



## Age Management in Practice (AMaP) Project

Project no. 518590-LLP-1-1-UK

### DRAFT - Minutes of 2<sup>nd</sup> Partnership Meeting – Athens

**Date:** Thursday 24<sup>th</sup> & Friday 25<sup>th</sup> May 2012

**Venue:** Lifelong Learning Research Institute

**Participants:** Graham Smith & Alice Morton (UoS, UK)  
Iwona von Polentz & Gunther Ring (GEB, DE)  
Dimitris Raftopoulos & George Stefas (LLLRI, EL)  
Dorota Kowalska, Paulina Wojcik & Marcin Skocz (Semper Avanti, PL)  
Susana Oliveira, António Jorge Oliveira,  
Ali Rashidi & Bjorn Engsten (FU Uppsala, SE)

**Guests** Sérgio Ramos & Salvador Teixeira (Chamber of Commerce, PT)

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#### Day 1

##### 1. Welcome and Introductions

Dimitris Raftopoulos, LLLRI, Greece welcomed the group to the host institution, LLLRI , Athens.

Graham Smith, University of Strathclyde, Scotland, UK opened the meeting and also welcomed the project partners. He thanked Dimitris for hosting the meeting in Athens. He also welcomed in particular Sérgio Ramos and Salvador Teixeira representing Associação Empresarial de Paredes (known as AEParedes) to the meeting and thanked them for their attendance.

The meeting moved to the agenda for Day 1 which included:

- Lead partner update (Graham Smith )
- Communication strategy (Graham Smith )
- Work Package 2 update (Susana Oliveira)
- Work Package 4 update (Ali Rashidi)
- Project website (Susana Oliveira)
- Bi-annual newsletter (Dorota Kowalska and Graham Smith)
- Dissemination update & strategic planning session (all partners)
- ‘Talking Heads’ DVD (Graham Smith)

- Financial monitoring (Graham Smith)

## 2. Lead Partner Update

The lead partner update was led by Graham. This comprised 4 key objectives:

- Review communications strategy and flow of information
- Financial monitoring and grant agreement
- Review of partner progress on work packages
- Dissemination and valorisation plan

Graham initiated a discussion with the meeting about the action points identified at the kick-off meeting in November 2011. Pertinent emails from the Commission were distributed and a discussion ensued.

## 3. Internal Communication Strategy

Graham initiated a discussion about improving internal communication and developing a formal communications strategy. He encouraged the meeting to agree to regular structured meetings using technology. Various approaches were discussed including Skype and video conferencing. Dimitris outlined the benefits of establishing a table of deliverables and a project calendar. This was agreed by the meeting.

### Action Point 1- Table of Deliverables

As part of the communication strategy Graham Smith will create a table of deliverables.

Graham offered to arrange a communications meeting, that is, a 'dial-in' for each partner for individual discussion. This was agreed and a date for the first 'dial-in' was made with Susana Oliveira for 4 September 2012 at 10am. Graham will initiate the call. Other partners should make their own arrangement for a 'dial-up' with Graham.

### Action Point 2- Dial-Up

As part of the communications strategy partners should organise a 'dial-up' call with Graham Smith.

Future partnership meetings were raised and the **following dates agreed:**

<b>Meeting in Barcelos, Portugal</b>	<b>18<sup>th</sup> and 19<sup>th</sup> October 2012</b>
<b>Meeting in Wroclaw, Poland</b>	<b>12<sup>th</sup> and 13<sup>th</sup> March 2013</b>
<b>Final Conference in Berlin, Germany</b>	<b>17<sup>th</sup>-18<sup>th</sup> October 2013</b>

The meeting was reminded to book flights early as this was more cost effective and to retain boarding passes.

#### 4. Financial Monitoring and Grant Agreement

Graham moved to the grant agreement, key dates for financial claims, regulatory reporting and financial monitoring. He went on to clarify a range of financial issues with the meeting. These included the importance of a VAT certificate ( if applicable), that salary costs are based on actual costs, that BACS will be checked and that volunteers cannot be paid from staff costs. He also spoke about subcontracting and that this can be moved to 'other costs' He urged the meeting to keep to the budget and maximise the grant available. He would meet with individual partners for discussions if required. In regards to 'per diem' he asked that where this is claimed a statement from the national agency i.e. the national agreement which states that 'per diem' is approved is required for the Commission.

