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[Architecture Pop-up Lab Exchange] APLE

WP1 - PROJECT MANAGEMENT and COORDINATION

QUALITY PLAN – PROJECT MONITORING AND EVALUATION

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List of Abbreviations

APLE	[Architecture Pop-up Lab Exchange]
EACEA	EU Education, Audiovisual and Culture Executive Agency
HEIs	Higher Education Institutions
PC	Partner country
PC	Programme country
KA	Key Action
LFM	Logical Framework Matrix
WP	Work Package
QP	Quality Plan
ACQA	Committee for Quality Assurance
PO	EU Project Officer

Executive Summary

The Quality Plan aims to ensure that all project activities are carried out with the highest possible standards and that the project objectives are reached efficiently. This involves the evaluation of project progress, which requires the precise definition of indicators, monitoring procedures and adapted tools by the APLE Committee for Quality Assurance (**ACQA**) according to the coordinators of each HEIs the beginning of the project.

Therefore, throughout the project lifetime, the members will be aware of defined standards that should be met for each task they carry out and the achievement methods of those standards within the allocated time.

The quality of activities is dependent on the contribution of all partners; they will be responsible for ensuring the quality of the project. It is necessary to respect the project indicators and the quality measures that follow to the logical framework matrix and to the project timeline. This plan involves necessary indicators, procedures and tools for each Work Package (WP), such as questionnaires, reports, assessments and evaluation criteria.

Each WP Leader will be responsible for implementing activities accordingly and will be evaluated by the ACQA. The Quality Plan is elaborated by UNIROMA1 and confirmed the supervision of ACQA. Evaluation methods are based on internal self-evaluation by APLE Committee with external feedback and input that will keep the project on its track. Quantitative and qualitative means of verifying outreach of activities are presented through LFM table in a detailed manner. Specific objectives, outcomes/deliverables and activities are listed and the means of verification is defined through objectively verifiable indicators, described by item from objectives to activities, and assigned numerical or descriptive value as a means of verification.

A detailed monitoring system is defined for supporting the project management team in the decision-making, allowing eventual readdressing of activities and resources. The quality plan is elaborated to guarantee quality on different levels of the project. It is composed of a general framework introduction, structure, guidelines, tools and processes that work on different scales from the single activity to the task, work package (WP) and the whole project.

Introduction

This document presents the Quality Plan (QP) for [Architecture Pop-up Lab Exchange] APLE.

It is developed in the scope of the WP1 (project management and evaluation – Quality plan – Project monitoring and evaluation, progress report) of the Project in compliance with the project description and all applicable rules & guidelines.

Quality control is an integral part of the project and aims to ensure that objectives are met in the most effective way.

This QP defines the general approach to quality control, internal and external evaluation, and the procedures to be followed by the partners for effective communication as well as production and documentation of the APLE Project deliverables.

The Quality Plan contains a set of scheduled activities and defines the objectives, roles and responsibilities. It includes established indicators, methodology and procedures for evaluation of project activities and results. For each task, it determines the responsible partner(s), timeframe and tools of implementation, the expected results or products, as well as the respective quality criteria.

This QP must be shared with all project partners. It is compulsory that each team member of the project reads it, to guarantee the standard of quality for all the tasks and activities carried out in the project. The annexes are integrant part of the QP.

Project Aims and Objectives

The general project aims to improve quality of education in the organizations of Bosnia and Herzegovina by focusing on curriculum development, modernization of Higher Education Institutions (HEIs) and strengthening the relationship between HEIs and the stakeholder.

APLE project has been created in response to the assessment and critical feedback given by the architecture professionals on the competences of young architects that are seeking employment for the first time. Therefore, the general aims and objectives of APLE are:

1. Innovation and development in the educational process
2. Initiative and proactive approach to private and public sector, apprenticeship and proto-practice (design studios, contractors, material suppliers/producers, governmental and NGO institutions).
3. Technological research and teaching upgrade enabled by the Pop-up Laboratories as networking tool, comprised of Core Labs (physical lab space), Virtual Labs (online labs, projects database) and Temporary Labs.

