

**WP 01 - First 3-days partner meeting in Rite, 11 – 13 Sept 2013*****Agenda, version 2******Content***

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**Time and place**

Wednesday, 11 Sept, 1 pm – Friday, 5 Sept, 2 pm

Rite Folk High School, Rites pagasts, Viesites novads, Latvia, LV-5228

Website: [www.ritetautskola.org](http://www.ritetautskola.org)

**Participants:**

Niels and Lis from Rite Folk High School (LV)

Bente and Hans from MOF (DK).

Ingrid and Ene from Tartu Day high School (EE).

Vita and Jovita from Nalma (LT).

**Planned aims and objectives of the first meeting**

The overall aim of this kick-off meeting is to promote performing teams with a shared ownership and high commitment and thereby bridging the way forward for the project and the partners.

The objectives are

- To consolidate a strong mutual understanding of the project concept, needs and aims
- To have a brain storm on possible cultural guide work by each partner (find an appropriate and realistic ambition for the project work – small is beautiful)
- To clarify the legal and financial conditions
- To plan the transversal tasks as integral parts of the whole work programme
- To detail plan the work programme of the next phase
- To evaluate the start-up and the first meeting

## **Agenda of the meeting (version 2 – 19.08.2013)**

### **Wednesday, 11 Sept, 13 – 17 (and maybe 19 – 21 if needed)**

1. Formalities
  - a) Appoint a moderator and a reporter
  - b) Practical information
  - c) Approval of the agenda
  - d) Sign Attendance List
2. Presentations:
  - a) Present persons, organisations and experiences with international projects
  - b) Present possible experiences with Culture Guide activities in own organisation
  - c) Present expectations to the project, personal and organisational benefits
3. The Conditions and demands for a Nordplus Adult development project
  - a) The Grant Contract with Nordplus and the guidelines of the Nordplus Handbook
  - b) Experiences with UI, the administrators of the Nordplus programme
4. The overall project plan and budget - present, discuss and adopt
  - a) Clarify the project concept - aims, work programme, products and dissemination
  - b) **Short presentations and dialogue on each partner's initial plans of local culture guide works (which activity, target groups, organisation of local work, dissemination, etc.)**
  - c) The overall task plan – clarify schedule of work programme (do we need more time for some tasks and less to others)
  - d) The budget – needs for possible adjustments.

### **Thursday, 12 Sept, 09 – 12 (and maybe 19 – 21 if needed. In the afternoon we have an excursion)**

5. Legal agreements
  - a) The Partner Grant Agreement – present, discuss and adopt
  - b) Rules of procedure - present, discuss and adopt
6. Project management and transversal work packages- present, discuss and adopt
  - a) Rules of Financial management
  - b) Guidelines of monitoring, evaluation and QA
  - c) Guidelines of Dissemination
  - d) Guidelines of internal Communication, documentation and use of ICT
7. Project website and visual design of project materials
  - a) The visual design
  - b) The project website

### **Friday, 13 Sept, 09 – 12, 13 - 14**

8. Detail planning of the next steps
  - a) Clarify the goals and tasks of WP 03: Initiate local pilot works, Oct 2013 – March 2014
  - b) Adopt a detail time schedule of WP 03
  - c) Clarify transversal tasks – evaluation & QA as well as dissemination
  - d) Decide date of the second 3-days partner meeting in Tartu, EE
9. Evaluation of the previous work
  - a) Summary of evaluation questionnaire of WP 01: Start-up planning
  - b) Oral evaluation round on WP 01: Start-up planning
  - c) Oral evaluation round of WP 02. The first partner meeting
  - d) Fill-out the meeting evaluation questionnaire (during or soon after the meeting)
10. A.O.B. (any other business)

## Annexes to the agenda

- All annexes –except the filled-out questionnaire and evaluation and information of bank account - were e-mailed 12-08-2013, and they can also be downloaded at our virtual project archive at the Google site, “NPA Guide”.

### Item 1: Formalities

- c) NPA, Agenda of the first partner meeting, version 2
- d) NPA – Template finance, meeting attendance List, version 1

### Item 2: Presentations (tasks referring to WP 2)

- a-b) Written presentation of own organisation including experiences with international projects and possible experiences with culture guide activities
  - Presentation by MOF including outline of own plans for culture guide works (deadline 4 Sept)
  - Presentation by Rite FHS incl. outline of own plans for culture guide work (deadline 4 Sept)
  - Presentation by Tartu FHS incl. outline of own plans for culture guide work (deadline 4 Sept)
  - Presentation by NALMA including outline of own plans for culture guide work (deadline 4 Sept)

