**23.06.2015 / BvS and HJV**

**version 1**

**Minutes from**

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

*Content*

[Participants: 1](#_Toc423091116)

[Minutes 2](#_Toc423091117)

[Item 1: Formalities 2](#_Toc423091118)

[Item 5: Plan the European Conference in Budapest (WP 12) 2](#_Toc423091119)

[Item 2: Since last time 4](#_Toc423091120)

[Item 3: Evaluation of the pilot courses (WP 10) 5](#_Toc423091121)

[Item 4: Evaluation of the Handbook (WP 9) 6](#_Toc423091122)

[Item 6: Plan dissemination activities in the final fourth project phase 6](#_Toc423091123)

[Item 7: Process evaluation 8](#_Toc423091124)

[Item 8: Impact evaluation 8](#_Toc423091125)

[Item 9: Financial management 8](#_Toc423091126)

[Item 10: Prepare final reporting to EACEA 9](#_Toc423091127)

[Item 11: A.O.B. (any other business) 9](#_Toc423091128)

[Annexes to the agenda 10](#_Toc423091129)

## 

## Participants:

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

Marjeta Turk and Matjaz Smalc, JSKD (SI)

János Szigeti Tóth and Katalin Varga (only during item 3 of the agenda), MNT (HU)

Daniel Carpenter, VA (UK)

Bente von Schindel, KSD (DK)

Hans Jørgen Vodsgaard, IF (DK)

## 

## Minutes

### Item 1: Formalities

#### 1a: Appoint a moderator and a reporter

The meeting appointed Hans Jørgen Vodsgaard as moderator, and Bente von Schindel as reporter.

#### 1b: Approval of the agenda

The proposed agenda, version 1 was approved with the change that item 5 (plan the European Conference) was moved in front as item 2, and we start with item 5b: clarify practical questions.

#### 1c: Minutes from third meeting in Utrecht

The minutes, version 1, distributed 28.01.2015 has been approved according to our Rules of Procedure, point 4.3, because none of the partners did raise any objections latest two weeks after they received the Minutes by e-mails.

#### 1d: Sign Attendance List

The meeting attendance list wasn't prepared to the meeting. It will be prepared and signed by all participants after the meeting.

### Item 5: Plan the European Conference in Budapest (WP 12)

#### 5b: Clarify guidelines for practical and organisational questions

Janos and Katalin had as conference host and organisers asked Bente and Hans as administrator and coordinator for an informal "bilateral meeting" during the pilot course with the objectives to clarify practical and financial matters of the Conference, 5 - 6 October in Budapest. Main issues were to clarify

1. The number of participants to book at the conference hotel just after the pilot course latest 22 June: Our initial calculation of number of participants was too high, especially because the expected number of Erasmus+ mobilities seems unrealistic, the number of Hungarian participants was too high, and it is unclear, if the Board of the European Association for the Education of Adults (EAEA) will participate (it will depend on the participation of Tibor Navracsics, the Hungarian EU Commissioner of Education, Culture, Youth and Sport as key note speaker).

In the budget of the application, we calculated with refunding of costs for 2 project leaders and 5 participants from each of the 5 partner countries (in total 35), but the amendment budget reduced the number to 2 project leaders and only 2 participants from each country (in total 20). Katalin mentioned that the conference costs were below the budget: The cost for a single bed per night was 52 euro and for meals, rent of venue and programme approx. 60 euro per participant.

Decided that Hans should analyse the current budget before the partner meeting to clarify, if the number of participants with cost refunding could be increased.

1. The time frame of the conference (for booking): In the application we planned a 1-day conference, but at the third partner meeting in Utrecht, 12-13 Jan 2015 we changed it to a 2-day conference to get a possibility to have participants financed by Erasmus+ mobilities.

However, this possibility seems unrealistic (and thereby the need for a 2-day conference), because even the partner associations have either not applied due to the very complicated application form or they have not got their applications approved (see the status below in item 2a).

The "bilateral meeting" discussed, if the conference could be reduced to a 1-day conference to reduce the costs; but concluded that it would only be possible if the programme was reduced to an afternoon session, because if not, the foreign participants due to travel logistic anyhow would need a 1-night stay (to get there the evening before or to stay 1 night after). Furthermore, possible changes of the planned time frame could only be decided by the partner meeting.

1. The financial procedure for payment of booking and later main expenses: Agreed that cost could be covered by either pre-payment on account to MNT or by sending the invoices for hotel and meals etc to KSD to be paid directly by the project grant.

