



LT_OBSERVATORY – OBSERVATORY FOR LR AND MT IN EUROPE

Acronym: LT_OBSERVATORY

COORDINATION AND SUPPORT ACTION
INFORMATION AND COMMUNICATION TECHNOLOGIES

D2.2 METHODOLOGY AND TIME LINE FOR DIALOGUE EVENTS

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INTRODUCTION

LT_Observatory supports, among others, the on-going dialogue between all stakeholders and actors in the area of language resources, machine translation and language technologies. To bridge the current existing communication gap, the LT_Observatory suggests 2 high-level cross-sector and cross-stakeholder events (“*MT Dialogue Days*”) and 4-6 small “*MT Charrettes*” with the objectives of providing new insights into what “makes MT tick”, accelerating cooperation amongst actors and facilitating the emergence of synergies and practical solutions.

The LT Observatory project foresees an entire WP dedicated to the previous **Dialogue events**. These interactive events will principally pursue the following goals:

- ▶ Clarifying user needs with regard to MT/LR
- ▶ Validating MT/LR quality benchmarking criteria and methodologies
- ▶ Validating MT/LR rating and user feedback/assessment mechanisms
- ▶ Identifying gaps in MT/LR coverage and ways to bridge them (through potential new projects drawing upon the funding sources identified)
- ▶ Seeking support from policy makers for consistent Europe-wide MT/LR deployment

However, whereas Dialogue Days will address a larger group of stakeholders and perhaps focus on the CEF/DSI challenges, Charrettes will target a smaller, perhaps domain-specific audience (typically the ECL/CMS).

Therefore, although the main aim of both type of events is very much related, the approach and concept underpinning each of the proposed dialogue sessions is very different. This deliverable includes a description on the methodology to be used for the implementation of the MT Dialogue Days as well as the MT Charrettes. Also an initial time line for the dialogue events is drafted.

The methodologies defined, in this document, for the MT Dialogue Days and MT Charrettes, can be modified in each specific Dialogue Day or Charrette, because of several causes like: duration restrictions, location, etc. But, in all cases, these methodologies have been considered as the basis for their preparation.

1. MT DIALOGUE DAYS

1.1 WHAT IS A DIALOGUE DAY?

A **dialogue day** is an interactive event to trigger a discussion between offer and demand in terms of language resources. Dialogue days are defined as full day discussion rounds with pre-defined topics and invited set of carefully selected stakeholders. These events will be collocated with relevant conferences (if possible).

1.2 HOW DOES A DIALOGUE DAY WORK?

A group of 30-55 people is called together to discussion. Several parallel sessions on different topics can be organised and the main conclusions presented in the closure session.

The main features defined for a *Dialogue Day* are:

- ▶ Number of Attendees: 30 - 55
- ▶ Duration: 6 hours (1 day) maximum
- ▶ Profiles of the attendees:
 - Promoter from LTO (1-2minimum)
 - Experts from LTO in the topic (3-5 minimum)
 - Stakeholders: (30 - 50)
- ▶ This Dialogue Day should be included in other relevant event

1.3 WHAT ARE THE OUTPUTS OF A DIALOGUE DAY?

The main aim of a Dialogue Day is to engage stakeholders in the assessment of topical challenges at political, technical and practical level. The expected result is a list of issues/problems to be addressed in order to facilitate the meeting of offer and demand. Dialogue Days will allow exchange knowledge and opinions between stakeholders to discover synergies and cooperation processes.

