

Minutes of 3rd LOGGED-ON Partner Meeting held in Tarragona, Spain, 9th – 13th November 2016

Project meeting:

8 participants from the five partners attended the meeting: NO, UK, IRE, ES, IT + External evaluator

LTTA:

19 participants from the five partners attended the training course.

Wednesday 9th November 2016

The Spanish coordinator welcomed the partners and LTT delegates to Tarragona before the working dinner where all delegates presented themselves and their institutions. The program for the next days was also presented.

Thursday 10th November 2016

The Spanish coordinator welcomed the delegates to Institut Cal-lipolis and explained that the Headmistress was in Barcelona receiving on behalf of the Institut a prize for quality.

He also introduced the inspector from the local department and representative from the linguistics department.



The delegates were then taken on a tour of Institut Cal-lipolis

The group then broke into 2 parts – LTT and Project leaders.

Board meeting

It was agreed that Norwegian co-ordinator would chair / lead the session and that the co-ordinator of the Irish partner would take the minutes.

The new Italian co-ordinator was presented.

The Norwegian co-ordinator presented the results of the survey from the Kendal meeting, which although a low response, were very positive. Moves have been made to ensure a higher response after this meeting with an email being sent to each delegate.



One of the comments from the survey took up the possibility of hiring a minibus/bus in future meetings (instead of private cars) would make it more collegial.

The minutes from the meeting in Kendal were approved.

The Spanish co-ordinator raised a question re the length of LTT meetings were long enough for eligibility for funding from Spanish NA. The Norwegian co-ordinator (lead partner) will confer with the Norwegian NA.



The State-of-Art documents were discussed. It was commented that it was best to focus on local / own institution rather than too much national information. Delegates to look at SoA again and adjust if necessary before uploading to public website. The English co-ordinator will continue to compile a short introduction/synopsis to the SoA finding the “common denominator” between the partners. This introduction will be used later as basis for the

publications.

The Norwegian co-ordinator stated that the interim report for LOGGED-ON was sent in to the Norwegian NA in October 2016. There was some discussion of the newly released Mobility+ tool and where it can be used.

Housekeeping:

Website – photos from the various institutions should be sent to the Norwegian co-ordinator to be uploaded to the public website. The website will be continually improved.

SoA – These need to be updated and sent to the Norwegian co-ordinator to be uploaded to the website.

Presentations from this (and previous meetings), need to be sent to the Norwegian co-ordinator to be uploaded.

Case Studies – Short document with what works when and why is all that’s needed – here we must be honest, if it doesn’t work, say so. Case studies should follow the guidelines as uploaded on basecamp. The Spanish and Norwegian co-ordinators will create a template for Case Studies that all partners must use.

Basecamp – The Spanish co-ordinator gave a brief demonstration of how basecamp operates mostly for the benefit of the new Italian co-ordinator (but also the other partners found this interesting).

Siteography/bibliography document needs to be updated by all partners.

Dissemination sheets, need to be updated, approximate number of targets to be logged – anywhere between 1 and infinity.

Time sheets also need to be updated. Writing a case study is counted as is working on a case study with a class. Time sheets don't need to be sent now but will be needed at the end of the project. Spain asked for an extra column to be added to Time Sheets. The Norwegian co-ordinator will amend this. Number of working days per Intellectual output and partner country must be entered on Mobility tool. The Norwegian co-ordinator will create a Google spreadsheet for these to be noted by all partners.

Staff pay slips of all staff involved need to be sent to the Norwegian co-ordinator.

There was also a general discussion of finance and grant usage – travel, equipment needed for the project etc.

The 1st In-service course and its length was discussed briefly before joining the LTT group for the presentation of Case Studies so far.



Case Studies Plenary session

The Norwegian co-ordinator chaired this session. The presentations will be uploaded to the public website.

1. Spain

- a. Mail + APPS
- b. Youtube channel
- c. Wifi (Aerochive A.P)
- d. Geolocation
- e. QR codes - used generally - teacher training, to enroll courses, to access materials in classrooms
- f. 3D Tech

2. Norway

- a. Digital Textbook
- b. Flipped Classroom – low tech
- c. Dynamic Ways of Tuition using Web.2.0 (www.slidedog.com/gunta)

3. England

- a. Twitter

- b. Quiz APPS – Plickers, Kahoot, Socrative
- c. APPS – e-portfolio & Twitter in the classroom

4. Italy

- a. Padlet
- b. Plickers as an evaluating tool
- c. Blogs – Wordpress
- d. Video tutorials

5. Ireland

- a. Flipped Classroom
- b. Plickers
- c. QR Codes

The Norwegian co-ordinator mentioned that the Case studies were not set in stone at this stage – they may be changed or the focus of them may change as the project progresses.

