

CALENDAR OF ACTIVITIES

WP1: MANAGEMENT		
Actions	Partners Involved	Time schedule
<p>Actions Creation of all the templates needed for carrying out the activities:</p> <p>WP1.A - Target Group involvement declaration WP1.B - Activity to be carried out directly on the project website WP1.C - Guidelines for financial management WP1.D - Templates for financial management WP1.E - Meeting Evaluation Questionnaire WP1.F - Project Evaluation Questionnaire</p>	Pixel (IT)	Start Date: 1 November 2022 End Date: 30 November 2022
<p>Actions Participation in Online Partners' Meetings</p>	All partners	12 December 2022 November 2025
<p>Actions Development of the draft version of the Quality Plan and Memorandum of Understanding</p>	Pixel (IT)	Start Date: 1 November 2022 End Date: 30 November 2022
<p>Actions Send feedback on the quality plan Send feedback on the Memorandum of Understanding</p> <p>Templates and Tools Quality Plan Memorandum of Understanding</p>	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	Start Date: 12 December 2022 End Date: 22 December 2022
<p>Actions Finalization of the Quality Plan</p>	Pixel (IT)	Start Date: 23 December 2022 End Date: 30 December 2022
<p>Actions Carry out the narrative activity report on the website</p> <p>Templates and Tools WP1.B - Activity to be carried out directly on the project website</p>	All partners	Progress report Final report: 30 November 2025
<p>Actions Financial report</p> <p>Templates and Tools WP1.C - Guidelines for financial management</p>	All partners	Progress report Final report: 30 November 2025

WP1.D - Templates for financial management		
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WP2 - HANDBOOK FOR CHILDREN DOCUMENTATION AND ASSESSMENT		
Actions	Partners Involved	Time schedule
<p>Actions Creation of templates needed for carrying out the activities:</p> <p>WP2.A – Questionnaire WP2.B – Table of contents for national reports WP2.C – Guidelines for the national report production WP2.D – Table of Contents for Handbook WP2.E – Guidelines for the Handbook production WP2.F – Evaluation Questionnaire WP2.G – Tool for questionnaire analysis WP2.H – Guidelines for evaluation report WP2.I – Target Group involvement declaration</p>	IPB (PT) Pixel (IT)	Start Date: 1 November2022 End Date: 30 November2022
<p>Actions Translation of the questionnaire in national language and collection of 50 filled-in questionnaires for kindergarten teachers and earlychildhood educators</p> <p>Templates and Tools WP2.A - Questionnaire</p>	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	Start Date: 12 December 2022 End Date: 31 January 2023
<p>Actions Participation in the Partners' Meeting in Florence</p>	All partners	
<p>Actions Each partner should produce 1 national needs analysis report</p> <p>Templates and Tools WP2.B – Table of contents for national reports WP2.C – Guidelines for the national report production</p>	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	Start Date: 31 January 2023 End Date: 28 February 2023
<p>Actions Definition of the proposal of the table of contents for the handbook</p> <p>Templates and Tools WP2.D – Table of Contents for Handbook</p>	IPB (PT), ULS (IE)	End Date: 28 February 2023

<p>Actions Provide IPB and ULS with feedback on the table of contents for the handbook</p> <p>Templates and Tools WP2.D – Table of Contents for Handbook</p>	<p>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)</p>	<p>Start Date: 28 February 2023 End Date: 10 March 2023</p>
<p>Actions Production of Transnational Needs Analysis Report.</p>	<p>IPB (PT)</p>	<p>Start Date: 1 March 2023 End Date: 31 March 2023</p>
<p>Actions Definition of the final version of the table of contents for the handbook</p> <p>Templates and Tools WP2.D – Table of Contents for Handbook</p>	<p>IPB (PT), ULS (IE)</p>	<p>31 March 2023</p>
<p>Actions Definition of the draft version of the contents for the handbook</p> <p>Templates and Tools WP2.D – Table of Contents for Handbook WP2.E – Guidelines for the Handbook production</p>	<p>IPB (PT), ULS (IE)</p>	<p>Start Date: 31 March 2023 End Date: 31 May 2023</p>
<p>Actions Send feedback related to the contents of the handbook</p> <p>Templates and Tools WP2.D – Table of Contents for Handbook WP2.E – Guidelines for the Handbook production</p>	<p>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)</p>	<p>Start Date: 1 June 2023 End Date: 30 June 2023</p>
<p>Actions Definition of the final version of the contents for the handbook</p> <p>Templates and Tools WP2.D – Table of Contents for Handbook WP2.E – Guidelines for the Handbook production</p>	<p>IPB (PT), ULS (IE)</p>	<p>Start Date: 1 July 2023 End Date: 31 July 2023</p>
<p>Actions Translation of the handbook in the national language</p>	<p>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)</p>	<p>Start Date: 1 August 2023 End Date: 30 September 2023</p>
<p>Actions Send the declaration of the target groups involvement</p> <p>Templates and Tools WP2.I - Target Group involvement declaration</p>	<p>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)</p>	<p>Start Date: 1 October 2023 End Date: 31 October 2023</p>

<p>Actions</p> <ul style="list-style-type: none"> Collect 20 evaluation questionnaires from the representatives of the target groups Sending of the National Testing Report <p>Templates and Tools WP2.F – Evaluation Questionnaire WP2.G – Tool for questionnaire analysis WP2.H – Guidelines for evaluation report</p>	<p>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)</p>	<p>Start Date: 1 October 2023 End Date: 31 December 2023</p>
<p>Actions Production of transnational evaluation report</p> <p>Templates and Tools WP2.H – Guidelines for evaluation report</p>	<p>Pixel (IT)</p>	<p>Start Date: 1 November 2023 End Date: 31 January 2024</p>

WP5: VALORISATION		
Actions	Partners Involved	Time schedule
<p>Actions Creation of all the templates needed for carrying out the activities:</p> <p>WP5.A – Dissemination Activities WP5.B – Associated Partner Letter WP5.C – Associated Partner Form WP5.D – Links WP5.E – Articles WP5.F – Description WP5.G – Programme WP5.H – List of Participants WP5.I – Best Practice Dissemination Report WP5.L – Sustainability Report</p>	Pixel (IT)	Start Date: 1 October 2022 End Date: 31 October 2022
<p>Actions Development of project logo</p>	IPB (PT)	Start Date: 1 November 2022 End Date: 30 November 2022
<p>Actions Development of project brochure</p>	IPB (PT)	Start Date: 1 December 2022 End Date: 15 January 2023
<p>Actions Post of a link to the project portal on each one of the partners’ organizations websites</p> <p>Templates and Tools WP5.D - Links</p>	All partners	Start Date: 15 December 2022 End Date: 15 January 2023
<p>Actions Translation of project brochure in the national language</p>	All partners	Start Date: 16 January 2023 End Date: 15 February 2023
<p>Actions Organization of 1 dissemination event on the project every month and uploading the information on the project web site</p> <p>Templates and Tools WP5.A - Dissemination Activities</p>	All partners	28 February, 30 May, August, November 2023 28 February, 30 May, August, November 2024 28 February, 30 May, August, November 2025
<p>Actions Involvement as associated partners of at least 3 organization operating in the field of the project.</p> <p>Templates and Tools WP5.B - Associated Partner Letter</p>	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	Start Date: 12 December 2022 End Date: Progress Report

<p>WP5.C - Associated Partner Form</p>		
<p>Actions Publication of at least 3 among exchange links, articles or web articles</p> <p>Templates and Tools WP5.D - Links WP5.E - Articles</p>	<p>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)</p>	<p>Start Date: 12 December 2022 End Date: Progress Report</p>
<p>Actions Involvement as associated partners of at least 6 organizations operating in the field of the project.</p> <p>Templates and Tools WP5.B - Associated Partner Letter WP5.C - Associated Partner Form</p>	<p>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)</p>	<p>End Date: 15 November 2025</p>
<p>Actions Publication of at least 7 among exchange links, articles or web articles</p> <p>Templates and Tools WP5.D - Links WP5.E - Articles</p>	<p>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)</p>	<p>End Date: 15 November 2025</p>
<p>Actions Sending of the document related to the organized Events with 40 participants</p> <p>Templates and Tools WP5.F - Description WP5.G - Programme WP5.H - List of Participants</p>	<p>IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)</p>	<p>End Date: 15 October 2025</p>
<p>Actions Sending of the Sustainability Report and the Best Practice Dissemination Report</p> <p>Templates and Tools WP5.I – Best Practice Dissemination Report WP5.L – Sustainability Report</p>	<p>All partners</p>	<p>End Date: 15 November 2025</p>

Actions Production of the transnational valorisation report	Pixel (IT)	Start Date: 15 November 2025 End Date: 30 November 2025
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