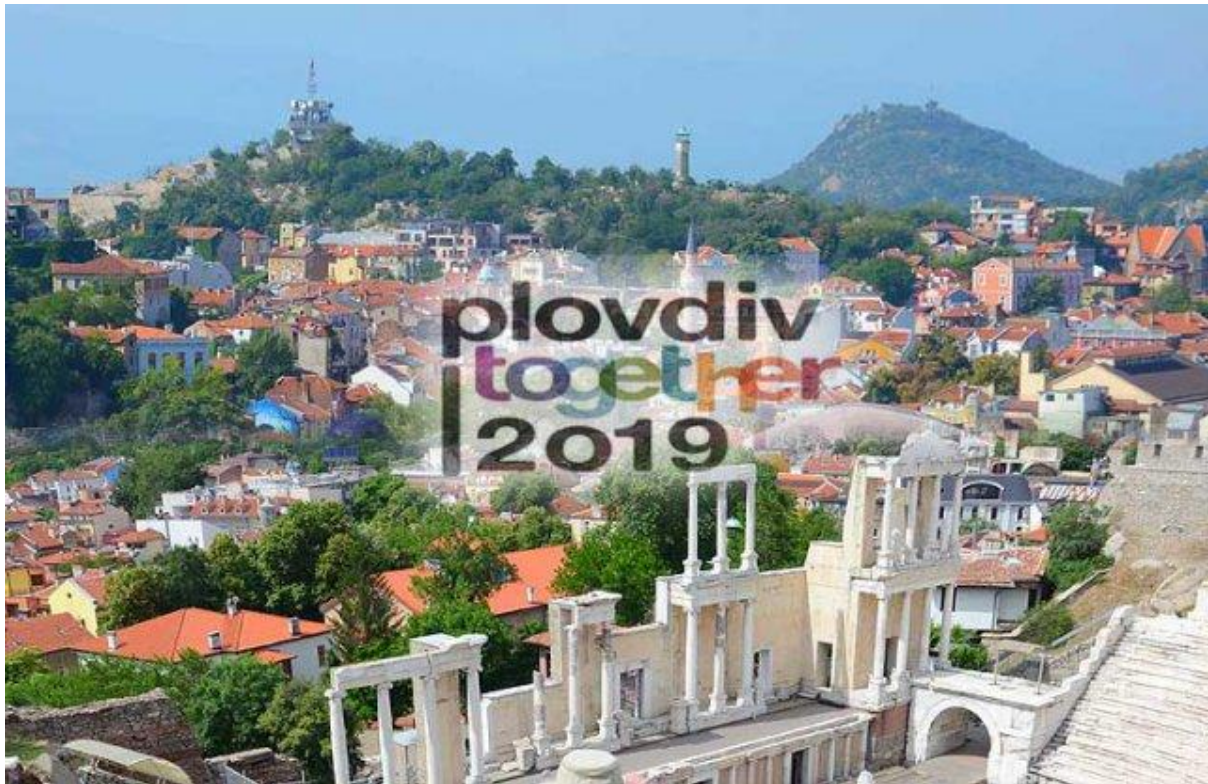




Co-funded by the
Erasmus+ Programme
of the European Union



MINUTES of the SECOND PARTNER MEETING
9-10 July 2018, Plovdiv, Bulgaria

**“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 who attended meeting:

P1	Istanbul Milli Egitim Mudurlugu, Turkey (Project Coordinator)	1. Figen Sekin 2. Omer Faruh Metin 3. Mehmet Nerettin Aras
P2	Ogretmen Akademisi Vakfi, Turkey	1. Kutlu Tanriverdi 2. Ece Çiftçi 3. Sezgin Vatansever
P3	Center for information and vocational guidance "ZGURA-M", Bulgaria	1. Andrean Lazarov 2. Maria Goranova
P4	STEFICON AE, Greece	1. Panagiotis Tsoris 2. Nikos Prodromidis 3. Dionysos Danos
P5	Baltic Countries International Education Fundation Academy, Latvia	1. ABSENT 2. ABSENT *no confirmation sent to the partnership
P6	Istituto Comprensivo "Japigia1- Verga", Italy	1. ABSENT 2. ABSENT *although confirmation for participation was sent to the partnership
P7	Directorate of secondary education of Thessaly, Greece	1. Ioannis Piklas 2. Georgia Konstantia Karagianni 3. Ourania Papazefkou
P8	Inspectoratul Scolar Judetean Dolj, Romania	1. Leotescu Daniel 2. Draghici Ani
	External evaluator	1. Karel Van Isacker



1st Meeting Day – 9 July 2018

WP1 Management

The meeting started with introduction by the host partner.

