



GOVERNANCE DOCUMENT

**THE VOICE OF CITIZENS IN A DIGITAL
ENVIRONMENT**

ADOPTED ACTION PLAN

Activity 1 – Partner Coordination Meetings (Meeting #1 Output)

Small-scale partnerships in adult education (KA210-ADU)

Project No: 2025-1-DE02-KA210-ADU-000361460

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EXECUTIVE SUMMARY

This Adopted Action Plan operationalises the full work programme of The Voice of Citizens in a Digital Environment across the 14-month project lifecycle (01/09/2025 – 31/10/2026). It was drafted by the six-member Management Team (2 representatives per partner) and adopted at Partner Coordination Meeting #1. The plan translates the 7 project activities into scheduled sub-tasks, assigns responsibilities among the three partners and links each sub-task to its expected deliverables and budget line.

Key Findings

- The project has 7 activities, 60 000 € total grant, and 3 partner countries (DE, BG, MK).
- Each partner leads activities matched to its strengths: VMDO (DE) coordinates coordination, platform and training; SPOF (BG) coordinates the workshops and the final conference; Mentor (MK) coordinates the research and the local-networks activity.
- 12 online Partner Coordination Meetings – 4 hosted by each partner – anchor the whole plan.
- 18 trainers are prepared (Activity 4) and deliver 18 local workshops (Activity 5) reaching ≥ 180 participants.
- 3 local informal networks (Activity 6) feed into 1 transnational informal network (Activity 7).

Main Recommendations

- Adopt this plan at Partner Coordination Meeting #1 and formally confirm the 3 Management Teams.
- Use the timeline below as the single source of truth; any change must be approved at a coordination meeting and recorded in the minutes.
- Apply the Internal Monitoring & Evaluation Plan and the Risk Management Plan in parallel with this plan.

1. PROJECT OVERVIEW

1.1 Identity

Field	Value
Project Title	The Voice of Citizens in a Digital Environment
Form ID	KA210-ADU-2E81EB14
Action Type	Small-scale partnerships in adult education (KA210-ADU)
Call / Round	2025 – Round 1
National Agency	DE02 – Nationale Agentur Bildung für Europa beim Bundesinstitut für Berufsbildung
Start / End / Duration	01/09/2025 – 31/10/2026 (14 months)
Total Grant (Lump Sum)	60 000,00 €
Main Priority	HORIZONTAL: Common values, civic engagement and participation
Add. Priority 1	HORIZONTAL: Addressing digital transformation (readiness, resilience, capacity)
Add. Priority 2	HORIZONTAL: Inclusion and diversity in all fields of education, training, youth and sport

1.2 Partnership

Role	Organisation	Country / City
Applicant / Coordinator	Verbund sozial-kultureller Migrantenvereine Dortmund e.V. (VMDO)	Germany – Dortmund
Partner	Community Fund Chitalishta Pleven (SPOF Chitalishta)	Bulgaria – Pleven
Partner	Zdruzhenie Mentor Internacional Strumica	N. Macedonia – Strumica

1.3 Main Goal & Specific Objectives

Main goal: To include socially isolated social groups from small communities in the decision-making process at the local level through digitalized democratic practices.

1. Study, describe and digitally transform practices for civic advocacy and citizen participation.
2. Develop teaching materials and tools for digital and civic competences; train trainers.
3. Build local intersectoral and cross-border networks to protect the rights of people with fewer opportunities.
4. Expand the scope and effectiveness of partner organisations' activities.
5. Expand the European dimension through sustainable transnational partnership.

2. GOVERNANCE & COORDINATION STRUCTURE

2.1 Bodies

Body	Composition	Mandate
Partnership Assembly	All 3 partners (decision-makers)	Final authority: approves plans, budget shifts, major changes.
Management Team (MT)	6 members – 2 per partner	Day-to-day coordination, internal monitoring, evaluation, risk management.
National Management Teams	Designated staff in each partner	Execute the activities locally; report to the MT.
Research Teams (A2)	1 per partner country	Conduct field research and draft country reports.
Core Trainers (A4–A5)	9 trainers + 9 assistants	Deliver training seminar output + 18 local workshops.

