





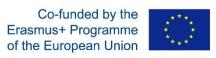
MINUTES of the FOURTH PARTNERS' MEETING 12-13 September 2019, Craiova, Romania

"Towards Inclusive Education For Refugee Children" (TIEREF)

Erasmus+ programme Key Action 3: Support for policy reform – Social inclusion through education, training and youth

Project number: 592142-EPP-1-2017-1-TR-EPPKA3-IPI-SOC-IN





Participants:

P1	Istanbul Milli Egitim Mudurlugu,	1. Figen Sekin
	Turkey (Project Coordinator)	2. Omer Faruk Metin
P2	Ogretmen Akademisi Vakfi, Turkey	1. Dincer Denir
		2. Anil Derkus
P3	Center for information and vocational	1. Andrean Lazarov
	guidance "ZGURA-M", Bulgaria	
P4	STEFICON AE, Greece	1. Panayotis Tsoris
		2. Dionisos Tasos
		3. Nikolaos Prodronidis
P5	Baltic Countries International	WITHDREW FROM THE PROJECT
	Education Fundation Academy, Latvia	
P6	University of Catania	1. Augusto Gamuzza
		2. Anna Maria Leonora
P7	Directorate of secondary education of	1. Xesfigkouli Dimitra
	Thessaly, Greece	2. Georgia Konstantia Karagianni
		3. Papazefkou Ourania
P8	Inspectoratul Scolar Judetean Dolj,	1. Leotescu Daniel
	Romania	2. Draghici Ani
		3. Fodor Atia Mihaela
		4. Dorobantu Traian
		5. Culu Simona
		6. Panait Gabriel
	External evaluator AIP Ltd.	1. Karel Van Isacker





12 September 2019 (Thursday) – First meeting day

Activity	Lead by
Welcome and a brief introduction by host partner	Inspectoratul Scolar Judetean Dolj,
	Romania
The meeting has started with introduction by the host partner and projec	
each partner representative has presented himself/herself. After that	
Karel Van Isacker has provided analysis of the current status of the proje	
been highlighted in terms of the financial reporting by all partners and j	
documents and proofs. It was agreed that all partners should upload by	· · · · · · · · · · · · · · · · · · ·
documents for the period from the beginning of the project $(1/01/2018)$	
WP1 Management	IMEM
Review of the action plan 3 by P1	All partners
Review of the activities by the leader and discussion on tasks:	m partners
WP1/A1 Creation and completion grant agreement with the EACEA –	
lead by P1 – DONE	
WP1/A2 Creation and completion of bilateral agreement between P1	
and the rest of the partners – lead by P1 – DONE	
WP1/A3 Creation and completion of the IPR agreement – lead by P1	
with contribution by all partners – NOT YET DUE	
WP1/A4 Development of project management manual – lead by P1 –	
DONE	
WP1/A5 Development of financial and monitoring reporting forms –	
lead by P1 with contribution by P3 – DONE	
WP1/A6 Regular six months reporting by all partners to P1 – lead by P1	
+ contribution by all partners - TO BE REPORTED BY EACH PARTNER	
VIA EXCEL SHEET AND WITH SUPPORTING DOCUMENTS ONTO	
DROPBOX FOLDER UNDER WP1.	
WP1/A7 Regular review meetings of the National expert advisory	
committees in partners' countries – all partners – TO BE REPORTED BY	
EACH PARTNER VIA PPT	
WP1/A8 Monthly review via Skype meetings to report on project	
progress by each partner and to agree on the next steps – lead by P1 +	
contribution by all partners – ONGOING	
WP1/A9 Organisation of the kick-off transnational partners meeting in	
Turkey – lead by P1 + participation of all partners – DONE	
WP1/A10 Completion and submission of progress and final reports to	
the EACEA – DONE FOR THE PROGRESS REPORT	
Deliverables:	
1.1 Project management handbook	
1.2 Reporting forms	
1.3 Report on factual findings - Type I	
The session started with discussion on administrative and financial ru	
feedback from the progress report. The partners have discussed in	depth what supporting
documents and financial proofs must be provided.	, , , , , , , , , ,
Special attention has been highlighted for the following issues, for which	the partners should tak
immediate actions:	
 Internal rules for traveling abroad to be provided by each organis 	
 Cartificator haarding passar invoices for all partners' meeting 	chould be provided. I

• Certificates, boarding passes, invoices for all partners' meetings should be provided. It was pointed out that those partners, who are allowed to travel on lump-sum, they need to





Activity Lead by
 <u>Activity</u> [Lead by keep all evidence in case of audit. Otherwise, the money, which are not justified should be considered as an income and this is not allowed by the Erasmus+ programme. In case if a partner is using Air B&B accommodation for meeting, then a statement of the booking, showing the amount as well as bank statement for the payment should be provided (if an invoice is not possible to be provided). The staff costs and the rate used should be justified by each partner with other justification documents, which proof that the employee receive the same daily rate for his/her regular daily activities. It was also pointed out that one person from a team cannot be claimed full month only by the project. It is expected that project involvement is an addition to their daily activities. Each person, who is claimed under the project should have a contract as an employee of the organisation as well as an Annex that this person is working under the project even if it is for a particular short period. All partners should provide bank statements for all payments realised under the project. A declaration for VAT exemption should be provided by each partner (template will be provided by P1) All proofs and justification documents (which are not originally in English) should have an English translation. Personal items, gifts, fragrances, alcohol are not allowed to be claimed under subsistence costs. Payslips should be provided as well as payroll documents. The payroll costs should be justified that is properly done. All partners should provide those evidenced every 6 months. There was a question with regards to the Other costs – the item for the participation of pedagogical staff to the final conference – Figen must check with the Project Officer at EACEA if those people should be from partners' organisation or can be from their network of contacts. Each partner should group and classify their j
The Italian partner has informed partners, that there were new elections in their university and the Rector has changed. EACEA must be informed about this. The Italian partner should provide an official letter stating this change of the legal representative.
The partners has discussed the completion of the IPR agreement. It will be distributed to each partners' organisation to be signed by their legal representative.

