



**2010 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	Marianne Hepp, Sigurborg Jonsdottir, Janina Zielinska; associate partner: Nicole Thibault; ECML member: Anna Kehl
Programme consultant	Frank Heyworth

Annual Project Plan			Annual Project Report		
To be filled in and discussed with your programme consultant by 15 January 2010 ; final version to be submitted to the ECML by 31 January 2010			To be filled in and submitted to the ECML by 30 November 2010		
	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.

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



Item 1

Annual report on item 1

What do you plan to have achieved by the end of the year (in relation to the project outcomes / project aim)?

1. To have built on the workshop network in order to raise awareness of ECML work: to include ECML news in the newsletters, as well as information on specific projects; to monitor national and regional activities carried out by participants in relation to ECML work (at a programme and individual project level); to develop a strategy to ensure that newsletters are produced more regularly.
2. To add to our knowledge base regarding language associations: carrying out a review of language association websites; analysis and synthesis of all data from surveys and workshop; identifying follow-up interviews; continued exchange of information through the website and contribution to the 'how-to' manual; consultation on the FIPLV development plan in order to identify future needs and demands.
3. To consolidate our understanding of the concepts of dissemination and impact evaluation themselves: analysis and synthesis of all data from surveys and workshop; literature review to identify the links between theory and practice.
4. To develop the structure and content of the 'how-to' manual, building on discussions at the workshop; to collect contributions from workshop participants and other language associations; to consider the structure of the LACS website itself as a dynamic and collaboratively constructed resource.
5. To continue to encourage language associations to collaborate through publishing in each others' journals and sharing information on projects.
6. To monitor other national and collaborations which have emerged from the project, and to encourage further ones through dissemination.
7. To manage the work of the fellow as described in the role description.

<p>Item 2</p> <p>What outputs will be produced during the year (in relation to the specific objectives of the project)?</p>	<p>Annual report on item 2</p>
<ol style="list-style-type: none"> 1. Enhanced website which will have been designed to facilitate exchange of information between ECML and language associations, and between language associations themselves. 2. The publication will be developed, focused around the 'how to' manual contents as well as other data collected through surveys, interviews, the workshop and other language association meetings. 3. More regular newsletters will be published and widely disseminated. 4. Articles which appear in language association publications will be collected. 5. At least one article will be published in an academic journal 	
<p>Item 3</p> <p>What activities are planned for the year?</p>	<p>Annual report on item 3</p>
<p>Expert meeting (March 2010)</p> <p>FIPLV NBR Conference in Reykjavik, together with FIPLV Executive Committee and World Council meetings (June 2010)</p>	
<p>Item 4</p> <p>How will you use your project website (forum, resources etc)?</p>	<p>Annual report on item 4</p>
<p>Involvement of member associations in population of the website will be further encouraged (statutes; newsletters; activities; resources; project links, etc) and synergies with FIPLV website will be considered. (See item 1(4) above)</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)?</p>	<p>Annual report on item 5</p>
<p>FIPLV and its members: conferences; mailings; website contributions; articles in language association publications and other journals; development of 'how to' manual.</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).</p>	<p>Annual report on item 6</p>
<p>Expert meeting evaluations Population of the website Survey analysis Workshop evaluations Articles published in member association newsletters Articles submitted to journals Post-Workshop dissemination activity by member associations Content of 'how to' manual</p>	

<p>Item 7 Are there any special resources / support you would like from the ECML?</p>	<p>Annual report on item 7</p>
<p>No thank you. We are very grateful for your agreement to a LACS Fellow.</p>	
<p>This annual plan has been discussed with the project consultant. Date completed: 3 March 2010 Electronic signature (or typed name) of the coordinator: TERRY LAMB</p>	<p>Item 8 of the annual report 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>Date completed: Electronic signature (or typed name) of the coordinator:</p> <p>Please write a news item on project achievements in the year 2010 and post it on your project website in the two/three working languages by 10 December 2010.</p>