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

NORDPLUS Adult

26.08.2018 / hjv

# First 2-day partner meeting in Copenhagen, 30 – 31 August 2018

## *Programme and Agenda, version 2a*

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## Time and place

**Time:** **Thursday, 30 Aug, 11:00 – Friday, 31 Aug 2018, 15:00**

**Place:** **At Vartov, Farvergade 27 D, 3rd, DK-1463 Copenhagen K**
NB: just 100 meter from the City Hall at the center of the city
See www.grundtvig.dk and http://map.krak.dk/?index=yp&id=68124495&query=

Entrance to Vartov

Statue of Grundtvig

City Hall tower seen from Vartov's courtyard

Vartov is an historic and beautiful building with Copenhagen City Hall as its closest neighbour.

Vartov is known to have had the famous Danish poet, priest and adult educator N.F.S. Grundtvig as pastor in 33 years from 1839 to 1872 at the Vartov church which is part of the building complex.

In 1947 the Danish Grundtvig Society took over Vartov. The building underwent an extensive restoration and was particularly adapted for their new purpose, which was a continuation of the Grundtvigian youth and educational work.

Today the Grundtvig library and the Grundtvig Academy as well as many educational and cultural umbrella associations have addresses here.

## Practical information

**Refunding of costs & needed documentation**

The gross unit support is 630 euro for one foreign participant per organisation. This amount will be refunded (minus each partner's share of the host cost for coffee breaks, two lunches and one dinner, rent of venue, etc.) independently of how many nights and days the meeting are and the level of cost of hotels and meals.

Therefore, we plan for a short meeting and low-cost meals and cultural features, so you in fact can get your meetings costs covered for one participant and still get a surplus to your organisation. You are of cause welcome to stay more days or to bring more participants, but you will still only get one gross unit support of 630 euro per organisation.

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

**Hotel**

For accommodation, we recommend City Hotel Nebo (http://city-hotel-nebo.8hotels.info ).
The hotel is only 2 minutes walk from the Main Railway Station, and 8 min walk from the City Hall and Vartov. But you may find better options at www.hotel.com or the like.

**Travel information**

You can only get to the Main Railway Station (København H) by taking the train from Copenhagen Airport (Terminal 3). It departs every 10 minutes and it takes approx. 15 min. to get to the Main Railway Station. The walk from the Station to City Hotel Nebo is only 2 min.

If you wish to get to other places of Copenhagen city centre, you can take the metro.

Tickets for the train are available at the DSB ticket sales counter in Terminal 3 or at ticket machines. Please note that the ticket machines do not accept notes, only coins and cards such as VISA, etc.

For more info – see http://www.visitcopenhagen.com/copenhagen/transportation/and-airport

**Meals**

| | |
|---|---|
| Wednesday: | 29 Aug: If you arrive Monday the day before the meeting starts, you can have a dinner anywhere at the many cosy restaurants in the city centre or at the Vesterbro area near your hotel. |
| Thursday: | 30 Aug: Breakfast at the hotel or during your travel. We arrange coffee breaks at the venue and lunch and dinner in Tivoli. |
| Friday: | 31 Aug: Breakfast at the hotel. We arrange coffee breaks at the venue and lunch in the city centre. |

**Culture programme/Cultural visits**

The meeting is short and we have many issues to discuss; however there should at least be time for a cosy evening with dinner in Tivoli Tuesday evening - see https://www.tivoligardens.com/en ;

and we can also just after the meeting ends, Wednesday afternoon have a 1 hour canal tour, if you have time and interest. See https://www.stromma.dk/en/copenhagen/sightseeing/sightseeing-by-boat/grand-tour/

**Your luggage the second day after check-out at the hotel**

If you wish, you can bring your luggage to Vartov, Wednesday morning and you can keep it here and get it after the meetings ends or after we return from the Canal tour late in the afternoon.

**Map of Copenhagen centre**

## Mobile numbers and Skype names of the participants

| | | |
|---|---|---|
| Bente von Schindel, MOF (DK) | (+45) 29 64 70 40 | * von.schindel |
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## Aims and key activities of the first meeting

The overall aim of this kick-off meeting is to engage the essentials of the project idea and clarify management issues and plan the next work packages.

The key activities are:

- Presentation of persons and organisations
- Present and discuss the project idea
- Plan the work programme and related budget
- Discus and adopt documents for legal and financial matters
- Discuss and adopt proposals for communication, dissemination and evaluation
- Detail planning of next steps of WP 04 (desk research), WP 05 (local idea workshops) and WP 06 (Nordic Symposium)
- Plan time and place of 2nd meeting in Rumšiškės, LV
- Plan possible Skype meetings until next partner meeting
- Evaluate the start-up and the meeting

