



**Project: CIVICO Fostering Civic Competence Amongst Students
510496-LLP-1-2010-IT-COMENIUS-CMP**

Management Handbook

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by
Agenzia per lo Sviluppo Empolese Valdelsa



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Index

1. Glossary
2. Preliminary remarks
3. Partners' contact details
4. The Project aims
5. Project start date and duration
6. The WPs and project deliverables
7. The Project timetable
8. The Project budget
9. Project reporting
10. Project management
11. Quality assurance

1. Glossary

EACEA: stands for Education Audiovisual and Culture Executive Agency , EACEA is an agency of the European Union that manages parts of the Union's programs in education, culture and audiovisual fields and signs contracts with Project coordinators.

EACEA contract: the contract between the Project Coordinator and EACEA. The EACEA contract is attached to the contracts signed between Project Coordinator and single Partners. In its annexes it includes (amongst others) the Project work programme taken by the project proposal (Annex I), the estimated and eligible overall budget of the action (Annex II), a reference to a link where it is possible to find the Guidelines for administrative and financial management and reporting (Annex IV).

Partners' contract: the contract signed between Project Coordinator and single Partners. In its annexes it includes (amongst others) the EACEA contract: and the Final budget of the project split up by Partners.

2. Preliminary remarks

The scope of this document is

- to list the contact details of each Partner
- to give a quick overview of the project aims, activities and timetable
- to point out which changes have been made by EACEA in the work programme and budget when approving the Project
- to list where information about the most important project issues can be found.

To avoid duplications, information already included in documents already possessed by the Partners (namely *Partners' contract*, that includes also the *EACEA contract*, and, by the *EACEA contract*, the Project work programme taken by the project proposal) are usually not quoted here.

3. Partners' contact details

		Short name	People involved in the project	Role	Email	Phone	Skype
P1	IT	ASEV	Giulia Rigoli	Project Manager	g.rigoli@asev.it	0039 0571 76650 ext 239	ASEV_empoli
	IT	ASEV	Rosanna Grippo	Financial Officer	r.grippo@asev.it	0039 0571 76650 ext 225	ASEV_empoli
P2	DK	VIA	Henning Westphael		hewe@viauc.dk		henningwestphael
	DK	VIA	Inger Ubbesen		iu@viauc.dk		
	DK	VIA	Ove Nielsen		ovni@viauc.dk		
P3	PL	SWS	Joanna Szczecinska		jszczecinska@swspiz.pl	0048 42 664 22 78	joanna.szczecinska
P4	UK	CCU	Gina Donovan		gina.donovan@canterbury.ac.uk	01227 767700 ext 3450	gina_donovan
P5	BG	PF	Maria Donkova		office@paideiafoundation.org	0359 2 489 01 04 office 0359 888 272 136 cell phone	maria_donkova

4. The project aims

Civic competence can be defined as 'the ability and willingness to engage in active participation, based on an attitude of trust in other people, in all the contexts of social life: school, local community, working place, recreational activities'.

From an individual point of view, civic competence is a tool for empowering the individual and giving them the motivation, autonomy and responsibility to control their own lives beyond the social circumstances in which they find themselves.

From a social point of view civic competence, by helping to create social capital, underpins democracy and social and economic development (Fukuyama 1995, Putnam 1993, 2000, Hoskins & Deak 2008).

For its importance, The European Commission (2006) has listed civic competence as one of the key competences to be developed under EU LL strategy. In specific, each Member State should ensure initial education and training offers all young people the means to develop it. Following the Recommendation, many Member states have started to incorporate civic competence development in their schools' curricula.

The Project wants to foster this trend by producing a Guide on developing civic competence in students addressed to teachers. The Guide, initially available in 5 languages, will contain 50 lesson plans to be used with students aged 14 and over. The Guide will be validated thorough a pilot carried out in 2 schools in each partner country, for a total 10 schools, 20 teachers and 400 students involved. Once validated, the Guide will be translated in other 5 languages and directly promoted, thanks also to an Helpdesk, with over 1500 teachers and stakeholders and used by other 35 schools in Europe. A virtual resource centre on civic competence will be also developed and maintained after the end of the Project. The Project is submitted a consortium of 3 Universities active in the field of Education, 10 schools and 2 organizations supporting schools in rising the quality of education.