### Item 3 – 7: Transverse appendices (filled-out questionnaire for start-up planning)

- NPA - WP1 - questionnaire for start-up, P1 – MOF (deadline 4 Sept)
- NPA - WP1 - questionnaire for start-up, P2 – Rite (deadline 4 Sept)
- NPA - WP1 - questionnaire for start-up, P3 – Tartu (deadline 4 Sept)
- NPA - WP1 - questionnaire for start-up, P4 – Nalma (deadline 4 Sept)

### Item 3: Conditions and demands for a Nordplus Adult project

- a) The Grant Contract with Nordplus  
The Nordplus Handbook 2013, EN

### Item 4: The project plan and budget

- a-c) NPA - The Project Bible, approved application, version 1
- d) NPA - Budget, revised July 2013, version 2

### Item 5: Legal agreements

- a) NPA - Documents for effective PM - Partner Agreement, version 1
- b) NPA - Documents for effective PM - Rules of procedure, version 1

### Item 6: Project management

- a) NPA - Documents for effective PM – Rules of Financial management, version 1
  - NPA – Template finance, info of partners bank account, version 1 (All fill-out – deadline 4 Sept)
  - NPA - Template finance1, refunding of work task, version 1
  - NPA - Template finance2, refunding of travel and subsistence, version 1
  - NPA - Template finance3, host costs for partner meetings, version 1
  - NPA - Template finance4, refunding of other costs or subcontractor, version 1
- b) NPA - Documents for effective PM – Guidelines of evaluation and QA, version 1
  - NPA - Template QA, WP1 - questionnaire for start-up, version 1
  - NPA - Template QA, WP1 - evaluation of start-up tasks, version 1
  - NPA - Template QA, WP2 - evaluation of first meeting in Rite, version 1
  - NPA - Template QA, WP3 - evaluation of local pilot work, version 1
- c) NPA - Documents for effective PM – Guidelines of Dissemination, version 1
  - NPA - valorisation - essentials of a valorisation plan, version 1
- d) NPA - Documents for effective PM – Guidelines of internal communication, version 1
  - NPA - Template, standard document with project title and Nordplus logo

### Item 7: Visual design and project website

- a) Proposal for visual design, version 1

- b) Proposal for project website, version 1

**Item 8: Detail planning of the next steps**

- a-b) NPA - The Project Bible, approved application, version 1, page 13 -14 (WP 3 and 4)
- c) NPA - The Project Bible, approved application, version 1, page 16 -17 (WP 9 and 10)

**Item 8: Evaluation of the previous work**

- a) NPA - Template QA, WP 1 – evaluation of start-up, P1 – MOF (deadline 4 Sept)  
NPA - Template QA, WP 1 – evaluation of start-up, P2 – Rite (deadline 4 Sept)  
NPA - Template QA, WP 1 – evaluation of start-up, P3 – Tartu (deadline 4 Sept)  
NPA - Template QA, WP 1 – evaluation of start-up, P1 – Nalma (deadline 4 Sept)
- c) NPA - Template QA, WP 2 - Evaluation of first meeting, version 1

## Comments to the item of the agenda (by Bente and Hans)

### Item 1: Formalities

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

For this first meeting we propose that Bente is moderator and Hans is reporter

#### b) Practical information

Niels and Lis will give the needed practical information

#### c) Approval of the agenda

All can propose changes of agenda

#### d) Sign Attendance List

The signed attendance list can be used as documentation to Nordplus.

### Item 2: Presentations

#### a) Present persons, organisations and experiences with international projects:

Each partner has made a short written presentation of own organisation including experiences with international projects and possible experiences with culture guide activities. Deadline, 4 Sept.

Here each partner gives an oral outline for mutual dialogue

#### b) Present possible experiences with Culture Guide activities in own organisation:

Here each partner gives an oral outline for mutual dialogue

#### c) Present expectations to the project, personal and organisational benefits:

It may be important to clarify expected personal and organisational benefits to avoid possible disappointments during the projects.

### Item 3: The Conditions and demands for a Nordplus Adult development project

#### a) The Grant Contract with Nordplus and the guidelines of the Nordplus Handbook

Bente outlines the main conditions of the Grant Contract with Nordplus. The purpose is to clarify points, we cannot change or rules that takes precedence over any other agreement between the Parties.

#### b) Experiences with UI, the administrators of the Nordplus programme

Most partners may have experiences with Nordplus and here we can present and discuss such experiences, and conclude which risk areas we especially need to be conscious about – for interim and final reporting and accounting.

### Item 4: The overall project plan and budget - present, discuss and adopt

#### a) Clarify the project concept - aims, work programme, products and dissemination

The overall aim is to get a clear picture of what to do.

Bente and Hans outline the essentials of the project concept. Possible comments from partners in [the questionnaire, item 3a](#) and other comments can be presented, discussed and clarified.

