

ADDrESS

F O R F U T U R E



Guidelines of ADDress For Future

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**Purpose**

This document is prepared in order to define the principles for effective coordination and implementation of activities stated in the project “ADDress for Future” among project coordinator and all partners.

Scope

This guideline states the rules and activities required from each partner to fulfill the project time and activity plan.

Responsibilities

CEF, project coordinator, is responsible for preparation, update and effective usage of this document. Partners is expected to apply the principles stated in a timely and effective manner in coordination with the project coordinator.

Implementation**Document Management:**

i) All activities and management of documents shall fulfill the requirements stated in reference documents; the grant contract with Turkish National Agency (Annex-II-2021-1-TR01-KA220-VET-000034888), 2021 Erasmus + programme guide and partner agreements.

- a) It is the responsibility of all partners to prepare all sort of documents in time with the correct content and format to fulfill the effectiveness of work packages (WP).
- b) Each partner shall inform project coordinator in case a deviation, imperfection or defect occurred in a document according to the reference documents stated in item i. Necessary correction shall be made without any delay by the partner.
- c) Each partner shall bear the responsibility of the documents. Thus, partners shall get approval from the coordinator before sharing them with 3rd parties.
- d) An FTP area is defined for sharing the documents among partners. At https://files.coskunoz.com.tr/file/d/cev_public/ area reference documents, which are going to be used by the partners, shall be uploaded. Each partner shall control the area in order to receive the updates about the documents. At the FTP area, there is a dedicated file for each partner. Each partner shall upload the documents prepared after each activity and WP to the related area.

ii) Reporting

The templates for reports can be found at FTP area. First week of each month, every partner shall upload the reports that they prepared as a result of their activities of the past month to their dedicated file in the FTP area.

a) Partner Timesheet Template

Partner Timesheet Template document has 4 different worksheets; Data, Summary, Personal Monthly Time Sheet, Work Package Activities. Every partner has to fill in and report below 2 worksheets;

a.1. Personal Monthly Time Sheet:

Project partners shall report the activities of the researcher/s monthly with this time sheet. The time sheet of the past month shall be uploaded before new month' 5th working day. All activities shall be reported in the time sheet, according to the activity plan of the partner in the project. Time sheet shall be signed and uploaded to the partner's file in the FTP area. Project coordinator is going to use these time sheets during reporting. The partner shall keep this signed records for 5 years after the end of project, in order to present it when it is required by the related bodies stated in the agreements.

a.2. Work Package Activities:

Besides fulfilling the personnel monthly time sheet for the researcher/s, in order to follow the total effort of each partner at the end of each month, each partner shall fill and follow the total effort according to the related work package with this template. Each partner can evaluate the total work done according to the related work package in terms of working days and budget. Also each partner shall record the travel and other cost details in the same sheet according to related work package. Each partner shall upload the filled and updated sheet of the past month, before 5th working day of the new month to the FTP area. Each partner shall upload the scanned copies of the records of cost items reported. The partner shall keep these records for 5 years after the end of project, in order to present it when it is required by the related bodies stated in the agreements.

b) Work Packages Deliverables Report

Each partner shall upload the reports related with the deliverables stated and as planned in the "Work Package Action Plan" for each work package by the WP leader. Reporting templates would be discussed during preparation of "Work Package Action Plan" with the WP leader.

c) Project Steering Committee (PSC) Monthly Meeting Report / ADDRESS Monthly Meeting Report

Every month, activities shall be reviewed by the PSC team. The review shall cover compliance to the project plan, budget plan, risk plan and evaluation of activities. Project coordinator shall prepare the minutes of the meeting and upload to the FTP area. When its necessary, 1 to 1 meeting between partner and the project coordinator will be organised.

d) Interim and Final Reports:

Reporting to Turkish National Agency and EU will be done by the coordinator. The deadlines for receiving the required results/reports/documents will be informed by the coordinator to the partners.

Punctuality to the stated deadlines are crucial. Coordinator will be informing all the partners about these requirements during monthly meetings.

e) Work Package Action Plans

i) In the project, for each WP; WP leader, partners and the main activities are defined. Each WP leader of the project shall prepare a “Work Package Action Plan”. WP leader shall prepare the “Work Package Action Plan” according to the template, the plan shall be prepared 1 month before the start of the related Work Package according to project plan and will be communicated with all the partners. WP leader shall follow up realization of the detailed plan and report to the project coordinator about the progress of the detailed plan.

ii) Meetings:

a) ADDRESS Monthly PSC Meetings:

Monthly PSC meetings will be held in order to follow up completion of actions and preparations of deliverables. All partners are required to attend these meetings and present the deliverables from their actions of the previous month. Project Plan and WP action plan will be reviewed during these meetings. Reporting is done as explained in reports section.

b) Transnational Project Meetings (TPMs):

As stated in the project, there will be TPMs at defined dates according to the project plan. The theme and activity expected in these TPMs are stated in the project. WP leader, coordinator and partner of the country, where TPM is going to be held, are supposed to make the necessary organization for the meeting and support all partners for their participation.

iii) Communication:

During all communication and dissemination activities, dissemination rules of Turkish National Agency and EU should be fulfilled. The process and implementation has been defined in the documents of «Dissemination Matrix and Results’ Usage Management Handbook» and «Dissemination and Result Utilization Plan/Realization for ADDRESS For Future Project».

a) Communication among partners:

Please review documentation and meeting sections above, the details are explained. In case of any clarification and need, communicate with the coordinator.

b) Communication with external parties:

Communication and dissemination activities are divided into 3 stages;

b.1) First Stage

Promotion and awareness of the project will be required at this stage, almost all target groups are targeted. For this reason, many different channels will be used;

- Preparation and launch of ADDRESS website; www.addressforfuture.com
- Information about ADDRESS on partners' institutional websites, social media pages and media publications,
- Articles about ADDRESS on local media and / or other period publications of relevant institutions and networks,
- Display the ADDRESS poster in partners' premises and in relevant events (in the virtual events as well),
- The social media pages of ADDRESS projects,
- Participation in events related with ADDRESS topics,
- Special programs in CEF Youtube Channel which has nearly 27.500 subscribers.

b.2) Second Stage

- Direct outputs will be communicated with project beneficiaries,
- Meetings with key stakeholders,
- Mailing the ADDRESS e-newsletters,
- Presentation of the project at strategic events,
- Lobbying actions with decision and policy-makers,
- Broadcast in important NEET's and career portals,
- Cooperation events and presentation of ADDRESS for all technical teachers in the country with MoNE.

b.3) Third Stage

- The focus will be on the areas where decision makers will be included in the project more and where they can make a difference with the project outputs,
- Consults with the associated partners,
- Piloting the in-service training and user-testing with AM Professionals and influencers of the technology,
- Recording the case study videos with VET managers, AM professionals, learners, employers and IT developers,
- Organization of multiplier events.

