

ACTing Working paper around Social Agents training

In preparation for the launch of WP5, led to the social agents training, we believe it's appropriate to collect in this paper some guidelines related to the role of '**National referents**', who will attend the next meeting in Madrid, starting with it this new phase of the project.

General ideas on the role that these 'National referents' must have, were included in the original document '*Aplication form*' shared by all partners, in which we detailed the 4 phases of WorkPackadge and the role that social partners and 'national referents' have, throughout its implementation:

This WP is focused on social agents training, which is divided in 4 different phases:

1. A 2-days-f2f-workshop to be held in Madrid: addressed to the so called "national referents" from every participant country (staff from consortium partners) who will get the direct transfer of the proposed innovative methodology and platform usage, to become national guides of local social agents to whom they will transfer the gained knowledge back home. This f2f training will be attended by a minimum of 1 national referent per partner. Their main functions in the project will be:
 - a. Adapt and share their just gained knowledge with a minimum of 10 local social agents, in a transferring workshop to be celebrated in each country after the f2f meeting. The workshop will be focused on the implementation strategy and applicable methodology to manage and lead the interest-oriented inclusion processes of final senior users.
 - b. To promote the necessary networking to coordinate, dynamizate, monitor and evaluate the singular initiatives led by the local social agents.
 - c. To support local social agents who lead every singular initiative, in the launching, implementation and closing process, managing the eventual problems that may come up on the way.
 - d. Identifying the Best Practices created in the project framework at the local level for its correct documentation in English.
 - e. Generate and administrate the information about the projects on a standardized basis (reference documents, evaluation reports, initiatives registrations, timeframes for actions, etc.).
 - f. Being the intermediary between the consortium and the local agents, as well as between the global and the local information.
2. Local f2f workshop held in every participant country where each National Referent will transfer the received knowledge to 10 a minimum of 10 local social agents.
3. Online phase: 10 pedagogical online units to deepening and strengthening social agents knowledge and command of the transferred methodology, getting all the necessary skills and tools to lead the local launching of seniors' singular initiatives: incidence of ICT in active aging; operation guides of available ICT tools to be used in the process (video-conference, blogs, social networks, contents manager, wikis...), case studies and success stories... Each online unit has an effort estimation of 8 hours.
4. Online tutorials and helpdesk: A special section will be enabled in the platform to attend online doubts and queries.

NATIONAL REFERENTS:

His profile is that of someone who is part of the staff of each of the project partners (or someone delegated by him and trust to assume the duties and responsibilities that this role entails in the project) , with knowledge of English and ability to transmit training and guidance received during the same to a group of at least 10 social agents.

Tasks / responsibilities would be:

- Transfer the knowledge gained during the f2f in Madrid at 10 local social agents, who will reference once you have returned home by arranging a methodological transfer workshop.
- Coordinate and streamline the implementation of initiatives by the social partners.
- To support them , for the proper development of initiatives and resolution of doubts.
- Manage information and documentation generated with the implementation of the initiatives : participating register , registration forms initiatives , final report of each initiative , deadlines, etc.
- Acting as an intermediary between the social partners and the consortium , management and troubleshooting.

SOCIAL AGENTS:

For a right development of this Workpackadge, is also necessary that each partner will go contacting and making a commitment to participation by the people in their home country that's going to participate in the project as SOCIAL AGENTS.

After training in Madrid begin working with them through the methodological transfer workshop - led by the 'national referent', and through the online training (which is scheduled to begin in the month of June). The social profile of these agents (at least 10 social agents for each country), must meet the following premises:

SOCIAL AGENTS: understand as social agents of support and intervention with older people, professionals working from different agencies and organizations (both public, and private, nonprofit and / or associative) with the advice and assistance to this group of people, both in terms of health care, associations, or leisure technology consultant, providing support to the elderly and to respond to their demands and interests people. In a generic sense, are those mediators who work with the elderly in their centers, associations, computer rooms , and even people of social or family environment more. We are referring to volunteers, promoters of learning and technological services (telecentres), social workers, professionals of public and private institutions working with this group, regardless of school or institution to which they belong .