



Context

Main objective of the project	Innovation
Project Title	Digital solutions for trainers and educators
Project Acronym	DIGISOL
Project Start Date (dd-mm-yyyy)	01-11-2019
Project Total Duration	24 months
Project End Date (dd-mm-yyyy)	31-10-2021
National Agency of the Applicant Organisation	LV01 Valsts izglītības attīstības aģentūra (State Education Development Agency)
Language used to fill in the form	English

For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>



Project Summary

Please provide a short summary of your project. Please recall that this section (or part of it) may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ Project Results Platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits. The summary will be publicly available in case your project is awarded.

In view of further publication on the Erasmus+ Project Results Platform, please also be aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in the contract will be linked to the availability of such summary.

The Digital solutions for trainers and educators /DIGISOL project addresses the vocational and adult education sectors and the professional individual needs of educators and trainers who are working mostly with the adult learners.

The objective of the project is to develop a Curriculum for the training course on the Digital solutions for trainers and educators in the VET and adult education sectors aiming at increasing their digital competences and skills by learning the most demanded and broadly used digital tools in each of the partner organisation countries.

There will be 3 Transnational meetings organized in the framework of the project :

- Kick-off meeting in Latvia, January 2020 : 8 – 10 teachers/staff members participating.
 - Intermediate evaluation meeting Germany, August 2020: 8 – 10 teachers/staff members participating.
 - Final recap' meeting Estonia, October 2021 : 8 – 10 teachers/staff members participating
- In total there will be up to 40 teachers/staff members in total taking part in the Transnational meetings.

36 teachers and staff members of partner institutions will be involved in the short-term joint staff training events that will be held in:

- Estonia in May 2020 .
- Latvia in November 2020
- Germany in March 2021.

The main outcomes of the project related activities are expected as follows :

- trainers and educators know how to use different digital learning tools;
- trainers and adult learners have the possibility to have the blended learning approach (face-to-face + online);
- they can choose the better digital learning solution for their individual needs;
- survey on the specific digital needs of trainers in each partner institution country (100 trainers and 100 adult learners will participate from each country, in total 800 people involved) and its analysis.
- Curriculum for the online training course on the Digital solutions for trainers and educators (DIGISOL) in the VET and adult education sectors.
- Pilote of the DIGISOL Course for 2 groups of 12 learners in each partner organization country (96 people in total)
- free access to the DIGISOL course through a Moodle platform for everyone.
- online testing option and online certificate' availability certifying the acquired digital competence / skills upon the test successful completion.

- 3 Multiplier events - open seminar / conference - 1 in each partner institution country, 180 people in total (+ the organizers' team) will be taken part in these events.

In labor market perspective, the open access to the the DIGISOL Course modules will increase professional qualifications of VET educators and adult education trainers and help them meet the education sector rapidly digitizing requirements and needs.

The course will contain an innovative approach, methodology, schedule of the course, lesson outlines and activities to be ready for the use of trainer and educators from the VET and adult education sectors, but also educators or teachers from every other educational sector. .

The course would contain 3 learning modules with different topics. The 3 main modules are :

- 1) Cyber Security & Digitization
- 2) Webinars and other Communication Tools
- 3) Files & Documents Sharing Tools

The choice of the topics for the each module will be based on the results of the survey - the Assessment Questionnaire on the specific digital needs of VET trainers led in each partner institution country before designing the Curriculum of the Course. The Curriculum will be drawn after the analysis of the results of the Assessment Questionnaire and will be fully based on them.

The curriculum and the course will be designed in order to improve EU countries trainers' and educators' digital skills and knowledge of different digital solutions used in the new era of teaching / learning, to learn how to use and apply the Information and Communication Technologies, to better understand the concept of the digitization and to apply it in accordance to their competence arias.



Applicant Organisation

PIC	Legal name	Country
918591262	VALSTS ADMINISTRACIJAS SKOLA	Latvia



Partner Organisations

No	PIC	Legal name	Country
1	942705268	Datorzinibu centrs	Latvia
2	946019855	Institut für technologieorientierte Frauenbildung e.V.	Germany
3	996380024	TARTU LINN	Estonia



Project Budget Summary

Budget Items	Grant
Project Management and Implementation	30000.00 EUR
Transnational Project Meetings	9200.00 EUR
Intellectual Outputs	41410.00 EUR
Multiplier Events	18000.00 EUR
Learning, Teaching, Training Activities	15921.00 EUR
Exceptional Costs	3000.00 EUR
Total Grant	117531.00 EUR

Transnational Projects Meetings

ID	Meeting Title	No. of Participants	Grant (EUR)
1	Kick-off meeting	6	2300.00 EUR
2	Intermediate Evaluation meeting	6	3450.00 EUR
3	Final Recap' Meeting	6	3450.00 EUR
Total			9200.00 EUR

Intellectual Outputs

ID	Output Title	Category of Staff	No. of Working Days	Grant (EUR)
O1	IO 1 - Assessment Questionnaire on the specific digital needs of VET trainers and adult Educators	Technicians	40	3270.00 EUR
O1	IO 1 - Assessment Questionnaire on the specific digital needs of VET trainers and adult Educators	Teachers/Trainers/Researchers	80	8720.00 EUR
O2	IO2 - Innovative Course on Digital Skills and Solutions and the Course Pilote	Managers	40	5440.00 EUR
O2	IO2 - Innovative Course on Digital Skills and Solutions and the Course Pilote	Technicians	80	6540.00 EUR
O2	IO2 - Innovative Course on Digital Skills and Solutions and the Course Pilote	Teachers/Trainers/Researchers	160	17440.00 EUR
Total			400	41410.00 EUR

Multiplier Events

ID	Event Title	Country of Venue	Local Participants	Foreign Participants	Grant
E1	Open seminar / conference	Latvia	80	0	8000.00 EUR
E2	Open seminar / conference	Germany	50	0	5000.00 EUR
E3	Open seminar / conference	Estonia	50	0	5000.00 EUR
Total			180	0	18000.00 EUR

Learning, Teaching, Training Activities

ID	Activity Type	Travel Grant	Grant for Exceptional Costs for Expensive Travel	Individual Support Grant	Linguistic Support Grant	Grant (EUR)
C1	Short-term joint staff training events	1905.00 EUR	0.00 EUR	3816.00 EUR	0.00 EUR	5721.00 EUR
C2	Short-term joint staff training events	1365.00 EUR	0.00 EUR	2544.00 EUR	0.00 EUR	3909.00 EUR
C3	Short-term joint staff training events	2475.00 EUR	0.00 EUR	3816.00 EUR	0.00 EUR	6291.00 EUR
Total		5745.00 EUR	0.00 EUR	10176.00 EUR	0.00 EUR	15921.00 EUR

Exceptional Costs

ID	Description and Justification	Grant
1	Translation of the DIGISOL online course content into the local national language	1000.00 EUR
2	Translation of the DIGISOL online course content into the local national language	1000.00 EUR
3	Translation of the DIGISOL online course content into the local national language	1000.00 EUR
Total		3000.00 EUR

Budget per Participating Organisation

Organisation	Country of Organisation	Grant (EUR)
VALSTS ADMINISTRACIJAS SKOLA	Latvia	34179.00 EUR
Datorzinibu centrs	Latvia	19179.00 EUR
Institut für technologieorientierte Frauenbildung e.V.	Germany	38994.00 EUR
TARTU LINN	Estonia	25179.00 EUR

VALSTS ADMINISTRACIJAS SKOLA

Budget Items	Grant
Project Management and Implementation	12000.00 EUR
Transnational Project Meetings	2300.00 EUR
Intellectual Outputs	6970.00 EUR
Multiplier Events	8000.00 EUR
Learning, Teaching, Training Activities	3909.00 EUR
Special Needs Support	0.00 EUR
Exceptional Costs	1000.00 EUR
Total Grant	34179.00 EUR

Datorzinibu centrs



Budget Items	Grant
Project Management and Implementation	6000.00 EUR
Transnational Project Meetings	2300.00 EUR
Intellectual Outputs	6970.00 EUR
Multiplier Events	0.00 EUR
Learning, Teaching, Training Activities	3909.00 EUR
Special Needs Support	0.00 EUR
Exceptional Costs	0.00 EUR
Total Grant	19179.00 EUR

Institut für technologieorientierte Frauenbildung e.V.

Budget Items	Grant
Project Management and Implementation	6000.00 EUR
Transnational Project Meetings	2300.00 EUR
Intellectual Outputs	20500.00 EUR
Multiplier Events	5000.00 EUR
Learning, Teaching, Training Activities	4194.00 EUR
Special Needs Support	0.00 EUR
Exceptional Costs	1000.00 EUR
Total Grant	38994.00 EUR

TARTU LINN

Budget Items	Grant
Project Management and Implementation	6000.00 EUR
Transnational Project Meetings	2300.00 EUR
Intellectual Outputs	6970.00 EUR
Multiplier Events	5000.00 EUR
Learning, Teaching, Training Activities	3909.00 EUR
Special Needs Support	0.00 EUR
Exceptional Costs	1000.00 EUR
Total Grant	25179.00 EUR

Timetable

Note that Transnational Project Meetings, Intellectual Outputs, Multiplier Events and Learning, Teaching and Training activities will be listed in this table automatically once you have created them in the dedicated section of the form.

ID	Activity Type	Starting Period	Description
1	Transnational Projects Meeting	12-2019	Kick-off meeting
2	Intellectual Output	02-2020	IO 1 - Assessment Questionnaire on the specific digital needs of VET trainers and adult Educators
3	Short-term joint staff training events	05-2020	First Short-term joint staff Training Event - Situation Context and Sharing Tools
4	Transnational Projects Meeting	09-2020	Intermediate Evaluation meeting
5	Intellectual Output	09-2020	IO2 - Innovative Course on Digital Skills and Solutions and the Course Pilote
6	Short-term joint staff training events	11-2020	Second Short-term joint staff Training Event - Webinars and Communication
7	Short-term joint staff training events	03-2021	Third Short-term joint staff Training Event - Cyber Security and Final Testing
8	Multiplier Event	09-2021	Open seminar / conference
9	Multiplier Event	09-2021	Open seminar / conference
10	Multiplier Event	09-2021	Open seminar / conference
11	Transnational Projects Meeting	10-2021	Final Recap' Meeting



Participating Organisations

Please note that the PIC code is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through [the Participant Portal](#).

Applicant Organisation

PIC	918591262
Legal name	VALSTS ADMINISTRACIJAS SKOLA
Legal name (national language)	
National ID (if applicable)	90000028156
Department (if applicable)	
Acronym	
Address	RAINA BULVARIS 4
Country	Latvia
P.O. Box	000
Postal Code	1050
CEDEX	
City	RIGA
Website	www.vas.gov.lv
Email	
Telephone	+37167225997
Fax	

Profile

Type of Organisation	National Public body
Is your organisation a public body?	Yes



Is your organisation a non-profit?

Yes

Associated Persons

Legal Representative

Title	Mrs
Gender	Female
First Name	Agita
Family Name	Kalviņa
Department	
Position	Director
Email	agita.kalvina@vas.gov.lv
Telephone	+37167213478
Preferred Contact	No
If the address is different from the one of the organisation	No

Contact Person

Title	Mrs
Gender	Female
First Name	Linda
Family Name	Moše-Možus
Department	Resource Management and Training Unit
Position	Head of the Resource Management and Training Unit
Email	linda.mose-mozus@vas.gov.lv
Telephone	+37167225997

Preferred Contact

Yes

If the address is different from the one of the organisation

No

Background and Experience

Please briefly present your organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

The Latvian School of Public administration (LSPA) was established in 1993 as a public administration institution under direct supervision of the State Chancellery. The LSPA is the largest training center for civil servants and public administration employees in Latvia and it provides a high-quality training and consultation service to meet the current and future needs of public administration and municipalities. In 2016 the LSPA trained 8210 people.

The LSPA develops open and tailor-made training for both the public and private sectors, and oversees the certification of internal audit specialists in public service. Since 2012 the LSPA has been applying a business approach to training public administration employees, at the same time maintaining close links with national priorities for human resource development in public administration. For this purpose, the LSPA has developed training module system, linking training topics with the concept of human resources development of public administration sector and training needs of civil servants. The whole training has been organized in ten modules.

In addition, LSPA provide an opportunity for public administration employees, as well as local government officials to acquire professional English at the basic user and independent user levels (A and B levels) and, since the September 2015, the LSPA performs the administrative functions of the French language course organization, the costs of studies being covered from the state budget and the International Francophone Organization.

The LSPA is situated in the centre of Riga - the capital of Latvia on one of the central and important boulevards of the city - Raina Boulevard, within 5 minutes walk from the historic center - the Old City of Riga. The building of the LSPA - Raina Boulevard Nr 4 - was designed in 1880 by the famous Latvian architect Janis Fridrihs Baumanis.

Regarding the premises and the venue, there are 16 training rooms in the LSPA building, the largest of which can accommodate up to 100 people, all fully equipped with modern technology, including screens, white boards, audio-visual and simultaneous interpreting equipment and modern computer lab available on the first floor. Wireless INTERNET is provided throughout the building. The total premises are over 2,400 m².

LSPA premises can accommodate up to 356 trainees a day. Coffee and refreshments can be provided in various lobbies throughout the building.

Currently the LSPA employs 20 employees specialized in financial management, justice, communication, project management, training organization and management, among other areas. LSPA employees also benefit from the regular opportunities of further study and qualification. As to the training staff and the staff, LSPA has more than 80 highly professional trainers who are experts in public administration, experienced business leaders and university lecturers.

In order to ensure the quality of training delivery the electronic version of evaluation forms has been designed and the evaluation is carried out at the end of each course. The summary and results of evaluation forms are sent to the trainers. There are also discussions/talks organized with the training staff and the clients on the process of course organization and necessary improvements. In addition, there is a lesson/ session observation taking place when experts/ trainers observe their colleagues 'work and give feedback on it. The average evaluation of the courses according to the results of the evaluation forms in 2016 was - 8,4 points out of 10.

In 2014 the LSPA has successfully implemented the largest centralized training for public administration in Latvia - the preparation of public administration employees for the Latvian Presidency of the Council of the European Union in the first half of 2015.

Currently, there are two ESF projects carried out by LSPA - "Professional Development of Public Service to improve Legal Framework for support of Small and Medium-Sized Enterprises" and "Professional Development of Public Service in Prevention of Corruption and Reduction of Shadow Economy" (2016-2022) and two EU Erasmus Plus Programme projects where LSPA is leading partner and implementer for the project "Trainer Educator Training Course" (2017 - 2019) and one of the 5 partners in the project " "Strength Empowers Teachers' Competence in Adult Education" (2017 - 2019) " where the leading partner is a Croatian Adult Education Institution Dante.

What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?

Latvian school of public administration (LSPA) has vast experience in designing, organizing and conducting training for adult learners.

LSPA is constantly involved in the organization and management of in-service courses for public administration employees. The number of the learners is currently increasing. Last year the amount of the adult learners- civil servants reached 8210. LSPA also organizes tailor-made training for organizations to cater for the needs, wants and lacks of each particular organization. In 2016 LSPA organized 72 tailor-made training courses in different institutions, for instance, The Supreme Court, the Ministry of Foreign Affairs, the Central Statistical Bureau of Latvia, the Ministry of Environmental Protection and Regional Development, the Procurement Monitoring Bureau, the Riga City Council, the Ministry of Culture, Riga Municipal Police, the Latvian Register of Enterprises, the State Revenue Service, the State Technical Supervision Agency, the State Social Insurance Agency, the Investment and Development Agency of Latvia, Social integration State Agency, Riga Technical University, the European Commission representation in Latvia , etc. The courses were delivered on various topics, such as the „The Peculiarities of Legal Writing “, “ Effective Manager “, “ Evolving from Specialist to Leader “, “ Team Building and Effective Communication with Customers, “ “ Document and Record Management and Development”, “ Role of Risk Management in the Quality Management “, “ Fundamentals and Principles of Administrative Law “, „Tips to Successful Communication with the Media and how to Improve your Presentation Skills “ etc.

Currently, there are two ESF projects carried out by LSPA - Professional Development of Public Service to improve Legal Framework for support of Small and Medium-Sized Enterprises» and “Professional Development of Public Service in Prevention of Corruption and Reduction of Shadow Economy” (2016-2022).

Training participants will receive professional development regarding the following topics: legislation, reduction of legislative burden, cooperation between the public and private sector, communication of public administration with enterprises, customer-oriented management, public services, basics of entrepreneurship, fair competition and enhancing competitiveness, export stimulation, support to innovative small and medium-sized enterprises, government policy of anti-corruption, establishing of effective internal control system, control over and consulting on operations of public officials, indications of legalization of illegally acquired assets and bribery, means of reducing shadow economy and its impact on business environment as well as other topics..

The project target group comprises middle and low-level managers, policy developers and implementers, including employees with controlling function, lawyers, customer-service, human resource and procurement specialists, employees and officers of controlling institutions, new employees of public administration, specialists of personnel management and internal control departments, tax inspectors and other groups of employees. Certain online trainings will be provided also for employees of municipalities.

Both projects foresee the development of several training modules.

Courses included in the main modules will be categorized (basic, profound course etc.) and oriented towards groups performing various functions and operating at different levels of hierarchy (e.g., experts in specific fields, new officials and employees etc.). In addition, specialized training courses that are correspondent to individual training needs and priorities of institutions involved will be elaborated.

As far as training staff is concerned, LSPA is constantly contracting from 70 to 130 trainers/ subject matter experts that are delivering training for the civil servants.

The key person from the LSPA involved in the project could be:

1) Linda Moše-Mozus, the head of the training department and the project manager. Linda has vast experience in project management, she has been the coordinator of EQUAL project and also the head of several European Structural Funds (ESF) projects. She has successfully managed, coordinated the activities and implemented the projects. She has considerable experience in organizing both local and international events, such as conferences, seminars.

2)

Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	European Social Fund (ESF) (2016 - 2022)
Year	2016
Project Identification or Contract Number	3.4.2.0/15/I/001
Applicant/Beneficiary Name	Valsts administrācijas skola (Latvian School of Public Administration)
EU Programme	European Social Fund (ESF) (2016 - 2022)
Year	2016
Project Identification or Contract Number	3.4.2.0/15/I/002
Applicant/Beneficiary Name	Valsts administrācijas skola (Latvian School of Public Administration)
EU Programme	Erasmus Plus (2017 - 2019)
Year	2017
Project Identification or Contract Number	2017-1-LV01-KA204-035473
Applicant/Beneficiary Name	Valsts administrācijas skola (Latvian School of Public Administration)

EU Programme	Erasmus Plus (2017 - 2019)
Year	2017
Project Identification or Contract Number	2017-1-HR01-KA204-035390
Applicant/Beneficiary Name	Ustanova za obrazovanje odraslih Dante (Adult Education Institution Dante)

Partner Organisations

PIC	942705268
Legal name	Datorzinibu centrs
Legal name (national language)	Datorzinibu centrs
National ID (if applicable)	40003308066
Department (if applicable)	
Acronym	
Address	Lacplesa 41
Country	Latvia
P.O. Box	
Postal Code	LV-1011
CEDEX	
City	Riga
Website	www.dzc.lv
Email	
Telephone	+37167338366
Fax	

Profile



Type of Organisation

School/Institute/Educational centre – Vocational Training (tertiary level)

Is the organisation a public body?

No

Is the organisation a non-profit?