The day concluded with a summing up and transport back to the hotel before a wine tasting of local wines from the Catalonia area led by the staff of Institut Cal-lipolis and dinner at the oceanside restaurant Nàutic de Tarragona.

Friday 11th November 2016

The Norwegian co-ordinator presented the new Facebook site/page: www.facebook.com/loggedoneu and encouraged all partners to like the page and share with their contacts. The link will also be put on the public website.

The final State of Art document was discussed again and it was decided that the English co-ordinator will complete this by Christmas 2016 and send to the Norwegian co-ordinator to be included on the website.

The Case studies presented on the previous day were discussed and are going very well, lots of good examples and a good basis for the in-service training course in Ennis. There was a suggestion to put a guide

as to how to implement each case study in another school at the end of each case study – this can also tie in to resources. There is currently a 2 page set of guidelines (almost a template) on basecamp.



The Mobility+ tool is finally accessible. There are a number of posts that have to be looked at. The MT is quite detailed. The Norwegian co-ordinator responsible for updating the tool gave a brief demonstration of how it works and there was some discussion of the finer details.

The Norwegian co-ordinator clarified how the time sheets should be filled in. He also reminded that all receipts should be kept in the partner countries in case of an audit later on.

The Interim report has been uploaded on to basecamp and all partners encouraged to read it.

It was requested that all emails, including basecamp, are answered promptly, even with 1 sentence.

The external evaluator gave a brief explanation of the Resource packs, what should be in there etc. He also gave an explanation of Publications and presentations (O6 - Italy). All presentations, including ones back at school (Staff meetings etc) should be uploaded to basecamp, same for newspaper articles. All presentations must have the standard disclaimer on the first page. The Norwegian co-ordinator responsible for the public website will update the website to reflect the different elements of the Resource pack.

Best practice videos were discussed. The Norwegian co-ordinator suggested that we concentrate on many small films as opposed to 2 or 3 longer films. This way all partners can be represented. The films should show good practice in each of the partner institutions. They can be made professionally or using in-house technology and expertise. While they are ultimately for the In-service course, the sooner they are made, the sooner they can be uploaded to YouTube. 2-4 minutes duration, good sound (external microphone) and the disclaimer, ultimately need to be produced by May 2017. Ideally they should be creative, fun, light. The Norwegian co-ordinator will produce some video guidelines for the partners to follow.



The first In-service training in Ennis was discussed, as was the format of the Handbook. Intuitions apply to their National Agencies for funding (KA1) to send delegates (group application, not individual) – deadline is for the 2nd February 2017. The dates for the course were confirmed as 23-27 October 2017 (5 days course – arrive Sunday evening or Monday morning, leave Friday mid-day). A list of cultural events is to be decided and costed by the Irish co-ordinator. The course contents need to be interactive and practical, less theory

and more practice.

The dates for and details of 2nd in-service in Spain were discussed. It was suggested that we start with the conference (1-2 days) and then continue with the course (2-3 days). The possibility of having the conference in Barcelona as opposed to Tarragona was discussed, leaning was towards keeping it in Tarragona for various reasons, including price, access to school etc. with a visit to Barcelona.

There was some further discussion of the distribution of budgets and how the funds can be used.

The possibility of an extra LLT being held in Norway discussed, decision to be made in Italy in May 2017

Actions going forward

| Action | Responsibility for action |
|---|---------------------------|
| Hotel accommodation in Italy to be arranged | Italy |
| Travel details to be circulated – hiring a car by travelling delegates is probably the best | Italy |
| Check with Norwegian NA re mobility tools issues Nr. of days Nr. of delegates etc | Norway |
| Check editing rights for Mobility Tool | Norway |
| Final State-of-Art to be completed | England |
| Brochure for In-service to be sent as PSD file to Kendal | Norway |
| Brochure to be circulated and uploaded to websites | All partners |
| Budgets re: Mobility to be examined and adjusted as necessary | Norway |
| Films to be completed by May | All partners |
| Simple guidelines for short films to be sent to all countries | Norway |
| Full programme to be finalized for Ennis meeting | All partners |
| Italy (new co-ordinator) to be brought up to speed with Survey Monkey | Norway |
| Template for Case Studies to be created and circulated | Spain |
| Costings for In-service 1 to be finalized | Ireland |
| In-service Handbook to be produced | Ireland (with Norway) |

The day concluded with a guided tour of the Old Town of Tarragona lead by a very knowledgeable Joan Mateo before dining and socialising at the lovely Restaurant les Coques in the heart of the Old Town.

Saturday 12th November 2016

The day was dedicated to a cultural day, visiting and experiencing the Catalonian culture, starting with a tourist train ride showing the city, before a walking tour of the old Roman City and fabulous tapas lunch at El Terrat Restaurant.

Sunday 13th November 2016

The half day was used by the delegates to summarize what they had learnt from the course, and to be presented with their certificate of completion before returning home.

