**POOLS-3, Project Meeting, Belfast, 8-10 September 2015**

In attendance:

Kent Andersen, SDE
Charo Cuart, Stucom
Caoimhin O Donnail, Ulster
Malachy O’ Neil, Ulster
Dasa Pelikanova, Pelican
Stefan Zabojnik, Pelican
Claire Nicolson, SMO
Iain Gordon, SMO
Gareth Long, GLPM

**DAY ONE

Welcome** - Caoimhín welcomed all participants to Ulster University. Kent thanked him on behalf of the POOLS-3 project. In opening remarks Claire (SMO) was welcomed on her first engagement with the project. In his role as external evaluator Gareth was welcomed back to his first workshop since Brussels 2013.

**Presentation of the participants** – the participants introduced themselves. Claire expressed her pleasure at being present and having spent considerable time reading up on the project over the last few weeks commended the partnership for their work in ensuring the success of the project. Gareth, too, was pleased to be present and also commended the team for their efforts.

There followed a brief discussion about future funding and difficulties which may be encountered by changes within the EC’s funding agencies.

**Walkthrough of the workshop agenda** – Claire summarised the plan for the three-day meeting as set out in the agenda. Kent emphasised the room for flexibility to take account of issues as they arose. Claire confirmed that she would leave after Wednesday’s session but that Iain Gordon would be present to represent SMO on Thursday. Gareth was also scheduled to depart Wednesday pm.

**Activities since Barcelona** – each team gave a brief account of their recent activities which included a video from Pelican which had been dubbed into English as an experiment.

**Review of progress:**

**6-monthly activity reports** – these are due by the end of September though given that the project will close then it was noted that it would be helpful to have them as soon as possible. Several of the partners have already uploaded their reports to Dropbox.

SMO: Claire has been reading and researching the project online to get up to speed with the project. She has been well supported by Gordon, Archie and Iain and with support from the entire team is confident she can complete the final report by the end of October as requested by SMO. Caoimhín has continued to work on CLILstore.

**Walkthrough of information needed for the final report** – Kent led this with all participants contributing to the discussion. Gareth reminded the team how important dissemination and exploitation is to the report and encouraged the team to include as much detail as possible, in particular with regard to achievements over and above the original results and also the impact of dissemination.
It was agreed that as Claire completes the form she will email out certain sections to all parties for approval/amendments.
Gareth provided a number of tips to help the report to stand out.

**DAY TWO**

**Quality Management, including feedback to the partnership from the external evaluator** - Kent invited Gareth to talk through the evaluation process and highlight anything that the team should be aware of when compiling the Final Report.

Gareth began by admitting the 2nd Year Evaluation Report had proved challenging for two main reasons:

1. The project is in very good shape, there have been no significant delays, no eligibility problems, no problems with work programme and no inactive partners.
2. Many of the outcomes had already been achieved by interim report stage. (Therefore lots of repetition from IR)

Gareth emphasised again that all partners, including those who created the application should be commended on the quality and achievability of the application as well as the delivery of the outcomes. He continued that the main challenge to POOLS 3 now would be to ensure that all the positives are presented clearly in the final report.

The sustainability and exploitation opportunities are vast – it is hope that this project can be transferred to other countries and sectors – and the final report should record this in significant detail.

* the POOLS website will continue for at least another 2 years
* further funding in new areas planned
* existing partners will continue to work together
* new partners will be sought

The final report should raise POOLS 3 above other projects because of the impact it’s had and should showcase it as a model for best practice.

*NOTE: Reciprocal synergies with other projects: to date, most referenced are projects involving one or other of our own partners. It would be good to reference separate projects too.*

**Year 2 Evaluation** - Feedback from the courses is noted as almost entirely positive. From an evaluators point of view it would be helpful if there were examples that we could use to say that there was an issue but it was addressed. Partners were able to give a couple of examples and will use these in the final report.

**Dissemination and the final report -** Dissemination could be improved by looking more at impacts. Usually done country by country, however doing it thematically (student, parent, teacher, policy makers – target groups/stakeholders group) can be more effective.
Points to include:

* Flexibility of dissemination - cross-fertilisation between partners – the quality of the Czech videos influenced remainder of the Irish videos.
* The day to day impact of dissemination is best viewed at the following links FB, Twitter YouTube.
* Partners using databases to issue newsletters etc. Positive feedback received.
* Partners travel a lot and dissemination extends from everyday activities.
* Soul of POOLS-3 on social media. Tend that to the website Gareth recommended back-filling the blog with newsletter articles etc.
* Newsletter established with readership – about 850 registered.
* Teachers and pier reviewing

**Evaluation of the pilot courses and lessons learned**

**ULSTER**

* Testing was done with 25 Chinese teachers Positive feedback, though it was limited due language barriers. A useful experience.
* 2 workshops focusing on Primary and Secondary sectors. People with established links to the university. Very well received. Excited about potential. Recorded some video – 2 interviews with participants. Teachers would like another day to come together before start of term to plan.
* Another VET-focused event Conradh na Gaeilge, a community sector group who are plugged into policy-making and who lobby and campaign on behalf of the Irish language. Their remit includes arranging community classes. Teachers attended. Very receptive, but for different reasons: they have no VLEs and institutional website – shared resources are therefore welcome. Can develop their own bank of units dedicated to their students’ needs. Can brand the documents too, but still open – copyleft. Impacts VET strategy. Upskilling of teachers who belong to institutions.
* Priming students for university entry to be up to speed and familiar with formats and methods of teaching.
* Workshops formats sustainable – Ulster would easily run them again.

