

SHARE INCEPTION MEETING

27th and 28th June 2012

Arnhem, Gelderland – Netherlands

Followed by meeting between ERA21 Ltd. and Conseil Général d'Ille et Vilaine, Rennes . 4th July 2012



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Attendees:

P1	1.	Ryan Barry	Merthyr Tydfil County Borough Council (UK)
P1	2.	Alex Stephens	Merthyr Tydfil County Borough Council (UK)
P2	3.	Tim Cambourne	National Trust (UK)
DM	4.	Reinier Zweers	Delegation member . Netherlands (NL) (Day 1 introduction only)
P3	5.	Irma Koster	Province of Gelderland (NL)
P3	6.	Yolande Holthuizen	Consultant My Eyes Group N.V./intended advisor for Province of Gelderland (27 th only)
P3	7.	Madelon Roest	Consultant/intended advisor for Province of Gelderland responsible for PC (28th only)
P4	8.	Peter Ros	New Dutch Waterline (NL) (27th pm - 2pm on 28th)
P4	9.	Etienne van der Leur	New Dutch Waterline (NL) (28th am only)
P4	10.	Ester Brenninkmeyer	New Dutch Waterline (NL)
P6	11.	Leen Cannaerts	Kempens Landschap (BE)
P6	12.	Griet Limet	Kempens Landschap (BE)
	13.	Andrew Gray	ERA ²¹ Ltd. (Facilitator)
	14.	Claire Gray	ERA ²¹ Ltd. (Facilitator)
	15.	Anna Cory	Cory Consulting . Financial advisor

Apologies:

P1	Chris Long	Merthyr Tydfil County Borough Council (UK)
P1	Karen Rees	Merthyr Tydfil County Borough Council (UK)
P3	Jos van de Zande	Province of Gelderland (NL)

Meeting with Andrew and Claire Gray of ERA21 on 4th July in Rennes:

P5	Guillaume Foucault	Conseil Général d'Ille et Vilaine (FR)
P5	Céline Robin	Conseil Général d'Ille et Vilaine (FR)
P5	Jérôme.Jacopin	Conseil Général d'Ille et Vilaine (FR)

MINUTES

N.B. Text in green font refers to additions to the minutes following the meeting in Rennes on 4th July.

Day 1: 27th June 2012 - Hotel Haarhuis, Stationsplein 1, 6811 KG Arnhem

Chair: Ryan Barry

Clerk: Claire Gray

<p>Welcome By Irma Koster . apologies, introduction and welcome . tribute to the late Pauline Wagemans.</p>		
<p>EU Programmes Reinier Zweers introduced himself . update on funding availability remaining in INTERREG IVB NWE Last round had many project applications . not much funding left for the final round. Dortmund Annual Event. 2020 Strategy (innovation, sustainability and inclusivity) Next programme similar to current one, with emphasis on those items in bold font. Next meeting September . will form foundations for next funding period. Gave best wishes for a successful meeting.</p>		
<p>Introduction by the Lead Partner Ryan Barry . tribute to the late Pauline Wagemans - thanks to host - welcome to ERA21 as newly appointed consultants. Still having questions from JTS regarding investments. Wish to get a better understanding of what each partner's plans are for their investments.</p>		

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<p>Outlined overview of the 2-day meeting. Processes to be provided in more detail outside these minutes . decisions to be recorded in the minutes.</p>		
<p>Workshop – Internal Communication Plan Communication Andrew Gray gave overview of elements of communication to be covered:</p> <ul style="list-style-type: none"> ○ How do we best achieve internal communications ○ Values ○ List of key contacts (who is who and what do they do?) ○ Meetings (list of transnational meetings, workshops etc, when, where and who) ○ Stakeholders (who do you need to keep informed?) ○ Use of web site and social media site (a tool or a task too far?) <p>Who communicates with whom? All communications with JTS:</p> <ul style="list-style-type: none"> • Partnersqueries to the JTS to all go via the Lead Partner (Ryan Barry) Anything finance-related to include Karen Rees (MTCBC financial manager) • LP to update JTS Communications Officer (Eva Martinez Orosa) on project publicity and key events • All communications to JTS to be copied by LP to ERA21 Ltd./Anna Cory. <p>Partners' communications between one another:</p> <ul style="list-style-type: none"> • Agreed that communications be transparent and open . build trust between partners. • Partners communicating with one another to copy in Ryan so that he is fully aware of everything that is going on - copy in ERA21 Ltd./Anna Cory as appropriate. • ERA21 have mentoring role to support Lead Partner • If partners not happy with performance of the Lead Partner this should be resolved between the partners before going to the JTS . refer to Partnership Agreement. • Tools recommended useful new technology for internal communications: Skype; conference calls, social media, Twitter, Facebook, Hootsuite, Doodle . (problem: some organisations block some of these on work computers). <p>Values Partners were asked to write down their values for delivering the project</p> <ol style="list-style-type: none"> a) internally . as a partnership b) externally . for the benefit of stakeholders <p>Discussed and agreed . to be detailed in Communications Strategy & at the base of all future transnational meeting agendas. Partners may wish to revise these during the project period, e.g. at the Mid-term Meeting</p>		

