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GISELLA GRUBER:	Good morning, good afternoon and good evening to everyone, on today's At-Large Capacity Building Working Group call on Wednesday, 16th of April at 17:00 UTC. We have Tijani Ben Jemaa, Siranush Vardanyan, Dev Anand Teelucksingh, Maureen Hilyard, Narine Khachatryan, Olivier Crépin-Leblond, Darlene Thompson, Lianna Galstyan and Oksana Prykhodko. We have apologies from Fatima Cambronero and Natalia Enciso. From staff we have Heidi Ullrich, Nathalie Peregrine, Ariel Liang, [Kerry Agnu? 00:40] and myself, Gisella Gruber.
	If I could also please remind everyone to state their names before speaking for transcript purposes. Now, over to you, Tijani. I know you've dropped off the Adigo phone bridge, and I know that your Adobe Connect was not working, so I believe we'll have to wait a minute for Tijani to come back onto the phone bridge. Tijani, we are just reconnecting you on the phone bridge.
HEIDI ULLRICH:	While we get Tijani back, in the chat I've put the link to the Capacity Building webinar's workspace. If you could just click on that and take a look at it, it has been updated. Maureen [inaudible 01:45] one that is currently on display in the AC room. Just to cover the time before Tijani comes back, please take a look at that. One feature that we've changed is you'll see that rather than a comments column we've added a "relevant documents" column, and that's where the PowerPoints or any other relevant documents will be placed for each of the webinars.

TIJANI BEN JEMAA: Thank you Heidi. Gisella, I am back. Good morning, good afternoon, good evening everyone. Today we are here to discuss and to inform each other about what is happening. You remember the last call we had, we decided that we'd contact some people to be trainers, and we said that in Singapore we'll finalize the program, but unfortunately we tried to get people to contact people, and they're not always responsive, and we didn't get all the responses on time.

In Singapore we had this same table, but we weren't sure about all the trainers, and we couldn't contact them on time. So we finished the contact with the trainers in Singapore, and once we have all the trainers confirmed we had a call with them to try and find their availability so we could finish this table. This table is done according to the availability of the trainers. Now, as Heidi said, this table will be slightly modified so that you will have the PowerPoints on, you will have the documents, etcetera.

So this will be finalized according to those small things that we'll add to the table. Now, first I didn't ask you if you accept the Agenda. We have to adopt the Agenda. Do you accept the Agenda as it is, or do you want to add something? I don't see anyone raising their hand, so the Agenda is adopted.   As I said, this call is to finalize the final things on this program.   This is the program for the capacity building prior to the Summit.

Now, we have the topics, which were selected according to the survey. We have the trainers all confirmed. We have the dates and times. They

accept all those timeslots. The first one will begin tomorrow. It will be on communication and it will be done by Dev and Natalie. What I want to ask you is, do you think that we'll need an evaluation sheet for each trainee, so they can give us their opinion and how they evaluate the work done. Are they happy with it? Did they learn something? Etcetera. Do you think that we need such a sheet for each trainee?

MAUREEN HILYARD: You're asking about how we might be able to evaluate each of the sessions after the session – is that your question? Sorry, it was just a bit blurry.

TIJANI BEN JEMAA: My thought was to have an evaluation sheet for each webinar, and an evaluation sheet at the end for the whole program, so that we have the feedback of the trainees and we know if we're going in the right way. Darlene, you have a question? You raised your hand.

DARLENE THOMPSON: I was just thinking of this whole thing. So you want a sheet for them to fill out for each session that they go to – I'm just trying to understand this – and then a sheet that they fill out at the very end to say what they thought about it? That's an interesting idea. [inaudible 07:20] we are paying for them to go all the way to London, so it is a thought. Definitely after the session they should have to fill out some kind of a questionnaire saying, "How did you like it?" "What parts did and didn't you like?" and that sort of thing.

But other than that, could you explain a bit more what the point of the sheets and such are? Thank you so much.

TIJANI BEN JEMAA: I think that the sheet will be to understand if the trainee has already benefited from the webinar. It is not an evaluation of the trainer; it's more an opinion about the knowledge received about their efficiency. Perhaps we're doing something that's not efficient at all, so we need to know it. The best is to have it session-by-session, and online. We'll do it online. Not a written paper. Everyone will fill in a form online, so after the webinar the staff will receive all the sheets.

According to those sheets we can see them and before the next webinar, if there is something in the [logistics? 08:48] that we have to correct, we try to correct it. If it's about language, we'll try to find a way, etcetera. So this is the objective of the session-by-session evaluation sheet. Does this answer your question?

DARLENE THOMPSON: Yes. Thank you.

TIJANI BEN JEMAA: Okay, thank you. Maureen, are you [inaudible 09:26] what I said? Do you agree with the evaluation sheet, session-by-session, and the evaluation sheet at the end?

HEIDI ULLRICH: Are you asking me?

TIJANI BEN JEMAA: I'm asking Maureen.

MAUREEN HILYARD: No, I agree that there should be some sort of evaluation, and even if straight after the session there was a little short thing about telling people… People should know what the expectations are of each of the webinars. What are we trying to achieve with this particular webinar? What are the key points? Then we could just say… For example if there were three key objectives for the communications one, we could ask, "Did we achieve that for you in this webinar?" or something, so that they can just go, "Click click click," "Yes/No." I don't think we need to make it too onerous as an ongoing thing. At the end of the session, before they go to London, then they can do an overall one, perhaps.

