



ADAPT



DIGITAL STEPS FOR THE SOCIETAL AND POLITICAL INTEGRATION OF MOBILE EU YOUTH

Action Plan

Project Number: 101090099

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WP1 – Project Management & Coordination				
DESCRIPTION	RESPONSIBLE PARTNERS	TASKS	IMPLEMENTATION	OUTCOME
<p>The specific objectives of WP1 are:</p> <ul style="list-style-type: none"> ▪ To manage, coordinate and develop the project, ensuring proper governance and quality of the project, in order to meet project objectives, following the instructions of EU commission and grant agreement. ▪ To assess the achievement of the project objectives and understand whether the outcomes of the project met the needs of partners and other stakeholders after its final completion. 	<p>Lead Beneficiary: CYA, Liechtenstein</p> <p>Supporting: All partners</p>	<p>T1.1: Project Coordination</p> <p>Deadline M1-M24</p>	<p>The main aim of this activity is to ensure the good collaboration among the partners, to ensure dialogue and synergy between them for the successful accomplishment of the project. For the smooth collaboration of the partners, a Project Management Committee (PMC) will be created. The Project Manager (PM) of the consortium will assign one coordinator from each partner-country (Local Coordinators-LC) as a member of the PMC. This PMC will be responsible for the management activities of the project according to the rules of the Programme, to agree and sign the Grant Contract and for the smooth implementation of the Gantt Chart. The PMC will also be responsible for the implementation of the reports,</p>	<p>D1.1 Kick-off Meeting A Digital Document with the Specific Agenda of the TPM1, focuses on the topics of the discussion, the objectives and the exposed results, which will be available in English. The participants will be 10 in total (2 per country). It will include a 20-minute presentation from each partner's</p>

