14.10.2015 / hjv

**version 2**

**Minutes from**

**the fifth partner meeting, 6 - 7 October 2015 in Budapest**

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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

## Participants:

Hans Noijens and Ingrid Docter  LKCA (NL)

Marjeta Turk and Matjaz Smalc, JSKD (SI)

János Szigeti Tóth and Katalin Varga, MNT (HU)

Daniel Carpenter and Laraine Winning, 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 Ingrid Doctor as moderator and Hans Jørgen Vodsgaard as reporter.

#### 1b: Approval of the agenda

The proposed agenda, version 1 was approved.

#### 1c: Minutes from fourth meeting in Nova Gorica

The minutes, version 1, distributed 26.06.2015 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 was signed by all the participants.

### Item 2: Evaluate the European Conference

#### 2a: The preparation and planning by the partnership

The programme, v1 was presented Oct 2014 and v2 was presented before the third partner meeting in Utrecht, 12 - 13 Jan 2015, and v3 just after this meeting; v4 was presented to the fourth partner meeting in Nova Gorica, 12 - 13 June 2015, and v5 just after this meeting. The final v6 was prepared primo Sept 2015.

The main conference paper was the European handbook, where the English PDF-edition was published primo Sept 2015. The list of participants was part of the conference folder, the participants received at the registration before the conference start. KV mentioned that some of the names was send too late to her, so she couldn't prepare the final list of participants and send it to the participants 2 weeks before start.

#### 2b: The content of the conference

Overall the meeting concluded that the content seemed to fit the purpose of the conference. However parts of the programme could have been more focused (especially the workshops Tuesday) as the evaluation of the different parts of the programme indicates:

Monday, 13 - 14: The plenary session with welcome, key note speaker and presentatations by the project team:

The welcome was on the spot, the key note speak by the chair person of the Parliament's Committee on Culture was rather thin, but it was important to engage her for the exploitation possibilities. The presentations by the project team did the job.

Monday, 14 - 17.30: The parallel group sessions:

MT: Too short time for the sessions, or rather too many issues was included. It would have been better with a prioritised focus on specific topics.

DC: The third round was the best in session A - due to another structure of the mix between presentation and discussions.

HN: We could have had a better focus on the main issues and the common pattern of the methodology.

HJV: We should have used reporters, so many of the ideas and points had been written down and collected to a compilation of ideas and recommendations for the future work.

Monday evening: Culture feature:

The introductions by the Social circus and Hurdy-gurdy was very inspiring, and the related activity sessions was a great success. The dinner and the accompanying banquet music did the job.

Tuesday, 9 - 10.15: Plenary presentations:

Due to a delayed start (9.15), the time for the presentation by Striker was too short, even though the content was good and gave a more principle view on the Guide project. The presentation by Cees gave also new perspective on the project. The introduction by Bente gave a fine overview of the essential issues of the project.

Tuesday, 10.30 - 12, and 13 - 14: The three workshop sessions and plenary reports:

MS: The presentations of the varied local pilot work by different local guides gave an insight in the local work, but it didn't function well as introductions to a workshop session, because they didn't focus on clear topics to work with.

MT: It was difficult to summarise what to learn in a methodological context.

ID: The was difficult to gain clear results to build on for future work.

JT: The lack of clear focus implied quite unstructured reporting in the plenary session.

Tuesday, 14 - 15: Evaluative conclusions and farewell:

The evaluation focussed on the key results and follow-up possibilities. It was a positive session that gave a good concluding spirit and renewed motivation to work for follow-up activities among the participants.

The farewell was well spirited conducted by JT.

#### 2c: Follow-up tasks - who does what when?

Decided that

* all send their PP-presentations to Katalin that will collect and send them to Hans
* all send their pictures to Katalin that upload them to a common dropbox or send them to Hans
* Hans will upload the presentations and pictures to the special Google site for the conference - see <https://sites.google.com/site/guideconference/>
* Daniel will upload the presentations and selected pictures to the project website as well
* Katalin will make an list of participant with name, organisation, country and e-mail address and send a thank-you mail to the participants with a link to the material at the Google site and Project website.
* Hans will make a short evaluation questionnaire for the conference, where the participants can describe shortly three good things and 3 things that could be improved, and comments on how they can use the outcome in the future; and Hans will send this questionnaire to the participants and collect and analyse the results.

