



TCA E&T Working Group meeting

-online-

Date: 20 February 2020.

Present:

- SALTO: Kriszta Molnár, Julianna Lukács, Anett Almássy, Katalin Albrecht-Garai
- WG: Ana Estevez replacing Teresa Nogueiro, Monika Held, Ingrid Gran, Janelle Camilleri Sara Southam, Gaelle Bozec, Carmel Walsh

Not present: Ellen Vimberg, Sari Huttunen, Katariina Petajaniemi

At the beginning of the meeting the agenda points and the main technical information were presented.

Kriszta Molnár- head of SALTO E&T welcomed the participants and informed them about what had happened since the last meeting in October.

- SALTO E&T WP has been approved by the EC (IT Platform development – meetings – trainings)
- Recommendation on the Future Erasmus document was sent to DG EAC – Thanked the WG for the contribution!
- Printed publication of the ‘Stock taking research’ study is on its way
- SALTO E&T got into the EC Consultative WG on TCAs/NET in Future Erasmus (1st meeting 3 March 2020, Brussels)
- Officers’ meeting plans were being formed (venue, agenda)
- Recent platform developments (online survey is coming up, user manual videos, pdf, excel export)
- WG new membership call to be launched.

1. Agenda point: TCA Officers’ meeting (draft agenda, WG’s participation, WG f2f meeting-date, venue, registration, arrival

Katalin Albrecht-Garai presented the agenda plans and highlighted that since we are still waiting for the Commission’s concrete plans for the future of the TCAs, the current program design is at a very basic stage. Notwithstanding, the feedback and comments of the WG is important in this stage as well.

Main pieces of information:

Time: 3-5 June 2020, 2,5 days • Place: Hungary, Balatonfüred, lakeside of Balaton¹ • Accommodation and meeting venue: <https://annagrandhotel.hu/> • 2 facilitators- still under

¹ since the North-Macedonian intention had to be changed due to technical reasons



discussion • contributors: EC, contact + EC IT colleague (under discussion) • WG • Key speaker (under discussion) • Youth rep. (under discussion) • SALTO E&T

As for the agenda plans WG members suggested SALTO E&T to finish last day's program with lunch and ensure the transfer back to the city/airport at 13.00 in order to allow all participants to attend the full length of the meeting. SALTO will rearrange the agenda accordingly.

Katalin highlighted the WG related parts in the agenda and asked WG members to actively take part in all of them.

- i. Day1: new members' introduction, submitting GPs to the Unforgettable moments' award and take part in the round table discussion.²
- ii. Day2: presenting WG's recommendations concerning future Programme to EC (way and scheduling is dependent on the information we receive from the EC up until the meeting regarding planning of the future Programme), WG is kindly asked to arrive with specific plans to the TCA planning part (based on the chart containing the most popular TCA topics from the past years in order to provide the possibility to form cooperations around recurrent topics

WG suggested including a somewhat structured open agenda for participants. A survey could be sent to all TCA Officer before the meeting (at registration) to identify needs. SALTO will explore this further and will find a solution how to build this element in the officers' meeting agenda.

WG f2f meeting details on registration, arrival, timing, social event plans were described. Agenda topics regarding the WG meeting will be formed later. TCAs and SALTOS in the Future Erasmus will definitely be a topic, whereas WG members are encouraged to suggest issues for discussion too.

2. Agenda point: Expert pool

WG has recommended the following regarding the proposed Expert pool concept paper:

- WG welcomed the idea of the Expert Pool and suggested to give clear guidelines to the NAs on how recommend experts, what shall be the selection/assessment criteria etc.
- C1 level of language knowledge (English/French/German)
- The definition of the different expert profiles (trainer/facilitator/moderator...) should be clearly defined and presented on the website
- When listing the area of expertise both expert area and topic may be used.

² All NAs will be called to submit GP testimonials in visual format- video, picture, collage, etc for the award.

3. Agenda point: WG call for membership

Carmel Walsh announced she has to step down from the Working Group due to new commitments in her role (including joining the Horizontal NA WG on TCAs/NETs in the future programmes).

With this resignation the open places in the WG has increased to 4 with the history of Judit Dayus', Pietro Michelacci's, Christelle Coet Amette's and Bozena Kiluk's resignation.

The membership package has been sent to the WG members in advance that contained the code of operation, call for membership and application form.

Documents have been updated, mainly the deadlines were changed.

WG raised to consider that one NA director should only recommend 1 person as WG member to assure the diversity of the WG. SALTO will explore how this suggestion can be included in the call. The proposal will be sent to the WG for approval.

Apart from the above described issue WG approved the documents.

The timing concerning SALTO E&T and **WG members** is the following:

Activity	Deadline	Responsible
Call for WG membership for 4 places	28 February	SALTO E&T
Recommendation letters from present WG members	20 March	WG Applicants
Submission of applications to tca-wg@tpf.hu	20 March	Applicants
Assessment procedure	Technical and in case of more applicants professional assessment	SALTO E&T
Decision-making by the WG	3 April	WG
Informing applicants of the result via email	mid April (Easter)	SALTO E&T
New member(s)' introduction	June officers' meeting	Applicants

4. Agenda point: Platform related questions – cost, NA staff in TCAs

Regarding **reformulating cost fields** on the TCA page, there was no comment received during the call. The same question will be circulated at the follow up email of the WG meeting in order to collect feedback, if the cost fields should be restructured and how.

NA staff application would be good separately from regular participants by expressing the number and/or names of NA attendees plus a short description would be ideal. WG mentioned that NA members who participate in a TCA receive a document listing their tasks and in some NAs, they have to fill in a report after the event.

5. Agenda point: Platform survey

WG discussed the proposal and only one remark was done: search function would be good to be included in the survey. The survey will be amended with a question about the search function.

6. Agenda point: Following steps- summary

TCA officers' + WG meeting: Registrations to be sent by SALTO E&T +Platform with questions, GP award, planning chart	end February
Registrations arrive by	10 April
TCA planning methodology to discuss with WG (incl. survey for open agenda)	early March
Call for membership: requests for recommendation from present WG members up to	20 March
Feedback to WG on applicants' restriction in number	25 February
Approval of applicants	3 April
Additional reflection on expert pool template, platform survey, call for membership if needed	28 February
Cost: feedback on the TCA cost fields (platform): should it be restructured and how	28 February
If possible, pls submit application to the GP Award	1 May

24. February 2020.