

## Common information

The experts in the various subject areas must ensure that at least ONE student from their own class accompanies ONE of the visiting students = ONE to ONE.

### Example NO Welder;

There will be 1 x expert and 2 students from FI visiting Kirkenes. A total of 1 x experts and 2 students. NO must therefore provide a minimum of 1 NO expert + 2 NO students to follow the scheme.

Who and how many professional personnel and apprentices that will meet in the company is agreed in each individual case. The experts prepare a separate teaching program in their own subject and arrange on the job training (OJT) with local cooperating companies.

The regional coordinator, in collaboration with the PM, ensures the preparation of the program for reception and welcome at day 1, for the next day's, coordinate other activities and dinners in the afternoon/evening and closing session. LP (PM) provides the necessary documentation (Exchange certificates) and distributes these to the partners.

The responsible organizer (country/partner) covers all expenses, except travel expenses to/from the exchange location. The responsible organizer (country/partner) book accommodation, dinners, excursions etc. according to registration list.

Any purchases of durable materials and equipment for the implementation of the program must be agreed in advance with LP. We try to keep a low-threshold project, as cheap and professional as possible.

We ask our partners to prepare a presentation at the next board meeting in Levi according to the following set-up:

### Program

Day 1: Meeting place and time. (Not later than 17:00 hrs local time).

Day 2-4: Present a simplified program that describes what is planned for each day.

Day 5. Summary, conclusion and journey home (Not later than 09:00 hrs local time)

### Accommodation

Plan for accommodation (in hotels, motels, the school's own accessible rooms etc.)

### Social events

Joint activities in the afternoons and evenings for all experts and students.

### Cost estimate

Cost estimate based on travel, accommodation, dining and social events.

Cost estimate must also include any personnel costs such as hiring temporary workers, overtime payments etc.

# Exchange, week 6, Kirkenes

MONDAY 6/2	Activity	Place	Responsible	# personell
	Travel	By own transport means		SE: 6 FI: 15
18:00	Arrival	Kirkenes vgs		
18:30	Welcome and opening	Kirkenes vgs/canteen	Principal, 5 x NO Experts, RC, PM	SE: 6 FI: 15 NO: 8
18:45	Joint dinner	Kirkenes vgs/canteen	RC	21+8
19:30	Check in	Accommodation TBC	PM/Kirkenes vgs	21 single rooms

TUESDAY 7/2	Activity	Place	Responsible	# personell
07:00	Breakfast	At accommodation	PM	SE: 6 FI: 15
08:30 – 11:30	Participate in teaching/class room activities	Different departments at Kirkenes vgs	NO Teachers/experts	SE: 6 FI: 15 NO: TBD
11:30-12:30	Joint lunch	Kirkenes vgs/canteen	RC	SE: 6 FI: 15 NO: TBD
12:30-15:00	Participate in teaching/class room activities	Different departments at Kirkenes vgs	NO Teachers/experts	SE: 6 FI: 15 NO: TBD
16:00-18:00	Joint dinner, Pizza	Ritz restaurant	RC	SE: 6 FI: 15 NO: TBD
18:30-19:30	Presentation Sør-Varanger and Kirkenes	The Barentssecretariat	PM/Barsec	SE: 6 FI: 15 NO: TBD
19:30-	Leisure time	Swimming pool/ Movie theatre	RC	SE: 6 FI: 15 NO: TBD

WEDNESDAY 8/2 Alt 1	Activity	Place	Responsible	# personell
07:00	Breakfast	At accommodation	PM	SE: 6 FI: 15
08:30 – 11:30	Participate in teaching/class room activities	Different departments at Kirkenes vgs	Teachers/experts	SE: 6 FI: 15 NO: TBD
11:30-12:00	Joint lunch	Kirkenes vgs/canteen	RC	SE: 6 FI: 15 NO: TBD
12:00-16:00	On the job training	Different companies in Kirkenes area	Teachers/experts. Skilled workers and Apprentices	SE: 6 FI: 15 NO: TBD
16:00-20:00	Guided tour, included King Crab Safari including dinner	Storskog - Sandnesdalen - Langfjorden	TBC	SE: 6 FI: 15 NO: TBD
20:00	Leisure time			

WEDNESDAY 8/2 Alt 2	Activity	Place	Responsible	# personell
07:00	Breakfast	At accommodation	PM	SE: 6 FI: 15
08:30-16:00	On the job training Packed lunch at job site	Different companies in Kirkenes area	Teachers/experts. Skilled workers and Apprentices	SE: 6 FI: 15 NO: TBD
16:00-20:00	Guided tour, included King Crab Safari including dinner	Storskog - Sandnesdalen - Langfjorden	TBC	SE: 6 FI: 15 NO: TBD
20:00	Leisure time			

THURSDAY 9/2	Activity	Place	Responsible	# personell
07:00	Breakfast	At accommodation	PM	SE: 6 FI: 15
08:30 – 16:00	On the job training Packed lunch at job site	Different departments at Kirkenes vgs	NO Teachers/experts	SE: 6 FI: 15 NO: TBD
16:00-20:00	Guided tour to Bugøynes included dinner	Bugøynes	RC	SE: 6 FI: 15 NO: TBD
20:00	Leisure time			

FRIDAY 10/2	Activity	Place	Responsible	# personell
07:00	Breakfast	At accommodation	PM	SE: 6 FI: 15
08:30 – 09:00	Closing ceremony Diplomas	Kirkenes vgs/Canteen	Principal, 5 x NO Experts, RC, PM and students	SE: 6 FI: 15 NO: TBD
09:00	Return travel			

