|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **task** | **refers to** | **frequency** | **person in charge** | **recipient** | **Effect** |
| 1 | Oral or written report | Timeliness and quality of the local activities,  Inconvenience occured | Every 3 months | School coordinator | Project coordinator | confirmation or, if necessary, modification of the plan next steps |
| 2 | Mails,  Phone contact | Current affairs, organizational problems | currently | Project stuff | coordinator | Reconciliation of organizational matters |
| 3 | videoconferences | The exchange of information, experience, solving the existing problems | currently | Project stuff | participants | The exchange of information, experience, solving the existing problems |
| 4 | Evaluation surveys | Monitoring and evaluation of international activities | While students' exchange visits | School coordinator | Project coordinator | confirmation or, if necessary, modification of the plan next steps |
| 5 | Satisfaction survey - analysing the participants' satisfaction | Monitoring and evaluation of local activities | Every 3 months | School coordinator | Project coordinator | confirmation or, if necessary, modification of the plan next steps |

***Monitoring and evaluation of project activities***