

Real World Learning Network

Second Partners Meeting 16-20th July 2012

Meeting Minutes

Participants

Thorsten & Angelika (ANU), Irena (Slunakov), Zsuzsa (HSEE), Beth (CLOtC), Daniela (CREDA), Ida (CSOE), Sam & Richard (FSC).

Objectives of the meeting were to:

- Review project progress.
- Develop terms of reference and working structure for Working Groups.
- Review project website and prepare for translation.
- Review plans for first RWL conference and plan marketing.
- Further plan project monitoring and evaluation.

1. Welcome and new members

Sam Rudd (FSC) and Beth Gardner (Council for Learning Outside the Classroom) introduced themselves and their work.

2. Project Review and Direction

We spent some time reviewing the project and the first partners meeting. In particular we discussed the particular dynamics of a network as opposed to a more traditional project, and we discussed what sort of network we want the RWL Network to be.

We reviewed the original vision for the network...

'to explore and share successful approaches to RWL through the outdoor classroom that leads to action for sustainable development.'

...and the reviewed from Partner Meeting 1 what we mean by Real World Learning in the context of the project, including:

- The importance of connecting learner and location.
- RWL should be solution orientated, addressing the urgency of environmental problems.
- Behaviour change is a key goal.
- There is a focus on science and the outdoors.
- Developing competencies matter.
- Outdoor learning helps understand systems and connections between learners and their world.

- Aiming for a high quality of learning experience.
- RWL addresses the natural and human influenced world.
- RWL addresses economics and livelihood.
- RWL addresses future and sustainability.

We discussed that networks, unlike traditional projects, carry a higher level of risk. They are not focused around the development of a single agreed product; they depend on the cooperation of all partners to share their ideas and opinions. As such they can be less controllable in a traditional management sense, and less certain in their direction. Having confidence in the process a network agrees to, and the uncertainty that brings, is challenging. Partners were recommended to read 'The Art of Networking: European Networks in Education' which is available on Huddle.

We reviewed the different types of network and debated what goals we had for the RWL Network. The different types of network are:

- The Debate Function – provide a common platform, forum or reference point for discussion, reflection, policy and research.
- The Dissemination Function – disseminate information and best practice generated by the partners.
- The Research Function – provide an overview of the network topic through comparative analysis and contribute to shared development.
- The Forecast Function – identify present, emergent and future needs.
- The Advocacy Function – promote the implementation of innovative results, insights and best practices.
- The Support Function – assist in the networking of projects which are related to the theme of the network.

It was agreed that the main functions of the RWL Network is to promote the debate, dissemination and research functions. Through these three functions we aim to forecast future changes and trends in outdoor learning. It is hoped that where appropriate this will lead to advocacy. It was noted that the advocacy function should be part of the Exploitation Plan.

The RWL Network will create opportunities for partners to share and discuss relevant ideas, engage in debate and learn from others. We will publish recommendations and good practice case studies. Through this we will develop our understanding of outdoor learning, and hopefully meet the needs of our own organisations and others to deliver high quality outdoor learning.

The issue of terminology was raised during this session and several others. Please refer to section 10 below for more details.

Actions:

- Richard to upload presentation to Huddle.

3. Baseline Research

This session was led by Irena.

Irena led an interactive session through which we explored the results of the baseline research. The aim was to review the results in each country and identify the most important results to take forward into the Terms of Reference (TOR) for the Working Groups (WG).

We started by identifying the most important conclusions in each country from the baseline research for each WG, then we grouped all the country results together to see the big picture and identify trends between the countries. The result was a prioritised list of topics for each of the WG's.

Actions:

- Richard to type up notes from flipcharts and add to Huddle.

4. Working Group TOR

This was the critical topic of the meeting. The role of the WGs is to provide a forum for discussion, debate and research about key issues in outdoor learning, as a result of which we will produce recommendations and guidelines for others. The recommendations and guidelines will be illustrated with good practice case studies.

