

# 2020 TCA OFFICERS' MEETING





## THE OFFICIAL PARTICIPANT LIST







3 June 2020 10.00-12.00 and 13.30-15.30 (CEST)

### Session 1 ACHIEVEMENTS AND PLANS

1. Welcome words, Mentimeter survey for expectations
2. Looking back – between 2014-2019  
Taking stock of TCAs 2014-2018 Preparation for Future Erasmus description of actions – István Verses, Head of Erasmus+ Department, TPF  
Plans of SALTO E&T – Kriszta Molnár, Head of SALTO E&T TCA  
TCA E&T Working Group activities – Monika Held, DE03, Sara Southam UK02  
Youth TCA WG representative remarks – Ildikó Gulácsi, TCA Working Group member from the Youth sector, HU National Agency
3. Looking forward – beyond 2020  
Future of the TCA programme and the SALTOs by the European Commission  
Marie Colombani – European Commission
4. Closing of the session

**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

### Session 1 ACHIEVEMENTS AND PLANS

## Taking stock of TCAs 2014-2018 Preparation for Future Erasmus, description of actions

István Verses, Head of Erasmus + Department, TPF

István Verses welcomed the participants, introduced the twofold aim of the meeting, namely that we have to find the way to react to this situation and to make plan for the future. He based on future plans presenting the past results. Spoke about the publication of '[Taking stock of TCAs in E&T 2014-2018](#)' and concluded on the usefulness of TCA as a tool, but also on the need of improvement on certain fields. He introduced the plans for the future TCAs. TCAs will have a more strategic aspect and will shift to micro to macro level. He spoke about the future TCA types (research-single-longterm) in what aspect does it remind to the present way of TCA realization, and in what ways does it bring novelty to the system. He also presented the new roles and tasks of SALTOs role in the new programme period.

[For further information please read the presentation.](#)

## Plans of SALTO E&T

Kriszta Molnár, Head of SALTO E&T TCA

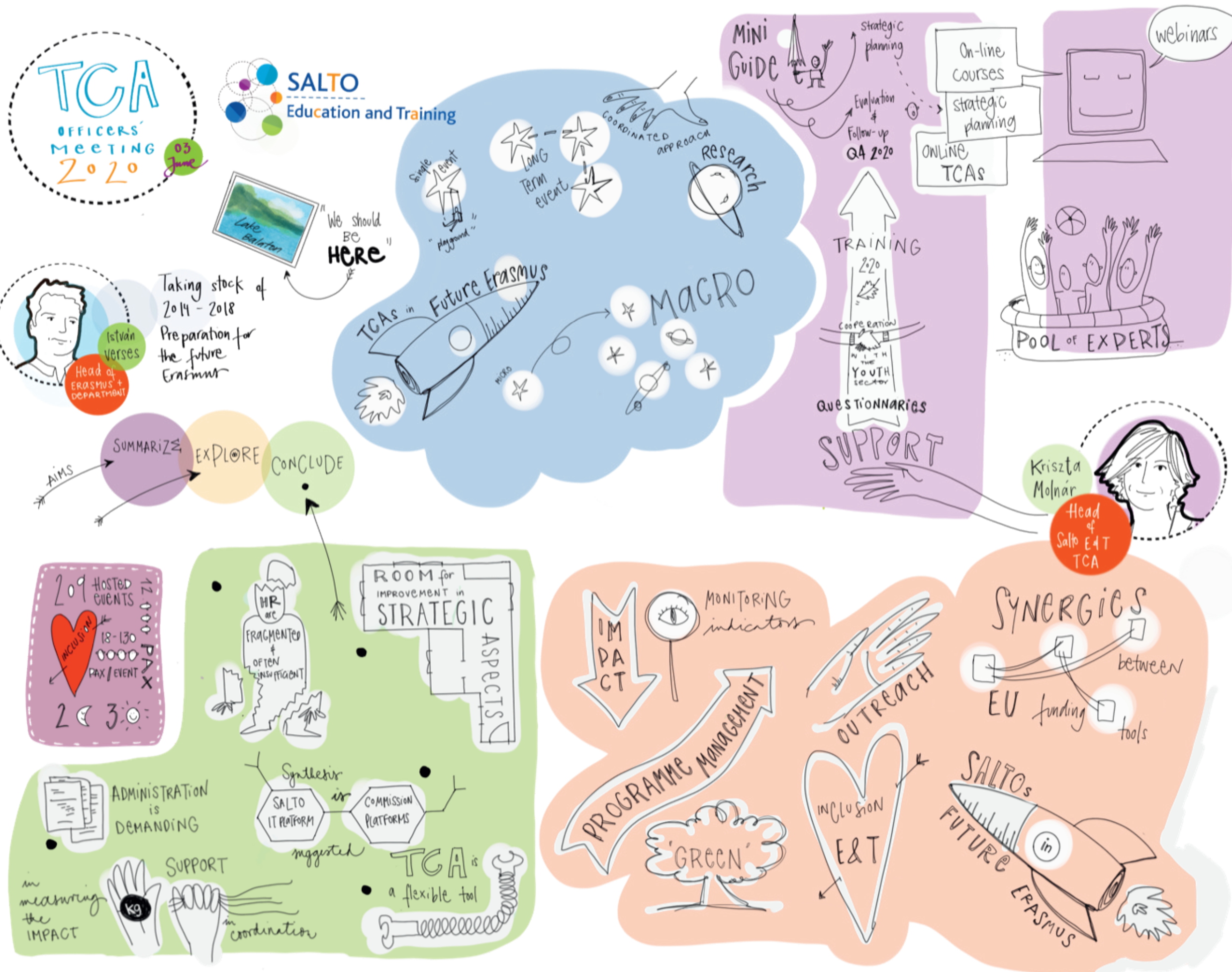
Kriszta listed the upcoming plans of SALTO E&T RC. Among the near future's activities we can find the coordination of some strategic, long-term TCAs (topic selection to be based on actualities of the Programme and needs of the NAs); the further development of SALTO IT Platform functions to cover the entire TCA lifecycle management (strengthen online application usage); to provide support in evaluation and follow up of TCAs by a training for TCA officers in autumn 2020; cooperation with the colleagues from the Youth sector; and the evaluation and follow up questionnaires in the SALTO Platform.

