



**Project title: Keys for Internationalization and Training of Enterprises**

**Project Acronym: K.I.T.E**

**TCA Id Code 4183**

**Progress Report**

Period covered: from 1<sup>st</sup> January 2006 to 30<sup>th</sup> June 2006

Date of preparation: 31 August 2006

DP Number and Name: PL-79 WAMP

## **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 second project implementation period, therefore Partnership K.I.T.E. has started his activities to support local SMEs in their internationalisation.

#### **Organisation of Business Events for SMEs from partner regions.**

On the Steering Committee on the 19<sup>th</sup> October 2005 it was agreed that 2 Business Event will be organized during this reporting period: first in Bielefeld (Germany) on 23<sup>rd</sup> – 24<sup>th</sup> January 2006 and second in Padua (Italy) in May 2006.

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

The TCA establishes study visits during this period report between March 2006 and June 2006 (and after this report period till – October 2007)

#### **Transnational website and Communication platform.**

The TCA contemplates for this period the creation of platform: proposal for common logo and graphic layout, to have the website on line by the end of January 2006, inclusion of data by the end of March 2006.

#### **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 second Workshop on May 2006 in Padua (Italy) .

#### **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 this report period there were organized 2 Business Event: first in Bielefeld (Germany) on 23<sup>rd</sup> – 24<sup>th</sup> January 2006 and second in Padua (Italy) on 17<sup>th</sup> – 18<sup>th</sup> May 2006.

Business event in Germany “Meeting for success” was organized for distribution companies, marketing companies, producers, wholesalers and retailers, mainly from the sector of mechanical engineering and the furniture industry. The programme included individual talks to potential partner companies, talks on future markets and customers as well as company visits: Lübke GmbH & Co.KG, Rheda-Wiedenbrück (manufacturer of living and bedroom furniture), GILDEMEISTER Aktiengesellschaft (manufacturer of turning and milling machines and laser cuttings), CLAAS Gruppe Harzewinkel (manufacturer of agricultural machinery). Moreover companies could combined the business event with a visit to a fair in Germany (Kölnmesse – The International Furniture Fair, Net’s work – Fair for enterprise network or NORTEC – Fair for Manufacturing Technology).

Business event in Italy "Business across borders a key to success" was organized for companies from Agro-food and Mechanical sector. The programme included presentations: "How to do business in Veneto", "The system of logistics in the Veneto Region", "Agro-food sector and Mechanical sector in Veneto". There were also individual talks to potential partner companies. There was a possibility for companies of visit to the fairs: "Eurocarne" in Verona and International fair Padua.

During the Steering Committee Meeting Partnership K.I.T.E. discussed general concept of next business event and agreed the calendar. The next business event for SMEs was to be organised by DP ATME in Presov on 28<sup>th</sup> – 29<sup>th</sup> September 2006.

#### **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 28<sup>th</sup> – 30<sup>th</sup> 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 January 31<sup>st</sup> heapmail Internet Solutions (DP WAMP) provided the Beta version of the website and communication platform.

The test of the web site started on Mid March because of a delay on behalf of IFOA. In addition some of the areas to be filled by the partners were not ready and it was difficult to obtain feedback, therefore it was agreed to discuss the website related issues at the Steering Committee to be held in Italy on May 19<sup>th</sup>.

At the meeting it was agreed to ask heapmail Internet Solutions to make some amendment to be definitively agreed among partners.

Amendment proposals were made by Anja Wulfhorst and Alessia Planeta and the month of July was devoted to filling the website with contents. I was agreed to open it to the public once the main amendment are completed even though not all the partner areas are completed.

#### **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 consultancy" were recruited. Until the end of July 56 applications were proved and 29 consultants were admitted to the pool. All together these consultants are experts on foreign trade for 18 Central Eastern European countries. Only for five countries there are three or more than three consultants qualified. Especially for the countries Russia, Ukraine, Lithuania, Latvia, Hungary, Slovenia and Croatia there is still a big demand on further consultants with a specified country expertise.

