

Version 2, approved

Minutes of first partner meeting in Vienna, 11 – 12 Oct 2018

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Participants

Whole meeting: Aron Weigl, EDUCULT (AT); Bente von Schindel, DFKS (DK); Hans Jørgen Vodsgaard, Interfolk (DK); and Ira Vihreälehto, KPK (FI).

First day: Angela Wieser and Noé Bex, EDUCULT (AT).

Second day: Kati Nurmi, KPK (FI).

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

Minutes

1. Formalities

1a. Welcome and practical information

Aron welcomed the participants, told about the venue and informed about practical matters.

1b. Appoint a moderator and a reporter

Aron was appointed as moderator and Hans as reporter.

1c. Approval of the agenda

The proposed agenda, version 2 was approved with the adjustments that

- item 3 and 4 were switched;
- extra item 7 about European pilot course and partner meeting in Askov;
- item 13 about possible Skype meetings moved forward as item 7.

1d. Sign Attendance List

The attendance list, first day was signed (next morning Kati signed the list for the second day)

2. Presentations

2a. Present persons, organisations and experiences with international projects

Bente, DFKS; Ira, SKS; and Hans, Interfolk presented their associations using prepared power-points, while Aron, Educult used the website of Educult for the presentation. The presentations are uploaded [to the Google archive here](#) and they will later be uploaded to the project website.

2c. Present expectations to the project, personal and organisational benefits

Ira, SKS: In general we expect to find new ways to implement cultural heritage education, and we hope also to learn more about how to manage European project cooperation and to develop our European network.

Bente, DFKS: This new project has motivated me to reflect on our previous form of cooperation; and it doesn't seem to be a genuine co-creative cooperation. This implies as far as I can see that we from the start bring in more partners in a joint process, also partners from the municipality. Instead of just designing a plan in our associations and then ask for money from the municipality without expecting further public engagement. One of the good examples of cross-sector cooperation has been the culture project in the village Selde, where they got a sculpture park in former ruined estate grounds that has become a strong assets for culture tourism and newcomers to the area.

Aron, Educult: We have been involved in many different European projects, and even though the economy is limited in this project, we have chosen to be partner because we think the issue of co-creation is very important and will come more and more on the agenda of the future welfare services also in the area of arts and culture.

Hans, Interfolk: I expect this project can compile new approaches and good examples in the field of culture and heritage that can be of relevance for many stakeholders. It is a project with much potential for opening new doors for other international and national development work with focus on co-creation.

3. The project idea

3a. Presentation of the new co-creation trend. Intro by Bente and Hans

Hans had a power-point presentation of the rationale of the co-creation; and Bente had a power-point with an example of a co-creative cooperation in Guldborgsund municipality. [The two presentations can be seen here.](#)

The partners had an in-depth discussion of the issue and agreed the intention to promote an innovative co-creative approach, where the culture associations can be more proactive and agenda setting in the co-creative cooperation in the sector of arts, culture and heritage. We intend to promote:

1. A viable agenda for co-creation must focus on the synergistic benefit and the 'transformative potential', where cooperation is developed on equal terms and with reference to new public governance and the goal of empowerment.
2. An innovative cooperation, in which associations and, in this context, cultural associations not only are equal partners, but also in part of the cooperation have the role as initiators and governing actors to release the transformative potentials.

3b. Discuss possible experiences with co-creative culture activities, by all

In general the partners thought they already had been involved in cross-sector cooperation between public culture institutions and civil society culture associations and that they thereby to some extent had been involved in co-creative activities; but this form of cooperation could be done more consciously and developed in a more methodological manner to increase the “transformative potential”.

4. The work programme and budget

4a. “Project Bible”, “internal budget” and Google Archive; intro by Hans

Hans presented [the Google archive](#) that functions as the internal project archive, which the Erasmus+ assessors also get the link to, so they can see what we are doing. The archive also includes the folders for the [Project Bible](#) and the [Project Budget](#), which are the two main documents for managing the project.

The Project Bible presents in a re-ordered form the text from the application and some new more detailed text for the work packages that include main text from the key activities of the budget as well as more detailed descriptions of the main deliverables of each work package. The Project Bible and the budget will be updated during the project in accordance with decisions at the partner meetings or Skype meetings or by written procedure.

The partners assessed the both key documents as useful tools for the planning and execution of the project work.

