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REINVENTING MENTORSHIP IN ARTS

MANAGEMENT (REMAM) 2020-1-EE01-KA203-078003

Minutes of the kick-off meeting – November 13, 2020

Meeting

1. *Welcoming and brief personal introduction by all participants*
2. *Overall project presentation* → syntheses of the aims and framework for the research
<https://docs.google.com/presentation/d/1KIiluchzC6cXuAm5JCizHoI4vqDAjDcJL/edit>
3. *Timeline* →
<https://docs.google.com/presentation/d/1JnQbKOjpL5dwid8PWImkSL0cmxteqHB/edit#slide=id.p1>

Anna made a timeline with all key deadlines and events for the project, which is meant to be an interactive document throughout the project.

4. *Way of working: first phase of the research*
Practicalities and project management: → <https://docs.google.com/presentation/d/1x-2JbBDcTFmIvcBMD7A0bCS EEKSFAIc/edit#slide=id.p1>

Agreement + annexes

- Annex II – Budget → overall and per institution
 - o Number of assigned working days
 - o Budget for IO, traveling, organizing events
 - o Budget has changed since the application!
 - o **Please download and read this document** → traveling budget for the kick-off meeting (which is not used due to covid) can be transferred to the traveling budget for next meetings
- Annex III – financial and contractual rules
 - o List of supporting documents for every event
- Addendum
 - o Changes due to the covid-situation → there's no limit on the number of people who can work on the project but everyone who does content work has to have an employment contract at his/her institution. **Partner contracts**
 - o **Partner agreements need to be signed and send to Kai asap!**

Reporting periods and deadlines

Way of working: reports will be made after the work, reimburses will be made after the reports

- 31.01.2021 (September-December 2020)
- 31.05.2021 (January-April 2021)
- 07.09.2021 (May-August 2021, 1st interim report 01.10.2021)
- 31.01.2022 (September-December 2021)
- 31.05.2022 (January-April 2022)
- 07.08.2022 (May-July 2022, 2nd interim report 01.09.2022)
- 31.01.2022 (August-December 2021)
- 30.04.2023 (January-April 2023)
- 07.09.2023 (May-August 2023)

Intellectual output

- Please note that different countries have different daily categories → Annex IV or Timesheet template 2nd page

Time-sheets

- Template in the folder “document templates” on Google Drive
<https://docs.google.com/spreadsheets/d/1kLe0SxOK3maHooQmtU9oNGJH3g9LXJux/edit#gid=559222159>
 - You can count with full hours
 - Kai will check with the NA if the preparations for events (e.g. workshops) can be registered as IO
 - There will be put small summary of the content work on the drive every month. This has to be used as a guidance to fill in the timesheet so that there’s similarity for all partners – in folder “memos” in Google Drive

Communication

- Internal
 - o Address questions for the National Agency to Kai, please do not ask the NA directly!
 - o Google Drive → information of the project partners – **please also link the Facebook and Instagram page of your institution**
- External
 - o Partner in Bilbao will take lead in the use of social media – there will be a separate meeting for this

Data management

- Compliance with GDPR
 - o EAMT will share templates

Short break

Workshop

Proposed cases

- List of these cases will be added to Google Drive → **feel free to add extra information or extra cases to this document**

Topic list

- The proposed topic list will be updated with the comments of this meeting and it will be

added to Google Drive → feel free to add extra comments or additions to this list

Analysis of the cases

Analysis (and reports) of the first cases will be finished in March.

Proposition to use two kind of reports:

- Long (max. 10 pages) for summary of in depth analysis
- Short (max. 5 pages) for summary of smaller cases

→ more details about the form of the reports will be decided during the follow-up meeting.

EAMT will create a template.

Agreement on recording and publicity of data needs to be discussed with every case separately.

There will be a follow-up meeting around next week with just one person per partner.

To decide at this meeting:

- moment for monthly meeting
- details about analysis of the cases
 - o reports (length,...)
 - o recording
 - o transcription