



Outcomes of the Limesurvey

Concluded by the Erasmus+ SALTO Education & Training Resource Centre

2nd part Research

I. The aim of the survey

The survey explores the training and research need of National Agencies. The second part of the survey is focused on research activities. In this the second part of the survey there are findings of a draft concept of the SALTO E&T research content development.

The questionnaire was sent to the Erasmus+ NA Directors from the field of School, VET, Adult and Higher Education. The questionnaire was available between November 2018 and January 2019.

II. Questions of the survey

The survey focuses on two main areas: training and research paper needs. **The second group of questions explores the Research concept of the SALTO E&T.**

16. The type of TCAs the NAs were involved regardless as a host/organizing or sending partner? **TSS, THO, EBAR**

- Transnational training, support and contact seminars of potential Programme participants; TSS
- Transnational thematic activities linked to the objectives, priority target group and themes of the Programme; THO
- Transnational evidence based analysis of Programme results; EBAR

16.1 What type of outputs exist ? What can be considered as a result out of the listed outputs?

- in case of TSS events
- in case of THO events
- in case of EBAR events

17. What information do you collect?

- The number of participants with special needs or fewer opportunities
- Improved network of institutions
- Improved skills of participants
- Number of Erasmus+ applications submitted resulting from the TCA
- Number of other type of applications submitted resulting from the TCA
- Number of successful Erasmus+ applications attributed to the TCA

18. How do the NAs manage the collection and demonstration of outputs and results of TCA events where they are a host or organizing partner?

19. How NAs share data:

- On the NA's website, accessible for everyone
- On the NA's website, but in a restricted area
- NA's internal documents

20. To what extent do you find important collecting outputs and identifying results of TCAs?

21. To what extent do you find important sharing outputs and results of TCAs?

22. How satisfied are you with your own TCA result collection?

23. What assistance would you need from SALTO to improve TCA result collection?

24. In what cases do you send evaluation template/questionnaire after the TCA event and to whom? Choose all options which corresponds to your practice.

- I send evaluation questionnaire to national participants sent by my NA in all cases.
- I send evaluation questionnaire to all participants when my NA is a host.
- I send evaluation questionnaire to trainers/experts, who delivered/supported the TCA where my NA was a host.
- I send feedback questionnaire to my organizing partner NAs.
- I don't send any evaluation questionnaire.

25. What evaluation template/questionnaire are you using?

26. In what cases do you send follow up template/questionnaire after the TCA event and to whom?

- I send follow up questionnaire to all participants when my NA is a host.
- I don't send any follow up questionnaire.

27. When do you send a follow up questionnaire to your target group(s)

- After 4 months
- After 6 months
- After one year
- I don't send any follow up questionnaire

28. What follow up template/questionnaire are you using? Please share it with SALTO (even if it is in national language).

29. Do you make a summary of the responses? Please describe briefly:

- If you are a host, to whom do you report it?
- If you are an organizing partner, to whom do you report it?
- If you are a sending partner, to whom do you report it?

29.1 In what way do you use the summary of the responses? Please describe briefly.

30. What shall be the role of SALTO E&T in the process of evaluating and follow up of TCAs?

31. Is there any other idea you would suggest to SALTO E&T in terms of knowledge sharing, training, result collection and dissemination by which we could foster TCA work and could make the usage of TCA funds more efficient?

III. Main findings of the survey

This report summarizes all answers whether the questionnaire is fully completed or not. Altogether 37 questionnaires (56%) arrived by the deadline of which 23 are fully completed (21 online, 2 off-line) and 14 are partially. The following organizations fully completed the questionnaire:

