TCA E&T
WORKING GROUP
ONLINE MEETING

20 February 2020

|		
10:00–10:15	Welcome, recent news	Kriszta Molnár
10:15–10:45	TCA Officers' meeting draft agenda, WG's participation-discussion WG f2f meeting- date, venue, registration, arrival	Katalin Albrecht -Garai
10:45–11:15	Expert Pool Finalizing trainers' pool template - recommendations	Anett Almássy
11:15–11:30	WG call for membership Accepting before publishing	Katalin Albrecht -Garai
11.30-11.50	SALTO E&T IT platform survey overview, commenting	Anett Almássy
11.50-12.00	Summary, following steps	Katalin Albrecht -Garai

Since Oct 2019….
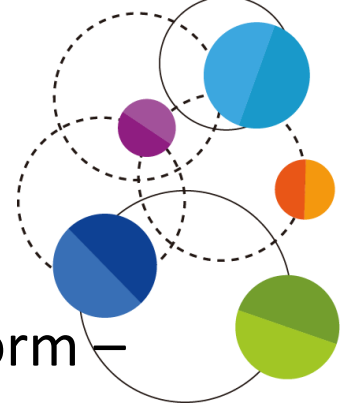
- SALTO E&T WP has been approved by the EC (IT Platform – meetings – trainings)

- Recommendation on the Future Erasmus was sent to DG EAC – **Thank you for the contribution of the WG!**

- Publication of the ‚Stock taking research' study is on its way

- SALTO ET got into the EC Consultative WG on TCAs/NET in Future Erasmus (1st meeting 3 March 2020, Brussels)

- Officers' meeting plans were formed (venue, agenda)

- Platform developments (online survey is coming up, user manual videos)

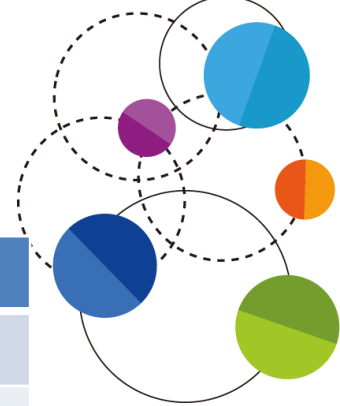- WG new membership call to be launched

TCA officers' meeting- details
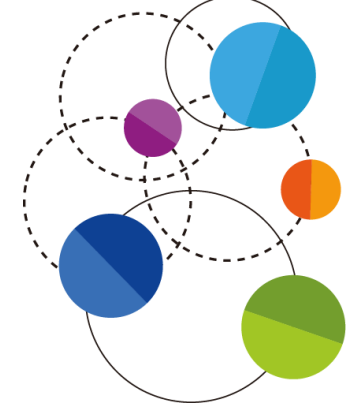
- Time: 3-5 June 2020, 2-2,5 days

- Place: Hungary, Balatonfüred, lakeside of Balaton

- Accommodation and meeting venue: https://annagrandhotel.hu/

- 2 facilitators

- EC, contact+IT

- WG

- Key speaker

- Youth repr.

