



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 2006 to 31st December 2006

Date of preparation: 28 February 2006

DP Number and Name: IT2-G-VEN 045 Transito

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 third period of project implementation, therefore Partnership K.I.T.E. continued with the activities to support local SMEs in their internationalisation.

Organisation of Business Events for SMEs from partner regions.

At the Steering Committee on the 19th May 2006 it was agreed that a Business Event and a Steering Committee would have been organised during this reporting period: Presov 27-30 September 2006.

Support of internationalisation of SMEs through exchange of good practices and information.

The TCA establishes the implementation of study visits during this period report

Transnational website and Communication platform.

The TCA contemplates for this period the updating of platform, especially with the inclusion of company profiles.

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 and the beginning of the testing phase from October 2006 onwards.

Exchange of good practices, on vocational training as well as consultancy and other services.

The TCA contemplates a third Workshop on September 2006 in Presov (Slovak Republic) .

Internationalisation of curriculum and practical work experience through work placements in SMEs.

The TCA states that the development of learning situations should occur between February – December 2006, followed by the finalising of curricula and transfer to the project partners: February – December 2006 (Deadline: December 2006).

Other activities foreseen:

- Individual stays of SME in the SME in the partner regions: February 2006 – December 2007.
- Work placements for students in SME from partner regions: February 2006 – December 2007.

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

Organisation of Business Events for SMEs from partner regions.

A Business Event in Presov (Slovak Republic) was organized between 28th - 30th September 2006.

This business event had a multisectorial character. It was organized mainly for distribution companies, marketing companies, manufacturers, wholesalers and retailers. Programme of this multinational meeting included:

- first day - official part, a few presentations of region and its potential as well as the assistance for the foreign investment, presentation of the CHEMES industrial park and the ROTTEL developer company, discussion and co-operation meetings.
- second day –company visits (Spinea s.r.o., Tomark s.r.o., Regada s.r.o., Fragokov Presov, Cooperative Society, Whirlpool Slovakia s.r.o., Chemosvit a.s.)
- third day :

workshop for exchange of Best Practices titled ""Experiences and best practises in innovative methods of trainings and other tools of supporting SME`s".

Support of internationalisation of SME's through exchange of good practices and information.

Within the cooperation between DP ATME and DP FORUM OST both partnership offered detailed information about the possibilities of exchange programmes. Both partnerships made agreements, that within the meeting which will take place on 28th – 30th September 2006 in Presov there will be arranged personal meetings with directors from vocational schools. In present time two students from Germany show interest for exchange programme in branch of car industry, but they are interested in Bratislava rather than Presov.

Transnational website and Communication platform.

By July 31st heapmail Internet Solutions (DP WAMP) provided the on line version of the website and communication platform.

All the partners have input their main data and the Polish partner have already started to input their companies' profiles.

At the meeting in Presov it was agreed to amend the mask for the companies and the WAMP partnership made the agreed changes. DP Transito regularly implement the contents in particular uploading documents.

A constant communication flow with Heapmail solutions ensures a prompt solution of the technical troubles

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

Further consultants specified on the CEE market for the pool „FORUM.OST Foreign trade consultancies“ were recruited. Until the end of December 2006 60 applications were proved and 35 consultants were admitted to the pool. On 30th September the transnational workshop on quality standards for consultancy services concerning internationalization of SME's took place in Presov. Mr. Riess, EWEDO GmbH, introduced to the model developed by the FORUM.OST project to enrol a team of expert consultants. The model includes

- a pool of external evaluators,
- an application form for the consultants,
- quality criteria to evaluate the application of the consultants and
- a questionnaire for SME's to evaluate the consultancy service.

Exchange of good practices, on vocational training as well as consultancy and other services.

As scheduled second good practice workshop took place in Prêšov (Slovakia) held on September 30th 2006, organised by DP ATME in cooperation with its KITE partners.