The next session was dedicated to the feedback provided by NEAC in each country. Andrean has presented the feedback towards project deliverables from Bulgarian committee – see separate PPT.

After that the Thessaly Educational Directorate (Dimitra) has presented the 4 meetings that they have conducted with the NEAC. There was a suggestion to develop a feedback form, which will be provided to advisory board members for the next meetings in order to gather the feedback. They might be invited to make an iterative testing of the platform and practice and to use the feedback form to provide opinion and feedback on upscaling and implementation.

The Romanian partner should provide a PPT with the names of the members of NEAC in Romania



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Activity	Lead by
as well as with feedback on project deliverables.	
P2 also need to prepare a PPT with presentation of NEAC board in Turkey	. The Italian partner has
presented the meetings elaborated with the members of the NEAC in Italy	. They will invite for the
upscaling and piloting phase associated partners, who are involved in in	tercultural education as
well as schools.	
WP2 Quality assurance	Inspectoratul Scolar
Review of the activities by the leader and discussion on tasks:	Judetean Dolj,
WP2/A1 Production and implementation of quality assurance plan and	Romania
measures – lead by P8 + contribution by all partners – DONE	
WP2/A2 Monthly reviews of progress against the work programme –	
lead by P1 + contribution by all partners. Peer review on regular base by	
all partners – ONGOING	
WP2/A3 Ongoing participation in the quality assurance measures	
according to predefined indicators with regards to the project outputs	
during their production, iterative testing, pilot implementation,	
dissemination, mainstreaming, exploitation and sustainability – all	
partners – ONGOING	
WP2/A4 Regular reviews of progress and gathering structured and	
concise feedback by the members of the NEAC – all partners – TO BE	
REPORTED TOGETHER WITH WP1/A7	
WP2/A5 Gathering of impact based on logical framework indicators –	
lead by P8 + contribution by all partners - THE SECOND REPORT TO	
BE PRESENTED BY P8	
Deliverables:	
2.1 Quality plan	
2.2 Internal quality assurance reports	
The partners has discussed the quality assurance procedure and the recer	it results.
WP3 Evaluation	Zgura-M Ltd.

WP3 Evaluation	Zgura-M Ltd.
	Lgula-M Ltu.
Review of the activities by the leader and discussion on tasks:	
WP3/A1 Creation of internal evaluation plan and tools – lead by P3 and	
to be agreed by all partners – DONE	
WP3/A2 Selection by tender procedure of external evaluator – lead by	
P3 – DONE	
WP3/A3 Development and provision of on-going external evaluation –	
lead by the selected external evaluator – DONE	
WP3/A5 Regular reviews of progress against the work plan and	
deliverables and of activity against aims and objectives of the project	
and against the original application – lead by P3 together with P1 +	
contribution by all partners – ONGOING	
WP3/A6 Facilitate evaluation of partner meetings and analyse results	
for feedback to partners – lead by P3 – POST MEETING EVALUATION	
RESULTS TO BE PRESENTED BY P3	
WP3/A7 Evaluation of piloting, including setting of outcome	
measurement tools for assessing social and educational impact of the	
project results – lead by P3 + contribution by all partners – TO BE	
PRESENTED	
WP3/A8 Provision of progress and final external evaluation reports –	
lead by the selected external evaluator – DONE FOR THE PROGRESS	
REPORT	
WP3/A9 Organisation of the sixth transnational partners meeting in	



Activity	Lead by
Latvia Catania – lead by P5 + participation by all partners	
Deliverables:	
3.1 Internal evaluation plan and tools	
3.2 External evaluation reports – progress and final stage	
Observations by the External evaluator	
	Karel Van Isacker
Andrean has presented the results from the post meeting evaluation	
evaluation status, including recommendations for improvement based o	
the EACEA with regards to the progress report. After that the external	
Isacker has delivered a presentation, which consists of analysis of the c	
achievements, results from partners' consultation as well as recommend	ations for improvement
of partners' performance for the second project period.	
WP5 Database of good practices development & assessment	Ogretmen Akademisi
methodology for refugees students' prior knowledge	Vakfi
Review of the activities by the leader and discussion on tasks:	
WP5/A1 Development and implementation of a logical framework for	
collection and categorisation of inclusive refugee's teaching and learning	Each partner to
resources, methods, tools and mechanisms in the sectors: early	provide an overview
childhood, secondary school, Adults education – lead by P2 +	about the selected
contribution by all partners – DONE	practices and those
WP5/A2 Collection, systematisation and categorisation of the good	that are translated
practices results – each partner will provide the above mentioned	and adopted.
resources and will categorise them based on predefined wizard style	
logical framework – all partners to report directly from completed	
matrixes (ALL MATRIXES SHOULD BE UPLOADED ONTO DROPBOX	
IN ENGLISH AND LOCAL LANGUAGE, WP5, <u>BEFORE THE MEETING</u>)	
WP5/A3 Customisation by each partner of the content based on the	
national requirements, circumstances and cultural differences - ALL	
PARTNERS TO PROVIDE PLAN WITH CUSTOMISATION BY THE	
PROVIDED TEMPLATE	
Deliverables:	
5.1 Framework for collection and categorization of inclusive	
refugee's teaching and learning resources, methods, tools and	
mechanisms	
P2 OAK must prepare a document, which is explaining the framework	k and modalities of the
and the second shall be the FIL Constraints and second shall be	···· ··· ··· · · · · · · · · · · · · ·

P2 OAK must prepare a document, which is explaining the framework and modalities of the matrixes as requested by the EU Commission at progress reporting stage. The draft version should be developed by 30/09/2019 and shared with the partners.

A feedback form has been developed by the ZGURA-M team which was presented and agreed to be used – see separate file. All partners must translate the form by 30/09/2019.

Steficon will implement the feedback form as attached to each practice. When completed online, then the form will be stored at the back end of the platform and each partner will have access to the stored forms in their language. It was decided this to be implement by end of October 2019 by Steficon.

