

Project title
“CONOCO: COPing with NO mobility during COrona Virus times: Learning from each other”

Reference number: 2020-1-CY01-KA204-066035
 Implementation period: October 2020 – May 2022

WORK PLAN
Updated: August 2020

Date	No	Activity	Leader and Status
MONTH 1 October 2020		2020	
October 2020	MGT	Partner agreements signed	ALL
October 2020	MGT	First instalment payment to partners is made, provided that it is received from the CY National Agency	EAEC- DONE
October 2020	MGT	Project Quality Assurance Chair – Irina Quality Assurance Committee: 1 representative from each partner Quality assurance committee: Roulla Kyrillou (EACG) Jana Gerstmair (VHS) Vasileios Paraschou (UAEGEAN) Cristina Radu (LTTA) Giovanni Iaconello (ADA) Flora Ravelli (PALEOCAPA) Irina Gabriela Radulescu (UPGP)	QA Co-Leader: Irina Radulescu
October 2020	MGT	Project Dissemination Coordinator- Caterina A dissemination reporting and collection of evidence template will be provided	DISS Leader: Caterina Runfola Co-Leader: IT IS P. PALEOCAPA
October 2020	Deliverables	D1: Online Survey implementation and result D2: National Reports - Interviews and Testimonials	D1: University of Aegean

		Recording D3(C1: Learning Teaching Activity) D5: Interviews Analysis, Reporting , Translations, Upload of testimonials in the website D6: Finalization of the e-Book, and Video Testimonials D7: Dissemination of project results, Strategy and Plan D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	D2: VHS D3: Uni of Aegean+EAEC D5: Liceul Teoretic "Tudor Arghezi" D6: EAEC D7: ADA + Paleocapa D8: EAEC + UPG
October 2020	MGT	Each Deliverable Leader should prepare an action plan to be presented during the TPM1	DONE
October 2020		A list of Associate partners to be created. Minimum 20. An invitation shall be included in the monthly EAEC newsletter with google form for expression of interest.	DONE
October 2020	D1 starts	D1 work begins Sampling Our main target group is compiled by the six different categories mentioned above which correlates with the 3 mains cases. In more detail: 6 categories: -employers and employees. -teachers and students. -Parents and Grand-Parents. -Special needs (min 14) (deaf, blind, mobility) 5 answered questionnaires per category from each partner organization, 2 interviews and testimonials per category per partner women will consist 50% of our sample population.	DONE
October 2020	MGT	Website www.conoco.eu to be created	EAEC- DONE
October 2020	MGT	First Press Release in English. Partners translate into national languages and they publish. Send copies of translated Press Release to the coordinator for publishing on the website. Send copies of published Press Release to the coordinator and url links to published locations.	ALL - DONE
MONTH 2 November 2020			
November 2020	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	Prepared and uploaded on the website and GD- DONE
November 2020	D1	D1: Online Survey implementation and result	
November 2020	D8	SEE LIST AT THE END OF THE TABLE Collect measurement at the end of Month 7. Month 14 and Month 20.	Indicators spreadsheet is prepared and uploaded on the website and GD - DONE

MONTH 3			
December 2020	MGT	Minutes of meeting 1 finalized and approved	ALL- DONE
December 2020	D1	D1: Online Survey implementation and result	
MONTH 4 January 2021			
January 2021	MGT	Quarter I (Oct2020-December 2020) reports to be sent. Forms F1, F2 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	ALL
January 2021	D1	D1: Online Survey implementation and result	
January 2021	D7	D7: Dissemination of project results, Strategy and Plan	
	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 5 February 2021			
February 2021	D1	D1: Online Survey implementation and result	
February 2021	D7	D7: Dissemination of project results, Strategy and Plan	
February 2020	D7	D7: Initial Dissemination plan agreed during meeting 1	
	D8	D8: Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
February 2020	D8	D8: Quality Assurance strategy statement developed and signed during meeting 1	DONE
Was supposed to be done in January but got postponed to February 25	M1	Meeting 1, Nicosia , Cyprus ONLINE	DONE
MONTH 6 March 2021			
March 2021	D1	D1: Online Survey implementation and result	
March 2021	D7	D7: Dissemination of project results, Strategy and Plan	
March 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 7 April 2021			