No

Associated Persons

Legal Representative

Title

Mr

Gender

Male

First Name

Andris

Family Name

Ķikāns

Department

Administration

Position

President, Chairman of the Board

Email

andris.kikans@dzc.lv

Telephone

+37167338366

Preferred Contact

No

If the address is different from the one of the organisation

No

Contact Person

Title

Mrs

Gender

Female

First Name

Ināra

Family Name

Gustsone

Department

Training Department

Position

Training center Manager, Board Member

Email	inara.gustsone@dzc.lv
Telephone	+37167338366
Preferred Contact	Yes
If the address is different from the one of the organisation	No

Background and Experience

Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

Private Joint Stock Company Datorzinibu Centrs (DZC) is one of the leading IT companies in Latvia providing solution development, e-learning content development and IT training to various customers in public and private sector. The quality of DZC services is confirmed by ISO 9001:2008 quality certification. DZC is the Microsoft Gold Certified Partner since 2000. DZC top priority is complete understanding of the needs of our customers for the maximum benefit of their investment into the digital technologies. Therefore, DZC our work is targeted to implementation of modern and perspective information system solutions.

DZC services include:

- Design, development, implementation and maintenance of information systems (databases, data warehouses and analysis, web application software);
- IT training for Microsoft Office and other modern digital tools and applications, as well as for custom- developed information systems designed exclusively for the needs of a customer;
- Development and implementation of learning management (LMS) and learning content management systems (LCMS);
- E-learning content development;
- Certification services (Pearson VUE authorized test center);
- IT consulting; IT audit and security;
- Design, delivery and maintenance of IT infrastructure solutions.

The total number of company staff is 40, including 12 employed in the training department. On average, 2.5 thousand participants are trained per year.

What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project? Please explain how the organisation brings an essential added value to the project.

Training Centre's highly professional trainers have deep expertise for teaching all digital skills and competencies required to work with newest Microsoft 365 tools and classic Microsoft Office programs, as well as modern collaboration and communication technologies and other business applications. DZC trainers are certified by Microsoft and have wide experience in IT training and practical work.

The key to DZC success is a perfect combination of the best teaching methods, professional experience and well-prepared hand-outs. The theoretical material is accompanied by diverse examples, practical tasks and self-assessment options. DZC also develop and adjust our study programs to the needs of employees of a specific company. DZC provide individual trainings and consultations. Training methods include classroom and virtual trainings and consultations. Training methods include classroom as well as virtual trainings.

Partner has acquired considerable experience in development of e-learning courses since 2001. It is possible to facilitate mastering of different study content by means of e-learning. Such courses can be intended for improvement of general level of education, such as, learning languages or practicing computer skills. E-learning can be used in institutions and companies to study the internal procedures and business processes as well as the application of the company's information system. E-learning environment provides an opportunity to create interesting and exciting materials by applying various means: multimedia, hyperlinks, interactivity, communication (e-mail, forums, discussions, etc) and automated knowledge testing.

A registered user may operate in the e-learning environment from any computer that has the Internet access as only a Web browser is required for working with the e-learning courses.

DZC offers various standardized and customizable solutions for the support of our clients' business activities. The main types of these solutions are the following:

- E-learning management/guidance systems – products developed based on Microsoft SharePoint technologies for providing distance as well as traditional in-class learning and the testing of knowledge;
- Document and information management systems for organizing the record keeping: storing, systemizing and processing different business correspondence;
- Project resource management tools for planning the personnel resources, time management, cost calculation and analysis;
- Portal and collaboration solutions – multilevel Internet or intranet portals with a specific and adjustable additional functionality;
- Specialized portal solutions for educational establishments to organize the internal communication and the study process with integrated tools for preparing electronic study materials.

The perennial experience of the Training Centre in working with the adult audience in teaching the use of ICT tools as well as developing programmes, course content and handouts has ensured the high professionalism of our trainers. Therefore, the experience and professional competence of teachers will ensure the quality of the materials developed in the project.

The skills and experience demonstrating the expertise of key persons involved in the project:

Ināra Gustsone Key skills and experience:

- Large experience in organising classroom training for adults;
- Excellent capability of managing a team work and working in team;
- Excellent communication, presentation, collaboration and negotiation skills;
- Experience in management of training projects.

Brigita Lazdiņa Key skills and experience:

- Large experience in classroom training for adults;
- Excellent capability of working in team;
- Experience in online training projects;
- The development of training materials and tests for users;
- Excellent communication, presentation, collaboration and negotiation skills.

Dace Baumgarte Key skills and experience:

- Capability of working well in a team and with persons of all levels;
- 7 years' experience in coaching;
- Excellent communication, presentation, collaboration and negotiation skills; excellent organisational capacity;
- 16 years' experience in training and ICT sector;
- 7 years' experience in Instructional Design for e-learning;
- 7 years' experience in creation of e-learning courses and designing course templates;
- 7 years' experience in management of e-learning projects;
- 9 years' experience in the development of technical documentation.

Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	Erasmus Plus
Year	2016
Project Identification or Contract Number	2014-1-LV01-KA200-000483
Applicant/Beneficiary Name	Latvian Information and communications technology association – LIKTA, Latvia
EU Programme	Erasmus Plus
Year	2016
Project Identification or Contract Number	2016-1-LT01-KA203-023177
Applicant/Beneficiary Name	Kauno technologijos universitetas, Lituania
EU Programme	European Social Fund (2016-2020)
Year	2016

Project Identification or Contract Number	1.2.2.3/16/I/002
Applicant/Beneficiary Name	Latvian Information and communications technology association – LIKTA, Latvia

Partner Organisations

PIC	946019855
Legal name	Institut für technologieorientierte Frauenbildung e.V.
Legal name (national language)	nicht zutreffend
National ID (if applicable)	nicht zutreffend
Department (if applicable)	
Acronym	
Address	Wilhelmshoeher Allee 164
Country	Germany
P.O. Box	
Postal Code	34119
CEDEX	
City	Kassel
Website	www.frauencomputerschule-kassel.de
Email	
Telephone	+4956135161
Fax	+49561312376

Profile

Type of Organisation	Non-governmental organisation/association
Is the organisation a public body?	No
Is the organisation a non-profit?	Yes



Associated Persons

Legal Representative

Title	Dipl. Betr. W.
Gender	Female
First Name	Vera
Family Name	Lieder
Department	
Position	Managing Director / CEO
Email	info@itf-kassel.de
Telephone	+4956135161
Preferred Contact	No
If the address is different from the one of the organisation	No

Contact Person

Title	Mrs
Gender	Female
First Name	Beate
Family Name	Hedrich
Department	
Position	Managing Director
Email	info@itf-kassel.de
Telephone	+4956135161
Preferred Contact	Yes



If the address is different from the one of the organisation

No

Background and Experience

Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

The Institute of technology-oriented women's education (ItF e.V.) is a regional non-profit organization established in 1991 (registered association), based in Kassel, Germany. The Institute is a provider of training in vocational and adult education for women as well as research in the area of gender and MINT (Women in Science and Technology). The institute offers a wide variety of vocational trainings targeting labor market demanded knowledge. The offer includes consulting, coaching, skill assessment, analysis of training needs, design and implementation of training programs (online and face-to-face) as well as their follow-up for different educational levels. For example ItF e.V. developed a course for young migrant women to get a completed and recognized vocational training as a computer science clerk (Mach M-IT). Another focus is the start-up of women. Among other things, ItF e.V. successfully completed a Grundtvig project entitled Women fit4Business. As a follow up of this project ItF e.V. is offering consultancy for women (with migrant background) who want to start their own small business since many years. Qualified scientists and trainers with experience also in the intercultural field are working in our organization.

Many of the further trainings that ItF e.V. offers target women reentering the labour market after longer periods of family leave, providing them with the needed software and commercial knowledge but also supporting them to integrate family and working life, creating new daily routines for them and their families. One very successful module of these courses is the "KOMpetenzPASS", a tool to assess the informally gained skills acquired during family leave which was developed by ItF Institut in cooperation with numerous other adult education providers and regional advocacy groups for women on the labour market.

Furthermore ItF e.V. has created an online learning platform also targeting women returning to the labour market to provide access to the required skills also to women located in rural areas with limited opportunities to participate in classroom training.

ItF e.V. established a very vast dissemination portfolio thanks to more than 25 years of experience and our network comprises SMEs, national non-governmental organisations, employment agency, universities and international project partners. ItF e.V. cooperates with regional and national partners from the areas of research, science (e.g. University of Kassel), education (e.g. IHK and HWK), politics (European Parliament B. Weiler) and labour market stakeholders (FEDERAL EMPLOYMENT AGENCY of Kassel) and are also part of specific networks (e.g. Bündnis für Familie). ItF e.V. has been cooperating in and coordinating diverse European projects (Leonardo and Grundtvig). ItF e.V. regularly informs our partners during network events about our project activities and use these networks to spread information about current status, topic and outcomes of the projects.

ItF e.V. main focus is to support women through vocational training, to (re-)integrate them into the labor market. The mission of ItF e.V. is to provide educational, research and innovation services in the fields of information technology, entrepreneurship and social skills development for women. Additionally, one of our main aims is to increase the opportunity of low skilled women to acquire competences in ICT, to motivate them to attend courses for a better re-integration into the labor market. In recent years, it has become increasingly important to have knowledge in the use of electronic media which is no longer solely related to work but is essential for everybody, since more and more information and services (including those related to government and authorities) are only available online. Therefore, it is increasingly critical that all groups of people have access to digital media – also those with low digital skills. As digital media continue to develop and change with an increasing speed, the gap in related knowledge of different generations expands. To teach younger generations a responsible usage of these media and to be able to appropriately evaluate information

and their context, it is critical for parents to improve their knowledge of digital media. Our trainers use advanced teaching methods and improve and update their knowledge through constant evaluation and training to allow the greatest learning success for our custome

What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project? Please explain how the organisation brings an essential added value to the project.

ItF e.V. will be an operative partner due to its more than 25 years of experience in working with different target groups. Trainer/teacher as well as students who want to improve their digital skills in order to be able to work across borders in international groups with the help of digital tools.

The team involved in the project has more than 27 years of experience in adult education and training, especially for women.

The key persons involved in this project will be:

Beate Hedrich: courses of study in education and organization of information, works in the area of education and counseling for 27 years, in leading position for 22 years, experience in execution of European projects for 7 years

Vera Lieder: courses of study in business administration, economic education, working in education, research and counseling area for 27 years, working in leading position for 21 years, extensive experiences in field of investigation, experiences in execution of European projects for 5 years,

Betül Sahin: courses of study in informatics, working in area of education and counseling for 20 years, leading position for 7 years, experiences in executing development projects for 10 years

The main focus of work of Beate Hedrich and Vera Lieder are management, research, consulting and coordination of projects in further education, working with women returning to the job, vocational education for young female migrants, career advice, promotion of ICT in vocational education. Research and consultation for lifelong learning, including outreach work to attract new learners; human resource management, Public Relations and Marketing/Self-Marketing is also part of our work. The team includes IT-professionals that have an important role in adapting contents to several focus groups. Betül Sahin has also worked with designing and managing e-learning services, contents and solutions.

Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme

ERASMUS PLUS

Year

2017

Project Identification or Contract Number

2017-1-GZ01-KA204-035421

Applicant/Beneficiary Name

WYDA s.r.o., ItF e.V. partner

EU Programme	ERASMUS PLUS
Year	2017
Project Identification or Contract Number	2017-1-NL01-KA204-035230
Applicant/Beneficiary Name	Friesland College, ItF e.V. partner

Partner Organisations

PIC	996380024
Legal name	TARTU LINN
Legal name (national language)	TARTU CITY
National ID (if applicable)	75006546
Department (if applicable)	Tartu Kutsehariduskeskus
Acronym	TKHK
Address	RAEKODA
Country	Estonia
P.O. Box	
Postal Code	50089
CEDEX	
City	TARTU
Website	www.tartu.ee
Email	info@khk.ee
Telephone	+3727361111
Fax	+3727361106

Profile

Type of Organisation	School/Institute/Educational centre – Vocational Training (tertiary level)
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Is the organisation a public body?

Yes

Is the organisation a non-profit?

Yes

Associated Persons

Legal Representative

Title

Mr

Gender

Male

First Name

Tõnis

Family Name

Lukas

Department

Tartu Kutsehariduskeskus

Position

Principal

Email

tonis.lukas@khk.ee

Telephone

+3727361860

Preferred Contact

No

If the address is different from the one of the organisation

Yes

Address

Tartu Kutsehariduskeskus , Kopli 1

Country

Estonia

P.O. Box

Postal Code

50115

CEDEX

City

Tartu

Contact Person

Title

Mr.

Gender

Male

First Name	Andrei
Family Name	Atškasov
Department	Project department
Position	Coordinator of International Affairs
Email	andrei.atskasov@khk.ee
Telephone	+3727361894
Preferred Contact	Yes
If the address is different from the one of the organisation	Yes
Address	Tartu Kutsehariduskeskus, Kopli 1
Country	Estonia
P.O. Box	
Postal Code	50115
CEDEX	
City	Tartu

Background and Experience

Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).

The Tartu Vocational Education Centre (Tartu VEC) is the biggest vocational education provider in Estonia. Tartu Vocational Education Centre is owned by Tartu City Government and therefore share the same PIC number.

Tartu VEC has more than 2700 students in vocational studies, 3500 adult learners at various courses annually. Tartu Vocational Education Centre has 338 employees. Tartu VEC provides the chance to study more than 50 professions and practical skills that are relevant in the labor market.

Our fields of study include:

- construction and wood work
- ICT
- business and trade
- beauty and textile
- catering and tourism
- food processing technology
- industrial technology
- car maintenance
- adult education

The Tartu VEC's ICT department teaches the specialties of IT and business and management. It offers the opportunity for every learner to shape his or her own future and therefore use the most diverse learning opportunities, open up new ideas and work closely with companies. Students have the opportunity to use modern study rooms and computer hardware and computer network laboratories. The department's teachers are innovative and entrepreneurial, and, in addition to basic teachers, there are a number of specialist companies teaching professional skills.

The strength of the department is openness to new ideas and networking with different Estonian and European schools. The department provides different target groups with different forms of learning and learning opportunities. To support entrepreneurship education, they collaborate with the University of Tartu Idea Lab. Undergraduate IT specialty students create their own student company within the framework of learning. They are a member of Microsoft's IT Academy, Mikrotiki Online Academy, and are planning to continue the collaboration with the CISCO Online Academy.

The department has long-term cooperation partners: Tartu University Hospital, different departments of Tartu City Government, University of Tartu, National Archives, Sonictest, Diara Development, Ministry of Education and Research, various software and security companies in Tartu and others. Close co-operation is with the trade unions- ITL, the Estonian Leadership Association, the Estonian Accountants' Association, the Estonian Security Companies' Association and the Estonian Archivists' Association.

What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project? Please explain how the organisation brings an essential added value to the project.

Tartu VEC has a adult training and counseling department, that offers professional development courses and re-trainings for adults. It offers training in all basic study fields provided by Tartu VEC in initial VET training. Annually it offers about 400 different courses, of which currently 4 are e-courses. The course selection includes both courses for the general public and tailor-made courses for companies. Tartu VEC has longterm partnership with Estonian Unemployment Insurance Fund, offering re-training possibilities to unemployed people.

Andrei Atškasov, Coordinator of International Affairs/Project manager – 5 years experience in international relations and projects (Erasmus +, Leonardo da Vinci, Comenius, Nord-plus, Grundtvig), has long-term experience in hosting foreign groups of students, teachers and professionals.

Katrin Hummal, Head of the Training and Counseling center – 12 years of experience in adult training field of which two years as head of department. She has participated in Leonardo da Vinci and Grundtvig projects. She has worked as a training manager, organizing training in the field of business and entrepreneurship and digital skills.

Tartu Kutsehariduskeskus has been participated in several international projects in field of transfer of innovation, students and trainees exchange and e.t.c.

Tartu VEC actively participate in many EU programme projects, including Leonardo, Comenius, Grundtvig, Nordplus.

Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Yes

Please indicate:

EU Programme	Erasmus+ KA3
Year	2016
Project Identification or Contract Number	2016-2927-1005-001
Applicant/Beneficiary Name	Valsts izglītības satura centrs; Latvia

EU Programme	Erasmus+KA3
Year	2018
Project Identification or Contract Number	2018-3865/001-00

Applicant/Beneficiary Name	Omnia, the Joint Authority of Education in Espoo Region; Finland
EU Programme	Erasmus +KA2
Year	2017
Project Identification or Contract Number	2017-1-DE02-KA202-004221
Applicant/Beneficiary Name	Berufsbildende Schulen des Landkreises Osnabrück; Germany
EU Programme	Erasmus +KA2
Year	2018
Project Identification or Contract Number	2018-1-EE01-KA202-047087
Applicant/Beneficiary Name	Tartu Ülikool; Estonia
EU Programme	Erasmus +KA1
Year	2017
Project Identification or Contract Number	2017-1-EE01-KA116-034696
Applicant/Beneficiary Name	Tartu Kutsehariduskeskus; Estonia
EU Programme	Erasmus +KA2
Year	2017
Project Identification or Contract Number	2017-1-FI01-KA202-034795
Applicant/Beneficiary Name	Itii-Uudenmaan koulutuskuntayhtymii; Finland
EU Programme	Erasmus +KA2

Year	2018
Project Identification or Contract Number	2018-1-LT01-KA202-047069
Applicant/Beneficiary Name	Vilniaus automechanikos ir verslo mokykla; Lithuania
EU Programme	Erasmus +KA2
Year	2018
Project Identification or Contract Number	2018-1-FR01-KA202-047734
Applicant/Beneficiary Name	Groupement d'interet public- Formation Continue Insertion Professionnelle de l'Academie de Rouen; France
EU Programme	Erasmus +KA2
Year	2018
Project Identification or Contract Number	2018-1-ES01-KA202-050393
Applicant/Beneficiary Name	Xarxa: Fornaci6 Professional (xarxa FP); Spain
EU Programme	Erasmus +KA2
Year	2018
Project Identification or Contract Number	2018-1-FI01-KA202-047292
Applicant/Beneficiary Name	Rovaniemen koulutus kuntay htymd REDU; Finland
EU Programme	Erasmus +KA2
Year	2018
Project Identification or Contract Number	2018-1-EE01-KA202-047123
Applicant/Beneficiary Name	Tartu Kutsehariduskeskus; Estonia





Project Description

Priorities and Topics

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

VET: Supporting the uptake of innovative approaches and digital technologies for teaching and learning

If relevant, please select up to two additional priorities according to the objectives of your project.

ADULT EDUCATION: Extending and developing the competences of educators and other personnel who support adult learners

HORIZONTAL: Open education and innovative practices in a digital era

Please comment on your choice of priorities.

The Europe 2020 strategy acknowledges that Education and Training (E&T) have a strategic role for Europe in order to assure competitiveness, overcome the current economic crisis and grasp new opportunities. Digital transformation of E&T systems is present in several Europe 2020 flagship initiatives, and boosting digital skills and online learning is among the priorities of the European Commission.

Also, the European Commission's Opening up Education initiative emphasises the need for educational institutions to integrate digital technologies in their teaching, learning and organisational practices.

Furthermore The European Commission has adopted a Digital Education Action Plan which includes 11 actions to support technology-use and digital competence development in education and has three priorities listing measures for the EU Member States to meet the challenges and opportunities of education in the digital age:

- 1) Making better use of digital technology for teaching and learning
- 2) Developing digital competences and skills
- 3) Improving education through better data analysis and foresight

The project DIGISOL goes along with two of these priorities: it is about making better use of digital technology for teaching and learning and developing digital competences and skills. This is why the most relevant sectoral priority of this project is the one of the VET sector as all the project activities and results are supporting the uptake of innovative approach and digital technologies for teaching and learning in the VET sector.

The choice of the priority is also conditioned by the fact that all four partner institutions develop their activity in the VET sector offering education and training for the professional needs of the adult learners in order to meet their needs for education and to upgrade their skills and knowledge so they could be more competitive on the labor market thus having better job opportunities and to be more efficient at their actual position.

