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Education, Audiovisual
& Culture Executive Agency
Unit Comenius, Grundtvig,
eLearning, Minerva, Lingua
Att.: Mr. Brian HOLMES
BOUR 2/30A
BE - 1049 BRUSSELS
BELGIEN

29.06.2007
Phone 0049 228 3294-323 / Fax -399
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Progress Report for
229564-CP-1-2006-1-DE-Grundtvig-G1 2006-2540/001-001 SO2 -
Professionalization of Literacy and Basic Education
- Basic Modules for Teacher Training - TRAIN

Dear Madam or Sir,

Please find attached the Progress Report the above mentioned project.

Yours sincerely,

Hans-Joachim Schuldt
Business Director and Board Member
Deutsches Institut für Erwachsenenbildung

Bonn, Germany, 29.06.2007

Deutsches Institut für Erwachsenenbildung
Friedrich-Ebert-Allee 38 • 53113 Bonn

Annex (see next page)

Wissenschaftlicher Direktor:
Prof. Dr. Dr. h.c.
Ekkehard Nuissl von Rein

Kaufmännischer Direktor:
Dipl Volkswirt, Dipl Sozialökonom
Hans-Joachim Schuldt

Vorsitzender des Verwaltungsrats:
Prof Dr Rolf Arnold

Bankverbindung
Sparkasse KölnBonn
Kontonummer 8 555 948
BLZ 370 501 98

Annex

progress report

- 1 original
- 2 copies

project products

Flyer

- Project logo
- Flyer

Website

- Screenshots of different pages:
  Home, project, newsletter

Newsletter

- Content of first newsletter
- which had been sent in June 2007

Compendium (Part 1-3)

- Introduction
- Questionnaire on Competences of Literacy and Basic Education
- Summaries and Country Reports:
  Cyprus, England, France, Germany, Ireland, Liechtenstein, Netherlands, Scotland, Slovenia, Switzerland, Wales

Country reports in national languages

- Germany
- Slovenia

Modules

- Description
- Outline for development

annexes

Dissemination Activities

Dissemination form
Dissemination activities – Overviews by each partner
Examples for dissemination activities: ppts, posters, further materials

- ERDI Seminar, Alden Biesen/Belgium
- Großstädtetagung, Bern/Switzerland
- Q-Act-Conference, Bad Honnef/Germany
- ANLCI Conference, Lyon/France

Monitoring and Evaluation

- Monitoring form
- Monitoring reports by each partner
- Evaluation concept by external evaluator
- Evaluation interims report by external evaluator

Kick off meeting

- Agenda
- Minutes
- Presentations by the partnership

2nd partner meeting

- Agenda
- Minutes
- Presentations by the partnership

Education, Audiovisual & Culture Executive Agency

SOCRATES PROGRAMME

TRANSNATIONAL COOPERATION PROJECTS PROGRESS REPORT

Selection 2006

Sub-programme	Action	
COMENIUS	2.1	European cooperation projects for the training of school education staff
	3	Comenius Networks
ERASMUS	1	Curriculum Development Projects
	3	Thematic Network Projects
		Thematic Network Projects – Dissemination
GRUNDTVIG	1	European cooperation projects for Adult Education and Lifelong Learning
	4	Grundtvig Networks
LINGUA	1	Promotion of Language Learning
	2	Development of Tools and Materials
MINERVA		Promotion of ODL-ICT in the Field of Education

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General instructions

1. Overview

The Progress Report for the project comprises the following parts:

Section 1 Confirmation of the basic data on the project and the partnership held in the database of the Executive Agency.
Section 2 A declaration of the expenditure incurred by the partnership for the performance of the project during the reporting period.
Section 3 A description of the project activities, products and results during the reporting period and schedule for the remaining period
Receipt Acknowledgement
Annex Codes to be used

2. General guidance

- Only two- and three-year projects shall submit a Progress Report by the deadline specified in the Grant Agreement
- As stipulated in the Handbook the deadline for the Progress Report cannot be altered.
- In accordance with the Grant Agreement, a second pre-financing payment shall be made to the Beneficiary within 45 days of approval of the Progress Report by the Executive Agency. **However, payment of the second instalment may not be made until at least 70% of the pre-financing payment has been used up. If this is not the case by the set deadline, the Beneficiary shall nevertheless submit its Progress Report in due form.** In this case, the Beneficiary may file a subsequent payment request accompanied by a detailed statement of the eligible costs actually incurred, once 70% of the pre-financing payment has been used up **On the other hand, the Progress Report cannot be submitted before the deadline, even if this percentage has been reached earlier, unless all the activities detailed in the workplan for the period covered by the Progress Report have been achieved.**
- You should carefully read the *Administrative and Financial Handbook* (annexed to the Grant Agreement; later referred to as the Handbook) before filling in the reporting forms.
- The Progress Report is submitted by the Beneficiary on behalf of all the organisations participating in the project. The declaration on the following page confirms that a process of consultation and approval has been carried out throughout the partnership. It is therefore important that the required information should be collected in good time before the deadline for submission of the Progress Report.
- The Report must be submitted in one of the **official working languages** of the European Community (English, French or German).
- **One original and two copies of the Report** must be sent no later (as per postmark) than by the deadline specified in the Grant Agreement to:

