

Work Plan (SECOND 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)
SECOND PHASE			1/10/05 to 1/10/2006		
Task 1.- Continue promoting the participation of school centres	At the end of this phase more than 600 school centres will be participating in the project.	1A65.- Produce clear and concise information as to what the project represents and send to centres not yet participating 1A66.- Invite non-participating centres to the annual meetings	1/10/05/ to 20/10/05 20/10/05 / 20/01/06 20/04/06 / 20/07/06	1A65.- S1-4P / CC-19P 1A66 – S1-2P / CC-19P	23P X 16D (discontinuously) 21P X 4D (discontinuously)
Task 2.- Implement the website with different spaces and contents	Achieve that the databank is really useful due to its being continually revised and updated. Have the Website working in practically all its spaces. Have a virtual magazine with periodical dissemination.	2A67.- Complete databank referring to experiences financed by the European Commission 2A68.- Complete databanks referring to useful institutions for CE 2A69.- Inclusion on the website of the databanks of experiences, institutions and links of interest 2A70.- Start up of virtual magazine and publication of 4 issues. Start of space for virtual forum	1/10/05 to 1/12/05 1/12/05 to 1/02/06 1/10/05 to 1/02/06 20/10/05 / 20/01/06 20/04/06 / 20/07/06	2A67 – S1-5P / CG-4P / CT-5P/C1BC-5P 2A68 – S1-5P / CG-4P / CT-5P/C1BC-5P 2A69 – S1-4P 2A70 - S1-17P / T-28 / C3WFV-4P	19P X 2M (discontinuously) 19P X 2M (discontinuously) 4P X 4M (discontinuously) 49P X 2M (discontinuously)
Task 3.- Evaluate and disseminate best teaching practices in CE.	Have good teaching practices which act as recognition and drive for all teaching staff.	3A71.- Establish criteria for selection of best practices 3A72.- Establish procedure for collection of experiences 3A73.- Establish the criteria for evaluation and evaluate effectively the experiences selected 3A74.- Design the format for inclusion and consultation of experiences on the website and include the experiences on the website	15/10/05 to 1/12/05 1/12/05 to 1/02/06 1/02/06 to 1/04/06 1/04/06 to 1/05/06	3A71 – S1-2P / C2MIE-9P 3A72 – S1-2P / C2MIE-9P 3A73 – S1-2P / C5EP-6P 3A74 – S1-2P / C3WFV-4P / C2MIE-9P	11P X 1M+ 15D (discontinuously) 11P X 2M (discontinuously) 8P X 2M (discontinuously) 15P X 1M (discontinuously)

<p>Task 4.- Development of the contents of a didactic manual and production.</p>	<p>Have a didactic manual which guides teaching staff on contents and didactic practices most appropriate for the development of CE in the classroom.</p>	<p>4A75.- Design a work plan for production of contents, structure, handling, etc, based on contributions from partners, teaching staff and work groups. Bear in mind aspects considered most appropriate in each country related to curricular research already carried out</p>	1/10/05 to 1/12/05	4A75 – S1-15P / CC-19P C2MIE-9P	43P X 2M (discontinuously)		
		<p>4A76.- Produce draft</p>	1/12/05 to 15/01/06	4A76 – S1-2P / C2MIE-9P	11P X 1M+15D (discontinuously)		
		<p>4A77.- Translation into different languages</p>	15/01/06 to 15/02/06	4A77 – S1-2P / CC-19P	21P X 1M (discontinuously)		
		<p>4A78.- Send draft to most active schools for piloting and evaluation</p>	15/02/06 to 15/04/06	4A78 – S1-2P / CC-19P	21 X 2M (discontinuously)		
		<p>4A79.- Produce design of manual and final manual</p>	15/04/06 to 15/05/06	4A79 – S1-6P	6P X 1M (discontinuously)		
		<p>4A80.- Translation of adaptations and extensions</p>	15/04/06 to 30/05/06	4A80 – S1-2P / CC-19P	21P X 1M+15D (discontinuously)		
		<p>4A81.- Design of the manual in different languages</p>	15/05/06 to 15/06/06	4A81 – S1-6P	6P X 1M		
		<p>4A82.- Print manual</p>	15/06/06 to 30/06/06	4A82 – S1-4P	4P X 12D		
		<p>Task 5.- Develop the content and presentation of a CD-ROM with multimedia presentation</p>	<p>Have multimedia material that helps the work and dissemination of the different elements of the project</p>	<p>5A83.- Design content, structure and systematic elements of CD</p>	15/01/06 to 15/02/06	5A83 – S1-6P / C2MIE-9P	15P X 1M
				<p>5A84.- Contract team to produce CD</p>	15/02/06	5A84 – S1-2P	2P X 1D
<p>5A85.- Supervise technical work of production of CD</p>	15/02/06 to 17/06/06			5A85 – S1-6P / C2MIE-9P	15P X 4M + 2D		
<p>Task 6.- Organize a virtual meeting and/or physical meeting with school centres participating in Comenius 1.1 projects in each country</p>	<p>Continued furthering the exchange of experiences and personal and/or virtual meeting with other colleagues who are participating in the same country in projects related to CE, especially Comenius 1.1.</p> <p><i>Note: this will be a physical meeting if resources are available for such and will be</i></p>	<p>6A86.- Contacts with Local Socrates Agencies and the institutions related with education and consumerism in each country</p>	10/10/05 to 15/10/05	6A86 – S1-2P / CC-19P	21P X 5D		
		<p>6A87.- Operations to obtain funds for the organisation of local meetings</p>	15/10/05 to 10/11/05	6A87 – S1-6P / CC-19P	25P X 20D		
		<p>6A88.- Evaluate influence of the Network in schools. Formulas for improving teaching practice: provide information to centres, thematic areas, mediator, present didactic manual, etc.</p>	20/11/05 to 20/12/05	6A88 – S1-2P / CG-4P / CT-5P/C5EP-7P	18P X 1M		
		<p>6A89.- Organize (if the case be) the personal</p>	10/11/05 to 20/01/06	6A89 – S1-19P / CC-19P	38P X 2M + 10D		

