

Version 2, adopted

## Minutes of the third meeting in Riga, 26 – 27 November 2018

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### Participants

Aira Andriksone, LACM (LT), Bente von Schindel, KSD (DK), Hans Jørgen Vodsgaard, Interfolk (DK), Damien McGlynn, VAN (UK), Rafał Dadak, FAIE (PL), Jerzy Kraus, FAIE (PL), Aron Weigl, EDUCULT (AT), Jan Pirnat, JSKD (SI), Hans Noijens, LKCA (NL) and Ingrid Smit, LKCA (NL).

### Aims and key activities of the third meeting

The overall aim of this second meeting is to summarize the state of the project and lead the way forward for the project and for the partners.

The key points of the meeting are:

- To evaluate the provision of the five Thematic Compendia (IO-3)
- To evaluate the provision of the Curricula Guidelines (IO-4)
- To evaluate the national pilot courses (IO-5)
- To outline and schedule the provision of the Curriculum Report, seven language ed. (IO-7)
- To frame and schedule the seven national conferences (E1-E7)
- To assess and schedule deliverances to the Communication Portal (IO-1)
- To evaluate the current and schedule the remaining dissemination activities
- To evaluate the current and schedule the remaining progress and impact evaluation
- To evaluate the current and schedule the remaining project management, including the needed project documentation as well as project reporting in the Mobility+ Tool
- To decide time and place of final fourth partner meeting
- To evaluate the third partner meeting

## Minutes

### 1. Formalities

Aron was appointed as moderator and Hans as reporter.

The proposed agenda, version 2 was approved.

### 2. Evaluate and plan final tasks for the five Thematic Compendia (O3)

#### 2a) Status of work

[The latest English versions of the five thematic Compendia can be seen here.](#)

The five compendia include:

1<sup>st</sup> compendia: Inter-social bridging - editor Damien, VAN

2<sup>nd</sup> compendia: Inter-generational - editor Jan, JSKD

3<sup>rd</sup> compendia: Inter-regional - editor Bente, KSD

4<sup>th</sup> compendia: Inter-cultural - editor Hans, LKCA

5<sup>th</sup> compendia: Inter-European - editor Agnieszka, FAIE

Damien outlined that all English versions were ready for translations, except that the inter-generational compendia needed some last proof-reads.

#### 2b) Overall evaluation of the work

Jan asked, if JSKD could make a shorter translated version. Decided that the series of five compendia should be translated directly, but still JSKD was welcome to make an extra shorter version, they could use for specific target groups.

Bente mentioned it would have been helpful if we at the start had discussed and defined a more detailed frame not only for the case studies, but also for the introduction, key findings and the conclusion including the form of a work-book.

Hans Noijens mentioned that the Inter-cultural topic implied quite defined examples and clearer problems to meet, which could make it easier to provide case studies; while the other topics could open for many different types of bridging, where it could be more difficult to present common lessons learned.

#### 2c) Remaining time schedule: Who does what and when?

28 Nov: Damien can send the four final English versions for translations.

3 Dec: Damien can send the final Inter-generational version for translation.

1 Feb: The first three compendia have been translated and send to Damien for final layout.

15 Feb: The last two Compendia have been translated and send to Damien.

### 3. Evaluate and plan Curricula Guidelines (O4)

Hans, Interfolk mentioned that the Curricula Guidelines had been provided as scheduled.

It had been evaluated at the 2<sup>nd</sup> Skype meeting, 28<sup>th</sup> June, where it was mentioned that it had been very helpful to use the template for recommendations from the partners to the Curricula Guidelines, especially because the key findings from the thematic compendia not were ready yet to provide feeds as initial planned.

No more task to do.

## 4. Evaluate and plan national pilot courses (O5)

### 4a) Status of work

The Danish, Austrian, Latvian, Slovenian and Dutch pilot courses had been completed and the course evaluations had been delivered.

The UK course will be completed and reported at the end of January. The Polish pilot course should have been made for paid and voluntary staff at Krakow Museum, but it has been difficult to get the schedules confirmed, but it will properly be completed and reported latest in February.

[The course evaluations as well as the summary made by Aron can be seen here.](#)

The material from

- [The Danish pilot course can be seen here.](#) Bente will ASAP send possible announcements.
- [The Austrian pilot course can be seen here.](#)
- [The Latvian pilot course can be seen here.](#) Aira sends translated programme and possible presentations ASAP.
- [The Slovenian pilot course can be seen here.](#) Jan will ASAP send programme, Slovenian and English translation, list of participants, and possible announcements and presentations,
- [The Dutch pilot course can be seen here.](#) Hans will ASAP send English translated programme.
- [The UK pilot course can later be seen here.](#)
- [The Polish pilot course can later be seen here.](#)

### 4b) Overall evaluation of the work

Aron presented by power-point an overview of the evaluation feeds from the partners.