4b. Present, discuss, adjust and adopt the work programme, v1. Intro by Hans

The overall work programme and time schedule for the 17 months project are presented in the Project Bible, page 60, and the detailed work programme are presented for the series of work packages, page 61 – 116.

The series of work packages and their overall schedule was confirmed by the meeting.

4c. Present, discuss, adjust and adopt the budget, v2. Intro by Hans

The proposed budget, v2 was approved without changes. The meeting confirmed:

- The extra host costs for partner meetings regarding rent of venue, meals and other costs must be shared by the partners and subtracted the gross unit support for partner meetings.

The cost for rent of venue and ICT are shared equally between the numbers of associations, while the costs for meals etc are shared according to number of participants.

NB: The meeting agreed that the host of the meetings must try to keep the costs on a reasonable level and the max host cost pr participants is 150 euro per person, including rent of venue, meals, cultural features, etc.

5. Compile good practise and survey report, Oct 2018 – Feb 2019. P3, EC (WP 03)

5a. Present and clarify the aim, methodology and outputs, by Aron

Aron outlined the aim, possible approach and defined the key outputs. He proposed that:

- Each partner should map and present 2 good practise examples, where each example includes interviews with / feeds from two representatives from civil society associations as well as from two public institutions or culture departments, in total 2 examples x 2 type of organisations x 2 representatives, in all 8 respondents.
- Each example could be presented in just 2 pages and in total 4 pages per partner.
- The involved respondents can be anonymous, so we can tell their relation and positions, but not their names.

The meeting approved the proposal.

5b. Plan time schedule: Who does what and when?

The meeting discussed the key tasks and their schedules and decides the following schedule:

No	Who	Key activities:	Deadlines
1	P3, EC	Provides the survey methodology in dialogue with partners.	Oct 2018:
	P3, EC	Aron provide methodological guidelines	25 Oct
	All	comments from partners	30 Oct
	P3, EC	Final guidelines	1 Nov
	All	Provide desk research findings, specifically to have two examples	15 Nov
2	P2, DFKS	Provides draft introduction of the new co-creative agenda for public services in general and for the cultural field.	31 Dec 2018
3	P1, IF	Provides draft outline of the competing positions of co-creative cooperation (with theoretical references) and their implications in practice.	31 Dec 2018
4	All	All partners complete desk research and describe a series of thematic examples of good practice.	Oct - Dec 2018
5	All	All partners present feeds from reference groups about innovative approaches.	15 Jan 2019
6	All	All partners outline key competences for successful co-creative culture actors.	1 Feb 2019
7	All	Partner dialogue and refinement of text and summaries of draft recommendations.	Feb 2019
8	P3, EC	Edit, layout and publish the final English Report, PDF-edition.	1 March 2019
9	All	Evaluate the work package/ part of WP 13	15 March 2019
10	P3, EC	Coordinate the work package as lead partner	Oct 2018 – Mar 2019

6. Second 2-day partner meeting in Helsinki, March 2019 (WP 04)

6a. Decide time frame of meeting

Ira mentioned that most dates in March 2019 were possible for SKS, and she proposed to use a similar time frame as for the first meeting. Decided the meeting can take place:

- at SKS's office in the centre of Helsinki;
- Monday, 11 March 2019, 11:00 – Tuesday, 12 March 2019, 15:00.

7. European pilot course and partner meeting in Askov, DK (WP 07-08)

7a. Decide time frame of pilot course

Decided the European pilot course can take place

- at Musisk Centre at Askov Folk High School
- from Sunday, 8 Sept 2019, 17:00 to Wednesday, 11 Sept 2019, 14:00.

The frame is 16 participants (12 trainees + 4 trainers/course team). Duration: 3 days / 3 nights

The 12 trainees includes 4 from each of the three partner countries, with respective 2 paid or voluntary staff from voluntary associations and 2 staff from public culture institutions or municipality culture departments. Possible extra number of trainees send by the partners must be covered by own financing or other local funding.

7b. Decide time frame of third partner meeting

The third partner meeting is planned to take place also at Askov Folk High School just after the 3-day course, but we didn't clarify the time frame. On the one hand we need some time for the meeting, on the other hand, the course leaders/project team may wish to travel back home together with their group. The possibilities are

- either to have a very short 1-2 hours meeting just after the end of the course combined with a follow-up Skype meeting,
- or an extra day meeting, where the project team first depart the day after their group has departed.

