

E. Preparation

Please describe what will be done in preparation by your organisation and by your partners before the project activities take place.

Work groups for each activity will be composed of the Regional project team

- will define a program
- will discuss participation of lecturers
- will hire external lecturers in necessary
- will prepare working plan of each workshop, meaning:
 1. clear description of objectives, needs, content and duration
 2. monitoring of the expected goals – questionnaires
 3. validation of the competences acquired by the individual beneficiary and assessment of the general outcome – discussions with participants, questionnaires
 4. logistical support
 5. dissemination activities – control of collecting materials for brochure

Each school and institution

- will appoint a contact person, this person will be a member of a Regional project team and the steering committee as well.
- is expected to participate actively in workshops
- will prepare a short overview of school actions and activities for workshops

E.1. Project Management

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

The project has got a Regional project team /RPT/: Regional coordinator, project manager, financial manager, administrators, contact persons.

Regional project managers from both countries will communicate regularly, will discuss technical issues, working plan, financial topics and others.

RPT meets before all workshops and regularly during the whole project, this team is responsible for nominating participants for mobilities and project activities. RPT plans activities and distributes tasks connected with workshops, outputs, etc. The meetings are convened by the project manager with agreement of the project coordinator.

Regional coordinators are responsible for achieving goals of the project, supervise a project manager, a financial manager and the whole team and communicate with the local authority office.

A Project manager coordinates activities, communicates with the partner project manager, coordinates the project work plan with the partner and partner institutions, coordinates work on a cookery/methodology book, regularly communicates with a financial manager. A financial manager is responsible for the economical part of the project – paying invoices, communication with the bank and so on.

Each partner has administrators, who are supervised by a project manager – technical support for organizing conferences, seminars, mobility activities and subcontracting, responsible for information on official Regional websites, finalization of brochure, photo documentation.

Each school and institution has a contact person; all e-mail correspondence dealing with project issues is shared, each school and institution actively participates in conferences and workshops.

Members of RPT are members of steering committee.

How will the quality of the project's activities and results be monitored and evaluated? Please mention the involved staff profiles and frequency of such quality checks.

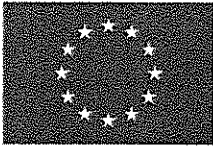
Effective monitoring and assessment will help ensure us to get the most out of our project. We will keep a close eye on how the project will be progressing, we will also be able to adapt our objectives and activities.

Our Partnership will be evaluated by school staff as well as local representatives. We will evaluate the partnership itself, as well as the project work undertaken.

Both places decided to declare monitoring indicators:

number of participants of activities – each workshop will be attended up to 16 people.

The steering committee will be responsible for implementation of indicators and for evaluating each workshop and activity, the communication will be by e-mail correspondence. After each activity all participants will be kindly asked to fill in an assessment form in order to get information about achieved goals and fulfilled expectations of each single person.



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Partnership itself will be evaluated by the Regional project team and steering committee on the base of monitoring contacts between schools and institutions, each institution and school will be asked to inform about extra activities if any.

What measures are foreseen to handle project risks (e.g. conflict resolution processes, etc.)?

We can identify these risks:

- personal sense of a safe environment which respects and protects rights, we will arrange - travel insurance (including damage or loss of luggage); third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility); accident and serious illness (including permanent or temporary incapacity); death (including repatriation in case of projects carried out abroad).
- dealing with a project budget – we will organize a transnational project meeting with the topic of documentations of costs on the both sides and a collection of documents on the Czech side
- language barrier – some participants are not able to communicate in English – we involve an interpreter on each side
- lack of interest of the project from involved stakeholders - the project was precisely prepared and regularly discussed, all stakeholders are familiar with the work plan and outcomes
- conflict resolution processes – we will find an approach based on respect for individual interests and interpersonal relationships, a steering committee will solve all potential conflicts.

Which activities and indicators of achievement (quantitative and qualitative) will you put in place in order to assess whether and to what extent, the project reaches its objectives and results?

Effective monitoring and evaluation will help ensure all to get the most out of our project.

Our partnership will be evaluated by decision makers from the regional authority and school staff – all participants of the project. We will evaluate the partnership itself, as well as the project work undertaken.

