

## How to provide teaching materials for the FREPA database?

One of the major goals of the dissemination project „FREPA – National Networks” is the further development of the FREPA database by integrating teaching materials of the countries participating in the dissemination project. All members of the network (as well as others) are invited to provide teaching materials, so as to make the database more relevant to a growing number of languages / cultures and language families.

### How to proceed?

#### 1. The project team has generated several documents:

- The document „Template”, to be used when proposing teaching materials.
- This document is described in another document entitled „Guide for template” which explains in detail how you can provide the necessary content. This „Guide” offers an overview of the whole template and explains its different sections. It advises you for the choice of relevant descriptors and gives an example of the completed template, as well as the list of thematic keywords which contribute to the selection of the materials through the user.
- Another document, entitled „Criteria for selecting teaching materials”, specifies the criteria by which you may select teaching materials to be introduced into the database.
- A letter that has to be filled out for the editor of the teaching material. This letter has to be prepared for all previously published material.

All these documents are available on the FREPA project website, under „Home” (choose in the left column „FREPA National Networks” and then [Documents for the network](#)).

#### 2. Monitoring proposals for teaching materials:

The team member responsible for the subgroup monitors the countries that are in his/her subgroup (see the list of the subgroups below).

The process is as follows:

a The person who wants to propose teaching material sends the material (or the internet link for the materials) to the team member that is responsible for the subgroup. If the person responsible does not understand the language in which the material is written, we recommend that you make a short description of the material in English or French; this description could be similar to the description provided in the “Template”. Please, do not send further information at this stage and do not complete the template.

b The person responsible validates the choice of teaching material (or requires some necessary explanations / modifications). The responsible may ask for advice to another member of the team specialized in the pluralistic approach the teaching material belongs to.

When the teaching material is approved by the responsible for the subgroup:

c The person proposing the teaching material completes the template and – if the material is already published - the letter to the editor.

d She/he sends these documents to the person responsible for the subgroup and to Ildikó Lörincz ([lorincz@atif.hu](mailto:lorincz@atif.hu)).

e She/he sends the teaching materials (or the internet link to the materials) to Ildikó.

f The person responsible for the subgroup sends her/his final approval to Ildikó, who then can forward the material to the ECML (Christian and Catherine for the letter to the editor).

**The subgroups and the team members responsible for the subgroups:**

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The Netherlands	Finland	Switzerland	Cyprus	Canada	Poland	
France	Iceland		Malta		Ireland	Austria
Croatia	Norway		Montenegro		Brazil	Germany
Japan	Sweden		Slovenia			Czech Republic
Albania	Lithuania		Spain			Slovak Republic
Armenia	Latvia		Andorra			Italy
Romania	Estonia					