



18.05.2017 / hjv

version 2 - approved

**Minutes****of second partner meeting in Copenhagen, 19 – 20 April 2017*****Content***

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## Participants

Robin Simpson, Laraine Winning and Lindsey Jackson, VAN (UK), where Laraine and Lindsey didn't participate the first day due to delayed flights.

Bente von Schindel, KSD (DK) and Hans Jørgen Vodsgaard, Interfolk (DK)

Dr Janos Szigeti Toth and Katalin Varga, MNT (HU)

Agnieszka Dadak and Rafał Dadak, FAIE (PL)

Artur Pinto and Manuel Nunes, MdL (PT)

Helene Clark, PhD, Director, ActKnowledge

## Aims and key activities of the second meeting

The overall aim of this second partner meeting is to bridge the first and second project phase, summarizing the state of the project and lead the way forward for the partners.

The key activities are:

- To present, discuss and clarify key issues for the Knowledge Portal (WP 02)
- To present, discuss and clarify outcome of the need analysis (WP 03)
- To present, discuss and clarify key issues for the multilateral report (WP 04)
- To present, discuss and outline the initial curricula frame (WP 05)
- To discuss and outline the frame of the national pilot courses (WP 06)
- To decide date and outline the frame of the European pilot courses in Lousada (WP 07)
- To decide date and outline programme of the third partner meeting in Lousada M3)
- To present, discuss and refine the plans the dissemination activities
- To present and refine the Evaluation methods using light versions of Theory of Change
- To clarify guidelines for financial reporting
- To evaluate the preceding work and the current meeting

## Minutes

### Item 1: Formalities

#### 1a: Welcome and practical information

Bente welcomed the participants and informed about practical matters.

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

Bente was appointed as moderator and Hans appointed as reporter.

#### 1c: Approval of the agenda

The proposed agenda, version 4 was approved.

#### 1d: Short presentation round

The participants had a short presentation round.

#### 1e: Sign Attendance List

The Attendance List was signed by all participants and delivered to Lindsey.

## Item 2: Since last time: Matters not included in the items below

### 2a: News from the coordinator

Nothing to mention.

### 2b: News from partners

Nothing to mention.

### 2c: Rules of Procedure

Hans mentioned Rules of Procedures can help us to handle decision-making in the partnership in a transparent and democratic manner (of course with respect to the conditions of the Grant Contract with the national Erasmus Office).

The meeting adopted the proposal with the condition that Robin should check the terminology and its consistency with the Partner Agreement and present an updated version. The final version can be seen here: <https://sites.google.com/site/erasmuspar/1-news/6---rules-of-procedure>

### 2d: Financial management – info of payment

Hans saw a need for a more informative payment with a short explanation of the calculated amount that has been transferred as well as a print or screenshot of the bank transaction, so the receiver can find the transaction. The meeting decided that

- Payments should be accompanied by an email with a short explanation of the calculated amount and a screen-shot of the payment;
- Payments should take place latest 15 days after the cost reports have been received.

Lindsey mentioned, she will send a copy of her calculations of the payments from 1<sup>st</sup> instalment.

Agnieszka asked about the payments from the first meeting and this second meeting:

- Laraine answered that the costs of the first meeting had been paid as part of the first instalment (40 pct of the total grant to each partner).
- Lindsey mentioned that it is not the TPM unit support (transnational partner meeting unit support) minus part of shared meals etc that will be refunded, but the specific meetings costs that will be refunded, and therefore each partner must send copy of hotel bills, flights, meals etc.

NB: After the meeting Laraine has send a more detailed explanation of how Voluntary Arts will manage the Transnational Partner meeting Unit support. See below Annex A.

### 2e: Job-logs

Hans mentioned that Laraine had confirmed that there isn't a specific demand on how to make job-logs in the Erasmus+ project. We don't need to make a complete job-log for our whole work time, but just for the time used in the project, so we can document we have used at least the budgeted days in the Intellectual outputs with salary refunding.

Robin agreed and mentioned that only time used in the project needs to be registered, and it can be done in many ways as far as the need of documentation is secured. The meeting took note of this.