SALTO E&T is working on the development of a pool of experts in the SALTO Platform; providing support in using the administrative tools (IT Platforms) by holding webinar events; organising online courses in Canvas on one hand for the induction of newcomer officers amended with strategic planning, on the other hand for experienced officers' to help in the transition of offline courses to online.

SALTO E&T is preparing a Mini Guide series from the topics proceeded in the frame of TCA officers' training. (Strategic planning - already available, Evaluation and follow up - planned for Q4 2020).

[For further information please read the presentation.](#)

# DAY 1







## TCA E&T Working Group activities

Monika Held, DE03, Sara Southam UK02

Monika Held, the member of the TCA E&T WG presented the WG's position concerning the taking stock results and future Erasmus concept. She confirmed the relevance and added value of the TCAs related to the Erasmus+ programme, and highlighted the main results achieved so far. At the same time she pointed at the critical points concerning the budget exploitation and staff problems, the imbalanced participation of NAs in the TCA hosting activities and the main obstacles NAs have to face concerning the evaluation and follow up, realization and administration of TCAs.

The WG set the following objectives of TCAs in order to increase the quality of the programme implementation and to increase the impact of the programme on systemic level:

- Towards a more strategic approach by encouraging long-term planning, cooperating with European networks and platforms in the field of E&T and also supporting peer learning.
- Strengthen the position of TCA officers by staff development, trainings, and other learning occasions (TCA participation) and providing the necessary human resources.
- Reducing administrative burdens with simplifying funding rules and administration.
- She also emphasized that TCA should remain a flexible tool that allow NAs to react on educational or programme developments and beneficiaries needs.

Sara Southam introduced the WG's recent activities in response to Covid-19 situation. She spoke about the initial actions (cancellations and postponements, extension of eligibility period, efforts to avoid overlaps, etc.) and the possible responses, proposals of the WG in order to support the TCA officer network to overcome the situation. (Virtual TCA's, online tools and how TCAs can be implemented in online or blended ways, raised responses and clarifications to Commission through SALTO E&T).

As a summary WG considers that virtual event management is a good option but has its limits, especially in terms of structure, contact seminars and inclusion; for the dilemma regarding future planning it encourages the exploration of dissemination, research activities and outputs; and finally finds it important that TCA should remain the most flexible tool for each NA to support post-Covid19 recovery and re-engagement of beneficiaries, leading by example and keeping the European spirit.

[For further information on both presentations, please check the presentation.](#)

Ildikó Gulácsi, TCA Working Group member from the Youth sector, HU National Agency

In her presentation Ildikó Gulácsi, the Youth TCA WG representative claimed that the general aims of the different sectors are in line with each other, there is a clear synergy between the youth and the education and training fields – we all intend to raise the quality and impact of TCA projects.

The SALTO E&T and the representatives of the youth TCA/NET WG meet on a regular basis to share experiences and learn from each others' work.

Both fields head towards a more strategic and long-term approach, which supports a stronger cooperation among the colleagues and foster deeper impact of thematic projects. Strategic Partnerships among youth National Agencies within the TCA framework can be used as good practice.

Both fields encourage using research as a tool to check the results, the learning outcomes and the long-term impact of the TCA projects. The RAY research network operating within the youth TCA framework can be used as a good practice. [More information available on the following link: https://www.researchyouth.eu/](https://www.researchyouth.eu/). Both fields encourage to organize national activities besides the international ones. Participants can gain more, can become more engaged and the impact can be deeper.

An application system for participants such as the SALTO youth platform is very well recommended to use for the TCA projects. All data is being stored long-term in one place, as per GDPR requirements. It's easy to gain statistics, and search for previous projects. [More information is available on the following link: salto-youth.net](https://salto-youth.net).

Our networks have been facing major challenges due to the COVID-19 situation. The youth TCA/NET WG have been dealing with the issues in response with a way similar to the E&T TCA WG. The youth WG has been organising weekly online update meetings about current hot topics; sharing knowledge across the network, with the SALTO TCA E&T and with the COM; supporting colleagues with responding to exceptional issues; creating temporary newsletters related to the latest developments and changes; sharing online tools for continuing quality work; transforming the face-to-face youth TCA/NET Officers' Meeting into an online event and dealing with administrative burdens (e.g. how to deal with cancellations), etc.

The youth TCA/NET WG is organising an innovative event, which is a complementary programme to the TCA/NET Officers' Meeting. In September, they plan to host a so called online week when colleagues have a chance to further develop certain cooperations and projects, and fine-tune their project ideas during thematic time slots.



## Future of the TCA programme and the SALTOs by the European Commission

Marie Colombani, European Commission

In her presentation Marie Colombani noted that Education and Training is catching up with the youth sector regarding TCA activity. It is good to see the growing focus of TCAs in the field of E&T. As this is what the Commission would like to introduce while keeping flexibility and bottom up approach. The aim of the Commission is to see more clearly the objectives of TCAs. There are new needs for 2021-2027 regarding TCAs: while keeping the flexibility of TCAs establish a clear link between the objectives and the activities. Keep the flexibility of simple single activities, while developing the strategic approach with longer term activities. Define better the roles of NAs and SALTOs in the process. Have better coherence with Guidelines, and make use of simplified costs, where possible. Find better coherence between TCAs and NETs rules. Use more precise vocabulary.