The IT and LV partners did not participate: the Italian partner confirmed via email their participation, the LV partner is not responding to any email and phone communication.

Each partner representative has presented himself/herself.

The External evaluator mentioned that there are problems with the Italian and Latvian partners and the consortium should take necessary conditions and steps to find a solution and to inform EACEA about that.

The meeting continued with the review of the last action plan by Mrs. Sekin. The partners have discussed the achieved and pending tasks.

After that the session on the NEAC presentation in each country took place.

- The Bulgarian meeting was conducted on 27 June (see separate ppt)
- In Greece - the NEAC was conducted on 14 June (see separate ppt)
- In Turkey there are 2 boards that have been established (see separate ppts).
- In Romania - they just constituted the NEAC with 10 members (no ppt).

WP2 Quality assurance

The meeting continued with the presentation of the WP2 Quality plan and strategy by Romanian partner. An example about the Quality plan and strategy to be sent to Romanian partner by P3.

There is a need to elaborate a quality plan document to explain each stage of the quality assurance that P8 will implement including tools and approaches. The draft version will be ready by end of July 2018.

WP5 Database of good practices development & assessment methodology for refugee students' prior knowledge

P2 presented the WP5 database draft version (see separate ppt). Mr. Lazarov from P3 mentioned that we need to respect the structure of modalities of the database that is described in the application form and it should be categorised in the three criteria - per education sector,



per type of material and per subject and activity applied. Mr. Tsoris suggested to include additional criteria for search when all partners collected and categorised the best practices.

After lunch the partners worked on the development of a structured Excel scheme for the collection of good/best practices. It was divided into two sheets: selection criteria which will be also used for the creation of the website repository and the description criteria which will describe the content of the selected best practice.

- By selection criteria:

COUNTRY	LOCATION	LANGUAGE	EDUCATIONAL OBJECTIVE	TYPE OF EDUCATION	EDUCATIONAL PRINCIPLES	TARGET GROUPS	SUBJECT	ADDRESSED CHALLENGE	TYPE OF OUTCOME	STATUS	MEDIA FORMAT	MEDIA TYPE	MEDIA SIZE	AVAILABILITY	ACCESS
TR		TR, ARABIC	GUIDANCE	PRIMARY	CONSTRUCTIVIST	TEACHERS	DRAMA	Challenges/barriers in the education system	TOOL	ONGOING	PAPER	PDF		YES	FREE OF CHARGE
GR		GR	ASSESSMENT	SECONDARY	BEHAVIOURAL	TRAINERS	MATH	Challenges due to the lack of language proficiency	HANDBOOK	FINALISED	ONLINE	EXC		NO	PAYABLE
RO		RO	RPL VALIDATION	VET	COGNITIVIST	PSYCHOLOGISTS	SCIENCE	Challenges related to culture	CASE STUDY		CD				
IT		IT	TEACHING PRACTICE	ADULT	EXPERIENTIAL	RESOURCE TEACHERS	FOREIGN LANGUAGE	Challenges related to parents' mistrust of EU culture	INITIATIVE		USB				
LV		LV	TRAINING MATERIAL	NON FORMAL	OTHER PLEASE SPECIFY	REFUGEE ASSISTANTS	PEER LEARNING ACTIVITY	Discipline and changed family dynamics	METHOD						
BG		BG				REFUGEE STUDENTS	OTHER: PLEASE SPECIFY	Student vulnerability in the face of antisocial practices that may besiege their community	PROGRAMME						
EU OTHER		EU OTHER				PARENTS		Challenges related to home, school and gang violence	COURSE MATERIAL						
						OTHER: SPECIFY		Isolation/loneliness because of a lack of social support	VIDEO						
								Strategies where there is a lack of knowledge	OTHER: PLEASE SPECIFY						
								Challenges related to policing and to the judicial system							
								Methods to prevent racism, discrimination/prejudice and stigma							
*MULTIPLE SELECTION MENU								Shortcomings related to programming of curricula							

- By description criteria

TITLE	SUMMARY	GENERAL AIMS	DURATION	BUDGET	AUTHORS (CONTACT INFORMATION)	COPYRIGHT	FUNDING SOURCE	ACTIVITIES	OUTPUTS	TEACHING METHODOLOGY	COMPONENTS	REQUIRED EQUIPMENT	PRESENTATION/ PRACTICE / PRODUCTION / IMPACT

Steficon will provide the possible type of files that could be uploaded and what could be the optimal size.

