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DIGITAL COMICS OF MIGRATION

QUALITY
ASSURANCE
PLAN

Project No: 2023-1-TR01-KA22-SCH-000166103



Project funded by the European Union's ERASMUS+ programme: PROJECT No: 2023-1-TR01-KA220-SCH-000166103

Project Profile

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Dissemination Level: Public

Legal Notice



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1 PROJECT

THE PROJECT

1.1 BRIEF PROJECT DESCRIPTION

DICOMI-Digital Stories of Migration is a project funded by the Turkish National Agency under the Erasmus+ KA220 Strategic Partnership in School Education program. The project brings together five partners from five countries: Yildiz Technical University (Türkiye), 29 Mayıs University (Türkiye), King Danylo University (Ukraine), the GIREs- Global Institute for Research Education & Scholarship (the Netherlands), the Institute for Roma and Minorities (Germany), and Nordic Horizon Institute AB (Sweden). The project commenced on December 31, 2023, and will run for 30 months, concluding on June 30, 2026.

1.2 PROJECT PURPOSE

The initiative aims to address the challenges faced by European education and training systems in responding to the impacts of war in Ukraine, Syria, and other regions experiencing war-related migration. By utilizing digital comics based on real-life experiences of families displaced by war, the project seeks to enhance key competences and support the professional development of teachers, school leaders, and other education professionals.

Wars represent one of the most devastating scenarios for people, particularly children. The harsh realities of war, marked by fear and trauma, profoundly affect children's education and their future prospects. Coupled with war, migration introduces additional challenges, such as a lack of basic skills, poor academic achievement, and difficulties with cultural integration and adapting to new schools. While migration contributes to cultural diversity and enriches civilizations, it can also lead to significant disadvantages. This project aims to mitigate the educational challenges posed by war and forced migration through targeted teacher and student training programs.

To achieve this, the project employs comics—an impactful literary medium. Comics are widely recognized for being engaging, easy to read, and informative, combining written language, visuals, and motion to capture readers' attention. Since their emergence, comics have gained immense popularity worldwide, being translated into numerous languages and eagerly anticipated by readers. The project leverages this appealing and motivating format as a tool to enhance school education and make learning more accessible and enjoyable.

1.3 PROJECT OBJECTIVES

DICOMI aims to strengthen the capacity of education and training systems to address the challenges of war, war-related migration, and compulsory migration through the innovative use of



comics. Students affected by these experiences often face disadvantages in areas such as language acquisition, navigating new school systems, and building friendships. This project seeks to foster inclusion, equality, and non-discrimination by sharing the real-life stories of families who have endured migration and war.

1. Documenting Migration Stories:

- Conduct interviews with families who have migrated due to war or other compulsory reasons.
- Record their experiences of migration, adaptation, and educational challenges.
- Analyze these stories with an educational focus to define objectives for the creation of digital comics.

2. Creating Digital Comics:

- Develop digital comics scenarios based on real-life migration experiences to enhance understanding and empathy for migration and war.
- Create digital comics that integrate creativity, arts, and culture into educational materials.

3. Developing Educational Modules:

- Design 10 innovative modules focused on creativity, inclusion, equality, and key competences.
- Implement these modules in schools across Türkiye, Ukraine, Germany, the Netherlands, and Sweden.
- Contribute to the digitalization of education and enhance the digital skills of teachers and students.

4. Training Teachers:

- Organize online training sessions for teachers to equip them with knowledge about migration, inclusion, comics, and the educational modules.
- Conduct training in five countries, with at least 50 participants in total.

5. Enhancing Key Competences for Students:

- Implement the modules in schools through trained teachers
- Engage students with comics derived from real migration experiences to develop their reading, writing, digital, and interpersonal skills.
- Foster empathy, understanding, and creativity among students while promoting inclusion and integration.
- Implement and evaluate pre and post tests to investigate the effectiveness of the program on students.

6. Preparing the Recommendation program:

- Organize 3 small-scale meetings with families and students (n=30 for each institution), teachers, academicians, researchers, and lecturers (n=20 for each



institution), and stakeholders of education such as community leaders, SMEs, NGOs (n=20 for each institution) and 1 final workshop with policy makers.

- Evaluate the small scale meetings and workshop and prepare 4 “From Action to Recommendation Pack” for families, teachers, students and policy makers.



1.4 PROJECT PARTNERS

The project partners include 6 institutions from 5 countries, each contributing unique expertise and resources:

Partners (P):

- **P1: Yildiz Technical University** (Türkiye)
- **P2: 29 Mayıs University** (Türkiye)
- **P3: King Danylo University** (Ukraine)
- **P4: GIRES-Global Institute for Research Education & Scholarship** (The Netherlands)
- **P5: Institute for Roma and Minorities Inclusion** (Germany)
- **P6: Nordic Horizon Institute AB** (Sweden)



1.5 WORK PACKAGES (WP) and Actions Chart (Gantt Chart)

The Work Packages are set as following and consist the Project's Action Plan.

WP1 - Project Management

.

WP2 - "Digital Storytelling Techniques" Training Programme

- A1. Interviews for migration stories
- A2. Story analysis, adaptation, and objective determination
- A3. Digital comics design
- A4. Module design
- A5. Building educational platform

.

