**Suggested schedule for targeted reviews site visits**

Note: Please ensure that the site visit includes interviews with the full range of stakeholders (as in a full

Review against the ESG) and reserve adequate spare time for the panel to address any additional ESG-compliance related issues that might arise during the site visit. Moreover, ensure an opportunity for an exchange regarding ESG 2.1 and the self-selected ESG standard

for enhancement.

| SESSION NO. | TIMING | TOPIC | PERSONS FOR INTERVIEW | LEAD PANEL MEMBER |
| --- | --- | --- | --- | --- |
| [DD.MM.YYYY] - Online meeting with the agency's resource person  [organised ideally two weeks before the site visit] | | | | |
| 1 | 120 min | Review panel’s kick-off meeting and preparations for site visit | *(include name and title)* |  |
| 2 | 90 min | An online clarifications meeting with the agency’s resource person to clarify the agency’s changes since the last full review against the ESG and to understand the background and motive of the agency’s choice of the self-selected ESG standard for enhancement (next to the overall HE and QA context of the agency) |  |  |
| [DD.MM.YYYY] – Day 0 (pre-visit) | | | | |
| 3 | 60 min | Review panel’s pre-visit meeting and preparations for day 1 |  |  |
| 4 | As necessary | A pre-visit meeting with the agency’s resource person to clarify any remaining questions after the online clarifications meeting |  |  |
| [DD.MM.YYYY] – Day 1 | | | | |
|  | 30 min | Review panel’s private meeting |  |  |
| 5 | 45 min | Meeting with the CEO and the Chair of the Board (or equivalent) |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 6 | 45 min | Meeting with representatives from the Senior Management Team |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 7 | 45 min | Meeting with the agency staff/representatives on the agency's self-selected enhancement area (as necessary) |  |  |
|  | 60 min | Lunch (panel only) |  |  |
| 8 | 45 min | Meeting with key staff of the agency/staff in charge of external QA activities |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 9 | 45 min | Meeting with department/key body of the agency 1 |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 10 | 45 min | Meeting with department/key body of the agency 2 |  |  |
| 11 | 60 min | Wrap-up meeting among panel members and preparations for day 2 |  |  |
|  |  | Dinner (panel only) |  |  |
| [DD.MM.YYYY] – Day 2 | | | | |
|  | 60 min | Review panel’s private meeting |  |  |
| 12 | 45 min | Meeting with ministry representatives (where relevant) |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 13 | 45 min | Meeting with heads of some reviewed HEIs/ HEI representatives |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 14 | 45 min | Meeting with quality assurance officers of HEIs |  |  |
|  | 60 min | Lunch (panel only) |  |  |
| 15 | 45 min | Meeting with representatives from the reviewers’ pool |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 16 | 45 min | Meeting with stakeholders, such as employers, students, local community |  |  |
|  | 15 min | Review panel’s private discussion |  |  |
| 17 | 45 min | A session to further investigate  additional topics that may arise during the site visit regarding agency’s compliance with the  ESG (as necessary) |  |  |
| 18 | 60 min | Wrap-up meeting among panel members: preparation for day 3 and provisional conclusions |  |  |
| [DD.MM.YYYY] – Day 3 | | | | |
| 19 | 60 min | Meeting among panel members to agree on final issues to clarify |  |  |
| 20 | 60 min | Meeting with CEO to clarify any pending issues |  |  |
| 21 | 90 min | Private meeting between panel members to agree on the main findings |  |  |
|  | 60 min | Lunch (panel only) |  |  |
| 22 | 30 min | Final de-briefing meeting with staff and Board members of the agency to inform about preliminary findings |  |  |