

Work Plan (FIRST PHASE)

| Phase during the life of the project | Outputs: at the end of this phase we will have : | Activities envisaged to achieve these outputs (A) | Start and end dates of activities | Members / persons participating | Time required (persons/days or persons/months) |
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| FIRST PHASE | | | 1/10/04 to 1/10/2005 | | |
| <i>Task 1:</i> Confirmation of the project and set up of the same Keep partners informed | Informed all partners as to the grant and other aspects of the approved project. Confirmed participation of each partner Kept them informed. | 1A1.- Send a letter to network partners and collaborators 1A2.- Send documents and agreements to partners 1A3.- Read, analyse and return signed 1A4.- periodical information on the Tasks of the project. (Informative Bulletins 1, 2, 3 y 4) | 1/10/04 1/10/04 4/10/04 to 14/10/04 20/10/04 / 20/01/05 20/04/05 / 20/07/05 | 1A1- S1-2P 1A2.- S1-2P 1A3 - T-28P 1A4 - S1-4P (4 partial days, 4 times) | 2P x 1D (discontinuously) 2P X 1D 28P X 10D (discontinuously) 4P X 16D (discontinuously) |
| <i>Task 2:</i> Start of the project and agreement on management systems and procedures. First meeting of the Network Technical Committee and Management Committee | Created a team spirit linked to the coordination of the project. At our disposition a systematic plan for the development of the whole work plan | 2A5.-. Prepare a draft of the different processes to be developed in the first year. 2A6.- Call for the first meeting of the Technical Committee and the management committee, Agenda and documentation 2A7.- Management of travel, hotels , infrastructure, etc. 2A8.- Development of the meeting 2A9.- Minutes and translation 2A10.- Minutes to be sent to all participants | 15/10/04 to 15/11/04 15/10/04 15/10/04 to 20/11/04 20/11/04 to 23/11/04 24/11/04 to 29/11/04 30/11/04 | 2A5 – S1-5P / CG-4P / CT-5P 2A6 – S1-2P 2A7 – S1-3P 2A8 - S1-4P / CG-4P / CT-5P 2A9 – S1-3P 210 – S1-2P | 14P X 1M (discontinuously) 2P X 1D 3P X 1M+5D (discontinuously) 13P X 3D 2P X 4D (discontinuously) 2P X 1D (discontinuously) |
| <i>Tarea 3:</i> Constitute stable work teams | Stable local teams and teams in theme areas so as to ensure coordination and active participation of network members throughout the project. | 3A11.- Each country confirms the persons comprising the local team and constitutes the team 3A12.- Constitution of 5 work groups: 1.- databanks 2.- Educational innovation material ; 3.- Website and virtual forum , 4.- Organization of meetings and 5.- Project | 1/11/04 to 23/11/04 23/11/04 to 3/12/04 | 3A11 – CC-19P 3A12 – S1-2P / T-28P | 19P X 18D (discontinuously) 30P X 9D (discontinuously) |