Partners' values for delivering the SHARE Project	
Internally – as a partnership	Externally – for the benefit of stakeholders
Maintain an open, transparent and honest partnership that shares both good and bad practice	Deliver worthwhile experiences to all stakeholders
Ensure claims, reports and work are delivered efficiently on time, to quality, and within budget	Communicate well and often through direct links with stakeholders and the media
Communicate within the partnership through agreed channels and claim/reporting frameworks	Deliver through involvement and sharing . don't just talk!
Regularly communicate best practice, stories and progress	Create a passion for local projects and partnerships
Create a supportive environment to learn new things and experiences from each other, and share	Ensure there is an awareness of regulations, both locally, regionally and on a European level

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challenges	
Always be aware of the overall project's goals	Engage stakeholders in project & promote the European dimension (Flywheel effect by transnational cooperation)
Participate in joint working, and draw on broader networks	Maximise the use of social media

<p>Key Contacts Partners were asked to provide as many contact details as possible to C Gray by the end of Day 2 if possible – further information to be forwarded as available. CG to distribute initial version to all partners Lead Partner to upload master copy to project website when ready, and keep updated for partners to access.</p>	<p>All partners CG RB/AS</p>	<p>asap asap</p>
<p>Meetings . each one a 3-day meeting. Recommend having the Steering Group Meeting at the beginning, followed by WP meetings, followed by site visits with partner delegations.</p> <p>2012</p> <p>1. Opening Conference . France . September: Options provided by French partner (Thurs 13 / Fri 14 or Mon 17 / Tues 18 to coincide with European Heritage event at the weekend) not ideal for partners, nor ERA21 12 – 14 September was the preferred option for most partners, to make it into a 3-day meeting. KL & ERA21 to see if they can rearrange other meetings so that they can make the 12-14 September. A & C Gray to ask French partners if they can also do 12 Sept when they visit them on 4 July 2012, or discuss options for other dates. (See further development at meeting of 4 July on Page 8)</p> <p>2013</p> <p>2. Kempens Landschap . March 3. NDW - September</p> <p>2014</p> <p>4. NT . March + Mid Term Review 5. Gelderland . September</p> <p>2015</p> <p>6. Closing Conference . March - Merthyr Tydfil</p> <p>Who pays for what at transnational meetings? (Paper tabled by Anna Cory: <i>"Budget Planning for hosting a Transnational Meeting"</i>) . Anna to email copy to partners Partners were urged each partner to</p> <ol style="list-style-type: none"> keep within EC-capped rates for different countries Travel and Accommodation; be mindful to get appropriate insurance to cover themselves and volunteers for specific activities. Claim this within T&A budget. <p>Key messages to targeted stakeholders Workshop held . the following are examples only . to be developed in the Communications Strategy. Consider and include stakeholder messages in publicity material throughout project. (Refer to Communications Strategy for more details)</p>	<p>LC, ERA21 ERA21</p> <p>A. Cory</p>	<p>asap asap 4-5 July asap</p>

<p>Key messages to targeted stakeholders – workshop feedback Volunteers Key messages .</p>
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- Opportunity to undertake experiential learning on a transnational basis
- SHARE offers opportunity to develop deeper understanding of heritage in wider European context
- SHARE is about **you** learning new skills, gaining accreditation, meeting people.

