



Socrates

Schulgemeindeverband Wolfsberg

Improvement of national SchoolNets in Europe

First Meeting of Steering Group

Dabrowa Gornicza, Poland, 3-6 June 2005

*with the financial support of the European Community
Socrates Programme, Accompanying Measures*

Minutes

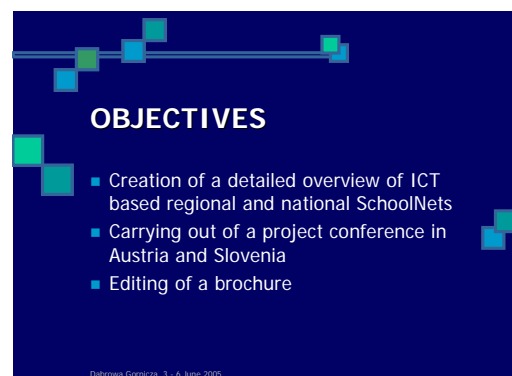
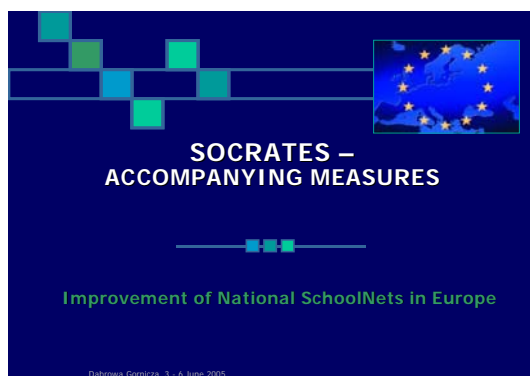
Present:

Co-ordinator Herbert EILE	Schulgemeindeverband Wolfsberg, Austria
Thomas DAXKOBLER	Schulgemeindeverband Wolfsberg, Austria
Nevenka STRASER	National Education Institute, branch Slovenj Gradec, Slovenia
Aleksandra MALEC	Fundacja "Serce Szkole", Poland
Barbara TRZEWICZEK	Fundacja "Serce Szkole", Poland
Andrzej KORCALA	Fundacja "Serce Szkole", Poland
Karl DONERT	Liverpool Hope University College, United Kingdom
Tatiana VELITCHKOVA	Association DIA-SPORT, Bulgaria
Ronald SALLMANN	Public Management Consulting, Austria

TOPICS DISCUSSED AND DECISIONS MADE DURING THE FIRST MEETING:

Item 1:

PROJECT OUTLINE



Target groups

- Educational decision makers at all levels
- Educational administrative staff at all levels
- Teachers (school)
- Teachers (higher education)
- School students
- Students
- Educational staff in schools, incl. head teachers
- Inspectors and advisors

Dabrowa Gornicza, 3 - 6 June 2005

Project partnership

- Institutions of 15 European countries
- Diversity of institutions, e.g. school authorities/ ministries, universities, research institutions, schools and educational institutions
- Austria, Slovenia, Poland, United Kingdom, Bulgaria, Hungary, Romania, France, Spain, Norway, Liechtenstein, Denmark, Italy and Latvia

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Work package 1 – Comparative overview of regional and national SchoolNets

- Kick-off meeting
- Design of a web portal
- Preparation of a questionnaire survey
- Country specific adjustments
- Research in involved countries
- Questioning of target groups
- Analysis, description and interpretation

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Work package 2 - Presentation

- Planning and preparation of a project conference in Austria and Slovenia
- Meeting of projects' Steering Group
- Implementation of the conference with all project partners

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Work package 3 – Publication and dissemination

- Composing of brochures contents
- Design of brochure
- Printing of brochure
- Dissemination of brochure

Dabrowa Gornicza, 3 - 6 June 2005

Work package 4 – Ongoing activities

- Administrative and financial Coordination of project
- Evaluation and monitoring of project implementation
- Ongoing external evaluation
- Preparation of final report

Dabrowa Gornicza, 3 - 6 June 2005

Item 2:

Official project acronym:

EURIPIDES - EUROPEAN-RESearch INIATIVE TO PPROMOTE, IMPROVE AND DEVELOP EUROPEAN SCHOOLNETS

The project web-site will be available under

<http://www.eu-ripides.net>

Background to Euripides:

Euripides was a Greek tragic poet and was also associated and named in historical context with Socrates.

