



Language education at the heart of democracy  
 L'éducation aux langues au cœur de la démocratie  
 Sprachliche Bildung als Herzstück der Demokratie

## Coordinator's report

(on a workshop, network or expert meeting or on a regional event)

Expert meeting, Graz March 18-19, 2024

### Meeting report

In the two weeks after the event, please complete this report. It contains two sections:

1. **Internal information:** this is intended as an internal record for the project team, the ECML Secretariat and the programme consultant.

This section needs no translation.

2. **Public information:** this is intended as an information on project developments for the wider public. The content should be of interest for a larger audience thus it should link up to interesting publications, websites, events etc. which were discussed on the occasion of the meeting. The text should not focus on purely internal team discussions (e.g. "The team has met at the ECML to discuss the agenda of ...").

The public information should be a short, promotional text of about 200 words.

The second language documentalist should translate this section into the second working language of the project.

Please send this completed form together with the programme of the event within two weeks after the event to [erika.komon@ecml.at](mailto:erika.komon@ecml.at)

1. Internal information	
<b>Project title</b>	AllLang – AI for language education
<b>Attending team members (and associate partners, if applicable)</b>	Coordinator: Marilyn Meristo Members: Elisabeth Pöltzleitner, Anne-Laure Dubrac, Achilleas Kostoulas Associate member: Stephen Scott Brewer
<b>Date of the event</b>	18-19 March, 2024
<b>Number of participants</b>	-
<b>Type of the event</b>	<input type="checkbox"/> Workshop <input type="checkbox"/> Network meeting <input checked="" type="checkbox"/> Expert meeting

<b>Outputs of the event (materials produced, etc.)</b>	<ol style="list-style-type: none"> <li>1. Timeline for the 4-year project</li> <li>2. Questionnaire in Google Form format for teachers</li> <li>3. Suggestions for the logo and banner</li> </ol>
<b>Did the event contribute to the project progress as expected? If not, what are the issues? What are the conclusions?</b>	<p>Everything that was planned was achieved:</p> <ol style="list-style-type: none"> <li>1. We clarified team members' roles in the project</li> <li>2. We allocated specific tasks with deadlines</li> <li>3. We clarified the project timeline and added the deliverables to the timeline</li> <li>4. We agreed upon the regular meetings, set the dates, tasks and deadlines</li> </ol> <p>Conclusion: every team member has clear roles; the questions and concerns have been discussed; the further tasks have been set</p>
<b>Envisaged impact of the event and follow-up activities of</b> <ul style="list-style-type: none"> <li>➤ team members</li> <li>➤ associate partners (if applicable)</li> <li>➤ participants (if applicable)</li> </ul>	<p>All the team members have a clear and shared understanding of the timeline, tasks and responsibilities necessary for the timely completion of the project.</p>
<b>Feedback on the cooperation with the host country (if applicable)</b>	<p>Clear guidelines and means of communication have been established with ECML members. The project team greatly appreciates the supportive atmosphere and solution-oriented attitude of the ECML team.</p>
<b>What did you learn from the feedback questionnaire of the participants (if applicable)? Were there concerns raised? What are the conclusions?</b>	
<b>Feedback, questions, and requests for the ECML Secretariat</b>	<p>The meeting with ECML members was informative and all our questions were answered.</p>

**Checklist for the coordinator:**

My team members fully understand the next steps in the project.

My team members understand and agree with their responsibilities in the project work.

Comments:

**2. Public information**

Short text (about 200 words) for the „News” section of your public project website

Note for coordinators: please ensure that this text will be translated into the second working language by the second language documentalist.

**Language 1**

During the first Expert meeting, the team building was efficiently established – the roles were clarified, specific tasks with deadlines were allocated, and the project timeline, along with deliverables, was outlined. As a result, every team member now possesses clear roles and responsibilities, and any questions or concerns have been addressed. In addition, a draft questionnaire has been created to elicit information from teachers about how (or if) they use AI in their practice, and it is currently scheduled for piloting. Draft versions of the logo and banner were discussed, and progress has been made towards the development of the website. Furthermore, clear communication channels have been established with ECML members, enhancing collaboration and progress towards project completion.

Author(s): Marilyn Meristo, Anne-Laure Dubrac, Achilleas Kostoulas, Steven Scott Brewer, Elisabeth Plötzleitner

**Language 2**

Pendant la première réunion d'experts, un esprit d'équipe s'est rapidement mis en place. Les rôles ont été clarifiés, des tâches spécifiques avec délais imposés ont été attribuées, le calendrier du projet ainsi que les livrables ont été définis. En conséquence, chaque membre de l'équipe possède désormais des rôles et des responsabilités définies et toutes les questions et soucis ont été abordés. De plus, une ébauche de questionnaire a été créée afin d'obtenir des informations sur la façon dont les enseignants utilisent (ou non) l'IA dans leur pratique et une phase de mise à l'essai est actuellement prévue. Des versions préliminaires du logo et de la bannière ont été discutées, et des progrès ont été réalisés vers le développement du site web. En outre, des canaux de communication clairs ont été établis avec les membres du CELV afin de faciliter la collaboration et l'achèvement du projet.