5. Project start date and duration

From 1st January 2011 to 1st January 2013

According to the project proposal, the project should have started on the 1-10-2009 for 24 months. Instead with EACEA Agreement the project has officially started on the 1-1-2011 and will end on 1 –

1 - 2013, so all the dates for deliverables in the project proposal have to be moved onward of 3 months.

6. The WPs and project deliverables

Wp responsibilities	WPs overall lead
<p>P1- IT Will be responsible for general Project coordination WP 1 - writes 10 lessons plan + assists in editing the Guide WP 2 – responsible for piloting in its own country + writes national report on pilot WP 3 – translates the web pages in national languages + signals resources to be insert in the Virtual Resource Center+ develops html web pages WP 4 – responsible for dissemination in its own country + contributes to the development of database + mailing list + press campaign + translating + organizes final conference in its own country + assists WP responsible in writing the dissemination plan + structures the database WP 5 – coordinates the Exploitation activities + responsible for exploitation in its own country + promotes the guide in additional schools + organizes 2 workshops + manages the helpdesk in its own country + will sign copyright agreement + will draft the copyright agreement + assists the WP responsible partner in writing the exploitation plan WP 6 – leads this WP + supervises the other WPs + writes the Handbook for project Management + hosts 2 project meetings + chairs the steering committee WP 7 – follows procedures described in the Handbook for Quality Assurance + provide informations to the project evaluator.</p>	<ul style="list-style-type: none"> • WP6 Management
<p>P2 – DK Will be responsible for the piloting. WP 1 - writes 10 lessons plan WP 2 – responsible for piloting in its own country + writes national report on pilot + coordinates the whole pilot phase + writes the Overall Pilots Report WP 3 – translates the web pages in national languages + signals resources to be insert in the Virtual Resource Center WP 4 – responsible for dissemination in its own country + contributes to the development of database + mailing list + press campaign + translating + organizes final conference in its own country WP 5 – coordinates the Exploitation activities + responsible for exploitation in its own country + promotes the guide in additional schools + organizes 2 workshops + manages the helpdesk in its own country + will sign copyright agreement WP 6 – appoints a project manager participating in meetings and steering committee + organizes/controls project activities in its own country + hosts 1 project meeting WP 7 – follows procedures described in the Handbook for Quality Assurance + provide informations to the project evaluator.</p>	<ul style="list-style-type: none"> • WP2 Pilot
<p>P3 – PL Will be responsible for the project web site WP 1 - writes 10 lessons plan WP 2 – responsible for piloting in its own country + writes national report on pilot</p>	<ul style="list-style-type: none"> • WP3 Project website

<p>WP 3 – writes web pages text in English + decides logical structure of the website + produce + upgrade the Virtual Resource Center + translate the web pages in national languages WP 4 – responsible for dissemination in its own country + contributes to the development of database + mailing list + press campaign + translating + organizes final conference in its own country WP 5 – coordinates the Exploitation activities + responsible for exploitation in its own country + promotes the guide in additional schools + organizes 2 workshops + manages the helpdesk in its own country + will sign copyright agreement WP 6 – appoints a project manager participating in meetings and steering committee + organizes/controls project activities in its own country WP 7 – follows procedures described in the Handbook for Quality Assurance + provide informations to the project evaluator.</p>	
<p>P4 – GB Will be responsible for the Guide on developing Civic competence WP 1 – leads this WP + writes the introduction and the theoretic introduction + writes 10 lessons plan WP 2 – responsible for piloting in its own country + writes national report on pilot WP 3 – signals resources to be insert in the Virtual Resource Center WP 4 – responsible for dissemination in its own country + contributes to the development of database + mailing list + press campaign + organizes final conference in its own country WP 5 – coordinates the Exploitation activities + responsible for exploitation in its own country + promotes the guide in additional schools + organizes 2 workshops + manages the helpdesk in its own country + will sign copyright agreement WP 6 – appoints a project manager participating in meetings and steering committee + organizes/controls project activities in its own country WP 7 – follows procedures described in the Handbook for Quality Assurance + provide informations to the project evaluator.</p>	<ul style="list-style-type: none"> • WP1 Guide on developing civic competence
<p>P5 – BG Will be responsible for Exploitation and Quality Assurance WP 1 - writes 10 lessons plan WP 2 – responsible for piloting in its own country + writes national report on pilot WP 3 – translates the web pages in national languages + signals resources to be insert in the Virtual Resource Center WP 4 – responsible for dissemination in its own country + contributes to the development of database + mailing list + press campaign + translating + organizes final conference in its own country WP 5 – coordinates the Exploitation activities + responsible for exploitation in its own country + promotes the guide in additional schools + organizes 2 workshops + manages the helpdesk in its own country + will sign copyright agreement WP 6 – appoints a project manager participating in meetings and steering committee + organizes/controls project activities in its own country WP 7 – produces the Handbook for Quality Assurance + appoints the project evaluator together with the coordinator</p>	<ul style="list-style-type: none"> • WP 5 Exploitation • WP 7 Quality Assurance

