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**EU-CERT**

***European Certificates and Accreditation for European Projects***

**Agenda for the first EU-CERT transnational partner meeting
in Germany, Cologne**

**The EU-CERT – Kick-off-Conference!**

**11th - 13th of April 2022**

**Project Title:** European Certificates and Accreditation for European Projects

**Acronym:** EU-CERT

**Reference number:** 2021-1-DE02-KA220-ADU-000033541
**Project partners:**

P1 University Paderborn (UPB), DE
 P2 Ingenious Knowledge GmbH (IK), DE
 P3 Associação Rede de Universidades da Terceira Idade (RUTIS), PT
 P4 TIR Consulting Group j.d.o.o., (TIR), CR
 P5 Esquare (ESQ), FR
 P6 STANDO Ltd. (STANDO), CY

**Host:** *Ingenious Knowledge GmbH*

**Venue:** *Friedrich-Karl-Straße 200, 50735 Cologne, Germany*

**Monday, 11th of April 2022 –
Arrivial day**

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| Approx.Time | Topic | Chair |
| *as you like* | *Arrival at the hotels in Cologne*  |  |
| *19:30* | *Social Dinnervenue / restaurant:*Niehler Brauhaus,Sebastianstraße 147, 50735 Köln |  |

**Tuesday, 12th of April 2022 –
Meeting day**

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| Approx.Time | Topic | Chair |
| 09:00 – 10:30 | **Welcoming the EU-CERT partners***(Rasmus Pechuel / Marc Beutner)** Warm welcome
* Getting to know each other
* *Every partner presents the own institution in max. 10 minutes Power-Point presentation*
* Schedule of the meeting
 | *IK / UPB/All partners* |
| 10:30 – 11:00 | **Introduction of the EU-CERT project***(Marc Beutner / Jennifer Schneider)** Rationale, purpose, core ideas and aims of the project
* Role of the partners as per proposal
* Overview of the project results and linkages
* Project website
* Discussion, and Q&A
 | *UPB* |
| 11:00 – 11.30 | **Insight into PR1: EU-CERT - Research on Quality Criteria, Accreditation and Certificate Structures***(Marc Beutner / Jennifer Schneider)** PR-Overview
* Tasks
 | *UPB / STANDO* |

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| Approx.Time | Topic | Chair |
| 11:30 – 12:00 | **Insight into PR2: EU-CERT - Concept Design forAccreditation and Certification Processes***(Anna Nicolaou / Marc Beutner / Jennifer Schneider** PR-Overview
* Tasks
 | *STANDO / UPB* |
| 12:00 – 13:00 | *Lunch* |  |
| 13:00 – 13:30 | **Insight into PR3: EU-CERT - Accreditation Websiteand Data-base Design and Programming***(Rasmus Pechuel)** PR-Overview
* Tasks
 | *IK* |
| 13:30 – 14:00 | **Insight into PR4: EU-CERT - Accreditation Handbook***(Marc Beutner / Jennifer Schneider)** PR-Overview
* Tasks
 | *UPB* |
| 14:00 – 14:30 | **Insight into PR5: EU-CERT - Accreditation and Certification - Roll-out to Adult Education Providers***(Soňa Štefková / Marc Beutner / Jennifer Schneider)** PR-Overview
* Tasks
 | *ESQ / UPB* |
| 14:30 – 15:00 | **Insight into PR6: EU-CERT - Policy Paper***(Luis Jacob / Marc Beutner / Jennifer Schneider)** PR-Overview
* Tasks
 | *RUTIS / UPB* |
| 15:00 – 16:00 | **Administrative and Financial Information***(Marc Beutner / Jennifer Schneider)** Project management structure
* Documentary evidence required
* Online finance and project management tool (PROM)
 | *UPB* |

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| Approx.Time | Topic | Chair |
| 16:00 – 16:30 | **Dissemination and Exploitation***(Marc Beutner / Jennifer Schneider)** The EU-CERT project website, social media
* Publications, Newspapers
* Ideas for the valorisation plan
 | *All partners* |
| 16:30 – 17:00 | **Meeting and Project Evaluation***(Jennifer Schneider)** Quantitative indicators, evaluation approach, and evaluation framework
* Workshop evaluation
 | *UPB* |
| 17:00 – 18:00 | **Next- Steps - Wrap-up and Discussion on tasks to do** | *All partners* |

**Wednesday, 12th of April 2022 –
Departure day**

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| Approx.Time | Topic | Chair |
| *as you like* | *Have a safe trip home*  |  |

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|  | *Goodbye,and let´s start into a greatEU-CERT project!* |  |