INNOVATIVE SUPPORT AND EDUCATION FOR PARENTS OF CHILDREN WITH DISABILITIES THROUGH INFORMAL ADVISING

DISSEMINATION PLAN

Document Information

Name of the Project	INNOVATIVE SUPPORT AND EDUCATION FOR PARENTS OF CHILDREN WITH DISABILITIES THROUGH INFORMAL ADVISING
Project Acronym	IPAR
Leading Partner	DEGDER (Dezavantajlı Grupları Anlama ve Sosyal Destek Derneği)
Responsible Partners	Kırıkkale University, Lubelska Akademia WSEI, SAMDER, Spolupracou prelepsiu buducnost - Velky Meder, DEGDER
Start and Finish Date	December 2024 – December 2026

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1.INTRODUCTION

Supporting Parents of Children with Disabilities: Empowering Organizations and Promoting Social Inclusion

The ongoing global challenges faced by parents of children with disabilities have placed immense pressure on both public and private organizations tasked with providing essential support and services. In response to this urgent need, our project aims to enhance the operational and personnel capacity of these organizations and enable them to better meet the diverse and complex needs of families with children with disabilities seeking opportunities in new communities. By fostering an inclusive and supportive environment, we aim to empower these organizations to adapt, improve, and scale their services effectively.

Through the use of state-of-the-art technology, fostering collaboration and enhancing cultural understanding, our project aims to expand support, counseling and training services for parents of children with disabilities, guiding them in addressing their children's issues through informal counseling, information and communication technologies. By preparing experienced parents to provide informal advising for the parents in need, we want to support social inclusion of parents of children with disabilities and facilitate non-formal and informal lifelong learning.

Project Objectives:

Capacity Building: Our project prioritizes empowering public and private organizations with the knowledge, tools, and skills necessary to enhance their service provision capabilities. Tailored training sessions, workshops, and resources will address the specific challenges these organizations face.

Innovation: By embracing technological advancements and fostering creative problem-solving, we aim to develop innovative approaches that streamline processes, improve efficiency, and expand the reach of support services to a broader population.

Collaboration: We emphasize the importance of collaboration among stakeholders, including governmental bodies, NGOs, and local communities. By facilitating partnerships, the project will create a cohesive network that amplifies the impact of services provided.

Empowerment: Our project underscores the importance of empowering parents of children with disabilities by offering opportunities for skill development, education, and entrepreneurship. This will promote self-sufficiency and foster a sense of belonging within their communities.

TÜRKİYE CUMHURİYETİ
AVRUPA BİRLİĞİ BAKANLIĞI

TÜRKİYE ULUSAL AJANSI
TURKISH NATIONAL AGENCY

Erasmus+

REPUBLIC OF TURKEY
MINISTRY FOR EU AFFAIRS

Cultural Understanding: Recognizing and respecting the unique cultural backgrounds and experiences of those served is crucial. The project encourages cultural exchange and sensitivity among service providers, ensuring respectful and effective service delivery.

Informal Advising and Social Inclusion

To further promote social inclusion, the project focuses on supporting parents of children with disabilities through informal advising. Parents often face challenges in accessing information, education, healthcare, the labor market, and compensatory benefits, as well as in handling official matters. Through the **IPAR Comprehensive Training Program for Informal Advisors**, parents with relevant experience and knowledge will be trained to share valuable information and provide guidance to other parents in similar situations.

Education Focus Areas:

- **Personal Development:** Enhancing self-awareness and emotional resilience.

- **Social Competencies:** Building interpersonal and collaborative skills.

- **Communication Skills:** Improving clarity, empathy, and active listening.

- **Advisory Competencies:** Strengthening the ability to guide others effectively.

- **Digital Skills:** Leveraging technology for efficient communication and support.

- **Ethical Considerations:** Establishing boundaries and maintaining professionalism.

Through this program, informal advisors will deliver higher-quality consultations tailored to the type of disability. These consultations, facilitated via information and communication technologies, will ensure faster and more accessible support, even in rural and remote regions with limited resources. Parents will receive the assistance they need to address challenges related to raising children with disabilities, finding suitable employment, and overcoming barriers to equal opportunities and social inclusion.

Lifelong Learning and Transformative Support

Involving parents in informal advising education also promotes lifelong learning. Through this advising process, parents in need will gain new insights into solving their problems, engaging in informal and non-formal learning opportunities. Additionally, the program aims to assist parents in understanding and processing their emotions regarding their child's disability. This fosters positive transformations in their lives, enhances parental mental health, and contributes to a more inclusive and compassionate society.

