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ERASMUS-EDU-2024-VIRT-EXCH, ERASMUS-LS, 101193598

# AGRI-MOCKS

## Project e-Management Handbook

May 2025

Author: Anja Weber - HSWT



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## Foreword:

Agri-Mocks is a virtual exchange program in which consortium members – for the lack of in-person meetings - need to organize all exchange, collaboration, communication, data collection, project management, and capacity building with digital tools. The purpose of the e-Management handbook is to provide all consortium members and newcomers with the necessary information to easily and successfully navigate our digital project management tools: wbmoodle and zenkit. It follows the structure of these two digital project management platforms and tries to cover all aspects of their use.

---

## Mission Statement

To empower and equip unemployed and under-employed youths with skills in agriculture, climate-smart rural development, and entrepreneurship through innovative online training, intercultural exchange, and community engagement. We foster personal growth, civic participation, and career readiness by offering digital tools, mentoring, e-internships, and collaborative learning experiences grounded in values of trust, respect, and co-creation.

## Vision Statement

A world where young people—regardless of background—are empowered with the skills, mindset, and opportunities to lead sustainable rural development, embrace intercultural collaboration, and contribute meaningfully to their communities and the global economy.

## Project Management Structure:

1. **The Agri-Mocks project** is governed by the Grant Agreement and the Consortium Agreement, which were signed by all consortium partners. All rules and regulation laid out in these two agreements apply.

2. **Project Steering Committee (PSC)** has the role and responsibility of project oversight. It consists of representatives from each Beneficiary and is chaired by the project coordinator.

PSC shall be responsible for providing strategic guidance and decision making as well as coordinating the project's activities, monitoring progress, and ensuring compliance with the project's objectives and deliverables. The PSC shall make decisions based on a majority vote. The coordinator has a veto right, which she will only exercise when she is convinced that a decision might threaten the success of the project.

The coordinator and the consortium are obligated to carry out decisions made by the PSC.

2. **PQA Team** is responsible for providing guidance and advice on quality and ethical issues which arise during the course of the project, developing and implementing quality and ethical standards, identifying and addressing risks and challenges, monitoring and evaluating project activities to ensure that they are conducted in a transparent and ethical manner, and that the deliverables are of high quality.

3. **Consortium meetings** are key meetings necessary for establishing project structure and project management plans, resolving various issues, making decisions, resolving conflicts, reviewing progress reports, submitting reports. Consortium Meetings are held regularly, in order to assure the effective development of the project activities and are organized, moderated, and documented by the coordinator, who also decides the frequency of these meetings.

4. The AGRI-MOCKS project has **work package structure**, consisting of 5 work packages:

WP.1 –SETTING OFF (duration 1-4 months)

WP 2 –EVE DESIGNING AND CAPACITATING NEWCOMMERS (duration 5-14 months)

WP 3 –IMPLEMENTATION OF E-INTERNSHIPS IN HE AND YOUTH NON-FORMAL EDUCATION SECTOR (duration 13-36 months)

WP.4 –COMMUNICATION, DISSEMINATION AND EXPLOITATION (duration 5-36 months)

WP.5 –MANAGEMENT AND QUALITY ARCHITECTURE (duration 1-36 months)

However, work in these work packages is organized and executed by a number of topical taskforces and committees.

5. **Overall project management** is run through the HSWT wbmoodle platform to assist consortium members quick maneuver and exchange in real time, enabling joint work of deliverables, while online meetings are done normally through Zoom platform, and these meetings are recorded and stored on the wbmoodle platform.



## Project Management Structure:





## Steering Committee Members:

HSWT - Anja Weber

KITA - Samuel Owusu-Takyi

NICOSA - Thembeni Mazamisa

WEBIN - Yahya Adow Ibrahim

UFS - Corli Witthuhn

Hawassa University - Yitna Gebreab

UGB - Anicet Manga (or Prof. Ousmane THIARE)

EDI - Getnet Dadebo

BizMetrics - Matthew Ash

HAMK - Eija Laitinen

Project No.: 101193598— AGRI-MOCKS — ERASMUS-EDU-2024-VIRT-EXCH

# AGRI-MOCKS

## Draft Steering Committee Rules of Procedure

May 2025

Author: Anja Weber - HSWT

to be adopted at virtual Steering Committee meeting to be held on 06.06.2025

### 1. Introduction

AGRI-MOCKS project SC was constituted during the Kick-Off Meeting on 02. May October 2025 at the EDI offices in Addis Ababa, Ethiopia. The Agri-Mocks project coordinator is the chairperson of the Steering Committee as per the Consortium Agreement statutes. The chairperson presents this draft procedure to the committee members for approval.

These Rules of Procedure stipulate guiding principles of the Steering Committee (hereinafter referred to as the SC) operation, bearing in mind the AGRI-MOCKS project scope, resources, and duration. It outlines standards of behavior and engagement of its members, their duties, and best practices in achieving the set goals.

### 2. SC Roles and Tasks

2.1 SC is the core AGRI-MOCKS decision-making body consisting of ten (10) full members – one delegated representative from each partner institution. The full members may send their deputies to attend SC meeting after notifying the project coordinator by email before the start of the meeting.

- 2.2 The SC shall conduct the following tasks:
- Discuss and review the progress of project activities,
  - Make decisions,
  - Approve deliverables/results,
  - Discuss and approve PQA reports,
  - Resolve conflicts and
  - Agree on any risk contingency measures.

- 2.3 Other tasks of this body may include:
- Providing advice on budget-related implementation aspects
  - Helping to achieve project outcomes
  - Identifying priorities in the project – where to direct most focus and energy
  - Identifying and responding to potential risks
  - Providing advice (and sometimes making decisions) about changes to the project scope, time, and resources.

### 3. Individual SC Members

3.1 Even though SC members may not be personally responsible for managing project activities, they should be able to provide support and guidance for those who do. Their selection from each partner institution should be based on the following overall criteria:

- Being a senior member or the coordinator of their institution's project team
- Understanding the aim, strategy and intended outcomes of the project.
- Appreciating the significance of the project for their own organization.

Project No.: 101193598— AGRI-MOCKS — ERASMUS-EDU-2024-VIRT-EXCH  
Draft Steering Committee Rules of Procedure

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- Being genuinely interested in the project and the intended outcomes.
- Being an advocate for the project by making their best efforts to promote its output.
- Having a broad understanding of project management issues and methods.
- Being responsive, engaged, and attentive to details.

3.2 SC members should be able to perform the following tasks throughout project duration:

- Ensuring the planned strategy matches the aim of the project.
- Determining the criteria and methods by which to assess the achievement of the project's objectives.
- Reviewing the progress of the project against the milestones set.
- Considering and deciding on ideas and issues raised (on behalf of their institution).
- Providing guidance to the project teams where/when needed.
- Helping to balance conflicting priorities, interests, and resources.
- Fostering positive communication outside of the SC regarding the project's progress and outcomes.
- Actively promoting the output of the project.
- Contributing to the evaluation of the project, both the process of developing and implementing the project, and its actual impact on its intended audiences.

#### 4. SC Chairperson

4.1 The SC is the project coordinator as stipulated by the Consortium Agreement.

4.2 The Chairperson is responsible for drafting the SC meeting agenda, facilitating the meeting, and drawing meeting conclusions and action points. The Chairperson may appoint a secretary for SC meetings for minute keeping.

#### 5. SC Meetings

5.1 The SC shall meet minimum two times a year or more often if deemed necessary.

5.2 The SC meets only virtually.

5.3 To hold a SC meeting a minimum of eight (8) SC members, representing eight (8) out of the ten (10) different partner institutions of the AGRI-MOCKS project consortium, must be present to form a quorum. At the beginning of each SC meeting, the chairperson shall ascertain the quorum, and presence of the persons substituting the full members.

5.4 The SC meeting shall be prepared and conducted in compliance with the best practice procedures:

- a) The chairperson sends out the draft agenda of one week before the SC meeting to all the SC members for comments and information along with the envisaged project materials to be reviewed/approved/discussed
- b) The Chairperson conducts the meeting in accordance with the agenda, ensuring that all members provide input throughout the meeting and that any decisions or recommendations are adequately resolved

and agreed on by the members. It is important to check through the list of action points from the previous meeting, confirming actions taken and issues resolved, and agreeing on how to progress any actions that are not yet completed.

c) The chairperson shall take the meeting minutes or assign a secretary for each meeting who takes the meeting minutes and shares them with the chairperson for approval. The chairperson then circulates the meeting no later than within a week after the meeting to all members. Meeting minutes should at a minimum consist of the Meeting date, link to recording, list of SC members being present at the meeting, decisions made, conclusions, and action points taken.

#### 6. Decision Making Process

5.1 Decision making is based on consensus, and if this is not possible by voting.

5.2 In voting, each project consortium institution shall have only one (1) vote in the SC.

5.3 The SC makes decisions by simple majority vote (50%+1 vote of present SC members)

5.4 An absolute majority vote (two-thirds (2/3) of votes of present SC members) shall only be necessary for specified decisions which the SC needs to agree on in the first SC meeting.

#### 7. Provisions for Risk Mitigation and Conflict Resolution

7.1 In a situation of considerable risk or conflict, the SC may decide to constitute an ad hoc team of impartial mediators (hereinafter referred to as the ToM). This team shall have three members who elect one member as team leader. ToM members preferably come from the following background:

- One (1) represents an HEI from the concerned partner country.
- One (1) represents a non-academic partner institution from the concerned partner country.
- One (1) represents a senior member of the consortium not from the concerned partner country.

7.2 Within three (3) weeks following its constitution, the ToM shall collect information about the conflict, interview all parties to the conflict, prepare a conflict resolution plan, and present it to the SC. The SC will approve the plan or suggest amendments and present it to the parties to the conflict.

7.3 In case the parties to the conflict or a party to the conflict refuse the suggested conflict resolution plan, the SC may vote on making the plan mandatory to parties to conflict, by an absolute majority vote.

7.4 In case of serious misconduct of the partner institution, the SC may decide to redistribute the tasks, funds, or roles from such partner to one or more consortium members. The SC shall take this decision by an absolute majority vote.

#### 8. Final Provisions

8.1 The Chairperson shall be responsible for the implementation of these Rules of Procedure.

8.2 The SC can amend the Rules of Procedure by an absolute majority vote.



## Wbmoodle platform:



[Course: AGRI-MOCKS | Plattform HSWT](https://wbmoodle.hswt.de/course/view.php?id=3551)

https://wbmoodle.hswt.de/course/view.php?id=3551

WEIHENSTEPHAN · TRIESDORF  
University of Applied Sciences

HOME DASHBOARD SERVICEDESK

### AGRI-MOCKS

AND QUALITY

Edition #3

Edition #4

Course Settings Participants Grades Reports More

Click on the little arrow next to your avatar



## Change your personal settings:

The screenshot shows a web browser window displaying a Moodle course page. The address bar shows the URL <https://wbmoodle.hswt.de/course/view.php?id=3551>. The page header includes the logo of WEIHENSTEPHAN · TRIESDORF University of Applied Sciences and navigation links for HOME, DASHBOARD, and SERVICEDESK. The course title is AGRI-MOCKS. The main content area features a banner with the text 'AGRI-MOCKS' and 'AGRI-MOCKS' and 'AND QUALITY'. Below the banner, there are two course editions labeled 'Edition #3' and 'Edition #4'. A user profile menu is open in the top right corner, showing options: Profile, Grades, Calendar, Private files, Reports, Preferences, Switch role to..., and Log out. A red arrow points to the 'Preferences' option in the menu.

Click on ,Preferences‘



## Change language settings:

JORF  
ances

KURSE DASHBOARD SPRACHE ▾ SERVICEDESK



Einstellungen



**Anja Weber**

### Einstellungen

#### Nutzerkonto

- Profil bearbeiten
- Sprache wählen
- Foren einstellen
- Texteditor wählen
- Kalender einstellen
- Inhaltsspeicher einstellen
- Sicherheitsschlüssel
- Mitteilungen
- Systemnachrichten

#### Portfolios

- Konfigurieren
- Transfer Logs

#### Blogs

- Blögeinstellungen
- Externe Blogs
- Externen Blog registrieren

- Profil
- Bewertungen
- Kalender
- Meine Dateien
- Berichte
- Einstellungen
- Sprache ▶
- Logout

Click on ‚Sprache wählen‘



## Change language settings:

JORF  
ances

KURSE DASHBOARD SPRACHE ▾ SERVICEDESK



Profil  
Bewertungen  
Kalender  
Meine Dateien  
Berichte

Einstellungen  
Sprache ▸

Logout

Einstellungen / Nutzerkonto / Sprache wählen



# Anja Weber

## Sprache wählen

Sprache wählen

Deutsch (de) ▾

Deutsch (de)

English (en)

Wählen

Abbrechen

Select your preferred language

Or click on ‚Sprache‘ in the scroll down menu



## Change language settings:

JORF  
ances

KURSE DASHBOARD SPRACHE ▾ SERVICEDESK



Einstellungen



**Anja Weber**

### Einstellungen

#### Nutzerkonto

- Profil bearbeiten
- Sprache wählen
- Foren einstellen
- Texteditor wählen
- Kalender einstellen
- Inhaltsspeicher einstellen
- Sicherheitsschlüssel
- Mitteilungen
- Systemnachrichten

#### Portfolios

- Konfigurieren
- Transfer Logs

#### Blogs

- Blögeinstellungen
- Externe Blogs
- Externen Blog registrieren

← Sprachwahl

- ✓ Deutsch (de)
- English (en)

Select your preferred language

Logout



## View your calendar:

The screenshot shows a web browser window with the URL <https://wbmoodle.hswt.de/course/view.php?id=3551>. The page header includes the logo for WEIHENSTEPHAN · TRIESDORF University of Applied Sciences and navigation links for HOME, DASHBOARD, and SERVICEDESK. The main content area features a banner for 'AGRI-MOCKS' with a 'MONTHLY' calendar view. Below the banner are course management tabs: Course, Settings, Participants, Grades, Reports, and More. A user profile menu is open in the top right corner, listing options: Profile, Grades, Calendar, Private files, Reports, Preferences, Switch role to..., and Log out. A red arrow points to the 'Calendar' option in the menu.

Click on ,Calendar‘



May 2025

# Calendar

Month ▾ Agri-Mocks New event

◀ April June ▶

Mon	Sat	Sun
	3	4
5 ● T1.1.4 C... ● T1.1.2 C...	10 4 C... 2 C...	11 ● T1.1.4 C... ● T1.1.2 C...
12 ● T1.1.4 C... ● T1.1.2 C... ● T1.1.3 a)	17 3 a)...	18 ● T1.1.3 a)...

*Note: A dropdown menu is open over the 'Agri-Mocks' filter, listing various courses. The 'Agri-Mocks' option is highlighted. A blue arrow points from the text 'Click on the little arrows to select ,Agri-Mocks‘' to the small up/down arrows on the dropdown menu.*

Click on the little arrows to select ,Agri-Mocks‘



May 2025

## Calendar

Month ▾ Agri-Mocks New event

◀ April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
5 ○ T1.1.4 C... ○ T1.1.2 C...	6 ○ T1.1.4 C... ○ T1.1.2 C...	7 ○ T1.1.4 C... ○ T1.1.2 C...	8 ○ T1.1.4 C... ○ T1.1.2 C...	9 ○ T1.1.4 C... ○ T1.1.2 C...	10 ○ T1.1.4 C... ○ T1.1.2 C...	11 ○ T1.1.4 C... ○ T1.1.2 C...
12 ○ T1.1.4 C... ○ T1.1.2 C... ○ T1.1.3 a)...	13 ○ T1.1.4 C... ○ T1.1.2 C... ○ T1.1.3 a)...	14 ○ T1.1.4 C... ○ T1.1.2 C... ○ T1.1.3 a)...	15 ○ T1.1.4 C... ○ T1.1.2 C... ○ T1.1.3 a)...	16 ○ T1.1.3 a)...	17 ○ T1.1.3 a)...	18 ○ T1.1.3 a)...

### T1.1.2 Creation of initial framework for sustainability plan development

Monday, 5 May, 10:16 AM » Thursday, 15 May, 10:16 AM

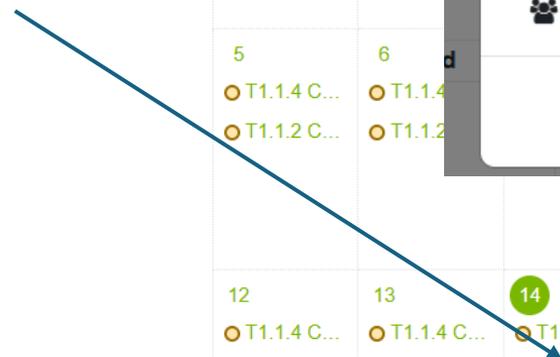
Group event

AGRI-MOCKS

WP1

Delete Edit

Click on any calendar entry to see the details

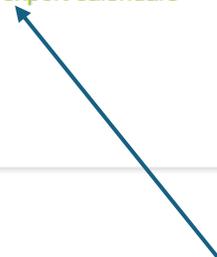




## Export your calendar to outlook:

26	27	28	29	30	31	
○ T1.1.3 a)...	○ T1.1.3 a).. ○ T1.5.1 A...	○ T1.1.3 a)...	○ T1.1.3 a)...	○ T1.1.5 c).. ○ D1.1 Qu.. ○ MS 2 FO.. ○ MS 5 par...		

Import or export calendars



Click on ,export calendars‘



## Export your calendar to outlook:

Calendar / Import or export calendars

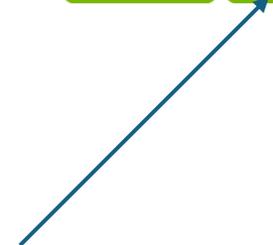
### Calendar

#### Import or export calendars

#### Imported calendars

No calendar subscriptions yet. Do you want to [import an external calendar?](#)

Import calendar Export calendar



click on ,export calendar‘



# Export your calendar to outlook:

[Calendar](#) / [Import or export calendars](#) / [Export calendar](#)

## Calendar

### Export calendar

The calendar URL provides a dynamic link for importing events into other calendars. Any new, changed or deleted events in the source calendar **will** be reflected in the other calendars.

The calendar export allows you to create a backup copy of events, which may be imported into other calendars. Updates made in the source calendar **will not** be reflected in the other calendars.

Events to export !

- All events
- Events related to categories
- Events related to courses
- Events related to groups
- My personal events

Time period !

- This week
- This month
- Recent and next 60 days
- Custom range (9/05/25 - 14/05/26)

! Required

Select range you want to export

Then click on , Export'



The screenshot shows the Outlook calendar interface for May 2025. On the left, there are navigation buttons for 'Datei', 'Start', 'Senden/Empfangen', 'Ansicht', 'Hilfe', and 'Acrobat'. Below these are icons for 'Neuer Termin', 'Suchen', and 'Monat'. The main area displays two calendar views: 'Calendar' (blue header) and 'Agrimocks' (green header). The 'Calendar' view shows a grid for May 2025 with events such as 'KOM Agri-Mocks: Adis Abeba' on May 1st and 'Tunprev WS - current status of research: Freising' on May 6th. The 'Agrimocks' view shows a grid for May 2025 with events such as 'T1.1.2 Creation of initial framework for sustainability plan development' on May 12th and 'T1.1.3 a),b),c) Creation of Quality Assurance Instruments and toolkit, POA matrix & e-instruments' on May 19th. On the left side of the calendar, there are sections for 'Meine Kalender' and 'Andere Kalender'. In the 'Andere Kalender' section, the 'Agrimocks' checkbox is checked and highlighted in green. A red text box on the left side of the image contains the text 'In outlook choose the calendars you want to see' with a blue arrow pointing to the 'Agrimocks' checkbox.

In outlook choose the calendars you want to see



## Social forums:

Course Settings Participants Grades Reports More ▾



Announcements

Check this forum for regular announcements or uploaded general information.



Social forum

Meet here for discussions and information exchange.

Click on the headers in green to open the forum and see the entries

Posts in these two forums are automatically send to all participants via email



Agri-Mocks / General / Announcements

## Announcements

Forum Settings Advanced grading Sul

Check this forum for regular announcements or uploaded general information.

Search forums

### Discussion

- ☆ Participants' profile
- ☆ Sustainability Plan Framework
- ☆ Timesheets feedback
- ☆ Staff Effort in Person Hours
- ☆ Mission and vision statements
- ☆ Invitation to online workshop 'Research data management'

Click on 'Add discussion topic' to write your own posts

Or click on any of the green headers to open a post



## Announcements

Forum Settings Advanced grading Subscriptions Reports More...

You can see who posted and when

### Sustainability Plan Framework

← Timesheets feedback

Participants' profile ►

Export whole discussion to portfolio

Display replies in nested form

Move this discussion to ...

Move

Settings ▾



#### Sustainability Plan Framework

by [Anja Weber](#) - Monday, 12 May 2025, 4:38 PM



Dear all,

I have drafted the framework for the AGRI-MOCKS Sustainability plan and uploaded it [here](#) for your feedback, comments and suggestions. The sustainability plan should always be a cross-cutting objective to include in or EVE designs.

Greetings,

Anja

Permalink Edit Delete Reply Export to portfolio

Click on ,Reply' to respond to a post



Write your response in the window that opens below the post

or tick the box ,Reply privately‘ to respond only to the owner of the post

Then click on ,Post to forum‘

← Timesheets feedback



## Zoom meetings:



Please use this link for our regular zoom meetings:

<https://hswt.zoom.us/j/4278250055?omn=98057317483>

Meeting ID: 427 825 0055

Passcode: 1iYYWj

Below you can find recordings of our zoom meetings.



**Jour fixe and coordination meetings will be held on Zoom using the link posted on the platform**



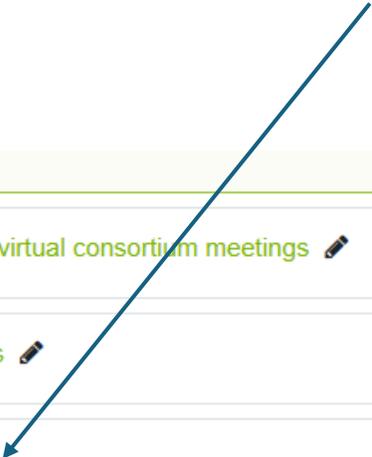
You can find recordings and PPTs of zoom meetings here  
Just click on the headlines in green to open the links

-  [Recordings of virtual consortium meetings](#) 
-  [Jour Fixe PPTs](#) 
-  [Acronyms](#) 
-  [Rules of engagement](#) 
-  [Online tools, games & ice breakers](#) 

Here we can collect ideas of online tools, methods, games, ice breakers, etc. that we know and have successfully used in the past. This forum works like a wikipedia, where everyone can contribute.



Here you can find explanations of acronyms or add any that are missing

-  Recordings of virtual consortium meetings 
-  Jour Fixe PPTs 
-  Acronyms  
-  Rules of engagement 
-  Online tools, games & ice breakers 

Here we can collect ideas of online tools, methods, games, ice breakers, etc. that we know and have successfully used in the past. This forum works like a wikipedia, where everyone can contribute.



## Adding to the platform:

2. Click on ,Add entry‘

1. Change the settings to ,Edit mode‘



## Adding to the platform:

Agri-Mocks / General / Acronyms / Add a new entry



Glossary Settings More

### Add entry

#### General

Concept

Definition

Keyword(s)

Attachment

#### > Auto-linking

#### > Tags

Required

Enter a Titel for your entry

Expand all

Add the text here

Maximum file size: 500 MB, maximum number of files: 99

You can drag and drop files here to add them.