The discussed issues from the "bilateral meeting" was presented at the partner meeting.

First, we discussed the budget frame and number of participants with cost refunding. Hans proposed to increase the budget to the frame of the initial application with 2 project leaders and 5 participants from each partner country, in total costs up to 35 participants with 75 pct refunding of costs for travel, hotel, meals, rent of venue, and course programme - due to lower costs per participants than budgeted (only 52 + 63 euro) and because the number of participants at the pilot course had been lower than budgeted due to 2 less from Denmark and Hungary.

Decided that the project budget could cover costs up to 75 pct of 35 participants. Katalin can book 30 rooms at the hotel (the 5 Hungarian participants will not need hotel rooms).

Secondly, we discussed the composition of participants: Initial we expected participants from the culture sector outside our own organisations (2nd direct target groups) and from other countries (3rd direct target groups) and from indirect target groups (decision makers, researchers, etc), especially due to the possibility of Erasmus+ mobility grants, but this possibility seems unrealistic. Therefore to secure more efficient dissemination, we must use parts of the budget to invite participants outside our organisations.

Decided that

* each partner country can have costs for 2 project leaders and 2 participants covered (1st direct target group); and they can invite more if they can keep the budget (so the own-payment is increased for their group). Especially Daniel mentioned that the participants from VA had expressed an interest to pay half the costs so more could participate.
* each partner country can invite 1 extra participants (or more if the participant own-payment is increased) outside their own organisation from their own country (2nd direct target group)
* Hans Noijens and Bente are responsible (after recommendations from the partnership) for inviting 10 participants from other countries (3rd direct target groups and main indirect target groups). Proposals of organisations and/or persons to invite should be send to Hans N. or Bente latest 1 July.

NB: The invited participants (with costs refunding) from the wider cultural sector either from own countries outside own organisation or from other countries must confirm they have an interest to start or support similar culture guide activities, and they wish to participate because they want to learn more about how to do it.

* All partners disseminate the conference latest August to their own countries and the wider European community. Possible participants only need to pay a course fee of 65 euro for the full programme and meals, but they must arrange and pay their travel and hotel (we can recommend the conference hotel but it may be fully booked, and if so they must book other hotels nearby).
* Other possible participants, such as the Board of EAEA must pay the minor course fees of 65 euro (that covers programme and meals), but they must also arrange and pay their own travel and hotel.

#### 5a: The final programme etc.

Janos has invited Tibor Navracsics, the Hungarian EU Commissioner of Education, Culture, Youth and Sport as key note speaker. If he cannot come, Janos will find another Hungarian politician as speaker. Decided

1. to keep the time frame of the conference as decided at the third partner meeting, January 2015 in Utrecht - with start Monday, 1 pm, 5 Oct and end Tuesday, 3 pm, 6 October 2015. Maybe the conference could a little sooner, such as 2 pm, due to participants' needs to get flights home.
2. to adjust the issues of the three workshops second day morning, with a change of focus from societal benefits and impact to best practise in relation to main end-user groups, where the invited local guides can present their work. Janos and Hans will present an adjusted proposal to the partnership as soon as possible, so it can be revised and approved latest 1 July, so the partnership can start their invitations and dissemination.

#### 5c: Decide time and frame for final fifth partner meeting in Budapest (WP 13)

Decided to have the last and fifth 2-day partner meeting, the 6 - 7 Oct, from Tuesday afternoon (maybe 4 pm) to Wednesday until lunch time at the conference hotel.

### Item 2: Since last time

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

The European network of culture associations, where the GUIDE partnership was core partners, prepared a Erasmus+ course programme and a website, January 2015 - see <http://erasmus-eva.eu>

One of the planned mobility events were the concluding European Conference of the GUIDE project, 5 -6 Oct 2015 in Budapest. However, the success of mobility applications is very low.

* The application of JSKD and VA are on a waiting list. The application of KSD was rejected. IF applied last year, Marts 2014 for a 2-year period, and none of the five granted mobilities refers to this later planned conference.
* LKCA and MNT didn't apply.
* Other possible culture associations showed an interest for some of the events in the application stage, but none did in fact apply as far as we know of, because they thought it was too difficult and time consuming to make the applications.

So in reality, we shall not expect to have any participants to the conference from our network or the wider European sector of voluntary arts and culture, who have been granted by Erasmus+ mobilities.

