

## First meeting draft agenda and minutes

### Agenda for LDVTOI First Meeting 13th-15th October 2009

#### Venue: Hotel Central, Sofia

<http://www.central-hotel.com/central/en/index.html> [1]

#### Special rates for accommodation (in EUR, per room):

Standard room: Single 45 - Double 60

Lux room: Single 65 - Double 80 [Lux rooms are slightly larger than the Standard rooms]

Apartment: Single 100 - Double 115

Rates include accommodation, taxes, breakfast.

Please note that these rates are exclusive for this event. **Make sure you mention Adam Smith College of Management in Sofia when making reservations** to get the negotiated room rate. We advise you to contact the hotel and **book a room as early as possible**. This is a prime location (see exact location on the map at the hotel website) and I want to be sure they don't run out of rooms. **Catalin, you need to ask instructions from the hotel on the closest garage/parking**. If they can't provide parking place, we'll think of something else.

The hotel offers work lunch between the morning and afternoon sessions at approx 15 EUR pp. Dinners outside the hotel should be no more than 20 EUR pp. [this is just a hint for you of what the prices might be downtown Sofia]

Our meeting and training sessions will be hosted at the **hotel's own conference rooms**. The entire hotel is covered by Wi-Fi. NTC will provide a projector so you only need to bring your personal computers. **Please let Andy know when you will have made a reservation and received confirmation from the hotel.**

#### Hotel/Airport transfer

Both terminals of Sofia Airport are served by two major taxi companies (look for the logos below). All cabs are in bright yellow with a taxi sign on top.



**The normal charge per km is 0.30 EUR / 0.60 BGN (day dariff) and 0.35 EUR / 0.70 BGN (night tariff). Initial charge and pre-order charge of 0.25 - 0.30 EUR also applies, as well as per-minute charge of 0.10 EUR when the vehicle is stopped (street lighs, etc.).** Both taxi companies have desks just as you exit the controlled area and enter the Arrivals hall an you may order a cab there (they'll give you a number and the taxi driver will meet you outside) or just grab a car in front of the Arrivals hall. Taxi is one of the quickest ways of moving around the city and it is one of the cheapest in Europe. **Please be careful when stopping a cab** - it is not illegal for cab drivers to charge anything they want, as long as it is printed on the stickers placed on the

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windshield, passenger doors and inside - read those carefully. Make sure you get a receipt - it should be printed from the taximeter device and not hand written. Hotel is located in the city centre and the distance from the airport is 10-11 km by car.

The hotel offers transfer at 15 EUR per single passenger or 30 EUR per 2 or 3 passengers. We advise you to use the cheaper taxi service, although you may feel more comfortable with a pre-ordered transfer - in this case make the arrangement when you book a room and keep the receptionists posted on your arrival time and flight number. Depending on your arrival time and logistical matters Andy may be able to pick you up from the airport but please be prepared for an alternative scenario.

**Note: Calculations are usually very easy for travellers from Europe - 1 EUR is fixed by the National Bank at approx. 2 BGN (1.95583) (pronounced "Lev" (sg.) and "Leva"**

**(pl.).** However, commercial banks may have a slightly different rates. Generally speaking, if you divide prices by two you'll get the price in EUR. Usually, you may pay in EUR, but do inquire first. If you need to change money for local currency at the airport, keep in mind the calculation above, and do not exchange large amounts (use exchange desk inside the terminal building or an ATM). You will be able to pay your hotel in EUR and the receptionists will be happy to advise on the closest bank offices in case you need local cash.

*Sorry for the long info. I am, you may feel it's better to have all venue and transfer information in a separate page.*

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We need computers for each delegate but the project has 10 netbooks for each partner scheduled for training so we will have these by then.

## Partner Travel Arrangements

**UK:** IL, CL, ML Arrive Monday 12th October 2350 Depart Friday 16th October 1100

**RO:** CS, +1 Arrive Monday 12th October 1830 Depart

**ES:** Ana Fernandez Ruda - 4 nights 12, 13, 14, and 15

**CZ:** KN, AB Arrive Monday 12th October 20:30 (FB410), Depart Thursday 15th October 17:50 (FB1401)

**DE:** MR

## Meeting Draft Agenda

### Tuesday 13th October

Arrive **0930** to start with coffee and informal meeting as delegates arrive.

### 1000

Introductions - each partner short presentation (10 minutes max) of their organisation and what they hope to get from the project.

**1100** Project overview and management principles, overview of each work package and general expectations

### 1200 Lunch

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**1300** INGOTs, technology and education change and the potential for building a global business - IL

**1330** How to use the INGOT certification site, record assessments and make awards - CL (Practical hands on session)

**1430** Coffee break

**1500** How to use the INGOT certification site, record assessments and make awards - CL (Practical hands on session)

**1600** Plenary, feedback and questions

**1630** free time

**1900** Dinner

## Wednesday 14th October

Arrive **0900** to start with coffee

Using Drupal to support learning and assessment - IL (Practical hands on session)

**1100** Coffee break

**1130** Using Drupal to support learning and assessment - IL (Practical hands on session)

**1230** Lunch

**1330** Using Drupal to support learning and assessment - IL

**1500** Coffee break

**1530** Revisit the certification site in the context of the community site

**1600** Plenary, feedback and questions

**1630** free time

**1900** Dinner

## Thursday 15th October

Arrive **0900** to start with coffee

Moodle and the options to use and create Moodle courses -IL (Practical hands on session)

**1100** Coffee break 1130 NWLG resources and scope to re-use these - IL (Practical hands on session)

**1230** Lunch

**1330** Revisit the Work packages in the light of what has been learnt - IL

**1500** Coffee break

**1530** Ensure all partners are clear about what to do next. Plenary, feedback and questions

**1630** End of first meeting

**1900** Dinner for those staying on until Friday

## Minutes of the meeting

Minutes from project meeting  
Sofia, Oct 13-15

### Monday, Oct 12, 2009

Participants arrived at Sofia airport during the afternoon and evening.