Status of translations and adaptations:

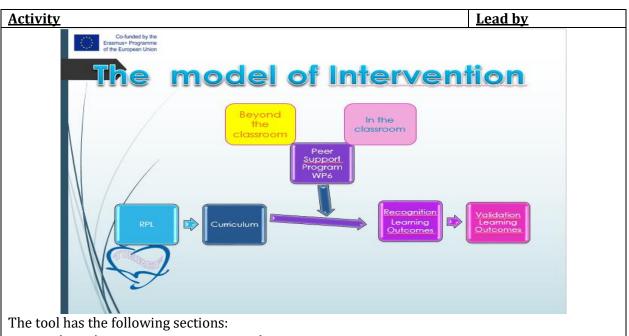
• P1 & P2 – 15 in TR language are available. The rest matrixes should be translated by 30/09/2019.





Activity	Lead by
 P3 – 31 matrixes are translated in Bulgarian language and 20 uploaded. The rest matrixes are translated and will be uploaded. P4 – all matrixes are translated in Greek language and 10 files hadopted 	-
 P5 – withdrew from the project P6 – 81 matrixes are translated in Italian language and 10 files h adopted P7 – technical partner 	ave been translated and
• P8 - 69 matrixes are translated and 10 of the source files has adopted. The rest matrixes should be translated by 30/09/2019.	ve been translated and
If partners add new practice, they must be named it as NEW in the notification email should be sent to all partners. Each partner should appoint the proof reading person. For EN version - language versions should be proof read by an appointed person from each	- P1 will do it. All other organisation.
The leading partner P2 should check all practices to avoid the overlapping It was agreed until Karditsa meeting another 10 source files should be adopted by each partner in their language. If partner discovered existing to the project topic, they are also invited to upload them.	selected, translated and or new material related
WP5 Database of good practices development & assessment	University of Catania
methodology for refugees students' prior knowledge	
Review of the activities by the leader and discussion on tasks: WP5/A4 Development of the assessment methodology for refugee prior	
knowledge and online tool for assessment methodology for refugee	
students' prior knowledge & recognition and validation of the learning	
outcomes gained during the learning process – lead by P6 +	
contribution by all partners – FINAL VERSION TO BE PRESENTED	
WP5/A5 Uploading of the good practice resources onto the TIEREF	
portal – lead by P2 – STATUS TO BE REPORTED BY OAK & STEFICON	
WP5/A6 Iterative testing of the good practice resources and the	
assessment methodology – all partners – EACH PARTNER TO REPORT	
VIA PPT ON INITIAL PLANS FOR ITERATIVE TESTING	
WP5/A7 On-going collection of other approbated refugee teaching and	
learning resources, methods, tools, practice – all partners to P2 –	OAK & STEFICON
ONGOING	
WP5/A8 Organisation of the second transnational partners meeting in	
Plovdiv, Bulgaria – lead by P3 + contribution/input by all partners – DONE	
Deliverables:	
5.2 Online tool for assessment methodology for refugee students'	
prior knowledge & recognition and validation of the learning	
outcomes gained during the learning process	in a familia an africada
The literacy skills must be added to the tool as well as some prerequis questionnaire there – for example grade specification of applicability.	sites for the use of each
There are three pre-selected tools in the following domains:	
CONCEPT INVENTORIES	
CONCEPT MAPS	
SELF-ASSESSMENT PROBES	
- JEEL-WORFORMENT LICORO	





- Auto-Assessment survey page 6
- Linguistic difficulties page 18
- Social domains page 34
- STEM page 39

The personal data section should be skipped. An indication initials can be put at the beginning in order to identify the initials of the student. In each introduction, there should be a text, which clarifies in case of need, the teacher should supervise the process of completion.

There will be an online version and downloadable version for each of the questionnaires, developed in all languages.

The partners went through questionnaires and decided on final changes.

It was decided that the Italian partner should include an introductory chapter, which will explain the approach used, the modalities and procedure, which the teachers should follow when they are using the handbook.

It was decided that all exercises and self-assessment forms should be uploaded on Moodle and the teachers will be granted with an access to the entries.

It was also discussed, that the IT partner should try to include images and visualised material to the tool – Greek and Romanian partners should provide samples and also examples from <u>www.pixabay.com</u> can be used as copyrighted free images. Instructions to the teachers on how to use the tests and exercises must be provided as well including their sequence. The placement test should be the starting point. All partners should provide if existing placement tests (German, English, Spanish...) exists to the Italian partner.

The external evaluator pointed out that if an online test exists in national language, then the national partner could use it and provide it reference on the platform.

The handbook should include a chapter, which could have a checklist for the teacher to review what formal proofs and evidence s/he has for the particular students so far. Zgura-M will provide an example. The last chapter should be with regards to validation of learning outcomes gained during the learning process as an alternative if the formal examination process cannot be elaborated due to lack of language skills.

The Italian partner will provide by 18 September 2019 a revised version based on debate and suggestions for improvement. After that IT partner will request for specific contribution by each partner. The new version should be ready by end of October 2019.

Recap of the first meetin	ig day
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Project coordinator



Activity												<u>Lead by</u>		
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At the end of the first meeting day, the project coordinator has presented the summary of the decisions made during the first meeting day and has presented a summary of the sessions for the 2^{nd} meeting day.

