



From all of us at INCLUDED Project, we wish you all a Happy Holiday Season and a great New Year.

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## INCLUDED Consortium



- **P1** - IC Modena 3 (IC3MO)
- **P2** - Computer Learning (CL)
- **P3** - Università di Trento (UNITN)
- **P4** - Fundación A LA PAR (FAP)
- **P5** - Universidad Europea de Madrid (UEM)
- **P6** - Rovastinkankaan koulu (RK)



## Project management and implementation activities

### P1 - IC Modena 3 (IC3MO)

- A.1 Setting up of SC and WGs (**What is it?**)
- A.2 Signing of partner agreement (**Waiting for answer**)
- A.3 Designing of project work plan ([Done - link](#))
- A.4 Drafting project reports ([Website Experiences UEM](#) - [Report State of the art CL](#))
- A.5 Setting up and implementing the PM online tool (From the UEM we installed a project management software, available in the [reserved area / Q&E strategy](#). The user and password are the same as access to the reserved area. **IC3 should establish microtasks** (the system automatically sends an email to whom it should be ordered. If you need support you can write to [info@includedeurope.eu](mailto:info@includedeurope.eu) or [giuseppe.iandolo@universidadeuropea.es](mailto:giuseppe.iandolo@universidadeuropea.es)).

### P3 - Università di Trento (UNITN)

- A.6 Drafting quality&evaluation plan and report ([Draft Q&E UNITN](#) - Q&E Area in Reserved Area - UEM / there is user y password to access the first partners meeting survey).
- Fabio sent a doodle for [Internal Evaluation Team](#). **We need to talk about the [Quality and Evaluation Meeting](#)** using the [INCLUDED skype room](#).

### P5 - Universidad Europea de Madrid (UEM)

- A.7 Drafting dissemination strategy plan and report

Just as presented at the 1st international meeting in Modena, the dissemination is intimately connected with the promotion of the INCLUDED Project. For this reason, we have been dedicating efforts (with the contribution of all partners) to the [included website](#), the [reserved area](#), [newsletter \(user y password in the corresponding area\)](#), the [teacher's training course guide](#) and the [proposal of structure for the multiplier event](#). For this reason, at the UEM we would like to thank to:

1. [Drawings from Rovanstinkankan, IC3 &, A LA PAR](#) (Marzia, Jaana, Jaime we need something about the team that has drawn it to tell it on the web).
2. [Final INCLUDED Logo from UNITN/Artigianelli](#) (Fabio, we need something about the team that has drawn it to tell it on the web).
3. Associate Partner & Institutional Partner from CL (Federico, we created versions in Spanish that we return to the group in the reserved area/INCLUDED Institutional).
4. [Teacher's training course guide](#) from A LA PAR, UEM, UNITN, CL (Jaime Alemany - A LA PAR; Cristina Alonso - UEM; Noelia Sosa - UEM, Federico CL y Fabio UNITN who are developing the teachers training course. See you next 01/14/2020).
5. INCLUDED Research project for the ethics committee from UNITN, UEM (Fabio see you next 01/03/2020).
6. Spanish Multiplier event in Spain from A LA PAR, UEM (Alberto Alemany, I hope you received the logo, the [proposal of structure for the multiplier](#) (03/28/2020) and the institutional letter to send with the flyer you are developing in A LA PAR. Emma Cuenca UEM told us that she would have helped us when the flyer is ready and we are ready to send the flyer and the letter, looking for new institutional partners in the Madrid Community, Italian Embassy and the Department of Education of the Community of Madrid).

• **Now , at the UEM, we ask for further efforts:**

1. [IC3 - Project management tool](#) (Marzia, If you need help do not doubt to tell me).
2. IC3 - Review, and translation of the INCLUDED website from English into Italian, in particular, the [EXPERIENCES section](#) (Marzia, maybe you could do it in Microsoft word, indicating the link to the original article in English at the beginning of each article, and send it to [info@includedeurope.eu](mailto:info@includedeurope.eu))
3. UEM - Translation of the last INCLUDED [EXPERIENCES](#) from English to Spanish (Cristina, you know how to do it directly, and many thanks for all your efforts).

