



Meeting Subject: TQAC May meeting

Date: 16 June, 4pm UK time	Chair: Maggs	Minutes: Sarah (Next: Marlien)
Present: Rupert, Maggs, Wulff, Marty, Marlien, Andrea, Sarah, Paula		
Apologies: Ramon, Julian*, Paula		
Missing:		
Date of next meeting: 21 July		

*delayed train

Agenda

1. **Update from the Board and Committee Management** (Maggs, 30 minutes)
 - a. Peer evaluation: Introduction to results and the process (document to guide discussion circulated by email)
 - b. Open discussion about learning and actions that follow from the evaluation
 - c. Training policy, quality standard 5 (Marty)
2. **Update from the Regions and Senior Management Team** (Rupert, 10 minutes)
 - a. [Paper on research in CISV](#) to be presented at NACC 2019 conference
 - b. [Work planning](#): Update and reminder
 - c. Update on Profile Raising training curriculum (TQAC decision by when? Request is to have TQAC feedback by 15 July)
3. **Child Protection policy** (Marlien, Ramon, Wulff 30 minutes)
 - a. Introduction to the process so far
 - b. Agree on [policy](#) for putting it to the board
 - c. Approving procedures
 - d. Approving [key questions](#)
4. **Vaccinations Policy** (Marlien, Ramon, Wulff 15 minutes)
 - a. Results from [Survey](#) - please have a look at the comments made in it – a brief summary:
 - a. 8 NAs from Americas, 5 NAs from Asia-Pacific and 16 NAs from EMEA responded. A total of 46 responses, as both NRMs and LRMs were invited to respond.
 - b. 56.5 % responded that implementing the policy would be no problem for them. 28.3 % responded that it would provide some issues, but it should be implemented anyway. 15 % indicated that this policy would give them significant issues.
 - c. Of those that indicated this would cause issues:
 - i. 1 LRM in Austria indicates that vaccines are not mandatory in the country, but that most people have these vaccines anyway.
 - ii. 1 LRM in Colombia sees a problem if we request official certifications of immunization, as these might not have been stored or be available. **(We are not suggesting to require official certificates).**
 - iii. The NRM of Finland would rather have it be a recommendation where parents or participants must sign a waiver if they do not have the vaccinations. This NRM also points out that Hep B should not be included.



- iv. NRM of Greenland comments that some of these vaccinations are not available in Greenland. **Upon checking, they are in fact available.**
 - v. 1 LRM in Japan thinks HepB should not be included, but has no other issue.
 - vi. The NRM of Netherlands thinks HepB should not be included, but indicates that they are looking to require the rest of the vaccinations anyway.
 - vii. The NRM of Spain indicates that they would have potential legal issues in the country. **The legal reality will of course have to trump our policy, so if they must give exceptions to people who do not believe in vaccines, then they must follow their law. The same is true in the USA.**
- b. Upon asking a public health professional in Canada, our suggested approach was met with approval and the suggestion to not require HepB.
 - c. We suggest that we remove HepB from the requirement and bring the [recommendation](#) forward to implement the rest of the suggestion, clarifying that "proof" is to fill out the Health Form and sign it. No further certificates are generally needed.
5. **Training quality observer project** (Marty and Sarah, 10 minutes)
- a. Summary of the process so far; see the draft report [here](#)
 - b. Discuss what lessons we can draw from the 2019 experience and what suggested course of action is for 2020
6. **Behaviour policy** (Marlien, Ramon, Paula Wulff, 10 minutes)
- a. Introduction: Starting the review process

Minutes recorded by Sarah.

1. **Update from the Board and Committee Management**
 - a. Thank you for participating in this process. There is a consistent desire amongst our members to meet face to face. Please remember our strategic plan regarding professionalism and accountability. Responses from committee members recognize that we could do better.
 - b. Discussion regarding the tool; the questions asked and the process and where to go from here, including improving our meetings. Maggs is working on a document regarding our meetings and will circulate it soon.
 - c. In preparing to respond to Governing Board, the training team agreed to keep minimum number of trainees at 8 and created a process for applying to have less than 8 that was approved by the board.

Action: Maggs will circulate the Suggested Action Items and a proposed document on Communication Rules/Guidelines and Etiquette on Emails, Meetings – In-person and Virtual – FOR COMMENTS OF COMMITTEE MEMBERS
2. **Update from the Regions and Senior Management Team**
 - a. Rupert is presenting the role of research in CISV at a conference this July.
 - b. Please remember to follow up with Maggs, Rupert and Wulff regarding your work in the workplan. Rupert will attach this to the meeting agenda in the future.
 - c. PR training – first new training since 2012. Rupert, Marty and Sarah have looked at it and a response is due by July 15. They agreed to share their feedback with the committee once it is consolidated but before it is submitted. Let's talk about it at the July meeting.
3. **Child Protection policy**
 - a. We have been working on the updated CPP for exactly one year now. Working with the NSPCC, a British agency for child protection, and now in midst of the process for getting it approved. A Youth friendly version is planned for the future as part of the process for making the youth we work with aware of their rights. The appendix with



"Code of Adult Behaviour" is planned to be included in the updated Behaviour Policy (process just starting). We will vote on approval on the CPP at the July meeting, so please make sure you read the documents carefully and ask the RM team if you have questions before the meeting.

Action: All committee members should send their comments and questions on the proposed CPP and the Key Questions to the RM Team **at least one week before** the July meeting.

4. **Vaccinations Policy**

Discussion of process. The current challenge is when an individual has refused a vaccination as a personal choice. When conflicts arise between our policy and a local or national law, we follow the one that is stricter.

Decision: The Committee approved the proposed policy for sharing with the Educational Programmes Committee and then it will be presented to the Board for approval. Maggs and Wulff will take the next steps.

5. **Training quality observer project**

Report based on Lilliana's experience taken during a meeting with Marty. How will these observations be taken forward as they are wider than we expected? The purpose of this role should be clarified. Exciting new information regarding trainer evaluation is coming – that was not the purpose of this role.

Decision: TQA votes to continue the Training Observer role as outlined in the budget.

6. Stay tuned for the next meeting on July 21.