

COOPERATION AGREEMENT ANNEX B: TASK BREAKDOWN PARTNER 6 (VAVM)

Pos.	Nr.	activity	Documentation	timeframe	tasks P6 (VAVM)
transnational meetings & learning events	M1	Kick off in Berlin (DE)	list of participants, minutes of meeting, material (if any), list of open issues & next steps	Oct 18	active participation / input according to the programme
	M2	Transnational meeting in Vicenza (IT)	list of participants, minutes of meeting, material (if any), list of open issues & next steps	Feb 19	active participation / input according to the programme
	M3	Transnational meeting in Zagreb (HR)	list of participants, minutes of meeting, material (if any), list of open issues & next steps	May 19	active participation / input according to the programme
	C1	learning activity in Sevres/Paris (FR)	Programme, list of participants, minutes, learning material, learning outcomes	Jun 19	active participation / input according to the programme
	M4	Transnational meeting in Vilnius (LT)	list of participants, minutes of meeting, material (if any), list of open issues & next steps	Oct 19	event host: preparation of content, logistics, management of implementation, documentation, active participation / input according to programme
	M5	Transnational meeting in Vienna (AT)	list of participants, minutes of meeting, material (if any), list of open issues & next steps	Apr 20	active participation / input according to the programme
	C2	learning activity in Poznan (PL)	Programme, list of participants, minutes, learning material, learning outcomes	Jun 20	active participation / input according to the programme
	M6	Closing in Berlin (DE)	list of participants, minutes of meeting, material (if any), list of open issues & next steps	Oct 20	active participation / input according to the programme
	M7	online status meetings	list of participants, minutes of meeting, material (if any), list of open issues & next steps	continuously	active participation / input according to the programme
concepts, strategies, conclusions & recommendations	P1	Catalogue of Good Practice (collection of concepts and tools)with operating instructions	Catalogue structure grid, documented good practice and usage notes (German/English), documented feedbacks, final version of catalogue as digital document (German/English)	Jan 19	Descriptions of good practice from your own institution/country (with instructions for use) as delivery to the joint catalogue, adaptation for usage in the own institution
	P2	Concepts for capacity building of own institution (good practice usage plans, proposals for technical equipment, teacher training, ideas for cooperation with industry, cooperation VET-HE)	Inventory,grid for structure, data collection, final versions as digital documents in the languages of the partnership and summary in English	Okt 19	Input to inventory, discussion in partnership on ideas for capacity building (use of good practice, technical equipment, further training of teachers, cooperation with industry, cooperation with VET-HE), elaboration of the capacity building concept for the own institution
	P3	Ideas for continuing international cooperation (networks, projects, partnerships etc.)	Inventory, list of ideas, documented feedback, concepts for cooperation projects as digital documents (in English)	Jan 20	Input to inventory, discussion in partnership on ideas for international cooperation, suggestions on networks, projects and partnerships, concept for the own institution
	P4	Conclusions and recommendations to policy decision makers, regulatory bodies, business and education	Grid für content, structure & addressees, documented data & feedback, final version as digital document (in English and the languages of the partnership)	Jun 20	Input to the joint conclusions and recommendations, preparation of recommendations for discussion with decision-makers in own country

Pos.	Nr.	activity	Documentation	timeframe	tasks P6 (VAVM)
dissemination	V1	Planning of a dissemination strategy	dissemination strategy	Nov 18	Contribution to / participation in the elaboration of the dissemination strategy (stakeholder list, media list, etc.)
	V2	production of material for PR (Roll-Ups, Poster, Flyer, Factsheets etc.), own print publications	PR products	continuously	Production of PR material, presentation of the project in our own print media (or media of network partners)
	V3	web-based information (websites, social media, blogs, own online publications)	link list	continuously	Project presentation on own website, presentation of the project in own online publications (or publications of network partners)
	V4	Dissemination: communication with relevant stakeholders, own events, presentation of the project on events of third parties	Stakeholder list, events list, minutes, feedback from stakeholders	continuously	Event-related dissemination actions and documentation according to the grid
	V5	Work with media (press releases, press interviews, direct contact to media/journalists, invitation to events, placement of articles)	Press releases, articles, minutes and feedback	continuously	Event-related work with media, press releases, talks with media representatives, placement of articles, installation of media partnerships (if applicable)
communication & project management	PM1	Communication / exchange in the partnership	Partner list, communication tools, open items list, list of agreements	continuously	ongoing communication, exchange and cooperation with partners
	PM2	Ongoing project management, monitoring and evaluation	Work plan, timetable, resource plan (including updates), monitoring & evaluation checklists and protocols	continuously	active participation in monitoring and evaluation, collection of feedback from different stakeholder groups
	PM3	Reporting	status reports, interim report, final report	at due dates	provision of status reports and statements of costs with respective supporting documents, input to the reports for the National Agency

Date & Signature