1. chart - List of Organizations which fully completed the survey

1.	BE03 Jugendbüro der Deutschsprachigen Gemeinschaft
2.	CY01 Foundation for the Management of European Lifelong Learning Programmes
3.	CZ01 Dum zahranični spolupráce - Centre for International Cooperation in Education
4.	DE01 Nationale Agentur für EU-Hochschulzusammenarbeit im Deutschen Akademischen Austauschdienst
5.	DE02 Nationale Agentur Bildung für Europa beim Bundesinstitut für Berufsbildung
6.	DE03 Nationale Agentur für EU-Programme im Schulbereich im Pädagogischen Aus
7.	EE01 Foundation Archimedes Estonian NA for Erasmus+
8.	FI01 Finnish National Agency for Education
9.	FR01 Agence Erasmus+ France / Education Formation
10.	HR01 National Agency for Mobility and European Union Programmes
11.	IT02 Agenzia Nazionale Erasmus + - Valsts izglītības attīstības agentūra
12.	LT01 Education Exchanges Support Foundation
13.	LU01 Anefore a.s.b.l
14.	LV01 Valsts izglītības attīstības aģentūra / State Education Development Agency
15.	MK01 National Agency for European Educational Programmes and Mobility
16.	MT01 European Union Programmes Agency
17.	NL01 National Agency Erasmus+ Education and Training
18.	NO01 Norwegian Centre for International Cooperation in Education
19.	PL01 Foundation for the Development of the Education System
20.	PT01 Agência Nacional Erasmus+ Educação e Formação (PROALV)
21.	RO01 Agentia Nationala pentru Programe Comunitare in Domeniul Educatiei si Formarii Profesionale
22.	SE01 Swedish Council for Higher Education
23.	SK01 Slovak Academic Association for International Cooperation

Findings: The research needs concept of the SALTO E&T

The types of TCAs NAs are involved in and their outputs (Question:16)

TSS event (participated/organized by 100% of NAs):

- Outputs: networking; seminar/training material, presentations; project idea; report; skills in submitting proposals, improved project designing skills
- Results: new E+ applications; new approved projects; better quality of applications

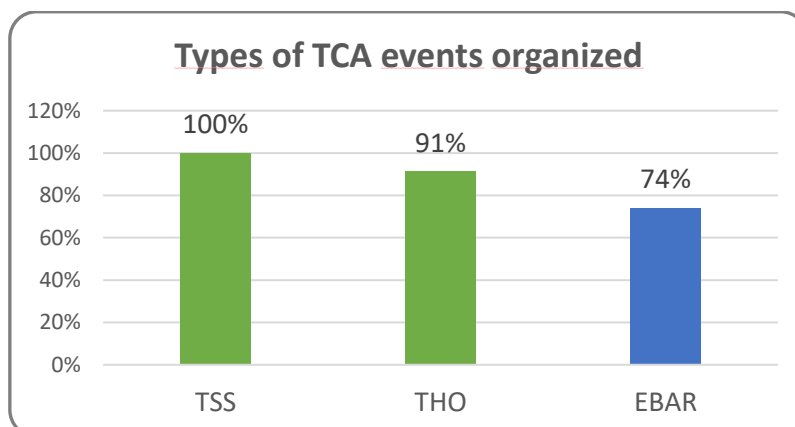
THO event (participated/organized by 91% of NAs):

- Outputs: knowledge sharing, improved knowledge on certain topics; seminar material, presentations, tools; networking; lectures, presentations; improved skills and competences
- Results: new E+ applications; better quality of E+ projects

EBAR event (participated/organized by 74% of NAs):

- Outputs: collection and analysis of data
- Results: visibility of the impact of E+; insights for possible modifications/recommendations of E+; better communication of E+ to society; building up evidence based culture in NAs; improved administration of E+

1. figure – Types of TCA events



Data collection (Question: 17)

The NAs find it important to collect data of the TCA participants: 43% of NAs collect data of participants with special needs or fewer opportunities. 39% of NAs collect data on improved network of institutions. 48% collect data on improved skills of participants. Data is available on Erasmus+ applications also.

- 52% of NAs has data on Number of Erasmus+ applications submitted resulting from the TCA
- 43% of NAs collect data on Number of successful Erasmus+ applications attributed to the TCA
- 17% of NAs collect data on Number of other type of applications submitted resulting from the TCA

How NAs manage the collection and demonstration of outputs and results of TCA events in which the NA is a host or organizing partner (Questions 18-22)

Different NAs have different approach to collection and demonstration of outputs and results of TCA events depending on the experience they have in hosting a TCA. In general NAs only just beginning to define the strategy of collecting data and sharing results in a systematic way.