It is also important to mention that Digital Europe was one of the three key priorities of the Latvian Presidency in 2015 and is one of the Latvian priorities in the EU today as the European Commission is continuing to work on a set of measures to support the modernization of vocational education and training (VET), in line with the policy priorities defined in the 2015 Riga Conclusions. This conclusions include five priority areas for 2015-20 and among them - to promote work-based learning in all its forms, strengthen key competences in VET curricula (one of the them being the digital competence) and provide more effective opportunities to acquire or develop those skills through initial VET and continuing VET.

One of the additional priorities is related to the adult education as one of the project's objective is to support trainers' who work with adults and adult educators' development through an innovative open online course on the digital tools for the trainers and educators. And the creation of such a course corresponds with the horizontal priority by contributing to the open education and innovative practices in a digital era.

The results of this project will encourage educational and training institutions in all three partner countries - Latvia, Estonia and Germany - to take up digital technologies as set out in the European Framework for Digitally Competent Educational Organisations and the Digital Education Action Plan, including in particular the use of the SELFIE self-reflection tool for general education and VET

schools at all levels.

The main project's priority is to develop digital learning materials and tools, in particular Open Educational Resource supporting the effective use of digital technologies and open pedagogies in education and training.

Please select up to three topics addressed by your project.

ICT - new technologies - digital competences

New innovative curricula/educational methods/development of training courses

Pedagogy and didactics

Project Description

Please explain the context and the objectives of your project as well as the needs and target groups to be addressed. Why should this project be carried out transnationally?

We live in a society, where people of all ages use digital technologies in their everyday lives. The online world is changing how education is resourced and delivered. With the rising number of adult learners, the vocational and adult education centers and institutions face a digital challenge and need to adapt their traditional teaching methods and offer a mix of face-to-face and online learning possibilities, such as MOOC, allowing individuals to access education anywhere, anytime and through any device. But many educational institutions and centers are not ready for this change.

The local needs analysis showed that all the project partner institutions struggle with implementing the digital learning tools on the everyday basis. Partner institutions' learners need digital support for learning and would like to have some options for flexible learning. At the same time the trainers and educators need the knowledge and the know-how in using digital learning solutions and do not have enough knowledge about e-learning. The European Commission's projects 'Opening up Education' and 'The Digital Skills and Jobs Coalition' were launched within the last 3 years aiming on improving the digital skills of the wider population, not just IT professionals.

The Digital solutions for trainers and educators /DIGISOL project addresses the vocational and adult education sectors and the professional individual needs of educators and trainers who are working mostly with the adult learners.

The main objectives of the project are:

- teach trainers and educators how to use different digital learning tools;
- give trainers and learners the possibility to have the blended learning approach (face-to-face + online);
- help them to choose the better digital learning solution for their individual needs;
- run a survey on the specific digital needs of trainers in each partner institution country;
- develop a Curriculum for the training course on the Digital solutions for trainers and educators (DIGISOL) in the VET and adult education sectors
- pilot the DIGISOL Course for 2 groups of 12 learners in each partner organization country;
- create the Moodle platform for the DIGISOL;
- create online test and Certificates attesting the acquisition of the new digital skills and competences.

The DIGISOL Course will be designed for existing and future VET and adult education sector professionals seeking to develop and certify their digital skills and competences. In the sectoral perspective, the target group is VET educators and adult education trainers.

In labor market perspective, the open access to the the DIGISOL Course modules will increase professional qualifications of VET educators and adult education trainers and help them meet the education sector rapidly digitizing requirements and needs.

The objective of the project is to develop a Curriculum for the training course on the Digital solutions for trainers and educators in the VET and adult education sectors aiming at increasing their digital competences and skills by learning the most demanded and broadly used digital tools in each of the partner organisation countries.

The course will contain an innovative approach, methodology, schedule of the course, lesson outlines and activities to be ready for the use of trainer and educators from the VET and adult education sectors, but also educators or teachers from every other educational sector.

Upon the Course Curriculum elaboration, all the partner organisations will pilot the DIGISOL Course for 2 groups of 12 learners in their country, one group of advanced digital tools users and the other

one - people with a very little knowledge on the digital tools used in education.

The course would contain 3 learning modules with different subtopics. The 3 main modules are :

- 1) Cyber Security & Digitization
- 2) Webinars and other Communication Tools
- 3) Files & Documents Sharing Tools

The choice of the subtopics for the each module will be based on the results of the survey - the Assessment Questionnaire on the specific digital needs of VET trainers led in each partner institution country before designing the Curriculum of the Course. The Curriculum will be drawn after the analysis of the results of the Assessment Questionnaire and will be fully based on them.

The curriculum and the course will be designed in order to improve trainers' and educators' digital skills and knowledge of different digital solutions used in the new era of teaching / learning, to learn how to use and apply the Information and Communication Technologies, to better understand the concept of the digitization and to apply it in accordance to their competence areas.

The secondary objectives of the project are:

- to improve the digital competences of trainers and educators involved in VET and adult education;
- to improve management and digital skills of the staff involved in VET and adult education;
- to reinforce cooperation with partners from other countries.

What results are expected during the project and on its completion?

Apart from the intellectual products - the Assessment Questionnaire and the DIGISOL Course Curriculum and the Course Pilot, the expected tangible and intangible results of the project are expected to be as follows:

During the project:

- realized an important survey - the Assessment Questionnaire ;
- the results of the survey will be the answers of 800 people in 3 countries (400 VET / adult education trainers and 400 VET / adult education learners)
- developed a Curriculum for the training course on the Digital solutions for trainers and educators (DIGISOL) in the VET and adult education sectors
- realized the DIGISOL Course polite for 2 groups of 12 learners in each partner organization country;
- created and maintained the free access to the Moodle platform for the IO2 - the online Innovative Course DIGISOL;
- organised 3 Multiplier events – open seminar / conference (one per country) in order to advertise the DIGISOL course and present the Assessment Questionnaire result analysis;
- reinforced cooperation with partners from all 3 countries: Latvia, Estonia and Germany;
- improved competences, linked to professional profiles (teaching, training, learning) of the trainers / educators / staff involved in the project;

Upon the completion of the project

- innovative approach to trainer educator development in the matter of innovations, leadership and entrepreneurship;
- improved management and training skills of the staff involved in the project;
- improved competence of the English language using professional teaching and learning terminology;
- more digitally friendly training environment in all three partner organizations;
- availability of trainer professional digital development events in all three partner organizations;
- trainers and educators know how to use different digital learning tools;
- trainers and learners are given the possibility to have the blended learning approach (face-to-face + online);
- trainers can choose the better digital learning solution for their individual needs ;
- use of participatory approaches and ICT-based methodologies;
- increased level of digital competence;
- increased trainers and educators motivation and satisfaction in daily work;
- implemented more strategic and integrated use of ICTs and open educational resources (OER) in education / training;
- developed new training content on the digital tools with an open access for everyone.

In what way is the project innovative and/or complementary to other projects already carried out by the participating organisations?

The project was derived from the applicant Institution's development plan which predicts its growth into a center for lifelong learning and professional development.

The project is complementary to the LSPA carried out projects within the ERASMUS PLUS programme, project Nr. 2017-1-LV01-KA204-035473 entitled „Training Educators Training Course – TEC”, which also is a KA2 strategic partnership project. One of the TEC course module is about Digital learning and the use of the ICT and other digital tools in order to increase the digital competence of the educators / trainers. Given that this module offers a general information on different digital tools used in training, the new project DIGISOL will be concentrating on specific tools offering a much more wide learning and practical application of acquired knowledge.

The innovative aspect of the DIGISOL project lies within the fact that the Course Curriculum (IO2) will be designed and developed based on the results of the Assessment Questionnaire (IO1) – the results of the survey of 800 people in 3 countries (400 VET / adult education trainers and 400 VET / adult education learners), meaning that the content of the course will not be general but will be based on real digital needs of trainers / educators in 3 different European countries. The content will be tailor-made and will offer digital solutions and tool in answer to real problems and needs of 4 institutions and trainers / educators of 3 EU countries. The most relevant questions on the cyber security, online training tools and safe online / offline access to files / documents will be answered through different subtopics within the of the 3 main course modules. The subject of each subtopic will derive from the results of the survey.

The online course will offer the possibility to learn distantly, to chose to learn ether from all the 3 modules or only subjects from the module person wants to discover, and to get the certificate online after completing all the exercises of the chosen module.

How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a Strategic Partnerships project?

The partners met at a Contact Seminar Enhancing Digital Competences in Education and Training organised by the Estonian National Agency that took place in Tallinn (Estonia) from 19 to 22 September 2018. The main idea and mission of the Seminar was to connect representatives from schools, VET and higher education institutions, second chance schools, adult education centers, teacher training institutions, enterprises, research institutions and other organisations interested in the theme of the seminar and committed to develop Erasmus+ strategic partnership.

As requested by the organizer, during the seminar workshops the applicant organisation presented the draft project idea and the partners met each other, discussed, made necessary adjustments, and finalized the draft idea.

At the end of the Contact Seminar the draft idea was presented.

The criteria for selecting partners include:

- the level of experience in planning and carrying out training programmes for trainers and educators in adult education and VET sector targeting adult learners (the similarity criteria)
- the willingness to develop and improve digital competences of trainers / educators in adult education / VET (the similarity criteria)
- the legal and administrative structure: 2 partner organisations are public VET / adult education institutions with programmes approved by the national bodies in charge of professional education development and 2 are training centers working in the field of adult education / VET (the diversity criteria)
- the level of experience in formal and informal adult education (diversity criteria)
- size of the partner organisations regarding the number of employees, learners, the type and diversity of programmes offered (the diversity criteria)
- the experience in carrying out EU projects – all of partners have important experience in carrying out EU projects

The most important criteria were the level of experience in planning and carrying out training programmes for trainers / educators and adult learners and previous experience in the implementation of i-e-learning content, expertise for teaching all digital skills and competencies and Certification services.

The partners agreed to cooperate using the Project Based Approach and the Participatory Approach. The partners agreed that the Latvian partner – the LSPA - will be the coordinator since LSPA created the project draft idea.

Tartu Vocational Education Center (Tartu VEC) is the biggest vocational education provider in Estonia. It has been participated in several international projects in field of transfer of innovation, students and trainees exchange and e.t.c. Tartu VEC actively participates in many EU programme projects, including Leonardo, Come-nius, Grundtvig, Nordplus. Annually it offers about 400 different courses, of which currently 4 are e-courses. It collaborates with the University of Tartu Idea Lab and is a member of Microsoft's IT Academy. Collaborates with Tartu University Hospital, different departments of Tartu City Government, University of Tartu, Ministry of Education and Research, various software and security companies in Tartu and others.

The Institute of technology-oriented women's education ItF e.V. is a regional non-profit organization with more than 25 years of experience, provider of training in vocational and adult education for women as well as research in the area of gender and MINT (Women in Science and Technology) The institute offers a wide variety of vocational training targeting labor market demanded knowledge. ItF e.V. has created an online learning platform also targeting women returning to the labor market,

also to women with limited opportunities to participate in classroom training. ItF e.V. cooperates with regional and national partners University of Kassel.

DZC training center is one of the leading IT companies in Latvia providing solution development, e-learning content development and IT training to various customers in public and private sector. The quality of our services is confirmed by ISO 9001:2008 quality certification. They are Microsoft Gold Certified Partner since 2000.

DZC services include: IT training for Microsoft Office and other modern digital tools and applications; E-learning content development; Certification services (Pearson VUE authorized test center); e-learning management/guidance systems – products developed based on Microsoft SharePoint technologies for providing distance as well as traditional in-class learning and the testing of knowledge;

DZC trainers are certified by Microsoft and have deep expertise for teaching all digital skills and competencies required to work with newest Microsoft 365 tools and classic Microsoft Office programs, DZC has acquired considerable experience in development of e-learning courses since 2001.

The experience and professional competence of DZC teachers will ensure the quality of the materials developed in the project.

How will the tasks and responsibilities be distributed among the partners?

The partners set up their roles and responsibilities based on their experience, capacities, willingness to cooperate. The project coordinator from the LSPA will monitor the ongoing activities and will make sure that all the tasks are meeting the deadlines.

The distribution of tasks and responsibilities will be as follows:

LSPA, Latvia – responsible for the:

- project application
- communication with partner organizations,
- project implementation
- creation of the project logo
- organization and hosting the 1st transnational meeting in Riga, Latvia ,
- organization of the multiplier event– open seminar / conference in Riga, Latvia
- conducting pilote DIGISOL course for 2 groups of 12 pax in Riga, Latvia
- project management (budget management and control, constant monitoring and evaluation of the project, leading the project team, risk management, sustaining communication with stakeholders)
- defining the Project management plan and the Project activity plan
- contribution of 1 trainer / researcher (TTR), 1 technician (TA) and 1 manager (MR) for the production of the IO1 and IO 2 during the project implementation stage
- for the production of the O1
- for setting the dissemination plan and activity

DZC, Latvia – responsible for:

- effective communication
- providing comments and recommendations on the planned activities
- contribution of 1 TTR, 1 TA and 1 MR for the production of the IO1 and IO 2
- participation in the transnational meetings,
- assisting the selected trainer educators in accomplishment of their tasks for the production of the DIGISOL course and the DIGISOL pilote,
- hosting the second joint staff training event,
- contribution to the organization of the pilote DIGISOL course for 2 groups of 12 pax in Riga, Latvia
- contribution of the speakers and participants to the multiplier event – international conference in Riga/ Latvia,
- organization of 4 hours long intro lecture for up to 25 pax on planned course module and give the insight to some of the proposed digital tools
- in charge of the supervising of the production of the O2
- participate in organisation of the 1st TM in Riga, Latvia
- caring out and presenting the analysis of the results of the IO1
- in charge for the evaluation of the 1st transnational meeting in Riga (prepare the questionnaire and the analysis)
- planning and implementing training activity during the the 2d short-term joint staff training in Latvia, Riga
- providing all the information regarding the expenses incurred in relation to the project implementation;
- providing the information about the project on their website and newsletter

ItF e.V., Germany responsible for:

- effective flow of communication during the project application stage,
- providing comments and recommendations on the planned activities
- contribution of 1 TTR, 1 TA and 1 MR for the production of the IO1 and IO 2,

- participation and hosting the second transnational meeting in Kassel, German
- in charge for the evaluation of the 2d transnational meeting (prepare the questionnaire and the analysis)
- assisting the selected trainer educators in accomplishment of their tasks for the production of DIGISOL,
- hosting the 3d joint staff training event,
- conducting pilote DIGISOL course for 2 groupes of 12 pax in Kassel, Germany
- contribution of the speakers and participants to the multiplier event – open seminar/ conference in Kassel, Germany
- organization of 4 hours long intro lecture for up to 25 pax on planned course module and give the insight to some of the proposed digital tools
- providing the information about the project on their website and newsletter,
- providing all the information regarding the expenses incurred in relation to the project implementation;

Tartu VEC - responsible for:

- effective flow of communication during the project application stage,
- providing comments and recommendations on the planned activities as well as providing the information about the organization and the key staff involved in the project;
- contribution of 1 TTR, 1 TA and 1 MR for the production of the IO1 and IO 2
- participation in the 1st and 2d transnational meetings,
- participation and hosting the 3d transnational meeting in Tartu, Estonia
- in charge for the evaluation of the 3d transnational meeting (prepare the questionnaire and the analysis)
- hosting the 1st joint staff training event;
- contribution of the speakers and participants to the multiplier event – international conference in Tartu, Estonia
- conducting pilot DIGISOL course for 2 groups of 12 pax in Tartu, Estonia,
- organization of 4 hours long intro lecture for up to 25 pax on planned course module and give the insight to some of the proposed digital tools
- providing the information about the project on their website and newsletter,
- providing all the information regarding the expenses incurred in relation to the project implementation.
- in charge for the general report on the Curriculum piloting

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

The associated partners who will be involved in the different activities of the project without formally participating in it are :

- in Latvia it will be the Latvian University, the RISEBA University and the Employers' Confederation of Latvia (LDDK) - the largest organisation that represents employers in Latvia.
- in Estonia - Chancellery of the Prime Minister,
- in Germany - Customs School and the public service servants in Latvia, Poland and Finland.
- Other teachers/ trainers from schools, vocational schools in all three partner countries

They will all be :

- Helping sharing results
- Promote information about the DICISOL course pilote
- Contribute to the dissemination of the information about the project and the result further to wider general public.

The Latvian State Chancellery could also be involved in the project activities, but more formally, for example, as the supervising institution of the work and development of public administration and a potential monitor of the project.

Participants

Please briefly describe how you will select and involve participants in the different activities of your project?

At the very beginning of the project, partners will establish a project management team consisting of 3 members:

- Project Manager (PM)
- Teacher Training Development Responsible (TTDR)
- Technical Assistant (TA).

In each partners' institution, the team members will be supported by a staff of 2 teachers/administrative staff involved in the project activities.

There will be up to 4 persons participating in the Transnational meetings :

- Kick-off meeting : 8 – 10 teachers/staff members (LV 4-8, EST 2, DE 2), Latvia, January 2020 (M3)
- Intermediate evaluation meeting: 8 – 10 teachers/staff members (LV 4, EST 2, DE 3-4), Germany, August 2020 (M10)
- Final recap' meeting: 8 – 10 teachers/staff members (LV 4, EST 2-4, DE 2), Estonia, October 2021 (M24)

In total there will be from 4 to 10 persons from each organisation involved in the project = from 16 to 40 in total.

In total, 36 teachers and staff members of partner institutions will be involved in the short-term joint staff training events that will be held in:

- Estonia: 12 teachers/staff members (LV 6, EST 3, DE 3), May 2020 (M7)
- Latvia: 12 teachers/staff members (LV 6, EST 3, DE 3), November 2020 (M13)
- Germany: 12 teachers/staff members (LV 6, EST 3, DE 3), March 2021 (M17)

Regarding the content of the short-term joint staff training events, see the description in section Intellectual outputs.

The 1st phase of the project, from February 2020 to June 2020 (M4 – M8) will focus on developing and carrying out the Assessment Questionnaire on the specific digital needs of VET and adult education trainers. It will include 400 trainer participants to the survey (VET and adult education trainers) and 400 adult learners (400 participants). In April 2020 a group of 25 persons in each country will be given a complementary introductory lesson on the planned course modules plus insights to some on the proposed digital tools. In total there will be 100 participants (25 per participating institution) who will give their feedback on the planned content of the course.

The 3rd phase of the project, from November 2018 to May 2020 (M 14 – M 32) will focus on developing and piloting the Competence Development and Training Curriculum for Adult Educators. Each partner will select 2 groups of 12 adult educators/ VET trainers through an open merit process who will actively be included in the training based on the previously designed Curriculum of the training programme. This group of total 96 persons, their feedback, evaluations forms, comments and suggestions will serve as one of the indicators of achievement of the project. The suggestion is not to include only teachers/staff members of partner organisations in this group, but teachers from other adult education institutions as well. If project partner's teachers/staff want to be included in the training programme, it is necessary to ensure that the partner institutions' employees do not make up more than 1/3 of the total number of participants in the Programme.

The partners will involve about 150 participants in the multiplier events that will be held at the end of the project in September 2021 (M 23): 50 participants in Estonia, 50 in Latvia and 50 in Germany.

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

No



Preparation

Please describe what will be done in preparation by your organisation/group and by your partners/group before the actual project activities take place, e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc.

The partners from the LSPA, Tartu VEC and ItF e.V. met in September 2018 in Tallinn (Estonia) during the Contact seminar organised by the Estonian National Agency. The 3 mentioned partners decided to join the project and appointed the LSPA as the project manager. Later on the LSPA invited the DZC training center to join the project as expert on digital tools creation, e-learning content developer, distance as well as traditional in-class learning provider and Microsoft Gold Certified Partner.

