UNFOLD Deliverable D6.3. Half yearly report 3

Citation for published version (APA):

Griffiths, D., Blat, J., Navarrete, T., Berbegal, N., Santos, J. L., Tattersall, C., Burgos, D., Koper, R., Liber, O., Kew, C., Dias, A., & Royo, C. (2006). *UNFOLD Deliverable D6.3. Half yearly report 3*.

Document status and date:
Published: 24/05/2006

Document Version:
Peer reviewed version

Document license:
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www.ou.nl

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 6.3 Half yearly report 3

Period covered: from 01/01/05 to 30/06/05   Date of preparation: 27/07/05

Start date of project: 01/01/2004   Duration: 24 months

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Project manager organisation name: FBM-UPF   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 2005**
Actual date of delivery	**29th July 2005**
Deliverable number	**D 6.3**
Deliverable name	Half yearly report 3
Type	Report
Status & version	Final
Number of pages	44
WP / Task responsible	FBM-UPF
Other contributors	OUNL, Bolton Institute, EUCEN
Author(s)	FBM-UPF: David Griffiths, Josep Blat, Toni Navarrete, Nidia Berbegal, Jose Luis Santos
	OUNL: Colin Tattersall, Daniel Burgos, Rob Koper
	University of Bolton: Oleg Liber, Chris Kew
	EUCEN: Ana Dias, Carmen Royo
EC Project Officer	Marco Marsella
Abstract	Half-yearly management report, covering the work carried out during the period of January - June 2005
Keywords	Management, Work-packages, Tasks
Circulated to partners	29th July 2005
Read by partners	
Mgt. Board approval	Pending

2. Summary

This report relates to the period January to June 2005 of the UNFOLD project. These are months 13 –18 of the project, which has a duration of 24 months.

In the previous reporting period the UNFOLD Communities of Practice were launched. A satisfactory initial membership was achieved, and the first in person meeting held. In this present reporting period the project built on this solid base to establish UNFOLD as a significant contributor to the European eLearning scene, and with a high profile worldwide.

In the period from December the CoP activities have got up to full speed, with a heavy programme of CoP meetings and other events. 3 full CoP meetings were held, each lasting three days, in Netherlands, Spain and Portugal. In addition two workshops were held, one of which was a two day event in Paris aimed at increasing participation from the French community. Four online discussions were also held for members, and activities facilitated in the online forums at www.unfold-project.net and moodle.learningnetworks.org. The response to online activities was strongest in response to the resources provided by the project, including the example Units of Learning which the project is developing and collecting. Project updates and news on LD was sent to the mailing list, and posted to the front page of the website.

There has been a substantial rise in the number of members from 308 at the start of the reporting period to 518 at the close, with a similar rise in registration on the learning activities and forums server. In the period we have organised or participated in a total of 14 events (making a total of 28 events since the start of the project). This effort has been spread over a wide geographic area, and we have had a presence in nine different countries during the period. It is also a positive indicator that there has been participation in UNFOLD events by attendees from a very wide range of countries.

The bulk of UNFOLD participation has come from the academic sector, but efforts to raise interest in the industrial has also borne fruit. Developers of two proprietary LD systems have participated in events (Chronotech and Cosmos), and initial contact has been established with BlackBoard. A total of 46 representatives of commercial organisations have attended UNFOLD face to face events. Strong participation has also been seen from independent Open Source organisations who are major players in the education market, including meetings with LAMS, Moodle, Boddington and .LRN. These contacts have led to the identification of a need for an extension to Learning Design to meet the needs for additional services used by these providers, which includes both LAMS and Moodle. It is hoped that this working group will produce a recommendation for publication and submission to IMS before the end of the project.

All pending deliverables were submitted prior to the project review in March. All project deliverables were accepted at the review, and positive feedback was provided by the reviewers.

The resource consumption pattern of the consortium has been different from what originally was conceived, largely due to participation in events being more largely funded by participants than what was originally forecasted. A board meeting has discussed this issue, and a plan has been made for optimal resource allocation for the final part of the project, summarised in Annex 2 to this report

3. Key Indicators of project progress

Overall assessment of the main milestones achieved, or results delivered
In this period the project has focused on carrying out a strong programme of events and activities for the UNFOLD Communities of Practice (CoPs), while maintaining and raising the awareness of the project and the LD specification.

Key indicators include
- Membership increased from 308 to 519
- Communication with the membership maintained with regular email updates, and postings to the UNFOLD web site, and forum activity.
- The fulfilment of the schedule of CoP meetings set out in the workplan. Three meetings of three days each were held, including one held over from the previous reporting period. An additional two day meeting was held in France to encourage participation from the French community.
- Successful completion of the Project Review, with acceptance of all project deliverables.
- A strong programme of participation in conferences with the publication of three peer reviewed papers explicitly based on UNFOLD activities.
- Development of resources to support members in working with Learning Design, including 36 commented Units of Learning.
- Evaluation activities continued according to the UNFOLD evaluation plan.

Interest in UNFOLD has been high from around the world, with strong participation in UNFOLD events from Canada and Australia, and invitations being received for UNFOLD to travel to Russia, Canada and Brazil.

Problems encountered and decisions taken
No significant problems have been found in this period. Two minor points are indicated here.
 The review, very positive in general terms, indicated that we could be exploiting more fully the success stories of the project, which we were not doing, fully concentrated in the success of the ongoing events. The success stories from UNFOLD have been collected, and it is intended to use this for the final phase of the project. The reporting on the UNFOLD activities in this MR already includes success parameters indicated in the review.
The resource consumption pattern of the consortium has been different from what originally was conceived. A board meeting was held to decide policy for planning the expenditure for the final phase of the project, and priority was given to
- preparing a publication focused on presenting IMS LD and the results of UNFOLD to industry
- strengthening the resources which the project provides participants, in particular the practical examples and learning activities
- providing additional resources for travel to the expanded schedule of events, and ensuring a high profile final event.

Conclusive statement on correspondence between planned project progress (as detailed in the Project Programme) and actual accomplishments.
Project work is on schedule, and well placed for successful completion in the final six months of project activity. There is a minor delay in the second evaluation report, which will be submitted following the summer break.

4. Work progress overview by work-packages

In this reporting period the active work-packages were

WP 4 Facilitating communities
WP 5 Conferences studies and symposia
WP 6 Evaluation

4.1 Work-package 4 CoP Facilitation

Objectives for the reporting period

- To ensure the smooth and effective running of the UNFOLD CoPs, signing up members and building commitment to the Communities of Practice from the participants
- To provide a stimulating and productive online working environment, with appropriate resources, documentation and online support.
- To facilitate the definition of research lines and valuable research outcomes.

Achievements

Running the CoPs.
The membership of the CoPs has risen to 308 at the start of the reporting period to 518 at the close, with a similar rise in registration on the learning activities and forums server. The front page of the project website was frequently updated to display news about Learning Design and project updates. This information was also selected and compiled into 16 bulletins which were sent out to members.

Two new communities were identified and supported: PhD researchers, and the Francophone community. Both these initiatives were taken following requests from the membership.

Web presence: The project web presence was developed, and additional resources were posted on the project website at www.unfold-project.net site and on the associated Learning Networks for Learning Design (LN4LD) at moodle.learningnetworks.org. At the end of the previous reporting period it had been decided to concentrate the learning activities and commented examples on the LN4LD site, and to maintain the forums on the main project website, but this did not prove to be an optimal solution. The LD specification is still relatively new, and tools are only now appearing in 2005, so the majority of participants in UNFOLD are still in learning mode, rather than being skilled practitioners. Consequently there has been a lot of interaction around the LN4LD learning activities, which has diluted the focus on the forums in the main project website. As a result the forums have now been moved to the LN4LD site, and so all the communicative functionality provided for members is now concentrated on that site: forums. The main project website will retain the function of providing information about Learning Design, the project, and the CoPs, and also provide the mechanism for joining. The first indications are that this is proving to be an improved solution.

A tab based interface has been added to the main UNFOLD site in order to facilitate quick access to key information. The tab bar links to

- News
- IMS LD Resources
- Forums and activity nodes (on the LN4LD site)
- Events
- A tab for the next major event

Forums and repository folders were added for the two newly established CoPs: PhD researchers and the Francophone Community.

Engaging with industry

The bulk of UNFOLD participation has come from the academic sector, but efforts to raise interest in the industrial has also borne fruit. Industry may be considered in two sectors: proprietary and Open Source organisations (leaving aside Open Source projects funded by educational institutions and projects).

Developers of two proprietary LD systems have demonstrated their systems at UNFOLD events in this period (Chronotech and Cosmos), while another (Intrallect) are lined up for the next CoP meeting. Initial contact has been established with BlackBoard to see if they are willing to reveal some of their work with LD to UNFOLD participants. Moreover a total of 46 representatives of commercial organisations have attended UNFOLD face to face events.

Strong participation has also been seen from independent Open Source organisations who are major players in the education market, including meetings with LAMS, Moodle, Boddington and .LRN. These contacts have led to the identification of a need for an extension to Learning Design to meet the needs for additional services used by these providers, which includes both LAMS and Moodle. It is hoped that this working group will produce a recommendation for publication and submission to IMS before the end of the project.

To build on this work it has been decided to produce a final publication directed at the industrial sector, with an introduction to LD, a summary of the outcomes of UNFOLD and a description of the route to adoption.