13 September 2019, (Friday) - Second meeting day

Activity	Lead by
WP6 Peer supported learning intervention method	DIRECTORATE OF
Review of the activities by the leader and discussion on tasks:	EDUCATION OF
WP6/A1 Finalisation of the structure of the guide – lead by P7 +	THESSALY
contribution by all partners – DONE	
WP6/A2 Creation of the content of the guide – lead by P6 + contribution by	
all partners – DONE	
WP6/A3 Production of EN version and translation onto partners'	
languages – all partners – DONE	
WP6/A4 Pilot try-outs with beneficiaries – pedagogical staff, psychologists	
 – all partners – EACH PARTNER TO PRESENT PLAN VIA PPT (IN 	
COINSIDENCE WITH WP5/A6	
WP6/A5 Optimisation of the output based on the gathered feedback – lead	
by P7 – NOT YET DUE	
WP6/A6 Organisation of the 3rd transnational partners meeting in	
Craiova, Romania – lead by P8 + contribution/input by all partners – DONE	
Deliverable:	
6.1 Peer supported learning intervention method	
The guide is ready in all languages and in EN. Steficon should upload it on	
discussed the process of piloting of the guide. By next meeting in Kardit	sa, the partners should
present the first outcomes of its piloting by the template provided in WP8.	
WP7 Online collaborative exchange portal and resource repository	STEFICON
concept towards inclusive education	
Review of the activities by the leader and discussion on tasks:	
WP7/A1: Development of alpha/beta and final versions of the portal – lead	
by P4 + contribution by all partners on validation of the version – ALPHA	
VERSION DONE, ISSUES TO BE REPORTED BY ALL PARTNERS	
WP7/A2: Collection, systematisation and categorisation of the good	
practices results – each partner will provide the above mentioned	
resources – lead by P4 + contribution by all partners – SEE WP5/A2	
WP7/A3: Gathering feedback from the NEAC and customisation by each	
partner of the content based on the national requirements, circumstances	
and cultural differences – all partners – ONGOING	
WP7/A4: Uploading of resources onto the portal (three testing cycles:	
alpha, beta and optimised versions) – lead by P4 – STATUS TO BE	





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REPORTED	
WP7/A5: On-going collection of other approbated resources, methods,	
tools, practice – all partners – ONGOING	
Deliverable:	
7.1 Online collaborative exchange portal and resource repository	
concept towards inclusive education	
It was agreed that by end of September 2019, Steficon will make the p	latform more attractive.
remove at bottom all but keep the disclaimer and add introductory text, whi	
purpose this platform has been developed and what the pedagogical staff	can find there. No guest
login to search practices is implemented. The project number should be incl	_
discussed that the designer of Steficon will improve the visual interface of t	
logo should appear better and not to be squeezed. The introduction text s	
first page of the platform. The text will be provided by Zgura-M. The feedbac	ck form will be able to be
completed only when the user is registered. At the footer Steficon will imple	
information on Facebook as well as the admin email for contact in case of ne	-
WP8 Pilot implementation and impact gathering	ZGURA-M (replacing
Review of the activities by the leader and discussion on tasks:	the formal Latvian
WP8/A1 Development of pilot plan – lead by P5 now P3 + contribution by	partner)
all partners – DRAFT VERSION TO BE PRESENTED	
WP8/A2 Development and implementation of the impact gathering tool –	
lead by P6 + contribution by all partners – DRAFT VERSION TO BE	Inspectoratul Scolar
PRESENTED	Judetean Dolj,
WP8/A3 Development and implementation of white papers towards	Romania
inclusive education for migrant children – lead by P1 + contribution by all	
partners – FRAMEWORK FOR CREATION TO BE PROVIDED BY P1	
WP8/A4 Collection of case studies from implementers – pedagogical staff	
who used the inclusive learning resources – all partners – FRAMEWORK	
FOR CREATION TO BE PROVIDED BY P3	IMEM
WP8/A5 On-going collection of other approbated inclusive learning	
resources, methods, tools, practice – all partners – ONGOING	
WP8/A6 Production of optimised versions of the portal – lead by P4 –	
ONGOING	Zgura-M Ltd.
WP8/A7 Policy liaison on governmental level aiming to include the	
inclusive refugee learning as a priority of the leading political party in their	
mandate agenda (at all partners countries) – all partners – ONGOING	
WP8/A8 Organisation of the Fourth transnational partners meeting in Bari,	
Catania, Italy – lead by P6 + contribution/input from all partners – NOT YET DUE	
Deliverables:	
8.1 Pilot plan and impact gathering tool	
8.2 White papers towards inclusive education for refugee/migrant	
children, based on the project's outcomes and results	
8.3 Case studies from implementers – pedagogical staff who used the	
inclusive learning resources	
The pilot plan, piloting reporting template and case studies framework	have been presented by
Andrean from Zgura-M – see separate PPT. The process should start from	
piloting of the best practice (WP5), peer support guide (WP6) and the platfo	
next meeting in Karditsa the partners should present the first outcome	
upscaling phase by the provided piloting template as well as at least 3 case s	
have been involved in the phase so far.	
•	



The Romanian partner should provide impact gathering tool by 15 October						
the overall satisfaction of the pedagogical staff from the piloting phase inclu						
DEL. 5.2 and 6.1. This tool must evaluate what improvement of teache						
reached and how the teaching process and strategies has been improved by the pedagogical staff,						
who have participated in the piloting.						
IMEM should provide a framework for the development of the white papers						
WP9 Dissemination	IMEM					
Review of the activities by the leader and discussion on tasks:						
WP9/A1 Finalisation and implementation of the dissemination strategy –						
P1 with contribution from all partners – DONE						
WP9/A2 Stakeholder identification - all partners – ALL PARTNERS TO						
UPLOAD THE STAKEHOLDER IDENTIFICATION DOCUMENTS ONTO						
DROPBOX						
WP9/A3 Production of project brand and promotional materials - leaflets,	ALL PARTNERS					
roll-up banners, logo, PPT template etc. – lead by P1 + contribution by all						
partners – DESIGN OF THE MATERIALS TO BE PROVIDED						
WP9/A4 Development and maintenance of the project website – P4 with						
contribution from all partners – EACH PARTNER TO PROVIDE THE	IMEM					
MSWORD DOCUMENT WITH THE NEWS IN EN AND IN THEIR LANGUAGE BEFORE THE MEETING						
WP9/A5 Reaching key National and European level dissemination targets						
and media – P1 with contribution from all partners – EACH PARTNER TO	STEFICON					
PROVIDE A DISSEMINATION PPT AND COMPLETED DISSEMINATION	STEFICON					
REPORTS						
WP9/A6 Publications and press releases – at least 4 per partner country -	ALL PARTNERS					
all partners – ALL PARTNERS TO REPORT	ALLIANINERS					
WP9/A7 Organisation of informative sessions (minimum 10 per partner) -						
all partners – ALL PARTNERS TO REPORT	ALL PARTNERS					
WP9/A8 Organisation of thematic workshops (minimum 10 per partner) -						
all partners – ALL PARTNERS TO REPORT						
Outputs:						
9.1 Dissemination strategy and awareness-raising campaign	ALL PARTNERS					
9.2 Dissemination promotional materials	_					
9.3 Project website www.teachref.eu						
All partners should provide minimum 2 news per month for the period f	rom the project start till					
September 2019 – in EN and their language – by 30/09/2019. The process	1					
be ongoing - at least 2 per month by each partner - in EN and national	-					
proceed with the production of project leaflet and roll-up banners.						
Action plan	IMEM					
Recap of the meeting	Zgura-M Ltd.					
At the end of the meeting the partners have agreed on the action plan and n	ext steps of development					
and implementation – see below the action plan.						
The next meeting will be held in Karditsa, Greece on 6-7 February 2020. T	-					
will provide further information on accommodation and logistics at least						
meeting. The meeting in Italy is initially scheduled for 15-16 July 2020, how	-					
be circulated to identify more suitable dates – most probably in the week be	etween 22 and 25 of June					
2020.	1					
End of the meeting	IMEM					
	All partners					
The meeting has finished with a recap on all tasks, which need to be accomp						
the period till next meeting in Karditsa. The host partner has provided certin	ncate of attendance to all					
	10					



