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TCA Id code: 305

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Secretary

UK-Great Britain Learning Kitchen [UKgb-38](#)

DPs involved

Portugal COESIS - Rede de Informação e Conhecimento para a Coesão Social [PT-2001-059](#)

Sweden Kista Open Academy [SE-11](#)

A. Rationale and Objectives

1. Common interests/methodology/underlying problem

Similarities

Target groups:

Disadvantaged people in the labour market [Immigrants, unemployed people, low paid, people with disabilities] and Social Organisations

Problem to be solved:

Engagement and motivation of disadvantaged client groups in lifelong learning using ICT working in urban and rural areas.

Research into lifelong learning:

Motivation and engagement of target groups [peer support, tandem learning, client involvement, records of achievement]

Empowerment [self learning, decisionmaking]

Learning Ambassador/Animator

Research methodologies [content, project management, evaluation tools, client evaluation, self evaluation, social added value]

Learning concepts [lifelong learning, Open and flexible learning, Alternative learning, Learning customised for target groups, Client orientated, Content, Edutainment [education/entertainment], Learning Environments

Networks:

Local agencies/people

ICT networks

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

empowerment

equal opportunity

innovation

2. Lessons learned from previous relevant actions

There is a need for clear agreements and understanding of the following:

project objectives

roles and responsibilities

project activities

management [including considered monitoring and evaluation]

timetable and project milestones

protocol [terms of reference]

working language

deadlines for the completion of work activities

consideration of the need for high quality work

It is important that partners share the same common vision of aims and objectives.

Personal relationships play an important role in transnational working with the need for trust, clear understanding, openness, humour, respect of cultural differences and honesty.

Evaluation plays an important role in transnational working with partners learning from what may not be successful as well as successful actions.

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

3. The common objectives of the DPs

AIM: To promote the identification, validation and transfer of know-how and good practice between partnerships and between member states and through transnational co-operation to create joint products, systems and added value for policy development at the national and European levels.

Objectives:

Through action research within and between national products to:

understand how to motivate and to engage the target groups in the context of lifelong learning;

identify and develop strategies and methodologies to engage the target groups;

integrate non-formal/informal learning into the emerging learning pathway;

find solutions that meet user needs;

discuss, research and report on different learning environments and experiences in order to help partners to set up their learning interventions;

pilot and validate instruments and tools for lifelong learning with a sample of target groups;

pilot and validate the role of learning intermediaries [The Learning Ambassador]

define the role and design/develop a common curriculum [certification] for Learning Ambassadors;

provide guidance and a range of tools for policy makers in the context of ICT and learning.

4. The (common/complementary) products/deliverables foreseen

Common web-site

Common Communication system [First Class]

Research: needs analysis, research methodologies, learning environments
Learning Ambassadors
Transnational evaluation
Seminars and conferences
Joint papers
Study visits
Testing out of new learning interventions
New networks
Video conferencing
Exchanges of key persons within the projects and or target groups [face to face and by video conferencing]

5. Added value on the strategy and intended results of each of the DPs involved

Added Value/intended results of each DP:
Each DP will take responsibility for leading/co-ordinating the key deliverables as identified above. [See section B]

6. Added value and financial viability of associated partner(s)

This partnership has one Associate Partner:
E-Tampere, a Finnish Government initiative to integrate ICT and learning throughout the City of Tampere in order to encourage economic regeneration and lifelong learning.
The Learning Virtual Sauna [VLS] would like to partner E-Tampere because of its approach to new technology that aims to address issues of regeneration in an area of industrial decline in Finland. The City has been the manufacturing city of Finland but realised back in the 1970's that it needed to diversify and restructure the local economy.
Collaboration will be based upon the exploration of community engagement within lifelong learning. Tampere have an eLearning Cluster that will work with the transnational partnership which is an active network that promotes the sharing of knowledge skills and expertise in the field of eLearning in the area of Tampere. It pulls together partners in research, education and those working to develop e-learning. The cluster was established in 2001 by the Tampere University of technology, the University of Tampere, the Tampere Polytechnic and the Department of Education of the City of Tampere. Voluntary sector organisations have also joined the cluster. The work in Tampere in the context of ICT is known across the world for its innovation and cutting edge methodologies. Portugal, Sweden, E-Tampere and the Black Country all have the same aims and objectives for our work. Finland will pay for all its own costs from Central Government funds.

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B. Work Programme & Working Methodology

1. Transnational activities foreseen

a. Overall transnational strategy

The Learning Virtual Sauna Network has chosen its name to reflect the multi-cultural

emphasis on learning information exchange, communication, empowerment, and equality of opportunity. The sauna in Finland represents a place where people go to discuss important matters, and to exchange ideas. It is culturally very important and is central to society. It is a place where everyone is equal.

Learning using ICT underpins this network, and therefore the words learning and virtual have been incorporated into the title.