WP3 - "Digital Comics of Migration" Learning Program

- A1. Teacher education in the platform
- A2. Pilot of teacher education
- A3. Implementation in Sweden
- A4. Implementation in Germany
- A5. Implementation in Turkey
- A6. Implementation in the Netherlands
- A7. Data analysis

.

WP4 - From Action to Recommendation

- A1. Preparing the programme
- A2. Small-scale meetings and workshops in Ukraine
- A3. Small-scale meetings and workshops in Germany
- A4. Small-scale meetings and workshops in Sweden
- A5. Small-scale meetings and workshops in Turkey



- A6. Small-scale meetings and workshops in the Netherlands

WP5 - Evaluation Programme (Conferences, workshops, meetings)

- A1. Planning meeting in Germany
- A2. Monitor meeting in Sweden
- A3. Monitor meeting in the Netherlands
- A4. Evaluation meeting in Ukraine
- A5. Final conference in Turkey

Gantt chart

The Gantt chart for the DICOMI project outlines the timeline, activities, and milestones across its key work packages. It serves as a detailed roadmap to ensure the effective coordination and execution of tasks within the project's scope. Spanning from project management and digital storytelling training to the implementation of learning programs, small-scale workshops, and evaluation activities, the plan highlights the interdependencies and sequence of actions necessary to achieve the project's objectives. This timeline not only provides a clear structure for partners and stakeholders but also ensures accountability and progress monitoring throughout the project lifecycle.





PROJECT TIME TABLE

	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
Project activity*																														
WP1 - Project Management																														
WP2 "Digital Storytelling Techniques" Training Programme																														
A1. Interviews for migration stories																														
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A1. Teacher education in the platform																														
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A4. Implementation in Germany																														
A5.Implementation in Turkey																														
A6. Implementation in Netherlands																														
A7. Data Analysis																														
WP4 : From Action to Recommendation																														
A1:- Preparing the programme																														
A2. Small Scale Meetings and Workshops in Ukraine																														
A3. Small Scale Meetings and Workshops in Germany																														
A4. Small Scale Meeting and Workshops in the Sweden																														
A5. Small Scale Meetings and Workshops in Turkey																														
A6. Small Scale Meetings and Workshops in the Netherlands																														
WP5 : Evaluation Programme (Conferences,workshops,meetings)																														
A1- Planning Meeting in Germany																														
A2- Monitor Meeting in Sweden																														
A3- Monitor Meeting in the Netherlands																														
A4- Evaluation Meeting in Ukraine																														
A5- Final Conference in Turkey																														

2

DISSEMINATION GUIDE



DISSEMINATION GUIDE

2.1 INTRODUCTION

This document sets out general regulations for dissemination and communication activities DICOMI project funded by the ERASMUS+ Programme of the European Union. The document also offers comprehensive support such as visibility and design guidelines, frequently asked questions, and a set of templates that will help project and dissemination managers to develop a sound communication strategy for their project. These two groups of managers are primarily addressed by the following guidance and advice.

2.2 OBJECTIVE OF THE GUIDE

With this document, our objective is to support the DICOMI consortium members achieve most effective communication and visibility. With visibility, we are referring to those elements that can be used to present that the project or its activities are part of the overarching initiative, for example, the logo or the color scheme of the project. By communication, we refer to any effort projects incur to reach the target audience, sending them a specific message through defined channels. Including the adhesion to all dissemination and communication of DICOMI shall add value by enlarging the dissemination platform.

2.3 GENERAL REGULATIONS

Being part of the DICOMI project, the consortium partners are expected to acknowledge and promote the vision of the DICOMI project. In the following, the general regulations in place for communicating e.g. activities and results to stakeholders and the public, are explained in detail.

2.4 FUNDING INFORMATION

Any dissemination and/or communication activity related to DICOMI (including electronic publishing, social media, etc.) **must** both display **the DICOMI logo, EU and Turkish flag**, and include the following text passages:

“This project is funded by the European Union’s ERASMUS+ Programme. PROJECT No: 2023-1-TR01-KA220-SCH-000166103”.

This funding information must be included - with good visual quality - at a prominent place in any dissemination and communication material. Visibility of the DICOMI Project must ensure that sufficient visibility is given to the approach and work of the specific initiative whenever the



project is promoted on any occasion.

When referring to the DICOMI project, projects must respect the standardized texts, pictures, presentations, contact details, and the logos as presented in this document.

Any dissemination and/or communication activity in online and printed media that displays the DICOMI project is expected to contain a (hyper)link to the official website:

<https://dicomiproject.eu>

2.5 USE OF DISSEMINATION MATERIAL

Unless the DICOMI Consortium requests otherwise, the partners are recommended use the following material, without requesting further approval:

- The name and the code of the project:

Digital Comics of Migration
2023-1-TR01-KA220-SCH-000166103

- the DICOMI logo:



- the EU and Turkish flag:



- EU funding logo:



- the visual identity and design guidelines as set out in this document,

When a dissemination document such as a newsletter, meeting minutes, etc. is prepared by one of the partners, the document needs to display these:



Project funded by the European Union's ERASMUS+ programme: PROJECT No: 2023-1-TR01-KA220-SCH-000166103

- The name and the code of the project:

Digital Comics of Migration

2023-1-TR01-KA220-SCH-000166103

- the DICOMI logo:



- the EU and Turkish flag:



- EU funding logo:



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the European Union

- The logos of the partner institutions:



YILDIZ TECHNICAL UNIVERSITY



29 MAYIS UNIVERSITY



KING DANYLO UNIVERSITY



GLOBAL INSTITUTE FOR RESEARCH EDUCATION & SCHOLARSHIP



INSTITUTE FOR ROMA AND MINORITIES INCLUSION



NORDIC HORIZON INSTITUTE AB

- the visual identity and design guidelines as set out in this document,



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This does not, however, give the project members the right to exclusive use or exclusive/private alteration of the material. Use is designated for the dissemination and/or communication activities of the project.

