

Localise

Result no. 1

Seasonal report on project progress

1.12.2010 – 30.12.2011

C / Creative Communities (UK)

- I. Key highlights in the work programme
- II. List of British participants of study trips and study visits
- III. Detailed programme of the Study trip organised by CCU in the Staffordshire county, from Sunday 20th to Saturday 27th of March 2011



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Key highlights in the work programme

December 2010

- Undertake scoping activity, looking through the contract of the whole project with the British team and identifying key areas that the British side are responsible for and need to meet requirements of.
- Divide roles and responsibilities between the British team and appoint project roles that each member is responsible for. Issues regarding these roles will then be lead by the coordinator. A method of cooperation and delegation of jobs will be agreed upon and tasks divided at the monthly British group project meetings that have been scheduled in the group's diaries for the entirety of the project.
- Communicate with project leads from all countries discussing contact and communication methods and identify key issues for the initial Partners meeting in Lithuania and what needs to be prepared for this.
- Establish local programme of meetings and establish a joint timetable for the first year study trips, dates and key international meetings; starting with the first study trip in Stoke-On-Trent hosted by the British group.
- Meeting with prospective host organisations for the first British study trip to discuss session plan requirements, the Localise project and facilities. Making a connection with possible venues and spreading the word about the project amongst community organisations.

January 2011

- Plan itinerary for first British study trip by collating a list of current partners, organisations and local groups within the community and any iconic and historic areas of interest.
- Monthly business meeting with all British leaders to discuss the project as a whole.
- Establish criteria for selection of participants; based on the fact students are generally mature adults, working paid or unpaid in community settings and/or run their own organisations. Depending on their course of study, they may be community arts specialists or community practitioners using creative approaches, keen to develop these skills.

- Develop web materials and information for UK website
- Start recruitment for first British study trip, initially targeting people studying on our short courses and MA programmes, which focus on community arts and participatory research; and local community arts practitioners. Receive and assess applications for first study trip.
- Send out publicity materials which were designed to be accessible to all. Many of our students and practitioner colleagues are disabled or have specific learning difficulties such as dyslexia. The publicity has pictures alongside each paragraph to aid understanding and make the information clear.
- Discuss; ongoing recruitment at monthly British meeting, deadlines, lead facilitator for individual UK study trip sessions and decide a date for application selection.
- Consult with partners from Lithuania and Poland with regards to the agenda for the partners meeting in Lithuania next month.

February 2011

- Inform applicants to British study trip they have been successful and have a place. Confirm all dates with them and inform them on what is expected from them as a participant and arrange a British group preparation meeting.
- Monthly project meeting with all British leaders to discuss the project as a whole.
- Co-ordinate recruitment of partner countries and receive information about their recruitment including circulating mini biographies about all participants and facilitators involved with the first study trip.
- Begin research on the development of materials for the reading pack from various sources including chapters from books, journal articles and websites alongside information on local traditions, cultures, historical and heritage of Stoke-On-Trent and the West Midlands.
- Attend partners meeting in Lithuania.
- Agree details and final itinerary for first British study trip with the extensive network of community practitioners across the region who specialise in participatory and arts-based approaches to community practice and what we will be doing with them. Based on this information fill out risk assessment and ethics forms as appropriate.
- Upload details onto the CCU website with application forms and extra details

March 2011

- Contract subcontractors for British study trip and finalise all paper work.
- Monthly project meeting with all British leaders to discuss the project as a whole.
- Contact both Lithuania and Poland to communicate with their lead on the first study trip to discuss the trip; making sure they have all the preparation materials and if they require any information on travelling and journey logistics.
- Inform all other partners about the details of the study trip, the itinerary, reading pack and participant profiles. Make sure we know about their flight and travel details and that their accommodation is ready. Communicate to partners any emergency numbers, including Sam's number (one of the British coordinators) who will be meeting them on their arrival evening at the hotel.
- Reach venues hosting events in British study trip to confirm number of participants, if any require access or dietary special needs and make sure everything is ready.
- Meet all UK participants for preparatory meeting and circulate reading and research materials to them including the itinerary and discussing the schedule.
- British Study trip takes place 20th – 27th of March
- Sent thank you e-mails to all participants, hosting organisations and guest speakers that contributed to the UK – West Midlands and Stoke-On-Trent study visit.

