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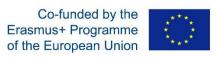
MINUTES of the KICK-OFF MEETING 8-9 March 2018, Istanbul, Turkey

"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



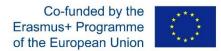


Participants:

P1	Istanbul Milli Egitim Mudurlugu,	1.	Figen SEKIN
	Turkey (Project Coordinator)	2.	Omer Fraku Metin
P2	Ogretmen Akademisi Vakfi, Turkey	1.	Arzu Atasoy
		2.	Ece Ciftci
P3	Center for information and vocational	1.	Vasilka Sabeva
	guidance "ZGURA-M", Bulgaria	2.	Petya Grudeva
		3.	Slaveyko Slavkov
P4	STEFICON AE, Greece	1.	Panayiotis Tsoris
		2.	Nikos Prodromidis
P5	Baltic Countries International	1.	Hanifi Atlı
	Education Fundation Academy, Latvia		
P6	Istituto Comprensivo "Japigia1-	1.	
	Verga", Italy		
P7	Regional Directorate For Primary &	1.	????? Via Skype on day 2
	Secondary Education Of Thessaly,	2.	<mark>?????</mark> Via Skype on day 2
	Greece		
P8	Inspectoratul Scolar Judetean Dolj,	1.	Daniel Leotescu
	Romania	2.	Traian Dobrobantu
AIP	External evaluator	1.	Karel Van Isacker







8th March (Thursday) - First meeting day

Venue of the meeting: Wow Airport Hotel Istanbul

Participants' introductions – see ppts

Timul Tugral started the session with a welcome speech to the partners. All participants briefly introduced themselves (their background and their experience in the organisation).

The session continued with the presentations of the partner's organisation-ppts prepared by each partner and to be made available in the project Dropbox.

The project concept and work plan - see ppt

Figen continued with a presentation of the project concept and the work plan.

WP1 Management – see ppt

Figen presented the main activities and outputs of the work package: project management handbook, reporting forms, report on factual findings - Type I. A Separate dropbox will be prepared and all documents will be uploaded by the partners in it.

Administrative and financial rules and reporting - see ppt

Vasilka presented a detailed PPT on financial and administrative rules of the programme.

WP3 Evaluation - see ppt

Zgura-M introduced the external evaluator of the project, Mr. Karel Van Isacker (AIP). The predefined indicators will be used for measurement. Zgura-M will develop and internal evaluation plan and tools - lead by P3 and to be agreed by all partners. Karel will prepare 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. Additional tasks are given to facilitate the evaluation of partner meetings and analyse results for feedback to partners. At a further stage the External Evaluator will evaluate the piloting, including setting of outcome measurement tools for assessing social and educational impact of the project results. At the end Karel will provide a final external evaluation report. So the main outputs for this WP are: internal evaluation plan and tools, external evaluation reports – progress and final stage

WP2 Quality assurance - see doc file

Daniel Leotescu presented the understanding of their organisation, connected with the quality assurance plan and measures. They will try to assure that the quality assurance measures the predefined indicators with regards to: project outputs, iterative testing, pilot implementation, dissemination, mainstreaming, exploitation and sustainability. It will be changed according to the requirement of the partners, and will be complementary to WP3. The tasks of the external evaluator should not be overlapping with the tasks of the Inspectoratul Scolar Judetean Dolj, Romania.





WP9 Dissemination – see ppts

Petya from Zgura-M continued with the presentation of the dissemination plan and strategy. IMEM will produce the planned dissemination materials. The project website features were presented by Steficon.

Partners were then invited by P1 for a common diner.

9th March 2018 (Friday) - Second meeting day

Participant introductions - see ppts

Due to her late arrival on day 2, Livia presented the Baltic Countries International Education Foundation Academy, their aims and achievements.

Then, the Regional Directorate For Primary & Secondary Education Of Thessaly, Greece presented themselves by Skype connection. They stayed online for the entire 2nd day.

