Real World Learning Network

Country Coordinators (CoCo) Meeting

Czech Republic January 24-25 2013

Attendance: Ida, Thorsten, Beth, Daniela, Irena, Zsuza, Katalin (42th only), Richard.

The meeting had the following objectives:

- Review the conference and make plans for the next conference in Slovenia.
- Discuss the coordination and issues arising from the working groups.
- Agree the monitoring and evaluation strategy.
- Review the revised project website.
- Plan the completion of the EU Interim Report.
- Plan dissemination and exploitation activities.
- Agree how we will attract new partners to the project.

1. Attracting New Partners to the Network

As a network we are committed to recruiting ten new partners to the project during 2013 and ten more during 2014. These are the minimum targets for the network, clearly it will be great if we can attract more new partners.

What is a new partner? A new partner is an organisation that agrees to join the network and participate in one or more of the project activities (contribute to a working group(s), attend RWL conference or national events, etc). There is no cost to join the network during the EU funding period. New partners will be featured on the website.

There will be a partner's page created on the website. This page will feature all the partners including a logo and short description of their activities and contact details.

What are the benefits of becoming a member? The website currently lists the following reasons:

- To ensure the outdoor learning is represented across Europe.
- Because you are passionate about outdoor learning.
- To contribute to improving the delivery of outdoor learning.
- To have the opportunity for networking.
- To keep up to date with the latest news and research.
- To improve yourself and career.

We discussed the challenge of recruiting new partners. It was felt that we need to be very practical and tangible. Messages need to be clear and positive. Additional reasons for joining the network could include:

- Promote your own good practice case studies (there will be a Share Zone on the website).
- Promote your own news and events via the website and e-newsletter (see below in minutes).
- Join the working group discussions.

We could like becoming a partner with project funding to attend the next conference i.e. project funding is only used to pay for network members.

Finally, we discussed that not all the working groups will be relevant to needs of new partners in different countries. It was agreed that CoCo's need to be aware which working groups are of most relevant in their countries and promote opportunities accordingly. For example, if WG1 and WG4 are of most relevant to outdoor learning providers in your country it is acceptable to have a greater focus on these two working groups, but not to neglect WG2 and WG3.

Actions:
- CoCo's to plan how they will recruit new partners to the project and implement, report on progress to Richard June 2013.
- Richard – check the website is ready for new partners to register (partners page, benefits of joining, registration form) – end Feb 2013.

2. Slovenian Conference

We reviewed the conference at Slunakov and started planning for our next conference in Slovenia. We briefly reviewed conference evaluation forms which are mostly very positive (a detailed review will follow).

Informal conversations with participants revealed that some expected a more formal conference whereby they would attend workshops with a professional development focus, rather than the more participative focus of some of the WG2 and WG4 workshops.

It was felt that it will be easier to promote the next conference if there is a stronger focus on professional development opportunities for the participants i.e. come and learn about outdoor science and sustainability rather than come and share. We do not need to make big changes, just ensure the balance is more towards the professional development of participants.

Based on feedback and our discussions it was decided to:

- Find big name speakers to attract participants e.g. Joseph Cornel and Arjen Wals (UNESCO Chair for Sustainable Development), Michaela Mayer, Ellen McArthur.
- Focus workshops on results of WG1 and WG3, so that workshops are professional development focuses.
- Have reduced 'consultation' activities for WG1 and WG3.
- Encourage participants to submit abstracts in advance for workshops and poster session. This way we can assess ideas in advance for relevance.

