

**Training and Professional Development Committee**  
**Meeting Notes**  
**26 May 2006**

Present: Lee Wilson – Chair, John Boyle, Jonathan Allotey, Sang Hoon Lee, Mjungyin Kim, Alexander Zhurba, Bobbi Schijf, Ainhua Gonzalez, Petrie van Gent, Matt Cashmore, Wes Fisher, Bridget John, Jean-Roger Mercier

Wilson began by thanking those in attendance and expressed appreciation for having an active committee, particularly in the training course proposal review process. Possible agenda items were reviewed and prioritized.

1. Reviewing courses for annual conference

The committee agreed to the following three review criteria: 1) Content and quality of the course; 2) Credentials of the trainer(s); 3) Commitment of the trainer(s). The committee also agreed that greater transparency is needed in the review process and in communication with the board. Wilson has already spoken to the Koreans about being prepared for the 31 August deadline if they have specific course proposals they'd like to solicit. The TPDC will be reviewing all proposals this year, even those suggested by the conference organizers.

2. Call for proposals

Cashmore agreed to update the Call for Training Course Proposals document [done]. The requirement for a one-page case study will be added. John will send the current version to Cashmore electronically, which he will update and distribute to the TPDC for review in sufficient time for the 15 June newsletter deadline.

The TPDC requested a history of point scores (from participant ratings) for previous courses to be used as a resource in evaluating courses that are resubmitted; and for trainers who resubmit, also a copy of prior comments about items that need improvement, to use in judging how the trainer has responded. In addition, it would be helpful to track courses that were offered but not held due to lack of registrations. John will institute a tracking mechanism, beginning with IAIA01 courses.

3. Marrakech Initiative

An important initiative from this conference is a proposal to improve IA capacity, and thereby the power of IA systems to inform good decisions.

Under this proposal; IAIA would

- assess the gaps that undermine IA effectiveness in developing countries and at development cooperators
- extract the lessons learned from existing capacity development programs
- provide the IA community with guidance on best practices, criteria to measure performance, and an action agenda for sustainable capacity development

The intent is to make IA outcomes more useful and relevant, but also to measure IAIA's growth as an organization. The proposal will require some investment of time from IAIA HQ. Support might also be obtained from CBBIA personnel. Wilson will take the lead in writing the proposal with assistance from Boyle and review by TPDC.

4. IAIA 2007

Van Gent and Schijf will spearhead a theme forum at IAIA07 relating to IAIA's various capacity building programs. Three possible presentations are Au/Partidario on the China SEA program; Treweek on CBBIA; and Van Gent/Schijf on other IAIA initiatives (annual training courses; Dutch initiative; best practices etc.). If there is progress on Marrakech, this could also be on the agenda.

5. Monitoring courses at IAIA conferences

Feedback on IAIA06 courses has generally been good.

6. John Boyle's proposal

The TPDC endorsed Boyle's proposal for standards for lead professionals which will be submitted to the IAIA Council and Board in Stavanger.

7. Code of Conduct statement

As a result of Richard Fuggle's IAIA06 training course on ethics, the course participants developed a new Code of Conduct. After general discussion about the proposed Code, it was noted this would result in an IAIA Professional Member category which is self-selected. The TPDC will be asked to comment on the final draft after IAIA06 [done].

8. Training course solicitation

The committee discussed the process for actively soliciting courses requested by members, with the intent to make conference courses more demand-driven. Often, advanced training is what is requested. Some current course instructors will be approached about offering their courses at a more advanced level. Schijf and Van Gent will distill information from the Prague conference evaluation form for a condensed list of topics to include in the call for proposals [done].

9. Distance learning

Van Gent reported she had received comments that distance learning is of interest. She is currently working on an overview of what distance learning opportunities are available in the field of IA and will submit it to the TPDC when it is completed.