			<p>deliverables, the monitoring of the whole project, the evaluation and the coordination. All the members of the consortium will be responsible for the preparation of the Progress reports and provide support to the PM to combine them in one common Interim and one Final common report. The PM will be in close cooperation with the local coordinators, with regular telecons for the smooth implementation of the project. The PM will be responsible for the timely information provision and the project documentation from the partners to the Managing Authority of the Programme and vice versa. The LCs will provide information timely for the ongoing project activities, the tasks and the responsibilities of each partner. The progress of the PMC will be monitored and controlled by the Project Steering Committee that will include the legal</p>	<p>structure, meaning that.</p> <p>D1.2 Action Plan</p> <p>The Project Action Plan will be prepared by the Lead Organisation with the agreement of all participating organisations. The Plan will have a section with a general introduction about the project and the partner organisations. It will contain the project Work Plan, which will give information about each project activity. It will also list the</p>
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			representatives of the partner organizations.	<p>responsible partner as well as the deadline for accomplishment of each activity. The responsibilities of each partner will be written there and it will also contain a section which will present the rules for the financial reporting of the project.</p> <p>D1.7 Final Conference Agenda + Minutes</p> <p>It will include all the important practical info of the Conference. uDevelop will be responsible of</p>
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				<p>preparing draft agendas, ask all partners for input and then send out final agendas. He/she will also summarize the minutes, send these out for approval, and then send out final minutes.</p> <p>D1.8 Kick-off Meeting Report and Progress Reports</p> <p>1 kick-off meeting report and 3 progress reports with the progress of the consortium and the next steps till the next</p>
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				reporting period will be reported once every six months to ensure the smooth implementation of the project. All the reports will be composed by the Lead partner with the contribution of the consortium.
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	<p>Lead Beneficiary: CYA, Liechtenstein</p> <p>Supporting: All partners</p>	<p>T1.2 Coordination and communication with all internal and external partners, contractors and relevant stakeholders</p> <p>Deadline M2</p>	<p>Communication between all partners will be regular in order to exchange experience, discuss period, methodology of implementation of the activities. Means of communication will be e-mails, video conference and phone calls. The Coordinator and all partners will also establish internal communication channels for sharing documents such as Dropbox, mailing list etc. The internal arrangement will constitute the main administrative, management and reporting activities, defining duties, roles and responsibilities of the Partners.</p>	<p>D1.3 Partnership Internal Communication</p> <p>Implementation of day to day communication system within the partnership, based on email, phone and cloud storage platform coordinated by the LP.</p>
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	<p>Lead Beneficiary: CYA, Liechtenstein</p>	<p>T1.3 Administrative reporting to EC</p> <p>Deadline M24</p>	<p>According to Interim evaluation plan, all project partners will be responsible for monitoring and timely reporting of their results and indicators to the Coordinator. The internal communication and daily activities will be under the supervision of the Coordinator's staff. The readjustments of the activities within the Evaluation plan will be conducted on a monthly basis, even on a weekly basis regarding certain activities. Whenever needed, the implementation will be readjusted according to the current situation, keeping in mind the goals and objectives of the project.</p>	<p>D1.9 Administrative Reports to EC</p> <p>Period Reports to the EC based on the Grant Agreement.</p>
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	<p>Lead Beneficiary: CYA, Liechtenstein</p> <p>Supporting: All partners</p>	<p>T1.4. Delivery of the final narrative and financial report</p> <p>Deadline M2</p>	<p>This refers to the financial management, certification of expenditure, as the Coordinator will carry out the final financial report. Each partner will support the Project Coordinator in this activity by providing due information on actual costs incurred by their respective organizations. The EU co-funding and the payments to the beneficiaries will be administrated by the PM supported by an Administrative (ADM) with the main responsibility to gather financial information by partners and draft the Progress Reports. The project implementation will be regulated by Internal agreements between the Lead Applicant and each of the Partners.</p> <p>Responding to threats and unforeseen events.</p>	<p>D1.4 Financial Report</p> <p>Monitoring system that helps the LP to monitor the progress of the project and of the PPs activities. It embeds an analytical file distributed to PPs and updated with information on budget expenditures and activities by each partner and WP.</p>
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	<p>Lead Beneficiary: CYA, Liechtenstein</p> <p>Supporting: All partners</p>	<p>T1.5 Risk Management</p> <p>Deadline M3</p>	<p>Important part of this work package is Quality Assurance that ensures the establishment of internal quality monitoring procedures in terms of checking and validating main project deliverables and, secondly, the adoption of a strategic decision making procedure during the project life cycle. The whole management will be responsible for coordinating, monitoring and evaluating the activities. These aspects will be an integral part of the daily management. The Project Management Board will constantly monitor the progress of the project and the alignment of the implemented activities with the project plan and timeline. An ad hoc external expert will be appointed by the Lead Applicant as Quality Manager (QM).</p>	<p>D1.6 Risk Assessment Plan</p> <p>A document containing the risk analysis (external factors that could affect the successful delivery of the project) and risk response strategy to identify and anticipate potential difficulties that the project might face.</p>
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	<p>Lead Beneficiary: CYA, Liechtenstein</p> <p>Supporting: All partners</p>	<p>T1.6 Ensuring the overall quality of the project</p> <p>Deadline M2</p>	<p>Important part of this work package is Quality Assurance that ensures the establishment of internal quality monitoring procedures in terms of checking and validating main project deliverables and, secondly, the adoption of a strategic decision making procedure during the project life cycle. The whole management will be responsible for coordinating, monitoring and evaluating the activities. These aspects will be an integral part of the daily management. The Project Management Board will constantly monitor the progress of the project and the alignment of the implemented activities with the project plan and timeline. An ad hoc external expert will be appointed by the Lead Applicant as Quality Manager (QM).</p>	<p>D1.5 Quality Assurance Plan</p> <p>The Quality Assurance Plan will be a report with guidelines for all partners which they should follow in measuring the quality of the project work. It will list: • The actions to be implemented with concrete deadlines, • Steps to be undertaken if the partnership encounters a low quality of the activities in some Work Packages. It will also envisage special measures to</p>
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				evaluate the quality of the communication between partners since miscommunication could often lead to malfunctions and low quality of the project results.
WP2– Identification and raising awareness of mobile EU youth participation in local social and democratic life				
DESCRIPTION	RESPONSIBLE PARTNERS	TASKS	IMPLEMENTATION	OUTCOME
<p>The specific objectives of WP2 are:</p> <ul style="list-style-type: none"> □ A.S.E.L. RO who is the responsible of this Work Package, with the contribution of all partners, will create a plan on how to approach the EU mobile Youth citizens at each partner country. The aim of 	<p>Lead Beneficiary: A.S.E.L. RO ,</p> <p>Supporting: All Partners</p>	<p>T 2.1 Online Digital Platform development</p> <p>Deadline: M5</p>	<p>With the contribution of all partners, an online Platform will be developed. Especially in the days of the pandemic, the ways of digital communication and interaction between crowds of people from different countries are necessary for the greater protection of people from the virus but also for the continuation of</p>	<p>D2.1 Online Digital Platform development</p> <p>With the contribution of all partners, an online Platform will be developed. Especially in the days of the pandemic, the ways of</p>

