Kick-off Meeting Report

3-6 December 2009
Istanbul, Turkey

1. Participant Organizations

Organization Name: ITC – International TEFL Certificate
Country: Czech Republic
Contact Person: Iva BROZOVA
Web Site: www.itc-training.com

Organization Name: Association M3 (M - CUBE)
Country: France
Contact Person: Monique EPSTEIN
Web Site: -

Organization Name: Dimitra Institute of Training and Development
Country: Greece
Contact Person: George PETROU
Web Site: www.dimitra.gr

Organization Name: Fundación Cibervoluntarios
Country: Spain
Contact Person: José Ramón Gómez TORRE
Web Site: www.cibervoluntarios.org

Organization Name: Omer Turkmen Educators Association
Country: Turkey
Contact Person: Kerem Tolga SAATCIOGLU
Web Site: www.oteder.org

2. Project Meetings' Agenda

Schedule for next meetings

Venue	Arrival Date	Departure Date
Malaga, SPAIN	9th March 2010	12th March 2010
Larissa, GREECE	18th October 2010	22nd October 2010
Paris, FRANCE	3rd March 2011	6th March 2011
Prague, CZECH REPUBLIC	23rd June 2011	26th June 2011

General rules for all meetings

- Travel, hotel and food cost are paid by participants.
- Welcome dinner and break snacks/drinks during workday are offered by host organization.
- The host organization will try to organize free local transportation (shuttle, metro, bus etc.)
- The host organization proposes sightseeing visit of the city.
- The host organization's leader should send practical information-pack two week before the activities.

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3. Communication Platforms

- Two e-mail addresses from each organization (at least one official e-mail)
- Contact list with photo & e-mail will be prepared/updated and sent to all participants at the end of project meetings
- "E-seniors" facebook group was created by Turkish coordinator.
- "e-seniors@yahoogroups.com" e-mail group was created by Turkish coordinator.

4. Project Tasks

- Spanish partner will translate interactive educational program until the next meeting in March-2011.
- Greek partner will get a domain name for project web site.
- All partner organizations will prepare own curriculum program for senior and adult trainings.
- All partner organizations will translate interactive training modules and web site to their national languages.

5. Evaluation Plan

Subjects to be treated :

1. Questionnaires for partners and learners
2. Collecting and organizing information about senior participants during trainings
3. Project process evaluation
4. Project outcomes evaluation

6. Dissemination Plan

- Website
- Forum for everybody (if possible)
- Creating a mailing list in each country of interested people to send relevant information (people can give their mail on the website)
- Meetings
- Press release on national level, press conference in each country

RESPONSIBLE: All partners

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7. Project Products

- Project logo was designed by Turkish coordinator and it deal with colours of partner countries flag, European Union stars, symbols of computers.

- Project web site will be designed by Greek partner. First page should be more attractive than just flags. All partners will help to design PowerPoint presentations of partner organizations, minutes from meetings, photo albums etc.

- Project interactive disc should contain all the existing files used for presentations, meeting agendas, photographs, minutes and every existing output.

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