Transnational Workplan TCA
Virtual Learning Sauna
First Draft
March 2002

A. Rationale and Objectives

Cross cutting themes

All partners have a commitment to embedding and testing issues of:

- *Empowerment*
- *Equal Opportunities*
- *Innovation*

Common Interests

- **Target Group(s)**
  - Disadvantaged People
  - Social Organisation

- **Networking**
  - Local Agencies / People
  - ICT's

- **Learning Concepts**
  - Edutainment (Education and Entertainment)
  - Lifelong Learning
  - Open and Flexible
  - Alternative
  - Customized for Target Groups, Accessible & Friendly - Technologically
    - Cognitively
  - Client oriented
  - Contents
  - Learning Environments

- **Motivation and Engagement of Target Groups**
  - Peer Groups Support
  - Clients Involvement
  - Record of Achievement

- **Empowerment**
  - Self Learning
  - Record of Achievement

- **Learning Ambassador / Animator**

- **Research Methodologies**
  - Contents
  - Project Management
  - Evaluation Tools (Feed forward evaluation)
    - Client evaluation

- Self-evaluation

➢ Social Added Value

Lessons Learned

Planning [clear agreement and understanding of the following is essential]

- Objectives
- Roles and responsibilities
- Activities
- Management [including robust monitoring and evaluation
- Dissemination [use of Fairs and external conferences]
- Timetables and milestones
- Terms of reference [protocol]
- Common understanding of terminology

All partners have great experience of working with partners on European projects particularly Employment and Adapt but also local experience in managing local, regional and national ESF programmes.

Common Objectives

- *End User Requirements*

Share methodologies and results of such methodologies
Organise workshops
Produce Reports

- *Learning Environment(s)*

Research Share experience [or])
Divide work between partners)
Produce Guidelines) Workshops, Meetings
Produce contents / interfaces / …)
Produce reports)

- *Motivation and Engagement*

Research, experiment, and share the results)
Produce reports to disseminate information) Workshops (2)
Involve the client in transnational exchanges)

- *Learning Ambassadors and Complementary Roles*

Design job description, training curricula, and joint transnational training

- *Evaluation Frameworks*

Research, produce frameworks
To evaluate the ongoing project
To report together

Common deliverables

- Seminars
- Workshops
- Conferences
- Training curricular for Learning Ambassadors

- Evaluation framework for transnational working with target group involvement
- Guidelines for a Learning Platform
- Reports: model for extracting learning [evaluation]; research methods for learner needs analysis; strategies and methods to engage and motivate learners; recommendations and guidelines on lifelong learning for policy makers.
- Management meetings
- Joint training of Learning Ambassadors [10 per DP]

B. Work programme and working methodology

Transnational activities foreseen – to be completed

Overall transnational strategy – to be completed

Typology of activities

- Shared good practice
- All partners to benefit from synergies resulting from good work
- To have the opportunity to have access to different approaches/solutions to the same problem
- International exchanges
- New tools
- Opportunity to influence policy makers
- Work across countries to pilot and test new methodologies
- Networking for future collaboration
- Joint training

Description of the activities/tasks – to be completed

Methodology for sharing information, results and working tools – to be completed

Time schedule for milestones, outcomes and events – to be completed

C. Financial provisions

Breakdown of budget

UK	Portugal	Sweden	Southern Finland	Italy	Tampere Finland
					Will meet all own costs
15%	10%	?	15%	?	

Arrangements for cost sharing
Cost sharing model
Host

- Telephone and fax. Booking reservations for events, hotels and conferences.
- One main meal (social)
- Secretariat / Chair
- Venue and speaker costs (translation) for seminar or conference, publicity, publications

Other DP's

- Flights, accommodation, non-conference meals, (out of pocket expenses, travel, taxi)

D. Organisational and decision making arrangements

Contribution and responsibility of each DP
Sweden – will provide a Home Page
UK – First Class for documents; Secretariat for the TCA; Research methods user needs
Portugal –
Finland –
Italy –

Management approach

- Consortium Model – 3 people per DP to attend meetings [e.g. Project Sponsor, project co-ordinator, researcher]. This team will form the Transnational Management Group [TMG] and will have the responsibility of the management and co-ordination of transnational activities, Management and maintenance of the ETCIM and responsibility for maintaining communication.
- All Partners chair, lead work packages, provide experts etc.
- Online secretariat facilitates national chair and TCA

Communications

- How often? Meetings - 2 per DP
  Seminars – 2 per DP
- E-mail – minimum of once per week
- Telephone – when necessary (time zones)
- Video conferencing – project management. Transnational
- Interpretation and translation – as needed for conferences and dissemination events
- Timezone = –2 GMT ⟶ GMT, therefore all active between 09.00 – 15.30. No events in late June/July / August.
- All e-mail or electronic communications to be acknowledged.

- Variation between length of project: Portugal = 2 years, UK = 2 years and 10mths, Sweden = 4 years, Italy = , Finland = ?

Role and tasks of TCA secretariat and external expertise

Role of Secretariat

A central service for all members of TCA

- Maintaining online communications environment

Online environment (eg First Class)
Moderation of discussions
Online publicity and publication
Online booking and reservations

- Training TCA Partners in online environment
- Management of specialist moderation
- Maintaining common dictionary /glossary

Role of External Experts

External experts may be used where clear added value can be demonstrated, and subject to the agreement of the TCA management group consensus and agreement to pay costs.

Arrangements for decision making

- The TCA activity and associated budgets will be viewed as 'owned' by the TCA and therefore all decisions will be by consensus.

- No national partner should unreasonably with hold consent

- If no consensus can be reached a majority vote [1 per DP] will be held to constitute a decision on behalf of the TCA.

- If one DP does not attend or make their views known to the secretariat or is unable to access the meeting via the 'Virtual Sauna' they will be deemed to have consented to the majority decision of the TCA.

- Transparency in all the actions of the partnership

Working language

- The working language for this partnership is English and all meetings, workshops, seminars, conferences and official communications will be conducted in English. The web site will be developed in the languages of the partners [funded by partners] and translation will be available at seminars and conferences.
- Secretariat to manage clarity and transparency [glossary of terms, dictionary etc in First Class]

Transnational monitoring and evaluation

The transnational management group [TMG] will hold the overall responsibility for transnational monitoring and evaluation and this will be an agenda item at each management meeting. One partner will take overall responsibility.

A sub group will be formed to undertake the evaluation of the transnational activity with one representative from each partnership forming a team to produce the evaluation reports. The evaluation will identify the impact of transnational working on the work of each DP. Monitoring will be undertaken against the transnational workplan.

- Evaluation framework – Questions from black book, timescales.

Performance Indicators

- 8 seminars / workshops
- 8 Management meetings
- 4 report (project activity)
- 1 set guidelines
- Use of communication framework
- 1 Evaluation report
- Achievement of timetable deadlines.
- Maintenance involved by all DPs within the Transnational Partnership.
- Transnational conference and target groups.