

LIFELONG LEARNING PROGRAMME GRUNDTVIG**Project title: People over 50 on the labour market****2013-1-PL1-GRU06-38713****Kick-off meeting in Poland****Katowice, 26th – 29th November 2013**

Organiser of the meeting:
Wojewódzki Urząd Pracy w Katowicach
Voivodeship Labour Office in Katowice (VLO)
Kościuszki 30
40-048 Katowice
Poland

Meeting report

The first meeting of the partnership group was organized by the Voivodeship Labour Office (VLO) in Katowice. The seminar was arranged on the 27th of November, 2013 in Katowice. Participants were regional local experts, employees of the VLO and the Grundtvig Partnership project partners. In the evening the cultural meeting took place. On the next day, participants of the project visited the good practice in the Silesian Foundation of the Entrepreneurship Support in Gliwice - the project „Active people over 60!”.

List of project meeting participants:

- Wojewódzki Urząd Pracy w Katowicach – Voivodeship Labour Office in Katowice - an organisational unit of the Silesian Voivodeship Government: Magdalena Wrzecion - Vocational counsellor, Małgorzata Gościńskiak - Eures assistant, Katarzyna Juraszek-Żydek - Labour Market Programme Specialist, Ilona Wiącek - Labour Market Programme Specialist, Paweł Durleta - Manager of the Labour Market Programme Department, Agnieszka Rozmus - Labour Market Programme Specialist.
- The MRS Consultancy Ltd - a corporate member of the National Institute of Adult and Continuing Education: Roy Smith - Director .
- Fundación Universidad Empresa de la Región de Murcia – Foundation University Enterprise of the region of Murcia - FUERM, non-profit institution: Maria Consuelo Garcia Sanchez - International Programmes Manager, Carlos Belmonte Fernández-Ballesteros - Director of the Business Research Department.
- Itä-Uudenmaan koulutus kuntayhtymä – Education Services for Adults and Organisations - Edupoli, a learning centre: Taina Paananen - Project manager.

List of regional local experts that participated at the seminar:

- University of the Third Age at the Silesian University
- University of Economics of the Third Age in Katowice
- Silesian Foundation of the Entrepreneurship Support in Gliwice
- Association Misericordia in Zabrze - University of the Third Age
- District Labour Office in Zabrze
- District Labour Office in Ruda Śląska

The goals of the meeting were as the following:

- To get to know each other with partners
- To share practices in the field of counselling (assessment tools for describing key competences), methods of development of key competences, active forms of senior support (exchange of information and the visit of the good practice)
- To introduce project partners to local group of experts

Programme of the visit:

Agenda

Kick – off meeting in Katowice, 26 – 29 November 2013

Tuesday, 26 th November		Arrival of the participants
Wednesday, 27 th November	8.45 – 9.00	Pick up from the hotel, walk to the headquarter of the Voivodeship Labour Office (VLO) in Katowice <i>The seminar was translated into Polish and English. Participants: local experts, European partners, employees of VLO</i>
	9.00 – 9.15	Official welcome and opening of the seminar
	9.15 – 9.30	Introduction to the project <u>Attached annex 1</u>
	9.30 – 10.30	Presentations of the partnership organizations (around 20 minutes each country) Presentation of the partner from Finland - <u>Attached annex 2</u> Presentation of the partner from Great Britain - <u>Attached annex 3</u> Presentation of the partner from Spain - <u>Attached annex 4</u>
	10.30 – 11.00	Presentation of the social and economic context and the situation on the labour market in Silesian region - Labour Market Observatory Questions – answers Information about the situation on the labour market in the Śląskie Voivodeship. The unique economic position of the Śląskie Voivodeship results from the fact that it is the most industrialized and urbanized region in Poland. The


		<p>high urbanization rate is evidenced by the value of almost 78,1% of the population inhabiting the region's 71 towns. The largest towns of the Śląskie Voivodeship: Katowice, Częstochowa.</p> <p>The important industry that influences the region is hard coal where 104 thousand employees work.</p> <p>The Śląskie Voivodeship is car manufacturer : FIAT, GM.</p> <p>Tourist places: the mountain ranges of the Beskid Śląski and Żywiecki, Jura Krakowsko – Częstochowska.</p> <p>Unemployed persons registered (31.10.2013) in the Śląskie Voivodeship: 203 889.</p> <ul style="list-style-type: none"> - Unemployment rate (30.09.2013) in Silesian Voivodeship: 11,1%; in Poland: 13,0%. - Unemployed people over 50 (31.10.2013): 51 545 persons; rate in all unemployed (%): 25,3. - The rate of employment of people in the age 50 – 64: 50% (II quarter 2013) <p>Categories of unemployed persons with a specific situation on the labour market (unemployed over 50 - 93,3%; long-term unemployed - 63,4%; ex-prisoners - 36,7%; handicapped - 36,7%; unemployed without occupational qualifications - 33,3%; unemployed aged 25 and below – 3,3%.)</p> <p>In the Silesian region the number of people in the working age will fall down between 2015 and 2035 at about 528 thousand. That is why the activation of people over 50 is necessary and so important.</p> <p>General data on employment are available on the website of VLO: http://www.wup-katowice.pl/pl/artykul/statystyki/1361448429/0/98</p>
	11.00 – 11.15	Coffee break
	11.15 – 11.50	<p>Presentation of the role of the VLO in the implementation of the Operational Programme Human Capital: implementation measures, project examples related to People over 50.</p> <ul style="list-style-type: none"> - European Social Fund Information Point <p>Questions – answers</p> <p>The Voivodeship Labour Office in Katowice is an institution responsible for the implementation of measures directed towards complex support in the labour market. Target group: the unemployed, job seekers, the employed and entrepreneurs.</p> <p>The Operational Programme Human Capital (OP HC) measure IX, programme co-financed from the ESF is concerned with improvement of qualifications and competences in regions:</p> <ul style="list-style-type: none"> - continuing education of adult persons; - increasing competences of adult persons in the frame of ICT and the knowledge of foreign languages; - counselling for adult persons in terms of the need diagnosis and the choice of directions and forms for increasing competences and qualifications. <p>There are project selection criteria in terms of call for proposals. These selection criteria contribute to eliminate stereotypes:</p> <ul style="list-style-type: none"> - projects that are dedicated for people over 50 and constitute in project at least 50% of the whole target group; <p>Good practices:</p>

	11.50 – 12.30	<p>Project "E-sprawni" – the measure 9.6.2 (adult persons competences increasing in the frame of ICT and the knowledge of foreign languages). Project target group: handicapped persons aged 18 – 64 (strategic criteria was the age over 50, project was dedicated to Zabrze inhabitants). Forms of the support: classes for particular courses/trainings were located close to the bus/tram stops; materials, coursebooks and computer desk place for all participants; the coach supporting participants; trainer with sign language for hard of hearing people; software with a sound track for blinds; course e-Citizen for beginners; course ECDL Start with exam.</p> <p>Results: adult people learnt basic information: how to connect and disconnect the hardware, how to use the printer, the scanner and the mouse. They knew the basic functioning of the word processing programme and the use of the email and the internet. Thanks to the computer skills they have the chance to play normal role in the society, they have contact with their children via Skype, Facebook and other social network.</p> <p>They can find bus/train stops, learn to plan the route direction. They can find their own doctor and register. They look through internet pages dedicated to handicapped persons and employment placement.</p> <p>Project "Pro 45 – programme of the entrepreneurship support dedicated to unemployed over 45" – the measure 6.2 OP HC. Among 50 participants 38 established the own business. Forms of support: trainings and guidance offering knowledge and skills necessary to establish and run an enterprise, basic of e-business, electronic accounting , trainings (self-presentation, motivation, stress overcoming), financial resources up to the amount of 40 000 PLN for enterprise development, bridge support for a period up to 6 or 12 months starting on business commencement date.</p> <p>Presentation of the tools to assess the key competences of the target group, methods of development of key competences and general overview of the department activities Methodological Center of Career Counselling and Guidance, and the team of Information and Career Planning Center</p> <p>Questions – answers</p> <p>Identification of key competences and research methods: 1)ability to readily and easily communicate in the mother tongue, 2) the ability to speak foreign languages, 3) mathematical and basic competences in science and technology, 4) IT skills 5) ability to learn 5) social and civic competences, 6) sense of initiative and entrepreneurship 8) cultural awareness and expression</p> <p>Methods that are used to assess competences:</p> <p>A. Competence tests B. Behavioral interview C. New tendencies, games</p> <p>A. Competence tests: ability tests, questionnaires that examine personality and attitudes</p> <p>B. Behavioral interview The measurement of competences</p>
--	---------------	--

