



Coordinator's report on expert meetings

Project title and acronym	LACS - Language Associations and Collaborative Support
Coordinator	Terry Lamb
Attending team members (and associate partners)	Marianne Hepp, Janina Zielinska, Sigurborg Jonsdottir
Date of the meeting	8-9 March 2010
Objectives of the meeting	<ul style="list-style-type: none">• Review and update on activities• Induction of Marianne• Follow up on workshop outcomes• Detailed planning of publication• Planning for work of the fellow• Planning dissemination activity
Decisions taken	<ul style="list-style-type: none">• Publication to be primarily website, but need for brochure to encourage people to go to website – no CD Rom• Need to consider what happens to website after the project? Eventually moving to FIPLV?• Translations discussed: we would like them in 3 languages
Output of the meeting (materials produced, etc.)	Minutes of the meeting, planned activities of the team members



<p>Follow-up activities</p> <ul style="list-style-type: none"> • of team members • of associate partners (if applicable) 	<ul style="list-style-type: none"> • Move info on survey from news to somewhere else. (And discuss how to organise this) (SJ) • Ensure glossary is completed and translated (JZ) • Send website addresses to Sigurborg (then translations) (MH, SJ, JZ) • Marianne’s details need to be added to and translated into English and French • Short workshop report for internal use and for news. (TL) • Send message to workshop participants, asking for any powerpoint presentations on their association and any useful links; also links to publications, any dissemination events on the ECML programme and recruitment materials; ask them for events to put on event calendar (TL) • Send message to FIPF, IDV, FIPLV asking for same TL, MH, JZ) • Powerpoint presentations from workshop onto website (external under website) • Work on following potential sections of handbook (Sections on principles and examples, starting with notes from workshop, including ‘how to’ manual grids, and survey results, notes on flipchart, then supplementing with own ideas and then circulating to workshop participants, then members of FIPLV, FIPV, IDV): <ul style="list-style-type: none"> ○ Rationale, Recruitment and Retention (MH) ○ Dissemination (What? To whom? How? How to encourage attendance at events? Context sensitivity? How mediated? Links to accreditation? Etc), Publications, Websites (SJ, JZ) ○ Policy, Research, Collaborations, Fund-raising (TL) ○ Impact evaluation (to be dealt with later, after Fellow begins) • Regular newsletters – perhaps quarterly, but must be translated and circulated asap. (ALL) NB We can invite people to look at ECMLs register of experts and invite them to register. • More regular short messages directing readers to aspect of LACS website (SJ) • Check links between subject associations and LACS (MH, SJ, JZ) • Write publication proposal (TL) • Amend notes of meeting and circulate (TL) • Write report of expert meeting (TL)
<p>How did the event contribute to achieving the hoped for outcomes of the project?</p>	<ul style="list-style-type: none"> • Including the new team member Marianne Hepp • Plans for completion of the project
<p>What did you learn from the feedback questionnaire?</p>	<p>Meeting had achieved its objectives</p>