

Timeline for The Cube Project

Ahead of the project:

- Applicant foreign mission contacts relevant partner/upper secondary school and appoints appropriate teacher who will act as contact person and be responsible for the assigned cube.
- The foreign mission completes and submits the toolkit application to the Swedish Institute (SI) (<https://www.netigate.se/a/s.aspx?s=366575X78740229X49382>)
- SI approves the application and issues an authorisation regarding production, travel and accommodation costs (see above) together with an information package (approximate schedule, instructions, key dates, contact details for Raoul Wallenberg Academy, etc.)
- The foreign mission passes this information to the relevant partner/upper secondary school.

Preliminary timeline:

- *May.* The foreign mission provides SI with the name and contact details of accountable teacher for initial visits to Stockholm in connection with the annual exhibition of the Cube Project (usually arranged in connection with Raoul Wallenberg's day, **August 27**), in order for accountable teacher to be given the opportunity to experience the cube exhibition in person and also meet teachers and students as well as staff from Raoul Wallenberg Academy (RWA) and SI. During the visit, the teacher will also be invited to visit several Swedish organisations and/or public authorities working in the field of human rights, and given the opportunity to participate in other programmes/workshops arranged within the framework of the Swedish Cube Project (in Swedish). *NOTE! Each foreign mission is responsible for travel and accommodation arrangements for the visiting teacher(s).*
- *September–October.* RWA sends out this year's toolbox to the foreign mission and to relevant partners/schools. RWA will shortly thereafter appoint Swedish twinned schools, which will then be assigned to the relevant partners/schools by email.
- *November.* In consultation with the local partner/upper secondary school, the foreign mission contacts the Swedish teacher to determine the appropriate date for an initial workshop. The contact should go through RWA. When the time has been established, the foreign mission makes travel and living quarter arrangements (maximum two days) for the Swedish teacher. The foreign mission also ensures that payments for expense allowances are made (see above). Of course, it is ok to postpone the teacher visit if the parties consider it best to do so.
- *November–February.* In consultation with the local partner/upper secondary school, the foreign mission is responsible for the construction of a cube and placement of the same at a designated spot. Primarily concerns wood construction, but purchasing or renting a steel cube or container may be an option (however, both RWA and SI must be consulted before ordering). Please note that SI's total production allowance cannot be exceeded, and that the foreign mission is therefore responsible for any extra costs.
- *December–April.* The project is carried out. Remember to continuously document the project's development and results to enable compilation and possible presentation in Stockholm in connection with the cube show during Raoul Wallenberg's day (see above).
- *April–May.* Public presentation of the completed cubes in cooperation between foreign mission and partner/upper secondary school.
- *May.* Foreign mission compiles brief report including image material and emails it to project manager at SI. Contact information can be found at <http://sharingsweden.se/toolkits/the-cube-project/>

The schools receive their diploma either in connection with the public presentation (RWA sends a specially designed diploma to be presented by the appropriate foreign ministry staff) or in Stockholm in connection with Raoul Wallenberg's day (see above).

The project is over. What happens now?

The foreign mission may choose to transfer the cube to the existing partner/school if the project is deemed to have the potential to be continued locally. It may also be necessary to contact local organisations and/or sponsors to drive the project onward with external funding. (Note that renewed contributions from SI cannot be guaranteed, but are evaluated on a case-by-case basis, depending on the degree of concern and available budget.) *NOTE! Written permission must be obtained from RWA before each reuse of the material.*

/HCE