After 2 workshops held in Bielefeld and Padua with discussed topics “Vocational training and services – Analysis of needs and tailor- made trainings for small and medium-sized Enterprises (SMEs)” and “Experiences and best practices for continuous training to enhance the internationalisation of SMEs: tools, products, methodologies” we fluently continue in topic “Experiences and best practices in innovative methods of trainings and other tools of supporting SMEs “

This topic was agreed on last meeting in Padua.

Several best practices from the partner DPs were presented under the following titles:

1. **Individual workplace oriented learning with a special emphasis on distance and self-controlled learning methods. (DP Forum.Ost)**
Jörg Schlüpmann - Deutsche Angestellten-Akademie, Gütersloh (Germany)
2. **Hybrid learning for SMEs. (DP Atme)**

Radko Lapoš - Presov Regional Chamber of SCCI (Slovak). The project target is the development of a new transnational learning concept for the European small and medium sized enterprises (SME), which permits to combine the old presence learning method with the new learn method (CBT, WBT) in an optimal way.

3. Active Ageing for Competencies transfer and training: an innovative project to valorise and transfer the competencies of senior workers. (DP TRANSITO)

Alessia Planeta – IFOA. The main activity of the project was to realize a survey dealing with profiling of strategic professional jobs and of distinctive competencies owed by senior workers mastering key processes in companies.

4. European Junior Enterprise – education and progress (DP Progres)

Rafael Vigil - Valnalon. This project is dealing with promoting entrepreneurship in secondary education. The main goal of the project is to provide students the chance to experience entrepreneurship at all levels of education.

5. Application of two-stage method of training as the best practice for newest technology IT trainings for SME employing people over 40 years old. (DP WAMP)

Katarzyna Gubernat – DARR. - To provide the best training model from the latest IT technologies for SMEs sector. The main assumption of the project is to support for SMEs in the adaptation into the new dynamic European Market

It was agreed that the next workshop will be organized by DP WAMP in May 2007, and the topic will be "Success stories on internalisation of SME's", with the aim of presenting real experiences, possibly developed within the framework of the Equal national DP's.

Internationalisation of curriculum and practical work experience through work placements in SMEs.

During 20.11.2006 - 01.12.2006 two students-trainees took part in the exchange program – Marco Beckmann and Rajiv Kunaratnasamy from Carl-Severing-Berufskolleg für Wirtschaft und Verwaltung in Bielefeld. They took the two-weeks practice at Peugeot auto seller in Prešov.

PhDr. Monika Štoffová as an organizer of the exchange program ensured the visit of lector Dipl. Hdl. Udo Wibbe (StR.) z Carl-Severing-Berufskolleg für Wirtschaft und Verwaltung in Bielefeld on 27th and 28th November 2006.

PhDr. Monika Štoffová also provided the meeting of lector and auto sellers in Prešov and Košice (Peugeot, Opel, Chevrolet, Mercedes – Benz, Hyundai, Daewoo, Mazda, Mitsubishi and BMW Bavaria) and the visit of director of Secondary Electrotechnical School (Stredná priemyselná škola elektrotechnická) in Prešov.

Director of Secondary Electrotechnical School together with lector Dipl. Hdl. Udo Wibbe came into an agreement, that German students will take a few lessons of English and German language at the school in December.

During 09.12.2006 and 21.12.2006 another two students-trainees took part in the exchange program - Dennis Wolter and Mühlenweg Magnus.

During their staying there were ensured English and German language lessons.

Within the FORUM.OST project "Fit for Central Eastern Europe – Internationalisation Competence for Initial Vocational Training in an Enlarged Europe" 80 apprentices from Eastwestphalia Lippe are looking for placements abroad, 30 placements in companies abroad are found. 25 apprentices already carried out a placement in a company abroad. 11 apprentices worked in companies from the CEE, for example placements in St. Petersburg, Moskau, Nowokuznezk, Stettin, Wloclawek and Presov.

