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UNFOLD Deliverable D6.1. Half yearly report 1.

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Project no. IST-2003-507835

Project acronym: UNFOLD

Project title: Understanding New Frameworks of Learning Design

Instrument: Coordination action

Thematic Priority: Technology Enhanced Learning

UNFOLD D 6.1 Half yearly report 1

Period covered: from 01/01/2004 to 31/06/04

Date of preparation: 26/02/05
(note that this period was also reported
 in the corresponding two quarterly
 reports previously submitted)

Start date of project: 01/01/2004

Duration: 24 months

Project manager name: Josep Blat
Project manager organisation name: FUPF

Revision v.1

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Contents

1. Deliverable Identification Sheet

Project ref. no.	**FP6/2002/IST/1/507835**
Project acronym	**UNFOLD**
Project full title	**Understanding New Frameworks of Learning Design**
Security (distribution level)	**CO**
Contractual date of delivery	**15th August 2004**
Actual date of delivery	**2nd March 2005 (note that this period was also reported in the corresponding two quarterly reports previously submitted)**
Deliverable number	**D 6.1**
Deliverable name	Half yearly report 1
Type	Report
Status & version	Final
Number of pages	18
WP / Task responsible	F-UPF
Other contributors	OUNL, Bolton Institute, EUCEN
Author(s)	FUPF: David Griffiths, Josep Blat, Toni Navarrete, OUNL: Colin Tattersall, Daniel Burgos, Bolton Institute: Oleg Liber, Bill Olivier, Chris Kew EUCEN: Ana Dias
EC Project Officer	Marco Marsella
Abstract	Half yearly management report, covering the work carried out during the months of January - June 2004
Keywords	Management, Work-packages, Tasks
Circulated to partners	27th February 2005
Read by partners	
Mgt. Board approval	Pending

2. Summary

This report relates to Phase 1 of the project, in which the ground was prepared for the CoP activities in Phase 2, which occupy the remaining 18 months of the project.

The project got off to a prompt start, with a kick off meeting being held in January, where work was started on project planning, and decisions taken on practical organisation of the work to be undertaken. In the early months of the project, however, substantial time was taken up in advertising posts for project personnel, and selecting appropriate candidates. EUCEN contracted a project worker in February and their resource consumption is in line with expectations, but UPF used less than the anticipated resources in the first four months of the project, while Bolton Institute were not able to apoint a project worker until April because of the need to comply with the legal procedures for contracting staff. In the planning, OUNL would only become fully active after month 6 of the project, which in retrospect was not an ideal structure, as it left the project with even less staff resources.

Despite shortfall in staffing, the project made substantial progress in the first months. Plans were made for Awareness raising, CoP formation and events; a database for contacts designed; a project logo, website established, and a number of events were attended. By the end of this reporting period the delays were largely recovered and the UNFOLD Communities of Practice were launched on schedule. The effects were still felt, however, throughout the latter part of this reporting period, because of the time required for induction of project staff.

Awareness raising work continued throughout the period, with attendance at conferences and workshops, and telematic contacts, as described in detail in D4 Awareness Raising report. The Awareness Raising Resources were used to prepare the Awareness Raising Web, which went live in July. Preparation of the telematic infrastructure for the Communities of Practice was also completed. This work came to fruition in the successful launch of the UNFOLD Communities of Practice, shortly after the close of this reporting period, which attracted a significant initial membership of over 150, approximately evenly distributed between the three Communities.

The first face-to-face meeting of the Communities of Practice was scheduled for September 8-9-10 in Barcelona and a draft agenda prepared and posted.

3. Key Indicators of project progress
Overall assessment of the main milestones achieved, or results delivered
This reporting period corresponds to phase one of the project. This was dedicated to preparing for the Community of Practice (CoP) activities which take up the remaining eighteen months of the project. Consequently the milestones achieved in this period relate to this preparatory work.

a) *Awareness raising resources* were prepared, both in paper and on-line formats. These are described in project deliverable D2. *Awareness raising activities* were also planned and carried out, and are described in project deliverable D4. This work has ensured a high degree of awareness of project activities and interest in the UNFOLD Communities of Practice. An UNFOLD web presence was established and maintained from mid February, month 2 of the project. A number of events were attended to raise awareness of the project, including the Giunti eLearning Summit, LearnTech 2004 and the EUCEN Spring Conference in Limerick.

b) *Telematic infrastructure* for the project was established. This consisted of a resource base of information about IMS Learning Design, and about the UNFOLD project and activities. This is open to the general public, and is one of the principal outcomes of the Awareness Raising workpackage. It contains both materials developed by project partners, and also gathers together existing resources, classifies them, and provides a single central repository of links where interested parties can find both introductory and advanced materials on a single site. A BSCW server was established to provide a repository for project working documents.

c) *Support for the Communities of Practice*. Two Web sites were developed, one using the same system as that used in the awareness raising resource base, and another using a separate system hosted by partner OUNL. This work is described in the milestone M3.1 Establishment of CoP telematic infrastructure, which is incorporated into deliverable D5, Establishment of CoPs.
Project contacts and mailing lists were gathered in preparation for the launch of the CoPs. The launch of the CoPs was publicised using these mailing list.
The work described in this report came to fruition shortly after the close of this reporting period with the successful launch of the UNFOLD Communities of Practice, which at the time of writing have a membership of approximately 150, more or less evenly distributed between the three communities.

d) *Planning for events* continued. In particular the first Communities of Practice face to face event in Barcelona (September 8-9-10) was scheduled and a draft agenda posted. The project public lauches were planned, one for the education community at AltC in September, and the other for industry at eLIG / EADTU in October.

Problems encountered and decisions taken
The principal problem encountered by the project was the slow start made by partners Bolton Institute, and to a lesser extent FUPF. This had been caused principally by the time taken up in advertising posts and selecting appropriate candidates. By the end of the present reporting period the delays were largely recovered.

Conclusive statement on correspondence between planned project progress (as detailed in the Project Programme) and actual accomplishments.

The project got off to a prompt start, but there were delays in appointing project staff. This resulted in some delays in the early months of the project, but were largely recovered by the end of this reporting period. The Communities of Practice were launched on schedule, the telematic infrastructure was on-line, and plans were in place for the following two quarters. The earlier delays meant that some aspects of awareness raising work were compressed into a shorter timescale, but the outcome in terms of launch of CoPs has been satisfactory.

4. Work progress overview by work-packages
Work-package 2, Awareness raising
Specific objectives (for the reporting period)
In this reporting period the objectives for WP 2 were
- Completion of awareness raising resources and implementation of awareness raising web
- Carrying out a programme of awareness raising activities.

Achievements
An awareness raising plan was developed which provided the basis for work in this work-package.

A project logo was prepared and an initial website covering the basic facts of the project established at http://www.tecn.upf.es/unfold/ in order to provide a first point of contact for potential participants. The www.unfold-project.net Web address was then registered, and this is now the main point of contact for the project.

A Web specification document was produced, which detailed the content of the Web to be implemented to support the Communities of practice. The Web was created using the PLONE content management system. This is an open source Web development environment, which combines a powerful database driven system and keyword facility (which makes it suitable as dynamic a repository of resources).

Awareness raising resources were developed, including both on-line materials and printed project handouts. Handouts were distributed at the events attended by the project, including:
- 11th February, LearnTech 2004, Karlsruhe Germany
- 13th – 14th February IMS meeting, Geneva.
- 24th February "Progress Through Continuity" concertation meeting, Luxembourg
- 14 April Discussion with LionShare Project, Penn State, USA
- 22 April. Presentation at OKI/Sakai Workshop, Cambridge/MIT Institute 1 day
- 12th-14th May: ONLINE EDUCA MADRID 2004,
  An UNFOLD handout was included in the conference pack of all attendees.
- eLearning Results, 12-14 May
  A workshop on and IMS Learning Design was held, with around 20 attendees participating in the day-long session, during which UNFOLD was presented as a valuable source of information and support (all participants have subsequently been alerted to the launch of the UNFOLD CoPs).
- 9th June: EUCEN Conference at Limerick
  An UNFOLD leaflet was included in the conference pack of all attendees, and a poster was displayed, at which an UNFOLD partner made contact with the participants.
- 15th June 1·5 day seminar on UNFOLD for the ELEGI project.
  Bill Olivier explored the potential for the use of Learning Design in the ELEGI Project.
- 23 June Discussion of potential MoU with FP6 TELCERT Project
- July 6th CEN ISSS meeting in Sheffield,
  Bill Olivier presented the UNFOLD Project at the event.

