CALENDAR OF DEADLINES

WP1: Management

Deadline	Results	Partner	Template and Tools
12 December 2022, October 2025	Participation in Online Partners' Meetings	All partners	
22 December 2022	Send feedback on the quality plan Send feedback on the Memorandum of Understanding	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	Quality Plan Memorandum of Understanding
30 December 2022	Finalisation of the of the Quality Plan	Pixel (IT)	
Progress report Final report: 30 November 2025	Carry out the narrative activity report on the web site	All partners	WP1.B - Activity to be carried out directly on the project website
Progress report Final report: 31 October 2025	Financial report	All partners	WP1.C - Guidelines for financial management WP1.D - Templates for financial management

WP2 – Handbook

Deadline	Results	Partner	Template and Tools
30 November 2022	Creation of all templates needed for carrying out the activities	IPB (PT), Pixel (IT)	
31 January 2023	Translation of the questionnare in national language and collection of 50 filled-in questionnaires for kindergarten teachers and earlychildhood educators	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP2.A - Questionnaire
To be defined	Participation in the Partners' Meeting in Florence	All partners	
28 February 2023	Each partner should prepare a National Report	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP2.B – Table of contents for national reports WP2.C – Guidelines for the national report production
28 February 2023	Definition of the proposal of the table of contents for the handbook	IPB (PT), ULS (IE)	WP2.D – Table of Contents for Handbook
10 March 2023	Provide IPB and ULS with feedback on the table of contents for the handbook	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	WP2.D – Table of Contents for Handbook
31 March 2023	Production of Transnational Needs Analysis Report.	IPB (PT)	
31 March 2023	Definition of the final version of the table of contents for the handbook	IPB (PT), ULS (IE)	
31 May 2023	Definition of the draft version of the contents for the handbook	IPB (PT), ULS (IE)	WP2.D – Table of Contents for Handbook WP2.E – Guidelines for the Handbook production
30 June 2023	Send feedback related to the contents of the handbook	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	WP2.D – Table of Contents for Handbook WP2.E – Guidelines for the Handbook production
31 July 2023	Definition of the final version of the contents for the handbook	IPB (PT), ULS (IE)	WP2.D – Table of Contents for Handbook WP2.E – Guidelines for the Handbook production

30 September 2023	Translation of the handbook in the national language	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO)	
31 October 2023	Send letter of involvement of target groups	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP1.A - Target Group involvement declaration
31 December 2023	Collect 20 evaluation questionnaires from the representatives of the target groups Sending of the National Testing Report	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE)	WP2.F – Evaluation Questionnaire WP2.G – Tool for questionnaire analysis WP2.H – Guidelines for evaluation report
31 January 2024	Production of transnational evaluation report	Pixel (IT)	WP2.H – Guidelines for evaluation report

WP5 – Valorization

Deadline	Results	Partner	Template and Tools
15 January 2023	Development of project brochure	IPB (PT)	
15 January 2023	Post of a link to the project portal on each one of the partners' organizations websites	All partners	WP5.D - Links
15 February 2022	Translation of project brochure in the national language	All partners	
28 February, 30 May, August, November 2023 28 February, 30 May, August, November 2024 28 February, 30 May, August, November 2025	Organization of 1 dissemination event on the project every month and uploading the information on the project web site	All partners	WP5.A - Dissemination Activities (Link to be added)
Progress report	Involvement as associated partners of at least 3 organization operating in the field of the project.	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.B - Associated Partner Letter WP5.C - Associated Partner Form
Progress report	Publication of at least 3 among exchange links, articles or web articles	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.D - Links WP5.E - Articles
15 November 2025	Involvement as associated partners of at least 6 organizations operating in the field of the project	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.B - Associated Partner Letter WP5.C - Associated Partner Form
15 November 2025	Publication of at least 7 among exchange links, articles or web articles	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.D - Links WP5.E - Articles
15 November 2025	Sending of the document related to the organized Events with 40 participants	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.F - Description WP5.G - Programme WP5.H - List of Participants
15 November 2025	Sending of the Sustainability Report and Best Practice Dissemination Report	IC Sestini (IT) CSSanta Clara (PT), AE Miguel Torga (PT), EuroEd (RO), ULS (IE), IPB (PT)	WP5.I – Best Practice Dissemination Report WP5.L – Sustainability Report
30 November 2025	Production of the transnational valorisation report	Pixel (IT)	