**ERASMUS+ STAFF MOBILITY - PROGRAMME KA171**

**Minutes[[1]](#footnote-1) of the meeting**

**to inform about Staff mobility to**

**[NAME OF THE UNIVERSITY] in [COUNTRY]**

|  |  |  |
| --- | --- | --- |
| **Purpose:** | Inform colleagues from home university about the experience abroad at staff mobility funded by the Erasmus+ programme | |
| **Date of the meeting:** | […] | |
| **Time of the meeting:** | […] | |
| **Place of the meeting:** | […] | |
| **Participants:** | ***Name and Last name*** | ***Position*** |
| […] | […] |
|  |  |
|  |  |
| ***…*** | ***…*** |

**CONTENT OF THE MEETING** [[2]](#footnote-2)

[…*PLEASE, FILL IN THIS SECTION WITH THE INFORMATION YOU TRANSMITTED TO YOUR COLLEAGUES*]

**Signature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Name of the participant:*

1. *Once signed this document must be scanned and sent to:* [*pc.international@ehu.eus*](mailto:pc.international@ehu.eus) [↑](#footnote-ref-1)
2. *Information that should be communicated in the meeting and included in this document: activities that have been carried out at the host university, agenda of the days of activity abroad, people from host University or other institutions that have been met, positive aspects of host University that could me implemented at home University, collaborations that have been agreed for the future…* [↑](#footnote-ref-2)