The handouts were also distributed at a number of smaller events, such as the E-Portfolio meeting at Liverpool University, and the CETIS Accessibility SIG at Sheffield Hallam University.

A four page article on UNFOLD was written and published in the Learning Citizen newsletter.

An initial Community of Practice meeting was held to coincide with a meeting of the Valkenburg Group of institutions implementing IMS Learning Design. Three evening seminars were held with this key user group.

Preparations were started for face-to-face events to be held in the third and fourth quarters of 2004. In addition to confirmed UNFOLD participation at ALT-C in Exeter, and other events, plans were set in motion to hold a pre-conference workshop on IMS Learning Design at the European Association of Distance Teaching Universities (EADTU) conference in October, and to host a session on Standardisation during the conference. This conference represents a good opportunity for UNFOLD to address the European e-Learning Industry since the ELIG (E-Learning Industry Group) is a partner for the event. Furthermore, a proposal for a workshop on standardisation and pedagogy was submitted to the IST 2004 Event to be held in The Hague in November. Finally, discussions have started with the programme committee of Online Educa (December, Berlin) to arrange for an UNFOLD pre-conference workshop to be organised.

Work-package 3, CoP establishment
Specific objectives (for the reporting period)
- Establishment of CoP infrastructure
- Development of norms and procedures for the CoPs
- Identification of mail contacts and mail shots
- Launch of CoPs
Achievements
A decision was made to merge the CoPs for Specification Developers and Implementers of Tools, as there are only a handful of specification developers working in this area worldwide. This will also ensure the closest possible feedback to specification developers.

The infrastructure for the CoPs was established. Two of the CoPs are supported by sites entirely integrated with the Awareness Raising Resources site, using the same PLONE server software described above. The third CoP, for Learning Designers is supported by a server developed using the Learning Networks system developed by OUNL.
The use of two different systems was the subject of extensive discussion in the project team. It was concluded that the two system approach would best enable the project to leverage existing expertise among partners both in technical matters and in the design and facilitation of communities. It was also observed that in a project which addresses standards, there is much to be recommended in an approach which seeks to integrate different systems.
This approach will be reassessed should feedback from users suggest that it is confusing to them. The two CoP infrastructure systems established are described in deliverable D5.

Initial introductions and other documentation was produced, and the focus and norms of the CoPs were discussed and clarified, together with a guide to facilitators.. Both systems were launched at the end of this reporting period.

Project contacts and mailing lists were gathered in preparation for the launch of the CoPs. The majority of these contacts were already members of one or other of the mailing lists maintained by partners, and it was decided to make use of these existing lists, rather than to create a new mailing list. This was partly to save time and effort, but principally for ethical reasons, as members of the lists had stated that they wished to receive UNFOLD related mail. The launch of the UNFOLD sites was broadcast through these lists including the learningnetworks.org newsletter (upwards of 3000 subscribers), the IMS Learning Design developers' forum, a number of Dutch e-learning sites, the EUCEN newsletter, and the

CETIS mailing lists. Members of the Valkenburg Group and other key players in IMS Learning Design were contacted personally and invited to participate.

Information about the members of the CoPs is handled by the databases which run the UNFOLD sites themselves, which provides easier and clearer integration than that which would be offered by a separate database. The main Plone site also handles an opt-in mailing list for those who do not want to join a CoP, but who wish to be informed about progress. Other contacts made in the course of awareness raising activities were collected in a database maintained by the coordinator. This aspect of work, corresponding to milestone M3.3, is described in deliverable D4, Awareness Raising Report.

The CoP Web sites were launched in early July, and have created substantial interest in UNFOLD and our activities. At the time of writing there were some 150 members of the the three CoPs, roughly evenly distributed between the three Communities.

The first UNFOLD Communities of Practice face to face event has been fixed for Barcelona 8-9-10 of September. This is rather earlier than would have been desirable, but is the only possible date given the existing commitments of participants, and the schedule of UNFOLD events.

Work-package 4 CoP Facilitation
This work package had not yet commenced in the reporting period

Work-package 5 Conferences, symposia and studies
This work package had not yet commenced in the reporting period

Work-package 6 Evaluation
Specific objectives (for the reporting period)
Preparation of D3, Evaluation Plan
Achievements
In this period the evaluation plan was developed. This analyses the evaluation requirements of the project, defining three levels of evaluation. Evaluation techniques are identified, and a set of evaluation scenarios is established. The work to be carried out is planned and scheduled, and the contributions of all actors identified.

Work-package 7: Sustainability
This work package had not yet commenced in the reporting period

5. Progress by Work-package/Task/Percentage of achievement

Month	% achieved	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP 1 Management	25%	X	X	X	X	X	X																		
WP 2 Awareness raising	100%	X	X	X	X	X	X																		
WP 3 Establishing communities	100%	X	X	X	X	X	X																		
WP 4 Facilitating communities	0%																								
WP 5 Conferences studies and symposia	0%																								
WP 6 Evaluation	30%				X	X	X																		
WP 7 Sustainability	0%																								

Legend

			= Workpackage not active
			= Workpackage active, not completed
X	X	X	= Workpackage active, completed

6. Issues requiring intervention of Project Officer
None

7. Project Management
A project kick off was held at Dagstuhl in Germany on 18th January with the attendance of all partners except EUCEN. This meeting established the framework for project organisation and work, and initial planning was carried out. A working meeting also took place at the same location on January 23rd to start more detailed planning of initial project actions. The minutes of these meetings are provided as an annex to this report.

The official launch meeting was held in Luxembourg on 25th February, with the attendance of all partners and the Project Officer.

In order to meet project management infrastructure needs a BSCW server was established and access provided for all members of the consortium. All project documents, plans, draft deliverables etc. are posted on this server.

The period was marked by the need to recover from the delays experienced in the early stages of the project. This was achieved through partners' contracting project staff, and through coordination and planning carried out by the management team.

A project meeting was held in Barcelona on 19th May to plan completion of Phase One of the project (months $1 - 6$), and the minutes are included in an annex to this report.
A Project Board meeting was held on 22nd June 2004, at which the Board was constituted. The minutes of the meeting are also included in the annex to this report.

Two deliverables were submitted in this reporting period:
- D1, Project Website
- MR1 Quarterly Management Report 1
Both these deliverables approved at the Management Board meeting of 22nd June
Deliverable D2 Awareness Raising Resources. D3 Evaluation Plan, and M2.1 Evaluation plan were delivered somewhat behind schedule at the end of this period, as the project team were focused on recovering from delays.

Contractual issues (e.g. change in partner status or project teams)
None

Financial and Administrative deviations
None

Relevant developments outside the project
The Valkenburg Group is in the final stages of preparing a book to be published by Springer Verlag: Learning Design, a Handbook. It is anticipated that this will create substantial interest and will provide the opportunity for UNFOLD discussions and presentations

Deviations if any and corrective action
None

Co-operation within the consortium, including project meetings

Participants	Event	Place	Date
FUPF, EUCEN	Working meeting	FUPF	9th February 2004
FUPF, Bolton Institute	Working meeting	Karlsruhe	11th February 2004
FUPF, Bolton Institute, OUNL	Working meeting	FUPF, Telematic participation of OUNL	
FUPF, Bolton Institute, OUNL, EUCEN	Project meeting	FUPF, Telematic participation of OUNL	19th May 2004
Project Board members from all partners	Board meeting	Telephone conference	22nd June 2004

There was also a working visit by Wilbert Kraan of Bolton Institute to FUPF, in order to finalise the preparation of the www.unfold-project.net server.
Project partners have been in regular contact, not only by eMail, but also making extensive use of chat servers and TCP/IP phone.