The project manager decided to apply the Participatory Approach and the P.C.M. Methodology for communication and cooperation between partners.

At the beginning of January 2019, the coordinator sent the Draft Project Planning Schedule to the partners with deadlines it would be good to follow until the project is submitted. At the beginning all partners focused on describing and presenting their institutions. Before starting with detailed project planning, partners' institutions analysed the needs for digital skills development in the VET and adult education system in their countries. This was the part that helped partners define the project's target group and main objectives.

The next task was to define the Project Activity Plan that contains a brief description of main activities necessary to achieve set outcomes and results. This document contains data on:

- duration of the project
- number of transnational meetings, their location and time, number of participants per country
- number of short-term joint staff training events, their location and time, number of participants per country
- multiplier events, topics and number of participants per country
- intellectual outcomes: title and short description

The partners agreed on the schedule of activities and proposed their own suggestions on the number of participants

While preparing and writing the application, the General Project Manager (GPM) from the applicant country (the LSPA) drafted the Project Activity Plan in order to ensure a comprehensive overview of project activities. It contains data on the project activities divided into project phases, the time planned for their execution and the partner in charge for each activity. This document will be the basis of the project management plan. The document will be shared and discussed by all partners in order to create a collaborative and creative project environment. Through regular online contact, partners agreed on the project's objectives and activities.

Each partner organisation will nominate a Project Coordinator (PC) from their staff in charge of running the project activities in their country. All PCs will report to the GPM.

All the partners agree on the following structure of the staff involved in the project : PC, Manager (MR) for the IO2, Teacher Trainer Researcher (TTR) Technical Assistant (TA), and the finance specialist / accountant.

After the project is approved, the project manager will prepare the Cooperation Agreement, a document that will be sent to the legal representatives of partner organisations and signed before the kick-off meeting in order to confirm the roles, responsibilities, and a relationship of professional, ethical and mutually respectful cooperation in the development of the project and achievement of the objectives.

Using a similar document which the project coordinator signed with partners in previous Strategic Partnership projects as a template, the document will have the following sections: Subject / Duration / Obligation of the coordinator / Obligation of the partner / Financing / Payment arrangements / Bank account / Reporting / Monitoring and Supervision and others.

Before the actual Project activities begin LSPA and partner organizations are going to carry out the following things:

- 1) LSPA will have regular consultations with stakeholders from all three participating countries to make sure that there is a complete understanding of the objectives and activities planned;
- 2) LSPA will organize regular project team meetings to ensure the project team is informed about the ongoing things related to the project initial stage – the kick-off meeting.
- 3) LSPA will prepare the draft of the agenda for the kick-off meeting and will send it out to the partner organizations for the approval;
- 6) Partner organizations from Estonia and Germany will select their own representatives for attending the first transnational meeting and educators involved in the production of the IO1 and IO2;
- 7) There is going to be an ongoing communication by emails with the contact persons from partner countries synchronizing the dates and making travel arrangements;
- 8) LSPA and DZC will select the people attending the kick-off meeting and the team working on the production of the IO1 and IO2 from Latvian partner institutions;
- 9) The GPM is going to consult the financial expert on the budget issues related to travel arrangements, daily allowance necessary for partner organizations to attend the meeting;



Management

Funds for Project Management and Implementation

Funds for 'Project Management and Implementation' are provided to all Strategic Partnerships based on the number of participating organisations and duration of the project. The purpose of these funds is to cover diverse expenses that any project may incur, such as planning, communication between partners, small scale project materials, virtual cooperation, local project activities, promotion, dissemination and other similar activities not covered by other types of funding. A partnership may receive a maximum of 2750 EUR of 'Project Management and Implementation cost' per month

Organisation Role	Grant per organisation and per month	Number of Organisations	Grant
Applicant Organisation	500.00 EUR	1	12000.00 EUR
Partner Organisation	250.00 EUR	3	18000.00 EUR
Total			30000.00 EUR

Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item 'Project Management and Implementation'

The project activities carried out will be as follows:

- Management of the project
- Planning and finance coordination meetings locally - the joint LSPA and DZC partners team will come together on a weekly basis to look at the schedule of project activities, to discuss the ongoing and future planned activities and to understand whether they are likely to meet deadlines. The team will also check once in 3 months what are the expenses incurred, if the allocated budget is fully utilized and if the available resources are enough for the rest of the project management activities. The aim of these meetings is to keep everyone on schedule, revise the tasks and to discuss how to handle anticipated risks if any the occur.
- Feedback and evaluation form design - there are going to be evaluation and feedback forms designed for each short-term joint staff training event and the transnational meeting as well as informative and dissemination activities going under the item Project Management and Implementation in order to measure the impact of the events and see if they have met the objectives as well as to modify certain things related to further project activities. The forms will be designed within the local project team and will be sent to partner organizations for approval.
- Creation of the project logo - all the partners will participate in creating the design for the Project's logo; the partners from the applicant country will assure the technical part of the work.
- Maintaining regular communication with partners with the help of digital aid products (Skype for business, management tools, files sharing / stocking platform etc) - once in month informing the partners about the ongoing and scheduled activities (dissemination, management and others) and also asking them information about the activities they have carried out and there were any problems encountered.
- Organization of video conference call once in three months - the Project Manager (GPM) from the LSPA will organize of the video call with the project managers/coordinators (PC) from the partner countries in order to ensure that all the partners understand what they are supposed to do and report on the things accomplished as well as resolve any unclear issues related to the activities of the project implementation and the Intellectual outputs. The relevant stakeholders (partner institutions' CEOs or directors) are going to be informed about the relevant issues once a month.
- Informative promotion of the project - there will be some office materials and supplies purchased and printed out with the logo of the EU, the logos of all partner countries and the logo of the project (e.g. pens, notebooks, bags, table /wall calendars etc.).
- Promotion of the project on the partner countries websites / social medias - all 4 institutions involved will be asked to put the information about the project on their websites informing all possible audiences and stakeholders about the aim, scope, activities carried out within the project. The website will have to be updated at least once in three months in order to inform about the ongoing things. There should be factual and visual information available. The aim of this is to reach wider audiences and to promote the project.
- Creating and maintaining the free access to the Moodle platform for the IO2 - the online Innovative Course on Digital Skills and Solutions -DIGISOL.
- Intro Lecture - 4 hours (A1) - a group of 25 persons in each partner institution will be given an introductory lecture on the planned course modules with insights to some on the proposed digital tools. In total there will be 100 participants (25 per participating institution) who will give their feedback on the planned content of the course.
- Local information briefings/sessions (A2) - 90 minute open sessions for the each partner institution"s staff and all relevant stakeholders informing about the aims, scope and ongoing activities within the project. The open sessions are organized on regular basis once in 3 months period. The aim of these sessions is to inform the local staff as well as relevant stakeholders and indirect target



audience about the existence, development and sustainability of the project.

- Expert meetings (A3) - 5 - 10 experts from different education sectors will be invited for a 1 day meeting during which they will be given the insight into to the course planned content which they will the evaluate and give their recommendations and feedback on the planned topics.
- Regular spreading of the information on the project through the newsletters of all 4 organizations – describing the project aims, scope, activities carried out and the necessity for further dissemination of the project results at local / regional level. The aim of this is to inform about the project all the relevant target audiences and stakeholders. There will be complementary press releases and/ or interviews and/ or blog articles published on the web-pages.

Transnational Project Meetings

Transnational project meetings: how often do you plan to meet, who will participate in those meetings, where will they take place and what will be the goal?

There is going to be 3 transnational meetings organized. The meetings should be attended by at least one Teacher/Trainer/Researcher (TTR) nominated for the production of the IO1 and IO2 and/or a relevant stakeholder (manager of the IO1 and IO2 or the project manager/ coordinator). There will be 2 people from every partner country participating in every Transnational Meeting. Altogether it will make 8 people per meeting.

The 1st Transnational meeting – the Kick-off meeting - will take place in the applicant country - in Latvia, Riga - during the second month of the project - on January 2020, after the signing of the cooperation agreements between the applicant country and each partner country. 2 people (at least one of them should be a TTR involved in the production of the IO 1 and IO2) from each participating country will come together in Latvia to talk about project and its implementation related issues: risks assessment, sharing tasks and responsibilities, deadlines, timetable of activities, budget, dissemination activity plan. This is going to be a two day event and the agenda for the meeting will be prepared by the applicant country and will be sent to partner countries before the meeting. The evaluation also will be carried out and the minutes and results of the evaluation forms will be sent to all the participating countries.

The purpose of the first transnational meeting is to synchronize the perception of the outcomes and activities of the project; to present and to approve the anticipated course of action for the entire project (the Project Activity Plan); to consider the risk assessment and communication plans and approve the list of trainer educators for the production of the IO1 and IO2; to confirm the tasks of all TTRs working on the IO 1 and IO 2; to divide the tasks for the implementation of the IO1 - the Assessment Questionnaire among the partners; to confirm people responsible for implementation of certain tasks (project manager, IO1 delivery supervisor /manager, IO2 delivery supervisor /manager, technicians etc); to agree on the creation of the project logo. This is going to be a 2 day event and the agenda for the meeting will be prepared by the applicant country and will be sent to partner countries before the meeting.

The 2nd Transnational meeting - the Intermediate Evaluation meeting - is planned to happen after the delivery of the IO1 - in August 2020 . 2 people (at least one of them should be a trainer educator involved in the production of the TEC) from each participating country will come together in Kassel, Germany in order to present the results of the IO 1 - the Assessment Questionnaire and to start planning the activities and the detailed content of the IO2 - the course; to discuss the creation of the Moodle platform and the maintaining plan for the free access to it.

The purpose of the second transnational meeting is to approve the content of the Innovative Course on Digital Skills and Solutions and the Course Pilote, to consider the risk assessment and communication plans and approve the list of trainer educators for the production of the IO2, to discuss and approve the IO2 development detailed schedule and to draw the draft version of the course Curriculum. This is going to be a 2 day event and the agenda for the meeting will be prepared by the applicant country and will be sent to partner countries before the meeting.

The 3d Transnational meeting - the Final Recap' Meeting - will take place at the end of the project in October 2021; M24 (after the Multiplier events held in each partner institutions' country). 2 people (at least one of them should be a trainer educator involved in the production of the TEC) from each participating country will come together in Tartu, Estonia in order to present the results of the project – the TEC and its guidelines. This is going to be a 2 day event and the agenda for the meeting will be prepared by the applicant country and will be sent to partner countries before the meeting.

The purpose of the third transnational meeting to evaluate the project, to estimate and to evaluate the

use of the project's budget, to analyse and evaluate the results of the dissemination activities, the IO 2 and the implementation of the Pilote, to present and discuss reports on the multiplier events held in September in each partner organization country.

Please specify the funds requested to organise the planned Transnational Project Meetings.

ID	Leading Organisation	Meeting Title	Country of Venue	Starting Period	No. of Participants	Grant
1	VALSTS ADMINISTRACIJAS SKOLA	Kick-off meeting	Latvia	12-2019	6	2300.00 EUR
2	Institut für technologieorientierte Frauenbildung e.V.	Intermediate Evaluation meeting	Germany	09-2020	6	3450.00 EUR
3	TARTU LINN	Final Recap' Meeting	Estonia	10-2021	6	3450.00 EUR
Total					18	9200.00 EUR

Transnational Project Meetings Details 1

Meeting Title

Kick-off meeting

Leading Organisation

VALSTS ADMINISTRACIJAS SKOLA

Starting Period

12-2019

Country of Venue

Latvia

Id	Sending Organisation	Country of the Sending Organisation	No. of Participants	Distance Band	Grant per Participant	Grant
1	TARTU LINN	Estonia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
2	Institut für technologieorientierte Frauenbildung e.V.	Germany	2	100 - 1999 km	575.00 EUR	1150.00 EUR
3	Datorzinibu centrs	Latvia	2	0 - 99 km	0.00 EUR	0.00 EUR
Total						2300.00 EUR

Transnational Project Meetings Details 2

Meeting Title

Intermediate Evaluation meeting

Leading Organisation

Institut für technologieorientierte Frauenbildung e.V.

Starting Period

09-2020

Country of Venue

Germany



Id	Sending Organisation	Country of the Sending Organisation	No. of Participants	Distance Band	Grant per Participant	Grant
1	VALSTS ADMINISTRACIJA S SKOLA	Latvia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
2	Datorzinibu centrs	Latvia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
3	TARTU LINN	Estonia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
Total						3450.00 EUR

Transnational Project Meetings Details 3

Meeting Title

Final Recap' Meeting

Leading Organisation

TARTU LINN

Starting Period

10-2021

Country of Venue

Estonia



Id	Sending Organisation	Country of the Sending Organisation	No. of Participants	Distance Band	Grant per Participant	Grant
1	VALSTS ADMINISTRACIJAS SKOLA	Latvia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
2	Datorzinibu centrs	Latvia	2	100 - 1999 km	575.00 EUR	1150.00 EUR
3	Institut für technologieorientierte Frauenbildung e.V.	Germany	2	100 - 1999 km	575.00 EUR	1150.00 EUR
Total						3450.00 EUR

Project Management

How will you ensure proper budget control and time management in your project?

While preparing and writing the application, the General Project Manager (GPM) from the applicant country (the LSPA) drafted the Project Activity Plan in order to ensure a comprehensive overview of project activities. It contains data on the project activities divided into project phases, the time planned for their execution and the partner in charge for each activity. This document will be the basis of the project management plan. The document will be shared and discussed by all partners in order to create a collaborative and creative project environment.

Each partner organisation will nominate a Project Coordinator (PC) from their staff in charge of running the project activities in their country. All PCs will report to the GPM.

All the partners agree on the following structure of the staff involved in the project : PC, Manager (MR) for the IO2, Teacher Trainer Researcher (TTR) Technical Assistant (TA), and the finance specialist / accountant.

Each partner team will be led by the PC. In order not to let the project get too far out of hand the PC will be responsible for a frequent budget and time management and re-forecasting. PC together with the finance specialist from and relevant stakeholders will review the number of people working on a project currently the project future resource needs on a weekly basis to ensure that the resources are fully utilized and there is availability of the right resources for the rest of the project. Time frames are also going to be observed and the appropriate people notified about them. The PC will inform the whole team working on the project about the ongoing things and time frames, so they are more likely to watch the project charges and deadlines. If or when necessary, the PC will create change order for work to authorize additional funding to cover the costs of extra work thus keeping the project to its new budget set.

Latvia consider to involve a supplementary stakeholder - a project monitoring institution - who would bring an independent and objective evaluation of the work on the implementation of the project, and supervise the general implementation of the project. It would be the Latvian State Chancellery for 2 reasons :

1) LSPA as public administration institution implementing training in the public sector is hierarchically under direct supervision of the State Chancellery and is following its guidelines regarding the development and the implementation of the new training activities meeting the needs of adult public servants.

2) The State Chancellery as the supervising institution of the work and development of public administration is also has the function of applying the directives of the Latvian Government. As the need to digitalize the public administration services was officially stipulated in the Latvian government development strategy, the DIGISOL as the training course one the digital tools would be a invaluable contribution to the development of the new training in public administration and to the educating politics of the State Chancellery.

The GPM will regularly communicate with other partners' PCs and members of the project management team on the organisation and development of project activities. Consulting the TIMETABLE (Annex 1) it is evident that the IO, training and multiplier events, transnational meetings (TM) and Skype meetings are planned in order to give partners the opportunity to establish a regular contact at least every two months. This will ensure continuous monitoring of the work in progress and achievement of the results, enabling partners to immediately correct or avoid any potential mistakes.

BUDGET CONTROL

The GPR is responsible for financial management. LSPA's accountant will therefore be in charge of authorizing all payments related to the project as well as transferring funds to other partners. All PCs will meet with the GPM once a quarter on Skype in order to check whether the funds are being spent in accordance with the agreed plan.

In order to provide clear insight into each activity and its cost, the partners are invited to publish a

detailed quarterly financial status on Google Drive every 3 months. Funds for the project will be paid from LSPA's account according to the payment schedule. Funds will be distributed to the partners accordingly to the allocated project budget. The payment schedule will be presented in detail in the first TM during which all the PCs will sign a contract on implementing and financing activities with each partner institution.

The first payment will be transferred after the first meeting (within the first six months of implementation), the second after a year, the third after 18 months, and the last after the final report is accepted and the AMPEU's payment is received. Managing finances and the budget will also be one of the items on the agenda of each TM.

How will the progress, quality and achievement of project activities be monitored? Please describe the qualitative and quantitative indicators you will use. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.

The project will be observed and measured regularly accordingly to the project activities plan in order to ensure that the project is within acceptable variances of cost, schedule and scope, and that risks and issues are continually monitored and corrected as needed. The lead project team will meet on a weekly basis to check out the following areas of the project:

- 1) Schedule of the activities - if all the project's activities are being carried out and are likely to meet deadlines, what is the status of activities and if they are progressing.
- 2) Scope: to check if the team is working on activities that are in-scope and if there are any changes occurred that will require a scope addition.

Monitoring of the transnational meetings will be carried out at the end of each day in the form of filling out a short evaluation form that would contain several open questions about the objectives met, the time frame respect, the following of the announced agenda, the communication between the partners, the content and the process of the meetings, groups 'effectiveness and facilitator's behavior.

The evaluation and analysis will be conducted by the hosting country project coordinator. After the evaluation there is going to be a short session on the feedback giving to the group and discussing the eventual changes necessary to be made in terms of the organization of the meeting and/or content and process of the meeting. At the end of the transnational meeting there is also going to be a longer evaluation form to be filled out about the whole meeting together. The results will be fed to the group by email or through the online Google form.

Regarding the phases when the IO1 and IO2 are being produced, there is going to be a timetable with tasks and deadlines which is going to be monitored by the applicants' project manager once in 2 months . All three IO production phases will be evaluated shortly after their end sending out the evaluation forms prepared by the project manager in order to evaluate the administrative side of the work, the results and the process of the production.

As to the joint training staff events, there are going to be evaluation forms given on the last day of the event to see if the participants are satisfied with the delivery and process of the event and if there are any suggestions for the improvement of the above mentioned things. The results of the evaluation forms will be summed up by the receiving organisation's project coordinator. The summary of the reevaluation will be sent to all the project coordinators, especially to those who will host the next training event so they could check if all the things related to schedule, process, objectives have been done and if there are any amendments to be made.

At the end of each training event there is going to be a short report written by the trainer educators - facilitators and sent to all partner organizations and all relevant stakeholders.

There are going to be also evaluation forms for the informative briefings-sessions, the expert meetings and the intro-lecture to see if the project objectives are feasible and can be met.

The tangible result - the development of the IO1 – the Assessment Questionnaire and the IO2 – the production of the Curriculum will be monitored in accordance to the schedule designed to make sure if all the tasks are accomplished and deadlines met. The quality of the work done will be assured by the Project Manager (PM) from the applicant country. All the experts involved in the production of the IO2 will have to send their work to the project coordinator in each partner institution who will then

make comments for the improvements or will approve the work.

The intangible results such as knowledge and experience gained, skills enhanced, better language skills will be evaluated by interviews, questionnaires, self-assessment tools.

The quality checks will be done by the PM, the quality checks will be done once in three months.

How will you evaluate to which extent the project reached its results and objectives? What indicators will you use to measure the quality of the project's results?

For the tangible results of the IO1 and IO2 there is going to be a checklist of the items to be included and produced. Shortly before the end of the work, this checklist is going to be ticked off to see if all necessary things have been done. The quality of the material produced will be evaluated by the PM and the TTR from the applicant country.

