



SUMMARY

1st Transnational Meeting, M1

Tuesday October 23 & Wednesday October 24, 2018

TABLE OF CONTENTS

1. Agenda	2
2. Summary	3
<i>Part I, Tuesday, October 22, 2018</i>	
<i>Part II, Wednesday, October 24, 2018</i>	
3. List of participants	18

Head of meeting: Professor, Ph.D. Anna Marie Fisker, Director of Center for Food Science, Design & Science, Aalborg University, Department of Civil Engineering

ANNA MARIE FISKER, Project Leader



AALBORG UNIVERSITET



1. AGENDA

Date: Tuesday October 23rd & Wednesday October 24th 2018

Venue: Skagen Rådhus, Sct. Laurentii Vej 87, 9990 Skagen, Denmark &
Brøndums Hotel, Anchersvej 3, 9990 Skagen, Denmark

1. Welcome by Project Leader Anna Marie Fisker
2. Walk-through of agenda by Anna Marie Fisker
3. Walk-through of current Gantt Chart – Important dates by Anna Eva Heilmann.
 - Decisions for 2019 dates for Learning, Teaching and Training Activities; C2, C3, C4 and C5 +
 - Multiplier Events, E1, E2 and E3.
4. Walk-through project website by Anna Eva Heilmann.
 - Decisions for further development and strategy of the webpage
 - In-put from all partners, contents and deadline
5. Special responsibilities in CRAFT:
 - Management Committee (MC)
 - Quality Assurance Committee (QAC)
6. Implementation of the project - Overall view and status of Outputs and Activities - Discussion of success criteria for implementation and impact of the project by Anna Marie Fisker:
 - Intellectual Outputs
 - Multiplier Events
 - Learning/Teaching/Training Activities
 - Art Biennale 2019
 - Architectural Biennale 2020
 - Student Competition 2021
 - Theatre Performance 2021



7. Administrative, legal, and budget issues and assignments by Flora Champetier & Hanne Frøde:

Discussion and decisions by Anna Marie Fisker

8. Transnational Cooperation Activity on 'Dissemination, Sustainability and Impact in Erasmus+ Strategic Partnerships in Higher Education' by Anna Eva Heilmann

- Discussion of dissemination and use of project results in CRAFT

9. Progress Report 2018/2019 by Anna Marie Fisker - Assignments to all partners, i.e. input to progress report:

- Status of Intellectual Output, ½ A4 page (only lead partners)
- Resume and impact of Multiplier Events
- Press and other disseminations

10. Next meetings

11. Miscellaneous



2. SUMMARY

<p>1. Welcome by Project Leader Anna Marie Fisker</p>	<p>The meeting was opened by Anna Marie Fisker, who welcomed all partners. AMF expressed great joy and optimism finally to be gathered about CRAFT in Skagen, Denmark.</p>
<p>2. Walk-through of agenda by Anna Marie Fisker</p>	<p>The agenda of the First Transnational Meeting was presented. No further topics was added the agenda.</p>
<p>3. Walk-through of current Gantt Chart - Important dates by Anna Eva Heilmann</p> <ul style="list-style-type: none"> • Decisions for 2019 dates for Learning, Teaching and Training Activities; C2, C3, C4 and C5 • Multiplier Events, E1, E2 and E3. 	<p>A short walk-through of the GANTT chart was done by Anna Eva Heilmann.</p> <p>Decisions for 2019 dates for Learning, Teaching and Training Activities:</p> <p>C2: As has been previously discussed, the next Learning/Teaching/Training Activity, C2, will take place in Portugal from the 11-14th of March, 2019.</p> <ul style="list-style-type: none"> • AMF reminds all of the importance that all partners attend as many meetings as possible. Not always doable for the Learning/Teaching/Training Activities - in such cases good to send another representative from the institution. • Very important that ALL attend the events in Venice and at AMAT. <p>C3: The third Learning/Teaching/Training Activity, C3, will take place in Slovenia from the 27th – 30rd May 2019</p>



	<p>C4 & C5: The fourth and fifth Learning/Teaching/Training Activity, C4 & C5, will take place in Venice from the 16th-21th September 2019.</p> <ul style="list-style-type: none"> • Very important that we live in Venice both because the working days will be long, but mostly to be in the surroundings of this historic city. AAU will contact the Hostel close to Fundamente Nuove, with which they have good experience. A reservation has successfully been done at <i>We Crociferi</i> after the meeting. • Very important that the students get some good, hearty meals. • Necessary to make a contract with the Biennale (between AAU and Biennale) • Good solutions for lunch at the Biennale, and not expensive. • Suggestion: Multiplier Event to be held on the last day – Saturday 21st. No objections from any partners. AAU will take contact to the Biennale.
<p>4. Walk-through project website by Anna Eva Heilmann.</p> <ul style="list-style-type: none"> • Decisions for further development and strategy of the webpage • In-put from all partners, contents and deadline 	<p>A short walk-through project website by Anna Eva Heilmann.</p> <ul style="list-style-type: none"> • Presentation of the “for Partners” section, where all necessary documents can be uploaded and be available for all partners – password: CRAFT2018 • A slight rearranging of the website is agreed upon, so it becomes more



