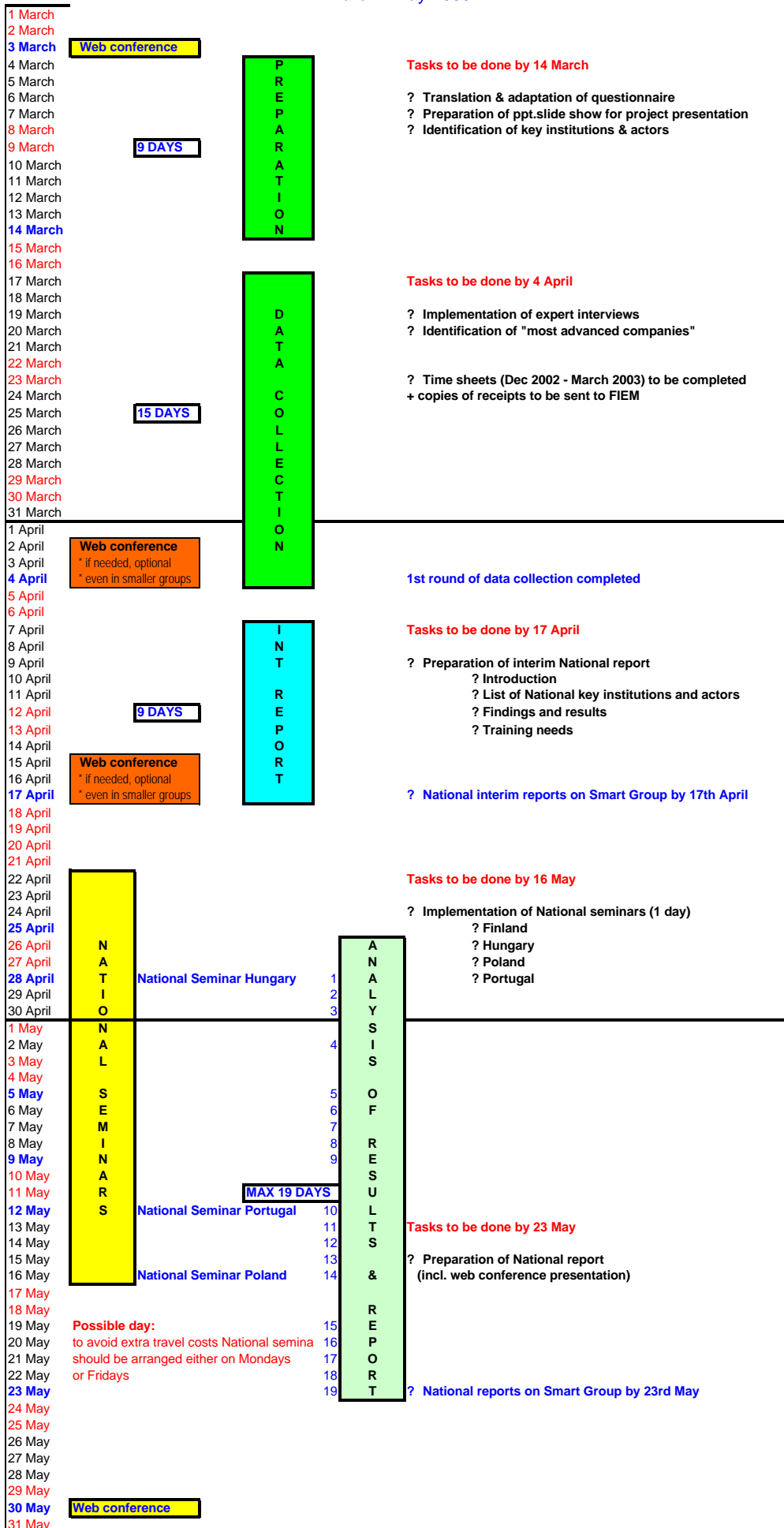