2019 June Fiche (based on feedback from other WGs, position papers from NAs, stakeholders' event, internal Commission discussion) highlights the **general objectives of TCAs**:

- make TCAs more strategic by building closer links with relevant elements of policy development in the field of E&T. Training and Cooperation Activities and Networking Activities are support activities implemented by the National Agencies aiming to improve the implementation of the programmes in qualitative terms and to make them more strategic by building closer links with relevant elements of policy development. as well as the **specific objectives of TCAs**: thematic and **sectoral distinction**: contribution to educational policy making. Support to activities aiming at enhancing links to European policy cooperation in the fields of education, training and youth as well as to activities aiming at influencing national practices in the concerned fields, and vice-versa. Support to activities aiming at increasing the quality of programme implementation, notably the participation and accessibility of the programmes, as well as community-building and networking between organisations.
- operational distinction**:
- Single (one time) activities are flexible and reflect a bottom-up approach (flexible tool for testing)
  - Long-term activities can be Recurrent (replication of the same activity) or Complex (set of several activities linked together)

- Research activities (covering the current evidence-based activities: EBAR) Research activities are in need for a dedicated model. Online dimension/ hiring & subcontracting/ translations/dissemination activities/ coordination aspect (common to other long-term activities).

While talking about operational distinction the role of NAs/SALTOs / and the SALTO RC need to be clarified.

- Organising TCAs: NA/SALTO/SALTO RC (main organiser)
- Contributing: NA/SALTO/SALTO RC
- Sending: NA/SALTO/SALTO RC
- Coordinating: NA/SALTO/SALTO RC (only for long term activities)

The above shows the shift from micro to macro approach. The focus shifts to strategic approach of planning TCAs. **Focus on the outputs and outcomes at reporting stage and compare them to the objectives of the strategy defined at planning stage.** Some TCAs will have annual layer, some multiannual layer. Preliminary dialogue for the planning of recurrent/complex activities is of high importance. In case of long term TCAs Commission gives mandate to SALTO to take up an active role. SALTO proposes TCA ideas, concepts and have a dialogue with the NAs and Commission what activities they relate to E&T policy issues. Definition of TCA objectives (at multi-annual level TCAs with the possibility to alter annually) can help the quality of E+ programme implementation as well as policy cooperation.

Reporting back at evaluation has a qualitative indicator (whether realized TCA activities tackled TCA objectives) and a quantitative indicator (outreach achievements).

