



Programme: Erasmus+



Key Action: Cooperation for Innovation and the Exchange of Good Practices  
Action: Strategic Partnerships for school education  
Call: 2015  
Submission ID: 1255340  
Activity Code: 2015-1-IT02-KA201-015149

## MEMORANDUM OF UNDERSTANDING

FOR

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### PROMOTING EUROPEAN AWARENESS and KEY Competences - P E A K

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between the

#### Applicant Organisation

Istituto Statale "Albe Steiner" Torino – ITALY  
and the

#### Partner Organisations

alphabetical order

1) <b>A.N.F.I.S.</b> – Associazione Nazionale dei Formatori Insegnanti Supervisorì –ITALY
2) <b>ACMOS</b> - Associazione – Turin - ITALY
3) <b>Alcántara</b> (Private Training Consultancy Firm. Alcantara Group) SME -SPAIN
4) <b>Burgas Free University</b> - BFU - BULGARY
5) ITES "L. Einaudi" Verona - ITALY
6) Lycée bilingue de langues romanes " <b>G.S.Rakovski</b> "- BULGARY
7) <b>Leeds Beckett University</b> –UNITED KINGDOM
8) <b>Salesian Secondary College -Limerick</b> - Ireland
9) <b>EUFor Sardegna</b> Rete di Scuole - ITALY



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## Stakeholder

**Città Metropolitana di Torino - Italia- Assessorato all'Istruzione**  
**Ufficio Scolastico Regionale Sardegna . Ministero Istruzione**

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Signed by the legal representatives or contact person:

IPS "Albe Steiner"	Dirigente Scolastico: prof. ssa Cristiana Casaburo
A.N.F.I.S.	Presidente: prof. Riccardo Scaglioni
ACMOS	Vice Presidente: dott.ssa Elisa Ferrero
Alcántara	Manager: Pilar Alcántara
Burgas Free University	President: Prof. Dr. Petko Chobanov
ITES "L.Einaudi"	Dirigente Scolastico: prof. Flavio Filini
Lycée " G.S.Rakovski"	Headmaster: Mrs. Radostina Kostadinova
EUFor Sardegna	Dirigente Scolastico: prof.ssa Elisa Mantovani
Leeds Beckett University	Professor Andrew Slade – Deputy Vice Chancellor Research and Enterprise
Salesian Secondary College	Principal: Mr. Paddy O'Neill

PEAK project idea was born in 2013 within ANFIS and was based on the experience made in a previous project funded by the European Commission ("GIFT-Project") to which it was intended to give continuity and development.

The association started to set a project team in Piedmont and Lombardy. At the beginning the project team focused on topics, based on the last year call, around which building a network of European partners with specific areas of expertise, well-designed to the objectives they intended to pursue. The ANFIS team shaped a project proposal based on the findings and the composition of the group of partners and oriented to meet the strategic objectives that EU aims to achieve through the priorities set by the Europe 2020. The project, while getting a high score (91.5 out of 100) failed for a few positions to get in the number of funded projects.

ANFIS, certain of the strength of the proposal, thanks to the project team, proceeded to a careful examination of the assessments of the National Agency and drafted, in the following call, the second project PEAK, which aimed to a greater extent the objectives set by the Europe



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2020. The project put at the centre the development of the teaching profession as the strong point for the improvement of educational systems and the consequent strengthening of students ' key competences. The project submitted in the call of Key Action 2 (strategic partnerships) Erasmus Plus, get an estimate of 95.5 points out of 100 that leads, this time, to be granted.

In the new PEAK are involved most of the first partners of the first project, with the "Albe Steiner" School of Turin as applicant organisation and the significant involvement of the Italian Ministry of Education through the Regional School Office of Piedmont.

DUTIES AND RESPONSIBILITIES: objectives and description of the project activities.

PARTNERS	DUTIES AND RESPONSIBILITIES
<p>"Albe Steiner"            Secondary High School            Applicant Organisation</p>	<ul style="list-style-type: none"> <li>● definition of payment / advance payments / balances on the basis of the financial agreement signed with the National Agency;</li> <li>● timing of the payment of contributions according with the Partners on the basis of the financial agreement signed with the National Agency;</li> <li>● preparing and signing of financial agreements with the project partners defining the budget, payment, advance payments and balances, and timing;</li> <li>● coordination of relations and communication between the various partners;</li> <li>● preparation of standards for processing financial documents (notes, bills), costs of any services subcontracted;</li> <li>● preparation of possible transfers of budget;</li> <li>● preservation and care of the necessary documentation for all actions that require and have their funding;</li> <li>● financial reporting, intermediate and final, through the dedicated portal of the National Agency INDIRE;</li> <li>● production of paper and digital materials relating to information, dissemination, promotion activities;</li> <li>● <i>*learning, teaching, training activities</i>: organization of mobility, provision of logistics and accommodation exclusively related to C4 May / June 2018, in partnership with ANFIS and ACMOS;</li> <li>● implementation of a network with other schools and project partners;</li> <li>● publicity of results and dissemination of best practices resulting from the project through the network of schools and the site;</li> <li>● selection of a consistent number of participants in the project on the basis of expertise and shared with other project partners;</li> <li>● collection and systematization of materials resulting from the project work;</li> <li>● collection and systematization of the materials resulting from the monitoring related to self-evaluation and to quality protocols;</li> <li>● dissemination activities (see Vademecum Project);</li> </ul>