Facilitating research lines

The project has identified the development of templates and patterns for Learning Design as one of the keys to successful adoption of the specification. This has been reflected in discussion documents, an online event, the development of a methodology for template development and a focus on this issue at UNFOLD in person events, especially the Braga CoP meeting which had this as a specific theme. This effort has brought together a number of research groups who had not had previous contact with each other, most notably the Dialog+ team based in Southampton, the LearningMapR team in Canada, LAMS from Australia, the 8 LEM team in Liège, the Collage project from Spain, NetUniversité from France, and the work being carried out by OUNL. This has led to a sharing of approaches and techniques which increase the effectiveness of the research groups involved, and creates a common understanding of the issues to be addressed.

4.2: Work-package 5 Conferences, symposia and studies

Specific objectives for this reporting period

- To organise face to face UNFOLD events for user groups.
- To draw out and report on the outcomes of UNFOLD activities, and report on UNFOLD activities to the wider user group through conferences and publications
- To facilitate and coordinate research within and amongst the CoPs.

UNFOLD CoP events
The UNFOLD events are scheduled to be held quarterly, but in this reporting period three were held, including one held over from the previous period. In addition an event was held in France in order to build on the interest being shown in the French speaking community. These were as follows:

Location	Date	Attendees
Valkenburg, Netherlands	16-02-05 - 18-02-05	75
Barcelona, Spain	01-04-05 - 03-04-05	50
Braga, Portugal	29-06-05 - 01-07-05	67
Additional Paris meeting	31-03-05 - 01-04-05	41

As may be seen, attendance was strong, and at both Valkenburg and Braga the meetings were fully subscribed. The attendance at the Paris meeting was stronger than indicated, reaching 60 people, but not all were registered.

Draw out and report on UNFOLD activities
All the three day meetings were documented on the web, and the three scheduled CoP meetings were followed up by online discussions which are also posted on the UNFOLD servers. The URLs for this material are available in the *events* table in section seven of this report
Three papers were published in peer reviewed journals which draw directly on UNFOLD activities, and these are provided as an appendix to the deliverable D7.2, UNFOLD outcomes 2. The project also provided invited participants in four other events in the period. These are also detailed in the events table below.

Facilitate and coordinate research
The project has established a collaboration with the PROLEARN Network of Excellence and is hosting a joint conference in Valkenburg at on "Current research on IMS Learning Design" in September 2005. Papers accepted for presentation at the workshop are to be published in the Special Issue on Learning Design of the IEEE journal Educational Technology & Society. UNFOLD has been responsible for the call, and for reviewing the papers. The call is now closed and the list of papers for publication will soon be announced.

The programme of events for the final six months of the project.
A strong programme of events has been prepared for the final six months of the project.

The two scheduled CoP meetings will be held: one in Glasgow in October and the final CoP event in Berlin in December.

The project is also meeting the requirement in the workplan for UNFOLD conference participation (and indeed exceeding it) by

- organising the UNFOLD-PROLEARN conference mentioned in the previous paragraph,
- collaborating with the SIGOSSEE and JOIN projects in running conference on Open Source in Education to be held in Heerlen in November.
- Running a strand in the OnlineEduca conference in Berlin in December
- Running a workshop in the EUCEN Autumn Conference in Rome.
- Running a session at the LORNET conference in Vancouver

It is also planned to participate in a number of other events, including ALTc in Manchester and SPDECE II in Barcelona.

4.3: Work-package 6 Evaluation

Specific objectives (for the reporting period)

In the first part of this reporting period the evaluation team analysed the results of the first six month period of evaluation, and developed the second evaluation action plan. This took into account both the results so far achieved, and the framework set out in the evaluation plan for the project.
Within this context the following specific objectives were established for the reporting period:
- Evaluation of CoP events
- Analysis of log files
- Usability evaluation of UNFOLD web sites
- Interviews with UNFOLD members
- Assessment of LD adoption

Achievements

Evaluation of CoP events. For each of the UNFOLD events evaluation forms were distributed, the results collated and a report prepared.

Analysis of log files: Data has been gathered from the project servers, and is currently being analysed.

Usability of UNFOLD websites: A programme of usability trials was established, the instruments prepared and the trials scheduled. The trials are currently underway and will be completed before the summer break.

Interviews with UNFOLD members: A list of 29 potential interviewees from among the membership was established, focusing on some of those who have been consistently involved. A semi-structured interview script was developed, and the work distributed between the partners. At the time of writing 9 interviews have been carried out, and a schedule has been established which will raise this to 15 before the summer break.

Assessment of LD adoption. The project is gathering data with which to evaluate adoption of Learning Design, as this provides essential context for the achievement of the project. This is ongoing work, and a status report will be provided for the second UNFOLD evaluation report.

Progress has been made on all aspects of evaluation. Reports are currently available for the Valkenburg, Barcelona and Braga CoP meetings, and Paris meeting and the Madrid workshop. In the other evaluation areas work on the specific objectives for this period is nearing completion and it is anticipated that it will be completed before August. Completion of the second Evaluation report is pending and it will be submitted in following the summer break.

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	75%	X	X	X	X	X	X	X	X	X	X	X	X	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	66%							X	X	X	X	X	X	X	X	X	X	X	X						
WP 5 Conferences studies and symposia	60%										X	X	X	X	X	X	X	X	X						
WP 6 Evaluation	71%				X	X	X	X	X	X	X	X	X	X	X	X	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

During this period the increased pace of project activities has been reflected in a high level of communication between partners. There have been three full project meetings, two board meetings, and three online working meetings with the participation of all partners. These are detailed in the table below and the minutes are available in the annexes to this report. In addition there has been frequent coordination between partners using email and telephone.

In this period the following deliverables were submitted:
MR4   Quarterly Mgt Report 4
D6.2   Half yearly report 2
D7.1   UNFOLD outcomes 1
D8.1   Periodic evaluation report 1
The first annual cost statement was also submitted on schedule.

The project review was successfully completed, with the acceptance of all project deliverables.

Contractual issues (e.g. change in partner status or project teams)
During this reporting period a contract amendment was processed to correct some inconsistencies in the UNFOLD contract.
A name change was completed for partner Bolton Institute, who have become The University of Bolton.

Financial and Administrative deviations
Resource consumption for three of the project partners was rather below that anticipated in the workplan. A board meeting was held to address this, and a revised plan has been prepared which is submitted together with this report.

Relevant developments outside the project
There are many developments related to IMS Learning Design, which are too numerous to enter into here. A summary of this context for the project will be found in the second UNFOLD evaluation report.

Deviations if any and corrective action
None

Co-operation within the consortium, including project meetings

Participants	Event	Place	Date
Dai Griffiths (FBM-UPF) Colin Tattersall (OUNL) Daniel Burgos (OUNL) Chris Kew (Bolton) Ana Dias (EUCEN)	Working meeting	Online	20/01/05
Dai Griffiths, FBM-UPF, Project Coordinator Rob Koper, OUNL Colin Tattersall, OUNL Daniel Burgos, OUNL Bill Olivier, Bolton Institute Chris Kew, Bolton Institute Lisa Corley, Bolton Institute Ana Dias, EUCEN	Project meeting	Heerlen	15/02/05
Josep Blat, FBM-UPF, Project Manager Dai Griffiths, FBM-UPF, Project Coordinator Rob Koper, OUNL Colin Tattersall, OUNL Bill Olivier, Bolton Ana Dias, EUCEN	Board meeting	Maastricht	17/02/05
Dai Griffiths, FBM-UPF, Project Coordinator Colin Tattersall, OUNL Chris Kew, Bolton Institute Ana Dias, EUCEN	Working meeting	Online	08/03/05
Dai Griffiths Chris Kew Daniel Burgos Ana Dias Davinia Hernandez Leo	Working meeting	Online	13/03/05
Josep Blat, Project Manager, FBM-UPF Dai Griffiths, Project Coordinator, FBM-UPF Rob Koper, OUNL Daniel Burgos, OUNL Chris Kew, The University of Bolton Lisa Corley, The University of Bolton Ana Dias, EUCEN Carme Royo, EUCEN	Project meeting	Barcelona	19/04/05
Josep Blat, UPF, Project Manager Dai Griffiths, UPF, Project Coordinator Rob Koper, OUNL Bill Olivier, The University of Bolton Ana Dias, EUCEN	Board Meeting	Barcelona	21/04/05
Dai Griffiths, Project Coordinator, Universitat Pompeu Fabra Rob Koper, Open University of the Netherlands Daniel Burgos, Open University of the Netherlands Chris Kew, University of Bolton Ana Dias, EUCEN	Project meeting	Braga, Portugal	14/06/05

Participation in workshops and/or conferences, publications etc.

