Agenda meeting CECE – Vigo
18/05/2009 – 20/05/2009

Monday, 18 May 2009

Trainers	Steering group members
13:00 Teresa will pick partners up at the hotel and bring them to the meeting room 13:45 – 14:00 Welcome / Introduction Train-the-trainer programme: 14:00 – 16:00 Spain: Lifelong Learning (Competence 10) 16:00 – 17:00 UK: Customer Orientation (Competence 5) 21:00 Common dinner	Free afternoon 21:00 Common dinner

Tuesday, 19 May 2009

Trainers	Steering group members
Train-the-trainer programme: 9:00 – 12:00 Belgium: Problem solving (Competence 8) 12:00 – 13:00 Lunch 13:00 – 15:00 Poland: Organisation and planning (Competence 9) Free afternoon 21:00 Common dinner	9:00 – 12:00 Steering group meeting: - Status of the project: variance analysis - Financial and administrative information - Dissemination: brochure, final event,… - Final products: presentation and discussion 12:00 – 13:00 Lunch 13:00 – 17:00 Steering group meeting: - Screening tool: demo - Presentation of the DVD - IPR: finalisation - Conclusions, division of tasks and planning, agreements, next meeting, questions 21:00 Common dinner

Wednesday, 20 May 2009
Departure of participants