There was considerable discussion about the dates for the conference. There are no perfect dates that are suitable for all. The following was agreed:
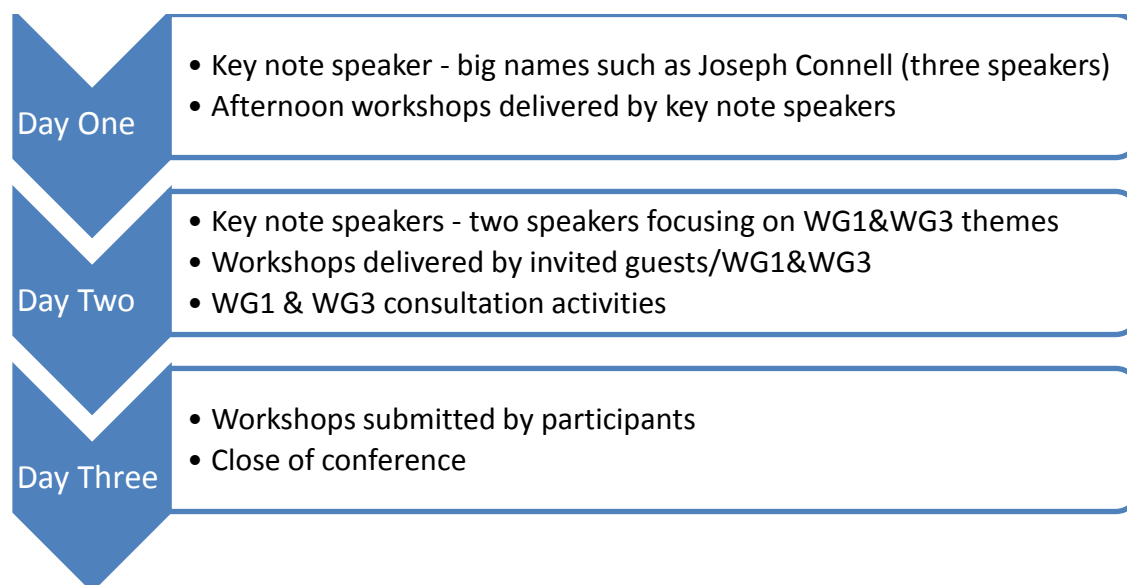
Date	Activities
Tues 26th November	CoCo's, all WG1 and WG3 members travel to Slovenia, WG2 and WG4 coordinators.
Wed 27th November	WG1 and WG3 complete final plans for their sessions. CoCo's project management meeting (morning). Conference participants arrive. Evening speaker to open conference after dinner.
Thurs 28th November	Conference programme
Fri 29th November	Conference programme
Sat 30th November	Conference programme – finishes at 13:00, participants depart

	CoCo's project management meeting (afternoon)
Sun 1st December	CoCo's project management meeting (morning – to be decided) WG1 and WG3 meeting
Mon 2nd December	CoCo's, WG1 and WG3 depart

We need to think of creative ways to encourage participants to attend. The conference will be registered for Comenius In-Service Training funding. For the Czech Republic we received 12 funded participants. It would be good to double this number. We will again have project funding to pay for additional participants from our own countries. This could be used as an incentive for organizations to join the network i.e. join the network and get a free place at the conference.

The conference could be structured so that some people only come for one day. For example:

Day One
- Key note speaker - big names such as Joseph Connell (three speakers)
- Afternoon workshops delivered by key note speakers

Day Two
- Key note speakers - two speakers focusing on WG1&WG3 themes
- Workshops delivered by invited guests/WG1&WG3
- WG1 & WG3 consultation activities

Day Three
- Workshops submitted by participants
- Close of conference

If we have big name speakers on the first day we could sell tickets to attend only the first day of the conference. For participants with either project or Comenius funding they can attend all three days of the conference.

This structure for the conference might increase participation.

To help with the planning of the conference it was agreed that a representative from WG1 and WG3 should visit Slovenia together with Richard in May. The visit will review the facilities at Planica and plan the programme in detail. It was also agreed that the coordinators for WG2 and WG4 attend the conference so they can coordinate their work with WG1 and WG3.

Finally, provisional dates for the UK conference have been agreed with Castle Head Field Centre for 6-8 November 2014. For more details about the centre please see http://www.field-studies-council.org/centres/castlehead.aspx.

Actions:
- Richard and Ida to develop draft programme and budget for Slovenia conference – end Feb 2013.
- Richard and Ida to register conference for Comenius In-Service Training grant – end Feb 2013.
- Richard and Ida to develop promotional leaflet – end Feb 2013.
- Richard and Ida to coordinate conference planning meeting with WG1 and WG3 representatives – April 2013.
- Richard to ensure conference promoted on website – end Feb 2013.

- CoCo's to promote conference once details available.
- CoCo's to recommend big name speakers to Richard, and contact big name speakers as requested by Richard and Ida – 20th Feb 2013.
- CoCo's to discuss conference with WG1 and WG3 participants in their country – before WG1/3 meeting in April.
- CoCo's to plan who should attend form their country, link with becoming a network partner.

3. Working Groups

We discussed and shared concerns about the working groups.

Some partners have found recruiting working group members challenging given the lack of firm plans for each working group. This is a structural dilemma in that networks are guided by their members. Details working plans have now been developed by WG2 and WG4, this should help to more accurately plan time commitments. In the UK the FSC has asked staff to allocate working days to each task to that work can be planned in advance. This might help other partners.

