

Management

Funds for Project Management and Implementation

Funds for "Project Management and Implementation" are provided to all Cooperation Partnerships based on the number of participating organisations and the duration of the project. The purpose of these funds is to cover diverse expenses that any project may incur, such as planning, communication between partners, small-scale project materials, virtual cooperation, local project activities, promotion, sharing of project results and other similar activities not covered by other types of funding.

A partnership may receive a maximum of 2750 EUR of "Project Management and Implementation" grant per month.

Organisation role	Grant per organisation and per month	Number of organisations	Grant
Coordinator	500	1	18 000
Partner	250	6	54 000
Total		7	72 000

Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation"

STARLIGHT foreseen activities under the item Project Management and Implementation are: 1) Technical management and coordination: at project start, partners will sign the Project Steering Committee (PSC) rules for procedure, committing themselves to respect identified roles, duties and responsibilities, in order to ensure a coherent and effective management. A precise work plan breakdown and implementation process will be included in a "Handbook for technical and financial management" that INAF (as responsible for this activity) will issue at project start and distribute to partners. 2) Financial management: each partner will identify Financial Manager, able to interact with the Project Financial Manager identified by INAF that will monitor the overall financial management, regularly checking occurred expenses and budget exhaustion, while each partner will be responsible for managing its own budget and expenses, committing to provide all relevant information to ease the budget control process. In particular, the Coordinator FM will provide partners with templates to keep track of occurred expenses, timesheets for Result implementation and check the budget exhaustion generally on a 6-month basis (Budget exhaustion reports) according to reports submission to the NA. 3) Monitoring and evaluation: KuA will deliver a "Handbook for project evaluation" dedicated to internal monitoring and project evaluation. It will be issued with a template for internal monitoring reports, which partners will fill in, to have an overview of possible criticalities occurring in activities implementation and solve them in due time. 4) Dissemination and exploitation: Communication Managers will implement actions aiming at making project results known to all relevant stakeholders and target groups. INAF, as responsible for this activity, will provide partners with a Dissemination Plan, detailing activities and tools. 5) Risk management: within the PSC roles and responsibilities will be identified, to avoid misunderstandings among partners and settle eventual disputes. External risks will be faced through a good dissemination about the project and by maintaining an effective communication flow with relevant stakeholders. A Risk Management Matrix will be drawn at project start and further updated during STARLIGHT life, if relevant. It will be made of a detailed Risk Analysis (focusing on different aspects, such as risks related to project planning, partnership, participants and stakeholders in general, external environment), to which will correspond a Contingency Plan, with possible solutions to contain risks impacts. As Coordinator, INAF oversees this activity. 6) Sustainability and exploitation: GALEVV coordinate this activity, which is deemed especially important by the partnership and has started in the partnership building phase. Thus, it will last throughout project life, with the aim of continuously identifying future resources and channels to continue project activities and/or to grant that they can continue their own upon project closure. A sustainability Plan will be drafted at project start to become a guide for the partnership and a continuous reminder of the importance of seeking further support and resources. A final release will be issued in September 2024 including all solutions detected and a plan for future exploitation of project results. This activity will be carried on in strict relation with the Communication and Dissemination activity as the latter is one of the means to grant sustainability. Given the responsible partner for each activity, their implementation will be supported by the contributions that the whole partnership will provide, applying a cooperative approach.

Transnational Project Meetings

Transnational project meetings: how often do you plan to meet, who will participate in those meetings, where will they take place and what will be the goal?