2.2 Communication Channels

- Primary video-conferencing: Zoom (paid account provided by VMDO – budget line A1).
- Shared document space: Google Drive / SharePoint folder with partner-level permissions.
- Operational chat: WhatsApp / Signal group for the 6-member MT.
- Official correspondence: e-mail, with copy to the MT distribution list.
- External dissemination: EPAL, Erasmus+ Project Results, partner websites, social media.

3. GLOBAL ACTIVITY SCHEDULE

#	Activity	Lead	Start	End	Budget
A1	Partner Coordination Meetings	VMDO (DE)	01/09/2025	31/10/2026	1 500,00 €
A2	Research of Successful Practices for Digital Forms of Civic Participation	Mentor (MK)	15/10/2025	15/11/2025	8 900,00 €
A3	Learning Platform, Programme & Teaching Materials	VMDO (DE)	01/01/2026	31/03/2026	10 100,00 €
A4	Training Seminar "Digital Citizenship"	VMDO (DE)	15/04/2026	18/04/2026	9 700,00 €
A5	Educational Workshops on Digital Civic Participation	SPOF (BG)	01/05/2026	30/06/2026	9 000,00 €
A6	Building Local Networks for Digital Citizenship	Mentor (MK)	01/07/2026	31/08/2026	9 000,00 €
A7	International Conference & Transnational Informal Network	SPOF (BG)	10/09/2026	12/09/2026	11 800,00 €

Total grant allocated: 60 000,00 €

4. ACTIVITY ACTION PLANS

Each activity is broken down into: Scope, Key Quantities, Sub-Tasks with timing, Responsibilities, and Deliverables / KPIs.

4.1 Activity 1 – Partner Coordination Meetings

Scope

12 online coordination meetings over the full 14 months, anchoring project management, risk handling and decision-making.

Key Quantities

- 12 online meetings – VMDO hosts 4, SPOF hosts 4, Mentor hosts 4.
- 6-person Management Team = 2 members per partner.
- 3 core governance documents: Action Plan, Internal M&E Plan, Risk Management Plan.

Sub-Tasks & Timing

#	Sub-task	Owner	Due
1	Set up shared workspace, Zoom, e-mail list	VMDO	Sep 2025
2	Meeting #1: adopt Action / M&E / Risk plans and communication regime	VMDO	Sep 2025
3	Form the 3 national Management Teams	All partners	Sep 2025
4	Meetings #2-#11 – monthly review & planning	Rotating hosts	Oct 2025 – Sep 2026
5	Quarterly internal M&E reports	MT	Dec 25 / Mar 26 / Jun 26 / Sep 26
6	Meeting #12 – final wrap-up, lessons learned, sustainability	VMDO	Oct 2026

Deliverables

- 12 signed meeting minutes.
- Adopted Action Plan, Internal M&E Plan, Risk Management Plan.
- 3 Management Teams formally constituted.

4.2 Activity 2 – Research of Successful Practices

Scope

Map and describe at least 9 successful digital tools for civic participation and advocacy (minimum 3 per country) and publish a Digital Compendium.

Key Quantities

- 3 national research teams (1 per country) – each paid 2 300 €.
- 1 shared research methodology (designed by MK).
- 3 country analytical reports; 1 Digital Compendium with ≥ 9 practices.

Sub-Tasks & Timing

#	Sub-task	Owner	Due
1	Draft the research methodology (objectives, instruments, criteria, format)	Mentor (MK)	Sep – early Oct 2025
2	Online partner meeting to approve methodology	MT	Early Oct 2025
3	Appoint national research teams (1 per country)	All partners	15 Oct 2025
4	Online training of research teams by MK experts	Mentor (MK)	Mid Oct 2025
5	Field research (surveys, interviews, desk research)	National teams	15 Oct – 10 Nov 2025
6	Draft 3 country reports	National teams	10–15 Nov 2025
7	Extended online meeting to review country reports	MT	Mid Nov 2025
8	Compile & publish Digital Compendium	Mentor (MK)	15 Nov 2025 – early Dec 2025

Deliverables

- Research methodology; 3 country research teams; 3 country reports.
- 1 Digital Compendium of ≥ 9 successful practices published on EPALE & partner websites.

4.3 Activity 3 – Learning Platform, Programme & Teaching Materials

Scope

Turn the Compendium into a ready-to-use hybrid curriculum, a trainers' manual and an open e-learning website.

