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Project: 2017-1-ES01-KA202-038471

“Cloud Computing in the European schools”

Transnational meeting M1

Sevilla (Spain)
November 7th-9th, 2017
IES Ramón del Valle Inclán





Co-funded by the
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of the European Union

Project: 2017-1-ES01-KA202-038471

BBS Osterholz-Scharmbeck



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Project description

“Cloud Computing in the European
schools”



Istituto D'Istruzione Superiore Einaudi Pareto

IES Ramón del Valle Inclán




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Project description

Details about our project





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Professional competence to work

Although our students receive a proper training about our companies' needs , the **technology** is continuously changing, so requires us to be in **continuous training**.

Nowadays, one of the leading technologies in the market is the implementation of **services, infrastructures and development platforms** in the **cloud**.

For this reason, we believe that **Erasmus projects** are an ideal framework to be able to satisfy this need, which not only implies an **improvement** in the **professional training** of our students, but also in the **linguistic** and **cultural** aspects that allow the personal and social growth of the participants (not only students but also the teachers and the companies themselves).




Meetings' mobilities

There are 2 types: coordination and learning/teaching/training


Number of mobilities per school = 25


Mobilities' detail

	Teachers	Students
Coordination	4 (2+2)	0
Learning/teaching/training	6 (2+2+2)	15 (5+5+5)



Meetings' mobilities

	Teachers	Students
Coordination	4* (2+2)	0
Learning/teaching/training	9 (3+3+3)	11 (4+4+3)

	Teachers	Students
Coordination	4* (2+2)	0
Learning/teaching/training	9 (3+3+3)	11 (4+4+3)

* **Number of mobilities = 24.** Greek & Italian schools has one less mobility because they asked for 5 teachers mobilities for coordination and it was only accepted 4.






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Meetings' mobilities

	Teachers	Students
Coordination	0	0
Learning/teaching/training	6 (2+2+2)	19 (8+4+7)



Work's dynamic for the meetings: **types**

We must distinguish between the 2 types of meetings:

- coordination and
- learning/teaching/training



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Work's dynamic for the meetings: **phases**

Before meetings

During meetings

After meetings





Work's dynamic for **coordination meetings**

Before meetings

Coordinator school reminds each school about activities to be done before the meeting.

Coordinator and partner's schools discuss about these activities and prepare the **meeting program**.

Examples of activities

- Revise project activities (timeline).
- Revise dissemination activities.
- Revise assessment activities
- Revise produced material.
- Revise budget.
- Assign tasks to each school for preparing classes activities.
- ...

This work produce **work agreements**.



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Work's dynamic for **coordination meetings**

During meetings

Coordinator and the partners' schools work together about the agreed activities before the meeting.

This work produce **work agreements**.





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Work's dynamic for **coordination meetings**