This will be through the following specific objectives:

- Development and continuous innovation in educational process through collaborative academic and professional projects in Design Studios, through introduction of the real, tangible assignments and project briefs. An additional benefit of cooperation is further Internationalization of HEIs.
- Incorporation of proto-practice and apprenticeship in architecture education.
- Enhancement of the synergic learning and research potential of HEIs through technological innovations realized through Pop-Up labs, as a place of transition from conventional school classroom/studio to workplace. It is structured around the three main pillars: education, networking, innovation.

The specific needs and problems in the Partner Country organisations will be changed through the following ways:

- Compare content for the different Architecture and Civil Engineering teaching methods will have a direct impact on the internationalisation and modernisation of higher education in BiH.
- Install permanent laboratories of APLE that support the implementation of innovative practices for the teaching methods and the development of new services - for HEIs and other institutions - in the Partner Country (PC).
- Development and testing of workshops, learning materials and tools in the field of APLE will have a substantial impact on the capacities of Bosnian HEIs.
- Organising joint initiatives and the share of good practices will foster the cooperation among the HEIs of Partner Country and integration with Associated Partners and stakeholders.
- Development of new and innovative forms of learning and provide education programmes will improve the competences and skills in HEIs of the Partner Country.
- Organisation of staff training will focus on upgrading the general skills of academic staff in the Partner Country.
- Increase the specific competences of the teachers, students and trainers from the Partner Country through an intercultural approach of knowledge sharing.



[Architecture Pop-up Lab Exchange] APLE
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Project Quality Structure

The project quality is governed by internal quality control.

The internal quality control is managed by the project consortium. The first level of quality assurance should be guaranteed by the project members performing the groups of activities to deliver project tasks and work packages. Each work package is managed by an institution “ WP Leader”, which is supported by other institutions for each task. Every task, then, will be managed by a “Task Manager” who follows and/or supports the WP Leader and facilitates the coordination with the task participants.

A Committee for Quality Assurance (ACQA), composed by a member from each Partner HEI, is identified to represent a parallel quality assurance process that supervises the level of deliverables, outputs, and outcomes.

The ACQA confirms the conformity of a given task with qualitative and quantitative indicators and recommends corrective measures, if necessary, with respect to the project’s Activities and Tasks.

The quality assurance activities will be based on two different types of data:

- qualitative data (i.e., respect of the defined deadlines and control of indicators)
- quantitative data (i.e. reports and deliverables like results of questionnaires and interviews).

Data will be gathered among all the direct beneficiaries of APLE, and among the indirect beneficiaries, as students, trainers, non-academic personnel, and stakeholders.

Committee for Quality Assurance (ACQA): structure

BE 001 University of Sarajevo	UNSA	Mladen Burazor
BE 002 University of Banja Luka	UNBL	Malina Čvoro
BE 003 University of Mostar	SUM	Tatjana Džeba
BE 004 University of Montenegro	UOM	Ema Alihodžić Jašarović, Nemanja Milićević
BE 005 University of Zagreb	UNIZG	Damir Mance
BE006 Norwegian University of Science and Technology	NTNU	Steffen Wellinger
BE 007 Sapienza University Rome	UNIROMA 1	Eliana Cangelli (coordinator)

Lead coordinators: structure

BE 001 University of Sarajevo	UNSA	Senka Ibrisimbegovic
BE 002 University of Banja Luka	UNBL	Igor Kuvač
BE 003 University of Mostar	SUM	Valerija Kopilaš
BE 004 University of Montenegro	UOM	Svetlana Perović
BE 005 University of Zagreb	UNIZG	Mia Roth Čerina
BE006 Norwegian University of Science and Technology	NTNU	Markus Schwai
BE 007 Sapienza University Rome	UNIROMA 1	Francesca Giofré

The external quality control is performed by:

