

RECIPE PROJECT MEETING Ennis, Ireland 2015 April, 27th – 29th

AGENDA

MEETING OBJECTIVES:

- Presentation of case study progress and findings
- Quality assurance of general project progress through:
 - Evaluation of Portugal meeting (Sept-Oct, -14)
 - Feedback from external evaluator regarding Progress Report
 - Updating of action plan documents
 - Info about Course 1 → final agreement and distribution of work tasks
 - Info/discussion re. status in film production
- Agree on:
 - Dates for next project meeting (Karmøy, Norway)
 - Project surveillance between now and Karmøy meeting
 - Framework for European RECIPE Conference/Course 2 (ref. meeting in Portugal, Oct, 2014)

DATE	TIME	ACTIVITY		
Sunday April, 26		Travel day. Pick up arrangements to be settled and communicated from hosts when they know the different arrival times	Hosts	
	20:00	Dinner with all delegations		
Monday April, 27	09:00	Meeting starts at <u>Old Ground Hotel</u> → Welcome by hosts → Opening and flow of project work at the meeting by P1 (chair/writer of minutes, agenda, objectives for meeting) → Final adoption/'signing' of Almada/Sesimbra Minutes	P1	
	WORKING SESSION 1			
	09:30	WP 4 Evaluation of Almada/Sesimbra meeting <ul style="list-style-type: none"> ▪ P3 sums up and presents results ▪ Comments from partners ▪ P3 sums up discussion – Amendments for next evaluation? 	P3	
	09:45	WP 1 CASE STUDIES <ul style="list-style-type: none"> Status report from each partner on: <ol style="list-style-type: none"> a) What has been done? b) Findings? c) What are the next steps? • 09.45 – P1-NO • 10.15 – P2-DK 	P1 P4	
	10.45	Coffee Break	max 20 mins presentation per partner	
	11:15	WP 1 CASE STUDIES continuing <ul style="list-style-type: none"> • 11.15 – P3-IRE • 11.45 – P4-GR • 12.15 – P5-PT 	P1 P4	
13:00	LUNCH in Old Ground Hotel			

		WORKING SESSION 2 - afternoon		
	14:00	WP 1 RECIPE films	<ul style="list-style-type: none"> • Presentation of plans, contract and intended progress • Discussion/ideas related to the above 	P4
	14:30	WP 2 COURSE 1 + Handbook	<ul style="list-style-type: none"> • Status from P2-DK • Last things to do • Distribution of work 	P2 (+ hosting institutions)
	15:00	WP 3 PROJECT PROGRESS	<ul style="list-style-type: none"> ▪ Meeting dates (Karmøy + ?) ▪ Workplan amendments applied for ▪ Finances 	P1
	16:00	Bus to Cliffs of Moher (Cultural)		Hosts
	19:30	DINNER at adjacent Restaurant Return to Ennis by Bus for 10 pm		
Tuesday April, 28	09:00- 13:00	School Visits (Primary and Post Primary) Bus from Old Ground Hotel Return Clare Education Centre for 1 pm		Hosts
	13:00	LUNCH in Clare Education Centre		
		WORKING SESSION 3 - at Clare Education Centre		
	14:00	Review of School Visits		P1
	15:30- 22:30	Cultural program (including dinner): 15:30 - Bus to Bunratty 16:00 - Bunratty Folk Park 17:30 – Durdy Nelly's Tour 19:00 - Traditional Irish Night, Corn Barn, Bunratty Folk Park 21:45 – Return bus to Ennis		Hosts
Wednesday April, 29	09:00	RECIPE Meeting starts at Clare E.C.		
		WORKING SESSION 4		
	09:10	WP 3 (+ 4) Progress Report	<ul style="list-style-type: none"> ▪ Steve informs and outlines the process of writing up the report(s) → what is needed from partners? ▪ Questions and clarifications ▪ Interim evaluation from P3 	P1 (+P3)
	09:45	WP 5 Dissemi- nation	<ul style="list-style-type: none"> ▪ General status and further actions ▪ Web – Ideas and discussion ▪ European conference (see also below) 	P5 (+ P1)
	10:20	WP 2 (+ 5) COURSE 2 + Conference	<ul style="list-style-type: none"> ▪ Final decision on organisation of course/conference ▪ Course 2 – repetition of Course 1 or a follow-up for the same delegates? ▪ If the latter, what kind of follow-up? 	P2+5 (+ All)
11:00	Coffee Break			
		<i>From Portugal minutes: "... issue of whether the 2nd course and the European conference are to be held together. It was agreed to defer a decision until after an evaluation of the experience some partners will have with another project – CORE - in late October. It was noted that if 2nd pilot course seemed to be non-viable or unnecessary the conference could stand alone."</i>		

