



Dear Participants,

The **2020 TCA officers' meeting** will take place between **3-5 June**. Each day we start at 10.00 (CEST) and the morning session will be finished at 12.00. On **Wednesday afternoon** we plan to get together again **from 13.30 (CEST) till 15.00 for a free discussion** to ventilate with peers about the covid-19 situation and other actualities.

We know that this meeting is not a usual TCA officers' meeting since personal contact is impossible in this situation, but we also hope that meeting each other in the online space will be valuable and enjoyable

In this document we would like to provide assistance to access the background materials and IT tools that will be used during the TCA officers' meeting.

The final version of the **agenda** can be downloaded from [here](#).

Technical background:

The meeting will be held via *Adobe Connect* platform, please find the availability here: https://tempus.adobeconnect.com/salto_et_tca_officers_meeting/

We prepared a [guideline](#) with print screens and user friendly descriptions for facilitating the access and usage of the platform with all the instructions that are advised to follow in order to reach the best connection and exploit the variety of functions. In case you would like to **test your Adobe Connect connection** and functions we are ready to help you. You may join the room on **28th May 11.00-11.30 and 14.00-14.30 CEST realtime**.

(If the Adobe Connect system fails to work for some external technical reason, SALTO E&T will **notify everyone by email** and switch to the following backup system (Zoom). **Only in that case**, please click on this [backup link](#) to rejoin the event and use meeting ID: 872 4250 4884 and Password: 500730.

We have also prepared a [checklist for enhancing your comfort](#) in the meeting.

Planned programme:

Please find below the planned programme with the background materials that can help your preparations. You can read the agenda points per day, so you can easily follow the agenda during the meeting.

Ask questions in advance:

You have the possibility to **pose your questions in advance to the European Commission** concerning the future programme and to the SALTO E&T concerning the SALTO platform or any other issues you are interested in, so please write your questions **to the Padlet [platform](#) linked here**. On the surface by clicking on the + sign below the column, you can add your questions to the EC DGEAC that will be answered during the meeting.

Information to the [planning TCAs Chart](#):

Thank you for filling in the chart with your TCA plans, now as a second round we would like to ask you to join the TCAs preliminarily offered in the chart. Please check the TCA events filled in by other national Agencies and decide if

- you want to carry on with any of your already implemented TCA for 2021 or
- you want to join any of the existing TCA for 2021 implemented by other NAs

To do so:

- in column 'G' write the role your NA would fulfil in the TCA you would like to join. Do not forget to indicate your NA's code.
- in column 'H' write what format/type you are planning to have for the given TCA. Whether it would be one single TCA, or recurrent one with the same topic, or a recurrent one which is complex as it has somewhat different (developed) topic, or it would be a research.

IMPORTANT UPDATE!

Please note that the chart (collected TCAs) was compiled before EC approved the 2020 WPs, therefore TCAs put in the 2020 work plan were not added by the SALTO. For the sake of completeness, we kindly ask the officers to add the rows for 2020 as well.

Information to the division of breakout rooms for the virtual planning exercise ([Planning TCAs Chart second sheet](#))

Grouping for the planning exercise (Morning session 4th June) is based on the chart where you have indicated your interests in the sector you would like to have TCAs in. **Please note, during the three-day Officers' meeting you will be arranged in different breakout rooms to give you the opportunity to meet as many colleagues as possible.**

However **in the TCA planning session sectoral needs give the basis for discussion, you will go through the steps of strategic planning of the TCA chosen by your group.** This will be set as an example and help other officers to go through the steps of strategic planning of their own TCAs.

It is NOT a partner searching kick off meeting so if you plan to change your breakout room, please bear this in mind. **If you agree with your room selection, you have nothing to do** (maybe check the chart to see what projects others bring to the table). In case you must change your breakout room,- because we have missed something out - please write your name and NA code into the selected sector. If the room is full, there is a possibility to put your name and NA code into the waiting list of the appropriate breakout room. Should you have any questions, do not hesitate to write to us!

Looking forward to seeing you at the meeting!

SALTO Education and Training Resource Centre

tca-rc@tpf.hu

1st day of the meeting: 3 June 2020 10.00-12.00 and 13.30-15.30 (CEST)

Achievements and plans

In preparation:

For your preparation you can read the following documents beforehand

1. Looking back –between 2014 - 2019
 - [Taking stock of TCAs 2014-2018](#) (study and publication)
 - [Preparation for Future Erasmus](#)
 - [Recommendations regarding TCAs in the future Erasmus Programme by SALTO E&T](#)
 - [E&T TCA WG position paper on future Erasmus](#) to TCA E&T Working Group activities part

In order to receive as many answers for your questions as possible, please give the issues you are the most interested about on the Padlet platform below.