All partners should provide further feedback after consultation with the advisory board members by 15 September 2018. At the same time Steficon will work on the logical framework for the portal repository and will produce a draft version by 15 September (working version). They will provide also a mock-up of the search functionality, uploading and back-end management of categories and database diagram to illustrate the process by 14 August 2018. P2 will provide an example of the completed form by 31st of July 2018.



The external evaluator suggested to Steficon to select carefully the platform for the repository and assessment tool because Droople is not the best option. He suggested to think about Moodle because it is well known and it is giving more functionality to make a complete community. The partnership agreed that Moodle will be used. The Bulgarian partner can be contacted about the developing of the plug-in (to contact Mrs. Iglia Raykova). The first version will be ready by 15th September 2018.

WP1 Management

The meeting continued with a discussion about the position of the Latvian and Italian partners which were not present and so have not contributed to any work on the project. Today, the Coordinator received an official letter by the Italian partner that they withdraw from the project due to internal issues. About the other Latvian partner - they are not participating in the project activities so far and have not signed the bilateral agreement and also changed the content of provided contract-, the Coordinator requested the partnership to vote on this issue with the possible withdrawal of the Latvian partner due to their disagreement to sign the bilateral agreement and because they have not fulfilled their tasks so far. The partners voted that the Coordinator should make an official letter to the Latvian partner to request either to sign the bilateral agreement and their obligations or they will be invited to withdraw from the project. To allow smooth continuation, IMEM has the capacity to take their obligations and remaining budget. With regards to the Italian partner the situation with their withdrawal should be further confirmed by their legal representative. The Coordinator after that should report this to EACEA. Another possibility is to find a new IT partner that will replace the existing one. The Greek partner suggested a possible IT partner which could replace the existing IT partner. The partnership agreed that the Greek partner will provide a description of the expected activities and if that partner has the expertise to fulfil those activities then they should send a letter of interest. The clarification on those issues is agreed to be finalised by 31st of July 2018.

WP9 Dissemination

The meeting continued with the presentation of the final version of the dissemination strategy by the Project Coordinator. Mrs. Sekin reminded the partners to use the reporting form for dissemination activities which is available on Dropbox folder.

The production of the leaflets and the roll-up banners will be postponed until the issue with the IT and LV partners is resolved.



Mrs. Sekin has presented also the EU stakeholders list which consists of more than 500 relevant organisations around EU in the area of inclusive education and refugees which will be contacted for dissemination and exploitation purposes of the project.

The session was continued with a discussion on improvements of the project website. News section and Outcomes submenu should be included. The full title of the project should be visible in the heading of the website. The language menu should be visualised with flags instead of text. Newsletters subscription will not be provided. The Facebook link should be provided with a preview option and should be positioned on the right hand side of the interface. HTTPS should be activated as well. ZGURA-M team has provided a written report on improvements that has been requested and Steficon team confirmed that they will implement them. The text of the explanatory menu should be revisited in order to be more understandable for the wider audience of users.

The Moodle platform will be available on platform.teachref.eu. The Steficon team will produce an Excel file with the requested translations by 10 of July 2018. The respectful partners will deal with the translation by the end of July 2018 (TR version by IMEM, GR version by Steficon and the other versions by the respectful partners).

The meeting continued with the presentation of realised dissemination activities by each partner (see separate ppt of each partner).

To be done:

- All partner to send regularly news with pictures and information to Steficon to be uploaded on the project website.
- At the time being Steficon should upload all existing information from partners PPTs on dissemination as part of the EN and local versions of the News section of the web site.

