

Minutes of the Second multilateral meeting Salzburg/Austria

Project: NeoCraft Transfer, 2016-1-LI01-KA204-000072

Date: 20th -22th February 2017

Location: Salzburg, Austria

List of Participants:

André Ferreira – Dixtior LDA
Reiner Nolten - WHKT
Peter Dohmen - WHKT
Viktor Lekov - Cnet Group Ltd.
Desislava Stiliyanova - Cnet Group Ltd.
Christian Schaefle - Prospero AG
Florian R ath – Prospero AG
Diana Tsenova - Prospero AG
Thomas Vondrack - CLLL
Alexandra Vondrak - CLLL
Halil Ibrahim G l - Dat a MEM
Cem Atay - Dat a MEM

Meeting Goals:

1. Geocaching.
2. Next Meetings.
3. Dissemination.
4. Administration.

1. Geocaching

For the first Workshop, we had an introduction of how to hide geocaches properly and all the rules which we must comply to do so. An example was introduced of a geocache in Salzburg, including a showing of how to store this geocache on the Geocaching platforms and post information on the geocache on the project website.

When hiding a geocache there are certain aspects which must be considered:

- A good place to hide
 - Easily reachable, as well as hidden so that those who are not looking for geocaches are not able to find them;
 - Reason for hiding it there (it should be located close to a place related to handcrafts, e.g. bakeries, museums, etc.);



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- Difficulty, since all geocaches are graded from 1-5, where 1 is easily reachable and 5 is hardly reachable;
- Terrain, explains the difficulty of the terrain also considered from 1 to 5, where 1 is easily accessible and 5 is hardly accessible;
- No hiding in forbidden areas, such as cemeteries, playgrounds, etc.;
 - If hiding a geocache on a private place all partners must ensure that no intention of advertising is made;
- Pictures
 - Once a geocache is placed it is necessary that pictures are taken of the place where it was hidden;
 - No people should be present on these pictures, due to copyrights;
- Translation and Descriptions
 - All geocaches have to contain a description (about 3 sentences), and these same descriptions should be done in English and translated to all languages, where every partner will translate all geocaches to their mother language;
 - The descriptions should be inserted on the geocaching.com or opencaching.de platforms (German partner WHKT is responsible for this) as well as a link describing the handcraft where the geocache is located, and the correct coordinates, which have to be in the following format: "N50°25.123' E006°45.000";
 - A list will be provided by WHKT (Peter) in Dropbox with all symbols and respective descriptions for the cataloguing of all geocaches on the geocaching platforms;
 - When a partner sends the geocache information (description, coordinates, etc.) in order to be stored on the online platforms, the partner should also allocate the symbols according to the place where the geocache is located;
- Containers
 - The geocaches should be placed in waterproof containers not made of glass, since it is easily breakable and may hurt somebody;
 - These containers should contain a logbook which will be made available (Peter) in Dropbox as well as depending on the size a small pen inside;
- Professions
 - WHKT (Peter) is going to provide a short list of professions as an example for creating corresponding geocaches. This list can will be made available in the project Dropbox.
- Power Trails
 - It is possible to place the geocaches on a power trail where information regarding the handcraft and training opportunities should be placed in each container;
- Distance
 - According to the geocaching.com the geocaches have to be placed at least 140 meters from all other existing geocaches;

2. Next Meetings

- Lisbon
 - Arrival: July 6th of 2017
 - Workshops: July 7th and 8th of 2017
 - Departure: July 9th of 2017
 - There should be a first draft for the Interim Report made by Viktor and Diana;



- Diana and Viktor should find out about the “VALOR” Platform and inform the project partners;
- Every partner has had to place at least 5 geocaches suitable for geocaching.com until this meeting; Then there will be discussion on the rest of the geocaches
- The correct dates for the career events must be delivered on this meeting;
- Bulgaria
 - Arrival: October 29th of 2017
 - Workshops: October 30th and 31st of 2017
 - Departure: November 1st of 2017
 - Every partner has had to place at least 18 geocaches until this meeting
- Lichtenstein
 - Arrival: February 23rd of 2018
 - Workshops: February 24th and 25th of 2018
 - Departure: February 26th of 2018
 - Every partner has had to place 30 geocaches until this meeting
- Turkey
 - Arrival: May 18th of 2018
 - Workshops: May 19th and 20th of 2018
 - Departure: May 21st of 2018

3. Dissemination

- Tasks and Website
 - Every partner needs to deliver a short description of their organization, as well as a logo and the respective contact data (organizational address), until March 3rd of 2017;
 - All partners are responsible for giving input for the website, and the website must be in English;
- 2 Newsletters
 - The Turkish partners are responsible for this task, and must do them in English;
 - All partners have to translate them into their mother language;
 - The 1st newsletter must be delivered until September/October of 2017;
 - The 2nd newsletter must be delivered until July of 2018;
- Facebook
 - This task has already been started by the Turkish partners;
 - Everyone should upload pictures into the Dropbox folder, for them to consider them to the Facebook page;
 - The Turkish partners have to upload a cover photo of the project in English, containing as well the Erasmus+ and national agency logos;
 - It is imperative that everyone shares this page on Facebook;
- Career Events
 - Every partner must attend a career event related to the project subject;
 - Austria: “Best”, spring of 2018;
 - Lisbon: “JobFair” or “Futuralia”, April of 2018;
 - Germany: spring of 2018;
 - Turkey: April of 2018;
 - Lichtenstein: spring of 2018;



- Bulgaria: spring of 2018;
 - Posters and flyers need to be created, so that the partners can bring them to the events;
 - The correct dates for the career events must be delivered until the Lisbon meeting;
 - The purpose of this event is to advertise the geocaches created;
- Geocaching Event
 - Every partner must attend at least one geocaching event;
 - An invitation to many geocachers must be done, using the geocaching.com platform to create such event, where the partners shall present the results so far;
 - More will be shared about this kind of event at the Lisbon meeting;
- Press Release
 - The Turkish partners will be having a meeting about this matter, and more will be shared around May/June of 2017;
- Catalogue/Guide
 - The Turkish partners are responsible for the catalogue, as well as the guide;
 - The catalogue contains information on every single geocache created and the profession which it is related to (with the link to the geocaching platforms);
 - All geocaches must be in English as well as with an option to visualize in all other partners languages;
 - The guide consists of a PDF file similar to the catalogue, but divided into geocaches by country;
 - It should only be in English;
 - There will also be an online magazine on our Facebook page containing all geocaches as well;
 - When there is a change in the location of one or more geocaches, the Turkish partners must be warned in order to update such magazine;

4. Administration

- All documents sent should not be the originals, unless it is asked specifically for the originals;
- The documents, in order to prove the traveling and expenses, should be copied and the copy shall be signed by the legal representative. The signed copy shall be send via mail to the leading partner Mrs. Diana Tsenova. A single PDF file of the scanned documents shall be send per email to the leading partner as well.
 - The documents regarding the meeting in Salzburg must be sent until March of 2017;
 - If a receipt is not available in German or in English, partners shall attach a comprehensive note in English describing the receipt, and what it was for
 - Mrs. Diana Tsenova is in charge of trying to find a draft or form for the elaboration of the Interim Report

Host: CLLL (Austria) – Mr. Thomas Vondrak

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



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