

# SECONDARY RESIDENCE

European cooperation project  
2021 → 2024

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## GUIDE

### LOCAL COORDINATOR

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## 1 BEFORE THE RESIDENCE

→ Fix a period of residence 3 months before it,

→ Find comfortable accommodation with 3 bedrooms and common living spaces (living room, kitchen...) in the chosen territory (preferably the territory where the local coordinator is based),

→ **Choose a local elected official, a resident and an artist (performing arts or visual arts) 3 months before the residency (700€ incl. tax for the elected official, 700€ incl. tax for the resident, 3000€ incl. tax for the artist):**

- The 3 residents must be able to make themselves available for the 7 days of continuous residence. (day and night)
- The choice of the artist will be submitted to the artistic direction (in collaboration with the scientific direction). A video meeting must be organised with the local coordination, the prospective artist, the general coordination and the scientific direction.
- The artist must be able to lead a participatory project and have experience of participatory projects already carried out.
- The three residents must have the following qualities: team spirit, friendliness, empathy, entrepreneurship, conviviality, empathy, entrepreneurial spirit, creativity, listening and caring.

→ **Hire a photographer and a videographer** (*see guide of the photographer and videographer*). **750€ incl. tax for the photographer and 750€ incl. tax for the videographer.**

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## 2 DURING THE RESIDENCE

→ Organise a handover meeting on D1 which will bring together the local coordination team, the 3 residents, L'âge de la tortue, EUR CAPS, the local researcher, the referent of the local focus group, the coordination team and the residents of the previous residence:

- Find a location
- Find a translation system

### Sample handover meeting :

- Tour de table
- Presentation by L'âge de la tortue of the project and its methodology,
- Presentation by EUR CAPS of the research project,
- Feedback from the previous residency with the coordination team and the trio of residents of the previous residency (photo, Powerpoint possible),
- Presentation of the local project (the local coordination structure, the theme by a referent of the local focus group, and the trio of residents)

→ Hold daily meetings with the trio of residents from D2 to D6 to :

- Take stock of their thoughts on the theme,
- Check that their thinking is progressing,
- Check that they are not off topic (the local coordinator is responsible for ensuring that the theme proposed by the focus group is respected),
- Ensure that they do not go down unworkable artistic creations (the local coordinator commits to the feasibility of the the proposed artwork),
- Conduct mediation if necessary (the coordinator is responsible for mediation in case of internal conflict within the trio, the general coordinator - L'âge de la tortue - remains available).

→ To be available throughout the duration of the residency for the trio of residents, to accompany them in their exploration of the territory concerned, in the organisation of meetings with key players, the local researcher, representatives of the focus group...

→ Organise a video meeting at D4 with the general coordinator - L'âge de la tortue, the scientific direction - EUR CAPS, and the 3 residents to review the progress of the reflections and, if necessary, to refocus. If necessary, other meetings of this type may be requested by the local coordinator from the general coordination.

→ Collect the note of intent from the trio of residents (in their mother tongue) at D7 and send it to L'âge de la tortue.

→ Organise a video meeting on D7 with the general coordinator - L'âge de la tortue, the scientific direction - EUR CAPS, and the 3 residents to present the note of intent and the artistic proposal.

→ Organise a convivial time at the end of the residency with the trio of residents.

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## 3

## AFTER THE RESIDENCE

→ Organise the trip of the trio of residents to the handover meeting of the next residence,

→ Attend and prepare the handover meeting of the next residence,

→ **Produce with the artist the artwork of the note of intent in a maximum of 3 months (5000€ incl. tax for the production of the work):**

- Applications for authorisations,
- Follow-up of the production budget and collection of invoices,
- Follow-up of service providers with the artist,
- Employment of a technician/director to assist in the production of the work. Obligation of an employment contract with the local coordinator or the general coordinator (900€ incl. tax or approximately 450€ net if contract with the general coordinator)
- Installation/disinstallation of the work by the artist with the local coordinator.

→ **Organise a time of public presentation / vernissage of the work 3 months after the residence :**

- Invite all the people who collaborated on the project (focus group, trio of residents, people met, etc.),
- Keep a register of those present

→ **Write 2 texts for the retrospective publications:** 1 text on the work (presentation of the trio, the local theme, the artwork) and 1 text of presentation of its own structure (deadline 2 weeks after the presentation/opening for these 2 texts)

→ **Transcribe (time code) and translate into English the videos for the video capsules**

→ **Organise 4 other dissemination events of the project before August 2024 (1000€ incl. tax for the 5 dissemination times)**

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## 4

### CHOOSE A LOCAL RESEARCHER

**Choose an associate researcher and communicate his/her choice to the scientific direction (800€ incl. tax) :**

Contract between the researcher and L'âge de la tortue Missions of the researcher (detailed in the guide):

- Get in touch with the scientific direction
- Attend the 3 focus group meetings,
- Write a summary of each meeting,
- Attend the D1 handover meeting of the residence,
- Meet the trio of residents during the residence,
- Attend the presentation/opening of the artwork,
- Write a 6500 word article.

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## 5

### FOCUS GROUP

The local coordinator undertakes to set up a focus group, and to organise 3 meetings of this group between 6 months and 1 month before the residency.  
Framework of these meetings:

- The focus group will preferably bring together people from the territory concerned (people who live in the territory, key players, resource persons, elected representatives from the territory) and its objective is to find the working theme of the local residence,
- The 3 meetings should be held in a single location,
- The participants will be between 20 and 50 people at each meeting,
- The local coordinator should invite people with citizen experiences that are inspiring for the project and that have taken place in the area concerned to give evidence at these meetings,

- The participants in the focus group are all volunteers; this is a civic commitment,
  - The participants in the focus group are of legal age (accompanied teenagers may be accepted in the context of a territorial project),
  - It is desirable that participants commit themselves to participate in the 3 meetings,
  - The local coordinator undertakes to keep a register of participants and to collect their contact information in order to keep them informed throughout the project of the different stages of the project (invitation to the presentation/opening and to other dissemination events...). This register and the focus group programmes will be forwarded to the general coordinator.
  - Find a representative of the focus group who will be present on D1 of the residency for the transmission meeting.
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## 6

### EVALUATION

- Follow up on the quantitative evaluation of the project: according to the file sent by the general coordinator (number of people participating in the focus group, profile of participants, number of people met by the 3 residents...)
  - Follow up on the qualitative evaluation: according to information sent by the person in charge of the qualitative evaluation.
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## 7

### ADMINISTRATIVE FRAMEWORK

- Sign the partnership agreement with the general coordinator,
- Get the copyright contracts signed for the 3 residents (contract between L'âge de la tortue and the resident)
- Get the image rights contracts signed (contract between L'âge de la tortue and the resident)
- Collect the administrative information sheets for each resident + bank details
- Get the *per diems* signed (payment by bank transfer)