



Co-funded by the  
Erasmus+ Programme  
of the European Union



PROJECT 2020-1-ES01-KA229-081824 "HARRY POTTER AND THE CASE OF THE SICK EARTH"

## RISK REGISTER

**Project title:** Harry Potter And The Case Of The Sick Earth

**Project number:** 2020-1-ES01-KA229-081824

**Start Date:** 01-10-2020

**End Date:** 30-09-2022

**Partners:**

C.E.I.P. La Gaviota Torrejón de Ardoz, SPAIN

(Principal's signature and stamp)

*Colonia*



5th Primary School of Korydalios

(Principal's signature and stamp)

*[Handwritten signature]*

Istituto Comprensivo Capol. D.D.

(Principal's signature and stamp)

*[Handwritten signature]*

Colegiul National Andrei Muresanu

(Principal's signature and stamp)

*[Handwritten signature]*

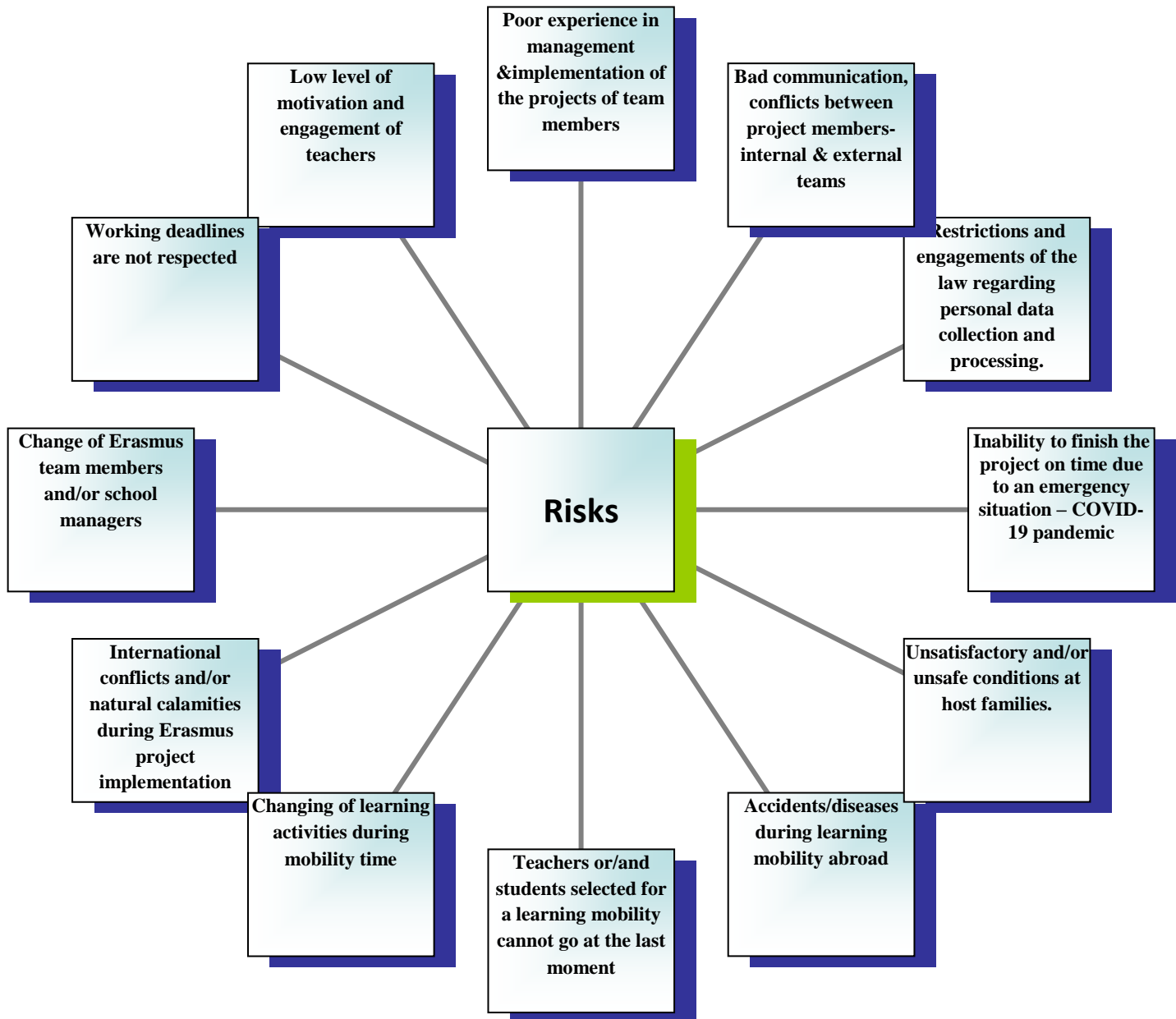




Co-funded by the  
Erasmus+ Programme  
of the European Union



PROJECT 2020-1-ES01-KA229-081824 “HARRY POTTER AND THE CASE OF THE SICK EARTH”





