

Draft Agenda

The 6th Expert Meeting of ASEM Work Placement Programme

Wednesday 6th June 2018

Fairmont Hotel Jakarta, Indonesia (Sky Lounge)

8.30 – 9.00	Registration
9.00 – 9.30	Welcoming by co-secretariat Thailand-Belgium/Flemish Community
9.30 - 10.30	<ul style="list-style-type: none"> ❖ Progress report by each country (max. 12 minutes each): <ul style="list-style-type: none"> • UBN Belgium/Flemish Community • UBN Brunei Darussalam • UBN Germany • UBN Indonesia • UBN Thailand
10.30 - 11.00	Coffee break
11.00 - 12.30	<ul style="list-style-type: none"> ❖ Structuring the ASEM-Work Placement Programme after the pilot phase <ul style="list-style-type: none"> - Tasks of the co-secretariat and relation to partner countries - Discussion and approval of general description and implementation guidelines of ASEM-WPP - Discussion on workflow
12.30 – 13.30	Lunch
13.30 – 15.00	<ul style="list-style-type: none"> ❖ Structuring the ASEM-Work Placement Programme after the pilot phase <ul style="list-style-type: none"> - Standardisation of documents - Possible implementation through SOP - Use of databases with internship offers - Development of website
15.00 - 15.30	Coffee break
15.30 – 16.30	<ul style="list-style-type: none"> ❖ Expansion of ASEM WPP to further countries ❖ Sustainability (progress, implementation, structural cooperation with other partner organisations)
16.30 – 17.00	Wrap up & Closing

