

OVANÅKERS KOMMUN



# MultiLib

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## PROJECT MANAGEMENT MANUAL

Lotten Andersson

2016-10-12

**GfNA-II-B-Erasmus+Grant agreement multi beneficiary-20150**

**Agreement Number - 2015-1-SE01-KA201-022101**

Project title: The Multilingual Library for Children in Europe

Project Acronym: MultiLib

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Version control

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12 <sup>TH</sup> of October	Project Management Manual MultiLib

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## TABLE OF CONTENTS

<b>1</b>	<b>INNEHÅLL</b>	
2	PROJECT DESCRIPTION.....	3
3	PARTNERSHIP INFORMATION.....	4
4	MAIN RESPONSIBILITIES FOR PROJECT PARTNERS.....	8
5	INTELLECTUAL OUTPUTS.....	10
	5.1 Timetable Intellectual Outputs.....	10
	5.2 Budget Intellectual Outputs.....	10
	5.3 Agenda Intellectual Outputs.....	10
	5.3.1 Output 1 MultiLib Library UK.....	10
	5.3.2 Output 2 MultiLib Children's Activity Set CZ.....	10
	5.3.3 Output 3 MultiLib Teachers Guide TR.....	10
	5.3.4 Output 4 Six MultiLib Case Studies SE.....	10
	5.3.5 Output 5 Replicability Templates and Rules of Participation GR.....	11
	5.3.6 Output 6 MultiLib Repository and Website UK.....	11
6	TRANSNATIONAL PROJECT MEETINGS.....	11
	6.1 Timetable Transnational Meetings.....	11
	6.2 Budget Transnational Meetings.....	11
	6.3 Agenda Transnational Meetings.....	12
	6.3.1 Project Meeting no. 1 SE.....	12
	6.3.2 Project Meeting no. 2 GR.....	12
	6.3.3 Project Meeting no. 3 CZ.....	12
	6.3.4 Project Meeting no. 4 TR.....	12
	6.3.5 Project Meeting no. 5 BE.....	12
7	MULTILIB MULTIPLIER EVENTS.....	13
	7.1 Timetable Multiplier Events.....	13

7.2	Budget Multiplier Events .....	13
7.3	Agenda Multiplier Events .....	13
7.3.1	E1 MultiLib Teacher Workshop SE.....	13
7.3.2	E2 MultiLib Teacher Workshop UK.....	14
7.3.3	E3 MultiLib Teacher Workshop BE .....	14
7.3.4	E4 MultiLib Teacher Workshop CR .....	14
7.3.5	E5 MultiLib Teacher Workshop GR.....	14
7.3.6	E6 MultiLib Teacher Workshop TR .....	14
7.3.7	E7 MultiLib International Conference .....	14
8	DISSEMINATION .....	15
9	PAYMENTS AND THEIR CONNECTION TO DELIVERIES .....	16
9.1	Deadlines for Progress and Financial Reports .....	16
10	METHODS OF COMMUNICATION .....	17
11	QUALITY CONTROL .....	17
12	PROJECT RISKS .....	17
13	MORE ABOUT OUR WORK WITH OUTPUTS, MEETINGS AND MULTIPLIER EVENTS .....	18
13.1	Output 1: The MultiLib Library .....	18
13.2	Output 2: MultiLib Children’s Activity Set .....	19
13.3	Output 3: MultiLib Teacher Guide .....	20
13.4	Output 4: 6 MultiLib Case Studies .....	21
13.5	Output 5: Replicability templates and rules of participation. ....	22
13.6	Output 6: MultiLib Repository (OER) and web 2.0 communication website.....	23

## 2 PROJECT DESCRIPTION

The overall objectives of the MultiLib project are to help teachers enable primary school children, both from local and migrant background, to:

- Develop a sense of social inclusion
- Enhance intercultural understanding
- Make children from ethnic minorities, and particularly from newly arrived migrant families, proud to share their culture and language, and pleased to learn about others
- Acquire skills that will contribute to their future employment in a labour market increasingly requiring multicultural knowledge, mobility (therefore language skills) and ICT competences
- Enjoy collaborative educational activities with creativity and fun while enhancing love of reading, literacy, language and artistic skills
- Improve technology and IT skills.



