



X-LIBRIS Project – 2014-1-TR01-KA200-012958 Kick-off Meeting - Minutes

Dates: 2-3 December, 2014¹

Venue: Midas Hotel, Ankara

Participants:

Radka Kalchava (Pencho Slaveykov Regional Library, Bulgaria)
Emilya Milkova (Pencho Slaveykov Regional Library, Bulgaria)
Emil Demirev (Pencho Slaveykov Regional Library, Bulgaria)
Daniel Weiss (ISES, Spain)
Vaida Apsegiene (Radviliskis SSPC, Lithuania)
Skirmante Petraitiene (Radviliskis SSPC, Lithuania)
Carola Dierich (Wisamar, Germany)
Angela Hirsch (Gemeinde Kabelsketal, Germany)
Serap Kurbanoğlu (Hacettepe University, Turkey)
Yusuf Yıldırım (Hacettepe University, Turkey)
Tolga Çakmak (Hacettepe University, Turkey)
Orçun Madran (Hacettepe University, Turkey)

Agenda

Welcome by the Coordinator (Serap Kurbanoğlu from Hacettepe University)

Administrational Issues

Project Contract and Partner Contracts: Partners informed about the current status of the Project Contract. Contract is about to be signed between Turkish NA and the Coordinator. Partners will be informed as soon as it is signed. It is agreed that Partner Contracts (already signed by partners' legal representatives) will be revised accordingly and adapted if necessary. The final copy of Partner Contracts will be signed by the Coordinator and one copy will be sent to partners.

Project Dates: Partners informed that although there was a delay in paper work, project dates will remain as in the project proposal. From 01.09.2014 to 30.08.2016.

Eligibility, Declaration and Documentation of Activities and Costs: Partners informed that although signing-the-contract procedure is not completed yet, project costs are eligible between the original project dates (01.09.2014 to 30.08.2016). Partners are reminded and agreed to prepare an internal report every 6 months and send it to Coordinator with all necessary additional documents. The deadline for the first internal report is 1st March 2015. It is also agreed that partners will be informed as soon as all requirements, rules, regulations are clarified, and forms are made available (regarding the declaration and documentation of activities and costs) by Turkish National Agency.

Communication and Dissemination Platform: It is decided to continue partner communication through e-mail, Skype and WhatsApp. It is agreed to create a Project Website (by Coordinator in English), open several Social Media sites such as Facebook, Twitter, Pinterest, Instagram (by each partner in their language) and create flyers and poster (by each partner in their language). It is also decided that the Coordinator will get a logo designed for the Project and provide the logos and the text required by Turkish National Agency to be placed/printed on any document (print or electronic).

¹ On 1st and 4th December two partners (Coordinator TR and ES) had two full day meetings. 1st December meeting was for preparations for the Kick-off and 4th December meeting was for evaluation of the Kick-off and brainstorming on IOs.





Dates for Future Transnational Project Meetings & Workshop: Dates are agreed as follows:

TURKEY - Workshop – 4-5 February 2015 (only TR & ES)
LITHUANIA - Meeting & Workshop – 2-6 March 2015 (all partners)
GERMANY – Meeting & Workshop – 8-12 June 2015 (all partners)
BULGARIA – Meeting & Workshop – 27-31 July 2015 (all partners)
SPAIN - Meeting & Workshop – 22-26 February 2016 (all partners)
TURKEY – Meeting – 28-31 March 2016 (only TR & ES)
TURKEY – Final Event – July 2016 (exact dates to be decided) (all partners)

Presentations

Presentations were made by Daniel Weiss (ES) to provide some background information on project related themes. First presentation was about *smart cities* to facilitate smart library and smart library services concepts as a component of the smart city. Second presentation was about *storytelling* as a methodology to provide a foundation for innovative methodologies which are going to be used in the Project.

Partners' Landscape

Partners asked to pre-prepare a short state-of-the-art report about their organizations and professional settings. During the Meeting instead of making traditional presentations (based on written texts and ppt presentations) partners invited to explore and reflect on the landscape of their organizations and services by the use innovative methodologies, namely Lego Serious Play and Business Model You. This was a pre-test of methodologies which are going to be used in the project. The test on the use of combination of different methodologies, the way they applied and the order they are used was the first attempt to create the X-Libris Methodology. Three-D representation of organizational landscapes and business model you canvas exercise helped to identify needs, potentials and problematic areas. All these practices were documented with photos and videos for future reference. It was agreed that partners will improve their reports based the findings of these exercises. Deadline is decided to be 31st of December. Partner reports will be used to compile State-of-the-Art Report.

Touch Points, Synergies and the Matrix

Partner's landscape exercises used also to explore touch points between/among partners and their practices. Based on above mentioned work and exercises, first edition (preliminary) of the X-Libris Matrix is created.

Evaluation

There was little time left for evaluation. Only one partner (BG) could make reflections on the impact of the Kick-off Meeting and the progress made. It is agreed that other partners will send in their evaluations as soon as they return their countries.

