BOOST
Boost Social Inclusion in Amateur Arts and Voluntary Culture

Erasmus+

BvS
21.10.2020

Version 1

Minutes of the virtual kick-off meeting, 1st – 2nd of October 2020

Content

Participants:

Aron Weigl, EDUCULT (AT)
Angela Wieser, EDUCULT (AT)
Oliver Löscher, EDUCULT (AT)

Kevin Murphy, VAN (IE)
Robin Simpson, VAN (UK)

Agnieszka Dadak, FAIE (PL)
Rafał Dadak, FAIE (PL)

Marjeta Turk, JSKD (SI)
David Krasevec, JSKD (SI)

Bente von Schindel, KSD (DK)
Hans Jørgen Vodsgaard, Interfolk (DK)

1. Formalities

1a) Welcome
Hans welcomed everybody

1b) Transfer co-host rights to EDUCULT
The host function of the technical organisation of the meeting has been transferred to EDUCULT, where Oliver was the organiser.

1c) Appoint a moderator and a reporter
Moderator: Hans
Reporter: Bente

1d) Approval of the agenda
The agenda was approved.
All participants signed (on chat)

2. Presentations of organisations and persons in plenary
All participants presented themselves, their organisations, and their experiences with projects

3. Present and discuss the project's rationale and key outputs

3a) Introduction to the project rationale and key outputs, by Aron Weigl
See BOOST - Kick-of, rationale, evaluation & work programme, Aron

Aron explained why the topic of the project was social inclusion - that the project was a follow-up to the previous Bridging project. And the topic had just been chosen, as it was a major issue in Denmark. He also believed that there was a common understanding of what the concept covered as we all work with the issue on a daily basis.

With the project, we want to reach people at the local level - at the participant level. Art is not inclusive in itself. Therefore, we want to help the learning providers to overcome challenges and be more conscious about providing more inclusive activities. We will do it by the following tools:
- Baseline survey to clarify benchmarks = manual
- Symposium
- Compendium
- Benchmark tool
- Work practically with stakeholders
- Practice methods

3b) Group discussion of topic / with lead questions
See the group divisions and group questions here.

Group A: Aron, Agnieszk,a and Robin as moderator,
   See group report - appendix 1.1

Group B: David, Bente, Rafael, and Angela as moderator.
   See group report - appendix 1.2

Group C: Marjeta, Hans, Kevin and Oliver as moderator.
   See group report - appendix 1.3

3c) Plenary summaries to clarify the essential objectives and outputs
    Moderator: Oliver

Robin: We have a paradox between on the one hand the need for fun and friendship, and on the other hand an aim of inclusiveness, because many fora don't have this aim and they can seem rather exclusive.

Oliver: Important to create awareness of the potential of social inclusion; there is a need for having useful tools which may also be used outside the specific amateur field.

4. Work more lean, efficient, and budget conscious

4a) Introduction to improved lead partner work
Bente outlined the key functions of the lead partner roll.
See [BOOST - kick-off, Outline of lead partner task, Bente]

Hans introduced ideas on how to work more lean and efficient in the project
See [BOOST - kick-off, we need lean planning, Hans]

4b) Group discussion of topic / with lead questions
See [the group divisions and group questions here.]

Group A: Aron, Rafal, and Marjeta
    See group report - appendix 2.1

Group B: Angela, Hans, Robin, and David
    See group report - appendix 2.2

Group C: Oliver, Bente, Kevin, and Agnieszka
    See group report - appendix 2.3

4d) Plenary summaries with proposals for improved work efficiency
    Moderator: Robin

Robin: Find ways to secure the deadlines, for example by using more short zoom meetings for the group work
Angela: We must keep a defined planning

5. Present and discuss the plans for dissemination

5a) Introduction to the dissemination plans incl. website, by KD.

Kevin presented dissemination plan.
We must tell the story from the start. He called for everyone to get involved from the start.
The dissemination should happen through common and own websites.

5b) Group discussion of dissemination/ with lead questions
See [the group divisions and group questions here.]
See group reports - appendix 3.1 – 3.3

5c) Plenary summaries to clarify dissemination activities
Kevin: We should try from the start to go from dissemination to communications, where we use face book and Instagram and own websites as well as personal meetings with main stakeholders, also by zoom.

We need websites both for benchmark tool and for project website.
Start story telling soon, already at baseline survey. It means start in November 2020.

6. Present and discuss the plans for evaluations

6a) Introduction to the evaluation plans

Aron introduced the evaluation plans
See BOOST - Kick-of, rationale, evaluation & work programme, Aron

6b) Group discussion of evaluation / with lead questions

See the group divisions and group questions here.
See group reports - appendix 4.1 – 4.3

6c) Plenary summaries to clarify evaluation activities

Following were underlined

Hans:
- We should make evaluation so we can use it and learn from it during the project work.
- We must decide how to involve stakeholders.
- It is important to have a project culture where we all can ask for help if we are uncertain about things.

