

**SUBJECT: MINUTES OF KICK – OFF MEETING IN SLOVENIA**

Date:	4.11.2011 – 5.11.2011
Present/Absent:	List of participants attached
Recipients:	All partners
Location of material:	X16
Record:	agenda and minutes.doc

**Agenda kick - off meeting in Slovenia**

**Thursday, November 3**

Arrival and registration at the Tourist farm Pungracic, Drenovec 7, 2283 Zavrc, Slovenia;  
[http://www.haloze-zagorje.eu/accomodation\\_detail?id=000007199](http://www.haloze-zagorje.eu/accomodation_detail?id=000007199)

Arrival from Ljubljana Airport by rented with Mr. Klaus Ehrlich.

Arrival from Graz Airport by organized transport.

**Friday, November 4**

Arrival from Ljubljana Airport by organized transport.

8:00 – 9:00	Breakfast at the Tourist Farm Pungracic
10:00	Departure for Cirkulane
11:00 – 14:00	Working meeting chaired by Mr. Ilmars Viksne at the HALO Business Centre in Cirkulane <ul style="list-style-type: none"> <li><input type="checkbox"/> Official opening</li> <li><input type="checkbox"/> Presentation of Lithuanian partner</li> <li><input type="checkbox"/> Short presentations of the partners</li> <li><input type="checkbox"/> Presentation of the “IT Express” project</li> <li><input type="checkbox"/> Presentation of the Work packages</li> </ul>
14:00	Press Conference <ul style="list-style-type: none"> <li><input type="checkbox"/> Presentation of the “IT Express” project to local and national press</li> </ul>
14:20 – 15:30	Lunch in Cirkulane village
15:30 – 18:30	Working meeting chaired by Mr. Viksne <ul style="list-style-type: none"> <li><input type="checkbox"/> Partner agreement</li> <li><input type="checkbox"/> Financial issues</li> <li><input type="checkbox"/> Dissemination activities</li> <li><input type="checkbox"/> Evaluation</li> </ul>
20:00	Dinner and overnight staying at the Tourist Farm Pungracic in Drenovec

**Saturday, November 5**

8:00 – 9:00	Breakfast at the Tourist Farm Pungracic
9.00 - 12.00	Working meeting chaired by Mr. Viksne at the Tourist Farm Pungracic in Drenovec <ul style="list-style-type: none"> <li><input type="checkbox"/> General structure of the Modules</li> <li><input type="checkbox"/> Needs analysis</li> <li><input type="checkbox"/> Other issues</li> </ul>

12:00 – 13:30	Lunch at the Tourist Farm Pungracic
14:00 – 17:00	Visits to the local SMEs
	Return to the Tourist Farm Pungracic and overnight staying there

Departure for Ljubljana Airport by organized transport.

Departure for Ljubljana Airport by rented car with Mr. Klaus Ehrlich.

### **Sunday, November 6**

Departure early in the morning for Graz Airport by organized transport.

### **Minutes of kick – off meeting: Draft**

1.	Working meeting chaired by Mr. Ilmars Viksne in Cirkulane, November 4 <sup>th</sup> : <ul style="list-style-type: none"> <li><input type="checkbox"/> Official opening</li> <li><input type="checkbox"/> Presentation of Lithuanian partner</li> <li><input type="checkbox"/> Short presentations of the partners</li> <li><input type="checkbox"/> Presentation of the “IT Express” project</li> <li><input type="checkbox"/> Presentation of the Work packages</li> </ul>
1.1	Official opening - official opening by Sonja Golc - HALO – EDIL ING
1.2	Presentation of Lithuanian partner - presentation of Lithuanian partner by Daina Guroniene - short presentation of project “IT-Academy: e-Learning for SMEs« executed in 2004 within the Leonardo da Vinci program
1.3	Short presentations of the partners - each partner introduce himself or herself and the organization
1.4	Presentation of the “IT Express” project - presentation by Mr. Viksne
1.5	Presentation of the Work packages - all activities for all partners which was in annex B to the contract, were presented by Mr. Viksne
2.	Press Conference - Presentation of the “IT Express” project to local and national press by Sonja Golc, other partners answered the journalist’s questions
3.	Working meeting chaired by Mr. Viksne <ul style="list-style-type: none"> <li><input type="checkbox"/> Partner agreement</li> <li><input type="checkbox"/> Financial issues</li> <li><input type="checkbox"/> Dissemination activities</li> <li><input type="checkbox"/> Evaluation</li> </ul>
3.1	Partner agreement - partners from Slovenia, Hungary and Spain have handed the agreement to the lead partner; - Lithuanian partner will give an agreement to rector of University and when it will be signed they will send it to lead partner - partners from Latvia gave agreement to the lead partner before they came to the kick – off meeting in Slovenia

