

B.1. Project Identification

Project Title	Cooperation Local Authorities for Vocational and Educational Training
Project Acronym	CLAVET
Project Start Date (dd-mm-yyyy)	01-09-2014
Project Total Duration (Months)	24 months
Project End Date (dd-mm-yyyy)	31-08-2016
Applicant Organisation Full Legal Name (Latin characters)	UNIVERSIDAD DE MALAGA

P1: Universidad de Malaga

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Background and Experience

The University of Malaga (UMA) is one of Spain's premiere institutions of higher learning (world ranking: 344) [2013]. Since its foundation back in 1972, UMA has rapidly expanded its international presence and prestige. Currently, UMA has 2 campuses (1.797.247 m²), 35.000 students, 2.400 professors, 23 faculties and schools, 82 departments, 200 educational programmes (incl. 59 undergraduate, 53 master and 34 phd), 200 phd thesis/year, 278 research groups, research projects (400 national / 125 EU [2007-2012]), and 1.800 business contacts.

Regarding international relations, UMA has bilateral agreements with 350 universities over the world (Europe, Iberoamerica, North Africa, Asia, USA/Canada, Australia, New Zealand, Japan, South Korea, etc.) with 1.000/1.000 exchange students (in/out)/year and 100/100 exchange researchers (in/out)/year. UMA participates actively in a number of international programmes (Erasmus, Erasmus Mundus, Tempus, ISEP, Fulbright, AUIP, etc.), national/regional programmes (Spanish Ministry of Education, Regional Government, Talentia, ICEX, etc.), and privately-funded programmes (Santander, Unversia, Caixa, Caja Madrid, etc.), all of them managed by the Unit of International Affairs & Cooperation (UIAC). UMA is member of +100 networks/associations. Assistance is provided in the following languages: Spanish, English, French, German, Italian, Portuguese, Greek and Korean.

UMA stimulates educational innovation and research by boosting the quality of its professors and research groups through their participation in international research projects – managed by OTRI (Research Results Transference Office) - with the support and sponsorship of enterprises from local TechPark (PTA). The university has a dedicated career center which fosters the employability of students and young researchers by offering a wide services portfolio including academic/professional counseling, paid internships/fellowships, etc. UMA meets the following quality standards: EFQM 200, EFQM 300, ISO 9001, ISO 14001, etc.

UMA is also part of the “Andalucia Tech” campus of excellence.

P2: Internet Web Solutions SL

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Background and Experience

Internet Web Solutions (IWS) is a leading provider of information technology (IT) and engineering services based in Málaga, Spain. IWS business plan has received the finalist award from the City of Madrid in the Nacional Business Competition sponsored by IdeCesem Business School. IWS specialises in domains like Professional Web Design, Web Development, Software Development, E-Commerce Solutions, E-learning projects and SEO strategies. IWS also provides online marketing solutions and quality translation services for international large corporations as well as SMEs in various sectors of the economy. IWS provides high-tech, custom and quality web design, Outsourced Web Development and Software Development services with latest and emerging Web Technologies, in particular PHP, Java Script, Ajax and newest DHTML IT languages.

IWS mission is to make IT technology much more accessible to general and specialized public by committing to accessibility using W3C validation tools and AAA compliance. IWS's core competencies include:

- Systems Engineering and Systems Integration
- Object-Oriented and Client/Server Software Development
- Advanced and Large-Scale Database Development
- Seo research and strategies implementation
- Systems and Database Administration
- Software Process Improvement Consulting
- Systems Analysis and Business Process Re-engineering
- Elearning platform engineering

Current market areas include:

- Engineering and reselling of advanced elearning platforms for Local Learning Association.
- Developing and managing high-end and large-scale database solutions for Business purposes.
- Developing advanced data analysis solutions and visualization tools in support of Reselling and Management Companies.

P3: Italian Development Partners SAS di Giancarlo Costantino

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Background and Experience

IDP, with branch offices in Italy and in Brussels, was established in 1996 by partners working since 1991 in Brussels in the frame of EU policies and EU funding programmes. It relies on more than 20 year experience in the development, submission and management of successful EU projects. Since 1999, IDP develops and carries out also specialised training courses for VET and Adult learners focused exclusively on EU related issues (EU Institutions, policies, programmes, project management etc), delivering an average of +1000 hrs/year of training to +550 adult attendees/year. IDP organises also study visits in Brussels to the EU Institutions or the participation of groups of AL to major EU events (such as the Open Days of DG Regio); moreover, it takes part in all EU events held in Brussels (Info days, conferences, meetings etc) and has regulars contacts with officers and representatives of Brussels-based Institutions, practitioners, associations and projects.