	<i>virtual (via the forum) only, in the opposite case</i>	meeting (send information to centres, operation for hire of room, contents, speakers, dynamics, etc) 6A90.- Evaluation and report of the activity	20/01/06 to 10/02/06	6A90 – S1-4P / CC-19P	23P X 20D
Task 7.- Carry out European meeting of teachers	Continued furthering the personal contact between teaching staff	7A91.- Contact 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 7A92.- Prepare the materials and resources in order to stage the meeting(speakers, dynamics, groups, etc) 7A93.- Call the meeting, disseminate in different media 7A94.- Place information on the website. Possibility to register via the website 7A95.- Receive applications for participation, confirm attendees 7A96.- Hold the meeting and evaluate results 7A97.- Produce a report on the development of the meeting	10/02/06 to 10/03/06 10/03/06 to 11/04/06 10/03/06 to 15/03/06 10/03/06 to 15/03/06 15/03/06 to 20/06/06 8/07/06 to 11/07/06 11/07/06 to 29/07/06	7A91 – S1-6P / CC-19P / CG-4P / CT-5P / C1-BC-5P / C2MIE-9P / C3-WFV-4P / C4OE-6P C5EP-7P 7A92 – S1-6P / CG-4P / CT-5P / C4OE-6P 7A93 – S1-4P / T-38P 7A94 – S1-4P / C3WFV-4P 7A95 – S1-6P / CC-19P 7A96 - S1-6P / C4OE-6P / T-28 7A97 - S1-4P / C4OE-6P / T-28	65P X 1M 21P X 1M 42P X 5D 8P X 5 D 25P X 3M + 5D 40P X 3D 38P X 14D
Task 8.- Development of a media plan	Intensified the dissemination of the project via all media possible	8A98.- Revise results of actions carried out in first phase 8A99.- Programme presence in different media throughout this phase in terms of events and media 8A100.- Carry out follow-up of plan	15/10/05 to 25/10/05 25/10/05 to 10/11/05 20/11/05 to 1/10/06	8A98 - S1-2P / T-28P 8A99 - S1-4P / CG-4P 8A100 – S1-2P / CT-9P T-28P 8A101 – S1-2P / T-28P	30D X 8D 8P X 13D 39P X 10M + 10D 30P X 11D
Task 9.- Carry out internal and external evaluation of the phase of the project	Have objective information as to the development of the second phase of the project.	8A101.- Produce a final dossier with the presence in media of this phase	15/09/06 to 1/10/06	8A101 – S1-2P / T-28P	30P X 11D

Task 10.- Presentation of renewal of the Network	Confirm participation of the partners in the third phase of the project. Reorganize the work plan for the third year of the project's life. Comply with the legal and contractual obligations.	9A102.- Revise evaluation programme of first phase and incorporate improvements for carrying out evaluations in this phase	5/10/05 to 15/11/06	9A102 – S1-2P / C5EP-7P	9P X 13M + 10D	
		9A103.- Develop evaluation instruments necessary	15/10/05 to 20/11/05	9A103 – CG-4P	4P X 1M + 5D	
		9A104.- Carry out evaluation and send out report	En las diferentes actividades	9A104 – S1-2P / C5EP-7P	9P X	
		9A105.- Hold work meetings and prepare reports and material, both internal and external evaluation	15/10/05 to 20/09/06	9A105 - S1-2P / CG-4P / C5EP-7P	13P X 11M + 5D	
		10A106.- Produce report and send out to partners	20/09/06 to 1/10/06	10A106 – S1-4P	4P X 8D	
	Task 11.- Production of a final report for the end of this phase	Have a document that compiles the development of the Network during the second year, activities and evaluation.	10A107.- Produce draft based on the project and its evolution	15/01/06 to 10/02/06	10A107 - S1-4P	4P X 21D
			10A108.- Send the draft to partners	10/02/06	10A108 – S1-2P	2P X 1D
			10A109.- Receive renewal of support from all partners	15/02/06 to 26/02/06	10A109 – T-28P / S1-4P	32P X 8D
			11A110.- Send report to European Commission	27/02/06	11A110 – S1-2P	2P X 1D
			11A111.- Systematically collect reports, minutes, documents, invoices, images, evaluations, etc. of all activities of the Network throughout the 2005/2006 school year	1/10/05 to 1/09/06	11A111 – S1-4P / T-28P	32P X 11M
11A112.- Balance project accounts			1/09/06 to 15/09/06	11A112 – S1-2P / T-28P	30P X 11D	
11A113.- With all this data, information from partners and groups of teachers produce a draft	1/09/06 to 15/09/06	11A113 – S1-6P	6P X 11D			
11A114.- Send draft to partners	15/09/06 to 1/10/06	11A114 – S1-2P / T-28P	30P X 15D			
11A115.- Produce definitive report	20/09/06 to 1/10/06	11A115 – S1-2P	2P X 8D			
11A116.- Send to European Commission.	3/10/06	11A116 – S1-2P	2P X 1D			

EXPLANATORY NOTES:

- 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.
- 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.