



Process for agreeing training materials for inclusion on VICH website and presentation at training events

Visitors to the VICH website can reasonably expect any training materials available on the site to be of a high standard, to be representative of the VICH position and, by extension, to be representative of the positions of all VICH delegations. It is therefore appropriate that before training materials are made available on the website, they should be checked for accuracy and all VICH delegations should have an opportunity to highlight any issues with which they disagree. All individuals responsible for developing training materials should, of course, ensure that these are in accordance with VICH guidelines. As the materials to be presented will generally be technical in nature, the main body responsible for reviewing the materials should be the relevant EWG. Where an EWG is no longer functioning, it would become the responsibility of SC members to ensure that relevant experts from their home organisations are consulted.

This document divides training materials into two categories, described below.

(i) Training materials to be made available on the VICH website – these could be written (eg, documents, slides) or other (eg, video) materials describing/explaining the application of VICH guidelines. These materials, which may be technically detailed, should be clear and should not be open to interpretation. It is important that all VICH delegations support these materials and consequently a considerable period of time is needed for their review. The following approval process is recommended:

1. The writer of the material makes the material available to the relevant EWG (and SC) at least 3 months ahead of planned publication.
2. EWG (and SC) members have 6 weeks to provide comments on the material.
3. The writer then has a period of 2 weeks to update and recirculate the document(s).
4. EWG (and SC) members have 2 weeks to review the updated document(s) and feed back to the writer.
5. A final 2 weeks are available in case any final amendments are necessary.

(ii) Supportive training materials for use at physical/virtual training events – these will typically be slide presentations to be given at physical training events.

A simpler approach should be applied in the review of these materials, as described below:

1. A copy of the presentation should be circulated to the EWG (and SC) as early as possible and at least 2 weeks before the training event.
2. EWG (and SC) members should take a 'light touch' approach to the review of these materials, aiming primarily to highlight any areas that are not consistent with VICH guidance. Any comments should be provided to the author of the materials within 1 week.

The following disclaimer should be included in the presentation:

While the presenter has made every attempt to ensure that these slides are consistent with relevant VICH guidelines, there has not been a thorough review of the presentation by all VICH delegations.

It is envisaged that following a physical/virtual training event the materials used will be posted on the VICH website. However, before this is done they should be reviewed as described in (i) above.