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**WORK PROGRAMME VETPRO - LEONARDO DA VINCI PROGRAMME**

**I. DETAILS ON THE PARTICIPANT**

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| Name of the participant: Mr Csaba SzikszaiField of vocational education: VETPRO Sending institution (name, address): Chamber of Commerce and Industry of Békés County 5600 Békéscsaba, Penza ltp. 5. HungaryContact person (name, function, e-mail, tel): Mr Csaba Szikszai project coordinator szikszai@bmkik.hu + 36 66 324976  |

**II DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD**

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| Receiving organisation (name address): Research & Consultancy InstituteCY-3318 Limassol, Leontiou A’ No.183 @ Karatzia str. CyprusContact Person (name, function, e-mail, tel): Christos Giannoulisinfo@rci.com.cy +357-25-761080 |

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| Planned dates of start and end of the mobility period: 28/09/2013- 5/10/2013  |

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| **- Detailed programme of the training period:** **28 September 2013. Saturday**02.00 leaving the CCI Békés by bus to Budapest Airport06.50 Take-off to Paphos, arrival at 10.45 hour in Paphos. Transfer to Limassol.Arrival in the hotel (Arsinoe Beach Hotel, 62 Amathountos Str. 4532 Limassol) around 12.00 hour.**29 September 2013.Sunday**10.00 – 12.00 Briefing by host organization, planning the week. (Research&Consultancy Institute Limassol, Leontiou A’ No.183 @ Karatzia str)The rest of the day is free for the participants for cultural and tourist programmes.**30 September 2013. Monday**09.30 Pick-up at the hotel10.00 – 13.00 Visit the ‘C’ Technical School of Limassol Special Unit. Meeting with the management and experts. Questions&answers.14:00 – 17:00 Sightseeing tour in Limassol, the social and cultural background of the city.17:30 – 18:00 Staff-meeting for the group members, talking about experiences, point-of views, evaluation.**1 October 2013. Tuesday**09.30 Pick-up at the hotel10.00 – 16.00 Meeting with the representatives of the Cyprus-Hungary Business Association Limassol17.00 – 18.00 Staff-meeting for the group members, talking about experiences, point-of views, evaluation.**2 October 2013. Wednesday**09.30 Pick-up at the hotel10.00 – 13.30 Visit the Theotokos Foundation, meeting with the management and experts.14.00 – 17.00 Seminar: the history, social and cultural background of Cyprus17.30 – 18.00 Staff-meeting for the group members, talking about experiences, point-of views, evaluation.**3 October 2013. Thursday**09.30 Pick-up at the hotel10.00 – 14.00 Visit the Institute for People with Mental Disabilities Agios Stefanos 14.30 – 17.00 Visit to DYA (Public Authority of Employment) in Limassol. Meeting with training experts. Presentations on training system. Questions and answers.17.30 – 18.30 Staff-meeting for the group members, talking about experiences, point-of views.**4 October 2013. Friday**09.30 Pick-up at the hotel10.00 – 13.00 Visit the Cyprus University of Technology in Limassol.14.30 – 18.30 Final evaluation staff-meeting for the group members, talking about experiences, point-of views. Proposals for the future. Certification ceremony**5 October 2013. Saturday**08.45 Leaving the hotel by bus to Paphos AirportTravelling to Budapest Airport at 11.15 hour. Arrival in Budapest at 13.20 hour, transfer to Békéscsaba.  |
| **- Monitoring arrangements:**During the whole project it is very important to guarantee the monitoring of the fulfillment, the results, and the evaluation of the project. We will supervise continuously the achievement of the project in order to ensure that everything is fit to the project proposal. The criterias of the supervision are as follows:* cultural, linguistic preparation of the beneficiaries
* arrangement of the mobility project
* preparation of the final report
* evaluation of the whole project, financial settlement
* dissemination of the project

After the ending of the exchange according to the dissemination plan, the beneficiaries will prepare a report about the experience and the fulfillment of their expectations. At the end of the project we will evaluate the complete period of project in aspect of profession and management. On the score of the reports and the model we will prepare the final report. We will evaluate the project on a final conference, and keep the partner organization informed.The responsible person for the evaluation at the promoter and sending organization is the project coordinator. At the host organization, the appointee persons nominated by the director of the institution.By the help of the exchange programme we can confirm the influence of the project on the beneficiaries with these result factors:* preparation of new partnership
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| **- Foreseen use of outcomes, evaluation:** The Hungarian Chamber of Commerce and Industry and the regional chambers has a traditional task in the Hungarian vocational training system. They and their experts work on the development of the vocational training system, and harmonize the needs of the labour market and the training needs, emphasize the importance of practice orientated vocational trainings, which can be achieved the best way at the companies in-site. A year ago the chambers in Hungary were awarded by the Ministry of Social Care and Labour with re-establishing the County Development and Training Committee (CDTC), and the chambers take the role of the chairman. The title as a chairman is taken by the head of the chamber’s Vocational Training Committee in our region. The CDTC has to make decision on the training structure of technical secondary schools, as a new task. We have a strong influence on the regional vocational training system not only by the role as chairman of the CDTC, but also by our recently developed vocational training strategy of Békés county. Our knowledge, experience and competence is proven and recognized in the region.We have to be flexible in the global economic environment, mainly in the recent crisis.  It is the strong opinion of our chamber’s Vocational Training Committee, that dealing with people with special educational needs is more and more important. We need high quality benchmark, and an experienced partner to show us how they developed this educational sector, and how can it be sustainable. In our target country Cyprus they focused on developing this sector.   The Cypriote partner can give us advice, show us new methods and good practices how to help these people to get a job, stay in jobs, how to use our advantages to keep them in the work in this area. Besides sharing the experience and adapting the best practice in our region, we would like to set up new co-operational links with the project partners. Later we –as a public body involved in the decision making process- would like to integrate the new knowledge into our regional vocational training strategy and further develop the practical implementation.We strongly believe that our project partner can provide us a load of beneficial new information and help us to achieve our goals. |

**III. COMMITMENT OF THE PARTIES INVOLVED**

**By signing this document, the participant, the sending institution and the receiving organisation confirm that they will implement the work-programme as described above.**

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| **THE PARTICIPANT** Participant’s signature........................................................................... Date: 25/09/2013 |

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| **THE SENDING INSTITUTION**We confirm to implement the proposed work programme.  |
| Coordinator’s signature............................................................................. | Date: 25/09/2013 |

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| **THE RECEIVING ORGANISATION**We confirm to implement the proposed work programme. |
| Coordinator’s signatureChristos GiannoulisDirector | Date: 28/06/2013 |