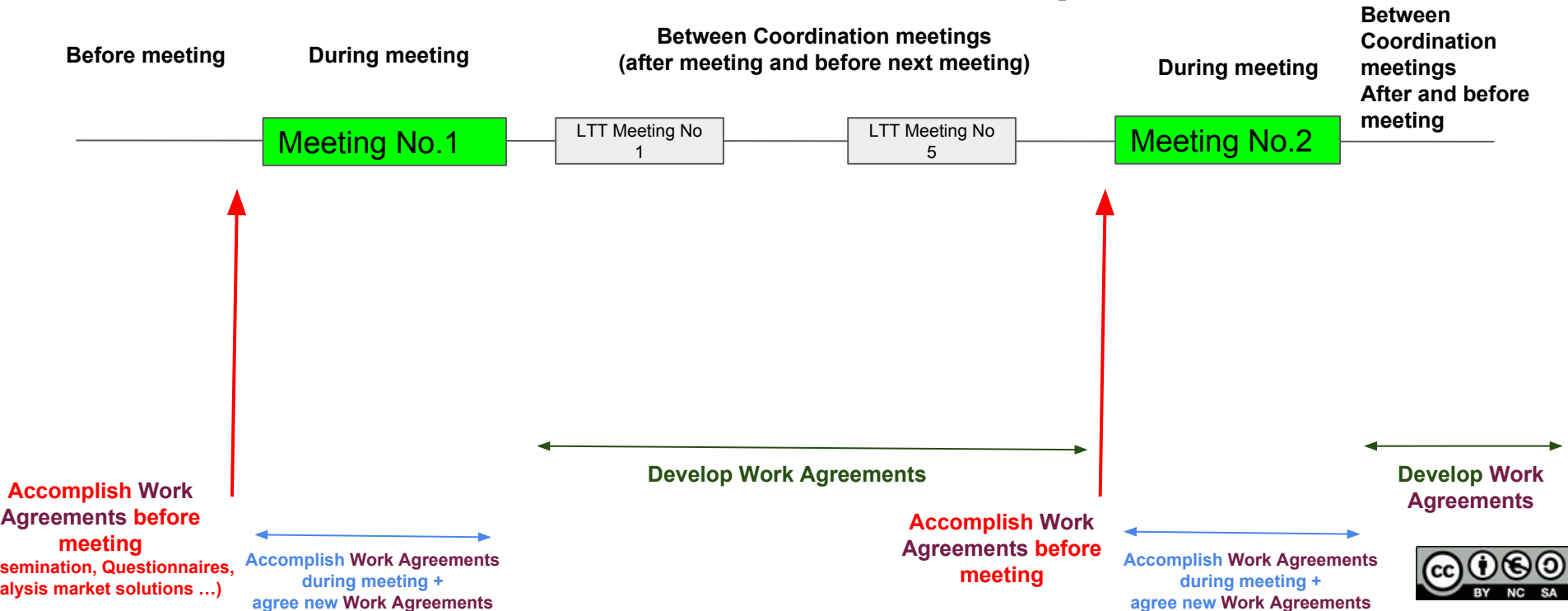
After meetings

Coordinator and the partner's schools develop the objectives agreed during the meeting to **accomplish the work agreements**.



Work's dynamic for coordination

Let's rewind with an example





Work's dynamic for **learning/teaching/training**

Before meetings

Teachers from each school **researches** / is formed on a **task** previously agreed upon by all schools.

This investigation produce **classroom activities**.

Classroom activities:

- The classroom activities will be developed by **all students** in each school once the teachers have made a shared meeting for explain their own activities/training
- Students must answer **questionnaires** for assessing their **previous level** about these activities.

This work has been agreed in previous meeting and develops **work agreements**



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Work's dynamic for learning/teaching/training

During meetings

Teachers share the previously prepared activities.

Students, selected for mobility, **share** their work in activities that they have worked at class before the meeting.

Teachers discuss and agree about the activities.

This work produce **work agreements**.





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Work's dynamic for learning/teaching/training

After meetings

Coordinator and the partner's schools develop the objectives agreed during the meeting to accomplish the **work agreements**.

The students **work at class** the activities that teachers have discussed/shared at the meeting

Students must answer **questionnaires** for assessing their **later level** about these activities.

