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**Joint Meeting of the Working/Advisory Groups co-chairs**

**Brussels (Belgium), 17 December 2015**

*Venue: Brussels*

*Address: ESU, rue de l’Industrie 10,* *1000 Bruxelles*

**Main purpose of the meeting:**

**To plan working group action (implementation of Terms of Reference (ToR) with specific attention to issues that require coordination across working groups and to draw a draft roadmap for implementation 2016-2018**

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| **09:00** | Arrival and registration of participants |
| **09:15 – 9:45** | 1. **Plenary session**   **Welcome and introduction to the meeting by the BFUG co-chairs and vice-chair, adoption of the agenda.**  *Documents:*  *Draft annotated agenda [the present document]*  *Work plan and work plan chart*  *Terms of reference of each working and advisory group*  **Presentation of the work plan and ToRs (necessary, because not all WG/AG co-chairs are BFUG members)** |
| **09:45 – 10:45** | 1. **Parallel sessions**   **Internal meeting of co-chairs of each WG/AG**  **How are we going to work in the WG?**  **With which working groups do we need to cooperate?**  **What are the issues and questions where coordination is needed?**  **In practical terms what would be the most simple and effective methods to work and cooperate?** |
| **10:45 – 11:00** | Coffee Break |
| **11:00 – 12:30** | 1. **Parallel sessions**   **To be continued between co-chairs of each WG/AG and beginning liaison between AGs and WGs**  **Short start in plenary to coordinate first liaison meetings** |
| **12:30 – 13:30** | Lunch |
| **13:30 – 14:45** | 1. **Parallel sessions**   **Work in bilateral meetings (to be adapted according to the previous sessions)**  **Short start in plenary to coordinate bilateral meetings**  **Drawing a draft roadmap for implementation 2016 – 2018 - including cooperation with other working groups** |
| **14:45 – 15:00** | Coffee break |
| **15:00 – 16:30** | 1. **Plenary session**   **Presentation and discussion of working group action plans**  **Next Steps**  **Planning of the Moldovan/Dutch co-chairmanship with regard to higher education and forthcoming events**  **AOB** |
| **16:30** | **End of meeting** |