HJV

11.00.2022

**Minutes, v2-approved**

**From fourth partner meeting in Dublin, September 19 – 20**

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## Time and place

**Time:** Monday, Sept 19, 9:00 – 16:00 & Tuesday, Sept 20, 9:00 – 12:00

**Place:** MACRO Community Centre, 1 Green Street, Dublin D07 X6NR.

**Aims of the partner meeting**

* Clarify remaining tasks of O2c: Publish online Benchmarking Tool
* Clarify remaining tasks of O3: Develop, test and publish Practice Methods
* Clarify remaining tasks of O4: Publish Multilingual Manual
* Evaluate E1: the Krakow Symposium
* Clarify remaining tasks of O5: Publish Symposium Compendium
* Evaluate dissemination activities until now and plan concluding dissemination
* Plan the frame for E2-E5: Five national multiplier events

## Appendices:

Approved minutes from the 3rd partner meeting in Krakow, June 14, 2022

Approved minutes from the 13th zoom meeting, August 30, 2022

## Participants:

Conor O'Leary, Creative Lives (IE), Damien McGlynn, Creative Lives (IE) (at dinner)

Agnieszka Dadak, FAIE (PL), Rafal Dadak, FAIE (PL)

Helena Deiss, EDUCULT (AT)

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

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

**Apology:**

Jan Pirnat, Aron Weigl.

## Minutes

### 1. Formalities

Conor welcomed the team to the MACRO Community Centre.

Hans was appointed as moderator, and Bente and Hans as reporters.

The agenda, v2 was approved

The participant list was signed.

### 2. Clarify remaining tasks of O2c: Publish online Benchmarking Tool

#### 2a) Status by David with reference to comments provided by Jan.

David outlined the current task status (TS) of open questions, and the meeting made the following list:

*TS1: Are the summary of transnational key findings ok.*

Yes, but it still needs to be translated if used.

*TS2: Still needed to proof-read the entire text about key findings?*

Yes, before it is translated.

*TS3: Demo-version must be checked before it is published!*

Yes, we will do it next morning together, and have some extra days to send our list of problems / proposals latest Sept 29.

*TS3a: The text for all language versions must be proof-read, also the English master!*

Yes, Conor can do.

*TS5: After registration, all answers shall be replied, before you can move on.*

It must be told by the programme, so you know, why you cannot move on.

David said that Jan had confirmed it is possible!

*TS6: Even though a group of users do not register, we would like to know the numbers. Can the programme include a counter, just to tell how many none-registrants have until now used the tool?*

David said that Jan had confirmed it is possible!

*TS7: When you select topics, there need to be a short explanation about it!*

Jan will make a proposal!

*TS8: Welcome page. It must include:*

* *Info about the tool*
* *Why it is important to have and use the tool*
* *Information that a user can choose two types of entrances (with registration or without)*

Jan have made a proposal, we must reply latest Oct 3.

*TS9: The mobile version must also be checked for possible problems.*

Agnieszka mentioned FAIE had tested it, and they had not found any problems.

*TS10: Password for the group that register. You are emailed a password to use to start.*

Hans asked, if not thereafter can have the opportunity to change the password to something we easily can remember.

#### 2b) Clarify remaining task schedule

The text to and format of the tool must be finalised before the draft version is transferred to the final version and published. Hereafter it is very difficult and expensive to change anything.

The following schedule was decided:

* Sept 29 – deliver final Danish text to the online tool
* Sept 30 - Delivering proof-read text to the draft tool, including
	+ Short titles for buttons to print summary of results and to print all answers. Can be See your results / see your answers
	+ Short text – you miss to reply some answers (to go on)
	+ Start page text must be refined

NB: First page with initial presentation will be at the project website, next page will be at the tool

* Text o select 1 or2 or all 3 topics
* Primo Oct - the tool will be published

**NB: The deadline for proof-read texts have been moved to Monday, Oct 3.**

### 3. Clarify remaining tasks of O3: Develop, test, and publish Practice Methods

Conor presented the final presentation at the project website – see <https://boostparticipation.eu/>

The meeting was in general satisfied with the results.