<p><b>A.N.F.I.S.</b> Partner</p>	<ul style="list-style-type: none"> <li>● drafting of the Handbook of the project, including the description, actions, calendar, project partners and attachments;</li> <li>● drafting of the Memorandum of Understanding (MoU) for the approval and signature of the partners;</li> <li>● realization of an intellectual output: "Together in Europe: European citizenship education" (see. page 38 and 39 of the project);</li> <li>● dissemination activities through the magazine of ANFIS InForma and the official website;</li> <li>● organization and management of the first staff meeting of staff in partnership with ACMOS, to be implemented in November 2015 (M1);</li> <li>● coordination of learning curricula needed for the pre-mobility setting of the project, to be defined on the economic and financial plan;</li> <li>● sharing with applicant organization for overseeing all project activities;</li> <li>● <i>*learning, teaching, training activities</i>: organization of mobility, provision of logistics and accommodation related exclusively to C4 in May / June 2018, in co-participation with IPS Albe Steiner and ACMOS;</li> <li>● selecting a consistent number of teachers, members of the Association, as participants in the project, on the basis of criteria to be shared with the other partners of the project;</li> <li>● collection and systematization of materials resulting from project work;</li> <li>● collection and systematization of the materials resulting from the monitoring related to self-evaluation, to quality protocols;</li> <li>● dissemination activities ( see Vademecum Project);</li> </ul>
<p><b>ACMOS</b> Voluntary Association Partner</p>	<ul style="list-style-type: none"> <li>● realization of a multimedia product in Italian and English language: "Europe in a game" (see. P. 35 of the draft);</li> <li>● implementation of materials, tools, approaches on the issue of teaching citizenship education, from a European perspective, through the construction of training modules on line;</li> <li>● organization and management of the first meeting staff in partnership with ANFIS, to be implemented in November 2015 (M1);</li> <li>● organization and management of a multiplier event entitled "How to educate for European Citizenship" (see page 40 of the draft) to be realized in the month of May / June 2018 (E1);</li> <li>● <i>*learning, teaching, training activities</i>: organization of mobility, provision of logistics and accommodation related exclusively to C4 in May / June 2018, in partnership with IPS Albe Steiner and ANFIS;</li> <li>● dissemination activities ( see Vademecum Project);</li> </ul>
<p><b>Alcántara</b> <b>Institute</b> Partner</p>	<ul style="list-style-type: none"> <li>● preparation and implementation of workshops and seminars on issues of usability and accessibility of distance learning platforms and on the misuse of ICT and cyber-bullying and harassment digital;</li> </ul>

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	<ul style="list-style-type: none"> <li>● <i>*learning, teaching, training activities</i>: organization of mobility, provision of logistics and accommodation related exclusively to C1 in April 2016;</li> <li>● communication of project activities through social media and establishment of a Facebook page dedicated to the design and management;</li> <li>● selecting a consistent number of teachers participating in the project chosen by the network of schools belonging to the Alcantara Group, on the basis of expertise and shared with the other partners of the project;</li> <li>● dissemination activities ( see Vademecum Project);</li> </ul>
<p><b>Burgas Free University</b> Partner</p>	<ul style="list-style-type: none"> <li>● activation of meetings and workshops on the dissemination and use of LMS (Learning Management System) and tools for the analysis of abilities and skills certification;</li> <li>● preparation and implementation of workshops and seminars on innovative practices related to the use of ICT;</li> <li>● realization of two intellectual output in English (see. p. 36 and 37 of the project) in the period December 2016 - April 2017;</li> <li>● dissemination and use of LMS (Learning Management System) and tools for the analysis of abilities and skills certification;</li> <li>● organization and management of a multiplier event, named "Information Day" (see page 41 of the draft) to be implemented in April 2017 (E2);</li> <li>● organization and management of the second meeting of staff, to be implemented in October 2016 (M2);</li> <li>● <i>*learning, teaching, training activities</i>: organization of mobility, provision of logistics and accommodation related exclusively to C2, in April 2017;</li> <li>● dissemination activities (see Vademecum Project);</li> </ul>
<p><b>"L. Einaudi"</b> Secondary High School Partner</p>	<ul style="list-style-type: none"> <li>● development of issues on European citizenship in the key of international law;</li> <li>● preparation and implementation of seminars on multilingualism through ICT;</li> <li>● implementation of a network with other schools and partners;</li> <li>● publicizing the results and dissemination of best practices resulting from the project.</li> <li>● planning and implementation of a website about the project activities (teaching units);</li> <li>● selecting a consistent number of teachers participating in the project on the basis of expertise and to be shared with the other partners of the project;</li> <li>● dissemination activities ( see Vademecum Project);</li> </ul>
<p><b>" G.S.Rakovski"</b> Secondary High School Partner</p>	<ul style="list-style-type: none"> <li>● development of issues on European citizenship in the key of international law;</li> <li>● implementation of a network with other schools and partners;</li> </ul>

