



## Education, Audiovisual and Culture Executive Agency (EACEA)

Erasmus+ : Higher Education - International Capacity Building

**21 DEC. 2017**

Brussels,  
EACEA.A.4/FD/en/ARES(2017)

**Subject: Invitation to the Grant Holders' meeting of the newly selected Capacity Building for Higher Education (CBHE) projects, 29-30 January 2018, Brussels**

Dear CBHE coordinator,

Following our letter of 7 November 2017, we are pleased to confirm our invitation to the CBHE Grantholders' Meeting that will take place on **29-30 January 2018** at the Management Centre Europe in Brussels (Belgium).

This two-days meeting is addressed to the representatives of CBHE projects selected under the Call for proposals EACEA/A03/2016.

Its overall aim is to address in detail practical issues related to the implementation of your project, the management of the grant agreement and the financial rules applicable to the CBHE grant. The meeting will also be an excellent opportunity for new and experienced practitioners to exchange knowledge and to network with other projects addressing similar issues and/or working with similar Partner Countries.

Participation is limited to 2 participants per project, namely the project coordinator and one representative from a Partner Country institution represented in the consortium. Because of the high number of participants and for security reasons, we have to enforce a very strict policy of not allowing additional participants on the meeting's premises.

According to the rules of your CBHE grant agreement, your participation costs as well as those of your partner institution representative can be covered by the project grant.

As you will see in the draft programme enclosed, the meeting will be divided into plenary sessions, parallel workshops sessions and a helpdesk.

The **workshop sessions** will be devoted to financial issues. They will be recorded and made available after the meeting, so as to allow all project partners to receive first-hand information.

The **helpdesk** will allow individual projects to have a bilateral discussion with the EACEA staff, and where appropriate, with representatives from the International Contact Points (ICPs) in the Programme Countries and/or the National Erasmus+ Offices (NEOs) located in some of the Partner Countries<sup>1</sup>, in order to address specific issues or questions related to project implementation. You will be requested to specify in your registration form the issues/questions you wish to raise. The schedule of your individual meeting will be communicated to you on the first day of the conference (or, if applicable, via email by the ICP or NEO representative).

<sup>1</sup> Partners Countries from regions 1 to 4 and 6 to 11 as specified in the Erasmus+ Programme Guide

An additional helpdesk will be offered to those project representatives involved in Erasmus+ International Credit Mobility projects (KA 107) in order to discuss implementation issues with colleagues from the European Commission in charge of this action of the programme.

Finally, during the afternoon of the first day, a time-slot will be devoted to networking between project representatives in order to encourage the interactions and the discussions between projects working in the same regions.

We invite you to inform your partners of this important meeting, to identify the partner representative who will attend the meeting with you and to collect from your partners any question you may want to address with EACEA staff during the Helpdesk sessions. The partners that will not be able to attend should be warmly encouraged to view the videos of the workshops. The link to access these videos will be sent to the project coordinators after the meeting.

Furthermore, in the framework of this event we will use the networking tool "ConnexMe App" (<http://evenium.com/c/connexme>) which will allow you to consult the programme, the list of participants and other material and which should also facilitate networking amongst participants. You will receive further information on how to access and use this tool at a later stage.

Participants attending the meeting must confirm their participation by registering **by 10 January 2018** on the following website:

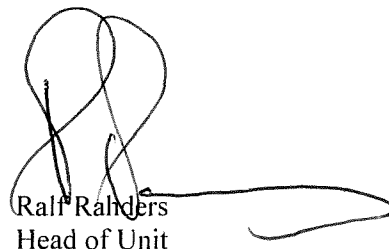
<http://capacity-buildingbrussels.onetec.eu/>

The password required is "erasmus+" (using small letters).

Once your registration has been confirmed by "Cecoforma", the service provider in charge of the logistical organisation of the conference, you will have access to all practical information such as how to reach the Management Centre Europe in Brussels. You may also contact directly "Cecoforma" should they require an official letter for visa purposes, indicating their name as stated on the passport and their passport number.

