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ECLIPSE: Report of the Mid-term Conference

Leibniz Universität Hannover

September 4 - 6, 2012

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1. Summary of Decisions/ Recommendations/ Actions Required

APPROACHING DEADLINES [all dates are final dates]

- ☐14 September 2012: suggestions for any changes to the portfolio (to Jo at ILRC).
- ☐14 September 2012: Evaluation Report Form should be filled out by all Hannover Meeting participants.
- ☐14 September 2012: indications of **Successes** and **Concerns** about the use of the Monitoring Report Template Mid Term Report Template (to Jo at ILRC).
- ☐14 September 2012: suggestions for any changes to the Beliefs Questionnaire (to Lidia at ULL)
- ☐14 September 2012: suggestions for any changes to the Knowledge Test (to Lidia at ULL)
- ☐14 September 2012: send e-mail lists to Doreen for the distribution of the newsletter. Small countries should send about 100; large countries 200. A template for this purpose has been distributed by Doreen.
- ☐30 September 2012: Monitoring report (June, July, August, September). USE THE MID-TERM TEMPLATE.
- ☐30 September 2012: Partners should send all **expense documents** to Trento in order to implement internal distribution funds .
- ☐30 November 2012: Comments on the Trento Meeting Agenda
- ☐18 January 2013: Partners should try to submit Monitor Report by this date. Otherwise, Olga and Jo will be forced to pose questions to the Partners. If not possible to send a final report by 18 January, Partners should send a draft report (i.e. "Version 1.0").

PROJECT ADMINISTRATION

Decision/Reminder: Not all communication must be shared/copied to all partners. Use judgement when sending information in order not to saturate, overload the Partners with unnecessary information

Decision: We decided to use the term "Work Unit" uniformly in the place of "learning unit", "didactic unit", "teaching unit", etc.

Suggestion: All Partner actions can be assigned a "Due" date and a "Final" Date. The "Due Date" is generally one week prior to the final date.

Decision: Partners should use a standard file naming procedure. Avoid using the term "draft". Describe files as Version 1, 2, 3 etc. Name files by using a relevant identifier and a date. For example, "filename20120906"; "Trento_agenda_20130212").

Decision: With regards to the participation of the UoW Partner, a letter to the UoW Rector has been prepared and approved by those consortium members present at the Hannover meeting. The letter will be sent if there is no improvement in the level of participation. One final opportunity emerged during the course of the meeting: the UoW coordinator contacted Lidia Santana Vega regarding travel to the Canary Islands. The letter will be sent if this final opportunity does not result in a change in

the situation. Contingency plans for an eventual UoW withdrawal are being considered.

Recommendation: It is important to update material to the website and the newsletter.

Decision: We should develop a mid-term **Masterplan** (e.g. Gantt chart, timeline) that contains useful indicators regarding **training, dissemination, instruments** and **milestones** for better control of remaining time.

Reminder: Partners should not forget to **maintain copies of all documents** sent to Trento.

Reminder: Subcontracting (e.g. for translation services) may require a formal contract; Follow the procedures of your home institution.

Information: Partner ILRC will soon no longer be a “public body”. As such, it can no longer constitute, officially, a part of the Project. The question now being studied is how to maintain the participation of Josephine and Mary, and how best to frame the official “withdrawal” of ILRC from the project.

QUALITY ASSURANCE

Recommendation: Make sure that the timesheets match the reported activities. Focus on **Outcomes** as well as **Activities** and focus on **Volume** (numbers!).

Decision: Final versions of the Partners’ Monitoring Reports and the completed Mid-term Template will be uploaded to the restricted section of the Project Website.

Decision: Use short bullet points in the Monitoring Reports/Mid-term Report. The Template will be amended to include an instruction such as, “**Bullet Points Only -- Avoid Narrative Descriptions**”.

Decision: The Meeting Evaluation Report Form will be posted on the private website.

Reminder: Evaluation Report Form should be filled out by all the participants.

PROJECT METHODOLOGY

Decision: In the pre-meeting on Tuesday morning, it was pointed out that the word “Improve”, as it appears in the proposal, implies that there will be some kind of pre-test and post-test. In later discussions, however, we decided that this does not necessarily imply a classic positivist “pre-test/post-test” design. The evidence of improvement may emerge from, for instance, the portfolio.

Reminder: Our intention is that the intervention will comprise 10 common hours plus 20 partner-specific hours.

Suggestion -We should use the common template for comparison of National curricula. The common template is on the website. As the external evaluator pointed out:

“A second central research activity within the project is the more detailed comparison of national curricula for civic and citizenship education. For this task, ULL together with other partners prepared a comprehensive template, which has been used by the partners to start comparison between Italy, Spain and the United Kingdom. Unfortunately, the information provided for Portugal and Germany comes along in two separate documents, does not correspond exactly with the structure of the template and is not even available in the same area of the website. For a profound comparative analysis in preparation for the proposal for a module for European citizenship education and thus for a substantial intermediate step of the project implementation that can be

used for dissemination among stakeholders, it is recommended to complete one single synopsis which can be used for further distribution and interpretation.”