Artisans

Key messages .

- Important to appreciate old crafts, not lose artisan values and to bring them to the publics appreciation and attention.

Young People

Key messages .

- Fortresses for future . keeping historic sites, places to bike, party & relax

Children under 12s

Key messages .

- Explore mysterious surroundings . climb a tower, learn to fight like a soldier . search for ghosts

Rural families & businesses

Key messages .

- Exchange knowledge & experience with other people (EU members) which will lead to jobs and new opportunities
- Give you (rural families) back your economic vitality
- Show you how to involve people in restoration

Visitors

Key messages .

- **Show** . safeguard your heritage
- **engage**
- **inspire**

(what is heritage? - buildings, skills, stories, interpretation)

The above are examples only . to be developed in the Communications Strategy.

Consider and include stakeholder messages in publicity material throughout project. (Refer to Communications Strategy for more details)

Website / Social Media Site

A Gray recommended ideal social media platform should include:

- Create a Corporate style
- Provide multilingual interfaces . each group able to communicate in their language of choice
- Incorporate RSS feeds . importantly this allows us to host an on-line library of good practice, (e.g. top 10 Twitter remarks).
- Broadcast updates & information
- Link to Twitter and Facebook
- Set up new groups, blogs enabling Q&A, discussion, etc
- Announce events, conferences etc.
- Post videos & photos
- Create a links page . and more
- Hit counter (for indicators evidence)

AG Suggested a platform called Ning (already tested with Rural Alliances Project)

Can link to Zotero library software.

Whether to have 2 separate sites?

LP proposed having an official stand-alone project website with interactive facilities built in - linked to a social media platform. If you need to sign up and become a member to see the site, probably need a corporate website for public access, with a link to a more

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<p>dynamic social media site and feeds to Facebook/Twitter.</p> <p>Ryan Barry to investigate possibilities with Ning, and write a specification for contracting - to distribute to partners with an overview summary – evaluate costs of this versus a social media site.</p> <p>Yolande H working on another project that is investigating different social media platforms – attending a meeting tomorrow and will provide feedback.</p>	<p>RB</p> <p>YH</p>	<p>End July</p> <p>End June</p>
<p>Claims Process Claims Timetable Claim 1 needs to be with Lead Partner by 31 August and at JTS by 31 October. May be paid early Dec. Late submissions will delay payment, and could affect timing of next claim as this needs to be settled before next claim can be submitted. Need to set realistic deadlines for the whole project for partners to get information to the Lead Partner in time to meet JTS deadlines.</p> <p>Long and Short Reports . partner-specific templates to be provided. Completed templates to be submitted to MTCBC for long progress reports with evidence . Collated by MTCBC & ERA21 Ltd. into long report . to FLC . to JTS. CG explained coding structure for Outputs reporting and evidence. Indicators report needs to break down and evidence how these are reached . cross ref to outputs evidence where possible ERA21 Ltd. to prepare & distribute partner-specific reporting templates for each partner</p>	<p>ERA21</p>	<p>asap</p>
<p>Master File Layout Contents outline tabled at meeting. Partners to provide their FLC with the file when undertaking audits of claims. Outline layout and guidelines to be provided by ERA21 Ltd. after this meeting.</p>	<p>ERA21</p>	<p>asap</p>
<p>Workshop - Key Stages Each Work Package leader needs to develop a Project Plan for their respective WP, which outlines all required actions, outputs, timescales and responsibilities. (templates tabled and explained on Day 2 of meeting)</p>	<p>WP Leaders</p>	
<p>WP1 – Raise awareness and appreciation - CGIV WP Leader - PR suggested that French have a themed meeting on Archiving in Sept - target specialists to attend meeting and provide input to French archiving practices. Keep the theme alive via agenda item on archiving at subsequent WP meetings.</p>		
<p>WP2 – Increase skills . NT WP Leader - Tim C: NT has piloted Passport Scheme in UK and another Artisan scheme . will share what worked and what did not . will work towards improving this and developing a structured certification scheme that is at the same level across partner areas. Proposals for how Passport Scheme process / framework would work:</p> <ul style="list-style-type: none"> • Training / skills experience • Examining / testing • Certificates (not formal qualifications) <p>MTCBC . link with accreditation body: Tydfil Training - this could provide accreditation for NT as well. Is there a similar Dutch organisation?</p> <p>Can start to write General Heritage Skills Training Plans (Output 2.4.1) Develop a framework that can have details filled in for specific tasks. NL . Passport for nature farmers. There is a need for training for other groups such as farmers, health care patients & prisoners as well as volunteers. Proposed way forward within SHARE project:</p>		