**PELICAN**
– 3 workshops delivered. 2 at Pelican, 1 in vocation school about 30km from Brno. 33 participants

 in total.

* Targets met – 21 CALL unit examples available in CLILstore, audio/video source material developed by Pelican prior to pilot courses with exercises. Examples available in CLILstore.
* Very successful - lots of useful feedback – participants excited about tools.
* The same adjectives keep being used: new, interesting, informative, very user-friendly interface, practical and useful.
* Pilot courses very useful for Pelican as well as participants.
* For those participants with the skills, the framework was right – for them and for Pelican staff to teach in time allowed.

 Challenges faced:

1. Digital literacy of participants – very low generally in Czech Republic (but surprisingly not age-related). Some complained that the process of transferring info and knowledge to participants was too quick and too fast. They would need slower approach – a step by step guide.
2. High number of participants – there is huge demand for this kind of training.
3. More time wanted by participants to create content.
4. Some wanted materials available in printed form.

**STUCOM**

Training had been completed prior to Barcelona workshop. Participants were teaching in various languages - Catalan, German, Spanish.

Feedback was very good.

* Offers more the digital books
* Methodology user-friendly, everything was clear,
* Those who had lower of IT skills needed some basic training beforehand.
* CLILstore great but it would be useful to have more explanation on how to upload – maybe graphic support. \*
* Interface of hot potatoes not clear enough.

*\*CLILstore uploading – perhaps it would be useful to stress (for those who are unsure in their IT capabilities) that they can’t do any harm to other units.
Action Point: CN > SMO – it would be good if Caoimhin could get extra time from somewhere to improve the uploading of units to CLILstore.*

The participantsbriefly looked through the checklist of Results and Milestones to confirm that all actions remained on target.

Those departing (Claire & Gareth) completed evaluation forms and left them with the team. Both Claire and Gareth thanked their hosts and all participants for such a productive, informative and friendly workshop.

**Sustainability of the outcomes (moved from Thursday)
ULSTER** –
POOLS hasn’t been copied and still stands out. It should continue to reflect and constantly present POOLS-3, bringing new people to it and bring people back to it – there’s no need to move on if product is still viable.
TOOLS - Still keeps clocking up new likes on social media – gives hope that this will happen with POOLS-3.
Outcomes will be used by Ulster – with schools and at policy level.
Make language learning more engaging – Czech humour in videos, normal life situations.
Pitch and timing of training is key - to tie in with academic year.
Only targeted 5% of target group to date – more scope to exploit both locally and further afield.

**SDE** -
Kent to presenting POOLS-3 across Europe
CLIL4U

**PELICAN** –
The Pelican website is now promoting the expertise that has been gained through involvement in POOLS-3
Pelican will keep offering results to teachers and other educational professionals in the Czech Republic.
Experience and knowledge gained in this project is very valuable.
Pelican want to keep increasing the range of their experience.
They want to keep transferring knowledge gained. CALL, video using social networks, etc.
Trying to develop completely new teaching training course – would like to test it with their own teachers who would also become “content creators”.
Looking for more support from official authorities.
In terms of POOLS-3 videos produced, Pelican have been toying with idea of dubbing (as seen on Day One) to make available in more languages to offer them to wider audience, crossing borders. Looking for someone with experience in dubbing. Caoimhin can suggest some software – Dasa appreciates this and assures it content would be open and shared.
Tutorial videos and support from project team are very valuable – there is a lack of support internally in the Czech Republic because Pelican are a private company.

**STUCOM -**Very clear and focused. To continue working on this and use it even more – in October 15 a new APPS and Gain Time event
Have got Erasmus grant for project that will allow students and teachers to receive training in Catalan units but needs to test how they help – will see if it helps them integrate better into Catalan community.
Stucom’s IT department is very involved and it is hoped to develop these units in other subjects. Aim to exploit and create apps with POOLS materials.

**DAY THREE**

Iain Gordon clarified the budget expenditure on external contracting costs (t-shirts, External Evaluator).

Iain reported on the interim assessment from Ecorys, green was awarded for the content and financial elements of the interim report and that full fundings was received and disbursed as planned.

Iain reported on attending the mandatory Ecorys meeting for promoters (29 June).

All receipts and timesheets should be submitted to SMO by 30 September.

Iain advised on the obligations of partners regarding the provision of additional documentation (employment contracts etc. if requested).

Iain Gordon conducted individual consultations with all partners on their budget expenditure for the project period to date and all remaining matters to be settled by the end of the funded period.

Kent Andersen brought the meeting to a close and thanked everyone for their contributions.