Most common approach is that TCA presentations are available on the seminar websites (access to seminar participants only). Synthesis reports are permanently stored at the NAs. TCA outputs and results in most cases distributed only among seminar participants, but in a growing number they are published on the website of the NAs, and in some cases the TCA itself has a public website.

According to the following chart the most common ways are publishing information on the NA website, forwarding information on mailing lists. Any other social media and or other information events are less common.

2. chart - Mostly used methods of collection and demonstration of outputs

	Mostly used model	Rarely used model	Content
NA website	X	-	All information is published on the Erasmus+ website
Dedicated special website	-	X	- good practices - keynote speeches - documents eg.: http://culturalheritage.erasmusplus.it/
TCA results sent directly to participants	X	-	documents, presentations
TCA Results shared on Yammer	-	X	synthesis report
TCA results shared on social media channels	-	X	
Results internally stored in a folder available for all NA staff members	X	-	synthesis report saved on NA server presentations are stored at the NA
Collecting feedback online	X	-	eg.:Surveymonkey Questback or SurveyX
Sending follow-up form to all participants	-	X	information on mailing list

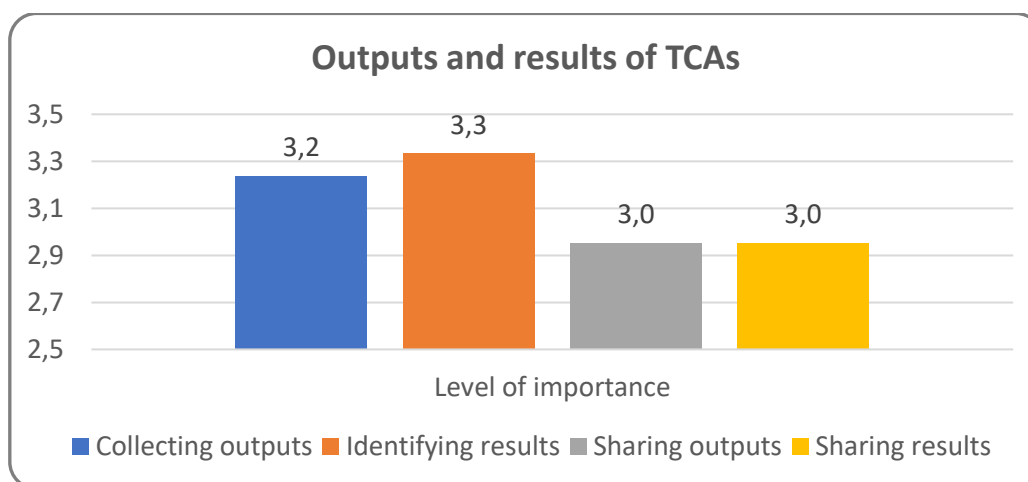
According to the survey collection of outputs and identifying the results are more important than sharing them. We have to note that outputs and results are different by definition:

Definition of output: The products, services or skills which result from development interventions

Definition of result: The likely or achieved short-term and/or medium-term change and effects of intervention outputs

While collecting outputs and identifying results of TCAs is at high level, sharing outputs and results is at a lower level.

2. figure – Collecting outputs, identifying results and sharing them



What assistance would you need from SALTO to improve TCA result collection? (Question: 23)

An area on the Salto Platform to upload results/outputs is important. SALTO Platform should enable uploading results/outputs of TCAs and it should **send a notification to all users when a specific tool/guideline/material is uploaded**. A section on the platform is necessary for collection, storage and dissemination of the results.

If SALTO assists in the creation of a digitalised and harmonised system of collecting results, it would be beneficial if **a standardized form with a minimum set of common questions is established**. NAs would be able to add more questions should they see the need. However, **such a common harmonised approach would enable the sharing, comparison and analyses of the information gathered**.

If applications and final reports of participants are on the SALTO platform, statistics results could be displayed automatically.

For keeping track of the TCA participants that submit Erasmus+ proposals, **there could be a question on the Erasmus+ application form, whether the proposal is a result of participation in a TCA**.