NB: The reporter propose the Project Management Group as soon as possible clarify the time and place of the third partner meeting, for example at the next Skype meeting, 20 November 2018.

8. Need for extra Skype meetings

8a. Need for Skype meetings. Intro by Hans

Bente recommended having Skype meetings between the physical partner meetings, to keep the contact, promote mutual information and strengthen the commitments.

8b. Decide possible dates for Skype meetings before second partner meeting, March 2019

The meeting decided for the time being to plan one Skype meeting in the autumn, namely: Tuesday, 20 Nov 2018, 13:00 CET (14:00 Finland).

Hans will send the draft agenda latest 1 week before the meeting.

9. Legal conditions - present, discuss and adopt

9a. Present and discuss the Contract with Erasmus+ and the financial rules

Hans informed about the Erasmus+ contract conditions – [see the power point here](#) . The contract is simple and clear; and the financial support, reporting and management refer to the new unit cost methods, which is simple and clear to manage for the administrator as well as the partners.

The meeting took note of the information.

9b. Present, discuss and adopt the partnership's "Partner Agreement"

Hans presented the main issues of the proposed Partner Agreement. The proposal was adopted by the meeting. The Partner Agreement was signed by all partners. Hans will scan the agreement and send a copy to all partners.

9c. Present, discuss and adopt the partnership's "Rules of procedure"

Hans presented main points of the Rules of Procedure. The proposal was adopted by the meeting.

10. Financial management - present, discuss and adopt

10a. The partnership's own "Financial Guidelines"

Hans presented main points of the proposed internal Financial Guidelines that follows the Erasmus+ guidelines for the financial management. The proposal was adopted by the meeting.

NB: Comment from the reporter: Unfortunately the financial guidelines were made with a section at the end to be signed by all partners, and we didn't sign it at the meeting.

I as reporter and coordinator propose that we deal with the matter at our next Skype meeting, 20 November 2018. Here we can either decide to skip the signatures, because we have all signed the partner agreement that refer to the guidelines, or we can decide to get the financial guidelines signed at the next partner meeting in Helsinki, 11 – 12 March 2018.

10b. Templates and procedure for cost refunding

Hans presented examples of templates for cost refunding. Overall it is very simple for the partners to report the costs and for the coordinator to check and refund the costs – due to the new unit support method Erasmus+ now uses. It makes life easier for all of us.

The meeting agreed and the templates were adopted to be used.

Decided Time Schedule:

- Aron will as host for the meeting ASAP collect all the common costs bills and Hans will make a meeting account
- Hans will ASAP fill-in the templates for net meeting unit support as well as the templates for first instalment of the management unit support, so the two amounts can be transferred as one total amount to the partners (to reduce the SEPA transaction costs).
- All partners get the templates signed and returned, so Hans can transfer the money.

11. Internal Communication, ICT and document archive - present, discuss and adopt

10a. Common use of ICT, web meetings, Netiquette

Hans mentioned that opposed to in-house projects, the communication and reporting will mostly be done virtually by the use of appropriate ICT (Information Communication Technology). He proposed that our use of ICT for the internal communication can include:

- 1) Office as common work programme including Microsoft outlook (version 2007+).

- 2) A virtual document archive (Google sites).
- 3) A possible common Dropbox for larger files, especially for photos (because the Google Sites has a limit of 100 MB).
- 4) Web conferencing by using Skype (and not Google Hangout).
- 5) An agreed netiquette clarifying the code of good virtual behaviour.

The meeting decided:

- To confirm the proposed ICT-methods.
- Not to have a virtual work space for sharing and co-editing documents and other project files. If some partners have a need, they can use such a common work space.
- To see the main point of the netiquette to be that we all as far as possible in one day time answer mails from other partners, either by full answer or just to confirm we have received it and will answer in a certain time.

12.The project website and visual identity of the project - present, discuss and adopt

12a. Design of the project website. Intro by Bente

DFKS is lead partner for the dissemination, including the project website, but Bente has agreed with Hans to transfer the main task of designing, launching and updating the website to Interfolk.

