CO-OP

Co-creative cooperation with culture volunteers and managers

NORDPLUS Adult

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version 2-approved

Minutes from second SKYPE meeting, 12th June 2019

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Key issues of second skype meeting

The key issues are

- To plan the final Workshop Compendium and Survey Report,
- To discuss the Symposium programme, and especially clarify the outline of the Symposium Compendium and decide how, we can get presentations, we can use for the subsequent Compendium.
- Start to plan the Curricula Guidelines and the local pilot courses that are planned to take place in October 2019.

Participants

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

Apologies: Justina Jakstaite, OAM (LT);

Minutes

1. Formalities

Hans was appointed as moderator and reporter.
The agenda, v1 of 6.6.2018 was approved.

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

2a) Possible news from the coordinator and partners

Hans told that the other project member from Open Air Museum, Gita Šapranauskaitė has become the director of the museum, so she had stepped back as project member. The meeting sends their greetings to her.

2b) Other issues.

Hans would like to clarify, when the summer holiday period started for the partners in case they needed to be in contact.

- Ilona mentioned her holidays started in July, but she would still be reachable for comments.
- Trond told so he could be contacted in the first week of July.
- Bente told she also had official holiday in July until start of August, but she could also be reachable especially the first two weeks of July.
- Hans told he expected to work with project tasks the first half of July at least.

3. Status of the overall work plan

Hans had a short outline of the overall work programme to clarify, how we could catch up with the delays at the end of this year.

1) We need to deliver the Survey report (WP 4), The Workshop Compendium (WP 5), and the Curricula Guidelines (WP 9) before the Symposium, 11 – 13 Sept in Lithuania (WP 6) and second meeting also in Lithuania (WP 7)- that should also be possible to conclude these three outputs before the summer holidays.
2) We need to plan the Symposium Programme (WP 6), so we get presentations that with minor elaborations can be used as articles in the Symposium Compendium (WP 8), so we can publish the English master edition in Oct 2019.
3) We must complete the national pilot courses latest November 2019 before or after the third partner meeting in Cesis, LV. HEREBY WE HAVE CATCHED UP WITH THE DELAYS.
4) Finally we must as initial planned publish the Curricula Report, English master latest December 2019 and publish the translated versions latest in Feb 2020
5) Thereafter in the spring 2020 we only have to complete the national multiplier events (conferences) in March – April 2020 and thereafter conclude with the fourth 2-day partner meeting, June 2020 in Leknes, Lofoten.

4. Status of WP 04: The survey compendia. P4, CL / P1, IF

Hans has agreed with Ilona to provide the background article and take care of the final layout.
He has also been delayed, but expected to deliver the final Survey, English edition latest 10 July.

5. WP 05: Local workshops with Summary Reports. P3, VM

Trond still miss the workshop presentation from Bente, DFKS, and she told she could deliver it now; so Trond can also deliver the final Workshop compendia latest 5 July, before his summer holiday starts. Hans offered to help with the layout, if needed.

6. WP 06: Baltic Symposium, 11 – 13 Sept at Open Air Museum. P5, OAM

6a) Practical frame: Time, numbers, accommodation, meals, budget

The course takes place from Wednesday, 11th Sept., 17:00 to Friday, 13th Sept. 2019, 14:00 at Arisatvėlė manor in the Open-Air Museum of Lithuania, L. Lekavičiaus g. 2, LT-56337 Rumšiškės, Kaišiadorių r., Lithuania.

We will be approx. 17 persons – with 4 participants from Norway, Latvia and Lithuania including 1 project leader and 5 from Denmark including 2 project leaders.
The participants will be resource persons with insight and experiences with co-creation in the field of participatory arts, culture and heritage.

Hans told the Danish group expect to have flight from Copenhagen Wednesday morning to Vilnius and here rent a car, and drive the 85 km to the museum and back again, Friday evening from Vilnius. The Danish group also plan to book beds two nights at a hotel in Kaunas, and from there drive the 20 km to the museum.

Ilona told the Latvian group will drive by private car to the museum and they plan to book beds at the hotel of the museum. Trond haven't planned the travel yet.

The support per foreign participant is a unit support of 630 euro to cover travel, bed and meals and programme. Furthermore the partner organisations get 3-4 salary days for preparing and completing the symposium.

6b) The programme

Hans mentioned the presentations from the Symposium also in elaborated from must be used as articles in the subsequent Symposium Compendium (WP 8, so therefore we cannot use the case studies / articles from the survey (WP 3) for the presentations at the symposium, because the the Symposium Compendium just would be a repetition of the Survey.

Therefore he proposes to change the programme of the symposium a bit, so it is better suited to provide presentations and reports from workshops that can be used for the Compendium.

The adjusted programme was send to the partners 9th June. The meeting approved the new programme frame.

6c) Clarify schedule

11 Aug:	All partners send a list of their participants and their accommodation as well as who will provide presentations at the Symposium
15 Aug:	Hans prepare and send in cooperation with Justina the final programme including lists of participants and their accommodation.
28 Aug	Detailed programme planning at the next Skype meeting, 28 Aug, 12:00 CET

7. WP 07: Second 1-day partner meeting in Rumšiškės

Due to the tight programme, we need to cancel the partner meeting during the Symposium and instead have a Skype meeting the week after the Symposium.