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<ul style="list-style-type: none">• Try to include a personal quotation from someone benefiting from the project as to why transnational project working is important.• See www.messagehouse.org for guidelines and how JTS like to see messages. <p>Press releases to date: MTCBC . no press release to date KL . have done one press release NDW . article in newsletter Gelderland . no press release to date NT . newsletter due next month CGIV -press release issued May 2012, video completed (to provide copy) . Planned: Sept: article in CGIV newsletter sent to local organisations, Dec: review distributed to public by the Department (3-monthly edition)</p> <p>Key messages and audiences . Workshop Refer to key phrases outlined in project bid Communication Strategy. Add the following stakeholders for promoting the benefits of the project: Health Care Patients, Donors and Private Investors.</p>		
<p>Partners' Communications Action Plans</p> <p>NT:</p> <ul style="list-style-type: none">• Project team meetings• Monthly project newsletter• Red email (weekly)• Volunteers committee meeting• Article in NT Membersqnewsletter in Spring 2013 . 4.6 million readers <p>Gelderland:</p> <ul style="list-style-type: none">• Meeting of Gelderland political and project members . inform on actions and expectations <p>NDW:</p> <ul style="list-style-type: none">• Personal contact in meetings• Waterline Newsletter + newsletter on project itself• Yearbook• Social media• Website• Foundation Entrepreneurs have their own network of volunteers• Volunteers Facebook group• Need message for private investors . link with NT re communication with corporate donors <p>Kempens Landschap:</p> <ul style="list-style-type: none">• Small organisation . internal communications• Social media• Events• Links with Deputies of the Province of Antwerp . Council meeting attended by Mayors• Technical team related to the prison• Newsletter / press releases to media• Annual report• Linked-In social media• Website• Sheep herding and restoration projects . promotional material to inform public• How can inform wider community (seek input from partners to improve methods)		

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<p>MTCBC</p> <ul style="list-style-type: none"> • Reports to political actors • Emails . internal and external • MTCBC website with link to project website • Meetings . local launch • General newsletters & marketing materials • Press releases • Social media <p>CGIV</p> <ul style="list-style-type: none"> • Project launch, Sept 2012 • CGIV newsletter distributed 3-monthly to local organisations • Departmental review distributed 3-monthly to public • Facebook / Blog / Twitter • Press releases • 2 Websites • Video on u-tube • Book published • Emails . (internal and external) <p>AG suggested that partners:</p> <ul style="list-style-type: none"> • link to website on email signatures • make the most of any opportunity to inform people, informally as well as formally. 		
<p>Evaluation of success Communication, dissemination and evaluation tools listed in project plan</p>		
<p>Links to other projects Projects with similar themes listed in Project application . AG suggested that partners Invite other projects to present at events, with definite links to SHARE project. Additional project that has followed on from ASCEND: AT Fort (NDW a partner) Gelderland to link . Green Cook, CAPEM & ACE projects.</p>		
<p>Preparations for next transnational meeting Rennes, France . previously proposed date (12-14 Sept 2012) will be too short a timescale for CGIV to organise the conference due to staff absences during summer holidays. CGIV to propose new dates for October via Doodle to all partners asap.</p> <p>Purpose</p> <ul style="list-style-type: none"> • To launch SHARE project on behalf of the partners & inform people of its aims • To profile EU funding • To look at long term support from public sector bodies • To profile the success of achieving EU funding with senior staff and politicians • To profile the challenges of rural heritage and its links to economic development <p>Programme content Official programme for politicians / excursion Exhibition Archiving: techniques and its use in projects/ buildings, stories, etc. Best examples from partner regions . workshops on archiving + volunteering</p> <ul style="list-style-type: none"> • Opening addresses • Seminars &/or workshops by leading authorities 	<p>GCIV</p>	<p>asap</p>

