

## Transfer von administrativen und pädagogischen Tools nützlich, um die Mobilität Projekt verwalten

2012-1-FR1-LEO05-34954

<http://www.adam-europe.eu/adam/project/view.htm?prj=9909>

## Projektinformation

- Titel:** Transfer von administrativen und pädagogischen Tools nützlich, um die Mobilität Projekt zu verwalten
- Projektnummer:** 2012-1-FR1-LEO05-34954
- Jahr:** 2012
- Projekttyp:** Innovationstransfer
- Status:** bewilligt
- Land:** FR-Frankreich
- Marketing Text:** Dieses Projekt zielt darauf ab, zur Verbesserung der Qualität des Mobilitätsmanagements durch die Übertragung von administrativen und pädagogischen Werkzeugen zu unseren Partnern.
- Zusammenfassung:** This transfer of innovation involved exporting, through the tools created by ADICE, a methodology support in the management of a mobility project to other partners. Each partner had to integrate the methodology to then create their own tools adapted to the target audience and its field of activity.  
 The ADICE has experimented administrative and pedagogical tools for several years. This TOI helped to prepare the implementation of the new "Erasmus for all" program in 2014, which reunites all programs. The objective was to have an efficient pedagogical engineering that complied with the Commission's ambitions.  
 A sustainable cooperation of organizations working for mobility ensures the efficiency of the projects. The transferred tools can be used by any European structures willing to improve and structure the support and the management of mobility projects with every public.
- Beschreibung:** ADICE transferred three tools:  
 - The mobility booklet: ADICE gives each beneficiary a Mobility Booklet, common to all programmes. This booklet, created in 2008 and constantly added to, describes all phases of the mobility project and makes this experience coherent. As a concrete part of our educational plan, it provides beneficiaries with important information, such as the EVS charter, an introduction to each party's rights and duties, an insurance guide, and a roadmap. Information concerning intercultural learning and a quiz that links their project to the European Union raise the volunteer's awareness on these issues, which are then dealt with during training. It summarizes all phases of the educational plan.  
 - Educational support: it promotes the consistency of mobility processes. The mobility project is divided into eight phases, from information to follow-up six months after person's return. It details these steps (information, identification, definition, construction, confirmation, preparation, realization, evaluation and tracking) and the tools used but is also intended to identify the place of the young people's outside contacts during this support.  
 - The database: it is a tool for administrative, financial and educational management of all projects run by ADICE. It lists all the target groups that are informed and supported by and have participated in a mobility project. It describes all the support given to target group; it lists ADICE's local and international partners as well as all events that ADICE participates in. Hence this is an innovative tool that promotes the quality of these projects: it optimizes administrative and financial management and also provides a more accurate overview of the support given to the public.  
 The group also worked on Hosting, by promoting a hosting booklet.
- Themen:** \*\*\* Nutzung und Verbreitung von Ergebnissen  
 \*\*\* Qualität  
 \*\*\* Lebenslanges Lernen  
 \*\*\* Chancengleichheit  
 \*\* Sprachausbildung  
 \*\* Weiterbildung
- Sektoren:** \*\*\* Erziehung und Unterricht  
 \* Erbringung von Sonstigen Wirtschaftlichen Dienstleistungen
- Produkt Typen:** Evaluierungsmethoden  
 Module

## Projektinformation

Lehrmaterial

Homepage

Produktinformation: The aim of this project was to transfer, test, improve and disseminate these tools all over Europe to every organization interested. The aim was to guarantee the same quality of accompaniment to all participants to all kind of mobility projects in Europe. Tools were improved to match all group projects, Erasmus for Young Entrepreneurs projects, etc. The final objective was to improve the quality and management of mobility projects in order to make available by 2014 an engineering approach that matched the European Commission's ambitions and made it possible to increase the number of mobility participants through "Erasmus for all".

