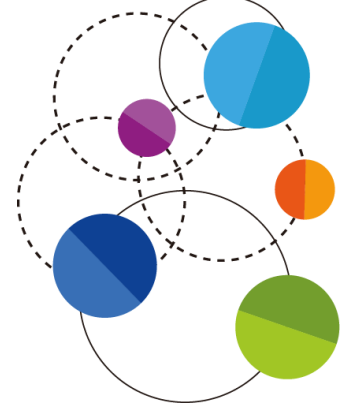# E&T TCA Working Group meeting Budapest
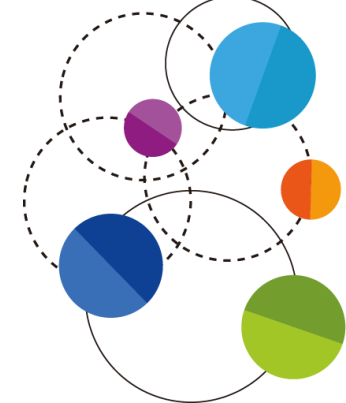
24-25 Sept, 2018

Practice

1. Please choose a letter of the alphabet, duplicate letters are also permitted, describe yourself using single words beginning only with that letter.
   Eg.: Energetic, eager, enthusiastic

2. Please share your

- most memorable moment in my TCA career…
- Best TCA ever…
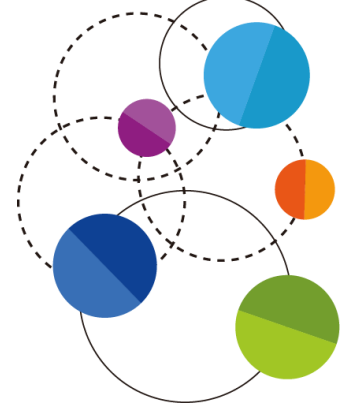- funniest story of your TCA career….

Code of operation

Main thoughts behind the concept:

- Transparency
- SALTO WG relation, cooperation
- Balanced representation of programme countries
- Membership: responsibility and benefit
- WG's opinion on Code
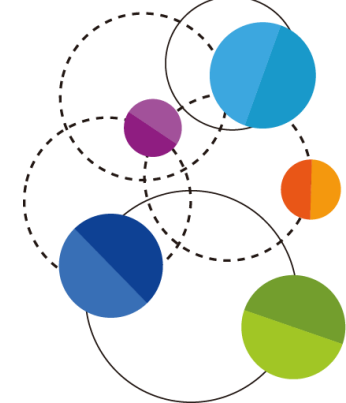- In case of approval, call to publish by Sept 30.
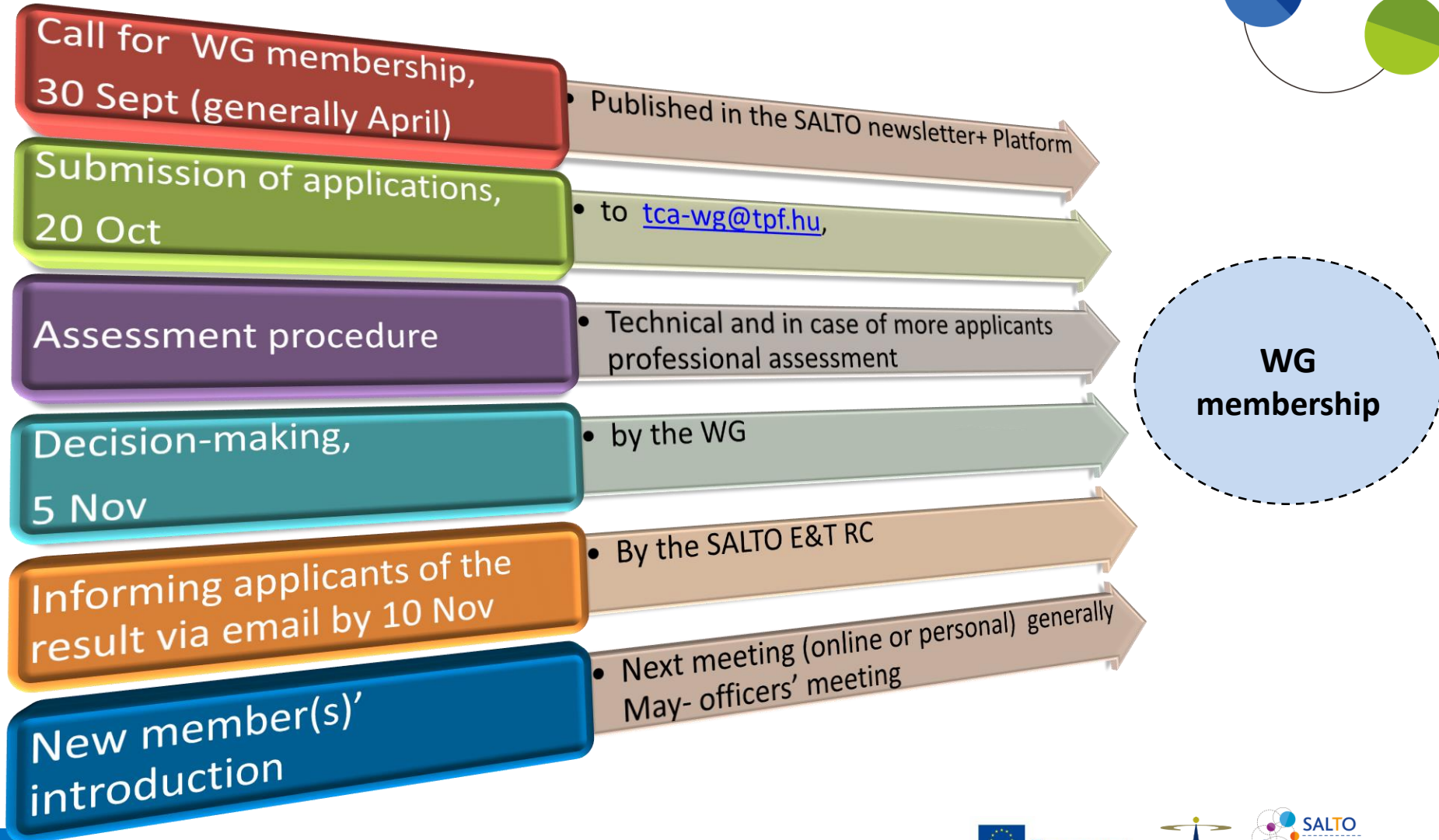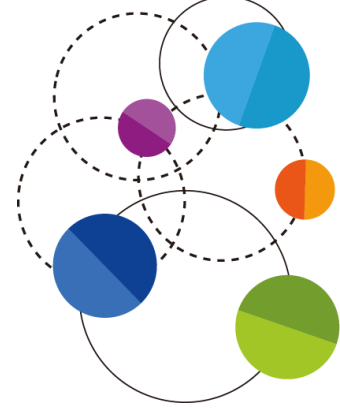
Call *for membership I.*

