

## Project Quality Assurance Plan and Methodology



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*Marketing*  
**Gate**

“

Success is about  
creating value.

*Candice Carpenter*



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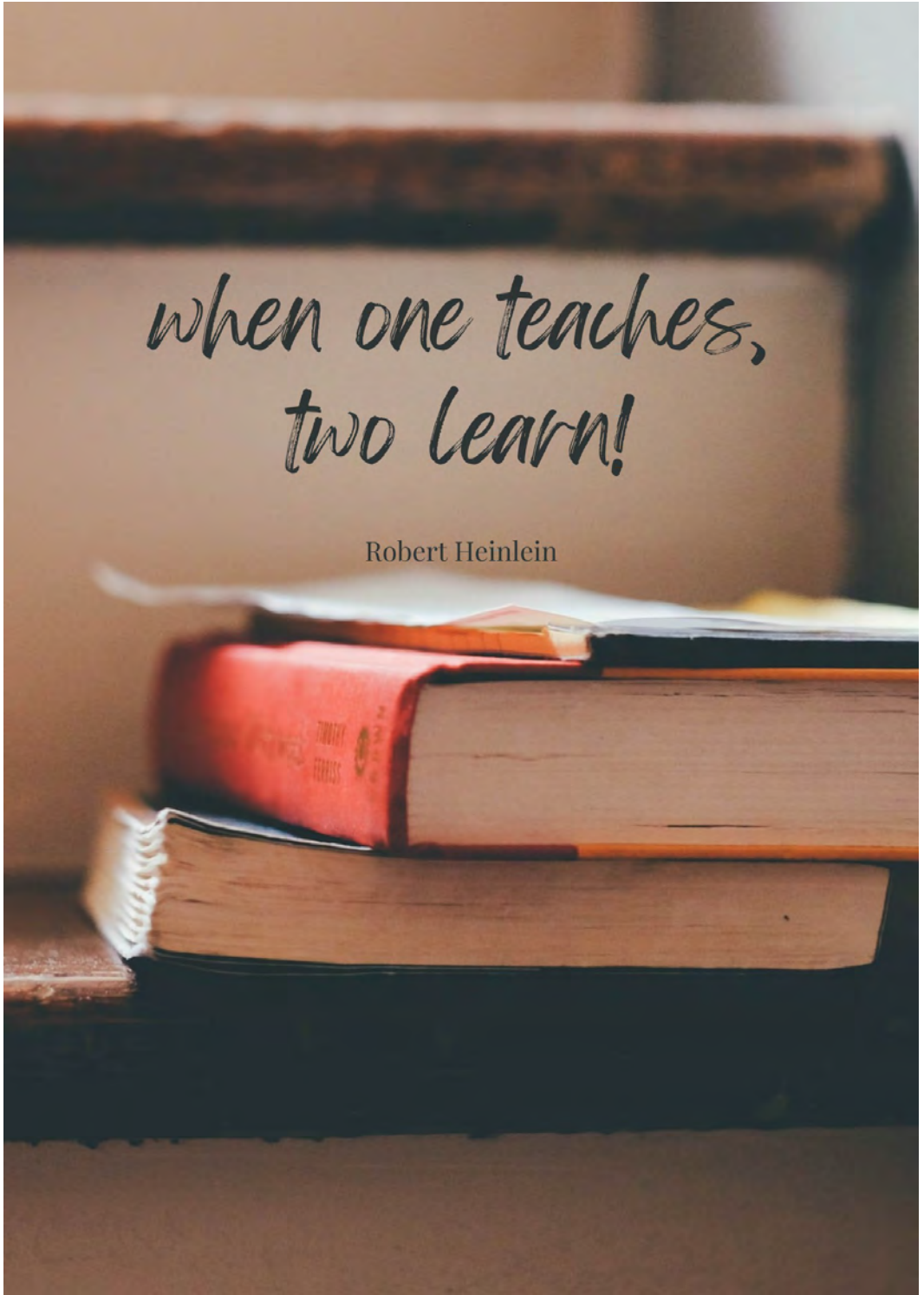
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A photograph of a stack of books. The top book has a red cover and is slightly open. Below it is a book with a white cover. The books are resting on a dark surface. The background is blurred, showing more books on a shelf.

