
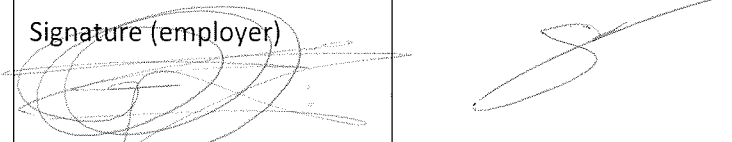


ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	FPCEE Blanquerna, Universitat Ramon Llull
Period:	2 September 2017-28 February 2018
Name of the employee	Carme Flores
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
15/09/2017 18/09/2017 19/09/2017	Preparing Local Workshop: description, planning, dissemination, materials for assistants, etc. (IO2, IO3, IO4, IO5, IO6)	18
16/10/2017	Organise Local Workshop: materials, certificates of attendance, presentations, etc. (IO5, IO6)	8
19/10/2017	Local Workshop held at Blanquerna (IO2, IO3, IO4, IO5, IO6)	6
25/10/2017	Meeting to decide about dissemination and attendance to International Workshop (IO2, IO3, IO4, IO5, IO6)	4
27/10/2017	Organise International Workshop March 2018 (IO2)	4
31/10/2017	Work on focus groups transcripts and summaries to be sent to coordination: focus group 1, focus group 2, reflexive session (IO7)	2
6/11/2017 7/11/2017	Revision and update of Manual for IO6 to be published on website (IO6)	4
9/11/2017	Revision and update of Manual in Catalan for IO6 to be published on website (IO6) Send EELs evaluation forms (Local Workshop) (IO7)	2
21- 22/11/2017	Work on transcript and summary of focus group 3 (IO7)	2
22/11/2017	Adaptation and revision of Manual for IO6 in Catalan	2
15/1/2018	Work on English version of video describing IOs in Petita Escola. Recording voice over. (IO3, IO4, IO5, IO6)	1

16/1/2018		
9/2/2018	Work on English version of strategies sent by practitioners (IO3, IO4, IO5, IO6)	2
8/2/2018 9/2/2018	Work on materials to be published on website (IO2)	4
14/2/2018	Organise meeting with practitioners about international Workshop (IO3, IO4, IO5, IO6)	4
21/2/2018	Meeting with practitioners to organise International Workshop (IO3, IO4, IO5, IO6)	4
	Total hours	67
7 ½ hours = 1 day	Total days	9

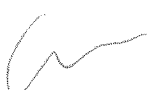

Date	01.03.18	Signature (employee)	
Date	02.03.18	Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	FPCEE Blanquerna, Universitat Ramon Llull
Period:	2 September 2017-28 February 2018
Name of the employee	Cristina Corcoll
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
15/09/2017 18/09/2017 19/09/2017	Preparing Local Workshop: description, planning, dissemination, materials for assistants, etc. (IO2, IO3, IO4, IO5, IO6)	20
22/09/2017	Preparing a document to present TOWE to possible keynote speaker at the Final Conference (IO5, IO6)	2
16/10/2017	Organise Local Workshop: materials, certificates of attendance, presentations, etc. (IO5, IO6)	8
19/10/2017	Local Workshop held at Blanquerna (IO2, IO3, IO4, IO5, IO6)	6
25/10/2017	Meeting to decide about dissemination and attendance to International Workshop (IO2, IO3, IO4, IO5, IO6)	4
27/10/2017	Work on dissemination materials for TOWE: videos recorded at settings, translation and subtitles (IO2)	4
	Organise International Workshop March 2018 (IO2)	4
30/10/2017	Work on materials for webpage to be sent to coordination (IO2)	3
31/10/2017	Work on focus groups transcripts and summaries to be sent to coordination: focus group 1, focus group 2, reflexive session (IO7)	16
6/11/2017 7/11/2017	Revision and update of Manual for IO6 to be published on website (IO6)	10
9/11/2017	Revision and update of Manual in Catalan for IO6 to be published on website (IO6)	10
	Send EELs evaluation forms (Local Workshop) (IO7)	