As a training service provider, IDP organises, manages and delivers high quality specialised training for Local and other public authorities, focusing on the various aspects of project management, planning, financial management, implementation, fund-raising, etc

In addition to serving the public and third sector, IDP offers services to institutional clients from both national and regional governments. Moreover, IDP is currently a contractor of the EU Institutions/Agencies having been awarded in 2010 two contracts on the basis of competitive bidding.

P4: Institut de Haute Formation aux Politiques Communautaires asbl

Sq. Charles Maurice Wiser 19, Brussels, Belgium

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Background and Experience

IHF, Institut de Haute Formation aux Politiques Communautaires asbl, is a non profit organisation established in Brussels (Belgium) in 2004. The principal aim of IHF is to provide the community (including non profit and local authorities) with assistance for the development of a wider international cooperation through activities of specialised training on European policies and the dissemination of European values.

One of the means to reach this objective is the organisation of highly specialised courses and seminars focused at the development of European projects. The courses focus on EU Policies and Legislation, International Relations and Project Management, promoting the possibility to participate in EU-funded programmes.

IHF organises also study groups to Brussels for young graduates, local authorities representatives, SMEs, Universities, promoting mobility activities at different training levels. Since 2004 IHF organised more than 40 study visits to Brussels for more than 500 people.

IHF took part as associate partner in previous EU funded projects, contributing mainly to Dissemination and exploitation activities.

IHF provides further assistance through continuous monitoring of EU legislation and European Institution activities, and consequent spread of related information, assistance in the search for partners and building up of networks.

Thanks to its presence in Brussels IHF asbl developed relevant experience in the organisation of Dissemination and Valorisation activities at EU level, through contacts with MEPs, other European associations and Institutions, stakeholders, consumers groups etc.

P5: Comune di Reggio Emilia

Piazza Prampolini n. 1, Reggio Emilia, Italy

Contact Person: Mrs Irma Carla Grazia Filippi Ferro

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Background and Experience

Reggio Emilia is a city on the cutting edge, a city thought for people. Standing out for its quality of life, Reggio is a city of young people and for young people: preschool and infant toddler centres are renown for their pedagogical approach, studied and adopted world-wide. Reggio, even if facing the financial crisis, is in continuing economic growth and active in a variety of production sectors.

Placed in the very heart of Emilia-Romagna, rich in social and cultural capital, with an impressive amount of associations and services, Reggio is twinned to 9 cities throughout Europe and the world, is linked to over 200 international sites and involved in EU and international projects (among which, sole city in Italy, "Intercultural cities", promoted by the Council of Europe and the European Commission).

Fatherland of the "Tricolore", the Italian flag, born in the city hall in 1797, gold medal for the Resistenza to the nazi-fascism, Reggio has a rich history, gave birth to many illustrious people, and preserves a huge collective memory and identity.

Since 1990, Reggio experienced a demographic increase among the highest in Europe, due to a massive migration phenomenon, both national and from North Africa, Eastern Europe and China. As of 31/12/2009, about 16% of citizens are foreigners. About 27.000 people out of 170.000 in the Municipality come from Albania (13%), Morocco (11,5%), China (10%), Ukraine (7,4%), Romania (7,3%), Ghana (7,1%), Egypt (5,1%), etc..

Moreover, Reggio stands out at a national level for its commitment to active citizenship and involvement of citizens in decision making processes. A huge social capital shows passion and achieves concrete results every day. For this reason, the Municipality of Reggio has been investing heavily in building stable and confident social relationships, in sharing goals, in making people aware of their possibilities, in providing resources to work together towards the future.

Reggio Emilia as a whole, not only as a Municipality, is considered as a benchmark city for the education community, through the development and sustainment of an aware ethical intelligence.

Last but not least, Reggio is a city attentive to European guidelines and strategies (110 km of cycle lanes, over 7 million square meters of public parks, 46,7% of waste differentiated and recycled).

