



Training Manual

International Association of Deposit Insurers

Document prepared by the International Association of Deposit Insurers, with the collaboration of the Training and Technical Assistance Council Committee, the Capacity Building Technical Committee, and the IADI Secretariat Training and Capacity Building Unit.

April 2022



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Introduction

The mission of the IADI Training and Technical Assistance Council Committee (TTAC) is to provide oversight regarding compliance with the IADI Core Principles for Effective Deposit Insurance Systems (Core Principles); facilitate the sharing and exchange of expertise and information on deposit insurance issues through training, development, educational programs and conferences; and oversee and review the core curriculum for the training and technical assistance program. The Capacity Building Technical Committee (CBTC) is charged with supporting IADI Members and the Secretariat Training and Capacity Building Unit (TCBU) in the organization of training events and in evaluating and updating IADI's long-term training and technical assistance agenda, direction, and strategies.

The IADI Secretariat TCBU is responsible for coordinating and delivering IADI's training and technical assistance activities. The TCBU's main goal is to develop programs to provide training and capacity building services to IADI Members in order to modernize and upgrade their systems, including executive training sessions on topics chosen by Member surveys, training related to the IADI Core Principles review and regional technical assistance workshops. On behalf of IADI, the TCBU also builds and maintains effective working relationships with other international institutions and safety-net organizations such as the Bank for International Settlements, International Monetary Fund, World Bank, and the Financial Stability Institute, in furthering training on deposit insurance and bank resolution issues.

An IADI sponsored event is any virtual or live training event that carries IADI branding and logo, or any related IADI materials, even in those cases where the event does not require funding from IADI. Training events that are organized by and for IADI Regional Committees, including webinars, workshops, and conferences, are deemed IADI sponsored events as IADI Regional Committees are organs of the Association. As such, the organisers or hosts of these events are required to seek approval from and coordinate with the Secretariat's TCBU and follow the guidelines provided in the IADI Training Manual.

There are various types of training events covered by this manual:

Workshops: include features of a training workshop, an educational workshop, and a conference. The host deposit insurance agency (DIA), in collaboration with the Regional Committee Chairperson, TCBU, and the CBTC Chairperson, select one to three Core Principles¹ or an operational theme that incorporates a cohesive set of Core Principles for in-depth discussion, analysis, and review of global best practices. Experts from IADI and collaborating international organisations give presentations on specific aspects of the selected Core

¹ For most cases, the number of Core Principles discussed should be limited to no more than one per day, meaning that for a two-day workshop, a maximum of two Core Principles would be discussed. This will allow maximum time for discussion and analysis of each Core Principle and provide workshop participants with time to discuss and address gaps faced by the DIAs participating in the workshop.



Principles. Another valuable component is a roundtable discussion where participants work on case studies that promote a discussion on gaps and challenges in the selected Core Principles in their respective DIAs in comparison with the IADI Core Principles and best practices.

In view of the extensive interactions expected among the participants and the experts, the optimal number of participants in such a workshop is 30 to 40, and typically the participants include mid- or senior-level managers in DIAs who will benefit from the in-depth analyses of key issues. Alternatively, the region may decide to open the workshop to a larger number of participants. In such case, breakout sessions could be used to facilitate discussions among smaller groups.

Conferences: are formal events that last a day or several days with features of a meeting, seminar, workshop and may include group or roundtable discussions on a specific topic.

IADI has typically deployed training initiatives and programs in-person (e.g., workshops and seminars). In-person training allows participants to network with other participants and instructors throughout the event, and the training sessions can cover multiple aspects over the course of several days. IADI introduced Remote or virtual training sessions when travel was restricted due the COVID 19 pandemic. Remote training uses communication platforms designed to support webinars and live-streaming meetings. Apart from flexibility, remote training options offer a number of benefits, in particular extending training opportunities to presenters and participants from jurisdictions that may not have the opportunity to travel to training events, while also allowing IADI to open up the training to a broader audience, providing members with a direct advantage for a larger number of their staff.

Remote training options include self-directed education such as online courses, webinars which are online training events where a speaker delivers presentations to a group who participate by submitting questions, responding to polls, etc. Other remote training options include video conferencing which is a live streaming of audio and video that allows participants to have discussions, screen casts that include screen tutorials and blended learning which involves a combination of the above mechanisms.

