

Annexe I – Front page for Activity Report



Project title: Keys for Internationalization and Training of Enterprises

Project Acronym: K.I.T.E

TCA Id Code 4183

Thematic Activity

Period covered: from to

Date of preparation:

DP Number and Name:

MONITORING OF REPORTS HAND-IN DEADLINES

ACTIVITY REPORT

Each responsible of thematic activity will elaborate an activity report with the thematic activity progress of the period (6 months):

TABLE OF CONTENTS
1) Front page (see Annexe I)
2) Executive Summary of thematic activities progress of the period.(1+table) Provide an overview of the actions carried out in the reporting period, based on the transnational work programme, which were planned to be active during the period. For each thematic activity, present information under the following headings: a. Thematic Activity objectives and starting point of work at beginning of reporting period During the Steering Committee Meeting (Bielefeld 21 st -22 nd , Germany) Partnership K.I.T.E. discussed general concept of business event and agreed the calendar and workplan for the first business event. The business event should provide information on the economic region where it takes place and the appropriate time of organization should be close to the fair connected with the companies. b. Progress towards objectives – tasks worked on and achievements made with reference to planned objectives, identify if there are subcontractors involved The first business event for SMEs will be organised by DP FORUM OST in Bielefeld on 23 rd -24 th January 2006. For preparation of this business event at the Steering Committee Meeting it was agreed that: 1. by 9 th November FORUM OST will send information about programme offers (branches, experts for individual talks, companies for visits) 2. by 30 th November TRANSITO,ATME, WAMP, PROGRESA will send lists with

interested companies, company profiles and their special interests

3. by 22nd December FORUM OST will send detailed programme with lists of persons for individual talks and registration form
4. by 11th January incoming partners will send registration

It was approved that incoming partners could assist to any of following fairs:

16 – 22.01.2006 Kölnmesse – The International Furniture Fair, Köln/Cologne
www.imm-cologne.de

20 – 21.01.2006 Net's work – Fair for enterprise network, Bad Salzuflen

25 – 28.01.2006 NORTEC – Fair for Manufacturing Technology. Its motto Make and BUY
assembles under one roof manufacturer of production facilities, suppliers, and
sub-contractors www.hamburg-messe.de/nortec

The programme of business event should offer a tailor-made special interests and needs of the companies taking part and includes individual talks to potential partner companies, talks on current trends, furniture markets and customers in the sector of mechanical engineering and furniture as well as company visits.

- c. Deviations from the project work programme, and corrective actions taken/suggested: identify the nature and the reason for the problem

DP WAMP have not yet signed the agreement and have not received the funds from ministry for any activities. There was a risk that Polish companies couldn't come due to lack of funds. However DP FORUM OST offered the support in payment for the accommodation for Polish companies. Thanks to such solution Polish companies could take part in the event.

Due to unexpected high costs of interpretation during the business event DP FORUM OST asks all Partners to finance a part of them. DP FORUM OST is still expecting for answers from the Partners.

- d. List of products, including due date and actual/foreseen submission date
 1. Questionnaire of Interest "Meeting for Success" – Business event
 2. Description of Ostwestfalen region
 3. Invitation for the Business event

4. Questionnaire for participating companies

5. List of Participating companies

e. List of activities , including due date and actual/foreseen achievement date

1. Selection of companies (TRANSITO,ATME, WAMP, PROGRESA) by 30th
November

2. Preparation of information to materials and registration forms by 22nd December

3. Process of registration by 11th January

4. Selecting German companies by 18th January

5. Matching the "B2B" talks by 18th January

6. Arranging conferences, workshops, visits 23rd January