A way of TCA-result collection would be to put **all events (event boxes) that have been realized into a separate section of the Platform**, where TCA-officers and users could filter them to find out what already has been done in the specific field. Important documents or links to results/documentation could be linked to the specific event box. No need to set up a new dissemination platform. Very important results like surveys or studies could be put into the library section. **The Library could be searched by topic** everything that was produced - with a short info on what we can find in the document. A Library is to store and highlight important TCA results in thematic order which would help in planning future TCA events.

NAs need help in creating the typology of the possible outputs and results, and methods of collecting them. A general online tool to evaluate TCA-s is needed. They need support in evaluation forms. Some

ask for training for TCA officers in order to acquire relevant knowledge (good practice example) for establishing good quality TCA results collection.

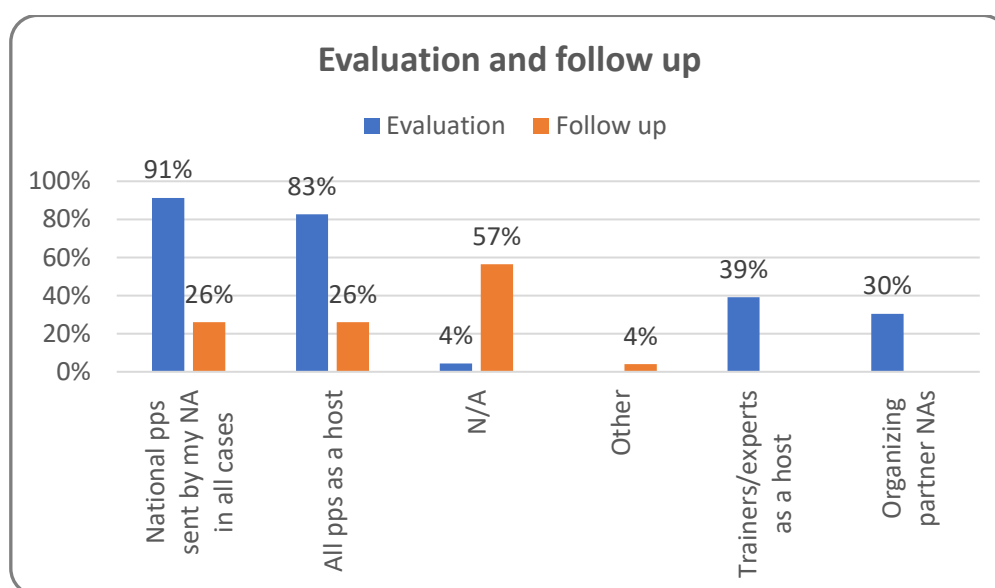
To sum up, the assistance NAs expect from Salto:

- Developing an online (plat)form to collect, store and share results
- Define the methodology of collecting results and outputs
- Create the typology of the possible outputs and results; provide indicators
- Online applications and reports to export statistics easily

Evaluation and Follow up template/questionnaire after the TCA event (Questions: 24- 27)

26% of NAs as a host send **follow-up questionnaire** to national participants and 26% of NAs as a host send questionnaire to all participants, however 57% do not send any follow up questionnaire. Some replies hinted **uncertainty what is the role of a follow-up questionnaire**, since in the evaluation form participants write about their further plans. For some this question about the follow up was eye-opener and decided to send out follow up questionnaires in the future. **There is a need to clarify the difference between evaluation forms and follow up questionnaire.** The timing of a follow up questionnaire depends on the goal of the follow up : information about if potential beneficiary has applied in Erasmus+ / information about the results of an application.

3. figure – Evaluation and follow-up



To sum up: According to the chart **the process of evaluation is more often used by NAs than follow up. Almost all NAs** ask their national participants to **evaluate** the TCA. 4% of the NAs does not evaluate their TCA events, and 57% do not carry out follow up activities.