April 2011

- Localise de-brief from study trip 1 with British group discussing the logistics of a study trip and how successful it was as a methodology of research and sharing best practice
- Collecting all evidence and documentation that was in hard copy including the written journals, individual 'alternative' documentation and discussion charts and feedback posters created throughout the study trip 1 week.
- Upload all articles, photos and details from the study visit 1 organisation to the Localise website ensuring all contacts have the link to the Localise website and promote it at every outlet. Submit participants' reflective diaries and writing pieces for the active communities section of the EU project website. Uploaded photos to the EU website and evaluation notes
- Monthly project meeting with all British leaders to discuss the project as a whole.
- Financial reconciliation of study trip 1 with all British coordinators to then inform the

logistics for the next study trip and make sure all receipts and invoices are up to date from Study trip 1.

- Finance preparation meeting for Lithuania (study trip 2) and talk about exchange rates and allowances with our finance lead in the British group.
- Advertise Lithuania on the logistics of the study trip and relay to them any parts that we found confusing or difficult during hosting the first study trip and how we overcame any issues.
- Recruitment begins - uploaded the new application form for study trip 2 to the CCU website. Write and upload the new study trip description and email our students and key practitioners who wish to engage in intensive research and study to further their understanding of practice in a wider European context and develop their own practice in light of their learning.

May 2011

- Write Localise documentation to all our local contacts and disseminate to national journals and websites about the project so far and how to contact us if they wish to be involved in future trips
- Monthly project meeting with all British leaders to discuss the project as a whole and discuss application deadline for participants to apply for Lithuania (Study trip 2) and make a date for selection meeting.
- Further recruitment publicity sent out by sharing the information about the study trips with our wider network (Staffordshire and beyond) on our mailing list, and disseminating information about the first UK study trip to contacts nationwide.
- Selection for Lithuania 1 hour and 30 minute meeting look through applications and select participants for study trip 2. Inform successful applicants and inform them of expectations and requirements. Arrange a group session and collect participant mini biographies to send to Lithuania and Poland.
- Organise travel arrangements for Lithuania. This to include flights, all participants contact, emergency and passport details. Book flights.
- Organise profiles of participants for materials for Lithuania and any materials Lithuania have asked the British group to supply for the reading pack.

June 2011

- Hold study trip 2 preparation meeting covering communication received from Lithuania about readings, documentation research and planning that will be circulated between the three groups.
- Preparatory meeting with Lithuania participants. Circulation of study materials and timetable. Plan travel arrangements and who is going to cover documentation on which day.
- Monthly project meeting with all British leaders to discuss the project as a whole.
- Finalise travel details, important documents for travelling; including a risk assessment, educational visit form, insurance details and financial allowance budget.
- Sun 19th UK group depart for Lithuania
- Coordinate the British group for the week of the study trip. Participate in coordinators meeting throughout the week and contribute to trip 2 evaluation.
- Sun 26th Fly home to UK
- Tue 28th Localise planning meeting – London, dates and Lithuania de-brief

July 2011

- Reflective meeting with participants who participated in the Lithuania study visit. Evaluation session and collect their documentation photos, videos, audio diaries and written reflections.
- Prepare and collate all information from the Lithuania trip for the Localise website – Active Communities and other relevant research. Update the CCU website with dissemination about the project, remove study trip 2 details and prepare to advertise trip 3 details.
- Prepare details for the documents that promote the Polish study trip 3 in Nov/Dec and review our recruitment process for Localise study visit participants, guided by our commitment to involving people working as community practitioners as well as people studying with us.
- Organise financial reporting from the Lithuanian study trip 2 and make sure all receipts, boarding passes and invoices have been processed and review project management approach.
- Monthly business meeting with all British leaders to discuss the project as a whole and

start planning for the London study trip 4 hosted by British team. Start devising possible research areas and organisations and divide research responsibilities between the British team to report back on at the next project meeting.

