

5th Workshop in Nicosia, Cyprus

May 30th to June 3rd, 2016

HOST:	Intercollege, Nicosia www.nic.intercollege.ac.cy
ADDRESS:	8 Marcou Drakou Street 1700 Nicosia, Cyprus tel: + 357 22 842 572/579
CHAIR	Kent Andersen, Project Coordinator
MINUTES:	Intercollege Team, Maria Theodorou & Kleoniki Chrysanthou

Meeting place:

Monday, May 30th & Friday June 3rd

- the meeting will take place at the Altius Hotel Conference Room. Please check with the Hotel Reception.
- <http://altiushotel.com/>

Tuesday, May 31st & Thursday, June 2nd

- the meeting will take place at Intercollege Conference Room 102.
- Pick up point: Altius Lobby
- Time: 8:45am
- www.nic.intercollege.ac.cy

Wednesday, June 1st

- the meeting will take place at Aldiana Hotel in Alaminos
<http://www.wernerlau.com/e/cyprus/aldiana-cyprus/hotel-b1692.html>
- Pick up point: Altius Lobby
- Time: 8:30am (The Minibus will depart on time)

Main items for the 5th workshop are:

- Quality control and monitoring
- Evaluation of past courses and what changes may still be needed
- Planning activities for final part of the project period
- Exploitation and project impact on the target groups
- How do we ensure sustainability of our outcomes
- Post project activities

PLEASE REMEMBER:

- ✓ N.B. Remember to keep your boarding passes / original travel documents, and receipts
- ✓ Please if possible bring a laptop computer or iPad
- ✓ N.B. Remember the UK type of adaptors
- ✓ Please also bring an extension cord for multiple sockets if you need to power your laptop ;-)

Agenda

N.B. The schedules are only indicative as the agenda should be flexible and other items may be included. Where needed / possible we may also break into groups.

May 29th, Sunday

Arrival of the teams during the day.

May 30th, Monday

- 09.30 The teams meet in the Altius Hotel- Conference Room)
- 10.00 Welcome by Louiza Papaloizou/Maria Theodorou and Kent Andersen
- 10.30 Walkthrough of agenda (Kent Andersen)
- 11.00 Coffee break at the hotel lobby
- 11.30 Walkthrough of achievements since last meeting
- 13.00 Lunch at the Altius hotel (buffet cost 10 Euros per person)
- 14.00 Presentation of the course evaluation data collected online (Germana and Jan)
- 20.30 Dinner

Note:

SEE SEPARATE SHEET FOR CULTURAL ACTIVITY

Remember to bring a copy of passport or national ID from visiting the occupied Nicosia during the city cultural and historic tour!

May 31st, Tuesday

- 8:45 Pick Up Time from Altius Lobby for Intercollege Campus
- 9:00 Presentation of suggested edits in materials based on feedback from the course participants (all teams)
- 10:00 Recommendations from Maria Jesus Frigols and David Marsh (we'll have received the Final QM report from the evaluators before the meeting)

During the day:

The two teams (Primary schools and vocational colleges) evaluate the courses and decide on changes in the course guide and developed scenarios. The changes have to be finalized during the day so the teams can ensure that translations are complete and uploaded before the end of the project period.

June 1st, Wednesday

Meeting at Aldiana Hotel – Alaminos Village

Individual Cost: 35 Euros (Coffee break + Lunch)

Minibus Cost: 15 Euros per person (Minimum 12 people group on the bus)

08:30 Pick up time from Altius Lobby

09:30 Have all the scenarios worked well what did we learn about the suitability of materials during our courses? Do we need to adapt some scenarios?

10:00-10:15 Coffee break

Work on possible adaptation cont.

13:00-14:00 Lunch Buffet

17:00 Pick up time from Aldiana lobby for driving back to Altius Hotel.

20.30 Dinner

June 2nd, Thursday

08.45 Pick Up Time from Altius Lobby for Intercollege Campus

10.00 Exploitation and dissemination, how do we ensure a massive impact of our results (Kent Andersen)?

13.00 Lunch (to be arranged by Maria Theodorou)

14.00 Walkthrough of the forms to be used for the Final Report (Kent Andersen)

15.30 Agree on deadline for translated edits/texts

20.30 Dinner (to be arranged by Maria Theodorou)

June 3rd Friday

09.00 The teams meet in the Altius Hotel (Conference Room)

09.30 Project evaluation and future cooperation, Safety4El, eTOOLS, and the iCLIL idea

11.00 Final check on edits of outputs (decided during the meeting).

13.00 Lunch

14.00 Quality Assessment Board review of activities

June 4th, Saturday

The teams travel home. It is also possible to have a late flight on the Friday, or as mentioned earlier to travel home on the Sunday if the total price by doing so is less expensive

- ✓ Remember documentation!

** Please note that meals, drinks etc. due to the EU regulations set out in the financial handbook have to be paid by each participant / national team (the cost is of course covered by the per diem).