



Education, Audiovisual and Culture Executive Agency

Lifelong Learning: Comenius, ICT, Languages and programme coordination

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Brussels, EACEA/P1/RR/TCL/ml 13D009300

18. 04. 2013

Reference: Your project 517543-LLP-1-2011-1-DK-KA2-KA2MP / 2011-4034

Approval of Progress Report and Notification of Payment

Dear Mr. Bech Kristensen,

I am pleased to inform you that we have approved the Progress Report for the project referenced above. This approval is based on an assessment undertaken by an external expert on behalf of the Agency. Enclosed you will find the Agency's comments and recommendations following this assessment. Please use them as guidelines for the implementation of your project as they will be taken into account when assessing the Final Report of your project.

Please note in particular the comments raised by the experts under the criterion n° 5 "**Financial management**" and in particular the differences in the categories of staff reported in comparison with the original application, which have not been explained in the report. Please make sure that this information is specified in the confidential part of your Final Report. As a result you and your partners should take these issues into account when planning and implementing the next stages of your project.

Please be aware that the approval of the Progress Report should not be considered as an approval of the reported expenses. All expenses, including those already reported at the Progress Report stage, will be checked and the final grant will be awarded only at the Final Report stage.

Following the approval of your Progress Report, we also confirm that the payment of the second pre-financing for your project has been launched. This payment will be made in accordance with article I.4.2 of the Grant Agreement.

If you have sent a request for an amendment together with your Progress Report, please note we will reply to this request separately. Approval of your Progress Report does not imply that the request for amendment has been automatically approved.

Please note that **the LLP logo**, recognition of Community funding and **official disclaimer** should be included in all project products and outcomes, including the different project websites. Failure to add these elements could result in the Agency being unable to accept the results of the project at Final Report stage and have an impact on the payment of the last instalment of your project's LLP Grant.

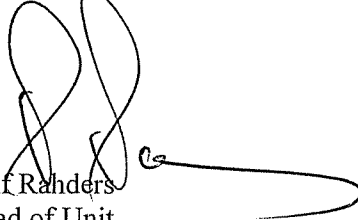
The LLP logo and a translation of the funding disclaimer in the official EU languages can be found on the following websites:

Logo: http://eacea.ec.europa.eu/about/logos_en.htm

Disclaimer: http://ec.europa.eu/dgs/education_culture/publ/graphics/beneficiaries_all.pdf

Please do not hesitate to contact Teresa Cuartero Lausín should you have any further enquiries.

Yours sincerely,



Ralf Rahders
Head of Unit

Annex: Comments and recommendations from an independent expert

For related questions: Teresa.Cuartero-Lausin@ec.europa.eu; Tel: +32 2 29 95098

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LLP PROGRESS REPORT ASSESSMENT SHEET

Project number: [number]-[year]-[country]-[LLP Action] 517543-LLP-2011-DK-KA2-KA2MP

Project title: Tools for CLIL Language Teachers/'Tools'

	Score /10
<p>1. Objectives, results and products</p> <p>Have the project's activities been in accordance with its aims and objectives as declared in the original application or as officially amended?</p> <p>Have there already been any valuable results/products achieved at Progress Report stage?</p> <p>This 30 month project aims to support the computer assisted delivery of Arabic, Danish, English, Irish, Scottish Gaelic, Lithuanian, Portuguese, and Spanish through CLIL. It develops a tool which enables teachers to create online teaching materials and convert existing materials to online units, where all the words are linked to online dictionaries. It builds on a previous project POOLS. The outputs will be the tool, exemplary online resources for the LWUTL, a supporting course book, and 56 teacher/trainer workshops. The first 18 months of the project deal with the development and preliminary testing of the online system and resources. The work undertaken clearly reflects the initial plans and there have been no amendments. All of the planned outputs have been completed to date. The website, which also incorporates other associated projects, is up and running, and provides access to all the latest documentation. There are good links to social media, which are well used. An initial version of the on-line service is available and the partnership has overseen the production of 662 online units which are available in the CLILSTORE, exceeding initial plans.</p>	9

