

TCA 11th of February 2022

Creating contacts between accredited organisations

Instructions for NA-facilitators

General information

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

The objective of this TCA is to create contact between accredited organisations.

The participants will be divided into groups according to educational sector and what type of education they provide. This will be done before the meeting by the hosting NA.

To make the division into groups technically feasible, all participants will, upon entering the meeting, be instructed to add their personal code to their profile name tag. For example: "1A John Smith SE". The personal code must be before the name. This will facilitate the group division for the discussion sessions. The groups will be divided according to numbers in the two morning sessions, and according to letters in the afternoon sessions. **Please find attached the groups and personal codes.**

Facilitator: Please add your personal code before your name in your profile name tag in Zoom. For example: "1A John Smith SE".

Please find instructions on how to rename your profile name tag in Zoom in this link: [How to Change Your Name on Zoom in 2 Ways \(businessinsider.com\)](https://www.businessinsider.com/how-to-change-your-name-on-zoom-in-2-ways).

Instructions for participant's connection:

There can only be one participant in each connection. Hence, a participant cannot have colleagues talking or sitting beside them on the screen.

Instructions for facilitators' connection:

When facilitating, you as a facilitator cannot have a colleague beside you on the screen. For each connection, there could only be one facilitator.

The UHR-event app will be used for registration 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 seminar. This app will help participants keep in touch and plan collaborations after the TCA. To find the event "Creating contacts between accredited organisations" in the app, please enter the code: CCCA 11. Please note: there must be a space between CCCA and 11.

Secretariat

During the group discussions there will be a secretariat available. It will be staffed by KA1 officer(s) and a TCA officer for participants to ask questions that come up in the group discussions.

Group discussions: 4 sessions à 45 minutes in groups of 4-7 participants

Session 1: 9.30 – 10.15

Participants: Groups consisting of participants from the same type of organisations (all participants with the same number in their name tag)

Discussion theme: Presentation round

All participants get approximately 5 minutes to present:

- themselves and their organisation
- the main objectives of their Erasmus plan
- the kind of partners they are looking for
- what they have to offer as a partner organisation

Facilitators' responsibility:

- 1) Introduce the discussion theme and the instructions above.
- 2) Check that participants are in the correct group (send participants that are in the wrong group back to the main room)
- 3) Lead the discussion: Remind the participants of the theme, let everyone have their say and keep track of time
- 4) Give instructions for the following sessions
"Next discussion session will be about inclusion, you can now return to the main room."

Session 2: 10.30 – 11.15

Participants: Same group constellations as during session 1

Discussion theme: Inclusion and how to work with recruiting and support of participants.

What are the challenges and solutions? How do you work towards recruiting participants that are hard to reach, eg participants with fewer opportunities?

Definition of what fewer opportunities can entail according to the Programme guide:

- Disabilities
- Health problems
- Barriers linked to education and training systems
- Cultural differences
- Social barriers
- Economic barriers
- Barriers linked to discrimination
- Geographical barriers

Facilitators' responsibility:

- 1) Introduce the discussion theme and the instructions above.

- 2) Check that participants are in the correct group (send participants that are in the wrong group back to the main room)
- 3) This is an open discussion. Support the discussion: Remind the participants of the theme, let everyone have their say and keep track of time
- 4) Please note if there is anything special to bring to the wrap up session
- 5) If necessary, help the discussion along with questions such as:
 - What they have to offer as a partner organisation to support inclusion.
 - Who are the participants that you want to include in mobility activities in your organisations?
 - What kind of experience does your organisations have of working with inclusion?
 - What challenges can inclusion when working with transnational projects present? What are your experiences? What challenges can you foresee?
 - What solutions could be applied? Do you have good examples of how this has been or could be done?
- 5) Give instructions for the following sessions: “You can now return to the main room for a wrap. Please stay signed in, in the Zoom-meeting, during the lunch break.”
- 6) Remind participants of the UHR event app for further discussion and collaboration

Wrap up 11.15 – 11.30

Facilitators' role:

Share interesting comments from the groups' discussion in the main room. Keep your video turned on and raise your virtual hand to take the floor. The moderator will spotlight the speaker to share the comments.

Maria informs everyone to remove the digit before their name in the profile name tag in Zoom.

Stay signed in, in Zoom, during the break

Remove only the digit(s) before your name in the profile name tag in Zoom.

Lunch 11.30 – 12.30

Session 3: 12.30 – 13.15

Participants: Groups consisting of participants from the same type of organisations, new constellation (all participants with the same letter in their name tag)

Discussion theme: Presentation round

All participants get approximately 5 minutes to present:

- themselves and their organisation
- the main objectives of their Erasmus plan
- the kind of partners they are looking for

- what they have to offer as a partner organisation

Facilitators' responsibility:

- 1) Introduce the discussion theme and the instructions above.
- 2) Check that participants are in the correct group (send participants that are in the wrong group back to the main room)
- 3) Lead the discussion: Remind the participants of the theme, let everyone have their say and keep track of time
- 4) Give instructions for the following sessions
"Next discussion session will be about how to create a partnership and cooperate with each other in the best way, you can now return to the main room."

Session 4: 13.30 – 14.15

Participants: Same group constellations as in session 3

Discussion theme: How to create a partnership and cooperate with each other in the best way. What is important in a sustainable partnership? How do you maintain a sustainable partnership?

Facilitators' responsibility:

- 1) Introduce the discussion theme above.
- 2) Check that participants are in the correct group (send participants that are in the wrong group back to the main room)
- 3) This is an open discussion. Support the discussion: Remind the participants of the theme, let everyone have their say and keep track of time
- 4) Please note if there is anything special to bring to the wrap up session
- 5) If necessary, help the discussion along with questions such as:
 - What is important for you when you are looking for a partner?
 - How do you develop a good partnership/cooperation?
 - What challenges can the work with a new partner present? What are your experiences? What challenges can you foresee?
 - What solutions could be applied? Do you have good examples of how this has been or could be done?
- 6) Remind participants of the UHR event app for further discussion and collaboration
- 7) Give instructions for the following sessions "Next session will be the conclusion and wrap up, you can now return to the main room."

Wrap up 14.15 – 14.30

Facilitators' role:

Share interesting comments from the groups' discussion in the main room. Keep your video turned on and raise your virtual hand to take the floor. The moderator will spotlight the speaker to share the comments.