**28.01.2015 / hjv**

**version 1,**

approved because none of the partners have raise any objections latest two weeks after they have received the papers by e-mails (see our Rules of Procedure, point 4.3)

**Minutes from**

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

*Content*

[Participants: 1](#_Toc410940473)

[Minutes 2](#_Toc410940474)

[Item 1: Formalities 2](#_Toc410940475)

[Item 2: Since last time 2](#_Toc410940476)

[Item 3: Present the pilot works in the second Phase, Feb– Dec 2014 3](#_Toc410940477)

[Reflection and discussion 8](#_Toc410940478)

[Item 4: Plan the European handbook (WP 9) 10](#_Toc410940479)

[Discussion of sustainability: 11](#_Toc410940480)

[Item 5: Partners plan the pilot courses, 7 - 13 June 2015 (WP 10) Marjeta 11](#_Toc410940481)

[Item 6: Time frame of fourth 1-day partner meeting, Saturday, 14 June 2015. 12](#_Toc410940482)

[Item 7: Plan the European conference in Budapest, Oct 2015 (WP 10) János 12](#_Toc410940483)

[Item 8: Partners plan the transverse valorisation activities of the third phase 13](#_Toc410940484)

[Item 9: Partners plan the transverse evaluation strategy 14](#_Toc410940485)

[Item 10: Evaluations 14](#_Toc410940486)

[Item 11: A.O.B. (any other business) 15](#_Toc410940487)

[Annexes to the agenda 16](#_Toc410940488)

## 

## 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 Urska Bittner Pipan, JSKD (SI)

János Szigeti Tóth, MNT (HU)

Daniel Carpenter and Laraine Winning, VA (UK)

## 

## Minutes

### Item 1: Formalities

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

The meeting appointed Hans Noijens as moderator, and Hans Jørgen Vodsgaard as reporter with a helping hand from Bente von Schindel.

#### 1b) Approval of the agenda

The proposed agenda, version 3 was approved.

#### 1c) Sign Attendance List

The meeting attendance list was signed by all participants.

### Item 2: Since last time

#### 2a) Status of the Erasmus plus strategy - mobilities (Key Action 1)

HJV mentioned the Erasmus+ mobility strategy was discussed and initiated by VAN and Interfolk back in May 2014, and the first strategy paper with a questionnaire was send mid August to the core network of old partners, primarily organisations that had worked together in the former Grundtvig multilateral project, LOAC and the Grundtvig Learning Partnership, ART-AGE as well as the current Grundtvig multilateral project, GUIDE.

The core network includes Voluntary Arts (UK and Republic of Ireland); Interfolk, Institute for Civil Society (DK); The National Association of Cultural Councils (DK); LKCA, The National Centre of Expertise for Cultural Education and Amateur Arts (NL); JSKD, Republic of Slovenia Public Fund for Cultural Activities (SI); The Hungarian Folk High School Society (HU) ; AKKS, The Joint Council of Amateur Arts Associations in Denmark (DK); Forum voor Amateurkunsten (BE) as well as a close cooperation with AMATEO, the European network for amateur arts.

A summary of the answers from the core partners, entitled "Erasmus courses and projects, summary of partner priorities, version 1" was e-mailed to the core network ultimo September, and the planning of the six training events was concluded primo January. The initiative group, VAN and Interfolk distributed the new brochure for training events and announced the new website to the core network by e-mail 8 January 2015. See the website, EVA - European mobility for voluntary arts and culture, <http://www.erasmus-eva.eu>

HJV presented the status of the preparation of new Erasmus+ training events in Aug 2015 to July 2016, for associations from the European sector of voluntary arts and culture activities as well as liberal adult education with arts curriculum. The planned Erasmus training events include 6 events, where one is the 2-days European seminar, 5-6 Oct 2015 in Budapest, presenting the outcome of the Culture Guide project; and another is the two parallel 4-days courses, 14 - 17 June 2016 in Ljubljana about how to initiate Culture Guide services. The planned Erasmus mobility events thereby have a clear focus on the sustainability of the project results after the conclusion of the project.

The partnership was pleased with the results and decided to initiate a comprehensive dissemination of the new Erasmus courses, among other things to get more participants to the two GUIDE events. Each partner disseminate to target groups in their own countries and to their different contact lists in other countries. The dissemination to other European countries doesn't need to be coordinated, because it is not a problem, if some recipients get the information twice by different senders.

DC asked, whether the training events also was open for volunteer staff. HJV mentioned the new Erasmus Guide did not have a clear answer, but the former Grundtvig programme had been open for volunteers, and it seems unlikely the new Erasmus programme would close such a possibility. Anyhow, BvS would ask the Danish National Office and inform the partnership, latest 30 January.