participants. A group photo was produced (to be added).

Action plan

Action	Leading Partner	Start date	End date	Status
WP1 Management				
WP1/A1 Creation and completion grant agreement with the EACEA	lead by P1	15.1.2018	31.3.2018	DONE
WP1/A2 Creation and completion of bilateral agreement between P1 and the rest of the partners	lead by P1	15.1.2018	31.3.2018	DONE
Amendment request for replacement of Italian partner and withdrawal of LT partner to be prepared and send to EACEA	Lead by P1 with support by P3 as internal evaluation manager	ASAP	ASAP	ITALIAN PARTNER APPROVED BY EACEA THE REALLOCATION OF THE FUNDS – BY P1 AND P3 TO BE APPROVED BY EACEA ASAP AN AMENDMENT REQUEST TO BE COMPLETED BY P1 ASAP ANNEX TO BILATERIAL AGREEMENT OF P3 TO BE ISSUED BY IMEM AS SOON AS THE AMENDMENT IS APPROVED
Completion of the bilateral agreement with new IT partner	P1	ASAP	ASAP	DONE
WP1/A3 Creation and completion of the IPR agreement	lead by P1 with contributi on by all partners	15.1.2018	31.3.2018	TO BE CHECKED
WP1/A4 Development of project management manual	lead by P1	15.1.2018	30.4.2018	DONE and uploaded onto Dropbox WP1
WP1/A5 Development of financial and monitoring reporting forms	lead by P1 with contributi on by P3	15.1.2018	30.4.2018	DONE and uploaded onto Dropbox WP1
WP1/A6 Regular six months reporting by all partners to P1	lead by P1 + contributi on by all partners	15.1.2018	14.1.2021	BY 15 OCTOBER 2019 ALL PARTNERS TO UPLOAD ALL SUPPORTING DOCUMENTS AND THE COMPLETED COMULATIVE EXCEL TOOL
Forms for VAT exemption and internal rules for travelling	Lead by P1 and P3	15.09.2019		<mark>TO BE PROVIDED BY</mark> <mark>15/09/2019</mark>





	Leading			State a
Action	Partner	Start date	End date	Status
Changes of legal representatives	Lead by P1	15.09.2019		GREEK AND ITALIAN PARTNERS TO PROVIDE OFFICIAL LETTERS WITH REGARDS TO THE CHANGES OF THEIR LEGAL REPRESENTATIVES BY 15/09/2019
WP1/A7 Regular review meetings of the National expert advisory committees in partners' countries	all partners	15.1.2018	14.1.2021	TURKISH AND ROMANIAN PARTNERS TO PROVIDE PPT WITH THE LIST OF MEMBERS OF NAEC AND FEEDBACK ON CONDUCTED MEETING SO FAR
WP1/A8 Monthly review via Skype meetings to report on project progress by each partner and to agree on the next steps	lead by P1 + contributi on by all partners	15.1.2018	14.1.2021	ONGOING EACH WORK PACKAGE LEADER SHOULD ORGANISE UPON NEED WITH PARTICULAR PARTNER(S)
WP1/A9 Organisation of the kick-off transnational partners meeting in Turkey	lead by P1 + participati on of all partners	15.1.2018	14.1.2021	DONE
WP1/A10 Completion and submission of progress and final reports to the EACEA	lead by P1 + participati on of all partners	15.1.2018	14.1.2021	SUBMISSION DEADLINE OF THE PROGRESS REPORT IS BY 31 MAY 2019 – DONE FINAL REPORT – NOT YET DUE
Setting up of Dropbox folder and Google mailing group	lead by P1	15.1.2018	14.1.2021	DONE
DEL. 1.1 Project management handbook		15.1.2018	14.1.2021	DONE
DEL. 1.2 Reporting forms		15.1.2018	14.1.2021	DONE
DEL. 1.3 Report on factual findings - Type I		15.1.2018	14.1.2021	NOT YET DUE TENDER PROCEDURE TO BE UPLOADED ON DROPBOX
	WP2 Q	uality assura	nce	
WP2/A1 Production and implementation of quality assurance plan and measures	lead by P8 + contributi on by all partners.	15.1.2018	30.4.2018	DONE & ONGOING <mark>SHORT REPORT TO BE</mark> PROVIDED BY THE ROMANIAN PARTNER
WP2/A2 Monthly reviews of progress against the work programme	lead by P1 + contributi on by all partners	15.1.2018	14.1.2021	ONGOING
WP2/A3 Ongoing participation in the quality assurance measures according to predefined indicators with regards to the project outputs during their production, iterative testing, pilot	all partners	15.1.2018	14.1.2021	ONGOING TASK