Present members:

1. Carmel Walsh -IE;
2. Christelle Coët-Amette-FR;
3. Ellen Vimberg EE;
4. Gaelle Bozec- NO;
5. Ingrid Gran-SE;
6. Judith Dayus -NL;
7. Katariina Petajaniemi FI;
8. Sari Huttunen FI;
9. Sara Southam- UK;
10. ?
11. ?
12. ?

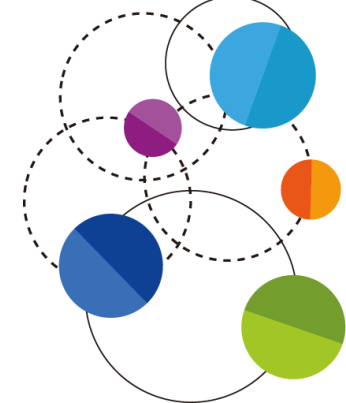# *Call for membership II.*

- Call to publish: every year in case of member's resignation in Spring,
    - now filling in the 3 empty places and next time in 2020 May

- In case of more applicants WG should decide on professional aspects – *assessment criteria should be defined.*

- *WG's opinion on the Call*
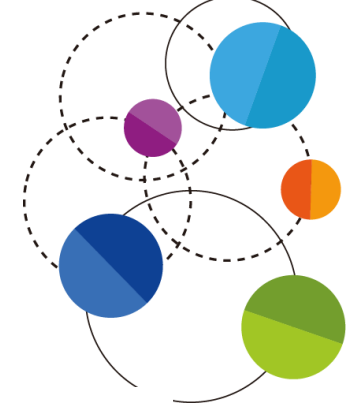
Timing of this application

Call for WG membership, 30 Sept (generally April)
- Published in the SALTO newsletter+ Platform

Submission of applications, 20 Oct
- to tca-wg@tpf.hu,

Assessment procedure
- Technical and in case of more applicants professional assessment

Decision-making, 5 Nov
- by the WG

Informing applicants of the result via email by 10 Nov
- By the SALTO E&T RC

New member(s)' introduction
- Next meeting (online or personal) generally May- officers' meeting

WG membership

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Remaining WG-related tasks in the SALTO E&T WP 2018

- Meetings and seminars

- Tools: SALTO platform developments
  for 2018
  - *Library (Platform User manual, webinars, recordings,*
    good practices, TCA outcomes*)*

