

Project Title: L'essenziale è invisibile agli occhi

Project Number: 527382-LLP-1-2012-1-IT-GRUNDTVIG-GMP

Grant Agreement: 2012-3660/001-001

Sub-programme or KA: Grundtvig Multilateral projects

Progress Report

Confidential Part

Overview

This document comprises the following sections:

- Section 1** Declaration by the Beneficiary
- Section 2** Outcomes / Results / Products
- Section 3** Implementation of the workplan / tasks
- Section 4** Impacts
- Section 5** Involvement of Partners
- Section 6** Involvement of Staff
- Section 7** Management Aspects
- Section 8** Dissemination and Exploitation
- Annex 1** Financial Reporting table

It is mandatory to complete all sections in full.

Guidance notes on completion of the sections are found within the sections themselves. Instructions for completing the Financial Reporting table are found in section 3 of the Project Handbook as are general remarks and the instructions governing the report's submission.

1 Declaration by the Beneficiary

Grant Agreement number: 2012 - 3660 / 001 - 001

I, the undersigned, hereby declare that the information contained in this Report is accurate and in accordance with the facts. In particular I certify that the Financial Statement, provided as an excel spreadsheet on the CD attached to this report, properly reflects the transactions made for the project in accordance with the provisions of the Agreement and its Annexes signed with the Education, Audiovisual and Culture Executive Agency and that full supporting documentation to justify the costs and revenues is available for checks and audit.

This information has been checked and approved by the partners involved in the activities set out in this report.

I herewith request payment of further pre-financing payment in accordance with article 1.4.2/1.5.2 of the Agreement.

Signed in: Rome

on 27 / 12 / 2013

Signature of the beneficiary's legal representative (in blue ink)

Seal/stamp of the organisation

Name and function in capital letters

President

2 Outcomes / Results / Products

Provide a list of all deliverables included in your project using the table below.

Workpackage Type and reference (1)	Deliverable title (2)	% Achieved	Delivery date	Nature (3)	Dissemination level (4)	Language versions (5)	Impact (6)
Management , 1	First coordination meeting	100%	15th November 2012	E	CO	English	Number of participants : 10
Management, 2	Minutes of the first coordination meeting (see annex 2)	100%	30th November 2012	R	PU	English	Number of readers : 15 + web site
Management, 3	Second coordination meeting	100%	6th June 2013	E	CO	English	Number of participants : 20
Management, 4	Minutes of the second coordination meeting (see annex 3)	100%	20th June 2013	R	PU	English	Number of readers : 15 + web site
Management , 5	EACEA Midterm report	100%	31st December 2013 (as written in the Grant Agreement)	R	PU	English	Number of readers : 30 + web site
Management, 6	Third coordination meeting	100%	21st November 2013	E	CO	English	Number of participants : 23
Management, 7	Minutes of the third coordination meeting (see annex 4)	100%	29th November 2013	R	PU	English	Number of readers : 15
Management, 8	Fourth coordination meeting	-	5th June 2014	E	CO	English	-
Management, 9	Minutes of the fourth coordination meeting	-	25th June 2014	R	PU	English	-
Management, 10	Final coordination meeting	-	16th October 2014	E	CO	English	-
Management, 11	Minutes of the final coordination meeting	-	31st October 2014	R	PU	English	-
Management, 12	EACEA Final report	-	March 2015	R	PU	English	-

Grant Agreement number: 2012 – 3660 / 001 – 001							
Workpackage Type and reference (1)	Deliverable title (2)	% Achieved	Delivery date	Nature (3)	Dissemination level (4)	Language versions (5)	Impact (6)
Implementation, 13	Grid of appreciative Questions to conduct the Focus Group (see annex 5)	100%	18th December 2012	D	CO	English	Number of users : 12 Overview of visitors :
Implementation, 14	Observation grid to conduct the Focus Group (see annex 6)	100%	11st January 2013	D	CO	English	Number of users : 12 Overview of visitors : *
Implementation, 15	Guidelines to conduct INV focus group (see annex 7)	100%	31st January 2013	D	PU	English	Number of users : 12 Overview of visitors : *
Implementation, 16	Results of the observation (report on national Focus Groups) (see annexes 8,9,10,11,12)		30th July 2013	R	CO	English, Italian, Spanish, Hungarian	Number of users : 120 Overview of visitors : *
Implementation, 17	« Define the Essential » (European report on Focus Groups) (see annex 13)	100%	31st May 2013 (draft) November 2013 (final release)	R/S	CO	English	Number of users : 200 Overview of visitors : *
Implementation, 18	Transnational meeting report (see annex 3)	100%	20th June 2013	R	CO	English	Number of readers : 20
Implementation, 19	Pedagogical Model handbook (see annex 14)	70%	November 2013 (draft) 20th September 2014 (final version)	D/S	PU	English, Italian, Spanish, Hungarian	Number of readers of the draft : 50
Implementation, 20	European training of trainers (see annex 4)	100%	29th November 2013	R	PU	English	Number of readers : 23
Implementation, 21	Training pathway handbook (see annex 15)	30%	November 2013 (draft) 20th September 2014 (final version)	S	PU	English, Italian, Spanish, Hungarian	Number of readers of the draft : 50

