IT EXPRESS

3rd Project Meeting

ALMERIA (Spain)

17th + 18th/September 2012

MINUTES

Venue

Hotel AC Almería **** (city center)
Plaza Flores 5
04001 Almería

Monday, 17-September

The meeting started as scheduled, at 9:30 am in the venue hotel.

After a short welcome message from the representative of the local partner PRODEC Consultores SL and presentation of new participants that did not meet before, the agenda as covered as follows:

Overview report by each partner on general progress and problems

Lead Partner 0 LDDK: activities related with project management, especially change of the responsible staff and regarding the project website that is online since summer. Matters related with the Interim Report were postponed for the agenda item.

Partner 1 KTU: elaboration of the new draft version of module 3 - "Computer Based Marketing and Communication" – materials are available.

Partner 2 Turiba: elaboration of new adapted module "Information Literacy for SME's", and work on module "Use of ICT in Management and Business Administration"

Partner 3, 4, and 5 only had activity regarding the comments of content as was proposed by the responsible partners 1 and 2 for content of new / updated modules. No further activity, pending to have draft versions of these modules available for review.

Workpackage 3 – Revised or updated modules

Presentation by colleagues from **Kaunas** of the revised training module on "Computer Based Marketing and Communication". The draft version is practically finished, and will be uploaded for general consultation and remarks by the partners until the end of September on GoogleDocs.

Presentation by colleauges from **Turiba** about the two modules they are responsible for:

- Module 1 – "Basic Information Literacy for SME's". This module is almost ready in Latvian version, the structure was presented based on the EN index. Translation is on course and the English version will be made available soon.

- Module 2 – "Use of ICT in Management and Business Administration". This module is still in draft because it is widely different from the original that was more focussed on project management. However a draft version was promised to be ready by 15-October at latest.

It was agreed that all content shall be published for collaborative contribution on GoogleDocs / GoogleDrive. To avoid confusion for partners that use this tool in multiple projects and tasks, a specific shared folder for IT Express with access rights only for partners will be created.

Longer discussion arose about the review, translation, format of materials for testing, and testing procedure. The following was decided:

Format: all materials that are result of the project shall be in a SCORM format. While this allows in theory to use them on any SCORM-compatible E-learning system, practical experience tells that this is not always as easy as should be. Therefore P1 – KTU will prepare within one month a test module of about 8-10 pages in the supposed final format, to allow all partners to make a trial with their own platforms in use before full materials are generated in this format.

Testing platform: by default, KTU offers to host for the testing the content of all three modules. Language adaption of interface for testing in Slovenian has to be looked at. However P 4 and P 5 prefer to test with their own (or partner's) platforms instead, this was agreed.

Adaptation of national versions. Colleagues from P2 – Turiba raised the concern about the integration of pictures and screenshots in the materials. Such screenshots are in a specific language, but this means that they cannot used like "normal" pictures in the adapted national versions. As well, they frequently depend on the version of the operating system and programs that are explained. It was agreed as follows:

- Windows 7 as reference O.S.

- Office 2010 as reference for office suites

It was commented that these version will already be out-of-date until the end of the project, which makes training materials questionable for cutting edge training purposes. To avoid this problem, it was agreed

- to use as little version-specific screenshots as possible; screenshots should explain certain functionalities but content of the materials in general must be as platform- and version-neutral as possible (ie. also be useful for OS such as Linux or new versions of Windows).

- Look into this matter again within one year, before the definitive project results will be delivered.

Sequence of trials, testing, and language adaptation. The project is inconsistent in this aspect because the time schedule puts "testing" before "translation". However, testing can only be done with the adapted and translated versions of the new materials. This requires a

change in the project via amendment *(see also below),* this amendment shall establish the following sequence:

- Draft versions of all materials, by end of October 2012

- Review of content until 20th-December by all partners to have a provisional final version of all materials in English. Before this date, also the already mentioned short SCORM version of a smaller sub-module for pre-testing with existing E-learning platforms will be evaluated.

- Translation of content into national languages, until end of February 2013

- Testing of national versions, before the Conference in Riga (end of May 2013)

Pilot groups for testing. According to the project, testing shall be done with at least 10 participants from each partner in their national language version. It was agreed that one of these participants has to be a future trainer in the topic(s) of the modules; while the rest should have a representative composition for the nano- and micro-enterprises in each partner country.

Final project results are meant for implementation via E-learning. However, all partners agreed that a pure E-learning environment is not adequate for ICT-starters; therefore in the testing, but also for final versions, it was agreed to always include one or two presential face-to-face sessions.

Final versions. Final versions of the English reference texts shall be available – apart from the format on GoogleDrive – in WORD. This facilitates adaptation and translation into the partner language versions.

It was commented that end-users of this training, even if it is done as an E-learning course, will usually still want a download version for local print-out. This could be a protected DOC, or PDF version.

WP 5 – Dissemination

Dissemination activities according to the project: it was found that the dissemination activities as included in the project text do not reflect realistic or useful needs. For example it does not make any sense to disseminate publicly the results of the Need Analysis, and mass media may not be the most adequate media for this project while professional social networks are more useful. It was agreed to revise these actions and propose changes in an amendment to the project.

