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Italy – Croatia

ITHR0400304

# DIGITsmart

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# A - Project identification

## A.1 Project identification

| | |
|---|---|
| **Project id (automatically created)** | ITHR0400304 |
| **Name of the lead partner organisation** | Grad Kaštela |
| **Name of the lead partner organisation in English** | City of Kastela |
| **Project title** | SUSTAINABLE AND SMART DIGITALIZATION IN PUBLIC SERVICE SECTOR |
| **Project acronym** | DIGITsmart |
| **Programme priority** | Integrated governance for stronger cooperation |
| **Specific objective** | 5.1: Other actions to support a better cooperation governance |
| **Project duration in months** | 17 |

## A.2 Project summary

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a cross-border/transnational/inter-regional approach is needed;
- what is new/original about the project.

The DIGITsmart project aims to address cross-border digital obstacles in retrieving archival documentation that affect various stakeholders, including local public authorities, interest groups, and the general public in Italy and Croatia. The common challenge of the programme area is the lack of digital solutions making archival heritage more accessible and usable by stakeholders.

The digitalization of cultural and historical heritage is an important process that helps to preserve and protect these valuable resources for future generations. By creating digital copies of physical documents and photographs, these materials can be stored and shared in a more secure and accessible manner. One of the primary benefits of digitalization is that it allows for easier and more widespread access to cultural and historical materials. This increased accessibility helps to promote education, research, and cultural exchange, as people from different places can learn about and appreciate these valuable resources. In addition to promoting access, digitalization also helps to protect and preserve cultural and historical heritage. Physical documents are vulnerable to damage from environmental factors such as light, humidity, and temperature, as well as from wear and tear over time. Digital copies, on the other hand, can be stored and backed up in multiple locations, providing a level of security and protection against damage or loss.

The expected change is to provide a solution to the current challenges faced by stakeholders in accessing and using cultural archives. The main outputs of the project include the digitization of archive material and a pilot communication platform that will benefit stakeholders, such as scholars, researchers, and the general public.

The project also aims to create joint administrative or legal agreements (Memoranda for cooperation) to facilitate clustering, network creation, and transferability of results after the project ends. The approach taken in this project is a cross-border because the challenges faced by stakeholders are not limited to one country or region. A collaborative approach is needed to address these issues and develop solutions that can be applied across borders.

The overall objective of the project is to develop a user-friendly communication platform and digitize archive materials to make them easily accessible to all target groups of this project and beyond. The digitalization of cultural and historical heritage is crucial for preserving these valuable resources and making them accessible to a wider audience. By safeguarding and promoting cultural heritage, we can help to foster a greater understanding and appreciation of the shared history and identity of Italy and Croatia.

## A.4 Project outputs and result overview

| Programme Output Indicator | Aggregated value per Programme output indicator | Measurement Unit | Output | Output Title | Output target value | Programme result indicator | Baseline | Result indicator target value | Measurement unit |
|---|---|---|---|---|---|---|---|---|---|
| Joint administrative or legal agreements signed | 1.00 | legal or administrative agreement | Output 2.1 | Created networks and transferability of results with joint administrative or legal agreements signed | 1.00 | | | | |
| | | | | | | Legal or administrative obstacles across borders alleviated or resolved | 0.00 | 1.00 | legal or administrative obstacles |

# B - Project partners

## Partners overview

| Number | Status | Name of the organisation in english | Country | Organisation abbreviation | Partner role | Partner total eligible budget |
|---|---|---|---|---|---|---|
| 1 | Active | City of Kastela | Hrvatska (HR) | KASTELA | LP | 98,430.00 |
| 2 | Active | Romagna Tech | Italia (IT) | ROMAGNA TECH | PP | 67,520.00 |
| 3 | Active | Giuseppe di Vagno Foundation | Italia (IT) | FGDV | PP | 83,900.00 |

## B.1 Lead partner

| | |
|---|---|
| **Partner number** | 1 |
| **Partner role** | LP |
| **Name of the organisation in original language** | Grad Kaštela |
| **Name of the organisation in english** | City of Kastela |
| **Organisation abbreviation** | KASTELA |
| **Department / unit / division** | Municipal Department for the Economy and Funds of the European Union / Department for EU funds |

### Partner main address

| | |
|---|---|
| **Country** | Hrvatska (HR) |
| **NUTS 2** | Jadranska Hrvatska (HR03) |
| **NUTS 3** | Splitsko-dalmatinska županija (HR035) |
| **Street, House number, Postal code, City** | Braće Radić 1<br>21212 Kaštel Sućurac |
| **Homepage** | www.kastela.hr |

### Address of department / unit / division (if applicable)

| | |
|---|---|
| **Country** | Hrvatska (HR) |
| **NUTS 2** | Jadranska Hrvatska (HR03) |
| **NUTS 3** | Splitsko-dalmatinska županija (HR035) |
| **Street, House number, Postal code, City** | Braće Radić 1<br>21212 Kaštel Sućurac |

### Legal and financial information

| | |
|---|---|
| **Type of partner** | Local public authority |
| **Subtype of partner** | |
| **Legal status** | Public |
| **Sector of activity at NACE group level** | O.84.11 |
| **VAT number (if applicable)** | 08727843572 |
| **Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?** | No |

6

| Legal and financial information | |
|---|---|
| Tax number | 08727843572 |
| PEC address | mili.jercic@kastela.hr |
| PIC (from EC Participant Register) | 939046234 |

| Contact | |
|---|---|
| Legal representative | Mr. Denis Ivanović |
| Contact person | Mr. Mili Jerčić |
| Email | mili.jercic@kastela.hr |
| Telephone no. | +385953980100 |

**Motivation**

**Which of the organisation's thematic competences and experiences are relevant for the project?**

City of Kaštela is a local self-government unit in Split-Dalmatia County, Croatia. Kaštela City has recognized the need for reducing administrative obstacles in communication with citizens and public participants, as well as facilitating cross border cooperation by enabling to all interested stakeholder insight into archival documentation within developing a user-friendly communication platform for easy use for all stakeholder of this project and beyond.

The main objective of Kaštela City is to provide secure and functional environment for its citizens. In order to achieve that, as a local authority, Kaštela City perform activities of a local importance such are: Urban planning; Upbringing and education; Social care; Child care; Primary health care; Culture, physical culture and sport; Utility management; Maintenance of public places; Traffic and others. City of Kaštela does not perform economic activities on the market. Kaštela City does not perform economic activity on the market. In the systematization of the City of Kaštela, we have established an IT Department where colleagues work in step with the times and have extensive experience in the digitization process and strive to facilitate access to users on a daily basis.

As for specific knowledge and expertise in the area of the project idea, the City of Kaštela has extensive experience gained through the implementation of activities and several EU projects on digitization, such as:
- Wifi4Eu – promoting internet connectivity in local communities
- Development of broadband internet access infrastructure in the area of Kaštela

**What is the role (contribution and main activities) of your organisation in the project?**

The City of Kaštela, as a Lead Partner, will manage the project partnership at the partnership level and will coordinate the work of all project partners. The Lead Partner will be responsible for the overall coordination, implementation and financial management of the project. Kaštela will be the link between the Program bodies and project partners, will coordinate the start, implementation and conclusion of the project. In our case of Croatian LP, the MA will transfer: the total share of ERDF to the Croatian LP and the total share of ERDF due to Italian partners AND the total share of National co-financing (Fondo di Rotazione) of the Italian PPs to the Italian PP with the highest budget among the Italian PPs within

**Motivation**

the project. The Lead Partner will use the relevant project implementation monitoring systems (Jems) to exchange information and report to the Program bodies.

As a Lead Partner, it will ensure that the spending made by the partners during the implementation of the project corresponds to the project activities. It will ensure sound financial management of the funds allocated to the project and will report to the JS / MA on all risks that may affect the implementation of the project.

City of Kaštela will develop a user-friendly communication platform and digitalization of archive to implement for easy use from all target groups of this project.

Within the WP2 City of Kaštela will coordinate all Communication of the whole project with organization of Final meeting & final conference in Kaštela. As Lead for WP4 City of Kaštela will contribute to the creation new clustering, created networks and transferability of results with FGDV.

**If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.**

The City of Kaštela has participated in the implementation of several projects as a project partner or lead partner and gained valuable knowledge about project implementation, project management, implementation of project activities, administrative monitoring and communication:
a. Heritage Perpetuum (ERDF) – LP – Integrated development program based on the restoration of the cultural heritage of Kaštela Bay.
b. Hidden Habitats (ERDF) – PP – The aim is protection and sustainable management of protected natural heritage.
c. ADRISEISMIC (Interreg ADRION) – PP – Aims to exchange and systematize knowledge and practices in tackling the reduction of seismic vulnerability of the built environment.
d. ProteCHt2save (Interreg CE) – PP – Focuses primarily on the development of feasible solutions for building cultural heritage resistance in the hazards climate events (sea floods).
e. Brownfield site "Villa Nika" (ERDF) – LP – Revitalization of protected heritage object as a Center for the Protection of Cultural Heritage and Climate Change.
f. VALUE-Environmental and cultural heritage development (Interreg Italy – Croatia) – PP – The project will carry out infrastructure works and the pilot site in Kaštela (Balavan Hill) will be presented to all groups of visitors through modern technologies. Restauration and presentation of archaeological site and implementation of VR in order to reach public persons.
g. Development of the entrepreneurial support institution of the City of Kaštela (ERDF) – LP – Organization Development Agency of the City of Kaštela to provide high quality professional support services to micro, small and medium companies.
h. PMO-GATE - Preventing, Managing and Overcoming Natural-Hazards Risks to mitiGATE economic (Interreg Italy-Croatia) – PP – Improvement the safety of the defined area, supporting the development of a disaster management system, increasing recovery capacity while minimizing damage.
i. "AdriPromTour – Valorisation of Adriatic cultural and natural heritage through strengthening of visibility and tourist promotion" - PP - valorize the rich natural and cultural heritage through the development of sustainable thematic cultural routes in the Italian and Croatian areas, in order to contribute to a better distribution of tourist flows and to solve the issue of seasonal tourism.

