

25th of November 2010 / HJV

Minutes, Third Partner Meeting in Ljubljana, 18 – 20 November 2010

Agenda of the meeting

1. Appoint a moderator and a reporter
2. Approve the agenda of the third meeting and the minutes of the second meeting
3. Since last time: Info on matters not included in the items below
 - a) No new partner
 - b) The website of the project
4. Amendments to the project / answer from EU Agency regarding the changes
5. Status and interim reports
 - a) Budget monitoring and budget interim report, by Bente
 - b) Status of work programme and interim project report, by Hans
6. Present the revised outline of the survey report for WP2, by HJV
7. Presentation and discussion of the compendium on best practise (WP 7)
8. Presentation and discussion of the pilot tools (WP 5 and 6)
9. Planning of the two pilot courses (WP 9 and 10)
10. Discuss and adopt the task plan of the third project
11. Evaluation of the second phase of the project (WP 4 – 7)
12. Evaluation of the third partner meeting in Slovenia (WP 8)
13. A.O.B. (any other business)

Annexes to the agenda

Item 2:

LOAC, minutes second partner meeting, hjv,02.07.2010

Item 3b:

See the new website of the project at www.interfolk.dk/loac

Item 4:

Amendment_request_nov2010

LOAC, Grundtvig multilateral budget, revised nov 2010

LOAC, work packets budget, 2009, revised nov 2010

Item 5:

Draft of Budget interim report (Bente will bring it to the meeting)

Draft of Interim project report (Hans will try to send it before the meeting)

Item 6:

Revised outline of the survey report (Hans will give a oral presentation)

Item 7:

Articles has been send by email by Marjeta (two articles end via Bente 11.11.2010) and by Bente (first article 11.11.2010 and second article 15.11.2010). Lotte and Jan will bring their articles to the meeting.

Item 8:

Grundtvig tool-learners, summary (The document the student will get)

Grundtvig tool-learners, all (The total questionnaire for learners)
 Grundtvig tool-learning providers, summary (The document the leader will get)
 Grundtvig tool-learning providers, all (The total questionnaire for learning providers)

A test version of the tools can be seen at <http://grundtvig.netschooltools.com>
 See more information below at "comments to the agenda"

Item 9:

Grundtvig_mobility_handbook_LL2008[1]
 Presentation, Values and learning qualities in Cultural Organisations, version 2

Item 10:

LOAC, task plan 2009-2011, revised November 2010, version 3
 LOAC, Project description, text from application, version 1 (THE BIBLE)

Minutes

Participants:

Jan van den Eijnden; KF; Lotte Volz, KF; Bente von Schindel, KSD; Marjeta Turk, JSKD; and Hans Jørgen Vodsgaard, IF.

Item 1: Appoint a moderator and a referent

HJV was appointed as moderator and as keeper of the minutes.

Item 2: Approve the agenda of the second meeting and the minutes of the first meeting

The proposed agenda, version 2 was adopted, and the minutes from the second partner meeting were approved.

Item 3: Since last time: Info on matters not included in the items below

a) No new partner

After the withdrawal of BKJ, Lenka LAZNOVSKÁ, director of NIPOS were invited by mail 26.10.2010 to participate, and got a reminder the week after. She hasn't answered. So we continue the work programme without a new partner.

b) The website of the project

The website of the project has been updated - see www.interfolk.dk/loac.
 The partner organisation will make links at their websites to this common project website. This website is a sort of documentation and it will be there after the conclusion of the project as a documentation of a former project.

Item 4: Amendments to the project / answer from EU Agency regarding the changes

With the exit of BKJ (DE), we have sent an amendment and a revised budget to the EU Agency, where we wish to keep some of work tasks and budget lines related to BKJ by transferring them to the partnership circle. We need to attach a official signed letter by the leader of BKJ, where they announce their withdrawal, and we are still waiting on BKJ to send this letter.

Item 5: Status and interim reports

The deadline for the interim report is 30.11.2010, where BS has prepared the budget, and HJV is preparing the project interim report including a public part and an internal part. These reports will be send to the partners for comments, before the final editions are send to the EU Agency.