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

HJV mentioned the Erasmus+ project strategy was discussed back in May 2014 together with the Erasmus+ mobility strategy, and the first strategy paper with a questionnaire was send mid August to the core network of old partners. A summary entitled "Erasmus courses and projects, summary of partner priorities, version 1" was e-mailed to the core network ultimo September, and the different preparation groups had initiated their planning in Nov - Dec 2014.

The status of the planned Erasmus+ strategic partnership applications in the core network, with deadline 31 March 2015 is the following:

1. VAN would apply in UK for the 2-year project, entitled "FOCAL - Focal points for European staff training in the field of amateur arts and voluntary culture", Sept 2015 – Aug 2017. Old partners included VAN, KSD, IF, JSKD and MNT plus 3-4 new ones.
2. KSD would apply in Denmark for the 3-year project, entitled " DEMOS - Voluntary culture as leverage of civic and democratic participation in sparsely populated areas", Sept 2015 – Aug 2018. Old partners included KSD, IF, VAN and MNT plus 3 new ones.
3. LKCA would apply in Holland for the 3-year project, entitled "AGEART - Active Ageing with voluntary arts and culture", Sept 2015 – Aug 2018. Old partners included LKCA, KSD, IF, VAN, and JSKD plus 3 new ones.
4. AKKS would apply in Denmark for the 3-year project, entitled "VALID - Validation of arts-based learning in voluntary arts and liberal adult education", Sept 2015 – Aug 2018. Old partners included IF, VAN, and MNT plus 3-4 new ones.

The chances for successful applications are difficult to estimate. The competition is hard, and the average of granted application last year in the round of the Erasmus+ programme was approx. 20 pct as in the former Grundtvig programme. The partnership discussed the project plans and all hoped some of the applications will be successful, so the fulfilling European cooperation can continue in new project contexts.

#### 2c) The Interim report to EACEA

HJV presented the interim reports, which was send mid December to EACEA. The demands of reporting are very comprehensive, but also a good opportunity to get a refreshed overview of the many aspects of the project. HJV and BvS also tanked the partnership for their positive contribution to get the needed information to the reports.

The partnership tanked for the comprehensive work and hoped the interim reports would be approved without too many critical remarks and requests, which could delay or endanger the current good flow of the work programme.

#### 2d) Other issues

None to mention

### Item 3: Present the pilot works in the second Phase, Feb– Dec 2014

Overall the pilot work was

* initiated in WP 03, Nov 2013 – Feb 2014, where the local project teams were established and the local pilot strategies clarified
* Implemented in WP 05, Feb – June 2014, where the volunteers were recruited, culture guide courses were completed and the local project work was started
* Completed in WP 06, June – Dec 2014 with proving pilot culture guide offerings to selected marginalised groups and concluded with local evaluation sessions in the start of 2015.

Each national project team presented their pilot work, which now is in the concluding phase.

Daniel and Laraine, VAN (UK)

Daniel presented their pilot work, see the power point presentation

WP 08 - P6, VA - presentation of plot work, 12 Jan 2015

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-08---third-meeting>

Main annexes:

GUIDE WP 03 - P6, VA - Guide Concept

GUIDE WP 03 - P6, VA - draft plans for pilot course

GUIDE WP 03 - P6, VA - interim report

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

GUIDE WP 05 - P6, VA - Status update 30 June 2014

GUIDE WP 05 - p6, VA - Cultural Guide Handbook V3

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-05---piloting>

GUIDE WP 06 - P6, VA - Report of completed local pilot work up to WP 6

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

GUIDE WP 03 - P6, VA - evaluation of local pilot work

GUIDE WP 05 - P6, VA - evaluation of implemented pilot work

GUIDE WP 06 - P6, VA - process evaluation of completed pilot work

GUIDE WP 07 - P6, VA - peer mentoring, bilateral visit to P1, KSD in DK, v1

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-16---evaluation>

Summary of the presentation: (VA) "Voluntary Arts Network" of England, Wales, Scotland, Northern Ireland and the Republic of Ireland had implemented pilot work in four areas, respectively Wrexham (in North of Wales), Torfaen (in South Wales), St Helens (in Merseyside, North West England) and Faversham (in South East England).

* The end-user groups for all areas are mental health service users, older people incl. those with dementia, disabled people, faith communities, and people in areas of economic deprivation
* The local partners VA cooperates with are in
* Wrexham: Wrexham Borough Council, Oriel Wrecsam, Mind Cymru, and Diverse Cymru;
* Torfaen: Torfaen Borough Council, Llantarnam Grange Arts Centre, Theatre Ffynon, Ancient Cwmbran Society, and Congress Theatre;
* St Helens: Library Network, Hope Centre, Helena Partnerships, and Leonard Cheshire Disability;
* Faversham: Ideas Test – Creative People and Places consortium for Swale and Medway, and Medway Queen
* The 2-days culture guide course took place in Birmingham, 22 - 23 July June 2014 with 18 volunteers, recruited across the four regions
* The topic of culture activities are in Wrexham to encourage people to cross boundaries into artistic spaces, both figuratively in opening themselves up to a different experiences and literally, cross the thresholds of galleries, theatres and other arts venues; in Torfaen to link people with their built heritage through arts participation activities; in St Helens a variety of topics; and in Faversham the topic is traditional maritime crafts.