WP5 Database of good practices development & assessment methodology for refugees students' prior knowledge – see ppt

Involvement of the partnership is as follows:

- 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. First draft to be delivered by **Plovdiv meeting**.
- 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 P3+all partners. From October 2018 to February 2019 collection of resources (good practices) on inclusive education for refugees.
- WP5/A3 Customisation by each partner of the content based on the national requirements, circumstances and cultural differences – P3+all partners
- 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. End of March 2018 P6 to provide strategy for implementation of A4. To be defined by end of June 2018
- WP5/A5 Uploading of the good practice resources onto the TIEREF portal lead by P2. National content – BG ZgM, P2 for TR, P7 for GR, P5 for LT, P8 for RO
- WP5/A6 Iterative testing of the good practice resources and the assessment methodology all partners, ZgM to develop the testing plan.





- WP5/A7 On-going collection of other approbated refugee teaching and learning resources, methods, tools, practice – all partners to P2
- WP5/A8 Organisation of the second transnational partners meeting in Plovdiv, Bulgaria
 lead by P3 + contribution/input by all partners

The outputs of WP5 are: 5.1 Framework for collection and categorization of inclusive refugee's teaching and learning resources, methods, tools and mechanisms: M12, 24, 36; 5.2 Online tool for assessment methodology for refugee students' prior knowledge & recognition and validation of the learning outcomes gained during the learning process: M17, 24, 36.



WP6 Peer supported learning intervention method - see ppt

The representative of the Regional Directorate For Primary & Secondary Education Of Thessaly continued with a presentation on WP6. Skype connection was used. Figen asked for the deadlines of the activities, structure of the guide to be presented till the meeting in Plovdiv. Peer supported learning was explained as well.

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

Panagiotis from STEFICON presented the work package. The partners must assure that it is possible to store data in servers, situated in different countries. This should be checked by each partner. It was agreed that every partner must create/collect the needed documents and resources and upload it to the national version of the portal. Till the meeting in Plovdiv, the platform should be available, including the plugin that is developed in the context of WP5.





Meeting certificates

P1 needs to provide meeting attendance certificates for the kick-off meeting to all attendees at the next project meeting.

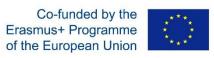
Next meeting

The partnership consortium agreed that the next meeting will be on 9-10.07.2018 in Plovdiv, BG.

Finally, the action plan was presented.







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	to be 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	to be done
WP1/A3 Creation and completion of the IPR agreement	lead by P1 with contribution by all partners	15.1.2018	31.3.2018	to be done
WP1/A4 Development of project management manual	lead by P1	15.1.2018	30.4.2018	to be done
WP1/A5 Development of financial and monitoring reporting forms	lead by P1 with contribution by P3	15.1.2018	30.4.2018	to be done
WP1/A6 Regular six months reporting by all partners to P1	lead by P1 + contribution by all partners	15.1.2018	14.1.2021	15/01-30/6/18 - Plovdiv meeting to be checked
WP1/A7 Regular review meetings of the National expert advisory committees in partners' countries	all partners	15.1.2018	14.1.2021	NEAC- to be defined the members and to report in Plovdiv
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	First Skype meeting to be in 19/04/2018, 10:00 CET
WP1/A9 Organisation of the kick-off transnational partners meeting in Turkey	lead by P1 + participation of all partners	15.1.2018	14.1.2021	DONE
WP1/A10 Completion and submission of	lead by P1 + participation of all partners	15.1.2018	14.1.2021	to be done month 17 of the project