Projektwebseite: <http://www.adice.asso.fr/?cat=49>

## Vertragnehmer

Name: ADICE  
Stadt: ROUBAIX  
Land/Region: Nord - Pas De Calais  
Land: FR-Frankreich  
Organisationstyp: Verband/nicht regierungsgebundene Organisation  
Homepage: <http://www.adice.asso.fr>

## Kontaktperson

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## Koordinator

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Organisationstyp: Verband/nicht regierungsgebundene Organisation  
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## Partner

### Partner 1

Name: CENTRO STUDI E INIZIATIVE EUROPEOIVE EUROPEO  
Stadt: Trappeto (PA)  
Land/Region: Sicilia  
Land: IT-Italien  
Organisationstyp: andere  
Homepage: <http://www.cesie.org>

### Partner 2

Name: Projinal Egitim Danmanlk reklam organizasyon,ceviri tercume biliim çözümleri,sanayi ve ticret  
limited irketi  
Stadt: ANKARA  
Land/Region: Ankara  
Land: TR-Türkei  
Organisationstyp: andere  
Homepage: <http://www.projinal.com>

### Partner 3

Name: Paragon Limited  
Stadt: Mosta  
Land/Region: Malta  
Land: MT-Malta  
Organisationstyp: andere  
Homepage: <http://www.paragoneurope.eu>

## Produkte

- 1 The pedagogical scheme
- 2 The Mobility Booklet
- 3 The Mobility Management System
- 4 Online platform for exchanges
- 5 Brochure "Mobility Management system"

## Produkt 'The pedagogical scheme'

Titel: The pedagogical scheme

Produkttyp: Module

Marketing Text: This educational support promotes the consistency and quality of mobility projects. It offers support to young participants and ensure that they will gain the maximum of benefits from their mobility project.

Beschreibung: With this educational plan, the mobility project is divided into eight phases, from information to follow-up six months after person's return. This step-by-step methodology is easy to use both for projects managers and participants as they what they have to do to realize a successful mobility.

Zielgruppe: The target group is composed of people willing to go on a mobility project (all kinds of mobility projects) and who need educational support to co-build it and make the most of it.

Resultat: Tools ensure the same quality of support for all participants. People are more confident because they know what will happen and how it will happen.

Anwendungsbereich: This educational scheme will interest any organization active in the field of mobility, who wants to improve the quality and quantity of mobility project.

Homepage:

Produktsprachen: Englisch  
Französisch

## Produkt 'The Mobility Booklet'

**Titel:** The Mobility Booklet

**Produkttyp:** Lehrmaterial

**Marketing Text:** ADICE gives each beneficiary a Mobility Booklet, common to all programmes. This booklet, created in 2008 and constantly added to, describes all phases of the mobility project and makes this experience coherent.

**Beschreibung:** As a concrete part of our educational plan, it provides beneficiaries with important information, such as the EVS charter, an introduction to each party's rights and duties, an insurance guide, and a roadmap. Information concerning intercultural learning and a quiz that links their project to the European Union raise the volunteer's awareness on these issues, which are then dealt with during training. It summarizes all phases of the educational plan.

**Zielgruppe:** The target group is composed of young people willing to participate in mobility projects and who need coherent support to reach their objectives and build a project.

**Resultat:** This Mobility Booklet helps people make the mobility project their own. It offers a coherent approach and gathers all the documents and information a participant needs to make the most of his/hers experience.  
It is currently being improved by the members of the consortium.

**Anwendungsbereich:** This product can interest any organization active in the mobility sector.

**Homepage:**

**Produktsprachen:** Italienisch  
Türkisch  
Englisch  
Französisch

## Produkt 'The Mobility Management System'

Titel: The Mobility Management System

Produkttyp: Unterlagen für offenen Unterricht

Marketing Text: it is a tool for administrative, financial and educational management of all projects run by a mobility organization.

Beschreibung: It lists all the target groups that are informed and supported by and have participated in a mobility project. It describes all the support given to target group; it lists ADICE's local and international partners as well as all events that ADICE participates in.

