

**3rd Partner-Meeting**  
**Odense, 31<sup>st</sup> August – 3<sup>rd</sup> September 2011**

**Programme**

<b>Wednesday, 31 August 2011</b>	
Afternoon till evening	Arrival, Check in <b>Hotel Ansgar, Odense ApS, Østre Stationsvej 32, 5000 Odense C  </b> Phone: (+45) 6611 9693, Fax: (+45) 6611 9675 email: <a href="mailto:ansgar@email.dk">ansgar@email.dk</a> , <a href="http://www.millinghotels.dk/side.php?p_id=3">http://www.millinghotels.dk/side.php?p_id=3</a>
From 20:00	Dinner
<b>Thursday, 1 September 2011</b>	
9:00	Welcome
9:30 – 13:00	Working-Session I: <i>(Coffee break pending)</i>  <b>Project INTAKT:</b> State of arts Project-development: (website, flyer, definition-frame, questionnaires) <i>Sebastian Welter, ARBEIT UND LEBEN</i>  <b>INTAKT-database:</b> Presentation of a prototype (paper version) <i>Lisa Agerbaek, SDE</i>  <b>INTAKT-Approach:</b> Presentation of Experiences with the "Professional Field Research" in Mobility Projects <i>Benedikt Eimann, FLS</i>
13:00 –14:30	Lunch
14:30–16:00	Working-Session II <b>INTAKT "Step by Step":</b> How to set up the INTAKT-database, reflecting the procedure of preparing task settings? <i>Plenary Discussion</i> <ul style="list-style-type: none"> <li>- How the INTAKT-tool will be implemented in the realisation of a mobility-project?</li> <li>- What are the tasks of sending an hosting-organisations?</li> <li>- How participants will be actively integrated in the preparation of a "professional field" research (choosing of themes and tasks, agreement on learning-objectives, estimation of start-levels, documentation of learning outcomes)</li> <li>- Which materials are available, which are necessary?</li> </ul>
16:00-16:30	Coffee-break

16:00- 18:30	<p>Working-Session III <i>(Coffee break pending)</i></p> <p><b>INTAKT: Test in Mobility-Practise</b> How to organize the testing? (Sending-/Hosting partners, time-frame, mobility-projects) Preparation of participants: Steps, Materials (with INTAKT-tool, without INTAKT-tool (paper work).</p>
19:00 - 20:00	City-walk (Meeting at the hotel)
20:00	Dinner
<b>Friday, 2 September 2011</b>	
9:00–12:30	<p>Working-Session IV <i>(Coffee break pending)</i></p> <p><b>INTERIM-Report:</b> - Financial Administration</p>
12:30–14:00	Lunch
14:30 – 16:00	<p>Working-Session V <i>(Coffee break pending)</i></p> <p><b>INTERIM-Report:</b> - Progress-Report: Production and Dissemination of Project Results - Project Monitoring</p>
16:00- 18:30	<p>Working-Session VI INTAKT: Next Steps - Agreement on Tasks, Responsibilities, Deadlines</p>
20:00	Dinner
<b>Saturday, 3 September 2011</b>	
	Departure of the participants