Summary of the
TCA E&T Working Group Meeting
24-25 September 2018, Budapest

Venue: Tempus Public Foundation, Salto E&T TCA Resource Centre
1 Kéthly Anna tér
Budapest 1077, Hungary

Participants:

- SALTO E&T TCA RC: Katalin Albrecht-Garai, Anett Almássy, Kriszta Molnár, Bettina Ugrósdy-Beregi
- WG: Judith Dayus- NL, Ingrid Gran- SE, Sari Huttunen-FI, Ellen Vimberg- EE, Carmel Walsh- IE

Day 1: Monday 24 September

Welcome and opening speeches

Kriszta Molnár, Head of TCA Resource Centre

Warmly welcomed the Working Group (WG). Emphasized the importance of the outcome of the WG meetings, as the TCA Resource Centre is taking into consideration the WG's professional feedback and has already planned and taken actions based on the input provided by the WG members.

Outlined the aim of the WG meeting:

- Feedback on recently realized tasks
- consult about upcoming tasks
- discuss the structure and future operation of the WG

Katalin Albrecht-Garai, Senior Coordinator at TCA Resource Centre

Greeted the newest WG member, Carmel Walsh, Irish (IE01) TCA officer who is substituting Naoise Wilkinson while being on maternity leave. Introduced the new TCA Resource Centre staff member, Anett Almassy, Coordinator, who is the primary contact point for SALTO E&T IT platform.

Discussed the topics of Day 1 and highlighted the tasks where decision has to be made.

1. Session: SALTO and WG Cooperation
   - Background of TCA officers' newcomer package
   - Discuss and accept WG new members' application process

2. Session: WG operation and upcoming tasks
   - Overview of upcoming tasks in 2018

- Discuss content of TCA officers' newcomer package

3. Session: IT platform development in 2018
    - Recent and planned functionality development and feedback
    - Decision making about content structure and access

4. Session: IT platform development in 2019
    - Define platform features and expectations to be developed

SALTO and WG Cooperation session

As the WG has tasks and responsibilities, TCA RC would like to give recognition and benefits to the members and formalize their roles, structure the operation of the WG. TCA RC is going to further support recognition of the WG members in their own NA, as they give outstanding professional input– in order to achieve better TCA results and facilitate the overall work of NAs.

The present WG members work is highly appreciated and the WG's task to form the future structure of the group, from collecting WG member selection criteria to the evaluation of the applications.

WG meeting participants discussed the Code of WG operation and the Call for new members to be published after the WG meeting. Agreements were made on the aspects of assessment and selection:

- personal motivation is very important
- different competencies are also important
- have a balanced geographic distribution
- have multiple E&T sectors represented
- experience from Youth field is highly appreciated
- no minimum criteria in TCA experience (as professional background could be a good addition to the WG's work despite having little or no experience with TCAs).
- the total number of WG members should be 12
- discuss the possibility to have an open WG election in every 3 years to give chance for new colleagues to join in. (Details to be discussed in the Spring 2019)

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Call for WG membership will be shared in the following channels:

- SALTO ET Platform
- SALTO monthly update newsletter (issue September)
- e-mail to NA directors
- via Yammer

WG operation and topics for the near future session

TCA outcomes and results

In order to collect and generate TCA outcomes in the future, a collection and translation of internal procedures from national languages to English would be very helpful. TCA RC could assist in the overall coordination, collecting materials from NAs, arrange translations to English and share and compare documents in a structured, easy-to-search form via SALTO E&T platform.

Frequently used templates for planning TCAs (and collecting results) are:

- Check list
- Time frame
- Excel sheets
- Tips & advice

TCA results to be collected:

- report of organizer
- report of trainers/facilitators/speakers
- report of participants
- result summarizing website

TCA RC will compose a user-friendly structure for the templates and materials.

The Dutch NA's WG member informed and showed participants how they share TCA outcomes on their webpage which can be used as an example to follow.

Frequently Asked Questions

Due to the unclear event type of "study visit" in point 5 (FAQ), an agreement has been made to put these as examples under the thematic seminars' category or as examples for it following the exact text of the NA Guide. This information will be included in the Frequently Asked Questions document and on the platform – preferably at the event edit and search feature.

Thematic seminars include:

- study visits
- peer learning activities
- trainings

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Frequently used templates

The most frequently used templates would be part of the newcomer officers' package. WG members were asked to suggest examples for it. As all NAs are using different type of agreements, participants concluded that TCA RC will collect input, agreement forms from NAs and will create an **Agreement letter template**, which will be attached to the package and included in the platform together with the online application form in 2019. A **Final report template** is considered to be composed as well.

Commissions' messages to WG

Anne Ballauf, DG EAC

Welcomed the participants warmly. Drew attention to the start of the SALTO E&T platform, the available basic IT infrastructure and how information is continuously fed into the platform. She encouraged stakeholders to actively use the website. The EC will soon have access to the platform and follow the uploaded information and new development features.