P6: Adriatic Ionian Euroregion

Ul. Flanatička 29, Pula, Croatia

Contact Person: Mr Francesco Cocco

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Background and Experience

The Adriatic-Ionian Euroregion (AIE) is an European network constituted as a Croatian NGO and participated by 26 members (Regional and Local governments from Italy, Greece, Croatia, BiH, Montenegro and Albania) for the promotion of trans-national cooperation between regions and local authorities. AIE represents a model for cross-border cooperation aimed to promote the coordinated and integrated development between regions. AIE supports their members, especially those in the EU accession process, to create joint initiatives and to prepare the regional stakeholders to be qualified in the cohesion policy and to deal with the EU financial instruments. Its action is focused on several policies such as tourism and culture, fisheries, transport and infrastructure, environment, welfare, as well as employment and social inclusion. Molise Region (ITA) is currently holds the AIE Presidency and Secretariat.

For this specific initiative, the Euroregion can involves their members in each countries to define best practices in VET. It will help to share the developed platform and such practices within its 26 members, especially for what concerns the Croatian Members (7 Croatian Region) aiming to valorize the platform.

P7: HASSA ILCE MILLI EGITIM MUDURLUGU

Öğretmenevi Binası. Zemin Kat, Hassa, Turkey

Contact Person: Mr Hilmi Toprak

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Background and Experience

As Hassa İlçe Milli Eğitim Müdürlüğü(Hassa General Directorate of National Education), we have 3 VET organization tied to us officially. We manage all the schools(primary, secondary, high school) in our district. And also our, organization Hassa General Directorate of National Education, is tied to District Governorship of Hassa officially.

We prepare and implement different types of projects which focus on VET subjects, basic school subjects, pre-school education, sport etc. Some of the projects are national and some of them are international. Here is some of the projects that we applied and implemented:

- Söylersen Unuturum; Yaparsam Öğrenirim (If You Say, I forget; If I Do, I Remember) : A national project focuses on pre-school education
- Hello From Hassa!: A national project focuses on increasing learning foreign languages of young people who live in rural areas.
- Discovering Countries' Their Scientific Traditions, What's up Mr. Nobel?: An EU project which focus on countries' scientific traditions, important scientists and importance of science in school/VET education. Implemented by a school tied to us officially.
- Okullar Hayat Olsun (Let Schools Be Life): We implement the project 75 different schools. It focuses on turning into schools social life centers.

P8: Yeri Municipality

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Background and Experience

Local authority

Licencing

Budgeting

Local educational programs

Community Development

Community Management

P9: Inspectoratul Scolar Judetean Dolj

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Contact Person: Mrs Ani Draghici

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Background and Experience

School Inspectorate of Dolj County is a school authority that promotes educational strategy in the Dolj county and assure institutional coordination and strategic communication between Ministry of Education and education units . School Inspectorate ensure the quality of the educational process, achieve equal opportunities in education and support the institutional development of schools in order to strengthen their autonomy in terms of competition, in accordance with national standards .

The activity of School Inspectorate is materialized through implementation in the territory of policy , decisions and measures developed nationally , assuring their correct and timely interventions for achieving them.

It is framed with 46 persons, of which 21 specialized inspectors and 7 inspectors of institutional management , human resource development , a school inspector general and two deputy inspectors general .

Dolj County School Inspectorate has a department for European educational projects coordinated by specialized school inspector.

P10: MUNICIPALITY OF DISTOMO ARACHOVA ANTIKYR

10TH JUNE 28, Distomo, Greece

Contact Person: Mr Nikolaos Papadrosos

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Background and Experience

The municipality of Distomo - Arachova - Antikyra (DAA), with a population of approximately 8.200 residents and a total area of approximately 297 sq km, is one of the six municipalities of the prefecture of Boeotia in Central Greece Region that was established by Law 3852/2010 (New Architecture for Decentralised Administration – Programme Kallikratis) from the combination of pre-existing municipalities Arachova and Distomo and the Community of Antikyra. It consists of the municipal communities of Distomo, Arachova and Antikyra, the local community of Stiri and from the Monastery of St. Luke, the Beach of Distomo and the settlements of St. Sotira, St. Isidore, Zemenos and Kalyvion-Livadi.

The seat of the new municipality is Distomo. DAA is located on the northwestern tip of Boeotia Prefecture, it lies between Parnassus and Helicon mountains and it combines the high peaks of Parnassus mountain (a major greek touristic attraction with a skiing centre) with the beaches of the Corinthian Gulf.

DAA has a rich cultural infrastructure [such as the Museum of Victims of Nazism or the Holy Monastery of Saint Luke, inscribed in the World Heritage List of UNESCO (IAEG C16 - UNESCO World Heritage - Greece) and many archaeological sites], which the municipality exploits in order to preserve and disseminate the cultural heritage and promote cooperation and exchange of experiences and cultural activities. Cultural associations are very active and energetic and act in cooperation with DAA in order to preserve the cultural identity of the region, transmit it to new generations and boost the extroversion of the area.

