6.2.2014 / hjv

***Version 1***

**Minutes from the second partner meeting in Liverpool, 3 – 4 Feb 2014**

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## Participants:

Bente von Schindel, KSD (DK)

Hans Jørgen Vodsgaard, IF (DK)

Hans Noijens and [Ingrid Docter](mailto:IngridDocter@lkca.nl)  LKCA (NL)

Marjeta Turk and Matjaz Smalc, JSKD (SI)

János Szigeti Tóth, MNT (HU)

Robin Simpson, Daniel Carpenter, Laraine Winning and Helen Jones, VA (UK)

## 

## Planned aims and objectives

The overall aim of this second meeting is to bridge the first and second project phase summarizing the state of the art of the project and lead the way forward for the project and for the partners.

The objectives are

* To present local project plans and course proposals developed in WP 03
* To refine the valorisation activities related to the second project phase
* To detail plan the second phase of the project
* To evaluate the key outcomes of the terminating phase

## 

## Agenda of the meeting (version 2 – 27.1.2014)

1. Formalities

a) Appoint a moderator and a reporter

b) Approval of the agenda

c) Sign Attendance List

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

a) Report from EACEA's kick-off meeting for new multilateral projects in Brussels, 30-31 Jan 2014

b) The new Erasmus plus programme 2014 - 2020 (replacing the current LLL-programme)

c) Review of our financial procedures, especially refunding of work costs

d) Other issues

3. The Partnership present and discuss their local project plans initiated in WP 3:

a) Present elaborated local project plans including related presentation materials

b) Present the established local project teams and their priorities of activity, area and end-users

c) Clarify mutual priorities in the partnership to secure an appropriate multilateral pilot project

4. The partnership present and discuss their outlined local guide course programmes

a) Local courses for the organisational facilitators of culture guide

b) Local courses for the future culture guides (front-line volunteers)

c) Clarify mutual priorities to secure appropriate multilateral course programmes

5. The partnership present and discus the related valorisation activities

a) Present the implemented valorisation until now (news-mails, use of social media, pr-materials)

b) The trans-European valorisation - how and who

c) The need and use of awareness-rising products. VA presents a proposal.

d) Best use of the Project website and other virtual platforms and social forums

e) Status of loose ends - what needs to be done immediately after the meeting

6. Detail task planning and time scheduling of the second phase (before third meeting)

a) Decide time for third partner meeting (January 2015?) in Utrecht, NL (WP 8)

b) Adopt detail task plan of pilot works development and guide courses, Feb - June 2014 (WP 5)

c) Adopt detail task plan for implement culture guide offerings, July - Dec 2014 (WP 6)

d) Clarify work division and time scheduling of bilateral peer-to-peer visits, Oct - Dec 2014 (WP 7)

e) Refine and adjust the valorisation plans for the second project phase (WP 5 - 7)

7. Improved internal communication in the partnership

a) Review of our Google hangout (video meeting) in January 2014

b) Review of our current (Google) social forum for communication between the meetings

c) Appropriate communication means in second phase (without a meeting before Jan 2015)

8. Evaluation of the previous work

a) Summary of evaluation questionnaires of WP 3: Initiate local pilot work

b) Oral evaluation round on WP 3: Initiate local pilot work

c) Oral evaluation round of WP 4. The second partner meeting

d) PS: Fill-out the meeting evaluation questionnaire (latest 1 week after the meeting)

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

**Guest speakers with discussions:**

Tuesday, 4th Feb, 9 - 10 am:

Presentation of the "Up for Arts Project".

By Laraine Winning, Up for Arts director, and Helen Jones from VA , active in the Merseyside project

## Annexes to the agenda

**Item 1: Formalities**

b) GUIDE – WP 04, second meeting, agenda, version 2

d) GUIDE - Template finance, second meeting, attendance List

**Item 2: Since last time**

a) Invitation to Kickoff meeting in Bruxelles, 30-31 Jan 2014

b) WP 04 - item 2b - erasmus-plus-leaflet\_en

See also <http://ec.europa.eu/programmes/erasmus-plus/index_en.htm>

**Item 3: Presentations of local project plans initiated in WP 3:**

a-b) Status reports on local pilot plans from all partners - latest 27 Jan 2014

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-03---initiate-local-work>

**Item 4: Presentations of local guide course programmes**

a-b) see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-03---initiate-local-work>

**Item 5: Valorisation activities until now**

The valorisation plan for the 1st phase, adopted at the first partner meeting

See <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-14---dissemination>

**a) Implemented valorisation until now**

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-14---dissemination>

**b) Trans-European valorisation**

See lists of target groups from KSD, IF and MNT (miss proposals from LKCA, JSKD and VA) at <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-14---dissemination/2-target-groups-transeuropean>

WP 14 - proposal for the trans European dissemination, by P2, IF, version 1

**c) Awareness-rising products.**

Proposals for the need and use of awareness-rising products, 27 January 2014, by VA

**d) Best use of Project website and other virtual media**

see the website - <http://www.cultureguides.eu/>

see the social forum - <http://cultureguides.freeforums.org/>

WP 14 - proposal for revised project website, by P2, IF, version 1

**Item 6: Detail planning of the second phase (WP 5 - 8, Feb - Dec 2014)**

a-e) See the Project Bible, version 3b with detail descriptions of these work packages.

**Item 7: Internal communication in the partnership**

a) For the time being we have a sleeping social forum - see

[**https://groups.google.com/forum/?hl=da#!forum/cultureguide**](https://groups.google.com/forum/?hl=da#!forum/cultureguide)

**Item 8: Evaluation of the previous work**

a) GUIDE - Template QA, WP 3 - process evaluation of local pilot work, version 2

d) GUIDE - Template QA, WP 4 - evaluation of second meeting in Liverpool, version 1

## 

## Minutes

### Item 1: Formalities

#### 1a) Appoint a moderator and a reporter

The meeting appointed Robin Simpson as moderator, and Bente von Schindel and Hans Jørgen Vodsgaard as reporters.

#### 1b) Approval of the agenda

The proposed agenda, version 2 was approved.

#### 1c) Sign Attendance List

The meeting attendance list was signed by all participants.

### Item 2: Since last time

#### 2a) Report from EACEA's kick-off meeting in Brussels, 30 - 31 Jan 2014

HJV gave a short report of main issues from EACEA's Kick-off meeting in Bruxelles, 30-31 January 2014. It was the last time, EACEA will have this sort of big Kick-off with more than 200 project coordinators, because with the new Erasmus+ programme, most projects will be decentralised and managed by the National Agencies.

The conference materials and presentations are uploaded at the Google Archive, and the materials also include many good links to other sites with guidelines for management, evaluation and valorisation - see <https://sites.google.com/site/gmpcultureguide/3-archive---annexes/03---eu-kickoff-material>

The Project Handbook 2013 is finally published and has also been uploaded to the Google Archive. The new Handbook includes some unexpected changes: E.g. the social activities such as fees to guides for city walks are not eligible, but culture activities with reference to the objectives of the project are.

