



Transnational Meeting

On-line
4/5 Nov 2021



General overview of the project (state of the art) and final tasks	P1
- Intellectual Outputs – finalisation Overview on scheduled activities, tasks and timeline	P1
I.O1: Document translation in 5 languages	P5
I.O2: Improvement & completion of learning materials. Toolkit	P7
I.O3: Curriculum + Competences + certification proposal	P6+P7
I.O3: SPECHALE Platform - test and definition of final steps	P1+P3
SPECHALE Network - model and tools; Implementation and sustainability	P1
Administrative and Financial Issues. Scheduled reporting and budgeting.	P1
Communication and Dissemination Activities. Multiplier events: timeline Final communication report	P3+P1
Steering Committee Meeting Summary of discussions and decisions; Plan for the completion of the project.	P1+All

general overview



Project Activity	COORD	2021																
		A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Management, Communication, Evaluation - P1		[Green bar]																
A0 Project Coordination	P1																	
A1 Coordination Unit	P1 + P4																	
A2 Budgeting management	P1																	
A3 Communication Plan Management	P3																	
A4 Local participatory events	P3																	
A5 Evaluation	P4																	
A6 Steering Committee	P1																	
Transnational Meetings (TM)		[Brown bar]																
TM1 CROATIA	P6																	
TM2 FRANCE	P7																	
TM3 ITALY	P3+P4																	
TM4 CROATIA/ LATVIA	P6																	
TM5 PORTUGAL	P1+P2																	
IO1 Mapping of existing initiatives, survey, training needs analysis - P5		[Dark Blue bar]																
Intellectual Output 1		[Dark Blue bar]																
1,1 Mapping of knowledge and initiatives	P5	[Dark Blue bar]																
Surveying of existing training paths, educational resources and teaching methodologies		[Dark Blue bar]																
1,2 educational resources and teaching methodologies	P5	[Dark Blue bar]																
1,3 Training-needs analysis	P5	[Dark Blue bar]																
IO2 Training modules, Pilot Course, resources - P7		[Dark Blue bar]																
Intellectual Output 2		[Dark Blue bar]																
2,1 Creation of training/ learning modules	P7	[Dark Blue bar]																
2,2 Development of educational resources	P7	[Dark Blue bar]																
2,3 Pilot course (at each country)	P7	[Dark Blue bar]																
IO2 Learning Transnational Mobilities - P5 + P6		[Dark Blue bar]																
2,3 Pilot course Staff training LTV		[Dark Blue bar]																
2,3 Pilot course blended mobility HR	P6	[Dark Blue bar]																
IO3 Creation of Curriculum, validation, recognition - P6		[Dark Blue bar]																
Intellectual Output 3		[Dark Blue bar]																
3,1 IO3 - 3.1. curriculum and educational path	P6	[Dark Blue bar]																
3,2 IO3 - 3.2. policy recommendations and SPECHALE Network	P6 + P1	[Dark Blue bar]																
Multiplier Event (ME)		[Dark Blue bar]																
E1 ITALIA	P3+P4																	
E2 FRANCE	P7																	
E3 PORTUGAL	P1+P2																	



I.O.1.

Country report – translated (or global report)

https://drive.google.com/drive/folders/1fgEHUhAxpIqbzA4Gvxf04rF0CgjiVf_Y



SPECIALISTS IN Cultural Heritage and Attractive Living Environment – SPE.C.H.A.L.E. PROJECT

Erasmus+ K42 - Strategic Partnership for Adult Education
Ref. N. 2010-2010-1-PT01-KJ204-04720

SPE.C.H.A.L.E. TOOLKIT

elaborated by **Gabriella Bigatti**
eConsultanza Agency – Torino (Italy)

October 2021



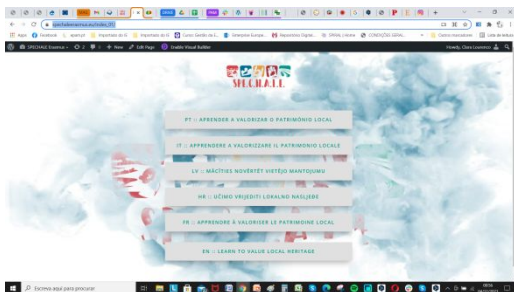
I.O.2. (I.O.3?)

