Think Global!

Fostering Global Competence in Schools

2019-1-ES01-KA201-064256

QUALITY PLAN

The Quality Plan describes the strategies and mechanisms that will ensure the high quality of the execution of the project. According to the project, the quality plan consists of three main sections:

1. Project Organisation & Responsibilities
2. Project Process Controls
3. Project Outcome Controls

1 Project Organisation & Responsibilities

This section includes the project structure (Steering Committee, Work Teams and Partner Project Teams), the budget and resources, and the key personnel.

1.1 Project Structure: Steering Committee, Work Teams and Partner Project Teams.

The Steering Committee is responsible for the leadership of the project, which includes arranging agendas and schedules of the whole project. The Steering Committee is also responsible for supervising the application of the Quality Plan.

The Steering Committee is formed by the contact person of each partner institution, who becomes official spokesperson and institution coordinator.

That is:

Contact person	Partner, Country
Xavier Chavarria, Jordi Serarols	Sub-direcció General de la Inspecció d'Educació, Spain
Ellen Pauwels, Pauline Ghyselen	Go! Scholengroep Brussel, Belgium
Alex Southern, Gale Parker	University of Wales Trinity Saint David Royal Charter, United Kingdom
Pieter Buggenhout	Go! Atheneum Unescoschool Koekelberg, Belgium
Carme Panchón	Universitat de Barcelona, Spain
Michelle Thomas	Pembroke Dock Community School, United Kingdom
Pilar Cabellos	Institut Viladomat, Spain

The tasks of the Steering Committee are:

- To lead the project
- To control the fulfilment of the internal agreements
- To create the project workflow diagram
- To set the project general criteria
- To set the agendas of transnational meetings
- To update, store and share documents in Google drive
- To write reports (after each transnational meeting and final report)
- To supervise the project work teams
- To take decisions that affect the whole project
- To manage the relationships with National Agencies
- To salve problems
- To manage intercultural relationships among partners

There are four different inter-partner thematic responsible teams to assure efficient cooperation. This work teams –coordinated by the steering committee- are related to management, communication and dissemination and evaluation (quality control) responsibilities.

The tasks appointed to each team are the following:

Management Team:

- To develop a quality plan
- To manage the project workflow diagram and Gantt chart
- To stablish the format of reports and summaries
- To write meeting summaries and help the steering committee with project reports
- To manage the project budget
- To record invoices and receipts of the project costs
- To manage the validation and recognition of learning activities for the participants
- To update timesheets regularly

Communication and dissemination team:

- To develop a communication plan

- To keep records of dissemination activities (dissemination plan)
- To manage communications among project participants: email, skype
- To manage project website
- To write a term newsletter
- To manage external communications: press releases, conferences…

Evaluation team:

- To set and use indicators to evaluate the project
- To monitor the project processes
- To develop surveys to assess transnational meeting and project activities

Each partner has a **Partner Project Team**, which is formed by the institution coordinator (member of the steering committee), who is in charge of the project in the institution and four or five people from the staff. The tasks of each Partner Project Team are the following:

- To select the participants that participate in each activity
- To coordinate the project activities in their institution
- To create a workflow diagram for their institution
- To control their institutional budget and keep records of the expenses
- To write summaries of internal meetings in their institution
- To organise the logistics of any transnational meeting organised in their country
- To disseminate the project within their area of influence and keep records of the dissemination activities in a dissemination plan
- To implement the project intellectual outputs in some institutions under their influence
- To translate the intellectual outputs and other documents into their national language
- To collect evidences of the project activities in the institution

1.2 Grant Agreements, budget, resources and key personnel

At the beginning of the project, a Grant Agreement between the coordinator and each partner has been signed. In this agreement, the payments and the budget allocations have been stated.

Article no. 6 in the agreement, *Financing,* establishes the estimated total cost of the project, the total and detailed budget calculated for each partner in accordance with the following categories:

a) Project Management and implementation
b) Transnational Project Meetings
c) Intellectual Outputs
d) Multiplier Events
e) Training Activities

On the other hand, article no. 9, *Financial rules,* refers to the rules applicable to the approved budget in Annex III and establishes the documents that accredit each category of budget.

To manage the budget properly, these strategies will be followed:

- The budget will be forecast every semester. This will allow the project to stay on track and make any necessary adjustments.
- Communication of the budget status to all team members in order to monitor project charges and expenses.

