CO-OP

Co-creative cooperation with culture volunteers and managers

NORDPLUS Adult

11.09.2018 / hjv

Version 2, approved.

WP3:
Minutes of first partner meeting in Copenhagen, 30 – 31 August 2018

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Participants

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

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
- Discuss 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

Minutes

1. Formalities

1a) Welcome and practical information

Bente welcomed the participants and informed about practical matters

1b) Appoint a moderator and a reporter

Bente was appointed as moderator and Hans appointed as reporter.

1c) Approval of the agenda

The proposed agenda, version 2 was approved.

1d) Sign Attendance List

The Attendance List was signed by the participants.

2. Presentations:

2a) Present persons, organisations and experiences with international projects

The partners presented their associations using prepared power-points. The presentations are up-loaded to the Google archive here and they will later be uploaded to the project website.

2b-c) Experiences and expectations to the project

Ilona, CL: Culturelab hasn't been involved in Nordplus project or similar project before, but in a range of national project cooperation as well as the big Baltic Sea project, 2013 – 2015: "Culturability BSR – Culture for Sustainable Development", which has been one of the Flagships under the EU Action Plan for the Baltic Sea Region. See http://culturability.lv/

I expect this new interesting Nordic-Baltic project will bring benefits to Culturelab. The issue of co-creation is an innovative topic, and it relates to parts of our current activities, where we are involved in cross-sector cooperation. We are especially involved in cooperation with the municipalities, not

least with Ilona's work in Cesis Concert Hall. Ilona also mentioned that Baiba Tjarve will be involved in the project work. Her e-mail is: baiba@culturelab.com

Trond, VM: I have been involved in international work many years ago during the early 2000s, where the Viking Museum was developed. The Viking museum got EU support in a multilateral project co-operation with Scottish and Irish partners, called "Culture 2000". Here the museum also invited the municipality and other local organisations, schools and companies to participate in a local network. I expect we can have several benefits from this new project. In the municipality we have a lot of practical cooperation, and here we can get new impulses to develop new forms of cooperation on equal term, where all the partners can use their resources on own terms and all can get a shared outcome.

Bente, MOF: This new project has motivated me to reflect on our previous form of cooperation; and it doesn't seem to be a genuine co-creative cooperation. This implies as far as I can see that we from the start bring in more partners in a joint process, also partners from the municipality. Instead of just designing a plan in our associations and then ask for money from the municipality without expecting further public engagement. One of the good examples of cross-sector cooperation has been the culture project in the village Selde, where they got a sculpture park in former ruined estate grounds that has become a strong assets for culture tourism and newcomers to the area.

Ilona: Yes, sometimes it seems easier to do it alone. It can be a challenge to initiate processes, where many actors are involved on equal terms.

Justina, OAM: It can be a challenge for us to find a way to engage volunteers, because as a State institution our activities are determined by the Ministry of Culture. The municipality level will be open for new ways of cooperation but the reference is the state level. This can bring some extra experiences with the co-creative cooperation.

Hans, Interfolk: I expect this project can compile new approaches and good examples in the field of culture and heritage that can be of relevance for many stakeholders. It is a project with much potential for opening new doors.

3. The project idea

3a) Present and discuss the rationale of co-creation

Hans had a power-point presentation of the rationale of the project that is added to the archive here.

Here he outlined the background and essentials of the project concept as presented in the "Project Bible", page 11 - 15. The partners had an in-depth discussion of the issue and the meeting in general confirmed the presented needs, aims and core activities.

4. The work programme and budget

4a) Main planning tool is "The Project Bible" and the Google Archive; intro by Hans

Hans presented the Google archive and the Project Bible and Project Budget that are the two main documents for managing the project.

The Project Bible includes in a re-ordered form the text from the application and some new more detailed text for the work packages, which include main text from the key activities of the budget as well as more detailed descriptions of the main deliverables of each work package.

The partners assessed it as a useful tool for the planning and execution of the project work.

4b) Present, discuss, adjust and adopt the work programme, v1. Intro by Hans, IF

The overall work programme and time schedule for the 2-year project year was approved.

4c) Present, discuss, adjust and adopt the budget, v2. Intro by Hans, IF

The proposed budget, v2 was approved without changes. The meeting confirmed:

- The extra host costs for partner meetings regarding rent of venue, meals and other costs must be shared by the partners and subtracted the unit support for partner meetings. The cost for rent of venue and ICT are shared equally between the number of associations, while the costs for meals etc are shared according to number of participants
- The extra work days used for preparing the website (4 days) and the evaluation (2 days) must be refunded by shared use of the management unit support.
- The extra work days for project coordination and financial management done by the coordinator association Interfolk can be covered by the extra management unit support to the coordinator association.