		<p>C. New tendencies, games - on the example of „Peasant School of Business“</p> <p>Inspired by the unusual history of the town of Andrychów in Małopolska, „Peasant School of Business“, is a board game, which, through its attractive form of learning in action, develops social competences and promotes entrepreneurship. The interesting and engaging form of the game enables players to better understand contemporary market forces (including supply and demand, competition, commercial companies, and economic clusters). The main task for each player is to accumulate capital. Success relies not only on the ability to manage the accumulated resources but also to cooperate with other players. Taking the roles of weavers, smiths, and bakers, the players participate in a simulation of real-life market mechanisms by manufacturing and trading with other players at fairs, and accumulating goods necessary to set out on trading expeditions to selected cities in Europe.</p> <p>The development of competences beyond vocational path:</p> <p>I. Interpersonal and emotional communication as the important aspect of the development of social and entrepreneurship competences</p> <p>II. Program: “The own business from the idea to the realization”</p> <p>12.30 – 13:00</p> <p>Department activities presentation: Focus on support measures for People over 50 - Labour Market Programmes Department Questions – answers</p> <p>The department offers the following services: -preparation of regional action plans for employment and methods of their implementation; -the distribution of the Labour Fund resources available for actions and events concerned with employment promotion, human resources development, mobilization of the unemployed; -implementation of the labour market programmes financed from national resources; -acquiring of the resources and implementation of project under EU programmes and participating as partner in various EU projects initiated by other stakeholders. Realization of projects financed from Leonardo da Vinci, Grundtvig; -undertaking of initiatives such as international conferences or local seminars providing a platform for exchange of views and opinions on the current labour market problems.</p> <p>13.00 – 14.00</p> <p>Lunch: sandwiches</p> <p>14.00 – 15.00</p> <p>Grundtvig Partnership project meeting (European partners only) - Project overview: project objectives, results and outcomes, distribution of tasks, cooperation and communication, participants involvement, evaluation, dissemination <u>Attached annex 5</u></p>
--	--	--

		<ul style="list-style-type: none"> - Exchange of information about cooperation with regional local experts - Discussion <p><u>Attached annex 7 and 8</u></p>
	15.00 – 16.00	<p>Preparation of the meeting briefing: partner expectations/requests, follow up of the project, organizational aspects, final brochure and results</p> <ul style="list-style-type: none"> - Partners prepare the document, result of the discussion <p><u>Attached annex 6</u></p>
	18:00	<p>Dinner in the restaurant: employees of VLO, European partners, regional local experts. Address: Bohema, ul. Bratków 4, Katowice</p>
Thursday, 28 th November	08:45 – 09:15	<p>Meeting in the VLO</p> <p>Project management: the follow up of the briefing, distribution of the evaluation questionnaires</p>
	09:15 – 10:30	<p>Transfer to Gliwice from the VLO</p>
	10.30 – 12:00	<p>Visit of the best practice – good example indicated by local experts</p> <ul style="list-style-type: none"> - Silesian Foundation of the Entrepreneurship Support in Gliwice: presentation of the project „Active people over 60!” <p>Project realized and co-financed in the frame of National Programme for the Activation of Older Persons in 2012 – 2013.</p> <p>Target group: people over 60 living in Gliwice</p> <p>The purpose: social integration of 60 inhabitants from Gliwice at the age 60 +, through undertaking educational, activisational and integration activities.</p> <p>Particular goals:</p> <ul style="list-style-type: none"> - Increasing of competences in the frame of interpersonal communication, increase the self-esteem and development of the confidence of the own capabilities through the participation in workshops in the frame of interpersonal communication and personal development “Believe in yourself”. - Development of interests and skills during workshops in the field of handicraft, photography - Social activation of older persons through the immersion of participants in activities connected with the guidance-information point “Active senior” - Increasing of communicative skills people over 60 through the learning of foreign languages and trainings in the field of computer service and workshops “Social network” - Promotion of health and active style of life through the participation in thematic workshops - Computer training
	12:00 – 13:00	<p>Transfer to Katowice, the VLO</p>
	13:00 – 13:30	<p>Lunch: sandwiches</p>
	13.30 – 14.30	<p>Project management</p> <ul style="list-style-type: none"> - the evaluation of the meeting - distribution of certificates
	The afternoon	<p>Free activities</p>
Friday, 29 th November		<p>Departure of participants</p>

Attached annex 1 – Introduction to the project “People over 50 on the labour market”




 Dzień dobry

 Good morning

 Hyvää huomenta

 Buenos días



Projekt Partnerski Grundtviga
 Spotkanie w Katowicach
 28 - 29 Listopad 2013

Grundtvig partnership project
 Kick – off meeting in Katowice
 26 - 29 November 2013

Tytuł projektu: Osoby 50 + na rynku pracy
Project title: People over 50 on the labour market

1

Cele projektu
 General objective/project aims

Główny cel projektu:
 General objective:

- Stworzenie efektywnego modelu wsparcia dla osób 50 + aby zwiększyć ich potencjał zatrudnienia poprzez zdobycie podstawowych i ogólnych umiejętności, odgrzywanie przez nich aktywnej roli w społeczeństwie.
- The aim of the project is to elaborate the effective model of the support of People over 50 that want to improve their potential employability by acquiring or updating basic and general skills, play active role in the society.

Cele szczegółowe:
 Project aims:

- Poprawa jakości i zintensyfikowanie współpracy pomiędzy organizacjami zajmującymi się edukacją dorosłych;
- Improving the quality and the amount of the cooperation between adult education organizations;
- Wymiana informacji na temat dobrych praktyk i transfer doświadczeń w zakresie: doradztwa (narzędzia do oceny kluczowych kompetencji), metod rozwoju kluczowych kompetencji, aktywnych form wsparcia seniorów (zdobywanie wiedzy na temat instytucji proponujących dobre rozwiązania pomocy seniorom w ich edukacji, metod szkoleniowych). Partnerzy wyznaczają swoich ekspertów, pracujących w ich siedzibie, celem pracy w grupie partnerskiej i uczestniczenia w mobilnościach;
- Share good practices and transfer the experiences in the field of: counseling (assessment tools for describing key competences), methods of development of key competences, active forms of senior support (the gain of knowledge about institutions that propose good solutions to help seniors in their education, methods of education). The partners will provide their expert staff to work together into a team and participate in mobility;

2

Cele projektu
 General objective/project aims

- Utworzenie regionalnych/lokalnych grup ekspertów, którzy będą pracować nad tematyką projektową w krajach partnerskich w międzyczasie realizowanych działań w międzynarodowym kontekście. Krajowa grupa ekspertów będzie uczestniczyć w pracach związanych z edukacją dorosłych aby ulepszyć swoją ofertę, rozwijając stosowane narzędzia doradcze. Projekt pozwoli na dostrzeżenie związku pomiędzy „normalną” pracą instytucji oraz europejską pracą w uczącej się grupie partnerskiej;
- Creation of the regional/local group of experts that will work on the subject of the project in partner countries apart from international work. The expert group, reflecting on and working with the subject of adult education to improve the offer, tend to develop counseling tools. This will allow them to see the connection between the “normal” work of the institution and the European work in the learning partnership;
- Ulepszenie i innowacja systemu edukacji, narzędzi doradczych dla osób 50 +;
- Quality improvement and innovation in system of general education, counseling tools dedicated to People over 50;
- Wzrost umiejętności zawodowych oraz rozwój osobisty pracowników w instytucjach partnerskich;
- Increasing professional skills and personal development of the employees of partner institutions;
- Współpraca oferuje uczestnikom możliwość wymiany doświadczeń, praktyk i metod w ich codziennej pracy;
- The cooperation offers the participants an opportunity to exchange experiences, practices and methods of their daily work;
- Nawiązanie nowych kontaktów, współpraca i możliwość stworzenia wspólnych nowych projektów w przyszłości.
- Setting up of new contacts, cooperation and possibility of developing common new projects in the future.

