

Addendum to Train4Dev's charter – April 2007

This document summarises the key governance arrangements for Train4Dev. Train4Dev activity is overseen by a Core Group, and is delivered by a range of sub-groups each of which has an appointed leader.

The new role of Train4Dev Core Group

At the May 2006 Train4Dev annual workshop in Oegstgeest in the Netherlands it was agreed to give the Core Group a stronger network management and development role.

The Core Group consists of 1-2 named representatives from the donors that hosted the last workshop, the donors who will host the next workshop, and the donors who will host the workshop the following year. The Core Group will comprise between 6 and a maximum of 12 representatives. The formal appointment of the new Core Group occurs at the end of the annual conference. Formal handover of responsibilities takes place during the first meeting of the new Core Group (normally September).

There are two key roles in the Core Group - **the chair** and **the sub-group coordinator**. These are detailed below.

The chair is elected by the network at the annual workshop and the present incumbent may be re-elected for a second year. The chair does not necessarily have to be from one of the Core Group donors, but this might be more practical.

The sub-group coordinator is selected by Core Group members.

Other roles are defined according to the Core Group's annual objectives.

The responsibilities of the Train4Dev Core Group

1. Provide strategic and practical leadership to the network.
2. Ensure the network's activities and programmes are agreed, aligned and meet identified needs.
3. Monitor the sub-group's performance against measurable objectives, and provide support and guidance when needed.
4. Design and oversee processes to support needs assessment, joint training activity and evaluation (through support sub-groups).
5. Provide guidance and support to new sub-groups.
6. Stimulate cooperation with new members, including setting membership conditions and requirements.
7. Lead on delivering high quality communication and knowledge management (with a support sub-group).
8. To integrate Train4Dev targets and activities into the DAC reporting frameworks.
9. Market the network's activities and achievements.

*The responsibilities of the **Core Group chair**:*

1. Lead on setting and publishing measurable performance objectives for the Core Group, and their achievement.
2. Ensure all members are clear about their delegated responsibilities and tasks, and ensure tasks are completed on time.
3. Plan and facilitate Core Group meetings in a way that takes account of differences in national culture and language.
4. Seek group consensus, but take decisions when required.
5. Ensure the sub-group coordinator is aware of and is fulfilling their responsibilities.
6. Work with the sub-group coordinator to ensure all sub-group's develop and deliver clear, aligned workplans.
7. Communicate the vision, purpose and work of Train4Dev with key stakeholders in the donor community.

*Responsibilities of the **sub-group coordinator***

1. Ensure the subgroups develop annual objectives/workplans that support the direction of the network, and which align across the network.
2. Communicate formally, before Core Group meetings, with sub-group leaders on progress and to give a steer, advice and support in achieving their objectives (as needed).
3. Ensure the sub-groups leaders are aware of and fulfil their reporting responsibilities.
4. Feedback on sub-group progress and lessons learned at Core Group meetings and the annual workshops.
5. Encourage and support all sub-group leaders to ensure they are clear about their responsibilities, and form sub-groups with the skills and capacity to deliver their objectives.

Responsibilities of the Train4Dev sub-groups

(Note: Due to differences in the nature of sub-group's work and their governance structures, their management arrangements will differ. The baseline expectations are set out below)

*The responsibilities of the **sub-group leader***

1. Lead on setting realistic, timely and achievable objectives which should be agreed by the Core Group and published on the Train4Dev website.
2. Assess the resourcing requirements of the sub-group, and ensure the sub-group has appropriately skilled people and money in place to fulfil its objectives.
3. Manage the work of the sub-group in relation to objectives and work plans and assess status of their project(s), taking appropriate remedial action to address risks and delivery issues.
4. Complete quarterly progress reports for the members funding of the sub-group's activities, the Core Group and for publication on the website.

5. Demonstrate effective communication within the sub-group itself, and when sharing successes and learning with the wider network.
6. Liaise with the Core Group's sub-group co-ordinator when Core Group support and advice is needed.
7. Ensure that sub-group members have a clear understanding of what's expected of them.
8. Ensure sub-group members take an active part in activities and meetings and encourage others who are less participatory.

*Responsibilities of **sub-group members***

1. Participate fully in sub-group activities and discussions, and commit to delivering/completing a major proportion of the subgroup's work.
2. Participate in sub-group decision-making and adhere to agreed decisions.
3. Before joining a sub-group, discuss with the sub-group leader the amount of resources (money and time) involved, and the type of skills and experience required by the group.
4. Ensure and declare they are mandated from their organisation and have necessary resources (time/travel budget) to participate in sub-group activities