5. WP 02: Tripartite guidelines. Aug–Sep 2018

5a) Present and discus the methodological Guide.

Hans presented the memo about the Guidelines for research, workshops and symposium including the background section with reference list of relevant literature. See the Guidelines, v1in the project archive here.

The meeting approved that the methodological approach for the three steps should emphasise:

- That a viable agenda for co-creation must focus on the synergistic benefit and the so-called 'transformative potential', where cooperation is developed on equal terms and with reference to new public governance and the goal of empowerment.
- That an innovative development work, in which associations and, in this context, cultural associations not only are equal partners, but also in part of the project have the role as initiators and governing actors to release the transformative potentials.

5b) Plan time schedule: Who does what and when?

The presented time schedule was also approved at the meeting and the elaborated final version can be presented by Hans latest 6 Sept.

6. WP 04: Desk research and survey compendia, Sept 2018 – Jan 2019.

6a) Present and discus the tasks.

The lead partner is Culturelab (LV). Ilona proposed that we used the presentation in the Guidelines for research, workshops and symposium, page 6 -7 as reference.

The presented aim and objectives, page 6 was approved. The specification of the desk research report was approved with some adjustments:

Foreword: Unchanged
Section 1: Here Justina could present how co-creation has come on the agenda in Lithuania
Section 2: Here Ilona and Hans co-operate to present the main theoretical positions
Section 3: Here each partner present an example from own country (1-2 pages per country + a photo). Ilona makes a small draft guide with lead questions for the article, where
Section 4: Unchanged outline of risk and recommendations. Ilona and Hans present draft and partners can comment before final version.

6b) Plan time schedule: Who does what and when?

Ilona and Hans refine the schedule after the meeting, so the tasks of the schedule, page 7 are consistent with the tasks of the specification, page 6.

The adjusted time schedule can be seen in version 2 of the Guidelines for research, workshops and symposium, page 7. See the Guidelines, v2 in the project archive here.

7. WP 05: Local workshops with Summary Reports. Sep 2018 – Jan 2019.

7a) Present and discus the task. Intro by Trond, VM

The lead partner is Vestvågøy Municipality, unit of culture (NO).
Trond proposed that we used the presentation in the Guidelines for research, workshops and symposium, page 8 - 9 as reference.

The presented aim and objectives, page 8 was approved. The outline of key activities and deliverables, page 8 was approved. The target groups for the workshops were also approved. Furthermore approved that the three 2-3 hours sessions could be completed in separate afternoon or evening meetings or in one day meeting (fx Saturday meeting).

Bente mentioned that she would like to have to parallel sessions in two different municipalities. Ilona mentioned she would have the sessions in her town, Cesis, where the community centres could be involved. Trond would do it in his municipality, but maybe also invite participants from neighbour municipalities. Justina expected to have the sessions in the OAM.

7b) Plan time schedule: Who does what and when?

The presented time schedule in the Guidelines, page 9 was approved without changes.

8. WP 06: Nordic 2-day Symposium in Rumšiškės, Jan – April 2019.

8a) Present and discuss the tasks. Intro by Justina, OAM

The lead partner is Open Air Museum (LT). Justina proposed we used the presentation in the Guidelines for research, workshops and symposium, page 10 - 11 as reference.

The presented aim and objectives, page 10 was approved. The specification of deliverables as well as target groups, page 10 was also approved.

Justina proposed the participants could stay in the apartments of the museum, and guided tours in the area could be part of the programme. The meeting approved the proposals

The accommodation facilities can be seen at the small movie at facebook here:
https://www.facebook.com/100009736175086/videos/612881809046353/

8b) Plan time schedule: Date of Symposium; and who does what and when?

Decided to have the Symposium from Thursday, 25 April in the morning to Friday, 26 April 2019 in the afternoon.

We plan that the participants and project leaders can arrive the day before, Wednesday 24 April and leave late afternoon, Friday 26 April.

The time schedule for the planning of the Symposium for the Guidelines, page 11 was approved without changes.

9. WP 07: Second 1-day partner meeting in Rumšiškės, LT. Jan - April 2019

9a) Decide time frame of meeting

Decided that we can have main part of the partner meeting the day before the Symposium, it means Wednesday, 24 April; and then we can have a very short 1-2 hours partner meeting with evaluation just after the Symposium, Friday afternoon; and if needed a Skype meeting 1-2 weeks after the Symposium to plan the next steps.