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<ul style="list-style-type: none"> • Short sessions by experts to share good practice <p>Partners were asked to identify key messages and target charismatic key note speakers and experts to deliver good practice examples, and to give their names to Ryan Barry</p> <p>Re. Volunteering – TC & PR to recommend speakers involved in Europa Nostra RB to invite speakers well in advance.</p> <p>Each partner to bring someone with an interest in Archiving and volunteering to the meeting to share their expertise and also benefit from the conference.</p> <p>Who to invite</p> <ul style="list-style-type: none"> • Partners & sub-partners • Local / national / regional politicians, policy-makers, regulators • Public authorities • Statutory bodies • Rural service providers • Research institutes • Business and community sectors • Related Interreg and other related projects • JTS & national contact points . (N.B. national contact points are already provided with budgets to pay their own expenses) 	<p>All partners</p> <p>TC, PR RB All partners</p>	
<p>Transnational Steering Group Meeting Only partners to attend</p>		
<p>Who pays for what Make the procedure and outline of who pays what clear to partners in advance of each meeting. One meal paid by organising it and then invoiced back to partners afterwards in ratio to the number of people attending the meal per partner. Host partner to pay for one evening meal</p>		

END OF DAY 1

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Day 2: 28th June 2012 – Huis der Provincie (House of the Province), Markt 11, 6811 CG, Arnhem: Wijsmanzaal meeting room

Chair: Ryan Barry

Clerk: Claire Gray

<p>Review Quick Quiz held to review contents of project application and yesterday's meeting Reviewed and agreed written up values proposed yesterday</p>		
<p>Project Summary Overview by AG . project outline presentation template distributed to partners plus all correct partner logos Additional action needs to be added to presentation and redistributed by ERA21</p>	AG	asap
<p>Partnership agreement has been slightly amended – to be checked and agreed by MTCBC lawyers – RB to circulate to partners CGIV requested that the partnership agreement be translated to French ERA21 to ask French partners from Rural Alliances Project to assist as this will be almost the same the agreement signed by themselves. Partners to get their legal advisors to check it over and feed back any amends to RB RB to send out hard copies to all partners Each partner to get authorized signatory to sign a separate sheet and return to RB (MTCBC to sign it on its return – to be submitted by JTS with first claim) ERA21 Ltd. to provide a 'traffic light' template for MTCBC to monitor returns</p>	RB CGIV/ MTCBC/ ERA21 Partners RB Partners ERA21	Friday asap Mid July End July 15 Aug Friday
<p>Presentations by all partners with investment projects about the plans for their projects:</p> <ul style="list-style-type: none"> • MTCBC: Rural Heritage Centre; expect to start July 2013 • Kempens Landschap: Restoration of 2 colonies: Wortel and Merksplas . Flanders; (+ non-investment: Sheep herding project for tourism, land management and tourism) • Province of Gelderland: Irma Koster gave apologies for being unable to deliver a presentation as she has not been given sufficient information or authority by her organisation <p>Detailed project decisions still to be made by Jos van de Zande, after which Irma to provide brief presentation on what is to happen when, and who will lead on each investment.</p> <p>Each of these partners needs to have a process in place so that investment implementation works can proceed smoothly and within timescales. MTCBC plan to visit each investment Oct/Nov this year to review how they plan to proceed. JTS still have questions about the investment, and these need to be resolved.</p>	J vd Z / IK	asap
<p>Volunteering opportunities</p> <p>2.5.2: x1 European Heritage Skills Passport Scheme 2.6.1: x12 (min) training courses on rural culture and heritage skills (non site-works) 2.6.2: x7 (min) regional/national practical site-works training courses run on rural culture and heritage skills 2.6.3: x3 (min) transnational practical site-works training courses run on rural culture and heritage skills 2.6.4: x1 European Heritage Skills Passport Scheme established and tested in x3 partner regions 3.8.3: x1 joint action plan published to encourage volunteers to undertake restoration works in other partner regions through the European Heritage Skills Passport Scheme 3.8.4: x3 (min) regional plans to actively involve visitors in restoration projects and ongoing works published</p>		