- SALTO E&T
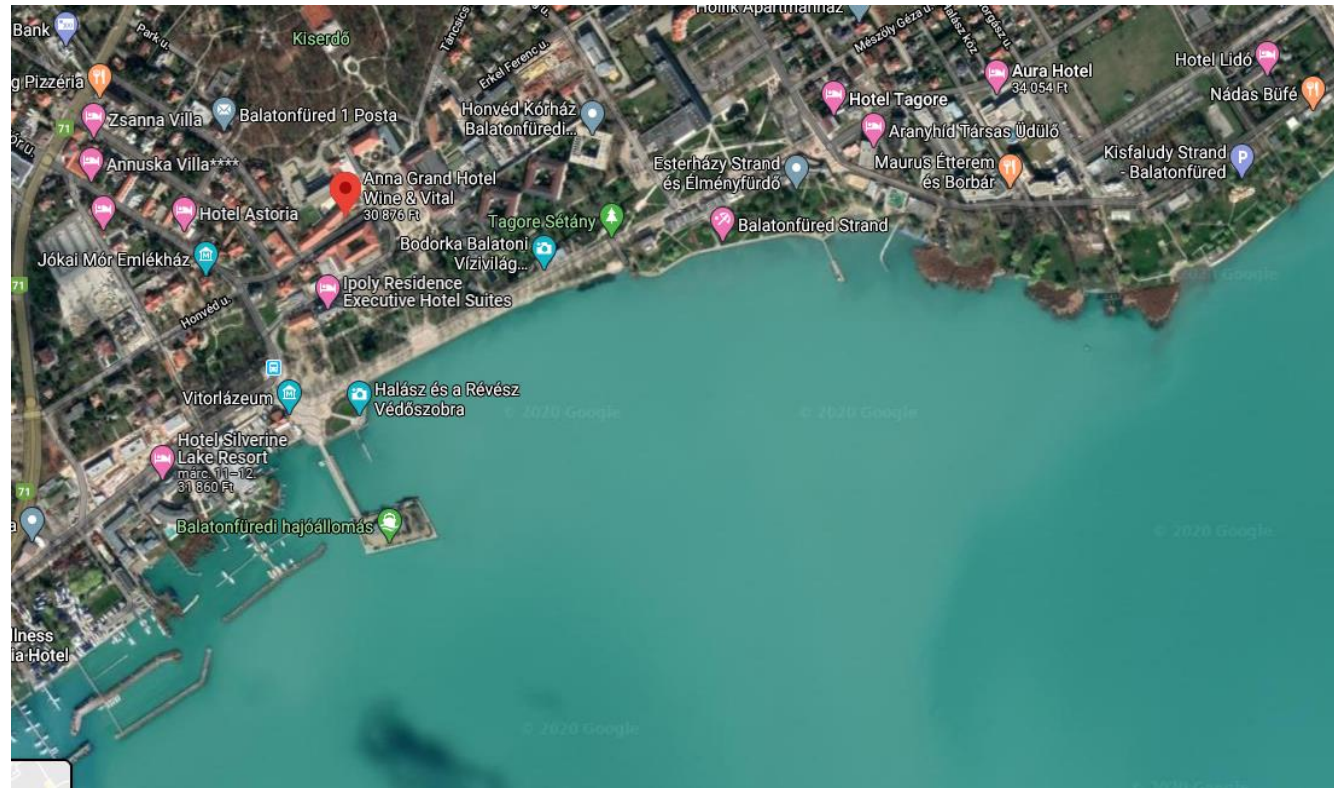
TCA officers' meeting - agenda

2 June: Arrival

16.00 Transfer to the hotel*

18.30 WG social event

3 June: WG meeting, 1st day of the TCA officers' meeting

9.00 WG meeting

11.00 Transfer from Budapest to the rest of the participants

14.00 TCA officers' meeting plenary 1: welcome speeches,
Looking back to year 2019 (EC, SALTO presentations)
WG related part: new members' introduction, WG's achievements in 2019

16.00 TCA officers' meeting plenary 2:
Looking back to year 2019: stock taking report (SALTO), reflections by the youth sector

16.30 Good Practice presentation- round table, award*

WG related part: WG is kindly encouraged to submit GPs and take part in the round table.

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4 June: 2nd day of the TCA officers' meeting

9:30 TCA officers' meeting plenary3: TCAs in the Future Erasmus (EC)
Q&A: platform before the event
WG related part: Recommendations to EC*

11.30 TCA officers' meeting plenary4: Strategic approach in TCA work (key speech+ workshop)

13.30-Planning TCA – workshop*
WG related part: WG is kindly asked to arrive with specific plans (chart)

17.30 social event

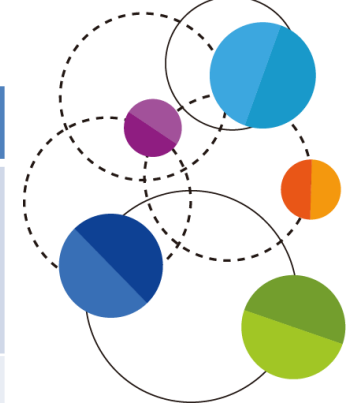## 5 June: 3rd day of the TCA officers' meeting, leaving

9.30 TCA officers' meeting plenary5: SALTO E&T Platform new functions and feedback survey results

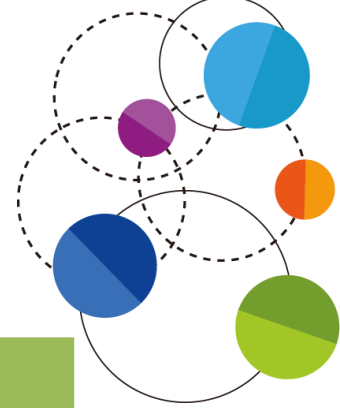10.00 EC representative on IT tools (under negotiation)