Item 3:

Project Platform – <http://www.eu-ripides.net>

Defined objectives of the web portal:

- **Public information:** Window to the public/ target groups
- **Working tool** for the project partners (documentation, communication, dissemination)
- **Marketing tool** for the project itself
- **Stable base** for future activities
- **Reference** towards funding authority

Features of the web portal:

- **Free & Open:** based on Open Source Software
- **International:** compliance with international web standards
- **Easy maintainable:** use of Content Management System (CMS)
- **User friendly:** “Easy to use” navigation
- **Contemporary:** modern, clear design, WAI-conformity
- **Multilingual:** English and German standard, extendable
- **Interactive:** interactive modules will be available
- **Extendability:** open for new features

Contents of the web portal:

- **Header:** contact, imprint, CMS-login, cross topics
- **Top-Area:** Logo, corporate (graphic) design, picture material, actual highlights
- **Navigation Area:** Homelink, News, Activities, Publications, Download Area, Project Partners, Links, Guestbook, Forum etc.
- **Footer:** Copyright, counter
- **Main Area/ Content Area:** Content Template

Item 4:

Initiation of a desk research of Schoolnets in all involved countries.

Please refer to other documents, which are also enclosed: (provided by Mr. Karl Donert, Liverpool Hope University College, UK)

1. schoolnets_research_structure.doc

This document provides a proposed structure to the report (final product of the project) and some guidance and an example of writing style. It is produced for comment, discussion and finalisation. It is likely that as the research is undertaken new topics and sections may need to be added and some might need to be removed. Please send any comments and additions to this document to Karl Donert (donertk@hope.ac.uk) and Thomas Daxkobler (baudienst@vg-wo.gde.at) by June 30th 2005.

2. schoolnets_introduction.doc

Please research and gather information about SchoolNets – summarise it in English in the spaces provided. This should be returned to Karl Donert (donertk@hope.ac.uk) and Thomas Daxkobler (baudienst@vg-wo.gde.at) by September 15th at the very latest. An early return would be appreciated.

Item 5:

Internal and external evaluation of the project:

External evaluation of the project will be made by an independent Consulting Company (Public Management Consulting) which has a lot of experience with EU funded projects. The company is also specialised in the field of developing and implementing different ICT applications and systems.

Puma - Public Management Consulting

Fields of Evaluation

- » Project Management
- » Financial Management
- » Conference and meetings
- » Publications
- » Internet Platform
- » Analysis (questionnaire)
- » General outcome of the project

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Project Management

- » **Quantitative criteria**
 - » Compliance with timetable (project plan)
 - » Implementation of all measures planned
 - » Use of all proposed steering elements (committee meetings, reporting (intervals))
 - » Marketing activities (e.g. no. of press releases)
 - » Implementation of quality assurance measures etc.
- » **Qualitative criteria** as like communication with/ support of partners, appearance at meetings

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Financial Management

- » **Quantitative criteria**
 - » Compliance with budget lines
 - » Conformity with programme rules (e.g. for travel expenses, overhead costs)
 - » Balance of expenses and measures impact
- » **Qualitative criteria**
 - » Quality of financial reporting
 - » Cost effectiveness and economic use of funding sources

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Conference and Meetings

- » **Quantitative criteria**
 - » Organisational capability: number of experts/ speakers, number of documents available, number of public announcements in the press, number of participants
- » **Qualitative criteria**
 - » Quality/ balance of topics on the agenda
 - » Quality/ balance of experts
 - » Quality of documents edited
 - » Outcomes of the conference

