

MINUTES

AESAEC - 2nd Plenary Meeting 04th-05th of May 2009 / Zaragoza (ES)

Participants

AT / Auxilium	Mr. Michael Schwaiger Ms. Cornelia Kulmer Ms. Christina Pusswald
AT / VHS Graz	Mr. Max Reisinger
DK / Fritid & Samfund	(excused)
ES / ASAEL	Ms. Yolanda Matas Ms. Teresa Diaz Ms. Virginia Gotor
IT / CO & SO	Ms. Patrizia Giorio Ms. Arianna Neri
RO / SEC Soros	Ms. Csilla Lázár Ms. Eva Siko
SI / 3rd Age University	Ms. Dušana Findeisen Ms. Masa Bizovicar

Monday, May 10th, 09:15-17:00

Official Opening

Welcome and introduction by Mr. Michael Schwaiger/Auxilium

Welcome by the President of ASEAEL, Mr. Jesus Sola Sevilla and Ms. Yolanda Matas

AESAEC State of the Art

Michael Schwaiger/Auxilium gives an overview of the achievement made within the AESAEC project.

A description of variance analysis, the instrument to control the project work flow and the achievements already accomplished is provided.

For the planning of further project activities it is important to keep in mind that the pilot groups will have to write real life applications for the 2010 call with the following deadlines:

- *town twinning* (deadline **April 2010**)
- *senior volunteers* (deadline **March 2010 - it was agreed by the project group to include this EU programme although not mentioned in the proposal!**)

AESAEC Website

The project group discusses the current version of the website and proposes the following updates:

- *Photos of the working team*
 - ➔ Please provide 2-3 pictures by May 15th, which will be uploaded to the project website.
- *Link section*

We will add a section, which contains links to our associated partners as well as to the pages of the EA-CEA.
- *Newsletter on website*

The partnership agrees to provide newsletter translations in **ALL partner languages** by May 31st.
 - ➔ To make this task more convenient, Auxilium will send the WORD format to all partners each partner will be responsible for sending the translated newsletters to their own networks and to the members of the AESAEC project group.

AESAEC Folders & Posters

Ms. Csilla Lázár presents the posters and flyers produced for the AESAEC project.

Subsequently, the partnership discusses the following aspects:

- *Photos*

In order to show a less stereotypical approach, the partners agree to use a picture of a man instead of a woman.
- *Translation*

The current language versions were distributed to be reviewed by the partners.
 - ➔ Please send the updated versions to Ms. Lázár by May 15th.
- *A final version*

The final versions of the posters and flyers need to be available by May 31st.
- *English language folders*

100 folders in English will be produced for each partner for the dissemination of AESAEC on international level

 - ➔ Only a limited budget is available for posters and flyers, so a budget shift was discussed.

AESAEC Curriculum

Michael Schwaiger presents the course curriculum and the modules in detail.

- *The development of the modules was distributed as follows:*
 - Module 1: 3rd Age University (SI)
 - Module 2: Fritid & Samfund (DK)
 - Module 3: ASAEL (ES)
 - Module 4: SEC Soros (RO)
 - Module 5: Auxilium, VHS (AT)
 - Module 6: SO & CO (IT)
 - Module 7: Auxilium, VHS (AT)
- *Glossary*

The option of adding a glossary to the end of each module/of the curriculum is discussed.

- **AESAEC Training Course Curriculum**
A grid to give a detailed overview of all modules, which covers methods, learning approaches, materials etc. was handed out by Auxilium and is to be completed by **May 31st**.

AESAEC Pedagogic Concept

- **Module Development**
One Module consists of 15-20 lessons (45min), so a total length of 10 hours can be expected.

Presentation of a template for module development, which serves the purpose of receiving information from all partners. The completed form is to be sent to Auxilium by **May 31st**.

The partners agreed to produce their units by **July 30th**.

A draft version of the AESAEC Handbook should be available at the **next meeting (mid September)**. At the meeting in Ljubljana the partnership will then agree on a final English version, which is to be translated into the partner languages by **November 30th**.

