

## Erasmus Plus Project WorkQual

1<sup>st</sup> Partners meeting in Akureyri. PM1

13. - 14. November 2014

November 5<sup>th</sup> the agenda looks like this.

### Agenda

<b>Wednesday November 12<sup>th</sup> 2014</b>	
14.00 – 20.00 ?	<b>Partners arrive in Akureyri.</b> Staying in Hotel Nordurland.  VMA takes care of transport from Akureyri airport to hotel if needed.  Hotel Nordurland (KEA Hotels). Geislagata 7 600 Akureyri Tel: + 354 462 2600 Fax: + 354 462 2601 Email: <a href="mailto:nordurland@keahotels.is">nordurland@keahotels.is</a>  <a href="http://www.keahotels.is/is/Hotel-Nordurland">http://www.keahotels.is/is/Hotel-Nordurland</a>  <a href="http://www.visitakureyri.is/en">http://www.visitakureyri.is/en</a>
19.00 – 21.00	<b>Dinner</b> at Strikid and getting to know Akureyri Restaurant Strikið + 354 462 7100 <a href="http://www.strikid.is/english/">http://www.strikid.is/english/</a>

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<b>Thursday November 13<sup>th</sup> 2014</b>	
7.00 – 8.30	<b>Breakfast at hotel</b>
8.30	<b>Gathering at hotel, Transport to VMA.</b> VMA takes care of transport as needed.
9.00 – 11.00	<b>Meeting in VMA.</b> Introductions, each person gives a little information on his / her role or background. The partner institutions introduce themselves, (3 – 6 slides on each institution).  Introduction to the proposed project. VMA as coordinator. Discussing the project agenda, suggesting meetings and places. Hopefully we can suggest certain dates in order to be able to check our calendars and then decide the dates. Reviewing the status for each partner. See a checklist for partners. Looking at the total work and especially the first work we need to do.  Deciding on brochures and slide introduction for the project, both to be translated as soon as possible to all languages.  Project website, introduction and asking for suggestions.
11.00 - 11.30	<b>Coffee tea break.</b>
11.30 – 13.00	<b>Meeting in VMA</b> Icelandic NA addresses the partnership, explaining the project reports and formalities. Discussing reports and the use of money. Budget for the project.
13.00 – 14.00	<b>VMA. Walk around school,</b> visiting departments, meeting administrators, the impact of the project work in VMA.
14.00 - 15.00	<b>Lunch in VMA. Students at food / catering dept.</b> <b>(do not start class until 13.00, need to do preparations)</b>
15.00 – 16.30 Later if necessary	<b>Meeting in VMA</b> Next day preparations. First part of the work on the project. Inventory of needs, report form.
18.30	<b>Possibly a visit to Vélsmiðja Steindórs, a Machine / metal workshop in Akureyri, turned 100 years old this year . A member of VMA staff is involved.</b>  Transport will be arranged from Hotel to visit and back to center of town.  Dinner at ?? restaurant

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<b>Friday November 14<sup>th</sup> 2014</b>	
7.00 – 8.30	<b>Breakfast at hotel</b>
8.30 – 9.00	<b>Gathering at hotel, Transport to VMA.</b> VMA takes care of transport as needed.
9.30 – 12.00 In classroom M-01	A meeting / seminar on Workplacements Inputs from people in the partnership and from other stakeholders in workplace education and training. The purpose is to get answers to the question: What do we need to think about when preparing an intergrated process of placing a student in a workplace until the student has been evaluated and has finished? Introduction of the project. A system overview from Finland, England and Netherlands Input from a representative of the Icelandic Association of Employers. Input from a representative of a company in Akureyri. Input from the unemployment office in Akureyri Input from VMA about what we think we need.  Discussion and suggestions, questions and suggestions from other guests at the meeting.
Coffee break	
12.00 - 13.00	<b>Lunch Possibly at another place, not in VMA</b>
13.00 – 15.00	Additional work on the information from the inputs.  First draft of a proposed system Other things needed.  Signing attending sheet. Filling out a meeting evaluation form.
16.00 – 22.00	<b>If needed more meetings to finish the plans for the next phase of the project.</b> <b>Afternoon and evening. Dinner at..</b>  Some of the partners are leaving for Reykjavik and VMA takes care of transport to Akureyri airport if needed.
<b>22.00 ??</b>	Informal discussions and thoughts.