This manual provides detailed instructions and guidelines for planning, preparing for, and conducting IADI training events. It provides guidance for both in-person and virtual events. Some of the suggested action items may not be appropriate or applicable to a specific hosting DIA and have been marked as "optional" in the below text.

Planning and Implementing an IADI Training Event

IADI Sponsored Event

An IADI sponsored event is any virtual or live training event that carries IADI branding and logo, or any related IADI materials, even in those cases where the event does not require funding from IADI. Training events that are organized by and for IADI Regional Committees, including webinars, workshops, and conferences, are deemed IADI sponsored events as IADI Regional Committees are organs of the Association.

As such, the organisers or hosts of these events are required to seek approval² from and coordinate with the Secretariat's TCBU and follow the guidelines provided in the IADI Training Manual. The coordination includes scheduling the event to avoid conflict with other IADI events, following basic protocols to keep the TCBU informed on the progress organizing the event (including agenda, speakers, format, etc) and collecting feedback after the event.

Host Selection

Several weeks prior to the IADI Annual General Meeting, the TCBU requests that the Regional Chairpersons inform the Secretariat on planned training workshops, webinars and regional/international conferences during the next one or two fiscal years.³

The Regional Committee Chairpersons solicit and receive from the Regional Committee members their preference for hosting training events, and for which Core Principles or other topics should be the focus of the events. These Core Principles or topics would reflect emerging issues, gaps and challenges faced by the members of the Regional Committee and would be used as a guide in developing the workshop agenda.

The overall structure and format of the training event depends on the purpose. In deciding the format, location and possible funding⁴ of the training event, guidance is received from IADI's "[Policy on Hosting IADI Annual General and EXCO Meetings and Conferences](#)" (login required) issued in October 2017. In January of each year, the TCBU will contact the Regional Chairpersons and host jurisdictions to validate the proposed dates for the training events to avoid conflict with other planned IADI events.

² The approval process or the need to coordinate with TCBU exclude coordination and information sharing meetings and other general closed meetings (specific to a particular Regional Committee e.g., CEO roundtable) organized by IADI Regional Committees.

³ IADI fiscal years run from 1 April to 31 March the following year.

⁴ Funding is to be discussed between the host DIA and the STTAA. IADI typically allocates funds annually for partial funding of such workshops. In addition, external sources may be approached for financial support. These include the World Bank, the Toronto Centre, Africa Development Bank, Asian Development Bank, U.S. AID and the European Bank for Reconstruction and Development.



The CBTC Chairperson, in coordination with the TTAC Chairperson, agrees upon and shares the FY calendar (schedule) for training events with the IADI Executive Council (EXCO).

Funding of Training and Knowledge Events

The IADI Budget each year provides several avenues of financial support for regional and training initiatives under Regional Outreach Funds and Training Initiative Support (FSI Connect licences, Core Principles Expert Workshop, SATAP support and Regional Capacity Building and Core Principles Workshops).

Regional Outreach Support

Each IADI Regional Committee receives funding support towards expenses incurred in hosting a Regional conference or workshop. The regional outreach support may be extended to regional conferences or outreach meetings, without a specific capacity building agenda (for example a regional meeting to facilitate regional cohesion and attract new membership to IADI). Each Regional Committee informs IADI at the start of each financial year on their intention to utilise these funds.

The costs or expenditures that qualify for reimbursement under this financial support include networking reception, facility and equipment rental, travel for speakers to participate at a Regional Committee workshop or conference and other costs related to the hosting of the workshop or conference. The Host jurisdiction may reach out to the Secretariat to discuss its cost line items and verify if they apply for reimbursement

The Regional Chairperson has to countersign the claim made by the Regional Event host, as the Chairperson needs to keep track on Regional Committee funds utilisation and what eventually is left to use for the year.

Exceptional cases, for example when an IADI Member representative is asked to represent IADI at a Partner event, are considered on a case by case basis. The reimbursement of such costs would need the approval of the EXCO Chair and Secretary General. Please refer to Annex E for the IADI Policy and Procedures of Funding for Regional Outreach Activities.

