5	10 journal publications in scientific journals	36	Nov-18

D6.6	7 conference papers	36	Nov-18
D6.7	Webinars	36	Nov-18
D6.8	Report from the outreach activities	36	Nov-18
D6.9	ATHENA's printed brochure	36	Nov-18
D6.10	Mass media material	36	Nov-18
D6.11	Business plan	36	Nov-18
D6.12	Evolution of the publications in high impact journals in the relevant research fields	2	Jan-16

2.3. Work flow of the project

The following table reproduces the 41 deliverables (i.e. D1 - D41) of the ATHENA project, disposed chronological in terms of time delivery. Further to the deliverable title a brief description is given, to facilitated the understanding of its content. In addition, the type of the deliverable is stated, the leading beneficiary and its dissemination level as well.

No	Del.	Deliverable title	Description	Type	Leader	Dis. level	M	Date
D1	D1.1	Work schedule	Schedule of all actions to be implemented in the three years of the project duration (including all events and training activities), indicating dates of implementation and dates of delivery.	Report	CUT	PU	2	Jan-16
D13	D6.12	Evolution of the publications in high impact journals in the relevant research fields	Statement of the publications of the institution from the low performing country, in the period of three years preceding the Twinning project.	Report	CUT	CO	2	Jan-16

D2	D1.2	Reporting and financial management guidelines	Reporting of financial issues of the project and managements guidelines.	Report	CUT	CO	3	Feb-16
D3	D1.3	Project infrastructure and file sharing arrange	Reporting of administrative nature concerning both the establishment of project infrastructure and file sharing arrangements.	Report	CUT	PU	3	Feb-16
D4	D1.4	QA guidelines	The QA guidelines must concern all projects' activities and associated deliverables and must ensure both the time and high quality of the deliverables.	Report	CUT	PU	3	Feb-16
D8	D1.8	Risk management and contingency planning	Report highlighting possible risks of each WP of the project and evidencing the development of a strategy to avoid or minimize them.	Report	CUT	CO	3	Feb-16
D9	D1.9	Exploitation Manager Agreement	Development of an Exploitation Agreement, in which the mechanisms for protecting the Foreground IP are defined. Through this, the Project will ensure that protocols and plans for data collection and storage are in line with Data Policy of the European Union (e.g. H2020 Data Managements Manual).	Report	CUT	CO	3	Feb-16

D30	D6.1	ATHENA's website	Launch of the Project's website. The website will, amongst other, address all participants of the project (partners, scientists, end-users, general public); include a media online database; offers the possibility for interested parties to sign up and receive electronic newsletter. The website will be contiuously updated.	Websites, patents filling, etc.	CUT	PU	3	Feb-16
D20	D4.4	Material from 1st workshop	The report will contain presentations of the workshop and any other material used (e.g. data, flyers, speakers' contact information/scientific profile, participants etc.).	Report	DLR	PU	5	Apr-16
D41	D1.10	Data Management Plan	Development of a plan in the form of guidelines, evidencing the policy related to the management of the data acquired during the project and for the project's needs (e.g. type of data, exploitation mode, and data preservation).	Report	CUT	CO	6	May-16
D17	D4.1	Report of the 1st summer school	Report including material deriving from the first summer school, such as activities, case studies, presentations, duration, participants, outcomes etc.	Report	DLR	PU	7	Jun-16
D10	D2.1	RS systems use for application in archaeology research assessment report	Report presenting amongst other, results from literature review related to existing space and ground remote sensing technologies that are currently used for CH applications; highlighting	Report	CNR	PU	9	Aug-16

			which RS technologies are available and applicable for CH; indicating less familiar RS technologies that may be used for CH sector; evaluating the forthcoming changes in RS technologies.					
D11	D2.2	Database of the outcomes with potential partners	Exhaustive catalogue (including contact information, profile of the institutions etc.) related to potential partners (e.g. research institutions, innovation agencies, academia) both locally and internationally (special focus will be given in the area of Eastern Mediterranean), operating in the fields of RS Archaeology/CH.	Report	CNR	CO	9	Aug-16
D12	D2.3	Five year roadmap for future research projects	Report defining options and alternatives of ATHENA center based on international established best practices in the area of remote sensing archaeology.	Report	CNR	CO	9	Aug-16
D14	D3.1	Evaluation report including Lab's existing capacities, baseline assessment and roadmap concerning the future planning development of the	Profile the level of expertise of the existing personnel and the capacities of the facilities used by the Lab. Identify and engage with local stakeholders in order to test proposed research and innovation priorities, and identify potential partnership and investment opportunities. Profile existing RS research and innovation capacity, institutions, infrastructure and resources within Cyprus. Map the	Report	DLR	CO	12	Nov-16

		centre according the needs emerged for the evaluation report	context for the new Centre of Excellence, including the national Smart Specialisation Strategy and local socio-economic structures, resources and priorities.					
D15	D3.2	Report from the meetings with local stakeholders	Participants, level of interest, potential collaborations, respondence etc.	Report	DLR	CO	12	Nov-16
D16	D3.3	Report of the gap analysis	Comparison between the current position of CUT's research lab and the targeted position (ATHENA centre of excellence), determining the 'distance' between the two positions through a detailed catalogue of the needs of the existing lab (identify short and long term research needs in terms of technical and staff capabilities). Outline the sectors that determine competitiveness, such as current infrastructures, technology readiness and potential for innovation. Define guidelines for the Centre of Excellence.	Report	DLR	CO	12	Nov-16
D31	D6.2	ATHENA's 1st electronic newsletter	1st electronic newsletter.	Websites patents filling, etc.	CUT	PU	12	Nov-16

