

The **Project** of Digitization of Historic Diplomatic Archive of Hellenic MFA is funded by the ESPA Program of the EU and implemented from a private Company VELTI and its subcontractors. This Project consists of 6 different phases:

- 1) Specialization of Requirements Analysis
- 2) Procurement of Hardware and Software equipment
- 3) Digitization
- 4) Platform (Papyrus) Configuration
- 5) Personnel (users / administrators) training
- 6) Pilot procedure

Each phase is conducted from a different subcontractor specialized in the relevant field of expertise.

The third phase involves the following tasks:

- 1) Authorization of the persons who will conduct the digitization for access to classified material
- 2) Scanning of the pages according to a specific method (Scanning of fragile material, book scanning, single page scanning)
- 3) Meta data creation of each scanned document according to a specific meta data schema (Dublin Core)
- 4) Creation of an RF-chip embedded Label for each scanned document for proximity identification
- 5) Storage of the document in the Archive dexion.

For the digitization phase, VELTI is cooperating with Pantion University and subcontracting 4 students doing their masters' degree in eCulture in order to do the scanning and one from the department of art preservation in order to oversee the condition of the fragile material.

Depending on the physical condition and the size of the page, they are going to use the ATIZ BookDrive Pro for a V-Shaped Scanner or the ATIZ ScanDoc Regular for the scanning of single pages. For the fragile pages, according to the "Scanning of Fragile material" method that is referenced in the contract, they will have to use special white gloves and metal clips for extra protection when handling the pages.