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Programmet för livslångt lärande



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Methodological Toolbox for Development of New Skill for Future Jobs

Project number: 2010-1-SE1-LEO05-04797

Project Management Guide QA Manual

(Deliverable 1)

Prepared by:



November 2010

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Information on partnership

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Roles and responsibilities of the coordinator

Apart from the responsibilities on project planning, implementation, evaluation and dissemination described in the project application the coordinator:

- ✓ Have full responsibility towards the Agency that the project is implemented in regards with the agreement.
- ✓ Is intermediary for all communication between the core partners and the Agency.
- ✓ Is responsible for supplying all documents and information to the Agency, especially in relation to the requests for payment (the coordinator may not delegate this task to the core partners).
- ✓ Is responsible to inform the Agency if there are changes in the project (compared with the project application) or if there are any transfers between headings of eligible costs.
- ✓ Establish the payments requests on behalf of the core partners. As sole recipient of payments on behalf of all core partners, the coordinator ensures that all payments are made to the core partners without the unjustified delays.
- ✓ Is responsible in case of audits, checks and evaluations for providing all the necessary documents, including the accounts of the core partners, the accounting documents and the signed copies of sub-contracts.

Attention! The responsibilities of the coordinator are described in detail in the Agreement with the Agency. The coordinator should send the copy of the Agreement to each partner.

Roles and responsibilities of consortium partners

Apart from the responsibilities on project planning, implementation, evaluation and dissemination described in the project application the core partners shall:

- ✓ Provide the coordinator with all data, documents and information needed for the reports, financial statements and other documentation.
- ✓ Ensure that all information to be provided to the Agency is sent via the coordinator.
- ✓ Inform the coordinator immediately of any event liable to the sustainability effect or delay the implementation of the action of which they are aware.
- ✓ Inform the coordinator of any modification of any modification of their individual budget.
- ✓ Provide the coordinator with all the necessary documents in the events of audits, checks and evaluations, including signed copies of sub-contracts if any.

Attention! The responsibilities of the core partners are described in detail in the Agreement between the coordinator and the Agency. The coordinator should send the copy of the Agreement to each partner.



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WORKPACKAGES



WP 1. Project Management	
FU-Uppsala	a) coordinate the partnership according to the agreement with EU; b) monitor elaboration/implementation/evaluation process; c) dissemination and closure of the project; d) schedule 4 steering meetings; e) prepare PM Framework;
Documenta	a) planning and implementation of activities according to the agreement with coordinator; b) milestone and deliverable achievement; c) progress and financial reporting to coordinator; d) dissemination and exploitation of the JS-toolbox at regional/national level in Spain; e) participation in 4 Steering Committee meetings.
Dimitra	a) planning and implementation of activities according to the agreement with coordinator; b) milestone and deliverable achievement; c) progress and financial reporting to coordinator; d) dissemination and exploitation of the JS-toolbox at regional/national level in Greece; e) participation in 4 Steering Committee meetings.
Staropolska Izba Przemysłowo-Handlowa	a) planning and implementation of activities according to the agreement with coordinator; b) milestone and deliverable achievement; c) progress and financial reporting to coordinator; d) dissemination and exploitation of the JS-toolbox at regional/national level in Poland; e) participation in 4 Steering Committee meetings.
Revalento	a) planning and implementation of activities according to the agreement with coordinator; b) milestone and deliverable achievement; c) progress and financial reporting to coordinator; d) dissemination and exploitation of the JS-toolbox at regional/national level in the Netherlands; e) participation in 4 Steering Committee meetings.

WP 2. Elaboration of a common nominator set of standards for social partnership	
Documenta	- 1) Organisation of 1 transnational workshop for Management/Peer Groups from partner countries in Spain regarding implementation of Folkuniversitetet requirements for Management Groups concerning adjustment of VET to the present needs on the labour market and inclusion of partners suggestion. 2. elaboration of criteria for a joint nominator for standards for social



