

SLL PROJECT MANAGEMENT PLAN

Work Package 2: Transnational Project Meetings Responsibility: Turkey

Meeting (When/Where)	Objectives/Activities	Responsibilities
Romania (02/2015)	Objectives: coordination, implementation and monitorization, discuss about dissemination tools, testing the exercises and activities proposed in the first module of the guide "The teaching of Life Skills with Literacy" (A Training Manual)	Documents/materials/activities "follow-up meeting": <ul style="list-style-type: none"> ▪ Minute 1 (meeting report): Romania ▪ Evaluation report for the first meeting: Romania ▪ "e-Newsletter 1": Romania with the contribution of all partners. ▪ Up-date the project site ▪ Mobility Tool
Turkey (05/2015)	Objectives: coordination, implementation and monitorization, discuss about interim evaluation, testing the exercises and activities proposed in the second module of the guide/training manual	Documents/materials/activities "follow-up meeting": <ul style="list-style-type: none"> ▪ Minute 2: Romania and Turkey ▪ Evaluation report for the second meeting: Romania ▪ "e-Newsletter 2": Turkey with the contribution of all partners. ▪ Up-date the project site ▪ Mobility Tool
Greece (10/2015)	Objectives: coordination, implementation and monitorization, testing the exercises and activities proposed in the third module of the guide/training manual	Documents/materials/activities "follow-up meeting": <ul style="list-style-type: none"> ▪ Minute 3: Romania and Greece ▪ Evaluation report for the third meeting: Romania ▪ "e-Newsletter 3": Greece with the contribution of all

SKILLS FOR LIFE: LITERACY (SLL)

		<p>partners.</p> <ul style="list-style-type: none"> ▪ Up-date the project site ▪ Mobility Tool
Italy (03/2016)	Objectives: coordination, implementation and monitorization, completion of the training program for students	<p>Documents/materials/activities "follow-up meeting":</p> <ul style="list-style-type: none"> ▪ Minute 4: Romania and Italy ▪ Evaluation report for the first meeting: Romania ▪ "e-Newsletter 4": Italy with the contribution of all partners. ▪ Up-date the project site ▪ Mobility Tool
Bulgaria (05/2016)	Objectives: coordination, implementation and monitorization, discuss about intellectual outputs, sustainability plan, final evaluation, final report.	<p>Documents/materials/activities "follow-up meeting":</p> <ul style="list-style-type: none"> ▪ Minute 5: Romania and Bulgaria ▪ Evaluation report for the first meeting: Romania ▪ "e-Newsletter 5": Bulgaria with the contribution of all partners. ▪ Up-date the project site ▪ Mobility Tool

Responsibilities of a host partner

- Give relevant information about travel and accommodation (recommendations of hotels with reasonable prices, how to get there, location of hotel and places we'll go to, costs for local, transportation, meals, etc.)
- The hosting partner institution (together with the project coordinator) will prepare a draft agenda, which circulates among the team members in advance of the meeting for comments and suggestions. Reflecting on the agenda will help participants to prepare for the meeting.
- Before the meeting, the host will check email more often to respond timely to partners questions.
- Provide a **list of participants** (Name, staff/learner, name of organization, country, signatures). Host partner will make a copy of that list for all partner organizations or he will scan the list and put in the project workspace (dropbox). Some partners may require additional papers to be signed – so if they need it, the host partner will sign.
- Provide a **mobility certificate for each participant** of the meeting. The certificate should include:
 - project name;
 - participant full name;
 - participant institution;
 - duration of mobility;
 - place and host institution name;
 - signature of the director of host partner;
 - stamp.
- Do meeting evaluation.
- Write, after the meeting, together with project coordinator, **the minutes (meeting report) and the newsletter about the meeting**. Draft minutes should be circulated shortly after the meeting, with a time span explicitly allocated (e.g. one or two weeks) for comments and modifications by all