

TCA: Creating contacts between accredited organisations follow-up

23rd of January 2023

Instructions for NA-staff

This TCA is part of a Long-Term TCA for accredited organisations. The theme is: “To contribute to the European educational area in a cross-sectoral way”; one of the basic principles in the Erasmus+ programme.

The objective of this TCA is to create contacts between accredited organisations. The meeting is held in Zoom.

Link to the Zoom-meeting:

<https://uhr-se.zoom.us/j/64207488619?pwd=cGhrQjAzMUtDTThxZ213ZElvb2NnQT09>

Meeting ID: 642 0748 8619

Passcode: 153691

Please find the internal work agenda on this link: [UHR - LTA accreditation TCA 23JAN 2023 | SessionLab](#)

During the TCA, the participants will participate in two group discussions. They will choose the breakout rooms themselves.

When facilitating the group discussion, we kindly ask that you do not have any colleague beside or behind you on the screen.

10.30-11.40 Group discussion 1:

Patrick introduces the group discussion.

Patrick will introduce each group leader.

As a group leader, you will briefly introduce your topic:

Group 1: (Jean) Finding partners, strategies, and challenges

Group 2: (Juliana) How to prepare participants before the mobility

Group 3: (Sanna) Project management: planning, follow-up, results

Group 4: (Victoria) How to implement the insights from the mobility in the every-day schoolwork?

Group 5: (Rasa) How to choose the participants for the mobility

We open the break-out rooms.

The groups consist of participants from all sectors based on their preferences of topics to discuss.

- 1) [Welcome – wait for the participants to join.](#)
- 2) [Let them introduce themselves briefly: name, country, sector, education programme etc.](#)

- 3) Introduce the discussion theme.
- 4) Ask the participants to take a moment to reflect on the presentation of Arjan Verdooren: “What did you find interesting? What kind of insights were you able to get from the presentation in relation to the theme of this discussion? Is it possible to connect ideas, thoughts, and knowledge from the presentation of Arjan Verdooren to this topic? In which way?
- 5) Lead the discussion:
 - a. Remind the participants of the theme
 - b. Let everyone have their say
- 6) Make notes
- 7) Wrap up the discussion by using Padlet. Ask the participants to enter **concrete examples** of what they will take with them from the discussion in Padlet.

Group 1: (Jean) Finding partners, strategies and challenges: [Padlet Group 1.url](#)

Group 2: (Juliana) How to prepare participants before the mobility: [Padlet Group 2.url](#)

Group 3: (Sanna) Project management: planning, follow-up, results: [Padlet Group 3.url](#)

Group 4: (Victoria) How to implement the insights from the mobility in the every-day school work?: [Padlet Group 4.url](#)

Group 5: (Rasa) How to choose the participants for the mobility? [Padlet Group 5.url](#)

The Padlets will later be shared in the UHR app.

11.40-11.45: Break

11.45-12.00 Re-cap from the discussions in the breakout rooms

The moderator Patrick asks each group leader to present what the participants have discussed, as well as three concrete results from the discussions.

Choose 3 results/take aways. Maximum 2 minutes for each group leader.

12.00-13.00 Lunch

13.00-13.20 Presentation of EPALE, eTwinning and Salto Canvas.

13.20-14.10 Group discussion 2: Share learnings and insights from a challenge that you managed to solve

Patrick will introduce the group discussion.

The participants choose a group based on the same educational sector and level of education.

- 1) Welcome – wait for the participants to join.
- 2) Let them introduce themselves briefly: name, country, sector, education programmes etc.
- 3) Introduce the sector and the discussion theme:

A challenge that your organization managed to solve - what was the challenge, how did you solve the problem and what and why did you choose this solution? What insights did you get from this experience in your future work with the accreditation? Please share your challenge and solution in the afternoon group discussion.

- 4) Lead the discussion:
 - a. Remind the participants of the theme
 - b. Let everyone have their say
- 5) 14.00 Wrap up the discussion. Ask the participants to give **concrete examples** of what they bring with them from the discussion.
- 6) Ask any of the participants to present one of the findings in the main room, maximum 4 minutes.

Bonus question in case of spare time:

In what ways is accreditation a good way to work internationally and how can it be developed?

14.10-14.15: Break

14.15-14.35 Re-cap from the discussions in the breakout rooms

The moderator Patrick asks each group leader to invite one of the participants to share one of the practices that they have discussed.

Note: 4-5 minutes for each group.

Instructions given to the participants:

- **Please find attached the official agenda sent to the participants.**
- There can only be one participant signed into Zoom in the same account. Hence, a participant cannot have colleagues talking or sitting beside or behind them on screen.
- Upon entering the meeting, we would appreciate if you could please enter your name and country code in your profile - name tag in Zoom. For example: "John Smith, SE". This would make it easier to facilitate the group discussions.
- UHR Event app: Participants will be asked to register in the UHR-event app prior to the meeting. In this app, participants will be asked to introduce themselves, register contact information and describe their motivation to participate in this TCA. This app will help participants keep in touch and plan collaborations after the TCA.
 - Apple: [UHR Event i App Store \(apple.com\)](https://apple.com)
 - Android: [UHR Event – Appar på Google Play](https://play.google.com/store/apps/details?id=com.meetappevent)
 - URL: [UHR Event \(meetappevent.com\)](https://meetappevent.com)

To find the event, please enter our event code: **LongTCA2023**. Afterwards, find the event "Creating contacts between accredited organisations follow-up" and enter the event.

If you have any questions, please contact us via tca@uhr.se.

Best regards,
The TCA-team