Grant Agreement number: 2012 – 3660 / 001 – 001							
Workpackage Type and reference (1)	Deliverable title (2)	% Achieved	Delivery date	Nature (3)	Dissemination level (4)	Language versions (5)	Impact (6)
Implementation, 22	Report of the training testing	-	23rd September 2014	R	PU	English, Italian, Spanish, Hungarian	-
Implementation, 23	What is essential is invisible to the eye	-	23rd September 2014	S/R	PU	English, Italian, Spanish, Hungarian	-
Quality Assurance, 24	Evaluation plan (see annexes 16)	100%	23rd March 2013	D	CO	English	Number of users : 10 Overview of visitors : *
Quality Assurance, 25	Evaluation midterm report (see annexes 16)	100%	November 2013	R	CO	English	Number of readers : 30 + web site
Quality Assurance, 26	Evaluation final report	-	20th January 2015	R	CO	English	-
Dissemination, 27	Dissemination plan (see annexes 17)	100%	15th November 2012	D	CO	English	Number of users : 10 Overview of visitors : *
Dissemination, 28	INV-project web site (http://invllp.eu/inv/)	90%	18th January 2013	P	PU/CO	English, Italian, Spanish, Hungarian	Overview of visitors : *
Dissemination, 29	INV Workshop	-	21st October 2014	E	PU	Italian, Spanish, Hungarian	-
Dissemination, 30	Resoconti degli Workshop/ Workshops reports	-	January 2015	R	PU	English	-
Exploitation of results, 31	INV Recommendations	-	30th October 2014	E	PU	English, Italian, Spanish, Hungarian	-

*** The account of visitors of the INV web site was installed on the 16th of December 2013 . 183 unique visitors have got access to it in just one week.**

Grant Agreement number: 2012 – 3660 / 001 – 001

- (1) Please provide the Workpackage Type and Reference used in annex I of your grant agreement.
- (2) Please use the title of the deliverable provided in annex I of your grant agreement.
- (3) Please indicate the **nature** of the deliverable using one of the following codes:
R - Report
S - Service/Product
D - Demonstrator/Prototype
E - Event
O – Other (e.g. methods, experiences, policy lessons, European cooperation, etc)
- (4) Please indicate the **dissemination level** using one of the following codes:
PU = Public
PP = Restricted to other programme participants (including Commission services and project reviewers).
CO = Confidential, only for members of the consortium (including Agency and Commission services and project reviewers).
- (5) Please identify, for each deliverable, the "source language(s)" – that is the language(s) in which the deliverable may be accessed. If an electronic or paper-based publication, then clearly this will be the range of languages in which the publication may be read. If an even, then the language(s) of communication available to participants. If the materials relate to language learning materials as such, the (target) language being learned / taught should appear in the title and this column should be used summarise the range of languages through which the materials can be accessed by users.
- (6) Please quantify the impact of each deliverable in terms of end users. (Website – overview of visitors; publications / leaflets etc – number of items; events – number of participants etc). Where it is not possible to quantify the impact, you may instead provide a qualitative appreciation.

*

Please use the space below to identify any **deviations in outcomes** from the initial plans (the application form or subsequent amendment approved by the Agency) as well as the reasons for the change

Further time has been needed to carry out the **focus groups** (WP3) and related national reports.

Reasons for the delay:

Difficulties experienced by IFI in finding an available Down organisation outside Madrid.

Logistic problems faced by Down Alapitvany

Define the essential

The first draft of the report was delivered on time but then it had to be outdated with the results of the further focus groups and proof read by an English mother tongue person, thus the final delivery took place in November 2013.

Please use the space below to list all products and supporting documents attached and submitted with the Confidential Part of your report. Please divide **the electronic version of your products / outcomes and the supporting documents** into two different electronic folders and make sure the numbers attributed to your products/outputs and supporting documents match with the numbers of the items listed below.

Grant Agreement number: 2012 – 3660 / 001 – 001

Please use the space below to list all products and supporting documents attached and submitted with the Confidential Part of your report. Please divide **the electronic version of your products / outcomes and the supporting documents** into two different electronic folders and make sure the numbers attributed to your products/outputs and supporting documents match with the numbers of the items listed below.

List of annexes:

1. 2012_3660_PR_INV
2. Minutes of the first coordination meeting
3. Minutes of the second coordination meeting
4. Minutes of the third coordination meeting
5. Grid of Appreciative Questions
6. Observation grid
7. Guidelines to conduct a focus group
8. Italian report on national Focus Groups
9. Spanish report on national Focus Groups
10. Catalan report on national Focus Groups
11. Hungarian report on national Focus Groups-1
12. Hungarian report on national Focus Groups-2
13. Define the Essential report
14. Pedagogical Model handbook (draft)
15. Training pathway handbook (draft)
16. Evaluation
17. Dissemination plan
18. Monitoring tables

3 Implementation of the workplan / tasks**3.1 Deviation from the work plan**

Please provide here details of problems encountered and the solutions that have either been implemented (Progress/Final Report) or are proposed (Progress Report). Please use the workpackage titles, types and references that you used in annex I of your grant agreement.