HJV will study the new handbook and other new guidelines, and send a summary of possible changes of the financial and administrative guidelines to the partnership latest 24th February.

#### 2b) The new Erasmus plus programme 2014 - 2020

HJV presented the new Erasmus+ programme with reference to the information conference in Copenhagen, 9th December 2013, arranged by the Danish National Agency.

All the former LLL-programmes Grundtvig, Leonardo, Comenius, Erasmus as well as the Youth programme has been merged into the new Erasmus plus programme. The total yearly budget for these LLL-programmes has been increased, and it has been decentralised with applications to the National Agencies, except for some few centralised sub-programmes,

The new programme consists of three key actions:

* Key actions 1: Decentralised Mobility, with increased funding opportunities, but with the important change that you cannot apply for mobility as an individual. Instead the organisations must apply yearly for an amount of mobilities and then distribute these to the learning providers in their organisations.
* Key Action 2: Decentralised Projects, especially the subprogram entitled Strategic partnerships, which can vary from small projects similar to the current decentralised Grundtvig Learning Partnerships (as ART-AGE) to big projects similar to curretn centralised Grundtvig Multilateral projects (as LOAC and GUIDE). The guidelines for management has been a lot less bureaucratic and easier to handle with the use of lump sum grants, but the conditions of financial support has been decreased: For example you can only get work days in relation to product development refunded, while work days used for meetings etc cannot get refunding.
* Key Action 3: Centralised support to politcy reforms and big European networks. This action is not relevant for civil society associations and the sector of voluntary arts.

For further information see the websites of your national Agency and EACEA's website

<http://ec.europa.eu/programmes/erasmus-plus/index_en.htm> - or the following appendices, which have been uploaded to the GUIDE Google Archive

WP 04 - item 2b - erasmus-plus-leaflet\_en

WP 04 - item 2b - erasmus-plus factsheet

WP 04 - item 2b - erasmus-plus-guidelines

#### 2c) Review of our financial procedures, especially refunding of work costs

Most of the issues about financial management have been solved. Some partners still need to send the final documentation regarding salary costs, but they will soon be solved.

Hans, LKCA mentioned the specific problem of having work tasks in category 1, due to the main tasks are done by employees in category 2. Marjeta, JSKD mentioned the specific problem of salary levels below the budget estimations and the need of an increased budget for other costs (or subcontractor costs) for external speakers and teachers at the local Guide courses. Hans, IF mentioned that these specific questions must be solved in a bilateral dialogue and maybe by requests to EACEA.

#### 2d) Other issues

None.

### Item 3 and 4: Local project plans including course programmes

We had a round, where each partner presented the status of their local pilot work. The presentations included aspects from item 3 (3a: Local plans, as well as 3b: Establishment of local teams) and item 4 (local guide courses for 4a: Facilitators, as well as 4b: Volunteers).

Due to the fact, that the presentations by the partners gave an interrelated overview of all the aspects of item 3a and 3b, and 4a and 4b, the minutes from these items are gathered in one single summary of each partner presentation.

#### 3 a-b and 4 a-b: Presentation of initiated local pilot works in WP 3

The main appendices to WP 3 and the summaries from the presentations are outlines below:

The appendices are uploaded to the Google Archive - see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-03---initiate-local-work>

**P1: KSD - by Bente**

Main appendices from KSD:

WP 02 - P1, KSD - Concept for Guide project in Denmark

WP 03 - P1, KSD - key activity 1, plans for local pilot work KSD version 2

WP 03 - P1, KSD - key activity 2, 1st draft of local pilot courses in DK

WP 03 - P1, KSD - key activity 4, reports of wp3

KSD is currently in the process of establishing two local project teams in two local cultural councils. The National Association delivers a team leader who will be available in the project period. Subsequently the two teams will take part in a meeting where the project idea will be presented. The task is then to recruit a number of volunteering "cultural guides". It can be both people inside and outside the council

Project 1: Marginalised children, Halsnæs Municipality

Project Leader: Bente von Schindel

Project teams: 2-3 members of 2 local cultural councils

Facilitators: People from the local cultural councils, teachers from local schools, the municipality

Volunteers: People from the member organisations of the local cultural councils

End-users: Marginalised children from homes where they are not used to take part in art and culture activities.

Activities: The children will take part in art and culture as well as the work in a local association in order to know about the democracy here.

Project 2: Marginalised older people from senior housing, Køge Municipality

Project Leader: Bente von Schindel

Project teams: 2-3 members of 2 local cultural councils

Facilitators: People from the local cultural councils, professionals from the local senior housing and the municipality

Volunteers: People from the member organisations of the local cultural councils

End-users: Elderly people from a local senior housing who normally not take part in art and culture

Activities: Elderly people from a local senior housing will take part in art and culture as well as the work in a local association

**P3: LKCA - by Hans and Ingrid**

Main appendices from LKCA:

WP 03 - P3, LKCA - key activity 1, concept for local pilot work, 1st version

WP 03 - P3, LKCA - key activity 1, invitation and presentation materials for local teams

WP 03 - P3, LKCA - key activity 4, Status report eng docx

LKCA will have five local pilot works, respectively regarding

1. Central Europeans, who live as part time immigrants in Netherlands, often in isolation from the Dutch society and its cultural communities. Main partners are a Dutch employment agency and a foundation providing language teaching for foreigners. Contact: [www.tensgroup.nl](http://www.tensgroup.nl)
2. Vulnerable elderly, who can use arts for a greater well-being. Partners are The Amsta Group, a large healthcare facility in Amsterdam, a National volunteer organisation and a centre for the arts and culture. Contact: [www.amsta.nl](http://www.amsta.nl)
3. Social / financially weaker, where LKCA will cooperate with CIVIC, a welfare organisation in Amsterdam East. They develop a project “Music in your neighbourhood”. Contact: [www.civicamsterdam.nl](http://translate.google.com/translate?hl=nl&prev=_t&sl=nl&tl=en&u=http://www.civicamsterdam.nl)
4. Lonely elderly people in a rural area marked by ageing and depopulation, where the lonely elderly beside isolation, also have a limited range of cultural offerings. This situation occurs in Drenthe. The guide activity will relate to the Long Live Art project and the Colored Grey programme, where KC Drenthe is the provincial organizer of the program. Contact: [www.kcdr.nl](http://translate.google.com/translate?hl=nl&prev=_t&sl=nl&tl=en&u=http://www.kcdr.nl)
5. People with disabilities, whose possibilities to participate in arts are weakened by the changes of the public care system. Partner is the national association, Special Arts and its network. Contact: [www.specialarts.nl](http://translate.google.com/translate?hl=nl&prev=_t&sl=nl&tl=en&u=http://www.specialarts.nl)

Other partners are the national institute, Movisie that aims is to create a strong society in which citizens can be self-reliant as much as possible, see [www.movisie.nl](http://translate.google.com/translate?hl=nl&prev=_t&sl=nl&tl=en&u=http://www.movisie.nl); and the Dutch Association of Voluntary Organisations (NOV), see [www.nov.nl](http://www.nov.nl) .

