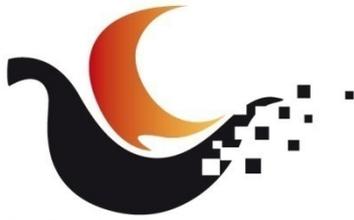




Lifelong
Learning
Programme



PROMETEUS

PROmoting **M**obility **E**xpertise
of **T**eachers of **EU** Students

MONITORING INTERIM REPORT

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1. INTRODUCTION

The Monitoring Action – implying specific activities and tools - is strictly related to the implementation of a Quality Management System that is requested to be applied to each project approved.

The Quality management, in fact, implies the adoption of a range of solutions aimed at ensuring:

- Process transparency
- Sharing of general and specific goals among the actors involved and definition of specific roles and tasks
- Outcomes measurability
- Prevention of non-conformity risks
- Management of variables.

In this frame, the Monitoring Plan is a tool applied within working teams and partnerships with the aim of creating the conditions to continuously verify the project work in progress and the achievement of expected interim and final outcomes, so as:

- to highlight the possible divergences between what has been planned and actually realised;
- to identify the risk areas;
- to adopt the proper measures apt to ensure the achievement of goals defined.

The Monitoring Plan here proposed and related to the implementation of the project "Prometeus", is aimed at following and supporting the operative and strategic management of the project itself, in order to make the partnership able to:

- control and evaluate the project quality;
- make eventual changes or adjustments *in itinere*;
- report to the National Agency (contents and financial issues).

At this purpose, the Plan has been structured so as to implement the regular check of the activities planned – at least the most important ones – and related expenses implied. The macro-areas that will be under control, during the whole life cycle of the project, are:

- Actions and products realised with respect to the ones planned
- Actual implementation timings, with respect to the ones expected
- Financial resources actually spent (cash flows), with respect to the ones available (budget) or foreseen
- Goals and outcomes actually achieved

In this way, will be checked the conformity between what has been planned and what has been realised, taking into account the following project dimensions:

- Financial resources (Budget)
- Timetable
- The implementation/production process

The **main areas** to be periodically checked are:

- Activities planned for each Work Package of the Workprogramme approved (all implementation segments implied by and related to the Transfer Action foreseen by the project)
- Outputs production and planning
- Dissemination and valorisation of outcomes/outputs
- Timings and deadlines
- Human and financial resources implied
- External evaluation (project beneficiaries' feedback)

All these aspects must be monitored using specific tools and respecting fixed timings.

2. THE PROJECT

2.1 Reason Why

The mobility within the education and vocational training sectors is one of the main objectives of the EU action.

Transnational mobility, in fact, may represent for many European citizens the opportunity through which acquire those competences which will allow them to access the labor market. Not all European countries foresee specific policies aimed at investing in this learning modality. Being not only a problem of resources, in order to reach the goal to guarantee more opportunities for everyone, it is necessary to improve the training programmes addressed to those professionals in charge of efficaciously promoting, managing and planning mobility experiences: teachers and trainers. Actually, on one side, they are asked to play new roles implying the acquisition of those skills necessary to create relationships and cooperation modalities with enterprises, local administrations, social parties; while on the other, they should also have to become facilitators of mobility interventions, since these ones are strictly linked to the growth and development of individuals.

2.2 Aims of the transfer action

PROMETEUS main aim is to transfer to teachers and trainers an e-learning training Model developed in a previous LLP-LDV project (OUT-IN) providing didactic contents, tools and materials concerned with all aspects related to the planning, managing and implementing a Mobility intervention. The national territories involved in the transfer action are Italy, France and Spain, where despite the rates of Young involved in mobility experiences are pretty high, the balance between mobility proposals presented and approved is still very low. Most of the times, in fact, good ideas are not supported by the right implementation conditions (e.g. partnerships dimension, full knowledge of administrative rules, poor knowledge of the “technical and proper language”, etc.) or proper know-how in planning a proposal. For these reasons and, so, in order to promote the quality increasing of mobility proposals, PROMETEUS will support the training of teachers and trainers also through Project Work Labs and tutoring actions.

