InSIDE: Including Students with Impairments in Distance Education

Deliverable DIS7.4	Electronic Index of End-Users

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Project Partners

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Blida 2 University
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Mouloud Mammeri University of Tizi-Ouzou
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University of Abou Bekr Belkaid Tlemcen
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University of Sciences and Technology of Oran Mohamed Boudiaf
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Abdelmalek Essaadi University
Morocco

Cadi Ayyad University
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Ibn Tofail university
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University of Mohammed V in Rabat
Morocco

University of Sfax
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University of Sousse
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Contents

Abbreviations

Acronym	Term
DE	Distance Education
HE	Higher Education
HEI	Higher Education Institution
InSIDE	Including Students with Impairments in Distance Education
IPR	Intellectual Property Rights
IwI	Individuals with Impairments
JKU	Johannes Kepler University
LMS	Learning Management System
SwI	Students with Impairments
UABT	University of Abou Bekr Belkaid Tlemcen
UAE	Abdelmalek Essaadi University
UB2LA	Blida 2 University
UCA	Cadi Ayyad University
UIT	Ibn Tofail University
UM5R	University of Mohammed V in Rabat
UMMTO	Mouloud Mammeri University of Tizi-Ouzou
UOA	National and Kapodistrian University of Athens
UOM	University of Macedonia
US	University of Sousse
USFAX	University of Sfax
USTO	University of Sciences and Technology of Oran Mohamed Boudiaf
UTM	University of Tunis El Manar
VET	Vocational Education and Training
ViHeMo	Visual, hearing, mobility/physical
WP	Work Package

About this document

This report concerns the implementation of the "DIS7.4 Electronic Index of End-Users". The report itself is not a deliverable of the "InSIDE project: Including Students with Impairments in Distance Education", but an accompanying document of the deliverable DIS7.4 which is the registration of electronic entries in a database with the data of related organizations of/for persons with disabilities. This information is available on the project website https://www.inside-project.org/.

This document marks the completion of the deliverable DIS7.4 and sets out further details on its implementation and availability.

1. Introduction

1.1. Project summary

The overall aim of the InSIDE project is to develop accessible Distance Education (DE) programmes for individuals with visual, hearing, mobility/physical (ViHeMo) impairments. The specific aims are to:

- develop an accessible, inclusive and educationally effective model of DE that will deliver key competences for vocational rehabilitation, and provide opportunities for lifelong learning, skills enhancement, and personal fulfilment,
- suggest an intelligent educational platform solution that copes with the problems of limited access or a high percentage of dropouts in Higher Education (HE) in individuals with impairments,
- structure strong cooperation between organisations with sound expertise in accessible and inclusive HE, and organisations where both the modernisation of HE and the promotion of the right to education of individuals with impairments (IwI) are imperative, and
- widen the horizons of local HE towards an international and intercultural education through DE programmes.

The project work plan is organised into eight Work Packages (WPs) that we summarise here so that we can refer to them just by WP number on the rest of this report:

WP1: PREPARATION - State of the art

WP2: DEVELOPMENT - Adapted educational material

WP3: DEVELOPMENT - Distance education delivery system

WP4: DEVELOPMENT - Training

WP5: DEVELOPMENT - Distance education pilot courses

WP6: QUALITY PLAN

WP7: DISSEMINATION & EXPLOITATION

WP8: MANAGEMENT

1.2. The deliverable in the project's context

The Electronic Index of End-Users is placed in the project structure at:

- Project InSIDE: Including Students with Impairments in Distance Education
    - Work Package WP7: DISSEMINATION & EXPLOITATION
        - Task 7.3: Implementation of dissemination and exploitation activities
            - Activity A.7.3.1: Development of Index of end-users
                - Deliverable DIS7.4: Electronic Index of End-Users

DIS7.4 was described in the InSIDE project's proposal as an outcome of WP7, Task 7.3, A.7.3.1, as the tables in Appendix 1 show (Table 2, Table 3, Table 4).