Zielgruppe: This product targets all the organizations interested in the quality and quantity management of mobility projects.

Resultat: This is an innovative tool that promotes the quality of these projects: it optimizes administrative and financial management and also provides a more accurate overview of the support given to the public.

Anwendungsbereich: Gestion des projets de mobilité.

Homepage:

Produktsprachen: Französisch

## Produkt 'Online platform for exchanges'

Titel: Online platform for exchanges

Produkttyp: Homepage

Marketing Text: This platform gathers all the products transferred by ADICE to its partners and all the questions regarding the pedagogical scheme.

Beschreibung: This platform is an online forum that ease the dialogue between organizations and allows to put all the products together.

Zielgruppe: The target group is the partners's organizations.

Resultat: This platform has allowed the different partners to exchange during all the project and to share their adaptation of tools.

Anwendungsbereich: Forum entre partenaires.

Homepage: [http://www.adice.asso.fr/?page\\_id=5/tools](http://www.adice.asso.fr/?page_id=5/tools)

Produktsprachen: Englisch

## Produkt 'Brochure "Mobility Management system"'

Titel: Brochure "Mobility Management system"

Produkttyp: andere

Marketing Text: Tools for constructive mobility projects

Beschreibung: This brochure includes a description of the project and the results of the partners after two years. It presents our shared conception of mobility: how it should be done, how it should be supported and what it should bring to the participant. A second chapter is dedicated to the outputs of the projects: construction and modelling of an accompaniment methodology, added-value of the methodology, appropriation of the method by the partners and adaptation of the mobility booklet. A third chapter presents our common definition of a good project: it should be an individual project with objectives, in a dynamic partnership, with a good follow-up and evaluation and a guide to anticipate difficulties.

Zielgruppe: The target group are similar organisations working in the field of mobility or interested in developing mobility projects.

Resultat: This brochure will be distributed to the local network of each partner, in their own language, to ensure that every organisation interested can have access to it.

Anwendungsbereich:

Homepage: <http://www.adice.asso.fr/?p=3356>

Produktsprachen: Italienisch  
Englisch  
Französisch

### product files

Adice Brochure TOI UK.pdf

<http://www.adam-europe.eu/prj/9909/prd/5/1/Adice%20Brochure%20TOI%20UK.pdf>  
The final brochure of the project

## Veranstaltungen

### Final seminar in Palermo

Datum 27.05.2014

**Beschreibung** The partners gathered for a last meeting in Palermo on the 26th and 27th May 2014. This final meeting was divided into two days:  
- a final partner meeting on Monday, 26th to finalize the project, evaluate it and exchange about the final products  
- a dissemination event organized by CESIE, in their offices, to share the tools with other organisations interested.  
CESIE invited other organisations working in Sicilia and in Palermo and the partners exchanged their know-how and tools regarding mobility.

**Zielgruppe** The final dissemination event targeted organisations interested in developing mobility projects or already working in mobility projects. The aim was to show them the tools that allow for a better quality and a bigger quantity of mobility projects, in terms of administrative, financial and pedagogical management.

**Öffentlich** Öffentliche Veranstaltung

**Kontaktinformation** [www.adice.asso.fr](http://www.adice.asso.fr)

**Zeitpunkt und Ort** the event took place in Cesie, Palermo, on the 27th May, at 3pm.

## Veranstaltungen

### Project meeting in Ankara

Datum 13.02.2014

Beschreibung The aim of this meeting was to realize a first assessment of the project, to measure the progresses of the partners in adapting the tools and to prepare the final event in Palermo in May 2014. The consortium also aimed at preparing the dissemination brochure that is to be created in the meantime and that will be a real methodological guide for all organizations interested in managing mobility projects.