2. Looking forward - beyond 2020
 - [Questions'](#) platform concerning the future of the programme, the SALTO platform new functions and the present situation.

In the meeting:

Session 1- Achievements and plans

1. Welcome words
2. Looking back –between 2014 - 2019
 - Past years' results:
 - Preparation for Future Erasmus - description of actions, *István Verses – Head of Erasmus + Department, TPF,*
 - Taking stock of TCAs 2014-2018, *Kriszta Molnár, head of SALTO E&T TCA*
 - TCA E&T Working Group activities
3. Looking forward - beyond 2020
 - Future of the TCA programme and the SALTOs by the European Commission, *Marie Colombani- European Commission*
4. Q&A based on the previously collected questions. Questions raised during the presentation can be posed using Adobe Connect platform's Q&A pod.
5. Closing of the session

Presentations will be shared afterwards

Session 2: New challenges, new opportunities for 2021 and beyond (new programme period)- present situation and future perspectives in the light of the recent period (Covid19).

1. Welcome words
2. Moderated discussion in breakout groups about the current situation. Possible discussion topics in all groups:
 - How do we feel in this situation caused Covid19?
 - What are the challenges this situation brought to TCAs?
 - What help would support my job from SALTO E&T or other stakeholders?

[Please make notes in this Padlet platform according to your group division.](#)

3. Closing, evaluation



2nd day of the meeting: 4 June 2020 10.00-12.00(CEST)

Strategic approach in TCA planning, Discussion

In preparation:

For your preparation please read the following documents beforehand.

- [Mini Guide](#) - **for the strategic planning of a learning outcome-based TCA event. NEW!**
- [TCA lifecycle- All you have to know about TCAs](#) - This training course aims at supporting NA

staff in the process of designing and implementing TCAs, the so called TCA lifecycle.

Module III. of this training aims at supporting your work while planning your TCAs for 2021/22. Please view the pillars of strategic planning with your colleagues involved in TCA planning at your NA. With the help of these 2-3 minutes modules you can justify your TCA planning for 2021/22.

- [Planning TCAs chart](#) -what you have duly fulfilled already. This chart gives an overview of realized TCAs and ideas for 2021/22 planning.

In the meeting:

1. Welcome words
2. Strategic TCA planning, *Mika Saarinen- Counsellor of education Finnish National Agency for Education, keynote speaker*
3. Virtual group work for the support of TCA planning,-, online work in breakout rooms, *Task description- by Julianna Lukács- senior coordinator SALTO E&T TCA*

Participants will work in breakout rooms. They will discuss their plans and choose one TCA as an example, and will elaborate it based on the aspects heard formerly in the key speech about strategic TCA planning.

A Padlet platform will be used during the group works for recording the thoughts and outcomes of the discussions and for cross-checking other groups' work where the pillars of the planning will be described. The Padlet will not be shared beforehand.

Groups will have 80 minutes dedicated to the chosen TCA planning, but the room will be open for longer in case any group would like to stay and have further discussions.

Results will be shared only on the next day in randomly redistributed groups in 'elevator pitches'. This way the representatives of the groups will have the possibility to share a brief summary of the elaborated TCA with the other groups' members.

The elevator pitches can be ranked by the other groups on the platforms by using likes.



3rd day of the meeting: 5 June 2020 10.00-12.00 (CEST)*Planning results and IT tools for TCA officers: SALTO E&T Platform & EC IT tools***In preparation:**

SALTO E&T Platform:

- [SALTO platform](#)
- [SALTO Platform survey link](#)
- [Users' manual for colleagues](#)
- [Users' manual for applicants](#)

In the meeting:

1. Welcome words
2. Sharing group work results in randomly distributed breakout groups (Elevator Pitches on Padlet) by group representatives.
3. IT tools in TCA management
 - SALTO E&T Platform: new functions, feedback on survey results, *Anett Almássy-coordinator SALTO E&T TCA*
 - Online application good practice, *Veronika Haberlandová TCA officer at SK01 NA*
 - Virtual TCA good practice, *Csilla Szabó, Marianna Szűcs- coordinator, Tempus Public Foundation*
 - NO Youth officer
 - WG members
 - Q&A concerning SALTO platform based on the previously collected questions. Questions raised during the presentation can be posed using Adobe Connect platform's Q&A pod.

Presentations (afterwards)
4. Closing of the session



Thank you for your active participation on all 3 days. We hope you can benefit from this atypical TCA officers' meeting in spite of the distance, and that we can make up for the missing personal contact in the annual TCA officers' training to be organised in autumn.

Proposed date: 19-21 October, Budapest

Please be prepared for an online follow-up event for planning TCAs in September.

After the event all participants are kindly asked to fill in the [evaluation form](#) for supporting SALTO E&T'S work.