

Connected Culture and Natural Heritage
in the Northern Environment



Steering Group Meeting

Extraordinary meeting
16 April 2020, TEAMS

Meeting Details and Attendance

<u>Location</u>	<u>TEAMS - digital conferencing platform</u>
Date/Time	Thursday 16 April 2020, 16.00 - 17.00 CET
Present	Geir Are Johansen, Museum Nord, Chair Judith McCarthy, Donegal County Museum Alan Miller, St Andrews University Steinunn Anna Gunnlaugsdottir, Locatify Skulí Björn Gunnarsson, Gunnarsstofnun Sadie Young, Timespan Joan Condell, Ulster University Gunnar Liestøl, Oslo University Anne Lise Fløttum, Museum Nord Remi Eilertsen, Aurora Borealis Ole Martin Hammer (in attendance) David Heaney (in attendance - external advice) Jo Clements (in attendance - taking minutes) Anna Vermehren (in attendance)

Apologies

Agenda

1/20 **Welcome to the extraordinary meeting of the CINE Steering Group.**

Introduction by Geir Are Johansen, Chair of the Steering Group.

This meeting has been called to discuss the extension of the project granted in response to COVID-19.

FOR INFORMATION

2/20 **Extension Request Granted 18 March**

The NPA advises: "Your formal request for an extension has been accepted. Due to the extraordinary situations we have now decided to process project extensions on a case by case basis. The CINE project will be allowed to continue activities until 31.12.2020, with a further three months for reporting only. This will be until 31.03.2021.

To note: It isn't a requirement that your project continues activities until 31.12.2020, this is the final date for eligible activities, projects may close earlier. Secondly the original CINE activities, deliverables, and intended outputs should still be delivered- no new or supplementary deliverables, deviation from the project plan is only allowed with regards to the need to use online solutions. Concerning piloting we ask that where possible you continue to use online options, or delay your piloting in line with the extension time frame. We recognize that in some circumstances aspects of the project may not be able to be finalized, this will be reviewed with the project in Autumn 2020."

The NPA has notified Museum Nord that there will be some formal changes required in the ems. As of the date of this agenda no details on how the reporting will need to be done have been communicated by the NPA, but MN hopes to have updates by the meeting.

FOR REVIEW AND DISCUSSION

3/20 **WP1 - Completion of deliverables**

The following deliverables are due to be finished.

- D.T1.2.1 Vágar app available for download → March 2020
- D.T1.3.1 Generic Clim Sim app → March 2020

We are inviting Anne Lise, Remi and Gunnar to suggest how WP1 will be completed.
Discussion.

4/20 **WP2 - Completion of deliverables**

The following deliverables are due to be finished.

- D.T2.1.2 Best practice documents for archiving digital reconstructions → July 2019
- D.T2.3.3 Symposium and publication - best practice documentation and evaluation

We are inviting Sadie to suggest how WP2 will be completed.
Discussion.

5/20 WP3 - Completion of deliverables

The following deliverables are due to be finished.

- D.T3.1.1 Co-production: Best practice guidelines → August 2020
- D.T3.1.2 Co-production: Online teaching resource → March 2020
- D.T3.5.5 Gamification - Practical Handbook for Museums and SMEs → Jan 2020

We are inviting Skuli, Joan and Judith to suggest how WP3 will be completed.
Discussion.

6/20 WP4 - Completion of deliverables

The following deliverables are due to be finished.

- D.T4.7.1 CINE GATE as a packaged product for others to use → March 2020

We are inviting Alan to suggest how WP4 will be completed.
Discussion.

7/20 WP Management - Completion of deliverables

The following deliverables are due to be finished:

- D.M.2.2 6-monthly steering group meetings
- D.M.3.1 Partner meetings
- D.M.4.1 Partner activity report and expenditure listing delivered on a 6 monthly basis
- D.M.5.1 Submission of Project report to the Programme through eMS on a 6 monthly basis
- D.M.5.2 Submission of final project report

Anna will suggest how WP Management will be completed.
Discussion.