The Grant Agreements regulate relations between the parties and their respective rights and obligations with regard to the participation in the project. Specifically, article no. 3, *Obligations of the Project Coordinator,* and article no.4, *Obligations of the Partner,* set forth, respectively, the obligations that the Project Coordinator and the Partner shall undertake.

Regarding the staff involved in the monitoring of the project, these tasks will be shared with the Steering Committee and the Management and Evaluation Teams. To monitor the project, these tools and mechanisms will be followed:

- Timesheets are two spreadsheet documents that, signed by the legal representative of each institution, serve as proof of the working hours carried out in each institution. The timesheets refer to the two Intellectual Outputs (one

timesheet for each IO) and contain the following concepts or fields (by columns): person, date, hours (eight hours are equivalent to one day) and task or activity.

- The Communication and Dissemination Plan will be designed to promote ongoing observation of the different planning stages during the project and the achievement of the different general and specific project objectives. It will also be aimed at supervising project processes and the completion of different tasks. It will include the management of the letters of invitation and the corresponding accreditation certificates for the different training activities.

- With regard to the Transnational Meetings, the organization includes the elaboration of a program, the list of participants and the tasks to perform according to the "*To do List*".

- For communication and collaboration between the different teams, tools like google drive will be used.

2 Project Process Controls

This section includes progress measurement and monitoring, and process controls. Monitoring of the Project Process Controls is carried out in a shared way between the Steering Committee and the Management and Evaluation Teams.

The progress measurement and monitoring includes:

- Project Progress Reports: each work team will write a report every six months. Each report will include a summary of the activities held by the work team, a revision of their list of tasks, the status of the intellectual outputs tasks under their responsibility, the assessment and updating of the teamwork plan.
- Transnational Project Meetings (TPM):
  - o Reports: after each transnational meeting, the project management team will write a report, including the agreements reached.
  - o An e-form will be sent to participants to gather their opinion on the quality and usefulness of the meetings and improvement suggestions.
  - o For each TPM, the following documents will be necessary: a list of attendance, a certificate of attendance for each participant, a document kept as proof of affiliation for each participant and a schedule of the activities and a document stating travel & accommodation arrangements.
- A "To Do List" will be created after each transnational meeting and it will include the tasks and responsibilities for each partner until the next meeting.
- Interim and Final Reports: the Steering Committee will write an interim report at the end of the first year and a final report at the end of the project.

The process controls will ensure that the activities and intellectual outputs meet the defined accepted criteria as scheduled in the workflow diagrams and in accordance with the budget. The timing and frequency of the monitoring activities are included in the Project Schedule under the label Management.

To control time management, these strategies will be followed:

- Planning tools: Workflow diagrams, Gantt charts and checklists to schedule time appropriately.
- Priorities will be set according to the project objectives and the work team tasks.
- Responsibilities will be assigned to all team members.

Each partner will organize the following:

- A work plan with roles and responsibilities of their participants.
- A detailed budget plan for their institutions according of their national laws.
- A workflow diagram with timing, deadlines and milestones in their institution linked to the project objectives and results.
- A plan with internal reporting activities

These defined criteria will be set for all the activities and intellectual outputs. They will refer to the design, the process and the output. The tools used to control the processes will be checklists and indicators that will be set and developed by the evaluation team.

3 Project Outcome Controls

This section includes indicators of achievement. The objectives of the Project will be the starting point of the evaluation.

GENERAL OBJECTIVE 1: To support the development of Global Competence in different European education Systems

Specific Objectives:

1.1 To set a framework to guide the education Systems in accordance with the national curricula

Indicators: see Intellectual Ouputs.

1.2 To embed global competence in professional development plans of teaching professions and other stakeholders.

Indicators: see Intellectual Ouputs.

GENERAL OBJECTIVE 2: To foster learners' achievement of 21st century skills and topics for a deeper learning, a stronger European citizenship and a better integration in global society.

