



Summary of the TCA E&T Working Group Online Meeting

19 November 2018

Organized by: [Tempus Public Foundation, Salto E&T TCA Resource Centre](#)

Participants:

- SALTO E&T TCA RC: Anett Almássy, Bettina Ugródsy-Beregi, Katalin Albrecht-Garai, Kriszta Molnár
- WG: Christelle Coet-Amette - FR, Janelle Camilleri – MT, Judith Dayus - NL, Katariina Petajaniemi – FI, Monika Held – DE, Pietro Michelacci – IT, Sara Southam – UK, Sari Huttunen-FI, Teresa Nogueiro – PT

1. Welcome and introduction of the new members

Kriszta Molnár, Head of TCA Resource Centre

Warmly greeted the Working Group (WG) with its new five members. Emphasized that the WG is an outstandingly important partner to the SALTO E&T as all plans and concepts are discussed with the Board and their feedback guide the processes followed.

Asked the newly joint TCA officers to introduce themselves, which is available on the [SALTO E&T platform](#) after logging in.

Outlined the aim of the WG meeting:

- have feedback on Training and Research concept
- consulting the SALTO E&T platform
- discussing the TCA officers' meeting

2. Plans of SALTO E&T for 2019

Kriszta Molnár, Head of TCA Resource Centre

Presented SALTO E&T's work for 2018 and 2019, highlighting the need of Training and Research coordination.

Specific objectives:

TCA RC online tool, IT platform

- Planning Board and TCA Calendar (2018)
- Repository of results of the realized TCAs (2018-2019)
- Online applications, selection, realization and follow up (2019)



Professional development and quality assurance of TCAs

- Guidelines for NAs, Frequently Asked Questions, User manual to IT Platform (2018)
- Templates used by NAs in TCA management (2019)
- NA staff trainings (2019)
- Taking stock of realized TCAs; impact overview, study on results (2019)
- Good practice criteria and collection (2019)

Introduced the planned activities within 2019 Work Programme.

Meetings foreseen for 2019:

- Working group (online + f2f: date, venue)
- Officers' meeting (date, venue) – see page 4
- Highlighted that two NAs are busy on 30 May 2019; this date is not ideal for the meeting
- Advisory group
- Commission
- SALTO Youth

Trainings:

- Induction training online
- TCA life cycle training (linked to the Officers' meeting?)
- Thematic trainings (linked to priorities – dependent on the training needs survey)

Other tools:

Platform further development

- Monthly update
- Research: impact of TCAs; good practice TCA collection

3. Recent IT development progress

Anett Almássy, Coordinator at TCA Resource Centre

Introduced herself as the primary contact point for SALTO E&T IT platform and shared the upcoming features of the SALTO E&T platform.

- Submission of partner application
- Managing partner application(s)
- Partners on the event card
- MyRC
 - My bookings
 - Bookings for my TCAs

Discussion – IT development progress

- **Export function** (to Excel, Word and pdf format) is planned to be available by Q4 2018.
- **Calendar for the following years** will be available in December 2018.



- If your own TCA is planned and your NA has added it to its WP, and the EC has reviewed it and accepted it, you may change the event status to “Accepted by EC” in the SALTO E&T platform. (Reply for the following question: “When a TCA passes all the phases and it's available is there any other procedure to have the agreement of the EC?”)

4. Main directions of the training and research concept

Bettina Ugródsy-Beregi, Senior Coordinator at TCA Resource Centre

Trainings

- Target groups: TCA Officers, NA staff, experts/trainers
- Topics: Topics of TCA lifecycle; About TCA programme for TCA staff; Thematic trainings around TCA priorities; EU policy and actualities; Competence development; Training of trainers
- Form of trainings
- Other issues to consider

Research

- Investigating
 - how successful TCAs are;
 - whether they contribute to increasing the quality of E+
- Tools:
 - monitoring NA's TCA related work by interviews and questionnaires
 - Impact assessment of TCAs

Discussion – Training and Research concept

- FI volunteered to support SALTO in organizing online or f2f trainings
- Most of the NAs showed their interest in research contribution: MT, DE
 - NAs which discuss the opportunity within their NAs: PT, NL
- Considering having a research working group for organization tasks, and have SALTO E&T as coordinator (not necessarily from WG members)
- NAs which are analysing results and offered to share materials: IT, MT
- WG proposed the idea of working with a professional researcher

5. TCA officers' meeting concept 2019

Kata Albrecht-Garai, Senior Coordinator at TCA Resource Centre

- Date: expectedly in end May 2019
- Focus: Quality in TCA:
 - What does quality mean in TCA?
 - How does quality appear in TCA?
 - How should quality be further improved in TCA?
- Venue: Netherlands



- Structure of the meeting: 1+2+1? (training+ meeting+ WG meeting or WG meeting+ meeting+ training)

Content and form of the meeting

- TCA planning
 - Learning islands idea: topics to be explored in before
 - Good practices to present
- Knowledge transfer, presentations on a hot issue
 - Hot issues to collect (WG)
- Additional training day
- WG personal meeting

Discussion – TCA officers meeting

- Agreed that the **next topic shall be Quality in TCAs**, but evaluation and cooperation among TCA officers in the selection of participants was also proposed.
- TCA officers **meeting shall be advertised much earlier** than the event date in order to allow officers to attend
- At the youth meeting this year, a **TCA officer training** was introduced **the day before the meeting** on those aspects of how to run a TCA and sharing basic TCA management approaches. This was optional but very successful and meant all officers attending the officers meeting with an agreed knowledge level. → could implement this
- The **TCA officers meeting** then **focused more fully on quality**, inspirational talks and thematic activity development → could implement this
- There should be a **SALTO E&T platform training** organized
- possible subjects:
 - Need **information from the EC** during the meeting: eg: Next programme actualities are a very hot issues to be informed by the EC
 - A training on the platform use could be also be an important topic
 - How to improve the quality of the event
- The youth meeting also followed an **open agenda format from the second day** where any officer can put forward topics they wish to discuss → could implement this
- **Tools and materials shared** (by UK): [Learning island](#), [Open agenda through Google form](#), [Open agenda formalized to padlet](#)
- Youth practice: use 2 external facilitators
- Consider WG's further role in planning and supporting the TCA officers' meeting
 - WG members discuss it within the NA

6. Next steps

By SALTO

- Week starting with 26th November 2018: Sending the Training and Research concept survey to NAs.
- [Making the former impact survey available](#).
- Q4 2018: communicate the newest SALTO E&T platform developments, update User Manual



- Q4 2018 or Q1 2018: organize platform webinars
- Q2 2018: organize the TCA officers meeting focusing on Quality (and evaluation) and implement agreements mentioned at “Discussion – TCA officers meeting”

By WG

- NAs are asked to send confirmation to SALTO E&T if joining to contribute in research and training. (PT, NL to follow up after discussing the matter within their NAs) by end December.
- FI is asked to send a feedback about what type of training contribution they can provide.
- Q4 2018 or Q1 2018: IT, MT will send their own TCA results/impact analysis to SALTO E&T as soon as it is available. Other members are also welcome to share documentation.