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	<ul style="list-style-type: none"> <li>• publicizing the results and dissemination of best practices resulting from the project.</li> <li>• selecting a consistent number of teachers participating in the project on the basis of expertise and to be shared with the other partners of the project;</li> <li>• • collection and systematization of the materials resulting from the project work;</li> <li>• • collection and systematization of the materials resulting from the monitoring related to self-evaluation and to quality protocols;</li> <li>• dissemination activities ( see Vademecum Project);</li> </ul>
<p><b>Leeds Beckett University (UK)</b> Partner</p>	<ul style="list-style-type: none"> <li>• activation of meetings and workshops related to the methodological innovations related to the flipped classroom;</li> <li>• implementation of round tables at local and national levels on issues of learning by doing;</li> <li>• organization and management of the third meeting of staff, to be implemented in October 2017 (M3);</li> <li>• <i>* learning, teaching, training activities:</i> organization of mobility, provision of logistics and accommodation (C3 February 2017) - in partnership with St Paul's High School;</li> <li>• dissemination activities ( see Vademecum Project);</li> </ul>
<p><b>"Salesian Secondary College" Limerick (Ireland)</b> Partner</p>	<ul style="list-style-type: none"> <li>• development of issues on European citizenship in the key of international law;</li> <li>• implementation of a network with other schools and partners;</li> <li>• publicizing the results and dissemination of best practices resulting from the project;</li> <li>• selecting a consistent number of teachers participating in the project on the basis of expertise and to be shared with the other partners of the project;</li> <li>• <i>* learning, teaching, training activities:</i> organization of mobility, provision of logistics and accommodation (C3 February 2017) - in partnership with St Mary's University College;</li> <li>• dissemination activities( see Vademecum Project);</li> </ul>
<p><b>EUFor Sardegna – rete di scuole (Italia)</b> Partner</p>	<ul style="list-style-type: none"> <li>• project promotion through institutional websites, on regional and national territory;</li> <li>• collection of teachers' and school administrators acceptances interested in the activities and mobility of the project;</li> <li>• selection of a consistent number of participants in the project on the basis of expertise and shared with the other partners of the project;</li> <li>• coordination of a school network built on teachers involved in the project who can practice with the procedures, activities, products research defined in the design process;</li> </ul>



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	<ul style="list-style-type: none"><li>● publicizing the results and best practices resulting from the project.</li><li>● dissemination activities (see Vademecum Project);</li></ul>
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For each of the Learning, Teaching Training Activities, Partners, should organize logistically mobility (hotel booking - category 3 star hotel, transfers, arrangement of spaces and equipment suitable for the workshop of the teachers involved, accompanying figure of the group), will prepare materials, operating methods and platforms needed for the jobs of teachers and their learning outcomes on the basis of the issues concerned, and the claims of the objectives achieved.

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### **The following actions will be defined as follow:**

- Europass –for each mobility it will be asked by the Hosting partner in collaboration with the institution of the Country of origin, the validation of the mobility;
- Teachers' training to pre-mobility phase, definition of Learning Outcomes and Learning Agreement: each partner will provide  
*Anfis, as a training provider accredited to the Ministry of Education, aims to coordinate the pre-mobility training activities for Italian Partners: teachers participants will be trained both for technological and language competences.*
- Evaluation of the mobility (during and after)
- Establish criteria and procedures for the transfer of the results of experience;  
Both of these actions will be planned by a team made up by one or two of each partner.

For any other questions related to the budget, please refer to the agreement and financial attachments.

### **OPERATING MODES:**

- seminars;
- meetings;
- mobility;
- skype conferences;
- use of social media
- blog and web sites





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Partner	Responsible	Signature
<b>Albe Steiner</b>	Dirigente Scolastico: prof. ssa Cristiana Casaburo	
<b>A.N.F.I.S.</b>	Presidente: prof. Riccardo Scaglioni	
<b>ACMOS</b>	Vice Presidente: dott.ssa Elisa Ferrero	
<b>Alcántara</b>	Mrs. Pilar Alcántara	
<b>Burgas Free University</b>	President: Prof. Dr. Petko Chobanov,	
<b>L. Einaudi</b>	Dirigente Scolastico: prof. Flavio Filini	
Lycée " <b>G.S.Rakovski</b> "	Headmaster: Mrs Radostina Kostadinova,	
<b>Leeds Beckett University</b>	Professor and Principal: Andrew Slade	
<b>Salesian Secondary College</b>	Principal: Paddy O'Neill	
<b>EUFor Sardegna</b>	Dirigente Scolastico: dott.ssa Luisa Mantovani	