

TCA E&T Working Group and TCA Officers' Meeting

28-30 May 2018, Budapest

Venue: [Novotel Budapest Centrum Hotel](#)

Rakoczi ut 43-45

H-1088 Budapest, Hungary

AGENDA

time	Item	Comment
28 May, Monday	Pre-meeting Day: Working Group meeting	
12.00- 14.00 pm.	<i>Arrival & Lunch</i>	
14.00 – 15.30	<p><i>Short welcome by TPF and DG EAC representative</i></p> <p><i>Introduction of participants</i></p> <p><i>Overview of meeting aims and topics</i></p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> - How shall the WG operate? Conditions of membership, succession, working methods, etc. - What are the WG's expectations/requests towards the TCA RC? - What are the most important issues to be dealt with within the WG for the upcoming period? • Collaboration between WG and TCA RC • Activity plan for upcoming 6 months 	Only for the TCA E&T Working Group members, DG EAC representative and TCA RC staff.
15.30 – 16.00	<i>Coffee break</i>	
16.00 – 17.30	<p><i>Discussion (cont.):</i></p> <ul style="list-style-type: none"> - Overview of the agenda points of the Officers' meeting: clear understanding and common position on the planned aims and working methods of the sessions and roles - Summary of WG position / proposal on addressing specific topics regarding TCA governance: Fostering TCA activities, quality assurance, monitoring results, dissemination of results - Formulation of messages to the Officers for the next day 	

29 May, Tuesday	Day 1 - TCA Officers' meeting	
9.30 – 10.00	<i>Registration</i>	For all TCA Officers, DG EAC representative, invited experts and TCA RC staff.
10.00 - 10.30	<i>Welcome and opening speeches</i> Peter Tordai, Director, Tempus Public Foundation (8') Anne Ballauf, DG EAC (8') <i>Presentation of E&T TCA Resource Centre: mission and staff</i> Istvan Verses, TPF, Head of Erasmus + Department (7') Kriszta Mihalyi, Head of TCA Resource Centre (7')	
10.30 – 11.00	<i>Interactive session</i> <ul style="list-style-type: none"> - Expectations of the TCA officers towards the meeting - Overview of topics to be discussed - Presentation of Working Group– WG members 	
11.00 – 11.15	<i>Message from the Informal NA Directors' meeting held in Sofia</i> Istvan Verses, TPF, Head of Erasmus + Department	
11.15 – 11.30	<i>Coffee break</i>	
11.30 – 12.45	<i>TCA Governance</i> - presentation 15' discussion 60' <i>Presentation:</i> Stock taking about realized/approved TCAs; Priorities, topics - TCA Resource Centre (15') <i>Interactive session: work in groups</i> Planning the TCA: understanding the priorities; Quality assurance- ex ante, avoiding overlaps, ensuring continuity Promotion of the TCA, Selection of applicants. Organization and realization Quality assurance ex post; assessment and dissemination of the results	
12.45 – 13.15	<i>Synthesis of group work in plenary</i>	
13.15 – 14.00	<i>Lunch</i>	
14.00 – 15.00	<i>Interactive session: work in groups</i> Presentation of best practice TCAs followed by moderated discussion Presentation 15' – discussion 45' – summarizing conclusions 15'	

15.00 – 15.30	Synthesis of group work in plenary	
15.30 – 15.45	<i>Coffee break</i>	
15.45 – 16.15	<i>Questions and answers session</i> Officers can ask questions to DG EAC, SALTO Youth and TCA RC representatives	
16.15 – 17.30	<i>Planning TCAs for 2019</i> - presentation 15' discussion 60'	
18.00 – 20.00	<i>Dinner in Hotel Novotel</i> (Partners are welcome. Fee: 8.100 HUF)	

30 May, Wednesday	Day 2 - TCA Officers' meeting	
08.30 – 09.30	<i>Beyond the Agenda: Planning a specific TCA</i>	For TCA Officers wishing to discuss details about planning a specific TCA – Session upon request
9.30 – 09.45	<i>Conclusions of Day 1, aims and topics of Day 2</i>	For all TCA Officers, DG EAC representative, invited experts and TCA RC staff
09.45 – 10.00	<i>How to define the outcomes of my TCA?</i> – TPF representative	
10.00-11.00	<i>Planning TCAs for 2019 (cont.)</i>	
11.00 – 11.15	<i>Coffee break</i>	
11.15 – 11.45	<i>Key messages from SALTO Youth</i> Udo Teichmann, Representative of SALTO Training and Cooperation RC	
11.45 – 12.35	<i>IT Platform:</i> <i>Presentation of the concept and proposed functions</i> – TCA RC staff <i>Discussion in plenary: questions and answers regarding the IT Platform</i>	
12.35 – 12.50	<i>Summarizing the meeting; to-dos, conclusions</i> Working group representative and TCA RC staff	
12.50 – 13.00	<i>Closing the meeting</i> Anne Ballauf, DG EAC Istvan Verses, TPF, Head of Erasmus + Department	
13.00 – 14.30	<i>Lunch</i>	