

MINUTES

AESAEC - 4th Transnational Meeting 17th - 18th of June/ Brussels, BE

**Venue: STEIERMARK OFFICE BRUSSELS
Avenue de Tervuren 82-84
B-1040 Brussels**

Participants

AT / Auxilium	Mr. Michael Schwaiger Ms. Cornelia Kulmer
AT / VHS Graz	Mr. Max Reisinger Ms. Katrin Meister
DK / Fritid & Samfund	Mr. Steffen Hartje Mr. Jørgen Nielbæk
IT / Formazione Co & So	Ms. Patrizia Giorio Ms. Arianna Neri
RO / SEC Soros	Ms. Csilla Lázár Ms. Éva Sikó
SI / 3rd Age University	Ms. Dušana Findeisen Ms. Maša Bizovičar Ms. Tamara Jare
ES / Iniciativas Casmor S.L.	Mr. Jose Antonio Casaucau

Thursday, June 17, 9-16:30

Official Opening & Introduction

Following the official opening of the project by Mr. Michael Schwaiger/Auxilium.

State of the Art

A brief overview of recent developments and next steps. A snap shot of project's life time and agreement on the agenda was given. Jose Antonio Casaucau, the new project partner from Spain, was introduced to the other project partners.

The agenda for the *final conference dated on the 18th June 2010* was presented and discussed: Every project organization brought at least one guest for the final conference. 3 representatives from the EC have been invited. A total of 30 persons announced to come to the AESAEC final conference in Brussels. The agenda of the final conference was presented to the project partners.

1. AESAEC work flow

A document demonstrating the AESAEC work flow was distributed to the project partners. Michael Schwaiger presented the activities done so far for the AESAEC project and he pointed out the future activities, which need to be done at the last stage of the project.

To do's for the last project phase:

- Printing of the AESAEC handbooks in 8 languages
- Registration at the E.N.T.E.R. network website
- Correction of newsletter 2 from the Slovenian partner
- Peer group evaluation
- Evaluation of the meeting in Slovenia
- Evaluation of the last project phase and the meeting in Brussels
- Most partner countries have already completed the last phase of the pilot trainings
- Quarterly report 3 of the Slovenian partner is missing and will be delivered as soon as possible

2. Presentation of the results of the pilot trainings conducted by the project partners

- P5 (IT): Patrizia Giorio presented the implementation of the AESAEC training pilot courses in Italy. The pilot courses will finish at the end of July. The target group consisted of seniors, aged 60 to 84. The courses take place every Thursday. Patrizia Giorio expressed her satisfaction with the successful implementation of the pilot courses. The participants are very motivated and interested in knowing more about the European senior volunteering programme. Also, the Community of Florence demonstrated their interest in the topic.
- P8 (ES): Jose Antonio Casaucau introduced the structure of the Spanish pilot trainings. There were a total of two training groups, one for seniors living in rural areas and one for seniors in urban areas. The seniors participating in the pilots were very interested in European programmes, especially in the Town Twinning programme. The language barrier when trying to understand English texts was a big problem for the seniors. The Spanish seniors will write a proposal for the Town Twinning programme and Jose Antonio Casaucau from Inicativas Casmor will support them.
- P6 (RO): Csilla Lázár talked about the pilot implementation in Romania. In addition to the organization of the AESAEC pilot courses, the Romanian partner offered English and Computer courses for the seniors. This enables the seniors to deal better with English texts and websites. The pilot training was organized in two groups and took place every Tuesday. One lesson was dedicated to English and the other one to the contents of the AESAEC project. Csilla Lázár tried to involve the participants with cooking sessions and skype conferences. They put the focus on more authentic learning locations. With the support of trainers, the course participants wrote small proposals.
- P3 (DK): Steffen Hartje reported about the pilot course implementation in Denmark. He highlighted the difficulty to keep the foreseen time schedule for the organization of the pilots. The target group was over 60 and very interested in the senior volunteering programme.
- P7 (SI): Tamara Jare presented the pilot trainings organized in Slovenia. The Slovenian partner divided the pilot training in two modules. The participants were very interested in the topic of the AESAEC project and they are going to submit a proposal.
- P2/P1 (AT): The two Austrian project partners organized their pilot courses in collaboration. Two blocked seminars were held, every second Wednesday, in May. Auxilium, one of the Austrian partners, organized a tour for the course participants to the National Agency in Vienna and to the Austrian parliament. The course participants were very active. One proposal will be submitted in September, two further proposals will be submitted at a later stage.

3. Deadlines for the ending of the pilot training courses

- The Slovenian partner already finished its pilots.
- The Italian partner will finish **in July 2010**.
- The Romanian and Spanish partner will finish their pilot courses **in the end of June 2010**.

4. Evaluation reports related to the pilot courses

- The Evaluation report consists of one part which is to complete by the project partners and another part for the pilot course participants. The project partners will summarize the evaluation results in a written report.

Deadline: **June 30th 2010** the Austrian, Slovenian and Spanish project partners send their completed evaluation report to Auxilium.

Deadline: **July 5th 2010** the Italian, Romanian and Danish partner will send their completed evaluation report to Auxilium.

5. Documentation of the pilot implementation

- All project partners send their completed signature sheets/participation lists of the pilot training courses to Auxilium. Moreover, they will enclose all pictures of the pilot trainings and proposals to Auxilium, in order to keep record of all documents.

