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I. Internet platform “teamspace”

We have established an internet platform called “teamspace”, to ensure communication and make documents and products available for you.

In the beginning of August you got an electronic mail from teamspace with the access data (password etc.). When you log-in you see the main folder called “ECVET - EASYMetal Partner”. Opening this folder you find different folders and files of EASYMetal.

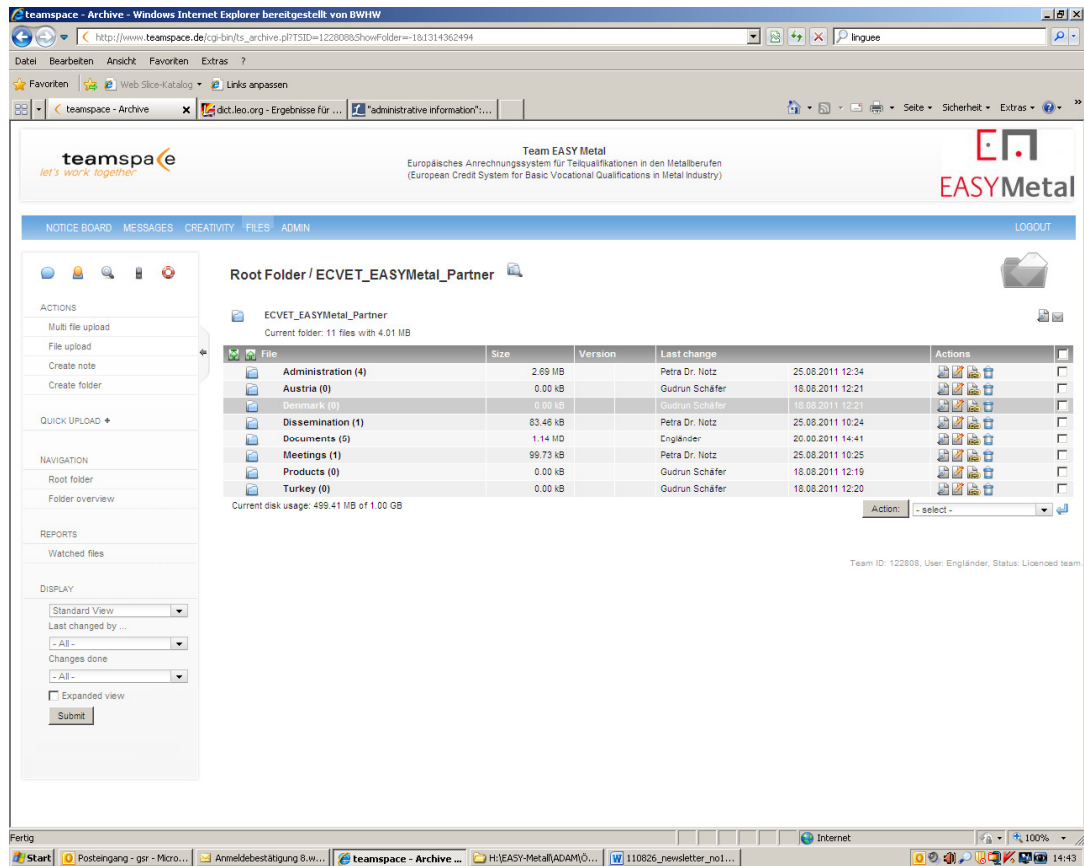
At the Kick-off meeting in September we will give you an introduction to teamspace. Please bring your **teamspace password** to test and practice the different functions of the software yourself.

At the moment you find the following **folders on teamspace**:

- Austria, Denmark, Turkey: provision of information about educational systems, ECVET policy etc.
- Administration: administrative information (e.g. Handbook, budget table, sheets)
- Dissemination: documents and products serving dissemination (e.g. flyer, newsletter)
- Documents: official documents referring to EU policy etc.
- Meetings: Information about workshops, meetings of the project
- Products: EASYMetal products such as units of learning outcomes

Since teamspace serves as a working platform for all partners, it is permanently growing during the lifetime of the project.

Gudrun Schaefer (BWHW e.V) is the administrator of the platform. If you have any questions, don't hesitate to contact her: schaefer.gudrun@bwhw.de.



II. Logos

For dissemination activities we need your **logos** (gif or jpg would be fine). You might try to upload it in the folder "Dissemination" on teamspace or send it to INBAS by e-mail.

III. EASYMetal homepage

EASYMetal has its own homepage: <http://www.easymetal.inbas.com>

IV. Kick-off-meeting

The meeting will start at 10:00 on Thursday 8th (arrival 9:30) and end on Friday 9th at 14:00 (13:00 Lunch). On Thursday evening we are going to have dinner together in a restaurant.