Education, Audiovisual & Culture Executive Agency
Unit Comenius, Grundtvig, eLearning, Minerva, Lingua
Att.: Mr. Brian HOLMES
BOUR 2/30A
BE - 1049 Brussels

- You have to attach to your Report, **one copy of all project products and results** developed (even at a prototype stage) during the reporting period. If you refer to web sites, passwords should be given for all private areas.
- Each page of the Report and copies of products and results have to bear the Grant Agreement number
- You are strongly advised to send your Reports by registered post to ensure a record of postage. Additionally, you are advised to keep a copy of the full Report, including any annexes
- **Please note that a late submission of the Report may result in penalties or even cancellation of the Grant Agreement, in accordance with the General Conditions.**

3. Notice

- The approval of the Progress Report by the Executive Agency is without prejudice to the Executive Agency's right to suspend the activities of a project, terminate an agreement or take any other appropriate step should subsequent verifications reveal problems or significant divergences from the work plan, the approved budget or the conditions of the agreement as approved
- The financial part of the Progress Report is intended to check if 70% of the first pre-financing payment has been used up and to assist the overall monitoring of the project. Therefore, the approval of the Progress Report and payment of the second pre-financing instalment of the grant, in accordance with the terms of the agreement, should under no circumstances be considered as indicating that the Executive Agency has accepted the declared expenditure. Detailed examination of the budget to identify the eligible expenditure and amount of the final grant will be carried out only at the Final Report stage.
- Please note that in case of any major changes to the partnership, work plan or products and results, a formal request of amendment must be submitted (see Handbook, Chapter II)

Checklist and declaration

Checklist Please check the following points before submitting your Progress Report	☑
There are **three** complete and securely bound copies of the Progress Report.	☒
The Grant Agreement number is specified on each page of your Report and on each attached document, product or result.	☒
The *Declaration by the Beneficiary* below has been signed and stamped by the legal representative of the Beneficiary One copy of the Progress Report bears an original signature	☒
Section 1 (Project Data) of the Report has been duly amended or approved.	☒
You have answered all the questions in Section 3.2 of the Report.	☒
You have completed the summary tables in Sections 3.1 and 3.3 of the Report.	☒
One copy of the prototypes / interim versions of the products and results listed in Section 3.3 is included.	☒
Declaration of Expenditure	
All expenditure presented in Section 2 of the Report is eligible (See Chapter III of the Administrative and Financial Handbook).	☒
The expenditure is consistent with the activities undertaken during the reporting period.	☒
All tables have been completed in € Exchange rates have been calculated following the instructions of the Grant Agreement (Article II.16.1)	☒
The Declaration of Expenditure has been checked by the accounts or finance department of your institution. In particular, the totals of the table 2.2 are equal to the totals shown in the general table (Table 2.1).	☒

Declaration by the Beneficiary

Grant Agreement number:

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I, the undersigned, hereby declare that the information contained in this Report is accurate and in accordance with the facts. In particular the financial data provided in this Report corresponds to the expenditure actually incurred by the project partners for the execution of the project activities. This information has been checked and approved by the partners involved in the activities set out in this Report.

(Please tick the appropriate box below)

☐ *Case 1: To be used where at least 70% of the first pre-financing instalment paid by the Executive Agency for this project has been used up.*
I hereby request the payment of the second pre-financing instalment, in accordance with the terms of the Grant Agreement

☒ *Case 2: To be used where less than 70% of the pre-financing has been used up.*
I hereby undertake to file a subsequent payment request accompanied by a detailed statement of the eligible costs actually incurred, once 70% of the pre-financing payment has been used up.