### 2e: Monthly Reporting

Bente asked if the monthly reporting did fulfil the double aims of giving evaluative feeds and securing mutual information in the partnership. The monthly reports can be seen here in the sub-folders:

<https://sites.google.com/site/erasmuspar/3-bible-plans-budgets/monthly-report>

The meeting discussed the issue and decided to continue with making monthly reports, and later Laraine could tell, if she needs more comprehensive evaluation feeds for her interim and final reporting to the UK Erasmus Office.

Agnieszka asked, when the interim report should be delivered, and Laraine answered that she would examine it and tell the partnership.

## **2f: Quality Assurance of volunteers**

Laraine mentioned the UK programme “Investing in Volunteers” (IiV), which is the UK quality standard for good practice in volunteer management.

It is managed directly by National Council for Voluntary Organisations (NCVO). It supports groups and organisations to assess the quality of their volunteer management and involvement. Achieving the standard enhances an organisation's reputation by offering quality assurance standards, viewed as best practice. Voluntary Arts will work towards achieving this standard as we deliver the SPAR project.

The meeting took note of the information.

## **Item 3: The Knowledge Portal (WP 02)**

### **3a: Present, discuss and adopt design of the Portal.**

VAN is lead partner for the Portal, and Robin informed about the initial work and introduced the new draft website: [www.sparproject.eu](http://www.sparproject.eu)

The meeting discussed the design and the logo, and could approve it. Robin would ASAP send the logo to all partners, so they can use it in their presentation materials.

### **3b: Present, discuss and outline the key content of the Portal.**

The meeting was pleased with the overall impression of the website. Hans mentioned that the website was a combination of a project website and a Portal with extra functions, which were the reason why it could be approved as an intellectual output, where the partners had 15 – 20 days with salary for development tasks.

The Portal should according to the application include six main functions, such as 1) an area for desk research, 2) an innovative observatory (dialogue forum), 3) a partner contact service, 4) an integrated news service, 5) a promotion service for the developed sustainable Erasmus+ training courses, national courses, and new European seminars and conferences; and 6) a presentation of the project, like A standard project website.

Robin confirmed and mentioned that he would talk with the Portal designer, Damien, also link coordinator for VAN, about how to incorporate these extra functions. Furthermore, Robin would send a draft schedule of the development work for the partnership.

Bente asked how we can secure the data on the Portal after the end of the project. Decided, we share the cost of keeping the website at least 5 years after the end of the project. It was not clarified how and when the partners must do this payment.

### **3c: Adopt detail task plan for the partnership until third meeting, April – Nov 2017**

The meeting decided:

1. Damien gives access to the Google group at the website – ASAP
2. Robin will send the logo to the partners, so it can be incorporated in the official material produced together with the Erasmus logo - ASAP
3. All partners send info about their own organisation in their own language, inclusive a short paragraph in both English and own language (5-10 lines why they think this project is important and needed) – 1<sup>st</sup> May
4. The website must also have the six main functions mentioned in the application – Ongoing elaboration according to the approved schedule.
5. All partners must have a schedule for their development tasks for the Portal. Robin will prepare a draft plan – 1<sup>st</sup> May
6. The partners can comment the draft plan latest 7<sup>th</sup> May, and then Robin can present the final plan 14<sup>th</sup> May.

## Item 4: The need analysis (WP 03)

### 4a: Round with presentation of local surveys. By all partners

Janos had a power-point presentation of the Hungarian survey, while the other partners had oral presentations of the results from their survey reports.

The MNT power point presentation, the series of five local surveys and the survey guidelines with the common questionnaire and interview guide can be seen here:

<https://sites.google.com/site/erasmuspar/2-work-packages/wp-03---initiate-local-work>

Key points from the presentations at the meeting were the following:

#### **Agnieszka from FAIE (PL) mentioned:**

We were surprised that the respondents didn't give priority to training in fund raising. It was difficult for the respondents to recommend topics for the course programme.

The respondents indicated during the interviews that successful volunteers need to know the local community, persons and history. Furthermore, it takes time for people to get used to new types of culture offerings / activities.

#### **Janos from MNT (HU) mentioned:**

The survey had 109 respondents, where 65 pct were females; the majority had a higher education and most worked in the public sector. There were many stakeholders, but few volunteers among the respondent groups.

