

ELGPN/OR/18/05/2015

18th Plenary Meeting of the European Lifelong Guidance Policy Network 28-29 September 2015, Luxembourg

**Chambre De Commerce
7 r. Alcide de Gasperi, Kirchberg, 2981 Luxembourg**

Dear Sir, Dear Madam,

As the Co-ordinator of the European Lifelong Guidance Policy Network (ELGPN), I have the pleasure to invite you to the 18th ELGPN Plenary Meeting to be held in Luxembourg on **28-29 September 2015**. The meeting is jointly organised by the Luxembourg Presidency and the European Commission.

Following the Plenary Meeting, the ELGPN Steering Group (IT, LV, LU, NL and FI) will have a meeting on the subsequent action points on 29 September 2015 (14:00-15:00)

The meeting will take place at the **Chambre de Commerce** (please see the attached practical information document). The draft meeting agenda can be found at the end of this invitation.

The Plenary Meeting will discuss the implementation and dissemination of the Guidelines for Policies and Systems Development for Lifelong Guidance. Time will also be allocated for discussions on future systemic European co-operation in Lifelong Guidance policy development. **The meeting papers**, including a Briefing Note with more detailed working instructions, **will be sent to the delegates by 14 September 2015**. The social programme includes a welcome dinner at Parc Hotel Alvisse on Sunday 27 September, a visit to the MUDAM (Musée d'Art Moderne Grand-Duc Jean) and an official Plenary Meeting dinner at Château Bourglinster on 28 September 2015.

The working assumption is that national delegations consist of designated ELGPN national representatives or have the mandate from their respective ministries. Travel expenses of two designated delegates from each member country have been included in the ELGPN budget on the basis of an economy class ticket. This is to cover travel and subsistence for the meeting. The national ELGPN co-beneficiary and the delegates agree how the travel expenses are reimbursed within the national ELGPN budget. Lunches and dinners during the meeting are included in the ELGPN meeting budget.

You are expected to make your own travel arrangements. Travel and subsistence costs of designated representatives of ELGPN partner organisations (EAIE/Fedora, IAEVG, ICCDPP, PES Network, and EU social partners) will be reimbursed by the Co-ordination Unit following national regulations of the co-ordinating organisation, the University of Jyväskylä.

Meeting registration

Meeting delegates are requested to complete the online registration at <https://delegate.eu2015lu.eu> by **1 September 2015** at the latest.

Please create your account and then register with the following access code:
015.PARTICIPANTS

Accommodation

The delegates are invited to stay at the meeting hotel

Alvisse Parc Hotel.
120 Route d'Echternach
L- 1453 Luxembourg
Tel. (+352) 43 56 43 0

A special rate of 92 € for a standard room has been arranged by the Presidency. The rate includes breakfast.

Each meeting delegate should book their room. In order to finalise your reservation please follow the instructions displayed during the online accreditation process. During this process you will be transferred to our online booking platform. You will be asked to enter an access code. **This access code is identical with the login you used to enter the accreditation system.**

You will also need a valid credit card in order to confirm your booking.

Please note: **Your reservation is only complete once you receive an email confirmation.**

N.B. Due to several Presidency events taking place on the same dates in Luxembourg, there are limited accommodation options. It is therefore in your best interest to confirm your reservation as soon as possible. If you do not confirm your reservation by 5 September, there is a great risk that the hotels in Luxembourg City will be fully booked or that the only rooms available will be sold at a much higher price than the special Presidency rate.

Local information

To plan your visit to Luxembourg, please see the attached practical information document which we urge you to read carefully.

Contact details of the local organiser

Mr Joseph Noesen, Ministry of Education, Children and Youth
E-mail: joseph.noesen@men.lu
Phone: +352 621132927

On behalf of the ELGPN Co-ordinator:

Dr Raimo Vuorinen
ELGPN Co-ordinator
Finnish Institute for Educational Research
P.O. Box 35
FI-40014 University of Jyväskylä, Finland
Mobile phone: +358 50 361 1909
Fax: +358 14 260 3201
Email: elgpn@jyu.fi

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7 r. Alcide de Gasperi, Kirchberg, 2981 Luxembourg**

Draft Agenda

Participants are requested to arrive on Sunday 27 September for a welcome dinner at Parc Hotel Alvisse at 19:00.

Chair of the meeting: *Mr. Joseph NOESEN*

Monday 28 September 2015

- 8:30 – 9:00 **Registration and welcome coffee**
- 09:00 **Official opening and introductory welcome**
Mr Claude Meisch, Minister of Education, tbc
- Overview of recent LLG policy developments in Luxembourg**
- 09:45 **Minutes of the 17th ELGPN Plenary Meeting,
Riga Latvia 3-5 March 2105**
- ELGPN/PM18/28-29/09/2015/Paper1_Riga_meeting_3-
5_03_2015_draft_minutes
- 09:50 **Presentation of the agenda**
Dr Raimo Vuorinen, Co-ordinator of ELGPN
- 09:55 **Presentations from the Commission & partner organisations**
- 10:30 **Coffee break**
- 11:00 **Action steps to implement the ELGPN 2015 Work Programme**
Dr Raimo Vuorinen, Co-ordinator of the ELGPN
Dr John McCarthy, ELGPN Consultant
Dr Tibor Bors Borbely-Pecze, ELGPN Consultant
- 12:30 **Family Photo and Lunch**
- 13:30 **Future systematic European co-operation on Lifelong Guidance policy
development**
- Plenary discussion and structured work in tables
- 16:30 **Close of the day**
- 16:30 **Visit of the MUDAM**

19:45 **Official Plenary Meeting Dinner at Château Bourglinster**

Tuesday 29 September 2015

09:00 **Future systematic European co-operation on Lifelong Guidance policy development**

- Plenary discussion and structured work in tables

10:30 **Coffee break**

11:00 **Future systematic European co-operation on Lifelong Guidance policy development**

- Action steps in 2015 to prepare for the 19th ELGPN Plenary Meeting 24-25 November 2015.

12:15 **Introduction by the 19th ELGPN Plenary Meeting hosts**

- *Finnish ELGPN delegation*

12:30 **Close of the meeting and lunch**

14.00 **Subsequent meeting of the ELGPN Steering Group on action points from the Plenary Meeting**

15.00 **End of the Steering Group meeting**