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<p>3.9.5 x5 (min) pilot restoration works undertaken to historic buildings involving visitors and volunteers taking part in the physical restoration works (+ testing European Heritage Skills Passport Scheme)</p> <p>Skills on offer: N.B. be aware that skills training not just for volunteers but also other client groups i.e. care patients or offenders</p>		
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Skills training / experience sharing opportunities across the partnership		
Specialism on offer	Partner offering skills training / experience	Partners seeking skills training / experience (to be completed by partners later)
<i>Technical skills</i>		
Project support (heritage projects)	NT	
Façade works	KL	
Lime pointing	NT	
Lime plastering	MTCBC	
Leaded windows	NT	
Glass pane manufacturing	MTCBC	
Blacksmithing	MTCBC	
Granite masonry	NT	
Stone masonry	MTCBC	
Stone carving	MTCBC	
Dry-stone walling	MTCBC	
Carpentry	NT	
Charcoal production	MTCBC	
Green woodcraft	MTCBC	
Bee-keeping / honey production	MTCBC	
Pilot to support volunteers to regain the skills of paper restoration and historic wooden bookcases	Gelderland	
Training facilities for volunteers involved in managing apple orchards and cider brewing as an economic driver	Gelderland (Severaer Estate Cider brewery)	
Restoration of old furniture, carpets, etc	Gelderland (Klarenbeek), NT	
<i>Site Management skills</i>		
Interpretation, education, visitor centres, events	NT, KL	
Visitor engagement & front-of-house customer care	NT, KL	
Education / information about landscape management (Sheep herding project for tourism, land management and tourism)	KL	
Pilot store selling own products . volunteer management; internet facilities	Gelderland (Severaer Estate)	
For care patients: Guided tours, ticket office, green management (outside the buildings)		NDW
For farmers: Historical vegetation management, restoration techniques, owners having responsibility for protected sites		NDW
Volunteers: Training coordinators, how to manage groups		NDW
Prisoners vs School leavers: How to manage them, what can they do or not do?		NDW
School leavers: How to manage them		NDW

It was proposed that all partners would benefit from a % train the trainer+course for the

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<p>site management skills. Proposed that this be a good pilot transnational course that could be incorporated with a transnational meeting. This session should also be used to create generic disclaimers for volunteers attending each of the exchanges.</p>		
<p>Need to set up a good communication system to coordinate courses with those who wish to attend them.</p>	<p>All partners, led by WP2 leader?</p>	<p>By Sept 2012</p>
<p>European Heritage Skills Passport Scheme (See yesterday's minutes, Page 6) Peter Ros gave presentation of his proposed step plan for NDW, as follows:</p> <ul style="list-style-type: none"> • Making network of volunteers • Pilots with farmers, care patients, foundation herstelling and volunteers themselves • Development and implementing trainings programme (with lessons learned from pilots) • Passport: guarantee on quality • Development of an organisation <p>PR to add inventory of skills and initial training before the item on pilots CG to send updated copy of step plan to be shared with partners – propose that they adapt and apply it in their own regions.</p>	<p>PR CG</p>	<p>asap asap</p>
<p>Project Finances, Handbook & Claims Official project period 7 Oct 2010 to 31 July 2015 . all partners to close books around 31 March 2015 (exact date to be confirmed later) to be able to submit final report and claim to JTS before official end date.</p> <p>Anna Cory gave presentation outlining processes & expenditure rules . (ref. <i>Finance Handbook</i> for details).</p> <p>Shared costs . to be invoiced by the Lead Partner as regular quarterly contributions to the costs (estimated beforehand by A Cory, and continually reviewed against actual spend and communicated with partners throughout project); not based on actual spend at time of invoicing . this avoids VAT. Partners may pay more up-front if desired . liaise with Karen / A Cory if so.</p> <p>Shared costs include expenditure on transnational steering committee meetings and exchange meetings photography. (See detailed breakdown in <i>Finance Handbook</i>)</p>		
<p>CGIV queried shared cost amount against their organisation name. They stated that £4,142.40 towards the external experts 26K euros had already been paid in November 2011 . Anna Cory agreed with them (via Skype, 4th July 2012) that an amount would have been paid. Anna Cory to confirm the exact amount with MTCBC and the balance remaining to be adjusted to reflect this. Thus the balance remaining which would be paid in equal quarterly instalments would be the total " 19,783 less the amount already paid. Lead Partner will send the next invoice in Sept 2012.</p> <p>Claims and Supporting Financial Evidence Anna went through details of claim forms, documentation and supporting evidence required . all needs to be kept in partner offices till 2021 in case required by auditors. All except for supporting evidence to be sent to Lead Partner by deadline dates supplied on claims schedule. Avoid late submission of claims as this leads to delays in processing by JTS and knock-on effect for late payments and future claims. Ensure that all paper and electronic documents relating to the claim have sequential number on them . also supplementary evidence file.</p>	<p>AC</p> <p>MTCBC</p>	<p>Sept '12</p>

