

TCAs and LTAs

a powerful tool to **strengthen inclusion** in Erasmus+!

If your National Agency (NA) is interested in implementation of an inclusive-minded Training and cooperation activity (TCA) or Long-term activity (LTA), this document provides an overview of steps in the process, together with some useful tips.

1.

EXPLORE INCLUSION AND DIVERSITY DIMENSION IN ERASMUS+

Visit the website of the [SALTO Resource Centre for Inclusion and Diversity in Education and Training \(SALTO ID ET\)](#), a thematic centre focused on providing the resources, knowledge and support to the NAs related to promotion of inclusion and diversity (ID) in the Erasmus+ programme.

2.

ALIGN WITH THE STRATEGIC FRAMEWORK AND POLICIES

Before embarking on planning and implementation, consider how ID topics are addressed in strategic documents at the EU level, as well as in your NAs' strategic aims and in the Erasmus+ programme guide ([priorities of the Erasmus+ programme](#)). Additionally, reflect on sectoral needs in relation to ID. Don't forget to check the [Erasmus+ ID Strategy](#) and [ID strategies of other NAs](#), your potential TCA and LTA partners.

3.

AVOID OVERLAPS OF CONTENT

To prevent content overlap across various activities, ensure to review existing information and activities and consider partnering with ongoing projects or tailoring your approach to fill gaps rather than duplicate efforts:

- explore [SALTO Education and Training TCA Resource Centre \(SALTO ET TCA\)](#)¹ to access valuable information and resources relevant to TCAs and LTAs, as well as the respective calendar of their activities (open, ongoing and past events);
- browse the dedicated [LTA section](#) on the SALTO ID ET website.

4.

PLAN STRATEGICALLY

When planning, maintain a strategic mindset by defining the purpose and desired outputs and outcomes of your inclusive TCA or LTA. Likewise, clearly define target groups, types and number of activities, number of participants (especially those with fewer opportunities), monitoring and dissemination activities and ways of [processing personal data](#). Consider all aspects of the [one-year cycle](#) and each planning phase of your [TCA](#) and [LTA](#), as advised by SALTO ET TCA. Also, familiarise yourself with the relevant provisions of the [Guide for NAs](#) and the [Erasmus+ Programme Guide](#).

5.

ESTABLISH AND MAINTAIN COOPERATION

After it has been communicated and approved at the NA level, present your inclusive TCA or LTA idea through relevant meetings and platforms (TCA Officers' network, SALTO ET TCA website etc.) to gauge interest from other NAs. Consult SALTO ET TCA and SALTO ID ET, potentially other horizontal SALTO resource centres as well ([SALTO Digital](#), [SALTO Green](#), [SALTO Participation & Information](#)). Get acquainted with [SALTO ID ET resources](#) that can help you enhance the quality of your events, especially with regard to [inclusiveness](#) and [web accessibility](#). Choose partners strategically and define the [level of their involvement](#) for successful collaboration, as illustrated by SALTO ET TCA in their publication. Also, consider SALTO ET TCAs' advice on knowing and understanding the [roles and responsibilities of LTA Coordinators and LTA Partners](#).

6.

MAKE A COMMITMENT FOR BETTER SUCCESS

Ensure commitment from partners and NA management for better implementation of TCA and LTA activities. Maintain efficient project management with dedicated TCA officers, updated financial records and continuous stakeholder communication.

7.

SHARE IT

Think about the long-term impact and scalability of your TCA or LTA and share the results with others, through your own channels or dedicated platforms ([SALTO ET TCA](#), [SALTO ID ET](#))!



¹ SALTO ET TCA provides information and guidance, offers training, carries out relevant research and analysis and gives consultation to support National Agencies in implementation of TCAs and LTAs.