1.4 DIALOGUE DAY ORGANISATION

A phase organisation structure is proposed, as reflected in the following figure:



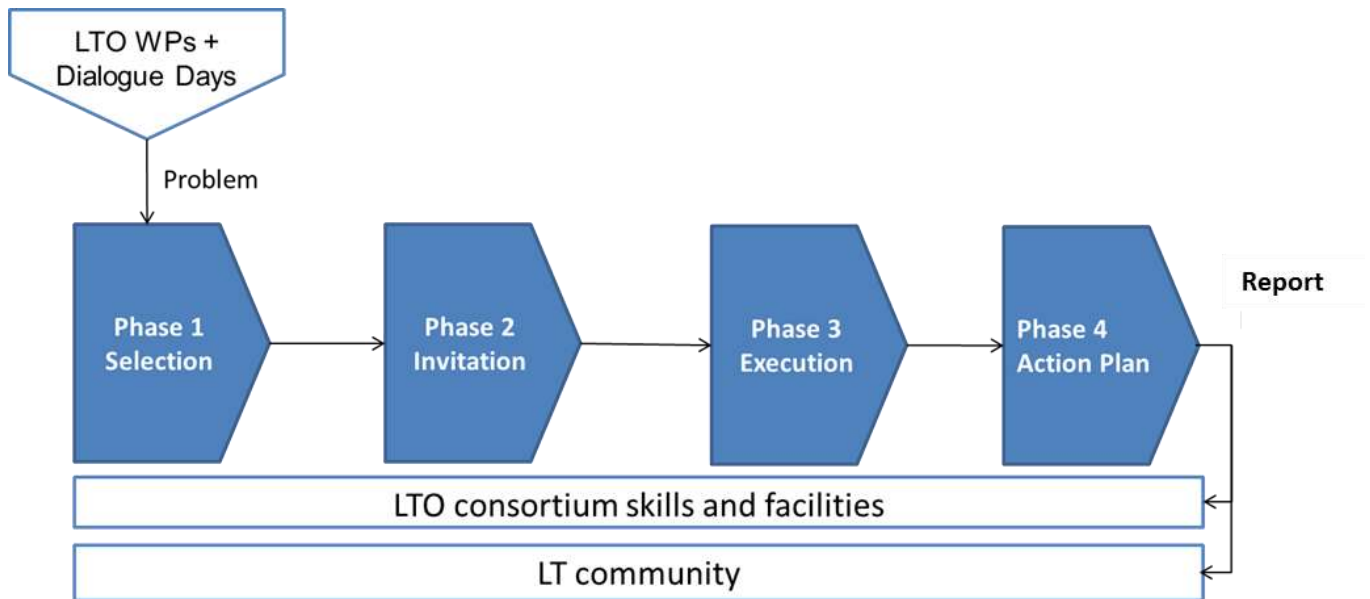


FIGURE 1. DIALOGUE DAY PHASES

► Phase 0: Dialogue Day problem or problems definition

- **Task 0.1:** Definition of the purpose of the Dialogue Day (what are the problem or problems to be solved).
- **Result 0.1:** Problem or problems to be analysed during the Dialogue Day

► Phase 1: Selection

- **Input:** Result 0.1
- **Task 1.1:** Definition of the topic to be assessed
- **Task 1.2:** Selection of the structure of the Dialogue Day:
 - Presentations with good speakers - Keynote
 - Round table
 - Panel
- **Task 1.3:** Selection of the internal attendees. Below, it is a tentative list, that should be updated according to the structure of the Dialogue Day, defined in the task 1.2:
 - 1-2 Promoters from LTO
 - 1-3 experts from LTO in the problem
 - 2 -5 good external speakers
 - 5 for a pannel or round table
- **Task 1.4:** Selection of the relevant event to cooperate with.
- **Result 1.1:** Topic defined

- **Result 1.2:** List of speakers and experts
- **Result 1.3:** Venue meeting scheduled

- ▶ Phase 2: Invitation
 - **Task 2.1:** Elaboration of the text for the invitation
 - **Task 2.2:** Logistics preparation
 - **Task 2.3:** Invitation process:
 - E-mail to possible attendees (2 month before the Dialogue Day)
 - 1 week after, phone calls to confirm speakers
 - 1 week before: send the agenda of the charrette with the list of attendees
 - **Task 2.4:** Dissemination activities

 - **Result 2.1:** Invitations launched.
 - **Result 2.2:** Agenda.
 - **Result 2.3:** List of registered attendees.

- ▶ Phase 3: Execution of the Dialogue Day
 - **Task 3.1:** Preparation of the logistics.
 - **Task 3.2:** Execution of the agenda (see chapter 1.5 with the description of the methodology).