In all local districts, the major percentage of the population of DAA is engaged in recreational activities, trade and construction (in the tourism sector) and the energy sector also shows a significant increase due to the overall context of the promotion of environmental and energy issues. However, due to the recession, unemployment rate reaches a 25% and the balance between the replenishment of jobs created and jobs lost is still negative. Alternative forms of tourism (hiking trails, visits to archaeological and religious sites, sports, bike trails, educational approaches of local production of primary or secondary sector, wine, etc.) are identified as a potential key enabler to be developed in order to enrich the tourist offer, lengthen the tourist season and maintain / create new jobs.

D. Description of the Project

What is the rationale of this project, in terms of objectives pursued and needs to be addressed?

EU institutions recognise the key role of local authorities in educational policies and programmes, and recognise that “barriers to participation by individuals may be policy-related”, EC “It Is Never Too Late to Learn”, COM(2006)614. Regional disparities highlight the role of local authorities in shaping efficient educational policies for societal and economic benefits of EU citizens, especially at a challenging time of economic crisis coupled with the phenomenon of ageing population.

Erasmus+ Guide, Part B, page 95, item 5 stresses that Strategic Partnerships aim to “promoting structured inter-regional and cross-border cooperation: enhancing the commitment of local and regional public authorities in the qualitative development of the education, training and youth fields”.

At present there are no structured cooperation mechanisms for local authorities solely dedicated to the policy area of education, leaving a considerable gap and reinforcing the specific need of establishing inter-regional and cross-border collaboration among local authorities in the field of education and learning. In this context, the need for dialogue and collaboration among local authorities is crucial to implement the Flagship Initiatives directly related to education, i.e. New Skills for New Jobs, Innovation Union, Youth and Poverty.

Against this background that clearly identifies in local authorities the key stronghold of educational policies and programmes, CLAVET will develop a platform for structured cooperation among local authorities for the qualitative development of educational initiatives with the overall objective of overcoming geographical and border barriers and the aim of realizing the EU2020 strategy. The platform will consist of a consolidated network of local authorities represented by the consortium; the project will include a partner with ICT experience to “informatize” the platform and build a structured and durable mechanism for cross-border cooperation among local authorities on the definition and development of qualitatively relevant educational initiatives.

The platform is meant to become a point of reference for local authorities when formulating educational initiatives: the platform will consolidate knowledge, experiences and expertise from the various participating local authorities and become a knowledge hub and meeting point for local policy makers in the domain of education and learning policies and programmes. In addition to exchanging best practices, the community of participants will allow to build a Rapid Response Mechanism for local policy makers. Language barriers and multilingualism have been considered and properly tackled: the platform will be available in 9 languages and all partners committed to translating the key deliverables in their respective languages for a total of 9 languages. As mandated by the Erasmus+ Guide, Part B, page 95, CLAVET addresses policy objectives, challenges and needs relevant to several fields of the education, training and youth domains.

How will the quality of the project's activities and results be monitored and evaluated? Please mention the involved staff profiles and frequency of such quality checks.

To ensure proper M&E and quality control, in month 1-3, the project coordinator in close cooperation with all partners, will finalise a detailed Quality Assurance Plan as a definite section of the Project Plan, defining precise tools, actions and timetable of the internal monitoring and quality assessment to be realised internally and externally. The Plan defines the Key Performance Indicators that will be taken into account for QA purposes. The Plan also defines the timing for submission of deliverables (reports, tools, content) for evaluation. Such internal evaluations will be carried out at least every 6 months; additional internal evaluations can be envisioned on a need basis.

Each partner will appoint a specific staff member with M&E and QA experience. This activity of Monitoring and Evaluation and Quality Assurance will be implemented by all partners under the Guidance of P1 that has multiple years of experience in M&E and QA in international and public policy projects. Feedbacks will be collected by the project coordinator and implemented by fine-tuning deliverables prior to their final version.

The consortium will prompt all the needed activities to ensure compliance with project requirements, using the most reliable quality standards in an effort to generate value for all stakeholders.

F. Implementation

Please describe the activities that your project will organise. Please provide detailed information in particular about the project activities that will be supported from the grant for Project Management and Implementation.