Complete - translate

<https://drive.google.com/drive/folders/18x6S1qRfrp7GxHMtKSBcWAIHBSTUee>

I.O.3. description https://docs.google.com/document/d/1p1OCZv5ebwfFkqzIbJjGxTLk9tg5Pqxi-vtH3Xmc_E/edit

IO3. documents https://drive.google.com/drive/folders/1fgEHUhAxpIqbzA4Gvxf04rF0CggjVf_Y



IO3. Platform https://www.spechaleerasmus.eu/index_01/

Budget presented – Oct 2021*

€ exec	Aug 2021 = 36 months								36	100,0%	
ACTIVITY	COORD	ADC MOURA	ATLA Alqueva	Terre Savoia	eConsulenza	Vidzeme Region	Institut Tourism	Univ UESS	TOTAL	TOTAL	%
		P1	P2	P3	P4	P5	P6	P7			
Project Management		18 000,00	9 000,00	9 000,00	9 000,00	9 000,00	9 000,00	9 000,00	72 000,00	72 000,00	100,0%
Management + Communication	P1 + P4 + P3	18 000,00	9 000,00	9 000,00	9 000,00	9 000,00	9 000,00	9 000,00	72 000,00	72 000,00	100,0%
TM/SC (Steering Committee)		4 637,00	1 725,00	1 725,00	1 150,00	2 875,00	2 875,00	1 725,00	16 712,00	33 310,00	50,2%
SC1 CROATIA	P6	575,00	575,00	575,00	575,00	575,00		575,00	3 450,00	6 900,00	50,0%
SC2 FRANCE	P7	1 725,00	1 150,00	1 150,00	575,00	1 150,00	1 725,00		7 475,00	6 900,00	108,3%
SC3 LATVIA	P5	612,00							612,00	7 640,00	8,0%
SC4 ITALY	P3	1 725,00				1 150,00	1 150,00	1 150,00	5 175,00	5 750,00	90,0%
SC5 PORTUGAL	P1								0,00	6 120,00	0,0%
Intellectual Outputs		37 149,50	3 725,00	30 188,00	32 237,00	9 789,00	11 919,50	31 178,00	156 186,00	164 192,00	95,1%
IO1	P5	7 494,00	3 725,00	7 572,00	6 432,00	2 817,00	2 394,00	6 426,00	36 860,00	40 713,00	90,5%
IO2	P7	25 633,50	0,00	22 616,00	25 805,00	6 972,00	8 341,50	20 772,00	110 140,00	90 270,00	122,0%
IO3	P6	4 022,00	0,00	0,00	0,00	0,00	1 184,00	3 980,00	9 186,00	33 209,00	27,7%
ME (Multiplier event)		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	23 600,00	0,0%
E1-ME1 ITALIA	P3+P4								0,00	7 000,00	0,0%
E2-ME2 FRANCE	P7								0,00	6 000,00	0,0%
E3-ME3 PORTUGAL	P1+P2								0,00	10 600,00	0,0%
Training Activities		456,00	0,00	543,00	471,00	1 072,50	985,50	79,50	3 607,50	20 631,00	17,5%
C1 LATVIA	P5	238,50	0,00	238,50	79,50	159,00	159,00	79,50	954,00	12 459,00	7,7%
Travel									0,00	3 555,00	0,0%
Individual Support		238,50		238,50	79,50	159,00	159,00	79,50	954,00	8 904,00	10,7%
C2 CROATIA	P6	217,50	0,00	304,50	391,50	913,50	826,50	0,00	2 653,50	8 172,00	32,5%
Travel									0,00	3 300,00	0,0%
Individual Support		217,50		304,50	391,50	913,50	826,50		2 653,50	4 872,00	54,5%
TOTAL		60 242,50	14 450,00	41 456,00	42 858,00	22 736,50	24 780,00	41 982,50	248 505,50	313 733,00	79,2%
		94,1%	40,8%	72,8%	97,3%	80,2%	85,7%	75,0%	79,2%		

For some partners, until Aug or Sep 2021*

It would be possible to transfer to IO (if justifiable) up to 60% of approved budget for
 TM – max. 19.986€
 ME – max. 14.160€
 LTT Mobilities – max. 12.378€