| Co-financing | | |
|---|---|---|
| **Source** | **Amount** | **Percentage** |
| ERDF | 78,744.00 | 80.00 % |
| Partner contribution | 19,686.00 | 20.00 % |
| Partner total eligible budget | 98,430.00 | 100.00 % |

| Origin of partner contribution | | | |
|---|---|---|---|
| **Source of contribution** | **Legal status of contribution** | **Amount** | **% of total partner budget** |
| KASTELA | Public | 19,686.00 | 20.00 % |

| Total | | |
|---|---|---|
| **Sub-total public contribution** | 19,686.00 | 20.00 % |
| **Sub-total automatic public contribution** | 0.00 | 0.00 % |
| **Sub-total private contribution** | 0.00 | 0.00 % |
| **Total** | 19,686.00 | 20.00 % |

**State Aid**

**State aid criteria self-check**

Criterium I: Is the partner involved in economic activities through the project?

| | | |
|---|---|---|
| **1. Will the project applicant implement activities and/or offer goods/services for which a market exists?** | No | No, City of Kaštela will not implement activities and/or offer goods/services for which a market exists. |
| **2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?** | No | No, activities/goods/services will not be undertaken by the operator for the purpose of making a profit (even if this is not the intention of the applicant). |

Criterium II: Does the partner receive an undue advantage in the framework of the project?

| | | |
|---|---|---|
| **1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?** | No | No, City of Kaštela does not plan to carry out the economic activities on its own. |
| **2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not** | No | City of Kaštela, any other operator not included in the project as a project partner or the target audience will not gain any benefits from its project economic activities, not received in the normal course of business. |

| Criterium II: Does the partner receive an undue advantage in the framework of the project? | |
|---|---|
| **received in the absence of funding granted through the project)?** | |
| **Result of State aid criteria self-check:** | No risk of state aid |
| **State aid relevant activities** | |
| **GBER scheme / de minimis** | |

## B.1 Project Partner 2

| | |
|---|---|
| **Partner number** | 2 |
| **Partner role** | PP |
| **Name of the organisation in original language** | Romagna Tech Società Consortile per Azioni |
| **Name of the organisation in english** | Romagna Tech |
| **Organisation abbreviation** | ROMAGNA TECH |
| **Department / unit / division** | |

### Partner main address

| | |
|---|---|
| **Country** | Italia (IT) |
| **NUTS 2** | Emilia-Romagna (ITH5) |
| **NUTS 3** | Forlì-Cesena (ITH58) |
| **Street, House number, Postal code, City** | Corso Giuseppe Garibaldi 49 47121 Forli |
| **Homepage** | www.romagnatech.eu |

### Address of department / unit / division (if applicable)

| | |
|---|---|
| **Country** | |
| **NUTS 2** | |
| **NUTS 3** | |
| **Street, House number, Postal code, City** | |

### Legal and financial information

| | |
|---|---|
| **Type of partner** | Higher education and research organisations |
| **Subtype of partner** | |
| **Legal status** | Private |
| **Sector of activity at NACE group level** | M.74.9 |
| **VAT number (if applicable)** | 02327720401 |
| **Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?** | Yes |
| **Tax number** | 02327720401 |

| **Legal and financial information** | |
| --- | --- |
| PEC address | romagnatech@legalmail.it |
| PIC (from EC Participant Register) | 941512459 |
| **Contact** | |
| Legal representative | Mr Enrico Sangiorgi |
| Contact person | Mrs Alessandra Folli |
| Email | alessandra.folli@romagnatech.eu |
| Telephone no. | +39 0543 32087 |

**Motivation**

**Which of the organisation's thematic competences and experiences are relevant for the project?**

Romagna Tech, a not-for-profit Joint-Stock Consortium Company, accredited as Industrial Research Laboratory and Innovation Center within the "Rete Alta Tecnologia" (Hi-Tech Network) promoted by the Regional Government of Emilia-Romagna (Italy). The mission of Romagna Tech is to promote and generate technological innovation processes by:
• working in close cooperation with knowledge centres and institution to foster the implementation of research findings;
• fostering innovation as a strategic asset for companies' development and society enhancement;
• supporting companies to develop technological solutions for their business;
• providing start-ups with assistance to accelerate their growth.

Romagna Tech operates in several sectors, ranging from energy efficiency, agrifood, ICT, manufacturing, green tech, mechanics, advanced materials, offering a broad range of competences, covering both the technical and managerial domains: sensor engineering, ICT, artificial intelligence, artificial vision, industry 4.0, intellectual property, fund-raising, business planning, communication, project management.

The activities of Romagna Tech revolve around 3 areas of intervention:
a) Romagna Tech Innovation Centre fostering relations between research and business, offering services in relation to training, networking and marketing, tech expertise and scouting, competitive analysis and project management;
b) The Industrial Research Laboratory "Romagna Tech LAB" specialized in Industry 4.0 ad ICTs, focusing its activities on the design and development of technological solutions tailored for the need of businesses and SMEs. The LAB can provide services in relation to prototyping, concept generation, design, engineering and process analysis;
c) Start-up accelerator, supporting the growth pattern of companies and SMEs, through an approach based on feasibility check procedures. Romagna Tech currently manages 2 incubators for the growth of new business ideas, innovative start-ups and for the development of new businesses in the advanced tertiary sector.

Romagna Tech is member of the seven regional S3 Clusters, namely:
• INNOVATE on innovative models on ICT services;
• MECH artificial intelligence, mechanics, motors, advanced and predictive manufacturing, etc.

**Motivation**

As for the specific knowledge and expertise in the field of the project idea, RT has extensive experience gained through the implementation of activities and several EU projects on innovative methods and technologies for data collection and storage, as well as on fostering and supporting continuous innovation processes, such as:
- ATCO2 – Automatic collection and processing of voice data from air-traffic communication (Horizon 2020);
- CIRCLE – Circular Innovation and Resilient City Labs in the Adrion Region (Interreg ADRION);
- SUSTAIN-SUpporting SMEs innovaTion in Adaptation to EU changINg standards (Horizon 2020).

**What is the role (contribution and main activities) of your organisation in the project?**

Due to its profile and expertise, Romagna Tech will lead WP3 - New technological solutions for digital interactive approach. In particular, Romagna Tech will coordinate partners in the implementation of a set of activities aimed at developing the Guidelines for new technological solutions for digital interactive approach in partner cities based on WP1 and WP2 as follows:

- A3.1 Digitalization – to deliver Digital solutions for the digitization of archival materials and digital entry into the GIS system.
- A3.2 Development of a user-friendly communication platform to make it easier to search archive materials, or to submit a request for access to archive material more easily and simply.

Romagna Tech will be in charge for coordinating the partnership in supporting the finalization of the WP foreseen deliverables (D.3.1.1 – D.3.1.2 – D.3.2.1) and will coordinate organization for education through the workshops for citizens and stakeholder in WP2.

Also, will organize and implement the Intermediate meeting and Study visit in Forli in Period 2 of the project.

**If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.**

Romagna Tech has an extensive experience in supporting SMEs and businesses, providing assistance on a wide range of aspects, including innovation and growth. In particular, the company has deepened its knowledge and competencies related to the Cultural and Creative field by developing and leading Creative Europe and Erasmus + projects on gamification processes for educational purposes, as well as by participating as project partner in Erasmus + funded projects focusing on topics linked to business enhancement in this particular sector.

More specifically, Romagna Tech is Lead Partner in the Creative Europe project "GAME- ON - Introducing innovative patterns in children's cultural education through gamification", focused on developing new digital educational products dedicated to childhood using gamification to address disciplines in arts & humanities.

As a Lead Partner, Romagna Tech is also implementing the Erasmus + project "CIRCES - Circular design: Skills for future people", on fostering the development of competences in Circular Design in VET systems by designing and implementing an innovative educational methodology based on digital game-based tools (Escape Rooms), targeting professionals and teachers in the areas of secondary education, as well as students of the VET system.

**Motivation**

In addition, RT is partner in the KA2 project "SCALE SMEs - SCALing up in the creative industries for SMEs and self-employed", whose objective is to develop specific training tools to will support people working in CCI to improve their competences and skills required to reinforce the competitive advantage of CC sectors by maintaining a virtuous cycle of creative talent, artistic expressions, entrepreneurship and investment.

**Co-financing**

| Source | Amount | Percentage |
|---|---|---|
| ERDF | 54,016.00 | 80.00 % |
| FdR | 13,504.00 | 20.00 % |
| Partner contribution | 0.00 | 0.00 % |
| Partner total eligible budget | 67,520.00 | 100.00 % |

**Origin of partner contribution**

| Source of contribution | Legal status of contribution | Amount | % of total partner budget |
|---|---|---|---|
| ROMAGNA TECH | Private | 0.00 | 0.00 % |

**Total**

| | Amount | Percentage |
|---|---|---|
| Sub-total public contribution | 0.00 | 0.00 % |
| Sub-total automatic public contribution | 0.00 | 0.00 % |
| Sub-total private contribution | 0.00 | 0.00 % |
| Total | 0.00 | 0.00 % |

**State Aid**

**State aid criteria self-check**

Criterium I: Is the partner involved in economic activities through the project?

| | | |
|---|---|---|
| **1. Will the project applicant implement activities and/or offer goods/services for which a market exists?** | No | PP2 is a "Research and knowledge-dissemination organisation"; as such, within the project it will work for the benefit of all partners without being the owner of the results. The results will be made available for free to all interested parties in a transparent way and without any access rights, and these activities will not produce any economic advantage. The demo technical platform will be designed as a free tool where the download is free and accessible |

| **State aid criteria self-check** | | |
|---|---|---|
| Criterium I: Is the partner involved in economic activities through the project? | | |
| | | by everyone and the technical specifications related to the demo technical platform will be released for free and available to any technical solution provider. |
| **2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?** | No | There are no activities/ goods/ services that could have been undertaken by an operator with the view of making profit. |
| Criterium II: Does the partner receive an undue advantage in the framework of the project? | | |
| **1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?** | No | Romagna Tech is not implementing economic activities. |
| **2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?** | No | Romagna Tech is not implementing economic activities. |
| **Result of State aid criteria self-check:** | No risk of state aid | |
| **State aid relevant activities** | | |
| **GBER scheme / de minimis** | | |