Agnieszka asked about photos that could be used. FAIE as well as others are welcome to send good photos to be used at the website.

We still miss the Danish video, but it can be added when delivered. Damien or rather Andrea will - as soon she has received the last presentation and video - design the final website text.

### 4. Clarify remaining tasks of O4: Publish Multilingual Manual

Hans had 29.08.2022 - after a round with partner comments to the draft version - sent the final English version of the Manual for translation.

Decided at the last zoom meeting, August 30, that it shall be translated to the national versions (DK, DE, PL, SI) latest 1st of October, so it is ready for the final dissemination and multiplier events. Hans asked for a status for the final translations and layout, and the partners could tell:

DK: deliver Oct 1

PL: deliver Oct 5

SI: deliver Oct 1

AT: Helena will ask Aron about deliver date.

### 5. Evaluate E1: the Krakow Symposium

At our last zoom meeting, Aug 30, Aron mentioned that he still had not received all responses from the partners. Educult would therefore await the last replies until 12th of Sept (1 week before the partner meeting in Dublin) and then provide the summary of the replies.

Helena, EDUCULT presented at power point of the main evaluation results, where the participants overall had been satisfied with the varied aspect of the planning, completion, and follow-up of the Symposium.

The meeting thanked for the fine and comprehensive evaluation, and then we started to discuss if it gave the full picture of the event.

Hans mentioned that in his point of view the symposium venue it was a very fine and attractive place and it was great also to visit beautiful Krakow, and the participants were clearly happy to take part in the event; but still there were some critical points to consider that not has been disclosed in the evaluation;

* The sound in the presentation room was very bad, not least for people with a weakened hearing. It was often difficult if not impossible to understand the presentations and the discussions.
* There were some logistic challenges for the common transport to the festive dinner in Krakow.
* The Irish expert presentation did not seem to be very relevant for anybody and it was also very difficult to understand due both to the general bad sound and a too fast and low speaking.
* We did not have a typical symposium, where experts in the field came and presented and discussed their insights, so we did nearly not have new presentations to put in the follow-up Compendium. The points and aims of the group work did also seem quite unclear. On the other hand, the participants were in general pleased to come and participate.
* The tool was not ready to be presented, tried and commented, even though that was one of the main ideas with the symposium.

The meeting discussed evaluation approaches, and Helena mentioned that written queries often did not disclose critical points, because the respondents tend to be too polite and positive. Interviews may be better to disclose such issues, but again it is more time-consuming and costly to do.

### 6. Clarify remaining tasks of O5: Publish Symposium Compendium.

Damien emailed June 24 [an outline on how to handle the task](https://trello.com/c/E4BWK1aq/50-task-plans). Here he summarised that:

* The Compendium will only be published online and will only in English, so no translation is necessary. The content will be a mix of videos, photos, presentation slides and written essays. There will be a content page with links to easily navigate to all the material.
* The timeline for delivery of this task is stated as September 2022 but he hoped we can complete this a little early and have all the material online in August.

The outline was approved at the 12th zoom meeting July 4, and confirmed at the zoom meeting, Aug 30. The meeting confirmed the plan, and Conor expected it could be ready the next week before Sept 25.

### 7. Evaluate dissemination activities until now and plan concluding dissemination

Damien send 26.08.2022 a dissemination form to the partners, where we could outline our final dissemination plan including groups to target with different material to ensure that we reach the best possible outcomes.

Conor did after receiving the partners’ plans outline a status of the dissemination for the meeting.

* Up to 70.000 receivers, mainly by social media + emails + websites, and only 400 by onsite contact.
* But one thing is to reach many receivers, another is if they will use the results. For Conor it seems the tool can be used, but probably only in a supportive way. Many users may need help, so the steps can be talked through. A key target group in Ireland can be the volunteer centres.