You can also upload additional materials here

Save changes Cancel

As the last step click on ,Save changes'



## Rules of engagement:

You can find our rules of engagement here and are also welcome to add

Recordings of virtual consortium meetings

Jour Fixe PPTs

Acronyms

**Rules of engagement**

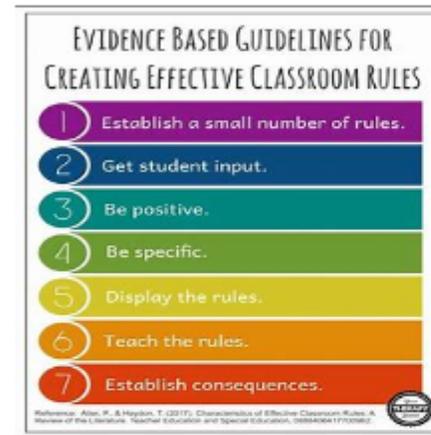
Online tools, games & ice breakers

Here we can collect ideas of online tools, methods, games, ice breakers, etc. that we know and have successfully use

## PAGE Rules of engagement

Page Settings More

Mark as done



Let's...

- create a safe space
- be open to receiving thoughts and perspectives from everyone
- treat others fairly and with respect
- help others feel valued and appreciated
- discover instead of assume
- create a sense of belonging
- build and maintain trust
- ensure that our interactions are free from discrimination or favoritism
- try to enable people to reach their full potential
- strive to do what's right, even when it isn't easy, rather than just what policies and procedures demand
- back up our values with actions



- Recordings of virtual consortium meetings
- Jour Fixe PPTs
- Acronyms
- Rules of engagement
- Online tools, games & ice breakers

Here we can collect ideas of online tools, methods, games, ice breakers, etc. that we know

Search wikis

## WIKI Online tools, games & ice breakers

Wiki Settings More

Here we can collect ideas of online tools, methods, games, ice breakers, etc. that we know and have successfully used in the past. This forum works like a wikipedia, where everyone can contribute.

View Print

### Fun Question Games

# Kahoot!

Kahoot! is a quiz-based platform that allows teachers to create custom questions on any subject matter, while students compete against each other using their own devices to answer correctly and quickly. This can be as simple as Quiz cards but also more complex as a race game, where individuals or teams need to answer questions correctly to move their avatar away from a 'danger'.

The combination of time pressure, competition, and immediate feedback creates an energetic atmosphere but could also frustrate participants who struggle with answering the questions quickly.

Link: [Startseite - Kahoot!](#)  
Link: [Ice breakers](#)  
Link: [Quizzes](#)  
Link: [online tools](#)  
Link: [Voting tools](#)

e can contribute.

This is a wiki (similar to Wikipedia) where we can collect online tools, games, ice breakers, etc. that we know or come across.



## Adding to the wiki:

Search wikis

**WIKI**  
**Online tools, games & ice breakers**

[Wiki](#) [Settings](#) [More](#) ▾

Here we can collect ideas of online tools, methods, games, ice breakers, etc. that we know and have successfully used in the past. This forum works like a wikipedia, where everyone can contribute.

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Link: [Startseite - Kahoot!](#)

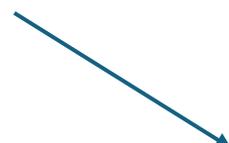
Link: [Ice breakers](#)

Link: [Quizzes](#)

Link: [online tools](#)

Link: [Voting tools](#)

Green headers are links to already existing pages.



Red headers are links to pages that have been created but not yet populated





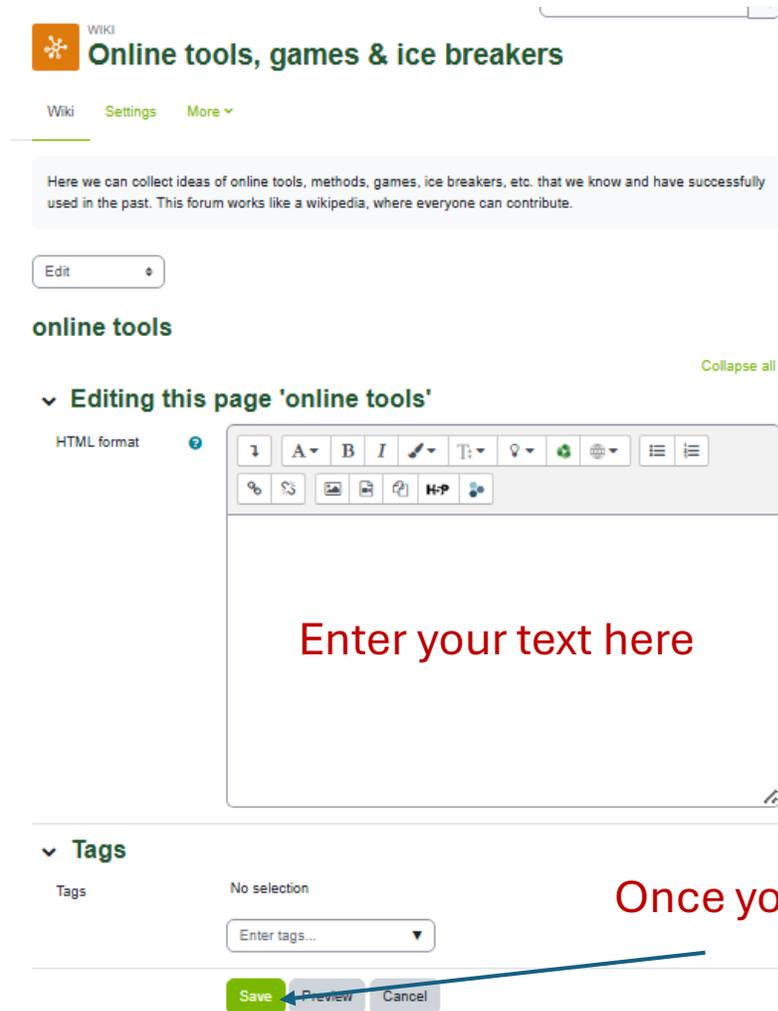
## Adding to the wiki:

If you click on a red header you can start populating the new page.

The screenshot shows a web interface for a wiki titled "Online tools, games & ice breakers". At the top, there is a search bar and navigation links for "Wiki", "Settings", and "More". Below this is a light blue box with introductory text: "Here we can collect ideas of online tools, methods, games, ice breakers, etc. that we know and have successfully used in the past. This forum works like a wikipedia, where everyone can contribute." The main section is titled "New page" with a dropdown arrow. It contains two input fields: "New page title" with a red exclamation mark icon and a text box containing "online tools"; and "Format" with a blue question mark icon and three radio button options: "HTML format" (selected), "Creole format", and "NWiki format", each with a red exclamation mark icon. At the bottom of the form is a green "Create page" button. A legend at the bottom left shows a red exclamation mark icon followed by the text "Required".

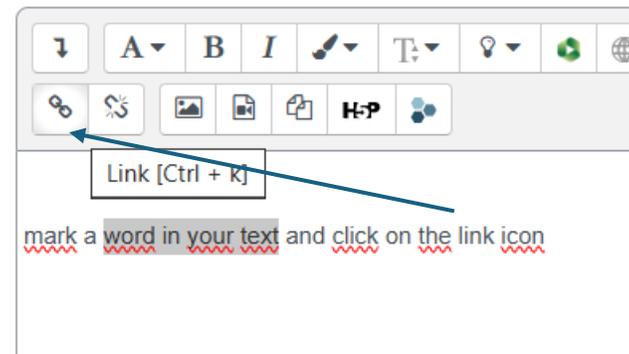
Just click on the ,Create page' button

## Adding to the wiki:

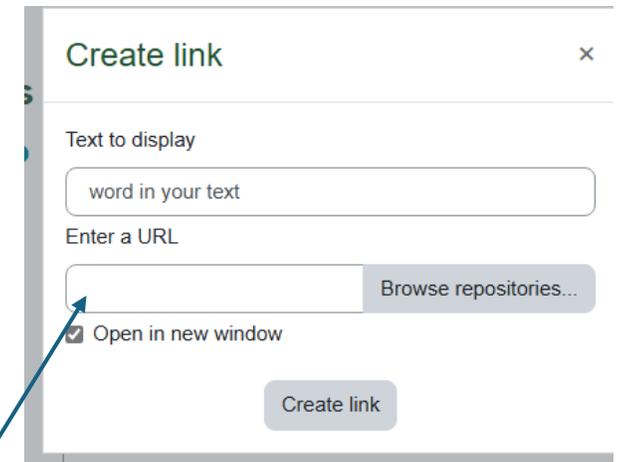


You can add URL links to other websites, videos, etc.

### Editing page 'online tools'



mark a word in your text and click on the link icon



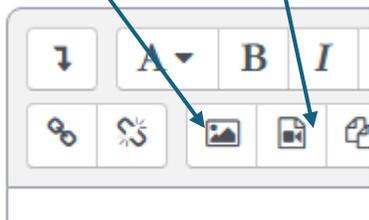
Enter the URL link here

Once you are done click on the 'Save' button



## Adding images to moodle:

You can also add images or videos by directly copy-pasting them into the text window or by clicking on the image or video icon



**Image properties**

Enter URL

Describe this image for someone who cannot see it

This image is decorative only

Size  x   Auto size

Alignment

Click on 'Browse repositories' button  
And select the file on your computer

Tick the 'This image is decorative only' and the 'Auto size' boxes

Set the first image size to 533

Once you are done click on the 'Save image' button

## Adding to existing wiki:

To add to any existing wiki page, change from ,View' to ,Edit' or ,Comment'

Search wikis

Wiki Online tools, games & ice breakers

Wiki Settings More

Here we can collect ideas of online tools, methods, games, used in the past. This forum works like a wikipedia, where e

View

### Fun Question Games

# Kahoot!

Kahoot! is a quiz-based platform that allows teachers to create students compete against each other using their own devices as Quiz cards but also more complex as a race game, where to move their avatar away from a 'danger'.

The combination of time pressure, competition, and immediat also frustrate participants who struggle with answering the qu

Link: [Startseite - Kahoot!](#)

Link: [Ice breakers](#)

Link: [Quizzes](#)

Link: [online tools](#)

Link: [Voting tools](#)

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on Games

ed platform that allows teachers to c

students compete against each other using their own dev

as Quiz cards but also more complex as a race game, w

to move their avatar away from a 'danger'.

## s page 'Fun Question Games'

Rich text editor toolbar: Bold (B), Italic (I), Text color, Background color, Bulleted list, Numbered list, Link, Unlink, Image, Video, Table, H2, H3, Undo, Redo, Help.

The combination of time pressure, competition, and immediate feedback creates an energetic atmosphere but could also frustrate participants who struggle with answering the questions quickly.

Link: [Startseite - Kahoot!](#)

Link: [\[\[Ice breakers\]\]](#)

Link: [\[\[Quizzes\]\]](#)

Link: [\[\[online tools\]\]](#)

Link: [\[\[Voting tools\]\]](#)

Enter your text, images, etc. here. Create a new line first by pressing enter.



## Adding a new wiki page:

Go to the wiki start page.  
To add to a new wiki page, change from 'View' to 'Edit'

The screenshot shows the top part of a wiki page. At the top left is a search bar labeled 'Search wikis'. Below it is the page title 'Online tools, games & ice breakers' with a 'Wiki' icon. There are navigation links for 'Wiki', 'Settings', and 'More'. A text box contains the introductory paragraph: 'Here we can collect ideas of online tools, methods, games, used in the past. This forum works like a wikipedia, where e'. Below this is a 'View' dropdown menu. The dropdown menu is open, showing options: 'View', 'Edit', 'Comments', 'History', 'Map', 'Files', and 'Administration'. The 'Edit' option is highlighted in grey. A blue arrow points from the text above to the 'Edit' option. The page content below the menu includes the heading 'Fun Question Games', the Kahoot! logo, and a paragraph: 'Kahoot! is a quiz-based platform that allows teachers to create students compete against each other using their own devices as Quiz cards but also more complex as a race game, where to move their avatar away from a 'danger'. Below the paragraph are several links: 'Link: Startseite - Kahoot!', 'Link: ice breakers', 'Link: Quizzes', 'Link: online tools', and 'Link: Voting tools'.

## s page 'Fun Question Games'

The screenshot shows the editing interface for the 'Fun Question Games' page. At the top is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color, link, unlink, list, table, etc.). Below the toolbar is a text area containing the following text: 'The combination of time pressure, competition, and immediate feedback creates an energetic atmosphere but could also frustrate participants who struggle with answering the questions quickly.' Below this text are several links: 'Link: Startseite - Kahoot!', 'Link: [[Ice breakers]]', 'Link: [[Quizzes]]', 'Link: [[online tools]]', and 'Link: [[Voting tools]]'. A blue arrow points from the text below to the 'Link: [[Voting tools]]' entry.

Create a new line first by pressing enter.  
Then type Link: [[Name of your new page]]  
And save.



## Adding a new wiki page:

Search wikis

**Wiki** Online tools, games & ice breakers

Wiki Settings More

Here we can collect ideas of online tools, methods, games, ice breakers, etc. that we know and have successfully used in the past. This forum works like a wikipedia, where everyone can contribute.

View Print

### Fun Question Games

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Link: [Startseite - Kahoot!](#)

Link: [Ice breakers](#)

Link: [Quizzes](#)

Link: [online tools](#)

Link: [Voting tools](#)

Your new wiki page will appear at the bottom of the start page in red. Click on the red header of your new wiki page to open it. You can then start populating it By changing from ,View' to ,Edit'.

Edit

## online tools

Collapse all

### Editing this page 'online tools'

HTML format

add your text, images, videos and weblinks here

No selection

Enter tags...

Save Preview Cancel

Once you are done click on the ,Save' button



## Wbmoodle platform chapter/folder tiles:

Our wbmoodle platform is set to tile format. That means you see each folder as a tile as shown below. Each tile represents a chapter that can be opened to view its contents.



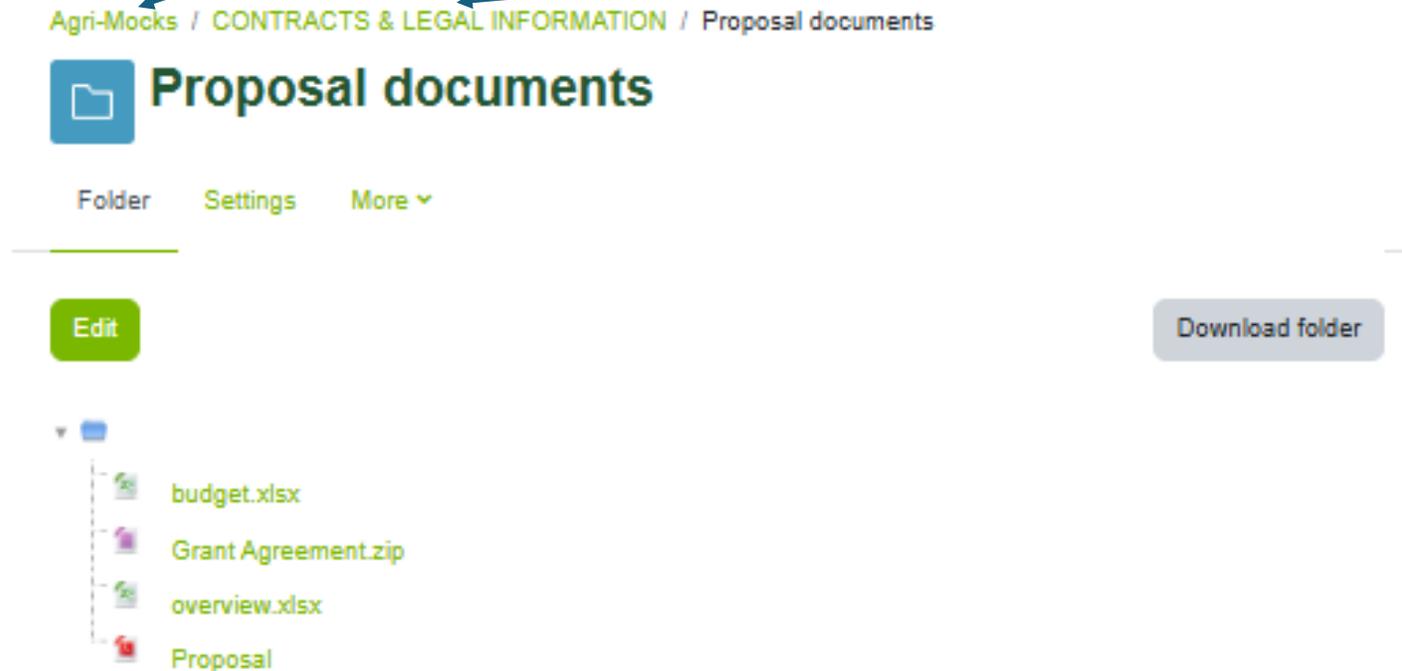


You can open each chapter by clicking on the corresponding tile:

The screenshot shows a navigation bar with four tiles: 'MANAGEMENT TOOLS' (hammer icon), 'COMMITTEE & TASKFORCE FOLDERS' (puzzle pieces icon, highlighted), 'DELIVERABLES & REPORTING' (calendar icon), and 'COMMUNICATION & DISSEMINATION' (speaker icon). Below the tiles, the 'COMMITTEE & TASKFORCE FOLDERS' section is expanded, featuring a title bar with edit and close icons, a 'Mark as done' button, a video player, and a diagram titled 'Customer Relationships'.

## Navigating inside wbmoodle:

You can always get back to the front page of wbmoodle with the tile view, by clicking on the green ,Agri-Mocks‘ link in the headline. In the same way you can navigate one level upwards by clicking on the chapter title in green.



Agri-Mocks / CONTRACTS & LEGAL INFORMATION / Proposal documents

### Proposal documents

Folder Settings More

Edit

Download folder

- budget.xlsx
- Grant Agreement.zip
- overview.xlsx
- Proposal

The chapter tiles are like the front page of a book, or the front of a drawer. Once you click on a tile it opens the drawer and you can see the folders inside. You can then click on these to dive into the next deeper level of wbmoodle to see the contents inside a folder. These can be viewed individually or downloaded as an entire folder.

## The COMMITTEE & TASKFORCES folder:



Once you open the folder you see its content. In this case a folder for each committee or taskforce. These folders also appear as tiles.



## The COMMITTEE & TASKFORCES folder:



Only members of each the corresponding committee or taskforce have access to their folders.



 Restricted Steering Committee	 Restricted Communication & Dissemination (CDE) team
 Restricted Taskforce on Recognition & Verification (TF RV)	 Restricted Taskforce Transformative Learning (TF TL)



## Inside the committee or taskforce folders:

You can navigate by selecting chapters in the table of contents

The screenshot shows the 'TF Career guidance' page. At the top, there are navigation options: 'Interactive Content', 'Settings', and 'More'. Below this is a 'Mark as done' button. A table of contents is visible on the left, with 'Description' selected. The main content area displays the description of the action, which aims to promote intercultural dialogue and soft skills development in agriculture and rural development through people-to-people contact between European and African youth and students. The description is divided into four thematic areas: Digital transformation and Environment and fight against climate change, twin transition and contextualisation of topics within agricultural sector, Gender aspects with entrepreneurial learning component and self-employability in the agricultural sector, and Inclusion of socially and economically vulnerable people and persons unable to apply for physical mobility in the activities.

You can also navigate by clicking on the forwards or backwards arrows

The screenshot shows the 'Members' page of the 'TF Career guidance' folder. The page displays a list of members, each with a name and a link to their profile. The members listed are: HSWT - Anja Weber, KITA - Antoinette Damien, NICOSA - Thembeni Mazamisa, WEBIN - Dragana Jovanović, UFS - ?, Hawassa University - Anbes Tenaye, UGB - Anicet Manga, EDI - Tsigereda Mekuria, BizMetrics - Matthew Ash, and HAMK - Sirpa Ojansuu.



## Inside the committee or taskforce folders:

Each of the folders consists of the following chapters:

- Description
- Members
- Tasks
- Chat forum
- Document folder



**Tasks**

**TF Career guidance**

At the KOM, partners will discuss how to approach and implement T1.6. HSWT and UGB will present the forces that will be responsible for each of 4 thematic inception reports. Expected report template and stru partners will appoint their team members for each of 4 task forces (TF). TFs will have 2 months to collect art in the following 4 areas:

- Twin transition in agriculture and rural development education and training
- Intercultural dialogue and civic participation in education and training
- Entrepreneurial mindset in agriculture and rural development education and training
- Career guidance in agriculture and rural development education and training

The report will summarize key conclusions and recommendations that will be integrated into project implk packages.

**Description** ●

**Members** ●

**Tasks** ●

**Chat forum** ○

**Document folder** ○

You might find that the page for ‚Description‘ or ‚Tasks‘ is not yet or not sufficiently populated.



## Adding or changing text in the committee & taskforce folders:

Agri-Mocks / COMMITTEE & TASKFORCE FOLDERS / TF Entrepreneurial mindset

### TF Entrepreneurial mindset

Interactive Content **Settings** More ▾

First click on ,Settings‘.



Mark as done

 Tasks

TF Entrepreneurial mindset

At the KOM, partners will discuss how to approach a

This opens the window in which you can update the chapters:



Agri-Mocks / COMMITTEE & TASKFORCE FOLDERS / TF Entrepreneurial mindset / Settings

### TF Entrepreneurial mindset

Interactive Content **Settings** More ▾

#### Updating Interactive Content in COMMITTEE & TASKFORCE FOLDERS

Expand all

Description



## Adding or changing text in the committee & taskforce folders:

1. Scroll down and then select the chapter that you want to update

2. Click into the text window that opens and make any needed changes

3. Once you finish scroll all the way down to the bottom of the page and click ,Save and return to course‘

Send content change notification ?

Save and return to course

Save and display

Cancel



## The Chat forum:

The screenshot shows a web interface for a chat forum. On the left is a sidebar with a menu containing 'TF Career guidance', 'Description', 'Members', 'Tasks', 'Chat forum', and 'Document folder'. The main content area has a header for 'WEIHENSTEPHAN · TRIESDORF University of Applied Sciences' with navigation links for 'HOME', 'DASHBOARD', and 'SERVICEDESK'. Below the header, the forum title is 'TF Career guidance Communication'. A navigation bar includes 'Forum', 'Settings', 'Advanced grading', 'Subscriptions', 'Reports', and 'More'. A 'Mark as done' button is visible. Below that is a search bar labeled 'Search forums', a green 'Add discussion topic' button, and a grey 'Subscribe to forum' button. A light blue message box at the bottom states: 'There are no discussion topics yet in this forum'.

You can use the chat forum in your committee or taskforce folder if you want to communicate only with your committee or taskforce members and not the entire consortium. Messages that you write in this forum are automatically send via email only to the members of this committee or taskforce.



## Writing in the Chat forum:

Agri-Mocks / Tile 9 / TF Career guidance Communication

**TF Career guidance Communication**

Forum Settings Advanced grading Subscriptions Reports More ▾

Mark as done

Search forums

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ First Taskforce Meeting	Anja Weber 14 May 2025	Anja Weber 14 May 2025	0	<input checked="" type="checkbox"/>

1. Click on ,Add discussion topic‘

2. In the window that opens enter a headline and write your message.

ms

3. Lastly, click on ,Post to forum‘



## Reading Messages in the Chat forum:

Agri-Mocks / Tile 9 / TF Career guidance Communication

### TF Career guidance Communication

Forum Settings Advanced grading Subscriptions Reports More ▾

Mark as done

Search forums

Add discussion topic

Unsubscribe from forum

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ First Taskforce Meeting	Anja Weber 14 May 2025	Anja Weber 14 May 2025	0	<input checked="" type="checkbox"/>

You can see posts in your forum as a list. It shows also who posted and when. You can also see if there have been replies to a post.

