

ETC2020 Training Working Group Terms of Reference

General Mandate

To advise and support the ETC network in building capacity and expertise that will drive implementation of ETC2020 strategy.

Roles and Responsibilities

The ETC2020 Training Working Group is to take responsibility for the review and subsequent analysis, design, delivery and evaluation of all ETC training and exercises. Members are responsible for the adherence to a program of Continuous Improvement in relation to these deliverables. In accordance with this approach, the roles of individual members of the ETC2020 Training Working Group include:

- Advocate for ETC training within respective organisations.
- Produce an ETC Training Advisory Network (TAN) reflecting all training stakeholders and actors.
- Share information relating to ETC member training capabilities and available resources with all stakeholders.
- Communicate an ETC member statement of trained requirement across technical and management cadres.
- Adopt Continuous Improvement practices through a cycle of Plan > Do > Check > Act.
- Take into account the interests of all ETC stakeholders over the duration of training and exercise specific project delivery.
- Have a detailed understanding of training management processes and the relevant training systems being adopted.
- Use initiative to pursue and realise training related project outcomes.
- Balance conflicting priorities and resources.
- Formulate an ETC2020 Training Working Group Action Plan with areas of responsibility and timeline checks.
- Identify funding sources for any suggested initiatives.
- Participate in twice monthly meetings.
- Ensure a gender, diversity balance and inclusion in all trainings held under the ETC banner.

Membership

The group will be composed of ETC member organizations as well as subject matter experts from beyond the membership as required. Participation in the ETC2020 Training Working Group is voluntary, though strongly encouraged. ETC members can nominate focal points from their organization, who will make a worthwhile contribution.

Governance & Accountability

The ETC2020 Training Working Group will liaise with the nominated ETC Sponsor for training management related topics associated with the future delivery of ETC training and exercises. The ETC2020 Training Working Group is responsible for the delivery of training and exercise specific projects and tasks.

Meetings & Working Methods

A Culture of Continuous Improvement

Continuous Improvement is an approach embedded in the routine business of delivering training services. Underpinning this approach is a culture that empowers all ETC2020 Training Working Group members and generates the trust that encourages people to step forward with ideas to improve training processes and outputs.

The Chair of the ETC2020 Training Working Group is to take responsibility for the implementation and delivery of Continuous Improvement of ETC Technical and Emergency Management training but must routinely engage with all members. The outcome is expected to be a measurable and significant improvement of ETC responder capability and enhanced internal capacity building in the field by:

- Identifying what we are doing well so we can do more of it.
- Identifying where there is an area for improvement or a particular risk thereby allowing the opportunity for improvement or risk mitigation.
- Making recommendations for action that are evidence based and can be used to support strong project proposals.

Chair

The Chair will convene the ETC2020 Training Working Group meetings and report progress to the ETC Plenary. If the designated Chair is not available, then a substitute member of Working Group will be sought to be Acting Chair and will be responsible for convening and conducting the meeting. The Acting Chair is responsible for informing the Chair as to the salient points and decisions raised or agreed at that meeting.



Agenda Items

All ETC2020 Training Working Group agenda items must be forwarded to the Working Group Secretary by close of business 7 working days prior to the scheduled meeting. The ETC2020 Training Working Group agenda, with attached meeting papers will be distributed at least 3 working days prior to a scheduled meeting. The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Any Other Business' (AOB) if necessary and as time permits.

Minutes & Meeting Papers

The minutes of each ETC 2020 Training Working Group meeting will be prepared by the Working Group Secretary. Full copies of the minutes, including attachments, shall be provided to all ETC2020 Training Working Group members no later than 7 working days following each meeting. By agreement of the Working Group, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled meeting. The minutes of each ETC2020 Working Group meeting will be monitored and maintained by the Working Group Secretary as a complete record and shared with the ETC Sponsor.

Frequency of Meetings

The ETC2020 Training Working Group should meet twice monthly. Further information may be necessary if the Working Group agrees to consider out-of-session decisions.

For more information, visit: <https://www.etcluster.org/project/etc2020-tactical-working-group-training> or contact: Global.ETC@wfp.org