



**Let's Discover Europe Together Finding Harmony in Differences  
– EUROPE'S FRIENDS –**

**2017-1-RO01-KA219-037409\_1**

**IMPLEMENTATION PLAN**

**2017-2019**

Objectives	Activities	Date	Venue	Monitoring coordinator	Target group	Outcome	Budget / resources	Indicators of fulfilment	Monitoring /self-evaluation
	<p>A1. <b>Preparation – Project management</b></p> <ul style="list-style-type: none"> <li>- establishing the procedures for project implementation</li> <li>- distributing responsibilities among the team, at the level of each school</li> <li>- re-organizing the Gantt diagram – the implementation plan of the project</li> <li>- selecting the management and implementation team</li> <li>- creating a group on the yahoo</li> <li>- creating the project site and the facebook page</li> </ul>	1st Sept 2017 – 31st Oct 2017	Bucharest	"St. Mary" Special Vocational School for Hearing Impaired	<p>-GYMNASIO ANOIXIS, Anoixi, Greece</p> <p>-SPECJALNY OSRODEK SZKOLNO-WYCHOWAWCZY NR 2, Przemysl, Poland</p> <p>-AGRUPAMENTO DE ESCOLAS DE BARCELOS, Barcelos, Portugal</p> <p>-BAKIRKÖY CUMHURİYET ORTAOKULU, Istanbul, Turkey</p>	<p>Project management teams</p> <p>Packages of procedures</p> <p>Activity reports</p> <p>Minutes of the meetings</p> <p>The Gantt diagram</p> <p>Întâlniri de management</p> <p>Yahoo group</p> <p>Wiki page</p>	Management and implementation team	<p>Constitutive act of the management and implementation team</p> <p>The procedures</p> <p>Project implementation plan</p> <p>Logo of project</p> <p>Site of project</p> <p>Posting of the project on the site of each partner institution</p> <p>The Facebook page</p> <p>Folder of project</p>	<p>Questionnaires</p> <p>Monitoring reports</p>

<p>O1: 70 students will develop communication skills in the English language, Sign Language and IT</p>	<ul style="list-style-type: none"> <li>- establishing criteria for the selection of students and teachers participating in project activities for each partner school</li> <li>- establishing the schedule of activities necessary for the theoretical, cultural and linguistic training for the 35 students, in the course of the project</li> <li>- creation of logo – slogan (organizing a contest in each partner school)</li> </ul>					<p>35 students (aged 12 – 16) participating in the project, from each school</p> <p>Logo</p> <p>Slogan</p>		<p>Roll up in each partner school</p> <p>Criteria for the selection of students and teachers participating in the project</p> <p>1 program of theoretical, cultural and linguistic training</p>	
	<p><b>A 2 – First transnational meeting of the teams in Barcelos, Portugal</b></p> <ul style="list-style-type: none"> <li>- distribution of tasks for each management team of partner institutions</li> <li>- establishing the structure and contents of the course support for the training in Turkey</li> <li>- detailed presentation of the IT training program in Turkey</li> <li>- designing the interactive lessons to be performed at the two training camps</li> <li>- planning of the themes to be performed online for the training in International Sign Language</li> <li>- establishing and presenting the activities for the two camps</li> <li>- establishing the design of the Guidebook on the</li> </ul>	<p>January 2018</p>	<p>Barcelos, Portugal</p>	<p>“St. Mary” Special Vocational School for Hearing Impaired</p>	<p>Management and implementation team</p>	<ul style="list-style-type: none"> <li>- Work agenda</li> <li>- Minute</li> <li>- Activity</li> <li>- Signing of agreements</li> </ul>	<p>760 EURO/ Participant</p> <p>Management and implementation team</p>	<ul style="list-style-type: none"> <li>-Existence of minutes, mail, reports in the project’s folder, containing information on the discussed issues</li> <li>-1 draft program for the IT course in Turkey</li> <li>-1 draft plan for the interactive lessons</li> <li>-1 program for the introductory course in Sign Language</li> <li>- 2 draft programs for the two camps</li> <li>- 1 draft plan for the Guidebook on the history, geography,</li> </ul>	<p>Monitoring coordinator</p>

