



Asia-Europe Meeting

## DRAFT AGENDA

### Task Force Meeting – Stocktaking Report

16-17 September, Brussels

[H. Conscience Building, Koning Albert II-laan 15](#), 1210 Brussels – Meeting Room 1B12

<b>Programme</b>	
<b>Day 1: 17 September 2018</b>	
Venue: Flemish Ministry of Education and Training (1B12)	
<b>09.45</b>	<b>Arrival participants at Flemish Ministry of Education and Training</b>  Welcome coffee
<b>10.00-10.30</b>	<b>Step 1:</b> Brainstorm on expectations and purposes of stocktaking report
<b>10.30-12.00</b>	<b>Step 2:</b> <ul style="list-style-type: none"><li>- Reviewing the structure of the past stocktaking report(s): to which extend the current reports and formats meet expectations and objectives formulated in step 1</li></ul> <b>Homework for participants:</b> <ul style="list-style-type: none"><li>- Scrolling through previous 2 stocktaking reports with focus on the structure and the type of content (not the content as such) 'From Kuala Lumpur to Riga' and 'From Riga to Seoul';</li><li>- Look at the structure with a 'critical view': try to formulate for yourself to which extend the current reports meet to your own (or your organization's) expectations of a stocktaking report: what do you think is relevant? What do you think should be included? What should be different? Etc.</li></ul>



<b>12.00-13.00</b>	<b>Lunch (at venue)</b>
<b>13.00-15.00</b>	<b>Step 3:</b> <ul style="list-style-type: none"> <li>- developing the structure</li> <li>- formulating clear objectives for each section (chapter/sub chapters,...) of the stocktaking report</li> </ul>
<b>15.00-15.30</b>	Coffee Break
<b>15.30-17.00</b>	Continuation of Step 3
<b>Day 2: 18 September 2018</b> <a href="#">H. Conscience Building, Koning Albert II-laan 15</a> , 1210 Brussels – Meeting Room 1B12	
<b>9.00 – 10.00</b>	<b>Step 4:</b> which input do we need for the report? (according to objectives and structures) <ul style="list-style-type: none"> <li>- Discussion on existing sources of input such as: existing stocktaking reports, other reports, vision and strategy texts and publications, etc.</li> <li>- Discussion on additional sources of input needed: interviews? Questionnaires? Etc.</li> </ul>
<b>10.00-10.15</b>	<b>Coffee break</b>
<b>10.12-12.00</b>	<b>Step 5:</b> Discussion on methods of analysis and writing <ul style="list-style-type: none"> <li>- Who will be involved and how?</li> <li>- How should the analysis be done?</li> <li>- How should the writing process look like (involvement, writing, feedback rounds, etc.)</li> </ul>
<b>12.00-13.00</b>	<b>Lunch Break</b>
<b>14.00-15.00</b>	<ul style="list-style-type: none"> <li>- Discussion and agreement on further steps to be taken</li> <li>- Task division for next steps</li> </ul>