DIS7.3: Exploitation Plan included planning for the DIS7.4 creation. Relative excerpts are given in Appendix 2 for reference following the plan's structure.

1.3. The deliverable as specified in the Exploitation Plan

DIS7.4 The Electronic Index of End-Users is a tool to contribute to the cooperation with relevant bodies and organisations from the very beginning of the project (section 1.2 of DIS7.3). It is an outcome to be subjected to in-project and further exploitation (section 2.1 of DIS7.3). Due date for DIS7.4 was the 5th month of the project (section 4.1 of DIS7.3). Partners involved are UOA as the lead partner responsible to plan and coordinate all activities, and Universities that will contribute: UB2LA, UABT, UMMTO, USTO from Algeria, and USFAX, UTM, US from Tunisia (section 4.3 of DIS7.3).

DIS7.4 is specified as a product in English language with target groups the teaching staff, the students, the associations of IwI, and governmental organisations. Its dissemination level is international and its description: "Creation of an electronic index of all related end-user organisations such as Associations for individuals with impairments, Associations of Special Educators, related Governmental Organisations such as Directorates or Secretaries of the Ministries of Education regulatory authorities, all over Europe and South Mediterranean (Region 3) partner countries" (section 2.1 of DIS7.3).

Its short-term impact is that it is the main contact list for the update of potential end-users (stakeholders in lifelong learning and VET, Universities, teaching staff, IwI, associations of IwI) on the results and achievements of this project (section 2.2.1 of DIS7.3). The number of entries in the electronic index of end-users as a success indicator has been set to 2,000 entries (section 4.4 of DIS7.3).

DIS7.4 is considered as an important communication channel dedicated to the sustainability and transferability of the project's outcomes and results (section 2.3 of DIS7.3). This Index will also be an input to dissemination activities such as the newsletters (section 3.2 of DIS7.3).

The Electronic Index of End-Users is available on the project website, which will be available for at least three years after project end. The developed Index includes information of associations of individuals with disabilities, and also information on a significant number of universities in Europe and North Africa. Thus, this transnational Index of end-users will be used internationally for dissemination and communication of information regarding people with disabilities (section 4 of DIS7.3).

Spreadsheet (index templates) were uploaded on the Collaboration Platform, also sent to all partners who need to fill it up via individual messages through the Platform at the very beginning of the project (section 5.3 of DIS7.3).

The required fields for each entry in the index were (appendix 1 of DIS7.3): Country*, Type of organisation*, Name of organisation*, Native name of organisation (French/German/Greek), Contact person, City/Post code*, Street, Website, E-mail, and Phone No (fields with asterisk are compulsory).

Partners from Algeria and Tunisia completed the Electronic Index of End-Users. The partners involved were assigned to fill entries the for specific countries, as follows (section 5.2 of DIS7.3):

- Blida 2 University (Algeria) filled in the information in the index template titled "Partner Countries REGION 3" for all types of organisations, for the following countries only: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, and Tunisia.
- University of Abou Bekr Belkaid Tlemcen (Algeria) filled in the information in the index template titled "EUROPE without blindness" for all types of organisations, for the following countries only: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, and France.
- Mouloud Mammeri Tizi-Ouzou University (Algeria) filled in the information in the index template titled "EUROPE without blindness" for all types of organisations, for the following countries only: Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, and Luxembourg.
- University of Sciences and Technology of Oran Mohamed Boudiaf (Algeria) filled in the information in the index template titled "EUROPE without blindness" for all types of organisations, for the following countries only: Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey, and United Kingdom.
- Sfax University (Tunisia) filled in the information in the index template titled "EUROPE with blindness" for all types of organisations, for the following countries only: Albania, Andorra, Armenia, Azerbaijan, Belarus, and Bosnia & Herzegovina.
- University of Tunis El Manar (Tunisia) filled in the information in the index template titled "EUROPE with blindness" for all types of organisations, for the following countries only: Georgia, Iceland, Moldova, Monaco, Montenegro, and North Macedonia.
- University of Sousse (Tunisia) filled in the information in the index template titled "EUROPE with blindness" for all types of organisations, for the following countries only: Norway, Russia, San Marino, Serbia, Switzerland, and Ukraine.

