**The Business Support Professionals Career Pathway**

**Leonardo Partnership**

**29th and 30th November 2010 – Syntra West Belgium**

**Draft Agenda Day One**

**Venue: Syntra West Huize Arnolfini**

 **Groene Poortedreef 18**

 **8000 Brugge**

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| 10:00 | **Welcome** – Introductions review and progress to-date (including sharepoint) |
| 11:00 | Developing dissemination tools and processes – In Working Groups  |
| 13:00 | **Lunch** (sandwiches) |
| 14:00 | Developing dissemination tools and processes – In Working Groups |
| 15.30 | **Refreshment Break** |
| 15.50 | Working on dissemination tools and processes – Stakeholder and dissemination discussion for early message clarity. |
| 19:00 | **Meet for Evening Meal – Brasserie Raymond** |
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**The Business Support Professionals Career Pathway**

**Leonardo Partnership**

**29th and 30th November 2010 – Syntra West Belgium**

**Draft Agenda Day 2**

**Venue: Syntra West Huize Arnolfini**

 **Groene Poortedreef 18**

 **8000 Brugge**

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| 9.00 | **Registration and coffee**  |
| 09.30 | TOI – Opportunities through BSPC or Succession |
| 10:30 | **Refreshment Break** |
| 10:45 | Conclude work programme obligations for the visit to Slovenia (urgent work) |
| 12:00 | **Day 2 Close** |
| 12:30 | Lunch |

**Notes:**

**Contact person within Syntra West**:

Julie VERHOOGHE (+32 (0)472 94 35 76)

**Accomodation**:

 Martin’s Hotel – Oude Burg 5 – 8000 Brugge (+32 (0)50 44 51 11)

 ! Spanish partner: Martin’s Relais – Genthof 4A – 8000 Brugge (+32 (0)50 34 18 10)

* Please arrive at set times as the agenda is full of required work actions
* The delegates will need to transfer from hotels to meeting places by taxi
* The evening meal has no dress restrictions and casual smart is accepted **(all delegates will pay for their own meals)**
* If there are any dietary requirements please provide information to Julie.Verhooghe@syntrawest.be