

Transnational Steering Group Meeting & Work Package Meetings

15 and 16th January 2012
Utrecht - Netherlands



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)
P2	4.	Paula Clarke	National Trust (UK)
P3	5.	Jos van de Zande	Province of Gelderland (NL)
P3	6.	Paul Thissen	Province of Gelderland (NL)
P3	7.	Yolande Holthuijzen	Province of Gelderland (NL)
P4	8.	Peter Ros	New Dutch Waterline (NL)
P4	9.	Jeroen Bootsma	New Dutch Waterline (NL)
P5	10.	Guillaume Foucault	Conseil Général d'Ille et Vilaine (FR)
P5	11.	Jerome Jacopin	Conseil Général d'Ille et Vilaine (FR)
	12.	Andrew Gray	ERA ²¹ Ltd. (Facilitator)

Minutes:

Chair: Ryan Barry	Clerk: Alex Stephens	Action by	Deadline
<p>Welcome by Peter Ros Agenda for the day confirmed.</p> <p>Welcome by Ryan Barry Brief explanation of the meetings to be held.</p>			
PROJECT FINANCE			
<p>Project Finance presentation: delivered by Andrew Grey . refer to Anna Cory's powerpoint. In addition to the presentation Andrew G advised</p> <ul style="list-style-type: none"> JTS needed more information on Travel costs (destination details, tickets etc) to make audit a smoother process Taxi fares need to be justified Invoicing between partners is NOT possible The Draft verification date for Claim 2 of 14 Feb is only if you want your work checked JTS need a strong spend profile ahead of the 2014-20 programme (In answer to question from Jerome Jacopin) existing costs for Claim 1 can be processed in Claim 2 but NOT preparation costs Always ask permission from JTS if doing research outside of N. W. Europe Recruitment should be in Administration NOT staff costs (In answer to question from Jerome Jacopin) amendments to spend within a Work Package is acceptable up to 20% BUT advise Anna Cory. Bigger changes will wait for the mid-project review <p>ALWAYS go through the lead partner when contacting JTS</p>			

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PROGRESS REPORT			
<p>Feedback on Progress Report: delivered by Ryan Barry. Feedback reports handed to partners . overall positive response.</p> <p>Update on Claim 2: delivered by Ryan B. Merthyra example of the Long Progress Report for Claim 2 was handed out to partners.</p> <p>Indicators Presentation: delivered by Andrew G . refer to presentation. In addition to the presentation detail it was confirmed thatō</p> <ul style="list-style-type: none"> • Indicators were closely scrutinized in the earlier INTERREG IVB project COLLABOR8 • A coherent frame of reference has to be established by the project as none will be set out by the JTS 			
COMMUNICATION STRATEGY			
<p>Communication Strategy: delivered by Andrew G . refer to presentation In addition it was stated thatō</p> <ul style="list-style-type: none"> • Partners should expect to update the Communication Strategy periodically - Ryan B. added that the JTS would respond positively to this <p>Social Media & Web Update: delivered by Ryan B</p> <ul style="list-style-type: none"> • The SHARE website is being created . a full and correct tender process was followed and was won by MTCBC I.T. dept. • Concepts to be sent to partners by end of the month. • Social Network to be compliant/integral to site <p>Planned Activities/Partner Updates: Updates from partners were offered as followsō</p> <p>Guillaume Foucault . Installing new technology into the town hall and delivering lecture/seminars on SHARE</p> <p>Jos van de Zande . Focusing on connecting volunteers with artisans and reorganising volunteering groups (Ryan Barry asked how the investment sites were developing . Jos advised they were strong but progress was slow)</p> <p>Tim Cambourne . Building work on Castle Drogo has started. Communication and drop-in days are planned (Cake is a key strategic component)</p> <p>Jeroen Bootsma . Three pilots are underway. Writing a NDW newsletter. Preparing for the SHARE exchange in September</p> <p>Alex Stephens . Piloting of the skills passport. Meetings to move the physical investment forward. Heritage Forum events to be developed.</p>		Ryan Barry	End Jan 13

