



WARP PROJECT

WASTE AND RECYCLING PRACTICES FOR DUAL
TRANSITION IN VOCATIONAL EDUCATION

PROJECT NUMBER
101183410

D6.1 Project Handbook



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Table of Contents

List of Tables.....	5
List of Figures	5
Project Summary.....	6
1. Introduction.....	7
1.1. Purpose of the Project Management Plan.....	7
1.2. Partners of the WARP Project.....	7
1.3. Structure of the WP and Deliverables.....	7
2. Organizational Structure and Administration.....	9
2.1. Organizational Structure, roles and responsibilities.....	9
2.2. Project Management Committee.....	10
2.3. Task Leaders.....	10
2.4. Quality Assurance Committee.....	12
3. Project Execution	14
3.1. Project Work Plan.....	14
4. Document management system.....	16
4.1. Standard Templates.....	16
4.1.1. Project Logo and Banner	16
4.1.2. Document and Deliverable Template.....	16
4.1.3. Presentation template and colour palette.....	16
5. Communication and meetings.....	17
6. Project Management Procedures.....	18
6.1. Monitoring and reporting.....	18
6.2. Financial management	19
6.3. Decision-making.....	19
7. ANNEXES.....	20

List of Tables

Table 1 Work Packages and Deliverables distribution	8
Table 2 Partner roles	9
Table 3 Project Management Committee	10
Table 4 Tasks distributions	11
Table 5 List of Deliverables per WP per Partner	14
Table 6 WARP Transnational Project Meetings.....	17

List of Figures

Figure 1 WP structure	7
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Project Summary

The Waste and Recycling Practices for Dual Transition in Vocational Education (WARP) project is an initiative designed to enhance vocational education within the Western Balkans. It focuses on empowering VET trainers with essential digital and green competencies to manage plastic waste sustainably and innovate in recycling practices. The project is driven by a consortium comprising 9 partners from 4 countries: Albania, Kosovo, Greece, and Spain.

Centred around the WARP self-sustainable methodology, the project will employ a multi-faceted approach to professional development in the VET sector, emphasizing flexibility, practical application, collaboration, and continuous learning, all while keeping industry relevance in sharp focus. This methodology is structured around components, each one targeting different aspects of professional development for VET trainers, newcomer VET trainers, VET designers, and professional development VET trainers. The WARP methodology's Capacity Building actions combine Virtual Learning Environments, Open Educational Resources for supporting 16 new ToT programmes, and modular designs for flexible learning. It emphasizes mentoring, twinning for international collaboration, and practical Training of Trainers workshops. This approach fosters a comprehensive skill set in VET trainers, aligning with industry standards and fostering a supportive Community of Practice for continuous professional growth and collaboration.

WARP actions are structured to foster personal development, practical application of knowledge, and international cooperation among VET professionals, aligning educational efforts with industry standards and market needs for a dual transition in sustainability and digitalization.

1. Introduction

1.1. Purpose of the Project Management Plan

This plan serves as a key reference document for project partners and stakeholders, outlining the project's objectives, structure, work packages, roles and responsibilities, operational procedures, and communication strategies. It is designed to ensure consistency in understanding and approach across the project, facilitating effective coordination, management, and execution of the project activities.

1.2. Partners of the WARP Project

Coordinating organisation: IES Ribeira do Louro under the umbrella of Conselleria de Cultura, Educacion, Formacion Profesional e Universidades – Spain

Partners organizations:

- European University of Tirana UET (Albania)
- Albacademy (Albania)
- Recyal (Albania)
- UNIVERSUM COLLEGE (Kosovo)
- Shkolla Finlandeze Sh.P.K (Kosovo)
- Plastika SH.P.K.(Kosovo)
- ReadLab P.C. (Greece)
- NATIONAL TECHNICAL UNIVERSITY OF ATHENS - NTUA (Greece)

1.3. Structure of the WP and Deliverables

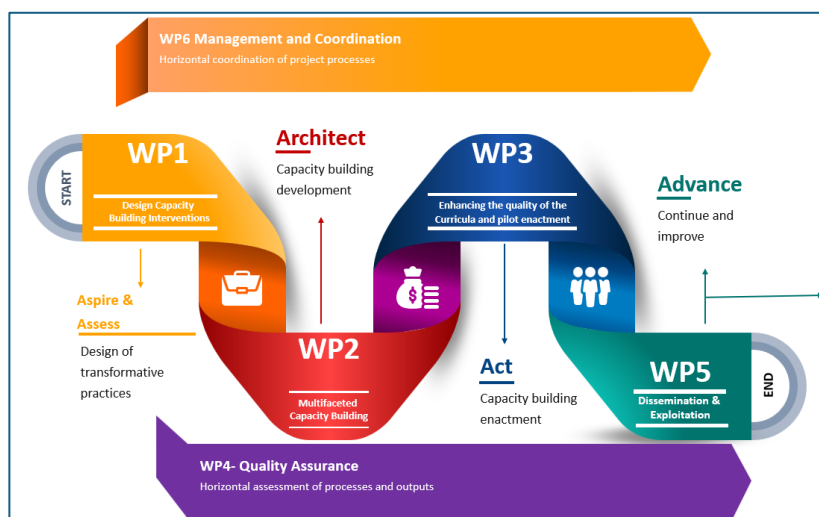


Figure 1 WP structure

Table 1 Work Packages and Deliverables distribution

Work Package 1: Cooperative design of Professional Development Programme

- D1.1 Case Studies validation report
- D1.2 Intervention Programme Plan
- D1.3 Continuous Development and Feedback Framework

Work Package 2: Capacity Building intervention development

- D2.1 Virtual Learning Space
- D2.2 WARP OERs
- D2.3 Twinning and Mentoring Program
- D2.4 Innovation Toolkit for VET Teachers

Work Package 3: Training and Professional Development

- D3.1 Capacity building Workshops
- D3.2 Mentoring sessions
- D3.3 Mobility Sessions
- D3.4 Collaborative innovation report

Work Package 4: Quality Assurance

- D4.1 Quality Assurance Structure
- D4.2 Quality Assurance Plan
- D4.3. Quality Assurance Reports
- D4.4. External Quality Assurance Reports

Work Package 5: Dissemination and Exploitation

- D5.1. Joint Dissemination and Sustainability Strategy
- D5.2 WARP Visual Identity
- D5.3 Policy Influence Toolkit
- D5.4 WARP Conference
- D5.5 Assessment report of Dissemination and Community Engagement Actions

Work Package 6: Management and Monitoring

- D6.1 Project Handbook

2. Organizational Structure and Administration

2.1. Organizational Structure, roles and responsibilities

IESRdL coordinates the overall management of the project in order to ensure the effective and efficient achievement of all project aims and activities within the time designated, according to financial availability and rules. The Project Coordinator (PC) is appointed by the coordinating institution and has the ultimate coordination responsibility. A partner leader is assigned to each WP to coordinate the WP activities, ensure the achievement of results and employ reporting tools designed for monitoring all processes. All partners contribute to reports/outputs according to their skills and expertise, while the WP leader

collects their contributions to constitute reports and products and monitor all activities. The management structure is designed to guarantee that the project is successful by providing professionals with high and differential expertise that carry out the activities and designate diverse capacities that are able to respond to unexpected developments and project complexity. Experienced key staff from each partner organisation involve:

- Managers coordinates all management activities (scientific coordination, operational management, reporting activities, financial activities, organisation and coordination of project meetings and so on)
- Researchers will support the scientific and operational management, reporting activities including policy plan and recommendations, and participate in project meetings (All WPs).
- Expert Communication officers will implement project communication and dissemination activities.

Partner roles based on their expertise are summarised in the following table.

Table 2 Partner roles

Partner	Main Focus	Main Role
IESRdL	Management Intervention Enactment	Coordinator (WP6) WP3 Leader (Capacity Building enactment)
NTUA	Intervention Design	Intervention Design Leader (WP1)
Alba	Intervention Development	Capacity building development leader (WP2) WARP's methodology actions receiver
UET	WARP's methodology actions receiver	Participation in WP1, WP3 and WP5
RecycAl	Capacity building accelerator	Participation in WP1, WP2 and WP5
UNI	WARP's methodology actions receiver	WP5 Leader (Diss & Expl.), Participation in WP1 and WP3.
FK	WARP's methodology actions receiver	Participation in WP1, WP3 and WP5
PLASTIKA	Capacity building accelerator	Participation in WP1, WP2 and WP5

ReadLab	IT and Quality Assurance Expert	WP4 coordinator, VLE development and post-production OERs Leader (WP2)
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2.2. Project Management Committee

For proper project management, a Project Management Committee has been appointed, with each center having a contact person for management and ongoing communication throughout the project's development.

