CONTIGENCY PLAN FOR RISKS FOR THE BYOD-Learning PROJECT

This is a Contingency Plan regarding the BYOD-Learning project reflecting potential risks that might happen during its development and the proposed actions to be implemented in order to safeguard it.

RISK /POSSIBLE SITUATIONS/EMERGENCIES	ACTION to prevent/Alternative	SOLUTION/HOW TO HANDLE IT
Goals Risk: Development of the project so that it does not conform to the goals and objectives set in the proposal for the project.	• Constant following of goals and objectives set in the proposal by each Work-package leader. • Identifying aims that are not feasible to be achieved in the context of the present project	• Develop documentation justifying the reason for changing/ abandoning the goal and discuss it with the coordinator in the first place and in the next meeting in the second place. Inform the Funding Authorities about the reasoning for change/ abandoning.
Risk: Development of the project so that it neglects the basic aims of the priorities that the project is supporting	• Identify the basic priorities of the programme and examine whether it is feasible to promote each of them in the context of the project.	• Examine ways of considering the inclusion of activities for the achievement of these priorities Justify the reasoning for neglecting.
Work-packages Risk: Delay or failure to promote/ implement/ complete the work expected to be part of a WP	• Development of WP plans specifying timetables, responsibilities and procedures for observing the work achieved. Frequent progress reporting by email and through regular project meetings.	• Develop checklists so that each leader responsible knows where he/she stands and takes the necessary action for correcting the situation. (Identifying difficulties, asking for help in the context of his/ her institution, changing personnel, Informing the Coordinator about the issue, Discussing the issue in the next meeting)
Risk: Misunderstandings in the development of a WP in relation to what is expected	• Regular assessment of what has been achieved in relation to goals (qualitatively, quantitatively, timetables, plans…)	• Go back to the proposal and goals. Follow a hierarchical model to identify what is wrong (leader, coordinator, meetings) Exchange of ideas. Review the situation and proceed to the necessary adaptations (possibly by giving extra resources or reassigning responsibilities)

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Deliverables - Results Risk: Delay/ failure in completion of a result according to timetable	• Constant observation of the WP plans specifying timetables, responsibilities, and procedures for observing the work achieved. • Continuous monitoring so the work could be assigned to another participant	• WP leaders report regularly. If there is a delay or failure discuss it with the coordinator or at the next meeting with the partners and decide accordingly, depending on the reasons that led to this
Risk: The quality of a result is of lower or ambiguous standards than the ones set by the proposal or during the meetings of the consortium	• Constant consideration of the points identified at the end of this document as "Basic Points for establishing Quality Assurance for the various results".	• Develop means for assessing these points (e.g. questionnaires, internal evaluators' comments)

Partner response and cooperation
Risk: A partner institution does not respond/ reciprocate/ delay in fulfilling or to proceed/ promote the responsibilities/ obligations it undertook in the context of the project.
	• Monitoring developments by constant communication
	• Identify reasons for possible delay/ failure
		• Depending on the reason
		  - Provide help at the coordinators level
		  - Reassign responsibilities or make changes as to what is to be achieved
		  - Inform the Funding authorities and ask for permission for changes in the original plan

Risk: one or more of the personnel planned to be involved in the work has to resign/ leave	• Monitoring the work by each WP leader and identifying the reasons for a possible resignation or not adequate response by a member of the team. Be prepared for replacement.	• Depending on the reason
		  - provide support to the person
		  - make changes in the assignment of the responsibilities
		  - make changes in the personnel involved, after informing appropriately

Monitoring the indicators
Risk: Failure to achieve an indicator set
	• Monitor the set of indicators identified in the proposal and extended during the various meetings.
	• Each WP leader to identify the indicators that are depending on the work in his/her work
	• Each WP leader to report in each meeting on the extent of achievement of each indicator up to that stage.
		• In case of delay/ failure in reaching the required levels of achieving an indicator
		  - identify reasons and provide help to remedy the situation at the WP leader level
		  - identify reasons and provide help at the coordinator's level
		  - discuss the issue at the next meeting level and decide accordingly (how to remedy the situation, if possible, how to make any changes if necessary)

