

Partners	Description WP 1	
Lead 1	<p>Management and Coordination of the project</p> <p>Coordination of the project Organisation Kick off meeting Realisation of analytic accounting, spécifique to the SHIVAA project</p> <p>organisation of the administrative and financial aspects of the project Management of the national and transnational partnership</p> <p>Organisation and participation of/ on national and transnational meetings Realization of Intermediary and final reports Dissémination stratégies In partnership with the AREPA, we will organize a continuity dissémination. Création of a special Web Site Organization of seminars, conferences and Workshops Organisation of events in collaboration with Communication Translation of documents Contact and meeting with EACEA, Education, Audiovisual & Culture Executive Agency Organisation of the final conference at the MPS</p>	
Délivrable Nr. 1	<p>Coordination report</p> <p>Language Version(s): Bulgarian, rum, spa, deu, gre, fra, eng Target language: Bulgarian / eng</p>	31.08.2011
Description	<p>MPS will redact the final coordination report as well as the intermediary report. In Direction to EACEA/ as well to all partner organizations. Responsible for the coordination of the project, all minutes of meetings will integrate this report as well as met difficulties, changing of planned activities, change of partners and financial aspects.</p>	
Partner Nr	Role and tasks in the workpackage	
Lead 1 France MPS	<p>National, transnational coordination of the partnership, administrative, financial management, organisation of meetings, realization of reports and minutes. contact with national institutions and the European Commission. Mobilisation of human, technical, financial competences and resources, implementation of specific analytic accounting, management of ESF, evaluation of activities. Kick off meeting.</p>	
3 Germany ILMTEC	<p>National coordination Evaluation Participation for the realization of intermediary and final reports Financial report Participation at meetings Organisation of the transnational meeting in his country Organisation of meetings with local partners Regular contact with the coordinator of the project Communication of met difficulties to the coordinator Transnational meeting</p>	
4 Spain ONAGEB	<p>National coordination Participation for the realization of intermediary and final reports Financial report Participation at meetings Organisation of the transnational meeting in his country Organisation of meetings with local partners Regular contact with the coordinator of the project Communication of met difficulties to the coordinator Translation Participation at transnational meeting</p>	
5 Spain ITLC	<p>National coordination Participation for the realization of intermediary and final reports Financial report Participation at meetings Organisation of meetings with local partners Regular contact with the coordinator of the project Communication of met difficulties to the coordinator Translation Participation at transnational meeting</p>	

6 Greece MCD	<p>National coordination</p> <p>Participation for the realization of intermediary and final reports</p> <p>Financial report</p> <p>Participation at meetings</p> <p>Organisation of the transnational meeting in his country</p> <p>Organisation of meetings with local partners</p> <p>Regularly contact with the coordinator of the project</p> <p>Communication of met difficulties to the coordinator</p> <p>Translation</p> <p>Participation at transnational meeting</p>
7 Romania ACG	<p>National coordination</p> <p>Participation for the realization of intermediary and final reports</p> <p>Financial report</p> <p>Participation at meetings</p> <p>Organisation of the transnational meeting in his country</p> <p>Organisation of meetings with local partners</p> <p>Regularly contact with the coordinator of the project</p> <p>Communication of met difficulties to the coordinator</p> <p>Translation</p>
2 France AREPA	<p>Participation for the realization of intermediary and final reports</p> <p>Financial report</p> <p>Participation at meetings</p> <p>Organisation of meetings with local partners</p> <p>Regularly contact with the coordinator of the project</p> <p>Communication of met difficulties to the coordinator</p> <p>Participation at transnational meeting</p>
8 France Communica	<p>Participation for the realization of intermediary and final reports</p> <p>Financial report</p> <p>Participation at meetings</p> <p>Organisation of meetings with local partners</p> <p>Regularly contact with the coordinator of the project</p> <p>Communication of met difficulties to the coordinator</p> <p>Participation at transnational meeting</p>
9 Switzerland SwissMedia	<p>Participation at transnational meeting</p>