Both partners decided to declare monitoring indicators:

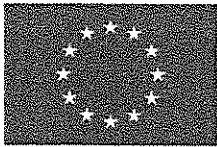
- number of participants of mobilities on each side – 33
- number of people actively participating in the project – vocational trainers, teachers, etc. – 50
- number of joint staff activities – 5
- number of recipes with learning/teaching materials and dictionary – 6

The steering committee will be responsible for the implementation of indicators and for evaluating of each activity, the communication will be mainly e-mail correspondence. After each mobility all participants will be asked to fill in an evaluation form in order to get information about achieved goals and fulfilled expectations of each single person.

The partnership itself will be evaluated by the steering committee on the base of questionnaires, discussions with involved people.

Discussions with participants will be organized by head teachers

- impact on improving used methods
- enriching cultural awareness and so on.



F. Implementation

Please describe the activities that your project will organise. Please provide detailed information in particular about the project activities that will be supported from the grant for Project Management and Implementation.

1 – Kraj Vysočina Kick-Off (sept. 2014)
Transnational meeting
Introducing partners
- introducing catering education – length, branches, topics, study programmes
- cooperation with gastro services – visit of a restaurant
- view of restaurant an owner/manager

2 – Ch-A Introduction to catering education in France (oct.-nov. 2014)
Transnational meeting
- introducing catering education – length, branches, topics
- cooperation with gastro services – visit of a restaurant
- visit of a school restaurant for public

3 – Kraj Vysočina Local food & organic food (dec. 2014-feb. 2015)
Short-term joint staff training event
- presentation of 1 school
- presentation local food
- cooking from local products, using local food
- visit of a local food shop, tasting local food
- bio farm, bio company
Cooking – 1 local recipe, taking photos, recipe – En-Fr-Cz, feedback from a partner

4 – Ch-A Local food & organic food (march-may 2015)
Short-term joint staff training events
- presentation local food
- cooking from local products, using local food
- visit of a local food shop, tasting local food
Cooking – 1 local recipe, taking photos, recipe – En-Fr-Cz, feedback from a partner
Presentation - exhibition in the Vysočina region - fotodocumentation, interested ideas etc.

5 – Kraj Vysočina School catering & gastro culture (sept. 2015)
Short-term joint staff training events
- presentation of 1 school
- school catering – organization, food, financial part etc.
- gastro culture – involving service industry, other catering branches
Cooking – 1 local recipe, taking photos, recipe – En-Fr-Cz, feedback from partner

6 – Ch-A School catering & gastro culture (oct.-nov. 2015)
Short-term joint staff training events
- school catering – organization, food, financial part etc.
- gastro culture – involving service industry, other catering branches
"The week of tastes" La semaine du gout
Cooking – 1 local recipe, taking photos, recipe – En-Fr-Cz, feedback from partner

7 – Kraj Vysočina – regional specifics (jan.-march 2016)
Short-term joint staff training events
- presentation of 1 school
- regional food mark
- food production in the Vysočina region
- traditional drinks



-traditional restaurants, cooperation schools and restaurants in keeping traditions

8 – Ch-A Final conference – regional specifics (april-may 2016)
Transnational meeting

9 final outcome - cookery book with teaching/learning materials and dictionary of often used words

10 Disseminating conference

Grant for Project Management and Implementation: bank costs, exchange rate differences, food for cooking, publicity, telephones, office /paper, cartridges, pens.../, personal costs of people dealing with management issues.

What target groups do you address in your activities plan?

Targeted groups: decision makers in the field of catering education and school staff at vocational schools.
The project will give both the Czech Region and the French region the opportunity to all the institutions, by sharing their experiences, to begin a reflection and to nourish their practices.
More specifically, the impacts targeted for the different publics involved are the following:

Pupils:
- if contacts between schools are established, pupils will have chance to participate in different communitarian projects
Pupils and students benefit indirectly, their teachers and head teachers will use new tools and motivation coming from the project.
The project intends to support exchanging activities for pupils organized on the base of Erasmus+ projects. Both competent authorities will give a practical support for partner search in both places.

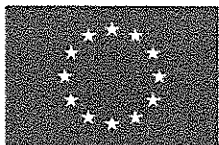
The schools' staff:
- improve school management by comparing practices, mutualisation of advantages and the comparison of tools
- developed cross-cultural knowledge
- live as an active European citizen
- reinforced European perspective for schools
- ease application for European programs

The competent authorities in both places in terms of education and school management:
- share good practice examples
- in-depth cross-cultural understanding between the departments of competent authorities
-reinforce and enlarge the existing contacts and to extend their scope

F.1. Involvement of Participants With Fewer Opportunities

Does your project involve participants facing situations that make their participation more difficult?