Workpackage Title	Workpackage Type and Reference	Planned Starting Date	Actual Starting Date	Planned duration	Actual duration
Inv Focus Group	Implementation	5	5	4	7
Deviation and the reason for it Deviation: late publication of the European report on focus group “Define the essential”. Reason: It took more time than foreseen to organize and carry out the focus groups. P2, in particular, is not an institution which directly involves professionals experienced in work with people with severe Down syndrome or intellectual disabilities. Thus P2 has encountered some difficulties in finding an adequate number of focus group participants and it took more time to search for a representative sample of professionals from different organisations and backgrounds.					
Proposed or Implemented Solution The partnership agreed on the postponement of the deadline of the European report “Define the essential”, which , however, has already been finalised. The report is attached. In any case, the pedagogical model which is based also on the results of the focus groups has been delivered on time because the authors have used the draft, without waiting for the final version.					

Copy table as required

3.2 Update of the workplan.

Please describe the planned activities until the end of the project (in case of progress report)

Workpackage Title	Project Coordination	Workpackage Type and Reference	Management 1
<p>1. Fourth coordination meeting.</p> <p>Objective: to check the state of the art of the project (specially the testing progress of the Pedagogical model) and to design further work plans</p> <p>Work plan</p> <p>it will take place in Madrid in June 2014 and hosted by IFI</p> <ul style="list-style-type: none"> a) Logistic preparation of the meeting and report of the event by IFI b) It will involve the national coordinator and the trainer of each partner, the project coordinator and the expert who designed the model and the pathway c) The meeting will last 3 days. Contents : <ul style="list-style-type: none"> - Results of mid term evaluation of the testing - Sharing ideas about how to carry on the dissemination and exploitation plan (after the testing) - Financial aspects - Evaluation <p>In conjunction with the meeting a transnational training session will be held according to the feedbacks coming from the professionals who will have taken part in the testing</p> <p>2. Final coordination meeting</p> <p>Objectives: to evaluate the results of the testing and the overall project ; to reinforce exploitation actions, already started up.</p> <p>Work plan</p> <p>it will take place in Italy (Rome) and will be hosted by AIPD, in October 2014</p> <ul style="list-style-type: none"> a) Logistic preparation of the meeting in Rome and report of the event by AIPD b) It will involve the national coordinators, the project coordinator and the expert who designed the models c) The meeting will last 3 days. Contents : <ul style="list-style-type: none"> - analysis and evaluation of the project and results - planning exploitation before and after the end of the project - draft of the Recommendations (WP 9) - task division for the final report - hipotesys for joint collaboration aftrr the end of the project - financial aspects of the final report - evaluation 			

Grant Agreement number:	2012 – 3660 / 001 – 001
<p>Reports of the meetings and care of the minutes will be responsibility of the partner which will host the meeting. An evaluation form of the event will be filled in by each partner. The external evaluator responsible for.</p> <p>3. EACEA final report Objective: drafting the final report for the Commission Work plan</p> <ul style="list-style-type: none"> • Collecting all data on activities undertaken (minutes and reports) and products developed (testing protocol and results) . • Collecting partners reports. • Drafting the report • Circulating the report draft among partners for internal validation • Publishing main results on the web site 	

Copy table as required

Workpackage Title	What is essential is invisible to the eye: the Pedagogical Model	Workpackage Type and Reference	Implementation 4
<p>Objective Developing the Pedagogical model, through a tight cooperation among partners and on the basis of the testing carried on by all institutions engaged..</p> <p>Work plan AIPD will be responsible for the draft of the final version of the Pedagogical model, (envisaged dead line: November 2014, due to the prolonged testing period, until the end of September). A draft of the Pedagogical model will be discussed by the partnership through the forum on INV web site or Skype chat. During the testing period, AIPD will collect partners' feedbacks and will review the Pedagogical model according to them.</p>			

Grant Agreement number: 2012 – 3660 / 001 – 001			
Workpackage Title	INV Training pathway processing and European training of the trainers	Workpackage Type and Reference	Implementation 5
<p>Objective Developing the Training pathway which is necessary for the transmission of the pedagogical model to professionals working in the field.</p> <p>Work plan AIPD will be responsible for the draft of the final version of the Training pathway. Envisaged dead line: November 2014, due to the prolonged testing period, until the end of September.</p> <p>A draft of the Training pathway will be discussed by the partnership through the forum on INV web site or Skype chat. During the testing period AIPD will collect feedbacks by partners and will review the Training pathway according to them.</p>			

