

Work Plan

Project management and coordination of activities

BLUE KEP

Wp1: Project management

LP implements a management and coordination system to ensure the sound implementation of the project. LP appoints a project coordinator (PC) who is responsible for the overall coordination of the project, ensures connections among the different levels of the project management and the correct implementation of the work-plan. PC also chairs Steering Committee (SC) and project coordination meetings. SC is the strategic decision making and internal evaluation body of the project. It is made up of 1 representative member for each partner. SC will perform project internal quality evaluation at mid and final term, under PC's management. SC regularly meets every 5 months; first meeting will take place at the KoM. After SC meetings, PC is charged to send SC minutes to SC members for its final approval in order to make fully operative the decisions taken during the meeting. Day to day internal communication is settled by a work-plan and supervised by PC. The Work-plan is prepared by PC and approved in the KoM. Being a working document, it is updated and, if necessary, modified in the course of the project implementation. As regards external communication, P1 identifies a Communication Manager (CM) to implement the communication strategy and to realize the Communication Plan. LP appoints a financial manager (FM) responsible for financial reporting and supervision of project expenditure. FM supports partners to enable proper financial management in cooperation with PC to meet requirements of reporting procedures envisaged by the Programme. Each partner identifies a project manager (for activities and staff coordination) and its internal working team charged of technical tasks. Moreover, the partnership set up a Technical Committee in order to ensure efficient technical coordination. Planned WP1 External expertise according with involvement and role of each PP: first level control, organisation of coordination/steering committees' meetings, financial management.

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WP1	tor/super	implementin g PP	Deliverable	N° project months (1,2,3) description) 1	2	3	4 5	6	7	8	9 10	11	12	13	14 15	16	17 18
1.1 Start-up activities	1 WEAF																	
1. organization of the kick off meeting	LP		Kick off meeting minutes	The LP organizes the KoM in Trieste. At the KoM, LP presents workplan, roles and duties to achieve a successful project implementation. The first SC meeting takes place in order to approve the first version of the Workplan.														
2. Workplan outlining	LP		First version of workplan	LP outlines the detailed workplan. Effective internal communication is settled by the workplan and is based on e-mails and video-conferences calls.	:-													
3. LP project coordinator, financial manager and management staff	LP			The LP appoints the Project Coordinator (PC), the financial manager (FM) and establishes the overall project management system.														
4. PPs working teams (TC)	LP	all PPs		Each partner identifies the project team (TC - Technical Committee compsed by staff and experts to ensure technical project coordination)														
5. Steering committee	LP	all PPs		Each PP appoints a member of the Steering Committee(SC). SC takes strategic decisions, provides them to PC, approves the detailed Work-plan, the communication plan, the achievement of outputs and results, eventual changes, reviews regularly project progress, monitors the project budget and risk, takes decision on policy level/issues.														
1.2 Day to day project management, coo	ordinatio	n and intern	al communication															
identification of PPs project managers and working staff	LP	all PPs	Workplan upadted	Each PP appoints a project manager in charge for the activities implementation and for the staff coordination. PC coordinates TC and supervises TC meetings. The financial manager (FM) responsible for accounts, project financial reporting and monitoring. FM works in close contact with Project Coordinator and supports the whole partnership to ensure proper financial management.														
2.Technical committee	LP	all PPs	4 TC meeting minutes	Technical Committee – set up by the Partnership - is made up of partners' staff and experts and ensures the project technical coordination. TC regularly meet every five months and are concurrently organized. 4 TC are envisaged in Trieste (kick off meeting), Ancona, Sibenik, Istra, in the course of the project.														
3. Creation of a communication open source	LP	all PPs	Open source tool	An open source tool for internal communication and documents archiving will be created to ensure partners' remote access to project documents														
1.3 Steering and monitoring of the proje	ect imple	mentation																
1.Steering of the project in SC meetings	LP	all PPs	4 SC minutes	Each PP appoints a member of the Steering Committee (SC). SC meets every 5 months. The first meeting will take place on the occasion of the kick-off meeting in Trieste. Other SC meetings will be held in Ancona, Sibenik, Istra. SC makes strategic decisions and forwards them to the PC, approves the Work-plan's detailed version and its eventual modifications, approves the communication plan, assesses outputs achievement, checks budget and estimates project risks. SC makes strategic decisions and forwards them to PC														

2. Project monitoring and evaluation	LP	all PPs	2 evaluation reports	Project monitoring is ensured by PC, WP coordinators and SC to better adapt and tailor project advancement. Internal quality evaluation will be carried out by SC and managed by PC. Evaluation tools used are: questionnaires, interviews to experts, stakeholders, statistic							
1.4 Financial management											
1. Administrative staff	LP	all PPs		Each PP is asked to appoint an administrative officer responsible of all project administrative and financial obligations (certifications, payment claims, financial reports) and national regulations and to implement any required procedure to allocate staff costs and for contracting external experts/costs.							
2. Financial and progress reporting	LP	all PPs	1 Plan of deadlines 3 Progress reports	FM will deliver a plan of internal deadlines and guide to submit the progress reports. All thePPs will carry out the financial project report following the project guidelines							
3. Financial support	LP			LP supports partners for effective project management and accounting, delegates coordination and management to a Project Coordinator and a Financial manager who will be reference points for all PPs.							