Specific Objectives:

2.1 To identify school good practices on global competence

Indicators:

    2.1.1   Newsletter copies delivered per term
    2.1.2   Evolution of number visits per month to project website
    2.1.3   Presentation qualified videos / number of partners
    2.1.4   Percentage of validated learning activity listings

2.2 To enable and empower teaching staff on global competence

Indicators:

2.2.1 Educational proposals for improvement on global competence (Discussion Group)

2.2.2 Percentage of validated learning activity listings (see 2.1.4)

2.2.3 Teachers motivation (Self-evaluation Teachers Questionnaire)

2.2.4 Professional competences improvement (Self-evaluation Teachers Questionnaire)

2.2.5 Internationalization of partners institutions (Self-evaluation Teachers Questionnaire)

2.2.6 Effective competency-based classroom methodologies and working approaches (Self-evaluation Teachers Questionnaire)

2.2.7 Better inclusion levels (Self-evaluation Teachers Questionnaire)

2.2.8 More effective foreign language methods and teaching approaches (Self-evaluation Teachers Questionnaire)

2.3 To develop cross-curricular projects that enhance learners' global competence

Indicators:

2.3.1 School good practices qualified videos/ number of partners schools

2.3.2 Students motivation (Self-evaluation Students Questionnaire)

2.3.3 Learners' improvement on skills to investigate the world, recognize perspectives, take action and communicate ideas (Self-evaluation Students Questionnaire)

2.3.4 Increase of learners' awareness on 21st century issues and on social European and global citizenship (Self-evaluation Students Questionnaire)

2.3.5 Improvement in communication in English (Self-evaluation Students Questionnaire)

2.3.6 Better understanding of each of the partners' cultures (Self-evaluation Students Questionnaire)

2.3.7 Learners mobility: requests per places offered

ANNEXES

- ANNEX 1: Grant Agreement template

- ANNEX 2: Timesheet template

- ANNEX 3: Project Schedule

GRANT AGREEMENT

Erasmus+ KA201 Project

Think Global!

Project Number 2019-1-ES01-KA201-064256

CONVENTION BETWEEN THE PROJECT COORDINATOR AND THE PARTNER

This convention, drawn up under the European Union Erasmus+ Programme, shall govern relations between:

Sub-direcció General de la Inspecció d'Educació. Departament d'Ensenyament de la Generalitat de Catalunya (Via Augusta 202 08021 Barcelona, Spain) called hereafter "the project coordinator", represented by Josep Plancheria Roset, of the one part

And

XXXXXX**,** hereafter named "the partner", represented by YYYYYYY, of the other part,

Have agreed as follows:

Article 1 – Subject

1. This convention regulates relations between the parties and their respective rights and obligations with regard to the participation in the project No. 2019-1-ES01-KA201-064256 under the agreement passed between the Spanish National Agency for the Erasmus+ Programme and the Project Coordinator.

2. The Project Coordinator and the Partner commit themselves to carrying out the project under the terms and conditions set out in the General Grant Agreement and its annexes.

Article 2 – Duration

1. The project shall run between 01//09/2019 and 31/08/2021.

Article 3 – Obligations of the Project Coordinator

The Project Coordinator shall undertake:

1. To take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this convention and its annexes, in accordance with the objectives of the project as set out in the Agreement concluded between the National Agency and the Project Coordinator.
2. To take part and develop all the activities and intellectual outputs included in the project application form.
3. To send to the Partner a copy of the Agreement No. 2019-1-ES01-KA201-064256 and its annexes concluded with the National Agency and any other official documents concerning the project.
4. To notify and provide the Partner with any amendment made to the Project Agreement concluded with the National Agency.
5. To comply with all the provisions of the Project Agreement No. 2019-1-ES01-KA201-064256 binding the Project Coordinator to the National Agency.

Article 4 – Obligations of the Partner

The Partner shall undertake:

1. To take all the steps necessary to prepare for, perform and correctly manage the work programme set out in this convention and its annexes, in accordance with the objectives of the project as set out in the Agreement concluded between the National Agency and the Project Coordinator.
2. To take part and develop all the activities and intellectual outputs included in the project application form.
3. To comply with all the provisions of the Project Agreement No. 2019-1-ES01-KA201-064256 binding the Project Coordinator to the National Agency.
4. To communicate to the Project Coordinator any information or document required by the latter that is necessary for the management of the project.
5. To accept responsibility for all the information communicated to the Project Coordinator, including details of costs claimed and, where appropriate, ineligible expenses.
6. To refund the money that has not been spent or duly justified.