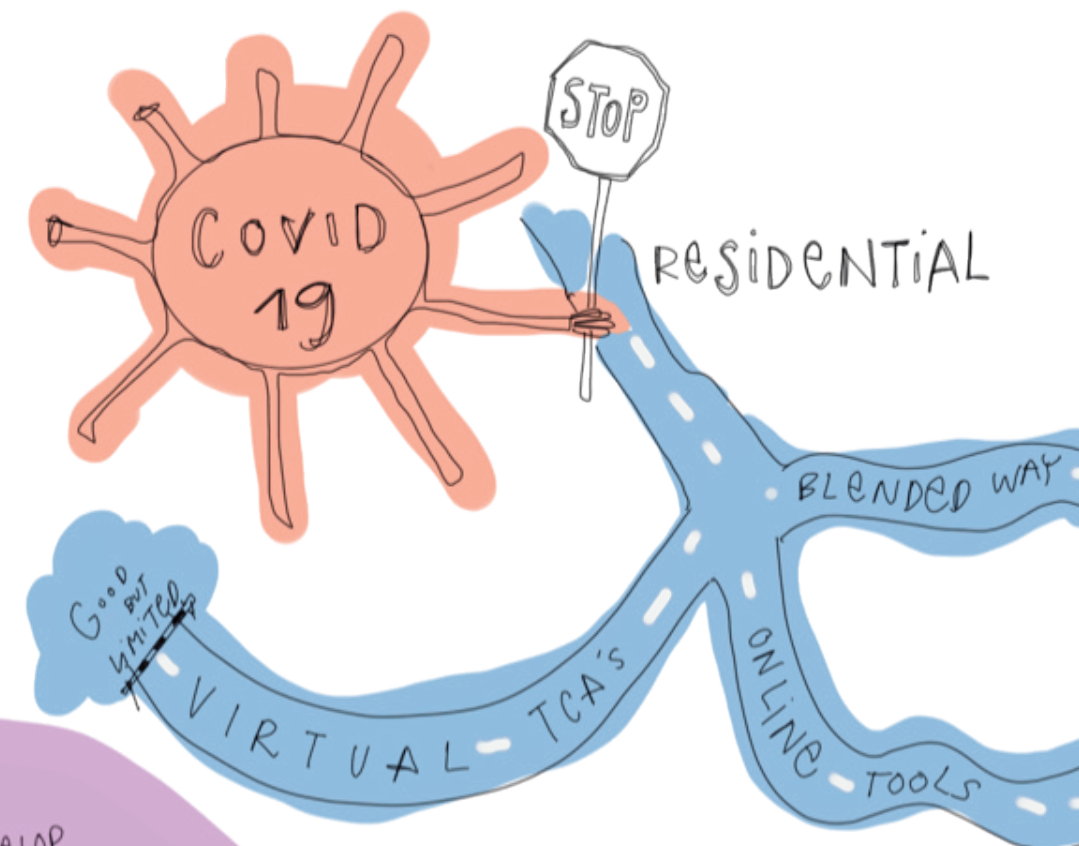
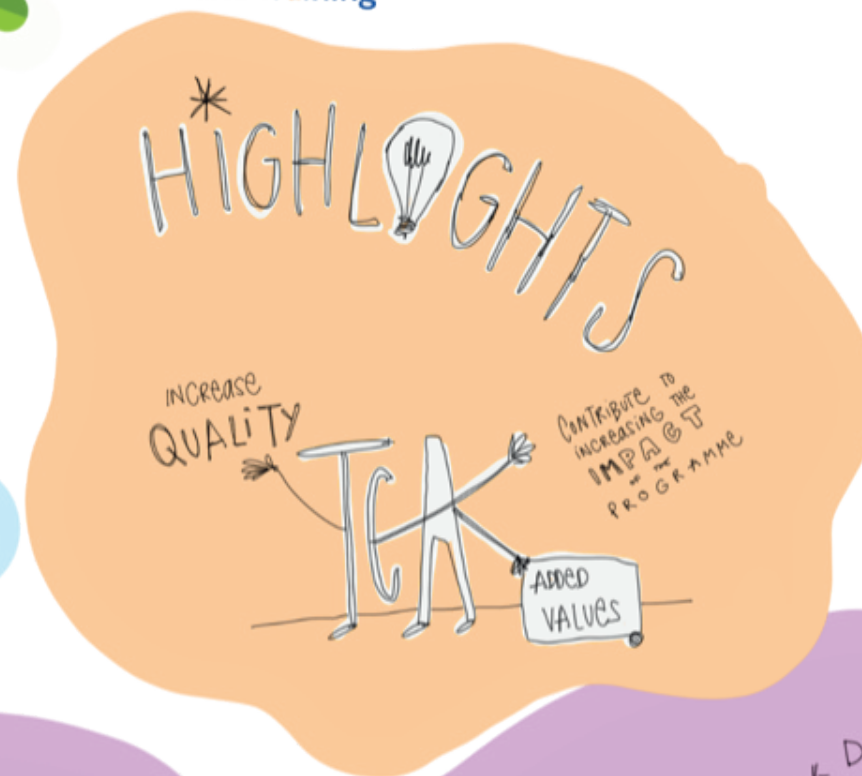
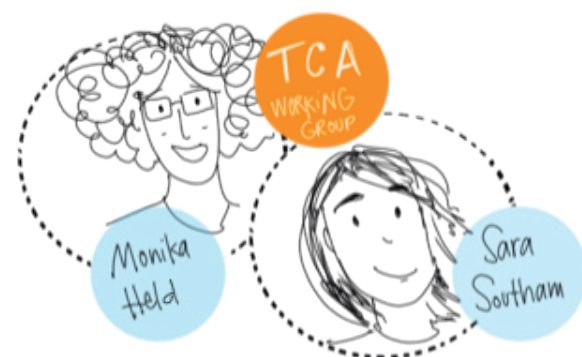
Impact assessment measures to what level a TCA is contributing to policy cooperation. Systematic feedback and tracking of participants and their organizations is needed. Also acquired learning outcomes of participants might be certified. (like in case of Youthpass). There is a need for better visibility on the impact of the activities, regarding their own objectives (improving quality implementation of the programmes, contributing to policy cooperation). Systematic feedback and « tracking » of participants (incl. newcomers) and their organisations. Certificates and portfolio, possible use of Youthpass, tracking of learning outcomes of participants.

Last but not least dissemination of TCA work to other colleagues (network of TCA officers) and to the Commission: sharing of resources and results for further use and inspiration is important as well as dissemination to the general public: give more visibility to the activities (incl. use of social media).