Seven transnational meetings will be organized, to define next steps and discuss project activities results and advancements; each time hosted by a different partner, transnational meetings will be held as follows: 1. Kick off meeting (02/2022), hosted by TyEO in Innsbruck Graz (AT), focusing on: Project Steering Committee (PSC) establishment, templates provision, work plan definition and tasks assignments. Discussion on evaluation indicators. Specific discussion will be held on the development of PR1 and available material. 2. Meeting 2 (06/2022). It will be hosted by INAF in Turin or by its premises in Pino Torinese (IT). During this meeting, partners will discuss risk management, validate STARLIGHT training material and define criteria and requirements for the call for participants to be launched soon after the meeting. The first Multiplier Event will also be discussed together with evaluation of Communication plan. PR2 activities will be planned. 3. Meeting 3 (01/2023). It will be hosted by RRANG in Nova Goriza (SI). The meeting will be linked to the first multiplier event (to ensure the maximum participation of partners) and will focus presentation of candidates and final decision on selection; validation of Webinar contents (IO2) task distribution for the development of PR3. 4. Meeting 4 (05/2023), hosted by KuA in Bad Mergentheim (DE). During this meeting, partners will validate IO3 and finalise the organisation of next Multiplier Events as well as Summer Schools formats and organisation. Being near the mid-point of the project, the meeting will be dedicated also to monitoring and evaluation activities carried out so far and presentation of results. Evaluation will also provide the occasion to start planning exploitation and sustainability. 5. Meeting 5 (09/2023), hosted by NBDN in Bansko (BG). This meeting will take place during the Bulgarian Summer School and next to the 2nd Multiplier event, to grant partners' participation to the latter and the possibility to visit the Summer school work in progress. The meeting will focus on the next Winter school organisation and on the format of the report and working guidance delivery (output of the first summer school) 6. Meeting 6 (02/2024), hosted by GAL EVV in Luserna S. Giovanni (IT). This meeting will take place during the Italian Winter School and next to the 3rd Multiplier event, to grant partners' participation to the latter and the possibility to visit the Winter school work in progress. The meeting will focus on the next School organisation and on the format of the report and tourist package on territorial marketing (output of the winter school). 7. Meeting 7 (06/2024), hosted by FCL in Santander, or its surrounding (ES). This meeting will take place during the Spanish Spring School and next to the 4th Multiplier event, to grant partners' participation to the latter and the possibility to visit the Summer school work in progress. The meeting will focus on the format of the report and tourist package on biodiversity and nature (output of the third summer school). This is the last transnational meeting, so partners will discuss closure activities and last tasks to be performed. A part of the meeting will be devoted to the discussion on sustainability and impacts evaluation. Each meeting will last around 1,5 days and will involve 1-2 people per each partner. Each partner will act as hosting partner dealing with the logistic and the technical organization of the meeting, in line with the agenda defined with the project Coordinator and the partner responsible of the specific work phase. The hosting partner will be in charge of preparing templates, collect information on the topic and coordinate the other partners' work in order to have coherent material to discuss on. This timeline and the location may vary according to COVID19 emergency: the first and second meeting might therefore be transformed in videoconferences.

Please specify the funds requested to organise the planned transnational project meetings.

Meeting ID	Leading Organisation	Meeting Title	Country of Venue	Starting Period	N° of Participants	Grant
1	Land Tirol - Tiroler Umweltschaf (E10248891 - Austria)	Kick-off meeting	Austria	2021-11	14	6 900
2	ISTITUTO NAZIONALE DI ASTROFISICA (E10208875 - Italy)	Meeting #2	Italy	2021-11	9	2 875
3	RRA SEVERNE PRIMORSKE REGIJSKA RAZVOJNA AGENCIJA DOO NOVA GORICA (E10116828 - Slovenia)	Meeting #3	Slovenia	2021-11	10	4 600

4	KULTUR UND ARBEIT EV (E10211609 - Germany)	Meeting #4	Germany	2021-11	9	4 025
5	National Business Development Network (E10106886 - Bulgaria)	Meeting #5	Bulgaria	2021-11	9	4 210
6	Gruppo Azione Locale Escartons e Valli Valdesi s.r.l (E10045441 - Italy)	Meeting #6	Italy	2021-11	9	2 875
7	FUNDACIÓN CAMINO LEBANIEGO (E10274512 - Spain)	Meeting #7	Spain	2021-11	14	7 270
Total					74	32 755

Transnational Project Meetings Budget (1)

To estimate the distances between places, please use the European Commission's distance calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Sending Organisation	Country of the Sending Organisation	N° of Participants	Distance Band	Grant per participant	Grant
ISTITUTO NAZIONALE DI ASTROFISICA (E10208875 - Italy)	Italy	2	100 - 1999 km	575	1 150
Gruppo Azione Locale Escartons e Valli Valdesi s.r.l (E10045441 - Italy)	Italy	2	100 - 1999 km	575	1 150
FUNDACIÓN CAMINO LEBANIEGO (E10274512 - Spain)	Spain	2	100 - 1999 km	575	1 150
Land Tirol - Tiroler Umweltnanwaltschaft (E10248891 - Austria)	Austria	2	0 - 99 km	0	0
KULTUR UND ARBEIT EV (E10211609 - Germany)	Germany	2	100 - 1999 km	575	1 150
RRA SEVERNE PRIMORSKE REGIJSKA RAZVOJNA AGENCIJA DOO NOVA GORICA (E10116828 - Slovenia)	Slovenia	2	100 - 1999 km	575	1 150
National Business Development Network (E10106886 - Bulgaria)	Bulgaria	2	100 - 1999 km	575	1 150

Transnational Project Meetings Budget (2)

To estimate the distances between places, please use the European Commission's distance calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Sending Organisation	Country of the Sending	N° of	Distance	Grant per	Grant
----------------------	------------------------	-------	----------	-----------	-------