*when one teaches,  
two learn!*

Robert Heinlein

### INTRODUCTION

The Project Quality Assurance Plan and Methodology is a determinative output of the WP 4 – Impact and dissemination – of YouCOME project "mYouth Digital Marketing Leaders for SDGs". The main objective of this document is to ensure that all process and outputs meet the objectives and desired impact of the project, as well as their relevance to the needs and interests of the target groups.

Quality assurance and evaluation<sup>1</sup> are key elements of the YouCOME project. Measuring quality consists of quantifying the current level of performance of the project activities and outputs with respect to the expected goals. The measurement of quality is closely related to the definition of quality because the indicators to measure quality are related to the quality standards defined by YouCOME. Standards state the expected level of performance for system levels, and there should be an acceptance and common interpretation of the selected standards among the different stakeholders.

While Quality assurance focuses on the processes used in the project to generate quality project deliverables, evaluation focuses on gathering and analysing information that allows for conclusions and recommendations for decision makers. Therefore, both are interlinked and contribute to ensure that the activities designed and developed within the project YouCOME produce the expected results and serve to accomplish the goals set in the project.

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<sup>1</sup> - Evaluation is a systematic determination and assessment of a subject's merit, worth and significance, using criteria governed by a set of standards. It can assist an organization, program, design, project or any other intervention or initiative to assess any aim, realisable concept/proposal, or any alternative, to help in decision-making; or to ascertain the degree of achievement or value in regard to the aim and objectives and results of any such action that has been completed. (Staff (1995–2012). "2. What Is Evaluation?". *International Center for Alcohol Policies - Analysis. Balance. Partnership. International Center for Alcohol Policies*. Archived from the original on 2012-05-04. Retrieved 13 May 2012.)

### QUALITY ASSURANCE STRATEGY

The quality assurance<sup>2</sup> strategy of the YouCOME project will ensure that quality is planned for both activities and outputs, based on the following four pillars: planning, implementation, evaluation and review.

**Planning:** In the planning phase, specific, measurable, achievable, realistic and time bound deliverables and objectives were stated and the human resources necessary for delivering the objectives outlined.

**Implementation:** Establish procedures to ensure that appropriate methodologies, standards, procedures, and guidelines are implemented.

**Evaluation:** Ensure that quality is measured, monitored and defects identified, along with performing appropriate corrective actions. To implement this procedure, a series of Quality Control Indicators and mechanisms for the evaluation of achievements are described. Additionally, a series of Checklists and Feedback questionnaires are provided as a guideline.

**Review:** Based on the results indicated by the feedback questionnaires and the checklists, the quality of project activities will be evaluated regularly in order to be able to react to overcome any negative evaluation and to revert the situation.

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<sup>2</sup> - "Quality assurance (QA) is the term used to describe the systematic efforts taken to insure that the product (s) delivered to customer(s) meet the contractual and other agreed upon performance, design, reliability, and maintainability expectations of that customer. The core purpose of Quality Assurance is to prevent mistakes and defects in the development and production of both manufactured products, such as automobiles and shoes, and delivered services" ([https://en.wikipedia.org/wiki/Quality\\_assurance](https://en.wikipedia.org/wiki/Quality_assurance))



## QUALITY ASSURANCE STRATEGY

The evaluation of YouCOME project will take into account the indicators developed for this specific project. There will be a distinction between the two types of indicators:

- Process indicators: Measure the progress of the project. They verify the accuracy and timeliness of the steps foreseen for the project implementation.
- Performance indicators: Measure the project outputs. They are related to the level of participation on the project, end-user satisfaction, efficiency ecc.  
the accuracy and timeliness of the steps foreseen for the project implementation.

The methodology to be used in this project evaluation gathers a set of requirements to a methodology which is:

- Transparent.
- Easy to handle.
- Easy to understand.
- Consistent throughout the different phases of the project.

The tools will be adapted to the characteristics of each activity. Besides them, they may be set up: control metrics, checklists, questionnaires, process records, records of participants, satisfaction surveys, personal or group interviews, observation and reports, discussion groups, among other instruments.

As main tool for evaluation purposes, partners will have a set of questionnaires and checklists by which to evaluate the process of the work:

- Quality of the project management.
- Quality and functioning of the partnership.
- Quality of the meetings.
- Quality of the outputs and processes.
- Quality of the dissemination activities.
- Quality of sustainability.