Aron:
- Evaluation should be able to influence the next WP
- More general the evaluation must be useful for how we work
- We should think of an ongoing evaluation
- Have short sessions with reflections on needs for improvements

Oliver:
- The process should be "Learning and changing". It should make us work more efficient.
- Inputs should be functional.

Agnieszka:
- We should improve the process steps.
- We must also have focus on the budget and time?

Robin:
- Not sure, we should include the stakeholders as part of the evaluation; wWe should ask them first.
- We could invite stakeholders from more countries so common events, so they can talk with each other.

Angela:
- Lead partner should gather experience and come up with good advice
- We should get help to Improve the process steps (learn and change).
- The evaluation of the process should always be a point at the agenda

Follow-up comments:
- Process evaluation can use short online evaluation forms
- The process evaluation must also have a focus so it can support the lead partners planning

- Impact evaluation can include stakeholders and also include stakeholders in designing BT and PM, so impact evaluation can benefit the work with developing outputs
- Corona can make it difficult to involve stakeholders. And still they will only involve if they also can see some benefits in doing it

- Use different means like queries, round table sessions, etc.

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7. Legal conditions - present, discuss and adopt

7a) Present and discuss Contract with Erasmus+:
See the contract and addendum here

Hans went through the contract, partner agreement and rules of procedure. He mentioned that the project contract with the Erasmus Office overrules everything else.

The meeting took note of the presentation

7b) Present, discuss and adopt the partnership's "Partner Agreement":
See Partner Agreement here

Clarified that it is up to KSD to discuss issues of doubt with NA.

The meeting approved the proposed Partner Agreement; and it will soon be sent to the partners to sign.

7c) Present, discuss and adopt the partnership's "Rules of procedure":
See Rules of Procedure here

Project leaders can change things.

The meeting approved the proposed Rules of Procedure.

8. Financial management - present, discuss and adopt

8a) The general Erasmus+ financial rules and the new Addendum due to COVID-19
See the new rules for changing the budget here

Hans went through the conditions. There were no comments for this.

8b) The partnership's own "Financial Guidelines"

Hans presented the key issues of the internal financial guidelines.

The meeting approved the proposed Financial Guidelines.

8C) Templates and procedure for cost refunding
Hans proposed to use the same procedures and forms as in the former BRIDGING project. The proposal was approved.

9. Internal Communication - present, discuss and adopt

9a) Common use of ICT, web meetings, Netiquette
See BOOST- ICT and Netiquette here

Sending emails was discussed, where we may have a dilemma between a high communication levels and possible. Difficult to make general rules for sending emails. We must use our common sense, and it can be clarified little by little.

With these considerations, the proposed ICT plan and netiquette were approved.

9b) Common use of Trello / Dropbox for photos /WeTransfer, etc.
See the Trello archive here:

Approved to use the mentioned means for archive and communication.

10. Outline, discuss and adopt work programme and budget

10a) Present the flow of the work programme, by Aron
See BOOST - Kick-of, rationale, evaluation & work programme, Aron

Aaron presented overview of outputs. If we finish earlier, we can start earlier with the next step. We cannot start until we have developed the tool.
- In Vienna: Elaborated partner meeting. Transnational training.
- Working group.
- Invite experts - then internships
- What work needs to be developed?
- Outreaching to whom?
- More learning from each other
- combine impact with developing and partners
- combine impact with meeting result
- publish the benchmark before the symposium
- Decide how to design the compendium

10b) Present the relations between work programme and budget, by Hans
See BOOST - kick-off, Erasmus+ addendum rules, hjv
BOOST - template for detail planning outputs, v1

10c) Group discussions of the work programme and budget
See the group divisions and group questions here.

Group A: Aron, Hans, Marjeta, Agnieszka,
See group report - appendix 5.1

Group B: Angela, Rafal, Kevin, Jan
See group report - appendix 5.2

Group C: Oliver, Bente, Robin,
See group report - appendix 5.3

10d) Plenary summaries with comments to work programme and budget
Moderator: Bente

Agnieszka mentioned, this work programme can be more demanding to fulfil with more parallel, but still interrelated task plans for the outputs.

The Danish NA did not approve O6: Project Report as an intellectual output with salary support. Decided not to make a minor version paid by parts of the management support; instead we only make the standard reporting with Mobility Tool. The internal project budget must be adjusted accordingly.

11. Outline O1: Methodology and schedule of the Baseline Survey

11a) Outline the objectives, key activities, deliverables, and work form, by Angela
Angela introduced the plans for O1: Baseline Survey.
See BOOST - kick-off, O1, Baseline survey, presentation, Angela

11b) Group questions and discussions
See the group divisions and group questions here.