**For further details about the presentation please click on the link.**



DAY 1

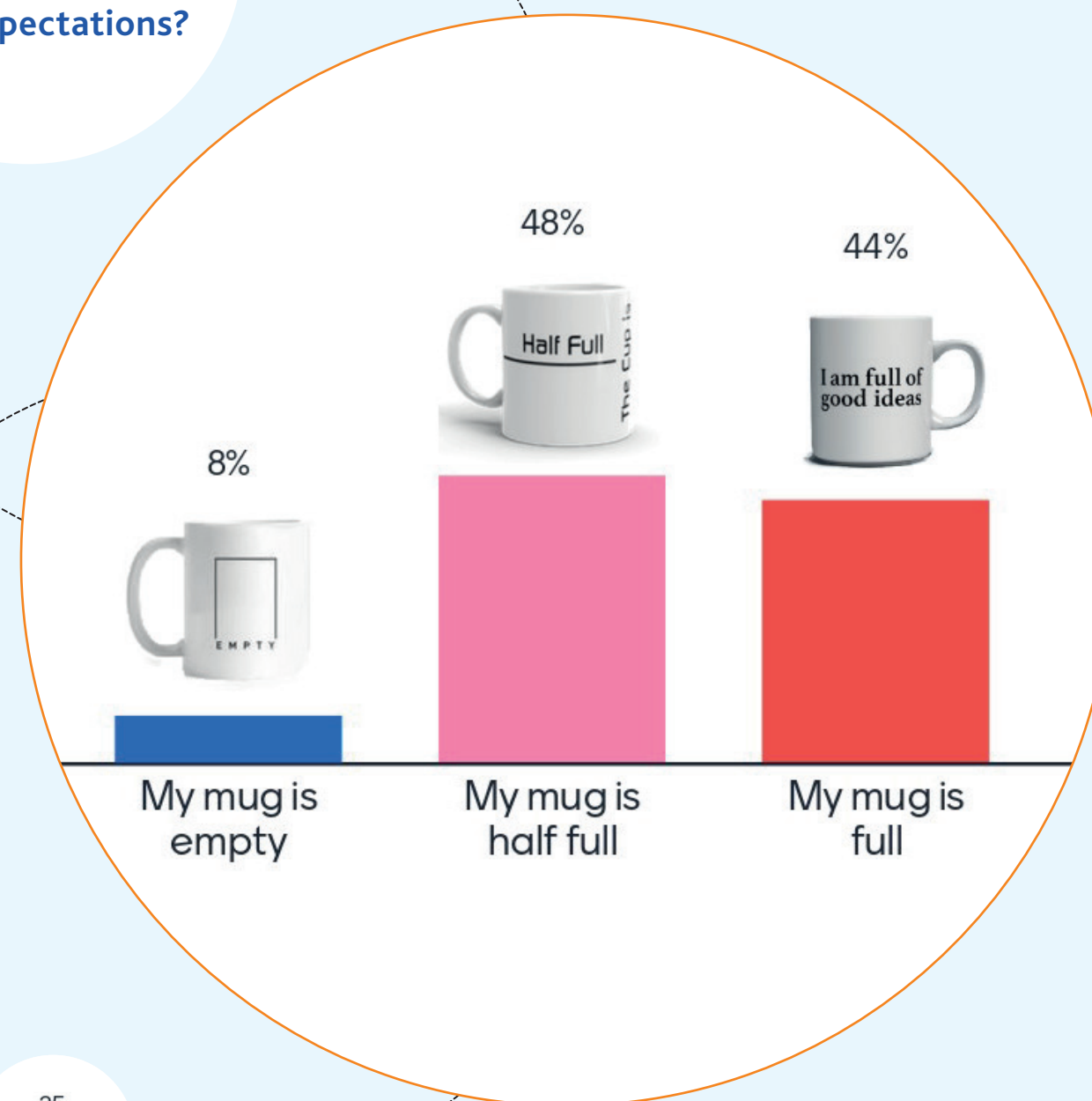


# DAY 1

*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).*

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2. Moderated discussion in breakout groups about the current situation.  
Possible discussion topics in all groups:  
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3. Closing, evaluation

Please evaluate the first day of the meeting!  
Did we fulfill your expectations?



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4 June 2020 10.00-12.00 (CEST)

## STRATEGIC APPROACH IN TCA PLANNING, DISCUSSION

Sectoral needs gave the basis for TCA planning discussion, where TCA officers went through the steps of strategic planning of the TCA chosen by their group. The Pillars of the PADLET can serve as an example and help other officers to go through the steps of strategic planning of their own TCAs.

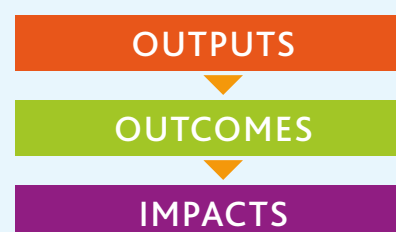
For further information on strategic planning of TCAs you can rely on the following background materials:

- **Mini Guide:** for the strategic planning of a learning outcome-based TCA event. NEW!
- **TCA lifecycle:** All you have to know about TCAs – on-line training course supporting NA staff in the process of designing and implementing TCAs, the so called TCA lifecycle. Going through Module III. of this course can verify your TCA planning for 2021/22.
- **Planning TCAs chart:** This chart gives an overview of realized TCAs and ideas for 2021/22 planning.

## Keynotes by

**Mika Saarinen**, Deputy Director, Finnish Erasmus+ NA Finnish National Agency for Education EDUFI

The new programme period 2021 – 2027 is about continuity, but also new focus areas such as European values (open society democracy) will get even more emphasis and also inclusion of new and broader target groups. Green Erasmus+ and virtual cooperation intensified due to the hvaria situation but was a long time intention at the same time. With the changing role of future TCAs – that is further the strategic goals of the programme and the EU policies – it is advisable to raise the strategic knowledge and skills of our beneficiaries to improve the quality of their projects and activities. It can be achieved by trying to find the connection to EU policy and the E+ programme objectives. Going strategic is not a myth, rather a simple and straightforward way of thinking: creates more meaning by concrete connection to fit for purpose design. This means situating most TCAs within a strategic framework – strong connection to EU-policy and key programme objectives.



The above impact chain has 4 recipients: individual (TCA participants)/ organizational (NA)/national/ and programme, EU level. To achieve this four-fold impact careful planning is required:

### 1. Map the strategic context (to necessary level)

1. Set preliminary topic and concrete objectives for TCA
2. Link to strategic goal/s

2. **Do a needs analysis »** verify and modify above objectives if discrepancies (preferably together with target groups, but still within strategic framework)

### 3. Describe outcomes and potential impact

1. Describe expected outputs and general outcomes
2. Set individual level Learning Outcomes
3. Compile a view of potential impact

[For further information, please check the presentation.](#)

The **TCA planning workshop** where participants worked in sectoral breakout rooms discussing their TCA plans and choosing one TCA as an example was based on the aspects of the key speech about strategic TCA planning. Please see the result on the PADLET platform.