Remaining budget

ACTIVITY	COORD	ADC MOURA	ATLA Alqueva	Terre Savoia	eConsulenz a	Vidzeme Region	Institut Tourism	Univ UESS	TOTAL available	TOTAL executed
		P1	P2	P3	P4	P5	P6	P7		
Project Management		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	72 000,00
Management + Communication	P1 + P4 + P3	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	72 000,00
TM/SC (Steering Committee)		333,00	3 245,00	2 875,00	3 450,00	2 095,00	1 725,00	2 875,00	16 598,00	16 712,00
SC1 CROATIA	P6	575,00	575,00	575,00	575,00	575,00		575,00	3 450,00	3 450,00
SC2 FRANCE	P7	-575,00	0,00	0,00	575,00	0,00	-575,00		-575,00	7 475,00
SC3 LATVIA	P5	908,00	1 520,00	1 150,00	1 150,00		1 150,00	1 150,00	7 028,00	612,00
SC4 ITALY	P3	-575,00	1 150,00			0,00	0,00	0,00	575,00	5 175,00
SC5 PORTUGAL	P1			1 150,00	1 150,00	1 520,00	1 150,00	1 150,00	6 120,00	0,00
Intellectual Outputs		-10 276,50	15 958,00	1 094,00	-1 781,00	2 556,00	351,50	104,00	8 006,00	156 186,00
IO1	P5	84,00	1 055,00	-52,00	1 668,00	-72,00	76,00	1 094,00	3 853,00	36 860,00
IO2	P7	-12 138,50	10 945,00	-4 494,00	-11 549,00	693,00	-676,50	-2 650,00	-19 870,00	110 140,00
IO3	P6	1 778,00	3 958,00	5 640,00	8 100,00	1 935,00	952,00	1 660,00	24 023,00	9 186,00
ME (Multiplier event)		10 600,00	0,00	7 000,00	0,00	0,00	0,00	6 000,00	23 600,00	0,00
E1-ME1 ITALIA	P3+P4	0,00	0,00	7 000,00	0,00	0,00	0,00	0,00	7 000,00	0,00
E2-ME2 FRANCE	P7	0,00	0,00	0,00	0,00	0,00	0,00	6 000,00	6 000,00	0,00
E3-ME3 PORTUGAL	P1+P2	10 600,00	0,00	0,00	0,00	0,00	0,00	0,00	10 600,00	0,00
Training Activities		3 110,00	1 783,00	4 551,00	-471,00	970,50	2 065,50	5 014,50	17 023,50	3 607,50
C1 LATVIA	P5	1 965,50	1 102,00	2 812,50	-79,50	-159,00	2 892,00	2 971,50	11 505,00	954,00
Travel		720,00	360,00	825,00	0,00	0,00	825,00	825,00	3 555,00	0,00
Individual Support		1 245,50	742,00	1 987,50	-79,50	-159,00	2 067,00	2 146,50	7 950,00	954,00
C2 CROATIA	P6	1 144,50	681,00	1 738,50	-391,50	1 129,50	-826,50	2 043,00	5 518,50	2 653,50
Travel		550,00	275,00	825,00	0,00	825,00	0,00	825,00	3 300,00	0,00
Individual Support		594,50	406,00	913,50	-391,50	304,50	-826,50	1 218,00	2 218,50	2 653,50
TOTAL		3 766,50	20 986,00	15 520,00	1 198,00	5 621,50	4 142,00	13 993,50	65 227,50	248 505,50

Communication and dissemination activities



Communication reports

Presentation by TdS

Evaluation reports

Presentation by eConsulenza

A slide for a Steering Committee ZOOM meeting. At the top right, it features the SPE.C.H.A.L.E. logo and the Erasmus+ logo. Below this is a landscape photograph of a town on a hillside. To the right of the photo, the text reads: 'Steering Committee ZOOM NOVEMBER 4, 2021'. Below the photo, the name 'Gabriella Bigatti eConsulenza Agency' is written in red. At the bottom of the slide, there is a row of logos for ADC MOURA, Le Terre del Savaisa, eConsulenza, VIDZEME, and Institute for tourism.