The project expected tangible results are explained in intellectual outputs, multiplier events and learning, training, teaching activities. These include:

### YEAR 1

- Creating the MultiLib Library
- Creating the Children's Activity Set
- Creating the Teachers Guide
- Starting the school piloting in 6 countries
- Online and offline dissemination;
  - Website design and development
  - Project formative evaluation

### YEAR 2

- School piloting completion and evaluation
- Perfecting the didactic products
- MultiLib products upload on the project website as OER
- Compiling the case studies, teacher workshops in 6 countries
- Video exchange of the book-based activities among students across Europe
- MultiLib international conference in Brussels
- Online and offline dissemination;
  - Sustainability plan
  - Project summative evaluation.

**Primary target group:** Teachers and educators in primary school who want to address inclusiveness, multicultural and multilingual experiences in their classroom.

**Secondary target group:** Teacher associations, teachers networks, school authorities, advisors, curriculum experts and education decision makers. Artists working in the field of education will also be targeted.



## 3 PARTNERSHIP INFORMATION

Partner Pic Nr	Country	Organization	Abbrev.	Web site	Address	Contact person
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947946663 Partner	BE	International Yehudi Menuhin Foundation aisbl	IYMF	www.menuhin-foundation.com	Boulevard du Souverain 36 Brussels 1170 BELGIUM	Sophie Lupcin <a href="mailto:sophie.lupcin@menuhin-foundation.com">sophie.lupcin@menuhin-foundation.com</a> 00 32 2 6733504
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999824300 Partner	GR	The Research Committee of the Technical University of Crete	RCTUC	www.tuc.gr	Building E4 Campus Konoupidiana 73132 Chania GREECE	Stavros Christodoulakis <a href="mailto:stavros@ced.tuc.gr">stavros@ced.tuc.gr</a> +30-28210-37399

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This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

## 4 MAIN RESPONSIBILITIES FOR PROJECT PARTNERS

**All partners will actively contribute to all phases of the project, but partners will take over the leadership for a specific process in the project:**

- P1 (SE) - Project Management and Output 4
- P2 (UK) - Output 1 and 6
- P3 (BE) – Dissemination leadership and organization of the International Conference
- P4 (CZ) - Output 2
- P5 (TR) – Output 3
- P6 (GR) – Output 5 and Monitoring and Evaluation leadership



**The tasks were assigned in agreement with the partners and according to their specific competences.**

Year	2016				2017								2018											
MONTHS/Name	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A
A1 Coordinator																								
A2 Monitoring																								
A3 Quality Assurance																								
A4 Dissemination																								

**The coordinator** will be mainly responsible to check for the adherence to budget and time table. The accountant will make all necessary provisions to handle the project budget.

At the kick-off meeting the project coordinator will

Provide a clear time frame for each activity and the necessary management tools: project work-programme, Gantt charts and templates; the templates will be used for internal descriptive and financial reporting by the partners (1 report every 6 months).

The coordinator will be also in charge for the updating the work-programme and the Gantt charts during the project lifetime.

Dissemination will be included in the agendas of all meetings.

**It is necessary that all partners are involved actively and for that reason a range of measures will be taken:**

1. At the first meeting the consortium will discuss and agree on management and reporting procedures; the time table and work plan, tasks and responsibilities will be discussed in detail to ensure a common understanding within the partnership;
2. Each meeting will include a set time for discussion on project management which includes the status quo of the work plan, time table and budget; if necessary adjustments are made according to the needs of the project but in accordance to the general project proposal;
3. Each meeting will be documented by minutes which are stored online (Basecamp) for access for each partner at all times; the minutes will include the task assignments and common decisions of the partnership;

4. Discussions are lead via Basecamp to ensure the visibility and accessibility of the discussions at a later time in the project. Something that does not work via e-mail;
5. Communication will be constant in the project - milestone are the meetings (face-to-face but also Skype). In addition, the coordinator will remind partners of deadlines in advance and will check their fulfilment;
6. Each partner will report their expenses to the coordinator on a regular basis, every 6 months.
7. Transnational project meetings in the different partner countries will also give the partners the chance to get to know the institutions and their specific conditions for working to better understand the partner.
8. The partners will be actively involved also in the creation of the interim and the final report. The coordinator will provide the necessary templates for reporting.
9. In accordance with the tasks undertaken by each organization the budget was allocated in such a way to keep a balanced budget across the partnership. The allocated staff days will ensure the achievement of a high quality of the outputs.
10. Translation has been planned for all partners but p2 (uk) has English as its working language therefore will be in charge of English proof-reading instead of translations.
11. Each partner will receive a contract with the coordinator that will specify their rights and obligations and their own financial budget portion. The contract includes the requirement to report to the coordinator at specific times in the project (e.g. for the interim and the final report). The coordinator will provide templates for reporting to the partners. The templates will be presented and discussed at the first meeting and if necessary at later meetings to ensure a smooth process.