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

Four applications for Erasmus+ strategic partnerships have been submitted 30 April 2015, including:

* AGE-ART, Active Ageing with voluntary arts and culture, Sept 2015 – Aug 2018. LKCA (NL) is applicant. KSD (DK), IF (DK), JSKD (SI) and VA (UK) are partners among others.
* DEMOS, Voluntary culture as leverage of civic and democratic participation in sparsely populated areas, Sept 2015 – Aug 2018. KSD (DK)is applicant. IF (DK), VA (UK) and MNT (HU) are partners among others.
* VALID, Validation of arts-based learning in voluntary arts and liberal adult education, Sept 2015 – Aug 2018. AKKS (DK) is applicant. IF (DK), VA (UK) and MNT (HU) are partners among others.
* FOCAL, Focal points for European staff training in the field of amateur arts and voluntary culture, Sept 2015 – Aug 2017. VA (UK) is applicant. KSD (DK), IF(DK), JSKD (SI) and MNT (HU) are partners among others.

Overall, the competition for grants is hard, only 10-20 pct of the applications for strategic partnerships can expect to be granted and lifelong learning in the field of art and culture may not have a high priority. Answers from the National Offices of the Erasmus+ programme can be expected in July - August.

#### 2c: Other issues

None.

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

#### 3a: Session with partner evaluations of the courses

Overall, the partnership assessed the pilot courses as successful. All participants have been very happy with the programme and the opportunity to learn and exchange experiences. The group of participants had a good mix of generations.

However, there was some confusion about the division of presentation of the local pilot work between the project leaders and the local guides. The expected tasks of the participants could have been clearer stated before the course, by the project team and the national project leaders to their participants.

#### 3b: Evaluation questionnaires from participants - follow up?

Most participants did fill-in the evaluation templates. Some may not have done it, and each project leader will contact their participants to clarify, if all have filled-in the templates, and to get it from those, who haven't done it yet, latest 1 July.

Marjeta will analyse the answers, and make an evaluation report and send it to all partners, latest at the end of July. Then the project leaders can distribute it to their participants.

#### 3c: Guidelines for quality development of future Erasmus courses for culture guide activities

The participants expressed a clear interest in having future possibilities for cross-national meetings for engaged local culture guides, and new courses for potential new culture guides. However, this implies extra financial resources, which may be difficult to get.

Decided that the partnership must prepare some proposals to the concluding European conference in Budapest on how to secure a sustainable follow-up event on a yearly basis.

#### 3d: Follow-up: contact to the participants, etc. - who does what when?

The participants expressed during the evaluation session at the end of the courses a strong interest to keep the contact and get relevant information. They confirmed that their e-mail addresses could be send to the other participants. Decided that

* Marjeta distribute a group mailing list to the participants, so they can keep in contact. The list can be used in the first follow-up contact after the end of the course. Deadline: 30 June.
* Everybody is asked to send presentations and photos to Marjeta or Matjaz, so they can be uploaded to JSKD's Face book site for culture guides, and here all can download copies, if they want. Marjeta will send a link to the face book site to the participants. Deadline: 30 June.
* Hans V. makes a special Google group for photos, presentations, etc for the participants in the conference (This may be unnecessary, because Matjaz has made a drop box for the same, and JSKD also have the face book. Hans will clarify this with Marjeta and Matjaz).
* The main presentations and exemplary photos shall also be uploaded to the project website. Send materials to Daniel. Deadline: 30 June.
* At the end of the pilot courses, new focus statements of the guide idea were presented. Hans Noijens will make a summary of the statements (or gives some good examples), which can be used in the follow-up dissemination of the project, including presentation at the project website. Deadline: 30 June.
* Daniel will make a new Leaflet with best practice and 1-page handout for the handbook with Impressive fact and figures. Who, how many etc. as well as Key Statements and quotes from end users. Deadline: 30 June.

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

#### 4a: Evaluation of the handbook and the team work to prepare it

The latest draft of the English master edition was distributed at the start of the pilot course.

The meeting didn't have an evaluation round.

#### 4b: Procedure for publishing and distributing the Handbook, English master edition

The project team can now read the draft Handbook and send proposals for adjustments to Daniel and Bente, latest 30 June.

Daniel will send the final electronic version to the partnership, latest 15 July. Thereafter he makes the final proof-reads and the English version can be published, primo Aug.