D5	D1.5	15M Intermin report	Evidencing all the activities, events, financial and administrative progress of the project up to this date.	Report	CUT	PU	15	Feb-17
D21	D4.5	Material from 2nd workshop	The report will contain presentations of the workshop and any other material used (e.g. data, flyers, speakers' contact information/scientific profile, participants etc.).	Report	DLR	PU	17	Apr-17
D18	D4.2	Report of the 2nd summer school	Report including material deriving from the summer school, such as activities, case studies, presentations, duration, participants, outcomes etc.	Report	DLR	PU	19	Jun-17
D32	D6.3	ATHENA's 2nd electronic newsletter	2nd electronic newsletter.	Websites patents filling, etc.	CUT	PU	24	Nov-17
D22	D4.6	Material from 3rd workshop	The report will contain presentations of the workshop and any other material used (e.g. data, flyers, speakers' contact information/scientific profile, participants etc.).	Report	DLR	PU	29	Apr-18
D19	D4.3	Report of the 3rd summer school	Report including material deriving from the summer school, such as activities, case studies, presentations, duration, participants, outcomes etc.	Report	DLR	PU	31	Jun-18

D6	D1.6	36M Final Report	Evidencing all the activities, events, financial and administrative progress of the three years of the project's life spam.	Report	CUT	PU	36	Nov-18
D7	D1.7	Authorized costs statements and project financial reports	Project financial reporting, including all authorized costs statements and financial reports.	Report	CUT	CO	36	Nov-18
D23	D4.7	Material from 4th workshop	The report will contain presentations of the workshop and any other material used (e.g. data, flyers, speakers' contact information/scientific profile, participants etc.).	Report	DLR	PU	36	Nov-18
D24	D4.8	Material virtual training	Report including all material related to the virtual trainings of the project (e.g. presentations, data, flyers, speakers' info, participants, participation/interaction level etc.).	Report	DLR	PU	36	Nov-18
D25	D4.9	Report from short term visits	Report evidencing all short term visits accomplished during the project. Information such as participants, hosting institution, topic of the visit, agendas, outcomes and other, will be given.	Report	DLR	PU	36	Nov-18
D26	D5.1	Leaflets	Report on leaflet' s content, distribution manner, etc.	Report	CUT	PU	36	Nov-18

D27	D5.2	Report from the local promotion strategy	Report including all actions accomplished for the local promotion of the center.	Report	CUT	PU	36	Nov-18
D28	D5.3	Report from international promotion strategy	Report including all actions accomplished related with the international promotion of the center.	Report	CUT	PU	36	Nov-18
D29	D5.4	International Network (RS and CH) web-site	GIS web site the international networking achieved.	Websites, patents filling, etc.	CUT	PU	36	Nov-18
D33	D6.4	ATHENA's 3rd electronic newsletter	3rd electronic newsletter.	Websites, patents filling, etc.	CUT	PU	36	Nov-18
D34	D6.5	10 journal publications in scientific journals	10 journal publications in scientific journals.	Websites, patents filling, etc.	CUT	PU	36	Nov-18
D35	D6.6	7 conference papers	7 conference papers.	Websites, patents filling, etc.	CUT	PU	36	Nov-18

D36	D6.7	Webinars	Material from the webinars (topic, presentations, no of participants, level of interaction, etc.).	Websites, patents filling, etc.	CUT	PU	36	Nov-18
D37	D6.8	Report from the outreach activities	Report including all kinds of outreach activities accomplished during the project, accompanied by relative material (e.g. posters) where this exists.	Websites, patents filling, etc.	CUT	PU	36	Nov-18
D38	D6.9	ATHENA's printed brochure	ATHENA's printed brochure.	Websites, patents filling, etc.	CUT	PU	36	Nov-18
D39	D6.10	Mass media material	Mass media material.	Websites, patents filling, etc.	CUT	PU	36	Nov-18
D40	D6.11	Business plan	Development of a plan related to the use and dissemination of the project's impact and results of the research. Between others, the plan will define the role of each partner, assess the requirements of other potential collaborators in the exploitation of the project's results, and assess opportunities for financing post-project activities and evidencing potential funding routes for commercialization.	Report	CUT	CO	36	Nov-18