Beside the information in the pp-presentation, Daniel mentioned

* Overall, VAN saw the local pilot work as a very successful project that had strong potentials to be embedded and to have a sustainable impact.
* VAN had to make extra insurance for the volunteering guides, and the same could apply for the other partners' volunteers.
* The local partners had different or own procedures for supporting their volunteers.
* The GUIDE project had helped to unite organisations, that until now haven't worked together before.
* The GUIDE project had paved the way for new possibilities for additional funding, which was especially needed for the ongoing mentoring of the guides and the mapping of local culture offerings
* VAN had planned to enhance the activity also to Cardiff

Marjeta and Ingrid asked, if Daniel could distribute VAN's GUIDE Handbook to the partnership for inspiration. The handbook had already been distributed to the Hungarian and Danish partners during VAN's bilateral visit to Copenhagen, primo Nov 2014. Daniel emailed the PDF-edition of the handbook to the partners.

Janos, MNT (HU)

Janos presented their pilot work, see the power point presentation

WP 08 - P5, MNT - presentation of pilot work, 12 Jan 2015

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-08---third-meeting>

Main annexes:

GUIDE WP 03 - P5, MNT - Guide Concept

GUIDE WP 03 - P5, MNT - 2nd draft, pilot course in Hungary

GUIDE WP 03 - P5, MNT - interim report

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

GUIDE WP 05 - P5, MNT - Status report of HFHSS

GUIDE WP 05 - P5, MNT - Course programme

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-05---piloting>

GUIDE WP 06 - P5, MNT - Report of completed local pilot work

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

GUIDE WP 03 - P5, MNT - evaluation of local pilot work

GUIDE WP 05 - P5, MNT - evaluation of implemented pilot work

GUIDE WP 06 - P5, MNT - process evaluation of completed pilot work

GUIDE WP 07 - P5, MNT - peer mentoring, bilateral visit to P1, KSD in DK, v1

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-16---evaluation>

Summary of the presentation: (MNT) " The Hungarian Folk High School Society" has implemented pilot work in relation to the annual vintage festival in the two rural municipalities, Mindszent-kálla and Szentbékkálla in the Balaton region.

* The end-user groups are unemployed young people and other ordinary people in these rural municipalities.
* The aim is to involve the end-users proactively in the preparation of the events by exploring the traditions of this artistic masquerade which looks back century’s tradition; reinforcing old and new traditions of songs, dances, sayings, speeches, and rhymes dealing with wine festival; and to involve artists, artistic ensembles, schools which create a whole year “training” activity
* The main local partners MNT cooperate with are amateur artistic groups, schools, local governments, wine festival organisers, and the regional library and museum of Veszprem.
* The 3-days culture guide course, June 2014 had 15 volunteers.
* The culture guide activities include collection of songs, dances, sayings, speeches, and rhymes dealing with wine festival; prepare and train amateur arts features, such as new songs for new choirs, dances, speeches; production of costumes and events; making an exhibition about the vintage festival traditions and the old tools and traditions of vine production.

Beside the information in the pp-presentation, Janos mentioned

* It had been difficult to find volunteers, because there is not a tradition for volunteering in Hungary. Therefore MNT had to involve professional institutions, to provide the free activities.
* A sustainable culture guide activity could imply also to establish new voluntary culture associations in the villages.

Bente, KSD (DK)

Bente presented their pilot work, see the power point presentation

WP 08 - P1, KSD - presentation of pilot work, 12 Jan 2015

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-08---third-meeting>

Main annexes:

GUIDE WP 03 - P1, KSD - Concept for guide project in Denmark

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

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

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

GUIDE WP 05 - P1, KSD - Course cultural Guides, Køge

GUIDE WP 05 - P1, KSD - Course cultural Guides, Køge

GUIDE WP 05 - P1, KSD - Report pilot work, v3

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-05---piloting>

GUIDE WP 06 - P1, KSD - Report of completed local pilot work up to WP 6

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

GUIDE WP 03 - P1, KSD - evaluation of local pilot work

GUIDE WP 05 - P1, KSD - evaluation of implemented pilot work

GUIDE WP 06 - P1, KSD - process evaluation of completed pilot work

GUIDE WP 07 - P1, KSD - peer mentoring, bilateral visit to P1, KSD in DK, v1

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-16---evaluation>

Summary of the presentation: (KSD) The national Association of Cultural Councils in Denmark had two pilot works in respectively Halsnæs and Køge municipality.