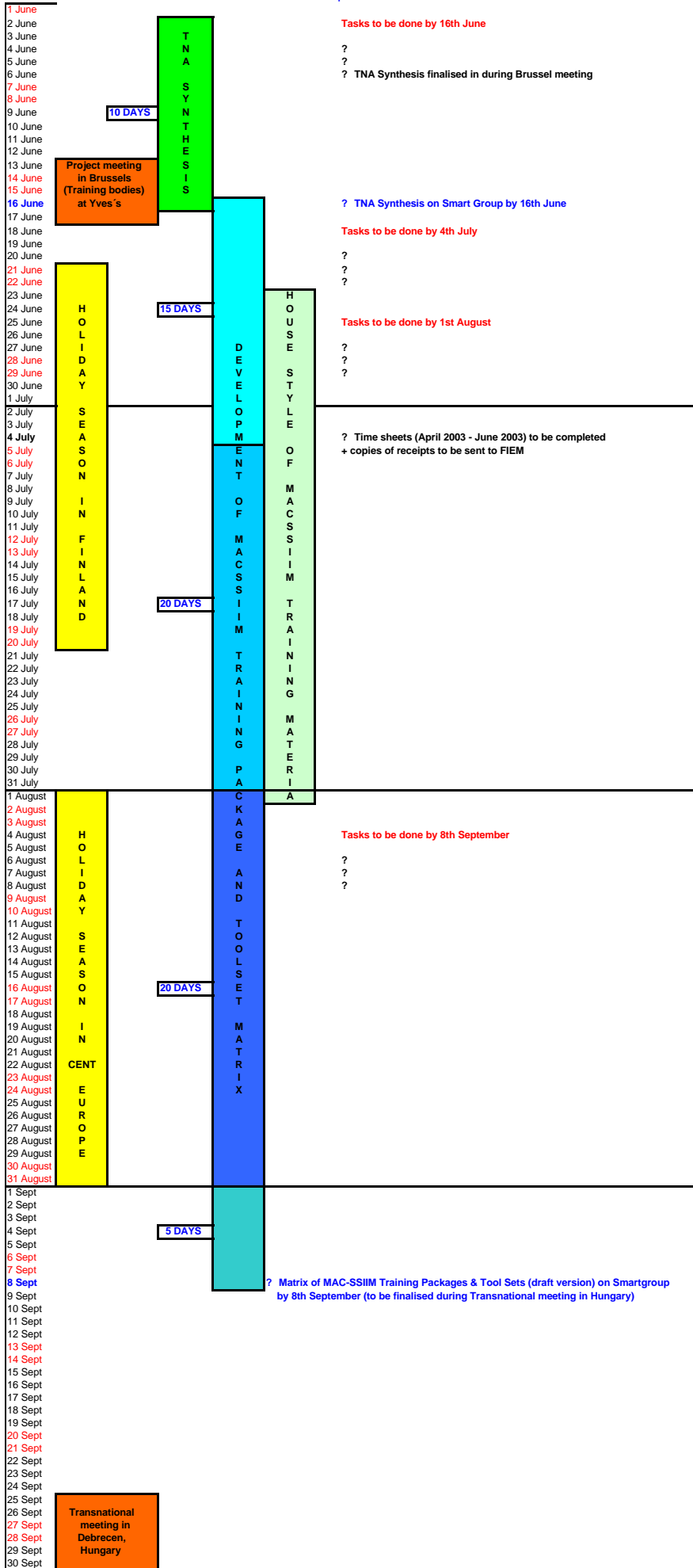