Event	Start Date	Location	UNFOLD activity	Web
Prolearn Workshop on Personalized Adaptive Corporate Learning	13-01-05		UNFOLD presentation on Learning Design	http://www.prolearn-project.org/news/n0000105.html
UNFOLD CoP meeting (3 days)	16-02-05	Valkenburg	The second UNFOLD CoP meeting, with a focus on "IMS Learning Design tools: Applications to model and run Units of Learning"	http://www.unfold-project.net/about_folder/events/cops/valk/ and http://moodle.learningnetworks.org/course/view.php?id=24
CETIS Learning Design update	04-03-05	Newcastle	Presentation and panel discussion	http://www.cetis.ac.uk/members/pedagogy/articles/LearningDesign-update05
UNFOLD / AFNOR event (2 days)	31-03-05	Paris	A two day meeting in Paris to stimulate French participation	http://www.unfold-project.net:8085/UNFOLD/about_folder/events/general/paris/
UNFOLD CoP meeting (3 days)	20-04-05	Barcelona	The third UNFOLD CoP meeting. The focus was on "Exploring authoring tools for IMS Learning Design"	http://www.unfold-project.net/about_folder/events/cops/bcna2/overview
PROLEARN-iClass	03-04-05	Leuven, Belgium	Participation in "Learning objects in context"	http://www.prolearn-project.org/news/n0000106.html
TASELL	25-04-05	Rabat, Morocco	Workshop	http://www.transfer-tic.org/candidatures/prog.php?idProgramme=146
EUCEN European Conference on Lifelong	28-04-05	Bergen, Norway	Awareness raising and announcement of Rome EUCEN workshop.	http://www.eucen-conf29.uib.no/

Learning				
Online Educa Madrid (1 day)	11-05-05	Madrid	UNFOLD Learning Design Workshop	http://www.unfold-project.net/about_folder/events/general/oem/
elearnexpo Moscow	26-05-05	Moscow	Paper, presentation and panel session	http://www.elearnexpo.com/moscow/eng/
II Jornada Campus Virtual UCM	02-06-05	Madrid	Presentations and panel session	https://campusvirtual.ucm.es/SCRIPT/04-seminario-2jornada-CV/scripts/serve_home and http://moodle.learningnetworks.org/course/view.php?id=31
Alt-i-lab 2005	20-06-05	Sheffield UK	Demonstration and panel session participation	http://www.imsglobal.org/altilab/ and http://moodle.learningnetworks.org/course/view.php?id=30
UNFOLD CoP meeting (3 days)	29-06-05	Portugal	The fourth UNFOLD CoP meeting	http://www.unfold-project.net/about_folder/events/cops/portugal/
First International Conference on Open Source Systems	11-07-05	Genoa	Paper presentation	http://www.unfold-project.net/about_folder/events/other/genova/

Papers and articles

Berggren, Anders; *Burgos, Daniel*; *Fontana, Josep M.*; *Hinkelman, Don*; *Hung, Vu*; *Hursh, Anthony*; *Tielemans, Ger. Practical and Pedagogical Issues for Teacher Adoption of IMS Learning Design Standards in Moodle LMS*. Journal of Interactive Media on Education, Special issue on "Learning Design". September 2005 [http://hdl.handle.net/1820/388]

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Griffiths, David; Blat, Josep: *The Role Of Teachers In Editing And Authoring Units Of Learning Using Ims Learning Design.* International Journal on Advanced Technology for Learning, Special Session on "Designing Learning Activities: From Content-based to Context-based Learning Services", volume 2, issue 3, October 2005. [http://www.unfold-project.net/general_resources_folder/teaching/griffiths_atl.pdf]

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Hummel, Hans; Tattersall, Colin; Burgos, Daniel; Brouns, Francis; Kurvers, Hub; Koper, Rob. Critical facilities for active participation in learning networks. Web based communities 2005 conference [http://hdl.handle.net/1820/319]

Hummel, Hans; Tattersall, Colin; Burgos, Daniel; Brouns, Francis; Kurvers, Hub; Koper, Rob. Critical Facilities for Active Participation in Learning Networks, submitted to the International Journal of Web-based Communities (IJWBC), vol. 2 (2005), issue 1 [http://hdl.handle.net/1820/349]

Koper, Rob, Burgos, Daniel. *Developing advanced units of learning using IMS Learning Design level B*. International Journal on Advanced Technology for Learning, Special Session on "Designing Learning Activities: From Content-based to Context-based Learning Services", volume 2, issue 3, October 2005 [http://hdl.handle.net/1820/333]

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
FBM-UPF	1·0	0	0·0	4·9	3·4	3·8	13·1	1·0
OUNL	0·0	0·0	0·0	3·2	2·3	0·4	5·8	0·0
University of Bolton	0·0	0·0	0·0	3·0	1·5	1·5	6·0	0·0
EUCEN	0·0	0·0	0·0	0.5	2·2	0·5	3·2	0·0
Total	1·0	0·0	0·0	11·6	9·4	6·2	28·2	1·0

Cumulative Effort for the Project (Person months)

Contractor	WP 01	WP 02	WP 03	WP 04	WP 05	WP 06	WP 07	Total
FBM-UPF	2·0	1·9	4·9	8·7	7·5	6·4	0·0	31·4
OUNL	0·0	1·8	1·2	5·3	3·5	0·6	0·2	12·6
University of Bolton	0·0	1·1	2·5	5·4	3·5	2·0	0·0	14·5
EUCEN	0·0	3·2	0·0	0·5	4·0	0·5	0·0	8·2
Total	2·0	8·1	8·6	19·8	18·5	9·5	0·2	66·7

We note that the total number of person months worked by partners will vary somewhat from that foreseen in the workplan.
- The total for partner Bolton will be reduced, because of a delay in contracting personnel at the beginning of the project.
- The totals for partners FBM-UPF and EUCEN will be increased because wage rates have been lower than anticipated.

9. Travel list

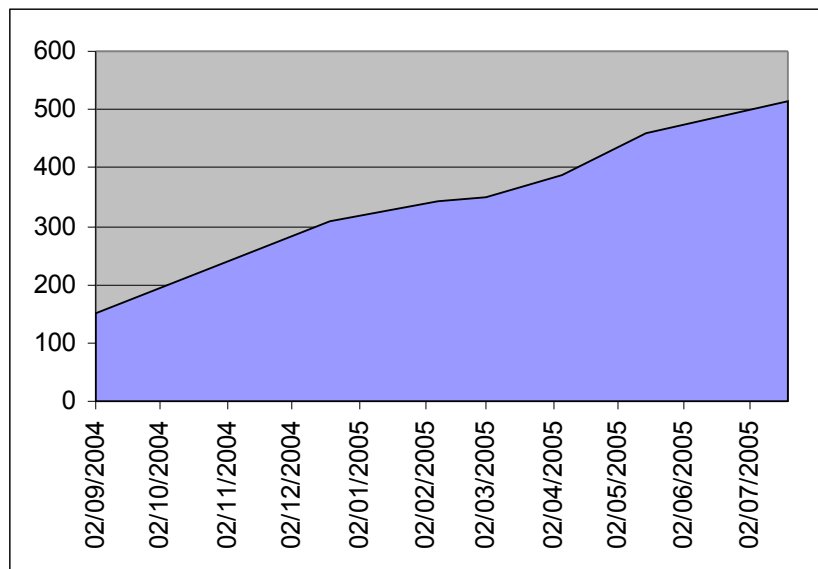| Partner	Reason for travel	Date	Person	Destination
FBM-UPF	CoP meeting	14 - 18 / 02 / 05	Josep Blat	Valkenburg, NL
FBM-UPF	Project review	1 - 3 / 03 / 05	Josep Blat	Luxembourg
FBM-UPF	Campus Virtual	2 - 3 / 06 / 05	Josep Blat	Madrid
FBM-UPF	CoP meeting	13 - 21 / 02 / 05	David Griffiths	Valkenburg
FBM-UPF	Project Review	28 / 02 / 05 - 02 / 03 / 05	David Griffiths	Luxembourg,
FBM-UPF	Prolearn-iClass workshop	3 - 5 / 03 / 05	David Griffiths	Leuven, Belgium
FBM-UPF	eLearnExpo	25 - 29 / 05 / 05	David Griffiths	Moscow
FBM-UPF	CoP meeting	13 - 20 / 06 / 05	David Griffiths	Braga Portugal
FBM-UPF	OSS2005	11 - 15 /07 / 05	David Griffiths	Genova
FBM-UPF	CoP meeting	13 - 19 / 02 / 05	José Luís Santos	Valkenburg, NL
OUNL	CoP meeting	16 - 18 / 02 / 05	Rob Koper	Valkenburg, NL
OUNL	CoP meeting	16 - 18 / 02 / 05	Colin Tattersall	Valkenburg, NL
OUNL	CoP meeting	16 - 18 / 02 / 05	Daniel Burgos	Valkenburg, NL
OUNL	UNFOLD event	30 / 03 / 05 02 / 04 / 05	Daniel Burgos	Paris
OUNL	Project Review	1 - 3 / 03 / 05	Colin Tattersall	Luxembourg
OUNL	CoP meeting	18 - 22 / 04 / 05	Rob Koper	Barcelona
OUNL	CoP meeting	18 - 22 / 04 / 05	Daniel Burgos	Barcelona
OUNL	Online Educa	18 - 22 / 04 / 05	Daniel Burgos	Madrid
OUNL	OTEC meeting	30 / 05 / 05 - 03 / 06 / 05	Colin Tattersall	Wadern, Germany
OUNL	Campus Virtual	02 - 03 / 06 / 05	Daniel Burgos	Madrid
OUNL	Alt-i -Lab	20 - 24 / 06 / 05	Colin Tattersall	Sheffield, UK
OUNL	CoP meeting	13 - 17 /06 / 05	Rob Koper	Braga, Portugal
OUNL	CoP meeting	13 - 17 /06 / 05	Daniel Burgos	Braga, Portugal
Bolton	CoP meeting	13 - 18 / 03 / 05	Chris Kew	Valkenburg, NL
Bolton	LD Update	04 / 03 / 05	Chris Kew	Newcastle
Bolton	UNFOLD event	30 / 03 / 05 02 / 04 / 05	Chris Kew	Paris
Bolton	CoP meeting	18 - 22 / 04 / 05	Chris Kew	Barcelona
Bolton	Rabat		Chris Kew	Rabat
Bolton	CoP meeting	13 - 18 / 06 / 05	Chris Kew	Braga, PT
EUCEN	CoP meeting	13 - 18 / 03 / 05	Ana Dias	Valkenburg, NL
EUCEN	Project Review	1 - 3 / 03 / 05	Ana Dias	Luxembourg
EUCEN	CoP meeting	18 - 22 / 04 / 05	Ana Dias	Barcelona
EUCEN	CoP meeting	13 - 17 /06 / 05	Ana Dias	Braga, PT

10. Annexes

Annex 1: Summary of UNFOLD achievement
Prepared by Dai Griffiths, and updated as of 20th July 2005

Membership of UNFOLD

The membership of the UNFOLD project is constituted by those people who have chosen to register with the www.unfold-project.net website. They obtain access to members only areas of the site, and receive regular email updates on project activities. The Communities of Practice were launched in July 2004, and by 2nd September 2004 there were 140 members, rising to 516 by July 2005, as shown in the following graphic.