Wp2: Information, awareness raising and capitalization

WP's main goals are making the project better known to a wide audience as well as to the local actors aiming at their involvement in the project, and ensuring an efficient capitalization of project's results. P1, as WP's responsible partner, will appoint a Communication Manager (CM), charged for providing the capitalisation plan (CP) and implementing the capitalisation strategy. The CP will capitalize KEPASS Communication strategy. In line with KEPASS, capitalisation strategy will take into account stakeholders' different perspective on the potential project benefits. Therefore, the capitalisation strategy will have to settle a variety of communication tools to tailor messages to different beneficiaries' needs and expectations. These tools will include: posters, social networking activities, information events, cross-border events, a short, printed publication and a closing conference reporting project's main outcomes. During project's promotional events and the closing conference, feedbacks and inputs from outside the Partnership will be collected. Fluent daily internal communication is settled in the WP. It will be ensured by regular emails, calls and meetings and will help the Partnership to establish a good flow of information, exchange best practices and increase its problem solving ability. CM will be in charge to set the CP and its guidelines and share it with the partnership. Each PP is required to implement its provisions at local level by appointing a communication coordinator responsible for organizing local conferences and coordinating the project profile on social media and constantly updating it during the project them with all PPs' contribution. P1 will also organize capitalization worskhops. Planned WP2 External expertise according with involvement and role of each PP:organisation of events, production of promotional material.

				Year	r				2018	3						2019	
				Month	s jan	feb 2	mar a	may	jun 6	jul au 7 8	<u> </u>	_	nov dec			nar apr	may jun
	coordina	implementin		N° project months (1,2,3) 1	2	3 ')	0	/ 0	9	10	11 12	13	14 1	5 16	17 18
WP2	tor/super visor	g PP	Deliverable	description													
2.1 Start-up activities	, 130.																
1.Communication manager and staff	P1	LP, all PPs		The activity will aim to deploy all the necessary staff and instrument to guarantee an efficient internal and external communication to support the project activities promotion and dissemination. A communication manager will be appointed to coordinate the activities with the partners. Each partner identifies communication staff.													
2. Target groups identification	P1	all PPs		Each PP identifies target audiences. Key messages are tailored to their needs and expectations.													
2. Elaboration of the Communication Plan	P1	all PPs		The communication manager prepares a communication plan and shares it with the partnership. The Communication Plan manages both internal and external communication. external communication is achieved through the initial kick of meeting, promotional materials like posters and flyers, promotional cross-border and local events, social media communication, and a final printed publication of the project. Internal communication is secured through e-mails, skype meetings, chat groups, and partners' periodical meetings.													
3. Definition of the capitalization plan	P1	all PPs	1 capitalization plan	Capitalization Plan(CP) is established by P1 and shared among partners.CP is part of the Communication Plan and determines the goals of the capitalization strategy,that are managing external communication,ensuring that project outcomes are transferred to stakeholders, collecting their feedbacks.													
2.2 Communication horizontal tools																	
Website implementation & updating.	P1	all PPs	Website updated	The activity will guarantee a promotion of the activities and their results, ensuring that communication tools and deliverables will reach the identified target group. Each PP provides contents for the website													
2. social network profiles	P1	all PPs	2 Social media profiles (Facebook and Linkedin)	Social media will be used with their feature to target the audience. Social network are implemented on both English and local languages. Particular attention will be paid to the language avoiding scientific terms when communicating to the general public.													
3.promotional material	P1	all PPs	6 Promotiona materials	P1 is in charge for the realization of promotional material in English (poster, publications on EU paper magazines, short portraits of project and its results), each PP is responsible for the realization of promotional posters to be placed at the entrance of schools and other strategic places indentified by PPs, and for the creation of promotional flyers to be distributed at local events													
2.3 Diffusion of BLUE KEP Call for scho	ols																