Key Quantities

- 1 e-learning website (VMDO / DE).
- 1 Trainers' Manual + 1 Training Programme with 4 modules (SPOF / BG).
- 3 video lessons, 3 presentations, 3 interactive texts / case studies (Mentor / MK).

Sub-Tasks & Timing

#	Sub-task	Owner	Due
1	Agree learning outcomes and module structure	MT	Jan 2026
2	Design & build the e-learning website (WordPress/Wix/Webflow)	VMDO (DE)	Jan – Mar 2026
3	Draft Trainers' Manual + Training Programme	SPOF (BG)	Jan – Feb 2026
4	Produce 3 video lessons + 3 decks + 3 case studies	Mentor (MK)	Feb – Mar 2026
5	Internal peer review between partners	All partners	Mid Mar 2026
6	Pilot test with a small trainer group & iterate	All partners	Late Mar 2026
7	Publish everything on website + EPALE	VMDO (DE)	31 Mar 2026

Deliverables

- Functioning e-learning website (open access).
- Trainers' Manual, Training Programme, 9 digital resources (videos, decks, cases).

4.4 Activity 4 – Training Seminar “Digital Citizenship”

Scope

Prepare a core cadre of 9 trainers (3 per partner) plus 9 assistants – 18 trainers in total – to deliver the local workshops of Activity 5.

Key Quantities

- 4 in-person days in Dortmund (15–18 April 2026) + 4 days online webinars.
- 9 core trainers (both phases) + 9 assistant trainers (online phase only) = 18 total.
- 2 German trainers deliver the seminar in both phases; 18 Europass certificates issued.

Sub-Tasks & Timing

#	Sub-task	Owner	Due
1	Design 3-phase selection procedure (info → motivation → interview)	SPOF (BG)	Mar 2026
2	Recruit 9 core + 9 assistant trainers	All partners	End of Mar 2026
3	Sign training-delivery contracts with trainees	All partners	Early Apr 2026
4	Logistics: travel, hotel, venue, materials	VMDO (DE)	Apr 2026
5	Deliver 4-day in-person seminar in Dortmund	VMDO (DE) + 2 trainers	15–18 Apr 2026
6	Deliver 4-day online webinar series	VMDO (DE) + 2 trainers	Apr 2026 (post in-person)
7	Online assessment + Europass certificates (18)	VMDO (DE)	End Apr 2026
8	Submit MK quality-monitoring report	Mentor (MK)	Early May 2026

Deliverables

- 9 core + 9 assistant trainers certified (18 Europass certificates).
- Signed training-delivery contracts; seminar report + MK monitoring report.

4.5 Activity 5 – Educational Workshops on Digital Civic Participation

Scope

Cascade the programme to NGO workers, informal leaders and local stakeholders in all three countries.

Key Quantities

- 18 one-day workshops – 6 per country, 2 per local community.
- Minimum 10 participants per workshop – ≥ 180 participants total (≥ 60 per country).
- Each partner receives a 3 000 € country grant (total 9 000 €).

Sub-Tasks & Timing

#	Sub-task	Owner	Due
1	Publish workshop plan & dates across 3 countries	SPOF (BG)	Early May 2026
2	Recruit ≥ 60 participants locally	All partners	May 2026
3	Secure venues, catering, materials	All partners	May 2026
4	Deliver 6 workshops in Germany	VMDO (DE)	May – Jun 2026
5	Deliver 6 workshops in Bulgaria	SPOF (BG)	May – Jun 2026
6	Deliver 6 workshops in North Macedonia	Mentor (MK)	May – Jun 2026
7	Self-assessment + attendance certificates	All partners	End Jun 2026
8	Country feedback reports to SPOF (coordinator)	All partners	End Jun 2026

Deliverables

- 18 workshops delivered; ≥ 180 certificates of attendance.
- 3 country feedback reports feeding Activity 6.

4.6 Activity 6 – Building Local Networks for Digital Citizenship

Scope

Establish 3 local intersectoral informal networks (1 per country) through hybrid Public Forums.

Key Quantities

- 3 Public Forums (1 per country), each with 3 panels.
- 3 local informal networks, each adopting 4 core documents (Rules, Ethics, Online communication, Activity Plan).
- ≥ 90 participants in total (≥ 30 per country).