Success is achieved  
by ordinary people  
with extraordinary  
determination.

Zig Ziglar





## QUALITY AND QUANTITY OBJECTIVES

The main objective of the Quality Assurance Plan and Methodology is to ensure that all activities and outputs of the project meet the objectives and desired impact of the project, as well as their relevance to the needs and interests of the target groups.

### QUANTITATIVE indicators

- Reached deadlines following the project work plan
- Quantity of activities/outputs reached
- Number of participants reached by the dissemination campaigns implemented in each of the partner countries
- Number of trained youth workers at the YouCOME national trainings implemented in each of the partner countries (100 participants per 6 countries)
- Level of participation of target groups into project activities. (in percentage)
- Number of supporting activities reached at different levels (local, regional, national, European, international).
- External stakeholders involved in actions (at least 2.000 contacts will receive and spread project Newsletter)
- Number of Indirect beneficiaries of the project activities
- Made dissemination materials, and Visitors on created IT platform & Social Media (at least 50.000 people)
- Number of social media channels developed (facebook, instagram, tik tok, youtube)
- Reached objective of creating the project website
- Number of new methodologies for training youth workers
- Number of languages in which the methodology is available
- Number of training courses implemented (3 training courses per 6 countries)
- Number of participants with fewer opportunities involved in the national trainings in the partner countries (100)
- Number of brochures YouCOME: SDG facts in the partner countries (6)
- Reached objective of creating a dissemination and communication action plan

- Online Kahoot questions regarding the brochures SDG facts in your country (40 questions per 6 countries)
- Number of infographics dedicated to the implementation of the 17 SDGs (17)
- Number of infographics dedicated to the implementation of the 9 policy areas of the European Green Deal (9)
- Number of newsletters created (4)
- Number of dissemination events (4 events at a local level per 6 countries)
- Number of participants in the dissemination events (24 events per 50 participants)

### QUALITY objectives

- Quality of the project management and good functioning of the partnership: Communication, welcoming, collaboration and cooperation, coordination, welcoming and quality of the work during the meetings, sharing of the agenda and of the decisions.
- Quality of YouCOME of the reports<sup>3</sup> (products and processes): Objective oriented, Clear description, Relevance of contents.
- Quality of YouCOME Methodology for Youth Workers Objective oriented; Clear description; Adaptable to different cultural contexts; Sustainability.
- Quality of YouCOME SDGs in Your country documents: Objective oriented, ; Clear description; Respect to intellectual property rights;
- Quality of the YouCOME 3 national trainings per country: Objective oriented; Clear description; attendance, relevance of contents,
- Quality of the partner meetings: attendance, clear and transparent communication, participation of the partners, decision making process, meeting reports
- Quality of the YouCOME Training of Trainers: attendance, clear and transparent communication, participation of the partners, decision making process, meeting reports, objective oriented, relevance of contents

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3 - A report is a document that presents information in an organized format for a specific audience and purpose. Although summaries of reports may be delivered orally, complete reports are almost always in the form of written documents (*Madan, Poonam (2016–2017). Language proficiency in English. 28/115, jyoti block, sanjay place, Agra-2: Agarwal publication. p. 138. ISBN 9789385872280; "Definition of REPORT". [www.merriam-webster.com](http://www.merriam-webster.com). Retrieved 2020-01-22*)

- Quality of the dissemination plan: Monitoring of the participation to the events, website updating, leaflet, participation to dissemination events, contacts with the press and broadcast agencies, diffusion on social networks, participation to common events.
- The ability of workers to develop local development initiatives with youth in their communities after attending the YouCOME training program
- Level skills development of involved youth workers;
- Quality feedback after dissemination of project products];
- Level of interest raised among target groups.



### MONITORING AND EVALUATION STRATEGY

The Monitoring and Evaluation Strategy will be also based on different types of Indicators<sup>4</sup>, providing supporting documents and evidence for verification.

Performance indicators:

- 1) Have all foreseen activities been undertaken?
- 2) Have all foreseen activities been accomplished on schedule?
- 3) Have target groups been reached?

Output indicators:

- 1) Have you achieved the expected quantitative results of the X activity? What?
- 2) Have you achieved the expected qualitative results of the X activity? What?