1. Call of interest diffusion	P1	LP, P2, P3, P4, P5	2 Calls for schools (Italian and Croatian Language) in the 5 regions involved	It is pivotal for the project success that a sufficient number of schools, teachers and students agree to participate in the project. The opportunities offered by mutual recognition of credits and diplomas and the opportunities for school and students need to be acknowledged by all potential beneficiaries. For this reason, the call of interest for schools will be widely diffused by all PPs through the project's official website, partners' website and contacts, project's and partners' social media channels.						
2.4 Launch and midproject events										
1. Organization of press conference	LP		1 press conference	During the kick off meeting a press conference will be held. The project and the capitalization of KEPASS project will be presented. The press conference outcomes will be released to general public through local press articles.						
2. organization of promotional events	P1	LP, PP4, PP5, PP1	4 promotional events (Trieste, Istra, Spit, Sibenik)	PPs will organize one promotional event/open day in each Region involved in the project (Marche excluded), addressed to nautical and technical schools and blue economy industries representatives. During these events, the project's promotional material will be distributed and project's main results, objectives and benefits will be presented, aiming at raising stakeholders' awareness about the potential of students' exchanges and training in increasing their chances to enter the labor market and in fostering companies' innovation and competitiveness and their interest in participating in the initiative.						
2.5 Final event and capitalization of pro	ject resu	lts								
1. organization of capitalization workshops	P1		2 capitalization workshops	The capitalization workshops will be organized in Rome and in Zagreb. Italian and Croatian PPs will provide national authorities (Education Ministries) with presentations of project results in order to raise awareness of project's good practices at institutional level.						
2. closing conference	P2	all PPs	1 closing conference	The closing conference, opened to all potential stakeholders and involving relevant policy makers and institutional representatives (MA of the regional/national EU funds, national representatives of both education systems, etc.), will be organized in Ancona.						
3. Guidebook	P1		1 Project guidebook	Capitalization of project's results will be achieved through a project's short guidebook available in both electronic format and professional pring. The brochure will provide a summary of initial goals and main achievements, reccomendations ande lessons learnt from the projectt. It will be produced just in English.						
3. Opinion surveys for feedback	P1	all PPs		Opinion surveys on involved stakeholders' feedbacks about the project will be carried out.						

Wp3: Studying

This WP, under the responsibility of PP2, aims at starting cooperation between IT-HR educational systems creating a durable background between schools in order to ease future mobility exchange programs, and at involving companies in the project, by ensuring a coherent students' mobility planning, PP2 will establish a technical working group (TWG), composed by education experts of all partners, who will capitalize KEPASS's results and validate the project's outcomes by transferring them to competent policy making level. TWG will set the criteria for selecting eligible schools and draft the call for interested schools. The selection will be performed by the TWG. Accredited schools will be invited to appoint an internal committee (IC) of teachers and a mobility tutor (MT) who will collaborate with TWG in further actions. School matching will follow: it will be held by the TWG, MCs and MTs and will take into account schools' affinities in terms of programmes and educational goals. P3 will organize a workshop to enable schools' ICs and MTs to gain knowledge about partners' educational system and to start working on the creation of international modules and on shared schemes for students' assessment and common recognition of their credits to contribute to the standardization of schools' educational programmes. Cooperation among PPs, TWG, MCs and ICs will lead to the establishment of the number of mobility posts, students' selection criteria and their selection. Each PP will identify at least one company at local level to host students for an apprenticeship. The selected company will appoint an apprenticeship tutor (AT) who, together with the TWG and ICs, will draft the training program and will monitor students' apprenticeships. Planned WP3 External expertise according with involvement and role of each PP: education experts, study visits of teachers, organization of workshop for teachers.

