



Real World Learning Network

CoCo and WG Coordinators Meeting (12-13 February 2014)

1. Core Group

The core group has done fantastic work in bringing together a draft RWL model over a very short space of time. This model unifies the work of the WGs and provides an overall framework for providers and teachers to engage with outdoor learning for sustainability. During the WG meetings held 11-13 Feb there was widespread agreement that the RWL model is relevant to our work, represents an innovative developing of outdoor learning for sustainability, and should be the core focus of our presentation of outdoor learning for sustainability.

The core group has spent considerable time developing the RWL model. What needs to be done to complete the model?

- Confirm the key words and phrases for each of the fingers – now completed.
- Produce guidance notes for using the RWL model (note that these are not guidance notes for the detailed work of the WG, just for using the RWL model to plan and reflect on outdoor learning for sustainability in a practical way).
- Complete planning tool to accompany the guidance notes.
- Give support to WGs as required to integrate the RWL model into their work.

The core group has considered the time commitments required to complete this work. As a result of the core group's deliberation a proposal was submitted for an additional 60 days work to:

Topic	Days
Finishing the model	
New draft after the meeting in Babenhausen	-
Developing the backgrounds of transferability	3
Developing the backgrounds of frames	10
Guidelines	
Developing the guidelines	19
Work on the planning tool	3
Communication	
Coordination of countries/WG's working on and training translating the model	7
Suggestions how to communicate/disseminate the model	3
Practical developments	
Meeting of two days to test/develop recommendations in preparation of the CoCo meeting	15
TOTAL	60

This was agreed. However, the transfer of money from Travel & Subsistence to Staff Costs to cover this time will need to be subject to a formal Contract Modification request to the EU. Richard will do this. See Budget section below for financial implications.



2. Project Extension

The emerging RWL model has generated significant extra work for the core team and the WGs to reorientate their work around the model. In turn this will have a knock-on effect towards developing our final publications and disseminating the results across Europe.

It was agreed that a four month project extension will be requested from the EU to support our dissemination work and ensure we can plan more effectively the remaining project tasks.

Richard informed the partners that a project extension does not mean additional funding will be available.

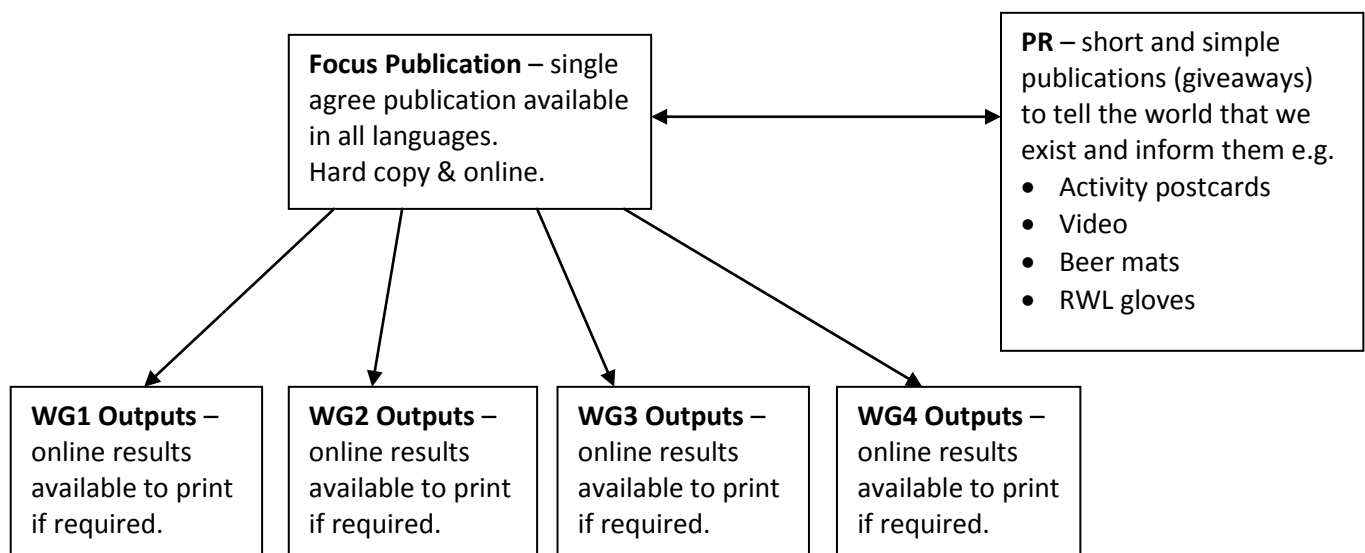
Action:

- Richard to submit extension request to the EU.
- Richard to inform partners of the results.