Table 3 Project Management Committee

Organisation Name	Country	Main contact person	E-mail main contact person
IES Ribeira do Louro	Spain	Lorena Abreu López	international@ribeira.org
European University of Tirana	Albania	Ketrina Çabiri Mijo	ketrina.cabiri@uet.edu.al
Albacademy	Albania	Valbona Begolli	v.begolli@albacademy.al
Recycal	Albania	Lulzim Baumann	lulzimbaumann@gmx.de info@recyclingalbania.com
Kolegji Universum O.P	Kosovo	Gabriela Ukaj	gabriela.ukaj@univerusm-ks.org
Shkolla Finlandeze Sh.P.K	Kosovo	Edlira Dibrani	edlira.dibrani@finnish.school
Plastika Sh P K	Kosovo	Shkelzen Shabani	shkelzen@plastika-ks.com
Research Innovation and Development Lab Private Company	Greece	Olga Karamichailidou	olgak@read-lab.eu
Ethnicon Metsovion Polytechnion	Greece	Pantelis Kouvelis	pantelis@read-lab.eu
Ethnicon Metsovion Polytechnion	Greece	Konstantinos Moustakas	konmoust@central.ntua.gr

2.3. Task Leaders

Each of the project's Work Packages has a designated Leader, responsible for coordinating the work to be developed within the project in a timely manner. A series of tasks have been assigned to each Work Package, directly related to the Deliverables.

Table 4 Tasks distributions

WP1. Cooperative design of Professional Development Programme (M1-M12)	
<i>Task</i>	<i>Leader</i>
1.1 Design and validate case studies	NTUA
1.2 Design Intervention Methodology	NTUA
1.3 Development of tools for Continuous intervention	NTUA
1.4 Design Feedback mechanism	NTUA
WP2. Capacity Building intervention development (M10-M24)	
<i>Task</i>	<i>Leader</i>
2.1 Design and Delivery of Virtual Collaboration and Training Space	ReadLab
2.2 Creation of Open Educational Resources	ReadLab
2.3 Establishment of a Twinning and Mentoring Program	Alba
2.4 Innovation Development and Integration in VET Training	Alba
WP3. Training and Professional Development (M17-M36)	
<i>Task</i>	<i>Leader</i>
3.1 Capacity Building for Teac 3.1 Capacity Building for Teaching Staff	IES RdL
3.2 Mentoring Programme enactment	IES RdL
3.3 Twinning programme enactment	IES RdL
3.4 Modular curriculum design	IES RdL
WP4. Quality Assurance (M1-M36)	
<i>Task</i>	<i>Leader</i>
4.1 Create a Quality Assurance Structure	ReadLab
4.2 Develop a Quality Assurance plan	ReadLab
4.3 Training and Professional Development evaluation	ReadLab
4.4 Monitor and Evaluate Project processes	ReadLab
WP5. Dissemination and Exploitation (M1-M36)	
<i>Task</i>	<i>Leader</i>
5.1 Setup and operate the WARP Dissemination and Impact Governing Structure	UNIVERSUM
5.2 Develop and apply the Joint Dissemination and Sustainability Strategy	UNIVERSUM
5.3 Inform and engage key stakeholders	UNIVERSUM
5.4 Design and apply the WARP Ambassador Program	UNIVERSUM
5.5 Continuous redesign and reinforcing the sustainability of WARP	UNIVERSUM
WP6. Management and Monitoring (M1-M36)	
<i>Task</i>	<i>Leader</i>
6.1 Managing work plan activities	IES RdL
6.2 Coordination and communication	IES RdL
6.3 Reporting	IES RdL

2.4. Quality Assurance Committee

The WARP partnership will coordinate and monitor the internal Quality Assurance procedures. Each partner organization designates one representative as a WARP Quality Assurance Committee (QAC) member. The WARP project processes and deliverables will be constantly monitored, assessed and reviewed by the QAC, utilizing the QA standards criteria, tools and methods as they will be outlined and presented in the Quality Assurance Plan. The work of QAC will extend and complement the work of the Project Coordinator and Work Package Leaders. In WARP D4.2 Quality Assurance, the methodology, responsibilities, decision-making and evaluation procedures and communication standards will be defined and described in detail.

The Quality Assurance Committee will work freely and without any interference. The Project Coordinator and the Steering Committee will facilitate their cooperation with all project partners and ensure access to all essential information.

The project partners have appointed the members of the Quality Assurance Committee. The QAC members have been selected for their subject matter expertise and/or prior experience in academic or project quality assurance and evaluation.

The members of the WARP Quality Assurance Committee are presented in Table 5.

Table 5 Quality Assurance Committee

PARTNER		APPOINTED QAC MEMBER	E-MAIL
P1	CONSELLERIA DE CULTURA, EDUCACION, FORMACION PROFESIONAL E UNIVERSIDADES (IES)	Lorena Abreu López	international@ribeira.org
P2	EUROPEAN UNIVERSITY OF TIRANA (UET)	Ketrina Cabiri Mijo	ketrina.cabiri@uet.edu.al
P3	Albacademy	Valbona Begolli	v.begolli@albacademy.al
P4	RECYAL (RecycAI),	Ervisa Ruka	ervisaruka@yahoo.com
P5	KOLEGJI UNIVERSUM O.P (UNI),	Albiona Sopi	albiona.sopi@universum-ks.org

P6	Shkolla Finlandeze Sh.P.K (FK)	Edlira Dibrani	edlira.dibrani@finnish.school
P7	PLASTIKA SH P K (PLASTIKA)	Shkelzen Shabani	shkelzen@plastika-ks.com
P8	RESEARCH INNOVATION AND DEVELOPMENT LAB (READLAB)	Pantelis Kouvelis	pantelis@read-lab.eu
P9	ETHNICON METSOVION POLYTECHNION (NTUA)	Foti Chatzimaliakas	fotischatzima- liakas@gmail.com

All members possess equal status, acknowledging the significance of each member's expertise and experience contributed to the Quality Assurance Committee. The Chair guides the committee in their tasks (monitoring the QA Plan, aiming at scope and timeframe) and processes (how the group works.), assists the Team in working collaboratively and secures a balanced contribution from all members.

Any disputes that may arise will be addressed sincerely and honestly, as outlined in WP Management.

The Quality Assurance Committee will closely collaborate with the WARP Project Coordinator, Steering Committee, WP Leaders and the External Quality Expert. Quality Assurance members will communicate utilizing the WARP project management platform (Basecamp). If at least one of its members requests a meeting, the Quality Board chair will promptly arrange and organize it virtually. The meeting arrangements and agenda will be shared with the members one week in advance.

3. Project Execution

3.1. Project Work Plan

The following table shows the deliverables, the organizations responsible for each one, and the dates for submitting these products to the FOTP platform. An extension has been requested for the first two Deliverables.

Table 5 List of Deliverables per WP per Partner

WP1. Cooperative design of Professional Development Programme (M1-M12)			
D1.1 Case Studies validation report	NTUA	All partners	June 30th 2025
D1.2 Intervention Programme Plan	NTUA	All partners	September 30th 2025
D1.3 Continuous Development and Feedback Framework	NTUA	All partners	December 31st 2025
WP2. Capacity Building intervention development (M10-M24)			
D2.1 Virtual Learning Space	ReadLab	Alba	May 31st 2026
D2.2 WARP OERs	ReadLab	All partners	May 31st 2026
D2.3 Twinning and Mentoring Program	Alba	All partners	September 30th 2026
D2.4 Innovation Toolkit for VET Teachers	Alba	All partners	December 31st 2026
WP3. Training and Professional Development (M17-M36)			
D3.1 Capacity building Workshops	IES RdL	All partners	October 31st 2026
D3.2 Mentoring sessions	IES RdL	All partners	March 31st 2027
D3.3 Mobility Sessions	IES RdL	All partners	October 31st 2027
D3.4 Collaborative innovation report	IES RdL	All partners	December 31st 2027
WP4. Quality Assurance (M1-M36)			
D4.1 Quality Assurance Structure	ReadLab	All partners	March 31st 2025
D4.2 Quality Assurance Plan	ReadLab	All partners	May 31st 2025
D4.3 Quality Assurance Reports	ReadLab	All partners	June 30th 2027
D4.4 External Quality Assurance Reports	ReadLab	All partners	June 30th 2027
WP5. Dissemination and Exploitation (M1-M36)			
D5.1 Joint Dissemination and Sustainability Strategy	UNIVERSUM	All partners	October 31st 2027
D5.2 WARP Visual Identity	UNIVERSUM	All partners	August 31st 2025

D. 5.3 Policy Influence Toolkit	UNIVERSUM	All partners	June 30 th 2027
D.5.4 WARP Conference in Tirana	UNIVERSUM	All partners	August 31 st 2027
D.5.5 Assessment report of Dissemination and Community Engagement Actions	UNIVERSUM	All partners	December 31 st 2027
WP6. Management and Monitoring (M1-M36)			
D6.1 Project Handbook	IES RdL	All partners	March 31 st 2025

For more information see WARP_AnnexI and WARP_AnnexII

4. Document management system

A dedicated communication area on **Basecamp** software is set up for the project, including a dedicated cloud server which will function as a shared repository of documents for project management and implementation. This tool serves to centralize coordination and communication among all partners, ensuring that all information is on the same platform. It also includes a timeline for planning key project tasks, as well as storage for sharing documents and reports, accessible to all participants.

4.1. Standard Templates

4.1.1. Project Logo and Banner

Check WARP_AnnexIII and WARP_AnnexIV



4.1.2. Document and Deliverable Template

Check WARP_AnnexV

4.1.3. Presentation template and colour palette

Check WARP_AnnexVI

5. Communication and meetings

To facilitate collaborative review and strategic alignment, WP6 will orchestrate project plenary meetings, creating opportunities for partners to engage in dialogue regarding project management, progress, and the realization of outcomes. These meetings will also be a platform for discussing the tasks ahead, ensuring that the project adapts to any emerging challenges or opportunities.