| <i>No.</i> | <i>Risk</i>   | <i>Circumstances of Risk</i>   | <i>Possible action</i>   |
|------------|---|--|--|
| 1.         | Low level of motivation and engagement of teachers                              | Schools with small numbers of teachers, especially teachers who don't speak English language.  | Each country will make and follow an internal procedure, with criteria for selection the suitable teachers for Erasmus team. Management team can send their teachers to English language courses or other training programs which are important for teacher team consolidation and motivation.   |
| 2.         | Bad communication, conflicts between project members-internal & external teams. | Different life and working style; different cultural differences and habits.   | Conflicts could be avoided by adopting transparent and honest information, flexible collaboration, communication, respect and tolerance for diversity. The rules of Erasmus project are a priority; these must be respected beyond any understanding of different needs and desires of project participants.   |
| 3.         | Poor experience in management & implementation of the projects of team members. | A lot of modern and new strategies used for project's common activities.   | Sharing experience in management and implementation, a permanent communication on digital space, using digital spaces for adult learning, helping each other.  |
| 4.         | Change of Erasmus team members and/or school managers                           | The new manager and/or new team members don't know sufficient details about Erasmus program; they are not very assertive and supportive with the project activities. Or they leave the school. | Develop a good communication with the new manager and/or team members. If it is impossible, the coordinator of the team can announce National Agency or other external monitors by county, regional level. All changes in the coordinator or principal must be announce to your National Agency. It is important to have additional people prepared. |
| 5.         | Working deadlines are not respected by partners                                 | Lots of work at school, exams periods, or difficulties to understand the activities.   | The Gantt diagram will be sent in proper time by coordinator to all partners, but also on eTwinning project space. The project coordinator and partners who are monitoring the common project activities will ask for reasons and could help other teams carry out the tasks. Activities could be done in the next month if necessary.               |
| 6.         | Restrictions and engagements of the law regarding personal data                 |  | All teachers, students and parents involved in project activities will be informed regarding the law and will sign an agreement for collecting, analysing and using personal data.   |



Co-funded by the  
Erasmus+ Programme  
of the European Union



PROJECT 2020-1-ES01-KA229-081824 “HARRY POTTER AND THE CASE OF THE SICK EARTH”

|     |   |  |  |
|-----|---|--|--|
|     | collection and processing.  |  |  |
| 7.  | International conflicts and/or natural calamities during Erasmus project implementation       | Political instability in Europe<br>Natural calamities  | Each school will monitor announcements for warning codes from Ministry of Foreign Affairs` web page. If there are any dangers in the host country, the learning mobility`s date will be changed.<br>All participants at mobility will have supplementary assurance for the host country space.   |
| 8.  | Changing of learning activities during mobility time  | Unpredictable circumstances (weather for example when outdoor activities would be unsafe for participants) | Each country will have a backup for those activities identified with possible risk caused by unpredictable circumstances.<br><br>The host and guest will try to find a common accepted solution and to not generate intercultural conflicts  |
| 9.  | Teachers or/and students selected for a learning mobility are unable to go at the last moment | Unpredictable sickness or other circumstances  | For each learning mobility, there will be 1-2 additional persons who will be selected and prepared for mobility.   |
| 10. | Accidents/diseases during learning mobility abroad  |  | -Each participant to the learning mobility will have supplementary travel and health insurance;<br>-Each host school will help, assess and take participants to hospital or medical centres.   |
| 11. | Unsatisfactory and/or unsafe conditions at host families                                      |  | -Each school will make and follow internal procedures for selections of host families and for safety of learning session.<br>-There will be selection criteria for host families and selected families.<br>- School staff will visit selected families and will validate the living conditions, before and during the learning session.<br>-School staff must assure alternative ways for accommodation<br>- Before learning sessions, there must be a very strong communication between project partners; each school will inform the others about special needs for accommodation, travel and subsistence.<br>-At the beginning of the learning session, each school will instruct all the foreign participants and will inform them about possible risks, how to manage them and rules for a preventive safety behaviour during learning sessions and |



Co-funded by the  
Erasmus+ Programme  
of the European Union



PROJECT 2020-1-ES01-KA229-081824 “HARRY POTTER AND THE CASE OF THE SICK EARTH”

|     |   |   |   |
|-----|---|---|---|
|     |   |   | trips.  |
| 12. | Inability to finish the project on time due to an emergency | Unexpected circumstances, such as the COVID-19 pandemic | The four schools will consider the possibility of extending the duration of the project if some activities have not been completed and are considered important for the achievement of the objectives of the project. |



Co-funded by the  
Erasmus+ Programme  
of the European Union



PROJECT 2020-1-ES01-KA229-081824 “HARRY POTTER AND THE CASE OF THE SICK EARTH”

---

### QUESTIONNAIRE FOR MONITORING RISK SITUATIONS

1. Have you identified any risk situations throughout the year of the project? How many?
2. Explain these risk situations and how you have resolved them.
3. During the project have you guided yourself according to the Risk Register?
4. Have you identified any other risk situations which weren't listed in the Risk Register throughout the years of the project? Which ones?
5. Has the Risk Register been useful for thinking, preventing or/and solving any of your risks?

School:

Date:

Validated by school manager:

Name, sign and stamp