This network has been established as each of the partners, and the associate partner, are keen to encourage participation in lifelong learning of socially excluded groups in order to combat discrimination in the labour market. The network will implement a joint work plan that will consist of the following activities:

Activities that will be delivered by the three D.P.'s and the associate partner:

Transnational conferences, seminars, transnational management study visits, joint research evaluation.

Activities undertaken by one of the partners:

Overview of research, web site, information, evaluation reports, guidelines, papers.

A rotating co-ordination secretariat will underpin equality of opportunity and will secure the flow of information between and amongst the partners.

This network has agreed to work together to benefit from the following activities:

Shared good practice

All partners to benefit from synergies resulting from good work

To access 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

Each partner will have a responsibility to:

Promote the identification, validation and transfer of know-how and good practice between partnerships, and between member states, and through transnational co-operation, to create joint products, systems and added value for policy development at the national and European levels.

All partners will undertake to ensure:

Clear definitions of roles and responsibilities,

Clear management processes agreed by all those taking part.

Development of an evaluation sub-group with membership from each transnational partner.

Agreed model for extracting learning from transnational activity.

Project sponsor, development manager, co-ordinator, evaluator / researcher to participate from each DP.

Steering committee with a rotating chair for four partners – 12 participants max

The management meetings will be in the country of the chair / secretariat.

One partner will be responsible for each work package (to be divided equally and / or by expertise).

No work package will be developed exclusively by one DP.

The transnational partnership will not preclude the development of informal networks.

All DP's to be represented at all transnational management meetings (with the responsibility with the chair to encourage everyone to attend].

One transnational co-operation representative in each DP to take responsibility for

communication of the transnational activity with the remaining national DP partners. The chair / secretariat will be responsible for communication between partners, making the arrangements for the management meetings, checking that the work has been completed as agreed in the work plan.

Decision-making will be by unanimous / majority vote with one vote for each Development Partnership.

b. Typology of activities

Transnational activities intended	Rating
Exchange of information and experiences	****
Parallel development of innovative approaches	****
Import, export or adoption of new approaches	****
Joint development	***
Exchange of trainees/trainers/staff	***

c. Description of the activities/tasks

Name of the activity	Description
1. End User Requirements [research]	<p>Lead Partner - Sweden</p> <p>Share methodologies and results of such methodologies</p> <p>Organise workshops/seminars</p> <p>Exchange of information/research and good practice regarding ethnic minorities, refugees and asylum seekers</p> <p>Conference to disseminate</p> <p>Produce reports</p> <p>On-line learning cluster</p> <p>Home page linked to workgroups</p>
2. Learning Environment(s)	<p>Lead Partner - Portugal</p> <p>Research</p> <p>Using workshops and meetings</p> <p>Share National Research</p> <p>Divide work – testing and validating against communities/target groups</p> <p>Explore the following questions:</p> <p>What is the pedagogical model/interface with communication system/ what training is required? [Model to define this]</p> <p>What support is required from the tutor/supporter?</p> <p>Physical environment</p> <p>Physical interface [CD, web, TV, games, chat room, etc]</p> <p>Produce guidelines for development of Learning Environments</p> <p>Produce guidelines for the production of content and interfaces.</p> <p>Produce reports for dissemination</p>

3. Motivation and Engagement	<p>Lead Partner UK Using Workshops: Research, experiment and share results between national partners Produce reports to disseminate Intermediaries to exchange knowledge, skills, experience and expertise Involving the client in transnational exchanges</p>
4. Learning Ambassadors and Complementary Roles	<p>Lead Partner – Portugal and UK Research emerging practice, test, evaluate, and design a job description, Develop training curricula and joint transnational training with accreditation, evaluate Seminars/workshops Report and disseminate</p>
5. Evaluation Frameworks	<p>Lead Partner - UK Research, produce framework evaluation of on-going project. Report together. Define project evaluation process.</p>
6. Dissemination	<p>Lead Partner - Sweden All partners will produce a dissemination strategy with an approach that is designed to bring together policy makers and practitioners . Attendance at seminars and conferences Attendance at fairs Papers / Reports Web-site – home page Reports to EU information papers.</p>
7. Management Meetings	<p>Lead Partner - UK [overall co-ordination role] Transnational evaluation Co-ordination TCA Information exchange E-learning cluster Nine management meetings over three years Co-ordination of transnational activities / seminars / conferences Management and maintenance of ETCIM Each partner to report on national progress Meeting to take place after local seminar / conference</p>

2. Methodology for sharing information, results and working tools

The following will be used for sharing information, results, and working tools:

General Tools:

Video conferencing, telephone, e-mail, post, meetings and seminars.

Home Page – for general discussion –(Learning Sauna)

First Class – documents and papers

Management meetings – discussion and presentation of working tools, methodologies etc.

