ESTABLISHING A TECHNICAL WORKING GROUP

What do you want the working group to do?

Establishing the purpose of the working group or what you want them to be able to do will help you to understand the kind of members you would like to be involved.

The purpose of the group is best termed TERMS OF REFERENCE. This is a list of activities or responsibilities the group will carry out. By setting these out first, it will be easier to explain to potential members what you are asking them to contribute to.

Examples include

- Review and feedback on key documents within agreed timescales
- Input into the project development based on sector experience
- Attend scheduled meetings regularly
- Where possible and relevant contribute to seminars, conferences and symposiums
- Commit to a term of at least 2 years
- To promote and advocate on behalf of the sport education system with relevant, local regional and national stakeholders.
- To support Monitoring and Evaluation process of the sport education system.
- To review outcomes and achievements in country.
- To 'Check and Challenge' new ideas and opportunities for future development.

By supporting ongoing monitoring and evaluation of a sport education system, it will enable the Technical Working Group to draw conclusions about five main aspects of the system:

- relevance
- effectiveness
- efficiency
- impact
- sustainability

Who should be approached?

Specific organisations might nominate a representative that is best placed to represent them, however care will be needed to ensure they are working at an appropriate level to influence within their organisation or have the necessary expertise and skills you need to make a positive contribution.

Individuals may often enhance the working group as a whole because of a particular skill set. If there are skills required that are not available within your existing network, an open application process may be useful. When seeking individuals through an open application, it is important to

target specific groups to engage suitable candidates and also consider the importance of relevant referees for the candidates.

Examples:

- Fundraising – expertise in seeking and securing external funding
- Marketing/media – expertise in enhancing the profile of your programme and its appeal to mixed audiences
- Sport specific – if specific sports or skills sets (such as working with people with disabilities) is required
- Regional influence – communication skills and a network of contacts for using your programme in a wider setting (for example, regionally or continentally)

In both the case of individuals or organisations, if they already have a committed and have a good relationship with you on similar projects, they are likely to be an asset to the group.

What type of organisations should be invited?

As an initiative that seeks to build community coach education systems, organisations already involved in delivery or contributing to community sport and activity are well suited. These include:

- Sports federations
- Local community sport providers
- District/community officers
- Non government organisations working in the community
- Local community leaders
- Higher Education

In addition stakeholders/agencies outside of sport may be included because they could have expertise in community/local government or education for example

How do you approach potential members?

Initially a personal invitation by face to face meeting or by telephone is ideal so that you are able to discuss in detail any questions people might have about their potential involvement.

This should be followed by a letter setting out a formal invitation, including the Terms of Reference and also frequency, and dates of meetings.

How big is a working group?

Generally the size of the working group is individually determined in country; it needs to be representative of local stakeholders and interested parties.

It must be large enough to ensure different people can make a contribution to discussion and business of the meeting.

If it is too large not everyone will be able to contribute, or be involved in the business of the meeting.

There are some questions you may wish to consider such as

Should all current community groups attend?

Should types of group be represented by one member such as NGOs?

Should some groups have more than one representative?

What level of government representation is necessary?

What support will the working group need?

The group will need some specific support which should include

Chairperson

o Ensure meeting in planned effectively
o Control and direct proceedings
o Maintain progress in line with the agenda
o Is also a member of the group

Vice Chairperson

o Deputise when the Chair person is not able to attend

Administrator

o Communication and correspondence
o Invitations to meetings
o Agendas and following action points
o Drafting of reports
o Preparation of any other supporting papers
o Logistical arrangements – finding a venue and if required sourcing refreshments.

What is the working group mandate?

The group will need to consider its role within wider structures. Some questions to consider include

- o Is there policy or legislation to be regarded in setting up the group
- o Where in possible existing structures should the working group sit?
- o Who will the working group report to?