Apart from the SALTO ET developments Ms Ballauf highlighted three issues:

- *Introducing Oana Felecan*

  Oana Felecan is a new contact persons in DG EAC for TCA - in charge of VET, school education and adult education (replacing Géraldine Libreau).

- *EPLusLink changes*

  EC is planning to change EPlusLink to better manage TCAs. For the 2019 WP, NAs will only need to add TCAs they are going to host. For sending activity, it will be enough to include an assumption of the planned budget and an overview of strategy of sending. The hosting TCAs will be visible for all NAs and sending activities can be linked with them. This functionality will start the beginning of October 2018 and probably will reach active usage by the end of this year or early next year. As this is a new development EPL feature, EC welcomes feedback from NAs.

- *TCAs in the new Erasmus Programme (2021-2027)*

  In the new Programme TCAs are planned to be moved from KA2 to KA3. The intention with this is once to place the activities in the policy support type of activities where they more belong in their nature than in KA2, and to encourage NAs to use the funds by dedicating them specifically for TCAs (not transferable for strategic partnership projects).

  At the moment the implementation package for TCAs in the new Erasmus is under consultation with the NAs. The Working Group's opinion is welcome in this consultation.

  Anne will notify SALTO ET about the relevant processes, so that SALTO can gather the reflection of the WG on the proposed implementation and will also post information on Yammer.

Finally, Anne thanked the constructive work of the WG and she wished a pleasant time in Budapest.

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IT platform developments for 2018

Bettina Ugrósdy-Beregi, Senior Coordinator at TCA Resource Centre

Anett Almássy, Coordinator at TCA Resource Centre

The coordinators provided an overview of the recent IT developments and summarizing statistics on the webinars held.

Features of the IT platform were discussed and WG gave feedback on its elements. Main points of the discussion were:

- The IT platform is not device responsive when using Edge as a browser, development for responsivity is in progress.
- Statistics about the TCA officer users was presented:
  - 34 countries
  - 40 NAs
  - 103 users.
- Report of the IT platform webinars was shared:
  - 70% of the countries were represented
  - 62,5% of the NAs participated.
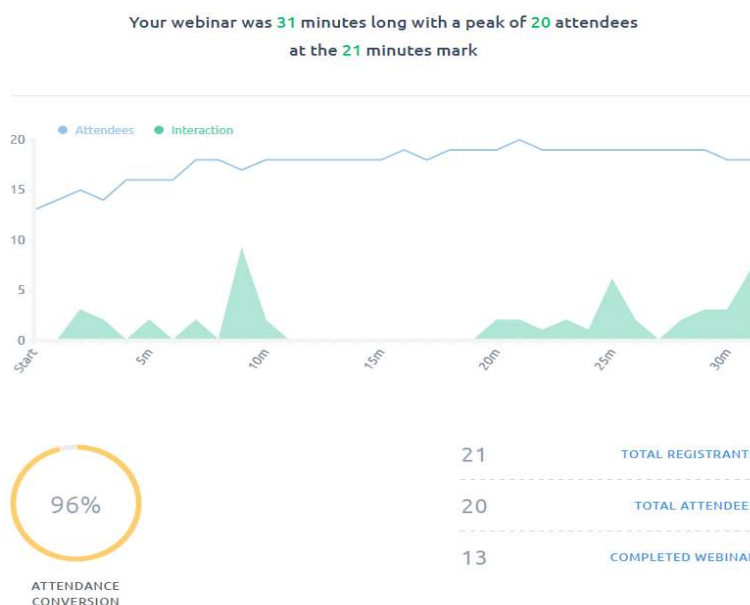
1. Figure: IT platform webinar report - 13 September 2018

- If a cancelled event is reorganised in the following budgetary year, should the user change the event status from "Cancelled" <u>or</u> add a new event? SALTO ET's suggestion for reorganising a previously cancelled event is to create a new event by duplicating[1] the cancelled cardto. Saving TCA with cancelled status would help NAs in the reporting.
- Deadlines for editing TCAs in 2019 are proposed dates, to help NAs in Work Programme planning.

Decision was made how to divide public and restricted parts of the website. Public and restricted content is presented in the ppt about Platform development.

- It's planned to have a TCA officers' contact list shared in the restricted site.

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[1] Technical implementation is coming.

- The short resumes of the WG members will be created and shared in the restricted section, similar to the TCA Resource Centre Unit members' introduction.
- The Library will have public sections in the future, when online application will be developed. (e.g. the good practice TCAs will be published)

IT platform developments for 2019

Kriszta Molnár, Head of TCA Resource Centre

Kriszta introduced the IT developments planned for 2019 and asked the WG for feedback.