Clicking of the green header of a post will open it and you can read the post:

### First Taskforce Meeting

Export whole discussion to portfolio

Display replies in nested form

Move this discussion to ...

Move



#### First Taskforce Meeting

by Anja Weber - Wednesday, 14 May 2025, 9:44 AM

Dear TF in Career Guidance members!

As the lead in the TF I would like to find a date for our first TF meeting. In this first meeting we should discuss:

- our preferred work method,
- expected workload and
- what we would like to achieve,
- time line,
- division of roles
- and frequency of communication

Please suggest a few suitable dates for us to choose.

Permalink

Edit

Delete

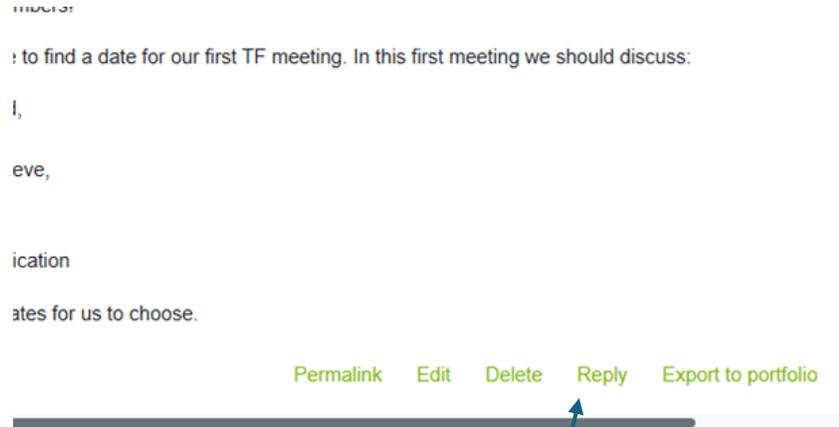
Reply

Export to portfolio

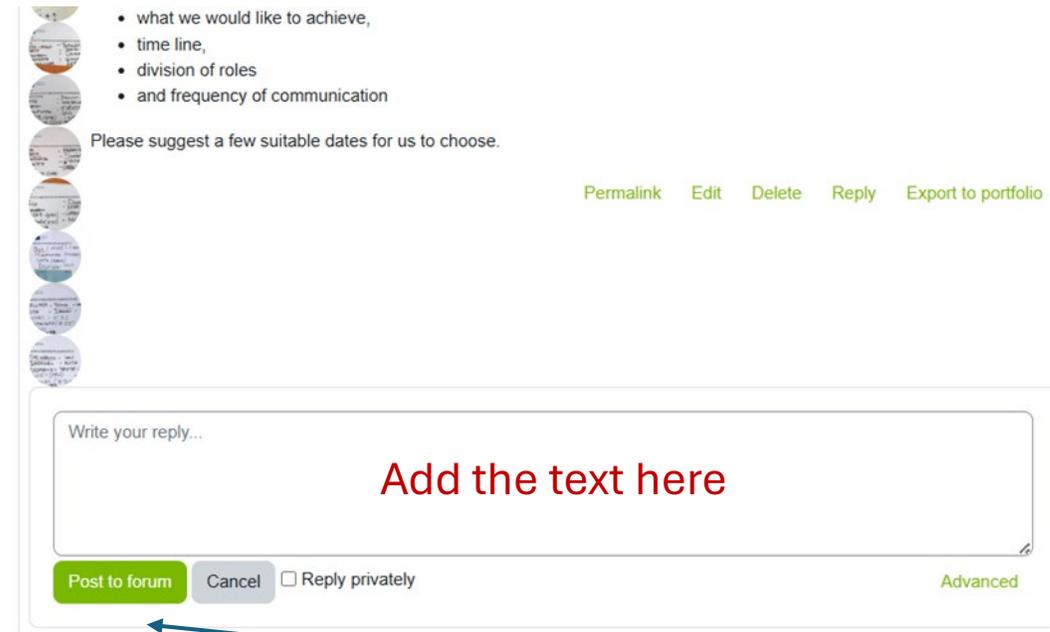
Authors of a post can also edit or delete it.  
Other members can click on the ,Reply' button to respond to a post.



## Replying to messages in the Chat forum:



Once you click on the ,Reply‘ button to respond to a post, a new window opens:



Write your message and click on ,Post to forum‘



## The Document folder:

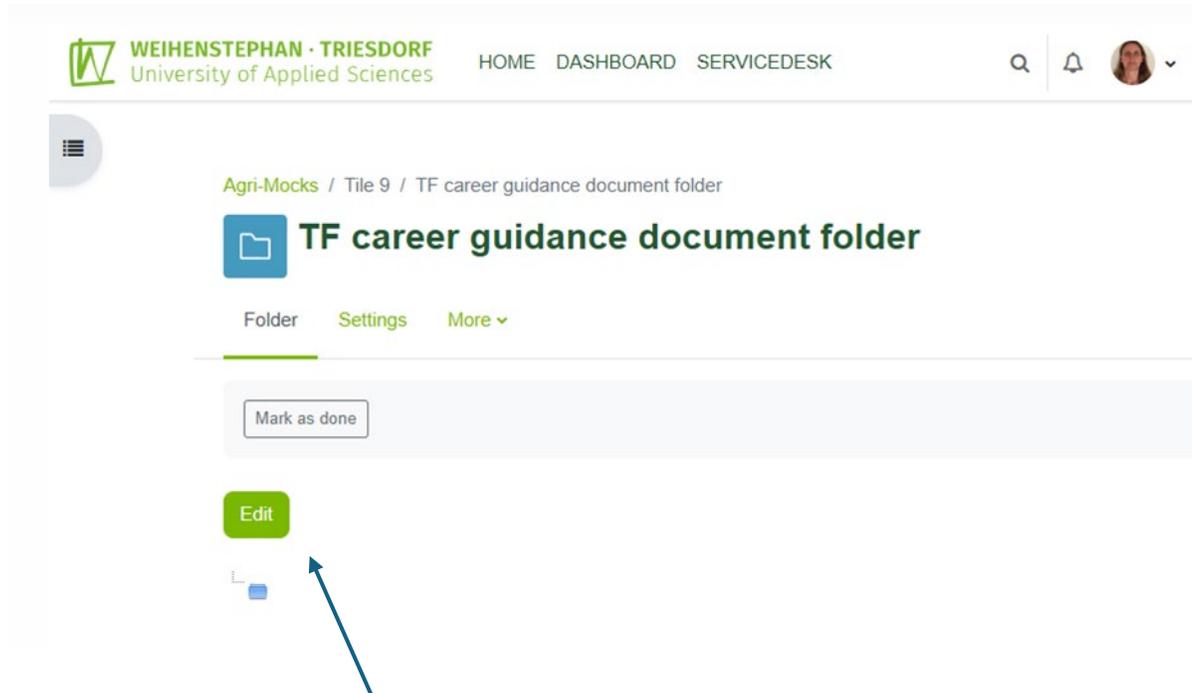
The screenshot shows a web interface for the University of Applied Sciences (Weihenstephan-Triesdorf). The top navigation bar includes the university logo, the name 'WEIHENSTEPHAN · TRIESDORF University of Applied Sciences', and links for 'HOME', 'DASHBOARD', and 'SERVICEDESK'. There are also search, notification, and user profile icons. The main content area shows a breadcrumb path: 'Agri-Mocks / Tile 9 / TF career guidance document folder'. Below this is a large blue folder icon with the text 'TF career guidance document folder'. Underneath the folder name are three tabs: 'Folder' (selected), 'Settings', and 'More'. A 'Mark as done' button is visible in a light blue box. Below that is a green 'Edit' button. At the bottom left, there is a small blue icon representing a document.

You can use the document folder in your committee or taskforce folder if you want to share documents only with your committee or taskforce members and not the entire consortium.

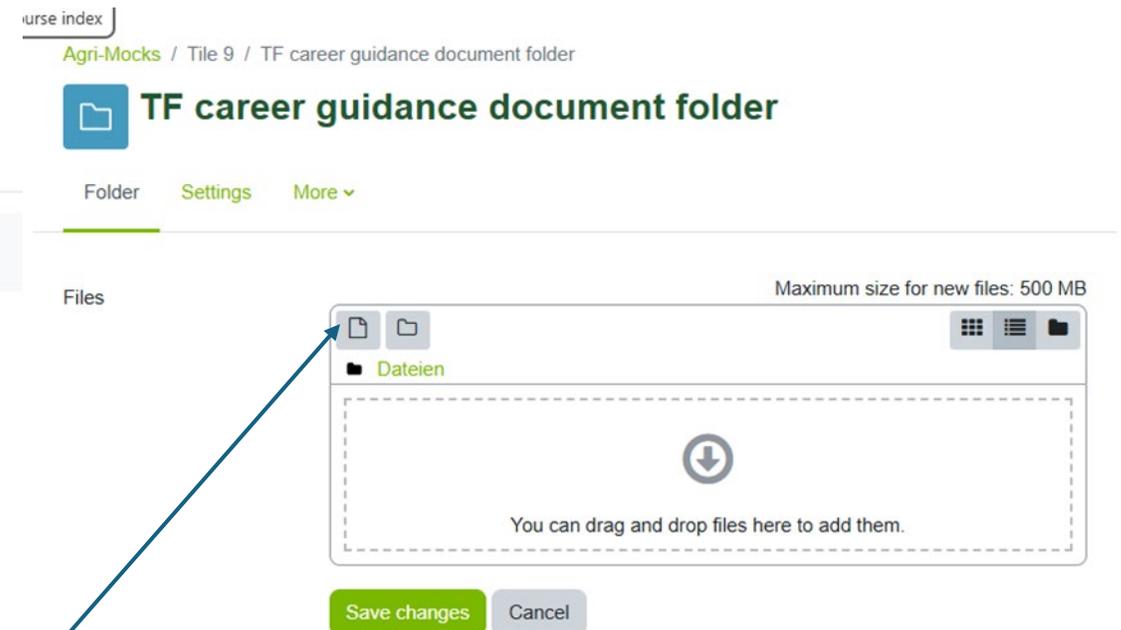
Documents uploaded here are only accessible to the members of this committee or taskforce.



## Uploading documents to the Document folder:



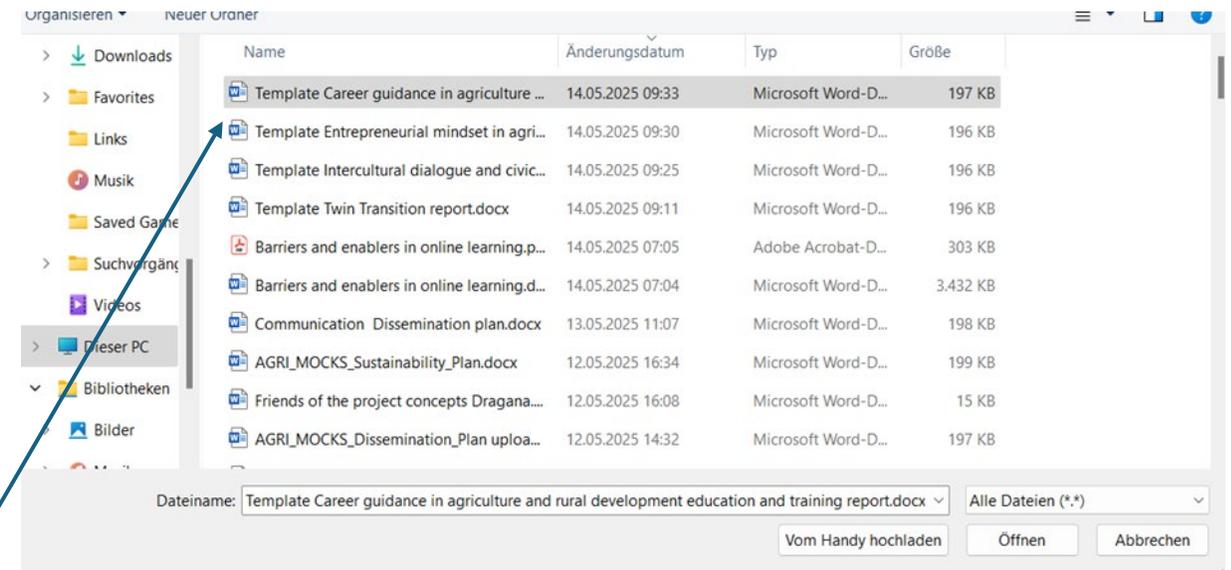
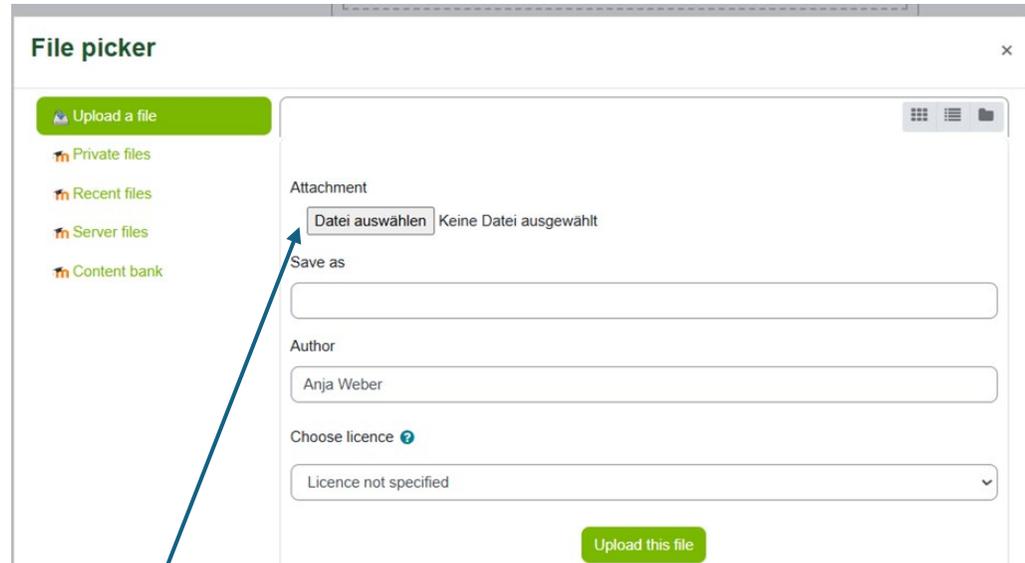
To upload a document to the document folder click on the ,Edit' button



This will open the upload window. You can either directly drag and drop files into the window or select a file on your computer by clicking on the ,file' icon



## Selecting a file for uploading to the Document folder:



1. Click on ‚Datei auswählen‘ (choose file)
2. This will open a window on your computer like the one shown on the right
3. Select the file you want to upload
4. Click on ‚Öffnen‘ or ‚Open‘



## Saving a file for uploading to the Document folder:

**File picker** ×

**Upload a file**

- Private files
- Recent files
- Server files
- Content bank

Attachment  
Datei auswählen Template ...report.docx

Save as  
TF Career Guidance Report template

Author  
Anja Weber

Choose licence ⓘ  
Licence not specified

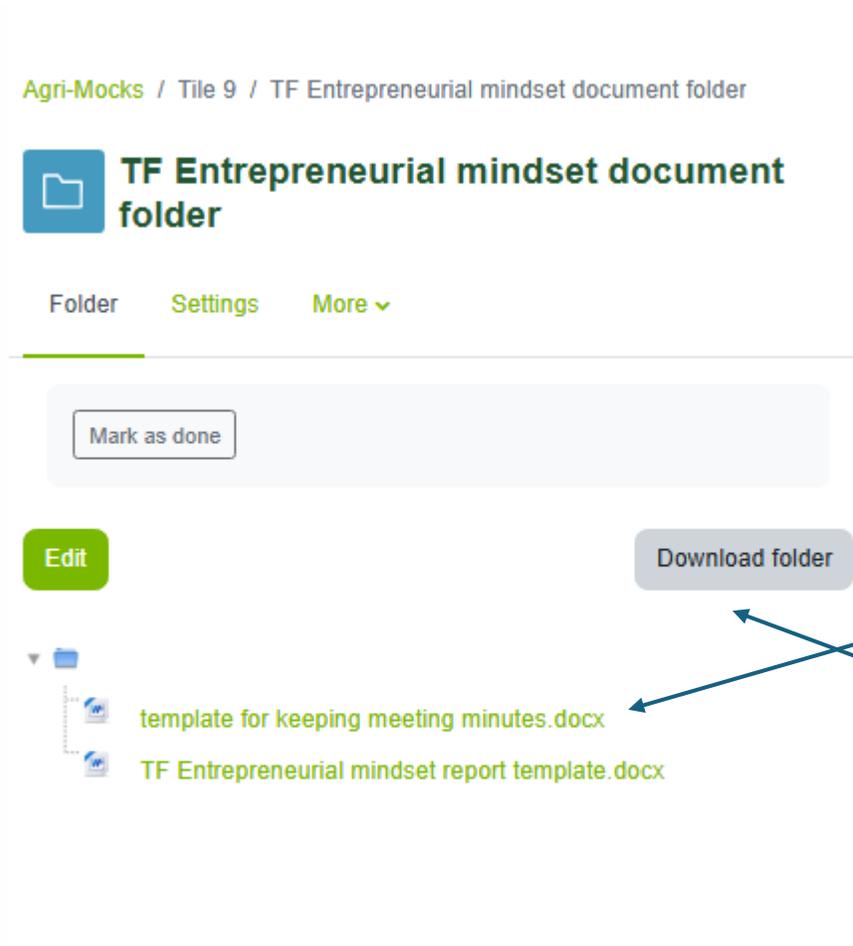
**Upload this file**

1. Enter a name for the file under ,Save as‘

2. Click on ,Upload this file



## Reading a file from the Document folder:



Each folder already contains:

- a) a template for keeping minutes of your committee or taskforce meetings
- b) a template for writing reports (For the 4 topical TFs only)

You can either open individual documents in your folder, by clicking on the green header, or download the entire folder by clicking on the 'Download folder' button.



## REPORT

OF THE [\(insert type of meeting\)](#) MEETING OF ERASMUS-EDU-2024-VIRT-EXCH, ERASMUS-LS, 101193598 AGRI-MOCKS PROJECT, COORDINATED BY HSWT

Date: **XX.XX.202X** [\(insert meeting date\)](#)

Start: XX:XX (CET) [\(insert starting and ending time of meeting\)](#)

End: XX:XX (CET)

Location: [\(add meeting location or Virtual meeting info\)](#)

Virtually in Zoom: [\(insert zoom link\)](#)

Meeting-ID: [\(insert Meeting ID\)](#)

Kenncode: [\(insert passcode\)](#)

Attendance: [\(delete the names of persons not in attendance\)](#)

HSWT: Anja Weber, Dragan Brkovic, Peter Breunig, Meike Dlaboha, Tarja Dworrak, Christian Klopfer, Wassili Pjatak, Carsten Lorz, Christine Melchner

KITA: Samuel OWUSU-TAKYI, Antoinette Damien, Lovans Owusu-Takyi

NICOSA: Thembeni Mazamisa, Nomfundo Sibusisiwe Molefe

WEBIN: Jelena Nastic, Marko Stojanović, Sanja Kovacevic, Dragana Jovanović, Jasmina Radoicic, Yahya

UFS: Regina Cornelia Witthuhn, Tebogo Machethe, Sugandren Moodley, Lynette Jacobs

UGB: Prof. Ousmane THIARE

Hawassa: Yitna Gebreab, Tsedalech Tessema, Rahmeto Beshir

EDI: Getnet Samuel Dadebo, Emebet Techane Shiferaw

Bizmetrics: Matthew Ash

HAMK: Jennifer Ohemeng, Charles Njemo, Eija Laitinen, Sirpa Ojansuu, Pertti Puusaari

### 1. Introduction

Welcome by the [\(include role and name\)](#), Introduction to the agenda by [\(include role and name\)](#)

[\(Add AGENDA here\)](#)

Additional AOB's [\(list any other business requests including name of requesting partner\)](#)

### 2. Project Progression Report

- General [\(add report here\)](#)
- WPs and responsibilities [\(add report here\)](#)

- Changes [\(add report here\)](#)

3. Discussion [\(add report here\)](#)
4. Foreseen next steps
5. To-do-list

The partners agreed on the following:

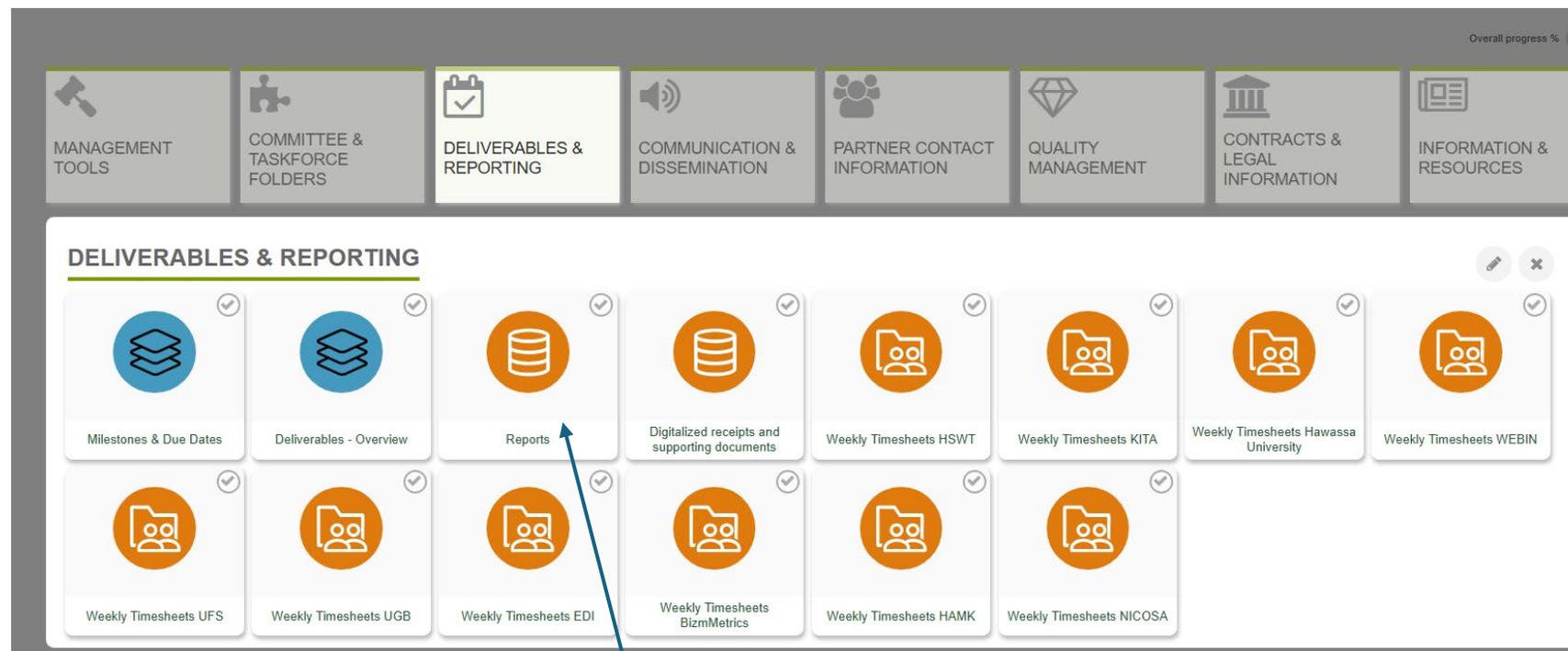
[\(add list of tasks, name of responsible partner and deadline\)](#)

	task	responsible partner	deadline
1.			
2.			
3.			
4.			

