Timetable Working Tasks

Topic: Working Tasks				
TOP	**Subject**	**Description**	**Responsible**	**Time Frame**
1.	**Minutes of Kick off Meeting**	- The completed minutes of the kick off meeting will follow latest on the 19th of January.	ITB	
2.	**Project Meetings**	- The Second project meeting will be on 19th of June in Ljubljana (Host will be the Univerza Ljubljana) - The Third project meeting will be on 11th of December in Vienna (Host will be the ibw)	Univerza Ljubljana ibw	
3.	**Work Package 3**	Documentation and definition of the used terms: ITB will set up a draft version, which should be optimized by the partners.	ITB	First draft – March 27, 2008 Feedback from partners – April 11, 2008 Final Version – April 18, 2008
4.	**Work Package 4**	Model/instrument for the assessment and evaluation of qualifications with domain relation: Task for all partners: - Identify the sectors available in their national context and identify the profiles available - Description of the profiles by the partners - Send all task related documents to Susanne Kühn (s.kuehn@uni-bremen.de) and Georg Spöttl (spoettl@uni-bremen.de) from the ITB	ibw, ITB	First draft send to partners by ITB – Beginning of April Draft send to ITB by the partners – May 16, 2008
5.	**Work Package 5**	Documentation of the results of Work Package 3: - All partners have to work on this package - Documents should be transferred to the actors of the sector Important: Outcome should be readable for the social partners and political actors.	ITB	First draft – May 16, 2008 Final draft – June 2008

6.	**Work Package 6**	The qualification and level structure available in the sector have to be linked with the domains: - All partners have to work on this package Tasks: - description of the order of profiles in a level structure und justification for this - deal exactly with the requirements and identify precisely the level of the profiles - justification of the level structure Note: This work package may be the important discussion.	ITB	First draft – May 2008 Final draft – September 2009
7.	**Work Package 7**	Draft of a sector related qualification framework in each partner country: - All partners have to work on this package Note: - different level structures of national frameworks possible, but it would be wise to use a common number for the level structure - common level structure will grant higher profit of the project for each partner - possible to copy the national or European frameworks or create a new one if necessary (this will be decided in following strategic discussions)	ITB	First draft – July 2008; Final draft – October 2008.