There was understandable concern about the actual tasks the WGs will perform. I have tried to show in the box below how a working might grow and develop over time.

Working Group Development Over Time

The concern about the level of uncertainty in how WGs will develop is valid. We are in a stage of the project where we are trying to work out what will happen, no easy challenge. A broader overview of the whole process may help put this stage into context and show how over time our WGs will become more concrete and less uncertain in the future.

In writing the project proposal we started **orientating** the project around some key ideas for RWL (outdoor learning, science and sustainability). As we have carried out our baseline research this **orientating** has continued, and we are slowly determining how our ideas can become real activities for each WG. There is a challenge moving from ideas to real activities. We started this move by developing TORs for each WG in Germany. In the **activating** phase the WGs explore tangible ideas in more detail, moving from ideas about RWL into specific tasks that explore RWL in more detail and more focus. In the **orientating** and **activating** phases there is a high degree of divergence as people have different ideas about what the WGs should do. We all come from different backgrounds and educational systems, as such a 'one size fits all' approach is likely to fail and a diverse range of ideas and approaches is to be expected. This is an uncertain process, however, by exploring a wide range of ideas there will ultimately be a far greater likelihood that the RWL will deliver real benefits for us all. In the **selecting** phase we start to decide the final shape and form of the results of each WG. Here we are deciding what our recommendation are, what guidelines to produce, and which good practice case studies to highlight. Now we are moving towards convergence, and reducing levels of uncertainty. In **implementing** stage we are sharing our final results with everyone. Finally we are **evaluating** the results.

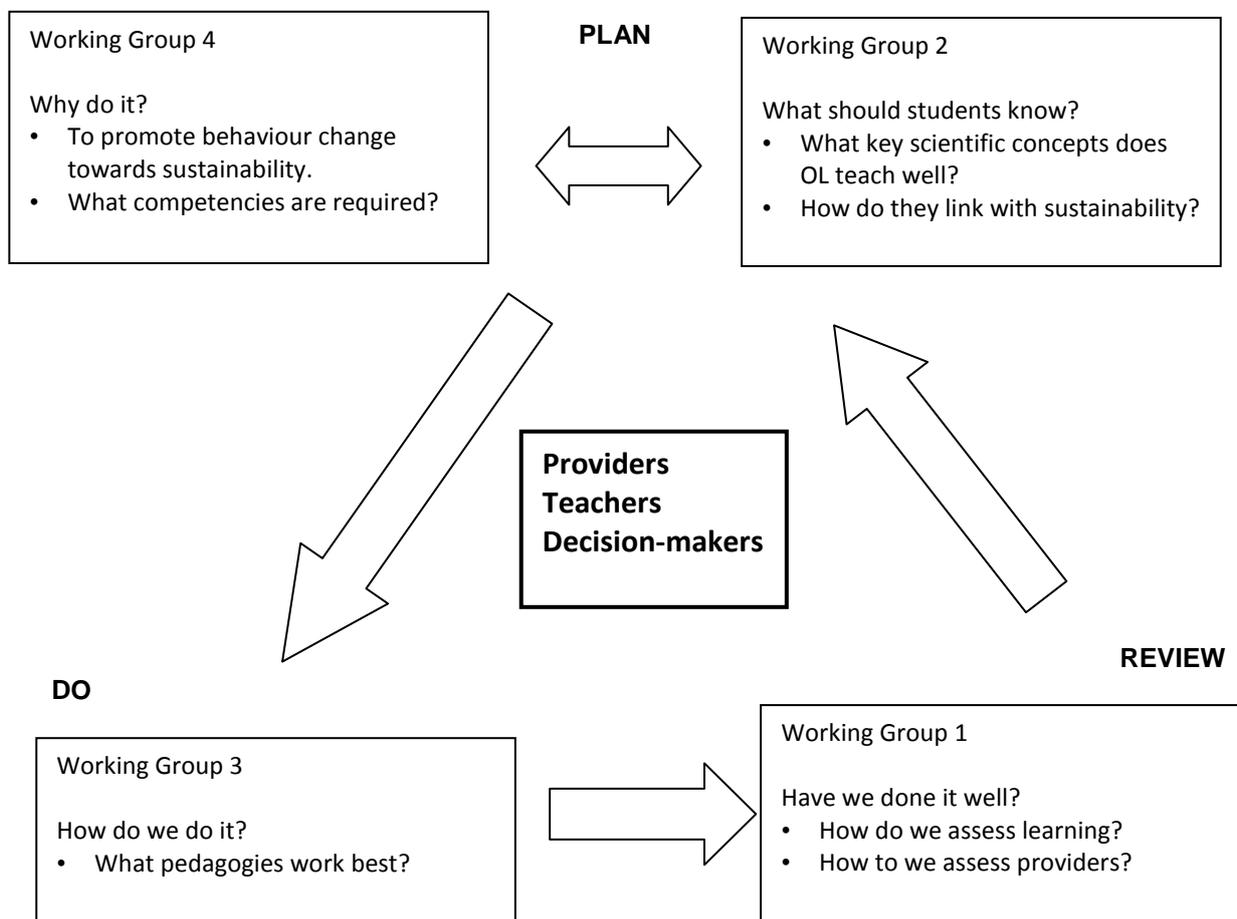
In RWL we are currently somewhere in between the **orientating** and **activating** stages. There is a lot of divergence as different partners have different ideas, and some are more confident than others.

