**CREATING THE NETWORK OF KNOWLEDGE LABS FOR
SUSTAINABLE AND RESILIENT ENVIRONMENTS (KLABS)**

KICK-OFF MEETING

Session:

KLABS WORKPLAN

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5 MAIN WORK PACKAGES

WP 1: Initiation of project implementation

WP 2: Development of study programmes

WP 3: Quality control and monitoring

WP 4: Dissemination and exploitation of results

WP 5: Project management

INITIATION OF PROJECT IMPLEMENTATION

1.1 Kick-off meeting

1.2 Analysis of needs, constrains and possibilities
    for curricula development

DEVELOPMENT OF STUDY PROGRAMMES

2.1 Development of programme content and methodologies

2.2 Development of educational material

2.3 Study visits with workshops

2.4 Formation of the Centres for Sustainable and Resilient Environments

2.5 Teaching staff training

QUALITY CONTROL AND MONITORING

3.1 Functioning of the Quality Assurance Committee

3.2 Meetings of the QA Committee

3.3 Obtaining National Accreditation

3.4 External evaluation of study programmes

3.5 Students' evaluation of study programmes

3.6 Meetings of the Editorial Committee

3.7 External review of educational material

3.8 External project audit

DISSEMINATION AND EXPLOITATION OF PROJECT AND RESULTS

4.1 Creation of visual identity of the project

4.2 Promotional and informative events

4.3 Promotion through media

4.4 Implementation of new study programmes

4.5 Courses for public institutions and enterprise sector

4.6 Exhibition: KLABS results

PROJECT MANAGEMENT

5.1 Meetings of Project Management Team

5.2 Project finances and administration

5.3 Organization and coordination of project activities

No	Work package	Year 1	Year 2	Year 3
1.1	Kick-off meeting	M1		
1.2	Analysis of needs, constrains and possibilities for curricula development	M1-4		
2.1	Development of programme content and methodologies	M4-12		
2.2	Development of educational material	M8-24		
2.3	Study visits with workshops	M4,7,9,13, 16		
2.4	Formation of the Centres for Sustainable and Resilient Environments	M9-23		
2.5	Teaching staff training			M26-7, 29-31
3.1	Functioning of the Committee for Quality Assurance	M1-36		
3.2	Meetings of the Committee for Quality Assurance	M3, 14		
3.3	Obtaining National accreditation		M15-24	
3.4	External evaluation of new study programmes			M25-30
3.5	Students' evaluation of new study programmes			M32
3.6	Meetings of the Editorial Committee		M15, 21	
3.7	External review of educational material		M17-20	
3.8	External audit of the project		M 23-28	
4.1	Visual identity of the project	M1-36		
4.2	Promotional and informative events	M4,7,9,12, 13, 16, 20, 24-36		
4.3	Promotion through media	Any M	M24	
4.4	Implementation of new study programmes			M25-lasting
4.5	Courses for the public institutions and enterprise sector		M19-21, 32-33	
4.6	Exhibition: KLABS results			M35-36
5.1	Meetings of the Project Management Team	M6,12, 18, 24, 30, 36		
5.2	Project finances and administration	M1-36		
5.3	Organisation and coordination of project activities	M1-36		

No	Work package	Responsible partner/body/representative	Participating partner/body/representative
1.1	Kick-off meeting	UPKM	All partners
1.2	Analysis of needs, constrains and possibilities for curricula development	PMT, CQA	All partners
2.1	Development of programme content and methodologies	PMT, CQA	All partners
2.2	Development of educational material	PMT, EdC	All partners
2.3	Study visits with workshops	Host EU institutions, PMT	All partners
2.4	Formation of the Centres for Sustainable and Resilient Enviro-s	WB institutional coordinators, CQA, PMT	WB partners
2.5	Teaching staff training	Institutional coordinators, hosting institutions	All partners
3.1	Functioning of the CQA	UL	All partners
3.2	Meetings of the CQA	UL	Members of CQA
3.3	Obtaining National accreditation	WB institutions	WB institutions, National accreditation bodies
3.4	External evaluation of new study programmes	EU institutional coordinators	WB institutions, external evaluators
3.5	Students' evaluation of new study programmes	WB institutional coordinators	WB institutions
3.6	Meetings of the EdC	UPKM	Members of EdC
3.7	External review of educational material	EdC, UPKM	Members of EdC, external reviewers
3.8	External audit of the project	UPKM	All institutions, ext. auditors
4.1	Visual identity of the project	UPKM, PMT	PMT
4.2	Promotional and informative events	PMT	All partners
4.3	Promotion through media	PMT	All partners
4.4	Implementation of new study programmes	WB institutions	WB partners
4.5	Courses for the public institutions and enterprise sector	WB and EU institutional coordinators	WB partners
4.6	Exhibition: KLABS results	WB institutional coordinators	All partners
5.1	Meetings of the Project Management Team	Host WB partner	PMT
5.2	Project finances and administration	UPKM	All partners

