



version 2-approved

Minutes from third SKYPE meeting, 28th August 2019**Content**

Objectives of the meeting	1
Participants	1
Minutes	2
1. Formalities.....	2
2. Since last time: Info on matters not included in the items below	2
3. Evaluate the Survey Report (WP 4) and the Workshop Compendium (WP 5).....	2
4. Planning the Baltic Symposium, 11 – 13 Sept at Open Air Museum (WP 6).....	2
5. Symposium Compendium, five languages ed. (WP 8).....	3
6. Develop Curricula Guidelines (WP 9)	4
7. Design and assess four national pilot courses (WP 10) latest ultimo October	4
8. Clarify partner meetings.....	5
9. The Website (WP 16).....	5
10. The dissemination activities. (WP 17)	5
11. The Progress evaluation (WP 18)	6
12. Concluding evaluation rounds.....	6
13. A.O.B. (any other business)	6

Objectives of the meeting

The key issues are

- To evaluate the final Workshop Compendium and Survey Report
- To discuss and clarify the Symposium programme and practical issues
- To clarify the outline of the Symposium Compendium and decide how, we can get the needed articles from the Symposium.
- To evaluate the Curricula Guidelines (the draft was send 11 Aug)
- To schedule local pilot courses taking place before our third meeting in Cesis, 11 – 12 Nov
- To clarify frame of third and fourth partner meeting and next Skype meetings

Participants

Bente von Schindel, MOF (DK), Trond Handberg, VM (NO), Ilona Asare, Culturelab (LV), Justas Rimavičius, OAM (LT) and Hans Jørgen Vodsgaard, IF (DK).

Minutes

1. Formalities

Hans was appointed as moderator and reporter.
The agenda, v1 of 6.6.2018 was approved.

2. Since last time: Info on matters not included in the items below

2a) News from the coordinator

Hans mentioned that he had filled-in online the interim report of our COOP project and submitted it to the Nordplus Programme Office. He also sent a print of the report to the partners by mail 14th August. He hadn't heard anything yet from Nordplus, but he didn't expect any problems.

2b) News from partners

Justas Rimavičius is the new project member and contact person from OAM. He will replace Justina and he will participate in future partner meetings abroad. Justina will be present at the symposium, and she will still take some part in the project. Justas is curator at the Open Air Museum.

3. Evaluate the Survey Report (WP 4) and the Workshop Compendium (WP 5)

3a) The Survey report - evaluate the process and the result, by Hans

Hans thought that even though the process has been delayed, the final result has been good. The report includes many interesting examples of good practice and some background articles. So all in all we have delivered an output with the planned quality. The meeting agreed with this assessment.

3b) The Workshop Compendium - evaluate the process and the result, by Trond

Hans could also tell that even though the Compendium had been delayed, the final results had more than fulfilled the expectations. So all in all we here have delivered an output with a more appropriate quality than planned. The meeting agreed with this assessment.

4. Planning the Baltic Symposium, 11 – 13 Sept at Open Air Museum (WP 6)

4a) Practical issues: Time, numbers, accommodation, meals, budget, by Justina/Hans

All partners have informed about their group of participants and time of arrival and departure as well as place to stay. The Danish group include 5 persons, the Norwegian group 4 persons, the Latvian group 4 persons, and the Lithuanian group 5 persons where 2 only will participate the second day. The Danish and Norwegian group will stay at Amberton Cozy Hotel in Kaunas, while the Latvian group will stay at the hotel of the Museum.

The group of participants must have dinner the first day at the museum café; lunch and coffee breaks the second day at the Museum café and Dinner in Kaunas; and coffee breaks and lunch the third day at the museum café.

Hans makes the list of participants, and Justas and Hans will clarify the practical issues of the programme, including booking of dinner in Kaunas, etc. So the symposium papers (English leaflet, final programme, participant list, Survey Report and Workshop Compendium) hopefully can be ready Friday 30 August, and the partners can send the material to their participants.

4b) The programme and final presentations

Hans mentioned the presentations and workshop reports from the Symposium in elaborated form must be used as articles in the subsequent Symposium Compendium (WP 8), so to deliver new

content, we cannot use the case studies / articles from the survey (WP 3) or Workshop Compendium (WP 4) for the presentations at the symposium, because the Symposium Compendium just would be a repetition of the Survey.

We discussed the symposium programme: The presentations, workshops and how to organise the sessions.

