

PARTNERS TABLE OF TASKS *(version of 29-05-2017)*

Description of the repartition of the tasks

A: Activity **O: Production of Intellectual outputs** **E: Dissemination Event** **C: Training**

	ITSRA France	HE2B Belgium	ESEPF Portugal	IPU Italia	CEGEP Québec	AVANS Netherlands
General coordination						
A. 0.1 – Meetings of the Steering Committee <i>Rencontres du Comité de Pilotage</i>	X	X	X	X	X	X
A.0.2 – Technical coordination	X					
A.0.3 – Organization of the 1 st meeting (Brussel - Belgium)	X (organization and participation)	X (organization and participation)	X (only for participation)	X (only for participation)	X (only for participation)	X (only for participation)
A.0.4 – Interim evaluations	X	X	X	X	X	X
A.0.5 – Interim report	X	X	X	X	X	X
A.0.6 – Final evaluation	X					
A.0.7 – Final report	X	X	X	X	X	X

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WP1 Detailed analysis of the diagnostic						
O.1.1 – Piloting	X					
O.1.2 – Analysis	X	X	X	X	X	X
O.1.3 – Recommendations	X		X		X	
A.1.4 – Organization of the 2 nd meeting (end of diagnostic) (Clermont - France)	X (organization and participation)	X (only for participation)	X (only for participation)	X (only for participation)	X (only for participation)	X (only for participation)
WP2 Training for leaders						
O.2.1 – Piloting				X		
C.2.2 – Organization of intercultural training for leaders	X (only for participation)	X (only for participation)	X (only for participation)	X (organization and participation)	X (only for participation)	X (only for participation)
O.2.3 – Creation of the interim skills framework (interim version)	X (preparation and participation)	X (only for participation)	X (only for participation)	X (only for participation)	X (only for participation)	X (only for participation)
O.2.4 – Creation of the intercultural tutorial for leaders of the project (to help them when they will have to create tools)					X	
C.2.5 – Organization of the e-learning training for leaders (based on the skills framework)	X	X	X	X	X	X
O.2.6 – Creation of the e-learning tutorial for leaders of the project (to help them when they will have to create tools)					X	

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WP3 Creation of tools and modules						
O.3.1 – Piloting	X		X			X
O.3.2 – Tools development: conception of the tools based on the skills framework (French/English web guide for intercultural knowledge, videos, Online forum, etc.)	X	X			X	
A.3.3 – Organization of the 3 rd meeting (validation of new tools) (Breda – Netherlands)	X (only for participation)	X (only for participation)	X (only for participation)	X (only for participation)	X (only for participation)	X (organization and participation)
O.3.4 – Testing of the tools: implemented phase (selection of the participants, follow up, etc.)	X	X	X	X	X	X
O.3.5 – Evaluation of the tools (analysis of the results)	X	X	X		X (only for ICTS)	
A.3.6 – Organization of the 4 th meeting (final evaluation of new tools and readjustment of the final skills framework) (Porto - Portugal)	X	X	X	X	X	X
O.3.7 – Readjustment of the tools and finalization of the modules	X		X	X	X (only for ICTS)	
B.3.8 – Second implemented phase (selection of the participants, follow up, etc.)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)
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WP4 Teachers training and modules application						
O.4.1 – Piloting						X
A.4.2 – Testing the on-line modules by leaders (preparation and test the teachers' training)	X	X (only for test)	X (only for test)	X (only for test)	X (only for test and ICTS)	X
O.4.3 – Creation of a French/English web guides (or video) for users : tutorials for all the users (teachers, leaders and students)		X	X		X (only for ICTS)	
A.4.4 – Organisation of the training for teachers (by the leaders)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)	X (out of ERASMUS+ program)

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WP5 Dissemination / Communication						
A.5.1 – Piloting	X	X				
O.5.2 – Translations (English/French version of project's documents)	X					
A.5.3 – Printing (for meetings and conference)	X					
A.5.4 – Administration of the project Website	X					
E.5.5 – Implementation of the dissemination tools (press, newsletter for associated partners, etc.)	X					
A.5.6 – Organization of the 5 th meeting (preparation of the conference) (Clermont - France)	X	X	X	X	X	X
E.5.7 – End of the project conference in European Parliament (Brussels - Belgium)	X	X	X	X	X	X
A.5.8 – Organization of the 6 th meeting (Final evaluation) (Brussels - Belgium)	X	X	X	X	X	X
E.5.9 – Other dissemination activities (in each partner's country)	X	X	X	X	X	X