



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



**Erasmus + project 2015-1-LV01-KA204-013388 “Developing EU through online innovation”**

#### **RESOLUTION 4**

**October 29, 2016.**

1. All the partners will revise and edit their chapters 1 - 9 by December 1, 2016, taking into account the target groups.
2. The format of the created materials will be A4 sheets written in the following fonts – Arial 12, Times Roman 12, Calibri 12. All the materials will have 2 logos on them – the EU and the project logo.
3. The target audience will be mentioned in every chapter.
4. The edited chapters will be sent to Indra by December 5, 2016.
5. The partners will check if the short summary of all their created chapters in English and the native language for the printed variant of the programme are sent to Kristīne and Indra by December 1. The length of the summary is up to 2 pages and will consist of the theory, practical tasks and self-assessment tasks.
6. Kristīne will replace the revised and edited chapters by January 10, 2017.
7. Sebnem will send all the partners the template of the poster.
8. All the partners will translate the poster in the native language and will print 50 copies by November 10.
9. The project coordinators will send to Indra the 4th report on the work done in 2016
10. (September - December) by January 10, 2017. The report will be supplemented with the calculation of the spent project money and invoices or receipts to prove the spent money. See the attached Template 1.
11. The 5th project meeting will be in Perugia, Italy, May 28 (arrival) – 31 (departure), 2017.
12. The arrival and departure times, the names of the participants will be sent to Francesca by May 1, 2017.
13. Francesca will send the programme of the meeting by May 10, 2017.
14. By February 1, 2017 the materials of chapters 10 - 12 will be created and sent to Indra.
15. Each created chapter will be sent separately i.e. chapter 10, chapter 11, chapter 12. in Word format.
16. The pages of the created materials are not numerated.
17. Contents sheet is added separately.
18. After the created material, there has to be Bibliography added.
19. Indra will place the created chapters on Google documents site by February 3, 2017.
20. All the partners will write their comments on chapters 10 -12 by February 15, 2017.
21. By May 1, 2017 the materials of chapters 13 - 15 will be created and sent to Indra.
22. Indra will place the created chapters on Google documents site by May 3, 2017.

23. All the partners will write their comments on chapters 13 -15 by May 15, 2017.
24. In case the partners cannot access the project web site <http://adultcourses.eu> inform Kristīne and Indra about it.
25. The Cypriot partners will create 3 leaflets ( the 1<sup>st</sup> one was done in June 2016), 2 more leaflets will be created during the project – by April 1, 2017, by April 1, 2018.
26. The Hungarian partners will create a bulletin after each project meeting.
27. The Latvian partners will create a brochure on the project activities in 2018.
28. The Turkish partners will create 3 newsletters – by September 1, 2016, June 1,2017, January 31, 2018.
29. All the partners will add their information in the created database template of stakeholders by November 10, 2016.
30. The Spanish partners will compile press releases after each important event in the project by August 1. (there must be 3 releases, 1 after each project meeting)
31. All the partners will send publications in the local mass media to Kristīne and Indra by November 10.
32. The Hungarian partners will send to Indra the seminar materials on the theme “Sustainability in adult education” by November 5.
33. All the project meetings will consist of the analysis of the created materials, sharing experience on a certain theme and a seminar on an adult education theme.
34. The project coordinators will send to Indra the 3<sup>rd</sup> report on the work done in 2016 (May – August) by September 5. The report will be supplemented by the calculation of the spent project money and invoices or receipts to prove the spent money. See the attached Template 1.
35. All the project documentation (invoices, receipts, web page, leaflets, bulletins, press releases, etc) must have the Erasmus+ project logo on them.
36. The work done in creating Intellectual outputs must be shown on Timesheets. Copies of the Timesheets will be sent to Indra together with the reports every 4 months. See Template 2.
37. Organizers of every project meeting will place on the project webpage the plan of the project meeting and the list of the participants’ signatures. See Template 3.
38. The originals of the travel documents (boarding passes, tickets) will be kept at every project coordinator, but the copies of the boarding passes will be sent to Indra.
39. Participants receive Certificates of Participation after every project meeting. Grobiņa Adult education centre as the project coordinator will keep the copies of all the certificates. See Template 4.
40. Each partner organization must have a contract with the people who will work on creating Intellectual outputs. The copies of the contracts have to be sent to Indra.
41. Indra will send the interim project report to the Latvian National agency by March 15, 2017.
42. The Latvian partners will send the next project money when it is received from the NA in April, 2017.

Project coordinator:

Indra Kalniņa