Participation in workshops and/or conferences, publications etc.

Event	Place	UNFOLD participation	date
LearnTech 2004	Karlsruhe, Germany	Participation in panel session, distribution leaflets	11/02/04
IMS meeting	Geneva	Presentation, distribution of leaflets	13-14/02/04
Progress Through Continuity	Luxembourg	Concertation, distribution of leaflets, poster display	24/02/04
LionShare project meeting	Penn State, USA	Presentation	14/04/04
Online Educa Madrid	Madrid	Distribution of leaflets to all attendees	12/04/04
OKI/Sakai Workshop	MIT Cambridge USA	Presentation	22/04/04
eLearning Results	Sestri Levante, Italy	UNFOLD workshop	12-14/05/04
EUCEN Spring Conference	Limerick, Eire	Poster display and leaflet distribution	9/06/04
ELegi project seminar	Italy	UNFOLD seminar	15/06/04
TELCERT Project meeting	UK	Discussion of collaboration	23/06/04

8. Effort breakdown

Project Acronym and No.	UNFOLD FP6/2002/IST/1/507835		
6 month period No	1		
Period Dates	01/04/04	to	30/06/04

Effort for the reporting period of 6 months (Person months)

Contractor	WP 01	WP 02	WP 03	WP 04	WP 05	WP 06	WP 07	Total
FUPF	0·8	1·9	4·2	0·0	0·0	0·6	0·0	7·5
OUNL	0·0	0·7	0·3	0·0	0·0	0·0	0·0	1·0
Bolton Institute	0·0	0·5	2·0	0·0	0·0	0·0	0·0	2·5
EUCEN	0·0	3·0	0·0	0·0	0·5	0·0	0·0	3·5
Total	0·8	6·1	6·5	0·0	0·5	0·6	0·0	14·5

Cumulative Effort for the Project (Person months)

Contractor	WP 01	WP 02	WP 03	WP 04	WP 05	WP 06	WP 07	Total
FUPF	0·8	1·9	4·2	0·0	0·0	0·6	0·0	7·5
OUNL	0·0	0·7	0·3	0·0	0·0	0·0	0·0	1·0
Bolton Institute	0·0	0·5	2·0	0·0	0·0	0·0	0·0	2·5
EUCEN	0·0	3·0	0·0	0·0	0·5	0·0	0·0	3·5
Total	0·8	6·1	6·5	0·0	0·5	0·6	0·0	14·5

9. Travel list

Partner	Reason for travel	Date	Person	Destination
FUPF	Kick off meeting and CoP seminar	18-23/01/04	Dai Griffiths, Josep Blat	Dagstuhl, Germany
OUNL	Kick off meeting and CoP seminar	18-23/01/04	Rob Koper, Colin Tattersall	Dagstuhl, Germany
Bolton Institute	Kick off meeting and CoP seminar	18-23/01/04	Bill Olivier	Dagstuhl, Germany
FUPF	Awareness raising at LearnTech 2004 and working meeting	11/02/04	Dai Griffiths	Karlsruhe, Germany
Bolton Institute	Awareness raising at LearnTech 2004 and working meeting	11/02/04	Oleg Liber	Karlsuhe, Germany
FUPF	Concertation and project launch	24-25/02/04	Dai Griffiths	Luxembourg
OUNL	Concertation and project launch	24-25/02/04	Colin Tattersall	Luxembourg
Bolton Institute	Concertation and project launch	24-25/02/04	Bill Olivier	Luxembourg
EUCEN	Concertation and project launch	24-25/02/04	Ana Dias	Luxembourg
OUNL	UNFOLD workshop,	11th – 14th May	Colin Tattersall	Sestri Levante
Bolton Institute	Project meeting	19th May	Bill Olivier	Barcelona
Bolton Institute	Project meeting	19th May	Chris Kew	Barcelona
Bolton Institute	Project meeting	19th May	Lisa Corley	Barcelona
EUCEN	Project meeting	19th May	Ana Dias	Barcelona
Bolton Institute	Work on CoP infrastructure	20th-24th June	Wilbert Kraan	Barcelona
Bolton Institute	Seminar for ELEGI	14th 15th June	Bill Olivier	Italy
Bolton Institute	CEN ISSS meeting	July 6th	Bill Olivier Chris Kew	Sheffield UK

Note: this list includes only the UNFOLD related travel which will be claimed by partners. A number of other journeys have been funded from other sources.

10. Annexes
10.1 Minutes of UNFOLD kick-off meeting.
Schloss Dagstuhl Germany,
14.00 18th January 2004

Present:
Josep Blat (UPF)
Dai Griffiths (UPF)
Colin Tattersall (OUNL)
Rob Koper (OUNL)
Bill Olivier (Bolton Institute)

Agenda
Welcome and introduction
Overview of the project
Administrative issues
> Reporting (internal)
> Reporting (external)
> Boards
> Deliverables and QA
Work planning
> External communications
> Coordination and communications
> Focus on current priorities
> Deliverables review
> Internal milestones

1. The meeting was opened by Josep Blat who summarised the project, and identified the issues to be discussed at the meeting.

2. The administrative procedures for UNFOLD were discussed:
2.1 Reporting to the Commission
2.1.1 Annual reporting, with full financial cost statements, a review of the project; and payments from the EU.
Audited cost statements using the official C form.
Full activity reports, template provided by F-UPF.
Draft versions submitted by 20th of each January, by the end of January signed-off versions to F-UPF from all partners
2.1.2 Every six months an activity report is to be submitted.

2.2 An internal reporting procedure was established to enable the project management team to monitor partner progress.
> - Short quarterly reports to be e-mailed to F-UPF on the 10th of each following month. These should include resource consumption, overall progress, problems requiring action and deviations. First report to F-UPF from all partners on April 10th
> - Simple but more detailed administrative and technical reports every six months
These reports will feed into the 6 monthly reports to be submitted to the commission.

3. Formal management structure
Management board is composed of the project coordinator. and a local project manager from each partner. Board members are responsible for approving deliverables and attending

such meetings as may be necessary. If appropriate additional persons may be invited to attend meetings as observers..
All partners committed to
- Nominate the board member(s) as soon as possible
- Nominate administrative contact. For the F-UPF the contact is Xavier Arinyo (xavier.arino@upf.edu).

4. Quality control
It was agreed that a committee will be established for each deliverable to be submitted. This will select a deliverable coordinator, and establish a development plan, with a table of contents, main contributors, and evaluation process. Deliverables (and components) are to be circulated among partners prior to submission.

5. External communications
The project needs to develop a logo, Web site and project presentation.
F-UPF will develop proposals for circulation within two weeds.
The project will try to register www.unfold.org or a similar address.
F-UPF will host the dissemination server, with links to the project activity servers.
RSS links to CETIS are an option.

6. Internal communications
It was proposed to use the BSCW server at F-UPF as a document repository, together with mailing lists or Colloquia as a working environment. It was, however, decided to use Groove for internal communications, as this system provides both functionalities.
Rob Koper agreed to set up this system.

7. CoPs
7.1 CoP definition
It was pointed out that the *specification developers* community would be very small, and that responsibility for this group could be assumed by the same partner who dealt with *systems and tools developers*.
In this regard it was pointed that we should ensure that the back channel to specifications and standards developers is through the official bodies, and especially IMS. The Japanese Collaborative Learning ISO project could also be included with an informal or formal liason, and we may also want to report back to other standards bodies.
The scope of the CoPs could include collaborative learning activities with SCORM, as there has recently been discussion of this. The development of this approach will be monitored, and taken into consideration when CoP focus is formalised in month 3.
The division of responsibilities was proposed as follows:
- Specification developers; System & tools developers: **Bolton Institute**
- Course authors (create UoLs) & learning designers (combine and edit UoLs): **OUNL**
- Learning providers (work with the runtime system and learners): **F-UPF - EUCEN**
It was commented that these CoPs will overlap, and that there is a sense in which they are subgroups of a single wider CoP. The possible need to represent this wider group, and the way in which this can be done, is an issue which will need to be addressed in plans for CoP implementation. There may also be some additional regional or specialist groups which emerge which we can't fund but can organise, and policy needs to be defined in this respect. In the meantime a mailing list will be established to keep potential participants up to date, send snippits, and drafts, etc...
7.2 CoP infrastructure
For a CoP you have different levels of participation, often including large numbers of lurkers, who also learn. So scalability is a key issue. Groove was therefore rejected as the basis for CoPs because it is not scalable. Colloquia is scalable, but Bolton Institute reported

that it is in need of an update, and that it is not currently supported.
OUNL will provide a report on CoP software support, and the board will take a decision.

