



LLL-Forum Guidelines

CVO Antwerpen and Vrije Universiteit Brussel

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1. General framework

The LLL-HUB is a project funded with the support of the Lifelong Learning Programme under Key Activity 1 "Policy cooperation and innovation" and coordinated by EUCIS-LLL. Engaging 10 partners from 8 EU countries and beyond as well as with various backgrounds (public authorities, civil society organisations...), it will last for two years from December 2013 to March 2016.

The LLL-HUB aims to create a feeling of shared responsibility on EU lifelong learning strategies through a multilateral network and ownership among relevant stakeholders (Europe 2020 headline targets, ET2020, European Semester Country-Specific Recommendations...). This will be achieved by fostering national and transnational public spaces for debates and mutual policy learning, involving the grassroots level in a genuine reflection with decision-makers on the design and implementation of coherent and comprehensive lifelong learning strategies.

A research phase (LLL-Labs) and a seminar (LLL-Forum) will take place in the different partner countries, involving key LLL experts and policy-makers. They will then be invited to gather for transnational policy learning and the elaboration of key political messages in real bottom-up democratic settings. This last step will be achieved through the organisation of a conference in Brussels.

The project has three transversal objectives:

- Foster a shared meaning of lifelong learning
- Enable a cross-sectorial, multi-stakeholders cooperation
- Structure the first transnational policy learning based on a genuine research and dialogue at regional/national level on EU LLL strategies

In the continuation of the LLL-Lab, each partner will set up a LLL-Forum (standardised seminar), where the LLL experts identified during the research phase will discuss the 4 topics to enrich desk research. The objective of the Forum is to implement a phase of dialogue, the LLL-Forums, complementary to the research phase initiated during the LLL-Labs.

The experts will be reduced to 15 participants chosen for their representativeness of different LLL sectors, for a high quality debate. The LLL-Forum will examine its own country profile and reflect upon the gaps between theory and practice, what real progress has been made and what is still to be solved. EUCIS-LLL will attend all LLL-Forums (Country Visits) to present EU key challenges on the 4 themes (a Commission representative will be invited).

This methodology has been developed to support the different partners in their efforts to organize the LLL-Forum which will engage several national LLL experts and policy-makers. It provides information on how to schedule the day, how to select and invite the experts, how to report on the outcomes of the Forum and how to have the experts share their ideas.

2. Objectives of the expert meeting (LLL-Forum)

This document can be your guide in the organisation of the expert meeting in the context of the LLL-HUB project. This document functions as a guideline, but feel free to implement own ideas and interpretations.

Based on the project objectives, the project identified 3 functions for the LLL-HUB and the expert meeting in particular:

- Expert meetings may act as Relays of the European policies, initiatives, recommendations; Expert meetings may be used as privileged Observatories of how LLL is "happening" on the field, in the different countries and regions, how to observe interesting innovative practices and collect Learners "learning stories" that will enlighten and sustain the reflection;
- Expert meetings act as Think Tanks, i.e. the framework within which the reflection takes place, and nurtures the process leading to new recommendations in order to make the common European policies evolve.
- The expert meeting, described below, will discuss the State of Play of a country/regional and will formulate an advice to the national or European LLL-policy. It is important to notice that the State of Play which will be discussed during the expert meeting, does not include all the relevant topics concerning lifelong learning. The selection of topics was based on the desk research and the selection of persons/organisations/institutions which have been interviewed.

The outcomes of the expert meeting will be documented in a report. These reports will be discussed at an international gathering of all the LLL-HUB participants (LLL-Lab).

3. To consider before you start

An expert meeting followed by a public event

The goal of the LLL-Forum is to examine each country's profile and reflect upon the gaps between theory and practice, the progress made and elements which are still to be resolved. As this requires an intense discussion between 15 experts, it is advisable that, in case you wish to organise a public event, to split the day in two and have one closed event and one public event. The benefits of having a closed event first are:

- Experts can talk freely about their opinions as they do not have to take their public image and the public opinion into account.
- In case some experts cannot attend your event the entire day you can just invite them for the morning session. Those who are available for the public event in the afternoon can be invited for lunch.
- Having 15 experts discuss a theme in depth, guided by a moderator, and this for 4 hours or even longer could be tiring for a wide ranging public. By splitting the day in 2 you can experiment with other, more active methodologies to attract your audience.

