

Draft agenda

Coordination meeting between the co-chairs of working structures

5th of November 2024

*Venue: Flemish Ministry of Education and Training, Koning Albert II-laan 15, BE - 1210
Brussels, Room 1B03*

All hours in CET/Belgian time

4th of November 2024

TBD *Informal dinner (self-pay)*

Location: TBD

5th of November 2024

09:30 Start of the meeting

09:30 – 09:50 1. Welcome and introduction

- 1.1 Welcome by the Flemish Ministry of Education and Training
- 1.2 Welcome by the BFUG Co-chairs (Hungary and Iceland)
- 1.3 Welcome by the BFUG Vice-chair (Romania)

2. Overview and adoption of the agenda

Documents: Coordination meeting between co-chairs_HU_IS_2_Agenda

Proposed action: Adopt the agenda

09:50 – 10:20 3. Presentation of BFUG procedures and relevant documents for the working structures

Documents: [Coordination meeting between co-chairs_HU_IS_3_1 Work Programme](#)
[Coordination meeting between co-chairs BFUG_HU_IS_3_2 RoP-BFUG](#)
[Coordination meeting between co-chairs_HU_IS_3_3 ToRs Secretariat](#)
[BFUG_HU_IS Coordination meeting between co chairs_Guidelines for minuting](#)

Proposed action: Take note of the presentations

10:20 – 15:00 4. Presentation and discussion of the ToRs for each working structure

Documents: Draft ToRs for each working structure

Proposed action: discuss the Terms of Reference for each working structure (estimatively 5 min presentation, 10 min discussions)

in between

10:40 – 11:00 Coffee break

12:30 – 13:30 Lunch (self-pay at the Ministry quanteen)

15:00 – 15:15 Coffee break

15:15 – 16:15 5. Transversal topics, synergies, areas of common interest and potential overlaps between working structures

Proposed action: discuss ways of collaborating between working structures on common topics

16:15 – 17:00 6. Dissemination, enhancing knowledge sharing and reporting

Proposed action: discuss ways to promote the work of the working structures and engage stakeholders, approaches towards reporting the work towards the BFUG and proposing sessions within the BFUG on the thematic areas of the working structures

17:00 – 17:30 7. Bilateral talks

Proposed action: time for bilateral talks between co-chairs of working structures, if needed

17:30 – End of meeting