

**2nd Technical Meeting – “Vocational training and on the job training:
Impact and operational measures to foster quality”**

Activities First Day– Tuesday 23 /11

Session 1- Round of Debates	
Objectives	<ul style="list-style-type: none"> ○ Identification and analysis of key aspects in each subject discussed in the virtual community ○ Systematization of achievements attained by subject.
	From 11 am to 2 pm
Methodology of work	<p>In group : (duration: 2 hours)</p> <ul style="list-style-type: none"> • The group exchanges points of view and identifies: <ul style="list-style-type: none"> ○ Key aspects. ○ Points to discuss / voids. ○ Suggestions <p>Successively, covering the 5 subjects (approximately 20 minutes by subject).</p> <ul style="list-style-type: none"> • A leader/facilitator will be chosen for each subject in order to systematize and synthesize the discussions. • Paper board of ppt to systematize contributions. • A representative of the group will present the conclusions to the plenary (interpretation will be available). <p>In plenary (60 minutes) The representative of the group shares conclusions with the entire group. (10 minutes) (interpretation will be available)</p>
Session 2 -Structure and contents	
Objectives	<ul style="list-style-type: none"> ○ Prepare proposals for the general structure of the guide and key contents.
	From 3pm to 5 pm
Methodology of work	<p>In group:</p> <ul style="list-style-type: none"> ▪ Analyze and propose the general structure of the guide, including chapters, sequence and main contents. (60 minutes) <p>In plenary session: A representative of the group presents their conclusions (10 minutes)</p>

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Activities Second day – Wednesday 24 /11

Session 3 – Agreements	
Objetivos	<ul style="list-style-type: none"> ○ Agree next steps for preparation of the guide ○ Agreements and conclusions regarding modalities of work to prepare the guide.
	From 4 pm to 6 pm
Methodology of work	<p>In plenary :</p> <p>Presentation of conclusions regarding the structure of the guide. Fernando and Nina (10 minutes) Exchange of views (10 minutes)</p> <p>In group: The group exchange their points of view and propose on:</p> <ol style="list-style-type: none"> 1. How to continue? Contributions and commitments to be assumed by the institutions. <ul style="list-style-type: none"> • Support materials • Good practices. • Preparation of some specific chapters. • Revisions through virtual community, etc. • Other proposals. 2. Chronogram of work from now on until the finalization of the Guide (20 minutes) <p>In plenary: Each group presents its conclusions (10 minutes by group). Preparation of the conclusions of the meeting</p>

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Activities Third day – Thursday 25 /11

Session 4 – Conclusions	
Objectives	○ Inform the Second technical meeting of the conclusions
	9 to 10 am
Methodology of work	<p>In plenary :</p> <p>Analysis and presentation of the conclusions</p> <p>Exchange of views (10 minutes)</p> <p>Election of members of the group to lead the presentation of the conclusions to the plenary (10 minutes)</p> <p>General conclusions of the meeting (40 minutes)</p>
Session 5 – Presentation of conclusions	
Objectives	○ Present to the plenary the conclusions
	12:30 to 1:30 pm
Methodology of work	<p>Five to six members of the entire group will present the general conclusions to the plenary. One of them from the “English group”</p> <p>It is suggested to present a group a set of general conclusions and another of those related to the contents of the Guide.</p>