

Concept SG Agenda, EMEU/EMEU4All meeting 1, Leiden, 20-23 November 2018

Agenda SG meeting 20 November 2018

Minute maker: (mboRijnland)

Day, time	Topic	Lead	Action / expected result
19 Nov 2018	Arrival in Leiden	All SG Members	Welcome Minute maker SG session appointed
20 Nov 2017			
08.30	Registration at mboRijnland	Agnes	Signed register for SG session on 20 Nov 2018
09.00 – 09.30	Welcome	Ricardo de Winter Member of the Board, mboRijnland	
	Introduction of EMEU SG members	All SG members	
09.30 – 10.00	Quick recap of the past, present and future of the EMEU concept	Frans	Overview of EMEU and EMEU4ALL history Merger of EMEU and EMEU4ALL networks into EMEU network Celebration of new EMEU network
	Question: What do you expect from participating in the EMEU network?	Louise	SG expectations regarding the EMEU network
10.00-11.00	ECVET – working session <input type="checkbox"/> Present results of questionnaire <input type="checkbox"/> Group session bringing input for the ECVET manual <input type="checkbox"/> Decision on the need and usability of manuals	Rea	Input will be used to revise guidelines and assess the need for training and support on ECVET. Will be input to the revision of the cooperation agreement.
11.00 – 12.00	To ensure the EMEU-network is sustainable and user-friendly. What are the roles and responsibilities for the various functions (Chairperson, SG members, Team Leaders, Team members, ECVET specialist, QA specialist)	Louise / Frans	Each group get a set of inspirational questions and the paragraph from the current cooperation agreement. Input will be used to revise the cooperation agreement from 2020.

12.00 – 12.45	Lunch	Agnes	Lunch Location
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Day, time	Topic	Lead	Action / expected result
12.45	Announcement of webmaster	Louise	Webmaster 2018-2022
12.55-13.15	Feedback previous SG and EMEU team meetings Bilbao, San Sebastian, Taunton, Bath meetings	Jon	
13.15 – 13.45	Election of EMEU network . Chairperson 1-1-2019/1-1-2020 . ECVET specialist . QA specialist	Frans and Louise	Elected chairperson, ECVET specialist and QA specialist
13.45 – 14.15	Suggested annual calendar EMEU SG/Partner meetings: . Fixed month, week . EMEU SG/Partner meeting	Frans and Louise	Agreement on annual calendar (-s)
	Break	Agnes	Coffee/tea
14.30 – 16.00	Practical issues: . Introduction of new EU partners into network, onto website . Issuing the EMEU Flag . Process for signing the Cooperation Agreement . Storage of documents . The EMEU network (size)	Louise / Frans	Agreement of Solutions to the practical issues
16.00-16.30	New projects or initiatives? . Dissemination of the EMEU concept . KA2 projects in the EMEU family	Louise / Frans / Rea	
	End of shared program		
16.30 – 16.00	Final arrangements EME4ALL Final meeting 26-30 March 2019 Speier, Germany		Input for: . Programme . Preparatory Activities . Participation of Industrial Representatives in EMEU project
19.00	Evening program mboRijnland	Agnes	