	Score /10
<p>2. Coherence between work plan and activities carried out to date Have the planned activities been implemented in accordance with the project's work plan as declared in the original application, or as officially amended, and have any variations been adequately justified?</p>	9
<p>There have been no amendments to the original plans. The evidence provided demonstrates not only that the activities undertaken so far are in line with the project's work plan, but that they are making very good progress. The approach that has been taken to the development of the software follows a 4 stage cyclical model; need, development, monitoring and testing. There is good evidence to show that this has been an effective model and that several cycles have been completed. The cycles are due to be completed by July 2013 and the project is on target to keep to the timescale. The progress report does not report any delays and indicates that the work for the second half of the project is well underway. The only reported deviation in outcome is a positive one, with a demonstration of greater impact than anticipated at this stage. The plans for the next stages of development are very clear.</p>	

	Score /10
<p>3. Partnership Are there indicators to show that the partnership is working properly? Are there clear indications of a real and effective involvement of the partners? Are there significant changes in the partnership compared to the application? If so, have these changes had any impact on the partnership?</p>	9
<p>The consortium is made up of 8 members all of whom have expertise in Computer Assisted Language Learning, good access to the three target groups, Erasmus, LdV and Grundtvig, and the necessary language expertise. Most partners have worked together on previous projects. The complimentary roles the partners have played is set out clearly in the progress report, and there is clear evidence that the expertise and experience of the partners is being fully exploited, for example, the role of P1 and P6 in the software development, the use for the language expertise of partners for the resource development, and the different roles taken in the testing of the online system. The progress report, internal and external evaluations and the minutes of the meetings all suggest that this is a very effective partnership.</p>	

	Score /10
<p>4. Management</p> <p>Does the project seem to be well managed on the whole? How efficient were the management and coordination arrangements? To what extent were appropriate decisions made to support effective implementation and problem resolution? Have any deviations/changes been satisfactorily justified?</p>	9
<p>The project is very well managed. Although there does not appear to be a project handbook or individual partnership agreements, the evidence from the minutes of the kick-off meeting shows that all the administrative and reporting arrangements were made clear and that a structure for reporting and monitoring is in place. There is good evidence from the partner reports to suggest that effective communication is in place, that the leadership of the project is shared across the partners and that partners are active in the meetings. The project management is supported by robust quality assurance measures. The minutes of the meetings and the internal evaluations indicate that there is a clear framework in place for the project, that monitoring is in place and that time is used effectively. Partner evaluations rate the overall management very highly. The progress report has produced detailed evidence to demonstrate the work undertaken so far. The website hosts all documentation for the project, including confidential information which appears to be accessible to the general public (such as the confidential and evaluation reports). The partnership may wish to consider if this is advisable.</p>	

	Score /10
<p>5. Financial management</p> <p>Are the expenditures made so far appropriate and in line with the approved Work Plan? Are the expenditures made so far appropriate with the project's activities as described in the Progress Report? Are the expenditures made so far in line with the level of project's implementation ("best value for money" principle)?</p>	7
<p>There are clear procedures in place for financial management and reporting. The indications are that staff costs reflect the work undertaken so far and in many cases are significantly below the ceilings. However, there is a big difference in the categories of staffing accounted for compared to the initial budget plans, for example so far there have been 124 Cat 1 days compared the total of 79 planned for the entire project, with P4 using 71 compared to 18 planned for the 30 months. Given the role of the partners to date, it is not clear why P4 should have used 57% of the total management days. Similarly there is a big mismatch in Cat 3, with 138 days used compared to 30 planned for the entire project. P6 has used 120 days compared to 10 planned for the 30 months. Although variations are permitted, these differences have not been explained and the partnership may want to review their budget plans for the remainder of the project. It is clear that the final outcome will be different from the initial plans. Travel and subsistence costs are reasonable and justified, apart from the costs of the Spanish and Portuguese partners to the Eurocall conference. It would be appropriate for part of these costs to be paid by this project for dissemination activities but the total cost of attending this conference is not justified and no explanation is provided. In particular, the cost of €4,200 for the registration fees for 8 people to attend the Eurocall conference is not explained, nor are the different registration amounts. If they were running a workshop, one would expect at the least for the conference fee to be waived. It is also not clear why it required the attendance of 8 people for this specific project. The expenditure on equipment relates to the testing of the CLILSTORE and subcontracting is for external evaluation. They are justified. Overall, however, given the progress made this project is offering good value for money.</p>	

