

Meeting: Rome 14.2. – 15.2.2019

The meeting is hosted by Fondazione Mondo Digitale (FMD).

Meeting address is **Via del Quadraro 102, 00174, Rome**.

The venue is located at 10 minutes walking distance from “**Lucio Sestio**” Metro station (Metro line A).

Agenda

14.2.2019 Theme: Methodology, pilot course, platform

9.00 – 11.30 Morning section

Welcome, attendance list

Info about final version of the Analysis – Zdenka

Methodology: State of Art, preparation of the final version of Methodology, how we will use this Methodology – Zdenka

Dulce: How we will use and disseminate Methodology

Vera: How we will use and disseminate Methodology

Annaleda/Marek: How we will use and disseminate Methodology

Discussion

11.30 – 12.30 Lunch

12.30 – 17.00 Afternoon section

How the pilot will look like – all partners.

All partners prepare presentation about their idea of the pilot. Use the form prepared in Methodology. Keep on mind that our crucial topics are: using ICT, involvement of youth, active approach of the seniors, social inclusion. Zdenka, Dulce, Vera, Annaleda/Marek (10 minutes each partner)

Platform, how we have prepared our courses for pilot: content of the courses, activity for seniors, discussion board, seniors accounts – Zdenka

All partners about their courses, how they are prepared. Seniors accounts, activity of the seniors in the platform, attendance lists, youth involvement, etc. – Dulce, Vera, Annaleda/Marek

Discussion

20.00 Dinner – non formal discussion

15.2.2019 Theme: Evaluation, dissemination, blended mobility, administrative issues

9.00 – 11.30 Morning section

Dissemination, evaluation – Annaleda/Marek: Please concentrate on the common document on google disc, explain survey, where are the results, do we have access to them? How Evaluation and dissemination strategy is implemented.

Web pages of the project including Dissemination and evaluation part– Zdenka

Preparation of the blended mobility, Dulce and Vera, please, prepare your idea about organisation (accommodation for seniors – financial limits, etc.), content, etc. – Dulce/Vera.

Discussion about blended mobility

11.30 – 12.30 Lunch

12.30 – 17.00 Afternoon section

Final meeting in the virtual way. Pavel Smolka (technician) will prepare discussion board and group of people for final meeting during the meeting in Rome and gives instructions to all participants.

Organisational topics – Pavla

- Info about Interim report, budget
- Financial information, info about partners financial issues
- Project forms – attendance lists, time sheets, declarations, etc.
- Notice about positions in the project in connection with time sheets
- Notice about Exceptional Costs
- Financial rules for blended mobility
- Questions

Conclusions

17.00 end of the meeting