4. Rovanstinkankan - Review, and translation of the INCLUDED website from English into Suomi, in particular, the [EXPERIENCES section](#) (Jaana, maybe you could do it in Microsoft word, indicating the link to the original article in English at the beginning of each article, and send it to [info@includedeurope.eu](mailto:info@includedeurope.eu))-
5. **Rovastinkankan we need the date and the multiplier event flyer in Finland** ([proposal of structure for the multiplier](#)).
6. **CL & UNITN we need the date and the multiplier event flyer in Italy** ([proposal of structure for the multiplier](#)).
7. **A LA PAR we need the date and the multiplier event flyer in Italy** ([proposal of structure for the multiplier](#)).

## P2 - Computer Learning (CL)

- A.8 Designing and maintenance the promo-kit and website/socialprofiles/forums (Federico, now we have the logo, Gmail account, and hashtags in the main page, we could meet to create social RSS accounts, twitter, facebook and LinkedIn).

## P6 - Rovastinkankaan koulu (RK)

- A.9 Drafting the exploitation plan and report
- A.10 Drafting and maintaing a stakeholder map

(Jaana, we could meet vía skype con Paolo de Gasperi [p.degasperi@hotmail.it](mailto:p.degasperi@hotmail.it) and other partners to understand o what is it?)



## IO1 - TEACHER TRAINING COURSE

Start Date: **01-09-2019**

End Date: **31-08-2020**

## **P2 - Computer Learning (CL) & all**

**DELIVERY: 01/03/2020**

A.1 Research of best practices T-DST for inclusion ([Website Experiences UEM - Bibliography and last version of all materials in Shared Drive – UEM](#))

A.2 Best practices analysis ([Report State of the art CL](#))

A.3 Definition of competences requirements ([Teacher Training Course-syllabus\\_ENG-INCLUDED](#))

A.4 Design of blended training model/methodology/course contents ([Teacher Training Course-syllabus\\_ENG-INCLUDED](#))

A.5 Design and production of training materials and multimedia contents (*ongoing A LAPAR, UEM, UNITN, CL...*)

A.6 Delivery of training course & activities (*ongoing A LAPAR, UEM, UNITN, CL...*)



## **E - MULTIPLIER EVENTS**

**P4 - Fundación A LA PAR (FAP) & P5 - Universidad Europea de Madrid (UEM)**

- E.1 Organisation of multiplier local event Spain: A LA PAR, UEM (Alberto Alemany, I hope you received the logo, the [proposal of structure for the multiplier](#) (28/03/2020) and the institutional letter to send with the flyer you are developing in A LA PAR. Emma Cuenca UEM told us that she would have helped us when the flyer is ready and we are ready to send the flyer and the letter, looking for new institutional partners in the Madrid Community, Italian Embassy and the Department of Education of the Community of Madrid).
- E.4 Organisation the first INTERNATIONAL MULTIPLIER EVENT (**07/2021 EDULERN**)

## P6 - Rovastinkankaan koulu (RK)

- E.2 Organisation of multiplier local event Finland (**we need the date and the multiplier event flyer in Finland - [proposal of structure for the multiplier](#)**).

## P2 - Computer Learning (CL) & P3 - Università di Trento (UNITN)

- E.3 Organisation of multiplier local event Italy (**we need the date and the multiplier event flyer in Finland - [proposal of structure for the multiplier](#)**)
- C1 Computer Learning – Short-term joint staff training events (05-2020/4 days) INCLUDED transnational training session. (**we need the date and the multiplier event flyer in Finland - [proposal of structure for the multiplier](#) and the [teachers training course syllabus](#)**)
- E.5 Organisation the PROJECT FINAL CONFERENCE INTERNATIONAL MULTIPLIER EVENT IT- UNITN (*¿08/2022?*)



## IO2 - EDUCATIONAL EXPERIMENTATION

Start Date: 01-08-2020

End Date: 31-05-2022

**P1 - IC Modena 3 (IC3MO) & all**

**DELIVERY ETICHS COMMITTEE: 01/06/2020**

**STARTING EXPERIMENTATION: 15/09/2020**

A.1 Scheduling of experimentation activities (*ongoing, Fabio UNITN & Giuseppe UEM ...*)

