

TrainSME – Partner Meeting Schwerin

innovative vocational Trainapproaches in Small and Micro Enterprises

AGENDA

Date: 6th – 7th June, 2006

Location: Schwerin, Germany

Meeting Venue: ITF
Grevesmühlener Str.18
DE-19057 Schwerin
Telephone: +49 385 4885 130
<http://www.itf-schwerin.de>

Hotel: InterCityHotel Schwerin
Grunthalplatz 5-7
DE-19053 Schwerin
Telephone: +49 385 595 00
<http://www.schwerin.intercityhotel.de>

Miscellaneous:

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

To do list:

- + WP 3: Bernd could you please lead the discussion on the development/content of the compendium
- + WP 3: All partners should have prepared feedback on the proposal about the structure of the compendium sent out by Bernd
- + WP 4: All partners should have prepared short presentation about the first results on the pre-pilot testing
- + WP 5: Foteini please give us a short progress report on WP 5 (results on WP 2 evaluation / evaluation of WP 4 pilot testing)
- + WP 6: Each partner should prepare a short presentation on the planned dissemination activities in the partner countries.
- + All: Please follow the instructions of the work package leaders who will directly address the participants.



Leonardo da Vinci



Agenda:

Monday, 5th June, 2006:

Time	Content	Institution in charge	Location	Note
19:45	Meeting point: Hotel lobby	ITF	InterCityHotel	
20:00 –	Dinner	ITF	Restaurant Altstadtbrauhaus	Please inform us about any diets/allergies





Tuesday, 6th June, 2006:

Time	Content	Institution in charge	Location	Note
08:30	Meeting point: The lobby of Hotel	ITF	InterCityHotel	Transportation to the meeting place
09:00 – 09:15	Welcome	ITF, all	ITF	
09:15 – 09:30	TrainSME, project & meeting outlook	MERIG	ITF	Current status, tasks and aims of the meeting
09:30 – 10:30	WP 3 Toolkit	MERIG, vitech, all	ITF	Current status
10:30 – 11:00	coffee-break	ITF	ITF	
11:00 – 12:30	WP 4 First results of pre-pilot testing	All, managed by MERIG	ITF	Presentation of first results, discussion
12:30 – 14:00	Lunch	ITF	ITF	
14:00 – 15:30	WP 4 Pilot actions	All, managed by ATLANTIS	ITF	Discussion about detailed steps of conduction of pilot actions
15:30 – 16:00	Coffee-break	ITF	ITF	
16:00 – 17:00	WP 3 Compendium	All, managed by ITF	ITF	Discussion / development / content of compendium
19:00 –	Dinner	ITF	(will be announced)	



Wednesday, 7th June, 2006:

Time	Content	Institution in charge	Location	Note
08:30	<i>Meeting point: The lobby of Hotel</i>	ITF	ITF	<i>Transportation to the meeting place</i>
09:00 – 10:00	WP 5 Assessment & Evaluation	ATLANTIS	ITF	Progress report
10:00 – 10:30	WP 6 Dissemination & Exploitation	MERIG, all partners	ITF	+ Planned activities in partner countries + Conference participation + Report on dissemination activities
10:30 – 11:00	<i>Coffee-break</i>	ITF	ITF	
11:00 – 12:30	WP 1 Project Management	MERIG	ITF	+ Results of audit + Hints for the financial report
subsequent	Closing session	All partners	ITF	
16:00 – 18:00	<i>Open questions or leisure programme (depending on the achievements of the meeting goals)</i>	ITF	<i>(will be announced)</i>	