We had used the frame of the questionnaire, but simplified the questions, and still we used personal meetings to help people to fill-in the questionnaire. Furthermore, we didn't use interviews, but focus groups where the dialogue in the group was a good way to get feeds for the survey.

The overall messages were that it is important to build local contacts to volunteers on informal and more personal relations and mentor support, and likewise support from stakeholders must build on local personal contacts.

#### **Robin from Voluntary Arts (UK) mentioned:**

We only made a survey in one area that was a former industrial area, which now in a state of decay and with a very mixed ethnic population. Thereby we got the opportunity to make a more in-depth survey in a type of area; we will give priority in the future development work.

#### **Artur from the Municipality of Lousada (PT) mentioned:**

The survey involved the most important culture associations in the municipality. It was easy to involve the respondent groups in interviews.

The overall messages were:

- Successful volunteers need to know the local areas and the existing activities.
- Stakeholders are important to make volunteers visible.
- For outreach it is important to recognise the prior competences of the volunteers.
- The training programme must meet the specific needs and conditions of the involved local community.

#### **Bente from KSD (DK) mentioned:**

The survey included approx. 25 answers from each of the three respondent groups: Volunteers, managers in voluntary culture and stakeholders. The questionnaire was distributed in the whole country and it could be answered online as well as by filling-in and email a word document. The group of volunteers were mostly women and mature or senior citizens.

The overall messages were:

- The volunteers should be involved in the planning of the local activities.

- The volunteers need help (by the training courses) to gain more knowledge of the history of the local heritage as well as more practical issues, such as fund raising, production of pr-materials, etc.
- They wish to develop things or activities which also can attract tourists and thereby also brings new live to the local shops, bring the bus transport back again, etc.

Robin mentioned that their older volunteers gave high priority to use social media, maybe because they think other think it is important, maybe because older people use it still more. Bente mentioned that the social media could be the only way to come out to the local audiences, because there are stills fewer local newspapers. Therefore, the application of face-book for dissemination could be a needed part of the training courses.

Bente will send all the local surveys to Robin, so they can be uploaded to the website at a page, where the local surveys are mentioned.

#### **4b: Clarify common conclusions of the surveys**

Some recurring recommendations from the series of local surveys were:

- Pilot work and training courses must meet the specific situations and needs of the involved local communities.
- The project leaders and trainers need to know the local situations and needs.
- The volunteers need to be known and recognised in the local communities
- New initiatives need to use personal contacts and networks in the local communities.

### **Item 5: The multilateral Report, five language ed. (WP 04)**

#### **5a: Present the outline.**

KSD is lead partner for this work package. Bente used a Power Point to outline the tasks with the report. The PP-presentation can be seen here: <https://sites.google.com/site/erasmusspar/3---partner-meetings/2nd-meeting-copenhagen>

#### **5b: Clarify guidelines for the recommendations**

The outline was discussed and common recommendations were:

- The aim is to provide a summary of key findings from the five surveys.
- The report is a summary of specific cases, so do not generalise too much.
- Anyhow the task is still also to present some common features and common recommendations from the series of surveys.
- The Report is not only for audiences from the associations of the project partners or the partner countries, but for audiences in all the EU member States with an interest in the project issue.

#### **5c: Adopt time schedule for publishing five language editions**

The meeting decided:

1. All send photos to Bente, from pilot work and from meetings – latest 1<sup>st</sup> May
2. Bente provide summary of partners' local surveys – latest 7<sup>th</sup> May
3. All partners give response to the drafts – latest 14<sup>th</sup> May
4. Bente sends the draft report to VAN for proof-read – latest 12<sup>th</sup> June
5. VAN provide the proof-read version – latest 19<sup>th</sup> June
6. Bente send the proof-read and final layout version as a word document to partners and the final English master version is published – 26<sup>th</sup> June
7. The partners translate, edit and publish their national PDF-version – latest 15 August

## Item 6: Integrated Curricula for culture volunteers and managers (WP 05)

### 6a: Present the outline for the Curricula Frame.

Interfolk is lead partner for this work package. Hans used a Power Point to outline the Curricula Frame. The PP-presentation can be seen here: <https://sites.google.com/site/erasmuspar/2-work-packages/wp-05---piloting>

The Power Point focused on the curriculum frame for culture volunteers, but the application plan included a double curriculum for culture volunteers as well as culture managers. Likewise the series of national pilot courses and the European pilot courses include two (possible parallel) courses with one for the volunteers and another for the managers. Anyhow, the curriculum frame is the same for both courses, while the content and pedagogical approach can vary.

