



Summary of the TCA E&T Working Group Online Meeting

28 February 2019

Organized by: [Tempus Public Foundation, Salto E&T TCA Resource Centre](#)

Participants:

- SALTO E&T TCA RC: Anett Almássy, Bettina Ugródsy-Beregi, Julianna Lukács, Katalin Albrecht-Garai, Kriszta Molnár
- WG: Carmel Walsh – IE, Ellen Vimberg – EE, Gaëlle Bozec – NO, Ingrid Gran – SE, Janelle Camilleri – MT, Judith Dayus-Brouwer - NL, Monika Held – DE, Pietro Michelacci – IT, Sara Southam – UK, Teresa Nogueiro – PT

1. Welcome and aims

Kata Albrecht-Garai, Senior Coordinator at TCA Resource Centre

Warmly greeted the Working Group (WG) at the first meeting of the year. Summarized the upcoming tasks to discuss and outlined the WG's role.

Listed the aims of the WG meeting:

- discuss the draft agenda of the TCA Officers' Meeting 2019
- review the possible WG participation during the Officers' meeting
- reach an agreement on the meaning of quality
- discuss the aspects of quality in order to ensure common understanding of good practice presentations based on a template
- consulting the SALTO E&T platform functionality and plans
- review the outcome of Training and research needs' survey

2. Programme structure of TCA Officers' Meeting 2019

Kata Albrecht-Garai, Senior Coordinator at TCA Resource Centre

Presented the draft agenda, highlighted the main sessions and their focus.

WG related programmes

Before the TCA Officers' Meeting, WG meeting (22, May, 9.30-12.30)

- WG involvement: supporting preparation for the meeting (content), discuss task division and agenda. Support the preparation of the facilitator.

*Session 1*

- Introduction of the WG
- WG involvement: prepare a 2-minute presentation (professional and personal part)

Session 2

- Good practice presentations
- Presented by volunteering TCA officers – details discussed in advance
- WG involvement (support SALTO if possible): lead the group session and collect the key information, then forward it to the facilitator, if not enough volunteers, good practice presentations are requested from WG members

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Session 4

- Plenary presentations on quality
- WG involvement: Judith (NL): present the meaning of quality from the WG aspect, possibility to comment on it

Session 5

- Planning and cooperation
- Possible WG involvement: lead the group session and collect the key information, then forward it to the facilitator

After the TCA Officers' Meeting, WG meeting (14.00-16.00, 24 May)

- WG involvement: immediate evaluation of the event and discussing next year's meeting venue- possibly from new WG members' countries

Feedback from the WG regarding TCA Officers' Meeting 2019:

- Have a session on the practicalities of implementing TCA activities (IE)
- Reflect more closely the participant mobility agreement templates that the commission provides so they cover the minimum information and have used the provided comments as a basis with some national relevant additional, i.e. maximum amount they will be reimbursed for travel, conditions of reimbursement etc.

3. Good practice (GP) template

Kriszta Molnár, Head of TCA Resource Centre

- Thanked for commenting GP template.
- Outlined that the group reached an agreement on the structure, which is originated from the 2018 Budapest WG meeting and supplemented with extra criteria (i.e. indicators for good facilitator).
- Aim of the template is to support good practice collection and special relevance is to use the template for preparing GP presentations for the TCA Officers' Meeting 2019.

WG involvement: comment the GP template within few days, those members who have not done it earlier.

4. Plenary presentations on quality by the WG

Judith Dayus-Brouwer, TCA Officer at Dutch National Agency

- Outlined the good initiative to actively involve the WG in the TCA Officers' Meeting presentations and represent the WG.
- Informed meeting participants that she will involve members in preparing, commenting her presentation via email.

5. Platform updates and plans

Anett Almássy, Coordinator at TCA Resource Centre

Shared the following updates of the SALTO E&T platform.