Article 5 – Dissemination

1. The Partner shall acknowledge the grant support received under the Erasmus+ Programme in any document disseminated or published, in any product or material produced with the grant support, and in any statement or interviews given, in accordance with the visual identity guidelines provided by the European Commission.
2. The acknowledgement shall be followed by a disclaimer stating that the content of the publication is the sole responsibility of the publisher and that the European Commission is not liable for any use that may be made of the information.

Article 6 – Financing

1. The total cost of the project for the contractual period referred to by the Project Agreement No. 2019-1-ES01-KA201-064256 is estimated at 147.550€, including all taxes and duties.
2. The total budget calculated for the Partner for the period covered by this convention amounts to **N.** It is divided among the following categories:
   a. Project Management and Implementation: **N€**
   b. Transnational Project Meetings: **N€**
   c. Intellectual Outputs: **N€**
   d. Multiplier Events: **N€**
   e. Training Activities: **N€**
3. The final financial contribution shall depend on the evaluation of the quality of the results of the project No. 2019-1-ES01-KA201-064256, pursuant to the rules laid down in the Annex III of the agreement about Financial and Contractual Rules; but shall, under no circumstances, give rise to a profit.

Article 7 – Payments

1. The Project Coordinator commits himself to carrying out payments relating to the subject matter of this convention to the Partner according to the achievement of the tasks and according to the following schedule:
   - 1st payment: After signing this convention and receiving the first instalment from the National Agency: **N€** It covers 40% of transnational meetings (N€), 80% of the training activity (N€), 40% of project management (N€) and 40% of Intellectual Outputs (N€).
   - 2nd payment: In September 2020: **N€** It covers 40% of transnational meetings (N€), 40% of project management (N€) and 40% of Intellectual Outputs (N€).

- 3rd payment: In February 2020: **N€** It covers the 80% of the multiplier event.
- Final payment: **N€** 20% of the whole grant after receiving the final instalment from the National Agency according to the rules of the Agreement, the evaluation of the final report and the quality of the intellectual outputs.

2. All payments shall be regarded as advances pending explicit approval by the National Agency of the final report, the corresponding cost statement and the assessment of the quality of the results of the project.

Article 8 – Bank Account

- Name of the Bank: ZZZ
- Account holder: AAA
- Bank Address: BBB
- BIC (swift code): CCC
- IBAN code: DDD

Article 9 – Financial Rules

1. The rules applicable to the approved budget are detailed in Annex III.
2. Partners shall support the following documents for each budget category below:
    a. Project management and implementation:
        i. List of activities undertaken and outputs produced in the form of a report with full description of activities and outputs.
        ii. Proof of payment of all expenses.
    b. Transnational meetings:
        i. Receiving organization: Proof of attendance (list signed by participants). Meeting agenda.
        ii. Sending organization: Boarding card for each participant.
    c. Training activities:
        i. Receiving organization: Proof of attendance (list signed by participants). Training activity agenda.
        ii. Sending organization: Boarding card for each participant.
    d. Intellectual outputs:
        i. Proof of the intellectual output produced uploaded in the Erasmus+ Project Results Platform by the Project Coordinator.
        ii. Proof of the staff time invested in each intellectual output in the form of a time sheet per person, identifying the name of the person and the category specified in the project, the dates and the total number of days of work, as specified in the annex II.

        iii. Proof of the nature of the relationship between the person and the Partner.

        iv. Report describing the participation in the development of the intellectual output.

  e. Multiplier events:

        i. Proof of attendance in the form of a participant lists specifying the name, date and place of the multiplier event.

        ii. Detailed agenda of the event.

        iii. Proof of payment of all expenses.

        iv. Report with description of the multiplier event, intellectual outputs covered, leading and participating organizations, venue of the meeting and description and number of participants.

Article 10 – Value Added Tax

1. Herewith the Partner declares that he is not entitled to calculate VAT for its services, nor can it recover VAT for any expenses made.

Article 11 – Reports

1. The Partner shall provide the Project Coordinator with any information and document required for the preparation of the interim report and the final report, and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative in due time of the request of the Project Coordinator.

Article 12 – Monitoring, Supervision and Audits

1. The Partner shall provide, without delay, the Project Coordinator with any information that the latter may request from him concerning the carrying out of the work programme covered by this convention.
2. The Partner shall make available to the Project Coordinator any document making it possible to check that the aforementioned work programme is being or has been carried out.
3. Original documents shall be kept during 5 years after payment of the final term by the National Agency.