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Conference and Meetings

- » **Postprocessing of the conference**
 - » **Feedback of**
 - Participants
 - project partners
 - experts/contributors
 - » **Documentation of the conference**
 - Online available material
 - Material sent out to the participants/ partners/ experts
 - » **Press work/ Public relations**
 - Impact of the conference/ press coverage

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Publications

- » **Quantitative criteria**
 - » Number of brochures edited
 - » Number of brochures printed
 - » Media Mix (print/ electronic/ web)
 - » Dissemination - number of publications given out by each project partner
- » **Qualitative criteria**
 - » Quality/ balance/ availability of distribution list
 - » Quality of content and formal quality (e.g. layout)
 - » Target groups (selection, can they be reached, feedback etc.)

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Internet Platform

- » **Quantitative criteria**
 - ▶ Quantity of Information and Services offered
 - ▶ Maintenance interval (if detectable)
 - ▶ Number of accessed pages (page views/ page impressions)
 - ▶ Degree of participation in discussion forums
- » **Qualitative criteria**
 - ▶ Quality of implementation, navigation (easy-to-use), Age of information offered (actuality), quality of information (topics)

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Analysis (questionnaire)

- » **Quantitative criteria**
 - ▶ Number of institutions and persons involved
 - ▶ Number of comparable results
 - ▶ Number of incommensurable results (e.g. country specific results)
 - ▶ Number of „good practices“
- » **Qualitative criteria**
 - ▶ Quality of questions, logics and methodology, quality of presentation of results

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General Outcome of the Project

- » Ambitions of project partners for a follow up
- » Results of the project measures
- » General impact in the project field
- » Regional/ country feedback (e.g. from regional partners, targeted organisations)
- » Achieved improvements
- » Expectable sustainability of the project

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Item 6:

Project conference in Wolfsberg (Austria) and Slovenj Gradec (Slovenia) 21/10/2005 – 23/10/2005

Each partner institution is requested to participate with two persons at this project conference. One should be the responsible contact person at the partner institution, the other person should have a status of an educational decision maker or something similar, for example experts at school authorities or ministries. This is necessary for positive impacts of our project.

Specific information about all important points (programme, lecturers, etc.) for this conference will be submitted very soon.

If you have any suggestions for qualified lecturers for our conference don't hesitate to contact us soon!

Item 7:

Responsibilities and role of the project partners in the project “ European-Research Initiative to promote, improve and develop European Schoolnets”, ‘EURIPIDES’:

Role of the partners:

- ⊕ Main contact for the project coordinator
- ⊕ Coordination of all activities in their countries (for example: desk research, implementing questioning survey on regional and national level, dissemination)
- ⊕ Contact to national key organisations (in the project field) and key actors (educational decision makers in the field and experts)
- ⊕ Collection and distribution of project information on national level
- ⊕ Support project administration procedures (reporting, financial controlling, timesheet recording etc.)
- ⊕ Promote the project itself (via press releases, articles in magazines, at educational events etc.)
- ⊕ Promotion of project conference (for participation!) in their country
- ⊕ National dissemination of the final publication

In case of the research activities each partner should:

1. do some desk research concerning the situation of SchoolNets in their country (please refer to the enclosed proposed structure)
2. give input to the relevance of the questions asked – based on the background of their research activities
3. collect contact data to key organisations and/ or key actors (high level decision makers in the field of education) that maybe are involved and/ or have a role in the field of school networking
4. support interpretation of the results of the research activities
5. collect detailed information about “Good Practices” detected within the research activities and present them at the conference OR BETTER organise presentations of selected “Good Practices” by responsible persons at the project conference in October
6. inform key organisations and key actors (electronically) about the research activity and about the questioning survey and motivate them to fill it out (after conference)
7. Support the publication of results by conceiving contributions about the national situation in the field of school networks – referring to the results of the research activities

Item 8

- **We request each partner to send us three digital photos for the 1st partner presentation at our common web portal** (no portrait photos, for example photos during your work, whilst making presentations or something similar, be creative)