



**EUROPEAN COMMISSION**  
Directorate-General for Education and Culture

Brussels, **01 OCT. 2012**  
EAC/B1/AK/JK/mgj - ARES(2012)  
2012/NOT NA DIR/007  
(LLP/NA/DIR/2012/078)

**NOTE FOR THE ATTENTION OF THE LIFELONG LEARNING AND YOUTH IN ACTION  
NATIONAL AGENCIES**

**Subject: Joint LLP and YiA NA meeting – October 2012  
Draft Agenda**

Following our invitation to the joint LLP and YiA NA meeting scheduled for 15-17 October 2012, we have the pleasure to hereby send you an updated draft agenda for the three days.

The agenda of the joint meeting is organised in such a way that it will provide the occasion to discuss matters of current programme management as well as to present and consult you on the preparation of the implementation of the future Erasmus for All programme. We indeed believe that it is of crucial importance to get your views on our ideas in order to ensure that your concerns are duly addressed to allow for a successful roll-out and implementation of Erasmus for All.

Furthermore, bringing representatives of both LLP and YiA National Agencies together for discussion on both topics will contribute to understanding the specific frameworks in which both programmes are operating as well as facilitate the preparation and transition to our common future in the new programme after 2013.

Finally, LLP NA representatives responsible for Erasmus are encouraged to liaise also with the Erasmus Mundus national structures prior to the meeting.

Day 1

The afternoon of Monday, 15 October, will be devoted to a plenary session in which information updates will be provided on programme and policy issues. In view of the workshop discussion on Erasmus for All, scheduled for 16 October, the first day plenary session will also be used to update you on the negotiation process, as well as to set the wider framework on the preparation of the implementation of the new programme. We consider it indeed particularly important to give you a comprehensive overview of the state of play, underlining the approach by Key Action by which we strive to simplify future programme implementation, while at the same time catering for justified sector specificities.

## Day 2

The morning of Tuesday, 16 October, will be devoted to 6 parallel workshops on Erasmus for All, 3 of which will cover Key Action 1 – Mobility of learners and staff, and the other 3 Key Action 2 – Strategic Partnerships. Considering the importance to effectively disseminate and exploit results of actions funded by our programmes, all 6 workshops will also include a dedicated slot for the implementation of dissemination under Erasmus for All.

On the afternoon of Tuesday, 16 October, 5 parallel sectoral sessions will take place, covering Comenius, Erasmus, Leonardo da Vinci, Grundtvig and Youth in Action. These sessions will be used to discuss current programme management issues specific to the sector, as well as to consult on specific issues related to Erasmus for All where relevant.

Based on the registrations received, we will shortly send you the necessary information on the distribution of participants to the various workshops and parallel sessions on the second day.

Finally, we are also happy to invite all participants in the morning and afternoon sessions to a walking lunch and seated dinner.

## Day 3

The plenary session on Wednesday morning, 17 October, will allow to take fully stock of your ideas and recommendations resulting from the previous day's workshops on the new programme.

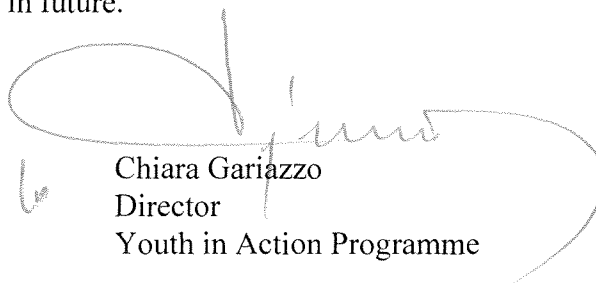
In addition, the plenary session will be used to update you on the consequences on your work resulting from the new Financial Regulation and its Implementing Rules that are expected to come into effect as of 1 January 2013. Furthermore, we will present to you the communication strategy of DG EAC in view of the new programme preparation.

In order to facilitate the discussion, we make a number of consultation documents available. Please note that those documents are only drafted for consultation purposes reflecting work in progress and do not in any way prejudice the outcome of the ongoing negotiations on the Erasmus for All proposal by the European Parliament and the Council of Ministers.

We trust that the format and content of this first joint meeting of LLP and YiA National Agency representatives will provide a good basis for a common understanding of shared interest points and strengthened cooperation in future.

