



2009 ANNUAL PLAN AND ANNUAL REPORT
FROM ECML PROJECT COORDINATOR

Project title and acronym	LACS: Language Associations and Collaborative Support
Coordinator	Terry Lamb
Project team members	Sigurborg Jonsdottir, Lucka Pristavec, Janina Zielinska; associate partner: Nicole Thibault
Programme consultant	Frank Heyworth

Annual Project Plan			Annual Project Report		
To be filled in, discussed with your programme consultant and submitted to the ECML by 15 January 2009			To be filled in and submitted to the ECML by 20 November 2009		
	Purpose	Reference and reporting format		Purpose	Reference and reporting format
Report from: Project coordinator Addressee(s): The ECML Secretariat	To produce an agreed annual plan for the project, stating the desired outcome of the year's work, what the activities will be, what different outputs are to be produced, how the work will be evaluated at the end of the year.	The basic reference documents for this plan are: <ul style="list-style-type: none"> • the framework for ECML programme evaluation; • The reporting procedures for the ECML programme 2008 – 2011; • the project description submitted to the ECML in 2 languages. 	Report from: Project coordinator Addressee(s): The ECML Secretariat and the programme consultant	To produce an annual report for the project, as material for the ECML's report to its Governing Board. It is based on the annual project plan.	The report is based on the annual plan as well as on the project description. Submission of the annual report 2008 together with the annual plan for 2009.

For terminology please see "Framework for ECML programme evaluation":

http://coordination.ecml.at/Portals/3/documents/refdocs/01_Framework%20for%20ECML%20programme%20evaluation_rev.doc



<p>Item 1</p> <p>What do you plan to have achieved by the end of the year (in relation to the project outcomes / project aim; C5 in the project description)?</p>	<p>Annual report on item 1</p>
<p>1. To have further increased awareness amongst all FIPLV/FIPF/IDV member associations of progress with the LACS project and of the ECML programme, e.g. through an article for newsletters, through weblinks, and through the FIPLV World Congress in June-July 2009. Also to consider barriers, e.g. a strategy for bringing ECML work to the fore in national conference planning as well as more localised activity.</p> <p>2. To have added further to our knowledge base regarding language teacher association organisation and activity (dissemination activities and impact on policy). This will be achieved by further distribution of the questionnaire, analysis of member association reports, discussions/interviews at FIPLV World Congress, and ECML Workshop activities. The intention is to support the member associations in building and retaining membership, in supporting their members, in disseminating innovative policy and practice, and in influencing policy.</p> <p>3. To continue to explore the notion of dissemination itself, and associated opportunities, challenges and solutions. This includes the issue of collaboration with other associations\organisations as well as innovation in the use of new technologies. Discussions will take place at planned meetings of FIPLV and at the ECML Workshop, and will use ECML projects as case study materials. Relevant materials/articles on dissemination itself will be sourced and used.</p> <p>4. To develop a draft of a 'how to' manual, and to explore the most effective ways of making this accessible to member associations.</p> <p>5. To consider ways in which collaboration across language teacher associations can best be achieved using existing networks and new technologies.</p> <p>6. To identify relevant member association journals and produce a strategy for encouraging ECML project members to publish in them</p>	<p>1. Articles on the work of the ECML and on FIPLV collaboration with the ECML have been published in World News as well as on the website. Other associations have also started to refer to them. We have also initiated a series of electronic newsletters which have three parts: one is an update on the LACS project; one is a featured language teacher association; and one is a featured ECML project. The first of these has been circulated to all member associations of FIPLV, FIPF and IDV with the encouragement to circulate them to individual members. The second one is almost ready. During the coordinators' meeting, we will be commissioning further ECML project coordinators to write a short introduction to their project and how it is of value to teachers.</p> <p>We also presented ECML programmes to members of FIPLV Executive, World Council and World Assembly in Graz in August 2009.</p> <p>The Workshop to take place in December 2009 will further disseminate ECML work to language association representatives, and we will look explicitly at how they can fit in with planned events.</p> <p>2. The survey questionnaire has been distributed again to FIPLV and IDV member associations and are currently being returned for analysis. It will be supplemented by further exploration of the issues at the workshop. An academic article is planned as a result.</p> <p>3. We have had discussions regarding the meaning of dissemination at a number of language association events, and will continue at the workshop. All of these points from the plan will be fully explored in the workshop.</p> <p>4. A first draft of the handbook contents is currently being prepared for presentation at the workshop. There will then be discussion to identify what will be most useful in supporting the work of associations, especially with regard to dissemination activity.</p> <p>5 and 6 are both on the workshop agenda.</p>