## B.1 Project Partner 3

| | |
|---|---|
| **Partner number** | 3 |
| **Partner role** | PP |
| **Name of the organisation in original language** | Fondazione "Giuseppe Di Vagno (1889 - 1921)" |
| **Name of the organisation in english** | Giuseppe di Vagno Foundation |
| **Organisation abbreviation** | FGDV |
| **Department / unit / division** | |

### Partner main address

| | |
|---|---|
| **Country** | Italia (IT) |
| **NUTS 2** | Puglia (ITF4) |
| **NUTS 3** | Bari (ITF47) |
| **Street, House number, Postal code, City** | Via San Benedetto 18 70014 Conversano (Bari) |
| **Homepage** | www.fondazione.divagno.it |

### Address of department / unit / division (if applicable)

| | |
|---|---|
| **Country** | |
| **NUTS 2** | |
| **NUTS 3** | |
| **Street, House number, Postal code, City** | |

### Legal and financial information

| | |
|---|---|
| **Type of partner** | Interest groups including NGOs |
| **Subtype of partner** | |
| **Legal status** | Private non-profit |
| **Sector of activity at NACE group level** | J.58.11 |
| **VAT number (if applicable)** | 06283810726 |
| **Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?** | No |
| **Tax number** | 93292400723 |

| Legal and financial information | |
|---|---|
| PEC address | fondazionedivagno@pec.it |
| PIC (from EC Participant Register) | |

| Contact | |
|---|---|
| Legal representative | Mrs Daniela Mazzucca |
| Contact person | Mrs Daniela Mazzucca |
| Email | info@fondazione.divagno.it |
| Telephone no. | +39 080 495 93 72 |

**Motivation**

**Which of the organisation's thematic competences and experiences are relevant for the project?**

The archival heritage of the Giuseppe Di Vagno Foundation covers a period from the last decades of the nineteenth century to the first of the twenty-first century. Initially centered as the Historical Archive of Apulian Socialism, it has evolved over the last few years as an archive of twentieth-century cultures and political forms open to different cultural productions (e.g. theatrical, filmic, musical) largely linked to the territory, including a Community Library counting more than 10.000 items today. This very fertile activity has led the institute to be registered in the three-year table of the Ministry of Cultural Heritage and Activities since 2009.

In recent years, the Di Vagno Foundation has strongly accelerated the recovery of private archives of different sizes and relevance and their reorganization/ inventory through an innovative working methodology based on three main lines: the enlargement of the audience with a view to the widest possible dissemination of the historical and cultural knowledge that the archives make available; the practice of correct methods for drawing stories/narratives from archives and for demystifying the dissemination of preconceptions and false documents; the production of digital communication tools and the creation of on-site skills to manage these processes.

The competences and experiences acquired by the Foundation through the above activities, not only in terms of digitalization knowledge but also in terms of dissemination of the historical and cultural local heritage, will be essential to reach the main objective of the project.

**What is the role (contribution and main activities) of your organisation in the project?**

The Foundation Giuseppe di Vagno is partner of the DIGITsmart project. In the first place, FGDV will digitize part of its historical and cultural archive material (mainly photographic). This process is crucial for preserving these materials for future generations and making them more accessible to researchers, scholars, and the general public. In this concern, the partner will organize a multimedia exhibition on archival documents that have been digitized as this represents a fascinating way to showcase the historical and cultural significance of these materials to the public.

Also, the partner will realize further moments of sociality around this photographic heritage with the aim of self-representation, identification of the subjects represented and creation of an "archive of stories" as a narrative context to the photographic source. In general, the mutual exchange of experience with

**Motivation**

partners in this concern will be very important. As a matter of fact, through study visits the Foundation will broaden its knowledge on the topics of digitalization and at the same time will share its experience and good practices such as the successful Community Library of Conversano.

FGDV will be in charge for coordinating the partnership in supporting the finalization of the WP foreseen deliverable D.1.1.1.

In WP4 FGDV will contribute to the creation new clustering, created networks and transferability of results with City of Kaštela.

**If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.**

In the last ten years the Foundation has been engaged in many cultural and historical research activities, including international ones. It obtained the national and international recognition from the Italian Ministry of Culture and Tourism, the Council of Europe and the Italian Representation of the European Commission, for the results gained in the field of the cultural promotion.

Furthermore, the foundation took part in the project "LIBREXPRESSION", creating a Euro-Mediterranean Centre for the promotion of freedom of expression and political satire created in January 2017, operational since June 2017. The foundation is also partner of "Eurozine", a network of European cultural magazines based in Vienna, which connects more than 80 partner magazines and as many associated journals and institutions from almost all European countries.

It's also an online magazine that, thanks to the published articles, offers a European overview of the most current topics and discussions. In general, the Giuseppe Di Vagno Foundation has a good experience in managing and implementing projects in the field of digitalization of archives, cultural promotion, political and cultural dissemination activities, history, analysis of socio-economical conditions. In particular the foundation received and managed several national and regional funds, specifically from the Italian Ministry of Culture and Tourism and the Puglia Region.

**Co-financing**

| Source | Amount | Percentage |
|---|---|---|
| ERDF | 67,120.00 | 80.00 % |
| FdR | 16,780.00 | 20.00 % |
| Partner contribution | 0.00 | 0.00 % |
| Partner total eligible budget | 83,900.00 | 100.00 % |

**Origin of partner contribution**

| Source of contribution | Legal status of contribution | Amount | % of total partner budget |
|---|---|---|---|
| FGDV | Public | 0.00 | 0.00 % |

| Total | | |
|---|---|---|
| Sub-total public contribution | 0.00 | 0.00 % |
| Sub-total automatic public contribution | 0.00 | 0.00 % |
| Sub-total private contribution | 0.00 | 0.00 % |
| Total | 0.00 | 0.00 % |
| **State Aid** | | |
| **State aid criteria self-check** | | |

Criterium I: Is the partner involved in economic activities through the project?

| | | |
|---|---|---|
| **1. Will the project applicant implement activities and/or offer goods/services for which a market exists?** | No | No, FGDV will not implement activities and /or offer goods/services for which a market exists. |
| **2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?** | No | No, activities/goods/services will not be undertaken by the operator for the purpose of making a profit (even if this is not the intention of the applicant). |

Criterium II: Does the partner receive an undue advantage in the framework of the project?

| | | |
|---|---|---|
| **1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?** | No | No, FGDV does not plan to carry out the economic activities on its own. |
| **2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?** | No | FGDV, any other operator not included in the project as a project partner or the target audience will not gain any benefits from its project economic activities, not received in the normal course of business. |
| **Result of State aid criteria self-check:** | No risk of state aid | |
| **State aid relevant activities** | | |
| **GBER scheme / de minimis** | | |

# C - Project description

## C.1 Project overall objective

Below, you can see the Programme priority specific objective your project will contribute to (chosen in section A.1.).

5.1: Other actions to support a better cooperation governance

### Project overall objective

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme's objective.
Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable – indicate the change you are aiming for.

The concept of the project are new technological solutions for digital approach throughout digitization of the archive material with entry into the GIS system and development of a user-friendly technical platform. Digitization of documentation is urgently needed due to the development of the use of digital access in the public sector and easier accessibility to citizens and other interested parties.

# C.2 Project relevance and context

### C.2.1 What are the common territorial challenge(s) that will be tackled by the project?

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.

Italy and Croatia have been facing difficulties in using the archival materials that should be modernised and easy to find and use by its citizens, stakeholders and staff. The specifics of the territory of Italy and Croatia are unresolved situations and status of many land particles from Croatian side and conservation material (condition of the materials) from Italian side. Thus, the finalisation of digitalisation of archival material will increase the possibility for local land owners to apply for the use of EU funds in Croatia. The first part of the process of digitalisation has already started and the main goal of the project is implementation of the entire archival material into the existing GIS system. General database will personalize its archival site by creating an ad hoc consultation environment for the photographic heritage in Italy.

It's hard to find archival documentation, takes lots of time to be tracked and used, communication platform the first contact that stakeholders have with local administration is outdated, slow, without digital access to administrative forms necessary in everyday communication.

Administrative obstacles – the development of the use of digital access in the public sector and easier accessibility to citizens and other interested parties, because all archives are very inaccessible and difficult to search. Each user request (target group) takes a few days from the submission of the request to obtain the necessary document. In this way, the way of communication with the public sector and colleagues would be facilitated, the process of searching for documentation and submitting it in a much shorter time would be accelerated: from a few days to a few hours.

Archival documentation, building permits and documentation hard to find and to use existing systems (GIS) not harmonized and not updated in Croatia. Italian environment will have the characteristic of being participatory according to the logic of crowdsourcing.

**C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?**

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

New digital solutions that will be developed during the project is digitalization documents as building permits with upbringing documentation (documents from 1954 until 1967 year will be scanned because other documents from 1968 until nowadays are already scanned). Next step is implementation of digital documents (information) within the GIS system. To facilitate the use of document retrieval, and each digitized document will be incorporated into a GIS system that will be easily searchable according to certain attributes. Conservation documents also will be digitalized and inserted in the general database. In this way, we will solve the cross-border problems of this project.

Also, we will develop a new user-friendly communication platform with access to e-documentation and will be organized a multimedia exhibition on archival documents that have been digitized as this represents a fascinating way to showcase the historical and cultural significance of these materials to the public. The aim is to allow downloading and sending documentation electronically (spares time, paper, pollution).

In this way, pressure on the environment and unnecessary waste of natural resources is reduced. It also significantly contributes to improving the quality of life of users and simplifying communication between the public and local administration as well as increasing the level of transparency and involvement of the public in the administrative processes of local government.

**C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve the project's objectives and result?**

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional /local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border/transnational/inter-regional approach.

