



Fourth LOGGED-ON project meeting agenda - May 2nd to May 7th 2017 Val di Fassa, Italy

MEETING OBJECTIVES:

- Quality assurance of case study progress and films
- Quality assurance of general project progress through:
 - Evaluation of Tarragona meeting (November 2016)
 - Feedback from external evaluator
 - Updating of action plan documents
 - Updating of Mobility+ tool
- Agree on:
 - Contents of In-service training Course 1 + 2
 - Course Handbook
 - Preliminary framework for European LOGGED-ON Conference

Date	Time	Activity	Responsible Partner
Monday May 1		Travel day Installation at Leading Hotel Relax Maria in Moena	
	20h00	Welcome dinner	P3
Tuesday May 2	09h00	Travel to Scuola Ladina di Fassa	P3
	09h15	Welcome from the President Tour of Artistic school together with students	P3
	11h00	Coffee break	
	11h30	Tour of Language school together with students	P3
	13h00	Lunch at restaurant Do Veà	P3
	14h00	Presentation of Case Studies and films <ul style="list-style-type: none"> - Presentation of final/updated Case studies and films - Measurements of CS success - Final choices of CS for ISTC in Ireland - Questions and comments from partners 	All
	16h30	Transfer to hotel	P3
19h00	Pick-up at hotel – Dinner at restaurant Aloch	P3	
Wednesday May 3	09h00	Opening and flow of project meeting (chair, writer of minutes, agenda, objectives for meeting) Final 'signing' of Tarragona minutes	P1

	09h45	Evaluation of Tarragona meeting: - Summing up and presentation of results (SurveyMonkey) - Comments from partners - P3 sums up discussions - amendments for next evaluation	P3
	10h15	State-of-Art report (Final) - Presentation of final SoA report - Questions and comments from partners Focus point: National differences (the big picture)	P4
	11h00	Coffee break	
	11h30	Project management and coordination (house keeping) - Time sheets, travel sheets, dissemination, siteography - Project management platform and public website - Finances and budget questions - Comments from Project evaluator (Steve Molloy)	P1
	13h00	Lunch at restaurant Do Veia	P3
	14h00	Best practice videos - Discussion around the production and distribution of LOGGED-ON best practice videos - Questions and comments from partners	P1
	16h30	Wrap-up for day	P1
	19h00	Pick up at hotel. Dinner at restaurant Weiss	P3
Thursday May 4	09h00	In-service Training Course + Handbook - Presentation, discussion, debate and final decision on the programme/logistics/deadlines/handbook production.	P1 + P2
	11h00	Coffee break	P3
	11h30	In-service Training Course + Handbook (cont.)	P1
	13h00	Lunch at restaurant Do Via	P3
	14h00	In service Training course + Handbook (cont.)	P1
	16h30	Wrap-up for the day	P1
	19h00	Pick up at the hotel. Dinner at restaurant Peniola	P3
Friday May 5	09h00	WHAT needs to be done? WHEN? By WHOM? a) Action plan for each partner institution's WP b) Next steps for your institution when you return home	P1
	11h00	Travel to Scuola Ladina di Fassa	
	11h30	Summing up of 4 th project meeting and LTTA3 Distribution of course attendance diplomas	P1 + P3
	13h00	Lunch at restaurant Le Giare	P3
	14h00	Guided walk in the mountains - Walk and talk	P3
	19h00	Farewell dinner at restaurant El Mas	P3
Saturday May 6	10h00	Cultural day – Pick up at hotel and tour to Bolzano	P3
	11h00	Visit Otzi Museum	
	12h00	Tour of Old Town	
	13h00	Lunch	
	14h00	Afternoon in Merano visiting gardens and town (shopping)	
	19h00	Dinner	
Sunday May 7		Return travel day	

Key:	Institution:	Contact person:
P1 – Norway	Haugaland vgs	Tim Golding
P2 – Ireland	Ennis Community College	Ramona McCathy?
P3 – Italy	Scuola Ladina di Fassa	Debbie Rooney
P4 – Spain	Institut Cal-lípolis	Alejandro H. Brull
P5 – England	Kendal College	Richard Evans

The LTT (Learning, Teaching, Training) course hosted by Scuola Ladina di Fassa will take place at the same time as the board meeting. The delegates will join the partners for the tour of the school, the dinners and cultural event on Saturday.

PREPARATION AND RESPONSIBILITY:

P1-NO	<p>Work out agenda and program in cooperation with hosts (distribute to partners)</p> <p>Present Meeting Objectives</p> <p>Ensure project progress on all levels</p> <ul style="list-style-type: none"> ○ Check progress with action plan documents ○ Update work plan if necessary ○ Inform partners before, during and after meeting <p>Contribute to “tying up all loose ends” before returning home</p> <p>Prepare and present a short status report on own case studies + films</p>
P2-IRE	<p>Prepare, present and lead the process on LOGGED-ON IST Courses and Handbook</p> <p>Prepare and present a short status report on own case studies + films</p>
P3-IT	<p>Sum up and present at meeting the evaluation from Tarragona</p> <p>Prepare and present a short status report on own case studies + films</p>
P4-ES	<p>Lead the flow of the session on Case Study progress report</p> <p>Prepare and present a short status report on own case studies + films</p>
P5-UK	<p>Prepare and present combined State-of-Art report from all partners</p> <p>Prepare and present a short status report on own case studies + films</p>

Outputs:	Country	Coordinating Lead partner
O1 – State of the art report (SoA)	England	Kendal College
O2 – Case study reports	Spain	Institut Cal-lípolis
O3 – Film presentations of best practice	Norway	Haugaland vgs
O4 – Resource pack for Strategic implementation	England	Kendal College
O5 – LOGGED-ON training course and Handbook	Ireland	Ennis Community College
O6 – Publications and presentations	Italy	Scuola Ladina di Fassa
O7 – Interim and Final project reports	Norway	Haugaland vgs
O8 – Quality plan	Italy	Scuola Ladina di Fassa
O9 – Project management platform	Spain	Institut Cal-lípolis
O10 – LOGGED-ON public website	Norway	Haugaland vgs
O11 – Publicity materials	Ireland	Ennis Community College

Multiplier events:	Coordinating partner	Date:
E3 – 1 st LOGGED-ON training course	Ireland	October 2017
E1 – European LOGGED-ON conference	Norway	April 2018
E4 – 2 nd LOGGED-ON training course	Norway	April 2018