

Porto Palácio Hotel

November 17-19



CLEAR+



Final Report
Assessment Workshop **2025**



CLEAR+



Erasmus+
Enriquecer vidas, alargar horizontes.



Cristina Perdigão
Diretora Agência Erasmus+ Educação e Formação

Welcome Message

I am very pleased to welcome you to the Final Report Assessment Workshop 2025 of LTA CLEAR+, taking place in the beautiful city of Porto.

This workshop is an important opportunity to strengthen the skills of evaluators and National Agency teams through collaborative approaches and the exchange of experiences. It also provides a chance to consolidate common criteria of quality, innovation, impact, and European added value, ensuring that assessment practices are consistent, thorough, and aligned across Programme countries.

This event brings together representatives from more than 30 Erasmus+ National Agencies and external evaluators from all over Europe. The diversity of participants gives the workshop a truly international dimension and a strategic role in promoting quality across the Erasmus+ Programme.

Porto, one of Europe's oldest and most captivating cities, is renowned for its rich history, striking architecture, and vibrant cultural life. Its historic centre is a UNESCO World Heritage Site. From the charming Ribeira district along the Douro River to its iconic bridges and world-famous wine traditions, Porto provides a truly inspiring setting for our workshop. I hope you enjoy exploring its heritage, welcoming atmosphere, and lively culture during your stay.

The National Agency Erasmus+ Education and Training greatly value the collaborative spirit of CLEAR+. Sharing good practices and experiences among participants is essential to strengthening the quality and impact of our work, ensuring the results benefit the wider educational and scientific community.

I wish you a productive and inspiring workshop, filled with meaningful discussions, strengthened networks, and recognition of the value of collective effort.

Warm regards,
Cristina Perdigão
Director, National Agency Erasmus+ Education and Training



Event Description

The Final Report Assessment Workshop 2025 is a capacity-building and exchange event which will bring together internal and external assessors working on final reports from Erasmus+ KA220 Cooperation Partnerships. We will promote active learning through discussion and exchange on predefined topics, involving internal and external assessors with experience of final report assessment, as well as National Agency staff with expert management and assessment responsibilities.

The workshop will provide an opportunity to review key aspects of final report assessment and to collectively reflect on mechanisms for addressing key issues such as implementation, indicators, quality, innovation, impact, dissemination and European added-value. Scoring practices will also be discussed, alongside mechanisms for consolidation.

By the end of this event, participants will be able to:

- RECOGNISE all aspects that need to be judged during KA220 final report assessment;
- DETERMINE successful and high-quality delivery of KA220 projects, outputs and results;
- INTEGRATE perspectives on quality, innovation, impact, dissemination and European added-value;
- CREATE comments that are coherent, comprehensive, consistent, courteous and concise;
- ATTRIBUTE and DEFEND scores during final report assessment and consolidation

Speaker

Paul Guest has worked in national and European developments in education and training for more than 30 years. After beginning his career in the educational guidance sector, he spent five years in Brussels contributing to the delivery of the European Commission's higher and vocational education funding programmes.

He continues to provide research, development, evaluation, and consultancy services to a wide range of clients, including the Scottish Government and the European Commission, with particular interests in vocational education, learning, and skills recognition. Paul was the principal researcher in a government-funded study on Support Mechanisms for the Recognition of the Skills, Learning and Qualifications of Migrant Workers and Refugees in Scotland and has served as country researcher for UK-Scotland in several high-level European studies on learning, skills, and qualifications.

He regularly delivers training and inputs on key aspects of Erasmus+ and works closely with many of the stakeholders involved in programme delivery. Over the years, he has gained extensive experience as an applicant, project coordinator, programme manager, evaluator, trainer, and assessor across Erasmus+ and its predecessor programmes.

As Lead Expert in CLEAR+, Paul is responsible for the design, development, and delivery of training and capacity-building resources, workshops, and events, in partnership with Erasmus+ National Agencies from nine participating countries.

Paul Guest
AR+ Lead Expert



Programme Overview

Final Report Assessment Workshop 2025

LTA CLEAR+

Day 1

Monday, 17 November 2025

- 16:00** Registration
- 16:45** Welcome
Open Speech - Cristina Perdigão
Summary & Introductions
- 17:15** CLEAR+ and Capacity Building
for Assessors
- 17:45** Workshop Programme and
Planning
- 18:00** Close of Day One
- 20:00** Dinner: Porto Palacio Hotel

Day 2

Tuesday, 18 November 2025

- 09:00** Welcome, Icebreaker and Recap
of Objectives
- 09:30** Workshop 1a: Implementation
and Indicators
- 10:30** Coffee Break
- 11:00** Workshop 1b: Quality and
Quality Assurance
- 11:45** Plenary Exchange
- 12:15** Lunch Break
- 13:30** Workshop 1c: Innovation and
Complementarity
- 14:15** Workshop 1d: European
Added-Value
- 15:00** Coffee Break
- 15:30** Plenary Exchange



