

LTA Accreditation

Summit Dissemination Conference

Tromsø, Norway - 05.12 - 08.12.2023

Time (When)	Content (What)	Session purpose (Why)	Method, resources / tools (How)	Responsibility (Who)
Mid November (21 Nov)	Preparation of pax: <ul style="list-style-type: none"> Welcome Info pack - email Gaelle Erasmus PLAN QS 		Email- Gaelle Padlet	Gaelle sends email to pax reminding them about their Erasmus+ plan and E+quality standards. And practicalities how to get to hotel+ final Agenda etc.
Day -1 (4 Dec)	Arrival of core group - evening meeting Dinner 18:00 Meeting after dinner. Meeting of core group responsible for the event: Mia, Bo, Gaelle, Joy, Judith, Sara, Julianna NA colleagues(with active role) and facilitator prep meeting	To prepare team and support activity outcomes		Core group+ facilitators (Joy/Judith/Gaelle/ Julianna/ Sara)

<p>Day 0 (5 Dec) 18:00 - 19:00</p>	<p>Arrival evening: 18:00 welcome drink, facilitated networking and contact making session. FIND the person with your name tag _ Gaelle usual game :)</p> <p>19:00 ish Arrival dinner with Mingling with nationalities presentation exercise round the table. Name your character using your name. Find a characteristic for each letter in your name.</p>	<p>To support partnership building</p>	<p>18:00 Gaelle name tag game. On arrival participants get a name tag what they have to give the person to whom it belongs.</p> <p>Mingle bingo/Bo</p> <p>19:00 Mixed nationalities during dinner Icebreaker at the table (name characteristics) Use the Mingle bingo paper to divide into groups</p>	<p>Vidar Pedersen NO DIR support Mia and Bo</p>
<p>[5] Day 1 (6 Dec) 08:30 - 09:30</p>	<p>Welcome, aim of the summit (from where to where we get during these 3 days) - overview of the 3 days event (10 mins)</p> <p>Official welcome : Aim of Accreditation Accreditation - why is it popular , what is it good for? What is NADIR recommendation for beneficiaries by seeing Accred projects (10 mins)</p> <p>Programme overview (day1) and aims of the day, practical info</p> <p>Useful to create some form of partner 'marketplace' which could remain open throughout the summit and be visited during lunch breaks.</p>	<p>Situate the participants</p> <p>Inform about the marketplace</p>	<p>Presentation - Gaelle then passes to Vidar</p> <p>Vidar Pedersen NO DIR intro - TO BE RECORDED</p> <p>Agenda of the DAY in PADLET</p> <p>Presentation Form groups of three (whom you don't know) 1) present yourself,</p>	<p>Gaelle</p> <p>Vidar Pedersen NO DIR Print the Agenda in A3 format in two copies - for doors</p> <p>Mia - Agenda on Padlet needed/Gaelle</p> <p>Facilitator Bo</p>

			name, sector 2 What are your expectations for the seminar?	
<p>[6] 09:30 - 10:40</p> <p>Info 09:30-09:40</p> <p>Round 1 09:40-10:00</p> <p>Round 2 10:00-10:20</p> <p>Round 3 10:20-10:40</p>	Practice sharing session: projects which have successfully used accreditation within wider school or institution strategy/ internationalisation discuss their experiences with groups of participants.	To support understanding and provide inspiration and useful practice relating to tools, techniques and approaches used to achieve wider school impact and internationalisation through KA1 mobility.	<p>Informal group/ table discussions with rotation of those sharing practice.</p> <p>Sharers stay and pax move clockwise.</p> <p>Intro 10min plenary -Mia</p> <p>Round 1 - 25 mins Table 1&2:Accreditation as a strategic tool (at two parallel tables) Table 3&4: Admin and management 20 min Table 5&6: Involvement of stakeholders and consortia members</p> <p>Repeat round 1 as round 2 - 25 mins and round 3 - 25 mins.</p> <p>(For each rounds. Sharing a story of success "From the start we had a plan but this is how we did it....</p>	<p>Facilitators Mia</p> <p>GPs picked from pax. Gaelle offered to pick them</p> <p>Flipchart on the table for comments..</p> <p>Table 1: Grunhilde Espeset Table 2: Elin Marie Table 3: Trond Remme Table 4: Ingrid Bordard Table 5: Guillaume Jagle Table 6: Gaelle</p>

