

PROYECTO ENFORMA EC

Workplan and workpackages

Summary of Workpackages

Workpackage number	Workpackage type	Workpackage title	Start	End
1	<i>MAN</i>	Management	01/11/2008	31/10/2009
2	<i>DIS</i>	Media Plan and Website	01/11/2008	31/10/2009
3	<i>DEV</i>	European inventory of interesting links on Saving Energy and Energy Efficiency	01/11/2008	31/10/2009
4	<i>DEV</i>	E-CONS NETWORK Meeting	01/11/2008	31/10/2009
5	<i>DEV</i>	Multimedia didactic material on saving energy	01/01/2009	31/10/2009
6	<i>EXP</i>	Travelling Notebook	01/03/2009	31/10/2009
7	<i>QA</i>	Evaluation	01/11/2008	31/10/2009
8	<i>EXP</i>	Sustainability Plan	01/08/2009	31/10/2009

Almost all the work modules will be carried out simultaneously from the start of the project to the end, with work more intense at some times rather than others. In the attached table you can see the frequency and intensity of the work of each module.

Workpackage Number	7	Workpackage Type	MAN		
Workpackage title:	MANAGEMENT				
Start Month number	1	End Month number	12	Duration in number of months	12
Description of workpackage					
<p>The Management (MAN) knows from experience that appropriate planning is of great use to steer the project home successfully, involve partners, make their work easier+create good atmosphere which has a clear effect on all its target recipients+ on the final results.</p> <p>The MAN seeks to: -involve+inform the partners at all times+requires them to fulfil the commitments+justification of expenditure. -As proven, the follow-up of the work plan+on-going evaluation guarantee the possibility of improvements. This has a positive effect on the whole project its beneficiaries. -carry out transparent MAN of funds.</p> <p>The MAN will follow the same lines of work+the action of previous E-CONS Network, the MAN tasks are vital to guarantee normal+successful running of the same. Partners participation will be made possible through 5 work groups: 1:Databases responsible for examining the directive lines for producing the inventory of links. 2:Educational Innovation responsible for studying the script of the DVD on Saving Energy 3:Web+on-line forum which will consider the worth of the relevant proposals to include on the web everything reacted to the ENFORMA EC project. 4:Organisation of meetings which will collaborate with MAN in decision-making for organising the Meeting 5:Evaluation which will participate in the approval of the master lines for the production of internal+external evaluation. MAN with its team will make the proposals of the work groups take material form.</p> <p>All this will happen according to the following plan: 1.1:Signing of contract with the CE;1.2:On-line Meetings. One with each of the 5 work groups;1.3:Planning of meeting; 1.4:Follow-up of whole process, work groups+activities; 1.5:MAN of financial aspects;1.6:Activity report; 1.7:Communication with consortium; 1.8:Evaluation; 1.9:MAN of website.</p> <p>This activity corresponds to the EEC, coordinating entity of the Project+responsible for the MAN which will place 11 experts from its organisation to undertake these tasks.</p>					

Workpackage Number	2	Workpackage Type	DIS		
Workpackage title:	MEDIA PLAN AND WEBSITE				
Start Month number	1	End Month number	12	Duration in number of months	12
Description of workpackage					
<p>The coordinator of the E-CONS group, taking advantage of successful previous experience and following the Media Plan drawn up in the previous project, will prepare a final document, (with press releases, reports from press conferences, scripts from radio or television, possible guests, etc). This plan will be applied on three occasions during the life of the project:</p> <ol style="list-style-type: none"> 1. The approval of the Project will be disseminated in Internet. The coordinator will send press releases to European and Spanish media and will send press releases to partners so that they may do the same in the different countries, sending press releases to their respective media. In addition to this, coordination will include this information in its publications. (Magazine of the Spanish Net, Infoconsumo Bulletin, the E_CONS Network Bulletin). The project partners will do the same in their area of influence. 2. To disseminate the holding of the Meeting in May 2009, as well as that mentioned above in section 1. 3. To make the products and results of the Project known, action will be carried out as in section 1 above. <p>The writing of press releases and their insertion on specialist magazines in the education and saving energy sector, will be carried out carefully. We believe that it is vital that the press releases are attractive enough to be reflected in the European media (press, radio, television, Internet) and this way efficiently make the project, the meeting, the results and products known.</p>					