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<p>Subpartners listed in the application can claim expenses through their associated main partner . all same rules apply.</p> <p>Partners were alerted to the implications of net revenue (surplus, whether ploughed back into project costs or not) earned from the project. Partners to whom potential revenue-earning may apply need to consider how to deal with this on a case-by-case basis. Consult with Karen Rees or Anna Cory as needed. All partners to check and comply with national procurement rules.</p> <p>Preparations for Claim 1 All preparation costs to be included in Claim 1 . complete a separate claim form for these to the main project costs claim. Project costs that are not preparation costs are eligible and can be claimed if commissioned after project start date (07 Oct 2010) but not completed before 30 March 2012 (project approval date, i.e. date the subsidy agreement was signed by the JTS).</p> <p>Claim 1 cannot be audited and submitted to Lead Partner by 31 August . (timescale not possible by NDW, CGIV and KL - KL have not yet started to procure their FLC . tender to be submitted July; NDW FLC on holiday . may need to appoint a second approved FLC as back-up)</p> <p>NGW, CGIV & KL to appoint FLCs asap.</p> <p>Anna Cory to contact the 2 French partners from the Rural Alliances project to ask for their FLC contact details – CGIV may be able to use the same FLC.</p> <p>Completed claim has to be with JTS by 31 October. Payment expected March/April 2013. MTCBC/ERA21 Ltd. are meeting with their FLC in 2 weeksqtime to discuss timescales and requirements. Partners aim for new deadline date for submission of audited claim to LP (Karen Rees/Anna Cory) by mid-September – communicate with LP asap if this is not going to be possible. Please send electronic copy of claim to AC & KR before sending it to the auditor to check for errors early and help smooth the process.</p>	<p>Revenue-earners</p> <p>All partners</p> <p>NDW, CGIV, KL AC</p> <p>All partners</p>	<p>asap</p> <p>asap</p> <p>Aug – mid-Sept</p>
<p>Overview of individual partners' short term project management plans</p> <p>MTCBC: All staff in post . Ryan Barry: Project Manager, Alex Stephens: Project /Communications Officer, - Karen Rees: Finance Manager Communications Plan & press releases Plans for next 6 months . focus on launch, locally . heritage-related events Sept & Oct . develop project leaflet & other promotional / marketing material ready for launch in France. Social media website specification and contract.</p> <p>NT: Staff project officer + training coordinator + community engagement officer being advertised now. In post Sept/Oct Communications Plan: part of larger project . final draft stage for larger project to be finalised -newsletters programme Project plans next 6 months: Action Plan . investigation over next few weeks re. links to other partner regions and within NT. Build passport scheme framework ready for September</p> <p>KL: . no new staff to recruit. Leem Cannaerts: project and finance management. Griet Limet: sheep herding project. Appoint FLC; how to involve Wortel colony & prisoners . Leem to see Principal in July</p>		

