



ISO/TC 232 "Education and learning services"
Secretariat: SAC
Committee manager: Cao Lili Ms.



Notice and Draft agenda of ISO TC 232 18th plenary week from 2024-03-11 to 2024-03-15 in Lisbon Portugal

| Document type | Related content | Document date | Expected action |
|---------------------------|--|---------------|-----------------|
| Meeting / Announcement | Meeting: Lisboa (Portugal) 11 Mar 2024 | 2023-11-23 | INFO |



NOTICE OF MEETING / DRAFT AGENDA

| | |
|---|---|
| ISO/TC 232 Education and learning services | |
| Secretariat SAC | Meeting 18 th plenary meeting Meeting dates 2024-03-11 and 2024-03-15 (hybrid meeting) |
| Host IPQ | Place Escola Superior de Educação de Lisboa (ESELX), Portugal Address Campus de Benfica do Instituto Politécnico de Lisboa, 1549-003 Lisboa, Portugal Tel +351217115500 |

Dear Sir or Madam,

After consulting and discussing with the ISO TPM for TC 232, we are pleased to confirm that the hybrid 18th plenary meeting of ISO/TC 232 will take place on 2024-03-11 (Monday) and 2024-03-15 (Friday) in Lisbon, Portugal.

Working group meetings and social events will take place during the week, and a detailed schedule for these meetings is included.

This will be the first opportunity we have had to meet in person since before the COVID-19 pandemic. We hope that you can attend in person, and if not, in the hybrid meeting. We look forward to meeting you and continuing the work of TC 232.

Yours sincerely,

Dr. Bill Rivers
Chair of ISO/TC 232
william.p.rivers@gmail.com

Mrs. Lili CAO
Manager of ISO/TC 232
caoll@cnis.ac.cn

Preliminary schedule of parallel meetings

Parallel meetings of the following working groups and special events will take place during the plenary week:

- ISO/TC 232/AG 1 *Communication*
- ISO/TC 232/JWG 9 *Joint ISO/TC 232 - ISO/TC 260 WG: Internship*
- ISO/TC 232/WG 6 *Distance and digital learning services*
- ISO/TC 232/WG 7 *Educational organizations – Management systems, to revise ISO 21001:2018*
- ISO/TC 232/WG 8 *Auditing practice group*

| Lisbon Time (UTC 0) | Monday 2024-03-11 | Tuesday 2024-03-12 | | Wednesday 2024-03-13 | | Thursday 2024-03-14 | Friday 2024-03-15 |
|---------------------|--|--------------------------|--------------|----------------------|--------------|---------------------|-------------------------------------|
| 9:00am - 12:00am | | Plenary meeting (Part 2) | | JWG 9 meeting | WG 7 meeting | WG 6 meeting | Plenary meeting (Part 3) & Farewell |
| 12:00pm - 13:30pm | Lunch | Lunch | | Lunch | | Lunch | Lunch |
| 13:30pm - 16:30pm | Plenary meeting (Part 1) & Group photo | JWG 9 meeting | AG 1 meeting | WG 7 meeting | | WG 8 meeting | |
| 16:30pm - 18:00pm | | | | | | | |
| 18:00pm - 21:00pm | Welcome reception & Dinner <i>* To be confirmed</i> | | | | | | |

Please register to ISO/TC 232 plenary, WG meetings, and special events respectively via the following URLs:

| Meeting/event | Registration URL |
|-----------------|---|
| Plenary meeting | https://sd.iso.org/meetings/132486 |
| AG 1 meeting | https://sd.iso.org/meetings/132487 |

| | |
|---------------|---|
| JWG 9 meeting | https://sd.iso.org/meetings/132488 |
| WG 6 meeting | https://sd.iso.org/meetings/132490 |
| WG 7 meeting | https://sd.iso.org/meetings/132491 |
| WG 8 meeting | https://sd.iso.org/meetings/132492 |

Plenary hybrid details

- **ISO/TC 232 18th Plenary meeting (Part 1)**

Join from PC, Mac, Linux, iOS or Android: <https://iso.zoom.us/j/95024334842?pwd=TVRSVIZoTTV3SEhGcGFjVm10QlU5QT09>

Meeting ID: 950 2433 4842

Password: 622218

International numbers available: <https://iso.zoom.us/u/awpZR9ioc>

Or Skype for Business (Lync): <https://iso.zoom.us/skype/95024334842>

- **ISO/TC 232 18th Plenary meeting (Part 2)**

Join from PC, Mac, Linux, iOS or Android: <https://iso.zoom.us/j/92593399775?pwd=RnJldnM1VERxR2hmU3ppRzh4c3JHdz09>

Meeting ID: 925 9339 9775

Password: 664090

International numbers available: <https://iso.zoom.us/u/aAGeW1foz>

Or Skype for Business (Lync): <https://iso.zoom.us/skype/92593399775>

- **ISO/TC 232 18th Plenary meeting (Part 3)**

Join from PC, Mac, Linux, iOS or Android: <https://iso.zoom.us/j/99799595499?pwd=NFJpckpzQTRnRWJpbHN6YnM4UDZPQT09>

Meeting ID: 997 9959 5499

Password: 056266

International numbers available: <https://iso.zoom.us/u/adwPv72TI9>

Or Skype for Business (Lync): <https://iso.zoom.us/skype/99799595499>

Details for the hybrid meetings of the WGs and AG1 will follow shortly.