Action	Leading Partner	Start date	End date	Status
progress and final				
reports to the				
EACEA				
Setting up of				
Dropbox folder and		45 4 2242		
Google	lead by P1	15.1.2018	14.1.2021	to be done ASAP
mailinggroup				
Project				
management		15.1.2018	14.1.2021	
handbook		13.1.2018	14.1.2021	
		15.1.2018	14.1.2021	
Reporting forms Report on factual		15.1.2016	14.1.2021	
findings - Type I		15.1.2018	14.1.2021	
WP2 Quality				
assurance				
WP2/A1 Production	lead by P1 +			
and implementation	contribution by all	15.1.2018	30.4.2018	to be done
of quality assurance	partners.	10.1.2010	001112010	
plan and measures	partiters.			
WP2/A2 Monthly	lead by P1 +			described in the
reviews of progress	-	45 4 2040	111 2021	
against the work	contribution by all	15.1.2018	14.1.2021	plan, delivered in
programme	partners			April 2018
WP2/A3 Ongoing				
participation in the				
quality assurance				
measures according				
to predefined				
indicators with				
regards to the				
project outputs				
during their	all partners	15.1.2018	14.1.2021	on going tasks
production,				
iterative testing,				
pilot				
implementation,				
dissemination,				
mainstreaming,				
exploitation and				
sustainability				
WP2/A4 Regular				
reviews of progress				
and gathering				
structured and	all partners	15.1.2018	14.1.2021	on going tasks
concise feedback by				0
the members of the				
NEAC				
-				
WP2/A5 Gathering	lead by P8 +			on going tasks; key
of impact based on	contribution by all	15.1.2018	14.1.2021	indicators to be
logical framework	partners.			used
indicators	Partition			
Quality plan		15.1.2018	14.1.2021	





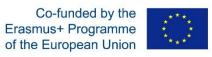
Action	Leading Partner	Start date	End date	Status
Internal quality		15.1.2018	14.1.2021	
assurance reports		13.1.2010	14.1.2021	
WP3 Evaluation				
WP3/A1 Creation of	lead by P3 and to be			
internal evaluation	agreed by all	15.1.2018	30.4.2018	to be done
plan and tools	partners.			
WP3/A2 Selection				
by tender	lead by P3	15.1.2018	14.1.2021	Done
procedure of				20110
external evaluator				
WP3/A3				
Development and	lead by the		444.0004	
provision of on-	selected external	15.1.2018	14.1.2021	on going
going external	evaluator			
evaluation				
WP3/A5 Regular				
reviews of progress against the work				
plan and	lead by P3 together			
deliverables and of	with P1 +			
activity against aims	contribution by all	15.1.2018	14.1.2021	on going
and objectives of	partners.			
the project and	partners.			
against the original				
application				
WP3/A6 Facilitate				
evaluation of				
partner meetings				
and analyse results	lead by P3	15.1.2018	14.1.2021	on going
for feedback to				
partners				
WP3/A7 Evaluation				
of piloting, including				
setting of outcome	lead by P3 +			
measurement tools	contribution by all	15.1.2018	14.1.2021	year 2 to be defined
for assessing social	partners.			,
and educational				
impact of the				
project results WP3/A8 Provision				
of progress and final	lead by the			
external evaluation	selected external	15.1.2018	14.1.2021	to be done
reports	evaluator.			
WP3/A9				
Organisation of the	lead by P5 +			
sixth transnational	participation by all	15.1.2018	14.1.2021	to be done during
partners meeting in	partners			next meeting
Latvia	P			
Internal evaluation		45.4.2040	14.1.2024	
plan and tools		15.1.2018	14.1.2021	
External evaluation				
reports – progress		15.1.2018	14.1.2021	
and final stage				





Action	Leading Partner	Start date	End date	Status
WP4 Exploitation of				
results				
WP4/A1:				
Development and				
implementation of				
an Exploitation				
strategy – a				
document which is				
describing a				
rigorous model of				
promotion and	load by DC I			
mainstreaming of	lead by P6 +	15.1.2020	14.1.2021	N/A
the project's results,	contribution by all	15.1.2020	14.1.2021	IN/A
including the	partners			
identification of key				
exploitation targets				
(media, tools, and				
channels),				
stakeholders				
mapping and				
mainstreaming of				
final products				
WP4/A2: Wider-				
exploitation				
campaign that is				
promoting the				
exploitability of the				
project results	all partners	15.1.2020	14.1.2021	N/A
which will be				,
offering free				
resources to the				
project target				
groups and relevant				
beneficiaries WP4/A3:				
WP4/A3: Organisation of				
round tables and				
focus group				
presentations to				
convince the				
pedagogical staff by				
presenting the	all partners	15.1.2020	14.1.2021	N/A
benefits and				
strengths of each of				
the above				
mentioned refugee				
good practice teaching resources				





