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

RESOLUTION 3

July 1, 2016.

1. The 4th project meeting will be in Budapest, Hungary, October 23 (arrival) – 25 (departure), 2016.
2. Each partner will present the final version of their chapters 7 - 9 in Word format, not a Power Point presentation. The presentation will reflect on the change made in the chapters following the sent commentaries of the partners. During the presentation the changes will be explained.
3. The arrival and departure times, the names of the participants will be sent to Kinga by September 10.
4. Kinga will send the programme of the meeting by October 5.
5. By September 10 all the partners will send chapters 7 – 9 of their programmes to other partners for commenting on the chapters.
6. The format of the programme 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.
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 4 – 6 of all the programmes in English and the native language will be sent to Indra by July 15.
10. The Bulgarian team will send their chapters 4 – 6 for evaluation by July 10.
11. The chapters have to be sent separately, i.e. chapter 7, chapter8, chapter 9.
12. Contents is added separately.,
13. The pages are not numerated.
14. After the created material there is Bibliography added.
15. By July 15 all the partners will have checked and evaluated the site <http://adultcourses.eu> and sent to Indra the comments to improve the site.
16. The summary of chapters 4 – 6 in English and the native language for the printed variant of the programme will be sent to Kristīne and Indra by July 15. The length of the summary is up to 2 pages and will consist of the theory, practical tasks and self-assesment.
17. The Italian partners will send the poster design in English by July 15.
18. All the partners will translate the poster in the native language and will print 50 copies by September 10.
19. The Cypriot partners will create 3 leaflets (the 1st one was done in June 2016), 2 more leaflets will be created during the project – by April 1, 2017, by April 1, 2018.
20. The Hungarian partners will create a bulletin after each project meeting. The 1st bulletin will be created by July 15, 2016.
21. The Latvian partners will create a brochure on the project activities in 2018.
22. The Turkish partners will create 3 newsletters – by September 1, 2016, June 1,2017, January 31, 2018.



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23. The Bulgarian partners will create a database template of stakeholders by July 15, 2016.
24. 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)
25. All the partners will send publications in the local mass media to Kristīne and Indra by September 10..
26. Grobiņa Adult centre will place the seminar materials on the themes “ Creativity on organizing adult courses and involving different generation participants in education” and Cypriot organization will place materials on “ How to Manage Adult Education ” on the project website by July 15.
27. 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.
28. The project coordinators will send to Indra the 3rd 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.
29. All the project documentation (invoices, receipts, web page, leaflets, bulletins, press releases, etc) must have the Erasmus+ project logo on them.
30. 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.
31. 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.
32. 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.
33. 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.
34. 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.
35. Kristīne will discuss with the creator of the project web page the design of the page and make the needed changes.

Project coordinator:

Indra Kalniņa