Annex K

Cedefop events – facts and figures

CEDEFOP EVENT TYPES

In line with its communication strategy Cedefop reaches out to its stakeholders both to disseminate the results of its work and to engage them actively in its work. By way of conferences or other events and gatherings, Cedefop promotes discussion, exchange of experience and networking opportunities between its stakeholders, deepens its links with participants – and, where applicable, co-organisers – and strengthens its visibility and positive image.

Events are part of longer term communication activities starting well before an event and ending well after. An event is an important milestone within such a longer communication activity on a particular strand of Cedefop's expert work. Events are always closely interlinked with other communication activities preceding, accompanying and following the event: a publication, a briefing note, a press release, information on Cedefop's website and social media.

The majority of Cedefop's events are organised in its premises in Thessaloniki. Besides, events are also organised in Brussels and occasionally in presidency or other countries, either by Cedefop alone or in cooperation with a partner.

Joint events are frequently organised with the European Commission, Members of the European Parliament and other Brussels-based stakeholders (such as Member States' representations), international organisations (such as OECD or ILO), and local stakeholders in Thessaloniki or other parts of Greece. In such cases, the contractor may be required to cooperate with other service providers.

Cedefop's events are organised decentrally by its directorate, VET expert departments and communication department. Cedefop's Conference Service, which is part of its Stakeholder Relations project in the communication department, centrally provides logistic and organisational support and liaises exclusively with Cedefop's external conference provider for ordering and paying PCO services.

Cedefop's different types of events serve different communication purposes:

Workshops, seminars, technical meetings

These typically accompany ongoing work which Cedefop's experts discuss with external partners and stakeholders to enrich it (e.g. in view of a publication). Participants are usually invited, such events are closed and the number of participants is relatively small (15 to 40 participants).

Conferences, seminars

These are usually organised when a research strand has reached a point where it can be communicated to a wider audience. Conferences are often linked to the release of a publication or other major initiatives, such as Commission activities (the launch of a website or an initiative, etc.); in many cases, conferences have VIP attendance. Participation is on invitation and/or open, the upper limited being the capacity of the conference room (Cedefop premises or elsewhere). Seminars are usually smaller than conferences (e.g. up to 50 participants) and without VIP attendance.

Special events

Other event formats include festive events/celebrations, exhibitions, visits, working dinners/lunches etc. Such events are typically organised by Cedefop's communication department and Brussels office. They usually draw on established content and their main aim is to strengthen Cedefop's visibility and public relations. Such events are always organised in cooperation with one or several partners who act as a bridge between Cedefop and the audience it wants to reach out to. Festive events (e.g. to celebrate special occasions like anniversaries) normally take place in Thessaloniki. They are organised irregularly, ranging from 15 to 200 participants.

Corporate meetings

The members of Cedefop' Governing Board and its network ReferNet gather once per year for plenary meetings and several times per year for Bureau / regional meetings.

CEDEFOP EVENT WITH PCO SUPPORT - STATISTICS 2013-2016

Type and number of events organised with PCO support

Type of event	2013	2014	2015	2016
Conference (60–200 part.)	5	8	7	7
Seminar (31-60 part.)	5	1	4	5
Workshop (15-30 part.)	1	0	2	1
Special event (15-200 part.)	0	0	1	0
Total No. Events	**11**	**9**	**14**	**13**

Number of external and Cedefop participants

Participants	2013	2014	2015	2016
External	798	636	1024	917
Cedefop	100	130	345	143
Total No. Part.	**898**	**766**	**1369**	**1060**

Event days

Events Duration	2013	2014	2015	2016
No of Events of 0.5 day	1	0	5	4
No of Events of 1 day	6	2	2	1
No of Events of 1.5 day	2	6	5	4
No of Events of 2 days or more	2	1	2	4

Place of event

Place	2013	2014	2015	2016
Cedefop premises	**0**	**8**	**10**	**2**
Outside Cedefop premises	**4**	**1**	**4**	**11**
Outside Cedefop premises (Thessaloniki)	*4*	*0*	*3*	*9*
Outside Cedefop premises (Brussels)	*0*	*0*	*1*	*2*
Outside Cedefop premises (elsewhere)	*0*	*1*		

* in 2016 Cedefop's conference rooms were unavailable during several months