

## The Business Support Professionals Career Pathway Leonardo Partnership 1st and 2nd March 2010 – CECA Seville

### Draft Agenda Day One

- 10.00 Transfer of all representatives from Hotel Bécquer and Plaza Nueva (corner of Hotel Inglaterra)
- 10:45 Arrive at CECA's headquarters
- 11:00 Registration and Coffee
- 11.10 Welcome and introductions
- CECA**
- 11:15 Welcome and Introductions  
Partnerships Lead – **Ian Carlier Business Enterprise Support (BES)**
- 11:25 CECA objectives and projects (CECA)
- 11.35 Business Support in Spain (CECA)
- 12.00 Refreshment break
- 12:20 Programme Introduction 'The Way Forward':  
Partnerships Lead – **Ian Carlier Business Enterprise Support (BES)**
- 12.40 Partnership Agreement Questions and Completion:
- National Questions
  - Final Agreement
  - Signed Copies Collated and copied for all to return
- 13:20 Tour of CECA facilities
- 13.40 **Lunch**
- 14.45 Research Update and Contract Progress:  
**Phil Rose Birmingham City University (BCU)**  
**Ian Carlier (BES)**

- 15.20 Presentation 1 - Explanations about the sharepoint –  
**Syntra West**
- 16.20 Questions from the day and evening meal arrangements
- 16.40 Day 1 Close**
- 21.00 Meet for Evening Meal – Information to follow**

## Draft Agenda Day 2

- 9.00 Transfer of all representatives from Hotel Becquer and Plaza Nueva (corner of Hotel Inglaterra)
- 9.30 **Registration and coffee**
- 10.00 Welcome:  
Partnerships Lead –**Business Enterprise Support (BES)**
- 10:05 Presentation 2 – BSPPC in England (the story so far)
- 10:35 Discussions about goals set by partners – **All Partners**
- 11:20 **Refreshment Break**
- 11:40 Developing the Dissemination and Mainstreaming – **EMC to lead**
- 12:40 Presentation from Executive in Charge of Business Support Professionals on Strategy - **CECA**
- 13.30 Questions
- 13.45 **Lunch**
- 15.00 **Day 2 Close**

### Notes:

- Please arrive at set times as the agenda is full of required work actions
- The delegates will be transfer from Hotel Becquer and Plaza Nueva to CECA's headquarters
- The evening meal has no dress restrictions and casual smart is accepted
- If there are any dietary requirements please provide information to [leonardo.cecacomercio@gmail.com](mailto:leonardo.cecacomercio@gmail.com)
- If you are unable to attend the tour on the first day please make all efforts to arrive in time for the Programme Introduction at 12:20 pm