Signed in: BONN, GERMANY

on 29 / 06 / 2007

Signature of the Beneficiary's legal representative (in blue ink)

Name and function in capital letters

HANS-JOACHIM SCHULDT
BUSINESS DIRECTOR, BOARD MEMBER
DEUTSCHES INSTITUT FUER ERWACHSENENBILDUNG

Seal/stamp of the organisation

DIE Deutsches Institut für Erwachsenenbildung
Friedrich-Ebert-Allee 38 • 53113 Bonn

Section 1: Confirmation of project data

Annexed to this form you will find a print-out showing project and partnership data drawn from the database of the Executive Agency (*Contract Report*). Please check this information and confirm that it is correct.

Please take particular care to ensure that:

- all partners actively involved in the project during the eligibility period are accurately described in the print-out
- the names of all institutions and their locations are correctly spelt and appear in the language of the institution's country (rather than translated into another language)

You should indicate any corrections clearly on the *Contract Report* and, if necessary, provide the correct data on a separate sheet. Please note that where there are changes in the partnership, a formal request of amendment has to be made at least 30 days before the end of the eligibility period (see Handbook, Chapter II).

If applicable, please give website address(es) below, along with any login names and passwords required to access its internal sections.

Website address	www.die-bonn.de/train
Login name (if applicable)	
Login password (if applicable)	

Section 2: Declaration of expenditure (in €)

This section sets out the financial information required by the Executive Agency. We advise you to read carefully the **Administrative and Financial Handbook** before filling in this section.

General instructions

- The expenditure should cover the entire reporting period. The expenditure should be coherent with the workplan in Section 3.1.
- All amounts should be provided in euros
- Please adhere strictly to the format provided in the tables and check carefully the figures provided (reports containing calculation errors will be delayed in the payment process).
- Staff costs and Direct costs need to be reported in detail and these costs must be supported by documentary proof, such as invoices, payslips, etc. Copies of these proofs must be provided, if requested by the Executive Agency.
- Please read carefully Handbook, Chapter II for rules concerning amendments to the budget.

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SECTION 2 – DECLARATION OF EXPENDITURE

Table 2.1 : Overview of expenditure

	Original approved budget (1)	Community Grant (2)	First pre-financing instalment of Community Grant	Declared expenditure (3)	% use of first pre-financing instalment(4)	Future expenditure (5)	Expected total expenditure at the end of the eligibility period (6)
Type of cost	*Costs (€)*	*(€)*		*Costs (€)*		*Costs (€)*	*Costs (€)*
1. Staff costs	189.129,00			60.472,02		128.656,98	189.129,00
2. Direct costs							
2.1 - Travel and subsistence	31.192,00			4.219,25		26.972,75	31.192,00
2.2 - Equipment and materials	780,00			0,00		780,00	780,00
2.3 - Sub-contracting, consultancy and other external services	50.101,00			6.393,65		43.707,35	50.101,00
2.4 – Other costs	2.100,00			265,00		1.835,00	2.100,00
Subtotal for Direct costs	84.173,00			10.877,90		73.295,10	84.173,00
3. General costs	19.165,00			6.439,00		12.726,00	19.165,00
TOTAL	292.467,00	218.436,00	87.374,00	77.788,92	61,58%	214.678,08	292.467,00

(1) As in Annex II of the Grant Agreement (taking into account any approved amendments)
(2) As in Annex II of the Grant Agreement
(3) Expenditure incurred during the reporting period. The figures must be equal to the totals in table 2.2. Please indicate *total expenditure to date*, and not only the grant funds used.
(4) Indicate in the final box the percentage of the first pre-financing payment used to date in the implementation of the project.
(5) Estimated expenditure to be incurred during the remainder of the eligibility period
(6) Columns (3) + column (4)

Table 2.2. Breakdown of expenses incurred by partner (euro)

	Total	P1 DE	P2 CY	P3 IE	P4 FR	P5 SI	Total for cost category
1. Staff costs	60.472,02	24.634,00	9.534,00	15.000,00	5.955,02	5.349,00	60.472,02
2. Direct costs	10.877,90	8.042,70	963,61	759,12	903,52	208,95	10.877,90
2.1 Travel & subsistence	4.219,25	1.593,00	963,61	759,12	903,52	0,00	4.219,25
2.2 Equipment & materials	0,00				0,00		0,00
2.3 Subcontracting, consultancy & other external services	6.393,65	6.184,70	0,00	0,00	0,00	208,95	6.393,65
2.4 Other costs	265,00	265,00			0,00		265,00
3. General costs	6.439,00	2.797,95	949,20	1.331,36	996,97	363,52	6.439,00
TOTAL	**77.788,92**	**35.474,65**	**11.446,81**	**17.090,48**	**7.855,51**	**5.921,47**	**77.788,92**

Section 3: Description of project activities, products and results

This section describes the activities of the project. It is divided in three sections.