Day 2

Tuesday, 18 November 2025

- 16:00** Workshop 2: Comments, Scores and Consolidation
- 16:45** Assessor Testimonials
- 17:15** Close of Day Two
- 18:00** Bus transfer from Porto Palacio Hotel to the Common Dinner
- 19:00** Cultural Activity & Dinner: Boat Trip on the Douro River

Day 3

Monday, 19 November 2025

- 09:15** Welcome Back, Energiser and Goals for the Day
- 09:45** Workshop 3: Individual, Institutional and Wider Impact
- 10:45** Coffee Break
- 11:15** Workshop 4: Dissemination
- 11:45** Final Plenary Exchange
- 12:00** Close of Event (followed by Short Meeting of CLEAR+ Member NAs)
- 13:00** Optional Lunch



City Of Porto

History

Porto, one of Europe's oldest cities, traces its origins to Roman times as Portus Cale, the name that inspired "Portugal." During the Middle Ages, Porto became a major commercial and shipbuilding hub thanks to its strategic location on the Douro River. From the 17th century, it gained worldwide fame for port wine, exported mainly to Britain. Over the centuries, Porto has also been central to Portugal's political history, from liberal revolts in the 19th century to resistance against the Estado Novo dictatorship.

Culture

Porto's culture is rich and diverse. Its gastronomy features iconic dishes like francesinha, tripas à moda do Porto, and fresh seafood. Music thrives in the city, from its own northern style of Fado to traditional folk music. Porto also celebrates vibrant festivals, including the famous São João Festival in June, which fills the streets with music, fireworks, dancing, and playful customs.

Heritage & Architecture

The Ribeira District, a UNESCO World Heritage Site, is Porto's historic heart, with narrow streets, colorful houses, and lively riverside cafés. The city is famous for its bridges, especially the Dom Luís I Bridge linking Porto with Vila Nova de Gaia. Religious architecture is impressive, with landmarks like Clérigos Church, São Francisco Church, and the Porto Cathedral. Porto also embraces modern architecture, including the Casa da Música concert hall and the Serralves Museum of contemporary art.

Identity & Legacy

Porto's identity is inseparable from port wine, with wine lodges and tasting experiences forming a central part of its culture. Its maritime and trading traditions have shaped its economy, architecture, and cosmopolitan spirit. The historic center and wine cellars of Vila Nova de Gaia are recognized worldwide as UNESCO World Heritage Sites, celebrating Porto's enduring cultural and historical significance.





Highlights and Landmarks

Dom Luis I Bridge - Inaugurated in 1886, is one of Porto's most iconic landmarks. Crossing the Douro River and connecting Porto with Vila Nova de Gaia, its double-deck iron structure carries road traffic, metro and pedestrians, offering stunning panoramic views of the city. Designed by Théophile Seyrig, a former partner of Gustave Eiffel, the bridge is a symbol of Porto's rich history and engineering heritage.

Ribeira District - Porto's historic riverside quarter, famous for its narrow, winding streets, colourful houses, and lively atmosphere. Situated along the Douro River, it is a UNESCO World Heritage site and a hub of cafés, restaurants, and traditional shops, offering visitors a vibrant taste of the city's culture and history.

Torre dos Clérigos - An iconic baroque bell tower rising above Porto's historic centre. Completed in 1763 and designed by Nicolau Nasoni, it offers panoramic views of the city and the Douro River, making it one of Porto's most recognizable landmarks.

Livraria Lello - Often called one of the world's most beautiful bookstores, is a neo-Gothic treasure in the heart of Porto. Famous for its intricate staircase, stained glass ceiling, and historic charm, it has inspired generations of readers and even influenced the Harry Potter series.

Public Transport in Porto

Porto has a well-connected public transport system, including buses, trams, the metro, and funiculars, making it easy to explore the city and surrounding areas. Most services use the Andante card, a rechargeable smart card valid on metro, buses, trains, and funiculars. Cards can be purchased and topped up at metro stations, train stations, and select newsstands.

Single tickets are also available directly on trains, buses, or trams. For more flexible travel, taxis and ride-sharing services like Uber and Bolt are widely available throughout the city.

Tip: Remember to validate your card when boarding, as tickets may be checked by inspectors.

Meeting Venue

Porto Palácio Hotel by The Editory



Address:

Av. Boavista, 1269

4100-130 Porto

Portugal



Main Telephone:

+351 226 086 600

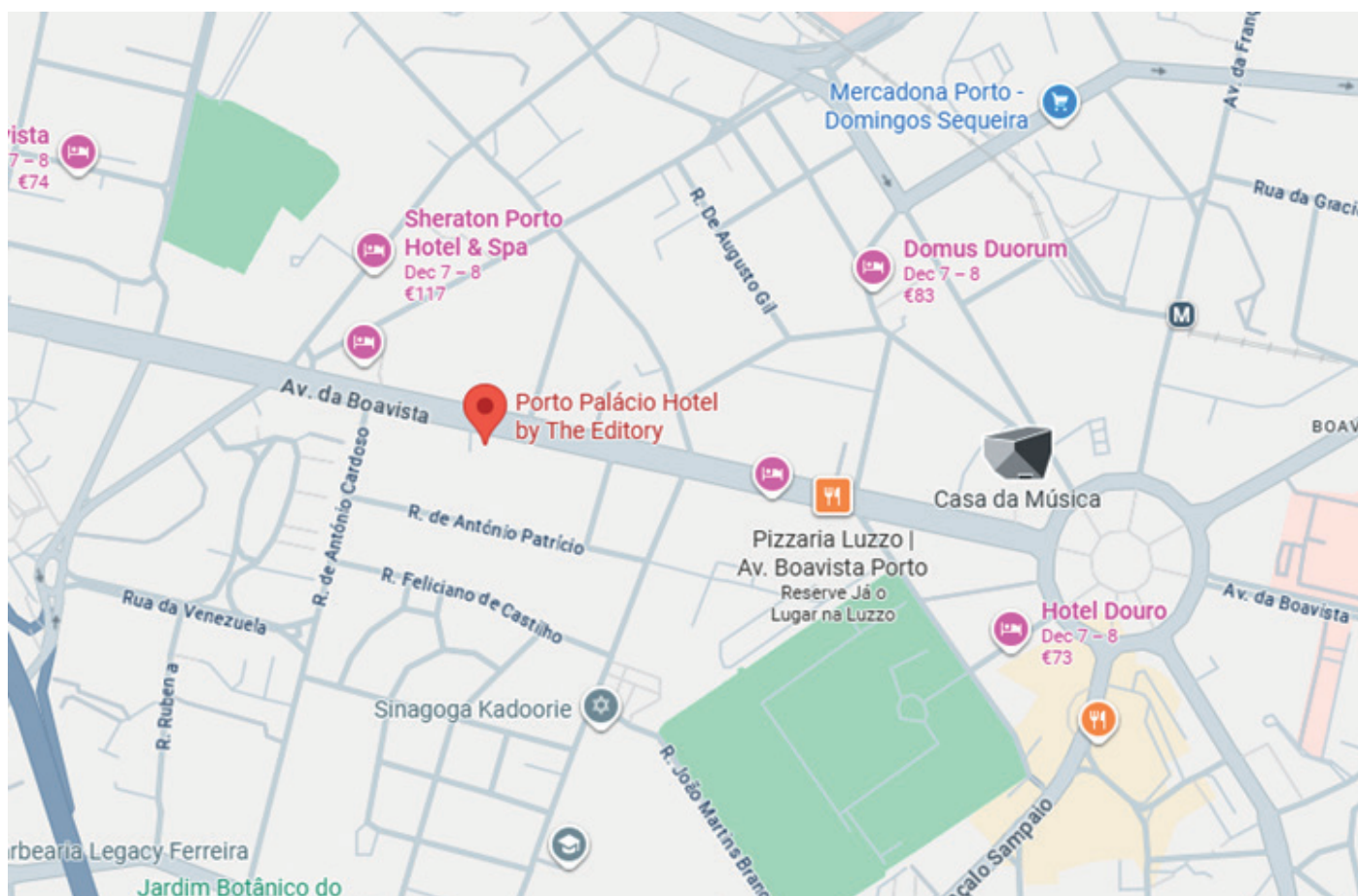


GPS:

41.158989, -8.638760



Directions



Car

By the A1 motorway, at the first exit after the Ponte da Arrábida (Bessa Leite), the Hotel is located on the right side of Boavista Avenue.



Subway

10 minutes walk from the subway station of Casa da Música.



Air

At 17 Km / 20 minutes from Francisco Sá Carneiro Airport (OPO).



Train

7 km from Campanhã station.

Cultural Activity

Cruise with dinner and live music on board in Porto

18:00 Departure from the hotel and transfer by bus*

19:00 Embark at Vila Nova de Gaia Quay

19:30 Departure
Welcome
Dinner on board with live music

22:00 Disembark at Vila Nova de Gaia Quay

*You may travel independently.

We suggest arriving at the **cruise boarding area by 18:45**



Address:

Avenida Ramos Pinto - Cais de Gaia
4400-161 Vila Nova de Gaia
Portugal

GPS coordinates:

41° 8' 14" N - 8° 36' 5" W



Contacts and Support



Important Reminders

Please be punctual for all sessions and activities.

Ensure to carry identification at all times.

For any assistance, contact the event organizers at the registration desk.

Organizers' Contact Information

Paul Guest p.guest@orientra.org

Paulo Almeida +351 963 543 337

Pedro Silva +351 966 702 234

Useful Information

Weather



Day 1:
Monday, November 17

12° | 18°
Showers/Rain



Day 2:
Tuesday, November 18

10° | 17°
Sunny Intervals



Day 3:
Wednesday, November 19

9° | 15°
Light Showers/Rain

Note: Weather forecasts are subject to change.
Please prepare accordingly and check local updates during your stay.

Emergency Numbers in Porto

Emergency Services (Police, Fire, Medical)

112 (European emergency number)

Police (PSP - Polícia de Segurança Pública)

+351 222 092 000

Fire Department (Bombeiros)

+351 22 205 5845

Medical Emergencies (INEM - Instituto Nacional de Emergência Médica)

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