August 2011

- Applications open for the 3rd study trip to Poland. Application forms and additional information uploaded to the CCU website and emails sent out to existing and past students on the MA in Community and Participatory Arts, and short courses in community arts; and community practitioners (not all community artists) who have not studied with us before, to inform them the next round of applications are open and to disseminate information about the project so far. This includes promoting the link on twitter and facebook.
- Communicate and set up a partnership with Mailout Magazine organising articles to publish in their magazine about the Localise project and dissemination online.
- Monthly business meeting with all British leaders to discuss the project as a whole. Set meeting for study trip 3 application selection and feedback on any developments for the London trip the British team are hosting in the New Year.
- Keep in contact with Poland to confirm dates and times as to look for the cheapest flight option for the UK group participating in the study trip to Warsaw.

September 2011

- Application deadline for participants to Poland. Select participants for Polish study trip including a reserve and contact them about the requirements of the trip including 3 preparation research sessions.
- Administration of the CCU website and social media sites; removing application details for study trip 3 to Poland and promote the project so far and what will be happening in 2012.
- Organise reading pack for Polish participants and send and disseminate participant biographies.
- Set up timetable of preparatory workshop meetings for Polish trip to discuss the reading pack, think of research questions to take on the trip and discuss the socio-cultural aspects of community arts in the UK.

- Monthly business meeting with all British leaders to discuss the project as a whole.

October 2011

- Fri 14th Preparation for Polish study trip: Poland participants Localise workshop 1 for all participants to meet and discuss the preparation agenda, reading and planning travel arrangements for Polish study trip
- Monthly business meeting with all British leaders to discuss the project as a whole. Discuss logistics with the British group lead for Poland and discuss dates for the London trip for study visit 4 hosted by the UK in the New Year.
- Research flight and travel options including transport to and from accommodation and collecting all important information including a risk assessment and educational visit form.
- Circulate reading packs.

November 2011

- Fri 4th Preparation session 2 for Polish study trip: Poland participants for Localise workshop 2 to discuss the reading pack and analyse and reflect on the comparisons and differences between the 3 countries and community arts and cultural animation. Mind map possible research questions for Polish study trip
- Monthly business meeting with all British leaders to discuss the project as a whole. Including finance meeting in preparation for the 3rd study trip in Poland.
- Fri 14th Preparation for Polish study trip: Poland participants Localise workshop 3 – Finalise travel arrangements and identify research questions for the study trip. Coordinate between the group note taking and documentation responsibilities and collect all emergency contact information.
- Sun 27th Leave the UK and travel to Poland and be responsible for the British group whilst on study trip 3 “Warsaw. Inside/Outside.”

December 2011

- Sat 3rd Partners’ meeting in Poland to discuss and evaluate the progress of the project as whole and the individual study trips so far. Use participatory techniques to gather feedback and document the first year of the project.

- Sun 4th Depart Poland and return back to the UK
- Organise documentation from Polish study trips and forward on for inclusion in website. Disseminate on the CCU website and social network channels.
- Meet UK participant group to collaborate in an evaluation session on return from Poland.
- Write an evaluation including reflections from the UK participant group reflection meeting and send to Poland coordinator.
- Monthly business meeting with all British leaders to discuss the project as a whole. Start recruitment process and documentation for study trips in year 2 ready to upload to the CCU website and talk about preparations for London, locations, organisations and collating a timetable.

II. List of British participants of study trips and study visits

1st Study trip: 20th-27th of March 2011, Staffordshire County, United Kingdom

Members of the traveling group:

1. Ieva Alksne
2. Janine Goldsworthy
3. Samantha Rushton
4. Sue Molesworth
5. Tony Jones

Members of the visited communities, institutions etc.:

6. Astrid Herhoffer (Staffordshire University)
7. Chris Priestman (Staffordshire University)
8. Helen Chapman (Staffordshire University)
9. Janet Hetherington (Staffordshire University)
10. Mark Webster (Staffordshire University)