2. The creation of the Electronic Index

Instructions (appendix 1 of DIS7.3) were given and input from partners from Algeria and Tunisia was asked by UOM and UOA:

1. During the kick-off meeting in Thessaloniki
2. During the the 1st progress meeting in Linz
3. During the the 2nd progress meeting in Athens
4. During several online meetings (teleconferences)
5. Via messages at the Collaboration Platform

Partner's contributions to electronic index entries until the time this report is written are summarized in the Table below:

Table 1: Numbers of partner's entries in the Electronic Index per organisation country

Partner	Country of relevant body	Entries
UB2LA	Algeria	78
	Egypt	3
	Israel	0
	Jordan	17
	Lebanon	8
	Libya	8
	Morocco	94
	Palestine	5
	Syria	7
	Tunisia	40
	Total	260
UABT	Austria	25
	Belgium	19
	Bulgaria	8
	Croatia	8
	Cyprus	12
	Czech Republic	19
	Denmark	16
	Estonia	6
	Finland	10
	France	76
	Total	199
UMMTO	Germany	36
	Greece	18
	Hungary	99
	Iceland	20
	Ireland	6
	Italy	15
	Latvia	22
	Liechtenstein	2

Partner	Country of relevant body	Entries
	Lithuania	18
	Luxembourg	25
	Total	261
USTO	Malta	12
	Netherlands	44
	Poland	44
	Portugal	40
	Romania	34
	Slovakia	34
	Slovenia	44
	Spain	34
	Sweden	32
	Turkey	33
	United Kingdom	36
	Latvia	15
	Total	402
USFAX	Albania	11
	Andorra	2
	Armenia	7
	Azerbaijan	2
	Belarus	7
	Bosnia & Herzegovina	11
	Georgia	1
	Iceland	2
	Moldova	1
	Montenegro	2
	Norway	2
	Russia	1
	Serbia	2
	Switzerland	5
	Ukraine	2
	Total	58
UTM	Georgia	13
	Iceland	6
	Moldova	9
	Monaco	3
	Montenegro	5
	North Macedonia	2
	Tunisia	7
	Total	45
US	Norway	2
	Russia	2
	San Marino	1

Partner	Country of relevant body	Entries
	Serbia	1
	Switzerland	1
	Ukraine	1
	Total	8
UOM	Various	211
TOTAL		**1436**

A mailing list (inside-project@lists.uoa.gr) including all organizations' emails available in the Electronic Index of End-Users has been created in the Mailing Lists Service SYMPA system (https://www.sympa.org/) of UOA (http://lists.uoa.gr/); the list is be used for sending the project's newsletters.

All data have been added to the project's website database. Listing is available under "Index of Organisations" in the main menu (Figure 1). Fields that the listing shows are [Type of Organisation], [Name of Organisation], [Native Name of Organisation], [Country], and [Website]. The listing can display 10, 25, 50, or 100 entries by page; visitors select the number of listings per page using the drop-down list "Show [?] entries" at the top of the list, and navigate to next an previous page using the <Previous and Next> links at the bottom.

Listings can be sorted by all available fields (see an example in Figure 2), and the visitor can search the database with keywords (see an example in Figure 3).

InSIDE
Including Students with Impairments in Distance Education

Home » Index of Organisations

Log In

Home
News
Objectives
Implementation & Results
Partners
Public Deliverables
Non-Public Deliverables
Index of Organisations
Promotional Material
Contacts

Log In

Username or Email Address

Password

☐ Remember Me

Log In

Register
Lost your password?

