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

RESOLUTION 2

April 30, 2016.

1. The 3rd project meeting will be in Cyprus June 26 (arrival) – 29 (departure), 2016.
2. Each partner will present the final version of their chapters 4 – 6 in Word format. (follow the Cypriot team’s template) The changes made in the chapters following the sent commentaries of the partners will be highlighted and explained during the presentation.
3. The arrival and departure times, the names of the participants will be sent to Anastasia by May 15.
4. Anastasia will send the programme of the meeting by June 10.
5. By June 1 all the partners will send chapters 4 – 6 of their programmes to other partners for commenting on the chapters.
6. The format of the programme materials will be A4 sheets written in Arial 12 font.
7. Each chapter will have up to 2 pages long text. (½ page Introduction, 1 page theory and ½ page practical tasks).
8. The chapters have to be supplemented by pictures for the readers to understand the material better.
9. The finalized chapters 1 -3 of all the programmes will be edited and translated into the native language by June 10.
10. By June 15 chapters 1 -3 of all the programmes in English and the native language will be sent to Kristīne to be placed on the project platform <http://adultcourses.eu>.
11. The summary of chapters 1 – 3 in English and the native language for the printed variant of the programme will be sent to Kristīne and Indra by June 15. The length of the summary is up to 2 pages and will consist of the theory, practical tasks and self-assesment.
12. The Italian partners will send the poster design in English by June 1.
13. All the partners will translate the poster in the native language and will print 50 copies.
14. The Cypriot partners will create 3 leaflets during the project – by June 1, 2016, by April 1, 2017, by April 1, 2018.
15. The Hungarian partners will create a bulletin after each project meeting. The 1st bulletin will be created by June 1, 2016.
16. The Latvian partners will create a brochure on the project activities in 2018.
17. The Turkish partners will create 3 newsletters – by September 1, 2016, June 1,2017, January 31, 2018.
18. The Bulgarian partners will create a database template of stakeholders by June 1, 2016.
19. The Spanish partners will compile press releases after each important event in the project. All the partners will send publications in the local mass media to Kristīne and Rebeca.

20. The final dissemination plan will be finished by May 15 by Kinga.
21. Grobiņa Adult centre will place the seminar materials on the themes “ Creativity on organizing adult courses and involving different generation participants in education” and “Lateral Thinking in Action” on the project website.
22. 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.
23. The project coordinators will send to Indra the 2nd report on the work done in 2016 (January – April) by May 10. 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.
24. All the project documentation (invoices, receipts, web page, leaflets, bulletins, press releases, etc) must have the Erasmus+ project logo on them.
25. 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.
26. 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.
27. 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.
28. 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.
29. 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.
30. The sum that has to be paid for creation and maintenance of the project web page (3500 EUR) will be paid by all project partners. Each partner will pay 500 EUR from their administrative costs.
31. Kristīne will discuss with the creator of the project web page the design of the page and make the needed changes.
32. All the partners will send up to 1 page long information about their organizations (company description, contacts, etc)