

**ERASMUS + STRATEGIC PARTNERSHIP PROJECT,  
project “DIGITAL ACQUISITION THROUGH INTERGENERATIONAL LEARNING” (DIAL)  
No 2017-1-LV01-KA204-035455**

**KICK-OFF MEETING**

**Riga, Latvia, October 4-6, 2017**

**Venue: „Days Hotel Riga VEF”, Brivibas Street 199c, Riga 1039, Latvia**

**Room: VEF, 1st floor**

**Participants:**

<b>NGO Project Net (PN), Latvia</b>	Ms. Iveta Cirule, Board Member, Project Manager Ms. Monta Micule, Communication Manager
<b>NGO Sistem ve Jenerasyon Derneği (S&amp;G), Turkey</b>	Ms. Aleksandra Lyutskanova, Project Manager Mr. Selim Ozkan, Project Staff
<b>A &amp; A Emphasys Interactive Solutions Ltd (Emphasys), Cyprus</b>	Ms. Demetra Orthodoxou, Project Staff Ms. Chrystalla Thrasyvoulou, Project Staff
<b>Associação Rede de Universidades da Terceira Idade (RUTIS), Portugal</b>	Ms. Dulce Mota, Project Staff Ms. Anna Leonor, Project Staff

**October 4, 2017: WELCOME DINNER**

**time: 20PM-22 PM,**

**venue: „Days Hotel Riga VEF”, restaurant, 1st floor**

**dress code: casual**

*please confirm the participation by October 3 CET 17PM (Ms Iveta Cirule, mobile +37129189748, [naturalproducts@inbox.lv](mailto:naturalproducts@inbox.lv) )*

**October 5, 2017: TEAM BUILDING & TASKS & RESPONSIBILITIES**

**time: 10 AM – 17.30 PM**

**venue: „Days Hotel Riga VEF”, meeting room VEF, 1st floor**

**October 6, 2017: MANAGEMENT & RISKS & COMMUNICATION & PUBLICITY**

**time: 10 AM – 16.00 PM**

**venue: „Days Hotel Riga VEF”, meeting room VEF, 1st floor**

**The main contact person: Ms Iveta Cirule, Project Net Board Member and Project Manager,**  
mobile +37129189748, [naturalproducts@inbox.lv](mailto:naturalproducts@inbox.lv). Please CALL in case of emergency, DO NOT send SMS, social media messages!!!

*The second contact person in case the main contact person is no available: Ms Monta Micule, Project Net Communication Manager, mobile 0037126672118*

