



## Working Package 5: DISSEMINATION & EXPLOITATION Report 12.12.19 - Brno

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Year 1 Tasks	Description	Date	Responsibility	Action Items
Create Dissemination List	Build Google Doc.	Start collection 1.3.19 – Basic list completed	HU Team	Determine what information is required  <b>Need input of partners</b>
Prepare Dissemination Strategy	Description of basic plan for year 1  Description of plan for entire project	1.4.19  1.8.19	Masaryk and HU Team	Submission of plan by July 11, 2019 - Done
Publish semi-annual Newsletter	With upload feature to collect contact information  Include subscription system	No. 1 – August 2019  No. 2 –1.1.20	Done  <b>Need Contacts in each WP</b>	Upload tool from MUNI - done  Subscription tool from COLMAN - done  <b>Need information by Dec. 15, 2019 for next issue</b>  <b>Need to upload to site</b>
Creation and Maintenance of Website	Main portal for information to be uploaded by work package leaders	Completed  <a href="https://william-erasmus.com/">https://william-erasmus.com/</a>	COLMAN Team	<b>Ensure that all participants have links to website.</b>  <b>ADD ADDRESS</b>

Year 1 Tasks (cont'd)	Description	Date	Responsibility	Action Items
<b>Publish On-line Deliverables</b> (Summary of William activity 2019)	To be uploaded by Work Groups using uploading tool currently on website	1.1.2020	<b>Appointment of group leaders – for uploading materials</b>	Set visual style and rules use of logo.
Dissemination Events	Presentation of the project to the International Forum of the CHE. Presentation to the CHE Steering Committee. Presentation of project with emphasis on the toolkit at Israeli CHE in conjunction with Erasmus Day <b>ADD LOCAL ACTIVITIES</b>	April 4, 2019 June 16, 2019 Dec. 4, 2019	Done by Yael	See: <a href="https://william-erasmus.com/toolkit/">https://william-erasmus.com/toolkit/</a>
<b>Collection of Best Practices and Recommendations</b>	Request of all WP groups to send best practices and recommendations	December 31, 2019	HU	<b>Discuss at Brno</b>
Assess dissemination activity	Examine traffic on website through Google Analytics	Ongoing: Report	HU Team	<b>Check traffic</b>

Year 2 Tasks	Description	Date	Responsibility	Action Items
<b>Publish On-line Deliverables</b> (Summary of William activity 2020-21)	To be uploaded by Work Groups using uploading tool	Ongoing	HU Team	
<b>Videos for Foreign Students</b>	1. Video for each HEI 2. General Video on Key Guidelines	Start in July 2020	HU Team and Israel partners	<b>Get plan from each HEI, get EU approval (Yael), coordinate production</b> <b>Determine content – get information from WP2</b>
Networking	Get each school to communicate with 2 other institutions	End year 2 and during year 3	Masaryk and HU Team	
Diffusion Events	Event at BGU	March 17-19, 2020		<b>Will Tel Hai be open to other institutions?</b> <b>Content of BGU Meeting</b>
International Meeting Tel Hai???		December 2020		
<b>Collection of Best Practices and Recommendations</b>	Request of all WP groups to send best practices and recommendations	December 31, 2020	HU	Request must go out in November to all WP groups

Year 3 Tasks	Description	Date	Responsibility	Action Items
Promotional Materials		Start July 2021 publish by December 2021		
Videos for Foreign Students	1. Video for each HEI 2. General Video on Key Guidelines	Publish by May 2021		
Dissemination Conference at Tel Hai		July 2021		
Dissemination Conference at COLMAN		December 2021		
Multiplier Event	Each institution goes to 2 other HEIs to show outcomes	TBA		
Multiplier Events	Use existing teacher college forum to show tools and outcomes	TBA		
Collection of Best Practices and Recommendations	Request of all WP groups to send best practices and recommendations	December 31, 2021	HU	Request must go out in November to all WP groups