When displayed together with another logo, the DICOMI logo and the EU emblem must have appropriate prominence.

2.6 OBLIGATION TO INFORM DICOMI

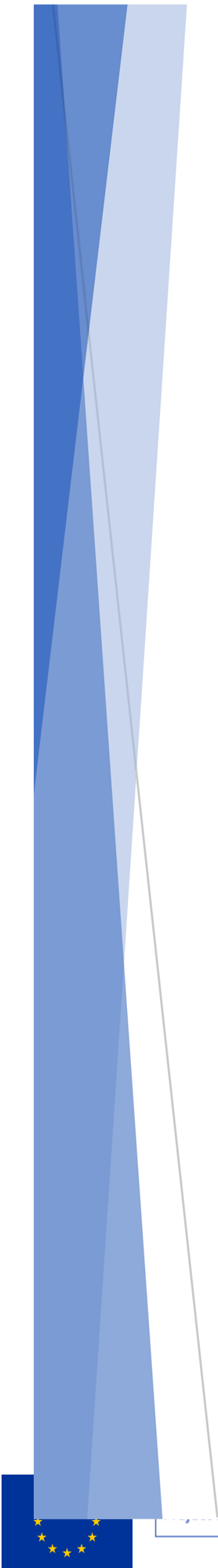
When engaging in a dissemination and/or communication activity all partners have to report it in the relevant spreadsheet so all the partners can reshare-repost all the team actions for maximum dissemination and create a network of information to share it with the relevant parties in the EU and the world.

2.7 NATIONAL/REGIONAL REGULATIONS

All dissemination and actions for visibility should not violate the regulations set out in this document and also abide by the national laws concerning the General Data Protection Regulation of the European Union. For more information please visit:
(<https://eur-lex.europa.eu/eli/reg/2016/679/oj>)

VZ





3

VISUAL IDENTITY & DESIGN GUIDELINES

VISUAL IDENTITY & DESIGN GUIDELINES

All partners must respect the following guidelines when referring to the initiative so we have homogenous actions and we succeed the maximum possible results in the dissemination of our project:

3.1 NOMENCLATURE

When referring to DICOMI Project, only the following nomenclatures are allowed:

- **DICOMI-Digital Comics of Migration (long official title of the project)**
- **DICOMI or DICOMI Project (short versions)**

Partners may choose either of these options. However, all partners need to share the code of the project in any document or post on social media accounts or web pages: **2023-1-TR01-KA220-SCH-000166103**.

While the partners may refer to the project, to the official related dissemination material and action, with the aforementioned versions, we suggest the longer versions due to their more explanatory and informative character which will work better with the algorithms and won't be confused with other projects.

The name of the project (wording etc.) cannot alter, in any language and in any phase of the project, as it is already agreed and signed in the Grant Agreement by all the consortium organizations.

3.2 COLOURS

Partners are invited to adopt similar color scheme for any potential dissemination material (e.g. promotional goods such as T-shirts, banners, posters and/or any other printed or digital material) so it the colors remain as close as possible to the official logo.

3.3 LANGUAGE

DICOMI's official accounts use English as lingua franca for any kind of external communication and dissemination . As agreed by the consortium all partners should also translate the material to the national languages of their organizations (Turkish, German, Dutch, Swedish and Ukrainian) for their external communication and also for the deliverables as these are listed in the application and the agreements. The general rule for all external communication is that the language is well understood by the targeted audiences.

3.4 DICOMI LOGO



The DICOMI consortium is entitled to use the following logos according to the regulations set out in this document. The logos can be freely used by the members for any form of dissemination and/or communication activities that will help the project's visibility. Moreover, the logos must not be modified in any form. The logos are copyrighted and are uploaded to the collaborative drive of DICOMI and all partners have access to the toolkit.

1. Full Logo of DICOMI in blue with white background:



2. Full Logo of DICOMI in black with white background:



4

DISSEMINATION PACKAGE

DISSEMINATION PACKAGE



DICOMI provides a set of materials in English that DICOMI consortium can use for their dissemination and communication - logos, banners, standardized texts and presentations to a set of templates. Whereas logos cannot be modified, the templates, banners, standardized texts and presentations can be modified from the partners. Partners can adjust elements of the templates according to their necessities or they may create their own templates as long as these templates respect the EU and DICOMI's visibility and communication regulations as set out in this document. All items of the dissemination package are available online.