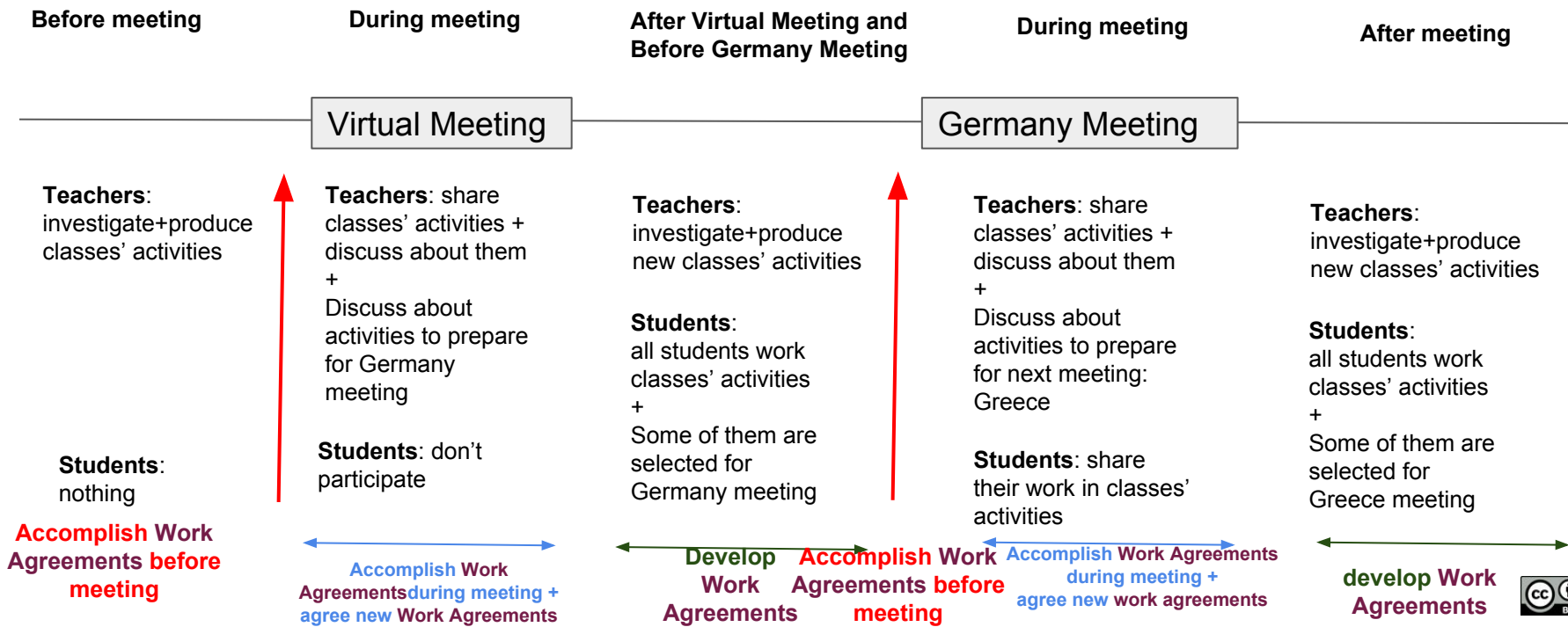
Updating our **didactical programmes** for the next academic course.





Work's dynamic for learning/teaching/training

Let's rewind with an example





Expected results. Project impact

The **expected impact** on the organizations and people involved is:

Updating the didactical programmes adapting to the leading technologies and demanded by the companies.

Companies will receive **better trained technicians** that will **improve our socioeconomic environment**.

Changing class methodology from a more traditional use of physical equipment with virtual machines to **cloud laboratories** that will allow the student to perform tasks from any location outside the building of the educational school. This new model will **speed up the development of our classes** which will allow a better technical preparation of our students.

Improving the internationalization of our schools, creating networks with other schools that have the same type of education, which will help in the realization of current and future projects: trainees in companies in another country, new group projects, etc.

Improving the linguistic competence of students and teachers.

Enhancing the European Spirit.



Professional competence

The development of the project involves the staging of different **activities**:

Analysis of current **cloud solutions** to know what ones are used in the market and be able to adopt a **better decision when choosing** one.

Explore solutions that allow us to use **free** solutions and **payment ones** for **SaaS, PaaS** and **IaaS** types



Professional competence: Objectives

SaaS: Use of native cloud applications.

PaaS: Creation, deployment cloud applications

IaaS: configuration and administration computers networks on cloud management platforms.

Cloud Computing technologies, particularly **IaaS**, provide an exceptional **test-bed** for practice-based learning, just as professional training should be.

Development of **multiplatform applications**: perhaps it is the module least affected by the use of cloud computing technologies.

The objective is to **investigate** solutions for this sector.

Regarding the **development of web applications**: to consider the gradual inclusion of native application development for the cloud: application deployment, version control systems, continuous integration, agile methodologies.



Professional competence: Objectives

Examples: the project focuses on the study of **public** and **private** cloud solutions such as:

OpenShift for PaaS (with use of scm: git, svn, bazaar, etc, web Frameworks: Zend, Rails, Django ... continuous integration, NoSQL, Node.js)

Amazon, Azure, Google for SaaS, PaaS, IaaS

- **Objective:** investigate cloud products about these 3 “cloud solutions giant”

SaaS public cloud:

- Use of SaaS solutions for our professional modules
- Use of Google Apps solutions
- Explore other solutions.