8/20 WP Communication - Completion of deliverables

The following deliverables are due to be finished:

- D.C.1.1 Project website
- D.C.2.2 Final video for sharing on internet presenting the project's findings
- D.C.3.1 Public presentations about CINE
- D.C.4.1 Official launch of on site and off site digital experiences on our case studies in each country, including final conference

- D.C.5.1 International Conference presentations
- D.C.5.2 Peer review publications

Anna will suggest how WP Communication will be completed.
Discussion.

9/20 Any other business

Please notify us by 15 April if you have any other business that you would like to be discussed.

Prepared by Anna Vemehren and Jo Clements
13 April 2020

Connected Culture and Natural Heritage
in the Northern Environment



Steering Group Meeting

16 June 2020, TEAMS

11.30 ICE/12.30 IRE & UK/13.30 NOR

Meeting Details and Attendance

Location TEAMS - digital conferencing platform

Date/Time Thursday 16 June 2020, 16.00 - 17.00 CET

Present Geir Are Johansen, Museum Nord, Chair
Judith McCarthy, Donegal County Museum
Alan Miller, St Andrews University
Steinunn Anna Gunnlaugsdottir, Locatify
Skulí Björn Gunnarsson, Gunnarsstofnun
Sadie Young, Timespan
Joan Condell, Ulster University
Gunnar Liestøl, Oslo University
Anne Lise Fløttum, Museum Nord
Remi Eilertsen, Aurora Borealis

Ole Martin Hammer (in attendance)
David Heaney (in attendance - external advice)
Jo Clements (in attendance - taking minutes)
Anna Vermehren (in attendance)

Apologies

Agenda

0/20 Welcome to the meeting of the CINE Steering Group.

Introduction by Geir Are Johansen, Chair of the Steering Group.

Adoption of minutes of the [meeting 5/7 Nov 2019](#) and [extraordinary meeting 16 April 2020](#)

FOR INFORMATION

1/20 Completed actions from the meeting 5/7 Nov 2019 and extraordinary meeting 16 April 2020

- *Action 4/19.1 Partners who had submitted reports late were asked to contact their FLCs and ask them to work quickly. → N/A*
- *Action 4/19.2: MN - Project report to be distributed amongst partners after submission to give partners a greater overview of activity in the project and to increase transnational working. → Distribution by Jo Clements, 22 Jan 2020*
- *Action 6/19.2 Partners in this WP [3] to decide how they are going to report on this [deliverables D.T3.1.1, D.T3.1.2 and D.T3.5.5] - will they report all deliverables at once, or consider them holistically but report on them separately? → resolved, these will be reported separately*
- *Action 5/20.1 SGB asked “what are the options for increasing partners’ remaining work contribution?” Project manager to follow up. → NPA advised that there is no further funding available but budget changes can still be made. AV sent clarification to SBG 11 May 2020*
- *Action 7/20.1 Project manager to ask NPA desk officer if additional funds for (a) specifically additional FLC period, and (b) more generally might be available. → NPA advised that there is no further funding available but budget changes can still be made.*
- *Action 8/20.2 Project management to circulate doodle poll with proposed dates → [Results of the poll](#)*
- *Action 8/20.3: JC to add whether the event should be digital, physical or a combination to the next SGM agenda → suggestions below (WP Communication)*

2/20 Extension Request Granted 18 March 2020

Modification request approved 3 June 2020

We were not allowed to add an additional period to the extension of the project. The Managing Authority wrote «There is an issue with you adding an additional period for the CINE project extension. This isn't allowed, and not in line with the agreed decision proposal for project extensions related to Covid 19.»

This means that the dates for delivering the final report are as follows:

- 31 Dec 2020 → completion of delivery
- 15 Jan 2021 → final partner report due

- 28 Feb 2021 → FLC certification due
- 15 March 2021 → Lead Partner report due + submission of all reports to the NPA

The NPA was very clear that there is no increase in budget possible. However, budget changes can still be made. Please get in touch by the end of July if you wish to make further budget changes.