 - **Result 3.1:** Concrete conclusions towards solutions for the problem selected.

- ▶ Phase 4: Action Plan
 - **Input:** Result 3.1.
 - **Task 4.1:** Topic description including discussed solutions
 - **Task 4.2:** Attendees
 - **Task 4.3:** Conclusions: unsolved problems & recommendations

 - **Result 4.1:** Dialogue Day Report

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Below the proposed planning for the implementation of the previous tasks:

Phases/Tasks	Weeks								
	1	2	3	4	5	6	7	8	9+
Phase 0: Definition									
Task 0.1: Definition of what is the Dialogue Day for									
Phase 1: Selection of attendees and venue									
Task 1.1: Definition of the topic to be assessed									
Task 1.2 : Selection of the structure of the Dialogue Day									
Task 1.3 : Selection of the internal attendees									
Task 1.4 : Selection of the relevant event to cooperate with									
Phase 2: Invitation									
Task 2.1: Elaboration of the text for the invitation									
Task 2.2: Logistics preparation									
Task 2.3: Invitation process									
Task 2.4: Dissemination activities									
Phase 3: Execution of the dialogue dau									
Task 3.1: Preparation of the logistics									
Task 3.2: Execution of the agenda									
Phase 4: Action Plan - Dialogue Day report									
Task 4.1: Topic description including discussed solutions									
Task 4.2: Attendees									
Task 4.3: Conclusions: unsolved problems and recommendations									



1.5 DIALOGUE DAY METHODOLOGY

As already mentioned, Dialogue Days will be collocated in relevant conferences or fairs. Even though each Dialogue Day will be separately organised and structured; a general structure has already been drafted and shown below:

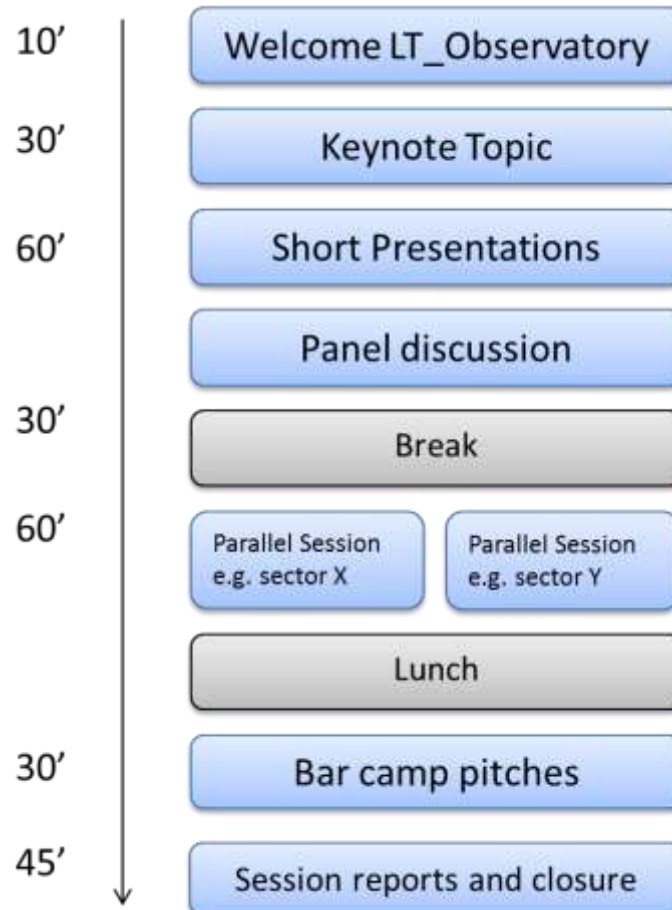


FIGURE 2. DIALOGUE DAY GENERAL STRUCTURE AND TIMING

- ▶ Keynote topic: an expert on the Dialogue Day topic makes a keynote.
- ▶ Short presentations: each of the experts (4-5) invited make a short presentation.
- ▶ Panel discussion: the LT_Observatory moderator moderates the panel discussion with the 4-5 experts and the general public. Conclusions are gathered together.

