Agenda for the Brussels workshop March 23rd – 27th 2009

<mark>N.B. Remember to keep your boarding passes / original travel documents.</mark>

Meeting place:
POOLS-T Brussels headquarters
Apartment 5.1 (5th floor)
270 Avenue Louise

Main issues for the workshop are:

- Dissemination
- Quality control and monitoring
- Development evaluation

Structure

The workshop / project meeting has been divided into two separate parts starting with a pre-meeting workshop (March 23rd and 24th) with participation of the software development partners, i.e. Caoimhín and Kent supported with catering by Gordon and Stefan. The main workshop with participation from all teams (excepting EfVET) is from March 24th to March 27th

March 23rd

ICT setup, network, beamer etc. (Kent Andersen)
Initial talks on the software development between Caoimhín and Kent

March 24th

09.00 Development workshop
13.00 Lunch
14.00 Software debate and programming continued
16.00 Compilation of suggestions for the beta version period of programming and testing
18.00 Arrival of the other teams
20.00 Walk to Le Brassins, 36 rue Keyenveld for a typical Belgium dinner.
  * Dinner and networking. Please e-mail Kent Andersen ka@ots.dk if you cannot take part in the dinner (reservation is needed, it is a local, but very popular restaurant)

March 25th

09.00   Welcome by Kent Andersen in POOLS-T Brussels headquarters

09.10   Walkthrough of the workshop agenda items

10.00   Quality management and monitoring, starting with a short presentation of EFQM
(Ellen, Ricardo, and Hans)

The aim is to define the EFQM Key measures for main outputs (tools and the
guide for the CLIL method) Please read the recommendations given by our
external evaluators!

The following indicators have to be developed and decided by the partnership, in
order to facilitate and enhance the monitoring and internal evaluation processes:

- criteria to assess the users' feedback, pilots' results
- criteria to evaluate the relevance of the future methodology guide,
- criteria to assess the relevance of the tools
- questionnaires for peer-review results, teachers' Questionnaires
- questionnaires for website survey
- end-users questionnaires.

11.30   * Break

11.45   Continued group work on indicators

12.30   * Lunch

13.30   Compilation of final list of indicators to be used for the ongoing quality
monitoring. (Elizabeth Antoniadou)

14.15   Presentation of (a compilation) the end users evaluations of the software tools.
(Kent Andersen)

15.00   Presentation and debate on the Wordlink site. (Caoimhín O Donnaile)

Based on the results achieved and the different suggested version we need to
decide on / suggest the best version (or do we want the end user to have different
options?)

15.15   * a short refreshment break

15.30   Wordlink debate continued

18.00   End of Day 1

19.15   * Dinner Assembly outside POOLS-T Brussels headquarters, a short walk to
        restaurant:-) Suggested place is Le Pavillon in Rue Defacqs 64

March 26th

09.00   Meeting in POOLS-T Brussels headquarters
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09.00   Walk through of the entries in the project dissemination blog (Web log), how
        have we used the blog and what are the participant responsibilities. (Kent
        Andersen).

10.00   Presentation of dissemination (national and international) that has been carried out
        and compilation of a list of planned dissemination events or methods that will
        take place in the partner countries to ensure a cross country dissemination and
        impact on target groups. (Elizabeth, Gordon, Ellen, and Kent)

11.00   * Break

12.00   Presentation of the Web Page Text Blender achievements and evaluations from
        the teams of the progress results.

12.30   * Lunch / snacks / sandwiches

13.30   Continued work with the Web Page Text Blender

15.45   * a short refreshment break

16.00   Suggestion for dictionaries to be supported by the Wordlink and Web Page Text
        Blender. (Elizabeth, Caoimhín, and Frans)

16.45   EFQM quality control of achievements

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

19.15   * Dinner

March 27th

09.00   Final evaluation and departure

* Please note that meals, drinks etc. due to the EU regulations set out in the financial handbook have to be paid by each participant / national team (the cost is of course covered by the per diem).

Please bring:

- Laptops for software experiments and evaluation and also extension cord for multiple sockets. (I plan to set up a WIFI system)
- The evaluation report from our external evaluators (sent earlier this week)