6. AOB [\(add report here\)](#)



## Saving reports in DELIVERABLES & REPORTING:



You may first upload and share your draft reports in your committee or taskforce folders for review by other members. The final version of the report must be uploaded under the DELIVERABLES & REPORTING tile in the ,Reports‘ folder.



## Saving reports in DELIVERABLES & REPORTING:

Agri-Mocks / DELIVERABLES & REPORTING / Reports / View list

### Reports

Database Settings Presets Fields Templates More

Mark as done

Upload your reports here by clicking this link and then on the green 'add entry' button that appears on the next screen

List view Actions

Entries per page 10 Search Sort by Time added Ascending Advanced search Save settings

Anja Weber  
15 May 2025  
Last edited: 15 May 2025

Date	15 May 2025
Work Package	WP1
Introduction	KOM report
Report	<a href="#">KOM Report.pdf</a>
Images	
Weblinks	
Tags	

Add entry

Clicking on the ,Reports' folder tile will open a database as seen on the left.

You can read uploaded reports by clicking on the green header.

Upload your own report by clicking on the ,Add entry' button in the bottom right corner of your screen.



## Making a database entry:

The date will fill automatically

1. Select your Work package from the drop down menu
2. Give your report a title under 'Introduction'
3. Upload your report by clicking on the file icon
4. You need to scroll down to see more boxes!
5. You may also upload images e.g. screenshots from online meetings, etc.
6. You can also add weblinks to any social media posts, websites, etc.

7. Once you finish make sure to click the 'Save' button at the bottom right edge of your screen!



## The DELIVERABLES & REPORTING folder:



**DELIVERABLES & REPORTING**

Overall progress % 0

 MANAGEMENT TOOLS	 COMMITTEE & TASKFORCE FOLDERS	 <b>DELIVERABLES &amp; REPORTING</b>	 COMMUNICATION & DISSEMINATION	 PARTNER CONTACT INFORMATION	 QUALITY MANAGEMENT	 CONTRACTS & LEGAL INFORMATION	 INFORMATION & RESOURCES
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### DELIVERABLES & REPORTING

 Milestones & Due Dates	 Deliverables - Overview	 Reports	 Digitalized receipts and supporting documents	 Weekly Timesheets HSWT	 Weekly Timesheets KITA	 Weekly Timesheets Hawassa University	 Weekly Timesheets WEBIN
 Weekly Timesheets UFS	 Weekly Timesheets UGB	 Weekly Timesheets EDI	 Weekly Timesheets BizmMetrics	 Weekly Timesheets HAMK	 Weekly Timesheets NICOSA		



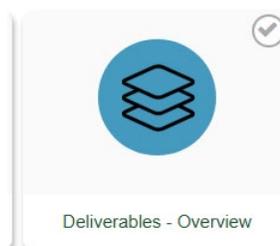
## Milestones:



Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date	New Due Date (if delay)	Delivery Date (actual)	Achieved	Comments	Actions
1	Implementation package adopted and distributed to partner organizations		HSWT	KOM report + Implementation package	31 Mar 2025					
2	FoP group established		UGB	Contact list of FoPs	31 May 2025					
3	e-internship developed with VR platform, materials, instructions and learning resources and approved for admission and implementation		HAMK	Modules and virtual platform	31 Jan 2026					
4	Selection of successful applicants (applied gender sensitive and inclusion supportive principles) completed and applicant informed about admission to the e-internships		KITA	e-Internship implementation report	31 Jul 2027					
5	Partner project staff trained to apply PQA methodology in project implementation, individual meetings with each partner completed		WEBIN	PQA inception report	31 May 2025					



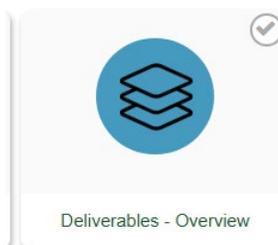
## Deliverables:



Deliverable No	Deliverable Name	WP No	Lead Beneficiary	Type	Dissemination Level	Due Date	Description
D1.1	Project Quality Architecture Toolkit	WP.1	WEBIN	R	SEN	M4	e-document of 40 pages in English, presenting the PQA methodology of monitoring and evaluation activities in complex multi-partner projects, with instruments (questionnaires and report templates) to be used in M&E processes.
D1.2	Administration Manual for social network accounts	WP.1	EID	R	SEN	M4	e-document of 40 pages in English, presenting instructions how to use and administer accounts and profiles on social networks..
D1.3	Inception report containing 4 thematic reports and recommendations	WP.1	UGB	R	PU	M4	e-document of 40 pages in English presenting the state of the art in 4 thematic areas in partner countries, (from twin transition to career guidance), containing recommendations for project consortium and also for stakeholders.
D2.1	Set of training reports from facilitated webinars for HE teachers and youth trainers	WP.2	HAMK	R	SEN	M6	Set of e-documents in English, each up to 8 pages long elaborating on webinar flow, conclusions and recommendations.
D2.2.1	Student e-internship curriculum: "Twin transition in agriculture and rural development" for HEIs, with materials, instructions and learning resources	WP.2	HAMK	R	SEN	M12	e-document in English, containing 10 pages without annexes, presenting the curriculum "Twin transition in agriculture and rural development" for HEIs
D2.2.2	Youth e-internship curriculum: "Civic participation and twin transition in rural development" for youth workers, with materials, instructions and learning resources	WP.2	NYCP	R	SEN	M12	e-document in English, containing 10 pages without annexes, presenting the curriculum "Civic participation and twin transition in rural development" for youth workers
D2.2.3	Virtual co-working space (VR platform) for collaborative work of students and youth during e-internship	WP.2	BM	DEC	SEN	M12	Virtual platform for collaborative work of students and youth, with 2 modes, one for virtual companies for students, and another for office collaborative work of youth organizations.
D2.2.4	Set of e-internship recognition tools with procedures of acceptance and validation	WP.2	HAMK	R	SEN	M12	Zip folder containing e-internship recognition tools with procedures of acceptance and validation
D2.3	Gender-sensitive and social inclusion supportive call for participant and admission procedure	WP.2	HAMK	R	PU	M10	e-document in English 6 pages long, containing gender-sensitive and social inclusion supportive call for participant and admission procedure



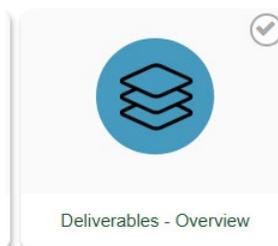
## Deliverables cont.:



Deliverable No	Deliverable Name	WP No	Lead Beneficiary	Type	Dissemination Level	Due Date	Description
D2.3	Gender-sensitive and social inclusion supportive call for participant and admission procedure	WP.2	HAMK	R	PU	M10	e-document in English 6 pages long, containing gender-sensitive and social inclusion supportive call for participant and admission procedure
D2.4	ToT training report	WP.2	HU	R	SEN	M14	e-document in English 5 pages long, containing flow and conclusions from the training.
D2.5	Training report from EVE project development training session for HE teachers and youth trainers	WP.2	WEBIN	R	SEN	M17	e-document in English 5 pages long, containing flow and conclusions from the training.
D3.1	Set of reports from e-debates	WP.3	KITA	R	PU	M13	Set of 36 reports (from each partner institution 1 report per edition) from e-debates merged into 1 single file. Document in English, ca. 108 pages long. Each report will elaborate on key findings, conclusions and recommendations.
D3.2	Implementation report of e-internship Spring 2026	WP.3	HSWT	R	SEN	M19	e-document in English of 20 pages without annexes, presenting preparation, implementation, follow up and remarks by implementing organizations.
D3.2.2	Implementation report of e-internship Fall 2026	WP.3	HSWT	R	SEN	M25	e-document in English of 20 pages without annexes, presenting preparation, implementation, follow up and remarks by implementing organizations.
D3.2.3	Implementation report of e-internship Spring 2027	WP.3	HSWT	R	SEN	M31	e-document in English of 20 pages without annexes, presenting preparation, implementation, follow up and remarks by implementing organizations.
D3.2.4	Implementation report of e-internship Fall 2027	WP.3	HSWT	R	SEN	M36	e-document in English of 20 pages without annexes, presenting preparation, implementation, follow up and remarks by implementing organizations.
D3.3	Zip file containing a min. 4 draft proposals for EVE with 35% completion rate	WP.3	NYCP	R	SEN	M36	Zip file containing a min. 4 draft proposals for EVE with 35% completion rate. The proposals may be available in any suitable form, not necessarily in official Erasmus+ EVE form.
D3.4	Transformative learning toolkit on e-internships	WP.3	KITA	R	PU	M33	e-document in English of 60 pages containing transformative experiences from implementing first 2 editions of student and youth e-internship.
D3.5	Set of evaluation reports of 4 editions of e-internships	WP.3	WEBIN	R	SEN	M36	Zip file containing 4 evaluation reports of 4 editions of e-internships. Each e-document is in English and has up to 12 pages.



## Deliverables, cont.:



Deliverable No	Deliverable Name	WP No	Lead Beneficiary	Type	Dissemination Level	Due Date	Description
D4.1	Alumni e-network of students and youth multipliers	WP.4	UFS	OTHER	PU	M36	e-network of alumni students and youth multipliers consisting of all individuals who participated in student or youth e-internship.
D4.2	Set of video testimonials (links)	WP.4	UFS	DEC	PU	M36	Selected video testimonials, each 30-120 seconds long, will be posted on YouTube channels of partner institutions and will be used on social networks for promotional purposes.
D4.3	Green paper - Educational and sector policy and practice improvements promoting new skills and innovations for new generations working in agri sector and rural development	WP.4	UFS	R	PU	M36	e-document in English of up to 60 pages elaborating on educational and sector policy and practice improvements promoting new skills and innovations for new generations working in agri sector and rural development.
D4.4	Set of 3 merged newsletters	WP.4	EDI	R	PU	M36	e-document in English, containing 3 merged newsletters, all together up to 20-24 pages long.
D4.5	Set of institutional program transfer agreements	WP.4	EDI	R	SEN	M36	Set of 12 Transfer Agreements, 6 with HEIs 6 with youth NGOs, regulating transfer of student and youth e-internships to new 6 universities and 6 youth organizations, and allowing them to organize the e-internships with no limits.
D4.6	Conference report	WP.4	UFS	R	PU	M36	e-document in English of 5 pages summarizing the conference flow and conclusions.
D5.1	Project sustainability strategy with MoUs	WP.5	HSWT	R	SEN	M36	e-document consisting of the description of measures to be taken by partner institutions to ensure sustainability of project results and continuation of cooperation beyond the project lifetime. Document accompanied by MoUs signed between the partners.
D5.2.1	Progress quality report #1	WP.5	WEBIN	R	SEN	M13	Progress quality report #1 will be published after 1 <sup>st</sup> project year. This e-document in English will be up to 30 pages long and will summarize the implementation from the year 1, level of accomplishment of project indicator and creation of results, and will elaborate on evaluation findings about management, CD, work packages, results and events, as well as about internal verification of results.
D5.2.2	Progress quality report #2	WP.5	WEBIN	R	SEN	M25	Progress quality report #2 will be published after 2 <sup>nd</sup> project year. This e-document in English will be up to 30 pages long and will summarize the implementation from the years 1 & 2, level of accomplishment of project indicator and creation of results, and will elaborate on evaluation findings about management, CD, work packages, results, events and sustainability plan implementation, as well as about internal verification of results.
D5.3	External evaluation report	WP.5	WEBIN	R	SEN	M36	E-report in English of up to 40 pages with annexes, presenting evaluation findings of an independent team of evaluators, along with assessment of project implementation, results and likelihood to achieve impact. The evaluation findings will be structured to address the relevance, coherence, effectiveness and efficiency, and sustainability criteria. The report will be distributed to project and WP coordinators and PSC members and discussed within consortium.



## Digitalized receipts and supporting documents:



Agri-Mocks / DELIVERABLES & REPORTING / Digitalized receipts and supporting documents / View list

### Digitalized receipts and supporting documents

Database Settings Presets Fields Templates More

Mark as done

Here you may upload all of your supporting documents and receipts referenced in your reports for future audit purposes.

List view Actions

Entries per page 100 Search Sort by Time added Ascending Save settings

Advanced search

Anja Weber 7 May 2025 Last edited: 7 May 2025

Partner	HSWT
Type	
Document upload	KOM attendance sheets day 1-5.pdf

Add entry

Clicking on the 'Digitalized receipts and supporting document' folder tile will open a database as seen on the left.

You can view uploaded receipts, etc. by clicking on the green header.

Upload your own receipts or supporting documents by clicking on the 'Add entry' button in the bottom right corner of your screen.



## Uploading digitalized receipts and supporting documents to the database:

Agri-Mocks / DELIVERABLES & REPORTING / Digitalized receipts and supporting documents / New entry

### Digitalized receipts and supporting documents

Database Settings Presets Fields Templates More

#### New entry

Partner  
Choose...  
Type  
Choose...  
HSWT  
KITA  
EDI  
HAMK  
Doc  
BizMetrics  
WEBIN  
NYCOSA  
UFS  
UGB  
Hawassa  
External link  
URL:

1. Select your institution from the drop-down menu

Partner  
HSWT

Type  
 Receipt  
 Participant list(s)  
 Consent form(s)  
 other

2. Select the type of document your are uploading

#### Document upload

Maximum file size: 500 MB, maximum number of files: 1

Document upload area with a file icon and a dashed box containing a download icon and the text "You can drag and drop files here to add them."

#### External link

URL:  
Text:

3. Click on the ,file' icon to select the document on your computer



## Uploading digitalized receipts and supporting documents:

The screenshot shows a 'File picker' window with a sidebar on the left containing options: 'Upload a file', 'Private files', 'Recent files', 'Server files', and 'Content bank'. The main area is divided into sections: 'Attachment' with a 'Datei auswählen' button and 'Keine Datei ausgewählt' text; 'Save as' with an empty text input; 'Author' with a text input containing 'Anja Weber'; and 'Choose licence' with a 'Licence not s' button. Below this is a 'Document upload' section with a table of files. The table has columns for Name, Last modified, Size, and Type. One file is listed: 'Travel documents KOM - AW.pdf' with a last modified date of '15.05.2025 14:21', a size of '2.2 MB', and type 'PDF-Dokument'. Below the table are fields for 'External link' (URL and Text) and 'Tags' (No selection). At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Save and add another'. A red arrow points from the 'Datei auswählen' button to the text '1. Click on ,Datei auswählen‘ (select file) to select a file from your computer'. Another red arrow points from the 'Save as' input field to the text '2. Give your file a title under ,Save as‘'. A third red arrow points from the 'Save' button to the text '3. Do not forget to click the ,Save‘ button at the bottom right corner of your screen!'.

1. Click on ,Datei auswählen‘ (select file) to select a file from your computer

2. Give your file a title under ,Save as‘

3. Do not forget to click the ,Save‘ button at the bottom right corner of your screen!



Funded by the European Union

## Weekly Time Record



Funded by the European Union

## Weekly Timesheets:



**HSWT**

Accumulative:

156

Name:

Anja Weber

Week ending:

11.05.2025

**Individual time sheets have to be kept for each staff member**

Each institution has its own folder for uploading weekly timesheets of all staff members involved in the project.

Timesheets should be filled and uploaded every Friday, as the template auto-fills the dates for the week.

Day	Date	Preparation	(Online) event	Reporting	Name of the activity	Total
Montag	05.05.2025	8			WP1	8,00
Dienstag	06.05.2025	8			WP1	8,00
Mittwoch	07.05.2025	8			WP1	8,00
Donnerstag	08.05.2025	8			WP1	8,00
Freitag	09.05.2025					
Samstag	10.05.2025					
Sonntag	11.05.2025					
<b>Total hours</b>		<b>32,00</b>				<b>32,00</b>

09.05.2025

Signature

Date

**Time sheets have to be dated and signed**



## Viewing or adding weekly Timesheets:

Weekly Timesheets HSWT

Agri-Mocks / DELIVERABLES & REPORTING / Weekly Timesheets HSWT

### Weekly Timesheets HSWT

Student folder Settings More

Mark as done

#### Own files

Notice: All files will be immediately visible to everyone upon upload. The teacher reserves the right to hide published files at any time.

- AW week 1.xlsx Visible
- AW week 2.xlsx Visible
- AW week 3.xlsx Visible
- AW week 4.xlsx Visible
- AW week 5.xlsx Visible
- AW week 11.xlsx Visible
- AW week 12.xlsx Visible
- AW week 6.xlsx Visible
- AW week 14.xlsx Visible
- AW week 13.xlsx Visible
- AW week 7.xlsx Visible
- AW week 8.xlsx Visible
- AW week 9.xlsx Visible
- AW week 10.xlsx Visible

Edit/upload files

#### All files

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Download all files as ZIP  
Reset table preferences

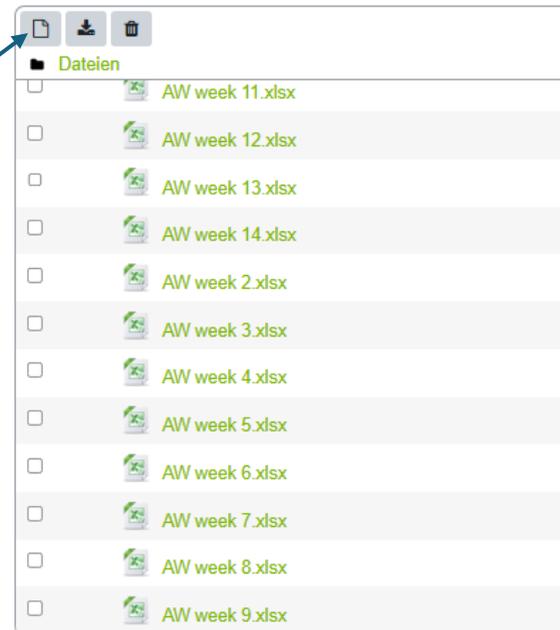
You can view any uploaded timesheet by clicking on the green header

You can upload a new timesheet by clicking on the 'Edit/upload files' button

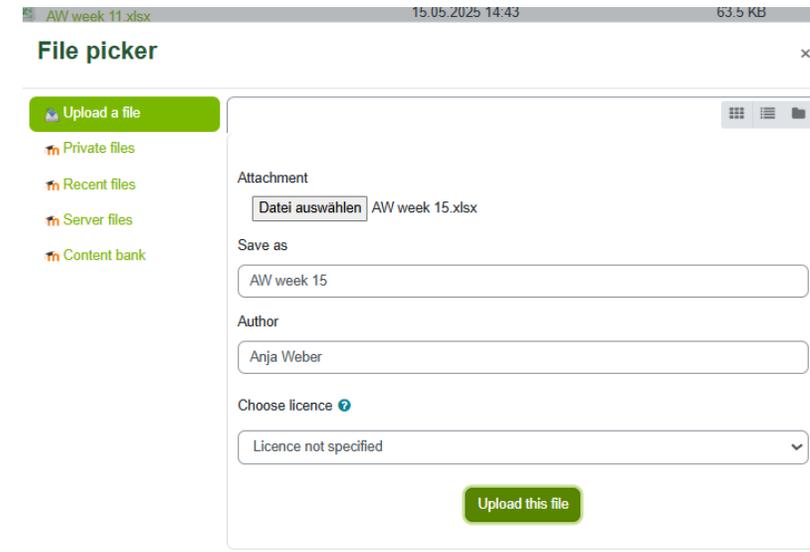
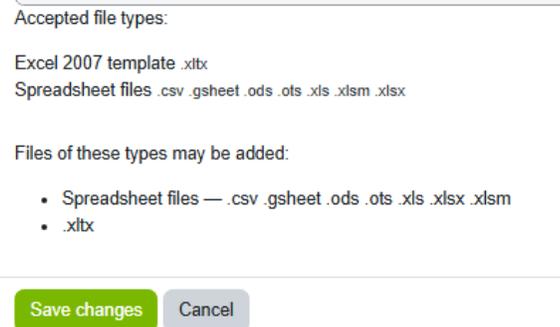
You can download all time sheets here

You can also search for uploads from a particular person by selecting the initials of their name

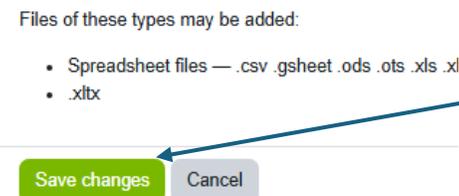
## Uploading weekly Timesheets:



Click on the ,file‘ icon to select a new timesheet for uploading from your computer



Follow the same upload routine by  
1. clicking on ,Datei auswählen‘ (choose file), select it on your computer, click on ,open‘.  
2. Give it a title under ,Save as‘  
3. Click on the ,Upload file‘ button.



Lastly, do not forget to click on the ,Save changes‘ button at the bottom of the page!



## Accumulated staff hours:



### Announcements

The project coordinator will remind all consortium members every Friday to hand in their timesheets.

Every Monday the coordinator will post under Announcements the updated accumulated staff hours against the projected hours as stated in the Grant Agreement.

 **Re: Staff Effort in Person Hours**  
by **Anja Weber** - Monday, 12 May 2025, 9:58 AM

Current reported hours:

KITA:	116,3 / 1055,52
UFS:	108 / 645,22
Hawassa:	159 / 1173,12
UGB:	77 / 813,12
NICOSA:	45 / 1231,78
EDI:	136 / 1231,78
WEBIN:	0 / 997,15
BizMetrics:	35 / 762,53
HAMK:	0 / 586,56

This will enable individual institutions as well as the monitoring and evaluation team to track the current status of staff hours against the goal.