## October 5, 2017: TEAM BUILDING & TASKS & RESPONSIBILITIES

### AGENDA:

Time	Topic	Presenter, remark
<b>10.00-10.10</b>	<b>WELCOME SPEECH MEETING'S AGENDA APPROVAL</b>	Ms. Iveta Cirule
<b>10.10- 10.20</b>	<b>PROJECT DIAL AIM &amp; TASKS Discussion &amp; Questions</b>	Ms. Iveta Cirule
<b>10.20- 11.00</b>	<b>PARTNER PRESENTATIONS</b>	<ul style="list-style-type: none"> <li>project team introduction</li> <li>partner focus to the DIAL related topics - work with seniors, ICT, youth, adult education</li> </ul>
10.20-10.30	Emphasys, Cyprus	
10.30 – 10.40	S&G, Turkey	
10.40 -10.50	RUTIS, Portugal	
10.50-11.00	PN, Latvia	
<b>11.00- 11.30</b>	<b>PROJECT BUDGET &amp; REPORTING &amp; VALUES Discussion &amp; Questions</b>	Ms. Iveta Cirule <ul style="list-style-type: none"> <li>Reach the common understanding about budget allocated to each partner,</li> <li>reporting to Beneficiary and National Agency,</li> <li>set and approve the common values of project partnership.</li> </ul>
<b>11.30-11.45</b>	<b>SHORT TEA &amp; COFFEE BREAK</b>	
<b>11.45-13.30</b>	<b>PROJECT ACTIVITIES &amp; OUTPUTS &amp; DELIVERABLES</b>	
11.45-12.15	<b>PROJECT MANAGEMENT &amp; TIME FRAME Discussion &amp; Questions</b>	<b>PN, Latvia</b> <ul style="list-style-type: none"> <li>Introduce partners with time frame,</li> <li>brief activities and</li> <li>overall project management.</li> </ul>
12.15-12.45	<b>Intellectual Output IO1:</b> Benchmark Survey – Digital inclusion for adults and seniors: Challenges, gaps, prospects and opportunities <b>Discussion &amp; Questions</b>	<b>PN, Latvia</b> <ul style="list-style-type: none"> <li>Introduce partners with main idea,</li> <li>propose the draft version of IO implementation,</li> <li>divide the tasks and</li> <li>allocate working days.</li> </ul>
12.45-13.30	<b>Intellectual Output IO2:</b> e-Skills Charter for Grands (digital framework) <b>Discussion &amp; Questions</b>	<b>Emphasys, Cyprus</b> <ul style="list-style-type: none"> <li>Introduce partners with main idea,</li> <li>propose the draft version of IO implementation,</li> <li>divide the tasks and</li> <li>allocate working days.</li> </ul>
<b>13.30-14.30</b>	<b>LUNCH</b>	
<b>14.45-17.30</b>	<b>PROJECT ACTIVITIES &amp; OUTPUTS &amp; DELIVERABLES</b>	

14.45-15.15	<b>Intellectual Output IO3:</b> Grands Learning Platform (Moodle) <b>Discussion &amp; Questions</b>	<b>Emphasys, Cyprus</b> <ul style="list-style-type: none"> <li>Introduce partners with main idea,</li> <li>propose the draft version of IO implementation,</li> <li>divide the tasks and</li> <li>allocate working days.</li> </ul>
15.15-15.45	<b>Intellectual Output IO4:</b> GRANDs Intergenerational Digital Learning Tool Box <b>Discussion &amp; Questions</b>	<b>Emphasys, Cyprus</b> <ul style="list-style-type: none"> <li>Introduce partners with main idea,</li> <li>propose the draft version of IO implementation,</li> <li>divide the tasks and</li> <li>allocate working days.</li> </ul>
15.45-16.05	<b>Intellectual Output IO5:</b> GRANDPARENTS' DIGITAL UPSKILLING PROGRAMME <b>Discussion &amp; Questions</b>	<b>PN, Latvia</b> <ul style="list-style-type: none"> <li>Introduce partners with main idea,</li> <li>propose the draft version of IO implementation,</li> <li>divide the tasks and</li> <li>allocate working days.</li> </ul>
16.05-16.25	<b>Short-term joint staff training events C1</b> <b>Discussion &amp; Questions</b>	<b>PN, Latvia</b> <b>S&amp;G, Turkey</b> <ul style="list-style-type: none"> <li>Introduce partners with main idea,</li> <li>explain the budget,</li> <li>agree about participant selection,</li> <li>training content.</li> </ul>
16.20-16.40	<b>Blended mobility of adult learners C2</b> <b>Discussion &amp; Questions</b>	<b>PN, Latvia</b> <b>RUTIS, Portugal</b> <ul style="list-style-type: none"> <li>Introduce partners with main idea,</li> <li>explain the budget,</li> <li>agree about participant selection,</li> <li>training content.</li> </ul>
16.40-17.00	<b>Multiplier event</b> <b>International and EU level</b> <b>Conference SENIOR DIGITAL</b> <b>UPSKILLING E1</b> <b>Discussion &amp; Questions</b>	<b>PN, Latvia</b> <ul style="list-style-type: none"> <li>Introduce partners with main idea,</li> <li>explain the budget,</li> <li>agree about participant selection,</li> <li>conference content.</li> </ul>
17.00-17.30	<b>CLOSING &amp; FEEDBACK &amp; EVALUATION</b>	<ul style="list-style-type: none"> <li>Clear understanding about main decisions and tasks,</li> <li>suggestion for the next day's agenda.</li> </ul>