Based on the topics and outcomes of the morning session, you could take some statements with you to the afternoon session and for example ask your experts for additional opinions or have your audience reflect on these statements during workshops. It is up to you how you wish to organise this public event. This methodology only takes the closed morning session into account as this is the time and place to gather the information which will be included in your LLL-Lab.

Selection of experts

It is important to have a well-balanced expert meeting; as the panel consists of at least 15 members. This means:

- Participants have to come from either the practical field of LLL, from policy-making institutions or from an academic background; preferably in equal numbers of each field
- Participants have to possess knowledge and experience concerning different types of LLL: focus on the labour market or on personal development
- Preferably equal numbers of men and women
- Preferably participants that represent different points of view, related to LLL
- The expert meeting is presided by a moderator, who is not one of the participants. His or her role is to lead the meeting and make sure that participants deliver their input. Therefore, it is necessary that he or she has an understanding of LLL, enough to be able to reach the objectives of each session and the meeting as a whole. On the other hand, the moderator needs to be as objective as possible. He or she must have a clear understanding of the process of the expert meeting. To assist the moderator and to coproduce the final report, a

secretary is present at the meeting and makes sure that notes are taken.

Inviting the experts

It is important that potential participants are invited on time (at least 3 months in advance). The invitation should contain:

- the objectives of the meeting;
- the possible contribution of the invitee to this meeting;
- the state of play concerning LLL and overview of selected topics based on the three themes since they will be the basis for discussion;
- Information on how the panel is composed and what the working method of the panel is.

There are two options to compose the expert meeting:

- If it is known to the inviting organisation who the experts are in the field of LLL, personalised invitations can be sent directly. It would be even better to invite the experts personally by requesting a meeting with him/her or call him/her. Note: make sure you ask this person to name somebody from the institution where he or she works to replace him or her in case of absence.
- If it is unknown to the inviting organisation who the experts are in the field of LLL, a call can be sent out to institutions in this field with a profile of the experts that are aimed at and a request to name two experts. The inviting organisation will then, with the response to this letter, select the experts that best fit the criteria for a well-balanced panel. These experts will receive a personalised invitation for the meeting. It is possible to draw a replacement list as well.

It is clear that option 2 will take more time than option 1, but the second option is more transparent than the first. Two examples of the invitation letter, one per option, have been included in the appendix.

After the expert has accepted to participate in the Forum provide him/her with the national state of play concerning LLL and ask him/her to prepare him/herself by going through the document. Mention in your e-mail that this document will serve as the basis for discussion during the Forum. If possible, add the expert profile you developed and ask for his/her permission to publish the profile on the project website (info expert profiles: see below).

Practical issues

See appendix for checklist

Location of your Forum

If you do not have a room available on your own premises, it is important to be on time with the reservation of your location. Make sure your location has:

- 2 smaller rooms
- Flip charts
- A beamer
- Catering services
- In case you plan to organise a public event: an auditorium, microphone etc.

Budget

Each organising partner received 4.000 EUR under 'other costs' for the organisation of the Forum. It might be useful to use the budget table (see appendix) to keep track of your budget. We remind you here of the costs which are eligible within the LLL-HUB project. Other costs such as stamps, paper ... will not be reimbursed (they are covered under the 7% indirect cost).

- Travel and meals for the experts invited in the Forum
 - Travel: be sure to ask for the tickets to prove these incurred costs. In case experts travel by car, costs can be reimbursed (0,22euro/km). Ask them to fill in the document in the appendix to prove they've driven that amount of km.
- Promotion of the Forum (flyers, banners, roll-ups specifically produced for the Forum), max. 1000 EUR (included in the total 4.000 EUR envelop).

Leaflet with more information about the day (see appendix)

If you hand out this leaflet, it is important that it looks professional to the experts. There a few things you have to fill in, like the things written in italic, and the table with digits of the experts. The lay-out may look a little bit strange now, but if you print it double sided ('turn on the short side') it will look like a nice leaflet.

Expert profiles

To get an overview of all the experts participating in the different LLL Forums you will find a template in the appendix to fill in the details of your experts. All the expert profiles will be uploaded on the project website. Fill these sheets in yourself before the actual Forum and ask for the approval of the data you filled in to the expert before he/she leaves the meeting location.