2nd Meeting Day – 10 July 2018

WP6 Peer supported learning intervention method

A presentation of the peer supported learning intervention method and the action plan for its implementation was done by the Directorate of Thessaly with the support of Zgura-M (see separate ppt and doc). The preparatory action could be called welcoming (entrance) period. The practice PPTs from the RefugeesTeachersClass project was provided as example material for the welcoming process by the external evaluator. All partners agreed that by end of September 2018 they will provide a feedback on the document and the action plan of WP6 and by 15



November 2018 each partner (except Steficon) will provide one country specific case study about the implementation of the action plan. Furthermore, The Directorate of Thessaly will include an example for monitoring and feedback form as well as refugee student portfolio/individual plan.

WP1 Management

The partners discussed the organisation of the 3rd TSN meeting in Craiova, Romania (see separate ppt). All partner should arrive around 1-2pm. on 11th December in order to participate during the cultural activities. 12 and 13 December will be the working days. The location of the meeting venue and suggested accommodation is Hotel Hanul Craiova, Craiova, Romania. The cultural part will be split between 11th Dec in afternoon and 13th Dec in afternoon.

WP7 Online collaborative exchange portal and resource repository concept towards inclusive education

The meeting continued with the presentation of the progress of WP7 with regards to the development of the online collaborative exchange portal and resource repository (see separate ppt). Moodle platform will be used on: platform.teachref.eu. It is an open source technology.

The mobile app for such Moodle instance is already developed. Also, there are additional available plug-ins including own plug-ins from Zgura-M that will be implemented.

A second level URL will be produced for the TR version separately from the other country versions. Also the possibility to clone onto own organisational server is feasible. The partners discussed the possibility to have a common database or a separate for each country. The registration process will be divided between countries because according to the National law the registration details of Turkish citizens cannot be stored on e.g. a Greek server.

At the back end a contact point should be provided in case a new category is requested to be added. A User Manual will be created that will describe the process of uploading of resources and to know the functionalities that the platform is providing. The cycle of development will be Alpha, Beta and Optimised. The Moodle Theme should be installed in way that looks attractive and to present a number of blocks and courses available on it. Steficon could look on themes.3rdwavemedia.com. By the meeting in Craiova a full portal demo version should be available.



The meeting continued with the presentation of the cluster activity under the "Innoventer" project where social entrepreneurship training for disadvantaged learners has been presented.


The meeting continued with agreement on the action plan till the next meeting. After that the External evaluator presented his observations.


After that individual financial clinics were conducted separately with each partner institution.



Annex I Scanned list of participants

1ST MEETING DAY LIST OF PARTICIPANTS


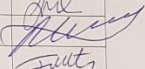






 **"Towards Inclusive Education For Refugee Children" (TIEREF)**
Erasmus+ programme, Key Action 3: Support for policy reform - Social inclusion through education, training and youth
Project number: 592142-EPP-1-2017-1-TR-EPPKA3-IPI-SOC-IN

Co-funded by the
Erasmus+ Programme
of the European Union 


Title of the event: Second Transnational Partners Meeting
Date: 09 July 2018
Place: Plovdiv, Bulgaria


By stating the information in these fields, I declare that I give the explicit consent to ZGURA-M Bulgaria 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

Name and Surname	Organisation & position	E-mail	Phone number		Signature
Figen SEKIN	ISTEM - R&D Dep. Director	figen.sekin@gmail.com	+90505 741 7135	<input checked="" type="checkbox"/>	
Mehmet Nurullah AKAS	ISTEM - R&D Dep.	figen.sekin@gmail.com		<input type="checkbox"/>	
Ömer Faruk METİN	ISTEM - R&D Dep.	ofaruk@yatech.com	+90505 741 7135	<input checked="" type="checkbox"/>	
Georgia Papazachou	2 Gymnasia in Thessaloniki	Papazachou Georgia	+306976105604	<input checked="" type="checkbox"/>	
Georgia Konstantina Jangjani DDE Karditsa		jimfayou200@gmail.com	+306976105604	<input checked="" type="checkbox"/>	
Ioannis P. K. K.	PDE Thessaloniki	giapoulis@gmail.com	+306976105604	<input checked="" type="checkbox"/>	
Pangiotis Tsom	Steficon	ptsom@steficon.gr		<input checked="" type="checkbox"/>	
Dionysios Dasios	Steficon	ddasios@steficon.gr		<input checked="" type="checkbox"/>	

