

Annex 5: timetable

Ses- sion	Task	Students	Teachers	Parents	Project responsible	European Parliament	Technolo gy use
1	1: stating the problem	*receive booklet and letter from EP *formulate the problem *formulate questions for EP *devide formal roles.	*explain the principles of group work *help with the problem definition *help with the formulation of questions	*explain the principles of group work *help with the problem definition *help with the formulation of questions			
2		*ask their question to the member of the EP via videoconferencing	*participate the videoconferencing	*participate the videoconferencing	*lead the videocon- ferencing	*gives answers to the questions	VC
3	2: drafting action plan	*description of the different tasks *agreement on the content roles and the time schedule *draft matrix with formal and content roles and send it/put it on a web site	*help with the draft of the action plan *make sure that the matrix is sent	*help with the draft of the action plan *make sure that the matrix is sent	*collects matrices of all the groups *puts matrices on a web site		*probabl y PC *fax/e- mail
4	3: Collecting and organising informatio n	*appoint which information is needed *locate the information sources *select, collect and organise information	*does suggestions about the co- ordination of the execution, about in-formation sources and about the way to collect, select and organise information	*does suggestions about the co- ordination of the execution, about in-formation sources and about the way to collect, select and organise information			as fits
5	see: session 4	see: session 4	see: session 4	see: session 4			see: session 4
6	see:	see: session 4	see: session 4	see: session 4			see:

	session 4						session 4
7	4: making of an interim report	*make an interim report *report eventual problems *send the report to the different groups and the project responsible	*help with the making of the report *think with students about problems *make sure that the report is sent	*help with the making of the report *think with students about problems *make sure that the report is sent	*collects all the reports *prepares the VC		probably PC fax/e-mail
8		*present their report *put problems in to the meeting *search for solutions to problems	*participate the VC	*participate the VC	*leads the VC		VC
9		*reflect over the VC *mark out what still has to be done *adjust their action plan	*put the students on to reflection *make suggestions for the adjustment of the action plan	*put the students on to reflection *make suggestions for the adjustment of the action plan			
10	5:see session 4	see: session 4	see: session 4	see: session 4			see: session 4
11	see session 4	see: session 4	see: session 4	see: session 4			see: session 4
12	see: session 4	see: session 4	see: session 4	see: session 4			see: session 4
13	6: making of a report	*assimilate the results *draft report	*give suggestions for assimilation of the results	*give suggestions for assimilation of the results			probably PC
14	see: session 13	see: session 13 *send report to all groups, the project responsible and the member of the EP	see: session 13 *see to it that the report is sent	see: session 13 *see to it that the report is sent	*collects the reports	receives the report	see: session 13 fax/e-mail
15	7: preparation of	*prepare presentation	*help with the preparation of the presentation	*help with the preparation of the presentation	*prepares the VC		

	presentatio n						
16	8: presentatio n of report	*present their report *ask and answer questions	*participate the VC	*participate the VC	*leads the VC	*participate the VC *gives FB to students	VC