**Promotion & preparation & information**

**BEFORE**

To promote staff mobility, the best practices on the MOB’INNOV platform can illustrate what can be discovered in the partner countries and motivate staff to participate in staff mobility. A preparation meeting is organised to present practical information, the program of the study visits, a first overview of the hosting country VET system and to build teams for “Investigation”. Each team choose 2-3 topics out of a **list of general or comparative questions (1)** to prepare for the visit.

**Debriefing & evaluation**

**DURING**

Each group will describe what they learned during the staff mobility by using a **travelogue (2).** At the end of the day, a **daily debriefing** **(3)** is organised. Each group presents and discusses the outcomes. An exchange among participants with the hosting partner is organised for a **final debriefing and evaluation (4)** with the host partner.

**Validation & impact & evaluation**

**AFTER**

A meeting is organised after the mobility for a **final evaluation (5)**. The outcomes of the travelogues are analysed to point out common topics for innovation and to produce common recommendations for the transfer of innovation. In group work, **action-sheets (6)** are produced. 6 months – 1 year after the mobility, a **follow-up** **(7)** is organised to check the impact on the practices of the participants and track the implementation of innovative practices or projects by their organisations. Difficulties of implementation can be pointed out and support delivered.