* In line with the GDPR - General Data Protection Regulation









 **"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

Co-funded by the
Erasmus+ Programme
of the European Union 

Title of the event: Second Transnational Partners Meeting
Date: 09 July 2018
Place: Plovdiv, Bulgaria

By stating the information in these fields, I declare that I give the explicit consent to ZGURA-M Bulgaria 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

Name and Surname	Organisation & position	E-mail	Phone number		Signature
Nicolaos Prodromidis	Steficon	np@prodromidis.com	+306934999915	<input checked="" type="checkbox"/>	
Kutlu Tanrıverdi	ÖRAV	kutlu.tanriverdi@orav.org.tr	+90532 684 37623	<input checked="" type="checkbox"/>	
Sergin Vatansever	ÖRAV	sergin.vatansever@orav.org.tr	+90505 245 5922	<input checked="" type="checkbox"/>	
Ece Ciftci	ÖRAV	ece.ciftci@orav.org.tr	+90532 708 434	<input checked="" type="checkbox"/>	
Andreas Lazarou	Spuro-M	spuroproject@gmail.com		<input checked="" type="checkbox"/>	
Maria Geravara	Spuro-M	geravara@spuro-m.com		<input checked="" type="checkbox"/>	
Vasil Vasilov	External evaluator	vasil.vasilov@gmail.com	+35987 613 9056	<input checked="" type="checkbox"/>	
Ana Draghici	ISI body	ana.draghici@isi.ro	+4042 62 674	<input checked="" type="checkbox"/>	

* In line with the GDPR - General Data Protection Regulation



"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-IP1-SOC-IN

Co-funded by the
Erasmus+ Programme
of the European Union

Title of the event: Second Transnational Partners Meeting
Date: 09 July 2018
Place: Plovdiv, Bulgaria

By stating the information in these fields, I declare that I give the explicit consent to ZGURA-M Bulgaria 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

Name and Surname	Organisation & position	E-mail	Phone number		Signature
David Leoteseu	ISJ Boly	dleoteseu@gmail.com	023265954	<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

*In line with the GDPR – General Data Protection Regulation

2ND MEETING DAY LIST OF PARTICIPANTS

"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-IP1-SOC-IN

Co-funded by the
Erasmus+ Programme
of the European Union

Title of the event: Second Transnational Partners Meeting
Date: 10 July 2018
Place: Plovdiv, Bulgaria

By stating the information in these fields, I declare that I give the explicit consent to ZGURA-M Bulgaria 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

Name and Surname	Organisation & position	E-mail	Phone number		Signature
Mehmet Nureddin ARAJ	ISTMEM - R&D Dep. Director	figenarab@gmail.com		<input checked="" type="checkbox"/>	
Figen SEKIN	ISTMEM - R&D Dep.	figenarab@gmail.com	0090505777435	<input checked="" type="checkbox"/>	
Ömer Faruk METİN	ISTMEM - R&D Dep.	ofarukmetin@yahoo.com	+905057615283	<input checked="" type="checkbox"/>	
David Nureddin	ISTMEM - R&D Dep.	figenarab@gmail.com	0090505777435	<input checked="" type="checkbox"/>	
Mustafa HANCI	ZGURA-M	mustafahanci@gmail.com		<input checked="" type="checkbox"/>	
Naria Garavito	ZGURA-M	naria.garavito@gmail.com	0747636776	<input checked="" type="checkbox"/>	
DRAGHICI ANI	ISJ Boly	ani.draghici@gmail.com	0747636776	<input checked="" type="checkbox"/>	
Leoteseu David	ISJ Boly	dleoteseu@gmail.com	023265954	<input checked="" type="checkbox"/>	

*In line with the GDPR – General Data Protection Regulation



"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-IP1-SOC-IN

Co-funded by the
Erasmus+ Programme
of the European Union

Title of the event: Second Transnational Partners Meeting
Date: 10 July 2018
Place: Plovdiv, Bulgaria

By stating the information in these fields, I declare that I give the explicit consent to ZGURA-M Bulgaria 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

