



TrainSME – Kick-Off Meeting

innovative vocational Training approaches in Small and Micro Enterprises

AGENDA

Date: 20th – 22nd of October 2004

Location: Graz, Austria

Venue: Hotel Bokan “exclusiv”

Mainersbergstrasse 1

8020 Graz

<http://www.bokan-exclusiv.at>

tel. +43 316 571434

Miscellaneous:

- + meeting language: English
- + available technical equipment: flipchart, overhead projector, laptop, beamer

To do list:

- + Each partner should prepare a short presentation of his institution (max. 10 min.)
- + All partners prepare a short profile of their regions with regard to the TrainSME project (10 to 15 min.)
- + All work package leaders should prepare an overview of their WP’s (see agenda)
- + All presentations should be forwarded to MERIG on the 19th of October at the latest
- + Communicate your attendance at the welcome dinner (20.10.), dinner (21.10.) & snack at Buschenschank (22.10.) to MERIG (18th of October at the latest)

Agenda:

Wednesday, 20th of October 2004:

Time	Content	Institution in charge	Note
19:00	Meeting point: hotel lounge	MERIG	Transfer to city centre
19:30	Optional meeting point: Restaurant		Altsteirische Schmankerlstube, Sackstraße 10, A-8010 Graz
19:30 –	Welcome dinner	MERIG	All partners are invited to the welcome dinner in the city centre of Graz



Education and Culture

Leonardo da Vinci**M·E·R·I·G**Multidisciplinary European
Research Institute GrazThursday, 21st of October 2004:

Time	Content	Institution in charge	Note
09:00 – 09:10	Official welcome	MERIG	Seminar room at hotel Bokan
09:10 – 10:00	Round of introductions	All participants: REDA, NTF, ITF, ATLANTIS, EUROPRO, LEVÓN and MERIG	Each participant presents his organisation (approx. 5 to 10 min.)
10:00 – 10:45	Introduction of the participating regions (part I)	All partners: REDA, NTF, ITF, ATLANTIS, EUROPRO, LEVÓN and MERIG	All partners present their regions regarding economy, needs of small enterprises, ... (max. 15 min. per region) 3 presentations
10:45 – 11:00	<i>coffee-break</i>		
11:00 – 12:00	Introduction of the participating regions (part II)	All partners: REDA, NTF, ITF, ATLANTIS, EUROPRO, LEVÓN and MERIG	All partners present their regions regarding economy, needs of small enterprises, ... (max. 15 min. per region) 4 presentations
12:00 – 12:45	The implementation of pilot projects – guidelines and rules	Leonardo da Vinci National Agency	+ accounting rules + interim & final report + ...
12:45 – 13:45	<i>Lunch</i>		
13:45 – 15:00	Introduction and illustration of the TrainSME project	MERIG	
15:00 – 15:15	<i>Coffee-break</i>		
15:15 – 16:45	Workshop 1: WP 1 “Project Management” and WP 6 “Dissemination and Exploitation”	MERIG, responsible for WP 1 & 6, presents a short overview; All partners: REDA, NTF, ITF, ATLANTIS, EUROPRO and LEVÓN contribute to the development of WP 1 & 6	
17:15	<i>Transfer to city centre</i>	<i>MERIG</i>	
17:30 – 19:00	<i>Guided city tour</i>	<i>MERIG</i>	
19:15	<i>Dinner</i>		<i>Location will be announced during the meeting</i>



Friday, 22nd of October 2004

Time	Content	Institution in charge	Note
09:00 – 10:30	Workshop 2: WP 2 “Analyses”	LEVÓN, responsible for WP 2, presents a short overview All partners: REDA, NTF, ITF, ATLANTIS, EUROPRO and MERIG contribute to the development of WP 2	Seminar room at hotel Bokan presentation approx 30 to 40 min. after that discussion
10:30 – 10:45	<i>Coffee-break</i>		
10:45 – 11:45	Workshop 3: Forecast on all (other) WPs	WP 3: ITF WP 4: ATLANTIS WP 5: EUROPRO	Approx. 20 min. each
11:45 – 12:15	Closing session	All partners	
13:00 – 17:30 (...)	<i>For those who are interested: You are invited to visit a “Buschenschank” in the South-Styrian wine-area with traditional Styrian cold buffet, ...</i>		