Workpackage Title	On the job workshop: testing of the pedagogical model	Workpackage Type and Reference	Implementation 6
<p>Objective Testing the model through a training action addressed to professionals, with both transnational and national educational units.</p> <p>Work plan Each partner will launch its own on- the- job workshop in order to test the model. The following outputs of the project will be tested by professionals already selected during the focus group phase:</p> <ul style="list-style-type: none"> - Pedagogical model - Training pathway <p>Testing will be structured, and coordinated. IFI will be charged of the coordination of testing the models, according to the testing protocol, which will be provided by AIPD . According to the final decision of the partnership, the duration of the testing will be extended from 4 to 7 months because such a phase is the core of the project. Therefore, further time is needed to enlight the results of a process which has not an immediate effect, due to the fact that it is based on human relationships. The testing will include :</p> <ol style="list-style-type: none"> 1. National extra training of the trainers : January 2014 – according to the results of the evaluation of the learning outcomes of the attendants, of the training of the trainers, held during the III meeting. AIPD will meet again each partner before the testing, in order to furtherly discuss and adequately train the national trainers about the models, which they will transmit to the local professionals. 2. National training of the professionals: - each partner, will train the professionals (already involved in the focus groups) about the Pedagogical 			

Grant Agreement number:	2012 – 3660 / 001 – 001
<p>model, which they will test in their daily job, in the following 7 months. The training will be structured in the following way :</p> <ul style="list-style-type: none"> - Face to face training sessions (February 2014) - Remote support and e-learning (March-September 2014) <p>3. On the job workshop: testing the pedagogical model: March- September 2014. This is the core of the project, the model will be tested in the field, during 7 months, by 83 professionals from Spain, Italy and Hungary. Twice a month each professional will fill in the logbook, share it with his/her staff and send it to the national trainer, who will draft a report with the evaluation of remarkable changes, improvement and difficulties. All national reports will be sent by the national trainers to IFI, which will collect and analyse the results and will present them during the fourth transnational meeting (June 2014, Training of professionals engaged in the field and based on their feedback).</p> <p>4. Transnational training (II session) : during the national testing period, the partnership will discuss at European level about the state of the art of the testing by :,</p> <ul style="list-style-type: none"> - Transnational chat. During the 7th testing month ,2 days will be dedicated to talk about how the testing is going on through Skype meeting/forum on the web site. - Training of national trainers based on national feedbacks (June 2014), 1 day of the fourth coordination meeting will be dedicated to the evaluation of the feedback coming from the testing. <p>5. Final national meetings : during the last month of the project, each partner will meet the professionals involved, with the aim to share and discuss the results of the testing and improve the models.</p>	

Workpackage Title	Project evaluation	Workpackage Type and Reference	Quality Assurance 7
<p>Objective Measuring efficiency, effectiveness and impact of main actions, products, results of the project and the project itself.</p> <p>Work plan The evaluation plan has been designed by an external evaluator subcontracted by AIPD. This person is taking part in the coordination meetings and is constantly updated by the project management about the process and correspondent results.</p> <p>Evaluation of the process 1) Satisfaction regarding the overall coordination of the project and the coordination of every WP, at the end WP 6 (testing) and at the end of the project, by a questionnaire given to all national coordinators, researchers/trainers, and tutors (if different from the national coordinators).</p> <p>Evaluation of the results 2) Dimensions: Quality and usefulness of the implemented materials and tools. Schedule: at the end of the project. Tool: through a questionnaire filled in by all the professionals that will have participated in the Focus Groups and therefore in the testing. Products to be evaluated : Pedagogical model handbook, Training pathway handbook, CD with INV tools</p>			

Grant Agreement number: 2012 – 3660 / 001 – 001

3) Dimensions: Impact. Perceived changes – in terms of professional/person with Ds (intellectual disability) relationship and self empowerment of the people with Ds. Schedule: after the training of the professionals and the use of the Pedagogical Model (testing). Tool: observation forms that will be filled by the professionals at the beginning and at the end of the testing.

3bis) Dimension: Perceived changes – in terms of educational and relational skills – by the professionals. Schedule: after the training process (testing). Tool: self-administered questionnaire

4) Dimension: pros and cons of a phase to be started up, with consequent updating. Schedule: During the transnational meetings, coordinators will analyze together the starting WP. Tool: SWOT matrix, useful for defining the strengths and weaknesses of the intervention (whether internal or external to the project), as well as the actions scheduled for that phase.

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS

		Chronogramme of the evaluation													
		2013	2014												2015
		15 D	16 J	17 F	18 M	19 A	20 M	21 J	22 J	23 A	24 S	25 O	26 N	27 D	28 J
WP 7	Evaluation														
	Evaluation of the overall coordination and of the WPs														
	Evaluation of the quality and usefulness of produced materials and tools (final version)														
	SWOT analysis														
	Evaluation of the impact of the project on persons with intellectual disabilities (ID)														
	Evaluation of the impact of the project on professionals														
	INV Final report														

Grant Agreement number: 2012 – 3660 / 001 – 001			
Workpackage Title	Dissemination	Workpackage Type and Reference	Dissemination 8
<p>Objective To spread methods, products and results of the project, in order to be exploited with a larger number of people with intellectual disabilities and by other target groups.</p> <p>Work plan The dissemination will be carried out :</p> <ul style="list-style-type: none"> • ONLINE, through: <ul style="list-style-type: none"> - the web site of the project and partners' web sites; - the FB page of the project and of the partners; - electronic leaflets sent to all contacts of partners' mailing lists; - news on the European newsletter edited and distributed by AIPD to all EDSA members • IN THE FIELD, through: <ul style="list-style-type: none"> - national training workshops, addressed to the target group of the professionals testing the model; - speeches at European Down Syndrome Association's meetings; - publication of events, outputs and results of the project on specialized press; - national workshops aimed at disseminating results of the project, in the last four months of the life of the project; - political recommendations sent to decision makers aimed at promoting the right of citizenship of people with severe Down syndrome. 			