FOR REVIEW AND DISCUSSION

1/20 Actions from the meeting 5/7 Nov 2019 and extraordinary meeting 16 April 2020 - for review

- *Action 6/19.1 JA to organise Skype meeting for interested parties [on modelling buildings] → is this still relevant?*
- *Action 6/20.1 Partners who would like to be involved in Digitourist events to contact AM → several events have taken place. Any further events planned?*
- *Action 7/20.2 All partners to look at budgets to see if they need to make budget changes → please notify AV / OMH by end of July*
- *Action 8/20.1 Interested partners to form a small steering group for final video → MN to organise*

3/20 WP1 - Completion of deliverables

We have created a Trello Board to have a better overview of all the outstanding actions. Jo will update this as we discuss the deliverables in all WPs.

- D.T1.2.1 Vágar app available for download → December 2020
- D.T1.3.1 Generic Clim Sim app → December 2020

We are inviting Anne Lise, Remi and Gunnar to update on progress.
Discussion.

4/20 WP2 - Completion of deliverables

- D.T2.1.2 Best practice documents for archiving digital reconstructions → August 2020
- D.T2.3.3 Symposium and publication - best practice documentation and evaluation → December 2020

We are inviting Sadie to update on progress.
Discussion.

5/20 WP3 - Completion of deliverables

The following deliverables are due to be finished.

- D.T3.1.1 Co-production: Best practice guidelines → August 2020

- D.T3.1.2 Co-production: Online teaching resource → August 2020
- D.T3.5.5 Gamification - Practical Handbook for Museums and SMEs → December 2020

We are inviting Skuli, Joan and Judith to update on progress.

Discussion.

6/20 WP4 - Completion of deliverables

The following deliverables are due to be finished.

- D.T4.7.1 CINE GATE as a packaged product for others to use → December 2020

We are inviting Alan to update on progress.

Discussion.

7/20 WP Management - Completion of deliverables

The following deliverables are due to be finished:

- D.M.2.2 6-monthly steering group meetings → we discussed at the last meeting to hold online SG meetings every 2 month till the end of the project
- D.M.3.1 Partner meetings
- D.M.5.2 Submission of final project report
 - description and evidence of outputs
 - end user testimonials, two for each output
 - evidence of output indicators
 - external contribution report

DATE SUGGESTIONS

18 Aug 2020	SGM on Teams: Focus on deliverables and communication of outputs
13 Oct 2020	SGM on Teams: Focus final reporting
26-28 Oct 2020	<i>Final physical partner meeting and celebration?</i>
15 Dec 2020	SGM on Teams: Evaluation of the project

Anna to update. Discussion.

8/20 WP Communication - Completion of deliverables

The following deliverables are due to be finished:

- D.C.1.1 Project website → this will be updated once outputs are complete (Aug - Dec 2020)
- D.C.2.2 Final video for sharing on internet presenting the project's findings
- D.C.3.1 Public presentations about CINE
 - MN suggests to organise [a series of digital events](#) instead of the final conference

→ MN suggests to run a digital campaign to launch the CINE Wayfinder and promote all project outputs

- D.C.4.1 Official launch of on-site and off-site digital experiences on our case studies in each country → Vágur site still to be completed
- D.C.5.1 International Conference presentations
- D.C.5.2 Peer review publications

Anna will update. Discussion.

9/20 **Any other business**

Please notify us by 15 June if you have any other business that you would like to be discussed.

Prepared by Anna Vemehren
09 June 2020

Connected Culture and Natural Heritage
in the Northern Environment



Steering Group Meeting

18 August 2020, TEAMS

11.30 ICE/12.30 IRE & UK/13.30 NOR

Meeting Details and Attendance

Location TEAMS - digital conferencing platform

Date/Time 18 August 2020, 11.30 ICE/12.30 IRE & UK/13.30 NOR

Present Geir Are Johansen, Museum Nord, Chair
Judith McCarthy, Donegal County Museum
Alan Miller, St Andrews University
Steinunn Anna Gunnlaugsdottir, Locatify
Skulí Björn Gunnarsson, Gunnarsstofnun
Sadie Young, Timespan
Joan Condell, Ulster University
Gunnar Liestøl, Oslo University
Anne Lise Fløttum, Museum Nord
Remi Eilertsen, Aurora Borealis

