

# SHARE PROJECT DEVELOPMENT MEETING

14<sup>th</sup> November 2012

MTCBC Offices, Pentrebach, Merthyr Tydfil



## Attendees:

P1	1.	Chris Long	Merthyr Tydfil County Borough Council (UK)
P1	2.	Ryan Barry	Merthyr Tydfil County Borough Council (UK)
P1	3.	Alex Stephens	Merthyr Tydfil County Borough Council (UK)
P2	4.	Tim Cambourne	National Trust (UK)
P3	5.	Jos van de Zande	Province of Gelderland (NL)
P3	6.	Irma Koster	Province of Gelderland (NL)
P3	7.	Paul Thissen	Province of Gelderland (NL)
P4	8.	Peter Ros	New Dutch Waterline (NL)
P4	9.	Jeroen Bootsma	New Dutch Waterline (NL)
P5	10.	Sophie Valette	Ille de Vilaine (FR)
P6	11.	Leen Cannaearts	Kempens Landschap (BE)
	12.	Andrew Gray	ERA <sup>21</sup> Ltd. (Facilitator)
	13.	Claire Gray	ERA <sup>21</sup> Ltd. (Facilitator)

## MINUTES

Chair: Chris Long

Clerk: Claire Gray

	Action by	Deadline
<p><b>Welcome by Chris Long</b> To the first meeting in MTCBC's new meeting room. Brief, positive, feedback received from attendees at yesterday's launch.</p>		
<p><b>EUROPEAN HERITAGE PASSPORT SCHEME (EHPS)</b> Tim Cambourne sent out a draft framework, skills assessment form and registration form following the previous meeting in Lille.</p>		
<p>All partners explained what they plan to do with the EHPS in their regions:</p>		
<p><b>National Trust:</b> Based around Drogo building project, which starts Jan 2013. Training plan developed for the next 4 years. provides hands-on opportunities for trainees and volunteers. Exchange students from Brittany being negotiated to include line jointing &amp; granite work. This could include MTCBC volunteers re. work on their Leet project. Potential links with NDW volunteers; &amp; gardening &amp; library cataloguing volunteers in Gelderland. Opportunities for transnational involvement in training courses.</p>		
<p><b>New Dutch Waterline:</b> Will start by investigating current skills and experience in NL (with Gelderland). Form network of volunteers then decide what their needs are re. the Passport Scheme. Need to develop training for farmers on heritage restoration. Would need a minimum of 1.5 years to develop the Passport Scheme and to overcome resistance to bureaucracy. Wish to get an idea of attitudes of farmers and volunteers towards the Passport Scheme first and then build the scheme around this.</p>		
<p><b>Kempens Landschap</b> Passport Scheme likely to be used to show skills learnt whilst in prison as part of integration scheme. This currently seems too heavy on administration for the prison to want to adopt, but will KL will review this following discussions with them. Work</p>		

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<p>undertaken will depend on what volunteers are allowed to do on both colony sites due to restrictions imposed by listed status (only qualified staff allowed to do the work). Therefore volunteer work will not involve specialised restoration work on the buildings, but may involve painting the outside of the prison façade to its original colour (investment part of project). Grounds-related rural skills may be an option for both colony sites. Currently developing a plan for the restoration works that will show options for skills.</p>		
<p><b>Province of Gelderland</b> Envisage staged levels of training and apprenticeships leading eventually (after 4 years?) to a Master qualification to work on listed buildings. Middachten very keen on engaging volunteers in the garden: vegetable, bees, etc. Training of guides a priority.</p>		
<p><b>d'Ille et Vilaine</b> Need to know more about scheme . positive.</p>		
<p><b>Merthyr Tydfil CBC</b> Variety of sites for practical training for EHPS:  <ul style="list-style-type: none"> <li>• Dry stone walling, bee-keeping etc. with naturalists.</li> <li>• Practical volunteer works to the Leet (a very tall and listed structure, so need to decide if safe and feasible)</li> <li>• Need to rationalise archiving of heritage assets . volunteer training scheme to record and digitise archives. Currently in discussion with Cyfarthfa museum with a view to adopting something similar to the NT\$ meet and greet+programme.</li> </ul> </p>		
<p><b><u>ACTIONS AND TIMEFRAMES</u></b></p> <ul style="list-style-type: none"> <li>• <b>Ryan to circulate Tim's draft training programme to other partners for them to reference when drawing up their own.</b></li> </ul>	<b>Ryan B</b>	<b>asap</b>
<ul style="list-style-type: none"> <li>• <b>All partners to:</b>  <b>Prior to Jan meeting:</b> <ol style="list-style-type: none"> <li><b>Comment on Tim's EHPS framework flow diagram &amp; skills assessment and registration forms by Friday 23 Nov;</b></li> <li><b>Undertake a skills audit in their area;</b></li> <li><b>Draw up training plan &amp; timeline for their area (to fit within project application target dates).</b></li> </ol> </li> <li>• <b>At Jan meeting:</b> <ol style="list-style-type: none"> <li><b>Agree framework and development timelines for Passport Scheme;</b></li> <li><b>Adjust individual partner training programmes to complement one another in joint training matrix &amp; finalise joint schedule for volunteer exchanges.</b></li> </ol> </li> </ul>	<b>All Partners</b>	<p><b>23 Nov</b></p> <p><b>Prior to Jan meeting</b></p> <p><b>Jan meeting: 15 &amp; 16 Jan</b></p>
<ul style="list-style-type: none"> <li>• <b>MTCBC to pilot locally, trialling skills assessment form and registration form &amp; undertake induction, H&amp;S, learning plans, OCN compliance, etc. Provide feedback on progress in Jan and on all 3 stages of the pilot at March meeting.</b></li> </ul>		<b>From now – feedback Jan &amp; March meetings</b>

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<ul style="list-style-type: none"> <li><b>National Trust to draft physical format for the sign-off and portfolio "Passport" document, ready for the March meeting.</b></li> </ul>	<b>Tim C</b>	<b>Prior to March meeting</b>
<p><b>ERA<sup>21</sup> Ltd. advised that the original project timelines and other details can be adjusted within the agreed project plan, but the JTS would need to be informed of deviations from the original plan.</b></p>		
<p><b><u>WORK PACKAGES</u></b></p>		
<p>WP Leader needs to take the lead for meetings and advise partners on preparation required prior to meetings. Meetings need to briefly review work that is outstanding; however the emphasis of the meetings should be more on what can be shared between partners rather than what each partner is doing. The first formal WP meetings to be held at Jan meeting.</p>		
<p><b>WP-specific agenda templates for WP meetings</b> previously drawn up by ERA21 (distributed to WP leaders at Arnhem meeting)</p> <p><b>ERA21 to re-distribute to respective WP Leaders, via Ryan.</b></p> <p><b>ERA21 to highlight and distribute, via Ryan, the possible outputs that should be reviewed and addressed at the next WP Meetings.</b></p>	<b>ERA21 &amp; Ryan B</b>	<b>Asap</b>  <b>Prior to 17 Dec</b>
<p><b>WP Leaders to send out agendas and preparation instructions by Monday 17 December to allow time for preparation and feedback by partners.</b></p>	<b>WP Leaders</b>	<b>17 Dec 2013</b>
<p><b>Next Meeting: Tue 15 and Wed 16 January 2013: Venue New Dutch Waterline.</b> Full day Tue and half day Wed (Travel Monday 14 &amp; Wed 16 pm) Proposed programme: TSG, WP Meetings and EHPS. Small site visits could be arranged to break up the day - an option if Wed made into a full day.</p>		