TECHNICAL ASSISTANCE WORKSHOP WORKING GROUP
ROLES AND RESPONSIBILITIES

The following provides a summary of the roles and responsibilities of working group (WG) members in planning and conducting technical assistance workshops (TAWs). For more information on each of the steps, please see the TAW Manual.

**TCTC Chairperson:** initiates planning process for TAWs.
- Contacts Regional Chairpersons (RCs) to solicit interest in conducting TAWs prior to AGM; meets with the Secretary General (SG), volunteer DIAs, and RCs to discuss details of the workshops (e.g. purpose, timing, location, etc.); and creates a calendar of TAWs to be approved by TTAC and EXCO.
- Forms a WG for each TAW, including designation of various roles within the WG, in consultation with the SG and host DIA.
- Reviews and approves the draft TAW agenda, in consultation with the WG.
- Reviews participant evaluations and discusses incorporating suggestions into future TAWs with the WG after the workshop is complete.

**IADI Expert:** assists with topics and speakers.
- Leads in identifying speakers and presenters and fine tuning the substance of the workshop. In some cases, the Expert and the Working Group Coordinator may be the same person.

**Working Group Coordinator (WC):** a TCTC member who serves as the liaison between the WG and the TCTC and the project manager for the TAW.
- Schedules and leads the WG conference calls (creates call agenda, summarizes action items, etc.)
- Maintains the Milestones Spreadsheet and ensures the tasks remain on schedule.
- Holds preliminary discussions with the Local Liaisons regarding the workshop venue and facilities.
- Assists in drafting of TAW agenda and contacting speakers with Local Liaison, using input from the WG and other relevant IADI Members as necessary.
- WC and Local Liaison receive and review presentation materials and provide appropriate feedback. WC shares presentation materials with facilitators and panelists as appropriate.
- Collects the participant evaluation or feedback forms at the end of the workshop.
- Submits a final report to SG, RC, TCTC chairperson, and the host DIA.

**Secretary General (SG)/Secretariat:** the Secretariat oversees the beginning stages of planning the TAWs.
- Meets with the TCTC Chair, volunteer DIAs, and RCs prior to the AGM to discuss TAWs. May solicit TAWs. Conducts analysis and provides input to the IADI research plan for future workshops and conferences.
- Assists the TCTC Chair in designating an IADI Expert.
- Reviews and approves the draft agenda in consultation with the WG.
- Contacts potential speakers when WC and Liaisons need assistance.

*Note: roles and responsibilities based on Manual for Planning and Conducting Technical Assistance Workshops.*
• Sends, in consultation with the host DIA, IADI Members or RC members “save the date” invitations, the draft agenda, and explanation of the structure of the workshop, including any registration fees.

• Discusses whether local media will be invited with the Local Liaison and the host DIA.

• May serve as round table facilitators.

• Reviews participant evaluations and discusses incorporating suggestions into future workshops with the rest of the WG after the workshop is complete.

• Sends thank you notes to the distinguished outside guest speakers and presenters.

**Regional Chairpersons (RCs):** ensures the TAW focuses on regional specific topics.

• Solicits TAWs in their respective regions as well as preferences for specific Core Principles or other topics to be the focus of the workshop. Meets with the TCTC Chair, SG, and volunteer DIAs prior to the AGM to further discuss TAW details.

• Assists the TCTC Chair in designating an IADI Expert.

• Reviews and approves the draft agenda in consultation with the WG.

**Host DIA:** ensures the TAW focuses on requested topics and assists the SG in informing IADI Members of the TAW.

• Designates Local Liaison for planning and conducting the workshop logistics.

• Begins drafting the agenda. Reviews and approves the draft agenda in consultation with the WG.

• Assists the SG in sending IADI Members or RC members the draft agenda and explanation of the structure of the workshop, including any registration fees.

• Sends a request to presenters and speakers to send their brief biographies and presentation materials.

• Discusses whether local media will be invited with the SG and Local Liaison.

• May serve as the master of ceremonies for the introductory session of the workshop.

**Local Liaison:** member of the host DIA who can marshal the DIA’s resources to complete administrative and logistical tasks for the workshop.

• Reserves venue and block of hotel rooms; keeps WC informed of facilities and logistics.

• Collaborates with the WG to begin drafting the agenda.

• Receives and reviews participant nominations; reminds DIAs that have not yet submitted participant nominations.

• Makes arrangements for participant and speaker visas, transportation, and breaks (such as coffee and other meal breaks).

• Discusses whether local media will be invited with the SG and host DIA.

• Receives and reviews presentation materials with WC and provides appropriate feedback.

• Handles all on-site administrative tasks prior to the workshop. This includes making hard copies and binders of relevant documents; designing and producing appropriate signage; arranging the coffee breaks, lunches, and dinners; arranging souvenir gifts for the speakers and presenters (optional); conducting the review of the workshop venue and testing audio-visual equipment with the WC; and arranging the group photo of all participants and presenters.

• Submits financial report on workshop costs and the final version of all event materials to the Secretariat for upload on the Members-only website.

*Note: roles and responsibilities based on Manual for Planning and Conducting Technical Assistance Workshops.*