

Digital competences for staff in adult education

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	Identifying lost and lonelies
18:30	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 Otherwise continuing working on projects and application details
15:30	
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