Main points of the presentation and discussion were:

- The SALTO ET TCA website development is an ongoing process based on consultation with all relevant stakeholders (working group, TCA officers, NA staff, Commission, SALTO Youth) and feedback from the parties are used for the amelioration of the site.
- The main steps of the development are linked to the TCA lifecycle:

planning - promotion / **selection – realization** / evaluation – follow up

Phase 1 (2018)   Phase 2 (2019 Q1, Q2)   Phase 3 (2019 Q3

- Platform development comprises of professional and IT input. TCA RC is constantly contacting WG to discuss professional content.
- Online feedback forms are planned to be sent out to gather feedback from NAs (similarly as in 2018)
- Online application is planned to be available in Q1 2019. Form will be partially standardized, ie. there will be basic questions and NAs can add extra questions.
- Selection of applicants is planned to be similar to the Youth selection process. Online application form will be available on the platform, applications will be automatically sent to the Host and Sending Agency. Sending Agency needs to evaluate applications and provide recommended list of participants to the Host NA, host NA will need to approve the applications.
- It is considered to have a group messaging function in order to send notification to all accepted/denied applicants.
- WG emphasized the importance of communicating the application process very clearly, eg. when the Host NA accepts the application, it is recommended that a system notification will state: "The Host of the event accepted your participation, however please wait for the official confirmation from your NA."

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Day 2: Monday 25 September

Presentation on the SALTO E&T RC draft work plan 2019

Kriszta Molnár, Head of TCA Resource Centre

Kriszta presented the specific objectives and the planned list of activities and asked for the feedback from the WG.

Specific objectives remain unchanged from 2018:

TCA RC online tool, IT platform

Planning Board and TCA Calendar (2018)

Repository of results of the realized TCAs

Online applications, selection, realization and follow up

Professional development and quality assurance of TCAs

NA staff trainings

Taking stock of realized TCAs; impact overview, study on results

Good practice criteria

Activity planning for 2019:

Activity	Target group	Planned result	Timing
Meetings: Consultation (online and f2f) with the EC	TCA RC staff EC	EC expectations; indicators; reporting	Continuous f2f meeting Q1
E&T TCA working group meetings (online + f2f)	TCA RC staff WG members	identification of needs; validation of plans	Online: Q1, Q4 F2f: Q2, Q3
Annual Meeting of TCA Officers'	EC TCA RC staff TCA officers	Support for officers Identification of needs Planning TCAs for 2020	2019 Q2 Venue?
Consultations with the TCA advisory group	TCA RC staff NA directors	Feedback on plans, concepts; Guide on governance	f2f meetings: Q2, Q4

IT Platform development: Online application, selection, relization, follow up TCA results Expert Pool	NA staff Beneficiaries EC	IT Platform phase2,3	Phase 2: Q1,2 Phase 3: Q3, 4
Tools: Monthly update Promotional materials (flyers, videos)	TCA RC staff TCA officers WG members	Information flow, support in dissemination	continuous
Trainings: Induction training TCA life cycle training Thematic trainings (linked to priorities)	NA directors, NA staff	Training materials	Q1, Q2, Q4
Research activities: - research deriving from the result of the 2018 research and training needs survey (eg: impact assessment of TCAs) - criteria of a good practice TCA - online survey aiming at gathering feedback on the newly developed functionalities in the IT Platform	NA directors, TCA officers, NA staff TCA beneficiaries	Input to IT Platform Phase2,3 developments Support for NAs	2019 Q2, Q4

WG welcomed the plans and highlighted that the online application and selection and training and support materials for newcomer/less experienced TCA officers shall have priority.

WG was asked if they would be organizing the annual Officers' meeting as the venues have been rotating among WG members so far. In absence of any volunteer it was suggested to have an open call for *hosting the 2019 annual TCA officers meeting*. The date might be on the last week of May or first week of June; date needs to be compared with the NA Director's meeting and with the Youth TCA officers' meeting. The venue of the Spring WG meeting will be where the TCA officers' meeting will be held.

Good practice TCAs:

A discussion about how to identify and collect good practice TCAs was initiated **by Katalin Albrecht - Garai**, senior coordinator, SALTO ET.