WG1 and WG3 will be asked to develop details plans when they meet in April.

There is some concern that the working groups are not always clear and/or focused. Overall the project must have a clear focus on science and sustainability, and how outdoor learning contributes to sustainable behaviour change. In practice:

- WG1 focuses on assessing outdoor learning providers and educators.
- WG2 focuses on the science that underpins sustainability and how it can be integrated into outdoor learning.
- WG3 focuses on how outdoor learning is taught using the content from WG2 and WG4.
- WG4 focuses on the values and competencies that support green careers.

WG2 and WG4 have identified areas where they will overlap with other working groups. CoCo's and WG Coordinators need to be aware of this.

Working Group 2

Concerns were expressed that WG2 lacks clarity on content and needs stronger coordination. During the WG2 meeting a detailed delivery plan was developed with a very clear focus on the science that underpins sustainability. WG2 will be coordinated by Sam Rudd. A copy of the WG2 plan will be circulated soon.

Working Group 4

Boštjan was unable to attend the conference due to an operation. The remaining members of the working group have emailed Boštjan to let him know the results of the conference and their planning for the future. Ida will need to follow-up with Ida to check he is fully informed as the WG4 Coordinator.

Working Groups 1 and 3

WG1 and WG3 will meet in Germany 16-20th April. Sam and Angelika will also be able to represent WG2 and WG4, ensuring there is effective co-ordination between all the WGs.

A few WG members asked about using Huddle, and what they can/cannot do. All WG members should be invited to Huddle – please let me know if any WG members are not on Huddle. If anyone has a specific Huddle question please ask them to email me.

We discussed the management of the WGs within each country and between countries, especially the role of the CoCo's. The CoCo role (in relation to the WGs) is to support the WGs in carrying out their work. WG2 and WG4 were asked to include support requests into their action plans (available on Huddle). The role of the CoCo's is to ensure that their WG members are able to implement their activities and to coordinate between the WGs. WG members are responsible for communicating with their own WG members, however, CoCo's are there to help should communications not be effective. The diagram below attempts to summarise this.
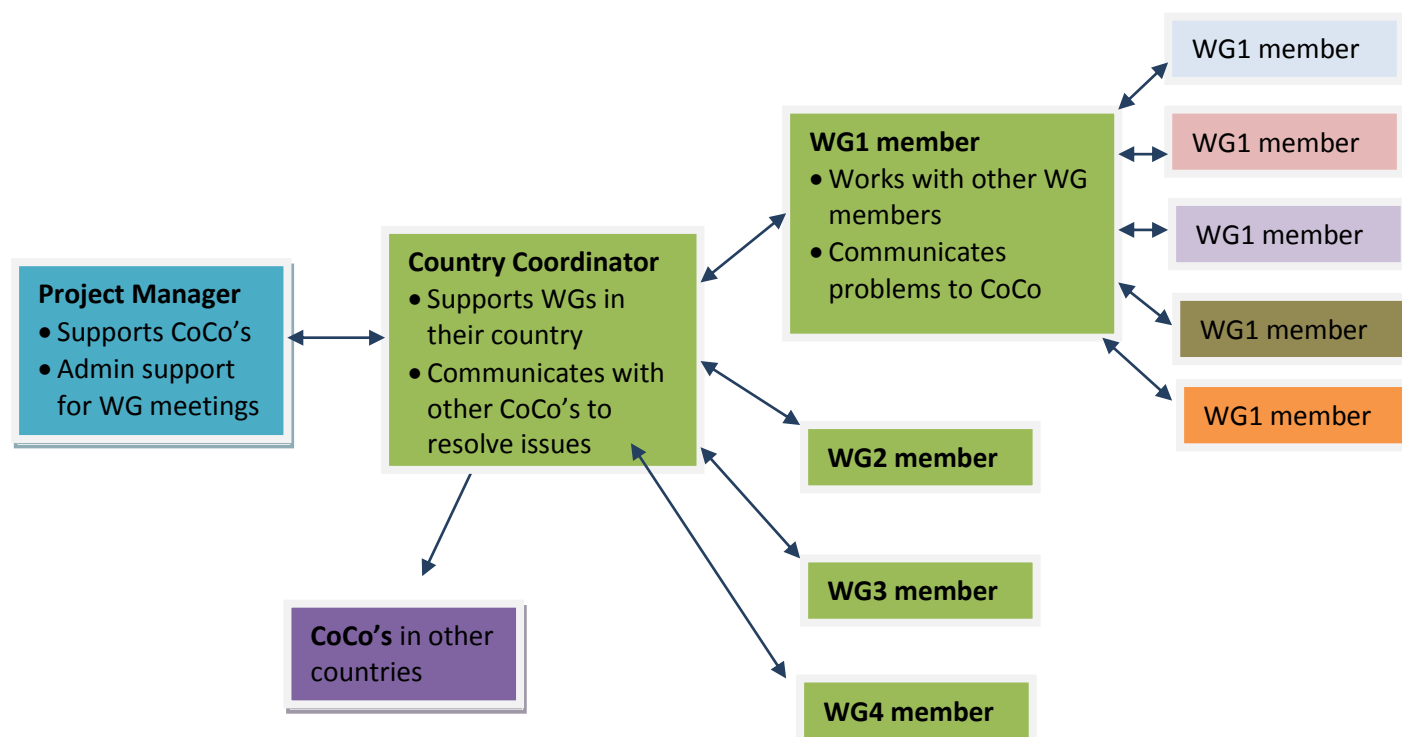
Actions:
- Ida to meet with Boštjan; confirm that he has recovered from his operation and is coordinating the work of WG4 – end Feb 2013.
- Richard and Ida to organise planning meeting for the Slovenia conference – April 2013.
- Angelika to liaise with Richard in organising the practical arrangements for WG1 and WG3 meeting – ongoing.
- CoCo's to be aware of and plan how overlaps between working group briefs are to be managed.
- CoCo's to check their WG members are on Huddle, and ask them to email Richard with any questions on how to use it.