The chosen topics – TCA ideas for 2021 – were elaborated by participants in 9 breakout rooms as it follows:

- **Developing an international strategy – schools in general** (Breakout room 1-2: SE)
- **VET goes digital: Enhance the digital transformation of VET field, and support E+ virtual mobilities, through long-term TCA activities** (Breakout room 3: VET)
- **Greener Erasmus+ contact making seminar** (Breakout room 4: VET)
- **Stand up for a Greener Europe** (Breakout room 5: AE)
- **Erasmus without paper** (Breakout room 6: HE)
- **Digital competencies at the dawn of the New Programme- online and blended learning enhancing the mobility experience** (Breakout room 7: HE)
- **Erasmus+ goes green** (Breakout room 8: Cross-sectoral)
- **We chose digitalization** (Breakout room 9: Cross-sectoral)

[The outcomes of the phases of strategic planning of the future 9 TCA ideas can be seen in the table.](#)



5 June 2020 10.00-12.00 (CEST)

## PLANNING RESULTS AND IT TOOLS FOR TCA OFFICERS: SALTO E&T PLATFORM & EC IT TOOLS

### SALTO E&T Platform: new functions, feedback on survey results

Anett Almássy, coordinator SALTO E&T TCA

#### SALTO E&T Platform:

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

Anett Almássy, coordinator of SALTO E&T presented the SALTO platform progress and plans. She summarised that outcomes and good practices can be uploaded and searched on the platform, there is a possibility to export events in pdf and applications in pdf and excel, there are new fields on event template template (Postponed, Key Action, TCA programme) and other updates.

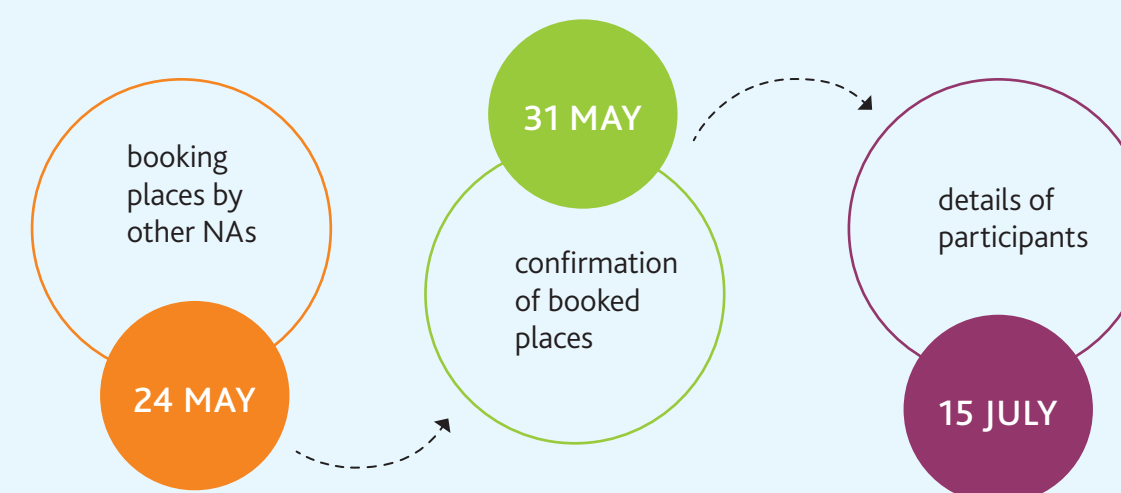
She highlighted that SALTO E&T recorded video tutorials for NA staff and for beneficiaries about users' profile, menu structure, search function, and notification messages on SALTO platform. Besides that, specifically for NA members about managing own account, how to create a new event, managing partner applications and online applications, and for beneficiaries about registration and how to apply for a TCA for facilitate using the SALTO platform. She described the further plans for the near future. Functions that are in progress: evaluation and follow-up template connected to online application, export TCAs in excel and filter them by needs, personalized changes in notifications, and searchable expert pool. She presented the statistics of the website survey results, that were processed in Q12020, and in which the participation was very active thanks to the National Agencies' willingness.

[The further details of the survey can be read in the presentation.](#)

### Online application good practice

Veronika Haberlandová, TCA officer at SK01 NA

Veronika Haberlandová presented a good practice on online application. They used SALTO platform for their Building Partnerships for a Learner – Centred Approach contact seminar for 60 participants in the SE&HE sector. Their application process followed this schedule for the 2-4 October 2019 event:



They used SALTO E&T platform for the following functions: information about participants/ information about sending organizations/information about experience and relevance.

According to their survey some NAs supported applicants to use SALTO platform (almost 30 applications were received). Some NAs had their own application systems, and they encouraged to use the SALTO application only for the selected participants. Some adjusted their application forms, inserted questions about experience and relevance into their own application forms.

From the Host NA perspective they have encountered the following problems, which are/or will be tackled by SALTO E&T:

PROBLEM	SOLUTION
Downloading of participants' details	Implemented at the beginning of 2020 (excel & pdf report)
Finalizing the list of selected applicants – only once	To be resolved soon
Additional applications after deadline	To be resolved soon

From sending NA perspective the problems were that confirmation of selected participants can only be done once per NA. SALTO E&T is currently working on the reserve list and the additional applications after deadline.

Benefits were that applications are coordinated, and included in internal procedures of NAs. Further benefits are that application forms are saved.

[For further details, please visit her presentation.](#)





## Virtual TCA good practice

**Csilla Szabó, Marianna Szűcs**, *coordinator, Tempus Public Foundation*

*Csilla Szabó and Marianna Szűcs*, coordinators of the Tempus Public Foundation HU01 NA, introduced the plans of a 4-module online training aiming at transitioning an offline TCA to online. It will be based on an already implemented TCA that was hosted by Tempus Public Foundation in 2019 in Budapest on early school leaving, to be used as an example in the course. The course serves for supporting TCA officers in the present situation, when due to the uncertain circumstances and lockdowns, TCAs had to be postponed and NAs had to find other solutions for realization than meeting face to face. It also focuses on the future to accomplish a greener Erasmus with virtual solutions according to the programme objectives beyond 2020.