Name and Surname	Organisation & position	E-mail	Phone number	Check this box if you agree to be informed about other events by email and/or phone	Signature
Curania Papazefter	Gymnasium of Tivoli	papazefter@tivali.org	+306174610566	<input checked="" type="checkbox"/>	
Georgia Konstantina Karagiov	D.O.E. Korditsa	gimfayaboc@gmail.com	+30691116503	<input checked="" type="checkbox"/>	
Ioannis Piklas	PDE Thessaloniki	giampikl@gmail.com	+306938633426	<input checked="" type="checkbox"/>	
Panayotis Tsoris	Steficon	ptoris@steficon.gr	+306938276389	<input checked="" type="checkbox"/>	
Dionysios Pasios	Steficon	dpasios@steficon.gr	+3069386357	<input checked="" type="checkbox"/>	
Nikolaos Prodromidis	Steficon	nprodromidis@steficon.gr	+30693863516	<input checked="" type="checkbox"/>	
Kyrtly TANENVER	ORAV	kutlertanend@orav.org.tr	+905092495922	<input checked="" type="checkbox"/>	
Sergin Vatansever	ORAV	sergin.vatansever@orav.org.tr	+905092495922	<input checked="" type="checkbox"/>	

* In line with the GDPR – General Data Protection Regulation

"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-IP1-SOC-IN

Co-funded by the
Erasmus+ Programme
of the European Union

Title of the event: Second Transnational Partners Meeting
Date: 10 July 2018
Place: Plovdiv, Bulgaria

By stating the information in these fields, I declare that I give the explicit consent to ZGURA-M Bulgaria 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

Name and Surname	Organisation & position	E-mail	Phone number	Check this box if you agree to be informed about other events by email and/or phone	Signature
Ece Ciftci	ORAV	ece.ciftci@orav.org.tr	+905322708424	<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	

* In line with the GDPR – General Data Protection Regulation



Annex II Action plan

ACTION PLAN 2ND TSN MEETING PLOVDIV – 9-10.07.2018

<i>Action</i>	<i>Leading Partner</i>	<i>Start date</i>	<i>End date</i>	<i>Status</i>
WP1 Management				
WP1/A2 Creation and completion of bilateral agreement between P1 and the rest of the partners	lead by P1		31.08.2018	<p>TO CLARIFY THE STATUS OF THE ITALIAN AND LATVIAN PARTNERS BY 15 JULY 2018</p> <p>TO REPORT TO EACEA POSSIBLE AMMENDMENT OF THE CONSORTIUM BY 25 JULY 2018</p> <p>TO FIND A POSSIBLE REPLACEMENT PARTNER FROM IT BY 15 JULY 2018</p>
WP1/A4 Development of project management manual	lead by P1	15.1.2018	30.8.2018	USE AS INITIAL VERSION THE ONE PROVIDED BY EACEA
WP1/A6 Regular six months reporting by all partners to P1	lead by P1 + contribution by all partners	15.1.2018	14.1.2021	<p>FOR THE PERIOD 15 JAN – 31 AUGUST 2018 – TO BE REPORTED BY 15 SEPTEMBER 2018 TO P1 – upload all documents to Dropbox</p> <p>Evidences to be uploaded to Dropbox in the following categories</p> <p>STAFF (contracts +annexes, timesheets, payslips, etc.)</p> <p>TRAVEL (evidences, certificates)</p> <p>EQUIPMENT (invoice, depreciation rules)</p> <p>SUBCONTRACT (invoices, contracts)</p> <p>OTHER (invoices, receipts, etc.)</p>



Action	Leading Partner	Start date	End date	Status
WP1/A7 Regular review meetings of the National expert advisory committees in partners' countries	all partners	15.1.2018	14.1.2021	NEAC-2nd meeting to be organised before Craiova meeting
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	15.1.2018	14.1.2021	Next Skype meeting to be scheduled for: a Doodle pool to be sent asap by P1
Certificates from kick-off meeting	P1		By Craiova meeting	By next meeting in Craiova to bring for all partners who have participated during the kick off meeting
Project management handbook		15.1.2018	14.1.2021	TO BE FINALISED by 31.08.2018 BY P1
WP2 Quality assurance				
WP2/A1 Production and implementation of quality assurance plan and measures	lead by P8 + contribution by all partners.	15.1.2018	Final version by 30.8.2018	Document version with presentation of tools that will be used by 1 st August 2018 P3 TO PROVIDE AN EXAMPLE FOR QA AND FEEDBACK QUESTIONNAIRES BY 20 JULY 2018
WP2/A2 Monthly reviews of progress against the work programme	lead by P1 + contribution by all partners	15.1.2018	14.1.2021	TO BE REPORTED DURING EACH SKYPE MEETING
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,	all partners	15.1.2018	14.1.2021	ongoing tasks