#### b) Short presentations and dialogue on each partner's initial plans of local culture guide works

This is a new item on the revised agenda, version 2.

Lis Hasel has proposed that we from the start presented and discussed the possible plans, each partner has for their local pilot works: Which activity, target groups, organisation of local work, dissemination, etc.

The application (text in the Project Bible) includes different levels of ambitions. The section of dissemination (page 22) mentions that each partner should make pilot work in two different municipalities, however the other parts of the application do only count on one pilot work (one type of activity to one type of target

group) by each partner. We will propose to keep it simple and realistic - only one pilot work and thereby only one example of "Best Practise" by each partner to present in the handbook. Small is beautiful.

Hopefully, we can conclude this item 4b, so each partner has an outline of their local pilot works and the combined work.

For example, Rite will develop pilot experiences in a rural area, Tartu preferably in a bigger town. Some may focus on isolated elder single men or women or couple or intergenerational groups or elder citizens from minority ethnic groups. Some may offer a cultural activity such as participating in an amateur art activity (painting, dancing) or handicraft (old traditions), or cultural heritage activity; others may prefer to introduce marginalised elder citizens to professional arts experiences, as theatre, arts museums, etc. There is a lot of possibilities, and each partner just need to select one of these.

#### **c) The overall task plan – clarify schedule of work programme**

Bente and Hans outline the essentials of the time schedule. Possible comments from partners in [the questionnaire, item 3b](#) and other comments can be presented, discussed and clarified.

The overall aim is to clarify a realistic and appropriate time schedule - do we need more time for some tasks and less to others. Because this type of development project includes chronological work packages, where each is a step to the next; and we depend on each other in a multilateral project, because we cannot start on the next step, before all have concluded the previous step. It is essential that we decide realistic deadlines, because all thereafter need to keep them.

#### **d) The budget – needs for possible adjustments**

We needed to revise the budget, because Nordplus reduced the total grant to 40.000 euro. There was some initial discussions by e-mail on the revised budget, and now we have the proposed Budget, revised July 2013, version-2. Do we need further adjustments?

Hans will outline the revised budget. Possible comments from partners in [the questionnaire, item 3c](#) and other comments can be presented, discussed and clarified.

### ***Regarding item 5 – 6: Legal agreements and project management***

These two items have a lot of annexes to read and comment. It may seem a lot, however the aim is to clarify all this stuff at the start-up and kick-off meeting to secure an easy and efficient cooperation during the project, and then we don't need to use more time on it afterwards, where the content of the project is in focus.

### **Item 5: Legal agreements**

#### **a) NPA - Documents for effective PM - Partner Agreement, version 1**

The proposed Partner Agreement follows the standard agreements used in EU's Grundtvig projects. With such an agreement we recognise the mutual responsibilities, duties and rights between the project partners.

Bente will outline the proposed Partner Agreement. Possible comments from partners in [the questionnaire, item 1b](#) and other comments can be presented, discussed and clarified.

#### **b) NPA - Documents for effective PM - Rules of procedure, version 1**

The proposed Rules of Procedure clarify how we can prepare and take decisions in the partnership

Hans will outline the proposed Rules of procedure. Possible comments from partners in [the questionnaire, item 1c](#) and other comments can be presented, discussed and clarified.

### **Item 6: Project management**

#### **a) NPA - Documents for effective PM – Rules of Financial management, version 1**

It is important to have clear rules of financial management. Some is obligatory according to the contract with Nordplus, others we can adjust according to own needs for efficient management.

Most parts of the proposal are standard procedures, however “item 8: Reduced or rejected refunding of costs” may be controversial. The purpose is to motivate a higher responsibility on keeping the deadlines, because all partners are very dependent on each keeping the common time schedule.

Bente will outline the proposed Rules of financial management. Possible comments from partners in [the questionnaire, item 2a](#) and other comments can be presented, discussed and clarified.

The most important template is NPA - Template finance1, refunding of work task, version 1. The other templates are just tools that should help to make the work easier for all.

#### **b) NPA - Documents for effective PM – Guidelines of evaluation and QA, version 1**

We need guidelines for evaluation and QA of two main reasons. One is to improve our own work; another is to fulfil the demands of reporting to Nordplus.

An important part of evaluation and QA is the oral evaluation sessions on the three partner meetings. However, these oral sessions tend to be short and to forget many questions. Here the use of questionnaire can improve the possibility for each partner to consider own efforts and needs and for the partnership to gain more common feedback and information. It may take 1-2 hours to fill-out the questionnaire for each work package.

Hans will outline the proposed questionnaires for homework and partner meetings. Possible comments from partners in [the questionnaire, item 2b](#) and other comments can be presented, discussed and clarified.