4c) Clarify schedule. Who does what and when?

30 Aug: Justas and Hans clarify practical issues in the programme

30 Aug: Hans prepares participant list

2 Sept: Hans sends in the morning to partners the final programme, participants list

2 Sept: Partners send final Symposium papers to their own participants

5 Sept: Bente and Ilona clarify how they will make reports from the workshops to the Symposium Compendium

5 Sept: Bente and Hans prepare guide and lead questions for the workshop sessions

5 Sept: Bente prepares list of participants to the workshops

5 Sept: Ilona prepare a short questionnaire for symposium evaluation, English version

10 Sept: Each partner has prepared their presentations and tasks to the symposium

5. Symposium Compendium, five languages ed. (WP 8)

5a) Plan the outline and key articles from the symposium!), by Hans

The approved application text mentions the objectives are:

- To present key positions (with theoretical references) on co-creative cooperation in the field of arts, culture and heritage.
- To compile examples of good practise and innovative approaches.
- To clarify recommendations for high quality co-creative cooperation.
- To clarify needs and key issues for possible in-service training courses.

The application outlines the following possible disposition:

1. Foreword on background and aims of the project and Symposium Compendium, 1-2 pages.
2. Key positions and theories of co-creative cooperation: 2 articles, 8 – 10 pages.
3. Thematic examples of good practice and innovative approaches: 2 articles, 8 – 10 pages.
4. Key competences for culture actors in co-creative cooperation and topics of new in-service courses: 2 articles, 8 – 10 pages.
5. Perspectives and recommendations for high quality co-creative cooperation in the field, 1 article, 5 pages.

The text of the compendium will be approx. 35 standard pages (like 2400 characters per page, 40 lines of 60 characters), exclusive photos from exemplary activities in the partner associations or their network.

Hans mentioned that we don't need to follow this disposition in detail and he expected especially the workshops could provide feeds for reports about 1) competence profiles and needs for courses, and 2) perspectives and recommendations.

5b) Clarify schedule. Who does what and when?

1 Oct: Send the articles from the Symposium) (elaborated presentations and reports from the group sessions

14 Oct: The draft Symposium Compendium is delivered for comments

21 Oct: Partners comment the draft

25 Oct: The final Symposium Compendium, English master version is delivered

10 Dec: The translated versions are delivered

15 Dec: The translated versions I published as PDF-publications.

6. Develop Curricula Guidelines (WP 9)

6a) Evaluate the Guidelines, by Hans

Hans mentioned that the Report and Compendium had been delayed and thereby we need to deliver the curricula Guidelines and plan and complete the pilot courses concurrently with our completion of the Symposium and provision of the subsequent Symposium Compendium.

Anyhow, the Survey report and Workshop Compendium brings enough findings to prepare the Curricula Guidelines. Therefore he had made the draft Curricula Guidelines before our Skype meeting, so you get more time to start to plan the national pilot course, which you must complete latest ultimo October before our meeting in Cesis, 11 – 12 Nov.

All in all, he thought the Curricula Guidelines fulfilled the objectives. The meeting agreed the guidelines were good to have for the planning and assessments of the pilot courses.

6b) Clarify schedule. Who does what and when?

Trond had commented the draft lines, and the other partners got a prolonged deadline to answer: 2 Sept: Partners can comment the draft Curricula Guidelines

5 Sept: Hans deliver the final Curricula Guidelines

7. Design and assess four national pilot courses (WP 10) latest ultimo October

7a) Practical frame: Time, numbers, accommodation, meals, budget, by Hans

Budget frame

The partners have 5 - 6 salary days for planning and completing the pilot course.

The different costs of completing the course (like rent of venue, coffee breaks, lunch, possible fees for speakers, etc.) must be paid by parts of each partners management support or by other local grants. It is up to each partner how to budget the pilot course.

Course frame and number of participants

The description in the application doesn't mention number of participants and there is no budget with reference to numbers. Hans proposed it could be ok, if the partners only planned a 1-day course for a number of participants from 8 to 18.

Time of course

The courses are initially planned to take place in October 2019, so the course evaluations and course provider recommendations can be used for the elaboration of the Curricula report, where the English master must be published latest December 2019. We decided the courses at least should be completed and reported before the third partner meeting in Cesis, 11 – 12 November.