3

Partnerzy projektu

- Wojewódzki Urząd Pracy w Katowicach (Polska) – koordynator
- The MRS Consultancy Ltd – Firma konsultingowa, członek Krajowego Instytutu Edukacji Dorosłych (Wielka Brytania)
- Fundación Universidad Empresa de la Región de Murcia – Fundación University Enterprise of the region of Murcia - Fundacja działająca przy Uniwersytecie Regionu Murcia (Hiszpania)
- Itä-Uudenmaan koulutuskuntayhtymä – Education Services for Adults and Organisations - Edupoli to Centrum Szkoleniowe zarządzane przez Międzmiastową Federację działającą na rzecz Edukacji na obszarze wschodnim Uusimaa (Finlandia)



4

Główne rezultaty
Main goals

- Utworzenie strony internetowej projektu;
- *Project website;*
- Publikacja broszury;
- *Brochure.*
- Zrealizowanie 48 mobilności (każdy kraj 12 mobilności)
- *Total no. of planned outgoing mobilities 48 (each country 12 mobilities)*

5

Główne działania
Main activities

Spotkania projektowe w krajach partnerskich
Project meetings in partner countries

26-29 listopad Pierwsze spotkanie projektowe w Polsce
26-29 november 2013 Kick – off meeting in Poland

24-27 Marzec 2014 Spotkanie grupy partnerskiej w Wielkiej Brytanii
24-27 March 2014 Meeting in the UK

02-05 Czerwiec 2014 Spotkanie grupy partnerskiej w Hiszpanii
02 - 05 June 2014 Meeting in Spain

08-11 Wrzesień (październik) 2014 Spotkanie grupy partnerskiej w Finlandii
08 - 11 September (or October) 2014 Meeting in Finland

Spotkania ekspertów lokalnych
Meetings with local experts

23 październik 2013 – meeting with local experts in Poland
23 october 2013 - meeting with local experts in Poland

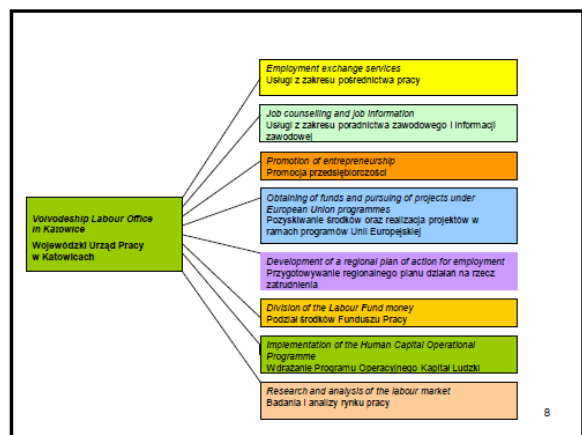
6

Pierwsze spotkanie projektowe w Polsce
Kick – off meeting in Poland

Organizacja goszcząca: Wojewódzki Urząd Pracy w Katowicach
Host organization: Voivodeship Labour Office in Katowice

- Wojewódzki Urząd Pracy w Katowicach, powołany w roku 2000, jest jednostką organizacyjną samorządu województwa śląskiego realizującą zadania w zakresie kreowania polityki rynku pracy, inicjowania i wspierania działań promujących i stymulujących rozwój rynku pracy w województwie śląskim.
Liczba osób pracujących: 256.
- *Formed in 2000, the Voivodeship Labour Office in Katowice is an organisational unit of the Silesian Voivodeship Government that pursues tasks involving the creation of labour market policies, initiation and support of actions promoting and stimulating the development of the labour market in the Silesian Voivodeship.*
Number of employees: 256.

7



Attached annex 2 - Presentation of the partner from Finland

Kokemus esiin 50+

"(bring out) the experience 50+"

Aims

- To find a new job for people over 50
- To help them to find a training place, which later helps to find a job
- To help companies find workers they need

Taina Pesonen, Eupoli



Means

- Counselling, a personal coach
- Counselling according to clients needs
- Career guidance
- Small groups
 - Job seeking today
 - LinkedIn etc.
 - Peer groups

Taina Paananen, Edupoli



Means

- To build a network of companies
- Companies help to find ways to get a job when you are over 50
- Companies can offer jobs to people over 50
- Linking clients and companies
- Trying to change attitudes toward hiring people over 50

Taina Paananen, Edupoli



Financing

- European Social Fund 85 %
- The City of Vantaa 10 %
- Edupoli 5 %

Taina Paananen, Edupoli



Where and when

- In Edupoli Vantaa (near Helsinki and Porvoo)
- 215 clients 2013-2014
- In co-operation with the employment office in Vantaa

Taina Paananen, Edupoli



50+ Osaajat työssä ("masters at work")

- An other project
- Funding: National Board of Education in Finland (75 %)
- For people over 50 in workplaces
- Aim: Extending working careers
- Changing the age awareness in workplaces
- Mentoring, well-being at work, training etc.
- Seven adult education institutions in Finland

Taina Paananen, Edupoli

Edupoli

Education Services for Adults and Organisations



2013





Edupoli's mission

Working closely together with our clients we create opportunities for them to further their development and success.






Facts about Edupoli

- Municipal Business Enterprise
- Owned by the Municipal Education and Training Consortium of Itä-Uusimaa
- Established in 1974

Facts about Edupoli

- Premises:
 - Helsinki (established 1998)
 - Kerava (established 2010)
 - Porvoo (HQ, established 1974)
 - Vantaa (established 2002)
 - Edupoli Centre, St. Petersburg (established 2010)


Facts about Edupoli

- ISO 9001 Quality Management System, since 1996
- ISO 14001 Environmental Management System, since 2001
- OHSAS 18001 Occupational Health and Safety Management System, since 2012

ORGANISATION CERTIFIED BY

Inspecta


ISO 9001
ISO 14001
OHSAS 18001




Facts and figures 2012

- Turnover 16.4 million Euro
- Staff 238 persons
- Educational staff 197 persons

Turnover 2012



Training Type	Percentage
Employment training	40 %
Self-motivated training	32 %
Apprenticeship training	18 %
Personnel training	4 %
Other	6 %



Facts and figures 2012

- 9500 students, 21 % immigrants
- 847 competence-based exams
- 655 different courses and study programmes
- Over 20 fields of expertise ranging from business administration to service and technology sectors



edupoli

Fields of expertise

- Building Construction
- Business Administration and Management
- Catering
- Cleaning Services
- Commerce and Sales
- Education and Guidance
- Electricity and Energy Sector
- Environmental Education
- Financial Administration and Office Services
- Health and Social Services
- Household Services
- ICT
- Immigrant Education
- Logistics and Materials Management
- Metal Technique (Welding)
- Orientation Training
- Process Industry (Chemical Engineering)
- Property Maintenance and Building Maintenance Technique
- Refrigerating Technique
- Safety and Security
- Sports and Rehabilitation
- Tourism and Hospitality Management

edupoli

Services to organisations

- Competence surveys
- Personnel training
- Recruitment training
- Outplacement training
- Development projects
- Consulting



edupoli

Services to students

- Educational Services
 - Basic and further training
- Qualification Services
 - Over 80 competence-based qualifications
- Information and Guidance Services



edupoli

Projects and international activities

- Approx. 20 projects
 - Most of the projects are on a national level
- International co-operation
 - Lernia, Sweden
 - Grimsby Institute, U.K.
 - Petrovsky College, St. Petersburg, Russia
 - Krasnogorsk State College, Moscow, Russia



Edupoli Centre is situated in the premises of the Petrovsky College

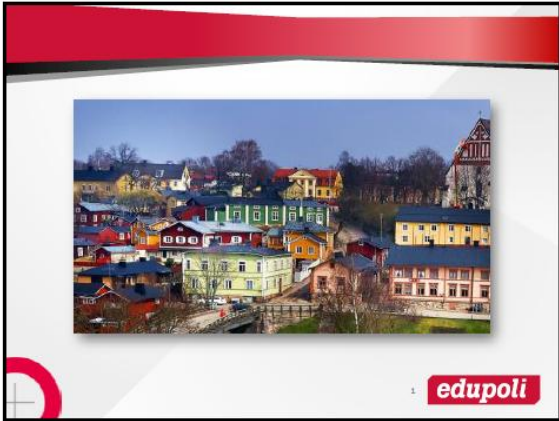
edupoli

International activities

- Co-operation networks:
 - AMKE International (EVTA)
 - European Forum of Technical and Vocational Education and Training (EFVET)
 - International Vocational Education and Training Association (IVETA)
 - Future Learning Finland




edupoli



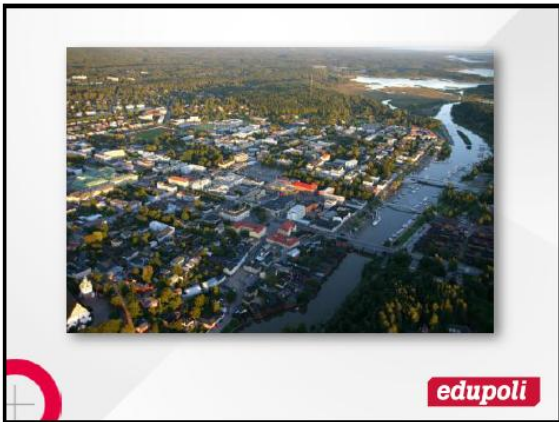
Porvoo in brief

- Founded in 1346
- Population 31 Dec 2012: 49,026
- Finnish speakers 66%
- Swedish speakers 31%
- Others 3%
- Land area 655 km²
- Water areas 1,484 km²



Source: Statistics Finland and The Population Register Centre

2 **edupoli**



Where?

