

## MEMORANDUM OF UNDERSTANDING (MoU) TO SUPPORT THE ETWINNING TEACHER TRAINER INSTITUTES (TTI) INITIATIVE

The eTwinning-Teacher Trainer Institute initiative aims to bring a knowledge and understanding of eTwinning to students in the initial stages of their teacher training, through two activities: a short introduction to eTwinning in the TTI curriculum (activity one); introducing a short, collaborative project with trainee students in another TTI (activity two).

The purpose of the MoU is to help set expectations about the rules of engagement for TTI joining the eTwinning-TTI initiative. It is a ‘gentleman’s agreement’ as opposed to a formal, legal agreement. The advantage of having an MoU, is that it supports the conversation about what can and cannot be done in eTwinning, both at the start and also during their participation.

Each National Support Service (NSS) adapts the first part (Level of engagement and support for the initiative) to meet local needs. The code of conduct is compulsory for all.

MoU: eTwinning (eTw) Teacher Training Institute (TTI) Initiative		
	eTwinning commitment to TTI	TTI commitment to eTwinning
<p><b>Level of engagement and support for the initiative*:</b></p> <p><i>*each National Support Service (NSS) agrees locally the model of local technical and pedagogical support with the TTI, in line with their priorities and set-up. This is documented in the MoU Annex 1.</i></p>	<p>eTwinning will support the TTI initiative at both national and international level:</p> <ul style="list-style-type: none"> <li>• National Support Service (NSS): <ul style="list-style-type: none"> <li>○ National/local contact point, agreeing involvement in eTwinning and MoU, registration on the eTwinning platform.</li> <li>○ Support of TTI for technical and pedagogical issues via: <ul style="list-style-type: none"> <li>▪ specific training and events, as agreed separately between the NSS and TTI each year.*</li> <li>▪ direct helpdesk (email).</li> <li>▪ partner finding facilitators for the TTIs of their countries.</li> <li>▪ project cards in projects.</li> </ul> </li> <li>○ Monitoring and reporting of TTI activities, and coordination of evaluation activities.</li> </ul> </li> <li>• Central Support Service (CSS) – all provided in English language: <ul style="list-style-type: none"> <li>○ Design, running and moderation of the online course ‘Introduction to eTwinning’ for TTI teacher trainers.</li> <li>○ Moderation and facilitation of the TTI Group on eTwinning Live.</li> <li>○ Coordination of the TTI annual workshop, Brussels.</li> <li>○ Provide TTI TT access to eTwinning Live and to the online professional development opportunities to develop pedagogical practice of teachers.</li> </ul> </li> </ul>	<p>Teacher Training Institutes will support eTwinning by:</p> <ul style="list-style-type: none"> <li>• Coordination with the local NSS to set up the TTI initiative in their institution and assign from 1 to 4 TTI Teacher Trainers (TTI TT) to participate in the initiative.</li> <li>• Encourage at least 1 TTI TT to participate in the online course ‘Introduction to eTwinning’ for TTI Teacher Trainers (to then cascade to their colleagues), <ul style="list-style-type: none"> <li>○ or equivalent training provided as agreed with the local NSS.</li> </ul> </li> <li>• Activity 1: following the TTI TT training, support the TTI TT in planning the model/approach that works for their institution to introduce an activity within the TTI’s curriculum of ‘Introduction to eTwinning’ to their students.</li> <li>• Activity 2: to set up a small project with another TTI(s) on the eTwinning platform, inviting their students to join and collaborate with other students in the eTwinning project TwinSpace to better understand the pedagogy behind collaborative learning and act as a test-bed for future real projects with school pupils.</li> <li>• To engage in the evaluation of the eTwinning-TTI initiative supporting the feedback of results to the European Commission.</li> </ul>

<b>Code of Conduct:</b>	<p>eTwinning is the community for schools and teachers across Europe. It is a protected community to ensure that teachers and their students can collaborate freely and safely within this environment. The eTwinning community and all training and support is funded by the European Commission and provided free of charge to the schools and teachers. It is free from any commercial element.</p>	<p>TTIs are invited to join this community, registering up to a maximum of four TTI TT per Institute to join the community.</p> <ul style="list-style-type: none"> <li>• TTI TT must respect the <a href="#">Code of Conduct</a> of the community.</li> <li>• Data protection and privacy rules are defined <a href="#">here</a>.</li> <li>• TTI <i>must not</i> engage in any form of commercial activity within the eTwinning community. This includes canvassing schools to join strategic projects and research activity.</li> <li>• TTI are encouraged to set up small collaborative projects with other TTI to give their students the experience of eTwinning (activity 2). <ul style="list-style-type: none"> <li>○ TTI <i>must not</i> set up projects directly with schools. TTI projects are between TTI-TTI only.</li> </ul> </li> <li>• TTI TT set up the projects in eTwinning and invite their students to join the project by inviting them to the project’s TwinSpace. <ul style="list-style-type: none"> <li>○ TTI students <i>must not</i> register directly onto the eTwinning community.</li> </ul> </li> <li>• TTI TT are welcome to join in the professional development opportunities and events offered in eTwinning.</li> </ul>
<b>Funding:</b>	<p>eTwinning is part of the “Erasmus +” funded by the European Commission.</p>	<p>TTI TT are given free of charge access to the eTwinning online community, professional development activities and resources.</p> <ul style="list-style-type: none"> <li>• attendance at the annual TTI workshop, Brussels is limited by country quotas. Attendance at the workshop is coordinated by the NSS.</li> </ul> <p>All other elements of participation in the eTwinning-TTI initiative by the TTI TI are either in agreement with the NSS, or self funded.</p>
<b>Promotion:</b>	<p>eTwinning will promote the engagement of TTI in this initiative through its communication channels in line with copyright and permissions.</p>	<p>TTI can promote their engagement in the eTwinning-TTI initiative through its standard communication channels in line with copyright and permissions.</p>

