

GPG2/GCP Quality Management and Performance Measurement System design workshop

DAY 1	Tuesday October 16
Background to the workshop and introductions: what is quality management, what are performance indicators, what systems exist, what are the key functions and the key stakeholders and how they relate to quality management and performance measurement?	
8:30	Welcome by workshop hosts and logistic arrangements - Bert Visser Presentation of objectives, outputs expected and agenda Facilitator: Niels Louwaars
8:45	Introduction to the GPG 2 project, overview of the entire project and presentation of how the performance measurement activity relates to the whole - Brigitte Laliberté
8:30	Overview of the performance measurement activity, and progress/findings to date - Victoria Henson-Apollonio (CGIAR CAS-IP)
8.45	Introduction to GCP issues in data quality – Theo van Hintum
9:30	History and Concepts of Quality Management - Hans Groothuis, TUV Nederland
10:00	Current Quality Certification and Auditing Systems - Sylvia van Zijderveld, Van Ravesteijn and Partner
10:30 – 11:00	Coffee/tea break
11:00 – 11:30	Discussion on the morning's introduction and presentations
11:30 – 12:30	Mapping key functions, systems, and processes for the genebanks and the laboratories. Introduction by Victoria Henson-Apollonio Small group activity: 4 groups Develop “maps” of key functions and including dependency relationships between different functions and between the operations of the genebank / laboratory and the external environment. Including strengthening the external links with users?
12:30 – 14:00	Lunch break
14:00 – 15:30	Small group activity – <i>continued</i>
15:30 – 16:00	Coffee/tea break
16:00 – 17:00	Presentation of results of mapping and identification of most important functions
17:00 – 18:00	Small group activity – <i>continued</i>
19:00	Social dinner at the hotel

DAY 2	Wednesday October 17
Lessons learned from other quality management and performance measurement experiences and application of lessons to the development of quality management and performance measurement systems	
08:30 – 9:00	Quick review of Day 1, overview of agenda for Day 2 - Niels Louwaars
9:00 – 10:30	Performance or quality management experiences from the national systems- panel presentations: <ul style="list-style-type: none"> ▪ Motivations for Quality Management in Genebanks and Research – experience of CGN, Bert Visser & Theo van Hintum ▪ NPGS, USDA – David Ellis ▪ IPK, Germany - Ulrike Lohwasser ▪ NBPGR, India – S. K. Sharma
10:30 – 11:00	Coffee/tea break
11:00 – 11:30	Questions for clarification and discussion of issues emerging from outside the CGIAR Discussant to synthesize lessons in common across genebanks - Tom Payne, CIMMYT Produce a one-page synthesis to be available to the group
11:30 – 12:30	Associated activities within the CGIAR - panel discussions: <ul style="list-style-type: none"> ▪ GPG2- 1.1: Risk management procedures for genebanks – John Fitzsimon, CGIAR-IAU – 15 minutes ▪ GPG2- 2.1: Best germplasm management practices – Alexandra Jorge, Bioversity/ILRI – 15 minutes ▪
12:30 – 15:00	Lunch and visit of CGN genebank
15:00 – 16:00	<ul style="list-style-type: none"> ▪ GPG2-2.4: Decision support tool to enhance cost effectiveness of collection management – Daniela Horna, IFPRI – 15 minutes ▪ Quality management in biological research - David Galsworthy – 15 minutes ▪ Experiences with Quality Management at the ICRISAT Genomics Lab – Rajeev Varshney – 15 minutes
16:00 – 16:30	Coffee/tea break
16:30 – 17:00	Questions for clarification, discussion of emerging issues from other areas within the CGIAR Discussant to synthesize lessons from other activities in the CGIAR – David Ellis Produce a one-page synthesis to be available to the group
17:00 – 18:00	Performance expectations related to international collaboration as mechanism towards achieving a rational global system of conservation: <ul style="list-style-type: none"> ▪ Perspective from SGRP- Jean Hanson – 15 minutes ▪ Perspective from the Global Crop Diversity Trust – Jane Toll / Mellissa Wood – 15 minutes

	<ul style="list-style-type: none"> ▪ AEGIS – Bert Visser – 15 minutes ▪ General discussion – 15 minutes 	
18:00 – 18:30	<p>Questions for clarification, discussion of emerging issues about performance in international collaboration</p> <p>Discussant to synthesize issues related to performance in international collaboration –David Williams</p> <p>Produce a one-page synthesis to be available to the group</p>	
DAY 3: Thursday October 18		
08:30	Plenary session for all to introduce DAY 3 processes	
	GENEBANK GROUP	LABORATORY GROUP
09:00	<p>Drafting a proposal for performance indicators for CGIAR genebanks to test in 2008 all day in working groups followed by presentation and discussion for consensus drawing</p> <p>Dividing up into three working groups and review of instructions for working groups.</p> <p>Three groups are proposed</p> <ol style="list-style-type: none"> 1. technical germplasm management indicators 2. impact or relevance indicators 3. indicators of international collaboration 	<p>Discussion on specific experiences and possible approaches in the laboratory setting, proposals for GCP actions in 2008 to help improve quality management</p> <p>Chaired by Thomas Metz</p> <p>Presentation and discussion on experiences of the participants relevant to quality assessment and improvement in their labs (15-30 minutes per lab-representative).</p>
10:30	Coffee/tea break	
11:00	Presentations of tentative indicators and feedback gathered from the plenary. After lunch further work can be done in working groups	<i>Continued</i>
12:00	Presentation/demo of the prototype management tool for the knowledge base on best germplasm management practices (GPG2 activity 2.1) - Geert Claessens	<i>Continued</i>
12:20	Presentation from David Galsworthy	
12:40	Presentation from Reinhard Simon on bar coding	
13:00	Lunch	
14:00	<i>Continued</i>	Discussion on implementation of Good Laboratory Practices in GCP labs
15:30	Coffee/tea break	
16:00	Full plenary discussion on: Indicators and their audiences, their information needs, the	Agenda setting for the GCP: what can the GCP do to measure and improve

	indicators and possible misuses. - Facilitator A discussion on how to communicate to the various audiences such as a web based technology option, a written report, summary, raw data etc.	the quality of the lab work
18:00	Plenary with closing remarks for the GCP Lab meeting, next steps and documentation of the meeting Meeting evaluation	
DAY 4: Friday October 19		
	CGIAR GENE BANK GROUP	LABORATORY GROUP
	Action planning for indicators and discussion of other issues	<i>no programme</i>
09:00-10:30	Overview of the day's agenda – Facilitator to be confirmed	National systems representative – NGB, IPK, CGN, SPGRC, NBPGR, USDA
	Who needs to be informed and involved in the finalization of the indicators for testing? How should they be involved and who will do what? Discussion of other actions needed for performance measurement testing: <ul style="list-style-type: none"> ▪ Information system or other collection mechanism? ▪ Data management mechanism (data agreements?) ▪ Reporting procedures and approach? Distribution of information/report from centres (to whom)?	
10:30-11:00	Coffee/ tea break	
11:00-12:30	Final business and next steps Meeting evaluation and Closing	<i>invited to participate in a session on best practices for germplasm collection management and development of a knowledge base tool</i>
12:30-14:00	lunch	