



EUROPEAN COMMITTEE FOR STANDARDIZATION  
COMITÉ EUROPÉEN DE NORMALISATION  
EUROPÄISCHES KOMITEE FÜR NORMUNG

2018-07-17

## **CEN/WS 95 - European Quality Framework for Internships**

**Draft Agenda for the kick-off meeting**

**09 November 2018**

### **Venue**

CEN/CENELEC Management Centre  
Rue de la Science 23  
1040 Brussels  
Belgium

<https://www.cencenelec.eu/aboutus/MgtCentre/VisitUs/Pages/default.aspx>

### **Agenda**

1. Opening of the meeting ( 9.30 am)
2. Roll call of participants
3. Adoption of the agenda
4. Introduction on CEN Workshop concept (CCMC representative)
5. General presentation of the Workshop (University of Montpellier Paul Valéry - UMPV)
6. Stakeholders point of view on internships
7. Election and appointment of Workshop Chair  
Confirmation of the Secretariat
8. Project Plan (Chairman and Secretary)
  - a. Discussion and review of comments received
  - b. Adoption of the Project Plan (by consensus)
9. Organization of the technical work (Chairman and Secretary)
10. Any other business
11. Next meeting, future actions and their assignment (Secretary)
12. Closure of the meeting (13.00)