

**Minutes**  
**5th transnational meeting in**  
**Vaduz/Lichtenstein**

**23/02/18 – 26/02/18**

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

**List of Participants:**

- André Ferreira (Dixtior);
- Mário Oliveira (Dixtior);
- Diana Tsenova (Prospero);
- Thomas Vondrak (CLLL);
- Alexandra Vondrak (CLLL);
- Katharina Kuess (CLLL)
- Selim Öztüfekci (Datca MEM);
- Halil Ibrahim Gül (Datca MEM);
- Markus Peters (WHKT);
- Reiner Nolten (WHKT);
- Viktor Lekov (CNET).

**Meeting Goals:**

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



## 1. Administration

- The next payment will be made when the proof documents from this meeting are delivered to the coordinator;
- The copies of the documents must be signed by the legal representative of the corresponding organisation and have to be scanned in a PDF file and emailed to Diana, as well as, mailed on paper to the following address by March 7th:  
Diana Tsenova  
Gärtnergasse 8/3a/4  
2103 Langenzersdorf  
Austria

## 2. Status Quo

- Viktor and Andre made a short presentation on what all partners have done up to this point, where:
  - At least 18 geocaches have been hidden and published in each country;
  - These geocaches were shown on the web platforms: geocaching.com or opencaching.de;
  - The website was presented to everyone, including the catalogue, guide and purpose of the project;
- We have all agreed that all 30 geocaches need to be published until the **end of April**.

## 3. Dissemination

- Website
  - The main dissemination tool for this project is the website from NeoCraft Transfer. The project website, as mentioned on the previous point, was presented by Viktor and Andre;
- Catalogue
  - The catalogue must be ready until **May 15<sup>th</sup>**, where all partners should give input on this task, ultimately done by the Bulgarian partner;
- Guide
  - The deadline for the draft version of the guide is **May 20<sup>th</sup>**;
  - The guide can be found at the website and it states the goal of the project, pictures and all geocaches divided by country;
  - Partner from Turkey will add an annex to the guide with all attributes and what they mean;
  - The final version should be done until **June 15<sup>th</sup>**;
  - This task is to be done by the Turkish partner with input of all partners;
- Newsletter
  - The first newsletter was made to introduce the project;



- The second newsletter will have to be done until the middle of **July 2018** (Turkish partner will do it with the help of all partners);
- Additional pictures should be delivered about the different crafts by the German partner, as well as short information on the pictures;
  - These pictures must be taken by the partnership, and not copied from the internet;
- The products and outcomes should be described in this Newsletter;
  - This task is to be done by the Lichtenstein partner;
- The 2<sup>nd</sup> newsletter will have to be in English;
- The next geocaching events should be mentioned on the Newsletter;
- Geocaching Events
  - Examples of geocaching events, as well as the experiences that came from them, were shared by all partners;
- Career events
  - Austria: April 25<sup>th</sup> in Innsbruck;
  - Portugal: March 14<sup>th</sup> – 17<sup>th</sup> in Expo/Lisbon;
  - Turkey: May 18<sup>th</sup> in Datça;
  - Germany: March 7<sup>th</sup> at a craft fair in Dusseldorf;
  - Lichtenstein: It is difficult to find a career event in Lichtenstein until the end of the project due to the size of the country, so in agreement with the representative of the national agency Mrs. Cornelia Jaeger, we will hold one elsewhere;
  - Bulgaria: Career days on march 13<sup>th</sup> in Sofia;
  - Every partner has to take pictures, especially with the logo of the project.

#### 4. Final Report

- A draft version of the Final Report must be delivered until the next meeting in Turkey;
- Each partner will have to answer, in 500 characters, to the questions which Diana will send until the end of March (these answers have to be in English, except for German speaking partners-they are kindly asked to do this in German language);
  - These answers have to be sent by the **end of April** to Diana;
- On the final report, dissemination includes geocaching events, career events and so on;
- The new platform to register the results, which is going to be done by Prospero with the support of all partners, is:
  - Product Results Platform: <https://ec.europa.eu/programmes/erasmus-plus/projects/>
  - The deadline for submitting the results and the final report is on **October 31<sup>st</sup>**;
  - We will make it as our goal to have them both done until **October 15<sup>th</sup>**;



## 5. Next meeting

- Turkey
  - Arrival: May 18<sup>th</sup> of 2018
  - Workshops: May 19<sup>th</sup> and 20<sup>th</sup> of 2018
  - Departure: May 21<sup>st</sup> of 2018
  - Halil will send information about hotels and such to all partners.
  - The closest airports to Datça are:
    - Dalaman airport;
    - Izmir Adnan Menderes airport (ADB);
    - Rhodes airport (Ferry from Rhodes to Turkey).

Host: Prospero AG (Lichtenstein) – Mrs. Diana Tsenova

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

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



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