



IPER TASKS

NAME OF THE PARTNER	WP	MONTHS	TASKS	COMMENTS	DUE DATE
CCIS	1	1	Kick off meeting		18-01-2019
	1	9,15,24	1st,2nd,3rd transnational meetings	FINAL MEETING held together with the FINAL DISSEMINATION CONFERENCE in Madrid, managed by CCIP e CCIS	16-17-09-2019/ 18-03-2020 / 17-12-2020
	1	24	Coordinator of the final dissemination event		17-12-2020
	1	1,2	selection of a group of direct beneficiaries of the training system		18-01-2018 / 18-02-2019
	1	1		collaborating with Predif in performing all the tasks related to the O1; cooperating with BTS to develop the tools to be used in the evaluation process of this output; providing an evaluation report for the O1.	18-01-2019
	1	1	organization of the workshop (related to the O1) during the KOM		18-01-2019
	1	5,6	National report about the O1		18-05-2019 /



			using data gathered in M1-4		18-06-2019
			<p>Designing of the minimum criteria and parameters for case studies (O2); translate the questionnaire into their language to interview the best practices promoters; interviewing between 6 and 20 promoters of sustainable initiatives in promotion of cultural heritage through digital tools; translating the interviews into English; contributing to the selection of best practices; cooperate in the desig of the questionnaire to deeply analyse the best practices selected; interviewing the promoters selected; cooperating in the design of the beta version of the case studies into their language; subcontracting the proofreading of the English version of the beta version of the case studies.</p>		
	2	7			18-07-2019
	2	9	During the meeting in Hollokò: presenting results of		



			M7 tasks		18-09-2019
	2	13	Relating to OER: providing inputs to the development of the training modules; providing inputs to the development of the serious game; developing the tools to be used in the evaluation process of this output; providing an evaluation report for this output; subcontracting the proofreading of the English version of the OERs.		18-01-2020
	3	16,17	designing of the evaluation instrument for the pilot test	with the cooperation of the project consortium and the support of all the other partners	18-04-2020 / 18-05-2020
	3	18--20	pilot test; support to BTS in the coordination of the pilot testing activities responsible of National activities carried out in Spain		18-08-2020



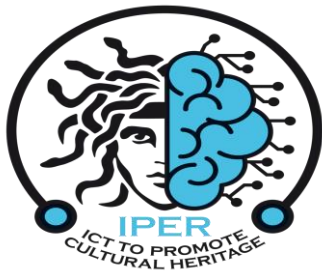
	3	21	pilot test evaluation report		18-09-2020
	4	1--24	coordinator of the MEC		17-12-2020
		1--24	leader of WP4	Administrative and financial management (budgeting, control of financial flows, etc.), project coordination, preparation of guidelines, sharing of data and information; All partners involved in these activities	17-12-2020
	4	1--24	implementation of the managing guidelines	flow chart with project processes, work plan with all partners' activities, communication and administrative principles; the guidelines will be discussed during the KOM	17-12-2020
	4	1--24	reporting procedure	for both the activities carried out by each partner and expenditures and definition of the administrative guidelines (1. flow chart representing the reporting procedure, 2. a list including staff members for each partner, 3. description of the reporting phases, 4.	17-12-2020



				explanation of the project budget; 5. reporting templates and documents)	
4	1,6,12,18,24	gathering all partners' financial and activity report		provide the interim and final reports to the NA	18-01-2019 / 18-06-2019 / 18-12-2019 / 18-06-2020 / 17-12-2020
5	1--24	Coordinator of internal monitoring and evaluation activities and project risk management; CREATION OF THE MEC		all partners involved too in monitoring, evaluation and risk management	17-12-2020
5	1--24	performing a Project Risk Analysis (PRA)		Two phases: qualitative and quantitative; Analysis discussed during the KOM and checked during every transnational meeting	17-12-2020