**The following services will be subcontracted:**

Country	Children's picture professional artist	Graphic layout of 144 e-books	Graphic layout of Children's Activity Set and Teacher Guide	
BELGIUM	3000,00	0,00	0,00	3000,00
CZECH REP	3000,00	0,00	0,00	3000,00
<b>GREECE</b>	3000,00	0,00	0,00	3000,00
SWEDEN	3000,00	0,00	0,00	3000,00
TURKEY	3000,00	0,00	0,00	3000,00
UK	3000,00	550,00	1400,00	4950,00
				19950,00

## 5 INTELLECTUAL OUTPUTS

### 5.1 Timetable Intellectual Outputs

Year	PROJECT TIMETABLE																								
	2016					2017												2018							
	MONTHS	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
O1																									
O2																									
O4																									
O5																									
O6																									
O6-A1																									
O6-A2																									
O6-A3																									
O6-A4																									

### 5.2 Budget Intellectual Outputs

APPROVED BUDGET OUTPUTS	
BELGIUM	28312,00
CZECH REP	19891,00
GREECE	40855,00
SWEDEN	36998,00
TURKEY	10523,00
UK	40906,00
TOTAL	177 485,00

For details see Chapter 15 in this manual, Annex II 2016-1-SE01-KA201-022101 and Application p. 72-74

### 5.3 Agenda Intellectual Outputs

For a full description on implementation and activities see Application p. 42-55!

#### 5.3.1 Output 1 MultiLib Library UK

START 01-09-2016 END 31-08-2017. Activity leading organization: The Mosaic Art and Sound

#### 5.3.2 Output 2 MultiLib Children's Activity Set CZ

START 01-03-2017 END 15-02-2018. Activity leading organization: Jazykova school

#### 5.3.3 Output 3 MultiLib Teachers Guide TR

START 01-03-2017 END 15-02-2018. Activity leading organization: Cukurova University

#### 5.3.4 Output 4 Six MultiLib Case Studies SE

START 01-06-2017 END 30-03-2018. Activity leading organization: Viksjöfors school



### 5.3.5 Output 5 Replicability Templates and Rules of Participation GR

START 01-02-2018 END 30-03-2018. Activity leading organization: TUC

### 5.3.6 Output 6 MultiLib Repository and Website UK

START 01-09-2016 END 31-08-2018. Activity leading organization: TUC

For more information how the outputs fit with other project parts see chapter [15 More about our work with outputs, meetings and multiplier events](#).

## 6 TRANSNATIONAL PROJECT MEETINGS

The transnational project meetings are connected to the intellectual outputs.

### 6.1 Timetable Transnational Meetings

Year	2016				2017								2018													
MONTHS /Name	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
M1																										
M2																										
M3																										
M4																										
M5																										

### 6.2 Budget Transnational Meetings

TRANSNATIONAL PROJECT MEETINGS				
Country	Total nr of meetings	Total nr of participants	Grant per Participant	Grant TOTAL
BELGIUM	2	4	575	2300
BELGIUM	2	4	760	3040
CZECH REP	3	7	575	4025
CZECH REP	1	2	760	1520
GREECE	2	4	575	2300
GREECE	2	5	760	3800
SWEDEN	2	4	575	2300
SWEDEN	2	5	575	2875
TURKEY	1	2	575	1150
TURKEY	3	7	760	5320
UK	3	7	575	4025
UK	2	4	760	3040
				35695

## 6.3 Agenda Transnational Meetings

### 6.3.1 Project Meeting no. 1 SE

Kick-off meeting in Sweden, October 2016 (Month 2)<sup>1</sup>

We will build team spirit and agree on the action plan of next steps. All partners will attend the meeting.