#### Action Point 3- Per Diem

Partners must forward to Graham Smith the National Agreement stating arrangements for 'per diem'

#### 5. Work Package 2 Update: Learning Model for Older Workers

Susana Oliveira, Kerigma, Portugal provided the meeting with an update of the Learning Model for older workers. She outlined the development of the draft Learning Model. She said that the marketing materials to recruit participants would be prepared over the summer, for June 2012. Methods of recruitment were raised and discussed. The use of a similar aged facilitator who had the pre-requisite skills was proposed. This Learning Model will be piloted in Portugal, Poland and Germany.

#### 5. Work Package 4 Update: Employer Attitudes to Older Workers

Björn Engsten, FU Uppsala, Sweden led the meeting through the progress of this work package which focussed on the development of the AMaP questionnaire for employers. He spoke about the successful experience of working with the Chambers of Commerce. He provided information about companies, addressing age management and the strategy for the 'tool-box' and policies. He encouraged discussion as to how the 'tool-box' might be developed. Practical issues raised included translation of the questionnaire into national language, numbers of questionnaires to be distributed, collaboration with employer organisation out with the Chambers of Commerce and the software to develop the questionnaire.

Björn agreed that Sweden will prepare 'Netigate' (questionnaire software) for each country. The questionnaire timetable was revisited:

Questionnaire development	November 2012
Development of software	December 2012
Analysis of data	March 2013

It was agreed that Walker's definition of age management should be used in the questionnaire

introduction. It was also agreed that 4 or 6 response options will be used and that there will be no middle option.

#### **Action Point 4- AMaP questionnaire Software**

FU Uppsala, Sweden will prepare '*Netigate*' (questionnaire software) for each country

#### **6. Work Package 6 Update: Disseminations and Valorisation-project website**

The progress of this work package was led by Susana Oliveira. Susana gave the meeting a guided tour of the website. She said that the web site is a simple platform and gives useful basic information. Access to the web site is made using your current email address for both the user name and the password. Subsequently, there is then an option to change the password. All website updates and news items are to be forwarded to Susana who will instigate update prompts to partners. A secure space on the web site can be created to upload project documents, claims and timesheets. Dimitris suggested the parallelisation of similar employability projects should be posted on the website. He will send this information to Susana.

#### **7. Work Package 6 Update: Disseminations and Valorisation- bi-annual newsletter launch**

Graham opened this topic by giving suggestions for the AMaP newsletter which included items about engagement collaborations and meetings that had taken place. Dorota Kowalska, Semper Avanti, Poland spoke about the template for the newsletter and how this could be accessed on the web site. Semper Avanti has responsibility for allocating space for each partner. She stated that the next bi-annual newsletter is due by 14<sup>th</sup> November 2012.

The issue of emailing the newsletter to recipients was raised by Gunther Ring, GEB, Germany. He stated that in Germany prior permission to send emails has to be requested and granted. To overcome this issue, suggestions were made that Cedefop, the Chambers of Commerce and age-related platforms could be enlisted to support the newsletter emailing. Also mentioned was the European enterprise network and the Commission's 'Eve' platform which is a tool to support projects managed by the European Commission.

Each partner's newsletter contribution should be a text of around 150 words and may also include photographs.

#### **8. Work Package 6 Update: Disseminations and Valorisation- Partner Updates**

Each partner provided the meeting with a brief up date of their dissemination and valorisation activities:

**Greece** –LLLRI has promoted AMaP to a wide range of agencies and organisations, both locally in Greece and further afield in Spain has been highly successful. The Greek National Organisation for the Qualifications Framework has been contacted about the AMaP project and in particular the VET and EQF components. A representative of the organisation was invited to give a presentation at the meeting at Athens.



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The ageing workforce, with a particular reference to the objectives of AMaP, was highlighted in an LLRI article published in a major Greek newspaper. This has a distribution list of 70,000 copies. This was in addition to an hour-long TV interview about the ageing workforce and entrepreneurship where the work of the project was outlined. The TV programme reached an estimated audience of 5,000. Furthermore, the Greek promotional flyer was emailed via the LLRI database and reached over 8,000 recipients.

