

AGENDA

Project Kick – Off Meeting Agenda

“Ways to enhance active aging through volunteering – WEActiveVol”

2016-1-PL01-KA204-026166

Date: 8th and 9th of December 2016

Location: Wojewódzki Urząd Pracy w Katowicach,
Voivodeship Labour Office in Katowice (VLO in Katowice)
Kościuszki 30, 40-048 Katowice, Poland

Contact person: Ilona Wiącek

Phone: 00 48 32 757 33 84

Meeting Objectives:

1. Initiating the project.
2. Getting to know each other in person, learning about the activities held by participating organizations.
3. Presenting the group of local experts, getting familiar with their activities in the field of volunteering, good practice examples.
4. Discussing expectations toward the project, analyzing different experiences in the project management fields, establishing the cooperation rules.

Attendees:

1. E-Seniors Association, France
2. Initiatives Network Association (Asociacija "Iniciatyvu tinklas"), Lithuania
3. National Volunteer Centre (Önkéntes Központ Alapítvány), Hungary
4. Volunteer Centre (Centrum dobrovolníctva), Slovakia
5. Volunteer Centre (Centrul de Voluntariat Cluj-Napoca), Romania
6. Representatives of the local expert group invited for the meeting:
 - Regional Volunteer Center in Katowice,
 - Gliwice Centre for non-governmental organizations,
 - Social Welfare Centre in Katowice,
 - Oligos Association in Rybnik
7. Staff of the VLO in Katowice

Thursday, 8th of December

9:30 – 9:45	Meeting Opening <ul style="list-style-type: none">✓ Official welcome✓ Review meeting objectives and the agenda✓ Team introductions
9:45 – 10:00	Introduction into the project <ul style="list-style-type: none">✓ Review project background✓ Review of the project goals, activities, results
10:00 – 10:40	Presentations of the partnership organizations (2 ppt, each up to 20 minutes with translation)
10:40 – 11:00	Coffee break
11:00 – 12:00	Presentations of the partnership organizations (3, each up to 20 minutes with translation)
12:00 – 12:10	Coffee break
12:10 – 12:50	Presentations about the VLO in Katowice <ul style="list-style-type: none">✓ General VLO areas of activity✓ Vocational Guidance, Methodology and Entrepreneurship Unit
12:50 - 13:30	Presentations of the local expert group
13:30 - 14:30	Lunch
14:30 –15:15	Workshop <p>Partners' expectations towards the project, bad/good experiences in the project management fields</p>
15:15- 15:30	Closing activities, summing up the day

Friday, 9th of December

Round – table discussion, question and answer sessions

9:30 – 11:00	Welcome, Scheduling and review of project activities <ul style="list-style-type: none">✓ Review of project work programme✓ Verifying the Gantt Chart✓ Implementation of the project - task division, responsibilities✓ Updates on future meeting date
11:00 – 11:15	Coffee break
11:15 – 12:15	Financial and contractual rules in Erasmus+ Strategic Partnerships <ul style="list-style-type: none">✓ Analyzing the basic financial and contractual rules applicable to the project
12:15-13:15	Project results and impact <ul style="list-style-type: none">✓ Outputs and outcomes✓ Impact of the project – verifying the indicators of achievement Dissemination and use of the project’s results <ul style="list-style-type: none">✓ Review of the dissemination strategy✓ Project website, leaflet, brochure
13:15-13:30	Coffee break
13:30 -14:30	Evaluation and monitoring activities <ul style="list-style-type: none">✓ Evaluation plan, monitoring the project progress, staff involved Communication within the partnership <ul style="list-style-type: none">✓ Effective communication frameworks
14:30-15:00	Written meeting evaluation Oral feedback about the meeting
15:00-15:15	Closing activities, summing up the meeting