BASIC RULES for the implementation
of Erasmus+ project cooperation

1) The created document must always contain:

- EU logo
- Project Logo
- Project name
- Project number and resources

2) Outputs from the project are always shared together after a particular stage of operation in the following ways to all partners:

- Flash drives
- CD outputs
- Google drive
- Send by e-mail

3) From each meeting there should be:

- Invitation letters
- Attendance list
- Minutes of the meeting
- Photo documents
- Minutes of the meeting
- Publication of results

4) Partners are required to publish project outputs on:

- Project Facebook
- Website of your own school
- eTwinning – in coordination with the coordinator of SMVV Praha
- Own ways

The appendix to these guidelines is an overview of the areas that must be monitored and continuously evaluated by all the project partners.

Questions for the final report:

How were the quality, effectiveness and efficiency of the project monitored and evaluated (include budget control and time management)? Please mention the involved staff profiles and frequency of such activities.

Bulgaria:

Italy:

Portugal:

Turkey:

If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handled them. What measures were used to handle project risks (e.g. conflict resolution processes, etc.)?

How did other organisations - not formally participating in the project - contribute to the achievement of the project's objectives? Please explain their involvement and how they brought added value to the realised activities, including by investing their own resources and know-how.

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

Please describe the background and profile of the participants involved in the learning, teaching or training activities and how the participants were selected.

Outside of the participating organisations which were the projects target groups and other relevant stakeholders? What was the project's impact on them and how did the results reach them?

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

To whom did you disseminate the project results inside and outside your partnership? Please define in particular your 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 intellectual outputs/tangible deliverables, please describe if and how you have promoted their free access to the public. In case a limitation was foreseen 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/or will be used by others?

How did you see the potential to use this project's approach in other projects on a larger scale and/or in a different field or area?

Which activities and results will be maintained after the end of the EU funding? How will these activities be implemented and supported?

We, the undersigned, declare to have read, approved and accepted the terms and conditions of this Cooperation as described above and confirm it with our signatures:

For the Main Coordinator:

1) Mgr. Vlaďka Michalíková

For the Partner Schools:

2) Antonio de Almeida FIGUEIREDO (Portugese Coordinator)

3) Alessandro SAFONTE (Italian Coordinator)

4) Divna Georgieva NIKOLOVA (Bulgarian Coordinator)

5) Omer BEYAZAL (Turkish Coordinator)

Prague, Czech Republic

   November 2018