	<p>history, geography, culture and traditions of each partner country in the project</p> <ul style="list-style-type: none"> <li>-scheduling of the video-conferences</li> <li>-drawing-up the questionnaire for initial and final evaluations of the students' skills</li> <li>- Signing of minute no. 1</li> </ul>							<p>culture and traditions in each partner school in the project</p> <ul style="list-style-type: none"> <li>-1 program video-conferences</li> <li>-1 questionnaire for initial evaluation</li> <li>-1 questionnaire for final evaluation</li> </ul>	
	<p><b>A3- Selection of the 3 teachers participating in the training course in Turkey</b></p>	February 2018	Each partner	Monitoring coordinators from each partner institution	Teachers from partner schools	<p>Acts for the participation of the 3 teachers in the training in Turkey</p> <p>Concluding agreements between participants and the sending institutions</p> <p>Health insurance acts</p>	-	<p>Application files for the contest</p> <p>Selection procedures</p> <p>Evaluation grid</p> <p>Reports/minutes written after the selection</p> <p>Table with the results obtained by the applicants for the selection contest</p>	- Discussions with the applicants for the selection contest
	<p><b>A4- Teoretical, cultural and linguistic training of the teachers enrolled in the course</b></p>	February 2018	Each partner	Monitoring coordinators from each partner institution	Teachers selected for participation in the training in Turkey	-Personal portfolio of the participants in the course		<p>Plan for the theoretical, cultural and linguistic training</p>	Questionnaires for initial and final evaluation

	<b>A5-Devising the course support</b>	February 2018	Istanbul , Turkey	"St Mary", Romania	<p>-Teachers from: "St. Mary" Special Vocational School for Hearing Impaired</p> <p>GYMNASIO ANOIXIS, Anoixi, Greece</p> <p>-SPECJALNY OSRODEK SZKOLNO-WYCHOWAWCZY NR 2, Przemysl, Poland</p> <p>-AGRUPAMENTO DE ESCOLAS DE BARCELOS, Barcelos, Portugal</p> <p>-BAKIRKÖY CUMHURİYET ORTAOKULU, Istanbul, Turkey</p>	Course support in English		Existence of the course support in letter and electronic format	Questionnaires on the satisfaction of course participants
	<b>A6 – Planning and writing of the camp journal/ diary</b>	January February 2018	All partner schools	"St Mary", Romania	Students from partner schools	Camp diary in electronic format	Money from the project Management	Camp diaries in letter format, for each participant	Monitoring report
	<b>C1 –Training course: "IT-based teaching methods, key to school success" :</b>	12-16th March, 2018/  19th-23rd March 2018	Istanbul , Turkey	"St Mary", Romania	<p>Management and implementation team</p> <p>Work group for course support</p>	<p>- training course support</p> <p>- portfolios of participant teachers</p> <p>- list of participants in the</p>	<p>Management and implementation team</p> <p><b>180/275 euro/</b> transport/ person</p>	<p>40 hours – (8 hrs/day) of training</p> <p>Preparation of materials to be used for devising the lessons</p> <p>- diplomas of</p>	Questionnaires of the beneficiaries' satisfaction

						training course -work agenda - Minute - Writing the monitoring report of the activity during the course	500 euro individual support/ person	attendance - Mobility Pass certificate	
	<b>A6 – Planning and designing 2 interactive lessons</b> on the history, geography, culture and traditions of each partner country	L1- March 2018 L2-April 2018	Teachers in partner schools	The management team in each institution	Students in partner schools	Work agenda Lesson plans CDs/DVDs with the lessons	Money from the Project management Implementation team	10 interactive lessons in English (2 for each partner country in the project)	Monitoring report
	<b>A7 – Workshop for introductory training in International Sign Language</b>	April 2018	In each partner school - Skype	“St Mary” School Poland	Students and teachers from partner schools	4 interactive lessons online / Skype Work agenda	Work group of volunteers and experts	Video recordings 2 activities online performed by Romania 2 activities online performed by Poland	Activity report Questionnaire for student satisfaction Questionnaire for teacher satisfaction