REPORTS TO COORDINATOR

• **Report from the Kick-off meeting**

• **Reports from the meetings of the project management team,** to be done by the host institution (6 reports in total)

• **Reports from the study visits and workshops**, to be done by the host institution (5 reports in total)

• **Reports from staff training sessions** (5 reports in total - each one from the EU trainers)

• **Activity reports** - each partner in the project will sent these on every 2 months during the project implementation.

Ref.nr/ Sub-ref nr	Title	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
1.1	Kick-off meeting	1X	X											
1.2	Analysis of needs, constrains and possibilities for curricula development	8X2=	X	X	X=	X=								
2.1	Development of programme content and methodologies	12X4=				X	X	X	X	X	X=	X=	X=	X=
2.2	Development of educational material	10X7=								X=	X=	X=	X=	X=
2.3	Study visits with workshops	3=				=			=		=			
2.4	Formation of the Centres for Sustainable and Resilient Environments	4X									X	X	X	X
2.5	Teaching staff training													
3.1	Functioning of the Committee for Quality Assurance	3X2=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=
3.2	Meetings of the Committee for Quality Assurance	1X			X									
3.3	Obtaining National accreditation													
3.4	External evaluation of new study programmes													
3.5	Students' evaluation of new study programmes													
3.6	Meetings of the Editorial Committee													
3.7	External review of educational material													
3.8	External audit of the project													
4.1	Visual identity of the project	3X	X	X	X	X	X	X	X	X	X	X	X	X
4.2	Promotional and informative events	3X=				X=		X=			X=			X=
4.3	Promotion through media													
4.4	Implementation of new study programmes													
4.5	Courses for the public institutions and enterprise sector													
4.6	Exhibition: KLABS results													
5.1	Meetings of the Project Management Team	2X						X						X
5.2	Project finances and administration	3X3=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=	X=
5.3	Organisation and coordination of project activities	4X	X	X	X	X	X	X	X	X	X	X	X	X

No	Work package	Year 1	Year 2	Year 3
1.1	**Kick-off meeting**	**M1**		
1.2	**Analysis of needs, constrains and possibilities for curricula development**	**M1-4**		
2.1	**Development of programme content and methodologies**	**M4-12**		
2.2	Development of educational material	M8-24		
2.3	Study visits with workshops	M4,7,9,13, 16		
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3.1	Functioning of the Committee for Quality Assurance	M1-36		
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4.2	Promotional and informative events	M4,7,9,12, 13, 16, 20, 24-36		
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4.4	Implementation of new study programmes			M25-lasting
4.5	Courses for the public institutions and enterprise sector		M19-21, 32-33	
4.6	Exhibition: KLABS results			M35-36
5.1	Meetings of the Project Management Team	M6,12, 18, 24, 30, 36		
5.2	Project finances and administration	M1-36		
5.3	Organisation and coordination of project activities	M1-36		

1st YEAR OBJECTIVES

• Kick-off meeting organised

• 2 meetings of PMT (Months 6 and 12) organised and report written,

• analyses on needs, constrains and possibilities for curricula development concluded and related reports written,

• programme content and methodologies developed and related reports written,

• 3 study visits with workshops organised and related reports written,

• 1 meeting of KCQA organised and report written,

• strategy for quality assurance developed and written,

• project logo created, project web site developed,

• several promotional and informative events organised and/or participated in,

• project promoted through media,

• links with non-academic sector, enterprise sector and policy stakeholders created,

• project financial and administrative records formed.