Workpackage Title	Exploitation	Workpackage Type and Reference	Exploitation of results 9
<p>Objective The overall objective of the project is to contribute to the development and promotion of a new image of the person with severe Ds: the assistive perspective and organization philosophy of services concerned should be overcome and education should be considered as an unavoidable factor in order to promote autonomy, planning skill, citizenship rights. Exploitation of the products (mainly, the Pedagogical model and the Training pathway) and diffusion of them are a must.</p> <p>Work plan</p> <ul style="list-style-type: none"> • Starting from the phase of the testing, new discussions and reflections will be launched through the forum (public part of INV website) 			

Grant Agreement number: 2012 – 3660 / 001 – 001

- After the end of the testing period (October 2014), each partner will build up a national network of potential users of the models through meetings and consultancy about the models and their implementation .
- At the final meeting (October 2014)an agreement will be established concerning the Recommendations (guidelines) to be presented to local, national and European institutions interested. The aim is to promote the fundamental right of citizenship of people with severe Ds. Such recommendations will be published on INV web site
- During the last month of the project and after its end, each partner will launch:
 1. Conferences, speeches about the Pedagogical model and the Training pathway, in collaboration with educational and training institutions (i.e. universities and other training institutions)
 2. Internships « at home » : each service will train other professionals interested

Target group	Objective	Offer of the project	Time scale
Trainers and professionals	Awareness of their perception of people with severe Ds	National focus group European and national training on the models Testing on the job of the models Internship	5th -28 th month
Disability associations, Institutions concerned, Policy decision makers	Promoting evolutionary vision of the person with severe DS. Facilitating the launch of empowerment process in the daily work with people with severe Ds	Pedagogical model and Training pathway tested INV web site Recommandations	16 th – 28 rd month
Training institutions	Increasing potential users of the models.	Training modules about the pedagogical model and training pathway	27th month, and after the end of the project

4 Impact

4.1 Short-term impact targets (dissemination)

Please use this space to review the information on short-term targets (number of people reached and strategies for reaching them during the life of the project) that you provided in annex I of your grant agreement.

- a) The so called “initiators” of the whole INV process have been **8** people (4 researchers/trainers and 4 tutors). They are those who have promoted and managed focus groups, who were trained in Rome, through the transnational training and who will train professionals in their own country and will lead the testing. There are just two exceptions: one in Hungary and one in Barcelona, where further professionals have been hired for the training, who had not taken part in the focus groups,
- b) The number of professionals who will be trained in February 2014 and will participate in what has been called “experience workshop”, in order to test the pedagogical model, is higher than envisaged in the application form.
 - a. **27** in Italy (AIPD)
 - b. **22** in Spain (IFI)
 - c. **18** in Hungary (Down Alapitvány)
 - d. **16** just in Barcelona (FCSD)
- c) Nearly all of these **83** people have also attended focus groups. They will represent the first core of the dissemination
- d) Training sessions will be implemented within partner organizations also for: volunteers and people making their internship. (Estimated number: **20**). This is done in order to ensure a common way of working also by people who work in partner organizations for short periods.
- e) **200** students of educational science are envisaged to attend specific training sessions
- f) Further people will be (and in some places, like Hungary, have been already) involved, through national workshops. Foreseen number : nearly 150. These people are supposed to be representatives of public and private social, educational and residential services.
- g) Much bigger number of people will be reached through the web site and the news sent by it. The dissemination of the European report on focus groups has just started through the mailing lists of each partner organization.

4.2 Long term targets (dissemination and sustainability)

Please use this space to review the information on long-term targets (people to be reached and strategies for reaching after the end of the project) that you provided in annex I of your grant agreement.

Long term targets will be reached through an already carefully planned information campaign, which is and will be coordinated by each partner in its own area/country and will include:

- Exchanges with organisations which carry on similar projects.
- Exchanges with educational organizations which deal with people with Down syndrome or in any case with people with severe disabilities.
- Training sessions at the University, even with witness given by professionals directly engaged in the field.
- Distribution of the products of the project;
- Periodical press conference (*so far, local/national press releases were produced, at the coordination meetings*)
- Articles on specialized press (paper and online). (*Dissemination to all EDSA (European Down Syndrome Association) members has already started, through a newsletter.*)
- Web site.
- Recommendations to policy makers.

5 Involvement of Partners

Please indicate the actual involvement of each partner in each of your workpackages. Copy the table as required.