3. Publications

How we present the results of our project is critical for our dissemination and exploitation plans. We discussed a range of publication ideas and strategies. It was agreed that:

- We will have a common and agreed brochure/booklet that provides an overview of the project results, with a focus on the RWL model and core learning from the project. This publication is likely to be either an A3 folded brochure or longer A4 folded booklet, and available online.
- A second tier of online publications representing the work from the WGs.
- PR publications, e.g. activity postcards, to promote the project.



We discussed the requirement to present basic project results in all partner languages; this is a clear requirement in the proposal and clear expectation from the EU. Whereas translation can be costly it is also necessary if we are to reach all providers and teachers. Within our limited resources we need to target the translation of resources sufficient to ensure full understanding of our work without necessarily translating everything. The EU is looking for the impact of our results on the target



groups. We need to very clearly show this. If impacts are not clearly evidenced, and we have not translated sufficient resources, the EU might interpret this as a failure to deliver the project and impose a financial penalty.

Actions:

- Partners to consider publication ideas and formats and send to Richard.
- Partners to consider the amount of outputs that need translation sufficient for target groups to have full understanding.
- Richard to contact artist to develop ideas for presenting the hand model online and in print.

4. Budget

Following agreement on the core group work, there is no longer a significant under spend in the Travel & Subsistence budget. There is some uncertainty as not all partners have submitted travel accounts from the Slovenia conference and/or other meetings. To efficiently allocate under spend it is important to have up to date accounts.

Conference

The EU has closed the Lifelong Learning Programme and replaced it with Erasmus+. As a consequence funding for individuals to apply for funding to attend conferences as been removed. The EU is aware of this and the impact it has on all Network projects. We do not yet have clear guidance from the EU on how Networks are to respond to this.

We have limited choices as we no longer have a significant under spend to allocate to the conference budget. Richard will explore ways to reduce the conference fee from the FSC costs. We all agreed that non-essential external spending will be removed (e.g. musicians) and conference entertainments will be provided by the project team.

We do need to start promoting the conference very soon so that the dates are in people's diaries. We do not need a detailed programme agreed, just a general overview of the conference with enough information to excite people to attend (see Conference section below for more details).

Core Group

Based on the decision to grant the core group additional funds for 60 days Staff Costs and budget for one 2-day meeting, the financial cost will be not greater than:

Item	Cost
German staff (4 persons x 10 days x €250/day)	€10,000
Hungarian staff (1 person x 10 days x €100/day)	€1,000
UK staff (1 person x 10 days x €150/day)	€1,500
Meeting – subsistence & travel	€2,000
<u>TOTAL</u>	<u>€14,500</u>

The costs must be based on staff salaries. The core group accepts that the Staff Costs are a maximum and will be reduced based on the number of days work carried out by individual team members.



Budget Under Spend and Commitments

The table below summarises the Travel & Subsistence budget, showing what has been spent, future commitments and surplus.

Budget Item

Total T&S Budget		€110,000
Spend to date	€55,000	
Unreported spent	???	
Babenhause meeting	€12,000	
June 2014 meeting	€8,000	
Final conference	€17,000	
Core group	€14,500	
Unspent budget		€3,500

Note: the budget does not include the agreed additional monies for new activities. It was agreed that this money must not be spent until we have resolved the budget questions and priorities. If you have spent some of this money already please inform Richard.

Although the core group has taken up most of the under spend, options to using the remaining budget are:

- Additional money for final conference.
- Additional translation resources.

Actions:

- All partners to submit full accounts/spend by end February (**spend not declared will not be paid**).
- All previously agreed additional spend for future activities is cancelled.
- Richard to submit Contract Modification to EU for transfer of funds from Travel & Subsistence to Staff Costs.

5. Conference

We briefly discussed the conference. This will be held at Castle Head Field Centre. The conference will start on the morning of the 6th November and finish in the afternoon of the 8th November (3 full days). The fee for the conference will include 4 nights' accommodation starting on the 5th November (a big celebration day in the UK).

We need to start promoting the conference soon. We do not need a detailed programme at this stage, just an inspiring flyer to attract attendees. It will be helpful to include names of keynote speakers to attract people. Suggestions include:

- Alan AtKisson.
- Pete Higgins.
- Arjen Waals

We could also look for a young person to provide a keynote.

Actions:



- Richard to draft programme and share.
- Virag to contact Alan AtKisson.
- Richard to contact Pete Higgins.
- All to send keynote speaker recommendation to Richard by 28th February.

6. Monitoring and Evaluation

The updated monitoring and evaluation plan is available on Huddle.

One idea to collecting evidence was to produce short video clips of providers and/or teachers talking about outdoor learning and the benefits of Real World Learning. These could also be used as dissemination tools.

7. Date of Next Meeting

The next CoCo/WG Coordinators meeting will be 22nd to 26th June. 22nd and 26th June will be a travel days. The meeting days will be 23rd, 24th and 25th June.

The core group will meet for two days prior to the meeting.

Actions:

- All to ensure these dates are in your diaries.
- Czech team to locate meeting venue in or close to Prague, which is very cheap and inspiring.