Please remember that the Progress Report covers all the activities and results for the reporting period of the project

Please ensure that your replies refer to the specific criteria, priorities and educational frameworks relating to the Action and project involved.

SECTION 3 – DESCRIPTION OF PROJECT ACTIVITIES, PRODUCTS & RESULTS

3.1 Summary of activities

Using the original approved Workplan for the project, please describe clearly and briefly by using the two tables below the main activities or workpackages undertaken / to be undertaken in the different project's stages. Please include partnership meetings as distinct activities.

Project Activities undertaken during the reporting period.

Stage of the project (start-end dates)	Activities undertaken. Indicate also any major divergence from the original workplan	Lead partner, other partners involved in the activities undertaken	Products and results
Stage 1 **Starting phase** **(Exploration)** **(01/10/06- 31/03/07)**	**Exploration** • Gathering information of approaches, concepts and good practice • Research and analysis of literature and other information resources • Prepare questionnaires (draft version) – joint discussion within partnership – especially during kick off meeting • Select researchers, practitioners and learners for interviews and/or group discussions and piloting the questionnaires Negotiations with the Swiss Federation for Adult Learning (SVEB) to join TRAIN as silent partner. Signing and sending the Partner Contracts. **Kick-off meeting** **and in addition an Open Session** **Start: Open Session (as part of the kick-off meeting)** • Participants: experts and practitioners from Slovenia • Presentation of TRAIN	Project coordinator Slovenian Institute for Adult Education as host All partners	Outline of national reports Outlines of questionnaires Drafts of reports Partner agreements signed. Presentation of each partner institution and a short state of the art concerning teacher training in the field of literacy and basic education in each country.

	• Presentations by the partners about the state of the art in their countries • discussion about trends in teacher training across Europe **Kick off meeting** • Organizing the first project meeting held in Ljubljana, Slovenia, establishing a common agreed agenda and objectives of the first meeting. • Involving experts/researchers from Slovenia to the kick-off meeting to discuss a) the questionnaire and b) the procedures • Establishing the timetable of the activities, setting up the detailed work according to EC recommendations. • Discussion on evaluation, monitoring and dissemination. **National/country reports** • Outline for national reports • Finalizing analysis • Reports – draft versions • Reports – final versions Divergence from the original work plan: it took more time to finalize the final version of the reports. It was finalized during the next stage. Exception: One report is still missing; the French partner, who is in charge for the report regarding Belgium did not meet his commitments. The report is announced to be finalized in September.	Project coordinator All partners	Overview on financial aspects, the progress and final report and administrative issues. A precise timetable of the activities, clear tasks, commonly agreed aspects of further procedure, evaluation and dissemination • Reports – draft versions • Reports – final versions (except one)
	Web site • Development of concept and design	Project coordinator All partners Web designers	Design and preparation of project web site

Stage 2 **Development phase** **(01/04/07- 30/11/07)**			**229564 - CP - 1 - 2006 - 1 - DE- Grundtvig - G1**
	Finalizing of national/country reports and of the compendium	Project coordinator All partners	National/country reports Compendium Exception: One report is still missing; the French partner, who is in charge for the report regarding Belgium did not meet his commitments. The report is announced to be finalized in September.
	Web site • Gathering data • Preparation of content • Establishment of web site in different languages	Project coordinator All partners Web designers	Launch of website Web site as information space with documents and materials
	Flyer	Project coordinator Designer	Flyer
	Newsletter	Project coordinator	Newsletter
	2nd partner meeting as "additional" meeting, May 2007 – sponsored by the Swiss Federation for Adult Learning (SVEB), the "silent" partner • Discussion of national/country reports and compendium • Presentation of evaluations concept by external evaluator • Discussion of development of modules	Project coordinator All partners Host: SVEB as silent partner	Commitments regarding further procedure and tasks
	Development of concept/ modules • Outline for framework • Framework - joint development of partnership based on 'state of the art' and research • Gathering and analysing of materials	Project coordinator All partners	Outline for modules Start with development of modules by the partners
	Progress Report	Project coordinator All partners	Progress Report
Ongoing process	**Dissemination** • Discussion of dissemination strategy • Networking on different levels (regional, scientific communities, European)	Project coordinator All partners	Dissemination form Overviews of dissemination activities by each partner Promotion, public relation

	• Presentations at national and European conferences: e.g. ERDI seminar (Consortium of European Research and Developments Institute of Adult Education), Conference of Managing directors of (the biggest) Community Colleges in Germany, Austria and Switzerland, ANCLI Conference • Web sites of partners • Flyer • Newsletter Preparation and Launch of the first newsletter		**229564 - CP - 1 - 2006 - 1 - DE- Grundtvig - G1** Networking Involving national and European Experts Flyer Newsletter
Ongoing process	**Monitoring – Evaluation** • Regularly monitoring and evaluation during meetings – • Regularly monitoring reports • External Evaluation	Project coordinator All partners External Evaluator	Monitoring form Monitoring reports by each partner Evaluation concept by external evaluator Evaluation report by external evaluator

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Project Activities to be undertaken during the rest of the project duration.

