



DETAILED WORK PLAN

Erasmus+ TrainHouse project

2016-1-HU01-KA202-022939

This Plan is to be interpreted together with the Work Plan Timeline
(Annex 1), which contains the deadlines of the activities, outcomes.

I. Management activities

Each partner organization will designate **one key person**, responsible for swift communication, and a **secondary contact** (backup) person. They are the members of the *Management team*, as follows:

Organization	Name	Email	Phone number
Arrels	Bob Walkers	rwalker@arrelsfundacio.org	+34685381780
Arrels	Quique Costas	ecostas@arrelsfundacio.org	+34635703942
BMSZKI	Fehér Boróka	feher.boroka@bmszki.hu	+36703622902
BMSZKI	Oláh Dóra	olah.dora@bmszki.hu	+36303139045
Menhely	Aknai Zoltán	aknai.zoltan@menhely.hu	+36 20 912 9533
Menhely	Primuszné Sára Réka	alapitvany@menhely.hu	+36 20 332 4468
Platforma sb	Vít Lesák	vitlesak@gmail.com	+420724189993
Platforma sb	Jan Milota	jan.milota@iqrs.cz	+420608234121
St. Mungos	Petra Salva	petra.salva@mungos.org	+44515660859
St. Mungos	Paul Wells	paul.wells@mungos.org	+447841343906
Vvary	Sanna Tiivola	sanna.tiivola@vvary.fi	+358504079702
Vvary	Jussi Lehtonen	jussi.lehtonen@vvary.fi	+358504079702

I.1. Internal communications plan

The partners agree to hold three *management meetings*.

Partners responsible: all. Initiating + Organizing + minutes responsibility of BMSZKI.

The people responsible for communication will be in regular contact between meetings via email, skype as well as phone conferences, if need be. Secondary contacts will also be included in all communication. Partners agree to signal any problems as early as possible, and to address them immediately and appropriately, in communication with all parties.

Partners agree to send emails to the whole management team, this way ensuring smooth communication. Should there be a conflict between partners, the management team will be responsible to help find a solution.

BMSZKI will lead on the implementation of the communications plan.

- Quarterly meetings online
- 3 real (in-person) management meetings

I. 2. Detailed plan for Evaluation

The contact people and the project coordinators will regularly evaluate the project (its progress measured against the Work Plan Timeline, the production of outcomes, dissemination strategy, etc) through their online meetings. Each partner shall prepare a quarterly report about their activities, which they shall circulate to all partners.

Goals and results of the different phases of the project:

Preparation:

Goals:

- communication flow between contact people
- written agreements between partners and BMSZKI
- organizing the first project management meeting

Questions of evaluation:

- communication with partners set up
- existence of relevant documents (partnership agreements as well as those of the first meeting, f. ex. agenda, work plan, etc.)
- first meeting organized, all partners present, work plan updated and agreed on
- project launched

Method of evaluation:

- online meeting of contact people,
- structured dialogue at the end of the first meeting

Project implementation phase:

Goals:

- 2 more partnership meetings
- 5 joint training sessions
- realization of outcomes (the three guides)

Questions of evaluation:

- regular communication with partners
- existence of relevant supporting documents
- development of three guides
- five joint training sessions organized, all partners present

Method of evaluation:

- online meeting of contact people,
- anonymous questionnaire for participants at the end of each joint training session
- structured dialogue between participant at the end of all meetings
- designated time for evaluation in the last management meeting

Each partner will hold regular internal meetings to evaluate project development within the organizations on a quarterly basis, for the preparation of the quarterly reports. Partners will report about results of internal evaluation in the reports.

I.3. Quarterly reports

Each partner shall prepare and submit quarterly reports to the Coordinator to report on its progress of the project, activities performed as well submit the supporting documents required by the Financial and Contractual Rules

(http://www.tka.hu/docs/palyazatok/2016_ka2_all_fields_annex_iii.pdf).

These include:

A. Project management and implementation:

- a. proof of activities undertaken and outputs produced

B. Transnational project meetings (= 3 management meetings)

- a. proof of attendance of activity (certificate of attendance + attendance sheet)
- b. if travel takes place from a place different where the sending organization is located (Czech participants in the meeting in Brno?) – travel tickets

- c. agenda + other documents
- C. Intellectual outputs (the three guides)
 - a. proof of the intellectual output (chapters written)
 - b. proof of staff time invested in their production (time sheet per person)
 - c. proof of the nature of the relationship between the person and the organization (employment contract, voluntary agreement, etc)
- D. Multiplier events (pilote trainings, workshops, etc towards the end of the project)
 - a. Proof of attendance – participants list of attendance, signed
 - b. detailed agenda, documents, photos
- E. Joint staff training
 - a. certificate of attendance
 - b. detailed agenda, documents, photos
- F. Exceptional costs (75%, translation, interpretation)
 - a. invoices of the actual costs (100%)

II. Outcomes of the project

II.1. Joint training sessions

There shall be 5 joint training sessions during the period of the cooperation, one in each country of the partnership. The sessions will take 5 working days each.