- ▶ Parallel sessions: several parallel sessions are organised for promoting discussion on different topics. These sessions could be organised, for example, according to different participants' profiles or sectors. Conclusions are collected from each of the session
- ▶ Bar camp pitches: the public pitch an idea for a session and it present them in 60 seconds. Then they go to different rooms with interested people and discussed it during 30 minutes. Conclusions are collected from each of the discussions. Other interactive methods, e.g. WorldCafé or similar can be exchanged for the Bar camp pitches. There should be some flexibility that takes the audience into account.
- ▶ Session reports and closure: the manager of the Dialogue Day presents the main conclusions to the participants.

The previous methodology has been selected under dynamism, interaction and discussion purposes. At the time of defining it, special focus has been made on the need of receiving participants' feedback. Therefore, considering the previous, the selected methodology aims at participants providing their expert knowledge in the topic addressed in each of the Dialogue Days.

However, it is intended to allocate these Dialogue Days in the framework of bigger events, a fact that fosters synergies and a guaranteed audience, but may entail some constraints, related to timing, availability of participants, etc. Therefore, the methodology will be reviewed and adapted to each of the events.

2. MT CHARRETTES

2.1 WHAT IS A CHARRETTE?

A **charrette** is defined as an intensive brainstorming effort to design the future of a MT ecosystem at different levels: research/commercial/end users, European/national, public/private services (CEF/commercial), H2020 MT projects. Originally, the term Charrette described an intense period of design or planning activity conventionally used for urban and landscape design, here used mutatis mutandis for intensive MT planning and path finding.

2.2 HOW DOES A CHARRETTE WORK?

A small group (max 13 people) from the different groups work together (firstly in small groups, then a global discussion among groups takes place) during 3-6 hours on a pre-defined, very concise topic to find a common concrete solution (“path”).

The main features defined for a *charrette* are:

- ▶ **Number of Attendees:** 10 - 13
- ▶ **Duration:** 3 - 6 hours **Profiles of the attendees:**
 - Promoter from LTO (2 maximum)
 - Experts from LTO in the problem to be solved (2 maximum)
 - External experts: (8 maximum) from: research/commercial/end users, European/national, public/private services (CEF/commercial), H2020 MT projects in a mix reflecting the topic of the problem

2.3 WHAT ARE THE OUTPUTS FROM A CHARRETTE?

The main objective of a *charrette* is to put a well-defined problem in front of a small group of experts to find concrete solutions or “path” through intensive brainstorming. Therefore, the expected output is an **action plan**, that is, a list of issues and problems and tasks to solve them.

This action plan will be elaborated taking into account the results of an **evaluation survey** that will be carried out after each *charrette*. This survey will be used to evaluate the *charrette* from different points of view: organisation, content, structure, usability... An analysis of the comments received from the will be done and changes will be introduced in the coming *charrettes* to improve them.

Therefore, the main **outputs** are:

- ▶ Evaluation survey of the charrette.
- ▶ Action Plan:



- Presentation of the problem or problems to be discussed
- Presentation of the solutions
- Planning of the tasks (if possible)
- Definition of responsible for each task. (if possible)

The following image shows how the outputs derived from a *charrette* will reach stakeholders and feed the SRIA and EcoGuide (WP5)

