



GUIDELINES FOR SICI WORKSHOPS

Background

The topics to be included in the programme of workshops for the year are generally confirmed at General Assemblies. The Secretariat and the Executive Committee approach potential hosts for workshops and encourage them to produce a list of objectives for their respective workshops. The average number of workshops is four per year. It is agreed that it is better to have fewer well-attended and well-planned workshops each year rather than a large number of poorly attended workshops. Normally around 25 foreign participants attend each conference. The conference language is English.

This paper provides some guidelines for the workshop itself. It clearly identifies the sequence of events in a checklist including a timeline which clearly displays the process of the workshop through the various stages from preparation, the running of the workshop, how to conclude and the distribution of results. The right column shows responsibilities throughout the process, while there is a summary of the key areas of responsibilities at the end. The sequence is basic and self-explanatory: It lists a few major pointers for setting up and running a SICI workshop but is by no means exhaustive.

Dates

Over the last few years workshops took place on **Monday/Tuesday** or **Thursday/Friday** so that participants could take advantage of reduced cost airfares and stay over a weekend if they wished.

Shared costs

Every member that organizes and hosts a workshop gets back one year's member fee. Additional costs of up to € 3000 are also paid by SICI, for example the costs for guest speakers. Please send a formal claim listing any further, reasonable expenses directly connected to the workshop to the Secretariat.

While the **host** will arrange the **venue**, the participants are expected to pay for their own **accommodation and travel costs**. The host may, at their discretion, offer to pay for a conference/workshop dinner or dinners. However SICI does not encourage the provision of any elaborate entertainment.

New arrangements (approved by the General Assembly in Dresden Oct. 2014):

“For each member-inspectorate **SICI will pay for one inspector** of this inspectorate **the cost of a workshop** (workshop fee, accommodation), excluding travel and personal expenses. An inspectorate may choose its free places from up to three different workshops/conferences per calendar year. “

This procedure will start in January 2015 and will be evaluated at the GA 2016.
The subsidy will be up to a maximum of 160 Euros per night per inspectorate.

Should you have any questions, about this please do not hesitate to contact the SICI Secretariat at sylvia.vanimpe@ond.vlaanderen.be



Basic ideas/planning suggestions

The most successful workshops:

- focus sharply on inspection.
- have clear ideas about their **objectives and (intellectual) outcomes**.
- provide **background information in advance** and **use workshop time for joint action** (analyses of common elements, distinct differences and key strengths and weaknesses of different systems).
- keep the right **balance** between **presentations, plenary discussion**, and smaller **group work**
- include **visits to schools or other institutions** if they are **directly and effectively** connected to the topic of the workshop and are focused on the set objectives.
- follow the **timing** according to the programme (only deviating from it if urgently necessary).
- are 'chaired' effectively and guided through the programme in a **transparent and clear** way, always focussing on the objectives.
- identify **opportunities for further collaboration**.

Timeline with responsibilities

Before the Workshop

When? (time-slot)	Do what?	Who?	✓
18 months to 2 years before the workshop	Apply for a workshop date/slot within the yearly planning of the EC (best before the GA) <ul style="list-style-type: none"> - normally Monday/Tuesday or Thursday/Friday, - offering alternative dates (if possible) - naming the topic and responsible person(s) 	host member	
	The EC-member appointed to support the workshop concerning the content will contact the organizing/host member	EC-member (appointed)	
	Establish a clear subject and clear objectives for the workshop, if necessary seeking advice from the appointed EC-member; workshops can <ul style="list-style-type: none"> - lead to joint inspection work. - identify criteria, indicators and methodologies that can be developed further. - be one-off events that improve inspectors' understanding and skills, and may lead to bilateral exchanges between inspectors interested in particular aspects of the topic. 	host member	
	Plan evaluation of the workshop (on last day) according to the objectives.		
	Set dates/milestones for further actions (!).	host member	
	Find experts/(keynote) speakers, invite guests (depending on the topic also external experts, stakeholders, policy decision makers, ...).	host member (supported by EC)	
	Find schools or other authorities/local stakeholders for school visits or visits to local venues/authorities (unless you want to organize a "focussed workshop ¹ ").	host member	
	Find <ul style="list-style-type: none"> - venue (conference hall+group rooms) - hotel (pre-reserve rooms for special price (average number of participants: 25), set 	host member	

¹ Focussed workshop: A workshop concentrating on a product or the exchange among only SICI-members and experts without organizing visits to local places, schools, authorities and with "homework" prior to the conference.