The sessions will serve as spaces to learn about support work in housing programs for homeless people, training related to this topic as well as any other relevant issue (recruitment and mentoring of peer support workers, tasks for volunteers, etc). They can include project visits, exchanges of ideas, joint workshops, piloted training sessions, etc. There shall be a designated time during each session for structured dialogue about the development of the guide(s).

Each partner will send a certain number of experts to these meetings, as declared in the proposal.

Host organization	Sending organization	Number of participants	Special issues
Arrels	BMSZKI	3	
	HHH	0	
	Menhely	3	
	Platforma sb	4	
	St. Mungos	2	
	Vvary	3	
Platforma sb.	Arrels	2	+ 3 attendants from other locations in the Czech Republic
	BMSZKI	3	
	HHH	0	
	Menhely	3	
	St. Mungos	2	
	Vvary	3	
BMSZKI/HHH/Menhely	Arrels	2	
	Platforma sb	4	
	St. Mungos	2	
	Vvary	3	
St. Mungos	Arrels	2	
	BMSZKI	3	
	HHH	0	

	Menhely	3	
	Platforma sb	4	
	Vvary	2	
Vvary	Arrels	3	+ interpreters with the Hungarian group if peer support workers attend
	BMSZKI	3	
	HHH	0	
	Menhely	3	
	Platforma sb	4	
	St. Mungos	3	

Host organizations shall be responsible for the following:

- Circulate a draft program for the joint training sessions 3 months before the meeting (so participants can be recruited)
- Recommend useful papers in English that provide background knowledge to presentations, housing and homelessness issues of host country/city/organization
- Logistics, especially
 - Suggest accommodation to participants
 - Reserve meals for participants
 - Provide a place for the session
 - Provide snacks and coffee during the sessions
 - Provide a leader for the whole time of the session
- Prepare and gather supporting documents (attendance sheets, certificates of attendance, evaluation sheets)
- Take photos of the events
- Write a max. 2-page summary of the session

Partners/Participants shall be responsible for the following:

- Read the drafts and recommended papers, thus preparing for the trip
 - Participate actively in the discussions, workshops, etc
 - Write short reports upon their arrival back home in national languages to be used for dissemination
 - Reserve and pay for accommodation
 - Pay for meals
-

II.2 Three Guides

The partnership will prepare three training guides for three slightly different target groups supporting (former) homeless people in housing. The three target groups are:

- professional staff (Guide 1)

- volunteers (Guide 2)
- peer support workers (Guide 3)

Each Guide will be developed by experts from the partner organizations, coordinated by a manager. Experts will be expected to attend to relevant joint training sessions, and deliver at least one chapter in the agreed theme, about 15 pages in length. The Manager of each guide is also an expert, as well as the coordinator of the production of the guide, and will be responsible for its quality (should check with the experts to make sure the quality is satisfactory).

The tasks are distributed as follows (E = Expert, M = Manager):

	Arrels	BMSZKI	HHH	Menhely	Platforma	St Mungos	Vvary
Guide 1	E	E	-	E	E	M	E
Guide 2	M	E	-	E	-	E	
Guide 3	E	E	-	E	E	E	M

The three Guides might overlap.

The structure of the three guides will be developed by the team of coordinators together with the three Managers.

II. 3. Multiplier events

Each partner has agreed to organize a multiplier event in their country, which would serve as a testing as well as dissemination of the project results (the three guides). The events are detailed in the project proposal. Partners are to ask participants of the events to evaluate the guides and provide feedback in the final partnership meeting as well as in the final quarterly report.

III. Detailed plan for Dissemination

See attachment.

BMSZKI will set up a project subsite on its own webpage, in two languages.

All project events and outputs to be reported in partners' newsletters/websites. This will include:

- Launch (prepared by BMSZKI, adapted by national partners)
- Joint training sessions (prepared by host of the meeting, adapted by national partners)
- Launch of the Guides
- Report on multiplier event

St Mungos proofreads short updates in English before circulation.

Feedback on dissemination activities will be collected by each partner.

The following dissemination tools will be developed in the first quarter of 2017:

- Project logo (to be created by BMSZKI)
- Project leaflet in English (to be created by BMSZKI), and translated by national partners as relevant
- Project webpage on BMSZKI website – to be linked to all partner websites and to contain the project leaflet

If possible, a strong corporate visual identity shall be formed, and templates developed, using the same format.

BMSZKI will prepare a brief on the official expectations regarding the use of the Erasmus+ and Tempus logos.