

Form T2

Project Acronym		SAMETS			
Task ID	Task Title	Start Date	End Date	Actions	Deliverables
A	PROJECT MANAGEMENT and reporting to the commission	01/12/2013	30/11/2015	<p>A.1 Setting up of executive project</p> <p>A.2 Coordination of the project</p> <p>A.3 Partner coordination meetings</p> <p>A.4 Progress reports to the Commission</p> <p>A.5 Monitoring of tasks implementation</p> <p>A.6 Intermediate and final evaluation of the project</p>	<ul style="list-style-type: none"> ➤ Executive project and Partners' Agreement ➤ Minutes of the Kick-off partners meeting in Brussels ➤ Minutes of the SGM in Munich ➤ Minutes of the SGM in Slovakia ➤ Minutes of the SGM in Vienna ➤ Minutes of the SGM in Bozen ➤ Minutes of the SGM in the EDU_TRAIN meeting in Rome ➤ First progress report to the European Commission ➤ Second progress report to the European Commission ➤ Project intermediate evaluation report ➤ Project final evaluation report ➤ Blog (Dropbox) to share documents
B	SURVEY on social affair after a disaster occurred	01/01/2014	31/03/2014	<p>B.1 Survey areas definition Mapping the context (children, elderly people, multicultural, voluntary in action)</p> <p>B.2 survey activity focused on psychological support for volunteers in action</p>	<ul style="list-style-type: none"> ➤ Survey results data ➤ List of needs ➤ Database
C	Development contents and guidelines	01/05/2014	30/03/2015	<p>C.1 Peer review workshop – Focus Children</p> <p>C.2 Peer review workshop – Focus elderly and disabled people</p> <p>C.3 Peer review workshop – Focus Multicultural</p>	<ul style="list-style-type: none"> ➤ N° 9 Best Practice in action presented ➤ N°3 Reports From the Workshops ➤ Table of contents ➤ Draft guidelines
D	Guidelines and standards for training and education	02/05/2015	30/09/2015	<p>D.1 Transnational Seminar event: Guidelines set up.</p> <p>D.2 Transnational Training session: EDU - TRAIN: testing methodology by performing pilot seminar for trainers</p> <p>D.3 Evaluate the train - trainer program</p>	<ul style="list-style-type: none"> ➤ Final guidelines ➤ Standard training program for volunteers in action ➤ Educated trainers for multiplier effects
E	Publicity and Dissemination	01/12/2013	30/11/2015	<p>E.1 Printing Guidelines in four languages and standard educational program</p> <p>E.2 Build the SAMETS Page on Partners Web Site and updating</p> <p>E.3 N° 4 Local Dissemination Meetings</p> <p>E.4 Final Event</p>	<ul style="list-style-type: none"> ➤ Guidelines translated in four languages ➤ Standard training program for volunteers in action, translated in four languages ➤ SAMETS Link Page in all Partners WEB Sites ➤ List of trainers

(Maximum number of tasks – 10)