Coffee break 10:40-11:00				
11:00 - 12:15 11:10 - 11:50 11:50- 12:15	<p>Discussions following presentations at tables about linking mobility to wider school goals.</p> <p>Pax discuss topics/ questions such as:</p> <ul style="list-style-type: none"> • What tools and approaches can support mobility contributing to wider school goals? • How might you monitor and assess the extent to which mobility contributes towards wider school goals? • How to involve others across your organisation more fully in the projects? • How to promote Erasmus+, build momentum and enthusiasm across the school? • How to include and share the outcomes of mobility with those who don't take part in travel? 	To reflect and contextualise information from presentation(s)table discussions before the coffee break.	<p>In sectors: kindergarten, primary 1 and 2, secondary 1 and 2, VET 1 and 2.</p> <p>7 groups in total. Discuss the questions and preparation of elevator pitch 30 min</p> <p>2 min elevator pitch- 30 mins TO BE RECORDED</p>	Facilitators Bo
12:15 - 13:15	<p>Reflection on progress, benefits and challenges of achieving Erasmus plan and linking mobility to wider school goals.</p> <p>Participants to reflect and share against three questions:</p> <ul style="list-style-type: none"> • What were the goals you set out within your Erasmus Plan? 	<p>Help participants reflect on their own practice, learn from others and get to know other pax.</p> <p>Collect key challenges and successes which can be used for future</p>	<p>Intro 10 min Same 10 groups from session before. Discussion 30 min Sharing with another group, mixed groups 20 min Documentation digital on padlet</p>	<p>Facilitators Mia</p> <p>NA staff member present with the group should record the group discussions in the padlet.</p>

	<ul style="list-style-type: none"> • What progress have you made with these goals? • What have been the successes and challenges in achieving these goals? 	learning materials and LTA outputs.		Group 1: Sara Group 2: Joy Group 3: Juli Group 4: Katarina Group 5: Andrea Group 6: Gaelle Group 7: Veronika Group 8: Robert
Lunch 13:15 - 14:30	Reminder: partner market place open,			14:00 => Judith to give instructions to 3 other NA colleagues that will help with the 'horse exercise' after lunch
14:30 - 15:00 15:00- 15:30	Impact session I Strategies to manage evaluation, impact and dissemination (ppt)	To support with knowledge and skills regarding monitoring and potential amendments to Erasmus Plan, in line with quality mobilities and supporting the impact of mobility on wider school goals.	Split the group into 4 groups of 11 pax Judith will bring all materials & instructions for the exercise TO BE RECORDED ONLY THE PRESENTATION!	Judith Split the group into 4 subgroups => 3 more facilitators needed. Judith instructs the NA officer. - Katarina, Veronika and Andrea will support
Coffee break 15:30 - 16:00				
	Impact session II	To support with	Plenary start 10 mins	Judith

