

**TEMPUS**  
**Joint European Project Proposal**

**CONTINUING EDUCATION SYSTEM  
FOR CREATING INNOVATIVE  
ENGINEERING BUSINESS**

**Contractor:**  
**University of Porto**

**Coordinator:**  
**Tallinn Technical University**  
**Centre for Continuing Education**

# COMMISSION OF THE EUROPEAN COMMUNITIES

Task Force Human Resources, Education, Training and Youth

## Tempus Application Form Structural Joint European Project Proposal ACADEMIC YEAR 1993/94

### Instructions

- Only one form must be completed for each Structural JEP, by one organisation acting on behalf of the whole consortium of participating organisations.
- These documents should be *typewritten* making use of the forms supplied. Handwritten and faxed applications will not be accepted.
- Documents (letters, faxes or telexes) confirming the willingness of all other participating organisations to endorse this JEP application *must* be sent *together with this application*; they may not be sent separately at a later date.
- The form should be completed in any EC working language and the summary sheet in English, French or German.
- Please mail *two copies* of this application form *plus one complete copy for each eligible country involved* in your project *by 31 January 1993* (as per postmark) to

*EC Tempus Office  
JEP Department  
New Application Section  
Rue Montoyer, 14  
B-1040 Bruxelles*

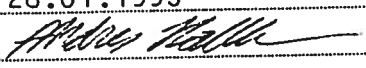
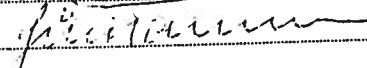
- You are advised to send your application form by registered mail. Only receipts from post offices and official carriers will be accepted as proof of dispatch.

**SECTION I: Declaration**

The following declaration should be signed by the Structural JEP Coordinator and by the person at the coordinating organisation who is *legally authorised* to act for the organisation.

We, the undersigned, certify that the information given in this project proposal is correct to the best of our knowledge, and that the project has been endorsed by the relevant authorities representing the organisations which will be collaborating in the activities set out in the proposal.

*We enclose documentation confirming that the other partners in the project have endorsed the content of the application.*

Name of the coordinating organisation:	Tallinn Technical University
Name of the Coordinator:	Centre for Continuing Education
Andres Kallasvee	Jüri Tanner
Function:	Director of TTU/CCE
Done at:	Tallinn, Estonia
Date:	28.01.1993
Signature:	
Function:	Vice-rector of TTU
Done at:	Tallinn, Estonia
Date:	28.01.1993
Signature:	

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## SECTION II: Basic data on the project

Section II has been designed to facilitate quick administrative processing of your project. You will be asked to state most of the information in a more detailed form in Section III of this application form. Please consult the Guidelines (white pages) and the Checklist for applicants (Guide for applicants, p. 22) while completing this form.

**Title**

Continuing Education System for Creating Innovative Engineering Business

**Objectives of the Structural Joint European Project (max. 200 characters)**

to develop structure of Tallinn Technical University Centre for Continuing Education to be flexible and functionally relevant in terms of changing needs of Estonia society

**Contact person at the coordinating organisation**

Title: Director First name: Andres Last name: Kallasvee  
 Sex: M: ☒ / F: ☐  
 Name of the organisation: Tallinn Technical University  
 Name of department or faculty: Centre for Continuing Education  
 Address: Ehitaajate tee 5  
 Country: Estonia Post Code: EE-0026 Town: Tallinn  
 Phone: +372 / 2 / 531 356 Fax: +372 / 2 / 532 446

**Contact person at the contracting organisation (if different from above)**

Title: Doctor First name: Alfredo Last name: Soeiro  
 Sex: M: ☒ / F: ☐  
 Name of the organisation: Universidade do Porto  
 Name of department or faculty: Engineering  
 Address: FEUP, R. Bragas  
 Country: Portugal Post Code: 4099 Town: Porto  
 Phone: +351 / 2 / 2007905 Fax: +351 / 2 / 319125

**Eligible countries involved (please circle)**

AL BG = CS EST H LAT LIT PL RO SLO

Does this application contain a block application for mobility grants ? (Cf. Section V of this application form): YES: ☐ NO: ☒

Please give the JEP, IMG and/or CME N° of any previously approved TEMPUS project:

JEP N°  
 IMG N°  
 CME N°

B-2004-92

## Organisations involved in the JEP

Please complete carefully the data on the organisations which are involved in the project. The reference number (which is already filled in) will be needed further on. *The first organisation listed needs to be the coordinator.* For the type and country, use the codes given in the Glossary of codes (Guide for applicants, p. 23). Use additional sheets of the same format when necessary.