4.1 LOGO AND EU EMBLEM

In addition to featuring the DICOMI logo, it is imperative that the emblem of the European Union (EU) and reference to the projects identification number, along with acknowledgment of the supporting program, specifically that of ERASMUS+, are consistently and prominently displayed. All material can be found online in the Google Drive, Dissemination> Logos. Generally it is mandatory to always mention the funding body and add the following text or use the image which mentions the ERASMUS+ project and project's ID. The text should read: *This project is funded by the European Union's ERASMUS+ Programme. PROJECT No: 2023-1-TR01-KA220-SCH-000166103.* The EU Emblem should also be included in all materials produced. All the materials and variations can be found in the common Google Drive.



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4.2 WEBSITE

The DICOMI project has established a dedicated website to serve as the primary platform connecting the project with the global community. This website will serve as the central hub for disseminating the project's vision, scope, ongoing work, and eventual outcomes.. Through the website, visitors will be engaged, informed, and encouraged to participate actively in the project's activities. Furthermore, the website will serve as an essential tool for raising awareness among EU citizens about education related issues. By providing accessible and engaging content,



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the DICOMI website aims to foster a sense of collective responsibility and inspire action towards addressing environmental challenges.

In specific, the dedicated website for the DICOMI Project is: <https://dicomiproject.eu>

It has been established in accordance with the EU Project Websites – Best Practice Guidelines. The servers of the domain are within the EU in order to ensure the maximum data protection and the compliance with all the EU laws for the protection of personal data and data in general.

The website serves several purposes:

- It acts as a communication resource to promote the project, outlining its objectives and partnership.
- It provides regular updates to interested parties on the project's progress, results, and outcomes.
- It serves as a repository for public deliverables.

The DICOMI Project's public website is crafted in order to offer both visual allure and comprehensive information. In addition to textual content, the website employs a variety of multimedia formats, including videos, photobooks and e-books and newsletters, to enrich user experience and drive engagement.

Notable features of the website include:

- A dynamic calendar, which accurately documents all events orchestrated by the DICOMI consortium, alongside those where project partners will be actively involved, and other relevant events of interest to the partnership.
- A regularly updated news section, which provides timely updates on project progress and relevant external developments related to DICOMI 's objectives.
- An extensive media center, housing a range of dissemination documents and activities.
- A dedicated repository for public deliverables and outcomes, ensuring easy access to project milestones and results as they become available for public consumption.

NORDIC HORIZON INSTITUTE manages the website including updating it on a regular basis. Any partners who wish to upload materials, news or events to the website should uploading the produced material on the common drive, which was set up by the consortium, and inform PARTNERS for relevant issues.

4.3 SOCIAL MEDIA and OTHER DISSEMINATION OUTLETS



DICOMI project has set up its social media presence, including accounts on various platforms such as Facebook and X (Twitter) aimed at enhancing the visibility and reach of the initiative.

Furthermore, to ensure consistent engagement and effective dissemination of project-related content, we have introduced a series of **four newsletters** that will be circulated periodically to our subscribers. While the newsletters will primarily be produced by the project leader, other partners also have the opportunity to contribute or take full responsibility for preparing specific editions periodically.

Through these channels, we aim to foster broader awareness, engagement, and participation in the DICOMI project, ultimately amplifying its impact and contributing to its success.

The list of media outlets are the following:

Facebook: https://www.facebook.com/people/Dicomi-EU-project/61557881756854/?ref=embed_page

X (Twitter): <https://twitter.com/DicomiEUproject>

Relevant/possible hashtags and handle names:

#DICOMIProject #EUProjects #DigitalInnovation #ErasmusPlus #SocialInclusion
#DigitalStorytelling #CulturalDiversity #EducationMatters #MigrationStories
#InnovationEU#EUfunding #EUarts #EUculture #EUpartnerships #EuropeanUnion
#EUprojects #EUgrants #EUcreativity #EUheritage #EUinnovation #EUsupport
#EUcollaboration #EUpolicy #EUresearch

The partners must use the above tags and other relevant variations in their posts and they are advised to use the other partners' tags for more dissemination. Such information can be found in the common folder, the spreadsheet file with the relevant information

4.4 NEWSLETTER



The DICOMI Project will feature a specialized project newsletter, consisting of 4 editions in total. These newsletters will be produced throughout the project's duration and if necessary extra issues will be released for important updates and news. The DICOMI newsletter will showcase project achievements and provide updates on project developments, external news, and pertinent information. It will be distributed to:

- Project partners
- Contacts in the stakeholder database
- Any other interested individuals

The DICOMI project website and collaborative platform will serve as repositories for storing the newsletter archive.

NORDIC HORIZON INSTITUTE will oversee the design, development, and distribution of the DICOMI newsletter and input from all partners regarding ideas and content is welcome. All DICOMI Parties will receive prior notice of planned publication to allow for review and feedback. If any partner has objections, they are encouraged to provide precise requests for necessary modifications. Partners are expected to translate them to the language of the country which their organization is established and share the newsletters with their own contacts and networks for optimal distribution and dissemination.

4.5 OTHER PROMOTIONAL MATERIAL

Other promotional material may be developed if required and depending on budget available.

4.6 LINKS WITH OTHER PROJECTS

DICOMI endeavors to establish effective links with other projects and initiatives that are relevant, to promote complementarity and foster a collaborative and synergistic environment. Through this approach, DICOMI will aim to create a network of interconnected projects and initiatives in order not only to amplify the impact of DICOMI's work. A strategy that not only enhances its own work but also contributes to the broader community.