#### 4c: Procedure for preparing four other language editions of handbook (DK, NL, SI, HU)

Mid July the other partners can start to translate the final English master edition to their national languages: Danish, Dutch, Hungarian and Slovenian. The following deadlines were agreed:

* Danish edition: KSD can send translated version, latest 3 Aug.
* Dutch edition: LKCA can send translated version, latest 10 Aug.
* Hungarian edition: MNT can send translated version, latest 10 Aug.
* Slovenian edition: JSKD can send translated version, latest 24 Aug.

Thereafter Daniel can make layout of the other language editions, 1 week after he receive the translated text.

Then the partners have 1 week to proof-read and approve the editions, and the electronic versions can thereby be published primo Sept, and the paper versions can be published Mid Sept.

The number of printed versions:

* 500 of English version, where VA keep 300 and the other four partner countries get 50 each.
* 100 of each language editions (DK, NL, HU and SI). If the partners want extra they pay it themselves, and it is a lot cheaper, if the extra print is made in the same process as the first 50 item.

#### 4d: Clarify the appropriate use of the handbook

The handbook is the most important tangible results of the development work, and it must have a central role in the final dissemination and exploitation activities.

It can be used as conference materials for the European conference in Budapest; the paper version can be distributed so main stakeholders (and the national library system). The electronic versions can be uploaded to the project website and the partners' websites; and they can be attached press-releases, news-mails, and other dissemination activities. The handbooks can also be used as reference for articles in own journals and other media and for presentations at meetings in own organisations and outside.

### Item 6: Plan dissemination activities in the final fourth project phase

#### 6a: Clarify the plans for dissemination and exploitation in the final phase

Four main events can structure the final valorisation activities:

1. Follow-up dissemination from the just completed pilot courses, June 2015
2. Dissemination of the handbook, published mid Sept 2015
3. Conclusions from the impact evaluations, provided ultimo Sept 2015
4. Promotion of the European conference, before and after 5-6 Oct 2015

Main activities are:

Updates of project websites and own websites; press releases and news-mails; use of social media; articles in own journals and on own websites; articles and interviews in the other media; presentations at meetings in own organisations and during other events; personal meetings with selected stakeholders.

#### 6b: Clarify - who does what when?

1: Valorisation in relation to the just completed pilot courses:

* The pilot courses has been covered by the Slovenian media (newspapers, radio and national tv.
* Marjeta will send the link to the media coverage.
* Helen will do a radio coverage in BCC Merseyside.
* At the end of the pilot courses, new focus statements of the guide idea were presented. Hans Noijens will make a summary of the statements (or gives some good examples), which can be used in the follow-up dissemination of the project, including presentation at the project website. Deadline: 30 June.
* Daniel will update the project website with presentations from the pilot courses.
* Janos will have an article in MNT journal and contact Hungarian media for extra coverage.
* All partners will tell about the pilot courses in own news mails, social media, etc.
* HJV will send presentation of the pilot course to Amateo (Mieke), so it can be mentioned in the next Amateo news-mail.

2: Valorisation of the handbook, published mid Sept 2015:

The English paper edition can be published, primo Aug. The other electronic language editions can be published primo Sept and the paper editions can be published Mid Sept.

* Daniel will make a new Leaflet with best practice and 1-page handout for the handbook with Impressive fact and figures. Who, how many etc. as well as Key Statements and quotes from end users. Deadline: 30 June. The hand-out for the handbook can be translated and adjusted for used for the partnership's national dissemination.

3: Valorisation of results from the impact evaluations, provided ultimo Sept 2015:

* The division of work and more specific valorisation of the impact evaluations were not discussed and decided. The partnership must latest ultimo Sept clarify, how the results initial can be disseminated in relation to the European conference.
* The main valorisation plan can be decided at the fifth partner meeting, 6 - 7 Oct just after the conference.

4: Valorisation of the European conference, before and after 5-6 Oct 2015:

* Janos and Hans will present a new programme version latest 25 June and the partnership can give feedback latest 30 June, so the final programme frame can be distributed 1 July. Thereafter the partnership can start, so the partnership can start their invitations and dissemination.
* The summary of the new focussed statements of the Guide idea, which Hans N. will provide latest 30 June can be used as inspiration for the dissemination of the conference.
* The new Leaflet with best practice and 1-page handout for the handbook with Impressive fact and figures. made by Daniel latest 1 July, can also be used as material for the dissemination of the conference.

5: Other final valorisation activities:

* All partners must make articles at least for their own journals or websites or social media about the project, before or after the conference.