Stage of the project (start-end dates)	Activities to be undertaken. Indicate also any foreseen major divergence from the original workplan	Lead partner, other partners to be involved in the activities undertaken	Foreseen products and results
Stage 2 **Development phase** **(01/04/07- 30/11/07)**	Development of concept/ modules Preparation of workshops/seminars 3rd partner meeting in Ireland • Discussion of concepts • Inviting a colleague from UK as consultant	Project coordinator All partners Each partner will be responsible for the development of one module	Framework and concept of modules
Stage 3 **Implementation phase** **(01/12/07- 30/06/08)**	Workshops/seminars in each country – testing the modules Evaluation of modules 4th partner meeting in France • Discussion of concepts and evaluation • Revision of concept	Project coordinator All partners Each partner will be responsible for the piloting and testing of one module	Revised concept of modules
Stage 4 **Finalizing phase** **(01/07/08- 30/09/08)**	Final conference in Germany 5th partner meeting in Germany Handbook Final report	Project coordinator All partners	Conference Handbook/Manual with • Guidelines • Concepts • Good practice examples in different languages Final Report
Ongoing Process	Web site	Project coordinator All partners	
Ongoing Process	Dissemination • Networking on different levels (regional, scientific communities, European) • Presentations at conferences Web sites of partners • Flyer • Regularly Newsletter	Project coordinator All partners	Overviews of dissemination activities by each partner Promotion, public relation Networking Involving national and European Experts Flyer Newsletter

Ongoing Process	Monitoring – Evaluation • Regularly monitoring and evaluation during meetings – • Regularly monitoring reports • External Evaluation	Project coordinator All partners External Evaluator	**229564 - CP - 1 - 2006 - 1 - DE- Grundtvig - G1** Monitoring reports by each partner Evaluation by external evaluator Final evaluation report by external evaluator

3.2 Overall description of the project (maximum 3 pages)

Please provide a short description, which gives an account of the project's work during the reporting period and summarises the foreseen activities during the rest of the project period. It should cover, *inter alia*, the following:

Organisational aspects

- The **organisational approach and structure** developed within the partnership to manage the project: describe the role(s) of individual partners, organisation of the work and the way transnational cooperation has taken place (e g steering groups) Please indicate also any other organisations/contacts involved / to be involved in the project

During the first project meeting in Slovenia there have been discussed questions about the procedure, the importance and impact of professional development of teachers in the field of literacy and basic education. As the partnership is comparatively small there is no division in work groups. The coordinator is mainly responsible for the project work and the management in whole but we decided to follow a highly participative style.
The starting points and the tasks are similar: in each country we will publish a national report on the state of the art of professional development of teachers in the field of literacy and basic education Each partner is responsible for a national report of its own country and in addition each partner is in charge to explore the state of the art in another European country. Cyprus is responsible for Wales, France for Belgium, Germany for the Netherlands, Ireland for Scotland and Slovenia for England

Furthermore each partner is responsible for the development and testing/piloting of one module (as described in the project proposal), establishing local networks in his country and for the realization and analysis of learning biographies. Furthermore we agreed to contribute to the development of concepts

During the first meeting we agreed on communication rules and means fitting the partnership's needs Concrete instruments to keep alive a continuous communication: frequent e-mail, minutes written by partners from each meeting and workshop, extra e-mail from coordinator asking partner for possible current problems, joint preparation of meetings, tasks and instruments

Methodology, tools and technology used / to be used

- The **educational and teaching approaches** promoted within the project: give details about their nature and impact on the end-users / participants / target group.

  The main pedagogical concept underlying the TRAIN project is holistic. The project bases on an understanding of professionalism which exists, when action is reflected in relation and context of person – affair – organisation. Concerning the learners or students we support a learner-centred approach We use and combine a variety of pedagogical and didactical methods and approaches

  Within the project we will focus in the seminars/workshops on project method/ project work, simulations, presentations/lecture, peer group feedback. Furthermore we will consider case studies, learning styles, biographical elements and aspects of counselling. In the whole the project combines different qualitative methods like group discussions, interviews, questionnaires and qualitative content analysis for analytical and evaluation purposes to back up for development and evaluation.