#### **c) NPA - Documents for effective PM – Guidelines of Dissemination, version 1**

We also need to focus on the necessity of ongoing dissemination during the whole lifespan of the project and not just at the end of the project.

The tasks of dissemination are something, which is easy to forget while working with the content of the project. However it is a clear demand from Nordplus to have an appropriate dissemination, and it is also part of a good project that others outside the project team get information and have possibilities to use the results. NPA - valorisation - essentials of a valorisation plan, version 1 present the English terminology of valorisation, which is standard in EUs Grundtvig projects.

Hans will outline the proposed guidelines of Dissemination. Possible comments from partners in [the questionnaire, item 2c](#) and other comments can be presented, discussed and clarified.

#### **d) NPA - Documents for effective PM – Guidelines of internal communication, version 1**

We also need to clarify the guidelines of our internal communication. Which ICT can all use, who are contact persons, who shall also have the information, the use of Nordplus logo, etc. Furthermore, how can we use the common “Virtual archive for documents” at the Google Sites, entitled “NPA Guide”.

Hans will outline the proposed guidelines of internal communication Possible comments from partners in [the questionnaire, item 2d and 2e](#) and other comments can be presented, discussed and clarified.

### **Item 7: Project website and visual design of project materials**

#### **a) The visual design**

Many multilateral projects use a specific visual design with their own project logo and common design of hand-outs and other project materials. It may be unnecessary to use it here and maybe the partners prefer to use their own visual design. What does the partnership think?

#### **b) The project website**

We need to have a common project website to present the project, the partnership and the results of the project. To launch, manage and update the web portal for culture guide services was mentioned in the approved application, WP 9: Dissemination, key activities. It is the task of MOF to launch and manage this project website.

MOF has already reserved the domain name at Hostmaster.dk: [nordplus-cultureguides.dk](http://nordplus-cultureguides.dk) and established a web hotel at one.com.

The questions to discuss at the meeting may especially be – the visual design and which information the website shall contain. When MOF knows this, the design of menu and uploading of data can start. A draft menu can be presented latest 4 Sept and it can at that time be seen at the address [www.nordplus-cultureguides.dk](http://www.nordplus-cultureguides.dk)

### **Item 8: Detail planning of the next steps**

#### **a) Clarify the goals and tasks of WP 03: Initiate local pilot works, Oct 2013 – March 2014**

Wednesday during item 4b, we have started to present and discuss the local pilot work, and here we clarify the goals of tasks of the initiating of the local pilot work (WP 3).

#### **b) Adopt a detail time schedule of WP 03**

Wednesday during item 4c, we clarified the overall time schedule of the project, and here we clarify the detail time schedule of WP3, especially the needed deadlines of tasks (where the last one is the reporting to the partnership at least 1 week before the second partner meeting in Tartu).

#### **c) Clarify transversal tasks – evaluation & QA as well as dissemination**

While we are working with the chronological WP 3, we shall not forget the transversal tasks of WP 9: Dissemination – to send out news-mails to target groups on the start of the pilot work, updating of the project website, etc. Furthermore, we have a evaluation report to fill-out at the end of the work package and send to our partners at least 1 week before the second meeting.

Therefore - We must decide what to do here by whom and when.

#### **d) Decide date of the second 3-days partner meeting in Tartu, EE**

Please bring your calendar, so we can decide the date of the next meeting.

Ingrid from Tartu may prepare some proposals for possible dates and then we can decide.

### **Item 9: Evaluation of the previous work**

#### **a) Summary of evaluation questionnaire of WP 01: Start-up planning**

All partners have filled-out the evaluation questionnaire of the start-up (WP 01) and send it latest 4 Sept to the partnership. Here we can summarise important points in the answers.

Furthermore, we evaluate the use of the evaluation questionnaires of homework – is it overkill, or did it do a useful job. Points to improve.

#### **b) Oral evaluation round on WP 01: Start-up planning**

We can have a round with oral evaluation that supplement the written evaluation and the main points will be reported in the minutes.

#### **c) Oral evaluation round of WP 02. The first partner meeting**

We have a round of oral evaluation of the first meeting and some good advice for the planning of the second meeting.

#### **d) Fill-out the meeting evaluation questionnaire (during or soon after the meeting)**

After the meeting (or maybe during the meeting if we have time) the partners fill-out the evaluation questionnaire for the first meeting.

Furthermore, we evaluate the use of the evaluation questionnaires of meetings – is it overkill, or did it do a useful job. Points to improve.

Notice that the evaluation questionnaires of the three meeting have the same structure and questions, so we can compare the results and possible improvement, as we learn from our experiences.

### **Item 10: A.O.B. (any other business)**

Nothing to comment.