Meeting location

[Escola Superior de Educação de Lisboa \(ESELX\)](#)



ESELX has a cafeteria (offering full meals at the special price of 4 euros per person to our Delegates and Experts) and two coffee shops, one with a balcony facing the gardens.

The ESELX location is very convenient: it is 8km from the Lisbon airport. Public transportation (regional train, metro, and bus) is within walking distance of ESELX (5-10 minutes), connecting to all parts of Lisbon, including downtown, for those who prefer to stay in more touristic areas. Also within walking distance (5-10 minutes), there are two shopping malls, shopping streets, coffee shops and restaurants.

Link to ESELX location on Google Maps: <https://maps.app.goo.gl/uEc8zCZoeB1jKizT8>

Hotel information

There are many accommodation options in Lisbon, as it is a very touristic city. It is recommended to search *booking*, *Airbnb*, or similar hotel platforms by using the search term “BENFICA” (the part of Lisbon where ESELX is).

Travel information

How to Get to ESELX

- **By train | Benfica train station (CP) is located 3 min walk from ESELX (Sintra and Alverca Lines).**

<https://www.tunneltime.io/en/lisbon-portugal/trains>

- **By metro | the Colégio Militar metro station (Blue Line) is located about 12 min walk from ESELX**

<https://www.tunneltime.io/en/lisbon-portugal/metro>

- **By bus | numerous buses stop near ESELX**

Next to Benfica Station - 703, 724, 729, 750, 754, 758, 764, 799

Next to the Colégio Militar Station - 703, 729, 750, 764, 765, 767, 799

Next to the Fonte Nova Shopping Center - 703, 716, 729, 746, 750, 754, 758, 764, 767
Rodoviária de Lisboa - 203, 205, 210, 222, 223, 228, 236 (Colégio Militar)

<https://www.tunnelttime.io/en/lisbon-portugal/bus>

Visas

For invitation letter for visa applications, please contact:

Ms. Susana Martins
Técnica Superior
IPQ
smartins@ipq.pt

Please see <https://vistos.mne.gov.pt/en/> for detailed visa information, and please contact Ms. Martins as soon as possible.

Plenary agenda

| # | Items | Action (e.g for vote for discussion for information) | N-Doc Number* | Time allocated (min) |
|-----|--|--|---------------|----------------------|
| 1. | Opening of the meeting | Information | / | 10 |
| 2. | Welcome from host | Information | / | 20 |
| 3. | Roll call of delegates | Information | / | 30 |
| 4. | Work environment: Presentation on the ISO Code of Ethics and Conduct Direct link to the ISO Code of Ethics and Conduct | Information | / | 10 |
| 5. | Adoption of the agenda | Vote | / | 10 |
| 6. | Appointment of the resolution drafting committee | Vote | / | 10 |
| 7. | Report of the Chair/Committee Manager | Discussion | / | 30 |
| 8. | Report of the ISO/TC 232 <i>Work programme survey</i> | Discussion | / | 30 |
| 9. | Strategic issues/Review Strategic Business Plan | Discussion | / | 30 |
| 10. | Working Groups reports | Discussion | / | 60 |
| 11. | Advisory Groups reports | Discussion | / | 60 |
| 12. | Liaison reports | Discussion | / | 60 |
| 13. | Review of liaisons (to be done at least every 2 years or at every committee meeting) and confirmation of Liaison Representatives | Discussion | / | 30 |
| 14. | Status of all items of the portfolio and actions to be taken <ul style="list-style-type: none"> • Current work programme • Update on target dates for work in progress • Systematic review | Discussion | / | 60 |
| 15. | Items for future work Please contact the secretariat by 21 February for additional agenda items (william.p.rivers@gmail.com, houfei@cnis.ac.cn) | Discussion | / | 60 |
| 16. | <ul style="list-style-type: none"> • Communication (updating of Committee website (if any), Press -releases on publication, etc.) | Discussion | / | 30 |
| 17. | Next TC, SC and WG meetings | Discussion | / | 30 |
| 18. | Any other business Please contact the secretariat by 21 February for additional agenda items (william.p.rivers@gmail.com, houfei@cnis.ac.cn) | Discussion | / | 60 |
| 19. | Approval of resolutions | Vote | / | 30 |
| 20. | Closure of the meeting | | | |
| 21. | * N-doc to be circulated | | | |