	<p>deadline for registration, plan lunch and dinner)</p> <ul style="list-style-type: none"> - restaurant for conference dinner. 		
	Plan programme / agenda (including breaks for (in)formal exchange (!)).	host member	
	Arrange (with venue) moderation material.	host member	
	Produce cost calculation for workshop including <ul style="list-style-type: none"> - workshop fee/venue costs (rooms, break time coffee etc.) - conference dinner - transport - speakers, guests (travel, hotel and pay). 	host member	
	Plan technical support (venue, responsibilities) <ul style="list-style-type: none"> - WLAN - electricity (sufficient plugs/adapters, extension lines) - microphone. 	host member	
	Plan interpretation for presentation of non-English speakers that will not disturb the main conference	host member	
2 – 3 months in advance	Send prepared papers to secretariat including <ul style="list-style-type: none"> - invitation - clear objectives specifying the expectations for the workshop - the (draft) programme - a contact person/address - documentation to be read before (including any preparatory tasks or “homework”) - travel information (venue/location of the workshop, hotel details, parking, touristic information) - registration form² (including workshop and hotel as well as school visits or dinner participation, or other arrangements that need to be planned). 	host member	
2 – 3 months in advance	Send out invitation and information etc. (see above) to all SICI-members.	Secretariat	
2-3 months in advance	Send out invitations including information (see above) to external guests (if there are any).	host member	
	Write press release, inform and invite press, organize interviews.	host member	

² The Secretariat will offer an interactive registration form for workshops which can be adapted.



	Keep the secretariat informed (number of applications, venue, problems etc.).	host member	
4 weeks in advance	Send out reminder about documentation that needs to be read or prepared in advance (“homework”); ask Secretariat / webmaster to put documents that need to be read onto the website.	Secretariat (in accordance with host member)	
	Prepare welcome folder for participants <ul style="list-style-type: none"> - agenda/programme - hotel and venue information - copies/material for the workshop - name cards, badges - touristic information - evaluation sheet - list of participants - presents ...and for speakers.	host member	
	Organise group photo and prepare for photo documentation during the workshop.	host member	
	Organize presents for organizers and special guests.	host member	

Running the Workshop

When? (time slot)	Do what?	Who?	✓
the day before/morning of the first day	<p>In conference hall</p> <ul style="list-style-type: none"> - put up SICI-Poster (e. g. SICI-map). - put up agenda. - set up laptop and beamer/projector, remote control for presentations. - distribute welcome folders. <p>In venue/location</p> <ul style="list-style-type: none"> - prepare a place for registration. - put up signs/guides to room(s), toilets, restaurant. - supervise the provision of comfort for guests (water/coffee etc.). - make sure there is always a responsible person addressable. - check suitability of any translation arrangements 		

during the course of the workshop	Take on key responsibilities and make sure to <ul style="list-style-type: none"> - focus on the agreed objectives supervising debate and discussion. - follow the programme/timing. - take notes. - get/keep copies of all documentation and presentations, obtaining permission to publish material. - liaise with Secretariat if needed. 	host member	
	Take photos/take a group photo (find suitable place).	host member	
on the last day of the workshop	Evaluate the workshop.	host member	

After the Workshop

When? (time slot)	Do what?	Who?	✓
until 6 weeks after the workshop	Produce and send to Secretariat <ul style="list-style-type: none"> - a concise report (see below) of the workshop which will then be published by the Secretariat and distributed to all SICI members, as well as being made available on the website. - a brief overview of the workshop, concentrating on the key issues and conclusions that were reached (also for GA). - a selection of photos for the website. 	host member	
	Give evaluation results and general feedback to venue, hotel, organizing team.		



The report³

There are no hard and fast rules regarding the writing up of the report. Each member state has their own style and flavour, and the very nature of the workshop itself will suggest the content and format. However, there are some key points that should be taken into consideration:

- The report should be accessible to those who did not attend the workshop. It should contain the agenda, the list of participants, and focus on the key themes, discussions and conclusions of each session.
- An executive summary spelling out the main points and issues may be useful.
- It may be better to summarise the key points made in presentations and the issues emerging from the discussion, and to include the full text of presentations in an annex.
- Evaluation is to be completed also within 6 weeks and sent to Executive Committee.

³ SICI will offer an example as a template for a workshop report (containing agenda, list of participants, key themes and conclusions as well as plans referring to what will be done with the conclusions).



SUMMARY OF KEY RESPONSIBILITIES

GENERAL ASSEMBLY

- decides on proposals for workshops put forward by members

EXECUTIVE COMMITTEE

- agrees to proposals for workshops
- discusses the calendar of events
- supports the host member on clarifying the objectives of a workshop
- contacts the host member formally for organizational support (Secretary-General)
- contacts the host member for content support (appointed EC-member)

SECRETARIAT

- provides assistance and organizational support to host
- circulates invitations including information on the hotel for booking accommodation by the individual participant (sent in by host member)
- provides information through the website
- prints and circulates report

HOST MEMBER

- organises the venue
- draws up agenda
- clarifies objectives with Secretariat
- drafts invitation providing information on the hotel for booking accommodation by the individual participant and sends all to Secretariat
- provides for non-disruptive interpretation of presentations for non-English speakers
- secures documentation of the workshop
- produces summary and workshop report
- evaluates workshop

PARTICIPANTS

- respond to invitation and register in good time
- make hotel reservation
- pay own travel and accommodation costs
- contribute papers
- participate in sessions/discussions
- provide for non-disruptive interpretation/translation if necessary
- return questionnaires for evaluation if sent out
- provide feedback to their own inspectorate (multipliers)