### 6.3.2 Project Meeting no. 2 GR

The second meeting will take place in February 2017 (Month 6) in Greece. The 20 books of the MultiLib e-Library (Output 1) will be about to be completed and the partners will focus on the creation of the book-based children's activities (Output 2) and on the Teacher Guide (Output 3).

### 6.3.3 Project Meeting no. 3 CZ

The third meeting is placed one month before the completion of the set of children's activities and of the Teacher Guide to allow partners to review final details together. It will take place in Czech Republic in June 2017 (Month 11).

### 6.3.4 Project Meeting no. 4 TR

The fourth meeting takes place in January 2018 (Month 17) in Turkey. Discussions on: Evaluation of end of piloting, perfecting Output 2 and 3 and preparing Replicability Templates (Output 4).

### 6.3.5 Project Meeting no. 5 BE

The last meeting takes place in Belgium in June 2018 (Month 22) Discussion on: Final sustainability plan, evaluation, final report. Envisaging new projects. Delivering the International Conference.

For more information how the transnational meetings fit with other project parts see chapter [15 More about our work with outputs, meetings and multiplier events](#) and Application p.32.

<sup>1</sup> The first meeting will be in Viksjöfors in November instead of October, which was the plan in the Application.

## 7 MULTILIB MULTIPLIER EVENTS

The multiplier events are connected to the intellectual outputs. For more information about how the events fit with other project parts see chapter [15 More about our work with outputs, meetings and multiplier events](#).

### 7.1 Timetable Multiplier Events

Year	2016				2017												2018							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
E1																								
E2																								
E3																								
E4																								
E5																								
E6																								
E7																								

### 7.2 Budget Multiplier Events

MULTIPLIER EVENTS				
Event ID (E1-7)	Country of Venue	Nr of participants	Grant per local participant	Grant TOTAL
E1	Sweden	20	100,00	2000,00
E2	UK	20	100,00	2000,00
E3	Belgium	20	100,00	2000,00
E4	Czech Rep.	20	100,00	2000,00
E5	Greece	20	100,00	2000,00
E6	Turkey	20	100,00	2000,00
E7	Belgium	24	100,00	2400,00
		144		14400,00

### 7.3 Agenda Multiplier Events

The workshops E1-E6 will be organized in the first three months of 2018.

#### 7.3.1 E1 MultiLib Teacher Workshop SE

The MultiLib Teacher Workshop will complement the online dissemination activities to mainstream the project resources. The workshop will have an hands-on approach for teachers to experiment with the MultiLib Library, Activity Set and Guide. The **E1 workshop** will take place in **Viksjöfors Skola** and teachers from other schools at regional and national level will be invited.

The partners will devise common programme and materials for the workshop, although these may slightly change according to local context. Programme and materials will be prepared in January 2018 and the workshop delivery will happen in March 2018.

The workshop represents an important tool not only for a multiplying effect at regional and national level during the project, but also for the project sustainability. The partners, in fact, will want to build on this experience to expand MultiLib training and find alternative ways of funding to continue the project after the funded period, i.e. regional, national funds to deliver teacher training; including the workshops into the School Education Gateway of the Erasmus+.

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### 7.3.2 E2 MultiLib Teacher Workshop UK

The **E2 workshop** will take place in the **Institute of Education in London** and teachers from schools at regional and national level will be invited

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### 7.3.3 E3 MultiLib Teacher Workshop BE

The **E3 workshop** will take place in a venue in **Brussels** and teachers from schools at regional and national level will be invited

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### 7.3.4 E4 MultiLib Teacher Workshop CR

The **E4 workshop** will take place at the **Pelican School, in Brno**, and teachers from other schools at regional and national level will be invited.

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### 7.3.5 E5 MultiLib Teacher Workshop GR

The **E5 workshop** will take place in a venue in **Chania, Crete**, and teachers from schools at regional and national level will be invited.

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### 7.3.6 E6 MultiLib Teacher Workshop TR

The **E6 workshop** will take place at the **Cukurova University campus** and teachers from schools at regional and national level will be invited.

