

Partner: SDE College**Date: 31/12-2009****Period Covered by this Review: 1 Oct. 2009 to 31 Dec. 2009**Please complete this form to record the **activities** and **progress** in the period.

<p>Communication: Which partners have you had communications with? How often and in which way have you communicated with partners?</p>	<p>I have been in contact with all partners.</p> <p>Most communication has been by e-mail, but we have also been using telephone with the promoter (CECE) and the Portuguese partner.</p> <p>E-mail have been sent to / received from all partners almost on a weekly basis. I have been talking to CECE by phone about ten times in the period. I talked one time with the PT partner by phone</p>
<p>Innovatory aspects: Describe any innovatory aspects to your activities.</p>	<p>Using seasonal greetings with links to the project website. 270 greetings sent</p>
<p>Management: Do you feel that information relating to the management of the project is sufficient, relevant and effective? (Please comment). Give a rating on a scale of 5 to 1. 5 being the the most positive.</p>	<p>We feel that management has been working well, but it is a problem that the national agency has not yet mailed the signed contract and that we therefore have not received the first part of the grant.</p> <p>4</p>
<p>Dissemination: List of dissemination activities you have been engaged in.</p>	<p>Have sent seasonal greetings to network contacts. Have made use of Facebook to communicate about the project Have set up the project website Have prepared the first project newsletter to be sent in January I have made use of two other projects to disseminate about pools-2</p>
<p>External impact/mainstreams: Any multiplier effect/impact.</p>	<p>During a project workshop in the Danish coordinated project pools-m it was decided to make use of the coming pools-2 course book and</p>

	translate it into Italian, Lithuanian and Turkish.
Overall comment:	After a late start due to late contracting we seem to be on schedule with the major milestones planned for the first three months

Summary of Local Activities in the period:

Website prepared with content like brochure, project application, all reporting documents online,

Prepared the layout for project documents

Created the evaluation forms to be used (like this one)

Prepared the first brochure (in English)

Compiled a newsletter with specific page on pools-2

Assisted CECE with subcontracting quality evaluator (Gareth Long)

Assisted CECE with first version of an agenda for the kick-off workshop

Milestones met:

Website prepared and operational with content

Prepared the first brochure (in English)

Agenda for first workshop prepared

Project schedule prepared and distributed to partners

Newsletter ready for distribution in January

Delays (if any) in planned activities and outputs:

The problems due to the budget cuts and late contracting has impeded the project progress, but we are catching up.

If applicable how will the team compensate for the delays and catch up:

I prepared tasks for all participants to have completed before the first workshop, e.g. translation of brochure, first evaluation of the adaptation work to be done with the course book and the course guide, and preparation of a list of milestones for the next project period. The second workshop is now scheduled as was originally planned.

Other comments: