

OPEN OUT ARTS PARTNER MEETING
WEXFORD, IRELAND
14TH – 18TH MARCH 2012

Present:	Lucy Medlycott	LM	BuiBolg
	Hesther Melief	HM	Close Act Theatre
	Tonny Aerts	TA	Close Act Theatre
	Michele Bosseur	MB	Le Fourneau
	Carrie Rhys-Davies	CRD	Theatre Bristol
	Claire Teasdale	CT	Theatre Bristol
	Jon Beedell	JB	Desperate Men (Theatre Bristol)
	Richard Headon	RH	Desperate Men (Theatre Bristol)
	Sarah James	SJ	SeaChange Arts
	Becca Clayton	BC	SeaChange Arts
	Marie Hartley	MH	Great Yarmouth Borough Council (SeaChange)

	ACTION BY
<p>MOBILITY DATES AND PLANS</p> <p>The partners discussed together how and where each partner would spend their remaining mobilities, and also what they were planning as activities and creative professional development opportunities for their hosted residency(s). The breakdown of each organisation's mobility plans are at the end of this document.</p>	
<p>MARKETING</p> <p>The partners discussed the idea of changing the name of the project, and agreed for the project to be entitled 'Open Out Arts.'</p> <p>Website: www.openoutarts.eu</p> <p>The project website will be designed and administered by Le Fourneau. Content will include:</p> <ul style="list-style-type: none"> - Project summary - Partners' pages – a page on each organisation including general information about their work, photographs, logos, images and video links - Artistic Exchanges page - Meetings page - Quotes from artists involved in the projects, and links to their own websites - Residencies page – it was agreed that it would be the responsibility of the hosting partner to provide the information for this page to Le Fourneau - Link to the Leonardo website - Contact us page – it was agreed that SeaChange Arts' would be the point of contact <p>*ACTION – ALL PARTNERS TO SEND MB THE FOLLOWING INFORMATION ABOUT THEIR ORGANISATION BY 30TH MARCH 2012:</p>	ALL

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<p>- GENERAL SUMMARY - AT LEAST 2-3 IMAGES - WEBSITE ADDRESS - LOGO - VIDEO LINKS</p> <p>*ACTION – SCA TO WRITE PROJECT SUMMARY FOR WEBSITE AND SEND TO MB *ACTION – SCA TO SEND INFORMATION ABOUT UK MOBILITY IN SEPTEMBER 2011 TO MB FOR RESIDENCIES PAGE *ACTION – LM TO SEND INFORMATION ABOUT IRISH MOBILITY TO MB FOR RESIDENCIES PAGE</p>	<p>SCA SCA LM</p>
<p>REPORTING</p> <p>SJ gave an overview of the reporting requirements for the project:</p> <ul style="list-style-type: none"> - There are 2 reports to complete during the course of the project – a Progress Report and a Final Report - The Progress Report is due at the end of June 2012. Each partners’ National Agency will email them directly 2-3 weeks before the deadline with a link to the online form and a password. Each partner must complete their own individual report, but SCA will provide a project summary for all partners to use as part of this - In order to complete the reports, each partner must record and keep the following information about each participant: <ul style="list-style-type: none"> - Full name - Gender - Any disabilities - Date of mobility undertaken - Location of mobility - Activity undertaken during mobility - Whether participant is a member of staff or an associate - The Final Report will be in the same format as the Progress Report, and will be due at the end of June 2013. Again, SCA will provide a project summary for all partners to use - There is no financial reporting required for this project but partners must ensure that they keep all travel documents for each of their participants/mobilities for 5 years after the end of the project, and be able to produce them if requested by their National Agency - The hosting partner must also produce Certificates of Attendance for every participant that attends a residency in their country. The certificates must include an original signature by the Director of the hosting organisation <p>A query was raised as to whether project participants have to be an employee of a partner organisation. It was confirmed that participants do not have to be employees, but it is good practice for there to be a signed contract between the participant and the relevant partner organisation.</p> <p>*ACTION – ALL PARTNERS TO KEEP TRAVEL DOCUMENTS FOR EACH MOBILITY FOR 5 YEARS FROM THE END OF THE PROJECT *ACTION – BC TO PRODUCE REMAINING CERTIFICATES OF ATTENDANCE FOR UK RESIDENCY IN SEPTEMBER 2011 AND SEND TO PARTNERS</p>	<p>ALL BC</p>

