

AGENDA

Coordinator-Meeting BICO on 29 January 2013

Participants:

Gisbert Brenneke, Klaus Gutbrod, Dorothee Hildebrandt (alle DE), Svetla Toneva (BG), Teodora Gheorghevici (RO), Danute Slionskiene (LT)

<i>Date/Time</i>	<i>Subject</i>	<i>Remarks</i>
9:30 h	Pick up at hotel / transfer AuL	(Gisbert)
10:00 – 10:30 h	Opening & BICO-Information and European partnership	See BICO-Project-Information
10:30 – 11:00 h	Project-Management: Function/roles of national Coordinator	See Project-Information & Project Handbook
11:00 – 12:15 h	Tasks and work packages (Overview)	See BICO – calendar (& Handout)
<i>12:15 – 13:15 h</i>	<i>Lunch</i>	
13:15 – 13:45 h	Information tasks BICO-Flyer & BICO-Website	Handout (1 und 2)
13:45 – 14:15 h	Meetings and Training Seminar (dates, locations, topics)	See Project Handbook
14:15 – 15:15 h	Preparation “Kick-off meeting” (collecting partner/sector-information, preparing brief analysis about situation, needs of further training, questionnaire companies ...)	Handout (3)
15:15 – 17:15 h	Preparation “Training Seminar” (participation, in-country preparation, seminar plan, seminar materials, organization ...)	Handout (4)
17:15 – 17:45 h	Project-Administration, costs and finances	See Project Handbook
17:45 – 18:00 h	Open questions?	All