<p>this Work Package is to identify the reasons of the EU mobile Youth citizens' isolation and poor participation in the local social life and the democratic life.</p> <p>□ After identifying the reasons of the poor participation, activities to encourage EU mobile Youth citizens' participation in civic life will be encouraged and pursued, a participation in the democratic life of any community is to have the right, the means, the space, the opportunity and the support to participate in the decision-making process of the society and the</p>			<p>normalcy in most sectors of society. The innovative tool that will be created will be used for the research that will be implemented but also for the interaction of the participants of the program. The precise sampling strategy will be determined by the consortium to strive for a minimum number of respondents providing reliable outcomes for different gender, age, socioeconomic background and broad field of study groups.</p>	<p>digital communication and interaction between crowds of people from different countries are necessary for the greater protection of people from the virus but also for the continuation of normalcy in most sectors of society. The innovative tool that will be created will be used for the research that will be implemented but also for the interaction of the participants of the program. The precise sampling strategy will</p>
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<p>opportunity to engage with peers in activities that contribute to creating a better society. Sometimes this opportunity is missing or sometimes this is not chosen by people. – Organization of the Youth Exchange in Romania and the Study Visit in Greece.</p> <p>□ The aim of the current WP is to select both active and inactive EU mobile Youth citizens and motivate them to take part to the local events, where they will interact with peers.</p>				<p>be determined by the consortium to strive for a minimum number of respondents providing reliable outcomes for different gender, age, socioeconomic background and broad field of study groups.</p>
	<p>Lead Beneficiary: A.S.E.L. RO ,</p> <p>Supporting: All Partners</p>	<p>T2.2 Online Survey conduction</p> <p>Deadline: M5 & M6</p>	<ol style="list-style-type: none"> 1. Design and develop the process for selecting the EU mobile citizens that will be chosen to fill in the online questionnaire. 2. Define the criteria and the indicators for the selection of the EU mobile citizens that will be chosen. 3. Define the appropriate questions. 	<p>D 2.2. Questionnaires design</p> <p>In the context of the survey preparation, questionnaires will be distributed in English for the required data to be collected.</p>

			<p>4. Create the master questionnaire.</p> <p>5. The questionnaire will be developed in English.</p> <p>6. Programming of the online questionnaire. Data collection and results representation, in the 5 partner countries.</p>	<p>D 2.3 Survey Report</p> <p>Report on the findings of the survey conducted. The minimum number of the EU mobile citizens that will participate in the online survey, will be 30 from each participant country. The online survey initially will be distributed in the names that are collected in the Contacts Database Also, for the distribution of the</p>
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				<p>online questionnaire the Social Media will be used.</p> <p>D 2.4 Quantitative and qualitative analysis to understand the reasons of low participation of mobile EU citizens</p> <p>A.S.E.L. RO in collaboration with the other project partners, based on the criteria and the indicators set by the survey will post-process the results and create graphical representations of the data recorded in the</p>
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				questionnaires. Then, a quantitative and a qualitative analysis will be performed, to analyse the findings of the survey.
	<p>Lead Beneficiary:</p> <p>EQUALINE,</p> <p>Supporting:</p> <p>All Partners</p>	<p>T2.3 Study Visit in Greece</p> <p>Deadline: M10</p>	<p>Study Visit will be implemented in Veroia, Greece, to raise EU mobile youth citizens awareness – 4 days + 1 travel day in M8</p> <p>This Study Visit will include on-site studies and Workshops, based on the specifications, criteria, methodological tools that will be developed by EQUALINE with the contribution of all partners. Each organisation will contribute with 2 participants, while the hosting organisation will contribute with 2 participants</p>	<p>D2.5 Survey Report</p> <p>Report on the findings of the survey conducted. The minimum number of the EU mobile citizens that will participate in the online survey, will be 30 from each participant country. The online survey initially will be</p>