This comprehensive approach will strengthen the capacities of organizations and create a supportive network that positively impacts the lives of parents of children with disabilities, ensuring a brighter and more equitable future for all.

Developing and Strengthening Support for Parents of Children with Disabilities: Project Overview

Project Coordinator:

- **Kırıkkale University**

Project Partners:

1. **Kırıkkale University**

2. **SAMDER (Sosyolojik Araştırma Derneği)**

3. **DEGDER (Dezavantajlı Grupları Anlama ve Sosyal Destek Derneği)**

4. **Lubelska Akademia – WSEI**

5. **Spolupracou prelepsiu buducnost - Velky Meder**

1.1.   The Importance of Widespread Project Implementation

The widespread implementation of this project holds significant importance for several reasons:

1. **Enhanced Support for Vulnerable Populations**
   By developing and strengthening the operational and personal capacities of public and non-public organizations, the project will improve support services for parents of children with disabilities. Enhanced organizational capabilities will ensure these entities are better equipped to address the diverse and complex needs of the vulnerable populations they serve.

2. **Positive Societal Impact**
   The project's innovative approaches will foster an inclusive and supportive environment for parents of children with disabilities. It also aims to increase social participation by encouraging lifelong learning.

3. **Efficient Utilization of Resources**
   Promoting collaboration among stakeholders—including governmental bodies, NGOs, and local communities—will optimize resource allocation. This efficiency will ensure a more effective and sustainable delivery of support services.

4. **Empowerment and Self-Sufficiency**
   The project emphasizes skill development, education, and entrepreneurship opportunities for parents, enabling them to become self-sufficient and active contributors to society. Over time, this will reduce dependence on aid and increase resilience.

5. **Cultural Understanding and Respect**
   By encouraging cultural exchange and sensitivity, the project ensures services are delivered respectfully and appropriately. This fosters trust between service providers and the communities they serve, enhancing communication and cooperation.

6. **Addressing Global Challenges**
   Supporting parents of children with disabilities is a complex global issue that requires collective action and innovative solutions. This project's widespread implementation contributes to addressing these challenges effectively on a larger scale.

7. **Model for Replication**
   A successful project implementation can serve as a model for other regions and countries facing similar challenges. It has the potential to inspire and guide similar initiatives globally, multiplying its impact and promoting a unified movement to support parents of children with disabilities.

8. **Humanitarian Responsibility**
   Providing support and services for parents of children with disabilities is a humanitarian duty that transcends borders. Advocating for this project reaffirms our commitment to protecting the rights and dignity of these individuals.

1.2. Dissemination Targets

The primary dissemination targets for the project include:

1. **Public and Non-Public Organizations**
   The outcomes and findings will be shared with organizations involved in supporting parents of children with disabilities, such as government agencies, NGOs, community-based organizations, and private institutions.

2. **Government Authorities and Policymakers**
   Engaging with local, regional, and national policymakers will influence regulations and policies to ensure more effective and inclusive approaches to disability support services.

3. **Service Providers and Staff**
Frontline workers, including caseworkers, social workers, counselors, educators, and healthcare professionals, will benefit from the dissemination of innovative approaches and best practices.

4. **Host Communities**
Sharing project objectives and outcomes with host communities fosters better understanding, empathy, and support for parents of children with disabilities.

5. **Academia and Researchers**
The project findings and lessons learned will contribute to the academic field of disability studies and inform future research endeavors.

6. **Funding Organizations and Donors**
Engaging with funding organizations and donors will ensure ongoing financial support and sustainability for the project.

7. **Media and Public**
Raising awareness through media and public engagement highlights the challenges faced by parents of children with disabilities and underscores the importance of supporting them.

8. **International Organizations**
The project will share its experiences, lessons, and best practices with international organizations, fostering global collaboration and knowledge exchange.

The widespread implementation of this project is essential to creating a more inclusive, compassionate, and supportive world for parents of children with disabilities. By empowering organizations, promoting innovative approaches, and fostering collaboration, we aim to build an environment that encourages growth, integration, and mutual understanding among diverse communities. Through collective action, we can ensure a positive and lasting impact on the lives of those who need it most.

1.3.   Dissemination Strategy for the Project

To achieve the project's objectives, partners will implement an effective dissemination strategy that addresses all dimensions necessary to reach the target audience and promote the project's outputs.

