

11.01.2010 / hjv

## **Minutes, first partner meeting in Copenhagen, 14 - 16 Dec. 2009**

### *Agenda*

#### **Monday, 14.12.09**

1. Formalities: Appoint a moderator and a referent
2. Presentations: Persons, organisations and experiences with international projects
3. Presentation and discussion of the general project plan
4. Presentation and discussion of budget
5. Presentation of guidelines of project management and financial conditions for partnership

#### **Tuesday, 15.12.09**

6. Presentation of mission, vision and learning qualities in the organisation, by all partners. Beforehand all partners must fill out the template, WP 2-1
7. Presentation and discussion of the projects learning theory and methods
8. Presentation and adoptions of guidelines for the documentation survey
9. Discussion and decision on time table of task plan including date of Second Meeting
10. Others questions regarding project work and management

#### **Wednesday, 16.12.09**

11. Meeting with other cultural organisations  
“The National Society of Danish Cultural Centres” – see <http://asp.hid.dk/omwwwhiduk.asp>  
“The Joint Council of Voluntary Arts Association” – see <http://www.akks.dk/english.html>
12. Résumé of decisions and evaluation of the meeting
13. A.O.B. (any other business)

### *Annexes to the agenda*

#### Item 3:

- LOAC, Registration of actual project documents, November 2009, 1 version
- LOAC, Project description, text from application, version 1
- LOAC, task plan 2009-2011, revised November 2009, version 2

#### Item 4:

- Grundtvig multilateral\_budget\_tables\_2009\_LOAC, revised July 2009, version 2
- LOAC, work packets budget, 2009-2011, revised July 2009, version 2

#### Item 5:

- Project Handbook LLL-project – Guidelines for administrative and financial management
- LOAC, Guidelines of management and cost coverage, version 1, 11.11.2009
- LOAC, Template for Information of Bank Account, version 1, 11.11.2009
- LOAC, Template for cost refunding of travel cost & accommodation, version 1, 11.11. 2009
- LOAC, Template for cost refunding of work task, version 1, 11.11.2009

#### Item 6:

- WP 2-1, Presentation of mission and learning profile, version 1,
- WP 2-4, Interviews, view on learning, version 1,

#### Item 7:

- WP 2-2, Questionnaire, learning providers, version 1,
- WP 2-3, Questionnaire for learners, version 1,

#### Item 8:

- LOAC, task plan 2009-2011, revised November 2009, version 2

## **Notes:**

### **Participants:**

Jan van den Eijnden; KF; Wies Rosenboom, KF; Bente von Schindel, KSD; Marjeta Turk, JSKD; Rolf Witte, BKJ; and Hans Jørgen Vodsgaard, IF.

### **Item 1: Formalities: Appoint a moderator and a referent**

Bente von Schindel was appointed as moderator and Hans Jørgen Vodsgaard as referent.

### **Item 2: Presentations: Persons, organisations and experiences with international projects**

There was a long presentation of the participants, the organisations and their experience with international project work. Details of the individual organizations can be found on their websites:

Kunstfactor (KF): see [www.kunstfactor.nl](http://www.kunstfactor.nl)

Bundesvereinigung Kulturelle Kinder- und Jugendbildung e.V. (BKJ): see [www.bkj.de](http://www.bkj.de)

Javni sklad RS za kulturne dejavnosti (JSKD): see [www.jskd.si](http://www.jskd.si)

Kulturelle Samråd i Danmark (JSK): see [www.kulturellesamraad.dk](http://www.kulturellesamraad.dk)

Interfolk (IF): see [www.interfolk.dk](http://www.interfolk.dk)

### **Item 3: Presentation and discussion of the general project plan**

First the annex with registrations of actual project documents was reviewed.

The “Bible” of the project is “LOAC, Project description, text from application, version 1” that contains the detail task plans and budget for each work packet.

The templates for cost refunding were reviewed.

Secondly the general project plan, the flow of the work packet and the division of tasks in the partnership were presented and discussed. The plan was confirmed by the partners.

### **Item 4: Presentation and discussion of budget**

The budget for the project was presented and discussed. The general principle is that the direct project cost can only be refunded with 75 %. The meeting decided/confirmed that

1. part of the indirect costs can be used to cover the work costs of 25 pct. for the coordinator organisation, Interfolk. But Interfolks other costs regarding travel, accommodation etc are only refunded with 75 pct. on line with the other partners.
2. part of the indirect costs can be used to cover the 25 pct cost for the subcontractors (IT-firm etc.)
3. all partners who work in the project must send a written confirmation to the project administrator, KSD (Bente) that confirm the high level of salary for the work tasks in the project. The confirmation can be a short project contract regarding the tasks and the salary for the project employees.
4. travel costs are refunded with 75 pct.
5. other cost of the partner meetings such as accommodation, meals, venues, local transportation, entre etc are refined with 75 pct. It means that the host organisation that pay the costs 100 pct must calculate the total costs of the meeting and divide the remaining 25 pct of the costs between the five partners. These 5 pct. for each partner will be deducted the refunding of travel costs or work costs of this partner meeting.
6. work costs are calculated in the task plan and budget for each partner for each work packet, and this amount will be paid with 75 pct.
7. the costs of publication of reports (work packet 12) should be financed by extra funding (Lotto-grants from The Danish Education Ministry etc.). If we don't get these extra grants, then we must publish the reports as virtual PDF-files.
8. The costs of translation regarding the reports are calculated (work packet 12). The costs are determined as subcontracting. Maybe we can ask the EU Agency to calculate it as partner work tasks.