- **Presentations**
Mr. Michael Schwaiger: Authentic location and multi sensorial learning, Learning by doing
Ms. Dusana Findeisen: Considerations of later learning

Tuesday, May 04th, 09:15-16:30

- **Presentations**
Ms. Patrizia Giorio: IANUS: a project directed to learners aged 50+ who are still seeking employment.

AESAEC Group Work

Ms. Dušana Findeisen organizes a discussion on issues related to older people of today's society in three groups:

Group 1: Masa Bizicovar, Cornelia Kulmer, Eva Siko, Teresa Diaz

Group 2: Dusana Findeisen, Virginia Gotor, Arianna Neri, Csilla Lázár

Group 3: Christina Pusswald, Yolanda Matas, Patrizia Giorio, Max Reisinger

AESAEC Financial & Administrative issues

Ms. Cornelia Kulmer gives an overview of the 1st progress report including best practice examples and common errors.

→ The presentation will be uploaded to the website.

Especially, the following new guidelines and quality standards were discussed (in addition to the ones presented at the kick-off meeting):

- **Staff costs:**

- For volunteer staff, no kind of staff costs can be claimed; however, expenses for their travels are eligible!

- **Travel and subsistence:**

- Despite the way of calculating and claiming expenses for travel and subsistence (real costs or lump sums), only those expenses can be claimed, which were really paid for services (e.g. tickets) or paid to the members of staff (which means: no money for travel and subsistence must stay in a partner company!)

- **General topics:**

- **Exchange rates:** In the progress and final report, the official average exchange rates of the month preceding the progress report to the EACEA (in our case November 2009) has to be used by all partners;

until this rate has been published by the Commission, it is up to the partners to use other rates for **preliminary** calculations!

- **Shifting money:** 10% or 5000€ max. can be shifted in total from one heading to another without informing EACEA, if necessary for the sake of the project; however, Auxilium has to be **informed in advance** about each shifting of budget planned- shifting without informing Auxilium might not be accepted by the promoter!
- **Proof of expenses:** There is no need to send any original documents since they will be needed for your own bookkeeping and for national audits. However, each expense has to be proved by a **copy** of invoices, tickets, receipts etc.; **each copy has to be stamped and signed** by the partner organisation!

The partner contributions to the first progress report (covering the period of Oct 1st- March 31st) are to be sent to Auxilium by **May 31st**.

AESAEC Dissemination Activities

- The participating organisations report on the **dissemination activities** conducted so far:

AT: VHS: articles in magazines of the Austrian Open Universities and the Chamber of Labour
Auxilium: Parliament magazine, presentation at the Grundtvig fair in Ulm in June

RO: presentations at workshops and distribution of printed newsletter

IT: newsletter for associated partners, presentation at the IANUS conference

Es: press releases in over 30 local papers

- There will also be press release on the project meeting in Zaragoza

SI: radio broadcasts, conference presentations, articles in education magazine

- **Email list:**

Some details are still missing (DK and SI)

The partnership agreed on keeping the list of stakeholder (names & phone numbers included) confidential.

AESAEC Peer Group Evaluation

Ms. Christina Pusswald distributes the evaluation grid for the peer group evaluation and assigns four teams. A digital version of the template will be sent out shortly after the meeting in order to collect all information by **May 15th**.

AOB – Next Meeting

- *Next group meeting in Slovenia*
The partners agreed on the following options:
September 23rd - 24th
(September 18th and 19th - as a second option, but not convenient for some partners)
- *Target group members*
The attendance of members of the project target group at the meeting is encouraged.

Final round of questions and official closing of the meeting

- Final round of questions and direct feedback evaluation of all partners concerning the success of the project meeting; all partners were very pleased with all achievements and results as well as with the nice and hospitable atmosphere the ES partner had made their arrangements.
- Mr. Schwaiger once again thanked everybody for their contributions and efforts, which made this project meeting pleasant as well as successful. Special thanks went to the team of ASEAL for the perfect organization of the meeting and their hospitality.
- Official closing of the meeting