Dissemination is an interactive process through which participants share and deliver information about an innovation to achieve mutual understanding. According to Rogers (1983), successful dissemination produces changes in people's thinking and actions. It involves four key elements:

1. **Innovation** – The new idea, process, or tool being shared.

2. **Dissemination Channels** – The pathways through which information is shared.

3. **Time** – The duration and timing of the dissemination process.

4. **Social System** – The individuals and communities engaged in the process.

1.4.   Dissemination Goals and Activities

Key Goals:

1. Publicize project activities and outputs through newspapers and TV channels.

2. Create a comprehensive website with information about the project, including introductory materials, meeting details, outputs, photos, conferences, and presentations.

3. Establish an online platform where parents of children with disabilities can share their experiences and discuss related issues.

4. Design and distribute informational brochures in all partner countries via relevant platforms.

5. Organize conferences and invite stakeholders to share project results and outputs.

6. Develop and maintain social media accounts (e.g., Facebook, Twitter) to disseminate activities and results more effectively.

7. Integrate project findings into academic publications.

8. Add project details and website links to partner organizations' official websites.

9. Produce DVD-ROMs containing all project information and materials.

Workshops:

Workshops will serve as a primary method of engaging with stakeholders and sharing knowledge:

- **Turkey:** At least 4 workshops with large attendance.

- **Poland, Slovakia, and other partner countries:** 1 workshop in each country with 10 participants each.

- **Partnership events:** 60 participants overall.

(Leader: **DEGDER** for coordination; All partners responsible for organizing workshops in their respective countries.)

E-Bulletins:

E-bulletins will ensure accessibility for the broadest possible audience and will be an ongoing part of the project's communication efforts.

1.5.   Phased Dissemination Process

Step 1: Awareness-Raising

- **Goal:** Lay the foundation for dissemination by connecting with relevant groups and sharing preliminary information about the project.

- **Methods:** Communication through telephone, email, WhatsApp, website updates, and seminar presentations.

Step 2: Engaging Wider Audiences

- **Goal:** Expand awareness and engagement among public bodies, educational institutions, and related organizations.

- **Methods:** Inform these groups about the project and encourage them to contribute to dissemination efforts.

Step 3: Utilization and Feedback

- **Goal:** Ensure the practical application of project materials and gather feedback.

- **Methods:** Invite relevant groups to review and utilize the project's online and educational materials. Coordinate with larger associations and foundations to feature these materials on their platforms.

1.6.   Roles and Responsibilities

- **Partners' Involvement:** All partners will play an active role in implementing dissemination activities, coordinating national efforts, and reporting to DEGDER.

- **Integration into the Project:** Dissemination is not a separate task but an integral and continuous component of the project.

1.7.   Communication Strategy

Dissemination involves the continuous interaction between internal (project partners) and external (relevant groups) stakeholders. This communication will be structured to ensure systematic and smooth collaboration.

Types of Communication:

1. **Digital Media:**

   o   The project website as the primary hub for online dissemination.

   o   Social media platforms (e.g., Facebook, Twitter).

   o   Project advertisements, such as news, brochures, and PDFs.

   o   DVD-ROMs and partner institutions' websites for distributing project outputs.

2. **Traditional Media:**

   o   Press releases.

   o   TV and newspaper coverage.

   o   Brochures tailored for each partner country to target specific groups.

   o   Follow-up communication to maintain active engagement with stakeholders.

1.8.   Selected Dissemination Approach

Dissemination activities are designed to interconnect and effectively target all relevant groups. Initial steps involved identifying and organizing target groups in each partner country.

Strategy Highlights:

- Both **digital** and **traditional media** will be used for maximum reach.

- Continuous communication and interaction will maintain awareness and engagement throughout and beyond the project's lifecycle.

The dissemination strategy is a vital component of the project, ensuring that all target audiences are reached and actively involved. By creating a structured, integrated, and sustainable approach, we aim to maximize the project's impact and foster long-term engagement and support.

1.9. Primary Dissemination Targets

1. Seminars, Conferences, and Workshops

- Present project results at multiple seminars, conferences, and workshops.

- Ensure the participation of a large audience to maximize outreach and engagement during these events.

2. Academic Publications

- Publish at least **three articles** in reputable academic journals to share project findings and contribute to the scholarly discourse.

3. Digital and Print Media Outreach

- Publish **10 newsletters** across various platforms, including newspapers, Facebook, Twitter, Instagram, TV channels, and websites.

- Target more than **200 recipients** through these publications.

- Achieve at least **10,000 clicks** on the project website to ensure visibility and engagement.

