13.10.2017 / ksd

**First 2-day partner meeting in Copenhagen, 16 – 17 October 2017**

***Programme and Agenda, version 3***

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## Time and place

**Time: Monday, 16th Oct, 10 am – Tuesday, 17th Oct, 3.15 pm**

 With **a**rrival Sunday 15th Oct with two nights: Sunday- Monday, Monday – Tuesday, and

 possible departure, Tuesday evening

**Place: At Vartov, Farvergade 27 D, 2nd, DK-1463 Copenhagen K**

 NB: just 100 meter from the City Hall at the center of the city

 See <http://www.vartov.dk> / [www.grundtvig.dk](http://www.grundtvig.dk) / <http://map.krak.dk/?index=yp&id=68124495&query>=

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| Vartov | Statue of Grundtvig | City Hall tower seen from Vartov’s courtyard |

Vartov is an historic and beautiful building with Copenhagen City Hall as its closest neighbour.

Vartov is known to have had the famous Danish poet, priest and adult educator N.F.S. Grundtvig as pastor in 33 years from 1839 to 1872 at the Vartov church which is part of the building complex.

In 1947 the Danish Grundtvig Society took over Vartov. The building underwent an extensive restoration and was particularly adapted for their new purpose, which was a continuation of the Grundtvigian youth and educational work.

Today the Grundtvig library and the Grundtvig Academy as well as many educational and cultural umbrella associations have addresses here.

## Practical information

**Refunding of costs**

The gross unit support is 575 euro for one foreign participant per organisation. This amount will be refunded (minus each partner’s share of the cost for common meals, rent of venue, etc.) independently of how many nights and days the meeting are and the level of cost of hotels and meals.

 Therefore, we plan for a short meeting and low-cost meals and cultural features, so you in fact can get your meetings costs covered for one participant. You are of cause welcome to stay more days or to bring more participants, but you or your organisation must pay the extra cost.

The needed documentation for your participation is a signed attendance list as well as a copy of your travel ticket/boarding card to confirm you place of departure.

**Hotel**

For accommodation, we recommend City Hotel Nebo (<http://city-hotel-nebo.8hotels.info> ).

The hotel is only 2 minutes walk from the Main Railway Station, and 8 min walk from the City Hall and Vartov. But you may find better options at [www.hotel.com](http://www.hotel.com)  or the like.

**Travel information**

You can only get to the Main Railway Station (København H) by taking the train from Copenhagen Airport (Terminal 3). It takes approx. 20 min. The walk from the Station to City Hotel Nebo is only 2 min.

If you wish to get to other places of Copenhagen city centre, you can take the metro.

Tickets for the train are available at the DSB ticket sales counter in Terminal 3 or at ticket machines. Please note that the ticket machines do not accept notes, only coins and cards such as VISA, etc.

For more info – see <http://www.visitcopenhagen.com/copenhagen/transportation/and-airport>

**Meals**

Sunday: 15 Oct: After arrival Sunday, you can have a dinner anywhere at the many cosy restaurants in the city centre or at the Vesterbro area near your hotel.

Monday: 16 Oct: Breakfast at the hotel. We arrange coffee breaks at the venue and lunch and dinner in the city centre.

Tuesday: 17 Oct: Breakfast at the hotel. We arrange coffee breaks at the venue and lunch in the city centre.

**Culture programme/Cultural visits**

The meeting is short and we have many issues to discuss, however there should be time for a guided tour in the Danish Parliament, Christiansborg at the end of the meeting, Tuesday, 17 Oct, 14 – 14:45.

**Your luggage the second day after check-out at the hotel**

You can bring your luggage to Vartov, Tuesday morning and you can keep it here and get it after the Guided tour, Tuesday at 15:00 – 16:00.

**Map of Copenhagen centre**


## Mobile numbers of the participants

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## **Aims and key activities of the first meeting**

The overall aim of this kick-off meeting is to engage the essentials of the project idea and clarify management issues as well as to get to know each other and gain shared ownership of the project.

## Agenda of the meeting (version 3 – 13.10.2017)

**Monday, 16 Oct, 10 - 18.00**

1. Formalities

 a) Welcome and practical information

 b) Appoint a moderator and a reporter

 c) Approval of the agenda

 d) Sign Attendance List, first day

2. Presentations:

 a) Present persons, organisations and experiences with international projects

 b) Present expectations to the project, personal and organisational benefits

3. The project idea and good examples

 a) Short introduction of the project idea, by Bente

 b) Present good example of co-creative activities bridging social capital, by all partners

* Inter-regional example by KSD
* inter-social examples, by Interfolk and VAN
* inter-generational example by JSKD and LPDA
* Inter-cultural example by LKCA and Educult
* Inter-European example by FAIE

 c) Summary – the project idea in a nutshell, by the moderator

**13 – 14: Lunch**

4. The Grant Agreement and key rules

 a) Guidelines for working in a project as partner, administrator and coordinator, by Bente

 b) Key aspect of the Grant Agreement

 c) Annex 3 - Financial-and-contractual-rules

 d) Procedures for reporting via the Mobility+ Tool and Project Results Platform

5. The adjusted work programme and budget - present, discuss and adopt

 a) Introduction of the Project Bible and internal budget, by Hans

 b) The revisions of work programme and budget demanded by the Danish NA

 c) The overall task plan including division of labour and responsibilities in the partnership

 d) Clarify the budget for the adjusted work programme

 e) Clarify the time schedule - do we need more time for some tasks and less to others