- Porvoo is located in the eastern Uusimaa-region on the coast of the Gulf of Finland, ca 50 km east of Helsinki.
- Porvoo's land area is 655 km² and water area is 1 114 km².

edupoli

The history of Porvoo

- The settlement of Porvoo region began in the 13th and 14th centuries.
- The town and the whole parish were named Borgå ('castle river' in Swedish), after the river and the fortress on Castle Hill (Linnamäki).
- The historical year of the founding of Porvoo is held to be 1346, making it Finland's second oldest town.

edupoli



Old town

- The Old Town of Porvoo is unique. The mosaic-like town plan with its maze of streets and irregularly shaped plots dates back to the Middle Ages.
- Porvoo is one of Finland's six mediaeval towns, and in the Old Town, the district dating back to the time of Swedish rule, you can still sense the atmosphere of the mediaeval town.

edupoli



edupoli

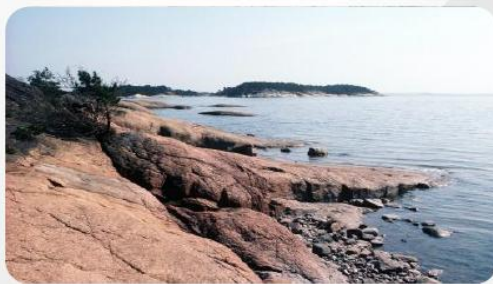
Where to visit - the old town

- Many of the boutiques and services are located on Jokikatu and Välikatu Streets and around the church. In the sidestreets it's easy to take a step back in time.
- Red shore houses on the riverbank are one of the most photographed scenery in Porvoo.

edupoli



edupoli



edupoli

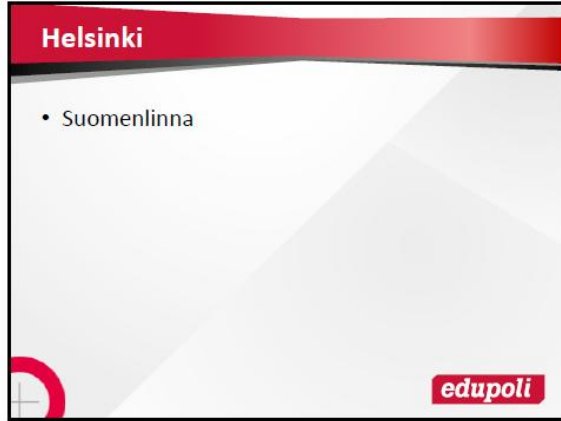
Where to visit - archipelago

- Porvoo's idyllic archipelago is an experience – and worth visiting.
- The creator of the Moomin trolls, Tove Jansson, spent almost 30 summers on the small island of Klovharun in Pellinki. For one week every July, visitors are welcome to visit the island and the cottage.
- Music, Art Factory (Avanti! - Jukka-Pekka Saraste in June-July)
- www.visitporvoo.fi/en/

edupoli



edupoli



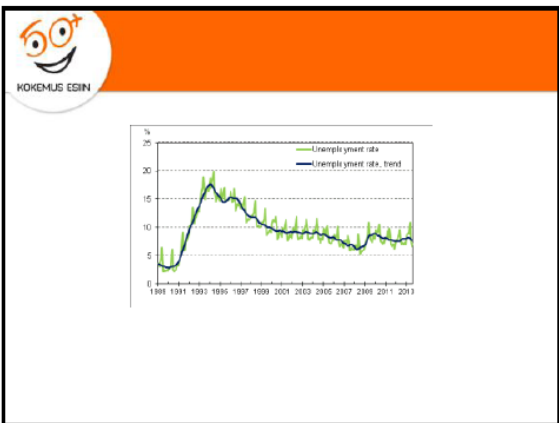
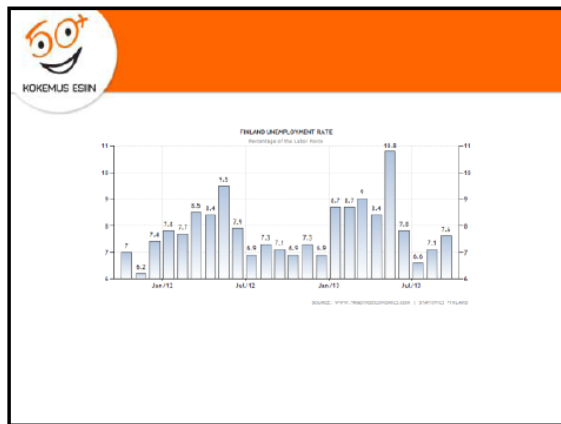
Helsinki

- Suomenlinna

edupoli

Finland Unemployment Rate

- Unemployment Rate in Finland increased to 7.60 percent in September of 2013.
- Unemployment Rate in Finland is reported by the Statistics Finland.
- From 1959 until 2013, Finland Unemployment Rate averaged 6.2 Percent reaching an all time high of 19.9 Percent in May of 1994.
- In Finland, the unemployment rate measures the number of people actively looking for a job as a percentage of the labour force.



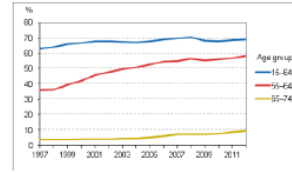
Employment

- In September 2013, the number of employed persons was 2,418,000, which was 32,000 lower than a year earlier (margin of error $\pm 32,000$). There were 12,000 fewer employed men and 20,000 fewer employed women than in September 2012. The number of both employees and self-employed persons decreased compared with last year's September.
- In September, the employment rate, that is, the proportion of the employed among persons aged 15 to 64, stood at 67.3 per cent, which was 0.8 percentage points lower than one year before. From last year's September, men's employment rate fell by 0.6 percentage points to 68.1 per cent and women's by 1.0 percentage points to 66.5 per cent. Adjusted for seasonal and random variation, the trend of the employment rate was 68.3 per cent



The employment rate of people aged 55 to 64

- The employment rate of people aged 55 to 64 has grown considerably: the employment rate of the age group was 35.8 per cent in 1997 and in 2012 it was 58.2 per cent.
- The employment rate for the population aged 65 to 74 has also been growing steadily. In 1997, 15,000 persons in the age group were employed and in 2012 the number was 52,000. The population aged 65 to 74 has increased by 114,000 persons in fifteen years. The employment rate of the age group has grown by six percentage points to 9.5 per cent during this time
- Source: Labour force survey 2012. Statistics Finland



Employment of persons aged over 55 has increased considerably in fifteen years

<http://www.stat.fi>, Statistics Finland's Labour Force Survey
Published: 5 November 2013

- The employment of persons aged over 55 has increased considerably in fifteen years.
- In 2012, the employment rate for the population aged 55 to 64 was 58.2 per cent, which was 22.4 percentage points higher than in 1997. The employment rate of people aged 65 to 74 has also increased from 1997 by six percentage points to 9.5 per cent.



The unemployment rate 55+

Appendix table 16. Unemployment rates by sex and age 2012/05 - 2013/05

Year/Month	Change			
	2012/05	2013/05		
Per cent, %	Per cent, %	Percentage points		
Sex				
Both sexes	15-74	9.5	10.8	1.3
15-64	9.7	11.0	1.3	
15-74	30.7	30.8	0.1	
25-34	8.2	9.0	0.8	
35-44	4.1	5.3	1.2	
45-54	5.5	6.0	0.5	
55-64	6.6	6.7	0.1	
Men	15-74	10.6	12.0	1.4
15-64	10.8	12.3	1.5	
15-74	31.6	40.0	8.4	
25-34	9.0	8.9	-0.1	
35-44	4.1	5.3	1.2	
45-54	7.7	7.5	-0.2	
55-64	7.6	6.8	-0.8	
Women	15-74	8.5	9.5	1.0
15-64	8.6	8.6	0.0	
15-74	29.7	30.3	0.6	
25-34	7.1	8.1	1.0	
35-44	4.1	5.3	1.2	
45-54	5.8	6.5	0.7	
55-64	5.6	6.6	1.0	



Tem -työllisyyskatsaus

- Over 50-years old unemployed 107 700 that is 12 900 more than a year before
- Yli 55-years old unemployed 76 200, that is 8 000 more than a year before.