For other activities during the project such as STJSTs, TMs, open seminar / conference and course Pilote there are going to be used the following quantitative measurements: evaluation forms, questionnaires.

For the same activities in order to measure the intangible results the following qualitative measurements are going to be used: surveys with open questions, personal interviews; focus group discussions, observations; comment boards; videos and pictures. The results will be compiled and depicted in the final report.

Quantitative indicators:

- list of participants in the 1st, 2nd and 3rd short-term joint staff training events that will be held in all 3 partner countries (36 participants)
- list of participants in the expert meetings (up to 30) and the evaluation questionnaires given to them at the end of each meeting.
- the agendas and the contents and list of participants of the intro-lectures (100 in total)
- the agendas and the contents of the 3 short-term joint staff training events held in Estonia, Germany and Latvia
- the teaching material, presentations, books, and brochures used by the trainers in the short-term joint staff training events and in developing the Curriculum.
- evaluation questionnaires for the participants in the all 3 STJST held in Poland, Finland and Latvia
- evaluation questionnaires of the team group involved in development of the Curriculum and the Pilote.
- evaluation questionnaires of the participants in multiplier events held in all 3 partners' countries that will be held at the end of the project (about 150 in total)
- number of trainers who have taken and completed the online DIGISOL course,
- number of certificates generated and issue upon the completion of the course.

Qualitative indicators

- monthly reports from each partner institution
- reports /minutes from the transnational meetings (3)
- reports from the short-term joint staff training events (3)
- reports on development of the DIGISOL Curriculum and the course Pilote (1 from each partner and 1 general = 5 in total)
- analysis of the evaluation questionnaire for each transnational meeting.
- analysis of the evaluation questionnaire for the 3 short-term joint staff training events held in Poland, Finland and Latvia.
- analysis of the evaluation questionnaires for the multiplier events (1 from each partner and 1 general = 4 in total).
- analysis and presentation of results of the designed Curriculum and implemented Pilote course
- the newsletters
- dissemination articles and texts, both in paper and digital form.

What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

In order to handle the project risks there is going to be prepared the list with potential risk groups, risk assessment and the ways to mitigate them and/or handle them. All the risks will be divided into 2 groups - the project level risks and the activity level risks. The risk list for both levels is going to be assessed and discussed during the first transnational meeting by all three partner organizations present.

The risk list for project level risks:

Financial risks:

- 1) Inconsistencies within the financial flow – low risk – will need to check the budget and expenses incurred on a monthly basis during the project team meetings, to reschedule finances between activities.
- 2) Formation of ineligible costs during the project – low risk – will need to cover the ineligible costs from the applicant - LSPA – funds.

Other risks at project level:

- 1) Exclusion of the Partner organization after the approval of the project / during the implementation stage- low risk – there is 3 more organizations (Le Mans University in France, Finnish Institute of Public Management and National School of Public Administration in Poland) that would be willing to cooperate.
- 2) Interrupted flow of communication – partner organization do not participate in the communication over emails – low risk – there will several Skype meetings scheduled, there always is a phone call option, in the worst case scenario a phone call will made to the director of the partner organization to check what is going on.
- 3) Partner countries do not participate in dissemination activities – low risk - a phone call to the director of the partner organization would be made to see whet could be done to change the situation or the transfer of the amount reserved for management and dissemination would be retarded until the proofs of the dissemination activities carried out .
- 4) Dispute conflict –inability to agree on certain issues during one of the transnational meetings and/or joint staff training events – medium/low risk – there will be all efforts made to reach an agreement, also on the manager’s or directors’ level so that all the sides involved are satisfied.
- 5) Project intellectual output is not produced on time – medium risk - the schedule of the project related activities will be checked during the weekly project team meetings in order to ensure the compliance with the schedule and would be amended if necessary.
- 6) Unrealistic performance goals – low risk – the team of facilitators will ensure that all the tasks are completed on time and will offer assistance on any issue necessary.

The activity level risks:

- 1) Trainers / experts or partner staff representative cancels his/her participation in the TMs– low risk - there will be one or two people in reserve from the each partner country who would be ready replace him/her.
- 2) Trainers cannot participate in the short term joint staff training event – medium risk – The partners will sign a Teacher and Learning Agreement with the teachers that they will to the training events. The main aim of this agreement will be to amend the legal relation between the participants and their own sending organisations in the case if the trainer decides to quit the project after being assigned to participate in the short-term joint staff trainings. There will be two people in reserve in each partner country who would be ready replace him/her.



3) Trainers have not completed tasks for the joint staff training event – medium risk – the facilitators substitute him/her.

Implementation

Please explain how will the project activities lead to the achievement of the project objectives and delivery of the planned results?

The main objectives of the project are:

- Teach trainers and educators how to use different digital learning tools.

This objective will be achieved with the design and the development of the Course Curriculum and through the DIGISOL course Pilote during which the 8 groups of 12 trainers / educators will learn the use of different digital tools.

- give trainers and learners the possibility to have the blended learning approach (face-to-face + online)

This objective will be met during each of 3 short-term joint staff training events and while participating in the DIGISOL course Pilote.

- help trainers and learners to choose the better digital learning solution for their individual needs

The DIGISOL online course will make that possible. In addition the 4 hours long intro lecture (A1) will allow 4 groups of 25 people (100 people) to give their opinion and feedback on the planned content of the course, they will be able to advise and to impact the content of the course modules which will let them then choose the modules and the topics which will correspond to their individual needs.

As to the other planned activities, they all are designed and planned in order to achieve the best results during the project implementation phase and to assure the dissemination of the project results and their sustainability:

- Piloting the DIGISOL Course for 2 groups of 12 learners in each partner organization country will allow the project management team to have the evaluations and the feedback on the course content from the Pilote participants. It will allow then to adjust the Course content before officially put in online with the unlimited public access.

- Creating the online course and giving the online access of the DIGISOL training course through a Moodle platform will improve the digital competences, management and digital skills of all the trainers and educators (not only those involved in VET and adult education) and will assure the sustainability of the project results after the end of the project.

- Regular communication with partners will reinforce cooperation with partners from other countries.

- Partner teams' participation in the short-term joint staff training events and transnational meetings will improve their competence of the English language by using professional teaching and learning terminology.

- The 4h long Intro Lecture and 2 meetings with experts from different educational sectors will significantly contribute to the development of an innovative training content.

- Local information briefings/sessions, Expert meetings, Informative promotion of the project, Intro Lectures and Multiplier events – open seminar / conference are the tools to the large and effective dissemination of the project results during the project in order to inform as much target audience as possible about the project development stages and its results.

How will you communicate and cooperate with your partners?

The LSPA and partner organizations have known each other for several months already since the Contact seminar in Tallinn in September 2018 which makes the whole communication easier. The managing staff of the partner organizations has been informed about the project, its scope, objectives, target groups and the role of the partner organizations. The partner organizations have sent the details of contact persons and they have been contacted and informed about the current activities related to the application for the funding.

During the preparation stage of the project the communication with contact persons will happen by emails and/or phone calls. The communication will take place once a week on regular basis. The applicant country will keep partner organizations informed about the activities accomplished, will ask for the information necessary and recommendations related to the feasibility of suggested actions. Effective and continuous communication between partners will be achieved via e-mail, calls, Skype meetings, and sharing documents on the cloud (e.g. Google Drive, Dropbox).

During the implementation stage and follow-up stages of the project the communication will happen not only by emails and/or phone calls once in two weeks, but there is also going to be a Skype conference call with all partner organizations simultaneously once in three months to discuss the topical issues related to the project implementation. Participation of the contact person and one the Curriculum production trainer educators is mandatory during the Skype conference call.

GMP will maintain regular communication with partners with the help of digital aid products (Skype for business, management tools, files sharing / stocking platform etc) – once in month informing all the partners about the ongoing and scheduled activities (dissemination, management and others) and also asking them information about the activities they have carried out and there were any problems encountered.

The level of progress will be tracked by maintaining open and clear communication throughout partnership engagements. Besides that there will be separate meetings of coordinators of the project of LSPA, DZC, Tartu VET Centre and IvF e.V. organized to evaluate progress of the project during the 3 transnational meetings planned during the project period, and there will be Skype conferences / video conferences once in 2 months between the coordinators in order to check whether the planned activities are on schedule and are meeting the deadlines.

Have you used or do you plan to use eTwinning, School Education Gateway, EPALE or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

Partners agreed to use the Erasmus+ online platform EPALE and/or or the Erasmus+ Project Results Platform in order to share and implement the project results and intellectual outputs

Intellectual Outputs

Do you plan to include intellectual outputs in your project?

Yes

In case you plan to include Intellectual Outputs please describe them here.

ID	Leading Organisation	Output Title	Starting Period	Grant
O1	VALSTS ADMINISTRACIJAS SKOLA	IO 1 - Assessment Questionnaire on the specific digital needs of VET trainers and adult Educators	02-2020	1199 0.00 EUR
O2	Datorzinibu centrs	IO2 - Innovative Course on Digital Skills and Solutions and the Course Pilote	09-2020	2942 0.00 EUR
Total				4141 0.00 EUR



Output Title O1

Output Title

IO 1 - Assessment Questionnaire on the specific digital needs of VET trainers and adult Educators

Output Type

Studies / analysis – Questionnaire development and survey implementation

Start Date (dd-mm-yyyy)

01-02-2020

End Date (dd-mm-yyyy)

30-06-2020

Output Description (including: elements of innovation, expected impact and transferability potential)

During the first phase of the project an Assessment Questionnaire will be designed in order to define the needs for digital skills, competences and possible digital solutions of VET trainers adult educators and the expectations of adult learners regarding the use of digital tools in their professional environment. The aim of the Assessment Questionnaire is to reflect on the adult education system, its weak and strong points, similarities and differences in interpreting adult education by its main agents: learners and teachers. The Questionnaire will unveil the lack of their knowledge and competence in 3 main areas: Cyber Security, Webinars and Communication and Sharing tools.

The aim is to get an assessment of the concrete specific digital needs / elements to be addressed in the Curriculum of the Course.

With the help of the questionnaire we can determine what are existing digital tools that the trainers / educators from 3 countries - Latvia, Estonia and Germany are using frequently / rarely / occasionally in their professional environment and what digital skills / competences they are lacking or need to learn.

The innovative element is that adult education / VET learners will also be involved in the analysis of the situation and try to actively participate in a process (further planning and drowning up the curriculum) in which they usually have the more passive role of a user. Further indicators used to describe the situation and needs will be teaching learning styles, existent digital tools, interaction between students and teachers, training approach, how trainers/ educators and learners perceive and evaluate the necessity of more frequent use of digital tools / solutions.

The questionnaire will also provide useful data on the different needs for digital tools and solutions in each participating country. The Assessment Questionnaire on specific digital needs will provide a concrete, measurable and objective starting point to define guidelines for planning and development of the content of the IO 2 - the Training Course Curriculum.

As the results of the survey will be collected the answers of 800 people in 3 countries (400 VET / adult education trainers and 400 VET / adult education learners).

The Questionnaire will be prepared in English and translated in partners' home languages. Each partner can use it in English or in the home language, depending on the selected target group. The Questionnaire will be delivered online and at the same way the survey will be held.

The partners institutions will be free to use the questionnaire also in their ordinary activities when they need to collect data regarding VET and adult education.

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

The leading partner will be the LSPA (Latvia) due to their experience in implementing surveys and

role of trainers for the project staff in the field of research and teacher training.

O1/Activity (A) 1: Setting up questionnaire - February 2020 (M4)

During the 1st transnational meeting in Latvia (January 2020, M3) the partner in charge will set guidelines and every partner will contribute to the preparation of the Questionnaire. The TTR will be the person in charge of drawing up the Questionnaire in each partner institution. This task will take 1 months to be completed (M4). The official version of the Assessment Questionnaire will be in English. Every partner will translate it into their own home language for further use. Depending on the target group, the partner will be free to use the Assessment Questionnaire in English or into their home language.

O1/A2 Making the survey – delivery of the questionnaire (M5,)

During the next month - March 2020 (M5, M6), 100 adult educators and 100 adult learners from each country will complete the Assessment Questionnaire on specific digital needs. The learners and the adult education teachers will be recruited in the partners' countries at local and regional/national level. It is recommended to define these groups as the most representative samples of learners and teachers of partner institutions. The survey will be done online and the partner in charge for this task will be the LSPA.

The participants at the survey will be invited to compile an evaluation questionnaires.

O1/A3 Questionnaire analysis (M6 - M7)

During the month of April 2020, the answers to the Questionnaire will be collected, translated in English and the DZC (Latvia) will be in charge for analyzing the Questionnaire. The analysis will take 2 months - April - May 2020.

O1/A4 Presentation of the results (M7)

The Questionnaire results will be presented at the Short-Term-Joint Staff Training Event held in Estonia in May 2020 (M7). The results will be available in both the paper and digital form on the project website. Each partner institution will prepare the report in English on carrying out the Assessment Questionnaire on specific digital needs in their country and then a general one will be done by DZC (Latvia). The partner in charge for the general report will be the LSPA (Latvia). Upon the results of the Questionnaire the draft of the Curriculum will be drawn during the Short-Term-Joint Staff Training Event held in Estonia in May 2020.

O1/A5 Report production (M8)

The general report will be produced in English, then every partner will translate it in their national languages if needed and it will be uploaded at the project website and Epale platform. After the report on the analysis is completed, the project management staff of all partners institutions will discuss the results and draw conclusions. The content of the Curriculum will be specified and adjusted in accordance with the Questionnaire results.

The complete Intellectual output 1 will take 5 months (M4 – M8) to be completed.

The TTRs will develop the content of the Questionnaire, supervise its implementation and analyse the gathered answers / results.

The TAs will make the translations, sum up the results and prepare the reports.

Leading Organisation

VALSTS ADMINISTRACIJAS SKOLA

Media

Database
Mailing lists
Table

Text File
 Internet
 Dataset

 Institut für technologieorientierte Frauenbildung
 e.V. Datorzinibu centrs TARTU LINN

English Estonian Latvian German

Participating Organisations

Languages

Intellectual Output Budget

Please specify the staff resources which you need to produce the Intellectual Output.

Id	Organisation	Administrative Support Staff	Managers	Teachers/Trainers/Researchers	Technicians	Grant
1	VALSTS ADMINISTRACIJAS SKOLA	0.00 EUR	0.00 EUR	1480.00 EUR	550.00 EUR	2030.00 EUR
2	Institut für technologieorientierte Frauenbildung e.V.	0.00 EUR	0.00 EUR	4280.00 EUR	1620.00 EUR	5900.00 EUR
3	Datorzinibu centrs	0.00 EUR	0.00 EUR	1480.00 EUR	550.00 EUR	2030.00 EUR
4	TARTU LINN	0.00 EUR	0.00 EUR	1480.00 EUR	550.00 EUR	2030.00 EUR
Total		0.00 EUR	0.00 EUR	8720.00 EUR	3270.00 EUR	11990.00 EUR

Intellectual Output Budget Details 918591262

Organisation

VALSTS ADMINISTRACIJAS SKOLA

Country of the Organisation

Latvia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	88.00 EUR	0.00 EUR
Technicians	10	55.00 EUR	550.00 EUR
Administrative support staff	0	39.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	20	74.00 EUR	1480.00 EUR
Total	30		2030.00 EUR

Intellectual Output Budget Details 946019855

Organisation	Institut für technologieorientierte Frauenbildung e.V.
Country of the Organisation	Germany

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	10	162.00 EUR	1620.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	20	214.00 EUR	4280.00 EUR
Total	30		5900.00 EUR

Intellectual Output Budget Details 942705268

Organisation	Datorzinibu centrs
Country of the Organisation	Latvia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	10	55.00 EUR	550.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	20	74.00 EUR	1480.00 EUR
Total	30		2030.00 EUR

Intellectual Output Budget Details 996380024

Organisation	TARTU LINN
Country of the Organisation	Estonia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	0	0.00 EUR	0.00 EUR
Technicians	10	55.00 EUR	550.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	20	74.00 EUR	1480.00 EUR
Total	30		2030.00 EUR



Output Title O2

Output Title

IO2 - Innovative Course on Digital Skills and Solutions and the Course Pilote

Output Type

Open / online / digital education – Open Education Resource (OER)

Start Date (dd-mm-yyyy)

01-09-2020

End Date (dd-mm-yyyy)

31-07-2021

Output Description (including: elements of innovation, expected impact and transferability potential)

The Innovative Course on Digital Skills and Solutions and the Course Pilote will be based on the results of the Assessment Questionnaire on VET trainers and Adult Educators' digital needs conducted during the 1st phase of the project. It will contain the description of the aim and objectives, the outcomes, contents, and assessment. The document will also present the training course programme for adult educators in order to answer and offer a set of activities targeted at satisfying digital needs of teachers involved in the VET and adult education system.

The activities of the course will be based on a 12 - 24 -hour programme.

The main aim of this IO will be to improve and upgrade the digital skills of VET and adult education trainers and to ensure they have the necessary digital competences and skills of a modern up-skilled adult education trainer /educator in the digital era of education. Just like the Questionnaire, the Digital Skills and Solutions Course Curriculum will look at the role of adult educators and develop their skills, knowledge and competence in 3 main areas: Cyber Security, Webinars and Communication and Sharing tools. The topics of each of these modules will be designed based on the results of the IO1 - the Assessment Questionnaire on VET trainers and Adult Educators' digital needs conducted during the 1st phase of the project

Expected outcomes:

- teach trainers and educators will know how to use different digital learning tools and improve their digital skills;
- their own knowledge of Cyber Security, Webinars and Communication and Sharing tools will be extended;
- trainers and learners will be given the possibility to have the blended learning approach (face-to-face + online) during the short-term-joint-staff training events (STJST);
- to provide them with the knowledge on how to choose the better digital learning solution for their individual needs;
- developed a Curriculum for the training course on the Digital solutions for trainers and educators (DIGISOL) in the VET and adult education sectors;
- developed new teaching methods offering the audio and video lessons + face to face training;
- developed skills of designing, creating, implementing, and evaluating a training curriculum for adult educators suited to their specific needs
- developed intercultural competence;
- piloted the DIGISOL Course for 2 groups of 12 learners in each partner organization country;
- created an online course;
- Created and maintaining the free access to the Moodle platform for the IO2 - the online Innovative Course on Digital Skills and Solutions -DIGISOL.
- the trainers will apply appropriate methods and techniques for teaching adults;
- they will know how to apply motivational strategies, develop communication and presentation skills;
- evaluated the process of learning and teaching;

- identified different teaching / learning methods/and strategies;

The partner in charge will be the DZC Latvia partner thanks to its experience in developing, piloting, monitoring and implementing different types of learning curricula on digital tools. In this context, it is important to emphasize the role of the Institution as Microsoft licensed institution and partner for several digital tools and products.

The final version of the Curriculum will be presented by each partner during the multiplier event, after running the Pilote.

This intellectual output will be prepared in English and than translated in partners' home languages. Each partner can use it in English or in the home language, depending on the selected target group.

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

The partner in charge will be the DZC Latvia partner.

02/A1. Planning the Curriculum - 2nd phase (M10 – M17)

02/A1.1 Defining Curriculum structure (M10).

After the 1st STJST in Estonia in May 2020 (M8) where the results of IO1 and the draft version of the Curriculum will be discussed, during the 2d TM in Germany in August 2020 the partner in charge – DZC - will present the possible main structure of the course: description, aim, objective, outcomes, content, assessment. Following the results and the guidelines resulting from IO1 it will be decided which digital skills should be developed and strengthened and which subjects will compose the content of each of 3 learning modules. The structure of the document will be approved by the project partners. The partners will discuss the creation on the Moodle Platform for uploading the content of the course and sharing it online as planned and will appoint the partner responsible for creating the platform.