4. Distribution of Materials

- Disseminate project materials to at least **50 recipient organizations**, ensuring they reach key stakeholders and potential users.

5. Establishing Contacts

- Each partner will establish contact with more than **20 potential users** to expand the network of stakeholders and encourage project utilization.

6. University Engagement

- Incorporate project results into **lectures** in relevant departments at partner universities to educate students and academics about the project's outcomes.

7. Project Brochures

1.10. Dissemination Strategy for the Project

The dissemination process will be carried out throughout the entire duration of the project, ensuring continuous engagement and outreach. The process is structured into three key steps:

Step 1: Awareness Raising

- **Objective:** Establish initial contact and inform interested groups about the project and the need for its activities, laying the groundwork for effective dissemination and valorization.

- **Actions:**

  o Use phone calls, email communication, and events to present the project to target groups.

  o Introduce the project's homepage as a platform for updates and development.

  o Highlight the necessity of future project activities to facilitate early interest and engagement.

Step 2: Commitment

- **Objective:** Secure involvement and support from relevant stakeholders.

- **Actions:**

  o Engage additional roof organizations, local authorities, and training institutions.

  o Encourage these groups to disseminate information about the project and promote the homepage where educational materials will be stored.

Step 3: Usage

- **Objective:** Ensure the practical application of project materials and gather stakeholder feedback.

- **Actions:**

  o Make educational materials accessible online and invite users to provide feedback.

- Collaborate with large organizations and private institutions to share the project's contents on their platforms.

- Use the feedback to refine and improve the materials and dissemination efforts.

Stakeholder Engagement and Outreach

The project will be introduced to key national bodies in Turkey, including:

- The **Council of Higher Education (YÖK)**

- The **Ministry of Social Policy and Family**

- The **Ministry of National Education**

This outreach aims to raise awareness about the challenges faced by families with disabled children and to promote the project's products. Additionally, partners will strive to present project results in other European projects, fostering knowledge transfer and inspiring future initiatives.

Partner Responsibilities

- **Active Involvement:** All partners will actively contribute to the development and dissemination of intellectual outputs.

- **National Coordination:** Each organization will coordinate national-level dissemination activities and report back to DEGDER.

- **Continuous Valorization:** Valorization will be integrated as a continuous activity throughout the project lifecycle.

Dissemination Principles

- **Target Group Engagement:** Reaching and involving target groups is vital to the project's success. Dissemination is therefore a cornerstone of the project.

- **Systematic Communication:** Maintain structured and consistent interaction with external (target groups) and internal (partners) stakeholders.

- **Strategic Integration:** Combine a series of interrelated activities to effectively inform policymakers, decision-makers, practitioners, beneficiaries, and other stakeholders.

1.11. Planned Dissemination Activities

1. **Detailed Dissemination Strategy:** Develop a comprehensive plan to outline objectives, methods, and timelines.

2. **Exploitation Strategy:** Design a detailed plan for utilizing and maximizing the impact of project outputs.

3. **Website Portal:** Create and host an accessible project website as the central hub for dissemination.

4. **Regular Website Updates:** Ensure the website is consistently updated with news, outputs, and events.

5. **National and European Outreach:** Disseminate results at both national and European levels to maximize visibility.

6. **Feedback Mechanism:** Establish a robust system to collect feedback for improving project implementation and outcomes.

7. **Cross-Sector Diffusion:** Share content with other sectors, institutions, and countries to expand reach.

8. **Commercialization:** Develop strategies for the commercialization of outputs and finalize copyright agreements with partners.

9. **Information and Communication Techniques:**

   o Create newsletters and advertisements to enhance visibility and accessibility.

   o Use systematic communication techniques to ensure broad and effective outreach.

Core Dissemination Philosophy

Dissemination serves as a permanent and integral part of the project, enabling continuous interaction between the project's internal and external stakeholders. The chosen strategy combines digital and traditional methods to inform and engage:

- **Policy Makers and Decision Makers**

- **Practitioners and End Users**

- **Beneficiaries and Supporters**

- **Interested Parties and Stakeholders**

By structuring these relationships systematically and reasonably, the project will maximize its impact, ensure sustainable engagement, and foster widespread utilization of its outputs.

Dissemination Plan of the Project

The dissemination plan aims to effectively share the project's results and outputs through structured and targeted activities. Below are the key elements of the dissemination strategy:

1. Project Website

The project website was established at the beginning of the project and will be maintained for at least two years after its conclusion. It serves as a central platform for:

- Sharing updates with partners on ongoing activities.