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| <p>Task 4.- Create our own website</p> | <p>Our own virtual space which will serve as a fundamental base for the development of the project.</p> <p>Disseminated its existence.</p> <p><i>Note: the ESC has registered the domain www.e-cons.net and has paid the cost of the same until 14 oct.2004 If the project is approved the domain will be renewed.</i></p> | <p>Evaluation 3A13.- Each group and work team times its activities and prepares its work plan</p> <p>4A.14.- Consolidate the register of the Network's own domain www.e-cons.es</p> <p>4A15.- Design of the institutional image of the Network (logo, designs, etc.)</p> <p>4A16.- Design of the website: image , sections, navigation system. Etc</p> <p>4A17.- To include information on the project, phases, partners, benefits, forums, etc. (information will be included in English and Spanish, taken from the project itself)</p> <p>4A18.- Virtual meetings with the Management Committee and experts from the Technical Committee</p> <p>4A19.- Setting the web in motion.</p> <p>4A20.- Advertising the website in different servers, creating links on partners' websites</p> | <p>3/12/04 to 23/12/04</p> <p>1/10/04</p> <p>1/10/04 to 10/10/04</p> <p>10/10/04 to 10/11/04</p> <p>10/11/04 to 1/10/05</p> <p>18/11/04 (4 posterior dates to decide)</p> <p>15/11/04</p> <p>15/11/04 to 25/11/04</p> | <p>3A13 – C1BC-5P / C2MIE-9P /C3WV-4P / C4OE-6P / C52P-7P / S1-2P</p> <p>3A13 – S1-2P</p> <p>4A15 – S1-4P / C3WV-4P</p> <p>4A16 – S1-4P / C3WV-4P</p> <p>4A17 – S1-4P / T-28P</p> <p>4A18 – S1-2P / CG-4P / CT-5P</p> <p>4A19 – S1-4P</p> <p>4A20 – S1-4P</p> | <p>33P X 15D (discontinuously)</p> <p>2P X 1D</p> <p>8P X 7D (discontinuously)</p> <p>8P X 1M (discontinuously)</p> <p>32P X 10M+ 20D (intermittently)</p> <p>11P X 1D</p> <p>4P X 1D</p> <p>4P X 10D (discontinuously)</p> |
| <p>Task 5.- Inform in order to obtain active participation of school centres to know what they have worked on up to now in the field of CE and to boost the application of CE didactic materials</p> | <p>Ensured that from the beginning all school centres have information as to the approval of the same, the work plans and actions in which they can participate, concrete benefits they can obtain and to evaluate the possible involvement in CE themes and other aspects related with the didactic material to be produced</p> <p>Detected the centres with the most dynamic teachers</p> <p>Motivated their active</p> | <p>5A21.- Production of a simple informative dossier (4 pages) on the project and update the details of subscription</p> <p>5A22.- Translation into the different languages of the project</p> <p>5A23.- Include this information on the website</p> <p>5A24.- Send the information to the centres enrolled in the project (via e-mail and /or post) In some cases (for example Spain) personal meetings will be held by region.</p> <p>5A25.- Receipt of questionnaires completed and include them on a homogeneous database.</p> <p>5A26.- Include the database on the project</p> | <p>1/10/04 to 1/11/04</p> <p>1/11/04 to 10/11/04</p> <p>10/11/04 to 20/11/04</p> <p>20/11/04 to 1/12/04</p> <p>1/12/04 to 10/02/05</p> <p>10/02/05 at the end of the</p> | <p>5A21 – S1-13P / CT-9P</p> <p>5A22 - S1-2P / CC-19P</p> <p>5A23 - S1-4P</p> <p>5A24 – S1-2P / CC-19P</p> <p>5A25 – S1-4P</p> <p>5A26 – S1-4P</p> | <p>22P X 1M (discontinuously)</p> <p>21P X 8D</p> <p>4P X 9D</p> <p>21P X 9D (discontinuously)</p> <p>4P X 2M + 10D (discontinuously)</p> <p>4P X 7M + 20D (intermittently)</p> |

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| <p><i>Task 6.-</i> Start curricular research in each country</p> | <p>participation in the project. At the end of the year we will have obtained complete information and active participation from at least 300 centres.</p> <p>Basic information as to the curricula of each country in order to develop the proposals of educational innovation. Motivated active participation in the project of local coordinators, teaching staff and collaborating entities Known the interest arising among the teaching staff on different themes of consumerism , those they are interested in or need information on.</p> | <p>website</p> <p>6A27.- Production of a basic questionnaire for the pooling of information on the incorporation of CE in each country. In the questionnaire, as well as other items teaching staff will be asked about the consumerism themes they are most interested in. 6A28.- Direct communication with local coordinators 6A29.- Communication with the most dynamic school centres and teachers in each country, referring to this task, encouraging their participation 6A30.- Collect from teachers, organisms and other entities, curricular information 6A31.- Treatment of the compiled information and production of the final report about the curriculum situation in each country. 6A32.- Production of a final report which compiles the information from all countries 6A33.- Include on the website this report in all languages.</p> | <p>phase.</p> <p>1/12/04 to 23/12/04 23/12/04 to 10/01/05 10/01/05 to 20/01/05 20/01/05 to 20/05/05 1/02/05 to 20/06/05 20/06/05 to 10/07/05 10/07/05 to 10/09/05</p> | <p>6A27 – S1-2P / C5EP-7P 6A28 – S1-3P 6A29 – S1-2P / CC-19P 6A30 – S1-2P / CC-19P 6A31 – S1-4P / C2MIE-9P 6A32 – S1-13P / C2MIE-9P 6A33 - S1-4P / C3WFV-4P</p> | <p>9P X 17D (discontinuously) 3P X 13D (discontinuously) 21P X 10D (discontinuously) 21P X 4M (intermittently) 13P X 4M+20D (intermittently) 22P X 16D (discontinuously) 8P X 2M (discontinuously)</p> |
| <p><i>Task 7.-</i> Organize a virtual meeting and/or physical meeting with school centres participating in Comenius 1.1 projects in each country</p> | <p>Given the teaching the opportunity to meet physically and /or virtually with other colleagues who participate in their country in projects related to CE and especially Comenius 1.1</p> | <p>7A34.- Contacts with Local Socrates Agencies and the institutions related with education and consumerism in each country 7A35.- Operations to gain funds for the organisation of local meetings 7A36.- Organisation of the virtual forum: information to centres, subject, name of</p> | <p>15/10/04 15/10/04 to 10/11/04 10/ 11/ 04 to 20/01/05</p> | <p>7A34 - S1-2P / CC-19P 7A35 - S1-2P / CC-19P 7A36 - S1-2P / CC-19P</p> | <p>21P X 1D 21P X 19D (discontinuously) 21P x 2M+10D (discontinuously)</p> |