Workpackage title	Project coordination (WP1)
Partner	Activities
P1 – AIPD	Project Coordination. Accomplishment of contract's fulfillment. Monitoring. Budget management. EACEA Reports. Logistic organization of transnational coordination meeting. EACEA's meeting attendance. Responsible of the I and III coordination meeting report.
P2 – IFI	Cooperation in project coordination. Contract's fulfillment. Coordination meetings attendance.
P3 – DOWN HU	Cooperation in project coordination. Contract's fulfillment. Coordination meetings attendance. Cooperation in reports' drafting. Responsible of the II coordination meeting report.
P4 – FCSD	Cooperation in project coordination. Contract's fulfillment. Coordination meetings attendance. Cooperation in reports' drafting.

Workpackage title	Tools for conducting Focus Groups (WP2)
Partner	Activities
P1 – AIPD	WP coordination. Topics sharing. Collection of partners inputs and final elaboration of the tools for conducting focus group.
P2 – IFI	Topics sharing, suggestions and collaboration to final elaboration.
P3 – DOWN HU	Topics sharing, suggestions and collaboration to final elaboration.
P4 – FCSD	Topics sharing, suggestions and collaboration to final elaboration.

Workpackage title	INV Focus Group (WP3)
Partner	Activities
P2 – IFI	WP coordination. National focus groups. National focus groups reports. Collection and analysis of the national reports of the partnership and final elaboration of the European report on focus groups: "Define the essential".

Grant Agreement number: 2012 – 3660 / 001 – 001	
Workpackage title	INV Focus Group (WP3)
Partner	Activities
P1 – AIPD	National focus groups. National focus groups reports. Inputs to final elaboration of "Define the essential".
P3 – DOWN HU	National focus groups. National focus groups reports. Inputs to final elaboration of "Define the essential".
P4 – FCSD	National focus groups. National focus groups reports. Inputs to final elaboration of "Define the essential".

Workpackage title	What is essential is invisible to the eye: Pedagogical Model (WP4)
Partner	Activities
P1 – AIPD	WP coordination. Collection and analysis of products and materials from partners. Transnational meeting attendance (transnational meeting of the trainers). First draft of the Pedagogical Model handbook.
P2 – IFI	Forwarding to P1 materials for pedagogical model. Transnational meeting attendance (transnational meeting of the trainers). Feedback on the draft of the Pedagogical Model
P3 – DOWN HU	Forwarding to P1 materials for pedagogical model. Transnational meeting attendance (transnational meeting of the trainers). Feedback on the draft of the Pedagogical Model
P4 – FCSD	Forwarding to P1 materials for pedagogical model. Transnational meeting attendance (transnational meeting of the trainers). Feedback on the draft of the Pedagogical Model

Workpackage title	INV Training pathway processing and European training of the trainers (WP5)
Partner	Activities
P1 – AIPD	WP Coordination. Collection and analysis of products and materials from partners. Preparation and management of training of trainers.
P2 – IFI	Forwarding to P1 materials for pedagogical model. Training of trainers attendance. Feedback on the draft of the Training pathway.
P3 – DOWN HU	Forwarding to P1 materials for pedagogical model. Training of trainers attendance. Feedback on the draft of the Training pathway.
P4 – FCSD	Forwarding to P1 materials for pedagogical model. Training of trainers attendance. Feedback on the draft of the Training pathway.

Grant Agreement number:	2012 – 3660 / 001 – 001
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Workpackage title	On the job workshop: testing of the pedagogical model (WP6)
Partner	Activities
P1 – AIPD	WP Coordination. Selection of participants
P2 – IFI	Selection of participants
P3 – DOWN HU	Selection of participants
P4 – FCSD	Selection of participants

Workpackage title	Project evaluation (WP7)
Partner	Activities
P1 – AIPD	Coordination. Evaluation sub-contracting to an external expert. Evaluation planning.
P2 – IFI	Collaboration in evaluation through dedicated tools during the coordination meetings.
P3 – DOWN HU	Collaboration in evaluation with foreseen tools during the coordination meetings.
P4 – FCSD	Collaboration in evaluation with foreseen tools during the coordination meetings.

Workpackage title	Dissemination (WP8)
Partner	Activities
P3 – DOWN HU	WP Coordination. Dissemination planning. Web site start up and management. Networking.
P1 – AIPD	Collaboration to dissemination planning, web site, networking.

Grant Agreement number: 2012 – 3660 / 001 – 001	
Workpackage title	Dissemination (WP8)
Partner	Activities
P2 – IFI	Collaboration to dissemination planning, web site, networking.
P4 – FCSD	Collaboration to dissemination planning, web site, networking.

Workpackage title	Exploitation (WP9)
Partner	Activities
P1 – AIPD	WP coordination. Exploitation plan. Building up a national network of potential users through meetings and consultancy about the models. Elaboration of the recommendations.
P2 – IFI	Building up a national network of potential users through meetings and consultancy about the models. Collaboration in elaboration of the recommendations.
P3 – DOWN HU	Building up a national network of potential users through meetings and consultancy about the models. Collaboration in elaboration of the recommendations.
P4 – FCSD	Building up a national network of potential users through meetings and consultancy about the models. Collaboration in elaboration of the recommendations.

Please provide details of the project meetings (partnership meetings, workshops, seminars, training events, etc) organised and the partners that attended.

