

# Minutes and Action Points

## Developing e-Learning Tools for Trade Union Education Project Management Committee Meeting

**London, 11 December 2009**

### 1. Welcome

Liz Rees welcomed all participants and introduced TUC Education to the group. She explained how the DeLTTUE project fits into the TUC Education structure and is a key part of the programme.

### 2. Introductions and apologies

Ina Atanasova: representing CITUB and works in the Education department. At the moment, e-learning is not developed in Bulgaria within either TU Education or other forms of learning. Either Ina and/or Yuliya will lead on the project for CITUB.

Mika Ukkonen: representing SAK as a teacher from the WEA in Finland. This is Mika's first experience of this type of project.

Silvana Pennella: from the Education department of ETUI and is responsible for European projects. Other colleagues in ETUI specialize in online learning and will be involved in the project.

Georges Schnell: acting director of Education at ETUI. The ETUI is facing constant demands for e-learning and dissemination of e-learning tools. A staff group to work on the project will be formed in ETUI but Georges will lead on the project.

Panos Kordatos: representing the GSEE from the Education policy research department. The GSEE will also create a staff team to work on the project.

Steve Walker: from the Open University will be evaluating the project. Steve has worked on e-learning project evaluations for ETUI previously.

Craig Hawkins: Online learning officer for TUC Education and is responsible for developing the online programme and resources. Will be the Project Manager for DeLTTUE.

Apologies: from LO-Sweden. Expecting Bo Carselid to be involved.



There are two other project partners not part of the PMC – Lewisham College and the Open Learning Partnership.

### 3. Project outline

Reference was made to the introduction part of the briefing paper. All attendees felt that the project aims were clear.

Steve asked if it was envisaged what online tools would be developed. It was explained that OLP and SAK have experience in this area and would be able to guide tutors. Technology in this area moves very quickly and therefore the project needs to be flexible. SAK are very advanced in this area and can provide a lot of guidance.

Craig stated the aims of the day:

To clarify certain tasks and actions

- The TUC needs feedback from partners about what they want from the project as the original bid is possibly UK/TUC focused at the moment
- Scene setting
- How project team will work together
- Start to develop a scheme of work/project milestones; dates can be altered/negotiated. The TUC will be looking into using Project Kickstart to produce a plan. Silvana suggested that Project Kickstart licenses can be bought/used by all partners
- Partnership agreements (and annexes consisting of a workplan and milestones) are required by the agency – this point will be addressed later in the day
- To clarify the aims of the PMC: reps from each confederation, ETUI and the OU will be responsible for the overall management and key decision making; produce a detailed schedule of work and check that the project runs within budget

#### Points arising:

Reporting: the commission have produced various guides and documents that attempt to simplify the reporting procedure. The TUC will be distributing these by email. The PMC can work together to produce project templates and guidelines.  
Website: a WP within the project will create a website, however in the meantime there will be a microsite for project updates etc

Craig outlines what the TUC are aiming to achieve by being involved in the project:

- TUC Education aim to make courses more accessible and to ensure that all learning is participative
- There has been a tendency to sacrifice rich content in order to make courses accessible

- The technology available and skills of learners have progressed to such an extent means that now media content and technology can be used (this is supported by learner research evidence with reps informing us that they want more interactive content and new technologies in courses)

Mika mentioned that the main problem for SAK is retention on courses due to computer skills. SAK have attempted to improve this by working on the social side of online courses. Good tutor and social relationships help to retain learners.

Steve mentioned that the OU is starting to use real time methods e.g. live audio chat rooms etc. It was discussed that this isn't always possible for TU courses as it is difficult to get all learners online at the same time.

SAK have started to use a system whereby we can investigate the possibility of using software that enables real time collaborative group work.

Action points:

- ❖ TUC to look into ways of using Project Kickstart software or a similar project management tool
- ❖ Does Steve want to have a copy of the full Online learner research document?
- ❖ Should a FB group for online learners be established?

#### 4. Workpackages

The briefing document about the workpackages was distributed for discussion with colleagues.

WP1:

- Covers the role of the PMC
- Meeting schedule
- Partnership agreements/workplan
- The main management will come from the confederations and ETUI. ETUI have a further role around exploitation and the OU will have a mainly evaluative role.
- The start date has moved from Oct 2009 to 5 Nov 2009 at the request of the Commission
- Craig will be attending a meeting in Brussels representing the project in January 2010

WP2:

- Outcomes form part of the toolkit



- Various confederations can use the toolkit when developing an online programme

Action point:

- ❖ Steve has requested a diagram of the project to explain how all the outcomes/deliverables fit together

WP3:

- The guidance manuals produced may be applicable to VET education not just TUs
- The manuals can be influenced by confederations that aren't necessarily part of the project

WP4:

- The present content of the TUC's online courses are quite static as they were produced quickly to be as accessible as possible.
- The guides produced will provide instruction, inspiration and promote sharing good practice
- This WP is an opportunity to explore and make available already existing media e.g. Congress TV

