



Transnational Project Meeting 4
Location – Your Workplace/Home
Dates 28 June – 1 July 2020

28 June 2020 - Sunday

20.00 CEST Welcome drink in your own house or garden. Let's join together for an hour before the hard work starts
19.00 BST on Monday morning. Barbara will send an invitation to everyone to join via Zoom.
21.00 EEST

29 June 2020 – Monday 10.30 CEST, 09.30 BST, 11.30 EEST (Approx 2 hours)

1 Final Report Section 3

Please consider the following two questions as they relate to your school and the project as a whole:

- a) Please provide a summary of your project's concrete results and achievements. Were all original objectives of the project met? Please comment on any objectives initially pursued but not achieved and describe any achievements exceeding initial expectations.
- b) In what way was the project innovative and/or complementary to other projects already carried out?

2 Final Report Section 3.1

Please briefly describe how you selected and involved participants in the different activities of your project. (Remember that activities are not just mobilities but all the work that has gone on in our schools in between mobilities, too.)

Participants with fewer opportunities: did your project involve participants facing situations that make their participation more difficult?

Approximately how many were there?

How were they involved?

Approximately how many persons not receiving a specific grant benefited from or were targeted by the activities organized by the projects (e.g. members of the local community, young people, experts, policy makers and other relevant stakeholders)?

Please give a number

Please describe briefly how and in which activities these persons were involved.



3 **Final report Section 4 Project Management**

Monitoring: How was the monitoring of the project carried out in your school and by whom?

Evaluation: Which activities did you carry out to assess the success of your project?

If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handled them. How did you handle project risks (e.g. conflict resolution processes, unforeseen events, etc.)?

4 **Arrangements for sharing materials with**

Wolfgang – Website

Andy – Google Docs for Results Platform

Marija - Facebook page

Jorge – eTwinning platform. The deadline for Quality Label applications appears to vary between 28 June and 8 July. It will almost certainly be impossible to apply for the Quality Label in time for the 2020 deadline.

30 June 2020 – Tuesday 10.30 CEST, 09.30 BST, 11.30 EEST (Approx 2 hours)

1 **Final Report Section 5 Implementation**

Please provide detailed information about the project activities that were supported by the grant for Project Management and Implementation. (Activities in between mobilities as well as mobilities)

Please describe the methodology you applied in your project.

How did the project partners contribute to the project? Please detail specific contributions made by the partner organisations. i.e. What did your school do that added value to the project?

How did you communicate and cooperate with your partners? What are the positive and negative elements of the cooperation process? What would you improve if you were to carry out a similar project in the future?



Which target groups were addressed in your activities' plan? Were the target groups changed in comparison to the ones identified in the application form?

If relevant for your project, did you use or plan to use Erasmus+ online platforms (e.g. EPALE, School Education Gateway, eTwinning) for the preparation, implementation and/or follow up of your project? If yes, please describe how.

2 **Transnational Project Meetings and Learning/Teaching/Training Activities**

Please revisit the description of your TPM/TTLA as described in the application form and review and update it in light of the Covid-19 disruption. (Petya, you can probably replace it with this agenda and a description of why the TPM did not take place in VT. Our NA has said that there may not be a financial penalty for meetings that have not taken place.)

3 **Participants in LTTA Activities**

For each activity, please describe the background and profile of the participants involved in the learning, teaching or training activities. If relevant, please describe any practical arrangement set for the participants, including training, teaching or learning agreements.

4 Did your project make use of European instruments like Europass, ECVET, Youthpass, ECTS or any national instruments/certificates or validation of the learning outcomes of the participants in the learning, teaching or training activities?



1 July 2020 – Wednesday 10.30 CEST, 09.30 BST, 11.30 EEST (Approx 2 hours) and 14.00 CEST, 13.00 BST, 15.00 EEST (Approx 1 hour)

1 Follow-up

6.1 Impact

What was the impact on the participants, participating organisations, target groups and other relevant stakeholders?

What was the impact of the project at the local, regional, European and/or international levels? Please provide qualitative and quantitative indicators.

How did the project contribute to the achievement of the most relevant priorities as indicated in the description section?

6.2 Dissemination and Use of Projects' Results

To whom did you disseminate the project results inside and outside your partnership? Please define, in particular, our targeted audience(s) at local/regional/national/EU level/international and explain your choices.

What kind of dissemination activities did your partnership carry out and through which channels? Please also provide information on the feedback received.

Erasmus+ promotes an open access requirement for all materials produced through its projects. In case your project has produced tangible deliverables, please describe if and how you have promoted free access to them by the public. In case a limitation was imposed for the use of the open licence, please specify the reasons, extent and nature of this limitation.

How have you ensured that the project's results will remain available and be used by others?

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2 6.3 Sustainability

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?



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Afternoon meeting Final evaluations

- 1 List of any other materials to be reviewed and updated

- 2 Agreement of timings for completing work. All documentation should be completed as soon as possible. No one knows what lies ahead of us in the Autumn Term and we all expect workload to be very heavy after three months online teaching.
Final reports will be due 30 September for partners and 31 October for coordinator. Do NOT submit a report before 31 August or funding will be withheld.

- 3 Certificates of Attendance for this virtual TPM
- 4 AOB

Please remember to submit your contributions to the relevant people by the date we agree at the TPM.

HAPPY WRITING AND HAPPY HOLIDAYS!