See group reports - appendix 6.1 – 6.3

11c) Plenary summaries of comments and recommendations
- Important to involve stakeholders in the survey.
- But we only use interviews and focus groups, because online survey is not possible with the limited budget.

12. Outline O2 & C1: Work with Benchmark Tool and Transnational Training

12a) Outline the objectives, key activities, deliverables, and work form, by Angela
Angela introduced the plans for O2: Benchmark Tool.
See [BOOST - kick-off, O2, Benchmark Tool, presentation, Angela](#)

12b) Questions and discussions in plenary
See [the group divisions and group questions here.](#)
See group reports - appendix 6.1 – 6.3

12c) Plenary summaries of comments and recommendations
- Give organisations something they can use.
- Mainly for bigger regional or national organisations.
- Remember that participatory culture activities are based on self-development and joy.

13. Discuss and schedule next sessions and meetings
Moderator: Hans

13a) Plan possibly time for 4 trilateral 1.5 hours sessions to plan Intellectual Outputs 1-4
1st session: Plan O1: Baseline survey (for IF and ECl)

2nd session: Plan O2: Benchmark Tool and Training (for EC, IF, JSKD)

3rd session: Plan O3: Practice Methods, 5 language ed. (for VVC, FAIE, KSD, EC and iF)

4th Session: Plan O4: Manual for BT and PM, 5 language ed. (for EC and IF plus JSKD and KSD)

Due to lack of time decided that Hans after the meeting will provide a plan for the group zoom meetings.

13b) Plan possibly time for possible 2 – 3 common 1.5 hours zoom sessions
5th session: Adopt the plans for O1 and O2: Baseline Survey & Benchmark tool

6th session: Adopt the plans for dissemination and evaluation

Due to lack of time decided that Hans after the meeting will provide a plan for the common zoom meetings.

13c) Decide time for 2nd partner meeting in Vienna, March 2021
Due to the COVID19 challenges, we decided to plan the Vienna-meeting later – at the end of this year – when we know more about the possibilities.

14. Evaluation of the previous work
Moderator: Angela

14a) Oral evaluation round regarding WP 01: Start-up planning
- Not evaluated.

14b) Oral evaluation round regarding WP 02: First partner meeting

The following were underlined

Angela:
- Group work very helpful; it gave good opportunities to exchange point of views and to know each other more.

David:
- Nice to meet all the partners.
- I find small groups efficient and helpful.
- We are not all clear of the project, but we can find many answers in the project bible.

Oliver:
- Such a 1½ virtual days are helpful
- Interesting and productive meeting
- The structure with plenary, groups and summary is good.
- A very tight agenda
- We were flexible, looking forward to next step, everything is clearer.
- Technic is working but face to face is better.

Bente:
- Nice to meet the group even if it is online.
- Structure with group and summaries is good.
- Interesting to hear the participants' access to the topic.
- We have different background and knowledge, and it takes some time to familiarise yourself with the project plan.
- Technic worked well, thanks to Oliver.

Kevin:
- The project is much clearer now
- Zoom worked well
- The participants are nice
- The meeting was well organised.

Aron:
- I have a good feeling about the project.
- I like the proposal on how the lead-partners bring their perspective on how it shall be.
- Thank you, Hans for the start-up and planning.

Agnieszka:
- Glad to meet the whole project team.
- Fine and well-structured start.
- Got better understanding of content- Look forward to the continuation.
- Technic was fine.
- I´m looking forward to the continuation.

Robin:
- Good to meet you all.
- Thanks to Hans and Aron.
- I am impressed of the language level in English.

- We have been careful and polite, as it is the first meeting in the project. Later, we can be more friendly and less seriously, not least if we will be able to drink and eat together.
- The screen sharing in zoom is good.
- If we will have zoom meetings in the future, it might be better with 5 shorter sessions distributed over more days.

Marjeta:
- I agree with Oliver. Zoom meetings can be a fine alternative.
- Group meetings were good.
- Maybe shorter days like Robin said.
- I think we also at real physical meetings shall keep the form with group sessions.
- Nice to meet you all.

Hans:
- I´m very satisfied with the meeting, both regarding content and form.
- The digital form has some advantages to physical meetings.
- The presentations and shifts to group sessions work faster than in physical meetings.
- Pity we did not meet physically, but we will catch up.
- We are in a learning process with all the virtual possibilities (fx unsure if we should have used the white boards in zoom for the group reporting).

Oliver:
- Every team in the group sessions can have a whiteboard, but in this case the word documents could be more appropriate to use and they worked very well.

Angela:
- At this first meeting we have high motivation, but can be difficult to keep at home, so maybe we should try to see each other more continually.

Hans:
- Good idea with more regular meetings on zoom, both for the whole group and for the minor group teams. See you all again soon.

15. A.O.B. (any other business)
Nothing to mention

Appendices - Questions for the group work