9. Other possible costs of translation in the project is partly applied for and granted. Unfortunately, the translations of the questionnaires in work packet 2 are not calculated, neither from Danish to English or from English to German, Dutch or Slovenian. But the translation from English to German, Dutch and Slovenian of the questionnaire for online evaluation are calculated in work packet 13 (personal tool) with 6 days for each partner, and in work packet 14 (organisational tool) with 6 days for each partner. It means that the work with translation of the questionnaire for the surveys in work packet 2 can be reused/substitute the work in the later packets 13 and 14. Because then the partners can use the job done in packet 2. The partners are paid to little in packet 2, but overpaid in packet 13 and 14.
10. the costs of the pilot courses are calculated and granted in the application (work packet 9 and 10). The possible overhead for the host organisations can/should be higher than demand of own funding of 25 pct. But this task must be calculated and planned in detail latest at the third partner meeting to secure a positive budget for the involved partners.

**Item 5: Presentation of guidelines of project management and financial conditions for partnership**

The guidelines are that

- The administrator will normally refund the costs at the end of each work packet, when the necessary documentation of costs are send and the tasks are completed as planned and described in the work packet.
- The partners must send a filled out and signed and stamped cost template with the original bills enclosed. The partners must use a copy of the bills for their own organisations internal account.
- The amount will be transferred as a SEPA-transaction in Euro (the cheapest way of transfer).

The coordinator, Interfolk will send revised standard cost templates to the partners. Furthermore the coordinator can send a prefilled template of the partners work tasks following the budget of each work packet.

**Item 6: Presentation of mission, vision and learning qualities in the organisation,**

Kunstfactor / Jan and Kulturelle Samråd / Bente had sent the mission presentation before the meeting. BKJ / Rolf distributed the presentation at the meeting, but wanted to send a revised edition after the meeting.

**Item 7: Presentation and discussion of the projects learning theory and methods**

Hans outlined the learning theory and methods regarding the documentation of non-formal and informal learning outcome in cultural activities. The meeting had a long discussion of the topic.

**Item 8: Presentation and adoptions of guidelines for the documentation survey**

Hans presented the guidelines for the documentation survey and the questionnaires, WP2.2 for learning providers and WP2.3 for learners.

Rolf criticized part of the questions in the questionnaires, especially WP2.3, part 6 for being too guiding and too long and unclear, and unnecessarily focused on national ethnic questions, which is a touchy question in a German context. Wies was unsure about the focus and relevance of some questions.

Decided that each partner should have more time to valuate the questions and present possible revisions or alternatives. Deadline for answers is 1<sup>st</sup> of February, and thereafter there should be a period for dialogue and revisions with final decisions the 15<sup>th</sup> of February on the content of the two questionnaires.

Important that we in the end agree on using the same questionnaires. Because the analyses of the surveys need direct comparison of answers on the same questions; and because the documentation consists of answers in different languages (and we don't have time or money for translations back to Danish or English)it is important that the number and content of the questions are the same (the answers are closed, referring to a value, for example very important in question 6.3 and so forth), so the reporter can interpret the answers and put them in a database.

**Item 9: Decision on change of time table of task plan including date of Second Meeting**

The proposed revision of the projects task plan was adopted (see LOAC, task plan 2009-2011, revised November 2009, version 2).

The meeting decided the following deadlines for the detail task plan of the First Phase (WP 2 – 4):

WP2: Surveys of learning qualities and poutcome

1<sup>st</sup> of February: Deadline of proposals regarding revision of questionnaires 2.2 and 2.3 /partners

15<sup>th</sup> of February: Deadline of decision on final questionnaires (after period of dialogue) /all

1<sup>st</sup> of May: Deadline of survey incl. answers from 5-8 learning providers (WP 2.2) and from 10-15 learners (WP 2.3) and a common interview with 2 providers and 2 learners (WP 2.4) /partners

15<sup>th</sup> of June: Deadline of report on survey / Interfolk

WP3: Guidelines for the two tools of valuation

20<sup>th</sup> of June: Deadline of guidelines for the personal and organisational tool /partners

WP4: Second Partner meeting in Utrecht

Monday – Tuesday, Morning the 28<sup>th</sup> – afternoon 29<sup>th</sup> of June.

Arrival Sunday the 27<sup>th</sup> of June to the hotel. Only foreign participants, Wies and Jan will join in Monday.

Kunstfactor books hotel and meeting venue and organise a cultural visit Monday.

Interfolk prepare agenda.

**Item 10: Others questions regarding project work and management**

None

**Item 11: Meeting with other cultural organisations**

Meeting in Vartov with

“The National Society of Danish Cultural Centres” – see <http://asp.hid.dk/omwwwhiduk.asp>

“The Joint Council of Voluntary Arts Association” – see <http://www.akks.dk/english.html>

Mutual presentations and short discussions of possible cooperation. Exchange of Business Cards.

**Item 12: Résumé of decisions and evaluation of the meeting**

The decisions of the meetings were resumed.

The programme of the first meeting had been ok. At the first meeting it is normal to use quite a lot of time on presentations and practical administrative questions. At the coming meetings there can be more time for the content and tasks of the project.

**Item 13: A.O.B. (any other business)**

None