02/A1.2 Working on the draft Curriculum (M11, M12)

The partners will work on planning the Curriculum applying the Action research method. The partner in charge will divide the tasks among partners. The partners agree to have online and Skype consultations every 3 weeks to create the online course content. In order to assure that a larger audience would benefit from the curriculum content, every partner will organize a first Expert meeting – 5 - 10 experts from different education sectors who will be given the insight of the course content and will evaluate the presented curriculum content and give their recommendations on the planned topics.

02/A1.3 Discussing the Curriculum (M14 - M16)

The draft Curriculum will be discussed in each partner's institution and the conclusions will be collected in a general report prepared by the Latvian partner. For the better understanding of the relevance of the chosen subtopics, every partner will organize a second Expert Meeting.

02/A1.4 Presentation of the Curriculum (M13,M17)

The partners will discuss the draft Curriculum during the 2d STJST in Latvia and make the final adjustments to the content of the Curriculum. During the 3d STJST in Germany, the final version of the Curriculum will be presented. During this event, partners will receive the information, the materials and they will train on the methodology of piloting the Curriculum. The partners will put the Curriculum content online and the Online Course on Digital Skills and Solutions (DIGISOL) will be ready for piloting. The TTR from every institution will be in charge of uploading their developed content to the Moodle platform.

2d phase will last 7 months (M11 – M17).

02/A2 The 3rd phase of the project - Piloting the Curriculum (M18 – M20)

The 3rd phase of the project will consist of piloting, monitoring and evaluating the Curriculum. Piloting the Curriculum will give the evaluations and the feedback on the course content from the Pilote participants. It will allow then to adjust the Course content before officially give the unlimited public

access to it.

02/A2.1. Selection of the pilot group (M18)

Each partner will select 2 groups of 12 educators/staff members through an open call procedure: one group of advanced digital tools users and the other one - people with a very little knowledge on the digital tools used in education. The suggestion is to include not only teachers/staff members of partner organisations in this group, but also trainers from other adult education institutions. The partner institutions' staff should do not make up more than 1/3 of the total number of participants in the Pilote.

02/A2.2 The blended training based on the Curriculum (M19-M20)

Each partner will be free to choose the scheduling, the frequency and the duration of the piloting of the Curriculum. The frame of the course will be as follows:

- 3 days of face-to-face learning
- Time for online learning
- One webinar in-between.

Monitoring of the Curriculum piloting will be done by the Manager (MR) from each institution. At the end of training the participants will pass the online test and receive the Certificate attesting the acquisition of the new digital skills and competences.

02/A2.3 Evaluation of the piloting of the Curriculum (M20 – M21)

Evaluation of the curriculum's effectiveness and usefulness in achieving the course's training objectives. The purpose of piloting a curriculum is to make sure the curriculum is effective, and to make changes before it is distributed/ offered widely. The partners will decide on the procedure and the methodology of the evaluation.

Each partner institution will prepare the report on the complete piloting the Curriculum' presenting the results and than a general one will be done. The partner in charge for the general report will be the Estonian partner.

02/A1.4 Finishing of the Curriculum (M21) taking into account the the suggestions for the adjustment from other partners and the evaluation of the results of the piloting of the curriculum.

Leading Organisation

Datorzinibu centrs

Media

Internet
 Interactive Resource
 Social Media
 Video
 Website
 Workspace
 Paper Brochures

Participating Organisations

Institut für technologieorientierte Frauenbildung
 e.V. VALSTS ADMINISTRACIJAS SKOLA
 TARTU LINN

Languages

German Latvian English Estonian

Intellectual Output Budget

Please justify why specific grant for management and administrative staff is required for the development of the Intellectual Output in addition to what is already covered by Project Management and implementation grant.

Manager:

- is responsible for supervising the work of the TTR and the TA in each partner institution;
- is in charge of the development of the course methodology;
- is in charge of editing / going through the translated course;
- will supervise the produced course materials;
- will decide which members of the project's team to send to the training events - STJST - in partner institutions' countries;
- will verify that all the course materials are uploaded to the Moodle platform;
- will monitor and facilitate the Curriculum / online course piloting;
- will be in charge of the evaluation of the piloting of the Curriculum;
- will prepare the report on the complete piloting the Curriculum' presenting the results;
- will present the results of the Pilote during the Multiplier Event in pair with the PM - organizer of the multiplier event

Please specify the staff resources which you need to produce the Intellectual Output.

Id	Organisation	Administrative Support Staff	Managers	Teachers/Trainers/Researchers	Technicians	Grant
1	Datorzinibu centrs	0.00 EUR	880.00 EUR	2960.00 EUR	1100.00 EUR	4940.00 EUR
2	Institut für technologieorientierte Frauenbildung e.V.	0.00 EUR	2800.00 EUR	8560.00 EUR	3240.00 EUR	14600.00 EUR
3	VALSTS ADMINISTRACIJAS SKOLA	0.00 EUR	880.00 EUR	2960.00 EUR	1100.00 EUR	4940.00 EUR
4	TARTU LINN	0.00 EUR	880.00 EUR	2960.00 EUR	1100.00 EUR	4940.00 EUR
Total		0.00 EUR	5440.00 EUR	17440.00 EUR	6540.00 EUR	29420.00 EUR

Intellectual Output Budget Details 942705268

Organisation	Datorzinibu centrs
Country of the Organisation	Latvia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	10	88.00 EUR	880.00 EUR
Technicians	20	55.00 EUR	1100.00 EUR
Administrative support staff	0	39.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	40	74.00 EUR	2960.00 EUR
Total	70		4940.00 EUR

Intellectual Output Budget Details 946019855

Organisation	Institut für technologieorientierte Frauenbildung e.V.
Country of the Organisation	Germany

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	10	280.00 EUR	2800.00 EUR
Technicians	20	162.00 EUR	3240.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	40	214.00 EUR	8560.00 EUR
Total	70		14600.00 EUR

Intellectual Output Budget Details 918591262

Organisation	VALSTS ADMINISTRACIJAS SKOLA
Country of the Organisation	Latvia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	10	88.00 EUR	880.00 EUR
Technicians	20	55.00 EUR	1100.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	40	74.00 EUR	2960.00 EUR
Total	70		4940.00 EUR

Intellectual Output Budget Details 996380024

Organisation	TARTU LINN
Country of the Organisation	Estonia

Category of Staff	No. of Working Days	Grant per Day	Grant
Managers	10	88.00 EUR	880.00 EUR
Technicians	20	55.00 EUR	1100.00 EUR
Administrative support staff	0	0.00 EUR	0.00 EUR
Teachers/Trainers/Researchers	40	74.00 EUR	2960.00 EUR
Total	70		4940.00 EUR

Multiplier Events

Do you plan to include Multiplier Events in your project?

Yes

Multiplier Events Summary

Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities will be supported via the grant item Project Management and Implementation.

ID	Leading Organisation	Event Title	Starting Period	Grant
E1	VALSTS ADMINISTRACIJAS SKOLA	Open seminar / conference	09-2021	8000.0 0 EUR
E2	Institut für technologieorientierte Frauenbildung e.V.	Open seminar / conference	09-2021	5000.0 0 EUR
E3	TARTU LINN	Open seminar / conference	09-2021	5000.0 0 EUR
Total				18000. 00 EUR



Multiplier Event Details E1

Event Title

Open seminar / conference

Country of Venue

Latvia

Start Date (dd-mm-yyyy)

01-09-2021

End Date (dd-mm-yyyy)

30-09-2021

Event Description (Including : Targets groups and objectives)

The LSPA (Riga, Latvia) in cooperation and with the help of the DZC (Riga, Latvia) will organize a multiplier event in its home town. There will be 80 people invited to participate in the event as the event will include the participation of 2 partner institutions.

The target audience will be teachers, trainers, school managers, VET sector and adult education sector teachers and staff, institutions and stakeholders' officers from:

- local government bodies responsible for developing the general education system,
- authorities responsible for developing general education at the regional level,
- other adult education institutions at the local and regional level,
- colleges and open universities,
- government bodies regulating general education,
- government bodies responsible for developing the adult education system.

The aim of the multiplier event is to present, inform, support and value the project and its results. Another very important objective is to become aware of the importance of adult education today and its connection to the labor market as well as to support adult education institutions.

The multiplier event will take place in September 2021 (M23) when the project will be ended and all the phases of implementing the DIGISOL Curriculum and pilote course for VET and Adult Educators will be finished.

The Multiplier event will last one day and it will include:

- a presentation of the project and project partners,
- a lecture about VET / adult education in partners' countries,
- a presentation of the results of the Assessment Questionnaire (IO1)
- a presentation of the DIGISOL Training Curriculum (IO2)
- a presentation of the report on the complete piloting the DIGISOL Training Curriculum presenting the results and feedback from the participants of the pilote.
- a workshop on the IO2 (DIGISOL course) milestone topics,
- an evaluation of the project results and the project itself.

The organizer of the multiplier event will be each partner institution project coordinator and the activities will be mainly held by the adult educators/staff members (M and TTR) who took part in the training events (STJST) and in the implementation of the DIGISOL Training Curriculum and Course piloting in the 2nd and 3rd phase of the project (2d phase: September 2020 – March 2021, (M11 – M17), the 3rd phase: - Piloting the Curriculum, April 2021 - Jun 2021 (M18 – M20)). During the multiplier event, project' and Pilote training' participants' feedback, evaluations forms, comments, and suggestions will be used and presented as one of the indicators of achievement of the project. The participants of the DIGISOL Course Pilote will be invited to share and describe their experiences, paying special attention to emphasize which skill, competence or knowledge was developed the most.

The multiplier event also has a disseminating function. Dissemination will be realized through the following dissemination activities:

- presentation of the Facebook page of the project,
- subscriptions to the partner institutions' newsletters including the updates on the project's results further dissemination.
- presenting reports from the meetings with stakeholders in the adult education sector.
- presenting the Moodle platform and the online DIGISOL course and explaining how to get free

access to it.

Each partner will prepare the report on the multiplier event. The reports will be presented and discussed during the 3rd transnational meeting held in Tartu, Estonia, in October 2021 (M24).

Intellectual Outputs Covered

IO2 - Innovative Course on Digital Skills and Solutions and the Course Pilote

IO 1 - Assessment Questionnaire on the specific digital needs of VET trainers and adult Educators

Leading Organisation

VALSTS ADMINISTRACIJAS SKOLA

Participating Organisations

Datorzinību centrs

TARTU LINN

Multiplier Event Budget

ID	Organisation	Country of the Organisation	Local Participants	Foreign Participants	Grant per Local Participant	Grant per Foreign Participant	Grant
1	VALSTS ADMINISTRACIJAS SKOLA	Latvia	80	0	100.00 EUR	200.00 EUR	8000.00 EUR
Total							8000.00 EUR



Multiplier Event Details E2

Event Title

Open seminar / conference

Country of Venue

Germany

Start Date (dd-mm-yyyy)

01-09-2021

End Date (dd-mm-yyyy)

30-09-2021

Event Description (Including : Targets groups and objectives)

The IvF (Kassel, Germany) will organize a multiplier event in its home town. There will be 50 persons invited to participate in the event.

The target audience will be teachers, trainers, school managers, VET sector and adult education sector teachers and staff, institutions and stakeholders' officers from:

- local government bodies responsible for developing the general education system,
- authorities responsible for developing general education at the regional level,
- other adult education institutions at the local and regional level,
- colleges and open universities,
- government bodies regulating general education,
- government bodies responsible for developing the adult education system.

The aim of the multiplier event is to present, inform, support and value the project and its results. Another very important objective is to become aware of the importance of adult education today and its connection to the labor market as well as to support adult education institutions.

The multiplier event will take place in September 2021 (M23) when the project will be ended and all the phases of implementing the DIGISOL Curriculum and pilote course for VET and Adult Educators will be finished.

The Multiplier event will last one day and it will include:

- a presentation of the project and project partners,
- a lecture about VET / adult education in partners' countries,
- a presentation of the results of the Assessment Questionnaire (IO1)
- a presentation of the DIGISOL Training Curriculum (IO2)
- a presentation of the report on the complete piloting the DIGISOL Training Curriculum presenting the results and feedback from the participants of the pilote.
- a workshop on the IO2 (DIGISOL course) milestone topics,
- an evaluation of the project results and the project itself.

The organizer of the multiplier event will be each partner institution project coordinator and the activities will be mainly held by the adult educators/staff members (M and TTR) who took part in the training events (STJST) and in the implementation of the DIGISOL Training Curriculum and Course piloting in the 2nd and 3rd phase of the project (2d phase: September 2020 – March 2021, (M11 – M17), the 3rd phase: - Piloting the Curriculum, April 2021 - Juin 2021 (M18 – M20)). During the multiplier event, project' and Pilote training' participants' feedback, evaluations forms, comments, and suggestions will be used and presented as one of the indicators of achievement of the project. The participants of the DIGISOL Course Pilote will be invited to share and describe their experiences, paying special attention to emphasize which skill, competence or knowledge was developed the most.

The multiplier event also has a disseminating function. Dissemination will be realized through the following dissemination activities:

- presentation of the Facebook page of the project,
- subscriptions to the partner institutions' newsletters including the updates on the project's results further dissemination.
- presenting reports from the meetings with stakeholders in the adult education sector.
- presenting the Moodle platform and the online DIGISOL course and explaining how to get free access to it.

Each partner will prepare the report on the multiplier event. The reports will be presented and discussed during the 3rd transnational meeting held in Tartu, Estonia, in October 2021 (M24).

Intellectual Outputs Covered

IO2 - Innovative Course on Digital Skills and Solutions and the Course Pilote

IO 1 - Assessment Questionnaire on the specific digital needs of VET trainers and adult Educators

Leading Organisation

Institut für technologieorientierte Frauenbildung e.V.

Participating Organisations

VALSTS ADMINISTRACIJAS SKOLA

Datorzinību centrs

Multiplier Event Budget

ID	Organisation	Country of the Organisation	Local Participants	Foreign Participants	Grant per Local Participant	Grant per Foreign Participant	Grant
1	Institut für technologieorientierte Frauenbildung e.V.	Germany	50	0	100.00 EUR	200.00 EUR	5000.00 EUR
Total							5000.00 EUR



Multiplier Event Details E3

Event Title

Open seminar / conference

Country of Venue

Estonia

Start Date (dd-mm-yyyy)

01-09-2021

End Date (dd-mm-yyyy)

30-09-2021

Event Description (Including : Targets groups and objectives)

Tartu Vocational Education Center (Tartu, Estonia) will organize a multiplier event in its home town. There will be 50 persons invited to participate in the event.

The target audience will be teachers, trainers, school managers, VET sector and adult education sector teachers and staff, institutions and stakeholders' officers from:

- local government bodies responsible for developing the general education system,
- authorities responsible for developing general education at the regional level,
- other adult education institutions at the local and regional level,
- colleges and open universities,
- government bodies regulating general education,
- government bodies responsible for developing the adult education system.

The aim of the multiplier event is to present, inform, support and value the project and its results. Another very important objective is to become aware of the importance of adult education today and its connection to the labor market as well as to support adult education institutions.

The multiplier event will take place in September 2021 (M23) when the project will be ended and all the phases of implementing the DIGISOL Curriculum and pilote course for VET and Adult Educators will be finished.

The Multiplier event will last one day and it will include:

- a presentation of the project and project partners,
- a lecture about VET / adult education in partners' countries,
- a presentation of the results of the Assessment Questionnaire (IO1)
- a presentation of the DIGISOL Training Curriculum (IO2)
- a presentation of the report on the complete piloting the DIGISOL Training Curriculum presenting the results and feedback from the participants of the pilote.
- a workshop on the IO2 (DIGISOL course) milestone topics,
- an evaluation of the project results and the project itself.

The organizer of the multiplier event will be each partner institution project coordinator and the activities will be mainly held by the adult educators/staff members (M and TTR) who took part in the training events (STJST) and in the implementation of the DIGISOL Training Curriculum and Course piloting in the 2nd and 3rd phase of the project (2d phase: September 2020 – March 2021, (M11 – M17), the 3rd phase: - Piloting the Curriculum, April 2021 - Juin 2021 (M18 – M20)). During the multiplier event, project' and Pilote training' participants' feedback, evaluations forms, comments, and suggestions will be used and presented as one of the indicators of achievement of the project. The participants of the DIGISOL Course Pilote will be invited to share and describe their experiences, paying special attention to emphasize which skill, competence or knowledge was developed the most.

The multiplier event also has a disseminating function. Dissemination will be realized through the following dissemination activities:

- presentation of the Facebook page of the project,
- subscriptions to the partner institutions' newsletters including the updates on the project's results further dissemination.
- presenting reports from the meetings with stakeholders in the adult education sector.
- presenting the Moodle platform and the online DIGISOL course and explaining how to get free access to it.

Each partner will prepare the report on the multiplier event. The reports will be presented and discussed during the 3rd transnational meeting held in Tartu, Estonia, in October 2021 (M24).

Intellectual Outputs Covered

IO2 - Innovative Course on Digital Skills and Solutions and the Course Pilote

IO 1 - Assessment Questionnaire on the specific digital needs of VET trainers and adult Educators

Leading Organisation

TARTU LINN

Participating Organisations

VALSTS ADMINISTRACIJAS SKOLA

Institut für technologieorientierte Frauenbildung e.V.

Datorzinību centrs

Multiplier Event Budget

ID	Organisation	Country of the Organisation	Local Participants	Foreign Participants	Grant per Local Participant	Grant per Foreign Participant	Grant
1	TARTU LINN	Estonia	50	0	100.00 EUR	200.00 EUR	5000.00 EUR
Total							5000.00 EUR



Learning, Teaching, Training Activities

List of Activities

Do you plan to include transnational learning, teaching or training activities in your project?

Yes

In case you plan to include learning, teaching or training activities please encode them here.

ID	Activity Title	Leading Organisation	Activity Type	Field	Starting Period	No. of Participants	No. of Accompanying Persons	Grant
C1	First Short-term joint staff Training Event - Situation Context and Sharing Tools	TARTU LINN	Short-term joint staff training events	VET	05-2020	9	0	5721.00 EUR
C2	Second Short-term joint staff Training Event - Webinars and Communication	Datorzinibucen	Short-term joint staff training events	VET	11-2020	6	0	3909.00 EUR
C3	Third Short-term joint staff Training Event - Cyber Security and Final Testing	Institut für technologieorientierte Frauenbildung e.V.	Short-term joint staff training events	VET	03-2021	9	0	6291.00 EUR
Total								15921.00 EUR

Activity Details (C1)

Field

VET

Activity Type

Short-term joint staff training events

Activity Title

First Short-term joint staff Training Event - Situation Context and Sharing Tools

Activity Description (including profile of participants per organisation, goals and results of the activity)

The objectives of the 1st training event are:

- 1) develop and conduct an experimental training
- 2) present the analysis of the data and the results of the IO1
- 3) present and test the methodological material for the Curriculum
- 4) practice digital skills;
- 5) make decisions related to the amount and quality of the material used for the production the Curriculum
- 6) gain knowledge and enhance the specific skills related to the subtopics.

Methodology applied: interactive - groups work, pair work, buzz groups, brainstorming, discussions, presentations.

This 3 day training event will take place in May 2020 and will be divided into two parts:

- the 1st and will be devoted to the summary and the analysis of the data received during the preliminary conducted research on the digital needs of adult educators in each partner country (IO1) and to drafting of the Curriculum.
- the 2nd day and the 3rd training days will be organized as an experimental training sessions in order to test some of the topics the curriculum, make decisions related to the amount and quality of the material used for the production the course and gain knowledge and enhance the specific skills related to the topics.

The topics for the training will be related to the Curriculum module „Files & Documents Sharing Tools”.