4. The expert meeting (Forum)

Schedule of the day

Time	Activity	Duration
09.30 – 09.40	Welcome	10 min.
09.40 – 09.55	Presentation of LLL-HUB	15 min.
09.55 – 10.15	Presentation of the State of Play	20 min.
10.15 – 11.00	Session 1 - National Frameworks for lifelong learning towards flexible pathways and comprehensive education and training systems	45 min.
11.00 – 11.45	Session 2 - Lifelong learning actors: taking the jump towards learner-centred systems	45 min.
11.45 – 12.30	Session 3 - Lifelong learning communities: partnerships and shared responsibility	45 min.
12.30 – 13.15	Session 4 - Policy recommendations to improve the implementation of lifelong learning	45 min.
13.15 – 13.45	Lunch + presentation of main findings (final session)	30 min.

Coffee should be provided throughout the sessions.

Role of the moderator during the Forum

- Project the group division
- Keep track of the discussions in the different groups. Make sure every discussion is going well, if not, try to boost the discussion by giving new input.
- Keep track of time.
- Explain the different sessions and methods.

- Monitor and guide the final discussion and try to find an agreement concerning the recommendations.

Welcome ('10)

In this first part of the session, all experts are being welcomed. The moderator thanks them for their interest in the LLL HUB-project and the time they make for participating in this project.

The moderator then explains the way the panel has been composed by briefly presenting all the experts (name, function, organisation) so that the experts understand in which function they were asked to participate and who the other experts are.

The moderator gives an overview of the time schedule and refers to the time schedule the participants have in their folder.

Presentation of LLL-HUB ('15)

The moderator sketches the project objectives of the LLL-HUB project. For example:

The LLL-HUB project has a project objective which refers to the function of the LLL-Lab as a Think Tank. The LLL-Lab is a framework within which the reflection takes place, and nurtures the process leading to new recommendations in order to make the common European policies evolve. Furthermore, the LLL-Hub architecture (LLL-Forums and LLL-Agora) ensure a smooth cooperation and collaboration in the reflection which should lead to a better common understanding of the local situation and how to have them slowly but firmly entering a convergence process at European level. The expert meetings are intended to reflect on how to improve transversal dialogue and cooperation, to break down barriers between sectors, to foster communities of values and practices based on a shared meaning of lifelong learning. An important activity is to mobilise the intelligence available in the field in order to reflect, exchange, debate and propose elements in order to support the evolution of local, national and European policies and initiatives regarding lifelong learning.

Starting from the expertise of expert meeting members, and from an existing history of partnership and projects between their members, the expert meeting will make a set of recommendations on how to:

- foster better communication on lifelong learning new EU-strategies and initiatives, and on their influence at local, regional and national level;
- create a place (real and virtual) to enable, foster and sustain the mobilisation of intelligences about lifelong learning;
- propose processes, activities, instruments, in order to animate the expert meeting life as think tanks;
- elaborate common keystones, build common vision and understanding, design shared representations;

- propose recommendations on how to gain ownership of the actions resulting of the European policies and initiatives in order to suggest improvements in quality and efficiency and also to suggest the next steps to be covered to go further in the harmonisation of policies in lifelong learning;
- find out action means to empower the local stakeholders and attract them in working with the expert meeting on a sustainable basis (including possible ways of financing the labs actions after the end of the project);
- find out how to improve multilevel governance and possibly provide with a mechanism to express their voice at EU level;

The moderator should mention that the outcomes of these project objectives will be documented in a report.

Presentation of the State of Play

Firstly, the moderator highlights the research method of the State of Play. For example:

The State of Play we will discuss this afternoon is established by a desk research method and the analysis of individual interviews with lifelong learners, teachers and employers, life stories and good practices. (It can be interesting to give a short overview of the persons/organisations/institutions that have been interviewed) The LLL-Lab collected mostly already existing information: in effect, the numerous websites of existing bodies (European Commission, countries governments, public entities, (international) surveys, European network publications, national reviews, etc.) provide on a recurrent basis with -more or less- updated information. It gives an overview of the situation of lifelong learning in our country. The main themes, topics and points of discussion in the field of lifelong learning have been described.

Secondly, the moderator gives an overview of the State of Play (possibly with a PowerPoint-presentation). This way, the experts are aware of the topics that will be discussed.