			representing citizens relocated for job purposes, ERASMUS+ students etc.	distributed in the names that are collected in the Contacts Database. Also, for the distribution of the online questionnaire the social media will be used.
	Lead Beneficiary: EQUALINE, Supporting: All Partners	T 2.4 Youth Exchange in Romania Deadline: M15	Youth Exchange in Bucharest, Romania – 4 days + 1 travel day - 2 youth selected in local lever (1 group leader) / org in M13 In the Youth Exchange, engagement of EU mobile youth citizens into the civic life will be encouraged and enhanced. Participation in the democratic life of any community is to have the right, the means, the space, the opportunity and the support to participate in the decisionmaking process of the society and the opportunity to engage with peers in activities that	D 2.6 Youth Exchange Report Evaluation of the conducted Youth Exchange in Romania.

			contribute to creating a better society. Sometimes this opportunity is not given or sometimes this opportunity is not chosen by people.	
WP3– Activation of mobile EU youth in local social and democratic life				
DESCRIPTION	RESPONSIBLE PARTNERS	TASKS	IMPLEMENTATION	OUTCOME
<p>The specific objectives of the WP3 are:</p> <ul style="list-style-type: none"> Organization of 2 Youth Festivals after the accomplishment of the Study Visit. Participants at Festivals will encounter other young people from other EU countries and exchange the main issues about promoting youth participation in social and 	<p>Lead Beneficiary:</p> <p>A.S.E.L. RO & EQUALINE,</p> <p>Supporting:</p> <p>All Partners</p>	<p>T 3.1 Youth Festivals implementation</p> <p>Deadline: M12 & M21</p>	<ul style="list-style-type: none"> 1st Youth Festival in Bucharest, Romania: Duration 2 days (M12) 2nd Youth Festival in Veroia, Greece: Duration 2 days (M21) Each partner will bring 3 selected participants at each Festival, where they will encounter other young people from other EU countries and exchange the main issues about promoting youth participation in social and democratic life. The festivals will last 2 days, all of which will be dedicated in activities among the 15 participants from 	<p>D 3.1 1st Festival Report</p> <p>A.S.E.L. RO with the assistance of all the partners, will develop the 1st Festival Report describing the main activities performed and results achieved.</p>

<p>democratic life. The festivals will last 2 days, all of which will be dedicated in activities among the 15 participants from the 5 participant countries. In parallel, representatives of the 5 partner organisations, will work together for the establishment of a wider network of EU bodies.</p> <p><input type="checkbox"/> Organization of the Youth Mobility in Latvia.</p>			the 5 participant countries. In parallel, representatives of the 5 partner organisations, will work together for the establishment of a wider network of EU bodies. During the festivals, strong communication activities will be held by each partner and will be combined in order to maximise the impact of the ADAPT project.	D 3.4 2nd Festival Report EQUALINE with the assistance of all the partners, will develop the 2nd Festival Report describing the main activities performed and results achieved.
	<p>Lead Beneficiary: ECRRED,</p> <p>Supporting: All Partners</p>	<p>T 2.3 Youth Mobility in Latvia</p> <p>Deadline: M16 & M19</p>	Youth Mobility in Latvia - 4 days + 1 travel day - 2 youth selected in national level on M17 The Mobility will include a list of Seminars with the aim of raising EU mobile youth citizens awareness on active citizenship and social inclusion opportunities. In the cross-border there will be presented journalists, representatives from local authorities and	<p>D 3.2 Training material production for the Youth Mobility in Latvia</p> <p>ECRRED with the contribution of all partners will contribute to the production of the training material</p>