Action	Leading Partner	Start date	End date	Status
WP4/A4:	g :			
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	all partners	15.1.2020	14.1.2021	N/A
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				
WP4/A5:				
Negotiated				
exploitation	all partners	15.1.2020	14.1.2021	N/A
agreements with				,
relevant				
stakeholders				
WP4/A6:				
Organisation of the	lead by P1 +			
exploitation	contribution by all	15.1.2020	14.1.2021	N/A
multiplier event in	partners			
Istanbul, Turkey				
WP4/A7:				
Organisation of the	lead by P1 +			
final transnational	participation/input	15.1.2020	14.1.2021	N/A
partners' meeting in	by all partners.			
Turkey				
Exploitation		15.1.2020	14.1.2021	
strategy				
Exploitation		15.1.2020	14.1.2021	
agreements		15 1 2020	14.1.2021	
Exploitation		15.1.2020	14.1.2021	





Action	Leading Partner	Start date	End date	Status
multiplier event –				
Istanbul, Turkey				
WP5 Database of				
good practices				
development and				
assessment				
methodology for				
refugees students'				
prior knowledge				
WP5/A1				
Development and				
implementation of a				
logical framework				
for collection and				
categorisation of				
inclusive refugee's	lead by P2 +			
teaching and	contribution by all	15.2.2018	30.6.2018	to be shared with
learning resources,	partners			Partners in Plovdiv
methods, tools and	•			
mechanisms in the				
sectors: early				
childhood,				
secondary school,				
Adults education				
WP5/A2 Collection,				
systematisation and				
categorisation of				
the good practices				
results – each				
partner will provide				
the above				
mentioned	all partners	1.10.2018	28.2.2019	to be done
resources and will				
categorise them				
based on				
predefined wizard				
style logical				
framework				
WP5/A3				
Customisation by				
each partner of the				
content based on	п .			on going; when the
the national	all partners	15.2.2018	14.1.2021	collections have
requirements,				started
circumstances and				
cultural differences				
WP5/A4				
Development of the				to be define the
assessment	lead by P6 +			methodology till
methodology for	contribution by all	15.2.2018	14.6.2019	end of June 2018
refugee prior	partners			after that
knowledge and	F 01 01 01 0			implentation
online tool for				
				1





Action	Leading Partner	Start date	End date	Status
assessment				
methodology for				
refugee students'				
prior knowledge &				
recognition and				
validation of the				
learning outcomes				
gained during the				
learning process				
WP5/A5 Uploading	lead by P6 +			After WP7 good practices plug in has
of the good practice	contribution by all	15.2.2018	14.1.2021	been developed; by
resources onto the	partners	15.2.2016	14.1.2021	Plovdiv meeting to
TIEREF portal	partiers			
				be developed
WP5/A6 Iterative				
testing of the good	- 11	45 2 2040	14.4.2024	on going after
practice resources	all partners	15.2.2018	14.1.2021	Plovdiv meeting
and the assessment				
methodology				
WP5/A7 On-going				
collection of other				
approbated refugee				
teaching and	all partners to P2	15.2.2018	14.1.2021	on going
learning resources,				
methods, tools,				
practice				
WP5/A8				
Organisation of the	lead by P3 +			
second	-	15.2.2018	14.1.2021	9-10.07.2018
transnational	contribution/input	15.2.2016	14.1.2021	9-10.07.2018
partners meeting in	by all partners			
Plovdiv, Bulgaria				
Framework for				
collection and				
categorisation of				
inclusive refugee's		15.2.2018	14.1.2021	
teaching and		15.2.2016	14.1.2021	
learning resources,				
methods, tools and				
mechanisms				
Online tool for				
assessment				
methodology for				
refugee students'				
prior knowledge &		15.2.2018	14.1.2021	
recognition and				
validation of the				
learning outcomes				
gained during the				
learning process WP6 Peer				
supported learning				





