DM, CO & HJV

01.09.2022

**Fourth partner meeting in Dublin, September 19 – 20**

***Programme and Agenda, version2***

***Content***

[Time and place 1](#_Toc113002761)

[Practical information 2](#_Toc113002762)

[Expected participants: 2](#_Toc113002763)

[Appendices: 3](#_Toc113002764)

[Agenda of the meeting (version 1 – 01.09.2022) 3](#_Toc113002765)

[Monday, Sept 19: 9:00 – 16:00 3](#_Toc113002766)

[Tuesday, Sept 20: 9:00 – 12:00 4](#_Toc113002767)

## Time and place

**Time: Monday, Sept 19, 9:00 – 16:00 and a common dinner afterwards.**

 **Tuesday, Sept 20, 9:00 – 12:00 with a common lunch afterwards, 12 – 13**

 *Time frame: You arrive Sunday and can depart Tuesday afternoon.*

**Place:** MACRO Community Centre, 1 Green Street, Dublin D07 X6NR.

 See the website of the Community centre: <https://www.macrocommunity.ie/>

 See the facebook of the Community centre: <https://www.facebook.com/macrobuilding>

 See the google map: [[Google Maps](https://g.page/macrobuilding?share)]



## Practical information

**Refunding of costs & needed documentation**

The gross unit support is 575 euro per foreign participant, and two participants per organisation.

This amount will be refunded (minus each partner’s share of the host cost for common meals and other possible common costs).

The needed documentation for your participation is the signed attendance list for each meeting day as well as a copy of your travel ticket/boarding card to confirm your place of departure.

**Hotel**

For accommodation, Damien sent June 15 an email with a list of possible hotels to book, or you can find other suitable hotels at [www.booking.com](http://www.booking.com) or at [www.hotel.com](http://www.hotel.com) or the like.

./. PDF-print of Damiens mail with hotels is attached.

**Travel information**

Dublin Airport is conveniently located approximately 10 km north of Dublin city centre with access to a large number of buses, coaches and taxis. For travel options from Dublin Airport to the city, see <https://www.dublinairport.com/#/>

Travel by taxi to the city centre takes approx. 20 min. The estimated cost is between €25 - €30. Please note this is an estimated fare and prices may vary depending on traffic at different times.

**Your luggage after possible check-out at the hotel**

If you wish, you can the second day bring your luggage to the meeting venue (MACRO Community Centre) and you can keep it here and get it after the meeting or after we return from the lunch (tbc).

**Meals during the meeting**

Breakfasts Monday and Tuesday probably at the hotel before the meeting

Coffee breaks Monday morning and afternoon, and Tuesday morning in the meeting room.

Monday: Lunch 12 – 13 at Sparks Bistro [[map](https://goo.gl/maps/dRASU33c8ZGiwqAm6)] / Dinner 19 – 21 at The Woollen Mills [[map](https://goo.gl/maps/p1pMkKtY7PBdY1h26)]

Tuesday: Lunch 12:15 – 13:15 at Brother Hubbard [[map](https://goo.gl/maps/mERVV7jT2wEQB5fp8)]

## Expected participants:

Conor O'Leary, Creative Lives (IE) (+353) (0) 87 904 8095

Damien McGlynn, Creative Lives (IE) (at dinner) (+353) (0) 87 108 7587

Agnieszka Dadak, FAIE (PL) (+48) 511 551 439

Rafal Dadak, FAIE (PL) (+48) 881 676 468

Helena Deiss, EDUCULT (AT) (+43)

Marjeta Turk, JSKD (SI) (+386) 31 817 358

David Kraševec, JSKD (SI) (+386) 040 418 584

Bente von Schindel, KSD (DK) (+45) 29 64 70 40

Hans Jørgen Vodsgaard, Interfolk (DK) (+45) 51 300 320

**Aims of the partner meeting**

* Clarify remaining tasks of O2c: Publish online Benchmarking Tool
* Clarify remaining tasks of O3: Develop, test and publish Practice Methods
* Clarify remaining tasks of O4: Publish Multilingual Manual
* Evaluate E1: the Krakow Symposium
* Clarify remaining tasks of O5: Publish Symposium Compendium
* Evaluate dissemination activities until now and plan concluding dissemination
* Plan the frame for E2-E5: Five national multiplier events

## Appendices:

Approved minutes from the 3rd partner meeting in Krakow, June 14, 2022

Approved minutes from the 13th zoom meeting, August 30, 2022

## Agenda of the meeting (version 1 – 01.09.2022)

### Monday, Sept 19: 9:00 – 16:00

**1. Formalities**

 a) Welcome and practical information

 b) Appoint a moderator and a reporter

 c) Approval of the agenda

 d) Sign Attendance List

**2. Clarify remaining tasks of O2c: Publish online Benchmarking Tool**

 a) Status by Jan, JSKD

 b) Clarify remaining task schedule

**3. Clarify remaining tasks of O3: Develop, test, and publish Practice Methods**

 a) Outline by Conor, CL

 b) Clarify remaining task schedule

**4. Clarify remaining tasks of O4: Publish Multilingual Manual**

 a) Clarify task schedule for translations

**5. Evaluate E1: the Krakow Symposium**

 a) Evaluation summary by Susanne, EC

 b) Conclusions – what have we learned

**6. Clarify remaining tasks of O5: Publish Symposium Compendium.**

 a) Outline by Conor, CL

b) Clarify remaining task schedule

**7. Evaluate dissemination activities until now and plan concluding dissemination**

 a) Evaluate evaluation activities until now

 b) Plan the concluding dissemination activities

**8. Plan the frame and schedule for E2-E5: Five national multiplier events**

 a) Outline by Bente, KSD

 b) Clarify task schedule

--

**Common lunch:** 12 – 13 atSparks Bistro [[map](https://goo.gl/maps/dRASU33c8ZGiwqAm6)]

**Common dinner:** 19 – 21 at The Woollen Mills [[map](https://goo.gl/maps/p1pMkKtY7PBdY1h26)]

### Tuesday, Sept 20: 9:00 – 12:00

**9. Status of the BOOST website**

 a) Status of the project website by Conor, CL

 b) Clarify remaining task schedule

**10. Project management**

 a) Final project reporting, by Hans, IF

 b) Status of financial reporting and payments, by Hans

c) Schedule for remaining payments

**11. Final zoom meetings**

 a) Decide time for concluding zoom meeting(s)?

**12. Project evaluation**

a) Status of process evaluation, by Susanne, EC

b) Plans for the impact evaluation, by Susanne, EC

 c) Oral round for overall project evaluation

 b) Evaluation of this fourth meeting

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

**--**

**Common lunch:** 12:15 – 13:15 at Brother Hubbard [[map](https://goo.gl/maps/mERVV7jT2wEQB5fp8)]