

## EdIS PROGRAMME LEVEL STAKEHOLDER FORUM



<b>Title</b>	EdIS Programme Level Stakeholder Forum Terms of Reference				
<b>Meeting</b>	28 June 2022				
<b>Agenda Item</b>	28.06.01 – PLSF Terms of Reference				
<b>Presented by</b>	Frances Meehan				
<b>Supporting Papers</b>	N/A				
<b>Briefing Note</b>	Members are asked to review and approve the EdIS Programme Level Stakeholder Forum Terms of Reference.				
<b>Officer Recommendation</b> [include X]	<b>Paper is for Noting</b>	<b>Yes</b>		<b>No</b>	x
	<b>Paper is for Approval</b>	<b>Yes</b>	x	<b>No</b>	
<b>N/A</b>	<b>Financial and resource implications</b>	N/A			
	<b>Equality or Good Relations Implications / Rural Needs Assessment</b>	N/A			
	<b>Media Attention</b>	N/A			

# **EdIS PROGRAMME LEVEL STAKEHOLDER FORUM**

## **TERMS OF REFERENCE**

### **1. INTRODUCTION**

The Programme Level Stakeholder Forum (PLSF) is to be established to ensure adequate representation of school leaders, across all five school sectors for which EdIS will be providing information solutions, namely: Early Years, Primary, Post-primary, Special and EOTAS.

The PLSF will comprise of school representatives (Programme Senior Users). As such they will need to be individuals with specific professional characteristics and attributes to enable them to fully discharge an important role in the effectiveness of the EdIS Programme and share accountability for the success of the Programme.

Members of the PLSF will be school leaders, and may or may not be

- School principals/setting leaders, but will have the ability to represent the needs of a specific school sector (or sectors) [Early Years, Primary, Post-Primary, Special and EOTAS]

and/or

- Experts in specific business functions to contribute as required [such as for example, but not limited to, finance, governance, administration, timetabling, examinations, pastoral care/child protection, professional development, etc.]

### **2. ROLE OF THE PROGRAMME LEVEL STAKEHOLDER FORUM**

In order to provide a broad base of expertise for the School Sector Senior User function, but without making the size of the Programme Board unwieldy/unworkable, it is proposed that the PLSF will be convened bi-monthly during term time, and at least quarterly, and will nominate annually from within its membership a representative of the broad constituency of the PLSF, to attend all meetings of the Programme Board in the role of school sector Senior User. The nominated representative need not necessarily represent all five of the school sectors, provided that the objective of broadening representation of school Senior Users on the Programme Board is achieved.

### **3. RESPONSIBILITY OF THE PROGRAMME LEVEL STAKEHOLDER FORUM**

#### **3.1. Responsibility of the PLSF**

The responsibility of the PLSF is to

- Provide strategic input to the EdIS Programme
- Act as a Champion for the EdIS Programme, promoting the vision of and garnering support for the Programme to create the appropriate change culture.

- Foster collaboration and remove obstacles to the successful delivery of the EdIS Programme.
- Act as a 'guiding coalition' to promote the vision of, and garner support for the programme across all relevant stakeholders to create the appropriate change culture.
- Communicating information about the programme or projects to external organisations and stakeholder groups.

### 3.2. Responsibility of the Chair of the PLSF

The Programme Level Stakeholder Forum will be Chaired by the EdIS Programme Director. The role of the chair is to:

- Set meeting agendas.
- Ensure agendas and supporting materials are delivered to members in advance of meetings.
- Make the purpose of each meeting clear to members and explain the agenda at the beginning of each meeting.
- Clarify and summarise what is happening throughout each meeting.
- Ensure the observation of time limited agenda items.
- Encourage broad participation from members in discussion by calling on different people.
- End each meeting with a summary of decisions and assignments.
- Follow up with consistently absent members to determine if they wish to discontinue membership.

### 3.3. Suggested Membership

Member	Role
Frances Meehan	EdIS Programme Director Chair of the PLSF
John Anderson	External Challenge (Education Technology)
Michael Keenan	CCMS Representative
Máire Boden	CnaG Representative
TBC	NICIE Representative
Colin Tenner	GBANI Representative
Andrew Brown	CSSC Representative
TBC	UCETNI Representative
Sharon Beattie	Pre School – Early Years Representative
Chris Murphy	Special Schools Representative
David Dickson	Primary School Representative
Eimear Donnelly	Primary School Representative
Jarlath Burns	Post Primary Representative
Darren Mornin	Post Primary Representative
Paul Nolan	EOTAS Representative
Attendee	Role
Katie Patterson	EdIS Communications Manager

#### **4. ACCOUNTABILITY**

The Programme Level Stakeholder Forum in its role of representing schools, sectors and sectoral bodies is accountable to the EdIS Programme Board. It is anticipated a the PLSF Board representative will provide challenge, input and updates to the EdIS Programme Board at its monthly meeting.

#### **5. MEETINGS**

The Programme Level Stakeholder Forum will meet bi-monthly during term time.

All members should attend meetings as per agreed schedule of meetings. It is expected that all members will review all Programme Level Stakeholder Forum papers in advance of meeting to ensure effective challenge and discussion.

#### **6. AGENDA AND PAPERS**

The agenda for each meeting with be agreed by the Programme Level Stakeholder Forum Chair and issued to all attendees prior to each meeting.

The EdIS PMO will work collectively to prepare papers to be considered at each meeting, with papers to be submitted to the Chair to assist in considering the agenda.

#### **7. SECRETARIAT**

Secretariat will be provided by EdIS PMO.