

Skype Conference „Manual Meeting“ - Minutes

Date / Time	22. June 2017, 10:00 -11:50
Participants	Alenka Pirman CCP3 - Anna Szoeki WP5 & CCP4 – Cristina F. Colombp WP6 - Gisela Hagmair WP7 - Klaus Schönberger WP4 & WP7 - Marion Hamm WP4 - Melanie Proksch WP4 - Nora Landkammer WP3 - Roma Sendyka CCP2 - Tal Adler WP1, WP5 & CCP4
Excused	Suzana Milevska WP1, Martin Krenn CCP5
Minute Takers	Melanie Proksch, Marion Hamm (both WP4), plus skype chat.
Proviso	Please check if these minutes represent what was said – otherwise let us know about necessary changes in the comments of the basecamp central message board where these minutes were published.

Item	Notes and Discussion	Results	Action
Vision	<ul style="list-style-type: none"> - Book speaks to practitioners incl. museums, archives, artists, academics. - Practical character in contrast to more academic WP2 publication. - Aesthetics are important, visuals, design to highlight structure. - Playful and analytical account with a critical discussion of self irony - Strategies of handling contentiousness - Case studies that highlight day-to-day work - Focus on process of coproduction in interaction with contentious heritage. - Peer-to-peer conversation rather than “best-practice advice” - Transform the order of knowledge - PHASES (Alenka) <ul style="list-style-type: none"> - promise/motivation - relationships (different structures of CCPs: roles, power, authority) - working processes (the pace of things, roles) - state of the art / analytical 	<ul style="list-style-type: none"> - Honest first-hand accounts of process - Audience defined - Character and accessibility defined - Question: Can we imagine a book that we would like to look at for inspiration in our own processes? 	<ul style="list-style-type: none"> - Leading question: What would be helpful for WPs & CCPs right now? - Guiding questions to develop CCP contributions see WP4 basecamp message: https://public.3.basecamp.com/p/PYpPwSDnDxuyJwKJWE1RQL51 - WP4 to contact each CCP
Contents	<ul style="list-style-type: none"> - Specific stories. Problems and solutions. Focus on initial 2 years. Crucial actions in summer 2018 can be handed in later. - Analysis: Comparing modes of dealing with situations in CCPs - Working processes - Future ideas 	<ul style="list-style-type: none"> - Book focus on initial 2 years - Additional short pieces on final product/ research action 	<ul style="list-style-type: none"> - Swapping rough materials (ideas, descriptions, visuals) before and after MTM

	<ul style="list-style-type: none"> - Self-reflexivity: Explore projections and stereotypes within trans-disc teams (TRACES, CCPs, audiences, vis-à-vis contentious heritage) - Present CCPs as an innovative and flexible model with different roles & structures (relationships, motivation, roles, power, authority, space, timing) - Contentious Heritage as analytical model/ how to make heritage contentious? 		
Title	<ul style="list-style-type: none"> - Different views on the title 'manual'. As problematic as the term 'Best practice' or ironic reference to top-down rule-books? - Can the book keep the promise of being a manual? - "best practice = useless". "interesting practice" better? 	<ul style="list-style-type: none"> - Need to clarify appropriate title expressed - Proposals "Manual" and "Working with Contentious Heritage in Practice" - Critical position on term "best practice" 	<ul style="list-style-type: none"> - Focus on contents of the book at present - Collect proposals for other titles - Define title of the book to match contents - Critical reflection on 'best practice'
WP2 Book	<ul style="list-style-type: none"> - Need to emphasise differences between WP2 and WP4 publications to avoid replications. - different settings and audiences. 	WP2 more academic. WP4 speaks to practitioners. Theoretical parts to be linked to practice	<ul style="list-style-type: none"> - Ask Arnd if internal TRACES publication of ethnographers reports possible
Time Schedule	<ul style="list-style-type: none"> - (In-)Ability of evaluating covering the entire process of the CCPs in the book. How to include research and actions occurring after April 2018? - All costs need to be paid by end of Feb 2019, including publishing. - The deadline for delivering the manual can be extended. - Proofreader, graphic designer and publisher need time for their work. - Call to "be cautious and observe ourselves" 	<ul style="list-style-type: none"> - Moved hard deadline for delivery of complete manuscript to publisher from November 18 to January 19, to include some contributions on research/actions during summer 18. - Proposal: Deadline 1 April 18, deadline 2 autumn 18. - Fine-tune suitable deadline for each contribution within this frame. - WP3 agrees to deliver field material until April 18. Also extended abstract on analysis? 	<ul style="list-style-type: none"> - Revise time schedule (WP4) - Editing process starts in April with contributions about first 2 TRACES years, and rough material - April 2018: hand in extended abstract and no of words on Summer 2018 actions. - Graphic designer will work with blank pages for these contributions - Each contributor/group to be asked for suitable deadline for each contribution

