

## Third 2-day partner meeting in Copenhagen, 10 – 11 April 2017

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### Time and place

**Time:** Monday, 10 April, 10:00 – Tuesday, 11 April, 16:00

**Place:** At Vartov, Farvergade 27 D, 2nd, DK-1463 Copenhagen K

NB: just 100 meter from the City Hall at the center of the city

See [www.grundtvig.dk](http://www.grundtvig.dk) and <http://map.krak.dk/?index=yp&id=68124495&query=>



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 and the Søren Kierkegaard Research Centre as well as many educational and cultural umbrella associations have addresses here.

### The Budget frame

All partner associations are **welcome to send two representatives**, like the project leader and a key project member.

The budget calculates with max 2 hotel nights; either with arrival Sunday and departure Tuesday, or arrival Monday morning with arrival Wednesday.

As last year the budget calculates with a 100 pct refunding of legible and reasonable travel & subsistence costs, while the refunding of salary costs only is 70 pct, so our overall average own financing still is 25 pct of the total costs.

## Practical information

### 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.

### Travel information

It takes approx. 20 min to travel from Copenhagen Airport to the centre of the city by train or metro. Tickets for the Metro and train (3 zone ticket) are available at the Metro station and at the DSB ticket sales counter in Terminal 3. Please note that the ticket machines do not accept notes, only coins and cards such as VISA, etc.

- It may be best to take the normal train from the airport (Terminal 3, platform 2) to the Central Station (København H), and from here 2 min. walk to City Hotel Nebo.

### Meals

Sunday: 09 April: After arrival Sunday, you are welcome to have a dinner anywhere at the many cosy restaurants in the city centre or at the Vesterbro area near your hotel. Reasonable costs will be refunded.

Monday: 10 April: Breakfast at the hotel. We arrange coffee breaks, lunch at Cafe Oscar, - see <http://oscarbarcafe.dk>  
Dinner at 6 pm at Höst, Nørre Farimagsgade 41, 1364 Kbh.K – see <http://host.dk/moods>

Tuesday: 16 Feb: Breakfast at the hotel. We arrange coffee breaks and lunch at cafe RizRaz, Kompagnistræde 20, 1208 København K – see [www.rizraz.dk](http://www.rizraz.dk)

You can have a dinner in the town or the airport during your travel home. Reasonable costs will be refunded.

### Culture programme/Cultural visits

The meeting is short and we have many issues to discuss, however there should at least be time for a short city walk before/after our dinner Monday evening in the town, or even better for a 1 hour Canal Tour late Monday afternoon before dinner – see <http://havnerundfart.dk/>

### Map of Copenhagen centre



## Mobile numbers of the participants

Bente von Schindel, KSD (DK)	(+45) 29 64 70 40	
Hans Jørgen Vodsgaard, IF (DK)	(+45) 51 300 320	
Tomas Järvinen, FSU (FI)	(+358) 40 5844 655	(Mercur Hotel)
Agnieszka Dadak, FAIE (PL)	(+48) 511 551 439	(Hotel Nebo – Monday morning)
Rafał Dadak, FAIE (PL)	(+48) 881 676 468	(Hotel Nebo)
Alicia Shibitskaya, UW (BY)	(+375) (29) 630 32 76	Cancelled
Svetlana Roussanova, UW (BY)	(+375)	Cancelled
Zigmantas Kmita, LPDA (LT)	(+370) 60 144 120	(Monday Morning, Hotel Nebo)
Regina Žirgulevičienė, LPDA (LT)	(+370) 65 759 955	(Monday Morning, Hotel Nebo)

## Aims and key activities of the first meeting

The overall aim of this third meeting is to bridge the initiation of the pilot work (WP 06) to the implementation of the pilot work (WP 09), summarizing the state of the project and lead the way forward for the project and the partners.

The key activities are:

1. P1, IF and P2, KSD plan the meeting: agenda and practical issues
2. All partners prepare presentations of the key results and outcome of the initiation of the pilot work including pilot courses (WP 06)
3. All partners prepare presentations of the plans for implementing the pilot work (WP 09)
4. All partners participate in the meetings
  - Present and discuss outcome of the initiated pilot work (WP 06)
  - Present and discuss plans for implementing the pilot work (WP 09)
  - Present and discuss dissemination plans and activities (WP 12a)
  - Detail planning of process and impact evaluation (WP 12b)
  - Clarify time and place of fourth meeting
5. Evaluation of preceding work and current meeting
6. Follow-up: P1, IF provide Minutes and Task plans for next step
7. All partners answer evaluation questionnaire of the meeting (WP 08) and can comment the minutes latest 2 weeks after the meeting.