April 2021	D1	D1: Online Survey implementation and result	
April 2021	D2 STARTS	D2: National Reports - Interviews and Testimonials Recording (postponed for after the training and with extension of two months)	
End of April		Indicators measurements (First 7 months)	DONE
April 2021	MGT	Each partner reports on Dissemination Activities and Indicator related evidence covering the project period until the end of March 2021 (first six months). Evidence should be reported.	PENDING
April 2021	D7	D7: Dissemination of project results, Strategy and Plan	
April 2021	MGT	Quarter II (January2021-March 2021) reports to be sent. Forms F1, F2 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
April 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 8 May 2021			
May 2021	D1	D1: Online Survey implementation and result	
May 2021	D2	D2: National Reports - Interviews and Testimonials Recording	
May 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 9 June 2021			
June 2021	D1 ENDS	D1: Online Survey implementation and result	
June 2021	MGT	Minutes of meeting 2 finalized and approved	
June 2021	D2	D2: National Reports - Interviews and Testimonials Recording	
June 2021	D7	D7: Dissemination of project results, Strategy and Plan	
June 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 10			
July 2021	D2	D2: National Reports - Interviews and Testimonials Recording	

July 2021	D7	D7: Dissemination of project results, Strategy and Plan	
July 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
July 2021	MGT	Quarter III (April2021-June 2021) reports to be sent. Forms F1, F2, F5 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
July 2021	D7	Dissemination in ERASMUS Congress ERACON 2021	DONE
July 2021	MGT	End of Interim Report Period	
MONTH 11			
August 2021	D2	D2: National Reports - Interviews and Testimonials Recording	
August 2021	D7	D7: Dissemination of project results, Strategy and Plan	
August 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
August 2021	D5 STARTS	D5: Interviews Analysis, Reporting , Translations, Upload of testimonial in the website	
DEADLINE for interim report			
MONTH 12 Sept			
September 2021 Physical Meeting 1 Was supposed to be done in May, but got postponed due to travel restrictions	M2	Greece	
September 2021 Was supposed to be done in May, but got postponed due to travel restrictions	D3	C1 Training Activity (3 days) Training on Field Research and the methodology of Interviews 4 participants per partner (7x4 = 28) 2 will travel for TPM2 and stay 3 more days for the training 2 will travel only for the training of 3 days	
September 2021	D2	D2: National Reports - Interviews and Testimonials Recording	

September 2021	D5	D5: Interviews Analysis, Reporting , Translations, Upload of testimonial in the website	
September 2021	D7	Social Media in place , D7: Dissemination of project results, Strategy and Plan	
September 2021	MG	Partners submit required documentation for interim report	
September 2021	D7 DISS	electronic news letters will be sent to more than 50,000 school establishments (within Europe)	
September 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 13 October 2021			
October 2021	D2 ENDS	D2: National Reports - Interviews and Testimonials Recording	
October 2021	D5	D5: Interviews Analysis, Recording, Translations, Upload of testimonial in the website	
October 2021	MGT	Quarter IV (July2021-September2021) reports to be sent. Forms F1, F2, F6 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
October 2021	D7	D7: Dissemination of project results, Strategy and Plan	
October 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 14 November 2021			
November 2021	D5	D5: Interviews Analysis, Recording , Translations, Upload of testimonial in the website	
November 2021	D7	D7: Dissemination of project results, Strategy and Plan	
November 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 15 December 2021			
	MGT	MEETING 3 ITALY	
December 2021	D5 ENDS	D5: Interviews Analysis, Recording , Translations, Upload of testimonial in the website	

December 2021	D6 STARTS	D6: Finalization of the e-Book, and Video Testimonials	
December 2021	D7	D7: Dissemination of project results, Strategy and Plan	
December 2021	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 16 January 2022			
January 2022	MGT	Minutes of meeting 3 finalized and approved	
January 2022	D6	D6: Finalization of the e-Book, and Video Testimonials	
January 2022	D7	D7: Dissemination of project results, Strategy and Plan	
January 2022	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
January 2022	MGT	Quarter V (October2021-December2021) reports to be sent. Forms F1, F2, F6 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
MONTH 17 February 2022			
February 2022	D6	D6: Finalization of the e-Book, and Video Testimonials	
February 2022	D7	D7: Dissemination of project results, Strategy and Plan	
February 2022	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
February 2022	MGT	Minutes of meeting 4 finalized and approved	
MONTH 18 March 2022			
March 2022	MGT	Send photos of dissemination activities	
March 2022	D6 ENDS	D6: Finalization of the e-Book, and Video Testimonials	
March 2022	D7	Dissemination in CONFERENCES D7: Dissemination of project results, Strategy and Plan	
March 2022	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 19 April 2022			
April 2022	M3	Meeting 3 in Cyprus (To be confirmed)	

