30.09.2015 / hjv

**Fifth partner meeting, 6 - 7 October 2015 in Budapest**

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

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## Practical information

**Time and place**

 Tuesday, 6 Oct 16.00 – Wednesday, 7 Oct 12.00

at Hotel Benczúr, H-1068 Budapest, Benczúr utca 35. - see www.hotelbenczur.hu

**Travel information**

See the information by Katalin for the conference.

**Hotels and meals**

 We stay at Hotel Benczúr, H-1068 Budapest, Benczúr utca 35.

 We have dinner Tuesday evening in the town, and final lunch Wednesday, just after the meeting at the Hotel, before we split up.

## Mobile numbers of the participants

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## Aims and key activities of the fifth meeting

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

The overall aim of the fifth 2-days meeting (just after the European conference) is to summarize the key outcomes of the project and to plan their impact and sustainability after the end of funding.

The objectives are

* To evaluate the European Conference
* To evaluate the projects’ key outcomes and their possible impact after the end of the project
* To address the specific needs of the end-users and other beneficiaries in a sustainable manner.
* To plan the final valorisation activities including follow-up on the Conference
* To plan the final reporting to EACEA
* To conclude the collaboration in the consortium

##

## Agenda of the meeting (version 1 – 30.09.2015)

**Tuesday, 6 Oct 2015, 16.00 - 19.00**

1. Formalities

 a) Appoint a moderator and a reporter

 b) Approval of the agenda

 c) Minutes from the fourth meeting in Nova Gorica - approved

 d) Sign Attendance List

2. Evaluate the European Conference

 a) The preparation and planning by the partnership

b) The content of the conference

 c) Follow-up tasks - who does what when?

3. Evaluate the projects’ key outcome and management

 a) The local pilot work - process and result

 b) The Handbook - process and result

 c) The pilot courses in Nova Gorica - process and result

 d) The dissemination activities - during the project

 e) The management and coordination of the project

 f) Advices for good project practise

**Wednesday, 7 Oct, 9.00 - 12.00**

4. The final dissemination and exploitation activities

 a) What to do

 b) When and by whom

5. Sustainability and follow-up

 a) Embedding the results in own associations and other networks

 b) Follow-up plans for the project

6. The final reporting

 a) Financial reporting

 b) Conclude process evaluation

 c) Finalise the impact evaluation

 d) The final reporting to EACEA

7. Evaluation of the partner meeting

 a) Oral evaluation

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

## Annexes to the agenda

**Item 1: Formalities**

b) GUIDE – WP 13, Fifth meeting, agenda, v1

c) GUIDE - WP 11, Fourth meeting, minutes, v1

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

**Item 2: Evaluate the European Conference**

a-b) The conference material

**Item 3: Evaluate the projects’ key outcome and management**

 a) Reports from the local pilot work

 b) The Handbook - in several editions

 c) The pilot course materials

 d) The dissemination activities

 see the Google archive for activities: <https://sites.google.com/site/gmpcultureguide/>

 See the Google archive for annexes: <https://sites.google.com/site/guideannex/>

 Evaluate the projects’ key outcome and management

**Item 4: The final dissemination**

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

**Item 6: Prepare final reporting to EACEA (November 2015)**

 No appendices