Partners' Area

Index of Organisations

Electronic index of related end-users organizations (data available from their websites)

As a visitor you can filter or search the table. Only rows with the search word in them (eg. Greece) are shown.

Search:

Type of Organisation	Name of Organisation in English	Native Name of Organisation	Country	Website
Association for individuals with blindness	Albanian Blind Association	Shoqata e të Verbërve të Shqipërisë	Albania	www.shvsh.org.al/
Association for individuals with blindness	Kosovo Association of the Blind	Shoqata e të Verbërve të Kosovës	Albania	www.shv-kosova.org
Association for individuals with deafness	Albanian National Association of the Deaf	Shoqata Kombetare Shqiptare e Njerezve Qe Nuk Degjojne	Albania	www.shknd.info
Other	Albanian Disability Rights Foundation	Fondacioni shqiptar për të drejtat e personave me aftësi të kufizuar	Albania	adrf.al/index.php/en/
Other	Algerian Federation of Handicapped People	Fédération Algérienne des Personnes Handicapées | الفيدرالية الجزائرية للأشخاص ذوي الإعاقة	Algeria	faphblog.wordpress.com/
Association for individuals with motor disabilities	Association for the Integration of individuals with motor disabilities in the Work	Association for the Integration of individuals with motor disabilities in the Work	Algeria	
Association for individuals with blindness	Blind Association of Blida	Association des aveugles de Blida	Algeria	
	Cultural and			

Figure 1: The Index of Organisations menu item on the project's homepage

Appendix 1: Excerpts from the project's proposal concerning DIS7.4

Table 2: WP7 as outlined in the project proposal

Work package type and ref.nr	DISSEMINATION & EXPLOITATION	7
Title	Dissemination and Exploitation	
Related assumptions and risks	- Motivated academic community for the inclusion of students with disabilities - Motivation of policy makers at governmental level for applying legislation and regulations for the adaptation of curriculum to distance education programmes for participation of students with disabilities at HEIs - Well organized communication among national and regional governmental organisations in partner countries - Availability of university management structures in partner countries for establishment of a HE networks - Political and economic instability in the region - Demotivated community of individuals with impairments in partner countries	
Description	The main objectives of the work package regarding dissemination and exploitation of project outcomes are: - To raise awareness on project's aims & objectives, - To disseminate the project's outcomes to appropriate target audiences - To define strategies for optimal exploitation of project results - To achieve the maximum impact for sustainability of the project results according to the needs of the target groups In the beginning of the project lifecycle a dissemination plan which will be formulated and agreed by all partners, will define the project's target groups, communication channels, tools, timing, activities and responsibilities as well as the communication material to be produced. In other words, the agreed dissemination plan will define HOW, WHEN and WHERE the produced material will be disseminated in order to reach interested parties not directly involved in the project. In addition, a detailed exploitation plan will be formulated that will define a core group of immediate users interested in exploiting and channelling the project's results after the completion of the project. Dissemination and exploitation tasks include: - Task 7.1: Design and development of the multilingual project website - Task 7.2: Planning of dissemination and exploitation activities - Task 7.3: Implementation of dissemination and exploitation activities	

	Within this content dissemination activities will be dedicated to spread project successes and outcomes through the following communication channels: • Erasmus+ Project Results Platform • Project website • Meetings with stakeholders • Discussion opportunities (national workshops, seminars) • Public events • Reports, newsletters, articles, press releases • Audio-visual media and products (videos, podcasts) • Social media • Project branding and logo • Existing partners' contacts and networks • At national level all partners will prepare and disseminate information for the target groups (leaflets and through their homepages and newsletters of the involved institutions).
Estimated Start Date (dd-mm-yyyy)	15/1/2019 **Estimated End Date (dd-mm-yyyy)** 14/01/2022
Lead Organisation	UOA
Participating Organisation	ALL (University of Macedonia, National and Kapodistrian University of Athens, Johannes Kepler University, Ibn Tofail university, Cadi Ayyad University, Abdelmalek Essaadi University, University of Mohammed V in Rabat, Blida 2 University, University of Abou Bekr Belkaid Tlemcen, Mouloud Mammeri University of Tizi-Ouzou, University of Sciences and Technology of Oran Mohamed Boudiaf, University of Sfax, University of Tunis El Manar, University of Sousse)

