



TCA officers' meeting – follow up event

23-24 September 2020

Dear Participant,

In this document we would like to provide assistance to the quick access to the background materials, IT tools that will be applied, agenda points to follow during the meeting and to get relevant information from one source.

The **2020 TCA officers' meeting- follow up event** will take place on **23-24 September**. On Wednesday we start at 9.30 and finish at 15.00 (CEST). On **Thursday** we plan to get together **from 9.30 (CEST) to 12.30** in the afternoon. Both days the room is open from 9.15 so that participants can start gathering in time.

The main aims of the meeting are to support TCA officers in sharing existing practice with each other on managing Transnational Cooperation Activities in the changed situation and also to update the network members with useful information, providing them with the opportunity for further planning the TCAs in the 2021/22 NA Work Programme. Online TCAs will be in the focus – due to the prevailing epidemic situation – both for the TCAs planned in the previous years' work programmes and for WP2021.

Technical background:

The meeting will be held via **Zoom** platform, you can access by clicking on this link below.

<https://us02web.zoom.us/j/85154987516?pwd=aEZ1cjNuNFNGZTRncnlhWUoySDNxUT09>

(In case it requires the Meeting ID: 851 5498 7516, Passcode: 522286)

We prepared a [guideline](#) with print screens and user friendly descriptions for facilitating the access and usage of the platform with all the instructions that are advised to follow in order to reach the best connection and exploit the variety of functions. In case you would like to **test your Zoom connection** and functions we are ready to help you. [You may join the room](#) on **22nd Sept 10.00-10.30 CEST real time** (Meeting ID: 895 1893 0425, Passcode: 569829).

We have also prepared a [checklist for enhancing your comfort](#) in the meeting.

Jukebox call

During the meeting we plan *coffee breaks* for small talks, and for the *waiting times* some music will be played as it was last time as well. But this time we would like to compile and play a hit list of your favourite pieces of music during the meeting. Please **send us the name of the performer and the title of your favourite song** via email before the meeting.

Planned programme:

Scrolling down please find the planned programme below with the background materials that can help your preparations.

You can read the agenda points per day with the prepared working platforms, so you can easily follow the agenda during the meeting and click on the actual platform.

Information to the division of open agenda breakout rooms

The programme consists of 3 open agenda sessions in order to provide you with the possibility to discuss about the topics that are most interests you.

We have sent you the platform to collect topic ideas and asked you to **sign for** them.

The **aim** of the open agenda sessions are given by the topic hosts, should it be a simple conversation, a partner search for TCA collaboration, a TCA promotion, an exchange of experience or for any other purpose. Nevertheless, we will ask you to take notes [in the open agenda platform](#) to be able to report to the others who did not take part.

Grouping for the open agenda discussions is based on the platform where you have indicated your interests previously. We summarized it and as a result we prepared a spreadsheet with those subscriptions that we received so far. [Please check it and feel free to move your name to one group to another if you are not satisfied with it.](#)

After the 3 sessions group hosts will have the possibility to **report on the discussion** to the rest of the officers in plenary.

Should you have any questions, do not hesitate to contact us!

Looking forward to seeing you at the meeting!

SALTO Education and Training Resource Centre

tca-rc@tpf.hu

1st day of the meeting: 23 September 2020 9.30-15.00 (CEST)

In preparation:

For your preparation it is advised to read the following documents beforehand.

1. *For recently available information concerning the progress of the future TCA programme, please [read the following documents](#):*
 - *EC Note on Coronavirus (03/13 2020)*
 - *EC Note on Coronavirus (04/14 2020)*
 - *EC Note on Coronavirus (07/27 2020)*
 - *EC Note on Transnational Cooperation Activities (TCAs) under Erasmus+ and Networking Activities (NETs) under the European Solidarity Corps – Approval of the 2020 Work Programmes*
 - *Clarifications on sections 5.1 and 5.2 of the Guide for NAs in relation to TCA and NET (04/20)*
 - *NA WP 2020 TCA NET-list*

In the meeting:

1. Welcome participants on the 1st day of the meeting

István Verses – Head of Erasmus + Department, TPF, SALTO E&T

*After welcome speech participants will play a quiz lead by the facilitator of the event. The game will be played in breakout groups. You will be asked **to submit the result of the group via email to her** (kisrigos@gmail.com). The game will be continued next day in closing session.*

2. Burning issues session

Discussions about actualities in breakout groups. ([The working platform of the session can be accessed clicking here.](#))

3. Presentation from the European Commission

Francesca Tirabassi, Silvia Calbi EC Representatives- DG EAC, Unit B.4 Erasmus+ Coordination

4. The strategy of the RC for coping with the pandemic situation

Kriszta Molnár - head of SALTO E&T TCA RC

5. Coffee break

6. Q&A based on the [previously collected questions](#)

7. Socializer

*For this agenda part please prepare with a **piece of paper and pencil**.*

8. First round of open agenda

Participants will discuss their topics in breakout rooms. The Open Agenda [Padlet platform](#) will be used during the group works for recording the thoughts and outcomes of the discussions and for cross-checking other groups' work. The expectation of the discussion is set by the topic host. There are 3 rounds for ensuring the possibility for all to take part in all discussions where they signed for.

Groups will have 30 minutes in each round for the discussions.

Results will be shared only on the next day plenary in the 'Summary of the Open Agenda' session by the topic hosts. This way the participants who did not take part in that group will also have the possibility to listen to a brief summary of the discussion.

9. Lunch Break

10. Second round of the Open agenda

Based on the topics and assignments in the [Padlet platform](#).

11. Wrap up of the day

After the meeting the meeting room will be open for 1 hour for your possible further discussions



2nd day of the meeting: 24 September 2020 9.30-12.30 (CEST)**In preparation:**

For your preparation it is advised to read the following documents beforehand.

1. SALTO E&T Platform:

- [SALTO platform](#)
- [Users' manual for colleagues](#)
- [Users' manual for applicants](#)

In the meeting:

1. Welcome participants on the 2nd day of the meeting
2. Third round of the Open agenda
3. Coffee break
4. Summary of Open Agenda breakout rooms of the 1-2-3 rounds.
5. How can the SALTO E&T Platform support planning TCAs – renewal of the site
Tímea Kiss- coordinator of SALTO E&T TCA RC
6. Q&A based on the [previously collected questions](#)
7. Closing of the up event
Kriszta Molnár - head of SALTO E&T TCA RC

After the meeting the meeting room will be open for 1 hour for your possible further discussions.



Thank you for your active participation in the meeting.

We are looking forward to meeting you in the upcoming TCA officers' trainings as well:

- TCAs going online- 3rd module, training day- **28-29 September**
- Online workshop on assessment and impact of TCAs - **19-21 October**

Please be prepared to fill in the evaluation form to be sent soon for supporting SALTO E&T's work.