	<p>partnership (role, responsibility and standard operational procedures for management/peer groups) based on questionnaires and reports</p> <p>3) Organisation of 1 regional awareness rising workshop on dissemination of join requirements for Management Groups for regional Forums (PES, business associations and VET management staff) at each partner organisation.</p> <p>4) Outlining of suggestion on common set of requirements for adjustment of VET according to the present labour market demands based on Folkuniversitetet requirements and according to national/regional VET requirements by each partner organisation.</p> <p>5) Elaboration of a common set of standards for adjustment of VET to present labour market demands based relevant VET standards from partner countries and Folkuniversitetet requirements.</p> <p>6) Inclusion of the elaborated set of standards into working process of existing Forums at partner organisations.</p>
FU-Uppsala	<p>1). elaboration of criteria for a joint nominator for standards for social partnership (role, responsibility and standard operational procedures for management/peer groups) based on questionnaires and reports</p> <p>2) Organisation of 1 regional awareness rising workshop on dissemination of join requirements for Management Groups for regional Forums (PES, business associations and VET management staff) at each partner organisation.</p> <p>3) Outlining of suggestion on common set of requirements for adjustment of VET according to the present labour market demands based on Folkuniversitetet requirements and according to national/regional VET requirements by each partner organisation.</p> <p>4) Elaboration of a common set of standards for adjustment of VET to present labour market demands based relevant VET standards from partner countries and Folkuniversitetet requirements.</p>
Dimitra	<p>- 1). elaboration of criteria for a joint nominator for standards for social partnership (role, responsibility and standard operational procedures for management/peer groups) based on questionnaires and reports</p> <p>2) Organisation of 1 regional awareness rising workshop on dissemination of join requirements for Management Groups for regional Forums (PES, business associations and VET management staff) at each partner organisation.</p> <p>3) Outlining of suggestion on common set of requirements for adjustment of VET according to the present labour market demands based on Folkuniversitetet requirements and according to national/regional VET requirements by each partner organisation.</p> <p>4) Elaboration of a common set of standards for adjustment of VET to present labour market demands based relevant VET standards from partner countries and Folkuniversitetet requirements.</p>



Staropolska Izba Przemysłowo-Handlowa	<ul style="list-style-type: none"> - 1). elaboration of criteria for a joint nominator for standards for social partnership (role, responsibility and standard operational procedures for management/peer groups) based on questionnaires and reports 2) Organisation of 1 regional awareness rising workshop on dissemination of join requirements for Management Groups for regional Forums (PES, business associations and VET management staff) at each partner organisation. 3) Outlining of suggestion on common set of requirements for adjustment of VET according to the present labour market demands based on Folkuniversitetet requirements and according to national/regional VET requirements by each partner organisation. 4) Elaboration of a common set of standards for adjustment of VET to present labour market demands based relevant VET standards from partner countries and Folkuniversitetet requirements.
Revalento	<ul style="list-style-type: none"> 1). elaboration of criteria for a joint nominator for standards for social partnership (role, responsibility and standard operational procedures for management/peer groups) based on questionnaires and reports 2) Organisation of 1 regional awareness rising workshop on dissemination of join requirements for Management Groups for regional Forums (PES, business associations and VET management staff) at each partner organisation. 3) Outlining of suggestion on common set of requirements for adjustment of VET according to the present labour market demands based on Folkuniversitetet requirements and according to national/regional VET requirements by each partner organisation. 4) Elaboration of a common set of standards for adjustment of VET to present labour market demands based relevant VET standards from partner countries and Folkuniversitetet requirements.

WP 3. Elaboration of a joint tool-box for adaptation of VET to future labour market needs for skills	
FU-Uppsala	<ul style="list-style-type: none"> 1. organisation of 3 workshops for each management group at partner organisations concerning the regional forecast for jobs in the next 5 years. The aims of the workshops are to <ul style="list-style-type: none"> a) give a overview regarding future regional labour market and prognosis on what jobs will be demanded b) discuss and decide upon what future job(s) will be chosen as pilot cases for skill-profiling c) discuss and decide upon the method for skill profiling 2. organisation of a transnational workshop in Poland with representatives from management/peer groups from partners <ul style="list-style-type: none"> a) To decide upon what future job(s) will be chosen as pilot cases for skill-profiling in the transnational partnership

