

ToWe Project – Project Management Record of Activities

| | |
|--------------|----------------------------------|
| Project: | 2015-1-UK01-KA201-013431 |
| Institution: | University of Stavanger |
| Period: | February 2018 – August 31th 2018 |

| Dates 2018 | Name | Activity | Cost if Appropriate |
|--------------------|---|--|------------------------|
| 5. 2. | Monika Røthle | Meeting with staff in Sandvedhaugen barnehage: preparing the international workshop in Kinston | |
| February to August | Monika Røthle | 34 emails sent to Helen Sutherland (project leader) | |
| February to August | Monika Røthle | 8 emails sent to Liv Merete Hjertø (setting partner in Sandnes) | |
| February to April | Monika Røthle | 4 emails sent to Tom Maybey (setting partner Achieving for Children) | |
| February to April | Monika Røthle | 4 emails sent to Maria Jose Riellab, Las Balmanyas, Setting partner in Spain | |
| February to June | Monika Røthle | 5 emails sent to Cristina Corcoll, University partner at Ramon Llull | |
| August | Monika Røthle | Email sent to 97 participants at our local workshop, offering the 4 manuals and audit tools (final Norwegian proof read version) | |
| February | Yngve Rosell | Coordinating with Liv M. Hjertø a guest lecture on Toddlers' wellbeing and mealtimes at UiS | |
| February to August | Monika Røthle and Yngve Rosell | Several meetings to coordinate the remaining work (finalizing IO3,4,5,6 and 7). | |
| August | Monika Røthle, Yngve Rosell and Julie Honningsvåg | Meeting on financial issues, Wrapping up time sheets, financial reports including exceptional costs. Finalizing the final financial report from UiS. | |
| August | Monika Røthle | Writing list of dissemination activities 2015-18 to Helen Sutherland | |
| April - June | Monika Røthle and Olav Kylland | Discussions with the senior manager of the Department about the working hours used on TOWE | |

Sept. 2018 Monika Røthle