Item 6: Present the revised outline of the survey report (WP2 and WP 12)

HJV presented the revised outline of the report. The intention is to revise the report, so it has a more clear reference to the broader European debate and experiences with validation of non-formal and informal learning. Hereby the report will get a more dialogic content in relation to actual European ap-

proaches, and these revisions can make it more interesting for a broader public and improve the possibilities of dissemination.

Item 7: Presentation and discussion of the compendium on best practise (WP 7 and WP 12)

Seven articles were presented at the meeting: Two from JSKD, two from KSD and three from Kunstfactor. After a long debate the meeting concluded the following guidelines:

- a) BS and MT will each present one more article.
- b) BS will provide in the introductory article a summary of the articles reference to the objectives of the work package
- c) The compendium shall include a presentation of the organisations and the authors. Each organisation must send such presentations to BS.
- d) A Fact box can be integrated in the articles.
- e) BS can ask as editor for further information from the authors.

The adopted deadlines were

- Monday 6th of December - for the two articles by BS and MT and for the presentations of organisations and authors;
- Monday the 17th of January – BS will send the first edition of the Compendium to the partners
- Wednesday the 1st of February – Comments and critic from the partners on the first edition

The Compendium is planned to have a printed amount of 900. This amount could be increased to 1.000 for distribution to the partnership circle for their further distribution. Maybe the Compendium could be translated to the partnerships languages: Slovenian, Dutch and Danish and printed as PDF-files– but it will depend on a revised budget.

- The partners must send an estimate of the cost of translations of approx. 70 English pages latest Monday the 10th of January.
- HJV will send a budget proposal latest Monday the 17th of January, and
- the partners most respond latest Wednesday the 1st of February.

Item 8: Presentation and discussion of the pilot tools (WP 5-6 and WP 13-14)

The design of the two questionnaires for learners and learning providers was concluded 06.09.2010, which was the deadline for comments on the revised versions of the two questionnaires. The contract with the ICT-firm was concluded primo October, and the first editions of the learner and learning provider online tools were presented at the meeting. The guideline for login on the pilot tools was described in the comments to the agenda; send out 16.11.2010.

The interrelations between the two tools haven't been made yet. The adopted deadlines are

- Medio January – The full master version in English of the two interrelated tools will be ready for testing
- Medio February – The partners give feedback on the design and functionality
- Medio March – Each organisation will have a final version ready for translations and editions.
- Primo May – The four language editions are ready for use at the pilot Grundtvig courses.

Item 9: Planning of the two pilot courses (WP 9 and 10)

The pilot Grundtvig Workshop was planned to take place at Remscheid Academy for Arts and Media Education in Germany 11 - 15 April 2011 and the pilot Grundtvig in-training course was planned to take place a week before in Ljubljana, Slovenia. But the withdrawal of BKJ (DE) means that the planned time and place of Grundtvig pilot workshop must be changed.

The planning of the two courses was discussed at the meeting and the following was decided:

- 1) The two courses can be planned as parallel courses arranged at the same time and place with some common programme items, such as general lectures, excursions and social activities.

- 2) The time and place of both courses should be from Sunday the 29th of May to Friday the 3rd of June 2011 both in Ljubljana, Slovenia,
- 3) The target group of the In-training course is primarily teachers, instructors, facilitators and other pedagogical paid as well as voluntary staff and of the workshop primarily board members, leaders and other organisational paid as well as voluntary staff . JSKD, Kunstfactor and KSD are will each find 10 participants (5 for each course).
- 4) The frame and content of the two courses will be concluded by a procedure, where
 - a) We await the answers from the EU Agency regarding our amendment of work programme and budget because of the withdrawal of BKJ, and thereafter
 - b) HJV approx. mid December presents 2-3 different draft programmes referring to the discussions and different draft programmes made at the meeting, and after a 2-3 weeks dialogue in the partnership the draft programme of the two courses can be adopted.
 - c) MT and HJV clarify the budget for travel expenses, accommodation, course venue, excursions, cultural events and fees for course leaders, workshop leaders, teachers and speakers.
 - d) The partnership in dialogue clarifies the divisions of works and responsibilities and finds the learning providers needed (names of course leaders, workshop leaders, teachers, speakers etc.)
- 5) Latest 1st of February 2011 the programme must be ready for announcements, and the three organisations can start finding the two groups of participants.
- 6) Latest 1st of May the enrolment of participants must be concluded. Each organisation can freely use the procedures they find most suitable for announcements and selection and for management of enrolment including questions of deposits, individual or group travel etc.
- 7) Primo May the final course material must be send out to the participants and learning providers including the draft report on learning validation, the draft compendium on best practise and the login to the online pilot tools.