Reference number: 1	Type: U	Coordinator: Andres Kallasvee
Name of coordinating organisation: Tallinn Technical University		
Name of department or faculty: Centre for Continuing Education		
Town: Tallinn	Country code: EST	

Reference number: 2	Type: U	Contact person: Alfredo Soeiro
Name of organisation: Universidade do Porto		
Name of department or faculty: Engineering		
Town: Porto	Country code: P	

Reference number: 3	Type: U	Contact person: Markku Markkula
Name of organisation: Helsinki UNIVERSITY of Technology		
Name of department or faculty: Centre for Continuing Education		
Town: Espoo	Country code: SF	

Reference number: 4	Type: U	Contact person: Christopher Padfield
Name of organisation: University of Cambridge		
Name of department or faculty: Cambridge Programme for Industry		
Town: Cambridge	Country code: UK	

Reference number: 5	Type: U	Contact person: Patricio Montesinos
Name of organisation: Universidad Politecnica de Valencia		
Name of department or faculty: Centro de Formacion de Postgrado		
Town: Valencia	Country code: E	

Reference number: 6	Type: U	Contact person: Kurt Stenudd
Name of organisation: Chalmers University of Technology		
Name of department or faculty: Industrial Liaison Office		
Town: Gothenburg	Country code: S	

The project is planned for:	1 year*	<input type="checkbox"/>
	2 years	<input type="checkbox"/>
	3 years	<input checked="" type="checkbox"/>

\* 1 year covers the period between 1 September and 31 August

TEMPUS project :

# CONTINUING EDUCATION SYSTEM FOR CREATING INNOVATIVE ENGINEERING BUSINESS

## SECTION III: DESCRIPTION OF THE PROJECT

### 1. JEP Objectives

#### 1.1. Long-term Objectives

The objective of the project is to develop :

- the structure of Tallinn Technical University (TTU) Centre for Continuing Education (CCE) to be flexible and functionally relevant in terms of changing needs of Estonia society;
- accreditation of TTU/CCE courses programmes by EC experts.

#### 1.2. Development Objectives

- Building up courses and training programmes, based on identified training needs and on knowledge of the TTU and other project partners.
- Building up packages of courses for engineers who are starting to run their small enterprises which all using new high technologies.

#### 1.3. Immediate Objectives

- to install necessary soft- and hardware in order to enable on-line searching in the databases of Estonia and abroad;
- other necessary equipment (copiers, telefax, telephone etc.);
- classrooms and computer classes for training users;
- learning materials translating.

#### 1.4. Functions To Be Strengthened

Services of TTU/CCE can usually be divided into continuing education services for engineers and enterprises. In this project the activities are related to all areas needed to develop and strengthen centre for continuing engineering education in a more and more competitive market environment. Special attention is paid to the following areas:

##### 1) Administration

- management and leadership;

- personnel recruitment, management and motivation;
- budgeting of the courses and projects;
- accounting system;
- project management.

## 2) Marketing

- training needs analysis of enterprises and engineering society (market research);
- course/seminar marketing;
- publications;
- image building.

## 3) Course/seminar delivery

- business administration and finances;
- project management and programme planning;
- recruitment and briefing of speakers;
- computer study;
- pedagogical and methodological learning aspects.

## **1.5. Type Of Cooperation Activities**

Activities are based on learning-by doing concept. During the first year of the project this will facilitate quick learning and knowledge building on how to organize continuing education.

In addition it will generate contacts to the industry (customers) which will relatively quickly grow to form a clientele base. It will also open up an immediate forum for dialogue between the institutions and the industry.

TTU/CCE will organize courses/seminars already during the second and third years of the project. In addition it will participate in the development work of training and consultancy services together with the western European partners.

Consultancy and guidance is given by the western European partners to the organizational aspects of these courses, TTU/CCE staff is invited to attend these courses. In addition to guidance related to the course delivery consultancy will also be given to the administration and marketing of continuing engineering education. The scope and contents of these consultancy services will depend on the situation of the eligible country. TTU/CCE is in the starting phase and therefore need a through consultancy related to all activity areas specified above. In addition to visit of western partners and lecturers to give consultancy in the TTU, medium term study visits of staff of TTU/CCE to western partners are needed.

The main fields of activities in the project will concentrate on two areas:

### 1) Training and consultancy of SMEs

Why?

- most companies in the Estonia are small and medium sized in international comparison;

- SMEs will play a key role in creation of entrepreneurship in the Estonia;
- training and consultancy services to enterprises form a backbone of activities of TTU/CCE. This is especially a vital development area in the Estonia where the shape, concept, ownership and products of enterprises is rapidly changing;
- the enterprises and engineers who will start to run his small enterprises in Estonia, need both training services to their staff but CCE should also be able to give consultancy and technology transfer services acting a link between the TTU and industry.