Sub-Tasks & Timing

#	Sub-task	Owner	Due
1	Draft common framework documents for the 3 networks	SPOF (BG)	Early Jul 2026
2	Invite stakeholders & workshop alumni in each country	All partners	Jul 2026
3	Online preparation phase (drafts & pre-forum discussions)	All partners	Jul 2026
4	Hold Public Forum in Germany (3 panels)	VMDO (DE)	Jul – Aug 2026
5	Hold Public Forum in Bulgaria (3 panels)	SPOF (BG)	Jul – Aug 2026
6	Hold Public Forum in North Macedonia (3 panels)	Mentor (MK)	Jul – Aug 2026
7	Adopt the 4 network documents locally	All partners	End Aug 2026
8	Launch online communication channels for each network	All partners	End Aug 2026

Deliverables

- 3 Public Forums; 3 local informal networks with governance documents.
- New digital communication channels operational in 3 countries.

4.7 Activity 7 – International Conference & Transnational Network

Scope

Final conference in Pleven (Bulgaria) sharing results, launching the transnational informal network “Digital Citizenship” and adopting the Dissemination Plan.

Key Quantities

- 3 working days × 3 thematic panels.
- In-person: DE 8 + BG 10 (8 + 2 experts) + MK 8 = 26 delegates; online stream ≥ 60.
- 1 transnational informal network founded; 1 Dissemination Plan adopted.

Sub-Tasks & Timing

#	Sub-task	Owner	Due
1	Prepare programme, invitations, online platform	SPOF (BG)	Aug – early Sep 2026
2	Disseminate info online (media, NGOs, institutions)	Mentor (MK)	Aug – Sep 2026
3	Arrange travel & accommodation for DE + MK delegations	SPOF (BG)	Early Sep 2026
4	Day 1 – share country results & lessons learned	All partners	10 Sep 2026
5	Days 2–3 – adopt network documents + Dissemination Plan	All partners	11–12 Sep 2026
6	Publish outputs on EPALE + Erasmus+ Project Results	Mentor (MK)	Sep – Oct 2026
7	Submit final project report (to National Agency)	VMDO (DE)	Oct 2026

Deliverables

- 3-day hybrid international conference (26 in-person + ≥ 60 online).
- 1 transnational informal network with internal documents.
- Dissemination Plan adopted; final report submitted.

5. COMMUNICATION & DISSEMINATION PLAN

The partnership recognises that the reach and impact of the project depend on coherent, multi-layered communication. This section operationalises internal partner-to-partner communication, external stakeholder communication and dissemination of project outputs across the 14-month lifecycle and the sustainability window that follows.

5.1 Internal Communication Architecture

- Partner Coordination Meetings (Activity 1) are the primary decision-making channel; rotating hosts are pre-assigned and minutes circulated within 5 working days.
- A 6-member Management Team chat (WhatsApp / Signal) handles rapid operational questions; it is mirrored weekly to the shared workspace so that decisions are not lost in instant messaging.
- A shared cloud workspace (Google Drive / SharePoint) with partner-level folders, version control and role-based permissions is the single source of truth for all working documents.
- Quarterly written updates (one-page bulletin) are produced in DE, BG, MK and EN and shared within each partner organisation, so that staff outside the direct project team understand progress.

5.2 External Dissemination Channels

Channel	Content Type	Frequency
EPALE (Electronic Platform for Adult Learning in Europe)	Project milestones, Digital Compendium, trainers' manual, seminar report, conference outcomes	≥ 6 posts across the project (1 per activity milestone)
Erasmus+ Project Results Platform	Official project summary, final deliverables, links to all outputs	At project end and updated on request
Partner websites (3)	Country-level news, events, registration links, downloads of manual and video lessons	≥ 2 updates per month during active phases
Social media (Facebook, LinkedIn, Instagram)	Event announcements, photo recaps, participant quotes (with consent), infographics	Weekly during active phases, monthly otherwise

Channel	Content Type	Frequency
Newsletters of partners	Dedicated sections in existing distribution lists (VMDO migrant-association newsletter, SPOF Chitalishta network, Mentor Strumica network)	Quarterly
Press & local media	Press releases at each key milestone (seminar, Public Forums, Conference)	≥ 3 press releases
Local stakeholder meetings	Briefings to municipalities, NGOs, community centres, libraries	Around each Public Forum (A6) and the Conference (A7)

5.3 Visual Identity & Language

- All public outputs carry the Erasmus+ logo and the project’s full title in English; bilingual or trilingual translations are added where the target audience requires it.
- Primary brand colours (#225A58, #1F3852, #278142, #425F79) and the Poppins typeface define the visual identity; a shared brand folder holds logos, templates and colour references.
- Content is plain-language first: short sentences, no jargon and subtitles on video lessons so that at-risk and linguistically diverse groups can follow.
- Images of participants are only published with written consent; GDPR-compliant consent forms are provided in DE, BG and MK.

