

ECDC MEETING AGENDA

Title:

ECDC Kick-off: Training MCAR R-pkg

Organizer:

Tenderer

Location:

ECDC premises

Date:

12/3/2018

Start Time:

8:30:00 AM

End Time:

5:30:00 PM

Objective:

Acquire needed knowledge and define main objectives for the MCAR ECDC R package training

Attendees

Name	E-mail
ECDC training manager	training.manager@ecdc.europa.eu
ECDC package developer	package.developer@ecdc.europa.eu
ECDC package expert user	package.expert.user@ecdc.europa.eu
ECDC training administrative	training.administrative@ecdc.europa.eu
Tenderer R programmer	r.programmer@tenderer.it
Tenderer service manager	service.manager@tenderer.it

Discussion Items

DISCUSSION ITEM

Title:

Introduction [90']

Presenter:

Tenderer service ...

File Attachment

- [10'] presentations
- [10'] background
- [15'] MCAR subject area and training topics
- [15'] people to train (quantitative and qualitative description)
- [15'] periods and duration for the training
- [15'] follow-up support
- [10'] extra request (e.g. vignettes)

DISCUSSION ITEM

Title:

MCAR design [120']

Presenter:

ECDC package de...

File Attachment

- [30'] source code (class and method structure) and documentation
(`?`-like, vignettes and/or website) overview
- [60'] main functions provided by package (aim/input/output/options)
- [30'] data provided by package (structure and aim)

DISCUSSION ITEM

Title:

MCAR usage [90']

Presenter:

ECDC package ex...

File Attachment

- [30'] state of the art and alternatives
- [30'] real-life case study presentation
- [30'] Q/A

DISCUSSION ITEM

Title:

Training structure [150]

Presenter:

Tenderer service ...

File Attachment

- [30'] SMART learning objectives definition
- [30'] ECDC quality check indicators
- [30'] format and learning methods
- [20'] general information requests
- [20'] technical information requests
- [20'] before, during and after training materials

DISCUSSION ITEM

Title:

Training setup [30']

Presenter:

ECDC training ad...

File Attachment

- [20'] general logistics (places, travel, accommodation, breaks)
- [10'] hardware support (white-/black-board, beamer, laptop, internet, ...)

Action Items

Title	Assigned To	Due By
package access to tenderer (sour...	ECDC package devel...	12/7/2018
TC: further technical clarification	Tenderer service ma...	12/21/2018
pre-course questionnaire to ECDC	Tenderer service ma...	12/28/2018
pre-course questionnaire answers	ECDC training manager	1/11/2019
design and supporting materials	Tenderer service ma...	2/8/2019
ECDC feedback/approval	ECDC training manager	2/22/2019
setup logistics	ECDC training admini...	3/1/2019
materials ready to attendees	Tenderer service ma...	3/8/2019