AMaP was highlighted at a meeting in Porto, Spain and the promotional flyers distributed. The vice-president of KEN has been involved in discussions and a brief article about AMaP will be included in their next bulletin.

At Government level, requests for meetings have been made to the Ministry of Education involved in undertaking and organising activities related to 50+ workforce qualifications. A bilateral meeting has been undertaken with KPMG Greece, where AMaP and its proposed objectives were discussed.

Finally, a meeting on the topic of the ageing workforce has taken place with a Director from Accenture. This organisation is interested in being involved in AMaP, as the ageing workforce will be a key issue for them over the next years.

**Germany-** GEB has carried out dissemination activity at a conference of the European Network Meetings, in Berlin May 2012

**Poland** -Semper Avanti met with the Polish National Agency LLP to promote the AMaP project and in particular CVET. Contact has been made with Institute of Educational Research -an organisation responsible for implementation of EQF in Poland. Discussions around the Learner Model have taken place with an expert from the Institute for Private Enterprise and Democracy affiliated to the Polish Chamber of Commerce. Further consultations have taken place with an expert in Active Ageing and an expert associated with vocational training in Poland from KOWEZIU (an institution organised by the Polish Ministry of Education).

**Portugal-**Kerigma carried out dissemination activity at a conference in Oslo. Contact has been made with national agencies and the Chambers of Commerce. Two members of the Portuguese Chamber of Commerce attended the second AMaP meeting in Athens. Sérgio Ramos and Salvador Teixeira who are both engineers represented Associação Empresarial de Paredes (known as AEParedes) at the meeting.

**Sweden-**FU has made contact with the Chambers of Commerce. AMaP was promoted at training seminars and exhibitions and at local level with organisations, such as National Employment Services .

UK-



UoS has



produced an AMaP flyer for dissemination. The Scottish Government has agreed to introduce MSPs to the 'Talking Heads' DVD. Discussions have taken place with the NQF to discuss mapping development. Exploratory discussions have taken place with an associate from Portugal who is involved validation of Recognition of Prior Learning (RPL). AMaP has been registered with E.N.T.E.R. (European Network for Transfer and Exploitation of EU project Results) for dissemination purposes. Discussions have taken place with the Chambers of Commerce and connections with National Australia and the Commonwealth Games committee.

Graham Smith indicated that there was an opportunity to disseminate to academics at the JVET conference at Oxford [www.jvetconferences.co.uk](http://www.jvetconferences.co.uk). This could take the form of a joint partnership dissemination event. A paper could be presented and a promotional stand organised. Partners agreed this would be an excellent event for dissemination. The Tenth JVET Conference will be held at Worcester College, Oxford from the 5th to the 7th July 2013. The formal call for papers will appear on their webpage later this year. Dimitris Raftopoulos suggested that a draft proposal re employability be presented at this prestigious event. Graham Smith said that a presentation at Cedafo should be considered.

#### **Action Point 5- JVET Conference, Oxford, England**

All partners agreed to attend the Tenth JVET Conference in Oxford, England in 2013 as part of the AMaP dissemination activity.

#### **9. Work Package 6 Update: Disseminations and Valorisation- 'Talking Heads' DVD**

Graham Smith opened the discussion about the DVD. He said it had to be delivered at the final conference and it had to be specific and friendly. There was a lengthy discussion and comments were aired by Iwona von Polentz and Gunther Ring GEB, Germany. It was stated emphatically that the DVD is a project deliverable and as such must be completed and the steps leading to its production were the relevant discussion areas for the meeting.

Ideas voiced were that the DVD should include interviews with employers, employees and the Chambers of Commerce. It should also have a policy focus. Graham Smith provided a video link to give an illustration of a suggested format. The translation into national languages was also discussed. The DVD will be an item on the agenda at the next partnership meeting.

#### **Day 2**

The meeting moved to the agenda for Day 2 which included:

- Strategic planning session – Final Conference (Iwona von Polentz )
- Quality assurance, external evaluation and internal report (Graham Smith)
- Next partnership meeting - Barcelos, Portugal (Susana Oliveira)
- Work package working groups (WP2 & WP4/5)
- Strategic planning session-EQF for Older Workers (Graham Smith)

The member of the Greek EQF Agency

due to present the meeting was

unable to attend.