- Hosting relevant documents and draft modules.

- Providing access to downloadable materials and project information.

The website is available in **English** and the national languages of the participating countries (**Turkish, Polish, and Slovak**), making it easily accessible for all target audiences. Evaluation metrics, such as the number of visits and hyperlinks to the site, will be used to assess its effectiveness in reaching stakeholders and disseminating information.

The website is regularly updated, serving as a dynamic and up-to-date source of open-access research data. It is estimated to reach a wide audience with a high click rate, significantly contributing to the dissemination of the project's results and products.

2. Dissemination Materials

The project results and outputs will be distributed through both printed and online media, including:

- **Newsletters**

- **Journal Articles**

- **Paper Brochures**

- **TV and Radio Broadcasts**

- **Social Media Platforms:** Facebook, YouTube, Twitter, Instagram, etc.

- **Mailing Lists**

These materials will increase accessibility, enabling the dissemination of project information to a broad and diverse audience.

3. Workshops

Workshops will play a critical role in dissemination by:

- Allowing consortium partners to discuss, present, and deliberate project-related findings.

- Presenting project results and products to parents of children with disabilities, academic personnel, and professionals in the field.

- Soliciting expert feedback on deliverables and fostering interaction among stakeholders.

Workshops will be held in cooperation with project partners and will target both local and international audiences.

Accessibility of Materials

To ensure the project's visibility and accessibility:

- All materials will be available in **English**, as well as the native languages of the partner countries (**Turkish, Polish, and Slovak**).

- Materials will be disseminated through partner networks, maximizing outreach within each country.

- Project materials and strategies will be displayed on the project website and online platforms, allowing anyone who needs information to access them easily.

Dissemination Channels and Approaches

A) Digital Media

The project website will serve as the primary base for online dissemination, including:

- Project objectives, results, milestones, and updates.

- A forum for partners and associations to exchange practices and experiences.

- Links to downloadable resources and project materials.

B) Traditional Media

Printed and physical dissemination methods will include:

- Brochures developed in each partner's language.

- Press articles and coverage in local and national media.

- Dissemination of project objectives and results during events, courses, and workshops organized by **DEGDER**.

- Direct mailings to associations, companies, and public administrations to engage interested groups and initiate exploitation activities.

1.12. Main Components of the Dissemination Plan

The dissemination plan is structured into three main parts:

1. **Project Image Manual:**
   A cohesive and professional image for the project to ensure consistent branding and communication.

2. **Rules of Communication:**
   Guidelines for internal and external communication to maintain clarity and alignment across all partners and stakeholders.

3. **Promotional Plan:**
   A comprehensive strategy for promoting the project and its outputs to target groups across all partner countries.

Partner Roles and Responsibilities

The draft dissemination plan was initially prepared by the Turkish partner, **DEGDER**, with other partners responsible for implementing activities within their respective countries. Partners will:

- Carry out scheduled dissemination activities.

- Continuously revise and improve dissemination methods based on feedback.

- Report progress to DEGDER, ensuring alignment with the overall project objectives.

1.13. Continuous Improvement and Monitoring

The dissemination plan is subject to ongoing revisions and improvements throughout the project lifecycle. By the end of the project, the plan will reach its final form, incorporating feedback and insights from all partners.

This approach ensures the project's dissemination efforts are impactful, systematic, and tailored to the needs of its stakeholders. By combining digital and traditional media, the project aims to reach a wide audience and foster meaningful engagement with its results and products.

2. PROJECT IMAGE MANUAL

The **Project Image Manual** ensures the consistency and effectiveness of visual communication across all project-related materials and platforms. By leveraging visual elements, the project image serves as a vital tool for conveying the project's identity, values, and objectives to target groups, partners, and stakeholders.

2.1 Project Image

The **Project Image** refers to the cohesive system of visual elements—colors, signs, styles, patterns, and other design components—that collectively represent the project's identity. It aims to establish a strong connection between the project's objectives, cultural context, and communication strategy.

The project image is reflected in the design of:

- **Project Logo:** A symbol that encapsulates the project's essence and promotes immediate recognition.

- **Website:** A visually engaging platform that aligns with the project's theme and facilitates user interaction.

- **Brochures and Printed Materials:** Designed with consistent branding to ensure uniformity and professionalism across all documentation.

- **Documents and Arrangements:** Reports, newsletters, and other materials will adhere to the established visual style.

