



COMMONWEALTH
of LEARNING

VUSSC

VUSSC Management Committee Terms of Reference

The Virtual University for the Small states of the Commonwealth (VUSSC) is a collaborative network initiated by and built on the support of Ministers of Education of developing small states of the Commonwealth. These VUSSC participating countries are mainly from three regions: Asia and the Pacific, Caribbean, Africa and Mediterranean.

VUSSC is committed to the collaborative development of open content resources for education, training and capacity building in the use of ICTs to broaden access in education.

Preamble

At a VUSSC Interlocutors meeting at PCF5 London 2008, it was proposed and approved that a VUSSC Management Committee would be formed and would work closely with COL through an Education Specialist – a staff member of COL appointed for the facilitation and implementation of VUSSC initiatives.

The VUSSC Management Committee will oversee the work of VUSSC participating countries and will achieve the following objectives:

- ❖ Deliberate and make decisions on direction and implementation of VUSSC initiatives
- ❖ Inform and collaborate with COL as facilitating agency for the work of VUSSC
- ❖ Direct and facilitate policy development in the use of ICTs in education, particularly in expansion/improvement of access to education through ODL
- ❖ Build capacity in knowledge and training to enable the use of ICTs to broaden access in education

- ❖ Collaborate to develop free content resources for education and training
- ❖ Develop and manage a sustainable VUSSC business plan and budget on a triennial basis
- ❖ Identify funding sources and carry out fund raising initiatives to leverage funding
- ❖ Promote VUSSC and its vision and mission to its stakeholders, the small states of the Commonwealth, including their national and regional bodies
- ❖ Inform Education Ministers of the work and progress of VUSSC and advocate for ongoing political support
- ❖ Liaise and inform regional interlocutors on matters pertaining to VUSSC
- ❖ Follow up on implementation of VUSSC plans and programmes by relevant institutions of participating countries
- ❖ Monitor and evaluate progress of VUSSC initiatives and projects
- ❖ Facilitate the offering and quality assurance of courses through TQF process
- ❖ Form committees when necessary to expedite identified tasks
- ❖ Receive and review the work of TQF Management Committee for quality assurance and transferability of courses, content and qualifications.
- ❖ Develop professional collegueship and relationships amongst participating countries to foster a culture of sharing and enabling through collaboration

Composition of VUSSC Management Committee

- ❖ The Chair inclusive of the six interlocutors and the chair of the TQF
- ❖ Two interlocutors representing each of the three regions
- ❖ COL Education Specialist for VUSSC
- ❖ COL Secretarial and Administrative Support

Duration

- ❖ There shall be a three-year term for the chair and members of the committee.

- ❖ Nominations for membership from respective regions shall be brought to the full interlocutors meeting.
- ❖ Committee membership shall be finalised at that forum.
- ❖ Should a member be unable to fulfill the full term of office, a replacement from their respective country shall take effect.
- ❖ The new committee shall elect their chair.
- ❖ COL shall provide the Education Specialist to support the committee.

Meetings

- ❖ Face to Face meetings: 1 every 12 months
- ❖ Virtual meetings: 1 every 4 months using available technology

Conditions of Membership

- ❖ Members shall not receive remuneration for services rendered.
- ❖ Members shall be interlocutors nominated by their respective Ministry of Education and/or national institution.