5

RESPONSIBILITIES

RESPONSIBILITIES and PLAN



All activities in each country will be the responsibility of their corresponding partner, who will then adjust the activities and channels accordingly considering all relevant factors, such as the territory in which the activity takes place, the audience and the most productive ways of dissemination.

5.1 COMMUNICATION

Communication plays a fundamental role in the creation of the cooperative environment as all partners, apart from the meeting possibilities provided by mobility, will have to be constantly in touch for the development of the project through all possible means of communication. Each partner will provide a contact person responsible for communicating with other project partners.

5.2 INTERNAL COMMUNICATION

During the intervals between formal meetings, partners will maintain ongoing communication through monthly Zoom sessions and routine email and phone correspondence.

Zoom Sessions: The partners will convene virtual gatherings. Before each meeting, an agenda, prepared by the coordinator of the meeting, will be shared with all project partners. After each Zoom session, the coordinator will compile and distribute a summary of the discussion to all project partners.

Email/Phone Interactions: To ensure seamless operation and efficient project oversight, all partners will communicate with each other via email or phone or texting as needed.

5.3 REPORTING OF DISSEMINATION ACTIVITIES

DICOMI consortium will monitor and report the activities and their impact for the entire life of the project.

Thus, the partners are encouraged to log any dissemination and exploitation activity in their own logs, and make sure they report in them at all reporting stages (internal and at official EC periodic reporting stages). A reporting template has been uploaded in the DICOMI Shared Drive so all participants report their activities.

There is a Social Media Report which can be found in the relevant folder in the shared Google Drive where all partners have their organization's spreadsheet in order to report their social media dissemination activities.



Throughout the duration of the project, various activities are conducted. During these events, partners should include all the necessary information related to the dissemination activity accompanying evidence (such as pictures, screenshots, attendance lists, media posts, press releases, TV spots, advertisements, publications, presentations e.t.c.)

Content will have a crucial role in the project's lifecycle, aiding in the spread and communication of the project's work through both conventional and modern media channels. To ensure the safekeeping of this content, it will be stored on the project's internal collaboration platform. This platform not only provides secure storage but also facilitates seamless collaboration and information exchange among the team members.

Partners should update their dissemination activities on Google drive **at least every two weeks** during the months they prepare their activities.



6

QUALITY ASSURANCE FRAMEWORK

6.1 Quality Assurance Framework

The Quality Assurance (QA) framework is designed to ensure the effective delivery of the project's activities and outcomes. It provides a structured approach for monitoring and evaluating all phases of the project, with active involvement from all partners. Each partner contributes to the evaluation processes and provides regular updates on their responsibilities and progress.



The framework emphasizes critical aspects such as project goals, deliverables, milestones, resource allocation, tools, processes, and the roles of all contributors. A combination of quantitative and qualitative metrics is used to evaluate progress and success:

1. **Implementation Metrics:** These measure the extent to which deliverables are achieved and the reach of project activities, such as piloting, dissemination, and exploitation. Success is defined by meeting or surpassing the expected target user numbers outlined in the QA plan and completing all deliverables within the planned timeline.
2. **Outcome Metrics:** These focus on the quality, relevance, and impact of project results, assessed by end-users, peer reviewers, and external experts. Feedback from stakeholders is collected and analyzed, with success defined by a minimum satisfaction score of 3 out of 5 on a Likert scale.
3. **Impact Metrics:** These assess the project's ability to influence positive change beyond its immediate activities, focusing on sustainability and alignment with the project's overarching objectives.

6.2 Roles and Responsibilities

The QA process is closely integrated with the project management structure to maintain balanced workloads and consistent alignment with goals. Key roles and responsibilities include:

6.2.1 Project Coordinator (PC)

The PC is responsible for overseeing the overall project, ensuring smooth implementation and adherence to agreed-upon standards, timelines, and deliverables. Specific responsibilities include:

- Managing the decision-making process.
- Coordinating with Work Package (WP) leaders to oversee activities.
- Guaranteeing the quality of project outputs and the associated processes.
- Facilitating effective communication among all partners.
- Reporting progress and outcomes to the National Agency.
- Managing the project's financial reporting and compliance.

6.2.2 Project Management Board (PMB)

The PMB, led by the PC and including representatives from all partner organizations, provides strategic oversight throughout the project lifecycle. Key responsibilities include:



- Defining the project's strategic direction.
- Making key decisions to ensure smooth implementation.
- Overseeing dissemination and exploitation efforts.
- Reviewing the progress of work packages and addressing any significant deviations from the plan.
- Handling any issues related to partner performance, reallocating roles and resources as needed.

The PMB meets regularly to evaluate interim results, establish short-term goals, and ensure the project remains on track. A final evaluation report will be shared at the end of the project.

6.3 Quality Assurance Board (QAB)

The QAB, led by the PC and including representatives from all partner organizations, is responsible for monitoring the project's progress against defined quality standards. Core responsibilities include:

- Establishing criteria, metrics, and data collection methods for evaluation.
- Identifying and addressing quality issues during project activities.
- Reporting significant concerns to the PMB for resolution.
- Organizing regular virtual meetings months and participating in face-to-face project discussions.

The QAB plays a crucial role in ensuring all project activities meet European Standards and Guidelines for Quality Assurance and that outcomes align with the project's objectives.

