



Coordinator's report on expert meetings

Project title and acronym	Language Associations and Collaborative Support (LACS)
Coordinator	Terry Lamb
Attending team members (and associate partners)	Sigurborg Jonsdottir, Lucka Pristavec, Nicole Thibault, Janina Zielinska
Date of the meeting	16-17 April 2009
Objectives of the meeting	<ol style="list-style-type: none">1. To review and update on activities, including publicising of the project2. To plan a strategy for website development3. To plan the December workshop
Decisions taken	<p>Many decisions were taken in the meeting and these are recorded in the more detailed notes produced for the benefit of the team. Key decisions, however, include</p> <ol style="list-style-type: none">1. Sending monthly email messages to members of language teacher associations in order to raise awareness of the project and of other ECML projects, as well as to enable them to find out more about each other.2. Resending the LACS questionnaire in order to enhance the data already received.3. Content for the website would include some limited weblinks and relevant resources, and language associations would be encouraged to share resources there after the workshop. The glossary was also decided on.4. The content of the LACS workshop was developed, including social events.5. The profile of participants was amended.6. It was decided to invite Anna Kehl to join the group when appropriate, as the project is engaging closely with more general ECML publicity and dissemination. A number of requests were made to ECML to enable communications to develop.



<p>Output of the meeting (materials produced, etc.)</p>	<p>Detailed notes have been produced as well as a draft programme for the workshop. A plan for populating the website has also been developed. A news item has also been produced.</p>
<p>Follow-up activities</p> <ul style="list-style-type: none"> • of team members • of associate partners (if applicable) 	<p>Before Summer</p> <ul style="list-style-type: none"> • Update participant profile. (Terry) • Circulate draft programme. (Nicole) • Circulate survey again with accompanying message encouraging people to look at the initial analysis on the website. Also consider who has not yet responded and approach directly where possible. (Terry) • Write project update/news item. (Nicole) • Contact other project coordinators to request a brief statement about their project for the monthly message to Language Associations/NCPs/project coordinators. • All to send 3 weblinks. 3 resources and 3 articles for the website. • Send definitions for 2 key words each for the glossary. <p>September-December</p> <ul style="list-style-type: none"> • Set up listserv for workshops participants as soon as we have names and emails. (Nicole) • Send welcome email and other pre-workshop emails to participants. (Terry)
<p>How did the event contribute to achieving the hoped for outcomes of the project?</p>	<p>The meeting was very successful in moving the project forward.</p>
<p>What did you learn from the feedback questionnaire?</p>	<p>There was general satisfaction with the meeting.</p>

**Feedback,
questions, and
requests for the
ECML Secretariat**

Various recommendations were made for the website which will facilitate the work of the workshop:

1. List of projects and members/workshop participants by country, plus database of this searchable by key themes (past and current projects).
2. Organise podcasts to be recorded at coordinators' meeting, in a range of languages.
3. Anna to help with monthly mailings.
4. Links to be made from NCP website to LACS/FIPLV/FIPF/IDV.
5. Place our article on NCP website.
6. Send our monthly emails to coordinators and NCPs.
7. Invite Austrian NCP to LACS workshop (or Slovenian).
8. Place photos on website during event.

Amended workshop participant profile

Professional background

Language professionals (teachers, teacher educators)

Experience, competences required

Active involvement at a senior strategic level with national or international language teacher associations; leadership competences, and willingness to collaborate and disseminate; openness to cross-language collaboration; at least passive command of English

Expected involvement/tasks before, during and after the event

Complete pre-workshop tasks; contribute to the mapping activity through completion of questionnaire; share ideas for dissemination; take responsibility for follow-up dissemination activities; involvement in the evaluation of such activities