11. Pam Cotterrill (Staffordshire University)
12. Penny Vincent (Staffordshire University)
13. Andrew Branscombe (Airspace Gallery)
14. Anna Francis (Airspace Gallery)
15. David Bethell (Airspace Gallery)
16. Niki Harratt (Potteries Museum)
17. Cath Ralph (Burslem School of Art)
18. Greg Stephens (Clay chorus)
19. Kate Barfield (Clay chorus)
20. Hannah and Jason (White Lion)
21. Margot Lambert (Caldmore housing)
22. Ioannis (New Art Gallery)
23. Neil Lebetern (New Art Gallery)
24. Chris Edwards (Cre8 radio)
25. Jules McCarthy (Cre8 radio)
26. Rick Packer (Cre8 radio)
27. Darren Teale (Junction 15)
28. Suzanne James (Junction 15)
29. Kevin Bell (City Council)
30. Paul Bailey (City Council)
31. Clare Reynolds (Re:Stoke)
32. Paul Rogerson (Re:Stoke)
33. Sarah Nadin (Re:Stoke)
34. Sue Moffat (New Vic Borderlines)
35. Deb Nicklin (B-Arts)
36. Susan Clarke (B-Arts)

2nd Study trip: 20th-25th of June 2011, Lithuania

37. Janet Hetherington
38. Jayne Crutchley
39. Margaret Manuell

40. Melissa Shervington

41. Robert Marsden

3rd Study trip: 28th of November - 3rd of December 2011, Warsaw and Mazovia, Poland

42. Mark Webster

43. Rachel Grant

44. Ray Thorley

45. Roxanna Collins

46. Samantha Rushton

47. Sue Moffat

III. Detailed programme of the 1st Study trip organised by CCU in the Staffordshire county, from Sunday 20th to Saturday 27th of March 2011.

Day	Time	Activity	Venue	
Sunday	Eve	welcome	hotel	
Monday	10	Welcome University Introduction to visits, timetable, and the university	Cadman Conference 9:30-12:30	
	10.15	Tour of faculty Coffee break		
	11.15 11.20	Intro to reflective practice intro to local neighbourhood		
	12.30	lunch		Flaxman L424
	1.30 - 3	Hanley Park Guided talk including people from Get talking and Quality Streets		H Park
	3 - 5	Potteries Museum- museums aren't for me	coffee bar	
	5.30-7.15	intro / tour of Burslem school of art- Cath Ralph	BSOA	

	7.15 9.15	Clay Chorus- Community choir- Kate Barfield	BSOA
Tuesday	10- 11.30	Air space	
	11.30	Bus to Walsall	
	1.00	lunch	Walsall white lion pub
	2.00	Walsall- Caldmore Community Festival/ Community Mosaic	Caldmore housing office
	4.00	Walsall new art gallery and comm. Arts team	walsall
	6.00	Balti House Meal	Caldmore balti house
Wednesday	10 11.15	Speaking Up Students Discussion - Active Citizenship Reflective Session	Cadman DIII
	12.30	lunch	Learning Exchange
	1.30	Community Arts In a Global Context (Part of MA in Community and Participatory Arts)	Learning Exchange (Confirmed)
	3.30	CRE8 Radio (Staffs University Community Radio) Jules Mearthy	Broadcast Journalism News Room
	4.15	Break	Student Union
	6:00	Paul Bailey Intro(Paul Bailey and Chris Priestman	Learning Exchange
	7:00	Junction 15 screening	Learning Exchange
Thursday	1.10.2000	RE:stoke and possibly Council	Spode/ Shop in Stoke
	12.30	lunch	
	2.00	Borderlines New Vic Tour and workshop	Basford Sue Moffat
	5.30	dinner	Polite Vicar
	7.30	New Vic - Show - The Rivals	Dress rehearsal
Friday	10.15	Mandays - Community Photography Project for men with enduring mental distress - Tony/ B Arts or Project sharing	B Arts
	12.30	lunch	B Arts
	2:15 4.30	Project sharing	Learning exchange
	7.00	Evening meal	Pastish
Saturday	AM	Self Guided Tour Suggested Gladstone Pottery Museum	
	Eve	Hanley Park	centenary celebrations