**P4: JSKD - by Matjaz and Marjeta**

Main appendices from JSKD:

WP 02 - P4, JSKD - Presentation of JSKD and concept of Guide project

WP 03 - P4, JSKD - key activity 1, presentation leaf-let for stakeholders

WP 03 - P4, JSKD - key activity 2, 1st draft of local pilot course in SLO

WP 03 - P4, JSKD - key activity 2, 2nd draft of local pilot course in SLO

WP 03 - P4, JSKD - key activity 4, Interim report1-ENG

WP 03 - P4, JSKD - key activity 4, progress report, 2 Feb 2014

JSKD has already established seven local pilot teams that have chosen the group of end users:

* Deaf
* Drug addicts
* Roma
* Retired mine workers
* Unprivileged children
* Emigrants

Facilitators from the local teams are invited to the pilot course in Tolmin, 28. – 30. March 2014.

It will be a 3-day workshop for volunteers and facilitators, with 14 participants: with the main facilitator and volunteer from the seven local teams.

The local teams plan their own programme for their selected target groups, and will present the programme to the possible stakeholders, and they will provide their own evaluation questionnaires

Dissemination includes information to National and local stakeholders about the progress, usage of wide spread communication tools (social media, internet) and standard pr procedures – publishing articles, news… etc.

The expected results are the implementation of the programme in longer period with special focus on Goriška region – the region represented with three local teams on seminar

**P5: MNT - by Janos**

Main appendices from MNT:

WP 02 - P5, MNT - Concept for Guide project in Hungary

WP 03 - P5, MNT - Key activity 2, 1st draft for the pilot course in Hungary

WP 03 - P5, MNT - key activity 4, Interim report1-ENG

Every year the harvest festival, the vintage procession, evening dance, mobilise people in many wine growing areas. It has been commercialised very much in many villages.

The Culture Guide Hungary aim is to involve much more proactive people to the event, especially the big group of young unemployed in the local area. The intention is to involve artists, artistic ensembles and schools to create a whole year of “training” activities for volunteers, ordinary people preparing the event.

MNT has initiated the pilot work by

1. Searching for literature on ethnographic studies about the tradition of vintage festivals in the Balaton upper land region in the regional library of Veszprem, consultation with one of the key authors, Dr. Emőke Lackovits; Searching for photo documentation in the collection of researcher Vajkay on vintage festival at the regional museum; Start of collection of songs, dances, sayings, speeches, and rhymes dealing with wine festival.
2. Mapping the region and collecting potential local partners (amateur artistic groups, schools, local governments, wine festival organisers, key persons as volunteers).
3. Contacted and visited potential local partners, had local consultations and initiated the process of establishing local teams. Meeting with local project co-ordinators (11 December).
4. The selected teams, representing stakeholders from Mindszentkalla, Szentbekalla, Zanka, Aszofo, Balatronakali, were invited and participated at our information day on 30th January 2014.
5. The pilot course is planned to take place at Balatonszepezd Folk High School, 24-26 April 2014, with approx. 20 participants.

The project has been disseminated to Board meetings, presented in the Annual report of MNT, and at the annual assembly of HFHSS on 17 January, Budapest. We have published an article about the project in "Education Folk High School Society" (Művelődés Népfőiskola Társadalom ) quarterly journal 2013/3 (November) , and started a facebook site and integrated it with other facebook groups.

**P6: VA - by Daniel, Robin and Laraine**

Main appendices from VA

WP 02 - P6, VA - Concept for Guide project in United Kingdom

WP 03 - P6, VA - key activity 2, draft plans for pilot course in UK

WP 03 - P6, VA - key activity 4, interim report

We have been delayed in establishing the local teams, because we wish to integrate the pilot work in our new structure that has come about due to some new funding. As a result we are establishing ourselves in new regions, and it makes good sense to base our Culture Guide activities there.

We have chosen to carry out Culture Guide activities in the following four regions:

* St Helens, Merseyside – has been a really good local authority to work with on our Up for Arts campaigns, where Laraine Winning is VA leader. We have involved Maria Brewster, key contact for the Creative People and Places (Heart of Glass) programme based in St Helens. The Library network in St Helens could also be a partner on this project. Laraine Winning had a meeting with these stakeholders on 28 January.
* Swale & Medway, Kent – Culture Guide overview was emailed to Voluntary Arts’ Creative People and Places (CPP) partner in Kent. Laraine had a meeting with them on 10 January, and they have ratified our partnership agreement on 29 January. They are very keen on the Culture Guide project, and will seek to embed this initiative into the work of local consortia partners.
* Pontypool, Torfaen – is a ‘Communities First’ area representing the most disadvantaged people in Wales’ most deprived areas. Culture Guide overview was emailed to Verity Hiscocks, Arts Development Manager at Torfaen County Borough Council. Meeting scheduled with Verity, along with other potential stakeholders in Torfaen, on 10 February.
* Wrexham – is a Communities First area as well as the location for Welsh National Opera’s community outreach work. Culture Guide overview was emailed to Lynn Mealings at Arts Agency; and Rebeccah Lowry, Regeneration Manager at Wrexham County Borough Council. We plan to partner with them on another of our local pilot projects aimed at the participants of time-limited community arts initiatives. A meeting are planned with Rebeccah, WNO and AVOW (Association of Voluntary Organisations in Wrexham) week beginning 17 February.

Our Culture Guide plans are quite ambitious, and their sustainability can be strengthened by their embedding in our new organisational development plans. It is our intention that the Culture Guide initiative can be transferred to project work across UK nations (England and Wales).

#### c) Clarify mutual priorities to secure an appropriate multilateral pilot project

After a long and fruitful dialogue in the partnership of the very varied plans and different approaches the meeting concluded, that there is no need to adjust the local plans to specific common priorities.

Instead, the many different approaches are an advantage for the objectives of the project, and they can be very productive to gain new knowledge and elaborate examples of good practise in very different circumstances.

### Item 5: Present and discus the related valorisation activities

#### 5a) Present the implemented valorisation until now

All partners presented a status of their accomplished valorisation activities:

**P1: KSD - by Bente**

Bente mentioned, it in general could be a bit early to involve stakeholders on a larger scale, because the specific local pilot plans need to be clarified first. Status was that we:

* Have prepared a national mailing list (with more than 500 receivers) and proposed mailing list for Trans European dissemination.
* Have mentioned the Guide project in two news-mails and at KSD's website; but haven't provided links to the project website, because it is not informative enough.
* Have sent a short paragraph to the project website, but not attached other materials or pictures.
* Haven't made a leaf-let for Danish target groups.
* Have mentioned the Guide project at board meetings, member meetings, and at open conferences for volunteering and networks for voluntary culture.
* Have started to use social media, the facebook of KSD for wider dissemination.
* Have started to exploit the project idea at local meetings for preparing project teams and stakeholder network.

