



Meeting Subject: TQAC May meeting

Meeting Date: 19/05/2019 16:00

Participants

Rupert Friederichsen (Meeting Organizer)

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Notes

Date: 19 May, 4pm UK time	Chair: Maggs	Minutes: Ramon (Next: Sarah)
Present:		
Apologies: Marty, Andrea, Paula		
Missing:		
Date of next meeting: 16 June		

Agenda

1. **Icebreaker** (Julian, 10 min)
2. **Update from the Board and Committee Management** (Maggs, 20 minutes)
 - a. Feedback on Programme Review and Strategic Plan from Regional Meetings
 - b. Update on planned changes to Conference and Events structure
 - c. Evaluation Process – Next steps, one-on-one and the Group Debrief in June
 - d. Next budget cycle will start soon; send any requests to chair and/or managers by mid-June.
 - e. Elections
3. **Update from the Regions and Senior Management Team** (Wulff and Rupert 10 minutes)
 - a. ReCo workshops
 - b. Presentation of [issues reports analysis](#) at Regional Meetings and follow up
 - c. New colleague at the IO
4. **Commitments of every TQA workstrand team lead** (Maggs and Rupert, 15 minutes)
 - a. Minimum requirements: What does every team lead have to do?
 - b. Additional considerations: Quality, team management, deadlines, reporting to the Committee
5. **Mandatory vaccinations** (Marlien, Wulff 15 minutes)
 - a. Introduction to the situation at hand
 - b. Discuss and decide on [proposal](#)
6. **Icebreaker** (Julian, 10 min)
 - **If you were Something in nature. What would you be?**



Minutes

1. Update from the Board and Committee Management (Maggs, 20 minutes)

a. Feedback on Programme Review and Strategic Plan from Regional Meetings

- Positive feedback, refreshing. Lots of time given to NA's to provide feedback. Asia Pacific, pushback from the region stopping IPP. Difficult to understand... ARC. Highlight the importance of implementation. Brazil and USA accepted interchange. EMEA still talking about program review. Regional Meetings, CISV and Me Too Movement... Importance of professionalization. Everybody well accepted, overall response very positive.
- Very positive feedback in general from all Regions. One of the strongest messages we got is that this is long overdue, there is a lot of appreciation for the thinking that went behind the recommendations. It was refreshing! There is apprehension on the implementation plans.
- In AP, some pushback on IPPs because when it is organized in the region, many attend. In ARC we were reminded to look at our implementation plan and make sure that we are able to provide for all our participants.
- In EMEA, some concerns were raised regarding the phase out of Interchange
- In ARC, there were some discussion regarding the financial impact of the PR. Again, we were reminded to make sure that implementation will be really thought out
- In all Regional Meetings, the Board also presented CISV and the #MeToo Movement which provided great basis for the discussion of our current Strategic Plan: ie, Professionalization of the RM area and the focus on Safety and Quality
- There was also very positive feedback on the Strategic Plan – a lot of comments on how the plan is not so peppered with action plans as in our last plan so it is easier to digest and not so long. Strong appreciation for the project on Basic Risk Management and Child Protection for leaders, staff and JCs. Also excitement around the Village Curriculum

b. Update on planned changes to Conference and Events structure

- Last October 2018, the Board decided to close down the Conference and Events Committee as it was primarily operational in nature and not strategic nor focused on policy. The C&E had two areas to manage, Global Conference and RTF delivery. In the February 2019 Board Meeting, it was decided that the Global Conference will be delegated to the Secretary General. The area of RTF delivery has not been finally decided by the Board but would probably be folded into the TQAC as it is logical to put content and delivery together. As there is no final decision yet, there is as yet no official announcement regarding this matter. Tentative schedule of decision will be in June.
- Sarah expressed that she heard statements from certain people at the ARC regarding this proposed change and it made her feel uncomfortable as she did not have full information. Everyone assumed TQAC members knew about it but in reality the Committee is waiting for Board decision before sharing information officially.
- Marlien raised that having training delivery in TQAC might involve us in operational work as well. Discussion on the specifics will happen after we have received this area from C&E.
- Rupert clarified that implementation work of C&E is through Gabriella who is managed by him.

c. Evaluation Process – Next steps, one-on-one and the Group Debrief in June

- Maggs thanked the committee for participating in the evaluation process and looks forward to the one-on-ones with the members. The group debrief will happen in the June meeting.

d. Next budget cycle will start soon; send any requests to chair and/or managers by mid-June.