The use of the summary of the responses (Question:29)

According to the questionnaire 52% make a summary of the above responses and use it for quality improvement. 43% of host NAs make a summary of the responses as part of their ISO-process (quality

management). Some host NAs report to beneficiaries, national stakeholders, EC, NAs. Within the NA they report to the Finance and Management Team including the Internal Auditor. The information is also reported to the trainer delivering the TCA. Some report to the NA director and the inter-agency steering group when the TCA is made in partnership with other NAs. In some cases the NA analyses the TCA questionnaire results to improve future events (national or international).

As an organizing partner only 13% make a summary of the responses. 17% of the sending partner NAs make a summary of the responses, which is sent internally to the Finance and Management Team, and the internal Auditor is also informed. In cases of KA215, the Ministry of Education is kept informed. In **some cases the summary report is sent back to the organizing NA** and the European Commission.

The analysed summaries are taken into consideration when organising similar events in the future. Content of the databanks where the responses are stored (tables for every event) are evaluated and the NAs draw conclusions for future events. The goal is to improve the quality when hosting TCAs:

- to analyse the needs of participants for future TCAs
- to follow up with the provision of the necessary support to encourage participants in further developing their project ideas and eventually submit their application for funding.
- to analyse which means of communication are working best
- to analyse the degree of dissemination that is happening within the participants' organisations.

The summary of the TCA events' questionnaires results in improving future events (national or international). Majority of NAs use this summary only internally and analysis is presented to the working group of the event. Naturally the summary also used for the work programme, the yearly report and articles also.

The role of SALTO E&T in the process of evaluating and follow up of TCAs (Question:30)

87% of NAs stated SALTO could contribute to this process by:

- **Providing common online tool(s)**
- **Carrying out an expert survey/analysis of responses (~statistics)**
- **Providing recommendations**

Regarding the follow-up, the role of SALTO should be focused on measuring the quality and impact of the activities carried out. It would be useful to have a standard form for follow-up to collect data on the impact of TCA events on European level in the long run. Creating a simple follow up questionnaire, sending it to all TCAs participants and offering relevant results to involved NAs. A standardized European questionnaire to all participants would give a European picture of the results, this would also show the added value of the TCA for the NAs and give also a national picture of the results.

Regarding evaluation, it is urgent to define a common model to evaluate the TCA activities. It would be very welcome if SALTO provided evaluation forms and possibility to submit them. Providing a general system for evaluation and follow up is important. A standardized evaluation tool and a common assessment questionnaire would be useful.

Thus, it might help if TCA officers are asked to present their evaluation and follow-up practices within a specified period, the information of which should be reported to SALTO in order to have one coherent report to be developed and published. Upon the basis of this information, meetings could be held with TCA officers/TCA working group/TCA Advisory Board in order to discuss ways of improvement, topics that are needed to be dealt with in future work-plans, the better coordination among NAs, particularly

when it comes to topics requiring the organisation of multiple TCAs, each activity built on the previous one in different countries.

Some suggestions say that the evaluation form could be based on the participant report in Key Action 1. But in any case the evaluation should somehow demonstrate measurable and comparable data which are related to the results and outcomes of the activities. **The evaluation criteria should be clearly defined and related to the results of the activities.**

The assessment should have measurable and comparable data which is related to the results and outcomes of the activities. The evaluation criteria should be clearly defined and related to the results of the activities. This could lead to **a common template of a final report for participants and a follow up questionnaire.** This common evaluation form should have the possibility to adapt to specific events. The evaluation form should be sent automatically to participants via the platform after the TCA took place.

To sum up, a more digitalised and harmonised approach needs to be taken in the evaluation and follow-up of TCAs by the Salto Platform tools which can be simultaneously used by all TCA officers. Furthermore, SALTO can take the lead role in the evaluation of the impact of TCAs at a European level. So the role of Salto is twofold standardization of questionnaire and defining quality criteria:

Regarding the follow-up

- **a standard form for follow-up to collect data on the impact of TCAs**
- **a standardized European questionnaire**
- **a common template of a final report for participants and a follow up questionnaire**

Regarding Evaluation

- **define a common model to evaluate the TCA activities**
- **clearly defined evaluation criteria related to the results of the activities**
- **Salto Platform tools for the evaluation of the impact of TCAs at a European level.**