Action	Leading Partner	Start date	End date	Status
implementation, dissemination, mainstreaming, exploitation and sustainability				
WP2/A4 Regular reviews of progress and gathering structured and concise feedback by the members of the NEAC	all partners	15.1.2018	14.1.2021	ONGOING TASK BY NEXT MEETING IN KARDITSA ALL PARTNERS TO ORGANISE MEETINGS WITH THE MEMBERS OF NEAC TO GATHER FEEDBACK ON THE OUTPUTS OF WP5, 6 AND 7
WP2/A5 Gathering of impact based on logical framework indicators	lead by P8 + contributi on by all partners.	15.1.2018	14.1.2021	UPDATED FOR THE PROGRESS REPORT BY ZGURA-M
DEL. 2.1 Quality plan		15.1.2018	14.1.2021	DONE
DEL. 2.2 Internal quality assurance reports		15.1.2018	14.1.2021	INTERIM QUALITY REPORT PRODUCED BY THE ROMANIAN PARTNER
		3 Evaluation		
WP3/A1 Creation of internal evaluation plan and tools	lead by P3 and to be agreed by all partners.	15.1.2018	30.4.2018	DONE
WP3/A2 Selection by tender procedure of external evaluator	lead by P3	15.1.2018	14.1.2021	DONE
WP3/A3 Development and provision of on-going external evaluation	lead by the selected external evaluator	15.1.2018	14.1.2021	ONGOING
WP3/A5 Regular reviews of progress against the work plan and deliverables and of activity against aims and objectives of the project and against the original application	lead by P3 together with P1 + contributi on by all partners.	15.1.2018	14.1.2021	ONGOING
WP3/A6 Facilitate evaluation of partner meetings and analyse results for feedback to partners	lead by P3	15.1.2018	14.1.2021	ONGOING DONE FOR KICK OFF, SECOND AND THIRD MEETING ALL PARTNERS ARE OBLIGATED TO COMPLETE THE POST MEETING EVALUATION BY 14/09/2019
WP3/A7 Evaluation of piloting, including setting of outcome measurement tools for assessing social and educational impact of the project results	lead by P3 + contributi on by all partners.	15.1.2018	14.1.2021	YEAR 2 TO BE DEFINED – MEASUREMENT TOOL OF EDUCATIONAL AND SOCIAL IMPACT IS DEVELOPED ALL PARTNERS TO TRANSLATE IT BY 20/09/2019





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Action	Leading Partner	Start date	End date	Status				
WP3/A8 Provision of progress and final external evaluation reports	lead by the selected external evaluator.	15.1.2018	14.1.2021	PROGRESS EXTERNAL EVALUATION REPORT IS DONE FINAL EXTERNAL EVALUATION REPORT – NOT YET DUE				
WP3/A9 Organisation of the sixth transnational partners meeting in Latvia	lead by P5 + participati on by all partners	15.1.2018	14.1.2021	IT WAS REPLACED WITH THE ORGANISATION OF SECOND MEETING IN BULGARIA				
DEL. 3. 1 Internal evaluation plan and tools		15.1.2018	14.1.2021	DONE				
DEL. 3.2 External evaluation reports – progress and final stage		15.1.2018	14.1.2021	PROGRESS REPORT BY EXTERNAL EVALUATOR IS DONE				
	esults							
WP4/A1: Development and implementation of an Exploitation strategy – a document which is describing a rigorous model of promotion and mainstreaming of the project's results, including the identification of key exploitation targets (media, tools, and channels), stakeholders mapping and mainstreaming of final products	lead by P6 + contributi on by all partners	15.1.2020	14.1.2021	BY NEXT MEETING IN KARDITSA P6 TO DEVELOP THE DRAFT VERSION OF THE EXPLOITATION STRATEGY				
WP4/A2: Wider-exploitation campaign that is promoting the exploitability of the project results which will be offering free resources to the project target groups and relevant beneficiaries	all partners	15.1.2020	14.1.2021	NOT YET DUE				
WP4/A3: Organisation of round tables and focus group presentations to convince the pedagogical staff by presenting the benefits and strengths of each of the above mentioned refugee good practice teaching resources	all partners	15.1.2020	14.1.2021	NOT YET DUE				
WP4/A4: Organisation of meetings with representatives by the regional municipalities, educational directorates and relevant departments at the Ministry of education as well as the representatives by the educational committees at the national Parliaments responsible for the decision-making to convince them to support the participation of as much as possible representatives of the pedagogical staff (at all educational levels in the country) in the testing phase and to increase the number of the users of the portal	all partners	15.1.2020	14.1.2021	NOT YET DUE				





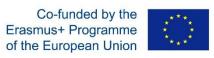
Action	Leading Partner	Start date	End date	Status
WP4/A5: Negotiated exploitation agreements with relevant stakeholders	all partners	15.1.2020	14.1.2021	NOT YET DUE
WP4/A6: Organisation of the exploitation multiplier event in Istanbul, Turkey	lead by P1 + contributi on by all partners	15.1.2020	14.1.2021	NOT YET DUE
WP4/A7: Organisation of the final transnational partners' meeting in Turkey	lead by P1 + participati on/input by all partners.	15.1.2020	14.1.2021	NOT YET DUE
DEL. 4. 1 Exploitation strategy		15.1.2020	14.1.2021	BY NEXT MEETING IN KARDITSA P6 TO DEVELOP THE DRAFT VERSION OF THE EXPLOITATION STRATEGY
DEL. 4. 2 Exploitation agreements		15.1.2020	14.1.2021	NOT YET DUE
DEL. 4. 3 Exploitation multiplier event – Istanbul, Turkey		15.1.2020	14.1.2021	NOT YET DUE
WP5 Database of good practices de		ind assessmer knowledge	nt methodol	ogy for refugees students' prior
WP5/A1 Development and implementation of a logical framework for collection and categorisation of inclusive refugee's teaching and learning resources, methods, tools and mechanisms in the sectors: early childhood, secondary school, Adults education	lead by P2 + contributi on by all partners	15.2.2018	30.6.2018	DOCUMENT VERSION EXPLAINING THE FRAMEWORK MODALITIES TO BE DEVELOPED BY P2 BY END OF SEPTEMBER 2019
WP5/A2 Collection, systematisation and categorisation of the good practices results – each partner will provide the above mentioned resources and will categorise them based on predefined wizard style logical framework	all partners	1.10.2018	28.2.2019	90 MATRIXES COMPLETED THE PROCESS OF COLLECTION WILL CONTINUE ALSO DURING PILOTING TILL MONTH 30 SYSTEMATISATION AND CATEGORISATON BY P2 + ALL PARTNERS - TO CONTINUE THE PROCESS
WP5/A3 Customisation by each partner of the content based on the national requirements, circumstances and cultural differences	all partners	15.2.2018	14.1.2021	FINALISATION OF TRANSLATIONS OF MATRIXES – 30/09/2019 10 MORE SOURCE PRACTICES TO BE TRANSLATED BY NEXT MEETING IN KARDITSA