DETAILED INFORMATION ON IMPLEMENTATION: schematically the CLAVET project is organised along the following structure:

Output	Activity	Start	End (month)
O1	OER platform and project webs		
	A1. model platform	1	3
	A2. platform operational	4	24
O2	CLAVET network established		
	A1 Procedures and Docs	1	5
O3	Model CLAVET fiche		
	A1 Operational guidelines	1	2
	A2 Develop fiche model	2	4
O4	Fiches from all partners		
	A1 Drafting fiches	5	10
	A2. translation in all languages and upload on the OER	11	15
	A3. Peer review	14	17
O5	Val Plan /Valorisation Plan / tools		
	O5-A1 Definition of Valorisation Plan including templates	1	3
O6	Val activities e report		
	O6-A1 D&V Activities	1	24
	O6-A2 D&V Report	22	24

and guidelines

F.2. Project Activities

F.2.1. Intellectual Outputs

Output Identification	O1
Output Title	OER platform and project wesbite
Output Type	open on-line course

CLAVET will include an online ePlatform as the Open Educational Resources to share with the target group of policy makers at local/regional level, end users and the general public the training content, the sources and resources and the wealth of knowledge the partners generated during the implementation (i.e. the Fiches, the materials, etc). All the project results will be available online at the dedicated project Internet platform in 9 languages.

At inception the partners will define the platform in terms of structure, content and functionalities.

In addition, in this Output the partnership will ensure the full consistency, compatibility and connectivity with the official and institutional OER sources and resources, for instance the official OER resource of the European Commission <http://openeducationeurope.eu/en>.

Languages	Croatian
	English
	French
	Greek
	Italian
	Romanian
	Spanish
	Turkish
	<input type="button" value="+"/> <input type="button" value="-"/>
Media(s)	Interactive Resource
	Internet
	Other
	Service
	<input type="button" value="+"/> <input type="button" value="-"/>

Activity	Activity Code	O1-A1
	Project Phase	Preparation
	Title	Model OER- CLAVET Platform

Activity 1 aims at establishing the OER for the CLAVET project. This will entail the development of the platform to accommodate all the language versions of the training offer. This activity is crucial to ensure the sustainability of the Project and its openness in a OER environment

In this activity the partnership will need to develop the structure of the CLAVET ePlatform to ensure that it can be fully operational as a “OER – open” or “OER-proof” functionality.

This open ICT platform will offer a solution to make the vocational and training actions visible, readily accessible and usable to a well identified enlarged target audience of VET providers/beneficiaries.

The web 2.0 based application will be compatible with IE, Firefox and Chrome browsers in order to widen up its target audience and make it available to the largest public feasible. It will be SEO oriented through engineering code optimization guaranteeing the most effective positioning results.

It will include a public access and a private backoffice section through which web contents will be managed, via PHP programming and advanced, large-scale MySql databases development and interaction. The goal-oriented software will use advanced engineering technologies (Ajax, DHTML, javascript) to create an environment characterised by usability and user-friendliness while retrieving and displaying Bps fiches, classified according to different domains and into 8 languages.

Tasks and role of each organization

The Activity as a whole, and all the related tasks, are coordinated under the supervision and quality control of the Spanish Partner IWS.

TASK 1 Design and development of the open ICT platform

Based on the conceptual proposal and the consideration of appropriate programming approaches based on the definition of BPs, the platform will be designed. In this sense an agile programming approach will be carried out to define broadly the improved features of Open ICT platform, specifying standards for functionalities, properties, stability, safety and accessibility, userfriendlyness and usability through the web based interface.

In this phase the database architecture is designed and functionalities requirements of the online open source platform in 8 languages are set, providing a useful and valuable reference through ad-hoc system engineering and advanced ICT technology. This tool will be made available for free for general public and target groups. All contents will be stored instantaneously on the Mysql database to be made available for two more years after the end of the project.

The ICT open-source platform will be programmed in order to allow the uploading and categorization of contents over different areas/domains and into 8 languages.

The Open ICT platform will allow easy access to training BPs either from a smart directory arranged according to domains and areas, or as targeted suggestions in line with VET needs.

TASK 2 Revision and correction of the ICT platform

The testing and evaluation of the open ICT platform will be based on real-user experiences supported by the participation of associated institutions in VET contexts, covering the target groups of CLAVET. Results will be evaluated for indicators such as efficiency and functioning of the platform, differentials of effectiveness and ease of use amongst different types of learners and in different contexts. Results will also be evaluated against partners' existing experiences of other methods of validation.

TASK 3 Evaluation of test results and further development of the platform as appropriate.

