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ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

*Eulalia*

*Transversal*

*activities:*

*Monitoring,*

*Evaluation,*

*Dissemination*

*Bologna Team*

*Department of Classical Philology and Italian  
Studies (FICLIT)*

# Monitoring, Evaluation, Dissemination

Area	Tasks
MONITORING	continuous monitoring of the budget and of the progress in the project actions in order to ensure that the deliverables obey the time and budget standards foreseen up front
EVALUATION	evaluation of the quality of the achieved results in order to ensure that the deliverables obey the quality standards foreseen up front
DISSEMINATION	dissemination of objectives, activities, and results, and exploitation of results according to the respective project phase

# Monitoring

The development of the intellectual outputs is closely interrelated and a delay in one of the activities can endanger the others, thus it is crucial to guarantee the smooth implementation of the whole project

→ Fundamental role of the **Milestone Plan** (UNIBO)

# Monitoring

## Coordination unit (CU) at Unibo

- **Monitoring of administrative and financial project management**
  - oversee, collect and prepare the technical and financial reports according to agreed timescales
- **Monitoring of project progress in activities and outputs**
  - direct the work progress toward the objectives and milestones;
  - ensure adherence to the timetable and optimize overall impact
- **Contact with National Agency**
  - submit reports to the NA and the EC
  - alert the NA representative as soon as possible to any issue likely to affect the attainment of outputs, commitments and milestones, and propose appropriate measures to address such issues

# Monitoring

## Steering Committee (SC)

composed by 1 representative for each organization

- ensures coordination among the units and supervises the finalisation of tasks in each project phase
- collects time sheets from the various units, to constantly monitor the timely delivery of the outputs

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# Monitoring (and more...)

## Steering Committee (SC)

- Detailed planning of tasks and optimizing cross-interactions among activities and information flows;
- Taking responsibility for completion and QA of the tasks foreseen in the project;
- **Supervising** technical progress concerning Outputs, Events, Learning/Teaching activities;
- Arranging technical meetings, according to the project's need;
- **Supervising** all the activities foreseen in the Dissemination Plan;
- Providing CU with **internal reports** on the planned activities and alerting it to risks related to the deliverables, engaging in contingency planning.

# Monitoring

All partners will produce **periodic mid-term reports** and the **monitoring of the staff time sheets**



UNIBO will collect mid-term reports before each of the transnational project meetings



at the transnational project meetings the project progress is presented and compared to the plan and the planned budget. During the meetings, the respective report and general progress are discussed, and if needed the corrective actions on the potential deviation from the plan are agreed.



# Evaluation

The evaluation process in EULALIA will focus on both processes (the project itself) and products (the Intellectual Outputs, the Teaching and Learning activities, the Multiplier Events).

**Quality and Evaluation plan** → UoC (draft during preparation stage)

- procedures, objects, criteria, means and tools for monitoring and evaluating the project *processes*
- procedures, objects, criteria, means and tools for monitoring and evaluating the project *products*
- deadlines for QA and evaluation activities
- strategies to manage risks, issues and changes





# Evaluation

## Quality Assurance Team (QAT)

composed by one member for each partner organization

- finalizing the Quality and Evaluation Plan, (QuEP), drafted by UoC
- carrying out regular quality audits and reports on quality and evaluation aspects, checking that the relationship between time and quality is adequate and that the impact meets expectations

The QAT will regularly meet immediately before the start of each transnational meeting. Members of the board will collaborate also by means of virtual mid-term meetings in between transnational meetings.



# Evaluation

**Quality Assurance Team (QAT)** collects mid-term reports from each unit



it produces comprehensive mid-term reports (including information required by the Mobility Tool and Dissemination Tool)



It hands it in to the CU



The reports are discussed during the transnational meetings.



# Dissemination

**Dissemination plan** → USAL (draft during preparation phase)

- identification of all dissemination and exploitation targets
- strategy to involve stakeholders (educational offices, associations of scholars and teachers of Latin)
- Strategy to use communication channels (e.g. social media)



# Main targets of dissemination

- Decision and policy makers
  - coordinators of internal and international programmes
  - coordinators of programmes addressed to students with special needs
  - local, regional and national educational administration offices
- Secondary school teachers
- Lecturers in partner institutions
- Lecturers in university institutions