- The EU Project Officer (PO) assigned to the project by the National Erasmus+, Offices EACEA, according to EACEA schedule of projects’ monitoring process, will represent a reference point for the EU monitoring of the whole project and its implementation. EACEA through a monitoring process that should allow both the Agency and the coordinators to follow-up the project performance and results. Smooth cooperation between the Agency and the beneficiary organisations is crucial. To this



end, the Agency ensures a constant follow up on the projects. The Agency's monitoring may be performed through face to face meeting or remotely and can be performed in different ways. The indications provided by the PO must be respected and followed as an integral part of the quality assurance process of the project. The desk monitoring is done at the Agency by the assigned Project Officers on the basis of the information available during all the life cycle of the project (mainly on the basis of interim and final reports). The Agency may use external expertise to analyse and assess these reports. Project officers are available to provide information, answer queries and give guidance. Monitoring visits can take place at any time during the lifetime of the project to verify the status of the project's implementation and the preparation of its outputs to obtain a clear picture of how well the project is being managed, to see how well partners are cooperating; and to provide the project with support and guidance.

Project Quality Structure

The external and internal monitoring provides the assessment of different aspects of project implementation, such as efficiency (the WPs are done on time, in line with what is within the project proposal), effectiveness (the project-specific objectives are achieved and the deliverables are produced), impact (at the level of faculty, university, external organization, stakeholders, etc.) and sustainability (after the project's lifetime some activities have to continue, so as for the process of valorisation of the project's deliverables as APLE POP-UP laboratories, courses, studios, etc.).



Quality assurance guidelines for Plan elaboration

- Simple, light, and user-friendly Quality Assurance monitoring
- Integrated it in the project workplan and timeline.
- Assignment a quality coordinator or team to oversee.
- Indicators that all partners can understand.
- Use of means that are simple.
- External evaluation / evaluator can be useful.
- Reference the quality assurance unit in project institutions for inspiration.
- Paying attention to using feedback, not just collecting it.
- It is largely about self-reflection.
- Quality is not just about delivering the deliverables.
- Participants should be serious about it – it can support them.
- It is necessary not to leave it behind.

Quality Plan Tools

The main quality plan tools are:

- Logical framework
- Task reports
- Work package, task and deliverable reports
- Evaluation questionnaires
- ACQA feedback
- Project Meetings

The quality of project tasks and activities should take the task description and the logical framework matrix to measure the indicators of progress of the outputs and outcomes.

Each work package leader delivers regular reports of the work package's progress according to the timeline defined in the project schedule (e.g. Annex 1).

In addition, at the end of most of the tasks, there are final tasks reports that represent a fundamental tool for the evaluation of the outputs (e.g. Annex 2). They are described in the detailed project description as they are an important measurable indicator to evaluate the capacity and condition of a completed task.

Questionnaires are integrated to evaluate the quality of deliverables and feedback of the project participants like academic staff members, administrative staff members, students and stakeholders for a given task. The questionnaires (e.g. Annex 3a, Annex 3b, Annex 3c) are developed during the project lifetime and they should be taken into consideration to potentially improve similar future activities. Based on the outcome of the questionnaires, corrective measures have to be taken for following events and activities.

Additionally, the "Task Division and Partner roles" (Annex 4) and "Temporal Framework Project Phases" (Annex 5) represent a tool that supports the monitoring processes for a smooth follow up of the planned project phases, indicators, and relevant deliverables.

ACQA organisation

The ACQA is a project internal reference point and an important tool for the general project quality. They collaborate with the project members and the HIES leaders. It is composed of 1 member from each partner in the Consortium. This team collaborated with the lead organization of WP1 to elaborate the quality and sustainability plans. AQUA aims to ensure that all project activities are carried out with the highest possible standards and that the project objectives are reached efficiently.

The project meetings are integrated in task 1.2 as a fundamental tool to meet in person and/or virtually and discuss the whole project progress and to define the points of strength that should be used to empower the general objectives. The meetings are necessary to find solutions and overcome potential obstacles and internal or external risks that encounter the project.