Based on this evaluation a final user-friendly, smart and simple online version of the open ICT platform will be released. The final version thus, is built on feedbacks from real users coming from our target groups, general users, as well as users from the associated institutions of CLAVET. This output will be one of the main results of the CLAVET project and the basis for exploitation activities beyond the project's runtime. The resulting version will be translated and made available into 6 languages in order to test and simulate to the greatest extent practical operation, final design and functionality of the platform. This will be the main massive testing of the platform in the different cultural contexts of the partner countries in order to analyse and evaluate its effectiveness.

According to failure and performance reports acquired during testing and evaluation activities of CLAVET "Quality Plan", the platform will be revised and upgraded (if needed). The revision will be done using the same programming approach and tools as in the design and development phases (see above). The final result of this task and also of the first part of this Output will be one of the final products of CLAVET: an open source, user friendly and smart electronic ICT platform aimed at improving dissemination of VET BPs and creating a structured cooperation among Local Authorities for the exchange of BPs.

TASK 4 Design and development of BPS browser

The envisioned platform will be further improved by designing and developing an online and open BPs browser available in 8 languages.

It will provide the possibility to implement SMART and FAST SEARCHES based on: sectorial relevance, training fields, keywords and goals, language of interest, other related BPs fiches, geographic area, etc.

This tool will be made available for free for general public and target groups and both platform areas will be compatible with a variety of supports: PCs and laptops, Tablets, Smartphones.

TASK 5 Revision and correction of BPS browser

After scientific validation by an independent evaluator of browser functionalities and effectiveness in the different cultural contexts of the partner countries, CLAVET of BPS browser will be finetuned as appropriate.

The testing and evaluation of the of BPS browser will be based on real-user experiences supported by the participation of associated institutions in VET contexts, covering the target groups of CLAVET. Results will be evaluated for indicators such as efficiency and functioning, with special emphasis on clarity of definition, usefulness of terms and relevance in different contexts. Results will also be evaluated against partners' existing experiences of other methods of validation.

Also of BPS browser will be valued in terms of user-friendliness, usability, accessibility and general intuitiveness, thus supporting the end user focused approach

Estimated Start Date (dd-mm-yyyy)	01-09-2014
Estimated End Date (dd-mm-yyyy)	30-11-2014
Activity Leading Organisation	Internet Web Solutions SL
Participating Organisations	UNIVERSIDAD DE MALAGA
	IDP SAS DI GIANCARLO COSTANTINO (ITALIAN DEVELOPMENT PAR
	Institut de Haute Formation aux Politiques Communautaires asbl
	Comune di Reggio Emilia
	Jadransko Euroregija
	HASSA ILCE MILLI EGITIM MUDURLUGU
	YERI MUNICIPALITY
	Inspectoratul Scolar Judetean Dolj
	MUNICIPALITYOF DISTOMO - ARACHOVA - ANTIKYRA

Activity Code	O1-A2
Project Phase	Implementation
Title	Maintain and operate the OER CLAVET

Partners will greatly contribute throughout the duration of the project – AND BEYOND! – to the provision of content to be uploaded and disseminated through the OER CLAVET to the general public and the target groups.

All the partners contribute with content (knowledge, best practices, case studies, training content, etc) under the guidance and supervision of IWS that is ultimately responsible for the management of the overall OER CLAVET Platform.

All partners participate to this activity under the guidance and coordination of IWS that is responsible for the management of the platform, the website, ensuring consistency and coherence in the provision of inputs and content, etc.

Tasks and role of each organization

Task 1. Partners will provide the content to be managed and uploaded into the OER platform.

ALL PARTNERS WILL PARTICIAPTE IN THIS TASK UNDER THE GUIDANCE OF IWS THAT WILL ENSURE CONSISTENCY

Task 2. Content management: IWS will be solely responsible for the management of the content in the OER Platform of CLAVET in close collaboration and cooperation with all partners

ONLY IWS CARRIES OUT THIS TASK

Design and development of OPEN-TO-LOCAL-ENTITIES area

This OPEN-TO-LOCAL-ENTITIES Resource will be developed on an open-source basis to enable sustainability and exploitation to its greatest extent.

The Ad-hoc form will allow storing new BPs related to future VET actions by any external Local Authority, boosting VET effectiveness.

VET BPs will be inserted respecting those guidelines retrieved during the entire project, thus allowing homogeneity and standardization in presenting VET actions.

