

## Minutes from the workshop in Madrid January 11<sup>th</sup> - 15<sup>th</sup> 2010

### Participants from:

Portugal: Maria Marcalo, Ceu Fonseca, and Ana Alexandra

Spain: Marian de Villanueva and Gonzalo Santamaria

Switzerland: Patricia Gamberoni

Belgium: Angelica Bucur (one of the subcontracted evaluators)

Denmark: Kent Andersen

### Absentees:

Malta could not participate due to illness (doctor's order)

Cyprus decided at a late stage not to come because the contract from the Spanish national agency had not yet been signed / received.



### Main items for the kick-off workshop were:

- Project start
- Team building
- Ensure that all teams know their tasks and responsibilities
- Quality control and monitoring
- Dissemination
- Plan for the upcoming period (until next meeting)

### *January 11th*

19.00 The teams met for a networking event a.k.a. dinner.

### *January 12<sup>th</sup>*

08.45 The teams went to the CECE office by metro



- 09.30 We were officially welcomed by Marian de Villanueva
- 09.40 Gonzalo Santamaria and Kent Andersen presented the workshop objectives, we also tried to get in contact with the Maltese teams, which had a late cancellation due to suspected swine flu (fortunately it turned out to be a false alarm)
- 09.45 Presentation of the teams. The teams presented themselves and their institutions. We were all very please by the inclusion of a Swiss partner, Patricia Gamberoni, representing the “Formation Universitaire”.



- 11.00 Kent Andersen handed out the printed pools-2 brochures to the teams. After this he presented an overview of the original pools project results that we use for the TOI project.
- 13.30 Kent Andersen used the PowerPoint slides from the Maltese team to give an introduction to social spaces. It is one of the Maltese main tasks to prepare a unit in the project “Coursebook” about social spaces, i.e. LinkedIn, Facebook etc. and how such spaces could be used for language teaching and learning. The PowerPoint presentation, which made a good basis for a debate on social spaces can be downloaded from [http://www.languages.dk/archive/pools-2/meeting\\_and\\_schedule/January2010/POOLS2presentationv2.ppt](http://www.languages.dk/archive/pools-2/meeting_and_schedule/January2010/POOLS2presentationv2.ppt)
- 14.00 Ana Alexandra, who was inspired by the possibilities of social spaces, presented a new FaceBook group dedicated to the pools-2 project and prepared the first layout.



- 14.30 Administrative procedures were presented by Gonzalo Santamaria and Kent Andersen, Staff: Time sheet to be signed by both employer and employee.  
Each team has to document staff costs (nóminas) by pay slips.  
Travel and subsistence: follow the daily subsistence cost per person approved in the manual for pools-2 budget. Hotel bill must be presented. Save boarding pass.
- 16.00 Ana Alexandra had recruited the first pools-2 fans in the Facebook group. The pages were already rich with photos uploaded by Ana, visit the page here:  
<http://da-dk.facebook.com/pages/POOLS-2/406821910219>



### *January 13<sup>th</sup>*

- 08:45 The teams met in the hotel lobby and went to the CECE office by metro
- 09.30 The Portuguese team presented the first proposal of units that we can use from the existing course materials, i.e. the two “manuals” for the methodology course and the material development course. There was a rich debate on possible use of e.g. subtitling tasks. Also the use of Moodle was demonstrated through the Portuguese Moodle platform <http://moodle.dgicd.min-edu.pt/course/index.php> , Angelica Bucur promised to mail us a Moodle manual (it has been received;-)
- 10.30 Angelica Bucur presented Gareth Long and herself and explained the importance of the external evaluation, as a critical friend, and the criteria to be used. The impact, the products and performances are the main aspects to be evaluated at the end.

[http://www.languages.dk/archive/pools-2/meeting\\_and\\_schedule/January2010/POOLS-2\\_draft\\_evaluation\\_strategy\\_Jan\\_2010\\_kick-off\\_meeting.doc](http://www.languages.dk/archive/pools-2/meeting_and_schedule/January2010/POOLS-2_draft_evaluation_strategy_Jan_2010_kick-off_meeting.doc)

Angelica also made use of a PowerPoint presentation, which showed the QM strategy and direction for pools-2:

[http://www.languages.dk/archive/pools-2/meeting\\_and\\_schedule/January2010/Madrid\\_POOLS-2\\_presentation\\_AB&GL\\_jan\\_2010%5B1%5D.pdf](http://www.languages.dk/archive/pools-2/meeting_and_schedule/January2010/Madrid_POOLS-2_presentation_AB&GL_jan_2010%5B1%5D.pdf)



- 11.00 Kent Andersen presented sample pools videos ranging from very high quality to student-produced work. Patricia Gamberoni emphasized the need for good sound quality, and we all look forward to the video production course in Cyprus.
- 12.00 Continued debate and ideas for new videos (we have to produce 20 videos in Greek, Maltese, and Portuguese). Kent Andersen made it clear that we do not need to match MGM, but we would all like to be able to produce videos like those from Scotland (Gordon Wells) that won the European Label



- 13.30 Kent Andersen gave a demonstration of some tools that we can use for the project:
- TextBlender (a new copyleft software)
  - Wordlink (a webtool which links any word in a webpage to hundreds of dictionary combinations)
  - Hot Potatoes (an authoring suite which can make different types of web based exercises)

15.30 We summarized the decisions taken during the day, see a table of these at the end of the minutes

### *January 14<sup>th</sup>*

09.00 The teams met in the hotel lobby

09.30 Demonstration of the project website [www.languages.dk](http://www.languages.dk) and the project dissemination blog (Web log) Kent showed how much we can learn about the website visitors through the logging system and statistics.