### Tuesday, Oct 13, 2009

The meeting was formally opened by Andy Stoycheff, Director of the host partner (NTC). He introduced participants from all organisations represented at the meeting:

The Learning Machine Ltd., UK, Lead partner  
National Training Center Ltd., BG, Host partner  
Euroface Consulting, CZ, Partner  
Agifodent, ES, Partner

The absence of representatives of the Romanian partner, FCASES, which was due to logistical problems, was explained to the participants. It was pointed out that FCASES representatives will be visiting the Lead partner in a matter of weeks and that this will allow them to be briefed and acquainted with meeting proceedings and outcomes.

The floor was passed to Ian Lynch, Director of The Learning Machine Ltd., to introduce the project background, partnership composition, expected outcomes. He focused on his organisation's experience in developing the INGOTS model in the UK.

Next, partners from Euroface Consulting, Agifodent, and NTC, made short presentations of their organisations, experience and interest in the project.

Project management principles and general guidelines for collective work were discussed.

The day continued with hands-on training sessions delivered by Chris Lynch on the use of certification site, recording assessments and making awards.

Training on this during the following days was delivered predominantly by real-time on-line examples, through a data projector. All participants were equipped with netbooks and wireless internet connection was made available at the meeting venue for the entire duration of the event.

### Wednesday, Oct 14 2009

On the second day of work, Ian Lynch led a series of hands-on training sessions, centered around using Drupal CMS as a medium to support training and certification. Among the key concepts were collaborative work and learning, open-source software, technology and general education and training strategy.

The purpose of the day's work was to ensure that participants have a sufficient mastery of the software environment, navigation, content creation and management to get started.

### Thursday, Oct 15, 2009

The third day of work was dedicated to Moodle LMS and freely available training resources. Training sessions were followed by vivid discussions on the possible uses of various open-source platforms

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(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){(i[r].q=i[r].q||[]).push(arguments)},i[r].l=1\*new Date();a=s.createElement(o),m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m)})(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create','UA-46896377-2','auto'); ga('send','pageview');

and products.

Variety of approaches were considered given the heterogeneous profile of learners across age groups, computer skills. Language-specific situations were also put to discussion and decision was taken to exert extra care when translating and using training materials, originated in a language different from the language of instruction. Localisation is a key element.

Participants from ES and CZ departed in the afternoon hours.

### Friday, Oct 16, 2009

Participants from UK departed from Sofia airport

Informal Programme

A short sightseeing tour and informal dinners were held throughout the meeting, with discussions focused on various aspects of project work.

### Meeting Decisions and Outcomes

Partners represented at the meeting agreed that:

1. There is a shared understanding of the project purpose and expected outcomes. It was agreed that target outcomes, as included in the application form, were to be considered minimum levels and that, at all times, partners will make very effort to maximise results' coverage and efficiency. Sustainability beyond the project is a key goal.
2. The ES partner will start work on the information and dissemination plan. Creating brochures and leaflets, with the help of the lead partner. This will provide all partners with information materials to back their presentations at meetings with various stakeholders. It was considered possible that such materials be sent to printers by year-end.
3. The CZ partner will make a review of available software products (games, quizzes, other interactive tools, etc.) and evaluate the possibilities of modifying and using GNU GPL/Creative Commons source materials, or the feasibility of developing a number of project-specific learning products. They will work with the lead partner to finalise a specific support plan before the year end.
4. The BG partner will start work on two WPs. An initial set of tools and instruments for business analysis (WP3) will be developed by year-end. All partners will then comment and suggest amendments to the business research approach. Consequently, questionnaires and other form of written material will be collected from the partners. As the BG partner explained, when processed, the informations from the questionnaires will be combined with the results of desktop research. Field visits will follow to clarify specific details and country-specific issues. Partners agreed on the suggested general concept and structure of the research and approach to creation of realistic business models. Second, desktop research process will be started to determine the optimal structure and content of the Open Software Manual (WP6). Partners will be kept informed on the developments in this WP.
5. The UK partner will monitor and coordinate partners' work. Support will be provided as needed. At least one individual planning support visit is scheduled for each partner from the lead partner

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6. The UK partner will ensure that meeting outcomes and proceedings are communicated to the RO partner. General consensus was reached on the priority of the different parts of the translation work.
7. An electronic diary of activities will be integrated in the Drupal environment for facilitation of project management and better transparency. Partners will, on an on-going basis, fill the diary to keep track of days worked and expenditure incurred.
8. Partners are prepared to produce activity reports at the end of each 6-month period. Accounts are to be kept in a manner which ensures they are readily available for verification by the lead partner and/or the relevant NA.
9. Draft contractor/partner contracts were distributed but finalising depends on some details required from the UK National Agency

**Source URL:** [https://theingots.org/community/first\\_meeting\\_agenda](https://theingots.org/community/first_meeting_agenda)

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[1] <http://www.central-hotel.com/central/en/index.html>