I hope this is clearer. Yes, we are in an uncertain phase of the project, but one I hope has been very creative and enable us to fully explore the range of opportunities RWL offers us. Based on this we can select the best activities to meet our personal and organisational needs.

Additional time was devoted to developing the WG TORs to ensure there was a clearer understanding of the TOR for each WG. To guide the process we reviewed some general principles for the WGs:

- Do they have European value?
- Are they unique?
- Do the WGs investigate relevant topics: for providers, teachers and decision-makers?
- Can the WGs make a difference?
- Are the WGs interlinked? Supporting and building each other's work?
- Do they futurize? (provide results for now and the future).

Using the results from the baseline discussions (see above) and ideas from partners provided pre-meeting, we developed guiding questions, tasks and deliverables for each WG. In developing the details for each WG, synergies between each WG became clear and are shown in the diagram below.



It was agreed that WG4 and WG2 need to start their work before WG3 and WG1 can start theirs (note that WG 3 and WG1 can start some general tasks now, for example, WG1 could collect information about existing Quality Criteria). In simple terms, WG4 and WG2 are the planning phase for outdoor learning in that they explore why it is important, and what are the competences and content. WG3 is the doing phase where learning is delivered, and WG1 is the review phase.

Once the overall flow of the WG's was agreed, we planned each working group in more detail. For each working group we identified guiding questions, tasks and deliverables. We also discussed who

the WGs would benefit and how the work will be targetted. It was agreed that the WG's need to produce results for:

- Providers of outdoor learning (centres, etc).
- Teachers and students visiting outdoor centres.
- Decision-makers.

Each WG needs to ask 'what the results will look like for...(providers, teachers, decision-makers).'

Finally, we planned the first meeting for WG2 and WG4. There remains some uncertainty about the exact tasks of the WGs. This should become clearer once the TOR for each WG has been written and shared. The UK team has already done some preparation for co-ordinating WG2. To help clarify how a WG can organise their initial tasks I have included some of our thoughts in the box below.

Working Group 2 – Science and Sustainability	
Initial Ideas for Tasks (August 2012 to January 2013)	
1.	<u>Complete Terms of Reference</u> (Aug 2012) – share with Working Group members; introductions to each other.
2.	<u>First task</u> (Sept-Oct 2012) – to collect information about science related to sustainability in school curriculum in each partner country. Result: identify key themes and details; talk with four external experts about what is missing from school curriculums.
3.	<u>Working Group Meeting</u> (Nov 2012) – share results of first task; develop provisional list of key contents for science and sustainability; plan workshop sessions at conference.
4.	<u>Prepare for Conference</u> (Nov-Dec 2012) – prepare conference sessions and agree workshop leaders.
5.	<u>RWL Conference</u> (Jan 2013) – deliver workshops as agreed; build network with participants; encourage participation in Working Group; plan next stages (include this in a workshop session to get outside input).
6.	<u>Planning</u> (Feb 2013) – agree plan of tasks for 2013.

