

B-PLAN 2° ROUND - 3° TODOLIST: 05/10/13				
WHAT	WHO	WHEN	STATE OF ART 15/11/13	NOTES
Starting of the testing phase with the final beneficiaries (for some partners only)	AESD (RO) + P.I. (PL) + Speha Fresia (IT) + People (IT)	October 2013		The related actions of WP2 with guidance counsellors and advisors realised between June and September should be reported as well
Minutes of the 3° partnership Workshop and Steering committee meeting	Speha Fresia (IT)	14/10/2013		To integrate with all partners' contributions
Collection of all key documents shared during the workshop/meeting and updating of the Partners' platform	Speha Fresia (IT)	14/10/2013		Sviluppumbria will share the ppt about the "Monitoring and Evaluation of the testing phase"; Speha Fresia will update the internal platform (changing the passwords of some partners)
Collection and sending to APMI (IT) of all administration documents for the Progress Report (as review with Sonia during the meeting in PL)	ALL PARTNERS	a.s.a.p.		During October the leading and the coordinating partners will be at your disposal for any doubts about the financial reporting (the templates of the Italian National Agency will be published within around 10 days from now)
To update the partners' internal platform and the Facebook page	ALL PARTNERS	a.s.a.p.		
Final corrections of agreed tools and integration of the New Tools (Ego-gramme, Personality test, Entrepreneurial competences grid) in English and Italian languages	People (IT)	16/10/2013		APMI and SF will cooperate with People for the collection of all files in word (to facilitate and speed up the final translations tasks). As usual, SF will update the internal platform.
Coordination meeting (face-to-face) of APMI, Speha Fresia and People and via Skype with the other partners	APMI (IT) + Speha Fresia (IT) + People (IT)	16/10/2013		We will meet at Speha Fresia venue at 10,00 a.m. (please, inform us at what time are you available for the on-line meeting). Skype address of Betti: bettican
Minutes of the coordination meeting in Rome and sending to all partners	APMI (IT) + Speha Fresia (IT) + People (IT)	16/10/2013		If somebody has difficulties to be connected for the on-line meeting, we will share a common minutes to keep all partners updated about the on-going progress
Final version of the Brochure in English (final graphic design)	P.I. (PL)	16/10/2013		As agreed during the meeting
Final version of the project website and sending of the word files of the contents to be translated in all languages	Speha Fresia (IT)	16/10/2013		As agreed during the meeting
Translations of the Brochure in all languages to send to Beata (P.I.)	AESD (RO) + FEM (SK) + P.I. (PL) + Speha Fresia (IT)	21/10/2013		
Translations of the Website contents in all languages to send to Betti (S.F.)	AESD (RO) + FEM (SK) + P.I. (PL) + Speha Fresia (IT)	21/10/2013		
Quality Assurance Report of the 1° year (Oct-12/Sep-13)	AESD (RO)	21/10/2013		
Collection of the Dissemination Sheets from all partners	P.I. (PL)	21/10/2013		AESD (RO) already sent by Gabriel to Betti before the meeting
Implementation of the 1° stage of the monitoring and evaluation process of the testing phase (June-September 2013)	APMI (IT) + Confcommercio (IT) + AESD (RO) + FEM (SK) + P.I. (PL) + Speha Fresia (IT) + People (IT)	25/10/2013		For those partners who did not start yet the pathway with the final beneficiaries (AESD, P.I., People and Speha Fresia) we ask to answer to the monitoring grid of guidance counsellors/advisors
Final translations of the adapted tools (final versions of all materials for the testing phase)	AESD (RO) + FEM (SK) + P.I. (PL)	31/10/2013		
To finalise the Brochure in all partners' languages	P.I. (PL)	31/10/2013		
To finalise the project website in all partners' languages	Speha Fresia (IT)	31/10/2013		
Final sending of all needed documents for the Progress Report	ALL PARTNERS	08/11/2013		This is a very strict deadline, because we want to send the Progress Report by the 25/11/2013
To complete the Dissemination Plan for the 2° year with the offers of printing houses for the realisation of the other dissemination means (final handbook and gadgets)	P.I. (PL)	15/11/2013		Taking into account the proposals made by the Polish partners and agreed during the 2° meeting in Nitra
Calendar and minutes of the coordination meetings (face-to-face) of APMI and Speha Fresia, and via Skype with the other partners	ALL PARTNERS	October 2013/May 2014		The on-line meetings with all partners will be used to share the feedback from the Italian National Agency after the Progress Report and all issues about the testing phase (WP2)
On-line organisation of the 4° workshop and partnership meeting in Calarasi (RO)	AESD (RO)	October 2013/May 2014		In cooperation with APMI and SF the Agenda will be shared among partners one month before the meeting
4° workshop and partnership meeting in Calarasi (RO)	AESD (RO)	8/9/10/11 June 2014 (Sunday and Wednesday travel, Monday and Tuesday working days)		The decision about the date: to anticipate the meeting in June '13, after the end of the testing phase with final beneficiaries