Membership of www.unfold-project.net from September 2004 to July 2005

In response to requests from users two additional communities have been established: a French community and a PhD researchers community. At the time of writing these members were distributed as follows (as can be seen, a many participants are member of more than one community).

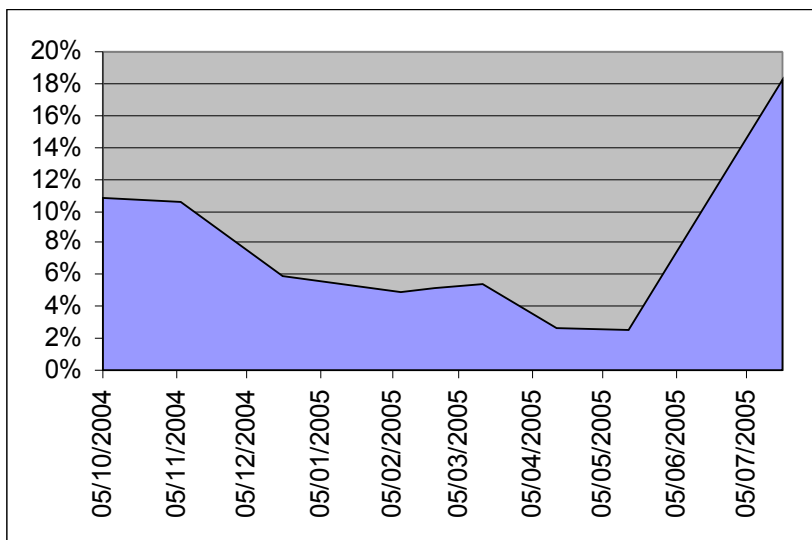| Community	Membership
Systems Developers	243
Learning Designers	210
Teachers and Learning Providers	257
French	49
PhD	39
Recipients of mailing list only	118

Membership of the UNFOLD Communities of Practice, 20th June 2005

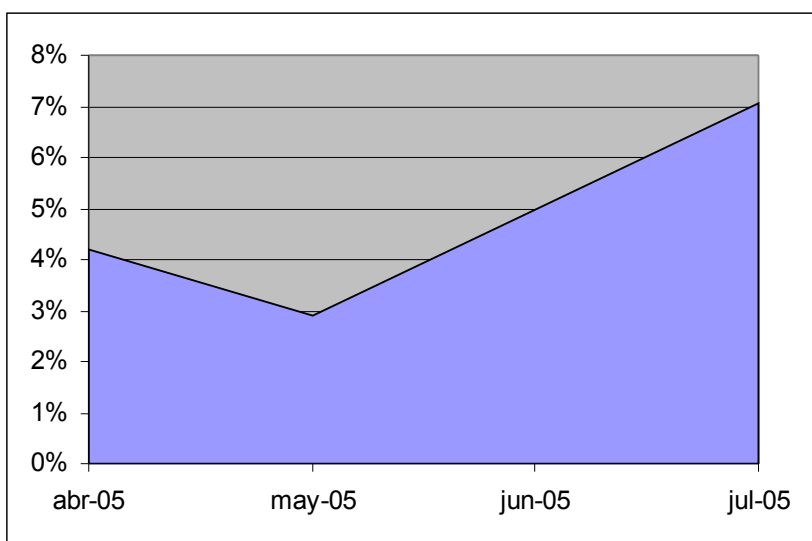All members receive Email project updates and LD news.

UNFOLD also has a site at Learning Networks for Learning Design, maintained by OUNL. This is used for the UNFOLD forums and for learning activities related to Learning Design. This has 615 members.

Awareness of the UNFOLD web presence

Statistics on the hits showing on Google for both Learning Design and the UNFOLD have been maintained. These show a substantial increase in awareness of the project in the year since the launch of activities. Unfortunately the criteria used by Google for calculating hits has not remained stable, making it difficult to draw conclusions. When this became clear the project also started tracking the results on Yahoo. As a result the absolute numbers are not significant, but the ratio between hits for hits for LD and for UNFOLD suggests a high and increasing degree of web awareness. There appears to be a pattern in which the launch of the project created awareness of UNFOLD. This was followed by a period in which awareness of LD increased faster than awareness of UNFOLD. More recently the heavy programme of UNFOLD events seems to have reversed this trend, and UNFOLD is increasingly prominent.

a) GOOGLE: Hits for UNFOLD as a percentage of hits for Learning Design

b) YAHOO: Hits for UNFOLD as a percentage of hits for Learning Design

Attendees at UNFOLD activities

UNFOLD events are open to anyone interested in the adoption of LD (although attendees at UNFOLD Community of Practice meetings are expected to register as members).

There have been 323 attendances at UNFOLD Community of Practice meetings and workshops, by 243 people. Thus 33% of attendances have been return visits by those who have participated in earlier events. there is in UNFOLD workshops and Communities of Practice meetings, up to April 2005 many of whom have attended more than one event. Note that these figures do not include the numerous presentations by UNFOLD at events and conferences organised by other institutions and projects.

Attendance at UNFOLD CoP meetings and workshops	
CoP meetings	
Dagstuhl	19
Barcelona 2004	35
Paris	40
Valkenburg	75
Barcelona 2005	50
Workshops	
Sestri	18
Kaunas	17
EADTU	39
Berlin	30
Total meetings and workshops	323

Attendees by country of origin	
Netherlands	64
Spain	34
France	28
UK	28
Italy	12
Lithuania	12
Germany	9
Russian Federation	9
Canada	8
Belgium	6
Greece	4
Norway	4
Portugal	4
Switzerland	4
Austria, Bulgaria. Estonia, Hungary, Iceland. Ireland, Romania, Saudi Arabia, Sweden Taiwan, Turkey, USA	18
Total	243

Coordination with other projects

The UNFOLD project has made it a priority to contact the other projects and to bring them together, with a particular focus on those funded by the IST programme. The response has been very encouraging, and the following table shows how seventeen projects have been involved. UNFOLD has also participated in the European Commission's information days and concertation meetings.

Project	Institution / Funding body	Project focus	UNFOLD activity
8LEM	LABset, Université de Liège	Methodology to help teachers and trainers to conceive and/or describe teaching sequences and strategies. Provides possible structure for development of IMS LD templates and patterns.	Participation in UNFOLD events and online activity
ACETS	JISC,	Investigating pedagogical use of reusable learning objects.	Participation in UNFOLD events and online activity
ALFANET	EC IST programme	Developing a set of components for e-learning providers using personalisation and adaptation.	Participation in UNFOLD events and demonstration of software
COLLAGE	GSIC/EMIC, University of Valladolid	Helps users in the process of creating their own (collaborative) Learning Designs starting with existing patterns.	Participation in UNFOLD events
GRIDCOLE	University of Valladolid	Uses IMS-LD to provide formal description of teaching-learning processes, and Open Grid Services Architecture (OGSA) to define a service-oriented structure for grid computing environments	Participation in UNFOLD events
COPRAS	IST Support Action	Provides supporting in moving the outcomes of IST projects through the standardisation process	UNFOLD attendance at COPRAS meeting
DialogPlus	US National Science Foundation / JISC	Developing and deploying reusable digital learning nuggets through the Alexandria Digital Library. A tool has been developed to help teachers to define learning activities through a taxonomy.	Participation in UNFOLD events, online activities, and demonstration of tools.
Editeur de parcours grafique	Laboratoire d'informatique de Paris 6 & AIDA (NoE Kaleidoscope)	A learning unit editor and a simulator based on the IMS LD model.	Participation in CoP meeting

