

ANNEX 2

QUALITY ASSURANCE CHECKLIST

The complete checklist will be share 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.
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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.
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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.
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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.
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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.
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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.
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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.
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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.
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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.
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10. Key Performance Indicators (KPIs)

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

- 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:



**Funded by
the European Union**

- The logos of the partner institutions:



YILDIZ TECHNICAL UNIVERSITY



29 MAYIS UNIVERSITY



KING DANYLO UNIVERSITY



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