

**TECHNICAL ASSISTANCE MISSION (TAM) REQUEST FORM - 2017**

	DETAILS
<b>Responsible NEO and country</b>	
<b>Contact Person for TAM organisation</b> <i>(name, position, institution, phone number &amp; e-mail)</i>	
<b><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></b>	
<b>Location</b> <i>(city &amp; hosting institution/venue)</i>	
<b>Type of event</b> <i>(seminar, roundtable, site visit, meeting with national experts and policy makers, focus group...)</i>	
<b>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)</b>	
<b>Date &amp; Timing</b> <i>(Please choose the semester and be as precise as possible regarding the month and the day if possible)</i>	<input type="checkbox"/> <b>Semester 1:</b> February – June, 2017 (Deadline for submitting draft programme and precise date: 15 December, 2016)  Foreseen date: _____  <input type="checkbox"/> <b>Semester 2:</b> July-December 2017 (Deadline for submitting draft programme and precise date: 1 May, 2017)  Foreseen date: _____

<b>Topic and title</b>	
<b>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)</b>	
<b>Desired Learning Outcomes</b>	
<b>Expected N° of participants + in case of joint/regional TAM, foreseen number of HEREs from other countries</b>	
<b>Target Public/Audience (profile/experience)</b>	
<b>Language of the event and possibilities to provide interpretation for the expert if needed:</b>	
<b>What is expected from the expert/(s)<sup>1</sup>? (Please be specific about the type of input the expert should make, whether multiple presentations would be expected, etc)</b>	
<b>Suggested experts (if any- Please indicate name and contact details)</b>	

*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](mailto:here@ub.edu) by 7 October 2016 at the latest.**

<sup>1</sup> 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.