**Prompt Sheet for Reporting on ASPIRE Workshops**

The following headings represent a *non*-*exhaustive* list for preparing ASPIRE Workshop Reports. Its purpose is to support a degree of consistency in the way reports are written and to make comparisons between the different partner countries easier. Please cover all the issues which you as the facilitator of the workshop feel are important, whether or not they are included under the headings below

1. **Summary**

Short summary of overall make up of workshop. Who are the participants (employer and trade union reps, roles, sectors covered, gender, age, ethnicity balance etc)

1. **Context**

Any special points regarding context of discussion (e.g. disputes, history of conflict or collaboration, relationship between union and management). How far are they already engaged in a social dialogue or social partnership process? Any significant agreements to mention? Is there an enthusiastic leader on management side or the union side? etc

1. **Pre-disposition / orientations**

Overall impressions regarding predisposition of participants towards active ageing as a goal and what may be driving their views. Have they been involved in individual cases which have changed the ways they see the issues of active ageing? Does the wider union or employers association seem to have influenced thinking? Any comment on the impact of state or EU policies on the thinking of participants?

1. **Attitudes on component ideas once shared**

Were the participants well informed/ indifferent/ antagonistic towards the component ideas and notions of active ageing? (E.G. changing nature of retirement, increasing life expectancy but unequal opportunities and burdens arising from this, importance of older workers seeking new careers and new skills, wider angles on active ageing including community activism) Did they volunteer ideas, suggest that trade union and/or employer could have a promotional role, act as a change agent to drive active ageing as a social agenda?

1. **Specific aspects of working life**

Any specific aspects of working life, (e.g. arduousness of work, target driven nature of work, approaches of management, extent of flexibility, shift working etc) that emerge as conditioning orientation to active ageing/ working longer?

1. **Energy / enthusiasm to go further**

Your judgement as to the degree enthusiasm/ interest of reps and management to take up the issues of active ageing and which angles seem most relevant. Are they already engaged with the subject? Did they leave feeling enthusiastic?

1. **Ideas and tools to be noted**

Any specific ideas or tools that struck you as particularly noteworthy?