4. Monitoring and Evaluation

Monitoring and evaluation was discussed and planned at the last meeting, a draft plan was circulated before the meeting for CoCo's to read.

A revise monitoring and evaluation plan has been uploaded to Huddle.

Actions:
- Richard update monitoring and evaluation plan, upload to Huddle - done.

- CoCo's to review plan and notify of any issues, pay particular attention to the evaluation framework – end Feb 2013.
- CoCo's plan monitoring and evaluation into their work – ongoing.

5. Project Website

This has now been completed and the content management/translation system was demonstrated. User names and passwords have been sent to all partners.

The website contains an area for each of the working groups. To access this area a password is required, a registration form is available on the site. The working group area contains a forum, news, events and documents section for each working group. The working group area should be used for public activities, and Huddle for private activities (partners only).

We will need to coordinate how 'news' and 'events' are added.

Actions:
- CoCo's to start using content management – ongoing.
- CoCo's to start translating text – ongoing.
- Richard to draft guidelines for posting news and events – end of Feb.

6. EU Interim Report

We have to submit an Interim Report to the EU by the end of May 2013. Richard will send out more details soon.

Action:
- Richard to send out notes for completing the EU Interim Report – end of Feb.

7. Dissemination and Exploitation

We discussed the dissemination activities we need to be implementing. The following list of dissemination activities was agreed:

1. Leaflet – electronic; can add partner logos, etc.
2. Own websites – ensure network is promoted and news updated regularly (at least quarterly)
3. Articles, magazines, etc – submitting articles about the project to relevant magazines and journals.
4. Electronic newsletter
   - How are we distributing news?
   - Germany prefers not to have a new newsletter and will disseminate through ANU e-newsletter.
   - Czech will use a specific e-newsletter.
   - Hungary – include in HSEE e-newsletter.
   - Italy maybe.
   - Slovenia – will use monthly schools e-newsletter.
   - UK?

We discussed how new stories for the project will be generated. We agreed that news needs to be updated in a quarterly basis with content coming from:

- WG Coordinators – one news item/WG/quarter linked to their current work. For example, news could highlight an upcoming activity or review a completed activity.
- CoCo's – one news item about outdoor learning from their country.
- Project Manager – news about project events e.g. conference.

The stories will be created into an e-newsletter with links to detail on the RWL website. CoCo's can then choose to use the RWL e-newsletter or include the news items into their own e-newsletters.