To strengthen understanding of the TOR's and co-operation between the WG, was agreed that the co-ordinators for each WG should meet one day in advance to plan how the WGs will work together and share their results effectively.

We agreed the 5th to 10th November as the dates for the meeting for WG2 and WG4.

Date	WG Co-ordinators	WG2 and WG4 members
5 th November	Travel to Margam Park Field Centre, UK	-
6 th November	WG Co-ordinators meeting	Travel to Margam Park Field Centre, UK
7 th November	WG2 and WG4 meeting	WG2 and WG4 meeting
8 th November	WG2 and WG4 meeting	WG2 and WG4 meeting
9 th November	WG2 and WG4 meeting	WG2 and WG4 meeting
10 th November	Travel home	Travel home

Actions:

- Thosten to write up WG1 briefing for WG1 by 2nd August, send to Richard.

- Sam to write up WG2 briefing for WG1 by 2nd August, send to Richard.
- Irena to write up WG3 briefing for WG1 by 2nd August, send to Richard.
- Ida to write up WG4 briefing for WG1 by 2nd August, send to Richard.
- Richard to develop into common format by 3rd August, upload to Huddle.
- All partners to brief their team members about the WG tasks.
- WG2 and WG4 Co-ordinators to prepare for meeting and prepare pre-meeting tasks.

5. Project Website

The visual design of the website was completed before the meeting. Positive comments were received from the partners on the visual design prior to the meeting.

The partners expressed the feeling that they prefer the site to be a single site with translations into partner languages where appropriate. Richard explained that the site was currently a 'mirrored' site, in effect meaning that there are six sites (one for each language). Richard agreed to discuss with the FSC IT Manager if the site can be changed to a single site with language options available. He could not provide a clear answer during the meeting because the changes need to be discussed with the FSC IT Manager.

Changing the site structure will require an agreed editing protocol. Richard will discuss with the FSC IT Manager and feedback to the partners.

There was a lengthy discussion about website translation. Some partners felt that the site needs to be translated into their own language completely whereas others felt that not all elements need to be translated. Partners were reminded that we have a commitment to translate project outputs such as case studies and working group reports into all languages. The Share Zone on the site is an open area for project partners (new and old) to share their own information – this area does not have to be translated into each language. Other areas of the site need to be translated at the partners discretion, bearing in mind that the EU wishes to include as many people into the project as possible and that language should not be a barrier. Richard suggested that the EU might be unhappy if users with only a single language cannot access and benefit from all the project resources on the site. In this circumstance, Richard pointed out that the EU have the legal right to reclaim money they feel has not been justifiably spent.

It was requested that there is a partner's page so that new members can have their logo and some information about themselves. Richard will discuss this with the FSC IT Manager.

Data protection issues were discussed. All partners need to be aware of data protection issues and be responsible for ensuring that they do not upload any information to the website that might infringe the data protection of others.

UPDATE: Richard has discussed the website with the FSC IT Manager (24th July 2012). The website can be restructured as requested; this means that there will be a single website with options for each partner to translate text into their own language. The default language will be English; if a page is only partially translated the remaining text in English will still appear on the page.

This solution does make the background editing of the site slightly more 'messy.' It will also require an agreed protocol for editing the site to ensure partners are not adding new content in their own language that is not available in the default English version. For example, if a news item

is added in Slovenian, how do other partners know what the news item is about and whether it should be translated.

There have also been comments about how the homepage displays, and if we can ensure that more of the content below the image is visible. The FSC IT Manager will explore some options and report back.