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### 7.3.7 E7 MultiLib International Conference

From 1-02-2018 to 30-06-2018

The MultiLib International Conference will give the project the opportunity to show the project resources to an international audience, to education policy-makers, curriculum experts and authorities at EU institution level. It will expand discussion and knowledge on topics such as inclusiveness and how primary school teachers can increase their repertoire of training to tackle the challenge of teaching increasingly multiethnic and multilingual classes.

The Conference is planned as an event with a European resonance. All partners will be speakers at the Conference as well as authorities at national and European institution level. Parts of the Conference will be filmed and streamed on the project website.

The partners will start preparing and promoting the Conference in February 2018 and will deliver it in **June 2018**. To make good use of finances, the Conference will take place on the occasion of the last partnership meeting, therefore no extra money for travel will be used for this multiplier event.

## 8 DISSEMINATION

All partners will be active in the dissemination activities and P3, the BE partner will lead the activities.

P2, the UK partner, will be responsible for setting up the website, design of website, project and promotional materials. Two dissemination reports (interim and final) will be produced during the lifetime of the project to maximize impact of the project. Dissemination will be included in the agendas of all meetings.

## 9 PAYMENTS AND THEIR CONNECTION TO DELIVERIES

TOTAL APPROVED BUDGET MULTILIB							
	PROJECT MANAGEMENT	TRANS-NATIONAL MEETINGS	INTELLECTUAL OUTPUTS	MULTIPLIER EVENTS	EXCEPTIONAL COSTS	TOTAL	
BELGIUM	6000,00	5340,00	28312,00	4400,00	3000,00	47052,00	BELGIUM
CZECH REP	6000,00	5545,00	19891,00	2000,00	3000,00	36436,00	CZECH REP
GREECE	6000,00	6100,00	40855,00	2000,00	3000,00	57955,00	GREECE
SWEDEN	12000,00	5175,00	36998,00	2000,00	3000,00	59173,00	SWEDEN
TURKEY	6000,00	6470,00	10523,00	2000,00	3000,00	27993,00	TURKEY
UK	6000,00	7065,00	40906,00	2000,00	4950,00	60921,00	UK
TOTAL	42 000,00	35 695,00	177 485,00	14 400,00	19 950,00	289 530,00	TOTAL

To sign / send	Deadline	Payments
<b>Contract Signing</b>	<b>31.12.2016</b>	<b>65% of Budget payment.</b>
<b>Report 1</b>	<b>28.02.2017</b>	
<b>Report 2</b>	<b>31.08.2017</b>	
<b>Final Report to VB</b>	<b>30.09.2018</b>	
<b>Final Report to NA</b>	<b>30.10.2018</b>	<b>Approved Final Report 35% of Budget Payment</b>

### 9.1 Deadlines for Progress and Financial Reports

The consortium should respect the deadlines regarding reporting in the project. VB will send Progress, Interim and Final Reports to the NA. Each partner shall send due reports **at least two weeks before** deadline to the coordinator. The payments will be connected to the delivery and approval of these reports.

## 10 METHODS OF COMMUNICATION

For day to day communication Basecamp, e-mail and Skype will be the preferred methods for communication among partners on day to day matters, although telephone will be used just as appropriate.

Progress meetings will be held at throughout the project period. The project manager, project partners and relevant stakeholder representatives will be invited to attend these meetings. **Attendance will be obligatory for the project partners.** Project meeting agendas will be sent to the partners in advance. Minutes of the meetings, that will record decisions made and actions required, will be produced shortly after the meetings.

## 11 QUALITY CONTROL

The evaluation will be carried out as part of the project management. P6 (GR) has gained a vast experience in monitoring European funded projects in the framework of the LLP programme and now through the Erasmus+.

P6 (GR) will be the leader of the project evaluation. It will liaise with the coordinator and will set up the evaluation procedures at the very beginning of the project (page 37-40 in application).

Common to all areas of evaluation are the following questions:

- Are objectives reached?
- Does the work progress sufficiently?
- Are changes in management or handling structures needed?
- Are people involved satisfied?
- Are the materials suitable for the target groups?
- Is the project generating an impact according to what was envisaged?

## 12 PROJECT RISKS

The project coordinator P1 (VS) and the internal evaluator P6 (TUC) will be in charge of risk identification at meetings and will take corrective action without delay. In the application (p.38-39) the risks categories are:

- Project management risks,
- Technical risks,
- Organizational risks,
- External risks.