Jan mentioned we missed or could have had a clearer common course frame for the testing of the curricula and thereby more comparable results of the courses.

Hans, Interfolk mentioned that the pilot work quite typical had been split between two different objectives. One the one hand to give a high level of freedom for the partners to design the content and form of the courses as they liked most or which was most easy to provide; and on the other hand to have a common frame so the tests do refer to previous developed Curricula Guidelines and the results easier can be compared and used for the succeeding Curricula Report. He agreed with Jan, that we should have given higher priority to the second objective.

### 4c) Remaining time schedule: Who does what and when?

ASAP – Partners that have completed the pilot courses send possible missing documents (see the status above in point 4a), like programmes translated to English, signed participant lists, possible presentations and announcements.

Remaining pilot courses – VAN and FAIE will latest February complete and report their pilot courses.

## 5. Plan the Curriculum Report, seven languages edition (O7)

### 5a) Outline of planned content and key tasks, by editor, Hans, Interfolk

Hans did before the meeting send a frame of work for the curricula report, He presented the proposal.

A special point was the initial planned section about certification methods, because it has not been part of the pilot courses and it seems not to give much meaning for this type of courses. Hans proposed we instead include an annex with a series of exemplary course packages. The meeting approved the proposal.

### 5b) Clarify guidelines for the structure and content

In general there are only 7 salary days for the partners. The work includes partly bringing feeds to the editor by filling-in a query and partly to translate the report, where the number of pages may be reduced from the initial planned 55 pages to 40 pages.

The meeting approved the proposed frame for the work and disposition of the report.

### 5c) Plan time schedule: Who does what and when?

The proposal schedule was approved with adjustments. The approved schedule is the following:

No	Who	Key activities:	Deadlines
1	P1, IF and all	Develop the disposition of the report and the needed input from partners	27 Nov (at meeting)
2	P1, IF and all	Clarify the time schedule	27 Nov (at meeting)
3	P1, IF	The editor design a query to partners to get extra feeds for parts of the Curricula design	10 Dec
4	All	Partners reply the query, including sections about essential curriculum, pedagogical methods, and recommendations to initiate new training courses	23 Dec
5	P5, EC	Aron present key messages from Survey report for curricula and course design just ½ - 1 page	23 Dec
6	Editors	All editors of thematic compendia present key findings report for curricula and course design, just ½ - 1 page	23 Dec
7	P1, IF	The editor, Interfolk prepares the draft manuscript, and the draft is send to the partnership for comments	20 Jan
8	All	The partners can comment and propose refinements	27 Jan
9	P1, IF	Editor refine the draft report, v1 (and send to Voluntary Arts for proof-reads)	1 Feb
10	P3, VAN	Voluntary Arts deliver proof-read version	7 Feb
11	P1, IF	Interfolk publishes the final English master PDF-edition	10 Feb
12	P1, IF	Interfolk sends the English Master manuscript as word edition for translation	10 Feb
13	All ex Van	The six partners send the translated version	10 March
14	P1, IF	The six language editions of the Curriculum Report is layouted and send to the partners for proof-reads	15 March
15	All	The partners comments the draft versions	20 March
16	P1, IF	The final six versions are published as PDF-editions	30 March

## 6. Assess and schedule Communication Portal (O1)

### 6a) Status of decided work for the side menus

**Re 1: Overview of trends in the EU supported projects: Articles provided by LKCA; and presented at the website by Ingrid, LKCA**

Ingrid mentioned that Hans, Interfolk had been delayed with some articles, so she could not complete her tasks. Hans, Interfolk mentioned that this task was something that not he, but Ingrid herself should provide. Hans. LKCA mentioned they can deliver the tasks Mid December.

**Re 2: Communication /news-mails etc to European targets, by Hans, LKCA**

Hans, LKCA mentioned he hasn't tried to deliver, because the Portal until now has too little information; but now there is enough content, so he will deliver Mid December.

**Re 3: Facebook interaction, by Ingrid, LKCA and Jan, JSKD**

Jan proposed that more from the team joined the facebook and promoted it especially to the participants at the pilot courses, by including links to the facebook site in news-mails and at own websites. The facebook site can be launched in January. Jan will send a schedule for the tasks.

**Re 4: Overview of culture policies – In EU states, in Nordic region, in the EU Commission: Articles provided by Aron, EC and Hans, IF; and presented at website by Hans, LKCA**

It is ok with a link to the articles, but they should have a small 5 – 10 line presentation with a link, so the readers have a clue what they are about. LKCA will do it latest primo January.