Action	Leading Partner	Start date	End date	Status
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 tasks
WP2/A5 Gathering of impact based on logical framework indicators	lead by P8 + contribution by all partners.	15.1.2018	14.1.2021	on going tasks; key indicators to be used
Quality plan		15.1.2018	14.1.2021	DOCUMENT VERSION TO BE READY 31 JULY 2018 BY P8
Internal quality assurance reports		15.1.2018	14.1.2021	END OF JULY FOR THE 1 ST INTERNAL QA REPORT BY P8
WP3 Evaluation				
WP3/A3 Development and provision of on-going external evaluation	lead by the selected external evaluator	15.1.2018	14.1.2021	ONGOING OBSERVATION TO BE PROVIDED
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.	15.1.2018	14.1.2021	Ongoing AN OBSERVATION SUMMARY TO BE PROVIDED DURING 3 RD MEETING IN CRAIOVA
WP3/A6 Facilitate evaluation of partner meetings and analyse results for feedback to partners	lead by P3	15.1.2018	14.1.2021	ongoing
Internal evaluation plan and tools		15.1.2018	14.1.2021	DONE
External evaluation reports – progress and final stage		15.1.2018	14.1.2021	NOT YET DUE
WP5 Database of good practices development and				



Action	Leading Partner	Start date	End date	Status
assessment methodology for refugees students' prior knowledge				
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 + contribution by all partners	15.2.2018	30.6.2018	DONE AS MATRIX, ONE COMPLETED FORM TO BE PROVIDED BY P2 BY 31 JULY 2018 TO BE PROVIDED AS EXPLANATORY DOCUMENT BY 15 AUGUST 2018 BY P2 BY 15 SEPTEMBER A FEEDBACK FROM NEAC IN EACH COUNTRY TO BE PROVIDED
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	FIRST RESULTS TO BE PRESENTED FOR THE CRAIOVA MEETING
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	ongoing; when the collections have started
WP5/A4 Development of the assessment methodology for refugee prior knowledge and online tool for assessment methodology for refugee students' prior knowledge &	lead by P6 + contribution by all partners	15.2.2018	14.6.2019	TO BE CLARIFIED AS SOON AS THE STATUS OF THE ITALIAN PARTNER IS CONFIRMED MOSTLY LIKELY TO BE TAKEN BY P7 AND P3 WITH CONTRIBUTION BY ALL PARTNERS



Action	Leading Partner	Start date	End date	Status
recognition and validation of the learning outcomes gained during the learning process				(draft version to be ready by October 2018)
WP5/A5 Uploading of the good practice resources onto the TIEREF portal	lead by P6 + contribution by all partners	15.2.2018	14.1.2021	TO BE DONE FROM 1 ST OCTOBER 2018
WP5/A6 Iterative testing of the good practice resources and the assessment methodology	all partners	15.2.2018	14.1.2021	TO BE DONE FROM 1 ST OCTOBER 2018
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
Framework for collection and categorisation of inclusive refugee's teaching and learning resources, methods, tools and mechanisms		15.2.2018	14.1.2021	DRAFT VERSION BY 15 OCTOBER 2018
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	TO BE CLARIFIED BY 31 AUGUST 2018 (plug-in for assessment is received by Steficon from Zgura-M, to check if it is useful for that purpose) Deadline to set up during next Skype meeting MOSTLY LIKELY TO BE TAKEN BY P7 AND P3 WITH CONTRIBUTION BY ALL PARTNERS (draft version to be ready by November 2018)
WP6 Peer supported learning				