**P2: IF - by Hans**

In general, Interfolk could as coordinator organisation have done more to speed these important tasks up from the start, by having

* prepared during the start-up some general dissemination materials, such as the leaf-let ;
* elaborated latest after first meeting some proposals for the menu structure and content of the project website;
* prepared the first Trans European news-mail earlier after the first meeting about the project also for inspiration to other partners.

The status of task completion was that we:

* Have prepared a national mailing list (with approx. 400 receivers) and proposed elaborated mailing lists for Trans European receivers and main target groups in other European countries.
* Have made a proposal to the second meeting on how to organise the trans European dissemination
* Have made an English leaf-let for Trans European target groups.
* Have mentioned the Guide project in the first national news-mails; and at Interfolk's website with links to the project website.
* Have sent a short paragraph to the project website, but not attached other materials or pictures.
* Have prepared a proposal for the second meeting on elaborating the project website
* Have mentioned the Guide project at board meetings, and at local networks for liberal adult education and art-based learning.
* Will start to use the social media, Linkedin for wider dissemination, with approx. 200 Danish receivers and 250 European receivers.
* Have started to exploit the project idea at local meetings for stakeholder network.
* Will start to exploit the project idea to main European stakeholders after the second meeting.

**P3: LKCA - by Hans and Ingrid**

First there have to be some results, before we can start to have a strong dissemination; until now the transversal valorisation has been limited to information on a national level; this we did in an effective and good way. The Status was that we:

* Have prepared a national mailing list (with more than 500 receivers), but haven't proposed a mailing list for Trans European dissemination.
* Have mentioned the Guide project in two news-mails and at LKCA's website; but haven't provided links to the project website, because it is not informative enough.
* Have sent a short paragraph to the project website, but not attached other materials or pictures.
* Haven't made a leaf-let for Dutch target groups.
* Have mentioned the Guide project at board meetings, member meetings, and at open conferences for volunteering and networks for voluntary culture.
* Have started to use social media, the facebook of KSD for wider dissemination.
* Haven't started to exploit the project idea at local meetings for new project teams and stakeholder network.

**P4: JSKD - by Matjaz and Marjeta**

We hope that PR materials will be ready till the end of January; we had some delays with designing. The status is that we:

* Have prepared a national mailing list (with more than 500 receivers) and proposed a mailing list for Trans European dissemination.
* Have mentioned the Guide project in two news-mails and at JSKD's website; but haven't provided links to the project website, because it is not informative enough.
* Have sent a short paragraph to the project website, but not attached other materials or pictures.
* Have started to prepare a leaf-let for Slovenian target groups.
* Have mentioned the Guide project at board meetings, member meetings, and at open conferences for volunteering and networks for voluntary culture.
* Have started to use social media, with a project facebook for wider dissemination.
* Have started to exploit the project idea at local meetings for preparing project teams and stakeholder network.

**P5: MNT - by Janos**

Janos mentioned, MNT is looking after the PR materials. We have not realised the importance to make link between websites otherwise this task has been carried out well. The status is that we:

* Have prepared a national mailing list (with more than 500 receivers) and proposed mailing list for Trans European dissemination.
* Have mentioned the Guide project in the first news-mail and at MNT's website; but haven't yet provided links to the project website.
* Have sent a short paragraph to the project website, but not attached other materials or pictures.
* Haven't made a leaf-let for Hungarian target groups.
* Have mentioned the Guide project at board meetings, member meetings, and in the member journal of MNT.
* Have started to use social media, i.e. facebook for wider dissemination.
* Have started to exploit the project idea at local meetings for preparing project teams and stakeholder network.

**P6: VA - by Daniel, Robin and Laraine**

We could have done more to further the transversal tasks such as improving the website. Many of our dissemination activities have suffered as a result of the delays with establish pilot teams coordinated with our other project activities; because we would have felt more comfortable in disseminating if the local pilot plans had been more elaborated at this stage. The status is that we:

* Have prepared a national mailing list (with more than 500 receivers), but haven't proposed a mailing list for Trans European dissemination.
* Have mentioned the Guide project in news-mails and in two sites at VA's website; and we have here provided links to the project website. We have sent a short paragraph to the project website.
* Haven't made a leaf-let for Danish target groups.
* Have mentioned the Guide project at board meetings, member meetings, and at networks for voluntary arts.
* Have disseminated the project at the BBC local radio station, Merseyside; but we haven't yet started to use social media.
* Have started to exploit the project idea at local meetings for preparing project teams and stakeholder network.

#### 5b) The need and use of awareness-rising products. VA presents a proposal.

Appendix for this item is "WP 14 - Proposals for the need and use of awareness-rising products, 27 January 2014, by VA".

Daniel summarised the proposal:

Awareness-raising about the project is very important, not just to fulfil the valorisation requirements to the Grundtvig LLP, but also to establish the project as a credible proposition for potential partners and volunteers.

We think it is a better use of our resources in this initiating phase to focus this effort on the online presence, leaving the creation of a range of physical products to a later date, to allow their form and content to be decided by the local partner groups, so as to be most appropriate for potential participants of disadvantaged communities. Therefore we propose regarding

1. The project website
   1. to elaborate it in accordance with Interfolk’s proposal dated 27 January 2014.
   2. to include greater use of imagery and photography on the website – to be implemented by Voluntary Arts.
   3. to include an area of the website for national outlines – e.g. one page per country/language properly translated as overview of project with links to local web presence.
2. Use of social media
   1. Encouragement of more partners to establish Facebook groups for Culture Guides, as per the Slovenian example [www.facebook.com/groups/573329359414000](http://www.facebook.com/groups/573329359414000) and for these pages to be linked together.
   2. Sustained use of the #cultureguides hashtag on twitter by all partners that use that social media platform.
3. Use of leaf-lets
   1. To use the draft leaflet proposed by Interfolk on 236 January 2014 for trans European dissemination and as a possible template for national leaf-lets (if the partners don't have special leaf-lets they wish to use instead).
4. Use of physical awareness-rising products, such as posters, postcards, and merchandises (T-shirts, bags, caps, badges, pens)
   1. In general, the use of merchandises can be questioned, and anyhow it is not very relevant at the project phase.
   2. Posters may be useful, but again not as a common English poster, but special posters for each partner focussing on their special needs and language.
   3. A common Culture Guides postcard to be produced in all partner languages can be useful for a variety of stakeholder target groups – if agreed, to be created and printed by Voluntary Arts; translations to be supplied by each partner.