Training Initiative Support

The training initiative support applies more specifically to Regional Capacity Building and Core Principles Workshops. The CBTC and TCBU coordinate the workshops or capacity building events. Reimbursement for the Host jurisdiction applies to costs incurred for workshops or training events with a specific capacity building aspect or intent in the program. The



reimbursement process follows the same principles applied to Regional Committee outreach funds.

In order to qualify for the regional capacity building/workshop funding, the Host and/or Regional Committee Chairperson contact the TCBU prior to the event, to verify availability of such funds for such an event and to notify that a claim will follow. The TCBU will consult with the Secretary General and indicate if funding will be available. The Host should provide invoices for the applicable expenses related to the capacity building event/workshop and the Secretariat General will approve the release of a reimbursement payment to the Host of the capacity building event/workshop. Funds are not released upfront, without justification, as claims should be accompanied by copies of invoices.

The funding support for capacity building/workshops and Regional Outreach funds could occasionally be combined to meet expenses for Regional Committee coordinated meetings combined with a capacity building event/workshop.

In-person Events

1. In-person Training Events Preparation

[Key: T minus 19 (T-19) means the task ideally should be completed 19 weeks before the first day of the workshop, where T represents the first day of the workshop.]

- 1.01 The TCBU sets up a Working Group to coordinate the overall planning of the training events. Working Group members typically include representatives from the TCBU, host DIA, the Regional Committee Chairperson, and CBTC Chairperson or designee. The STTAA, designates one of the TCBU members, typically the Training Assistance Analyst (TAA), to act as the Working Group Coordinator (Coordinator); the host DIA designates a Local Liaison (Liaison). [T-19].

The Coordinator acts as a project manager for the event and schedules a series of conference calls (and exchanges emails) to prepare for the event. It is recommended that these conference calls be held monthly for T-19 – T-8, and then weekly or bi-weekly from T-8 to the start of the event, as needed. The Coordinator is responsible for helping set the agenda for the call, ensuring that the group discussions stay focused on the agenda, and for summarising follow-up actions, responsible party, and expected time of completion.

- 1.02 The Liaison assists in planning and conducting the workshop logistics. The Liaison is typically a senior-level manager in the host DIA who can marshal the DIA's resources to complete administrative and logistical tasks for the workshop. The Coordinator ensures that the venue and a block of hotel rooms are reserved by the Host DIA as early as possible once the dates are set. The Coordinator, in consultation with the local liaison, also updates the Training Event Milestones spreadsheet showing the status of activities as completed, in progress, and behind schedule. The spreadsheet is shared with the Working Group during the periodic conference calls and with the CBTC. [T-18]
- 1.03 The TCBU in particular the TAA sets up the registration web page. The Liaison ensures the registration web pages and the registration process is done in cases where the host manages the registration process. The TCBU may assist the host in creating registration web pages and manage the registration process in cases where the host is not managing the registration process. [T-17]
- 1.04 The TCBU, in particular the TAA, ensures that moderators and speakers have knowledge and access to the relevant guidance when preparing their presentations. As the supporting role of the Expert Training Working Group (second stage of the Expert Training Program with participants who have successfully completed the Practitioner's

Workshop and wish to become designated as an individual capable of participating in a SATAP), they may support IADI's workshops and conferences by advising on agendas or serving as presenters/facilitators.

- 1.05 The TCBU, in consultation with the host DIA and the Working Group, sends out "Save the Date" invitations to IADI Members or to just the DIAs in the region, depending upon the purpose and structure of the training event. The invitation includes the training event dates, location, overall theme, major topics, and targeted level of participants, if appropriate.
- 1.06 The invitation may indicate that a limited number (a maximum of three, for example) of participants will be accepted from a single DIA. Also included is a link to the registration web page, visa requirements and hotel room booking, where applicable. **Note: some jurisdictions may require an earlier registration deadline if their visa requests take longer than the average amount of time to process.** [T- 15]
- 1.07 The Coordinator holds preliminary discussions with the Liaison regarding the workshop or conference venue and facilities (hotel, conference centre, DIA facility, etc.), minimum required space and breakout rooms, physical layout of furniture for the training event (see Annex C), audio-visual needs, and visa requirements and procedures. [T- 15]
- 1.08 The host may organise an excursion for participants, speakers and spouses (optional). If necessary, the host DIA may choose to charge a fee for the excursion. The host may propose to have a welcome reception on the first day of the event (optional).