10/11/2017	Translation of focus group 3 guidelines into Catalan (IO7)	1
21-22/11/2017	Work on transcript and summary of focus group 3 (IO7)	4
22/11/2017	Adaptation and revision of Manual for IO6 in Catalan	4
9/1/2018	Work on transcript, summary and translation of focus group 3 (IO7)	2
	Work on adaptation and revision of Manual for IO6 in Catalan (IO6)	2
15/1/2018 16/1/2018	Work on English version of video describing IOs in Petita Escola. Recording voice over. (IO3, IO4, IO5, IO6)	6
16/1/2018	Work on English version of transcript of focus group 3 (IO7)	2
9/2/2018	Work on English version of strategies sent by practitioners (IO3, IO4, IO5, IO6)	6
8/2/2018 9/2/2018	Work on materials to be published on website (IO2)	8
14/2/2018	Organise meeting with practitioners about international Workshop (IO3, IO4, IO5, IO6)	4
21/2/2018	Meeting with practitioners to organise International Workshop (IO3, IO4, IO5, IO6)	4
	Total hours	130
7 ½ hours = 1 day	Total days	17



Date	01.03.18	Signature (employee)	
Date	02.03.18	Signature (employer)	

ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	FPCEE Blanquerna, Universitat Ramon Llull
Period:	2 September 2017-28 February 2018
Name of the employee	Àngels Geis
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
15/09/2017 18/09/2017 19/09/2017	Preparing Local Workshop: description, planning, dissemination, materials for assistants, etc. (IO2, IO3, IO4, IO5, IO6)	18
16/10/2017	Organise Local Workshop: materials, certificates of attendance, presentations, etc. (IO5, IO6)	8
19/10/2017	Local Workshop held at Blanquerna (IO2, IO3, IO4, IO5, IO6)	6
25/10/2017	Meeting to decide about dissemination and attendance to International Workshop (IO2, IO3, IO4, IO5, IO6)	4
27/10/2017	Organise International Workshop March 2018 (IO2)	4
31/10/2017	Work on focus groups transcripts and summaries to be sent to coordination: focus group 1, focus group 2, reflexive session (IO7)	2
6/11/2017 7/11/2017	Revision and update of Manual for IO6 to be published on website (IO6)	4
9/11/2017	Revision and update of Manual in Catalan for IO6 to be published on website (IO6) Send EELs evaluation forms (Local Workshop) (IO7)	2
21- 22/11/2017	Work on transcript and summary of focus group 3 (IO7)	2
22/11/2017	Adaptation and revision of Manual for IO6 in Catalan	2
15/1/2018	Work on English version of video describing IOs in Petita Escola. Recording voice over. (IO3, IO4, IO5, IO6)	1

16/1/2018		
9/2/2018	Work on English version of strategies sent by practitioners (IO3, IO4, IO5, IO6)	2
8/2/2018 9/2/2018	Work on materials to be published on website (IO2)	4
14/2/2018	Organise meeting with practitioners about international Workshop (IO3, IO4, IO5, IO6)	4
21/2/2018	Meeting with practitioners to organise International Workshop (IO3, IO4, IO5, IO6)	4
	Total hours	67
7 ½ hours = 1 day	Total days	9

Date	01.03.18	Signature (employee)	
Date	02.03.18	Signature (employer)	

ToWe Project – Project Management Record of Activities

Project:	2015-1-UK01-KA201-013431
Institution:	Blanquerna, Universitat Ramon Llull
Period:	September 2017-February 2018

Dates	Name	Activity	Cost if Appropriate
15/09/2017 18/09/2017 19/09/2017 16/10/2017 19/10/2017	Cristina Corcoll, Carme Flores, Àngels Geis	Local Workshop: preparation and development	
22/09/2017 25/10/2017 14/2/2018 21/2/2018	Cristina Corcoll, Carme Flores, Àngels Geis	Final Conference: preparation and organisation, contact with speaker, meeting with practitioners	
27/10/2017 30/10/2017 6/11/2017 7/11/2017 9/11/2017 10/11/2017 22/11/2017 15/1/2018 16/1/2018 9/2/2018	Cristina Corcoll, Carme Flores, Àngels Geis	Work on dissemination materials	
31/10/2017 21-22 /11/2017 9/1/2018 16/1/2018	Cristina Corcoll	Work on data for research	