> The project objectives cannot be efficiently reached acting only on a national/regional/local level because the experiences of the Italian partners are unsurpassed with regard to the experiences in Croatia. The sharing of their many years of experience in the field of digitalization and the application of new digital solutions will largely find the purpose of this project as well as the very sustainability after the end of the project.
>
> The benefit to project partners/target groups/project area/program area in taking a cross-border /transnational/interregional approach is by signing a cooperation agreement between LP1 City of Kaštela from the Croatian side and PP3 GFDV from Italian side, show how in this way they will solve the problem by using a cross-border approach by implementing good practice.
>
> The Foundation "Giuseppe Di Vagno (1889-1921)" is strongly rooted in its territory (Puglia region and, in general, in Italy), therefore this project may represent an expansion of the foundation's activities and reputation at international level, thus stimulating the exchange of information and the comparison between the Italian and the Croatian data methods of collection and the differences between the archives' management.
>
> The cross-border dimension of the project represents a positive turning point for the Foundation because it would benefit from a closer cooperation in key core business such as archive digitalization, cross-border capacity building activities, and data sharing. Finally, establishing cooperation with similar bodies and realities in Italy and Croatia will bring significant benefits for the future scientific work of the Foundation.

**C.2.4 Who will benefit from your project outputs?**

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category education, you need to explain which specific schools or groups of schools and in which territory.

| Target Group | Specification |
|---|---|
| General public | Easy access to documentation (requests, confirmations) online at any time. By downloading and submitting in anytime during the working office hours of the City of Kaštela. As part of the project activities of WP2, LP1 City of Kaštela will involve citizens in the process of education through the workshops in Period 2 (7-12 month). In this way, they would be educated on how to use new digital solutions. Also, further general public will be reached through the multimedia exhibition organized by PP3 FGDV and general public will be reached through the project communication channels. The number reached from this target group is 100. |

| Target Group | Specification |
|---|---|
| SME | Easy access to documentation (requests, confirmations) online at any time. By downloading and submitting in anytime during the working office hours of the City of Kaštela. As part of the project activities of WP2, LP1 City of Kaštela will involve various stakeholders in the process of education through the workshops in Period 3 (13-18 month). In this way, they would be educated on how to use new digital solutions. The number reached from this target group is 20. |
| Enterprise, except SME | Easy access to documentation (requests, confirmations) online at any time. By downloading and submitting in anytime during the working office hours of the City of Kaštela. As part of the project activities of WP 2, LP1 City of Kaštela will involve various stakeholders in the process of education throught the workshops in Period 3 (13-18 month). In this way, they would be educated on how to use new digital solutions. The number reached from this target group is 4. |
| Interest groups including NGOs | Easy access to documentation (requests, confirmations) online at any time. By downloading and submitting in anytime during the working office hours of the City of Kaštela. As part of the project activities of WP 2, LP1 City of Kaštela will involve various stakeholders in the process of education throught the workshops in Period 3 (13-18 month). In this way, they would be educated on how to use new digital solutions. Also, further NGOs will be reached through the multimedia exhibition organized by PP3 FGDV. The number reached from this target group is 10. |
| Regional public authority | Easy access to documentation (requests, confirmations) online at any time. By downloading and submitting in anytime during the working office hours of the City of Kaštela. As part of the project activities of WP2, LP1 City of Kaštela will involve various stakeholders in the process of education through the workshops in Period 3 (13-18 month). In this way, they would be educated on how to use new digital solutions. The number reached from this target group is 3. |
| Local public authority | Easy access to documentation (requests, confirmations) online at any time. By downloading and submitting in anytime during the working office hours of the City of Kaštela. As part of the project activities of WP2, LP1 City of Kaštela will involve various stakeholders in the process of education through the workshops in Period 3 (13-18 month). In this way, they would be educated on how to use new digital solutions. Also, at least one local public authority will be reached through the multimedia exhibition organized by PP3 FGDV. The number reached from this target group is 5. |
| Sectoral agency | Easy access to documentation (requests, confirmations) online at any time. By downloading and submitting in anytime during the working office hours of the City of Kaštela. As part of the project activities of WP 2, LP1 City of Kaštela will involve various stakeholders in the process of education throught the workshops in Period 3 (13-18 month). In this way, they would be educated on how to use new digital solutions. The number reached from this target group is 3. |

| Target Group | Specification |
|---|---|
| Other | The staff will be involved in developing new technological solutions for digital access. The number reached from this target group is 5. |

**C.2.5 How does the project contribute to wider strategies and policies?**

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

| Strategy | Contribution |
|---|---|
| EU Strategy for the Adriatic and Ionian Region Strategy | Strengthening cooperation in the Adriatic-Ionian region helps to promote political and economic stability, thus creating a solid base for the process of European integration. Being a flexible cooperation framework not bound to regulation, it gives room for address existing and newly occurred challenges to find joint solutions. It accomplishes this by working on a multi-level governance structure, enabling conditions from top-down to bottom-up. This project proposal contributes to the overall objectives of the EU Strategy for the Adriatic and Ionian Region, which are to foster social, economic and territorial cohesion to reduce disparities in the Adriatic-Ionian macro-region through cooperation.<br><br>EUSAIR objectives:<br><br>3. Environmental quality; Specific objective: To ensure a good environmental and ecological state of the marine and coastal environment by 2020 in accordance with the relevant EU acquis and the ecosystem approach of the Barcelona Convention.<br><br>4. Sustainable tourism; Specific objective: Sustainable and responsible tourism management (innovation and quality)<br><br>Namely, by applying the digitization of archival material, it becomes more accessible to a larger number of users because it enables remote access to the material. In this way, the burden on the environment is reduced, considering that users do not have to use means of transport to get to the premises of the service provider, and the same material does not have to be printed. This reduces the level of general air and surface pollution and protects natural resources.<br><br>Digitized material is also more accessible to all groups of users, with an emphasis on the elderly, disabled people, young people and schools. Given that part of the archival material has a historical value with a touristic aspect, it is possible to promote it as a new touristic product that is equally accessible to all users throughout the year, contributing to the reduction of touristic burden in the service provider's areas. |

| Strategy | Contribution |
|---|---|
| European Green Deal Strategy | Climate change and environmental degradation are an existential threat to Europe and the world. To overcome these challenges, the European Green Deal will transform the EU into a modern, resource-efficient and competitive economy, ensuring: no net emissions of greenhouse gases by 2050; economic growth decoupled from resource use and no person and no place left behind.<br>This project proposal contributes to the overall objectives of the European Green Deal which is cleaner energy and cutting-edge clean technological innovation. |
| Other Strategy | Development strategy of Split urban agglomeration (City of Kaštela, City of Omiš, City of Sinj, City of Solin, City of Trogir, Municipality of Dicmo, Municipality of Dugi Rat, Municipality of Dugopolje, Municipality of Klis, Municipality of Lećevica, Municipality of Muć and Municipality of Podstrana) for the period until the end of 2027 with the framework in a concise format consists of priorities and specific goals. List of specific objectives and key outcome indicators as part of this strategy has Special Objective 3.2.: Digitization, smart solutions and development systems. The purpose is to improve the quality and specific technical properties of broadband access with the aim of better digital connectivity, overall digitalization of society, development and production-service processes and systems, as well as achieving smart development of the Urbana agglomeration of Split through the digitalization of services, procedures and processes of public administration. Here we can link to measure 3.2.1. Development and implementation smart solutions at the settlement level, the Unit of Local Self-Governments and the Urban Agglomeration of Split, and within that on activity 3.2.1.1. Development of interoperable digital e-services of public city and municipal administration (public sector). |

| Strategy | Contribution |
|---|---|
| Other Strategy | Digital Croatia strategy for the period until 2032<br><br>By creating a regulatory, investment and tax environment that stimulates technological development and innovation, by investing in citizens' digital competences and increasing the number of experts in information and communication technologies, both in the private and public sectors, and by applying advanced technologies in public and market activities, Croatia In 2032, it wants to be a country of digitally and economically competitive companies and digitized public administration with personalized public services. This Strategy in the next decade assumes the application of advanced technologies such as 5G/6G, artificial intelligence (English artificial intelligence - AI), machine learning (English machine learning), cloud computing (English), technology of large amounts of data (eng. Big data) and technology of chained blocks (eng. blockchain) in the public and private sector, but also remains open to the implementation of some future disruptive technologies that will appear in the observed period. Point 3.: Development needs and potential for digitalization of croatian society, public administration and economy has elaborated Digitization of public administration, which is relevant for this project. Carry out continuous optimization and digitization of basic and supporting business processes of public administration. Applying the Standard for the Development of Public e-Services in the Republic of Croatia, it is necessary to carry out further coordinated digitization and transformation of public services that insists on the user's perspective, and which is carried out by agile teams, with an emphasis on solving the complete life situations of citizens, i.e. the business situations of legal entities. Educate officials on the provision of public e-services and continuously invest in their acquisition of digital competencies. |
| Other Strategy | National Development Strategy of the Republic of Croatia until 2030.<br><br>In 2030, Croatia is a competitive, innovative and safe country with a recognizable identity and culture, a country with preserved resources, quality living conditions and equal opportunities for everyone. Technological changes and the growing role of artificial intelligence affect social habits, culture, work relationships, family relationships, privacy and behavior, bringing opportunities and threats at the same time. The development direction "Green and digital transition" will contribute to policies aimed at achieving the strategic goal of Digital transition of society and economy. Policy priorities in the field of public administration:<br>• optimization and digitization of public administration services and processes<br>• improving the functionality and sustainability of regional and local self-government<br>• raising the quality and simplifying written and electronic communication of public institutions<br>• openness to consultation and participation of citizens and civil society organizations in the design and implementation of public policies. |

| Strategy | Contribution |
|---|---|
| Other Strategy | Digital Agenda for Europe 2020-2030<br><br>The digital agenda focused on profound changes introduced by digital technologies, the essential role of digital services and markets, and new EU technological and geopolitical ambitions. Based on two strategic communications, namely, shaping Europe's digital future and Europe's digital decade. The Digital Decade policy programme, with concrete targets and objectives for 2030, will guide Europe's digital transformation. On of the targets and objectives is: Digitalisation of public services - Key Public Services: 100% online; e-Health: 100% of citizens have access to medical records online; Digital Identity: 80% of citizens have access to digital ID. |