The partnership involves organisations representing Italy, France and Spain: three Italian Local Administrations (Provinces); the Italian technical assistance Agency supporting provinces at national level;

one Managing consulting group; the largest Public Network for Adult Education in France and a Network of training centers in Spain.

2.3 Target Groups

PROMETEUS addresses in particular public administrations, associations and actors working for the local development which are a relevant impact factor, since they represent wider networks, both regional and national.

More specifically, the project is aimed at implementing activities producing benefits for trainers, public managers, project designers working within training/education contexts other than the schools.

2.4 Activities and workprogramme

Project workprogramme (overall duration 24 months) is articulated in 9 Work Packages, each one having a specific duration consistently with the typology of activities foreseen. 3 out of the 9 Work packages are cross-actions (monitoring, management, dissemination). In the following table (figure 1) is being synthesized the original workprogramme approved.

Figure 1 – Workprogramme approved

WP N.	TITLE	OVERALL DURATION	MAIN ACTIVITIES	MAIN OUTCOMES/OUTPUTS
1	MANAGEMENT AND COORDINATION	24 MONTHS From 10/2011 to 09/2013	Work out of tools, materials and documents aimed at ensuring the project management _ Realisation of 4 partnership meetings (the 1st and the 4th in Italy, the 2nd in Spain the 3 rd in France). Presentation of Interim and Final Reports to the National Agency for LLP programme. Fulfilling of tasks related to Project Monitoring and Evaluation Plan.	Intranet (Area Riservata sito di progetto) Interim and Final Reports
2	UPDATING OF THE COURSEWARE “DESIGN MOBILITY PROJECTS”	5 MONTHS From 12/2011 To 04/2012	Identification, collection and organisation of materials and documents aimed at updating the Model proposed, referring in particular to contents and issues strongly related to policies and guidelines declared in the EC communication “Europe 2020”. Technical Coordinator works out a proposal of <i>Plan of activities to update the courseware</i> , including specific activities and tasks for each partner and related deadlines, and providing guidelines and formats. The proposal must be validated by all partners. On parallel will be started up the translation in French and Spanish of the contents (modules and units)of the training courseware “Design Mobility projects”.	Guidelines/handbook of the Courseware in all partnership languages of the partnership + EN Courseware “Design Mobility projects” (updated version) EN
3	PLATFORM UPDATING AND TESTING	4 MONTHS From 03/2012 To 06/2012	While the courseware updating is in progress, the web-based platform supporting the transfer action (expected also in Spanish and French versions) will be integrated and implemented. In particular, will be engineered the new utilities foreseen, aimed at supporting the project Work activities to be realised by the project beneficiaries (see WP6). Therefore, two specific sessions (Area Forum and Area Project Work), will be developed, having with different but inter-functional purpose, to which trainees and tutors will access by the log IN of Username and Password. The access foresees the on line registration using a Form. Actions linked to the web-base platform implementation: <i>Engineering of a tracking system</i> <i>Authoring and feeding of didactic material.</i> <i>Testing.</i> <i>Production of Guidelines for users</i>	Guidelines to use the Platform in all partnership languages + EN Platform (integrated version) all partnership languages + EN, on line. Courseware “Design Mobility projects” (updated version) all partnership languages + EN, on line.
4	LOCAL AWARENESS SEMINARS	2 MONTHS From 07/2012	Carrying out of 5 local/regional awareness Seminars (3 in Italy – 1 in Sardinia, 2 in Sicily; 1 in France and 1 in Spain). Seminars are predated by the working out of a mailing list of	Protocol ruling the animation of seminars