Conor proposed to have the following aims for the final dissemination activities:

* in each partner country up to 10 organisations have filled-in the tool!
* The tool can count the number of users of the tool, both those who register and those who don’t. Maybe we can also count the number of visitors in general to the project website.

Agnieszka mentioned that a follow-up dissemination also after the end of the project could be to initiate educational activities, especially for new associations, so the added community values can be part of their mission from the start, and it can be something to integrate in their future actions. Also, because the Polish legislation includes goals for the associations to be inclusive.

Hans mentioned he would make a site at Epale about the project with links to the tool.

### 8. Plan the frame and schedule for E2-E5: Five national multiplier events

The frame was already decided at the onsite partner meeting in Krakow, and it was confirmed at this meeting.

* The five national events are planned to take place in Oct – Nov 2022.
* The budget is 50 onsite participants of 100 euro, like 500 euro per partner country
* The events can be handled in a flexible manner according to the local context and best possibilities. The means that the national event can be
* Combined with another main event in the organisations, so more target groups would be reached.
* Combinations of more small events for varied target groups.
* Hybrid events with both online and onsite participants (but the online participants can only get 15 pct of the support, it means only 15 euro).
* The documentation demand is a participant list with signatures (only signed persons can be refunded), a programme for the event, and announcements, and as an extra plus some photos from the event and power-point presentations or the like from the events.

Bente asked for a planning status from the partners, and they could tell:

PL: Will complete it in Oct, also as a combination of two / more events.

SI: Wil be part of a bigger event at the end of Oct / start of Nov: a 3-day event for 150 participants, where the first day has focus on social inclusion, and here BOOST results can be presented.

AT: Not planned yet.

IE: It will be part of a bigger event Nov 29-30.

DK: It will take place Oct 2 as a part of KSDs big annual 2½ day Cultural conference in Herning, Sept 30 – Oct 2.

### 9. Status of the BOOST website

#### 9a) Status of the project website

Conor presented the website. The meeting saw it as promising, but it still needs to be refined, including:

* the start page has some layout problems with a too long part to the right
* better have a start page with the tool
* a relation /link to facebook, Instagram etc.
* The site with news can be changed, because soon there will be no news, and it also repeat the links and text with the video clips.
* The compendium and manual in translated versions must also be added.

Decided that the final website will be assessed at the next zoom meeting, Oct 11, 14 -16. So, it must be ready some days before.

Damien will transfer the tasks to Andrea, but Conor is the contact, if we have proposals for changes etc, and then he will contact Andrea.

**Lifetime of the website:** We have discussed it earlier, but the reporter could not after the meeting find any clear decision, so we better discus and decide it at our next zoom meeting.

#### 9b) Clarify remaining task schedule

Primo Oct - Welcome site for the tool must be ready with a link to the official final tool version

Primo Oct – the compendium site must be finalised

Primo Oct – the manual site with all translated versions must be published.

Medio Oct – the website is finalised and ready for the final dissemination and multiplier events.

Oct 11 – clarify the lifetime of the website and how we finance it.

### 10. Project management

#### 10a) Status of financial reporting and payments

Hans mentioned that we soon can conclude most payments, like:

* Refunding of this meeting net unit support. CL must report their costs for meals and rent of venue, and then get their costs refunded 100 pct, and thereafter the costs can be divided between the partners (rent of venue after number of organisations; meals after number of persons) and subtracted the unit support payment.
* Refunding of salary for O2C and O4B to the partners.
* Payment from the exceptional costs to JSKF for the costs to the IT-firm
* The salary for O5: Compendium and the last 50 pct of the management support can first be refunding after the end of the project, where the project report has been approved and the last 20 pct of the project support has been transferred to KSD, probably in March 2023.
* The final number of salary days for O5 must await especially, if the budget for the multiplier events of 5000 euro per partner country will be used by all, or if parts of it can be transferred to the common salary pot.