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Additional Discussion:			
<p>Yolande Holthuijzen asked how other partners attracted volunteers. Tim C and Paula C recommended Open Days and Social Media while Jeroen advised using local press.</p> <p>Ryan B asked that all press releases be copied to the Lead partner and thanked those partners who had sent through articles for the SHARE newsletter.</p>			
PRESENTATION BY MUNICIPALITY OF CULEMBORG			
SHARE on the Spoel: Presented by Sander Booms . refer to presentation.			
PRESENTATION BY FORTRESS VECHTEN			
<p>Social Function of New Dutch Waterline: Presented by ...(Anker??)..... . refer to presentation</p> <p>Additional questions/statements</p> <p>Jerome Jacopin suggested there may be potential for a project delivering on these outputs on a transnational level.</p> <p>Paul Thissen asked how they deal with the balance between low and higher skill?</p> <p>Anker advised that the solution is to survey the broadest needs on site and match to the needs of the volunteer.</p>			
WORK PACKAGE 1			
<p>Initiatives to Link Communities with their Local Rural Culture: Presented by Guillaume Foucault – refer to the presentation.</p> <p>Additional questions/statements</p> <p>Guillaume F. advised</p> <ul style="list-style-type: none"> ▪ They used the local press to advertise lectures and then used the lectures to encourage participation in Oral History. ▪ That their App would cost " 20,000 and that they developed the content before designing it. ▪ When the testimonials were translated into English, they would be sent on to partners. ▪ There were no templates for the interviews . allowing the interviewees to guide the dialogue . and that all the material collected would be collected in Archives and Museum. ▪ That when you preserve you must understand to bring out what is good ▪ Agreed to advise partners on their archives/research <p>Ryan B. reminded partners that Action Outputs are useful in order to schedule activities and asked that partners share with the lead</p>			

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WORK PACKAGE 2			
<p>Feedback on the Merthyr Pilot: Presented by Ryan B. Due to weather the rural skill will be woodworking with the process delivered through Tydfil Training and will take volunteers around 30 hours to complete. Tim C and Paula Clarke confirmed that they have a values and Behaviour Document but it is not signed up to.</p>			
<p>Draft Passport Scheme: Presented by Tim C . refer to the presentation. Additional questions/statements Tim C advised</p> <ul style="list-style-type: none"> ▪ There had been little feedback from partners. ▪ A possible solution to signing off on passport work is to appoint a volunteer leader. ▪ That partners need to individually work out how to accredit (Paula C advises that a possible solution is a record of effort rather than a record of achievement . time put in rather than qualifications) ▪ All training plans are needed by end of May 			
PRESENTATION AND TOURS BY FOUNDATION HERSTELLING			
????			
WORK PACKAGE 3			
<p>Joint action plan to encourage volunteers to undertake restoration works: Presented by Yolande Holthuijzen. . refer to presentation. Additional questions/statements Yolande H advised</p> <ul style="list-style-type: none"> ▪ Identified that Klarenbeck must be worked on by professionals due to it being furniture restoration (it was agreed that this contrast would lead to a better case study) ▪ Joint Action plans would be needed by March but was agreed that they should be given to coincide with the training plans in May <p>It was also agreed that volunteering opportunities should be taken up in exchange meeting but that if partners have the budget available they can arrange visits. The skills passport should be stamped at the visited site.</p> <p>Andrew Grey reminded that non-volunteers/artisans could participate on trips not just volunteers and recommended University students as potential translators.</p>			

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Action by

Deadline

WORK PACKAGE 4		
<p>Sustainable Conservation: presentation and workshop chaired by Peter Ros Refer to presentation</p> <p>Peter Ros asked everyone to explain how they have/are developing networks</p>		
WORK PACKAGE 5		
<p>Leen Cannarts was unable to attend due to weather . Ryan B suggested (after speaking with Leen) that the visit to Kempens take place on 20-21ts March.</p>		