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	<ul style="list-style-type: none"> b) Agree upon one method of skill profiling for the pilot job(s) 3. elaborate the skill profile for the selected future job(s) at the transnational level 4. study the impact of the elaborated skill profile for the future job(s) on the current curricula 5. elaborate an upgrading of the curricula based on the impact study 6 organise a transnational workshop through ICT for agreement upon the new curricula
Documenta	<ul style="list-style-type: none"> 1. organisation of a transnational workshop in Poland with representatives from management/peer groups from partners a) To decide upon what future job(s) will be chosen as pilot cases for skill-profiling in the transnational partnership b) Agree upon one method of skill profiling for the pilot job(s) 2. elaborate the skill profile for the selected future job(s) at the transnational level 3. study the impact of the elaborated skill profile for the future job(s) on the current curricula
Dimitra	<ul style="list-style-type: none"> 1. organisation of a transnational workshop in Poland with representatives from management/peer groups from partners a) To decide upon what future job(s) will be chosen as pilot cases for skill-profiling in the transnational partnership b) Agree upon one method of skill profiling for the pilot job(s) 2. elaborate the skill profile for the selected future job(s) at the transnational level 3. study the impact of the elaborated skill profile for the future job(s) on the current curricula
Staropolska Izba Przemysłowo-Handlowa	<ul style="list-style-type: none"> 1. organisation of a transnational workshop in Poland with representatives from management/peer groups from partners a) To decide upon what future job(s) will be chosen as pilot cases for skill-profiling in the transnational partnership b) Agree upon one method of skill profiling for the pilot job(s) 2. elaborate the skill profile for the selected future job(s) at the transnational level 3. study the impact of the elaborated skill profile for the future job(s) on the current curricula
Revalento	<ul style="list-style-type: none"> 1. organisation of a transnational workshop in Poland with representatives from management/peer groups from partners a) To decide upon what future job(s) will be chosen as pilot cases for skill-profiling in the transnational partnership b) Agree upon one method of skill profiling for the pilot job(s) 2. elaborate the skill profile for the selected future job(s) at the transnational level 3. study the impact of the elaborated skill profile for the future job(s) on



	the current curricula
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WP 4. Dissemination and exploitation of the methodological toolbox	
Dimitra	<p>Activity 1) production of dissemination material</p> <p>b) CD-rom with material from web-site;</p> <p>c) Leaflets and Posters will be produced to be available at seminars and conferences in order to attract attention to the project.</p> <p>Activity 2) Participation in relevant regional/national workshops and seminars</p> <p>a) organise 2 workshops for VET-providers, business associations and relevant decision-makers at regional level,</p> <p>b) participate in at least 2 VET conferences and seminars at regional and national levels in order to spread information about the project and methodological toolbox.</p> <p>Moreover, the Coordinator will participate in one annual European conference in order to spread information about the project and the developed toolbox.</p> <p>Activity 3) Placement of information in relevant web-sites and periodic</p> <p>Each partner will be responsible to:</p> <p>a) publish at least 3 articles in specialised VET magazines at regional and national levels,</p> <p>b) place information about the above methodological toolbox and project results in relevant national VET websites with interlinkage to the project web-site.</p>
FU-Uppsala	<p>Activity 2) Participation in relevant regional/national workshops and seminars</p> <p>a) organise 2 workshops for VET-providers, business associations and relevant decision-makers at regional level,</p> <p>b) participate in at least 2 VET conferences and seminars at regional and national levels in order to spread information about the project and methodological toolbox.</p> <p>Moreover, FU-Uppsala will participate in one annual European conference in order to spread information about the project and the developed toolbox.</p>
Documenta	<p>Activity 2) Participation in relevant regional/national workshops and seminars</p> <p>a) organise 2 workshops for VET-providers, business associations and relevant decision-makers at regional level,</p> <p>b) participate in at least 2 VET conferences and seminars at regional and</p>

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Staropolska Izba Przemysłowo-Handlowa	Activity 2) Participation in relevant regional/national workshops and seminars a) organise 2 workshops for VET-providers, business associations and relevant decision-makers at regional level, b) participate in at least 2 VET conferences and seminars at regional and national levels in order to spread information about the project and methodological toolbox.
Revalento	Activity 2) Participation in relevant regional/national workshops and seminars a) organise 2 workshops for VET-providers, business associations and relevant decision-makers at regional level, b) participate in at least 2 VET conferences and seminars at regional and national levels in order to spread information about the project and methodological toolbox.