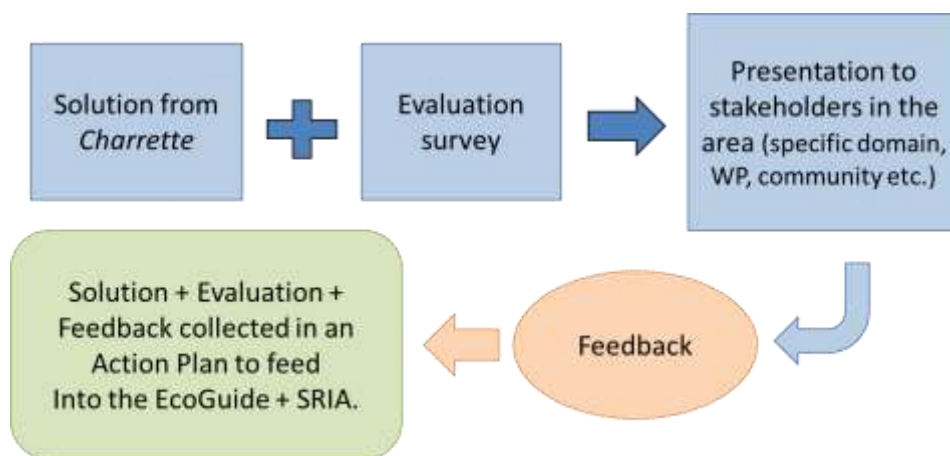


FIGURE 3. CHARRETTE OUTPUTS

2.4 CHARRETTE ORGANISATION PHASES

A phase organisation structure is proposed, as reflected in the following figure:



FIGURE 4. CHARRETTE PHASES

▶ Phase 0: Charrette problem definition

- **Task 0.1:** Definition of is the purpose of the Charrette (what are the problem or problems to be solved).
- **Result 0.1:** Problem or problems to be analysed during the Charrette

▶ Phase1: Selection of attendees and venue

- **Input:** Result 0.1
- **Task 1.1.** Selection of attendees.
 - Selection of LTO attendees:
 - ◆ Promoters from LTO (minimum 1).
 - ◆ Experts from LTO in the problem to be solved (minimum 1).
 - Selection of external attendees (minimum 5).
- **Task 1.2** Selection of the venue.
- **Result 1.1:** List of attendees.
- **Result 1.2:** Venue meeting scheduled.

▶ Phase 2: Invitation

- **Input:** Result 0.1
- **Task 2.1:** Elaboration of the text for the invitation.
- **Task 2.2:** Elaboration of the problem description and possible questions for being sent previously to the attendees.
- **Task 2.3:** Definition of the Agenda.

The following table contains a tentative agenda for the Charrettes. It is worth mentioning that this agenda will be adapted in relation to the Charrette duration, profile of the attendants, topic, etc.

The idea is to split the problem in 3 sub-problems to be treated by 3-4 groups of 3-4 each, one being a Rapporteur. Another option would be to discuss from the beginning in one group with one Rapporteur that presents different solutions that then follow the course of the agenda.

TOPIC	RESPONSIBLE FOR	DURATION
Welcome	LTO promoter	5'
Round of presentations	All the attendees	15'
Presentation of the problem	Expert from LTO	20'

TOPIC	RESPONSIBLE FOR	DURATION
Brainstorming Methodology presentation	LTO promoter	20'
Execution of the brainstorming: Each one groups discuss on the problems, solutions and writes them in papers. For each solution: concept, requirements and constraints	All the attendees	40'
Coffee break		
Collection of the solutions and grouping them	LTO promoter + LTO experts	20'
Discussion of the solutions, selection and prioritisation	All attendees	45'
Each one write tasks for designing solutions and evaluating them	All the attendees	40'
Collection of the solutions and grouping them	LTO promoter + LTO experts	20'
Presentation of conclusions	LTO experts	30'

▶ **Task 2.4:** Invitation process:

- Identify three possible dates (if the charrette does not take place in the scope of a bigger event).
- Call most important participants for availability (if the charrette does not take place in the scope of a bigger event).
- E-mail to possible attendees (preferably 1 month before the day of the charrette).
- 1 week after, phone calls to confirm attendees.
- Two weeks before the charrette, send of the problem description and questions to be discussed to the attendees.
- 1 week before: send the agenda of the charrette with the list of attendees to all the attendees.

- **Result 2.1:** Invitations launched.
- **Result 2.2:** Agenda.
- **Result 2.3:** List of registered attendees.

▶ Phase 3: Execution of the Charrette

- **Task 3.1:** Preparation of the logistics.
- **Task 3.2:** Execution of the agenda (see chapter 2.5 with the description of the brainstorming methodology).
- **Result 3.1:** Concrete path towards solutions for the problem selected.

