



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 What do you plan to have achieved by the end of the year (in relation to the project outcomes / project aim)?	Annual report on item 1
<ol style="list-style-type: none"> 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 international 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. 	<ol style="list-style-type: none"> 1. ECML news was included in the newsletters which included information on ECML projects as well as language teacher associations. Newsletters were, however, unfortunately not published regularly because of personal changes in the team. Workshop participants will be asked to update on activities related to ECML projects after they have completed the questionnaire in early 2011. However, I am aware that the workshop resulted in a presentation of one project at the FIPLV Nordic Baltic conference in Iceland, 2010. 2. The data from the first survey were analysed and some of the results have been presented by Terry Lamb. The follow-up questionnaire has been developed at the end of the year and will be put online at the beginning of 2011. The answers of that questionnaire will contribute to the 'how-to' manual on the website. Consultation on the FIPLV Development Plan occurred in a meeting in Iceland and will be supplemented by further e-consultation in Spring 2011. 3. Initial analysis of data from the workshop and surveys to date has been carried out and articles on impact evaluation found. 4. The heading structure of the How-to manual has been agreed and contributions are being collected in early 2011. Discussion has taken place regarding the development of a more dynamic website, both in LACS and FIPLV meetings, and it is hoped that the link between ECML and FIPLV websites will be consolidated in a new FIPLV website in 2011. 5. There is evidence of this, with shared participation in competitions and conference participation as a result of the workshop. Information on a range of projects and conferences is regularly disseminated across many associations worldwide. 6. This will be carried out as part of a survey on activities related to ECML projects in 2011. 7. The fellow started in July and worked until December with the project.

<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 	<ol style="list-style-type: none"> 1. The website has been further developed, though not as much as hoped. However, the information on there should be significantly enhanced by contributions to the 'how to' manual in early 2011. 2. The publication will be published on the website and function as 'how-to' manual for associations in their daily work. 3. Some newsletters were disseminated, but not monthly. It was decided that this was too challenging to manage given the need to produce in three languages. 4. This has not been prioritised. 5. Work on this article has begun and it is hoped to submit for publication in Language Learning Journal in 2011.
<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>The expert meeting took place (see attached report).</p> <p>Terry Lamb and Sigurborg Jonsdottir attended the FIPLV NBR Conference in Iceland (see report in LACS Newsletter).</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>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>The project has been disseminated at conferences, such as the FIPLV NBR Conference in Iceland, the REAL workshop in Krakow, and other conferences and meetings of member associations, e.g. FIPF. News about the project has appeared in newsletters such as that produced by APLV. Articles have been produced, such as in Malta.</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>
<ol style="list-style-type: none"> 1. Expert meeting evaluations 2. Population of the website 3. Survey analysis 4. Workshop evaluations 5. Articles published in member association newsletters 6. Articles submitted to journals 7. Post-Workshop dissemination activity by member associations 8. Content of 'how to' manual 	<ol style="list-style-type: none"> 1. This meeting was successful, though follow-up was difficult because of a number of challenging personal circumstances in the group. 2. Some limited additions to the website have been made, though preparations have also been made for this to escalate in 2011. 3. The first survey was analysed and some results presented. Findings from the second survey were also integrated into this. 4. Workshop evaluations were extremely positive. 5. Comprehensive data on this will be collected in 2011 towards the end of the project, but we are aware of articles in some member newsletters, e.g. APLV (France), Malta. LACS has also appeared in a REAL newsletter. The link to newsletters has been added to many association websites. 6. See 6(5) above. 7. We are aware of some of this activity, but comprehensive information will be collected in 2011. 8. The content of the manual is planned as the questions for the questionnaire were formulated.

<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>Work on the project has progressed, though still not as much as hoped. It has been a challenging year for all. The work of Tatjana Atanasoska, LACS Fellow, has been excellent and supportive.</p>
	<p>Date completed: 3rd January 2011 Electronic signature (or typed name) of the coordinator: T.E.Lamb</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>	