**Who we are
and
what we do**

Who we are


- ▶ Established since 1997
- ▶ Education, business & community
- ▶ Project management, communications, informal & flexible learning
- ▶ Over 30 European projects



Where we are



Who we work with



Disadvantaged groups

- Young people outside formal education
- People with learning difficulties
- Women from ethnic communities
- Unemployed
- Mature workers
- Women with children
- Travellers
- Small businesses

What we do



Help develop skills that can improve their lives

- Communication
- Community reporting
- Marketing what you do
- Informal learning in the community
- Sustaining "life after funding!"
- Show learning pays

What we do



Help develop skills in the workplace

- Business Planning
- Matching workplace learning to Business Critical Needs
- Informal learning in the workplace

Current projects

2012-2014

Starting 2013
 Boost - Leonardo da Vinci TOI
 InformaLeaJob - Leonardo da Vinci TOI
 Locate - Grundtvig multilateral
 People over 50 - Grundtvig partnership

Work with over 50s

- Over 50s Employability Research Project - mid 2000s prior to Age Discrimination Legislation
 - Produce evidence of positive impact of employing Over 50s
 - Research - telephone surveys, focus groups desk research
 - Key findings
 - Support needed in developing age diversity policies and addressing training and education needs - lifelong learning
 - Strong awareness of contribution to economic activity (100% of employers in telephone survey)
 - Significant gap between attitudes and action - Employers' focus group - concerns over health problems, link between age and pay
 - 80% of Case study companies had employees post-retirement age and also had
 - Open recruitment policies
 - Flexible retirement policies
 - Flexible working
- Lifelong learning agenda activities

Over 50's and employment UK (1)

- Record numbers of over-50s in work
- 2 million more in the workplace than 15 years ago
- 7.7 million workers between 50 and 64 (DWP statistics)
- Not only due to changing demographics

Over 50's and employment UK (2)

- 1/3 of workforce over 50
- Employers will need 13.5 million jobs by 2023
- School and college leavers only 7 million
- New Guide for employers on how to hire and retain older workers (DWP 2013)
- People over 50 less likely to be recruited once out of work.

Table A3: Labour market characteristics of 50-54, 55-59, 60-64 and 65-69 aged groups in April-June 2012

Background	50-54	55-59	60-64	65-69	70+
Total population (000s)	4,162	3,609	3,584	3,234	7,083
per cent of all 16+	8%	7%	7%	7%	14%
per cent from ethnic minorities	8%	7%	4%	4%	4%
per cent woman	51%	51%	51%	52%	56%
per cent with a disability	24%	31%	38%	36%	45%
per cent with no qualifications	10%	18%	20%	28%	-
In Employment					
Total (000s)	3,325	2,954	1,623	632	504
per cent of age band (all population base)	80%	71%	45%	20%	4%
per cent of all in employment who are:					
- self-employed	18%	19%	23%	34%	43%
- working part-time	24%	27%	41%	52%	72%
- working part-time because could not find full-time job	5%	5%	4%	2%	5%
- were unemployed 12 months ago	2%	1%	1%	-	-
- with no qualifications	6%	10%	13%	18%	-
Employees					
Total (000s)	2,756	2,047	1,228	431	351
per cent of all in employment who are:					
- in a permanent job	95%	95%	94%	95%	87%
- agreed flexible working hour arrangement	29%	29%	21%	21%	12%
- would prefer shorter hours than at present in current job	40%	39%	35%	21%	9%
- with disability	17%	23%	27%	23%	18%
average time in current job (yrs)	12.3	12.2	11.8	11.3	11.3
ILO unemployed					
Total (000s)	163	133	62	16	-
per cent of age band (all population base)	4%	4%	2%	1%	-
ILO unemployment rate (active population base)	5%	5%	4%	2%	-
per cent unemployed for a year or more	41%	45%	51%	48%	-

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

Fundación Universidad Empresa de la Región de Murcia

Address: Edif. ENAE, Campus Universitario de Espinardo, 30100 ESPINARDO, MURCIA, (SPAIN)

Phone: +34 968 899 899

E-mail: consugar@um.es

Web: <http://www.fuem.um.es>



FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

FOUNDATION UNIVERSITY ENTERPRISE OF THE REGION OF MURCIA (SPAIN)

- Typical Spanish interface body.
- National network with 28 institutions representing all 17 Spanish regions.
- Non profit private institution created in 1988.
- **Main objective:** "To foster the dialogue between University and Companies and the development of all studies and research of interest for both institutions".

<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

FOUNDATION UNIVERSITY ENTERPRISE OF THE REGION OF MURCIA (SPAIN)

MANAGEMENT BOARD:

- University of Murcia
- Polytechnic University of Cartagena
- Chamber of Commerce of Murcia
- Regional Confederation of Business Association
- Main regional banks
- Private companies (more than 350 are associated to FUERM).

<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

FOUNDATION UNIVERSITY ENTERPRISE OF THE REGION OF MURCIA (SPAIN)

- Number of employees: 23
- Sources of financing:
 - ♦ Students fees: Masters, courses, seminars...
 - ♦ Projects: Regional, national and International scope
 - ♦ Private (companies) fees
 - ♦ Public funds

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

DEPARTMENTS

- **Business School**
- **Research and Innovation:**
 - ♦ International Programmes
 - ♦ National Programmes
- **Employment and Training:**
 - ♦ Employment Services
 - ♦ Setting up companies
- **Partner Services:**
 - ♦ Monthly electronic newsletter
 - ♦ Exclusive seminars for our associated companies



<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

BUSINESS SCHOOL

- **Our training offer includes:**
 - Master programmes.
 - Short and medium term courses.
 - Seminars on High Quality Management.
- **The Former Students' Association.**
- **Tailored In-Company training.**
- **Virtual business school**
- **International agreements** with other Business Schools in Europe, South America, Magreb and USA.

<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

EMPLOYMENT SERVICE

The objective is promote the University graduates' employment.

SERVICES:

- ♦ Professional Guidance service to University Graduates.
- ♦ Employment Register for University graduates.
- ♦ Professional placements in regional companies for our students.
- ♦ "Forum of employment".

<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

BUSINESS CREATION

SERVICES:

- Course on Entrepreneurial Creativity and Creation of Companies (EOI).
- Competition for business initiatives.
- Senior Guidance Programme to Enterprising University Students.

<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

RESEARCH AND INNOVATION

SERVICES:

- National programmes:
 - Office to Transfer Research Results (OTRI).
 - Promotion of research and innovation projects for the companies at national and regional level.
 - Seminars and events on research and innovation topics.

<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

INTERNATIONAL PROGRAMMES

SERVICES:

- Transmition of the most relevant information on European programmes to regional stakeholders and institutions.
- Promotion of experiences and exchanges for university students and professionals.
- Partnership searching for the collaboration in the projects.
- Promotion of participation in networks in Europe.

<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

EXPERIENCE IN EUROPE

- **Leonardo da Vinci Mobility projects** for University students and graduates.
- **Leonardo da Vinci Pilot projects**, as co-ordinators or partners.
- **EQUAL** initiative projects: As project partners or external evaluators.
- **Article 6 ESF** (Innovative actions). Knowledge management / Women employment
- **e-Learning** programme.
- **Fifth and Sixth Framework Programme**.

<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

EXPERIENCE IN EUROPE II

- **INTERREG III B Medocc: PAMELA Project:** To develop a platform about the Economic Growth of the Territories of the Mediterranean Latin Area. It will be a very useful tool for companies who may invest in this region.
- **INTERREG IV C: IES Project** (Implementing Employment Services) and **OSAIS Project** (Observatory on State Aid Schemes for SMEs).
- **MED PROGRAMME: MET3 Project (Mediterranean Transnational Technology Transfer)**: MET3 aims to develop a modular toolbox for integrated TTT and thus facilitate exploitation of research results by taking into account technology and other "soft" aspects of the process.

<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

Initiatives with people over 50

- SENIOR Programme: Mentoring programme to support the entrepreneurship for University graduates.**
 - It is a service to support young people in developing their business plans and further implementation.
 - Tutors (SENIORS): Professionals and businessmen, **retired**, who **altruistically** put their **extensive knowledge and experience** at disposal of entrepreneurs who decide seriously to develop a business project.
 - **Tailored** service (adapted to entrepreneurs needs).
 - This service is **free**.
 - Target public: University students in the last year or graduates
 - Financial support of Reg. Develop. Agency + regional banks
- AWARDS Project (art. 6 ESF-Innovative Actions):**
 - Target public: active women over 45.
 - Public sectors, the civil society (social partners included), companies and ageing women workers participate in achieving a coherent planning system (territorial Action Plans and business Pilot Initiatives correlated by long terms shared visions and paths).

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

Initiatives with people over 50

- SUDREAL Project "Sustainable Development of the Regions through Adult Education" (Grundtvig Partnership).** The project was led by the Adult Education Centre of Hamburg (Germany) with partners from Turkey and Spain (FUERM) with the aim of exchanging good practices on adult education and tools to evaluate and acreditate the non formal and informal learning.
- "Enhancing Quality and Mobility for VET System and Labour Market" (Leonardo da Vinci Partnership).** The Project had the aim of exchanging good practices and developing of a toolkit to train professionals in work place.
- EQUAL PROJECTS:**
 - **MICRO Project:** The main objective of the project was the creation of micro companies.
 - **MAGAP-EMPLEO Project:** The experimentation of new methods for Social Labour Integration of groups at risk of social exclusion.
 - **ADELANTATE (go ahead) Project:** To help women to break the "glass ceiling" and to be incorporated post of responsibility in the economic sector with future.