No



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F.2. Project Activities

F.2.1. Intellectual Outputs

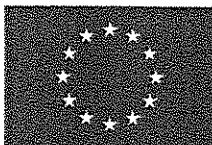
Output Identification	O1
Output Title	Cookery book with teaching/learning materials and dictionary
Output Type	Learning/teaching/training material
Output Description	During each short-term joint staff training event competent people - chefs, vocational teachers etc will prepare one local food, an outcome is a local recipe + teaching/learning materials in 3 languages En, Fr, Cz - working sheets for pupils and teaching instructions for teachers. The part of the Cookery book is also a dictionary of "cooking terminology" En-Fr-Cz
Languages	English
	French
	Czech
Media(s)	Book
	CD

Activity	Activity Code	O1-A1
	Project Phase	Implementation
	Title	Preparing Cookery book with teaching/learning materials and dictionary
	Description	There are 6 local recipes 3 from the Vysočina Region and 3 from Champagne-Ardenne, all recipes will be prepared during mobilities, vocational staff will share information, methodological approaches etc. For all involved staff it is excellent chance to revise and strengthen the professional profile of the teaching profession and bring new ideas into catering education, find new approaches to pupils at risk of early school leaving The recipe is composed of a starter, a main course and a dessert.
	Tasks and role of each organisation	Each school will prepare a recipe and produce a part of the cookery book, one school on each side will prepare learning materials and teaching notes. Vysočina Education will organize the collection of materials. The Champagne-Ardenne Region will help with the organization of mobilities and will also support the language problems, the National Cooking Academy ("Académie Nationale de Cuisine") will guarantee the choice of local recipes, methods used in recipes, will present local approaches. Both regional offices will supervise the process of producing the book. The Vysočina region will manage the final production of the book - design, print etc.
	Estimated Start Date (dd-mm-yyyy)	01-01-2015
Estimated End Date (dd-mm-yyyy)	30-05-2016	

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	Activity Leading Organisation	VYSOCINA KRAJ
	Participating Organisations	REGION CHAMPAGNE-ARDENNE

F.2.2. Multiplier Events

F.2.3. Learning/Teaching/Training Activities

Do you foresee the inclusion of learning, teaching or training activities in your project?

Yes

What is the added value of these learning, teaching or training activities with regards to the achievement of the project objectives? Please describe also 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?

During short-term joint staff training events all participants will share ideas from gastro culture in each country. Mainly we will choose a recipe from local food and all involved vocational teachers will cook together - learning outcomes will be specified as ability to prepare a recipe from the partner region, be familiar with ingredients, gastro culture etc. The vocational staff will revise and strengthen the professional profile of the teaching professions.

Teachers bring new ideas into teaching vocational subject especially catering education, find new approaches to pupils at risk of early school leaving, all participant will share experience with cooking from local food, school restaurants, cooperation with restaurants et.

Europass Mobility –each participant of short-term joint staff training event will obtain this certificate, everybody can present participation in mobility during long life learning.

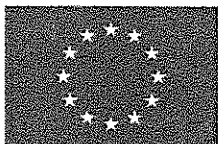
Please describe each of the learning, teaching or training activities you intend to include in your project:

Activity No.	C1
Activity Type	Short-term joint staff training events
Activity Description	Kraj Vysočina Local food & organic food - presentation of 1 school - presentation local food - cooking from local products, using local food - visit of a local food shop, tasting local food - bio farm, bio company - cooking - 1 recipe
No. of Participants	8
Participants with Special Needs (out of total number of Participants)	0
Accompanying Persons (out of total number of Participants)	0

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Is this a long-term activity?	No
Duration (days)	5
Duration (months)	
Participating Organisations	VYSOCINA KRAJ
	REGION CHAMPAGNE-ARDENNE

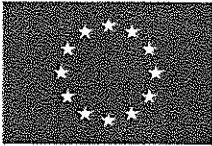
Activity No.	C2
Activity Type	Short-term joint staff training events
Activity Description	Ch-A Local food & organic food - presentation of 1 school - presentation local food - cooking from local products, using local food - visit of a local food shop, tasting local food - bio farm, bio company Cooking – 1 local recipe
No. of Participants	7
Participants with Special Needs (out of total number of Participants)	0
Accompanying Persons (out of total number of Participants)	0
Is this a long-term activity?	No
Duration (days)	5
Duration (months)	
Participating Organisations	VYSOCINA KRAJ
	REGION CHAMPAGNE-ARDENNE