Revision and correction of OPEN-TO-LOCAL-ENTITIES

After scientific validation by an independent evaluator and associates institutions of CLAVET any finetuning in terms of functionalities or translation and target oriented needs will be applied. Finally different social media channels will be created in order to boost visibility of the tool and to disseminate the platform on a wider scale.

IWS will be in charge of the overall coordination of the design and development process; defining and designing of the Mysql database architecture to store BPs contents; designing and programming the open ICT platform, BPs Browser and OPEN-TO-LOCAL-ENTITIES area (incl. correction), in 8 languages; in-house testing of prototype; support for implementation of platform in all scheduled environments.

IWS will also provide input and feedback to the design and development process, revision of the platform and implementation of platform in all scheduled environments for ES.

Estimated Start Date (dd-mm-yyyy)	01-12-2014
Estimated End Date (dd-mm-yyyy)	31-08-2016
Activity Leading Organisation	Internet Web Solutions SL
Participating Organisations	UNIVERSIDAD DE MALAGA
	IDP SAS DI GIANCARLO COSTANTINO (ITALIAN DEVELOPMENT PAR
	Institut de Haute Formation aux Politiques Communautaires asbl
	Comune di Reggio Emilia
	Jadransko Euroregija
	HASSA ILCE MILLI EGITIM MUDURLUGU
	YERI MUNICIPALITY
	Inspectoratul Scolar Judetean Dolj
	MUNICIPALITYOF DISTOMO - ARACHOVA - ANTIKYRA

Output Identification	O4
Output Title	Fiches from all partners
Output Type	open on-line course

O4 is the CLAVET Fiche that will capture the lessons learned, best practices and key elements of policy making at local level for education and training. The fiches will be produced by the partners representing the local authorities: as such the private sector, the third sector and academia will not be requested to produce any CLAVET Fiche.

The partners representing the local authorities will produce between 8 to 10 fiches each, depending on the exact structure of the Fiche that will be agreed upon, the degree of detail of the case studies, best practice, lessons learned, etc.

The Fiches will be produced in English, as the common working language of the partnership, and will be translated into the other languages of the partnership hence allowing the CLAVET platform to reach put to the widest possible audience of target groups.

Languages	Croatian
	English
	French
	Greek
	Italian
	Romanian
	Spanish
	Turkish
	<input type="button" value="+"/> <input type="button" value="-"/>
Media(s)	Text
	Dataset
	Other

Activity	Activity Code	O4-A1
	Project Phase	Implementation
	Title	Drafting of fiches in EN and circulation

All the partners representing local authorities will develop between 8 and 10 thematic OER fiches on aspects pertaining to the education and training policy making at local level. The range of topics is quite wide as it is intentionally left open to include the various facets and aspects of education and training. The specific content for the Fiche will be discussed in the first months of implementation, and captured in the common methodological guidelines that all the partners will agree upon and adapt during the implementation of the project.

Tasks and role of each organization

Task 1: partners representing the local authorities will produce the CLAVET fiches in English

Task 2: once developed in English, the partners representing the local authorities will circulate the fiches to all other partners for their review

Estimated Start Date (dd-mm-yyyy)	01-12-2014
Estimated End Date (dd-mm-yyyy)	30-06-2015
Activity Leading Organisation	Comune di Reggio Emilia
Participating Organisations	UNIVERSIDAD DE MALAGA
	Internet Web Solutions SL
	IDP SAS DI GIANCARLO COSTANTINO (ITALIAN DEVELOPMENT PAR
	Institut de Haute Formation aux Politiques Communautaires asbl
	Jadransko Euroregija
	HASSA ILCE MILLI EGITIM MUDURLUGU
	YERI MUNICIPALITY
	Inspectoratul Scolar Judetean Dolj
	MUNICIPALITYOF DISTOMO - ARACHOVA - ANTIKYRA

Activity Code	O4-A2
Project Phase	Implementation
Title	Translation of fiches in all languages and upload on the OER

Once developed in English and circulated to all partners, the fiches will be translated into all the languages represented by the partnership to ensure that the content and material is relevant and can be easily transferred to the target groups across the many countries involved and beyond: the use of languages that are spoken in more countries (English is an official language of 3 EU member States, so is French). All partners will translate all the fiches in their respective languages.