	Organisation	Participants	Band	participant	
ISTITUTO NAZIONALE DI ASTROFISICA (E10208875 - Italy)	Italy	2	0 - 99 km	0	0
Gruppo Azione Locale Escartons e Valli Valdesi s.r.l (E10045441 - Italy)	Italy	2	0 - 99 km	0	0
Land Tirol - Tiroler Umweltanwaltschaft (E10248891 - Austria)	Austria	1	100 - 1999 km	575	575
KULTUR UND ARBEIT EV (E10211609 - Germany)	Germany	1	100 - 1999 km	575	575
RRA SEVERNE PRIMORSKE REGIJSKA RAZVOJNA AGENCIJA DOO NOVA GORICA (E10116828 - Slovenia)	Slovenia	1	100 - 1999 km	575	575
National Business Development Network (E10106886 - Bulgaria)	Bulgaria	1	100 - 1999 km	575	575
FUNDACIÓN CAMINO LEBANIEGO (E10274512 - Spain)	Spain	1	100 - 1999 km	575	575

Transnational Project Meetings Budget (3)

To estimate the distances between places, please use the European Commission's distance calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Sending Organisation	Country of the Sending Organisation	N° of Participants	Distance Band	Grant per participant	Grant
ISTITUTO NAZIONALE DI ASTROFISICA (E10208875 - Italy)	Italy	2	100 - 1999 km	575	1 150
Gruppo Azione Locale Escartons e Valli Valdesi s.r.l (E10045441 - Italy)	Italy	1	100 - 1999 km	575	575
FUNDACIÓN CAMINO LEBANIEGO (E10274512 - Spain)	Spain	2	100 - 1999 km	575	1 150
Land Tirol - Tiroler Umweltanwaltschaft (E10248891 - Austria)	Austria	1	100 - 1999 km	575	575
KULTUR UND ARBEIT EV (E10211609 - Germany)	Germany	1	100 - 1999 km	575	575
RRA SEVERNE PRIMORSKE REGIJSKA RAZVOJNA AGENCIJA DOO NOVA GORICA (E10116828 - Slovenia)	Slovenia	2	0 - 99 km	0	0

National Business Development Network (E10106886 - Bulgaria)	Bulgaria	1	100 - 1999 km	575	575
--	----------	---	---------------	-----	-----

Transnational Project Meetings Budget (4)

To estimate the distances between places, please use the European Commission's distance calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Sending Organisation	Country of the Sending Organisation	N° of Participants	Distance Band	Grant per participant	Grant
ISTITUTO NAZIONALE DI ASTROFISICA (E10208875 - Italy)	Italy	2	100 - 1999 km	575	1 150
Gruppo Azione Locale Escartons e Valli Valdesi s.r.l (E10045441 - Italy)	Italy	1	100 - 1999 km	575	575
FUNDACIÓN CAMINO LEBANIEGO (E10274512 - Spain)	Spain	1	100 - 1999 km	575	575
Land Tirol - Tiroler Umweltanwaltschaft (E10248891 - Austria)	Austria	1	100 - 1999 km	575	575
KULTUR UND ARBEIT EV (E10211609 - Germany)	Germany	2	0 - 99 km	0	0
RRA SEVERNE PRIMORSKE REGIJSKA RAZVOJNA AGENCIJA DOO NOVA GORICA (E10116828 - Slovenia)	Slovenia	1	100 - 1999 km	575	575
National Business Development Network (E10106886 - Bulgaria)	Bulgaria	1	100 - 1999 km	575	575

Transnational Project Meetings Budget (5)

To estimate the distances between places, please use the European Commission's distance calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Sending Organisation	Country of the Sending Organisation	N° of Participants	Distance Band	Grant per participant	Grant
ISTITUTO NAZIONALE DI ASTROFISICA (E10208875 - Italy)	Italy	2	100 - 1999 km	575	1 150
Gruppo Azione Locale Escartons e Valli Valdesi s.r.l (E10045441 - Italy)	Italy	1	100 - 1999 km	575	575

FUNDACIÓN CAMINO LEBANIEGO (E10274512 - Spain)	Spain	1	>= 2000 km	760	760
Land Tirol - Tiroler Umweltnanwaltschaft (E10248891 - Austria)	Austria	1	100 - 1999 km	575	575
KULTUR UND ARBEIT EV (E10211609 - Germany)	Germany	1	100 - 1999 km	575	575
RRA SEVERNE PRIMORSKE REGIJSKA RAZVOJNA AGENCIJA DOO NOVA GORICA (E10116828 - Slovenia)	Slovenia	1	100 - 1999 km	575	575
National Business Development Network (E10106886 - Bulgaria)	Bulgaria	2	0 - 99 km	0	0

Transnational Project Meetings Budget (6)