Virtual project meetings are organised once a month, while face-to-face project meetings have been restricted to 4 (1 of which will be combined with the Final Conference, thus reducing travelling costs).

Team will have monthly online meetings, while the frequency for team will have a high frequency once the respective activity is taking place. Additional unscheduled online meetings may occur between teams or partners, according to emerging needs. The four transnational partnership meetings will allow partners to discuss and review the project management, the progress and the achievement of results and developing tasks. The dates proposed are the following.

Table 6 WARP Transnational Project Meetings

Name	Partners involved	Location	Date (no. of days)
Kick off Meeting	All partners	O Porriño (Spain)	March 13 th and 14 th 2025
Project Meeting 2	All partners	Pristina (Kosovo)	October 2025 (2 days)
Project Meeting 3	All partners	Athens (Greece)	3/4 June 2026 (2 days)
Project Meeting 4	All partners	Tirana (Albania)	October 2027 (2 days)

6. Project Management Procedures

6.1. Monitoring and reporting

Readlab will be responsible for the project evaluation activities in cooperation with project partners and external experts, policymakers, and key stakeholders. These activities are part of the WP4 “Quality Assurance” and are aimed at:

- Providing the framework and tools for the continuous assessment of the quality of processes
- Providing methods and indicators for evaluating project outputs
- Assessing and documenting results and to provide feedback to another project WPs
- Establishing the Advisory Committee of Sectoral Stakeholders (including policy makers)

Quality Assurance will provide specific and formal methods for ensuring that the project will satisfy the set quality standards and will define and record quality reviews, test performance, and degree of acceptance by sectoral stakeholders. To this end, the project will develop a **Quality Assurance Framework (QAF)** within WP4 with the support of an External Quality Expert (EQE) that will describe the quality and evaluation practices for the project and provide assurance that the quality procedures are planned appropriately.

The internal quality control will be realized by the project partners – coordinated by the External Quality Expert (EQE), through a continuous assessment of project processes based on the QAF methodology. It includes assessment of project progress (internal evaluation of project progress, inter-communication, project meetings etc.). Two major evaluations are envisaged, one near the middle of project and one when major outputs are available (well before project end). The goal of these evaluations is to capture the project's current status according to the partners' view and take corrective actions if needed. This task also includes the evaluation of project outputs (deliverables) by the Quality Assurance Team.

The QAF will include a quality and risk management plan. It will establish a common understanding of monitoring procedures, success criteria and achievement indicators against which the project can be monitored and the quality performance of the results and their impact and transfer potential can be determined. It will establish a systematic process to identify, analyse and respond to eventual risks that might affect the project objectives. The Risk Management Plan is particularly important for involving WARP target groups and enabling their proactive participation in the project activities. The overall risk management is under the responsibility of the Coordinator, who will, supported by the EQE, develop the procedures for managing risks, tracking efforts to reduce high risks and combine the risk briefings, reports, etc. In turn, the partner leaders are responsible for the risk management within their activities, including identification, analysis, handling, communication (in case of moderate or high risks), monitoring, and tracking efforts to reduce low and moderate risks.

6.2. Financial management

Key elements of WARP's financial management are:

- Ensuring appropriate financial procedures and processes, in compliance with the programme guidelines.
- Ensuring that all purchasing and procurement procedures are adhered to.
- Monitoring of WARP's budget and reviewing any areas of potential concern in relation to the financial performance of the project.

A Partnership Agreement was signed between all partners to formalise the commitment to the expected high-quality results, detailing work to be done, instalments and the calendar of internal reporting activities. Partners will be required to provide an update every 6 months in relation to their financial position and resource spending and allocation. The semi-annual reviews will ensure that project expenditures align with expectations and enable planning for future allocations/demands.

Interim payments will be carried out after IESRdI has verified that all activities are performed with the required quality and completeness.

Partners will be informed about all their financial requirements and responsibilities in line with the relevant contractual requirements and specific criteria outlined in the Consortium Agreement. Where amendments/adjustments are required, these will be approved by the project's management board and communicated to all partners.

The reports will be according the following dates:

Periodic report 1:

- ▀ Actions from 01/01/2025 to 30/06/2026 – 18 months

Periodic report 2 (Final):

- ▀ Actions from 01/07/2026 to 31/12/2027 – 18 months

6.3. Decision-making

A **Steering Committee** (SC), chaired by the Project Coordinator and composed of one staff from each of the partner organisations, will be set up at the beginning of the project. The SC is essentially a management committee, an internal decision-making and control organism formally empowered to take binding decisions, with high level of responsibilities in terms of implementation, guidance, quality assurance, and follow up. Agenda, key decisions and action points will be documented and shared with all partners. In case of conflict that is not resolved by Coordinator mediation and/or negotiation between the interested parties, the full SC will settle the matter following majority voting.

7. ANNEXES



WARP - Waste and Recycling Practices for Dual Transition in Vocational Education

Work Package 1: Cooperative design of Professional Development Programme

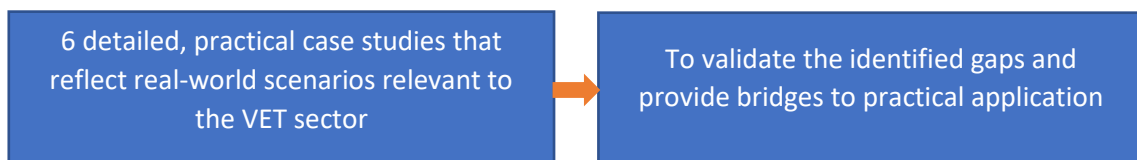
Duration: M1 – M12

Objectives

- To design and Validate Case Studies
- To design the WARP Intervention Programme
- To develop Tools for Continuous Intervention
- To design a Feedback Mechanism

Description

T1.1 Design and validate case studies (Duration: M1-M4)

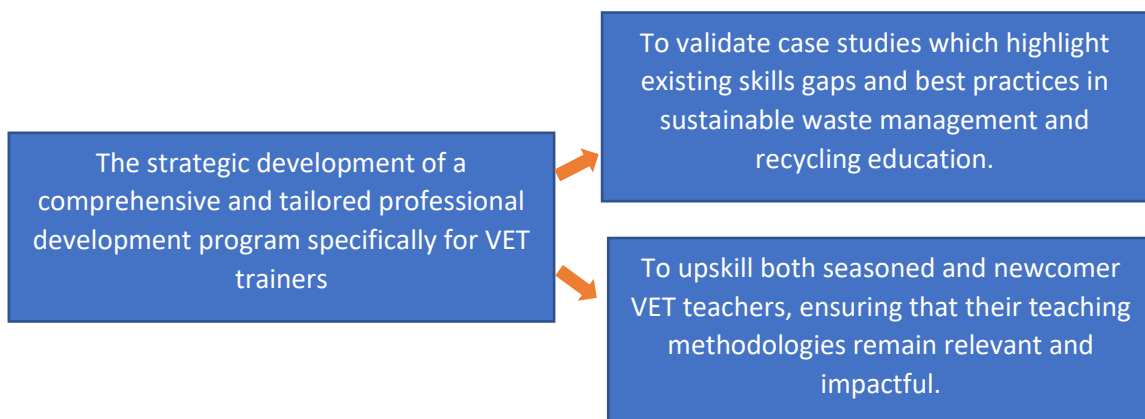


Drafting case studies, consulting with industry experts and stakeholders for accuracy and relevance, and pilot testing with a target group of VET trainers to gather feedback.

D1.1 Case Studies validation report:

methodologies employed to validate each case study, feedback from industry experts, VET trainers, and academic professionals to ensure that these resources are effective and suitable for addressing the identified skills gaps and educational needs within the realm of sustainable waste management and recycling

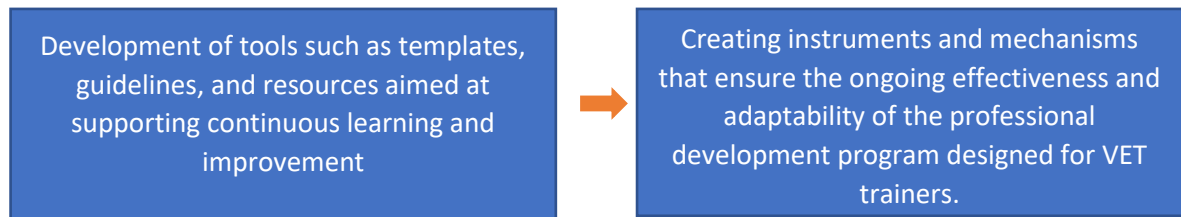
T1.2 Design Intervention Methodology (Duration: M4-M7)



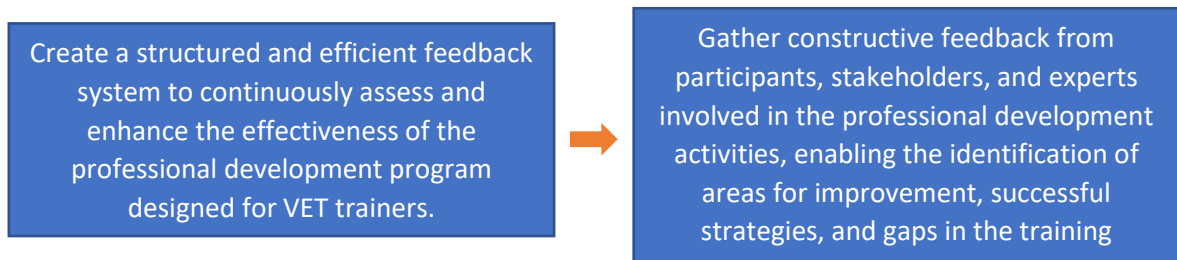
D1.2 Intervention Programme Plan:

- Outlines the structure, content, and delivery methods of the capacity-building program developed for VET teachers in Albania and Kosovo.
- Includes guidelines, templates, and resources for implementing the designed interventions, ensuring they are relevant, effective, and can be adapted to changing needs and labor market trends
- It integrates digital and green skills, alongside innovative pedagogical methods, to upskill both new and seasoned VET educators.