Documentation

We need at least to provide 1) the programme in national language and translated; 2) a signed participant list; 3) the summary of the participants evaluations (where Ilona provide the short evaluation form); 4) the course providers/yours filled-in recommendations for the final Curricula report (where hans provides the questionnaire for recommendations).

Furthermore, it could be good to have 5) some information of the promotion of the course (news-mail, announcements, etc); and 6) Power-point presentations, etc. from the course.

7b) Programme frame, by Trond

Trond send 27 Aug the programme frame for the courses. The meeting took note of the frame.

Bente mentioned she would have the pilot course would be combined with / be part of a bigger event, where there were 3 workshops, and one was about co-creation. The event takes place 28 Sept in Høje Taastrup. She expected to have approx. 15 participants at the workshop.

Hans mentioned that this approach, where the pilot course are combined with a bigger event can be a smart way to handle the task with an more efficient dissemination; but it must be up to each partner to find the best and easiest way to handle the pilot course.

7c) Clarify schedule. Who does what and when? Evaluation ilona + hans 20 sept

20 Sept: Ilona provides the short course evaluation forms

25 Sept: Partners can translate the form to own use.

20 Sept: Hans provides the course provider questionnaire for curricula recommendations

25 Sept: All partners send their draft course programme

8. Clarify partner meetings

8a) Skype meetings instead of Second partner meeting in Rumšiškės (WP 7)

Decided to have a follow-up skype Wednesday 25, 12 CET (13 Baltic time).

The main topics are to evaluate the Symposium and plan the Symposium Compendium.

8b) Third 2-day partner meeting in Cesis, 11 – 12 Nov 2019. (WP 11)

The meeting takes place Monday – Tuesday, 11 – 12 Nov in Cesis. Monday evening the 11th November is the annual celebration of Lāčplēsis Day, and this year it is the 100th anniversary of Latvia, so it could be a great event to experience in the evening for the partners.

Decided to plan the meeting, so we can start Monday morning and end Tuesday afternoon. It means we must arrive latest Sunday. Ilona proposed to arrange our travel from Riga to Cesis.

8c) Fourth and final meeting in Leknes, Lofoten, 8 – 10 June 2020? (WP 14)

The meeting takes place 8 – 10 June in Leknes, Lofoten.

9. The Website (WP 16)

9a) Status of work, by Hans

Hans told the website just has been updated.

9b) Clarify schedule. Who does what and when?

Next update can be after the completion of the Baltic Symposium.

10. The dissemination activities. (WP 17)

10a) Status of work, by Bente

Bente has received the dissemination reports for the 2nd period, Jan – June 2019 from all partners. She will in good time send the 3rd dissemination reporting template, July – Dec 2019

Hans send 15 Aug a general project leaflet, English version to the partners. Trond and Ilona expect soon to translate it and use it in their local dissemination.

10b) Clarify work schedule. Who does what and when?

15 Dec: Bente sends the template for reporting dissemination of 3rd period, July – Dec 2019

10 Jan 2020: Partners sends the filled-in dissemination reports

11. The Progress evaluation (WP 18)

11a) Status of work, by Ilona

Ilona send 18th July links to the online progress evaluation questionnaires for the Good Practice report (WP 4) and Workshop Compendium (WP 5). Trond and Hans have filled-in the questionnaires. Ilona did today send a reminder for Bente, Justas and Ilona to do it. Thereafter she will send the summaries of the evaluations to the partners.

11b) Clarify schedule. Who does what and when?

4 Sept: The remaining partners fill-in the online evaluation questionnaires of WP 4 and WP 5

12. Concluding evaluation rounds

12a) Oral evaluation round of this Skype meeting

Ilona: It has been a good clear agenda that is easy to follow. Good with minutes as a planning tool. She hoped the new Lithuanian member would get the needed knowledge transfer from Justina and have a good start in the project.

Trond: It's a pity with the technical problems with the Skype connections; but it was good to see each other and it was helpful for the project planning to have these meetings.

Bente: Good to see you all and keep a good spirit in the team. The Skype meeting is important also for the planning, not least when we have elaborated minutes to use for the planning.

Hans: Agreed that the Skype meeting can help to secure the planning and not least to strengthen the motivation and team spirit. He agreed that we have some connection problems with the Skype programme, but most of these problems could be solved with better homework. He recommended that all partners including himself tried to train and check the programme at home with some colleagues to solve possible technical problems and maybe invest in better internet connections and to familiarise oneself with all the functionalities.

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

None to mention