ELeGI	IST Technology Enhanced Learning Integrated Project	Defining and implementing an advanced service-oriented Grid based software architecture for learning. It is anticipated that this will integrate IMS LD.	Focused 1·5 day seminar provided by UNFOLD, participation in UNFOLD CoP meeting
ELF (ELearning Framework)	JISC funded initiative	An initiative by JISC, DEST, Carnegie Mellon Learning Services Architecture Lab and others to build a common approach to Service Oriented Architectures for education. See here for relevance to LD.	Participation in UNFOLD events
FREMA	JISC funded project	Developing a reference model for systems in the Assessment Domain that are built on top of Service-Oriented Architectures, such as Web Services and the Grid, and in particular the JISC e-Learning Framework (ELF).	Participation in UNFOLD events
iClass	IST Technology Enhanced Learning Integrated Project	Developing an intelligent cognitive-based open learning system and environment. This includes the ASK-LDT editor, which generates UOLs compliant with IMS LD Level B	Participation in UNFOLD events and demonstration of applications
Kaleidoscope	IST Technology Enhanced Network of Excellence	Brings together European teams in technology-enhanced learning, comprising more than 800 researchers.	Concertation, participation by members in CoP meeting.
LADIE	JISC funded project	The LADIE ELF reference model project is mapping the Learning Activity Domain to the ELF, through the consideration of the design, construction and execution of learning activities	Participation in UNFOLD events
Prolearn	IST Technology Enhanced Network of Excellence	Seeking to bridge the gap between research and education at universities, and training and continuous education that is provided for and within companies.	UNFOLD participation in 2 PROLEARN events, PROLEARN participation in 2 UNFOLD events, joint organisation of 2 seminars.
SAKAI	Consortium of universities supported by Mellon foundation	US based community source software development effort to design, build and deploy a new Collaboration and Learning Environment for higher education. It incorporates the MIT Open Knowledge Initiative.	Meetings
TELCERT	EC IST TEL	Development of test suite for IMS specifications	Concertation
TELL	EC Elearning Programme	Will produce design patterns for networked supported collaborative learning which will be stored into a pattern repository. It is anticipated that IMS LD will play a role in this.	Participation in UNFOLD events

Tools coordination

At the present stage in the implementation and adoption of IMS Learning Design the availability of tools is a key factor. UNFOLD has taken an active role in bringing together various tools developers, and providing an environment within which developers can make their work known, and have exchanges with the user group. The eighteen tools developers who have been active in UNFOLD are include the principal initiatives around the world, as follows:

Name	Producer	Type	Availability	IMS LD Level	UNFOLD participation
aL.Fanet LD Editor	aL.Fanet project	General purpose tree editor, based on Groove	Beta, no release scheduled	A	Demonstration at CoP meeting
ASK-LDT Editor	iClass project	Includes drag and drop interface for templates	Due for release summer 2005	A, B	Workshop at CoP meeting
Boddington	Boddington Open Source Project	Virtual Learning Environment	Interest shown in adopting IMS LD		Participation in Braga CoP meeting
CASLO	University Carlos III, Madrid	Environment for collaboration in development of learning objects	Under development		Presentation at CoP meeting
CopperAuthor Editor	Open University of the Netherlands	General purpose LD editor	Open Source. SourceForge	A	Workshop at CoP meeting
Coppercore Learning Design Engine	OUNL	Core of Learning Design player	Open Source. Version 2.2.2 available	A, B. C	Workshops at CoP meetings and other events
COSMOS Editor	Yongwu Miao,	General purpose tree based editor	Proprietary. Beta, unreleased	A, B, C	Workshop at CoP meeting

DialogPlus Toolkit	DialogPlus project	Taxonomy of learning activities, with LD export	Download, LD export und development		Workshop at CoP meeting
EduCreator Editor	Chronotech	General purpose editor	Proprietary, Unreleased	A	Demonstration at CoP meeting
elive Editor	elive	Distant from specification, specialised editor	Proprietary Under development		Online participation
Komposer Editor	GTK Press	Specialised tree editor, linked to high level Word based resource authoring.	Proprietary. IMS-LD level A Under development		Online participation
LAMS	LAMS Foundation	Learning Activity Management System with IMS LD Level A export	Open Source IMS Level A import – export due 2005		Participation in CoP meetings
.LRN Learning Management System	.LRN Consortium	The world's most widely adopted enterprise-class open-source software for supporting learning and research	Interest shown in adopting IMS LD		Meeting with leading members
LearninMapR	University of Waterloo LT3 Centre	Pedagogical design tool using LD templates	System established and 12 templates available.	A, B, C	Participation in UNFOLD CoP meeting and online events
LionShare	LionShare project in the USA	Peer to Peer repository. Support for LD is proposed	Open Source download		Videoconference at Dagstuhl CoP meeting
Moodle	Moodle	Learning Management System	Working group		Working session at CoP

			established		meeting
MotPlus Editor	LICEF, Université de Quebec	Distant from specification, general purpose graphical editor	MOTPlus 1.4.2 with IMS LD level A export available	A	Workshop at CoP meeting
NetUniversité CEPIAH project	University of Technology of Compiegne (UTC)	A portal supporting creation of educational web sites using scenarios represented in IMS LD.	University of Technology of Compiegne (UTC)	A, B, C	Participation in UNFOLD Paris event and Braga CoP meeting
RELOAD LD Editor	RELOAD project	General purpose tree editor. Have a look at the video demonstration.	Open Source Version 2.0 available	A, B, C	Workshops at CoP meetings and other events
SCOPE Library	SCOPE project	Learning Design Level A Java library	Open Source Beta 1.0 download	A	Participation in CoP meetings
SLED Player	OU UK and OUNL	Service based LD player built on CopperCore	Demo available		Participation in CoP meetings

Industry

IMS LD has its origins in public education, and this remains the area in which it has greatest strength. Nevertheless, UNFOLD has been aware throughout it's activity of the need to reach the industrial sector. The project was launched to the industrial user group at the eLig (eLearning Industry Group) conference held jointly with EADTU (European Association of Distance Teaching Universities). The project has also maintained close contacts with PROLEARN, a network of excellence established explicitly to connect academic and industrial work in the area of eLearning.

Developers of commercial applications have been invited to attend events wherever possible, resulting in the participation of Chronotech, elive, Cosmos and GTK Press. Contact has also been established with BlackBoard. The majority of development efforts in the LD area are Open Source, and many of these are funded by educational institutions or grants from education authorities. There are, however, a large number of independent Open Source organisations who are major players in the education market. UNFOLD has been in contact with a number of these, including LAMS, Moodle, Boddington and .LRN.

The collaboration established with the PROLEARN network of excellence has been significant, as it has enabled the project to obtain access to the PROLEARN network, which is explicitly designed to link academic and industrial expertise in education and training. In addition project awareness raising activities have given high priority to the industrial sector. As a result of these efforts there has been a significant industrial participation in UNFOLD events, as shown in the following table of industrial organisations which have sent one or more representatives to one or more events.

Company	Country
Fachhochschule Vorarlberg Gmbh	Austria
GTK Press	Canada
AFIDE	France
AIRBUS	France
Aska	France
CESI On Line	France
Ferand Beghin, eLearning Consultant	France
InWent GmbH / Internationale Weiterbildung und Entwicklung GmbH	Germany
ANOVA Multimedia Studios GmbH	Germany
Capacity Building International	Germany
Fraunhofer FIT	Germany
InWent GmbH / Internationale Weiterbildung und Entwicklung GmbH	Germany
MOU SA	Greece
Bifröst School of Business	Iceland
Didagroup	Italy
Euform.it	Italy
Garamond srl	Italy
Giunti Interactive Labs	Italy
Berg Interactive Media and Communication	Netherlands
CED-Groep Rotterdam	Netherlands
Chronotech	Netherlands
Deskjob	Netherlands
Edugolive	Netherlands
ETINE IT & Education Services	Netherlands
Kennisnet	Netherlands
LogicaCMG	Netherlands
MemoTrainer BV	Netherlands
Sofos Consultancy Amsterdam	Netherlands
The Mediator Group	Netherlands
Threeships enterprises bv	Netherlands
Turpin Vision bv	Netherlands
WeistraConsult	Netherlands
wynneconsult	Netherlands
Fronter AS	Norway
it:solutions	Norway
SIVECO Romania	Romania
Evintia	Spain
Master-D	Spain
Pedagogia Interactiva eLearning Consultancy	Spain
Sadiel	Spain
SEGI-Consulting	Spain
www.a3net.net	Spain
Institute for Information Industry	Taiwan
Siemens Business Services	Turkey
Nelson Thornes Publishers	UK
NETg (a Thompson Learning Company)	Worldwide

Annex 2: Summary planned expenditure, as of June 30th 2005

At the UNFOLD Board Meeting in Braga (see below for minutes) project expenditure was reviewed and plans put in place for the remainder of the project. The results of this review are summarised below.