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

#### 3a: The local pilot work - process and result

The main pilot work was completed during

WP 03: Initiate local pilot works, Nov 2013 – Feb 2014

WP 05: Implement local project work and culture guide courses, Feb – June

WP 06: Complete pilot culture guide offerings for marginalised groups, June – Dec 2014

The process and results have been evaluated during the third partner meeting, January 2015 in Utrecht and the fourth partner meeting, June 2015 in Nova Gorica. See the minutes.

#### 3b: The Handbook - process and result

Evaluation of the process:

The Handbook (in five language editions) was initial planned to be published Ultimo May 2015, so they could be part of the course papers for the two pilot courses, June 2015 in Slovenia. The English draft edition was distributed at the start of the courses

At the fourth partner meeting, June 2015 in Nova Gorica we adjusted the time schedule, so the project team could read the draft Handbook and send proposals for adjustments to Daniel and Bente, latest 30 June; and then Daniel would send the final electronic version to the partnership, latest 15 July. Thereafter he could make the final proof-reads and publish the English PDF-version, primo Aug.

This part of the time schedule was completed as planned.

 The next step was the preparing of the other language editions, which include translation by the partners, layout by Daniel, final proof-reads by the partners, and publishing of the PDF-versions primo Sept and the paper versions Mid September, so the final handbook could be part of the conference material for the Budapest conference, 5 - 6 October 2015.

The publishing of the English master version was completed as planned, but only the Hungarian edition was published before the conference. The reason for the delays was partly that the translations by the partners took longer time than planned, and partly that the printing costs in UK of the language editions was above the budget, and instead the printing was transferred to be organised by the partners. The Danish, Dutch and Slovenian paper editions will be published latest mid October, so they can be part of the final dissemination activities.

Evaluation of the content:

Marjeta mentioned, she missed a summary at the end of the key features of the methodology. It could be presented as a form of "tour guide". The meeting agreed. However we cannot change the Handbook now.

Instead Laraine and Daniel will prepare an extra text ( tour guide), which can be uploaded to the website.

#### 3c: The pilot courses in Nova Gorica - process and result

The pilot courses were evaluated during the fourth partner meeting in Nova Gorica, June 2015.

We still look forward to see the evaluation report from Marjeta regarding the collected evaluation questionnaires filled-in by the participants.

We didn't prepare a proposal to the conference, on how to secure a sustainable European follow-up event on a yearly basis. There is a clear interest and need for such an event, but we haven't find a way to secure the needed extra financial resources.

Marjeta did distribute a mailing list to the participants. Matjaz has made a dropbox for pictures. Hans did upload the presentations and links to pictures to a specific Google Site for the participants, and have informed them by e-mail.

At the end of the pilot courses, new focus statements of the guide idea were presented, which Hans Noijens would summarise in a statement (or gives some good examples), so it could be used in the follow-up dissemination of the project, including presentation at the project website. We still miss this.

Daniel would make a new Leaflet with best practice and 1-page handout for the handbook with Impressive fact and figures as well as key statements and quotes from end users, which we could use for final dissemination. We still miss this.

#### 3d: The dissemination activities - during the project

This item will be discussed below in item 4 of the agenda.

#### 3e: The management and coordination of the project

Overall the project team was satisfied with the management and coordination of the project. There is a need for a coordinator to keep the tasks on track and to remind the partners of their tasks as well as a coordinator that can emphasise the mission of the project during the varied tasks of the work programme. HJV has managed to do this.

#### 3f: Advices for good project practise

The meeting also discussed the need for a more continued communication in the partnership during the work packages with local pilot work.

Matjaz mentioned that even though our video conferences had some technical problems, they were good to keep the shared commitment and motivate for extra efforts at home. The meeting agreed.

