CO-OP

Co-creative cooperation with culture volunteers and managers

NORDPLUS Adult

HJV
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version 2, adopted

Minutes from SKYPE meeting, Thursday, 15th November 2018

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Aims and main items of this first SKYPE Meeting

The aim of the Skype meeting is to plan the next step of the project, which include:

- WP 04: Desk research and survey compendia, Sept 2018 – Jan 2019.
- WP 05: Local workshops with Summary Reports. Sep 2018 – Jan 2019.
- WP 16: The project website and visual identity of the project
- WP 17: Dissemination activities
- WP 18: The progress evaluation
- WP 19: The financial management

Participants

Bente von Schindel, MOF (DK); Trond Handberg, VM (NO); Ilona Asare, Culturelab (LV); Justina Jakstaite, OAM (LT); and Hans Jørgen Vodsgaard, IF (DK)

Minutes

1. Formalities

Bente was appointed as moderator and Hans as reporter.

The agenda, v1 of 6.6.2018 was approved.

2. Since last time: Info on matters not included in the items below

2a) How are you: Short presentation round

Ilona: Very busy in new job in Culture Centre.

Hans: Also very busy period; will be better hopefully at the end of this month.

Trond: There have been meetings in the culture unit to present the project and also in the board of the voluntary Vestvågøy music council.

Bente: Good to have this Skype meeting; it helps to keep the focus on the project work among a lot other issues to be busy with.

Justina: had been very busy the last weeks with arranging an event at the Open Museum.

2b) Other issues

None to mention.

3. Status of WP 04: Desk research and survey compendia

3a) Status of work. Lead Partner, Ilona

Ilona e-mailed a guide with lead question for all partners on how to structure their article on best practice example in own country.

The meeting thanked for the guide. Bente mentioned it was very important to have such lead questions, so the articles can have the same structure and in fact answer important questions for the pilot work.

Hans mentioned that especially he and Ilona were behind with delivering the background articles about co-creation, and we needed to adjust our task schedule.

3b) Adjust work schedule. How does what when

Most important to remember for all:

22 Nov – comment Ilona's guide with lead question

25 Nov – Ilona provides final guide
10 Jan – All present draft article about best practice example in their country.
5 Feb – the final Compendia is delivered

The detailed task plan of WP 04: Desk research and survey compendia

No	Who	Key activities	Deadlines
1	P1, If	IF present methodological Guidelines for research, workshops and symposium	20 Aug 2018
2	P4, CL	Comments and possible elaborate the Guidelines for the Desk Research	27 Aug 2018
3	All	The partnership discuss and adopt the guidelines at the kick-off meeting	31 Aug 2018
4	P4, CL	Lead partner specifies the task and the disposition of the Summary Report.	15 Sept 2018
5	P4, CL	Ilona present small guide with lead questions on how to structure the articles of good practise (see below point 10)	15 Nov 2018
5a	All	Partners can comment and propose changes of the small guide	22 Nov
5b	P4, CL	Ilona provide the final small guide for articles with examples of good practise	25 Nov
6	P4, CL P1, IF P5,OAM	Present draft on how co-creation has come on the agenda in partners countries	10 Dec
7	P4, CL P1, IF	Present draft with key positions of co-creation (with theoretical reference)	10 Dec
8	All	Partners can comment drafts about section 1) co-creation on the agenda and 2) key positions with theoretical references	15 Dec
9	P4, CL P1, IF	Present final versions of section 1 and section 2	5 Jan 2019
10	All	Present draft of good practise and innovative approaches with reference to goal of empowerment (1 article of 1-2 pages per country + photo)	10 Jan
10a	All	All can comment the draft articles	15 Jan
10b	All	The final versions of articles are delivered	20 Jan
11	P4, CL P1, IF	Present recommendations and risks for high quality co-creative cooperation.	20 Jan
11a	All	All can comments the section with recommendations and risks	25 Jan
11b	P4, CL P1, IF	The final version of the section with recommendations is delivered	1 Feb
12	All	Edit, proof-read, layout and publish the Summary Report, English version	5 Feb

NB: The COOP, WP2, Guidelines for research, workshops and symposium, v3 include this updated time schedule. It is also added to our archive here:

4. Status of WP 05: Local workshops with Summary Reports.

4a) Status of work. Lead partner, Trond

Trond did send a status of work, 1st Nov. Hans send a short status of work, 7th Nov.

Trond mentioned that it is a challenge to create interest among other stakeholders, especially the voluntary associations. He is unsure how to frame the invitations.

Trond mentioned that it is a challenge to create interest among other stakeholders, especially the voluntary associations. In Norway co-creation is a new word. The stakeholders may perceive co-creation as high weighing. To make them participate, the workshop may contain more concrete themes? Therefore, Trond is unsure how to frame the invitations.

Bente proposed to keep it simple and relate the new initiative to the current experiences with cooperation between the municipality and the associations and just mention that we wish to discuss and plan how the cooperation can be even better and give the associations more influence. Bente will ASAP send some material she have; such as a power-point presentation and invitations.

Hans mentioned that the Danish workshop properly would be a full afternoon workshop mid January instead of three 2-hour sessions in more weeks in January, because it could make it easier to handle and get people to come.

Hans mentioned, it could be good if all could inform the others how their work progressed, fx 15 Dec.

Ilona mentioned she expected to complete the local workshop Mid january, and it should not be a problem. Justina mentioned that she and Gita had planned to include the workshops in some practical meetings, where volunteers came to the Open Museum as volunteers.