**ANNEX 1: details of specific training and events, as agreed separately between the NSS and TTI each year**

The NSS and TTI have agreed the following local support model:

*Outline below the local agreement*

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Signed and date:

Name and email:

Position: Teacher Trainer

Organisation: <<name of teacher training institute, and contact details>>

Signed and date:

Name and email:

Position: Head of Department

Organisation: <<name of teacher training institute, and contact details>>

Signed and date:

Name and email:

Position: eTwinning National Support Service

Organisation: <<name of NSS contact , and contact details>>

Supporting documentation:

1. Presentations (these are posted on the eTwinning TTI Feature Group on eTwinning Live, to support registered TTI teacher trainers)
  - I. eTwinning general overview
  - II. eTwinning-TTI overview: includes the benefits, details on activities and country case studies
  - III. eTwinning-TTI supporting technical detail
2. eTwinning-TTI Initiative-technical overview on one page (document in TTI TaskForce folder)

eTwinning – TTI Initiative Guidelines v2 December 2016



**OVERVIEW OF THE PROCESS FOR ENGAGING TEACHER TRAINER INSTITUTES IN ETWINNING**

Teacher Training Institutes (TTI)	National Support Service (NSS)	Central Support Service (CSS)
<p><b>Engagement of TTI</b> NSS present/discuss eTwinning to TTI Quota: 2-10 TTI per country Memorandum of Understanding (MoU) agreed and signed.</p>	<p><b>NSS Support &amp; Monitoring:</b></p> <p>Support model agreed in discussion with TTI, as part of the MoU. Models vary by country, e.g.:</p> <ul style="list-style-type: none"> <li>- eTwinning ambassador support</li> <li>- local/ regional/ national meetings</li> <li>- local professional development (PD) activities</li> <li>- helpdesk (email)</li> <li>- local resources and information.</li> </ul> <p>Monitoring &amp; reporting of TTI activity by NSS:</p> <ul style="list-style-type: none"> <li>- upon registration changing job function to TTI Teacher Trainer (TTI TT)</li> <li>- monthly update of google spreadsheet with latest TTI TT information.</li> <li>- cleaning database of any students registered in schools as part of training;</li> <li>- monitoring and reporting of TTI TT numbers (registrations, activity, TTI-TTI projects) and coordination of evaluation surveys.</li> </ul>	<p><b>Supporting resources in TTI Feature Group and Task Force folder:</b> Presentations: Overview of eTwinning; Overview of eTwinning-TTI initiative and Country case studies. MoU template.</p>
<p><b>Registration on eTwinning</b> TTI Teacher Trainers (TTI TT) register as teachers, and institution. Quota: 3-4 TTI TT only. NSS change status to TTI TT.</p>		<p><b>Online course for TTI teacher trainers:</b> "Introduction to eTwinning". Registration – Feb. Open access online course: part one open in March 2017. No pre-requirements ie can do before registration with eTwinning to evaluate.</p>
<p><b>TTI Feature Group:</b> TTI TT join TTI feature group in eTwinning Live to meet with their peers in other TTI.</p>		<p><b>TTI Feature Group</b> Moderate interest group on eTwinning Live for TTI TT to meet, exchange information and ideas, form new partnership for collaborative projects with their students.</p>
<p><b>Phase 0: Observation</b> A good way to help the TTI TT to get started with their planning</p>		<p><b>TTI workshop</b> Annual workshop for TTI to exchange practice. Held in May 2017. Quota per country based on phase and activities.</p>
<p><b>Phase 1: eTwinning Activity 1</b> Introduction of eTwinning modules to their students.</p>		<p><b>TTI evaluation and reporting</b> Design and coordination of evaluation surveys</p>
<p><b>Phase 2: eTwinning Activity 2</b> Set up of small, collaborative projects, either at national or international level with another TTI. Projects are set up between TTI-TTI. Projects are set up on eTwinning Live TwinSpace (TS). Students are invited to the TS to collaborate together on the project.</p>		<p><b>eTwinning Live professional development</b> Learning events and seminars. Audience is schools/teachers.</p>
<p><b>TTI annual workshop</b> <i>Attendance at the TTI annual workshop in Brussels, by invitation.</i></p>		<p><b>Online help and support:</b> - self teaching materials <a href="https://stm.etwinning.net">https://stm.etwinning.net</a> - training platform – test system with reduced functionality to support trials. <a href="https://www.etwinning-training.net">https://www.etwinning-training.net</a></p>
<p><b>Evaluation surveys</b> Completion of evaluation to support the development of the initiative.</p>		