**The meetings decided that**

* The website shall be elaborated with reference to the proposal by Interfolk , and the use of social media shall follow the proposal by VA **(see item 5C below)**
* The use of leaf-lets is important - the general English leaf-let prepared by Interfolk cam be used for Trans European dissemination, and it can be an inspiration for the national leaf-lets, which each partner must make. Interfolk distributes the word edition of the leaf-let, so all have the possibility to use it as a template for translations and revised national texts.
* The trans European dissemination can be organised by Interfolk **(see item 5D below)**
* The use of physical awareness-rising products should be limited to posters and postcards and maybe badges. However, the needs differ from partner to partner, and therefore each partner can produce their own leaf-lets, posters and postcards according to their needs and their budget line. Only products with documented costs are legible and can be refunded with 75 pct.

#### 5c) Best use of the Project website and social forums

Appendix for this item is "WP 14 - proposal for revised project website, by P2, IF, version 1".

Hans summarised the proposal:

A major purpose of the website is that we can link to it, when we disseminate short information about the project, either at our own websites, at news-mails or other releases about the project. Thereby, we don't need to make more comprehensive information in the materials and our websites, because interested stakeholders can use the project website to find the essential information they are looking for.

However, for the time being the website does not contain the needed information - neither about the project plan in general, or about the current implemented activities.

Therefore, we need to elaborate the project website, so it in fact is quite informative and updated. Main points are to provide:

1. A real presentation of the involved organisations and persons, and how to contact all
2. A comprehensive presentation of the project concept (background/need, objectives, task plan, results, valorisation, and evaluation)
3. Reports from the partner meetings (agenda, summary of minutes, pictures and summary of main deliverables)
4. Reports from the pilot work (the local pilot plans, the local teams, guide course programmes, network with stakeholders, pr-materials and the implemented culture guide services for end-users )
5. Presentations of main results (Handbook, Grundtvig pilot courses, European Conference, data on impact, etc)
6. The used dissemination materials (national and trans EU handouts, news-mails, use of social media with links, other awareness-rising materials)
7. Evaluations (summaries of questionnaires, phase summaries, interim and final reports to EACEA)
8. Furthermore, we just decided (se item 5D above) that each partner gets their own site at a partner submenu for national outlines – e.g. one page per country/language properly translated as overview of project with links to local web presence.

**The meeting discussed the proposal and decided the following:**

* Points 1, 2, 3, 5 and 7 can be provided by P2, If in cooperation with P1, KSD and P6, VA. The text shall be provided latest Monday, 24th of February. Minutes from the meetings, internal evaluations and many other appendices must be seen as confidential and shall not be published; instead summaries of essentials can be made and uploaded to the website.
* Point 4 must de provided by each partner during their pilot work. The deadline follows the general deadline of key activities of Work packages 5, 6 and 7. When completed, the essentials must be provided to the webmaster.
* Point 6 implies that the main dissemination materials (in different languages) are send to the webmaster, who then presents it logically at the website. The deadline follows the general deadline of key activities of Work packages 14 and 15 (dissemination and exploitation). When completed, the key materials must be provided to the webmaster.
* Point 8 must be provided by each partner, latest Monday, 24th of February.
* All partners have 1 week to comment or object (or approve by no reaction) to the texts for the elaborated menus of the website (send latest 24 Feb), i.e. latest Monday, 3rd of March
* The new elaborated website is published latest Monday, 10th of March, by Daniel

#### 5d) The trans-European valorisation - how and who

Appendix for this item is "WP 14 - proposal for the Trans European dissemination, by P2, IF, version 1".

According to the Bible's project description in WP 14: Dissemination (and WP 15: Exploitation) the minimum dissemination on the European level must be the following:

* Five news-mails - namely one during each of the four main project phases and the final sustainable dissemination (after each of the five partner's meeting)
* These news-mails are in English and mention more general issues common for the partnerships work and the progress of the whole project plan, as well as small descriptions of what is happening in each partner countries (short stories of good news), which the partners can send or check if they find them appropriate, before publishing.
* These mails shall include links to the project website, and they may include attachments of general leaf-lets or other special information materials.
* Furthermore, there can be extra dissemination in relation to special event and outcomes, such as the European handbook (WP 9) and the pilot courses in Slovenia (WP 10) and the European conference in Budapest (WP 13).
* The projection description also mentions that these tasks with European dissemination are the responsibility of the Project coordinator (P2: IF) and the lead partner of dissemination (P6: VA) and the lead partner of exploitation (P1: KSD).

The proposal includes the following points:

1. The news-mails and other related materials on the European level must have a recognizable and consistent visual design;
2. We uses the same basic mailing lists during the whole project, which can be adjusted and elaborated during the project; the project consortium is included in the mail-list, so all partners are informed about the disseminated materials.
3. P2, IF is responsible for elaborating the mailing-lists with reference to the proposed list by the partnership. The draft list will be distributed to the partnership, so all can propose extra receivers (target groups) to be incorporated in the lists.
4. P2, IF is responsible for making and distributing the news-mails (with some possible help from P1, KSD to edit the text and P6, VA to make a proof-read of the materials).
5. All partners are welcome to make additional dissemination on a European level for their special target groups and by using social media and other means.

**The meeting adopted the proposal with the addition** that Daniel could organise that the Trans European news also are disseminated by the Amateo news-mails.

#### 5e) Status of loose ends - what needs to be done immediately after the meeting

The meeting concluded that the decisions above in item 5 B - D were appropriate.

### Item 6: Detail time scheduling of the second phase

#### 6a) Decide time for third partner meeting in Utrecht, NL (WP 8)

The meeting decided to have the third meeting in Utrecht, 12 - 13 January 2015, from Monday morning to Tuesday afternoon, with possible arrival Sunday.

Furthermore, the meeting decided to have three video meetings (hang-outs) during 2014:

* During WP 5, first hang-out in April. Daniel announces a Doodle with possible dates, latest Monday 24 February, where all partners in a week time must fill-in their priorities, and thereafter Daniel can announce the date and time for the Hang-out.
* During WP 6, two hang-outs, respectively in September and November. Daniel announces a Doodle with possible dates for the two video meetings, latest Monday 4 August with one week response time for the partnership.

#### 6b) Adopt detail task plan of pilot works and guide courses, Feb - June 2014 (WP 5)

The key activities of this work package are for each partner

* To prepare specific project plans for implementing a series of local pilot works in their own country
* To set-up and initiate the established series of local project teams and to network with stakeholders
* To locate end-users and develop contact strategies in cooperation with stakeholders
* To prepare and complete culture guide courses (for facilitators and guide volunteers)

Due to each partner's varied plans and specific conditions, the meeting did not adopt common deadlines for the different key activities during the period. Instead the meeting decided to have a final deadline for reporting and evaluating the pilot work, which should be before the start of the summer holidays, i.e. Monday, 30th of June 2014.