	<p>understandable for the public (moving of the “news” tab).</p> <ul style="list-style-type: none"> • All partners get a small assignment: to make four entries for the website. Ana Maria Fernández Garcia will arrange for this and write call and deadlines to all partners. Perhaps both evocative and academic – to show as many different ways we are thinking about chairs as possible. • Partners discuss the inclusion of Social media (Instagram & Facebook) with the possibility of employing only the hashtag. The decision is postponed until C2 – since we at that time much clearer will discuss what will be going on in 2019.
<p>5. Special responsibilities in CRAFT:</p> <ul style="list-style-type: none"> • Management Committee (MC) • Quality Assurance Committee (QAC) 	<p>All partners are asked to look at page 29 and 79 in the application.</p> <p>A Management Committee (MC) and a Quality Assurance Committee (QAC) has been defined in the application: AAU is the MC Chair, with Aveiro and AAU being responsible together for the dissemination. University of Oviedo is the overall responsible for the QAC.</p> <ul style="list-style-type: none"> • AMF suggests that one of the Slovenian partners join the QAC • Martina Malešič agrees to do this. <p>No further questions.</p>
<p>6. Implementation of the project - Overall view and status of Outputs and Activities - Discussion of success criteria for</p>	<p>AMF: Very important to agree on all dates, as any (eventually) chance has to be made as soon as possible if necessary.</p>