8. Intenal project milestones
It was agreed that milestones were required to articulate project development work.
Specifically:
- CoP building: defining the path from existing SIGs and activities to CoPs
- Infrastructure development plan
- Studies and meetings schedule
- Events to attend
- Special plan for NoEs and Industry
- Development plan for resources for awareness raising

All partners commit to providing internal bullets points for what we need to do in relation
to milestones by 15th February.
F-UPF TO FOLLOW while partners get personnel in place, with support from all partners.

9. Evaluation
The UNFOLD Evaluation Plan is a deliverable due in month 4.
The project needs to establish self assessment procedures that external reviewers can assess
together with us. This means transforming the the table on p.6 of the annex to the contract
into a plan, reviewing it and adding additional elements. Discussion at the meeting
identified a number of aspects which should be taken into consideration.
- Data should be gathered about CoPs with a focus on publishing about our extension
  to Wenger's work.
- SCORM is a reasonable yardstick for success, and they've had millions of dollars in
  funding to roll out the specification.
- If UNFOLD ends by putting forward a proposal for revision of LD, that would be
  good indicator.
- Members should be asked to give feedback, a little snapshot, a story, about how it
  was good for them.
- The key success factor is that LD systems do in fact interoperate. The reference
  implementation is vital, and UNFOLD can participate by organising the
  codebashes.
- Evaluation should determine if we are making a positive contribution to standards,
  and on this basis we can make a recommendation as to the value of adopting CoPs
  for the implementation of other specifications and standards. IMS are thinking of
  doing something internationally, and will be very interested in what we are doing.

10.2 UNFOLD awareness raising plan

Aims

UNFOLD awareness raising activities have two interrelated aims
- Raising awareness of relevant specifications
- Raising awareness of UNFOLD and CoP activities

Objectives

- to prepare a set of print and digital awareness raising resources for use by the project
- to generate sufficient interest in the specifications and the project to ensure a high degree of participation in the UNFOLD communities of practice.

Success criteria

a) The availability of awareness raising resources, following the requirements set out in this milestone. Validation is a simple matter of checking the available material.
b) The UNFOLD website is regularly updated and attracts attention both around Europe and globally.
c) Identified list of industry and European projects which are potentially interested in participating are contacted. An immediate priority for this plan is to identify the industrial players to be contacted.
d) In the final analysis, success will be indicated by a successful launch of the UNFOLD communities of practice. Benchmarking the current level of interest in Learning Design is very difficult, but clearly awareness of UNFOLD is zero at the beginning of the project.

Project identity

A logo for the project has been designed and initial web site published.
Attention should be given to obtaining an address such as www.unfold.net. OUNL has already carried out some investigation, and will report on the results.
Action:
Dai Griffiths to establish cost of www.unfold.net and make proposals by end February.

Reaching the sectors

The project has strong institutional links with the higher education sector, but no institutional links with organisations in the school education, vocational training or industry sectors.
IST NoEs and IPs
Initial contact has been made with Kaleidoscope

Action:

F-UPF to establish list of projects and contact coordinators.
F-UPF to set up meetings at concertation event in Luxembourg.
Higher education
UNFOLD has strong existing links with higher education.
- EUCEN has an extensive client base in the University sector.
- CETIS has a strong user base in UK higher education (but also reaches other groups and other countries)
- The Valkenburg Group is composed of both higher education and industrial partners. OUNL is the coordinator of the Valkenburg Group.

Action:

These contacts will be leveraged by the partner concerned. Specific proposals for actions are scheduled for end February. The start date for activities which build on the awareness raising resource base is April 1st, but this does not mean that awareness raising activities should not be scheduled for March, if appropriate opportunities are identified.
Evaluate the proposal that EUCEN might be interested in running an activity for its members looking at eLearning and Standards. The response would provide information

about people interested in UNFOLD activities.

School Education
Partner UPF has contacts with European Schoolnet, and has previously published material on LD designed for school teachers on their website. It will be explored if we can use this channel as a means of reaching the school community.

Action:

UPF to contact European Schoolnet
Vocational Education and Training (VET)
Partner UPF has contact with VET net, and initial discussions have been held to establish possibilities for using VETnet as an awareness raising channel.

Action:

- UPF to prepare specific proposals with VETnet.
- UPF to submit abstract for participation in a symposium in the VET strand at the Crete conference in September.

Industry Sectors
There is some industry involvement in the Valkenburg group, but this needs to be extended.

Industry: Partners are to make the following contacts, provide briefings on UNFOLD and explore possible avenues for participation. Where possible, contact to be made before the Luxembourg launch meeting, so that further discussion can be held on the participation of industry.

Action1: Contacts to be made by end of March 2004

Partners are to make the following contacts, provide briefings on UNFOLD and explore possible avenues for participation.
- eLearning Industry Group: eLIG. Partner OUNL has links with eLIG, and is co-organising a conference with them. This is a strong candidate for the industry launch of the CoPs.
- ESA Educational Software Association (OUNL?)
- Giuntti. Colin Tattersall of OUNL will be conducing an LD workshop at the Giuntti eLearning Summit in April. This will be an excellent opportunity to raise awareness of both the LD specification and UNFOLD. UPF to ask if we can make a presentation to the full conference as well.
- Paul Lefrere seconded from OU UK to Microsoft. (Bill Olivier of CETIS to write) PROLEARN has a big network of industry partners
- SUSE company (OUNL has contacts)
- EduPlone (CETIS has a strong relationship with them)
- The open source developer community will be contacted through the SIGOSSEE project (F-UPF is a partner)

Action 2. Additional contacts

By end of March all partners to produce brief proposals for additional contacts with the industry sector, to be included in the awareness raising action plan.
Awareness raising channels
Action 1.
Named UNFOLD partners to follow up and inform Dai Griffiths of results by end March. This is the latest date, and all available information should be passed on as it is available.

EUCEN news letter

IMS

Establish formal liason with IMS. Bill Olivier (Bolton Institute) has met with Ed Walker, COE of IMS, at Zurich IMS meeting.

European IMS

Meeting in Brussels 23rd March – explore formal liaison

IMS Learning Design SIG.

Recently established SIG established by IMS and run by Katie Cambell. Bill Olivier (Bolton Institute) to make contact.
Feature on IMS main page pointing to SIG & UNFOLD

Learning Networks organisation news service (OUNL).

pushes news out, once its announced

Oviedo learning standards observatory

OUNL to contact

European standards obersvatory project (name?)

Identify project and contact. Oleg Liber knows who they are.

CETIS Web and SIGs, especially pedagogy

Meetings with projects (Luxembourg)

Dai Griffiths (F-UPF) to coordinate arrangements for meetings on the Tuesday.

eLIG (OUNL have contacts)

TelCert (CETIS is a partner)

Likely to feed in during its second year

SURF project

Rob Koper (OUNL) has already contacted Wim Liebrand

SIGOSSEE (SIG Open Source Software Education Europe)

UPF is a partner in this network and will attend a meeting in February
Action 2
F-UPF to provide recommendation on the need for a liaison contract model, and provide a draft if appropriate, together with procedure for use and signature. This will be circulated among partners.