Ole Martin Hammer, Museum Nord (in attendance)
Jo Clements, Museum Nord (in attendance - taking minutes)
Anna Vermehren, Museum Nord (in attendance)
Jacquie Aitken, Timespan (in attendance)
Niall McShane, Ulster University (in attendance)
Jorge Alvarez, Donegal County Museum (in attendance)

Apologies

AGENDA

0/20 **Welcome to the meeting of the CINE Steering Group.**

Introduction by Geir Are Johansen, Chair of the Steering Group.
Adoption of minutes of the meeting of [16 June 2020](#).

FOR INFORMATION

1/20 **Completed actions from the meeting 16 June 2020**

Action 8/20.1 Interested partners to form a small workgroup for final video → planned 17 Aug 2020

Action 6/20.1 LP to speak to the NPA about whether testimonials could be done by video. → the NPA welcomes user testimonials by video. However these can only form an appendix to the testimonial form.

Action 8/20.1 AV to share CINE TALKS programme for comment → sent 29 July 2020

2/20 **NPA update**

LP Report 5 submitted 27 July 2020

FOR REVIEW AND DISCUSSION

3/20 **Actions from the meeting meeting 16 June 2020 - for review**

Action 2/20.1 All partners to review budgets and submit requests for changes to LP by 14 August.

Action 4/20.1 GL to send questionnaire used in the feedback on the Vágar test to SBG and AM

Action 8/20.2 LP to seek internal advice on effective marketing (Hege)

Action 9/20.1 MN to enter some tools to the wayfinder and then circulate to partners for feedback

4/20 **WP1 - Completion of deliverables**

We have created a [Trello Board](#) to have a better overview of all the outstanding actions. Jo will update this as we discuss the deliverables in all WPs.

The following deliverables are due to be finished:

- D.T1.2.1 Vágar app available for download → December 2020
- D.T1.3.1 Generic Clim Sim app → December 2020

Output indicators:

- 2 x research institutions participating in the Sitsim Editor
- 4 x organisations introducing a decision-making tool or governance concept for sustainable environmental management using Climsim.

User testimonials:

- sitsim of Vágar
- Sitsim Editor

We are inviting Anne Lise, Remi and Gunnar to update on progress.

Discussion.

5/20 WP2 - Completion of deliverables

The following deliverables are due to be finished.

- D.T2.1.2 Best practice documents for archiving digital reconstructions → August 2020
- D.T2.3.3 Symposium and publication - best practice documentation and evaluation → December 2020

User testimonials:

- Virtual Museum Without Walls Guidelines for Best Practice,
- Digitourist toolkit
- Community Heritage Discovery.

We are inviting Sadie to update on progress.

Discussion.

6/20 WP3 - Completion of deliverables

The following deliverables are due to be finished.

- D.T3.1.1 Co-production: Best practice guidelines → August 2020
- D.T3.1.2 Co-production: Online teaching resource → August 2020
- D.T3.5.5 Gamification - Practical Handbook for Museums and SMEs → December 2020

Discussion:

User testimonials:

- The need to gain user testimonials on the best practice for cultural heritage co-production projects was noted

We are inviting Skuli, Joan and Judith to update on progress.

Discussion.

7/20 WP4 - Completion of deliverables

The following deliverables are due to be finished:

- T.4.4.2 Prototype Virtual Museum Infrastructure: a repository for project partners data media and resources → complete
- T.4.6.1 Digitourist framework to support Live virtual reality tours → complete
- D.T4.7.1 CINE GATE as a packaged product for others to use → December 2020

User testimonials:

- VMI infrastructure and toolkit

We are inviting Alan to update on progress.

Discussion.