Reminder: structure of the national reports

1/ National Frameworks for lifelong learning: towards flexible pathways and comprehensive education and training systems (desk research)

Short introduction on the national culture as regards lifelong learning

What is the definition of lifelong learning in your country/region? Is it a similar approach as the European one (see concept note on LLL)? What's the place of formal, non-formal and informal learning? For example is non-formal and informal learning given equal value to formal education? Is it recognised by laws? What about the culture in your country i.e. the value given to academic knowledge & official qualifications by families, educational actors and decision-makers? What are the main obstacles in moving towards a LLL approach?

Is there a national LLL strategy in place?

What are the main laws/legislations in place and the actors in charge of drafting and implementing them: ministries/agencies, chambers of commerce, social partners... Do you have systems in place for the validation of non-formal and informal learning? What are the main policy initiatives (learners' rights to training, i.e. vouchers)? What are the links with other policies (employment, health, youth, etc.)?

How are EU frameworks implemented?

The EU has developed several frameworks that work as mobility tools but also as translation frameworks between countries. They contribute to a paradigm shift towards recognising learning outcomes from various settings – formal, non-formal and informal. In that sense they also contribute to LLL. These are: the EQF, the Key Competences Framework, ECTS, ECVET, Validation of non-formal and informal learning, Quality assurance (EQA/VET...) Can a learner move from one system to another? From one country to another? Are these frameworks known by educational actors and decision-makers? Are where they translated into national programmes or policy reforms? What are the main barriers (i.e. capacity to move from VET to higher education)?

2/ Lifelong learning actors: taking the jump towards learner-centred systems (field analysis)

In this section, for each type of actor, you will give an analysis of the main findings of the field research. You have to use quotes from the interviews to illustrate your arguments as well as refer to the case studies and other material you have collected (a summary should be provided for the case studies, the whole case study being in the annex). You will have to provide: case studies, interviews of actors and life stories of learners. This chapter shall be 10 pages long; the interviews, case studies and life stories are in annex.

2.1. Educators, teachers, school heads, inspectors, guidance professionals...

It is about the actors directly impacted by the policies in and around the educational institutions. Are they taking the cultural shift? What are the obstacles in the implementation of the above-mentioned frameworks and initiatives? How to overcome these? How flexible are the systems? I.e. Spain the case of teachers that are not able to work in teams, etc.

2.2. Lifelong learners

Looking at the motivation and reaching out to disadvantaged groups (migrants, refugees, Roma, disabled, low-skilled workers...). If there is an offer: looking at dropout rates, retention solutions, basic skills acquisition. Important questions such as balancing quality and equity; providing second chances; should be tackled there. I.e. Research in Portugal about the different types of learners (lack of motivation), the new approach of CVO portfolio, initiatives to improve language acquisition, etc.

2.3. Employers

About the links with the labour market, matching skills offer and demand, developing entrepreneurship skills / entrepreneurial mind-sets / intrapreneurship. I.e. case of Spain for migrants, CVO practice of consulting employers systematically when they develop new trainings, etc.

2.4. Learning strategies

How do we learn: about personal motivation and development (cultural elements, emotions, artistic...), what is the effect of the use of ICT in learning, of peer learning, etc.

3/ Lifelong learning communities: partnerships and shared responsibility (field analysis)

In this section, for each theme, you will give an analysis of the main findings of the field research. You will have to provide: case studies, interviews and life stories.

3.1. Partnerships

Breaking down barriers; for instance between employment, health and housing policies. What cooperation mechanisms exist between ministries, between actors, etc. i.e. Community colleges, DUCIS-LLL, etc.

3.2. Raising awareness on lifelong learning

This section is about initiatives aimed to raise awareness on lifelong learning and to put people around the table. I.e. Lifelong learning weeks, LLL days, Learning Festival, other initiatives such as research...

3.3. Funding: Invest where and how

Looking at various solutions and the different viewpoints about efficiency of investment. I.e. the use of vouchers in Krakow...

4/ Policy recommendations to improve the implementation of lifelong learning (desk research and outcomes of the Forums)

Recommendations on building LLL-Labs and Forums

What did you learn before/during/after setting the labs: what are the success factors, the problems you encountered, how did you overcome them...