  Furthermore our work is based on the principles of linking theory with practice, of providing examples of good practice and thus making concrete illustration of the theoretical stipulation.

- **Open and distance learning:** where applicable (in particular projects which are carried out within the framework of Minerva) provide a description of the teaching/learning structure and approach and comment on their impact on the end-users

  A lot of information, documents and materials are available on the project website: reports, key findings, links to other relevant sites or institutions.

- **Tools and technology:** where applicable, describe and comment on the appropriateness and effectiveness of the tools and technology used to fulfil the tasks originally envisaged

  E-mails are the most widely used tools to maintain contact between all participating institutions in the project. In addition all partner have access to Sharepoint, an internet portal of DIE in order to have a common web based working space or working platform.

  The project website will be the main vehicle of information and dissemination progress and outcome of the project.

  Module 4 which will be developed within the project by the French partner is about "Individual learning and ICT skills in Basic Education". It is planned to enable the teachers to integrate PC and IT in literacy courses and to encourage the learners to use ICT Parts of module 4 will be tested by distance forum

Products and results, their dissemination

- **A description of the project products** Please list all products in section 3.3 of the Report

The main project products are:

- Compendium with country reports providing the state of the art of current teacher training approaches, concepts and best practice examples in the participating countries, as well as in other European countries which have developed structures and a national action plan.
- Development and implementation of five basic modules for teacher training in the field of literacy and basic education:
  MODULE 1: SOCIAL MARKETING COMMUNICATIONS (IRELAND)
  MODULE 2: PRINCIPLES OF ADULT LEARNING IN THE FIELD OF LITERACY AND BASIC EDUCATION – AN INTRODUCTION (CYPRUS)
  MODULE 3: PROJECT WORK IN LITERACY AND BASIC EDUCATION (SLOVENIA)
  MODULE 4 INDIVIDUAL LEARNING AND ICT SKILLS IN LITERACY AND BASIC EDUCATION (FR)
  MODULE 5: COUNSELLING IN LITERACY AND BASIC EDUCATION (GERMANY)
- Creating a model for teacher training for literacy teachers that represents best practice across Europe
- Explore what competences/skills do literacy/basic education teachers need
- Handbook / Manual
  - Guidelines
  - Concept of teacher training modules
  - Learning Materials
  - Good practice examples

- **Intellectual property rights, copyrights** Where applicable, please describe the approach taken / foreseen.

IPR-Rules were established in the partner agreement:

- Material already developed and brought in may be only used within the scope of the project as templates of good practice Copyrights have to be strictly safeguarded, permission for reproduction and scale of reproduction have to be settled beforehand Any money needed for clarifying rights for material already developed outside the project have to be financed by other sources than the project budget
- Throughout the contractual period of the project the partnership is the proprietor of the collective product Each partner remains the copyright holder for his or her contribution. The Partner has the right to claim IPR to the products to which he or she has contributed and to be allocated IPR in proportion to his or her involvement reflected in activity and cost reports. The decisions on IPR distributions are made by project contractor in consultation with the partners in the end of the project

- **Dissemination:** provide an overall description of the dissemination strategy, target groups and provide an estimate of the number of people and institutions to be reached.

The dissemination potential is great There exists already a great variety of possibilities and strategies how to disseminate the results and the products The dissemination potential is described by the following elements:

- Each partner is working within local and national networks (provider, institutions of adult education, service institutions, umbrella organizations, national agencies, practitioner, researcher, journalists,) and will disseminate the projects materials like project flyers, reports and the results of the project.
- The partners started to deliver provision in workshops/seminars in each country.
- Project web site is launched - web-based information space: www.die-bonn.de/train
- Promoting the project on own websites of the partners and other relevant web sites in the field (e.g. Bundesverband Alphabestisierung, Zweite Chance Online, Bildungsserver etc.)
- Electronic newsletter (provider, institutions of adult education, service institutions, umbrella organizations, national agencies, practitioner, researcher, journalists, partner networks) – had already started.
- Articles in professional magazines and on-line (e.g DIE Texte. Online: http://www.die-bonn.de/publikationen/online-texte/indes.asp)
- National and international meetings, bodies of experts, conferences. As already mentioned above and as described detailed in the overviews of dissemination activities by each partner the partner had the opportunity to present TRAIN very often The feedback was very positive.
- European networking – as described above the partner are involved in different European projects (e.g. EMMA, and furthermore in European networks (e.g EAEA). They will promote the projects and its results. (see the point above)
- Education fairs and Learning weeks – within Europe and furthermore there are a lot of education fairs or "Learnings weeks" where we will promote the project.
- The coordinating institution is a partner of the Grundtvig Network project called "European InfoNet Adult Education" (225288-CP-1-2005-1-GRUNDTVIG-G4). Within the project it is foreseen to develop a platform in the Internet for European magazines in the field of adult education