To estimate the distances between places, please use the European Commission's distance calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Sending Organisation	Country of the Sending Organisation	N° of Participants	Distance Band	Grant per participant	Grant
ISTITUTO NAZIONALE DI ASTROFISICA (E10208875 - Italy)	Italy	2	0 - 99 km	0	0
Gruppo Azione Locale Escartons e Valli Valdesi s.r.l (E10045441 - Italy)	Italy	2	0 - 99 km	0	0
FUNDACIÓN CAMINO LEBANIEGO (E10274512 - Spain)	Spain	1	100 - 1999 km	575	575
Land Tirol - Tiroler Umweltnanwaltschaft (E10248891 - Austria)	Austria	1	100 - 1999 km	575	575
KULTUR UND ARBEIT EV (E10211609 - Germany)	Germany	1	100 - 1999 km	575	575
RRA SEVERNE PRIMORSKE REGIJSKA RAZVOJNA AGENCIJA DOO NOVA GORICA (E10116828 - Slovenia)	Slovenia	1	100 - 1999 km	575	575
National Business Development Network (E10106886 - Bulgaria)	Bulgaria	1	100 - 1999 km	575	575

Transnational Project Meetings Budget (7)

To estimate the distances between places, please use the European Commission's distance calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Sending Organisation	Country of the Sending	N° of	Distance	Grant per	Grant
----------------------	------------------------	-------	----------	-----------	-------

	Organisation	Participants	Band	participant	
ISTITUTO NAZIONALE DI ASTROFISICA (E10208875 - Italy)	Italy	2	100 - 1999 km	575	1 150
Gruppo Azione Locale Escartons e Valli Valdesi s.r.l (E10045441 - Italy)	Italy	2	100 - 1999 km	575	1 150
FUNDACIÓN CAMINO LEBANIEGO (E10274512 - Spain)	Spain	2	0 - 99 km	0	0
Land Tirol - Tiroler Umwelthanwaltschaft (E10248891 - Austria)	Austria	2	100 - 1999 km	575	1 150
KULTUR UND ARBEIT EV (E10211609 - Germany)	Germany	2	100 - 1999 km	575	1 150
RRA SEVERNE PRIMORSKE REGIJSKA RAZVOJNA AGENCIJA DOO NOVA GORICA (E10116828 - Slovenia)	Slovenia	2	100 - 1999 km	575	1 150
National Business Development Network (E10106886 - Bulgaria)	Bulgaria	2	>= 2000 km	760	1 520

Project Management

How will you ensure proper budget control and time management in your project?

Time management activities refer to technical management and project coordination. The establishment of a Project Steering Committee (PSC) will ensure them together with the delivery by the Coordinator of a "Handbook for Technical and Financial management". This document will act as guide and will set at project beginning the timetable and the subdivision of roles and tasks. The planned time-schedule will be the starting point to develop a GANTT chart to be used as a project management tool and constantly updated in case of need. Besides what has been already included in it, during project implementation it will be enriched with further details on exact dates, additional subdivision of tasks, resources needed, links between partners, dependencies and bonds between activities, etc. This is a progressive work and will be under the coordination of INAF. During each transnational meeting among partners a part of the discussion will be dedicated to time management to prevent delays or, if they are not deferrable, define a strategy to absorb them or minimize their impact in terms of project success. This is strictly connected with the Contingency plan and its potential impact has been tackled in the current phase of project design, by defining a timetable coherent with foreseen activities. As for what concerns budget management, as already said, a Project Financial Manager will be appointed by the Coordinator and will liaise with financial managers belonging to the other partners. A dedicated activity to financial management is included in the work programme. The above mentioned "Handbook for technical and financial management" will include specific indication on how to keep track of budget exhaustion, how to store and keep supporting documents, etc. explaining that financial reporting for budget items based on contribution to unit costs (e.g. contribution to project management, transnational meetings, travel costs and costs of subsistence for learning activities) will be based on the principle of the "triggering event": partners will have to prove that the activities have actually been and properly implemented and the output produced, but the Coordinator will ask to keep also supporting documents for proper storing of financial records. For real costs items, such as exceptional costs, invoices or other documents will have to be provided. Generally, the Coordinator will check budget exhaustion on a six-months basis, through the delivery of "Budget Exhaustion Reports" (BER) made up of: - Template to describe activities undertaken under the item project management - Timesheet per professional involved per Result to report working days on PRs - General spreadsheet for the other cost categories advancements (transnational meetings, multiplier events, Learning activities, Exceptional costs); - List of supporting documents to be kept for internal use and those necessary to be reported (e.g. invoices for exceptional costs, signature lists for multiplier events, etc.) The six BERs will be required with the following timetable: April 2022 - December 2022 - April 2023 (in line with the Interim report) - December 2023 - April 2024 - October 2024 (ready for the final report). This timetable can vary according to specific needs and accordingly to the eventual pre-financing scheme decided by the NA. In case of pre-financing and for the final balance payment, the Coordinator will transfer to each partner the agreed amount without delay in accordance with shared decisions. The detailed financial implementation modalities of the project, in fact, will be and formalised in the PSC Rules for procedures acting as partnership agreement to be signed during the kick-off meeting.

