

Draft Programme for the first TISSNTE project meeting 11-14 January 2007

Location: Louvain Institute; Leuven, Belgium

Thursday 11 January

Arrival in Leuven: Louvain Intsitute (see <http://www.be>)

14.00 Welcome and getting to know each other

15.00 Overview of the project (see appendix):

- Objectives
- Intended outcomes
- Individual commitments

16.30 coffee break

- Knowing ourselves
- Reports from each group

17.30 End of session

19.00 Dinner

Friday 12 January

09.00

- Planning
- Organisational structures
- Formal arrangements and finances

10.30 Coffee

11.00 ICT: TISSNTE and the WEB

13.00 Lunch

14.00

- Work of the subgroups
- Elaboration of outcomes for each subgroup
- Necessary activities
- Planning

15.30 coffee available

16.00 Continuation of the subgroup work

17.00 End of session

19.00 Dinner

Saturday 13 January

09.00 Progress to date

- Reports from each subgroup
- Feedback from other groups
- Relation between the subgroups
- Evaluation

10.30 coffee

11.00 Continuation of the subgroup work

- Using ICT
- Division of tasks - pilots

12.00 Lunch

13.30 Needs Analysis Tools

15.30 coffee available

17.00 end of session

Sunday 14 January

09.00 Continuation of the subgroup work

- Planning for year 1
- Division of tasks
- Next project meeting June 2007

12.00 Final agreements

- Communication (shared workspace, website, ...)
- Evaluation of the meeting
- External review group

1300. End of Meeting

Lunch will be available by prior arrangement for those who do not have early afternoon flights

This draft timetable will be subject to variation according to progress/attendance at the meeting.

Apart from on the first day, formal sessions are scheduled to end at 17.00 to allow colleagues to arrange their own early evening meetings as necessary.