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# Health promotion and prevention of risk – actions for seniors

## **Pro-health 65+**

## **Coordination of the project**

Kick-off meeting

Consumers Health And Food Executive Agency (CHAFEA)

Luxembourg

3-4.11.2014

# Presentation plan

- ✓ WP1 objectives
- ✓ Project Council
- ✓ Project leaders' assistants
- ✓ Collaborating partners
- ✓ Work plan
- ✓ Task/budget chart
- ✓ Resources use reporting chart

# Key WP1 objectives

- Coordination with the task of achieving all milestones and deliverables of core WPs:
  - ✓ Coordinating research activities,
  - ✓ Coordinating implementation activities,
  - ✓ Maintaining day-to-day cooperation with main and associated partners,
  - ✓ Maintaining close links with Project Officer,
  - ✓ Communicating through emails,
  - ✓ Organizing teleconferences,
  - ✓ Organizing annual face-to-face meetings, as well as kick-off meeting in Luxembourg,
  - ✓ Monitoring progress,
  - ✓ Management of funds, accounting and reporting,
  - ✓ Monitoring adoption of work plans of each work package.



# Project council

- ✓ Stanisława Golinowska (SG) – JUMC – project leader
- ✓ Andrzej Kropiwnicki (AKR) – WP1 leader, project manager
- ✓ Milena Pavlova (MPA) – WP2 & WP3 leader
- ✓ Beata Tobiasz Adamczyk (BTA) – WP4 leader
- ✓ Mariusz Duplaga (MDU) – WP5 leader
- ✓ Walter Ricciardi – (WRI) WP6 leader
- ✓ Nicola Magnavita – (NMA) WP6 co-leader
- ✓ Wim Groot (WGR) – WP7 leader and WP8 co-leader
- ✓ Heinz Rothgang (HRO) – WP7 co-leader
- ✓ Cezary Włodarczyk (WCW) – WP8 leader
- ✓ Stanisława Golinowska (SG) – WP8 co-leader
- ✓ Stoigniew Sitko (SSI) WP9 leader



# Project council responsibilities

- ✓ Consulting all project members throughout the project
- ✓ Accepting vital decisions related to project implementation
- ✓ Creating agendas of events such as project review meetings
- ✓ Stepping in when their authority is needed in conflict management

# Project leaders' assistants

- ✓ Agnieszka Sowa (AS) – WP4
- ✓ Marcin Grysztar (MGR) – WP5
- ✓ Andrea Poscia (APO) – WP6
- ✓ Anna Mokrzycka (AMO) – WP6
- ✓ Jelena Arsenijevic (JAR) – WP7
- ✓ Kai Huter – (KHU) WP7
- ✓ Marzena Tambor (MTA) – WP8
- ✓ Maria Rogaczewska (MRO) – WP9

# Collaborating partners - list

- ✓ IMP – Instytut Medycyny Pracy in Lodz (Poland)
- ✓ UNL – National School of Public Health, Nova University of Lisbon (Portugal)
- ✓ MU – Masaryk University (Brno, Czech Republic)
- ✓ CUB – Corvinus University of Budapest (Hungary)
- ✓ MU – Varna – Medical University in Varna (Bulgaria)
- ✓ ESDY – National School of Public Health (Athens, Greece)

# Collaborating partners - role

- ✓ First foreign recipients of the project results
- ✓ Partners in organizing future trainings based on the results of the project
- ✓ Partners in the network created to promote health among the elderly
- ✓ Suppliers of information and contacts for project participants
- ✓ Participants of project conferences





# Working with collaborating partners

Main and associated partners will take care of contacts with selected collaborating partners:

- ✓ JUMC – Masaryk University (Czech Republic), Corvinus University (Hungary)
- ✓ UM - Medical University in Varna (Bulgaria), National School of Public Health (Greece)
- ✓ UCSC - Instytut Medycyny Pracy in Lodz (Poland), National School of Public Health, Nova University of Lisbon (Portugal)

*Note: Collaborating Partners can not be financed from the project institutionally*