T1.3 Development of tools for Continuous intervention (Duration: M7-M10)



T1.4 Design Feedback mechanism (Duration: M7-M10)



This task is crucial for maintaining the quality, relevance, and impact of the professional development program, contributing to the overarching goal of enhancing vocational education in Albania and Kosovo through the WARP initiative.

D1.3 Continuous Development and Feedback Framework

A strategic document aimed at ensuring the ongoing improvement and relevance of the professional development program designed for VET trainers. This framework outlines the methodologies and tools to be used for continuous monitoring, evaluation, and feedback collection from the program participants and stakeholders.

Work Package 2: Capacity Building intervention development

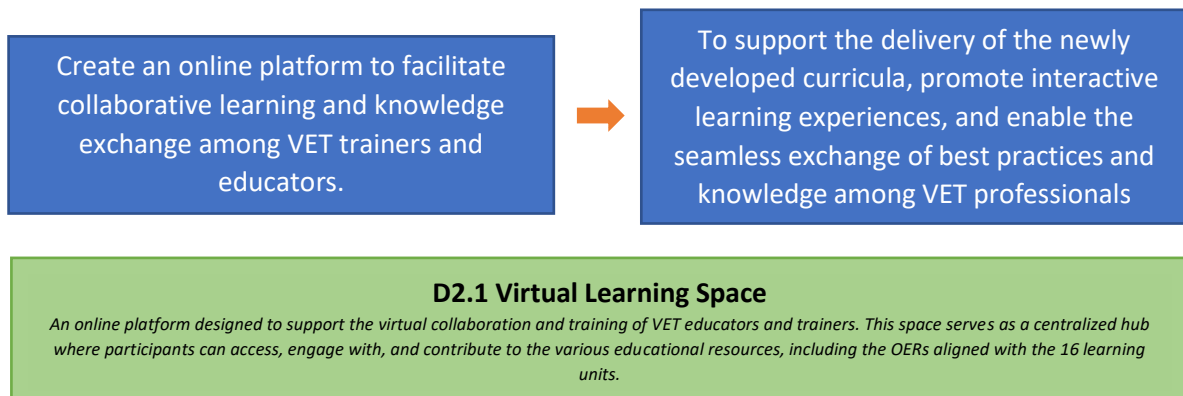
Duration: M10 – M24

Objectives

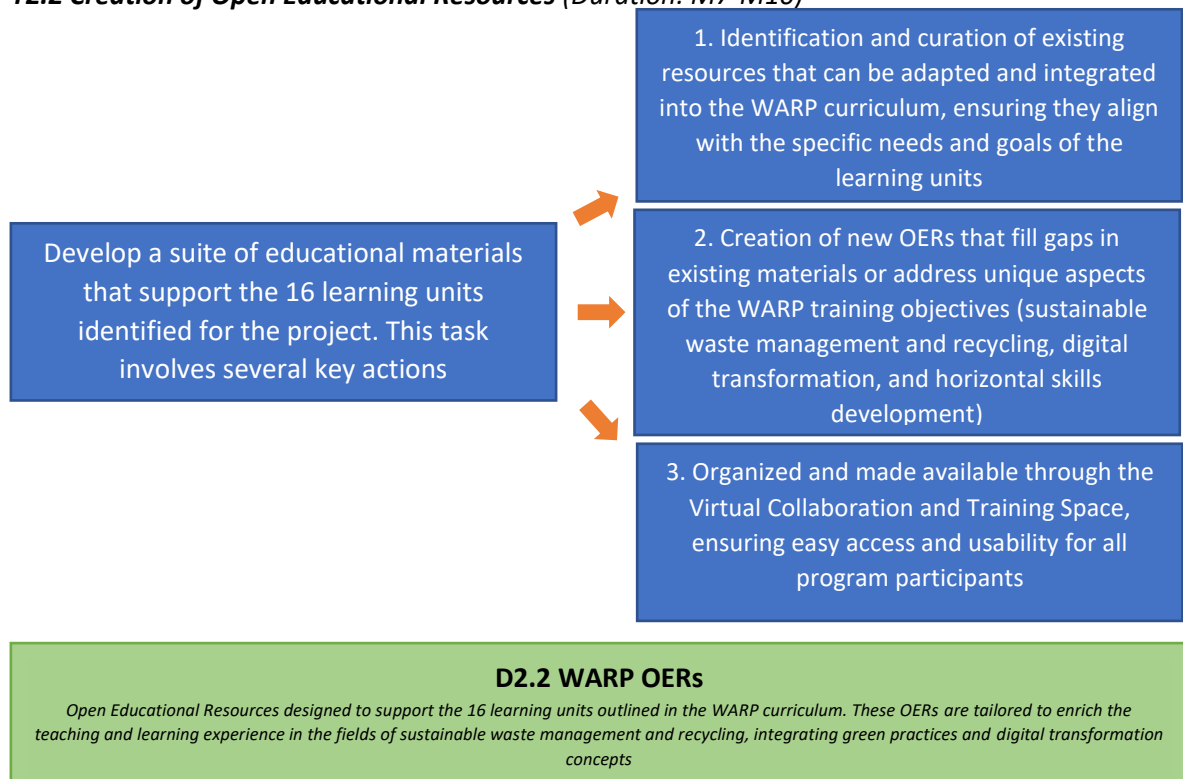
- To design and deliver a Virtual Collaboration and Training Space
- To create Open Educational Resources
- To establish a Twinning and Mentoring Program
- To integrate Innovation Development in VET Training

Description

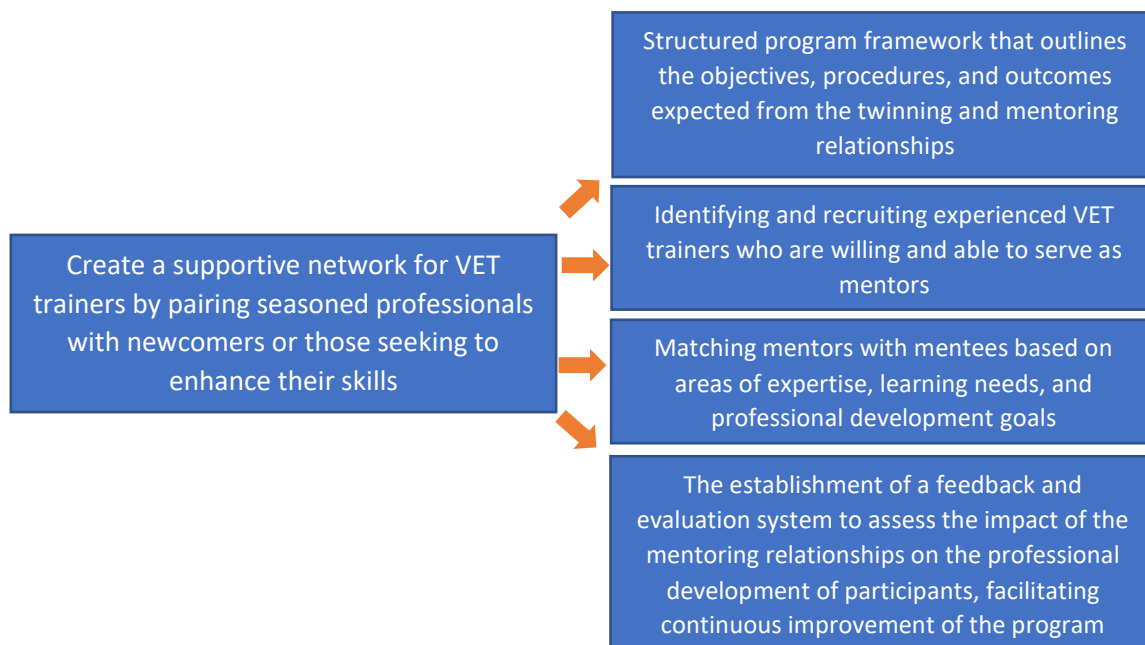
T2.1 Design and Delivery of Virtual Collaboration and Training Space (Duration: M11-M17)



T2.2 Creation of Open Educational Resources (Duration: M7-M10)



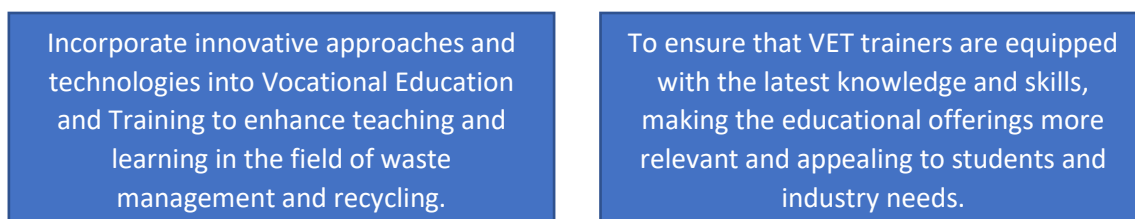
T2.3 Establishment of a Twinning and Mentoring Program (Duration: M16-M21)



D2.3 Twinning and Mentoring Program

Structured implementation of a program designed to enhance professional development and knowledge exchange among VET trainers.