Recommendations for policy-makers

Based on the previous chapters you shall make a series of recommendations to improve lifelong learning in your country: around 10-15 recommendations addressed to decision-makers, educational and individual actors. I.e. overcoming cultural barriers to the recognition of non-formal and informal learning; i.e. looking much more through learners' eyes: what motivates them into learning and how to adapt educational systems to their needs and abilities; i.e. Gap between EU frameworks/policies and actors: empowering them... how...

Working sessions

What follows are four different sessions during which the experts can share their ideas on the three different themes/topics selected by the project partner (see appendix). Each session will take 45 minutes. It is up to the moderator to keep track of time and change the subject after each 45 minutes.

Before you start

- Divide the group into 2 so that each group consists of 7 to 8 actors. The reason for splitting up the group is to facilitate discussion as this might be too much of a challenge with 15 persons. Groups should be in different rooms in order not to disturb each other.
Make sure that both groups cover all main sectors engaged in lifelong learning. This means that the ideal situation is a group with one expert from the academic world, one policy-maker and one professional from the private sector. This will make the discussion more interesting and founded.
- Appoint one rapporteur (not an expert). This rapporteur should write down the main findings during the discussions and report back in the final group session.
- Appoint one moderator per group.

Set-up of one session

The starting point of each working session consists of analysing the results of the field analysis and desk research for each selected theme. You can either:

Ask your experts to identify potential gaps: does the analysis cover all aspects? Are the case studies relevant to point to the current gaps and strengths of the national system? Ask the experts whether or not they can relate to findings in the report.

Ask your experts if they have additional points to add to the state of play and/or potential areas that should be covered.

Ask your experts to draw some policy recommendations.

You could also start each session by reading a case study or interview of the State of Play out loud to get the conversation started.

After you have identified these weaknesses and strengths, ask them to reflect on the following questions based on the weak points:

- What barriers are there to implement certain solutions? Try not to focus too much on these solutions but rather on what needs to change in order to be able to implement these solutions.
- What can we do as sector to overcome these barriers?
- What can policy do to overcome these barriers?

The rapporteur needs to categorise all findings under these questions so that the findings of both expert groups can be reported in a uniform way. The challenge for the moderator will be to manage time as 45 minutes is not a lot of time to have everyone engaged in the discussion and go through the different questions.

Final session

After all three topics have been discussed, both groups come together again in one room. Rapporteurs of both groups will summarise the main findings from each question (see above). The experts of the other group will be asked to comment on these findings.

5. Reporting

The report is meant to be read by the people who participate in the LLL-HUB-project. The reports will be compared in an international Forum organised by the LLL-HUB project (LLL-Agora). In order to compare the results, it is necessary to have a uniform way of reporting.

The reports are not meant to be seen as an evaluation or a test. Also, the information noted in the

templates will be treated as confidential. Names will be left out.

There are 2 evaluation templates:

- 1 for experts: ask them to fill in this sheet at the end of the final session. Provide printed versions.
- 1 for project partners: evaluation sheet where you fill in the main findings of your Forum.

Both templates can be found in the appendix. The report including all evaluation results should be finished at least in July 2015.

Appendix

Example invitation letter option 1



Dear sir/madam ... ,

LLL Hub has the honour to invite you to the expert meeting "LLL Forum (*name of country*)" on (*date, time and location of the meeting*).

You are invited because you are considered an expert in the field of Lifelong Learning, either in the, policy or research area. We aim to gather 15 experts with relevant knowledge and experience. After having researched the lifelong learning landscape in ... (country/region) we are convinced that you will bring the essential expertise to our debate on lifelong learning in ... (country/region).

The aim of the meeting is to contribute to the development of policy recommendations and the implementation of the European guidelines in your country. The output will be a report with recommendations regarding the implementation.

You will find additional information about the programme in the attachment. The meeting will be chaired by *(name of the chair)*.

Please confirm your presence by replying to this invitation by *(deadline for response)*.

With kind regards,

(name of person on behalf of the inviting organisation)

Example invitation letter option 2



Dear sir/madam,

The LLL Hub is planning an expert meeting “LLL Forum *(name of country)*” on *(date, time and location of meeting)*.

We aim to gather fifteen experts with relevant knowledge and experience in the field of Lifelong Learning, either in the policy or research area. We believe that in your institution one or more of these experts are to be found and we kindly request you to provide us with two or more names.