2. Agenda, speakers, facilitators, and participants

- 2.01 The host DIA, in collaboration with the Working Group, begins to prepare a draft agenda showing possible sessions, speakers⁵, presenters, and moderators or panel chairpersons. Generally, workshop agendas maybe structured in a format that allocates 60 percent of the time to presentations and 40 percent for discussions. For conferences, 80 percent of the time maybe be devoted to presentations and 20 percent to question and answer sessions. [T- 14].
- 2.02 The Working Group reviews and approves the draft agenda and speaker selection. [T- 10]

⁵ The TCBU may help source speakers for training events.

⁶ Consideration should be given to suggesting materials to read prior to attending the workshop, such as the training on Core Principles on-line tutorial offered by the Financial Stability Institute (FSI) Connect.

- 2.03 The host DIA in collaboration with the TCBU invites potential speakers, presenters, panel chairpersons and facilitators/moderators. [T-10]
- 2.04 The host DIA and the Secretariat TCBU send IADI Members or Regional Committee members, as appropriate, the registration information, including draft agenda with tentative speakers, along with a detailed note about the structure and process of the training event, any registration fees required, and what is expected of the participants.
- 2.05 The Liaison will ask participants to send in any visa letter requests, and dietary restrictions. [T-10]
- 2.06 The Liaison sends a request to the presenters and speakers to send their brief biographies (not more than one page per speaker) and presentation materials (PowerPoint slides) by T-4. The Liaison and TCBU provide speaker and moderator guidelines and presentation template to presenters and moderators (see Annex D for sample speaker and moderator guidelines). [T- 9]
- 2.07 The Working Group continues to review and finalise the agenda, speakers, and logistical arrangements. [T-7]
- 2.08 The Liaison, in consultation with the head of the host DIA and the WG, discuss and decide if the local media will be invited to attend part of or the entire training event and also if there will be a press conference at some appropriate time. [T-7]
- 2.09 The TCBU sends reminders to IADI Members to register for the event. [T-6]
- 2.10 The Coordinator discusses with the Liaison a proposed workshop or conference facility layout diagram (see Annex C for a sample layout). For a workshop, ideally, five to eight participants are assigned to one round table along with one facilitator. The facilitators could be IADI CP Experts or the IADI Secretariat staff. This ensures good interaction and discussion among the participants. If there is more than one participant from a DIA, they preferably should be assigned to different tables. [T-6]
- 2.11 The Liaison, Coordinator and facilitators/moderators receive presentation materials (such as PowerPoint slides) from presenters and speakers. [T-4]
- 2.12 The Liaison, in consultation with the TCBU, designs and produces appropriate signage for the training event including banners, posters, directional signs, name tags for participants and speakers, and tent cards showing the name and country of each participant. [T-3]

- 2.13 The Coordinator conduct the last pre-workshop conference call or exchanges emails with the Working Group, to confirm all arrangements are made and all systems are ready to go. The Liaison and the coordinator also confirm the participation of all speakers and presenters. [T-1]

3. On-site Conducting the Workshop

- 3.01 Typically, the head of the host DIA or another senior official from the host DIA designates, or serves as, the master of ceremonies for the introductory session of the workshop.
- 3.02 At a convenient time during the workshop, the Liaison arranges for a group photo of all participants and presenters. Copies of the photo are shared with all on the last day of the workshop or electronically.
- 3.03 The master of ceremonies reminds the participants to scan the QR Code, use the link, or fill out the physical evaluation forms to provide feedback/evaluation (while impressions are fresh). (See Annex D for an example evaluation form). This is an extremely valuable tool for the workshop organisers, CBTC, and the TCBU for planning future workshops.
- 3.04 The facilitator assigned to each round table guides the group's discussion as needed and directed by the workshop or conference format and responds to any technical questions.
- 3.05 The TCBU will analyse responses to the feedback survey and provide a summary in the event and Lessons Learned report.