Table 3: Task 7.3 as outlined in the project proposal

Tasks	**Task 7.3: Implementation of dissemination and exploitation activities** will focus on the implementation of the derived Dissemination and Exploitation planned activities such as: • **Electronic Index of end-users'** organisations all over Europe and partner countries. • **Electronic Newsletters** distributed every 6 months with project news, outputs, resume of available reports etc. • **Dissemination products and materials** (Project logo, Flyers, Posters, social media accounts) press releases in local media etc. contributing to the project's branding its visual identity and marketing purposes. • **YouTube videos** – three (3) videos - one for each disability (visual, hearing, motor) to serve as informative and educational material and address important issues to target groups. • **e-Learning Informational sessions** for raising awareness - 2 one-day e-Learning Informational Sessions/Seminars to disseminate results outside

project countries.

- **Workshops** in all project countries (14 one-day workshops - one at each partner Institution) aiming at raising awareness and briefing of academic community on project results.
- **Update of Relevant Bodies** – through organised in person meetings with state bodies/governmental organisations responsible for planning of education and training programs for individuals with disability, Universities, Institutes for Adults Education, Associations of persons with disabilities).

Activities:

- **A.7.3.1** Development of Index of end-users
- **A.7.3.2** Development and production of dissemination materials
- **A.7.3.3** Release of one newsletter every 6 months including project news, agenda with forthcoming events, and resumes of available reports
- **A.7.3.4** Development and release of 3 (one per disability) YouTube videos. The produced videos will be translated in 4 languages (Greek, English, French, German)
- **A.7.3.5** Implementation of 2 one-day e-Learning Informational Sessions for raising awareness
- **A.7.3.6** Organisation of 14 one-day workshops (i.e. one workshop implemented in each partner university)
- **A.7.3.7** In person meetings for Update of Relevant Bodies

Table 4: DIS7.4 as outlined in the project proposal

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	7.4.	
	Title	Electronic Index of End-Users	
	Type	☐Teaching material ☐Learning material ☐Training material	☐Event ☐Report ☒Service/Product
	Description	Task 7.3 will result to deliverable **DIS7.4: Electronic Index of End-Users** Creation of an electronic index of all related end-user organizations such as: Associations for individuals with impairments, Associations of Special Educators, related Governmental Organisations such as Directorates or Secretaries of the Ministries of Education regulatory authorities, all over Europe and South Mediterranean (Region 3) partner countries.	

	Due date	14/06/2019
	Languages	English
Target groups	☒Teaching staff ☒Students ☐Trainees ☐Administrative staff ☐Technical staff ☐Librarians ☒Other	
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* *- Associations of End-users (Associations of individuals with disabilities)* *- Governmental organisations*	

Dissemination level	☐Department / Faculty	☐Local	☐National
	☐Institution	☐Regional	☒International

Appendix 2: Excerpts from DIS7.3 Exploitation Plan concerning DIS7.4

Exploitation plan overview (section 1.2 of DIS7.3)

… The exploitation plan draws a specific strategy that will enhance the sustainability and transferability of project results during the final stage and after the completion of the project. The deliverable describes in detail:

- *Methodologies of cooperation with relevant bodies and organisations from the very beginning of the project:* The main tools for this cooperation are:
  - The Electronic Index (A.7.3.1 – DIS7.4) described in section 0. The project proposal anticipated 2000 entries minimum, there are already 1436 entries at the time this report is written. …

Categorisation of project outcomes (section 2.1 of DIS7.3)

… The table below shows a list of the project's outcomes that will be subjected to in-project and further exploitation, along with the corresponding type, language, short description, target groups, and exploitation level and nature (i.e., products, policy, lessons, experience, cooperation). These will be used as input for the e-learning informational sessions presentations, the presentations for the updating of relevant bodies, and will be available on the project's website after the end of the project.

