

Minutes of the Kick-off-meeting

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

Date: 1st – 3rd October 2016

Location: Erding, Germany

List of Participants:

André Ferreira – Dixtior LDA
João Seixas - Dixtior LDA
Reiner Nolten - WHKT
Peter Dohmen - WHKT
Viktor Lekov - Cnet Group Ltd.
Desislava Stiliyanova - Cnet Group Ltd.
Diana Tsenova - Prospero AG
Thomas Vondrack - CLLL
Alexandra Vondrak - CLLL
Halil Ibrahim Gül - Datça MEM
Fedai Akin - Datça MEM

Meeting Goals:

1. Introduction of all Partners;
2. Geocaching;
3. Summary of the “NeoCraft Project”;
4. Working Plan/Expected outputs;
5. Budget/Administration
6. Next meetings

1. Introduction of all Partners

All partners were introduced and talked about what each one of them could bring to the project.

2. Geocaching

A short video was presented to all partners explaining the concepts of Geocaching, followed by an explanation of what each partner is responsible for doing regarding the Geocaching component:

- Research a Cache Location



- Preparing the Cache
- Placing the Cache
- Submitting the Cache
- Maintaining the Cache

In sum, each partner has to create 30 different geocaches related to job opportunities, using two different websites, www.geochacing.com or www.opengeocache.de, being that each 30 will have to be created in the country of residence of each partner.

The first geocache was placed from the project partners with the supervision of the host partner WHKT.

3. Summary of “NeoCraft Project”

The “NeoCraft Project” was introduced, explaining what was done and how the project went. The website of the project, as well as it’s accesses were given in case the partners want to take a look and explore a little more of the project.

4. Working Plan/Expected Outputs

The working plan was introduced, as well as the expected outputs. In summary we discussed the next two meetings and the way documents have to be presented, always containing the “NeoCraft Transfer”, “European Union Erasmus+” and “National Agency” logos.

Bellow you may find the different tasks attributed to each partner:

Partner	Tasks
Prospero (LI)	Responsible for budgeting, making sure everyone is updated on new information, Newsletters, Travel Guide, translation of some documents, host of Lichtenstein meeting and creation of 30 geocaches in Lichtenstein.
WHKT (DE)	Responsible for the passing of knowledge from “NeoCraft Project” to “NeoCraft Transfer Project”, publishing of all geocaches, creation of 30 geocaches in Germany, host of the 1 st meeting in Germany and translation of some documents.
CLLL (AT)	Responsible for evaluation, content of Newsletter, creation of 30 geocaches in Austria and host of the meeting in Austria.
CNET (BG)	Responsible for the website, Travel Guide, dissemination of activities, creation of 30 geocaches in Bulgaria and host of the meeting in Bulgaria.



Dixtior (PT)	Responsible for the project documentation (minutes, pictures, etc.), Travel Guide, translation of documents, website, Newsletter, creation of 30 geocaches in Portugal and host of the meeting in Portugal.
Datça MEM (TR)	Responsible for all social media, layout of the flyers and posters, creation of 30 geocaches in Turkey and host of the meeting in Turkey.

5. Budget/Administration

The budgeting was discussed as well as the way payments will occur. In summary the 1st payment (40% of total budget) will be made as soon as the partner signs and stamps the contracts given in the meeting. The second payment (20% of total budget) will be made after one year into the project and if at least 70% of the first payment is spent (it is necessary to gather all receipts from travelling, accommodation and commutes, also signed by the legal representative of each partner, as well as gathering all the certificates of participation in the meetings). The third (20% of total budget) payment will be made after the 5^h meeting as taken place. Finally, the 4th and last payment (remaining 20% of total budget) will be made once the project is finished and it could depend on the quality of the project, being that if the project is not in good quality we may be penalized on this last payment.

6. Next meetings:

Next transnational project meetings were scheduled as following:

- Second transnational project meeting

Date: 20th – 22th February 2017

Location: Salzburg, Austria

- Third transnational project meeting

Date: 6th – 9th July 2017

Location: Lisbon, Portugal

Host: WHKT (Germany) – Mr. Reiner Nolten

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

Responsible for Kick-off-meeting: Club Life Long Learning (Austria) – Mr. Thomas Vondrak

