Project working group (if applicable):

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Status: *Draft*

Related documents:

AGENDA
Peer-2-Peer fostering support active ageing - PPS
Tuesday, 7th of July 2015 time 9:30 – 18:00 CET
Wednesday, 8th of July 2015 time 9.00 – 15.00 CET

Vienna, Austria, die Berater

Participants:

		Short name of the Partner Organization	**People involved in the project**	**Role**
P1	SI	LUP	**Mojca Volk** **Petja Janzekovic**	General manager LUP Project coordinator - researcher
P2	PL	UNI Poznan	**Ewa Florek**	Country coordinator
P3	FR	GRETA	**Pierre Carrolaggi** **Jaime ?**	Country coordinator
P4	ES	UPUA	**Concepcion Bru** **Maria Amparo Aleson**	Country coordinator / Researcher Teacher/researcher
P5	AT	Die Berater	**Franziska Steffen**	Country coordinator
P6	DK	Aarhus	**Bodil Mygind Madsen**	Researcher - trainer

TUESDAY 7TH OF JULY 2015 TIME 9:30-18:00

09:30 - 09:45	Greetings and introduction	Welcome by die Berater.
09:45 - 10:30	WP1 PROJECT MANAGEMENT Responsible P1	Presentation of tasks completed and list of deliverables achieved and still missing. Interim report – presentation and update. Management - discussion about deliverables.
	WP2 PROJECT QUALITY ASSURANCE Responsible P2 Leonardo Evangelista	Project evaluation – questionnaires and reports. Step-by-step deliverables. This part will be attended by Leonardo Evangelista, project external evaluator, to present the Evaluation report 2.
10:30 - 10:45	Coffee break	
10:45 - 12:15	WP4 DEVELOPMENT OF THE FACE TO FACE TRAINING PROGRAMME ON ACTIVE AGING ADDRESSED TO ELDERS Responsible P2	*Face to Face Training program on Active Aging* Version 1 – discussion.
12:15 - 13:15	Lunch (at die Berater)	
13:15 - 14:45	WP5 DEVELOPMENT OF THE E-TRAINING PROGRAMME ON ACTIVE AGING ADDRESSED TO ELDERS Responsible P3	*E-Training program On Active Aging* Version 1 – discussion. Partners are kindly asked to think about the contents of e-learning. Agreement about design and overall outlook of the e-learning environment. Pierre and his colleague will conduct training on using the e-learning platform. If needed, we will continue this session after coffe break.
14:45 – 15:00	Coffee break	
15:00 – 16:30	WP6 TRAINING OF THE ELDERS PEER EDUCATORS Responsible P1	*Training Programme for elders acting as peer to peer facilitators* V1 – discussion. Agreement on focus groups. Planned dates: September, October 2015
16:30 – 16:45	Coffee break	
16:45 – 18:00	WP7 PILOT OF THE FACE TO FACE AND E-TRAINING PROGRAMMES ON ACTIVE AGEING ADDRESSED TO ELDERS Responsible P6	Presentation of forthcoming activities. Deliverables: dates of training program. Number of included participants. Dates for focus groups. Planned dates: June, September, October 2015. Partners are asked to prepare the time plan for upcoming pilot implementation for individual country.

18:30 COMMON DINNER IN A RESTAURANT

WEDNESDAY 7TH OF JULY 2015 TIME 9:00-15:00

09:30 – 10:30	Overview of yesterday's agreements. Discussions about future work and deliverables. Setting up the upcoming dates. Responsible P1	Newsletter 5. (suggestion: in October about Face to Face Program) Next meeting in Slovenia. Next Skype meetings (at least future 2).
10:30 – 10:45	Coffee break	
10:45 - 12:15	WP8 DISSEMINATION OF PROJECT AND RESULTS Responsible P6	Dissemination Plan – discussion. Database of stakeholders – updated. External Project website – discussion about contents, issues, translations, naming criteria to optimize search engine. Printed materials – promotional purposes. We will decide on stationary materials and quantities. Then we will proceed with ordering and distribution amongst partners, so we could start dealing the stationary materials for promotional purposes in September 2015.
12:15 - 13:15	Lunch (at die Berater)	
13:15 - 14:45	WP9 EXPLOITATION Responsible P4	Exploitation plan – discussion. Videos and Workshops – discussion. Dissemination log's and stakeholders lists!
13:00 – 14.30	Discussions, comments, brainstorming.	Next project steps.
15:00	Departures	