8/20 WP Management - Completion of deliverables

The following deliverables are due to be finished:

- D.M.2.2 6-monthly steering group meetings & D.M.3.1 Partner meetings → dates below. We need to decide whether the October meeting is in-person or virtual

Deliverables for each workpackage are now on the agenda of each bi-monthly Steering Group Meeting. Since this is the format the WP Leader group has been working with, the members have suggested converting the WP Leader Meetings into discussion events for the whole partnership. Suggestions for these are marked below in CINE colour. Content suggestions welcome.

18 Aug 2020	SGM on Teams: Focus on deliverables and communication of outputs
15 Sep 2020	WP Leader Meeting → becoming an open discussion meeting: Digital Possibilities for the future, and internal discussion prior to the public event
13 Oct 2020	SGM on Teams: Focus final reporting
26-28 Oct 2020	Final physical partner meeting and celebration?
17 Nov 2020	WP Leader Meeting: → becoming an open discussion meeting: The role of museums in a post covid world
15 Dec 2020	SGM on Teams: Evaluation of the project

- D.M.5.2 [Submission of final project report](#) requires additional material that partners should start to consider, but we will discuss in more detail in a future SGM:
 - description and evidence of outputs
 - end user testimonials, two for each output
 - evidence of output indicators
 - external contribution report

Anna will update on these deliverables

9/20 WP Communication - Completion of deliverables

The following deliverables are due to be finished:

- D.C.1.1 Project website
- D.C.2.2 Final video for sharing on internet presenting the project's findings
- D.C.3.1 Public presentations about CINE
- D.C.4.1 Official launch of on-site and off-site digital experiences on our case studies in each country (Vágar outstanding)
- D.C.5.1 International Conference presentations
- D.C.5.2 Peer review publications

Anna will update on these deliverables

10/20 Any other business

Please notify us by 14 August if you have any other business that you would like to be discussed.

Prepared by Anna Vemehren & Jo Clements
27 July 2020

Connected Culture and Natural Heritage
in the Northern Environment



AGENDA

CINE Partner Meeting

Future Digital Possibilities

17 September 2020, 14.00 CET, via TEAMS

The CINE project is coming to an end. We want to invite you to reflect on your work and experiences and predict what the future might hold. How can partnerships like ours contribute further to innovation in digital heritage, the museum and heritage sector and IT innovations?

This partner meeting aims to gather some ideas to stimulate future developments in the sector. It's part of CINE's legacy planning.

- 14.00 Welcome
- 14.05 A quick round of blue-sky thinking:
Thoughts from the group - what possibilities do you foresee?
- 14.15 Assessing our development needs: what sort of tools would be useful in your work in the future?
- 14.35 Opportunities: what are the future trends in your sector?
- 14.50 How can small museums, heritage organisations and digital innovators be an even stronger driver in innovative development in the future?
- 15.00 Finish

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Connected Culture and Natural Heritage
in the Northern Environment



Steering Group Meeting

13 October 2020, TEAMS

14.00 CET

Meeting Details and Attendance

Location [TEAMS - digital conferencing platform](#)

Date/Time 13 October 2020, 11.30 ICE/12.30 IRE & UK/13.30 NOR

Present Geir Are Johansen, Museum Nord, Chair
Alan Miller, St Andrews University
Steinunn Anna Gunnlaugsdottir, Locatify
Skulí Björn Gunnarsson, Gunnarsstofnun
Sadie Young, Timespan
Anne Lise Fløttum, Museum Nord
Remi Eilertsen, Aurora Borealis
Judith McCarthy, Donegal County Museum
Joan Condell, Ulster University
Gunnar Liestøl, Oslo University

Jo Clements, Museum Nord (in attendance - taking minutes)
Anna Vermehren, Museum Nord (in attendance)
Niall McShane, Ulster University (in attendance)
Jacquie Aitken, Timespan (in attendance)
Jorge Alvarez, Donegal County Museum (in attendance)
Catherine Cassidy, St Andrews University (in attendance)

Apologies Ole Martin Hammer, Museum Nord (in attendance)

AGENDA

0/20 **Welcome to the meeting of the CINE Steering Group.**

Introduction by Geir Are Johansen, Chair of the Steering Group.
Adoption of minutes of the meeting of [18 August 2020](#).