The goals of the training session are: learn new digital skills / learning solutions, gather together all participants theoretical knowledge and generate new training Technics or new practicals tips and gadgets in order to prepare the training course for the all 3 countries VET and adult education trainers.

The training session can also be attended by all interested trainer educators and facilitators from receiving country – Estonia, and also by local teachers/ trainers interested in enhancing their digital skills. The trainer educators from Tartu VEC Center are going to be the facilitators for this training event. The facilitators will lead the process and conduct workshops on one the drafted Curriculum modules. They will prepare several 90 min workshops with theoretical input and practical tasks on one of the possible subtopics and conduct the workshop during the event being in facilitator’s shoes. The rest of the group at the same time will be in learners’ shoes. This is the way how the material for the course is going to be tested and validated. At the end of each day there is going to be an evaluation of the subtopics delivered, activities carried out and the improvements necessary. All the participants are going to fill out the feedback form and then the results will be discussed within the group in order to make a final decision about the material used for the course. There are going to be two people responsible for the whole process of the event – the two facilitators from the receiving country.

Leading Organisation

TARTU LINN

Participating Organisations

VALSTS ADMINISTRACIJAS SKOLA

Datorzinibu centrs

Institut für technologieorientierte Frauenbildung e.V.

Duration (days)

3

Country of Venue

Estonia

Starting Period

05-2020

Groups of Participants

ID	Sending Organisation / Country	Distance Band	Duration (days)	No. of Participants	No. of Accompanying Persons	Grant
1	Datorzinibu centrs / Latvia	100-499 km	4	3	0	1812.00 EUR
2	Institut für technologieorientierte Frauenbildung e.V. / Germany	500-1999 km	4	3	0	2097.00 EUR
3	VALSTS ADMINISTRACIJAS SKOLA / Latvia	100-499 km	4	3	0	1812.00 EUR
Total						5721.00 EUR

Group 1, Activity C1 (First Short-term joint staff Training Event - Situation Context and Sharing Tools)

Organisation / Country

Datorzinibu centrs / Latvia

Activity Type

Short-term joint staff training events

Duration (days)

3

Country of Venue

Estonia

No. of Participants

3

No. of Accompanying Persons

0

Total No. of Participants and accompanying persons

3

Group Budget

Travel

Distance Band	100-499 km
No. of Participants	3
Grant per Participant	180.00 EUR
Total Travel Grant	540.00 EUR

Exceptional Costs for Expensive Travel

Individual Support



No. of Participants	3
Duration per Participant (days)	4
Grant per Participant	424.00 EUR
Total (for Participants)	1272.00 EUR
No. of Accompanying Persons	0
Duration per Accompanying Person (days)	0
Grant per Accompanying Person	0.00 EUR
Total (for Accompanying Persons)	0.00 EUR
Total Individual Support Grant	1272.00 EUR

Group 2, Activity C1 (First Short-term joint staff Training Event - Situation Context and Sharing Tools)

Organisation / Country

Institut für technologieorientierte Frauenbildung e.V. / Germany

Activity Type

Short-term joint staff training events

Duration (days)

3

Country of Venue

Estonia

No. of Participants

3

No. of Accompanying Persons

0

Total No. of Participants and accompanying persons

3

Group Budget

Travel

Distance Band	500-1999 km
No. of Participants	3
Grant per Participant	275.00 EUR
Total Travel Grant	825.00 EUR

Exceptional Costs for Expensive Travel

Individual Support

No. of Participants	3
Duration per Participant (days)	4
Grant per Participant	424.00 EUR
Total (for Participants)	1272.00 EUR
No. of Accompanying Persons	0
Duration per Accompanying Person (days)	0
Grant per Accompanying Person	0.00 EUR
Total (for Accompanying Persons)	0.00 EUR
Total Individual Support Grant	1272.00 EUR

Group 3, Activity C1 (First Short-term joint staff Training Event - Situation Context and Sharing Tools)

Organisation / Country

VALSTS ADMINISTRACIJAS SKOLA / Latvia

Activity Type

Short-term joint staff training events

Duration (days)

3

Country of Venue

Estonia



No. of Participants

3

No. of Accompanying Persons

0

Total No. of Participants and accompanying persons

3

Group Budget

Travel

Distance Band	100-499 km
No. of Participants	3
Grant per Participant	180.00 EUR
Total Travel Grant	540.00 EUR

Exceptional Costs for Expensive Travel

Individual Support

No. of Participants	3
Duration per Participant (days)	4
Grant per Participant	424.00 EUR
Total (for Participants)	1272.00 EUR
No. of Accompanying Persons	0
Duration per Accompanying Person (days)	0
Grant per Accompanying Person	0.00 EUR
Total (for Accompanying Persons)	0.00 EUR
Total Individual Support Grant	1272.00 EUR

Activity Budget



Budget Items	Grant
Travel	1905.00 EUR
Individual Support	3816.00 EUR
Total	5721.00 EUR

Activity Details (C2)

Field

VET

Activity Type

Short-term joint staff training events

Activity Title

Second Short-term joint staff Training Event - Webinars and Communication

Activity Description (including profile of participants per organisation, goals and results of the activity)

The objectives of the 2nd Short-term joint staff training event are:

- 1) conduct an experimental training
- 2) discuss the draft of Curriculum
- 3) making the final adjustments to the content of the Curriculum
- 4) present the results from first Expert meeting and the information acquired
- 5) make decisions related to the amount and quality of the material used for the production the Curriculum
- 6) test some of the topics the curriculum and practice digital skills;
- 7) gain knowledge and enhance the specific skills related to the subtopics.

Methodology applied: interactive - groups work, buzz groups, brainstorming, discussions, presentations.

This 3 day training event will take place in Riga in November 2020 and will be hosted by the DZC training center.

The event will be again divided into two parts:

- the 1st and will be devoted to the discussion of the draft Curriculum and making the final adjustments to the content of the Curriculum. Each country will present the results from first Expert meeting and the information acquired: experts' evaluation of the curriculum content, their recommendations and feedback on the planned topics.

- the 2nd day and the 3rd training days will be organized as an experimental training sessions in order to test some of the topics the curriculum, make decisions related to the amount and quality of the material used for the production the course and gain knowledge and enhance the specific skills related to the topics.

The topics for the training will be related to the Curriculum module „Webinars and Communication”.

The goals of the training session are: learn new digital skills / learning solutions, gather together all participants theoretical knowledge and generate new training Technics or new practicals tips and gadgets in order to prepare the training course for the all 3 countries VET and adult education trainers.

The training sessions can also be attended by all interested trainer educators and facilitators from receiving country – Latvia, and also by local teachers/ trainers interested in enhancing their digital skills. The trainer educators from the DZC are going to be the facilitators for this training event. The facilitators will lead the process and conduct workshops on on one or several topics related to the module „Webinars and Communication”. They will prepare several workshops with theoretical input and practical tasks on one of the topics of their choice and within their expertise and will conduct training/ workshops being in facilitator's shoes. The rest of the group at the same time will be in learners' shoes. This is how the material for the course is going to be tested and validated. At the end of each day there is going to be an evaluation of the training's content and the applicability of topics tested to the curriculum content, of the activities carried out and on the necessary improvements. All the participants are going to give their feedback in the evaluation form and then the results will be discussed within the group in order to make a final decision about the material used for the course. There are going to be two people responsible for the whole process of the event – the two facilitators from the receiving country.

Leading Organisation

Datorzinibu centrs

Participating Organisations

Institut für technologieorientierte Frauenbildung e.V.

TARTU LINN

VALSTS ADMINISTRACIJAS SKOLA

Duration (days)

3

Country of Venue

Latvia

Starting Period

11-2020

Groups of Participants

ID	Sending Organisation / Country	Distance Band	Duration (days)	No. of Participants	No. of Accompanying Persons	Grant
1	Institut für technologieorientierte Frauenbildung e.V. / Germany	500-1999 km	4	3	0	2097.00 EUR
2	TARTU LINN / Estonia	100-499 km	4	3	0	1812.00 EUR
Total						3909.00 EUR

Group 1, Activity C2 (Second Short-term joint staff Training Event - Webinars and Communication)

Organisation / Country

Institut für technologieorientierte Frauenbildung e.V. / Germany

Activity Type

Short-term joint staff training events

Duration (days)

3

Country of Venue

Latvia

No. of Participants

3

No. of Accompanying Persons

0

Total No. of Participants and accompanying persons

3

Group Budget

Travel

Distance Band	500-1999 km
No. of Participants	3
Grant per Participant	275.00 EUR
Total Travel Grant	825.00 EUR

Exceptional Costs for Expensive Travel

Individual Support

No. of Participants	3
Duration per Participant (days)	4
Grant per Participant	424.00 EUR
Total (for Participants)	1272.00 EUR
No. of Accompanying Persons	0
Duration per Accompanying Person (days)	0
Grant per Accompanying Person	0.00 EUR
Total (for Accompanying Persons)	0.00 EUR
Total Individual Support Grant	1272.00 EUR

Group 2, Activity C2 (Second Short-term joint staff Training Event - Webinars and Communication)

Organisation / Country

TARTU LINN / Estonia

Activity Type

Short-term joint staff training events

Duration (days)

3

Country of Venue

Latvia

No. of Participants

3

No. of Accompanying Persons

0

Total No. of Participants and accompanying persons

3

Group Budget

Travel

Distance Band	100-499 km
No. of Participants	3
Grant per Participant	180.00 EUR
Total Travel Grant	540.00 EUR

Exceptional Costs for Expensive Travel

Individual Support

No. of Participants	3
Duration per Participant (days)	4
Grant per Participant	424.00 EUR
Total (for Participants)	1272.00 EUR
No. of Accompanying Persons	0
Duration per Accompanying Person (days)	0
Grant per Accompanying Person	0.00 EUR
Total (for Accompanying Persons)	0.00 EUR
Total Individual Support Grant	1272.00 EUR

Activity Budget

Budget Items	Grant
Travel	1365.00 EUR
Individual Support	2544.00 EUR
Total	3909.00 EUR

Activity Details (C3)

Field

VET

Activity Type

Short-term joint staff training events

Activity Title

Third Short-term joint staff Training Event - Cyber Security and Final Testing

Activity Description (including profile of participants per organisation, goals and results of the activity)

The objectives of the 3rd training event are:

- 1) conduct an experimental training
- 2) discuss and present the final version of the Curriculum
- 3) test the methodological material for the Curriculum
- 4) practice digital skills;
- 5) gather the information, the materials and the methodology for piloting the Curriculum
- 6) gain knowledge and enhance the specific skills related to the subtopics
- 7) put the Curriculum content online

Methodology applied: interactive – workshops, groups work, buzz groups, brainstorming, discussions, presentations.

This 3 day training event will take place in Germany in November 2020 and will be divided into two parts:

- the 1st and the 2d day will be organized as an experimental training sessions in order to test some other topics of the curriculum, make decisions related to the amount and quality of the material used for the production the course and gain knowledge and enhance the specific skills related to the topics.

The topic for the training will be related to the Curriculum module „Cyber Security”.

The goals of the training session are: learn new digital skills / learning solutions, gather together all participants theoretical knowledge and generate new training Technics or new practicals tips and gadgets in order to prepare the training course for the all 3 countries VET and adult education trainers.

The training session can also be attended by all interested trainer educators and facilitators from receiving country – Germany, and also by local teachers/ trainers interested in enhancing their digital skills. The trainer educators from partner institution IvF e.V. which will host the training event are going to be the facilitators for this training event. The facilitators will lead the process and conduct workshops on one or several topics related to the module „Cyber Security”. They will prepare several workshops with theoretical input and practical tasks on the topics of their choice and within their expertise and conduct the workshop being in facilitator’s shoes. The rest of the group at the same time will be in learners' shoes. This is the way how the material for the course is going to be tested and validated. At the end of each day there is going to be an evaluation of the training delivered, activities carried out and the necessary improvements. All the participants are going to complete the feedback form and then the results will be discussed within the group in order to make a final decision about the material used for the course. There are going to be two people responsible for the whole process of the event – the two facilitators from the hosting country.

- the 3rd training day will be devoted to the discussion of the draft Curriculum after which the final version of the Curriculum will be presented. The trainers will receive the information, the materials and they will train on the methodology of piloting the Curriculum. The partners will put the Curriculum content online and the Online Course on Digital Skills and Solutions (DIGISOL) will be ready for piloting.

Leading Organisation

Institut für technologieorientierte Frauenbildung e.V.

Participating Organisations

VALSTS ADMINISTRACIJAS SKOLA

TARTU LINN

Datorzinību centrs

Duration (days)

3

Country of Venue

Estonia

Starting Period

03-2021

Groups of Participants

ID	Sending Organisation / Country	Distance Band	Duration (days)	No. of Participants	No. of Accompanying Persons	Grant
1	Datorzinību centrs / Latvia	500-1999 km	4	3	0	2097.00 EUR
2	VALSTS ADMINISTRACIJAS SKOLA / Latvia	500-1999 km	4	3	0	2097.00 EUR
3	TARTU LINN / Estonia	500-1999 km	4	3	0	2097.00 EUR
Total						6291.00 EUR

Group 1, Activity C3 (Third Short-term joint staff Training Event - Cyber Security and Final Testing)

Organisation / Country

Datorzinibu centrs / Latvia

Activity Type

Short-term joint staff training events

Duration (days)

3

Country of Venue

Estonia

No. of Participants

3

No. of Accompanying Persons

0

Total No. of Participants and accompanying persons

3

Group Budget

Travel

Distance Band	500-1999 km
No. of Participants	3
Grant per Participant	275.00 EUR
Total Travel Grant	825.00 EUR

Exceptional Costs for Expensive Travel

Individual Support

No. of Participants	3
Duration per Participant (days)	4
Grant per Participant	424.00 EUR
Total (for Participants)	1272.00 EUR
No. of Accompanying Persons	0
Duration per Accompanying Person (days)	0
Grant per Accompanying Person	0.00 EUR
Total (for Accompanying Persons)	0.00 EUR
Total Individual Support Grant	1272.00 EUR

Group 2, Activity C3 (Third Short-term joint staff Training Event - Cyber Security and Final Testing)

Organisation / Country

VALSTS ADMINISTRACIJAS SKOLA / Latvia

Activity Type

Short-term joint staff training events

Duration (days)

3

Country of Venue

Estonia

No. of Participants

3

No. of Accompanying Persons

0

Total No. of Participants and accompanying persons

3

Group Budget

Travel

Distance Band	500-1999 km
No. of Participants	3
Grant per Participant	275.00 EUR
Total Travel Grant	825.00 EUR

Exceptional Costs for Expensive Travel

Individual Support

No. of Participants	3
Duration per Participant (days)	4
Grant per Participant	424.00 EUR
Total (for Participants)	1272.00 EUR
No. of Accompanying Persons	0
Duration per Accompanying Person (days)	0
Grant per Accompanying Person	0.00 EUR
Total (for Accompanying Persons)	0.00 EUR
Total Individual Support Grant	1272.00 EUR

Group 3, Activity C3 (Third Short-term joint staff Training Event - Cyber Security and Final Testing)

Organisation / Country

TARTU LINN / Estonia

Activity Type

Short-term joint staff training events

Duration (days)

3

Country of Venue

Estonia

No. of Participants

3

No. of Accompanying Persons

0

Total No. of Participants and accompanying persons

3

Group Budget
Travel

Distance Band	500-1999 km
No. of Participants	3
Grant per Participant	275.00 EUR
Total Travel Grant	825.00 EUR

Exceptional Costs for Expensive Travel
Individual Support

No. of Participants	3
Duration per Participant (days)	4
Grant per Participant	424.00 EUR
Total (for Participants)	1272.00 EUR
No. of Accompanying Persons	0
Duration per Accompanying Person (days)	0
Grant per Accompanying Person	0.00 EUR
Total (for Accompanying Persons)	0.00 EUR
Total Individual Support Grant	1272.00 EUR

Activity Budget

Budget Items	Grant
Travel	2475.00 EUR
Individual Support	3816.00 EUR
Total	6291.00 EUR

Background Information

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?

The short-term joint staff training activities (STJST) will be held during the 1st and especially the 2nd phase of the project, from May 2020 to March 2021 2019. This phase of the project will be focused on the planning and preparation of the Innovative Course on Digital Skills and Solutions (DIGISOL) and the Course Pilot.

The objectives of these training events will be for teachers to:

- extend their own knowledge of pedagogy, cooperation and leadership, and mostly of the digital tools largely used in the partner organisations.
- develop skills of designing, creating, piloting, monitoring and evaluating a training curriculum for adult educators suited to their specific needs.
- teach trainers and educators how to use different digital learning tools;
- give trainers the possibility to have the blended learning approach (face-to-face + online);
- give trainers the possibility to try out two roles simultaneously – the facilitator's and the learner's roles

The added value of the activities with regards to the achievement of the project objectives is expressed as listed below :

- 1) Experts producing the DIGISOL and the course Pilot will have a chance to practice their trainers and facilitators skills providing input on the theoretical and practical issues related to the theme of the training event and conducting some of the workshops during the training events;
- 2) The participants of the STJST will have a chance to gain new knowledge and practice their digital skills in specific topics;
- 3) It will be possible to relate theory to practice during these events because many activities will be tried out and tested;
- 4) The participants will have the possibility to try out two roles simultaneously – the facilitator's and the learner's roles- which will provide an excellent opportunity to test and validate the material for the DIGISOL and the Pilote from different aspects.;
- 5) It will be easier for the experts working on the production of the Curriculum and the Course Pilot to share their opinion on the course modules and topics and to discuss certain activities and ideas in the face to face communication with experts and trainers from partners institutions;
- 6) Such a 'capstone experience' is critical to experiential learning and training;
- 7 The added value of the introduction and application of the case-based and peer-to-peer approaches;
- 8) Creation of the networks of experts is an enduring asset for the international cooperation.

How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable.

In total, 36 teachers and staff members of partner institutions will be involved in the short-term joint staff training events that will be held in:

- Estonia: 12 teachers/staff members (LV 6, EST 3, DE 3), May 2020 (M7)
- Latvia: 12 teachers/staff members (LV 6, EST 3, DE 3), November 2020 (M13)
- Germany: 12 teachers/staff members (LV 6, EST 3, DE 3), March 2021 (M17)

The suggestion is to choose the participants of these training events among the members of the project management teams and the partners' institution's teacher staff.

Since the content of all the 3 training events is closely linked, it would be preferable that the same staff members and teachers participated in all 3 training events in order to maintain the strong cooperation with other partner institutions' teams, strengthen the communication between the partner institutions, evaluate all 3 training events in their continuum and to have the opportunity to discuss and prepare the IO2 outcomes – the Curriculum and the Pilot. However, considering the total number of employees, the size and type of organizations, it is been noticed that it might be difficult for some partners to always send the same people. This is why each organization will decide which members to send to the training events - STJST. Partners agree that a member of the project management team - Manager or TTR, will be the person in charge for this activity.

The partners consider defining and signing a Teacher and Learning Agreement with the teachers that they will to the training events. The main aim of this agreement will be to amend the legal relation between the participants and their own sending organisations in the case if the trainer decides to quit the project after being assigned to participate in the short-term joint staff training events. Special attention will be paid to the insurance that the cooperation within this project is continued even in the case of a termination of a business relationship with or several employees of partner institutions' involved in the project.

The necessary travel arrangements will be made through the partner institutions administration. The travel and health assurance will be mandatory aspects in the measures assuring the safety of the participants during their stay in the partner institutions countries.

Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?

In order to validate the learning outcomes of the project all the trainers and partner institutions staff participating in the joint staff training events will be awarded a certificate with EU funded project logo as well as signed and stamped by the directors of all three partner organizations. The certificates will specify what areas of skills the owner has had and done training on and in the production of which IO (IO1 or IO2) he/she has been involved in.

