



Minutes for third partner meeting in Copenhagen, 10 – 11 April 2017

Content

Participants	1
Aim of the third meeting	1
Minutes	2
Item 1: Formalities	2
Item 2: News from Nordic Council of Ministers' programme office	2
Item 3: The legal and financial agreements	3
Item 4: Outcome of the initiated pilot work (WP 06).....	4
Item 5: Plan the implementation of pilot work (WP 09).....	5
Item 6: Plan the fourth meeting (WP 10).....	6
Item 7: Plan the dissemination activities (WP 12a).....	6
Item 8: Plan the evaluation activities (WP 12b)	7
Item 9: Concluding evaluation rounds	8
Item 10: A.O.B. (any other business).....	9

Participants

Bente von Schindel, KSD (DK); Hans Jørgen Vodsgaard, IF (DK)

Tomas Järvinen, FSU (FI)

Agnieszka Dadak, FAIE (PL); Rafał Dadak, FAIE (PL)

Zigmantas Kmita, LPDA (LT); Regina Žirgulevičienė, LPDA (LT)

Svetlana Roussanova, UW (BY) (via a SKYPE connection most of the meeting)

Aim of the third meeting

The 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.

Minutes

Item 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 1 was approved.

1d) Sign Attendance List

The Attendance List was signed by all participants, except Svetlana (participated by SKYPE).

Item 2: News from Nordic Council of Ministers' programme office

2a) Status of the report and account for the 1st project year

The final content report and the year account with audit remarks have been approved by NCM without comments, and the final 15 pct instalment was paid 27.03.2017 as budgeted. All partners except Interfolk did get their costs refunded before New Year; and with the last payment Interfolk got the last costs of the 1st project year refunded.

See the final report, account and audit remarks, 1st year here –

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

2b) Status of the grant contract for the 2nd project year

NCM approved in an e-mail of 02.03.2017 the application for the 2nd project year, and they even raised the budget with some hundred dkk from the applied amount of 499.779 dkk to exactly 500.000 dkk. They just 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 primo March instead of primo February.

Friday, 13.03.2017 NCM proposed due to delays with the contracts that we adjusted the project period to start 15th April 2017 and end 31st May 2018 (in total 13.5 months), and I instead proposed 12 months with start 1st April 2017 and end 31st March 2018 for year 2, and for year 3 also 12 months, with start 1st April 2018 and end 31st March 2019.

I proposed 13.03.2017 to get 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 rather late 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, 2nd 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 work programme and budget of the application was approved without comment; contrary to last year's budget, where we had to reduce from 500.000 to 466.000 dkk, because NCM assessed the salary part to be too high, and thereby we then had to decrease the salary from 72 pct to 67 pct of the total costs

However, in this year's budget the salary also represents 72 pct of the total costs (like the application budget last year), and now NCM did approve it without comments.

The official budget of 2nd year calculates with an overall 75 pct cost refunding, while the internal budget (as first year) differentiates the refunding 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. results in 75 pct.

See the latest budget, v6 including application budget and internal budget, 2nd year here –

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

2d) Schedule for reporting during the 2nd year and application for the 3rd project year

We can expect to provide the interim report (without account and audit remarks) in Aug 2017 to get the 2nd 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, 3rd year like this year will be primo December 2017, some months before we have completed the 2nd project year, 1 April 2017 – 31 March 2018. We may also expect like this year to have a possible answer on our application for 3rd year primo March 2018, and then it again might take up to or more than a month to get the Contact signed with NCM.

To avoid any risks we may consider to postpone the start, so the period of the 3rd project year can be 15 April 2018 – 14 April 2019.

Item 3: The legal and financial agreements

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

Hans mentioned that these legal documents were prepared last year during the start-up and adopted at the kick-off meeting, 15 – 16 Feb 2016 in Copenhagen. They represent in fact the whole 3-year project, 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.

The meeting decided to confirm the current legal document without any changes. See the documents – <https://sites.google.com/site/balticlever2ndyear/3-archive---annexes/3---partner-rules>

3b) Financial documents: Bank account, Salary documentation, cost templates

Hans also mentioned that we already have the basic information about bank accounts, salary documentation and contact info, which were provided in the start of 1st project year. Now we only need to adjust the information, if needed. For the time being no one asked for adjustments.