TIJANI BEN JEMAA: Thank you Maureen. I also echo what Siranush said. She said that the final evaluation could be included in the evaluation of the Summit as a whole. I don't know what you think about that?

MAUREEN HILYARD: I think yes, we need to have a final evaluation, and it should be just incorporated into the evaluation of the Summit itself, yes.

TIJANI BEN JEMAA:	Okay, thank you. So the final evaluation will be included in the evaluation of the Summit. We will not do something special now. Now we'll focus on the session-by-session evaluation. Maureen, you have ideas. Can you make a draft of the evaluation sheet that we can use?
MAUREEN HILYARD:	Yes, I can do that, and I'll discuss with you about how we can do it. I think basically, as long as I have the clear objectives about what each of those sessions is going to be about, I don't think it will be much of an issue. Comments are very welcome.
TIJANI BEN JEMAA:	Okay, thank you. So you'll send it on the Capacity Building list and we'll try to discuss it all together. The whole group will discuss it. This is one point – the evaluation sheet. What do you think we have to do further for this Capacity Building Program? Do you think there is something missing? Do you think that we have to do something to make it more efficient? Do you have any suggestion? Because now we're proceeding, we're starting. If you have any ideas that we can use…

Okay, so not other ideas. I think that now you have the programs, the table, and you know the webinar sessions. I expect everyone will be on each of those sessions, and we ourselves will try to make a small evaluation for each session for ourselves as a group, so that if there's something to improve we can try and improve it. All of us will attend all the webinars, I hope. Any small thing that we want to improve on, we'll send an email on the mailing list, work together on this point and try to address it. Okay?

Any other ideas? Any other suggestions? Yes, Maureen?

MAUREEN HILYARD: I was just thinking that it may be an idea to perhaps send the evaluation sheets, for example, before each of the sessions, and tell everyone, "This is an evaluation sheet that must be completed at the end of the webinar," and that they must submit it, and that this is an expectation of our training problem and the whole ATLAS thing. It's just that if they know in advance that they have to do something, and it's going to be an expectation, then perhaps that will actually force them to come, or something.

TIJANI BEN JEMAA: I'm sorry, Maureen, I didn't understand what you said. The line isn't the best. If you can repeat, clearly, at least the key words?

MAUREEN HILYARD: Sorry. I just said that the evaluation should go to each "would be" invitation to attend that particular session. The evaluation should go out with the invitation, so that they understand exactly what the program is going to be about, and there's an expectation that they have to submit an evaluation at the end of it, and that their attendance will be logged.

TIJANI BEN JEMAA: Okay, now I understand. It's a very good idea. Perhaps for the first session we will not manage to do so, because the first session will be tomorrow. We'll do that for the next one. The most urgent thing is to

have the form, the pamphlet ready now, very soon, and we have to discuss it together in the group through the email. Once adopted you will [mail it? 16:44] for the next webinar. Not the communication, because that's tomorrow.

Yes. Natalie said that we can use the AC room to put the evaluation. [rolling? 17:10]. She said that we can have a quick survey in the AC room for each webinar session. I don't know… This is a technical thing. I don't know if it's possible, but she said it's possible. If it's possible, that's better.

MAUREEN HILYARD: That would be great if we could do that, with 160 people online, but I doubt whether we'd actually have everyone in the Adobe room, that's the only problem unfortunately.

TIJANI BEN JEMAA: Yes, you're right. More than that – your idea Maureen is very good; to send the evaluation sheet with the invitation, so that people are reminded that they will have to fill it in and they'll pay attention at the [inaudible 18:12] so that they can include them in the evaluation sheet. Send the evaluation sheet with the invitation in any case, and if it's possible we can do it on the Adobe Connect. But in any case it must be filled in. If it's not possible on the Adobe Connect we'll do it electronically.

Yes. Also, Narine said that the chat room can also be used to gather the feedback. Yes. If we use it, not everyone will react. But if we give an

evaluation sheet everyone has to put something, and this is important for me because it's important to know, even if people don't have anything to say, they have their sheet and they say nothing. Okay, that's good.

So, Action Items. First, Maureen will prepare a draft very soon, and once sent by email we're all to react on it to say whether it's okay, or whether we think something should be added or changed. But we have to act very fast so that we adopt it and we prepare it for the next webinar. It will be sent with the invitation. Okay? Any other things you think we're to add here?

HEIDI ULLRICH: Tijani? Could you please re-state that Action Item as you'd like it recorded?

TIJANI BEN JEMAA: Okay. Maureen will prepare a draft of the evaluation sheet. She'll send it on the mailing list of the Working Group. All Members of the Working Group have to react on it; to accept it as is, or modify it. Once adopted it will be sent to staff, asking them to send it every time, with the invitations, so that people know they have to fill it in at the end of the session. Clearer, Heidi?

HEIDI ULLRICH: Yes, thank you very much.

TIJANI BEN JEMAA: Thank you. Any other business? Anything else you want to add? I don't see anyone raising their hands. Thank you very much. We have to keep an eye on the mailing list so that we agree on the evaluation sheet, and we'll adopt it as soon as possible. Thank you very much. Bye-bye.

[END OF TRANSCRIPT]