Efficiency indicators:

- 1) They have produced significant deviations of the resources required for the implementation of the X activity?
- 2) The resources applied to the realization of the X activity were appropriate for the intended purposes?

Satisfaction indicators:

- 1) Degree of internal satisfaction regarding the implementation of the X activity.
- 2) Degree of external satisfaction, user or main target of the X activity.

Process indicators:

- 1) Describe the process of performing the X activity. Have there been any significant incidents in performing activity X?
- 2) Strengths, weaknesses and future enhancements of the X activity?

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4 – An indicator is used to evaluate the success of an organization or of a particular activity (such as projects, programs, products and other initiatives) in which it engages. It provides a focus for strategic and operational improvement, create an analytical basis for decision making and help focus attention on what matters most. (Weilkiens, Tim; Weiss, Christian; Grass, Andrea; Duggen, Kim Nena (2016). "Frameworks". OCEB 2 Certification Guide. Elsevier. pp. 149–169. doi:10.1016/b978-0-12-805352-2.00007-8. ISBN 9780128053522.; "What is a Key Performance Indicator (KPI)". KPI.org. Retrieved 1 January 2022)

Financial indicators:

- 1) Monitoring and evaluation activities will be conducted based on complex analytic forms (task/person allocated/ indicators/ deadline) which will be in support of their verification. The final evaluation will conclude the design, implementation, and success and inform stakeholders
- 2) Were the financial rules of the Erasmus+ Programme respected and implemented accordingly?
- 3) Accuracy of the financial data and documents collected throughout the project lifecycle





“

words may inspire,  
but only action  
creates change.

*Simon Sinek*



## DEFINING ROLES AND RESPONSIBILITIES

Associazione InCo Interculturalità & Comunicazione APS leads the realization of the Project Quality Assurance Plan and Methodology handbook.

Marketing Gate, as Project Coordinator, will be responsible for the management and monitor<sup>5</sup> compliance with the deadlines set out in the plan for the key implementation milestones.

Each of the partner organizations will nominate one representative within their team which will be responsible of implementing the QAPM throughout the project lifecycle. At all level, decisions will be made by majority vote of all representatives from the Quality Assurance Plan and Methodology team.

The external evaluation expert will come to complete and to give the external and objective view about the process and outcomes. The external evaluation report will join the final project report.

Any conflict which should arise during the project will be resolved at different levels:

- If is between partners, with the arbitration of the Project Coordinator
- With the arbitration of EACEA Officer, if is it requested by the parties
- Decision from a competent Court of Justice (indicated in the Grant Agreement), depending on the nature of the conflict.

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<sup>5</sup> – Monitoring is the processe set up by organizations such as companies, government agencies, international organisations and NGOs, with the goal of improving their management of outputs, outcomes and impact. Monitoring includes the continuous assessment of programmes based on early detailed information on the progress or delay of the ongoing assessed activities. (*United Nations development programme evaluation office - Handbook on Monitoring and Evaluating for Results*. <http://web.undp.org/evaluation/documents/handbook/me-handbook.pdf>)

## PROPOSED CONTROL AND EVALUATION ACTIVITIES

### a) MEETINGS

- It will have regular meetings on the project quality (during Online & Offline project meetings), which will be documented in a Quality management + process evaluation report.

### b) REPORT

- To monitor the progress and achievements of the project, a narrative report on how the project is progressing against its aims and objectives, outcomes and tasks<sup>6</sup> will be expected of each partner on a 6-monthly basis.

- The interim monitoring report will address whether the project has achieved its objectives by the dates set out in the workplan and is on its way to achieving its objectives by the end of the project. A template for the narrative report will be delivered in form of a google sheet by the lead partner for QAPM. Monitoring will be conducted within each activity to ensure the achievement of planned objectives and their quality.

- Summative Evaluation: made at the end of the project/the monitoring indicators of project achievement and accomplish the final report. Monitoring will be conducted by partners who will use the reporting templates (standardized IT tools) and will pursue collecting qualitative and quantitative data obtained from the implementation of activities.

