

## Meeting Minutes Brussels – Kick off meeting 13. and 14. October 2005-10-20

Representatives from all partner groups were present at the meeting.



Welcome by Kent Andersen, who went through the ideas in the project, tasks, schedules, responsibilities for content, quality control and dissemination.

Presentation of the teams. Each person presented oneself in terms of work area, work experience, competences etc.

Kent Andersen went through the shopping list and formalities concerning the procedure of buying the right equipment. It is very important with a three chip camera. Equipment must be bought as soon as possible because of the depreciation rates.

The copyleft philosophy in the project was explained by Kent Andersen. *Every person in the project partnership must sign a Copyleft contract. However, you do not lose your own intellectual rights. It was also stated that all meeting dates in the project plan are compulsory and will not be changed.*



*Everybody must look for projects to cluster and cooperate with. The project web portal is open for other projects and they can all use this portal for dissemination.*

*The project's dissemination must be documented through the web log.*

The video recordings must aim at elementary level.

## Financial handbook

Ole Beck Kristensen from Odense Technical College went through the administrative procedures for this project, including all the details of the financial handbook concerning this project.

There are ties on the ICT costs, because of the shopping list in the project plan.

Staff costs: only to people employed in the organisation

Staff costs include social benefits and holidays.

The actual daily salary- must be documented

Subcontractors cannot be included in staff costs

Travel cost: You can go by car, but only get what is equivalent to the plane or train ticket.

Days are counted as overnight stays. Documentation for travel: invoices, boarding passes, receipts.

Subsistence: Every one must follow the rules of their own organisation. However, you cannot exceed the daily subsistence rate.



Question: a method to calculate from for example DKK to Litass??

ICT costs: equipment must be directly relevant to the project. You must compare prices and you cannot buy before and after the project period. Depreciation rates: 33.3 per year. Equipment cannot be part of own contribution, that is only overhead and staff cost.

The budget in the project plan is the one that counts (not the one handed out at the meeting)

Overheads: a lump sum, you do not need documentation (own funding). However, everything must be written precisely in the final report. Every partner must follow the rules of the UK national office.

Invoices must be third party.

*Time registration: Everybody must use time sheets and time and costs(real salary costs) must add up in the final budget. Pay slips for documentation.*

## Scenarios.

All partners acted out their scenarios prepared for the kick off meeting.

Afterwards followed a brainstorm on the themes of the scenarios, which must be composed and video recorded.



Discussion on the outcome of the brainstorm. Conclusions:

- Important to focus on the cultural differences
- Good to build in a conflict/surprise element in the scenarios
- Good to have an element of humour and challenge

Main themes for scenarios could be:

Cultural aspects: birthdays, going out, ordering, appearance, socializing

Professional areas: school life and working life within electronics, catering, tourism and international trade/business

Tourist procedures/the first encounter with a country:

Official institutions: health care, tax office, banks, customs etc.

Each context should indicate:

- Cultural aspects
- Language level, A2-B2
- Target group
- Competences (what does this scenario train/suitability)

*20 videos for each partner to produce – that means 20 scenarios and interviews.*

*Time limit: 48 days from 13. October 2005*

The focus must be on the fact that this is material for a teacher training course. A programme to teach teachers how to create materials themselves (ICT). The project will deliver the videos and the course content.

18.00: End of day one.

14. October 2005. Day two.

9.00 Presentation of the Web Log. Martainn from Scotland presents the idea of the web log. There will be a link on the project website.

Kent Andersen is the administrator.

Suggestion: a handbook on how to use the web log.

9.45. Kent Andersen. Demonstration of the website. The whole project plan, dead lines, work packages will be available on the website.

General discussion:

*Brochures for dissemination: The brochure must be translated and sent to Kent Andersen by the 20. October 2005.* The brochures will be handed out at the Efvet Conference in Budapest end of October 2005.

T-shirts for dissemination. It will be too expensive to hand out T-shirts to the students involved in the creation of the videos/scenarios/interviews. However, the students will get their names on the website("claim for fame") and will get a DVD with the recordings.

Website debate:

Kent Andersen will put all new materials and all comments from visitors on the website debate.

Interview questionnaires:

The students should create the questions for the interviews. They should also be given the task of creating the scenarios including the dialogues for the scenarios. This is the only way to get an authentic and genuine picture. It is crucial to inform the students that the scenarios will be used as teaching material and that they take that into consideration.



Themes for questionnaires:

Dining out

Party time  
Dating  
Moving out/ own economy  
Career decision/education path  
Tourism

Suggestion: To use more than one young person, maybe five, and give them the same questions to answer. That way you give a more diverse and real picture.

Example of scenarios from the Dutch group: the cheese shop, bicycle park, tulips, visit houses (kitchen, living room) and work experience.

*It was decided that all partners should ask a group of students what they would like to know about the different countries.*

Kent Andersen gave a short introduction to Hot Potatoes.



Discussion of the course content and form:

A gaps analysis must be carried out previous to the work with the course itself. This analysis is carried out in Romania and Lithuania. We need to ask about:

Knowledge of Computer assisted Language learning methods  
Knowledge of methodology  
Use of and access to ICT  
Know-how and law

The teacher course has two aims. One is to teach language teachers how to create their own ICT materials. Another is to give them a course in the methodological aspects of using ICT in language learning.

The project group had a long discussion over the approach of the gaps analysis; positive or negative, open or closed questions. The main thing is that the analysis will give a clear picture of the needs of language teachers.

## Final conclusions:

*Everybody must have another look at the work packages again to make sure that every project partner knows what to do.*

Kent Andersen will begin immediately after the kick off meeting with the Danish scenarios.

The deadlines in the project plan will not be changed. Dates of meetings will not be changed. However, the two last meetings might be changed geographically. May the last meeting will be moved from September to October 2007.

All future meetings will begin with EFQM.

End of a very successful kick-off meeting in Brussels.