	11:30	All WPs	<p>Tying up all loose ends.</p> <p>1) National groups:</p> <p>a) Action plan for each partner institution's WP</p> <p>b) Next steps for your inst. when you return home</p> <p>2) Plenary session:</p> <p>a) Each partner presents one ppt slide showing what fellow partners need to do related to <u>your</u> WP</p> <p>b) Q&A</p>	<p>Important issues to consider:</p> <p>Case studies reports. Framework? (P4)</p> <p>Film (P4)</p> <p>Articles and Papers (P4 + P5)</p> <p>Courses and handbook (P2)</p> <p>Conference (P5)</p> <p>Progress report (P1 + ext)</p> <p>Interim, course and final evaluations (P3)</p> <p>Publicity material incl. web (P5)</p>	P1 (and all)
	13:00	LUNCH			
	14:00-18:00	Cultural Visit to Limerick (Bus from Education Centre & Returning to Hotel)			
	19:30	FAREWELL DINNER at The Old Ground Hotel			
Thursday April, 30		Return travel day Arrangements to be settled when we know the different departure times			Hosts

PREPARATION AND RESPONSIBILITY:

P1-NO WP 3	<ul style="list-style-type: none"> • Work out agenda and program in cooperation with hosts → distribute to partners before Easter • Present Meeting Objectives • Ensure project progress on all levels <ul style="list-style-type: none"> ○ Check progress with action plan documents ○ Update work plan if necessary ○ Inform partners before and at meeting • Contribute to "tying up all loose ends" before going back home • Prepare and present your own case studies according to agenda (max. 20 min)
P2-DK WP 2	<ul style="list-style-type: none"> • Prepare, present and lead the work sessions on RECIPE Courses and Handbook (Monday + Wednesday). Liaise with P5 on the conference part • Prepare and present your own case studies according to agenda (max. 20 min)
P3-IRE WP 4	<ul style="list-style-type: none"> • Overall responsibility for social agenda and logistics = the perfect hosts 🙌😊 • Sum up and present at meeting the evaluation from Portugal meeting • Sum up and present at meeting an interim evaluation of project progress for the progress report due May, 31, 2015 • Prepare and present your own case studies according to agenda (max. 20 min)
P4-GR WP 1	<ul style="list-style-type: none"> • Lead the flow of the session on case study progress and written report according to agenda (Monday) • Prepare and present plans for RECIPE film production according to agenda (Monday) • Prepare and present your own case studies according to agenda (max. 20 min)
P5-PT WP 5	<ul style="list-style-type: none"> • Present status report on Dissemination → lead a process in partner group on new, good diss. Ideas • Prepare and lead the work session on web ideas and possible amendments to lay-out, contents and menus • Suggest a framework for European RECIPE Conference → debate/discussion on how to move forward on this (ideas from the group?). This must be seen in relation to the final decision to be made about choice of organisational model (part of course or not?) according to agenda (Wednesday) • Prepare and present your own case studies according to agenda (max. 20 min)

*And of course: Bring your fantastic 😊 and positive attitude
(as you always do)*