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| **SPAR**  Curricula for culture volunteers and managers  in sparsely populated areas |  |

**Erasmus+ SPAR partners’ meeting**

**Hotel Benczur – Budapest**

**8th of June 9/11 am**

**Minutes**

**Attendees**

* Hans Jorgen Vodsgaard - Interfolk
* Bente von Schindel - Kulturelle Samrad i Danmark
* Dr Janos Szigeti Toth - Magyar Nepfoiskolai Tarsasag
* Artur Pinto - Municipio de Lousada
* Manuel Nunes – Municipio de Lousada
* Laraine Winning – Voluntary Arts
* Hilary Abernethy – Evaluation
* David Harper – Evaluation.

**Apologies**

Lindsey Jackson – Voluntary Arts

Chair: Laraine Winning / Voluntary Arts

Minute Taker: Laraine Winning / Voluntary Arts

**Discuss papers circulated:**

* Laraine Winning: Legacy Courses
* Hilary Abernethy and David Harper; Evaluation Process/Method.
* Damien McGlynn – Knowledge Portal

**Agenda:**

**Finances**

* Project budget is as planned with no under or overspends predicated at present.
* Lindsey is due to issue financial claim forms for all three payment settlements to evidence spend. We will take advice on what partners need to collate.
* We will issue claim forms for the TPM budget allowance for Budapest. We however can only do this when we have received the final invoice from Janos/Katalin and worked out shared cost payments.
* All project finances will be reconciled first week in August – as we hope to complete the final narrative/financial report then.
* Partners indicated that the Multiplier budget for delegates to attend the Budapest event was low. We all noted at our meeting in Lousada/Portugal that we may have to subsidise this element of the project either through current project budgets (TPM allowance for example) or through our own project income.

***Action:***

* Lindsey to email all SPAR partners relevant claim and report forms.

**Knowledge Portal**

Hans noted that the action plan submitted is not up to date and out of kilter with the SPAR project work plan. He suggested that we work back through the work plan to identify what is required for each work package and see what is still outstanding. Damien had asked if one of the partners would produce a small overview of the Budapest conference with photos which could be uploaded onto the website.

***Action***

* Laraine to liaise with Damien to update the action plan. We will issue the revised action plan before our July Skype meeting.
* Katalin indicated that she would write a promotional piece about the conference and email it to Damien.

**Evaluation**

Hilary Abernethy presented her evaluation paper which outlined the method/s chosen to review the SPAR project. She discussed the key objectives and action points for the next few months.

1. Carry out meeting with the SPAR partners and arrange follow up interviews.
2. Identify groups/individuals for case studies
3. Collect any outstanding feedback information from national learning courses
4. Talk to delegates at the conference about their experience of the SPAR project
5. Identify areas of best practice
6. Put forward recommendations for future activity.

Some of the partners have already had one to one meeting with Hilary and David. Others will be offered slots either at the Budapest Conference or after the event has been completed.

All agreed that the evaluation process was key to reflect on the achievements of the project and to identify strengths and weaknesses of current operational activity.

*Action*

* Laraine to meet with the evaluation team when they are back in England to discuss the final report.
* Hilary and David will attend the Learning Course in St Helens/England to carry out more research and identify case studies.

**Multiplier Events: National Learning Courses**

All had been completed save Voluntary Arts conference which will be carried out in St Helens/Merseyside on June 21st. Ecorys are aware of the delay.

Partners all noted that these courses had been well received and that all relevant research/evaluation had been completed and where possible handed on to Hilary and David.

Laraine indicated that documenting attendees’ involvement and staff support will be crucial to demonstrate to the funder, effective use of the SPAR project budget and resources. Lindsey will ask that all project reports have underpinning documentation and evidence of spend e.g. timesheets, invoices, staff jd’s and briefs, registration forms etc.

*Action*

* Relevant learning materials and resources will all need to be uploaded onto the website for wider dissemination.

**Legacy Courses**

Laraine had emailed all the partners a paper about options open to us given that MNT are unable to mount a second legacy course. The matter has been discussed with Ecorys and they stipulated that the current budget is there to cover research and development but is not there to pay for additional learning courses after the project has been completed. We agreed as a group to go with the Liverpool conference option. This option allows us to sustain the budgets as they are. Partners will need to make a case for their involvement in this process e.g. how they have used the days set aside for legacy aspects. Partners will need to apply for Mobility+ funds to offer places to delegates in their home country. Agnieszka indicated that since she has been successful in applying for these funds and will produce a briefing paper for partners on what process has worked for her in the past.

*Action:*

* A formal outline of the Liverpool course will be available to partners at the end of July.
* FAIE will issue a briefing paper on Mobility funds.

AOB

1. Agreed that we will have a SKYPE meeting at the end of July to tie up loose ends.
2. Laraine to circulate provisional dates.