CO-OP
Co-creative cooperation with culture volunteers and managers

NORDPLUS Adult

HJV
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version 2 - approved

Minutes from Fourth SKYPE meeting, 1st October 2019

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Aims of the meeting

The key objectives are

- To evaluate the Baltic Symposium, 11 – 13 Sept in Rumsiskes
- To clarify the outline of the Symposium Compendium and decide how, we get the needed presentations from the Symposium.
- To inform about the local pilot courses that take place before third meeting in Cesis, 11 – 12 Nov
- To plan the outline and task schedule of the Curricula Report, six language editions
- To clarify the current and next dissemination activities
- To clarify frame of third and fourth partner meeting and next Skype meetings

Participants

Bente von Schindel, MOF (DK), Trond Handberg, VM (NO), Justas Rimavičius, OAM (LT) and Hans Jørgen Vodsgaard, IF (DK).

Apologies: Ilona Asare, Culturelab (LV),

Minutes

1. Formalities

Hans was appointed as moderator and reporter.
The agenda, v1 of 24.09.2019 was approved.

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

Hans told there still haven't been any reply from the Nordplus Office to the interim report; but its approval should be a formality.

Ilona couldn't participate at this Skype meeting, because she has just started her 1 month's study trip to India; but fortunately, she has sent her remarks to the items of the agenda.

3. Evaluate the Baltic Symposium, 11 – 13 Sept in Rumsiskes WP 6)

3a) Evaluate the symposium,

The comments at the end of the symposium as well as the summary of the online questionnaire indicate that the participants have been very glad for the Symposium.

3b) Clarify follow-up contacts to participants etc.

The participants shall have a greeting from the course team including links to the presentations and photos. We didn't clarify the division of work to handle this task.

4. Plan Symposium Compendium, five languages ed. (WP 8)

4a) Plan the outline and key articles (from presentations at the symposium!)

The editor, Hans mentioned that the application outlines the following possible disposition:

1. Foreword on background and aims of the project and Symposium Compendium, 1-2 pages.
2. Key positions and theories of co-creative cooperation: 2 articles, 8 – 10 pages.
3. Thematic examples of good practice and innovative approaches: 2 articles, 8 – 10 pages.
4. Key competences for culture actors in co-creative cooperation and topics of new in-service courses: 2 articles, 8 – 10 pages.
5. Perspectives and recommendations for co-creative cooperation in the field, 1 article, 5 pages.

The text of the compendium can be approx. 35 standard pages (like 2400 characters per page, 40 lines of 60 characters), exclusive photos from exemplary activities in the partner associations or their network.

Hans commented that we don't need to follow this disposition in detail, and he expected especially the workshops could provide feeds for reports about 1) competence profiles and needs for courses, and 2) perspectives and recommendations. The meeting took note of the comments.

4b) Clarify schedule. Who does what and when?

15 Oct: All partners collect and send articles from the speakers from their own country;
5 Nov: The editor presents a draft Compendium
12 Nov: The partners can comment the draft Compendium
15 Nov: The final Symposium Compendium, English master version is delivered
10 Dec: The translated versions are delivered (DK, NO. LV, LT)
15 Dec: The translated versions is published as PDF-publications.

5. Design and assess four national pilot courses (WP 10) latest ultimo October

7a) Practical frame: Time, numbers, accommodation, meals, budget

See info about the practical frame in the minutes of third Skype meeting, 28th August, item 7a, page 4. Trond did 27th Aug send the programme frame for the courses as a helping hand for the planning.

5b) Present time, place and programme, by partners.

Bente mentioned that the Danish pilot course would be combined with / be part of a bigger event, where there are 3 workshops, and one will be about co-creation. The event has taken place already 28th September in Høje Taastrup. She had approx. 15 participants at the workshop.

Trond expects the Norwegian pilot course will take place ultimo October in Leknes. He expects to use a case study in the course.

Justas mentioned the Lithuanian pilot course properly will take place the last week in October or first week in November. The course will be planned in cooperation with the Kaunas 2022 team.

Ilona had by mail told that the Latvian pilot course will take place 6-7 November as part of a bigger training course, planned in total for 6 days with three sessions: 6-7 Nov, 20-21 Nov and 4-5 Dec. The training course is organized by Culturelab together with Latvian National cultural centre.

The overall course topic is to strengthen local cultural leadership; and the co-creation topic will be integrated in her training programme during the first session 6 -7 Nov, maybe with some continuation on 20-21 Nov.

Ilona intends in the co-creative sessions to explain the theoretical background, give some methods and tasks to plan local co-creation activities. She expects 25 participants, both municipal staff and NGOs, from the regional cultural organizations (cultural centres, museums etc.).

5c) Clarify procedures for curricula assessment

The pilot courses must also be used for assessment of the used curricula. The method can be that each course provider fill-in a query to provide feeds/ recommendations for the curricula design in the subsequent Curricula Report (WP12).