Hereby the project leaders can travel together with their participants to and from the Symposium.

10. Legal conditions

10a) Present and discuss the Contract with Nordplus and the financial rules

Hans informed about the Nordplus contract and the Nordplus financial guidelines. The contract is simple and clear; and the financial support, reporting and management refer to the new unit cost methods, which is simple and clear to manage for the administrator as well as the partners.

The meeting took note of the information.

10b) Present, discuss and adopt the partnership's "Partner Agreement"

Hans presented the main issues of the proposed Partner Agreement. The proposal was adopted by the meeting. The Partner Agreement was signed by all partners. Hans will scan the agreement and send a copy to all partners.

10c) Present, discuss and adopt the partnership's "Rules of procedure"

Hans presented main points of the Rules of Procedure. The proposal was adopted by the meeting.

11. Financial management

11a) The partnership's own "Financial Guidelines"

Hans presented main points of the proposed internal Financial Guidelines, which follows the Nordplus guidelines for the financial management of the new unit cost method. The proposal was adopted by the meeting.

11b) Procedure for cost refunding

Hans presented the templates for cost refunding. Overall it is very simple for the partners to report the costs and for the coordinator to check and refund the costs – due to the new unit support method Nordplus now uses. It makes life easier for all of us. The meeting agreed and the templates were adopted to be used.

Decided Time Schedule:

- Bente will ASAP collect all the common costs bills and Hans will make a meeting account
- Hans will ASAP fill-in the templates for net meeting unit support as well as the templates for first instalment of the management unit support, so the two amounts can be transferred as one total amount to the partners (to reduce the SEPA transaction costs).
- All partners get the templates signed and returned, so Bente / Hans can transfer the money.

12. Internal Communication, use of ICT and document

12a-b) Common use of ICT, project archive, web meetings, Netiquette

Hans mentioned that opposed to in-house projects, the communication and reporting will mostly be done virtually by the use of appropriate ICT. Our use of ICT for the internal communication seems to include:

1) Office as common work programme including Microsoft outlook (version 2007+)
2) A virtual document archive (Google sites). It has been made.
3) A possible common Dropbox for larger files, especially for photos (because the Google Sites has a limit of 100 MB).
4) Web conferencing by using Skype (and not Google Hangout)
5) An agreed netiquette clarifying the code of good virtual behaviour.

The meeting decided that

- we don't need to have a virtual work space for sharing and co-editing documents and other project files. If some partners have a need, they can use such a common work space.
- we regarding the netiquette as far as possible answer mails from other partners, either by full answer or just to confirm we have received it and will answer in a certain time.

13. The project website and visual identity of the project

13a) The design of the project website.

MOF is lead partner for the dissemination, including the project website, but Bente has agreed with Hans to transfer the main task of designing, launching and updating the website to Interfolk.

Bente and Hans did send a proposal for design and menu structure including domain name and host provider. The proposal "CO-OP, website - design and menu structure, v1"has been added to the archive here.

The meeting approved to use the hosting firm www.one.com and have the domain name: www.co-op.one. The proposal for menu structure was also approved, and anyhow it is easy to change the main menus and sub-menus if needed. The design can find inspiration in a another project website, named www.culture-lever.net. Furthermore decided that each partner provide a short paragraph, why they think the project idea is relevant and important. Likewise all partners can look at the presentations of their organisation in the application / Project Bible, page 5 – 10 and propose adjusted text, if they think it is needed.

13b) The visual design of the project materials and use of Nordplus logo.

The meeting agreed that it would be best to have a project logo as well as a common visual identity of the project materials and project website.

Justina proposed that OAM could design the logo. The meeting gratefully approved the proposal.

13c) Plan time schedule: Who does what and when?

Decided Time Schedule:

- The partners send the short paragraph, latest 15 Sept
- The partners look at the presentation of their organisation in the Project Bible, page 5 – 10 and propose possible adjustments latest 15 Sept.
- Justina present the logo proposals latest 28 Sept and partners can comment latest 5 Oct, before final approval 10 Oct.
- Hans presents a draft design and menu of the new website, latest in 4 weeks' time, 28 Sept.
- The partners can comment the draft website and propose adjustments, latest 5 Oct
- The first public version of the project website is launched, **latest 15 Oct**
- Thereafter all partners can link to the website in their PR-materials and at their own websites, face books, etc.

14. The transversal dissemination plan

14a) The objectives and key activities of dissemination.

