

## Agenda for the Brussels workshop March 23<sup>rd</sup> – 27<sup>th</sup> 2009

**N.B. Remember to keep your boarding passes / original travel documents.**

### 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 23<sup>rd</sup> and 24<sup>th</sup>) 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 24<sup>th</sup> to March 27<sup>th</sup>

### **March 23<sup>rd</sup>**

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

### **March 24<sup>th</sup>**

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](mailto:ka@ots.dk) if you cannot take part in the dinner (reservation is needed, it is a local, but very popular restaurant)

## **March 25<sup>th</sup>**

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 26<sup>th</sup>**

09.00 Meeting in POOLS-T Brussels headquarters

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 27<sup>th</sup>**

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)