| Strategy | Contribution |
|---|---|

**C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?**

| Project or Initiative | Synergy |
|---|---|
| NIAS (e-Citizens project - Electronic services development program) | Optimizing the use of electronic communication infrastructure for the needs of public administration, creating a registry-organized state by connecting databases, unifying and sharing IT resources in public administration. Provide as many electronic services as possible at higher levels of computerization. <br> The specific goals were: to increase the transparency of the public sector; increase the transparency of the use of personal data; and increase the transparency of the electronic service provision process. <br> The development of technology, as well as the increased expectations and increasing influence of the public, no longer accept such services. Today, there is a demand for user-oriented services tailored to different life situations. This represents a fundamental transformation of the approach in electronic development service. Services oriented around life situations represent sets of services that are usually provided by several public institutions in an area, because only such a unified service makes sense for the user. Such services are realized through interoperable connection information systems of public institutions, and in certain situations also by cross-border connection of public administrations of member states. The ultimate goal is to provide a service that meets the real needs of citizens and where the user is in the center of attention. <br> With the e-Citizens project, citizens will be able to access all electronic services in one place, through the Central State Portal, through a single login using an electronic credential. If the citizen does not have an acceptable or valid electronic credential, it will be necessary to register, after which he will have the opportunity to create his own User box through which he will receive personal messages and information from various public sector bodies and through it he will also access other electronic services. |
| RECON RE-valuation of Cultural-Heritage, Knowledge and Opportunity Network | RECON project is funded by Interreg IPA CBC Italy-Albania-Montenegro Programme 2014/2020 and is focused on cataloguing and digitalization of audiovisual material. Partners involved are Cinematheque of Montenegro, Albanian National Archive, Apulia Film Commission and Municipality of Termoli. The project has been standardizing the cataloguing of film heritage through a web application, to improve the planning and implementation of conservation and restoration measures of partners' heritage, as well as research work in the field of history of television and cinema. Particularly, their main output is quite relevant for DIGITsmart: a joint cross-border platform of online standardized catalog of film and co-production of restored medium length films and video installations made of archived material of cultural heritage. Their methodical cataloging can be taken as example to improve the planning and implementation of conservation, and restoration measures of cultural heritage. |

**C.2.7 How does the project build on available knowledge?**

Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on.

The experiences/lessons on which the project relies are new technological solutions for a digital interactive approach through awareness-raising actions and events.

Also, digitization of archival material (digital interactive approach) with uploading to the GIS system and development of a user-friendly communication platform.

Digitization of documentation is urgently needed due to the development of the use of digital access in the public sector and easier accessibility to citizens and other interested parties.

The project capitalizes on a joint administrative or legal agreement to be signed for new clusters, created networks and transferability of results after the end of the project.

## C.3 Project partnership

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?

The project partnership is formed according to the principles of added value of each individual partner to project activities and final results. The intention is to include stakeholders in the field of archive and development, SMEs, NGOs, enterprises, regional public authority, local public authorities, secotiral agencies and others combining all three project partners: LP1 City of Kaštela, PP2 Romagna Tech and PP3 FGDV.

Also, the goal was to include project partners in the mentioned program area. The partners were carefully selected to contribute to the development of the project idea with their added value. Also in order to exchange different and valuable experiences of approaching the project topic in different contexts.

Each of the partners contributes to the project partnership with their expertise and experience:
a.      City of Kaštela is the initiator of the project idea with regard to the expressed need for a systematic approach to the digitalization of the archive material with entry into the GIS system and development of a user-friendly communication platform. Until now, Kaštela City independently implemented the development project of the Broadband Internet Access Infrastructure Development project in the area of Kaštela as Lead partner. The project is implemented under the Framework National Program for the development of broadband access infrastructure in areas where there is insufficient commercial interest for investment, according to which it will apply for a tender for co-financing by European Union funds. The project planned the construction of an open access network of next generation electronic communications (NGA). In the systematization of the City of Kaštela, we have established an IT Department where colleagues work in step with the times and have extensive experience in the digitization process and strive to facilitate access to users on a daily basis. As for specific knowledge and expertise in the area of the project idea, the City of Kaštela has extensive experience gained through the implementation of activities on EU project on digitization, such as Wifi4Eu – promoting internet connectivity in local communities. Local authorities will be encouraged to develop and promote their digital services in areas such as e-government, e-health, e-tourism, etc. in a special application.
b.      Romagna Tech has an extensive experience in supporting SMEs and businesses, providing assistance on a wide range of aspects, including innovation and growth. In particular, the company has deepened its knowledge and competencies related to the Cultural and Creative field by developing and leading Creative Europe and Erasmus + projects on gamification processes for educational purposes, as well as by participating as project partner in Erasmus + funded projects focusing on topics linked to business enhancement in this particular sector. As a Lead Partner, Romagna Tech is also implementing the Erasmus + project "CIRCES - Circular design: Skills for future people", on fostering the development of competences in Circular Design in VET systems by designing and implementing an innovative educational methodology based on digital game-based tools (Escape Rooms), targeting professionals and teachers in the areas of secondary education, as well as students of the VET system.
c.      The Foundation "Giuseppe Di Vagno (1889-1921)" has been engaged in many cultural and historical research activities, including international ones. It obtained the national and international recognition from the Italian Ministry of Culture and Tourism, the Council of Europe and the Italian Representation of the European Commission, for the results gained in the field of the cultural promotion. Furthermore, the foundation took part in the project "LIBREXPRESSION". In general, the Giuseppe Di Vagno Foundation has a good experience in managing and implementing projects in the field of digitalization of archives, cultural promotion, political and cultural dissemination activities, history, analysis of socio-economical conditions.

## C.4 Project work plan

| Number | Work package name |
|--------|-------------------|
| 1 | Status quo of archival material availability and new technological solutions for a digital approach |
| 2 | Awareness raising and capitalisation actions |

Work package 1

**Work package title**

Status quo of archival material availability and new technological solutions for a digital approach

**Objectives**

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

WP1 aims at setting up and then implementing a joint methodological approach of the project intervention, in order to provide partners and stakeholders with operational tools that could be further adopted.

First of all, partners will commonly design and implement a needs analysis on the digitisation of documents, in terms of dimension of the documents, their characteristics, the uses for which digitisation has to be made, etc.

Then, based on the findings of the analysis carried out by LP1 and PP3, PP2 Romagna Tech, with the inputs of the whole partnership, will design and implementation technology scouting defining the technological framework that could be applied.

The guidelines will serve to design a demo platform as a new technological solution for documents digitisation.

External experts will be contracted through a public procurement procedure, the cost will be based on the amount and type of archival material, market prices for the organization of events and trainings.

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

In WP1 the main communication objective is to engage staff and other stakeholders in order to involve them on the different activities along the project, thanks to a diversified communication set of action (social media, launch articles and press release, leaflets, etc).

Main target groups are:
- technical staff operating in the sectors where digitisation will be focused on (building sector, cultural sector, etc);
- public stakeholders (functionaries of other public administrations other than municipalities, that could be interested in the topic, such as libraries, etc);
- private stakeholders (technical professionals or companies, e.g., of the building sector, that can be interested to the digital services.);
- general public, citizens that can benefit from the digitisation service

**Activities**

| Activity 1.1 | |
| --- | --- |
| Title | Joint methodology for data collection and need analysis for documents digitisation |
| Start period | Period 1, 1 - 6 |
| End period | Period 1, 1 - 6 |
| Description | This activity aims at a systematic and in-depth analysis of the current state of documents that need to be digitized in LP1 City of Kaštela and in PP3 FGDV provided. All partners will commonly work on the definition of a methodology to carry out the need analysis with different roles: PP2 will coordinate the whole activity, while LP and PP3 will contribute by providing the feedbacks about needs and will implement the analysis.<br><br>This activity will include:<br>• A common methodology to lead the focus groups, involving a relevant group of stakeholders among the defined target groups (at least 5 per focus group);<br>• A common template to carry out the status-quo analysis, that will have to include some key-points, such as: dimension, state and characteristics of the documents, needs for digitization.<br><br>A common methodology for data collection and analysis will be developed for LP1 City of Kaštela |

| **Activity 1.1** | |
|---|---|
| | and PP3 FGDV and will provide guidelines for the creation of a new interactive approach for the use and use of this data by PP2 Romagna Tech. Taking into account the diversity and structure of the material that exists among the project partners, a process of joint processing and presentation, or availability of materials, will be created. A historical link will be used as a backbone, considering that here we are talking about archives that also have a historical component, which is manifested in written documents in Kaštela, and in book collections, archival, documentary and iconographic collections archival collections in Italy.<br><br>The local findings will then be integrated to deliver a common analysis, where it will be underlined a common process for digitization.<br><br>For LP1 City of Kaštela there are documents for digitization as following:<br>• The first category is: building permits from 1954 to 1967, which are not registered in any program, but are physically located in the archives.<br>• And the second category is: building permits from 1968 to the present day, which are in the e-archive through previous scanning based on the State Archives.<br><br>PP3 FGDV will mainly focus on specific materials concerning historical and cultural domains, with different needs compared to technical building documents:<br>• Printed book collections,<br>• Archival, documentary and iconographic collections<br><br>The technical staff of LP1 and PP3 will be involved in this analysis, thanks to focus groups that will be held at a local level, where the partners will collect information about the documents to be digitized and the need that digitisation is about. Then, a plenary online workshop will be organised to share the results of the analysis to all partners. |
| **Partner(s) involved** | KASTELA, ROMAGNA TECH, FGDV |

| Deliverables 1.1 | | | | |
| --- | --- | --- | --- | --- |
| **Running number** | **Deliverable title** | **Description** | | **Delivery period** |
| D.1.1.1 | Joint methodology for data collection and need analysis for digitisation | The deliverable is a report of the in-depth analysis of the needs for digitisation and the current state of documents that have not been digitized in the City of Kaštela and the "Giuseppe Di Vagno (1889-1921)" Foundation. PP3 FGDV will coordinate work for the finalization of the final Report. | | Period 1 , 1 - 6 |

| Activity 1.2 | |
| --- | --- |
| **Title** | Common guidelines to implement digitisation strategies of archive documents |
| **Start period** | Period 1, 1 - 6 |
| **End period** | Period 3, 13 - 17 |
| **Description** | Based on the findings of the analysis carried out in activity 1.1, which will focus not only on the number of documents but also on their characteristics, state and the needs for their digitization, PP2 Romagna Tech will carry out a technology scouting so as to share some different technological solutions. The scouting will describe technical characteristics, costs, interoperability, user experience level, etc of the selected technologies.<br><br>A plenary workshop will be organised with stakeholders and internal staff of partners LP1 City of Kaštela and PP3 FGDV, included PP2 Romagna Tech, so as to illustrate the different choices and have a discussion about them. A decision will be made on the technological solution that best fits the needs for digitization expressed in the analysis.<br><br>PP2 will then provide Guidelines for digitization of archive materials, including the scouting results and with a specific focus on the selected technology. The Guidelines will also provide technical information on procedures and the process for digitization. This Guidelines will be available for public and stakeholders and could be used for digitization processes of other organisations.<br><br>A demo platform will be designed by PP2 Romagna |

| Activity 1.2 | |
|---|---|
| | Tech, based on the shared needs and the selected technological solution. The demo platform will represent the common architecture that LP will use to carry out their testing activity concerning the digitisation process of their documents. |
| Partner(s) involved | KASTELA, ROMAGNA TECH, FGDV |

**Deliverables 1.2**

| Running number | Deliverable title | Description | Delivery period |
|---|---|---|---|
| D.1.2.1 | Guidelines to implement digitisation strategies of archive documents | The report will present the findings of the scouting activities and will provide operational information on how to conduct a digitisation strategy of documental archives.<br><br>PP2 RomagnaTech will deliver final version. | Period 3, 13 - 17 |
| D.1.2.2 | Demo platform architecture | Demo platform architecture representing the technical requirement and the architectural structure, based on the needs analysis, the type and characteristics of the digitised documents and the foreseen use by professionals, functionaries, citizens.<br><br>PP2 RomagnaTech will deliver final version. | Period 3, 13 - 17 |

| Activity 1.3 | |
|---|---|
| Title | Testing activity |
| Start period | Period 1, 1 - 6 |
| End period | Period 3, 13 - 17 |
| Description | Based on the guidelines developed in activity 1.2, two pilot actions will be implemented:<br><br>Pilot 1 – Digitisation of archive materials: LP1 and PP3 will follow the guidelines of activity 1.2 to set up and implement the digitisation of building (LP1) and historical/cultural material (PP3). LP1 City of Kaštela will digitize the archive in two parts (the first category of building permits from 1954 to 1967 and the second category of building permits from 1968 to the present). All together it will result developing |

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| Activity 1.3 | |
|---|---|
| | the demo user-friendly technical platform for digitization. Also, for digital entry into the GIS system for LP1 City of Kaštela. PP3 FGDV will digitize part of its historical and cultural archive material (printed book collections, archival, documentary and iconographic collections). The material in question comes from donations or deposits of scholars and bibliophiles, as well as personalities relevant to the civil and social history of Puglia region in the 20th century. The preserved books and documentary heritage represents the largest collection present in the area for the study of socialist history and thought. FGDV will upload the digitalized material on its reengineered website.<br><br>Pilot 2 – Technical platform hosting the digitalised material: the platform will serve the City of Kaštela as a technical channel to all stakeholders, general public and all interested parties in the area of the City of Kaštela, the region, the state and beyond. All information of the City of Kaštela in general will be published on the platform as a link between project results and needs of stakeholders, general public and stakeholders outside the project after the project ends.  It will be specific web platform only for solutions or functionalities that will be impossible to implement with the programme website. A section on the platform will be devoted to PP3 digitalized material.<br><br>PP2 will support the pilot actions as it concerns the correct adoption of technologies and implementation of the digitisation activities. |
| Partner(s) involved | KASTELA, ROMAGNA TECH, FGDV |

**Deliverables 1.3**

| Running number | Deliverable title | Description | Delivery period |
|---|---|---|---|
| D.1.3.1 | Joint Report Pilot 1: Digitisation of Archive Materials | The Joint Report outlines the implementation of Pilot 1, which focuses on the digitisation of archive materials by LP1 City of Kaštela and PP3 FGDV as per the guidelines developed in Activity 1.2.<br>LP1 City of Kaštela will coordinate work for the finalization of the final Report, with PP3 FGDV. | Period 3 , 13 - 17 |
| D.1.3.2 | Report Pilot 2: | The success of this kind of the user-friendly technical | Period 3 |

**Deliverables 1.3**

| Running number | Deliverable title | Description | | Delivery period |
|---|---|---|---|---|
| | User-friendly Technical platform | platform depends on strong project management, multidisciplinary expertise. The report will detail the platform implementation steps. The report will be produced by LP1 City of Kaštela. | | , 13 - 17 |

**Activity 1.4**

| | |
|---|---|
| Title | Communication and events |
| Start period | Period 1, 1 - 6 |
| End period | Period 3, 13 - 17 |
| Description | Project management unit (PMU) formalised with the list of members and main functions: 1. Project Manager – City of Kaštela 2. Financial Manager – City of Kaštela 3. Communication Manager – FGDV

Within the PMU LP1 will provide a project manager and financial manager to assist the day-to-day management for all partners, including financial issues. Six-month financial reports will be provided from each partner and certified by national controllers. The PP reports will then be complied to prepare the official 6 months progress and final report to be submitted by LP1 City of Kaštela.

The Kick-off meeting and study visit will be organised in Conversano (Puglia) by PP3 FGDV. Partners will get acquainted with selected digitalization process.

The Editorial plan will be developed by LP1 City of Kaštela. Also, will provide a project communication manager who will be appointed at the project level, responsible for planning and coordinating communication measures for the entire project. Also, LP1 City of Kaštela will develop Evaluation tool / plan and Risk management tool / plan.

An intermediate meeting and Study visit in Forli will be organized by PP2 Romagna Tech. The partners will be informed in project progress. |

| Activity 1.4 | |
|---|---|
| | The Final meeting & final conference in Kaštela will be organized by LP1 City of Kaštela. The partners and target groups will be informed about the results of this project.<br><br>LP1 City of Kaštela will assure the coordination of all PPs on communication issues and the design of the project promotional material in compliance with the coordinated project image and the rules and schemes of the EU and Interreg Italy Croatia Programme. It will print 1 Roll-up (banner) in "green approach" material, digital brochures (promotional handouts) to be published on user-friendly technical platform and project website, 10 Posters of a minimum A3 size or equivalent electronic display, 100 gadgets, a press and web review with at least 3 articles.<br><br>LP1 City of Kaštela will assure the design of the project promotional material, coordinating all PPs, in compliance with the coordinated project image and the rules and schemes of the EU and Interreg Italy Croatia Programme. Results will be placed on the project webpage and the designed user-friendly technical platform with through social media, such as: Facebook, Instagram, Twitter, YouTube. |
| Partner(s) involved | KASTELA, ROMAGNA TECH, FGDV |

| Deliverables 1.4 | | | |
|---|---|---|---|
| Running number | Deliverable title | Description | Delivery period |
| D.1.4.1 | Project management unit (PMU) | Project management unit (PMU) formalised with the list of members and main functions.<br>LP1 will deliver final version. | Period 1, 1 - 6 |
| D.1.4.2 | Kick-off meeting and Study visit in Puglia | The kick-off meeting and study visit will be organised in Conversano (Puglia) by PP3 FGDV. The partners will get acquainted with selected digitization process. Also, will be joint agenda and final minutes. PP3 will coordinate work for the finalization of the final Report and deliver final version. | Period 1, 1 - 6 |
| D.1.4.3 | Editorial plan | The Editorial plan / tool will be developed by LP1 City of Kaštela. LP1 will coordinate work for the finalization of the final collective Report and will deliver final version. | Period 1, 1 - 6 |

**Deliverables 1.4**

| Running number | Deliverable title | Description | Delivery period |
|---|---|---|---|
| D.1.4.4 | Evaluation tool/Plan | LP1 City of Kaštela will develop Evaluation tool / plan. | Period 1 , 1 - 6 |
| D.1.4.5 | Risk management tool /plan | LP1 City of Kaštela will develop Risk management tool / plan. | Period 1 , 1 - 6 |
| D.1.4.6 | Intermediate meeting and Study visit in Forli | An intermediate meeting and Study visit in Forli will be organized by PP2 Romagna Tech. The partners will be informed in project progress. PP2 will coordinate work for the finalization of the final collective Report and will deliver final version. | Period 2 , 7 - 12 |
| D.1.4.7 | Final meeting & final conference in Kaštela | The Final meeting & final conference in Kaštela will be organized by LP1 City of Kaštela. The partners and target groups will be informed about the results of this project. LP1 will coordinate work for the finalization of the final collective Report and will deliver final version. | Period 3 , 13 - 17 |

Work package 2

**Work package title**

Awareness raising and capitalisation actions

**Objectives**

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

WP2 aims at raising awareness among stakeholders and citizens on the benefits of digitisation services of archive materials, in terms of increased accessibility and user friendliness.

The activity will be carried out thanks to training events and informal happenings involving a widerange of stakeholders.

Education through the workshops for citizens and stakeholders will be organized in LP1 City of Kaštela. Citizens: elder people, disabled people, etc. Stakeholders: SME's, enterprises, NGO's, local public authorities, regional public authority, sectorial agencies, other (staff), cultural associates.

PP3 will organize a physical multimedia exhibition in Conversano with part of the photographic archival documents that have been digitized.

Creating networks and transferability of results will be created on the project website and the digital solution that will emerge as a product of DIGITsmart project.