- Please submit any requests by mid-June.



e. Elections

- For the Governing Board elections there are three open positions and 6 candidates. This year is the JB vote so the Juniors will vote for one among 6 candidates and then after their vote, 2 will be selected from among 5. More info, please look at IO Update and engage in the Candidates Office.
2. **Update from the Regions and Senior Management Team** (Wulff and Rupert 10 minutes)
- a. **ReCo workshops**
 - This year we had secured funding for full day ReCo workshops prior to the Regional meetings in each region. This was a success in all three regions. In all regions managers and ReCos successfully worked together to plan and have very productive workshops.
 - a. **Presentation of issues reports analysis at Regional Meetings and follow up**
 - This is the process we have talked about it since the end of 2018. We have had good engagement from committees and regional teams. The committee received the summary of identified actions early in the year. The Regional Risk Managers have presented the process, an overview of the statistical data and a summary of the main identified actions at the Regional Meetings. We will now be working on following up on the identified actions and evaluating the process to prepare for the next issues analysis process.
 - a. **New colleague at the IO**
 - Natasha Smith has started her position at the IO this past week, her title is Administrative Coordinator for TQA. Rupert and Wulff are happy to have her, as she will be a valuable asset in improving how we work with data analysis and quality assurance. She has a strong background in that. Maggs asked about induction within the TQAC? Rupert answered that she will be analyzing the RTF evaluations, and she will deliver the results to the committee.
3. **Commitments of every TQA workstrand team lead** (Maggs and Rupert, 15 minutes)
- Minimum requirements: What does every team lead have to do?**
- We discussed what reasonable requirements are for team leaders in our work plan. E.g. develop a plan, timeline, manage and document who is involved, periodic updates back to the Committee.
 - We also discussed the importance of workstrand leaders to take the initiative when required and that this discussion was intended to encourage leaders to take responsibility, to delegate and to develop the level of trust in our overall TQA team.
 - **Decision:** Project lead has to inform the manager and chair where project is documented; these three are then responsible to determine what is sufficient and appropriate documentation.
 - **Decision:** Appropriate and sufficient documentation includes details on reporting (when are reports due, to whom)
 - **Decision:** Managers will include into our meeting preparation routine sending a link to workstrands overview spreadsheet so that all Committee members have regular reminders to check and update the document ation.
4. **Mandatory vaccinations** (Marlien, Wulff 15 minutes)
- a. **Introduction to the situation at hand**
 - Multiple countries have seen public health emergencies due to unvaccinated people, especially with outbreaks of Measles.
 - We have had strong requests from multiple NAs to address this issue.
 - The International Risk Management Team has written to all NRMs and LRMs pointing out the importance of vaccinations and giving strong recommendations on ensuring vaccinations as much as possible.



- CISV brings people together from all over the world, so we see an increasing risk of being hit by outbreaks of preventable diseases, that could be transmitted back to the various countries, through airports.
 - This is a suggested changed of the C-03, which means the TQAC will recommend it to the EdProg committee, who will bring the motion to the board to add it to the C-03.
- b. **Discuss and decide on proposal**
- "Proof" needs further clarification. Not everyone will still have their immunization documents. We will accept a signed health form as proof.
 - We should check with NAs if they would see this as a significant problem, as some countries might not have easy access to all vaccinations.
 - Consider getting a recommendation from an immunologist or similar to confirm if this approach is a recommended approach.