List of InSIDE's output and outcomes for further exploitation				
Outcome	**Type (and language)**	**Brief description**	**Target groups**	**Level (and nature)**
…				
WP7 DIS7.4: Index of end-users	Service/ Product (in English)	Creation of an electronic index of all related end-user organisations such as Associations for individuals with impairments, Associations of Special Educators, related Governmental Organisations such as Directorates or Secretaries of the Ministries of Education regulatory authorities, all over Europe and South Mediterranean (Region 3) partner countries.	Teaching Staff, Students, Associations of IwI, Governmental organisations.	International (product, cooperation)
…				

Short term impact indicators (section 2.2.1 of DIS7.3)

Short term impact	**Target groups/potential beneficiaries**	**Indicators**

Short term impact	Target groups/potential beneficiaries	Indicators
…		
Update of potential end-users (stakeholders in lifelong learning and VET, Universities, teaching staff, IwI, associations of IwI) on the results and achievements of this project	Stakeholders in lifelong learning and VET, Universities, teaching staff, IwI, associations of IwI	The number of participants at the workshops, the number of entries in the electronic index of end-users, the number of persons who will participate in e-Learning informational sessions for raising awareness
…		

InSIDE exploitation objectives and channels (section 2.3 of DIS7.3)

… exploitation activities will be dedicated to enduring the sustainability of outcomes through the following communication channels:

- The electronic index of relevant bodies …

InSIDE exploitation tasks and activities (section 2.4 of DIS7.3)

… Exploitation tasks include:

Task 7.3: Implementation of Exploitation activities will focus on the implementation of the planned Exploitation activities, namely:

- Electronic Index of end-user's organisations all over Europe and partner countries…
… Activities:

  - o A.7.3.1 Development of Index of end-users…

DIS7.4: Electronic Index of End-Users (section 3.2 of DIS7.3)

Task 7.3 (activity A.7.3.1) will result in deliverable service/product DIS7.4: Electronic Index of End-Users in the English language. Its dissemination level will be International. Due date is the fifth month of the project.

It concerns the creation of an electronic index of all related end-user organisations, such as Associations for IwI, Associations of Special Educators, related Governmental Organisations, such as Directorates or Secretaries of the Ministries of Education regulatory authorities, all over Europe and South Mediterranean (Region 3) partner countries.

This Index will be an input to dissemination activities such as the newsletters. Its target groups are Teaching Staff, Students, Associations of End-users (Associations of individuals with disabilities), and Governmental organisations.

Exploitation strategy and work plan (section 4 of DIS7.3)

The exploitation of InSIDE's outcomes and results is crucial for the sustainability of the project. UOA is the responsible partner for exploitation planning. The main target groups of the project are:

- Individuals with ViHeMo disabilities,

- Governmental organisations and policymakers for the education and training of students with disabilities,
- Academic community (Universities, Schools, Rehabilitation Institutes).

UOA conducted the present exploitation plan report with the contribution of all Partners. The present exploitation plan draws a specific strategy that will enhance sustainability and transferability of project results during the final stage and after project completion.

Exploitation activities are summarised:

- … Electronic index of related end-users' organisations (i.e., Associations of IwI) all over EU and Partner Countries of Region 3…

… Project deliverables will be well documented and derived from systematic and in-depth research. They will be used in upcoming years as the scientific basis for the development and operation of DE programmes for IwI and will initiate future research by the scientific community in the field. All deliverables will be available on the project website, which will be available for at least three years after project end. … The developed electronic Index of end-users will include information of associations of individuals with disabilities at a European and in African level, and also information on a significant number of universities. Thus, this transnational Index of end-users could be used internationally for dissemination and communication of information regarding people with disabilities. …

Workplan for project year 1 (section 4.1 of DIS7.3)

Workplan is illustrated for the first year of the project in the following table. Shaded cells (   ) denote the months of the first year that each deliverable (DIS) will be prepared and delivered.

Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr	Title												
…													
DIS7.4	Index of end-users												

Involvement of partners (section 4.3 of DIS7.3)

See the following table for the involvement of partners in specific deliverables of Work Package 7 concerning exploitation.

Partner nr	Partner acronym	Country	Role and tasks in the work package
2	UOA	Greece	**Lead Partner: Plan and Coordination of all activities**
8	UB2LA	Algeria	DIS7.4: Index of end-users …
9	UABT	Algeria	DIS7.4: Index of end-users …
10	UMMTO	Algeria	DIS7.4: Index of end-users …

Partner nr	Partner acronym	Country	Role and tasks in the work package
11	USTO	Algeria	DIS7.4: Index of end-users …
12	USFAX	Tunisia	DIS7.4: Index of end-users …
13	UTM	Tunisia	DIS7.4: Index of end-users …
14	US	Tunisia	DIS7.4: Index of end-users …

Indicators of progress (section 4.4 of DIS7.3)

Outputs	Indicators of progress	Target number
Electronic Index of End-Users	Number of entries in the electronic index of end-users	min 2000
…		

Carrying out exploitation activities during the project (section 5.1 of DIS7.3)

Performing previously planned exploitation activities includes three main steps:

1) The organisation of the activity and preparation of all relevant material (e.g., updating the Electronic Index of End-Users, preparing presentations)
2) Performing the activity/event (e.g., giving the e-Learning Informational session, updating Relevant Bodies);
3) Gathering all relevant pieces of information, data, and feedback to report the activity.

The responsible partner shall undertake the steps mentioned above and keep the project's coordinator informed on the progress of the performed activities…

Defining responsibilities (section 5.2 of DIS7.3)

There are some overall responsibilities, which can be defined at the very beginning, namely:

- UOA is responsible for coordinating the whole exploitation process and keeping partners informed;
- All partners are responsible for updating information (e.g., forthcoming meetings with relevant bodies), mainly information related to their countries;
- Partners performing an activity are responsible for reporting it to UOM (according to rules defined in the next section);

More specifically, for each exploitation activity:

…

A.7.3.1 Development of Index of end-users. Partners from Algeria and Tunisia shall complete the Electronic Index of End-Users. The partners involved are assigned to fill the for specific countries, as follows:

Blida 2 University (Algeria) shall fill in the information in the index template titled "Partner Countries REGION 3" for all types of organisations, for the following countries only: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, and Tunisia.

University of Abou Bekr Belkaid Tlemcen (Algeria) shall fill in the information in the index template titled "EUROPE without blindness" for all types of organisations, for the following countries only: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, and France.

Mouloud Mammeri Tizi-Ouzou University (Algeria) shall fill in the information in the index template titled "EUROPE without blindness" for all types of organisations, for the following countries only: Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, and Luxembourg.

University of Sciences and Technology of Oran Mohamed Boudiaf (Algeria) shall fill in the information in the index template titled "EUROPE without blindness" for all types of organisations, for the following countries only: Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey, and United Kingdom.

Sfax University (Tunisia) shall fill in the information in the index template titled "EUROPE with blindness" for all types of organisations, for the following countries only: Albania, Andorra, Armenia, Azerbaijan, Belarus, and Bosnia & Herzegovina.

University of Tunis El Manar (Tunisia) shall fill in the information in the index template titled "EUROPE with blindness" for all types of organisations, for the following countries only: Georgia, Iceland, Moldova, Monaco, Montenegro, and North Macedonia.

University of Sousse (Tunisia) shall fill in the information in the index template titled "EUROPE with blindness" for all types of organisations, for the following countries only: Norway, Russia, San Marino, Serbia, Switzerland, and Ukraine.