# Staff Effort in Person-Hours



Funded by the European Union

Partner	WP1	WP2	WP3	WP4	WP5	Total	40%	80%
HSWT	<b>293.28 h</b>	733.2 h	733.2 h	146.64 h	<b>439.92 h</b>	<b>2346.24 h</b>	938.5 h	1877 h
KITA	293.28 h	439.92 h	<b>1173.12 h</b>	293.28 h	439.92 h	<b>2639.52 h</b>	1055.52 h	2111 h
UFS	146.64 h	146.64 h	586.56 h	<b>293.28 h</b>	439.92 h	<b>1613.04 h</b>	645.22 h	1290.44 h
HAWASSA	293.28 h	<b>439.92 h</b>	1173.12 h	586.56 h	439.92 h	<b>2932.8 h</b>	1173.12 h	2346.24 h
UGB	<b>586.56 h</b>	586.56 h	1026.48 h	439.92 h	293.28 h	<b>2032.8 h</b>	813.12 h	1626.24 h
NYCOSA	439.92 h	733.2 h	<b>1026.48 h</b>	439.92 h	439.92 h	<b>3079.44 h</b>	1231.78 h	2463.56 h
EDI	293.28 h	439.92	1173.12 h	<b>733.2 h</b>	439.92 h	<b>3079.44 h</b>	1231.78 h	2463.56 h
WEBIN	293.28 h	586.56 h	733.2 h	293.28 h	<b>586.56 h</b>	<b>2492.88 h</b>	997.15 h	1994.3 h
BizMetrics	146.64 h	733.2 h	586.56 h	293.28 h	146.64 h	<b>1906.32 h</b>	762.53 h	1525.06 h
HAMK	146.64 h	<b>293.28</b>	586.56 h	146.64 h	293.28 h	<b>1466.4 h</b>	586.56 h	1173.12 h
<b>Total:</b>	<b>2932.8 h</b>	<b>5132.4 h</b>	<b>8798.4 h</b>	<b>3666 h</b>	<b>3959.28 h</b>	<b>24488.88 h</b>	<b>9795.55 h</b>	<b>19591.1 h</b>



## MANAGEMENT TOOLS:



Under the MANAGEMENT TOOL tile you can find links to the Gantt charts for each work package:

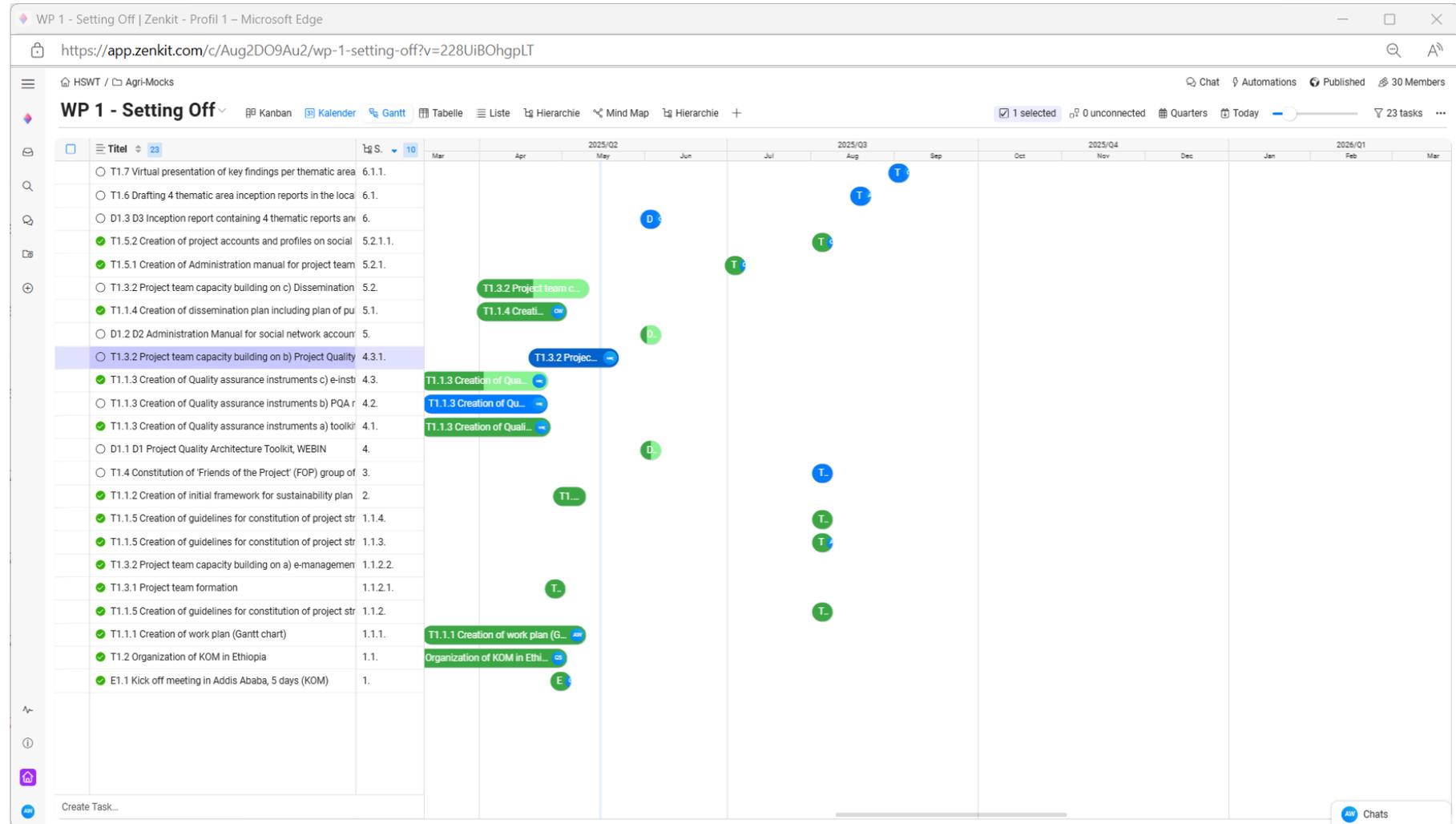
The screenshot displays a navigation bar with five categories: MANAGEMENT TOOLS (highlighted), COMMITTEE & TASKFORCE FOLDERS, DELIVERABLES & REPORTING, COMMUNICATION & DISSEMINATION, and PARTNER CONTACT INFORMATION. Below the navigation bar, the 'MANAGEMENT TOOLS' section is expanded, showing a list of five Gantt charts for work packages WP1 through WP5. Each chart tile includes a globe icon, a checkmark, and a title. In the top right corner of the expanded section, there are icons for editing (pencil) and closing (X).



# Project Gantt Charts (WP1):

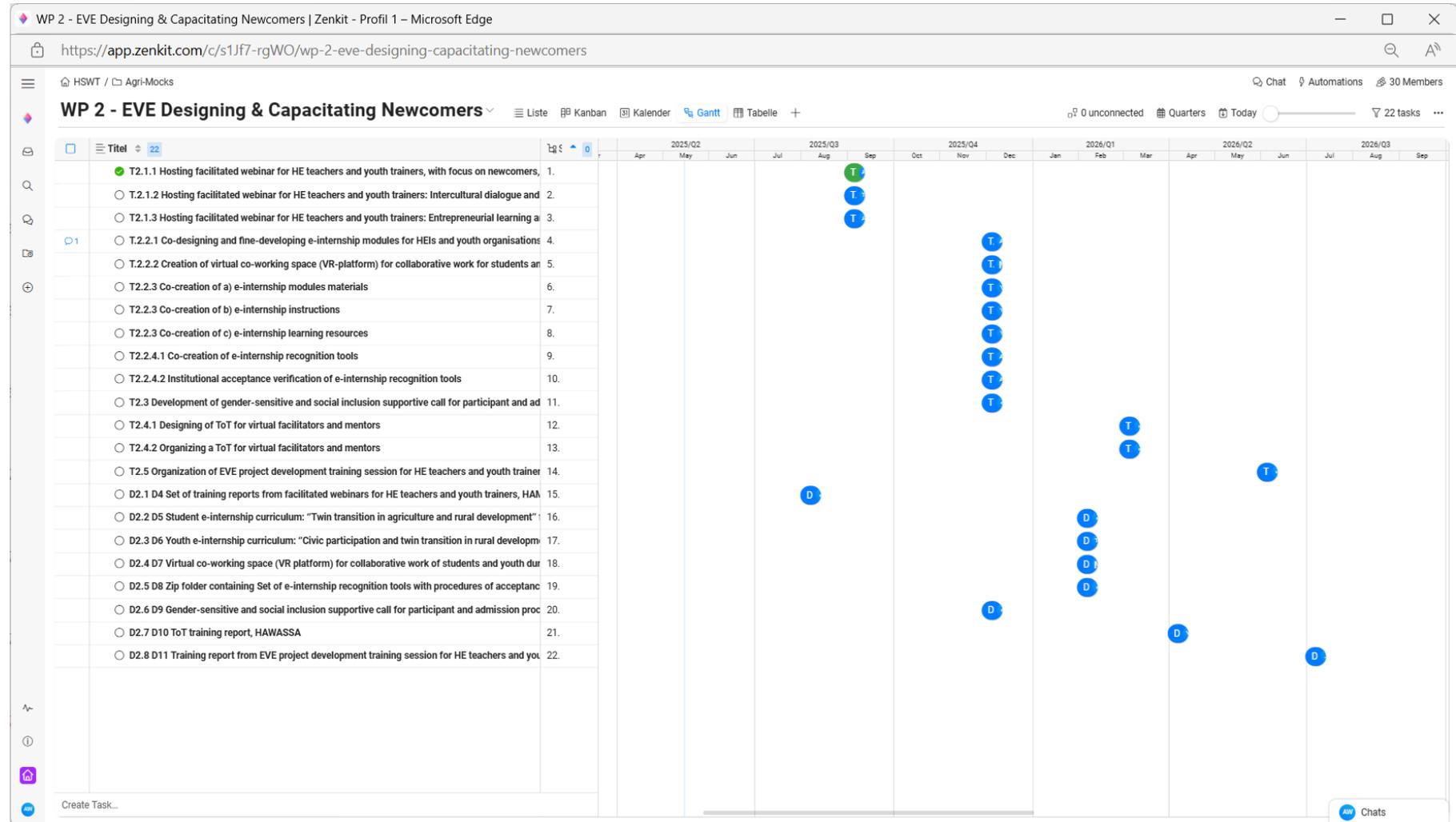


Gantt Chart WP1



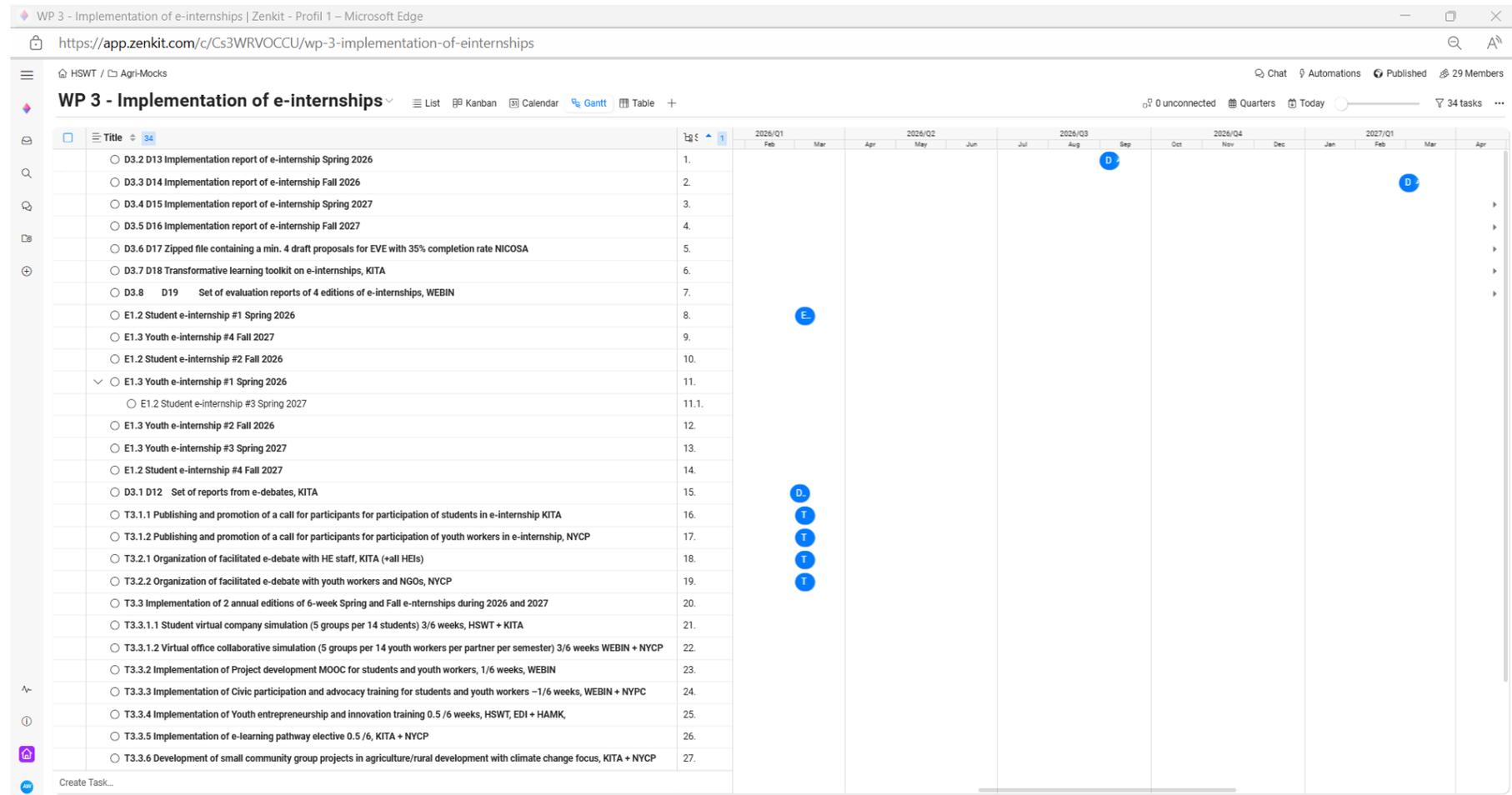


# Project Gantt Charts (WP2):



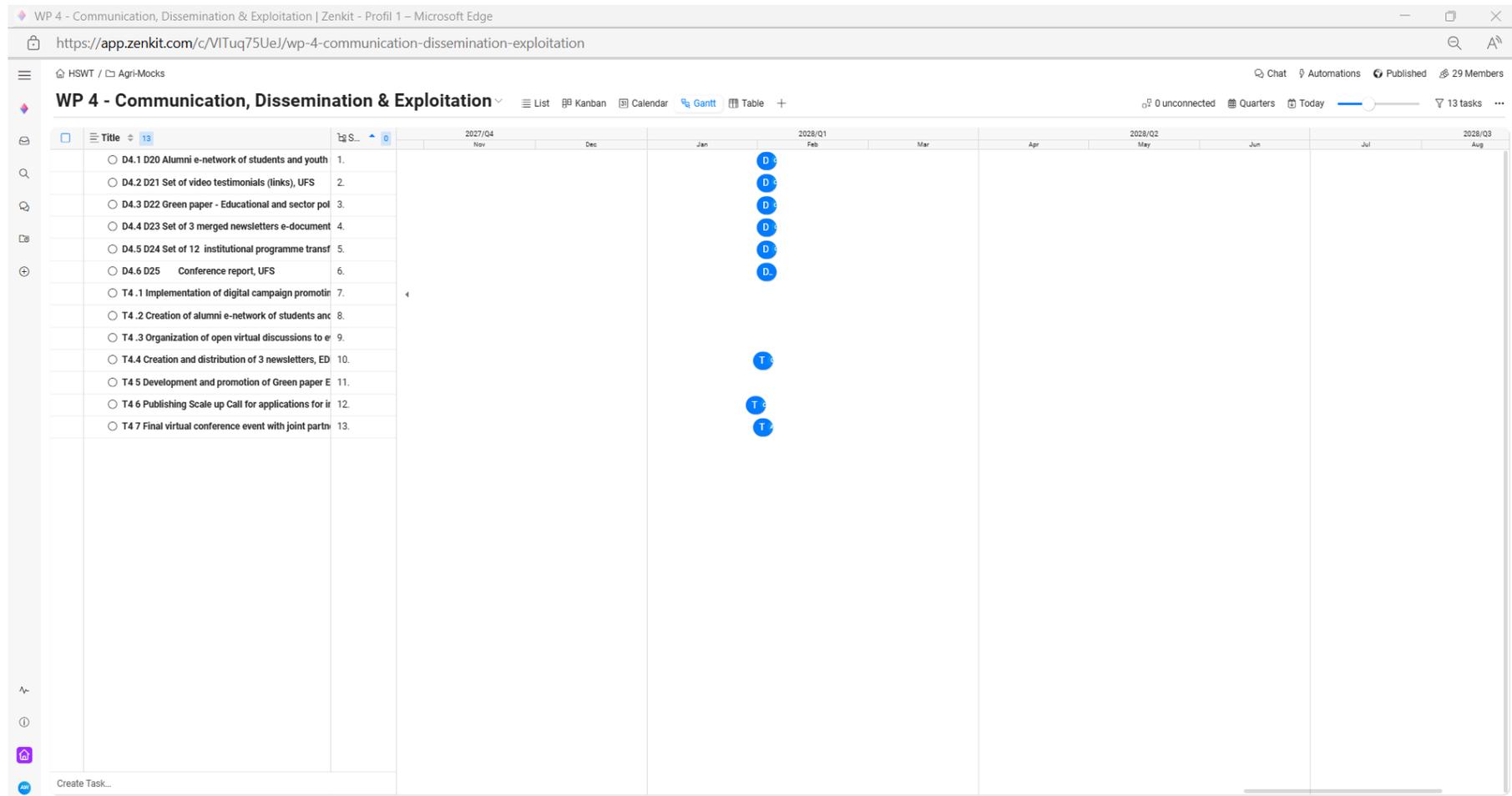


# Project Gantt Charts (WP3):



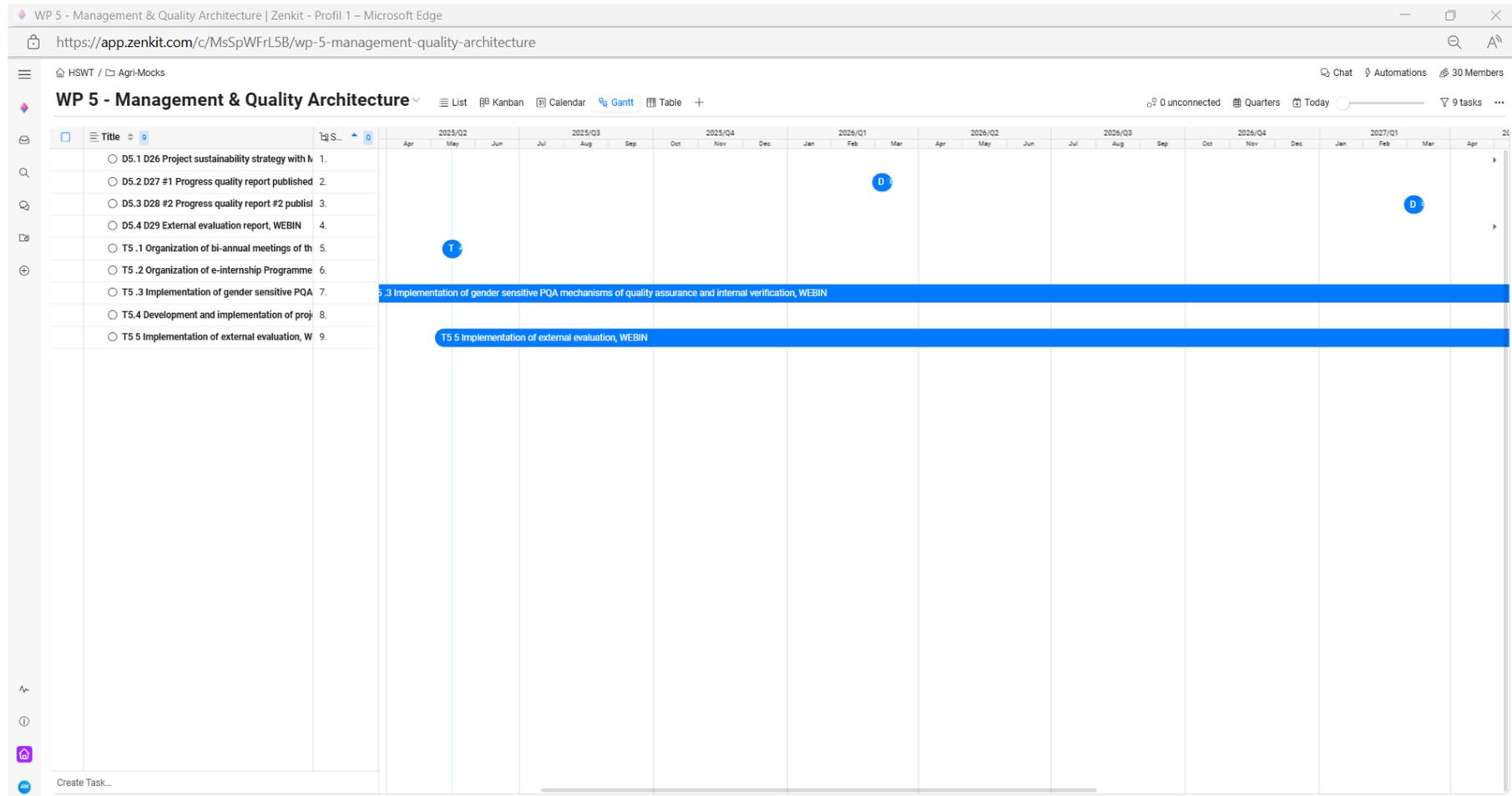


## Project Gantt Charts (WP4):





## Project Gantt Charts (WP5):





# ZENKIT:



The lists of tasks for each WP are hosted on ZENKIT.

Home | Zenkit - Profil 1 – Microsoft Edge  
 https://app.zenkit.com/home

Thursday, May 15  
 Good afternoon, Anja Weber!

Profile | HSWT | Add Widget | Switch to Classic View

Agri-Mocks

- WP 1 - Setting Off  
 Zu bearbeiten: 20h, 5 tasks | In Bearbeitung: 16h, 4 tasks | Erledigt: 66h, 14 tasks
- WP 2 - EVE Designing & Capacitating Newcomers  
 Zu bearbeiten: 64h, 21 tasks | Erledigt: 4h, 1 task
- WP 3 - Implementation of e-internships  
 To-Do: 136h, 34 tasks
- WP 4 - Communication, Dissemination & Exploitation  
 To-Do: 52h, 13 tasks
- WP 5 - Management & Quality Architecture  
 To-Do: 26h, 9 tasks

Monatsübersicht

May (CW 18 - 22)

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Aufgabenliste

Create Task...

Agri-Mocks / WP 1 - Setting Off

- E1.1 Kick off meeting in Addis Ababa, 5 days (KOM) **Erledigt**  
 - adoption of implementation package and templates - sign consortium agreement - PPT on activities and deliverables - prepare PPT on project design and budget  
 27.04.2025 - 02.05.2025
- T1.1.1 Creation of work plan (Gantt chart) **Erledigt**  
 At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off meeting (KOM), including :  
 - work plan (G...  
 11.03.2025 - 09.05.2025
- T1.1.2 Creation of initial framework for sustainability plan development **Erledigt**  
 At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off meeting (KOM), including :  
 - Initial fra...  
 29.04.2025 - 02.05.2025

Aufgaben nach Zuständigkeit

Person	Task Count
Anja Weber	23
Corin Wittuhn	2
Dragana Jovanovic	2
Getnet Samuel	2
User not cached	2
User not cached	2
mat@biometrics.co.za	2
Nomfunzo Molele	2
Quamane THABE	2
samueltaky@gmail.com	2
Themben Mazamas	2
Yina Tesaye	2
User not cached	2

Day

May 2025 (CW 20)

15 Thursday

- T5.3 Implementation of gender sensitive POA mechanisms of quality assurance
- T5.5 Implementation of external evaluation, WEBIN
- T1.3.2 Project team capacity building on b) Project Quality Architecture

Click on ,+ Add Widget‘ to add views to your dashboard, like a list of your tasks, your tasks for today, tasks by person, etc.