T2.4 Innovation Development and Integration in VET Training (Duration: M20-M24)



D2.4 Innovation Toolkit for VET Teachers

Provides VET educators with a comprehensive set of resources, tools, and methodologies to incorporate innovative practices into their teaching and learning environments

Work Package 3: Training and Professional Development

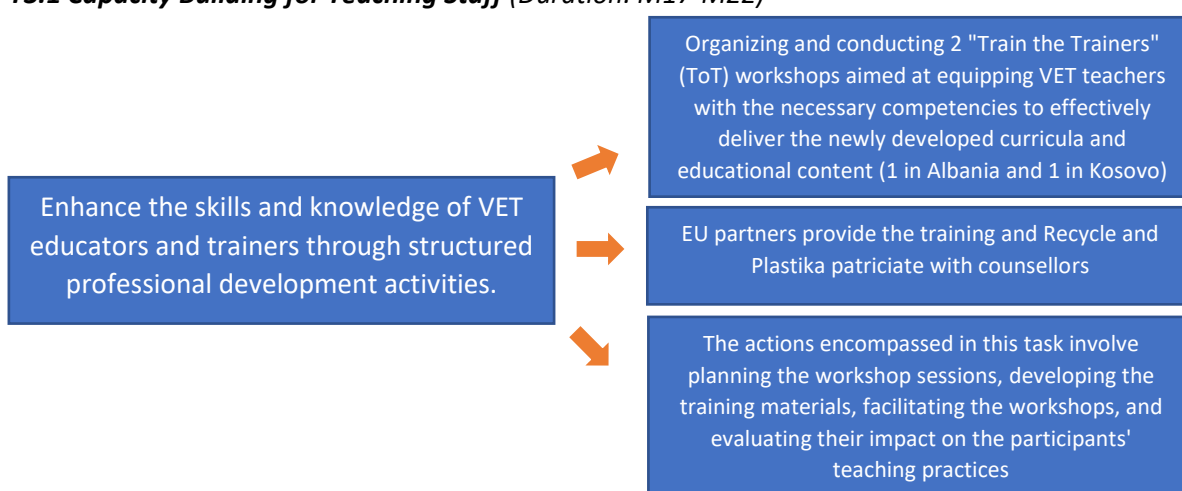
Duration: M17 – M36

Objectives

- To enhance the capabilities of VET teachers through the comprehensive WARP capacity-building portfolio, which includes the implementation of Virtual ToT workshops and the enactment of the Twinning and Mentoring Program.
- To foster an environment of support and knowledge sharing among new VET trainers by facilitating the exchange of innovative teaching practices and sustainability concepts through the mentoring program.
- To develop and enact a twinning program that encourages collaborative relationships between different educational institutions, promoting mutual learning and the sharing of best practices in vocational education.
- To enable trained teachers to innovate and continuously learn by providing them the opportunity to redesign the programme or design new ToT programmes based on their experiences with the WARP project, thus fostering a culture of innovation and continuous improvement in VET education.

Description

T3.1 Capacity Building for Teaching Staff (Duration: M17-M22)

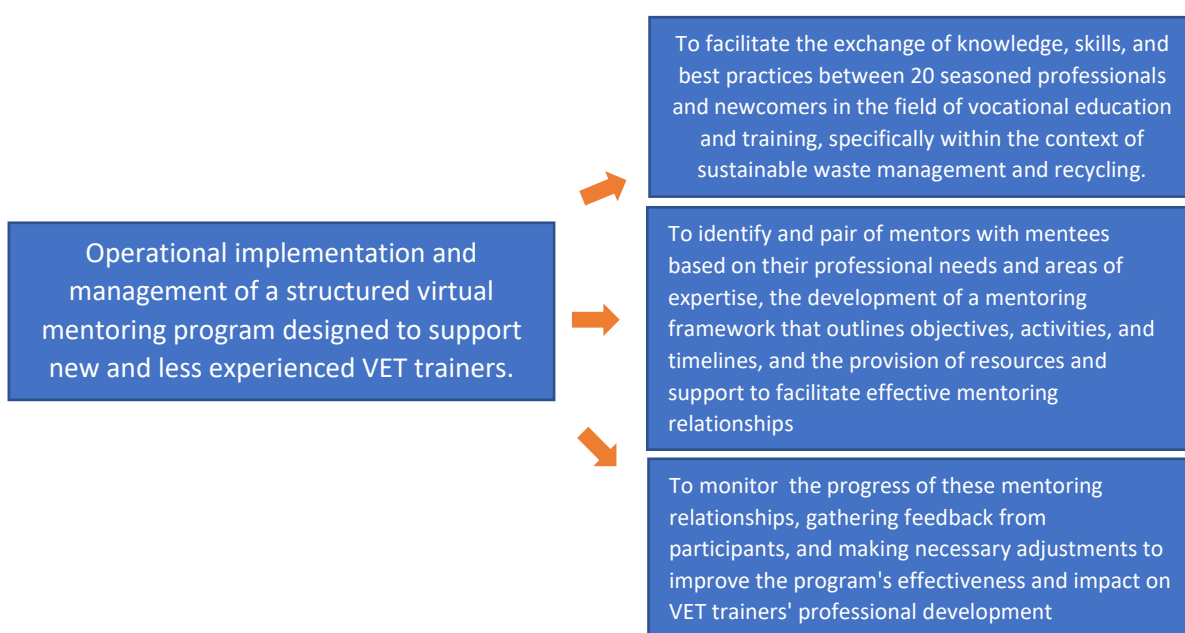


The 1st workshop will introduce basic VET skills for teaching waste management course (what to teach) while the second one will be focused on educational and didactical techniques (how to teach).

D3.1 Capacity building Workshops

A series of structured workshops aimed at enhancing the pedagogical skills and content knowledge of VET trainers, specifically tailored to meet the demands of the labor market in sustainable waste management and recycling.

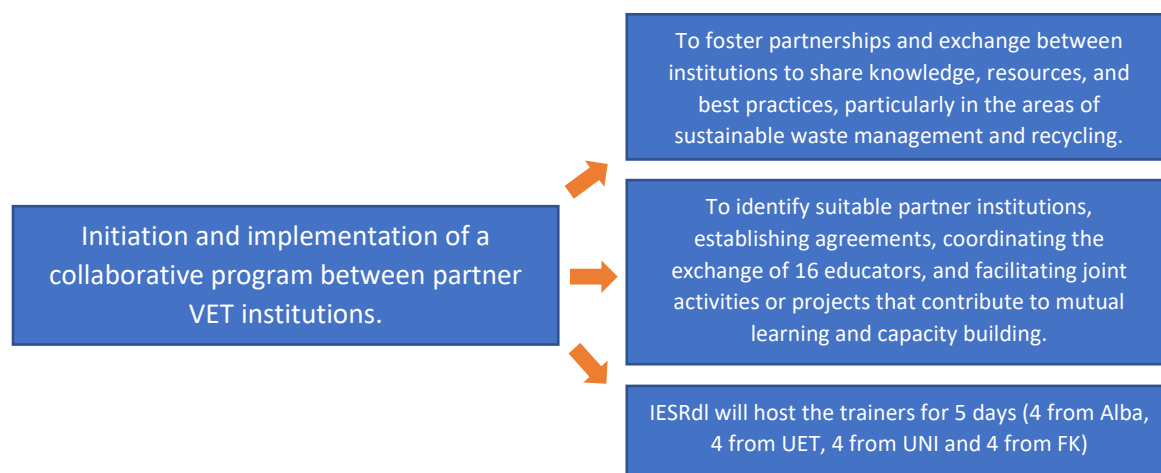
T3.2 Mentoring Programme enactment (Duration: M22-M27)



D3.2 Mentoring sessions

Implementation and documentation of mentoring sessions designed to enhance the professional development of new and existing VET trainers. Detailed reports or summaries capturing the content, outcomes, and feedback from these sessions, showcasing their impact on the participants' professional growth and their contribution to fostering a collaborative and supportive educational environment

T3.3 Twinning programme enactment (Duration: M26-M34)



D3.3 Mobility Sessions

Execution and detailed reporting of mobility activities designed to foster cross-institutional learning and sharing of best practices among VET educators and trainers.

The deliverable will include comprehensive documentation of the planning, execution, outcomes, and participant feedback from these mobility sessions, highlighting their effectiveness in contributing to the professional development of VET trainers and the overall objectives of the WARP project.

T3.4 Modular curriculum design (Duration: M29-M36)

Guiding VET trainers to restructure and adapt their professional development programs to align more closely with current labor market needs, especially within the context of sustainable waste management and recycling.



This task include 2 virtual training sessions on modular curriculum development, workshops on labor market analysis, and guidance on integrating digital and green skills into curricula.



The training sessions will be organised by IESRdl and NTUA, one each. Additionally, VET trainers will learn to apply a modular approach to curriculum design, allowing for easier updates and adaptations to meet changing demands

D3.4 Collaborative innovation report

A report in English that documents the process and outcomes of these activities, highlighting how VET trainers are applying modular approaches to curriculum design for easier updates and adaptations to meet changing demands.

