

VS/2012/0458 (BICO-project)

## AGENDA

### 2. BICO – Coordinator - Meeting 30.07.2013 in Bucharest (RO)



#### Participants:

Gisbert Brenneke (DE), Svetla Toneva (BG), Teodora Gheorghevici (RO), Danute Sliionskiene (LT)

<i>Date/Time</i>	<i>Subject</i>	<i>Remarks</i>
<b>Tuesday, 30.07.2013</b>		
<b>8:45 h</b>	Opening & Agenda	
<b>9:00 h – 9:30 h</b>	<b>Interim-Balance BICO</b> (aims, tasks, progress, results) <b>Review on the project events/agreements</b>	Introduction (Gisbert) and evaluation (all) <b>Basics:</b>
<b>9:30 h – 10:30 h</b>	Discussion and evaluation of project progress (results and problems)	Work program Handbook BICO-Documentation
<b>10:30 h – 12:00 h</b>	<b>Interim Balance I:</b> <b>Vocational further training activities in companies</b> <b>Reports from BG, RO, LT</b> <ul style="list-style-type: none"> <li>○ Company-based tasks from seminar</li> <li>○ Status and ongoing implementation</li> <li>○ Documentation of processes &amp; results</li> <li>○ Learning agreements (examples)</li> <li>○ Supporting by coordinators</li> </ul>	<b>Basics:</b> <ul style="list-style-type: none"> <li>● Working Program BICO</li> <li>● Information (notes, memos) from meetings with companies in BG, LT, RO</li> <li>● Implementation plans from each company (from seminar working groups)</li> </ul>
<i>12:00 h – 13:00 h</i>	<i>Lunch / Pause</i>	
<b>13:00 h – 14:30 h</b>	<b>Interim Balance II:</b> <b>Training issues in social sector dialogue</b> <b>Reports from BG, RO, LT</b> <ul style="list-style-type: none"> <li>○ Information on the state (meetings and topics)</li> <li>○ Achieved and planned results</li> <li>○ Sector agreements (state of development &amp; negotiation)</li> <li>○ Further planning in sector dialogue</li> <li>○ Supporting by coordinators</li> </ul>	<b>Basics:</b> <ul style="list-style-type: none"> <li>● Working Program BICO</li> <li>● Information (notes, memos) from meetings with social partners in BG, LT, RO</li> <li>● Discussion papers / drafts</li> <li>● Sector agreements / collective agreements</li> </ul>
<b>14:30 h – 15:15 h</b>	<b>Activities for information and participation</b> <ul style="list-style-type: none"> <li>○ Project related instruments</li> <li>○ Activities from partners</li> <li>○ Information plan</li> </ul>	<b>Basics:</b> <ul style="list-style-type: none"> <li>● Working Program BICO</li> <li>● Materials (BICO-Website)</li> <li>● National sources</li> </ul>
<i>15:15 h – 16:00 h</i>	<i>Coffee break</i>	

<b>16:00 h – 17:15 h</b>	<b>Project Management</b> (transnational tasks for cooperation)  <b>Project administration</b> (costs, finances, bookkeeping ...)	<b>Basics:</b> <ul style="list-style-type: none"> <li>• Financial contract EU</li> <li>• Project Handbook</li> <li>• Documents (costs and finances)</li> </ul>
<b>17:15 h – 18:00 h</b>	<b>Preparation of second partner meeting in September 2013</b> (participation, in-country preparation of discussion & materials, seminar plan, seminar materials, costs and organization (...))	
<b>18:00 h</b>	<b>End of the meeting</b>	

24.06.2013 / AuL BI / GB