

**Minutes
6th transnational meeting in
Datca/Turkey**

18/05/18 – 21/05/18

**2016-1-LI01-KA204-000072
NeoCraft Transfer**

List of Participants:

- Rui Vicente (Dixtior);
- Mário Oliveira (Dixtior);
- Gergana Tsenova (Prospero);
- Thomas Vondrak (CLLL);
- Alexandra Vondrak (CLLL);
- Halil Ibrahim Gül (Datca MEM);
- Philipp Dohmen (WHKT);
- Reiner Nolten (WHKT);
- Viktor Lekov (Cnet);
- Georgi Stefanov (Cnet);
- Desislava Tencheva (Cnet).

Meeting Goals:

1. Administration;
2. Status Quo;
3. Dissemination;
4. Evaluation;
5. Final Report.

Host: Datca MEM (Turkey) – Mr. Halil Ibrahim Gül

Leading Partner: Prospero AG (Lichtenstein) – Mrs. Gergana Tsenova

Moderation: Club Life Long Learning (Austria) – Mr. Thomas Vondrak



1. Administration

- There has been a small issue with the traveling documents of Dixtior (on company's side) for the 5th meeting in Vaduz and because of this the delivery of proofing documents was in delay.
- The proof documents for the last project meeting in Datca (18-21.05.2018) have to be delivered by all partners as usual on paper form and in PDF.
- The copies of the documents must be signed by the legal representative of the corresponding organisation and have to be scanned in a single PDF file (one per organisation) and emailed to Diana (d.tsenova@prospero.ch), as well as, mailed on paper to the following address until **15.06.2018**:

Diana Tsenova
Gärtnergasse 8/3a/4
2103 Langenzersdorf
Austria

2. Status Quo on geocaches

- Viktor made a presentation on what all partners have done up to this the 6th meeting in Datca, where:
 - Not all 30 geocaches per partner have been hidden and published (set active) in each country. The dead line for all partners to do this is **31.05.2018**;
 - After a check on the geocaches partners found out that some of them are set as inactive (by reviewer) and other need maintenance. All responsible partners were informed to resolve the issue: do the maintenance (continuously) and activate all own caches according to the deadline above. Deadline for this task to be completed is **31.05.2018**;
 - All partners send text content about their regional geocaches (30 in total) in English and corresponding partner language to Cnet until **31.05.2018**. Cnet makes a summary of all texts about all 180 geocaches in an Excel file and sends it for translation to all partners until **05.06.2018**;
 - The texts in English of the 180 geocaches have to be translated by all partners in their partner language until **15.06.2018**;
 - There were missing links to education and training into the cache description of the geocaches of some partners (Cnet, CLLL, Dixtior, Datca MEM). These links have to be added to the geocache description in the corresponding partner language. Deadline for this is **15.06.2018**;
 - After the translation of the 180 geocaches is finished all partners agreed that:
 - Each partner is responsible for making an update on the content of his 30 regional geocaches in the corresponding geocaching platforms. Geocache description shall include all texts translated into the partner languages;



- Deadline for this is **30.06.2018**.
- A geocache with higher difficulty has been hidden under the guidance of representatives of Datca MEM.

3. Dissemination

- The partners have had a meeting with Governor and representatives from the chamber of commerce in Datca
 - The partners have presented the project idea and work done in the project;
 - Partners logged together with Governor a geocache;
 - Presentation on local crafts (coffee maker) has been organised by Datca MEM. There has been done a short demonstration and training with selected partner representatives;
 - Local press was present to record this meeting and video was made: <https://m.sondakika.com/haber/haber-mugla-datca-da-kulturel-hazine-avi-10873901/>
- Facebook group
 - Link to the Facebook NeoCraft group on the project website is missing. Responsible partner is Cnet. Task to be completed until **15.06.2018**;
 - All partners shall intensify the Facebooks activities by increasing the number of clicks. Deadline for this task is **31.05.2018**;
 - Every partner has to share (via link) the project website on their personal Facebook accounts. Each partner has to gather the number of clicks/likes and report these numbers into the document “Dissemination list” until **30.06.2018**.
- Dissemination list
 - Cnet has to send to all partners a dissemination list file until **31.05.2018**. Each partner is using the document to list all its dissemination activities done during the two years of the project;
 - All partners have to send their completed dissemination lists to Prospero and Cnet until **30.06.2018**.
- Website
 - The main dissemination tool for this project is the website from NeoCraft Transfer. The website shall be updated by Cnet with the available information until **30.06.2018**;
 - All partners have to share the project website on their personal Facebook accounts.
- Catalogue
 - The catalogue must be ready until **15.06.2018**, where all partners should give input on this task according to the deadlines set in section “status quo on geocaches”;