	5 6	1--24 1--24	fostering an intense communication and inclusion policy key factor to the dissemination phase, thanks to its network, RESPONSIBLE OF WP6, (PROJECT LOGO, `project profile pages on social networks, paid Facebook campaigns); providing a mailing list for the newsletters; dissemination of gadgets.		17-12-2020
	6	1--24	providing inputs to the `project website		17-12-2020
	6	1--24	maintenance and input to the project Social Network accounts		17-12-2020
	6	1--24	advertisement on informative channels		17-12-2020
	6	1--24	vertical and horizong mainstream actions		17-12-2020



			MOU		
	6	1--24			17-12-2020
	6	8,20.	participation to the Meeting of the General Secretaries		18-08-2019 / 18-08-2020
	6	12,24	participation to the World Convention of Italian Chambers of Commerce Abroad		18-12-2019 17-12-2020



NAME OF THE PARTNER	WP	MONTH	TASK	COMMENTS	DUE DATE
CCIP	1	1	KOM		18-01-2019
	1	9,15,24	1st,2nd,3rd transnational meetings	FINAL MEETING held together with the FINAL DISSEMINATION CONFERENCE in Madrid, managed by CCIP e CCIS	18-09-2019/ 18-03-2020 / 17-12-2020
	1	1,2	selection of a group of direct beneficiaries of the training system		18-01-2018 / 18-02-2019
	1	1	O1: choosing at least 5 potential users belonging to the primary target group, sending their contact details to CW, presenting national data on the current situation about promotion of cultural heritage, cooperating with other partners in the design of the instruments for gatehring further information to edit the report, contacting stakeholders and		



			experts to gather further information, editing a national report and presenting it during the virtual meeting 1, translating the tools used into their language, translating the data gathered in English, providing the CW with the NRs.		18-01-2019
	1	1	Coordinator of the workshop (related to the O1) held during the KOM		18-01-2019
	1	5,6	National report about the O1 using data gathered in M1-4		18-05-2019 / 18-06-2019
	1	24	organizing of the National Dissemination Conference	under the supervision of CCIS	17-12-2020
	2	7	designing of the minimum criteria and parameters for case studies (O2); translate the questionnaire into their language to interview the best practices promoters;interviewing between 6 and 20 promoters of sustainable initiatives in		



		promotion of cultural heritage through digital tools; translating the interviews into English; contributing to the selection of best practices; cooperate in the design of the questionnaire to deeply analyse the best practices selected; interviewing the promoters selected; cooperating in the design of the beta version of the case studies into their language.		18-07-2019
2	9	During the meeting in Hollokò: presenting results of M7 tasks		18-09-2019
2	13	relating to OER: providing inputs to the development of the training modules; providing inputs to the development of the serious game; developing the tools to be used in the evaluation process of this output.		18-01-2020
3	18--20	pilot test		18-08-2020
3	21	pilot test evaluation report		18-09-2020



4	1--24	creation of a project account on a cloud based project-managing platform (LEADER OF IT, but all partners involved)	such as Redbooth, Producteec or Clarizen	17-12-2020
4	1,6,12,18,24	financial and activity report		18-01-2019 / 18-06-2019 / 18-12-2019 / 18-06-2020 / 17-12-2020
6	1--24	key factor to the dissemination phase, thanks to its network; providing a mailing list for the newsletters.		17-12-2020
6	1--24	mainteinance and input to the project Social Network accounts		17-12-2020
6	1--24	advertisement on informative channels		17-12-2020
6	1--24	vertical and horizong mainstream actions		17-12-2020
6	1	MOU		18-01-2019
6	8,20.	participation to the Meeting of		18-08-2019 /



		the General Secretaries		18-08-2020
6	12,24	participation to the World Convention of Italian Chambers of Commerce Abroad		18-12-2019/ 18-12-2020

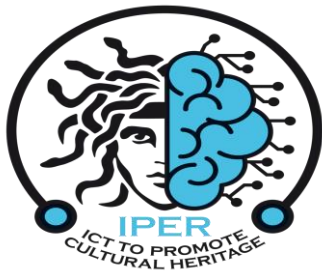
NAME OF THE PARTNER	WP	MONTH	TASK	COMMENTS	DUE DATE
BTS	1	1	KOM		18-01-2019
	1	9,15,24	1st,2nd,3rd transnational meetings		18-09-2019/ 18-03-2020 / 17-12-2020
	1	1	collaborator in the workshop (related to the O1) during the KOM		18-01-2019