Training services to SMEs will mainly be provided during the second and third year of the project.

## **2) Training of trainers and TTU/CCE managers**

Why?

- TTU trainers and TTU/CCE managers have to be competent in order to be able to offer services to the industry and SMEs;
- being close to business community TTU/CCE can be a good vehicle to train university lecturers and teachers (from other department and central administration) in the field of management.

These will include the following topics. The process itself will deepen the approach to:

- Changing university environment — a challenge for managers
  - How to analyze changes
  - How to manage changes
- Rationalization of activities
  - Who are customers? Inside and outside of university
  - How to analyze the needs of customers?
  - What is the quality of services?
  - Rationalization of work and time
- Improvement of the quality of engineering education
  - Comparison of engineering education of the Estonia with the one of Finland and a number of EC countries
  - Evaluation of the quality of engineering education
  - Teacher Visits
- Developing of personal management skills
  - Evaluation of personal management skills and feedback (a standard test)
  - Manager and working motivation of staff
- Financial management of the TTU/CCE
  - Budgeting
  - Accounting
  - Financial follow-up



Consultancy and guidance of western partners to these fields of activities will be reduced during the second and third year.

An additional function will be the establishment of industrial liaison office/technology transfer unit in TTU to start to provide consultancy and technology transfer services to SMEs.

These units should also be generators for linking of Tallinn Technology Park in cooperation with the local industry.

## **2. JEP Activities**

### **2.1 Background**

Background is based on the idea of helping engineers, managers and work organisations to transform the best insights of various research and technical theories into practice.

#### Situation of Estonia

- most new companies in Estonia are small and medium sized in international comparison and SMEs will play a key role in creation of enterprises;
- at present in Estonia there are many comparatively big enterprises but past of these will be reorganized. All this using private capital and new energy and knowledge saving technologies.
- to link university to problems;
- from industrial practice growing needs for economical and management knowledge from current engineers.

#### Justification of the project

Lack of all infrastructure:

- lack of information on networks;
- insufficient copying devices;
- computers, audiovideo and other equipment.

Lack of teaching/learning systems:

- lack of TV- and multimedia systems;
- insufficient special offices and rooms for conducting seminars.

### **2.2. Key Components**

Sessional work for the first, second and third year of the project:

#### **2.2.1. Courses And Training Programmes**

Engineers which are starting to run their enterprises, need firstly information from all the next areas:

- Manufacturing excellence

- Information technology in surveying
- Information resources management
- Microcomputer courses
- Information strategies
- ISO 9000 total quality management
- Computer integrated in SMEs
- Patents and licenses
- New materials and processes
- Business and management for SMEs
- Economy of free market
- Languages for engineers
- Decision Theory and Project Management and etc.

The TTU/CEE training managers and academic staff (mainly the lecturers) need training and information on these topics to build up and organize the course packages and study plan for these courses and training programmes for the coming project years. This will be provided by lecturers and experts from other European countries during the first year of the project.

### **2.2.2 Course package**

#### **1) Need analysis**

- planned by experts from the university, industry and the public sector;
- based on identified training needs and on knowledge of the university and the CCE;
- choosing the best consultants and working with them;
- collecting the necessary data and doing outline of package;
- teachers from the university and industry.

#### **2) Create**

- types of courses;
- timetable, resources and courses several modules;
- getting and prepare the material;
- courses with practical implementations of theoretical knowledge and active learning, hands-on experiences;
- refresher days to complement knowledge and keep up contacts for course alumni;
- review and adjusting of the timetable and resources.

#### **3) Start-up**

This takes place approximately after the first project year

- administration leadership
- public distribution of information

#### 4) Testing

Feedback from project partners and participants.

#### 5) Review of all the course package

### **2.2.3. Study Plan**

Sessional work for second and third years of the project:

- training and consultancy of SMEs engineers;
  - 2 courses (6-12 weeks 18 persons max 10 lecturers)
  - 4 courses (1 week 18 persons 3 lecturers)
  - 4 short-courses and seminars
  - 6 consultancy visits of experts (4 persons 1 week)
- training of trainers and TTU/CCE managers:
  - 2 development group meetings
  - 3 seminars (3-5 days)
  - 8 workshops and visits to west European partners
- four steering committee meetings

### **2.2.4. Technical Plan**

(equipment and facilities needed to support the planned project activities)

- Educational and training aids:
  - study programmes;
  - manuals and instructionals;
  - audio-visual aids and videocassettes;
  - copying papers and equipment.
- Equipment including:
  - Hardware
 

notebook Premium 486 DX	- 2 units
IBM AT 486	-20 units
laser printer	-3 units
digital telephone (mobil phone etc.)	-4 units
fax machine	-2 units
copying devices	-2 units
TV- and multimedia devices	-1 unit
video recorder	-2 units
video camera	-1 unit
overhead projectors	-3 units
datashow (liquid screen display for overhead projector of computer display)	-1 unit
cable, connectors, cards etc.	
  - Software
    - Networking software, PS software (Windows 3.1 etc.)
    - Multimedia system

### 3. Mobility Activities

Mobility related to the activities of the project are listed in item 1.5. and included in the budget of organized events.