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

REGION OF MURCIA (SPAIN)

- Located in the South-East of Spain on the Mediterranean coast.
- Population: Around 1,5 million inhabitants
- Main cities: Murcia, Cartagena, Lorca...
- Main economic sectors:
 - Agrofood
 - Chemical industry
 - Furniture
 - Tourism



<http://www.fuem.um.es>

FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

REGION OF MURCIA

Main characteristics:

- Nice and warm weather
- Wonderful "healthy" food – Mediterranean diet
- History and traditions: Events and buildings
- Nice beaches – Special "Salty lake": Mar Menor
- Friendly and warm people and...
- Many things to discover if you come to visit us...

<http://www.murciaturistica.es/en/tourism/home>

<http://www.spain.info/en/que-quieres/ciudades-pueblos/provincias/murcia.html>



FUNDACIÓN UNIVERSIDAD EMPRESA REGION DE MURCIA

THANK YOU VERY MUCH FOR YOUR ATTENTION!

Further information:

www.fuem.um.es

consugar@um.es

Attached annex 5 - Project overview – the original document that was presented to partners during the project partner meeting with comments after discussion with partners: project objectives, results and outcomes, distribution of tasks, cooperation and communication, participants involvement, evaluation, dissemination

LIFELONG LEARNING PROGRAMME GRUNDTVIG



Kick – off meeting in Poland
Katowice, 26th – 29th November 2013

Project title: People over 50 on the labour market
Project nr: 2013-1-PL1-GRU06-38713

Project overview (method of work: reading and discussion)

Partner's countries

- **Wojewódzki Urząd Pracy w Katowicach – Voivodeship Labour Office in Katowice** - an organisational unit of the Silesian Voivodeship Government
- **The MRS Consultancy Ltd** - a corporate member of the National Institute of Adult and Continuing Education
- **Fundación Universidad Empresa de la Región de Murcia – Foundation University Enterprise of the region of Murcia** - FUERM, non-profit making institution
- **Itä-Uudenmaan koulutuskuntayhtymä – Education Services for Adults and Organisations** - Edupoli, a learning centre

D.2. RATIONALE

- The number of people over 50 will rise by 35% between 2005 and 2050. The number of people over 85 will triple by 2050. Recent OECD analyses forecast escalating costs as a result of ageing populations in Japan, the US and Europe.
- People at work and remaining population will change from 4-1 today to 2-1 by 2050 in average in Europe (fertility rates). Without a higher level of participation of the elder population in employment, and without better tailored and more effective health and social care services, these trends will put serious pressure on Europe's social models and public finances.
- More than 60% of persons over 50 in Europe feel that their needs are not adequately addressed by current ICT equipment and services. (Overview of the European strategy in ICT for Ageing Well, October 2010).
- The problem is that old age is often associated with illness and frailty but this need not be the case. Those older members of society who remain active have the potential to make a significant contribution to society, for example, by extending their stay in the labour market or participating in family and community life.

- Across Europe, the concept of 'key competences' has gained importance in recent years both at policy and school level. Key competences are considered essential skills and attitudes for Europeans to succeed not only in today's economy and modern society but also in their personal lives. They are defined at EU level and comprise the following: 1) ability to readily and easily communicate in the mother tongue, 2) the ability to speak foreign languages, 3) mathematical competence and basic competences in science and technology, 4) IT skills, 5) social and civic competences, 6) sense of initiative and entrepreneurship, 7) capacity to learn to learn, and 8) cultural awareness and expression
(http://eacea.ec.europa.eu/education/eurydice/documents/thematic_reports/145EN_Hpdf).
- The Commission proposes the following EU headline targets: 75 % of the population aged 20-64 should be employed, 20 million less people should be at risk of poverty. In spite of progress, Europe's employment rates. Only 46% of older workers (55-64) are employed compared to over 62% in the US and Japan. The target of inclusive growth concerns EMPLOYMENT AND SKILLS - EU flagship initiative "An agenda for new skills and jobs" to modernise labour markets by facilitating labour mobility and the development of skills throughout the lifecycle with a view to increase labour participation and better match labour supply and demand. (E U R O P E 2 0 2 0, A European strategy for smart, sustainable and inclusive growth).

D.3. PROJECT OBJECTIVES AND STRATEGY

General objective:

The aim of the project is to elaborate the effective model of the support of People over 50 that want to improve their potential employability by acquiring or updating basic and general skills, play active role in the society.

Project aims:

- improving the quality and the amount of the cooperation between adult education organizations;
- share practices and transfer the experiences in the field of: counseling (assessment tools for describing key competences), methods of development of key competences, active forms of senior support (the gain of knowledge about institutions that propose good solutions to help seniors in their education, methods of education). The partners will provide their expert staff to work together into a project team and participate in mobilities;
- creation of the regional/local group of experts that will work on the subject of the project in partner countries apart from international work. The expert group, reflecting on and working with the subject of adult education to improve the offer, tend to develop counselling tools;
- quality improvement and innovation in system of general education, counseling tools dedicated to People over 50;
- increasing professional skills and personal development of the employees of partner institutions.
- The cooperation offers the participants an opportunity to exchange experiences, practices and methods of their daily work.
- Setting up of new contacts, cooperation and possibility of developing common new projects in the future.

IMPORTANT DATES

Project meetings in partner countries

26–29 November 2013 Kick – off meeting in Poland

24-27 March 2014 Meeting in the UK

02 - 05 June 2014 Meeting in Spain

08 - 11 September (or October) 2014 Meeting in Finland

Meetings with local experts

23 October 2013 - meeting with local experts in Poland

Results of partner discussions:

Partners up to dated all dates of meetings and some partners, at least from the UK, FI, ES decided to have also bilateral or trilateral meetings in 2015.

Project meetings dates in 2014:

26 – 29 March 2014 – Meeting in the UK

02 – 05 June 2014 – Meeting in Spain

08 – 11 September 2014 – Meeting in Finland

Mai/June 2015 Summarizing meeting in Poland

D.4. RESULTS AND OUTCOMES

No	Approx. date	Description
1	during mobilities	Meeting briefing - partners during each mobility will take minutes. A written record of what is said and decided at a meeting.
2	after mobilities	Report - after every mobility the report will be prepared
3	after mobilities	Evaluation of participants after every mobility (good/poor features of the project...)
4	before mobilities	Programmes of the meeting for every mobility
5	during mobilities	List of attendance for the mobility
6	after mobilities	Monitoring report
7	Oct./nov.	The Memorandum of Understanding with local organizations that deal with education of People over 50
8	Oct./nov.	The record from the meeting with local organizations
9	Nov. 2013	A glossary with definitions of key words connected with the project
10	September 2013	Desk research index related to the situation of People over 50 in the context of education, counseling of People over 50, identification of local organization providing adult education and get familiar with the collected information.

11	October 2014	Questionnaires to evaluate motivation of People over 50 to take part in general education and their level of key competences
12	March 2015	The bank of tools /toolbox/ to assess key competences of People over 50 - tools gathered from every partner country
13	October 2014	Documents provided by People over 50. The target group will give information about their interests, future plans connected with their citizenship life in the IT form: blogs, CD or by e-mail. Information will be added to the website.
14	December 2013	Website of the project
15	June 2015	Brochure
16	after mobilities	Certificates for participants - the host organization will give the certificate to participants taking part in the mobility
17	June 2014	Interim report
18	Aprile 2015	Results of project will be presented in the "Bulletin of Voivodeship Labour Office in Katowice" - the branch newspaper of Voivodeship Labour Office in Katowice
19	July 2015	Final report

Results of partner discussions:

All partner agreements are inserted to the meeting briefing. The copy of the document is available in the annex 6.

Concerning the cooperation with local organizations partners agreed that in Poland will be used the Memorandum of Understanding (annex 7) and in partner countries will be used the „letter of support“ (the sample of the document is available in annex 8).

D.6. IMPACT

Impact on partner institutions

- Partner organizations will share experiences in the field of adult education of People over 50.
- Later partners will share good practices with local adult learning providers.
- The project foresees also cooperation with People over 50 to know their motivations to get basic skills, to define their level of key competences. The project give the possibility to develop new tools of assessment of People over 50, ways to teach their basic skills.
- Thanks to the project partner organizations and local adult providers will improve the quality of their offer. The project itself will give us possibilities to develop something new and innovative which we would not have done otherwise.