Re-structuring the site along these lines is a major piece of development and will not be complete until November. Once this change has taken place it cannot be changed again. In the meantime the current version of the site in English only has been made live to promote our first RWL conference.

Actions:

- Richard to discuss changes to website structure with FSC IT Manager.
- Richard to discuss a partner's page with the FSC IT Manager.
- Richard to discuss editing protocol with the FSC IT Manager.
- All partners to be aware of data protection issues.
- All partners to consider how much of the website needs to be translated, ensuring that language is not a barrier to users of the site.

6. RWL Conference in Czech Republic

This session was led by Irena.

Following from the discussion of the Working Group TOR's, there was a lengthy discussion about how the conference should support the flow of work of the Working Groups. It was agreed that the conference should focus on the work of WG2 and WG4. A call was made to the UK National Agency and it was confirmed that the conference objectives and agenda can be changed.

Update: the conference objectives and agenda have now been changed, Richard is awaiting confirmation that the conference is live on the EU database again.

Although the focus of our first conference is on WG2 and WG4, we can still integrate some elements from WG1 and WG3. For example, we could have whiteboards where participants can add their ideas for Quality Criteria, or list their favourite teaching methods for different topics.

The conferences play an important role in the project. The first two conferences (one in the Czech Republic and one in Slovenia) are to enable new partners and participants to join in the discussions that the WGs are having. They allow others to share their ideas and good practice with us. They allow the WGs to have focused conversations with our target groups, discovering their opinions and debating key questions. Our final conference in the UK, will enable us to show the results of our work.

Detailed planning of the conference took place once the overall focus on WG2 and WG4 had been agreed. The purpose of the Keynote Speakers and Workshops was clarified: Keynote Speakers are experts in their field who can inspire and stimulate the participants; the workshops are more practical and aim to support the work of the Working Groups, for example, by debating key questions and collecting opinions of participants. In particular it was agreed that:

- There need to be at least three workshop facilitators for each workshop. We need to consider if the workshop facilitators should be experts in the topic, or just good workshop facilitators. We are hoping for 70 participants so workshops will need to be run in three groups, hence three facilitators. Ideally the facilitators will have English, Czech and German languages as these are the conference languages.
- Focus for the workshops need to be decided. For example the overall theme might be Science and Sustainability, but each workshop could explore different topics within this theme.
- Can the workshops be promoted in advance through key questions promoted on the website? Twitter? LinkedIn?
- The meeting for Working Groups 2 and 4 will need to plan the workshop sessions in detail.

The names of possible Keynote Speakers need to be identified. We should aim for a balance between the different countries over the three RWL conferences. Partners to suggest names of speakers to Irena and Richard by 15th September, including why they would make a good Keynote Speaker.

The project has funding for 32 people to attend the conference; this includes the Country Managers, Project Co-ordinator, members of Working Group 2 and 4, and Keynote Speakers. This is a total of 22 people, leaving 10 funded places remaining. One place will be allocated to Slunakov through which they can fund several participants. This leaves 9 funded places to be shared between 5 countries. Richard will check if there is budget to pay for an additional person so there are 2 funded places per country.

Please note that the travel budget for the conference is only €200 per person. Partners need to be responsible for ensuring their project members and invited guests do not exceed the budget, and keep all travel documents.

We discussed various elements that the conference should contain in addition to the formal sessions.

- Create a marketplace for people to share posters, materials, etc.
- Have 'shout-out' boards for participants to ask questions, share answers, etc.
- Set up a Twitter feed (and LinkedIn) for the conference to promote pre and post conference debate.
- Introduce Slovenia as the location for the next conference.

The evening sessions will be free but with entertainment provided. The first evening will be a welcoming dinner with the opportunity for participants to get to know each other (led by Slunakov team). The second evening will be a 'pick and mix' of voluntary activities each about one hour long: Slovenia room to introduce the next conference and the delights of Slovenia; UK activities room; other ideas to come... The final evening will be arranged by the Slunakov team and include traditional music and dance.

