**Draft Agenda**

**CELBET trainers’ Workshop**

**21-23 March, Athens, Greece**

Organisational issues in general:

* plenary room for 45 people (with loud speaker, microphones, projector, laptop, internet access, flipcharts for each groups, markers, 1 laptop for each tables, sticky notes in 3 different colours, paper notebooks and pens? (if they don’t have we will bring), badges,
* is there a possibility for voice recording
* 1 extra room for VR 4mX4m empty space,
* 1 extra room for the meeting with NCPs – only on Wednesday afternoon (12-13 people)
* transportation from and to the hotel
* social event is planned (25 EUR/participants)/other side activities based on request – welcome drink will be served on Monday in the hotel (need to be confirmed)
* registration deadline for individuals – GR will contact the hotel
* lunch (where, and how much does it cost)
* coffee breaks
* dress code
* instruction about transfer from and to the airport
* are there any plan for presentation by the host country – 30 minutes
* possibility for family photo

Preparing the practical info.

***Day0 – 20 March***

Preparation

* meeting rooms
* staff

***Day1 21 March***

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| **Min** | **Time** | **Topic** | **By** |  | **Moderator** | **Needs** | **responsible** |
| 10 | 9:00-9:10 | Welcome and introduction | CELBET MGT  COM | András  Laura | Zsolt, Norbert | An intro slide | Zsolt |
| 20 | 9:10-9:30 | Welcome and presentation of the Greek administration and the Academy | Host admin |  | Zsolt, Norbert | asking a presentation | Zsolt |
| 15 | 9:30-9:45 | CELBET in general | András |  | Zsolt, Norbert | asking a presentation | Zsolt |
| 15 | 9:45-10:00 | CELBET TT and presenting the agenda | Norbert |  | Zsolt | Welcome here  asking a presentation | Zsolt |
| 15 | 10:00-10:15 | Elevator speech | all |  | Zsolt | How do you say good morning in your language?  What do you like in Greece?  What do you like in CELBET the most?  Why it is good to be a CELBET trainer?  If you would be a participant on a CELBET training, what would be your expectations?  *Write it on ppt slides, prepare music and ring a bell* | Zsolt |
| 20 | 10:15-10:35 | WS 1  expectation | all | What can you bring to CELBET?  What would you like to take away from the WS?  What are your expectations from TT? | Zsolt | 3 different colours sticky notes for the different questions  3 feedback on each questions by tables | Zsolt |
| 15 | 10:35-10:50 | Coffee |  | 2 promotion video |  |  |  |
| 10 | 10:50-11:00 | Introduction to VR demonstration | Immo |  | Zsolt |  | Immo |
| 40  VR1  VR2 | 11:00-11:40 | Presentation of CoE, section 1,  X-ray, CCP | Wojciech Gesikowski,  Tamás Tóth | involving trainers from other countries  national training support | Zsolt | 20 minutes presentation  Need to highlight what it is in the previous column | Anna will contact Wojciech  Zsolt will contact Tamás |
| 20 | 11:40-12:00 | Discussion | all |  | Zsolt | How can you use the presented ideas and experiences? |  |
| 40  VR3  VR4 | 12:00-12:40 | Presentation of CoE, section 2  Sniffer dogs, Car search | tbc | different levels of the trainings  future of train the trainers method | Zsolt | 20 minutes presentation  Need to highlight what it is in the previous column | Anna will contact Milan?  Immo will contact Lasse |
| 20 | 12:40-13:00 | Discussion | all |  | Zsolt | How can you use the presented ideas and experiences? |  |
| 90 | 13:00-14:30 | Lunch |  |  |  |  |  |
| 40  VR5  VR6 | 14:30-15:10 | Presentation of CoE, section 3  Bus search, Train search | Wojciech Narkun  Olegs Jerofejevs | potential partner CoE  special premises – how it can work at national level |  | 20 minutes presentation  Need to highlight what it is in the previous column  **Deadline for all the presentations is 10th March**  **Template should be sent** | Anna will contact Wojciech N  Zsolt will contact Olegs  George is sending the template |
| 20 | 15:10-15:30 | Discussion | all |  | Zsolt | How can you use the presented ideas and experiences? |  |
| 30 | 15:30-16:00 | Video about JCA 2022 (coffee included) |  | A short explanation from Jenő Csáki | Anna | Asking Jenő  Asking the Greek administration to provide screen where the coffee is served | Zsolt |
| 40 | 16:00-16:40 | WS2  Discussion between experts from CoE, positive outcomes and challenges | all | preparing the feedback for next day  future of the trainings | Zsolt | preparing a template for this | Zsolt |
| 15 | 16:40-16:55 | Kahoot challenge | all |  | Zsolt | Questions for the Kahoot | Immo |
|  | 16:55-17:00 | Closing the day | András, Norbert |  | Zsolt |  |  |