Impact on the staff

- Participants will have the possibility to gain new experiences. They will learn from others and reflect upon their own practices. They will share different experiences, points of view and methods of work but their target will be to realize all duties resulting from the project and reach the same effect.
- Due to the observation during mobilities may find some solutions and try to introduce new ways in their work. Participants will raise motivation to carry out duties in their daily routine.
- The project will have a positive impact on intercultural exchange, linguistic skills, personal development.

Impact on local adult learning providers

Partner institutions will cooperate with representatives of local adult learning providers. The project will give the possibility to reflect upon the number of institutions that help in general education of People over 50 and their offer of workshops and courses. They will have the possibility to observe results of the project on the website. They will cooperate on the regional/local level with representatives involved in the realization of the project.

Impact on learners

The project foresees to activate People over 50. They will be invited to take part in partner meetings. They will prepare some information for the project that concern their experiences. They will have the possibility to participate in international initiative.

F.1. DISTRIBUTION OF TASKS

Project foresees active involvement of all partners. All partners will be equals and make a decision in the democratic way. During the first project meeting partners will prepare common rules of cooperation in the frame of project. Each organization will indicate one key person constantly involved in the project. Coordinator will fill out the joint part of reports in cooperation with partners, collect relevant information to the common data base.

Partners tasks in the project:

- cooperation during the preparation of application of project: programme of project meeting, plan of mobilities with dates, discussion about the content of project, provide general information about institutions for the proposed Partnership, description of area of partner where he operates,
- recruitment of project participants that will participate in mobilities,
- administrative and financial reports to NA,
- organisation of the project meetings for participants before their leave to partners countries in order to provide information about programme, conditions of accomodation, transport, insurance
- it concerns host organizations,
- getting up of "nation evening" or other event presenting traditions– introduction of nation traditions and specialities,
- participation in the project meetings in partners countries, at least one person will participate in all mobilities,
- organization of the meeting with local adult learning providers, People over 50 in the headquarters of partner institutions, sign up Memorandum of Understanding,
- a month before the project meeting the hosting partner will prepare a draft agenda in order to give time for partners to discuss and approve it. Partners can make comments, suggestions. Moreover it will help participants to prepare material for the meeting,
- before the project meeting each institution will organize preparatory meeting on the spot to review the meeting agenda and distribute tasks to prepare the material for the next visit;
- all partners will contribute to take minutes;
- as the host partner duties: organization of meetings, accommodation, local transport, social events, preparation of certificates;
- preparation of the brochure;
- monitoring and evaluation of all activities.

Competences required from participating institutions: institutions that are interested in international cooperation, don't need to be experienced in European projects but want to gain new experience, their area of work and activities concern adult learning.

F.2. COOPERATION AND COMMUNICATION

Contact persons:

When institution select participants will prepare their profiles (previous and actual professional experiences, hobbies/interests, picture). Information will be provided before each project meeting. It will help participants to know each other before project meeting. All profiles will be recorded in the same place with access to partners.

During each project meeting the host country will up to date contact list of participants with names, e-mail addresses, telephone numbers, addresses, roles in the project and in their own institutions.

Partner organizations will select key person who will be present at each project meetings. It will enable to have continuity in project activities. The key person will be able to make decisions during project meeting.

Working language:

Firstly to start the project partners will agree on the language of communication. The working language will be English. Because the team members can have different levels of fluency in that language partners will agree to use simple language and prepare written materials about subjects to be talked about at the meeting and send them to all partners via e-mail. Moreover presentations will be presented in the form of graphs, charts, key point list.

Ongoing communication will be supported by:

- e-mails
- telephone/fax communication
- facebook or project group on google
- face-to-face communication during project meetings
- staff exchange
- exchange of documents

Partners will determine rules for communication during the first project meeting in Poland.

F.5. EVALUATION

All partners will be responsible for the project monitoring and evaluation - one representative from each country. While the kick - of meeting in Poland partners will analyse and up to date all rules for monitoring and evaluation of the project. Partners will discuss and determine common forms for every document will have to be reported and will establish deadlines for returning forms. The coordinator will prepare "samples" of documents before the first project meeting.

Monitoring

One representative from partner institutions will be responsible for monitoring. The monitoring will supervise if the project is going on as planned. We can measure the following products: number of mobilities realized in partner countries, list of attendance during seminar with local adult learning providers and project meetings, number of brochures published, number of brochures sent to partners countries and local actors, number of tools to assess key competences, number of information provided by People over 50.

All information for monitoring will be provided by contact person from each country. The coordinator will compare between the actual and planned activities and will use the information in further planning of project activities.

Formative evaluation

After every project meetings participants will fill in questionnaires to think about the project process and the project outcomes.

Process evaluation will inform us about the quality of aims reached, new knowledge and skills attained by participants, their contribution to the project, the quality of communication, cooperation. Outcomes evaluation will concern the impact on the involved partner's institution, the increase of skills and motivation of staff, the growth of the awareness of the European dimension in adult education, the increase of the awareness of a multicultural and intercultural dimension.

Summative evaluation

Partners will verify if project outcomes are useful. Questionnaires will be distributed to local adult education providers and to People over 50 in order to check it. Each partner will be responsible for selecting documents from the own area.

The coordinator will gather all documents from evaluation and will specify all recommendations in one document. Partners will discuss the content of the document and decide if some expectations should be adjusted.

F.6. DISSEMINATION AND THE USE OF RESULTS

The manager of the Labour Market Department of Voivodeship Labour Office in Katowice (VLO) will inform about the project at managers meetings. Participants of the project will be the staff of partner organizations, will gain knowledge and share experiences with colleagues from the own institution. FUERM-Foundation University Enterprise of the Region Murcia will inform about the project results the Senior department and The National Network of Foundation. The whole partnership will use their own means and resources to disseminate the project in their contexts.

Project website

The project will be promoted externally by setting up a joint website. All partners will provide information for the website, decide what would interest and engage the people who will visit the site and attract visitors: project aims, activities, results, description of institutions. Information about the project will be added also to the website of VLO, in the place dedicated to projects realized by the Labour Market Programme Department; to the website of FUERM, ENAE Business School.

The branch newspaper

The coordinator will describe results of project in the "Bulletin of Voivodeship Labour Office in Katowice" - the branch newspaper of VLO in Katowice. The information will appear in Monthly FUERM newsletter.

Seminar

Before the first project meeting partners will organize seminars in their headquarters. Representatives from local adult learning providers and People over 50 will be invited to take part in the meeting and sign up a Memorandum of Understanding to determine directions of cooperation during the project realization. Thanks to that the local community on the one side will learn from its achievements on the other side will contribute ideas and brainstorm about ways to make use of the project results.

Participants will prepare stakeholder analysis to identify, list, and assess in term of their interest in the project and importance actors that can be affected by its outcomes.

Brochure

Brochure, prepared with all partners, will be published and send to all partners and institutions connected with adult education. Publications will present the project, its results. The content of the brochure will be recommendations, that can be taken up by the community, concerning counseling of People over 50, methods of development of key competences, senior motivation to be active in their social and professional life as long as it would be possible, general education forms.

BUDGET managing

- the eligibility period (1.08.2013 – 31.07.2015)
- each partner receives a funding and is responsible for the own project budget; it is lump sum that depend on the number of mobility activities



LIFELONG LEARNING PROGRAMME GRUNDTVIG

Kick – off meeting in Poland
Katowice, 26th – 29th November 2013

Project title: People over 50 on the labour market
Project nr: 2013-1-PL1-GRU06-38713

Meeting briefing

In the Voivodeship Labour Office in Katowice, the 27th of November 2013 participants of the Grundtvig project meeting:

- **Smith Roy**
- **Paananen Taina**
- **Garcia Sanchez Consuelo**
- **Belmonte Fernández- Ballesteros Carlos**
- **Rozmus Agnieszka**
- **Wrzecion Magdalena**
- **Wiącek Ilona**

Took the following agreements:

- The draft of letter of support will be prepared by Roy within two weeks after the meeting in Poland. In January 2014 project partner countries will sign the document (letter of support) with their local partners;
- The report /minutes/ will be prepared by host organizations and will be sent to all partners for consultancy (deadline – within month after the visit);
- The draft programme will be prepared by partners two months before the partner meeting and sent to all partners for consultancy;
- The record from the meeting with local organizations will be prepared by partners till the end of January 2014;
- We agreed to send “key words” for the glossary by the end of December 2013 to Agnieszka. Agnieszka is going to gather all “key words”, send them to partners in order to establish one list. Later Agnieszka will send the list to partners and ask for “key words” definitions;



- Voievodeship Labour Office will check the possibility to have the access to WEBEX – the tool for communication with other partners;
- All copies of dissemination activities held by partners will be sent to Polish partner for example: articles in the branch newspaper;
- Impact (D.6), (F.5) Evaluation, project website, the brochure will be discussed during the next meeting in the UK.

