

Terms of Reference – December 2012

Background

Development Education: from awareness to action

Development Education is about increasing people's awareness and understanding of global issues. Irish NGOs undertake Development Education work to build understanding of the factors that cause the poor and marginalised to suffer. By inviting people to examine the causes of poverty, Irish NGOs help them identify the changes that need to happen to bring about lasting solutions to the problems of global poverty and inequality.

To realise these changes, the populations of developing countries need the solidarity and support of NGOs, lobby groups, campaigners, politicians – and individuals – in the developed world.

Development Education aims to stimulate and support people's appetite for change. It does so by giving people the skills they need to become responsible and active global citizens. This includes building awareness of the structures, rules and institutions that impact on poor communities, and of the differing cultures and norms around the world.

The key to good development education is to highlight the increasing interdependence of societies and individuals.

Of the people, for the people

The members of Dóchas are uniquely placed to play a bridging role between citizens in Ireland and people in developing countries:

- NGO project work overseas closely links Irish NGOs with development organisations, community and women's groups, trade unions and human rights organisations in the developing world. They help address real issues in real life – how poverty affects people across the globe.
- NGOs involved in development education at home reach out to teachers and students, trade unions, youth organisations and the media, to help them discover the linkages between their own lives and those of people in developing countries.
- NGOs develop teaching packs, and textbooks to support those who wish to know more. They organise events for themed learning and provide opportunities to take action.
- NGOs lobby political parties, government departments and ministers on development issues, to try to stimulate a broad debate on Ireland's role in global issues and injustice.

Development education is a fundamental part of our development cooperation programme; it highlights Ireland's many interactions with the rest of the world, and enables people to become effective global citizens.

Development Education is an active learning process based on inclusion and co-operation, enabling people to move from basic awareness of global issues to personal action. It is helping Irish people work towards **global literacy**: an awareness and understanding of global issues, how these issues affect society as a whole, and how individuals' attitudes, decisions and actions can fit into this web of world affairs.

Mission of this group

The Dóchas Development Education working group (DEG) mission is to strongly represent and promote Development Education both for and among Dóchas members and strengthen its position as a pivotal part of achieving global equity.

Our principal objectives

1. To enhance learning and exchange good practice in Development Education amongst Dóchas members
2. To advocate for the role of Development Education in the development effectiveness debate
3. To engage in a proactive and concrete way in issues affecting development education at European level.
4. To advocate for deeper and extended inclusion of Development Education into the fabric of Development Activity conducted by Dóchas members

The pursuit of the objectives is as follows:

1. To enhance learning and exchange good practice in Development Education amongst Dóchas members
 - 1.1 The group members have a shared understanding that one of the benefits of the group is learning, the sharing of knowledge and experiences with each other. Meetings in Ireland facilitate members to spend time with like-minded people, sharing common interests and goals. The group and the meetings are a safe space to discuss issues pertaining to development education.
 - 1.2 DEG members have been the driving force behind the development of the Dóchas Code of Conduct on Images and Messaging. This will continue, and the group hopes that the CoC will be taken over by Dóchas and the main work no longer carried out by volunteers. Further work is needed on implementation of the Code. The DEG is willing to assist with this, though it should be led by the secretariat.
 - 1.3 Meetings will continue every two months throughout the year. Sharing will be encouraged, including through case study presentations to the group by members.
 - 1.4 A piece of research will be commissioned by the group to ascertain the impact of Development Education carried out by DEG member organisations. The outputs of this research will be shared with Dóchas Members, Irish Aid, other stakeholders and the public at an external learning day.
2. To advocate for the role of Development Education in the development effectiveness debate
 - 2.1 The group recognises that it sits under the umbrella of Dóchas, the advocacy and campaigning organisation. Within this the group will continue its advocacy work. The indicator will be a commitment on the part of Dóchas members to commit 5% of budget on development education.
 - 2.2 To further this aim, and to improve mainstreaming of Development Education, the group will lobby for a 'Dev Ed' specialist board member at the next board elections within Dóchas.
3. To engage in a proactive and concrete way in issues affecting development education at European level
 - 3.1 The group is active in DARE and DEEEP.

