

TCA E&T Working Group meeting

-online-

Date: 24 September 2019.

Present:

- SALTO: Edina Balogh, Julianna Lukács, Katalin Albrecht-Garai
- WG: Ellen Vimberg, Teresa Nogueiro, Monika Held, Pietro Michelacci, Janelle Camilleri, Judith Dayus, Sara Southam

Absent: Carmel Walsh, Sari Huttunen, Katariina Petajaniemi, Ingrid Gran, Gaelle Bozec

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

Unfortunately in Adobe Connect system participants who logged in as html client could not use more functions, so some of them were not able to share camera and use the microphones. As a result of this, the main communication platform was the chat.

1. TCA officers' training programmes - 29-30 October 2019

SALTO emphasised that the opinion of the WG is an important quality assurance so all support provided in advance and during the implementation is useful to ensure a quality training. The development of the training is in progress, so the suggestions can be taken into consideration.

Date: 29-30 October (registration is closed)

The draft programmes have been presented, Katalin introduced the training with Collaboration in TCA management title and Julianna introduced the one with Outcome based strategic planning.

The Collaboration in TCA management programme consists of 4 modules, 1-2 is online which is closely connected to the 3rd that is a f2f event, while the training is closed by the 4th module again online.

The modules are built on and supporting each other so it is highly recommended to do all. The online modules are about the techniques to find the most suitable online tools to use in an international environment to support TCA work. Participants can share their daily experience, reflect on each other's problems, have the possibility to test different surfaces. The f2f day is about meeting each other, practising together and also learn from each other.

WG is kindly requested to give examples, case descriptions, frequently used tools in advance to illustrate training programme with TCA work. Either problems with solutions or problem raising without solution.

E.g. for case description:

- ☒ I organize a webinar with 2 other TCA officers on a specific topic*
- ☒ We have to look for a collaborative platform to design content*
- ☒ We have to look for a webinar platform*
- ☒ in the meanwhile it turns out that participants arrive with a different level of knowledge*
- ☒ prior knowledge assessment is necessary and also to find a suitable platform*
- ☒ After the webinar, many questions were left unanswered due to time constraints, a suitable platform must be found*

Goals & expected outcomes of the Outcome based strategic approach of TCAs training (29th October): supporting TCA officers in the strategic approach of designing and implementing outcome oriented TCAs. Thus this training is called: TCA lifecycle advanced.

By the end of the **one- day-training** participants will have gained a clearer understanding of strategic approach of TCA planning and some ideas on how to design their expected outcomes.

For this interactive training where TCA officers can share their good practices we asked WG members who registered to the course on 29 October to contribute as table host to the training.

So far we have 3 table hosts: Ingrid Gran and Monika Held and Judith Dayus. Thank you for supporting the outcomes of the interactive training this way also.

We need one more table host, so please even if you are not present on the training, discuss this possibility with your TCA officer and send us some recommendations.

The role of table hosts will be important during the whole day as this is a TCA management practical training where your expertise is most needed. Table hosts will

- feed the conversations by sharing your own good practices regarding TCA management
- moderate the discussions at the table
- report back the outcomes of the discussion

For note taking, it is advisable to ask a person at your table, as we will ask you kindly to provide a written report also. **For note taking Janelle Camilleri offered her help.** Please also circulate this possibility amongst your TCA officers, and again come back to us with your recommendations. Note taking role is very important also, as **one of the outcome of this training day will be a Mini Guide on the steps how to draft an Outcome based TCA.** Three more note takers are needed.

A preparatory skype meeting of the programme possibly on 10 October between 13-14. Please note that this can be still changed according to your availabilities. With those who are involved in this skype meeting (as table hosts or others interested) we will still finalize the time of the skype meeting.

Please send a quick note via skype, that we could contact you to **the following skype address: julianna.lukacs.tpf**

Also those of you who have not flicked through the TCA lifecycle beginner course: All you need to know about TCAs please do so. <https://canvas.tpf.hu/courses/116>

Question arrived concerning the online accessibility of the training/training materials, but since this is an interactive training requiring personal participation, this time skype or other online participation is not available. All the modules will be available with an extended portfolio next year too, so those who were not able to register can take part.

2. Platform updates: common evaluation & follow up draft template

A [basic common template](#) has been developed for all NAs. This was sent to all members in advance and some comments have already arrived. The request was towards WG members to give their expertise and finalise the proposed template. PDF and excel format can be exported from the results.

Based on some existing evaluation questionnaire received from different NAs SALTO combined a common survey. The basic concept is that it is a short and common template with only the most relevant questions for all NAs and there is space to add NA specific and TCA specific questions if needed.

Evaluation template is recommended to be sent 1-2 days after the event, the follow-up after 6 months. The evaluation survey would be sent by the host NA, who is in charge of the event itself, while the follow-up should be sent by the sending agencies who are interested in the results of the TCA. All the received answers would be available for all involved NAs and for SALTO as well.