Financial resources detailed breakdown					
	FBM-UPF	**OUNL**	**University of Bolton**	**EUCEN**	**Total**
1. Personnel	139.333,00	94.693,00	121.800,00	29.425,00	385.251,00
2. Equipment	6.767,00	2.666,00	2.666,00	2.000,00	14.099,00
3. Software & consumables	2.500,00	1.800,00	1.800,00		6.100,00
4. Travel & Subsistence	10.000,00	8.000,00	8.000,00	8.000,00	34.000,00
5. Other costs	22.571,00	16.549,00	16.549,00	16.549,00	72.217,00
6. Overheads	36.234,00	24.742,00	30.163,00	11.195,00	102.333,00
7. Total costs	217.405,00	148.449,00	180.978,00	67.169,00	614.000,00
8. EC grant 100%	217.405,00	148.449,00	180.978,00	67.169,00	614.000,00
MANAGEMENT costs	**FBM-UPF**	**OUNL**	**Bolton Institute**	**EUCEN**	**Total**
9. Personnel	14.000,00				
10. Travel and subsistence					
11. Audit certificates	8.000,00	8.000,00	8.000,00	8.000,00	32.000,00
12. Management subtotal	22.000,00	8.000,00	8.000,00	8.000,00	46.000,00
GRAND TOTAL	239.405,00	156.449,00	188.978,00	75.169,00	660.000,00

Projection of spending plans, as of 31st June 2005					
	FBM-UPF	**OUNL**	**University of Bolton**	**EUCEN**	**Total**
1. Personnel	155.836,17	94.693,95	91.309,37	29.425,00	371.264,49
2. Equipment	6.968,70	2.666,00	2.666,00	1.112,68	13.413,38
3. Software & consumables	0,00	1.800,00	0,00	27,14	1.827,14
4. Travel & Subsistence	21.134,76	16.500,86	24.344,96	15.578,00	77.558,58
5. Other costs	2.438,23	8.047,97	34.020,85	4.400,00	48.907,05
6. Overheads	37.275,57	24.741,76	30.468,24	10.108,56	102.594,13
7. Total costs	223.653,43	148.450,54	182.809,41	60.651,38	615.564,76
8. EC grant 100%	223.653,43	148.450,54	182.809,41	60.651,38	615.564,76
MANAGEMENT costs	**FBM-UPF**	**OUNL**	**University of Bolton**	**EUCEN**	**Total**
9. Personnel	13.953,71				13.953,71
10. Travel and subsistence					
11. Audit certificates	2.000,00	8.000,00	4.241,78	1.476,00	15.717,78
12. Management subtotal	15.953,71	8.000,00	4.241,78	1.476,00	29.671,49
GRAND TOTAL	239.607,14	156.450,54	187.051,19	62.127,38	645.236,25

Projected changes to budget categories					
	FBM-UPF	**OUNL**	**University of Bolton**	**EUCEN**	**Total**
1. Personnel	+16.503,17	+0,95	-30.490,63	0,00	-13.986,51
2. Equipment	+201,70	0,00	0,00	-887,32	-685,62
3. Software & consumables	-2.500,00	0,00	-1.800,00	+27,14	-4.272,86
4. Travel & Subsistence	+11.134,76	+8.500,86	+16.344,96	+7.578,00	+43.558,58
5. Other costs	-20.132,77	-8.501,03	+17.471,85	-12.149,00	-23.309,95
6. Overheads	+1.041,57	-0,24	+305,24	-1.086,44	+261,13
7. Total costs	+6.248,43	+1,54	+1.831,41	-6.517,62	+1.564,76
8. EC grant 100%	+6.248,43	+1,54	+1.831,41	-6.517,62	+1.564,76
MANAGEMENT costs	**FBM-UPF**	**OUNL**	**University of Bolton**	**EUCEN**	**Total**
9. Personnel	-46,29	0,00	0,00	0,00	+13.953,71
10. Travel and subsistence	0,00	0,00	0,00	0,00	0,00
11. Audit certificates	-6.000,00	0,00	-3.758,22	-6.524,00	-16.282,22
12. Management subtotal	-6.046,29	0,00	-3.758,22	-6.524,00	-16.328,51
GRAND TOTAL	+202,14	+1,54	-1.926,81	-13.041,62	-14.763,75

The principal adjustments which have been made in spending plans are as follows:

Personnel: Personnel expenditure is lower than anticipated in the University of Bolton, because of delays in contracting staff at the beginning of the project. Expenditure in FBM-UPF is somewhat above planned, reflecting increased project effort.

Travel and subsistence is higher than anticipated. This is because the number of UNFOLD events has been increased substantially, and the demand for UNFOLD participation in events organised by other organisations has also been strong. Some transfers of funds may be necessary, depending on affiliation of the personnel attending events.

Other costs, which covers the organisation of UNFOLD events, are lower than planned. This is because all CoP meetings have been hosted by project partners. Similarly additional events addressed to the communities have been at locations provided free of charge.
The exception to this trend is University of Bolton, where a substantial allocation has been made to support the final UNFOLD event in Berlin, and associated final publication. The management of this allocation may require budget transfers between partners.

Audit certificates: The cost of audit certificates has been less than planned, and the budget reallocated to other categories.

There are small non-allocated percentages in the budgets of University of Bolton and EUCEN, and the project is studying the possible reallocation of this funding within the consortium.

Annex 3: Minutes of Project Board meetings

Annex 3.1 Maastricht, 17th February 2005

PRESENT
Josep Blat, FBM-UPF, Project Manager
Dai Griffiths, FBM-UPF, Project Coordinator
Rob Koper, OUNL
Colin Tattersall, OUNL
Bill Olivier, Bolton
Ana Dias, EUCEN

The meeting opened at 21.00

1. Review of project progress
The board agreed that the project was making satisfactory progress, with a high degree of interest in project events and resources.

2. Approval of deliverables
The board accepts the following three deliverables.
   - D 5, Establishment of CoPs. 11th September 2004
   - D 4. Awareness raising report. 9th November 2004
   - Progress Report 3. 29th December 2004
The Month 12 deliverables were provisionally accepted, but will be peer reviewed prior to final approval.

3. Main issues of on-going and pending work
It was noted that while a number of SMEs have been involved, the relationship with industry needs clarification.
It was also pointed out that the project needs to make the indirect results more visible, i.e. the results produced by people who are related to UNFOLD.
It was agreed that the project would contact Online Educa Berlin to establish an UNFOLD presence in the conference programme where project outcomes could be disseminated to a wider audience, and the sustainability proposals made public.

4. Planning for sustainability
The options for sustainability were considered in general terms but no decisions were taken. The board will reconsider the issue at the next meeting, when the start of the sustainability workpackage will be nearer.

5. Any other business.
It was noted that their is still a large amount budget in the other costs category which covers CoP meetings, while the travel budget is under pressure. This is due to low costs incurred in the first CoP meeting, and a higher than anticipated number of events being organised by the project. The Project Coordinator was asked to examine the options for dealing with this imbalance.

The meeting closed at 23.00

Annex 3.2 Minutes of UNFOLD Board extraordinary meeting Barcelona, 21st April 2005

PRESENT
    Josep Blat, UPF, Project Manager
    Dai Griffiths, UPF, Project Coordinator
    Rob Koper, OUNL
    Bill Olivier, The University of Bolton
    Ana Dias, EUCEN

The meeting commenced at 14.30

1. The principal business on the agenda was to examine the underspend on the project and to plan for action to make full and effective use of the budget.

1.1. It was agreed to prepare budget estimates for the remainder of the project, to be sent to the project coordinator by 21st May 2005.
These estimates should include all categories of project spending, including events to be organised. The outstanding balance will be used to create a high profile final event in Berlin to coincide with Online Educa.

1.2. The particular situation of EUCEN was discussed. EUCEN have used almost all their person months, but have not used their full personnel budget, because the wage rate is lower than anticipated. The Project Manager expressed his view that this was not problematic, and that EUCEN should take on more person months than those originally planned for. Partner UPF finds itself in a similar situation, though less pronounced.
The project officer will be informed of this in the forthcoming Progress Report.

1.3 It was approved that EUCEN should use some of their budget to provide bursaries for participants to attend UNFOLD events. This could be the Rome workshop, but need not necessarily be so. The meeting suggested that a figure in the region of 2500 Euros would be an appropriate total, but the details can be discussed further by eMail.

2. Project websites

2.1 The project coordinator observed that the confusion between the two UNFOLD websites (www.unfold-project.net and moodle.learningnetworks.org) worsened in recent months. In September 2004 a decision was taken to concentrate forum interaction on the UNFOLD web, and to use the Moodle server for Activity Nodes where participants would engage in learning activities. The learning activities have proved to be very successful, and online interactions have developed around them. This may be inevitable given that most members are still learning about the specification.
It was agreed that UPF and OUNL would coordinate to evaluate the possibility of moving all the online activities onto the Moodle server together with the Activity Nodes, and to maintain the UNFOLD server for all other project functions.

2.2 It was proposed by Rob Koper that a valuable function which the project web could perform would be to act as a portal providing windows on all the LD related sites around the world.
It was agreed that UPF would explore the cost of implementing such a system, and report back to the board.

2.3 It is noted that Learning Networks will continue its life after the end of the project under the aegis of the OUNL. It was also noted that a portal system, together with an opt-in mailing list, requires no maintenance. Thus the measures in 2.1 and 2.2 are also seen as first steps towards a sustainable framework for continuing the work of UNFOLD beyond the end of project funding.

3. It was agreed to form a committee with members from all partners to organise the Berlin final CoP event. This will be constituted by the end of May.

4. It was noted that it is important for the organisers of all events to be aware of the need for evaluation. If for some reason this is not done, evaluation forms should be delivered by eMail to participants.

5. The board discussed if the contacts between UNFOLD and the reviewer Demetrios Sampson were too close for him to remain an appropriate person to assess the project. It was decided that the contacts were those normal between researchers working in the same field, and it was pointed out that Mr Sampson has not attended any UNFOLD events. It was agreed that no action is required on this issue.