11.00 Q&A, workshop

14.30 Closing Plenary

15:00 leaving: transfer to Budapest (airport or city centre)*

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WG meeting

| WG meeting |
| --- |
| Members: new members too |
| Arrival: transfer from Budapest on 2 June afternoon |
| Interval, venue: 9.00- 13.00 at the hotel |
| Plan: Facilitator' participation |
| Social event: wine cellar |
| WG meeting registration: to be sent together with the TCA Officers' meeting registration |
| Costs (travel, accommodation) |

Expert pool

Types of professions, roles

- Trainer

- Facilitator

- Researcher

- Key speaker, lecturer

- Coach

- Mediator

- Moderator

- Other, please specify
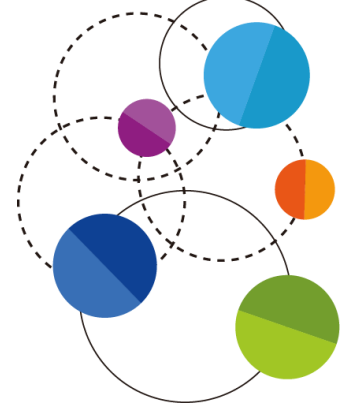
Expert pool
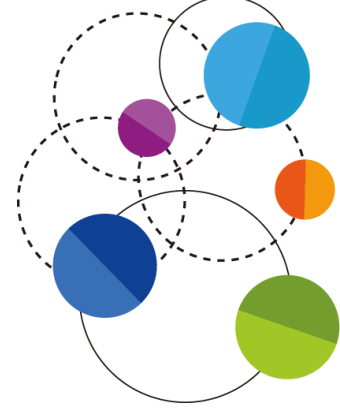
Assessment criteria

- **B2** Level of **English**
- **regularly** facilitated, **delivered** training or has given presentations at the request of national or international organizations
- **has experience in the field** of expertise of the chosen topic, **and/or** has **significant international experience**
- has already **been involved in EU projects** and has a **good basis** for expert work **in the field of Erasmus+**
- **has relevant knowledge** of international education and training processes and policy development directions
- **in case of research type activities**, the expert **has** a **high academic standing** and his/her role in international scientific public life is proven and recognized. Regularly participates in international and domestic research projects/publications.

Expert pool

<u>Area/topic of expertise</u>

- Priorities
  E.g.: Vocational Education and Training: Enhancing access to training and qualifications for all

- Topics
  E.g.: Inclusion – equity

Both or just one?
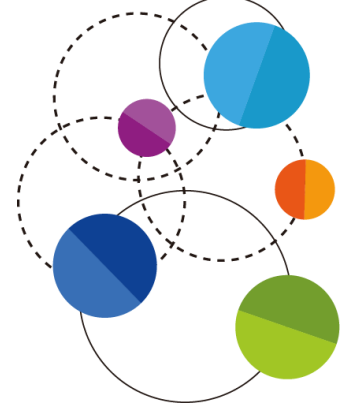
WG call for membership

How to apply?

Applications should be submitted to tca-wg@tpf.hu email address with the following documents attached the latest by:

20 March 2020

- Application form (signed)
- NA director's support letter (signed)
- Recommendation letter from a current member of WG[1]

Process of assessment

Applications will be checked formally by the SALTO E&T, reviewed and assessed by the Working Group.
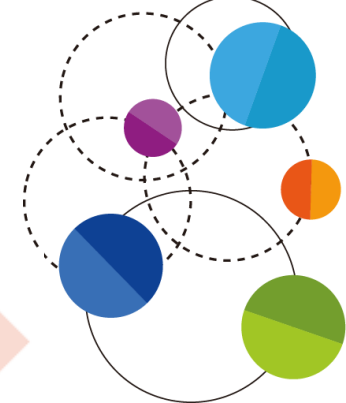
In case of more applications submitted to one vacancy, assessment is carried out along the following criteria:

- *Personal competences* to ensure the wide variety of competences within the WG
- *Geographic location* to ensure the geographic balance within the WG
- *Sector of education* to ensure the representation of all fields of educational in WG
- *Experience in Youth sector* TCA management

Applicants are expected to be notified upon the above assessment by **mid April**, but they are asked to submit their applications considering the date of the following personal meeting (to be held in Hungary attached to the TCA officers' meeting on **3rd June**) in case of their selection.