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### Saturday November 15<sup>th</sup> 2014

	VMA will take care of transportation to airport as needed.	
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Restaurant Strikið 462-7100 <http://www.strikid.is/english/>

661 3770 Heba Sesselja 868 5072

Rub23 <http://www.rub23.is/en/akureyri>

Tel: +354 462 2223

**Schedules for travel to and from Akureyri.**

Partner	Names	To Iceland	To Akureyri	From Akureyri	From Iceland
Broadshoulders England	Philip Broomhead	Tuesday (Birm) Flybe 1828 arr 13.50	Tuesd 11. Nov 19.30	Saturd 15. Nov 09.55	Sat (Birm) Flybe 1829 dep 15.00
Axxell Finland	Tanja Halttunen Harriet Jönsson		Tue Nov 11 15.45	Sat Nov 15 13.40	
Jules Rieffel France	Mireille Rioual Nicolas Bizeul	Wed. 12 Nov 15.50	Wed. 12 Nov 20.30	Fri 14 Nov 20.40	Saturday 15 Nov 07.40
IFSAT Netherlands	Bas Timmers Ellen (wife)	Sun 9 Nov 15.30	Wed 12 Nov afternoon	Sat 15 Nov morn	Thu 20 Nov 07.40
Het Idee	Maarten Reckman	Wed 12 15.30	Wed 12 20.30	Sat 15 18.55	Sun 16 07.40
Skjetlein Nor	Torkild Svorkmo-Lundberg Sigurd (son) Anna Sophie Hunstad Stein Hunstad (husband)		Wed. 12 Nov 20.30	Friday 14 Nov 20.40	
VMA Ice  Akureyri Town c Tækniskólinn	Jóhannes Árnason Ari Hallgrímsson Guðmundur Geirsson Hrafnhildur Sigurgeirsdóttir María Albína Tryggvadóttir Orri Stefánsson Ólafur Sveinn Jóhannesson	Live in Akureyri /  Reykjavik	  Thu morning		
VMA additional guests	Óskar Ingi Sigurðsson Annette de Vink Marína Sigurgeirsdóttir Sigríður Huld Jónsdóttir	Will attend some items on the agenda.			

**Hotel info. Reservation for rooms at Hotel Nordurland Akureyri.**

This is the situation October 9<sup>th</sup> Jóhannes Árnason [jarn@vma.is](mailto:jarn@vma.is).

<b>Name of guests</b>	<b>Country</b>	<b>type of room</b>	<b>arriving date</b>	<b>dep date</b>
Philip Broomhead	UK	single	Tue Nov 11 <sup>th</sup>	Sat Nov 15 <sup>th</sup>
Tanja Halttunen	Finland	single	Tue Nov 11 <sup>th</sup>	Sat Nov 15 <sup>th</sup>
Harriet Jönsson	Finland	single	Tue Nov 11 <sup>th</sup>	Sat Nov 15 <sup>th</sup>
Mireille Rioual	France	single	Wed Nov 12 <sup>th</sup>	Fri Nov 14 <sup>th</sup>
Nicolas Bizeul	France	single	Wed Nov 12 <sup>th</sup>	Fri Nov 14 <sup>th</sup>
Torkild Svorkmo-Lundberg Sigurd Svorkmo-Lundberg child	Norway	double	Wed Nov 12 <sup>th</sup>	Fri Nov 14 <sup>th</sup>
Anna Sophie Hunstad Stein Hunstad	Norway	double	Wed Nov 12 <sup>th</sup>	Fri Nov 14 <sup>th</sup>
Bas Timmers Ellen	Netherlands	double	Wed Nov 12 <sup>th</sup>	Sat Nov 15 <sup>th</sup>
Maarten Reckman	Netherlands	single	Wed Nov 12 <sup>th</sup>	Sat Nov 15 <sup>th</sup>

So the request is for **six single rooms and three double rooms** for two to four nights.