The marketing of the conference is vital. Funding is available for participants through their National Agencies. To be eligible for funding participants must apply before the 17th September. Partners need to actively (and quickly) promote the conference and encourage people to apply. Information about the conference will be on the project website together with an online form to register their interest. Participants need a letter confirming their place on the conference; this will be provided by the FSC. Partners need to support applicants to get their funding through helping with the

completion of the application form (see your own National Agency website for details) and directing participants to the FSC for a support letter (email global@field-studies-council.org).

Marketing needs to take place as soon as possible. Contacting individuals that each partner thinks will be interested in the project is important, also promoting the conference widely through networks and newsletters – see list below.

- Each country to promote using their own networks.
- Richard to email all international partners (Poland, Baltic, etc.)
- Richard to market to EU-wide networks.
- Hungary to investigate contacts with Romania and Slovakia.
- Czech Republic to invite Slovakia.
- Slovenia will invite Croatia and will try and make contact with Macedonia, Sweden, Finland.
- Germany will invite Switzerland and Austria.
- USA delegates can attend (although will not be eligible for funding).
- Italy will use WWF networks.

This is not a complete list...please think of more ideas. It is important that you keep a record to marketing activities as evidence to the EU; this should not just be a list of who you contacted, but also include copies of web pages where conference information appears, newsletters, etc.

The conference in the Czech Republic will include interpretation into English, German and Czech for the plenary sessions. For the conferences in Slovenia and the UK, we will need to consider if we need to provide interpretation into other languages providing there is sufficient budget.

Actions:

- Richard to edit conference flyer and send to partners.
- Richard to edit conference objectives on EU database and resubmit; to confirm with partners that conference is open to applications.
- All partners to promote the conference widely and support applicants to apply for EU funding.
- All partners to suggest names of Keynote Speakers to Irena and Richard by 15th September, including why they would make a good Keynote Speaker.

7. Huddle

The use of Huddle was discussed. There has been some inconsistency in how Huddle has been used. Some partners find the language of Huddle difficult. It was agreed that the partners will continue to use Huddle but that it should be used with greater consistency to avoid confusion between whether partners need to communicate via Huddle or email.

A couple of team members had problems with the settings which were resolved. Daniela and Zsuzsa have problems being registered as a RWL team member, Richard will contact Huddle about this.

Some protocols were agreed:

- Only Richard to adjust the status of tasks. This will reduce the number of unnecessary emails regarding tasks. Richard will check to see if this function can be adjusted to ensure unnecessary emails are not sent out.
- All discussions to take place in the 'Discussions' area and not the 'Files' areas. For example, if there is to be a discussion about the agenda for the Conference a document with the agenda

can be uploaded to the Files area and a new topic started in the Discussion area for feedback.

Actions:

- Richard to email Huddle about Zsuzsa and Daniela's accounts.
- All partners to ensure discussions take place in the 'discussions' area.
- All partners not to alter task status.
- All partners to try and keep structure of the files are logical, using clear titles.

8. Monitoring and Evaluation

Before developing the monitoring and evaluation plan we explored the goal of our monitoring and evaluation by asking ourselves:

- What is the purpose of the monitoring and evaluation process in our programme?
- How do we want to use the results?
- Who will use the M&E results, and for whom will it have consequences?

We started to develop a monitoring and evaluation plan based on the ambition statements written at the first project meeting. We explored the outcomes and outputs we wish to achieve in the project, the activities that will bring these about, and the final impact we wish to contribute to in the future.

For each of the ambition statements, we classified them as throughput, output, outcome or impact. We then developed indicators and methods to measure each indicator.

There was insufficient time to review the plans in detail.

Actions:

- Richard to write up notes from monitoring and evaluation session into a draft plan.
- All partners to comment and amend.

9. Dissemination and Exploitation

This session was led by Ida and Angelika.

