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MALTA

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LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: OPS/04/2007

From: Director Operations

To: All Heads of Schools & School Secretaries/Clerks

Subject: Euro Changeover Information Seminar

Date: 17th January 2007

Two Euro Changeover Seminars are being held for Heads of School together with the school secretary/clerk responsible for data inputting in the SIS program as follows:

Seminar 1: Thursday 1st February 2007

For Higher Secondary Schools, Junior Lyceum, Secondary Schools, Special Needs Schools, College Co-ordinators and Adult Learning Schools in Malta only.

Seminar 2: Monday 5th February 2007

For all State Primary Schools in Malta only.

Both Seminars will be held at Robert Samut Hall in Floriana from 9.00 am to noon.

Please note that a further seminar is being held in **Gozo on Thursday 22nd February 2007 for all Gozo schools (Primary and Secondary, as well as Adult Learning Centres)**. Venue will be confirmed later.

Kindly note attached programme.

Alfred Mallia
Director Operations



EURO CHANGEOVER INFORMATION SEMINAR

By Education Sectoral Committee within NECC

Target Group: Heads of School and School Secretaries/Clerks

Venue: Robert Samut Hall

Dates: 1st February 2007 and 5th February 2007

Time: 09:00 to 12:00

PROGRAMME

First Session Chaired by Department of Corporate Services

- 09:00 Introduction
- 09:05 Euro Changeover General Information and main events
- 09:25 Dual Display and Conversion
- 10:05 Financial Activities in Schools (Sale of Items, services, tuck shop etc)
- 10:15 The Schools Information System

- 10:35 Coffee break

Second session chaired by Operations Department

- 10:50 FAIR Initiative and Customer Care
- 11:40 Conclusion