Article 13 – Termination of the Agreement

1. The Project Coordinator may decide to terminate the agreement if the Partner has inadequately discharged or failed to discharge any of the conventional obligations, insofar as this is not due to *force majeure,* after the notification of the Partner by registered letter.
2. The Partner shall immediately notify the Project Coordinator, supplying all relevant information, of any event likely to prejudice the performance of this convention.

Article 14 – Amendments or additions to the convention

1. Amendments to this convention shall be made only by a written supplementary Agreement signed on behalf of each of the parties by the signatories to this convention. No oral agreement may bind the parties to this effect.

ANNEXES

a) Annex I: General Conditions
b) Annex II: Estimated Approved budget
c) Annex III: Financial rules *(in Spanish. Check your National Agency for translation)*
d) Agreement no. 2019-1-ES01-KA201-064256 *(in Spanish)*

Done at Barcelona, the 25th of October 2019

For the Project Partner,   For the Partner

The legal representative   The legal representative

Josep Plancheria Roset

(signature)   (signature)

ANNEX 2: Timesheet Template

Your institutional logo

TIMESHEET

PROJECT TITLE: THINK GLOBAL!
Agreement Number: 2019-1-ES01-KA201-064256

Organisation name: Sub-direcció General de la Inspecció d'Educació
PIC NUMBER: 916744188
Country of Organisation SPAIN

Intellectual Output (IO1)
Global Competence Toolkit for Schools

Category of staff:	Teachers/Trainers/Researchers		No. of working days: 1	Total cost: 1370€
			1 working day = 8 hours	

Name of Staff Member	Applicable Staff Category	Date		Description of Work (Activity)

I hereby verify that I worked as indicated above	I hereby verify that I worked as indicated above	I hereby verify that I worked as indicated above	I hereby verify that I worked as indicated above	It is hereby confirmed that the employee has worked as indicated above.
Name of employee	Name of employee	Name of employee	Name of employee	Name of Legal Representative
Write name of employee here	*Write name of employee here*	*Write name of employee here*	*Write name of employee here*	*Write name of legal representative here*
Signature of staff	Signature of staff	Signature of staff	Signature of staff	Signature of Legal Representative
Make employee sign here	*Make employee sign here*	*Make employee sign here*	*Make employee sign here*	*Make legal representative sign here*
Place and date	Place and date	Place and date	Place and date	Place and date
Write place & date here	*Write place & date here*	*Write place & date here*	*Write place & date here*	*Write place & date here*

ANNEX 2: Project Schedule

Name of the project (KA201): THINK GLOBAL!

PROJECT SCHEDULE

MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
PROJECT ACTIVITIES	SEP'19	OCT'19	NOV'19	DEC'19	JAN'20	FEB'20	MAR'20	APR'20	MAY'20	JUN'20	JUL'20	AUG'20	SEP'20	OCT'20	NOV'20	DEC'20	JAN'21	FEB'21	MAR'21	APR'21	MAY'21	JUN'21	JUL'21	AUG'21
Transnational Meetings			Brussels					UK						UK							Barcelona			
Training Activity					Barcelona																			
Students' Exchange																			Brussels					
Multiplier Events																							Multipler Events	
IO1.Toolkit for Schools				GLOBAL COMPETENCE TOOLKIT FOR SCHOOLS																				
IO2.Training Course													TRAINING COURSE FOR TEACHERS ON GLOBAL COMPETENCE											
IO3.Academic Portal				GLOBAL COMPETENCE ACADEMIC PORTAL																				
Erasmus+ Corner		E.Corner																						
Logo Competition				Logo competition																				
Audiovisual Competition													Audiovisual Competition											
Newsletters				1			2				3					4			5				6	
Project Website				Project website																				
MANAGEMENT ACTIVITIES																								
Set Steering Committee																								
Kick-Off Virtual Meeting																								
Set Project Work Teams (each institution)																								
Internal Agreements																								
Set work teams (Managem., Communic.,Evaluation)																								
Workflow diagrams																								
Quality Management Plan																								
Communication Plan																								
Meeting reports & To Do Lists			1					2						3							4			
Progress Reports							1					2						3						4
Interim report											Interim Report													
Final report																							Final Report	