### 6b: Clarify guidelines for the frame

The meeting took note of the general frame for presenting the curriculum. The meeting decided to divide the tasks with qualifying the outcome descriptions of the six main topics for respectively volunteers and managers. The following division of work was decided:

Re outcome description of topics for volunteers:

1. Self insight and validation of own prior learning and lifelong developed transversal skills and key competences – by Laraine, VAN
2. Insight knowledge and shared experiences of why and how arts and culture can help to revive remote areas – by Artur, ML and Bente, KSD
3. Insight knowledge and shared experiences of the sector of amateur arts, voluntary culture and heritage in sparsely populated areas – by Hans, Interfolk
4. Insight knowledge and shared experiences of who and how local stakeholders may support cross-culture activities in sparsely populated areas – by Bente, KSD
5. High level skills in planning and managing culture activities with an added value for civic participation and community bonding - by Agnieszka and Rafal, FAIE
6. High level communication skills to reach different audience groups and use a variety of dissemination channels in local communities – by Katalin and Janos, MNT

Furthermore, all partners should present at least 2 more key needs/topics from their national survey that could be part of an elaborated curriculum, including a short outcome description.

Re outcome description of topics for managers:

1. Self insight and validation of own prior learning and lifelong developed transversal skills and key competences – by Laraine, VAN
2. Insight knowledge and shared experiences of why and how arts and culture can help to revive remote areas – by Artur, ML and Bente, KSD
3. High level knowledge and skills on how to plan, manage and monitor voluntary culture activities and events in sparsely populated areas with an added value for civic participation and community bonding – by Hans, Interfolk
4. High level Knowledge and skills on how to provide innovative ways of outreach and new high quality learning opportunities tailored to active citizens to become resourceful volunteers – by Bente, KSD
5. High level knowledge and skills on how to provide appropriate guidance and delivery of support to the engaged culture volunteers – by Katalin and Janos, MNT and Agnieszka and Rafal, FAIE
6. High level knowledge and skills on how to apply assessment framework to document and validate the practise of the organisations and their voluntary staff to provide enlivening arts and culture opportunities in the communities with an added value for civic and democratic participation – by Hans, Interfolk and Helene, ActKnowledge

Furthermore, all partners should present at least 2 more key needs/topics from their national survey that could be part of an elaborated curriculum, including a short outcome description.

The meeting also decided that Hans present the combined Curriculum Frame and then the series of outcome descriptions can be attached as annexes. The Curriculum Frame and the annexes only include an English version.

#### **6c: Adopt time schedule for publishing the integrated curricula, English version**

The meeting decided:

1. Agnieszka send a template for presenting the output descriptions – latest 15<sup>th</sup> May
2. Hans deliver the English Curricula Guidelines for proof reads – latest 6<sup>th</sup> June
3. All partners deliver their outcome descriptions (that will be annexes to the Curriculum Frame) – latest 6<sup>th</sup> June
4. VAN deliver the final proof-read English version of the Frame with annexes – latest 13<sup>th</sup> June

### **Item 7: National pilot courses (WP 06)**

#### **7a: Outline course frame and testing methods**

FAIE is lead partner for this work package. Agnieszka gave an oral outline of the plans for the national courses.

The overall aim is to design and test two series of national pilot courses for respectively culture volunteers and culture managers in each of the five partner countries.

Agnieszka presented the overall frame of the courses. The meeting recommended:

The national pilot courses should not be seen as just mean to design the European courses, but primarily as a goal in itself, because the potential sustainability of the national courses will properly be higher than for the European courses. They will properly be the most used course package after the end of the project.

The participants should have some sort of certificate for completing the courses. It can either be in the more demanding form of Certificate if the course is assessed, or in less demanding form of a Note of Participation. The partners do not need to use the same form of certification; it can vary from country to country. Anyhow a good form of getting a paper on the course could be to use the EuroPass and include the presentation of the completed course.