WP 5. Quality management (monitoring and evaluation)	
Revalento	<p>1) Quality assurance manual will be elaborated in the initial stage of the project where both qualitative and quantitative criteria for quality assurance of activities/deliverables of each WP will be established and agreed by partners. The manual will be an operational practical guide for project implementation and will facilitate evaluation of results by lead partners and coordinator. It will include a set of annexes: questionnaires for internal evaluation by different stakeholders.</p> <p>2) Each partner of the consortium will write 2 reports during project implementation: Interim report: Interim progress on evaluation of deliverables and coordination and effectiveness of consortium. Final report: Final report on evaluation of deliverables and coordination and effectiveness of consortium.</p> <p>3) Considering these aspects the project management will in the initial stage develop 2 different types of questionnaires for main stakeholders and partnership: 1) evaluation of deliverables as compared to those planned, their quality, impact; 2) evaluation of consortium, assessment of coordinator/WP leaders, communication, etc. Questionnaires will be elaborated by coordinator and translated by the partnership to the languages of consortium. The questionnaires will be filled in after each WP and input of stakeholders will be included in interim and final reports.</p>



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FU-Uppsala	<p>1) FU-Uppsala will write 2 reports during project implementation: Interim report: Interim progress on evaluation of deliverables and coordination and effectiveness of consortium. Final report: Final report on evaluation of deliverables and coordination and effectiveness of consortium.</p> <p>3) Considering these aspects the project management will in the initial stage develop 2 different types of questionnaires for main stakeholders and partnership: a) evaluation of deliverables as compared to those planned, their quality, impact; b) evaluation of consortium, assessment of coordinator/WP leaders, communication, etc. Questionnaires will be elaborated by coordinator and translated by the partnership to the languages of consortium. The questionnaires will be filled in after each WP and input of stakeholders will be included in interim and final reports.</p>
Documenta	<p>1) Documenta will write 2 reports during project implementation: Interim report: Interim progress on evaluation of deliverables and coordination and effectiveness of consortium. Final report: Final report on evaluation of deliverables and coordination and effectiveness of consortium.</p> <p>3) Considering these aspects the project management will in the initial stage develop 2 different types of questionnaires for main stakeholders and partnership: a) evaluation of deliverables as compared to those planned, their quality, impact; b) evaluation of consortium, assessment of coordinator/WP leaders, communication, etc. Questionnaires will be elaborated by coordinator and translated by the partnership to the languages of consortium. The questionnaires will be filled in after each WP and input of stakeholders will be included in interim and final reports.</p>
Dimitra	<p>1) Dimitra will write 2 reports during project implementation: Interim report: Interim progress on evaluation of deliverables and coordination and effectiveness of consortium. Final report: Final report on evaluation of deliverables and coordination and effectiveness of consortium.</p> <p>3) Considering these aspects the project management will in the initial stage develop 2 different types of questionnaires for main stakeholders and partnership: a) evaluation of deliverables as compared to those planned, their quality, impact; b) evaluation of consortium, assessment of coordinator/WP leaders, communication, etc. Questionnaires will be elaborated by coordinator and translated by the partnership to the languages of consortium. The questionnaires will be filled in after each WP and input of stakeholders will be included in interim and final reports.</p>
Staropolska Izba Przemysłowo-	<p>1) Staropolska Izba Przemysłowo- Handlowa will write 2 reports during project implementation: Interim report: Interim progress on evaluation of deliverables and</p>

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Handlowa	<p>coordination and effectiveness of consortium.</p> <p>Final report: Final report on evaluation of deliverables and coordination and effectiveness of consortium.</p> <p>3) Considering these aspects the project management will in the initial stage develop 2 different types of questionnaires for main stakeholders and partnership: a) evaluation of deliverables as compared to those planned, their quality, impact; b) evaluation of consortium, assessment of coordinator/WP leaders, communication, etc. Questionnaires will be elaborated by coordinator and translated by the partnership to the languages of consortium. The questionnaires will be filled in after each WP and input of stakeholders will be included in interim and final reports.</p>
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1. List of Deliverables

No.	Description of deliverable	WP leader	Contributors	Deadline
D1	<p><i>Project Management Manual/Transnational agreements</i></p> <p><i>Manual will include:</i> 1) Roles/responsibilities of the coordinator: a) methods of communication and related documents; b) procedures for overall Quality Assurance; c) overall follow-up and evaluation; d) financial and other reporting to EU; 2) Roles / responsibilities of core partners: a) deliverable achievement; b) progress and financial reporting to coordinator; c) interim reports. Language: EN Medium: PDF document</p>	<i>FU-Uppsala</i>	<i>Partner 1</i> <i>Partner 2</i> <i>Partner 3</i> <i>Partner 4</i>	29-10-2010
D2	<p><i>Internal evaluation questionnaires</i></p> <p>2 different types of questionnaires for main stakeholders and partnership will be developed in the initial stage of the project: 1) evaluation of deliverables as compared to those planned, their quality, impact; 2) evaluation of consortium, assessment of coordinator/WP leaders, communication, etc. (Please, see the Quality Plan, WP 5)</p>	<i>Revalento</i>	<i>Partner 0</i> <i>Partner 1</i> <i>Partner 2</i> <i>Partner 3</i>	15.11.2010