During the reporting period 4 placements within the KITE partnership were realized in Presov, Slovakia. To progress on placements in Veneto and Lower Silesia Region a contact from TRANSITO and WAMP to the supporting structure and responsible persons for the LEONARDO programme (mobility) in Veneto and Lower Silesia Region could be helpful. 4 students from Asturias will go for a placement to East Westphalia-Lippe in 2007.

The placement abroad has to fit in the curriculum of the apprenticeship. The placement is recognized as a part of the final examination. Each student who is going on a placement abroad has to carry out a special project based on the vocation and the company during the time abroad. After the stay abroad each apprentice produces a report on the stay abroad.

Two of these reports are published. The documentations are available under: www.forum-ost.de

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

Exchange of good practices, on vocational training as well as consultancy and other services.

About the Manual of Workshops', there was a delay on the date of delivering first version of Manual and also on the content of the draft of Final Report planned to be done by May 2006.

The Workshop planned to be held on March 2007 in Poland is postponed to 2nd June 2007.

The content of the final report has not been presented yet. It will be presented in May in Poland

- d) **List of products, including due date and actual/foreseen submission date.**

See annexes in the zip folder

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

The activities performed respected the schedule

WORKING PLAN FOR THE NEXT PERIOD

Management. The Secretariat of the project from 1st July to 31st December 2006 corresponds to DP ATME. Next Steering Committee will take place in Wrocław on 2nd June 2007, 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 took place in Padua on 17th and 18th May 2006. The third one was held in Presov on 28th and 29th September 2006. Next business event will take place on May 31st and June 1st in Wrocław, Poland. The nearest Business event – "The story of small company to internationalization" will be organized by the Polish DP and will be organized in Wrocław, Poland from 31st May to 2nd June 2007. The Sector chosen by the Partners for the event, is furniture and/or construction related material (from pipes, heating to bricks, tiles, etc). At the same time, between 29th May 2007 to 1st June 2007, the International Poznań Trade Fair for the Furniture Branch is planned and will take place in Poznań,

Fixed Business event program:

31st May – Conference and Business Event;

1st June – company visits;

The last one is scheduled in Oviedo (Spain) in the month of September

Support of internationalisation of SME's through exchange of good practices and information. The calendar agreed in Bielefeld foresees a study visit of experts from March 2006 till October 2007. DP ATME will arrange personal meetings with directors from vocational schools in Presov in September 2006.

Transnational website and Communication platform. The calendar foresees the inclusion of data in the website from 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.

As stated in the TCA the kite partners agreed to test the quality standards in the following way:

Italy: Transito will use the questionnaire for SME's in their activities. Results can be expected by summer 2007

Spain: Progresia will check the opportunity to match the test with the activities in the PIPE project; perhaps a Spanish consultant (expert on foreign trade CEE) will test the process by applying to the pool

Slovak republic: ATME will test the questionnaire for SME's and will motivate some Slovak consultants to apply for the pool

Poland: WAMP will name some Polish consultants who will apply for the pool to undergo the whole process.

For the first half of 2007 the following steps are planned:

The process of further recruitments of consultancies is going on. The kite- partners are going to inform FORUM.OST about consultancies specialized on foreign trade for CEE- countries they know.

The questionnaire for SME's to evaluate the quality and the results of the consultancy services will be applied in several SME's in FORUM.OST as well as in the SME's of the kite- partners. FORUM.OST will gather information and evaluate the quality- instrument "questionnaire for SME's".

Exchange of good practices, on vocational training as well as consultancy and other services.

A fourth workshop will take place in Wroclaw on June 2nd presenting the main topic of the meeting - "Best practices on internalisation: success stories", thanks to the real cases of successful SMEs, prepared by each Partner;

Internationalisation of curriculum and practical work experience through work placements in SMEs. The KITE calendar establishes study visits for teachers in the partner regions (first contacts, collection of materials), development of learning situations and finalising of curricula and transfer to the project partners on February – December 2006.

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