By maintaining a unified project image, the dissemination process becomes more sustainable and impactful, ensuring that the visual identity resonates with stakeholders and reinforces the project's goals.

Table 1. The main sources for Project IPAR

Main Sources	Vision	Description
European Community		It is a general symbol representing the main institutions of the European Union and promoting cooperation and solidarity among member states.
Erasmus + Programme		It is a program that encourages cooperation in education, youth, sports, and culture within the European Union.
Turkish National Agency		The Turkish National Agency is a national institution that coordinates the implementation of the European Union Education and Youth Programs in Turkey.

Republic of Turkey Ministry of EU Affairs

It is the ministry that coordinates Turkey's relations in the European Union accession process and supports EU projects.

Project Image Guidelines

To ensure the successful dissemination and official reporting of the project, the **IPAR project image** must be simple, clear, and easily recognizable. The following details should always be included in all dissemination activities and materials:

- **Name of the Funding Agency:** Center for European Union Education and Youth Programs

- **Name of the Parent Program:** Erasmus+

- **Name of the Program:** Strategic Partnership

- **Type of Activity:** Cooperation for Innovation and the Exchange of Good Practices

- **Name of the Project:**
  IPAR - **Innovative Support and Education for Parents of Children with Disabilities through Informal Advising**

2.2 Project Logo

The IPAR project logo is as follows:

The logo serves as a central visual representation of the project, ensuring consistency and brand identity across all platforms and materials. It symbolizes the project's mission to support parents of children with disabilities through innovative and informal advising methods.

2.3 Project Website

The project website, (ıpar.org), will be designed by the project coordinator, **Kırıkkale University**. Initially, the website will be available in English. However, Polish, Slovak, and Turkish versions will be made accessible as soon as possible. A draft of the website is already prepared and will be revised based on project results and activities.

The **main menu** will consist of the following sections:

- **Home Page**

- **About IPAR**

- **Project Partners**

- **News & Events**

- **Documents**

- **Work Group**

- **Contact Us**

The website will serve as a central hub for project-related updates, resources, and communication, ensuring accessibility and engagement for all stakeholders.

3. RULES OF COMMUNICATION

The **Erasmus+ Program** for transferring innovations fosters extensive communication between partners during the preparation and implementation of project tasks, as well as with members of large target groups to promote project results. Efficient and successful execution requires adherence to agreed-upon communication rules, which are mandatory for all project partners in both internal and external interactions.

3.1. Internal Communication Order

Effective cooperation and communication between partners are essential to ensure the successful execution of the project. The following interrelated actions will guide internal communication:

1. **Project Coordinator**
   Kırıkkale University will act as the primary contact for all project-related communication.

2. **Contact Information**
   All team members must maintain up-to-date contact details in the team contact list, including their preferred communication method.

3. **Meeting Attendance**
   All members are required to attend scheduled meetings and conference calls. If unable to attend, they must notify the meeting organizer. If a key contributor is unavailable, the meeting may be rescheduled.

4. **Planned Absences**

   Any planned days off or vacations must be communicated in advance to the project manager to allow for updates to the project plan and analysis of any potential impact.

5. **Project Plan and Logs**

   All team members will have access to the project plan and logs in a standard format, ensuring awareness of assigned tasks and deadlines.

6. **Plan Review**

   Team members will be consulted on the feasibility of the project plan before management approval and must validate their assignments and time allocations prior to finalization.

7. **Proactive Updates**

   Team members must notify the project manager of any missing tasks, dependencies, or required changes to the plan and address issues directly and promptly.

8. **Potential Delays**

   Members must inform the project manager of any difficulties in meeting assigned deadlines as soon as they are identified.

9. **Workload Conflicts**

   Members are responsible for reporting potential workload conflicts and should request assistance if they encounter challenges or fall behind schedule.

10. **Task Ownership**

    Each team member is responsible for following up on their assigned tasks, including identifying risks, issues, or necessary clarifications. Any delays must be escalated to the project manager.

11. **Meeting Documentation**

    All meeting minutes, key decisions, assumptions, and business rules must be documented. Action items should be assigned with expected completion dates.

12. **Scope Management**

    Members must ensure their work aligns with the project plan and scope. Any critical tasks outside the current scope must be brought to the project manager's attention.

13. **Deliverable Submission**

    Only the project manager is authorized to submit final deliverables to the business customer for sign-off or approval.