D3	Common set of standards for adjustment of VET to present labour market demands	Partner 1	<i>Partner 0</i> <i>Partner 2</i> <i>Partner 3</i> <i>Partner 4</i>	30.11.2010
	<p>4) Elaboration of a common set of standards for adjustment of VET to present labour market demands based relevant VET standards from partner countries and Folkuniversitetet requirements.</p> <p>5) Translation of the elaborated set of standards into languages of partner organisations.</p> <p>6) Inclusion of the elaborated set of standards into working process of existing Forums at partner organisations. authorities and others.</p> <p><i>Language: EN, PL, ES, EL, SV</i></p> <p><i>Medium: Word document</i></p>			
D4	Methodological toolbox	FU-Uppsala	<i>Partner 1</i> <i>Partner 2</i> <i>Partner 3</i> <i>Partner 4</i>	30-05-2012
	<p><i>elaborate the skill profile for the selected future job(s) at the transnational level</i></p> <p><i>study the impact of the elaborated skill profile for the future job(s) on the current curricula</i></p> <p><i>elaborate an upgrading of the curricula based on the impact study</i></p> <p><i>organise a transnational workshop through ICT for agreement upon the new curricula</i></p> <p><i>Language: EN</i></p> <p><i>Medium: Quality Manual in electronic version</i></p>			
D5	Web-site of the project	Subcontractor	<i>Partner 0</i> <i>Partner 1</i> <i>Partner 2</i> <i>Partner 3</i> <i>Partner 4</i>	16/05/2012
	<i>Web-site of the project will contain all the necessary information and documentation regarding the developed methodological toolbox for new skills for new jobs. The web-site will be</i>			



	<i>promoted by interlinkage with other relevant VET web-sites both nationally and European-wise; Language: EN, EL, SV, ES Medium: Internet</i>			
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D6	CD-rom containing dissemination material	Dimitra	<i>Partner 0 Partner 1 Partner 3 Partner 4</i>	27.05.2011
	<i>CD will contain all the necessary information and documentation regarding the developed methodological toolbox for new skills for new jobs. Language: EN, Medium: CD</i>			

D7	Dissemination leaflets/posters	Dimitra	<i>Partner 0 Partner 1 Partner 3 Partner 4</i>	29-05-2012
	<i>Dissemination leaflet/Posters will contain all the necessary information and documentation regarding the developed methodological toolbox for new skills for new jobs. Language: EN, EL, SV, ES, NL Medium: Printed</i>			

D8	Articles in VET-periodic	Revalento	<i>Partner 0 Partner 1 Partner 2 Partner 3</i>	16-05-2012
	<i>The articles will contain all the necessary information and documentation regarding the developed methodological toolbox for new skills for new jobs. Language: EN Medium: periodic</i>			
D9	Quality Assurance Manual	Revalento	<i>Partner 0 Partner 1 Partner 2 Partner 3</i>	26-01-2011
	<i>a "conceptual monitoring and quality plan" which will be limited in detail and address the following at a project overview level: 1) Key Considerations:</i>			



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<p><i>a) Key deliverables and their project plan dates, b) Key project personnel and their accountability, c) Communication Plan for stakeholders, public involvement, and team (questionnaire for VET-managers, VET authorities, Social partners regarding feedback on relevance of the methodological toolbox for VET Management Groups), d) Decision making steps and issue resolution. Language: EN Medium: E- text version</i></p>			



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2. Progress and financial reporting

The consortium made the following decision regarding **financial reporting** in the project:

First progress report: 15/04/2010

Interim report: 15/09/2010

Third progress report: 15/04/2011

Final report: 15/11/2011

Each partner will send 4 above reports to the coordinator. Coordinator is responsible for reporting to the Commission.

Progress reporting:

Each partner has to send a short progress reporting after completion of each WP to the coordinator. The coordinator will send the summary of these reports to the Commission in Interim and Final reports.