<p>implementation and impact of the project by Anna Marie Fisker:</p> <ul style="list-style-type: none"> • Intellectual Outputs • Multiplier Events • Learning/Teaching/Training Activities • Art Biennale 2019 • Architectural Biennale 2020 • Student Competition 2021 • Theatre Performance 2021 	<p>INTELLECTUAL OUTPUTS:</p> <p>O1: Course / curriculum – Design and development Lead Partner: AAU (all partners involved) Dates: 01.09.2018 – 31.07.2021</p> <p>O2: Joint Multidisciplinary Training Scheme Lead Partner: AAU (all partners involved) Dates: 01.01.2019 – 31.07.2021</p> <p>O3: Design and development of Artistic and Cultural Activity 1 Lead Partner: <u>Univerza v Ljubljani</u> (all partners involved) Dates: 01.05.2019 – 31.12.2019 Notes: Art Biennale in Venice. AAU will help with all practical things</p> <p>O4: Design and development of Artistic and cultural activity 2 Lead Partner: AAU (all partners involved) Dates: 01.05.2020 – 31.12.2020 Notes: subject: Architectural Biennale in Venice</p> <p>O5: Design and Development of Case Study Lead Partner: Universidade De Aveiro (all partners involved) Dates: 01.06.2020 – 31.07.2021 Notes:</p> <ul style="list-style-type: none"> • Subject: competition for students • The prototypes involving the projects the students give in for the student competition in O5 has to be completed before the performance in AMAT. O4 at the Architectural Biennale should kick-start the competition – and the result of the competition, O5, should
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	<p>therefore be settled and decided by 01.11.2020.</p> <p>All agree!</p> <p>O6: Design and development of two Outreach Activities Lead Partner: AMAT (all partners involved) Dates: 01.06.2019 – 31.07.2021 Notes:</p> <ul style="list-style-type: none"> • Subject is the performance at the theatre performance • Daniele: would like the physical results from the previous events exhibited. • AMF: There is time to find the right solution, easier to make decisions after the first exhibition in Venice – clearer overview after this. <p>O7: Design and development of CRAFT Handbook Lead Partner: AAU (all partners involved) Dates: 01.01.2019 – 31.08.2021 Notes:</p> <ul style="list-style-type: none"> • The details will be discussed at later meetings. • A lot of freedom to decide what it should entail. • Should provide inspiration for colleagues at other Universities; instructional manual(s) in the educational point of view. <p>O8: Design and development of academic / scientific publications Lead partner: Universidad De Oviedo (all partners involved) Dates: 01.01.2019 – 31.07.2021</p>
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	<p>Notes: AMFG will present ideas for special editions at C2 in Portugal.</p> <p>MULTIPLIER EVENTS:</p> <p><i>Please note for each Multiplier Event, it is described which Intellectual Outputs are covered (see application)</i></p> <p>E1: Presentation of CRAFT, with special focus on O2, Course / curriculum – Training scheme Where: Portugal Lead partner: Universidade De Aveiro Dates: 15.02.2019- 18.02.2019 (to be changed) Notes:</p> <ul style="list-style-type: none"> • Portugal (C2) – presenting the work so far. AAU will help Aveiro with the planning. • The changing of dates will be put into - and explained in the annual progress report. <p>E2: Presentation of the design and development of O3, artistic and cultural activity 1 Where: Slovenia Lead partner: Univerza v Ljubljani Dates: 27th – 30rd May 2019 Notes:</p> <ul style="list-style-type: none"> • E2 will happen during the C3: i.e. be preparation for Venice 2019. • The changing of dates will be put into the annual progress report. <p>E3: Presentation of the results of artistic and cultural activity 1 Where: Italy (Venice) Lead: Univerza v Ljubljani</p>
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	<p>Dates: 15.09.2019 – 20.09.2019 Notes: E3 will happen during C4 in Venice during the Art Biennale. E4: Presentation of the design and development of O4, artistic and cultural activity 2 Where: Spain Lead: Universidad De Oviedo Dates: 15.05.2020- 18.05.2020 Notes:</p> <ul style="list-style-type: none"> • E4 will happen during the C5, and will be warming up for Architectural Biennale • Dates to be decided at C2 in Portugal. <p>E5: Presentation of the results of artistic and cultural activity 2 Where: Italy (Venice) Lead: AAU Dates: 15.09.2020 – 20.09.2020 Notes: E5 will happen during the C6 at the Architectural Biennale in 2020.</p> <p>E6: Presentation the final results of CRAFT Where: Italy Lead: AMAT Dates: 15.05.2021 – 20.05.2021 Notes: E6 will happen during C7, all Intellectual Outputs will be covered.</p> <p>LEARNING/TEACHING/TRAINING ACTIVITIES:</p> <p>C1 For: Staff Where: Denmark (Skagen)</p>
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	<p>When: 22-25th of October 2018 Notes: Kick-off meeting, start up everything, to focus on O1 and start discussions.</p> <p>C2 For: Staff Where: Portugal, When: 11—14 th. Of March, 2019 Notes:</p> <ul style="list-style-type: none"> • Start planning of O2, testing it. • Fátima Pombo: student portfolio based on lecture • Fátima will write a draft for a programme for this, AAU will edit and send out to partners – good foundation to start discussions from. • Suggestion for all partners to fly to and from Porto. • Teaser about Venice. • On the agenda at C2: student competition – discussions. <p>C3 For: Staff Where: Slovenia When: 27th – 30rd May 2019 Notes:</p> <ul style="list-style-type: none"> • Focus in on the chair • Focus on the coming C4 and C5 • Teaser about Venice <p>C4 For: Staff Where: Venice When: 16th-21th September 2019. Notes: AAU will help <i>heavily</i> with practical planning</p>
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	<p>C5 For: Students Where: Venice When: 16th-21th September 2019. Notes: AAU will help <i>heavily</i> with practical planning</p> <p>C6 For: Staff Where: Spain When: May 2020 Notes:</p> <ul style="list-style-type: none">• Build-up to Architectural Biennale• Wise to be in the middle of producing articles – to be focused on in the agenda <p>C7 For: Staff Where: Venice (Architectural Biennale) When: September 2020 Notes: AAU will help <i>heavily</i> with practical planning</p> <p>C8 For: Students Where: Venice (Architectural Biennale) When: September 2020 Notes: AAU will help <i>heavily</i> with practical planning</p> <p>C9 For: Staff Where: Italy (AMAT) When: May 2021 Notes:</p>
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	<ul style="list-style-type: none"> • AAU will help heavily with practical planning. • Hans Thyge will go and visit Daniele at AMAT • Daniele: suggesting connecting with music festival (Rossini) <p>C10 For: Students Where: Italy (AMAT) When: May 2021 Notes: AAU will help <i>heavily</i> with practical planning</p> <p>GENERAL NOTES:</p> <ul style="list-style-type: none"> • The student competition will be held earlier than the dates in the application – i.e. be launched just after the Architectural Biennale.
<p>7. Administrative, legal, and budget issues and assignments by Flora Champetier & Hanne Frøde:</p> <p>Discussion and decisions by Anna Marie Fisker</p>	<p>AMF presents the approved budget, and suggests how to manage the budget.</p> <ul style="list-style-type: none"> • The total sum in the budget is €449.809 • All partners will send in their respective timesheet for the work on the IO every 3 months to Hanne Frøde. • The partners have very little administrative work. • Partners are paid by fixed rate for their working day, decided by the EU. <p>All partners will send in receipts for costs:</p>