In addition to this, there will be mobility of staff of the TTU/CCE to study the activities of the western partner institutions. These visits will last approximately 2-3 weeks and be type of "on-the-job training".

Future project activities can also be planned during these study visits.

The nature and programme of these study visits will be carefully planned by the receiving and sending organisations. The plan is that TTU/CCE will send five persons abroad each year.

### 4. Outputs Of The Project Activities

Main output of the project is establishing of a training system to prepare an adaptive engineer, capable for successful work in innovative business area. The achieved result will be a greater number of engineers in Estonia who are prepared for innovative business, and able to manage:

- business administration;
- establishing the enterprise;
- legislation;
- management foundation;
- marketing;
- financing and book-keeping,
- investment, economical calculations, product costs and project costs;
- export trade and being a vendor;
- flow production, product modulising, layout technologies in productivity;
- production planning;
- computer in analyzing the company.

### 5. The Role Of The Organisations In The Project

#### Project coordinator:

Tallinn Technical University will be represented by Dr. Andres Kallasvee, Director of Centre for Continuing Education.

#### Contractor:

University of Porto — FEUP Department of Civil Engineering will be represented by Dr. Alfredo V. Soeiro.

Other partners from the EC/G 24 countries:

1. Helsinki University of Technology will be represented by Mr. Markku Markkula, Director of Centre Continuing Education. HUT/CCE is acting as COMETT Centre of Finland and is involved in several TEMPUS projects. It is also chairing the Baltic subgroup to SEFI Task Force for western Europe.
2. University of Cambridge will be represented by Dr. C.J. Padfield, Director of the Cambridge Programme for Industry( Board of Continuing Education). They will participate in activities related to training and consultancy of SMEs and university/industry cooperation.
3. Valencia University of Technology will be represented by Mr. Patricio Montesinos Sanchis, General Manager of Training Centre.
4. Chalmers University of Technology will be represented by Mr. Kurt Stenudd, Industrial Liaison Office.

## 6. Operational Structure

### 6.1. Total Staff To Be Employed For The Project

Four persons employed full time (12 man months per year) and three persons employed half time (6 man months) will be needed TTU/CCE.

These coordinators should be part of the staff of TTU/CCE and they would work also for other activities in their centre not directly related to the activities of this project. Their function in the project will be management, administration and coordination of project activities.

The input of the EC/G 24 partners to the development and operation of the project would be:

Training and consultancy of SMEs	4 month/annum
HUT/CCE	
University of Cambridge	
Valencia UT	
University of Porto	
Chalmers UT	
Training of trainers and TTU/CCE managers	3 months/annum
HUT/CCE	
University of Cambridge	
Valencia UT	
University of Porto	
Chalmers UT	

## 6.2. The Infrastructure And Management Structures

TTU/CCE is prepared to coordinate the project. The personnel will also provide administrative support.

At the moment telephone and fax are the most efficient means of communication between the TTU/CCE and other parts of Europe. As much as possible mobil-phones and e-mail would be used in the future.

The project partners will form a steering committee which will have project meetings once a year to plan for the future activities and to review the past activities.

Separate informal project team consisting staff from the eligible institutions and western European partners will be formed for each activity of the project to prepare and implement those activities.

## 6.3. Action Plan And Time Schedule

### 6.3.1. Overall Time Schedule For The First Year

#### Project management

10.1993–06.1994 steering committee meeting in Tallinn.

Support needs:     3 persons from the TTU  
                           2 persons from each partners  
                           Administrative and equipment support (cost included overheads).

#### Activities in the field of training

01.1994–10.1994 training seminar for SMEs in Estonia.

Content:     Topics to be selected by

- the TTU after a short survey;
- analyzing of training needs;
- clarification of the objectives;
- deciding of next steps.

Support needs:     3 lecturers from the western europe for 5 days  
                           Administrative and equipment support (cost included in overheads).  
                           2 persons from western Europe to provide consultancy for 3 days.  
                           Administrative support (cost included in overheads).

12.1993–09.1994. Consultancy visits of experts.

Support needs:     2 persons from western Europe to provide consultancy for 3 days.  
                           Administrative support (cost included in overheads).