6.4 Work Package Leaders (WPLs)

Each WPL is tasked with managing the coordination and reporting of activities related to their assigned work package. This includes:

- Organizing meetings with relevant partners to discuss progress and challenges.
- Assigning specific responsibilities for deliverables.
- Acting as the main point of contact for the Project Coordinator regarding their work package.



6.5 Quality Assurance Framework

The DICOMI Project emphasizes a comprehensive and continuous evaluation process to maintain and enhance quality throughout its duration. This framework ensures consistent progress monitoring and the ability to implement timely adjustments as necessary. Key stakeholders involved in the quality assurance process include:

- **Project Partners:** Collaborative cross-partner evaluations will assess both individual outcomes and the overall progress of the project. This peer review ensures alignment with the project's goals and standards.
- **Participants:** Teachers and students play a vital role in the testing and evaluation of project outcomes, particularly the digital course catalog. Established reporting mechanisms ensure that feedback on testing results is both timely and transparent. Additionally, targeted surveys will be employed to gather deeper insights into the participants' experiences and suggestions for improvement.
- **Broader Stakeholders:** Current participants and potential future collaborators and the wider community are integral to the project's quality assurance. They will have free and open access to the project's results. Feedback from this group will provide valuable input for refining the project outcomes and ensuring they meet the needs of diverse users.

To ensure the quality of key project activities, internal evaluations will be conducted by the project partners at regular intervals.

After some project meeting (including virtual sessions) will feature a dedicated segment on Quality Assurance to review monitoring data and evaluation findings. After each meeting, a section of the meeting evaluation form will focus on assessing the current state of the partnership and project progress. Key outputs from meetings include:

- **The Detailed Work Plan:** This outlines upcoming activities, assigns responsibilities, and sets deadlines, and is prepared by the Project Coordinator.
- **The Quality Assurance Plan:** A reference document for monitoring and evaluation, detailing mechanisms and quality metrics.
- **The Dissemination Plan:** A structured list of dissemination activities and their anticipated and achieved impacts.

6.6 Deliverables and Review Processes

Project deliverables are categorized as follows:



1. **Tangible Deliverables:** These include publications, software, reports, guidelines, promotional materials, handbooks, minutes, and other physical outputs.
2. **Intangible Deliverables:** These comprise events (e.g., conferences, workshops, or training), social media engagement, online platforms for communication and dissemination, and organized activities such as challenges and competitions.

All deliverables must align with the project's objectives, adhere to deadlines in the work plan, and meet established quality standards.

6.6.1 Review Process for Tangible Deliverables:

1. The author of a deliverable submits a draft to the Work Package Leader (WPL) for an initial review.
2. The WPL ensures the draft complies with the project's objectives and formatting guidelines and also assesses the deliverable's clarity, completeness, and alignment with project goals using an evaluation template. Also feedback is provided on necessary improvements.
3. The author incorporates feedback, with revisions sent back to the WPL and then distributed to consortium members for more recommendations and final approval by the Project Leader.
4. Once finalized, the deliverable is included in the formal project documentation and progress reports.

6.6.2 Peer review evaluations focus on:

- General Comments: Overall alignment with project goals.
- Specific Observations: Relevance, format, and any necessary amendments.
- Recommended Actions: Corrections, missing details, or enhancements.
- Peer members includes the consortium members and possibly, collaborators and professionals in the related fields.

Event Evaluations: Participants at each event, whether a PMB meeting or other organized activity, will complete a feedback form to assess the event's effectiveness. Standardized questionnaires will be used to gather input. Events are deemed successful if at least 70% of responses score ≥ 3 . Lower scores will prompt a review by the Project Coordinator and partners to identify areas for improvement.



Feedback will typically be collected through online surveys, ensuring anonymity, while hardcopies may be used during on-site events. Key project platforms, including the website and internal communication tools, will also undergo evaluations focusing on their usability, functionality, and added value for end-users.

6.7 Implementation of Good Practices and Code of Conduct

The DICOMI project is committed to fostering an ethical, inclusive, and professional environment across all activities. To achieve this:

- **Good Practices:**

- Promote transparency and accountability in all project processes.
- Encourage knowledge sharing and collaboration among partners.
- Document lessons learned and integrate them into ongoing and future activities to improve efficiency and effectiveness.

- **Code of Conduct:**

- Ensure respectful and equitable treatment of all participants, including students, teachers, and stakeholders.
- Maintain integrity and professionalism in communication, resource allocation, and decision-making.
- Prohibit any form of discrimination, harassment, or unethical behavior.
- Require all partners to adhere to the principles of fairness, inclusivity, and mutual respect.
- Implement mechanisms for reporting and addressing grievances or breaches of the code.

6.8 Detailed Code of Conduct

DICOMI Project Code of Conduct

The DICOMI Project is committed to creating an inclusive, respectful, and collaborative



environment for all participants, partners, and stakeholders. Upholding the highest ethical standards is central to our mission, ensuring that every individual feels valued, supported, and free from any form of discrimination or harassment. This code of conduct outlines the principles and expectations for all involved in the DICOMI Project, including but not limited to the members of the consortium, participants in any of the online and in person events and activities connected to the project, and collaborators that participate in the project's activities inspired by the guiding principles of inclusivity, diversity, respect and integrity.