## ZENKIT work package view:

1. Click here to open the side bar

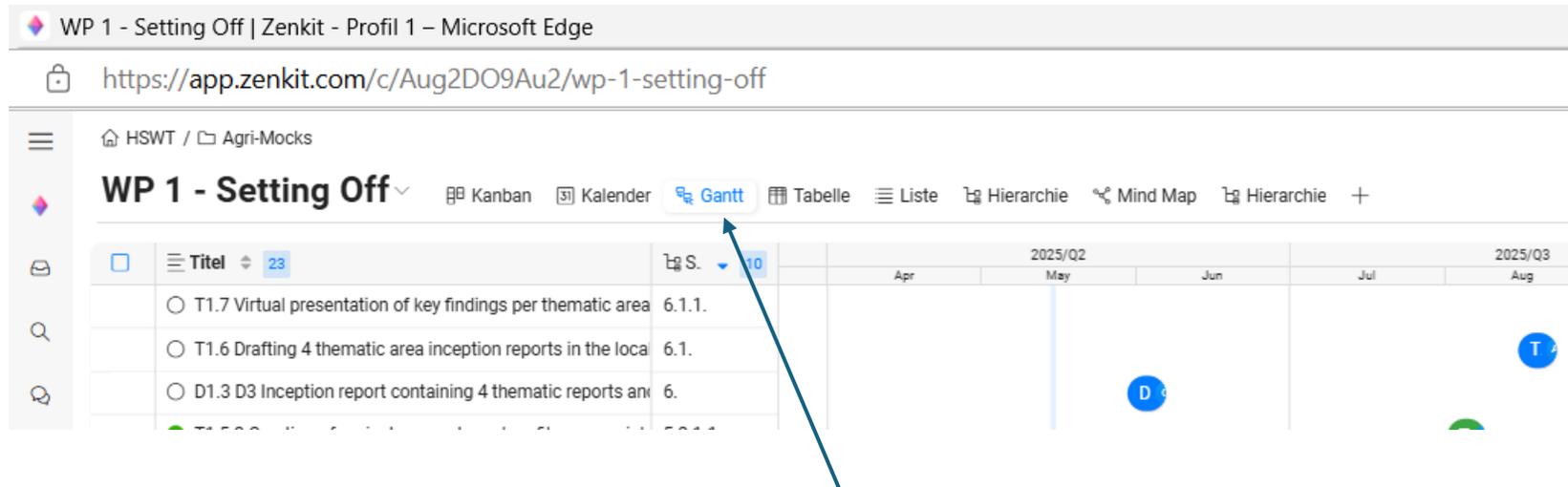
2. Switch to Agri-Mocks Project view to see the work packages

3. Click on a work package tile to open it



## Changing the ZENKIT work package view:

Once you click on a work package tile it opens the list of all tasks (T), deliverables (D) and milestones (M) associated with that work package.



The screenshot shows the ZENKIT web application interface. The browser address bar displays the URL: <https://app.zenkit.com/c/Aug2DO9Au2/wp-1-setting-off>. The page title is "WP 1 - Setting Off". The navigation bar includes options for "Kanban", "Kalender", "Gantt", "Tabelle", "Liste", "Hierarchie", "Mind Map", and another "Hierarchie". The "Gantt" view is currently selected. The main content area shows a Gantt chart for the period 2025/Q2 (April to June) and 2025/Q3 (July to August). The task list on the left includes:

- T1.7 Virtual presentation of key findings per thematic area (6.1.1)
- T1.6 Drafting 4 thematic area inception reports in the local (6.1)
- D1.3 D3 Inception report containing 4 thematic reports and (6)

A blue arrow points to the "Gantt" view selector in the navigation bar.

You can switch between Kanban, Kalender, Gantt Chart, Table, List, etc. view.



## The ZENKIT Kanban view:

The Kanban view allows you to read the descriptions of each task, see the due date and the consortium member(s) to whom this task is assigned.

Scroll down to see more tasks below.

Once you have accomplished a task tick it off so that it turns green and is shown as finished in the project overview .

The screenshot shows the ZENKIT Kanban view for 'WP 1 - Setting Off'. The interface is divided into three columns: 'Zu bearbeiten' (5 tasks), 'In Bearbeitung' (4 tasks), and 'Erledigt' (14 tasks). Each task card includes a title, description, due date, and assigned member. For example, 'D1.1 D1 Project Quality Architecture Toolkit, WEBIN' is due on 30.05.2025 and assigned to Marko Stojanovic. The 'Erledigt' column shows completed tasks like 'E1.1 Kick off meeting in Addis Ababa, 5 days (KOM)' and 'T1.1.1 Creation of work plan (Gantt chart)'. The URL at the bottom is <https://app.zenkit.com/i/.../t132-project-team-capacity-building-on-b-project-quality-architecture?v...>



# The ZENKIT Table view:



Funded by the European Union

WP 1 - Setting Off | Zenkit - Profil 1 – Microsoft Edge

https://app.zenkit.com/c/Aug2D09Au2/wp-1-setting-off?v=-ZlvDjiQ9BT

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WP 1 - Setting Off

Chat Automations Published 30 Members

Sort Group 23 tasks

ID	Titel	Phase	Notizen	Fälligkeitsdatum	Zugewiesen an
1	✓ E1.1 Kick off meeting in Addis Ababa,	Erledigt	- adoption of implementation package and templates - sign consortium agreement - PPT on activities and deliverables - prepare PPT on project design and budget	27.04.2025 - 02.05.2025	CS Getnet Samuel
2	✓ T1.2 Organization of KOM in Ethio	Erledigt	EID will host the project kick off meeting (KOM) in Addis Ababa. Meanwhile, HSWT and UGB will prepare the implementation package to be presented at the KOM, while all the partners will appoint their sta	02.03.2025 - 02.05.2025	CS Getnet Samuel
3	✓ T1.1.1 Creation of work plan (C	Erledigt	At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off	11.03.2025 - 09.05.2025	AW Anja Weber
4	✓ T1.1.5 Creation of guidelines fi	Erledigt	At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off	01.08.2025	
5	✓ T1.3.1 Project team forma	Erledigt	In the framework of KOM, HSWT, EDI and WEBIN will host face to face and virtual workshops for partner staff (present at KOM but also staff not present at KOM, that will participate via Virtual conference c	25.04.2025	
6	✓ T1.3.2 Project team capac	Erledigt	In the framework of KOM, HSWT, EDI and WEBIN will host face to face and virtual workshops for partner staff (present at KOM but also staff not present at KOM, that will participate via Virtual conference c		AW Anja Weber CS Get
7	✓ T1.1.5 Creation of guidelines fi	Erledigt	At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off	01.08.2025	AW Anja Weber
8	✓ T1.1.5 Creation of guidelines fi	Erledigt	At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off	01.08.2025	
9	✓ T1.1.2 Creation of initial framework fo	Erledigt	At the very beginning of the project imp lementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off	28.04.2025 - 09.05.2025	
10	○ T1.4 Constitution of 'Friends of the Pr	In Bearbeitu...		01.08.2025	
11	○ D1.1 D1 Project Quality Architecture Ti	Zu bearbeiten	e-document of 40 pages in English, presenting the PQA methodology of monitoring and evaluation activities in complex multi-partner projects, with instruments (questionnaires and report templates) to be	30.05.2025	
12	✓ T1.3 Creation of Quality assuranc	Erledigt	At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off	10.03.2025 - 26.04.2025	MS Marko Stojanovic (V
13	○ T1.3 Creation of Quality assuranc	In Bearbeitu...		11.03.2025 - 25.04.2025	MS Marko Stojanovic (V
14	✓ T1.3 Creation of Quality assuranc	Erledigt		10.03.2025 - 25.04.2025	MS Marko Stojanovic (V
15	○ T1.3.2 Project team capacity b	In Bearbeitu...	In the framework of KOM, HSWT, EDI and WEBIN will host face to face and virtual workshops for partner staff (present at KOM but also staff not present at KOM, that will participate via Virtual conference c	19.04.2025 - 21.05.2025	MS Marko Stojanovic (V
16	○ D1.2 D2 Administration Manual for sov	In Bearbeitu...	e-document of 40 pages in English, presenting instructions how to use and administer accounts and profiles on social networks..	30.05.2025	
17	✓ T1.1.4 Creation of dissemination p	Erledigt	At the very beginning of the project imp lementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off	31.03.2025 - 02.05.2025	DW Corli Witthuhn CS C
18	○ T1.3.2 Project team capacity buildi	Zu bearbeiten	In the framework of KOM, HSWT, EDI and WEBIN will host face to face and virtual workshops for partner staff (present at KOM but also staff not present at KOM, that will participate via Virtual conference c	31.03.2025 - 10.05.2025	
19	✓ T1.5.1 Creation of Administrati	Erledigt		30.06.2025	DW Corli Witthuhn
20	✓ T1.5.2 Creation of project c	Erledigt		01.08.2025	DW Corli Witthuhn
21	○ D1.3 D3 Inception report containing 4	Zu bearbeiten	e-document of 40 pages in English presenting the state of the art in 4 thematic areas in partner countries, (from twin transition to career guidance), containing recommendations for project consortium and	30.05.2025	OT Ousmane THIARE
22	○ T1.6 Drafting 4 thematic area ince	Zu bearbeiten	At the KOM, partners will discuss how to approach and implement T1.6. HSWT and UGB will present the method and plan of work for task forces that will be responsible for each of 4 thematic inception rep	15.08.2025	AW Anja Weber OT Ous
23	○ T1.7 Virtual presentation of ke	Zu bearbeiten	At the end of month 4, UGB will host v irtual presentation of key finding per thematic area to stakeholders and FoPs Presentation will address: - project consortium and team members with recommendatio	29.08.2025	OT Ousmane THIARE



# The ZENKIT Table view WP2:



WP 2 - EVE Designing & Capacitating Newcomers | Zenkit - Profil 1 - Microsoft Edge

https://app.zenkit.com/c/s1Jf7-rgWO/wp-2-eve-designing-capacitating-newcomers?v=UdxK12Us2uX-

HSWT / Agri-Mocks

**WP 2 - EVE Designing & Capacitating Newcomers** | Liste | Kanban | Kalender | Gantt | **Tabelle** | +

<input type="checkbox"/>	Titel	Phase	Notizen	Fälligkeit...	Zugewiesen an	Anhänge
1	<input checked="" type="checkbox"/> T2.1.1 Hosting facilitated webinar fo	Erfledigt	In month 5, consortium will commence with WP2 by organizing international	29.08.2025	AW Anja Weber TM Thembeni Mazamisa NA	
2	<input type="checkbox"/> T.2.1.2 Hosting facilitated webinar fo	Zu bearbeiten	Another international facilitated webinar (month 5) will be held to introduce f	29.08.2025	TM Thembeni Mazamisa NA Nomfundo Mole	
3	<input type="checkbox"/> T2.1.3 Hosting facilitated webinar fo	Zu bearbeiten	Another international facilitated webinar (month 6) will be held to introduce f	29.08.2025	AW Anja Weber DJ Dragana Jovanović J	
4	<input type="checkbox"/> T.2.2.1 Co-designing and fine-devel	Zu bearbeiten	In month 6, consortium will start with developing the e-internship modules fo	28.11.2025	AW Anja Weber TM Thembeni Mazamisa NA	
5	<input type="checkbox"/> T.2.2.2 Creation of virtual co-workin	Zu bearbeiten	In parallel with previous activity (T.2.2.1), BM will start developing virtual co v	28.11.2025	M matt@bizmetrics.co.za	
6	<input type="checkbox"/> T2.2.3 Co-creation of a) e-internship	Zu bearbeiten	In parallel to T.2.2.1 and T.2.2.2 HU will coordinate the development of virtual	28.11.2025	YT Yitna Tesfaye AW Anja Weber Eija Lait	
7	<input type="checkbox"/> T2.2.3 Co-creation of b) e-internship	Zu bearbeiten	In parallel to T.2.2.1 and T.2.2.2 HU will coordinate the development of e inter	28.11.2025	YT Yitna Tesfaye AW Anja Weber Eija Lait	
8	<input type="checkbox"/> T2.2.3 Co-creation of c) e-internship	Zu bearbeiten	In parallel to T.2.2.1 and T.2.2.2 HU will coordinate the development of e-learn	28.11.2025	YT Yitna Tesfaye AW Anja Weber Eija Lait	
9	<input type="checkbox"/> T2.2.4.1 Co-creation of e-internship	Zu bearbeiten	In the period from M9 to M12, HSWT and HAMK will co-chair a Task Force or	28.11.2025	AW Anja Weber YT Yitna Tesfaye Eija Lait	
10	<input type="checkbox"/> T2.2.4.2 Institutional acceptance ve	Zu bearbeiten	After finalization of tools and procedure (T.2.2.4.1), each partner institution v	28.11.2025	AW Anja Weber CS Getnet Samuel M matt@	
11	<input type="checkbox"/> T2.3 Development of gender-sensiti	Zu bearbeiten	In parallel to T.2.2.1 and T.2.2.2, HAMK will develop draft gender sensitive an	28.11.2025	Eija Laitinen (HAMK)	
12	<input type="checkbox"/> T2.4.1 Designing of ToT for virtual fa	Zu bearbeiten	At the beginning of 2nd project year, HAMK with support of HU will design a	27.02.2026	Eija Laitinen (HAMK) YT Yitna Tesfaye	
13	<input type="checkbox"/> T2.4.2 Organizing a ToT for virtual fa	Zu bearbeiten	The training (designed in T.2.4.1) will be delivered in 14th month with expect	27.02.2026	Eija Laitinen (HAMK) YT Yitna Tesfaye	
14	<input type="checkbox"/> T2.5 Organization of EVE project dev	Zu bearbeiten	During 17th month, WEBIN will host an EVE project development training, bro	29.05.2026	Marko Stojanovic (WEBIN) Jelena Nas	
15	<input type="checkbox"/> D2.1 D4 Set of training reports from	Zu bearbeiten	Set of e-documents in English, each upto 8 pages long elaborating on webin	31.07.2025	Eija Laitinen (HAMK)	
16	<input type="checkbox"/> D2.2 D5 Student e-internship curricu	Zu bearbeiten	e-document in English, containing 10 pages without annexes, presenting the	30.01.2026	Eija Laitinen (HAMK)	
17	<input type="checkbox"/> D2.3 D6 Youth e-internship curriculu	Zu bearbeiten	e-document in English, containing 10 pages without annexes, presenting the	30.01.2026	TM Thembeni Mazamisa NA Nomfundo Mole	
18	<input type="checkbox"/> D2.4 D7 Virtual co-working space (V	Zu bearbeiten	Virtual platform for collaborative work of students and youth, with 2 modes, c	30.01.2026	M matt@bizmetrics.co.za	
19	<input type="checkbox"/> D2.5 D8 Zip folder containing Set of	Zu bearbeiten		30.01.2026	Eija Laitinen (HAMK)	
20	<input type="checkbox"/> D2.6 D9 Gender-sensitive and social	Zu bearbeiten	e-document in English 6 pages long,	28.11.2025	Eija Laitinen (HAMK)	
21	<input type="checkbox"/> D2.7 D10 ToT training report, HAWA:	Zu bearbeiten	e-document in English 5 pages long, containing flow and conclusions from tr	31.03.2026	YT Yitna Tesfaye	
22	<input type="checkbox"/> D2.8 D11 Training report from EVE p	Zu bearbeiten	e-document in English 5 pages long, containing flow and conclusions from tr	30.06.2026	Jelena Nastic (WEBIN) Marko Stojano	



# The ZENKIT Table view WP3:



<input type="checkbox"/> +	☰ Title ↕
1	<input type="radio"/> D3.2 D13 Implementation report of e-internship Spring 2026
2	<input type="radio"/> D3.3 D14 Implementation report of e-internship Fall 2026
3	<input type="radio"/> D3.4 D15 Implementation report of e-internship Spring 2027
4	<input type="radio"/> D3.5 D16 Implementation report of e-internship Fall 2027
5	<input type="radio"/> D3.6 D17 Zipped file containing a min. 4 draft proposals for EVE with 35% completion rate NICOSA
6	<input type="radio"/> D3.7 D18 Transformative learning toolkit on e-internships, KITA
7	<input type="radio"/> D3.8 D19 Set of evaluation reports of 4 editions of e-internships, WEBIN
8	<input type="radio"/> E1.2 Student e-internship #1 Spring 2026
9	<input type="radio"/> E1.3 Youth e-internship #4 Fall 2027
10	<input type="radio"/> E1.2 Student e-internship #2 Fall 2026
11	☑ <input type="radio"/> E1.3 Youth e-internship #1 Spring 2026
12	<input type="radio"/> E1.2 Student e-internship #3 Spring 2027
13	<input type="radio"/> E1.3 Youth e-internship #2 Fall 2026
14	<input type="radio"/> E1.3 Youth e-internship #3 Spring 2027
15	<input type="radio"/> E1.2 Student e-internship #4 Fall 2027
16	<input type="radio"/> D3.1 D12 Set of reports from e-debates, KITA
17	<input type="radio"/> T3.1.1 Publishing and promotion of a call for participants for participation of students in e-internship KITA
18	<input type="radio"/> T3.1.2 Publishing and promotion of a call for participants for participation of youth workers in e-internship, NYCP
19	<input type="radio"/> T3.2.1 Organization of facilitated e-debate with HE staff, KITA (+all HEIs)
20	<input type="radio"/> T3.2.2 Organization of facilitated e-debate with youth workers and NGOs, NYCP
21	<input type="radio"/> T3.3 Implementation of 2 annual editions of 6-week Spring and Fall e-nternships during 2026 and 2027
22	<input type="radio"/> T3.3.1.1 Student virtual company simulation (5 groups per 14 students) 3/6 weeks, HSWT + KITA
23	<input type="radio"/> T3.3.1.2 Virtual office collaborative simulation (5 groups per 14 youth workers per partner per semester) 3/6 weeks WEBIN + NYCP
24	<input type="radio"/> T3.3.2 Implementation of Project development MOOC for students and youth workers, 1/6 weeks, WEBIN
25	<input type="radio"/> T3.3.3 Implementation of Civic participation and advocacy training for students and youth workers –1/6 weeks, WEBIN + NYCP
26	<input type="radio"/> T3.3.4 Implementation of Youth entrepreneurship and innovation training 0.5 /6 weeks, HSWT, EDI + HAMK,
27	<input type="radio"/> T3.3.5 Implementation of e-learning pathway elective 0.5 /6, KITA + NYCP
28	<input type="radio"/> T3.3.6 Development of small community group projects in agriculture/rural development with climate change focus, KITA + NYCP
29	<input type="radio"/> T3.3.7 Organization of national competition of small community projects in agriculture/rural development with climate change focus, opportunities scouting for agri business ideas, KITA + NYCP
30	<input type="radio"/> T3.3.8 Organization of international competition and peer to peer innovation forum in 6th week of e-internship HSWT will host virtual international competition of small innovative community projects. HSWT, KITA + NYCP
31	<input type="radio"/> T3.3.9 Evaluation of e-internship, WEBIN, KITA + NYCP
32	<input type="radio"/> T3.4 Joint development of one youth and one HE EVE project proposals, KITA + NYCP
33	<input type="radio"/> T3.5 Development of Transformative learning toolkit on e internships for teachers and trainers in non-formal education, KITA + NYCP
34	<input type="radio"/> MS4 Selection of successful applicants (applied gender sensitive and inclusion supportive principles) completed and applicant informed about admission to the e internships, KITA



# The ZENKIT Table view WP4:



<https://app.zenkit.com/c/VITuq75UeJ/wp-4-communication-dissemination-exploitation?v=3q2wYk4kyfZP>

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Chat Automations Published

## WP 4 - Communication, Dissemination & Exploitation

List Kanban Calendar Gantt Table +

Sort Group

<input type="checkbox"/> +	Title		Due D...	Assigned To
1	<input type="radio"/> D4.1 D20 Alumni e-network of students and youth multipliers UFS	To-Do	e-net 31.01.2028	Corli Witthuhn
2	<input type="radio"/> D4.2 D21 Set of video testimonials (links), UFS	To-Do	Selei 31.01.2028	Corli Witthuhn
3	<input type="radio"/> D4.3 D22 Green paper - Educational and sector policy and practice improvements promoting new skills and innovations for new generations working in agri sector and rural development, UFS	To-Do	e-do 31.01.2028	Corli Witthuhn
4	<input type="radio"/> D4.4 D23 Set of 3 merged newsletters e-document in English EDI	To-Do	31.01.2028	Getnet Samuel
5	<input type="radio"/> D4.5 D24 Set of 12 institutional programme transfer agreements 6 with HEIs 6 with Youth Organisations EDI	To-Do	31.01.2028	Getnet Samuel
6	<input type="radio"/> D4.6 D25 Conference report, UFS	To-Do	e-do 31.01.2028	
7	<input type="radio"/> T4.1 Implementation of digital campaign promoting the published calls for applications, EDI	To-Do	Befo 28.09.2026 - ...	Getnet Samuel
8	<input type="radio"/> T4.2 Creation of alumni e-network of students and youth multipliers commissioned to promote the exchange opportunities through the social networks, exchange business and project ideas, EDI + UFS	To-Do	Alun	Corli Witthuhn Getnet Samuel
9	<input type="radio"/> T4.3 Organization of open virtual discussions to evaluate e-internships and make testimonials, EDI + UFS	To-Do	At th	Corli Witthuhn Getnet Samuel
10	<input type="radio"/> T4.4 Creation and distribution of 3 newsletters, EDI + UFS	To-Do	At th 30.01.2028	Getnet Samuel Corli Witthuhn
11	<input type="radio"/> T4.5 Development and promotion of Green paper Educational and sector policy and practice improvements promoting new skills and innovations for new generations working in agri sector and rural development, EDI + UFS	To-Do	Half	Corli Witthuhn Getnet Samuel
12	<input type="radio"/> T4.6 Publishing Scale up Call for applications for institutional programme transfer agreement, EDI + UFS	To-Do	In th 28.01.2028	Corli Witthuhn Getnet Samuel
13	<input type="radio"/> T4.7 Final virtual conference event with joint partners contributions, HSWT + UFS,	To-Do	The   30.01.2028	Anja Weber Corli Witthuhn



# The ZENKIT Table view WP5:



You can always return to the work package overview page by clicking on the Agri-Mocks folder icon

<https://app.zenkit.com/c/MsSpWFrL5B/wp-5-management-quality-architecture?v=XEMbuvxYQVdx>