5.4 Messaging Matrix

Audience	Core Message	Primary Channel
Adult learners & at-risk citizens	Your voice counts – digital tools can help you take part in decisions that affect your community.	Workshops, Public Forums, local stakeholder events
NGO workers & informal community leaders	The project equips you with ready-to-use materials to empower your constituency.	Trainers’ Manual, seminar, local networks
Local & regional authorities	Inclusive digital participation strengthens local democracy and complements existing civic channels.	Public Forums, stakeholder briefings, press releases

Audience	Core Message	Primary Channel
Erasmus+ community	Small-scale partnerships can deliver tangible civic-tech outputs transferable across Europe.	EPALE, Erasmus+ Project Results, International Conference
Donors & follow-up funders	The outputs, networks and lessons justify continued investment in adult-education civic tech.	Final conference, Dissemination Plan, final report

5.5 Branding & Compliance

- The Erasmus+ visual identity guidelines are followed in every public document, slide and social-media post.
- A mandatory disclaimer accompanies all public outputs: “Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.”
- All dissemination actions are logged in a shared Dissemination Tracker (date, channel, reach, link) to support the final report.

6. TARGET GROUPS & STAKEHOLDER ENGAGEMENT

A precise understanding of the people the project exists to serve is essential for relevance, inclusion and impact. This section identifies primary, secondary and tertiary target groups, and sets out how each is engaged through the activities.

6.1 Primary Target Groups

Group	Reasons for vulnerability	Expected benefit
Adults from small and remote communities (DE, BG, MK)	Geographic isolation, lower ICT access, weaker civic channels	Access to digital civic-participation tools and training; presence in a local network that amplifies their voice
Migrants & ethnic minorities	Language barriers, limited knowledge of local institutions, risk of exclusion	Multilingual learning materials; inclusion in Public Forums; rights-based information
Older adults (55+) at risk of digital exclusion	Lower digital literacy, fear of new technologies, isolation	Adapted hands-on modules, peer-to-peer support, in-person complements to digital content
Women from at-risk communities	Double burden, under-representation in civic life	Dedicated recruitment outreach, safe-space facilitation, leadership opportunities in local networks
NGO workers & informal community leaders	Overstretched capacity, limited training budget	Free Trainers' Manual, 18 trained trainers, template tools for replication

6.2 Secondary & Tertiary Stakeholders

- Municipal authorities, city councils and local ombudspersons – invited to Public Forums; kept informed via briefings and press releases.
- Adult-education providers (community centres “Chitalishta” in BG, Volkshochschulen in DE, cultural centres in MK) – dissemination channels and potential hosts for future replication.
- Universities and civic-tech researchers – peer-review of the Digital Compendium; potential evaluation collaborators.
- Erasmus+ National Agencies in DE, BG, MK – official reporting line; potential hosts of transfer events.

- Other Erasmus+ projects working on digital citizenship – cross-project learning via EPAL and the final conference.

6.3 Engagement Methods per Stakeholder

Stakeholder	Engagement Method	Timing
At-risk adult learners	Outreach via partner networks, community visits, simplified information in local languages	Before A5 (workshops) and A6 (forums)
Municipalities & authorities	Formal invitation letters, Public Forum panels, results briefings	A6, A7
Adult-education providers	Invitation to Public Forums and the Conference, inclusion in Dissemination Plan	A6, A7
Researchers & universities	Invitation to contribute articles or reviews of the Compendium	A2, A7
National Agencies	Official reports, amendment requests if needed, invitation to Conference	Throughout + A7

6.4 Inclusion & Accessibility Commitments

- Accessibility audit of the e-learning website (contrast, alt text, keyboard navigation, subtitles on videos).
- Venues chosen for the workshops, forums and conference are wheelchair-accessible and close to public transport.
- A reasonable accommodation fund within each country grant supports specific access needs (e.g. sign-language interpretation on request, printed-large materials).
- Gender balance targets – ≥ 40 % of each under-represented gender in trainers, participants and panel speakers.