The course will consist of 4 modules, 3 requires individual preparation and one will be an online training to be completed real time and would like to provide participants with a toolkit and methodology in order to be able to host a virtual TCA.

For further information please read the presentation.

*Gry Nesse*, NO02 Youth officer introduced a virtual good practice presentation. She highlighted how they transferred their content online. What resources they needed for this different method and how it affected the budget. Their findings were the following while designing their seminars online:

Seminar days had to be shorter: which made a difficult choice of what to leave out, what to cut from what was originally planned. This shorter input had to be more concentrated, however there is a need for informal time for participants. Another issue was how to transfer the non-formal learning aspect. To tackle this they organized facilitated group work and used different apps.

They also made sure that the participants would take part in the whole seminar by creating group feeling before the seminar by introducing and contributing on facebook. They successfully provided a sense of ownership and belonging.

Organization of an online event needs somewhat different resources:

- Platform/apps
- Technical support (It help throughout the seminar)
- Facilitation support (highlightedly important)
- Prep meetings
- Time (a lot, for the new way of planning)
- Back up plans (very important)

The main lesson to be learnt was that **an online seminar is not necessarily cheaper**. They spent the same budget as they would have spent on a residential seminar.

Answers for the questions raised during her presentation can be found here.

For further information please see the presentation.

## Closing of the session

**Kriszta Molnár**, *Head of SALTO E&T* closed the meeting with presenting the upcoming activities of SALTO as follows:

- online training in how to go virtual with TCAs (July)
- long term TCA needs analysis and coordination initiatives (Aug)
- online meeting for TCA planning (Sept)
- WG membership call (Aug/Sept)
- webinar about usage of IT tools, COM + SALTO Platform (Sept/Oct)
- training in evaluation and follow up (Oct) templates supporting TCA management (eg. cooperation agreement - Nov)
- Guidelines in evaluation and follow up of TCAs (Dec)
- Platform new functions (continuous)
- updates on TCAs in the new Erasmus Programme (as soon as we receive new info from COM)
- communication NA colleagues in MONTHLY NEWS! + e-mails





# Evaluation - Please give us your comments: the good, the bad and the unicorn?

I was skeptical before, but I was pleasantly surprised how well this meeting worked online.

Wonderful to get the opportunity to meet - even if it is not f2f!

Fine level of information

Good: the groep workshop on Thursday

good: the interaction between participants in small groups

The sound throughout three days was TERRIBLE

Thank you for organising it, I was quite challenging :)

No more video conferences in 2021!

Thank you for facilitating, it was lovely to chat with colleagues and share ideas!



# Evaluation - Please give us your comments: the good, the bad and the unicorn?

Gathered new information on the future of TCAs

It was concise and well executed for most parts. Time was well managed.

great job on adapting this meeting to the online setting!

I think it was a great few days, very informative. I am not sure if Adobe connect was the best platform to use however as it seems a lot of technical issues on this platform

I really enjoyed the work in small groups

Liked the breakout rooms

Good: all presentations in Friday, really good and practical

Good sharing points of views and experiences. Bad Boy being by the large unicorn not having seen it

technical issues, we have it too, but it is weird...



# Evaluation - Please give us your comments: the good, the bad and the unicorn?

Good : the planning sessions yesterday had a great strategic focus and resulted in quality project ideas. This worked better than any other year when I've participated in person.

Very Good: we did it : online TCAs officer meeting, with a lot of insights and food for thought & inspiration ⇒ thank you

I think more space and time to ask questions would have been welcomed

poor choice of adobe, should have used zoom

great that you did not postpone the meeting but moved it online, small groups perfect discussion, well done!

Good: organising the event online, useful info and examples.  
Bad: sound quality sometimes

good: to be able to work in smaller groups  
bad: some technical issues

Was a really good experience, very informative and well structured. It was a nice surprise to see how smooth everything went. The planning of TCAs need to be more concrete and not just an exercise.

Good: important that the TCA Officers meeting took place anyway  
Less good: not withholding the time frame (none of the 4 sessions lasted the 2 hours there were supposed to last)



# Evaluation - Please give us your comments: the good, the bad and the unicorn?

A very interesting and useful meeting very well prepared gained a lot from its appearance very good smoothly organized felt much better at ease now

still like face to face meetings better

Good: It was nice seeing you all, interesting topics, excellent organisation! Bad: some topics took longer than the agenda, I had bad connection. Unicorn: excellent support team

Well done for moving such a large meeting online. It's been really well organised.

From COM point of view, it was so important to be able to interact directly and live (yes, even online!), with TCA officers and SALTO staff, as you have the most concrete approach to TCAs

information was useful during all the 3 day event - thank you for organisers! The quality of sound of some participants was very poor, so it was very very difficult to work in groups with 'can you hear me' each few minutes. Belaton - where are y

bad: not being able to join event mentally fully due to other activities

Good: today's inputs and inspiration were great

Soooooooo many technical problems!



# Evaluation - Please give us your comments: the good, the bad and the unicorn?

Duration of each session was good

unicorn: the ideas for interaction you have had are very creative! I was pleasantly surprised

Although it's good seeing you all onscreen, we really lack the "informal" communication that happens between sessions.

Nice to see that most of you adapted to online, nice to have youth sector Among us. Bad to see some old issues never solved via offline, especially now, online.

Well done to all involved!!

Really good to have been able to meet, although only online.

