

## Meeting agenda

Graz – 06<sup>th</sup> of December till 07<sup>th</sup> of December 2012

### PROJECT T-EST

AGREEMENT NUMBER - **LLP-LDV-TOI-12-AT-0011**

PROJECT NUMBER - 2012-1-AT1-LEO05-06976

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#### 1) Basic Information

##### **Location of accommodation and meeting: Hotel Daniel Graz**

Hotel Daniel  
A-8020 Graz, Europaplatz 1  
Tel.: +43 316 711 080, [hellograz@hoteldaniel.com](mailto:hellograz@hoteldaniel.com)  
Visit our homepage: <http://www.hoteldaniel.com/en/graz.html>

##### **Contacts**

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##### **Payments:**

- Please keep in mind to save all your receipts (travel, accommodation, dinner, beverages).
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## Participants

Name	Organization	Partner
BERGER Walerich	Jugend am Werk Steiermark GmbH (AT)	P0
ELEKES Zoltán	DGASPC Harghita (RO)	P5
GIORIO Patrizia	Formazione Coeso (IT)	P4
GÀL Katalin	DGASPC Harghita (RO)	P5
iNAL Celal	Sixpoint Blind Association Ankara (TR)	P7
JOBBAGY Sofia	Formazione Coeso (IT)	P4
KALEM Guldan	KONAK DISTRICT GOVERNORSHIP (TR)	P6
KRAACK Benjamin	Jugend am Werk (AT)	P0
KRAUS Alexandra	Jugend am Werk (AT)	P0
LAZAROV Andrean	Marie Curie Association (BG)	P3
MEIER Michaela	Jugend am Werk (AT)	P0
PILZ Christine	Jugend am Werk (AT)	P0
PALOVA Reneta	Chamber of Commerce and Industry (BG)	P2
STOYANOVA Veselina	Chamber of Commerce and Industry (BG)	P2
STASKOWIAK Sonia	EASPD (BE)	P1

Astrid Terengg	Representative of the National Agency for Lifelong Learning (AT)	-
Franz Wolfmayr	Chance B/EASPD (AT)	-

# Meeting Agenda

## 1<sup>st</sup> Transnational Meeting 06<sup>th</sup> - 07<sup>th</sup> of December 2012, Graz

### Wednesday, 05<sup>th</sup> December 2012 – Arrival

06:30 p.m.: meeting the participants at the hotel reception; Lunch is organised at a place very near to the meeting place at a typical **Styrian-restaurant “Steirerstubn”**. We will go there together.

07:00 p.m.: Dinner

### Day 1, 06<sup>th</sup> of December 2012

08:30-08:45 a.m.	Welcome Mr Walerich Berger, CEO Jugend am Werk Steiermark  Organisational information Ms Michaela Meier
08:45-10:00 a.m.	Presentation of each partner organisation, (10 minutes max) - all Partners
10:00-10:20 a.m.	Coffee break
10:20-11:00 a.m.	Presentation of the project – Overview of the contents, objectives, workpackages  - Jugend am Werk Steiermark Ms Michaela Meier
11:00-12:00 a.m.	EASPD as a representative of disability service providers, working for an inclusive Europe  - Mr Franz Wolfmayr, President of EASPD (European Association of Service Providers for Persons with Disabilities)
12:00-01:00 p.m.	Lunch
01:00-02:30 p.m.	Administrative and Financial Rules 2012, Leonardo da Vinci, Transfer of Innovation Projects – Interactively Workshop - National Agency for Lifelong Learning, Ms Astrid Terreng

02:30-03:30 p.m.	<p>Financial issues (report, time-line, documentation-sheets...) – questions and answers</p> <ul style="list-style-type: none"> <li>- Jugend am Werk Steiermark</li> <li>Ms Alexandra Kraus</li> <li>Mr Benjamin Kraack</li> </ul>
03:30-04:00 p.m.	Coffee break
04:00-04:30 p.m.	<p>ArbeitsAssistenz/JobCoaching at Jugend am Werk Steiermark – How does the process „Supported Employment“ work?</p> <ul style="list-style-type: none"> <li>- Jugend am Werk Steiermark</li> <li>Ms Christine Pilz</li> </ul>
04:30-05:15 p.m.	<p>Dissemination strategy, activities and materials</p> <ul style="list-style-type: none"> <li>- Jugend am Werk</li> <li>- Ms Michaela Meier</li> </ul>
05:15-05:45 p.m.	<p>Administrative issues (report, documentation sheets) ... Questions and answers – daily wrap-up</p> <ul style="list-style-type: none"> <li>- Jugend am Werk Steiermark</li> <li>Ms Michaela Meier</li> </ul>

Finally after a hard meeting day you will have time for yourself as well. Therefore we didn't fixed a common dinner for this evening.

Maybe you will have a little sight-seeing walk round the famous old city of Graz (<http://www.graztourismus.at/cms/ziel/2865539/EN> ). Enjoy the pre-Christmas period in Graz - discovering the highlights of Graz Advent: the romantic lights, the gleaming ice crib in the Landhaus Courtyard, the giant Rathaus Advent calendar, the spectacular Advent markets in the old town of Graz, the Advent train and a lot of other attractions.

If you like we can spend time together in the citycenter in the evening. Here you meet the pre-Christmas tour to mulled wine, cider, beer or non-alcoholic punch warming, accompanied by tasty morsel from the culinary regions of Styria....

## Day 2, 7<sup>th</sup> of December 2012

08:30-09:00 p.m.	<p>Quality Management within T-EST: Based on key areas... Perspectives, levels, experts, methods</p> <ul style="list-style-type: none"> <li>- Formazione Co&amp;So Network Ms Patrizia Giorio</li> </ul>
09:00-09:45 a.m.	<p>Introduction of the toolkit and concept of Supported Employment</p> <ul style="list-style-type: none"> <li>- Jugend am Werk Steiermark Ms Christine Pilz</li> </ul>
09:45-10:15 a.m.	<p>“The current situation in the transfer countries” - The employment situations of people with disabilities and the transferability of the Supported Employment toolkit</p> <ul style="list-style-type: none"> <li>- by the partners from Bulgaria, Turkey and Romania</li> </ul>
10:15-12:00 a.m.	<p>Part I – Workpackage 5: Development of an analysis and adaptation grid for identifying possible adaptation needs for the different countries – Interactively Workshop (based on the preparatory tasks)</p> <ul style="list-style-type: none"> <li>- All partners (Package leader: Directia Generala de Asistenta Sociala si Protectia Copilului Harghita, Romania)</li> </ul>
12:00-12:30 p.m.	Break
12:30-12:45 p.m.	Summary, and presentation of the results Part I – Defining the next steps
12:45-02:00 p.m.	<p>Part II – Workpackage 4: Elaboration of a Stakeholder and target group analysis – what does this mean and how could it be done?</p> <ul style="list-style-type: none"> <li>- All partners (Package leader: T.C.Konak Kaymakamliđı / Konak District Governorship Turkey)</li> </ul>
02:00-02:15 p.m.	Summary, and presentation of the results Part II – Defining the next steps
02:15-02:30 p.m.	<p>Project management: Set deadlines for the next steps in the project and Distribution of tasks and set deadlines for the next steps of Workpackage 1-8 Arrangement 2<sup>nd</sup> meeting</p> <ul style="list-style-type: none"> <li>- Jugend am Werk Ms Michaela Meier Ms Christine Pilz</li> </ul>
06:00 p.m.	Invitation to our Jugend am Werk common Social Event at “Brauhaus Puntigam”; a typical Styrian-restaurant