Seminars / Conferences – broader dissemination

Evaluation report – process of transnational working, impact of transnational activity.

3. Time schedule for milestones, outcomes and events

June 2002 (P) Teambuilding, understanding partners projects, joint planning, confirmation of work plan/ timescales

Development of evaluation framework

Launch of transnational partnership

Preparation of dissemination plan

Management meeting

Oct 2002 (UK) Seminar – Launch for all partners- Key themes of the TCA

Commence work on end user requirements

Commence work on Learning Environments

Management meeting

Feb 2003 (S) Seminar and report on end user requirements

(Social exclusion)

Commence work on motivation and engagement

Management meeting

June 2003 (P) Seminar and reports on Learning Environments

Management meeting

Commence work on e-learning cluster

Oct 2003 (F) Seminar and report on e-Tampere

(technology development)

Work and practices in e-learning cluster

Management meeting

Feb 2004 (UK) Seminar and report on motivation and engagement

Management meeting

June 2004 (S) Seminar and report on Learning Ambassadors

Management meeting

Sept 2004 (F) Seminar and report on national pilots regarding motivation and engagement

Management meeting

Feb 2005 (UK) Final conference

Final evaluation
Management meeting

This schedule will be supplemented by attendance at a range of conferences and seminars for dissemination purposes.

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C. Financial Provisions

1. Breakdown of budget for each activity (%)

	1	2	3	4	5	6	7	Total
PT-2001-059	1.2%	1.2%	0.6%	0.6%	0.3%	0.3%	2.9%	6.9%
SE-11	11.0%	5.8%	5.2%	4.6%	4.0%	2.9%	5.8%	39.2%
UKgb-38	11.0%	5.8%	7.5%	8.8%	8.7%	3.5%	8.7%	53.8%
Total	23.1%	12.7%	13.3%	14.0%	13.0%	6.6%	17.3%	100.0%

2. Arrangements for cost sharing and avoiding double funding

The network recognises that the DP's have varying transnational budgets, and every attempt will be made to accommodate this situation.

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)

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D. Organisational and Decision Making Arrangements

1. Contribution and responsibility of each DP

Sweden

will provide a Home Page;
will lead on research into user needs

UK

First Class for documents;
Secretariat for the TCA;
Research methods motivation and engagement,
Learning Ambassadors

Portugal

Learning Environment,
Learning Ambassadors

Finland
e-learning cluster
information exchange on e-Tampere

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

- .. Conference - One Final Conference
 - 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 to 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, Finland = as appropriate

2. 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.

3. 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 withhold 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

4. Working language(s)

- EN

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E. Monitoring and Evaluation Procedures

1. Mechanisms for monitoring and evaluating of transnational experience and results

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.

The evaluation framework will take account of innovation, lifelong learning and ICT, partnership, transnational co-operation, empowerment and mainstreaming.

The aim of the evaluation will be to:

Obtain a deeper insight into the causes and nature of exclusion, discrimination and inequality in the labour market.

Identify factors leading to good practice.

Establish a baseline for benchmarking strategies, activities, and results.

Provide data and information for evaluation at national and EU level.

Identify and validate good practices and disseminate.

Monitor activities and developments of transnational work with a view to improving performance and impact.

Stakeholders in the evaluation process

Policymakers (at both EU and national levels)

DP and project sponsors and funding agencies
Program managers (Managing Authorities and National Support structures)
DP Partners and transnational partners
Specific discriminated and excluded groups.

The methodology to be used for evaluation will be:
questionnaire ; interview ; focus groups ; desk research.
There will be a baseline starting point (ex ante evaluation and therefore enabling the assessment of the outcomes and impacts of the transnational work.
The evaluation will be continuous and formative, and a report will be made at each management meeting.

Process

- *Ex-ante
- *Evaluation
- *Ongoing
- *Evaluation
- *Ongoing
- *Final evaluation report.

Performance Indicators

- * 9 seminars / workshops/ conferences
- * 9 Management meetings
- * 4 report (project activity)
- * 2 sets of guidelines
- * Use of communication framework
- * 1 Evaluation report (final)
- * Achievement of timetable deadlines.
- * Maintain involvement within the Transnational Partnership of all DP's.

2. Mechanisms for updating work programme, working methodology and organisational arrangements

The work program is the responsibility of the TMG and is based upon monitoring and evaluation, which will be an agenda item at each transnational management meeting. The partners will decide to update the work program as appropriate. The TCA secretariat will update the ETCIM database as appropriate.

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F. Other

1. Hyperlink(s) to other information/material

Not available at this time.

2. Links to other linguistic versions of the TCA

Not available at this time.

3. Dates of (this version of) the TCA

1. Sent to "validation by other DPs" by the DP in charge of the TCA secretariat	14-06-2002
2. Validated by all DPs	14-06-2002
3. Approved by all managing authorities	02-07-2002