



Co-funded by the  
Erasmus+ Programme  
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**Erasmus + project 2015-1-LV01-KA204-013388 “Developing EU through online innovation”**

## **RESOLUTION 1**

**October 31, 2015.**

1. International project team was formed including the following participants:

- Mārīte Bruža                      Latvia              responsible for the course "Live online"
- Indra Kalniņa                      Latvia              responsible for carrying out the planned project activities
- Kristīne Paipa                      Latvia              responsible for the course "Live online"
- Georgios Georgakis              Cyprus              responsible for the course "IT skills"
- Masa Ivanovic                      Cyprus              responsible for the course "IT skills"
- Sebnem Duran                      Turkey              responsible for the course "Entrepreneurial skills"
- Arif Gurler                      Turkey              responsible for the course "Entrepreneurial skills"
- Alberto Postigo                      Spain              responsible for the course "Learn languages online"
- Rebeca Villalba                      Spain              responsible for the course "Learn languages online"
- Carina Lago Gonzalez              Spain              responsible for the course "Learn languages online"
- Francesca Favia                      Italy              responsible for the course "Career skills advice"
- Roberto Quatraccioni              Italy              responsible for the course "Career skills advice"
- Györk Halász                      Hungary              responsible for the course "Sustainable life"
- Enikő Dióssy                      Hungary              responsible for the course "Sustainable life"
- Kinga Langer                      Hungary              responsible for the course "Sustainable life"
- Radka Danchovska                      Bulgaria              responsible for the course "Communication and self improvement"
- Kremena Danchovska                      Bulgaria              responsible for the course "Communication and self improvement"

- Nikola Benin Bulgaria responsible for the course "Communication and self improvement"

- The next project meetings will be organized in the following dates
  - 2<sup>nd</sup> project meeting in Spain April 3 ( arrival) – 6 (departure), 2016
  - 3<sup>rd</sup> project meeting in Cyprus June 26 ( arrival) – 29 (departure), 2016
  - 4<sup>th</sup> project meeting in Hungary October 16( arrival) – 19 (departure), 2016
  - 5<sup>th</sup> project meeting in Italy in May 28( arrival) - 31( departure),2017
  - 6<sup>th</sup> project meeting in Bulgaria October 25( arrival) -28 (departure), 2017
  - 7<sup>th</sup> project meeting in Turkey May 27 (arrival) – 30 ( departure), 2018
- By November 20 all the partners will send the contents of the programme they are responsible for to Indra. Each programme will consist of 15 chapters.
- By November 25 the contents of all the programmes will be sent to all the coordinators.
- The format of the programme materials will be A4 sheets written in Arial 12 font.
- Each chapter will be 2 pages long ( ½ page Introduction, 1 page theory and ½ page practical tasks).
- By November 4 Rebeca and Masa will have talked over with their directors about the possibility to overtake the creation of the website.
- By November 4 all the partners will investigate the prices of website designs and e-mail to Indra.
- By February 29 all the coordinators will send the created materials of chapters 1 -3 of all the programmes to Indra.
- By March 2 Indra will send the created materials to all the coordinators.
- All the partner organizations will arrive to project meeting 2 with commentaries on all the created materials.
- During project meeting 2 the participants will finalize chapters 1 -3 of all the programmes.
- The partners will be responsible for the following parts of the dissemination plan:
  - Creation of project logo + 50 posters Italy
  - Creation of leaflets Cyprus
  - Creation of bulletins Hungary
  - Creation of the brochure Latvia
  - Creation of newsletters Turkey
  - Creation of network lists Bulgaria
  - Creation of press releases Spain
  - Articles in mass media all the partners
- By November 15 Kinga will create the dissemination plan.
- By November 15 Rebeca will create summary of the needs of job market in all the partner countries.
- Kristīne will place the created job market reports on Grobiņa Adult centre website <http://grobinassic.lv/pic>
- Grobiņa Adult centre will place the seminar materials on the theme “ Creativity on organizing adult courses and involving different generation participants in education ” on the project website.
- All the project meetings will consist of the analysis of the created materials, sharing experience on a certain theme and a seminar on an adult education theme.
- The project coordinators will send to Indra the 1<sup>st</sup> report on the work done in 2015 (September – December) by January 10. The report will be supplemented by the calculation of the spent project money and invoices or receipts to prove the spent money. See the attached Template 1.

20. All the project documentation (invoices, receipts, web page, leaflets, bulletins, press releases, etc ) must have the Erasmus+ project logo on them.
21. The work done in creating Intellectual outputs must be shown on Timesheets. Copies of the Timesheets will be sent to Indra together with the reports every 4 months. See Template 2.
22. Organizers of every project meeting will place on the project webpage the plan of the project meeting and the list of the participants' signatures. See Template 3.
23. The originals of the travel documents (boarding passes, tickets) will be kept at every project coordinator, but the copies of the boarding passes will be sent to Indra.
24. Participants receive Certificates of Participation after every project meeting. Grobiņa Adult education centre as the project coordinator will keep the copies of all the certificates. See Template 4.