Quality Control processes

The ACQA will periodically evaluate the quality reports of the work packages (Annex 1). They decide the intervention and interval methodology. The ACQA provide one of four feedbacks:

- Full confirmation and consent of the performance of the work package
- A confirmation with future recommendations for the development of the work packages performance
- A request for corrective measures to adjust the problems a work package is facing
- A request for corrective measure to cope with external risks to the project

The ACQA will provide their feedback in a report format or through direct communication (email, meeting, etc.) with the project members.

- After a task report is finished it will be validated as defined in the detailed project description. The validating structure is considered the second filter – after the member/s that elaborate the report - to guarantee the quality of the task and its compliance with the defined objectives.

- Project meetings take place based on a time interval - defined in Project meetings and virtual progress meetings – that is planned to guarantee the continuous follow-up and coherence between the different project work-packages, tasks and activities, and their alliance with the general and specific project objectives. During the project meetings, the members discuss the project schedule, the status of the work packages, delivery dates and make plans until the following project meetings.

- Filling the evaluation questionnaires and evaluating the feedback. The questionnaires responses are anonymous, which guarantees transparency of the responses. The results provide a non-bias assessment of the performance of the event and/or activity. The project structures are responsible of revising the results and evaluating the best tools to integrate them in the whole quality process of the project.

Document Control

The general project documents' revision and control are the responsibility of the lead organisation UNSA of the Task 1.3. Project partners should collaborate to share all the required documents and update them to guarantee the application of the quality plan indications. The lead organisation – in collaboration with the dissemination team – shall decide whether to publish any documents and/or quality reports based on the detailed project description, the copyrights of the produced material and the objectives of the project.

Disclaimer

This document represents the final quality plan.



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Annexes

Annex 1 “Report Template”

Annex 2 “Task report template”

Annex 3a “Meeting Evaluation Questionnaire”

Annex 3b “Meeting Evaluation Questionnaire and round table”

Annex 3c “Students APLE Questionnaire”

Annex 4 “Task Division and Partner roles”

Annex 5 “Temporal Framework - Project Phases”



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**ARCHITECTURE POP-UP LAB EXCHANGE (APLE)
Erasmus+ Capacity Building in Higher Education
Project 101082800 - APLE**

**Quality Report
Work Package n.
Dates:**



Quality report WP(X)

1st Semester (DATE)

Lead Organisation



Type of report	Semesterly WP quality report	15/11/ 2023 15/05/ 2024
Work package type and ref.nr	PREPARATION	1
WP 1 Title	Prestart up.....	
Lead Organisation		
Date		
Quality report number		
WP Start Date		
WP End Date		

Related assumptions and risks	
Description of WP	
Tasks development	
WP Start Date	
Description tasks	
Outputs and Outcomes	Refer to the logical framework and illustrate the actual outputs and outcomes Es. Credit transfer meeting attended number of.. etc.
Indicators of progress	Refer to the logical framework and illustrate E.g.
How were indicators of progress measured?	Refer to the logical framework and illustrate E.g.
Comments
Corrective measures





**ARCHITECTURE POP-UP LAB EXCHANGE (APLE)
Erasmus+ Capacity Building in Higher Education
Project 101082800 - APLE**

Quality Report
Task n.
Dates:

TASK and Outcome ref.nr	1.1.		
Title	Lorem ipsum Lorem ipsum		
Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input type="checkbox"/> Event <input type="checkbox"/> Report <input type="checkbox"/> Service/Product	
Description	Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum		
Starte/End date			
Languages			
Target groups reached	<input type="checkbox"/> Teaching staff <input type="checkbox"/> Students <input type="checkbox"/> Trainees <input type="checkbox"/> Administrative staff <input type="checkbox"/> Technical staff <input type="checkbox"/> Librarians <input type="checkbox"/> Other		
	<i>If you selected 'Other', please identify these target groups. (Max. 250 characters)</i>		
Dissemination level reached	<input type="checkbox"/> Department / Faculty <input type="checkbox"/> Institution	<input type="checkbox"/> Local <input type="checkbox"/> Regional	<input type="checkbox"/> National <input type="checkbox"/> International
Deliverable/Results/Outcomes reached			
Quality Indicators			
Was the communication between partners effective enough?	Yes No Maybe		
Were the goals of the task all met? If not, please specify which goals were not met	Strongly disagree Disagree Neutral Agree Strongly agree Other...		
Was the time sufficient?	Strongly disagree Disagree Neutral Agree Strongly agree Other...		
What is the overall rating of the task outcome quality? (5 maximum)	1 2 3 4 5		
Comments/ Feedback		



**ARCHITECTURE POP-UP LAB EXCHANGE (APLE)
Erasmus+ Capacity Building in Higher Education
Project 101082800 - APLE**

Evaluation Questionnaire

Task n.

Dates:



Evaluation Questionnaire |

APLE

Event:

Date:

Location:

1. Indicate your institution

Mark only one oval.

....

2. Was the information provided prior to the meeting sufficient and adequate (Agenda, goals, logistics, etc.)?

Mark only one oval.

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

3. Was the communication prior the meeting effective enough?

Mark only one oval.

Yes

No

Maybe

4. Were the meeting's goals clear?

Mark only one oval.

Yes

No

Maybe

5. Were you able to accomplish the tasks you were supposed to deliver prior to the meeting?

Mark only one oval.

Yes

No

Other:

6. Were the goals of the meeting were all met? If not, please specify which goals were not met

Mark only one oval.

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

Other:



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7. Did the meeting provide sufficient time for introductions (or re-introductions) and sharing of the background of the partners?

Mark only one oval.

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

Other:

8. Are you satisfied with your level of contribution to the discussions and the decision making?

Mark only one oval.

Yes

No

Other:

9. What is your overall rating of the meeting? (5 maximum)

Mark only one oval.

1 2 3 4 5

10. Do you have any comments or feedback that can be taken in consideration for future APLE events?

Annex 3b

Annex 3c



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ARCHITECTURE POP-UP LAB EXCHANGE / APLE

Task Division and Partner roles



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- Introduction
- Work Packages Lead Organisations
- Task Division per partner

Introduction

This is a document prepared by APLE Project Coordinator UNSA to introduce the project tasks and roles of each partner in the Erasmus+ KA2 project: APLE. The document divides each Task of the Workpackages into subtasks assigned to each partner

This file represents a document to assist each partner to understand their specific role and specific tasks within the project's Workpackages. Partners are required to refer to the 'detailed project description' file for full task description (roles, subtasks, numbers, dates, etc.). This document is considered a primary draft in the first project phases, it is subject to modification and development during the project lifetime.

Work packages Lead Organizations

Lead partner (P1 – Pn, see section III.2) is responsible for the delivery of the work package and also all other partner organizations involved in the work package.

Work package	Lead Organisation
WP1 (PROJECT MANAGEMENT AND COORDINATION)	
WP 2 (PREPARATION AND DEVELOPMENT)	
WORK PACKAGE 3 (STUDIOS AND POP-UP LABS IMPLEMENTATION)	
WORK PACKAGE 4 (IMPACT AND DISSEMINATION)	

WP# = Work Package number

P# = Partner number

ACQA = Quality Assurance Team

Tasks division per partner

WORK PACKAGE 1 (PROJECT MANAGEMENT AND COORDINATION)

- Management - Meetings, coordination, and financial management (UNSA)

Task 1.1, Task 1.2, Task 1.3 and Task 1.4

- Quality plan - Project monitoring and evaluation, progress reports (UNIROMA1)

Task 1.5, Task 1.6, Task 1.7

- Stakeholder meetings (UNSA)

Task 1.8

WORK PACKAGE 2 (PREPARATION AND DEVELOPMENT)