	1	1	O1: choosing at least 5 potential users belonging to the primary target group, sending their contact details to CW, presenting national data on the current situation about promotion of cultural heritage, cooperating with other partners in the design of the instruments for gatehring further information to edit the report, contacting stakeholders and experts to gather further information, editing a national report and presenting it during the virtual meeting 1, translating the tools used into their language, translating the data gathered in English, providing the CW with the NRs, subcontracting to a professional translator the translation of the SR into their language.		18-01-2019
	1	1,2	selection of a group of direct beneficiaries of the training system		18-01-2019 / 18-02-2019
	1	5,6	National report about the O1 using data gathered in M1-4		18-05-2019 / 18-06-2019



	2	7	Developing the tools to be used in the evaluation process of this output; providing an evaluation report for this output.	18-07-2019
	2	9	During the meeting in Hollokò: presenting results of M7 tasks	18-09-2019
	2	10--13	adaptation of the beta versio of the case studies to digital format	18-01-2020
	2	13	development of a simulator based on the "serious game"	18-01-2020
	2	13	Corodinator of the design of the evaluation tools (discussed during the 2nd virtual meeting)	18-01-2020
	2	13	responsible of the adaptation of the training modules and of the simulator	18-01-2020
	3	18--20	pilot test- COORDINATOR	18-08-2020
	3	21	cooperate with CCIS to the summary report from the partners' pilot test evaluation report	18-09-2020



	3	22--24	optimizing of the beta version of the training materials (if necessary)	with the help of other partner	17-12-2020
	4	1-6-12-18-24	financial and activity report		18-01-2019 / 18-06-2019 / 18-12-2019 / 18-06-2020 / 17-12-2020
	5	1--24	RESPONSIBLE OF EXTERNAL EVALUATION	The beta version of the training materials will be evaluated by a representative sample of direct beneficiaries during the pilot tests foreseen in WP3.	17-12-2020
	6	1--24	guarantor of the dissemination to the direct target group; PROJECT WEBSITE GRAPHIC STRUCTURE; providing a mailing list for the newsletters.		17-12-2020
	6	1--24	COORDINATOR in providing	all partners involved	



			inputs to the project website		17-12-2020
	6	1--24	mainteinance and input to the project Social Network accounts		17-12-2020
	6	1--24	advertisement on informative channels		17-12-2020
	6	1--24	vertical and horizong mainstream actions		17-12-2020
	6	1	MOU		18-01-2019

NAME OF THE PARTNER	WP	MONTH	TASK	COMMENTS	DUE DATE
HO	1	1	KOM		18-01-2019
	1	9,15,24	1st,2nd,3rd transnational meetings		18-09-2019/



					18-03-2020 / 17-12-2020
	1	1	O1: choosing at least 5 potential users belonging to the primary target group, sending their contact details to CW, presenting national data on the current situation about promotion of cultural heritage, cooperating with other partners in the design of the instruments for gathering further information to edit the report, contacting stakeholders and experts to gather further information, editing a national report and presenting it during the virtual meeting 1, translating the tools used into their language, translating the data gathered in English, providing the CW with the NRs, subcontracting to a professional translator the translation of the SR into their language.		18-01-2019
	1	1,2	selection of a group of direct beneficiaries of the training system		18-01-2019 / 18-02-2019



	1	5,6	National report about the O1 using data gathered in M1-4		18-05-2019 / 18-06-2019
	1	9	organizing the national dissemination conference in Hollokò	under the supervision of CCIS	18-09-2019
	2	7	designing of the minimum criteria and parameters for case studies (O2); translate the questionnaire into their language to interview the best practices promoters;interviewing between 6 and 20 promoters of sustainable initiatives in promotion of cultural heritage through digital tools; translating the interviews into English; contributing to the selection of best practices; cooperate in the desig of the questionnaire to deeply analyse the best practices selected; interviewing the promoters selected; cooperating in the design of the beta version of the case studies into their language.		18-07-2019
	2	9	During the meeting in Hollokò: presenting results of M7 tasks		18-09-2019