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Professional competence: Objectives

Requires a **continuous connection to the Internet** with a
large bandwidth.

Our students **will work on the cloud** at class and they will continue
at home.

They **won't need high performance computer** at class ... and at home.



Key competences: Linguistic communication

Objective: improve **written expression** and **oral expression** in the **mother tongue** as a foreign language (**English**).

What can we do?

Written expression: **students** prepares documentation, manuals, presentations ...)

Oral expression (**students** shares views at classes, presentations ...)

Teachers will **collaborate** each other: rules document, example document, assessment criteria, elaboration of questionnaires



Key competences: the other ones

Digital

improve skills in the use of ICT tools

- word processors,
- presentations,
- multimedia (videos / images (audio)),
- web design and publication (CMS),
- social networks and
- publication in the cloud.

Learning to learn

learn how to

- carry out **work planning**,
- learn to **work in a team**,
- learn to **be autonomous**,
- learn about **synthesis techniques** and
- **search for information**

Social and civic

relationship between students and teachers from different countries, **knowledge of other cultures**.

Teachers will collaborate each other: rules document, example document, assessment criteria, elaboration of questionnaires



Activities assessment. Questionnaires

What? Assessment questionnaires will be carried out to assess the degree of acquisition of the planned competences:

- Professional competence
- Key competences

When?

- Before working the classes' activities → Initial level
- After working the classes' activities → later level

Who answers these questionnaires?

- students → Professional and key competences
- teachers → Only professional competence
- companies → Only professional competence



Project phases

To achieve the objectives, the project will have the following **phases**:

Phase 1:

- Objective: Analysis of **general concepts about the cloud** and analysis of solutions in the market (both private and public)
- It will take place during the **course 2.017 / 18**

Phase 2:

- Use of **SaaS** solutions
- It will be done during the **course 2.017 / 18**

Phase 3:

- Use of **IaaS** and **PaaS** solutions
- It will take place during the **course 2.018 / 19**



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Dissemination

- Importance for the project
- Scopes.
- Examples of dissemination activities
- Dissemination programme
- Evidences
- Erasmus+ PRP
- Logos/disclaimer
- Example documents



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Dissemination
Importance for the project

The activities that we will develop for disseminating and visibility is worth **30%** of the grade of the evaluation of our project.

Communication and dissemination is a shared responsibility of the **coordinator** and the **partners**.





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Dissemination Scopes

The dissemination activities will be grouped in **4 scopes**:

Regional

National

Local

European





Dissemination

Examples of dissemination activities - Local activities

- Department teachers meetings
- School teachers meetings
- Students from your own Vocational Training family
- The rest of students from the school
- Parents' meetings
- School web
- School magazine
- School diary
- Local press
- Local radio/TV
- Teachers' Training centers
- **Web Project**
- ...

Erasmus+ wants that we disseminate our project in every possible media



Dissemination

Examples of dissemination activities - Regional activities

- Educational regional magazine
- Educational regional professional social networks
- School web
- Regional press
- Regional radio/TV
- Teachers' Training centers
- **Web Project**
- ...

Erasmus+ wants that we disseminate our project in every possible media



Dissemination

Examples of dissemination activities - National activities

- Educational National magazine,
- Educational national professional social networks
- School web
- National press
- National radio/TV
- Teachers' Training centers
- **Web Project**
- ...

Erasmus+ wants that we disseminate our project in every possible media



Dissemination

Examples of dissemination activities - European activities

- European regional magazine,
- Educational European professional social networks
(**eTwinning**, slideshare, youtube ...)
- School web
- European press
- European radio/TV
- **Web Project**
- ...

Erasmus+ wants that we disseminate our project in every possible media



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Dissemination Phases

There are **initial dissemination activities** to introduce our project to our environment (local, regional, national, European)

There are **final dissemination activities** to explain the project impact in our environment (local, regional, national, European) and publish materials.