Organisation of the work

The lead partner for the Awareness raising work package is EUCEN. The project partners should provide them with access to materials which will help them understand the issues addressed by the project, and to be willing to be interlocutors. EUCEN will evaluate and synthesise these resources to create material which is appropriate to the various user groups.
The existing project website provides a point of contact for the project, and an initial presence on the web. This will need to be revised and transformed in the period up to the month three awareness raising deliverable.
UPF will set up a Plone web server which will take on a number of functions in the initial stages of the project.

1) Provide a store for the project documentation and working documents.

2) Be the repository of awareness raising resources and the means by which these are delivered to users.
3) Create shared expertise between Bolton and UPF should it be decided that Plone is the best solution for running the CoPs.

UPF will establish a Plone server, and evaluate its effectiveness so that a decision can be made for the month three awareness raising plan. In the first instance these will be passed to UPF for storage on the Plone system, but it may be that this task can be shared by EUCEN once they become familiar with the system.

One of the advantages of using Plone is that it is easy to organise to present the resources to different user groups. The resources stored in Plone can be given keywords, and searches for these keywords can be saved and served as web pages. In this way different subsets of the resource base can be presented to different profiles of user.

Paper awareness raising resources will be printed by EUCEN as and when required, and also posted on the project server in appropriate print formats so that all partners can print their own.

Action

UPF to set up Plone server and populate as described

Contents of awareness raising resource base

Action

Dai Griffiths (F-UPF) to establish and coordinate working group to develop deliverable D2, Awareness Raising Resources.

Information about the UNFOLD project

Aims and objectives, focus, how to be involved. This will be the electronic equivalent of the handout, with rather more detail.

Information about the specification

General information about the specification. The CETIS briefing on LD is be good starting point for this.

Bill's slides on Learning Design

Why it's important for the different user groups

How you join.

Web site enrolment form, with questions of who they are and what they expect they would be interested in and how they expect to interact (lurk, participate). Get info about interests of the participants, and summarise key information... UPF

Resource base for the CoPs

Website has to be repository for information about LD etc for each community of practice. CETIS and OUNL have material.

General information for all participants

Basic information on LD.

Benefits: Support multiple learners and multiple pedagogies. Express learning activities in addition to content. Integrate learning services with content and activities.

Updated tool set

The different groups served by UNFOLD have different needs for information.

Learning providers (including teachers) need to be inspired by the new forms of on-line learning enabled by using Learning Design as an open standard. What will the world be like if Learning Design succeeds?

Benefits: Multiple systems and learning designs available from multiple sources). What early successes can we report? (Describe early artefacts)

Learning designers need to have explained why it's of significance to them, and why and how they can use it in their authoring activities.

Benefits: availability of multiple authoring tools, and multiple platforms capable of playing their designs.

Bill's slides on Reload

System developers need to know what the spec is about and what the implementation issues are.

Benefits: enable their systems to meet new learning needs and play designs from multiple sources using different pedagogical approaches.

Multiple learners.

They need materials to help them use it. For example, Bolton have found that you can implement in modules.

Specifications developers do not need to have their awareness of specifications raised, but should find feedback on standards at the UNFOLD site as soon as these outcomes are available.

PowerPoint

Power point plus audio of key presentations by UNFOLD members would be a valuable resource. In particular it would be valuable to have contributions from key people such as Rob Koper and Bill Olivier, providing insight into the development of EML and the process of its transformation in to IMS-LD. This would be a resource which would not be found in any other platform. Some introductory material appropriate to all users is required, but most should be divided up from the first to address the needs of the CoPs we are addressing.

Bringing the resource base to life.

The site has to lively and personal, as well as having serious content, or people won't visit it. Slashdot and Linux communities also provide examples of successful community resource bases. These should be analysed and the lessons to be learnt identified.

CETIS has been successful in part because the front page changes every day, so people came back to see what is new. We should emulate this by having something new on pedagogy and technology every day. RSS can be a cheap way of doing this.

An opt-in mailing list with regular information is also a valuable option. Stephen Downes daily newsletter weblog is a good example of this approach and a valuable source of information (www.downes.ca)

One option is discussion papers, but if we do this, then we should set it up in advance, with invited discussants.

Membership lists with descriptions of interests can be provided, so that members can contact each other.

Gold instances

Reference examples of UoLs and practice (later in life of project perhaps)

10.3 UNFOLD Events Plan
Version 2, 5th March 2004
About this document
Purpose: This is a discussion document, and will contribute to the UNFOLD Awareness Raising Plan
Author: Josep Blat, Dai Griffiths, Bill Olivier and Ana Dias

Introduction
The workplan
The project contract specifies that

> *Three UNFOLD conferences will be organised to coincide with the existing EUNCEN conferences or other specific appropriate events where agreements can be reached amongst organisers and UNFOLD. These will provide the opportunity to report directly to the wider user group, and to present publications.*
> *Quarterly face to face events will be organised for the UNFOLD user group, enabling the CoPs to meet in person on a periodic basis. These will provide an opportunity for reporting on research undertaken, and for publishing technical reports.*

The logic is that the CoPs report their work at the conferences every six months, and this is compiled into a report for the commission.
We also need to organise awareness raising activities.
Timing of CoP launch
The UNFOLD communities of practice will be launched in September 2004.
We intend to start less intensive activities from May 2004, when the first workshop takes place (Colin Tattershall in Giunti Learning Summit).
These activities will build slowly, and intensify when the CoPs are launched

Launch of CoPs
The consensus between Dai Griffiths and Bill Olivier is that the *announcement* of the CoPs and the *inaugural session* of the CoPs are separate issues, and will probably require separate events.
In this approach the announcement would be a particular kind of awareness raising activity.
Academic launch announcement
There seems to be a consensus among participants that the most appropriate academic launch announcement event is
ALT-C 2004, Exeter, UK, 2004/09/14-167. The factors in favour are date, that some partners are already attending, and the large number of attendees.
If possible, we will hold an awareness raising session/workshop.
Industry launch announcement:
The consensus for and industry launch has been eLIG / EADTU, Heerlen, Nederlands, 2004/10/21-23
Factors in favour are
- OUNL is attending and has strong links with EADTU
- eLIG is a very influential body, which we certainly need to reach.

Drawbacks are
- The date is later than we would like for a launch
- The group is likely to be small, an may not be the people we need to reach

We should certainly attend the eLIG/EADTU event, but we might consider a launch at Expo e-learning 2004, Ferrara, Italy. 2004/09/7-12.
www.expoe-learning.net
The date is close to the academic launch announcement.

Inaugural CoP meeting

Time and place

It is proposed to have the event as early as is practicable in September, and the proposed venue is Barcelona.

Current state of Learning Design

Initial meetings for everyone together, to establish the conversation between groups before they split up.
Update on software available, interoperability, implementation processes, what's involved in setting up services…

Inaugural sessions for CoPs

Tools developers
Here is coppercore. These are the interfaces
Here is Reload, If you don't like it there's an engine underneath and this is how it works
Clarification of the specification
Two types of developers: those building on open source and those starting from scratch.

Learning designers
How do you produce a learning design?
What tools to you need?
Are these satisfactory?
How could they be improved?

Learning providers
What types of learning scenarios would you like to run?
What are the institutional issues? Can they be addressed.
What infrastructure do we need?
How can LD be linked to management systems.
Then start sessions where the people who are providers start to say the , and then get the info down the hierarchy.

Feedback sessions between groups

Establish the conversations by saying "this is what we need"

Schedule of CoP events
The approximate proposed schedule is:
- CoP event (September 2004)
- Conference and workshop with CoPs (Berlin? December 2004)
- CoP event (March 2005)
- Conference and workshop with CoPs (July 2005)
- CoP event (September 2005)
- Conference and workshop with CoPs (December 2005) Note that the project Officer is keen on having a high profile final event.

Awareness events
The focus will be on the period preceding and following the launch of the CoPs
We will in addition make use of existing events outside that period, if they offer particularly good focus, or partners are attending already.

