Expected results	Who?	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Kick-off seminar in Mainz			12/13																						
Partners' presentations	All																								
National and local data	All																								
Visit of prison for female inmates	DE1																								
Charter of "good conduct"	DE1																								
FEFI Agenda	All																								
Date for national conferences (M24)	All																								
WP6.2 - Logo	CY/All																								
Mailing list	FR/All																								
Constitution of Project Steering Group	1/country																								
Creation of the 2 questionnaires	FI/All																								
Conditions of realization / execution /collecting	FI/All			FI 15/01																					
Continuous Quality monitoring and evaluation plan	FR																								
Communication plan (dropbox/Skype/e-mails)	MT/All											x													
Preconisations on working platform (Homepage)	FR/All		(MT)																						
Pressbook	All/MT			DE1 31/01																					
WP6.7 - Glossary (from ESM)	FR/MT(EN)/ BE(NL)/FI/IT											x			31/12		28/02								
Original certificates of attendance	DE1																								
Post-seminar's report on Mainz kick-off	DE1		x	DE1 31/01									x												
Post-seminar's self-evaluation	FR/All		x	FR 15/01																					
Project Steering Group (PSG)																									
Make PSG formal	DE1																								
Adoption of formal supports to report administrative and financial elements to DE1	DE1/All		x	DE1 31/01																					
Internal agreements	DE1		x	DE1 31/01																					
Payment of 1st 40% budget to partners	DE1/All		x	DE1 31/01																					
WP1 - Experimentation of Q1 and Q2 in voluntary prisons	FI/CY/DE1																								
WP1.2 - State of the art "Q1 to female inmates"	> 300																								
WP1.3 - State of the art "Q2 to prison personnels"	> 100																								
Transmission of Q1 and Q2 from WP1 to WP2	FI/MT										x														
WP6.1 - Working platform Loading of documents	FR															01/01									
WP5 - Individual questionnaires on internal ways to communicate	FR																								
WP5 - Individual questionnaires to Q1 and Q2 collectors	FR																								

Seminar in Finland												09/14												
Reporting on internal/external communication	All											x	31/10											
Presentation of 1st analyses and interpretation of Q1 / Q2	MT																							
Explore and analyse the participation of female inmates	All																							
Feedback from interviewers	All											x	31/10											
WP2 - Q1 and Q2 consolidation and analyse	MT											x	15/10											
WP3 - FEFI partners' data needs on questions from Q1 and Q2 to be crossed	All to MT											x	31/10											
Partners will choose one sub-category to investigate	All																							
Agree on new practices and investigating methods	All/MT											x												
Frame of support to give feedback to MT on testing period (interim results)	MT/All																							
WP6.7 - Glossary (checking EN+MT ?)	MT											x			15/12		28/02							
WP6.7 - Glossary (Translations into NL/IT/FI)	BE/IT/FI											x			15/12		28/02							
WP6.7 - Glossary (follow-up)	FR																							
Proposition for the design of digital leaflet to communicate on 1st results	All/FR																							
Point on pressbook	MT											x												
Visit of prisons for female inmates	FI																							
Original certificates of attendance	FI																							
Post-seminar's report	FI												31/10				28/02							
Post-seminar's self-evaluation	FR/All																							
Project Steering Group (PSG)																								
Make PSG formally organized																								
Administrative and financial points	DE1/All																							
Individual partner monitoring to restitute to ZWW expenses with proves for interim report to EACEA	DE1											x												
Interview of national FEFI coordinators	FR											x				28/02								
Formal minutes of PSG meeting	DE1												31/10											
Evaluation from guests	MT/BE/DE																							
WP3 - Investigate different forms of organisation and new procedures to meet female inmates' needs declared in Q1																								
Intermediary report on FEFI project	DE1																							
Intermediary report on FEFI project's evaluation	FR																							
2nd Term Payment to FEFI Partners	All/DE1															?								
WP 3.2 First draft on new procedures (3.2 page 50) and backbone for recommendations (difficulties, investigations,...)	MT																							
Seminar in Turkey																01/15								
Report on testing periods and new practices	Pre-Exp															0								
Discuss and decide on the contents to forward results	MT/All																x	x	x	x	x			

Validation of digital leaflet to communicate on FEFI 1st results	FR/All																							
Co-design evaluation questionnaire to inmates further to experiments	All/FR																							
Point on pressbook	MT															?								
Feed-back from questionnaire to collectors (with female inmates and prison personnels)	FR/All																							
Feed-back from questionnaire on dissemination strategy with debate about FEFI ways to communicate	FR/All																							
WP6.7 - Glossary (checking EN+MT ?)	FR/MT														15/12	?	28/02							
WP6.7 - Glossary (Translations into NL/IT/FI)	BE-IT-FI														15/12	?	28/02							
Pre-Organization of national conferences (Agenda)	All																							
Tools to communicate on national conferences	All																xx	xx	xx	xx	xx	xx	xx	x
Visit of prison for female inmates	TR																							
Original certificates of attendance	TR																							
Post-seminar's report	TR																							
Post-seminar's self-evaluation	FR/All																							
Project Steering Group (PSG)																								
Administrative and financial points	DE1/All																							
Individual partner monitoring (if necessary)	DE1																							
Formal minutes of PSG meeting	DE1																							
Opening of FEFI working platform on internet	FR															01/16								
Interview of national FEFI coordinators	FR																					x		
Evaluation from guests	FR/TR																				x			
Evaluation from critical friends (feed-back on working platform and FEFI project)	FR																							x
WP3.2 - Experimentation of new procedures and reporting	DE/All																							
WP3.2 - Analyses on difficulties, problems, investigations…	DE/All																							
Interview of administrative and financial staffs in FEFI partners'organizations	All															MAILS								x
Seminar in Italy																					06/15			
To consolidate experiments and highlight recommendations	All																							
First draft of the consolidation of the results	MT																							
Preparation of final conferences	All																							
Conference room with facilities for Videoconference	All																							
Speakers for conference	All																							
Translators	All																							
Coffee-break or/and Lunch	All																							
Logos in .eps for Printer	All																							
Guests' lists	All																							
Frame of questionnaire to attendees at final conferences	All																							
WP 4.2 - Design of model of the 8 pages brochure	DE1/MT/All																					x		

Dissemination of questionnaire n°2 for female inmates' feed-back on experiments	FR/All																									
2nd circular information to Mailing list (to disseminate on 24/09)	FR																					x		x	x	
Visit of prison for female inmates	IT																									
Original certificates of attendance	IT																									
Post-seminar's report	IT																					x				
Post-seminar's self-evaluation	FR/All																					x				
Project Steering Group (PSG)																										
Administrative and financial points	DE1/All																									
Individual partner monitoring to prepare final report	DE1																									
Formal minutes of PSG meeting	DE1																					x				
Evaluation from guests attending IT meeting	FR/IT																									
WP4.2 - Brochure on recommandations for implementation	MT/All																						x			
2nd Interview of national FEFI coordinators	FR																							x		
2nd Interview of FEFI administrative and financial assistants	FR																							x		
National conferences																								24/09		
Report on work plan	DE1																							x		
Report on investigation's period	FI/MT																							x		
Report on analysis of needs and new practices	MT																							x		
Restitution of evaluation's process and results	FR																							x		
Original certificates of attendance	All																							x		
Report on the workshops' national conclusions	All																									
Evaluation's questionnaire to final conferences' participants	FR/All																							x		
WP7.3 - FEFI project's final report	DE1																									12/15
Final report on FEFI whole period's evaluation	FR																									12/15
Working platform's hosting	FR																									2018