

## Active Ageing through Social Partnership and Industrial Relations in Europe (ASPIRE)

### Detailed work programme for the project: Social partners and active ageing in employment

<b>Activity</b>	<b>Timing</b>	<b>Partner responsible</b>	<b>Risk factors in implementation</b>	<b>Impact of project activities</b>	<b>Other notes, eg agendas for main events</b>
<p>a detailed and structured overview of the different project activities</p>			<p>Further develop the rationale and problem analysis underpinning the action</p>		
<p><b>Work package 1</b> Project management Managing &amp; co-ordinating the project strategy. Agreeing timings on actions and outputs Routes for dissemination of outputs</p>	<p><b>Months 1-24</b></p>	<p><b>Lead A1</b></p>	<p>Deadlines &amp; timescales within the project are often a challenge to partners. A strategy for mitigating this effect is to create work packages which overlap and allow greater time for completion of tasks</p>	<p>.</p>	
		<p>A1</p>	<p>An electronic management system will be used e.g. Share point, which can track progress. And send out reminders. This will ensure that targets are met.</p>	<p>System will ensure milestones are met</p>	
<p>Transnational meetings Each partner will host a TNMS.</p> <p style="text-align: right;">           TNM1 Italy            TNM2 Poland            TNM3 Spain            TNM4 Brussels         </p>	<p><b>Months 1-24</b></p> <p>M1 M10 M15 M24</p>	<p>C1 C3 C2 A1</p>	<p>TNMs will be used for collective discussions on progress and timings. Discussion of key outputs.</p>	<p>Transnational meetings will bring together the partners to discuss key deliverables and outputs. Progress and the issues that arise.</p>	<p>Final conference to be held at Newcastle University Brussels venue.</p>

				A final conference to summarise and present the findings and illustrate the training materials to the funder as well as European social partners	
<b>Workpackage 2</b> Dissemination	<b>Months 1-24</b>	<b>Lead C1</b>	At each stage of the project the dissemination aspects will be considered and publicised through the consortium's main tools of information and dissemination (websites, newsletters, online newspaper, social networks)	A potential change in workplace bargaining practice	
	Months 18-24	A1,C1,2,3,	Working with key organisations to disseminate results in the interests of their stakeholders so they can perceive the benefits.	Partner Roadshows And final conference	
<b>Workpackage 2a Website</b>	Months 2-24	Lead C1		A project website to manage the project and disseminate results	
<b>Workpackage 3</b>	Months 1-6	Lead C3			
Desk research on topic	Month 1	All	Each partner will review relevant research findings in this topic area. Risks could be associated with research published at later stages in the project. This will be mitigated by review of the literature and research over the course of the project.	Up-to-date knowledge & information on relevant research and resources in the form of a literature review.	
Identifying Employers- public & private Social partners & employee representatives	Month 2	All	Identifying employers and social partners will take place through partners' networks and stakeholders. Interviews to be organised through our	Case studies secured for subsequent phases	Two public sector and two private sector employers per country

			collaborating social partners.		
Interview two employers and two union representatives (2 hours total interviews per country; 8 hours total for the project)	Month 3	All	Conduct interviews with employer and employee representatives in order to identify main themes in relation to active ageing and industrial relations	Key themes are identified for subsequent phases	Transcription two hours per country
Developing the pilot research tools	Month 4	C3	Prepare an outline for the pilot research tools. The concepts behind the research tools must be clear to all partners. Each partner translates and adapts the instruments to their local needs. These parallel pilot instruments are then discussed and agreed, and then final versions produced by each partner relevant to their contexts	Three Pilot research tools for use in piloting respectively with employers (this tool will be differentiated for different level of management), social partners and plenary discussions	Translations of pilots questions
<b>Workpackage 4</b> Qualitative interviews with pilot respondents in workshops (5 hours per country, 20 hours total for the project).	Months 6-10	Lead C3 All	Testing the pilot research tools. This will identify whether the tools gather the information required. Adjustments may need to be made to content or language of the research tools. Partners will then discuss the effectiveness of the pilot research tools leading to appropriate adjustments and then translated into final research instruments. Translations must ensure that the meanings are captured from the facilitated workshops. .	Finalised and valid research tools. Available for use by other parties and stakeholders. Pilot facilitated sessions with employers and unions	Translations of final questions and summary findings
<b>Workpackage 5</b>	Months 10-15	Lead C1			
Facilitated workshops using research tools with two public sector and two private sector employers (2.5 hour duration each; 10 hours per country; 40 hours total)		All	The facilitation process being used to enable participants to share their thoughts and understandings in a safe environment. This also facilitates an increase in the knowledge and information amongst the group, leading to more information concerning the	Data collected for analysis to show themes in relation to active ageing and industrial relations from employer and employee	Facilitated workshops with target groups: employers; social partners; and plenaries,
Facilitated workshops using research tool with employee representatives (2.5		All			Transcription of 28 hours of workshop