FOR INFORMATION

1/20 **Completed actions from the meeting 18 August 2020**

Action 8/20.1 Timeline for completion of project will be included in the agenda for the next meeting.
→ DONE, see below

2/20 **NPA update**

- Final budget changes (Timespan and Museum Nord) submitted to NPA and accepted 30 Sep 2020. The most recent version of the budget can be found [here](#).
- Response to questionnaire sent out by the NPA on the impact of COVID. This included a hypothetical question what CINE could deliver if the project received funds for another year.

11/20 **Condolences to David Heaney's parents were sent in August 2020.**

We received a warm response from Betty and James Heaney, addressed to the partnership:

"We wanted to thank you so much for your kind thoughts, for the card and beautiful flowers in David's memory. It is so comforting for us to learn of the high regard in which he was held.

As you can imagine we are finding it very difficult to believe and to come to terms with his sudden passing. His five sons are also finding it difficult, especially his youngest son Daniel who is only 14. We have been trying to comfort him as has his mother Linda.

Please do accept our belated thanks for contacting us. We have received so many messages from his colleagues and friends and appreciate all their kind words. [...]"

FOR REVIEW AND DISCUSSION

3/20 **Actions from the meeting 18 August 2020 - for review**

Action 8/20.2 LP to seek internal advice on effective marketing (Hege) → ongoing, marketing plan established

Action 9/20.1 MN to enter some tools to the wayfinder and then circulate to partners for feedback → user testing training completed 18 Sep, upload and more user testing outstanding. Only 2 responses from the partnership

Action 80/20.2 all partners to read the information on the [Submission of final project report](#) and send questions to Anna and Jo. → this will be covered under 8/20

4/20 WP1 - Completion of deliverables

We have created a [Trello Board](#) to have a better overview of all the outstanding actions. Jo will update this as we discuss the deliverables in all WPs.

The following deliverables are due to be finished:

- D.T1.2.1 Vágar app available for download → December 2020
- D.T1.3.1 Generic Clim Sim app → December 2020

Output indicators:

- 2 x research institutions participating in the Sitsim Editor
- 4 x organisations introducing a decision-making tool or governance concept for sustainable environmental management using Climsim.

User testimonials:

- sitsim of Vágar
- Sitsim Editor

We are inviting Anne Lise, Remi and Gunnar to update on progress.
Discussion.

5/20 WP2 - Completion of deliverables

The following deliverables are due to be finished.

- D.T2.1.2 Best practice documents for archiving digital reconstructions → August 2020
- D.T2.3.3 Symposium and publication - best practice documentation and evaluation → December 2020

User testimonials:

- Virtual Museum Without Walls Guidelines for Best Practice,
- Digitourist toolkit
- Community Heritage Discovery.

We are inviting Sadie to update on progress.
Discussion.

6/20 WP3 - Completion of deliverables

The following deliverables are due to be finished.

- D.T3.1.1 Co-production: Best practice guidelines → August 2020
- D.T3.1.2 Co-production: Online teaching resource → August 2020
- D.T3.5.5 Gamification - Practical Handbook for Museums and SMEs → December 2020

Discussion:

User testimonials:

- The need to gain user testimonials on the best practice for cultural heritage co-production projects was noted

We are inviting Skuli, Joan and Judith to update on progress.

Discussion.

7/20 WP4 - Completion of deliverables

The following deliverables are due to be finished:

- T.4.4.2 Prototype Virtual Museum Infrastructure: a repository for project partners data media and resources → complete
- T.4.6.1 Digitourist framework to support Live virtual reality tours → complete
- D.T4.7.1 CINE GATE as a packaged product for others to use → December 2020

User testimonials:

- VMI infrastructure and toolkit

We are inviting Alan to update on progress.

Discussion.

8/20 WP Management - Completion of deliverables

The following deliverables are due to be finished:

- D.M.2.2 6-monthly steering group meetings & D.M.3.1 Partner meetings.