Process	<ul style="list-style-type: none"> - It would be helpful for CCPs to have a timed ToDo List including everything required, for WP2, WP4, the MTM etc. - It would be helpful for WP4/board to have a list of each planned CCP action and deliverable. - Avoid copy-paste reflex - Useful to find synergies and avoid overlaps 	<p>Identified need of CCPs for concise, timed To-Do list of expected contributions for MTM and each publication.</p> <p>Identified need for list of each CCP planned action/ deliverable/ event report</p>	<ul style="list-style-type: none"> - Make list of manual content items and timing for every CCP. Including materials for MTM-WP4 workshop (WP4) - Decide who will collect CCP ToDos from all other WPs - Make list of each CCP planned action/deliverable (Who?)
Acknowledgements	<ul style="list-style-type: none"> - All authors and creators will be acknowledged - If several people were involved in an item, they will be credited for their work - Board will be credited for book concept 		<ul style="list-style-type: none"> - See Gisi's document on 'Contributing' https://public.3.bas.ecamp.com/p/G1yKQ4X3kAR918DK9euepaQh
Role of Board	<ul style="list-style-type: none"> - Need to formalize the board was expressed - Do we need to separate editorial board and concept group? - Several but not too many board meetings. - Invite additional people as required. - The more people are involved in the process, the higher the motivation to deliver stuff. But: smaller groups work more intensively - Concerns about decision making: content decision by board binding for editors? WP4 is part of board and its content discussions. Board decisions will take operational needs into consideration. The minutewriter - we can continue the format of open editorial sessions, in addition to the board – the minutewriter 	<ul style="list-style-type: none"> - Need to define role of board (editorial board? Concept group? Only one group?) - Alenka, Nora and Roma stated in writing they want to be on board. - Option to join later in the process in agreement with existing board members - Identified need to define: board for consultation or decision? 	<ul style="list-style-type: none"> - Check with excused and participants of today's meeting: who wants to be on the board (WP4) <p>Discuss proposals for board role:</p> <ul style="list-style-type: none"> - Developing and tweaking book concept, collective decision making - Board supports WP4 in arranging, collating and publishing Traces contributions - Polimi: advice on possible publishers
Role of WP4 (Manual is WP4 deliverable)	<p>Editorial work:</p> <ul style="list-style-type: none"> - Collecting contributions - Editing and proof reading - Ensure publication happens within EU deadlines - Process and finalise book concept developed in collaboration with board - Find publisher in collaboration with board <p>Administration</p> <ul style="list-style-type: none"> - Facilitate communication amongst contributors and board - Time keeping 	<ul style="list-style-type: none"> - WP4 role defined: responsible for operational decisions 	<ul style="list-style-type: none"> - Publish doodle for a board meeting in September pre-MTM before end of July (WP4) - Fix appropriate date for editorial workshop (WP4)

	<ul style="list-style-type: none"> - Organizing editorial workshop with board and guests if necessary - As things stand, nobody a part from WP4 has come forward to take on editorial work. 		
Concerns	<p>"... if I as an artist am asked to do something superficial" I tend to decline" – no deep analysis possible before conclusion of project.</p> <p>"We write on "Working with Contentious Heritage in Practice" WITHIN THE HORIZON 2020 DEADLINES."</p> <p>"I don't have major fears"</p>	Identified conflict on our desires on book content and H2020 commitments	<ul style="list-style-type: none"> - Reflect on how to make this impossibility productive (hehe, the minute writer)

Glad you have found the time to take part today - looking forward to hearing from you!

Marion & Melanie