In the Application Form, due to a slip, in the WP5 – page 122/136: instead of "Will coordinate the Dissemination activities" please change in "Will coordinate the **Exploitation** activities" + in "Role and tasks in the workpackage" the creator of the Exploitation plan is missed.

For a detail of WPs and a list of project deliverable, see Partners' contract (Annex I Description of the action).

7. The Project timetable

See attached file and Partners' contract (Annex I Description of the action).

According to the project proposal, the project should have started on the 1-10-2009 for a 24 months length. With EACEA Agreement the project has officially started on the 1 -1-2011 and will end on 1-1-2013, so all the dates for deliverables in the project proposal have to be moved onward of 3 months.

8. The Project budget

See Partners' contract (Annex 3 Final budget of the project)

9. Project reporting

Reporting and monitoring procedures are very important in order to demonstrate the Project's progress to the Agency. The reports serve a dual purpose: for the partnership's and Agency's benefit and use. The reports aim to communication among partners about the project's advance: through the dissemination among other partners and their feedbacks , each one can have useful inputs.

During the project's life, two Reports have to be worked out and to be sent to the Agency: a Progress Report and a Final Report. The Progress Report refers to the period that runs from the Project's start date until a month prior to the submission date of the report. The Final Report covers the whole Project's duration and it has to be submitted two months after the end of the Project.

The contents of the reports have to be organized according to the Agency's scheme that is contained in the "Project Handbook. Selection 2010".

It will be care of ASEV-IT contact all the CIVICO Partners in order to build the reports. Approximately the Progress Report will be send in November 2011.

For details see also Partners' contract (page...)

10. Project management

Each partner is responsible in the project's success: the Project will be managed by a Steering Committee formed by National Project Managers and chaired by the Project Coordinator (P1- ASEV)

According to the project work programme there will be a responsible Project Manager in every Partner Organization. National Project Manager will establish and organize national project teams and communicate with the Project Coordinator as well. Schools (.....) involved in the pilot are not participating in managing activities, each of them will connect with the National Project Manger of its country who will transmit them both technical and financial informations and will give feedback to the Project Coordinator. The Project coordinator will be open to directly replay to any issue/question from the schools if necessary.

The Steering Committee will take decisions concerning the strategic management of the Project, while day-by-day activity will be managed by the Project coordinator and WP Coordinators.

The Committee will work at a distance using a dedicated mailing list, a section of the Project Website accessed by password, periodical meetings and videoconferences. 4 general meetings (held in IT, UK, IT, DK) and 8 Skype conferences (one every two months, skipping months where there is a general meeting) will be held by main project partners (P1-P5). 4 trips of P1 to Brussels (2 each year) to EACEA Workshops are also budgeted.

Should any dispute arise between Partners or single Partner and Coordinator this will be settled by amicable settlement and by the rules stated in the Partners' contract.

For details see also Partners' contract including Annex I Description of the action.

11. Quality assurance

Quality assurance will be based on control of respect of procedures and deadlines described in this Handbook and in the contracts too. PF-BG, in accordance with the Project Coordinator, will appoint a project evaluator: he will verify if all the project activities are carried out as planned and advice on any incurred problem. The evaluator will write an evaluation report every six months.

PF-BG is responsible for this activity: PF-BG writes the quality assurance's rules that will be part of the contracts. The quality plan will be approved by the Steering Committee

For details see also Partners' contract (Annex I Description of the action) and "Quality Handbook".