4b) Clarify work schedule. How does what when?

Most important to remember:
15 Dec – inform the others how the planning of the local workshops progress
1 Feb – the 5-pages summary notes from the workshop are delivered

The detailed task plan of WP 04: Desk research and survey compendia

No	Who	Key activities	Deadlines
1	P1, If	IF present methodological Guidelines for research, workshops and symposium	20 Aug 2018
2	P3, VM	Comments and possible elaborate the Guidelines for the local workshops	27 Aug 2018
3	All	The partnership discuss and adopt the guidelines at the kick-off meeting	31 Aug 2018
4	P3, VM	Lead partner provide a common frame for the workshops with reference to methodological guidelines (WP 2) and discussions at first meeting (WP 3)	15 Sept 2018
5	All	Partners select the municipality where the local workshop can take place	25 Sept 2018
6	All	Partners plan the workshop programme in dialogue with local stakeholders	1 Oct 2018
7	All	Partners inform about their work to other partners	1 Nov
8	All	Partners inform about their work to other partners	15 Dec
9	All	The series of 3 short afternoon workshop sessions are completed	30 Jan 2019
10	All	The workshop leaders provide final Summary Notes from the thematic sessions.	1 Feb 2019
11	P3, VM	The lead partner collects the four Summary Notes and prepare the draft multilateral Workshop report	15 Feb 2019
12	All	The partners comment the draft report	23 Feb 2019
13	P3, VM	The lead partner provides the final Workshop report, English PDF-edition.	1 March 2019

NB: The COOP, WP2, Guidelines for research, workshops and symposium, v3 include this updated time schedule. It is also added to our archive here:

5. Status of WP 16: Website and logo

5a) Status of work

The logo:
Justina have provided two logo proposals, and we need to decide ASAP which one to use.
Decided Justina send again and then the partners email their priority.

NB: Justina did send just after the meeting; and all partners have as first priority stated the second option with extra smaller squares; and hereby it is adopted as our official logo.

The website:
Hans apologised that the draft version hadn't been provided yet, but most are ready, so he proposed to deliver the draft 10 December and partners could comment until 15 Dec, and then it can be published before Christmas. The proposed schedule was approved.

5b) Clarify work schedule. How does what when?

15 Nov – Justina send again the two logo proposals
16 Nov – partners must state their priority
16 Nov – the official logo is decided.
10 Dec – Hans provide draft website for partners to comment
15 Dec – Partners can comment
20 Dec – the website is launched

6. Status of WP 17: The dissemination activities

6a) Status of work

The status indicated a very low activity. Ilona hasn't done dissemination yet. Trond hasn't done any special dissemination. Bente not really. Justina not really. Hans not only mentioned in few other project event.

6b) Clarify work schedule. How does what when?

- 10 January - decided that when the website is published before Christmas, then the dissemination can begin in the start of the New Year, latest including news-mails, presentations at own websites, promotion at events in own and other organisations.
- 10 Feb – the Survey Compendia can be dissemination to own target groups
- 10 March – the Summary report from the local workshops can be disseminated to own target groups

8. Status of WP 18: Progress evaluation

8a) Status of work

Ilona has sent the summary presentation (made automatic by Google forms from the filled-in online questionnaires) of the first three work package: WP 01, start-up; WP02, tripartite guide; WP 03, first meeting.

Justina can still fill-in all three forms, and Bente can still fill-in WP03. See the links in Ilona's two mails of 26th Sept.

Hans did see the combination of rather simple online questionnaires and the automatic summaries f the answers as an easy and smart way to get good evaluation feeds for the progress evaluation. The meeting commended the evaluation method and agreed to ask Ilona to continue to provide the same procedure for the succeeding work packages.

8b) Clarify work schedule. Who does what when?

- Ilona provides online questionnaire latest when the work packages has been completed,
- all partners fill-in latest 1 week after the have received the link,
- and Ilona send latest 1 week after the summary reports to the partners.

9. Status of WP 19: The financial management

9a) Status of financial reporting and payments

The partners have got refunded

- WP02,tripartite guide, budgeted salary costs
- WP 03, first meeting, net unit support (gross support minus share of host cost)
- 1st rate of net management support (80 pct of full unit support minus share of costs of dissemination and evaluation)

Trond did see the financial management procedure as very good, because they were simple to secure and easy to understand. Hans concluded to continue to use the initiated procedures and templates.

9c) Clarify work schedule. How does what when?

Next refunding will be to refund WP 04, research compendium and WP 05, local workshops, when they have been concluded – it means primo February and primo March and later ultimo April to refund costs of WP 06, Nordic Symposium.

10. Concluding evaluation rounds

10a) Oral evaluation round of this Skype meeting

We had a short evaluation round with the following key messages:

Justina: The Skype meeting did - despite my technical problems to get connected – function well and we should have more meetings.

Ilona: Good with these meeting to support the work between the partner meetings.

Trond: The Skype meeting worked well. Important to have contact between the real partner meetings to clarify matters and keep the spirit high.

Hans: Agreed that the Skype meeting function well and it is important to clarify issues, to secure mutual information and not least to strengthen the motivation and team spirit.

Bente: Agree. The meeting helps us to do our work better and more motivated, and we should surely have one more before next partner meeting, ultimo April in Lithuania.

10b) A new Skype meeting?

Decided to have a meeting medio January. Hans will soon send some proposals for dates.

11. A.O.B. (any other business)

None to mention