Item 10: Discuss and adopt the task plan of the third project phase

The task plan of the third phase regarding the planning and completion of the two pilot courses including the course materials can be read above from item 6 to 9.

The fourth partner meeting has been planned to take place April 15th to 17th (Friday - Sunday) at Remscheid Academy just after the pilot Grundtvig workshop; but with the withdrawal of BKJ the time and place of fourth meeting must be changed.

The meeting decided that this fourth and last partner meeting should be postponed to the last and fifth phase of the project and focus partly on the final tasks of exploitation and mainstreaming and partly on project evaluation and follow up decisions. The time can be October 2011 and the place does not need to be at the home place of one of the partner organisations. The time and place must be concluded latest at the end of the two pilot courses primo June 2011.

Item 10A: Discuss the task plan of the fourth and fifth project phase

The fourth phase includes the publishing of the report on validation, the compendium on best practise and the compendium on Grundtvig courses and the launching of the online tools. Both the publications and tools can be revised after the feedback from the pilot courses.

The final publications and online tools must be ready primo August 2011 before the fifth phase of exploitation starting mid August 2011 and ending November 2011.

The organisations can plan the conference and the other tasks of exploitation and mainstreaming in a way that best suit their national conditions. Kunstfactor will for example incorporate their conference in their "Live Festival", 30 September - 2 October in Amsterdam, which is the Dutch national festival for the amateur arts that focus on the theme of how active participation in art benefits people in general.

Decided that each organisation latest Mid June make a plan of exploitation and inform the other partners on their plans. Each organisation must also make a logbook on the completed tasks, and inform the other partners on their plans and completed activities. Regarding the common exploitation in Eng-

lish to other European countries and stakeholders, we need a coordinated plan. HJV will make a proposal latest Mid June. Outlines of these plans should also be published at the common website.

Item 11: Evaluation of the second phase of the project (WP 4 – 7)

There was a round of opinions: In general, the objectives of the project at this stage were easier to see, and the rationale of the work programme was clearer and more focused.

Jan mentioned that the work with the tools and the compendium had given new perspectives on the learning dimension of the cultural and art based activities. The validation of learning outcome should be an integrated part of evaluations in cultural organisations.

Lotte mentioned that the focus on life spheres supported a broader view on learning, and the task of describing best practise gave it a more focussed and concrete content.

Bente mentioned that it gave new inspiration to read the other partners experiences with best practise.

Marjeta mentioned that it could give important knowledge and new perspectives, when you must describe the outcome of the cultural activities, especially when using a learning terminology.

Hans mentioned that the intentions of the project were displayed at this stage and the completion of the objectives seems promising.

Item 12: Evaluation of the third partner meeting in Ljubljana, 19 – 20 November 2010 (WP 8)

All agreed that the programme have been focussed and effective and conducted in a positive and constructed manner. The frame of the meeting has been fine with good meetings rooms in the centre of the city and the free time offerings and atmosphere of Ljubljana gave a picturesque, warm and relaxed frame for the meeting. Ljubljana will surely bring a fine frame for the coming pilot courses.

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

Jan recommended links to the Eurydice network, where many interesting reports on art based learning can be seen and downloaded: The links is

http://eacea.ec.europa.eu/education/eurydice/index_en.php

http://eacea.ec.europa.eu/education/eurydice/thematic_studies_en.php