05.01.2015 / hn, id and hjv

**Second partner meeting, 12 - 13 January 2015 in Utrecht, NL**

***Programme and Agenda, version 3***

*Content*

[Practical information 1](#_Toc378590669)

[Mobile numbers of the participants 1](#_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, 12 Jan, 9 am – Tuesday, 13 Jan, 3 pm (with arrival Sunday)

at LKCA Building, Kromme Nieuwegracht 66 (entrance Jeruzalemstraat), 3512 HL Utrecht

tel. +31 30 7115100- see [www.lkca.nl](http://www.lkca.nl)

**Travel information**

Fly into Amsterdam Schiphol. Direct train to Utrecht each 15 minutes from track 1-2.

**Hotels**

LKCA recommend you to book (for two nights - Sunday to Tuesday)

the NH Hotel Jaarbeursplein 24 - see [www.nh-hotels.com](http://www.nh-hotels.com).

(20 minutes’ walk from the conference building, our LKCA building).

Bente (KSD) and Hans (IF) have booked [*Nh Centre Utrecht,*](http://da.hotels.com/hotel/details.html?hotelId=139084&tab=description&rffrid=eml.hcom.DK.430.00.2014.12.26.src00.00.00.0000.0000.00.0000&intlid=Body_HotelName_H839.008.001_H1099.000.000_H1121.000.000)Janskerkhof 10, Utrecht. It was cheaper and in the centre of the city, just 5 min walk from LKCA Building.

Daniel and Laraine (VA)have booked Court Hotel, Korte Nieuwstraat 14

**Meals**

All breakfasts are in the hotel. Main meals arranged by LKCA.

Dinner Monday evening: www.restaurant-hetzuiden.nl

**Extra programme sessions**

City walk with storyteller Bart Schouten Monday 12,plm 17.00-18.30

Arrival at Stedelijk Museum Amsterdam and presentation of project with demental elderly people in musea in the Netherlands (adapted from Momo New York

## Mobile numbers of the participants

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## Aims and key activities of the third meeting

**The overall aim**

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

**Key activities:**

Before the meeting

1. Plan the meeting
   1. The host (P3) and the coordinator (P2) plan the programme
   2. A draft agenda incl. practical info and notes on partner homework is send 4 weeks before
   3. Final agenda with annexes is send at least 1 week before
2. Partners prepare presentations and thematic notes

During the meeting

1. Partners present and discuss the pilot results of the second phase
   1. Present the set-up of a series of pilot works and networking with stakeholders (WP 5)
   2. Present the completed culture guide courses (WP 5)
   3. Present the implementation of the pilot guide offerings (WP 6)
   4. Present the bilateral peer-mentoring visits (WP 7)
   5. Clarify and select examples of best practise (facilitate, network, courses, guide praxis, etc)
2. Partners plan the European handbook (WP 9)
   1. Clarify the outline and the editorial work division
   2. Clarify the practical tasks of translations, layout, proof-reads, publishing
   3. Clarify the succeeding publishing of the handbook in national languages.
3. Partners plan the two pilot Grundtvig IST-courses, Sunday - Friday, 7 - 13 June 2015 (WP 10)
   1. Outline the programme of the pilot Grundtvig IST-course for facilitators
   2. Outline the programme of the pilot Grundtvig IST-course for volunteer guides
   3. Clarify guidelines for practical and organisational questions
4. Partners plan time frame of fourth 1-day partner meeting, Saturday, 14 June 2015.
   1. Plan the time frame
5. Partners plan the European conference in Budapest, Oct 2015 (WP 10)
   1. Outline the conference programme, time and place, content and form
   2. Clarify guidelines for practical and organisational questions
6. Partners plan the transverse valorisation activities of the third phase
   1. Present the implemented valorisation until now
   2. Refine and adjust the plans of dissemination and exploitation for the third phase
7. Detail task planning and time scheduling of the third phase (before fourth meeting)
   1. Refine and adopt detail task plan of third phase
   2. Decide time and frame for third partner meeting
8. Evaluations
   1. Partners present their monitoring reports of WP 5,6 and 7 and mutual oral evaluation
   2. Oral evaluation of the meeting

After the meeting

1. All fill-out evaluation questionnaire of third meeting and send to partners, latest 1 week after

P2 (Coordinator) makes and sends minutes and common task plans of next phase

## Agenda of the meeting (version 3 – 05.01.2014)

**Monday, 12 Jan 2015, 9 – 17.30**

**09.00 – 10.00**

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) Status of the Erasmus plus strategy - mobilities (Key Action 1) **Hans Jørgen**

b) Status of the Erasmus plus strategy - projects (Key Action 2) **Hans Jørgen**

d) The Interim report to EACEA, **Hans Jørgen**

e) Other issues **Hans Jørgen**

**10.00- 11.50**

3. The partnership present and discuss the pilot works in the second Phase, Feb– Dec 2014

a) Present the set-up of a series of pilot works and networking with stakeholders (WP 5)

b) Present the completed culture guide courses (WP 5)

c) Present the implementation of the pilot guide offerings (WP 6)

d) Present the bilateral peer-mentoring visits (WP 7)

PPT-presentations by each partner, time schedule   
10.00 VA

10.20 MNT  
10.40 KSD

11.00 coffee break   
11.15 JSKD

11.35 LKCA

12.00-12.45

Reflection and discussion; we will have interviews in tandems about individual learning results, what we are missing and how our very different national contexts, together can supply an European way of working on the subject of Culture Guide. Each tandem interviews each other for about half an hour in total; then, at the end, the interviewers give a short summary of the answers of their tandempartner.