4. Post Workshop Follow-up

- 4.01 The head of the host DIA or the TCBU sends thank you notes to the distinguished outside guest speakers [T+2]
- 4.02 The Liaison submits the final version of all event materials and the original participant evaluations to the TCBU/ IADI Secretariat. The agenda and presentation materials will be uploaded to the Knowledge Materials on the Members-only website [T+2]
- 4.03 The Liaison submits a financial report on workshop costs to IADI Secretariat and other external funding agencies to receive reimbursements, as per IADI policy. See Annex E. [T+2]

4.04 The TCBU, in particular the TAA prepares the draft report, and solicit for comments from the Liaison and Working Group Members before submits a final report to the Regional Committee Chairperson, CBTC chairperson and the host DIA. The final report will be submitted four (4) weeks after receiving input/comments from the Liaison.

4.05 The final report includes:

- a brief overview of the workshop,
- key takeaways, and
- a summary of participants' feedback and evaluations.

See Annex D for a sample report.

4.06 IADI Secretariat staff conducts further analysis and provides input to the IADI research plan for the subsequent fiscal year, as well as future workshops and conferences.

Remote/Virtual Training Events

1. In-person Training Events Preparation

The Host should determine the learning objectives, taking into account the learning outcomes and possible takeaways from the session(s). The purpose of the event may influence the choice of online tool or platform on which the event will be held or how certain tools will be used.

Unlike in-person training sessions, and because of the limitations of virtual or remote training sessions, selecting a topic for a virtual training event requires careful consideration of participant interests.

The length or duration of the training course will depend on the topic and objectives selected. Topics that are lengthy and require various issues to be presented are usually delivered better if they are broken down into modules or sessions. In general, the benchmark should be to limit duration of one session to 90 minutes.

For a live virtual event with participants from other regions, it is important to try to pick a time that works for as many participants as possible. If that is not possible, the host should determine whether content can be made accessible after the live presentations for those who could not make it.

- 1.01 The Host DIA will notify the CBTC Chairperson and STTAA (and/or his/her representative in the Secretariat) at least ten to twelve weeks prior to the planned remote training event to coordinate on event dates, themes and content. This coordination is key when the Host DIA is planning to utilize extensive Secretariat resources to organize the virtual event. [T – (10-12)]
- 1.02 The Host DIA must designate a primary organizer for the event to be the Local Liaison. If a Regional Committee (RC) endorses the event, the RC Chairperson (or his/her representative) should also be designated and participate in planning for the event. The STTAA (or his/her representative) will act as Coordinator for the training event. [T-(10-12)]
- 1.03 The TCBU will schedule conference calls as necessary to discuss logistics with the CBTC Chairperson, RC Chairperson and Liaison, or designees.
- 1.04 IADI hosted/sponsored events will be held on WebEx, as per BIS guidelines. Use of other platforms is allowed; however, IADI cannot endorse events on certain applications (Zoom, in particular, which is barred from use by the BIS), so approval of the proposed platform is required for IADI-sanctioned events. The Local Liaison and the Coordinator will need to discuss and establish limits on the number of participants that will be accepted overall

as well as from a single DIA, in particular if there are limitations with the platform used when a specific number of participants is exceeded. [10-12]

- 1.05 Funding for IADI Training Events is designated for organizational expenses; as such, it is generally expected that remote training events will not require funding. However, in rare circumstances, the Host DIA may request funding by contacting the IADI Secretariat. Any expenses that were granted funding will require the Host DIA to submit documentation to the Secretariat after the event.

