

**Minute  
Kick-off-meeting  
Lisbon/Portugal**

**06/07/17 – 09/07/17**

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

**List of Participants:**

- André Ferreira (Dixtior);
- Rui Vicente (Dixtior);
- Diana Tsenova (Prospero);
- Thomas Vondrak (CLLL);
- Alexandra Vondrak (CLLL);
- Desislava Stiliyanova (CNET);
- Fedai Atkin (Datca);
- Halil Ibrahim (Datca);
- Karin Helbok (CLLL);
- Peter Dohmen (WHKT);
- Raimund Helbok (CLLL);
- Reiner Nolten (WHKT);
- Viktor Lekov (CNET).

**Meeting Goals:**

- Interim Report;
- Open Tasks;
- Next Meetings;
- Geocaching Training.

**1. Interim Report**

- We worked on the interim report and distributed the respective tasks to each of the partners;
- A questionnaire for the interim report will be sent to all partners to be filled. It must be filled until July 21<sup>st</sup>;



## 2. Open Tasks

- Questionnaire for interim report must be filled until **July 21<sup>st</sup>**;
- A PDF file, with all documents relative to transportation and accommodation expenses to the trip to Lisbon, must be sent by July 21<sup>st</sup>, as well as a paper form sent to the following address:
  - Diana Tsenova
  - Gärtnergasse 8/3a/4
  - 2103 Langenzersdorf
  - Austria
- The 1<sup>st</sup> Newsletter (performed by Datca partners) must be done until the **end of September** and the 2<sup>nd</sup> Newsletter must be done until the end of **July of 2018**;
- The evaluation questionnaire, sent by Thomas Vondrak, must be done until **July 15<sup>th</sup>**;
- All partners should continuously upload pictures into the dropbox folder, so that the Datca partners to upload them into the facebook page of the project;
- 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;
- 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 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 (Datca)
  - The press was done at an event in Turkey in May;
  - Halil must upload pictures on facebook about this press release;



- Catalogue/Guide
  - The Datca 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 geocache page);
    - 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 Datca partners must be warned in order to update such magazine;

### 3. Next meetings

- 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;
- 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;
- 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.

### 4. Geocaching

- Training was given on geocaching;
  - Important information on geocaching can be found on the website at the 101 tab;
  - The name of the geocache should be written as “Neocraft Transfer PT #1: name”
    - Where “PT” is the country of the geocache;
    - “#1” is the number of the geocache;





- “Name” is the name of the geocache;
- We should publish in mother language (description) and if accepted the edit and add the English description as well (this one should be shorter);
- Each geocache should contain;
  - Coordinates;
  - Description: Profession, websites on getting more information on the profession (they can be local websites), wages on the profession, job opportunities, additional hints;
    - The description in mother language should be big, but the translation to English could be a summary;
  - Picture of the place where the geocache was hidden;
  - Review note: write the shape of the container; put in the text about how we are taking care of the maintenance of the geocache. Peter will send a sample text; to communicate with the reviewer just press lock on;
  - Attributes;
  - Difficulty;
  - Terrain;
- The geocache should be published in mother language first. After it is accepted by the reviewer, we can translate it to English as well (just a brief summary);
- Due dates for all national geocaches to be published can be found on chapter 3 (Next meetings);
- All partners should create the geocache on [www.geocaching.com](http://www.geocaching.com), and then Peter will review it first, before we put it to be reviewed;
- Viktor will send a draft table to put the descriptions there, so that we can all start translating the descriptions to our own language, since the descriptions must be in all languages of the partners.

Host: Dixtior (Portugal) – Mr. André Ferreira

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

Responsible for Kick-off-meeting: VondiConsulting (Austria) – Mr. Thomas Vondrak



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