Please describe the tasks and responsibilities of each partner organisation in the project.

STARLIGHT will foster horizontal cooperation. A Project Steering Committee (PSC) made by all partners' representatives (identified before and during the kick-off meeting) and chaired by a Coordinator's representative will be established at start to ensure a sound implementation. It will meet during official project meetings and liaise constantly. Beside Project Managers (PM), within the PSC, partners will identify communication managers (CM), and financial managers (FM), whose competences might be held by the same person. INAF, through internal PM/FM, is responsible for project management and correct carrying out of activities, acting as intermediate and contact person for partners, keeping project objectives and activity plans focused and dealing with new factors or unforeseen problems, through the activity of risk management. Its FM will answer to clarification requests on financial aspects and will make sure that partners have all relevant documents and templates for financial management. Starting from official documentation, the Coordinator PM and FM will produce a Handbook for Technical and Financial Management. As regards to payments, INAF will transfer received funds immediately to partners, according to project budget. Financial documents will be built by the Coordinator FM to monitor expenditure exhaustion and the correct allocation of expenses. INAF is also in charge of communication/dissemination activities and will identify one CM that, with the other CMs identified, will plan, implement and monitor all channels used to disseminate the project. INAF will host the second transnational meeting (TM) and coordinates PR1. GAL EVV, will host the 6th TM and the 3rd Multiplier Event (ME) hosted during the Winter School,

providing its competences on territorial marketing, in Feb 2024. GALEVV is also responsible for sustainability and exploitation, in strict cooperation with INAF's dissemination strategy and for the selection phase, drafting the call and organizing a meeting with all selected participants to prepare the learning training, teaching activities. FCL will host the 4th ME and the last TM, during the Spring school organized on its territory in June 2024, focused on biodiversity and environment protection. TyEO will coordinate PR3 implementation and will host the first TM. KuA is responsible for monitoring and evaluation of project activities and results, in cooperation with GALEVV for what concerns sustainability indicators. KuA will host the 4th TM in Germany in May 2023. RRANG will coordinate PR2 and thus webinars implementation. It will host the 3rd TM and the 1st Multiplier event. NBDN will host the 5th Tm and the 2nd ME during the first Summer School to be hosted in Bulgaria in September 2023, focusing on entrepreneurial skills. Partners will contribute to project PRs development, according to their competences and experiences and to transversal activities, each one with own tasks and responsibilities. As for PR1, INAF will provide specific knowledge on Astronomy to prepare interactive training material, while FCL and TyEO will contribute with contents related to light pollution impacts on biodiversity, health and well-being (and how dark skies can improve these domains); GALEVV, KuA, RRANG will provide contents to training material on cultural and historic value of dark skies observation. As for PR2, each partner will contribute to specific aspects of the Webinars: INAF + PNVR for scientific dissemination and explanation of the "storytelling" approach for scientific dissemination and tourist engagement; KuA and TyEO for experiential tourism; NBDN for entrepreneurship, territorial and digital marketing, with the support for content and enterprises engagement by GALEVV and RRANG. As for PR3, a format will be defined for Summer/Winter School deployment under the coordination of TyEO and each partner will contribute to its contents according to their competence.

How will the progress, quality and achievement of project activities be monitored? What qualitative and quantitative indicators will you use to measure the quality of the project's results?

KuA oversees evaluation management, including: Internal Monitoring (IM) described here, to measure progress, quality and achievement of activities; Evaluation of Project Results (EPR) achievements and efficacy (see box below), as well as impacts (see boxes on impact assessment) IM will be measured through Internal Monitoring Reports (IMR) submitted to partners every 6 months. Indicators, quantitative and/or qualitative (QNT/QLT) and to be further discussed, are:

1. Management soundness and internal communication flow -partners contacts received by the coordinator. It is asked if they have been contacted and on which topic, evaluating communication received (QNT, Success Rate(SR):5 out of 6 partners assess received information as satisfactory and on time) -Partners' requests to the coordinator: to partners asking for support, an evaluation of the response is asked (QLT/ QNT-SR 5 out of 6 partners, as above) -deadlines communication (except meetings and events): evaluation of how they are communicated (QNT-SR 5 out of 6 partners satisfied) -tools for internal communication for management/implementation purposes (QNT-SR: at least 2/3 of the tool listed receives a score equal or higher than 4 in a list of effectiveness going from 0 to 5) -overall project management (QNT-SR: all partners assess the general PM as effective, complete and clear) -contacts among partners to report on which topic they exchanged: for reporting purpose (when, how and on which topic partners communicated with each other) (no SR) -quality of the exchange with partners (QNT-SR: at least 80% of the communication between partners is considered very useful, easy and fruitful). With "coordinator" we intend the Project coordinator but also coordinators of specific tasks and/or PRs, so the SR rate is calculated considering that the involved "coordinator" will not reply to this section of the IMR.
2. Dissemination and Communication from partners perspective -Dissemination/communications tools, assessed on aspects like graphic quality, usability, clearness of messages conveyed, completeness of information, etc. (QNT indicator-SR: each tool for each aspect receives a score equal or higher than 4 in a scale going from 0 to 5). - Target group and stakeholder outreach. Partners will fill in a table according to the stakeholder matrix with the number of persons reached through tools/means they manage directly (QNT-SR: at least 80% of stakeholders have been contacted/at least 50% of stakeholders have been involved/at least 70% of target group members have been engaged) - Multiplier Events (ME), assessed in terms of venue (closeness to transport facilities; accessibility, indication, equipment); catering/ accommodation; content/implementation (agenda, speakers' competence, distributed/projected material). These are QNT indicators (SR: all items receiving a score equal or higher than 4, on a quality scale 0-5). This indicator includes analysis of feedback from ME participants.
3. Cooperation -new joint activities/projects activated between 2 or more partners (QNT-SR rate if at least 1 new activity/project is activated during project life or planned to be right after its conclusion) -Integration into ongoing activities and extent to which partners improve their internal capacity. Mainly QLT. Quantitatively, SR is met if at least one tool/course/activity is up taken and integrated in the activity of all partners.
4. PRs and Training Activities -work organization/task distribution (QNT-SR: 6 out of 7 partners satisfied) -resources management (QNT-SR: 6 out of 7 partners satisfied with human/material resources internal management) -budget

(QNT-SR: 80% of budget exhaustion is reached; each partner does not need to add own resources over 20% of its assigned budget) -overall correspondence of undertaken work to the project framework: QNT-SR: 6 out of 7 partners agree with that. Should the SR not be reached, eventual corrective measures will be applied in line with the Contingency Plan

Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.

The second part of quality control performed by KuA is Evaluation of Project Results (EPR), for which we identified the indicators set below, each explicated through: typology (quantitative: QNT and/or qualitative: QLT), expected number (EN), success rate (SR) for quantitative indicators, source (SRC). 1. Efficacy of the profile integration: -No. of professional and economic sectors intercepted. QNT/QLT; EN:8; SR:50%; SRC: surveys submitted to stakeholders. -No. of specific national professional contexts analyzed and assessed. QNT and QLT, EN: 6; SR:100%; SRC: surveys submitted to partners. -No. of lacking competences identified. QNT/QLT; EN:10; SR:50%; SRC: surveys submitted to partners. -No. of potential job placement opportunities identified. QNT/QLT; EN:20; SR:50%; SRC: surveys submitted to stakeholders. - No. of integrations within different national qualifications and training systems. QNT/QLT; EN:6; SR:70%; SRC: surveys submitted to partners. - positive feedbacks and integrations provided by relevant stakeholders involved in the evaluation of the IO1. QNT/ QLT; EN:20; SR:80%; SRC: surveys submitted to stakeholders. 2.Efficacy of the training scheme (PR1, 2, 3): -No. of topics addressed. QNT; EN:3; SR; 100%; SRC material produced within the project. -Quality of material produced. QLT; SRC: peer-reviews and/or feedback from associated partners. - No. of downloads: QNT; EN: 150; SR; 80%; SRC: web site analytics -No. of non-formal and informal competences recognized – QNT/QLT, EN:10; SR:80%; SRC: partners data. -No. of registered and active users to the website/platform/webinar – QNT; EN:100; SR:50%; SRC: analytical data from the platform. -No. of candidates willing to participate to training activities, in order to assess the interest around the thematic and the activity itself – QNT; EN:180; SR:50%; SRC: surveys submitted to partners. - Succeeding rate in quizzes and tests – QNT; SR:70%; SRC: surveys/quizzes submitted to candidates. -Relevance and representativeness of the case study/best practices selected for webinars– QLT; SRC: surveys submitted to participants. -Perceived quality of the training material and webinars measured through surveys submitted to participants– QLT; SRC: surveys submitted to participants. 3. Efficacy of Learning and training activities -Quality of the work-based learning activity measured through surveys submitted to participants and aimed at assessing: timetable organization, location, training material provided, QLT; SRC: surveys submitted to participants. -Quality of the exchange between young operators accessing the market and the already active operators – QLT; SRC: surveys submitted to participants. - Evaluation of the quality of the “outputs” to be produced during each Summer/Winter/Spring School. QLT; SRC: evaluations by stakeholders, trainers, experts, associated partners, etc. -Level of transferability of methodologies and techniques applied – QLT; SRC: surveys submitted to stakeholders. -participants expectations before the mobility experience – QLT; SRC: surveys submitted to participants. -participants evaluation of the mobility (training and organisation) – QLT; SRC: surveys submitted to participants. 4.Efficacy of the reinforcement of the link between training activities and the job market: -Quality of the match between training provided and skills and competences needed by the job market –QLT; SRC: surveys submitted to stakeholders. -No. of requests for contacts of the participants coming from stakeholders –QLT and QNT; EN:40; SR:50%; SRC: surveys submitted to participants. -No. of new business started from or between participants –QNT; EN:8; SR:50%; SRC: surveys submitted to participants. 5.Efficacy of dissemination activities: -No. of visitors on the web page/platform – QNT; EN:80 per month; SR:50%;SRC: analytical data from web page/platform. -No. of contacts through social networks – QNT; EN:80 per year per social network; SR:50%; SRC: analytical data from social media

