

ICT department

Proposal to the Executive board

Following the inaugural meeting in Galway, the following proposals were discussed and approved to be proposed to the executive board. It is further hoped that these proposals will be presented to the rest of the InnMain International Departments in Copenhagen.

Proposal: To develop InnMain ICT Department

Department Roles

Further to our meetings, it was decided that there would be two main functions of this ICT Department.

1. The first proposal is that the ICT Department should support schools so they can improve infrastructure, facilities, services, etc. The ICT department would have the following roles:
 - a) Propose projects and activities
 - b) Share experiences
 - c) Problem solutions
 - d) Best practises
 - e) Sharing expertise

2. The second proposal is that the ICT Department will establish, promote and develop ICT teaching throughout all InnMain partners. The ICT department would also have the following roles:
 - a) Propose projects and activities
 - b) Sharing ideas
 - c) Sharing material
 - d) Remote teaching
 - e) Virtual Workbench for students
 1. Extend market
 2. Cater for students who cannot attend

All of the above proposed roles are materialised through KA1 and KA2 activities and projects.

For example:



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1. KA1:
 - a) Common projects to be developed by students from different partners
 - b) Enhance existing teacher relations
2. KA2:
 - a) Develop resource pool for use by all partners stemming from the roles as outlined above.

ICT Department Objectives

The following ICT Department Objectives were proposed:

1. Eliminate geographical barriers
2. Boost communication between partners
3. Exchange ideas and expertise
4. Identify problems and issues faced by each partner and develop a knowledge database with problems, solutions and experiences
5. Identify project managers based on expertise and ability to motivate teams and get results. Each partner identifies their areas of expertise from a proposed closed list.
6. Create efficiency of all organisations as a result of pooled resources

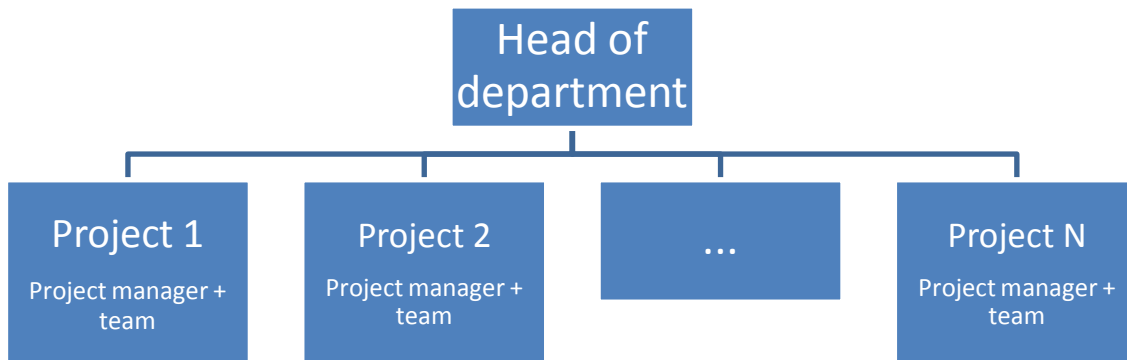
Ways of Communication

As outlined in the proposed objectives, eliminating geographical barriers and boosting communication of partners is priority. Communication needs to be interactive and remote. The following ways of communication are proposed:

1. Annual meeting prior to InnMain meetings to prepare a common proposal and presentation to partners. For example, meeting one will complete a topic list and disseminate findings to partners.
2. Email
3. Video conferencing
4. Skype
5. Appear.in
6. Blog
7. Wiki
8. Forum
9. Trello

Structure

1. Head of Department
 - a) Project Teams - Project teams will be specific InnMain partners selected by their areas of expertise from a proposed closed list. These teams will deal with specific topics in their areas of expertise.
 - i. Project Managers - The appointment of the project managers will be based on person's expertise and ability to motivate.
 - ii. 3-4 Person groups



Steps

1. Present this proposal in Copenhagen
2. Appoint head of department
3. Head of department will define a set list of topics
4. Head of department will then contact other partners to establish areas of interest, expertise and resources according to the list of topics
5. Project teams will then be developed
6. Work will commence within project teams

Proposal: Activities

1. KA1:
 - a. Common projects to be developed by students from different partners
 - b. Enhance existing teacher relations
 - c. Expert teachers teaching in other partner institutions



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2. KA2:

- a) Develop resource pool for use by all partners stemming from the roles as outlined above.
- b) Project to extend e-learning platforms
- c) Further projects will present themselves once the list of topics is created and developed.