3.2	<p>Financial issues</p> <ul style="list-style-type: none"> <li>- all invoices and charges are valid from October 1<sup>st</sup> 2011 until November 11<sup>th</sup> 2013;</li> <li>- VAT, unless the beneficiary organisation can prove that it is unable to recover it;</li> <li>- payments will be made by lead partner in next week 40%, after the approval of intermediate report (and proof of 70% usage of previous payment) and 20% after approval of final report</li> <li>- report should be scanned in color and sent by e-mail to Mrs. Alksne;</li> <li>- partners should add copies of invoices and proof of payment (from the bank);</li> </ul>
3.3	<p>Dissemination activities</p> <ul style="list-style-type: none"> <li>- when we have the content of program we will decide how to disseminate the results;</li> <li>- program should be certified by the national institution in each country;</li> <li>- in the pilot testing phase of the program participants should get certificates;</li> </ul>
3.4	<p>Evaluation</p> <ul style="list-style-type: none"> <li>-all partners agreed that evaluation should be done all the time</li> </ul>
4.	<p>Working meeting chaired by Mr. Viksne in Drenovec, November 5<sup>th</sup> 2011</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General structure of the Modules</li> <li><input type="checkbox"/> Needs analysis</li> <li><input type="checkbox"/> Other issues</li> </ul>
4.1	<p>General structure of the Modules</p> <ul style="list-style-type: none"> <li>- we will develop 1 program;</li> <li>- 3 main topics (basic knowledge, advanced courses, project management);</li> <li>- content will be set after the needs analysis will be done</li> <li>- target group (owners, high and middle management, needs of them);</li> <li>- target group which doesn't use the computer for business will not included to the project for now</li> <li>- program will be made in English and later it will be translated into national languages;</li> <li>- website will be made in English and later it will be translated into national language;</li> </ul>
4.2.	<p>Needs analysis</p> <ul style="list-style-type: none"> <li>- Mr. Ehrlich prepares draft questionnaire for the target group until Monday, Nov. 7<sup>th</sup> 2011, partners make suggestions until Wednesday, Nov. 9<sup>th</sup> 2011;</li> <li>- all partners have to interview at least 10 entrepreneurs from different organizations until the end of November 2011;</li> <li>- results of the questionnaires should be processed until December 10<sup>th</sup> 2011;</li> <li>- when we have the opinion of entrepreneurs from all five partner countries, we can see what entrepreneurs need;</li> </ul>
4.3	<p>Other issues</p> <ul style="list-style-type: none"> <li>- design project logo – will be prepared by Edit Alksne until the end of November</li> <li>- next meeting will be on March 19<sup>th</sup> and 20<sup>th</sup> 2012 in Lithuania;</li> </ul>

**This is not the final meeting minutes, but just a draft for minutes!**

**Please send all remarks to [info@halo.si](mailto:info@halo.si) and [marjeta.topolovec@halo.si](mailto:marjeta.topolovec@halo.si)**

Minutes prepared by:  
Marjeta Topolovec

Director :  
Sonja Golc

Sent:  
to all partners