**Day2**

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|  |  |  |  |  | Moderator | **Needs** | **responsible** |
| 60 | 9:00-10:00 | Feedback from CoE representatives | CoE representatives | preparing a template for this | Zsolt | the presentations should be collected | Zsolt |
| 30 | 10:00-10:30 | LMS | Tomas, Laura, George | presentation about the migration  preparation of the courses on TP for migration | Zsolt, Norbert | Laura and Tomas need to be contacted – ask to prepare a presentation | George will contact them |
| 15 | 10:30-10:45 | coffee |  |  |  |  |  |
| 20 | 10:45-11:05 | EU e-learning development | COM and Car search experts (HU) |  | Zsolt, Norbert | Asking Laura also  Tamás, Jenő, Zsolt will be contacted | Zsolt |
| 30 | 11:05-11:35 | Special training solutions (e-learning, webinars, training videos) | Zoltán Nagymihály  Tamás Tóth  Zsolt Dézsi | Presentation about Fake documents plus the future of the RA training  Training videos  Webinars | Zsolt, Norbert | contacting the experts | Zsolt |
| 40  VR8  VR9 | 11:35-12:15 | WS3  EU LMS: how can better support the training activities and national trainers | all | How the e-learning and LMS can support the future training activities | Laura and Norbert | Asking rapporteur from each table  Laura need to be contacted | George will contact |
| 75 | 12:15-13:30 | Lunch |  |  |  |  |  |
| 30  VR10 | 13:30-14:00 | WS4  Workshop on language training | Sylvia |  | Norbert | Sylvia need to be contacted | George will contact |
| 20 | 14:00-14:20 | Training methodology | Tamás and Zsolt Kovács |  | Zsolt | Tamás and Zsolt need to be contacted | Zsolt |
| 50  VR11  VR7 | 14:20-15:10 | WS5  Working in groups per training topics  In parallel NTCP meeting  Part1 | all | to do list for this  updating the content  planning new activities  involving new trainers  keeping standards  future of training activities  new pedagogical methods | Norbert | X-ray  Language  Sniffer dogs  Customs control process |  |
|  | 15:10-15:25 | coffee |  |  |  |  |  |
| 50  VR12 | 15:25-16:15 | WS5  Working in groups per training topics  In parallel NTCP meeting  Part2 |  | topics for NTCPs meeting | Zsolt, Norbert | X-ray  Language  Sniffer dogs  Bus search  Train search |  |
| 45 | 16:15-17:00 | Feedback on each topics | all |  | Zsolt, Norbert | Each group will delegate a rapporteur for the presentation (5 minutes per groups) |  |

**Day3**

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|  |  |  |  |  | Moderator |  |  |
| 40 | 9:00-9:40 | Success stories - Trainers’ presentations\* | Wojciech Narkun  Jenő Csáki  Olegs Jerofejevs  Teijo Tarvainen |  | Zsolt, Anna |  | Anna – Wojciech  Zsolt – Jenő, Olegs  Immo - Tejo |
| 50 | 9:40-10:30 | WS6  Workshop on National implementation support | Anna Grabowska  Zsolt Dézsi | Feedback on national training support from  GR, FI, LT  Feedback from PL, LV and HU about the national implementation | Anna, Zsolt | What the national implementation means by Zsolt  Results of the annual reports by Anna  HR presentation, 10 min | Anna will contact HR |
|  | 10:30-10:45 | coffee |  |  |  |  |  |
| 30 | 10:45-11:15 | Standard for trainers | George |  | Zsolt | presentation and discussion |  |
| 30 | 11:15-11:45 | WS7  VR possibilities in training | Immo |  | Zsolt | presentation and discussion | Immo |
| 15 | 11:45-12:00 | coffee |  |  |  |  |  |
| 60 | 12:00-13:00 | Evaluation of the WS | all | 30 minutes discussion in groups  3 minutes feedback/groups  reflecting on the first day’s expectations | Zsolt, Norbert |  |  |
| 20 | 13:00-13:20 | Future of CELBET | András  Norbert |  | Zsolt | Presentation if needed | Zsolt will contact András and Norbert |
| 10 | 13:20-13:30 | Closing the event |  |  |  |  |  |

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Wojciech Narkun – international carrier

Jenő Csáki – involvement in other international training activities

Olegs Jerofejevs – national implementation of CELBET training experiences

Jukka Nokka – cooperation with external partners on Car Search trainings

To do list for WS5

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| **Trainings** | **NTCP** |
| * updating the content * keeping standards * planning new activities * involving new trainers * future of training activities * new pedagogical methods * what need to be kept/improved * how to benefit from the existing informal networks (viber, whatsapp) | * feedback on the annual report * planned activities for 2023 * round table discussion * the structure of the administration (tax and customs together or separately, number of employees (for tax, customs, other), * training unit in the organisational structure * existing training program * training methods (3D modelling, VR, videos, gamification) * customs training at university level * number of trainers (full time, part-time) * More close cooperation with national administration * What we can offer |
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