Work Package 4: Quality Assurance

Duration: M1 – M36

Objectives

- To establish a Quality Assurance Committee and develop a Quality Assurance Plan.
- To implement continuous quality control, including aspects of impact and sustainability.
- To conduct regular monitoring of project progress.
- To employ evaluation methods, including revision and adjustments, to ensure the effectiveness and quality of the project's outcomes.

Description

T4.1 Create a Quality Assurance Structure (M1-M3)

D4.1 Quality Assurance Structure

A report in English that documents the internal committee and an external advisory group.

T4.2 Develop a Quality Assurance plan (M5)

D4.2 Quality Assurance Plan

A structured system designed to ensure the highest standards of excellence throughout the project's lifecycle

T4.3 Training and Professional Development evaluation (M12 / M24 / M36)

D4.3 Quality Assurance Reports

Three reports (1 per year) including detailed analyses of the project's adherence to the established quality standards.

T4.4 Monitor and Evaluate Project processes

D4.4 External Quality Assurance Reports

A collection of 3 external evaluations contacted by external experts.

Work Package 5: Dissemination and Exploitation

Duration: M1 – M36

Objectives

- To set up and operate the WARP Dissemination and Impact Governing Structure
- To develop and apply the Joint Dissemination and Sustainability Strategy
- To inform and engage key stakeholders
- To design and apply the WARP Ambassador Program

Description

T5.1 Setup and operate the WARP Dissemination and Impact Governing Structure (M12/M24)

D5.1 Joint Dissemination and Sustainability Strategy

A document available in English, presented in a digital format (PDF), outlining coordinated communication, outreach, and long-term sustainability tactics for the WARP project

T5.2 Develop and apply the Joint Dissemination and Sustainability Strategy (M8)

D5.2 WARP Visual Identity

A community engagement portfolio in the form of a digital package, provided in English containing the Web site, standardized design elements such as logos, color schemes, and typography guidelines to ensure consistent branding across all WARP project communications and materials

T5.3 Inform and engage key stakeholders (M30)

D5.3 Policy Influence Toolkit

A digital resource, available in English, comprising of strategies, templates, and best practices designed to assist stakeholders in effectively engaging with policy makers and influencing public policy related to WARP.

T5.4 Design and apply the WARP Ambassador Program (M36)

D5.4 WARP Conference

An event, conducted in English at Tirana, featuring presentations, workshops, and discussions focused on innovative strategies in WARP themes.

T5.5 Continuous redesign and reinforcing the sustainability of WARP (M36)

D5.5 Assessment report of Dissemination and Community Engagement Actions

Reports on the Infodays, the Ambassador Webinars, newsletter the Community of Practice activities and the Governance structure functions.

Work Package 6: Management and Monitoring

Duration: M1 – M36

Objectives

- To manage work plan activities,
- To maintain and adhere to the Consortium Agreement,
- To prepare and submit key documentation including Interim Reports,
- To manage project communication.

Description

T6.1 Managing work plan activities

T6.2 Coordination and communication

T6.3 Reporting

D6.1 Project Handbook

A Handbook serves as a key reference document for project partners and stakeholders, outlining the project's objectives, structure, work packages, roles and responsibilities, operational procedures, and communication strategies. It is designed to ensure consistency in understanding and approach across the project, facilitating effective coordination, management, and execution of the project activities.



WARP PROJECT

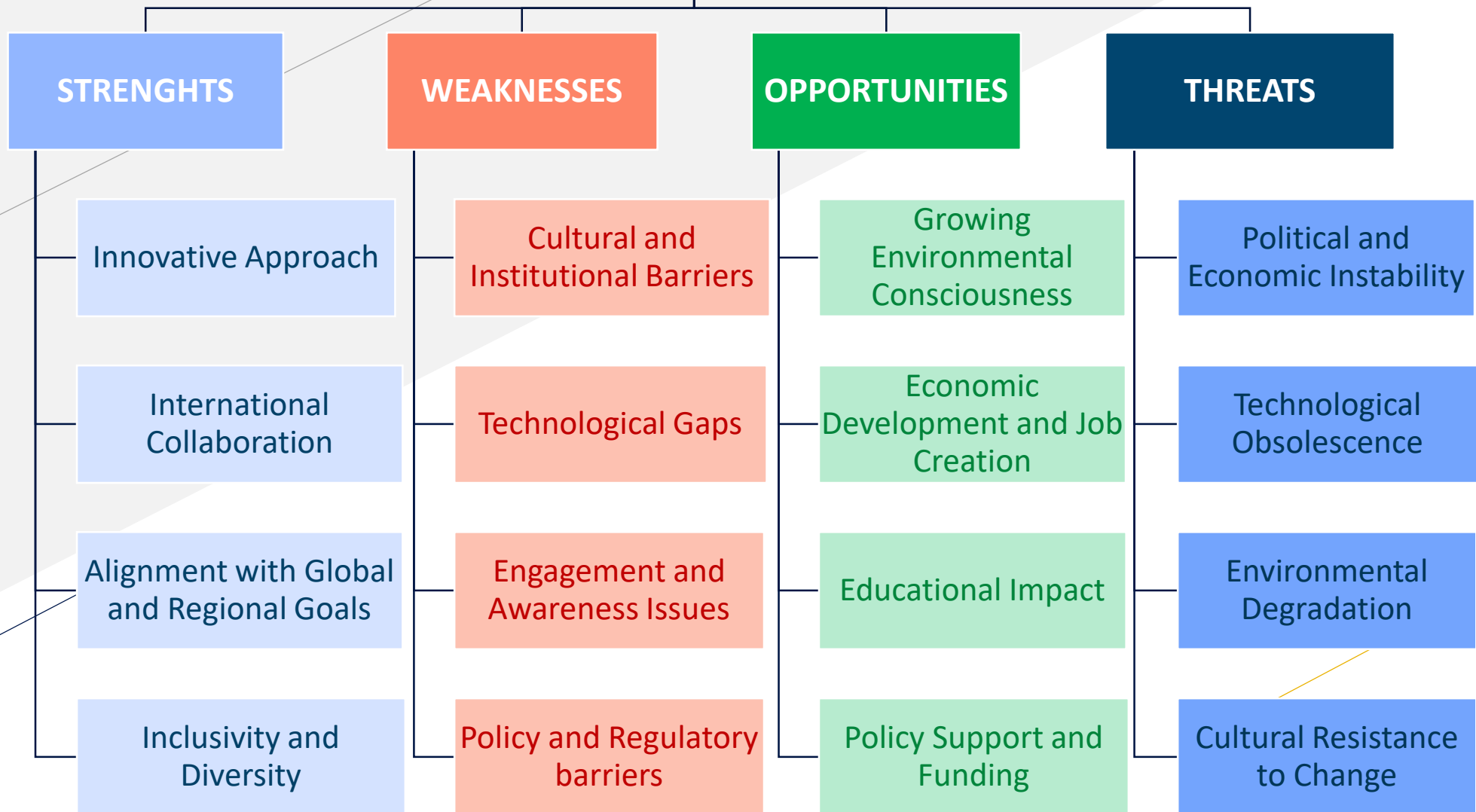
WASTE AND RECYCLING PRACTICES FOR DUAL
TRANSITION IN VOCATIONAL EDUCATION

Duration of the project: 36 months

Partners:

- ✓ IES Ribeira do Louro (Spain)
- ✓ European University of Tirana - UET (Albania)
- ✓ Albacademy (Albania)
- ✓ Recycal (Albania)
- ✓ UNIVERSUM COLLEGE (Kosovo)
- ✓ Shkolla Finlandeze Sh.P.K (Kosovo)
- ✓ Plastika SH.P.K.(Kosovo)
- ✓ ReadLab P.C. (Greece)
- ✓ NATIONAL TECHNICAL UNIVERSITY OF ATHENS - NTUA (Greece)

SWOT ANALYSIS



WARP Objectives

O1

- To design multi faceted Capacity Building Interventions

O2

- To develop and enhance the capacity of Vocational Education and Training institutions

O3

- Strengthen the relationship between the Vocational Education and Training Sector and the Labour Market in Albania and Kosovo

O4

- Promote the dissemination and sustainability of successful waste management practices

WARP Work Packages

WP1. Cooperative
design of Professional
Development
Programme

WP2. Capacity
Building intervention
development

WP3. Training and
Professional
Development

WP4. Quality
Assurance

WP5. Dissemination
and Exploitation

WP6. Management
and Monitoring

WP1. Cooperative design of Professional Development Programme (M1-M12)

Tasks	Description	Leader	Partners	Deadline
1.1 Design and validate case studies	Creating 6 detailed, practical case studies that reflect real-world scenarios relevant to the VET sector	NTUA	All partners	End of April 2025
1.2 Design Intervention Methodology	It involves the strategic development of a comprehensive and tailored professional development program specifically for VET trainers – highlight existing gaps	NTUA	All partners	July 31 st 2025
1.3 Development of tools for Continuous intervention	Creating instruments and mechanism that ensure the ongoing effectiveness and adaptability of the professional development program designed for VET trainers	NTUA	All partners	December 31 st 2025
1.4 Design Feedback mechanism	Create a structured and efficient feedback system to continuously assess and enhance the effectiveness of the professional development program designed for VET trainers	NTUA	All partners	December 31 st 2025