Planned
2004/04/12-14.   Giuntti eLearning Results summit, Sestri Levante, Italy.
                                Workshop run by Colin Tattershall
2004/06/9-12.   EUCEN Spring Conference: Developing learning regions, thoughts to actions Limerick, Eire.
                                Poster session

2004//08/20.	European Conference on Educational Research. Crete, Greece.
	Participation in workshop in VET strand
2004/08/23-26.	Adaptive Hypermedia 2004. Eindhoven, Nederlands.
	Joint workshop with PROLEARN
2004/08/30 - 2004/09/01	ICALT 2004. Joensuu, Finland
	Workshop to be proposed
2004/09/14-16.	ALT-C 2004. Exeter, UK
	Launch of CoP announcement
2004/10/21-23	eLIG / EADTU. Heerlen, Nederlands
	Definitely attend, proposed industry launch announcement
2004/11/4-6.. Lithuania.	EUCEN Autumn conference, Kaunas University of Technology.
	Workshop
2004/12/1-3	Online Educa Berlin 2004. Berlin, Germany
	Proposed CoP public workshop

Proposed

| 2004/09/7-12. | Expo e-learning 2004. Ferrara, Italy. |
| | *Possible launch announcement* |

Other possible awareness raising events

See Candidate Events table below

==Please comment on== Possible events

Budget

See spreadsheet events_budget.xls

There is some budget still available, but the estimates are very approximate so it is wise to have budget in hand.

Additional awareness raising events can however be proposed.

It should be remembered that we can shift budget from awareness rasing to CoP events if we want, so we do not want to spend more than we have to on awareness raising.

Partners are encouraged to submit papers on LD related issues to conferences, which will also raise awareness of the project

Candidate events

In version 1, events identified as being inappropriate for UNFOLD had a grey fill. These have been removed in this version.

Candidate events for UNFOLD attendance or organisation of UNFOLD project events

Colour code for UNFOLD partners attending column Planned event   Proposed   Possible event

Colour code for dates is simply to differentiate the months

Date	Event	Title	UNFOLD partners attending	Description and link
2004/04/12-14	Sestri Levante, Italy	Giuntti eLearning Results summit	Colin Tattersall. How can we leverage this?	Research & Standards Unified Learning Technologies Summit Colin Tattersall is attending, and doing a Learning design workshop www.elearningresults.com/
2004/05/25-26	London, UK	Learning solutions 2004	Seems to be a good profile of attendees.	e-learning attracts those with responsibility for training and/or IT Training within small organisations as well as large corporations public sector bodies and higher education establishments. Typical job functions include: Training, IT training, e-learning, e-business, business development, course developers, HR, IT directors and managers with responsibility for training strategy. http://www.learnevents.com/e-learning-lon.lasso
2004/06/9-12	Limerick, Eire	EUCEN Spring Conference. Developing learning regions, thoughts to actions	One partner	EUCEN Spring Conference at Limerick (June?? About 100-150 people. It has the structure of a conventional conference with: • A main theme. • Several plenary sessions in the morning. • Short workshops in the afternoons. http://www.ul.ie/%7Ecll/eucen/

2004/06/16-19	Budapest, Hungary	13th EDEN (European Distance Education Network) annual conference	On topic. Eastern Europe. May be workshop opportunity	The conference will address the core questions of how distance and eLearning can best play a role in capacity building, support modernisation and regional development. The starting EU eLearning Programme faces further challenges in the transforming situation. Is is worth assessing, according to our latest knowledge, what eLearning is worthwhile using for - and what not? http://www.eden-online.org/contents/news.html#1 **http://www.eden.bme.hu/contents/conferences/annual/Budapest/BudapestHome.ht ml**
2004/06/16-19	Madrid, Spain	Online Educa	Could run a workshop here?	Sally Reynolds is the organiser
2004/07/1-3	Samos Island, Greece	International Conference on Information / Communication Technologies in Education.	Workshop opportunity?	This conference seeks to address the many challenges and new directions presented by technological innovations in educational settings. Providing keynote speakers, plenary sessions, workshops, and forums with a focus on integrating technology into all facets of education, the conference will provide participants with a forum for intensive interdisciplinary interaction and collegial debate. http://www.ineag.gr/ICICTE/
2004//08/20	Crete, Greece	European Conference on Educational Research	F-UPF?	For the educational community, especially for schools. UNFOLD have been invited to present at a symposium organised in the Vocational and Educational Training strand. 100 word abstract to be submitted by the end of February.
2004/08/23-26	Eindhoven, Nederlands	Adaptive Hypermedia 2004	OUNL	Possible joint workshop with PROLEARN? AH 2004 – Adaptive Hypermedia Conference http://www.ah2004.org/
2004/08/22	Toulouse, France	TeL'04 – Technology Enhanced Learning	2Oth Feb submission deadline	One day workshop co-located with the IFIP World Computer Congress (22-27 August), organised by the project Lab@Future. It aims at promoting key initiatives for school e-laboratories utilizing novel pedagogical and evaluation theories. http://tel04.systema.gr/

2004/08/30 - 2004/09/01	Joensuu, Finland	4th IEEE International Conference on Advanced Learning Technologies (ICALT 2004)	On topic, good date, in an country where we have few contacts	Specifically includes Educational Modelling Languages as an area of interest. For general information, please contact: Ms. Kirsi Karjalainen / Planning Officer kirsi.karjalainen@joensuu.fi http://lttf.ieee.org/icalt2004/ 29 February submission deadline for papers. We could explore possibilities for a workshop
2004/09/2-4	Malta	International Conference on ICT and Education	Possibly good, but might be small	This Conference is being supported by the European Commission under the Socrates Minerva Action and will therefore be looking at new technologies that have been changing teaching environments in primary and middle school levels. Papers submitted will focus both on the theory and the application of ICT in classrooms. The Conference will have a high element of training and transfer of knowledge. http://www.educ.um.edu.mt/sail/slc/conference_Malta/
2004/09/7-12	Ferrara, Italy	Expo e-learning 2004	If it really has a strong industry element, this looks a good option, and could even be an industrial launch	www.expoe-learning.net The Exhibitors at EXPO e-learning will include all those businesses and operators at the forefront in every sector and at every level within the world of web-based learning: - hardware and software technologies for the application of e-learning - educational products and other e-learning applications - specialist multimedia publishers - services - Associations, non-profit Agencies and Institutions operating in the field of on-line training.

2004/09/14-16	Exeter, UK	ALT-C 2004	Rob Koper is attending. Possible launch	March 9th limit for papers. Blue skies and pragmatism - learning technologies for the next decade. 14 September 2004, Exeter (UK). To reflect the growth and diversity of learning technology as a research and development area, the 2004 conference focuses on future directions, in terms both of the technologies themselves, and of their impact on learning and teaching, organisational structures, and individual roles and responsibilities. The conference aims to reflect the diversity but also to take a critical stance as to future directions and implications. http://www.alt.ac.uk/altc2004/
2004/09/27-31	Neuchatel (CH).	6th International Conference on New Educational Environments (ICNEE)	Deadline for papers April 18th. Elena Escamilla, Cat Inst of Tech, is on committee	Emphasizes on the concept of blended learning. The main focus lies on the exchange of: Experiences through lively presentations of blended learning courses, best practice and lessons learned; Results in pertinent research and project know-how; Strategies of implementation and realization of new teaching and learning methods in an institution or a company; Knowledge based on experiences of support- and production centers for media didactics; Concepts in application of blended learning within the scope of the Bologna – Declaration. http://www.icnee.ch/index.html
2004/09/29 - 2004/10/01	Villach, Austria	ICL 2004 Interactive Computer Aided Learning	Deadline for papers 28th May 2004	Among the topics of interest are: Web based learning (WBL) Computer based learning (CBL) Life long learning Education and Internet / Intranet Tools for interactive learning and teaching Authoring tools Standards and style-guides Pedagogical and psychological issues Cost-effectiveness in open and distance learning