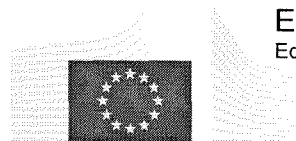


Antonio Silva Mendes  
Director  
Lifelong Learning Programme



Chiara Gariazzo  
Director  
Youth in Action Programme

Encl.      Revised draft Agenda  
            Participation and reimbursement arrangements



EUROPEAN COMMISSION  
Education and Culture

**LIFELONG LEARNING AND YOUTH IN ACTION PROGRAMMES NATIONAL AGENCY MEETING**  
**15-16-17 OCTOBER 2012**  
**MANAGEMENT CENTRE EUROPE, RUE DE L'AQUEDUC 118, 1050 BRUXELLES**

**DRAFT AGENDA**

**MONDAY, 15 OCTOBER 2012**

	<b>Topic</b>	<b>Documents</b>	<b>Speaker</b>
13.30	<i>Registration of participants/reimbursements</i>		
14.30	1. Welcome and key messages		Jan Truszczyński
14.45	2. Adoption of the 2.1 Draft agenda 2.2 Minutes of the previous LLP NA Directors' meeting	LLP/NA/DIR/2012/046 LLP/NA/DIR/2012/023	Antonio Silva Mendes
15.00	3. General LLP Information Points - Questions & Answers	LLP/NA/DIR/2012/063	Luca Dalpozzo
15.45	<i>Coffee/tea break</i>		
16.15	4. Policy update 4.1 Education and training 4.2 Youth Report		Pierre Mairesse Chiara Gariazzo

17.00	5. Erasmus for All: update on negotiations		Jordi Currell
17.30	6. Erasmus for All: state of play of preparation	LLP/NA/DIR/2012/064 - Framework note	Xavier Prats Monne
18.00	<i>End of first day meeting</i>		

TUESDAY, 16 OCTOBER 2012

	Topic	Documents	Moderator
8.00	<i>Registration of participants/reimbursements</i>		
9.00	<p>Erasmus for All: 6 parallel workshops</p> <ul style="list-style-type: none"> <li>- 3 workshops focusing on Key Action 1 and dissemination</li> <li>- 3 workshops focusing on Key Action 2 and dissemination.</li> </ul>	<p><b>1. Action fiches:</b></p> <p>LLP/NA/DIR/2012/065 - Key Action 1: Mobility of learners  LLP/NA/DIR/2012/066 - Key Action 1: Mobility of staff  LLP/NA/DIR/2012/067 - Key Action 2: Strategic Partnerships</p> <p><b>2. Dissemination principles</b>  LLP/NA/DIR/2012/068</p> <p><b>3. Sector fiches:</b></p> <p>LLP/NA/DIR/2012/069 - School education  LLP/NA/DIR/2012/070 - Higher education  LLP/NA/DIR/2012/071 - Vocational education and training  LLP/NA/DIR/2012/072 - Adult education  LLP/NA/DIR/2012/073 - Youth</p>	<p><b>KA1/KA2:</b></p> <p>Jose Pessanha  Alenka Kampl  Alison Crabb  Filip Van Depoele  Vanessa Debiais-Sainton  Giorgio Guazuggli Marini</p> <p><b>Dissemination:</b></p> <p>Isabelle Albertone  Sophie Bellieni  Maria Geronymaki</p>
12.30-14.30	<i>Walking lunch</i>		

13.30	<i>Registration of participants/ reimbursements</i>		
	<b>Parallel sectoral discussions</b>	<b>Documents</b>	<b>Moderator</b>
14.30-18.00	<p><b>Comenius</b></p> <ol style="list-style-type: none"> <li>1. Welcome, adoption of the agenda and adoption of minutes of previous meeting</li> <li>2. Erasmus for All consultation on management of Strategic Partnerships by schools</li> <li>3. Call 2012: Comenius selection results</li> <li>4. Comenius issues regarding actions</li> <li>5. Informal NA meeting – Feedback</li> <li>6. Information and communication (Comenius conference 2013/ Comenius eTwinning Weeks)</li> <li>7. Presentation of study results <ul style="list-style-type: none"> <li>• Final report on Comenius School Partnerships study</li> <li>• Preliminary results of long-term teacher mobility</li> </ul> </li> <li>8. AOB</li> </ol>	<p>LLP/NA/DIR/2012/042 LLP/NA/DIR/2012/074</p>	M. Lago (chair)
	<p><b>Grundtvig</b></p> <ol style="list-style-type: none"> <li>1. Welcome, adoption of the agenda and adoption of minutes of previous meeting</li> <li>2. Information on 2012 GRU Selection – Questions &amp; Answers</li> <li>3. Information on 2013 Call for applications – Questions &amp; Answers <ol style="list-style-type: none"> <li>3.1 Workshops</li> </ol> </li> <li>4. Information on EPALE – Questions &amp; Answers</li> <li>5. Update on events and studies related to Adult learning – Questions &amp; Answers</li> <li>6. AOB</li> </ol>	<p>LLP/NA/DIR/2012/042 and LLP/NA/DIR/2012/037</p>	T. Saavala (chair)