	<ul style="list-style-type: none"> • Travel costs • Cost in connection with Multiplier Events (specific list/restriction) will be put on the website in the “For Partners” section. Partners are encouraged to contact AMF when planning the Multiplier Events to formalise the different suggested costs. <p>EXEPTIONAL COSTS:</p> <ul style="list-style-type: none"> • Note! Requires 25% co-financing • AMF will do her best to find a solution to fund the remaining 25%. AAU will take a meeting with the Danish National Office in this connection. <p>TRANSNATIONAL MEETINGS:</p> <ul style="list-style-type: none"> • Based on fixed rates decided by the EU • If the sum was paid out to each partner, the total sum would not cover the actual total cost – which is why AAU suggest to pool together the sums and administer them centrally. <p>Suggestion: Sums for Transnational Meetings, Travel and Individual costs will be pooled together and managed centrally by AAU: all agree</p> <p>PROJECT MANAGEMENT:</p> <ul style="list-style-type: none"> • €63,000 • In other types of EU project the sum can be split into parts and given to partners – but as a small project like this this is not the best solution. AAU suggest that the sum is managed by
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	<p>AAU. Funds can support all categories which will give the project the biggest amount of freedom, i.e. help to manage especially the International Events.</p> <p>Project Management money will be used for: (see Flora’s slides, page 33)</p> <ul style="list-style-type: none"> • Project management, administrative staff • Annual reports and final reports • Information, promotion and dissemination • Website • Complementing unit costs for: Transnational Meetings, Learning/ Teaching/Training Activities, mobility for teachers and students, Multiplier Events • Unforeseen expenses <p>Overall: Due to a small total budget in Craft, sponsors will be needed – AAU will look into this.</p> <p>Suggestion: The sum for Project Management will be managed centrally by AUU: All partners agree!</p> <p>Note: The budget and all sums will be available on the website, and also sent to administrators at partners organisation. This will include an extended budget based on the decision made on this meeting.</p>
<p>8. Transnational Cooperation Activity on ‘Dissemination, Sustainability and Impact in Erasmus+ Strategic Partnerships in Higher Education’ by Anna Eva Heilmann</p>	<p>Presentation about workshop in Bonn in May 2018 by Anna Eva Heilmann.</p> <ul style="list-style-type: none"> • Suggestion to implement some tools from this in next C2 or C3.



<ul style="list-style-type: none"> • Discussion of dissemination and use of project results in CRAFT 	<ul style="list-style-type: none"> • AAU will make draft for dissemination plan, to be used as foundation. • Partners are encouraged to promote project. • Important that all such promotion documentation be collected at AAU • Partners are encouraged to pay attention to if there are offers to attend any EU workshops - perhaps even contact their national offices.
<p>9. Progress Report 2018/2019 by Anna Marie Fisker - Assignments to all partners, i.e. input to progress report:</p> <ul style="list-style-type: none"> • Status of Intellectual Output, ½ A4 page (only lead partners) • Resume and impact of Multiplier Events • Press and other disseminations 	<p>The first progress report:</p> <p>All partners will get a mail 3 months before, to remind them to :</p> <ul style="list-style-type: none"> - Write and send an update on the Intellectual Output(s) they are lead on (approx. ½ A4 page) - Write a description of any Multiplier Events held they are lead on. - Send any press or other dissemination activity (send to Anna Eva). <p>AAU will put all of this into the progress report.</p>
<p>10. Next meetings</p>	<p>C2: Portugal, 11-14th March, 2019.</p> <ul style="list-style-type: none"> • Draft programme will be ready in a month (late November) to make it possible for partners to buy flight tickets in good time.
<p>11. Miscellaneous</p>	



	<ul style="list-style-type: none">• Next Transnational Meeting to be held in Venice, September 2019.• Partners are always encouraged to contact AAU with any questions or comments. <p>AMF thanked all partners for their positive participation in the Transnational Meeting.</p> <p>The meeting was closed.</p>
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3. LIST OF PARTICIPANTS

Name, Surname	Organisation	Country	Abbr. name
Anna Marie Fisker	Aalborg University	Denmark	AMF
Martina Malešič	Univerza v Ljubljani	Slovenia	MM
Rebeka Vidrih	Univerza v Ljubljani	Slovenia	RV
Ana Marie Fernández Garcia	Universidad de Oviedo	Spain	AMFG
Fátima Pombo	University of Aveiro	Portugal	FP
Daniele Sepe	AMAT	Italy	DS
Tenna Doktor Olsen Tvedebrink	Aalborg University	Denmark	TDO
Nini Camilla Bagger	Aalborg University	Danmark	NCB
Anna Eva Heilmann	Aalborg University	Danmark	AEUH
Hanne Frøsig	Aalborg University	Danmark	HF
Flora Champetier	Aalborg University	Danmark	FC

Please note:

All participants can upon request receive a certificate of participation.

Furthermore, all participants signed a list of participation each day of the meeting.