

RENCP Teacher Development & Educational Leadership Working Group (TD&EL WG) TORs

1. Introduction/Background

The RENCP TD&EL WG was established to provide a focused forum for relevant stakeholders working in the areas of Teacher Development and Educational Leadership among RENCP member organizations. The working groups of the RENCP are considered to be the core of the RENCP activities and the forum for 'businesses as partners. They are also to ensure greater collaboration and ideally the avoidance of the duplication of initiatives/interventions. These forums provide opportunities for sharing and learning, especially as they inform 'best practice'.

2. Objectives

The **overall objective** of the TD&EL WG is to provide an inclusive and engaging forum for civil society partners in the areas of teacher development and educational leadership to share and act towards improvements in the delivery of quality education.

Within this overall objective are the following:

- To increase awareness of different interventions engaged in teacher development and educational leadership.
- To share experience and learning towards 'best practice' and successful solutions
- To avoid duplication of effort and intervention
- To offer support and encouragement to different partners in their interventions
- To provide a free and inclusive space for discussion of educational issues
- To ensure effective & unified communication between partners and the GoR on educational developments and significant issues
- To encourage presence at different partner events and active engagement in their interventions
- Where possible, to provide support to one another's programs and initiatives (there may even be opportunities to pool resources or materials for greater success)

3.1 Structure/Membership

The TD&EL WG will have a chair (or two co-chairing) organizations that will be nominated and agreed annually by members of the TD&EL WG following the annual transition of the chairmanship of the RENCP itself. At this time formal representatives will be designated from the TD&EL WG to the TPD WG and any other relevant task forces. These representatives are to act as a communication and liaison on behalf of the RENCP TD&DL WG. The outgoing chair may serve for

multiple repeated terms but the process of nomination and consensus by group members must take place.

The chairing organization will be responsible for leading activities of the TD&EL WG as well as ensuring effective and timely communication among members, to the RENCP leadership team and for the RENCP quarterly General Assembly.

The group's membership is open to any member organization of the RENCP who is engaged in interventions related to teacher development or educational leadership. It may also include other interested parties on approval by the group (e.g. visiting consultants or researchers). The RENCP communications focal point will ensure that those organizations who express an interest in membership of this working group are duly added to the mailing list and that the chair organization of the working group is informed. (The list of member organizations can be found on the RENCP website <http://www.rencp.org/committee/teacher-development>).

3.2 Membership Responsibilities

It is expected that members will make every effort to attend all the meetings and devote sufficient time to become familiar with the terms of reference of the working group and with related activities or responsibilities. (Of which could include; study visits, sharing and reviewing of materials, completion of mapping exercises, completion of questionnaires or commenting on documents etc.) Member organizations are also expected to ensure their contact details and person(s) are kept up to date and current for ease of communication and engagement.

Members are expected to contribute their expertise actively during meetings of the working group, and to share information and provide appropriate support. Any activities undertaken by the WG will require the same commitment from members.

4. Meetings

The working group will meet on a quarterly basis to share together ahead of the RENCP's quarterly General Assembly. This is to ensure timely and pertinent feedback to the RENCP General Assembly on the working group's activities and any significant issues which need to be raised/emphasized. These meetings will serve as an opportunity for information sharing and collaboration as well as other possible activities (e.g. study visits). With the agreement of the group the Chair

may call for additional meetings with specific activities and agendas where necessary.

The Chair and Co-Chair will be responsible for setting the suggested date and agenda for each quarterly meeting and circulating this in advance of the meeting. Individual members of the TD&EL WG will have the right to place items on the meeting agenda by communicating with the Chairs who will then finalize the final agenda. Items to be discussed at the meeting must be included on the agenda, but under exceptional circumstances an item not on the agenda may be addressed at the meeting provided all members present or represented agree to this addition, as an AOB. Invitations to meetings and the agendas of meetings will be circulated by email or other electronic means.

5. Administrative Support

The (co)chair will be responsible for ensuring ongoing administrative support. Active support is expected from all members for these different responsibilities we support is requested or tasks delegated. This includes:

- i. Ensuring that meeting agendas and minutes are compiled and circulated to working group members;
- ii. Sending out reminders of upcoming meetings;
- iii. Receiving and disseminating relevant information, reports and documents pertaining to issues discussed or for discussion.
- iii. Ensuring the TD&EL mailing list and the 'activities map' are up to date and accurate
- iv. Issues discussed and agreed for the RENCP General Assembly are compiled forwarded to the RENCP communications focal point in a timely fashion

6. Reporting

The TD&EL WG will report to the RENCP General Assembly on a quarterly basis. The presentation of this report will be submitted in a timely fashion to the RENCP communications focal point. Responses from GoR will be fed back to the TD&EL WG through the RENCP chair/co-chair and/or delegated representatives on national working groups or task forces.