6.8.1. Inclusivity and Diversity

The DICOMI Project celebrates diversity and fosters a culture of inclusivity. All individuals, regardless of race, ethnicity, gender, sexual orientation, age, nationality, disability, and/or religious beliefs, are welcome and treated with respect. The project actively promotes equity and equal opportunities for all participants.

6.8.2. Professional Behavior

All consortium members, collaborators, participants, and stakeholders are expected to:

- Maintain professionalism in all interactions.
- Collaborate respectfully with colleagues and stakeholders from diverse backgrounds.
- Avoid any form of offensive, discriminatory, or inappropriate behavior, including verbal or physical harassment.

6.8.3. Zero Tolerance for Harassment

Harassment, bullying, and any form of discrimination are strictly prohibited within the DICOMI Project. Examples of prohibited conduct include:

- Offensive jokes, comments, or language.
- Intimidation, threats, or abusive behavior.
- Unwelcome physical contact or advances.
- Any actions that create a hostile or uncomfortable environment.

6.8.4. Ethical Responsibility in Research and Collaboration

The DICOMI Project is committed to ensuring ethical practices across all activities:



- Adherence to data protection regulations (e.g., GDPR) to safeguard personal data.
- Respect for intellectual property and proper attribution of work.
- Transparent and accountable communication in all project activities and reporting.

6.8.5. Stakeholder Engagement

The DICOMI Project actively engages a wide range of stakeholders, including consortium members, experts, participants, and the broader community. All stakeholders are expected to contribute constructively to discussions, respect diverse perspectives, and collaborate to achieve the project's objectives.

6.8.6. Reporting Mechanisms

To ensure accountability, the DICOMI Project provides confidential and secure mechanisms for reporting violations of this code of conduct. All reports will be handled promptly and fairly, with appropriate actions taken to address concerns.

6.8.7. Consequences of Violations

Individuals or organizations found in violation of the code of conduct may face consequences, including removal from project activities or partnerships. Severe violations may be reported to relevant authorities, in accordance with applicable laws and regulations.

6.8.8. Commitment to Continuous Improvement

The DICOMI Project is dedicated to continuously improving its practices and policies to foster a safe, inclusive, and respectful environment. Regular reviews and updates to the code of conduct will ensure alignment with evolving standards and expectations.

This code of conduct is a living document, reflecting the values and principles of the DICOMI Project. By adhering to these guidelines, we ensure a collaborative, ethical, and successful initiative for all.

6.9. Criteria and Indicators

The DICOMI Project will utilize the following criteria, indicators, and quantified objectives to ensure effective monitoring and evaluation of its outcomes and impact:



WP1: Project Management and Compliance

- **Criteria:** Compliance with the implementation of planned tasks and delivery of project outputs.
 - **Indicators:**
 - A. Percentage of tasks completed on time
 - B. Percentage of deliverables released on time
- **Criteria:** Impact of dissemination and exploitation.
 - **Indicators:**
 - A. Number of visits to the project website
 - B. Number of students reached through dissemination activities
 - C. Number of teachers reached through dissemination activities
 - D. Number of other stakeholders reached through policy recommendations
- **Criteria:** Quality of monitoring and evaluation plan.
 - **Indicators:**
 - A. Ratio of proposed/applied instruments for indicators of realization
 - B. Number of quality reports

WP2: Teachers Training Programme

- **Criteria:** Impact of the Teachers Training Programme.
 - **Indicators:**
 - A. Number of learning modules developed
 - B. Number of guides created for teachers
 - C. Number of Teachers Training Programmes conducted
 - D. Number of participants in Teachers Training Programmes
 - E. Number of participants in pilot implementations

WP3: Online Interactive Platform

- **Criteria:** Impact of the Online Interactive Platform.
 - **Indicators:**
 - A. Number of registered users on the platform
 - B. Number of visitors to the platform
 - C. Number of content downloads from the platform
 - **Quantified Objectives:**
 - A. 250 registered users



- B. 600 visitors
- C. 250 downloads

WP4: Stakeholder Engagement and Recommendations

- **Criteria:** Impact of the stakeholder recommendation programme.
 - **Indicators:**
 - A. Number of participants in small-scale stakeholder meetings
 - B. Number of small-scale meetings conducted with stakeholders
 - C. Number of final workshops held with stakeholders
 - D. Number of participants in final workshops with stakeholders

WP5: Evaluation Programme

- **Criteria:** Impact of the evaluation programme.
 - **Indicators:**
 - A. Number of participants in planning meetings
 - B. Number of participants in progress meetings
 - C. Number of participants in evaluation meetings
 - D. Number of participants in final conferences



7

LONG-TERM IMPACT



7.1 ENSURING A LONG-TERM IMPACT OF COMMUNICATION AND DISSEMINATION ACTIVITIES

The dissemination and communication efforts of DICOMI are designed to ensure lasting impact and sustainability while fostering engagement with target groups, stakeholders, and the broader community, all in alignment with the project's core objectives.

To achieve this, DICOMI's website and online platforms will remain operational after the project's conclusion, hosted on secure European-based servers. This extended availability ensures that all resources, materials, and tools remain accessible to the public, serving as a valuable reference for educators, students, policymakers, and other stakeholders.