**Re 5: Overview of relevant European training events: Feeds provided by Aira, LACM and Hans, Interfolk; and presented at website by LKCA**

Decided that the events shall be presented directly at the website and not with a link to the document. Thereby the concluded events can be removed to a sub-site with former events, and the main site can be updated with new events with relevance for the organisations from the Civil Society organisations (CSOs) of participatory arts, culture and heritage (found at Epale, Amateo portal, EAEA, CAE, etc).

**Re 6: Overview of relevant funding programmes: Provided by Agnieszka, FAIE and Hans, Interfolk; and presented at website by LKCA**

It is ok with a link to the articles, but they should have a small 5 – 10 line presentation with a link, so the readers have a clue what they are about. LKCA will do it latest primo January.

**Re 7: Intro to and uploads of survey, seven editions, by Hans, LKCA**

Again, fine with links to the survey, but a small intro text is needed. Furthermore, the survey can get its own separate side menu point.

**Re 8: Intro to and uploads of Curricula Guidelines, by Hans, LKCA**

Again, fine with links to the Curricula Guidelines, but a small intro text is needed. Furthermore, the Curricula Guidelines, English edition as well as the succeeding Curricula Report, seven languages edition can get their own separate side menu point.

**Re 9: Intro to and materials from the pilot courses and presentation at website: Materials provided by partners; and presented at website by LKCA**

The pilot courses should also have their own separate site menu point. The introductions can be updated as the final documents from the partners are provided.

**Re 10: Intro to and presentation of the partner meetings, by LKCA**

The partner meetings could also have their own separate menu point, with a short text about each meeting, but no links to the minutes.

**Re 11: Other possible deliverances?**

The concluding multiplier events / national conferences must also be presented at the Portal, maybe at news or maybe at own spate side menu.

## 6b) Status of decided work for the main top menu

### Re 1: Status of the presentation of the five thematic fields – by Hans, LKCA

Now the text from the thematic compendia has been pasted to the related thematic main menus.

### Re 2: Dialogue and advices for the structure and content of the presentations

Hyperlinks in the start to the case studies can function well, but it should also include a small intro text for each case study, key findings and maybe work book.

Hans and Ingrid will try to find the best form of presenting at the website

## 6c) Overall status and evaluation of the portal work

The work has been delayed partly by the delayed provision of the thematic compendia for the main menu, partly by delayed background articles for the side menu, and partly by delayed work by the Portal managers.

But now most of the planned information has been provided, and LKCA can deliver the mentioned tasks above and refine the Portal primo January, so all partners can provide a renewed launching / promotion of the Portal Mid January.

## 6d) Plan time schedule: Who does what and when

See above point 6a – 6b with the mentioned schedules of each item.

## 7. Plan the seven national conferences (E1-E7)

### 7a) Outline of programme frame, by lead partner

Rafal raised some points we need to consider in our planning of the conferences:

1. Can we move the event? Yes, but Bente may need as a formality to inform the Danish National Agency before, so please tell in good time, if you change the place.
2. Erasmus+ doesn't allow that we use fees for the participants.
3. Only participants that come from other organisations than the provider can get the event support of 100 euro for locals and 200 euro for foreign participants. At the signed list of participants, they must come from / or represent another organisation than the conference provider.

The meeting discussed the frame and budget for the conferences. Hans Interfolk mentioned the budget included 33 locals of 100 euro and 5 foreign participants of 200 euro; in all 4.300 euro per event.

Hans mentioned:

- It is not illegal to have fewer participants, but we only get the support of the number of signed and legible participants.
- Bente will ask the National Office if a foreign speaker from a partner organisation can get the 200 euro in support.

The meeting decided:

- Each partner can decide, if they wish to invite foreign participants and invite some other partners to be guest speakers. The problem with foreign participants can be the language barrier, because the programme will be in Danish and we don't have money for simultaneous translation. A single English speaker should not be a problem.

- Each partner can freely decide the time of the meeting in April. The only problem may be that a foreign speaker has their conference at the same time, but it must be clarified on a bilateral level.
- The partners inform the other partners about their draft programme and planning

### **7b) Clarify guidelines for frame and content**

We can in the programme focus on specific 1-2 bridging themes, as far as we still inform / give an overview of the project and the five thematic issues. FAIE will as lead partner send some conference guidelines to other partners before Christmas.

### **7c) Plan time schedule: Who does what and when?**

23 Dec: FAIE sends guidelines for planning the conference frame to all partners

7 Jan: Start detail planning

1 Feb: Provide the draft conference programme

Primo Feb: Start the announcements at least 2 months before the conference takes place.