2004/10/20-22	Izmir, Turkey	New Information Technologies in Education		CLASHES with eLIG / EADTU The workshop emphasizes the development of pedagogically sound active learning tactics for partial and complete online courses.
2004/10/21-23	Heerlen, Nederlands	eLIG / EADTU	Proposed industry launch	Joint effort between eLIG and national organizations of universities and schools for professional education Rob Koper comments that his expectations of the audience, given earlier EADTU events, are - Board members of all Open Universities in Europe - Industry members related to eLIG mission - University representitives of other universities in (mainly Netherlands, Belgium, Germany, Finland, Sweden, Denmark and UK given the location) - RTD staff in educational technology - Staff of Open Universities - and, as always, some others who cannot be fit into any category.
2004/11/4-6	Kaunas University of Technology. Lithuania.	EUCEN Autumn conference	EUCEN plus one partner	A series of long workshops –between 4 and 8 hours– run in parallel during two days. What is offered is a real training session and an opportunity to do some concrete work on ideas and activities, in-depth over a longer period of time. http://www.eucen.org/
2004/12/1-3	Berlin, Germany	Online Educa Berlin 2004	Possible first seminar meeting	Rob Koper is on the conference committee This is the world's largest international e-learning conference and also Europe's largest gathering of e-learning and distance education professionals. This annual conference attracts high-level decision makers from education, business and government - the three key areas driving e-learning adoption and innovation - making it the most important networking venue for experts, practitioners and newcomers from all over the world. http://www.online-educa.com/en/

10.4 Minutes of Project Meeting, Barcelona 19th May 2004
PRESENT

FUPF
> Josep Blat (Project Manager)
> Dai Griffiths (Project Coordinator)
> Rocio Garcia
> Francis Casado
> Juanjo Martínez
> Victor Pascual

Bolton Institute
> Bill Oliver
> Lisa Corley
> Chris Kew

EUCEN
> Ana Dias
> Carme Royo

OUNL
> Jocelyn Manderveld (telephone conference during the afternoon)

1. The meeting commenced at 9.00 with personal introductions, followed by an overview of project progress.

2. Evaluation Plan

Dai Griffiths reported on progress on the evaluation plan, and the approach to be taken. A draft plan will be circulated in the following weeks, for all partners to provide feedback.

3. Awareness raising

A number of urgent tasks were programmed.

3.1 Conversion of outline awareness raising materials into web pages, to be located on the Plone server in FUPF (FUPF and Bolton).

3.2 Progress gathering of contacts was discussed.
The contacts will receive a mail with announcement of UNFOLD activies and other information. They will then have the option of going to the UNFOLD activities web and registering.
EUCEN and OUNL both have substantial mailing lists which can be used. It is best if they send the messages themselves, rather than sending them from UNFOLD, as this might be perceived as spamming. There is no need for the project to keep additional recods of the members of these mailing lists.
Project partners are encouraged make contact with individuals who they believe might be interested in participating in UNFOLD. They should mail them personally, but provide copy to Dai Griffiths, so that the contact can be recorded. Dai Griffiths will

inform parteners when they should start mailing.

Any additional contacts who should be contacted by the project coordinator shoud be sent to Dai Griffiths to be added to the UNFOLD contacts database.

It will be necessary to write a standard letter to be sent to participants. This should consist of a paragraph on Learning Design, and a paragraph on UNFOLD activities. The standard letter will be adapted for the purposes of each group of recipients. Bill Olivier and Dai Griffiths will write a draft letter.

3.3 Awareness raising resources

Dai Griffiths reported on the awareness raising resources so far identified, and requested that partners identified more. Lisa Corley made the presentations on the CETIS pedagogy SIG available. Jocelyn Manderveld said that she would check on the best way to make use of the materials on Learning Networks, including the IMS-LD FAQ. Bill Olivier will write a short reading guide to the specification, and will arrange for the production of a page on the Reload developments relating to Learning Design. We also lack a good page: "IMS-LD, what is it good for" near to the front of the awareness raising site.

All partners are requested to think of additional materials, either existing or to be authored by the project.

3.4 Industry awareness.

The project has a number of events planned where there will be industry involvement, but more contacts are required. EUCEN will use its network of contacts to identify the professional training associations in the coutries where it is represented. Partners are requested to think of other means of increasing awareness in industry.

4. CoP Infrastructure review.

Bill Olivier suggested that there might be a possible intermediate solution for CoP infrastructure, a half way house between a single system and two independent systems. For example, if appropriate, it might be that Plone could be used for all discussions, while OUNL could use Learning Networks to support the Learning Designers working space and repository. These options can be explored in the coming months of trial activities. The user interfaces of the systems could also be converged as far as possible. This issue was also discused at the UNFOLD Board Meeting, held in the lunch break of the project meeting.

Bill Olivier commented that while it was important to gather information from CoP members as they sign on, it is also essential that CoP members have control of their own information, and can edit it whenever they want.

5. CoP activities

The meeting adressed two issues which Etienne Wenger identified as being keys to the success of CoPs:

"What are the engaging issues and hot topics which will stimulate participation?"
and
"Who are the potential 'thought leaders'?"

A brainstorm was carried out, and the edited results are attached as a annext to these minutes.

It was decided to start initial activities with the CoPs with 6 online events. These would be one event per month per CoP in the months of June and July 2004. The proposed sessions are:

> Developers
> > Bill Olivier
> > Hubert Vogten
> Designers
> > Rob Koper
> > An OUNL designer.
> Learning Providers
> > Oleg Liber:
> > Scott Wilson or Bill Olivier

The project coordinator will contact the suggested presenters, to see if they will be available.

Another option suggested was to have sessions based around the chapters of the Valkenburg book, in which summaries of the chapters were posted, and discussions held around the issues including the author of the chapter.

6. Other CoP requirements

6.1 It was noted that we require a briefing for facilitators to ensure that we have a shared understanding of their role. It was noted that
- one aspect of their task is to ensure that participants from countries which are not initially strongly represented in the CoPs feel welcome to post their questions and comments.
- It will be important for each facilitator to monitor activities on all three CoPs, so that they can make the appropriate links as and when issues which bridge CoPs arise. In view of this need it was also decided to create ineraction areas on the UNFOLD CoP server which are specifically intended for interactions between the groups (developers/designers, designers/providers, and providers/developers).
- A brief code of conduct for the CoPsis also required (and an initial draft has been prepared).
- The roles of facilitator and that of "thought leader" are distinct.

6.2 The issue of IPR was agreed to be a board issue, to be discussed telamatically. IPR (perhaps a board issue). As a general principal it was suggested that all participants retain copyright on anything which they individually create within the context of UNFOLD, but that anything which is created collaboratively is the joint copyright of the people or institutions which create it. The online interactions of the communities are open to the members of those communites (who are not vetted), and will be published in summary form (with the prior revision of the members). This will be made clear to participants in UNFOLD CoPs.

7. Events schedule.

The list of selected events was discussed one by one. The approved events (with comments in *italics*) are:

9-12 June 2004: EUCEN Spring Conference

EUCEN to display poster and leaflets, to be designed and printed by UPF

5th July 2004. CEN/ISSS Workshop on Learning Technologies standards, Sheffield
Bill Olivier to attend if possible, if not another representative of Bolton Institute

23-26 August 2004. Eindhoven, Adaptive Hypermedia 2004.
Proposed joint workshop with PROLEARN, OUNL to confirm arrangements

August 30 – September 01. Joensuu, Finland. 4th IEEE International Conference on Advanced Learning Technologies (ICALT 2004)
FUPF has a paper on IMS QTI accepted at the conference. They will organise the exhibition of an UNFOLD poster as well.

September 14-16. Exeter, UKALT-C 2004
This will be the official academic launch.
Bolton has had a paper accepted. Bolton to investigate the possibility of organising a workshop in association with the conference

September 20-23 Crete, European Conference on Educational Research.
UNFOLD has been invited to present at a symposium organised in the Vocational and Educational Training strand

September 25-27 2004. Inaugural CoP event in Barcelona.
Proposed date 25-27 September. Coordinator to confim dates.