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<sup>6</sup> - In project management, a task is an activity that needs to be accomplished within a defined period of time or by a deadline to work towards work-related goals. It is a small essential piece of a job that serves as a means to differentiate various components of a project. A task can be broken down into assignments which should also have a defined start and end date or a deadline for completion. ([https://en.wikipedia.org/wiki/Task\\_\(project\\_management\)](https://en.wikipedia.org/wiki/Task_(project_management)))

Excellence

is not an act,

but a habit.

*Aristotle*



### c) FEEDBACK

- Feedback questionnaires<sup>7</sup> will be administered to participants attending the International Partners meetings (at the beginning and the end of the meeting). The questionnaires will be in english.
- Feedback questionnaires will be administered to the youth workers attending the YouCOME national trainings implemented in each of the partner countries (the questionnaires could be translated into the national language if necessary, but the QAPM committee requires that it will receives the answers in english)
- During the dissemination activities organized in each partner country, the organizations will be asked to take interviews, diary from mobility activities,

Each activity will be closely monitored throughout the duration of the project and evaluated at the end. The methodology is based on the best practices for managing and controlling projects realization, analysis by involved experts, IT tool for assessing the quality of project products after their dissemination to third parties.

### d) CHECKLISTS

For each of the tasks included in the workpackages of the YouCOME project, there has been developed a checklist<sup>8</sup> which will be used as a guideline throughout the implementation of the corresponding activity.

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7 - Feedback is a frequent practice in the field of learning and achievement. It typically involves a Learner receiving either formal or informal feedback on their understanding or performance on various tasks by an agent such as teacher, employer or peer(s) ( Hattie, John; Timperley, Helen (2007). "The Power of Feedback". Review of Educational Research. American Educational Research Association (AERA). 77 (1): 81–112. doi:10.3102/003465430298487. ISSN 0034-6543)

8 - A checklist is a type of job aid used (...) to ensure consistency and completeness in carrying out a task. Use of a written checklist can reduce any tendency to avoid, omit or neglect important steps in any task. (Ranapurwala, Shabbar Ismailbhai (2014). Prevention of scuba diving mishaps using a prediving checklist:A cluster randomized trial (PDF). PhD dissertation (Report). University of North Carolina.)





Arthur Potts Dawson

## WP1 – Project Management and coordination

## WP1 – Project Management and coordination

	OUTPUT/ OUTCOME / ACTIVITY	CONTROL / EVALUATION ACTIONS/ MEANS OF VERIFICATION	INVOLVED PARTNERS
T (task)	<b>T1.1 Project Management team</b>	Establishment of PMT / Constitutive meeting held/ Electronic document in English A4format 32 pages / Observation	Marketing gate RDIW InCo LDN CeP INT
MS (milestone)	MS1 Setting up Project Management Team D1.1 Project Management Plan		
D (deliverable)	<b>T1.2 Project coordination</b> MS3 Project Management Plan D1.1 Project Management Plan MS4 6 month progress report D1.3 6 month progress report MS5 12 month progress report D1.4 12 month progress report MS6 18 month project report D1.5 18 month project report MS7 Final Project report D1.6 Final Project report	MS3 – D1.1 PMT approval of the project management Plan at the kick off meeting/ Electronic document in English A4format 32 pages / Observation  MS4 – MS7 and D1.3 – D1.5 Prepared reports from the consortium members and approved by the PMT/ Electronic report document in English A4 format 16 pages/ Observation  D1.6 Electronic report document in English A4format 32 pages	Marketing gate RDIW InCo LDN CeP INT
	<b>T1.3 Kick-off meeting (online)</b> MS2 Kick-off meeting D1.2 Report of the kick-off meeting	Report of the kick-off meeting/ Participant list/ Audio record from the meeting/ Electronic document in English A4 format 16 pages/ Observation	Marketing gate RDIW InCo LDN CeP INT
	<b>T1.4 Planning of the project logistics</b> D1.1 Project Management Plan	Electronic document in English A4format 32 pages / Observation	Marketing gate RDIW InCo LDN CeP INT



