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**EU-CERT**

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

**Agenda for the third EU-CERT transnational partner meeting  
in France, Antibes**

**The EU-CERT – Accreditation Structure and Tool Conference!**

**7th - 9th of March 2023**

**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:** Esquare (ESQ), France - https://e-square.fr/

**Venue:** *The Originals Boutique, Hôtel Les Strélitzias, Antibes Ouest (Inter-Hotel),  
2 Rue Pierre Commanay, 06160 Antibes, France*

**Tuesday, 7th of March 2023 –  
Arrival day**

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| Approx. Time | Topic | Chair |
| *as you like* | *Arrival at the hotels in Antibes* |  |

**Wednesday, 8th of March 2023 –  
Meeting day**

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| Approx. Time | Topic | Chair |
| 09:45 – 10:00 | **Welcoming the EU-CERT partners** *(Soňa Štefková / Marc Beutner)*   * Warm welcome * Schedule of the meeting | Esquare */  UPB /  All partners* |
| 10:00 – 10:30 | **Current Status of the EU-CERT project** *(Marc Beutner)*   * Rationale, purpose, core ideas and aims of the project * Overview of the project results and linkages * Project website, Discussion, and Q&A | *UPB* |
| 10:30 – 11.30 | **Current Status of the EU-CERT project in the partner countries / at the partner organisations – Dissemination and integration**   * 5 Minute PowerPoint presentation: Every partner presents the activities at the own institution in a max. 5 minutes * Discussion | *All* |
| 11:30 – 12.00 | **Insight into PR1: EU-CERT - Research on Quality Criteria, Accreditation and Certificate Structures** *(Marc Beutner / Helene Lindenthal)*   * PR-Overview * Tasks | *UPB* |

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| Approx. Time | Topic | Chair |
| 12:00 – 13:30 | *Lunch* |  |
| 13:30 – 14:15 | **Insight into PR2 and PR3: EU-CERT - Concept design for accreditation and certification processes and the structure of the accreditation website**  *(Marc Beutner)*   * PR-Overview * Tasks | *UPB / IK* |
| 14:15 – 14:45 | **Discussion on the accreditation process** *(Jennifer Schneider / Helene Lindenthal / Marc Beutner)* | *All* |
| 14:45 – 15:00 | **Insight into PR4: EU-CERT - Accreditation Handbook** *(Marc Beutner / Helene Lindenthal)*   * PR-Overview * Tasks | *IK* |
| 15:00 – 15:15 | **Insight into PR5: EU-CERT - Accreditation and Certification - Roll-out to Adult Education Providers** *(Soňa Štefková)*   * PR-Overview * Tasks | *Esquare* |
| 15.15-15.30 | **Insight into PR6 / PR7: EU-CERT - Policy Paper and Layman´s Report** *(Luis Jacob / Rajesh Pathak)*   * PR-Overview * Tasks | *RUTIS / TIR* |
| 15:30 – 16:00 | **Administrative and Financial Information** *(Marc Beutner)*   * Project management structure * Documentary evidence required * Online finance and project management tool (PROM) | *IK/UPB* |
| Approx. Time | Topic | Chair |
| 16:00 – 16:15 | **Dissemination and Exploitation**  *(Helene Lindenthal)*   * The EU-CERT project website, social media * Publications, Newspapers * Valorisation plan | *All partners* |
| 16:15 – 16:30 | **The Online Meeting Evaluation** *(Helene Lindenthal)*   * Workshop evaluation | *UPB* |
| 16:30 – 17:00 | **Next- Steps - Wrap-up and Discussion on tasks to do** | *All partners* |
| *19:30* | *Social Dinner https://www.plagelajetee.com/index.php/fr/brasserie-juan-les-pins* |  |

**Thursday, 9th of March 2023 –  
Departure day**

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|  | *Goodbye, and let´s start into the next phase of the EU-CERT project!* |  |