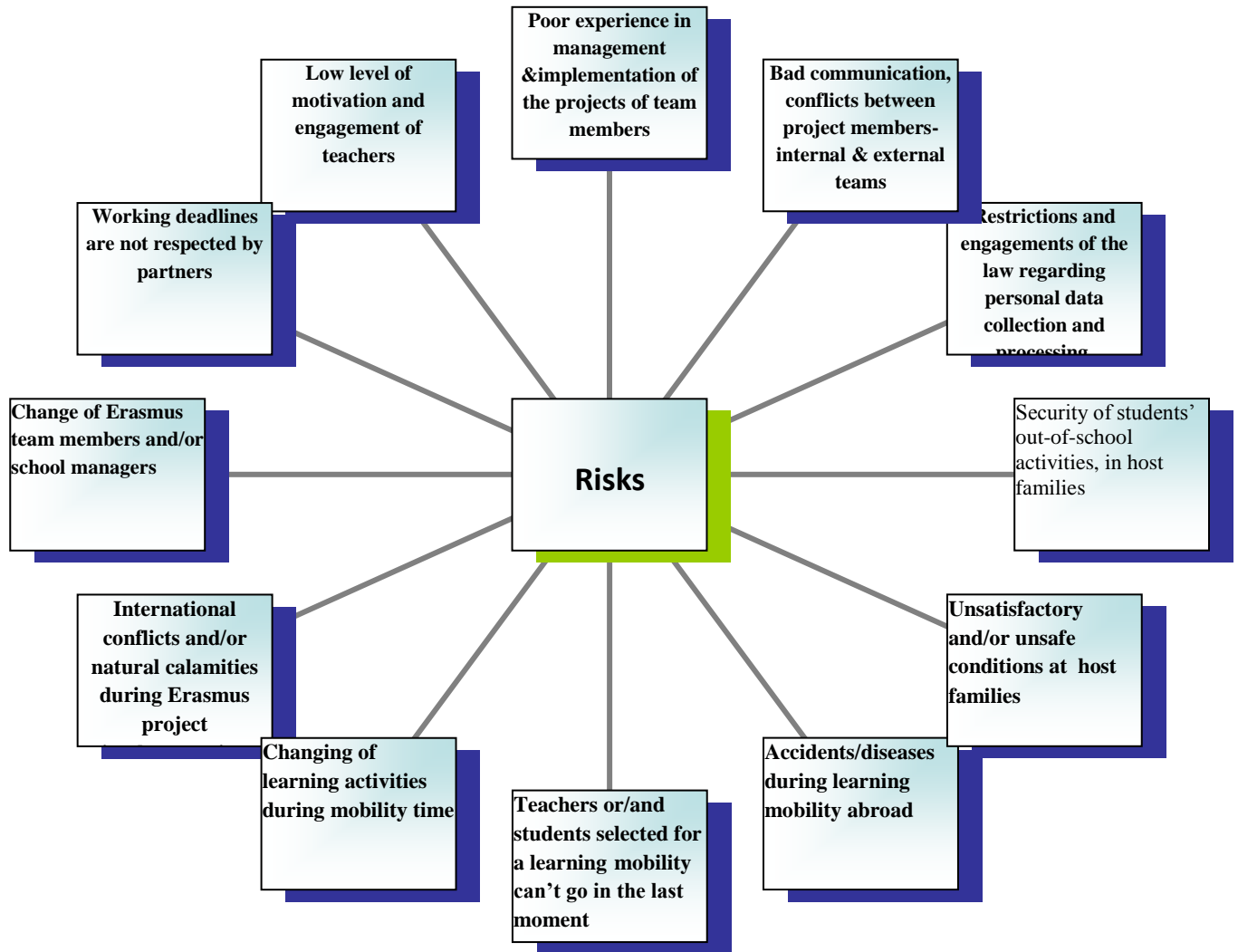


### Risk Register

Erasmus + project *"I am Not a Target!"*- 2018-1-RO01-KA229-049059



<i>No.</i>	<i>Risk</i>	<i>Circumstances of Risk</i>	<i>Possible action</i>	<i>Obsv.</i>
1.	Low level of motivation and engagement of teachers	Schools with small numbers of teachers, especially teachers who don't speak English language.	Each country will make and follow an internal procedure, with criteria for selection the suitable teachers for Erasmus team. Management team can send their teachers to English language courses or other training programs which are important for teacher team consolidation and motivation.	
2.	Bad communication, conflicts between project members-internal & external teams	Different life and working style; different cultural differences and habits.	Conflicts could be avoided by adopting transparent and honest information, flexible collaboration, communication, respect and tolerance for diversity. The rules of Erasmus project are a priority; these must be respected beyond any understanding of different needs and desires of project participants.	
3.	Poor experience in management & implementation of the projects of team members	A lot of modern and new strategies used for project's common activities.	Sharing experience in management and implementation, a permanent communication on digital space, using digital spaces for adult learning, helping each other.	
4.	Change of Erasmus team members and/or school managers	The new manager and/or new team members don't know sufficient details about Erasmus program; they are not very assertive and supportive with the project activities.	Develop a good communication with the new manager and/or team members. If it is impossible, the coordinator of the team can announce National Agency or other external monitors by county, regional level.	
5.	Working deadlines are not respected by partners		The Gantt diagram will be send in proper time by Romanian coordinator to all partners, but also on eTwinning project space. The coordinators keep tracks of deadlines and send reminders through agreed communication channels. The project	

			<p>coordinator and partners who are monitoring the common project activities will ask for reasons and could name other team members for support in carrying out the tasks. One of the monitoring tools will have a special column where each country that not respected the deadline will explain why.</p>	
6.	Restrictions and engagements of the law regarding personal data collection and processing.		<p>All teachers, students and parents involved in project activities will be informed regarding the law and will sign an agreement for collecting, analysing and using personal data.</p>	