- 3.2 An event is scheduled for May 2013, as part of the Ireland presidency of the EU.
- 3.3 DEG members will continue to attend EU Dev Ed meetings as appropriate.
4. To advocate for deeper and extended inclusion of Development Education into the fabric of Development Activity conducted by Dóchas members
- 4.1 The group aims to have a development education specialist join the Board of Management of Dóchas in the next round of elections.
- 4.2 The group hopes to use the outputs of the commissioned research to encourage mainstreaming of Dev Ed, and to publicise the impact it has in achieving global equality.

Scope of this group

The scope of DEG will be as determined by the Board of Dóchas (the Board), and in accordance with the annual plan drawn up by the working group and agreed with the Board. The DEG will operate in accordance with the Operations Procedures of the Dóchas Governance and Procedures manual.

Responsibility

The DEG is established by and responsible to the Board of Dóchas and, in between meetings, to the Director of Dóchas, but is encouraged to take initiatives and to make proposals as it sees fit. It should be clear that any proposal or project emanating from the Group is undertaken in the name of Dóchas in general rather than of the Group.

While working group projects and programmes require the overall approval of the Board or the Director, nevertheless once Board approval has been given, the Group is encouraged to go ahead and use its initiative to carry out the project, while keeping the secretariat and the Board informed, consulting with them where necessary.

Annual Plan / Budget

The DEG is required to submit an annual plan in December of each year and timetables to the Board for discussion and approval, and to cost any proposals, which are likely to involve expenditure.

As it is the intention of Dóchas to support the work of the Group, Dóchas will make some funds available annually for specific projects of the group. In addition, funding may also be made available for research projects.

Membership of Organisations

Membership of the Group is open to each Dóchas member agency. Member agencies are asked to notify the Dóchas secretariat in writing of the name (or names) of those they wish to represent them in the Working Group. The letter of notification should include reasons for wanting to join the Group and should state what the organisation believes that it can bring to the Group. The Dóchas secretariat will notify the Group's Chairperson and Secretary of new members to join the Group.

Membership of the Group is also open to non-Dóchas member agencies, though they will only be eligible to join as observer members, can not participate in elections and may be asked to contribute towards costs of activities.

The Study

The commissioned research will explore how development education can assist in fostering positive change in global equality. Case studies will be explored from experiences of NGOs active in the DEG. The study arises from discussions concerning impact of development education. The DEG wants to show Dóchas members, Irish Aid and the Irish public how development education is a good use of resources in that it is a means to effect societal change.

Representation from agencies need not be confined to staff or Board Directors of the agency.

Applications from non-Dóchas member agencies will be reviewed at the subsequent DEG meeting and a collective decision will be made as to whether or not to accept the application. Existing members must be satisfied that the aims, objectives and practise of the applicant reflects the spirit and intention of the Group.

Membership of Non-agency Individuals

Membership is open to individuals with an interest in the work of the Group, who have a demonstrable tie to an organisation(s) that has an interest in the issue. The Group is free, following consultation with and approval of the Director, to invite someone who is not a member of or associated with an agency, to participate in the Group. Such persons would not normally be eligible to be elected as the Group's Chair, Vice-Chair, Secretary or Treasurer, but the Director may waive this. The status and number of these non-agency representatives on the Group shall be reviewed annually, for approval by the Board.

The individual's membership application should be supported by the relevant organisation(s).

Affiliate Membership

Organisations who wish to be involved in the work of the DEG but cannot attend meetings due to travel restrictions may apply to be affiliate members. Affiliate members will remain on a mailing list for the group. These affiliate members have observer status and are expected to be available in an advisory capacity and must provide input/feedback on 4 of the 6 meetings per year.

Membership Renewal

Each year, the Chair of the Group will write to each member organisation (of the Group) and will request confirmation of continued participation on behalf of that organisation. In the case of individual members, the Chair will, similarly write to the individuals. This information will be maintained in a database within the secretariat.