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Objectives
- Raise awareness about relevant aspects and lessons learnt related to the digitalization
- Engage citizens and stakeholders in education (workshops)
- Disseminate good practices on digitalization

Target groups
- General public
- Stakeholders (SME's; Enterprises, except SME; Interest groups including NGOs, Regional public authorities, Local public authorities, Sectorial agencies)
- Other (staff)

**Activities**

| Activity 2.1 | |
|---|---|
| Title | Training and dissemination activities to raise awareness on the digitalized material |
| Start period | Period 2, 7 - 12 |
| End period | Period 3, 13 - 17 |
| Description | In the City of Kaštela, two different training workshops will be organized for citizens and technical stakeholders respectively, according to the PP2 Romagna Tech Instructions. PP3 FGDV will participate with its stakeholders in the workshops.<br><br>Through the mentioned workshops, we will get to know the issues from the stakeholders who are faced with the daily requirements of the availability of materials that are not digitized. We will also present the demo content of the pilot activities in order to get concrete proposals to respond in time and improve the development of the new digital approach.<br><br>During intermediate meeting and Study visit in Forli, PP2 Romagna Tech will organize education for stakeholder to introduce them to the project and possibility that project offer.<br><br>Educations will be defined in order to teach citizens and stakeholders how to use and download digitized materials and use it in their daily work or when they need specific information related to digitized material.<br><br>PP3 FGDV will organize a multimedia exhibition on archival documents that have been digitized as this represents a fascinating way to showcase the historical and cultural significance of these materials to the public.<br><br>PP2 will provide technical inputs to the workshops of LP and to the multimedia exhibition of PP3. |
| Partner(s) involved | KASTELA, ROMAGNA TECH, FGDV |

| Deliverables 2.1 | | | |
|---|---|---|---|
| Running number | Deliverable title | Description | Delivery period |
| D.2.1.1 | Report on training workshop for citizens | In the LP1 City of Kaštela, education/training workshops for citizens will be organized according to the Instructions from PP2 Romagna Tech. The training package will be made of specific didactic materials (e.g., presentation and resources on the web). LP1 City of Kaštela will deliver final version. | Period 2 , 7 - 12 |
| D.2.1.2 | Report on training workshop for technical stakeholders | In the LP1, education/training workshops for stakeholders will be organized according to the instructions from PP2. The training package will be made of specific didactic materials (e.g., presentation). PP3 will participate with its stakeholders in the workshops. LP1 will make final version. | Period 3 , 13 - 17 |
| D.2.1.3 | Report on multimedia exhibition on digitized material | PP3 FGDV will organize a physical multimedia exhibition in Conversano, at the premises of the Foundation itself. The main organizational steps include the planning, the implementation of the exhibition and its promotion to the public. PP3 FGDV will produce the final report. | Period 3 , 13 - 17 |

| Activity 2.2 | |
|---|---|
| Title | Creating networks and transferability of results |
| Start period | Period 2, 7 - 12 |
| End period | Period 3, 13 - 17 |
| Description | Created networks and transferability of results will be created within the project in order to disseminate result of the project   and the digital solution that will emerge as a product of DIGITsmart project.

LP1 City of Kaštela, PP2 and PP3 FGDV will sign joint administrative Memorandum of understanding (MoU) with interested stakeholders after project ends as output of this WP according to Programme Output indicator: RCO86_5.1: Joint administrative or legal agreements signed.

MoU will include interested stakeholders (museum and library of Kastela, city as well as SME-s and NGO-s who share common interests in in the application of digitization in increasing the |

| Activity 2.2 | |
|---|---|
| | availability of documents). <br><br> The purpose of this MoU is to identify roles and activities of partner in DIGITsmart network that will be established within project. <br><br> The Network will strengthen the relations among the stakeholders in the fields of culture, spatial planning, education, technology and administration by increasing the knowledge in procedures of digitization, raising digital literacy and availability of archival material. It will stimulate the dialogue between the stakeholders with aim to remove administrative barriers in accessing and using archival material, to enable the maintenance and addition of digitized databases with new materials, to facilitate the exchange of historical and other data. |
| Partner(s) involved | KASTELA, ROMAGNA TECH, FGDV |

| Deliverables 2.2 | | | |
|---|---|---|---|
| **Running number** | **Deliverable title** | **Description** | **Delivery period** |
| D.2.2.1 | Created networks and transferability of results | Created networks and transferability of results will be created on the project related to the digital solution that will emerge as a product of DIGITsmart project. <br> Number of expected participants: 7 <br> LP1 will coordinate work for the finalization of the final report and will deliver final version. | Period 3 , 13 - 17 |

**Outputs**

| Output 2.1 | |
|---|---|
| Output Title | Created networks and transferability of results with joint administrative or legal agreements signed |
| Programme Output Indicator | RCO86_5.1: Joint administrative or legal agreements signed |
| Measurement Unit | legal or administrative agreement |
| Target Value | 1.00 |
| Delivery period | Period 3, 13 - 17 |

| **Output 2.1** | |
| --- | --- |
| **Output Description** | LP1, PP2 and PP3 together with interested stakeholders will sign joint administrative agreement for transferability of results – Memorandum of Understanding.The availability of archival material to citizens through easy access will greatly benefit the entire population of Croatia and Italy. The results of the DIGITsmart project will be used by the general public, all stakeholders developed within the project and beyond, and all interested parties who have the right to view digitalized materials. |

# C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

| Result 1 | |
|---|---|
| **Programme result indicator** | RCR82_5.1: Legal or administrative obstacles across borders alleviated or resolved |
| **Measurement unit** | legal or administrative obstacles |
| **Baseline** | 0.00 |
| **Target value** | 1.00 |
| **Delivery period** | Period 255, - |
| **Result description** | The jointly developed digitalization solutions will be adopted by each of the project partners' cities, providing created a user-friendly technical platform with publicly available data that we digitized in this project. After the successful implementation of project activities, the Memorandum of Understanding will ensure continuous cooperation of project partners and will continue to exchange positive experiences in digital solutions, focusing on opportunities and challenges that project partners see after the project implementation. The goal of the project is to provide easy access to archival material without additional administrative and legal restrictions, make it available to everyone regardless of where it is located. |

## C.6 Project Time Plan

| | Period 1 | Period 2 | Period 3 | After End |
|---|---|---|---|---|
| **WP1 Status quo of archival material availabi…** | | | | |
| *A1.1 Joint methodology for data collecti…* | D1.1.1 | | | |
| *A1.2 Common guidelines to implement digi…* | | | D1.2.1 | |
| | | | D1.2.2 | |
| *A1.3 Testing activity* | | | D1.3.1 | |
| | | | D1.3.2 | |
| *A1.4 Communication and events* | D1.4.1 | D1.4.6 | D1.4.7 | |
| | D1.4.2 | | | |
| | D1.4.3 | | | |
| | D1.4.4 | | | |
| | D1.4.5 | | | |
| **WP2 Awareness raising and capitalisation act…** | | | | |
| *A2.1 Training and dissemination activiti…* | | D2.1.1 | D2.1.2 | |
| | | | D2.1.3 | |
| *A2.2 Creating networks and transferabili…* | | | D2.2.1 | |
| *RCO86_5.1* | | | O2.1 | |
| **Result indicator** | | | | |
| *RCR82_5.1* | | | | R1 |

# C.7 Project management

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

**C.7.1 How will you coordinate your project?**

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

As part of the project partnership, the City of Kaštela will have the role of Lead Partner and will assume all related obligations. Lead Partner will strengthen its own capacity to implement and manage the project by hiring new staff and assigning tasks to existing experts. The City of Kaštela will define the timing of regular meetings of project partners within the Steering Committee, which will be formed at the beginning of the project and will consist of one responsible representative of each project partner.

Project management unit (PMU) formalised with the list of members and main functions:
1. Project Manager – City of Kaštela
2. Financial Manager – City of Kaštela
3. Communication Manager – FGDV

Within the PMU LP1 will provide a project manager and financial manager to assist the day-to-day management for all partners, including financial issues. Six-month financial reports will be provided from each partner and certified by national controllers. The PP reports will then be complied to prepare the official 6 months progress and final report to be submitted by LP.

The Kick-off meeting and study visit will be organised in Conversano (Puglia) by PP3 FGDV. Partners will get acquainted with selected digitalization process.

Regular online meetings at least once every three months will ensure that all project partners are informed in a timely manner of all commitments in line with the timetable and project activities. A directory will be established on the Cloud Server in which the project partners will be able to access all the necessary forms, load the planned Deliverables and other materials.

Project partners will undertake report to Lead Partner on a quarterly basis through short internal reports to ensure timely management and supervision of project activities and risk management. These reports will be short informational forms and will serve as a guide for the Lead Partner.

The Foundation "Giuseppe Di Vagno (1889-1921)" is in charge of coordinating the implementation of activities under Work Package 1 and Activity 1.1 In cooperation with the Lead Partner, The Foundation "Giuseppe Di Vagno (1889-1921)" will define a detailed timeline that partners will need to adhere to, or timely inform the Lead Partner to address risks. It will communicate regularly with project partners to ensure timely implementation monitoring.

City of Kaštela is in charge of coordinating Work Package 1 and Work Package 2 and will define a detailed timeline for the package that partners will need to adhere to. It will communicate regularly with project partners to ensure timely monitoring of implementation. The Editorial plan will be developed by LP1 City of Kaštela. Also, will provide a project manager who will be appointed at the project level, responsible for planning and coordinating communication measures for the entire

project. The Final meeting & final conference in Kaštela will be organized by LP1 City of Kaštela. The partners and target groups will be informed about the results of this project.

Romagna Tech is in charge of coordinating the implementation of activities under Work Package 1 - Activity 1.2 in cooperation with the Lead Partner, Romagna Tech will define a detailed timeline that partners will need to adhere to, or inform the Lead Partner in a timely manner to address risks. An intermediate meeting and Study visit in Forli will be organized by PP2 Romagna Tech. The partners will be informed in project progress.