## WP2 – Project events

### WP2 – Project events

	OUTPUT / ACTIVITY	CONTROL / EVALUATION ACTIONS/ MEANS OF VERIFICATION	INVOLVED PARTNERS
T (task) MS (milestone) D (deliverable)	<b>T2.1 YouCOME: Training of Trainers</b> MS8   D2.1 YouCOME: Training of Trainers	Participant lists/ Travel tickets/ Supporting documents (photos/videos/testimonials) / Program activities infopack/ Feedback questionnaires/ Checklist T2.1/ Observation/ Electronic report document in English A4format 16 pages	Marketing gate RDIW InCo LDN CeP INT
	<b>T2.2 YouCOME: Three national trainings in North Macedonia</b> MS9   D2.2 YouCOME: Three national trainings in North Macedonia	Participant lists/ Supporting documents (photos/videos/testimonials)/ Participation list of local stakeholders/ Feedback questionnaires/ Checklist T2/ Observation/ Electronic report document in English A4format 6 pages	<b>Marketing Gate</b> Pakomak
	<b>T2.3 YouCOME: Three national trainings in Albania</b> MS10   D2.3 YouCOME: Three national trainings in Albania	Participant lists/ Supporting documents (photos/videos/testimonials)/ Participation list of local stakeholders / Feedback questionnaires/ Checklist T2/ Observation/ Electronic report document in English A4format 6 pages	<b>RDIW</b> Wisdom university
	<b>T2.4 YouCOME: Three national trainings in Italy</b> MS11   D2.4 YouCOME: Three national trainings in Italy	Participant lists/ Supporting documents (photos/videos/testimonials)/ Participation list of local stakeholders / Feedback questionnaires/ Checklist T2/ Observation/ Electronic report document in English A4format 6 pages	<b>InCo</b> L'Agenzia provinciale per la protezione ambientale
	<b>T2.5 YouCOME: Three national trainings in Lebanon</b> MS12   D2.5 YouCOME: Three national trainings in Lebanon	Participant lists/ Supporting documents (photos/videos/testimonials)/ Participation list of local stakeholders / Feedback	<b>LDN</b> Aie Serve

	questionnaires/ Checklist T2/ Observation/ Electronic report document in English A4format 6 pages	
<b>T2.6 YouCOME: Three national trainings in Montenegro</b> MS13   D2.6 YouCOME: Three national trainings in Montenegro	Participant lists/ Supporting documents (photos/videos/testimonials)/ Participation list of local stakeholders / Feedback questionnaires/ Checklist T2/ Observation/ Electronic report document in English A4format 6 pages	<b>CeP</b> Mixed secondary school "Ivan Goran Kovacic"
<b>T2.7 YouCOME: Three national trainings in Poland</b> MS14   D2.7 YouCOME: Three national trainings in Poland	Participant lists/ Supporting documents (photos/videos/testimonials)/ Participation list of local stakeholders / Feedback questionnaires/ Checklist T2/ Observation/ Electronic report document in English A4format 6 pages	<b>INT</b> Kre-aktywni Association
<b>T2.8 YouCOME: Final Conference</b> MS15   D2.8 YouCOME: Final Conference	Participant lists/ Travel tickets/ Supporting documents (photos/videos/testimonials) / Feedback questionnaires/ Checklist T2.8/ Observation/ Electronic report document in English A4format 16 pages	Marketing gate RDIW InCo LDN CeP INT





