

**AESAEC - Kick-off meeting**  
**09<sup>th</sup>-11<sup>th</sup> of November 2008 / Graz/Kukmirn (AT)**  
 Hotel Lagler, A-7543 Kukmirn, Tel+Fax: +43-3328-32003; [www.lagler.cc](http://www.lagler.cc)

## A G E N D A

<b>SUN, November 09<sup>th</sup></b>		
<b>Time</b>	<b>Activity</b>	<b>Partner(s) involved</b>
<b>15:00</b>	Transfer to seminar hotel 1: Partners involved meet in the <b>lobby of Hotel IBIS</b> (Graz/Central Train Station); transfer to hotel by private car	Georg Müllner (Auxilium) Dušana Findeisen, Alenka Hebar (3rd Age Univ.)
<b>16:45</b>	Transfer to seminar hotel 2: Partners involved meet at the <b>escalator/moving stairways in the arrival hall of Graz Central Train Station</b> ; transfer to hotel by private car	Max Reisinger (VHS Graz) Csilla Lázár, Mr. Gusztav Balazs (SEC)
<b>18:30</b>	Transfer to seminar hotel 3: Partners involved meet at <b>Graz Airport / Arrival Terminal</b> ; transfer to hotel by shuttle bus	Michael Schwaiger (Auxilium) Carlos Franco, Marta Muno (ASAEL) Patrizia Giorio, Arianna Neri (OF)
<b>20:00</b>	Common welcome dinner at Hotel Lagler	all partners
<b>20:45</b>	Transfer to seminar hotel 4: transfer to hotel by shuttle bus from <b>Graz Airport / Arrival Terminal</b> (driver will wait with a sign saying "AESAEC")	Steffen Hartje (F&S)

<b>MON, November 10<sup>th</sup></b>		
<b>Time</b>	<b>Activity</b>	<b>Partner(s) involved</b>
<b>09:00</b>	Official opening of the project	Auxilium
<b>09:05</b>	Getting known to each other - presentation and introduction of all partners (max. <b>5min</b> /organisation!!!)	All partners
<b>09:45</b>	AESAEC in a nutshell – presentation and discussion of philosophy, main aspects and expected outcomes of the AESAEC project	Auxilium and all partners
<b>11:00</b>	<i>Coffee break</i>	
<b>11:15</b>	Results of the 1st step of the key factor collection: <ul style="list-style-type: none"> <li>• national experiences, impressions, results etc. (short oral report of each partner; approx. 5 min!)</li> <li>• overall results and possible conclusions</li> <li>• general discussion</li> </ul>	VHS – AT survey F&S – DK survey ASAEL – ES survey OF – IT survey SEC – RO survey 3 <sup>rd</sup> Age Univ. – SI survey Auxilium – summarized results
<b>12:00</b>	Workshop (in pairs/small groups) – Part I <ul style="list-style-type: none"> <li>• Relevance of 1<sup>st</sup> step of key factor collection for Key Factor Collections and further developments</li> <li>• Possible structure and content of training modules</li> <li>• Possible set of content of modules</li> <li>• General pedagogical and organisational approaches</li> </ul>	all partners
<b>13:00</b>	<i>Lunch</i>	
<b>14:00</b>	Workshop (in pairs/small groups) – Part II (continuation of Part I)	all partners
<b>15:00</b>	Presentation and discussion of the results of the workshop – deductions for next development steps	all partners
<b>16:30</b>	Finish of day 1	-
<b>20:00</b>	<i>Common Dinner: Traditional Austrian evening in the hotel</i>	all partners

<b>TUE, November 11<sup>th</sup></b>		
<b>Time</b>	<b>Activity</b>	<b>Partner(s) involved</b>
<b>09:00</b>	Contractual, financial and administrative issues <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Payments</li> <li>• Budget, headings and its usage</li> <li>• Reporting etc.</li> </ul>	Auxilium and all partners
<b>10:00</b>	Dissemination, valorisation and impact strategy <ul style="list-style-type: none"> <li>• Valorisation plan (newsletters, website, folders, posters etc.)</li> <li>• Potential and possibilities of partners</li> </ul>	Auxilium and all partners
<b>10:30</b>	Evaluation and quality assurance strategy <ul style="list-style-type: none"> <li>• Evaluation plan</li> <li>• Comments and suggestions of partners</li> <li>• Communication strategy</li> </ul>	Auxilium and all partners
<b>11:00</b>	Next project steps and developments and discussion of open questions (responsibilities, tasks, deadlines, next meeting etc.)	Auxilium and all partners
<b>11:30</b>	Peer group evaluation	All partners
<b>12:25</b>	Official closing of the meeting	Auxilium
<b>12:30</b>	<i>Lunch</i>	All partners
<b>14:00</b>	Departure of all partners to airports and/or train stations	All partners

### List of participants:

<b>Organisation</b>	<b>Name</b>	<b>Mobile Number</b>
AT / Auxilium	Ms. Christina Pusswald Mr. Georg Müllner Mr. Michael Schwaiger	++ 43 (0) 664 6392710 ++ 43 (0) 664 4034319 ++ 43 (0) 664 3807754
AT / VHS Graz	Mr. Max Reisinger	++ 43 (0) 664 3662213
DK / Fritid & Samfund	Mr. Steffen Hartje	
ES / ASAEL	Mr. Carlos Franco Ms. Marta Muno	
IT / Obiettivo Formazione	Ms. Patrizia Giorio Ms. Arianna Neri	
RO / SEC Soros	Ms. Csilla Lázár Mr. Gusztav Balazs	
SI / 3rd Age University	Ms. Dušana Findeisen Ms. Alenka Hebar	