- Responsible partner for finishing the catalogue is Cnet.
- Other dissemination activities: All partners are asked to send pictures and short text description to Cnet from any other dissemination activities that they did. Dead line for this task is **15.06.2018**
- Guide
 - An initial draft version of the Guide in a paper form for internal purpose was presented by Halil (Datca MEM) ;
 - The deadline for completing the draft version of the guide in PDF is set to **20.06.2018**;
 - The structure and content of the guide is as described in the minutes from Vaduz. Additionally, the description of the regional geocaches has to include: description in English and the corresponding partner language;
 - The final version of the guide has to be done until **30.06.2018**;
 - This task has to be done by Datca MEM supported by Cnet and with the input of all partners.
- Second newsletter
 - The second newsletter will have to be done until **30.06.2018** in English language. Responsible partner is Datca MEM - with the support of all partners;
 - Additional pictures should be delivered to Datca MEM and Cnet by WHKT about the different crafts, as well as short information on the pictures until **31.05.2018**. These pictures must be taken by the partnership, and not copied from the internet.
- Geocaching events
 - Information of geocaching events (incl. e.g. pictures with logo, description of what has been done etc.) has to be send by all partners to Prospero and Cnet until **31.05.2018**.
- Career events
 - Partners (WHKT, CLLL, Datca MEM) send information on participation in career events to Prospero and Cnet until **31.05.2018**;
 - This information shall include pictures with project logo, and short description of what was done.

4. Evaluation report

- Questionnaire for the project evaluation in the second project year has to be send by CLLL to all partners until **31.05.2018** and answered by all of them until **05.06.2018**.
- Evaluation report for the 2nd project year has to be finished by CLLL until **15.06.2018** and send to Prospero and Cnet.



5. Final report

- Partners (WHKT, Dixtior, CLLL) have to send to Prospero and Cnet until **31.05.2018**, the answers to the questions for the final report which were send at beginning of April. These answers have to be in English, 500 characters each question, except for German speaking partners-they are kindly asked to do this in German language.
- EPALE is not going to be used for registering project results. According to NA Liechtenstein the new platform to register the results, which is going to be done by Prospero with assistance of CLLL with the support of all partners, is Product Results Platform: <https://ec.europa.eu/programmes/erasmus-plus/projects/>
 - The deadline for submitting the results on the Product Results Platform is on **31.10.2018**;
 - Internal deadline for submitting the results stays as defined in Vaduz is on **15.10.2018**.

6. Deadlines

All partners have discussed and agreed upon the deadlines for all open tasks. A summary of the open task can be found at the end of the meeting minutes in “Table of open tasks”.



7. Table of open tasks

Task No	WHAT	WHO	DEADLINE
1	Intensify Facebook activities. Make posts on e.g. geocaching events, dissemination activities etc.	All partners	31.05.2018
2	Link to the Facebook NeoCraft group on the project website is missing.	Cnet	15.06.2018
3	All 30 geocaches per partner have to be hidden and published (active)	Cnet, CLLL, WHKT, Datca MEM	31.05.2018
4	Send text content (30 regional geocaches: ENG + corresponding partner language) for translations to Cnet	Cnet, CLLL, Datca MEM	31.05.2018
5	A single file with all ENG texts (180 caches) is created and send to all partners for translation	Cnet	05.06.2018
6	Translations of ENG texts (180 caches) by the corresponding partner into partner's language and sent them to Cnet	All partners	15.06.2018
7	Insert links to education and training opportunities into cache description (regional language)	Cnet, CLLL, Dixtior, Datca MEM	15.06.2018
8	Each partner is responsible for making an update on the content of his 30 regional geocaches in the corresponding platforms.	All partners	30.06.2018
9	Send travel proofs for meeting in Datca to Prospero (single PDF file, on paper)	Cnet, CLLL, WHKT, Dixtior, Prospero	15.06.2018
10	Send information on career events – incl. pictures, logo, short description of what was done (what format: e.g. see section “career events” on the project website)	WHKT, CLLL, Datca MEM	31.05.2018
11	Send information on geocaching events to Prospero and Cnet	Dixtior, CLLL, Datca MEM, Prospero	31.05.2018
12	Send answers to Prospero and Cnet of questions for final report	CLLL, WHKT, Dixtior	31.05.2018
13	Share (via link) the project website on their personal Facebook accounts	All partners	30.06.2018



14	Project website final update	Cnet	30.06.2018
15	Finish the catalogue	Cnet	15.06.2018
16	Draft version the guide	Datca MEM	20.06.2018
17	Final version of the guide	Datca MEM	30.06.2018
18	Create second newsletter in ENG according minutes from Vaduz and send to Cnet	Datca MEM	30.06.2018
19	Additional pictures about crafts have to be delivered for newsletter (own pictures) to Datca MEM and Cnet	WHKT	31.05.2018
20	Send pictures and short text from dissemination activities to Cnet	All partners	15.06.2018
21	Dissemination list has to be send to all partners	Cnet	31.05.2018
22	Dissemination list has to be filled in with dissemination activities done by each partner and send to Prospero and Cnet	All partners	30.06.2018
23	There are still inactive geocaches that need to be published	Dixtior	31.05.2018
24	Questionnaire for the project evaluation in 2 nd year has to be send to all partners.	CLLL	31.05.2018
25	Answers to the questionnaire to be send to CLLL	All partners	05.06.2018
26	Evaluation report for 2 nd project year to be send to Prospero and Cnet	CLLL	15.06.2018