What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

The Coordinator sets a specific risk analysis to identify and assess risks linkable to: a. project plan: timetable must be kept constantly under control as many actions depend on successful implementation of others. b. partnership and its cooperation and particularly to the risk of changes at the decisional level which might jeopardize project development. c. project management/implementation: risks referring to staff involved, recruitment of young professional willing to participate to STARLIGHT activity, dissemination activities success, etc. d. stakeholders' low interest and “adverse” stakeholders, to be taken into consideration. e. external environment: e.g. risks connected to economic recession in one of the partners' country, epidemic risks etc. These risks have been calculated in terms of how budget, time and quality can be affected and then being analyzed according to how they might impact on the project and to the probability of their occurrence, which goes from very low (unlikely to occur), to low (may occur occasionally), to medium (is as likely as not to occur), to high (likely to occur), to very high (is almost certain to occur). Concerning identified risks: • Category a) Project plan, the occurrence probability is quite low, although it may happen occasionally, causing a slight slippage of internal

targets and tasks as it affects mainly the project timing. • Category b) Partnership, may occur occasionally, with possible slippage in achievements and slight reduction of result effectiveness • Category c) Project implementation, is unlikely to occur and it may cause a slippage in timetable and ineffectiveness of project results • Category d) Stakeholders, is more difficult to estimate as it is outside partners direct control and may occur occasionally, with a reduction of dissemination activities and project sustainability, especially after its closure • Category e) External environment, may occur occasionally but it is exceedingly difficult to foresee although it has to be taken into consideration as it may impact on project implementation and, in worst cases scenario, require additional funding by the partners. Main risks referred to project management and implementation, partnership and decision-making processes are somehow “deferred” in a moment in which they are most unlikely to occur. Thus, partners will establish a PSC and sign rules for procedures, which set out main choices and decisions, deferring the risk that other “decisive moments” will occur during project life. The PSC will also be responsible for settling any dispute among participants and will keep project strategy and activity plans focused. Risks related to timetable are being tackled in a preventive approach, during project design, defining a realistic time schedule with “slack time” (i.e. a time margin able to absorb minimal delays). To avoid project risks, a constant communication flow among partners is necessary. Thus, relevance will be given to internal quality control. Partners will organize Skype calls to monitor and update each other about ongoing activities and eventual encountered problems. If needed, restricted meetings will be made, involving a limited number of partners, to solve problems and doubts related to project management and activities implementation. As for what concerns risks connected to stakeholder involvement, a thorough dissemination activity will be implemented throughout project life so that relevant target audiences are continuously updated and informed. For the other risk referred to low participation of targeted students to the project activities, all partners grant a wide community they usually work with and who they know are interested in these types of activities and who will be informed through usual communication channels (social networks, websites etc.). Moreover, their selection has been set at early stages of project implementation, so to have enough time to perform a correct and high-quality selection.

Implementation

Please explain how will the project activities lead to the achievement of the project objectives and delivery of the planned results?

