Opening Conference
of the EU Literacy Policy Network in Vienna

February 24-27, 2014

Locations:
- Hotel JUFA Wien City
  Mautner-Markhof-Gasse 50, 1110 Wien.
- Federal Ministry of Science and Research (BMWF)
  Freyung 3, 1014 Wien.
- Federal Ministry for Education the Arts and Culture (BM:UKK)
  Minoritenplatz 5, 1014 Wien.

Lifelong Learning Programme

Organised by the University of Cologne and the Austrian Book Club
Program

Monday 24.2. (17.00h - 18.00h) Location: Hotel JUFA

Arrival Team Leaders and Core Members.

17.00 - 18.00h: Welcome meeting
19.00h: Dinner and time for informal talks at Gaststätte Pistauer

Tuesday 25.2 (09.30h - 20.30h) Location: Hotel JUFA

Arrival of all Members

Morning session only for Team Leaders and Core Members at the Hotel JUFA.

09.30 – 11.00h: Work sessions for teams to discuss work programmes and drafted frameworks of each team and prepare presentation of those programmes & frameworks in plenary session on Wednesday
11.00 - 11.30h: Coffee Break
11.30 - 13.00h: Continuation of work in groups
13.00h: Bus transfer to the Ministry of Science and Research (BMWF)
13.30 - 15.00h: Lunch Break at the Ministry
15.00 - 18.30h: Official Opening Session for all Network Members in Plenary Hall
15.00 - 16.30h: Welcome addresses by the Host (Book Club Chairwoman Christa Prets) and representatives of the Ministry.
■ Welcome addresses and opening speeches by Commissioner Vassiliou (video) and HRH Princess Laurentien of the Netherlands.
■ Introduction: Objectives and Challenges of the European Literacy Policy Network (Christine Garbe, University of Cologne, Coordinator).
16.30 - 17.00h: Coffee Break
17.00 - 18.30h: How to become a Network: Getting to know each other / “Speed Dating” in small groups with all eight working teams (Moderation: Viv Bird & Peter Jenkins, Booktrust)
19.00 - 20.30h: Reception at the Austrian Federal Ministry for Education, the Arts and Culture, Audienz-Saal (including buffet and drinks).
20.30h: Transfer to Hotel JUFA
21.00h: Meeting and socializing in Hotel JUFA
Workday for all Network members

9.30 - 11.00h: Work Session (plenary) about project management (60 min): workplan, budget, documentation, re-distribution of workloads, continuous help-desk during the meeting, quality monitoring (Martin Gross, Project Manager)
Election of 6 additional members of the Management-Board

11.00 - 11.30h: Coffee Break

11.30 - 13.00h: Plenary: presentation of work programmes and frameworks of Teams 2-8.
The role of all network members: What are the tasks, opportunities and responsibilities of all partners (esp. partners no. 38-79).
Time-keeper & moderator: Greg Brooks (Chairperson of FELA).

13.00 - 14.30h: Lunch Break

14.30 - 16.00h: Group work in teams 2-8.
In-depth discussion of work programmes and frameworks (brainstorming, comments and modifications: input from ALL network-members), future roles and contributions of all members, open questions.

16.00 - 16.30h: Coffee Break

16.30 - 18.00h: Repetition with exchange of participants

19.00h: Bus transfer

19.30h: Joint dinner at Buschenschank Jahner and time for socializing and getting to know each other
Thursday 27.2 (09.00h – 19.00h) Location: Hotel JUFA

Morning: all members.

After lunch: departure, except for management board

9.00 - 11.00h: Plenary session: What have we achieved during the conference, what are the next steps? Results of group sessions and organizing further work:
   ■ A. Reflection on results of the working groups: Presentation of drafted frameworks and first milestones by each team leader (about 5 min. for each team leader + questions & comments - 60 min.)
   ■ B. Reflection on milestones for the total project ELINET: Tasks for all Network members, timing of common meetings (second workshop, final conference), selection of 4 pilot countries for the 3rd phase of the project (Coordinator) (45 min)
   ■ C. Feedback from the “Help-desk” / the Project Manager: Which changes of tasks have been made during the Meeting? Which problems have been / not been solved? (Martin Gross) (15 min)

11.00 - 11.30h: Coffee Break

11.30 - 12.30h: Farewell speech: “Our Vision of a Literate Europe and how to get there” (Christine Garbe)

12.30 - 13.00h: Closing the conference: Think – Pair – Share-Activity for all participants: What are our visions of ELINET in 5 years?

13.00 - 14.30h: Lunch Break and Departure of most members

Afternoon Management-Board only

14.30 - 18.00h: Second Meeting of Management Board: Debriefing / evaluation of kick-off meeting, planning of further activities, budgetary questions, etc.

19.00h: Final Dinner of Management Board
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<tbody>
<tr>
<td>09:30-11:00</td>
<td>Session Teamleaders &amp; Core Members</td>
<td>9:30-11:00 Work session</td>
<td>09:00-11:00 Plenary session</td>
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<td>11:00-11:30</td>
<td>Coffee break</td>
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<td>11:30-13:00</td>
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<td>11:30-13:00 Presentation of work programmes</td>
<td>11:30-12:30 Farewell speech</td>
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<td>until 13:00</td>
<td>Arrival of all members</td>
<td>Plenary / JUFA</td>
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<td>13:00-13:30</td>
<td>JUFA (or directly to BMWF)</td>
<td>13:00-14:30 Lunch break</td>
<td>12:30-13:00 Closing the conference</td>
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<td>13:30-15:00</td>
<td>Bus transfer</td>
<td>14:30-16:00 Group work Teams 2 - 8</td>
<td>Plenary / JUFA</td>
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<td>until 17:00</td>
<td>Arrival Teamleaders &amp; Core Members (P1-P37)</td>
<td>13:30-15:00 Working lunch / management board</td>
<td>13:00-14:30 Final meeting / Management Board</td>
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<td>15:00-16:30</td>
<td>JUFA</td>
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<td>19:00</td>
<td>Joint dinner &amp; informal talks</td>
<td>17:00-18:30 How to become a network / Speed dating</td>
<td>19:00-22:30 Buffet at a typical Austrian &quot;Heurigen&quot;</td>
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<td>Gaststätte Pistauer</td>
<td>19:00-20:30 Reception and buffet at the BMUKK</td>
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<td>20:30-21:00</td>
<td>Transfer to JUFA</td>
<td>21:00 Meeting &amp; Socializing</td>
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