CO-OP

Co-creative cooperation with culture volunteers and managers

NORDPLUS Adult

HJV
21.12.2019

version 2 - approved

Minutes from Fifth SKYPE meeting, 11th Dec 2019

Content

Aims and main items of this fifth SKYPE Meeting 1

Participants 1

Appendices: 1

Minutes 2

1. Formalities 2
2. Since last time 2
3. Evaluate the Baltic Symposium, 11 – 13 Sept in Rumsiskes WP 6) 2
4. Symposium Compendium, five languages ed. (WP 8) 2
5. The four national pilot courses (WP 10) 2
6. Curricula Report, five languages edition (WP 12) 2
7. Multiplier events (WP 13) 3
8. The Website (WP 16) and other dissemination activities. (WP 17) 3
9. The Progress evaluation (WP 18) 4
10. Clarify partner meetings 4
11. Concluding evaluation rounds 4
12. A.O.B. (any other business) 4

Aims and main items of this fifth SKYPE Meeting

The key issues are to:

- Evaluate the Symposium Compendium, English edition and schedule translations (WP 8)
- Evaluate the four national pilot courses (WP 10)
- Evaluate the Curriculum Report, English edition and schedule translations (WP 12)
- Clarify status of the planning of the multiplier events (WP 13)
- Clarify the current and next dissemination activities (WP 17)
- Clarify the current and next evaluation activities (WP 18)
- Clarify Trond's proposals for accommodation at the partner meeting in Lofoten (WP 14)
- Plan next Skype meetings

Participants

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

Appendices:

Approved minutes from the third partner meeting, 11-12 Nov 2019 in Cesis

Minutes

1. Formalities

Hans was appointed as moderator and reporter.
The agenda, v2 of 7.12.2019 was approved.

2. Since last time

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

Trond mentioned that Vestvågøy Municipality with inspiration from the project had decided to include co-creation as part of the activities not only in the culture unit, but in four main areas of activities.

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

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

All partners had send a greeting to their participants after the course including links to the presentations and photos at the website.

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

4a) Evaluate the English master version

The partners were overall very pleased with the Compendium.

Hans send as editor the first draft Compendium 25th Nov and Trond had some comments for another form of presentation 2nd and 3rd Dec; and Hans send accordingly a second version 5th Dec.

Decided that the official English master version must use the first version, while the partners can choose which version they will use for translation.

4b) Clarify schedule of translations

1st March: The partners deliver the translated version of the Symposium Compendium (same dater as the translation of the Curricula report)

5. The four national pilot courses (WP 10)

5a) Status of the pilot courses, by partners.

Bente: The Danish pilot course took place 28th Sept in Høje Taastrup with approx. 15 participants.

Trond: The Norwegian pilot course took place 30th Oct in Leknes with approx. 17 participants.

Ilona: The Latvian pilot course was organised as part of a bigger course with three 2-day sessions, 6-7 Nov, 20-21 Nov and 4-5 Dec, has been completed with nearly 25 participants.

Justas: The Lithuanian pilot course will first take place 16th Dec in OAM.

5b) Clarify possible remaining tasks

ASAP: Justas will report the completed course.

6. Curricula Report, five languages edition (WP 12)

6a) Evaluate the English master version

Hans send the draft English master version 3rd Dec. The partners were pleased with the Report.

There have been no comments for proof-reads or adjustments. So the draft version can be used for translation.

6b) Clarify schedule of translations

1 March: The partners deliver the translated version
(same dater as the translation of the Symposium Compendium)

7. Multiplier events (WP 13)

7a) Status of planning, by all partners

Ilona: Expects to complete the multiplier event in January 2020, before she has her study leave in Portugal from Feb – June 2020.

Bente: Plan to have the event 1st April in combination with another Culture Event in her organisation. Will start to promote and send invitations to target audience medio January.

Trond: Expect to have the event ultimo March – primo April; but he will know more after 10th Jan when the municipality schedule for the spring activities is decided.

Justas: Must await general schedule planning in the Museum, primo January.

7b) Schedule the tasks

31 Jan: All partners send a short status of their event planning.

8. The Website (WP 16) and other dissemination activities. (WP 17)

8a) Status of website

Hans mentioned the last update of the website was from the Symposium. So, he needed soon to make updates for

- WP 06: Present and upload the Symposium Compendium, English version
- WP 10: Present the completed national pilot courses
- WP 11: Present the completed third partner meeting in Cesis
- WP 12: Present and upload the Curricula report, English version.

8b) Status of dissemination

Bente mentioned she would send the template for reporting the dissemination activities of the 3rd period, July – Dec

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

ASAP: Hans updates the website as mentioned above point 8a.
15th Mar: Hans updates the website with the four translated Symposium Compendia and the four translated Curricula Reports.
15th Dec: Bente sends the template for reporting dissemination in 3rd period.
15th Jan: Send filled-in dissemination report of third period, July – Dec 2019
30 June: Send filled-in dissemination report of final fourth period, Jan – June 2020

9. The Progress evaluation (WP 18)

9a) Status of work, by Ilona

Ilona is up-to-date with the evaluation. She has provided questionnaire and got answers for the third meeting.

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

15 Dec: Ilona provides questionnaires for the pilot courses (WP 10)
20 Dec: Partners fill-in questionnaires for the pilot courses
25 Jan: Ilona provides evaluation questionnaires for the Symposium Compendium (WP 8) and the Curricula Report (WP 12)
5 March: Partners fill-in (the questionnaires for the Compendium and the Report

10. Clarify partner meetings

10a) Accommodation at final meeting in Leknes, 8 – 10 June 2020? (WP 14), by Trond

Trond mentioned his neighbour, Thomas Elvebakk, usually rents out his apartment in a vertical semi-detached house, Høvdingveien 5B, to tourists in the summer, through Airbnb. This house is pretty new with high standard. This apartment has 4 bedrooms, kitchen, living room, WC/bath-room, etc. Trond's home is next to (3A), so it's very convenient considering that I can be a driver between several locations including Viking Museum nearby. The price per night is 2000 NOK (203 EUR).

The partners tanked for the offer. Hans asked for some days to consider the possibilities before giving a final answer.

10b) Next Skype meetings?

Decided to have next Skype meeting medio March.
Hans will medio January send proposals of dates for the meeting.

11. Concluding evaluation rounds

11a) Oral evaluation round of this Skype meeting

Trond. It has been a difficult connection in technical terms, but the meeting has been good in content.

Bente: It has despite the technical problems been a good meeting. Also, fine to see each other to boost the project commitment.

Ilona: It has been a good meeting that clarified important issues.

Hans: Next time he will use another laptop for the connection. But good meeting and nice to see you all again.

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

The partners send mutual Christmas greetings.