The **website** was presented online, content will be added according to project progress. This website is only in English (according also to project text), partners should include in their own websites (where exist) a link to this project website.

The **Project Conference** is already scheduled by Turiba for 30/31-May and 1/ 2 – June 2013. To shorten travel time and expenses, it was suggested to hold our next project meeting on one of these dates and participate with presentations by partners on the second day. The sequence was not yet decided, as it depends on the planning by Turiba; a remark was made that the project meeting could make more sense AFTER the public presentation, as this would allow to integrate remarks and comments from that presentation into the work plan for the final module versions.

The meeting was closed at 18:00 hours, to be continued the next morning at 9:00 am

TUESDAY, 18-September

WP 1 – Project Management

Interim report. P1 explained the basic procedure for the upcoming Interim Report, including some specific details as were explained in a recent technical meeting with the Latvian LLP agency. The report period is from the start of the project until the 30-September-2012.

The interim report will consist of two parts:

- Project progress report. The Leadpartner will send a form to all partners where for a couple of items, they shall fill in their own activities. P4 will send a possible template to the LP. The individual contributions received from partners will then be consolidated by the LP into the final report.

- Financial report. All partners have to include their expenses by cost category in an Excel sheet that will be provided by the LP. Proof of expenses has to added as separate file (scans joined into one file per expense item), or sent as fotocopy.

Expenses during the above period are eligible if they were invoiced and paid until this deadline. Important: the second partial payment will only be possible if the eligible expenditures as per 30-September-2012, amongst all partners sum more than 70% of the first payment. Even if no definitive spending amounts are known until the end of the month, partners are requested to pre-calculate their total spending until this deadline and send this amount to the Project Leader as soon as possible.

The following deadlines were agreed:

- Estimate of expenses as per 30-September: as soon as possible / before end of month

- Financial documentation (based on XLS to be provided by LP), with all supporting documents: 2nd- November

- Work progress reports, based on template: 2nd-November

- Draft of Interim report prepared by LP, to be sent to partners for comments: 16th-November.

- Presentation of Interim Report: before 30th-November

Project amendment. The progress as per now indicates that several changes will be necessary to content, sequence of actions, and budget items of the project. It was agreed to join all these necessary or convenient changes into one **Project Amendment** that shall be presented together with the Interim Report.

Partners are requested to prepare their comments and suggestions for changes in the project regarding common tasks and results, individual tasks and results, sequence of work, and budget until the end of October. A specific reminder will be sent by the LP in due time.

As per the day of this meeting, the following points were already considered for amendments:
- Sequence of testing and translation
- Acclaration of budget for the project meeting in Hungary (no travel budget forseen either for this, or for the conference in Riga)
- Budget items that will not be used by several partners, e.g. IT equipment
- Need to subcontract activities such as adaptation and design of training materials in national versions to SCORM standard.

The meeting was closed at 11:00

11:30   Field Visit

- Visit to reception center of the Nature Park "Cabo de Gata" en Las Amoladeras

- Visit and group conversation with local micro-entrepreneurs regarding their IT situation, problems they face, and possible solutions at Hostal La Isleta

- $$$

Travel + Stay

All booked accommodation at the **Hotel AC Almeria** venue hotel – *see address reference at the beginning.*

On arrival

The airport is small and easy to find your way. After picking up your luggage, walk straight out. Once in the arrival hall, take the next exit to the left of you. **Taxis** are waiting outside. If for any reason (very late arrival of plane etc) no taxi is waiting, their call center is **+34 950 251 111**

Indicate the taxi driver to go to the **Hotel Torreluz ****** *("Hotel Torreluz cuatro estrellas")* - this is the old name, but better known than the official as appears above. The trip takes about 15 minutes and should cost around **16 EUR.**

There is also a bus line, <u>but it is **not** recommended:</u> it only runs every 90 minutes, and the final stop is still far from the hotel so you will still need a taxi.

At the Hotel, rooms are booked on your name. You will be invoiced on departure, but a credit card will be required on check-in.

The hotel is right in the middle of the old city center – it is mostly modern, nothing to compare with Riga or Kaunas. Many tapa-bars are just a jump away, they are usually open until 23:30 hs. Be aware that eating times in Spain are late & you will not find any restaurant to be open before 20:30 hs. (even then, they are just "warming up" – a good time to go out for diner is after 21:30 hs). Anyway, *see next point "Social Program"*

Social Program

On **Sunday** evening, I suggest an informal get-together of those that arrived. Meeting point: **20:30** in the hotel lobby, from there we will start an informal "tour-de-bars-and-tapas". If you don't know yet about "tapas", search Google or wait for the experience ☺

On **Monday** evening, at 18:00 hs a local guide will pick us up for a guided tour through the city center (English).   After that, I suggest to have dinner at a very special restaurant: "La Gruta" some 4 kms outside of the city *(if you are curious, search on Google – otherwise "surprise").*

On **Tuesday** we will have lunch at a seafront restaurant in the Nature Park of Cabo de Gata. On return to Almería, you have free time for shopping & then we can arrange "on the go" for the evening.

Departure

The five participants that already leave on Tuesday evening will be dropped at the airport on our return from the field trip.

The rest of you will have transfer on Wednesday morning with our microbus – saves you taxi expenses (… your daily allowance will be happy about it ☺)