




Working plan and meetings

EVIBACE

Evidence Based Conductive Practice –
Towards Whole School Improvement




1st meeting - Vienna Nov 2013



Working plan

6 meetings

- 1st – Nov. 20 – 22, 2013, Vienna
- Host: ITA
- Topic: Start



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Working plan / meetings



- 2nd – Feb 26 – 28, 2014, Budapest
- Host: Petö Institute
- Topic (according to application): Collect Relevant literature on national level



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Working plan / meetings



- 3rd – May 14 – 16, 2014, Birmingham
- Host: NICE
- Topic (according to application): Reflect Reflection of practical experience



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Working plan / meetings



- 4th – Nov. 5 – 7, 2014, Munich
- Host: Phoenix
- Topic (according to application): Adapt



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Working plan / meetings



- 5th – March 11 – 13, 2015, Brussels, Vlezenbeek
- Host: Inkendaal
- Topic (according to application): Conclude



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Working plan / meetings



- 6th – May 20 – 22, 2015, Stockholm
- Host: Joriel School
- Topic (according to application):
Recommend and Prospect



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Working plan



If we agree on any changes of the working plan, all partners have to inform their National Agencies!



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Products



- Partnership Website
- Handbook, including a framework on the basis of Evidence Based Practice and literature review



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Products



- Reports in school magazines and annual school reviews
- Presentation at conferences and meetings



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Products



- Interim report
- Final report

If we agree on any changes of the products, all partners have to inform their National Agencies!



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Website



- It is our task to disseminate all results on a partnership website (see application)
- Later on a forum for different target groups should be included.



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Website



- Is there any partner who has resources to construct a website without extra costs?



Lifelong Learning Programme

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Website



- Domain – name??

www.evibace.com?

www.evibace.eu?



Lifelong Learning Programme

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Website



Structure:

- About the partnership
- About the partners + Links
- About the meetings + results
- Photos?
- Presentations?
- What else?
- Literature?

Password – protected?

Public?



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Additional to Website



- Where can we share presentations?
- Thoughts and experiences?
- Photos?

eTwinning?!

- On the website - password protected?
 - Dropbox?
 - Other?



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Website



- Time frame? – before Christmas
- To do's for all partners? – ask your IT department if website is possible in your institution / costs?
- Special tasks? – do first steps to register in eTwinning



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Website



As long as we don't have a partnership website:

- Write a small comment about the partnership into your institution's website

As soon as website is constructed:

- Set a link to the partnership website on your institution's website!



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Preparation of meetings:



Host:

- Design schedule and inform coordinator (including presentations, discussions and observation)
- Invite external experts, if useful
- Organize meals and evening events



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Preparation of meetings:



Host:

- Define working times and send to all partners
- Recommend accommodation
- Give information about public transport



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Preparation of meetings:



Host:

- You will get a list of host's tasks, including the smaller things (like certificate of attendance, evaluation)
- Host is responsible for a short report of the meeting (will be included into the interim report for NA)



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Preparation of meetings:



All partners:

- Book flight and hotel
- Do your „home work“ - if agreed this could be:
 - try and prove material
 - describe experience
 - Info and material for website
 - ...



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Tasks in between meetings:



All partners:

Dissemination activities:

- Inform school management and colleagues about results
- Report in school magazines
- Local press, media
- School forum, meetings, conferences ...
- Set link to partnership website



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Tasks in between meetings:



All partners:

- Collect all relevant material for final report and website (e.g. articles)
- Inform coordinator about all these activities!!



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Tasks in between meetings

- In between the meetings check and answer the emails always within the time stated
- If you publish or disseminate anything about the partnership, send a copy to us
- Do publish whenever possible (school magazines, local press, ...)



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Publications:

- Don't forget to put the LLL Logo on all publications



- Disclaimer

available in national languages on NA websites as footnote:
This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



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Contact your NA:



- You have to announce to your NA:
 - Changes in working plan (changes of places / number of meetings, changes of products)
 - If the persons, who signed the contract with the NA change
 - If you are not going to complete the granted mobilities



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Finances:



- From your partnership money you can pay everything concerning the partnership
- Mainly mobilities
- You will have to prove your mobilities – so keep bills, tickets (boarding pass if available), certificate of attendance, ...



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Finances:



- Usually the NAs only want to see the certificates of attendance, but you are on the safe side if you collect that all.
- They will only prove your finances if they doubt that you are going to fulfill the working plan.



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Contact your NA:



- Ask your NA:
 - Whenever you have any questions you are not sure about – which the coordinator cannot answer
- Interim report to NA will be due in June 2014



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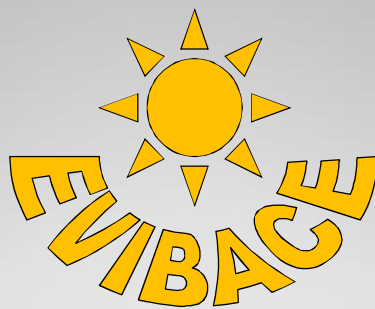
Contact Coordinator:



- Whenever you have any questions concerning the partnership, don't hesitate to contact us!!



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Thank you!



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