26.05.2015 / hjv

**Fourth partner meeting, 12 - 13 June 2015 in Nova Gorica, SI**

***Programme and Agenda, version 1***

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## Practical information

**Time and place**

 Friday, 12 June, 14.30 – Saturday, 13 June, 12.00

at Culture centre ZKD - Zveza kulturnih društev Nova Gorica

NB: Some partners wish to depart early Saturday morning. We can try to complete the agenda Friday, if possible.

**Travel information**

See the information about arrivals and departure to the pilot courses, by Marjeta Turk

**Hotels**

##  Hotel Sabotin, Cesta IX. korpusa 35, 5250 Solkan, [www.hotelsabotin.com](http://www.hotelsabotin.com);

 NB: Same place as we stay during the pilot courses.

**Meals**

 Marjeta Turk will plan, where we can have our dinner Friday evening, and maybe our lunch,

 Saturday before splitting up.

## 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) 6 11 35 24 92

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

 Urška Bittner Pipan, JSKD (SI) (+386) 41-594-547

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

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

Katalin Varga, MNT (HU)

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

Janina Kuczys, VA (UK)

## Aims and key activities of the third meeting

**Aims and objectives (according to the Project Bible)**

The overall aim of this fourth meeting (just after the pilot courses) is to bridge the third and fourth project phase summarizing the state of the art of the project and lead the way forward for the final valorisation of the project results.

The objectives are

* To evaluate the just completed pilot courses (WP 10)
* To plan specific follow-up activities on the pilot courses, including contacts to participants
* To complete a focussed evaluation of the third project phase, including the Handbook (WP 9)
* To plan valorisation activities for final project phase, including the European Conference (WP 12)

**Key items during the meeting** **(according to the Project Bible)**

1. Evaluation of the pilot courses (WP 10)
	1. Session with partner evaluations of the courses
	2. Present results of evaluation questionnaires from the participants
	3. Guidelines for quality development of future Grundtvig IST-courses for culture guide activities
2. Evaluation of the Handbook (WP 9)
	1. Present evaluation reports from editors and partners
	2. Clarify the use of the handbook
3. Partners plan the transverse valorisation activities of the final fourth project phase
	1. Discus and refine the plans of dissemination and exploitation for the final phase
	2. Clarify plans for the concluding European Conference (WP 12)
	3. Decide time and frame for final fifth partner meeting
4. Evaluations
	1. Oral evaluation of the meeting

## Agenda of the meeting (version 1 – 29.05.2015)

**Friday, 12 June 2015, 14.30 – 18.30**

1. Formalities

 a) Appoint a moderator and a reporter

 b) Approval of the agenda

 c) Minutes from third meeting in Utrecht - approved

 d) Sign Attendance List

5. Plan the European Conference in Budapest (WP 12)

 a) The final programme etc

b) Clarify guidelines for practical and organisational questions

 c) Decide time and frame for final fifth partner meeting in Budapest (WP 13)

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

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

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

 c) Other issues

3. Evaluation of the pilot courses (WP 10)

 a) Session with partner evaluations of the courses

 b) Evaluation questionnaires from participants - follow up?

 c) Guidelines for quality development of future Erasmus courses for culture guide activities

 d) Follow-up: contact to the participants, etc. - who does what when?

4. Evaluation of the Handbook (WP 9)

 a) Evaluation of the handbook and the team work to prepare it

 b) Procedure for publishing and distributing the Handbook, English master edition

 c) Procedure for preparing four other language editions of handbook (DK, NL, SI, HU)

 d) Clarify the appropriate use of the handbook

6. Plan dissemination activities in the final fourth project phase

 a) Clarify the plans for dissemination and exploitation in the final phase

 b) Clarify - who does what when?

7. Process evaluation

 a) Evaluation questionnaires for the third meeting (WP 8) - we missed them

 b) Evaluation questionnaires for the handbook work (WP 9) - 1 July

 c) Evaluation questionnaires for the preparing the pilot courses (WP 10)

 d) Oral evaluation of the fourth meeting (WP 11)

 e) Evaluation questionnaires of the fourth meeting (WP 11)

8. Impact evaluation

 a) How to meet the demand of impact evaluation

 b) How to provide a combined process and impact evaluation

 c) Who does what and when

9. Financial management

 a) Status of financial reporting until WP 8 (third meeting and transversal, 2nd phase

 b) Reporting WP 9, 10 and 11 and transversal, 3rd phase

 c) Other questions of financial management

10. Prepare final reporting to EACEA (November 2015)

 a) What is needed to secure an appropriate final reporting

 b) Clarify - who does what when?

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

## Annexes to the agenda

**Item 1: Formalities**

b) GUIDE – WP 11, Fourth meeting, agenda, v1

c) GUIDE - WP 08, Third meeting, minutes, v1

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

**Item 3: Evaluation of the pilot courses (WP 10)**

 See course papers with appendices - <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-10---two-pilot-courses>

 b) Evaluation questionnaire for participants?

**Item 4: Evaluation of the Handbook (WP 9)**

 a) Handbook, draft version

**Item 5: The European Conference in Budapest (WP 12)**

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

see <https://sites.google.com/site/gmpcultureguide/2-work-packages/wp-12---eu-conference>

**Item 6: Dissemination activities in the final fourth project phase**

**Item 7: Process evaluation**

 a) Evaluation questionnaires for the third meeting (WP 8)

 b) Evaluation questionnaires for the handbook work (WP 9)

 c) Evaluation questionnaires for preparing the pilot courses (WP 10)

 d) Evaluation questionnaires of the fourth meeting (WP 11)

 Evaluation templates - see <https://sites.google.com/site/guideannex/3-archive---annexes/5---qa-and-evaluation>

**Item 8: Impact evaluation**

 No appendices

**Item 9: Financial management**

 a) Financial reporting templates - see <https://sites.google.com/site/guideannex/3-archive---annexes/05-financial-work-costs>

**Item 10: Prepare final reporting to EACEA (November 2015)**

 No appendices