Likewise, the partners don't need to use the same form of assessments and evaluation of the national pilot courses. Anyhow, it is important that all complete an assessment of the effects of the course on the participants and all thereby also can present their assessment methodology.

Manual mentioned, he would like to hear about other the other partners' plans for the pilot courses to get inspiration for their own planning of the two Portuguese national courses as well as the planning of the programme for the two European courses. The meeting decided that the partners should exchange their draft programmes to strengthen the mutual inspiration.

#### **7b: Clarify number of participants and budget questions**

The preliminary frame of the courses is two 2-day non-residential courses for respectively culture volunteers and culture managers. The number of trainees and trainers for each course are respectively 16 and 4.

Each partner country has approx. 24 work days with salary for designing and testing the national courses. Furthermore there is the following budget for other costs, which is supported as exceptional costs with 75 pct cost refunding:

- Rent of venue and ICT: 2 courses x 2 days of 150 euro, like 600 euro.
- Catering: 2 courses x 20 persons x 2 days of 25 euro, like 2000 euro.
- External speakers, Fees and travel: 2 of 375 euro, like 750 euro.
- Cultural feature: 1 feature of 310 euro.
- In total for exceptional costs: 3660 euro – with 75 pct support, like 2745 euro



Artur asked how we should document participation. Laraine mentioned signed attendance list as well as the course programmes and the evaluation reports.

### **7c: Adopt time schedule for planning and completing the national pilot courses**

The meeting decided:

1. Each partner need to provide an initial course programme primo –medio June, so it can be announced to the possible participants before the summer holidays starts
2. Each partner sends their draft course programme to the other partners for mutual inspiration – latest 28<sup>th</sup> June
3. Each partner sends the final programme to the other partners – latest end of July

## **Item 8: Two European pilot courses in Lousada (WP 07)**

### **8a: Outline course frame and testing methods. By Artur**

Municipality of Lousada is lead partner for this work package. Artur used a Power Point to outline the initial plans for the two European pilot courses in Lousada, Oct 2017. The PP-presentation can be seen here: <https://sites.google.com/site/erasmusspar/2-work-packages/wp-07---bilateral-visits>

The overall aim is to design and test the curricula for two 5-days pilot Erasmus+ training courses for respectively management staff and culture volunteers from the voluntary culture associations, with activities in sparsely populated areas.

### **8b: Clarify number of participants and course leaders and other budget questions**

The two residential 5-days courses are planned as parallel courses with some common lectures, plenary meetings and joint cultural activities. The working language is English.

The meeting decided the 5-day course should be placed in the weekdays and not in the weekend, so it should start Monday and end Friday, from 2<sup>nd</sup> to 6<sup>th</sup> October 2017.

The number of trainees is 20 for each course, with 4 participants from each of the five partner countries. The number of trainers is 5 for each course. In total 2 courses x 16 trainees and 4 trainers, in total 40 persons.

Agnieszka mentioned that it is worth checking the criteria for eligibility of the trainees of the European pilot courses in Lousada. The courses are planned as „Short-term joint staff training events” and according to the Erasmus+ rules adopted by the Polish National Agency, participants of „Short-term joint staff training events” must have some formal relation with sending organisations (a job-contract, voluntary agreement, formal membership etc.). Agnieszka agreed to send to Laraine some more elaborated explanation of the issue after the meeting.

### **8c: Adopt time schedule for planning and completing the European pilot courses**

The meeting decided:

1. Artur send the draft programme to the partners – latest 10<sup>th</sup> Aug.
2. The partners comments/give feed-back on the draft programme – latest 17<sup>th</sup> Aug
3. The final programme should be ready to distribute to potential participants and stakeholders – latest 1<sup>st</sup> Sept.

## **Item 9: The third partner meeting in Lousada (M3)**

The meeting discussed if the partner meeting could be placed somewhere during the training course, for example during some of the excursions.

The meeting concluded that it wasn't appropriate to have the partner meeting during the 5-day training course, because the team is also course leaders/ workshop leaders/speakers and trainers, and we cannot be away from the groups a whole afternoon not even during possible excursions be-

cause the team members will also join the excursions; furthermore, we will need the few free hours for planning and preparation of course tasks.