			local Municipalities, EU politicians, local and national policy makers.	<p>through the provision of specialized information, advice and feedback on active citizenship and social inclusion opportunities.</p> <p>D 3.3 Youth Mobility Video Making</p> <p>During the Seminars of the Youth Mobility each partner will shoot at least 2 videos and/or filmed interviews in order to collect some direct experiences from participants. These videos will then be used also as promotional and</p>
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				dissemination material to make the project visible.
WP4– Evaluation				
DESCRIPTION	RESPONSIBLE PARTNERS	TASKS	IMPLEMENTATION	OUTCOME
<p>The specific objectives of the WP4 are:</p> <ul style="list-style-type: none"> □ The Evaluation Work Package aims specifically at the assessment of the activities. In ADAPT the evaluation will be performed both at internal and external level to allow 	<p>Lead Beneficiary:</p> <p>uDevelop,</p> <p>Supporting:</p> <p>All Partners</p>	<p>T 4.1 Evaluation Plan</p> <p>Deadline: M9 & M18</p>	<p>An evaluation process is set up with the aim of providing a precise evaluation of the project implementation.</p>	<p>D 4.1 Interim Evaluation Report</p> <p>Report produced in the middle of the project life cycle focusing on: - Analysis of content related and financial progress - reflection on management issues, -</p>

<p>the efficient measurement of the relevance of the project results. Evaluation is the joint responsibility of all partners, but the WP Lead Organisation will create the strategic documents within the package and will advise other partners in the evaluation at local level. The performance indicators for this WP will be the number of evaluated project results, the number of completed evaluation forms per Output, the conclusions stated in the Final Evaluation Report, etc.</p> <p><input type="checkbox"/> The evaluation of the Meetings will be done by</p>				<p>Recommendations for the closing of WPs/Modules and transition to the following and final follow up.</p> <p>Members of each partner organisation will evaluate the quality of the Technical Work. The WP Leader will design and distribute to partners an evaluation questionnaire which will be completed after the accomplishment of each WP. Thus, partners will share with each other, how they</p>
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<p>surveying the target group in order to ensure sustainability of the project and to have indicators of success and relevance of the project. The results of the whole project will be summed up and present at the Closing Event in Veroia, Greece.</p> <p><input type="checkbox"/> This WP is linked to the Quality Assurance of WP1 and the results from both packages should be reviewed together.</p> <p>Evaluation is very important for the overall coordination of the project and for the process of development of the technical work because</p>				<p>found the activities, the organisation and the coordination of the partner who led the relative activity. Partners will also assess the quality of each Output and its relevance for the target group.</p> <p>D 4.2 Final Evaluation Report</p> <p>Report produced in the end of the project focusing on the evaluation of the overall project and final follow up.</p>
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its recommendations will improve their quality.				
WP5– Impact & Dissemination				
DESCRIPTION	RESPONSIBLE PARTNERS	TASKS	IMPLEMENTATION	OUTCOME
<p>The specific objectives of the WP5:</p> <ul style="list-style-type: none"> □ The definition of an effective strategy aimed at the widest dissemination during the project –and deepest exploitation– after the end of the project. Partners put great emphasis on the visibility and mainstreaming of the Project. 	<p>Lead Beneficiary:</p> <p>EQUALINE,</p> <p>Supporting:</p> <p>All Partners</p>	<p>T 5.1 Dissemination Strategy</p> <p>Deadline: M3</p>	<p>The Strategy will set out the methods, tools and partner resources for raising visibility of the project at local and EU level and stimulate reuse of the results by other external stakeholders. Development of interim and final communication and dissemination report, such documents will help to evaluate project partners' results on their communication activities and monitor the progress of the initially set indicators for successful project communication, to modify (if necessary) and plan further steps for the WP actions.</p>	<p>D 5.1 Dissemination & Communication Plan</p> <p>A “living document” that can be flexibly adjusted throughout implementation depending on the specific needs of the project and on the potential changes in the dynamics of the</p>

<p>□ Estimate based on previous experience total of at least 10.000 people will be reached by dissemination efforts of the Project within the 18 months of its implementation.</p> <p>This WP is intended to coordinate the dissemination activities that will be undertaken at project and partner level to make the project visible and the mechanisms that will be used to reach the highest number of members of the target groups and to raise the awareness of the projects aim and activities, of the EU role and how participants can personally benefit from it. In addition, this work package</p>			<p>Each partner team will create a plan for the communication activities and the expected results for their organization and include them in the document. Each partner should plan the local dissemination activities and budget according to the specifics of their country EQUALINE is responsible for the final collection of all data, the graphical design and timely submission of the document.</p>	<p>project. Fine-tuning of the D&C Plan can be envisioned on a need basis, also thanks to the constant Monitoring and Evaluation of the valorization activities to ensure that targets are being met and results achieved.</p>
	<p>Lead Beneficiary: EQUALINE,</p> <p>Supporting: All Partners</p>	<p>T5.2 Local Dissemination Events</p> <p>Deadline M24</p>	<p>Project results will be disseminated: INSIDE the partner and associated partner organisations: to all participating staff members, boards, teaching/research/admin staff as well as full staff, volunteers and managers of sports and volunteering organisations. OUTSIDE the partner organisations: valorisation will interest the target groups (sports & vol</p>	<p>D5.2 Contacts Database</p> <p>Before the Implementation of the Local Dissemination Events the partners at M3 will create a Contacts Database. A Contacts Database will be developed at each</p>

