

Good practice TCA guideline

-template-

The present document summarizes the main aspects of a high quality TCA. The E&T TCA Working Group, comprising 12 TCA officers - having long-standing experience in organising and hosting TCAs - proposed the elements. The work was coordinated by SALTO E&T TCA Resource Centre between September 2018 and February 2019 and resulted in the Good Practice TCA template presented here.

National Agencies are recommended to use these guidelines when realizing Transnational Cooperation Activities (TCAs).

The categories are structured according to the TCA lifecycle and provide aspects to consider at each step.

However, it is important to determine quality guidelines and criteria, but it is also important to keep in mind that every TCA is different, there could be additional factors to include in the case of local or sectorial specificities.

TCA organiser NA and country	
TCA venue	
Specific aims of the TCA	
Specific outputs of the TCA (study, training material, article, etc.)	
Type of TCA	
Field of Education TCA addressed	
Priority TCA addressed	

Please describe your good practice TCA guided by the questions below:

I. Planning and promotion

I.1. Continuity

- How did you take the outcomes coming from formerly realized TCAs evaluation into consideration? (Questions, indicators, statistics, data gathering, etc.)
- Did you define the evaluation criteria before the TCA?

I.2. TCA needs' analysis and objectives

- What was the need for this TCA event? (Please describe the problems, challenges the event tackled)
- What was the objective of the TCA event? To what extent have you achieved your objectives?

I.3. TCA topic relevance

- How did you explore the actuality, relevance of the theme of TCA?
- How could you adjust the TCA topic to participants', institutions' needs? (Needs' analysis, feedback from previously realized TCAs, etc.)
- What aspects were in focus when choosing TCA topic? (Relation to priorities and objectives of Erasmus+, intercultural dimension, programme priorities, etc.)

I.4 Expected learning outcomes

- How precisely did you define and specify the aims and expected outcomes of the TCA leading to the high quality organisation of the event?
- Was this TCA based on a formerly realized and already proven model TCA or TCAs' outcomes?
- What measures did you do in order to avoid overlaps with other realized TCA outcomes?

I.5 Planning of resources

- How did you plan TCA event budget to foster realization?
- How detailed workplan did you prepare? (Responsibilities, tasks, deadlines, etc.)
- How did you think your human capacities over, that is necessary to implement the TCA? (human-resource plan or other method)
- What other planning techniques did you apply?

I.6 Managing TCA partnership

- Have you cooperated with any of the NAs in organising the event? How?
- What measures did you take in order to ensure long- term partnerships in organising the TCA activity?

I.7 Promoting events

- Have you used other tools to promote your event out of SALTO platform according to the local characteristics? What were those?

II. Selection- realization

II.1. Application

- How did you involve target group in the event?
- How did you select the right (devoted, interested, prepared, balanced division of newcomers and more experienced) participants?
- How did you ensure the involvement of underprivileged target groups? (eg. geographic diversity, age balance, etc.)
- Was the application and selection process open, fair and transparent?
- Did the application criteria contain clear profile of participants?
- Did the application and preparation process take place in time?
- What were your method to hit the manageable and balanced number of participants? (both for countries and individuals)

II.2 Selection of participants and staff

- How did you involve partner NAs in the forming of the selection criteria?
- How did you involve the best-qualified, practiced team in order to realize the event in the highest quality? (facilitator, trainer, speaker, etc.)

II.3 Pre-communication

- Preparation: How did you prepare participants for the topic of the TCA?
- Preparation: How did you prepare staff (experts and organising partners) for the TCA before the event? (Preparatory meeting, preliminary materials, etc.)
- How/On what channels did you manage to connect participants in advance via online platform?

II.4 Realization

- How did you managed to create a balanced programme design – both theory and practice?
- What innovative, collaborative, interactive and various methods did you use during the event in order to ensure high quality TCA? (Using online or offline tools, etc.)
- How could you facilitate continuous cooperation with all partners throughout the event?
- How did you monitor and reflect on beneficiaries' needs throughout the event? Did you have to change any parts of the event due to the participants' needs?
- How did you ensure that the event proceeded according to the goals set? (monitoring process, constant collection of information, analysis, supervision)

II.5 The achieved, concrete learning outcomes

- Please give a short summary of the TCA's outcomes
- Please mention if other important outputs/outcomes resulted from the event

III. Assessment & evaluation of achieved outcomes

III.1 Evaluation of methods

- How could you measure the immediate success of the TCA?
- When and how did you do the evaluation?
- On what aspects did you evaluate your TCA? (Outputs, outcomes, achieving goals set, etc.)
- Who evaluated the realization of the TCA event? (Participants, partners, self-evaluation, etc.)
- What tools did you use to evaluate TCA?
- Did you prepare quantitative review of the TCA? What factors, aspects did you use? (Number of applicants, participants, compared to similar TCAs, etc.)?

III.2 Evaluation of outcomes

- To what extent the beneficiaries involved were satisfied with the outcomes of the TCA event?
- How will this TCA event contribute to achieving the goals of Erasmus+ programme?

IV. Follow-up, impact measurement

IV.1 Follow up - Impact measurement

- How are you planning to measure the future impact of the TCA?
- How will the outcomes be sustained?
- How are the TCA participants planning to use the outputs/outcomes of the TCA? (Are they planning to use the outcomes of the TCA in other E+ projects?)

IV.2 Post TCA communication, dissemination

- In what ways did you facilitate participants' contact before, during and after the event?
- How did you share TCA outputs, training materials, etc. with participants before/during and after the event?
- Did you use multipliers to raise awareness of the TCA output?
- What forums and channels did you use to disseminate TCA in order to maximize the impact of the TCA? (to reach the widest target audience)
- How did you define your target audience for dissemination?
- How could you exploit the reached outcomes? Were there any opportunities to transfer the results to other sectors or countries?

V. Additional factors

- Would you mention any factors that you took into consideration when you were planning-realizing-evaluating/following up on a TCA and are not included in the list above?

If you have any outputs to share, please upload it to your TCA page at salto-et.net or send it to tca-rc@tpf.hu. (Evaluation form, programme, material, pictures, video, link, etc...)