	<b>A8-Selection of students and teachers participating in the first camp in Poland</b>	April 2018	Each partner	Monitoring coordinators in each partner institution	Students and teachers in partner schools	Acts for the participation of the 2 teachers and 7 students from each partner school in the project in the camp in Poland  Concluding agreements between participants and sending institutions  Health insurance	-	Application files for the contest  Selection procedures  Evaluation grid  Reports/minutes written after the selection  Table with the results obtained by the applicants for the selection contest	- Discussions with the applicants for the selection contest
	<b>A9- Teoretical, cultural and linguistic training of the students and teachers participating in the camp in Poland</b>	April 2018	Each partner	Monitoring coordinators in each partner institution	Students and teachers selected for participation in the camp in Poland	-Personal portfolio of participants in the camp	-	Plan for the theoretical, cultural and linguistic training	Questionnaires for initial and final evaluation
O2: 70 students will develop social, civic and intercultural skills necessary for an open attitude towards long-life learning, in order to form a personality	<b>A.10 . Camp in Poland, Ustrzyki Gorne</b> <i>"Traditional Handicrafts and the Art of Photography Camp"</i>	May 2018	Poland	"St Mary" School Poland	35 students and 14 teachers from the 5 partner schools	Program of activities  Camp diary  Activity reports Personal portfolios of students	<b>2475 euro for transport /9 persons</b>  <b>7020 euro individual support for the 9 participants</b>	Plan of camp activities  Theoretical support for camp activities Diplomas of attendance -the web page of the project  - articles in the	Questionnaires for participant satisfaction  Monitoring report

capable to adapt itself to the requirements of the labor market						linformative materials (folders, posters, brochures, etc) in English and the languages of partner countries		online/ offline press - ppt presentations	
O3: 52 teachers will develop IT and linguistic skills (English) necessary in teaching  O4: 52teachers will combine formal with non-formal education in their teaching activity	<b>A11.</b> Promotion and visibility: - informative materials ( folders, posters, brochures, etc in English and the languages of partner countries) - web page of the project - articles in the online / offline press - ppt presentations	May June 2018	All partner schools  Coordinator in charge of promotion and dissemination	"St Mary" School	Students, teachers and parents, members of local community, from partner schools	Dissemination plan  Dissemination report Activity report  Report of number of accessing the webpage  Monitoring of the online / offline press	Money from the project management  Management and implementation team-	- Informative materials (folders, posters, brochures, etc in English and the languages of partner countries) - web page of the project - articles in the online / offline press - ppt presentations	Activity report
O5: 52 teachers will learn/ develop their Sign Language skills	<b>A 12- Workshop – Examples of good practice following participation in the camp in Poland</b>	June 2018	All partner schools  Coordinator	"St Mary" School	Students, teachers and parents, members of local community, from partner schools	PPT presentation Folders Roll up Newsletter Flyers	Money from the project management The management and implementation team	Number of participating teachers Number of participating members of the local community Number of participating parents	Reports/ Minute Interview with participants

	<b>A 13 - Intermediary report</b> - Presentation of the activity plan for the first year of project implementation	August 2018	All partner schools  Coordinator	"St Mary" School			Activity reports of each partner school (impact, dissemination, results)	Existence of the report Recording of the activities for the first year of the project on Mobility Tool	The SWOT analysis of the activities performed in the first year of project implementation
	<b>A14 - Writing of the Guidebook</b>	January 2018- January 2019	All partner schools  Coordinator	"St Mary" School	Students, teachers and parents, members of local community, from partner schools	Guidebooks on the history, geography, culture and traditions of each partner school in the project	Money from the project management  Informative materials  PPT presentations  The management and implementation team	1 guidebook of Romania, in Romanian, English and Sign Language 1 guidebook of Poland, in Polish, English and Sign Language  1 guidebook of Greece, in Greek, English and Sign Language  1 guidebook of Turkey, in Turkish, English and Sign Language 1 guidebook of Portugal, in Portuguese, English and Sign Language	Questionnaire for beneficiaries' satisfaction on the usefulness of the guidebooks in developing/ consolidating knowledge about the history, geography, culture and traditions of partner countries in the project
	<b>A15-Selection of students and teachers participating in the</b>	February – March	Each partner	Monitoring coordinators in each	Students and teachers in each partner school	Acts for the participation of the 2	-	Application files for the contest	- Discussions with the applicants in



