



With the support of the Comenius Lifelong Learning Programme of the European Union



CLIL - Objectives and ResourceKit in Education

Extra project meeting in connection with CORE in-service-training course and CORE European conference Palma, Mallorca.

Minutes partner meeting in Palma de Mallorca Oct - 2014

Present:

P1: Britt-Mona Vang (BM)

P2: Mercedes Isern Toral

P3: Saulius Sykus

P4: Emanuela Atz (EA)

P5: Marina Kollatou

P6: Victor Pavón(VP)

P8: Liliana Amort

External Evaluator: Dr. Steve Molloy (SM)

BM opened meeting stating that the purpose of the meeting was to make clear what was crucial to finalize the project. External evaluator SM then went through the application and deliverables, stating possible issues related to the final report. The confidential report includes full financial report and is very important regarding the remaining grant sum.

The following issues were raised:

- **All products** need to be visible and numbered and be submitted as a project output.
- **Financial Reporting:**
 - No activities taking place after Oct, 31 are refundable
 - Partners must send in remaining timesheets and expenditure lists
 - PF will communicate with every partner individually on financial reporting
- **State-of-Art Reports:**
 - Italian report in German

- **Case Studies Reports:**

- VP reminded partners that he and his colleagues had produced and circulated via emails an introductory overview to the case studies which has not yet been uploaded to Fronter. He agreed to re-send it and to try to upload it to Fronter.
- Everyone should look at the Case Study folder in Fronter and see if everything relevant is included there within the case-study documents sub-folder. Attachments like questionnaires for example. Regarding these there should be some confidentiality, partners must give notice about what is ok for the web.
- **DVD-films vs web-based films** was raised as an issue. Application says DVD. It was argued that considering the technology development since the project was accepted films should be both as DVDs and Web-based
- Policies were discussed in the contents of the 'Resource Pack' sub-folder within the Resources folder on the CORE public website. It was decided to change name from 'Resource Pack' to 'Learning Products'. --> Coordinators give notice to Wenche Erlie (Snöball)!!
- Partners will investigate more good sites with teaching material. EA the German ones. VP the Spanish and others and liaise with co-ordinators to ensure upload to CORE website
- Web-based brochure about project (a mentioned deliverable in application) is not available. Coordinators' responsibility to follow up (dialogue with SM)
- Introductory guide to website still not on the web. Coordinators' responsibility to follow up.

- **Publications, Papers and Presentations based on SIPs:**

- The collected and edited SoA Reports and Case Study Reports could each provide the basis for a substantial publication in the academic journals. This would though involve quite a long lead time to publication. It was agreed that partners would check that none of the material included in the SoA and case-study reports is too confidential to be included in such publications. Also that they would check whether any of the associated documentation for the case studies on FRONTER is too confidential to be uploaded to the CORE public website.
- VP reminded partners that his introductory overview to the case studies (see above) could be an integral part of the article based on the case-study reports.
- It was also noted that the CORE project had stimulated and provided a basis for articles published by VP and his colleagues since the project began. VP agreed that it would be advantageous all round to ensure that these are included as products of the project. VP agreed to ensure that correct and full details of these publications also are sent to JR and SM
- 30 smaller publications. Partners were reminded that this was largely an issue of collating the smaller publications and presentations, including ppt presentations, that they had been producing throughout the lifetime of the project at an average rate of two per partner per year. It is vital that these are included in the dissemination returns made to the co-ordinators as each one will have to be numbered within the final reports' list of the project's concrete products, and uploaded to either the FRONTER or CORE websites or both. The coordinators will liaise on the final report writing to ensure this is all done
- 20 educational pamphlet-type publications. It was agreed that publication of the Course Handbook on the CORE website would provide the core to this output,

together with clear sub-sections drawing upon separate sections of the handbook as «stand-alone» educational pamphlets suitable for free download, printing and circulation with schools and related educational institutions

- VP reminded partners that it was also entirely feasible to consider publishing an edited symposium of the SoA and Case Study reports along the lines of an example he showed to the group. He felt this could be done at a cost of around 2,000 Euros. It was agreed to pursue this proposal further.

Meeting was concluded with an agreement that PF is to send a clear list to all partners on what the coordinators need to complete the two final reports.

This list must be sent by 31st Oct.