Workpackage Number	3	Workpackage Type	DEV		
Workpackage title:	EUROPEAN INVENTORY OF INTERESTING LINKS ON SAVING ENERGY AND ENERGY EFFICIENCY				
Start Month number	1	End Month number	12	Duration in number of months	12
Description of workpackage					
<p>Every day we find new websites with information about energy, climactic change, saving energy, etc (some may be very useful for teachers, others may mislead and not be recommendable at all) thus we believe it is important that teachers count on an inventory of websites, previously analysed by the E-CONS NETWORK, that can be used to inform, train and apply didactic strategies in their daily work in the classroom or in training other trainers. Therefore, a new database will be introduced which includes these links with a simple explanation of their contents and usefulness.</p> <p>Coordination, (directly and through the partners) will insist on obtaining the greatest number of links and dependable sources of information on a subject of great interest. We seek to include and disseminate via the E-CONS website:</p> <ul style="list-style-type: none"> - Technical theory contents endorsed by public organisms and recognised experts. - Courses, seminars, conferences that are organised in this area. - Organisms of interest, reports, documents, bibliographies, studies, statistics. - And especially, links to projects, practices and/or workshops developed by school centres which have shown their interest for directly applying these contents in the classroom of different countries. <p>Coordination will safeguard that the links are updated and that they are of sufficient quality to be recommended.</p>					

Workpackage Number	4	Workpackage Type	DEV		
Workpackage title:	E-CONS NETWORK MEETING				
Start Month number	1	End Month number	12	Duration in number of months	12
Description of workpackage					
<p>This is the central activity of "ENFORMA EC" project+ a good part of the budget+energy will be devoted to this.</p> <p>The meeting will be organised in Spain/Balearic Islands in May 2009 (4 days+ 3 nights). Aspects of interest:</p> <ul style="list-style-type: none"> -Trainer training:with lectures by experts on energy saving+efficiency. -Dissemination of good practices:with lectures presenting projects already developed by teachers of the network. -Practical workshops:in groups that make it possible to discuss+exchange experiences -Exhibition:with display panels+stands (we have budgeted for 30 as in other meetings of E-CONS) so that project partners+teachers may present what they do, materials they have, products, etc. <p>Coordination will organize a stand with practical proposals on energy saving.</p> <ul style="list-style-type: none"> -Group dynamic/Game activities that make it possible to improve cohesion of the Network during the seminar+in moments of relaxation. <p>This will be achieved in accordance with the following plan:</p> <ul style="list-style-type: none"> -Draft of programme -On-line meetings with workgroup 4 (organisation of meetings) in order to define the final programme -Arranging with speakers, organising their travels -Placing information on the web for on-line inscription -Guaranteeing administration (accommodation/meals/meeting rooms/exhibition area/simultaneous translation in 2 languages, etc). -Preparing all that is needed to make the event a success (lectures/materials/public announcement system, etc) -Applying the media plan. Carrying out a press conference at the venue -Holding the meeting+Exhibition following the proposed plan. Dealing with any unforeseen problems -Evaluation -Production of final meeting report -Payment of partner travel costs after justification is received -Placement of all information on the web. <p>Organisation of the meeting will begin the moment we know the Project has been passed by the EC. It is important to carry out the organisation in a staggered and transparent manner. For this reason, an initial report forms part of the work module 1. Management</p>					

Workpackage Number	5	Workpackage Type	DEV	
Workpackage title:	MULTIMEDIA DIDACTIC MATERIAL ON DVD			
Start Month number	3	End Month number	12	Duration in number of months
Description of workpackage				
<p>Objective: to have material with this content:</p> <ul style="list-style-type: none"> -Common part: multimedia presentation incl. interactive animations on saving energy (20 languages) -Meeting Report (2 languages) with photos+animations -Inventory of links on the subject. -Projects developed by teachers in each country that have been of a suitable quality by work group 2 (educational innovation) Teachers projects from each member country will be selected. This section will be in the languages of each country sending them, with an abstract in two languages. -Technical methodology "Travelling Notebook" <p>The DVD will be sent to partners for its dissemination among beneficiaries+use in training activities. Teachers+partners will be responsible for distributing the DVD in the way established. The DVD will be of great use for direct training in the classroom+for trainer training.</p> <p>This way: -Partners will have useful multimedia didactic material for training teachers+consumers -Teachers, pupils+citizens in general will be more informed+trained on Saving Energy+Energy Efficiency</p> <p>It will be carried out along the following lines:</p> <ul style="list-style-type: none"> -Initial draft -Delivery to partners -Online meetings with workgroup 2 -Placement on web so that teachers may comment -Significant evaluation of a group of partners+teachers members of the Network -Final version -Translation into all languages -Develop it on multimedia formats -Publication on DVD -Delivery to target beneficiaries -Application in classroom -Evaluation <p>Following people will be specially involved in developing the material: Coordination to guarantee normal running of the activity; Group of experts on Consumer Education to produce+evaluate contents+materials; company Educarte to produce animations+other multimedia resources; partners who will check + (where the case may be) adapt the contents to their reality+translate this into their own language; teachers who will be able to contribute ideas, send their projects and evaluate the process+the result+apply this in the classroom.</p>				