For further information about the conference organisation, registration, travel and accommodation please contact "Cecoforma" at [capacity-buildingbrussels@onetecmail.be](mailto:capacity-buildingbrussels@onetecmail.be).

Yours faithfully,



Ralf Rallders  
Head of Unit

Enclosure: Programme Grantholders meeting 2018

Copy: EAC, DEVCO, NEAR, EEAS  
EU Delegations  
NEOs, ICPs



**Agenda**  
**Erasmus+ Capacity Building in Higher Education**  
**Grantholders' Meeting**  
**29-30 January 2018, Brussels (Belgium)**

**Meeting place:**  
**Management Centre Europe**  
 Rue de l' Aqueduc 118, 1050 Brussels

<b>Monday 29 January 2018</b>								
<b>MORNING</b>								
<b>PLENARY SESSION</b>								
<b>08.30-09.30</b>	<b>Registration</b>							
<i>Chairman: Ralf Rahders, Head of Unit, Education, Audiovisual and Culture Executive Agency (EACEA)</i>								
<b>09.30-09.40</b>	<b>Connex Me and Practical announcements</b>							
<b>09.40-10.30</b>	<b>Capacity building for Higher Education: Opening remarks, Results and future perspectives, by EACEA &amp; EAC</b>							
<b>10.30-11.00</b>	<i>Coffee break</i>							
<b>11.00-12.00</b>	<b>Contractual Management</b>							
<b>WORKSHOPS ON THE MANAGEMENT OF THE GRANT</b>								
<b>12.00-13.15</b>	<b>8 Parallel Workshops on Financial management (Session I)</b>							
	1 (French)	2 (Spanish)	3 (English)	4 (English)	5 (English)	6 (English)	7 (English)	8 (English)
<b>13.15-14.45</b>	<i>Lunch offered by EACEA</i>							
<b>AFTERNOON</b>								
<b>WORKSHOPS ON THE MANAGEMENT OF THE GRANT</b>								
<b>14.45-16.00</b>	<b>8 Parallel Workshops on Financial management (Session II)</b>							
	1 (French)	2 (Spanish)	3 (English)	4 (English)	5 (English)	6 (English)	7 (English)	8 (English)
<b>16.00-16.30</b>	<i>Coffee break</i>							
<b>16.30-17.30</b>	<b>Networking &amp; Synergies among projects (by regions)</b>							
	1 (PO1)	2 (PO2)	3 (PO3)	4 (PO4)	5 (PO5)	6 (PO6)	7 (PO7)	8 (PO8)
<b>HELPDESK</b>								
<b>17.30-18.45</b>	<b>Helpdesk (1st part)</b> Helpdesk for CBHE projects with EACEA staff							
<b>19.00</b>	<i>Cocktail offered by EACEA at the Management Centre Europe</i>							

**Tuesday 30 January 2018****MORNING****HELPDESK**

<b>09.00-11.30</b>	<b>Helpdesk</b> (2nd part) Helpdesk for CBHE projects with EACEA staff	<b>Bilateral contacts</b> between project representatives and National Erasmus+ Offices/International Contact Points ( <i>on individual appointment</i> )
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**PLENARY SESSION**

*Chairman: Ralf Rahders, Head of Unit, Education, Audiovisual and Culture Executive Agency (EACEA)*

<b>11.30-13.00</b>	<ul style="list-style-type: none"><li>▪ Capacity building in practice!</li><li>▪ Impact/exploitation of results &amp; Erasmus+ Projects Results Platform</li><li>▪ Short project videos + presentation of one GH on own experience /impact in HEI, team, etc</li><li>▪ Closing session</li></ul>	
<b>13:00-14.00</b>	<i>Lunch</i>	

**AFTERNOON****HELPDESK**

<b>14.00-16.00</b>	<ul style="list-style-type: none"><li>▪ Helpdesk for CBHE projects with EACEA staff</li><li>▪ Helpdesk "International Credit Mobility" with EAC staff</li></ul>	<ul style="list-style-type: none"><li>▪ EAC Meeting of the ICP Working Group Centralized Actions</li></ul>
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