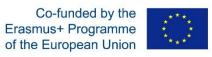
Action	Leading Partner	Start date	End date	Status
intervention				
method				
WP6/A1 Finalisation of the structure of the guide	lead by P7 + contribution by all partners	15.2.2018	30.6.2018	to be confirmed by P7 and commented in Plovdiv
WP6/A2 Creation of the content of the guide	lead by P6 + contribution by all partners	15.2.2018	31.10.2018	to be done first draft; the final version to be provided by end of December 2018
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/A4 Pilot try- outs with beneficiaries – pedagogical staff, psychologists	all partners	15.2.2018	14.5.2019	to be done
WP6/A5 Optimisation of the output based on the gathered feedback	lead by P7	15.2.2018	14.5.2019	to be done
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
Peer supported				
learning intervention method		15.2.2018	14.5.2019	
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	alpha version to be ready till meeting in Plovdiv
WP7/A2: Collection, systematisation and categorisation of the good practices results – each partner will provide	each partner will provide the above mentioned resources – lead by P4 + contribution by all partners	15.2.2018	14.1.2021	to be done see WP4





Action	Leading Partner	Start date	End date	Status
the above				
mentioned				
resources				
WP7/A3: Gathering				
feedback from the				
NEAC and				
customisation by				
each partner of the	all partners	15.2.2018	14.1.2021	to be done
content based on				
the national				
requirements, circumstances and				
cultural differences				
WP7/A4: Uploading				
of resources onto				
the portal (three				
testing cycles:	lead by P4	15.2.2018	14.1.2021	to be done
alpha, beta and				
optimised versions)				
WP7/A5: On-going				
collection of other				
approbated	all partners	15.2.2018	14.1.2021	to be done
resources, methods,				
tools, practice				
Online				
collaborative				
exchange portal				
and resource		15.2.2018	14.1.2021	
repository concept towards inclusive				
education				
WP8 Pilot				
implementation and				
impact gathering				
WP8/A1	lead by P5 +			
Development of	contribution by all	14.4.2019	14.1.2021	to be done
pilot plan	partners			
WP8/A2				
Development and	lead by P5 +			
implementation of	contribution by all	14.4.2019	14.1.2021	to be done
the impact	partners			
gathering tool				
WP8/A3				
Development and				
implementation of	lead by P5 +	4440040	444.0004	
white papers	contribution by all	14.4.2019	14.1.2021	to be done
towards inclusive	partners			
education for				
migrant children				