* The end-user groups were marginalised children and young people from all the schools in Køge and Halsnæs municipalities (and thereby typically also their social marginalised families, parents and grandparents).
* The main stakeholders were the local cultural councils and their member associations, the schools in the municipalities and the Culture department of the municipalities.
* The culture guide courses had 32 participants in Halsnæs and 25 participants in Køge.
* The volunteering guides came from the local associations of voluntary arts and cultural heritage, with 9 guides in Halsnæs and 11 in Køge.
* The activity consisted in guest teaching by the guides of a variety of school classes, the number of receivers were in total 725 pupils and 40 teachers, In some activities, especially the concluding events the parents and grandparents also participated. The whole class participated and not only the minor group of social marginalised from each class, because such an separation would just reinforce the marginalisation.
* The content of activity was for example: "Weaving Circle, where pupils made a “season wheel", "Mathematics in Art, where pupils worked with mathematical figures in visual art works"; "World War 2 in Halsnæs, about the local resistant movement"; "Architecture in the town, select the most worth preserving buildings"

Beside the information in the pp-presentation, Bente mentioned

* The preliminary feedback from the local stakeholders had been very positive, and the groups wanted to continue the culture guide activities.
* The final evaluation by the local stakeholders will take place ultimo January 2015.,

Marjeta/Urska, JSKD (SI)

Marjeta and Urska presented their pilot work. Marjeta talked and Urska presented related content at the JSKD website and the social media sites for the guide project.

see [**the JSKD sites about the GUIDE project here**](http://www.jskd.si/mednarodna-dejavnost/projekti_v_teku_mednarodna_dejavnost.htm)

see [the social media pages for the GUIDE project here](https://www.facebook.com/Kulturnivodici)

Main annexes:

GUIDE WP 03 - P4, JSKD - Presentation of JSKD and concept of Guide project

GUIDE WP 03 - P4, JSKD - Key activity 2, 2nd draft for the pilot course in SLO

GUIDE WP 03 - P4, JSKD - key activity 4, interim report

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

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

GUIDE WP 05 - P4, JSKD A - Status report

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-05---piloting>

GUIDE WP 06 - P4, JSKD - Report of completed local pilot work up to WP 6 (Missing)

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

GUIDE WP 03 - P4, JSKD - evaluation of local pilot work

GUIDE WP 05 - P4, JSKD - evaluation of implemented pilot work

GUIDE WP 06 - P4, JSKD - process evaluation of completed pilot work

GUIDE WP 07 - P4, JSKD - peer mentoring, bilateral visit to P1, KSD in DK, v1

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-16---evaluation>

Summary of the presentation: (JSKD) "The Republic of Slovenia Public Fund for Cultural Activities" has established seven local teams - three groups from the west region of Slovenia (Goriška region), two groups from Ljubljana and one from Velenje and Grosuplje

* The end-user groups are: Deaf, Drug addicts, Roma, Retired mine workers, Unprivileged children, and Emigrants.
* The main local partners JSKD cooperate with are culture houses in the areas, the advisory committee of mayors in the involved municipalities, and the Association of Cultural societies of Slovenia.
* The 3-days culture guide course had 18 volunteers. .
* The culture guide activity for the end-users are visits to cultural heritage places, arts exhibitions and different sorts of amateur arts activities.

Beside the information in the pp-presentation, Marjeta and Urska mentioned

* They recruited the volunteers from the local JSKD offices
* They haven't got extra funding, mainly because the funding opportunities are related to social or humanitarian voluntary associations.

Hans and Ingrid, LKCA (NL)

Hans presented their pilot work, see the power point presentation

WP 08 - P3, LKCA - presentation of pilot work, 12 Jan 2015

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-08---third-meeting>

Main annexes:

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

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

GUIDE WP 03 - P3, LKCA - key activity 2, programme pilot courses (missing)

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

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

GUIDE WP 05 - P3, LKCA - update report 15 july 2014

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-05---piloting>

GUIDE WP 06 - P3, LKCA - Report of completed local pilot work up to WP 6 (Missing)

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

GUIDE WP 03 - P3, LKCA - evaluation of local pilot work

GUIDE WP 05 - P3, LKCA - evaluation of implemented pilot work

GUIDE WP 06 - P3, LKCA - process evaluation of completed pilot work

GUIDE WP 07 - P3, LKCA - peer mentoring, bilateral visit to P1, KSD in DK, v1 (missing)

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-16---evaluation>

Summary of the presentation: (LKCA) The Dutch National Centre of Expertise for Cultural Education and Amateur Arts has four pilot works in respectively Assen / Drenthe; Lelystad; Arnhem; and Amsterdam.

