



Pangaea Pack Guide



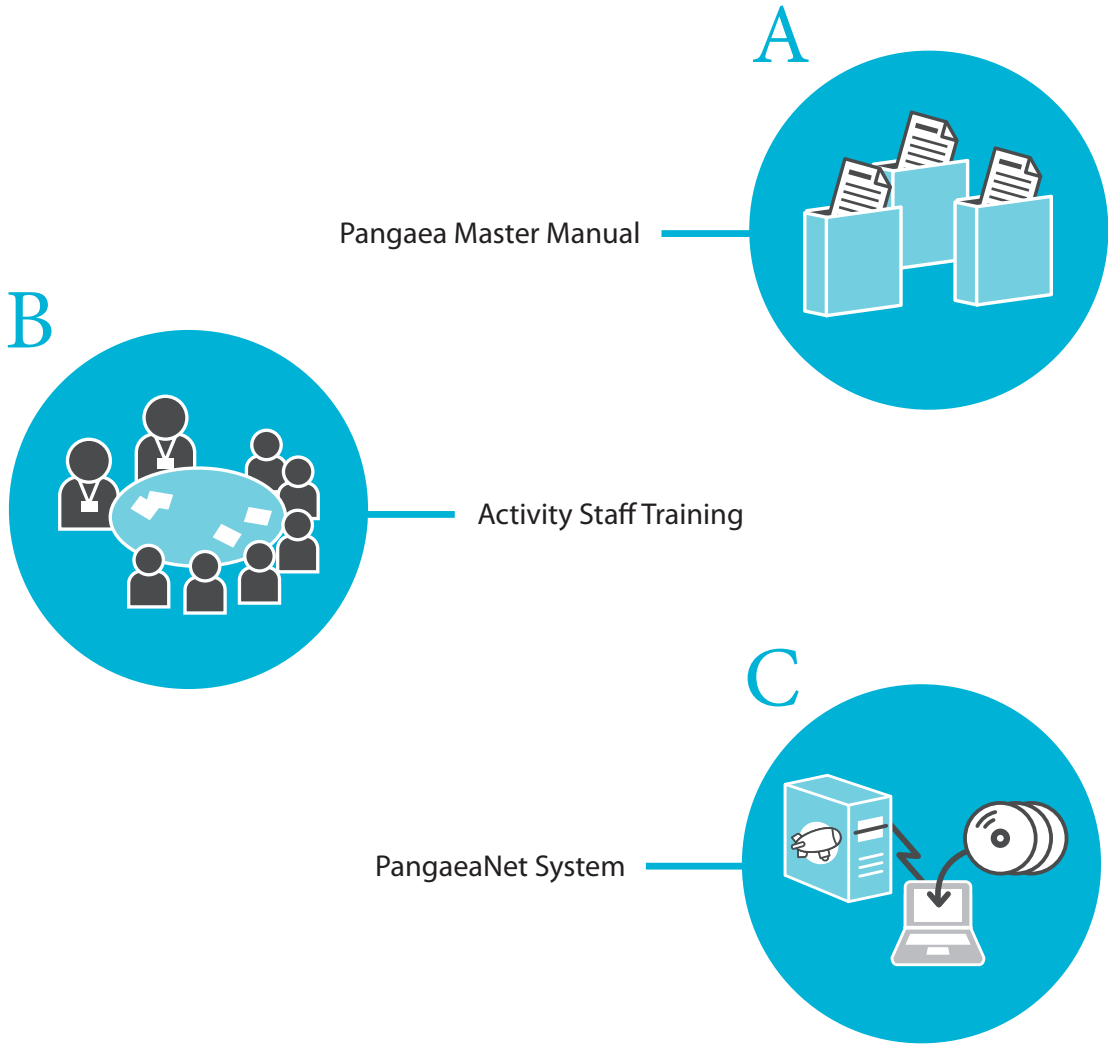
Pangaea Pack Guide

Pangaea develops and provides "Pangaea Pack" activity package by license agreement, so that Pangaea activities would be run independently at each site anywhere in the world.