To secure a high level of mutual knowledge and exchange of experiences with the progress of the pilot work during the period, January - June 2014, as well as to secure important information to the project website, the meeting urged all partners to share their experiences by ongoing mutual mailing the essentials and summaries of their task fulfilments.

#### 6c) Adopt detail task plan for culture guide offerings, July - Dec 2014 (WP 6)

The key activities are for each partner

* To prepare the local campaigns of culture guide offerings in cooperation with local project teams
* To network with local stakeholders on promoting and getting contact with the end-users
* To support the volunteer guides in their implementation of the diverse culture guide offerings
* To report the pilot project activities and exploit the results to main stakeholders

Due to each partner's varied plans for completing culture guide offerings, the meeting did not adopt common deadlines for the different key activities during the period. Instead the meeting decided to have a final deadline for reporting and evaluating the culture guide offerings, which should be latest 1 week before the third meeting, i.e. Monday, 5th of January 2015.

To secure a high level of mutual knowledge and exchange of experiences with the progress of the pilot work during the period, August - Dec 2014, as well as to secure important information to the project website, the meeting urged all partners to share their experiences by ongoing mutual mailing the essentials and summaries of their task fulfilments.

#### 6d) Clarify time scheduling of the bilateral peer-to-peer visits, Oct - Dec 2014 (WP 7)

The overall aim of this 3 months work package is to complete bilateral peer-to-peer visits and make cross-national evaluations of the ongoing pilot guide offerings. The key activities are for each partner

* To experience other partners pilot guide activities (meet end-users, local teams, other stakeholders)
* To complete peer monitoring and action learning
* To involve the culture guide volunteers in the peer mentoring and quality development
* To gain extra evaluations and quality assurances of the culture guide services

The visits are planned as 2-days visits. Each partner sends and receives 1 staff plus 2 volunteering guides. The bilateral matching in the partnership is the following:

P1 (KSD from DK) and P6 (VA from UK)

P2 (IF from DK) and P5 (MNT from HU)

P3 (LKCA from NL) and P4 (JSKD) from SI)

Due to each partner's varied culture guide offerings, the meeting did not adopt common deadlines for the different key activities during the period. Instead the meeting decided to have a final deadline for reporting and evaluating the peer-to-peer visits, which should be latest 1 week before the third meeting, i.e. Monday, 5th of January 2015.

To secure a high level of exchange of experiences with the bilateral mentoring visits during the period, Oct - Dec 2014, as well as to secure important information to the project website, the meeting urged all partners to share their experiences by ongoing mutual mailing the essentials and summaries of their task fulfilments.

#### 6e) Clarify time schedule for publishing Handbook, Jan - May 2015 (WP 9)

P6 (VA) is lead partner and responsible for subcontracting layout and publishing. Main editors of the English master version are P6, VA (UK) and P2, IF (DK).

The overall aim is to publish a European Handbook on culture guide activities (in five language editions) for final valorisation. The initial outline of the handbook is according to the "Project Bible" to present:

* The project concept and outcome of the multilateral project
* New methods to organise and facilitate culture guide activities
* Good practise for training courses for facilitators and volunteer guides
* Good practise for networking with main stakeholders
* Best practise examples in different areas of culture guide offerings
* Annexes with templates and programmes

To secure a good planning in advance of the time schedule, the meeting decided that Daniel, Bente and Hans (from P1, P2 and P6) mail to the partnership a draft outline of the Handbook, latest Wednesday, 1st October 2014 - with a possible succeeding written dialogue in the partnership.

#### 6f) Clarify frame of Grundtvig courses and fourth meeting in Slovenia (WP 10 - 11)

P4: JSKD is lead partner and P2: IF is coordinator. There are planned two 6-days pilot Grundtvig in-service training courses, June 2015 in Ljubljana, SI. The two courses can be parallel completed with some common lectures, plenum meetings and joint cultural activities.

The overall aim is to develop and test two pilot Grundtvig IST-courses for respectively facilitators (leaders, consultants, and other paid and voluntary staff) and volunteer guides from the area of amateur art and voluntary cultural associations. The objectives are

1. To develop a quality course programme with reference to the pilot experiences in second phase
2. To invite and select qualified and motivated participants from the partner organisations
3. To complete exemplary Grundtvig IST-courses
4. To provide quality evaluations for improvement of future European courses
5. To provide follow-up contacts to the participants aiming at initiating a sustainable multilateral network for culture guide activities.

**The meeting decided:**

* The date of the courses is from Sunday, 7th June to Friday, 13th June 2015; and the date of the fourth 1-day partner meeting is Saturday, 14 June 2015.
* Marjeta and Hans (P4 and P2) prepare a draft course programme, latest Monday, 15th Dec 2014
* The revised course budget includes (1-)2 VIPs, 3 volunteers and 2 facilitators from each partner organisation. Partners can bring more participants, if the pay their costs themselves.

#### 6g) Clarify time and programme frame for the European conference in Budapest (WP 12)

P5 (MNT) is lead partner and P2 (IF) is coordinator. The Partnership shares responsibility for preparing and completing the conference.

Each partner country sends 2 staffs to the 1-day European Conference in Budapest, working partly as organisers, moderators, speakers, work shop leaders, and partly as reporters and media facilitators. Each partner country can also invite 2 volunteers, who got the travel, subsistence and conference costs refunded.

Furthermore, the conference will be announced in the consortiums wide European networks and disseminated to the wider European community, targeting all the other direct and indirect target groups of the project. The participation including meals during the conference is free. Expected number of participants is 10 VIPs, 10 volunteers from partnership with refunded costs, and 50 other participants.

Janos (MNT) and Hans (IF) discussed the time and frame of the conference after the conclusion of the meeting. They saw a clear need for planning in good time, so MNT can rent a good venue to the best price, and especially so we can get more participants from own and other organisations with cost refunding; because such costs can only be paid by Erasmus+ mobility grants, if the organisations due to new rules apply for a grant on behalf of the participants, latest 17 march 2015. It means the final programme must be disseminated latest in January 2015, if other associations shall incorporate this conference as a relevant activity for some of their staff. Furthermore, Erasmus+ only grants mobility to activities with duration of at least two days.

**Therefore Janos and Hans proposed** the following addition to be decided after the meeting by written procedure:

* Janos and Hans (P5 and P2) prepare a draft conference programme, latest Wednesday, 1st October 2014 - with a possible succeeding written dialogue in the partnership.
* The time frame of the conference is changed to a 2-days conference with start the first day, 1 pm and end the second day, 3 pm, with the possibility to have a cultural programme the first evening. The cost refers unchanged to a hotel 1 night, and main meals for 1 full day.
* The conference can take place at the same time and venue as other European meetings, such as Amateo, Culture Centres, etc - to gain a synergy of participants (such a mean was in fact recommended by the EACEA officers at the Kick-off meeting, because they have experienced too many concluding Grundtvig project conferences with no participants outside the involved partnership).
* The Partnership disseminate the conference in own organisation and to the wider direct target groups with recommendations to include this conference in their Erasmus+ mobility applications, with deadline 17 March 2015 and with with effect in the next yearly period from 1st of July 2015 to 31 June 2016.