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| <p>Task 8.- Organize a European meeting of teachers in which partners and teachers from each country can participate. Especially participation in or wish to participate in Comenius 1.1 projects</p> | <p><i>Note: this will be a physical meeting if resources are available for such and will be virtual (via the forum) only, in the opposite case .</i></p> <p>Given teachers the possibility of a personal meeting with other colleagues who develop activities related to CE, in such a way that they can communicate their opinions and experiences in this field. Made it possible to search for partners for other Comenius 1.1 projects and other projects of interest for the thematic area. Proposed contents and methodological lines of interest for the development of these themes in the classroom, use of ICT and other innovative didactic strategies.</p> | <p>mediator, etc 7A37.- Organize (if this be the case) the personal meeting (send information to centres, operation for hire of room, contents, speakers, dynamics, etc) 7A38.- Evaluation and report of the activity</p> <p>8A39.- Contact the National Socrates Agencies Prepare the logistics of the meeting: contents, venue, date, length, infrastructure Meeting should be prepared bearing in mind the possibility of holding previous meetings Of Management Committee, Technical Committee and Work groups 8A40.- Prepare the materials and resources in order to stage the meeting(speakers, dynamics, groups, etc). Call the meeting, disseminate in different media 8A41.- Place information on the website. Possibility to register via the website 8A42.- Receive applications for participation, confirm attendees 8A43.- Book hotels, organise travels, etc. 8A44.- Hold the meeting and evaluate results</p> <p>8A45.-Produce a report on the development of the meeting</p> | <p>10/11/04 to 20/01/05</p> <p>20/01/05 to 1/02/05</p> <p>10/02/05 to 10/03/05</p> <p>10/03/05 to 11/04/05</p> <p>10/03/05 to 11/04/05</p> <p>10/03/05 to 20/06/05</p> <p>10/03/05 to 7/07/05 7/07/05 to 10/07/05</p> <p>11/07/05 to 29/07/05</p> <p>10/10/04 to 15/10/04</p> <p>15/10/04 to 10/11/04</p> <p>10/11/04 to 20/11/04</p> | <p>7137 – S1-19 / CC-19P</p> <p>7A38 - S1-2P / CC-19P</p> <p>8A39 – S1-6P / CC-19P / CG-4P / CT-5P / C1-BC-5P / C2MIE-9P / C3-WFV-4P / C4OE-6P C5EP-7P</p> <p>8A40 – S1-6P / CG-4P / CT-5P / C4OE-6P</p> <p>8A41 – S1-4P / C3BWFV-4P</p> <p>8A42 – S1-6P / CC-19P</p> <p>8A43 – S1-6P 8A44 - S1-6P / C4OE-6P / T-28 8A45 - S1-4P / C4OE-6P / T-28</p> <p>9A46 - S1-2P / T-28P</p> <p>9A47 - S1-4P / CG-4P</p> <p>9A48 – S1-2P / CT-9P T-28P</p> | <p>38P x 2M+10D (discontinuously)</p> <p>21P X 9D (discontinuously)</p> <p>65P X 1M (discontinuously)</p> <p>21P X 1M (discontinuously)</p> <p>8P X 1M (discontinuously)</p> <p>25P X 3M+10D (discontinuously) 6P X 3M+27D (discontinuously) 40P X 3D</p> <p>40P X 15D (discontinuously)</p> <p>30P X 6D (discontinuously)</p> <p>8P X 19D (discontinuously)</p> <p>39P X 9D (discontinuously)</p> |
| <p>Task 9.- Design a media plan in order to disseminate the project</p> | <p>An instrument to guarantee the maximum dissemination of the project.</p> | <p>9A46.- Collect information on possible media in each country 9A47.- Produce a plan which pools systematic sending of news, format, contents, media to be transferred to 9A48.- Assign responsibilities and coordination for the plan</p> | <p>10/10/04 to 15/10/04</p> <p>15/10/04 to 10/11/04</p> <p>10/11/04 to 20/11/04</p> | <p>9A46 - S1-2P / T-28P</p> <p>9A47 - S1-4P / CG-4P</p> <p>9A48 – S1-2P / CT-9P T-28P</p> | <p>30P X 6D (discontinuously)</p> <p>8P X 19D (discontinuously)</p> <p>39P X 9D (discontinuously)</p> |