Project Activity	Co ord	Expected Results	Results at the moment	Reflections and decisions by the SC on 5/11/2021
Management, Communication, Evaluation - P1				
A0	Project Coordination	<ul style="list-style-type: none"> - 3 interim reports - 1 final report - management tools (mobility tool and others) - 1 shared Monitoring Template - 1 shared platform for documents 	<ul style="list-style-type: none"> _3 interim reports _1 shared Monitoring Dashboard + Monitoring docs _1 shared platform for documents on G-DRIVE 	_Final report – activities until 31st December; submission by end of February
A1	Coordination Unit	<ul style="list-style-type: none"> P1 - 12 skype meetings (every 3 + months) P4 - 12 internal reports 	<ul style="list-style-type: none"> _9 skype meetings P1 + P4 _9 internal reports: accumulated results dec18; apr19; aug19; dec19; mar20; aug20; dec20; mar21; aug21; _5 meetings P1 + P3 (communication issues) 	—
A2	Budgeting management	<ul style="list-style-type: none"> - 3 interim reports/ per partner - 1 final report/ per partner - 8 payments of 9% - 1 final payment of 28% 	<ul style="list-style-type: none"> _3 interim reports submitted (timesheets sent by partners) _4 pre-payments received: 18% x 4; 7 transfers to partners of 9% (+9% end of project) 	_9% to be transferred at the end of the project, when all docs are sent by partners _final payment will depend on final execution and evaluation by the NA
A3	Communication Plan Management	<ul style="list-style-type: none"> - 1 Communication Plan - 1 Logo - 1 website: P3 + P1 - 1 facebook page 	<ul style="list-style-type: none"> _1 Communication Plan / xx communication reports _1 Logo _1 facebook page _1 website 	_preparation of final communication report
A4	Local participatory events	<ul style="list-style-type: none"> - 5 participatory events - 40 Participants - Reports of events 	<ul style="list-style-type: none"> _4 participatory events (P1 (2); P3; P5) _19 + 23 + 24 + 17= 83 participants 	—
A5	Evaluation	<ul style="list-style-type: none"> - 1 Project Management Plan - 1 Evaluation Plan - 4 Evaluation reports - 1 External evaluation process/ report: P1 	<ul style="list-style-type: none"> _1 PMP _1 evaluation Plan _1 risk management plan _3 evaluation reports (interim reports) 	_External evaluation – how to implement? Collect testimonials?
A6	Steering Committee	<ul style="list-style-type: none"> - 6 Steering Committee meetings - Steering Committee minutes 	<ul style="list-style-type: none"> _9 SC skype meetings (this one is the 5th) _3 in place SC meeting - 1st TM/ 2nd TM _10 SC meeting minutes _1 asynchronous meeting 	_Final SC to be held in Portugal

Project Activity	Co ord	Expected Results	Results at the moment	Reflections and decisions by the SC on 5/11/2021
Management, Communication, Evaluation - P1				
Transnational Meetings (TM)				
T M 1	CROATIA	P6 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation	_10 participants (7 partners + PT NA representative) _6 mobilities _all docs	—
T M 2	FRANCE	P7 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation	_14 participants from 7 partners _13 mobilities _all docs	—
T M 4	LATVIA?	P3 +P 4 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation	_replaced by online meeting _10 participants (6 partners)	_the present one
T M 3	ITALY	P6 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation	_15 participants from 6 partners (P2 was absent) _9 mobilities _all docs	—
T M 5	PORTUGAL	P1 +P 2 - 14 Participants - 12 Mobilities - G-DRIVE: program, presence list, certificates, minutes, proof of relation of participants with organisation		_In Portugal – 6/7 Dec 2021

Project Activity	Co or d	Expected Results	Results at the moment	Reflections and decisions by the SC on 5/11/2021
IO Mapping of existing initiatives, survey, training needs analysis - P5				
Intellectual Output 1	P5	- 1 final I.O.1 in English (P5) - 5 summary reports in partner's languages: all	_1 final IO in English; published on Spechale's website _reports in partners languages being prepared	_reports in all 5 languages to be concluded
1,1 knowledge and initiatives	P5	- 1 template for collection of information (P5) - 20 initiatives collected: all	_1 template for collection of informal learning opportunities _127 entries	—
1,2 educational resources and teaching methodologies	P5	- 1 template for collection of information (P5) - 20 entries to inventory of training opportunities: all	_1 template for collection of non-formal learning opportunities _160 entries	—
1,3 Training-needs analysis	P5	- 1 template for interviews/questionnaires: P5 - 1 template for participatory events: P5 + P1 - 20 people interviewed: all - 100 questionnaires: all - 5 participatory events: all - 200 Partics in part events: all - 5 partial reports (1 per country): all	_1 template for interviews/ questionnaire _xx interviews/ questionnaires _1 methodological proposal _3 participatory events (see above); 66 part _5 reports (1 per country)	—

