

Minutes Meeting in Vilnius – 6th and 7th of June 2017 WEActiveVol Project

1st Day: 6th of June 2017

Opening the meeting. Presenting the meeting goals and programme.

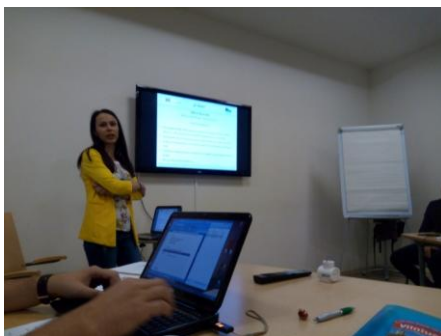
Meeting objectives were:

- to analyse the issue of interim report;
- to work on the format of the brochure with good practice examples in the field of volunteering;
- to visit organisations supporting volunteering/active aging;
- to get to know good practices examples concerning the volunteering of the over 50 people ;
- to conduct a workshop: How to prepare people aged over 50 for successful volunteering?;
- to discuss current organizational issues regarding the project.

Participants:

- VLO in Katowice, Poland
- E-Seniors Association, France
- Volunteering Hungary – Centre of Social Innovation (Önkéntes Központ Alapítvány), Hungary
- Volunteer Centre (Centrum dobrovolníctva), Slovakia
- Volunteer Centre (Centrul de Voluntariat Cluj-Napoca), Romania
- Initiatives Network Association (Asociacija "Iniciatyvu tinklas"), Lithuania – host organization

Project review by VLO in Katowice



Summary of the third project meeting held in Budapest, 20-21 of March 2017

The partnership group: developed the drafts of two questionnaires for the opinion polls; made some final decisions on the questionnaire assessing the predispositions to volunteering; participated in the workshop on how to promote volunteering among the Over 50s; took part in the panel discussion with the members of the TESZÜNK Senior Volunteer Club; got familiar with good practices examples concerning the volunteering of the over 50 people; discussed the project-related issues.

The nearest project activities include, among others, polling activities, preparing and submitting to the National Agency an interim report, updating project website and the project Dropbox folder, developing brochure content, organizing events aimed at promoting active aging.

Summary of main items discussed and major decisions made

TOPIC	DISCUSSION
Management <i>Project review</i>	<p>To do's.</p> <p>Last meeting review and decisions.</p> <p>The current stage of the project was cleared for all. Everybody agreed (confirmed) that they know the current status and their tasks.</p>
Management <i>Interim Report Reporting Template from partners</i>	<p>Interim report has to be submitted to the Polish National Agency <u>until the end of July</u>.</p> <p>The reporting period covers all the project activities from 1st of October 2016-30th of June 2017. It is prepared by the coordinator, each national team gives input (answers to the questions from the interim report template).</p> <p>Translated interim report form was presented and reviewed. Questions about: summary of the objectives, description of the activities, information about transnational meetings, delays in implementing activities (as compared with the work programme), details on dissemination activities, cooperation with partners, administrative and financial management, monitoring activities.</p> <p>Among requested enclosures: Table - List of dissemination activities carried out by each partner separately. Stressed the effects of the activities (perceived).</p> <p>Each partner should prepare a list of dissemination activities (deadline: must be posted on Dropbox <u>until the 17/07/2017</u>) + Word document with proofs of dissemination (photos, leaflet, screenshots).</p> <p>Each team has to analyze the application in regards of dissemination activities declared separately by each organization (have to be achieved).</p> <p>To copy from old table to new table all registered information (dissemination activities and fill-in the missing information).</p> <p>Measurable and non-measurable dissemination effects were discussed.</p> <p>Leaflet should be included among the activities.</p> <p>Collecting proofs for all the dissemination activities: photos, printed material, articles in print, screenshots, also links. Every piece of proof must be put in to Dropbox. NATIONAL FOLDER: Partner's folder>updated table, Proof, updating table, update proof.</p> <p>If dissemination publications are made it is best to do them before the interim report. If e-mails are sent, it is also dissemination.</p> <p>Dissemination plan assumptions, action plan, etc.: consult the plan while filling in the table with dissemination activities, evaluate if particular activity fulfils the assumed effects.</p> <p>All activities for particular organisation, each partner was asked to review Partner's Roles.</p> <p>Frequency of dissemination: regular basis is important for dissemination without</p>

	reminding or deadlines and constantly give proofs.
	Partner templates for the purpose of interim report were filled in (questions about local activities; cooperation with partners; difficulties encountered; process of financial and administrative management). Template from the session about the interim report can be sent <u>until the end of June, 2017</u> .
	Agreed that all the documents presented during the session will be placed on joint Dropbox account.
Deliverables <i>Project Brochure: template for good practice description – Development of content and design</i>	Brochure with of good practice in the field of volunteering. Between June and September 4 months development process. Final corrections during the meeting in Romania 5 th . 200 copies in each national language. Can print also English language. Publish not only in print. Major deadline of developing and printing <u>end of 2017</u> (all partners).
	Initial decisions from Paris. Project overview 1page. Description of partner organisations 12 lines per partner. Good practice examples from the participating organizations (1 page max + photos). Beneficial to include summary of best practices – an aggregation by Hungarian team, 3-4 sentence to summarize (optional). 20x20 format or A5
	Each of the partners can have their own design, the content is common for the whole group. Basic arrangement concerning design: for the title page and format 20x20. Agreed: Logos of partners, Erasmus+ Programme, WEActiveVol project Disclaimer is a must, content provided by coordinator. Title of the project, number. Visual identity should be the same as the leaflet. Picture quality should be very high (print quality) 300 ppi
	Template for the brochure was analysed. Discussion: - Point 3. Organisers, “Organisers and partners” – if applicable. - Point 4. Start and end date (years) - years or months, instead of start/end date of the volunteer project program. If in progress... ongoing. - Point 7. Description of project/program - some results, effects as a suggestions. Template will be uploaded as a table into Dropbox. Folders for each national team – <u>until the end of June</u> (coordinator).
	Structure of the Brochure, summary Introduction>>Good practices from partners (summary-several sentences)>>partner