There are **dissemination activities during the project** to publish the activities done





Dissemination Dissemination programme

Each school must prepare a **programme** to describe dissemination activities. It must contain:

What activity? Explain the activities to develop

When? The period to perform each activity. The dissemination is during all the duration of the project

Who? Coordinator and each partner develop their own programme.

Where? Use different media from each country

How? Explain the method used for each activity

Why? Explain the reason to do the activity

Evidences The document must show evidences about their realization

Conclusion Analyze the dissemination activities



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Dissemination Dissemination duties for the next meeting

Each school must prepare a **programme about initial dissemination activities**

What activities?

A1, A2, A3, A4

&&

**Publish activities in our
Project Web**

When?

It must be prepared for the
Virtual Meeting

Work agreement for the next meeting!!





Dissemination Evidences

We must collect **evidences** about dissemination activities.

How?

- Dissemination documents
- Meetings' pictures/videos
- emails copies
- Press cuts
- Social networks followers: retweets, likes
- etc



Dissemination Erasmus+ PRP

European agency registers the results of projects in a platform which is called
Erasmus+ PRP (*Project Results Platform*)

Link:

http://ec.europa.eu/programmes/erasmus-plus/projects/?pk_campaign=Valor-ES-Display-Banner&pk_kwd=46860

What is Erasmus+ PRP used for?

Erasmus+ projects' results **must be published** on this platform. It is compulsory.

This database will give you **access** to descriptions, results and contact information of **all projects funded under the Erasmus+ programme**.

You can find inspiration from the pool of **good practices and success stories**

Is our project publish? **Let's look for it.**

There are 2 **areas**: public and private.

Coordinator must publish results about the project.

Work agreement: it is compulsory to create a **logotype** for the project.

Work agreement: it is compulsory to create a **web project** for the project

Public area allow every people to access this database of projects.

Partners can't access to a private area, only the coordinator.





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Dissemination Logos/disclaimer

We must use “**official**” logos for our productions/materials.

Link: this link contains this official logos. <http://www.sepie.es/comunicacion/imagen.html#informacion>
(you can find them in our project shared folder in Google Drive)

Spanish National Agency doesn't allow to change colors, size (it is possible if you keeps proportion),
shape.



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The text “*Co-Funded by the Erasmus+ Programme of the European Union*” is compulsory in our productions





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Dissemination Logos/disclaimer

It is also compulsory to add this **disclaimer** in our productions:



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It is recommendable add this text in our **native tongue** in order to improve the dissemination. You can find the translation in <http://www.sepie.es/doc/comunicacion/para-publicaciones.pdf>





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Dissemination

This presentation is an example for creating documents (logotype, disclaimer and other details such document license, title and number of project).

The document “[Descripción del Proyecto](#)” give us another sample of document well-formed.





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Documental repository

We are going to use **Google Drive** for saving all documents related to the project.

[Link](#). You must have a shared folder called “**ProjectManagement**”,

Let's have a look.

The folder “**Evidences-Documents**” is under construction.

You must use a subfolder called “**Interim-Meeting-Sevilla-Nov17**”
at the moment for evidences related to this meeting.

Future ideas: use other tools such as Google Classroom, Asana, Kanbanchi ...

This work produce **work agreements**: upload all expenses related
to the meeting (invoices).





Reports

We have to submit **reports** to the national agency and the European agency

There are 2 reports: progress and final

Progress:

- Deadline: October, 31st 2018
- Justify work until September

Final:

- Dealine: October, 31st 2019
- Justify all the project.
- National Agency will evaluate it in order to give us the remaining payment (20%)
- **VERY IMPORTANT:** if our project doesn't pass a quality levels, we will have to give money back to the National Agency.



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Reports

Mobility Tools+ (MT+) = tool for registering all mobilities and reports

[Link](#)

Who does this work?

Register mobilities: coordinator (*how lucky! ;-)*)

Reports: coordinator and partners

This work will produce **work agreements**: send any information requested by the coordinator





Timeline

All project activities are in this [timeline](#).