Intellectual Output and Multiplier Event Leaderships

Leadership responsibilities are distributed among partners based on their expertise and experience to ensure optimum performance. This promotes knowledge transfer and collaboration across the consortium:

- **Management and Coordination** – Leader: Kırıkkale University

- **O1: Digital Gathering of Families with Disabled Children:**– Leader: Kırıkkale University

- **O2: Online Interaction and Websites** – Leader: Kırıkkale University

- **O3: Dissemination Plan Development** – Leader: DEGDER

- **O4: Dissemination & Valorization Materials** – Leaders: DEGDER and Kırıkkale University

- **Seminars and Workshops:**

  - Seminar on Education – Leader: Kırıkkale University

  - Workshops on Educational Support – Leader: All Partners

  - Workshop on Educational Support for Families with Disabled Children– Leaders: Lubelska Akademia (WSEI) and Spolupracou prelepsiu buducnost (Velky Meder)

  - Workshop on Educational Support for Families with Disabled Children– Leaders: Kırıkkale University, DEGDER, SAMDER

Each leader is responsible for the planning, scheduling, and performance of their assigned activities, ensuring that all partners are engaged appropriately.

Continuous Evaluation and Communication Tools

1. **Offline Communication:**

   - Five scheduled transnational meetings with compulsory attendance for all partners.

2. **Email Communication:**

   - A dedicated email group has been created to ensure transparency and facilitate efficient communication among partners.

3.2. Internal Communication Principles

The project follows high standards of European culture and adopts **Strategic Self-Management** as its core communication and management principle. This ensures that:

1. The project's tasks and work plan are well-developed and agreed upon by all partners.

2. Each partner has sufficient information for independent, responsible, and efficient work.

3. Partners are responsible for executing assigned tasks on time and with high quality, using project documents such as outputs, minutes, agreements, and dissemination plans.

Coordination and Accountability

- Any uncertainties or challenges in project implementation should be resolved through coordinated actions by the Steering Committee, leading partner, and other project partners via meetings, emails, or virtual calls (e.g., Skype).

- The **Principle of Responsibility** ensures that assigned partners take the initiative in organizing and implementing their tasks. If additional resources or expertise are required, the responsible partner must seek internal or external consultations to ensure successful task execution within the allocated time and budget.

3.3. External Communication Means

External dissemination activities aim to deliver information about the IPAR Project and its results to various target groups across multiple dissemination levels. Implementing these activities ensures the project achieves its expected outputs.

Dissemination Activities

1. **Planned Activities:**

   o Advertising and publishing the project website.

   o Developing a database of relevant contacts.

   o Setting up and distributing an electronic newsletter.

   o Publishing articles in professional journals.

   o Distributing information to EU education and training bodies.

2. **Methodological/Pedagogical Framework:**

- Informing all contacts about the new website.

- Collecting and updating relevant contacts from all partners.

- Publishing and distributing an electronic newsletter.

- Submitting reports to relevant journals in each partner country.

- Disseminating up-to-date information to target groups via a structured distribution list.

3. **Quality Measures:**

- Has the website been advertised as planned?

- Is there a comprehensive database of contacts, and are they informed about the newsletter and website?

- Have project outcomes been published in professional journals and distributed to EU disability and training organizations, as well as NGOs?

4. SUBCONTRACTING

Responsible Partner: Kırıkkale University

- **Printed Materials:**

  - Project leaflets

  - Project posters

  - Project newsletters

  - Publications in professional journals

- **Digital Outputs:**

  - Project website

Dissemination Levels

The dissemination plan focuses on three strategic levels to optimize effort and impact:

1. **Local Level:** Targeting community stakeholders and local organizations.

2. **National Level:** Engaging with government bodies, national institutions, and larger networks.

3. **European Level:** Reaching EU-wide organizations, agencies, and international stakeholders.

Target Groups

The dissemination activities aim to provide information and results to a variety of stakeholders, in line with the goals of the Transfer of Innovation program.

Primary Target Groups:

- Families with Disabled Children, Lecturers, Professors, Mentors, and Tutors.

- Trainers and civil society organizations working with disabled children and their families with permission from local authorities.

- Adults in families of children with disabilities.

Secondary Target Groups (Indirect):

- Other families who need support in understanding the vulnerabilities of children with disabilities.National and local education authorities.

- Associations and foundations supporting parents of children with disabilities.

- Academics in special education departments.

- Experts and staff from special education and rehabilitation centers.

- Healthcare organization staff and faculty members in medical universities.

- NGOs working in the education sector.

- National ministries or departments with relevant responsibilities.