5d) Clarify schedule. Who does what and when?

ASAP: All will send the course programme, when it has been made.
25 Oct: Hans will provide a questionnaire for the course providers to fill-in to clarify their recommendations for the curricula design.

6. Provide Curricula Report, five languages ed., Oct 2019 – Feb 2020 (WP 12)

6a) Clarify the outline, by Hans

Hans told the outline of the Curricula Report can follow the description in the application; and thereby it can be an elaboration of the initial Curricula Guidelines.

6b) Clarify the evaluative input from the partners, by Hans

The query for recommendations from the course providers (see above item 5c) can help to gain extra feeds for the elaboration of the Report.

6c) Clarify schedule. Who does what and when?

The following schedule are presented in the application, and it should be possible to follow it:

25 Oct: Editor provides query for curricula recommendation
7 Nov 2019: Editor provide outline of the Report
15 Nov 2019: Partners fill-in and send the query for curricula recommendations

1 Dec 2019: Editor provides the draft manuscript of the Report
7 Dec 2019: Partners comment the draft
15 Dec 2019: The final Curricula Report is published as English PDF-version
1 Feb 2020: The partners have translated the report to own languages
15 Feb 2020: The final four language editions (DK, NO, LV, LT) are published as PDF-editions.
25 Feb 2020: Evaluate the concluded work package

7. Clarify partner meetings

7a) Third 2-day partner meeting in Cesis, 11 – 12 Nov 2019. (WP 11) – see Ilona's proposal

The host, Ilona mentioned by mail that we already have an excellent frame for the meeting, where it takes place Monday – Tuesday, 11 – 12 Nov in Cesis. Monday evening the 11th November is the annual celebration of Lāčplēsis Day, and this year it is the 100th anniversary of Latvia, so it could be a great event to experience in the evening for the partners.

We have already decided to plan the meeting, where we arrive Sunday, so we can start Monday morning and end the agenda Monday before the celebration event, so we can use Tuesday, from morning until mid-afternoon to guided culture at the museum etc.

Ilona proposed to arrange our travel from Riga to Cesis, but it will properly not be needed, because Bente, Hans and Trond will properly rent a car in Riga Airport, so we can drive more freely to and from Cesis. Justas will properly also come by car to Cesis.

Ilona also proposed to organise a dinner with all partners on Sunday evening (10 Dec) in Cesis. Must be clarified later.

7c) Fourth and final meeting in Leknes, Lofoten, 8 – 10 June 2020? (WP 14), by Trond

The meeting takes place 8 – 10 June in Leknes, Lofoten. Trond will before Christmas send some more practical information about possible travel options and cultural activities at the place.

7d) Next Skype meetings?

Decided to have a Skype meeting after the third meeting, 11 – 12 Nov in Cesis. We can decide the time at this third meeting.

8. The Website (WP 16)

8a) Status of work, by Hans

The website is updated.

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

Hans told the website had been updated Mid-September just after the completion of the Symposium. The next update will be in November after the completion of the national pilot courses.

9. The dissemination activities. (WP 17)

9a) Status of work, by Bente

Bente mentioned all have send dissemination reports for the first period (Aug – Dec 2018) and the second period (Jan – June 2019), and next reporting will be for the third period (July – Dec 2019).

9b) Clarify work schedule. Who does what and when?

2nd December: Bente send the template for reporting dissemination of third period.
6th January: All partners send filled-in dissemination report

10. The Progress evaluation (WP 18)

10a) Status of work, by Ilona

Ilona send 18th July links to the online progress evaluation questionnaires for the Good Practice report (WP 4) and Workshop Compendium (WP 5). Trond, Hans, Ilona and Bente have filled-in the questionnaires. Ilona have also asked Justas, if he or Gita could fill-in instead of Justina that have stopped working at OAM and thereby also in the project. Hans can on behalf of ilona send the summaries of the evaluations to the partners.

Ilona has also prepared and send the link to the online symposium questionnaire, which has been filled-in by the trainees as well as the trainers. Ilona send the summary of the symposium evaluation before the Skype meeting.

10b) Clarify schedule. Who does what and when?

ASAP: Hans can on behalf of Ilona send the summaries of the evaluations of WP 4 and WP5 to the partners.

11. Concluding evaluation rounds

11a) Oral evaluation round of this Skype meeting

Trond: The meeting has worked well without technical problems, and it has been useful.
Justas: Yes, it has been useful and good to have for the ongoing project planning.
Bente: Agree, it has been useful and good to see you all again.
Hans: Agree. When the technical dimension function well, it is a good and easy form to use for the project planning.

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

Ilona told in her mail that she has planned to present project findings and the co-creation topic at the scientific conference of the Latvian Academy of Culture. This conference "Culture Crossroads" will take place in Riga on 1 November, and she will afterwards submit the publication for the conference journal (http://www.culturecrossroads.lv/en/conferences) – which will also be good for the purpose of project dissemination.