Activities types:

Mx	Transnational meeting
Cx	Learning/Teaching/Training meeting
Ax	Project Management and activities development

Colors legend:

- gray color dissemination
- green color questionnaires
- blue color meetings
- orange color investigation + prepare activities
- pink color activities format + project reports
- red color work activities in class with students
- brown color train students about digital competences
- yellow color review didactical programmes



Budget. Contract. Payment agreements
Budget: grant agreement && annexes

Grant Agreement and annexes. [Link](#)

Let's have a look to **Grant Agreement**

It is an agreement between Spanish National Agency and the Coordinator

The coordinator is the MAIN RESPONSIBLE OF THE PROJECT according this grant agreement.

The coordinator is going to receive the **80%** of the budget in the next days and the remaining **20%** will be sent us at the end of the project (deadline October, 31st 2019, as long as the project overcomes a **quality minimum level**; otherwise we would have to **refund part of the budget**)

Let's have a look to the **annexes**

- Annex I: General Conditions. [English Version](#)
- Annex II: **Budget** → **money/partner is the MAXIMUM to receive**
- Annex III: Financial and contractual rules
- Annex IV: Applicable rates



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Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

Coordinator and partners must have an **own contract**.

First, we are going to **analyze the budget** and talk about **payment agreements**.





Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

There are 3 types of expenses:

Project Management and Execution (**PME**)

Examples:

- Hire Cloud Services → The main goal
- Improve Internet access speed → It may be necessary to ensure a good access to cloud sites.
- Dissemination (merchandising, events dissemination attendances, banners
- Training courses
- English course for students
- Cultural activities
- ...
- It is very important to spend in activities related to the project. In case of doubt, please email coordinator.

Transnational (**TRA**)

For transnational meetings

Learning/Teaching/Training (**LTT**)

For Learning/Teaching/Training meetings



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

General budget and money per school

	PME	TRA	LTT	Total
Germany	6000	3040	16940	25980
Italy	6000	2300	16035	24335
Greece	6000	3040	17140	26180
Total	18000	8380	50115	
Spain	12000	0	19750	
total	30000	8380	69865	108245



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

Payment agreements

TRA

- **2 payments** of **50%** for each transnational meeting.
- Each payment will be done in **2 phases**:
 - 25%: before the meeting (25%) as long as you have satisfied the **work agreements and submission of required documentation**
 - 25%: At the beginning of the meeting once the mobilities have been verified.
- **Date**: October 2017 (Actually November!!) and December 2018.



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

Payment agreements

PME

- **4 payments of 20%** in the meetings: virtual, Germany, Greece, Italy.
- It is divided into **2 phases**:
 - **10%**: a prepayment just after finishing the previous meeting and
 - **10%**: another payment of 10% during the meeting as long as you have satisfied the **work agreements and submission of required documentation**
- **Date:** (Phase 1 + Phase 2)
 - 10% October-17 (Actually November!!) + 10% December-17,
 - 10% December-17 + 10% March-18,
 - 10% March-18 + 10% June-18,
 - 10% June-18 + 10% March-19
- There will be a **pending payment of 20%** to be paid once the National Agency transfers coordinator the remaining 20%. The deadline is October 19. The schools must advance these amounts (1200€ / school)



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

Payment agreements

LTT

- **2 payments** of **40%** each one.
- It is divided into **2 phases**:
 - **20%**: before the meeting, as long as you have satisfied the **work agreements and submission of required documentation**.
 - **20%**: At the beginning of the meeting once the mobilities have been verified.
- **Date**: The payment dates are variable according to the place of meeting.
So:
 - Germany: March-18
 - Greece: June-18
 - Italy: March-19
- There will be a **pending payment of 20%** to be paid once the National Agency transfers coordinator the remaining 20% (Germany 4588 €, Italy 4407 €, Greece 4628€)



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

**Payment agreements.
Payments tables**

- **ANR** Pay Before the Meeting
- **DUR** Pay during the meeting
- **DRA** Pay at the end of the previous meeting to cover expenses of the work agreements for the next meeting

					TRA			
OCTOBER, 2017		Total €			oct.-17	oct.-17	oct.-17	
MEETING	COUNTRY	PME	TRA	LTT	ANR - 25%	DUR - 25 %	DRA	TOTAL
M1 - SEVILLA	Germany	0	3040	0	760	760	0	1520
	Italy	0	2300	0	575	575	0	1150
	Greece	0	3040	0	760	760	0	1520

Remember! work agreements and submission of required documentation is necessary to order the payments.