The WG members have expertise in this field (evaluation and follow up) because they are researchers or because they use surveys like this for many years. They were active in proposing more additional questions and the answers to be more specified. Most of the comments arrived concerning the E+ application (“As a result of the TCA, did the participant’s organisation intend to/has already submitted an application to any Erasmus+ call?”). There was also a comment doubting of the usefulness of a general survey, but considering that it was meant to provide for the whole TCA officer community, questions are difficult to formulate more specifically. A question has arrived concerning the sending of the survey, if this is intended to be sent by the system or the TCA officer. According to the plans, as not all participants apply for the events through the SALTO platform and email addresses may be missing, the system will send a notification about the due time of sending the survey and the TCA officers have

the possibility to include missing email addresses, personalised questions and to decide upon the time of sending the survey.

With the received comments during and after the meeting, the questionnaire has been finalized contentwise, but the meeting participants were informed that the IT department may examine if every part of the specification can be technically implemented.

3. Introduction of SALTO E&T TCA RC draft workplan for 2020

A draft work programme is available for the SALTO 2020 operation at the moment with the major strategic objectives and some activities as examples. The detailed WP will only be ready by mid-October, but in this phase of the planning, WG can propose activities to the given strategic objectives.

SALTO presented the planned aims and activities. Comments arrived concerning the extension of not only the platform but the newsletter content to beneficiaries as well. Comment on providing training on working on TCA's in EPlusLink has also arrived.

4. Actualities, following steps concerning operation

During the meeting a declaration of resignation arrived from the IT02 NA, Pietro Michelacci, that for an uncertain period of time he is not going to work as a TCA officer, so he would request for a replacement by his colleague, Daniela Ermini. She is going to replace him at the upcoming f2f WG meeting in Budapest 28 October 2019 too. (He has submitted his official resignation since the meeting.)

Katalin has raised that due to the recent resignations (Bozena Kiluk PL, Chriestelle Coet-Amette FR, Pietro Michelacci IT) and the suspended memberships (Sari Huttunen, Katariina Petajaniemi FI) it would be time to issue a call for membership. According to the code of operation the WG has up to 12 members and in case of a members' resignation SALTO E&T TCA RC issues a call before the personal WG meeting in May each year to all NAs.

As for the upcoming 28 October WG meeting WG members were requested to recommend agenda points that they find necessary.

Some had already sent their ideas in the registration form concerning

- proposal: the preparations for 2021
 - o SALTO reply: as it was highlighted in the WP presentation SALTO would like to play an active and initiative role in forming the new programme period related to TCA and SALTO innovations.
- proposal: State of play of making use of SALTO E&T Platform functionalities by TCA Officers-

- SALTO reply: a survey was intended to be sent in order to gather feedback on the newly developed functionalities in the IT Platform by SALTO. E.g Statistics would be useful to give TCA officers directions. This year a Mentimeter survey has been done in May, Zandvoort and next year a more complex survey will be implemented.
- proposal: Even more emphasis on evaluation, follow-up, strategic use of TCAs.
 - SALTO reply: Evaluation and follow-up is a very actual topic and in the 2020 WP of SALTO a module is planned to develop for TCA advanced lifecycle training.
- proposal of SALTO: The content focus of TCA officers meeting should be timely to discuss
- proposal: E+link problems: „How TCAs were incorporated in E+link this year resulted in confusion and a lot of time wasted for most officers in trying to link the activities to their sending budget. Proposal: „perhaps we can discuss how we can better tackle this for next year- perhaps we can provide advice to the Commission on this.” , “ There was no guidance updates for all of the changes to EPlusLink and this has caused a lot of issues which will only be worse around reporting and audit periods.”, “ask the commission to provide clear instructions manual”.
 - SALTO reply: European Commission will be present in the meeting via skype, it is possible to raise questions to her. New contact person of EC DGEAC is Marie Colombani instead of Anne Ballauf, who had left Commission.
 - SALTO reply: In SALTO WP there is a commitment to cooperate with the Commission in IT issues for providing support for TCA officers in using EC-managed platforms.

Meeting materials are uploaded to [SALTO platform](#) and the memo has been sent to the WG for approval.

Requests:

- WG is kindly requested to give examples, case descriptions, frequently used tools in advance to illustrate training programme with TCA work. Either problems with solutions or problem raising without solution. -by 7 October
- WG is kindly requested to do the registration form 28 October WG meeting by 27 September
- WG members who will be present on 29 October are kindly requested to apply for table host roles on the training “Outcome based strategic planning of TCAs”.
- WG members are kindly asked to gather questions towards the new Commission contact in the WG meeting registration form.
- WG members are kindly asked to make suggestions for the October 28 f2f WG meeting in the registration form or in email to tca-rc@tpf.hu

September 26. 2019