



Professional Development of Vocational Education Teachers with European Practices (Pro-VET)

EACEA 598698-EPP-1-2018-1-FI-EPPKA2-CBHE-JP

KICK-OFF MEETING + WORKSHOP AGENDA

Location: University of Novi Sad, Dr Zorana Djindjica 1, 21000 Novi Sad, Republic of Serbia
Time: December 3-7 2018

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DAY I (Kick-off meeting)

Monday, 3 rd December 2018, University of Novi Sad, Multimedia room (1 st floor)		
7 ³⁰ – 8 ⁰⁰ h	Registration of participants	
Opening and welcome speeches		
8 ⁰⁰ – 8 ²⁰ h	Welcome speeches	Graham Burns Project Manager
		Dejan Jakšić Rector of the University of Novi Sad
8 ²⁰ – 8 ⁴⁰ h	Introduction to the project; aims, deliverables by PM	Graham Burns Project coordinator
8 ⁴⁰ – 9 ⁰⁰ h	Pro-VET and Serbian vocational education	Zorana Lužanin, UNS
9 ⁰⁰ – 9 ²⁰ h	Pro-VET and Russian vocational education	Vitaly Kopnov, RSVPU
Short presentation of partner institutions		
9 ²⁰ – 9 ³⁰ h	JAMK	Representative of JAMK
9 ³⁰ – 9 ⁴⁰ h	AHW	Representative of AHW
9 ⁴⁰ – 9 ⁵⁰ h	WCI	Representative of WCI
9 ⁵⁰ – 10 ⁰⁰ h	RSVPU	Representative of RSVPU
10 ⁰⁰ – 10 ¹⁰ h	IPPSP	Representative of IPPSP
10 ¹⁰ – 10 ²⁰ h	MIIGAiK	Representative of MIIGAiK
10 ²⁰ – 10 ³⁰ h	TSU	Representative of TSU
10 ³⁰ – 10 ⁴⁰ h	UNS	Representative of UNS
10 ⁴⁰ – 10 ⁵⁰ h	UB	Representative of UB
10 ⁵⁰ – 11 ⁰⁰ h	NSSB	Representative of NSSB
11 ⁰⁰ – 11 ¹⁰ h	VISER	Representative of VISER
11 ¹⁰ – 11 ⁴⁰ h	<i>Coffee break</i>	
Project management session		
11 ⁴⁰ – 13 ¹⁰ h	Project Management (e.g. PMS, internal communications platform)	Graham Burns Project Manager
13 ¹⁰ – 13 ³⁰ h	Project Management, Reporting and National Erasmus+ Office monitoring	Representative of the National Erasmus+ Office
13 ³⁰ – 14 ⁰⁰ h	<i>Lunch break</i>	

14 ⁰⁰ – 14 ¹⁰ h	ITB	Representative of ITB
14 ¹⁰ – 16 ⁰⁰ h	Project Management (e.g.SC and TC committees, workshop guidelines)	Graham Burns Project Manager
18 ⁰⁰ h	<i>Dinner (The name of the restaurant will be announced at the meeting)</i>	

DAY II (Kick-off meeting)

Tuesday, 4th December 2018, University of Novi Sad, Multimedia room (1st floor)		
7 ³⁰ – 8 ⁰⁰ h	Registration of participants	
Financial management		
8 ⁰⁰ – 11 ⁰⁰ h	Financial management and administration issues	Nina Kaari Project Financial Controller
11 ⁰⁰ – 12 ⁰⁰ h	Initial draft of the Quality Assurance & Evaluation Plan (WP3)	Representatives of MIIGAiK
12 ⁰⁰ – 13 ⁰⁰ h	<i>Lunch break</i>	
13 ⁰⁰ – 16 ⁰⁰ h	Site presentation of Serbian VET	Representatives of Serbian HEIs

DAY III (Workshop)

Wednesday, 5th December 2018, University of Novi Sad, Multimedia room (1st floor)		
7 ³⁰ – 8 ⁰⁰ h	Registration of participants	
8 ⁰⁰ – 12 ⁰⁰ h	State of Affairs Analysis workshop	Representatives of AHW
12 ⁰⁰ – 13 ⁰⁰ h	<i>Lunch break at Novi Sad School of Business</i>	
13 ⁰⁰ – 18 ⁰⁰ h	State of Affairs Analysis workshop	Representatives of AHW

DAY IV (Workshop)

Thursday, 6th December 2018, University of Novi Sad, Multimedia room (1st floor)		
7 ³⁰ – 8 ⁰⁰ h	Registration of participants	
8 ⁰⁰ – 12 ⁰⁰ h	Train-the Trainer workshop (Day 1) – introduction to successful practices in European VET	Representatives of JAMK, AHW, WCI and ITB Uni HB
12 ⁰⁰ – 13 ⁰⁰ h	<i>Lunch break</i>	
13 ⁰⁰ – 18 ⁰⁰ h	Train-the Trainer workshop (Day 1) – introduction to successful practices in European VET	Representatives of JAMK, AHW, WCI and ITB Uni HB

DAY V (Workshop)

Friday, 7th December 2018, University of Novi Sad, Multimedia room (1st floor)		
7 ³⁰ – 8 ⁰⁰ h	Registration of participants	
8 ⁰⁰ – 12 ⁰⁰ h	Train-the Trainer workshop (Day 2) – introduction to successful practices in European VET	Representatives of JAMK, AHW, WCI and ITB Uni HB
<i>End of the event</i>		