Ten of these consultants were appointed to a consultancy job for the FORUM.OST project "Business in the CEE".

An evaluation sheet (questionnaire) for the companies to prove the quality of the consultants who are working for the project "Business in the CEE" was developed and for the first time applied in one company.

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

As scheduled second good practice workshop took place in Padua (Italy) on 26<sup>th</sup> May 2006, organised by DP TRANSITO under the title "Cross borders cooperation a key for success", 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 19<sup>th</sup> May it was agreed that the next workshop will be organized by DP ATME in September 2006, and the topic will be "Experiences and best practices in innovative methods of trainings and other tools of supporting SME's".

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

As a result of the meeting in Bielefeld on 21<sup>st</sup> October 2005 a joint plan of action for providing work placements for the first half of 2006 was worked out. The partners from Spain, Slovakia and Poland agreed on providing placements for German apprentices in companies from their region.

Within the FORUM.OST project "Fit for Central Eastern Europe – Internationalisation Competence for Initial Vocational Training in an Enlarged Europe" 70 apprentices from Eastwestphalia Lippe are looking for placements abroad, 20 placements in companies abroad are found and 8 apprentices already carried out a two weeks placement in St. Petersburg, Moskau, Nowokuznezsk, Stettin and Wloclawek.

During the reporting period no placements within the KITE partnership were realized. The responsible persons for "Fit for CEE" made good contacts to persons from Slovakia and Spain who are responsible for placements within the LEONARDO programme. With the ATME and PROGRESSA partners placements are prepared in Slovakia and Spain for the second half of 2006. Agreements on the number of placements, the branches and vocations were made.

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 in Veneto and Lower Silesia Region could be helpful.

In the framework of placements the Fit for CEE- team developed first ideas for the internationalisation of curriculum:

- Each student who is going on a placement abroad has to carry out a special task/project in the company which relates to the vocation of the student. The student has to work on that project before, during and after the placement abroad.
- The student is producing a document on the stay abroad. Main part of the document is the report about his/her special project. The documentation includes as well the expectations and motivation, a presentation of the country, region and town, a presentation of the company, experiences on the culture and mentality of the people, evaluation of the results and experiences. The student has to enclose the documents for the EUROPASS and a power point presentation with visual elements.

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

#### **Transnational website and Communication platform.**

Inclusion of data should be finished at the end of March 2006 but during the test of the web site there were some technical problems with functioning. Therefore heapmail Internet Solutions made some improvements.

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

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

#### **WORKING PLAN FOR THE NEXT PERIOD**

**Management.** The Secretariat of the project from 1<sup>st</sup> July to 31<sup>st</sup> December 2006 corresponds to DP TRANSITO. Next Steering Committee will take place in Presov on 30<sup>th</sup> September 2006, where the present report should be approved.

**Organisation of Business Events for SMEs from partner regions.** The 1<sup>st</sup> business event took place in Bielefeld on 23<sup>rd</sup> and 24<sup>th</sup> January 2005. The 2<sup>nd</sup> business event took place in Padua on 17<sup>th</sup> and 18<sup>th</sup> May 2006. Next business event will take place in Presov on 28<sup>th</sup> and 29<sup>th</sup> September 2006.

**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.**

For the second half of 2006 the following steps are planned:

- Recruitment of further consultants for the pool
- Evaluation of the consultancy jobs within the project "Business in the CEE" on the basis of the questionnaire for the companies
- Presentation of the results on quality standards at the steering committee meeting in Presov on 30<sup>th</sup> September 2006 and planning of the testing phase in the framework of the KITE Partnership.

**Exchange of good practices, on vocational training as well as consultancy and other services.** A third workshop will take place in Presov on 30<sup>th</sup> September, the theme is "Experiences and best practices in innovative methods of trainings and other tools of supporting SME's".

**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.