Annex 1 – Work Plan

WORKING PLAN – YEAR 1														
Activities		Total duration (weeks)	M1 15.11.18 - 14.12.18	M2 15.12.18 - 14.01.19	M3 15.01.19 - 14.02.19	M4 15.02.19 - 14.03.19	M5 15.03.19 - 14.04.19	M6 15.04.19 - 14.05.19	M7 15.05.19 - 14.06.19	M8 15.06.19 - 14.07.19	M9 15.07.19 - 14.08.19	M10 15.08.19 - 14.09.19	M11 15.09.19 - 14.10.19	M12 15.10.19 - 14.11.19
Ref.nr/ Sub-ref nr	Title													
1.1	Preparation for Project Commencement	2		2=										
5.1	Project Commencement (Kick-off Meeting in Almaty, Kazakhstan, covering action plan and integration of an overall QA strategy)	1			1X									
2.1	Action Group and Access Liaison Officer Strategic Review	4		2X	2X									
1.2	Preparation of training packages for English for Specific Purpose Training	4					2=	2=						
2.3	English for Specific Purpose Training for all target groups	1					1X							
1.3	Preparation of DECIDE Training Programme Modules 2-8	4									2=	2=		
2.4	Training Programme Modules 2-8 with EU-TUNING	2									2=			
4.1	Mass Media campaign	3										1X	1X	1X
3.2	Regular monthly steering group meetings (on-line) to review objectives, monitor progress and ensure QA compliance	11		1=X	1=X	1=X	1=X	1=X	1=X	1=X	1=X	1=X	1=X	1=X
3.3	Quality Assurance Reports (Year 1)	2											1=	1=
5.2	Year 1 Project Coordination Evaluation Report	4									1=	1=	1=	1=

WORKING PLAN – YEAR 2														
Activities		**Total duration (weeks)**	**M1** 15.11.19 – 14.12.19	**M2** 15.12.19 – 14.01.20	**M3** 15.01.20 - 14.02.20	**M4** 15.02.20 - 14.03.20	**M5** 15.03.20 - 14.04.20	**M6** 15.04.20 - 14.05.20	**M7** 15.05.20 - 14.06.20	**M8** 15.06.20 - 14.07.20	**M9** 15.07.20 - 14.08.20	**M10** 15.08.20 - 14.09.20	**M11** 15.09.20 - 14.10.20	**M12** 15.10.20 - 14.11.20
Ref.nr/ Sub-ref nr	**Title**													
4.1	Mass Media campaign	**12**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**
3.1	Evaluation of Piloting of Modules 2 - 8	**2**					**1X**	**1X**						
5.3	Intermediate Management/Quality Control Meeting	**1**	**1X**											
2.2	Development of ONLINE Platform (M1-36) and QA Guidelines for population of the site	**11**		**3=**	**4=**	**4=**								
2.5	Pilot 1 DECIDE Modules 2-8	**8+4**			**4X Kazakhstan**		**4X Uzbekistan** **4X Tajikistan**							
2.6	Pilot 2 DECIDE Modules 2-8 (Strategic Train the Trainer "Home Multiplicator" programme by PC Universities for NGOs and Government Employees)	**10**									**4X Uzbekistan**		**4X Tajikistan**	**2X Kazakhstan**
2.7	Population of website with course support materials for pilot courses and dissemination materials for mass media campaign	**10**							**3=X**	**3=X**	**2=X**	**2=X**		

		Total	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
3.4	Evaluation of pilot 2 of DECIDE Modules 2-8 (Strategic Train the Trainer "Home Multiplicator" Programme by PC Universities for NGOs and Government Employees)	2												2X
1.4	Preparation for the All-Stakeholders Library progress conference	6				3x	3x							
4.3	All-Stakeholders International Conference Lifelong Learning Education for People with Special Needs	1							1x					
3.5	Quality Assurance Reports (Year2)	2											1=	1=
5.4	Year 2 Project Coordination Evaluation Report	4									1=	1=	1=	1=
4.2	Population of website with Project Module materials for Piloting 1 and dissemination reports and dissemination materials for mass media campaign	12							2=	2=	2=	2=	2=	2=
3.2	Regular monthly steering group meetings (on-line) to review objectives, monitor progress and ensure QA compliance	12	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=