<p>Item 2</p> <p>What outputs will be produced during the year (in relation to the specific objectives of the project; C5 in the project description)?</p>	<p>Annual report on item 2</p>
<p>1. An update report will be produced with further information about ECML projects, placed on the website, and sent to all member associations with a request for it to be circulated in paper and electronic newsletters.</p> <p>2. The survey outcomes will be enhanced through further circulation of the questionnaire, and the analysis will be updated.</p> <p>3. A Workshop programme and report will be produced, addressing issues such as: role of FIPLV/FIPF/IDV/ECML in supporting language teacher associations; ideas on dissemination, using ECML project outcomes; ways of evaluating impact.</p> <p>4. An initial draft of a 'how to' manual will be produced.</p> <p>5. Website development will be given priority, considering synergies with FIPLV and other websites.</p> <p>6. Where appropriate, publication of activities will be considered and planned, e.g. in the proceedings of the FIPLV World Congress, in targeted member association journals, and in the International Journal of Innovation in Language Learning and Teaching.</p>	<p>1. This evolved into the idea of regular newsletters (see above).</p> <p>2. Completed and circulated (though it still needs to be circulated to FIPF members I believe). It needs further analysis for presentation at the workshop and at events next year.</p> <p>3. Notes will be posted onto the website, and a newsletter will draw attention to them. Links will be made specifically to the workshop report from association websites.</p> <p>4. First draft is currently being prepared for the workshop.</p> <p>5. We had long discussions about the nature of the LACS website at our expert meeting. We needed to consider how it could continue to exist as a resource after the end of the LACS project. It still needs some work as it is not complete. However, weblinks are being expanded and will be further encouraged with a broader range of associations at the workshop. We will also be considering how to use a common website effectively at that workshop, and participants will be encouraged to help us to populate it in a way which makes it of value to them.</p> <p>6. We have had discussions about the International Journal of Innovation in Language Learning and Teaching, and it will be possible to produce a special issue at the end of this programme. At the workshop, we will be discussing ways in which EML projects can be included in targeted journals and newsletters. The FIPLV World Congress unfortunately had to be cancelled, but we are now looking to a conference in Iceland as the launch of the new FIPLV Europe.</p>
<p>Item 3</p> <p>What activities are planned for the year?</p> <p>1. Expert meeting (April 2009).</p> <p>2. Meetings of the FIPLV Executive Committee and World Council in Moscow (not funded by ECML) (June-July 2009).</p> <p>3. FIPLV World Congress (not funded by ECML) (July 2009).</p> <p>4. Workshop (December 2009).</p>	<p>Annual report on item 3</p> <p>1. Report of the expert meeting is on the LACS website.</p> <p>2. The FIPLV meetings took place in August in Graz and the minutes are posted on the FIPLV website.</p> <p>3. The World Congress had to be cancelled.</p> <p>4. The workshop will be taking place 10-11 December.</p>

<p>Item 4</p> <p>How will you use your project website (forums, chats, resources etc.)?</p>	<p>Annual report on item 4</p>
<p>Links between LACS and other websites will be reviewed</p> <p>Relevant resources will be added, e.g. survey outcomes</p> <p>Involvement of member associations in population of the website will be encouraged (statutes; newsletters; activities; resources; project links, etc) and synergies with FIPLV website will be considered</p> <p>Ways of highlighting specific ECML projects will be considered</p> <p>Use of the website for pre-workshop activity will be discussed</p>	<p>These have been enhanced but will be further enhanced at the workshop.</p> <p>Survey outcome is on the website, but will need updating in 2010.</p> <p>This is planned for the workshop. There has already been considerable discussion in expert meetings and also at FIPLV meetings. The FIPLV website is being reviewed as a result.</p> <p>Specific projects will be discussed at the workshop. They are also being featured in our electronic newsletters.</p> <p>It was decided that there would be limited pre-workshop activity on the website.</p>
<p>Item 5</p> <p>What activities are planned this year for disseminating the work of the project to the stakeholders for whom the project is designed (in relation to the project dissemination plan; D4 in the project management plan)?</p>	<p>Annual report on item 5</p>
<p>website development</p> <p>newsletter article to update on the project, for distribution to member associations</p> <p>identification of member association journals and encouragement of ECML project members to publish in them</p> <p>FIPLV World Congress in Moscow</p> <p>Workshop in December, and consideration of member association dissemination at national levels</p>	<p>See above for responses to all of these plans.</p>

<p>Item 6</p> <p>List the indicators of achievement that will enable the success of the year's work to be evaluated (in relation to the evaluation plan of the project (D3 in the project management plan).</p>	<p>Annual report on item 6</p>
<p>Expert meeting evaluations</p> <p>Population of the website</p> <p>Additional questionnaire responses</p> <p>Workshop evaluations</p> <p>Articles published in member association newsletters</p> <p>Articles submitted to journals</p> <p>Post-Workshop plans for dissemination by member associations</p> <p>Dissemination activity at FIPLV World Congress</p> <p>Draft content of 'how to' manual</p>	<p>There is already evidence from some of these sources, but most of them will appear in coming months following the workshop, especially as we plan to keep in touch with the network of associations. This will enable us to monitor progress.</p>
<p>Item 7</p> <p>Are there any special resources / support you would like from the ECML?</p> <p>No</p>	<p>Annual report on item 7</p>
<p>Date completed : <input type="text"/></p>	

<p>Item 8</p> <p>Consultation of programme consultant</p>	<p>What is your overall evaluation of this year's work in the project? Mention any particular achievements which it would be important to refer to in the ECML's annual report.</p>
<p>Seen by the project consultant /</p> <p>Project consultant's comments have been taken into account <input type="checkbox"/></p> <p>(to be ticked by project coordinator)</p>	<p>We made good progress with informing associations and teachers about the work of the project and of the ECML in a variety of ways. Planning for the workshop was achieved easily in the early stages and we now look forward to its success. The website is still underdeveloped but there are reasons for that which relate partly to the nature of this project which is somewhat of a 'meta-project'; the contents of a website which is primarily intended to be used by a range of organisations for dissemination purposes, and which will thus attract visitors, will be discussed in the workshop, as it is crucial that it is built collaboratively to fulfill a range of needs.</p> <p>The survey of associations continues to show similar trends across the world, which means that this project will have strong resonance beyond members of the ECML.</p> <p>It is hoped that the mechanisms for dissemination set up by the project, and galvanised by the workshop, will be sustained beyond the life of the project.</p>
<p>Date completed : <input type="text"/></p>	<p>Date completed : <input type="text"/></p> <p>Please write a news item on project achievements in the year 2009 and post it on your project website in the two/three working languages by 10 December 2009.</p>