## Agenda of the meeting (version 2a – 31.03.2017)

### Monday, 10 April, 10 - 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. News from Nordic Council of Ministers' programme office
  - a) Status of the report and account for the 1<sup>st</sup> project year
  - b) Status of the grant contract for the 2<sup>nd</sup> project year
  - c) The approved work programme and budget
  - d) The schedule for the reporting of the 2<sup>nd</sup> year and application for the 3<sup>rd</sup> project year
3. Our key agreements and guidelines for the 2<sup>nd</sup> project year – possible adjustments?
  - a) Legal documents: Partner Agreement, Rules of Procedure, Financial Guidelines
  - b) Financial documents etc.: Bank account, Salary documentation, cost templates, contact info
  - c) The Google Archive for 2<sup>nd</sup> year / Dropbox for pictures?
  - d) The Project Bible for the 2<sup>nd</sup> project year
4. Outcome of the initiated pilot work (WP 06)
  - a) Status of the initiated project work. Presentations by the partners
  - b) Common lessons learned. Summary by moderator
  - c) Possible challenges with the break in Jan-Feb and how to go on

### Tuesday, 11 April, 09 – 16

5. Plans for implementing pilot work, March – Oct 2017 (WP 09)
  - a) Presentation of plans for implementation, by the partners
  - b) Clarify possible common guidelines and time schedules
  - c) Clarify how and when to report to partnership and how to keep the mutual dialogue
6. Plan the fourth meeting
  - a) Plan time and place for the fourth partner meeting in Bielsko Biala, Aug 2017 (WP 10)
7. Plan the dissemination activities, March – Dec 2017 (WP 12a)
  - a) Present the dissemination activities until now, by the partners
  - b) Plan the future dissemination activities, partners present the plans
  - c) Comments to the project website
  - d) Adopt time schedule for the dissemination activities (and their reporting) in 2<sup>nd</sup> year
8. Plan the evaluation activities, March – Dec 2017 (WP 12b)
  - a) Plan the process evaluation, ongoing / new use of online questionnaires
  - b) Plan the impact evaluation, Nov –Dec 2017 / common frame?
9. Concluding evaluation rounds
  - a) Oral evaluation round of previous work until now
  - b) Oral evaluation round of this third partner meeting  
NB: Fill-in evaluation questionnaires for third meeting (latest 2 weeks after the meeting)
10. A.O.B. (any other business)

## Comments and annexes to the agenda

### 1. Formalities

#### **1c: Approval of the agenda**

The first agenda, v1 was been send to all partners, 08.03.2017. According to our Rules of Procedure all can comment and propose extra items to the agenda latest 2 week before the meeting.

The agenda can always be revised at the start of the meeting.

Nobody has proposed extra items or adjustments of the agenda, so this second agenda, v2 send 31.03.2017 is unchanged. Only some of the comments below in item 2 have been adjusted (marked with green letters), because our report for 1<sup>st</sup> project year has been approved, and NCM has asked us to adjust the time schedule for the 2<sup>nd</sup> project year.

### 2. News from Nordic Council of Ministers' programme office

#### **2a) Status of the report and account for the 1<sup>st</sup> project year**

The content report, account with audit remarks have been approved by NCM without comments, and thereby the final 15 pct instalment will be paid as budgeted. All partners have got their costs refunded; only Interfolk has awaited the final instalment, so the last refunding including the audit costs could be transferred to Interfolk.

See the final report, account and audit remarks, 1<sup>st</sup> year here -

<https://sites.google.com/site/balticlever/6-reporting-to-eu/reports-to-ncm>

#### **2b) Status of the grant contract for the 2<sup>nd</sup> project year**

NCM approved the application and budget in mail of 02.03.2017; where they asked for an amendment of the time line before they would send the Grant Contract for signing. The same day I send a revised time line with start in March instead of February.

Friday, 13.03.2017 NCM proposed due to delays with the contracts that we adjusted the project period to 13,5 months with start 15<sup>th</sup> April 2017 and end 31<sup>st</sup> May 2018, and I proposed 12 months with start 1<sup>st</sup> April 2017 and end 31<sup>st</sup> March 2018 for year 2, and for year 3 also 12 months, with start 1<sup>st</sup> April 2018 and end 31 march 2019.

They accepted and I send a revised time line, 13.03.2017 and proposed they send the contract as pdf-document by email, so I could get it faster and sign it before our meeting 10 – 11 April. They confirmed and send a signed contract 7.4.2017, stating the project period to be 1.4.2017 – 31.3.2018 and I signed and returned it the same day.