deadlines

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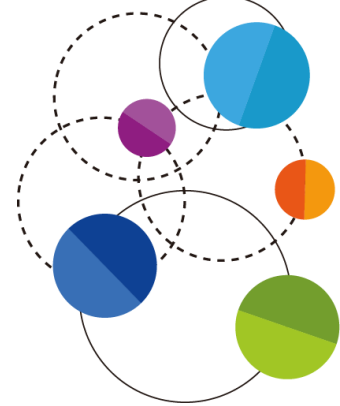
WG call for membership

|	
Call for WG membership for 3 places	• 25 February
Submission of applications to tca-wg@tpf.hu	• 20 March
Assessment procedure	• Technical and in case of more applicants professional assessment
Decision-making by the WG	• 3 April
Informing applicants of the result via email By SALTO	• mid April (Easter)
New member(s)' introduction	• June officers' meeting

Platform related questions - cost
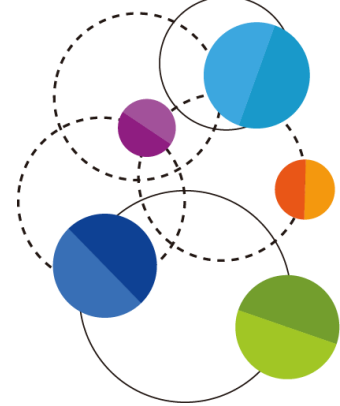
Cost fields now:

- **Event fee** (EUR) – *if Host covers accomodation, meals, etc* → *0*
- **Travel** cost paid by Host: yes/no
- Event fee explanation

Proposed cost fields:

- **Travel** cost paid by Host: yes/no
- If yes; Maximum amount (EUR)
- **Accomodation** covered by Host: yes/no
- If yes; Maximum amount (EUR)
- **Meals** covered by Host: yes/no

Matter of on contribution cost paid by participants?

- Additional **fee** paid **by Sending NA**: yes/no
- If yes; Maximum amount (EUR)
- Additional fee explanation: (if yes)

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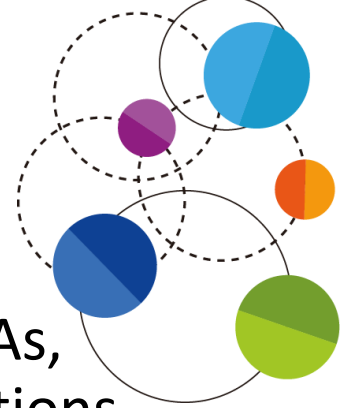
Platform related questions – NA staff in TCAs
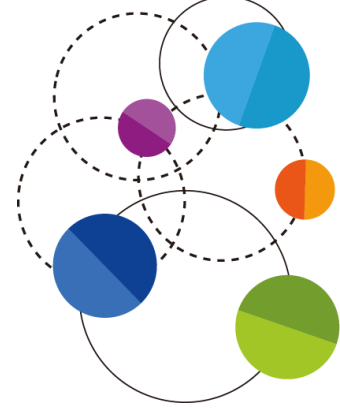
What would help your work regarding NA staff participation?

- During booking places separate rows for NA staff?
- How is the usual process of NA staff application?

Platform survey

- **Website in general** (visuality, structure, content for NAs, content recommended for beneficiaries, missing functions considering the planned ones)

- **TCA event page** (structure, fields, creation of new event, PDF export)

- **Sending tasks** (booking places, MyRC>>Sending participants menu, recommended list of participants)

- **Host tasks** (managing NA partner applications, receiving recommended list of participants from Sending NAs & MyRC>>Receiving participants menu, online application usage)

- **Communication of new functio**ns (Monthly news, webinars, User manual)

Following steps
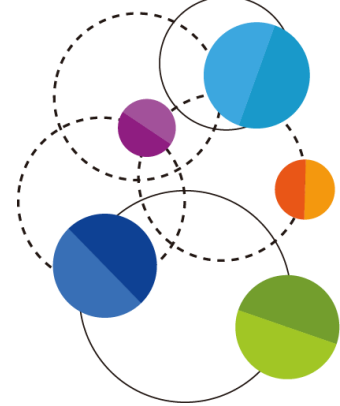
List of steps	deadline
TCA officers' + WG meeting: Registrations to be sent by SALTO E&T +Platform with questions, GP award, plannig chart	end February
Registrations arrive by	10 April
Call for membership: requests for recommendation from present WG members up to	20 March
Approval of applicants	3 April
Additional reflection on expert pool template, platform survey, call for membership	25 February
If possible, pls submit application to the GP Award	End April