

A) Internal Meetings (national level, in each partner country)

Internal meetings prior to international encounters. Include sublevels:

Staff – Profesorado – Alumnado

Staff (coordinators of each institution):

- Assign teachers responsible for leading the phase (booklet creation).
- Publish an internal call to select participating students.
- Provide and adapt working templates for teachers.
- Manage logistical issues related to the face-to-face meeting (travel, accommodation, weekly planning).
- Ensure proper communication with international partners.

Teachers:

- Define the type of activities (face-to-face and online).
- Align pedagogical objectives with the project phase.
- Prepare teaching materials to support students.
- Establish a work schedule with intermediate milestones.

Students:

- Preparatory meetings with tutors to understand objectives.
- Prior training (linguistic, digital, and cultural skills).
- Commit to active participation in the face-to-face meeting.

B) Partner Meetings (transnational level among partners)

Meetings between the representatives of the 5 countries to coordinate and unify the work.

- Review the preparation status of each partner.
- Align working methodologies and common templates.
- Share the selection of students and teachers.
- Coordinate logistics of the face-to-face meeting in the host country.
- Identify possible difficulties and establish corrective measures.

C) General Meetings (global project level)

General meetings for evaluation and phase closure, with participation of all partners.

Evaluation of the completed phase (Libretto):

- Quality of the booklet produced.
- Student participation and motivation.
- Adequacy of planning (time, resources, logistics).

Identification of improvement points:

- Methodological aspects to be adjusted.
- Proposals to optimize coordination in later phases.
- Recommendations to enrich activities and results.

Projection toward the next phase:

- Assignment of responsibilities to the country leading the next phase.
- Adjustment of the overall project calendar.
- Agreements on communication and dissemination of partial results.