

WP 02: First 2-day partner meeting in Vienna, 11 – 12 Oct 2018

Programme and Agenda, version 2

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Time and place

Time: Thursday, 11 Oct, 11:00 – Friday, 12 Oct 2018, 15:00

Place: Museumsplatz 1, 1070 Wien, main building 3rd floor



Spread over 90,000m² in central Vienna and encompassing 60 cultural institutions, the Museums-Quartier Wien is one of the largest districts for contemporary art and culture in the world. Nothing is off limits at the MuseumsQuartier. Historic architecture meets contemporary design. High culture meets subcultures. The spectrum ranges from fine art, architecture, music, fashion, theatre, dance, literature, children's culture, game culture, and street art to design and photography.

Practical information

Refunding of costs & needed documentation

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 host cost for coffee breaks, two lunches and one dinner, 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 and still get a surplus to your organisation. You are of course welcome to stay more days or to bring more participants, but you will still only get one gross unit support of 575 euro per organisation.

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

Hotel

For accommodation, we recommend one of the following hotels. For sure, you are free to choose others, as there are many fine hotels in Vienna. We just chose the ones around the venue which are affordable and nice.

Viennart – Hotel am Museumsquartier Vienna

Breite Gasse 9

<https://austrotel.at/hotel-viennart/en/>

Hotel Savoy Garni

Lindengasse 12

<https://www.hotelsavoy.at/en/>

A bit more expensive:

K+K Hotel Maria Theresia

Kirchberggasse 6

<https://www.kkhotels.com/en/vienna/hotel-maria-theresia>

Travel information

From the airport you take the S7 (in direction to Floridsdorf) to the station “Landstraße / Wien Mitte”.

Then take the U3 (in direction to Ottakring) and get off at the station “Volkstheater” (exit Burggasse).

The metro station is just at the north west corner of the MuseumsQuartier. Go to the middle of the complex and to the main entrance (see the mark at the map below). There is the MQ Point (a little shop for merchandising etc.). Near the MQ Point you can find an elevator. Please call +43-1-522-3127 when you are in front of this elevator, we will fetch you up to the 3rd floor.

Meals

Wednesday: 10 Oct: If you arrive Wednesday, the day before the meeting starts, you can have a dinner anywhere at the many cosy restaurants in the city centre.

Thursday: 11 Oct: Breakfast at the hotel or during your travel. We arrange coffee breaks at the venue and lunch and dinner near the venue/in the town.

Friday: 12 Oct: Breakfast at the hotel. We arrange coffee breaks at the venue and lunch near the venue.

Culture programme/Cultural visits

The many restaurants in and around the MuseumsQuartier will be fine for the lunches as well as for the dinner.

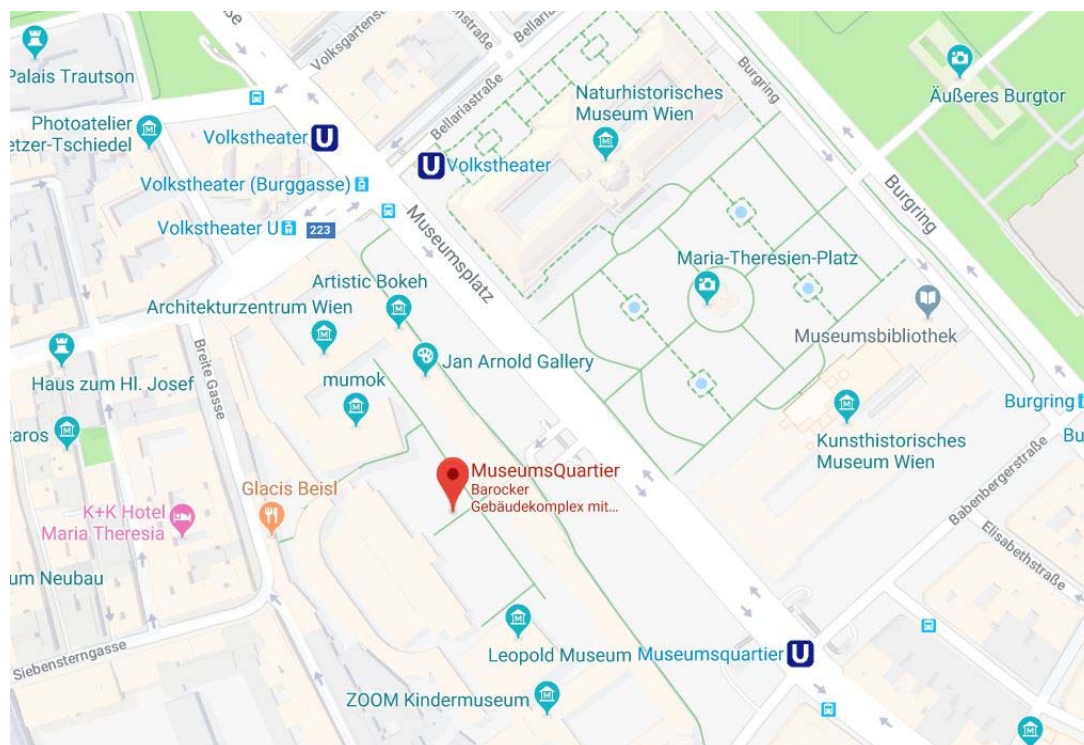
The meeting is short and we have many issues to discuss; however, there should be time

- the first day, Thursday 11 Oct at 19.30 after dinner to visit the premiere of a performance in the Tanzquartier Wien,
- the second day, Friday 12 Oct after 15:00 to have a little tour in the City centre

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

If you wish, you can bring your luggage to the meeting venue, Friday morning and you can keep it here and get it after the meeting ends.

Detail of Vienna, where the meeting venue is marked



Mobile numbers and Skype names 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.

