

**Minutes  
Kick-off-meeting  
Varna/Bulgaria**

**29/10/17 – 01/11/17**

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

**List of Participants:**

- André Ferreira (Dixtior);
- Rui Vicente (Dixtior);
- Mário Oliveira (Dixtior);
- Gergana Tsenova (Prospero);
- Thomas Vondrak (CLLL);
- Alexandra Vondrak (CLLL);
- Erdogan Basar (Datca);
- Halil Ibrahim (Datca);
- Peter Dohmen (WHKT);
- Reiner Nolten (WHKT);
- Philipp Dohmen (WHKT);
- Nadine Dohmen (WHKT);
- Mike Luszczyński (WHKT);
- Verena Luszczyński (WHKT);
- Viktor Lekov (CNET).

**Meeting Goals:**

1. Discussion on the Interim Report;
2. Status Quo;
3. Dissemination;
4. Next meetings.

**1. Interim Report**

- The interim report has been accepted by LI national agency;
- By the middle of November every partner will get the rate agreed on the budget discussions;



## 2. Status Quo

- Geocaches are supposed to be published at first like on the following way:
  - 3 sentences (3-5 lines of text) about the profession described in English at first so that the reviewer accepts it;
  - These sentences will be the ones translated to every language and they do not have to correspond to the whole text in the original language;
- Viktor will provide an excel file with a table so that everyone can write down the geocaches for the partners to translate;
  - This excel file should have fields for the translation of the intended description, link of the geocaching website, terrain, and all the other characteristics so that it is easier to identify all geocaches for future paperwork;
- Until January of 2018 every partner shall have 18 geocaches published and accepted by the reviewers, including the descriptions as agreed;
  - After these publishing's every partner should translate it to its own mother language until February 15<sup>th</sup> using the excel that Viktor will provide;
- All 30 geocaches have to be published (with translation in English) until the end of March of 2018 and accepted by the reviewers (the partners should publish these earlier to get and answer from the reviewer in time);
  - Every partner has to translate every single geocache until April 15<sup>th</sup> and deliver them to Viktor once again on the excel file (all links to the pages of the geocaches should be given as well);
- If the geocaches are not accepted on geocaching.com (this should be a priority) the partners should upload them into opencaching.de;
  - Peter already provided a guide on how to do it on the opencaching.de website;
- All geocaches should be uploaded on the website ([www.neocraft.info](http://www.neocraft.info));
- Social media:
  - We should put a screenshot of our page as well as a link so that people will go straight to the social media page;
  - We should share this page on our personal accounts so that we can get more views;
  - Viktor is going to check how many views we need to have;
- We should provide pictures and a short text from the dissemination activities to Viktor (each partner has to do this) until April 15<sup>th</sup>;
  - If career fairs are after this date notify Viktor with pictures of these events;
- All geocaches should be placed into the catalogue in English (short description of the profession) on the website with a link to the website where they are published (ex. [www.geocaching.com](http://www.geocaching.com));
  - Viktor will be responsible for this using the excel files delivered from the partners;
  - This has to be done until the middle of May of 2018;
- The guide will be like the catalogue but in a PDF file divided by country with all geocaches and descriptions from the professions described in English;



- Halil is responsible for the layout of the PDF and he has to bring this to the meeting in Lichtenstein;
- The PDF has to be finished by April 30<sup>th</sup>;

### 3. Dissemination

- Flyer/Poster:
  - There is a draft version in English already made;
  - Design changes will be completed until November 15<sup>th</sup>;
    - There should be an email notifying all partners of this;
  - Every partner has to translate it until November 16<sup>th</sup> to their mother language;
  - The flyer/poster has to be sent until the end of November;
- Press release (Datca)
  - The press release was done at an event in Turkey in May;
    - Halil must upload pictures on Facebook about this press release;
- 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;
- The 2<sup>nd</sup> Newsletter must be done until the end of **June of 2018**;
  - Content is meetings, dissemination activities and pictures of career events;
- Geocache Event
  - Every partner must attend at least one geocache event;
  - An invitation to many geocachers must be done, using the [www.geocaching.com](http://www.geocaching.com) website to create such an event, where the partners shall present the results so far;
- A PDF file, with all documents relative to transportation and accommodation expenses to the trip to Varna in Bulgaria, must be sent by November 15<sup>th</sup>, as well as a paper form sent to the following address:
  - Diana Tsenova
  - Gärtnergasse 8/3a/4
  - 2103 Langenzersdorf
  - Austria



#### 4. Next meetings

- Lichtenstein
  - Arrival: February 23rd of 2018
  - Workshops: February 24th and 25th of 2018;
  - Departure: February 26th of 2018;
  - Every partner has had to place at least 18 geocaches;
  - We will stay in Austria, Dornbirn and Thomas will send some info on where to stay (Sharaton hotel);
  - The agenda must contain:
    - Geocaching tour;
    - Dissemination;
    - Outcome;
    - Planning next meeting;
    - Final Report;
  - Partners can fly to one of the following places:
    - Zurich;
    - Innsbruck;
    - Munich;
    - Memmingen;
  - From these places a bus or train can be the transportation to the final destination;
  - There will be a lunch/dinner in Lichtenstein on Saturday (February 24<sup>th</sup>);
  
- Turkey
  - Arrival: May 18th of 2018
  - Workshops: May 19th and 20th of 2018
  - Departure: May 21st of 2018
  - Halil will send information about hotels and such.

Host: Cnet Group (Bulgaria) – Mr. Viktor Lekov

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

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



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