

Name of PP: Vaslui County School Inspectorate Name of P1: Galati County School Inspectorate Project code: PN2018 Financing contract number and date : 1/30.10.2020/N Project implementation period : 30.10.2020-30.04.2023

Website management procedure

1.PROMOTER-VASLUI COUNTY SCHOOL INSPECTORATE

No. crt.	Operation	Surname and Name	Position in the project team/PP	Signature
1.	Elaboration	Flueraş Gheorghe	Assistant project manager	
2.	Checking	Nicoară Mihaela	Project Finance Officer	
3.	Approval	Mihnevici Landiana	Project Manager	

2.PARTNER-GALATI COUNTY SCHOOL INSPECTORATE

No. crt.	Operation	Surname and Name	Position in the project team/P1	Signature
1.	Checking	Ghetau Florin	Assistant County Project Coordinator	
3.	Notify	Chirac Maria Alis	County Project Officer	

1. GOAL :

This procedure defines how to manage the information content and online presence of the project: "A school for all and for everyone! ", namely the project website.

2. SCOPE :

The procedure will be used by members of the project implementation team (PP and P1) who develop materials for online publication, review or manage the project web presence.

As the web page is the main form of dissemination of project information to the external environment, being the most important online visibility tool, the project manager, communication and IT officer, assistant manager (PP), county coordinator and assistant county coordinator (P1) are responsible for this activity.

Procedura va fi operațională și aplicabilă de la data aprobării acesteia de către managerul de proiect.

3. DEFINITIONS, TERMINOLOGY:

- The website represents the totality of the web pages connected to each other through hyperlinks at its address and the electronic services of PP (Vaslui County School Inspectorate) and P1 (Galati County School Inspectorate).
- The website aims to:
 - disseminating information among the target group and the wider target group on the content and activities of the project;
 - promotion of the project among stakeholders (teachers, pupils other than the target group, public authorities, NGOs, etc.);
 - providing IT support for the circulation of information between the project beneficiary, the partner and the external environment.
- *Information content manager* - the person who, through the duties of the post, manages the information that is entered on the site, in terms of information content. Information Content Officer - for this project is the Communication and IT Officer.
- *Web Administrator* - the person who, through the duties of the job, manages technically and logistically the web services. The web administrator of the above mentioned project is responsible for communication and IT.

4. CONTENT:

5.1. Information content generation

- The information content of the project website is defined and validated in electronic format by the Communication and IT Officer in order to respect the visual identity of the project.
- Depending on the content of the information to be posted, the Communication and IT Officer will request data from colleagues who are in a position to provide it (local coordinators, teachers and counsellors in the local PP and P1 teams).
- The Communication and IT Officer will send document proposals to the project manager for validation.

5.2. Posting/modifying information content

- The information content must be processed and processed in such a way that the site administrator can post it without any changes to the content, but only to the graphics..
- The content is published on the project website by the project web administrator.
- All documents must be posted in *.pdf/jpeg* format, with the exception of documents that require editing (modification) or are intended for an explicit purpose (electronic presentations, audio or video recordings).
- The transmission of the information content to the project's web administrator is done according to the following rules:
 - if the full content of a page is submitted, it must already be structured and organised as it is intended to appear on the web page;
 - if changes to parts of the content are requested, then explicitly specify the changes to be made on that page and the positioning within it;
 - if it is desired to add or change documents that can be downloaded electronically from the web page, then the page from which the document is to be downloaded, the text from which the link to the document is to be launched and the positioning within that page must be clearly specified.
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5.3. Conditions imposed on web pages in the project website domain

The creation of web pages in this area will be subject to the following conditions:

- comply with the provisions contained in the Information and Publicity Manual;
- fall into one of the categories in the site's menu bar;
- to not contain offensive or non-academic information, not be of a commercial nature and not infringe copyright or other applicable law;
- be structured in such a way that the information of interest can be obtained in a minimum number of steps.

5.RESPONSIBILITIES:

Communication and IT Officer

- responsible for the accuracy and timeliness of the information posted on the site;
- requests and obtains from FRDS the necessary approval for the publication/multiplication of information/advertising materials on the project website and submits the information content to the web administrator for publication;
- verify compliance with the provisions of the Information and Publicity Manual;
- enter the content submitted by the assistant coordinator into the website pages;
- provides IT support for the operation of the site, in accordance with the structure provided by the content managers, taking account of the graphic layout proposed by them, within the limits set by the Information and Publicity Manual;
- proposes the graphic form of - web pages and graphic formats (templates) for advertising materials provided in the project.