LP1 City of Kaštela will assure the coordination of all PPs on communication issues and the design of the project promotional material in compliance with the coordinated project image and the rules and schemes of the EU and Interreg Italy Croatia Programme. It will print 1 Roll-up (banner) in "green approach" material, digital brochures (promotional handouts) to be published on user-friendly technical platform and project website, 10 Posters of a minimum A3 size or equivalent electronic display, 100 gadgets, a press and web review with at least 3 articles.

LP1 City of Kaštela will assure the design of the project promotional material, coordinating all PPs, in compliance with the coordinated project image and the rules and schemes of the EU and Interreg Italy Croatia Programme. Results will be placed on the project webpage and the designed user-friendly technical platform with through social media, such as: Facebook, Instagram, Twitter, YouTube.

### C.7.2 Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

As part of the project communication the Evaluation plan/tool and Risk management tool/plan will be developed to ensure quality in project. Project management unit (PMU) of the project will be responsible to ensure the quality of the project.

**C.7.3 What will be the general approach you will follow to communicate about your project?**

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transfer your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here.

A communication and dissemination plan devised at the project start will outline and plan all related actions to be performed throughout the initiative. Although the elaboration of this document will be under the direct responsibility of the communication coordinator (LP1 City of Kaštela), it will count on the inputs of all partner organisations. Only through this approach will it be possible to turn the communication meaningful for the local contexts of the project countries and enable an optimal outreach within the project. Such partner inputs imply the identification of communication means and networks of each partner, as well as other relevant local communication channels.

Project management unit (PMU) formalised with the list of members and main functions:
1. Project Manager – City of Kaštela
2. Financial Manager – City of Kaštela
3. Communication Manager – FGDV

Partners 'roles in communication and dissemination will also be defined. The project will apply a multistakeholder and multi-level approach for communication. This signifies that the initial plan will design a variety of communication actions and materials, ranging from those tailored for supporting very specific local technical activities (e.g., materials in local languages to engage residents) and addressing specific local target groups, to communication measures that can inform broader groups of stakeholders from a variety of contexts (e.g., communication actions for project partners' cities).

The channels used to reach this array of target groups will also vary from very specific (e.g., partner Facebook, Instagram accounts) to more general platforms (e.g., project webpage). Communication and dissemination will also take different forms: e.g., communication on online channels, direct emailing, dissemination in international conferences, organisation of imaginative local actions (e.g., focus groups). This will ensure that the project can reach a variety of target group members to the maximum extent possible. Most project communication is strongly attached to the thematic activities. In this manner, communication will fully serve the project´s purpose, allowing it to reach its main results and maximize its impacts.

**C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?**

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

Regular online meetings every three months will ensure that all project partners are informed in a timely manner of all commitments in line with the timetable and project activities. A directory will be established on the Cloud Server in which the project partners will be able to access all the necessary forms, load the planned Deliverables and other materials.

Project partners will undertake to report to Lead Partners on a quarterly basis through short internal reports to ensure timely management and supervision of project activities and risk management. These reports will be short informational forms and will serve as a guide for the Lead Partner.

The City of Kaštela, as a Lead Partner, will manage the project partnership at the partnership level and will coordinate the work of all project partners. The Lead Partner will be responsible for the overall coordination, implementation and financial management of the project. Kaštela will be the link between the Program bodies and project partners, will coordinate the start, implementation and conclusion of the project. In our case of Croatian LP, the MA will transfer: the total share of ERDF to the Croatian LP and the total share of ERDF due to Italian partners AND the total share of National co-financing (Fondo di Rotazione) of the Italian PPs to the Italian PP with the highest budget among the Italian PPs within the project. The Lead Partner will use the relevant project implementation monitoring systems (Jems) to exchange information and report to the Program bodies.

As a Lead Partner, it will ensure that the spending made by the partners during the implementation of the project corresponds to the project activities. Also, will ensure sound financial management of the funds allocated to the project and will report to the JS / MA on all risks that may affect the implementation of the project.

**C.7.5 Cooperation criteria**

Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

| Cooperation criteria | | Description |
|---|---|---|
| Joint development | Yes | LP1 will coordinate the PPs in the preparation phase for the identification of the needs, the priorities of the partners and for the definition of the outputs that can be capitalised. |
| Joint implementation | Yes | All actions are implemented in parallel in each country. In detail development of the status quo of archival materials availability, the process of digitalization of archive materials. Within creating the guidelines for new technological solutions for digital interactive approach and demo-website design with pilot development and the dissemination will be implemented jointly. Study visits to partner cities will be organized to share first-hand knowledge and good practice. The quality supervision team will also assess all stages of the implementation of the pilot sites. |
| Joint staffing | Yes | The project partners will actively collaborate in the management of the project and the coordination of technical activities. |
| Joint financing | Yes | Each PP will manage its own budget under the control of the LP1, responsible for the state of absorption of funds towards the MA. Each partner prepares financial reports and the LP1 verifies the achievement of results. |

**C.7.6 Horizontal principles**

Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

| Horizontal principles | Type of contribution | Description of contribution |
|---|---|---|
| Sustainable development | positive effects | The partners will encourage the application of green public procurements, will organize joint meetings online and will give preference to environmentally friendly mobility options, will use recycled materials for the conference materials and will opt for on line materials. In addition, the project will have a direct impact on sustainable development and environment since it will produce a framework through which project partners will be able to identify environmental risks and potential ways of tackling them. All these activities will consider the sustainable development of the pilot locations. |
| Equal opportunities and non-discrimination | positive effects | The project will have positive effects of reduction of disparities since the new technologies' implementation will have a specific focus on the disadvantaged people involvement in the process of new technological solutions for digital interactive approach and demo-website design with pilot development. All the dissemination events will ensure a barrier-free access and also the websites and web applications will be accessible to and usable by everyone. |
| Equality between men and women | positive effects | All the project implementation activities will take into consideration the gender mainstreaming. In addition, also the new technologies implementation will ensure the equality principal application. Also during the involvement of the local stakeholders, the gender mainstream will be considered. During the public events, a gender balanced speaker panels will be set up. |

# C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

### C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions.

All tangible project outcomes Output number 4.1 New clustering, created networks and transferability of results with joint administrative or legal agreements (Memoranda of cooperation) signed will be maintained by project partners and will be promoted and enforce, within their capabilities and competencies. Through continuous communication activities, the project partners will promote the quality and future positive implications that the implementation of this document could have in local communities. In terms of concrete implementation of digital solutions, project partners will seek to secure their own funds and resources from national and European funds to implement measures and activities after the completion of the project.

In terms of sustainability, project partners will adopt and act Capitalisation actions - new clustering, created networks and transferability of results.

The models that are defined and tested during their development will serve as a model for other levels of government, and at the initiative of project partners, the theme of digital solutions and outputs of this project will be kept high on the agenda. The project will roll the ball in terms of procedures and changes that can be implemented at all levels with the common goal of combating digitization process.

The results/deliverables will be integrated into the work of partner organizations in a way that will facilitate daily communication with the target groups that we will engage as part of the DIGITsmart project. The whole project idea is conceived in such a way that it is integrated into the work of institutions that are project partners of this project.

Ownership of the digitized historical and cultural archive material by PP3 will belong to the Foundation itself, which will provide both financial and institutional support after the project end date. GDVF will allocate the necessary financial resources to facilitate all aspects of the digitization process following the project's completion. This includes the preservation of printed book collections, archival documents, and iconographic collections, as well as the management of technical and digital tools, including the foundation's website, which is essential for hosting these digital assets. Moreover, the resultant outputs will seamlessly integrate into the foundation's ongoing efforts to foster historical awareness and engagement. The digitized material will serve as a pivotal resource for educational programs, exhibitions, and research initiatives that GDVF initiates to promote historical comprehension. Central to this integration is GDVF's website, which will act as the main tool for disseminating the digitized materials at local level among scholars, researchers, educators, and the general public. This integration aligns with GDVF's mission to ensure the accessibility and relevance of its historical and cultural archive material in today's digital era.

**C.8.2 Durability**

Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom.

All project deliverables and outputs will be uploaded to the project webpage. Through the Interreg IT-CRO website, in which the project webpage will integrated, these materials will have a high projection and visibility towards the Interreg community of IT-CRO.

This will be complemented by the organization of regional expert round tables where expert results can be discussed and adapted to the regional level. In such events access to the deliverables will also be provided. Locally, the deliverables and outputs will also be disseminated via partners´ channels (e.g., research partners in the project working in relevant areas will send direct access to the deliverables and outputs to their networks of cities).

The availability of archival material to citizens through easy access will greatly benefit the entire population of Croatia and Italy. Employees of project partner institutions will also benefit by making their search easier and speeding up the work process. The availability of archival material to citizens through easy access will greatly benefit the entire population of Croatia and Italy. Employees of project partner institutions will also benefit by making their search easier and speeding up the work process. Therefore, the results of the DIGITsmart project will be used by the general public, all stakeholders developed within the project and beyond, and all interested parties who have the right to view digitized materials.

Therefore, the results of the DIGITsmart project will be used by the general public, all stakeholders developed within the project and beyond, and all interested parties who have the right to view digitized materials.

**C.8.3 Transferability**

Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

All project outputs and results will be posted on the project website. Through the Interreg IT-CRO website, in which the project website will be integrated, these materials will have a high projection and visibility towards the Interreg IT-CRO community. The results of the DIGITsmart project will also be disseminated to the websites of the project partners so that the results/deliverables can be used by other target groups and in other territories.

This will be complemented by the organization of local and regional expert round tables where expert results can be discussed and adapted to the regional level. In such events access to the deliverables will also be provided. Locally, the deliverables and outputs will also be disseminated via partners´ channels (e.g., research partners in the project working in relevant areas will send direct access to the deliverables and outputs to their networks of cities).

In order to enable further exploitation, the stakeholders and local public authorities of the relevant areas will be mapped, and the contents of the project will be transferred to their representatives. Within WP1, each project partner will organize one event to disseminate this project idea, which will further disseminate the project results to the target groups. And within the framework of WP2, the project results will be transferred and digitalization will be extended to a wider area and other target groups.