**INFORMATION & DISSEMINATION PLAN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nr.** | **Activity** | **Responsible** | **Tool used** | **Date** | **Target group** | **Info - Links** |
| 1 | Announcement in school, | Project coordinator | Announcement | November  2018 | Teachers, Students  Virtual community | Announcement in school for the project acceptance and create the pedagogical team. |
| 2 | Contact the partners | Project coordinator | Email, skype | December  2018 | Teachers  Students | Contact with partners and Belgian coordinator via mail and skype. Kick off online meeting  Organising the project and future steps |
| 3 | Website, Social Media | Project coordinator | Announcement, email | January  2018 | Teachers | Build a category on school website for the project and send email to all teachers of the school and regional schools to inform them of the acceptance of the EU project  <http://2epal-kater.pie.sch.gr/2epal/index.php/el/drastiriotites/europaika-programmata/erasmus-2018-2020/earsmus-ihavet>  Build a facebook page for the announcements of the project  <https://www.facebook.com/2epalihavet>  Preparing the IPA Internal Partnership Agreement (IPA) |
| 4 | Pedagogical team meeting | Project coordinator, pedagogical team | Meeting in school, email | February  2018 | Teachers | Review of the IPA and finally sign it.    Questionnaire research and preparation |
| 5 | Pedagogical team meeting | Project coordinator, pedagogical team, English teacher | Meeting in school, email | March  2019 | Pedagogical team | Questionnaire preparation  First Draft of the questionnaire in English Language. Review and corrections |
| 6 | Preparing the project questionnaire | Project coordinator, pedagogical team | Google forms,  email | April  2019 | Pedagogical team, School teachers, other schools teachers | Translate the questionnaire in Greek Language  <http://2epal-kater.pie.sch.gr/2epal/images/erasmus-ihavet/questionnaire/Questionnaire-greek-translation.docx>  Use google forms to publish the questionnaire online  Review and testing of the Questionnaire |
| 7 | Publish the questionnaire  Meeting in Ruse  Press Release | Project coordinator,  Greek participants, pedagogical team | Transational meeting, email, newspaper, powerpoint, interview, google forms | May  2019 | Pedagogical team, School teachers, other schools teachers, Local and Regional Press | Publish the questionnaire and find students, parents and teachers to participate to the research. Data Collection (random sample – 20 responses in each category)  Students questionnaire online: <https://docs.google.com/forms/d/e/1FAIpQLSfB8BdNKjTYNFIhU-4QPzlzO7_MMqRDh8P4-rNX0lLrPWxlSw/viewform>  Parents questionnaire online: <https://docs.google.com/forms/d/e/1FAIpQLSc-s9Sa8PLy-MQRZ2iBhVYHIE9PJ1yWHyfpgf9eLwd00lq41A/viewform>  Teachers questionnaire online: <https://docs.google.com/forms/d/e/1FAIpQLSeAmi6klq6tF1OSJVUk8Cd2q4duxWSTvS3dJeoBgtdj0tnhqg/viewform>  Meeting in Ruse. Presentation of the school (powerpoint). Local and Regional Press Release in Greek describing the mobility in Ruse and the purpose of the meeting.  <http://2epal-kater.pie.sch.gr/2epal/index.php/el/drastiriotites/latest-news/370-2epal-erasmus-bulgaria-ruse2019>  Press Links: [Link 1](http://www.imerisiapierias.net/2019/05/2-2.html) – [Link 2](http://www.kapa-news.gr/2019/05/2-2_26.html) – [Link 3](http://www.olympiobima.gr/2o-epal-katerinis-sti-voylgaria)  Social Media Posts concerning the meeting  Greek coordinator interview - <https://www.youtube.com/watch?v=aOPm3BrsA8g&t=1s> |
| 8 | School Conference, Data Analysis | Project coordinator, pedagogical team | Powerpoint, google forms, excel, email | June  2019 | Pedagogical team, school teachers, regional school teachers | Conference in the school for informing the pedagogical team, all the school teachers and regional school teachers about the meeting in Ruse and the ongoing research - <http://2epal-kater.pie.sch.gr/2epal/index.php/el/drastiriotites/latest-news/372-erasmus-metakinis-bulgaria2019>  Questionnaire Data Analysis and comments about the Greek results.  Parents: <http://2epal-kater.pie.sch.gr/2epal/images/erasmus-ihavet/questionnaire/questionnaire-results-parents.docx>  Students: <http://2epal-kater.pie.sch.gr/2epal/images/erasmus-ihavet/questionnaire/questionnaire-results-students.docx>  Teachers: <http://2epal-kater.pie.sch.gr/2epal/images/erasmus-ihavet/questionnaire/questionnaire-results-teachers.docx>  Define the target group for the next steps. |
| 9 | Share our activities at Social Media and school website | Project coordinator, pedagogical team | Social Media Profiles, School Website | Sep – Oct 2019 | Pedagogical team, school teachers, regional school teachers, Social Media Friends | Publishing Various activities that have been done at social media sharing the results and the progress of the project  <https://www.facebook.com/429033191220482/videos/2435411356581513/UzpfSTQwMjY0NDY1MDQ2NDk1Njo0NzE4NzYzOTY4NzUxMTQ/?modal=admin_todo_tour>  <https://www.facebook.com/2epalihavet/photos/a.429074861155268/455786588484095/?type=3&theater>  School Flyer for the project  <http://2epal-kater.pie.sch.gr/2epal/images/erasmus-ihavet/ihavet-greek-flyer.pdf>  Greek Info Package for information on the mobility to Greece  <http://2epal-kater.pie.sch.gr/2epal/images/erasmus-ihavet/ihavet-greek-flyer.pdf> |