In addition to the Certificate of Participation, the participants of the short-term joint staff training events would receive certificate of attendance and the Europass Mobility Certificate if the receiving organisation has the ability to issue it.



Special Costs

Special Needs Support

ID	Organisation	Country of the Organisation	No. of Participants With Special Needs	Description and Justification	Grant (EUR)
Total					0.00 EUR

Exceptional Costs

ID	Organisation	Country of the Organisation	Description and Justification	Grant (EUR)
1	TARTU LINN	Estonia	Translation of the DIGISOL online course content into the local national language	1000.00 EUR
2	Institut für technologieorientierte Frauenbildung e.V.	Germany	Translation of the DIGISOL online course content into the local national language	1000.00 EUR
3	VALSTS ADMINISTRACIJAS SKOLA	Latvia	Translation of the DIGISOL online course content into the local national language	1000.00 EUR
Total				3000.00 EUR



Follow-up

Impact

What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?

Participating institutions:

We expect the institutions to see and experience increased teachers' motivation, to better recognize their needs, and be able to recognize strong and weak points in their own work in order to devise a training program. We expect each institution to become more aware of their human resource needs and potentials. The institutions will have more efficient and trained teacher staff open to new challenges. The partner organisations will be more prepared for the digitized training/learning tools in VET adult education in their town and region. The institutions will also gain experience of intercultural communication and cooperation.

The main expected impacts at the end of the project will be to have:

- improved and increased cooperation with EU partners;
- improved capacity of conducting surveys based on a questionnaire administrated online;
- improved proposal capacity related to drawing up a new curriculum for skills development;
- improved the capacity of piloting, monitoring and evaluating a new curriculum for skills development;
- increased the capacity of project management;
- increased the capacity of organizing an event;
- improved the capacity of presentation and marketing development;
- determined the status and perspective of VET and adult education in the digital era of education;
- developed a network of colleagues and experts at the international level;
- increased awareness of importance of organizing regular professional development activities;

The project management team and trainers from partners' organisations involved in the project will have impact in the following aspects:

- The members of the project management team will have gained experience in managing a European project.
- The institutions' trainers will have acquired new knowledge and skills of working with adults and training their colleagues, discovered new learning and teaching methodologies, motivation approaches, shared and exchanged good practices. They will also have gained experience of intercultural communication and cooperation.
- The institutions' trainers will have acquired new knowledge and skills on creating an online course on a Moodle platform.

The main expected impacts will be:

- improved communication and presentation skills in the home language and in English,
- developed critical thinking, reflexivity, and self-assessment;
- identified different learning styles and strategies of adult learners and applied appropriate methods and techniques for learning digital tools;
- applied motivational strategies, develop communication and presentation skills;
- evaluated the process of learning and teaching, develop consultation skills with the aim of helping adult learners select a learning program;
- defined and developed a professional development plan in the area of digital competences.

Trainers – participants of the pilot group will have impact in the following aspects:

- They will have acquired new skills for teaching adults, become able to recognize strong and weak points in their own work as adult educators, become able to improve their skills in the following areas: expertise, transferable skills, learning atmosphere, and meeting the needs and expectations of learners;

- They will be able to develop a sense of belonging to a certain institution in their respective country;
- They will have more satisfaction and motivation in daily work in their respective institutions;
- They will have acquired new knowledge and skills on creating an online course.

Stakeholders will have impact in the following aspects:

- Awareness of the lack of professional development on digital tools for trainers in VET and adult education;
- Awareness of the necessity of professional networks and partnerships at EU level;
- Awareness of the existence of a ready-made and ready for use online course on the most useful digital solutions for learning and training.

The main expected impacts will be :

- increased knowledge on how to use different digital learning tools;
- gained possibility to have the blended learning approach (face-to-face + online);
- choice of the better digital learning solution for the individual needs;
- improved digital competences of trainers and educators involved in VET and adult education;
- improve management and digital skills of the staff involved in VET and adult education;
- reinforced cooperation with partners from other countries;
- improve competence of the English language using professional teaching and learning terminology;
- developed an innovative training online content;
- increased the quality of education and training in Europe with a particular attention to the inclusion of low skilled adult learners, including the disadvantaged learners;
- increased synergies between different sectors of education and training at the regional/national level;
- increased use of learning outcomes in describing and defining curricula as a support to the assessment of teaching and learning.

What is the desired impact of the project at the local, regional, national, European and/or international levels?

The desired impact is going to be as follows:

At local level:

- Unified approach to the DIGISOL training delivery in the LSPA / DZC and partner organizations;
- Strategic planning of professional development for trainers in LSPA, DZC and partner organizations;
- Validation of trainer competencies;
- Increased competencies in the English language;
- Acquired knowledge of how to bring digital tools and solutions into the professional environment.

At regional/ national level:

- Strategic planning of professional development for trainers working in VET and adult education;
- Validation of trainers digital competencies;
- Incorporating the DIGISOL course in professional development program funded by the government so that any teacher/ trainer has a chance to complete the course and get the certificate for free;
- New experimental ways of building more digital-friendly organisational environments.

At EU/ international level:

- Professional network of trainers, educators and facilitators of the DIGISOL course;
- Short-term joint skills' and competences' development training events;
- Co-development of educational resources for production of the DIGISOL online course;
- improved levels of VET / adult education trainers digital competences and skills;
- Commitment to fostering the implementation of new competence curriculum;
- Improved intercultural knowledge and skills;
- Support and promotion of good practice.

How will you measure the previously mentioned impacts?

The expected impact will be measured both using quantitative measure tools; such as documentation of all the events and defining the number of people who attend and participate in them or preparing the timetable of the tasks to be done, such as development of the new experimental DIGISOL Course and validation of trainer digital competencies. There are also going to be used the qualitative measure tools, since most of the impact is very difficult to measure accurately, such as awareness and attitude aspects of learning or increased competencies, in such case, open- ended questions will be included in the evaluation forms given out after every separate activity and upon the completion of the project in general. There will be also a small scale base-line study carried out at the beginning of the project in all partner organizations and at the end of the project on the issues related to the trainer digital skills, knowledge, expectations, aims and objectives in order to compare the results if there has been any change caused by the impact of the project.

The further impact of the project will be measured by carrying out the quantitative survey in a year and then in two years time in all three partner organizations to see how many professional development training events on the digital tools have taken place in all the organizations, how many trainers have taken and completed the online course, how many certificates were generated and issue upon the completion of the course.

The impact will be measured also by the questionnaires prepared for each intellectual output, short-term joint staff training events, and multiplier events. The questionnaires and indicators of achievement are described in detail in project' Management part.

Dissemination and Use of Project's Results

You are requested to make plans for the dissemination of your project results. Please provide answers to the questions below.

What will be the target groups of your dissemination activities inside and outside your partnership?

Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

The results of the project will be disseminated :

Inside the institution;

- among teachers and staff members not actively involved in the project;
- among adult education learners;
- promotion of the project on each partner institutions' websites / social medias

At local level:

- all the staff working at LSPA, Tartu VEC, DZC, and ItF e.V – they should be informed about the ongoing projects within their organizations;
- training departments of all the partner organizations – they should be informed about the possibility to enhance their professional competencies;
- regular spreading of the information on the project through the newsletters of all 4 organizations to all possible / potential subscribers who are interested in new training opportunities;
- press releases and/ or interviews and/ or blog articles published in local mass-media.

At regional/ national level:

- all stakeholders – e.g. State Chancellery (this is the organization that LSPA is subordinate to and it should be informed about the results of the project) and Ministry of Education who are the policy-makers in the field of professional, VET and adult education;
- the RISEBA University pedagogical staff – LSPA has a good cooperation with RISEBA University and its pedagogical staff is likely to benefit from the DIGISOL course and will have possibilities to implement the course in their institution;
- the Latvian University training staff – LSPA has a cooperation contract with the University, LSPA is cooperating with trainers working there and its staff is definitely going to benefit from results of the project;
- other teachers/ trainers from schools, vocational schools, adult education training centers ;
- members of Latvian Association of Teachers and Trainers – stakeholders who will be encouraged to disseminate the information about the project and the result further to wider general public;
- local government bodies responsible for developing the general education system;
- authorities responsible for developing general education at the regional level;
- government bodies regulating general education;
- government bodies responsible for developing the adult education system;
- other adult education institutions at the local and regional level;
- colleges and open universities;
- the wider community and the scientific community;
- training professionals interested in undergo the DIGISOL;
- teachers and staff members of other adult education institutions;
- adult education learners in other adult education institutions;
- tradesmen and representatives of small companies who collaborate with vocational schools.

At EU level:

- teachers/ trainers from other European countries who cooperates with all 4 partner institutions;

- different departments of Tartu City Government, training department of the University of Tartu, Ministry of Education; Estonian Leadership Association with whom cooperates Tartu VEC;
- teachers/ trainers at University of Kassel in Germany with whom cooperates ItF e.V. and which is the most appropriate for the dissemination of the project results;
- DISPA - the director of LSPA attends the meetings on regular basis and should inform other European Schools of Administration about the ongoing project and its results at EU level;
- with other partner institutions with whom each partner had a previous Grundtvig/Erasmus+/Europe Aid partnership in order to have a network of project partners with the aim of continuing collaboration by planning and running other projects.

Which activities will you carry out in order to share the results of your project beyond your partnership?

The following dissemination activities will be organized order to share the results of the project beyond the partnership:

- Informative promotion of the project - there will be some office materials and supplies purchased and printed out with the logo of the EU, the logos of all partner countries and the logo of the project (e.g. pens, notebooks, bags, table /wall calendars etc.) available also after the end of the project.
- Intro Lecture (4h) (A1) - a group of 25 persons in each country will be given a complementary introductory lesson on the planned course modules plus insights to some on the proposed digital tools. In total there will be 100 participants (25 per participating institution) who will give their feedback on the planned content of the course.
- Multiplier events at the end of the project in each partner institution country - there will be 180 persons participating in the event in total. The target audience will be teachers, trainers, school managers, VET and adult education teachers and staff, institution and stakeholders' officers from local government bodies responsible for developing the general education system, authorities responsible for developing general education at the regional level, other adult education institutions at the local and regional level, colleges and open universities, government bodies regulating general education, government bodies responsible for developing the adult education system. The aim of the multiplier event is to present, inform and value the project and its results. There will be possible live broadcasting of the multiplier event in Latvia in order to reach wider audience and share the result to the more increased number of potential course users.
- Promotion of the project results on the partner countries websites / social medias – all four organizations involved will be asked to put the information about the project on their websites informing all possible audiences and stakeholders about the aim, scope, activities carried out within the project. The website will have to be updated at least once in three months in order to inform about the ongoing things. There should be factual and visual information available. The aim of this is to reach wider audiences and to promote the project.
- The implementation of the modules of the DIGISOL course in our institutions' training programme after the project's delivery.
- Local information briefings/sessions of 1,5 hours organized once a trimester in all 4 partner institutions informing all relevant stakeholders about the free access to the online DIGISOL course . The aim of these sessions is to inform the local target audience as well as relevant stakeholders and indirect target audience about the existence, free access and sustainability of the project.
- Regular spreading of the information on the developed online DIGISOL course through the newsletters of all four organizations. The aim of this is to inform about the existence of the course all the relevant target audiences and stakeholders.
- Free training sessions after the project' delivery based on one or all of the course modules open to all target public, during which the course participants will be able to took part in the course and also be guided by a trainer / facilitator from the hosting institution.
- Regular activity and complementary articles published on the web pages of the participant

institutions and on the project's Facebook page regarding the schedule of training sessions and the news about the course implementation in other educational institutions.

- Project' results presentations at DISPA meeting by the director of LSPA.

Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?

The main responsibility for dissemination activities and monitoring the dissemination plan delivery and implementation will be undertaken by the LSPA because it is the applicant organization, but all the partner institutions are responsible for organizing the same dissemination activities in their countries during and after the project's delivery.

As the multiplier events will take place in each of 3 partner countries, all the partner organizations will also have to take an active part in the dissemination activities such as contribution of speakers and participants to the multiplier event; updating their websites on regular basis, as well as organizing informative briefings and training intro sessions in their own organizations.

The person responsible for the dissemination activities in Latvia will be the Manager Linda Moše-Možus. She has experience in organizing both local and international events, what's more she has excellent presentation skills both in Latvian and English. She is also good at networking and communication with the relevant stakeholders.

Resources:

Financial resources:

- Multiplier events at the end of the project in each partner institution country - EU funding;
- Informative briefings, intro lecture, expert meetings – EU funding;
- Information on the partner organization websites – EU funding;
- Informative promotion of the project - institutions' own funding;
- Publishing the article –institutions' own funding;
- DISPA meetings – LSPA funding;
- Implementation of the modules of the DIGISOL course in our institutions' training programme - institutions' own funding;
- Conducting a Pilote – EU funding;
- Presentation at Latvian Association of Teachers and Trainers – LSPA funding;
- Local information briefings/sessions of 1,5h - institutions' own funding;
- Free training sessions based on one of the course modules open to all - institutions' own funding;
- Regular activity and complementary articles published on the web pages / Facebook page - institutions' own funding;

Human resources:

- Multiplier events – Vita Valdmane (Latvia), Inara Gustsone(Latvia), Andrei Atškasov, (Estonia), Beate Hedrich (Germany) + the Managers and the TTRs (IO2);
- Informative briefings, intro lecture, expert meetings – Vita Valdmane (Latvia), Inara Gustsone(Latvia), Andrei Atškasov, (Estonia), Beate Hedrich (Germany);
- Information on the partner organization websites – Vita Valdmane (Latvia), Inara Gustsone(Latvia), Andrei Atškasov, (Estonia), Beate Hedrich (Germany);
- Informative promotion of the project - Vita Valdmane (Latvia), Inara Gustsone(Latvia), Andrei Atškasov, (Estonia), Beate Hedrich (Germany);
- Publishing the article – Vita Valdmane (Latvia), Inara Gustsone(Latvia), Andrei Atškasov, (Estonia), Beate Hedrich (Germany);
- DISPA meetings –director of LSPA Agtita Kalvina (Latvia);
- Implementation of the modules of the DIGISOL course in our institutions' training programme - Vita Valdmane (Latvia), Inara Gustsone(Latvia), Andrei Atškasov, (Estonia), Beate Hedrich (Germany);
- Conducting a Pilote - Vita Valdmane (Latvia), Inara Gustsone(Latvia), Andrei Atškasov, (Estonia),

Beate Hedrich (Germany);

- Presentation at Latvian Association of Teachers and Trainers– Agtita Kalvina (Latvia);
- Local information briefings/sessions of 1,5h - Vita Valdmane (Latvia), Inara Gustsone(Latvia), Andrei Atškasov, (Estonia), Beate Hedrich (Germany);
- Free training sessions based on one of the course modules open to all - Vita Valdmane (Latvia), Inara Gustsone(Latvia), Andrei Atškasov, (Estonia), Beate Hedrich (Germany);

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

The free access for the public is going to be ensured through the websites of all three partner organizations and also on the special Moodle Platform accessible to anyone and free of charge.

How will you ensure that the project's results will remain available and will be used by others?

The project results are going to be shared and will be available throughout the complete duration of the project.

The project website will be active at least 3 years after the project's end and the materials will be available free of charge on the special Moodle Platform and on the project website. It will also be uploaded on institutions' web and Facebook sites in partners' home languages. This will further guarantee project results dissemination and ensure the results - the online course DIGISOL - are used and have free unlimited access.

As the main project result is the the Innovative Course on Digital Skills and Solutions - DIGISOL, its availability will be confirmed by the teachers who will design and implement it.

The partners will provide all necessary information on the dissemination of the project results and outcomes. An objective of the dissemination will be the integration of the Course in their teaching activity and in their training courses to ensure permanent professional development.

If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

The dissemination activities have been planned in the way that the dissemination is carried out almost from the start of the project and throughout the entire length of the project and the aim of these activities is to inform the staff, target audience, relevant stakeholders about the project and ongoing things. During these activities it will be also possible to get hands-on the DIGISOL course content.

The goal of these activities is also to reach wider audiences and raise awareness of the stakeholders of the lack of accredited courses on digital tool acquisition for training / learning and of the lack of digital competencies at local, national, and EU level among trainers and educators working with adults. Partners have agreed to be involved in most dissemination activities and this is going to be monitored from the applicant organization side. Synergies with other stakeholders can be formed addressing professional trainers association both locally and at international level.

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

After the EU funding there are going to be the following activities in all partner organizations:

1) Guidelines for trainers for applying and conducting the DIGISOL will be used in the in-house documents of LSPA, DZC, Tartu and HAUS to ensure unified approach to the training delivery;
2) There are going to be organized at least two teacher/ trainer training events a year on the basis of the materials used in the guidelines.

The resources to sustain the result will come from the funds of each partner organization.

- Promotion of the project results on the partner countries websites / social medias – all four organizations involved will be asked to put the information about the project on their websites informing all possible audiences and stakeholders about the aim, scope, activities carried out within the project. The website will have to be updated at least once in three months in order to inform about the ongoing things. There should be factual and visual information available. The aim of this is to reach wider audiences and to promote the project.

- Informative promotion of the project - there will be some office materials and supplies purchased and printed out with the logo of the EU, the logos of all partner countries and the logo of the project (e.g. pens, notebooks, bags, table /wall calendars etc.) available also after the end of the project.

- The implementation of the modules of the DIGISOL course in our institutions' training programme after the project's delivery.

- Local information briefings/sessions of 1,5h organized once a trimester in all 4 partner institutions informing all relevant stakeholders about the free access to the online DIGISOL course . The aim of these sessions is to inform the local target audience as well as relevant stakeholders and indirect target audience about the existence, free access and sustainability of the project.

- Regular spreading of the information on the developed online DIGISOL course through the newsletters of all four organizations. The aim of this is to inform about the existence of the course all the relevant target audiences and stakeholders.

- Free training sessions based on one of the course modules open to all target public during which the course participants will be able to take part in the course and also be guided by a trainer / facilitator from the hosting institution. There will be complementary articles published on the web pages of the participant institutions/project's Facebook page.

- Project presentations at DISPA meeting by the director of LSPA

- Regular activity and complementary articles published on the web pages of the participant institutions and on the project's Facebook page regarding the schedule of training sessions and the news about the course implementation in other educational institutions.

Annexes

The maximum number of all attachments is 11 and the maximum total size is 10240 KB.

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.

File Name	File Size (kB)
DECLARATION OF HONOUR - LSPA-21032019.pdf	1,855

Please download the Mandates, print them, have them signed by the legal representatives and attach.

File Name	File Size (kB)
LSPA-MANDATES.pdf	1,440

Please attach any other relevant documents.

File Name	File Size (kB)
DIGISOL Project timeline_2019.pdf	397
LV, EST, DE trainers work per month.pdf	360
Total Size (kB)	4,052

Checklist

Before submitting your application form to the National Agency, please make sure that:

- It fulfils the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: LV01 Valsts izglītības attīstības aģentūra (State Education Development Agency)

Please also keep in mind the following:

Mandates of each partner to the applicant, signed by both parties, should be submitted as an annex to the application form. If the application is approved for funding, signed mandates will be considered as a condition for signature of the grant agreement.

The documents proving the legal status of the applicant must be uploaded in the participants' portal (for more details, see Part C of the Programme Guide - 'Information for applicants').

The grant exceeds 60 000 EUR. If the applicant organisation is not a public body or an international organisation, please do not forget to upload the necessary documents to give proof of your financial capacity in the Participant Portal (for more details, see the section 'Selection Criteria' in Part C of the Programme Guide).

Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the projects' contact persons, an unambiguous consent will be requested.

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form. http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

- I agree with the Specific Privacy Statement on Data Protection