Use of ICT <u>Risk</u>: Some activities planned through ICT means fail to reach the expected readers (online application forms through the Internet, pdf attachments, etc…)	• Thorough testing of the available electronic means aiming at reaching the teachers, pupils, other participants in reading and reacting about the activities • Design alternative means, if possible, in order to safeguard the implementation of the activities. Provide more than one option to reach the information, like download files instead of online submission, fax option or even mailing option.	• Provide alternative means for implementing activities that failed to be implemented through the initially planned means (e.g. if a teleconference failed because of failure of equipment at a school level, use a video or other means that can be used at the school level)

Budget /Eligibility/reallocation
<u>Risk</u>: Including actions that are not eligible for financing in the context of the present project
	• Avoid such actions	• In the case such actions are considered essential for the success of the project
		  - try to find alternative funding
		  - discuss it with the coordinator and try to see if the ineligibility criterion can be overcome
		  - ask the help of the funding authorities for making changes and using funds that have not been used.

<u>Risk:</u> Funds, under certain items, are not used and there is need for reallocation	• Make a proper management of the available funds	• If some funds have not been used
		  - find out whether there are possibilities for the reallocation
		  - identify whether there is need for justification of the not used funds
		  - determine the procedures that will allow the reallocation

<u>Risk:</u> Funds, under certain items, are not enough	• Try to keep in the context of the budget.	• Find out whether there are funds in other areas of the project that can be used for this area
<u>Risk</u>: There is a loss of money because of unexpected developments (e.g. a bank's or airline's bankruptcy, bail in etc)	• Keep the money for the project in various accounts in different countries, make possible provisions for Insurance.	• In case of a loss adapt the budget (e.g. by minimizing expenses, reallocation etc) and apply for permission.

Dissemination/ Effectiveness/ Impact		
Risk: The planned actions in the proposal cannot be implemented for various reasons (luck of time, failure of completion of results, luck of funds, limitations in the communication/ dissemination systems that were designed, limitations by the institutions for sustainability …)	• Plan ahead for dissemination activities and the actions that will safeguard the highest impact of the outcomes of the project. This planning should include timetables for the activities, provisions for funds, safeguarding/ identifying the proper dissemination systems,	• At each meeting discuss the various activities planned and assess their impact
Risk: Not enough marketing messages for promotion	• Constant exchange of ideas about marketing the various activities of the project and assessment of their effectiveness (by considering numbers of people involved, their reactions, expression of interest …)	• Based on the assessment of the effectiveness of the messages change or adapt them. Reconsider the whole process
Risk: The effectiveness of the deliverables/ results is doubtful	• Development of tools and exchange of ideas about the effectiveness/ impact of the produced results	• Reconsider the process and discuss difficulties/ problems either by mail or during meetings
Risk: Not enough activities for dissemination of interim results or for involvement of the target groups during the period of development of the project	• Constant consideration of the dissemination activities and their contribution towards the achievement of the indicators set	• Reconsider the process and discuss difficulties/ problems either by mail or during meetings
Ethics protection – Legal Issues		
Risk: Some of the activities involved/planned in the WPs might lead to violation of laws or other values that are guiding the contact of the partners (e.g., data of personal character, rights of the children involved violation of which might endanger their integrity)	• Set rules that will keep the proper ethical standards and procedures relating to each WP that involves such issues	• Establish structures that will consider the possible areas that need consideration and propose actions for prevention/ remedy
Risk: Some activities may lead to copyright claims	• If parts or whole works of various authors/ editors/ producers are going to be used, observe/ safeguard that there are not going to be any copyright claims • Request release of rights and secure permission for publishing private data/video through signed documents	• If there is such a copyright claim - try to explain and ask for permission - ask for legal advice
Evaluation		
Risk: Deficiencies in the evaluation procedures	• The evaluation procedures will seek to:	• Design the necessary tools/ procedures, as they arise

