AW & HJV

26.02.2021

**WP 06: Virtual partner meeting, 9th/11th March 2021**

***Agenda, version 4***

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## Time & form

* Wednesday, 9th of March: 9:30 – 14:30 CET
* Thursday, 11th of March: 9:30 – 14:30 CET

We use zoom for the virtual meeting, and the meeting room is open during the whole meeting always opening 15 min before official start – and you can use the same link to get direct access to the meeting room. There is no waiting room and you do not need a password to enter the meeting room.

The link to the meeting room for all sessions both days are:

<https://us02web.zoom.us/j/85060460713?pwd=cHdpRjA4ZWR2Qkh1bVR5NC9ybUlrUT09>

The meeting ID and password is only needed if you use a Zoom Client to access the meeting:

Meeting-ID: *850 6046 0713* / Code: *boost2021*

## Invited participants

Aron Weigl, EDUCULT (AT)

Angela Wieser, EDUCULT (AT)

Oliver Löscher, EDUCULT (AT)

Damien McGlynn, VAN (IE)

Robin Simpson, VAN (UK)

Agnieszka Dadak, FAIE (PL)

Rafał Dadak, FAIE (PL)

Jan Pirnat, JSKD (SI)

David Krasevec, JSKD (SI)

Marjeta Turk, JSKD (SI)

Bente von Schindel, KSD (DK)

Hans Jørgen Vodsgaard, Interfolk (DK)

In all 12 (can be divided in 3 groups of 4 persons)

Topics of this zoom partner meeting

* O1, conclude baseline survey, Oct – March 2021

Summarise the baseline surveys, provide recommendations for the subsequent design of the Benchmark Tool, and give feeds for the final Baseline Report.

Lead partners: Interfolk and EDUCULT

* O2a, design BT, Feb – June 2021

Discuss the design of the Benchmark Tool and clarify the methodological approach as well as the pilot course programme (the task plan was decided by written procedure, 23rd February).

Lead partner of O2a: EDUCULT (and Interfolk, O2b and JSKD, O2c)

* O3a, develop PM, May – Oct 2021

Discuss the approach and plan for designing the Practice Methods.

Lead partner: VAN (and FAIE, O3b and KSD, O3c)

* P3, two trilateral meetings in Dublin and Bielsko-Biala, June 2021, part of O3a

Clarify the frame, objectives, and content as well as the reporting and evaluation form.

Hosts are: VCC and FAIE

* M2a, website, whole period

Discuss and refine the website and related social media

Lead partner: VAN

* M2b, dissemination, whole period

Discus the dissemination activities and reporting, evaluate the 1st period and outline the s2nd period.

Lead partner: Interfolk (and VAN)

* Px, zoom meetings for whole team and/or lead partner groups.

Decide possible next zoom meetings before the trilateral meetings in June.

* M3, evaluation, whole period

Evaluation of the preceding phase and the virtual partner meeting

Lead partner: EDUCULT

## Agenda of the meeting

### TUESSDAY, 9TH OF MARCH: 9:30 – 14:30

**1. Formalities (15 min)**

 a) Welcome by the host

b) Appoint a moderator and a reporter

 c) Approve the agenda

 d) Sign Attendance List (all register at chat and we make screenshot of all participants)

**2. Plenary session: Baseline survey (O1) / 9:45 – 10:45 (60 min)**

 a) Round with 5 min summaries of local surveys incl. questions, by all (35 min)

 b) Outline of the Baseline Report incl. recommendations to Benchmark Tool, by Hans (10 min)

 c) Final feeds and decisions regarding the Baseline Survey report (15 min)

**Coffee Break: 10.45 – 11:00 (15 min)**

**3. Group work & plenary: Recommendations to Benchmark Tool (O1-O2a) / 11:00 – 12:00 (60 min)**

 a) Present key questions for group discussion about recommendations to BT, by Angela (5 min)

 b) Group discussion of topic / with lead questions – 3 groups of 3-4 persons (30 min)

 c) Plenary summaries to clarify the essential objectives and challenges with the outputs (25 min)

**4. Design the Benchmark Tool (O2a) / 12:00 – 12:45 (45 min)**

 a) Present the design methodology, by Aron (5 min)

 b) Group discussions with lead questions – 3 groups of 3-4 persons (20 min)

 c) Plenary summaries with guidelines for the design process (20 min)

**Lunch Break: 12:45 – 13:30 (45 min)**

**5. Detail-plan the transnational training (T1/O2a) / 13:30 – 14:15 (45 min)**

a) Present the course frame – objectives, content, work division, by Oliver (15 min)

 b) Plenary discussion on the partners’ tasks and the guidelines for the pilot course (30 min)

**6 Interim evaluation of the partner meeting: 14:15 – 14:30 (15 min)**

a) Outline the objectives of the interim evaluation, by Oliver (5 min)

 b) Plenary evaluation of the first day and recommendations for tomorrow (10 min)

### THURSDAY, 11TH OF MARCH: 9:30 – 14:30

**7. Formalities (5 min)**

 a) Approve the agenda

 b) Sign Attendance List (all register at chat and we make screenshot of all participants)

**8. Design Practice Methods (O3a) and first trilateral meetings in June 2021 / 9.35 – 11:05 (90 min)**

* 1. Outline design methodology, by Angela & Damien (15 min)
	2. Outline the role of the trilateral meetings, by Aron, and the programme frame (objectives, content, work division), by Agnieszka (15 min)
	3. Group discussions with lead questions on the methodology (incl. trilateral meetings) (30 min)
	4. Plenary summaries with guidelines for the planning of the design process (30 min)

**Coffee Break: 11.05 – 11:20 (15 min)**

**10. Refinements of the website & social media / 11:20 – 12:00 (40 min)**

* 1. Outline key points of website and social media, by Damien (10 min)

b) Group discussions with lead questions – 3 groups of 3-4 persons (15 min)

c) Plenary summaries with proposals for refinements (15 min)

**Lunch break: 12:00 – 13:00 (60 min)**

**11. Refinements of the dissemination planning and reporting / 13:00 – 13:45 (45 min)**

* 1. Summary of dissemination reports, 1st period, by Hans (15 min)

b) Group discussions with lead questions – 3 groups of 3-4 persons (15 min)

c) Plenary summaries with proposals for dissemination activities next period (15 min)

**12. Zoom meetings this spring before trilateral partner meetings (13:45 – 13:55) (10 min)**

a) Clarify needs for zoom team meetings for all, and possible times (5 min)

b) Clarify needs for zoom output group meetings, and possible times (5 min)

**13. Evaluation (13:55 – 14:25) (30 min)**

a) Oral evaluation round of the project work until now (15 min)

b) Oral evaluation round of this partner meeting (15 min)

**14. A.O.B. (any other business)**