The aim of the meeting is to produce policy recommendations and contribute to the implementation of the European guidelines in your country. The output will be a report with recommendations regarding the implementation.

We would like receive your response by *(deadline for response)*, so that we can decide upon the final invitation list, based on a well-balanced representation of experts in the field of LLL.

Candidates for the expert meeting will receive a personal invitation, together with the programme and

documents as a preparation for the meeting.

With best regards,

(name of person on behalf of the inviting organisation)

Budget planning

Item	Cost covered by LLLHUB	Cost NOT covered by LLLHUB
Travel costs participants		
Rent of venue		
Coffee and tea		
Lunch		
Materials for the session		
...		
Total cost		

To do list - preparation

TO DO	When	CHECK
Set a date and Reserve a venue	a.s.a.p.	
Write an invitation letter	After having made the reservation	
Send the letter to the experts	3 months before your Forum	
Make a phone call to the experts to check whether they received your invitation and ask whether or not they are available.	One week after sending the letters	
Print everything you need (programme for the day, PPT presentation of the project...)	At least one week before the Forum	
Prepare the materials you will need during your sessions	At least two days before the Forum	
You might want to practice the sessions and introduction	At least two days before the Forum	

Expert profile

First name:

Name:

E-mail:

Phone:

Country:

Curriculum vitae:

Organisation:

Description organisation:

Address organisation:

Website organisation:



Working sessions - themes/topics to be discussed

1/ National Frameworks for lifelong learning: towards flexible pathways and comprehensive education and training systems

1.1. National culture as regards lifelong learning

1.2. Existence/Absence of a national LLL strategy

1.3. How are EU frameworks implemented?

Topic: Lifelong learning strategies

Topic: Moving towards learning outcomes

Topic: Transversal competences

Topic: Basic Skills for all

Topic: European and National Qualifications Frameworks

Topic: Recognition and validation of non-formal and informal learning

Topic: UE mobility tools (Europass...)

2/ Lifelong learning actors: taking the jump towards learner-centred systems

2.1. Educators, teachers, school heads, inspectors, guidance professionals...

Topic: Supporting education professionals

Topic: Guidance

2.2. Lifelong learners

Topic: Migrants integration through lifelong learning

Topic: Equal access and tailored opportunities for special needs learners

Topic: Basic skills for all

2.3. Employers

Topic: Links between education and the labour market

2.4. Learning strategies

Topic: flexible learning provision through new learning tools and environments (e-learning, distance learning)

3/ Lifelong learning communities: partnerships and shared responsibility

3.1. Partnerships

Topic: Breaking down barriers between sectors and actors

3.2. Raising awareness on lifelong learning

3.3. Funding: Invest where and how

Topic: Funding of education/cost-sharing challenges/levels of investment in education

4/ Policy recommendations to improve the implementation of lifelong learning

4.1. Recommendations on building LLL-Labs and Forums

4.2. Recommendations for policy-makers

Report templates

For experts

Evaluation

Thank you for filling this form and giving it back to the organisers before leaving

Meaning of the scales, depending on the questions:

1 "very poor" ... to 5 "excellent"

or 1 "totally disagree" ...to 5 "totally agree"

Organisation of the Forum	1	2	3	4	5
Location of Venue					
Room					
Duration					
Agenda and structure of meeting					
Organisation of exchanges and debates					
Thank you for specifying, to your opinion: What was the most successful					
What could have been improved					
Comments					

Content of the Forum and interest regarding the issues in LLL policy and practices	1	2	3	4	5
I think that the desk Research is valuable and presents an interesting view of the national state of play. If not, please specify what you think is missing:					
I think that the Forum enabled us to set a few interesting points about LLL issues.					
I think that the topics explored provided a good coverage of LLL issues. If not, please specify what is missing.					
I found the Forum rather innovative.					
I think the Forum helped me share in a new way about the LLL issues.					
I think the Forum helped me discuss with new valuable professionals.					
As a whole, I found the Forum profitable for me as a professional.					
<p>How to go further?</p> <p>I could envisage the following actions in my region/territory/Institution to propagate the outcomes of the Forum and continue to participate actively in the LLL-Hub project:</p>					
<p>Here is what for me was the most interesting in this Forum:</p>					

Here is what I missed most in this Forum:

Other comments:

Thank you!