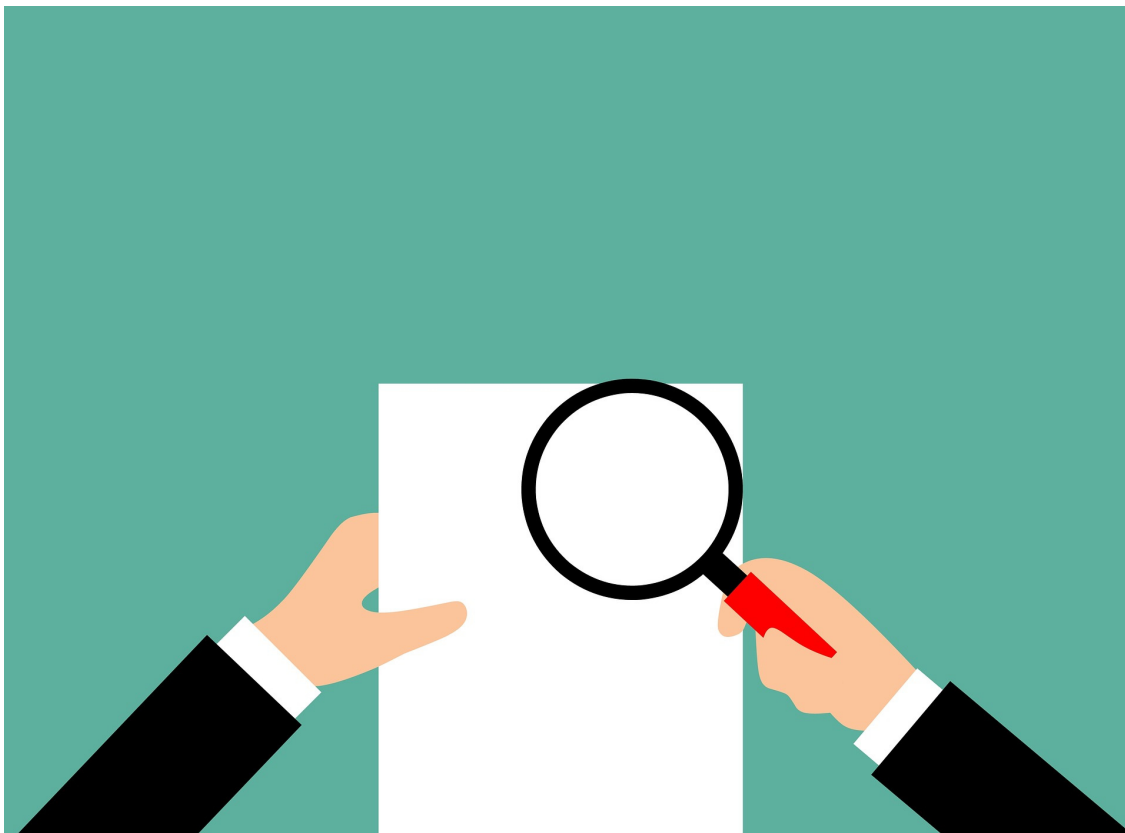
A.2 Experimentation of designed practices in schools

A.3 Online tutoring/support for teachers

A.4 Gathering of teachers' documentation

A.5 Realization of a report of best educational practices/case studies

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## IO3 - SCIENTIFIC EVALUATION