WP1. Deliverables and Milestones

D1.1 Case Studies
validation report

April 30th 2025

D1.2 Intervention
Programme Plan

July 31st 2025

MS1. Design Intervention
Methodology (*July 31st 2025*)

D1.3 Continuous
Development and
Feedback Framework

December 31st 2025



WP2. Capacity Building intervention development (M10-M24)

Tasks	Description	Leader	Partners	Deadline
2.1 Design and Delivery of Virtual Collaboration and Training Space	Create an online platform to facilitate collaborative learning and knowledge exchange among VET trainers and educators	ReadLab	Alba	May 31 st 2026
2.2 Creation of Open Educational Resources	Develop a suite of educational materials that support the 16 learning units identified for the project. This task involves several key actions	ReadLab	All partners	May 31 st 2026
2.3 Establishment of a Twinning and Mentoring Program	Create a supportive network for VET trainers by pairing seasoned professionals with newcomers or those seeking to enhance their skills	Alba	All partners	September 30 th 2026
2.4 Innovation Development and Integration in VET Training	Incorporate innovative approaches and technologies into Vocational Education and Training to enhance teaching and learning in the field of waste management and recycling	Alba	All partners	December 31 st 2026

WP2. Deliverables and Milestones



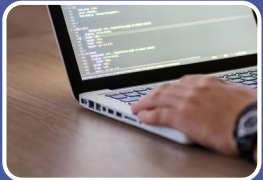
D2.1 Virtual Learning Space

May 31st 2026



D2.2 WARP OERs

May 31st 2026



D2.3 Twinning and Mentoring Program

September 30th 2026



D2.4 Innovation Toolkit for VET Teachers

December 31st 2026

**MS2. Establishment of
the mentoring and
twinning programme**
(September 30th 2026)

WP3. Training and Professional Development (M17-36)

Tasks	Description	Leader	Partners	Deadline
3.1 Capacity Building for Teaching Staff	Enhance the skills and knowledge of VET educators and trainers through structured professional development activities	IES RdL	All partners	October 31 st 2026
3.2 Mentoring Programme enactment	Operational implementation and management of a structured virtual mentoring program designed to support new and less experienced VET trainers	IES RdL	All partners	March 31 st 2027
3.3 Twinning programme enactment	Initiation and implementation of a collaborative program between partner VET institutions	IES RdL	All partners	October 31 st 2027
3.4 Modular curriculum design	Guiding VET trainers to restructure and adapt their professional development programs to align more closely with current labor market needs, especially within the context of sustainable waste management and recycling	IES RdL	All partners	December 31 st 2027

WP3. Deliverables and Milestones

**D3.1 Capacity
building Workshops**
October 31st 2026

**D3.2 Mentoring
sessions**
March 31st 2027

**MS3. Mentoring and
twinning sessions complete**
(October 31st 2026)

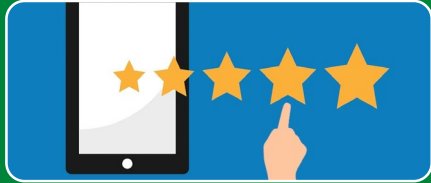
**D3.3 Mobility
Sessions**
October 31st 2027

**D3.4 Collaborative
innovation report**
December 31st 2027



WP4. Quality Assurance – Objectives

Leader: ReadLab



To establish a Quality Assurance Committee and develop a Quality Assurance Plan



To implement continuous quality control, including aspects of impact and sustainability



To conduct regular monitoring of project progress



To employ evaluation methods, including revision and adjustments, to ensure the effectiveness and quality of the project's outcomes

WP4. Quality Assurance - Deliverables and Milestones

D4.1 Quality Assurance Structure

March 31st 2025

D4.2 Quality Assurance Plan

May 31st 2025

D4.3 Quality Assurance Reports

June 30th 2027

D4.4 External Quality Assurance Reports

June 30th 2027

MS4. Quality Assurance Plan in place

(May 31st 2025)

WP5. Dissemination and Exploitation – Objectives

Leader: UNI

01

To set up and operate the WARP Dissemination and Impact Governing Structure

02

To develop and apply the Joint Dissemination and Sustainability Strategy

04

To inform and engage key stakeholders

03

To design and apply the WARP Ambassador Program

W.5 - Deliverables and Milestones

MS5. Community of Practice initiated
(June 30th 2026)

D5.1

Joint Dissemination and Sustainability Strategy
October 31st 2027

D5.2

WARP Visual Identity
August 31st 2025

D5.3

Policy Influence Toolkit
June 30th 2027

D5.4

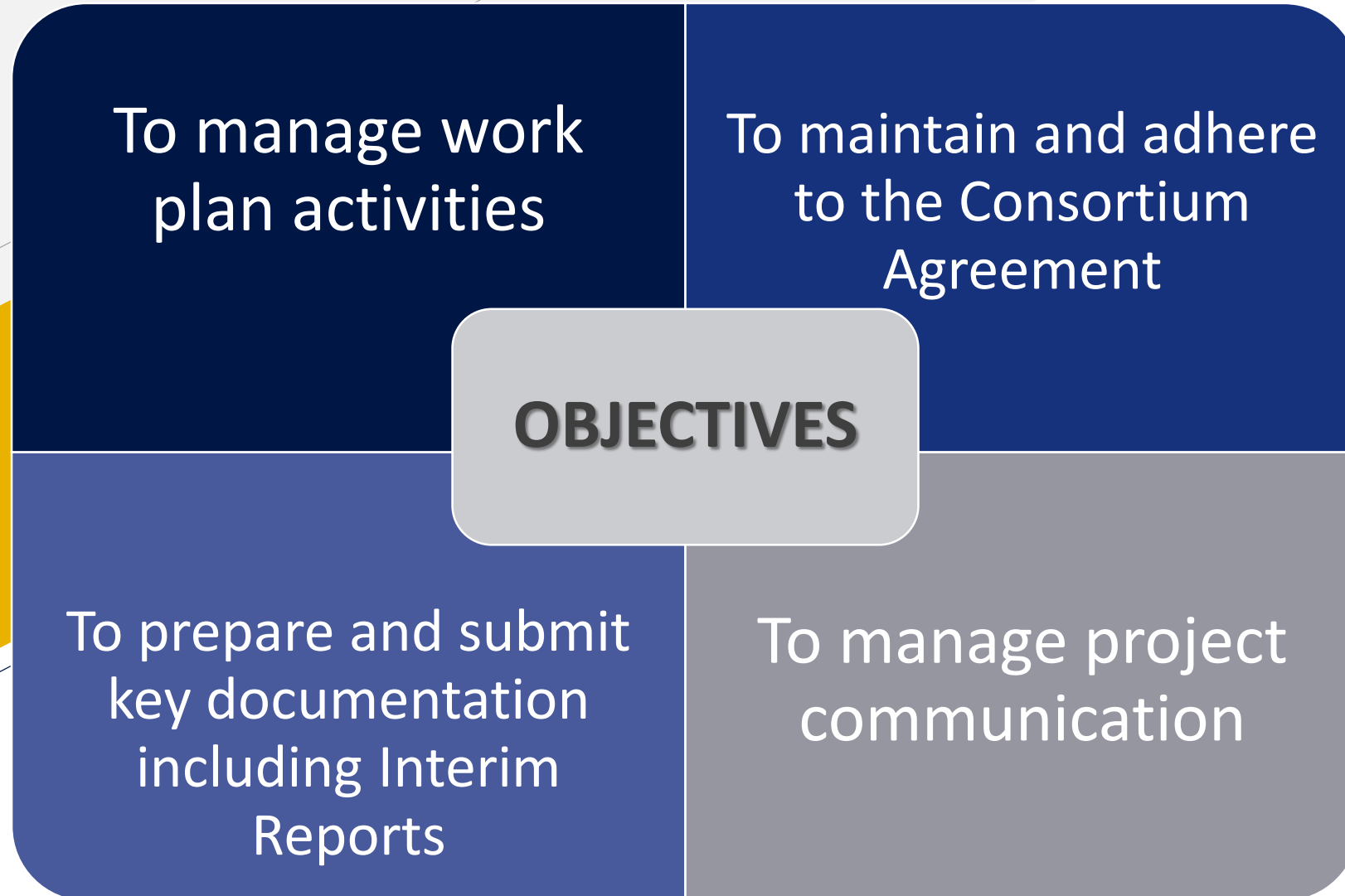
WARP Conference in Tirana
August 31st 2027

D5.5

Assessment report of Dissemination and Community Engagement Actions
December 31st 2027

WP6. Management and Monitoring

Leader: IES RdL



MS6. Effective Project
Coordination Established
(March 31st 2025)

WP6. Deliverables and Milestones

D6.1 Project Handbook
(March 31st 2025)

Meetings and events

Name	Description (number of participants)	Partners involved	Location	Date (no. of days)
ToT Workshop 1 (Task3.1)	Capacity Building Workshop 20 attendees	IES RdL (Spain) Alba (Albania)	Tirana (Albania)	<i>May 2026 – October 2026</i> (3 days)
ToT Workshop 2 (Task3.1)	Capacity Building Workshop 20 attendees	IES RdL (Spain) UNI (Kosovo)	Pristina (Kosovo)	<i>May 2026 – October 2026</i> (3 days)
Twinning Programme Enactment	Mobility Sessions 16 attendees	IESRdL / UET / Albacademy / UNI / FK	O Porriño (Spain)	<i>February 2027 – October 2027</i> (5 days)
Final Conference	Event / conference 26 attendees	All partners	Tirana (Albania)	<i>October 2027</i> (3 days)
Info Days	Dissemination events	Alba (3) / UNI (2) / FK (1)	Albania & Kosovo	<i>June 2025 – December 2027</i> (1 day – 1 per year per target country)