The meeting decide to have the partner meeting Friday afternoon, 6<sup>th</sup> October and maybe continue Saturday morning, 7<sup>th</sup> October before departure Saturday afternoon.

### **Item 10: Dissemination plans (WP 12)**

#### **10a: Present completed activities. By all partners**

Due to lack of time we had to complete this item after the meeting by written dialogue. See below 10c.

#### **10b: Refine the dissemination strategy**

VAN will as lead partner outline the dissemination strategy. No date was decided – so ASAP.

#### **10c: Adopt time schedule for the dissemination activities until third meeting**

The meeting decided:

1. VAN will as lead partner outline the dissemination strategy. No date was decided – so ASAP.
2. VAN will as lead partner present a time schedule for the dissemination activities until third meeting. No date was decided – so ASAP.
3. Hans provide a short template for all partners to use to present the completed and planned dissemination activities with key questions for the presentation of the dissemination. No date was decided – so ASAP.
4. All partners use the template to report their dissemination until now and their plans for the next phase until third meeting and send to the partnership. No date was decided – so maybe 2 weeks after receiving the template for reporting dissemination.

### **Item 11: Oral Evaluation of current meeting**

Due to lack of time we had to complete this item after the meeting by written dialogue.

Laraine will provide a short evaluation questionnaire to be filled-in by all partners.

No dates were decided for providing the questionnaire and to fill-it-in – so the questionnaire must be delivered ASAP, and it must be answered latest 1 week after receiving it.

### **Item 12: Evaluation methodology (WP 13)**

#### **12a: Present the applied ToC light version. By Helen Clark**

Helene introduced a common session for each partner to prepare their draft ToC plan. In general Helene recommended each partner to make their TOC model, before they prepared the curriculum plan.

Helene mentioned it can be done individually or as a team, but that implies we buy the professional edition (the price is 500 \$), where we can see each other's work and collaborate as a team.

The meeting decided that each start to make their own individual ToC plan, and then later we assess if there is a need to buy a shared version for 500 dollars.

#### **12b: Adopt time schedule for the subsequent evaluation work**

The meeting decided:

1. All partners make their own individual draft plans online – latest 1<sup>st</sup> May
2. Thereafter Laraine sends date proposals for having a common webinar on how to work with the ToC online programme.
3. Thereafter we can have individual session with Helene. Just send an email to Helene to clarify the date for such individual web-meetings.

**Item 13: A.O.B. (any other business)**

Nothing to mention.

**Appendix A: Administration of the TPM budget allocation**

27.04.2017

Laraine Winning

Voluntary Arts England

1. Each partner has a TPM budget to attend meetings (travel/accommodation). This budget also covers subsistence, meals and refreshments.
2. VA did not distribute these funds directly to the SPAR partners as part of the first tranche allocation e.g. 40%. We did this so we could track and evidence payments for the funder and provide a robust audit trail itemising expenditure for travel/accommodation/subsistence.
3. All travel & hotel claims for the first SPAR meeting held in Birmingham have been paid. As the host organisation, VA also paid directly for hospitality for all those attending.
4. The cost of hosting a meeting (meals, venue, refreshments) are shared across the partnerships. We will attribute costs for both the Birmingham & Copenhagen meetings once we have all the necessary invoices in place and reconciled all the partners' claims. Any residual cash amounts left in each of the partners budgets will be returned to them via a direct bank transfer.
5. It must be stressed that after the above has been carried out, there may be little funds to distribute. If there are overspends in this category, then it is up to the partners to resolve this within their own organisation or repay the partnership what is owing.
6. In keeping with full financial transparency, Voluntary Arts will carry out a detailed reconciliation the TPM budget over the next few weeks and disseminate to the partners a financial statement for the first phase of the project - we will include within this statement monies already transferred over to partners. This will allow each of the partners to see in detail what allocations have been paid across all budget headings. However, we can only do this when we have received all the necessary claims and invoices for the Copenhagen meeting.
7. VA will send out a separate note to all the partners as to what budget allocations have been set aside for the SPAR partners October meeting and training courses in Portugal.