

PROJECT ACTIVITIES

- ✓ **Organization and setup of the Kick-off meeting for the project** (Deliverables: memorandum, attendance register, audio and video recording, material for internal communication and information, etc..)
- ✓ **Development and implementation of the platform for sharing and managing the Internal and External Information System** (Deliverables: platform - web portal + management software + links to strategic stakeholders and to social media marketing applications, etc.)
- ✓ **Creation of informative actions and on-site networking** (Deliverables: information and communication products, reports of meetings and interviews, video and audio material, reports for the evaluation of the functionality of the platform for sharing data, contacts, registration to the portal, download control , etc.)
- ✓ **Start, development and final evaluation of the activities of selection** (Deliverables: reports for meeting and interviews, registrations, application for participation, curricula, other on-line and off-line information material, reports for the definition and final evaluation of the selection with a list of selected participants, communications and registrations, etc.)
- ✓ **Organisation and set-up of the first International Training Workshop for VET operators , coordinators and trainers** (Deliverables: Memorandum, report for the work-groups, final report of evaluation of the activity, questionnaires for the evaluation of the activity, register of attendance, audio and video recordings, photographic material, on-line and off-line didactic products and instruments, internal/external information and communication products and tools, etc.)
- ✓ **Editing and sharing of the methodological and operational Guidelines of the European Model of the “Crafts Atelier”** (Deliverables: Label Document + Disciplinary Code + Reports)
- ✓ **Organization and set-up of the Intermediate Coordination Meeting of the project** (Deliverables: memorandum, registers of attendance, audio/video recordings, internal communication and information material, Intermediate Evaluation Report, etc.)