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<p>*ACTION – SJ TO RE-SEND CERTIFICATE OF ATTENDANCE TEMPLATE AND LEONARDO LOGOS TO ALL PARTNERS</p> <p>*ACTION – SCA TO PRODUCE A SUMMARY FOR THE PROGRESS REPORT AND SEND TO ALL PARTNERS</p>	<p>SJ</p> <p>SCA</p>																								
<p>DISSEMINATION AND PROMOTION OF THE PROJECT</p> <p>The importance of recording any events/meetings where project partners speak about ‘Open Out Arts’ and Leonardo was highlighted. Activity to date includes:</p> <table border="0"> <tr> <td>Oct 2011</td> <td>Leonardo introductory meeting</td> <td>Bui Bolg presentation</td> </tr> <tr> <td>Nov 2011</td> <td>Isan Conference, Glasgow</td> <td>SCA presentation</td> </tr> <tr> <td>Dec 2011</td> <td>Irish Theatre Forum</td> <td>Bui Bolg presentation and link added to Theatre Forum website</td> </tr> <tr> <td>March 2012</td> <td>Local paper and facebook promotion</td> <td>Bui Bolg</td> </tr> <tr> <td>March 2012</td> <td>Irish Street Arts Advocacy Network</td> <td>Bui Bolg</td> </tr> <tr> <td>March 2012</td> <td>ISAN AGM, Bristol</td> <td>Theatre Bristol</td> </tr> <tr> <td>23rd June 2012</td> <td>Hastings</td> <td>Close Act presentation</td> </tr> <tr> <td>Ongoing</td> <td>Weekly artist support meetings</td> <td>Theatre Bristol</td> </tr> </table> <p>All partners have information promoting the project on their individual websites.</p>		Oct 2011	Leonardo introductory meeting	Bui Bolg presentation	Nov 2011	Isan Conference, Glasgow	SCA presentation	Dec 2011	Irish Theatre Forum	Bui Bolg presentation and link added to Theatre Forum website	March 2012	Local paper and facebook promotion	Bui Bolg	March 2012	Irish Street Arts Advocacy Network	Bui Bolg	March 2012	ISAN AGM, Bristol	Theatre Bristol	23 rd June 2012	Hastings	Close Act presentation	Ongoing	Weekly artist support meetings	Theatre Bristol
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CLOSE ACT THEATRE – 24 MOBILITIES			
DATE	LOCATION	ACTIVITY	MOBILITIES
September 2011	Great Yarmouth, UK	Performance at the Out There Festival 2011	3
14 th – 17 th March 2012	Wexford and Dublin, Ireland	Partner meeting. CPD with Bui Bolg and the St Patrick's Day Parade	2
4 th – 5 th May 2012	Brest, France	Performance and workshop	9
July 2012	Peterborough, UK	<i>Performance – could count as mobilities if there are any left to spend at end of project</i>	
September 2012	Great Yarmouth, UK	Performance at the Out There Festival 2012 and partner meeting	8
April 2013	TBC	Evaluation and final partner meeting	2
		TOTAL MOBILITIES	24

SEACHANGE ARTS – 24 MOBILITIES			
DATE	LOCATION	ACTIVITY	MOBILITIES
14 th – 18 th March 2012	Wexford and Dublin, Ireland	Partner meeting. CPD with Bui Bolg and the St Patrick's Day Parade	3
July to September 2012	Brest, France	Artists to perform, residencies etc	11
TBC	The Netherlands	TBC	10
		TOTAL MOBILITIES	24

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THEATRE BRISTOL – 24 MOBILITIES			
DATE	LOCATION	ACTIVITY	MOBILITIES
14 th – 18 th March 2012	Wexford and Dublin, Ireland	Partner meeting. CPD with Bui Bolg and the St Patrick's Day Parade	4
July 2012	Brest, France	Artists to perform at Les Tonnerres de Brest 2012. Young Producers to visit festival.	5
28 th August – 2 nd September 2012	Quimperle, France	Young Producers to visit Les Rias	5
TBC	The Netherlands	TBC	10
TBC	<i>Ireland, France, The Netherlands</i>	<i>If any mobilities are left, possibility to send carnival artists to visit partners</i>	?
		TOTAL MOBILITIES	24

LE FOURNEAU – 24 MOBILITIES			
DATE	LOCATION	ACTIVITY	MOBILITIES
September 2011	Great Yarmouth, UK	Partner meeting	3
March 2012	Wexford and Dublin, Ireland	Partner meeting. CPD with Bui Bolg and the St Patrick's Day Parade	1
September 2012	Great Yarmouth, UK	Artists to perform at the Out There Festival. Partner meeting	12
TBC	The Netherlands	TBC	7
April 2013	TBC	Evaluation and final partner meeting	1
		TOTAL MOBILITIES	24

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BUI BOLG – 24 MOBILITIES			
DATE	LOCATION	ACTIVITY	MOBILITIES
September 2011	Great Yarmouth, UK	Performance and site dressing at the Out There Festival 2011. Partner meeting.	7
July 2012	Brest, France	Installations at Les Tonnerres de Brest 2012	3
April 2012	Great Yarmouth, UK	Residency at SeaChange Arts with local artists	2
June 2012	Peterborough, UK	Site dressing at the Peterborough Festival 2012	2
September 2012	Great Yarmouth, UK	Performances/site dressing. Partner meeting	5
TBC	The Netherlands	TBC	4
April 2013	TBC	Evaluation and final partner meeting	1
		TOTAL MOBILITIES	24

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