7. PARTNER PROFILES & CAPACITIES

7.1 VMDO (Germany) – Coordinator

Verbund sozial-kultureller Migrantenvereine Dortmund e.V. (VMDO) is an umbrella organisation in Dortmund that brings together more than 40 migrant and intercultural associations. It has long-standing experience in community-based adult learning, intercultural dialogue and EU-funded projects. Within this project VMDO coordinates the overall partnership, hosts Partner Coordination Meetings, leads Activity 3 (Learning Platform & Materials) and Activity 4 (Training Seminar).

- Key strengths: EU project management, outreach to migrant communities, digital tooling, German-language training capacity.
- Role in governance: Coordinator, M&E focal point, Risk focal point.
- Staff commitment: minimum 2 named contact persons forming half of the 6-member Management Team; additional staff for technical delivery of the e-learning website.

7.2 SPOF Chitalishta Pleven (Bulgaria) – Partner

Community Fund Chitalishta Pleven (SPOF Chitalishta) represents the network of community centres (“Chitalishta”) across the Pleven region. Chitalishta are traditional hubs of non-formal learning, culture and civic engagement in Bulgaria. In this project SPOF leads Activity 5 (Educational Workshops) and Activity 7 (International Conference), and contributes to the Trainers’ Manual and Training Programme.

- Key strengths: deep rural and small-town outreach, mature facilitation methodology, strong ties to municipalities.
- Role in governance: co-chair of the Management Team; Activity Lead for A5 and A7.
- Staff commitment: minimum 2 named contact persons; network of Chitalishta volunteers to support workshops and the conference.

7.3 Mentor Internacional Strumica (North Macedonia) – Partner

Zdruzenie Mentor Internacional Strumica is a civil-society organisation active in adult education, research and civic empowerment in the Strumica region. It brings research capacity, experience in community networking and digital content production. In the project Mentor leads Activity 2 (Research of Successful Practices) and Activity 6 (Building Local Networks), and produces the video lessons, decks and case studies.

- Key strengths: research design, multimedia production, experience with cross-border cooperation in the Western Balkans.

- Role in governance: co-chair of the Management Team; Activity Lead for A2 and A6.
- Staff commitment: minimum 2 named contact persons; research team mobilised for A2; content production team for A3.

7.4 Shared Commitments

- Each partner commits to a named Contact Person and a named Backup Contact, both documented in the shared workspace.
- Each partner guarantees equal attendance at Partner Coordination Meetings (at least 1 of the 2 MT members present at every meeting).
- Each partner maintains a local archive of project documents and outputs for a minimum of 5 years after project-end for audit and transparency purposes.

8. QUALITY ASSURANCE FRAMEWORK

Quality in a small-scale partnership is not an abstract virtue but the sum of day-to-day choices. This section sets out how the consortium ensures that every activity, deliverable and decision meets agreed quality standards.

8.1 Quality Principles

- Fit-for-purpose – outputs are usable by the people they were designed for, without additional explanation.
- Evidence-based – decisions, content and claims are anchored in data, literature or participant feedback.
- Inclusive – target groups co-produce content where possible and always receive it in an accessible form.
- Iterative – every output passes through at least one partner peer-review cycle before publication.
- Transparent – methodology, assumptions and limitations are documented alongside every deliverable.

8.2 Quality Control Checkpoints

Checkpoint	Standard	Responsible
Research methodology (A2)	Approved at a coordination meeting before data collection	MT
Country research reports (A2)	Peer-review by the other 2 partners; alignment with methodology template	MT
Digital Compendium (A2)	Minimum 9 documented practices, each passing the inclusion criteria	Mentor (MK) + MT
Trainers' Manual & Programme (A3)	Covers 4 modules; reviewed by 2 external adult educators (if available)	SPOF + MT
E-learning website (A3)	Functional QA: uptime, accessibility, mobile responsiveness, analytics	VMDO (DE)
Training Seminar (A4)	Attendance ≥ 90 %; satisfaction ≥ 4/5; MK monitoring report produced	VMDO + Mentor
Workshops (A5)	≥ 10 participants each; feedback forms collected; certificates issued	Each partner

Checkpoint	Standard	Responsible
Public Forums (A6)	≥ 3 panels; attendance ≥ 30; network charter adopted	Each partner
International Conference (A7)	≥ 26 in-person + ≥ 60 online; transnational charter signed	SPOF (BG)

8.3 Quality Documentation

- Deliverable template – title, authors, date, version, audience, sources, limitations, changelog.
- Review log – who reviewed what, when, with which comments and how they were addressed.
- Change log – every modification to a published output is logged with reason and approving body.
- Lessons-learned register – living document updated at every quarterly M&E report.