		To 08/2012	<p>local/regional subjects to whom send information about the project and an invitation to participate to the seminar.</p> <p>The mailing lists includes, in each country, formally recognised training centres - for both initial and continuous training - and schools.</p> <p>Each meeting day (about 6 hours) is structured as a <i>Workshop on Mobility</i>, to which will participate around 5 to 10 representatives of around 5 to 10 organisations.</p>	<p>(EN)</p> <p>3 Synthesis reports on results achieved through the Seminars realised in IT, ES, FR (EN)</p>
5	TRAINING ON “DESIGN MOBILITY PROJECTS”	<p>4 MONTHS From 09/2012 To 12/2012</p>	<p>After the seminars, each project partner plans modalities, process and timetable of the transfer action foreseen, based on the courseware “Design mobility projects” that beneficiaries will follow using the web-based platforms (self-training modality).</p> <p>Therefore, partners involved will have to:</p> <ul style="list-style-type: none"> • come to an agreement to guarantee that the transfer will be carried out at least to 3 subjects per target organisation ; • hold a half-day meeting in the base of the organisations participants; • set up the transfer; • put a representative at disposal of each organisation, in charge of tutoring and assistance to the trainees. <p>Beneficiaries of the courseware will be represented, at least, by:</p> <ul style="list-style-type: none"> • 30 organisations in Italy (regions involved: Sicily and Sardinia), 3 participants involved in each organisation; • 20 organisations in France, 3 participants involved in each organisation; • 20 organisations in Spain, 3 participants involved in each organization. <p>Meetings’ purpose will be:</p> <ul style="list-style-type: none"> • Introduction of objectives and purpose of activity; • Introduction of the courseware (structure and contents); • Introduction about how to use the platform (how to access and use of contents, self-evaluation test and functions); • Definition and sharing of transfer process (deadlines, channels of communication with respective reference tutor). 	<p>Guidelines to use Platform in all partnership languages + EN</p> <p>Platform (integrated version) all partnership languages + EN, on line.</p> <p>Courseware “Design Mobility projects” (updated version) all partnership languages + EN, on line.</p>
6	TO PLAN MOBILITY PROJECTS : WORKSHOPS OF “PROJECT WORK”	<p>8 MONTHS From 01/2013 To 08/2013</p>	<p>At the end of the overall self-education training, beneficiaries will be involved in an experience of project writing/planning. In each country will be realised workshops articulated in meetings with the tutors and writing proposals by using the area “project work” available on the platform on line. The role of the tutors in charge of by the partners of</p>	<p>20 Mobility projects – national languages +en</p>

			<p>the project is essential for this activity. Firstly, tutors organise a meeting (duration about 4 hours) with the trainees, where:</p> <ul style="list-style-type: none"> • A feedback about contents provided is asked; • Possible aspects where it is necessary to provided a training/informative strengthening are identified and clarified; • Discussion about possible project ideas is encouraged; • Documentation of reference published at the occasion of Call for Proposals 2012. <p>On the basis of the meeting results, tutors organiser another meeting session where:</p> <ul style="list-style-type: none"> • Possible content and method aspects are deep, according to the necessities detected; • Discussion about project ideas is deep; • Process about “proposition of a Mobility intervention” is set up, by guiding the trainers to select about 1 or 2 interventions which the work will be focused on; • Next steps of the work are shared with the trainers (to see description on ne next section called Methods). <p>The whole of the transfer action will be concluded with the design of at least 20 proposals of Mobility projects, that will be ready to be adjusted according to priorities of Call for Proposals 2013 and submitted by the deadline fixed.</p>	
7	PROJECT MONITORING AND EVALUATION	24 MONTHS From 10/2011 To 09/2013	<p><i>Monitoring and Evaluation Plan</i>, structured so as to check the work in progress of each WP of the workprogramme and of the project on the whole. The Plan will have to clearly indicate project milestones and deliverables, as well as processes, procedures and deadlines implied. Jointly with the MEP will be worked out the <i>formats</i> supporting the collection of qual-quantitative data and information, to be used by all partners involved.</p> <p><i>Carrying out of periodical desk analysis (each six months starting from month 6)</i>, by an external valuator in charge of, by semi-structured grids aimed at collecting information about specific control areas: activities carried out, state of activities in progress and deadlines, outcomes achieved, criticalities encountered and solutions adopted</p> <p><i>Periodical financial resources monitoring (each six months starting from month 6)</i>, by the applicant, aimed at checking the cash flow of the project and the cash flow for each partner, consistently with project activities work in progress.</p>	<p>Monitoring and Evaluation Plan (EN) +formats</p> <p>Monitoring Interim Report (IT/EN)</p> <p>Final monitoring Report (IT/EN)</p>

