

COMPONENT B) DISSEMINATION ACTIVITIES

PROJECT IMPLEMENTERS: REF, ISSA, FSG, SGI, local partner organisations

Associated partner supporting the implementation of the project activities: National Institute for Education of Sweden (SKOLVERKET), Ministerial representatives of Hungary, Macedonia, Romania and Slovakia,

NO	ACTIVITIES OF THE PROJECT	DELIVERABLES TO REF	TIMELINE	RESPONSIBILITIES OF REF	RESPONSIBILITIES OF PARTNERS
1	Operation of the Policy Development Team: Development of policy recommendations and good practice guidelines	Minutes of the Policy Development Team meetings, outlines of the publications	15.07.2010 – 15.03.2012.	Organising the Team meetings, designing the agenda: REF Policy and Evaluation Specialist Hosting the Team meetings, writing the minutes: REF Financial and Administrative Coordinator	Taking part in the work of the Policy Development Team: Experts of ISSA, FSG, SGI, SKOLVERKET, WorldBank, UNDP + REF staff Taking part in the Policy Development Team meetings on the policy framework of ECEC in respective countries: Hungarian, Macedonian, Romanian and Slovakian delegates of Education and/or Social Ministries
1.2	Policy paper I <i>Mainstreaming the Access of Disadvantaged Roma Children to Quality ECEC</i>	Draft publication	Provisional deadline of publication: 06.2011.	Lead author , taking part in the elaboration of the content, commenting, Editing, Translating (subcontractor), Publishing: Policy and Evaluation Specialist, REF Communications Assistant	ISSA – co-author Taking part in the elaboration of the content, commenting: Policy Development Team
1.3	Policy paper II <i>Policy implications for the Structural Funds 2013-2019 programming cycle</i>	Draft publication	Provisional deadline of publication: 09.2011.	Co-author in drafting of the Policy paper: REF Policy and Evaluation Specialist, REF Communications Assistant Editing, Translating, (subcontractor) Publishing	FSG – lead author Taking part in the elaboration of the content, commenting: Policy Development Team
1.4	Good practice guide I <i>How to establish partnership for providing quality ECEC services for Roma</i>	Draft publication	Provisional deadline of publication: 09.2011.	Co-author in Drafting of the Guide: REF Policy and Evaluation Specialist, REF Communications Assistant	FSG – lead author Taking part in the elaboration of the content, commenting: Policy Development Team

				Editing, Translating, (subcontractor) Publishing	
1.5	Good practice guide II <i>Methods of data collection in ECEC programs focusing on Roma</i>	Draft publication	Provisional deadline of publication on the website: 06.2011.	Co-author in Drafting of the Guide: REF Policy and Evaluation Specialist, REF Communications Assistant Editing, Translating, Publishing	SGI – lead author Taking part in the elaboration of the content, commenting: Policy Development Team
1.6	Good practice guide III <i>Principles of good pedagogy collection in ECEC programs focusing on Roma</i>	Draft publication	Provisional deadline of publication: 09.2011.	Taking part in the elaboration of the content, commenting Editing, Translating, Publishing	ISSA – lead author Taking part in the elaboration of the content, commenting: Policy Development Team
1.7	Project evaluation report (midterm)	Draft publication	Provisional deadline of publication: 06.2011.	Coordinating, editing, Translating (subcontractor) Publishing Project Management Team, REF Communications Assistant	SGI – co-author, drafting, commenting of the Policy paper: Policy Development Team
2.1	Baseline studies	Draft publication	Provisional deadline of publication on the website: 09.2010.	Drafting of the reports: Country Project Coordinators of REF Editing, Translating, Publishing	Commenting: Policy Development Team
3	Organisation of Transnational workshops				
3.1	Workshop 1 <i>Policy recommendations – scaling-up projects by European Structural Funds</i>	Report: Recommendations and summary of discussions List of participants Photos	Provisional date of workshop: 11.2010. (late October, early November)	Commenting on the list of invitees, program and workshop agenda: REF Project Team	FSG: Organising and hosting the 3 day workshop, organising project site visits for participants in Spain
3.2	Workshop 2 <i>Data-collection</i>	Report: Recommendations and summary of discussions List of participants Photos	Provisional date of workshop: 12. 2010.	Organising and hosting the 2 day workshop in Hungary. REF Country Project Coordinator and Financial and Administrative Coordinator, Administrative Staff	Assisting the organisation of the event: Local partner organisations, Municipality of Nyiregyháza city
3.3	Workshop 3 <i>For educators</i>	Report: Recommendations and summary of discussions	Provisional date of workshop: 05.2011.	Commenting on the list of invitees, program and workshop agenda: REF Project Team	ISSA: Organising and hosting the 2 day workshop in Slovakia

		List of participants Photos			
3.4.	Workshop 4 <i>About partnership</i>	Report: Recommendations and summary of discussions List of participants Photos	Provisional date of workshop: 10.2011.	Organising and hosting the 2 day workshop in Romania. REF Country Project Coordinator and Financial and Administrative Coordinator, Administrative Staff	Assisting the organisation of the event: Local partner organisations
4.	Organising Launch Conferences in the 4 target countries	Conference report, List of participants Photos	Provisional dates of the conferences: 09.2010	Organising and hosting the 1 day conferences in Hungary, Macedonia, Romania and Slovakia: REF Country Project Coordinator and Financial and Administrative Coordinator, Administrative Staff	Assisting the organisation of the event: Local partner organisations in the four countries
5.	Organising Final Conferences in the 4 target countries	Conference report, List of participants Photos	Provisional dates of the conferences: 02.2012.	Organising and hosting the 1 day conferences in Hungary, Macedonia, Romania and Slovakia: respective REF Country Officer and REF Country Facilitator + Financial and Administrative Coordinator, Administrative Staff	Assisting the organisation of the event: Local partner organisations in the four countries
6.	Final Dissemination Conference	Conference report, List of participants Photos	Provisional date of the conference: 03.2012	Commenting on the list of invitees and the program of the conference Translation of conference materials	FSG: Organising and hosting the conference in Spain
7.	Publishing of quarterly electronic newsletters		Provisional deadline for publishing: 31.06.2010. 31.09.2010, 31.12.2010, 31.03.2011, 31.06.2011., 31.09. 2011., 31.12.2011, 31.03.2012	Drafting the content of the newsletter, Translating, Publishing: Project Management Team, REF Communications Assistant	Contributing to the elaboration of the content with information and photos, video shots: Local partner organisations in the four countries, ISSA