2. Agenda, speakers, facilitators, and participants

- 2.01 The Host DIA will prepare a draft agenda indicating possible speakers and topics. A brief description of the specific goals to be accomplished for each topic should also be included in communications with the Secretariat and CBTC Chairperson. [T-(8-11)].
- 2.02 The CBTC Chairperson, STTAA and RC Chairperson, or designees, if applicable, will review and approve the agenda and/or theme for the event. [T-(6-8)].
- 2.03 The Host DIA and/or RC Chairperson, or the IADI Secretariat if so required, will invite potential presenters and/or panellists. [T-(6-8)].
- 2.04 The Secretariat, in consultation with the Host DIA, through the Local Liaison, sends out "Save the Date" invitations to IADI Members or to just the DIAs in the region, depending upon the purpose and structure of the virtual training event. The invitation includes dates, overall theme, registration information and targeted level of participants, if appropriate. [T-(6-8)]
- 2.05 The Local Liaison will request that presenters and panellists send brief biographies and presentation materials (PowerPoint slides) at least two weeks prior to the event. [T-2]
- 2.06 At least one week prior to the event, the Host DIA must send out relevant materials and discussion questions to lay the foundation for the event. [T-1]
- 2.07 Testing exercises are encouraged with all panellists to mitigate operational risks, by testing the platform, the quality of the audio and video, and ensure that speakers are able to connect [T-1]
- 2.08 The Coordinator, in consultation with the Local Liaison, must ensure that a facilitator is designated during the time of selecting speakers. The facilitator will kick-off the event and introduce the presenters and/or panellists. [T-1]



2.09 The event facilitator must ensure that the event finishes on time and keep track of questions for the presenters and/or panellists. [T-0]

Annex A – IADI Training Events Working Group Roles and Responsibilities

The following provides a summary of the roles and responsibilities of Working Group (WG) Members in planning and conducting training events.

CBTC Chairperson

- Oversees the process of soliciting for interest in conducting training events
- Participates in WG periodic calls.
- Reviews and approves the draft training events agenda, in consultation with the WG.

Training and Capacity Building Unit

- Initiates planning process for the training events
- Contacts Regional Chairpersons (RCs) to solicit interest in conducting training events prior to AGM; meets with the volunteer DIAs, and RCs to discuss details of the workshops (e.g. purpose, timing, location, etc.).
- Creates a calendar of training events to be approved by CBTC and seek concurrence of TTAC and EXCO.
- Forms a WG for each training event, including designation of various roles within the WG.
- Provides the IADI Training Manual and other relevant guidance to the host DIA.
- Serves as the liaison between the WG and the CBTC.
- Schedules and leads the WG conference calls (creates call agenda, summarizes action items, etc.)
- Maintains the Training Event Milestones Spreadsheet and ensures the tasks remain on schedule.
- Holds preliminary discussions with the Local Liaison regarding the training event venue and facilities.
- Assists in drafting of training event agenda, contacting speakers and fine tuning the substance of the workshop.
- Provides speaker/moderator guidelines and technical instructions.
- Schedules test/dry-run with speakers and moderators.
- Prepares the master slide deck for presentations.
- Sends, in consultation with the host DIA “save the date” invitations, the draft agenda, and explanation of the structure of the training event including any registration information.
- Coordinates the registration process for participants.
- Discusses whether local media will be invited with the Local Liaison and the host DIA.

- May serve as moderators/facilitators/presenters in training events.
- Arranges the final call with WG to confirm all arrangements for the training event.
- Collects the participant evaluation or feedback forms at the end of the training event or provide the QR Code and link to the feedback survey to participants.
- Submits event report to WG Members, Host and CBTC Chairperson.
- Reviews participant evaluations and incorporate suggestions into future training events and research.
- May send thank you notes to the distinguished outside guest speakers and presenters

Regional Chairpersons (RCs)

- Ensures the training event focuses on regional specific topics.
- Solicits training events in their respective regions as well as preferences for specific Core Principles or other topics to be the focus of the event. Meets with the CBTC Chair, STTAA, and volunteer DIAs prior to the AGM to further discuss training event details.
- Reviews and approves the draft agenda in consultation with the WG.

Host Deposit Insurance Agency

- Ensures the training event focuses on requested topics and assists the TCBU in informing IADI Members of the training event.
- Designates Local Liaison for planning and conducting the training event logistics.
- Begins drafting the agenda. Reviews and approves the draft agenda in consultation with the WG.
- Assists the TCBU in sending IADI Members or RC members the draft agenda and explanation of the structure of the training event, including any registration details.
- Sends a request to presenters and speakers to send their brief biographies and presentation materials.
- Discusses whether local media will be invited with the STTAA and Local Liaison.
- May serves as the master of ceremonies for the introductory session of the training event.