9. PROCUREMENT & FINANCIAL MANAGEMENT

The grant is a single lump-sum of 60 000,00 € to deliver 7 activities. This section clarifies the financial management rules shared by the partnership.

9.1 Financial Principles

- Economy, efficiency and effectiveness – every cost must serve a defined activity and meet the eligibility criteria of Erasmus+.
- Separation of duties – the person authorising an expense is not the same as the person making the payment, wherever organisational structure allows.
- Traceability – each cost is linked to the relevant activity and budget line in the shared budget tracker.
- Proportionality – procurement procedures are proportionate to the size of the expense.

9.2 Procurement Thresholds

Amount	Procedure	Documentation required
< 500 €	Direct purchase	Invoice + justification note
500 – 1 500 €	At least 2 comparable quotes	Quotes + choice rationale + invoice
> 1 500 €	At least 3 comparable quotes; MT approval	Quotes + evaluation grid + MT minute + invoice

9.3 Budget Tracking

- A single shared budget tracker consolidates spending per partner, per activity, per month.
- Each partner reconciles its internal accounts with the tracker on a monthly basis before the coordination meeting.
- Deviations > 10 % from the allocated activity amount are flagged at the next coordination meeting for decision.
- Currency handling – all non-EUR transactions are converted using the monthly InforEuro rate and logged accordingly.

9.4 Reporting to the National Agency

- Interim narrative updates are aligned with Erasmus+ reporting templates.
- Final report includes deliverable evidence, dissemination logs and qualitative outcome narratives.

- Audit file preserved by each partner for the retention period required by the National Agency.

10. ETHICS, GDPR & INCLUSION

10.1 Ethical Standards

- Informed consent for every interview, focus group, photograph and video – in the participant’s language.
- Respect for dignity and autonomy of participants – no pressure to participate or share opinions.
- Safeguarding – particular attention to minors (if any), survivors of violence and persons with disabilities; no content is published that could harm them.
- Conflicts of interest – declared and recorded at every coordination meeting.

10.2 GDPR / Data Protection

- Each partner appoints a Data Contact Person accountable for participant data.
- Personal data is collected only for clearly stated purposes (attendance, feedback, certificates, dissemination) and deleted or anonymised after those purposes are fulfilled.
- Data is stored in an access-controlled cloud workspace; laptops holding personal data are password-protected and encrypted.
- Participants have the right to access, rectify, erase and port their data, and to withdraw consent at any time.
- Any data breach is reported within 72 hours to the MT and, if required, to the competent Data Protection Authority.

10.3 Inclusion & Accessibility

- Recruitment pathways actively reach out to under-represented groups; outreach is documented as part of the inclusion log.
- Materials are available in plain language; visual formats (infographics, videos) complement text.
- Venues are checked against a short accessibility checklist (step-free access, toilets, signage, acoustics).
- A reasonable-accommodation budget is available on request within the country grants.

11. SUSTAINABILITY & EXPLOITATION

The partnership commits to keeping the outputs, networks and competences alive beyond the grant period. Sustainability is planned from day one rather than added at the end.

11.1 Organisational Sustainability

- Each partner integrates the Trainers' Manual and Training Programme into its regular adult-education offer.
- Local informal networks (A6) are rooted in partner organisations so that they have a physical and organisational home after the grant.
- The International Conference (A7) adopts a Dissemination Plan with a calendar of follow-up actions for at least 12 months after project-end.

11.2 Financial Sustainability

- Partners commit to exploring follow-up funding (Erasmus+ Cooperation Partnerships, CERV, national and regional programmes) using the evidence base produced by the project.
- Outputs are designed as modular components that can be reused in other funding proposals without redevelopment.
- In-kind contributions from partner networks (community centres, migrant associations) reduce the recurrent cost of maintaining the networks.

