

Lighting Global Quality Assurance Training Workshop

Dar es Salaam, Tanzania

5-7 December 2017

DAY 1, 5 December 2017, at Tanzania Bureau of Standards

See Separate Agenda

DAY 2, 6 December 2017, at Best Western Coral Beach Hotel

PART 1: All about Quality Assurance (PPT 4)

9:00 – 9:20	Agenda Review, Objectives, Introductions	Ari Reeves
9:20 – 9:30	Exercise: “Pre-Test” on LG QA <i>Participants will be asked to complete a short written test at the outset of the workshop to assess their understanding of LG QA. The test will be revisited near the end of the workshop to help assess learning outcomes.</i>	Sam Grant
9:30-12:30	All About Lighting Global Quality Assurance	Ari Reeves
9:30-9:45	The Strategic Framework / Logic Model for LG QA <i>An explanation of the mission, purpose, long term vision, goals and objectives of the program</i>	
9:45-10:00	The Four Pillars of QA <i>Activities and outputs of the program will be presented</i>	
10:00-10:30	Group Exercise: The Value of QA <i>Identify the value proposition for each stakeholder group</i>	
10:30-10:45	The QA Team and its Partners <i>An introduction to the QA Team and Partner Organizations</i>	
10:45 – 11:00 TEA AND COFFEE BREAK		
11:00-11:45	Key QA Processes <i>A detailed exploration of certain important QA processes, and interfaces with key stakeholder groups</i> <ul style="list-style-type: none"> Developing and maintaining test methods and quality standards 	Ari Reeves Chris Carlsen

- Building test lab capacity
- Qualifying and disqualifying products
- Ensuring program integrity

11:45-12:30 Group Exercise: Learning to "Tell the Story of QA"
How will you explain to others what QA is all about? This is your chance to put together your "elevator pitch" on QA.

12:30 – 13:30 LUNCH

PART 2: Standards Adoption and Effective Compliance Programs

13:30 – 14:30 Moderated Group Discussion: "Vision for 2020: What Does Success Look Like and How Do We Get There?" Moderator: Chris Carlsen
Discussion topics include the goals for the off-grid lighting market, challenges to success, and potential solutions

14:20 – 16:05 Session 1: An Overview of Standards and Labelling Programs Moderator: Sam Grant

14:20 – 14:50 The Role of Standards and Labelling Programs **(PPT 5)** Nicole Kearney
An overview to designing impactful standards programs and the impacts they can have on the target market

14:50 – 15:05 TEA AND COFFEE BREAK

15:05 – 15:35 Steps to Adopting, Implementing and Revising National Standards **(PPT 6)** Nicole Kearney
An overview of the standards process at the government level, including when and how to implement a program.

15:35 – 16:05 Group Discussion: The Role of LG QA in the Government Standards Implementation Process Moderator: Ari Reeves
Discussion topics include what representatives are seeing in individual countries, and what LG QA can do to support them.

16:05 – 16:20 Summary and Wrap Up Ari Reeves

DAY 3, 7 December 2017, at Best Western Coral Beach Hotel

PART 2: Standards Adoption and Effective Compliance Programs (Continued)

9:00 – 9:05 Introduction to Day 3

9:05 – 10:05 Session 2: Developing Standards to Ensure Success Moderator: Sam Grant

9:05 – 9:25 Best Practice for Standards Development and Implementation **(PPT 7)** Nicole Kearney
An overview of the key steps required to develop a successful standards program, with relevant global case studies

9:25 – 10:05 Role Playing Exercise: Solving Standards Implementation Challenges Moderators: Nicole Kearney, Ari Reeves, Chris Carlsen
Participants will break into 3 groups, playing the role of LG QA Advisors, Government Officials, and Industry Representatives. Each group will be tasked with addressing a scenario in their role, building on what they have learned in the workshop

10:05 – 11:10 Session 3: Safeguarding Success through Compliance Moderator: Sam Grant

10:05 – 10:25 Ensuring Compliance for Off-Grid Lighting Products **(PPT 8)** Nicole Kearney
An overview of the key components of an effective compliance program

10:25 – 10:45 The PVOC Process Explained **(PPT 9)** Chris Carlsen
An overview of the PVOC process and how the LG QA team provides support to governments

10:45 – 11:00 TEA AND COFFEE BREAK

11:00 – 11:20 Case Study: The Kenyan Compliance Experience **(PPT 10)** Nana Asamoahmanu
An overview of how the Kenya Bureau of Standards has implemented compliance action for off-grid solar products

11:20 – 12:00 Session 4: The Role of Testing in National Standards and the LG QA Program Moderator: **XXX**

11:20 – 11:40 Best Practice for Product Testing (**PPT 11**) Nicole Kearney
A review of when testing comes into play and considerations for determining where to test products at different stages of the standards implementation process

11:40 – 12:00 Case Study: The Ethiopian Testing Experience Itotia Njagi

12:00 – 12:45 Group Discussion: Where LG QA Provides Support and How Moderator: **XXX**
Participants will discuss what their role is in supporting national governments with standards adoption and implementation

12:45 – 13:45 – LUNCH

PART 3: Developing a Game Plan for each Country

13:45–15:45 Group Exercise to Develop Country-Focused Game Plans Moderator: Ari Reeves
Participants will split into small groups to develop country specific game or action plans, for where each representative is based. Each group will share their plan with other representatives, incorporate any feedback, identify specific actions they commit to, in order to implement the game plan, and they will report back to the group

15:45–16:00 TEA AND COFFEE BREAK

16:00–17:00 Summary and Closing Moderator: Ari Reeves
To wrap up the training workshop, the group will:

- *Review what has been covered and accomplished*
- *Review personal objectives for the workshop – were they met?*
- *Learn how to get support from the QA Team going forward*
- *Discuss what could have been done better*
- *Identify follow-up items*