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

**Payment agreements.
Payments tables**

- **ANR** Pay Before the Meeting
- **DUR** Pay during the meeting
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					PME			
DECEMBER, 2017		Total €				dec.-17	oct.-17	
MEETING	COUNTRY	PME	TRA	LTT	ANR	DUR - 10 %	DRA - 10%	TOTAL
A15- VIRTUAL MEETING	Germany	6000	0	0	0	600	600	1200
	Italy	6000	0	0	0	600	600	1200
	Greece	6000	0	0	0	600	600	1200

Remember! work agreements and submission of required documentation is necessary to order the payments.



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

**Payment agreements.
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- **ANR** Pay Before the Meeting
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					PME			LTT		
MARCH, 2018		Total €				mar.-18	dec.-17	mar.-18	ANR -20%	
MEETING	COUNTRY	PME	TRA	LTT	ANR	DUR -10%	DRA - 10%	ANR -20%	DUR - 20 %	TOTAL
C1+C2 GERMANY	Germany	6000	0	0	0	600	600	0	0	1200
	Italy	6000	0	16035	0	600	600	3207	3207	7614
	Greece	6000	0	17140	0	600	600	3428	3428	8056

Remember! work agreements and submission of required documentation is necessary to order the payments.



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

**Payment agreements.
Payments tables**

- **ANR** Pay Before the Meeting
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					PME			LTT	
JUNE, 2018					Total €				
						jun.-18	mar.-18	jun.-18	jun.-18
MEETING	COUNTRY	PME	TRA	LTT	ANR	DUR - 10%	DRA - 10%	ANR -20%	DUR - 20 %
C3+C4 GREECE	Germany	6000	0	16940	0	600	600	3388	3388
	Italy	6000	0	16035	0	600	600	3207	3207
	Greece	6000	0	0	0	600	600	0	0

Remember! work agreements and submission of required documentation is necessary to order the payments.



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

**Payment agreements.
Payments tables**

- **ANR** Pay Before the Meeting
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					PME			LTT		
MARCH, 2019		Total €				mar.-19	jun.-18	mar.-19	mar.-19	
MEETING	COUNTRY	PME	TRA	LTT	ANR	DUR - 10%	DRA - 10%	ANR -20%	DUR - 20 %	AMOUNT
C5+C6 ITALY	Germany	6000	0	16940	0	600	600	3388	3388	7976
	Italy	6000	0	0	0	600	600	0	0	1200
	Greece	6000	0	17140	0	600	600	3428	3428	8056

Remember! work agreements and submission of required documentation is necessary to order the payments.



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

**Payment agreements.
Payments tables**

- **ANR** Pay Before the Meeting
- **DUR** Pay during the meeting
- **DRA** Pay at the end of the previous meeting to cover expenses of the work agreements for the next meeting

					TRA			
DECEMBER, 2018	Total €				dec.-18	dec.-18		
	MEETING	COUNTRY	PME	TRA	LTT	ANR - 25%	DUR - 25 %	DRA
M2 - SPAIN	Germany	0	3040	0	760	760	0	1520
	Italy	0	2300	0	575	575	0	1150
	Greece	0	3040	0	760	760	0	1520

Remember! work agreements and submission of required documentation is necessary to order the payments.



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

**Payment agreements.
Payments tables**

- **ANR** Pay Before the Meeting
- **DUR** Pay during the meeting
- **DRA** Pay at the end of the previous meeting to cover expenses of the work agreements for the next meeting

MEETING	COUNTRY	Total €		
		PME	TRA	LTT
C7+C8 - SPAIN	Germany	0	0	0
	Italy	0	0	0
	Greece	0	0	0

Remember! work agreements and submission of required documentation is necessary to order the payments. Partners and coordinator will receive the money for the last meeting when the Spanish National Agency makes the bank transfer and work agreements+documents are correctly delivered.