# Work plan 2014-2015

Pro-Health 65+ Coordination	11.2.14	12.2.2014	01.2015	02.2015	03.2015	04.2015	05.2015	06.2015	07.2015	08.2015	09.2015	10.2015	11.2015	12.2015
WP1 tasks - organization and participation in the kick-off meeting in Luxembourg, reporting	WP1 tasks													
WP1 tasks - preparation of project templates for progress and financial reporting	WP1 tasks													
WP1 first deliverable - launch of the project website	WP1 tasks	Deliverables												
WP1 tasks - regular communication with WP2, WP3, WP4, WP5, WP6, WP7 leaders and project officer (teleconferences, e-mails, phones), collecting progress and financial information	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks	WP1 tasks
WP 2 first deliverable - concept of dissemination, preparation of materials, placing them on the website and monitoring reactions of internet users					WP1 tasks	Deliverables								
WP2 first milestone - project information package (update every 6 months)					WP1 tasks	Milestones								
WP2 - project information package											WP1 tasks	Milestones		
WP5 first milestone - recommendations of health promotion interventions for age groups of older population											WP1 tasks	Milestones		
WP 1 tasks - 2nd conference of the project - preparation, participation, reporting										WP1 tasks	Deliverables			
WP4 first deliverable - template for collecting information and knowledge by experts in chosen European countries													WP1 tasks	Deliverables

 WP1 tasks

 Deliverables

 Milestones

# Work plan 2016

Pro-Health 65+ Coordination	01.2016	02.2016	03.2016	04.2016	05.2016	06.2016	07.2016	08.2016	09.2016	10.2016	11.2016	12.2016
Regular communication with WP2, WP3, WP4, WP5, WP6, WP7, WP8, WP9 leaders and project officer (teleconferences, e-mails, phones), collecting progress and financial information	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
WP2 - project information package			Blue	Red								
WP 4 second deliverable - article			Blue	Green								
WP 4 milestone - policy paper			Blue	Red								
WP 5 first deliverable - first dissemination package			Blue	Green								
WP 7 first milestone - preparing country profiles related to WP 7			Blue	Red								
WP 1 task - Interim technical and financial report			Blue	Blue								
WP3 first deliverable - interim technical, financial and evaluation report - preliminary contact and collecting results				Blue	Green							
WP3 first milestone - interim project evaluation				Blue	Red							
WP6 first deliverable - country profiles and state of the art report				Blue	Green							
WP 7 first deliverable - Country profiles and state of the art report				Blue	Green							
WP2 - Project information package				Blue	Red				Blue	Red		
WP 6 milestone - Overview - policy report									Blue	Red		
WP1 task - 3rd conference of the project - preparation, participation, reporting								Blue	Green			

# Work plan 2017

Pro-Health 65+ Coordination	01.2017	02.2017	03.2017	04.2017	05.2017	06.2017	07.2017	08.2017	09.2017	10.2017
Regular communication with WP2, WP3, WP8, WP9 leaders and project officer (teleconferences, e-mails, phones), collecting progress and financial information	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue	Blue
WP 8 first deliverable - second dissemination package			Blue	Green						
WP2 - Po			Blue	Red						
WP 9 first deliverable - trainings							Blue	Green		
WP 9 milestone - recommendations how to disseminate expertise & knowledge among key healthy aging promoters								Blue	Red	
WP 8 milestone - summary report with a list of entire recommendations of the project									Blue	Red
WP2 - project information package									Blue	Red
WP 3 second deliverable - final project report									Blue	Green
WP 3 second milestone - final project evaluation									Blue	Red
WP 1 and WP 2 milestone - 4th project conference - preparation, participation, reporting									Blue	Red
WP 1 - final technical and financial report									Blue	Blue

## WP 1 Coordination of the project

**Description: Actions undertaken to manage the project and to make sure that it is implemented as planned.**

<b>WP1 lead: JUMC</b>	Responsible: Stanisława Golinowska (SGO), Andrzej Kropiwnicki (AKR)			
<b>Participating partners: UM UCSC, UB</b>	Responsible: UM - Wim Groot (WGR), Milena Pavlova (MPA), UCSC - Nicola Magnavita (NMA), UB - Heinz Rothgang (HRO)			
<b>Activity</b>	<b>Responsible</b>	<b>Status</b>	<b>Comments</b>	<b>Month</b>
<b>Task 1.1. Launch of the project</b>	AKR, SG			1-4
Step 1.1A: Preparing work plans, conspects and presentations	Project Council and Project Leaders' assistants			1-4
Step 1.1B: Kick off meeting in Luxembourg	Project Council and Project Leaders' assistants			1
Step 1.1C: Preparing project templates for financial reporting	AKR, SGO			2-4
Step 1.1D – Launching the project website	AKR, SGO			1-4
Milestone: Project website established	SGO, AKR, MPA			2
Deliverable 1: Project web site	SGO, AKR, MPA			2
<b>Task 1.2. Collection of information on progress, reporting and communications with partners</b>	AKR, SGO			1-36
Step 1.2A: Regular teleconferences of the Project Council	Project Council and Project Leaders' assistants			1-36
Step 1.2B: Preparing financial reports	AKR, SGO			Every three months
Step 1.2C: Preparing interim technical and financial report	AKR, SGO			18
<b>Task 1.3. Organizing project review meetings</b>	AKR, SGO			6-36
Step 1.3A: 1 <sup>st</sup> project review meeting	Project Council and Project Leaders' assistants			11
Step 1.3B: 2 <sup>nd</sup> project review meeting	Project Council and Project Leaders' assistants			23

