

## **TRANSNATIONAL COOPERATION ACTIVITY (TCA)**

### **Developing Strategic Internationalisation and Partnerships in Vocational Education and Training (VET)**

**27 – 29 November 2019**

Dear participant,

You have been selected to attend the contact seminar on Developing Strategic Internationalisation and Partnerships in VET, which takes place from 27 to 29 November 2019 in Luxembourg.

TCAs are an excellent proof of the benefits that arise from intercultural exchange and mutual enrichment – not only at the level of the Erasmus+ project holders, but also between future applicants. Facilitating the dialogue with and between participants from different European countries is most essential as their contributions will also have a positive effect on the quality and sustainability of the Erasmus+ programme.

We are convinced that the seminar will stimulate creativity and critical thinking amongst participants in the VET field.

You will find attached all the information to prepare your stay and participation.

We are looking forward to meeting in Luxembourg!

## Luxembourg at a Glance

### Official name

Grand Duchy of Luxembourg

### Government

Constitutional monarchy under a system of parliamentary democracy

Head of State: HRH Grand Duke Henri

### Population

613.894 (January 2019 estimate)

### Geography

Area: 2.586 km<sup>2</sup>

Neighbouring countries: Belgium, France and Germany

### Languages

National language: Luxembourgish (*Lëtzebuergesch*)

Administrative languages: French, German and Luxembourgish

English widely spoken

### Capital and largest city

Luxembourg City

### Sights and Attractions

On 28 November 2019, we will offer a walking guided tour of [Luxembourg City](#) to all interested participants.

Although modest in size, Luxembourg also offers an amazing array of enchanting landscape diversity to discover outside the capital. We invite you to visit the [official tourism portal](#) for more information.

### Climate

The average temperature in Luxemburg City in November is cool at 3.9°C. The weather is dryish with sleet, rain or snow from time to time.

Please consider comfortable, warm clothes and shoes because the walking guided tour will take about 1.5 hours.

### Time zone

UTC+1 (CET)

### Currency

Euro (€)

### Calling code

+352

## Venue and Accommodation

### Address

Hotel Parc Belle-Vue  
5 Avenue Marie-Thérèse, 2132 Luxembourg  
[www.goereshotels.com/belle-vue-en](http://www.goereshotels.com/belle-vue-en)

### Getting there

- **From the airport**

Take the bus line 16 (Eurobus) located in front of the main entrance of the airport. Stop at the station "Hamilius" in the city centre. The hotel is approximately 500 metres from this station, which is approximately a 8 minute walk.

- **From the Luxembourg City central train station**

When arriving at the Luxembourg City train station take any Eurobus located in front of the station main exit that drives to the city centre. Stop at the station "Hamilius" in the city centre. The hotel is approximately 500 metres from this station, which is approximately a 8 minute walk.

In Luxembourg, a 'short-time' ticket costs 2 euros, is valid for 2 hours and can be used for the public transport bus, tram and railway network. Tickets can be bought on bus from the driver or at the Mobility Centre (*Mobilitéitszentral*). Information on bus lines and timetables can be gathered from the Mobility Centre website: [www.mobiliteit.lu](http://www.mobiliteit.lu)

- **Arriving from the airport or train station by taxi**

There are several taxi companies in Luxembourg that will allow you to move from one point to another. To take a taxi, you will find specific parking places for taxis in front of the main entrance of both the airport and the city central train station. A taxi from the airport should cost around 25 €, however each taxi is free to apply its own rates.

- **Arriving by car**

Due to a limited number of parking lots, parking at the venue is not guaranteed. The car park "Monterey" is the closest one in the surroundings. Please note that parking fees will not be covered by the Luxembourgish National Agency.

### **Accommodation Policy**

The Luxembourgish National Agency has already booked your accommodation and will incur the costs of:

- a single room at the Hotel Parc Belle-Vue for a maximum of 2 nights (27 - 29 November 2019);
- meals from Wednesday evening (27 November 2019) to Friday noon (29 November 2019).

Hotel check-in as of 27 November 2019 14:00 CET. Hotel check-out on 29 November 2019 before 12:00.