* The end-user groups are in Assen / Drenthe vulnerable elder people in rural areas; in Lelystad mentally ill persons; in Arnhem primarily elder vulnerable people ; In Amsterdam primarily people with Korsakoff's syndrome.
* The main local partners LKCA cooperates with are in
* Assen/Drenthe: "Kunst en Cultuur Drenthe" runs the programme "Coloured Grey";
* Lelystad: "Kwintes Lelystad", an organisation for welfare and psychiatric illness as well as "Kubus", the Centre of Arts and education Lelystad;
* Arnhem: "Kunstbedrijf Arnhem" and "KOM Gelderland";
* Amsterdam: "Amsta Amsterdam Laurie Kuijpers" an organisation for welfare and health of elderly people.
* LKCA has organised one common 2 days guide course for 30 volunteers from all four areas as well as special sessions for minor groups from each area.
* The culture guide activity for the end-users are visits to different sorts of arts exhibitions and amateur arts activities.

Beside the information in the pp-presentation, Hans and Ingrid mentioned

* that the pilot work was still on-going, and the common meeting with final evaluations would be completed in the spring 2015.
* HJV mentioned that the conclusions should be presented at the agreed deadlines for the handbook.

Overall, the partnership did see the completed pilot work as successful, providing better results than initial expected and with a strong sustainable dimension. It also included a lot of practise examples, which could be used for the handbook.

Decided that item 3e: Provide examples of best practise to the handbook could be postponed to item 4: Planning the handbook .

The Power-point presentations by Daniel, Janos, Bente and Hans was e-mailed to the partners.

### Reflection and discussion

Planned as a break in the agenda with time for in-depth reflection and discussion, with interviews in tandems about individual learning results: What we are missing, and how our very different national contexts, joined together, can supply an European way of working on the Culture Guide issues.

Marjeta, Ingrid and Hans V

Main question: How to find volunteers?

Ingrid mentioned, it was more difficult than expected, and it implied to build good networking with other stakeholders in the field to find volunteers and to reach selected end-user groups. For example, they had to skip the pilot work with Polish immigrants groups, because they couldn't find resource persons to engage in the work.

Marjeta mentioned, it also had been difficult for JSD to find volunteers. In general, the cultural associations in Slovenia have no traditions for using volunteers in their work. A specific problem had been that many volunteers had the view, they were used/exploited to solve tasks for the state, but in the end most providers from the voluntary arts associations agreed, they needed to develop new approaches and find new "costumers".

Hans mentioned, there is a strong tradition for voluntary association activities and the use of volunteers, also in the sector of amateur arts, voluntary culture and cultural heritage. Furthermore, KSD has - as an umbrella for the local cultural councils that represent the many arts and culture associations in the municipalities - good contact channels to the local arts and culture work. So, overall it had been not been so difficult to engage local voluntary associations and them to find volunteers.

Bente and Urska

Main question: Added value of the pilot work?

Bente mentioned that the pilot work had bridged social and culture work, and provided new forms of cross-over activities between teaching, art and culture as well as new cross-sector cooperation between the voluntary sector and the public schools and the culture departments in the municipalities.

This cross-over of social and culture work, and cooperation between informal learning associations and formal public learning institutions could open new possibilities for profiling the societal benefits of the voluntary arts and culture work, and furthermore open up for new financial support to the sector from the many social funding programmes.

Urska didn't see the same possibilities in Slovenia for a cross-over work between voluntary associations with volunteers and the public school system, which was rather closed and sceptical towards the involvement of "amateurs/non-professionals" in the learning activities.

Both hoped, the project could open new doors for more common activities on a european level, after the end of the project, for example by having cross-border European meetings each year for associations and persons involved in culture guide activities.

Daniel and Janos

Main question: How to involve volunteers and how to use the media?

Janos mentioned, MNT had problems with finding volunteers, because the tradition for volunteering

in Hungary is weak. Therefore they had to involve professional institutions to provide free activities.

'Daniel thought that the voluntary associations are stronger in UK and have better access to the public media, while the media in Hungary are more commercial with lesser interest in civil society work.

Laraine and Hans N

Main questions: How to expand the target groups and recruit new volunteers?

Laraine would like to involve new target groups, such as children, immigrants, prisoners. She mentioned the need for a strategy for recruiting and keeping volunteers that could make their personal benefits more clear, for example by securing the refunding of their costs for travels etc. She also mentioned Bad experiences with projects, where people from the outside are parachuted into a local community, which brings no trust and sustainability to the work.

Hans agreed, and said, we must learn by our failures. It had been very instructive, why LKCA couldn't get the Polish groups involved. It seems as a closed community, and LKCA had not found a way to resourceful people that may have lifted the task.

