

**MINUTES
and
MAIN RESULTS
of the
MEETING**

held on 11 to 13 December 2006 in Comhard, Berlin

In this Meeting **representatives of all partners** took part, including Germany, Greece, Spain, Portugal, Bulgaria.



The meeting was held on two days with the following agenda:

MEETING, 11.12.2006, 13.00 h

Agenda

1. Welcome Address by Dr. Bernd Voigt – General Manager of Comhard Ltd to the Meeting participants.
2. Introduction of the Meeting participants.

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3. Report about completing the main activities in the Workplan. Discussion.
 4. Report about completed work by International College Dobrich. Discussion.
 5. Report about developed multilingual professional courses by AUFLT. Discussion.
 6. Demonstration of the System for mobile foreign language training FLAGMAN, developed by Rousse University. Discussion.
 7. Report about the developed LinguaNet network system architecture by Global Solutions Ltd. Discussion.
 8. Report about completed work by British Hellenic Educational Development Association Athens. Discussion.
 9. Report about completed work by Sociedade Portuguesa de Inovação, Porto. Discussion.
 10. Report about completed work by Comhard GmbH, Berlin. Discussion.
 11. Demonstration of the project WEB site.
- *Taking a photo of all meeting participants in front of the Comhard central entrance.*

The meeting was opened by the Coordinator of the Project **Mrs. Stoyanka Smrikarova**. A Welcome address to the meeting participants was given by the general director Comhard Company - **d-r Bernd Voigt**.



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All participants introduced briefly themselves and the institution they present.



The Coordinator of the Project Mrs. Stoyanka Smrikarova presented a detailed report about the completed work. For a more detailed presentation of progress in all activities and participation of the separate partners in these activities, it was decided in advance that each partner will report about completed work at their institution.



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Mrs. Tanya Stoyanova from the International College “Albena” reported about completed work for conducting preliminary language tests with potential users and processing and analyzing the results of the tests. A total of 100 employees and students in the tourist industry were questioned. From the survey it is clear that above 95% of the questioned use a foreign language in their every day work most of all in direct contact with the guests, by telephone or correspondence. 92% think they need additional language training. Scenarios for two full 60 hours modules were developed based on real situations.



Mrs. Alina Amer from the Association of University Foreign Language Teachers, Sofia reported about the work on the two modules. The courses were developed in chapters. The dialogs and texts were translated in English. One of the Greek modules was also demonstrated at the meeting.



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Dr. Tsvetozar Georgiev, thanks to the presentation prepared in advance, demonstrated the Flagman system and the results achieved so far by the computing team of the University of Rousse, working in the project. A series of questions were posed, which were discussed and answered and appropriate decisions were made.



Mr. Paun Redjev from the Global Solutions Ltd gave a brief description of a Hot Spot, explained what the network will look like and its features, defined the term Language Learning Notes (LLN), what the system architecture of the network for mobile language training LinguaNet will look like. He also demonstrated the current state of the developed system.



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Christina Karkania from the British Hellenic Educational Development Association reported that all academic tasks assigned so far were accomplished. She also announced that the British Hellenic Educational Development Association was already called - BHC - British Hellenic College.



Ana Leal from the Sociedade Portuguesa de Inovação reported that all academic tasks assigned so far were accomplished. The translations were also made.



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Lothar Jurk from Comhard reported that all academic tasks assigned so far were accomplished. The German version of the system was almost ready. They have made their choice of PDA, on the basis of the features of the offered PDA. All translations were made.



Dr. Martina Klaus from Comhard presented the most important moments of the mLearning 2006 conference, which was held in Hagen, Germany.



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Mr. Yordan Kalmukov presented the project WEB site, demonstrated its features and gave his ideas for future development.

It was decided:

1. All presentations will be on the project web site.
2. On the web site information about each institution will be added.



During the break the meeting participants continued their discussion in an informal environment.



MEETING, 12.12.2006, 10.00 h

Agenda

1. Report about completed work by LID Editorial Empresarial, Madrid. Discussion.
2. Report of the results of the internal evaluation.
3. Specifying future activities. Discussion.
4. Planning the next meeting.
5. Clarifying some of the financial rules for project work.
6. Discussing the requirements and how to prepare the Interim report. Adopting a deadline for elaborating and sending the Interim reports of all partners.
7. Any other business.

Beatriz Bernabé from LID Editorial Empresarial, Madrid on one hand made a presentation about the company and on the other hand posed a question whether to publish a dictionary or only a glossary. A decision was made to publish a dictionary. For this purpose the partners from Madrid will add words in English and will send them to the other partners to translate. The number of copies which will be printed will be decided by the requests from the partners. Each partner should set aside funds for this purpose.



Assoc. Prof. Tzvetomir Vassilev, Head of the Evaluation Board, reminded that each outcome should be evaluated by each partner institution and each meeting should be evaluated by each participant in the meeting. Both types of forms are on the web site. Unfortunately, up till now not all partners sent filled in forms for the project meetings neither for project outcomes.



The Coordinator of the Project Mrs. Stoyanka Smrikarova gave to all partners the work plan formatted as a table with deadlines for each activity. The plan was discussed in detail with the active participation of all partners.

The urgent activities are:

1. Finalizing the linguistic part of the modules.
2. Editing the translations of the modules.
3. Preparing the progress report.

The second year activities were also discussed. Some suggestions were made to change the deadlines in the table. They were edited in the work plan.

A decision was made that the next project meeting will be convened at the end of June in Madrid, Spain, and it will be hosted by the LID Editorial Empresarial.



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The Coordinator of the Project gave some detailed explanations about important financial issues. All partners were given CDs, on which the Administrative and Financial Handbook for Promoters & Contractors was copied, as well as the form for the progress report. It was emphasized that the University of Rousse, as a contractor and coordinator, will insist that the financial rules are strictly followed by everyone.

In order to prepare the academic part of the project each partner has to submit information on the separate points about their work on them. For the financial part it is best if everyone produces the separate appendixes (App. 1, 2, 3 ...) and copies of all financial documents and sends them by 10.02.2007. All activities till 31.01.2007 must be reported!

The conference continued in the restaurant.