Good: really good to hear from NA directors and Commission

Time management could have been better

Unicorn: let's have more regular online TCAs meeting => shorter, and focused on one topic , and also physical events of course



# Evaluation - Please give us your comments: the good, the bad and the unicorn?

Great and informative. Thank you for the planning! The technical issues and especially the sound sometimes were disrupting the rhythm and understanding of presentations/group work but all in all a solid first time TCA e&T online meeting!

Good: I believe more experienced colleagues were involved, reflecting the development of the network of TCA officers

Bad: Balanton Lake

Agree that face to face is best, but actually it's nice that we can join the online meeting when we can, so can maybe do at least one day rather than miss everything.

Couldn't focus and fully participate because technical problems

Unicorn: Belaton - hope to see you sometime!

Good: able to interact with colleagues, would be useful to have more time for that. Bad: some technical issue, but we understand it's not your fault! the unicorn: I really appreciated the last presentation, really useful!

It was very nice to see you again. However, the technical aspects still need improvement.

Nice meeting all of you important issues of course F2F would have been better but fair enough this was good



# Evaluation - Please give us your comments: the good, the bad and the unicorn?

Very nice to have good practices examples

regular online meetings + 1 f2f meeting

We could interact more online. When next?

BIG SHOUTOUT to the SALTO team <3

To test the event and all microphones before the event 🙄

Online meeting seem as expensive as offline ones - with a different cost distribution => we will forward this message at the COM

TCA officers' seem eager to implement TCAs with flatmates / simplified costs, where possible, in respect of the needs for travel budget to and from each country respectively => message to COM

The staff is the most pressing issue for the implementation of the next generation of TCAs (dedicated NA staff would be perfect) => message to COM

Strategic planning



# Evaluation - Please give us your comments: the good, the bad and the unicorn?

the strategic dimension of TCAs becomes a growing concern  
also in E&T ⇒ COM welcomes this evolution!



# What are the main messages you take home from the meeting?

Synergies

Simplification of TCA administration

online TCAs are expensive :)

TCAs still make my day and my work

improve my internet connection :)

Gry's good practice ex.

New Programme Generation and potential for blended events.

TCA activities will continue and will have more impact as KA3

short virtual meetings more regularly

# What are the main messages you take home from the meeting?

Think strategic, formulate learning outcomes, focus on needs

Online TCAs are expensive!

Lots of new information

Everything is possible if we want to.

no real planning for 2021 yet... Will have to be sorted out at some point (Excel file does not really do the job)

All the new info re: new programme, new solutions organising online TCAs

more TCAs are coming, even blended or virtual, which is great, we will still be needed as TCA officers

Thank you!

New challenges- but all soluble



# What are the main messages you take home from the meeting?

Online TCAs are a great possibility though expensive (did not see that coming). Input on the new programme.

TCA can be successful even if we need to offer them online (for the moment, hopefully)

There will probably be more virtual (or blended) meetings in the future

difficult to combine NA work plan and TCA work plan

TCA is still struggling, but there are improvements :)

Hope and knowing that there is a community of TCAs officers peers all over Europe, that I will know be more free to contact

Think strategic, think longer term, cooperate with colleagues in communications as well as KA2, consider use of external experts

Focus on strategic approaches

Thank you very much!

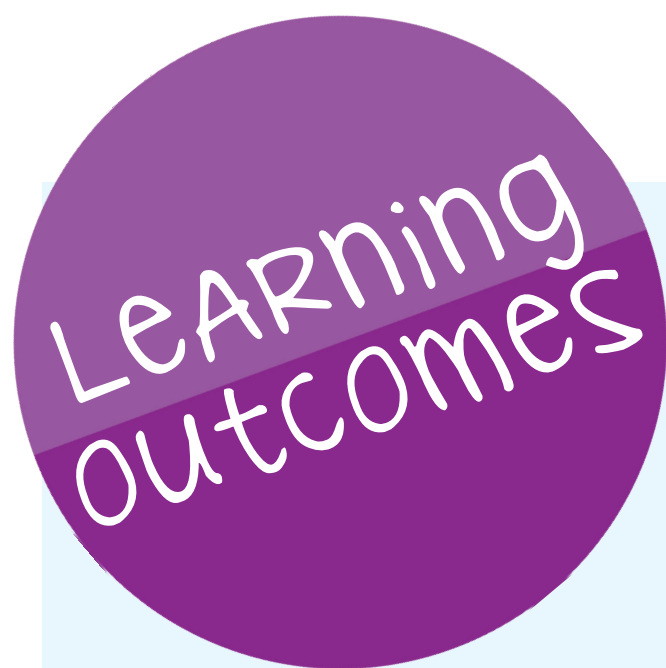


# What are the main messages you take home from the meeting?

Colleagues are so passionate about TCAs, as it truly enriches our daily work

Ideas

Arranging online TCAs (and learning ourselves the process of it) would be a fantastic opportunity for the situation at hand as well as for the future (environmental situations).



## TIPS AND TRICKS WE LEARNED WHILE WE ORGANIZED THE MEETING

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1. **The length of the preparation for the first time is much more** – 3-4 times – **longer than at face to face meetings** – as each and every minute of the meeting has a technical aspect as well.
2. **Tryouts are must!** But get prepared, sometimes even tried out elements do not work properly on the spot.
3. **Facilitators and co-facilitators and technical back office.** One or two facilitators are able to handle an online event with basic methods, but its really needed to have a technical back office that supports the changing settings.
4. **About Adobe Connect:**
  - There is a *hidden presenter chat on the platform*, which is very useful, where organisers can keep contact with the team during the meeting, but get prepared, presenters rarely can follow the private messages while they present.
  - *Presenter's quality of volume is better* when his picture is in the main focus. Surprising, but it's true.
  - Adobe Connect doesn't work smoothly with *Prezi presentations*.