			<i>Production of two reports</i> (interim and final) on project monitoring and evaluation results.	
8	DISSEMINATION	24 MONTHS From 10/2011 To 09/2013	<p>Work out of the Communication Plan of the project.</p> <p>Work out of the project graphic design (logo, headed paper, *ppt format, layout brochure and newsletter,).</p> <p>Project website development (public and reserved area)</p> <p>Production and printing (1000 copies) of the project multilingual brochure (IT/FR/EN/ES). Working out of 4 issues of the project Newsletter (EN - every six months starting from), in PDF format, downloadable from the project website.</p> <p>Production of press releases/conferences in conjunction with specific activities of the project and constant dissemination of information about interim and final both outputs and incomes of the project, through media channel of the partners (websites, conferences, newsletters, etc.) and on the occasion of events linked with the themes of the project.</p> <p>Organisation of 4 dissemination seminars (4th month): 2 in Italy, 1 in France and 1 in Spain, aimed to introduce the project to the actors of the target areas.</p> <p>Final Conference in Sardinia (Italy – Month 24), which representatives of European and national Institutions will be invited to, as well as experts on projects themes.</p> <p>Production and printing of a final informative publication of the “Mobility’s users Guide”. 2000 copies in all languages + EN.</p>	<p>External Communication Plan (EN)</p> <p>MULTLINGUAL BROCHURE PROMETEUS Website Newsletter (4 issues) (EN)</p> <p>Users guide for planners of transnational Mobility programmes 2000 copies all languages +EN.</p>

3. MONITORING ACTIVITIES RESULTS

3.1 Analysis of project work in progress

In the tables following are provided the results of the monitoring activities implemented on the first 14 months of project implementation. To facilitate reading, each table refers to one WP of the project workprogramme and is articulated with respect to a structure foreseeing:

- introduction remarks;
- a framework of the activities already realised and to be realised, consistently with the workprogramme;
- final indications/recommendations.

Finally, this section of the report provides overall final remarks (see 3.1.1 "General final remarks").

WP1_ MANAGEMENT AND COORDINATION

INTRODUCTION REMARKS

The project started up with a significant delay of around 5 months, due to difficulties encountered by the Applicant. For this reason the fulfillment of all administrative procedures foreseen (signature of the agreement with the National Agency LLP-LDV and signature of the subcontracts with project partners) has been postponed. Activities actually started with the first transnational meeting held on 12-13 April 2012.

ACTIVITIES REALISED	ACTIVITIES TO BE REALISED/COMPLETED
<ul style="list-style-type: none">• 2 transnational meetings realised: Sassari 12-13/04/2012, Madrid 28-29/11/2012, 1 transnational meeting planned (Nancy, 18-19 April 2013);• Agreement signature (n. 2011-1-IT1-LEO05-01950) between the Applicant Organisation (APP) Provincia di Sassari (PO) and LLP-LDV National Agency;• Signature of subcontracts among the Applicant Organisation (APP) Provincia di Sassari (PO) and each project partner and transfer of the 1st financial tranche (LDV Grant);• Institution of the Partnership Transnational Steering Committee;• Approval of the Protocol describing the Partnership Transnational Steering Committee regulations;• Approval of the project graphic layout and Logo (WP8);• Approval of the project Monitoring/evaluation Plan and related formats (WP7);• Approval of the Protocol ruling the realisation of the Sensitisation Territorial Seminar (WP4);• Work out of formats and documents supporting the project financial accounting;• Submission of the Project Interim Report to the National Agency LLP-LdV;• Registration of the project on ADAM portal.	<ul style="list-style-type: none">• Transfer of the 2nd LDV Grant to project partner (after Interim report approval);• Final Transnational meeting (Sassari, Italy);• Submission of the Project Final report to the LLP-LDV National Agency

INDICATIONS/RECOMMENDATIONS

Partnership has properly agreed on a re-planning of the project workprogramme, in order to ensure and guarantee the realization of the activities planned and the achievement of project aims/results. The state of art of the project indicates that the implementation of the activities is regular, consistently with the new timetable designed. Since the start up of the activities, the partnership has showed an effective and efficacious cooperation work and a strong competence of implementing problem solving and decision making processes that are the basis for the project good governance.