► **Phase 4: Elaboration of the Action Plan**

- **Input:** Result 3.1.
- **Task 4.1:** Selection of the solutions and explanation of the solutions and their requirements, constraint, designing tasks and assessing procedures.
- **Task 4.2:** Planning of the tasks to be done for developing the solutions.
- **Task 4.3:** Definition of responsible for each tasks.
- **Task 4.4:** Communication internally to LTO partners.
- **Task 4.5:** Communication to attendees.
- **Task 4.6:** Short Survey for assessing the Charrette to attendees.

- **Result 4.1:** Action Plan.
- **Result 4.2:** Dissemination of the Action Plan (if it makes sense).

Below the proposed planning for the implementation of the previous tasks:

Phases/Tasks	Weeks								
	1	2	3	4	5	6	7	8	9
Phase 0: Definition									
Task 0.1: Definition of what is the Charrette for									
Phase 1: Selection of attendees and venue									
Task 1.1. Selection of attendees									
Task 1.2 Selection of the venue									
Phase 2: Invitation									
Task 2.1: elaboration of the text for the invitation									
Task 2.2: Elaboration of the problem description and possible questions for being sent previously to the attendees									
Task 2.3: Definition of the conditions for the attendees									
Task 2.4: Definition of the Agenda									
Task 2.5: Invitation process									
Phase 3: Execution of the charrette									
Task 3.1: preparation of the logistics									
Task 3.2: execution of the agenda									
Phase 4: Elaboration of the Action Plan									
Task 4.1: Selection of the solutions and explanation of the solutions and their requirements, constraint, designing tasks and assessing procedures									
Task 4.2: Planning of the tasks to be done for developing the solutions									
Task 4.3: Definition of responsible for each tasks									
Task 4.4: Communication internally to LTO partners									
Task 4.5: Communication to attendees									
Task 4.6: Short Survey for assessing the Charrette to attendees									

2.5 BRAINSTORMING METHODOLOGY

The success of any *charrette* depends not only on the topic and profile (expertise of the participants) but also in their degree of involvement during the session. Therefore, to achieve high involvement of participants it is of outmost importance the brainstorming methodology.

As previously indicated, sometime before the *charrette*, all participants will receive a document with information on the charrette topic. This document will contain a brief description on the problem that wants to be addressed and some questions that will help participants on their own reflection process previous to the session. Encouraging participants to think on some important points before the meeting will lead to a more productive session, allowing coming to specific results and tasks.

Although the methodology may be adapted to each particular charrette, considering the duration, profile of attendees and framework in which is being held, the general methodology is the following:

- ▶ The problems are presented by a LT_Observatory member to all participants.
- ▶ Participants will be split up into groups of 3-4 people.
- ▶ Each group will discuss on the proposed questions and must write down in flipcharts about possible solutions to the problems identified, specifying for each solution:
 - Scope
 - Requirements of the solution
 - Solution constraints
- ▶ The solutions will be collected and grouped those that are similar
- ▶ Each group of solutions will be presented and assessed by all the attendees.
- ▶ Each group must write about the designing tasks for each solution selected and how to evaluate the successfulness of each solution.
- ▶ The designing tasks and assessing process will be collected and grouped those that are similar.
- ▶ Each group will be presented and assessed by all the attendees.
- ▶ A final list of prioritize solutions will be obtained with: their requirements, constraints, designing tasks and assessing procedures.

Finally, as previously mentioned, after each session an evaluation survey will be sent to participants with the aim of getting their feedback and improve future *charrettes*.

3. DIALOGUE EVENTS TIME LINE

The dialogue events timeline is closely related to the project dissemination plan (already drafted and presented in D6.1) and also to important events (relevant conferences or fairs) that could be used to collocate the foreseen Dialogue Days and Charrettes.

The following timeline is foreseen for Dialogue Days and charrettes for year 1 of the project:



FIGURE 1 LT_OBSERVATORY DIALOGUE EVENTS TIMELINE

It is worth mentioning that this timeline will be updated along the project lifetime.