

## POOLS-3: Quality Management focus of Barcelona 2014 meeting

### Summary Document

#### Introduction

The project plan provides for the second workshop of the project to have a QM focus on internal monitoring, external evaluation, and National Agency feedback, while ensuring the scheduled business of the project in terms of actions and outputs is conducted appropriately and timeously. This document highlights the QM features of the project meeting.

#### Meeting outputs in relation to QM focus

1. The minute of the meeting was drafted and agreed within one week, and placed online on the project website in the project documents section: <http://www.languages.dk/archive.html#pools3> It can also be accessed by clicking [here](#).
2. In the review of progress, the external evaluator's initial strategy document was specifically highlighted for discussion as an integral part of the opening reflective session on progress during the first six months of the project.
3. The introduction to video/audio-making (WP8) was introduced and supported by a substantial presentation, also placed online as a powerpoint and later as a full video recording. As can be seen from the presentation [here](#), questions of quality in relation to design, content, and purpose were central to this session.
4. Similarly, the sessions on the WP6 and WP7 products (The Introduction to CALL, and the Course Units Catalogue) were again supported with useful preparatory work from the relevant WP leaders. Although the two sessions were held on separate days the interrelatedness of the topics meant that final conclusions could only be reached on the completion of the second session. The upshot of this, in terms of updating and adaptation, was that updates to references to dictionary-assisted software (along the Clilstore model) were included in both products. Furthermore, additional units were added to the Catalogue, taking on board developments with programs and projects that support project work and group work.
5. A full session was specifically devoted to administration and reporting issues, supported by this [presentation](#) from the SMO director of finance. The meeting came at an opportune time to emphasise the importance of good record-keeping, immediately in advance of the first due date in the planned cycle of six-monthly activity reports from each partner. These are all placed online in the project documents section.
6. In the final review detailed consideration was given to the ECORYS application feedback, with agreement reached on additional actions on the dissemination plan, and impact measurement, subsequently discussed and satisfactorily agreed with the National Agency.