**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 MGTCOM | AndrásLaura | 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 hereasking 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 1expectation  | 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 questions3 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 |
| 40VR1VR2 | 11:00-11:40 | Presentation of CoE, section 1,X-ray, CCP | Wojciech Gesikowski,Tamás Tóth | involving trainers from other countriesnational training support | Zsolt | 20 minutes presentationNeed to highlight what it is in the previous column | Anna will contact WojciechZsolt will contact Tamás |
| 20 | 11:40-12:00 | Discussion | all |  | Zsolt | How can you use the presented ideas and experiences? |  |
| 40VR3VR4 | 12:00-12:40 | Presentation of CoE, section 2Sniffer dogs, Car search | tbc | different levels of the trainingsfuture of train the trainers method | Zsolt | 20 minutes presentationNeed 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 |  |  |  |  |  |
| 40VR5VR6 | 14:30-15:10 | Presentation of CoE, section 3Bus search, Train search | Wojciech NarkunOlegs Jerofejevs | potential partner CoEspecial premises – how it can work at national level |  | 20 minutes presentationNeed 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 NZsolt will contact OlegsGeorge 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 JenőAsking the Greek administration to provide screen where the coffee is served | Zsolt |
| 40  | 16:00-16:40 | WS2Discussion between experts from CoE, positive outcomes and challenges | all | preparing the feedback for next dayfuture 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 migrationpreparation 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 alsoTamás, Jenő, Zsolt will be contacted | Zsolt |
| 30 | 11:05-11:35 | Special training solutions (e-learning, webinars, training videos) | Zoltán NagymihályTamás TóthZsolt Dézsi | Presentation about Fake documents plus the future of the RA trainingTraining videosWebinars | Zsolt, Norbert | contacting the experts | Zsolt |
| 40VR8VR9 | 11:35-12:15 | WS3EU 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 tableLaura need to be contacted | George will contact |
| 75 | 12:15-13:30 | Lunch |  |  |  |  |  |
| 30VR10 | 13:30-14:00 | WS4Workshop 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 |
| 50VR11VR7 | 14:20-15:10 | WS5Working in groups per training topicsIn parallel NTCP meetingPart1 | all | to do list for thisupdating the contentplanning new activitiesinvolving new trainerskeeping standardsfuture of training activitiesnew pedagogical methods | Norbert | X-rayLanguageSniffer dogsCustoms control process |  |
|  | 15:10-15:25 | coffee |  |  |  |  |  |
| 50VR12 | 15:25-16:15 | WS5Working in groups per training topicsIn parallel NTCP meetingPart2 |  | topics for NTCPs meeting | Zsolt, Norbert | X-rayLanguageSniffer dogsBus searchTrain 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 NarkunJenő CsákiOlegs JerofejevsTeijo Tarvainen |  | Zsolt, Anna |  | Anna – WojciechZsolt – Jenő, OlegsImmo - Tejo |
| 50 | 9:40-10:30 | WS6Workshop on National implementation support | Anna GrabowskaZsolt Dézsi | Feedback on national training support fromGR, FI, LT Feedback from PL, LV and HU about the national implementation | Anna, Zsolt | What the national implementation means by ZsoltResults of the annual reports by AnnaHR 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 | WS7VR 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 groups3 minutes feedback/groupsreflecting on the first day’s expectations | Zsolt, Norbert |  |  |
| 20 | 13:00-13:20 | Future of CELBET | AndrásNorbert |  | 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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