2	13	relating to OER: providing inputs to the development of the training modules; providing inputs to the development of the serious game; developing the tools to be used in the evaluation process of this output; providing an evaluation report for this output; subcontracting the translation of the OERs into their own language		18-01-2020
3	18--20	pilot test		18-08-2020
3	21	pilot test evaluation report		18-09-2020
4	1,6,12,18,24	financial and activity report		18-01-2019 / 18-06-2019 / 18-12-2019 / 18-06-2020 / 17-12-2020
6	1--24	guarantor of the dissemination to the direct target group; providing a mailing list for the newsletters; structuring of the thematic editions of the newsletters.		17-12-2020
6	1--24	mainteinance and input to the		17-12-2020



			project Social Network accounts		
	6	1--24	advertisement on informative channels		17-12-2020
	6	1--24	Coordinator of the project newsletter design and translation to the consortium languages	all partners involved	17-12-2020
	6	1--24	vertical and horizong mainstream actions		17-12-2020
	6	1	MOU		18-01-2019

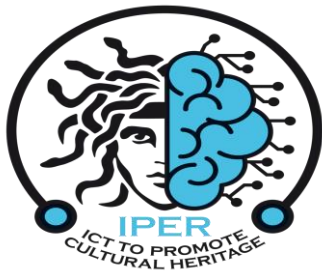
NAME OF THE PARTNER	WP	MONTH	TASK	COMMENTS	DUE DATE
PREDIF	1	1	KOM		18-01-2019
	1	9,15,24	1st,2nd,3rd transnational meetings	SUPPORT TO THE FINAL	18-09-2019/ 18-03-2020 /



				DISSEMINATION CONFERENCE	17-12-2020
	1	1	O1: choosing at least 5 potential users belonging to the primary target group, sending their contact details to CW, presenting national data on the current situation about promotion of cultural heritage, cooperating with other partners in the design of the instruments for gathering further information to edit the report, contacting stakeholders and experts to gather further information, editing a national report and presenting it during the virtual meeting 1, translating the tools used into their language, translating the data gathered in English, providing the CW with the NRs, subcontracting to a professional translator the translation of the SR into their language.		18-01-2019
	1	1,2	selection of a group of direct beneficiaries of the training system		18-01-2019 / 18-02-2019
	1	5,6	National report about the O1 using data gathered in M1-4		18-05-2019 / 18-06-2019
	2	7	Coordinator of virtual meeting 1		18-07-2019



	2	7	DESIGNING THE GUIDELINES OF 02: define the minimum criteria and parameters of best practices and designing the questionnaire in collaboration with CW and BTS; coordinate the selection of the best practices; designing of the questionnaires to deeply analyse the best practices selected.		18-07-2019
	2	9	During the meeting in Hollokò: presenting results of M7 tasks		18-09-2019
	2	10--13	development of the beta version of the case studies	the beta version will be presented during the 2nd virtual meeting (M13)	18-01-2020
	2	13	support to BTS in the coordinating of the design of the evaluation tools; relating to OER: providing inputs to the development of the training modules; providing inputs to the development of the serious game; developing the tools to be used in the evaluation process of this output; providing an evaluation report for this output.		18-01-2020
	3	18--20	pilot test		18-08-2020



3	21	pilot test evaluation report		18-09-2020
4	1,6,12,18,24	financial and activity report		18-01-2019 / 18-06-2019 / 18-12-2019 / 18-06-2020 / 17-12-2020
6	1	MOU		18-01-2019
6	1--24	maintenance and input to the project Social Network accounts		17-12-2020
6	1--24	guarantor of the dissemination to indirect target group; providing a mailing list for the newsletters.		17-12-2020
6	1--24	vertical and horizong mainstream actions		17-12-2020
6	1--24	advertisement on informative channels		17-12-2020



