**Task Force on Training and Capacity Building in EAPN**

**Agenda for the 2st Meeting**

**Brussels, EAPN Office, 18 Square de Meeûs**

**4 October: 8.30 – 16.00**

**Objective of the Task Force**

To map out the capacity building needs of the members, the expertise that members can provide, the priorities that members have in terms of network development and develop an EAPN training agenda, as well as develop the framework for establishing a pool of trainers of EAPN within the framework of the Strategic Plan.

**Objective of the second meeting**

Analysing the questionnaires that members have completed on their training and capacity building needs and expertise, planning a first draft of the EAPN Training and Capacity Building Agenda and planning the network development seminar on the MASS for beginning of December 2013.

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| **8.30-12.00** | **Welcome and update** |
|  | * Update on the implementation of the MASS
* Update on the impact of the crisis in relation to development work in EAPN
* Analysing the questionnaires received

Presentation & discussion What we have received back from members, what is the situation of implementing the MASS and what resources we can count on in the future.  |
| **10:00** | **Coffee break** |
| **12.00 – 13.00** | **Lunch** |
| **13.00 – 14.30** | **Putting together the building blocks of the draft Training and Capacity Building Agenda of EAPN** |
|  | * Identifying common needs expressed;
* Identifying areas that EAPN can support members in;
* Identifying areas that EAPN can draw on member expertise;
* Identifying areas that EAPN should draw on external expertise;

Discussion and drafting  |
| **14.30-15.00** | **Coffee break** |
| **15.00-16.00** | **Planning the December network development seminar, next steps, tasks and deadlines**  |
|  | * Draft a programme for the network development seminar in December
* Draft the methodology and additional resource persons needed
* Wrap up the two proposals, set timeline and division of tasks among members of the Task Force
* Set the date for the next meeting
* Evaluation and closing.
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**Background info from the Call for the Task Force**

**Objective:** Building on the results of the Membership Review and Support System Task Force, map out the capacity building needs of the members, the expertise that members can provide, the priorities that members have in terms of network development and develop an EAPN training agenda and develop the establishment of a pool of trainers of EAPN within the framework of the Strategic Plan.

**Working Method:**

- map out the training and capacity building needs;

- map out the expertise among members and identify persons with training and development profile who could form a future pool of trainers;

- develop a prioritized training and capacity building agenda and the establishment of a pool of trainers to carry out this work;

- plan the first meeting of the pool of trainers in 2013;

- provide support to members, if requested, on their development plans and if necessary assist with implementation. Support needs identified should also be carried forward to the pool of trainers.

- identify alliances that can help strengthen the capacity of the members.

The Task Force should meet 3 to 4 times to plan and launch the mapping exercise, have a first review of the progress in a second meeting and finalise the work in a third meeting, including presenting a well argued priority list. Members of the Task Force should commit to attending all the meetings of the Task Force and to progressing the work between meetings using email, skype, telephone or other tools.

**Background documents to use in preparation:**

Mapping questionnaires received, EAPN Strategic Plan and MASS – Membership Assessment and Support System