**13 MORE ABOUT OUR WORK WITH OUTPUTS, MEETINGS AND MULTIPLIER EVENTS**

Work load for leading and contributing partners

**13.1 OUTPUT 1: THE MULTILIB LIBRARY**

**24 beautifully illustrated e-books in Swedish, Czech, French, Turkish, Greek, English and 6 languages spoken by migrants in each partner country.**

<i>PAGE IN APPLICATION 44-47</i>	2016				2017							
DURATION: 01-09-2016 – 31-08-2017	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
TRANSNATIONAL PROJECT MEETINGS			MEETING 1			MEETING 2				MEETING 3		

PARTNER COUNTRIES	Activity leading organisation	Staff	No.of working days	Grant per day	Grant total to get	
BELGIUM		Teach./train./res.	28	214	5992,00	
CZECH REP		Teach./train./res.	28	137	3836,00	
GREECE		Teach./train./res.	28	137	3836,00	
SWEDEN		Teach./train./res.	28	241	6748,00	
TURKEY		Teach./train./res.	28	74	2072,00	
<b>UK</b>	<b>The Mosaic</b>	<b>Teach./train./res.</b>	<b>35</b>	<b>214</b>	<b>7490,00</b>	
<b>1</b>			<b>175</b>		<b>29974,00</b>	<b>29974 EURO</b>

Because of the language versions (the partners' language), the Library comprises 156 e-books (144 which are the 24 books in 6 language versions plus 12 books in the original language spoken by the immigrants involved in the project). The Library will be an open education resource (OER) available on the project website.

The stories contained in the books will reflect elements of the culture of each country. There are two children's stories per country: one represents a traditional story, one the most popular in the country and the other is a contemporary story written within the project. Each story is in the original languages and translated into the other partners' languages. Thus, as explained above, the Library comprises 6 language versions of the 24 e-books and 12 e-books in the immigrants' language. This unique OER is downloadable free from the MultiLib project website.

At the kick-off meeting the partners will have already identified the primary schools and the groups of migrants to work with. These will have been reached through the schools (i.e. students', parents) or through local associations working with immigrants.

Criteria and guidelines for the stories and to work with the target groups will be agreed. Meetings for cultural exchange with the group of immigrants involved will follow. Once the stories will have been written, the partners will contact picture artists. The Library will be an Open Education Resource (OER) on the project website. The lead partner will supervise the Output action plan.






13.2 OUTPUT 2: MULTILIB CHILDREN'S ACTIVITY SET

Culture and language activities created around the e-books

PAGE IN APPLICATION 47-49	2017										2018	
DURATION: 01-03-2017 – 15-02-2018	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
TRANSNATIONAL PROJECT MEETINGS				MEETING 3							MEETING 4	
MULTIPLIER EVENTS											Event 1-6	Event 1-7

PARTNER COUNTRIES	Activity leading organisation	Staff	No.of working days	Grant per day	Grant total to get	
BELGIUM		Teach./train./res.	38	214	8132,00	
BELGIUM		Technicians	4	162	648,00	
<b>CZECH REP</b>	<b>Jazykova skola</b>	<b>Teach./train./res.</b>	<b>48</b>	<b>137</b>	<b>6576,00</b>	
<b>CZECH REP</b>	<b>Jazykova skola</b>	<b>Technicians</b>	<b>8</b>	<b>102</b>	<b>816,00</b>	
GREECE		Teach./train./res.	38	137	5206,00	
GREECE		Technicians	4	102	408,00	
SWEDEN		Teach./train./res.	38	241	9158,00	
SWEDEN		Technicians	4	190	760,00	
TURKEY		Teach./train./res.	38	74	2812,00	
TURKEY		Technicians	4	55	220,00	
UK		Teach./train./res.	38	214	8132,00	
UK		Technicians	4	162	648,00	
<b>2</b>			<b>266</b>		<b>43516,00</b>	<b>43516,00</b>

A set of didactic activities based on the MultiLib e-books to enhance inclusiveness, multicultural and multilanguage awareness, intercultural communication, love of reading, literacy and artistic expression in primary school children.

The activities include comprehension, creative expression, reflection, task-based learning, collaborative interplay and the use of art forms such as music, dance, visual arts and digital storytelling. The activities are addressed to both native and migrant students.