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(including unsuitable questionnaires, limited assessment activities, limited processing of the information available, …)	- analyze to what extent the project has followed the activities in line with the objectives and aims outlined in the original project proposal and annexed to the grant agreement, i.e., the survey on practical placements, the establishing of several (pilot), practical placement quality assurance tools and instruments such as checklists and templates, guidelines for the integration of student placements into the curriculum as well as for the organisation of transnational work placements. - assess the acceptability of the deliverables with regards to content and correspondence to project and programme objectives - assess, more specifically, with regards to the deliverables their relevance, the quality of achievements, the quality of presentation of achievements and the layout/editing. - conclude by evaluating the acceptability of the project's results and by giving recommendations on potential improvements	from the comments in the left cell) in order: - to collect the information required at each stage of the project for achieving the various aspects, mentioned in the left cell - to process this information and present it at various levels (meetings, dissemination events, interim and final reports etc) - to use the assessment as feedback at various levels of the project in order to make adaptations, corrections or any other action will be considered as necessary
Volume of participation in events <u>Risk</u>: Low/High participation in some of the events	• Establish ranges of numbers that predict/ determine the numbers of prospective participants (in training activities, competitions etc) and set the limitations that will safeguard participation in the planned levels. • Establish the requirements, in terms of capacity and volume, for the platform to give the possibility to manage the content (videos etc) that will be submitted by the participants.	
Negative publicity (through Facebook) <u>Risk</u>: Negative Reactions through various social/ mass media means to the results, activities of the project	• Follow the various reactions of people in social/ mass media	• Determine processes to identify these negative reactions • Establish an office of public relations and information that will justify the work of the consortium and give answers to these negative

		reactions
Participation on TPM and LTTA Risk: Certain participants are either unable to travel from their home base or are unable to return there from their host location. (Covid situation, country restrictions and other "force majeure" clauses defined by Erasmus+ National Agencies).	• Constantly following the conditions and restrictive measurements in the partner countries and adapting the timeline for the TPMs and LTTA according to the situation. • To respond to these uncertainties, we will apply the maximum flexibility we can in the implementation of the project, within the limits of the applicable legal framework.	• Invoke the "force majeure" clauses. This will allow participants that were unable to travel due to "force majeure" to assess the possibility to accept additional costs up to a maximum grant amount. • The activities of the Erasmus+ KA2 Strategic Partnership projects, such as meetings of the partner network, multiplier events and learning, teaching, and training activities can be organised virtually. Regarding virtual cooperation, more flexibility has been added to the budget transfers between the different cost categories of the project budgets. More detailed instructions on budget transfers can be found in the additional agreement sent to the beneficiaries.

Basic Points for establishing Quality Assurance for the various Results-Deliverables

For the development of each work package and the materialization of its results/ deliverables it is useful to keep records/ comments/ opinions concerning the following points:

- Conformity to Goals and Objectives
- Of the project itself, as they were identified in the proposal
- Of the Erasmus+ programme
- Of the national and/ or EU priorities and policies

- Quality of the results and suitability for the target groups

- Impact/ Contribution of the results at local/ national/ international level as well as practical aspects that identify their value (e.g., European added value, by teachers' formal qualifications acquired by teachers etc)

- Prospects/ actions for exploitation and dissemination

- Prospects/ actions for sustainability

- Obstacles overcome or deficiencies addressed, and lessons learned

- Indicators that show results relative to what was planned

- Strengths and weaknesses of each result

- Content quality

- Overall significance of each result for target audience (user friendliness), structures or systems

Furthermore, the communication of any of these elements to the partners (at various stages but mainly at the meetings or during the preparation of the Reports) will help for feedback and for identification of the necessary issues concerning the development of the results and the interim and final reports.