

Annex 2 – Activities and tasks

The Activities and tasks are extensively described on the FormId KA202-AA0712B6 Project, that's part of this Mandate.

In order to better define the activities and the task concerning this Agreement the Parts comply with:

ASSOCIAZIONE NAZIONALE VOLONTARIE TELEFONO ROSA:

- is responsible for the project UP&UP and carried out the project implementation, proposing the good practices to share, supervising the methodological approach and providing tools of research and trainers (see the project).
- is responsible of web site of the project and collecting material from others partners for the web-documentary.
- Is responsible for the fine-tuning of IO1.
- is also responsible for the contact with National Agency of Erasmus Plus – INAPP
- collecting the information from all the partnership, based on common sheet, to monitor and evaluate the results of the project.

INTERNATIONAL, CONSULTING AND MOBILITY AGENCY (INCOMA), S.L. is responsible:

a) Project Implementation:

- Participation/Definition of Quality Plan of the project
- Fill out each 3 month (starting from 1th of September 2019), the monitoring sheet provided for the budget controlling of the project.
- Communication risks or weakness of the activities as soon as they planned by the partnership.

b) Intellectual Outputs:

- Correct fine-tuning of IO4 (see the project).
- Support of fine-tuning IO2.
- Providing translations of the IOs into their own language of the country.
- Participating to the realization of the other IOs, ensuring the participation of educators from schools and/or VET providers, and/or Associations
- Documenting with video, photo the project deployment, based on the commons guide - lines of the partnership.
- Implementing the web site from the own country's point of view (best practices, documents, others materials), related to the topic of the project.

c) Transnational meeting:

- Organization of the 2th TM (May 2020)
- Submit Draft Agenda
- Producing a minute of the meeting

d) Multipliers Event

- Organization of the Intermediate Event (May 2020)
- Involving stakeholders key actors and testimonials

The Partner is responsible to preserve all the documentation related to the payment of the human resource involved to the project, travel, number of the participant of the meeting, based on the Project Budget

Approved by the National Agency Erasmus Plus – INAPP.

Sum total recognized for the total development of the project = euro 53.735