



TQAC September Meeting

Date: 15 September 2019, 4pm UK time	Chair: Maggs & Cande	Minutes: Andrea
Present: Andrea, Rupert, Cande, Julian, Maggs, Marlien, Marty, Ramon, Sarah, Paula		
Apologies: Wulff		
Date of next meeting: 20 October 2019		

Agenda

1. **Warm up** (all briefly introduce themselves to Cande, 10 minutes)
2. **Update from the Board and Committee Management** (Maggs and Cande, 30 minutes)
 - a. News from the Board
 - b. Way forward for this team (TQAC)
3. **Update from the Regions and Senior Management Team** (Rupert, 10 minutes)
 - a. TTT and RM recertification ready to go
 - b. Staff and Leader Certification project: Vendor selection and writeshop preparations
 - c. [Request from APJB](#) for a non-RTF TTT in the Philippines
4. **Update from work strand leads** (Work strand leads or manager/chair, 3 minutes max. each; total max. 30 minutes)
 - a. Update for each line in the [work load model](#)
 - b. Revisit how we ensure accountability
5. **Committee-internal process for training policy procedure 5** (Sarah & Rupert, 10 minutes)
 - a. Introduction to context and rationale
 - b. Discuss and agree [on process](#)

Minutes

Board Update:

See email from Maggs from 12Sept for links to detailed descriptions of new working groups
In-person board meeting took place at the end of August in Newcastle, including the 3 new members.

TQAC will now have 2 chairs. Acknowledging the volume and importance of work the committee does. Especially an increased awareness around the importance of safeguarding & risk management. This will also include the hiring of a senior manager for safeguarding (Safeguarding Lead).

Rupert, Wulff, Maggs, & Cande have been asked to present a recommendation on ways of working moving forward to support the focus on safeguarding (proposal from discussion by 20Oct, final proposal 27Oct, decision by end of 2019).

Maggs will attend the Risk Management summit in November for additional training and to discuss safeguarding.

C-03 (Immunizations) was approved.

The Research Policy approval was pushed to the next remote board meeting, which will take place on October 20th.



Ways of Working:

We are still one committee with two chairs at this time.

Have not yet defined how the Safeguarding Lead will fit within the current structure.

Suggestions:

- Sub-committees meet monthly (training & RM), while the whole committee meets quarterly (or as needed)
- Meeting schedule will stay through 2019, changes would likely be implemented in 2020

Or

Meet as a group again in Oct & Dec, and Nov is a sub-committee meeting

Concerns:

- Smaller areas (research & evaluation especially) can risk losing touch with the rest of the organization
- Given our lack of face to face interaction, these whole team meetings are our only time to hear what everyone else is working on
- Could cause delays in moving policy forward

Opportunities:

- Could be more efficient
- Could focus more on relevant matters for everyone

Cande will follow-up with individuals during 1:1 meetings, and will include in the proposal to the board a definitive answer on when it starts.

Regions & Senior Manager Update:

TTT recertifications will start on 01Oct (supported by Natasha)

Start of Leadership Certification project (write shop in Newcastle with EdPro & APAC TQA RDT)

- Deliverables: Policy Framework, Prepare the Content (Story Boards) & Assessment Competencies, & Communication Plan
- Output of the write shop will be handed off to the vendor (TBD – but selection in process)
- Defining RFP
- Hoping to move faster than originally planned, so hoping to implement and trial during the main program season this year

APAC JB TTT request

- Have secured funding
- Supported by Bronwyn
- Rupert recommends it to go ahead

Work Strands:

See worksheet for timelines, new/changes only here

RTF Eval – Mel has already transitioned to Natasha

Jennifer Watson Memorial study – decision to freeze for the moment, and thaw again when the correct moment arrives later

R7 review – Paula is actively engaging the JB

Rupert and Wulff have been approached and will figure out an appropriate way to contribute to an existing working group that looks at LGBTQ+ inclusion in CISV

Training Policy:

Deferred to the next meeting