## WP3 – Project Outcomes

### WP3 – Project outcomes

	OUTPUT / ACTIVITY	CONTROL / EVALUATION ACTIONS/ MEANS OF VERIFICATION	INVOLVED PARTNERS
T (task)	<b>T3.1 YouCome:Effective recognition of youth work</b>	Electronic document in English B5format 32 pages prepared and approved by the PMT/ Observation/ Checklist	Marketing gate RDIW InCo LDN CeP INT
MS (milestone)	MS16   D3.1 YouCome:Effective recognition of youth work		
D (deliverable)	<b>T3.2 YouCOME: SDGs Methodology for youth workers</b>	Electronic document in English B5format 64 pages prepared and approved by the PMT/ Observation/ Checklist	Marketing gate RDIW InCo LDN CeP INT
	MS17   D3.2 YouCOME: SDGs Methodology for youth workers		
	<b>T3.3 – T3.8 YouCome: translated methodology in partner languages</b>	Electronic document in partner languages B5format 64 pages prepared and approved by the PMT/ Observation/ Checklist	Marketing gate RDIW InCo LDN CeP INT
	MS18 – MS 24   D3.3 – D3.8 YouCome: translated methodology in partner languages		
	<b>T3.9 YouCome:SDGs facts in North Macedonia</b>	Electronic document in English B5format 32 pages prepared and approved by the PMT/ Kahoot Questionnaire/ Observation/ Checklist	Marketing Gate
	MS25   D3.9 YouCome:SDGs facts in North Macedonia		
	<b>T3.10 YouCome:SDGs facts in Albania</b>	Electronic document in English B5format 32 pages prepared and approved by the PMT/ Kahoot Questionnaire/ Observation/ Checklist	RDIW
	MS26   D3.10 YouCome:SDGs facts in Albania		
	<b>T3.11 YouCome:SDGs facts in Italy</b>	Electronic document in English B5format 32 pages prepared and approved by the PMT/ Kahoot Questionnaire/ Observation/ Checklist	InCo
	MS27   D3.11 YouCome:SDGs facts in Italy		
	<b>T3.12 YouCome:SDGs facts in Lebanon</b>	Electronic document in English B5format 32 pages prepared and approved by the PMT/ Kahoot Questionnaire/ Observation/ Checklist	LDN
	MS28   D3.12 YouCome:SDGs facts in Lebanon		
	<b>T3.13 YouCome:SDGs facts in</b>	Electronic document in English	CeP



<b>Montenegro</b> MS29   D3.13 YouCome:SDGs facts in Montenegro	B5format 32 pages prepared and approved by the PMT/ Kahoot Questionnaire/ Observation/ Checklist	
<b>T3.14 YouCome:SDGs facts in Poland</b> MS30   D3.14 YouCome:SDGs facts in Poland	Electronic document in English B5format 32 pages prepared and approved by the PMT/ Kahoot Questionnaire/ Observation/ Checklist	INT

## WP4 – Impact and Dissemination

### WP4 – Impact and Dissemination

	OUTPUT / ACTIVITY	CONTROL / EVALUATION ACTIONS	INVOLVED PARTNERS
T (task) MS (milestone)	<b>T4.1 Project Quality Assurance Plan and Methodology</b> MS31   D4.1 Project Quality Assurance Plan and Methodology	QAPM document in english A4 format 32 pages approved by the PMT / Evaluation of the narrative report (google sheet) sent out by partners on a 6month basis/ Observation / Checklist	Marketing gate RDIW InCo LDN CeP INT
D (deliverable)	<b>T4.2. Dissemination and Communication Action Plan</b> MS32   D4.2 Dissemination and Communication Plan	Evaluation of the Dissemination and Communication Action plan in an english A4 format 16 pages approved by the PMT/ Observation/ Checklist	Marketing gate RDIW InCo LDN CeP INT
	<b>T4.3. Development of YouCOME online presence and management</b> MS33 Development of YouCOME online presence and management D4.3 Project web portal D4.4 Social media (Facebook, Instagram, Youtube)	Monthly Evaluation of the project webpage and social media platforms/ Evaluation of the reach and engagement on the social media platforms/ Observation / Ongoing feedback from partners / Supporting documents/Checklist	Marketing gate RDIW InCo LDN CeP INT
	<b>T4.4 Deployment of dissemination campaign and material</b> MS34 Deployment of dissemination campaign and material D4.5 Production and dissemination of material	Posters, brochures, personalized materials, banner, roll-up, meeting rooms, infographics, newsletters, project logo, promo video, ecc/ Observation/Checklist	Marketing gate RDIW InCo LDN CeP INT
	<b>T4.5 Dissemination campaigns</b> MS35 Dissemination campaigns D4.5 Production and dissemination of material D1.6 Final project report	Evaluation of the dissemination campaigns (events, meetings,workshops, presence on TV an other media channels)/Observation/ Checklist/ Supporting documents	Marketing gate RDIW InCo LDN CeP INT

