

# Terms of Reference

- **Introduction**

The 2002 UNDE Triennial Convention mandated that the Union re-establish an education programme. In January 2003, member-facilitators, USOs and National Officers gathered together in Ottawa to update the two out-of-date UNDE education programmes. Eleven modules were developed/amalgamated.

- **Details**

- A. Guiding Principles**

The UNDE education programme will be guided by the following principles :

- open to all members of UNDE;
- will use member-facilitators to present the education programme;
- in the main, these member-facilitators will have successfully completed the PSAC facilitators course or have obtained similar train-the-trainer instruction;
- Locals in conjunction with their respective UNDE Vice-Presidents will be responsible for identifying the specific educational needs of their membership;
- certificates identifying the modules completed will be given to each participant at the end of a course;
- final approval for all training rests with the UNDE National President.

- B. Role of Communications and Training Committee (COMTRA)**

COMTRA is a sub-committee of the UNDE National Executive Committee (NEC) with responsibility for maintaining the UNDE education programme, organizing the annual UNDE Presidents' Conference and other related duties as identified by the NEC. Specifically, COMTRA has the following responsibilities as it pertains to the UNDE education programme :

- ensure that the course modules are up-to-date;
- maintain a list of member-facilitators;
- identify future educational needs;
- interact with the PSAC education section on matters of mutual concern;
  - maintain a list of training events and the attendees of each training event.

- C. Role of the National Office**

The staff at the UNDE National Office has the following responsibilities:

- maintain the education modules;
- forward the requested education material to facilitators;
- coordinate the travel and accommodation for those attending education courses.

- D. UNDE REGIONAL EDUCATION COORDINATOR**

At the request of the Vice President of the Region, coordinate UNDE training that has been requested by the Local(s) in the Region through the Vice President.

Assist the Vice President to secure training facilities, location, and logistics for UNDE funded courses (with the assistance of UNDE National).

If requested by the Vice President of the Region, co-facilitate training in the Region.

Provide feedback on UNDE Training modules to the Vice President of the Region who will report to the National Executive, through the Chair COMTRA, with regards to updates or necessary course content adjustments.

Research and provide to the Vice President of the Region other Union related courses that are available.