The project Steering Group adopted this proposal by written procedure, Monday 24th February 2014.

#### 6h) Refine and adjust the valorisation plans for the second project phase (WP 14 - 15)

The detail planning of the time schedule for the valorisation activities during WP 5 - 7, Jan - Dec 2014 was decided above in item 5B - 5E.

#### 6i) Adopt a detail time schedule of the second (and third) project phase

The detailed time schedule for the second (and third) project is presented in the appendix:

* Detail time schedule for the second and third project phase, version 1, 7th February 2014.

### Item 7: Improved internal communication in the partnership

#### 7a) Review of our Google hangout (video meeting) in January 2014

The hang-out was a partly success. Next time a more detailed agenda and clear moderation could improve the completion. Better headphones and microphones would also help. It is also a possibility to use the chat during the meeting.

Robin mentioned that Google Hangout compared to Skype conferencing had some extra functionality with chat, etc., and it was his experiences that the technical connection was better than Skype. In general the connection can function better by using I-phone instead of Laptops, because the smaller frame improves the transmission of data with fewer locks and lesser delays.

Anyhow, the use of video meetings can improve the internal communication and decision making as well as promote mutual inspiration and motivation in the partnership.

#### 7b) Review of our current social forum for communication between the meetings

Daniel explained the switch from FreeForum to Google Forum. As decided at the first meeting, we should establish a virtual forum besides e-mailing for our internal communication. First we tried to use FreeForums, but it had the major disadvantage that new posts in the forum could not be forwarded to the emails of the members, whereby none was aware of new post and the dialogue would not function very well. Therefore Daniel and Hans decided to use the Google forum instead. It may be simpler and easier to use and it has the important quality that all posts in the forum are announced in your email box and you can use these announcements as link to the topic debates.

The new Google Forum was established 12th January and all project members were invited to join. However, some are still not members, and we cannot use it before all have joined.

**The meeting decided** that the missing ones should be re-invited, and they should accept the invitation, so the forum can be used. The adopted guidelines for the use of our virtual communications are:

* Person-to-person communication uses the normal e-mails or phones.
* Formal documents, such as agenda, minutes, etc are still distributed by mail
* More content related dialogue and exchange of experiences in the partnership should use the Google forum.

NB: Status here 7th February, two days after our meeting is that Ingrid and Matjaz now have become members, but we still miss Hans Noijens and Janos as members.

#### 7c) Appropriate communication means in second phase

The meeting concluded that the decisions mentioned above in item 7A - 7B were appropriate.

### Item 8: Evaluation of the previous work

#### 8a) Summary of evaluation questionnaires of WP 3: Initiate local pilot work

All partners have filled-out the evaluation questionnaire of WP 3 (initiate local pilot work) and send it to the partnership before the second meeting. It has been up to all participants to read the evaluations from their partners and get an overview of the important points.

#### 8b) Oral evaluation round on WP 03: Initiate local pilot work

Key words from the oral evaluation round of the work progress in WP 3 were the following:

**P1: KSD - by Bente**

We had too short time to achieve the objectives, mainly because we had very little time from the first partner meeting, 4 - 6 November in Copenhagen to the end of January to finish the work, which I also mentioned at the first meeting.

According to the application we would have 4 months but we had less than 3 months and a Christmas holiday between. It meant than our plans for the time being are just sketches. As for the course plans they are sketches as well because we think it is important that the local organisers take part in what to teach in the two courses.

Our contact to and information of the stakeholders has been weekend, because part of the material should have been accessible by link to the project website, but that was not appropriate to do, because the website is not informative enough.

Anyhow, our initial planning is now on track as presented above in item 3 and 4, and we are confident that we will catch up with the time schedule in the start of the next work package 5.

**P2: IF - by Hans**

The task plan does not imply that Interfolk - as coordinator organisation - prepares and establishes own local pilot groups or complete own guide courses for volunteers.

Instead, Interfolk's role is to coordinate and support the work done by the other partners; and this coordinator role has all in all been completed quite well so far, at least compared to the former Grundtvig multilateral project.

The "heavy upstart" with the implementation of the many management guidelines and procedures has hopefully contributed to keep the work programme on track from the start and to support the high degree of mutual commitment in the partnership.

**P3: LKCA - by Hans and Ingrid**

Our achievements are still behind schedule, due to the fact that the “LKCA-team” was finally established only at the second week of January. We wanted to start invitations and talks to stakeholders and potential partners in a tuned way, and we therefore not finished all the work for WP 3 (and as we mentioned at the first meeting, the time available for WP-3 was short). We have also been spending lots of time to manage the financial reporting of WP-1 and WP-2, which was new to us.

We could have improved your ability to achieve the objectives, if we have had a better and earlier internal setting of the Grundtvig-project team; and a better internal administrative support. Furthermore, December and January are hectic months in the yearly calendar of LKCA: activities should be finished, reports and new plans written, and new project-teams established. And this hectic is more or less a national one…

WP-3 is the phase of the very important initial work, and strategic orientation and planning. The available time in WP-3, energy and strategic we fully need to enthuse and convince potential partners. The outline’s for course programme should follow the results of this orientation phase and maybe not be planned simultaneously.

At the moment we have appointments and promises with 5 partners, who are very interested to be involved. We have no problems with the time allocation and budget for WP-3. However, some interested partners are asking, if there is any budget available for taking part; so we have been busy to formulate the proceeds and the gaining's and to think about the way, we can connect with each different (local)-partner. We would like all partners to take part in the project on the same conditions.

We would like to invite more participants from our local partners to the training-courses in 2015; and we are going to look to find extra local funding.

**P4: JSKD - by Matjaz and Marjeta**

We have established a very good project team within JSKD, and we have also founded a very good cooperation with different organisations on local level and managed to established good local project teams. The prepared programme is very practically orientated, so the volunteers and facilitators will get real important knowledge to prepare further actions in the project.

All in all we think our achievements of the project objectives have been good and to some degree very good. Even though, we have had small difficulties with coordination because every project member have also other large projects, we think, we have had a good start and we are on a good track in this project.

As mentioned earlier at this meeting, we would like to have some adjustment to the budget; because we have lower salary level than estimated, and on the other hand higher other costs during WP 5 than predicted in the existing budget; especially with other costs or subcontractor costs, such as fees to external speakers and facilitators at our local guide courses.

