



AGENDA

HELP Meeting – 1000, 14 April 2009, Szarvas

Welcome

HELP Project – Summary of Aims and Objectives

Staffing – confirmation of status of Monika and Zsuzsa, and arrangements for salary

Finance – establishing systems for payment and receipt for HELP partnership

Contracts – returned to HELP partners for signing and return

Facilities – office space, PCs, printing, photocopying

Signing of Tempus/HELP Office

Printing – name cards, flyer and other publicity - ideas

Establishing contact with National Tempus Office

Establish contact with HELP partnership – newsletter, website

Training needs analysis – development and coordination

Training needs analysis toolkit

Growing local HELP partnership – planning local HELP meeting

Growing HELP partnership – at local levels regionally

Building regional HELP partnership – regional HELP meeting

- Dates
- Accommodation
- Programme – key objectives
- Invitations
- Publicity

Local stakeholder meeting - planning

Monitoring and evaluation of meetings locally and regionally – database

AOB