Activity No.	C3
Activity Type	Short-term joint staff training events
Activity Description	Kraj Vysočina School catering & gastro culture - presentation of 1 school - school catering – organization, food, financial part etc. - gastro culture – involving service industry, other catering branches Cooking – 1 local recipe
No. of Participants	8
Participants with Special Needs (out of total number of Participants)	0
Accompanying Persons (out of total number of Participants)	0
Is this a long-term activity?	No

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Duration (days)	5
Duration (months)	
Participating Organisations	VYSOCINA KRAJ
	REGION CHAMPAGNE-ARDENNE

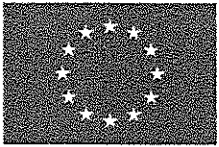
Activity No.	C4
Activity Type	Short-term joint staff training events
Activity Description	Ch-A School catering & gastro culture - school catering – organization, food, financial part etc. - gastro culture – involving service industry, other catering branches "The week of tastes" La semaine du gout Cooking – 1 local recipe
No. of Participants	7
Participants with Special Needs (out of total number of Participants)	0
Accompanying Persons (out of total number of Participants)	0
Is this a long-term activity?	No
Duration (days)	5
Duration (months)	
Participating Organisations	REGION CHAMPAGNE-ARDENNE
	VYSOCINA KRAJ

Activity No.	C5
Activity Type	Short-term joint staff training events
Activity Description	Vysočina region – regional specifics - presentation of 1 school - regional food mark - food production in the Vysočina region - traditional drinks - traditional restaurants, cooperation schools and restaurants in keeping traditions
No. of Participants	8
Participants with Special Needs (out of total number of Participants)	0
Accompanying Persons (out of total number of Participants)	0
Is this a long-term activity?	No
Duration (days)	5

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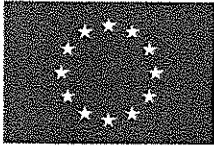
Duration (months)	
Participating Organisations	VYSOCINA KRAJ
	REGION CHAMPAGNE-ARDENNE

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G. Follow-up

G.1. Impact

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

- Pupils:
 - possibility to work with new learning materials

The schools' staff:
 - give new ideas for vocational education in gastro branches by comparing practices, mutualisation of advantages and the comparing of tools
 - developing cross-cultural knowledge
 - live as an active European citizen
 - reinforced European perspective for schools
 - ease application for European programs
 - possibly to use the new teaching materials
 - possibility to benefit from new information and recipes prepared during training events

The competent authorities in both places in terms of education and school management:
 - share good practice examples
 - in-depth cross-cultural understanding between the departments of competent authorities, sharing ideas from gastro education
 - reinforce and enlarge the existing contacts and to extend their scope

Local responsible authorities have been trying to initiate school partnership even in this very beginning stage of the project, they tried to identify effective partnership. During the preparing of the project the contacts between both places have been intensified.

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

Each partner currently assists schools to apply for Erasmus+ programs. The project will give authorities on both sides, thanks to the high visibility of the project, the opportunity to prove the strong interest of such a European cooperation project in the framework of EU programs and will contribute to encourage educational and training institutions to do the same.

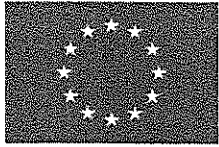
-reinforced European perspective for schools
 - ease application for European programs

The competent authorities in both places in terms of education and school management:
 - develop mutual knowledge of each system of education in the perspective of developing new steps of cooperation in terms of education in the framework of the existing informal contacts between regions in order to strengthen the existing links between both places and to enlarge its scope
 - develop cross-cultural understanding between the departments of competent authorities and act on existing practices thanks to the other's critical eye
 - favour the use of common tools built in the framework of exchanges with tools previously developed on European level
 -reinforce and enlarge the existing contacts and to extend their scope

How will you measure the previously mentioned impacts?

Our Partnership will be evaluated by school staff as well as local representatives. We will evaluate the partnership itself, as well as the project work undertaken.

Both places decided to declare monitoring indicators.
 The steering committee will be responsible for the implementation of indicators and for evaluating of each workshop and activity, the communication will be by e-mail correspondence. After each activity all participants will be kindly asked to fill in an assessment form in order to get information about achieved goals and fulfilled expectations of each single person.