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Pangaea Pack Components

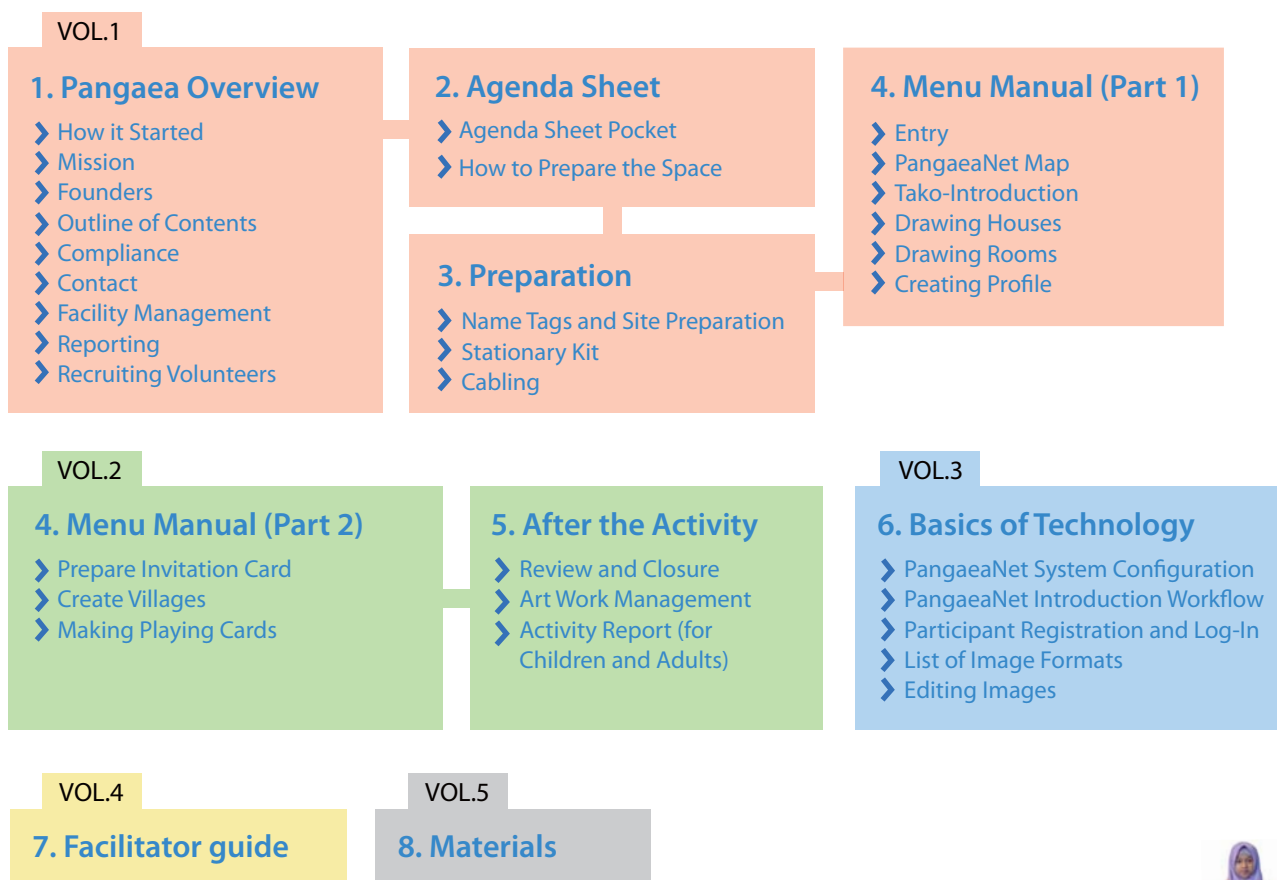
Pangaea Pack has three components of; *Pangaea Master Manual*, *Activity Staff Training* and *PangaeaNet system*, to enable effective implementation of the activity at each site.



A. Pangaea Master Manual

Pangaea Master Manual provides overall description of basic knowledge regarding the activity implementations, its purposes and how to organize it including facilitation, activity menu and technical operations.

The Manual has following five volumes:



B. Activity Staff Training

The activity is run by the staffs with different roles and responsibilities. Training program is provided for the staffs at each site before the launch, for the smooth implementation. The trainer will visit the site again for the evaluation of the operation, after several activities.



Roles of the Staff

Facilitator Leader (FL)

FL manages the preparation, implementation and the deliverables of the activity. Is responsible for drafting agenda, staffing, menu selection, goods preparation and staff briefing before the activity.

