



2011 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 (since 2010), Sigurborg Jonsdottir, Janina Zielinska				
Programme consultant	Frank Heyworth				
Annual Project Plan			Annual Project Report		
To be filled in and discussed with your programme consultant by 15 January 2011 ; final version to be submitted to the ECML by 31 January 2011			To be filled in and submitted to the ECML by 1 November 2011		
Report from: Project coordinator	Purpose	Reference and reporting format	Report from: Project coordinator	Purpose	Reference and reporting format
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 are: <ul style="list-style-type: none"> the framework for ECML programme evaluation the reporting procedures for the ECML programme the project description submitted to the ECML 	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



<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)?</p>	<p>Annual report on item 1</p>
<p>1. To have a knowledge base regarding language teacher associations, recorded in an online publication.</p> <p>2. To have analysed all work in order to understand better the concepts highlighted in the publication, e.g. dissemination and impact evaluation.</p> <p>3. To have developed guidance on developing a website for dissemination and collaboration.</p> <p>4. To have produced a folder for dissemination purposes.</p> <p>5. To have evaluated the impact of the LACS project on language teacher associations as well as their dissemination of ECML activities.</p> <p>6. To have begun a blog for use by all language teacher associations as well as the ECML and possibly other members of the Professional Network Forum.</p> <p>7. To develop a sustainable future for LACS.</p>	<p>The online-questionnaire was implemented in February. The information about the questionnaire with a request to fill it in was sent out in March.</p>
<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>
<p>1. It is planned to finish the online publication on the LACS-website which will contain information about and for teacher associations. This information will be based on the questionnaire done in 2009 and a questionnaire that is conducted between April and June, as well as follow-up online interviews.</p> <p>2. Furthermore, an ECML folder will be produced for dissemination purposes.</p>	
<p>Item 3</p> <p>What activities are planned for the year?</p>	<p>Annual report on item 3</p>
<p>1. Team members will meet for a final workshop 19.-20. April.</p> <p>2. LACS will be presented at the ECML conference in September as well as other conferences and symposia.</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>1. The project website will be our main publication site. We will refer to it in all our dissemination activities. It's connectivity to FIPLV website and blog will also be sustained.</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>1. Attendances at conferences and symposia will raise awareness of LACS, e.g. CASLT in Montreal, SUKOL in Helsinki, IDV in Winterthur, FIPF in Prague.</p> <p>2. All member associations of FIPLV, FIPF and IDV are actively involved in the development of LACS already, and are already disseminating its activity to their teacher members.</p> <p>3. A special issue of the International Journal of Innovation in Language Learning and Teaching is planned to disseminate ECML projects, including LACS.</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>1. The impact evaluation of the LACS project, which will include information on dissemination workshops, conferences, publications etc.</p> <p>2. Number of contributing language teacher associations who filled in the online questionnaire.</p> <p>3. The nature of the sustainability planning.</p>	

<p>Item 7</p> <p>Are there any special resources / support you would like from the ECML?</p> <p>1. We will need ongoing technical support with the online questionnaire.</p> <p>2. Support with the production of the folder.</p>	<p style="text-align: center;">Annual report on item 7</p> <p>1. Christian Friedrich was very effective in building the online questionnaire.</p>
<p>This annual plan has been discussed with the project consultant:</p> <p>Date completed: 16th April 2011</p> <p>Electronic signature (or typed name) of the coordinator: Terry Lamb</p>	<p style="text-align: center;">Item 8 of the annual report</p> <p>What is your overall evaluation of this year's work in the project?</p> <p>Mention any particular achievements which it would be important to refer to in the ECML's annual report.</p>
	<p>Date completed:</p> <p>Electronic signature (or typed name) of the coordinator:</p>
	<p>Please write a news item on project achievements in the year 2011 focusing on the project publication and post it on your project website in the two/three working languages by 1 November 2011.</p>