Tasks and role of each organization

Task 1: all partners will receive all the fiches produced by the partners representing the local authorities

Task 2: all the partners will translate the fiches from English into their national Languages

ALL PARTNERS PARTICIPATE TO THIS ACTIVITY

Estimated Start Date (dd-mm-yyyy)	01-07-2015
Estimated End Date (dd-mm-yyyy)	30-11-2015
Activity Leading Organisation	Comune di Reggio Emilia
Participating Organisations	UNIVERSIDAD DE MALAGA
	Internet Web Solutions SL
	IDP SAS DI GIANCARLO COSTANTINO (ITALIAN DEVELOPMENT PAR
	Institut de Haute Formation aux Politiques Communautaires asbl
	Jadransko Euroregija
	HASSA ILCE MILLI EGITIM MUDURLUGU
	YERI MUNICIPALITY
	Inspectoratul Scolar Judetean Dolj
	MUNICIPALITYOF DISTOMO - ARACHOVA - ANTIKYRA

Activity Code	O4-A3
Project Phase	Implementation
Title	Peer review

All the partners will peer review the Fiches developed to ensure the coherence of the text, the structure, the value of the content, the correspondence with the shared operational guidelines defined at inceptions and so on.

This internal round of peer review is a user-test to validate the content, structure and format of the CLAVET Fiche before they are made available to the widest public via the OER CLAVET Platform.

Tasks and role of each organization

Task 1: all partners review the CLAVET Fiches developed by all the partners, providing comments on the overall qualitative and quantitative aspects, suggestions on how to improve the messages and comments on the overall Fiche

Task2: Comune di Reggio Emilia consolidates all the findings, comments and results of the peer review process and coordinates the revision of the validated Fiches to the respective partners

Estimated Start Date (dd-mm-yyyy)	01-10-2015
Estimated End Date (dd-mm-yyyy)	31-01-2016

Activity Leading Organisation	Comune di Reggio Emilia
Participating Organisations	UNIVERSIDAD DE MALAGA
	Internet Web Solutions SL
	IDP SAS DI GIANCARLO COSTANTINO (ITALIAN DEVELOPMENT PAR
	Institut de Haute Formation aux Politiques Communautaires asbl
	Jadransko Euroregija
	HASSA ILCE MILLI EGITIM MUDURLUGU
	YERI MUNICIPALITY
	Inspectoratul Scolar Judetean Dolj
	MUNICIPALITYOF DISTOMO - ARACHOVA - ANTIKYRA

F.2.2. Multiplier Events

Event Identification	E1
Event Title	CLAVET closing European conference

The final CLAVET conference will be held in Brussels, so as to involve local authorities or their representations in Brussels, to spread the knowledge about the CLAVET network and to invite prospect members to join. The conference will be held in month 22 as months 23 and 24 are holiday months for most Countries. In order to maximize the impact of the final conference, P1 will involve in the organisation Brussels representative offices of local/public authorities from Spain/Andalucia. Based on the dissemination effort that partners will put in place, the number of participants (30) is a very conservative estimate of the actual number of participants expected.

Intellectual Outputs Covered (using Output Identification number)		O1, O2
Activity	Activity Code	E1-B1
	Project Phase	Dissemination
	Title	Organisation of the final CLAVET conference

P1 will involve Brussels representations of local/public authorities from Spain/Andalucia To maximize the visibility of the final conference at EU level. P4 thanks to its presence in Brussels will also contribute to the practical organisation of the conference. Preparation will start three months in advance s as to ensure the participation of relevant stakeholders and prospect members of the CLAVET network. Among the stakeholders invited, Policy makers at EU level, MEPs from participating countries and from relevant parliamentary Committees; officials of relevant Commission's services; permanent representations of involved countries. All partners will take part in the conference, some presenting their own experience.

Tasks and role of each organization

P1will coordinate the organisation of the conference in close contact with P4. All partners will contribute by providing inputs for the agenda and for presentations, as well as spreading the information about the conference to partners, relevant stakeholders in Brussels. The conference will be organized at the same time as the closing meeting so as to minimize the impact of travel costs for partners.

Estimated Start Date (dd-mm-yyyy)	01-04-2016
Estimated End Date (dd-mm-yyyy)	30-06-2016
Activity Leading Organisation	UNIVERSIDAD DE MALAGA
Participating Organisations	Internet Web Solutions SL
	IDP SAS DI GIANCARLO COSTANTINO (ITALIAN DEVELOPMENT PAR
	Institut de Haute Formation aux Politiques Communautaires asbl
	Comune di Reggio Emilia
	Jadransko Euroregija
	HASSA ILCE MILLI EGITIM MUDURLUGU
	YERI MUNICIPALITY
	Inspectoratul Scolar Judetean Dolj
	MUNICIPALITYOF DISTOMO - ARACHOVA - ANTIKYRA