6. Legal agreements - present, discuss and adopt

 a) The Partner Agreement, v2

 b) Rules of procedure, v1

7. Financial management - present, discuss and adopt

 a) Financial Guidelines, v2

 b) The financial templates

 c) Procedure for cost reporting and refunding

8. Internal Communication, use of ICT and document archive - present, discuss and adopt

 a) Possible guidelines for use of ICT, web meetings , etc.

 b) Netiquette

 c) Needs for document archive and Dropbox for photos

**18:30 – 20:00 Dinner in the City**

**Tuesday, 17 Oct, 09 – 13**

RE 1d2) Sign attendance list, second day

9. Plan Intellectual Output 1: The Portal

 a) Outline the draft design and structure of the Portal, by Hans, LKCA

 b) The visual design of the project materials and the website, by LKCA

 c) Discuss and clarify the outputs and division of work

 c) Plan time schedule next half year: Who does what and when?

10. Plan Output 2: The State of Arts survey

 a) Outline the draft methodology for the State of the Arts Surveys, by Angela, Educult

 b) Discuss and clarify the outputs and division of work

 c) Plan time schedule Oct 2017 – Mar 2018: Who does what and when?

11. Plan the transversal dissemination

 a) The overall dissemination strategy, by Bente, KSD

 b) Local dissemination strategies, by all partners

 d) The dissemination budget, including payment from management support

 c) Plan time schedule next half year: Who does what and when?

12. Plan the transversal evaluation and QA

 a) Outline the evaluation methodology, by Angela, Educult

 b) The evaluation budget, including payment from management support

 c) Plan time schedule next half year: Who does what and when?

13. Guidelines for transversal management

 a) The management approach, by Bente and Hans

 b) The management budget

 c) Time schedules for the management

14. Plan the next partner meeting(s)

 a) WP 05: The second partner meeting in Poland, March 2018, proposal by FAIE

 b) Need for Skype partner meetings before second partner meeting? What and when?

 c) Other issues?

15. Evaluation of the previous work

 a) Oral evaluation round of WP 01: Start-up planning

 b) Oral evaluation round of WP 02: The first partner meeting

16. A.O.B. (any other business)

**13:00 – 13:30 Lunch at Vartov**

**14:00 – 14.45 Guided tour in Christiansburg - the Danish Parliament**

**15:00 – 16:00 You can get your luggage in Vartov and use the venue for tasks with internet access.**

## Annexes to the agenda

**NB:**  All the mentioned annexes can be downloaded at the virtual project archive at

 the Google site - <https://sites.google.com/site/bridgingsocialcapital/home>

**Item 1: Formalities**

c) BRIDGING - WP 02, first meeting, agenda, v2

d) BRIDGING - WP 02, meeting attendance List, v1

**Item 2: Presentations**

a-b) Possible presentations by all partners (Power Points, Videos, Leaf-lets)

 (May be distributed during/after the meeting).

**Item 3: The project concept and initial local project plans**

 a) Project Bible, summary, page 5 – 7; and project concept, page 41 -46.

 b) Short presentations of good examples of co-creative activities in own area

 (May be distributed during/after the meeting).

**Item 4: The work programme and budget**

 a-b) BRIDGING, Project Bible, v1b

 c) BRIDGING, budget, v2c

**Item 5: Conditions and demands for a Grundtvig Multilateral Project**

 a-b) The Grant Agreement withappendices

**Item 6: Legal agreements**

 a) BRIDGING - Partner Agreement, v2, proposal

 b) BRIDGING - Rules of Procedure, v1, proposal

**Item 7: Financial management**

 a) BRIDGING - Financial Guidelines, v2, proposal

 b) Financial templates, see the archive:

 <https://sites.google.com/site/bridgingsocialcapital/3-archive---annexes/6---valorisation>

**Item 8: Internal Communication, use of ICT and document archive**

 a-b) Possible guidelines for internal communication is presented in

 the Project Bible, page 62-63

**Item 9: Intellectual Output-1. The Portal**

 a ) See WP03 - outline of design and structure of communication portal, v1 by LKCA

**Item 10: The state of Arts Survey**

 a ) See WP 04 - STATE OF THE ART SURVEY\_Methodology, v1 by Educult

**Item 11: Guidelines for dissemination ex Portal**

 a) See WP16 Dissemination Strategy, v1-dm by VAN

 c) The internal budget, v2c

**Item 12: Guidelines for monitoring, evaluation and QA**

 a) See WP 17 - EVALUATION\_Methodology, v1, by Educult

 c) The internal budget, v2c

**Item 13: Guidelines for management**

 a) See the Project Bible, page 56 - 69

 c) The internal budget, v2c