

SoWSkills – Kick-off-Meeting Minutes – 17 – 18th December, 2010

Place: Vienna – Office AHAPunkt

Participants:

Perdita Wingerter, Irmi Sedlmayr, Evelyn Grünberger – DE „Verein Gemeinsam Leben & Lernen in Europa, EV, Wolfgang Eisenreich – SL „INTEGRA“, Silvia Schroeder-Danninger, Jürgen Schroeder – AT „AHAPunkt“

Meeting Minutes:

- o Welcome
- o Presentation of every partner and organisation
- o Diskussion about the understanding of the project idea and brainstorming about interesting aspects, possible concept of our upcoming training concept
- o Fixing dates of Working and Activityplan
- o **Agreement of following structure of our future „Collection of country analysis“**
 - Executive Summary of 3 pages in English. All over summary .
 - Structure – max. 10 Seiten, executive summary 1-1,5 pages
 - intergenerational ICT Learnings , methods , projects between generations
 - how about the internet-habits of elderly people up to 60 years old
 - Who is using it already and what for. (interesting site for AT e.g.)

Our Flyer should be produced in SL and German, working language will be German.

SL will be responsible for writing an application of changes regarding Mobilityplan, Activityplan and Evaluation

Discussion about responsibilities and sharing of costs in respect of translation costs for SL and design of web-site, logo and flyer. Result will be that we will reduce our training concept to about 20 – 30 pages.

AT – will be responsible for Layout of Flyer, homepage and logo.

Activity Plan – new version!

2011:

Until 30th April	Collection of country analysis
April:	Conference in SL – Structure for the Training-Concept and Web-page
19. – 20. May:	2 days Workshop – Work on the detailed Structure for the Training-Concept – Draft Version, Draft Version of Webpage (Executive Summary and products in and Logo
May – June:	Finalization of Training-Concept
June – Oct.:	Testphase + Feedback-Questionnaires, set-up of Webpage and Logo
24. – 25. Nov.	Meeting – AT = Evaluierungsworkshop together with Learners and Trainers from each country

2012

January – February	Dissemination Activities in all partners countries
24. – 25. May	Final Meeting in SL + Evaluation of the Partnership

Social Evening in Vienna

Thank you for your valuable contribution!!