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

**Payment agreements.
Payments tables**

- **ANR** Pay Before the Meeting
- **DUR** Pay during the meeting
- **DRA** Pay at the end of the previous meeting to cover expenses of the work agreements for the next meeting

					PME			LTT	
OCT, 2019		Total €				sept/oct-19	sept/oct-19	sept/oct.-19	sept/oct.-19
MEETING	COUNTRY	PME	TRA	LTT	ANR	DUR - 10%	DRA - 10%	ANR -10%	DUR - 10 %
APPROVAL NATIONAL AGENCY	Germany	6000	0	16940	0	600	600	1694	1694
	Italy	6000	0	16035	0	600	600	1603,5	1603,5
	Greece	6000	0	17140	0	600	600	1714	1714

Remember! work agreements and submission of required documentation is necessary to order the payments. Partners and coordinator will receive the money for the last meeting when the Spanish National Agency makes the bank transfer and work agreements+documents are correctly delivered.



Budget. Contract. Payment agreements
Budget: payment agreements && partner contract

**Payment agreements.
Payments tables**

Payments summary (%)					Sept/Oct-19
PME	10+10	10+10	10+10	10+10	20
TRA	25+25	25+25			0
LTT	20+20	20+20			20



Supporting documentation

In English or Spanish

PME

Invoices must be sent: paper + digital format

These costs are proved by **final report** and **results** in **E+PRP** It must contain **Project number**

The costs are **conditioned** by the **results** of the evaluation of the final report.

Documentation requested:

- SEPIE does not request invoices about PME activities,
- but these **invoices** will be asked for by the coordinator to prove their relationship with the project and must be justified with a report detailing:

what? when? where? who? how? Why?

Demonstrate that it is an **activity consistent** with the objectives of the project.

Provide **quality activities**

Report the **impact** produced by the activities in the participating organizations.



Supporting documentation

In English or Spanish

TRA

Invoices must be sent: paper + digital format

Unit cost

It must contain **Project number**

Justification to receive the grant: travel + attend the meeting

Documentation requested:

Travel receipts: boarding pass and similar.

Certificate of attendance signed by the host partner.

Documentation that proves the membership of the participant to the partner institution.

Minutes (meeting programme and documents used in the meeting).

Coordinator will ask for partners all invoices not only travel receipts
(accommodation, meal, cultural activities ...)



Supporting documentation

In English or Spanish

LTT

Invoices must be sent: paper + digital format

Unit cost

It must contain **Project number**

Documentation requested:

Travel receipts: boarding pass and similar.

Attendance evidence: declaration signed by the destination organization (name, email of the participant, the purpose of the activity and start and end dates).

Documentation that proves the membership of the participant to the partner institution.

**Coordinator will ask for partners all invoices not only travel receipts
(accommodation, meal, cultural activities ...)**



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Project control. Coordination.

Objective:

- coordinator have to control partners' expenses +
- coordinator have to control partners' project activities

How to do it?

It is **under construction**.

You will be **notified** as soon as it is working.



How to communicate us each others

e-mail

make a list with our school workmates, specifying professional modules we teach, and sharing it to create links among each other ?

Threema

Please, Bernd, explain us and help us to get worked a group

Google Docs

- Documental repository is shared for all teachers +
- It allows us to “work collaboratively on the cloud”



Sustainability

How long is our project ?

Starts: September 1st, 2017

And finishes? August 31, 2019? October 31, 2019?

Erasmus+ project is **successful** if there is an important impact in our organization and we **continue its results after finishing officially**:

- **Didactical programme** would have been updated during the project with cloud activities. We should continue working them.
- **Key competences**: revise and continue working key competences
- **Contacts** with other schools: collaborate with other partners in new projects to strengthen **European spirit**.



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Date for next meetings



Virtual Meeting (December, 2017)

Proposal: Th 21, Fr 22



LTT - **Germany** (March, 2018)

Proposal: Mo 12 to Fr 16



LTT - **Greece** (June, 2018)

Proposal: May Tu 30, Fr 31 - June Mo 1, Tu 4, We 5