WP5:

- Aims to act as the project website and an archive (for both the partners and the agency as a way of monitoring activity)
- It will also create a network of tutors who can contribute to/benefit from the project
- The project will liaise with ETUI to ensure the site is integrated with whatever facilities already exist
- Eventually the site will be mainstreamed
- Georges mentioned that ETUI will be changing their website next year and the new site will include an education portal. The new Eurotrainers course starting in May is linked to this.
- Craig stated that the company developing the ETUI site would be welcome to bid for the tender but any company that won would need to work very closely with the ETUI site developers
- The language of the website was raised and a discussion was held around various solutions to translation issues. Craig suggested that a technological issue could be found for the language issue (although the functionality of the website would be in English and French) although ETUI mentioned more and more things operate in English alone at a European level. The content of the site can be in any number of languages as it will be produced by tutors. It is hoped that a translation solution can be found as technologies move quickly.

WP6:

- Although the project will use Moodle (the TUC's VLE), the materials produced will be able to be used on other VLEs
- Although the list of partners included in this WP is narrow, the partners/ETUI can access and use the outputs via the website

WP7:

- Eventually GREeT can be offered by ETUI for tutors
- Several versions can be produced eventually leading to a template for an online tutoring methods course

WP8:

- The standards framework will be linked to the EQF

WPs 9 and 10:

- An issue was raised around the piloting of outcomes by Steve
- Craig responded that piloting was not explicit in the bid but that details of piloting will be produced so that reps can engage with the evaluation but this will be a different situation in each country concerned
- Georges can help provide information from Spain and Luxembourg to help influence the project evaluation

Action points:

- ❖ Craig to provide details of the piloting of outcomes

WP11:

- This WP received very positive feedback from the commission especially as the plan involves ETUI
- All partners will promote the project and its activities via colleagues, journals, websites etc
- The project can also be mentioned at meetings, executives etc. If the project is mentioned, the project logo will need to be used on agendas etc
- The final dissemination conference can be attached to another ETUI event
- Twitter is acting as a journal for the project [www.twitter.com/delttue\\_llp](http://www.twitter.com/delttue_llp)

Action points:

- ❖ The TUC will create dissemination guidance for partners to use to report activity. This will include instructions on the use of logos etc.

WP12:

- Main aim is to help the project move beyond 2011
- ETUI will play an important part in the mainstreaming of the project outputs/results

## 5. Project finance protocols

- Holly and Matthew presented a synopsis of the project finance handbook and provided examples of reporting templates.
- Ina mentioned that CITUB are unable to reclaim VAT. For reporting purposes it will be satisfactory to send a declaration of this and then claim any costs with VAT included
- Steve questioned whether it was necessary for managers to sign time sheets off. It was agreed that this was the case.
- Ina stated that a quarterly reporting period is too short a time frame if this meant that payments would also be made quarterly. Bank transfers can also be expensive for the TUC and this is usually a cost that cannot be reclaimed
- Silvana suggested a programme of three transfers (one at the start of the contract, one mid way through and one at the end of the project). Suggested that the TUC contact the agency and ask for guidance on this
- Payment will be made to partners up front in line with the commission contribution to the TUC

### Action points:

- ❖ Holly/Anna to send copies of everything required for reporting
- ❖ Holly to be the main contact person for financial queries
- ❖ All partners to review the documents and send feedback to Holly
- ❖ The TUC are to look into pre-financing

## Project administration protocols

- Anna outlined the procedures for administration of the project (dissemination template, meeting arrangements, travel etc)
- Agreed that all paperwork, claims and reporting would be sent to Anna as the main point of contact
- Mika suggested Microsoft Groove as a solution for sharing documents and communicating about the project

### Action points:

- ❖ The TUC will investigate Groove and/or open source alternatives
- ❖ Georges will send examples of web conferencing software

## 6. Partnership agreements

- Craig outlined the aim of the partnership agreements and that the TUC have been sent several examples of agreements that have yet to be discussed

### Action points:

- ❖ The TUC will send out an updated version of the partnership agreement
- ❖ The other partners are to provide feedback



- ❖ Agreements can be negotiated

## 7. Dissemination plan

- Craig outlined the dissemination plan as in the bid.
- Jay gave details of a project microsite that can be produced until the main project website is developed. This can include: project news; minutes of meetings; project documents; discussion forum; RSS feeds from EACEA and Twitter; email alerts; Who's Who; video introduction; conferencing facility
- The partners agreed that this should go ahead

## 8. Future PMC meetings

- Craig outlined the proposed dates for the next three budgeted meetings
- July and August are not good months for a PMC meeting in 2011 – has been suggested that the final PMC be moved to June 2011
- It was proposed that another PMC meeting will take place in Sofia February 12-13 that will be more practically focused and be a two day meeting

Action points:

- ❖ The TUC will discuss and start arranging the PMC meeting in Sofia
- ❖ The TUC will update the project GANTT chart to reflect the addition of a PMC

## 9. Any other business