Agnieszka asked how the exceptional costs for the video editing could be distributed. Hans agreed:

* the exceptional costs for editing the good practice videos can be divided equally between the 4 practitioner partners providing videos with up to 500 euro for each partner. Unused parts will be transferred to the common project pot. Likewise, if some partners do not provide the video, then the budgeted salary days for that task must be transferred to the common project pot.

The meeting took note of the information.

#### 10b) Final project reporting

The project official ends Dec 31, so the final project reporting can be done in January and the probably approval from the Danish Erasmus+ Office can be expected medio-ultimo February, and the final payment in March, so the final payments to the partners can probably happen medio – Ultimo March 2023.

#### 10c) Schedule for remaining payments

* Medio October - next payment of the Dublin meeting unit net support and salary O2c and O4b and exceptional costs for video editing to practitioner partners can happen (when the Dublin meeting costs has been reported).
* Medio March 2023 - Final payment of salary for O5 (number of work days will be adjusted according to possible extra money in the project pot) and the last 50 pct management support (without any subtractions, because they were done at the first payment at the start of the project).

### 11. Final zoom meetings

Next zoom meeting will be **Tuesday Oct 11, 14:00 – 16:00.**

Helena will ask Aron, if the date is ok for him (Aron has confirmed the date, HJV).

### 12. Project evaluation

#### 12a) Status of process evaluation,

by Helena EC. It will be done as planned

#### 12b) Plans for the impact evaluation,

by Helena, EC. Aron will prepare a plan to the next zoom meeting.

#### 12c) Oral evaluation of the project

**Interfolk:**

Hans: It has been a very complex designed project with more parallel and interconnected work packages, which has made it quite difficult to coordinate. We had some challenged in the start with defining the baseline survey and to clarify what a benchmarking tool is, and which type we should have. Somehow, “we have asphalted while driving”. But still we have managed to conclude our outputs, and we will soon have also delivered the final tool. So, it can be seen as a success, we have come so far and delivered an excellent tool.

**KSD:**

Bente: It has been a challenging project to work with. We could have used more time in the start to clarify why and how we could use the tool. The civil society context and the needs of our cultural associations are also very different in the partner countries, and it also implied extra challenges. But still, you have all as before been good and inspiring to work with, so I would like to thank you all for being fine colleagues and partners.

**FAIE:**

Agnieszka: We have used a lot of time to clarify the tasks during the work programme. We seemed to have different interests with the tool due to different focus and contexts for our organisations, and it also made it more difficult to clarify the tasks. It can be a challenge “to sell it” to our target groups, and in a Polish context we will give priority to awareness-rising.

The tool should have been provided earlier, and thereafter we could have had more time to provide training and educational activities on why and on how to use it. But such activities could be part of a continuation of the project.

Rafal: The publication of the tool has been too late. We do now not have much time to promote it and have educational events. It has been inspiring and interesting to take part in the project.

**JSKD:**

Marjeta: I have similar observations. Like Hans, I think it has been a very complex work programme, and like Bente, I think we could have used more time in the start to clarify why and how we could use it. Anyhow, the tool can surely be used by our members. So overall, it has been a fine project, where we have gained new knowledge and new ways to engage our members and stakeholders.

David: It has been a new experience to take part in such an international project, where you use long time to decide and to conclude the project steps. For me it seems a too long process for many of the steps. But the main result, the tool, can be used, and hereby we have been successful.

**Creative Lives:**

Conor: I can obviously not comment on the full project, as I was first involved some weeks ago. For me it seems as a very ambitious project. Huge aspirations, not only in one country, but in a wider European context. It clearly intends to meet obligation to society, but it can also be hard and seem as too much, when you shall realise it in a specific work programme. But still, quite impressive the main outputs have been delivered.

### 13. A.O.B. (any other business)

None to mention.