WP2 – UPDATING OF THE COURSEWARE ON “MOBILITY PROJECTS DESIGN”

INTRODUCTION REMARKS

With respect to timings planned in the original workprogramme (start-up 12/2011, end 04/2012), the activities concerned with this WP have actually started on April 2012 and ended on August 2012.

ACTIVITIES REALISED	ACTIVITIES TO BE REALISED/COMPLETED
<p>Realisation of the activities aimed at updating the courseware on “Mobility projects design”, in order to match the needs of the project beneficiaries and National contexts involved in the partnership. On the whole, the action implied:</p> <ul style="list-style-type: none">• The collection of documents and materials concerning the contents and aspects linked to the EU policies declared in the EC Communication “Europe 2020, 3 March 2010;• The selection of useful documents and materials to be made available on line (project website and platform);• The translation of the courseware in French and Spanish;• The work out of integrations to be added to the courseware and the uploading on the project platform of the modules in Italian, Spanish and English.	<p>Uploading on the project platform of the courseware modules in French</p>

INDICATIONS/RECOMMENDATIONS

There have been realised the 85-90% of the activities planned in this WP. Despite the delay, the partnership has succeeded in fulfilling quite all the tasks. Also referring to the production of the modular contents in French language, the activity has been realised at 80%. Therefore, there are no further corrective measures to be planned.

WP3 – WEB-BASED PLATFORM UPDATING AND TESTING

INTRODUCTION REMARKS

With respect to timings planned in the original workprogramme (start 03/2012, end 06/2012), the activities concerned with this WP have actually started on June 2012 and ended on October 2012.

ACTIVITIES REALISED	ACTIVITIES TO BE REALISED/COMPLETED
<ul style="list-style-type: none">• Updating and implementation of the web-based platform supporting the fruition – on the side of project beneficiaries - of the contents related to the courseware “Mobility Projects Design”;• Testing of the web-based platform utilities by all project partners;• Publishing on line of the web-based platform (access <i>via</i> project website: www.prometeus-project.eu);• Implementation/publishing of the web-based platform in all languages foreseen (IT, EN, FR, ES);	<p>Development and engineering of the "Forum Area" and "Project Work" area inside the web-based platform.</p>

- Planning of 2 new areas (Forum and Project Work) to be included in the web-based platform.

INDICATIONS/RECOMMENDATIONS

Also in this case, the work done does not need the planning of corrective measures.

Since the web-based platform and the Forum and project work areas planned are necessary to full realise the activities foreseen in WP 5 and WP 6 (both WPs are to be implemented during the 2nd year of project implementation), it is to stress the importance to complete the development of all platform sections/areas and to test them before the start up of the activities mentioned.

WP4 – SENSITIZATION TERRITORIAL WORKSHOPS

INTRODUCTION REMARKS

With respect to timings planned in the original workprogramme (start 07/2012 – end 08/2012), the delay is quite meaningful. The workprogramme re-planning indicates that the realization of the seminars was planned to start from January 2013.

ACTIVITIES REALISED	ACTIVITIES TO BE REALISED/COMPLETED
<p>workshops realised:</p> <p>Nancy 24/01/2013 Ragusa 13/02/2013 Sassari 19/02/2013 Messina 20/02/2013 Madrid 26/02/2013</p> <p>All workshops have been realised following the indications provided in the “Protocol for the Workshops animation” referred to structure, organisation and animation guidelines. The Protocol has been share and approved by partnership members during the 2nd transnational meeting held in Madrid (27/09/2012). The protocol is available in download on project website.</p>	<p>none</p>

INDICATIONS/RECOMMENDATIONS

Activities realised are in line with the new timetable designed by project partners.

Average number of participants: min 12 - max 23.

Typology of beneficiaries: trainers and public local institutions representatives

The format designed for the realization of the events – provided in the Protocol validated – is effective and efficacious.