8. WP 08: Symposium Compendium, five languages ed. P5, OAM / P1, IF

8a) Plan the outline and key articles

Hans send the outline of the Symposium Compendium to the partners, 9th June. The meeting approved the new outline.

8b) Clarify schedule

Hans must latest primo August send a more detailed outline of the Compendium, so we can clarify who will be speakers at the Symposium including to elaborate the presentation to an article for the Compendium.

9. WP 09: Develop curricula Guidelines, May – June 2019. P1, IF

Hans has been delayed, but he will deliver the Guidelines latest 15 July.

10. WP 10: Test four national pilot courses. Aug – Oct 2019. P3, VM

10a) Practical frame: Time, numbers, accommodation, meals, budget, by Hans

Budget frame

The partners have 5 -6 salary days for planning and completing the pilot course.
The different costs of completing the course (like rent of venue, coffee breaks, lunch, possible fees for speakers, etc.) must be paid by parts of each partners management support or by other local grants. It is up to each partner how to budget the pilot course.

Course frame and number of participants

The description in the application mentions a 2-day course (or weekend course); but it doesn't mention number of participants and there is no budget with reference to numbers. Hans proposed it could be ok, if the partners only planned a 1-day course for a number of participants from 8 to 18.

Time of course

The courses are initially planned to take place in October 2019, so the course evaluations and course provider recommendations can be used for the elaboration of the Curricula report, where the English master must be published latest December 2019. We decided the courses at least should be completed before the third partner meeting in Cesis in November.

10b) Programme content and evaluation forms

The programme must to some degree refer to the Curricula Guidelines, but they have not been provided yet. Likewise the evaluation forms must have a reference to the curricula guidelines.

10c) Clarify schedule.

10 Aug:	Trond and Hans august could make proposal for the programme content with reference to the Curricula guidelines
25 Aug:	Ilona prepares a common course evaluation form
25 Aug:	Hans prepares a query to the course providers to fill-in recommendations for the Curricula Report
28 Aug:	At the Skype meeting we can discuss and clarify the course content and evaluation forms.

11. WP 11: Next partner meetings

11a) Third 2-day partner meeting in Cesis, LV. Nov 2019. P4, CL 5.

We decided to have the third partner meeting, Monday – Tuesday, 11 – 12 November 2019 in Cesis. Ilona told that there will be a lot of events the 11 November in Cesis to celebrate the 100th anniversary of Latvia, Lāčplēsis Day, so it could be a great event to experience in the evening for the partners.

There is approx. 80 km from Tallinn Airport to Cesis. There are buses and train connections and it takes 1 hour and 15 min; but the best and cheapest way is to rent a car at Tallinn Airport.

11b) Next Skype meeting

Decided to have next Skype meeting, Wednesday, 28th Aug, 12 CET (and 13 in Latvia and Lithuania), where we shall plan the Symposium, the Compendium and the national pilot courses.

11c) Final fourth partner meeting in Leknes, Lofoten

Ilona asked, if it was possible soon to clar ify the dates of the fourth meeting. Trond mentioned that May months is very busy period, so he would as host prefer to have the meeting in June 2020.
We decided that he soon will propose some possible dates for the meeting, we can choose between.

12.WP 16: Website. P1, IF

12a) Status of work, by Hans

Hans mentioned the website hadn't been updated the last months, mainly because we still await to have the Survey Report, the Workshop Compendium and Symposium programme, which should be the core of the update.

12b) Clarify schedule

Hans expected to make the update mid-July, when the report, compendium and programme was provided.

13.WP 17: The dissemination activities. P2, MOF

13 a) Status of work

Bente mentioned she now could send templates to report the dissemination activities in the two period until now: Aug – Dec 2018 and Jan – June 2019.

Hans mentioned that the dissemination would be easier just after the summer holidays, when we had the first project output delivered, like the survey report, the workshop compendium, and the Symposium programme.

13b) Clarify work schedule

13 June: Bente sends the two templates for reporting the two dissemination periods.

30 June: All partners send the two filled-in dissemination reports.

August: All partners start to disseminate the project results (Report, Compendium, programme)

14. Status of WP 18: Progress evaluation. P4, CL

14a) Status of work, by Ilona

Ilona will prepare the online process evaluation forms for the next two work packages (WP3: Survey; WP4: Workshops)

14b) Clarify schedule

30 June: Ilona prepare online forms for WP 3 and WP 4

15 June: All have filled-in the forms

15. Status of WP 19: The financial management

9a) Status of financial reporting and payments

The partners have until now 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)

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

30 June: Hans prepares and sends the templates for the two next work packages (WP 3: Survey and WP 4: Workshop)

15 June: All have signed and send the salary templates
25 June: Hans has refunded the two reported WPs
Next payments will ultimo Sept after the completion and reporting of WP 6: Symposium in Lithuania, including salary and net unit support to participants (after the host costs have been refunded and each partners share has been deducted from the gross unit support).

16. Evaluation of the Skype meeting

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

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

Bente: Agree. The meeting helps us to do our work better and more motivated, and we should surely have more Skype meetings during the project.

Trond: After I got home to a better Skype connection, it worked well for me. Important to have these virtual meetings 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.

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

None to mention