



Project title: Keys for Internationalization and Training of Enterprises

Project Acronym: K.I.T.E

TCA Id Code 4183

Progress Report

Period covered: from 1st July 2005 to 31st December 2005

Date of preparation: 28 February 2006

DP Number and Name: 253 DP PROGRESA

EXECUTIVE SUMMARY OF THE PROJECT PROGRESS OF THE PERIOD

a) Project objectives and starting point of work at beginning of reporting period

The present report corresponds to the first project implementation period, therefore the TCA should be considered as the starting point of work. In the preparation of the TCA a number of common objectives and tools to support local SMEs in their internationalisation were identified:

Organisation of Business Events for SMEs from partner regions. The TCA foresees during this reporting period the preparation of the 1st business event in January 2005

Support of internationalisation of SMEs through exchange of good practices and information. The TCA establishes one study visit during this period report in August/September 2005

Transnational website and Communication platform. The TCA contemplates for this period the Development of the first draft of platform concept: by October 2005 and its presentation in the Steering Committee Meeting, as well as its final approval, after the Steering Committee.

Exchange of methodology and testing of quality standards for consultancy services concerning internationalization. The TCA contemplates a check list for SME in the framework of the Development of quality standards for consultancy services by December 2005.

Exchange of good practices, on vocational training as well as consultancy and other services. The TCA contemplates a first Workshop on October 2005

Internationalisation of curriculum and practical work experience through work placements in SMEs. The TCA established one study visits for teachers in the partner regions (first contacts, collection of materials: October – December 2005 and February – March 2006.

b) Progress towards objectives – tasks worked on and achievements made with reference to planned objectives

Organisation of Business Events for SMEs from partner regions. During the Steering Committee Meeting Partnership K.I.T.E. discussed general concept of business event and agreed the calendar and work plan for the first business event. The first business event for SMEs was to be organised by DP FORUM OST in Bielefeld on 23 -24 January 2006. The work schedule was respected, with minor changes by all participants.

Support of internationalisation of SME's through exchange of good practices and information. The TCA established one study visit during this period report in August/September 2005, but finally it did not take place.

Transnational website and Communication platform. From 1 to 13 October IFOA and Heapmail Internet Solution prepared and discussed the scheme for website and platform communication. Such a scheme was discussed, amended and approved by all partners at the Steering Committee meeting held in Bielefeld on October 20-21. It was agreed:

- To receive proposals on common logo and graphic layout by end of November.
 - To have the website on line by end of January
 - To receive the following contribute to the database from KITE partners:
 - o Data of companies related to the project of each DP with the following information: company, website and address, activities in which have taken part, sector and contact details of DP linking with the company.
 - o List of consultants related to the project of each DP with the following information: country, language, area of expertise or activity, country of expertise
 - To use SKYPE as communication tool between partners and include it in the Website.
- All the tasks have been accomplished by DP's member organisations.

Exchange of methodology and testing of quality standards for consultancy services concerning internationalization.

A "Quality board" was funded with 9 members. The "Quality board" started to develop quality standards for consultancy services. Criteria for proving the applications for the consultancy pool were developed. Consultants specified on the CEE market for the pool were recruited. Until the end of December 40 applications were proved and 19 consultants were admitted to the pool. One of these consultants (an expert for Ukraine) was appointed to a consultancy job within the project "Business in the CEE".

Exchange of good practices, on vocational training as well as consultancy and other services. As scheduled first good practice workshop took place in Bielefeld (Germany) on 18th October 2005, organised by DP Forum Ost under the title "Vocational Training and services – analysis of needs and tailor made trainings for SMEs", in collaboration with other DP members from Spain, Italy, Slovakia and Poland. A report of the workshop is enclosed in Annexe.

On the Steering Committee celebrated on the 19th October it was agreed that the next workshop will be organized by TRANSITO in May 2006, and the topic will be "methods and tools to support internationalization in a changing scenario".