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				Month: N° project months (1,2,3	jan .) 1	feb 2	_	apr ma	 	sep oct 9 10	_	dec ja	_	mar 15	 iay jun 17 18
WP3	coordina tor/supe	implementin g PP	Deliverable	description											
3.1 Setting up a technical working group	and tec	hnical school	selection criteria												
Definition of a technical working group (TWG)	P2			PPs will appoint a technical working group (TWG) formed by educational experts and partners' representatives. It will define a common working approach and capitalize KEPASS results. TWG will set criteria for selecting technical schools to be involved in the actions. It will also draft the call for schools and select them. TWG will act throughout the project and will validate the results by transferring them to competent policy making level.											
2. Selecion criteria establishment	P2	all PPs	1 Assesment grid	Schools' assessment criteria will include: teachers' knowledge of English, availability of nautical-related subjects teachers, being a boarding school or being able to provide incoming students with accommodation. Schools' commitment to participate in the programme will be also assessed: schools will have to express commitment to appoint a teacher as tutor for incoming students and to recognize credits and competences acquired by their students during the exchange period. These criteria will be consolidated in a schools' selection grid.	i										
3.2 School accreditation and matching				•											
1. Selection of the schools	P2	LP, P2, P3, P4, P5	1 call for school application, 8 schools selected	The call will be drafted in Italian and Croatian by the TWG and launched by all PPs as indicated in WP 2.3. 8 schools will be selected by TWG after assessment visits of candidate institutes.	2										
2. Internal committee (IC) of teachers and mobility tutor (MT) definition	P2			Each school will appoint an internal committee (IC) of teachers and a mobility tutor (MT) to collaborate with TWG in further actions.											
3. School matching	P2	LP, P2, P3, P4, P5		Schools' matching process will be held by schools' ICs and MTs with TWG's assistance. Matching will be achieved by taking into account schools' complementarities in terms of curricula and shared educational goals. The process will end with the signature of a Cooperation Agreement between matched schools. Teachers' continuou contacts will be encouraged, assisted and mediated by TWG in order to build a trust-based teachers' network											
4. Cooperation Agreement	P2	LP, P2, P3, P4, P5	4 Cooperation Agreement	Signature of a Cooperation Agreement between matched schools. Teachers' continuos contacts will be encouraged, assisted and mediated by TWG in order to build a trust-based teachers' network	d										
3.3 Exchange among teachers															

1.workshop organization	P3	all PPs	1 Workshop	One workshop will be organized by Istra region. The aim is to enable schools' ICs and MTs to gain knowledge on partner schools' educational system and to pave the way for the creation of international modules to be added to schools' ordinary curricula and of a shared scheme for common students' assessment and recognition of their credits between matched schools. Part of the delivered material will be based on KEPASS outcomes. Technical assistance will be provided by TWG through a collaborative approach, stimulating teachers to share ideas and strategies among them.						
2. study visits	P2	LP, P2, P3, P4, P5	10 Study visits minutes	Study visits among matched schools will be organized during which teachers will visit partner schools. The aim is to make teachers work cooperatively to build a trust-based and long lasting network among schools, easing future mobility programs.						
3.4 Setting student selection criteria										
1.mobility posts available and selection grid definition and diffusion	P2	all PPs	1 Selection grid	Partners and TWG, in cooperation with schools' MTs and ICs, will establish the number of mobility posts available in each school and draw up student selection guidelines. As assumption, 39 students (10 from RAFVG and Marche; 3 from Istria, 8 from Sibenik and Split) will participate in the exchange. Students' selection criteria will be the same for all partner schools' and will be based on students' academic merit and on their personal qualities like motivation, sense of initiative, flexibility, sense of responsibility, ability to see things in perspective, and curiosity. These criteria will be finalized into a selection grid. The number of available posts and selection criteria will be diffused among schools thorough the project website, partners' and schools' websites and social media profiles						
2. students calls	P2	LP, P2, P3, P4, P5	10 Call for students	Call for students will be widespread in classes by teachers.						
3.5 Companies' selection										
1.companies' selection	P2	all PPs	List of selected companies	Each PP will evaluate and choose at least one company at local level to host students (participating in the mobility program) for an apprenticeship. Each selected company will appoint an apprenticeship tutor (AT) charged to assist the hosted students and to monitor and assess the activities performed during the apprenticeship.						
2. training program definition	P2	LP, P2, P3, P4, P5	39 Training programs	For each receiving company, MT and TWG will establish the training program where the activities to be performed by students during the apprenticeship are clearly defined.						

Wp 4: Testing

We's objectives are to test solutions for standardized school curricula and to encourage efficient mobility of students. To achieve these goals, TWG,ICs and MTs will develop a set of international modules to be added to all accredited school's ordinary curriculum, and they will establish shared students' assessment criteria for mutual recognition of credits and non formal competences acquired during the mobility. The process will involve relevant public authorities to validate new educational schemes. Assessment criteria will be based on KEPASS good practices. TWG and MCs will agree on all issues on pre-mobility and mobility period(detailed mobility schedule, partial synchronization of schools' programmes, etc). Afterwards, ICs will perform students' selection and the mobility will start. The mobility programme will offer Italian/Croatian students a challenging term in another Country, providing them with both educational knowledge and useful professional experience during apprenticeships in accredited companies. Constant monitoring of the mobility will be held to avoid/promptly settle any possible inconvenience. At the end of the mobility, formal, informal and non- formal learning achieved by students will be evaluated: tool for students' assessment will be tested and re-edited to make it more efficient in evaluating achieved learning. Common assessment criteria ease the process of common recognition of students' competences and qualifications. This will facilitate their transition from education to work, strengthen education and training systems qualities, and create a common work-based learning. All PPs are involved; LP is WP coordinator, LP,P2,3,4,5 implement shared international modules, mobility programmes and tool for students' assessment, while P1 is in charge of capitalization and spreading of results. Planned WP4 External expertise according with involvement and role of each PP: education experts, mobility of students, organization of language courses.