	Leading			Status
Action	Partner	Start date	End date	The Italian partner will
WP5/A4 Development of the assessment methodology for refugee prior knowledge and online tool for assessment methodology for refugee students' prior knowledge & recognition and validation of the learning outcomes gained during the learning process	lead by P6 + contributi on by all partners	15.2.2018	14.6.2019	provide by 18 September 2019 a revised version based on debate and suggestions for improvement. After that IT partner will request for specific contribution by each partner. The new version should be ready by end of October 2019. TRANSLATION BY 1 st DECEMBER 2019
WP5/A5 Uploading of the good practice resources onto the TIEREF portal	lead by P6 + contributi on by all partners	15.2.2018	14.1.2021	ALREADY STARTED IN ENGLISH NATIONAL VERSIONS TO BE UPLOADED BY END OF OCTOBER 2019 BY STEFICON
WP5/A6 Iterative testing of the good practice resources and the assessment methodology	all partners	15.9.2019	14.1.2021	SEE DEL. 8.1
WP5/A7 On-going collection of other approbated refugee teaching and learning resources, methods, tools, practice	all partners to P2	15.2.2018	14.1.2021	ONGOING
WP5/A8 Organisation of the second transnational partners meeting in Plovdiv, Bulgaria	lead by P3 + contributi on/input by all partners	15.2.2018	14.1.2021	9-10.07.2018 DONE
DEL. 5. 1 Framework for collection and categorisation of inclusive refugee's teaching and learning resources, methods, tools and mechanisms		15.2.2018	14.1.2021	A DOCUMENT VERSION TO BE PROVIDED BY P2 EXPLAINING ALL MODALITIES OF THE PROCESS – 30 SEPTEMBER 2019
DEL. 5. 2 Online tool for assessment methodology for refugee students' prior knowledge & recognition and validation of the learning outcomes gained during the learning process		15.2.2018	14.1.2021	DRAFT VERSION BY END OF OCTOBER 2019 TRANSLATION BY 1/12/2019
	r supported	learning inte	ervention me	ethod
WP6/A1 Finalisation of the structure of the guide	lead by P7 + contributi on by all partners	15.2.2018	30.6.2018	DONE





Action	Leading Partner	Start date	End date	Status
WP6/A2 Creation of the content of the guide	lead by P6 + contributi on by all partners	15.2.2018	31.10.201 8	FINAL EN VERSION AVAILABLE
WP6/A3 Production of EN version and translation onto partners' languages	all partners	15.2.2018	14.5.2019	DONE ALL PARTNERS LANGUAGES
WP6/A4 Pilot try-outs with beneficiaries – pedagogical staff, psychologists	all partners	15.9.2019	14.5.2019	TO START FROM OCTOBER 2019
WP6/A5 Optimisation of the output based on the gathered feedback	lead by P7	15.2.2018	14.5.2019	NOT YET DUE
WP6/A6 Organisation of the 3rd transnational partners meeting in Craiova, Romania	lead by P8 + contributi on/input by all partners	15.2.2018	14.5.2019	DONE
DEL. 6.1 Peer supported learning intervention method		15.2.2018	14.5.2019	DONE
WP7 Online collaborative exchange	portal and r	esource repo	sitory conce	pt towards inclusive education
WP7/A1: Development of alpha/beta and final versions of the portal	lead by P4 + contributi on by all partners on validation of the version	15.2.2018	14.1.2019	DONE for Alpha version The Beta version with re-design of the interface should be implemented by 30/09/2019 The Feedback form will be implemented on all languages online by 31/10/2019
WP7/A2: Collection, systematisation and categorisation of the good practices results – each partner will provide the above mentioned resources	each partner will provide the above mentioned resources – lead by P4 + contributi on by all partners	15.2.2018	14.1.2021	DONE & ONGOING UPLOADING OF NATIONAL VERSIONS BY END OF OCTOBER 2019 (THE EXISTING ONE) AND ONGOING IF NEW ARE PROVIDED
WP7/A3: Gathering feedback from	partiers			
the NEAC and customisation by each partner of the content based on the national requirements, circumstances and cultural differences	all partners	15.2.2018	14.1.2021	DONE