17 Sep 2020	Partner Meeting: Future possibilities. You can watch the recorded meeting here.
13 Oct 2020	SGM on Teams: Focus final reporting
15 Oct 2020	CINE TALK 1: Storytelling & Gamification. Host: Skriðuklaustur, ICE SoMe FOCUS: CINE Wayfinder; Case Study Skriduklaustur

22 Oct 2020	CINE TALK 2: Digital Possibilities for Data Collection and Presentation. Host: University of St Andrews SoMe FOCUS: CINE GATE, Sit Sim Editor
29 Oct 2020	CINE TALK 3: Reviewing Curatorial Practice. Host: Museum Nord SoMe FOCUS: Real Rights Exhibition, Case Study Kildonan
5 Nov 2020	CINE TALK 4: What is Successful Co-production? Host: Donegal County Museum / Ulster University SoMe FOCUS: Case Study Killybegs
12 Nov 2020	CINE TALK 5: Future Digital Possibilities. Host: Museum Nord in collaboration with the Nordlandsseminaret SoMe FOCUS: Case Study Vágur; CINE Wayfinder
17 Nov 2020	Partner Meeting: The role of museums in a post covid world
15 Dec 2020	SGM on Teams: Evaluation of the project

- D.M.5.2 [Submission of final project report](#) requires additional material
 - description and evidence of outputs
 - end user testimonials, two for each output
 - evidence of output indicators
 - external contribution report

TIMELINE FINAL REPORT

From now	Partners can enter details in the final report in the ems. The report has the same format as previous reports.
31 Dec 2020	Final day of delivery - all expenditure related to the project must be paid & all deliverables must be complete. Any payments made after this date will not be eligible! The FLC has to provide a pre-dated invoice that needs to be paid before the 31 Dec 2020.
15 Jan 2021	Deadline for Final Partner Report submission. Notify FLC to certify your final report.
15 Mar 2021	Deadline for FLC certification of Partner Reports
31 Mar 2021 (or two weeks after the last FLC certificate has been issued)	Deadline for Lead Partner Report submission to NPA Secretariat
1 April 2021	NPA secretariat checks report, once approved this is passed on to the Managing Authority for approval. Approval triggers final payment to Lead Partner who pays out the funds to the Partners.



Anna will update on these deliverables

9/20 WP Communication - Completion of deliverables

The following deliverables are due to be finished:

- D.C.1.1 Project website
- D.C.2.2 Final video for sharing on internet presenting the project's findings → launch planned in December
- D.C.3.1 Public presentations about CINE → CINE TALKS, see above
- D.C.4.1 Official launch of on-site and off-site digital experiences on our case studies in each country (Vágar outstanding - this is planned for 12 Nov 2020)
- D.C.5.1 International Conference presentations
- D.C.5.2 Peer review publications → Journal for Media Innovations

Anna will update on these deliverables

10/20 Any other business

Please notify us by 12 October 12.00 CET if you have any other business that you would like to be discussed.

Prepared by Anna Vemehren & Jo Clements
21 September 2020

Connected Culture and Natural Heritage
in the Northern Environment



AGENDA

CINE Partner Meeting

The Role of Museums in a Post-COVID World

17 November 2020, 14.00 CET, via [TEAMS](#)

The CINE project is coming to an end. We want to invite you to reflect on your work and experiences and predict what the future might hold. What impact has covid had on our sectors and what can we learn from this for the future? This second digital partner meeting is part of CINE's legacy planning.

PART 1 - Discussion Event (recorded)

- 14.00 Welcome
- 14.05 Sharing experiences:
How has your practice changed due to covid19?
- 14.20 What are your adaptation plans for the future? E.g. in regard to
 - Tourism
 - International cooperation projects
 - Digitisation
 - Curatorial practices
- 14.50 How can small museums, heritage organisations and digital innovators be an even stronger driver in innovative development in the future?

PART 2 - Workshop

15.00 Developing a proposal for the NPA: What could we deliver if the CINE project could continue in 2021 in a new disguise?