The coordinator will send a template for progress report to the partners before the first progress report.

Dissemination strategy and reports:

Dissemination strategy is the responsibility of Dimitra. They are responsible to send the dissemination strategy at the end of Jan 2012.

Documenta is also responsible to elaborate a template for partner reports on dissemination.

There will be two reports: 1 Interim and 1 Final based on template developed by Revalento. Revalento is also responsible for summarising of partners' dissemination reports and sending summary to the coordinator.

Coordinator is responsible for submitting dissemination reports to the Commission.

Exploitation strategy and reports:



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Exploitation strategy is the responsibility of FU-Uppsala. They are responsible to send the exploitation strategy at the end of July 2012. FU-Uppsala is also responsible to elaborate a template for partner reports on exploitation.

There will be two reports: 1 Interim and 1 Final based on template developed by Folkuniversitetet Uppsala.

Coordinator, FU-Uppsala is responsible for submitting exploitation reports to the Commission.

3. Conflict resolution

The framework for the Steering Committee work is the agreement with the commission. In case of conflict the Steering Committee will vote by 50 % + 1. In case of even voting the Coordinator's vote will be decisive.

4. Methods of communication

- 1) E-mail/SKYPE/Windows messenger in day-to-day communication.
- 2) Steering Committee meetings will be held at WP intervals during the project. Participation by project partners and stakeholders is obligatory.
- 3) Ad-hoc meetings will be arranged to deal with specific issues.

- For day to day communication, e-mail/SKYPE/Windows messenger will be the preferred method for communication between partners on day to day matters, although telephone & fax will also be used as appropriate.

- Steering committee meetings: Formal progress meetings will be held at WP intervals throughout the project period. The Project Manager, project partners & appropriate stakeholder representatives will be invited to attend these meetings. Attendance will be obligatory for project partners. Project meetings agenda will be send to the partners well in advance & Minutes of the meetings will be produced within after the meeting completion that will record decisions made & actions required.

- Ad-hoc meetings: Ad-hoc meetings will be arranged to deal with specific technical contractual or other issues as they arise. Participation at these meetings will be dependent on the issue under discussion. Formal minutes of these will be taken & decisions & actions recorded. All PM documents (agendas, minutes, signed participants list) will be kept by all partners in a Steering Committees file.



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5. Quality control

WP 5 in the project plan is dedicated to Quality Planning and Quality control.

The quality control will be carried out on two levels - external and internal. The following parts will be evaluated throughout the project:

1. The work programme in order to monitor achievement of outcomes against agreed time frames and indicators.
2. The quality of deliverables.
3. The evaluation of the performance of the consortium.

INTERNAL EVALUATION will comprise:

a) Evaluation of deliverables as compared to those planned, their quality, impact. The evaluation will be implemented by coordinator through 2 questionnaires on assessment of deliverables by partnership before interim and final reporting to assess: effectiveness and applicability of the planned activities and actions, participation by the target group, information flow effectiveness to the relevant actors, reactions, short term and long term impact and value added to target group (guides).

b) Evaluation by main stakeholders through questionnaires for internal evaluation of activities/results by main stakeholders. These questionnaires will provide feedbacks and constructive comment of main involved parts regarding the relevance and effectiveness of JS-toolbox.

c) Evaluation of PM through:

- 2 questionnaires (interim/final) to assess effectiveness and efficiency of coordinator, overall assessment of consortium, communication, etc.
- evaluation of participants after each transnational meeting.

d) Development of Quality Assurance Manual on criteria for ensuring quality of project activities/results in each workpackage,

EXTERNAL EVALUATORS will produce interim and final reports concerning quality of the product and continuous improvement of processes.

8.1 Deliverables by partner

Consortium partners are involved in the implementation of the deliverables of the Project. Each partner has a specific and a predefined role to play in the successful implementation of



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the project's deliverables. According to their expertise each partner is involved in deliverables that relate to their specialization and in agreement with the application form. However at many times partners are working on the same deliverable in order to implement it. Partners must work together in order to implement the deliverables within the time frame and within the budget set for them.

The list of deliverables table presents all the deliverables of the project, the consortium partners involved in each deliverable and the deadlines to be delivered. It should be noted however that all partners have agreed that they will use their knowledge and expertise to support each other for the successful implementation of the project.