01 June, 2014

**Classic Olympics Project – Engagement of HEC with U of Patras**

The Executive Council of HEC is proposing a team meeting to a) discuss explain the items in this letter and b) expand and provide you details on next steps based on our 20 years of experience. We encourage all of your team members to attend. The meeting will be held via GoToMeeting with live audio/visual over the Internet. Kostas, a HEC EC member, will come to Patra to attend in person and the rest of HEC EC will attend online.

Proposed date/time: 07 June, 2014, 5pm GRE (tentative - please advise date/time best for you & team)

Anyone can attend via a PC, Mac, or any handheld device i.e. iPhone, iPad etc.

**References:**

1. [**http://www.greece.org/hec/admin/public/HEC-overview.pdf**](http://www.greece.org/hec/admin/public/HEC-overview.pdf)
2. [**http://www.greece.org/hec/admin/public/HEC-Strategy.pdf**](http://www.greece.org/hec/admin/public/HEC-Strategy.pdf)
3. [**http://www.greece.org/hec/admin/public/trifold-hec.pdf**](http://www.greece.org/hec/admin/public/trifold-hec.pdf)

**HEC & Classic Olympics:**

* U of Patras initiated and leads the project
* HEC has offered to provide the "know-how", services and resources, in cooperation with U of Patras.
* Ref [3] See slide #6: (A) How --> Organizations & Associations, (B) What --> Hellenic Projects

**About HEC:**

* Almost 20 years of experience in creating projects and succeeding in providing the coordination and "know-how" for Hellenic cultural and educational projects.
* Worldwide exposure utilizing social media
* Database of over 200,000 mail recipients
* Forum with close to 5,000 Greek professors and PhDs
* Mail distribution services delivering an average of 15,000 email daily
* HEC operates through volunteers. All volunteers offer their services for the benefit of Hellenism and not for personal recognition as individuals.
* HEC is a nonpartisan organization, without any preference, or affiliation to any given politically aligned ideology or political party
* HEC has the means of worldwide support for its projects with many volunteers who are experts in many areas, throughout the world.
* We have successfully completed and are working on many projects such as:
	+ Pan-Hellenic Gathering in Thrace
	+ Reunification of Parthenon Marbles awareness campaign
	+ **WWII German reparations Petition and awareness campaign (over 200,000 signatures collected so far, and over 2,700 facebook friends)**
	+ **WWII project is translated by our volunteers into eleven (11) languages**
	+ Hellenic Genocide Petition and awareness campaign collecting over 9,000 signatures
	+ And many other projects for Hellenism with 15 individual websites

**HEC’s Standard Operating Process for new engagements – What we have done so far:**

* Created a WordPress based website to be used as the main website for the project (temp URL: [www.greece.org/ClassicOlympics](http://www.greece.org/ClassicOlympics) )
* Acquired and secured both **ClassicOlympics.org** and **ClassicOlympics.com** where the project will be housed – Permanent URL [www.ClassicOlympics.org](http://www.ClassicOlympics.org)
* Created a **Facebook page** [https://www.facebook.com/ClassicOlympics.org](https://www.greece.org/owa/redir.aspx?C=823713a2c83049fd86abad19b18f5995&URL=https%3a%2f%2fwww.facebook.com%2fClassicOlympics.org)
* Created a **Twitter page** [https://twitter.com/ClassicOlympics](https://www.greece.org/owa/redir.aspx?C=823713a2c83049fd86abad19b18f5995&URL=https%3a%2f%2ftwitter.com%2fClassicOlympics)
* Created a **mailbox** [ClassicOlympics@greece.org](https://www.greece.org/owa/redir.aspx?C=823713a2c83049fd86abad19b18f5995&URL=mailto%3aClassicOlympics%40greece.org) with easy web access by all members
* Created a workgroup mailing list co-team@hec.greece.org
* Registered the project in HEC’s Project database

**Next steps – Near Term detailed tasks:**

* Will be presented and discussed during a team meeting
* Date/Time for team meeting via GoToMeeting is TBD

**Next steps – Long Term high level tasks:**

* Will be discussed during the team meeting

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The following will be expanded and presented during the team meeting upon agreement of HEC’s role on the project

**What needs to be done at Project / Programme level:**

* **Create a Project Charter** (purpose, vision, mission, short-term goals, long-term goals, strategy for implementation - how to get there, engagements & relationships with other organizations, etc.)
* **Create a Project Plan** with Tasks, schedules, timelines, assignments
* **Establish a non-profit Organization**

**Next steps – Near Term detailed tasks:**

* Schedule an online "live" audio/visual meeting (HEC is using GoToMeeting for our live meetings via Internet as volunteers are all over the world)
* Best domains to use are: .ORG, .COM, .GR in this order.
* Domains not to be used:
	+ a free public website like blogspot.com, worpress.com etc.
	+ specific domain names (in this case a .NET for example is not appropriate)
* HEC bought two domains and suggested to the project to buy the .GR domain (HEC could have bought also the .GR but left it to be bought by U of Patras)
* Therefore we need to migrate the [http://classicolympics.wordpress.org](https://www.greece.org/owa/redir.aspx?C=823713a2c83049fd86abad19b18f5995&URL=http%3a%2f%2fclassicolympics.wordpress.org) website to [www.greece.org/ClassicOlympics](http://www.greece.org/ClassicOlympics) which is also on WordPress platform and will be very easy to migrate.
* Then, the website will be changed to [www.ClassicOlympics.org](https://www.greece.org/owa/redir.aspx?C=823713a2c83049fd86abad19b18f5995&URL=http%3a%2f%2fwww.ClassicOlympics.org), which will be the main website for the project. (currently we are working setting up the DNS)
* [www.ClassicOlympics.com](https://www.greece.org/owa/redir.aspx?C=823713a2c83049fd86abad19b18f5995&URL=http%3a%2f%2fwww.ClassicOlympics.com) will also be "live" but redirecting to [www.ClassicOlympics.org](https://www.greece.org/owa/redir.aspx?C=823713a2c83049fd86abad19b18f5995&URL=http%3a%2f%2fwww.ClassicOlympics.org)
* The petition will need to be taken out of Change.org and have our own database (like in the WWII project). There are many reasons for doing so (email addresses for contacting people, filtering bad names, be in control of our own db, not mixing the change.org ads and other subjects popping up on change.org, etc.)
* We will assign username/pwds to all volunteers who work on the website with appropriate levels of access/moderation.
* Once we are setup with the websites, we will start the campaign sending thousands of emails and engaging our social media connections.
* Obtain ClassicOlympics.gr Domain
* Identify member volunteers and create a mailing list on listserv for communication
* Is U of Patras the originator of the project?