Membership Criteria

- Member organisations should be ethical, non-profit making, humanitarian and non-partisan in their aims.
- A significant part of the members' work should be concerned with international development and / or development education.
- Members should be headquartered or resident in Ireland or, if not, should have substantial powers of decision-making in their own right.
- In the case of member organisations, copies of governing documents and audited accounts for the two most recent years and any other relevant documentation should be furnished on request.
- Members must attend four out of six meetings per year

Membership Responsibilities

- Members of the Group are expected to:
 - Comply with the Terms of Reference of the Group.
 - Participate, in the Group's meetings and organised events.
 - Commit to working as part of at least one sub group
 - Contribute appropriate expertise and information to the Group.
 - Act as representatives of their organisations representing the views, aims and objectives of the member organisations.
 - Feedback to their organisations on the work of the Group
 - Act at all times in an ethical, respectful manner.
 - Reconfirm interest and membership on an annual basis

Membership Voting

Where a vote is needed, decision shall be by the Group's members on the basis of one vote for each Dóchas member agency / individual participating in the Group, with the exception of Mailing List Members, who shall not be entitled to vote.

Term

The Group is, in principle, established for three years, and this may be renewable subject to review by the Board.

Officers

The Group shall elect a Chair, Vice-Chair, and Treasurer annually, and will also appoint a recording secretary at each meeting. Elections shall be by the Group's members on the basis of one vote for each agency / individual participating in the Group, with the exception of Mailing List Members, who shall not be entitled to vote. Elections shall be notified to the Board and subject to its ratification (for example, in cases where same person or agency was elected to several offices).

Officers will rotate annually, with all elections taking place in January.

No one person or organisation will serve in any officer role for more than three consecutive terms. On completion of a third consecutive term in any officer role, a member may not serve in any other officer role for a period of two years.

Reporting

The Group will report orally to the Director who will keep the Board up to date on activities. Written reports on activities and outcomes will be submitted by the Chairperson in advance of the Dóchas Annual General Meeting and these will be incorporated into the overall Dóchas Annual Report, which will be circulated to all Dóchas members in advance of the AGM.

Attendance at meetings of the Board of Dóchas

If the Chair of the Group is not already a member of the Board, s/he will, if and when required, attend meetings of the Board in a non-voting capacity. Alternatively, the Vice-Chair can represent the group.

Communications

In the interests of good communications, the Group will submit regular reports to the Dóchas secretariat for inclusion in the Dóchas member updates and website.

Sub-Committees, ad hoc groups

The Group is free to appoint sub-committees and ad hoc groups as it sees fit, subject to consultation and approval by the Director of Dóchas (to ensure they can be properly serviced and that any expenditure implications are known, approved and incorporated in the overall work plan / budget of the Group).

Working Group Chairperson

- Works closely with the Director and other Dóchas staff, reporting to the Board through the Director and represents the group to the Dóchas Director and Dóchas Board;
- Is responsible for communication within the group, including minutes distribution, and ensuring communication from the group to Dóchas
- Oversees, plans and monitors the work of the Working Group;
- Is responsible for maintaining a membership database;
- Serves as external contact point for the Working Group
- Assigns work to the committee members, sets the agenda and runs the meetings
- Initiates and leads the Working Group's annual evaluation.

Working Group Vice-Chairperson

- Performs Working Group Chairperson responsibilities when the Chairperson is not available.
- Performs other responsibilities as assigned by the Working Group members.

Working Group Rotating Secretary

- Is responsible for recording the minutes and action points at each meeting and submitting them to the Chairperson in a timely manner;

Working Group Treasurer

- Ensures the annual budget is submitted to the Dóchas office by February, in order to be included in the annual Dóchas budgeting process;
- Is responsible for the identification, formulation and monitoring of the financial implications of the activities proposed and undertaken by the Group;
- Reports to the Director on the use of the funds made available for the Group's work by Dóchas;
- Ensures that all members of the Working Group are aware of the financial situation of the Working Group.

Current Membership

Member organisations of DEG working group currently include:

Africa Centre, Amnesty International, Childfund Ireland, Concern, Development Perspectives, Kerry One World Centre, NYCI, Plan Ireland, Progressio Ireland, VSI.

DRAFT