## October 6, 2017: MANAGEMENT & RISKS & COMMUNICATION & PUBLICITY

time: 10 AM – 16.00 PM

venue: „Days Hotel Riga VEF”, meeting room VEF, 1st floor

### AGENDA:

4

Time	Topic	Presenter, remark
10.00-10.10	<b>ENERGIZERS &amp; MEETING'S AGENDA APPROVAL</b>	PN, Latvia
10.10-11.30	<b>COMMUNICATION &amp; PUBLICITY</b>  Discussion & Questions	Lead by Project Net  All Partners are welcome to present real, exact and efficient suggestions for communication within project partnership and with external partners.
10.10-10.30	<b>PUBLICITY “MUST DO”</b> from Project application and ERASMUS+ guidelines	PN, Latvia <ul style="list-style-type: none"> <li>introduce partners with the publicity activities stated in project application,</li> <li>agree on the each partner tasks regarding publicity.</li> </ul>
10.30-11.00	<b>Communication between partners:</b> Email, whats-up group, google document folder, any other tools.	PN, Latvia <ul style="list-style-type: none"> <li>agree on internal and external communication.</li> </ul>
11.00-11.30	<b>Communication logic and action plan for URGENT and CRISIS situations</b>	PN, Latvia <ul style="list-style-type: none"> <li>define the possible crisis situations,</li> <li>set the real action plan for crisis communication.</li> </ul>
<i>11.30-11.45</i>	<i>SHORT TEA &amp; COFFEE BREAK</i>	
11.45-12.00	<b>LOGOTYPE of DIAL</b>	PN, Latvia <ul style="list-style-type: none"> <li>approve the DIAL logotype,</li> <li>agree on the common publicity outline for DIAL related documents and publicity materials.</li> </ul>
12.00-12.15	<b>SOCIAL MEDIA</b>	PN, Latvia <ul style="list-style-type: none"> <li>introduce with the social media solution,</li> <li>explain partners and agree how the information will be published.</li> </ul>
12.15-12.30	<b>IT TOOLS set by Latvian NA agreement: Mobility Tool+, Project Result Platform</b>	PN, Latvia <ul style="list-style-type: none"> <li>introduce with the IT tools mandatory used by Beneficiary,</li> <li>explain partners and agree how the information will be published.</li> </ul>
12.30-13.00	<b>WEB PAGE</b>	Emphasys, Cyprus

		<ul style="list-style-type: none"> <li>introduce with web page solution,</li> <li>explain partners and agree how the information will be published.</li> </ul>
<b>13.00-14.00</b>	<b>LUNCH</b>	
<b>14.00-16.00</b>	<b>MANAGEMENT &amp; RISKS</b>	<p><b>Lead by Project Net</b></p> <p><b>All Partners are welcome to THINK and PRESENT overall project management and risk management related issues.</b></p>
14.00-14.30	<b>RISK MAPPING:</b> Financial Political Cultural Human Resource Organizational Conflicts Any other	<p><b>All Partners are welcome to THINK about risk mapping within their organization and also about external risks implementing DIAL project.</b></p> <p><b>Partners are welcome to present real, exact and efficient suggestions for risk management.</b></p>
14.30-15.00	<b>RISK MANAGEMENT PLAN Discussion &amp; Brain storming</b>	
15.00-15.30	<b>ABOUT NEXT INTERNATIONAL PROJECT MEETING:</b> venue, time, agenda	<p><b>PN, Latvia</b></p> <ul style="list-style-type: none"> <li>agree about the next meeting date, venue and agenda.</li> </ul>
15.30-16.00	<b>CLOSING &amp; FEEDBACK &amp; EVALUATION &amp; ANY OTHER ISSUES</b>	<ul style="list-style-type: none"> <li>Clear understanding about the main decisions and tasks,</li> <li>action plan for the next 5 months until January 31, 2018,</li> <li>set the skype PM meeting time in the end of October regarding IO1 progress.</li> </ul>