See the application, 2<sup>nd</sup> year here –

<https://sites.google.com/site/balticlever2ndyear/1-news/3-the-application>

See the latest time line, v3 here:

<https://sites.google.com/site/balticlever2ndyear/1-news/4---adjusted-application>

See the signed Project Agreement with NCM here

<https://sites.google.com/site/balticlever2ndyear/1-news/5-approved-by-eu>

#### **2c) Approved work programme and budget**

This year the applied grant was approved without comment, contrary to last year's budget, which we had to reduce from 500.000 to 466.000 dkk, because NCM assessed the salary part to be too high. Thereby the salary decreased from 72 pct of the total costs to 67 pct.

However, this year the salary also represents 72 pct of the total costs like the application budget last year, and now NCM has approved it without comments.

The official budget, 2<sup>nd</sup> year calculates with an overall 75 pct cost refunding, while the internal budget as the 1<sup>st</sup> year calculates with a 100 pct refunding of meeting costs, 70 pct refunding of salary costs and 75 pct refunding of other costs, which in total approx. end with 75 pct.

See the latest budget, v6 including application budget and internal budget, 2<sup>nd</sup> year here – <https://sites.google.com/site/balticlever2ndyear/3-bible-plans-budgets/budgets>

## **2d) Schedule for the reporting of the 2<sup>nd</sup> year and application for the 3<sup>rd</sup> project year**

We can expect to provide the interim report (without account and audit remarks) in Aug – Sept 2017 to get the 2<sup>nd</sup> instalment. We can also expect to provide the final content report and account with audit remarks medio April 2018.

Properly, the deadline of the application for support to LEVER, 3<sup>rd</sup> year is like this year primo December 2017, some months before we have completed the 2<sup>nd</sup> project year, 1 April 2017 – 31 March 2018. We may also expect like this year to have a possible answer primo March 2018, and then it may again take up to a month to get the Contact signed with NCM.

We can expect to get the grant for the 3<sup>rd</sup> project, and it will be a 12 months project, with start 1<sup>st</sup> April 2018 and end 31<sup>st</sup> March 2019. Maybe to avoid any risks we can postpone the period of the 3<sup>rd</sup> year to 15 April 2018 – 14 April 2019.

## **3. Our key agreements and guidelines for the 2<sup>nd</sup> project year – possible adjustments?**

### **3a) Legal documents: Partner Agreement, Rules of Procedure, Financial Guidelines**

These legal documents we prepared during the start-up and adopted at the kick-off meeting, 15 – 16 Feb 2016 in Copenhagen describe and represent in fact the whole 3-year project.

See the documents here –

<https://sites.google.com/site/balticlever2ndyear/3-archive---annexes/3---partner-rules>

So there is no principal reason to adopt new versions, but maybe some partners wish to use the opportunity to propose adjustments of some of the documents.

Such proposals are welcome and can be considered at the meeting, but it will improve the discussion, if they are presented to all with a written justification latest two weeks before the meeting.

### **3b) Financial documents etc.: Bank account, Salary documentation, cost templates, contact info**

Likewise the information about contact info, bank account and documentation of the salary levels were provided in the start of 1<sup>st</sup> project year and we don't need new documentation to proceed.

See the financial templates here, including subfolder for salary templates, third meeting –

<https://sites.google.com/site/balticlever2ndyear/3-archive---annexes/salary-templates>

But please inform me, if your contact info or bank account has been changed, etc.

### **3c) The Google Archive for 2<sup>nd</sup> year / Dropbox for pictures?**

I have made a new Google archive for the 2nd project year, mainly because the max space of the archive has been used in the 1st project year. The max is only 100 MB for Google Sites, which is a clear weakness, but the functionality of the Google Sites seems more appropriate to use as an archive than for example Dropbox.

At the welcome site of the 2<sup>nd</sup> year archive there is a link to the 1<sup>st</sup> year archive; and vice versa. Dropbox can still be used for the pictures, and other big files. In fact, we have nearly not used Dropbox the first year.

See the Goggle Archive, 1<sup>st</sup> year here - <https://sites.google.com/site/balticlever/home>

See the Goggle Archive, 2<sup>nd</sup> year here - <https://sites.google.com/site/balticlever2ndyear/home>

See our Dropbox here - <https://www.dropbox.com/home/LEVER%20photos>

### **3d) The Project Bible for the 2<sup>nd</sup> project year**

The project Bible, v4 of 03.03.2017 has been updated with the text from the 2nd year application, which includes changes of parts of the questions in the application form as well as revised text for the same questions.

Most important it includes new detail descriptions of the work packages for the 2<sup>nd</sup> project year, which can be used as proposals for the planning at our partner meeting of this year's work packages.

See the project Bible, v4 here –

<https://sites.google.com/site/balticlever2ndyear/3-bible-plans-budgets/bible-project-description>

## **4. Outcome of the initiated pilot work (WP 06)**

### **4a) Status of initiated project work, Aug – Dec 2016; Presentations by the partners.**

Here we have the opportunity to hear from all, how their local pilot work (WP 06) has started as well as the current status; before we plan the next steps of this 2<sup>nd</sup> year's implementing (WP 09) and completing the pilot work (WP 11).