Bente outlined main points of the dissemination plan with reference to the description in the Project Bible, v2, section 5, page 17 – 21.

The meeting confirmed the importance of implementing on-going dissemination activities to the main target groups and approved the general plan of having focused dissemination at least three times during the project, namely at the end of the three main project phases.

14b) Plan time schedule: Who does what and when?

Decided Time Schedule:

- Bente makes a common template for reporting dissemination activities. Already done to the meeting.
- All partners make short paragraphs, 5-10 lines in English and national languages, about why they see this project as important, latest in 2 weeks' time, 15 Sept.
- All partners have during the start-up as planned or ASAP make comprehensive and prioritised mailing lists of target groups at the start of the project, latest in 4 weeks' time, 28 Sept (and update the lists during the project).
- Bente sends an e-mail list of trans-Nordic target groups as well as target groups from Nordic-Baltic countries that don't participate in this project, latest in 4 weeks' time, 28 Oct
- All partners comment / fill-in extra targets of the trans-Nordic list, latest 1 week after, 5 Oct
- Hans make common English leaflet as an inspiration for all to use in translated form as their own leaflets in national languages. Hans send it latest in 4 weeks' time, 28 Sept

15. Guidelines of monitoring, evaluation and QA

15a) The evaluation methodology. Intro by Ilona, CL

The outlined evaluation methodology from the approved application is presented in the "Project Bible", v2, section 6, page 22. Culturelab is lead partner for the evaluation.

The meeting decided to use an online progress evaluation questionnaire for each chronological work package as well as for the three transversal work packages (dissemination, evaluation and management). The impact evaluation can be completed at the end of the project and we can plan the approach at a later partner meeting.

The online questionnaire can use Google forms, and Hans can for help and inspiration send examples of corresponding online questionnaires from other Nordic projects to Ilona.

15b) Progress evaluation: Who does what and when?

Decided Time Schedule:

- ASAP - Hans send examples of corresponding online questionnaires from other Nordic projects to Ilona.
- 14 Sept - Ilona provide an online Google evaluation questionnaire for the first meeting and sends the link to the partners.
- 21 Sept - The partners then have 1 week to answer.
- 25 Sept - Ilona sends a PDF-summary of the questionnaire results (generated automatically by the Google Forms) to the partnership.

15c) Impact evaluation: Who does what and when?

Impact evaluation can take place in the last months of the project. The approach can be planned at the next partner meeting, April 2019.

16. Need for extra Skype meetings

16a) Need for Skype meetings.

Bente recommended having Skype meetings between the physical partner meetings, so keep the contact, promote mutual information and strengthen the commitments.

16b) Decide possible dates for Skype meeting

The meeting decided to plan one Skype meeting in the autumn: Tuesday, 13 Nov 2018, 12:00 CET. Hans will send the draft agenda latest 2 weeks before the meeting.

17. Evaluation of the previous work

17a) Oral evaluation round regarding WP 01: Start-up planning

We didn't have a specific evaluation round of WP 01: Start-up, but during the meeting the partners did mention that the initial work package gave more time and quality to the initial planning and helped to get a well prepared kick-off meeting.

17b) Oral evaluation round regarding WP 02: Methodological Guidelines

We didn't have a specific evaluation round of WP 02: Methodological Guidelines but they helped the planning of the subsequent three work packages for desk research (WP4), local workshops (WP5) and the Nordic-Baltic Symposium (WP6).

17b) Oral evaluation round of WP 03: The first partner meeting

Key comments during the evaluation round:

Trond: Good to meet the partners, the well prepared meeting helped to get a better impression of the project; and if there are questions to clarify, we can ask the coordinator for guidance. It will be interesting to be partner in this fine project.

Ilona: We had good discussions about the project idea and the rationale of co-creation. Now many points are clearer and it can be easier to start the desk research. The distribution of tasks in the partnership is clear, and the differences between the countries can be an advantage for providing varied approaches.

Justina: The meeting has been very good with a well-prepared start-up. Now I have a much clearer idea of what to do and how to do it.

Hans: It has been a very positive meeting where all have had a committed approach and we have succeeded to complete a rather comprehensive agenda. Overall a very good atmosphere in the group that promises well for our future work and collaboration.

Bente: Pleased to meet you all. I am glad to see the interest in the project issue and happy for the very positive atmosphere with serious and engaged partners. It has been a good start.

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

The moderator Bente thanked all for a positive contribution to the meeting. Hans thanked the moderator for the needed moderation, and all thanked Bente for her job as host.

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.