New salary templates including premade job-logs for the work packages for this year, WP 08 – WP 12 have been prepared and uploaded to the Google achieve here:

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

3c) Google Archive for 2nd year / Dropbox for pictures

Hans mentioned that he had 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 2nd year archive there is a link to the 1st 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.

The meeting did find the Google Achieve useful and appreciated it could continue to function also in the second project year. All expressed interest to use Dropbox more to upload pictures from the common meetings and from own pilot works.

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

See the Goggle Archive, 2nd 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 2nd project year

The project Bible, v4 of 03.03.2017 includes text from the 2nd year application as well as elaborated text for the work packages. The schedules of the work packages were discussed later in the agenda, and the decisions have been included in the updated version of the project Bible, version 4a.

See the project Bible, v4a here –

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

Item 4: Outcome of the initiated pilot work (WP 06)

4a) Status of the initiated project work, by all partners

The partners had power point presentations about the initiated pilot work, June – Dec 2016 (WP 06) as well as the plans for implementing the pilot work, April – Nov 2017 (WP 09). Svetlana did via SKYPE present the power points from United Way.

The new presentations during the meeting can be seen here:

<https://sites.google.com/site/balticlever2ndyear/2-work-packages/wp-02---first-meeting/presentations-first-meeting>

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

4b) Common lessons learned. Summary by moderator

Bente summarised as moderator the lessons learned during the initiation of the pilot work (WP 06), where it seems to be important:

- 1) To involve the local stakeholders from the start in the planning of the activities
- 2) To target the specific needs of the local volunteers, when the programme for the training courses are planned.
- 3) To clarify how to sustain and maintain the contact with the local project teams.

The partners commented and discussed the lessons learned:

Agnieszka: For the planning of training events, we can recommend:

- First to clarify the specific needs, by doing a need analysis
- Second to provide a course tailor-made to the local group of participants
- Third to evaluate if the course worked as intended.

Rafal: It can be difficult to maintain the contact to the local groups, because the volunteers have also a full-time job besides the volunteering. But the pilot work had own websites, where you can get an impression of the work and try to capture the good practise.

Tomas: Difficult to have a long term perspective in the planning. We tried to secure a better contact to the local teams by selecting groups close to Helsinki or the regional offices.

Zigmantas: Every Friday we distribute a 3-4 pages news-letter about ongoing activities, so we have a continued contact via our members to get information we can put in the news-letters.

Hans: Event though it is the local teams that to a high degree plan the local activities and have specific needs for training etc, it still must be the right and responsibility of the project leader to present some initial conditions for being selected as local pilot groups, such as 1) to engage in cultural pilot work with an added value for civic participation and community bonding, 2) to include a pilot course in the upstart, 3) to provide an ongoing reporting to the project leader as agreed (in the pilot project contract between the project leader and the local teams).

4c) Possible challenged with the break in January - March and how to go on

Hans mentioned that maybe there hasn't been much of a break in January – March, if the local groups have continued their pilot work independently of possible support from the national project teams. For example Bente can tell that the Danish pilot work hasn't experienced a break, and the same may be the case in the other partner countries.

Agnieszka and Tomas mentioned that they had been engaged in support to the local pilot work during this period, so all in all the partners don't expect to have problems with a possible restart of the pilot work after a period with uncertainty of its continuation.

Item 5: Plan the implementation of pilot work (WP 09)

5a) Presentation of plans for implementation, by the partners

The partners presented their plans for implementing the pilot work, April – Nov 2017 (WP 09) and to some degree the completion of the pilot work, Dec 2017 – Feb 2018 (WP 11). Svetlana did via SKYPE present the power points from United Way.

The new power point presentations during the meeting can be seen here:

<https://sites.google.com/site/balticlever2ndyear/2-work-packages/wp-02---first-meeting/presentations-first-meeting>

5b) Clarify possible common guidelines and time schedules

Bente asked if we need common schedules for the implementation and completion of the pilot work (WP 09 and WP 11). She mentioned she had planned to have a concluding event for the pilot work ultimo November, because it is difficult to gain interests for events in the Christmas period of December, and January is not the best month for arranging engaging events. Anyhow, this was her schedule, and partners in other countries may have other conditions.

Hans mentioned that even though all partners had their own specific plans and schedules during the pilot period, we have some common concluding schedules to fulfil, where all must conclude impact evaluation in WP 11 latest Mid February and report the pilot work latest ultimo February 2018. The meeting approved these dates.