Action	Leading Partner	Start date	End date	Status
				VERSIONS BY END OF OCTOBER 2019 (THE EXISTING ONE) AND ONGOING IF NEW ARE PROVIDED
WP7/A5: On-going collection of other approbated resources, methods, tools, practice	all partners	15.2.2018	14.1.2021	ONGOING
DEL. 7.1 Online collaborative exchange portal and resource repository concept towards inclusive education		15.2.2018	14.1.2021	DONE FOR ENGLISH VERSION UPLOADING OF NATIONAL VERSIONS BY END OF OCTOBER 2019 (THE EXISTING ONE) AND ONGOING IF NEW ARE PROVIDED
WP8 Pi	lot impleme	ntation and ir	npact gathe	ring
WP8/A1 Development of pilot plan	lead by P5 + contributi on by all partners	14.4.2019	14.1.2021	DOCUMENT VERSION BY 30 SEPTEMBER 2019
WP8/A2 Development and implementation of the impact gathering tool	lead by P8 + contributi on by all partners	14.4.2019	14.1.2021	DRAFT VERSION BY 30 SEPTEMBER 2019 BY ROMANIAN PARTNER
WP8/A3 Development and implementation of white papers towards inclusive education for migrant children	lead by P5 + contributi on by all partners	14.4.2019	14.1.2021	P1 TO DEVELOP PLAN FOR DEVELOPMENT BY 15 OCTOBER 2019
WP8/A4 Collection of case studies from implementers – pedagogical staff who used the inclusive learning resources	lead by P5 + contributi on by all partners	14.4.2019	14.1.2021	FIRST CASE STUDIES TO BE PRESENTED DURING KARDITSA MEETING BY EACH PARTNER – MINIMUM <mark>3</mark>
WP8/A5 On-going collection of other approbated inclusive learning resources, methods, tools, practice	all partners	14.4.2019	14.1.2021	ONGOING
WP8/A6 Production of optimised versions of the portal	- lead by P4	14.10.2019	14.1.2021	BY 14/10/2019
WP8/A7 Policy liaison on governmental level aiming to include the inclusive refugee learning as a priority of the leading political party in their mandate agenda (at all partners countries)	all partners	14.10.2019	14.1.2021	NOT YET DUE
WP8/A8 Organisation of the Fourth transnational partners meeting in Bari Catania, Italy	lead by P6 + contributi on/input from all partners	14.4.2019	14.1.2021	NOT YET DUE A Doodle pool to negotiate the dates will be circulated by Augusto





Action	Leading Partner	Start date	End date	Status
DEL. 8.1 Pilot plan and impact	1 4/11/2/	14.9.2019	14.1.2021	DRAFT VERSION IS
gathering tool DEL. 8.2 White papers towards inclusive education for refugee/migrant children, based on the project's outcomes and results		14.9.2019	14.1.2021	AVAILABLE DRAFT VERSION BY THE MEETING IN KARDITSA BY P1
DEL. 8.3 Case studies from implementers – pedagogical staff who used the inclusive learning resources		15.05.2020	14.1.2021	EACH PARTNER TO DEVELOP AT LEAST 3 BY KARTITSA MEETING
	WP9	Disseminatio	n	
WP9/A1 Finalisation and implementation of the dissemination strategy	P1 with contributi on from all partners.	15.1.2018	14.1.2021	DONE
WP9/A2 Stakeholder identification	all partners.	15.1.2018	14.1.2021	ONGOING
WP9/A3 Production of project brand and promotional materials - leaflets, roll-up banners, logo, PPT template etc.	lead by P1 + contributi on by all partners.	15.1.2018	14.1.2021	Flyer produced in all languages. Leaflet and roll-up banners to be produced P1 BG version is available by Zgura-M
WP9/A4 Development and maintenance of the project website	P4 with contributi on from all partners.	15.1.2018	14.1.2021	www.teachref.eu ALL PARTNERS TO PROVIDE CONTENT FOR NEWS – 30 SEPTEMBER 2019 FOR PENDING AND REGULARLY AT THE END OF EACH MONTH – AT LEAST TWO NEWS IN EN AND NATIONAL LANGUAGE
WP9/A5 Reaching key European level dissemination targets and media	P4 with contributi on from all partners.	15.1.2018	14.1.2021	ONGOING
WP9/A6 Publications and press releases – at least 4 per partner country	at least 4 per partner country - all partners	15.1.2018	14.1.2021	ONGOING
WP9/A7 Organisation of informative sessions (minimum 10 per partner)	all partners	15.1.2018	14.1.2021	TO START FROM OCTOBER 2019
WP9/A8 Organisation of thematic workshops (minimum 10 per partner)	all partners	15.1.2018	14.1.2021	TO START FROM OCTOBER 2019
DEL. 9.1 Dissemination strategy and awareness-raising campaign		15.1.2018	14.1.2021	DONE
DEL. 9.2 Dissemination promotional materials		15.1.2018	14.1.2021	DONE FOR THE FLYER IN ALL LANGUAGES BANNER IN BULGARIAN IS



Action	Leading Partner	Start date	End date	Status
				AVAILABLE
DEL. 9.3 Project website		15.1.2018	14.1.2021	DONE & ONGOING

Attendees list (scanned)

Date:12 Sentember 2010		By stating the information in these fields, I declare that I give the explicit consent toInspectoratulScolarJudeteanDolj, Romania to store my personal data for the purposes of the project related to the events it organizes, and the latter undertakes not to provide this information to third partics persons. *		Check this box if you agree to be informed about other events by email and/or phone	
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*In line with the GDPR – General Data Protection Regulation





Title of the event: Fourth Transn Date: 12 September 2019 Place: Craiova, Romania	By stating the informa declare that I give t toInspectoratulScolarJ Romania to store my purposes of the pro events it organizes undertakes not to prov to third parties persons	the explicit consent udeteanDolj, personal data for the ject related to the s, and the latter vide this information s.*	Check this box if you agree to be informed about other events by email and/or phone		
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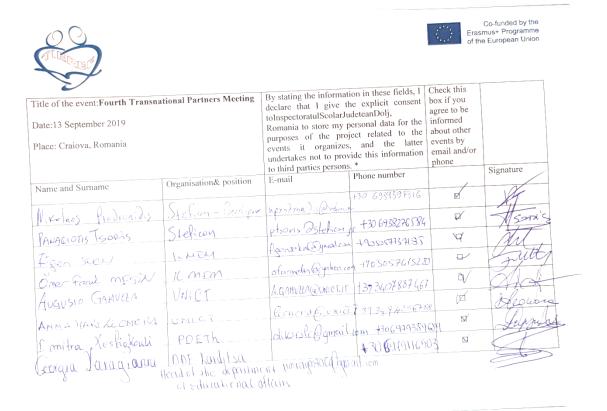
Title of the event:FourthTransnational Partners Meeting Date:12 September 2019 Place:Craiova, Romania		By stating the information in these fields, I declare that I give the explicit consent toInspectoratulScolarJudeteanDolj, Romania to store my personal data for the purposes of the project related to the events it organizes, and the latter undertakes not to provide this information to third parties persons. *		Check this box if you agree to be informed about other events by email and/or phone	
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