	Score /10
<p>6. Evaluation and/or quality assurance If evaluation activities have already taken place, are they satisfactory? How well has the project's strategy for evaluation been implemented so far? To what extent has the project considered the comments or recommendations following the project selection?</p>	9
<p>There are excellent processes for evaluation in place, for both the products and the overall project. Testing is integrated into the cyclical approach to the development of the system and resources. There is an internal Quality Assurance Board and an external evaluator has been appointed. In addition to the meetings, each partner has to produce a biennial report on progress using a project template. A system of peer-review is also in place for the resource development. The evidence produced indicates that substantial testing has taken place with a range of transversal groups. The evaluations have generally been very positive with some useful feedback for further development. Internal evaluations of the project overall are very positive and this view is supported in the two external evaluation reports produced so far.</p>	

	Score /10
<p>7. Dissemination How does the project develop communication, visibility, and the dissemination of its activities and results as outlined in the original application? With reference to the original application, to what extent has the consortium addressed the issue of the exploitation of the project activities / results during the project lifetime (and beyond)?</p>	10
<p>Dissemination is a real strength of this project. Given that this is a 30 month project, the degree of dissemination in the first half of the project has been very impressive. Standard dissemination activities such as newsletters and promotional leaflets are in place, and the partners have exploited their own networks and promoted the project through meetings and conferences. Six newsletters have been produced and widely distributed and mailed to 2,200 CECE and 1,500 EFVET recipients. However, the main tools for dissemination have been the project website and social media. The impact reported through the use of these media is very impressive, with over 120,000 visitors to the website in the first project year. There is very good evidence of the use of the blog. The figures reached in the first year far exceed initial targets and expectations and the uptake and interest in the CLILSTORE is an illustration of its effectiveness. An exploitation strategy is in place and will become fully active from July 2103. The external evaluator described the overall dissemination activities and their reach as 'outstanding'.</p>	

Supplementary information to be submitted

Supplementary information required from the project to allow for a complete Progress Report analysis:
None

Overall evaluation

Overall comment:
This is a project with a clear vision of what it aims to achieve, and very clear processes in place in order to reach its goals. It is well on target and an impressive amount of work has been undertaken in the first half. There is clarity on the next steps. The evidence provided shows that the project is already having a greater impact than anticipated. It is very well managed and the evidence suggests that the partnership is both committed and enthusiastic about the project.
Strong points:
Clarity of vision, management and co-ordination, measures for quality assurance, commitment of the partnership, dissemination.
Weak points:
There are no evident weaknesses; however the partnership may want to re-consider making all information publicly available (in particular, the confidential part of the progress report).

Is the public part, in your opinion, ready for publication on the Executive Agency's website? Please comment on aspects such as language and quality of content of the report	yes
The progress report sets out clearly the nature of the project, the methodology and the roles of the partners. The language is generally good with only a few minor errors. The logo and disclaimer are present and there are links to the appropriate websites. It is ready for publication.	

Summary scoring sheet for Progress Report	
Criterion	Score
1 Objectives, results and products	9
2 Coherence between work plan and activities carried out during life of the project	9
3 Partnership	9
4 Project Management	9
5 Financial Management	7
6 Evaluation	9
7 Dissemination	10

Your global score is:	9 / 10	90%
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KEY TO THE SCORING SYSTEM

Score	Definition	Description of score
0	No evidence	Fails to include a minimum amount of evidence to enable the criterion to be evaluated
1 or 2	Very weak	Addresses the criterion but with significant and/or many weaknesses
3 or 4	Weak	Addresses the criterion but with weaknesses
5 or 6	Acceptable	Addresses the criterion sufficiently
7 or 8	Good	Addresses the criterion with some aspects of high quality

9 or 10	Very good	Addresses the criterion with all aspects of high quality
X	Not applicable	Activity of the criterion was not planned for the evaluated period of time