



Dear BUILD UP Skills participant,

We are delighted to welcoming you soon at the Second EU exchange meeting within the BUILD UP Skills Initiative, which will take place from Monday 11 to Wednesday 13 June 2012. The meeting is hosted at Hotel Slon in Ljubljana. The whole conference floor is reserved for our meeting.

The meeting is organised to favour the participation and contribution of all with a series of different sessions, plenary meetings, peer review group meetings, small group work, poster session etc. Thank you to those of you who have sent suggestions in advance. Everybody will have an opportunity to shape the agenda further by identifying and selecting topics of relevance for joint discussion.

Below you will find some additional practical information as well as an agenda.

We invite you to come with an open mind, ready to share your experiences and to listen to and learn from your BUILD UP Skills colleagues in the other countries.

We look forward to learning more about your achievements,

With kind regards,
The EACI team

Getting prepared for the meeting

For the meeting we ask you to think in advance of one or more things you are proud of related to your BUILD UP Skills project so far, and that you would like to share with the others.

We also ask you to be prepared to introduce briefly your poster with results of your status quo analysis during a dedicated poster session.

More details will be provided on the spot and you will have sufficient time to gather and prepare during the meeting.

For countries that have just started their BUILD UP Skills project in June 2012, think of your expectations from the EU exchange activities.

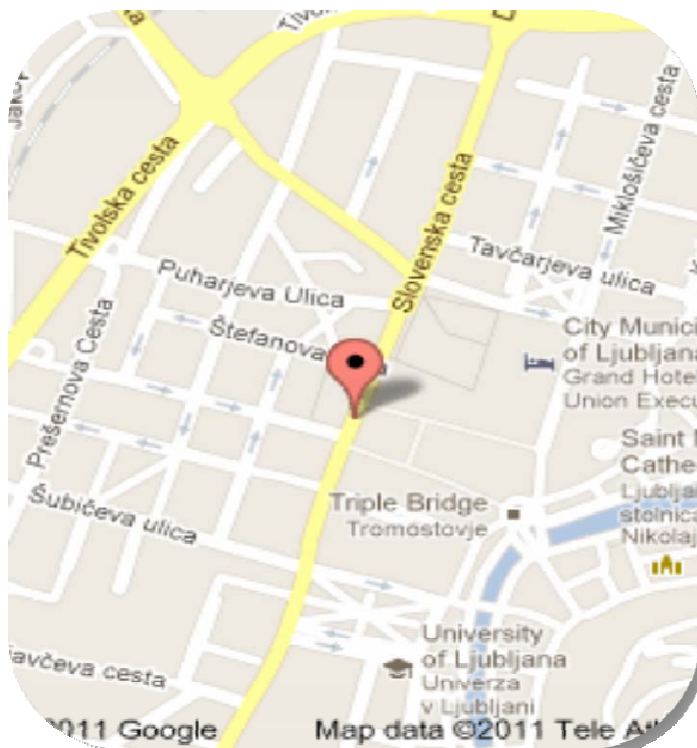
Dress code

We suggest a casual dress code to be comfortable during discussions.

Getting to the meeting venue

The Best Western Premier **Hotel Slon** is situated in the very heart of the Ljubljana city centre. It is only a few steps away from the old city core, the Ljubljana castle and all the main city sights.

Best Western Premier Hotel Slon
Slovenska cesta 34, 1000 Ljubljana, Slovenija
Tel:+386 1-470-11-00,
Fax:+386 1-470-11-70



Choices for airport transfer:

By public bus:

Buses to "Ljubljana" city centre operate between 5:00 am and 20:00 pm, and depart every hour.

On Sundays they depart every three hours.

Get off at the final stop, Ljubljana Central Bus Station. The station is at walking distance from the hotel.

One way cost: 4.1€

Estimated time: 45 minutes/1 hour

<http://www.lju-airport.si/eng/passanger-visitors/getting-here/bus-and-shuttle>



By shuttle service booked through your hotel:

A very convenient way to reach the city centre is to use the shuttle service, which we highly recommend.

For reservation of shuttle transfer you may contact Hotel Slon sales@hotelslon.com

One way cost: 9€ per person

Estimated time: 30 minutes

The driver will wait for you at arrivals holding a sign with your name.

By taxi service:

For reservation of taxi transfer you may contact Hotel Slon sales@hotelslon.com.

One way cost: 28€

Estimated time: 30 minutes

The driver will wait for you at arrivals holding a sign with your name.

If you are staying at another hotel, you may wish to arrange directly with your hotel for a shuttle or taxi service.

We strongly advise you to avoid using taxis that are not booked through the hotel, as you may be asked to pay a much higher amount (around 4 times the price quoted above)

You will find below some useful links on the city.

<http://www.visitljubljana.com/en/>

<http://www.ljubljana.info/>

A map of public transport is available at

<http://www.ap-ljubljana.si/eng/>

BUILD UP Skills EU exchange meeting n°2
Ljubljana, 11-13 June 2012
Venue: Ljubljana – Hotel Slon

DRAFT AGENDA

Monday 11 June 2012 (morning)

For new BUILD UP Skills participants only (CZ, FR, MT, EL, SK, MK, HR, LT, LU)

9:00 – 9:30	Registration
9:30– 12:30	Welcome - Introduction to the BUILD UP Skills Initiative Exchanges (in small groups)
	LUNCH

Monday 11 June 2012 (afternoon)

For all BUILD UP Skills participants

14:00 – 15:00	Registration
15:00 – 18:00	Welcome – general objectives and structure of the meeting BUILD UP Skills in Slovenia - M.Sc. Erik Potocar, Ministry of infrastructure and spatial planning, Slovenia; - Dr. Roman Kunic, Economic, Association of ETICS producers and producers of thermal insulation (GIZ PFSTI), Slovenia Exchanges on successes of BUILD UP Skills projects Setting up posters National team work / Preparation for the next day

Tuesday 12 June 2012

For all BUILD UP Skills participants

09:00 – 18:00	Success highlights from DAY 1 Exchanges on status quo analysis (parallel groups in peer review teams) Debriefing from exchanges
	LUNCH
	Poster session
	Parallel groups on selected themes, to be decided in line with participants needs, such as platform set-up, stakeholder engagement, endorsement methodologies (including skills needs and skill gaps analysis, monitoring), roadmap preparation;
	Group picture
	Preparation for the next day



Wednesday 13 June 2012
For all BUILD UP Skills participants

09:00 – 15:00

Parallel groups on selected themes to be decided in line with participants needs and including session on

- contractual issues (reporting, amendments, budget shifts)
- communication

Debriefing from parallel groups

Poster highlights

Feedback and conclusions

LUNCH

Poster removal