hour duration each; 10 hours per country; 40 hours total)			research process. Facilitated workshops are therefore very effective in harnessing information.	representative perspectives in different workplaces	discussions per country (translations for C1-3)
Facilitated workshops using research tool with employer and employee representatives together (2 hour duration each; 8 hours per country; 32 hours total)		All			
Transcriptions and summaries of recordings at facilitated workshops				Data from the focus groups in relation to policy, issues, practices, bargaining on age diversity and fuller working lives	
<b>Workpackage 6</b>	Months 15-18	Lead A1			
A thematic analysis structure will be developed to analyse the data collected from the facilitated workshops, and shared so that the collected information will produce parallel information. Matrix country+ theme		Subdivision of themes	This will ensure validity of the analysis of the data collected.	Coding structure will ensure consistent analysis across four countries	Transcription costs €70 per hour Translation costs €40 per hour (C1-3)
Thematic Analysis of data collected from facilitated workshops		All	The conceptual basis and the thematic analysis can ensure congruence between partners and their results.	Country specific and cross national themes identified	
Implications and summaries from the analysed data: <ul style="list-style-type: none"> <li>- For policy</li> <li>- For practice</li> <li>- For negotiation &amp; bargaining, representation and implementation</li> <li>- Themes: HRM, IR, Learning</li> </ul>			Final report of findings, analysis and recommendations. Baseline report for education instruments. Report expected to be approximately 200 pages.	Summaries: Significant information about the policy and practice of public and private employers, social partners. And understandings	

and development, public policies, health management - For the education & training materials				of employees Shared among partners, collated and final version produced.	
<b>Workpackage 7</b>	Months 18-21	Lead C2			
Pilot education and training drafted in outline and discussed in the project		All	Drawing from the qualitative data, training module to be developed in order to maximise impact. To ensure the training is relevant, we have integrated piloting and evaluation phases of the project	Training modules developed and tested	
Pilot education and training materials developed, edited, translated and ready for use with employers and social partners		All	Material to be tested with at least two social partners per country	Pilot Training materials ready to be tested for their effectiveness	
Piloting education and training materials with two employers and two social partners		All	Materials developed will be focused on stakeholder interests.	Education and training workshops with employers and social partners	
Evaluation of the pilot education and training materials to identify areas for improvement in content, style, language, or illustrations (case studies) all visuals.			Collaborating social partners will be asked to complete feedback on the training material in relation to content and delivery	Written and verbal feedback to be collected in all four countries	
<b>Workpackage 8</b>	Months 21-24	Lead C2			
Revision of education and training materials			Revision of material to be based on feedback from social partners participating in workpackage 7	Material to be revised and developed	
Implementation of the education and training programmes		All	Engaging the employers and social partners should be in line with the project dissemination processes..	With collaborating social partners we will develop a plan to disseminate	
Evaluation of effectiveness			Development of evaluation form	education material in each country.	

Publishing materials and making available.				Published Education and training materials concerning negotiation, bargaining available to network and others	Designed Printing of training materials
<b>Workpackage 9</b>	Months 1-24	External evaluator	Subcontracted work. Evaluation to be part of the interim and final reports (Professor Stephen McNair)	Publishable interim and final evaluation reports	External evaluator cost €10,000