16:00 - 16:10	Reflection Horse exercise 10 mins	knowledge and skills regarding monitoring and potential amendments to Erasmus Plan, in line with quality mobilities and supporting the impact of mobility on wider school goals.	Split to group into 4	4 flipcharts needed
16:15 - 16:30	Key-word exercise definition impact Start on their own 5 mins (post-its or paper) Groups: 10 minutes (flip charts)		4 flipcharts needed	Post-its or paper needed Tape to stick paper on flipcharts and to stick flipcharts on walls
16:30 - 16:45	Plenary: 4 groups present their statement/findings		RECORDED THE PLENARY.	
16:45 - 17:00	Daily reflection, close down and info for evening and following day	To embed learning, support participation and feedback for future support.	TO BE RECORDED REFLECTION FROM THE NA:S Reflection individual using the My accreditation journey	Facilitators/Sara NA:s
17:00 - 17:30	Short NA debriefing 30 min with the recorder Ask.			
19:00 20:30 - 21:30	Dinner & informal evening programme Optional after dinner quiz by Gaelle			NO NA
Day 2 (7 Dec) 09:00 - 09:15	Welcome and overview of day			Facilitators Mia
09:15 - 10:45	Voice of experts - Information on successful accreditation proposals and messages from experts. Presentation What do the expert recommend? What they see from proposals and final reports? 1. How to write successful Accreditation proposal? (strategic planning) 2. How to implement effective Accreditation?	To increase quality in accreditation proposals and performance of the projects "knowledge and inspire.	TO BE RECORDED Presentation in plenary and interaction through powerpoint presentation provided by speaker Jens.	Mia DK Expert - Jens Christian Kjærulf Moderated by facilitators

	<p>Quality Accredited project management (monitoring & reporting)</p> <p>3. How to use Accreditation outcomes for original strategic plans of the organisation? (how to embed project results- how to maintain sustainability of Accredited results at organisational level) At this point special emphasis on the 4 policy priorities: Digitalisation/ Inclusion/ Participation in Democratic life/ Green (explain what they mean in general, how could they be realised at institutional level: how an organisation could focus on a realistic and tangible part of the respective priority)</p> <p>Materials from WP3 can be used:</p> <ul style="list-style-type: none"> overview of relevant 'Suggestions for the improvement of E+ Accreditation' paper from 2021 HU WP 3 event information on likely monitoring and reporting requirements 			
<p>Coffee break 10:45 - 11:15</p>				
<p>11.15 - 12.45</p>	<p>Thematic priority sessions on their work and implementing the 4 priorities within mobilities (inclusion, digitalisation, environmental sustainability and participation).</p>	<p>To support knowledge and awareness of the 4 priorities and quality mobilities.</p>	<p>4 priorities: 20 mins each priority - 15 min info,</p> <p>11 pax per room or table, with NA colleagues rotating or pax depending on the venue.</p> <p>The NA staff of the given priority should give input on what they consider a good</p>	<p>Facilitator: Bo NA Staff - how to use them PLEASE NOTE - they are NOT priority officers or SALTO Colleagues.</p> <p>Veronica - digitalisation Andrea - participation Joy - Inclusion and diversity</p>

			<p>mobility in the given priority. They will be facilitating a discussion around actually implementing the priorities practically, specifically within mobilities / planning.</p> <p>11.15 - 11.25 - intro 11.25 - 11.45 - session 1 11.45 - 12.05 - session 2 12.05 -12.25 - session 3 12.25 -12.45 - session 4</p>	Sara / Robert - environment and green
12.45 - 13.15	<p>Peer discussions reflecting on the priority information: what was a key takeaway from the 4 presentations? What challenges do they still face regarding implementing the 4 priorities in their mobilities? What challenges do you find regarding implementing the 4 priorities in your mobilitites? Find one challenge on each priority?</p>	<p>To reflect and contextualise information from thematic sessions and offer peer support.</p> <p>To identify continuing challenges useful for future LTA support. Documentation: NAs participating, taking notes</p>	<p>In same groups as session before. Group discussion and reflection in plenary.</p> <p>RECORDED A REFLECTION/MIA BO</p>	Facilitator Bo
Lunch 13:15 - 14:30	Reminder: partner marketplace open			FAMILY photo grouping people from previous TCAs
14:30-15:30	<p>Parallel sessions / world cafe on core quality topics:</p> <ul style="list-style-type: none"> ● Partnership management ● Participant selection and preparation ● Mobility delivery support? ● Recognition of learning 	A more flexible, open session for participants to upskill, refresh and share knowledge on common mobility quality	<p>Carouselle method 2 carousels a 21 pax 11 questions: BO</p>	Facilitators Bo

