

# Meeting of the Coimbra Group Economics and Business Networks

## Joint meetings

### Model timeplan, preliminary programme, preliminary agenda

Timeplan for the organization of the annual meetings.

Three rounds of circulation are envisaged. As for the first two rounds the ICP-coordinators may provide the addresses to the host or the host may send the papers to the ICP-coordinators for circulation. As for the second round, the programme and agenda should be approved by host as well as ICP-coordinators before circulation.

#### 1. Announcement (before Christmas)

- where
- when
- call for points to the agenda

#### 2. Invitation (with reasonable time for reply before the deadline for registration)

- preliminary programme
- preliminary agenda
- call for points to the agenda
- explanation of the purpose and the importance of the meetings (see, for instance, "The Networks that would not die": The opportunity of meeting several partners at a single meeting and negotiating bilateral agreements with them saves time and costs. An important purpose of the meetings nowadays is the development and maintenance of activities beyond student exchange while new ways of creating dynamism in the networks are still under consideration. Also important, the meetings offer occasions for dissemination and collecting information as well as for the introduction of new coordinators and the cultivation of the personal relationships that are so crucial for the functioning of academic cooperation. )
- registration procedure
- price of meeting and accomodation
- instructions that reply must be sent to the host institution and that it must be sent regardless of whether attendance is planned or not (a coupon or sheet with boxes for ticking off may prove convenient).

#### 3. Confirmation of registration (soon after deadline)

- hotel reservation
- how to pay, etc.
- possible travel information
- list of participants

## **Meeting of the Coimbra Group Economics and Business Networks**

**<Place and dates>**

### **Preliminary Programme**

Thursday

Arrival

Possible "Kick off" dinner

Friday

Morning: Meeting of the network coordinators

Lunch

Afternoon: General meeting

Evening: Dinner

Saturday

Morning: General meeting

Lunch

Afternoon: Social event (excursion or guided visit of the town, for example)

Dinner

Sunday

Departure

## **Meeting of the Coimbra Group Economics and Business Networks**

**<Place and dates>**

### **Preliminary Agenda**

**1.** Introduction of the participants

**2.** Amendments to the agenda

**3.** Common Project(s):

- General information

- Intensive Programme in European Integration

  - a) Information on this year's edition (place and dates)

  - b) Information on the next application.

  - c) Possible points for discussion

- Possible other project

**4.** General Issues on SM and TS

- dissemination of new information for students and teachers

- possible points for discussion regarding current agreements

concluded by a break with occasion for bilateral negotiations, including preparation or renewal of bilateral agreements

**5.** New projects for the network

- Possible specifications (suggestion for a common project)

**6.** Network organisation

- Introduction to the functioning of the networks

- Specific proposals (new members, for instance)

**7.** Other issues

**8.** Next meeting

**9.** Points for action