- *Needs' analysis: platform*
- *Needs' analysis: trainings*

- **Officers' package for newcomers:**
  - ***FAQ, Guide extract***

Officers' package for newcomers: *FAQ, Guide extract, User manual*

Parts:
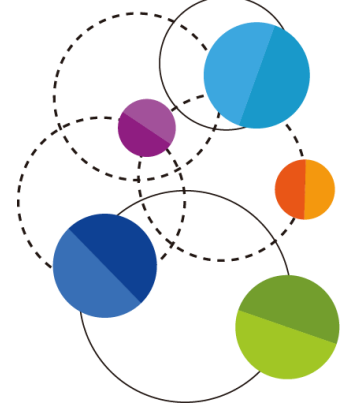
- FAQ
- Briefing from the Guide
- Platform user manual
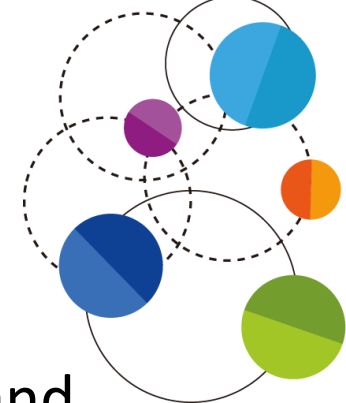- Frequently used templates (TCA planning, application, evaluation, follow up)

Library

public/restricted

- – Documentary (meeting minutes, contact lists)
- – Promotional materials, flyer, infographics
- – Newsletters
- – **TCA outcomes, good practice**
- – Etc.?

TCA outcomes/results

Public/restricted versions

1. **TCA outcomes/results**: data, support documents and materials of all realised TCAs (agenda, material, picture documentation, participants, etc.)- expectation of the EC
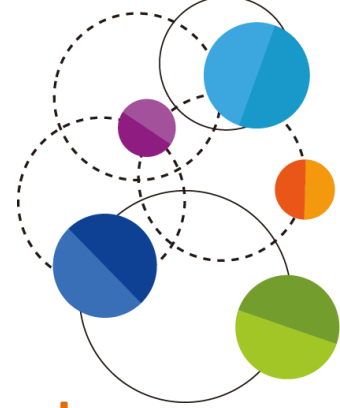
Aims:

– Documentation of TCA realisation

– Supports EC, NA planning

– Earlier documents' access - open source, public possibility

Questions to the WG:

• how to display outcomes on platform?

• How to structure outcomes?

• What other results do the RLS TCA contain? (eg. training course description, study, etc.)

• Public/restricted?

Practice

Based on your previous TCAs, please define the categories along which the TCA outcomes should be collected.
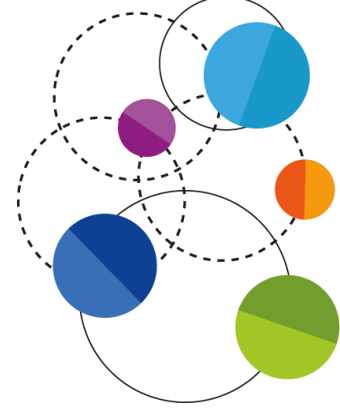
Good practices vs outcome

2. TCA good practice: some realised TCAs which worth sharing with the NA staff and the potential beneficiarie*s. Public or restricted*

- – Support for NAs
- – Promotional aims
- – Dissemination and communication aims
- – For what else reason should we publish good practices?
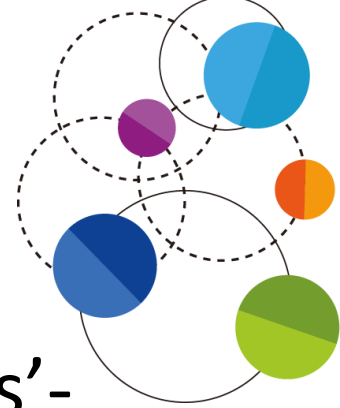
Questions:
- What distinguishes a good practice TCA from a TCA outcome?
- What are the criteria for a good practice worth sharing?
- How would a template look like and what aspects should it contain to share a good practice?

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Practice

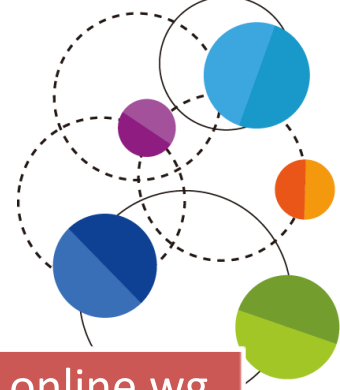**Based on your previous TCAs, please define the criteria of a good practice TCA!**

Actualities

- Monthly update newsletter, 'WG in focus'- from October (Sept call),

- Officers' meeting location 2019

- Upcoming offline WG meeting's location 2019 May-September

- Magazine article - good practice, international TCA experience -5000 copies, HU, https://tka.hu/docs/palyazatok/magazin-2018-tavasz.pdf

Scheduling for Q4 2018

Sending meeting minutes and evaluation, doodle the upcoming online wg meeting- 27 Sept
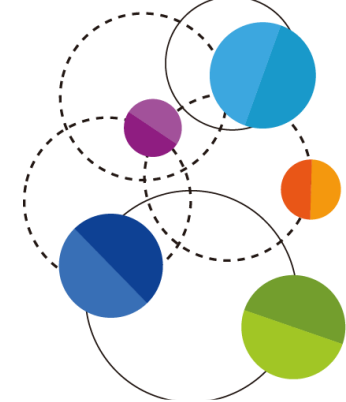
Publish call by 2 Oct

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