Design and printing of the AESAEC handbook

1. AESAEC handbook

Michael Schwaiger presented the AESAEC handbook to the project partners. The content and the layout of the AESAEC handbook were discussed. The project partners agreed on the following changes concerning the AESAEC handbook:

- The back side of the AESAEC handbook has been switched. This will be corrected in the single language versions.
- The ASAEL logo will be replaced with the logo of Iniciativas Casmor S.L.
- The Slovenian partner will send an improved version of their logo

The Slovenian and Italian partner highlighted the good quality of the layout and the pictures in the AESAEC handbook. All changes from the original texts have been discussed with the respective project partner before changing them.

2. AESAEC handbooks in 8 language versions

The AESAEC handbooks in language versions should contain the following:

- The cover page should consist of a at least 100 mg paper
- Change from spiral binding to thermo binding
- All handbooks in language version will provide an ISBN publication number
- Possible inclusion of a foreword. It is to figure out, whether the AESAEC project group is able to edit the AESAEC handbook.
- The AESAEC handbooks will be proofread by linguists.

Deadline: **June 30th 2010** the project partners provide information about the technical framework for getting a foreword in their country.

Deadline: **June 30th 2010** project partners provide feedback concerning the names of people who they would like to mention in the AESAEC publication.

Deadline: **June 30th 2010** the project partners will report to Auxilium their official ISBN number.

Deadline: **July 15th 2010** Michael Schwaiger will develop a general version of the foreword and the project partners check their language versions on the website.

3. Discussion about the printing costs for the production of the AESAEC handbooks in the following language versions (DE, EN, IT, ES, SI, RO, HU and DK)

- The foreseen budget of 3000€ for the printing costs will not be sufficient, since the project partners agreed on producing an additional language version, namely Hungarian versions. Instead of 7 language versions will be produced 8 language versions. The cheapest offer currently is around 6300€, thus, the project partners agreed on a reduction of examples of AESAEC handbooks, instead of 100 examples per partner country, only 50 examples will be printed. The handbook can be downloaded for free at the AESAEC website.
- All language versions are finished in terms of layout and in their basic design, work. The EN and DE versions are already uploaded on the project website.

Production of the Green paper

Discussion about the Green paper in terms of content, printing costs and responsibilities

- Michael Schwaiger reminded the project partners to keep in mind the target group for the production of the content. Every project partner will produce one page concerning the content and two pages introduction. Michael Schwaiger provides the project partners a template, in order to provide a common structure of the Green paper.

Deadline: **June 30th 2010** Michael Schwaiger sends the project partners a template for the Green paper.

Deadline: **July 31st 2010** The project partners provide one page focusing on the most important issues for the target group for the country reports

Deadline: **September 30th 2010** Project partners send to Auxilium their final version of the Green paper. The proofread version should be completed.

AESAEC network

According to the project plan the partners should establish a special “AESAEC network” to continue with projects objectives, aims and activities after the end of the project. All partners agreed continuing with objectives, aims and activities of the project, however the partners were not sure if it is necessary and sufficient to create an own network because a) there are already a lot thematic networks existing and b) the creation of a network is not easy from legal and financial point of view. Finally, Patrizia Giorio from CO&SO Network came up with following suggestion: since all partners (apart from VHS/AT and Slovenian 3rd Age University/SI) are already active and satisfied members of the European Network for Transfer and Exploitation of EU Project Results (www.enter-network.eu) it would make sense that all partners join this network for long time to continue with their thematic work as “network within the network”. This suggestion was agreed by all partners. VHS/AT and 3rd Age Univ./SI agreed to join this network during summer.

Intellectual property rights

- The project partners agreed on undersigning an Intellectual property rights declaration and to send the undersigned document to Auxilium. All materials produced within the AESAEC project are intellectual property of Auxilium, the project promoter. Auxilium gives all partners involved the right to use the material within their countries.

Deadline: **July 31st 2010** Auxilium sends the declaration of intellectual property rights to the project partners.

Deadline: **August 31st 2010** The project partners return the signed declaration of intellectual property rights to Auxilium.

Evaluation activities in the past and the future

- Evaluation of the final months of the project and preparation of the final report (content part - financial part - sustainability)

Deadline: **October 15th 2010** all project partners send the completed evaluation reports to Auxilium.

Budget shift

- The project partners confirmed that they were properly informed about the possibility to shift within the single categories of their agreed budget. The Italian, Spanish and Austrian partner already announced their requirements for budget shifts. The Slovenian and Danish partner will check their expenses and inform the project promoter.

Deadline: **June 30th 2010**

Dissemination activities

- All project partners reported about the dissemination activities done so far for the AESAEC project. Newsletters and articles in newsletters were produced. All project partners will send their photos and dissemination material to Auxilium, where the material will be archived and enclosed to the final report.

Deadline: **June 30th 2010**

Final questions

- The project partners had the chance to ask questions concerning the discussed issues and the final stage of the AESAEC project. All issues have been discussed properly, no further questions aroused.

Friday, June 18, 9-15:30

Welcome and opening of the AESAEC conference in the Styria Office in Brussels

- Erich Korzinek from the Styria Office in Brussels officially opened and welcomed all participants of the AESAEC final conference.
- Michael Schwaiger, the project promoter from Auxilium, introduced the topic of the AESAEC project to the audience.
- All project partners reported about the implementation of the pilot training courses in their countries.
- Dušana Findeisen from the 3rd age University in Slovenia talked about the challenging task, “how to make EU funds more attractive for senior citizens”
- Gabriele Wallner from the EC DG Communication/ Europe for Citizens held a presentation concerning the Europe for Citizens Programmes and its value for senior citizens.
- Open discussion concerning the question, “how to make EU funds more attractive to senior citizens”
- Transfer and guided tour to the European Parliament

Official Closing of the 4th Transnational Meeting and the AESAEC conference

Mr. Schwaiger thanked everybody for their contributions and efforts, which made this project meeting pleasant as well as successful.