The meeting closed at 15.30

David Griffiths

UNFOLD Project Coordinator

Annex 4: Minutes of Project meetings

Annex 4.1 Minutes of UNFOLD working meeting

20th January 2005 Telephone conference

Present
Dai Griffiths (FBM-UPF)
Colin Tattersall (OUNL)
Daniel Burgos (OUNL)
Chris Kew (Bolton)
Ana Dias (EUCEN)

1. Completion of deliverables (see Dai's document of Friday 14th)
Dai Griffiths informed the partners that he has created an area on the Plone server for project documentation. Reviewers will be given access to this area when the Project Officer asks us to provide the documentation.
The preparation of documentation seems to be on track, but there is still substantial work to do in preparing final versions and on the reports.
One specific issue is the benchmarking study of the present state of LD. It was agreed to work on the spreadsheet structure prepared by Dai, and then to forward it to the OUNL team in Dagstuhl on the 26th, so that they can add any additional items which they can identify.

2. Project review (see Dai Griffiths' document of Friday 14th)
The coordinator described the proposed review procedure.
The provisional agenda was approved, and partners allocated tasks, as follows.
    9:00 - 9:15 Briefing PO/Reviewers
    Brief summary of project (UPF)
    Technical aspects
    - Awareness raising (EUCEN)
    - Building CoPs (Bolton)
    - Events (OUNL?)
    - CoPs activity and results (OUNL)
    - Evaluation (UPF)
    Administrative and management aspects
    - Summary of deliverables (UPF)
    - Resources management (UPF)
    - Special issues (UPF)
    Plans for the coming period: main challenges (UPF)
The presentations should be prepared in time for the Valkenburg project meeting, when the agenda will be revised, and final preparations made.
3. UNFOLD events for 2005

The Paris event

The Paris event was confirmed for 31/03/05 – 01/04/05
It was agreed that the focus should be practical, building on the activities at the Valkenburg CoP meeting. It was noted that the infrastructure is beyond our direct control. If participants can have access to their own computer, then that is the ideal solution. It would, however, be wise to prepare to run applications through a projector, and present to this.

CoP meetings

We are scheduled to have four more CoP meetings in the coming year:
CoP 3: April / May
CoP4: June / July
CoP5: September / October
CoP 6: December
It was resolved to decide on dates and locations by 31st January.

The following points were raised:
1) Is it a good idea to combine CoP meetings with other events? There is a potential advantage of attracting people who are attending the event. In the case of Online Educa Berlin, however, it was decided that it would mean too long a visit if we were to have a full CoP meeting as well. Will we always encounter this problem? Do we want to try to combine CoP events with other events, or should we focus on standalone CoP meetings?
2) So far both CoP meetings have been organised by partners on or near their premises. We could however organise a meeting somewhere else. Would this be a good idea? Do we have any suggestions?
3) It would be a good idea to have a CoP meeting in the UK. When would be a good time to do this? What would a good location be? Bolton will suggest a date and place for a UK meeting.

It was agreed that this matter was too complex to decide on the phone.
Dai Griffiths will coordinate further discussion by eMail, and reach a conclusion by 31st January.

Other relevant events mentioned by participants were
EUCEN:
- Bergen. 28-30/04/2005
  It was noted that there has been interest in LD from Norway, and it might be a good idea to organise an event there. Dai Griffiths will enquire if this would be an allowable cost.
- Autumn conference, Rome. 17-11-05
  A workshop is scheduled for this event
Alt-i-Lab, Sheffield. 20-24/06/05
OnLine Educa Madrid, 11-13/05/05
OnLine Educa Berlin, December 2005

Daniel Burgos reported that Universidad Carlos III are keen to hold a meeting there.

4. Travel bursaries for UNFOLD participants.
In the UNFOLD contract it is specified that the "other costs" category can be used to pay for the travel costs of attendees. EUCEN have asked if this could be used to pay for travel to the workshop at the Rome conference. Ana Dias mentioned, for example, that there were two Estonian women who would like to be involved.
Colin Tattersall said that we should distinguish between
 a) people who are coming to a workshop in order to find out about Learning Design
 b) people who are coming to a CoP meeting to share their practice.
Dai Griffiths agreed with this analysis.
The feeling of the meeting appeared to be that it would be more valuable to pay for option b) than option a). The issue will be revisited at the Valkenburg meeting, when the list of UNFOLD events will have been established.

5. Update and planning for Valkenburg meeting
The UNFOLD project meeting was confirmed for Tuesday 15th February.
Attendees from other institutions will stay overnight on Monday 14th in Valkenburg and be available all day on the 15th.
Dai Griffiths and Daniel Burgos will coordinate to finalise the agenda.
Daniel Burgos reported that the CoP meeting is near its full capacity of 50 people.

6. Online events
Dai Griffiths reported that Griff Richards is all set for the online discussion on Wednesday the 26th.
The following online event was not discussed, and this is a pending issue which will be picked up by eMail.

7. PhD CoP
The responsible person for the PhD CoP is Rocio García. It appears that she has been unable to be active in this because she has taken on a new position in Sevilla. Daniel Burgos and Dai Griffiths will coordinate to decide if a new person should be involved prior to the Valkenburg meeting. It is intended to launch the CoP there.

Annex 4.2 Minutes of UNFOLD PROJECT MEETING, HEERLEN

Open University of the Netherlands, Heerlen
February 15th 2005

Present:
      Dai Griffiths, FBM-UPF, Project Coordinator
      Rob Koper, OUNL
      Colin Tattersall, OUNL
      Daniel Burgos, OUNL
      Bill Olivier, Bolton Institute
      Chris Kew, Bolton Institute
      Lisa Corley, Bolton Institute
      Ana Dias, EUCEN

1. Morning session. Project planning
The meeting opened at 9.30 am.

1.1 Overview of project event commitments

It was agreed that
- The project is committed to a schedule of
- Four CoP meetings following the Valkenburg meeting
- Two workshops organised by the project
- A seminar event
- Participation in a number of events organised by other entities.
This is a heavy schedule of activity, and we should be wary of accepting additional invitations.

1.2 UNFOLD CoP meetings

The following schedule of UNFOLD events was agreed:

Date	Place	Event	Theme	Lead partner
April 21 - 23	Barcelona	CoP	Building expertise	UPF
March 31st – April 1st	Paris	Workshop		Bolton/OUNL
March 4th	CETIS / UNFOLD	Workshop	Update on learning design	Newcastle
Week 4 June – Week 1 July	Minho Portugal	CoP	Towards usability: templates and patterns	EUCEN
June 20th – 24th	AltiLab, Manchester	Paper: Design. Workshop?	Update on the state of Learning	FBM-UPF
July 1st – 6th	Grenoble	Presentation		Bolton
September 6th - 8th	AltC	Workshop run by CETIS team if low cost		Bolton

September 22-23	Heerlen, Netherlands	UNFOLD – Prolearn Seminar	Academic papers leading to publication	OUNL
First week October	UK	CoP	Putting LD into the real world	Bolton
November	Rome	Workshop		EUCEN
Last week November	Berlin	CoP (2 days)	The way forward	OUNL/UPF BOLTON/EUCEN

1.3 Other events

Some events involving only one partner at an event organised by another institution are not included in the above list. In addition the following events were discussed

Online Educa Madrid

We have an invitation to participate in Online Educa Madrid, 11 – 13 May. It is proposed to run a Spanish language workshop there, with the help of our Spanish contacts, in particular Carlos III. Daniel Burgos will finalise this proposal.

CETIS LD hands on workshop

Bolton reported that CETIS plans to hold a hands on LD workshop. They will explore how UNFOLD can add value to this event.

Providing workshop materials for additional events

It was agreed that it would be valuable to produce a Workshop pack which would enable other organisations to run their own Learning Design workshops. This would be a valuable project outcome.

1.4 The outline agenda for the Barcelona meeting was determined:

This will be refined at a project meeting in Luxembourg on 2nd March

Day one

Learning providers come up with one or two scenarios. Broad scanning of scenarios reflecting different pedagogies. Real world scenarios, which they really need. Next meeting moves towards templates. Select a couple
PhD CoP in parallel seminar
Advanced issues in parallel

Day 2

Take a couple of the scenarios and make them into UoLs and run them.
Level B and C running in CopperCore
Advanced issues in parallel

Day 3.

Discussion between users and developers. Reflection on tools.
New features and prioritisation, and new tools
Reference diagram discussion

Online events

It was agreed to hold an online follow up to the Valkenburg event on 22nd February
The following event in March will provisionally address the issue of taxonomies and describing UoLs, if a suitable discussion leader can be found.

1.5 Review of CoP facilitation strategy

It was agreed that there is a high level of interest in UNFOLD and the CoPs, and that online activity is closely related to having concrete matters to discuss. This has been

demonstrated by the example UoLs provided by the Learning Designers CoP. The project will build on this insight. It was proposed that the Teachers and Learning Providers would benefit from seeing their discussions leading to the implementation of templates, as this would provide a real focus for activities.

1.6 Web site

FBM-UPF reported that some changes had been made to the project web site following evaluation, and that this work was continuing.

1.7 PhD CoP

The launch of the PhD CoP was discussed and approved.

2. Afternoon session: preparing for project review

The afternoon session was given over to a working session planning for the project review. Draft presentations were discussed and the following schedule established.

Schedule for preparing presentations for review	
Wednesday night	upload draft presentations to http://www.unfold-project.net:8085/UNFOLD/documentation/review/presentations/
Morning Thursday 24th Feb	project members review presentations individually
Thursday 24th Feb 15.00 Central European time (14.00 UK)	Discussion of presentations on the UNFOLD chat server
Midday Friday 25th Feb	Corrected presentations posted
Monday 28th Feb	Printed presentations ready

Dai Griffiths, UNFOLD Project Coordinator
22nd February 2005

Annex 4.3 Minutes of UNFOLD Project Meeting, Tuesday 19th April

Department of Technology, Edifici França, Universitat Pompeu Fabra.

