

LOCUS TRAINING PROGRAM

Module for Lectures

International Community

Part 1. How to do a Transnational Meeting Project (TPM)

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What is a TPM?

A Transnational Project Meeting (TPM) is an official meeting between partners of an Erasmus+ project aimed at coordinating and reviewing its progress.

In the context of the **LOCUS** project, TPMs bring together an international consortium of universities and social organizations from Amsterdam, Madrid, Antwerp, Oslo, and Tallinn to collaboratively plan, monitor, and evaluate the project activities.

TPMs are essential to ensure that all partners move forward coherently, meeting set goals and deadlines.



Main Objectives of a TPM

The main goals include:

- Monitoring the progress of intellectual outputs.
- Addressing administrative, technical, or methodological challenges.
- Coordinating joint actions among partners.
- Planning the next steps in the project timeline.
- Evaluating the impact and quality of the work completed so far.



Planning a TPM

Effective TPM planning includes:

- Preparing a clear agenda in advance.
- Sharing preparatory materials with partners.
- Assigning key roles (moderator, note-taker, timekeeper).
- Scheduling working sessions, partner reports, discussions, and occasionally social or cultural activities.
- In addition to formal sessions, neighbourhood visits, shared meals and cultural activities are planned. The host university is responsible for creating a welcoming atmosphere where the faculty becomes a caring space to facilitate active participation, relaxation, integration and mutual recognition among people from different countries and backgrounds.



Participants

Each participating institution typically sends 2 to 3 representatives directly involved in project implementation.

This may include academic, administrative staff, training coordinators, or social sector experts.

Additional stakeholders may be invited depending on the meeting's agenda.



Logistics and Practicalities

The chosen venue should be accessible to all partners and include:

- Adequate meeting facilities (internet, projector, materials).
- Logistical support for travel and accommodation.
- Safety considerations and required documentation (attendance sheets, minutes, photos).



TPM Agenda Structure I

1. Welcome and Opening Session

- Greeting by the host institution
- Introduction of participants and partner organizations
- Walkthrough of the agenda and focus areas of the meeting

2. Partner Progress Updates

- Presentations from each partner on activities completed and ongoing
- Discussion of challenges, solutions, and lessons learned
- Sharing insights on local implementation, student involvement and products.

3. Working Sessions and Thematic Workshops

- Grouped sessions by project component (PR1 to PR5)
- Collaborative discussions on content development, coordination and alignment
- Exchange of tools, methodologies, and outcomes



TPM Agenda Structure II

4. Financial and Administrative Review

- Overview of reporting requirements, budget usage and time tracking
- Clarifications on documentation and submission procedures
- Space for partner questions and coordinator updates

5. Strategic Planning for Next Activities

- Scheduling of upcoming trainings, intensive programmes, and outputs
- Delegation of responsibilities and timelines
- Coordination of dissemination and external communication

6. Wrap-up and Evaluation

- Open feedback round from participants
- Summary of decisions taken and next steps
- Closing remarks by the host and project coordinator

Optional:

- Networking or cultural activity
- Local visit linked to the project's urban context



Funding and Documentation

- Overview of reporting requirements, budget usage and time tracking
- Clarifications on documentation and submission procedures
- Space for partner questions and coordinator updates



Impact of a TPM

TPMs have a high strategic value.

In the context of LOCUS, they not only strengthen intercultural cooperation between universities and community organizations in the participating countries but also improve communication and cohesion between partners.

These meetings promote a working model that is both professional and human. Through direct contact, bonds of trust and a sense of shared responsibility are created, which generate stronger commitments for the next phases and thus improve the overall quality of the project.



Keys to Success I

To organize a successful Transnational Project Meeting (TPM) under LOCUS, strategic coordination and inclusive collaboration are essential. Here are the main success factors:

1. Clear communication and thorough preparation

Meeting agendas, materials, and priorities should be shared in advance. Transparent preparation ensures all partners are aligned and ready to contribute meaningfully.

2. Inclusive decision-making

All partners, regardless of size or background, must be involved in decisions. TPMs are moments for building consensus and promoting equal participation.

3. Active participation and respect for all voices

Every representative, whether academic, administrative or field-based, should feel free to share and engage. Mutual respect is the foundation of effective transnational cooperation.



Keys to Success II

4. Follow-up and action points after the meeting

An effective TPM ends with a clear summary of decisions, delegated tasks, and timelines. Post-meeting follow-up is key to sustaining momentum and delivering on commitments.

5. Review of technical, financial, and output-related matters

TPMs should include specific time for reviewing progress on intellectual outputs (PRs), budget execution, and administrative duties in line with Erasmus+ requirements.

6. Collaborative evaluation at the end

Closing the TPM with a participatory evaluation allows reflection, shared learning, and adjustment for future meetings.



Contact and Thank You

Thank you for participating!

Contact: info@locuseurope.eu

Let's make European cooperation thrive!