Action	Leading Partner	Start date	End date	Status
intervention method				
WP6/A2 Creation of the content of the guide	lead by P6 (ACTUAL LEAD BY P7 AND P3) + contribution by all partners	15.2.2018	31.11.2018	PROVISION OF FEEDBACK BY ALL PARTNERS TO P7 BY 15 NOVEMBER 2018 PRODUCTION OF ONE CASE STUDY PER COUNTRY WITH REGARDS TO STAGE OF THE ACTION PLAN – template by 31 July 2018 by P7 ONE CASE STUDY PER COUNTRY TO BE PRESENTED BY CRAIOVA MEETING
WP6/A3 Production of EN version and translation onto partners' languages	all partners	15.2.2018	14.5.2019	final version till end of December 2018 and translated version to be provided by partners till end of March 2019
WP6/A6 Organisation of the 3rd transnational partners meeting in Craiova, Romania	lead by P8 + contribution/input by all partners	15.2.2018	14.5.2019	12-13 December 2018 DRAFT AGENDA BY 15 NOVEMBER 2018 BY P1 AND P7
Peer supported learning intervention method		15.2.2018	14.5.2019	DRAFT VERSION AVAILABLE FINAL VERSION BY CRAIOVA MEETING
WP7 Online collaborative exchange portal and resource repository concept towards inclusive education				
WP7/A1: Development of alpha/beta and final versions of the portal	lead by P4 + contribution by all partners on validation of the version	15.2.2018	14.1.2021	15 SEPTEMBER 2018 – ALPHA 9 DECEMBER 2018 – BETA USER MANUAL BY 15 SEPTEMBER 2018 (DRAFT)



Action	Leading Partner	Start date	End date	Status
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 + contribution by all partners	15.2.2018	14.1.2021	FROM 1 ST OCTOBER 2018
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	15.2.2018	14.1.2021	BY CRAIOVA MEETING AS PART OF 2 ND MEETING OF NEAC
WP7/A4: Uploading of resources onto the portal (three testing cycles: alpha, beta and optimised versions)	lead by P4	15.2.2018	14.1.2021	FROM 1 ST OCTOBER 2018
WP7/A5: On-going collection of other approbated resources, methods, tools, practice	all partners	15.2.2018	14.1.2021	FROM 1 ST OCTOBER 2018
Online collaborative exchange portal and resource repository concept towards inclusive education		15.2.2018	14.1.2021	15 SEPTEMBER 2018 – ALPHA 9 DECEMBER 2018 - BETA
WP9 Dissemination				
WP9/A1 Finalisation and implementation of the dissemination strategy	P1 with contribution from all partners.	15.1.2018	14.1.2021	DOCUMENT VERSION BY 31 JULY 2018 BY P1
WP9/A2 Stakeholder identification	all partners.	15.1.2018	14.1.2021	ONGOING BY EACH PARTNER
WP9/A3 Production of project brand and promotional materials - leaflets, roll-up banners, logo, PPT template etc.	lead by P1 + contribution by all partners.	15.1.2018	14.1.2021	TO BE PRODUCED AFTER CONFIRMATION OF THE FINAL PARTNERSHIP



Action	Leading Partner	Start date	End date	Status
WP9/A4 Development and maintenance of the project website	P4 with contribution from all partners.	15.1.2018	14.1.2021	<p>NEW IMPROVED VERSION BY 14 AUGUST 2018 BY P4</p> <p>P4 TO UPLOAD IMAGES WITH SHORT NOTICE ABOUT RELEASED DISSEMINATION ACTIVITIES FROM PARTNERS PPTS BY 14 AUGUST 2018</p> <p>P4 TO PROVIDE AN EXCEL FILE WITH REQUESTED TRANSLATIONS BY ALL PARTNERS – 11 JULY</p> <p>ALL PARTNERS TO PROVIDE TRANSLATIONS BY 31 JULY 2018</p> <p>ALL PARTNERS TO PROVIDE REGULAR NEWS ON EN AND LOCAL LANGUAGE</p>
WP9/A5 Reaching key European level dissemination targets and media	P4 with contribution from all partners.	15.1.2018	14.1.2021	Ongoing BY ALL PARTNERS
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 BY ALL PARTNERS
Dissemination strategy and awareness-raising campaign		15.1.2018	14.1.2021	DOCUMENT VERSION BY 31 JULY 2018 BY P1
Dissemination promotional materials		15.1.2018	14.1.2021	TO BE PRODUCED AFTER CONFIRMATION OF THE FINAL PARTNERSHIP
Project website		15.1.2018	14.1.2021	NEW IMPROVED VERSION BY 14 AUGUST 2018 BY P4