Meeting Location	Date	Partners that participated	Purpose of the meeting
Barcelona	November, 15-17, 2012	P1, P2, P3, P4	I coordination meeting
Budapest	June, 6-8, 2013	P1, P2, P3, P4	II coordination meeting
Rome	November, 21-23, 2013	P1, P2, P3, P4	III coordination meeting and training event

6 Involvement of Staff

Please indicate the involvement of each member of staff on the project per category, per partner. Copy the table for each partner in the consortium.

Partner name:	AIPD - Associazione Italiana Persone Down		
Category	Staff name	Period of assignment	
		From	To
1	Paola Vulterini	01/10/2012	31/10/2013
1	Anna Contardi	01/01/2013	31/10/2013
1	Gabriella Fabrizi	03/04/2013	31/10/2013
4	Eleonora Cusato	01/10/2012	31/10/2013

Partner name:	IFI – Instituto de de Formación Integral. S.L.U		
Category	Staff name	Period of assignment	
		From	To
1	C. Dominguez Lopez De Castro	9/10/2012	29/10/2013
3	A. Garcia Madrid Colado	10/10/2012	25/10/2013
2	P. Sierra Arranz	25/04/2013	23/07/2013
2	M.E. Bragaglia	07/01/2013	28/10/2013
4	M. Gonzalez FINAT Roncero	08/10/2012	15/01/2013

Partner name:	DOWN HU - Az Értelmi Fogyatékosok Fejlődését Szolgáló Magyar Down Alapítvány		
Category	Staff name	Period of assignment	
		From	To
1	Magyari Tímea	01/11/2012	30/09/2013
2 and 3	Dezső Daniel	01/10/2012	30/09/2013
3	Galnè Hauk Andrea	01/12/2012	31/03/2013
2 and 4	Kaucsicsné Zsori Katalin	01/01/2013	30/09/2013
2	Sebestyénne Veisz Anna	01/02/2013	30/06/2013

Grant Agreement number: 2012 – 3660 / 001 – 001			
Partner name:	DOWN HU - Az Értelmi Fogyatékosok Fejlődését Szolgáló Magyar Down Alapítvány		
Category	Staff name	Period of assignment	
		From	To
2	Janzsò Szilvia	01/02/2013	31/03/2013
4	Orsolya Máté,	01/06/2013	31/07/2013

Partner name:	FCSD - Fundació Catalana Síndrome de Down		
Category	Staff name	Period of assignment	
		From	To
1	Màrius Peralta	01/10/2012	31/10/2013
2	Mercedes Busquets	01/10/2012	31/10/2013
3	Cristina Herreros	01/10/2012	31/01/2013
3	Marta Suero	01/02/2013	31/10/2013
4	Gemma Serrano	01/10/2012	31/10/2013

7 Management Aspects

Describe the tools and methods put in place to manage the consortium, to ensure cooperation among partners and to implement quality assurance. This includes the internal monitoring system and tools used to assess the project's progress. Provide details of any changes to the partnership that have taken place (withdrawals/replacements) and the impact on the work plan if any. (Remember that any change to the partnership is subject to a formal amendment and has to be approved by the Agency.) Report on any particular difficulty the project encountered related to the management of the partnership.

PROJECT MANAGEMENT

Monitoring system.

Each of the main phases (operational objectives) of the project is illustrated through a set of performance indicators and for each indicator the monitoring table reports: target value, progress and final value, Time foreseen and time spent (see annex 18).

SWOT analysis

A joint analysis of Strengths, weaknesses, Opportunities and Threats (SWOT) has been implemented at the coordination meetings, in order to make each partner aware of the management of the whole project and get ideas by all participants about possible management solutions to detected risks and opportunities.

Web site management

The web site, edited through Drupal, which is an open source content management platform. In this way, every partner has been enabled to manage documents on the platform and kindly invited to upload relevant files on his/her own. This fact has developed a tight cooperation among partners, especially with Down Alapitvany, which is the partner in charge.

CONSORTIUM MANAGEMENT

Internal communication procedures

Almost regular contacts.

Frequent coordination meetings. Coordination meetings have taken place every 6 months.

Either via mail, or through the web site or else through chats, contacts among partners have been kept updated

Chats. Three chats, through Skype, involving all partners, have been organised, in order to discuss about specific points and not to let too long time passing without contacts

Getting acquainted

A visit to the services of each hosting partner at the beginning of each coordination meeting has represented a way to make partner get familiar to each other and also to show what is "behind" the person who represents the partner organisation. Between few hours to half a day, has been dedicated to such a visit.

QUALITY ASSURANCE

Proof reading

English proof reading has been necessary for the final revision of project's products, since none of the partners is English mother tongue. This fact has prolonged the development period of some products.

Joint agreement

Sometimes the delivery of a product has been postponed in order to reach the agreement of all partners, none excluded.

PARTNERSHIP

Partners have not changed but partial reshaping of task division in order to support partners with internal organisational troubles has been implemented. IFI, the training partner organisation, has taken the responsibility of the European report which includes all the national reports edited by the four partners. Correspondent budget has been shifted from FCSD to IFI. Due to the same reasons (FCSD's temporary internal troubles) the first coordination meeting has taken place in Barcelona and not in Rome.