<b>Task 1.4. Supervising WPs deliverables and milestones</b>	AKR, SGO			1-36
Step 1.4A: WP2 1 <sup>st</sup> deliverable – concept of dissemination	MPA			6
Step 1.4B: WP2 2 <sup>nd</sup> milestone – project information package	MPA			6
Step 1.4C: WP5 1 <sup>st</sup> milestone – recommendations of health promotion interventions	MDU, MGR			12
Step 1.4D: WP4 1 <sup>st</sup> deliverable – research template	WP4			14
Step 1.4E: WP2 3 <sup>rd</sup> milestone – project information package	MPA			18
Step 1.4F: WP4 1 <sup>st</sup> milestone – policy paper	WP4			18
Step 1.4G: WP5 1 <sup>st</sup> deliverable – first dissemination package	WP5			18
Step 1.4H: WP7 - first milestone – preparing country profiles related to WP7	WP7			18
Step 1.4I: WP2 project information package	MPA			19
Step 1.4J: WP3 – 1 <sup>st</sup> interim project evaluation	MPA, SG, AKR			
Step 1.4K: WP6 – 1st deliverable – country profiles and state of the art report	WP6			19

Step 1.4L: WP7 1 <sup>st</sup> deliverable – country profiles and state of the art report	WP7			19
Step 1.4M: WP2 project information package	MPA			24
Step 1.4N: WP6 milestone – overview policy report	WP6			24
Step 1.4O: WP8 1 <sup>st</sup> deliverable – second dissemination package	WP8			28
Step 1.4P: WP2 project information package	MPA			30
Step 1.4Q: WP9 1 <sup>st</sup> deliverable – trainings	WP9			34
Step 1.4R: WP9 1 <sup>st</sup> milestone – recommendations	WP9			35
Step 1.4S: WP8 milestone – summary report	WP8			36
Step 1.4T: WP2 project information package	MPA			36
Step 1.4U: WP3 final project report and evaluation	MPA, SGO			36

<b>Task 1.5: Communications with project Advisory Board Members and Project Officer</b>	AKR, SGO			1-36
<b>Task 1.6: Maintaining the website and project archive</b>	AKR, MPA			3-36
Milestone: Deliverables of the project produced on time, meetings organized successfully and milestones of all Work Packages achieved	SGO, AKR			36
Deliverable 2: Final project conference	Project Council and Project Leaders' assistants			36
<b>Task 1.7 : Closing project activities</b>	AKR, SGO			34-36
Step 1.7B: Preparing final technical and financial report	AKR, SGO			34-36



# Budget overview

No	Title	Leader	Person days	Total budget
WP1	Coordination of the project	JUMC	1384	€508 083
WP2	Dissemination of the project	UM	258	€155 779
WP3	Evaluation of the project	UM	30	€20 231
WP4	Health status and life style of the elderly	JUMC	462	€76 372
WP5	Methods and types of health promotion of the proven clinical effectiveness addressed to the elderly	JUMC	609	€67 946
WP6	Providers of health promotion targeted at the elderly in subsequent life stages	U.C.S.C.	3194	€191 436
WP7	Funding, financing, economic evaluation of health protection and health promotion programs for older persons	UM	1075	€244 239
WP8	Conclusions and recommendations for implementation	JUMC	483	€197 506
WP9	Best practices of health promotion for older population - manual model of training and conducting trainings	JUMC	479	€138 684
<b>TOTAL</b>			<b>7974</b>	<b>€1 600 276</b>

# Work plan task/budget chart

WP ...	Task	Task description	Related to Deliverable .....	Project members involved/hours committed/person days committed	Deadline	Total expenses for the WP in EUR	Expenses in month/year .....
				Prof..... – ..... hours – ..... person days Dr..... –..... hours – ..... Person days		Max ..... EUR for personnel costs Max ..... EUR for materials	.....EUR for personnel cost .....EUR for materials





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Thank you for your attention

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