NAME OF THE PARTNER	WP	MONTHS	TASKS	COMMENTS	DUE DATE
CW	1	1	KOM		18-01-2019
	1	9,15,24	1st,2nd,3rd transnational meetings		18-09-2019/ 18-03-2020 / 17-12-2020
	1	1,2	selection of a group of direct beneficiaries of the training system		18-01-2019 / 18-02-2019
	1	1	choosig at least 5 potential users belonging to the primary target group; gathering the contact details of the potential users selected in a database (O1)		18-01-2019
	1	1	designing the guidelines of the workshop related to the O1, held during the KOM		18-01-2019
	1	5,6	Italian National report about the O1 using data gathered in M1-4		18-05-2019 / 18-06-2019
	1	6	Summary report from the partners' NR about the O1		18-06-2019



	1	15	organizing the national dissemination conference in Perugia	under the supervision of CCIS	18-03-2020
	2	7	COOPERATING with Predif in performing all the tasks related to O2; developing the tools to be used in the evaluation process of this output; providing an evaluation report for O2.		18-07-2019
	2	9	During the meeting in Hollokò: presenting results of M7 tasks		18-09-2019
	2	13	relating to OER: providing inputs to the development of the training modules; providing inputs to the development of the serious game; developing the tools to be used in the evaluation process of this output; providing an evaluation report for this output.		18-01-2020
	3	18--20	pilot test		18-08-2020
	3	21	pilot test evaluation report		18-09-2020
	4	1,6,12,18,24	financial and activity report		18-01-2019 /



					18-06-2019 / 18-12-2019 / 18-06-2020 / 17-12-2020
	6	1	MOU		18-01-2019
	6	1--24	mainteinance and input to the project Social Network accounts		17-12-2020
	6	1--24	responsible of sending newsletters to the mailing list		17-12-2020
	6	1--24	advertisement on informative channels		17-12-2020
	6	1--24	vertical and horizong mainstream actions		17-12-2020

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UDS	1	1	KOM		18-01-2019
	1	9,15,24	1st,2nd,3rd transnational meetings		18-09-2019/ 18-03-2020 / 17-12-2020
	1	1,2	selection of a group of direct beneficiaries of the training system		18-01-2019 / 18-02-2019
	1	1	National report about the O1 using data gathered in M1-4		18-01-2019
	1	1	Subcontracting to a professional translator the translation of the SR into Italian		18-01-2019
	2	7	designing of the minimum criteria and parameters for case studies (O2); translate the questionnaire into their language to interview the best practices promoters; interviewing between 6 and 20 promoters of sustainable initiatives in promotion of cultural heritage through digital tools; translating the interviews into English; contributing to the selection of best practices; cooperate in the design of the questionnaire to deeply analyses the best practices selected;		18-07-2019



			interviewing the promoters selected; cooperating in the design of the beta version of the case studies into their language.		
	2	9	During the meeting in Hollokò: presenting results of M7 tasks		18-09-2019
	2	13	Discussion of the training modules during the 2nd virtual meeting; Responsible of the development of the training modules; subcontracting the translation of the OERs into their own language.	All the partners will assist in the development of the training modules-	18-01-2020
	3	18--20	pilot test		18-08-2020
	3	21	pilot test evaluation report		18-09-2020
	4	1,6,12,18,24	financial and activity report		18-01-2019 / 18-06-2019 / 18-12-2019 / 18-06-2020 / 17-12-2020
	6	1	MOU		



				18-01-2019
6	1--24	maintenance and input to the project Social Network accounts		17-12-2020
6	1--24	Coordinator of the brochure design, translation to the consortium languages and printing; providing a mailing list for the newsletters.	all partner involved	17-12-2020
6	1--24	advertisement on informative channels		17-12-2020
6	1--24	vertical and horizon mainstream actions		17-12-2020
6	1--24	guarantor of the dissemination to the direct target group		17-12-2020
6	1--24	development of the project leaflet	afterwords translated in all the partnership languages	17-12-2020



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MEC	4	1	created during the KOM		18-01-2019
	4	1--24	monitoring of the project	monitor and evaluation committee	17-12-2020
	5	12,24	2 (mid-term and final) evaluation reports		18-12-2019/ 17-12-2020