8 Dissemination & Exploitation

Provide details of confidential results, intellectual property rights' issues, copyrights, potential commercialisation (where applicable), benefits to the user group. Include login and password details for any confidential areas of the project website/s.

What has already been done

WEB SITE

Project web site www.invlip.eu

user = giorgiascivola

password= GioInvSci.2

The menu is multilingual: English, Italian; Hungarian and Spanish. It consists in 8 categories:

- Home;
- About the project (a short description of the project and its schedule);
- Partners (profile of the four partner organisations);
- Management, (program and report of the coordination meetings and those sent to EACEA) dissemination (dissemination plan, with its schedule and deliverables);
- Deliverables (just the report of the focus groups, for the moment);
- Forums;
- News.

There is also a special part, called "Knowledge base", which contains all the professional "contents" produced by the project:

- Tools (focus-group tools, pedagogical tools, project evaluation tools);
- National Focus groups (reports of the individual focus-groups)
- Pedagogical Model (training of trainers and pedagogy of empowerment of SDS)
- Trainings (report of the national trainings)
- E-courses / on-line education
- Evaluation of INV Project

The counter of visitors has just (19 December 2013) been implemented, thus it's too early to provide any results about contacts through the web site.

DISSEMINATION THROUGH DIRECT CONTACTS AND EVENTS

Information about the project and (for the time being) its objectives has already started, especially during public events and in the occasion of the call for participation in the Focus groups.

AIPD has been charged by the European Down Syndrome Association to draft and distribute Europe wide a newsletter about European project opportunities and European projects' results. The European report of the focus groups has been advertised in the nr 0 of the newsletter.

In addition to this, AIPD has contacted all its local associations (43, nation wide) and other organisations working in the field. Comunità Capodarco di Roma , as well as Consorzio sociale Casa Onlus di Bari, Associazione di volontariato Arcoiris di bari, Cooperativa sociale "Il Segno" di Bergamo, Percorsi Paralleli (Bergamo)

As far as **Down Alapitvany** is concerned, 18 different services of the Down Foundation and about 12 from outside the Foundation have been contacted for the focus groups.

INV project and the pedagogical model have also been mentioned in a Hungarian national conference, where at least **50 organizations** were present. Three of them (two umbrella organizations and one specialised for education and trainings) were very much interested in the future pedagogical model. There are already positive signals for the exploitation of the project in Hungary.

The educational organization (FSZK) is ready to include the new pedagogical model, when it will be ready, into the so called deinstitutionalization programme of Hungary. Down Alapitvany has been asked to recommend a curriculum and also to hold the course for the reeducation/retraining of the professionals of the former institutions. In the new supported housing program, focus will be on the empowerment of the clients, This is the reason why the pedagogical model should fit very well within this national framework.

IFI has contacted **92 organisations** in order to organize the focus groups.

FCSD has “used” its own services to carry on focus groups but the testing will take place also at Fundació Pere Mitjans., a Foundation which provides both residential and non residential services to people with disabilities, in Barcelona.

Partners are currently providing their mailing lists of relevant stakeholders, in order to circulate the first final product of the project, that’s to say the European report of the results of the focus groups:

- Universities
- Training organizations and free lance trainers
- Any organization providing services to people with Down syndrome.
- Voluntary associations
- Policy decision makers.

Annex 1 Financial Reporting table

The financial reporting for your project must be carried out using the excel workbook that is provided by the Agency for that purpose. The template can be found on the LLP webpage for the [Guidelines for Administrative and Financial Management and Reporting](#). (The table has been designed so that it also operates as an in-life project management tool.)

Instructions for completing and submitting the table are found in section 3.3 of the Project Handbook.

Please note: the image below is a merely a pictorial representation of the opening sheet of the table. It does not incorporate a link to the table itself.

<p align="center">Lifelong Learning Programme Self-control check-list "BENEFICIARY" for completeness of reports</p>
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To be enclosed in the Progress / Final Report

N° project: 527382-LLP-1-2012-1-IT-GRUNDTVIG-GMP			
	Yes	No	N/A
1.The Agency's template for the report is respected	x		
2. The report is written in English, French or German	x		
3. All parts of the report are enclosed in two electronic copies, including the confidential part, the public part and the financial reporting table. A signed paper copy of the confidential part of the report is enclosed	x		
4. The Declaration by the Beneficiary of the confidential part of the report (page 3) is signed by the legal representative or by the authorised person indicated in the original application or indicated in an amendment to the grant agreement. The amount requested should correspond to the amount in the financial reporting table.	x		
5. The Financial reporting table <u>in excel format</u> is enclosed, including all worksheets.	x		
6. The final costs are presented against the unmodified contractual budget breakdown as required in the reporting instructions. The agreed budget has been presented correctly. The requested amount has been indicated on page 3 of the reporting form and corresponds to the amount in the Excel table.	x		
7. All products and supporting documents are submitted in two copies, as well as a . numbered list of all the documents attached to the report	x		
8. For eTwinning projects: An audit certificate on the financial statements is enclosed (if requested) and the correct format is used.			