OER (open education resource) will be available on the project website.

Following the creation of the library, at the second partnership meeting, the partners will agree on the guidelines for the creation of the book-based children's activities. Each partner will contribute to the realization of the activity set. The lead partners will supervise.

13.3 OUTPUT 3: MULTILIB TEACHER GUIDE

The MultiLib Teachers Guide will be a valuable source for teachers to work with the Children’s Activity Set, but also to find their own reasons and expand ways to work continuously on the topics of inclusiveness, multicultural and multilingual experiences, love of reading and embedding the arts into education.

PAGE IN APPLICATION 49-51	2017										2018	
DURATION: 01-03-2017 – 15-02-2018	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
TRANSNATIONAL PROJECT MEETINGS				MEETING 3							MEETING 4	
MULTIPLIER EVENTS											Event 1-6	Event 1-7

PARTNER COUNTRIES	Activity leading organisation	Staff	No.of working days	Grant per day	Grant total to get	
BELGIUM		Teach./train./res.	22	214,00	4708,00	
BELGIUM		Technicians	3	162,00	486,00	
CZECH REP		Teach./train./res.	22	137,00	3014,00	
CZECH REP		Technicians	3	102,00	306,00	
GREECE		Teach./train./res.	22	137,00	3014,00	
GREECE		Technicians	3	102,00	306,00	
SWEDEN		Teach./train./res.	22	241,00	5302,00	
SWEDEN		Technicians	3	190,00	570,00	
<b>TURKEY</b>	<b>Cukurova University)</b>	<b>Teach./train./res.</b>	<b>32</b>	<b>74,00</b>	<b>2368,00</b>	
<b>TURKEY</b>	<b>Cukurova University)</b>	<b>Technicians</b>	<b>3</b>	<b>55,00</b>	<b>165,00</b>	
UK		Teach./train./res.	22	214,00	4708,00	
UK		Technicians	3	162,00	486,00	
<b>3</b>			<b>160</b>		<b>25433,00</b>	<b>25433,00</b>


Some indications of the content of the Teacher Guide have already been discussed at application stage. The Guide will include:

- Scientific background information (in a practical approach).
- Reasons for embedding the inclusiveness topic in school
- Guidance on the multilib library and the children’s activity set
- Learning-teaching scenarios for implementation (e.g. Time frame; regularity etc.)
- Specific tips to works with the arts in the classroom
- Self-evaluation tools for seeing progress or reflecting on the multicultural and multilanguage awareness, sense of inclusiveness, intercultural communication, enhancement of love of reading, and language and artistic skills acquired by the students
- Transversal competence that children acquire through the multilib activities
- Opportunities of working with parents (what information is needed, how to involve them)
- Reference to other concepts, projects or interesting approaches
- Online links
- Information on the project.

13.4 OUTPUT 4: 6 MULTILIB CASE STUDIES

**Case studies will be written by the partners to highlight how the use of multicultural activities can enhance inclusiveness in children.**

PAGE IN APPLICATION 51-52	2017							2018		
DURATION: : 01-06-2017 – 30-03-2018	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
TRANSNATIONAL PROJECT MEETINGS	MEETING 3							MEETING 4		
MULTIPLIER EVENTS								Event 1-6	Event 1-7	Event 1-7

PARTNER COUNTRIES	Activity leading organisation	Staff	No.of working days	Grant per day	Grant total to get	
BELGIUM		Teach./train./res.	9	214,00	1926,00	
CZECH REP		Teach./train./res.	9	137,00	1233,00	
GREECE		Teach./train./res.	9	137,00	1233,00	
<b>SWEDEN</b>	<b>Viksjöfors skola</b>	<b>Teach./train./res.</b>	<b>16</b>	<b>241,00</b>	<b>3856,00</b>	
TURKEY		Teach./train./res.	9	74,00	666,00	
UK		Teach./train./res.	9	214,00	1926,00	
<b>4</b>			<b>61</b>		<b>10840,00</b>	<b>10840,00</b>

P1, the Output leader, will prepare a template for all partners to write their case study (June 2017), well before the start of the piloting, thus the partners will understand which observations will be needed during the piloting phase to embed them into the Case Study.

