

# CULTURAL STORYTELLING CANVAS PV MEETING AGENDA



Date: 7/12/2024  
Time: 10:00 – 15:00 CET  
Platform: Zoom

Participants: Coordinating and partner organisations from the Netherlands, Greece, Spain, Slovakia, Türkiye

Time	Topic	Details
10:00 – 10:15	Welcome & Partner Introductions	Opening remarks by the host. Each organisation briefly presents their team, experience, and motivation for the project.
10:15 – 10:30	Expectations (Personal & Organisational)	Aligning individual and group expectations with project goals. Sharing hopes and potential contributions.
10:30 – 11:00	Virtual Tour: Venue & Facilities	Online walk-through of the accommodation and activity space in Schaijk. Overview of local surroundings and amenities.
11:00 – 11:30	Overview of the Youth Exchange Activities	Presentation of the draft programme. Clarifying flow, responsibilities during workshops, and adjusting based on partner input.
11:30 – 12:00	Roles & Responsibilities	Breakdown of each partner's tasks (before, during, after the exchange). Timeline for deliverables and contributions to final outputs.
12:00 – 12:30	Communication & Coordination	Tools and platforms (e.g., email, WhatsApp, shared drives). Protocols for internal updates and reporting.
12:30 – 13:00	Participant Selection & Preparation	Criteria for participant selection. Sharing strategies for preparation (task-related, cultural, and linguistic). Support for fewer opportunity youth.
13:00 – 13:30	Reimbursement & Practical Guidelines	Documents needed, deadlines, and process. Clarification on travel budget limits, proof of expenses, and reporting.
13:30 – 13:45	Risk Management	Identifying potential challenges and planning preventive measures. Emergency contacts and support systems during the exchange.
13:45 – 14:10	Dissemination & Visibility	Planning shared dissemination strategy. Expected outputs (videos, diary, photos). Online and local outreach.
14:10 – 14:30	Monitoring & Evaluation	Tools to track participant learning (reflections, Youthpass). Internal evaluation methods and partner feedback loops.
14:30 – 14:50	Adjustments & Open Discussion	Open floor to propose changes or suggestions to the programme. Final input on logistics, inclusion, or activity flow.
14:50 – 15:00	Summary & Next Steps	Summary of decisions made. Confirmation of deadlines, next partner coordination steps, and official project timeline.

Notes: Time slots are indicative; flexibility may be necessary to allow for thorough discussion.



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