





Transnational Cooperation Activity (TCA)

1st to 4th December 2019 Art'otel Cologne, Holzmarkt 4, 50676 Cologne

Programme DRAFT (05.07.2019)

Sunday 1st December 2019

From 16:00	Arrival
17:00	Welcome and get together
18:15	Introduction to the Erasmus+ Programme NN
19:00	Evening buffet
20:00	European fair Speed dating

Monday 2nd December 2019

From 09:00	Plenary
	Keynote 1: Digitisation – impact on daily working routines in educational institutions NN
	Keynote 2: A practical view – What we have learned and what we can use – Reflections on a training activity NN
10:30	Coffee break
11:00	Forming of the first session of working groups
12:30	Collecting and presenting first project ideas in plenary Forming project groups
13:00	Lunch buffet
14:00	Examples of practice from KA2 and KA1 Application procedure for an Erasmus+ grant: funding rules and award criteria
15:30	Coffee break
16:00	Parallel sessions – Developing project outlines in small groups
18:00 18:30	Identifiying lost and lonelies Closing of the day
19:30	Dinner
	Self-organized visit of Cologne (individually or in small groups)

Tuesday 3rd December 2019

From 09:00	Plenary - warm up Q & A
	Parallel sessions – Working on project ideas, next steps for a grant application
10:30	Coffee break
11:00	Continuing working on projects
13:00	Lunch buffet
14:30	Q & A session – if applicable
15:30	Otherwise continuing working on projects and application details
16:00	Coffee break
17:00	Plenary - Presentation of projects developed so far
18:00	Closing of the day Certificate of Attendance
19:00	Meeting in the lobby and walk to the Restaurant
19:30	Farewell Dinner in a typical Restaurant "Ex-Vertretung"

Wednesday 4 th December 2019

Breakfast

Departure