Project Activity or d	Expected Results	Results at the moment	Reflections and decisions by the SC on 5/11/2021
IO 2 Training modules, Pilot Course, resources - P7			
Intellectual Output 2	- 1 final report/ collection of materials (I.O.2) in English: P7 - collection of materials in 5 languages	_educational materials for pilot course complete (in Engl) _collection of materials in 5 languages	_gather information for “aknowledgements” https://docs.google.com/document/d/1oC_L7G5HHrvNApRGrnmpJfhiRIOLqn7PT4LzXL0RRTM/edit _ collect every final documents in pdf on the drive
2,1 training/ learning modules	P7 - 1 training path defined - ? modules developed	_1 training path defined for the pilot course _4 Modules developed: MOD 1 Cultural and natural heritage; MOD 2 Marketing; MOD 3 Communication; MOD 4 Business	—
2,2 educational resources	P7 - 1 set of Educational resources (min 1 per module)	_1 set of educational resources x 6 languages (Eng + 5 languages of the partnership)	—
2,3 Pilot course (at each country)	P7 - 70 hours of pilot course per country - 150 learners (30 per country) - G-DRIVE: program, dissemination, registration, list of learners, reports on all activities	_Pilot course (in all 5 countries) _xx learners (IT 68, FR xx, HR 46, LV xx, PT 25+6)	__information to complete the toolkit to be sent by 10 Nov - PT new course could be included afterwards?

Project Activity	Co or d Expected Results	Results at the moment	Reflections and decisions by the SC on 5/11/2021
IO 2	Learning Transnational Mobilities - P5 + P6		
2,3 Pilot course Staff training LTV	- 40 hours staff training - 15 participants (3 per country) P5 - G-DRIVE: program, presences list; certificates, reports (learners), proof of relation with organisation)	_planned for September 2020 – didn't happen because of covid-19 pandemic _Virtual event on 26-30April 2021 _61 participants _program; presence list, certificates, report	_proof of relation with the organisation
2,3 Pilot course blended mobility HR	- 40 hours blended mobility - 15 participants (3 per country) P6 - G-DRIVE: program, presences list; certificates, reports (learners), proof of relation with organisation)	_planned for November 2020 – did not take place in Croatia, due to Covid-19 pandemic _Virtual event on 18-22 Jan 21; _12 participants _program, presences, certificates, reports	_proof of relation with the organisation (staff)

Project Activity	Co or d	Expected Results	Results at the moment	Reflections and decisions by the SC on 5/11/2021
IO3 Creation of the Curriculum, validation, recognition - P6				
Intellectual Output 3		- 1 final I.O.3 in English: P6 P6 - 5 summary reports in partner's languages: all")		_ask for approval of IO3 modification to the NA _Conclude recommendadtions document _organise 1 report in all 5 languages
IO3 - 3.1. curriculum and educational path	P6	- Path, Modules and Resources: 5 Languages + 1 English	_1 learning path (definitive) and respective learning materials and developed competences in each Module _1 learning (open source) platform iin progress	_conclude recommendations doc – contributions from partners? _conclude online platform – photos, revision, translation
IO3 - 3.2. policy recommendation's and SPECHALE Network	P6 + P1	- 1 SPECHALE network created/ launched: all - 3 Institutions approving the learning path: all - 40 Members of SPECHALE Network: all	_1 network format proposal	_Institutions joining the network/ interacting in the forum _define contents of the registration form _launch the network – invite learners and other people involved in the pilot course as a start?
Multiplier Event (ME)				
E1	ITALIA	P3 - 70 Participants +P - G-DRIVE: program, presence list, 4 certificates, minutes		_model, date - proposed - during a regional event, in Dec (face-to-face)
E2	FRANCE	- 60 Participants P7 - G-DRIVE: program, presence list, certificates, minutes")		_model, date - in Dec, face-to-face
E3	PORTUGAL	P1 - 100 Participants +P - G-DRIVE: program, presence list, 2 certificates, minutes")		_model, date - in Dec, face-to-face

Thank you!

Clara Lourenço
ADCMoura (P1)
clara.lourenco@adcmoura.pt