**P5: MNT - by Janos**

We approached more potential partners in the region to get a gross group of potential partners, from which we can select the best and most motivated. It is important they understand the project idea and have openness to join. It takes up of lot of time to select the group, as they mobilize the whole local people and we need to involve all key people.

We haven't yet achieved the objectives of establishing the final project teams, because we are still in the process of involving them and inviting them to learn from each other, widening the audience and to avoid a feeling of encroaching. We take our time to select the best teams and settlements to secure success.

The task is more complex than focusing only on the artistic production on one hand the audience on the other, because we need to mobilises the whole village locally. We don't have special problems with financing the activities, because they can be accomplished in the everyday work as added task and made by volunteers.

**P6: VA - by Daniel, Robin and Laraine**

We have been delayed in carrying out our initial work for this project because the areas in which we have chosen to work are reliant upon our new structure that has come about due to some new funding. As a result we are establishing ourselves in new regions, and it makes good sense to base our Culture Guide activities there. Due to various other structural and staffing considerations, we have not been able to confirm these locations until the second half of January; though now this is done we hope to catch up with the Culture Guides work.

We have also chosen to carry out Culture Guide activities in four regions, which may be ambitious, where we could have chosen as few as two. We are hoping, however, that the project helps us develop our experience of project work across UK nations (England and Wales).

We could have worked on the pilot course programme earlier and done more to further the transversal tasks such as improving the website, as these weren’t reliant on us already having contacts in the four areas or established local partner groups. However, it has been a particularly bust time over the Christmas period and Culture Guides is only one of many projects are staff are involved in.

Perhaps it would have been better to have the first meeting earlier, or this second meeting later, so we would have had longer between the first and second meetings. If we hadn’t had to deal with a lot of changes and uncertainty surrounding our emerging structure and locations, we would have been able to better keep to the schedule.

We have no problem with the time and budget allocated to the work package. The time considerations were most due to other factors, as mentioned above. We have not fully solved the problem of the slow start, though we feel as we are entering WP 05 that we are in a good position to get back on track.

#### 8c) Oral evaluation round of WP 4: The second partner meeting

Key words from the oral evaluation round of this second meeting were the following:

**P1: KSD - by Bente**

It proved to be a very good idea to have the meeting in Liverpool. The flight connections from Copenhagen to Manchester and the train to Liverpool were fine, and it had been a very positive to experience the city and its cultural atmosphere. Very fine to have the meeting in BBC Radio Merseyside and to hear about the Up for Arts Project.

All was well prepared, which made the job easier. It has been a quality meeting with a clear and well structured agenda, and it was very inspiring to hear about the other partners' pilot work.

It furthermore improved the quality that all were honest about their possible problems, so we can learn from it. Therefore, it is also important with an ongoing dialogue between the meetings, as we have decided with the use of hang-outs and the group forum.

**P2: IF - by Hans**

Hans mentioned that his doubt about having the meeting in Liverpool showed to be wrong. The logistic to get here was good. The city was amazing in many respects and the location of the meeting in BBC Radio Merseyside gave some extra, especially the possibility to learn about the fruitful relation between the Radio and the Up for Arts Project. The hosts had done a great job. Good hotel and venue, lovely city walk and a nice restaurant.

The agenda was completed in an effective way and in a very positive spirit, where all contributed to its successful completion. The project seems on good tracks.

**P3: LKCA - by Hans and Ingrid**

Ingrid was very pleased that she finally had met the partners and felt the warm hospitality and the open welcome to join the group. To have a meeting in BBC Radio Merseyside was a scope, and the visits and dialogue with the journalists interesting. The meeting had been very inspiring for the future work.

Hans mentioned the well prepared and effective completed meeting. The other partners' presentations of their initiated pilot work gave a lot of inspiration. In general, such partner meetings are important to motivate the sense of the European scale and to promote the European added value. Here we very concrete experience that the world is more than Holland. It is very important that we have a strong focus on the European dimension and give high priority to our dissemination the other European countries.

**P4: JSKD - by Matjaz and Marjeta**

Marjeta found it most inspiring to hear about the other partners' pilot work. The exchange of international experiences can bring lots of inspiration to our own national pilot work. She looked forward to experience how all will manage to implement their guide activities.

Matjaz was also grateful for the fine meeting. It has initiated many good ideas for the project as well as in wider sense for the engagement in other future multilateral projects. Thanks a lot to Daniel and Laraine for their great tasks as hosts.

**P5: MNT - by Janos**

Janos acknowledged it had been a good decision to have the meeting in Liverpool. The travel was simple enough, interesting to see Liverpool and to experience the city's cultural profile and learn more about the Voluntary Arts Up project and its interaction with the BBC Radio Merseyside. Helen's and Laraine's presentations had been very useful.

The City walk was good and the dinner very fine in a good atmosphere. The successful completion of the agenda was also due to well prepared homework from the partnership with the distribution of the many reports and presentations before the meeting.

He underlined, he would tell the Hungarian recipients about the town and the cultural activities here and the unique relation between the voluntary arts culture and the local media. All in all, a very successful meeting.

**P6: VA - by Daniel, Robin and Laraine**

Laraine said, it had been a great joy to have you here, interesting to meet all and get mutual inspiration. It will be motivating for our own further work with the project.

Daniel mentioned, it had been an effective meeting. Good to hear from each partner's pilot work. It will be interesting to hear about the progress and see the many results. It is important in the next phase to hear, how all handle their part of the project; and to keep the dialogue living, with such a long time to our next meeting.

Robin was pleased that Liverpool shoved to be a good place to have the meeting. Even though the agenda had been compact, it had been completed effective and successful. It lived up to its purpose to bridge the project work, and to help and push each other to move forward.

#### 8d) Fill-out the meeting evaluation questionnaire (latest 1 week after the meeting)

The meeting decided that all organisations fill-out and send their meeting evaluation questionnaire latest 1 week after the meeting to the partnership.

### Item 9: A.O.B. (any other business)

The participants thanked the hosts for their hospitality, good moderation, domestic arrangements and very fine cultural programme. The hosts returned the thanking to the partnership, and wished all a pleasant trip home.

### Guest speakers and presentations

Monday afternoon

Guided visit to BBC Radio Merseyside,

by Helen Jones, VA and journalist at BBC Radio

Tuesday Morning:

Presentation of the "Up for Arts Project",

By Laraine Winning, Up for Arts director, and Helen Jones from VA, active in the Merseyside project

***Reporters: Bente von Schindel and Hans Jørgen Vodsgaard***

**NOTA BENE:**

**According to the adopted Rules of procedure, Article 4.3:**

**“The decisions presented in the minutes and related appendices are valid and approved, if none of the partners have raise any objections latest two weeks after they have received the papers by e-mails”.**

The Minutes was e-mailed Saturday, 8th February 2014, so the deadline for objections or comments can be Monday, 24 February, 1 pm.