

TECHNICAL ASSISTANCE MISSION (TAM) REQUEST FORM - 2017

	DETAILS
Responsible NEO and country	
Contact Person for TAM organisation <i>(name, position, institution, phone number & e-mail)</i>	
<i>If a <u>joint or regional TAM</u> (between two or more countries), please indicate the other countries and responsible NEOs and explain how coordination will be ensured with NEOs from other countries.</i>	
Location <i>(city & hosting institution/venue)</i>	
Type of event <i>(seminar, roundtable, site visit, meeting with national experts and policy makers, focus group...)</i>	
How does this event fit into your national workplan for HERE? Is it attached to/part of another national event? (if a joint/regional TAM, please describe the relevance to the workplans for all countries involved)	
Date & Timing <i>(Please choose the semester and be as precise as possible regarding the month and the day if possible)</i>	<input type="checkbox"/> Semester 1: February – June, 2017 (Deadline for submitting draft programme and precise date: 15 December, 2016) Foreseen date: _____ <input type="checkbox"/> Semester 2: July-December 2017 (Deadline for submitting draft programme and precise date: 1 May, 2017) Foreseen date: _____

Topic and title	
Why has this topic been selected? Why is it important to higher education development in your country? (if a joint/regional TAM, please describe the relevance of the topic for all involved)	
Desired Learning Outcomes	
Expected N° of participants + in case of joint/regional TAM, foreseen number of HEREs from other countries	
Target Public/Audience (profile/experience)	
Language of the event and possibilities to provide interpretation for the expert if needed:	
What is expected from the expert/(s)¹? (Please be specific about the type of input the expert should make, whether multiple presentations would be expected, etc)	
Suggested experts (if any- Please indicate name and contact details)	

Please attach a draft programme if possible (If not this will be required after the pre-selection, before the TAM will be finally selected).

Requests should be sent to the address here@ub.edu by 7 October 2016 at the latest.

¹ In the case of joint/regional TAM, and in some cases for national TAM, more than one expert may be suggested. The number of experts needed should be justified.