14.30-18.00	<p><b>Leonardo Da Vinci</b></p> <ol style="list-style-type: none"> <li>1. Welcome, adoption of the agenda and adoption of minutes of previous meeting</li> <li>2. Erasmus for All consultation on VET mobility quality certification/Erasmus For All Mobility Charter</li> <li>3. "We Mean Business" campaign - – progress report and discussion</li> <li>4. Euro-Apprenticeship Network – NA involvement</li> <li>5. Sector Skills Alliances - –first results of Call for Proposals</li> <li>6. Leonardo da Vinci Information Note - – questions &amp; answers</li> <li>7. AOB</li> </ol>	<p>LLP/NA/DIR/2012/050</p> <p>LLP/NA/DIR/2012/075</p>	A. Crabb (chair)
	<p><b>Erasmus</b></p> <ol style="list-style-type: none"> <li>1. Welcome, adoption of the agenda and adoption of minutes of previous meeting</li> <li>2. Discussion on what Erasmus for All will have to offer for Higher Education including the international dimension</li> <li>3. Erasmus for All Quality framework: HE Charter, bilateral agreements, learning agreements</li> <li>4. Mobility Tool for Erasmus: state of play</li> <li>5. AOB: Feedback on the evaluation of the Yearly reports, statistical report, etc.</li> </ol>	<p>LLP/NA/DIR/2012/076</p> <p>LLP/NA/DIR/2012/077</p>	J. Curell (chair)

14.30-18.00	<b>Youth in Action</b> <ol style="list-style-type: none"><li>1. Welcome and adoption of the agenda</li><li>2. Activity report 2011 (Statistics, Communication/Information/DEOR)</li><li>3. Programme management (2011 DoA assessment, E-forms, three application deadlines, revised funding rules, Eastern Partnership Youth Window)</li><li>4. Discussion on the EVS accreditation in the framework of Erasmus for All</li><li>5. Information on the Youthpass survey</li><li>6. Information on the European Youth Week and youth policy developments</li><li>7. AOB</li></ol>		Pascal Lejeune (chair)
18.00-20.30	<i>Seated dinner</i>		



WEDNESDAY, 17 OCTOBER 2012

	Topic	Documents	Speaker
8.00	<i>Registration of participants/reimbursements</i>		
9.00	1. Erasmus for All: presentation of conclusions from the workshops		Antonio Silva Mendes / Chiara Gariazzo  NA representatives
11.00	2. Erasmus for All: lessons learnt and next steps for EC/NA cooperation		Xavier Prats Monne
11.30	3. New Financial Regulation and Implementing Rules		Bernard Naudts
12.00	4. DG EAC communication strategy		Karel Bartak
12.30	5. Follow-up of the meeting and Any Other Business		Luca Dalpozzo / Pascal Lejeune
13.00	<i>End of the meeting</i>		

## Reminder of practical arrangements

### Venue

Management Centre Europe,  
rue de l'Aqueduc 118  
B-1050 Bruxelles

### Working language

The working language of the meeting will be English. There will be no interpretation.

### Registration and reimbursements

Meetings will start punctually. Participants are therefore requested to register and submit reimbursement requests well in time before the start of the meeting. Registration desks will be open one hour before the start of each meeting session.

Travel expenses will be reimbursed in accordance with the Commission rules as follows:

<b>LLP</b>	Day 1	NA Dir +	1	Max. 2 persons/country
	Day 2	NA Dir +	1 Comenius	Max. 5 persons/country
			1 Erasmus	
			1 Leonardo da Vinci	
			1 Grundtvig	
	Day 3	NA Dir +	1	Max. 2 persons/country
<b>YiA</b>	Day 1-3	NA Dir		Max. 1 person/country

For the reimbursement, please :

- complete the reimbursement form with the sticker
- provide travel tickets, including a copy of all of them
- if the price is not mentioned on the travel ticket, please provide an invoice
- sign the presence list

The reimbursement forms and applicable rules can be found at:

[http://ec.europa.eu/dgs/education\\_culture/experts/index\\_en.html](http://ec.europa.eu/dgs/education_culture/experts/index_en.html).

### Meeting participation

Given the meeting room capacities, NA participation has to consider the following points:

- Day 1:** each LLP and YiA NA can send 1 NA Director + 1 other NA participant, that is maximum 2 persons per NA per programme;
- Day 2:** - each LLP NA can send 1 NA Director + 1 representative/sectoral programme, that is maximum 5 persons per NA  
- each YiA NA can send 1 NA Director + 1 other NA representative
- Day 3:** each LLP and YiA NA can send 1 NA Director + 1 other NA participant, that is maximum 2 persons per NA per programme

On Day 2, all participants are invited to both the lunch and dinner offered by the Commission.