Workpackage Number	6	Workpackage Type	EXP		
Workpackage title:	TRAVELLING NOTEBOOK				
Start Month number	5	End Month number	12	Duration in number of months	8
Description of workpackage					
<p>This is based on the pilot experience carried out in Cantabria (Spain) with 45 school centres. It is a useful didactic tool for communication and transmission of knowledge between the school and the family and vice versa. The proposal is launched on the E-CONS website, and teachers will be encouraged to join this initiative and to implant in their centres. In the meeting the technique will be explained (with practical examples) and it will be included as methodology on the DVD. This way after the positive evaluation of the experiment carried out by the European School of Consumers (results can be seen on the website of the E-CONS NETWORK, where visitors can see precisely what the notebook consists of and 100 examples of notebooks produced in 45 school centres: http://www.e-cons.net/cuaderno_viajero/ing/index_ing.htm)</p> <p>This methodology has proven to be of great use for the initial and final evaluation of a learning/teaching process.</p> <p>Its generalised use implies:</p> <ul style="list-style-type: none"> - That the E-CONS NETWORK and its partners will have innovatory didactic methodology in order to promote the relationship between schools and families. - The teachers and adults (especially families with school age children) will benefit from this useful didactic methodology on a school and family level in order to tackle with boys and girls complex topics of great importance. - Consumers in general and families in particular will be more trained and informed. <p>Plan to be followed:</p> <ul style="list-style-type: none"> - Launching of the theme in a Network bulletin - Promote the adhesion of school centres to this initiative - Deal with the theme at the Meeting in May 2009 - Evaluate the results <p>All partners will participate: Coordination implementing the Project, EducArte implementing the blog of the travelling notebook. Work groups including this methodology in the materials (DVD) and all the partners disseminating its existence.</p>					

Workpackage Number	7	Workpackage Type	QA
Workpackage title:	EVALUATION		
Start Month number	1	End Month number	12
Duration in number of months	12		
Description of workpackage			
<p>Evaluation will be carried out on an on-going basis. Evaluation will be made of the development of the Project, every single one of its activities, management. Specific work devoted to Saving Energy + Energy Efficiency and the Meeting. Internal evaluation will be carried out by using the Evaluation Plan created by E-CONS NETWORK which means we already have material to carry out evaluation of the activities. The said plan is a document that breaks down the tools + duties of each member of the consortium. It includes basic evaluation tools and has been translated into all network languages. Questionnaires + other evaluation mechanisms will be prepared.</p> <p>The external evaluators (EducArte + FV Multimedia) will receive the project's quality control + self-evaluation plan + copy of the approved project (EducArte: evaluation + follow-up, and FV Multimedia: evaluation + follow-up of the Website and the animations produced by EducArte). The evaluators and coordination, with group 5 (evaluation) and the partners will apply the evaluation tools designed and will carry out the follow-up that corresponds to them.</p> <p>This way we achieve that:</p> <ul style="list-style-type: none"> - The project is run to the full satisfaction of all involved. - We offer quality, controlled and evaluated services. - We guarantee reliable conclusions. <p>Make it possible that the application of funds answers the objectives set down and that the true target groups benefit from the project.</p> <p>The following will participate in the evaluation and quality control process of the project:</p> <ul style="list-style-type: none"> - Coordination will apply its own mechanisms of internal evaluation and quality control mechanisms. - Two external evaluators will be contracted: a company in Santander for the on-going follow-up of the project, and another in Madrid to follow-up and evaluate the Website. - Each participating partner must use their own evaluation and quality control mechanisms to guarantee the correct running of the project <p>All evaluations will be place on the website.</p>			

Workpackage Number	8	Workpackage Type	EXP		
Workpackage title:	SUSTAINABILITY PLAN				
Start Month number	10	End Month number	12	Duration in number of months	3
Description of workpackage					
<p>Following the commitment made by the network partners, the sustainability of the Project will happen in the continuity of the website of the E-CONS NETWORK www.e-cons.net . Using the already existing plan there are already different proposals and commercial exploitation (sale of didactic materials, seeking different sources of funding, subsidization, etc) presentation of new projects, etc. In fact the sustainability plan is already set up and working.</p> <p>The existence of the plan permits:</p> <ul style="list-style-type: none"> • The E-CONS NETWORK to continue maintaining a Project of great interest for its own survival • The E-CONS Network partners to continue being active members of the network's activities • The target beneficiaries (teachers, pupils, families) to be able continue to enjoy all kinds of information databases, the travelling notebook, and the E-CONS NETWORK itself as an instrument of contact and exchange of experiences on the subject of Energy Saving and energy efficiency. <p>The active participation of all E-CONS NETWORK partners is required in Sustainability, as has been happening so far.</p>					