We decided to base the project main communication systems on an e-mail list with all the team members so we can CC mails to all partners. This is also needed for documentation of our transnational activities.

We also decided that instead of the traditional blog we would experiment with using the pools-2 Facebook group (again a warm thanks to Ana for setting it up).

11.15 IPR agreement: The ideas behind CopyLeft was presented, it was great to learn that our new Swiss partner also very much supports the ideas behind copyleft. All participants signed the CopyLeft contract and promised to ensure that all outcomes will be copyleft. The contract can be seen here: [http://www.languages.dk/archive/pools-2/meeting\\_and\\_schedule/January2010/Copyleft\\_agreement\\_POOLS2\\_signed.pdf](http://www.languages.dk/archive/pools-2/meeting_and_schedule/January2010/Copyleft_agreement_POOLS2_signed.pdf)



11.45 Presentation of a feedback system that the teams can use for peer-review and debate on how to implement the feedback system. We decided that we always must react promptly with feedback whenever a partner has submitted materials. This can ensure better quality and that the outcomes represent / match the needs of all partner countries

12.15 We learned that the signed project contract has been found at the national agency☺

12.45 We discussed the choice of t-shirt colours for advertising the pools-2 project. Ana suggested to have a vote through the Facebook group.

13.00 Patricia invited one person from each organization to attend a conference in Switzerland. Her organization may be able to cover the travel and subsistence costs. Foreseen for the last week of June 2011

13.30 Each team prepared and presented a schedule with a list of milestones to be met by that team until next project meeting. The schedule includes lists of possible dissemination events or methods that will be implemented in the partner countries and internationally to ensure a cross country dissemination and impact on target groups

### **SDE milestones between 1st (January 11th) and 2nd meeting March**

- Update website with meeting results and content
- Compile meeting minutes
- Put quarterly report online
- Prepare subtitles for TextBlender
- Print Brochures in Danish, Greek, Maltese, and Spanish and put these online
- Peer review the Maltese team in their work with a unit on social spaces
- Peer review the Maltese team in their work with updating the course book
- Peer review the Portuguese team in their work with selecting units for the course guide
- Prepare agenda and tasks for 2<sup>nd</sup> workshop
- Contacts to partners by phone (CY and MT) with instructions and updates on achievements
- A minimum of weekly contacts with all teams (e-mail or phone)
- Input in project blog
- Dissemination in Facebook and input in pools-2 Facebook group
- Prepare newsletter content based on the first three months in 2010

### **UNIVERSIDADE DE ÉVORA milestones between 1st (January 11th) and 2nd meeting March**

- ✓ We should prepare a small text for the next newsletter
- ✓ Adapt and select units for the course guide
- ✓ Peer review the Malta team in their work with the unit on social spaces and updating the course book.
- ✓ Dissemination in Facebook
- ✓ A minimum of weekly contacts with all teams.
- ✓ Contact the Ministry of Education, for hosting the online courses (DGIDC).

### **Dissemination**

- ✓ Attending na English Teachers' meeting at Guimarães (30<sup>th</sup> of April to the 2<sup>nd</sup> of May)
- ✓ To take some brochures to Guimarães
- ✓ Disseminate the project in Vocational Studies Schools in Alentejo regions (Évora, Estremoz)
- ✓ One day conference at Universidade de Évora (2011)
- ✓ Dissemination at CEL (Centro de Estudos em Letras), an Investigation center which involves both Universidade de Évora and Universidade de Vila Real e Trás-os-Montes.

### **CECE milestones between 1st (January 11th) and 2nd meeting March**

- Publish info in ADAM tool (translation description in French, English and German)
- CECE does the compilation of the quarterly reports and send it to the mailing list, Kent upload in pdf in the website.
- Contract with NA

- Partners' agreements
- 1st payments
- Dissemination activities (ate national and international level)

### Switzerland

- Dissemination activities
- Organization of conference at the end June 2010

14.00 Summary of the Project plan, responsibilities, and schedule. We stick to the original work plan dates!

15.00 Meeting evaluation (based on evaluation forms) See the results here:

[http://www.languages.dk/archive/pools-2/meeting\\_and\\_schedule/January2010/Evaluation\\_forms\\_Madrid\\_meeting.pdf](http://www.languages.dk/archive/pools-2/meeting_and_schedule/January2010/Evaluation_forms_Madrid_meeting.pdf)

### Decisions taken during the workshop

What	Who	WHEN	DONE???
Determine which course units we are going to work with	Portugal	Kick off	Yes
Send the exact requirements for staff cost	CECE		
Quarterly report: Staff sheet, signed by employer and employee.	All		
Materials for interim and final report	All		
Dissemination report every 12 months	All		
Exploitation report every 12 months.	All		
Moodle Manual	Angélica		Yes
Explanation of the relation they have with the DG Innovation and Curriculum and the importance of Pools 2 for VET Portuguese	Portugal		
Facebook group as communication and dissemination blog tool and to be used as the main frame page of the project Blog	All		
Color of the t-shirt : discussion in facebook	All		
Visit the blog / facebook group once per week	All		