12.1993 development group meeting in Tallinn to analyzing the TTU/CCE managers training needs.

Support needs:     4 persons from western Europe for 3 days,  
                           2 persons from TTU/CCE staff.  
                           Administrative support (costs included in overheads).

02.1994 seminar for TTU/CCE managers 5 days in TTU.

Content:

- analyzing of training needs;
- clarification of the objectives;
- presentations (topics chosen from those specified in item 2.1.);
- intensive group working and joint discussions;
- deciding of next steps.

Support needs: 4 experts and lecturers from the western European partners for 5 days.  
Administrative and equipment support  
(costs included in overheads).

10.1993–09.1994 one workshop and visits in other project partners countries.

Support needs: 5 persons from the TTU/CCE to other partners countries for 1 week.  
Travel and accommodation (cost included in overheads).

### 6.3.2. Summary Of The Main Activities For The Subsequent Year

The main emphasis will be to help the TTU/CCE to establish offices/training rooms and start to provide training and consultancy services for the SMEs engineers in Estonia.

During the subsequent years seminars and workshops will be organized on the selected priority topics. Some mobility for the expert visits is also reserved.

### **6.4. Links With Other European Projects And Programmes**

TTU/CCE is involved in the TEMPUS Action 3 project CME-B-2004-92.

## **SECTION IV: FINANCIAL ASPECTS**

### **1. Overall Financial Table**

Broad financial plan for the first project year:

Personal costs	20 000 ECU
Equipment cost	35 000 ECU
Other costs and overheads	32 000 ECU
<b>TOTAL COSTS</b>	<b>87 000 ECU</b>
Requests from:	
EC TEMPUS funds	65 000 ECU
Finnish funds *)	12 000 ECU
Swedish funds *)	10 000 ECU

\*) These funds are from TEMPUS funds of these countries and from other sources.

## 2. Description of the total project costs

### First Year Project Costs

#### Personal costs

##### 1. Project management

TTU/CCE:	4 persons 12 month	230 ECU	11 040 ECU
	3 persons 6 month	230 ECU	4 140 ECU

##### 2. Development and operation of project components

Training and consultancy of SMEs 2 820 ECU

Training of trainers and TTU/CCE managers 2 000 ECU

TOTAL 20 000 ECU

Request from EC TEMPUS funds 13 000 ECU

From Finnish funds 4 000 ECU

From Swedish funds 3 000 ECU

Equipment costs incl. 35 000 ECU

Copying equipment and copying paper

PS software

One fax machine

One video recorder, camera and cassettes

One IBM AT 486

One laser printer

Two overhead projectors

Datashow

Two digital telephones and a mobil phone

Cable, connectors, cards etc. for e-mail

TOTAL 35 000 ECU

Request from EC TEMPUS funds 35 000 ECU

Other costs and overheads

##### 1. Training and consultancy of SMEs

##### 1.1. Steering committee meeting

Travel and accommodation of western partners:

14 persons 2 days 700 ECU 9 800 ECU

Accommodations of TTU/CCE staff

3 persons 2 days 300 ECU 900 ECU



TOTAL	10 700 ECU
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## 1.2. Training seminars for SMEs

One course/seminar 5 days

Travel and accommodation of foreign lecturers:

3 persons 5 days	800 ECU	2 400 ECU
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Fees of lecturers	400 ECU	1 200 ECU
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TOTAL	3 600 ECU
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## 1.3. Consultancy visits of experts

Travel and accommodation:

2 persons 3 days	500 ECU	1 000 ECU
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Fees of experts	700 ECU	1 400 ECU
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TOTAL	2 400 ECU
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## 2. Training of trainers and TTU/CCE managers

### 2.1. Development groups meeting

Travel and accommodation of foreign experts:

4 persons 3 days	800 ECU	3 200 ECU
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Travel and accommodation of TTU/CCE staff

2 persons 3 days	400 ECU	800 ECU
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TOTAL	4 000 ECU
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### 2.2. Seminar

Travel and accommodation of foreign speakers:

4 persons 5 days	1 000 ECU	4 000 ECU
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Lecturers fees	500 ECU	2 000 ECU
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TOTAL	6 000 ECU
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### 2.3. Workshop in one of project partners countries

Travel and accommodation of TTU/CCE staff:

5 persons 1 week	800 ECU	4 000 ECU
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2.4. Overheads for organisation of seminars and workshops	1 300 ECU
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TOTAL	32 000 ECU
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Request from EC TEMPUS funds	17 000 ECU
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from Finnish funds	8 000 ECU
from Swedish funds	7 000 ECU

<b>TOTAL PROJECT COSTS (exl. institutional funds)</b>	<b>87 000 ECU</b>
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Request from EC TEMPUS funds	65 000 ECU
from Finnish funds	12 000 ECU
from Swedish funds	10 000 ECU

### SECTION III: Description of the project

III.1 to III.7 Please submit a description of the proposed project based on the questions given in the Guidelines.

