



Draft Programme
Capacity building for Higher Education
Project Representatives Meeting
25-26 January 2017, Brussels (Belgium)

Meeting place:
Management Centre Europe
 Rue de l' Aqueduc 118, 1050 Brussels

This event is organized within the framework of the European Union's Erasmus+ Capacity-building for Higher Education action

Wednesday 25 January 2017	
MORNING	
PLENARY SESSION	
08.30-09.30	Registration
<i>Chairman: Ralf Rahders, Head of Unit, Education, Audiovisual and Culture Executive Agency (EACEA)</i>	
09.30-10.10	Opening remarks <ul style="list-style-type: none"> ▪ by EACEA ▪ by the European Commission, Directorate General for Education and Culture
10.10-10.30	Capacity building for Higher Education action: Results and future perspectives, by EACEA
10.30-11.00	<i>Coffee break</i>
WORKSHOPS ON THE MANAGEMENT OF THE GRANT	
11.00-12.30	8 Parallel Workshops on: <ul style="list-style-type: none"> ▪ Financial management (4) ▪ Project and Contract management (4)
12.30-14.00	<i>Lunch offered by EACEA</i>
AFTERNOON	
WORKSHOPS ON THE MANAGEMENT OF THE GRANT	
14.00-15.30	8 Parallel Workshops on: <ul style="list-style-type: none"> ▪ Financial management (4) ▪ Project and Contract management (4)
15.30-16.00	<i>Coffee break</i>
16.00-18.00	Networking & Synergies among projects (by regions and by themes)
18.00	<i>Cocktail offered by EACEA at the Management Centre Europe</i>

Thursday 26 January 2017

MORNING

PLENARY SESSION

Chairman: Ralf Rahders, Head of Unit, Education, Audiovisual and Culture Executive Agency (EACEA)

09.30-11.00	<ul style="list-style-type: none">▪ Visibility, Dissemination and Sustainability of the Capacity building projects▪ Closing session
11.00-11.30	<i>Coffee-break</i>
EACEA HELPDESK / BILATERAL MEETINGS WITH NEOs and ICPs	
11.30-13.00	<ul style="list-style-type: none">▪ Helpdesk for project representatives with EACEA staff (<i>on individual appointment</i>)▪ Bilateral contacts between project representatives and National Erasmus+ Offices/International Contact Points (<i>on individual appointment</i>)
13.00-14.30	<i>Lunch</i>
AFTERNOON	
EACEA HELPDESK / BILATERAL MEETINGS WITH NEOs and ICPs	
14.30-17.00	<ul style="list-style-type: none">▪ Helpdesk for project representatives with EACEA staff (<i>on individual appointment</i>)▪ Bilateral contacts between project representatives and National Erasmus+ Offices/International Contact Points (<i>on individual appointment</i>)