### Item 4: Plan the European handbook (WP 9)

Main annexes:

GUIDE WP 09 - Handbook disposition vision 3 BS and HJV and DC

GUIDE WP 09 - European handbook plan, PP-presentation for third meeting 12 January 2015

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

Daniel had a power-point presentation of the aims, outline, work division, partner input and deadlines for providing the Handbook.

The meeting agreed

* Daniel should transform the proposed time schedule to a work document, and send to the partnership.
* Daniel should prepare a refined template for the needed text from the partners
* Daniel and Laraine should prepare questionnaires for impact evaluations with facilitators, stakeholders, volunteers and end-users
* The partnership should complete these impact evaluations, so the results could be incorporated in the Handbook and furthermore used as a main part of the general impact evaluation.

The partnership confirmed the following tasks and deadlines (according to the revised time schedule, v2, 26 January 2015, by Daniel):

January 2015

30 January - DC circulates templates for partner articles and questionnaires for impact evaluation provided by the local project teams.

February 2015

9 February - Partners translate evaluation templates into own languages and circulate to end users, Culture Guides and local partnership teams

13 February - Partners write articles in own languages

13 February - DC confirms sub-contractors for layout and print

20 February - Partners circulate articles translated into English

27 February - Partners feedback on each other’s articles

27 February - DC circulates design of cover

March 2015

6 March - Partners make final revisions to articles

6 March - Deadline for sending pictures to the editor

6 March - Deadline for end users, Culture Guides and local partnership teams to return evaluation forms

13 March - DC and BS proofread final articles

13 March - Partners to collate evaluation data and translate written elements into English

23 March - DC and BS to finalise English language text

April 2015

3 April - English language text translated into six languages

10 April - Layouts of English language version complete

17 April - DC and BS proofreads English language layouts

24 April - Layouts of six languages versions complete

May 2015

1 May - 500 copies of English language version printed

1 May - Layouts of six languages versions complete

8 May - English language version distributed to partners and stakeholders

15 May - 100 copies each of six languages versions printed

22 May - Partners distribute six languages versions to stakeholders

### Discussion of sustainability:

Planned as a break in the agenda with time for in-depth reflection and discussion, where the partnership was divided in two groups to discuss. How we can develop and sustain the impact of the Culture Guide project, both on a national and European level after 2015? How can the Handbook help? What more is needed?

Group 1: Marjeta, Bente, Daniel, Janos, Ingrid

Group 2: Urska, Hans N, Hans V, Laraine

Summary of discussions in group 1:

Daniel: The International impact and sustainability may be strengthen by using Erasmus+ mobility, training events after the end of the project. The national follow-up may include extra funding, but the no clear picture yet.

Bente: In a Danish context the current pilot work could transferred to a wider range of municipalities, and the idea could be elaborated by developing the concept to new target groups

Janos: The handbook could promote the sustainability of the project

Daniel: VA wishes to protect the brand "Culture Guide" by getting copy right. It can be registered in UK for 200 euro.

Hans V. didn't see the needs for getting a copy right. It may be contrary to the conditions of the grant, and it may limit the dissemination potential, if other organisations that wish to do the same, had to ask for permission first, especially if the organisations are from other European countries than the partnership.

Summary of discussions in group 2

Hans N.: We need more documentation of the impact and value of the culture guide activity, especially if we wish to apply for new local funding. This documentation could focus on the cross-over between the fields of culture and welfare.

Laraine: Important to secure good impact evaluations. VAN could adapt some of their former evaluation questionnaires for this project.

Hans V.: The new Erasmus+ programme for mobility may be used for providing European training events, both courses and seminars for people working with culture guide activities. The Erasmus+ programme for projects may also give possibilities for follow-up projects with focus on mapping, dissemination and policy reforms.

Urska: Good documentation is important, also in a cross-country context, but it is also very demanding and we could use help from universities, knowledge centres to do it - and for this we need extra funding.

### Item 5: Partners plan the pilot courses, 7 - 13 June 2015 (WP 10) Marjeta

Main annexes:

GUIDE - WP 10 - Programme pilot courses, version 1

GUIDE - WP 10 - Programme pilot courses, version 2a

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

Marjeta commented the distributed course programme,v2.

* The course venue was moved from Ljubljana to Nova Gorica, where JSKD did complete most of the pilot work; still a 1 day trip to Ljubljana.
* The programme has the same structure as the LOAC programme combined with parts of the programme for the pilot GUIDE courses in Slovenia, May 2014
* International flights to either Trieste, Ljubljana and Venice, and JSKD can organise the transport from the airports to Nova Gorica.
* Important now to clarify the main parts of the programme and the division of work as course leaders, moderators and the use of external speakers, and the homework for the participants.