HSWT / Agri-Mocks

Chat Automations 30 M

## WP 5 - Management & Quality Architecture

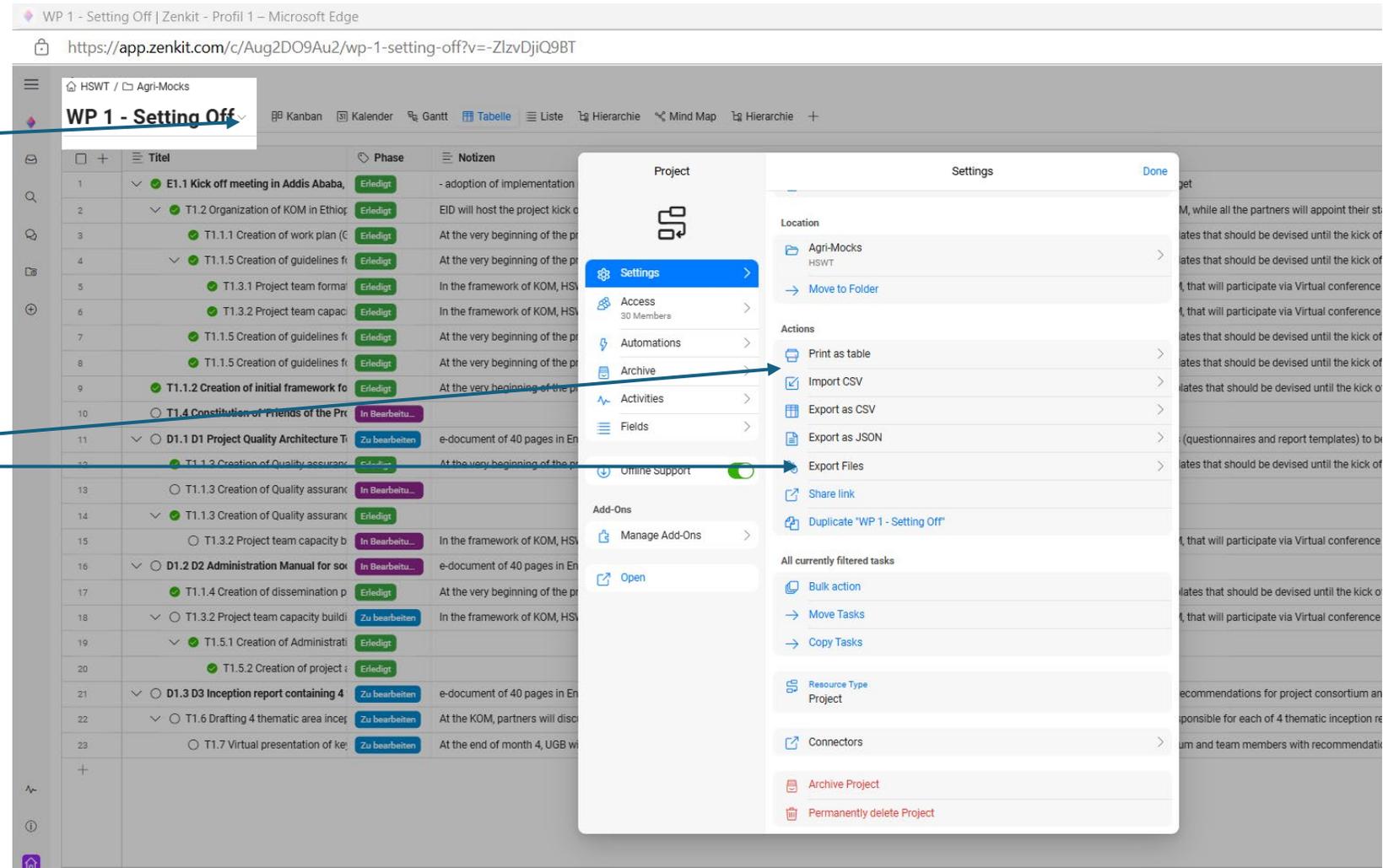
List Kanban Calendar Gantt Table +

Sort Group 9 ta

ID	Title	Stage	Notes	Due Date	Assigned To
1	D5.1 D26 Project sustainability strategy with MoUs	To-Do	e-document consisting of the description of m	31.01.2028	Anja Weber
2	D5.2 D27 #1 Progress quality report published WEBIN	To-Do	Progress quality report #1 will be published aft	28.02.2026	Dragana Jovanović Jelena Nastic (WE)
3	D5.3 D28 #2 Progress quality report #2 published WEBIN	To-Do	Progress quality report #2 will be published aft	28.02.2027	Dragana Jovanović Jelena Nastic (WE)
4	D5.4 D29 External evaluation report, WEBIN	To-Do	E-report in English of up to 40 pages with anne	31.01.2028	Dragana Jovanović Jelena Nastic (WE)
5	T5 .1 Organization of bi-annual meetings of the Steering Committee to internally verify deliverables, HSWT	To-Do	Every 6 months partners will meet virtually to d	09.05.2025	Anja Weber
6	T5 .2 Organization of e-internship Programme Committee (e-IPC) meetings, HSWT	To-Do	During the first project year, e-IPC will be meeti		Anja Weber
7	T5 .3 Implementation of gender sensitive PQA mechanisms of quality assurance and internal verification, WEBIN	To-Do	Project M&E will be based on Project Quality Ai	17.03.2025 - 10.08.2028	Dragana Jovanović Jelena Nastic (WE)
8	T5.4 Development and implementation of project sustainability strategy (SuS) with MoUs, HSWT, KITA + UFS	To-Do	The partners will commence the development		Anja Weber samueltakyi@gmail.com
9	T5 5 Implementation of external evaluation, WEBIN	To-Do	External evaluation of the project will be condu	04.05.2025 - 31.07.2028	Dragana Jovanović Jelena Nastic (WE)

## Printing or exporting ZENKIT Table view:

Clicking on the small arrow next to the work package name opens a window, where you can change settings. If you scroll down in the settings menu, you will find options to print or export the work package table of tasks.





## View your own tasks in ZENKIT Table view:

In the top bar on the right hand side you can change the view from ,Group‘ to ,Zugewiesen an‘ (Assigned to), which will cluster the tasks as they are assigned to individual consortium members. This is helpful if you want to quickly see your own tasks only.

HSWT / Agri-Mocks

WP 1 - Setting Off

Kanban Kalender Gantt **Tabelle** Liste Hierarchie Mind Map Hierarchie +

Sort Group 23 tasks

Chat Automations Published

Sort **Zugewiesen an**

Group By

- Zugewiesen an ×
- [+ Group By](#)
- [Collapse all groups](#)
- [Open all groups](#)

+	Titel	Phase	Notizen
▼ Anja Weber			
1	✓ E1.1 Kick off meeting in Addis Ababa, <span style="background-color: #28a745; color: white; padding: 2px;">Erledigt</span>		- adoption of implementation package and templates - sign consortium agreement - PPT on activities and deliverables - prepare PPT on project design and budget
2	▼ ✓ T1.2 Organization of KOM in Ethiop <span style="background-color: #28a745; color: white; padding: 2px;">Erledigt</span>		EID will host the project kick off meeting (KOM) in Addis Ababa. Meanwhile, HSWT and UGB will prepare the implementation package to be presented at the KOM, while all the partners will appoint
3	✓ T1.1.1 Creation of work plan (C <span style="background-color: #28a745; color: white; padding: 2px;">Erledigt</span>		At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the
4	▼ ✓ T1.1.5 Creation of guidelines fr <span style="background-color: #28a745; color: white; padding: 2px;">Erledigt</span>		At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the
5	✓ T1.3.1 Project team format <span style="background-color: #28a745; color: white; padding: 2px;">Erledigt</span>		In the framework of KOM, HSWT, EDI and WEBIN will host face to face and virtual workshops for partner staff (present at KOM but also staff not present at KOM, that will participate via Virtual conference c <span style="color: green;">25.04.2025</span>
6	✓ T1.3.2 Project team capaci <span style="background-color: #28a745; color: white; padding: 2px;">Erledigt</span>		In the framework of KOM, HSWT, EDI and WEBIN will host face to face and virtual workshops for partner staff (present at KOM but also staff not present at KOM, that will participate via Virtual conference c
7	✓ T1.1.5 Creation of guidelines fr <span style="background-color: #28a745; color: white; padding: 2px;">Erledigt</span>		At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off <span style="color: green;">01.08.2025</span>
8	✓ T1.1.5 Creation of guidelines fr <span style="background-color: #28a745; color: white; padding: 2px;">Erledigt</span>		At the very beginning of the project implementation (expected 01 January 2025), project partners will meet virtually to agree on implementation tools and templates that should be devised until the kick off <span style="color: green;">01.08.2025</span>
+			
▼ Ousmane THIARI		Filled 2	Filled 2
9	▼ ○ D1.3 D3 Inception report containing 4 <span style="background-color: #17a2b8; color: white; padding: 2px;">Zu bearbeiten</span>		e-document of 40 pages in English presenting the state of the art in 4 thematic areas in partner countries, (from twin transition to career guidance), containing recommendations for project consortium and <span style="color: green;">30.05.2025</span>
10	▼ ○ T1.6 Drafting 4 thematic area ince <span style="background-color: #17a2b8; color: white; padding: 2px;">Zu bearbeiten</span>		At the KOM, partners will discuss how to approach and implement T1.6. HSWT and UGB will present the method and plan of work for task forces that will be responsible for each of 4 thematic inception rep <span style="color: green;">15.08.2025</span>
11	○ T1.7 Virtual presentation of ke <span style="background-color: #17a2b8; color: white; padding: 2px;">Zu bearbeiten</span>		At the end of month 4, UGB will host v irtual presentation of key finding per thematic area to stakeholders and FoPs Presentation will address: - project consortium and team members with recommendatio <span style="color: green;">29.08.2025</span>
+			



## MANAGEMENT TOOLS cont.:



MANAGEMENT TOOLS



MANAGEMENT TOOLS



COMMITTEE & TASKFORCE FOLDERS



DELIVERABLES & REPORTING



COMMUNICATION & DISSEMINATION



PARTNER CONTACT INFORMATION

## MANAGEMENT TOOLS



Project Structure: Taskforces & Committees



Sustainability Plan



Mission & Vision Statements

Under the MANAGEMENT TOOL tile you can also find links to information about the committees and taskforces, the draft of the framework for the Sustainability plan, and drafts of our Mission & Vision Statements



## **Taskforces & Committees:**

1. Project Steering Committee
2. TF Twin transition in agriculture and rural development education and training
3. TF Intercultural dialogue and civic participation in education and training
4. TF Entrepreneurial mindset in agriculture and rural development education and training
5. TF Career guidance in agriculture and rural development education and training
6. Communication & Dissemination (CDE) team
7. Taskforce on e-internship for youths (TFI Y)
8. Taskforce on e-internship in Higher Education (TFI HE)
9. Taskforce on Transformative Learning (TF-TL)
10. E-internship Program Committee
11. Taskforce on Recognition & Verification (TF RV)
12. Taskforce for Green Paper (TF GP)
13. Project Sustainability Strategy Taskforce (Sus-TF)



## Taskforce & Committee Members:

### Sus-TF Project Sustainability Strategy Taskforce:

**Dragana Jovanović** (WEBIN)

Saidou Sall (UGB)

Antoinette Damien (KITA)

Nomfundo Molefe (NICOSA)

Abrham Aberra (EDI)

Anja Weber (HSWT)

Tirusew Taye (Hawassa University)

### TF Twin transition in agriculture and rural development education and training:

HSWT - Anja Weber

KITA - **Antoinette Damien**

NICOSA - Thembeni Mazamisa

WEBIN - Dragana Jovanović

UFS - Lynette Jacobs?

Hawassa University - Yitna Gebreab

UGB - César Bassene

EDI - Tsigereda Mekuria

BizMetrics - Matthew Ash

HAMK - Sirpa Ojansuu



## Taskforce & Committee Members:

### TF Intercultural dialogue and civic participation in education and training:

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KITA - Antoinette Damien

NICOSA - Nomfundo Molefe

**WEBIN - Dragana Jovanović**

UFS - Lynette Jacobs

Hawassa University - Yitna Gebreab

UGB - Prof. Ousmane Thiare

EDI - Abrham Aberra

BizMetrics - Matthew Ash

HAMK - Sirpa Ojansuu

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NICOSA - Nomfundo Molefe

WEBIN - Dragana Jovanović

UFS – Lynette Jacobs?

Hawassa University - Tirusew Taye

UGB - Abdoul Aziz NDIAYE

**EDI - Abrham Aberra**

BizMetrics - Matthew Ash

HAMK - Sirpa Ojansuu



## Taskforce & Committee Members:

### TF Career guidance in agriculture and rural development education and training:

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KITA - Antoinette Damien

NICOSA - Thembeni Mazamisa

WEBIN - Dragana Jovanović

UFS - ?

Hawassa University - Anbes Tenaye

UGB - Anicet Manga

EDI - Tsigereda Mekuria

BizMetrics - Matthew Ash

HAMK - Sirpa Ojansuu

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Yahya Adow Ibrahim (WEBIN)

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Thembeni Mazamisa (NICOSA)

Tsigereda Mekuria (EDI)



## Taskforce & Committee Members:

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Yahya Adow Ibrahim (WEBIN)

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Abrham Aberra (EDI)

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Anja Weber (HSWT)

### TFI HE e-internship for Higher Education:

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Getnet Dadebo (EDI)

Tsigereda Mekuria (EDI)

Andre Diatta (UGB)

Anja Weber (HSWT)



## Taskforce & Committee Members:

### TF-TL Taskforce on Transformative Learning:

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Sirpa Ojansuu (HAMK)

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Anicet Manga (UGB)

### E-internship Program Committee:

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Anbes Tenaye (Hawassa University)

Abdoul Aziz NDIAYE (UGB)

Anja Weber (HSWT)

Tsigereda Mekuria (EDI)

Sirpa Ojansuu (HAMK)



## Taskforce & Committee Members:

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Antoinette Damien (KITA)

Matthew Ash (BizMetrics)

Yitna Gebreab (Hawassa University)

Saidou Sall (UGB)

### TF GP Taskforce for Green Paper:

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Anbes Tenaye (Hawassa University)

Antoinette Damien (KITA)

Nomfundo Molefe (NICOSA)

Prof. Ousmane THIARE (UGB)



## COMMUNICATION & DISSEMINATION:

  
COMMUNICATION &  
DISSEMINATION

 MANAGEMENT TOOLS	 COMMITTEE & TASKFORCE FOLDERS	 DELIVERABLES & REPORTING	 COMMUNICATION & DISSEMINATION	 PARTNER CONTACT INFORMATION	 QUALITY MANAGEMENT	 CONTRACTS & LEGAL INFORMATION
---	--	---	--	--	---	--

In the ,Materials for Communication and Dissemination‘ folder you can share materials for social media posts, media releases, etc.

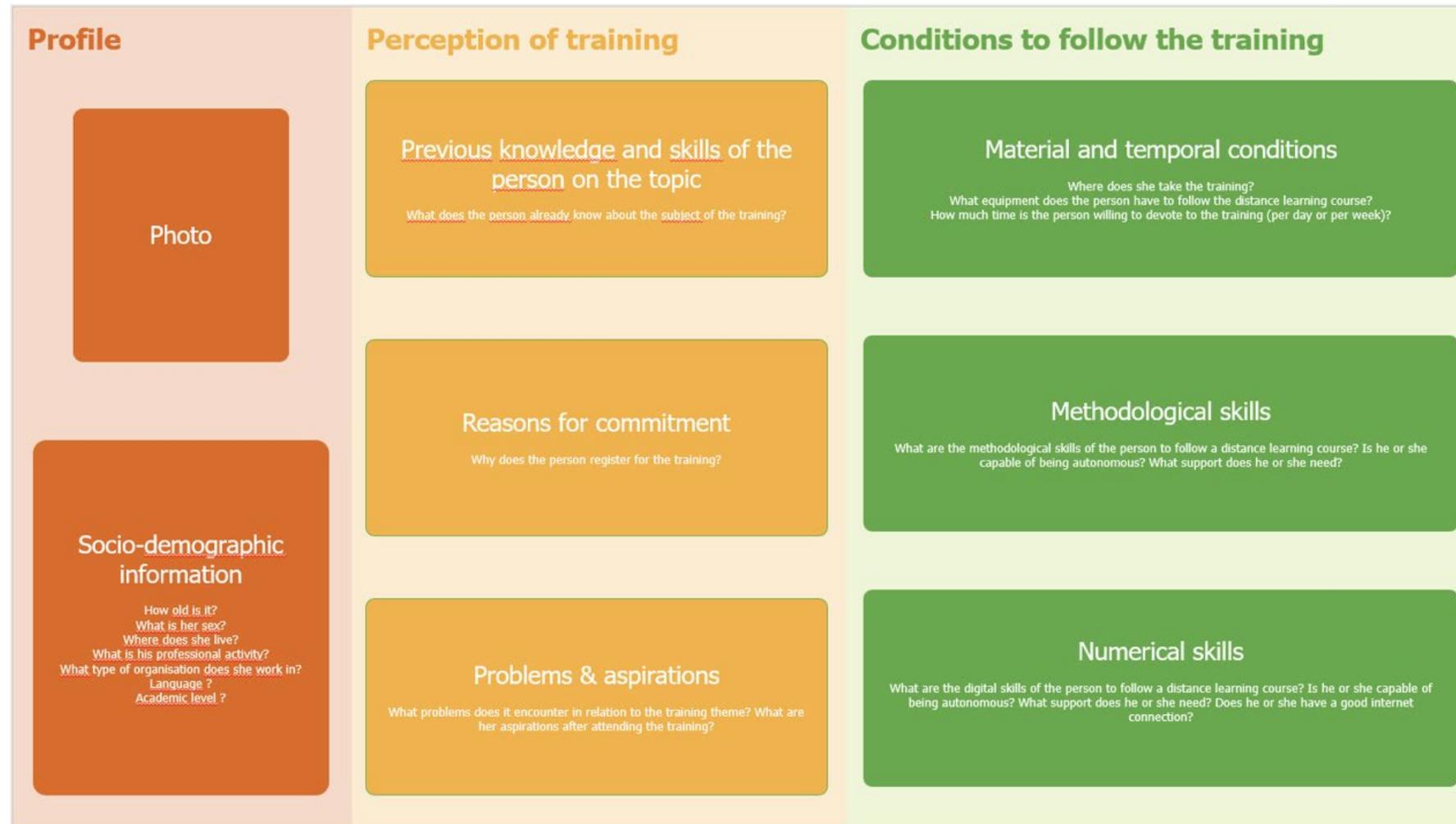
COMMUNICATION & DISSEMINATION



Please upload the Participant Proto Persona templates that we developed during the KOM in this folder.



## Developing the Proto Persona of our expected participants:



Project No.: 101193598— AGRI-MOCKS — ERASMUS-EDU-2024-VIRT-EXCH

# AGRI-MOCKS Dissemination Plan

May 2025

Authors: Corli Witthun & Lynette Jacobs - UFS

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## 1. Introduction

The AGRI-MOCKS project aims to enhance employability in agriculture and rural development by creating innovative eLearning materials, virtual internships, and fostering co-working among youth, students, and educators across Africa and Europe. This dissemination plan outlines activities to ensure project results reach stakeholders effectively, maximizing impact and ensuring sustainability.

## 2. Dissemination Objectives

- Raise awareness of the AGRI-MOCKS project and its goals among key stakeholders.
- Promote effective utilization and application of developed eLearning resources and methodologies.
- Encourage institutional adoption of AGRI-MOCKS outputs and results.
- Foster a sustainable alumni network and stakeholder community.

## 3. Key Messages

- AGRI-MOCKS enhances employability through innovative digital tools and methodologies.
- Collaborative learning environments foster intercultural dialogue and entrepreneurial skills.
- Institutional adoption ensures lasting benefits for higher education and rural development.
- Civic participation and community engagement for enhanced opportunity for youths.
- Enhance the entrepreneurial mind-sets of youths through virtual exchange programs.

## 4. Target Groups

- Higher Education Institutions (HEIs), Technical and Vocational Training (TVETs), and youth organizations in Africa and Europe.
- Students and alumni from partner institutions.
- Educational policymakers and sector stakeholders.
- Farmers, entrepreneurs, women, people with disabilities, and rural communities.

## 5. Communication, Dissemination, and Exploitation Activities and Tools

### 5.1 Alumni e-Network (D4.1) - Communication

- Develop an online alumni platform to connect past, current, and prospective students.
- Regular virtual events, workshops, and mentorship sessions to maintain active engagement.

### 5.2 Video Testimonials (D4.2) - Dissemination

- Production and sharing of testimonial videos highlighting project impact on employability.
- Distribution via social media channels, YouTube, institutional websites, and events.

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### 5.3 Green Paper (D4.3) - Exploitation

- Publish and widely disseminate a comprehensive document on educational and sector policy improvements.
- Organize targeted webinars and presentations to policymakers and sector stakeholders.
- Distribution at international educational and agricultural conferences.

### 5.4 Newsletters (D4.4) - Communication

- Produce three merged newsletters (annually) highlighting project progress, success stories, and upcoming events.
- Disseminate newsletters via email, project website, partner institutions, and social media.

### 5.5 Institutional Programme Transfer Agreements (D4.5) - Exploitation

- Formalize and publicly communicate agreements with six HEIs and six youth organizations.
- Share successful models and guidelines through webinars, policy forums, and institutional meetings.

### 5.6 Conference and Conference Report (D4.6) - Exploitation

- Host a virtual international conference to showcase results and engage stakeholders.
- Publish a comprehensive conference report for broad distribution and reference.

## 6. Communication Channels

- Project Website: Central hub for all information, resources, news updates, and event registrations.
- Social Media: Regular updates on Twitter (X), LinkedIn, Instagram, Facebook, and TikTok.
- Email Marketing: Periodic updates, newsletters, and announcements.
- Media Engagement: Press releases, news articles, and interviews to local and international media.
- Events: Webinars, workshops, and farmers' days at participating institutions and communities.

## 7. Monitoring and Evaluation

- Monitor dissemination through website analytics, social media metrics, event attendance, and feedback surveys.
- Regular reviews and adjustments to dissemination strategies based on stakeholder feedback and participation data.
- Comprehensive reporting aligned with EU requirements for visibility and communication.

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## 8. Compliance and Visibility

- Clear attribution of EU funding in accordance with guidelines specified in the Grant Agreement.
- Consistent use of EU logos and the following disclaimer in all communications and publications.

*AGRI-MOCKS is funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*

## 9. Action Timeline

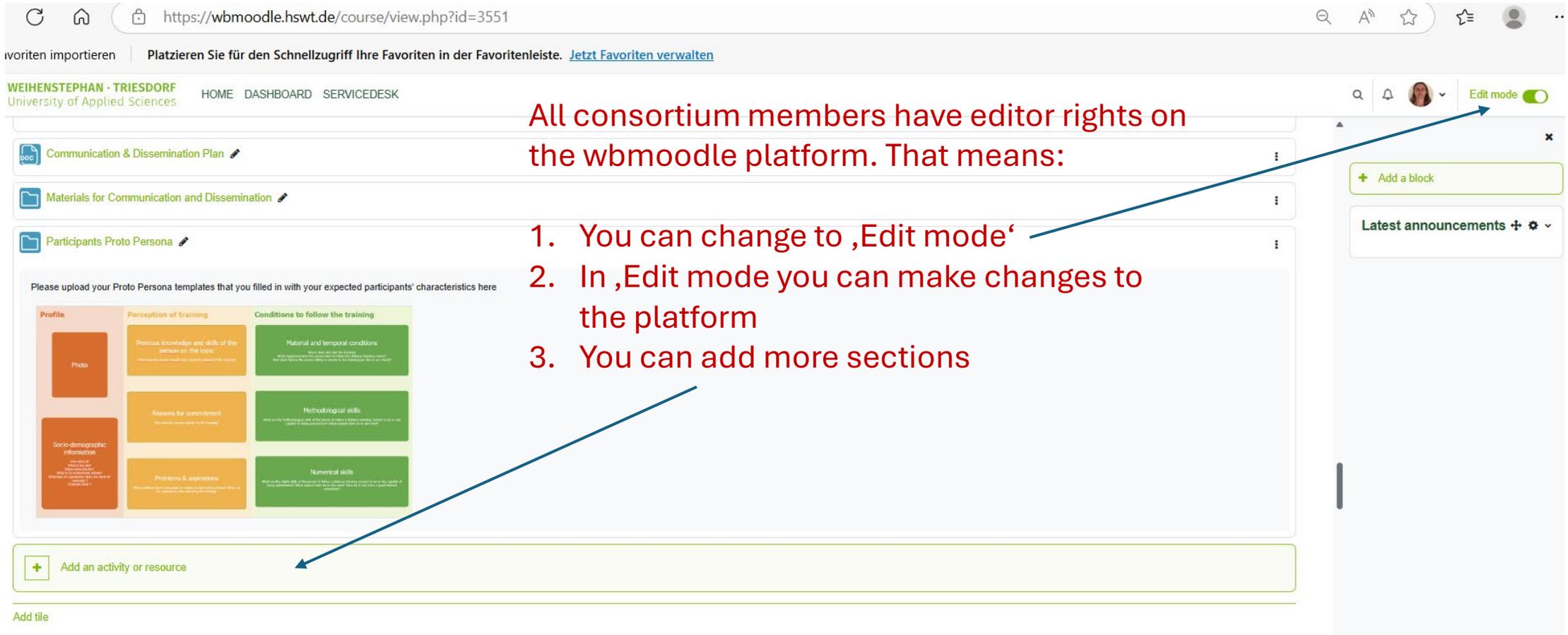
- Establish alumni network platform: Month 6
- Produce and distribute video testimonials: Months 12, 24, 36
- Publish Green Paper: Month 30
- Newsletter publication: Months 12, 24, 36
- Finalize institutional agreements: Month 24
- Host virtual conference and publish report: Month 35

## 10. Conclusion

This dissemination plan ensures AGRI-MOCKS results are effectively communicated and sustainably adopted, enhancing skills and employment prospects in agriculture and rural development sectors across participating regions.