For partners

Your country:

Your organisation:

Name(s) of the contributor(s) to this report:

E-mail(s) of the contributor(s) to this report:

Introduction

Each partner organising a Forum should provide a report on their Forum. The report should be send to the CVO Antwerpen (projects@cvoantwerpen.be) or uploaded on Onlyoffice (send a notification if you did) **no later than 30.06.2015**. The overall report summarizing all the results will be made available by 31.08.2015.

Timeframe

Please provide the timeframe you followed to implement the experimentation program. Were there any deviation from the planned time and activities? If yes, please explain.

- Preparation phase: ... until ...
- Day invitations were sent: ...
- Promotional phase: ... until ...
- Date of the Forum: ...

Schedule of the day

Please provide the schedule of the day of your Forum, explaining what each session comprised.

List of participants

Please provide the list of participants, write it down including contact information, or just scan the list of participants and add the file here. Also, please provide information about their background, experience etc.

Your experiences

Please provide an answer to the following questions:

How did you get in touch with your experts:

Where did the Forum take place? Why did you select this location?

Difficulties you might have encountered when organising the Forum:

Meaning of the scale:

- 1 "very poor" ... to 5 "excellent"

Organisation of the Forum	1	2	3	4	5
Location of Venue					
Room					
Duration					
Agenda and structure of meeting					
Organisation of exchanges and debates					

What was the most successful session or aspect of your Forum?

What could have been improved? What would you have done differently, looking back at the experience of organising the Forum.

Meaning of the scale:

- or 1 "totally disagree" ...to 5 "totally agree"

Content of the Forum and interest regarding the issues in LLL policy and practices	1	2	3	4	5
I think that the desk Research was valuable during the Forum. If not, please specify what you think is missing: ...					
I think that the Forum enabled us to set a few interesting points about LLL issues.					
I think that the topics explored provided a good coverage of LLL issues. If not, please specify what is missing. ...					
I found the Forum rather innovative.					
I think the Forum helped to share experiences about the LLL issues in a new way.					
I think the Forum enabled the discussion amongst new valuable professionals.					
As a whole, I found the Forum profitable for me as a professional.					
How to go further? I could envisage the following actions in my region/territory/Institution to propagate the outcomes of the Forum: ...					
Here is what for me was the most interesting in this Forum (based on the discussions that were held): ...					
Here is what I missed most in this Forum (based on the discussions that were held): ...					

Summary of the questionnaires for participants

Please summarize the results of the questionnaires your experts filled in at the end of the Forum. Please also keep the hard-copy trainer reports, in case we need them. Feel free to add additional remarks your experts made but were not included in the questionnaire.

Conclusions and recommendations

Please write down a few conclusions and recommendations you as organising partner have.

- Rate the overall impact of your Forum on lifelong learning policy in your region/country (1 "very poor" ... to 10 "excellent").

:

1	2	3	4	5	6	7	8	9	10

Explain why you selected this grade:

Photos

If possible, please attach here 2-3 photos.

Reimbursement travel costs (car)

Name:

Organisation:.....

Address:.....

Distance:km

Reimbursement:km x 0,22 euro/km = euro

Signature, date

Dear experts,

In this leaflet you may find more information about the LLL-HUB project.

Based on the project objectives, the project identified 3 functions for the LLL-HUB and the expert meeting in particular:

- expert meetings may act as Relays of the European policies, initiatives, recommendations;
- expert meetings may be used as privileged Observatories of how LLL is "happening" on the field, in the different countries and Regions, how to observe interesting innovative practices and collect Learners "learning stories" that will enlighten and sustain the reflection;
- expert meetings act as Think Tanks, i.e. the framework within which the reflection takes place, and nurtures the process leading to new recommendations in order to make the common European policies evolve. Furthermore, the upper levels of the LLL-Hub architecture (LLL-

Forums and LLL-Agora) ensure a smooth cooperation and collaboration in the reflection which should lead to a better common understanding of the local situations, and how to have them slowly but firmly entering a convergence process at European level.

Below, you will find the schedule of today:

The expert meeting will discuss the State of Play of a country/region and will inform national or European LLL-policy. It is important to note that the State of Play, which will be discussed during the expert meeting, does not include all the relevant topics concerning lifelong learning. The selection of topics was based on the desk research topics and the selection of persons/organisations/institutions which were interviewed.