The partnership discussed the programme. Main conclusions were

* Home work: 2 pairs from each country, where each pair prepare a common presentation; 10 min for each pair, and some room for questions and discussions.
* How to work as moderators: it is the participants that shall present results at plenum
* Group sessions Monday: 1. session - presentations and 2. session prepare plenum presentations.
* Official release of the handbook during the first day of the course; national press-releases may start 2 weeks before
* The course may end at noon Friday

Other Issues:

* Hans N wishes more dialogue on challenges and the solutions gained
* Daniel mentioned Helen Jones may participate and have a presentation
* Bente need soon to clarify, if she can participate in the whole period (due to planned christening of granddaughter)

Decided

* Feedback on distribution of work and names of speakers, moderators as well as proposals from partners for adjustments of the programme. Deadline, Friday 30. January to Marjeta.
* Daniel check if Helen Jones can participate as speaker, also deadline Friday, 30 January
* Bente will check, if the Copenhagen Culture Guide can participate as speaker, also deadline 30 January.

### Item 6: Time frame of fourth 1-day partner meeting, Saturday, 14 June 2015.

Decided that the Fourth partner meeting starts Friday afternoon, 13 June and end Saturday morning, 14 June 2015.

### Item 7: Plan the European conference in Budapest, Oct 2015 (WP 10) János

Main annexes:

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

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

Janos commented the distributed conference programme,v2.

* The time and place is 5-6 Oct 2015 at Hotel Benczúr, H-1068 Budapest, Benczúr utca 35. - see <http://www.hotelbenczur.hu>.
* The hotel is a former course centre for the Hungarian Teacher Association, and it is quite cheap, with good facilities and social meeting rooms
* The deadline for booking of hotel rooms is 6 weeks before
* Expected number of participants: min 30-40 - max 50-60, where 16 is paid by the GUIDE grant,

15 is expected to use the Erasmus mobility; and 5-10 more could come, if the EAEA plan their board meeting at the same place and at a time up to the conference, so they also can participate.

* As key note speaker, Monday 6 Oct Janos will as 1st priority contact the Hungarian European Commissioner for Education, Culture, Youth and Sport, Tibor Novorash, or else the Hungarian state secretary or another key note speaker Tuesday morning.

The partnership discussed the day-to-day programme. Main conclusions were

* The Session Monday afternoon. here we need time for rotation with 10 min break. Therefore the time frame was changed from change to 14.30 - 18 and then networking from 18 - 18.30
* The Culture performance Monday evening needs to be clarified
* Janos will inform the partnership, as soon the agreement with the key note speaker is clarified.

#### Item 7a. Time frame of the sixth partner meeting

Decided to schedule the sixth partner meeting at Hotel Benczúr, Wednesday, 7 Oct 2015, 9 - 16

### Item 8: Partners plan the transverse valorisation activities of the third phase

Main annexes:

See the valorisation reports by the partners here

<https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-15---exploitation>

See the most of the Valorisation materials by the partners here

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

The partners presented their main valorisation (dissemination and exploitation) activities:

JSKD (SI) has completed a wide range of valorisation in Slovenia, such as

* press releases, articles, own website, social media
* Promotion at meetings and conferences
* awareness-rising products (T-shirts, bags, pens)
* but until now no international dissemination, except promotion to the AMATEO network

KSD (DK) has completed a wide range of valorisation activities in a Danish context, especially in the involved municipalities and to the engaged stakeholders.

* news-mails, press releases, own website, social media
* A special issue of the project in the magazine, Kultur.dk as well as other articles
* Promotion at meetings and 3-4 conferences
* but until now no international dissemination.

VAN (UK) has until now also mostly made local dissemination, but now it is time to go on to the national level, after the results of the local pilot work have been delivered.

* Until now used news-mails, own website, social media, local radio (BBC Merseyside)
* With the handbook and the two courses the national valorisation will start
* until now no international dissemination.

MNT (HU) has completed a wide range of dissemination on a local and regional, including

* articles in local and regional news papers
* promotion at own website and social media
* need now to make more national dissemination including articles in national magazines

LKCA (NL) haven't done much dissemination until now. They have planned

* to make interviews with groups of volunteers and end-users, and to put the interviews in newsletters, also in LKCA's newsletters
* to make promotion of the project at public events, such as the book week

IF (DK) has made transnational dissemination, by sending

* two news-mails after the first and second partner meeting to a wide range of recipients in other European countries outside the partner countries and to cross-national European associations (using the mail-lists presented at the first meeting)

The partnership discussed the valorisation activities and decided/recommended

* Laraine: Remember 5 Dec is international volunteer day, and there is a lot of different volunteer network in Europe. They should be investigated to get presentations at such places. Not decided, who would do this.
* Marjeta mentioned the Slovenian portal Culture Points that has information about EU activities each second week. JSKD would try to get information about the GUIDE project here.
* Daniel will update the project Website. All must look at their sites and send proposals for improvements. Deadline for websites reviews are 30 January.