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G.2. Dissemination and Use of Projects' Results

You are requested to elaborate dissemination plans. Please provide answers to the questions below.

To whom will you disseminate the project results inside and outside your organisation? Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

Both regions will regularly inform about the project on official websites or social media and all partners will inform about the project on their websites. There will be 2 advertisements informing about the project in local newspapers on both sides. The final meeting will be held in Champagne-Ardenne and that is why local authorities in the Vysočina Region will organize a regional dissemination event for all people involved in education sector and involved stakeholders after finishing the last activity. A book or CD version will be distributed to all participants, the CD version will be available at the Regional office.
The Vysočina Region will arrange a retrospective photo exhibition at local authority.
Results of the project can be disseminated in meetings organized by each national agency in order to make testimonies. It can also be made at European level.
The project will be promoted in partners' websites and also social media will be considered and used for dissemination. Intermediate and final reports will be delivered to the National agency.
At the national level, Regional authorities of the the Vysočina Region will disseminate the results within KVZ /krajská vzdělávací zařízení – regular country meetings.

Who will be responsible for the dissemination activities within your partnership and which specific expertise has it in this area? How many resources will you make available to allow for the proper implementation of your dissemination plans?

The responsible body for the dissemination is /regional project team/ RPT, it will use experience from the previous Comenius Regio project. Members of team are bodies regularly working with schools - The Champagne-Ardenne Region, along with the Rectorat of Reims and Vysočina Education regularly prepare in-service teacher training activities. Both will disseminate outcomes in their regions to all schools.
Resources - school contacts, regular meetings with schools, official meetings of school departments etc.

What kind of dissemination activities do you intend to carry out (relevance) and through which channels?

Websites/social media - all partners will inform about the project on their websites/social media - outcomes on the internet -
Cookery book + teaching/learning materials.
The final meeting will be held in Champagne-Ardenne - for all involved people - school staff, decision makers etc. .
The Vysočina Region will organize a regional dissemination event for all people involved in education sector and involved stakeholders after finishing the last activity - information about outcomes, teaching/learning materials etc.
A book or a CD version will be distributed to all participants, the CD version will be available on web.
The Vysočina Region will arrange a retrospective photo exhibition at local authority - for public
Results of the project can be disseminated in meetings organized by each national agency.

Erasmus+ promotes an open access requirement for all materials produced through its projects. In the case your project is producing intellectual outputs/ tangible deliverables, please describe if and how you intend to promote the free access for the public, through the internet, to a digital form thereof. In case a limitation should be foreseen for the use of the open licence, please specify the reasons, extent and nature of this limitation.

The open access will be arranged - on website/social media of Vysočina Education and Champagne-Ardenne Region, all involved partners will have links.

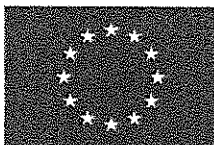
How will you ensure that the project's results will remain available and/or will be used by others?

Vysočina Education, the Champagne-Ardenne Region and the Rectorat of Reims - will be ready to assist with the results and using outcomes. Both regional authorities will inform all schools in the regions about outcomes and intellectual outputs.

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If relevant, please provide any other meaningful information deemed necessary to give a comprehensive overview of your dissemination plans.

Both partners are responsible for secondary school education and are enthusiastic to use the outcomes - the cookery book and experience from various workshops - in the school curricula of the secondary schools.

G.3. Sustainability

What are the activities and results that are planned to be maintained after the end of the EU funding including the needed resources to sustain them?

Both Regions have already planned activities for the next years regardless of the fact if the project is supported or not but the approving of the project will give more intensive dimension to all activities planned for future years. Local authorities will try to do their best in the field of partner search. Both Regions will contact every secondary school with offer to be named in a database partner search for schools from both Regions – information about school, training courses and intending project activities. More broadly, this project aims at reinforcing the existing links between both Regions in order to allow the local stakeholders to develop new projects in life-long educational and training issues. All involved schools will continue with partnerships either on the base of Erasmus+ projects or virtual contacts. Outcomes will be available on websites in both regions, the involved schools will use the Cookery book and the cooking dictionnery as teaching/ learning resource and also other catering schools in the regions will be supported to use the materials. Material will become a part of curricula of a branch Chef – international cuisine.