Internationalisation of curriculum and practical work experience through work placements in SMEs. On the transnational KITE partnership a meeting took place in Bielefeld on 21.10.05 to plan the work placements for young people from East-Westphalia Lippe to the partner countries in Poland, Slovakia, Italy and Spain for the first half of 2006. The transnational partners discussed:

- Experiences with work placements abroad for young people
- The partners background, institutions, ideas and possibilities for work

As a result of the meeting a joint plan of action for providing work placements was worked out. The partners from Spain, Slovakia and Poland agreed on a test period in the first half of 2006. They will support the German partners and provide some work placements for the German students (2-3 weeks). It is planned to carry out about 10 placements during the test period.

The partners from Spain, Slovakia and Poland announced their interest in sending students from their countries to Germany. The German partners agreed on providing work placements in SME's of East-Westphalia Lippe for these students.

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

Organisation of Business Events for SMEs from partner regions. DP WAMP have not got 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. Thank 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 ask all Partners to finance a part of them. DP FORUM OST is still expecting for answers from the Partners.

The period of organisation of business event between ATME and TRANSITO was changed, so as it was agreed on TCA to celebrate simultaneously business event with Workshops, time period for Workshop was also change changed.

d) List of products, including due date and actual/foreseen submission date. (See annexe II, III and IV)

e) List of activities, including due date and actual/foreseen achievement date. (See annexe II, III and IV)

CONSORTIUM MANAGEMENT

On the meeting celebrated on Asturias Principality Office in Brussels on the 14th and 15th April 2005 KITE partners agreed on the final version of the TCA, and decided that DP PROGRESA will assume ETCIM Secretariat and the Secretariat of the consortium during the second semester 2005. The TCA followed the expected approval process and it entered into force on, with the approval of the Spanish authority. Following the TCA, the first SC was fixed on October 20th and 21st in Bielefeld, under the presidency of DP Progresa.

The following working documents were prepared before and agreed during the Steering Committee:

- Annexe I. Protocol of the transnational Project Management
- Annexe. II. Detail Calendar of Transnational Activities
- Annexe III. General Calendar of Transnational Activities
- Annexe IV. General Evaluation Framework
- Annex V. Model of transnational Web site

The Protocol of the transnational Project Managements states details on project management, responsibility of different project partners concerning coordination of activities and reporting. Annexes II and III indicate expected products and activities and their foreseen submission and achievement dates.

There had been no major implementation problems during the reporting period. We had to regret that Anita from DP Forum Ost and Marta from DP Wamp left the partnership, but it was not a great problem, since their roles were taken by other persons and we were at the very early stage of the implementation period.

WORKING PLAN FOR THE NEXT PERIOD

Management. The Secretariat of the project from 1st January to 31st July 2006 corresponds to DP WAMP. A second Steering Committee will take place in Padua on 19th May 2005, where the present report should be approved.

Organisation of Business Events for SMEs from partner regions. The 1st business event took place in Bielefeld on 23rd and 24th January 2005. The 2nd business event will take place in Padua on 17th and 18th May 2005

Support of internationalisation of SME's through exchange of good practices and information. The calendar agreed in Bielefeld foresees a study visit of experts in March 2006

Transnational website and Communication platform. The website was operational on 31st January. The public version of the website will be available by March 2006. The calendar foresees the inclusion of data in the website until March 2006 and a follow up and updates from March 2006 to December 2007.

Exchange of methodology and testing of quality standards for consultancy services concerning internationalization. There are no events in this activity during next period

Exchange of good practices, on vocational training as well as consultancy and other services. A second workshop will take place in Padua on 16th May, the suggested theme is life long learning (and continuous training) to support internationalisation of SME's, including presentation of experiences on apprenticeship and regional individual financing for further training. DP Progresa should present a first proposal of content of the Final Report on good practices on the May Steering Committee.

Internationalisation of curriculum and practical work experience through work placements in SMEs. The KITE calendar establishes one study visits for teachers in the partner regions (first contacts, collection of materials) on February – March 2006.

From February to December 2006 to Forum Ost will advance on the development of learning situations and the finalization of curricula and transfer to the project partners.

Evaluation. Monitoring and Evaluation will be a continuous process and events taking place during this period will be evaluated.