Ref.nr/ Sub-ref nr	Title	Total duration (weeks)	M1 15.11.20 – 14.12.20	M2 15.12.20 – 14.01.21	M3 15.01.21 - 14.02.21	M4 15.02.21 - 14.03.21	M5 15.03.21 - 14.04.21	M6 15.04.21 - 14.05.21	M7 15.05.21 - 14.06.21	M8 15.06.21 - 14.07.21	M9 15.07.21 - 14.08.21	M10 15.08.21 - 14.09.21	M11 15.09.21 - 14.10.21	M12 15.10.21 - 14.11.21
WORKING PLAN – YEAR 3														
	Activities													
4.1	Mass Media campaign	**12**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**	**1X**
2.6	Pilot 2 DECIDE Modules 2-8 (Strategic Train the Trainer "Home Multiplicator" programme By PC Universities for NGOs and Government Employees) Continuation	**2**	**2X Kazakh stan**											
3.4	Evaluation of pilot 2 of DECIDE Modules 2-8 (Strategic Train the Trainer "Home Multiplicator" Programme by PC Universities for NGOs and Government Employees)) Continuation	**2**	**2X**											
5.5	2nd Intermediate Management/ Quality Control Meeting - online conference	**1**	**1=**											
2.8	Update of website with course support materials for operational courses and dissemination purposes	**10**			**1=x**	**1=x**	**1=x**	**1=x**	**1=x**	**1=x**	**1=x**	**1=x**	**1=x**	**1=x**
4.4	Sustainability: DECIDE Modules are tested, adjusted and integrated	**10**			**1x**	**1x**	**1x**	**1x**	**1x**	**1x**	**1x**	**1x**	**1x**	**1x**
1.5	Preparation for the final DECIDE Final conference	**4**							**2x**	**2x**				
4.5	Final Project conference	**1**										**1X**		
3.6	Quality Assurance Reports (Year 3)	**3**										**1=**	**1=**	**1=**
5.6	Year 3 Project Coordination Evaluation Report	**2**											**1=**	**1=**

3.2	Regular monthly steering group meetings (on-line) to review objectives, monitor progress and ensure QA compliance	12	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=	1=
5.7	Financial and Accountability Audit	6										2=	2=	2=
4.1	Mass Media campaign	12	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X

Annex 2 – Deliverables

Nr.	Activity	Location	Teaching material	Learning material	Training material	Event	Report	Service / Product
1.1	Preparation for Project Commencement (kick-off) Meeting	Almaty				X		
1.2	Preparation of training package for English for Specific Purpose Training		X	X	X	X		
1.3	Preparation of DECIDE Training Programme Modules 2-8		X	X	X		X	
1.4	Preparation for the All-Stakeholders Library progress conference in Dushanbe						X	
1.5	Preparation for the final DECIDE Final conference in Samarkand						X	
2.1	Action Group and Access Liaison Officer Strategic Review.					X	X	
2.2	Development of DECIDE ONLINE Platform (M1-36) and QA Guidelines for population of the site		X	X	X			
2.3	English for Specific Purpose Training for all target groups		X	X	X	X		
2.4	Training Programme Modules 2-8 with EU-TUNING		X	X	X	X	X	
2.5	Pilot 1 DECIDE Modules 2-8		X	X	X	X	X	
2.6	Pilot 2 DECIDE Modules 2-8		X	X	X	X	X	

#	Activity							
2.7	Population of website with Project Module materials for Piloting 1 and dissemination reports and dissemination materials for mass media campaign		X	X	X	X	X	X
2.8	Update of the website with course support materials for operational courses and dissemination purposes		X	X	X	X	X	X
3.1	Evaluation of Piloting of Modules 2-8							
3.2	Regular monthly steering group meetings (on-line) to review objectives, monitor progress and ensure QA compliance		X	X	X	X	X	
3.3	Quality Assurance Reports (year 1)		X	X	X	X	X	
3.4	Evaluation of Pilot 2 DECIDE Modules 2-8		X	X	X	X	X	
3.5	Quality Assurance Reports (year 2)		X	X	X	X	X	
3.6	Quality Assurance Reports (year 3)		X	X	X	X	X	
4.1	"Hearts and Minds" Mass Media Campaign		X	X	X	X	X	
4.2	Population of website with course support materials for pilot courses and dissemination materials for mass media campaign		X	X	X	X		X
4.3	All-Stakeholders International Conference "Lifelong Learning		X	X	X	X	X	

	Education for Special Needs people"								
4.4	Sustainability: DECIDE Modules are tested, adjusted and integrated					X		
4.5	Final Project conference in Samarkand					X		
5.1	Project Commencement (kick-off) Meeting covering action plan and integration of an overall QA strategy					X		
5.2	Year 1 Project Coordination Evaluation Report					X	X	X
5.3	Intermediate Management / Quality Control Meeting					X		
5.4	Year 2 Project Coordination Evaluation Report					X	X	
5.5	2nd Intermediate Management / Quality Control Meeting - online conference					X	X	X
5.6	Year 3 Project Coordination Evaluation Report					X		
5.7	Financial and Accountability Audit						X	