### Item 9: Partners plan the transverse evaluation strategy

HJV mentioned, that until now, our Process Evaluation follows the plan by combining the use of process evaluation questionnaires and status reports for each work package with oral evaluation sessions at the partner meetings.

However, we haven't completed an overall Outcome or Impact Evaluation for the 1st project phase (Oct 2013 - Feb 2014), and we still haven't completed the impact evaluation after the conclusion of the 2nd phase ( Feb - Dec 2014) with focus on the impact on the local and regional level. For the time being, different forms of evaluation has been completed or are initiated by the local pilot teams, but they have not been collected and analysed yet.

The reason we postponed the impact evaluation to the conclusion of the 2nd project phase was that there was very little impact to evaluate at the end of 1st phase in Feb 2014, where the pilot work just was in the initial stage, but now we start to have results to evaluate.

After the conclusion of the 3rd phase (Jan-June 2015), where the Handbook is published and the pilot Grundtvig Courses is completed, we can make a refined impact evaluation with focus on the national level; and after the conclusion of the 4th phase (June - Nov 2015) incl. the European Conference, we can enhance the impact evaluation to the European level.

The partnership discussed how to handle the impact evaluation, and decided to make use of the evaluation strategy for the handbook.

* Daniel and Laraine will prepare templates for case stories from the local pilot work to the handbook as well as three evaluation questionnaires for respectively the providers, stakeholders and end-users. The deadline for sending the templates is 23 January.
* The Deadline for end users, Culture Guides and local partnership teams to return the filled-in evaluation forms by representative local groups in each partner country is 6 March
* These impact questionnaires can be complemented by qualitative interviews with guides and end-users from the pilot work, at the conclusion of the third phase in June 2015.
* How to handle the final impact evaluation on a European level at the end of the fourth and final phase in Oct - Nov 2015 was not clarified. It can be decided at the fourth partner meeting in Slovenia, 13 - 14 June.

### Item 10: Evaluations

#### 10a) Oral evaluation of the concluded second project phase (of WP 5, 6 and 7)

Marjeta: There has been a clear additional value of the differences in the partnership's local pilot work. It turned out that we had local input, but international output.

Hans N: It has been a strength with the different approaches.

Urska: The Guide idea has shown to be a strong concept, with more potential than we expected at th start of the project.

Janos: Very good to experience the ongoing community building in the project consortium during the project implementation.

Bente: The use of bilateral meetings has been very fruitful . It brought better insight in what other partners was doing, and it gave some good feedback during the peer-mentoring process.

Hans V: The bilateral meetings was also important to keep the good cooperative spirit, because there has nearly been a year between the second and third partner meeting. Unfortunately, our two virtual meetings using Google hang-outs didn't function very well. The technique or rather our connections is still not good enough to manage a virtual group meeting.

#### 10b) Oral evaluation of the third meeting (WP 8)

Urska: Inspiring to hear about the Danish pilot work by KSD, especially the idea of open school cooperation; and also inspiring to hear about the use of Radio BBC in the VAN project.

Marjeta: Excellent, we completed the heavy agenda and at the same time manage to have in-depth discussions bringing new ideas about future tasks. All in all it worked smoothly. Thanks to the hosts.

Hans V: The logistic to have meeting here in Utrecht is good, and the LKCA venue is very excellent; and even with short time of 2-days meeting, we also had good social time and a very interesting city tour. We succeeded to come through the agenda, and the project work is on track.

Daniel: A good planned agenda, which we managed to keep. Now we have clearer idea of the tasks to come. The project as a whole is working well, it has been embedded in our own organisation, especially in Wales.

Janos: Agreed with the other assessments. We succeeded the agenda, and had a good atmosphere during the meeting. Maybe we could have had a more dynamic and critical dialogue, sometimes we are too friendly to each other.

Laraine: Inspiring to hear more about the different local project works. It was a full packed agenda. but only minor running of from the agenda.

Ingrid: Agree with what have been said. Nice to have your here.

Hans N: Even with the heavy agenda, we had time also for other discussions. We are very polite, sometimes too friendly, more critical discussions could be needed.

### Item 11: A.O.B. (any other business)

The partnership tanked the hosts for a good arrangement.

Hans N informed about the visit to Stedelijk Museum in Amsterdam. The train departure was 12.30 and we can have own lunch in the train. At 13.30 we arrive to the museum, where we will be presented for the museum project for elderly people with dementia, which is adapted from Momo in New York.

## Annexes to the agenda

##### Item 1: Formalities

b) GUIDE – WP 08, third meeting, agenda, version 3

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

##### Item 2: Since last time

a) The Brochure of Erasmus event and the website: <http://erasmus-eva.eu>

b) Summary of partner priorities of projects, version 1

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

##### 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