Local Liaison

- Member of the host DIA who can marshal the DIA's resources to complete administrative and logistical tasks for the training event.
- Reserves venue and block of hotel rooms; keeps WG informed of facilities and logistics.
- Collaborates with the WG to begin drafting the agenda.
- Contacts speakers, panellists and moderators in collaboration with the TCBU and RC.
- 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)-optional.
- Discusses whether local media will be invited with the STTAA and host DIA.
- Collects brief biographies (if applicable) and presentation materials from presenters/panellists and reviews presentation materials with WC and provides appropriate feedback.
- Sends out relevant materials and discussion questions to participants to lay the foundation for the event.
- Handles all on-site administrative tasks prior to the training event. 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 training event venue and testing audio-visual equipment; and arranging the group photo of all participants and presenters.
- Submits the final version of all event materials and evaluations to the TCBU for upload on the Members-only website.
- Submits financial report on workshop costs (if any) to SG/ Secretariat if applicable.
- Provides input to the draft event report.

Summary Table of Actions, Due Dates and Responsible Entities

Planning the fiscal year calendar of training events prior to the AGM (*due dates correspond to the AGM*)

Action	Due Date	Responsible Entity
Contact Regional Chairpersons to begin workshop solicitation	T-10	TCBU
Solicit volunteers to host various workshops	T-9	Regional Chairpersons (RC)
Finalise schedule for next fiscal year with volunteer DIAs and Regional Chairpersons	T-2	TCBU
Present workshop calendar to TTACC and EXCO	AGM	CBTC Chair

Preparation, Agenda, On-site, and Post Training Event Follow-Up (*due dates correspond to the start of the training event*)

Action	Due Date	Responsible Entity
1.01 Set up a Working Group (WG) to coordinate overall planning; also designate a Coordinator and Liaison	T-19	CBTC Chair, Host DIA
1.02 Reserve venue and block of hotel rooms	T-18	Coordinator
1.05 Send out "Save the Date" invitations	T-15	Secretariat
1.07 Discuss facilities & logistics	T-15	Coordinator and Liaison
2.01 Prepare draft agenda and speakers	T-14	Host DIA, WG
2.02 Start contacting/inviting speakers	T-10	WG
2.02 Approve draft agenda and speakers	T-10	WG
2.04 Send invitation to IADI/RC members	T-10	Secretariat and Host DIA
2.06 Ask speakers to send their bio and presentations by T-4	T-9	Host DIA
2.07 Review and finalise agenda and speakers	T-7	WG
2.08 Decide whether to invite local media	T-7	Liaison, host DIA, SG

2.09 Review participant nominations	T-6	Liaison
2.10 Finalise training event facility layout and AV set up	T-6	Coordinator and Liaison
2.11 Receive speaker presentations and bios	T-4	Liaison; Coordinator
2.12 Produce signage, name tags, evaluation forms	T-3	Liaison
2.13 Conduct final conference call with WG to confirm all arrangements and speakers	T-1	Coordinator
3.02 Arrange for a group photo of all participants	Day 1	Liaison
3.03 Remind participants to fill in evaluation forms/provide feedback	Day 1	Coordinator or master of ceremonies
4.01 Send out thank you notes to distinguished outside guest speakers	T+2	Host DIA Head or SG
4.02 Liaison submits final version of all event materials and evaluations to Secretariat	T+2	Liaison
4.03 Submit financial report on workshop costs to SG/ Secretariat	T+2	Liaison
4.04 Submit final report on the training event to WG members	T+4 (after receiving input from host)	Coordinator
4.05 Analyse report for future workshops and research	T+ 5	TCBU

Virtual/Remote Training Event

Action	Due Date	Responsible Entity
Start planning in consideration of purpose, topics, length/duration, and schedule	T-(10–12)	Host DIA
1.01 Notify CBTC and STTAA on plans to host a virtual training event and schedule coordination call (agree on timing of subsequent calls as needed).	T-(10–12)	Host DIA
1.04 Choose a platform	T-(10–12)	Host DIA
2.01 Prepare a draft agenda	T-(8–11)	Host DIA