<b>T4.6 Dissemination campaigns in North Macedonia</b> MS36 Dissemination campaigns in North Macedonia	Proof of organization of the 4 dissemination events in North Macedonia (online, locally, regionally, national)/ Evaluation of the impact of the dissemination events/ Feedback questionnaires/ Checklist	<b>Marketing Gate</b> Pakomak
<b>T4.7 Dissemination campaigns in Albania</b> MS37 Dissemination campaigns in Albania	Proof of organization of the 4 dissemination events in Albania (online, locally, regionally, national)/ Evaluation of the impact of the dissemination events/ Feedback questionnaires/ Checklist	<b>RDIW</b> Wisdom university
<b>T4.8 Dissemination campaigns in Italy</b> MS38 Dissemination campaigns in Italy	Proof of organization of the 4 dissemination events in Italy (online, locally, regionally, national)/ Evaluation of the impact of the dissemination events/ Feedback questionnaires/ Checklist	<b>InCo</b> L'Agenzia provinciale per la protezione ambientale
<b>T4.9 Dissemination campaigns in Lebanon</b> MS39 Dissemination campaigns in Lebanon	Proof of organization of the 4 dissemination events in Lebanon (online, locally, regionally, national)/ Evaluation of the impact of the dissemination events/ Feedback questionnaires/ Checklist	<b>LDN</b> Aie Serve
<b>T4.10 Dissemination campaigns in Montenegro</b> MS40 Dissemination campaigns in Montenegro	Proof of organization of the 4 dissemination events in Montenegro (online, locally, regionally, national)/ Evaluation of the impact of the dissemination events/ Feedback questionnaires/ Checklist	<b>CeP</b> Mixed secondary school "Ivan Goran Kovacic"
<b>T4.11 Dissemination campaigns in Poland</b> MS41 Dissemination campaigns in Poland	Proof of organization of the 4 dissemination events in Poland (online, locally, regionally, national)/ Evaluation of the impact of the dissemination events/ Feedback questionnaires/ Checklist	<b>INT</b> Kre-aktywni Association



A green wheat stalk is positioned vertically on the left side of the image, partially overlapping the text box. The background is a soft, out-of-focus green field. The text is centered within a dark green rounded rectangle.

I am no longer  
accepting the  
things I cannot  
change. I am  
changing the  
things I cannot  
accept.

Angela Davis

## ANNEX 1 - Checklist National Trainings

1) Did you organize 3 national training courses in your country?

Yes / No

2) Did you reach the expected number of participants?

Yes / No

3) If not, please explain:

4) Did you involve people with fewer opportunities in the national training courses?

Yes / No

5) Which category of fewer opportunities did you involve?

6) Did the participants receive a participation certificate?

Yes / No

7) Did you use the different didactic approaches proposed in the methodology?

Yes / No

8) How did you implement the proposed methodology? How did you adapt it to your local context?

9) Did you do the pre-training assesment?

Yes / No

10) Did you do the post-training assesment?

Yes / No

11) Did the participants fill in the Trainer Assesment Form?

Yes / No

12) What was the overall feedback of the participants regarding the training?

13) What was the overall feedback of the participants regarding the trainer?

14) What did you enjoy most about the implementation of the national courses?

15) What could've been done differently?

## ANNEX 2 - Checklist National Dissemination events

1) Did you organize 3 national training courses in your country?

Yes / No

2) If not, please explain:

3) Did you reach the expected number of participants?

Yes / No

4) If yes, how? If no, why not?

5) How were the dissemination events organized?

## ERASMUS+: ENRICHING LIVES, OPENING MINDES

YouCOME project is implemented thanks to financial support from Erasmus+ programme.

Erasmus+ is the EU's programme to support education, training, youth and sport in Europe.

The 2021-2027 programme places a strong focus on social inclusion, the green and digital transitions, and promoting young people's participation in democratic life.

It supports priorities and activities set out in the European Education Area, Digital Education Action Plan and the European Skills Agenda. The programme also supports the European Pillar of Social Rights, implements the EU Youth Strategy 2019-2027, develops the European dimension in sport.

Erasmus+ offers mobility and cooperation opportunities in: higher education; vocational education and training; school education (including early childhood education and care); adult education; youth, and sport.

Detailed information on these opportunities, including eligibility criteria, is available in the Erasmus+ Programme Guide.

The outcomes of Erasmus+ are available in reports and compendia of statistics, as well as through the Erasmus+ Projects Platform. This includes most of the initiatives funded by the programme and a selection of good practices and success stories.

More about Erasmus+ programme and opportunities it provides:

<https://erasmus-plus.ec.europa.eu/about-erasmus/what-is-erasmus>



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## ABOUT PROJECT HOST

This project is being implemented by Association for research, education and development „Marketing Gate“ - Skopje.



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