If you should have any reasonable requests, dietary restrictions, or special needs, we will work with you and the hotel to ensure your needs are met.

#### **Information for the participants who would like to arrive before or leave after the stated time at the Hotel Parc Belle-Vue**

Please note that any additional hotel nights for stays beyond the specified seminar dates will be considered a personal expense. To book the extra night at our seminar venue, we kindly ask you to contact the hotel directly:

Cécile OBERTI  
Banquet & Conference Coordinator  
+352 44 23 23 24 12  
[conference@goereshotels.com](mailto:conference@goereshotels.com)

In case you do not want to stay the extra night at this hotel, we recommend you to look for a suitable hotel on [Luxembourg's tourism portal](#).

## **Contact Seminar**

### **Participant Policy**

Participants are required to attend the entire programme beginning with the welcome dinner on Wednesday 27 November 2019 and concluding with a lunch on Friday 29 November 2019.

Please make sure to sign the attendance list on each day and to pick up your participant's kit, which consists of necessary materials relevant to the programme, at our registration desk. The list of participants, final agenda and biographies of the speakers will be included in the binder.

Certificates of attendance will be available on the last day of the seminar at the registration desk.

### **Programme**

The central goal of the contact seminar is to bring together VET stakeholders from all over Europe in order to discover good practices, make new contacts and explore the potential for transnational collaboration through the Erasmus+ programme.

The final agenda and the names of the speakers will be provided a few days before the seminar.

## **Seminar Photo and Video Release**

Anefore will take photos of attendees and record videos throughout the seminar. These photos and videos are for Anefore use only and may appear on the Anefore website, newsletter, annual report, social media outlets, or other future Anefore promotional material. By virtue of your attendance, you agree to usage of your likeness in such media.

To ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject.

If you do not wish to have your image recorded for distribution, you should make your wishes known to the event organisers and the photographers on site.

## Programme

- **Wednesday 27 November 2019**

- 19:00 - 19:30 Registration of Participants
- 19:30 - 21:30 Networking Dinner  
*Dinner at Hotel Parc Belle-Vue*

- **Thursday 28 November 2019**

- 09:00 - 09:30 Welcome and Introduction
- 09:30 - 10:30 Plenary Session: Development and Improvement of VET through International Cooperation
- 10:30 - 11:00 Coffee Break
- 11:00 - 12:30 Interactive Groupwork: Development and Improvement of VET through International Cooperation
- 12:30 - 13:30 Lunch  
*Lunch at Hotel Parc Belle-Vue*
- 13:30 - 14:30 Plenary Session: Strategic Internationalisation in VET
- 14:30 - 15:00 Coffee Break
- 15:00 - 16:30 Interactive Groupwork: Strategic Internationalisation in VET
- 16:30 - 18:00 Free Time
- 18:00 - 19:30 Guided Tour in Luxembourg City
- 19:30 - 21:30 Networking Dinner  
*Dinner at Brasserie Schuman*

- **Friday, 29 November 2019**

- 09:00 - 09:20 Welcome Back and Energiser
- 09:20 - 09:40 Erasmus+ Funding Opportunities for VET
- 09:40 - 10:00 European Tools and Platforms: eTwinning, EPALE, E+PRP and Europass
- 10:00 - 10:15 Coffee Break
- 10:15 - 12:15 Marketplace for People and Projects: An Opportunity for Networking, Discussion and Consultation
- 12:15 - 12:30 Wrap-Up and Conclusion
- 12:30 - 14:00 Farewell Lunch & Departure  
*Lunch at Hotel Parc Belle-Vue*

## Contact Persons and Useful Phone Numbers

### Contact persons at the Luxembourgish National Agency

Telephone reception - +352 247-85284

Doris Mulombe - [doris.mulombe@anefore.lu](mailto:doris.mulombe@anefore.lu)

Annick Aubertein - [annick.aubertein@anefore.lu](mailto:annick.aubertein@anefore.lu)

### Emergency calls

Police Grand-Ducale - Phone 113 - [www.police.lu](http://www.police.lu)

Medical and fire rescue - Phone 112

On-duty pharmacies - Phone 112 - [www.pharmacie.lu](http://www.pharmacie.lu)