2.02 Deliver a draft agenda for review and comments.	T-(6-8)	Liaison
2.04 Coordinate registration and hosting needs with the Secretariat. Contact panellists/presenters.	T-(6-8)	Liaison and Coordinator
2.04 Finalize agenda approval and send out "Save the Date", including registration information. Finalize speaker confirmations.	T-(6-8)	Working Group
2.05 Collect brief biographies and presentation materials from presenters/panellists.	T-2	Liaison
2.06 Send out relevant materials and discussion questions to participants to lay the foundation for the event.	T-1	Liaison
2.07 Perform testing exercises and check connectivity issues.	T-1	Liaison and Coordinator
2.08 Kick-off the event and introduce the presenters and/or panellists.	Day 1	Liaison, Coordinator and Facilitator
2.09 Ensure the event stays on track to finish on time and keep track of questions for the presenters and/or panellists.	Day 1	Liaison, Coordinator and Facilitator

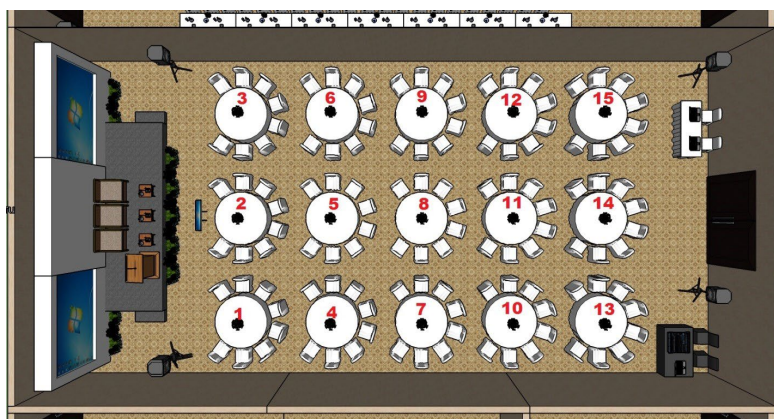
Annex B – Optional Checklist for In Person Events

The annex contains things that have been done in the past but are optional and the host jurisdiction may implement some of these at their discretion.

- The Liaison makes appropriate arrangements for participant and speaker visas; transportation from airport to the hotel, transportation from hotel to workshop site (if not at the same location); and coffee breaks, lunches, and dinners. Some of these tasks may be optional [T - 9]
- The Liaison prepares binders or folders for participants. The binders contain the workshop agenda, speakers' bios, appropriate logistical information, workshop evaluation form [see Annex C], blank sheets or note pads, pens, pencils, and copies of speaker presentations or links to the presentations. The Liaison also makes a few hard copies of key documents such as the IADI Handbook for use during the workshop. It is not necessary to provide each participant with these documents; instead, copies should be available for their reference. [T-3]
- The Liaison arrange for all coffee breaks, lunches and dinners, taking into account any dietary restrictions some participants may have. [T-3]
- The Liaison may arrange for small souvenir gifts for the speakers, presenters and expert facilitators. [This is optional.] [T-2]
- The Liaison and the Coordinator, if available, conducts an on-site review of the workshop venue and test all audio-visual equipment, especially the microphones at each round table and at the lectern. They ensure that all PowerPoint presentations are loaded on a lap top computer and tested. [T-1, the day before the start of the workshop]

Annex C – Sample Workshop Room Layout

Below is a sample room layout from the APRC Regional Workshop in Indonesia - July 2017.



Annex D – Samples from Previous Workshops

- [Protocol for workshop participants](#)
- [Participant Sample Feedback Survey](#)
- [Conference Agenda](#)
- [Breakout Group Discussion Agenda](#)
- [Workshop Agenda](#)
- [Webinar Agenda](#)
- [Conference Agenda](#)
- [Speaker Guidelines and Technical Instructions](#)
- [Moderator Guidelines for Panel Discussions](#)
- [Invitation Letter](#)
- [Minute-to-Minute Planner](#)
- [Thank you Note](#)
- [Final Report](#)

Annex E – IADI Policy and Procedures of Funding for Regional Outreach Activities

- [IADI Policy and Procedures of Funding for Regional Outreach Activities](#)