Kick-off project meeting  
Brussels, Belgium  
(February 22nd–24th, 2011)

At the EIVET headquarters in Brussels the meeting is started with the warm welcome by Mihai Braslasu to all present participants representatives of the project partners and makes a brief presentation of the project. A short presentation of EIVET and its role in the project is made by Mihai Braslasu. A walkthrough the workshop agenda items follows. Mihai Braslasu points out the main issues to be discussed during the meeting.

Presentation of the teams: the participating teams to introduce themselves, and their institutions from Greece, Turkey, Denmark, Italy, U.K. (and Romania), Kent Andersen introduces the historic of the previous POOLS projects, also giving some details about the pedagogical methods, the products of the project, and the other POOLS projects in progress.

POOLS materials to be used in POOLS CX
Kent Andersen makes a presentation of the materials from POOLS that are to be used in POOLS CX, the Course Book, and the Course Description and a DVD containing the two courses and examples of videos suitable for language teaching. These videos were produced by the partners in the previous POOLS project.

Adaptation, translation and preparation of the Course Book and Course Description is further explained for the Greek team, the Turkish team and the Italian team. Also the dissemination brochures are debated; these materials in English will be adapted, translated, and published in the languages of the participating partners (GR, TR, and IT).

Quarterly reports
Mihai Braslasu presents the Partners responsibilities: quarterly reports (and the periods), interim reports, final report; partners brainstorm the final/common form of the quarterly reports to be used.

Quality management
The project coordinator, Mihai Braslasu, announces the name of the External quality evaluator, Boian Savitchev, from Sofia, Bulgaria. Details about Boian’s background as project manager, education and achievements in European projects are supplied through his CV. WIP 2 defines Boian’s responsibilities as external evaluator. Partners will meet him in Pistoia, as the theme of the project meeting is Quality Management. Internal quality management is the responsibility of the former POOLS members, RO, DK, and UK. Their representatives form the Quality Assurance Board. Peer reviews of the project’s outputs and pilot courses are also to be used.

Certification of the courses and trainers
The matter of trainers’ and trainees’ certification is discussed. GR, TR, and IT partners give details about their systems of certification. Because the process of certification is rather laborious and complicated, the partners decides that it is the project manager’s responsibility to find the appropriate ways to certificate both the trainers in the Centers of excellence, and the attendants of the in-service courses.

Piloting, evaluation and adjustment of the outcomes
The Project coordinator, Mihai Braslasu, debates one of the important outputs of the project “the centers of excellence” and the certification of the trainers involved in the development of the project.

Financial matters are presented by the Financial manager of the main applicant - UPT-RO, Dumitru Chirlesan presents all the financial issues connected to the project development emphasizing the documentation necessary, eligible costs within the budget.

Dissemination
The Project website sketch is introduced by Bogdan Georgescu of the Romanian team and the discussion continues with brainstorming ideas and suggestions. The structure of the portal includes: Home, Project Documents, Partners, Texts and Videos, Teaching Materials, Teaching Methods, Piloting Materials, Project Blog, Forum, Cooperating Projects, News and Newsletters. The blog will be used as a communication platform for the partnership. Project Forum is meant to provide feedback information about the project outcomes, assessments, and suggestions for improvement. Facebook group is created in order to disseminate the project outputs using socializing sites. Dissemination materials Partners will use each and every possibility to disseminate the outputs of the project. Each partner will be responsible to disseminate nationally using brochures, quarterly newsletter, leaflets, DIY DVDs. Mihai Braslasu insists upon the idea of using national conferences, project presentations, seminars, newspaper articles, and TV presentation to disseminate the project and its products. EIVET and Euro CALL annual conferences offer good opportunities for dissemination.

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