MAC-SSIIM Action Plan - indicative time frames for tasks 2.1 and 2.2.
March - May 2003



MAC-SSIIM Action Plan - indicative time frames for tasks 2.2
June - September 2003



MAC-SSIIM Action Plan - indicative time frames for tasks 2.3
October - December 2003

23 Sept
24 Sept
25 Sept
26 Sept
27 Sept
28 Sept
29 Sept
30 Sept

Transnational meeting in Debrecen, Hungary

| | | |
|--------|--|--|
| 01-oct | D E V O L O P M E N T O F M A C - S I I M T R A I N I N G M O D U L E S | Don't forget to provide YB with info for the MAC-SSIIM website |
| 02-oct | | |
| 03-oct | | |
| 04-oct | | |
| 05-oct | | |
| 06-oct | | |
| 07-oct | | |
| 08-oct | | |
| 09-oct | | |
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| 01-nov | | |
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58 DAYS working days available until the end of the year
you should subtract any national bank holidays or holidays.

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A Training Module to develop =
 * is the training module for Trainers
 * minimum planned of 30 pages and 10 ppt slides
 * In English as a common language for later translation
 (can be developed first in national language but need to be translated for end of 2003)
 (the English translation can be drafted because the following translation to other national languages should wait the update of modules after initial test phase of modules which is planned to end with the 3rd transnational meeting)

Finland: 6 modules to develop } Represents the first 8 modules of the mandatory set for an SME
Portugal: 2 modules to develop }
Hungary: 2 modules to develop } From the optional modules outside the SME set.
Poland: 2 modules to develop }

? AESBUC - to propose draft for common Evaluation process to integrate into the modules
? AESBUC - to propose common Housestyle for the modules and materials

? Time sheets (Dec 2002 - September 2003) + Financial tables to be completed
+ to be send by email to PK + JV + YB
+ copies of receipts to be sent to FIEM attention to JV

? Validation + feedback by all partners on AESBUC proposals (Housestyle + Evaluation)

Web and Visio Conferences can be organised when partners need it even in bilateral or small groups (not obliged to be full group of partners).
 (just ask ML and YB)

? 12 Modules to be posted to Smartgroups
 in English and in the original national language.
 (in zipped format for word, Excel, PPT, ... documents)

MAC-SSIIM Action Plan - indicative time frames for tasks 2.3
January - May 2004

01-janv
02-janv
03-janv
04-janv
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07-janv
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01-févr
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07-févr
08-févr
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10-févr
11-févr
12-févr
13-févr
14-févr
15-févr



Don't forget to provide YB with info for the MAC-SSIIM website

Pilot process - test of materials =

- * each material is tested in the national language of the author country of the module
- * the 12 modules finalised end of 2003 are tested
- * 2 main categories of target groups: SMEs and Trainers
- * training materials in English have to be updated at the end of test phase
- * one inception training of trainer takes place during the 3rd Transnational meeting
 - each country will have 1h30 to pass on key points on their modules
 - to other partners considered as trainers, that inception aspect is to be made in English.
- * same test users can be involved in different modules (for a same target group objective)

Finland: 2 modules to be delivered to SMEs and their own network
2 modules to be delivered to accompanying actors (regional developers)
2 modules to be delivered to trainers

Portugal: 2 modules to be tested on target groups involved in their MBE (+/- 15 people)

Hungary: 2 modules to be delivered first on trainers (internal trainers as a first test)
And then to be delivered to SMEs

Poland: 2 modules to be delivered first on trainers (internal trainers as a first test)
And then to be delivered to SMEs

Don't forget to provide YB with info for the MAC-SSIIM website

70 DAYS working days available until the 3rd transnational meeting.
3 weeks have been taken off for holidays

Web and Visio Conferences can be organised when partners need it even in bilateral or small groups (not obliged to be full group of partners).
(just ask ML and YB)

Don't forget to provide YB with info for the MAC-SSIIM website

(---) (calendar shortened for space reason)

10-avr
11-avr
12-avr
13-avr
14-avr
15-avr
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30-avr

Don't forget to provide YB with info for the MAC-SSIIM website

? Report from all countries/partners on the results of the trainings (including evaluation)

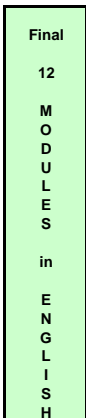
? For all partners to send Timesheet up to end of May 2004 + corresponding financial tables



? For all partners to bring copy of your invoices, subcontracts, ... corresponding to your financial tables. These copies are for PK.

? Internal inception training of trainers by each country, 1h30 per country, in English.

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31-mai



After feed-back and discussions of the 3rd transnational meeting in Portugal:

- * update of national language version of the modules
- * update of the English version of these modules

? 12 modules posted on Smartgroups in final version (original national + English languages)
? Mid-term of the project - time for Interim report.