“The CINE project is perfectly placed to help museums, heritage organisations and cultural institutions to deal with covid-measures by enabling them to digitise collections, put events online, create virtual models, trips and apps in the landscape that people can enjoy in a safe way. We've had many requests from smaller museums to see how the project can help them to overcome current challenges. With additional funding we could help those organisations and others to create inspiring experiences for their audiences”

How can we utilise what we have created in new ways?

What can we offer individually and together?

What do we think our target audiences would like us to deliver?

16.00 Finish

Here is the link to join both parts of the meeting:

[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

[Here is a link to the recorded first part of the meeting](#)

Connected Culture and Natural Heritage
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Steering Group Meeting

15 December 2020, TEAMS
14.00 - 16.30 CET

Meeting Details and Attendance

Location	TEAMS - digital conferencing platform
Date/Time	15 December 2020, 13.00 ICE/13.00 IRE & UK/14.00 NOR
Present	<p>Geir Are Johansen, Museum Nord, Chair Alan Miller, St Andrews University Steinunn Anna Gunnlaugsdottir, Locatify Skulí Björn Gunnarsson, Gunnarsstofnun Sadie Young, Timespan Anne Lise Fløttum, Museum Nord Judith McCarthy, Donegal County Museum Joan Condell, Ulster University Gunnar Liestøl, Oslo University</p> <p>Ole Martin Hammer, Museum Nord (in attendance) Anna Vermehren, Museum Nord (in attendance) Niall McShane, Ulster University (in attendance) Jacquie Aitken, Timespan (in attendance) Jorge Alvarez, Ulster University (in attendance) Catherine Cassidy, St Andrews University (in attendance)</p>
Apologies	<p>Remi Eilertsen, Aurora Borealis Jo Clements, Museum Nord</p>

AGENDA

0/20 **Welcome to the final meeting of the CINE Steering Group.**

Introduction by Geir Are Johansen, Chair of the Steering Group.
Adoption of minutes of the meeting of [13 October 2020](#).

1/20 **Partner Presentations**

Each partner to present what they have done in the CINE project and their reflections on the project. We would like to record this part of the meeting if everyone agrees. Please ensure that your presentation is no longer than 8 minutes each.

Alan Miller, St Andrews University
Niall McShane, Ulster University
Judith McCarthy, Donegal County Museum
Steinunn Anna Gunnlaugsdottir, Locatify
Skulí Björn Gunnarsson, Gunnarsstofnun
Sadie Young, Timespan
Anne Lise Fløttum, Museum Nord
Remi Eilertsen, Aurora Borealis
Gunnar Liestøl, Oslo University

2/20 **Evaluation of project**

Museum Nord will present the findings of the final evaluation questionnaire.
Discussion & further evaluation

3/20 **Any other business**

Please notify us by 13 December 12.00 CET if you have any other business that you would like to be discussed.

4/20 **Launch of the final CINE VIDEO & Thank you**

Prepared by Anna Vermehren
18 November 2020

FOR INFORMATION
Final Report

D.M.5.2 [Submission of final project report](#) requires additional material

- description and evidence of outputs
- end user testimonials, two for each output
- evidence of output indicators
- external contribution report

TIMELINE FINAL REPORT

From now	Partners can enter details in the final report in the ems. The report has the same format as previous reports.
31 Dec 2020	Final day of delivery - all expenditure related to the project must be paid & all deliverables must be complete. Any payments made after this date will not be eligible! The FLC has to provide a pre-dated invoice that needs to be paid before the 31 Dec 2020.
15 Jan 2021	Deadline for Final Partner Report submission. Notify FLC to certify your final report.
15 Mar 2021	Deadline for FLC certification of Partner Reports
31 Mar 2021 (or two weeks after the last FLC certificate has been issued)	Deadline for Lead Partner Report submission to NPA Secretariat
1 April 2021	NPA secretariat checks report, once approved this is passed on to the Managing Authority for approval. Approval triggers final payment to Lead Partner who pays out the funds to the Partners.