	<ul style="list-style-type: none"> ● Dissemination and sharing of project outcomes ● Erasmus+ coordinator role ● Consortium management <p>Combine subjects and make 10 questions</p>	<p>project management topics.</p>	<p>The questions we used:</p> <ol style="list-style-type: none"> 1 How do you train/prepare Participants? 2 How do you engage colleagues in your organization? 3 How do you disseminate outcomes within your organization? 4 How do you disseminate outcomes outside your organization? 5 Greatest challenges as a coordinator? 6 What kind of support do you need from your National Agency? 7 How is your organization benefitting from your accreditation/Erasmus+ project? 8 What has been/is the biggest challenge in your accreditation/Erasmus+ project? 9 How do you find partners in other countries? 	
--	---	-----------------------------------	---	--

			10 Your best ways to assess the goals in your Erasmus plan? 11 How do you select participants?	
[10] Coffee break 15:30 - 16:00				
16:00 - 17:00	<ul style="list-style-type: none"> Continue with the carousel - reflect and harvest learning Elevator pitch 	To document answers from the previous session	Group discussion with pax sharing the same question. Preparing and executing an elevator pitch. RECORD THE ELEVATOR PITCH	Facilitators Bo
17:00 - 17:15	Daily reflection, close down and info for evening and following day Invitation to take a tour round the marketplace	To embed learning, support participation and feedback for future support.	TO BE RECORDED REFLECTION BY THE NA Individual reflection	Mia
[14] End of day 2				
18:40 - 22.30	BOAT TRIP & dinner cruise 18.40 - lobby meeting 18.45 meeting at pier 22.30 earliest return			

<p>Day 3 (8 Dec) 09:00 - 09:30</p>	<p>10 mins: Welcome and overview of day Juli: LTA welcome, structure of LTA, some info on SALTO</p> <p>20 mins: Sara: LTA outcomes, messages, introduction to feed into evaluation of success of LTA and improvement of future support activities, #hashtag learning outcomes</p>	<p>Juli: to raise awareness of LTA activities and SALTO</p> <p>Sara: to support learning reflection and lead in to next activity</p>	<p>Ice breaker: check your balance stand on one leg/Bo</p> <p>Juli: Presentation with menti-meter</p> <p>Sara: Online Hashtag learning outcomes activity TO BE RECORDED</p>	<p>Juli & Sara / NA staff</p>
<p>[17] 09:30-11:00</p>	<p>Suggestions and messages:</p> <ul style="list-style-type: none"> ● to other organisations about attending TCAs ● to other organisations about accreditation ● to other organisations about mobility projects ● to NAs about support <p>Finish this sentence:</p> <ul style="list-style-type: none"> ● Applicants should be given more guidance on... ● The application form should include... ● Future international seminars should focus on... ● A quality mobility includes... ● A newcomer applying for accreditation should consider... ● Project coordinators need these skills... ● NAs should offer this national support... ● Suggestions on improvement for future TCA:s - based on your experience 	<p>To embed learning, support participation and feedback for future support.</p>	<p>Intro 5min</p> <p>Group Work in sectors on one question. 2 groups have the same question to avoid big groups. Brainstorm 15 min</p> <p>Sharing and adding from other groups 20 min. Silent /feed back on the work of other groups.</p> <p>Groupwork adjust the suggestions after sharing and adding 20 min</p> <p>Mixing groups/ prioritising the most effectful suggestion - 20 min</p> <p>Documentation:</p>	<p>Facilitators Mia</p>

			Analog on flip-chart to be documented.	
11:00 - 11:30 Coffee break				
11:30 - 12:15	Learning reflection Close down	Specify questions for reflection - using Dixitcards. What is your biggest take-away from the seminar? Certificate of attendance - find and greet!	Concept: Each pax choose a card. Sharing in groups of 5-6. Take a certificate, find the person and greet them.	Facilitators
Lunch 12:15-13:30	Departures and possible take away lunch		DEBRIEFING 12:15-12:45 WITH THE TEAM AND FACILITATORS	
14.30 - 15.30 tbc	NA colleagues and reflection meeting	To embed learning, support learning and improvement cycle.		All except facilitators