

# Code of operation of TCA E&T Working Group

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### *1. Aim of the Working Group*

The aim of the TCA education and training WG is to represent the opinion, interests, experience and knowledge of TCA officers and to support the planning, implementation and the follow-up of high quality TCAs. The Working Group's voice is considered as a primary reference in TCA coordination issues and therefore is consulted about related developments by the SALTO E&T TCA Resource Centre.

### *2. Background*

TCA E&T Working Group (WG) was founded in 2015 at Tallinn's Officers' meeting by 8 cross-sectorial NA representatives on voluntary bases, where officers felt the strong need for coordination of the TCA work on European level. Between 2015 and 2017 the WG was acting as an informal leadership and supporting structure for TCA, forming a common opinion on TCA issues, as a communication channel between national agencies and European Commission.

At its annual meeting held in 2017, Bonn, the TCA E&T Working Group concluded and communicated the need for a TCA Resource Centre to support the coordination of TCAs on European level towards the European Commission. As a result, the SALTO Education and Training TCA RC (SALTO E&T TCA RC) was established by the Commission on 1<sup>st</sup> January 2018.

After the foundation of SALTO E&T TCA RC the role of the Working Group remained equally important however somewhat changed.

At the Officers' Meeting 2018, (Budapest) WG operation has been reinterpreted and reconciled. Since 2018 May TCA WG meeting the **Working Group is considered to be a reference group. It has a consultation role in the main professional issues and is also proactive and active in the actions and developments to be carried out.** From this meeting on WG has the aim at advising on the structure of TCA, developing the network and forming a common opinion on TCA issues, contributing to the

communication among TCA stakeholders, developing different subjects and tackling specific issues and contributing to the creation of pre-consensus presenting to the European Commission.

### *3. Cooperation with SALTO E&T TCA RC*

WG is a self-directed committee coordinated and supported by the SALTO TCA E&T RC. SALTO TCA E&T RC provides assistance and structure in the flow of information between TCA stakeholders (officers, NA directors, Commission) and WG by providing tools and channels.

SALTO E&T TCA relies on the WG members' advice and carries out activities in close cooperation with the WG. The fields of cooperation are laid in the annual work programme of SALTO E&T TCA. Moreover, the setting of goals in the annual work programme of SALTO E&T TCA is pre-discussed with the WG.

### *4. Members*

There are up to 12 members taking part in the WG, of which a minimum of 8 representatives are necessary to attend to reach the quorum.

Members equally represent different countries of Erasmus+ Programme and equally covering the different regions of Europe, different NAs in size and budget of and all fields of education.

### *5. Becoming a member*

The WG membership is open to all NAs. Should there be a vacancy SALTO E&T TCA RC publishes an open call for membership exclusively for TCA officers every year in the spring on the SALTO platform and in the monthly news. The aim of the open call is to make the membership process transparent and accessible to all NAs. The NA supports applicants by providing the necessary and dedicated working time and travel costs to perform the tasks emerging from WG membership.

New members are welcome by meeting the following criteria:

#### *a. The profile of a WG member:*

- Working for an Erasmus+ National Agency as a TCA E&T officer
- Having the support letter from the NA director
- Having strong professional experience in the field of TCA: experience in hosting events and sending participants to TCA events in all parts of TCA management (planning- selection- realisation-evaluation and follow-up).
- Having a recommendation letter from an active WG member

#### *b. Benefits of the membership:*

- Possibility to directly influence the development and implementation of the TCA work through the European Commission
- Possibility to indirectly improve the quality of the E+ programme
- Possibility to work in the most prominent international expert group of TCA programme
- Possibility to improve own skills in international TCA governance
- Possibility to have first-hand information on TCA programme
- Possibility to take part in special social programmes organised by SALTO E&T

The membership is *terminated* by the member's official resignation or after 1 year of inactivity (participation at personal meetings, online meetings, in written communication counts). After 1 year of inactivity the member has the possibility to examine the situation and decide on resigning.

Upon a members' resignation SALTO E&T TCA issues a new call for membership before the spring personal WG meeting each year to all NAs. In the application the new applicant undertakes the conditions of being a WG member, justifies the support of his/her NA by providing the NA director's support letter and present a recommendation from another NA/ from a current member. She/he describes the field and duration of experience and the conception of her/his WG membership.

Membership can be *suspended* in any reason (e.g. maternity leave) for not more than 1 year and replacement can be organised within the NA. When a current member temporarily suspends the membership, he/she informs the entire WG membership about the duration of suspension and the deputy person. In this case SALTO E&T TCA RC will not publish a new application.

#### 6. *Communication within the WG (relationship with RC, forms and frequency)*

WG members keep contact with each other regularly in order to discuss main issues concerning TCA project cycle and coordination.

The communication forums are the following:

##### 1. *Online:*

- Mailing list. This forum is available continuously for all members in any time and any issues to discuss.
- Online meetings are initiated by SALTO E&T RC twice a year but if necessary more occasions can be called by any members. The communication platform is provided by SALTO E&T TCA RC.

##### 2. *Offline:*

- Personal meetings are held twice a year organised, initiated and convened by SALTO E&T TCA RC.

First personal (1-day-long) meeting is connected to annual TCA meeting in the first half of the year, the second one is usually held in the early autumn period (2-day-long) in rotating venues. Travel and accommodation is arranged and financed by the members, the host offers a venue and a social programme to facilitate the acquaintance.

#### 7. *Ranges of activities taken by the membership*

Members are welcome to contribute in relation to the planning-implementation-follow up activities aiming at high quality TCAs and to other development and coordination processes taking their special skills, interests and experience into consideration.

Possible issues to cover:

- Revising FAQ (officers/beneficiaries)
- Dissemination of activities involving good practices

- IT platform related tasks (development of forms, tools, library of TCA results)
- Needs + supply survey related to training of TCA officers
- Preparation and implementation of officers' meetings
- Supporting TCA planning- selection-realisation- evaluation/follow-up process
- Supporting TCA officers' training
- Forming common position towards European Commission
- Interlinking and providing information flow among TCA stakeholders
- Other

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