	<b>second camp in Greece</b>	2019		partner institution		teachers and 7 students from each partner school, in the camp in Greece  Conclusion of agreements between participants and the sender institutions  Health insurance		Evaluation grids  Reports/Minute concluded after the selection Table with the results obtained by the applicants in the selection contest	the selection contest
	<b>A16- Theoretical, cultural and linguistic training of the students and teachers participating in the camp in Greece</b>	March - April 2019	Each partner	Monitoring coordinators in each partner institution	Students and teachers participating in the camp in Greece	-Personal portfolio of participants in the camp	-	Plan for the theoretical, cultural and linguistic training	Questionnaires for the initial and final evaluation

<p><b>A.17 . Camp in Athens, Greece</b>  <i>"UNESCO Heritage"</i></p>	<p>May 2019</p>	<p>Greece</p>	<p>"St Mary" School Greece</p>	<p>35 students and 14 teachers from the 5 partner schools</p>	<p>Activity plan Camp diary Activity reports Personal portfolio of students Informative materials (folders, posters, brochures, etc in English and the languages of partner countries)</p>	<p>2475 euro for transport /9 persons  7020 euro individual support for the 9 participants</p>	<p>Camp activity plan  Theoretical support for the camp activities  Diplomas of attendance  - wiki page - articles in the online / offline press - ppt presentations</p>	<p>Questionnaires for participants' satisfaction  Monitoring report</p>
<p><b>A18. Promotion and visibility:</b>  - informative materials (folders, posters, brochures, etc in English and the language of partner countries)  - wiki page  - articles in the online / offline press  - ppt presentations   - <b>Workshop –Examples of good practice following participation in the camp in Greece</b></p>	<p>May June 2019</p>	<p>All partner schools  Coordinator  Promotion and dissemination coordinator</p>	<p>"St Mary" School</p>	<p>Students, teachers and parents, members of local community, from partner schools</p>	<p>Dissemination plan  Dissemination report  Activity report  Report of accessing the web page  Monitoring of the online / offline press</p>	<p>Money from the project management  Management and implementation team</p>	<p>Informative materials (folders, posters, brochures, etc in English and the languages of partner countries)  - wiki page - articles in the online / offline press - ppt presentations  Number of participating</p>	<p>Activity report  Reports/ Minute Interview with participants</p>

						PPT presentation Folders Roll up Newsletter Flyers		teachers Number of participating members of the local community Number of participating parents	
	<p><b>A 19 –The second transnational meeting of the work teams in Bucharest, Romania</b></p> <ul style="list-style-type: none"> <li>- analysis of activities performed by each management team in the partner institutions</li> <li>- analysis of the products created during the project</li> <li>- analysis of the project's impact on the students, teachers, parents and the members of the local community from each partner institution in the project</li> </ul> <p>- presentation of the reports ...</p> <p>- Signing of the minute</p>	June 2019	Bucharest, Romania	"St. Mary" Special Vocational School for Hearing Impaired	The management and implementation team	<ul style="list-style-type: none"> <li>- work agenda</li> <li>- Minute</li> <li>- Activity reports</li> <li>- Signing of agreements</li> </ul>	760 EURO/ Participant  The management and implementation team	The project's folder containing the minutes, mail, reports with information on the issues discussed	Monitoring coordinator

	<b>A20 – The final conference of the project "EUROPE'S FRIENDS"</b>	June 2019	Bucharest, Romania	"St. Mary" Special Vocational School for Hearing Impaired	The management and implementation team	Program of the conference List of participants	Conference hall Computer Videoprojector  Roll up folders Posters Flyers The management and implementation team	Number of participating teachers  Number of participating members of the local community  Number of participating parents  Photovoice exhibition  1 CD&DVD with papers of participants in the conference  Article in the online and offline press	Satisfaction questionnaires
	<b>A21 – Writing of final report</b>  <b>- Introducing data of the project in the Mobility Tool</b>	July-August 2019	All partner schools	"St. Mary" Special Vocational School for Hearing Impaired	The management and implementation team	Final report	-Reports for each year of project implementation -Reports on the dissemination activities performed by each partner institution -Financial reports from	Approval of the final report  Awarding of the 20% of the project grant	

							each partner institution		
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Coordinator,

FLORICA STOICA (Teacher; School Principal)