<p>previews mechanisms and practical tools to measure the influence of the communication and dissemination activities, which will happen on a continual basis and will allow project partners to stay on track with the initially set indicators for successful communication.</p> <p>The dissemination part will include the elaboration of a Dissemination and Communication Strategy, which will involve all project partners and will serve as a detailed guide including a workplan for the whole project.</p> <p>A description of the publicity materials and the personal communication and dissemination events, including trainings and</p>			<p>unteering operators, sport & volunteering associations, policy makers and local authorities) and stakeholders (all the participants to the sports & volunteering, including service providers, civil society).</p>	<p>partner country. Each partner's database will include a minimum of 50 contacts. At least 20 key contacts will be provided by each partner, representing the target groups and the beneficiaries of the project.</p> <p>Local Dissemination Events are organized to share project findings, best practices, or significant outcomes with stakeholders, communities, and relevant audiences. The outcomes of these events can vary based on their purpose, target audience, and the</p>
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<p>educational events, as well as informational campaigns in traditional and new social media, will be part of this work package.</p> <p>□ It is a responsibility of all partners and each partner to be obliged to perform as a minimum the dissemination activities set out in this form and improve them with additional activities.</p>				methods of dissemination used.
	<p>Lead Beneficiary:</p> <p>EQUALINE,</p> <p>Supporting:</p> <p>All Partners</p>	<p>T5.3 Project Website development</p> <p>Deadline M5</p>	<p>It will include all the important information regarding the project. Beside the specific promotion of the project website that is expected to reach a considerable critical mass of users (at least 5.000 unique visits), partners will use their institutional websites to reach at least 10.000 people.</p>	<p>D5.3 Project Website</p> <p>It will include all the important information regarding the project.</p>
	<p>Lead Beneficiary:</p> <p>EQUALINE,</p> <p>Supporting:</p> <p>All Partners</p>	<p>T5.4 Dissemination material</p> <p>Deadline M5 & M7</p>	<p>-Printed leaflet in English. A total of 1000 leaflets will be printed (200 flyers for each country). -Social Media Channels (Facebook, Twitter, Instagram, YouTube). - Project posters: total 250 pcs (50 pcs per partner). -Project roll up: total 10 (2 per partner). -Project t-shirts: 500 pcs (100 per country). -Press releases: 10 Press releases will be periodically prepared by lead partner to inform the general public about project progress. -Video clip/spot – with the</p>	<p>D5.4 Printed dissemination material</p> <p>Printed dissemination material listed on T5.3.</p> <p>D5.5 Electronic dissemination material</p> <p>Electronic dissemination material listed on T5.3.</p>

			spread of Internet global accessing, video clips/spots have become extremely popular online, and will be used to promote volunteering activities.	
	Lead Beneficiary: EQUALINE, Supporting: All Partners	T5.5 Translations Deadline M24	All dissemination material produced in English will be translated in each project partner's national language.	The outcome is the translations of all the deliverables.
	Lead Beneficiary: EQUALINE, Supporting: All Partners	T5.6 Networking activities Deadline M24	Creation of dissemination tools and development of Contacts Database for the networking activities. This task will foresee the creation of the online dissemination tools of the project as filling in the platform by project information, social media accounts (for example: Facebook, LinkedIn & Twitter accounts) and more 'traditional' communication tools as a regular	Collaboration for the future.

			Newsletter, press releases after key events, development of the project identity (logo, templates, etc.). A Contacts Database will be developed at each partner country. Each partner's database will include a minimum of 50 contacts. At least 20 key contacts will be provided by each partner, representing the target groups and the beneficiaries of the project.	
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