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## Adding more activities or resources to wbmoodle:



https://wbmoodle.hswt.de/course/view.php?id=3551

Platzieren Sie für den Schnellzugriff Ihre Favoriten in der Favoritenleiste. [Jetzt Favoriten verwalten](#)

WEIHENSTEPHAN · TRIESDORF  
University of Applied Sciences

HOME DASHBOARD SERVICEDESK

Communication & Dissemination Plan

Materials for Communication and Dissemination

Participants Proto Persona

Please upload your Proto Persona templates that you filled in with your expected participants' characteristics here

Profile	Perception of training	Conditions to follow the training
Photo	Previous knowledge and skills of the persons on the topic	Material and temporal conditions
Socio-demographic information	Reasons for commitment	Methodological skills
	Problems & aspirations	Numerical skills

+ Add an activity or resource

Add tile

Search, Notifications, Profile, Edit mode (checked)

+ Add a block

Latest announcements + ⚙️

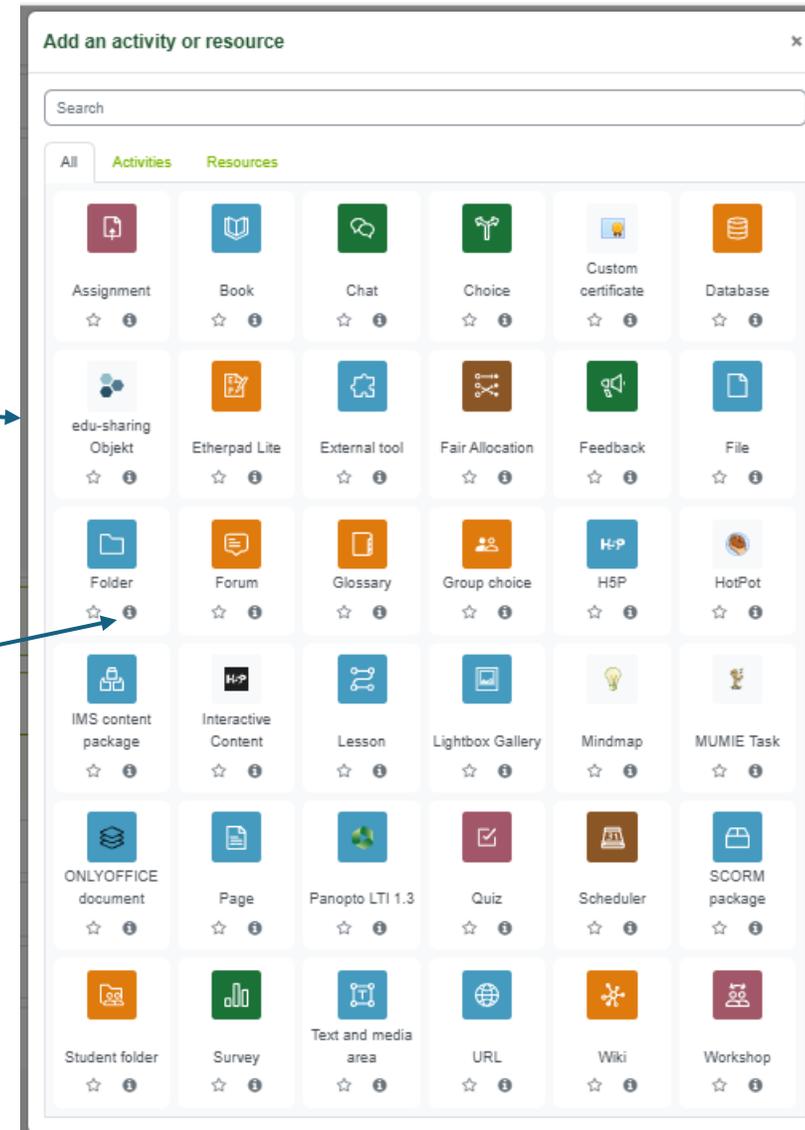
All consortium members have editor rights on the wbmoodle platform. That means:

1. You can change to 'Edit mode'
2. In 'Edit mode' you can make changes to the platform
3. You can add more sections

## Available activities or resources on wbmoodle:

In ,Edit mode‘ you will find the option ,+ Add and activity or resource‘ At the bottom of each chapter. Once you click on it, a window as shown on the right opens.

From there you can select any moodle functionality, like ,file‘, ,folder‘, etc. By clicking on the little ,i‘-icon underneath each option, you can learn more about these functionalities to see if they serve your purpose.







## Settings you might want to change:

You can unselect e.g. the 'Force download of files' box, if you want to enable viewing files without downloading.

You can also change 'Force language' to English (en).

The screenshot shows a settings interface with the following elements:

- Display folder contents**: A dropdown menu currently set to "On a separate page".
- Show subfolders expanded**: An unchecked checkbox.
- Show download folder button**: A checked checkbox.
- Force download of files**: A checked checkbox, with a red arrow pointing to it from the text on the left.

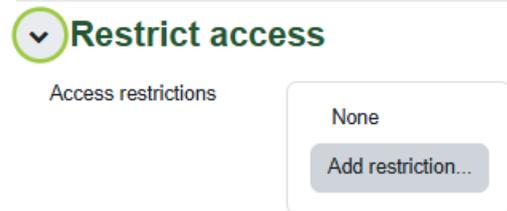
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**Common module settings**

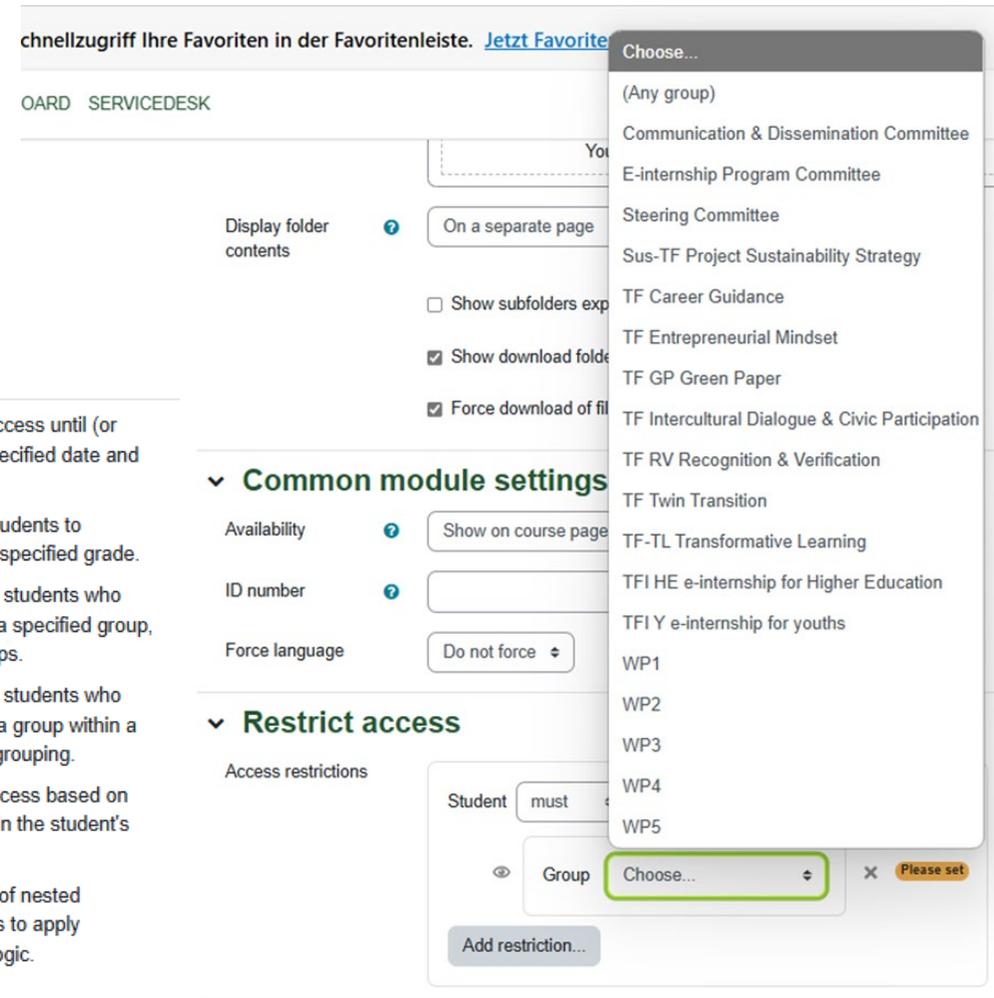
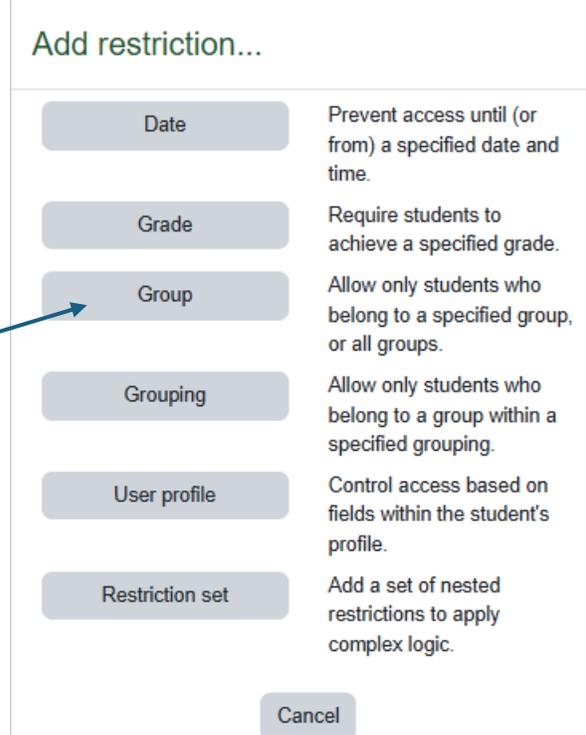
- Availability**: A dropdown menu.
- ID number**: A text input field.
- Force language**: A dropdown menu with a red arrow pointing to it from the text on the left. The dropdown is open, showing options: "Do not force", "Deutsch (de)", and "English (en)". The "Do not force" option is highlighted with a green box.

## Restricting access to a folder in wbmoodle:

To make contents of a folder e.g. available only to a certain group, you can change the settings under ,Restrict access‘



1. Click on ,Add restriction‘
2. Select ,Group‘
3. From the pop-up window select the group to which you want to give access to the folder





## PARTNER CONTACT INFORMATION:

**PARTNER CONTACT INFORMATION**

- MANAGEMENT TOOLS
- COMMITTEE & TASKFORCE FOLDERS
- DELIVERABLES & REPORTING
- COMMUNICATION & DISSEMINATION
- PARTNER CONTACT INFORMATION**
- QUALITY MANAGEMENT
- CONTRACTS & LEGAL INFORMATION
- INFORMATION & RESOURCES

**PARTNER CONTACT INFORMATION**

- Invitation letters KOM
- Self-introductions
- Friends of Project (FOPs)
- Taskforces and committees
- Contact details

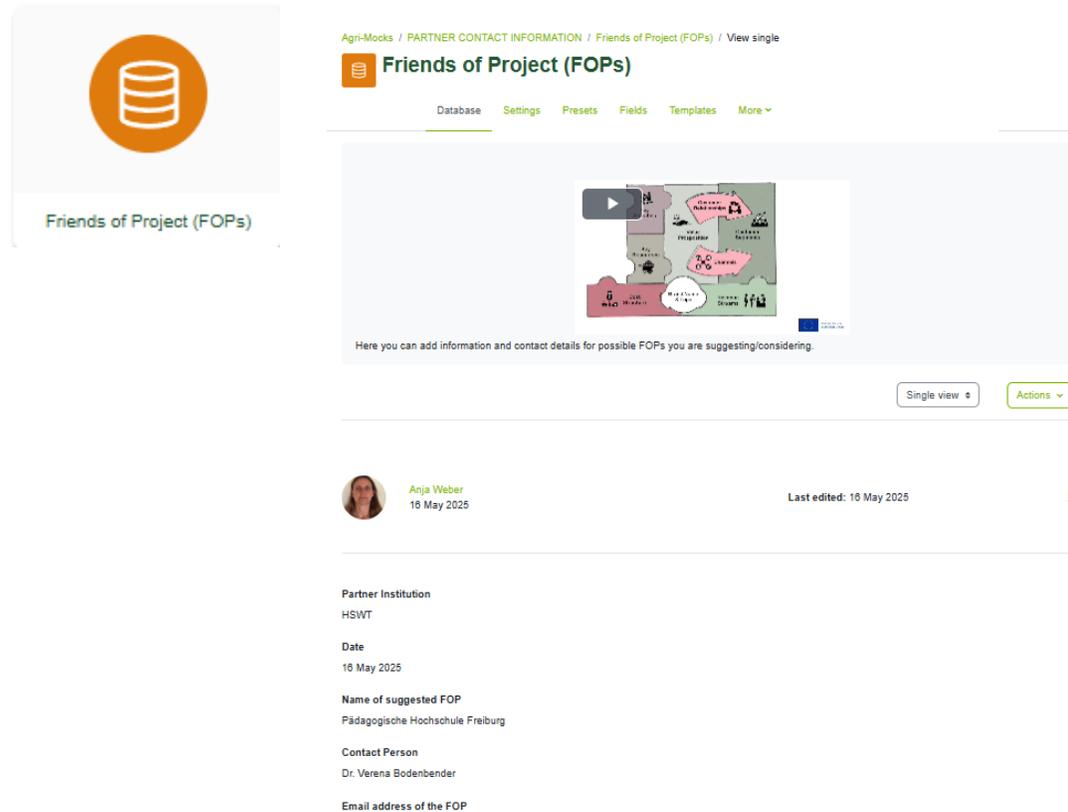


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	Team member	Anicet Manga <a href="mailto:anicet.manga@ugb.edu.sn">anicet.manga@ugb.edu.sn</a>
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<b>BE 9 BIZMETRICS (PTY) LTD, South Africa</b>		
	Coordinator	Matthew Ash <a href="mailto:matt@bizmetrics.co.za">matt@bizmetrics.co.za</a>

## Friends of the Project (FoPs):



To add an entry to the FoP database start by clicking on the ,Add entry‘ button in the bottom right corner of your screen.



Friends of the project are organizations or individuals that are not formally involved in the project (not project partners).

They can contribute to the success of the project, through networks, expertise, resources, and dissemination.

Examples are executive management, policy makers, end-users, alumni, NGOs, other universities and colleges, and media partners.

Friends of the project can share outcomes, provide support and feedback on activities, offer networks, distribute calls, connect project to networks, send participants.



## Adding Friends of the Project (FoPs) to the database:

Agri-Mocks / PARTNER CONTACT INFORMATION / Friends of Project (FoPs) / New entry

### Friends of Project (FoPs)

Database Settings Presets Fields Templates More v

#### New entry

##### Partner Institution

HSWT

##### Date

16 May 2025

##### Name of suggested FOP

Pädagogische Hochschule Freiburg

##### Contact Person

Dr. Verena Bodenbender

##### Email address of the FOP

bodenbender@ph-freiburg.de

##### Phone number of the FOP

+49761682565

##### Web-link to the FOP

URL: https://www.ph-freiburg.de/international/weltweit-vern

Text: Virtual Exchange (VE) - Studierendeninformation

##### Description of the FOP

Rich text editor containing: Offers a virtual exchange program as part of sustainable, inclusive internationalization, through which they want to enable all students to have several intercultural experiences during their studies. Might partner to send participants.

##### File upload

Maximum file size: 500 MB, maximum number of files: 1

File upload area with a dashed border and a central download icon. Text: You can drag and drop files here to add them.

##### Follow up

- suggested
- contacted, waiting for response
- agreed to be FOP
- declined to be FOP

These fields are mandatory and must be filled.

Provide as much information as you can. At the bottom tick the box to update the status of contact.

Once you are done remember to click the 'Save' button at the bottom right corner of your screen!

Cancel Save Save and add another



## QUALITY MANAGEMENT:

The screenshot displays a project management dashboard. At the top, there is a horizontal menu with five items: 'MANAGEMENT TOOLS' (hammer icon), 'COMMITTEE & TASKFORCE FOLDERS' (puzzle pieces icon), 'DELIVERABLES &' (calendar icon), 'COMMUNICATION &' (speaker icon), and 'PARTNER CONTACT' (group of people icon). Below this, a grid of larger tiles is visible. The 'QUALITY MANAGEMENT' tile (diamond icon) is highlighted in light green. Other tiles include 'CONTRACTS & LEGAL INFORMATION' (classical building icon), 'INFORMATION & RESOURCES' (document icon), and 'Tile 9' (circular icon) which is marked as 'Hidden from students'. A red text box is overlaid on the dashboard, stating: 'The Project Quality Architecture, tools and instruments will be explained in a separate online session by WEBIN.' Below the dashboard, a detailed view of the 'QUALITY MANAGEMENT' section is shown, featuring a title bar with edit and close icons. It contains four document icons: 'PQA Instruments' (DOC), 'How to manage your lumpsum grant?' (PDF), 'PQA matrix' (Folder), and 'Guidelines financial project management' (PPT).

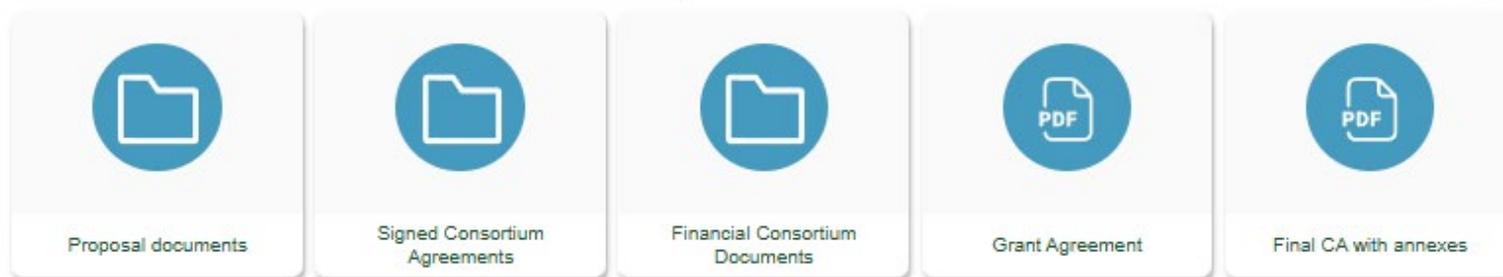
The Project Quality Architecture, tools and instruments will be explained in a separate online session by WEBIN.



## CONTRACTS & LEGAL INFORMATION:



### CONTRACTS & LEGAL INFORMATION





## INFORMATION & RESOURCES:

The screenshot shows a navigation menu with categories: MANAGEMENT TOOLS, COMMITTEE & TASKFORCE FOLDERS, DELIVERABLES & REPORTING, COMMUNICATION & DISSEMINATION, PARTNER CONTACT INFORMATION, QUALITY MANAGEMENT, CONTRACTS & LEGAL INFORMATION, and INFORMATION & RESOURCES. The 'INFORMATION & RESOURCES' folder is open, displaying a 'Resources' section with the following items:

- Auditing Standards (PDF)
- EU logo needed on all documents (Folder)
- Attendance Sheet Template (DOC)
- Consent to use of images (DOC)
- Template for meeting minutes (DOC)
- LumpSum Reporting template (DOC)

Please use only this link below to convert your local currencies into EUROS for financial reporting:  
[EU currency converter](#)

In the ,INFORMATION & RESOURCES' folder you can use useful information, the ,Attendance Sheet Template', the ,Consent to use of images' form, the ,Template to meeting minutes' and the ,LumpSum Reporting template'.

Here you can also find the EU ,Auditing Standards' and a link to the official EU currency converter.



## INFORMATION & RESOURCES, cont.:



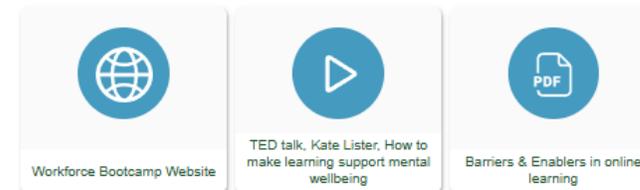
In this folder you can also find the PPTs given by our EU coordinator regarding EVE projects', the EU logo and disclaimer that must be used on all official documents and media releases and publications.

This is also the space to share interesting literature and information.



Useful read:

[The potential of collaborative online international learning as a border thinking third space for global citizenship education](#)





## Adding to the Literature folder:



In the 'Literature' folder you can find e.g. the „Opportunity Scouting Handbook“ that relates to the presentation given by Emad Helmy during the KOM.

You can also upload your own literature contributions by clicking the 'Edit' button.



You can download individual entries by clicking on the green headers, or download the entire folder by clicking on the 'Download folder' button.

## Adding to the Literature folder:



The procedure to add literature to the folder is the same as described earlier (pages 53-55).

Click on the ,file‘ icon. In the window that opens select upload, select the document from your computer, give it a title, and click ,upload‘.

At the end, always remember to click the ,Save changes‘ button.

The screenshot shows the 'Literature' folder interface in Agri-Mocks. The breadcrumb path is 'Agri-Mocks / INFORMATION & RESOURCES / Literature'. The folder name 'Literature' is displayed in a blue box. Below the folder name are options for 'Folder', 'Settings', and 'More'. A 'Files' section is visible, and a file upload dialog box is open. The dialog box has a title bar with a 'file' icon and a 'Maximum size for new files: 500 MB' indicator. The dialog box contains a table of files:

Name	Last modified	Size	Type
4-sided model of communication.pdf	18.03.2025 10:48	100.8 KB	PDF-Dokument
Career Coaching Manual.docx	18.03.2025 11:07	1.7 MB	Word 2007 Textdokument
Career Coaching Rwanda.docx	18.03.2025 10:48	2.8 MB	Word 2007 Textdokument
Defining Skills- MUVA Literature Review.pdf	21.03.2025 07:52	371.5 KB	PDF-Dokument
GIZ - Opportunity Scouting Implementation Manual.pdf	28.03.2025 13:02	2.8 MB	PDF-Dokument
GIZ Manual rural opportunity	18.03.2025 11:07	16.2 MB	PDF-Dokument

At the bottom of the dialog box, there are two buttons: 'Save changes' (highlighted in green) and 'Cancel'.