

Approach

- ◆ Consortium Model
- ◆ All Partners chair, lead work packages, provide experts etc.
- ◆ Online secretariat facilitates national chair and TCA

Communications

- ◆ How often? Meetings – 8
Seminars – 8
- ◆ 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 July / August.
- ◆ All e-mail or electronic communications to be acknowledged.
- ◆ (No intelligent conversations with Finland in June – all financial commitments hold!)

Model

Host

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

Individuals

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

TCA Secretariat

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

Role of Secretariat

(see before)

A central service for all members of TCA

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

Role of External Experts

There is no current expectation of using external experts however, where clear added value can be demonstrated, and subject to the agreement of the TCA management group consensus.

The TCA Secretariat will commission such experts.

Decision Making

- ❑ The TCA activity and associated TCA 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

Working Languages

- English - Meetings, workshops, seminars all official communications online communications. Secretariat to manage clarity and transparency (glossary, dictionary etc)

Monitoring and Evaluation

- Monitoring against workplan
- Evaluation framework – Questions from black book, timescales.
- Impact on partners' work.
- An agenda item at each management meeting.

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.

Responsibility

- One of the partners as the lead.
- Chair / Management group / secretariat.