Progress of development:

Updated Tools for TCA officers including:

- Updated User Manual
- Webinar recording of Platform webinar (4&6 February 2019)

Shortlisting TCAs for visitors:

TCAs are visible for visitors based on selecting:

- Country
- Sector(s)



New design and shortcuts for event editor:

- New, thematic categories:
 - Main info
 - TCA description
 - Dates and deadlines
 - Partners and participants
- Simple and unified layout

TCA's in Education & Training >> [Events](#)

[Main info](#) / [TCA description](#) / [Dates and deadlines](#) / [Partners and participants](#)

[Edit](#) [Manage partner application\(s\)](#)

FuturE+

MAIN INFO

Event status ⓘ:	Public	WP phase ⓘ:	Not added to WP yet
Priority:	Impact		
Type of event ⓘ:	THO	Sector:	SE VET HE AE YH
Venue (country):	Romania	Venue (city):	Bucharest
Working language:	English		
Event fee (€) ⓘ:	0	Travel cost paid by Host NA:	No
Event fee explanation ⓘ:			

Requesting feedback regarding (via Lime survey)

- Accepting booking places
 - After the „Deadline of booking places”
 - Anytime
- NA staff’ role
 - None
 - TCA officer should approve their work (accept/deny partners)
 - Have the same editing rights as TCA officers

Discussing draft version of online application

All constructive feedback is welcome, however NAs need to keep in mind that all ‘wishes’ cannot be implemented in the development due to the diversity of needs vs. demand for standard online application process.

Received feedback from WG regarding online application:

- Recommendation for optional registration fields, i.e. website of organization.

- PIC number might be unnecessary for some NAs to request. Probably the solution will be to select “Doesn’t have a PIC number.”.
- It is important to have compulsory questions; however, the option to create additional questions should be available particularly when implementing thematic activities.
- Online application form 2 can’t be used for managing applications of institutions.
- Need for having a reserved list of applicants for the Host NA after receiving the recommended participants list from the Sending NA.
- Exporting tool is necessary for managing online application.

Subtopics (feedback is requested via Lime survey)

- 28 possible subtopics
- To be included in:
 - TCA description
 - Search field

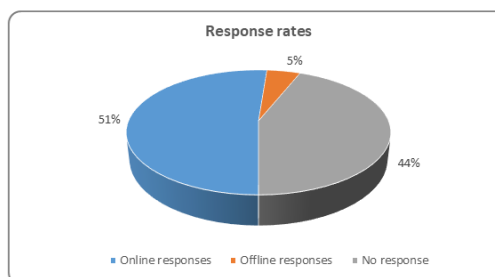
6. Training and research needs survey analysis

Bettina Ugródsy-Beregi, Senior Coordinator at TCA Resource Centre

Presented the outcome of the Training and research need’s survey, which will be shared on the SALTO E&T platform in the next few weeks.

1. Overview

- 41 NAs were addressed (NA directors)
- Answering period: end of November – end of January
- 21 online and 2 offlines responses (total: 23; **56% of NAs filled in the survey**)
- Focus on **training** and **research** needs of NAs (*Advisory Group was previously involved*)



7. SALTO network meeting Bonn: E+ Youth TCA and E&T TCA common points

Kriszta Molnár, Head of TCA Resource Centre

- Date: 12-14 February 2019
- Map the overlaps and possible connections



- TCA Resource Centre will follow up with WG members and Youth TCA Officers to further elaborate the common points and cooperation possibilities.

8. Staff issues

Kriszta Molnár, Head of TCA Resource Centre

- Bettina Ugrósdý-Beregi and Kriszta Molnár will go on maternity leave from the end of March.
- Two coordinators will join the team, Julianna Lukács (senior) and Edina Balogh (junior) from March 2019.
- Kriszta's expected return is in October 2019.

9. Next steps

By SALTO

- Compile the final Good Practice template.
- 2nd week of March: send TCA Officers' Meeting Registration form
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- Review online application process specification based on received Platform survey results.
- Before the Officers meeting prepare and send a preparation package:
 - Good Practice template to prepare the presentations in the same format what participants need to come prepared with
 - link to ask questions about the new E+ Programme, information from the Programme Management WG TCA

By WG

- Give feedback about Good Practice template
- Fill in Platform Q1 2019 lime survey by members
- Prepare Good Practice presentations for TCA Officers' Meeting (if volunteering), based on the final Good Practice template.

Thanked for the valuable contribution of the WG during the meeting and encouraged WG members to continuously give feedback on improvements and to proactively provide the TCA RC staff with ideas and comments.