A key dissemination activity will involve the long-term sharing of digital comics and educational resources created during the project. These outputs will be widely distributed across networks and presented in relevant professional, educational, and community settings whenever possible. The digital comics will remain available on the project's online learning platform, ensuring ongoing accessibility for use in classrooms and informal education settings.

Moreover, to amplify the project's influence, the results and outcomes will be published on key European platforms, such as the European Commission's Participant Portal and other dissemination platforms specified by the Commission. Materials will also be shared on the websites of project partners to further expand visibility and ensure the findings reach a broad audience.

Finally, the project's results and tools will be promoted extensively, both digitally and physically, ensuring they continue to generate a multiplier effect in the educational, cultural, and policy communities. By keeping the resources accessible, DICOMI aims to remain a point of reference for future initiatives, fostering innovation and collaboration in the integration of digital comics into education for years to come.



8

ANNEX



(SOCIAL) MEDIA REPORTING SHEET (PARTNERS POSTS REPORT)

The social media reporting sheet for DICOMI partners will track and analyze social media activities related to the project. It provides a structured format for partners to record their social media efforts. The structure is the following:

1. Date: The date when the social media activity was conducted, allowing for a chronological record of social media efforts.
2. Platform: Identification of the social media platform used for the activity (e.g., Facebook, Twitter, Instagram, LinkedIn).
3. Links: Active Link to be included for the media interactions/activities.

ANNEX 2 QUALITY ASSURANCE CHECKLIST



The complete checklist will be shared in the common drive in a downloadable and interactive form for the convenience of all parties, following all the guidelines set in this document.

Checklist for Ensuring Compliance with DICOMI Dissemination Guidelines

1. Visual Identity and EU Compliance

- **Name and code of the project:** The name and the code of the project needs to be displayed in all materials.
- **DICOMI Logo:** Ensure the DICOMI logo is included in all materials (digital, print, and presentations).
- **EU Emblem:** Prominently display the European Union emblem on all dissemination materials.
- **EU and Turkish Flag:** Display the EU and Turkish flag in the dissemination documents properly.
- **Acknowledgment Text:** Include the following text (or similar) in all outputs:
 - *“This project is funded by the European Union’s ERASMUS+ Programme. PROJECT No: 2023-1-TR01-KA220-SCH-000166103.”*
- **Design Standards:** Use the DICOMI-approved templates for reports, presentations, and other materials, ensuring consistency in colors, fonts, and layout.

2. Website and Online Presence

- **DICOMI Website:** Regularly update the website (<https://dicomiproject.eu>) with:
 - News and events
 - Project updates
 - Public deliverables and resources
- **Platform Links:** Include links to the website and project-related social media accounts in all communications.
- **Compliance:** Ensure the website complies with GDPR, with servers based in Europe for secure data storage.



3. Social Media Engagement

- **Platforms:** Actively use the project's official social media accounts:
 - Facebook
 - Twitter (X)
 - **Hashtags:** Include relevant hashtags such as:
 - #DICOMIProject, #DigitalComics, #ErasmusPlus, #SocialInclusion, #MigrationStories
 - **Content:** Share engaging posts, including updates, photos, and videos from workshops, conferences, and milestones.
 - **Frequency:** Post at least bi-monthly and monitor engagement metrics.
-

4. Dissemination Materials

- **Templates:** Use pre-designed templates for presentations, newsletters, and reports.
 - **Multilingual Content:** Translate key materials into the national languages of partner countries (English, Turkish, Dutch, German, Swedish, Ukrainian).
 - **Accessibility:** Ensure materials are accessible to diverse audiences, including educators, students, and policymakers.
-

5. Events and Stakeholder Engagement

- **Workshops and Conferences:** Include the DICOMI logo, EU emblem, and acknowledgment text in event materials.
- **Attendance Logs:** Maintain a record of participants, including their roles and affiliations.
- **Feedback Collection:** Distribute feedback forms or surveys to participants to measure event effectiveness.
- **Event Reports:** Submit detailed reports with photos, attendance records, and outcomes.



6. Publications and Outputs

- **Public Deliverables:** Publish all project outputs on the website and relevant EU platforms (e.g., Participant Portal).
- **Creative Commons Licensing:** Ensure materials are open-access wherever possible.
- **Digital Comics:** Share comics in schools, libraries, and other educational spaces, making them accessible on the project website.

7. Monitoring and Reporting

- **Social Media Reporting:** Log all posts in the shared Social Media Report (Google Drive).
- **Activity Logs:** Document all dissemination and exploitation activities in the shared Dissemination Reporting Sheet.
- **Periodic Reviews:** Participate in internal reviews to evaluate progress and share feedback.

8. Ethical and Legal Compliance

- **GDPR Adherence:** Ensure compliance with GDPR for all participant data collected.
- **Intellectual Property:** Properly attribute all resources used and avoid copyright violations.
- **Code of Conduct:** Follow the DICOMI Code of Conduct for inclusive, respectful, and professional collaboration.



9. Long-Term Sustainability

- **Multiplier Effects:** Share project results with other educational initiatives and stakeholders for sustained impact.
- **Cross-Project Collaboration:** Build links with other EU-funded projects to amplify DICOMI's reach.

10. Key Performance Indicators (KPIs)

- **Social Media Engagement:** Target consistent growth in followers and engagement across platforms.



DIGITAL COMICS OF MIGRATION



QUALITY
ASSURANCE



AN



Funded by
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