Minutes: Capacity Development WG- 19.06.2019

Attendance: Bidan (DRC), Stamatia (ACTED), Elena (ACTED), Jorn (NRC), Jennifer (IOM), Yasmine (NRC)

Agenda	Discussion	Action Point
1. What are key learning needs? How do we capture this?	Learning needs are wide ranging and ongoing. To accurately capture these it was agreed that a LNA would be shared with coordinators in each country to cascade to their members (including necessary feedback from government counterparts) - to guide capacity development plans.	Bidan to share DRC SSD LNA Yasmine to draft and share LNA with country-level coordination
2. Community of Practice – what does this look like?	Feedback on the global CCCM Cluster e-learning - Software output report shows that some 2,000 individuals have attempted the course, but the completion rate stands at 30%. Top 10 are conflict-affected countries. - There is a need to analyze why the drop-out rate is so high as well as what the impact has been on CCCM practices of those who have completed the training. Database of trainers was discussed as a means of building on ToTs. - DRC is currently doing in this in South Sudan, jointly with the Cluster. - Could this be expanded beyond simply those who have attended a ToT but also to include specific expertise (GBV mainstreaming, DRR, etc.) + language profiles and location? - Much of this information has been collected in the past (ToT participant lists, cluster mailing lists, etc.) so could be pulled together as starting from scratch would be a large endeavor. Cluster website to be re-launched which will include a link to a Skype group as a "soft" community of practice. This could	Jennifer to share learning report on CCCM Cluster e-learning Yasmine to reach out to countries with: a) High drop-out rates to understand why b) High success rates to receive post-learning feedback from managers Yasmine to share and draft template for CCCM training & specific expertise focal points. Jennifer to update the group when new CCCM Cluster website is live .

	be one element of being able to reach the right people for the right info – noting that ToTs are costly and time-consuming so are not always feasible at short notice.	
3. Amman ToT Feedback	• Jennifer noted that the recently held Global ToT in Amman was a great success. Hopefully, further funding will be secured to conduce more frequent global and regional ToTs. • Contacts list at the back should be useful for agencies to contact those who have completed the ToT for guidance in rolling out the new materials of the training package.	
4. Review of CD WG ToR	• No further feedback received at this stage.	**Yasmine to circulate ToR with minutes for further feedback.**
5. Next meeting	• Meetings are set to take place once a month. • Next meeting to be held on 17th July.	*Request to hold the meeting at a later time so that participants in the Americas can join.*