…

Collecting and updating information and data (section 5.3 of DIS7.3)

… Because of this, data must be gradually updated and completed with new pieces of information. All partners are responsible for updating exploitation information. The most frequently updated information will be the **Electronic Index of End-Users**, which is a separate spreadsheet and will formulate DIS7.4. This spreadsheet is already uploaded on the Collaboration Platform, also sent to all partners who need to fill it up via individual Messages through the Platform. In Appendix 1 the instructions to all partners and the spreadsheet itself are illustrated. …

Intellectual Property Rights management (section 5.4 of DIS7.3)

As the InSIDE project has been funded under the ERASMUS+ Programme, we have adopted for the Intellectual Property Rights an open license[1] for all the public deliverables produced by the project. According to Article I.7 of the project Grant agreement, and the Article 11 of the Partnership Agreement, the materials produced under the scope of the project, will be available for the public, in digital form, freely accessible through the Internet (i.e., through the website of the project: www.inside-project.org) under open licenses.

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[1] http://opendefinition.org/od/

In the case a deliverable of the InSIDE project is a database, the partners will apply the widely used Open Database License[2] (ODbL) which is a copyleft[3] ("share alike") license agreement intended to allow users to freely share, modify, and use a database while maintaining this same freedom for others.

ODbL is published by Open Data Commons[4], part of Open Knowledge International[5].

Instructions (section Appendix 1 of DIS7.3)

Instructions on how to fill in the index templates

In order to fill in the index template, you should search for organisations of respective type and fill in the template accordingly.

Information should be filled in English unless it is stated otherwise.

The fields with an asterisk (*) are compulsory.

Where a drop-down list is included, please select accordingly.

Here is the list of countries that each partner is responsible to collect information and fill in the respective index templates (.xlsx files) by 30/6/2019.

Blida 2 University (Algeria) - Should fill in the information in the index template titled "Partner Countries REGION 3" for all types of organisations, for the following countries only:

- Algeria
- Egypt
- Israel
- Jordan
- Lebanon
- Libya
- Morocco
- Palestine
- Syria
- Tunisia

University of Abou Bekr Belkaid Tlemcen (Algeria) - Should fill in the information in the index template titled "EUROPE without blindness" for all types of organisations, for the following countries only:

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark

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[2] https://opendatacommons.org/licenses/odbl/1-0/index.html
[3] https://en.wikipedia.org/wiki/Copyleft
[4] https://www.opendatacommons.org/about/
[5] https://okfn.org/

- Estonia
- Finland
- France

Mouloud Mammeri Tizi-Ouzou University (Algeria) - Should fill in the information in the index template titled "EUROPE without blindness" for all types of organisations, for the following countries only:

- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg

University of Sciences and Technology of Oran Mohamed Boudiaf (Algeria) - Should

fill in the information in the index template titled "EUROPE without blindness" for all types of

organisations, for the following countries only:

- Malta
- Netherlands
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Turkey
- United Kingdom

Sfax University (Tunisia) - Should fill in the information in the index template titled

"EUROPE with blindness" for all types of organisations, for the following countries only:

- Albania
- Andorra
- Armenia
- Azerbaijan
- Belarus
- Bosnia & Herzegovina
- University of Tunis El Manar (Tunisia) - Should fill in the information in the index template
- titled "EUROPE with blindness" for all types of organisations, for the following countries only:
- Georgia
- Iceland

- Moldova
- Monaco
- Montenegro
- North Macedonia

University of Sousse (Tunisia) - Should fill in the information in the index template titled

"EUROPE with blindness" for all types of organisations, for the following countries only:

- Norway
- Russia
- San Marino
- Serbia
- Switzerland
- Ukraine

Spreadsheet

#	Country *	Type of Organisation *	Name of organisation*	Name of organisation (French/German/ Greek)	Contact Person	City/Post Code *	Street	Website	E-mail	Phone No.
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										