**12.45-13.30 Lunch**

**13.30-14.30**

e) Provide examples of best practise for the Handbook (facilitate, network, courses, guide services, etc)

**14.30-15.30**

4. The partnership plan the European handbook (WP 9) **Daniel**

a) Clarify the outline and the editorial work division

b) Clarify the practical tasks of translations, layout, proof-reads, publishing

c) Clarify the succeeding publishing of the handbook in national languages.

**15.30-16.00 Break**

16.00-17.00   
Discussion in two groups how we can develop and sustain the impact of the Culture Guide project, both national and European after 2015? How can the Handbook help? What more is needed? Who is in charge? Wrap up after 45 minutes.

17.00 City walk - storyteller

18.30 Dinner at Het Zuiden

**Tuesday, 13 Jan, 9 – 15**

**09.00 - 10.00**

5. Partners plan the pilot Grundtvig IST-courses, Sunday - Friday, 7 - 13 June 2015 (WP 10) **Marjeta**

a) Outline the programme of the pilot Grundtvig IST-course for facilitators

b) Outline the programme of the pilot Grundtvig IST-course for volunteer guides

c) Clarify guidelines for practical, organisational and financial questions

6. Partners plan time frame of fourth 1-day partner meeting, Saturday, 14 June 2015.

a) Plan the time frame (when to stop to get an air flight)

7. Partners plan the European conference in Budapest, Oct 2015 (WP 10) **János**

a) Outline the conference programme, time and place, content and form

b) Clarify guidelines for practical and organisational questions

**10.00-10.15 break**

**10.15 - 12.00**

8. Partners plan the transverse valorisation activities of the third phase

a) Present the national 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

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

e) Refine and adjust the plans of dissemination and exploitation for the third phase

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

9. Partners plan the transverse evaluation strategy

a) How to provide evaluations of the local pilot work in the 2nd phase and overall summaries b) How to meet the demand of impact evaluation

c) How to provide a combined process and impact evaluation

d) Who does what and when

10. Evaluations

a) Partners present their monitoring reports and mutual oral evaluation (of WP 5, 6 and 7)

b) Oral evaluation of the third meeting (WP 8)

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

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12.30 Train to Amsterdam (lunch in the train)

13.30 Arrival at Stedelijk Museum Amsterdam and presentation of project with demental elderly people in musea in the Netherlands (adapted from Momo New York); confirmed

## Annexes to the agenda

**Item 1: Formalities**

b) GUIDE – WP 08, third meeting, agenda, version 2

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

**Item 2: Since last time**

a) Status of the Erasmus plus strategy - mobilities (Key Action 1)

b) Status of the Erasmus plus strategy - projects (Key Action 2)

c) The interim reports - emailed 16 Dec 2014 to the partnership

**Item 3: Presentations of local pilot work in second phase (WP 5, 6 and 7):**

a-b) Status reports on the implemented local pilot work (WP 5)

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

c) Status reports of completed pilot guide services (WP 6)

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-06---guide-services>

d) Reports from the bilateral peer-to-peer visits (WP 7)

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-07---bilateral-visits>

**Item 4: The partnership plan the European handbook (WP 9)**

a-c) Handbook disposition vision 3 BS and HJV and DC

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-09>

**Item 5: The partnership plan the two pilot Grundtvig IST-courses (WP 10)**

a-b) GUIDE - WP 10 - Programme, two pilot courses for facilitators and volunteers, version 1

GUIDE - WP 10 - Programme of two pilot courses - version 2, 20 Nov 2014

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-10---two-pilot-courses>

**Item 7: The partnership plan the European conference in Budapest (WP 12)**

a) GUIDE - WP 12 - Programme, European Conference, version 1

GUIDE - WP 12 - Programme, European Conference, version 2

see [https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-12---eu-conference](https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-12---eu-conference%20)

**Item 8: Valorisation activities until now**

**a) The national valorisation until now**

GUIDE - Template for WP 14 - reporting dissemination activity. Emailed 10.12.2014

**b) Trans-European valorisation**

**c) Awareness-rising products**

**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 10: Evaluation of the previous work**

a) GUIDE - Template QA, WP 5 - process evaluation of implemented local pilot work, version 1

GUIDE - Template QA, WP 6 - process evaluation of pilot guide services, version 1

GUIDE - Template QA, WP 7 - evaluation of bilateral visits, version 1

b) GUIDE - Template QA, WP 8 - evaluation of the third meeting, version 1