### **10. Work Package 6 Update: Disseminations and Valorisation- Final Conference**

Iwona von Polentz and Gunther Ring, GEB led the meeting on this update on the final conference due to take place in Berlin in October 2013. Clarification was sought on several issues including the budget allocation. Graham Smith stated that this event cannot generate income and there was a budget of 30,000€ for approximately delegates. It was anticipated that 50-60 delegates would attend. It was agreed that each partner should bring 8 or 9 delegates (plus the delegates from the host organisation i.e. GEB, Berlin) and that partners should cost out the funding required for their delegation. It was agreed that Portugal and Poland should bring a participant from the Learning Model pilot. Each partner should email Graham Smith with their provisional delegate list and their associated organisations. It was agreed that the conference should be 1.5 days in length and the agenda should accommodate that timescale. Translation was discussed and the facilities available to support translation from English to German.

It was proposed that keynote speakers at the conference should invited from the Commission, VET, Cedefop, EQF and from the Learning Model pilot.

The topic of an alternative conference venue was raised for discussion. The meeting agreed that Graham Smith should explore the possibility of arranging it at Cedefop (European Centre for the Development of Vocational Training), Thessaloniki, Greece. He will email the response to the partners.

#### **Action Point 6- Final Conference**

All partners should consider their provisional delegation list for the final conference and discuss at next meeting in Porto

### **11. Work Package 7: Quality Assurance – Quality Agreement**

Graham Smith spoke to this item. He recapitulated on this work package – the quality aspects of the project, quality monitoring. He went on to speak about external evaluation of the project, which will be carried out by TAEN – the Age and Employment Network. This evaluation will cover a range of quality assurance topics across the project period e.g. communication, project management, project monitoring , achievement of deliverables. This evaluation report by TAEN will be a paid piece of work.

Graham Smith went on to say that he has been developing a Quality Assurance document which can be incorporated into the communication strategy. He encouraged the meeting to commit to this document as it will add greater weight to the scoring level at the end of the project. Graham Smith will send the document to partners and ask that they append it with their signature.

### Action Point 7- Quality Assurance Document

Graham Smith will forward an AMaP Quality Assurance Document to each partner

### 12. Next Partnership Meeting

This item was led by Susana Oliveira. The next partnership meeting will take place in Barcelos, Portugal on the 18<sup>th</sup> and 19<sup>th</sup> October 2012. Accommodation was discussed and it was agreed that using the same hotel would contribute to the co-ordination of the meeting. It was proposed that each partner should invite a representative from the National Qualifications organisation and also from the Chambers of Commerce. This would mean four participants from each partner. Partners were asked to email Susana, in due course, with information about their representatives.

### 13. Work package working groups – WP2 and WP4/5

Brief reports were received from the working groups.

### 14. Work Package 3: EQF for Older Workers

Ali Rashidi, (FU Uppsala, SE) presented the meeting with a model of a training prognosis tool which was used to identify Adult Vocational Education needs. The model illustrated identification of competences, knowledge and attitudes which could highlight areas of skills deficit and act as a predictor of training required. The model acted as a prompt to motivate employers and employees to review and implement training needs. It was effective in addressing training needs where innovations had been introduced. The model was welcomed by the meeting and Ali Rashidi was thanked for his input. It was agreed that the model template, as presented, could be developed and adapted as a new template to illustrate a pathway or structure to integrating the Learning Model for older workers within the EQF. Graham Smith proffered his willingness to undertake the development of such a template and to circulate it to partners for review and comments

### Action Point 8- Development of Learning Model and EQF template

Graham Smith will produce a template and present at the next meeting in Porto

### 15. Conclusion of Meeting

Dimitris Raftopoulos introduced the meeting to a video by Sir Ken Robinson, 'The Changing Paradigms of Education' as a closing reflection.

Graham Smith expressed his thanks to the host institution and to all participants for a productive and congenial meeting. He said that an evaluation form would be forthcoming.



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Date



of the



next meeting in Portugal is on 18<sup>th</sup> and 19<sup>th</sup> October 2012 (venue TBC)