Agnieszka asked about guidelines on how to use the budgeted other costs in WP 09 (implement pilot work) and WP 11 (complete pilot work). Hans mentioned that the budgeted total cost is the limit but the calculated parts of the other costs can be varied according to local needs. The meeting took note of this budget clarification.

5c) Clarify how and when to report to partnership and how to keep the mutual dialogue

Last year we discussed how we could keep the contact, dialogue and mutual support in the partnership during the long period of local pilot work, June – Dec 2016 (WP 06). This year we also have a work package with a long period to implement the pilot work (WP 09), April –Nov 2017, and thereby a need to secure the mutual dialogue. We decided:

- To have a SKYPE meeting, Monday 19th June, at 14:00 in LT, FI and BY, and 13:00 in PI and DK, where we some days before, latest Friday 16th June send a short 1-page report about the implemented activities.
- To make a short monthly report to other partners, latest during the first week after the end of the month as proposed by Zigmantas.

Item 6: Plan the fourth meeting (WP 10)

6a) work Plan time and place for the fourth partner meeting

Decided to have the fourth partner meeting Monday - Tuesday, 7 - 8th August 2017 in Bielsko Biala.

Rafal mentioned three main forms of travel:

1. Flight to Katowice and then train to Bielsko Biala.
2. Flight to Krakow and then bus to Bielsko Biala.
3. Flight to Warsaw and then fast train (3 hours) for 30 -40 euro to Bielsko Biala.

Zigmantas mentioned that it may be cheaper to rent a car and drive from Vilnius to Bielsko Biala (5-6 hours drive). Hans mentioned that he and Bente also may drive by own car to combine the visit with a tourist trip in Poland after the meeting, where the refunding of costs should not be higher than the standard price for a combined flight and train/bus and taxi travel.

The host, FAIE plan to rent the meeting venue at a hotel in the centre of the city, where we also can book beds, for example Hotel President. Not decided, whether the host will book the hotel for all or we book individually; but if the meeting venue is at a hotel in the centre, it may be better that FAIE book the hotel, too.

Rafal will latest ultimo April send practical information about accommodation and travel options, and then we can decide and book our travels and hotel.

Item 7: Plan the dissemination activities (WP 12a)

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

The partners presented their dissemination plans (WP 12a). Bente and Agnieszka had power point presentations as well as Svetlana that used SKYPE to make the presentation.

The new power point presentations during the meeting can be seen here:

<https://sites.google.com/site/balticlever2ndyear/2-work-packages/wp-02---first-meeting/presentations-first-meeting>

The former dissemination reports, updated in December 2016, have been uploaded to our Google archive, 1st 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

After the presentations of the completed dissemination activities, the meeting discussed the plans for the upcoming activities.

Bente: News-mails are for KSD the best contact form to members and other stakeholders. It is important soon to have articles about the project at own website or own journals, including news about activities in the other partner countries. It is possible to have articles in local newspapers from the area with local pilot work, while articles in nationwide newspapers can be more difficult to publish.

Zigmantas: We use the face book of our organisation to tell about the project, but news at face book tend soon to be moved down the list and disappear. Instead more efficient dissemination can be promotion at meetings, website and news-letters. Every Friday we distribute a 3-4 pages news-letter about ongoing activities to our members, and we also have a continued contact with our Latvian sister association, Latvian association of castles and manor houses, see www.pilis.lv

Agnieszka: We don't use news mail, but instead face-book, website and meetings and the Polish NGO-Portal as well as promotion at some handicraft fairs, even though we still haven't established project collaboration with Polish craftsmen associations. Here we hope that new international contacts to craftsmen associations in other countries can help, such as our new contact to the Norwegian craft association, Norsk Husflidslag. Bente mentioned she could help to provide contact information on Danish craftsmen associations.

Tomas: In Finland the citizens have a very high engagement in associations, and the citizens are in average member of 6 - 7 associations. Therefore it can be difficult to be seen and keep the contact to members and other stakeholders just by using e-mails. Instead we prefer to use local contact persons that give feedback on the activities.

Hans: Unfortunately we haven't completed the planned dissemination to other countries around the Baltic Sea as well as possible trans-Nordic associations. I will soon try to catch up with this important part of our dissemination.

7c) Comments to the project website

The website was updated primo January 2017 before the final reporting to NCM. Critic and proposals for improvements are welcome. See <http://www.culture-lever.net/>

Overall, the partners were satisfied with the website and confirmed it can be used as a reference for the project and the partners can link to it in their coming pr-materials.

