

TEMPLATE AGENDA

The **COMMIT** consortium recommends you to organise a process that lasts two full days, assuming you want to use two tools. Less time has proven not to be enough because the beginning of this activity starts rather slow and by the end of day one you have ideas and questions that you want to share with or ask to your colleagues.

If you decide to bring in this process an external expert to give advice and facilitate the smooth running of this activity, please contact **euцен** and find out what would be necessary to prepare for this person in advance as well as what this external contribution would involve. Email **office@euцен.eu** stating in the subject "**COMMIT consultancy**"

1. Your first arrangements

In order to help the individuals involved in this process to plan their work and participation, please provide them with the following details at least **two weeks in advance**:

Name, position, contact details of the person organising this process	
Full contact details of a second person	
Details of the building, room and full address where the activity will take place	
Exact dates and timings	

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Make sure they also receive from you:

- Information about COMMIT (including the Short Information sheet)
- The Fact sheet that you will have filled in

Please provide to your colleagues participating in this process **at least one week in advance**:

- List of documents/materials to be read before the activity and access to them
- List of links that might be also of interest
- Preliminary Agenda for the visit (please see next section)

2. Agenda for this process

Please, prepare an agenda and send it to those who have shown interest to participate in this self-assessment process in your institution. The draft template shown overleaf is for your guidance. You can modify the organisation of this activity, but the **COMMIT** consortium recommends you to respect the slots suggested and fill in the gaps with information (i.e. names of people involved position, etc).

AGENDA - Draft Template			
DATE / TIME SLOT	ACTIVITY	PEOPLE INVOLVED (list all the participants)	POSITION OF EACH PERSON
Day 1 / ½ hour	“Informal” Welcome - information about the arrangements made, involvement achieved from staff, work planned, etc	<ul style="list-style-type: none"> ▪ Coordinator ▪ 	<ul style="list-style-type: none"> ▪ ▪
Day 1 / ½ hour	Institutional Welcome	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Day 1 / 1 hour	Short presentation of the tools that will be used, highlighting any specific point that needs to be clarified	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Day 1 / ½ hour	Round of Q&A to settle any points that need clarification	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Day 1	Lunch	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Day 1 / 2 hours	Work with first chosen tool	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Day 1 / 1 hour	Summary of points undertaken and comments made	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Day 2 / 2 hours	Work with second chosen tool	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Day 2 / 1 hour	Summary of points undertaken and comments made	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Day 2	Lunch	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Day 2 / 2 hours	General wrap-up and conclusions. Decision on future follow up activities and allocation of tasks, if needed	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