## **8. Assess and plan the dissemination activities**

### **8b) Status of dissemination until now; May – Aug 2018 – by Damien, VAN**

All partners have provided the 2<sup>nd</sup> dissemination reports for the period April – Nov 2018 (Damien will resend his “empty” report). [The reports can be seen here.](#)

### **8c) Plans for the remaining dissemination**

Damien proposed

- To use the translated Thematic Compendia for a focussed dissemination of specific case studies to specific target groups, it means fx mainly to promote one Compendia but still have a link to all the compendia.
- To contact the groups behind the case studies to get their attention and let them be engaged in the dissemination.
- To contact especially organisations that works internationally, where many of the case studies can be more relevant.
- To use the Amateo network, the Eno network
- To inform the national Offices of the Creative Europe programme, this may also have an interest to inform about the project.

### **8d) Plan time schedule: Who does what and when?**

Damien outlines the key dissemination points:

- Mid January: To use the refined Portal for a promotion.
- Ultimo March: To use the translated Thematic Compendia for a focussed dissemination of specific case studies to specific target groups, also as part of the announcement of the national conferences that takes place in April.

Damien will ASAP provide a task list for the focussed dissemination

## **9. Assess and plan the evaluation activities**

### **9a) Status of the progress evaluation until now, by Aron, Educult**

All partners have filled-in and send the process evaluation query, which Aron did send 18 Nov.

[The evaluation reports, April – Nov 2018 can be seen here.](#)

We didn't have time to discuss the reports.

#### **9b) Plan time schedule for the progress evaluation: Who does what and when?**

We didn't have time to plan the schedule for the remaining progress evaluation.

#### **9c) Plans for the impact evaluation with reference to decision at 2<sup>nd</sup> meeting – by Aron, Educult**

We didn't have time to plan the impact evaluation.

#### **9c) Plan time schedule for the impact evaluation: Who does what and when?**

We didn't have time to plan the schedule for the impact evaluation.

### **10. Assess and plan the project management activities**

#### **10a) Status of the management activities incl. documentation demands, by Hans, Interfolk**

Hans mentioned that the refunding to partners should be up-to-date; and it is time now for the next refunding round. He will in some days from now send templates for refunding of:

- The net unit support to the third meeting, when he has got the account of the host costs, where each partner's share must be subtracted from the gross unit support.
- The salary support for O1: The Portal 2<sup>nd</sup> period; O3: Thematic Compendia; O4: Curricula Guidelines; O5: National pilot courses; O6: Curricula for European courses.

#### **10b) Reporting in Mobility tool and the project results Platform**

The reporting must be updated ASAP.

#### **10c) Plan time schedule: Who does what and when?**

ASAP - Aira send account for host cost

3 Dec - Hans send templates for cost refunding

15 Dec - Partners fill-in and send cost refunding documentation

23 Dec – Bente refund the costs

### **11. Plan the fourth partner meeting and possible Skype meetings**

#### **11a) Fourth meeting planned to take place, May 2019 in Vienna.**

Decided to have the fourth partner meeting, 22 – 23 May 2019 in Vienna. Hereby the meeting starts the day after EDUCULTs open culture conference, where the project team is welcome to participate.

Rafal talked with Agnieszka about the date, and he could confirm that it was ok also for her.

Aron will propose times for the start and end of the meeting, so we also can clarify if all can participate at the full meeting, or we had to adjust the time frame.

#### **11b) Need for Skype partner meetings until fourth meeting? If so, what and when?**

Decided to have a Skype meeting, 20<sup>th</sup> February, 12 – 13 CET. It means 13-14 for Aira and 11 – 12 for Damien.

### **12. Evaluation of this third partner meeting**

#### **12a) Oral evaluation round – moderated by Aron, Educult**

Jan: Good efficient meeting, even though we didn't have much time. Most clarified, no open questions left.



Aira: Fine meeting, nothing special to say.

Rafal / Jerzy: Many thanks to Aira for organising the meeting. We clarified main points. A pleasure to meet you all.

Hans, IF: Also wish to thank Aira for the hosting. Fine venue and meals, and a good meeting where most points have been clarified except the project evaluations, and we have planned main parts of the next steps. But not optimal that we have to stop before the planned time because some partners must leave before. It seems we in the future should plan not only the dates, but also the time frame, so all can participate in the full meeting.

Bente: Also many thanks to Aira and good to meet you all. Fine meeting; except that we have this challenge that some partners have to leave before time.

Ingrid: Would like to mention that when Damien informed us all by mail that he would leave at launch time, we also thought it could be reasonable to leave before time.

Hans, LKCA: I also wish to thank Aira for the hosting and the long and not too warm city tour. Happy we completed the important part of the agenda and got the next steps scheduled.

Damien: Good efficient meeting, where we have a clear understanding of the next steps of the project.

Aron: The frame of the meeting was fine, and good we completed most of the agenda; and really nice to meet you all and visit this beautiful city.

#### **12b) Summary of evaluation round, by Aron**

Not time, we had to rush to lunch.

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

None to mention.