7.	International conflicts and/or natural calamities during Erasmus project implementation	<p>Political, instability in Europe Natural calamities</p>	<p>Each school will monitor announcements for warning codes from Ministry of Foreign Affairs` web page. If there are any dangers in the host country, the learning mobility`s date will be changed. All participants at mobility will have supplementary assurance for the host country space.</p>	
8.	Changing of learning activities during mobility time	<p>Unpredictable circumstances (weather for example when outdoor activities would be unsafe for participants)</p>	<p>Each country will have a backup for those activities identified with possible risk caused by unpredictable circumstances.  The host and guest will try to find a common accepted solution and to not generate intercultural conflicts</p>	
9.	Teachers or/and students selected for a learning mobility can't go in the last moment	<p>Unpredictable sickness or other circumstances</p>	<p>For each learning mobility, there will be 1-2 additional persons who will be selected and prepared for mobility.</p>	
10.	Accidents/diseases during learning mobility abroad		<p>-Each participant at learning mobility will have a supplementary travel and healthy insurance; -Each host school will assure medical support during learning session and trips by medical staff of the school or/and volunteer medical staff from local Emergencies points or/and teachers who are Red Cross validated for medical</p>	

			assistance.	
11.	Unsatisfactory and/or unsafe conditions at host families		<ul style="list-style-type: none"><li>-Each school will make and follow internal procedures for selections of host families and for safety of learning session.</li><li>-There will have selection criteria for host families and selected families will sign a contract with school just for this project.</li><li>-Staff school will visit selected families and will validate the living conditions, before and during the learning session.</li><li>-School staff must assure alternative ways for accommodations</li><li>- Before learning sessions, there must be a very strong communication between project partners; each school will inform the others about special needs for accommodation, travel and subsistence.</li><li>-At the beginning of the learning session, each school will instruct all the foreign participants and will inform them about possible risks, how to manage them and rules for a preventive safety behaviour during learning sessions and trips.</li></ul>	
12.	Security of students out-of-school activities, in host families		Each school will make an internal procedure for security of foreign students in school and in host families, too. It will be stated very clear the rules for the students` free time out-of-the school, in host families.	

**Date: January 2019\_draft 2**

**Place: Bistrița, Romania**

**Done by Erasmus team\_Romania**