As a quick reminder, in the project proposal our dissemination and exploitation activities are (please see the proposal for more details):

Dissemination Activities	Exploitation Activities
Dissemination Plan	Exploitation plan
Project website	RWL Europe network
RWL Conferences	Transversal and Comenius training courses
RWL Dissemination events in each country	Engaging decision maker
Conference presentations	Best practice case studies
Networks and media	
Project brochure	
Partner website	

Actions:
- Richard create RWL e-newsletter template – end of Feb.
- Richard to discuss coordination of dissemination and exploitation with responsible partners – end of Feb.
- CoCo's to maintain a contacts database for dissemination activities (also useful for WG work) – ongoing.

8. Key Dates and WG/CoCo Communications

Some partners expressed a desire to meet less frequently due to other work commitments. In principle this is possible, however, it does mean that other forms of communication need to be used in place of face-to-face meetings. These could be:

- Ensuring narrative and financial reports are completed on time and are detailed.
- There is regular feedback about Working Group progress.
- Skype meetings are arranged to feedback.

It was agreed that dates for a CoCo meeting are agreed for September in Italy. A decision on whether the meeting is necessary will be taken over the summer. Please complete the Doodle calendar (link below) to indicate available dates:

http://doodle.com/vw74yt23tphbezrp

WG2 and WG4 have arranged online meetings. A Skype Premium account has been established to allow WGs to meet and video conference online. Skype Premium allows several people to video conference at the same time, share documents and share computer screens. The account details are below. Once person needs to login using the RWL Skype account and then invite other members into

the conference. There are usage limitations on the account, so it cannot be used for purposes other than project online meetings.

Skype name: RWLNetwork
Password: papaya129

I have summarised the key dates for meetings in the table below.

Date	Activities
Working Group 1 and Working Group 3 meeting	
Tues 16th April 2013	Travel to Germany for WG1 and WG3
Wed 17th April 2013	Meetings for WG1 and WG3
Thurs 18th April 2013	Meetings for WG1 and WG3
Fri 19th April 2013	Meetings for WG1 and WG3
Sat 20th April 2013	Travel home for WG1 and WG3
WG1 and WG3 plus Richard Conference planning visit to Slovenia	
May/June	Dates and participants to be confirmed
CoCo Meeting	
September 2013	Date to be agreed
RWL Conference Slovenia	
Tues 26th November 2013	CoCo's, WG1 and WG3 travel to Slovenia, WG2 and WG4 coordinators.
Wed 27th November 2013	WG1 and WG3 complete final plans for their sessions. CoCo's project management meeting (morning). Conference participants arrive. Evening speaker to open conference after dinner.
Thurs 28th November 2013	Conference programme
Fri 29th November 2013	Conference programme
Sat 30th November 2013	Conference programme – finishes at 13:00, participants depart CoCo's project management meeting (afternoon)
Sun 1st December 2013	CoCo's project management meeting (morning – to be decided) WG1 and WG3 meeting
Mon 2nd December 2013	CoCo's, WG1 and WG3 depart
Working Group 1, 2, 3 and 4 meeting; CoCo's meeting	
Sun 16th Feb 2014	All WG and CoCo's to be available – dates to be confirmed
Mon 17th Feb 2014	All WG and CoCo's to be available – dates to be confirmed
Tues 18th Feb 2014	All WG and CoCo's to be available – dates to be confirmed
Wed 19th Feb 2014	All WG and CoCo's to be available – dates to be confirmed
Thurs 20th Feb 2014	All WG and CoCo's to be available – dates to be confirmed
Fri 21st Feb 2014	All WG and CoCo's to be available – dates to be confirmed
Sat 22nd Feb 2014	All WG and CoCo's to be available – dates to be confirmed
RWL Conference UK	
Tues 4th Nov 2014	Travel to UK for conference
Wed 5th Nov 2014	Final conference preparations; conf opens
Thurs 6th Nov 2014	Conference
Fri 7th Nov 2014	Conference
Sat 8th Nov 2014	Conference (end 13:00)

Sun 9th Nov 2014	CoCo meeting	
Mon 10th 2014	CoCo Meeting	
Tues 11th 2014	CoCo Meeting	
Wed 12th 2014	Travel home	

I have not included in this list additional CoCo meetings that are in the project plan for Spring 2014. We can review the need for this meeting in Slovenia or September 2013.

Actions:
- Note dates above.
- Complete Doodle calendar – end of Feb.
- Provide your view on how CoCo's communicate during the rest of the project: formal face-to-face meetings, Skype conferences, reporting, other? – end of Feb.
- Richard to set up Skype Premium account – done.