# Partners of the EULALIA consortium

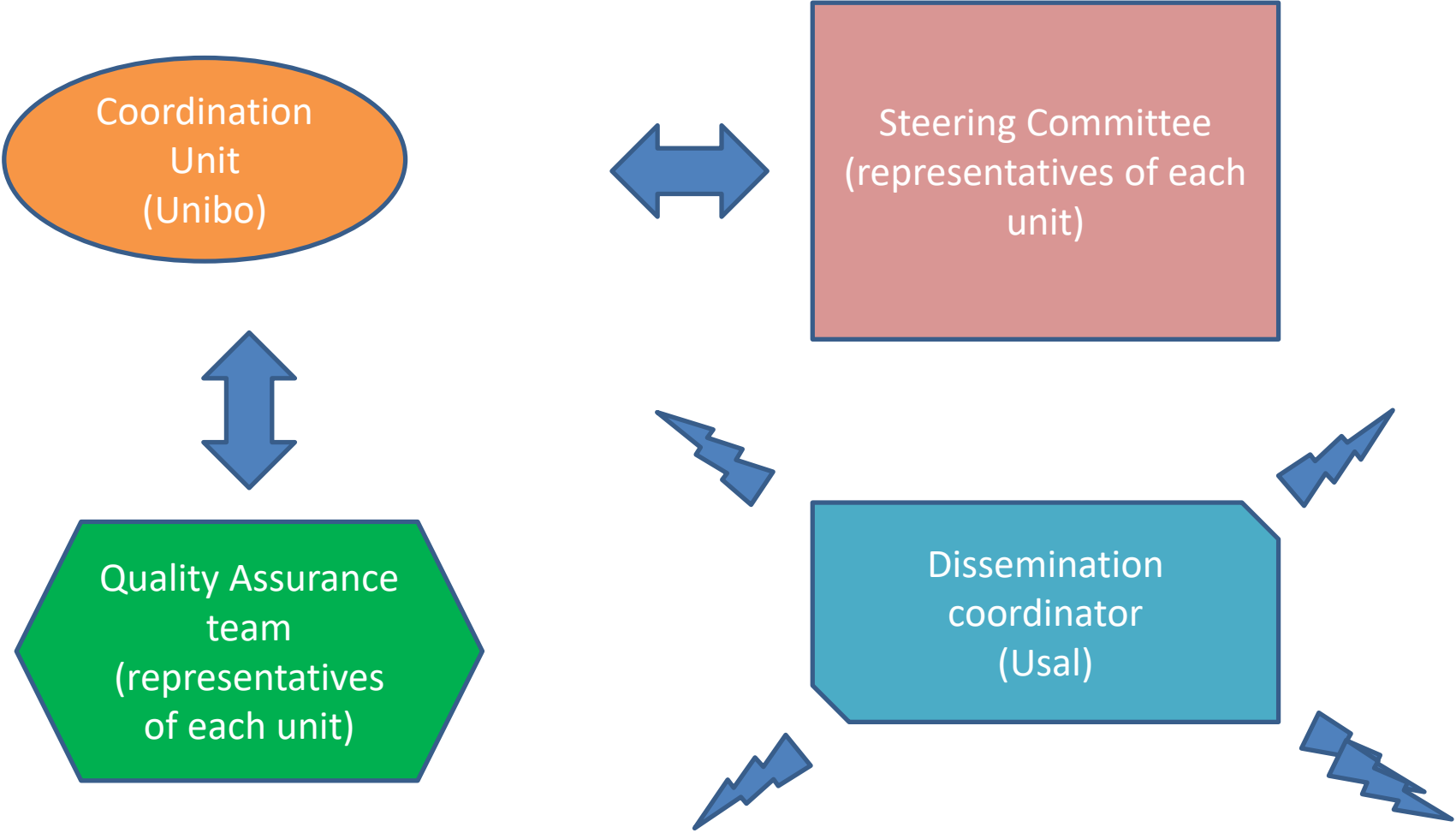
**Associations** engaged in spreading Latin language and culture and **educational offices**

→ **Essential partners in the dissemination activities!**

- **CUSL** ('Consulta universitaria di studi Latini')
- **AICC**-Milano ('Associazione Italiana di Cultura Classica, section of Milan')
- **SEEC**-Salamanca ('Sociedad Espanola de estudios clasicos', section of Salamanca)
- **DAV** ('Deutscher Altphilologenverband', Experts' association for Latin and Greek in schools and universities).
- **Educational Office for Normandy**

SEEC and DAV are members of **Euroclassica**

# Overview





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## Bologna team

Dipartimento di Filologia Classica e Italianistica

[lucia.pasetti@unibo.it](mailto:lucia.pasetti@unibo.it)  
[chiara.gianollo@unibo.it](mailto:chiara.gianollo@unibo.it)  
[francesca.magrefi@unibo.it](mailto:francesca.magrefi@unibo.it)  
[daniele.pellacani@unibo.it](mailto:daniele.pellacani@unibo.it)

[www.unibo.it](http://www.unibo.it)