USEFUL LINKS AND DOCUMENTS

MEETING OF NEW PROJECTS
LEONARDO DA VINCI
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<table>
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<th>Project management and co-operation</th>
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<td>1. Sharing the past experience</td>
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<td>2. Products of national agencies</td>
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<td>a. Handbooks of the Dutch National agency</td>
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<td>- Handbook Implementation pilot projects: problems, solutions and practical tips</td>
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<td>- Handbook Virtual Teamwork, Making cooperation work in Leonardo da Vinci projects</td>
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<td>- Valorisation (Dissemination and exploitation) Down to Earth</td>
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<td>- Evaluation Strategies</td>
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<td>- Dissemination Strategies</td>
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<td><a href="http://www.leonardodavinci.nl/en/Publications/2647/Publications.html">http://www.leonardodavinci.nl/en/Publications/2647/Publications.html</a></td>
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<td>b. Handbook of the British National agency</td>
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<td>- Sharing Success – Dissemination and Exploitation Handbook for everyone involved in the LLP</td>
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<td><a href="http://www.transversal.org.uk/page.asp?section=0001000100240005&amp;sectionTitle=Disseminate+and+Exploit+Results">http://www.transversal.org.uk/page.asp?section=0001000100240005&amp;sectionTitle=Disseminate+and+Exploit+Results</a> (ENG)</td>
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<td>c. Handbook of the Finnish National agency</td>
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<td>3. Project results</td>
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<td>a. Result of project: Survival Kit for European Project Management (GRUNDTVIG)</td>
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<td>b. Result of project: Art of the Networking – European Networks in Education</td>
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(Socrates)
c. Result of project: Certified EU project manager (Leonardo da Vinci)
http://www.manageur.com/
d. Result of project: European Project Management training (Leonardo da Vinci)
http://www.timan.sk/epmt/docs.pdf (ENG)
http://www.timan.sk/epmt/participbook.pdf (ENG)

4. Project manager
- first of all manager and then other functions)
- small team
- keeping the deadlines (reminders, active communication, evaluation, transparency, co-responsibility)

5. Work plan
- updated work plan
- easy access
- evaluation
- when changes inform/request to EACEA

6. Networks
- format of the networks (leaders, sub-networks etc.)
- sustainability
- portal is very important

7. Contact EACEA for help/advice

8. Trust
- Interculturel differences
- Social programme/team building
- Communication
- Personal interests

9. Communication
- Active, often, based rules
- Internal part of the web page
- Easy access to all documents
- Updated work plan and easy checking of fulfilled tasks
- Skype, Moodle etc.
- Open, polite, focused on problems also
- Similar/identical understanding of the project
- Glossary
- Participation of each partner necessary
- Archiving of communication (e.g. including besides effects)
- Activate non-active partners

10. Agreements
- contractor and partner (example from the past, example in Survival Kit, IPR agreement, dissemination agreement)

11. Up-down periods
- Up (meeting)
- Down (between meetings)

12. Kick off meeting
- Agreements on all important issues and rules for co-operation
- Fine-tuning of the project (e.g. experts comments)
- Common understanding of the project

13. With other projects/initiatives/organizations
   - National
   - European (e.g. thematic monitoring and thematic activities, previous Leonardo projects, CEDEFOP, European associations)
   - Thematic activities (at present)
   - Thematic activities (in the past)

### Dissemination and exploitation

1. Dissemination and exploitation portal of DG EAC
   http://ec.europa.eu/dgs/education_culture/valorisation/index_en.htm
2. Dissemination plan and exploitation plan for each partner
3. Monitoring of fulfilment
4. Database of events, key organisations
5. Web page very soon
6. Dissemination and exploitation in countries not involved in the project
7. Common design/identity of products – PR
8. Combine partnership meetings with other events (e.g. exhibitions, fairs, conferences) and invite experts
9. Support from the senior managers/top management of the organization (involve them in project)
10. Contact door openers, multiplayers

### Results

1. Quality
2. Testing
3. Distribution (e.g. for free, commercial use)
4. Should be used in all partner countries and beyond them
5. European dimension and innovation

### Evaluation and reporting

1. Evaluation of processes (project management by partners)
2. Evaluation of results (internal, external, by target group)
3. Quality criteria (e.g. user-friendliness, efficiency, efficacy, sustainability, relevance, transferability, flexibility, transnationality, innovativeness)
4. Standardized and non-standardized form
5. Internal (consortium), external (external expert)
6. Quantitative and qualitative indicators
7. Time to time read the original/approved project
8. Impact evaluation
9. Internal reports
   a. Improved quality
b. Periodicity
c. Each partner
d. Format partially similar to progress and final report

10. Meeting reports (minutes)
   a. Detailed
   b. “To-do-list” with deadlines and responsibilities

11. External reports
   a. 2 –4 during the project

12. Progress report, final report
   a. Attach almost every result/product

   a. Compulsory to fill in three times during the project (beginning, progress, final report stage)

**Financial issues**

1. Number of instalments
   a. 3
   b. 4 and more

2. Mode of payments to partners
   a. In advance
   b. First job and then money

3. Translations
   a. Do not underestimate

4. Costs of participation in unplanned events
   a. Yes, but prior approval from EACEA and active dissemination (presentation or participation in exhibition)

5. Time sheets
6. Collect copies of costs of partners