

TrainSME – Partner Meeting Vaasa

innovative vocational Training approaches in Small and Micro Enterprises

AGENDA

Date: 12th – 14th May, 2005

Location: Vaasa, Finland

Venue: Levón Institute
University of Vaasa, Puuvillakuja 8, 65200 Vaasa

Miscellaneous:

- + Meeting language: English
- + Technical equipment available: flipchart, overhead projector, laptop, beamer

To do list:

- + WP 1: Each participant should have read the draft documents on the Steering Committee Agreement and the draft documents concerning Intellectual Property Rights (documents will be send out to all core partners at the beginning of May at the latest).
- + Please follow the instructions of the work package leaders how will directly address the participants.





Leonardo da Vinci



Agenda:

Thursday, 12th May, 2005:

Time	Content	Institution in charge	Location	Note
19:15	<i>Meeting point: The lobby of Hotel Vaakuna</i>	LEVÓN	<i>Hotel Vaakuna</i>	<i>Walk to the restaurant</i>
19:30	<i>Optional meeting point: Restaurant Fransmanni</i>	LEVÓN	<i>Restaurant Fransmanni Hovioikeudenpuistikko 18</i>	<i>Address of the restaurant</i>
19:30 –	<i>Dinner</i>	LEVÓN	<i>Restaurant Fransmanni Hovioikeudenpuistikko 18</i>	<i>Please inform us about any diets/allergies</i>



Friday, 13th May, 2005:

Time	Content	Institution in charge	Location	Note
8:40	<i>Meeting point: The lobby of Hotel Vaakuna</i>	LEVÓN	Hotel Vaakuna	<i>Transportation to the meeting place</i>
09:00 – 09:15	Official welcome	LEVÓN	University Library Tritonia, Campus Area, room T611 Wolffintie 34, Vaasa	
09:15 – 09:30	Meeting outlook	MERIG	University Library Tritonia	Activities and aims
09:30 – 10:30	WP 2 Analyses	LEVÓN	University Library Tritonia	
10:30 – 11:00	<i>coffee-break</i>	LEVÓN	University Library Tritonia	
11:00 – 12:30	WP 2 Analyses	LEVÓN	University Library Tritonia	
12:30 – 14:00	<i>Lunch</i>	LEVÓN	<i>Restaurant Alma University of Vaasa Wolffintie 34, Vaasa</i>	
14:00 – 15:30	WP 3 Guidelines, Web-Tools, Compendium	ITF	University Library Tritonia	Presentation of first results and next steps
15:30 – 16:00	<i>Coffee-break</i>	LEVÓN	University Library Tritonia	
16:00 – 17:00	WP 4 Pilot Actions	ATLANTIS	University Library Tritonia	Kick-off of WP 4 – outlook
19:15	<i>Dinner</i>	LEVÓN		<i>Location will be announced during the meeting</i>





Saturday, 14th May, 2005:

Time	Content	Institution in charge	Location	Note
8:40	<i>Meeting point: The lobby of Hotel Vaakuna</i>	LEVÓN	Hotel Vaakuna	<i>Transportation to the meeting place</i>
09:00 – 10:30	WP 5 Assessment & Evaluation	EUROPRO	Levón Institute Meeting room, 2 nd floor Puuwillakuja 8, Vaasa	Presentation of evaluation plan (content, scheduling, activities)
10:30 – 11:00	<i>Coffee-break</i>	LEVÓN	University Library Tritonia	distance 100 m
11:00 – 12:30	WP 1: Project Management WP 6: Dissemination & Exploitation	MERIG	Levón Institute Meeting room	+ Steering Committee Meeting + IPR
12:30 – 13:00	Closing session	All partners	Levón Institute Meeting room	
15:00 – 18:00	<i>Programme in Vaasa</i>	LEVÓN		<i>Depending on the weather; possibly cruise in the archipelago</i>