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| Task 10. - Carry out internal and external evaluations of the project phase. | Objective measurements that inform us on the correct development of the project in each phase, and which will allow , if necessary improvement and rectifications. | 9A49.- Carry out follow-up for the plan 9A50.- Produce a media dossier for the complete phase | 20/11/04 to 20/09/05 20/09/05/ to 1/10/05 | 9A49 – S1-2P / T-28P 9A50 - S1-4P / CC 19 | 30P X 10M (intermittently) 13P X 9 D (discontinuously) |
| | | 10A51.- Produce an evaluation programme that contemplates contents to evaluate, instruments to be used,etc 10A52.- Assign responsibilities in the theme for throughout the year 10A53.- Develop evaluation and send out report 10A54.- Determine the external team which will carry out evaluation | 15/10/04 to 15/11/04 15/10/04 to 20/11/04 20/11/04 to 20/09/05 15/10/04 to 20/10/04 | 10A51 – S1-2P / C5EP-7P 10A52 – CG-4P 10A53 – S1-2P / C5EP-7P 10A54 - S1-2P / CG-4P / C5EP-7P | 9P X 1M (discontinuously) 4P X 1M+5D (discontinuously) 9P X 10M (intermittently) 13P X 4D (discontinuously) |
| | | 11A55.-Produce draft based on the project and its evolution 11A56.- Send the draft to partners 11A57.- Receive renewal of support from all partners and elaborate the project 11A58.- Send report to European Commission | 15/01/05 to 10/02/05 10/02/05 15/02/05 to 26/02/05 28/02/05 | 11A-55 - S1-4P 11A56 – S1-2P 11A57 – T-28P / S1-4P 11A58 – S1-2P | 4P X 20D (discontinuously) 2P X 1D (discontinuously) 32P X 9D (discontinuously) 3P X 1D |
| Task 11. - Presentation of renewal of the network | Confirm participation of the partners in the second phase of the project. Reorganize the work plan for the second year of the project's life. Comply with the legal and contractual obligations. | 12A59.- Systematically collect reports, minutes, documents, invoices, images, evaluations, etc. of all activities of the Network throughout the 2004/2005 school year 12A60.- Balance project accounts 12A61.- With all this data, information from partners and groups of teachers produce a draft 12A62.- Send draft to partners 12A63.- Produce definitive report 12A64.- Send to European Commission | 1/10/04 to 1/09/05 1/09/05 to 10/09/05 10/09/05 to 15/09/05 15/09/05 20/09/05 to 1/10/05 3/10/05 | 12A59 – S1-4P / T-28P 12A60 – S1-2P / T-28P 12A61 – S1-6P 12A62 – S1-2P / T-28P 12A63 – S1-2P 12A64 – S1-2P | 32P X 11M (intermittently) 30P X 8D (discontinuously) 6P X 5D 30P X 1D 2P X 9D 2P X 1D |
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| Task 12. - Production of a final report for this phase | Have a document that compiles the development of the Network during the first year, activities and evaluation. | | | | |

EXPLANATORY NOTES:

0 Activities are numbered from 1-168. The first number indicates the task of each phase; the letter A stands for "activity" and the number is the number specifically assigned to each activity.

0 Initials stand for:

- o P = persons D = Days M = Months Discontinuously = part time dedication Intermittently = during periods to be fixed in the detailed plans
- o S1 = Partner nº 1, i.e. the project coordinator.
- o T = All partners.
- o CG = partners forming the Management Committee
- o CT = partners forming the Technical Committee
- o CC = partners coordinating the activity developed in each country
- o C1BC = partners forming Work Group 1 Databanks
- o C1MIE = partners forming Work Group 2 Educational Innovation Materials
- o C1WFV = partners forming Work Group 3 Website Virtual Forum
- o C4OE = partners forming Work Group 4 Organization of Meetings
- o C5EP = partners forming Work Group 5 Project Evaluation

Not included are the dates for the Work Groups, Management Committee, and Technical Committee, as these will be fixed, once the project has been approved, in the first meeting, which *is* scheduled, in the first year of the project. This meeting will be held in Spain. We will try to make the meetings of the Technical Committee and the Work Groups coincide with other meetings. Ten countries have offered to hold this nature of meetings: Spain, Belgium, Greece, Poland, Italy, Rumania, Bulgaria Cyprus, Hungary, Poland and Slovenia.