WP8/A4 Collection of case studies from implementers - contribution by all partners14.4.201914.1.2021to be doneWP8/A5 Oragoing collection of other approbated inclusive learning resourcesall partners14.4.201914.1.2021to be doneWP8/A5 Oragoing collection of other approbated inclusive learning resourcesall partners14.4.201914.1.2021to be doneWP8/A5 Production of optimised oragoing resources-lead by P414.4.201914.1.2021to be doneWP8/A5 Production of optimised portal-lead by P414.4.201914.1.2021to be doneWP8/A5 Production of optimised a priority of the leading political partsall partners14.4.201914.1.2021to be doneWP8/A7 Policy liaison on governmental level aiming to include the inclusive refugee learning as a priority of the leading political partnersall partners14.4.201914.1.2021to be doneWP8/A7 Diricy liaison on governmental level aiming to include the inclusive refugee learning as a priority of the leading political partners methods, to ontibution/input from all partners14.4.201914.1.2021to be doneWP8/A8 Organisation of the sources countries)lead by P6+ contribution/input from all partners14.4.201914.1.2021to be doneWr8/A8 Organisation of the refugee/migrant countries)lead by P6+ contribution partners14.4.201914.1.2021to be doneCase studies from implementers - pedagogical staff reguera	Action	Leading Partner	Start date	End date	Status
of case studies from implementers - lead by P5 + contribution by all partners inclusive learning resources WP8/A5 On-going collection of other approbated inclusive learning resources, methods, tools, prattice WP8/A6 Production of optimised versions of the portal WP8/A6 Production of the countries) WP8/A6 Production of the portal WP8/A6 Production of the portal WP8/A6 Production of the portal WP8/A6 Production of the countries) WP8/A6 Production of the portal Mithe papers towards inclusive education for refugee/migrant children, based on the project's outcomes and results outcomes and results outcom					
implementers - pedagogical staff who used the inclusive learning resourceslead by P5 + contribution by all partners14.4.201914.1.2021to be doneWP8/A5 On-going collection of other approbated inclusive learning resourcesall partners14.4.201914.1.2021to be doneWP8/A5 On-going collection of other approbated inclusive learning resources- lead by P414.4.201914.1.2021to be doneWP8/A5 Production of optimised versions of the portal- lead by P414.4.201914.1.2021to be doneWP8/A7 Policy liaison on governmental level almig to include the inclusive refugee learning as a priority of the leading political parts; Hahrall partners14.4.201914.1.2021to be doneWP8/A7 Policy liaison on governmental level almig to include the inclusive refugee learning as a priority of the leading political partnersall partners14.4.201914.1.2021to be doneWP8/A8 Organisation of the sources countries)lead by P6 + contribution/input from all partners14.4.201914.1.2021to be doneWP8/A8 Organisation of the resurceslead by P6 + contribution/input from all partners14.4.201914.1.2021to be doneWhite papers toudlead by P6 + contribution/input from all partners14.4.201914.1.2021to be doneWhite papers toudlead by P6 + contribution/input from all partners14.4.201914.1.2021to be doneCase studies from implementers - cusues </td <td>-</td> <td></td> <td></td> <td></td> <td></td>	-				
pedagogical staff contribution by all partners control cont cont cont cont cont cont cont cont		lead by P5 +			
who used the inclusive learning resources in the set of		-	14 4 2019	14 1 2021	to be done
inclusive learning resources WP8/A5 On-going collection of other approbated inclusive learning resources, methods, tools, practice WP8/A6 Production of optimised versions of the portal WP8/A7 Policy liaison on governmental level aming to include the inclusive refugee learning as a priority of the leading political party in their mandate agenda (at all partners countries) WP8/A8 Organisation of the Fourth transmotional partners meeting in Bari, Italy Pilot plan and impact gathering Bari, Italy Pilot plan and impact gathering Case studies from implementers - pedaggical staff who used the inclusive learning resources Heading political part of the countries Heading political part of the from all partners Heading political part of the countries Heading political part of the countries Heading political part of the from all partners Heading political part of the from all partners Heading political part of the from all partners Heading political from all part of the from all part of the		-	14.4.2015	14.1.2021	
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Action	Leading Partner	Start date	End date	Status
WP9/A1 Finalisation and implementation of the dissemination strategy	P1 with contribution from all partners.	15.1.2018	14.1.2021	end of March 2018 the dissemination strategy will be prepared
WP9/A2 Stakeholder identification	all partners.	15.1.2018	14.1.2021	end of April 2018
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	on going - flyer to be ready till Plovdiv meeting by P3
WP9/A4 Development and maintenance of the project website	P4 with contribution from all partners.	15.1.2018	14.1.2021	www.teachref.eu by end of March 2018 English version to be ready; change will be done upon request
WP9/A5 Reaching key European level dissemination targets and media	P4 with contribution from all partners.	15.1.2018	14.1.2021	on going
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	on going
WP9/A7 Organisation of informative sessions (minimum 10 per partner)	all partners	15.1.2018	14.1.2021	to be done
WP9/A8 Organisation of thematic workshops (minimum 10 per partner)	all partners	15.1.2018	14.1.2021	to be done
Dissemination strategy and awareness-raising campaign		15.1.2018	14.1.2021	
Dissemination promotional materials		15.1.2018	14.1.2021	
Project website		15.1.2018	14.1.2021	