Technical Leader (TL)

TL sets up Internet environment, manages and maintains digital devices and data including uploading children's works to PangaeaNet. Is responsible for facility preparations and giving directions to Technical Staffs.

Supervisor

Is responsible for the overall supervision of the operation when the activity is participated by large number of people or at the time of the event.

Facilitator (F)

Facilitators help site preparation and assist smooth implementation of the activity. They are to create an enjoyable environment for participants.

Technical Staff (TS)

TS's are the facilitators who provides technical support when children use PC's in the activity. They assist TL in recording, data storage and setting up of the environment.

Facilitator Trainer

Provides training to develop Facilitator Leaders and Technical Leaders.



Facilitator Training Outline

1. Introduction

- 1) Pangaea Presentation
- 2) Activity Training Session

3. Technical Staff Training

- 1) Introductory Presentation
- 2) Technical Training Session

5. Technical Leader Training

TL Training Program

- 1) Pangaea Presentation
- 2) Activity Training Session
- 3) Other (incl. Cabling, Processing materials, Data maintenance)

Certification

- 1) Written Exam
- 2) Demonstration

2. On-Site Training

Simulation

Simulation training with adult participants only

On-Site

On-site training at the activity participated by children

4. Facilitator Leader Training

FL Training Program

- 1) Pangaea Presentation
- 2) Activity Training Session
- 3) Other (incl. Drafting agenda, Site preparation)

Certification

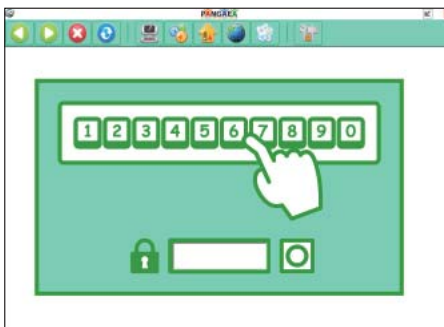
FL Certification exam by demonstration

6. Training Evaluation

Feedback for Improvements

C. PangaeaNet System

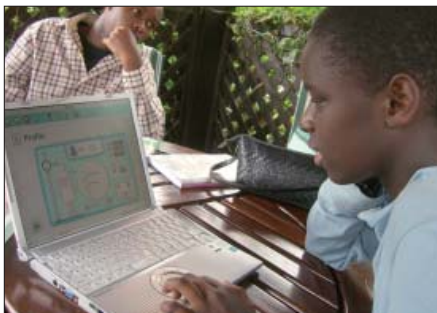
PangaeaNet system is the Universal Playground developed by Pangaea, provided on the secured Web application server platform. Pangaea Pack provides access license to the web application server of PangaeaNet system.



Login Screen



Happy / Sad faces



Profile Page



Picton Communication Tool



PangaeaNet System Policy

1. Participants can access to the PangeaNet system only from activity sites. This is to guarantee security and to ensure the use in context of the activity.
2. Technical Staffs at each site register the site, its participants and upload their art works. The operational details are discussed at the training.

On-Site Preparation

Children draw pictures, take photos and write Picton mails to give feedback to their international counterparts about their art works, so that they will be able to feel and build personal bonds among them.

For this purpose, following items will be necessary for the activity implementation besides Pangaea Pack:



Indispensibles

- Organizational body to run the activities
- Venue and environment (incl. Internet connection)
- Volunteers (Facilitator Leader, Facilitator, Technical Leader, Technical Staff)
- Fund to cover consumables and maintenance fees
- Stationeries (incl. color pens, crayon, scissors)
- Instant camera (Cheki)
- Personal computer
(1 Windows PC per 3-5 participants)
- Web camera
- Digital camera
- Color printer
- Scanner
- Microphone for PC
- Speaker for PC

Nice-to-Have

- Projector
- Digital video camera
- PC for Technical Staff (1 Windows PC)
- USB flash memory

* It is assumed that PangaeaPack software will be installed on the personal computers to be prepared.

Contact

Nonprofit Organization Pangaea

Headquarter:

Zou Bldg. #301,
509 Kyogokucho,
Shimogyo-ku, Kyoto 600-8035 Japan
Tel: +81-(0)75-741-8877
Fax: +81-(0)75-741-8876

E-mail: info@pangaeaan.org

Website: <http://www.pangaeaan.org>