PRESENT:
Josep Blat, Project Manager, FBM-UPF
Dai Griffiths, Project Coordinator, FBM-UPF
Rob Koper, OUNL
Daniel Burgos, OUNL
Chris Kew, The University of Bolton
Lisa Corley, The University of Bolton
Ana Dias, EUCEN
Carme Royo, EUCEN

The meeting commenced at 10.00
1. Project Review outcomes
The results of the Project Review were summarised as follows:
   The deliverables have been accepted, and the resources are reasonable and duly
   justified. The objectives of the UNFOLD project are seen as still being very
   relevant. The consortium performed satisfactorily during the reporting period, and
   the resources spent were in accordance with the work done.
   Some weaknesses were identified: reporting does not convey fully the work carried
   out by the consortium; the link with the industrial sector should be more evident;
   some stakeholders are not fully on board (Ministries, teacher associations, other
   professionals)
   The reviewers made some recommendations for improving the project:
   1) Reinforce links with European Standardisation bodies
   2) Provide precise data on UNFOLD activities, eg CoP participants, attendance to UNFOLD
      events.
   3) Make composition of communities clear and visible (geography, type of
      participant organisation), and analyse their evolution. Provide information in
      public documents and leverage it.
   4) Analyse sustainability, risks and blocking factors

In the light of these comments the meeting agreed that:
1.1 *Ministries and Teacher Associations.* The involvement of ministries depends very
   much on the country concerned. In the case of The Netherlands and the UK it is
   technical organisations such as JISC and SURF who are responsible for deciding the
   directions which research and development will take. Both these organisations are
   well represented in UNFOLD. In other countries, for example Spain and Portugal,
   there is a politically controlled ministerial organisation which is responsible for
   defining strategy. It is the judgement of the project that LD is not yet sufficiently
   mature for presentation to ministries and teacher associations, who would find the
   level of the tools available too difficult to understand. Nevertheless, a link will be
   made with the ministerial organisation in Portugal to alert them to the meeting in
   Porto.
1.2 *Standardisation bodies.* CEN-ISSS is the appropriate forum for raising LD issues,
   and a lot of project partners and participants are involved. There was an EML
   workshop, but there is no way forward in that direction, as the discussion of LD in
   CEN-ISSS is closed. The project has, however, presented to a CEN-ISSS meeting,
   to ensure that there is awareness of what we are doing. UNFOLD has also

participated in meetings of COPRAS, which is dedicated to helping projects to standardise their outcomes. This is seen as being possibly relevant to UNFOLD, but not part of our core activities.

1.3 *Provision of more precise data on activities and communities.* The project recognises that this is a need which should be met. A data base of participants will be established and analysed to provide a better picture of spread and development. This will also look at the tools development, and moves towards adoption. The results will be made available in a report.

1.4 *Sustainability and blocking factors.* The meeting discussed the issue of creating a directory as a sustainable outcome. The consensus was that while this may seem an attractive idea, there are problems: a) practicality, as it will not be sustainable without funding or income streams; b) organisation, as we do not have permission from our members to make their information public; c) lack of enthusiasm, as members have shown little enthusiasm for posting information about themselves. It was proposed that the Plone site should retain the content which has been built up, and also function as an aggregator of syndicated databases and sites from around the world which deal with learning design issues. Once this was established it would not take a lot of maintenance. Sustainability of the events will depend on where the centre for LD development is at the end of the project, and we should give all possible help and information to that centre to continue our work.

2. Planning for the next tranche of deliverables

2.1. *Outcomes 2.* In preparing UNFOLD Outcomes 2 it was agreed to follow the procedure in the first report, in which partners contributed sections which were subsequently merged into a single document. The coordinator will manage this process.

2.2 *Evaluation Report 2.* The WP Leader for this area is FBM-UPF, and they will coordinate work by all partners. It is planned that the report will include information on:

- the use of the servers
- usability of web servers
- evaluation of face to face events
- analysis of membership and participation
- evaluation of adoption of the specification
- semi-structured interview feedback from users

The evaluation coordinator in FBM-UPF will contact partners regarding this work.

3. Events schedule.

3.1 *The events schedule was reviewed*, to ensure that all partners knew about all the events included. It was agreed that with only the confirmed events there was already a heavy schedule, and that more should not be taken on without due consideration. Portugal. The arrangements for the Portugal meeting were revised so as to ensure the presence of key participants. This will now be held in Porto on the 15th – 17th June. The Moodle community was identified as a key constituency for UNFOLD, as the system is widely used, and there has been substantial activity on the moodle.org discussing the potential adoption of LD. The Project Coordinator will follow this up with leading Moodle contacts with a view to their participation.

4. Barcelona meeting arrangements

The *detailed arrangements* for the Barcelona meeting 20th –22nd April were reviewed

The meeting closed at 18.00

Appendix 4.4 UNFOLD project meeting, Braga, Tuesday 14th June

PRESENT
Dai Griffiths, Project Coordinator, Universitat Pompeu Fabra
Rob Koper, Open University of the Netherlands
Daniel Burgos, Open University of the Netherlands
Chris Kew, University of Bolton
Ana Dias, EUCEN

The meeting commenced at 10.00

1) Review of UNFOLD budget consumption and planning
The Project Coordinator presented an analysis of resource consumption in the project so far. The underspend per partner was reported as follows:

UNFOLD budget consumption 14th June 2005	
Partner	Overspend / underspend
FBM-UPF	- 31.597,36
OUNL	+ 1,03
Bolton	- 61.926,51
EUCEN	- 13.041,11
Total	- 106.563,95

The detailed analysis was also presented.
It was decided that
- The project coordinator will prepare a revised budget distribution and submit this to the Project Officer.
- 20,000 euros are provisionally reserved for the final event in Berlin
- 10,000 euros are reserved for the production of a booklet directed principally at the training and industrial sector. This material will also be repurposed as web resources.
- Other priorities were agreed to be
  - use of resources for the coordination of the despatcher and or mini spec for dealing with services in Learning Design. If possible this will be presented in Berlin.
  - coordination of production of templates and learning scenarios. These resources are proving to be valuable in stimulating activity among the UNFOLD membership.
  - review and restructuring of the UNFOLD websites. The majority of online interaction is on the UNFOLD Moodle site, Learning Networks for Learning Design, which will be maintained after the end of the project by OUNL. Consequently it is planned to concentrate interactivity there, while the www.unfold-project.net site will be become a portal and interest group mailing list.
  - it was also suggested that some additional travel budget may be required, in the light of the heavy event schedule to which the project is committed.

2) Planning of face to face events
- The UK CoP meeting was discussed. It was decided that this should avoid being in the previous or following week to the UNFOLD-PROLEARN seminar in Heerlen. The favoured dates were 12th, 13th and 14th of October, to be held in Glasgow.
- The UNFOLD-PROLEARN event will be given full publicity immediately following Alt-i-lab.
- SPEDECE, II Simposio Pluridisciplinar sobre Diseño, Evaluación y Descripción de Contenidos Educativos Reutilizables will be held in Barcelona this year. (http://www.uoc.edu/symposia/spdece05/index.html) UNFOLD will consider running a workshop at this event, with a decision to be made in early July.
- UNFOLD will participate in the JOIN-SIGOSSEE-OUNL conference in Heerlen. The project coordinator will move this forward online.

4) Planning of deliverables planning up to month 18
- UNFOLD Outcomes 2. All partners to provide input following the pattern used in UNFOLD Outcomes report 1. Daniel Burgos of OUNL will prepare a first draft to be circulated to partners in early July.
- Evaluation. UPF will coordinate the completion of evaluation work and production of the deliverable. A presentation was made outlining outstanding work. The key actions were identified as:
  - Completion of benchmarking study (the evolving state of LD). Led by Bolton, all partners contribute
  - Analysis of log files. All partners to provide necessary information to UPF
  - Usability evaluation of UNFOLD web sites. Led by UPF
  - Semi-structured interviews with UNFOLD members. All partners to participate, details provided in the appendix.

5) Detailed preparation of CoP meeting Braga
- Bill Olivier was unable to attend, and his contribution will be covered by Daniel Burgos of OUNL
- Moodle working group: the proposed video conference with OUNL was cancelled as in the view of the meeting sufficient expertise was available in Braga.

The meeting closed at 18.00

Appendix to meeting of 14th June: Evaluation interviews.
UPF to produce semi-structured questionnaire and coordinate the action.

The interviews will be carried out with as many of the following members as possible.

- OUNL
  - Ger Tillemans
  - Josep Ma. Fontana
  - Waterloo, David Bean
  - Adriana Berlanga
  - Alfredo Fernandez i Ana Fernandez
  - Alicante people
  - Davinia Hernández
  - Manuel
  - Carmen Padrón...
  - Pythagoras Kampimperis
- UPF
  - DV
  - Wolfgang Greller
  - David White
  - Griff Richards
  - Patrick Mcandrew
  - Gilbert Paquette
  - Victor Zukhov
  - John Casey
  - Yongwu, Kai Hoeksema
  - Suzanne Hardy
- Bolton
  - Ecaterina
  - Alex Little
  - Claude Martin
  - Sheila
  - Fabiola Avila Lopez
  - Howard Noble
- EUCEN
  - Sofia Torrao
  - Franceso Orcioli