### P3 - Università di Trento (UNITN) & all

A.1 Definition of methods

A.2 Scheduling of evaluation activities

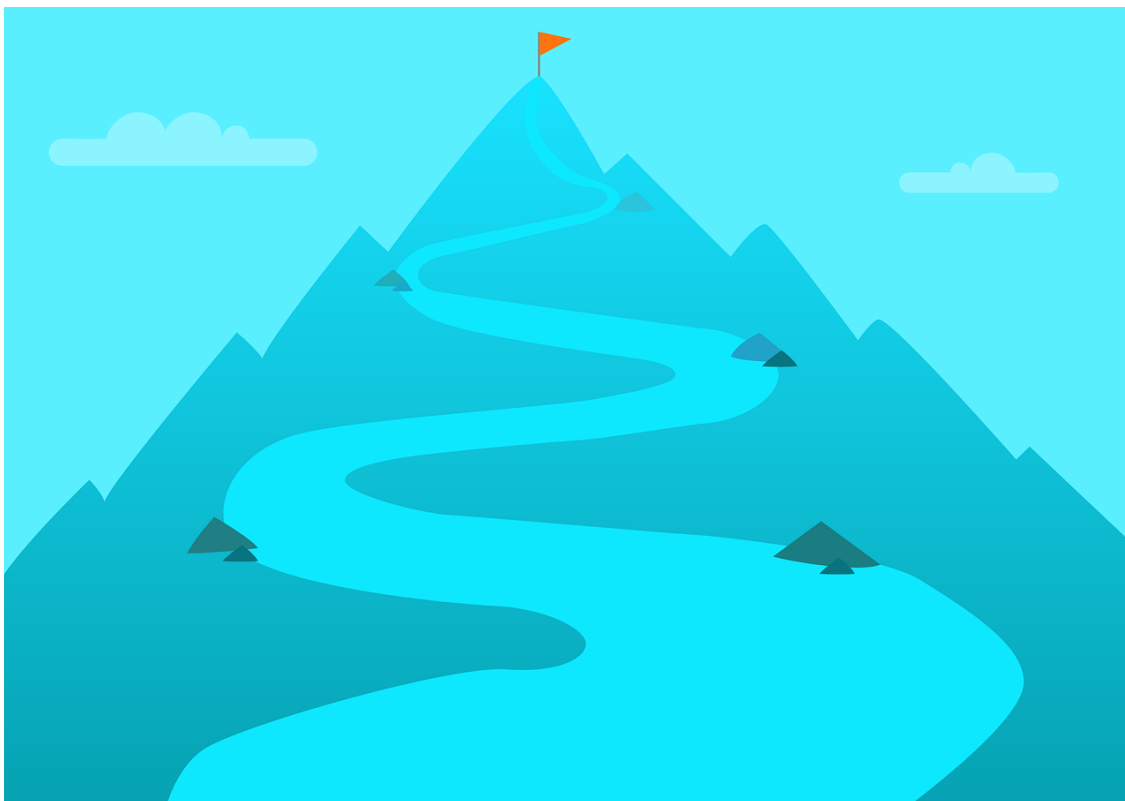
A.3 Ethical aspects (*ongoing, Fabio UNITN & Giuseppe UEM ...*)

A.4 Data collection

A.5 Analysis of the results

A.6 Drafting of evaluation summary report

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## **IO4 - GUIDELINES ON TANGIBLE DST FOR INCLUSIVE EDUCATION**

**P5 - Universidad Europea de Madrid (UEM) & all**

A.1 Guidelines concept

A.2 Analysis of pedagogical documentation among partners

A.3 Analysis of research results among partners

A.4 Drafting of the e-Guidelines

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# TRANSNATIONAL PROJECT MEETINGS

## P1 - IC Modena 3 (IC3MO)

- M.1 Organisation of virtual meetings (In the reserved area of the project, is enabled the [INCLUDED ROOM \(Skype\)](#) a skype link for partners videocall. **Fabio UNITN - responsible for the Q&E strategy- & Paolo de Gasperi -external evaluator- have requested a skype meeting with all partners' Internal Evaluators in the [following doodle](#)**).
- M.2. Organization of plenary in presence meetings in Italy (kick-off) - MODENA - IT ([Done](#)).

## P6 - Rovastinkankaan koulu (RK)

- M.3. Organization of plenary in presence meetings in ORIVESI - FI (*¿07-2020?*)

## P5 - Universidad Europea de Madrid (UEM)

- M.4. Organization of plenary in presence meetings in MADRID - ES (*¿07-2021?*)
- E4 UNIVERSIDAD EUROPEA DE MADRID – EDULEARN 2021 – FIRST INTERNATIONAL MULTIPLIER EVENT (*¿07-2021?*)

## P3 - Università di Trento (UNITN)

- M.5. Organization of plenary in presence FINAL meetings in TRENTO - UNITN - IT (*¿08-2022?*)
- E.5 Organisation the PROJECT FINAL CONFERENCE INTERNATIONAL MULTIPLIER EVENT IT- UNITN (*¿08-2022?*).