- Preparation - Analysis of data and models of practice (NTNU)

Task 2.1 and Task 2.2

- Development- Establishment of Pop-up Laboratories and equipment (UNSA, SUM, UBL, UOM)

Task 2.3, Task 2.4, and Task 2.5

- Development of the programme content and training (UNSA and NTNU)

Task 2.6 and Task 2.7

WORK PACKAGE 3 (STUDIOS AND POP-UP LABS IMPLEMENTATION)

- IMPLEMENTATION - Project implementation through Real, Live, Data and Open Studio

Task 3.1, Task 3.2, Task 3.3, Task 3.4, Task 3.5 (Partner HEIs)

Task 3.6 (Programme HEIs)

WORK PACKAGE 4 (IMPACT AND DISSEMINATION)

(Partner HEIs)

WP1	<p>Task 1.1 – Kick-off meeting</p> <p>Task 1.2 – Meeting of the Project Management Committee</p> <p>Task 1.3 – Organisation and coordination of project activities</p> <p>Task 1.4 – Project finances and administration</p> <p>Task 1.5 – Organisation and holding of the meetings of APLE Committee for Quality Assurance</p> <p>Task 1.6 – Internal evaluation of developed learning/teaching format</p> <p>Task 1.7 – Evaluation of the progress and satisfaction of the students and staff</p>	<p>D1.1. Established operation with Stakeholders</p> <p>D1.2 Realised stakeholder meetings</p> <p>D1.3 Partnership agreement</p>
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	<i>Task 1.8 – Stakeholder Meetings</i>	
WP2	<p><i>Task 2.1 – Analysis of needs, constraints and possibilities for new teaching format development</i></p> <p><i>Task 2.2 – Analysis of different (best) models of practice/society relation in program countries</i></p> <p><i>Task 2.3 – Collecting data (stakeholders)</i></p> <p><i>Task 2.4 – Establishment of Core Pop-up Laboratories</i></p> <p><i>Task 2.5 – Equipment buying</i></p> <p><i>Task 2.6 – Development of studio methodologies and content</i></p> <p><i>Task 2.7 – Training of the Partner Teaching staff on new teaching and learning methodologies</i></p>	<p><i>D2.1 Established Core Laboratories</i></p> <p><i>D2.2 Realised training of the Partner Teaching staff</i></p> <p><i>D 2.3 Developed new teaching format – STUDIO (Real, Live, Date, Open)</i></p>
WP3	<p><i>Task 3.1 – Maintenance of Digital platform ‘Virtual Pop-up Lab’ and organisation ‘Temporary Pop-up Labs’</i></p> <p><i>Task 3.2 – Project Implementation (Real studio)</i></p> <p><i>Task 3.3 – Project Implementation (Live studio)</i></p> <p><i>Task 3.4 – Project Implementation (Data studio)</i></p> <p><i>Task 3.5 – Project Implementation (Open studio)</i></p> <p><i>Task 3.6 – Studio workshops</i></p>	<p><i>D 3.1 Established Virtual Pop-up Lab</i></p> <p><i>D 3.2 Realised temporary pop-up labs</i></p> <p><i>D 3.3 Realised studios (Real, Live, Data, Open)</i></p> <p><i>D 3.4 Realised studio workshops</i></p>
WP4	<p><i>Task 4.1 – APLE visual identity and web site identity creation establishment and maintenance</i></p> <p><i>Task 4.2 – Creation and maintaining the visibility of APLE project in social networks and promotion through different media</i></p> <p><i>Task 4.3 – Promotional and informative events</i></p> <p><i>Task 4.4 – APLE exhibitions</i></p> <p><i>Task 4.5 – Final event - Conference</i></p>	<p><i>D 4.1 Created APLE social media identity</i></p> <p><i>D 4.2 Realised APLE exhibition</i></p> <p><i>D 4.3 Realised APLE Conference</i></p>



APLE

Temporal Framework

Project Phases