

## **Capacity Building Committee - Guidance for IASSW mini conferences linked to Board meetings.**

### **Aim and history**

Following Board meetings it has been customary for a small conference to follow at the university hosting the IASSW Board meeting. With the establishment of the Capacity Building committee in 2009 these events began to play a more significant role in IASSW as a service to members. In 2010 it was formally agreed that the decision about the location of the Board meeting should take into account the potential for capacity building, as well geographical equity. Policies were written about the aims of capacity building (to be found on the web site).

### **General Principles**

The capacity building events have differed, from full blown conferences over several days (Mumbai, Jakarta, Hanoi and Ljubljana) to single day events (Parma, Copenhagen, Nairobi, Los Angeles, Vancouver and Medellin). Some have been very formal with dignitaries from the Ministries and the University, while others have been focused solely on professional issues of mutual interest.

The principles underlying the design of all the conferences however remain the same:

- The aim is for mutual learning and collaboration. Topics arise from dialogue between all the parties with the host university usually researching priorities from their local, national and regional constituencies. Topics finally chosen should be relevant to everyone, local, regional and international educators so that all parties can contribute and participate fully. The aim is not to showcase the host university nor is it for the international visitors to take the lead in imparting knowledge.
- IASSW always aims to collaborate fully with the relevant Regional Association. The programme and arrangements are the product of all parties; the local university, national social work education organisations and professional organisations, the Regional Association and IASSW Board members. The programme materials should show the logos of all parties and the opening and closing ceremony or remarks should formally recognise every organisation involved.
- It is usual for the host university to provide refreshments during the conference. Depending on GDP, the IASSW can often provide funds to assist with funding the conference. The lead organiser in the host university should make enquiries of the chair of the capacity building committee, or the President or Treasurer, and include a detailed budget plan with each element itemised. If funding is agreed all receipts and proofs of expenditure should be retained and submitted along with a statement to IASSW.
- The conference should be advertised in good time and where possible a national audience should be invited.

### **Specific guidelines to organizing a workshop/mini-conference**

1. **Six months** – following the Board decision about the location of the next meeting and capacity building event. The organisers of the next event will identify themselves. From IASSW this will be the chair of the capacity building committee (or delegated committee member). The IASSW Board member hosting the next meeting/capacity building event will identify who will be the organiser from their university. Local organisers should be reminded that there may be some funding should this have been agreed in the budget. A decision should be made about the need for translation services.  
IASSW organiser will contact the President of the Regional Association to inform them about the meeting, the event and invite them to take part in the planning.

**N.B.** The organisation of the Board meeting itself is not done by the Capacity Building Committee. Dates and arrangements should to be coordinated throughout via the President's assistant who will be handling the arrangements for the meeting.

2. **Four Months**– Planning should be well under way and all parties communicating well. IASSW organiser should check to ensure that topics are being sought from the local university, national social work education organizations, professional organizations, regional association ready for a discussion about themes and inputs.
3. **Three months** – A focus and themes should have been identified of use to social workers in that city and country, and of interest to IASSW members. This may be the time to confirm in principle the availability of rooms. Initial publicity statement to go out nationally and to the Board.
4. **Two months** – The programme should be ready in skeleton form in order to put out a call for speakers. Usually speakers come equally from local/national and international (IASSW board members). The protocol of who opens the conference should be discussed and accommodated; this will always have the IASSW President and usually a regional representative as well as those identified by the local organisers. Local organisers should confirm the availability of rooms, refreshments and where necessary translation services. An initial flyer should be sent out nationally.
5. **One month** - Complete the full programme and disseminate.
6. **Last month and during the conference.** Local and national organisers to keep in touch to ensure smooth running of the event.

### **Important things to note on the day of the workshop**

1. A panel of dignitaries are usually at the front and these people are invited to speak. The president of IASSW should have an opportunity to speak about IASSW, welcome the people to the workshop, and make other general comments.

## Mini workshop procedures

2. There should be a minimum of 20 minute break in the morning and the afternoon sessions.
3. Speakers should have 20 minutes to give their presentation.
4. A question and answer period should be included in the workshop.
5. Tea and coffee should be available for participants and if possible lunch as well.

Capacity Building Committee

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