April 2022	MGT	Quarter VI (January2021-March2021) reports to be sent. Forms F1, F2, F6 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
April 2022	D7	D7: Dissemination of project results, Strategy and Plan	
April 2022	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
MONTH 20 May 2022			
May 2022	D7	Dissemination and Promotion Activity during ERACON 2022 Final Conference	
May 2022	D8	D8:Quality Assurance and project Evaluation - Strategy and Plan – Contingency Plan	
May 2022	MGT	Quarter VII (April2021-May2021) reports to be sent. Forms F1, F2, F6 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
May 2022	MGT D7	PRESS Conference during meeting 5 Dissemination (public articles)	
May 2022		END OF PROJECT	

PARTNERS MAIN RESPONSIBILITY

P0.EAEC, Cyprus is the project coordinating organization taking care the overall managerial and administrative tasks supervision and overall monitoring of the deliverables development, based on its previous experience in other KA2 projects. Also, EAEC during the Kick of Meeting, which will be host in Nicosia, will be responsible to distribute to each partner a concrete management plan which will describe all the necessary steps and procedures for the smooth implementation of the project (structure, tasks per partner and responsibilities, project milestones, communication arrangements and reporting) and will establish deadlines according to the work calendar. Furthermore, EAEC will be in charge of the collection of good practices and the development of the deliverable D6 - preparation of the e-Book.

P1. VHS will be in charge of overseeing the D2-Focus Group and Interviews procedure and deliverable. All partners will undertake to organize in their country focus groups with experts and the 14 interviews with the 2 interviewees (one male and one female) per category. They will record the results and will bear the responsibility to deliver its report on time to Lead partner, to discuss the results to Lead partner in order to produce the consolidated transnational report.

P2. University of Aegean, will be responsible for the development of the D1- online Questionnaire and survey implementation which will be send out to our target group as the first step of our research and coordinate their analysis and collecting the national reports for the production of the consolidated report. Also University of Aegean will host the second transnational project meeting and the D3 -C1 learning, teaching and training content and activity hosting, during which the participants will be train on research methodology particularly on Quality Research and Interviews.

P3. Liceul Teoretic "Tudor Arghezi" will lead the D5 - preparation, editing and finalization of the video testimonials which is the second deliverable of this project. In more detail the partner will be responsible for the collection of all the testimonial recorder and the initial translation from the partners. After that will be responsible to prepare the final version of English subtitles and in cooperation with the rest of the consortium will finalize the video testimonials.

P4. ADA as the leader of D7- Dissemination will be responsible of setting up the dissemination strategy for the whole consortium, providing also the basic tools for dissemination as the brochure of the project the logo, the template for newsletters and the contents for the website in accordance with all partners as well as coordinate the campaign on Facebook and LinkedIn and collecting from the partners dissemination and exploitation activities and produce the consolidated Dissemination report.

P5. ITIS P. PALEOCAPA _ Will host the third and final transnational project meeting and the D4 - C2 learning, teaching and training content and hosting, during which the final result of the project will be presented, followed by a training on optimum dissemination strategies in order to maximize dissemination of the results.

P6. UPG will be the co-leader of D8- Quality Assurance together with the project coordinator and will be responsible for the monitoring and quality control of project results and related reporting. All meetings will be **evaluated and processes measuring also the related indicators.**

ASSOCIATE PARTNERS

A set of Associate partners will be established along the development of the project and when the announcement of its approved is made. These will be Municipalities, Government Authorities, Adult Training Centres , Schools and HEIs, parents associations, associations of elderly people, etc. . The establishment of the list will be done by adding an invitation for this in the monthly newsletter of the European Association of ERASMUS Coordinators (EAEC) as soon as the proposal is approved. The consortium guarantees at least 20 Associate partners established within the first month of the project's life.

MANAGEMENT AND QUALITY INDICATORS

The indicators that will be further developed for QA include the following (non-exhaustive list):

Project Management Level:

- Number of meetings carried out (3 transnational meetings);
- Number of deliverables submitted on time (target 100%);
- Frequency of budget revisions cases (target: max. 1-2);
- Frequency of reallocation of responsibilities cases (target: < 10%).

Project Quality & Impact Level:

- Number of people to participate in national survey (>100);
- Number of experts in focus discussion groups (>15);
- Number of testimonials produced (>10);
- Number of views of the CONOCO website (>200);
- Number of stakeholders reached (target: >1000);
- Number of participants in the final mini-conference (target: >100).

D1 Methodology should consider

The project will use standard methodology for executing a survey, including descriptive and inferential approached leading to quantitative and qualitative results. Statistical methods will be applied for analysis and visualization of the results. Focus group discussions and interviews will be based on appropriate methodology as this will be the basis for the training under C1.