### Item 7: Process evaluation

#### 7a: Evaluation questionnaires for the third meeting (WP 8)

Some have missed to fill-in the evaluation questionnaire from the third partner meeting in Utrecht, January 2015. Please fill-in and send latest 1 July.

#### 7b: Evaluation questionnaires for the handbook work (WP 9)

The evaluation questionnaire for the preparation of the handbook has been prepared.

Please fill-in and deliver latest 1 July.

#### 7c: Evaluation questionnaires for the preparing the pilot courses (WP 10)

The evaluation questionnaire for the planning of the pilot courses has been prepared.

Please fill-in and deliver latest 1 July.

#### 7d: Evaluation questionnaires of the fourth meeting (WP 11)

The evaluation questionnaire for the fourth partner meeting has been prepared.

Please fill-in and deliver latest 1 July.

#### 7d: Oral evaluation of the fourth meeting (WP 11)

Due to the short time frame of the meeting, the oral evaluation was very short. All assessed the meeting as efficient completed.

### Item 8: Impact evaluation

All partners complete

* interviews with representative small groups of end users and local guides and facilitators, at least 2-3 end-users and 2-3 guides and facilitators. The interviews shall have focus on the change and benefits of the project activities. Voluntary Arts have completed impact interviews in relation to the preparation of the handbook.
* Other impact evaluation materials can be summaries from the local evaluations made by the local project teams. Bente will for example also translate article from the pilot work in Halsnæs.
* Deadline: 30 September.

### Item 9: Financial management

#### 9a: Status of financial reporting until WP 8 (third meeting and transversal, 2nd phase)

All partners have made financial reporting until the third meeting and the end of the second project phase. Some still haven't reported work days for the third meeting.

#### 9b: Reporting WP 9, 10 and 11 and transversal, 3rd phase.

Financial templates for reporting of costs of WP 9, 10, 11 and WP14-17, 3rd phase has been prepared and uploaded to the GUIDE annex side.

Please report costs for the 3rd phase before summer holidays, latest 1 July.

#### 9c: Other questions of financial management.

Marjeta will report the expenses for the pilot courses with the needed documentation also as soon as possible.

### Item 10: Prepare final reporting to EACEA

#### 10a: What is needed to secure an appropriate final reporting

The project period is 27 months, from 1.10.2013 to 31.12.2015. The final reporting must be submitted latest 2 months after the end of the project, and it includes

* a public report (approx. 22 pages)
* a confidential report (approx 80 pages) with a huge number of appendices to document provided results and completed dissemination, evaluation and management.
* and a financial report, signed by a state authorized public accountant, who must check that the book keeping and financial refunding have followed the detailed EU guidelines and rules.

For the reports we need that : 1) all financial reporting by the partners are completed; 2) all dissemination and evaluation activities have been completed and the needed documentation has been provided.

Hopefully we can have completed all the activities and received all the needed documentation primo December; and then the detail reporting and accounting can be done and the reporting can be send mid January to EACEA, and if accepted, we can get the final 20 pct payment latest 8 weeks after, so the last costs of the partnership can be refunded.

#### 10b: Clarify - who does what when?

All partners must secure the needed reporting and documentation latest primo December; the administrator (Bente) must provide the financial account, primo January 2016; and the coordinator must provide the content reports (public and confidential with appendices), mid January 2015.

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

#### 11a: Follow-up in general

Hans Noijens raised the question, if the partnership has plans to continue the project cooperation on an European level, as mobility events for the guide network or as new follow-up project? All partners have to some degree planned sustainable follow-up activities on a local level, but what about the European level? Because a cross-national cooperation could also give a boost and extra motivation for the local and national activities.

We did discuss the possibilities during the pilot courses, and there was a clear interest to have annual meetings or events on a European level as well as new project activities. But we didn't conclude on the issue, because it will depend on the funding possibilities, both from the Erasmus+ programme (Key Action1 for mobilities as well as Key Action 2 for projects and Key Action 3 for policy reforms), the Culture Programme and from other programmes.

Janos proposed a project idea with focus on Culture passports, where marginalised could get a "culture card" with free entrance to public culture an arts events, like a "metro card" or as the former "passport for adult education", where poor or marginalised or low-educated could get access to free education. The idea was that such costs for a "culture card" could be covered by special EU programmes.

The meeting decided that

* sustainable follow-up activities must be a main topic on the last fifth partner meeting, 6-7 Oct in Budapest, where possible proposals by the partnership can be presented latest 1 week before the meeting.

## 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