Planned deliverables:

- Presentations of organisations and persons.
- Clarify the idea of co-creative cooperation.
- Approved work plan and budget.
- Detail plan for next work package: Compile good practise and survey report (WP 03)
- Adopted legal and financial agreements and guidelines.
- Clarified plans and procedures for internal communication, dissemination, evaluation and management.
- Approve design of visual identity, logo and project website.
- Evaluation of the initial project phase and the first meeting

Agenda of the meeting (version 2 – 05.10.2018)

Thursday, 11 Oct, 11.00 – 17.00

1. Formalities
 - a) Welcome and practical information
 - b) Appoint a moderator and a reporter
 - c) Approval of the agenda
 - d) Sign Attendance List
2. Presentations:
 - a) Present persons, organisations and experiences with international projects
 - c) Present expectations to the project, personal and organisational benefits
3. The work programme and budget
 - a) Main planning tool is the “Project Bible”, “internal budget” and Google Archive; intro by Hans
 - a) Present, discuss, adjust and adopt the work programme, v1. Intro by Hans
 - b) Present, discuss, adjust and adopt the budget, v2. Intro by Hans
4. The project idea
 - a) Presentation of the new co-creation trend. Intro by Bente and Hans
 - b) Discuss possible experiences with co-creative culture activities, by all
5. WP 03: Compile good practise and survey report, Oct 2018 – Feb 2019. P3, EC
 - a) Present and clarify the aim, methodology and outputs, by Aron
 - b) Plan time schedule: Who does what and when?
6. WP 07: Second 2-day partner meeting in Helsinki, March 2019
 - a) Decide time frame of meeting (Ira /Kati have proposals for dates)

Friday, 12 Oct, 09.00 – 15.00

7. Legal conditions - present, discuss and adopt
 - a) Present and discuss the Contract with Erasmus+ and the financial rules
 - b) Present, discuss and adopt the partnership’s “Partner Agreement”
 - c) Present, discuss and adopt the partnership’s “Rules of procedure”
8. Financial management - present, discuss and adopt
 - a) The partnership’s own “Financial Guidelines”
 - b) Templates and procedure for cost refunding
9. Internal Communication, use of ICT and document archive - present, discuss and adopt
 - a) Common use of ICT, web meetings, Netiquette
 - b) Common use of Google archive/ Dropbox for photos /etc.
10. The project website and visual identity of the project - present, discuss and adopt
 - a) The design of the project website. Intro by Bente
 - b) The visual design of the project materials and use of Erasmus logo. Intro by Bente
 - c) Plan time schedule: Who does what and when?
11. The transversal dissemination plan – present, discuss and adopt
 - a) The objectives and key activities of dissemination. Intro by Bente
 - b) Plan time schedule: Who does what and when?
12. Guidelines of monitoring, evaluation and QA - present, discuss and adopt
 - a) The evaluation methodology. Intro by Kati, KPK
 - b) Progress evaluation: Who does what and when?
 - c) Impact evaluation: Who does what and when?

13. Need for extra Skype meetings
 - a) Need for Skype meetings. Intro by Hans
 - b) Decide possible dates for Skype meetings before second partner meeting, March 2019
14. Evaluation of the previous work
 - a) Oral evaluation round regarding WP 01: Start-up planning
 - b) Oral evaluation round regarding WP 02: First partner meeting
15. A.O.B. (any other business)

Annexes to the agenda

NB: All the mentioned annexes below can be downloaded at the virtual project archive at the Google site - <https://sites.google.com/site/erasmuscreate/>

Item 1: Formalities

- c) CO-CREATE -WP 02, first meeting, agenda, v1
- d) CO-CREATE - WP 02, meeting attendance List, v1

Item 2: Presentations

- a-c) Possible presentations by all partners (Power Points, Videos, Leaf-lets)
May be distributed during/after the meeting.

Item 3: The work programme and budget

- a) See [the project Bible, v1 here](#) – see [the internal budget, v2 here](#)
- b) See overall work plan in “project Bible, v1, page 60
- b) See [CO-CREATE, budget, v2](#)

Item 4: The project idea

- a) See [Presentation of the new Co-Creative trend](#), by Hans
- b) See Project Bible, v1, section E, the rationale and innovation, page 21-22, 24-25

Item 5: Compile good practise and survey report, Oct 2018 – Feb 2019 (WP 03)

- a) Present and clarify the aim, methodology and outputs - See Project Bible, page 65 – 69

Item 6: Clarify time and frame of second meeting in Helsinki (WP 03)

- a) See Project Bible, page 70 -71

Item 7: Legal conditions

- a) See [Contract with Erasmus+ and the financial rules here](#)
- b) See [the proposal for Partner Agreement, v1](#) here
- c) See [the proposal for Rules of Procedure, v1](#) here

Item 8: Financial management

- a) See [the proposal for our own Financial Guidelines, v1 here](#)
- b) See [the templates for cost refunding here](#)

Item 9: Internal Communication, use of ICT and document archive

- a) See the proposals in “Project Bible”, v1, page 40
- b) See [the Google archive here](#) and the [Dropbox archive here](#)

Item 10: The project website and visual identity

- a) See [proposal here](#) - a link to the draft project website will follow medio Sept 2018
- b) A proposal for visual design and project logo will follow medio Sept 2018

Item 11: Dissemination plans and procedures

- a) See [proposals here](#) – and also the initial plan in the “Project Bible”, v1, page 52 - 57

Item 12: Evaluation plans and procedures

- a) See [proposals here](#) – and also the initial plan in the “Project Bible”, v1, page 44

Item 13: Evaluation of the previous work

- a-b) Possible evaluation questionnaires for WP 01 and WP 02, may be emailed later.
See [the archive for evaluations here](#)