PARTICIPANTS

Reminder: Each Partner will work with three schools. The Project focusses on school years 7, 8 and 9 constituting lower secondary education (although terms may vary from country to country). Four teachers from each country will attend the Trento training.

INSTRUMENTS

Suggestion: We should include an introduction to the Portfolio to explain how the teachers can use the Portfolio.

Decision: The *Beliefs* section of the Attitude questionnaire will be maintained and integrated into a single instrument along with the test of knowledge.

Decision: The Knowledge test will contain 25 items; each item will have three response options. The base for discussion is the document presented by Olga in Hannover on Thursday, 6 September.

DISSEMINATION AND EXPLOITATION

Decision: Reports (and/or sections of Reports) that deal with dissemination will now be titled “**Dissemination and Exploitation**”

Action Required: With regards to “Associate Partners” of the Project, Doreen will procure and distribute a copy of the agreement used by Project VOICE.

Action Required: Partners should send e-mail lists to Doreen for the distribution of the newsletter. Small countries should send about 100 ; large countries 200. A template for this purpose has been distributed by Doreen.

Action Required: (ongoing) Partners should inform consortium of relevant publications (both past and present)

2. Observations and Recommendations of the External Evaluator -Peter Wittschorek

MANAGEMENT	FRAME ACTIVITIES	CORE ACTIVITIES
<p>Management system -work process of consortium -financial management (External Evaluator recommended using more internal feedback to strengthen these procedures)</p> <p>-internal communication (moodle or website instead of email) -</p>	<p>-Quality Assurance (template, lists) Differing quality / content of Monitoring reports has been a problem) -dissemination reports are not yet clear -External Communication (good web page) -NewsLetter (what is aim/content??)lots of general; needs some results... -Timetable-a concern. We are behind schedule. Not all tasks have been completed by mid-term. -Indicators for trainings and Dissemination</p>	<p>-Comparison of National Curricula (What is the aim? What format should be used?) -Instruments in Development (</p>
<p>Recommendations: use more internal feedback in communication processes and financial management issues.</p>	<p>Recommendations: -Sharing Monitor reports a good idea() -think about using separate dissemination reports -Update Documents on Web Page -Instead of « Draft » on documents, Use version 1 version 2 etc. Filename date name20120905 ---Need a masterplan with milestones for better control of time ----define and report (masterplan) useful indicators for training sessions and dissemination (clicks on a website, for example)</p>	<p>Recommendations: -All Partners (especially Portugal and Germany) should use the common template for comparison of National curricula. -Need a masterplan for Instruments (all, some countries)</p>

3. Some Ideas for a Mid-Term Master Plan

2012	DEADLINE	DISSEMINATION	TRAINING	MILESTONES
Sept.	14-COMMENTS ON MEETING WORK (work units, portfolio, questionnaire, test, meeting evaluation) 30-QA MONITOR J,J,A,S (USE THE MID-TERM TEMPLATE)			
Oct.				
Nov.	30-FINAL AGENDA FOR TRENTO			
Dec.				FINAL AGENDA FOR TRENTO
2013				
Jan.	18 DUE /25 FINAL- QA MONITOR REPORT			
Feb.				
Mar.	TRENTO MEET			TRENTO MEETING
Apr.				
May				
Jun.				
Jul.				
Aug.				
Sept.				
Oct.				
Nov.				
Dec.				
2014				
Jan.				
Feb.				
Mar.				

4. Preliminary Planning for the Meeting in Trento, March, 2013

Partners		Teachers
	2013.03.11 Monday	
Optional Early Arrival		--
Arrival	2013.03.12 Tuesday	Arrival
Morning- optional meeting		
Afternoon-meeting		
Afternoon Ice Breaker Activity		Afternoon Ice Breaker Activity
Late afternoon Meeting		
	2013.03.13 Wednesday	
Morning-seminar work - 5-6 Partner Presentations or Question-based Small-group Carroussel format		Morning-seminar work - 5-6 Partner Presentations or Question-based Small-group Carroussel format
Afternoon Cultural Activity (Venice trip)		Afternoon Cultural Activity (Venice trip)
	2013.03.14 Thursday	
Morning- core work -Politische Bildung (Lange) -EU Economy		Morning- core work -Politische Bildung (Lange) -EU Economy
Afternoon- core work -Sharing experiences -Lidia- Transition to Work -Doreen - migration		Afternoon- core work -Sharing experiences -Lidia- Equality of Opportunity -Doreen - migration
	2013.03.15 Friday	
Morning-Consortium meeting		Morning-school visit
Departure		Departure