INTERNAL WORK PROGRESS REPORT FORM

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| DOCUMENT INFO | |
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| **Work Package 1: Project management and Quality control** | | | |
| Task No | Task Name | Implemented?  (Yes/No/Partially/NA) | Description |
|
| T1.1 | Partnership agreement preparation |  |  |
| T1.2 | Kick-off meeting |  |  |
| T1.3 | PMC and SC meetings |  |  |
| T1.4 | Creation of Project management plan |  |  |
| T1.5 | Day-to-day coordination |  |  |
| T1.6 | Interim and final reports |  |  |
| T1.7 | Development of Quality control plan |  |  |
| T1.8 | PQMCC meetings |  |  |
| T1.9 | Internal quality control |  |  |
| T1.10 | External quality evaluation |  |  |
| **Other issues** | | | |
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| **Work Package 2: Preparation and establishment of ICC and CDC** | | | |
| Task No | Task Name | Implemented?  (Yes/No/Partially/NA) | Description |
|
| T2.1 | Analysis of the needs of WB HEIs |  |  |
| T2.2 | Analysis of the experiences of EU HEIs |  |  |
| T2.3 | Defining the structure of ICC and CDC |  |  |
| T2.4 | Purchase of equipment |  |  |
| T2.5 | Establishment of ICC and CDC |  |  |
| **Other issues** | | | |
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| **Work Package 3: Capacity building of ICC and CDC WB HEIs** | | | |
| Task No | Task Name | Implemented?  (Yes/No/Partially/NA) | Description |
|
| T3.1 | Workshops for WB HEIs' ICC and CDC staff |  |  |
| T3.2 | Creation of training materials |  |  |
| T3.3 | Creation and submission the Erasmus Charter for Higher Education |  |  |
| T3.4 | Development of the Internationalization Strategy |  |  |
| **Other issues** | | | |
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| **Work Package 4: ICC and CDC activities** | | | |
| Task No | Task Name | Implemented?  (Yes/No/Partially/NA) | Description |
|
| T4.1 | Local ICC trainings for preparing project application |  |  |
| T4.2 | CDC training 1: Scholarships, internships and mobility |  |  |
| T4.3 | CDC training 2: Vocational and jobs promotion |  |  |
| T4.4 | CDC training 3: Developing skills for rapid employment |  |  |
| T4.5 | Signing of HEI cooperation agreement |  |  |
| **Other issues** | | | |
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| **Work Package 5: Dissemination** | | | |
| Task No | Task Name | Implemented?  (Yes/No/Partially/NA) | Description |
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| T5.1 | Creation of Dissemination and exploitation plan |  |  |
| T5.2 | Development and maintenance of the project website |  |  |
| T5.3 | Promotion in the media and social networks |  |  |
| T5.4 | ICC Info days |  |  |
| T5.5 | Production of promotional materials |  |  |
| **Other issues** | | | |
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