

# Digital competences for staff in adult education

Transnational Cooperation Activity (TCA)

**1<sup>st</sup> to 4<sup>th</sup> December 2019**  
*Art'otel Cologne, Holzmarkt 4, Cologne 50676*

## Programme DRAFT (05.07.2019)

### Sunday 1<sup>st</sup> December 2019

<b>From 16:00</b>	<b>Arrival</b>
<b>17:00</b>	<b>Welcome and get together</b>
	<b>Introduction to the Erasmus+ programme</b> NN
<b>18:00</b>	<b>Keynote 1: Digital competences....</b> NN
	<b>Keynote 2: Digital competences...</b> NN
<b>19:00</b>	<b>Evening buffet</b>
<b>20:00</b>	<b>European fair</b> <b>Speed dating</b>

**Monday 2nd December 2019**

<b>From 09:00</b>	<b>Plenary Forming of the first session of working groups</b>
<b>10:30</b>	<b>Coffee break</b>
<b>11:00</b>	<b>Collecting and presenting first project ideas in plenary Forming project groups</b>
<b>11:45</b>	<b>Application procedure for an Erasmus+ grant: funding rules and award criteria</b>
<b>13:00</b>	<b>Lunch buffet</b>
<b>14:00</b>	<b>Examples of practice from KA2 and KA1</b>
<b>15:00</b>	<b>Coffee break</b>
<b>15:30</b>	<b>Parallel sessions – Developing project outlines in small groups</b>
<b>18:00</b>	<b>Identifying lost and lonelies</b>
<b>18:30</b>	<b>Closing of the day</b>
<b>19:30</b>	<b>Dinner</b>
	<b>Self-organized visit of Cologne ( individually or in small groups)</b>

## Tuesday 3rd December 2019

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

## Wednesday 4 th December 2019

**Breakfast**  
**Departure**