III.8 Give a chronological overview of the project activities which are planned for the academic year 1993/94 in the timetable below with the exception of the individual mobility flows. These flows should be indicated in Section V.

Duration (from/till)	Activities	Participating institution(s) Ref. N°/Country code
10.1993 12.1993	Steering committee meeting Development group meeting	1/EST, 2/P, 3/SF, 4/UK, 5/E, 6/S
12.1993	Consultancy visits of experts	2/P, 3/SF, 4/UK, 5/E, 6/S, 1/EST
02.1994	Seminar for TTU/CCE managers	- "- -
05.1994	Training seminar for SMEs in Estonia	- "- -
09.1994	Workshop	1/EST, 2/P, 3/SF, 4/UK, 5/E, 6/S

If necessary, use an additional sheet of the same format.

## SECTION IV: Financial aspects

This section requires details on financial aspects of the proposal. All amounts need to be expressed in ECU.

### IV.1 Overall financial table

Summarise the total expenditure of the project in the following table, not including mobility costs covered by mobility grants (see Guidelines, Section V, pp. 6-7). You will be required to give more details on specific items in Section IV.2.

*Total project costs* (not including mobility costs covered by mobility grants)

	Staff costs	Equipment costs	Other costs and overheads	Total costs (ECU)	TEMPUS request
Year 1	20.000	35.000	32.000	87.000	65.000
Year 2	20.000	20.000	30.000	70.000	40.000
Year 3	20.000	20.000	30.000	70.000	40.000
Total	60.000	75.000	92.000	227.000	145.000

The total contribution from TEMPUS is limited to a maximum of ECU 200,000 per JEP and per year (excluding mobility grants).

### IV.2 Description of total project costs

#### IV.2. (i) Staff costs

	Administrative staff costs	Academic staff costs	Non-university staff costs	Total costs (ECU)	TEMPUS request
Year 1	15.180	2.000	2.820	20.000	13.000
Year 2	15.180	2.000	2.820	20.000	11.000
Year 3	15.180	2.000	2.820	20.000	11.000
Total	45.540	6.000	8.460	60.000	35.000

Please explain these staff costs in detail on a separate sheet (see Guidelines, Section IV, p. 5). Please note that staff costs of academic staff already employed by the participating institutions will not be covered.

IV.2. (ii) Equipment costs in eligible countries

Specify which type of investment in equipment will be made and for which organisation during the course of the project. Remember that equipment costs are fundable only for eligible country universities.

Equipment foreseen and beneficiary	Total costs (ECU)	TEMPUS request
Year 1 For TTU/CCE copying equipment and paper, PC software, fax machine, overhead projector, Datashow, IBM AT 486, laser printer, digital telephones and a mobil phone, video recorder camera and cassettes, cable, connectors, cards for e-mail	35.000	35.000
Year 2 In addition to equipment foreseen in Year 1 additional equipment is needed to start courses and training programmes	20.000	20.000
Year 3 Reservation for equipment for TTU/CCE to be used in training (most likely similar kind of equipment as in Year 1)	20.000	20.000

**Explanatory notes:**

Please itemise costs, indicate use of equipment and when and where equipment will be installed. Relate your request to the project activities.

Continue on a separate sheet if necessary.

## IV.2. (iii) Other costs and overheads

Give details on other types of costs foreseen (such as travel and subsistence costs, short intensive courses, documentation, language preparation, publicity, translation, etc.) as well as of overheads for the JEP.

Mention only travel and subsistence costs **other** than those for which you request Mobility Grants in the next section of this application form. This includes, for example, the costs for persons attending meetings to prepare, plan, develop, implement, evaluate and monitor the project or the costs of travelling and staying abroad for teaching staff and students attending intensive courses.

Type of expenditure		Total costs (ECU)	TEMPUS request
<i>Other costs</i> (please specify)			
Year 1	travel, subsistence costs, lecture and consultancy fees and costs of jointly organized training events	30.700	15.700
Year 2	similar kind of costs than in Year 1	28.000	7.000
Year 3	similar kind of costs than in Year 1	28.000	7.000
<i>Overheads</i>			
Year 1	administration costs of TTU/CCE for organization meetings, seminars and workshops	1.300	1.300
Year 2	similar kind of costs than in Year 1	2.000	2.000
Year 3	similar kind of costs than in Year 1	2.000	2.000

*Explanatory notes:*

- Please relate expenditures to project activities foreseen.
- Continue on a separate sheet if necessary.