## Agenda of the meeting (version 2 – 06.08.2018)

**Thursday, 30 Aug, 11 - 17.00**

1. Formalities
   a) Welcome and practical information
   b) Appoint a moderator and a reporter
   c) Approval of the agenda
   d) Sign Attendance List
2. Presentations:
   a) Present persons, organisations and experiences with international projects
   b) Present possible experiences with co-creative culture activities
   c) Present expectations to the project, personal and organisational benefits
3. The project idea
   a) Present and discuss the new co-creation trend. Intro by Bente and Hans
4. The work programme and budget
   a) Main planning tool is "The Project Bible" and the Google Archive; intro by Hans
   b) Present, discuss, adjust and adopt the work programme, v1. Intro by Hans, IF
   c) Present, discuss, adjust and adopt the budget, v2. Intro by Hans, IF
5. WP 02: Guide for desk research, local workshops and Nordic symposium. Aug–Sep 2018
   a) Present and discus the methodological Guide for the tripartite compilation of good practise and innovative approaches for co-creative cooperation in the desk research, the local idea workshops and the Nordic Symposium. Intro by Hans, IF
   b) Plan time schedule: Who does what and when?
6. WP 04: Desk research and survey compendia, Sept 2018 – Jan 2019.
   a) Present and discus the task with reference to Guidelines from WP2. Intro by Ilona, CL
   b) Plan time schedule: Who does what and when?
7. WP 05: Local workshops with Summary Reports. Sep 2018 – Jan 2019.
   a) Present and discus the task with reference to Guidelines from WP2. Intro by Trond, VM
   b) Plan time schedule: Who does what and when?
8. WP 06: Nordic 2-day Symposium in Rumšiškės, Jan – April 2019.
   a) Present and discus the task with reference to Guidelines from WP2. Intro by Justina, OAM
   b) Plan time schedule: Date of Symposium; and who does what and when?
9. WP 07: Second 1-day partner meeting in Rumšiškės, LV. April 2019
   a) Decide time frame of meeting

**Friday, 31 Aug, 09 – 15**

10. Legal conditions - present, discuss and adopt
    a) Present and discuss the Contract with Nordplus and the financial rules
    b) Present, discuss and adopt the partnership's "Partner Agreement"
    c) Present, discuss and adopt the partnership's "Rules of procedure"
11. Financial management - present, discuss and adopt
    a) The partnership's own "Financial Guidelines" and
    b) Procedure for cost refunding
12. Internal Communication, use of ICT and document archive - present, discuss and adopt
    a) Common use of ICT, web meetings, Netiquette
    b) Common use of Google archive/ Dropbox for photos /etc.

13. The project website and visual identity of the project - present, discuss and adopt
    a) The design of the project website. Intro by Bente, MOF
    b) The visual design of the project materials and use of Nordplus logo. Intro by Bente, MOF
    c) Plan time schedule: Who does what and when?

Justina - logo

14. The transversal dissemination plan – present, discuss and adopt
    a) The objectives and key activities of dissemination. Intro by Bente, MOF
    b) Plan time schedule: Who does what and when?

15. Guidelines of monitoring, evaluation and QA - present, discuss and adopt
    a) The evaluation methodology. Intro by Ilona, CL
    b) Progress evaluation: Who does what and when?
    c) Impact evaluation: Who does what and when?

16. Need for extra Skype meetings
    a) Need for Skype meetings. Intro by Bente
    b) Decide possible dates for Skype meetings before second partner meeting, April 2019

17. Evaluation of the previous work
    a) Oral evaluation round regarding WP 01: Start-up planning
    b) Oral evaluation round regarding WP 02: Methodological Guidelines
    b) Oral evaluation round of WP 03: The first partner meeting

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

## Annexes to the agenda

**NB:** All the mentioned annexes below can be downloaded at the virtual project archive at the Google site - https://sites.google.com/site/balticlever/home

**Item 1: Formalities**

c) COOP - WP 03, first meeting, agenda, v1
d) COOP - WP 03, meeting attendance List, v1

**Item 2: Presentations**

a-c) Possible presentations by all partners (Power Points, Videos, Leaf-lets)
May be distributed during/after the meeting.

**Item 3: The project idea**

a) Main planning tools - the "Project Bible, v1" and the Google Archive
b) Background and need. See Project Bible, v1, section 3: page 11– 14

**Item 4: The work programme and budget**

a) See overall work plan in "project Bible, v1, section 8, page 24
b) See Nordplus, COOP, budget, v2, adjusted 15.7.2018, especially sheet 7: Work days, v2

**Item 5: Methodological guidelines for compilation of good practise, Aug – Sept 2018 (WP 02)**

a) See Project Bible, page 27 - 28
See section about the tripartite compilation (WP-2) – will be added to archive latest 20 Aug

**Item 6: Desk research and survey compendia, Sept 2018 – Jan 2019 (WP 04)**

a) See Project Bible, page 31 - 32
See section about desk research in methodological guidelines (WP-2) – latest 20 Aug
See elaborated proposal by lead partner, P4, CL here – latest 27 Aug

**Item 7: Local workshops with Summary Reports, Sep 2018 – Jan 2019 (WP 05)**

a) See Project bible, page 33-34
See section about local workshops in methodological guidelines (WP-2) – latest 20 Aug
See elaborated proposal by lead partner, P3, VM here - latest 27 Aug

**Item 8: Nordic Symposium in Rumšiškės, Jan – April 2019 (WP 06)**

a) See Project bible, page 35 -36
See section about Nordic Symposium in methodological guidelines (WP-2) – latest 20 Aug
See elaborated proposal by lead partner, P5, OAM here - latest 27 Aug

**Item 10: Legal conditions**

a) See Contract with Nordplus and the financial rules here
b) The proposal for Partner Agreement, v1 can be seen here (emailed 6 Aug)
c) The proposal for Rules of Procedure, v1 can be seen here (emailed 6 Aug)

**Item 11: Financial management**

a) The proposal for our own Financial Guidelines, v1 can be seen here (emailed 6 Aug)

**Item 12: Internal Communication, use of ICT and document archive**

a) See the proposals in "Project Bible", v1, section 4, page 14
b) See the Google archive here and the Dropbox archive here

**Item 13: The project website and visual identity**

a) A link to the draft project website will follow medio August.
b) A proposal for visual design and project logo will follow latest 20 August

**Item 14: Dissemination plans and procedures**

a) See the presented plan in "Project Bible", v1, section 5, page 17 – 21

**Item 15: Evaluation plans and procedures**

a) See the presented plan in "Project Bible", v1, section 6, page 22

**Item 17: Evaluation of the previous work**

a-b) Possible evaluation questionnaires for WP 01, WP 02 and WP3, may be emailed later.