

WP 04 / P2: Second partner meeting in Helsinki, 11-12 March 2019

Programme and Agenda, version 1

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Time and place

Time: Monday, 11 March, 10:00 – Tuesday, 12 March 2019, 14:00

Place: Hallituskatu 2 B, 3rd floor, Helsinki, Finland



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.

Hotels

Here are some suggestions for hotels that are decently priced and in a good location.

Hotel Helka - <https://www.hotelhelka.com>

In our view, by far the best decently priced hotel in Helsinki. It is nice, comfortable and in a good location.

Scandic Hotels - <https://www.scandichotels.com/hotels/finland/helsinki>

There are several in the city centre of Helsinki or a short walk/tram journey from there.

These include Scandic Seurahuone, Scandic Kaisaniemi, Scandic Grand Marina and Scandic Simonkenttä. Scandic Park is a short tram ride away, and Scandic Paasi and Scandic Hakaniemi are a short walk or a tram ride away.

Crowne Plaza (next to Scandic Park Hotel) –

<https://www.ihg.com/crowneplaza/hotels/gb/en/reservation>

Sokos Hotel Albert - <https://www.sokoshotels.fi/fi/helsinki/sokos-hotel-albert>

In the centre of Helsinki.

Travel information

Both busses (e.g. number 615 and Finnair bus) and trains (P and I) link the airport to the city center. You can plan your route here:

https://reittiopas.hsl.fi/reitti/Helsinki%20Airport%2C%20Lentokenttä%2C%20Vantaa%3A%3A60.316051%2C24.969391/Rautatietori%2C%20Asemanaukio%20%2C%20Helsinki%3A%3A60.170384%2C24.939846?time=1549798782&utm_campaign=hsl.fi&utm_medium=referral&utm_source=etusivu-reittihaku.

Choose Rautatietori (järnvägstorget) or the railway station as your destination when travelling to the city centre. Train takes about 30 mins and a bus up to an hour. Finnair bus only takes about 30 mins. Timetables and process can be found here:

<https://www.pohjanliikenne.fi/en/finnair-bus.html>

You can find information about getting from the airport to city centre:

<https://www.finavia.fi/en/airports/helsinki-airport/parking-access/train-and-buses>

Taxi will cost about 50 euros.

Ritarihuone (the House of Nobility) is located in the city centre, very near to the Senate Square and a short walk from the railway station. If you prefer using public transport, you can best reach our office by tram (7, 5 and 4). For travel routes and timetables, see <https://reittiopas.hsl.fi/> and choose Ritarihuone as your destination.

Meals

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

Tuesday, 12 March: Breakfast at the hotel. We arrange coffee breaks and a light lunch at the venue.

Culture programme/Cultural visits

Monday, 11 March: After the meeting finishes at 16:00, you will have some time to freshen up and have a short break. We will meet again at 17:30 for a dinner and an evening event. Details to be confirmed.

Luggage after check-out at the hotel

If you wish, you can bring your luggage to the meeting venue on Tuesday morning and keep it there until the meeting ends.

Mobile numbers and Skype names of the participants

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Aims and key activities of the first meeting

The aim is to summarize the state of the project and bridge the first phase's founding activities with the second phase's development and testing activities.

Draft agenda of the meeting

Monday, 11 March, 10:00 - 16:00 (lunch around 12:30 – 13:30)

1. Formalities

- a) Welcome and practical information
- b) Appoint a moderator and a reporter
- c) Approval of the agenda
- d) Sign Attendance List

2. Good Practices and survey report (WP4)

- a) Present and clarify essential co-creation, by Hans
- b) Present and clarify case studies of good Practices, by Kati, Aron and Bente
- c) Present and clarify key competence profile for successful co-creation, by Hans
- d) Present and clarify key findings and recommendations, by Aron
- e) Guidelines and schedule for possible refinement of final Survey Report

3. Curricula guidelines and pilot course packages, April 2019 (WP5)

- a) Clarify outline of Curricula Guidelines, by Hans
- b) Clarify frame of local pilot courses, by Hans
- c) Plan time schedule: Who does what and when?

4. Three national pilot work courses, June 2019 (WP6).

- a) Initial plans for pilot courses (where, when, how and whom), by Kati, Aron and Bente
- b) Methodology for testing and evaluation, by Kati
- b) Plan time schedule: Who does what and when?

17:30 - Evening event and dinner. Details to be confirmed.

Tuesday, 12 March, 09:00 - 14:00 (short lunch at the office around 11:30 – 12:00)

5. European pilot course, September 2019 in Askov, DK (WP8)

- a) Clarify the practical frame and logistic, by Bente **2½ day in copenhagen**
- b) Clarify budget and use of external speakers and excursions
- c) Clarify guidelines for content and pedagogical form
- d) Plan time schedule: Who does what and when?

6. Dissemination and website (WP13)

- a) Status of initial dissemination ex website, by Bente and partners
- b) Status of website, by Hans
- c) Clarify work schedule. How does what when?

7. The evaluation methodology (progress and impact)

- a) Clarify the evaluation methodology, by Kati
- b) Plan time schedule: Who does what and when?

8. Next partner meetings

- a) Third meeting in Askov, DK (during or after the European pilot course)
- b) Skype meetings (Decide possible Skype meetings before third meeting, Sept 2019)

9. Evaluation of the previous work

- a) Oral evaluation round
- b) Evaluation of the meeting

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