

Guide for National Agencies implementing the Erasmus+ Programme (5.1 Transnational Cooperation Activities between NAs under Erasmus+)-extract

1. Main objective of the Transnational Cooperation Activities

TCA between National Agencies represent an instrument available to the NA to support the Erasmus + Programme in fulfilling its objectives and priorities. Its aim is to bring added value and increased quality in the overall programme implementation and so to contribute to increasing the impact of the Programme at systemic level.

2. Targets (5.1.1):

- supporting high quality implementation of Erasmus+
- mobilising a maximum number of organisations and individuals to whom the Programme is addressed
- strategic support to the fields of education, training in line with the specific objectives of Erasmus +
- strategic support to strengthen the cooperation between organizations specialized in education and training.

3. Eligible activities (5.1.2):

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

4. Participants (5.1.2.3.1/2):

- TCAs are generally open for all target groups of the Erasmus+ Programme.
- TCA participants can be the representatives of those institutions, which are already participating in the Erasmus+ Programme or planning to apply for a grant in the Programme.
- Thus potential beneficiaries of the TCAs are institutions active in the fields of adult education, VET, higher education and school education. Participants of the TCAs are teachers and trainers, professors, volunteers, education professionals, experts, other support staff affiliated to the



applicant organization. Pupils and students may participate in some TCAs should the conditions of that specific TCA allow.

- Only one NA staff member /NA can participate in TCAs either as support staff, organising team members or trainers/facilitators (participation cost cannot be covered from TCA budget, unless the role is trainer/facilitator)

5. Duration (5.1.2.4):

- Within foreseen eligibility period for the use of EU funds
- Specific activity should be adequate to the objectives defined and expected outcomes

6. Venue (5.1.1.2):

TCAs must be carried out by the involvement of the NAs in the Programme countries.

7. Planning of Transnational Cooperation Activities (5.1.2.5)

NAs plan their activities for the following yearly period of 1 January till 30 June, this means for 1,5 year.

NA work programme for the Commission is submitted in October (template is provided by the Commission each year.)

Use of [SALTO E&T IT platform](#) as online planning board:

After login to MyRC in the SALTO E&T IT Platform, TCA officers can create and edit TCA events and view/search planned and shared TCAs. At the edit Events section, the main information of the TCA events plus the themes and goals, the expected results and additional information can be given.

For more information, please see [User manual](#).

8. Changing or cancelling Transnational Cooperation Activities (5.1.2.5.2/3)

During the implementation period it is allowed to change or cancel the planned TCAs or plan new ones up to the maximum amount of EU contribution and within the deadline determined in the Delegation Agreement (31. December).

Subjects of prior approval of the Commission:

- New activity to be organised
- Substantial change to content
- Significant budget increase

Request for TCA amendments should be submitted by the NA through email to the NA desk officer in charge in unit EAC B4 with the NAU contact person and the NA legal representative in copy. GfNA 5.1.2.5. (2).

NAs are asked to also modify the event on the platform's planning board in this case.



Other changes are not necessary to announce previously:

- Sending participants to an approved TCA organised by another NA
- Cancellation of an approved TCA
- Budget reductions

In case of EU fund left unspent due to the change or cancellation of a TCA:

In case of change or cancellation of TCA EU fund left unspent may be used for funding additional Strategic Partnership projects in accordance with the rules on the use of EU funds for grant support or for additional TCA within the applicable rules.

9. TCA officer (5.1.2.6)

NA may consider appointing one or several TCA officers responsible for

- planning, implementation and evaluation of TCAs
- being a contact point for other NAs, Programme structures, stakeholders and participants involved in the TCAs.

10. Annual TCA officers' meeting (Seminar)(5.1.2.7)

The yearly TCA officers' meeting is held (traditionally each year in the spring) to discuss

- the competence development for the creation of training strategies
- the development of quality of TCAs
- the development of common strategies and projects
- updating TCA officers with relevant information concerning planning of TCAs in the NA Work programme for the following year.

By this meeting the TCAs should be prepared as much as possible. The TCA officers should be able to present the demand and offer of their NA regarding TCAs in the meeting. TCA officers can provisionally agree on the activities in which their NA will take part as coordinating or contributing NA depending on the approved activities in the NA Work Programme.

For the education and training fields, the TCA seminar is supported by the SALTO E&T Resource Centre. The Commission also takes part in the TCA seminar in order to provide support on alignment of the proposed TCAs with policy priorities and advice on the eligibility of the proposed activities for EU financial support.

11. Selection of participants (5.1.5):

Pre-selection of participants is carried out by the sending NA, final selection of participants is carried out by the hosting NA. This procedure is preferably based on a public call (published on the webpage of SALTO E&T TCA RC and alternatively also on the webpage of the NA). Selection in all cases should be transparent and non-discriminatory.

Co-financing

The EU support for TCA must always be complemented with a co-financing of 5% minimum from other sources other than EU. The NA shall keep the evidence of the actual costs incurred as well as the level of co-financing. Financial regulations in detail can be read in the Guide for NAs (TCA chapter 5.1.3).

Principles of eligible costs

In order to be eligible under Transnational Cooperation Activities, costs shall:

- be closely related to the implementation of the activity and be cost-effective;
- occur during the lifetime of the activity ;
- be incurred by the NA and recorded in the NA's accounts in accordance with applicable accounting principles;
- be identifiable and verifiable, and supported by original documents.
- Costs generated before or after the eligible period for Transnational Cooperation Activities which are necessary for the organisation of a Transnational Cooperation Activity (e.g. preparation, follow-up and evaluation of the event) shall be deemed eligible if:
 - they are directly linked and proportional to a Transnational Cooperation Activity taking place during the eligible period;
 - the costs have not been incurred prior to the date of the submission of the draft Work Programme including the related TCA planning.

Eligible costs are the following:

- *Staff costs* : fees for external experts involved in TCA only, since NA staff costs are already covered by the EU Contribution management costs.
- *Travel and subsistence*
 - for trainers, experts, and other resource persons external to the NA for participation in TCA in case of national and international travel;
 - for participants in training, support and contact seminars and thematic activities in case of national and international travel;
 - for one NA staff member in case of international travel if they participate in the activity as trainers/facilitators. (NA Guide Section 5.1.2.3.)
- *Production of materials* essential for the TCA (e.g. publications)
- *Organisation of events* (e.g. rental of rooms, interpretation)
- *Subcontracting* : The NA may outsource certain parts of Transnational Cooperation Activities to external contractors complying with the contractual provisions on

procurement and subcontracting specified in the Delegation Agreement and Guide for NAs.

12. Contractual rules (5.1.4)

Arrangements between NAs

In case of jointly supported activities, National Agencies and other partners are free to decide on sharing the costs of the activity. It is necessary to agree on the modalities of sharing costs in advance of planning a Transnational Cooperation Activity in order to avoid any double-funding. Proof of the arrangements agreed and actual split of costs incurred should be kept for audit trail purposes. In any TCA and under any arrangement agreed, exactly one NA must have a hosting role.

In the case one NA (hereafter called "the contributing NA") intends to financially contribute to hosting costs (other costs than the sending cost of a participant) of a Transnational Cooperation Activity organised by another NA (hereafter called "the coordinating NA") a written agreement shall be established between the two NAs prior to the beginning of the Transnational Cooperation Activity. (For reporting purposes in EPlusLink, the coordination costs shall be reported as "hosting" TCA and the contribution costs as "sending" TCA).