Within the reporting period the project did a lot of dissemination activities. The coordinator developed a form and all the partner listed their activities – see annex
The Swiss Federation for Adult Learning (SVEB) was very interested in the TRAIN project and joined us as silent partner For that reason we could extend our research because TRAIN will also develop and provide country reports regarding Switzerland, Austria and Liechtenstein

As described in the project proposal TRAIN intends to involve experts from other European countries. During the ERDI seminar we contacted e.g colleagues / experts from CINOP (Centre of Innovation for vocational and adult education), the Netherlands They prepared a country report subcontracted by DIE. As they are very interested in the subject and the project they will translate the report into Dutch; that means that TRAIN could attract partners from other countries

- **Commercialisation:** if the product has been or will be commercialised, please describe the marketing and pricing strategy, and actions taken / foreseen

Transversal issues

- Where applicable, please specify how the project will contribute to:

(Please tick the appropriate boxes)

☐ Equality between women and men
☐ Integration of disabled people
☐ Fight against racism and xenophobia
☒ Promotion of economic and social cohesion
☒ ICT in education – the eLearning Action Plan
☐ Language teaching and learning
☐ Preparing the enlargement of the Union
☐ Sustainable development
☐ Stability and security
☒ The future challenges to education and training systems
☒ Lifelong learning

Evaluation

- What **tools and criteria** have been / will be used to evaluate the appropriateness and effectiveness of your work (process and results)? Who did the evaluation / will be doing the evaluation. What is the evaluation process/methodology?

The progress and functioning of the project has been and will be monitored as described below:

- The coordinator defines milestone (e.g publishing of reports), and sets up checklists and timetables that are transparent among the partners
- The coordinator is responsible for budgetary control and contractual terms.
- The coordinator initiates and motivates the partners There is an agreement on common communication rules to ensure a respectful way of collaboration
- The partners give information of (national) progress to each other. Collective assessment of the work's progress and the allocation of responsibilities and tasks is part of the group's meetings.
- There is a regularly monitoring scheme as follows: The coordinator developed a monitoring form and requests from each partner a report on accomplished activities and also for mentioning of possible problems in order to avoid conflicts in all respects It comes as a formal sheet, provided by the coordinator to be filled in from the partners Those sheets will be collected and compared to the required steps according to the work plan and the related period

All partners are expected to contribute to thematic, interim and final reports in time. The partner meetings had been used - and will be used - for monitoring The partners agreed upon monitoring procedures Furthermore the process will be monitored and evaluated by an external evaluator

Concerning the *internal evaluation* the focus lies on the development of the concept of the modules for teacher training and furthermore after testing on the revision of the concept. Each module developed by each partner will be delivered to a specific target audience. Participants will be asked to complete detailed evaluation of the module and associated materials and this feedback will be incorporated into the revision of concept We will ask trainers and trainees for feedback during and after the workshops It is intended to develop instruments e.g. questionnaires and feedback sheets for evaluate the different modules These findings will be a basis for the further development of the whole concept. Furthermore it is planned that the instruments can be used beyond the project itself.

In the project there is an *external evaluation*, based on a subcontract, carried out by an expert both for evaluation and for basic education. The external evaluation focuses mainly on outcomes and performance (e.g) concepts. The expert will attend meetings at the start and at half-time of the project and will be invited to the final conference. The expert will use the following evaluation means/instruments: standardized questionnaires and focus group discussions
Other than this the coordinator will ask the participating partners for detailed reports about the outcome after the first phase of implementation and at the end of the project. The procedure will be helpful to check and improve if necessary our strategies of dissemination Furthermore we will distribute feedback forms in the seminars. The collected data will be used by the external evaluator for a final evaluation report.

The external evaluator attended the second meeting, presented the concept and evaluated the progress of the project – see annex: concept and interims evaluation report.

Feedback on the project

- Please describe any **divergence** from the initial project plan (aims and objectives, work programme, products, partnership, and budget). Give the reasons for the changes.
- Please provide an overview of any **difficulties** encountered during the reporting period.