Meetings and events

Name	Description (number of participants)	Partners involved	Location	Date (no. of days)
Kick off Meeting	Transnational Project Meeting	All partners	O Porriño (Spain)	<i>March 13th and 14th 2025</i> (2 days)
Project Meeting 2	Transnational Project Meeting	All partners	Pristina (Kosovo)	<i>October 2025</i> (2 days)
Project Meeting 3	Transnational Project Meeting	All partners	Athens (Greece)	<i>3/4 June 2026</i> (2 days)
Project Meeting 4	Transnational Project Meeting	All partners	Tirana (Albania)	<i>October 2027</i> (2 days)

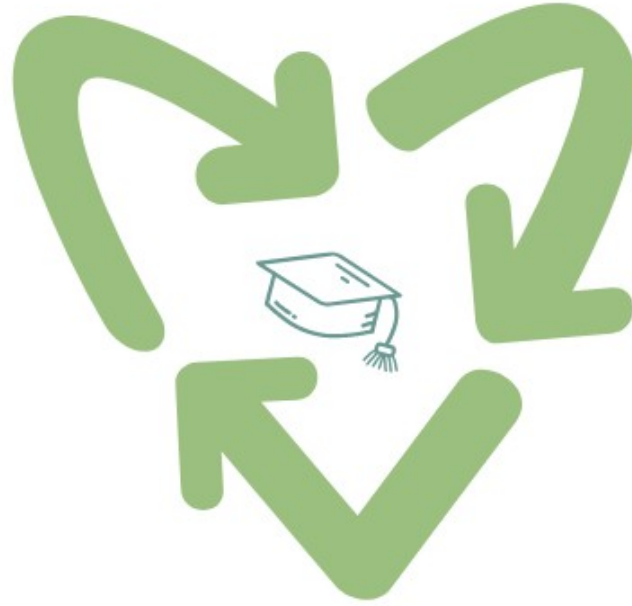


WARP PROJECT

WASTE AND RECYCLING PRACTICES FOR DUAL
TRANSITION IN VOCATIONAL EDUCATION

Thank you for your collaboration

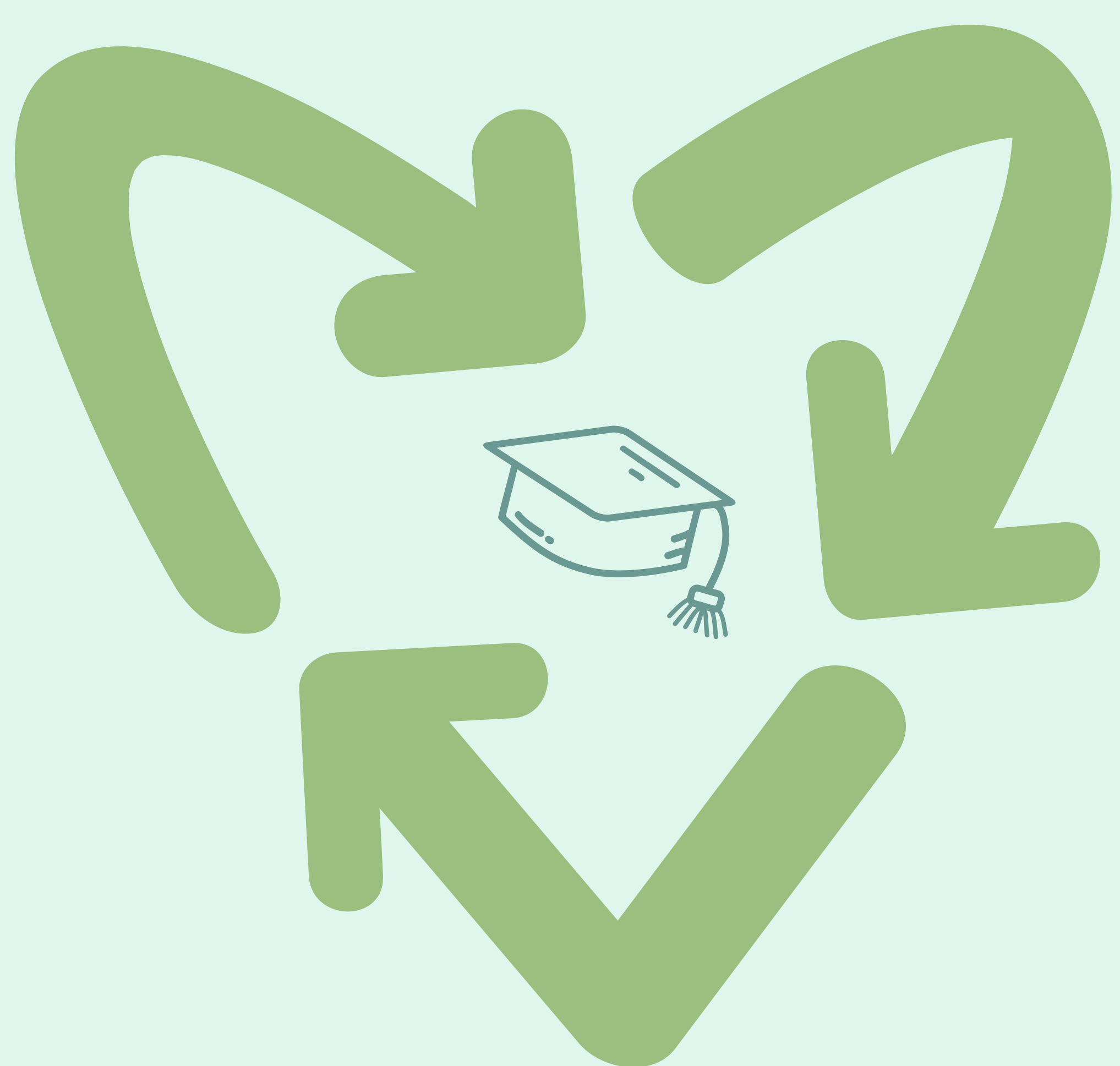
ANNEX III



WARP PROJECT

WASTE AND RECYCLING PRACTICES FOR DUAL
TRANSITION IN VOCATIONAL EDUCATION

ANNEX IV



WARP PROJECT

WASTE AND RECYCLING PRACTICES FOR DUAL
TRANSITION IN VOCATIONAL EDUCATION

PROJECT NUMBER
101183410



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ANNEX V



WARP PROJECT

WASTE AND RECYCLING PRACTICES FOR DUAL
TRANSITION IN VOCATIONAL EDUCATION

PROJECT NUMBER
101183410

Deliverable Dx. & Name



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Document Information

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Project Number	101183410
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Ending date	31.12.2027
Deliverable	Dx Name
Work Package	WPx
Date of Delivery (in months)	Mx (Month & Year)
Lead Organization	
Dissemination Level	
Type	
Authors	
Document Description	

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Document History (only major changes to the document structure)

Version	Date	Submitted by	Reviewed by	Notes
VER0				
VER1				
VER2				

Document Location

The latest version of this controlled document is stored in (Repository to be set up)

Table of Contents

List of Tables.....	5
List of Figures	5
Project Summary.....	6
Heading 1	7
<i>Heading 1.1.....</i>	<i>8</i>
Heading 1.1.1.....	9
Table.....	10
Figures	10

List of Tables

Table 1 Two columns table.....	10
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List of Figures

Figure 1 The complexity of the production system	10
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Table

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Figures

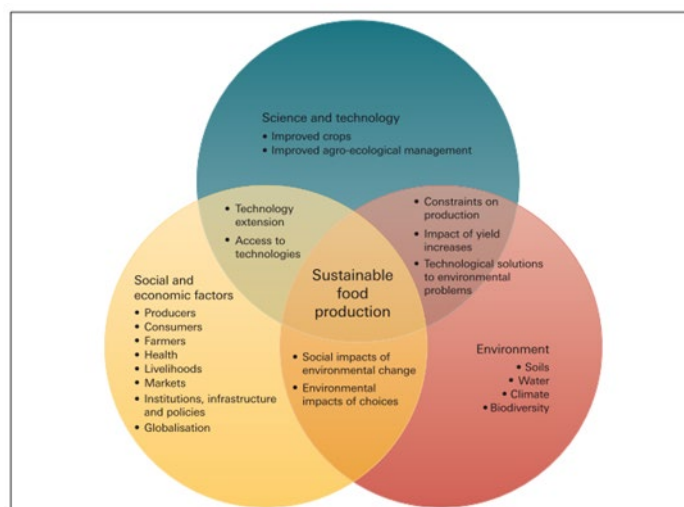


Figure 1 The complexity of the production system

ANNEX VI



WARP PROJECT

WASTE AND RECYCLING PRACTICES FOR DUAL
TRANSITION IN VOCATIONAL EDUCATION



Olivine
#91B382

Gray Asparagus
#405A45

Tasman
#DCE3DE

Scorpion
#606060