Ida presented an overview of the purpose of dissemination and exploitation (see PowerPoint). Angelika then led a discussion on a slogan for the project - see notes from Angelika.

Finally, we developed a timeline for dissemination activities up until the first conference in the Czech Republic. This is shown below:

27 th July	Announcement of project and first conference.
End August	Reminder about conference and available funding.
17 th September	Deadline for applications for funding to attend conference.
Ongoing	Keep in touch with experts, partners (new and old) – involve and nurture them (e.g. with ambassador pages on website).
5-10 Nov	Detailed conference planning at WG meeting in UK.
November	Publish detailed conference programme; keep encouraging new participants to register.

End Dec Final number of participants confirmed.
21-24 Jan Conference.

Actions:

- Ida upload presentation to Huddle.
- Zsuzsa write up slogan notes (done) and start discussion on Huddle.
- Angelika write up timeline for dissemination activities and send to partners.

10. Other Business

There is some confusion on key terminology and how to explain it to new partners. The terms causing confusion are:

- Real world learning.
- Outdoor science
- Outdoor learning.

A discussion group on 'working definitions' has been established on Huddle. Richard will add definitions for these three terms to this discussion, others to add their own comments.

Actions:

- Richard to add definitions.
- All partners to comment.

11. Date of Next Meeting

It was agreed that all partners will meet during the first RWL conference in the Czech Republic, staying an additional day for review the conference and plan for the future.

Some Country Managers will be attending the first WG meeting in the UK 5th to 10th November.

12. Summary of Agreed Actions

Below is a summary of the actions agreed at the meeting.

Work Package	Action	Who	When
WP 3 – RWL working groups	Upload presentation on network functions to Huddle	Richard	Now
	Type up notes from review of baseline study sessions (led by Irena)	Richard	End July
	Write-up terms of reference for WG1	Thorsten	2 nd August
	Write-up terms of reference for WG2	Sam	2 nd August
	Write-up terms of reference for WG3	Irena	2 nd August

	Write-up terms of reference for WG4	Ida	2 nd August
	Develop terms into common format	Richard	3 rd August
	Upload TORs to Huddle	Richard	3 rd August
	Ensure country teams briefed on WG tasks	All	15 th September
	WG2 and WG4 Co-ordinators prepare for first meeting, including pre-meeting tasks	FSC & CSOE	Ongoing
WP4 – quality assurance	Complete first narrative and financial monitoring report – send to Richard	All	End May 2012
	Develop draft Monitoring and Evaluation Plan	Richard	End August
	Comment on draft Monitoring and Evaluation Plan	All	End September
WP5 - dissemination	Discuss structural changes to website and report back to partners	Richard	End July
	Discuss a partners page with FSC IT Manager	Richard	End July
	Discuss editing protocol with FSC IT Manager and report back to partners	Richard	End July
	All partners to be aware and take action regarding data protection	All	Ongoing
	All partners to consider translation of website to ensure language is not a barrier to access.	All	Ongoing
	Edit conference flyer and upload to Huddle	Richard	25 th July
	Edit conference objectives on EU database	Richard	25 th July
	Promote conference and support applicants to receive funding	All	Ongoing
	Suggest names of keynote speakers, send to Irena and Richard	All	15 th September
	Start planning for first RWL European	Slunakov &	Ongoing

	Seminar; apply to register on EU Transversal and Grundtvig database	Richard	
	Upload dissemination presentation to Huddle	Ida	End July
	Upload notes on slogan's to Huddle and start discussion	Zsuzsa & Angelika	End July
	Upload dissemination timeline to Huddle	Angelika	End July
Other	Resolve Zsuzsa's and Daniela's Huddle issues	Richard	End July
	Ensure discussions take place only in the 'Discussions' area	All	Ongoing
	Do not alter task status, only Richard to do this to reduce unnecessary emails	All	Ongoing
	Keep structure of files area clear and used simple titles	All	Ongoing
	Add key definitions to Huddle discussion area	Richard	End July
	All partners to comment on key definitions	All	Ongoing