

# SENDING



## You are not alone!

- The SALTO E&T TCA always has your back regarding TCAs.
- Priority SALTOs and Priority Contact Points at your NA will provide support on E&T priorities.
- Your colleagues at your NA (e.g. sectoral colleagues, programme officers, communication and financial colleagues) are your closest allies.
- The European Commission also supports you through your Desk Officer.



Find all our resources here:



Contact us at [tca-rc@tpf.hu](mailto:tca-rc@tpf.hu), [salto-et.net](mailto:salto-et.net)



### Read:

- the Guide for NAs regularly;
- our handbooks: **Strategic Planning**; **Enhancing Impact**;
- our Platform User Manual in the FAQ;
- our E&T TCA Q&As Padlet;
- our LTA ideas Padlet;
- the Golden routes of TCA and LTA management.



### Join:

- the Canvas **online courses** we offer: TCA Lifecycle; TCAs Going Online; Attractive TCAs – Effective writing & Effective facilitation.



### Check out:

- our **step diagrams** created for you to easily understand the flow of work as a TCA Officer, titled the **Golden routes of TCA and LTA management**:
  - A year in events;
  - Organising TCAs;
  - Sending to TCAs;
  - Strategic planning of TCAs in the Work Programme;
  - Managing LTAs.



## TCA OFFICER Infopack

Sending to TCAs



Erasmus+



### Collaborate:

- with your colleagues and the E&T TCA Working group members in the SALTO Platform's "My Network" menu.



### Stay in touch and be up-to-date:

- by joining the **TCA Education and Training** channel of the GRP-EACNAs – NAconnECt team on the **MS Teams** where you can instantly message your colleagues from around European NAs.



### Play&learn:

- in the **Sandbox of the SALTO Platform** to try out functions of the platform without consequences (Make sure you can log in to the demo version of our website. If you have any problems, please e-mail us at [tca-rc@tpf.hu](mailto:tca-rc@tpf.hu)).



### Watch&learn:

- our **videos** for TCA Officers and beneficiaries on the SALTO E&T YouTube channel: **Introduction to TCAs and Platform tutorials**.



### Browse:

- our **News** section on the SALTO Platform;
- our **TCA Insider newsletter** to get and stay updated about the TCA universe.



### Sign up for upcoming events:

We're announcing dates in the TCA Insider and you'll get the invite via e-mail!

- TCA Working group Cafés;
- Newcomer Induction Days;
- LTA Coordinators' Community meetings;
- Platform sessions;
- TCA Officers' Weeks;
- Training sessions.