Bente mentioned that especially the bilateral visits with peer-mentoring had been important to gain more insights and input to improve one's own pilot work. The meeting agreed.

### Item 4: The final dissemination and exploitation activities

#### 4a-b: Who do what and when

The meeting decided that

* All partners distribute final news-mails to the main target groups latest 1 Dec
* All users update their social media (Facebook, twitter, etc ) with news from the conference and other issues, ASAP.
* All partners disseminate the results to their own organisations at staff meetings or other events, latest 1 Dec.
* All partners publish at least one article in their own paper journals, own online sites or in other media, latest 1 Dec.
* All partners prepare updates and links on their own organisations website about the project, ASAP
* All partners prepare exploitation of key outcome to main stakeholders by having personal meetings with main stakeholders and by promotions at other events in the sector.
* Marjeta will promote the key results to at the Amateo conference, Mid October in Krakow.
* Matjaz will make a small video about the project for wide dissemination, ASAP
* Hans Noijens will ask Cees to promote the project in the European Volunteering Network, ASAP
* Daniel will ask Helen Jones, if the project can get some extra exposure in BBC Merseyside, ASAP
* Laraine will clarify, if the GUIDE project can be promoted during the global Volunteer Day, 5th of Dec.

### Item 5: Sustainability and follow-up

#### 5a-b: Embedding the results in own associations and other networks

All partners decided to e-mail ASAP a short ½ page report on how they will embed the results in their own organisations and multiplicate it to other associations in their sector.

#### 5b: Follow-up plans for the project

To avoid the closedown of the project website after the end of the project, the meeting decided to pay the domain name and web hotel at least 4 years ahead. Daniel will take care of this and get the costs refunded by the grant for indirect costs.

### Item 6: The final reporting

#### 6a: Financial reporting

Decided that all partner as far as possible conclude their financial activities before 1 Dec and report their final financial costs latest 1 December.

Katalin mentioned that some costs of MNT would be incurred in December, and this was approved as an exception of the rule.

#### 6b: Conclude process evaluation

Decided that all partners must conclude their process evaluation of the chronological work packages before 1 November.

Short over-all evaluation by all.

The personal learning outcome for each individual member of the project as a whole can be put in consideration; there are newcomers as well as experienced members, how they can function better in future European projects can be part of the evaluation/

#### 6c: Finalise the impact evaluation

VA has made some in-depth evaluation during the last stage of the pilot work. Decided that

* Daniel and Laraine will elaborate their impact evaluation, ASAP.
* All partners make a small impact evaluation either by qualitative interviews with end-users and stakeholders or by presenting key results with video clips and other documentation materials. Latest 1 December.

#### 6d: The final reporting to EACEA

We intend n to get all the main documentation from all partners, regarding activities as well as financial matters latest 1 December. Due to specific reasons some documentation can be postponed, but the final deadline is 31 December. After that deadline no reporting can be accepted as legible.

### Item 7: Evaluation of the partner meeting

#### 7a: Oral evaluation

All participants had 5 minutes to write down in a short sentence their evaluation of the meeting. The evaluations were the following:

MNT by Janos: It has been well prepared and efficient done.

MNT by Katalin: Efficiently done in a good open workshop atmosphere.

JSKD by Marjeta: Very efficient with focus on the results of a long partnership.

JSKD by Matjaz: Short, efficiently, friendly with a touch of melancholia (due to it being the last partner meeting).

LKCA by Hans: Efficiently, lovely lightly moderating at the end of the conference.

LKCA by Ingrid: Nice to have a critical structured process, pity this is the last one.

VA by Laraine: Two days of exploring of the outcome and spreads of the message of involvement and participation. Sad to go, but so pleased we came together.

 VA by Daniel: Efficient and effective meeting. Good to revisit points of discussions from the perspective of the end of the project.

KSD by Bente: Nice meeting with focus on telling the qualities of the culture guide project to people from all over Europe.

IF by Hans: Efficient meeting with a clear agenda and strong moderation. We managed to complete the agenda and adopt the needed decisions.

### Item 8: A.O.B. (any other business)

Nothing to mention.

## 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