27.01.2014 / hjv

**Second partner meeting in UK, 3 – 4 February 2014 in Liverpool, UK**

***Programme and Agenda, version 2***

*Content*

[Practical information 1](#_Toc378590669)

[Mobile numbers of the participants 2](#_Toc378590670)

[Aims and objectives of the second meeting 2](#_Toc378590671)

[Agenda of the meeting (version 2 – 27.1.2014) 3](#_Toc378590672)

[Annexes to the agenda 4](#_Toc378590673)

## Practical information

**Time and place**

Monday 3 Feb, 9 am – Tuesday 4 Feb, 3 pm (with arrival Sunday)

Address of venue: BBC Radio Merseyside, 31 College Lane/Hanover Street, Liverpool L1 3DZ

**Travel information**

Liverpool is well served by Liverpool John Lennon Airport and Manchester Airport, or Liverpool is a two and a quarter hour train from London Euston station.

The easiest and cheapest may be to book suitable flights to Manchester (on the Sunday evening, returning Tuesday evening).

The best route from Manchester Airport to **Liverpool Lime Street** is by train. Travel time is approx. 1 hour
Train cost is £16.80. For more information see <http://www.thetrainline.com>

**Hotel**

Daniel 's recommendations for hotels in Liverpool are the following:

**Novotel -** which is opposite the venue
Cost: £127.50 for two nights (Sunday and Monday) at the moment
Booking via: <http://www.novotel.com/gb/hotel-6495-novotel-liverpool-centre/index.shtml>
Address: 40 Hanover Street, Liverpool, Merseyside L1 4LN

**Liner hotel** - which is near the station and an 11 minutes walk to the venue

Cost: £94 for two nights (Sunday and Monday) at the moment
Booking via: <http://www.theliner.co.uk/>
Address: Lord Nelson Street, Liverpool, Merseyside L3 5QB

See a map over walk from hotel to venue here:

<https://www.google.com/maps?saddr=L3+5QB&daddr=L1+3DZ&hl=en&ll=53.406449,-2.978089&spn=0.007381,0.021136&sll=53.404464,-2.982384&sspn=0.007381,0.021136&geocode=FePyLgMdNJjS_ymXTPzEPCF7SDG3V9BXy9at9A%3BFTDjLgMdEH7S_yl3LJuhJSF7SDEco3U-waXYkw&dirflg=w&mra=ltm&t=m&z=16>

**Culture programme Monday evening, 3 Feb:**

5.30pm - Walking tour of Liverpool's cultural sites with Paul Beasley, to include:

* Liverpool One (Bluecoat, site of the Pool and the Old Dock)
* Albert Dock
* Pier Head
* Commercial District (original 7 streets, Town Hall, Western Approaches and site of the castle)
* Cavern Quarter
* St. George's Quarter (St. George's Hall, Central Library, Walker Art Gallery and World Museum)

7.30pm - Meal at the Monro, "the original and the best gastro pub in Liverpool" - [www.themonro.com](http://www.themonro.com)

**External speaker / stakeholder programme (properly 9 - 10, Tuesday 4 Feb)**

Laraine Winning - 'Up for Arts Project Director' at Voluntary Arts - will attend the meeting. Her email address is larainew@hotmail.co.uk.

She and another colleague, Helen Jones from VA will tell about the work VA has been doing with communities in Merseyside, who have little previous experience of accessing the arts, as part of our Up for Arts programme.

'Up for Arts is an exciting project, which aims to get people involved in the arts and crafts and increase community engagement. It harnesses the power of speech-based radio to raise the profile of volunteering and inspire people to get creative in their area. "

- See more at: <http://www.voluntaryarts.org/take-part/up-for-arts-project/#sthash.xvMGHjEr.dpuf>

## Mobile numbers of the participants

Bente von Schindel, KSD (DK) (+45) 29 64 70 40

Hans Jørgen Vodsgaard, IF (DK) (+45) 51 300 320

Hans Noijens, LKCA (NL) (+31) 6 21 40 61 97

Ingrid Docter  LKCA (NL) (+31)

Marjeta Turk, JSKD (SI) (+386) 31 817 358

Matjaz Smalc, JSKD (SI) (+386) 31 628 175.

János Szigeti Tóth, MNT (HU) (+36) 20 569 66 88

Robin Simpson VA (UK) (+44) 783 469 3819

Daniel Carpenter, VA (UK) (+44) 773 969 0762

Laraine Winning, Up for Arts director

## Aims and objectives of the second meeting

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)

**Monday, 3 Feb , 9 – 17.30**

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 in the partnership 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

**Tuesday, 4 Feb, 9 – 15**

9 - 10: Presentation of the 'Up for Arts Project,

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

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)

## 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.** VA presents a proposal latest 27 Jan 2014

 **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