The partners have during WP 06 send interim and final status reports that have been uploaded to our Google archive, 1<sup>st</sup> year – see <https://sites.google.com/site/balticlever/2-work-packages/wp-06---guide-services>

### **4b) Common lessons learned. Summary by moderator.**

Important questions to clarify last year were, 1) if we needed a common time schedule for the local pilot work, and 2) how we could keep the contact, dialogue and mutual support in the partnership during the long period of local pilot work, Aug – Dec 2016.

### **4c) Possible challenged with the break in Jan-Feb and how to go on**

Maybe there hasn't been much of a break in January – March, because the local groups have continued their pilot work independently of possible support from the national project teams. Bente has told that the Danish pilot work hasn't experienced a break, and the same may be the case in the other partner countries.

Anyhow, some partners may have real challenges here to get the pilot work restarted after a period with uncertainty of its continuation. If so, what can we do to help?

## **5. Plans for implementing pilot work, March – Oct 2017 (WP 09)**

**The partners should prepare a presentation** of their current status and plans for the implementation (WP 09) and the completion (WP 11); and after the meeting these presentations can be part of our documentation of the planned activities.

## **6. Plan time and place for the fourth partner meeting in Bielsko Biala, Aug 2017 (WP 10)**

I expect **FAIE will have proposals for some dates** in August for the fourth meeting, so we can plan time and place during the third meeting.

## **7. Plan the dissemination activities, March – Dec 2017 (WP 12a)**

### **7a) Present the dissemination activities until now, by the partners.**

Here we have the opportunity to get a status of the dissemination activities, before we start to plan the upcoming activities.

The partners send in December 2016 dissemination reports that have been uploaded to our Google archive, 1<sup>st</sup> year – see the main site as well as its subfolders at

<https://sites.google.com/site/balticlever/2-work-packages/wp-07---bilateral-visits>

### **7b) Plan the future dissemination activities, partners present the plans**

A power point presentation would be best, but an oral presentation can do it.

### **7c) Comments to the project website**

The website was updated primo January before final reporting to NCM. Critic and proposals for improvements are welcome. See <http://www.culture-lever.net/>

### **7d) Adopt time schedule for the dissemination activities (and their reporting) in 2<sup>nd</sup> year**

Appropriate to get from all 1<sup>st</sup> interim dissemination report, ultimo June and 2<sup>nd</sup> interim report, medio Dec 2017 and a final dissemination report, primo March 2018.

I propose we get a common template with standard focus points to use for the reporting.

## **8. Plan the evaluation activities, March – Dec 2017 (WP 12b)**

Last year we only provided process evaluation, but this year we also need to provide the more demanding impact evaluation during the completion of the pilot work, Nov – Dec 2017.

### **8a) Plan the process evaluation, ongoing / new use of online questionnaires**

It could be nice with a genuine discussion on how to improve the evaluation, so we not only make it to please NCM but also because we may have some use of it. Do any have proposals for improvement of the approach and topics?

As lead partner I have planned to provide online questionnaires, using the free Google Forms. They can be faster to fill-in and easier to get evaluation reports from, because the system collects all the data in a common database and can provide different diagrams and summaries of results.

### **8b) Plan the impact evaluation, Nov –Dec 2017 / common frame?**

The Project Bible, v4, page 12 – 13 presents the evaluation approach and impact indicators from the approved application text. It could be good, if we can have an in-depth discussion on how to improve our impact evaluation. It is my experience that especially the evaluation routines are the weak spot in most international projects.

It may one of the most important parts of our reporting to NCM that we can document a solid approach to the impact evaluation and of cause that we can report and indicate a real impact.

## **9. Concluding evaluation rounds**

A problem with these concluding oral evaluation rounds can be that we all are too polite, and the critic is too positive and easily gets superficial. It may strengthen the feel-good-spirit, but it may not provide a real critic and thereby the needed information for improvements.

The moderator may help to get more in-depth answers, and an evaluation guide with key questions to pursue for the moderator may also help. **I will try to prepare an evaluation guide**, which the moderator can use for the oral evaluation round.



**9a) Oral evaluation round of previous work until now**

Try to use an evaluation guide to get more in-depths and critical oral evaluation comments.

**9b) Oral evaluation round of this third partner meeting**

Try to use an evaluation guide to get more in-depths and critical oral evaluation comments.

Online evaluation questionnaires for third meeting will be prepared before the meeting to fill-in latest 2 weeks after the meeting.

**10. A.O.B. (any other business)**