

MINUTES

AESAEC - Kick-off meeting 09th-11th of November 2008 / Graz/Kukmirn (AT)

Participants

AT / Auxilium	Mr. Michael Schwaiger Mr. Georg Müllner Ms. Christina Pusswald
AT / VHS Graz	Mr. Max Reisinger
DK / Fritid & Samfund	Mr. Steffen Hartje
ES / ASAEL	Mr. Carlos Franco Ms. Marta Munoz
IT / Obbiettivo 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

Monday, November 10th, 9-16:30

Official Opening & Partner Presentations

Following the official opening of the project by Michael Schwaiger/Auxilium, the project partners presented their organisations:

Marta Munoz	ASAEL
Csilla Lázár	SEC Soros
Dušana Findeisen	3 rd Age University
Arianna Neri	Obbiettivo Formazione
Steffen Hartje	Fritid & Samfund
Max Reisinger	VHS Graz
Christina Pusswald	Auxilium

AESAEC in a Nutshell

Michael Schwaiger/Auxilium presents the main aspects of the AESAEC project :

- *Basic project data*
Csilla Lázár/SEC Soros states that due to managerial changes at Casa Lazarus, RO, collaboration with a new associated partner is very likely.

- *Background*
- *Objectives*
- *Target groups*
- *Main products and work flow:*

Training concept

The training concept focuses on *authentic location learning*, *multi sensorial learning* and *learning by doing*
-> e.g. food tasting; excursions, meetings with experts

Training course

The core materials will be available in writing - a **booklet** will be produced.

Pilot trainings

The pilot trainings will be conducted with courses of **5 learners aged 60+**.

According to the application, 4 real life proposals will be submitted to ECP. Since 7 partners participate in AESAC a submission of **7 proposals** will be encouraged.

- Transnational meetings

The 2nd Transnational Meeting 2 will be held in Zaragoza/ES in the time period of **24-27th of May, 2009**.

The 3rd Transnational Meeting will be held in Ljubljana/SI.

The 4th Transnational Meeting will be held in **Strasbourg/FR or Brussels/BE:**

ASAEL states that they will be happy to organize a room in either location for this event.

- *Production of materials*

The project group agreed on printing project materials (booklets, flyers etc.) in **Romania**.

Furthermore, the logo production will also be arranged by SEC Soros, RO. Csilla Lázár agreed to provide the partners with **three proposals** by **December 12th, 2008**.

The key factor collection

The results of the 1st step of the key factor collection were discussed by all partners.

AESAEC workshops

The project group discussed the key factor collection, the possible content and structure of Module 1-4 as well as general pedagogical and organisational approaches in three workshop groups:

Group 1:

Carlos Franco/ASAEL

Arianna Neri/Obbiettivo Formazione

Alenka Hebar/3rd Age U.

Christina Pusswald/Auxilium

Group 2:

Marta Munoz/ASAEL

Steffen Hartje/Fritid & Samfund,

Dušana Findeisen/3rd Age U.

Group 3:

Csilla Lázár/SEC Soros

Gusztav Balazs/SEC Soros

Patrizia Gioro/ Obbiettivo Formazione

Max Reisinger/VHS

Tuesday, November 11th, 9-13:30

The three groups presented the outcome of their workshops and suggested the following modules for the AESAEC Training Course:

Group 1:

- *Mobility*
- *Interaction between EU institutions and EU associations for Senior Citizens*
- *EAC – Town twinning*

Group 2:

- *Common features /differences between Senior Citizens in the EU*
- *Elderly people in the future (-> Lifelong learning does not stop at the age of 60)*

Group 3:

focused on ICT, project management and soft skills for Senior Citizens.

General discussion about the importance of ICT and English language skills:

It was agreed that the training course would not contain a language or an ICT module. However, relevant aspects (e.g. internet use, EU-project related vocabulary...) will be covered in the training course.

Contractual, financial and administrative issues

Georg Müllner /Auxilium discusses the following aspects in regard to the contractual, financial and administrative part of AESAEC:

- *Eligible costs*
- *Staff costs*
- *Travel and subsistence costs:*

For subsistence cost there are three different possibilities:

1. Actual costs occurred for subsistence (hotel, meals, local travel)
2. Daily rates valid for and used in your organisation
3. Maximum daily rates given by the European Commission

Project partners will have to choose one option (-> Auxilium will send out a declaration form)

In regard to subsistence costs, not the number of days but the number of nights you spend at an event counts.

- *Subcontracting*
- *Other costs*
- *General costs*
- *VAT and other taxes*
- *Supporting documents and audits*

Do not forget to provide copies of your boarding passes.

- *Financial documentation*

Financial reports must be signed; copy of invoices must be attached.

Invoices for subcontracting costs must contain project name and number, name of subcontractor, amount to be paid, service subcontracted, date and location of signature.

- *Payment rules*

Budget amendments can be made later in the project, but not at the project start.

In order to receive the 1st tranche of our money, please send the following details to karin.hebenstreit@auxilium.co.at:

- name of your organisation
- name of person to sign partner contracts
- bank details

Quality Assurance and Evaluation Strategy

Michael Schwaiger/Auxilium discusses evaluation activities and the project work flow.

Dissemination, valorisation and impact strategy

In respect to project, the following activities and products were discussed:

- *ENTER*
The AESAEC project has already been registered at the ENTER network.
- *Email Address Pool:*
Please provide an email list of national and international expert organisations (min. 10 per partner) **by January 15th, 2009**.
- *Press responses*
Max Reisinger/VHS: Magazine of Austrian VHS
Carlos Franco: ASAEI magazine
Dušana Findeisen/3rd Age University: radio interview
University magazine
- *Newsletter*
The 1st issue of the AESAEC Newsletter will be published in **January 2009**.
- *AESAEC flyers:*
The project partners agree to produce the AESAEC flyers no later than **May 2009**.

AOB

- *Evaluation of Kick-Off Meeting and Project Phase 1*
A questionnaire will be sent out on Wednesday which is to be returned to Auxilium by **November 21st, 2008**.