## IV.2. (iv) Distribution of project cost across organisations/sources of funding other than TEMPUS

Indicate the organisations which will be contributing to the project costs from sources other than TEMPUS (especially bilateral aid from G24 countries, and funds from eligible countries in local currency).

ORGANISATION		CONTRIBUTION		
Name	Country	Status*	Amount (local currency)	Amount (ECU)
1. Institutional funds (provided by the participating organisations) All organisations involved in the project will provide infrastructural, technical and in-kind support for the projekt. (It is difficult to estimate this amount has not been included in total project costs)				
2. Funds from external sources				
Swedish National Agency for Higher Education	S.	R	SEK 90.000	10.000
Finnish TEMPUS Funds	SF	R	FIM 80.000	12.000

\* Put an R if the contribution has been requested and an A if it has already been accepted.

# SECTION V: Mobility tables

Please refer to the Guidelines to complete the following table correctly. Use additional copies of this table if necessary.

**STAFF MOBILITY TABLE 1993/94**  
(for student flows see separate table)

Number/Name of persons	Origin				Destination			Financial support requested (in ECU)
	Organisation		Current occupation	Ref. N°	Country code	Code of activities	Duration in weeks	
	Ref. N°	Country code						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7	1	EST	training manager teacher (training officer/ TTU/CCE)	2,3, 4,5, 6	P, SF, UK, E, S	T4	3	7 x 1500 = =10 500



4/9

## SECTION VI: Summary of the Structural Joint European Project proposal

(in English, French or German)

Project coordinator

Tallinn Technical University, Centre for Continuing Education

Project title or name

Continuing Education  
System for Creating Innovative  
Engineering Business

Project number

(for TEMPUS Office use only)

Please ensure that this summary mentions the essential features of your application.  
Very short summaries are of limited value.

The objective of the project is to develop:

- structure of Tallinn Technical University Centre for Continuing Education (TTU/CCE) to be flexible and functionally relevant in terms of changing needs of Estonian society;
- accreditation of TTU/CCE courses programmes by EC experts;
- building up courses and training programmes, based on identified training needs and on knowledge of TTU and project partners;
- building up packages of courses in the field of high technologies for engineers starting to run small enterprises.

Therefore the main functions to be strengthened are all usual functions of a centre for continuing education in order to provide courses, consultancy and other services to enterprises and engineering society. These functions are e.g. overall administration, appropriate accounting and book-keeping systems, marketing of courses and services and course delivery. These are typical functions of CCE which must operate smoothly in order to provide services in a changing economic environment in the Estonia.

The main fields of activities in the project provided by TTU/CCE and other project partners will concentrate on two main areas which are:

- training and consultancy of SMEs;
- training of trainers and TTU/CCE managers.

The key components of the project are:

- developing course packages for selected courses;
- plan of the courses to be organized (during three years of the project);
- organizing and delivering of courses and other training programmes;
- technical plan (equipment and facilities needed to support the planned project activities).

Main output of the project is a training system to prepare an adaptive engineer, capable for successful work in innovative business area.

Engineers for innovative business need skills in business administration, establishing an enterprise, marketing, management foundation, financing, production planning, using computer and etc.

## PAGE FOR ACKNOWLEDGEMENT OF RECEIPT

<b>Project title or name</b> Continuing Education System for Creating Innovative Engineering Business	<b>Your name :</b> Andres Kallasvee <b>Full address :</b> Tallinn Technical University Centre for Continuing Education  EST - EE-0026 Tallinn Country Postal code Town code
--	---

This page of the form will be returned to you on receipt of your application. Please therefore enter the JEP title and your name and address in the boxes immediately above.



For TEMPUS Office use only

We acknowledge receipt of your application for a Structural Joint European Project which has been registered as No.

This number should be quoted in all subsequent correspondence. Please inform all project partners of this reference number as well.

Yours sincerely,

EC TEMPUS Office .....

Date : .....

Signature : .....



Universidade do Porto

Reitoria

## CARTA DE INTENÇÕES

Prof. Doutor Alberto Amaral, Reitor da Universidade do Porto, representando esta Universidade para todos os efeitos legais, declara que a intenção de cooperação no âmbito do Programa TEMPUS abaixo mencionada tem o consentimento e total apoio da Universidade do Porto.

O Departamento de Engenharia Civil da Faculdade de Engenharia da Universidade do Porto, tem a intenção de participar e ser contratante num JEP (Joint European Programme) sobre o tema "Continuing Education System for Creating Innovative Engineering Business" submetido pela Tallin Technical University (TTU) da Estónia.