October 21-23 2004. eLIG / EADTU. Heerlen, Nederlands.
This will be the official Industry launch.
It was agreed to invite Marco Marsella, UNFOLD Project Officer, to attend this event, which is being coordinated by OUNL

November 4-6 2004. EUCEN Autumn conference. Kaunas University of Technology. Lithuania.
Workshop on IMS LD. It is planned to run this event with one EUCEN person plus one person from Bolton Institute or OUNL.

15-17 November 2004.
 IST 2004. Hague.
It was agreed to apply for a workshop on "standards pedagogy and practice" at this event.

December 1-3 2004. Online Educa Berlin.
This is a possible venue for the second CoP event. The Coordinator will contact Rob Koper to establish if contact has been made with Online Educa, and to explore the nature of UNFOLDs propsed participation.

The 2005 EUCEN conferences were discussed. These are scheduled for Begen in May, and Rome in October or November. UNFOLD activities at these events will be planned when more details are available.
The was noted that we should soon start to plan for a final event. Bill Oliver suggested that we could offer to edit a special issue of a journal, and present this at a conference. One possiblity would be IEEE.

6. Contact with EleGI

The project has been contacted by EleGI, requesting that we go to present to a small meeting in Italy. The meeting agreed that this was a key contact for UNFOLD, particiularly in view of EleGI's focus on The Grid, which is a key strategic issue for Learning Design. Bill Olivier will try to go to this meeting, if the dates are appropriate.

Appendix to minutes: Brainstorm on CoP activities at UNFOLD project meeting, 19th May 2004

1. Thought leaders

Developers

Hubert Vogten other members of Coppercore development team
Will Woods
Phil Beauvoir
Paul Sharples
Francis Casado
Juanjo Martinez
Sergio Sayago
Gilbert Paquette
Olga Marino
KL Kwong
James Dalziel
Fabrizio Cardinale
Blackboard OUNL IMS-LD MOU signatory

Learning Designers

Providers of case studies for Vakenburg
Rocio Barcia
Nidia
Adriana Berlanga
Marianne Poumay and Dominique Verpoorten
Professor Arnaud
Mike Halm
Tom Boyle
Griff Richards
Franz van Asche

Learning Providers

Oleg Liber
Grainne Conole
Gilly Salmon
Diana Laurilard
Message from Lisa's contact
Mark Stiles
Peter Sloep
Rob Koper
Fabrizio Cardinale

2. Hot topics

"Come and find out about learning design and systems, and then you have the opportunity to input in to the development process."

2.1 Developers

What is Learning Design and why is it relevant to me?
Where is an open source reference implementation and how can I use it?
Are there things that you need to be able to do that the specification can't currently handle?
How do I set up multiple groups with rotating roles (for example).
How do we set up services? Do we need a small specification for this?
How do we add more services?
How much variation in the behaviour of a run time engine is allowed?
Do run time user interfaces have to be consistent?
How do I set up a run time environment for Learning Design?
How do we integrate QTI into LD runtime?
How do we integrate SCORM into LD runtime?
How do we integrate Simple Sequencing / SCORM 2004 into LD runtime?
Who are the users of my tool or system that I can communicate with?

2.2 Learning Designers

What is Learning Design and why is it relevant to me?
What does it offer beyond SCORM, QTI, etc...
How do I do "x" pattern of activities in Learning Design?
What authoring tools are available now?
Who is developing tools at the moment?
Who has experience of authoring Learning Designs in my area?
What Learning Designs are available for me to use or look at?
What are my requirements of an authoring tool?
How can I find and adapt other peoples Learning Designs?
What are our requirements of repositories?
Can you express what you want with the tools that are available to you
What tools do I need to support my workflow?

2.3 Learning Providers

What is Learning Design and why is it relevant to me?
What does it offer beyond SCORM, QTI, etc...
If I use Learning Design, how can I integrate other materials (SCORM etc.)
How do I integrate Learning Design into my current learning environment /LMS?
Why is Learning Design relevant to me?
What support do I need if I want to use Learning Design?
What needs to be in place to set up a functional LD Runtime environment?
What do I need to do to set up a UoL?
What players are available? How much of LD do they implement?
What are good practices for teachers using UoLs?
What skills do teachers using UoLs need?
What skills do system administrators and integrators need?

Where can I see LD / EML examples (learning networks area?)
What are my requirements for a Learning Design run time system?

3. Activities

- Post a paper, or a live chat on a regular schedule.

- 2 thought leaders from each CoP to make presentations.

> Developers
> > Bill general sessions
> > Hubert techy session
> Designers
> > Rob general
> > An OUNL designer.
> Learning Providers
> > Oleg: Why is learning design important to you.
> > Scott / Bill: What do you need to do to set up Learning Design in your institution.

- Schedule this so that people in USA and Canada can participte
- Follow up on-line events with a threaded discussion on that subject
- Have previously arranged topics with thought leaders which can be followed up.
- Moderator fields questions and invites people to ask them.
- Archive the results
- Invite the authors of the Vakenburg book to make presentations on their chapter and invite responses.
- We need three inter-group spaces, and nsure that the intergroup conversations are supported.
- Do we need a top level announcement space.
- Do we need an environment for this? Link-3D from FUPF might be useful for this?

10.5 Minutes of UNFOLD Board Meeting, 22nd June 2004

Location
Telematic meeting using telephone conference system

Present:
Josep Blat (Project Manager)
Dai Griffiths (Project Coordinator)
Rob Koper (OUNL Board Member)
Oleg Liber (Bolton Institute)
Ana Dias (EUCEN Board Member)

Agenda
- Finalisation of the board constitution
- Review and formal approval of deliverables
- Infrastructure policy
- Main issues of on-going and pending work.
- Any other business

1. Finalisation of the Board constitution
The following membership of the board was approved
FUPF: Josep Blat
OUNL: Rob Koper
Bolton Institute: Oleg Liber
EUCEN: Ana Dias

The project board was constituted with the above membership. The board members may change the representation of their institution on the board by informing the project manager of such changes. As set out in the UNFOLD contract, each partner has one vote, with the coordinating partner (FUPF) having the casting vote in case of a tie.

It was agreed that each partner could nominate an additional person to attend meetings, together with the board member, and in this case the additional person does not have a vote. Partners may also nominate a person to substitute for the board member, and in this case the additional member has voting rights.

2. Acceptance of deliverables

Progress Report 1 and the dissemination website were accepted as deliverables

3. Peer reviews of project deliverables.
It was agreed to peer review all project deliverables.
This applies to both new deliverables and those already submitted.

Already submitted
    - The first quarterly management (EUCEN)
    - The project website (Bolton Institute)
Being prepared at present
    - Awareness raising pack and Web (EUCEN)
    - Evaluation plan. (Bolton Institute).

Peer reviews will be scheduled for subsequent deliverables as they are prepared.

4. Community of Practice distribution and infrastructure.

a) Each project partner is responsible for coordinating one CoP, and it had been proposed that it might be more effective to change the responsibilities from that decided in Dagstuhl. Partner OUNL however, had clearly expressed its opinion that they wanted to continue with the Learning Designers CoP, and this was accepted by the board.

b) The advisability of having a single infrastructure had also been previously been discussed. Partner OUNL stated their strong preference for using the Learning Networks system for the CoP activities for which they are responsible. It was therefore decided to accept that there would not be a unified infrastructure for the CoPs, at least for initial CoP activities. Should the use of multiple systems create difficulties for users or facilitators, then the use of multiple systems will be reviewed by the board.
It was decided that it would be best to leave the creation of shared spaces until after the first face to face meeting of the Communities of Practice.

5. Start of full OUNL participation
The project managed expressed his satisfaction that the OUNL would now be ramping up their contribution to the project, as set out in the workplan. Priority was given to establishing the on-line presence and starting activities with the CoPs.

6. OUNL project worker appointed
Rob Koper informed partners that a OUNL project worker had been appointed, called Daniel Burgos.

7. Next meeting of the Management Board
The next meeting of the Management Board was scheduled to be held during the forthcoming CoP meeting in Barcelona.