Even if there is a very good working atmosphere among the partners some partners – especially one partner – do/does not meet the commitments and does not fulfil his task punctually. There had been a lot of reminders but the partner(s) did not respond and work in time. For that reason the partnership could not complete the compendium totally. The head of the partner organisation renewed its agreement to contribute to the project as it is necessary.

3.3 Products and results

In this part you are required to present an overview of the products and results of your project. Depending on the Socrates Action concerned and the type of project involved, this may include conferences, training modules, materials, publications, courses, course books, CD-ROMs, guidelines, reports and studies.

Please list in the summary table below all foreseen products and results of the project. Please indicate the degree of finalisation of the product (100% - finalised; 0% - not yet started).

You have to attach to your Progress Report **one copy of the prototypes / interim versions of the products and results** (book, CD-ROMs, conference programme, etc.).

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Summary table of materials, products, publications, modules, courses, conferences, reports, studies and other concrete outcomes of the project.

Please use the appropriate codes as listed in Annex 2.

N°	Type of outcome (A codes)	Title of the outcome	% of realisation	Comments
1	A2, A 3	National Reports: Professional Development in the field of Literacy and Basic Education - state of the art	100	The reports (Cyprus, France, Germany, Ireland, Slovenia and Switzerland) are in English and some of them in country specific languages, too (German and Slovenian reports). The documents are available as downloadable PDF files on the website http://www.die-bonn.de/train
2	A2, A 3	Country Reports: Professional Development in the field of Literacy and Basic Education – state of the art	95	The reports (England, Liechtenstein, Netherlands, Scotland, Wales) are in English. The documents are available as downloadable PDF files on the website http://www.die-bonn.de/train Remark: Exception: One report is still missing; the French partner, who is in charge for the report regarding Belgium did not meet his commitments. The report is announced to be finalized in September.
3	A 3	Questionnaire: Profile of competences	100 And in addition: ongoing process	
4	A 2,3	Compendium	95	The above mentioned reports in English language, summaries of the reports and the questionnaire are integrated in the compendium (Exceptions: one report is still missing)
5	A2	Progress Report	100	
6	A 11	Webpage	40	The website will be used as an online service and dissemination tool.
7	A12 Dissemination	Newsletter	20	Ongoing process

8	A 1	Concept for Basic Modules for Teacher Training in the field of Literacy and Basic Education	25	**229564 - CP - 1 - 2006 - 1 - DE- Grundtvig - G1** Outline is developed, partners are developing their specific concepts
9	A 1	Courses: Basic Modules for Teacher Training in the field of Literacy and Basic Education	0	Not yet started Regularly scheduled for later stage
10	A1,2,5,6	Handbook/manual with guideline, concept/description of modules, findings concerning implementation and evaluation, good practice examples)	0	Not yet started Regularly scheduled for later stage
11	A 12 conference	Final conference	0	Not yet started Regularly scheduled for later stage

Annexes - Codes to be used in the Report

Annex 1. Country and language codes

Code	Country	Code	Country
BE	Belgium	IS	Iceland
DK	Denmark	LI	Liechtenstein
DE	Germany	NO	Norway
GR	Greece	BG	Bulgaria
ES	Spain	CZ	Czech Republic
FR	France	EE	Estonia
IE	Ireland	CY	Cyprus
IT	Italy	LV	Latvia
LU	Luxembourg	LT	Lithuania
NL	Netherlands	HU	Hungary
AT	Austria	MT	Malta
PT	Portugal	PL	Poland
FI	Finland	RO	Romania
SE	Sweden	SI	Slovenia
UK	United Kingdom	SK	Slovak Republic
		TR	Turkey

Code	Language	Code	Language
DA	Danish	IS	Icelandic
DE	German	NO	Norwegian
EL	Greek	BG	Bulgarian
EN	English	CZ	Czech
ES	Spanish	EE	Estonian
FI	Finnish	LV	Latvian
FR	French	LT	Lithuanian
IT	Italian	HU	Hungarian
NL	Dutch	MT	Maltese
PO	Portuguese	PL	Polish
SE	Swedish	RO	Romanian
GA	Irish	SI	Slovene
LE	Letzeburgesch	SK	Slovak
		TR	Turkish

Annex 2. Codes for products and results

Code	Type of product
A1	Course / module
A2	Report
A3	Study
A4	Learning materials
A5	Teaching materials
A6	Curricula
A7	Certification system
A8	Database / directory
A9	Network
A10	Guidelines
A11	WWW page
A12	Other (specify)