(1) Venue and Hotel

INBAS GmbH

The meeting is held at our main office in Offenbach (conference room):

Institut für berufliche Bildung, Arbeitsmarkt- und Sozialpolitik
INBAS GmbH
Herrnstraße 53
D-63065 Offenbach am Main
GERMANY

Phone: ++49(0)69 - 27224-0
Fax: ++49(0)69 - 27224-30
E-mail: inbas@inbas.com
Web: <http://www.inbas.com>

Hotel Graf

We have made hotel reservations at Hotel Graf (use keyword "EASYMetal" when registering)

Hotel Graf
Ziegelstrasse 6
D-63065 Offenbach

Phone.: ++49(0)69 - 800 851-0
Fax: ++49(0)69 - 800 851-51
E-mail: info@hotel-graf.de
Web: <http://www.hotel-graf.de/en>

(2) Directions airport – Offenbach (Hotel and INBAS)

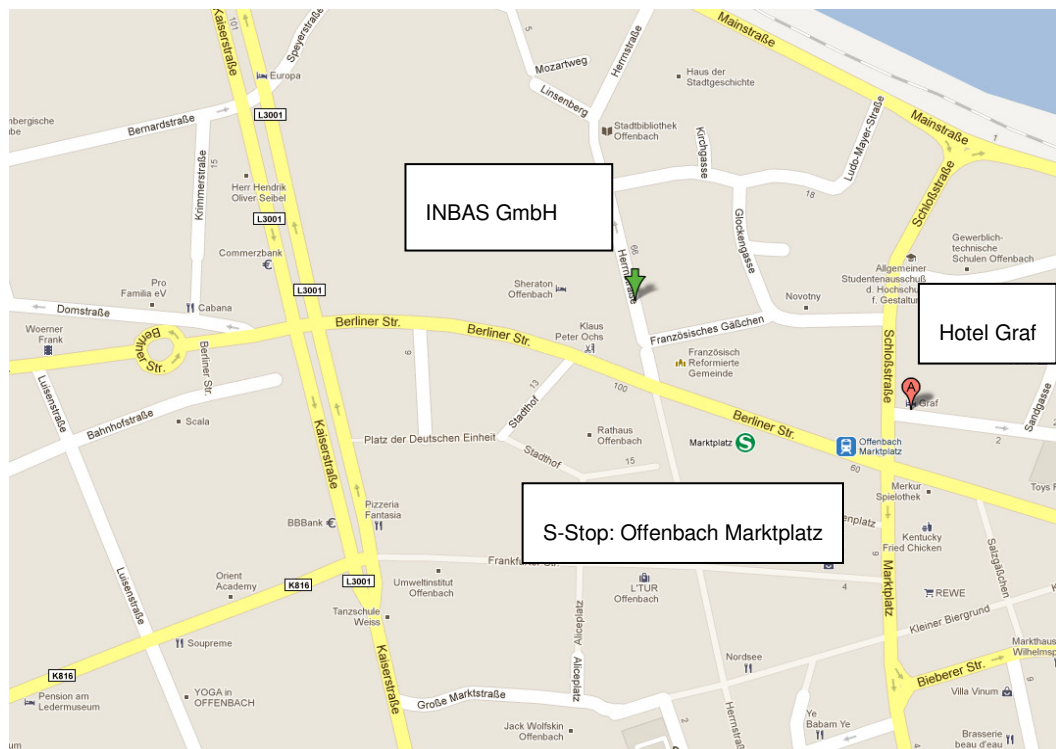
When you arrive at the airport we recommend taking the tram because it goes directly to Offenbach. You may also take a train to Frankfurt main station and then change for the tram to Offenbach (travel information <http://www.rmv.de/en>).

Airport to Offenbach: take S8 or S9 (direction: Hanau Hauptbahnhof or Offenbach Ost), stop: Offenbach Marktplatz

Frankfurt main station to Offenbach: take S1 (direction: Ober-Roden Bahnhof), S2 (direction: Dietzenbach Bahnhof), S8 or S9 (direction Hanau Hauptbahnhof or Offenbach Ost), stop: Offenbach Marktplatz

To get to Hotel Graf: Follow exit (Ausgang) "Marktplatz" (same direction as the S-Bahn goes), take the stairs on the left hand (exit "Schlossstraße") and turn left on the "Ziegelstraße".

To get to INBAS: Follow exit (Ausgang) „Herrnstraße“ (opposite direction as the S-Bahn goes) and take the stairs on the right hand. INBAS is located on the third floor of the building you see on the right hand coming up the stairs ("Stadtforum am Büsing Park").



(3) Travel and Subsistence Costs

Travel and subsistence costs are covered by INBAS. Please keep all your tickets, boarding cards, invoices etc. since they are necessary for reimbursement.

When you arrive on Wednesday Hotel Graf will be able to recommend a restaurant in Offenbach. They also offer small dishes by themselves (keep the restaurant bill).

We are looking forward to meeting you!

V. Financial issues

At the workshop you will get more information about the Agency's financial rules. As indicated in the Agreement of EASYMetal (see contract and annexes) you find explanations of these financial rules in the Handbook 2010 of the Agency and in the Agreement itself. (http://eacea.ec.europa.eu/llp/beneficiaries/2010/reporting_lifelong_learning_2010_en.php).

INBAS provides an Excel time sheet documenting the number of hours and days you are allocating to the project. It is part of the progress report.

The sheet is made available on teamspace. Furthermore, you find the budget table for the progress and final report on teamspace.