Bente and Hans did send a proposal for design and menu structure including domain name and host provider. [The proposal "CO-CREATE, website - design and menu structure" has been added to the archive here.](#)

Approved to use the hosting firm www.one.com and to use the domain name: www.co-create.one. The proposal for menu structure was also approved, and anyhow it is easy to change the main menus and sub-menus, if needed. The design can find inspiration in another project website, named www.culture-lever.net. Furthermore decided that each partner provide a short paragraph on why they think the project idea is relevant and important.

The meeting discussed the possible visual design of the website and proposed as guidelines:

- To use dark text on light background (contrary to fx the website of the SKS's Heritage Hubs with white text on dark background, that may seem too dark and gloomy for some, ☺)
- To have a small logo that is easily to recognise and have a clear reference to the project idea.

12b. Visual design of the project materials and use of Erasmus logo. Intro by Bente

The meeting agreed that it would be best to have a project logo as well as a common visual identity of the project materials and project website. Bente would soon provide a proposal.

12c. Plan time schedule: Who does what and when?

Decided Time Schedule:

2 Nov: The partners send the short paragraph for the website

2 Nov: The partners look at the presentation of their organisation in the Project Bible, page 8 – 20 and propose possible adjustments.

2 Nov: Bente send proposal for logo

9 Nov: Partners comment the draft website and logo

16 Nov: The website is publicly launched.

Thereafter all partners can link to the website in their PR-materials and at their own websites, face books, etc.

13. The transversal dissemination plan – present, discuss and adopt

13a. The objectives and key activities of dissemination. Intro by Bente

Bente outlined main points of the dissemination plan with reference to the description in the Project Bible, page 52 – 59.

We discussed possible dissemination means. SKS uses facebook for teachers and twitter for children. Educult uses news-mail. DFKS uses both news-mails and facebook. Interfolk only uses news-mails.

The meeting confirmed the importance of implementing on-going dissemination activities to the main target groups and approved the general plan of having focused dissemination at least three times during the project, namely at the end of the three main project phases.

13b. Plan time schedule: Who does what and when?

Decided Time Schedule:

2 Nov: Bente makes a common template for reporting dissemination activities.

2 Nov: make common English leaflet as an inspiration for all to use in translated form as their own leaflets in national languages.

14. Guidelines of monitoring, evaluation and QA - present, discuss and adopt

14a. The evaluation methodology. Intro by Kati, KPK

Kati outlined the possible evaluation methodology with reference to the presentation in the application / project Bible, page 44.

The meeting decided to use (online) progress evaluation questionnaires for each chronological work package as well as for the three transversal work packages (dissemination, evaluation and management). The impact evaluation may be completed at the end of the project and we can plan the approach later at the second partner meeting in Helsinki, 11 – 12 March 2019.

Hans can for help and inspiration send examples of corresponding word questionnaires as well as online questionnaires from other projects to Kati.

14b. Schedule for progress evaluation:

We will create online questionnaires to evaluate progress after each chronological work package. The first questionnaires will be for the WP01: Start-up and WP02: First meeting.

Decided:

ASAP: Hans send examples of corresponding progress questionnaires from other projects to Kati.

ASAP: Kati provides progress evaluation questionnaire for WP01: Start-up and WP02: First meeting.

In good time before the conclusion of the succeeding Work Packages, Kati prepare progress evaluation questionnaires

4 Mar 2019: 1 week before second meeting, Kati send a draft course evaluation questionnaire to be used in WP 06: National pilot courses, April 2019.

14c. Schedule for impact evaluation:

Kati will provide a proposal for impact evaluation to the second meeting in Helsinki, when we have feeds from the survey of good practice.

Maybe the impact evaluation plan will also be elaborated at the third meeting, Sept 2019, when we have feeds from the national pilot courses and the Baltic Sea course.

The impact evaluation must take place in the last months of the project, it means Nov 2019 – Jan 2020, after the concluding multiplier events have been completed in November.

15. Evaluation of the previous work

15a. Oral evaluation round regarding WP 01: Start-up planning

Hans: The procedure with premade proposals and a start-up questionnaire did help to get a well prepared kick-off meeting.

Other partners: No special comments. All seems satisfied with the procedure.

15b. Oral evaluation round regarding WP 02: First partner meeting

All thanked Aron for the fine hosting and excellent meeting venue in the cultural centre of Vienna including the inspiring Dance performance the first evening.

Overall the partners saw this kick-off meeting as a success both regarding project content and social value, and it strengthen our commitment to and confidence in the importance of the project work.

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

None to mention.