7d) Adopt time schedule for the dissemination activities (and their reporting) in 2nd year

Two key periods for dissemination are the periods after the two partner meetings, ultimo April and ultimo August 2017 as well as at the end of the pilot work, February 2018.

Appropriate to provide two dissemination reports by all partners, partly primo August 2017 to provide feeds for the interim report to NCM and partly Mid February 2018 to provide feeds for the final report to NCM. Hans will prepare a reporting template with standard focus points to be used for the dissemination reports as well as the interim and final reports to NCM.

Item 8: Plan the evaluation activities (WP 12b)

During the 1st project year, Jan – Dec 2016 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, January – February 2017.

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

Hans mentioned that he as lead partner had planned to provide online questionnaires for each work package, using the free Google Forms. These online forms 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. The meeting took note of the new approach.

o let each partner have quite free hands how to complete their local evaluation of each of these three main stages of the local pilot work, using either questionnaires, interviews, focus group, etc. However, it is important that the main objectives, key activities and essential outputs of the planned pilot work will be evaluated, so they can be reported in a common form by all partners (see below).

To use a common template for the reporting to the partnership, where the provision of the main objectives, key activities and essential outputs is in focus. Hereby all partners may present their results in a common frame, so it will be easier to exchange experiences and to compare results as well as to prepare the final project report for the first year to the funder.

Hans will make a draft of the reporting template and ask for comments by the partnership, latest 15 Aug 2016.

8b) Plan the impact evaluation

The Project Bible, v4a, page 12 – 13 presents the evaluation approach and impact indicators from the approved application text.

Hans mentioned that we can plan the impact evaluation more in detail at next meeting, August 2017. For the time being it is only important to note that we must have the impact evaluation during the completion of the pilot work, Dec 2017 – Feb 2018 (WP 11), more specific latest mid February. The impact can be measured by using interviews and questionnaires with the key stakeholders.

The meeting agreed it will be important to have an in-depth discussion at the next partner meeting on how to complete the impact evaluation.

Item 9: Concluding evaluation rounds

Hans mentioned that the concluding oral evaluation rounds tend to be too short and polite. They may strengthen the feel-good-spirit, but it may not provide an in-depth critic and thereby the needed information for improvements. Therefore he had prepared a short evaluation guide for the meetings, which the moderator can use to pursue key questions.

9a) Oral evaluation round of previous work until now

We didn't complete a separate evaluation of the previous work, because the work had been discussed during item 4 – 7 of the agenda.

9b) Oral evaluation round of this third partner meeting (WP 08)

Bente moderated the oral evaluation with reference to the premade evaluation guide with lead questions in five areas: 1) Overall rating; 2) Quality of content; 3) Quality of other factors; 4) Preparation of the meeting; 5) Other issues.

First round about 1) Overall rating:

Tomas: Good meeting. It is important to hear what others do, and also to get comments to one's own activity. Good to have enough time to complete the agenda.

Hans: Overall a very fine atmosphere and engaged presentations and discussions about key issues. Also happy that Svetlana could participate and provide presentations via SKYPE even though we could have used a separate Laptop as the window for Svetlana.

Agnieszka: Good collaborative spirit. Important to learn about other partners' activities. Overall very pleased with this meeting.

Rafal: Good meeting and good to hear about the activities and approaches from the other partners. As a possible improvement we could next time try to include meetings with stakeholders, such as representative from local pilot teams.

Zigmantas: A very good meeting, and as participating the first time it has been very fruitful to experience the positive and collaborative atmosphere.

Regina: Enjoyed this meeting more than the first one in Copenhagen. This time more content to discuss and more real experiences with the pilot work to exchange.

Bente: Interesting to hear about the approaches by other partners, not least to hear about the problems, they have had to deal with. Often you can learn more by your failures than your successes.

Next rounds about the content and other practical issues as well as the preparation:

We had to leave for the lunch, so these points were short commented during the lunch, where all expressed they were satisfied with these points and had no extra issues to criticise. Possible points to accentuate can also be done later when filling-in the online questionnaire of the meeting.

11c) Fill-in evaluation questionnaires for WP 08 (latest 2 weeks after meeting)

The meeting confirmed to fill-in and send to the partnership latest 25 April.

Item 10: A.O.B. (any other business)

Nothing to mention.