

**ASIA REGIONAL AIR TRAINING CONSORTIUM
STAKEHOLDER MEETING
AGENDA
MAY 28-31, 2002**

Day 1: May 28

8:30 – 9:00

WELCOME

- **Jane Metcalfe** US Environmental Protection Agency
- **Rogelio Uranza** Chair, Clean Air Initiative for Asian Cities,
- **Elaine Wright** US EPA

9:00 – 10:30

INTRODUCTIONS AND EXPECTATIONS

- **Elaine Wright** US EPA
 - Small group exercise
 - What do we want to get out of the meeting?

Result: Expectations and a Desired Outcome for the workshop

10:30– 10:45

BREAK

10:45 – 12:00

DISCUSSION OF AIR POLLUTION TRAINING NEEDS

- **Elaine Wright** US EPA
 - Small group discussion, using results from Questionnaire
 - What are the needs in the region for training on air pollution?

Result: Identification of Country specific and Regional Training Needs

12:00 - 1:00

LUNCH

1:00 – 2:00

**REPORT OUT OF SMALL GROUP DISCUSSIONS
TRAINING NEEDS**

- **Orlando Gonzalez** US EPA
 - Discussion of the small group reports
 - What are the training needs common across national boundaries?

Result: Matrix listing regional air pollution training needs and country-specific training needs

2:00 – 3:30

ASSESSMENT OF AVAILABLE AIR POLLUTION TRAINING

- **Elaine Wright** US EPA
- **Howard Wright** US EPA Air Pollution Training Institute
- **Paul Procee** World Bank Distance Learning

- **Elaine Wright** US EPA
 - Small group discussion of available training
 - What courses are being offered and who is sponsoring them?

- **Orlando Gonzalez** US EPA
 - Facilitated discussion
 - Where is training available and where are the training gaps?

Result: Matrix of available training in the region

3:30 - 3:45

BREAK

3:45 - 5:15

MISSION OF A REGIONAL AIR TRAINING CONSORTIUM

- **Howard Wright** US EPA
 - What are the components of a mission statement?
 - Small group discussion
 - What is our shared mission statement for the training consortium?
 - Facilitated discussion

Result: A draft shared mission statement for the training consortium

5:15 – 5:30

CLOSING

- **Elaine Wright** USEPA
 - Homework – Questions for Thought
 - How would we design the regional training consortium?



DAY 2: MAY 29

9:00 – 9:15

OVERVIEW

- Elaine Wright US EPA

9:15 – 9:45

DRAFT MISSION STATEMENT

- Howard Wright US EPA

9:45 – 10:15

ORGANIZATION OF THE CLEAN AIR INITIATIVE

- Cornelius Huizenga CAI - Asia
- Paul Procee World Bank

10:15 – 10:45

BREAK

10:30 – 12:30

ORGANIZATION OF THE TRAINING: “A WEB OF ORGANIZATIONS”

- Howard Wright US EPA
- Dr. Supat, Thailand Thailand, Thai training program
- Roland Haas GTZ, Training in Latin America
 - Small group exercise
 - What do we want the regional training consortium to look like?

Result: A draft organizational structure

12:30 – 1:30

LUNCH

1:30 – 3:15

REPORT-OUT OF DISCUSSION ON DESIGN OF TRAINING CONSORTIUM

- Howard Wright/Orlando Gonzalez US EPA
 - Groups report out
 - What are the components of the training consortium?

Result: Preliminary design of training consortium

3:15 - 3:30

BREAK

3:30 – 5:15

DEVELOPMENT OF A DRAFT TRAINING CONSORTIUM ACTION PLAN

- Howard Wright/ Orlando Gonzalez US EPA
 - Facilitated discussion

- What actions are needed to create the training consortium?

Result: A draft training consortium action plan

5:15 – 5:30

CLOSING

- **Elaine Wright** US EPA
 - Homework – Contest: Name The Regional Training Consortium

DAY 3: MAY 30

9:00 – 9:15

OVERVIEW OF DAY 3

- **Elaine Wright** USEPA
 - Name the Regional Training Consortium

9:15 – 10:15

ORGANIZATIONAL DESIGN

- **Howard Wright** USEPA

10:15 – 10:30

BREAK

10:30 – 11:00

TRAINING EFFECTIVENESS

- **Mary Zalesny** USAID
 - Facilitated Discussion
 - How do we measure effectiveness of training?

Result: An initial accountability plan

11:00 – 11:30

RESOURCES

- **Jane Metcalfe** USEPA
 - Brainstorming session
 - Who would fund the training consortium?

11:30 – 12:30

NEXT STEPS

- **Elaine Wright** US EPA
 - Small groups
 - What do we do short term (3, 6 and 12 months) and long term ?
 - What do we want to report at the December Hong Kong meeting?

12:30 – 1:30

LUNCH

1:30 – 3:00 **NEXT STEPS (CONTINUED)**
Elaine Wright US EPA

3:00 – 3:15 **BREAK**

3:15 – 5:00 **NEXT STEPS (CONTINUED)**
Elaine Wright US EPA

Result: An implementation plan

5:00 **WRAP-UP**
 ➤ **Elaine Wright** US EPA
 ○ Desired outcome
 ○ Presentation of Certificates

DAY 4 - MAY 31
TRAINING OF FACILITATORS
DISTANCE LEARNING COURSE
URBAN AIR QUALITY MANAGEMENT IN ASIAN CITIES

Time	Content	Resource Person	Mode
8.30 – 9.00	Overview of the Course ➤ Content and objectives of the course ➤ Broad framework ➤ Delivery mechanisms ➤ Evaluation of the course	Paul Procee, World Bank	Presentation
9:00 – 9:15	Questions and Answers		
9:15- 10:00	Facilitator Role and Responsibilities ➤ Marketing the course and recruiting participants ➤ Logistical Support ➤ Pedagogical Support ➤ Time Management	Paul Procee	Presentation and video-tape viewing

➤ Managing interactivity

10:00-10:30 Discussion: Role and responsibilities

10:30–10:45 BREAK

10:45-11:30 Managing interactivity locally and with other sites
Small group Activity: Preparing a brief description of on-site facilitated activities that will precede and follow the video session.

Paul Procee

Small group activity and large group discussion

Instructions: Break into small groups, assign a rapporteur. Ask the groups to draft a sample running order for a local session. It should include a brief description of the on-site facilitated activities that would precede and follow the video session.

Report back to the larger group. How will I make it happen at my site.

Managing interactivity locally and with other sites (contd.)

11:30-12:00 Follow-up large group discussion: Strategies to gain interaction locally and also with other sites given the technologies available.

12:00-12:15 Evaluation of the session

12:15-12:45 Road Ahead/Next Steps
by Paul Procee