The schedule of the meeting included:

1. return on the progresses of each partner and adaptation of the tools
2. administrative and financial issues (feedbacks on the Intermediary Report)
3. Dissemination and exploitation of results: what are the next steps to disseminate on the project and on the tools developed by the consortium?
4. How to improve the Mobility Booklet which gathers all the information a participant need when he is leaving with a European mobility project?  
and the next day:
5. presentation of ADICE's new scheme
6. What is the philosophy behind mobility? What is the value of a pedagogical process and of pedagogical support for participants? How can mobility be a lever towards employment for youngsters with fewer opportunities?
7. Preparation of the final brochure
8. Preparation of the final event in Palermo in May 2014.

Zielgruppe The meeting took place between the partners of the project.

Öffentlich Geschlossene Veranstaltung

Kontaktinformation

Zeitpunkt und Ort 13th-14th February 2014 in Ankara

## Veranstaltungen

### Transfer of Innovation seminar in Malta

Datum 01.07.2013

- Beschreibung** The aim of this mid-term seminar was to conclude the test phase that started six months earlier with the launching seminar in Roubaix. Each partner presented their progresses and the number of young people who followed the pedagogical scheme. Paragon, Cesie and Projinal also presented their comments on the tools and how they could be improved or adapted to their countries. A whole afternoon was also dedicated to the financial and administrative management of the project, including the dissemination. Each partner explained how they used their websites as tools to disseminate on the project.
- The second day aimed at evaluating how the partnership uses the tools, and to analyze the results of the online questionnaire they all filled in about the tools. The main question was: what kind of modifications are useful. It was to remind the consortium that the aim, at the end of the project, is to create generic tools that can be used for all programmes in all organizations. So the next step for each organization is to provide feedback on the tools. Each partner explained how the tools are used within their organization, and which changes are necessary (some believe some forms are too intrusive, or use these tools in specific programmes like Erasmus for Young Entrepreneurs). Each partner have feedback on the methodology and tools, step by step. ADICE's external consultant used the online questionnaire (where each tool and step of the pedagogical scheme was commented by the project managers) to identify the problems and provide ideas to adapt the tools.
- At the end of the seminar, partners recognized the usefulness of the tools: it is easier for them to follow a step-by-step methodology because both project managers and participants know what they have to do. Tools also ensure the same quality of support for all and open the door to a label of quality on how to prepare participants.
- Zielgruppe** The target was the organizations of the consortium who now have to adapt the tools to make them useful for all types of mobility projects and to all countries and organizations.
- Öffentlich** Geschlossene Veranstaltung
- Kontaktinformation**
- Zeitpunkt und Ort** The seminar took place in Malta on the 8th and 9th July 2013.

## Veranstaltungen

### Launching seminar of Transfer of Innovation TAPT

Datum 21.01.2013

**Beschreibung** The objective of this launching seminar was to discover and work with all the partners' organization, to understand the project's stakes, to set up a calendar of the main activities, to define and sign the agreements and explain the budget and to define the governance of the project.

Each partner presented its organization and how they manage mobility projects. An afternoon was dedicated to the financial management of the project and an explanation of the budget.

Then, ADICE, the lead partner, presented the tools of the transfer of innovation. ADICE presented step-by-step the pedagogical scheme: each step is an individualized meeting with the participant, with administrative, financial and pedagogical sheets to fill in, to ensure a smooth project.

Each partner explained then how they could introduce these tools within their organization. ADICE also presented its database, which replaced 17 excel files.

A part of the meeting was dedicated to the dissemination activities of each partner. The last day aimed at setting up the evaluation process of the tools and to see how these tools could be adapted.

The external consultant explained the subject of the evaluation, with the aim of creating a model or guide for all types of mobility projects.

Partners participated in the creation of the evaluation criteria.

**Zielgruppe** The partners of the consortium were the target of this launching seminar

**Öffentlich** Geschlossene Veranstaltung

**Kontaktinformation**

**Zeitpunkt und Ort** The seminar took place in Roubaix between the 21st and the 24th January 2013.