- European Community Agencies and Directorates.

Expected Outputs

The dissemination plan outlines the activities, objectives, target audience, and scheduling of planned tasks, which include:

- **Project Leaflets:** Informational brochures for distribution.

- **Project Website:** A centralized platform for project updates.

- **Social Media Accounts:** For engaging with a broader audience.

- **Project Posters:** Visual aids for awareness-raising campaigns.

- **Project Newsletters:** Regular updates to stakeholders.

- **Publications in Professional Journals:** Sharing insights and results.

- **Workshops, Conferences, and Seminars:** For stakeholder engagement.

- **Partner Websites:** Hosting project-related information.

- **Conference Presentations:** Sharing findings at similar events.

- **Academic Speeches and Articles:** For broader knowledge dissemination.

5.PROMOTION PLAN

NO	AKTİVİTE	NE ZAMAN	KİM	LEVEL	GÖSTERGE
1	Project logo	Ocak 2025	AU	EU	Digital and Hard Copy Online- At Least 10000
2	Website	Şubat 2025	AU	EU	Hits
3	Translations of Website	2025-2026	AU	National	Uploaded Pages in the Web.
4	Presentation of the Project and/or Advertising Campaigns for	2025-2026	All partners	National	Digital Copies

5	Introduction of the Pilot Course, News in Magazines	2025-2026	All partners	Local	Leaflets, Emails
6	Design, Publish, and Disseminate	2025-2026	All partners	National	Newspaper Cuts
7	Project Brochure in Turkish, English, Slovak, and Polish	2025-2026	All partners	EU	5000 Copy Leaflets
8	Partners' Websites	2025-2026	All partners	National	Dijital Kopya
9	Dissemination Plan of the Project, Media News About Project Meetings	2025-2026	All partners	Local	200 Copies, IPAR'ın web sitesi
10	Design, Publish, and Disseminate	2025-2026	AU	EU	Web Pages to IPAR
11	2025 Project Calendar in Turkish, English, Slovak, and Polish	2025-2026	DEGDER	EU	Hard and Digital Copy
12	Registration of the Project in Project Databases Across Europe	2025-2026	All partners	National	Newspaper Cuts
13	Registration of the Project Website and Its Submission to Search Engines	2025-2026	All partners	Local	Hard and Digital Copy
14	Needs Analysis and Meetings with Target Groups	2025-2026	AU	EU	Registration to the Databases
15	Project CD and DVD-ROM	2025-2026	AU	EU	CD

16	Press Releases	occasionally	All partners	EU	Newspaper Cuts
17	nformative Meetings with Relevant Educational Institutions and National Education Directorates	2025-2026	All partners	Local	Photos
18	Informative Meetings with Companies	2025-2026	All partners	Local	Photos
19	Final Project Conference in Turkey	2026	AU	EU	Participation of 100 People

6. DISSEMINATION ACTIVITIES AFTER THE END OF THE PROJECT

The dissemination efforts of the **IPAR Project** will continue beyond the project's official conclusion. Given the utility and adaptability of the IPAR initiative, all partners are committed to the ongoing dissemination and exploitation of its results. These outputs are regarded as valuable resources for the target groups and will remain relevant for future use.

Post-Project Dissemination Efforts

1. **Conferences and Events**

   o Project partners will organize and participate in conferences aimed at the various target groups identified in the project.

   o These events will serve as platforms to present project findings, foster discussions, and promote collaboration.

2. **Academic Integration**

   o Project findings and the IPAR name will be incorporated into academic studies conducted by partner institutions, many of which include academicians actively involved in the project.

3. Transference to Other Projects

- o Efforts will be made to present the project results in other European projects, encouraging their application and further development.

- o Some preliminary contacts have already been established, exploring the possibility of utilizing IPAR content in future initiatives within the same area.

4. Future Dissemination Activities

- o Partners will continue to disseminate materials such as **CD-ROMs**, **brochures**, and **Support Handbooks** to extend the project's reach.

- o The project website will remain active, providing ongoing access to materials and partner contacts for those seeking additional information or guidance.

5. Partner Contacts

- o All participant partners' contact details have been made available, ensuring that interested organizations or individuals can easily access more information about the project.

Commitment to Long-Term Impact

The partnership is dedicated to ensuring the continued relevance and utility of the project's outputs. By sharing results, inspiring new projects, and facilitating the transference of materials, the **IPAR Project** aims to sustain its impact and serve as a valuable resource for its target groups and beyond.

7. PARTNER COUNTRIES