11.3 Output Sustainability

- The e-learning website is hosted by VMDO for a minimum of 3 years after project-end using its standard institutional hosting.
- All outputs are licensed CC BY-NC-SA so that other educators can reuse and adapt them with attribution.
- Videos, decks and case studies are mirrored on EPALE and the Erasmus+ Project Results Platform so that they remain discoverable.

11.4 Knowledge Sustainability

- Trained trainers (18) form a community of practice that continues to meet online at least twice a year after project-end.
- Lessons-learned register is published with the final report so that future projects benefit from them.
- Each partner nominates an internal champion to keep the topic alive inside its organisation.

12. CHANGE MANAGEMENT & AMENDMENT PROCEDURES

No plan survives intact contact with reality. This section explains how the consortium makes controlled, transparent changes to this Action Plan.

12.1 Types of Change

Type	Description	Approval required
Operational	Small adjustments (date shifts within the month, minor reallocations between sub-tasks)	Activity Lead + MT noted in minutes
Programmatic	Redesign of a sub-activity, changes to deliverable scope, adjustments to indicators	MT consensus at a coordination meeting
Budgetary	Reallocation > 10 % between activity budgets	MT consensus + Partnership Assembly
Contractual	Changes to the grant agreement (duration, deliverables, partners)	Partnership Assembly + National Agency

12.2 Change Request Workflow

6. Any partner may submit a Change Request at the next coordination meeting using the standard template (rationale, impact, alternatives).
7. The MT discusses the request, checks implications for the M&E Plan and Risk Management Plan, and records the decision in the minutes.
8. If contractual, the Coordinator (VMDO) prepares an amendment request to the National Agency and tracks the response.
9. Approved changes are reflected in the next version of this Action Plan; the change log is updated.

12.3 Versioning

- Each version of the Action Plan is stamped with a version number, date and summary of changes.
- Obsolete versions are retained in an archive folder for audit purposes.
- All partners acknowledge the latest version in writing through the coordination meeting minutes.

13. GLOSSARY & REFERENCES

13.1 Glossary

Term	Definition
KA210-ADU	Erasmus+ Key Action 2, Small-Scale Partnerships in Adult Education.
Lump Sum	Grant form where the amount is fixed in advance and paid against defined activities rather than actual costs.
MT (Management Team)	6-member body (2 per partner) that coordinates, monitors and evaluates the project day-to-day.
Partnership Assembly	The three partner organisations acting collectively as the decision-making body of the partnership.
EPALE	Electronic Platform for Adult Learning in Europe.
Digital Compendium	Structured catalogue of at least 9 successful digital civic-participation practices produced under Activity 2.
Hybrid	Format combining in-person and online participation in the same event.
Public Forum	Hybrid stakeholder gathering that establishes a local informal network under Activity 6.
Dissemination Plan	Document adopted at Activity 7 that governs the communication of outputs after project-end.

13.2 Key References

- Erasmus+ Programme Guide (2025 edition), European Commission.
- General Data Protection Regulation (EU) 2016/679.
- European Accessibility Act (Directive (EU) 2019/882).
- Council of Europe – Competences for Democratic Culture (2018).
- Erasmus+ Impact Study 2024 – Directorate-General for Education, Youth, Sport and Culture.

14. BUDGET ALLOCATION

#	Activity	Grant Coordinator	Amount (EUR)
A1	Partner Coordination Meetings	VMDO (DE)	1 500,00 €
A2	Research of Successful Practices	Mentor (MK)	8 900,00 €
A3	Learning Platform & Materials	VMDO (DE)	10 100,00 €
A4	Training Seminar 'Digital Citizenship'	VMDO (DE)	9 700,00 €
A5	Educational Workshops	SPOF (BG)	9 000,00 €
A6	Building Local Networks	Mentor (MK)	9 000,00 €
A7	International Conference	SPOF (BG)	11 800,00 €
	TOTAL		60 000,00 €

15. ADOPTION

This Adopted Action Plan was reviewed by the Management Team, circulated to all three partners and formally adopted at Partner Coordination Meeting #1. It is binding on the three partners until superseded by a new version approved through the Change Management procedure (Section 12).

Partner	Name & Role	Signature / Date
VMDO (Germany) – Coordinator	----- -----	----- -----
SPOF Chitalishta Pleven (Bulgaria)	----- -----	----- -----
Mentor Internacional (N. Macedonia)	----- -----	----- -----

Place / Date: -----