**ToWe Project – Project Management Record of Activities**

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | **Kingston University** |
| Period: | **March - September 2018** |

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| **Dates** | **Name** | **Activity** | **Cost if Appropriate** |
| 1.3.18 | Helen Sutherland | Emails to partners and colleagues regarding E1 |  |
| 2.3.18 | Helen Sutherland | Emails to partners and colleagues regarding E1 and phone calls |  |
| 3.3.18 | Helen Sutherland | Emails to partners and colleagues regarding E1 and phone calls  Thank you cards | £2.97 |
| 7.3.18 | Helen Sutherland | E1 preparation  Emails to partners and colleagues regarding E1 and phone calls |  |
| 8.3.18 | Helen Sutherland | E1 preparation  Emails to partners and colleagues regarding E1 and phone calls  Thank you presents for presenters  M4 refreshments | £66  £15.15 |
| 12.3.18 | Helen Sutherland | E1 preparation  Emails to partners and colleagues regarding E1 and phone calls  16:47 - British Council re transfer of numbers for E1 (Gavin)  Email to British Council |  |
| 13 – 14.3.18 | Helen Sutherland and Yasmin Mukadam | M4 transnational meeting |  |
| 15-16.3.18 | Helen Sutherland and Yasmin Mukadam | E1 dissemination |  |
| 19-22.3.18 | Helen Sutherland | E1-emailsand phone calls - information to delegates, partners and colleagues. |  |
| 10.4.18 | Helen Sutherland | Emails to event team re certificates of attendance and number of delegates  Emails to partners |  |
| 11.4.18 | Helen Sutherland | Emails to partners materials and evaluation forms |  |
| 24.4.18 | Helen Sutherland | Emails to partners |  |
| 25.4.18 | Helen Sutherland | Emails to partners re: IO7 |  |
| 27.4.18 | Helen Sutherland | Email re: EECERA 2018 dissemination |  |
| 03.05.18 | Helen Sutherland | Emails to partners response to EECERA acceptance |  |
| 16.5.18 | Helen Sutherland | Emails to colleague re delegate lists from E1 |  |
| 21.5.18 | Helen Sutherland | Emails to colleague re: IO2 |  |
| 4.5.18 | Helen Sutherland | Email to Monika re IO7 |  |
| 5.6.18 | Helen Sutherland and Elanor Roberts | Partnership meeting with Achieving for Children  Elanor Roberts to discuss IOs |  |
| 5.6.18 | Helen Sutherland | Email to British Council |  |
| 7.6.18 | Helen Sutherland | Updating dissemination planner  Email to and from British Council re: final reporting |  |
| 8.8.18 | Helen Sutherland | Email to partner re progress of IO7  Organizing travel for EECERA dissemination |  |
| 13.6.18 | Helen Sutherland | Email to partner re progress of IO7  E1 numbers |  |
| 15.6.18 | Helen Sutherland | Email to partner re financial report 5 |  |
| 19.6.18 | Helen Sutherland | Checking E1 CoA for numbers of delegates internationally and nationally |  |
| 21.6.18 | Helen Sutherland | Checking E1 CoA for numbers of delegates internationally and nationally |  |
| 25.6.18 | Helen Sutherland | Checking E1 CoA for numbers of delegates internationally and nationally |  |
| 26.6.18 | Helen Sutherland | Email to partners who needed to add further information for their FR5 |  |
| 27.6.18 | Helen Sutherland | Emailing partners re: translation of final materials |  |
| 28.6.18 | Helen Sutherland | Unloading info to EU Mobility Tool |  |
| 9.7.18 | Helen Sutherland | Meeting with Partner SCCL |  |
| 10.7.18 | Helen Sutherland | Meeting with Partner PE and URL |  |
| 12.7.18 | Helen Sutherland | Email to British Council re extension regarding email on IO7 |  |
| 16.7.18 | Helen Sutherland | Email to partner re: British Council response |  |
| 30.7.18 | Helen Sutherland | Emails re: setting up financial audit |  |
| 23.8.18 | Helen Sutherland | Emails to partners |  |
| 24.8.18 | Helen Sutherland | Prep of financial reports for Audit |  |
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