IMPACT (content is useful to construct the appropriate survey and interview questions)

The CONOCO project is expected to have an overall significant impact on all ages of population but more on adult educators' competences who may use the results in the training practice. This impact will also result in expanding the knowledge of adult educators, school teachers, school students, HE educators, HE students, parents, grand-parents, business people and civil servants. The CONOCO project has been designed based on the short partners' experiences with COVID-19 crisis and understanding of youth and adult needs so a collection of good practices can be useful to all.

IMPACT on the participants (students, teachers, youth, parents, grand-parents, world of work, special needs people) include:

- improve knowledge and skills from good practices of fellow European citizens.
- develop knowledge of practices of effective telework.
- develop knowledge of IT solutions used in the crisis.
- develop knowledge of practices for working from home
- develop knowledge for health protection.
- develop knowledge of coping in isolation.
- develop knowledge of communication methods.
- development of self-awareness about their abilities.
- develop knowledge of appropriate social interactions.

- develop knowledge to be strong staying away from family members.
 - decognizing and value their differences and mutual respect
 - feel equal, included, acceptable, confident;
 - develop solutions for special needs people
 - elderly appreciate ICT competence
- more impact factors may be discovered through the collection of good practices.

IMPACT on adult trainers

- being open to diversity and get inspired to teach in an inclusive environment and in distance; creating real bonds within their community

IMPACT on participating organizations

- Development of national projects using the results of this European project , thus transferring their gained expertise;
 - Strengthening of the organization's position in their own communities as viable partners and ambassadors for sharing good practices of coping with home isolation during crisis
- Strengthening partnerships and networking with similar organizations in Europe.

IMPACT on Authorities and Decision Makers:

Considering public bodies, educational institutions, training providers, labor offices, social partners, civil society organizations, the expected impact is globally to raise awareness on good practices and solutions to problems that will prepare them for future crisis

One additional element is that the consortium will create pages/accounts in various social media channels, which will be regularly updated, providing the target group with all the necessary information on the progress made and the results. By doing this, the impact of the project will be maximized and the results will go beyond national boundaries, reaching a wider audience.

A set of measurable indicators will be used to measure the impact

such as:

1. Interest of target groups to respond to the survey (>200)
2. interest of target group to participate in interviews (>25)
3. interest of experts to participate in focus discussion groups(>25)
4. interest in participating in testimonial videos (>10)
5. Visits to the project's website (>500)
6. Reaction to Social Media communication (>500)
7. Interest in subscribing to the project's online news (>300)
8. Interest and articles written by journalists about the project's results (>5)
9. Interest generated by educational policy makers (>10)
10. interest generated by public authorities (>10)
11. interest by citizens with special needs (>20)

The consortium will examine to extend the list with additional indicators during the kick-off meeting.

DISSEMINATION

The CONOCO dissemination plan is targeted to : (a) the project's key target group, i.e. adult citizens, adult educators/ trainers, teachers, parents, grandparents, students, special needs people, working people, industry and businesses, who had the experience of isolation and no-mobility during the coronavirus crisis.

(b) public bodies, educational institutions, adult training providers, labor offices, social partners, civil society organizations

Partners will form a database of various types of stakeholders (indicative lists below), who are in contact with both the direct and indirect COROCO target groups. Such stakeholders from all partner countries will be, wherever exists:

- Lists of local citizens covering group (a), who will be asked to participate in the survey and accept the GDPR policy of the Coordinating organization
- Public bodies in each country including Ministry of Health, Education, Culture, Environment, Labour, Security etc
- Schools, Parents Unions, Student Unions, HEIs in the partner countries
- Adult Training Centers
- Chamber of Commerce in each partner country

The Dissemination Strategy satisfies the following objectives:

1. Dissemination to create awareness: We want to inform people of the work of our project. This addresses those target audiences that do not require a detailed knowledge of our work but it is important for them to be aware of the expected results. Creating such an awareness on the results of our project will help the "word of mouth" type dissemination and assist our team in building an identity and profile within the National and European community.
2. Dissemination to create understanding: This refers to a number of groups/audiences that we need to target directly with our dissemination.
3. Dissemination to stimulate action: Stimulating Action refers to an increased interest resulting from the survey.

Indicative direct and indirect Target Groups in all partner countries:

- adult educators,
- school teachers,
- school students,
- HE educators,
- HE students,
- parents,
- grand-parents,
- working people,
- employers,
- civil servants.
- Sociological Sciences Researchers,
- Adult Trainers

- Policy makers at national and European level
- Journalists