	_			organization of language courses.													
				Year					20	18						2019	
				Month	s jan	feb	mar a	pr may	jun	jul a	aug se	p oct	nov de	ec jan	feb	mar apr	may ju
				N° project months (1,2,3) 1	2	3	4 5	6	7	8 9	10	11 1	2 13	14	15 16	17 18
WP4	coordina tor/super visor	implementin g PP	Deliverable	description													
4.1 Common modules and mutual recog	gnition of	credits															
1. creation of a set of international modules	LP	LP, P2, P3, P4, P5	3 International modules	Starting from workshops' and study visits' outcomes (see 3.3), ICs, MTs and TWG will complete the creation of a set of international modules of 5 – 10 hours each to be added to school's ordinary curricula. They will contribute to the standardization of curricula and are expected to be used further after the conclusion of the project. In order to ease their receipt in schools' ordinary programmes, the modules will be drafted in national languages.													
set of Professional Qualification Descriptors (PQD) and evaluation sheets	LP	LP, P2, P3, P4, P5	1 Student assessment grid	ICs, MTs and TWG will develop a set of Professional Qualification Descriptors (PQD) compliant with EQF standards, and, for each QPR, one or more evaluation sheets. PDQ aim at standardizing the approach adopted by teachers of hosting schools of different countries to assess students' mobility outcomes. The outcomes associated to the QPD will be based the 8 EU Key competence set. The output of the establishment of these criteria will be an assessment that will enable cross-border recognition of students' credits and qualifications.													
4.2 Mobility preparation																	
definition of educational activities related to the mobility preparation	LP	LP, P2, P3, P4, P5	5 Language courses, 1 Mobility Plan	TWG and mobility coordinators of both schools and companies will work together in order to agree on all educational issues related to the mobility. In particular, TWG and mobility coordinator will: organize language courses to be delivered to students before departure in order to ease their integration in the new country, set a detailed mobility schedule planning, ensure that the new comers receive proper conditions and assistance, and ensure a partial synchronization of matched schools' educational programmes.													
2. purchase of computers	LP	LP, P2, P3, P4, P5		12 sophisticated computers with high performances (2D and 3D, calculations of the statics, dynamics and strength of the elements that are drawn) will be purchased by Region of Istria to equip the laboratory for practical work in school. Purchase of this computers will ensure quality teaching and give students opportunity to develop a high level technical skills, all in aim of support of innovation of nautical/ship sector in the common programme area.													
4.3 Student selection and mobility exec	ution																

1. student selection	LP	LP, P2, P3, P4, P5	List of selected students, 39 Learning Agreements	Each partner, collaborating with schools' ICs, will select maximum 3 - 5 students per school. Selections will be held among student applicants and will consist in the assessment of their motivation, personal qualities, academic curriculum and personal character traits which are supposed to facilitate the study abroad period. Selected students will have to sign the Learning Agreement (LA) in which the courses they will have to attend abroad and their responsibilities are specified. 40 students will participate in the mobility exchange.							
2. mobility monitoring	LP	LP, P2, P3, P4, P5	78 Monitoring Reports	The pilot mobility program will allow to test the mobility system, the international standardized modules and the schemes of mutual recognition of credits and nonformal competences acquired by students during the mobility programme and in the IT-HR. Continuous monitoring activities of students' mobility will be carried out by hosting schools' MTs who will fill periodical monitoring reports. (mid-final reports)							
4.4 Student final assessment											
1. assessment interviews and test	LP			Student final assessment will be carried out by hosting schools' ICs and MTs.Students will be involved in assessment interviews with teachers, and they will have to pass English and Italian/ Croatian tests.Teachers will take into account also student school grades achieved during the mobility and monitoring report outcomes							
2. assessment form compilation	LP	LP, P2, P3, P4, P5	39 Assessment forms	The assessment output will be the compilation of the student's assessment form. One of its sections will be filled by the receiving company's AT who will report the final assessment of the student apprenticeship. This document will be used by sending schools to integrate student's mobility experience in their formal education curriculum and will be a valuable asset for the student to further certify educational and professional skills gained thanks to the mobility.							
3. Assesment grid testing	LP	all PPs	1 Evaluation grid	On the occasion of students' assessment, the assessment grid will be tested and, eventually, modified in order to provide more objective and effective evaluation of student achieved learning outcomes.							