Good practice criteria have been collected from participants' practice:

- application process should be open and transparent; clear criteria for applications and the process of selection/scoring
- application process should be in time, exhaustive TCA preparation (1 year in advance)
- TCA should be organised with a well-defined range of participants
- manageable number of countries represented; manageable number of participants, good TCA should have at least applicants from 20-25 countries, with appx. 80 people
- good cooperation between NAs
- have a TCA with precise aims
- TCA is based on actual, relevant needs
- it should be already a proved good practice and an existing training concept
- preparing organisers before the event; have a meeting in advance
- taking time for the follow up evaluation with the partners
- ask participants to prepare thoughts/materials on topics before the TCA
- connecting participants in advance via online platform
- have a big facilitator team
- innovative methodology; e.g. give round signs with different colour to participants to indicate if they have ICT question, IT question, etc.
- take time to research good keynote speakers, trainers, facilitators
- have national and international trainer (trainers' database)
- interactive workshops, online tools that could be shared/purchased with stakeholders, importance of collaboration
- have wide range of shared materials after the TCA; website, videos, documents etc.
- send the evaluation questionnaire the day after
- monitor the number of applications in the next application round
- participants' and partner NAs' satisfaction is also an indicator for a good TCA
- impact measurement (NAs have practice in it)

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Good practices will be gathered and published on the public part of the webpage (Library) for dissemination and communication of TCAs.
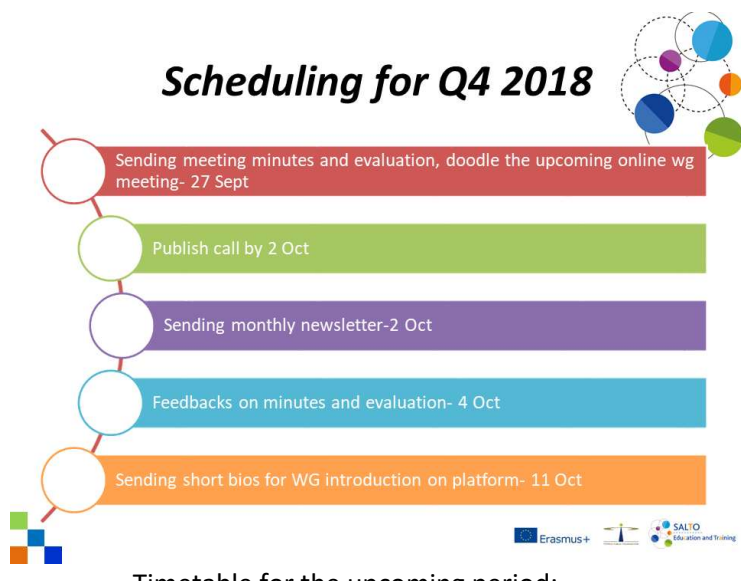
Actualities and summary and closing of the meeting, timetable for the upcoming period

It has been agreed that the WG will provide *professional content for the TCA Officers' monthly update*. The first article will be written by Ingrid Gran - Swedish WG member - by 15th October. The topic will be the *Quality of TCAs*.
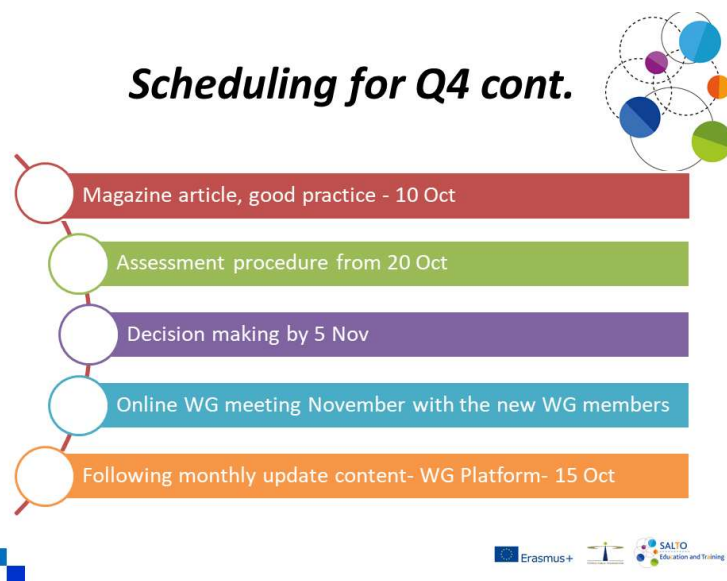
Planned topics for the November WG online meeting:

- Welcoming new WG members
- TCA Officers' meeting content planning
- Training needs survey update
- Application form – draft
- Discussion of the upcoming WG newsletter topics

Scheduling for Q4 2018

- Sending meeting minutes and evaluation, doodle the upcoming online wg meeting- 27 Sept
- Publish call by 2 Oct
- Sending monthly newsletter-2 Oct
- Feedbacks on minutes and evaluation- 4 Oct
- Sending short bios for WG introduction on platform- 11 Oct

Scheduling for Q4 cont.

- Magazine article, good practice - 10 Oct
- Assessment procedure from 20 Oct
- Decision making by 5 Nov
- Online WG meeting November with the new WG members
- Following monthly update content- WG Platform- 15 Oct

Timetable for the upcoming period:

Katalin Albrecht-Garai, Senior Coordinator at TCA Resource Centre

Thanked for the active participation and contribution at the meeting and encouraged WG members to continuously give feedback on improvements and to proactively provide the TCA RC staff with ideas and comments.

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