SHARE INCEPTION MEETING

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<p>re. maximizing potential to connect with other partners for advice and assistance.</p> <p>GL: Staff currently in post: Jos van de Zande: Programme leader SHARE; Irma Koster : Project-proces manager SHARE (substitute of Jos) Staff recruitment . not yet decided . Jos van de Zande back from holiday 20 August and will finalise staffing plans on his return.</p> <p>Madelon Roest: (intended consultant) responsible for project claims and progress reports. Communications plan to be developed. Plans next 6 monthsqwork programme: book restoration and shop + internet links</p> <p>NDW: Peter Ros: Project manager, Etienne van der Leur: Finance manager and ?Ester Brenninkmeyer: Communications. 2 people working on pilots in Gelderland province + more still to be identified for other provinces. Communication plans . newsletters - ?launch Next 6 months: overview of what is needed . Sept: start first pilots.</p> <p>CGIV: Céline Robin: Project manager & progress reporting (to be replaced during maternity leave) . Guillaume Foucault: project delivery archivist - & assistance in reporting . Jérôme Jacopin: finance management and claims.</p>		
<p>Lead Partner Roles Link with JTS . claims collation and management - overview of work packages . transnational partnership promotions and communications</p> <p>Work Package Leader roles Management AG gave presentation and overview & distributed/ explained template %<i>Work Package Leader: issues to consider when planning a transnational Work Package meeting</i>+& a %miley faces+work package Actions and Outputs review template, specific to the SHARE project. AG showed an example of a worked up work package plan produced by the Rural Alliances project, MTCBC and ERA21 Ltd. available to support and assist WP Leaders. Finance - who pays for what . combine meetings with transnational meetings . host partner to pay for meeting expenses Meetings . who organises and does what? . Chair, work package meetings, lead discussions debates & workshops, feed back from other conferences attended, give overview of work package results on behalf of the partnership at final conference . save photos through project duration, organise site visits and gather research, edit report relating to the work package champion the cause! Project Plans, monitoring and reporting . WP leader to set up framework - all partners assist in sharing the workload.</p> <p>Ref. %<i>Work Package Leader</i>%template & %miley faces+work package Actions and Outputs review template for more detail.</p>		
<p>Ryan Barry thanked all partners, host and ERA21 Ltd. staff and closed the meeting . offered support to anyone who requires it.</p>		

END OF DAY 2

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PLANS FOR OPENING CONFERENCE

Date: Initial dates proposed for 12, 13, 14 September 2012 - to be revised for a later date in Oct/Nov due to time constraints caused by summer holidays in Europe.

Venue: Rennes: Day 1 (all 3 days?): CGIV Archives building . conference rooms, to include site visit further afield.

Who to invite? . See Page 9 of minutes

Purpose of the event . See Page 8 of minutes

Programme content for main event:

- Different interventions of archiving methods
- Site visit, exhibition, demonstration of GPS based - Application trails on the granite workings
- Volunteering

Day 1: Welcome & introduction, key-note speech, specialist presentations, (official launch to include politicians programme), presentations by other projects to share good practice relevant to SHARE partners.

Thematic case studies and project aspirations from SHARE partners on:

- a) archiving/collecting
- b) volunteering - site visits if time

Site visits (2 groups of approx 25): tour of Archiving building (1.5-hours?)

Day 2: Work Package meetings x5 in succession

Day 3: Steering Committee Meeting and site visit to GPS trail

CGIV to:

- Doodle partners to propose later dates for the conference
- Set up an excel spreadsheet (template provided by ERA21) of delegates & keep updated.
- Provide a list of accommodation for partners to book themselves.
- Draft programme to share with partners.
- Ask partners for good, charismatic speakers & details & ask the person proposing them to initiate contact with them.
- Identify who pays for what and share this with the partners (" 11,000 CGIV budget).
- Organise French/English translation service using allocated budget. . Prepare briefing note of technical / EU language etc. to translators.
- Print programme and other promotional material . NWE/SHARE logos (in-house: provide timesheets).
- Send programme pdf to delegates in advance, esp. of outline programme, dates and venue and how to get there.
- Organise logistics for getting people from the hotel to the conference venue, site visits etc. . (can arrange for everyone to stay in the same hotel and arrange hold the meetings for Days 2 and 3 in the hotel). Many hotels will provide a delegate rate package to include meeting rooms, teas, coffees, lunches, overnight accommodation.
- Delegate packs . put logo on anything purchased through SHARE project
- Delegate name badges and delegate list.

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| <ul style="list-style-type: none">• Sign-in sheets for each day• Organise catering, tea/coffee etc.• Organise evening meal for Day 1 (CGIV budget) . provide limited amount of wine with the meal . over and above this delegates must pay for themselves.• Arrange for a photographer (in-house: provide timesheets) | | |
|--|--|--|

ERA21 Ltd to provide templates and sample Cue Sheet to support CGIV in preparations.