



**COMENIUS 2.1 AND COMENIUS 3
CO-ORDINATORS' INFORMATION MEETING
Brussels, 17 October 2005
Albert Borschette Conference Centre (CCAB)
Rue Froissart 36
1040 Brussels (Belgium)**

DRAFT AGENDA

8.30 Registration, equipment test for experts and Comenius 3 presentations

Joint session (all Comenius 2 + Comenius 3 co-ordinators) (Room 0D, ground floor)

9.00 Welcome - Introduction
9.15-10.15 "Education and Training 2010"
10.15 Coffee break

Parallel sessions:

New Comenius 2 and <u>new</u> Comenius 3 Co-ordinators (Room 0D, ground floor)	Co-ordinators of Comenius 3 new and Ongoing networks (Room 0C, ground floor)
10.30-10.50 General information, evaluation and dissemination	10.30-11.30 Presentation of new 2005 Comenius Networks
10.50-11.10 Overall management and financial framework	11.30-12.30 Sustainability of Comenius Networks. Concrete ideas; discussion
11.10-12.00 Contractual management	
12.00-12.30 Questions and discussion	

12.30-14.00 Lunch break

Parallel sessions:

New Comenius 2 co-ordinators (Room 0D, ground floor)	Co-ordinators of Comenius 3 new and Ongoing networks (Room 0C, ground floor)
14.00-14.10 Introduction	14.00-14.30 Sustainability of Comenius Networks
14.10-14.30 The experience of a Comenius 2 co-ordinator	14.30-16.00 The impact of Comenius Networks (role of associated members, involvement of public authorities, best practices for influencing policies...). Exchange of experiences; discussion. (Coffee break 15.15-15.30)
14.30-15.15 Questions and discussion	
15.15 Coffee break	
15.30-15.50 The experience of a Comenius 2 co-ordinator	16.00-17.00 How to organise successful conferences/contact seminars? Good practices; discussion.
15.50-16.35 Questions and discussion	17.00-17.30 Practical aspects and conclusions
16.35-17.30 Exchange of experiences and conclusions	

[9.00-17.30 (in parallel to formal sessions): Help Desk on contractual matters – on individual appointment, Rooms 0,20 (ground floor) and 1.14 (1st floor)]

19.30 Buffet dinner (optional)