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| **Number** | **Subject** | **Details** | | **Action points** |
| 1 | Welcome | Opening remarks to provide overview of the project and agenda for the day | |  |
| 2 | UK | Overview of the “State of the Art” of ageing workplaces and industrial relations in the four countries | | -Agreement to circulate info on contextual differences of 4 countries: specifically: welfare states, industrial relations systems, employment laws, contextual issues shaping ‘active ageing’, labour market conditions  -Info to be circulated via Moodle |
| 3 | Coffee break |
| 4 | Italy |
| 5 | Poland |
| 6 | Spain |
|  |  |  | |  |
| 7 | Dissemination | Dissemination strategy for project | Partners discussed the platform for presenting the research outputs, announcing events and communicating (both internally and externally). It was agreed that we would consult with our social partners about ways to disseminate and share good practice which would be of most value to them. This will be both dissemination and training (as well as answering relevant research questions  -ADAPT to set up moodle for both internal and external platform  -Once set up, moodle will be method of communication between project team members  -Internal wikipage to be set up to provide and discuss key terms which will shape project  -Social partners to be given access to moodle to share info  -Twitter account to be set up (name to be agreed)  -Domain name [www.activeageing.org](http://www.activeageing.org) purchased in order to redirect to bespoke webpage | |
| 8 | Desk research | Desk research strategy for WP3 | -Draft outline for country reports to be circulated for comments by 10/2 for comment with view toward agreeing structure within a week after  -Key search terms to be circulated and agreed in same period  -Aim to have first draft of national reports completed by end of March  -Interview guide for social partner interviews (first draft) to be completed by mid-April  -Report length to be determined by structure | |
| 9 | Lunch |  | |  |
| 10 | Project management | Project management issues | | -Deborah Grieves to produce ‘streamlined’ version of consortium agreement  -Budget items (timesheets and receipts) need to be retained for auditing purposes (not needed by G&C but need to be sent to MF to be passed to SM for evaluation)  -Budget distributed 45% (once consortium agreement signed by all parties); 40% (on production of interim report) and 15% (on satisfactory evaluation of completed project)  -Agreed that each partner would use own budget for travel, food, subsistence in order to minimise catering expenses (as there isn’t a specific line item for this)  -Changes in WP’s need to be passed to MF to be agreed with project manager  -Some discretion of budget use is allowed but need to inform MF as may need agreement with project manager |
| 11 | Piloting | Pilot workshops | | -MF would take coordinating lead for WP5. No budgetary changes but would inform project manager  -Interview guide would be produced by mid-April- informed by desk research  -Interview results to be integrated into national reports synthesised with desk research |
| 12 | Coffee break |  | |  |
| 12 | Evaluation | Evaluation of overall project | | -SM to produce draft of evaluation materials (survey of partners, social partners, workshop participants and evaluation of training material). Detailed plan to be circulated to partners for agreement  -Agreed SM will participate in future project meetings  -Budget material to be sent to MF to be passed to SM |
| 13 | AOB |  | |  |