Annex 7 – Timeline Tracking Tool

ACTIVITY	BC (POL)	UMK (POL)	FM (UK)	ACM (POR)	HPD (GRE)	ECHO (NL)	TRAN (GER)	NOTE/MEANS OF VERIFICATION	ON TRACK
Project team meetings									
Two Partner Meetings	MET	NA	NA	NA	NA	NA	NA	Meetings: February 22-23, 2018 May 8-10, 2019 Agenda, Minutes of meeting (MoM), Sign-in Sheets, Mail correspondence	MET
Gathering data from situation analysis									
One Situation analysis Report (based on baseline data survey done by partners)	MET	MET	MET	MET	MET	MET	MET	Copy of the reports: March 23, 2018 Country Report Summary: June 15, 2018	MET
Project monitoring									
Four internal project reports	MET	NA	NA	NA	NA	NA	NA	Country Report Summary: June 15, 2018;	MET
ONE EC report (technical and financial)	MET	NA	NA	NA	NA	NA	NA	February 7, 2019; Finance Report July 12, 2019	MET
Project Evaluation									
One external Evaluation report	MET	NA	NA	NA	NA	NA	NA	January, 7 2020 Evaluation report with annexes	MET
Content Development									
Content Development meetings	MET	NA	NA	NA	NA	NA	NA	March 26-28, 2018 Sign in sheet Content Development Workshop Programme	MET
Active Citizens based MURAL learning journey									
One general MURAL Training Programme	MET	NA	NA	NA	NA	NA	NA	MURAL Guidance with Additional Training Sessions Mail correspondence	MET

ACTIVITY	BC (POL)	UMK (POL)	FM (UK)	ACM (POR)	HPD (GRE)	ECHO (NL)	TRAN (GER)	NOTE/MEANS OF VERIFICATION	ON TRACK
IFDE Training Event									
IFDE Training programme	MET	NA	NA	NA	NA	NA	NA	Meeting July 28 – August 3, 2018 Sign in sheet IFDE Training Programme Mail correspondence	MET
Local Delivery Workshops									
Country Specific version of MURAL Learning Journey	MET	MET	MET	MET	MET	MET	MET	MURAL Learning Journey – country specific methodology	MET
Developing ISV learning Journey	MET	MET	MET	MET	MET	MET	MET	ISV Guidance, MURAL International Study Visit 2019 Participant Application Form	MET
Developing INE learning journey	MET	NA	NA	NA	NA	NA	NA	International networking event, Kraków- briefing note for partners Draft facilitator programme -	MET
Capacity Building									
Delivery of the Active Citizens based local workshops									
First round of 6 day workshop	NA	MET	MET	MET	MET	MET	MET	Sign in sheets, photos, evaluation forms, session plans UMK: January 14-18, 2019 FM: February 1 2019 and February 8-9, 2019 ACM: November 1-4, 2018 HPD: November, 22-26 2018 ECHO: February 8-10, 2019; February 15-17, 2019 TRANS: February 01-03, 2019 and February 15-17, 2019	MET
Second round of 6-day workshop	NA	MET	MET	MET	MET	MET	MET	Sign in sheets, photos, evaluation forms, session plans UMK: January 21-25, 2019 FM: October 25-27, 2019	MET

ACTIVITY	BC (POL)	UMK (POL)	FM (UK)	ACM (POR)	HPD (GRE)	ECHO (NL)	TRAN (GER)	NOTE/MEANS OF VERIFICATION	ON TRACK
								ACM: March 2-5, 2019 HPD: April 4-7, 2019 ECHO: March 15-17, 2019; March 22-24, 2019; July 1-5, 2019 TRANS: March 26-31, 2019	
Community led Social Actions									
Social actions in local communities	NA	MET	MET	MET	MET	MET	MET	Social Action Surveys Produced toolkits Reports	MET
International cooperation and knowledge sharing									
Seven international study visits									
Seven international study visits	NA	MET	MET	MET	MET	MET	MET	ISV Reports by partner organizations UMK: July 2-5, 2019 FM: September 9-12, 2019 ACM: May 1-3, 2019 HPD: May 10-12, 2019 ECHO: September 6-8, 2019 TRANS: May 24-27, 2019	MET
Seven international study visits documentaries									
Seven international study visits documentaries	NA	MET	MET	MET	MET	MET	MET	Links to YT for each of the documentaries	MET
Dissemination									
INE									
INE event	MET	NA	NA	NA	NA	NA	NA	November 3 – 5, 2019 External evaluator was personally present on the event	MET
Dissemination events									

ACTIVITY	BC (POL)	UMK (POL)	FM (UK)	ACM (POR)	HPD (GRE)	ECHO (NL)	TRAN (GER)	NOTE/MEANS OF VERIFICATION	ON TRACK
Dissemination events in each participating country	NA	MET	DM	DM	DM	DM	DM	December 9, 2019 Photos, Conference Programme Note: Data was not available at the time of preparing the report for the other partners.	MET*
Online promotional campaign									
Seven online promotional campaigns	DM	DM	DM	DM	DM	MET	DM	ECHO Online Campaign Plan Note: Data was not available at the time of preparing the report for the other partners.	MET*
LEGEND: MET – Activity verification target met, NA – Verification not applicable to organization DM - Data missing									
*Timeline target met for partner organisations where verification target was met as well									