The logical framework of the project stems from its general project objective to increase job opportunities for young Europeans, identifying innovative sectors, in line with market trends and specifically the promotion of dark skies observation as a competitive asset for sustainable and experiential tourism. This leads to project specific objectives: - Improve knowledge, competences and skills (in line with EQF) of young Europeans able to better respond to market needs. -Promote intergenerational exchange and work-based learning opportunities through involvement of tourism operators already active on the market but willing to undertake upskilling pathways. These objectives will be reached through 3 PROJECT RESULTS (PR) and 3 LTТА: PR1 – Research and analysis to set up comprehensive KNOWLEDGE base to be used as learning material, focusing on three dimensions: - Astrophysics (INAF) - Biodiversity, health and wellbeing (FCL + TyEO); Cultural and historic value of dark skies observation (GALEVV, KuA, RRANG); entrepreneurship and career guidance (NBDN). PR2 – Interactive webinar format and their piloting, to provide the SKILLS to use the knowledge gained, focusing on three main topics: i. Scientific dissemination (through best practice presentation/analysis) and explanation of the “storytelling” approach for scientific dissemination and tourist engagement (INAF + FCL); ii. Experiential Tourism through case studies presentation/analysis (K&A + TyEO); iii. Entrepreneurship, territorial and digital marketing (NBDN + GALEVV + RRANG). PR3: Summer School format, defining topics, methodologies, format agenda, etc. to convey COMPETENCES through a transnational work-based learning experience (all partners) These PRs lead to the 3 Learning Activities: LTТА1 – SUMMER SCHOOL in Bulgaria, on experiential selling, digital marketing, customer care, etc. This experience will provide a working guidance to be used in the future and tested in the following learning activities. LTТА2 – WINTER SCHOOL in Italy, focusing on territorial marketing, benefiting from economic operators’ direct participation. This experience will lead to the development of a joint tourist experiential package using the guidance developed in the previous summer school, the story telling approach and, if possible, the STARLAB tool LA3 – SUMMER SCHOOL in Spain focusing on biodiversity and nature, benefiting of the participation of local guides. This experience will lead to the co-creation (via Living Lab approach) of a joint tourist experiential package using the guidance developed in the previous summer school. Transversal activities are crucial for project implementation: -Management, will grant that the activity plan is respected -Monitoring and Evaluation, will grant that

objectives and results are correctly achieved -Communication and dissemination, will grant that the project is known and that participants and stakeholders are correctly informed -Sustainability, will grant that project results are exploited and that the project will continue in the future The approach can be described as follows: Phase 1 INFORM - to make the target groups aware of the importance of the topics addressed and of the opportunities STARLIGHT offers. Phase 2 ENGAGE, means actively involve STARLIGHT target groups in project activities. Phase 3 INSPIRE, means “passing” the heritage of what STARLIGHT developed to others, so that they acknowledge it and make it their own. With this methodology, expected results will be ensured: - create a stable intergenerational exchange and work-based learning opportunities for all - Integrate “dark skies observation” as a learning outcome within mainstream courses for guides and tour operators - sensitize on light pollution impacts and environmental protections, leading to sustainable tourism approaches, outreaching not only to target groups, but also stakeholders, tourists and citizens.

How will you communicate and cooperate with your partners?

The cooperation within the partnership will be that of a network in which each partner is equal to the other, although the work will be led by the Coordinator which will grant that the project maintains its focus, budget and timetable set and some partners will coordinate specific tasks. Partners will use English as working language since it has been used for all kinds of communications during the preparation phase. All partners commit to actively cooperate to all phases of project implementation, following a principle of shared responsibility of results and according to shared objectives, contents, methodologies and operative approaches. Through this cooperative approach each partner will contribute to all foreseen activities to have a balanced distribution of workload. Thus, a participatory approach will be fostered, as it allows sharing information, needs, perceptions, etc. making each partner contribution and expertise part of a “shared project heritage”: this enhances a common sense of belonging, work quality, motivation and highlights peculiarities and differences within the partnership. INAF as Coordinator, will act representatively as a leader face to the NA and for all project management issues, making sure that all partners are always updated on project advancement and set deadline. A constant communication flow and exchange within the partnership will be assured. To share information on advancements (calendar, deadlines, reports and documents produced by partners and activities with stakeholders, etc.) the partnership will use both traditional (e-mails, video conference tools – Skype, Slack, etc.) and more flexible (e.g. social networks chats) tools, to share all project documents and reports produced will use online file sharing and information storage tools (e.g. Dropbox and/or Google Drive). Moreover, the website developed during project implementation, will also represent a forum/blog for exchange of best practices between participants, trainers and mentors, and will include project outputs, cases studies, etc. To grant continuity and a sound communication flow within the partnership, at project start a Project Steering Committee (PSC) will be established: it will be composed of a decision maker and at least one technical representative per partner (eventually represented by the same person), and will aim at pursuing a cooperative approach and take main decisions. As a general rule, communication among partners will be planned according to project time schedule and objective; moreover, to directly discuss following steps and achieved results, the partnership will meet 7 times: each meeting will be hosted by a different partner, responsible for its preparation (e.g. invitations, provision of templates, data collection, etc.) and reporting. Partners commit to provide required information in due time, according to the shared timetable.

Have you used or do you plan to use eTwinning, School Education Gateway, EPALE or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

STARLIGHT results will be included on the ERASMUS+ Results Platform as this platform has become a perfect dissemination tool. Meanwhile, it offers an incredible wealth of information from ERASMUS+ projects all over Europe. The inclusion is an obligation anyway for all ERASMUS+ projects for the final reporting. The preparation of the STARLIGHT proposal also benefited from the EPALE platform which has developed as a platform and highly informative instrument which repeatedly sets topics that are relevant in adult education. The STARLIGHT partnership intends to regularly check the resources of EPALE for usability and to benefit, for example, from the quarterly topics.