(Promotor : Prof. Dr. Andres Kallasvee).

(Responsável pelo Programa na Universidade do Porto: Prof. Dr. Alfredo Soeiro).

Porto, 27 de Janeiro de 1993

Professor Doutor Alberto Amaral  
(Reitor)



**CENTRE FOR CONTINUING EDUCATION**  
Helsinki University of Technology

Tallinn Technical University  
Director Andres Kallasvee  
Ehitajate tee 5  
EE0108 Tallinn  
ESTONIA

**LETTER OF ENDORSEMENT**


January 25, 1993

Dear Dr. Kallasvee,

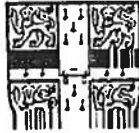
The Helsinki University of Technology / Centre for Continuing Education herewith declares to give its support to the Joint European Project "CONTINUING EDUCATION SYSTEM FOR CREATING INNOVATIVE ENGINEERING BUSINESS" under the TEMPUS programme.

We will apply financing from the Government of Finland to cover our participation in the project.

Yours sincerely,

  
Markku Markkula  
Director

## UNIVERSITY OF CAMBRIDGE



University Registry  
The Old Schools  
Cambridge CB2 1RU  
Telephone:  
Direct Dialling (0223) 333811

Reference:

21 January 1993

**TEMPUS: LETTER OF ENDORSEMENT**

This is to endorse participation by the University of Cambridge in a TEMPUS JEP in the field of continuing education in innovative engineering business, in partnership with the Tallinn Technical University Centre for Continuing Education and the Helsinki University of Technology. Cambridge participation will be from the Board of Continuing Education (Cambridge Programme for Industry), coordinated by Dr C. J. Padfield, Director.

A handwritten signature in dark ink, appearing to be 'A. Clark'.

A. CLARK M.A. Ph.D.  
Senior Assistant Registry of the University  
Secretary, Committee of the Council and the  
Conoral Board on European Student Matters

(authorised signatory)

**CENTRO DE  
FORMACION  
POSTGRADO**



UNIVERSIDAD  
POLITECNICA  
DE VALENCIA

Mr. Hannu Siltonen  
Helsinki University of Technology  
Centre for Continuing Education

## LETTER OF ENDORSEMENT

I, Mr. Patricio Montesinos, as Director of the Centro de Formación de Postgrado de la Universidad Politécnica de Valencia, confirm that this University wishes to participate in the TEMPUS program with the project "CONTINUING EDUCATION SYSTEM FOR CREATING INNOVATIVE ENGINEERING BUSINESS" presented with the Helsinki University of Technology/Centre for Continuing Education (Finland) and the Täienduskoolituse Keskus/Centre for Continuing Education of the Tallin Technical University (Estonia).

Specifically, the Centro de Formación the Postgrado is able to develop consultancy work on the areas referred to courses and new programs, study plans and technical support need for design, elaborate, distribute and manage, ~~courses~~ adapted to specific engineering needs.

Yours sincerely,

~~\_\_\_\_\_~~

**Patricio Montesinos**  
**Director**



Chalmers University of Technology January 29, 1993  
Industrial Liaison Office

Dr Andres Kallasvee  
Tallinn Technical University  
Centre for Continuing Education  
TALLINN  
Estonia  
Fax: 00945-30-74 80 83  
Fax: 009372-2-53 24 46

## LETTER OF INTENT - TEMPUS PROGRAMME

This is to certify that the Industrial Liaison Office at Chalmers University of Technology wants to participate as a partner in the TEMPUS project "Continuing education system for creating innovative engineering business". We are prepared to act as one of the contractors in the project with Tallinn Technical University as coordinator. We can contribute by giving advice on

- Training and consultancy of SMEs
- Training of trainers for university managers

Our part of the project is estimated to be 10.000 ECU per year in kind over three consecutive years (93/94, 94/95 and 95/96).

The conditions for our participation are that the project is accepted and that funding is allocated from the Swedish TEMPUS funds provided by the (Swedish) National-Agency for Higher Education and that, in a case when TEMPUS funding is used to cover costs for non-EC partners, we will receive the same TEMPUS coverage as the other non-EC partners.

We have worked successfully with these issues when planning education to support the establishment and development of SMEs in a rural area of Sweden, where the consequences of the closing of a ship yard were to be met with industrial development in other sectors.

On behalf of Chalmers University of Technology

  
Stefan Sanger

  
Kurt Stenudd

Mailing address  
Chalmers University of Technology  
Industrial Liaison Office  
S-412 88 Gothenburg  
Sweden

Visiting address  
Sven Hultins gata 9  
Chalmers Science Park

Telephone  
+46 31 772 4000

Telefax  
+46 31 82 20 29