Each partner will note down its own observations, will ask permission to video parts of the school piloting and will interview children and teachers during the piloting period.

Each partner will compile its own Case Study by March 2018.


The 6 Case Studies will be uploaded on the project website as reflection documents on the MultiLib approaches and effects available to wider education community.

They will also be used in the International Conference.

13.5 OUTPUT 5: REPLICABILITY TEMPLATES AND RULES OF PARTICIPATION.

**Templates are to be uploaded on the project website for all those who will want to add their own children's stories to the project or to upload additional children's activities.**

<i>PAGE IN APPLICATION 52-53</i>	<b>2018</b>	
<b>DURATION: :</b> 01-02-2018 – 30-03-2018	<b>Feb</b>	<b>Mar</b>
<b>MULTIPLIER</b> <b>EVENTS</b>	<b>Event</b> 1-7	<b>Event</b> 1-7

PARTNER COUNTRIES	Activity leading organisation	Staff	No.of working days	Grant per day	Grant total to get	
<b>GREECE</b>	<b>TUC</b>	<b>Teach./train</b>	<b>6</b>	<b>137,00</b>	<b>822,00</b>	
SWEDEN	TUC	Teach./train	4	241,00	964,00	
UK	TUC	Teach./train	4	214,00	856,00	
<b>5</b>			<b>14</b>		2642,00	<b>2642,00</b>

Once Output 1 and 2 (The MultiLib Library and MultiLib Children’s Activity Set) will be ready, the partners will discuss on criteria and rules of participation to invite the global community to share additional children's stories and children's activities to the project.

P6 (TUC) , P1 (Viksjöfors school) and P2 (Mosaic) will prepare the Templates, in February 2018, to be filled by those who will want to share new stories or activities. These will be reviewed by the partners and prepared for the website.

Each additional item, compiled on the right template and sent to the project by anyone interested, will be reviewed by P1, P2 and P6, approved according to the agreed criteria, and uploaded on the project website.

This activity will contribute to the collaborative learning of project as a whole.

The partners will then be ready to create and organize local Teacher Training events to spread the resources to interested multipliers (E1-2-3-4-5-6).

An International Conference (E7) is envisaged in Brussels. The lead partner, the IYMF, has a long-term experience in the organization of conferences, round-tables, cultural events in Brussels, attended by authorities and policy-makers at European level. All partners will work on dissemination of the Conference. Parts of the Conference will be filmed and streamed on the project website for a global audience.

**13.6 OUTPUT 6: MULTILIB REPOSITORY (OER) AND WEB 2.0 COMMUNICATION WEBSITE.**

**ACTIVITY O6-A1:**

Deploy web-platform that connect with existing European school education and teacher education networks and provides user-friendly interfaces based on a initial elaboration of community building methodology. Identify the open resources that have already an impact in local communities.

**ACTIVITY O6-A2:**

Project phase: Assess how the web-platform caters for diverse user communities


**ACTIVITY O6-A3:**

Adapt the web-platform based on assessment feedback

**ACTIVITY O6-A4:**

Refine the methods, examples and use cases presented on the web-platform as Open Educational Resources (**OER**).

PAGES IN APPLIC.: 53-56	2016				2017												2018							
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A
06																								
06-A1																								
06-A2																								
06-A3																								
06-A4																								
TRANSNATION. PROJECT MEETINGS			M 1			M 2				M 3							M 4						M 5	
MULTIPLIER EVENTS																	E 1-6	E 1-7	E 1-7	E 7	E 7	E 7		

PARTNER COUNTRIES	Activity leading organisation	Staff	No.of working days	Grant per day	Grant total to get	
BELGIUM		Teach./train./res.	30	214,00	6420,00	
CZECH REP		Teach./train./res.	30	137,00	4110,00	
<b>GREECE</b>	<b>TUC</b>	<b>Teach./train./res.</b>	<b>190</b>	<b>137,00</b>	<b>26030,00</b>	
SWEDEN		Teach./train./res.	40	241,00	9640,00	
TURKEY		Teach./train./res.	30	74,00	2220,00	
UK		Teach./train./res.	40	214,00	8560,00	
UK		Technician	50	162,00	8100,00	
<b>6</b>		<b>SUM</b>	<b>410</b>		<b>65080,00</b>	<b>65080,00</b>