The feedback collected, related to the workshops activities realised, highlighted some K-issues on which the partnership is requested to reflect, especially when will be in the situation of planning project follow-up actions. In particular:

- Given the typology of beneficiaries participating, the organisation of the workshops implied a significant staff workload: *“The main difficulty is without any doubt how to get a maximum of people aware of PROMETEUS. Indeed, as the selected public is quite specific, we had to use a lot of energy in communicating with many e-mail reminders, telephone or personal interviews” (from French workshop);*
- European mobility is going to witness changes, since the new 2014-2020 planning period is now in the process of proposition. Within the new scenario, what is the future PROMETEUS is going to have?
- It is more and more evident that teachers (including foreign languages teachers) hardly commit themselves in the complexity of European mobility projects. Why?
- It would be advisable to foresee also the involvement of social partners in the project , since mobility interventions necessarily require – to be effective in impact terms – the connection with the world of work and labor market.

WP5 and WP6

Not started yet.

WP7 – MONITORING AND EVALUATION

INTRODUCTION REMARKS

Also in this case, the delay with which activities started, was quite meaningful . For its nature, in fact, the monitoring action is strongly linked to the implementation of the specific activities planned in each WP of the workprogramme. So, from the side of the project management it was necessary first of all to re-design the workprogramme and share it with all the partnership members. Secondly, as a further step, have been started up the quali-quantitative survey actions foreseen in the monitoring action. It was necessary, in fact, to give the partnership members the time to organize, start and implement the activities planned, before asking them qual-quantitative indications and information.

ACTIVITIES REALISED	ACTIVITIES TO BE REALISED/COMPLETED
<ul style="list-style-type: none"> • Work out of the Monitoring/evaluation Plan, shared and approved during the 1st transnational meeting. • Work out of monitoring/evaluation formats (questionnaires to collect qual-quantitative data/info). • Realisation of periodical desk analysis. • Production of Monitoring Interim Report 	<ul style="list-style-type: none"> • Realisation of periodical desk analysis • Production of Monitoring Final Report

INDICATIONS/RECOMMENDATIONS

NONE

WP8: DISSEMINATION

INTRODUCTION REMARKS

NONE

ACTIVITIES REALISED	ACTIVITIES TO BE REALISED/COMPLETED
<ul style="list-style-type: none">• Work out of Communication Plan, shared and approved during the 1st transnational meeting, including project graphic layout (logo, headed paper, ppt, brochure, newsletter).• Development of project website (riserve and public areas): www.prometeus-project.eu• Production and printing (1000 copies) of multilingual brochure (IT/FR/EN/ES).• Creation of a mailing list of subject potentially interested to project themes and activities.• Production and publishing on line of 2 issues of the project Newsletter.• Realisation of info-days introducing the project in all partnership countries (Italy: Sassari 10/10/2012 - 12/10/2012; Messina 19/10/2012; Ragusa 9/11/2012. Spain 4/09/2012. France 11/10/2012).	<ul style="list-style-type: none">• Website updating• Production and publishing on line of 2 issues of the project Newsletter (3 e 4)• Realisation of project Final Conference (Italy - Month 24).• Production and printing of the “Handbook on Mobility” - 2000 copies, all languages +EN.

INDICATIONS/RECOMMENDATIONS

In general the implementation of dissemination activities is regular. It is advisable to identify – consistently with the financial resources available – channels and tools other than the ones foreseen in the workprogramme.

3.1.1 GENERAL FINAL REMARKS

Project state of art Synthesis of main findings

WEACK POINTS

- not equally shared experience in eu projects management
- still in late : three months at least.... and wp5 and wp6 contents very “challenging”

STRENGTH POINTS

- budget absorption and use rate: 95,08% (min. expected = 70%)
- positive trend in speeding up the process after initial delays
- partnership with high motivation
- dissemination tools and activities on time and quite effective (users/target group limited in number but heterogeneous and representative)
- co-operative and friendly context (no internal conflicts, problem solving oriented partnership)
- good use of “social capital” of each partner (network building capacity)

Project state of art - KEY LESSONS

- Pay attention to administrative deadlines in final reporting phase (start immediately to consider quality and level of eligible and certified expenses)
- Intensify relationships with National Agency, to prevent errors and obtain support in final reporting
- Closely respect the engagements foreseen in the actual timetable
- Reinforce the whole action targeting sustainability
- Start to think or reflect about the future/next activities (2014 – 2020)