

## I Concept SG Agenda, EMEU4ALL meeting 2, Hyvinkää, 20-24 May 2017

Agenda SG meeting 21 May 2017

Minute maker:

Day, time	Topic	Lead	Action / expected result
<b>20 May 2017</b>	Arrival in Helsinki	All SG Members	Holiday Inn Helsinki City Centre- hotel
<b>21 May 2017</b>			
08.45	Meeting up in the hotel lobby Registration	Tanja	Signed register for 21 May 2017
09.00 – 09.10	Welcome	Tanja	Minute maker appointed
09.10 – 10.00	Status of the EMEU4ALL project	All SG members	Compiling good experiences and potential obstacles
	The Gannt chart	Frans	Program for Autumn 2017, Spring 2018, Autumn 2018, Spring 2019
	EMEU Terminology	All SG members	Suggested changes: Blood group = VET TEAM / EMEU TEAM Blood group partner = VET Team Partner / EMEU TEAM Partner
10.00 – 10.45	The new EMEU website	Louise	Introduction into configuration, uploading and signing up function
10.45 - 11.00	Coffee break		
11.00 – 11.30	Status of the ECVET description Status of the ECVET manual	Rea Rea	Improving the quality of K,S and C descriptions Progress revised version of ECVET manual
11.30 – 12.00	Communication platforms E-mail policy	Louise	Compiling communication platforms Description of E-mail policy
12.00 – 13.30	Lunch		At the hotel restaurant, include into the conference package, offered by Hyria
13.30 – 14.00	Discussion on the format of the Virtual Activity	All SG members	Format for the VAs
14.00 – 14.30	Discussion on best practices for integration and embedment	All SG members	Compiling Best Practices and uploading them onto the website
14.30	Coffee		
14.30 – 15.30	The sending and hosting students procedure	Louise	Desired procedure for hosting and sending students
15.30 – 16.30	Website News section The Interim report (finances)	Louise Frans	Allocating tasks to all SG members regarding NEWS SG Contributions to interim report (December 2017)

	The interim report (contents) Suggested date Meeting 3 Bath	Frans Jo	Suggested Dates for EMEU4ALL meeting 3, Bath College
16.30	End of SG meeting	Tanja	Departure for Hotel Cumulus in Hyvinkää by train
19.30	Get-together at the restaurant Martina (at Hotel Cumulus)	Tanja and Liisa	Possibility to have a dinner or a drink at your own expence
	Quality Assurance QA (SG) Meeting 2 QA after the modules and VAs	Frans	Quality of (SG) Meeting 2 Quality of M1 and VA1 (SurveyMonkey) Instructions to be arranged prior to Meeting 2

**Additional topics:**    **ROAD MAP**    Introducing a new VET / EMEU team procedure (Meeting 3, Bath)

### Train schedule from Helsinki to Hyvinkää

**Meno:** Helsinki → Hyvinkää  
Sunnuntai 21.05.2017

[Edelliset lähdöt](#)

[Edellinen päivä](#) | [Seuraava päivä](#)

Lähtö	Tulo	Kesto	Juna(t)	
<b>16:42</b>	<b>17:27</b>	00:45	Lähijuna R	alk. 10,80 €
<b>17:12</b>	<b>17:57</b>	00:45	Lähijuna R	alk. 10,80 €
<b>17:42</b>	<b>18:27</b>	00:45	Lähijuna R	alk. 10,80 €