	<p>organizations - descriptions>> Contact details</p> <p>Technical issues regarding the brochure: Font size Calibri, 12 pts. Length of the text: - Description of good practices – 2 400 characters with spaces per partner (maximum)- each organization has 2 pages 20 x 20 (description, pictures). - Description of organization – 1 150 characters with spaces per partner (maximum).</p> <p>1.Front page, 1. Back page,</p> <p>1 -2 pages: project overview and summary Good practices: 12 pages (2 pages per partner) Description of organizations: 3 pages in total (2 partner organizations per page) Contact details: 2 pages</p> <p>In total: around 20-26 pages</p> <p>Pictures in the brochure with quotations (testimonies from volunteers, participants etc.)</p> <p>Printing and translating from the project budget. Deadline for both: template and partners description: <u>24th of July, 2017</u> Aggregation by coordinator, send feedback <u>in mid September</u> (first brochure draft). Final discussions on the brochure – in Romania.</p>
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Visit of Auxiliary Service of the Order of Malta in Lithuania

- Reviewed 2016 activity report; Edvinas Ragelskis and Vytas Kim presentations: Maltese order, history, activities throughout the world.
- Current activities, current projects ("Meals on wheels"), involvement of volunteers; History and establishment circumstances of Lithuanian Auxiliary Services; Sharing of dissemination materials.

Order of Malta Relief Organization in Lithuania was established in 1991; has 35 permanent employees and more than 1000 volunteers. The goal of the Order of Malta Relief Organization is to carry out social and charitable support activities to help the neediest citizens of Lithuania. Maltesers mission in Lithuania, as well as around the world, is strictly humanitarian, impartial, and mostly voluntary

Activities: Social centers provide food, clothing and nursing measures (29 locations); Help of poor lonely old people (food and home care); Organization of Social Day care centers (12) for children from disadvantaged families; Youth Center; Organization of youth social activities (28 young Maltesers groups); Courses of First aid and social care for volunteers (4 regions); Fundraising campaigns (campaign "Maltesers soup" and charity concert on TV).



2nd Day: 7th of June 2017

1) Current organizational project issues

A document with all the details for the tasks with activities' deadlines was distributed among partners (*in attachment*). It was discussed within the partner group.

All the documents from the meeting will be uploaded to Dropbox (including table with dissemination activities, financial report form, template for the brochure).

5th meeting will be held in Romania, date: 10-11 of October, 2017.

The results of the evaluation of the meeting in Hungary were presented.

Updating project website weactivevol.eu: to verify all the information about organisation and contact details- each team; to translate Project overview for the website weactivevol.eu (Romanian Hungarian, Lithuanian); the issue of the Successful Stories for the website – will be discussed during the meeting in Romania.

2) Presentation of good practice examples in the field of the Over 50s volunteering



National Institute for Social Integration,
Presentation by Giedre Semyte, Coordinator of
Human Right Education Programme

Human Rights Education

No Hate Speech Movement

10th anniversary of the Human Library in Lithuania.

Involvement of the Parliament, universities and

national libraries. 2 500 volunteers involved. Books are people from unprivileged groups, librarians – young people

Outside events, other programmes: social taxis (dedicated for people on wheelchairs; helping them in running social life

Trainings dedicated to volunteers and youth workers; 400 volunteers in the organization (in Vilnius).



Volunteer Cente, Presentation by Modesta Gerulyte, Senior Specialist for Public Relations

Several campaigns to recruit volunteers through social media (5000 followers) and newsletters (every week).

Changing opinion of older people on volunteering

Visiting schools, organizing events – promotion of volunteering

Assisting non-governmental organisations in finding volunteers

Social projects (retirement homes, youth day centres, food bank etc.), animal shelters, healthcare centres and communication

with patients, culture (festivals, concerts, and museums), sport

etc. Importance to use skills acquired in the professional life or by passion and to learn new ones



John Bosco Parish in Vilnius – Presentation by Jurate Versekeniene with a testimony of a volunteer – religious organization providing, among others, spiritual help and assistance; volunteers are going to schools and explain activities -close relation with students and trainers; direct contact with poor elderly persons; communication materials (printing advert or online) and invitation after the mass.

3) *Workshop: Preparing people aged over 50 for successful volunteering.*



Aim of the workshop : to discuss within the partnership group how people aged over 50 could be prepared to volunteering in a succesful way.

During the workshop session participants played the game helping them to understand which values are of a great importance for them. This game can be a useful tool for preparing people to volunteering, as its main aim is to help people

to decide what their values are. Defining personal values enables to discover what is truly important for particular persons. Identifying and understanding values is a challenging and important exercise. By becoming more aware of these important factors, it's possible to use them as a guide to make the best choice about type of activities for a meaningful life.