

Template for a network meeting at HIOA

Time	7 th of March - HIOA Keller			8 th of March - HIOA Keller			9 th of March - HIOA Pilestrede 46		
9.00-10.00				General assembly no.1			Leadership no. 2	Coordinator no. 3	Teacher seminar no. 3
10.00-11.00									
11.00-12.00									
12.00-13.00				Lunch			Lunch		
13.00-14.00	Tour de School			Leadership no.1	Coordinator no. 2	Teacher Seminar no. 2	General assembly no.2		
14.00-15.00	Board no.1	Teacher seminar 1	Coordinator no.1						
15.00-16.00							Board no.2		
16.00-17.00				Sum up					
17.00-18.00	Easy Food			Intermezzo			Possible social events		
18.00-19.00									
19.00-later	Social events/Free time			Dinner & Social Events					

Template for General Assembly

Participants: Hosting school, leadership group, coordinators, staff from hosting school, teachers and the board

Resume: Outcome as in Power Point presentations will be available at the Cirrus website after the network meeting.

Agenda: The board will make the agenda in collaboration with the hosting school.

Agenda - first part

- Welcome – presenting the network meeting by the board
- Introduction to the agenda for the network meeting
- Practical info for the network meeting in general

- Presentation of the hosting school
 - General presentation
 - Projects presented by staff, students, researchers
 - Keynote from the school
 - Student / Staff work from the hosting school

After the general assemble there will be a tour de school aa a part of the presentation of the hosting school

Agenda - second part

- The budget and the finance situation – by the secretary
- Presentation of the outcome of the network since last network
 - Summer schools
 - Express mobility
 - Cirrus projects

- Catch up from the Leadership meeting – board is responsible
- Catch up from the coordinator meeting – coordinator group is responsible
- Catch up from the teacher
- Possible future IP projects and summer schools

- Thank you and good bye

Template for a Leadership meeting

Participants: Rectors, head of education, deans – people who represent the management of the member schools.

Resume: The board will make resume for eventual decisions.

Agenda: The board will make the agenda – in respect of the incoming proposals from last meeting or during the time between.

General agenda

Meeting no.1

- Since last meeting – from the board – with clear questions
- Tour de member institutions – a 3-5 minutes story from each school – ask for input in advance – 3-4 PP slides

Meeting no. 2

One or two subject will be discussed – wait for possible incoming subjects

Framing

- Workshop 1 - How to make a strategy for balance between analog and digital teaching in curricula
- Workshop 2 – How do we collaborate with external collaborators around digital / analog workshop facilities? – outcome: mapping

Occasional addition to the agenda

Every three year (this will take time from the workshop)

- Election for board
 - Paper presentation in advance from applying board member
 - Short speech at the network meeting
 - Voting
 - Presentation of the board

Eventually

- Application from new member
 - Paper presentation in advance from applying board member
 - Debate
 - Voting

Eventually

- Adjustment of the membership agreement
 - Depending of the reason a debate
 - Agreement send out before the meeting
 - Voting

Template for Coordinator meeting

Participants: International coordinators from the member school and the secretary

Time: The meeting consist of two parts during the network meeting. The first part 3 hours and the second part 2 1/2 hours – both meetings including coffee breaks

Resume: One selected coordinator will make resume for eventual decision made at the meetings

Agenda: The coordinators will make the agenda – or the task is given to a number of coordinators.

<p>Agenda – first part</p> <ul style="list-style-type: none"> • Since last meeting – from the secretary • News from Nordplus • Tour de member institutions – a 5 minutes talk from each school • Knowledge sharing of local and general experience within exchange 	<p>Agenda – second part</p> <ul style="list-style-type: none"> • collective development of procedures <p>Two subject will be discussed - the frame can be:</p> <ul style="list-style-type: none"> • Presentations • Workshops 	<ul style="list-style-type: none"> •
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Template for a Teacher meeting

Participants: Teachers from the member school. The hosting school will be heavy present

Time: If the teacher seminar is a part of a network meeting, the teachers take part in the lunch, dinner and eventually social arrangements. The participants will spend approx. two days

Resume: Outcome as in Power Point presentations will be available at the Cirrus website after the teacher meeting.

Agenda: The board will make the agenda in collaboration with the hosting school.

Facilitator: The hosting school will support the teacher meeting by a facilitator

Each teacher seminar needs to have a certain focus – a guideline for whom to ask for participation. If possible – in connection to an express mobility course based on Cirrus funding

Agenda – day one	Agenda – day two	Agenda – day three
<p>Presentation of the hosting school</p> <ul style="list-style-type: none"> • The teachers • Student projects <p>Presentation of the subject</p> <ul style="list-style-type: none"> • Academic research or artistic research within the content • Students projects according to the subject • Teaching methods within the subject 	<p>One or two workshops in the content for participants</p> <ul style="list-style-type: none"> • Sharing knowledge of the subject from different member institution • Increasing new methods for teaching or fulfilling the subject <p>Round the table</p> <ul style="list-style-type: none"> • Best practice <p>It's important, there is time for talking across subject</p>	<ul style="list-style-type: none"> • Preparing a Pop up exhibition • Discussion of questions from sum up • Debate possible cross pollination project