Organisational aspects:

Dates for future meetings:

26 – 29 March 2014 - Meeting in the UK

02-05 June 2014 - Meeting in Spain


08-11 September 2014 - Meeting in Finland

May/June 2015 Summarizing meeting in Poland

Partners will organize bilateral meetings in case it is needed

Signatures

Agnieszka Łozmus
Haggislen Wnecion
Henna Rigo
Cornelio Garcia Sanchez
Carlos Belmonte Fdez-Ballster
Taruin Paananen
ROY SMITH - R. Smith



Annex 7 The memorandum of understanding. The text of the document is in polish because only the partner from Poland decided to use the memorandum. Partners from UK, FI and ES decided to use the letter of support

POROZUMIENIE O WSPÓŁPRACY PARTNERSKIEJ

przy realizacji Projektu pod nazwą: *Osoby 50 + na rynku pracy (People over 50 on the labour market)*, dofinansowanego ze środków Programu „Uczenie się przez całe życie” Projekty Partnerskie Grundtviga, okres realizacji projektu: 01.08.2013 – 31.07.2015,

zawarte w dniu 23 października 2013r. w Katowicach pomiędzy:

1. **Wojewódzkim Urzędem Pracy w Katowicach**, ul. Kościuszki 30, 40 – 048 Katowice, reprezentowanym przez Pana Wicedyrektora Tomasza Górskiego
2. **Śląską Fundacją Wspierania Przedsiębiorczości**, ul. Zwycięstwa 36, 44-100 Gliwice reprezentowaną przez Panią Prezes Zarządu Bożenę Gabryel
3. **Powiatowym Urzędem Pracy w Zabrze**, ul. Roosevelta 40a, 41-800 Zabrze, reprezentowanym przez Panią Dyrektor Alinę Nowak
4. **Powiatowym Urzędem Pracy w Rudzie Śląskiej**, ul. Ballestremów 16, 41-700 Ruda Śląska 1, reprezentowanym przez Zastępcę Dyrektora Panią Beatę Płaczek
5. **Uniwersytetem Ekonomicznym Trzeciego Wieku w Katowicach**, ul. 1 Maja 50, 40 – 287 Katowice, reprezentowanym przez Pana Prof. UE dr hab. Sławomira Smyczek Prorektora ds. Internacjonalizacji i Marketingu
6. **Stowarzyszenie Misericordia w Zabrze – Uniwersytetem Trzeciego Wieku**, ul. Plac Dworcowy 6, 41-800 Zabrze, reprezentowanym przez Panią Krystynę Rożek – Lesiak
7. **Uniwersytetem Trzeciego Wieku na Uniwersytecie Śląskim**, ul. Bankowa 12 B/1001, 40-007 Katowice, reprezentowanym przez Pana dr hab. prof. UŚ Ryszarda Koziołka

Wyżej wymienieni, zwani dalej **Partnerami**, zawierają porozumienie o następującej treści:

§ 1

Przedmiot Porozumienia

1. Przedmiotem niniejszego Porozumienia o współpracy, zwanego dalej Porozumieniem, jest uregulowanie wzajemnych praw i obowiązków Partnerów, w związku z realizacją projektu pod nazwą: *Osoby 50 + na rynku pracy (People over 50 on the labour market)*, zwanego dalej „Projektem”.

Porozumienie określa zasady funkcjonowania współpracy między Partnerami przy realizacji Projektu.

2. Partnerzy stwierdzają zgodnie, że Porozumienie zawarte zostało na okres od dnia 23.10.2013r. do dnia 30.09.2015r., związany z realizacją projektu.

§ 2

Obowiązki i uprawnienia Partnerów

1. Celem Porozumienia jest nawiązanie współpracy na rzecz wymiany doświadczeń i współdziałania w zakresie realizacji celu projektu tj. stworzenie efektywnego modelu wsparcia dla „osób 50 +”, aby zwiększyć ich potencjał zatrudnienia, poprzez zdobycie podstawowych i ogólnych umiejętności odgrywania aktywnej roli w społeczeństwie.
2. Partnerzy Porozumienia deklarują:
 - 1) współpracę metodologiczną w zakresie:
 - doradztwa (ocena narzędzi opisujących kluczowe kompetencje),
 - metod rozwoju kompetencji,
 - aktywnych form wsparcia seniorów (zdobycie wiedzy na temat instytucji, które proponują rozwiązania pomocy seniorom w ich edukacji),
 - metod szkoleniowych;
 - 2) opracowanie informacji na temat dobrych praktyk realizowanych w zakresie wsparcia „osób 50 +” na terenie województwa śląskiego;
 - 3) opracowanie bazy danych „osób 50 +”, które włączą się w zadania związane z realizacją projektu poprzez udział w spotkaniach z grupą ekspertów oraz przygotowanie swoich profili celem udostępnienia ich na stronie internetowej projektu;
 - 4) współpracę podczas przeprowadzania ankiet, których przedmiotem będzie: ocena postępów projektu i wyznaczanie kierunku działań, wśród „osób 50 +”, ocena możliwości wdrożenia wypracowanych narzędzi;
 - 5) wymianę doświadczeń w zakresie opracowania i wdrażania kolejnych faz projektu;
 - 6) aktywny udział w spotkaniach grupy partnerskiej raz na pół roku: przygotowanie prezentacji, wymianę doświadczeń;
 - 7) wyznaczenie do udziału w wymianie doświadczeń za granicą (w mobilnościach) przedstawicieli instytucji partnerskich, którzy posługują się językiem angielskim, na komunikatywnym poziomie: przygotowanie prezentacji, wymiana doświadczeń;
 - 8) współpracę w zakresie promowania rezultatów projektu.

§ 3

Osoby wyznaczone do stałych kontaktów

Partnerzy wyznaczają, do bieżących kontaktów w zakresie współpracy przy wykonywaniu niniejszego porozumienia, wymienione niżej osoby:

1. **Wojewódzki Urząd Pracy w Katowicach**, osoba do kontaktu: Pani Agnieszka Rozmus
2. **Śląska Fundacja Wspierania Przedsiębiorczości**, osoba do kontaktu: Pani Karina Śliwa
3. **Powiatowy Urząd Pracy w Zabrze**, osoba do kontaktu: Pani Aneta Skibińska
4. **Powiatowy Urząd Pracy w Rudzie Śląskiej**, osoba do kontaktu: Pani Barbara Skrzypczyk
5. **Uniwersytet Ekonomiczny Trzeciego Wieku w Katowicach**, osoba do kontaktu: Pani Katarzyna Franke

6. **Stowarzyszenie Misericordia w Zabrze – Uniwersytet Trzeciego Wieku**,
osoba do kontaktu: Pani Krystyna Rożek - Lesiak
7. **Uniwersytet Trzeciego Wieku na Uniwersytecie Śląskim**,
osoba do kontaktu: Pani dr Helena Hrapkiewicz

§ 4
Postanowienia końcowe

1. Zmiany i uzupełnienia treści niniejszego porozumienia mogą nastąpić w drodze aneksów z zachowaniem formy pisemnej.
2. Porozumienie nie pociąga za sobą jakichkolwiek zobowiązań finansowych.
3. Każdemu z Partnerów Porozumienia przysługuje prawo wystąpienia z Porozumienia z zachowaniem trzymiesięcznego okresu wypowiedzenia.

§ 5

Porozumienie sporządzono w 7 jednobrzmiących egzemplarzach, po jednym dla każdego z Partnerów.

Podpisy:

Wojewódzki Urząd Pracy
w Katowicach

Śląska Fundacja
Wspierania Przedsiębiorczości

Powiatowy Urząd Pracy
w Zabrze

Powiatowy Urząd Pracy
w Rudzie Śląskiej

Uniwersytet Ekonomiczny
Trzeciego Wieku
w Katowicach

Stowarzyszenie Misericordia
w Zabrze – Uniwersytet Trzeciego Wieku

Uniwersytet Trzeciego Wieku
na Uniwersytecie Śląskim

Annex 8 The draft letter of support for your local experts (the sample of document prepared by partner from the UK)

COMPANY/ORGANISATION LETTERHEAD

To: The MRS Consultancy Ltd,

5 Bedale Road

Well,

Bedale,

North Yorkshire

DL8 2PX

Date...

Dear Roy/Mr. Smith,



Over 50s Partnership Project

Thank you for your briefing on the project. It appears to be an innovative approach to the challenges faced by People over 50 and is of great interest to our organisation.

We would like to be kept fully apprised of developments and will support the project in any way that we can, given our current commitments and resources. We are particularly pleased to see that you are drawing upon practices and experiences from a range of organisations both in the UK and the rest of Europe.

Thank you for providing us with this opportunity and our best wishes for the project and to your partners.

Yours sincerely,

Etc.