

Additional resources

The UNEVOC Network Manual of Operating Procedures 2015 (www.unevoc.unesco.org/manual) serves as a reference document to communicate the general rules of engagement of member institutions and also establishes the framework procedures, structures and relationships within the Network.

Online services of UNESCO-UNEVOC

The UNESCO UNEVOC International Centre provides the following platforms for the UNEVOC Network members. UNEVOC Centres are requested to actively participate and contribute to these platforms, such that they become a resource for all.

TVET Events: www.unevoc.unesco.org/events

The Network Portal: www.unevoc.unesco.org/networkportal

The TVET Promising Practices Database: www.unevoc.unesco.org/promising-practices

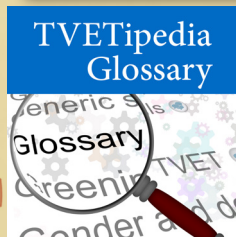
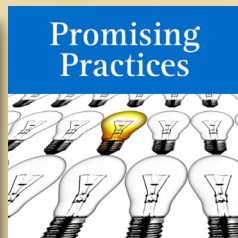
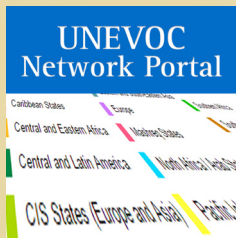
The World TVET Database: www.unevoc.unesco.org/worldtvetdatabase

TVETipedia Glossary: www.unevoc.unesco.org/tvetipediaglossary

The TVeT-Forum, a discussion board for TVET experts: www.unevoc.unesco.org/TVeT-forum

UNEVOC Publications: www.unevoc.unesco.org/publications

Multimedia with Videos and Photos: www.unevoc.unesco.org/multimedia



A guide for UNEVOC Cluster Coordinators

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Cluster Coordinators in the UNEVOC Network

The UNEVOC Network is coordinated by UNESCO-UNEVOC with the support of a number of UNEVOC Centres that are designated as Cluster Coordinating Centres. Cluster coordinators, therefore, play an important, pro-active role in the UNEVOC Network. They work at the interface between the UNEVOC Centres in their regional cluster and the UNESCO-UNEVOC International Centre, improving the flow of information. Their main focus is to

- **Facilitate the activities** of the UNEVOC Centres in their regional cluster, and to
- **Liase** with their Network Focal Point at the UNESCO-UNEVOC International Centre.

Cluster Coordinators play two different roles at the same time:

1. **As UNEVOC Cluster Coordinator they serve the needs and interests within their region.** They also support UNESCO-UNEVOC in co-managing the regional cluster. Own national needs and interest are secondary in this function.
2. **As UNEVOC Centre Coordinator they mainly serve national interests,** contributing to the improvement in the standards and quality of TVET in their country and informing the national TVET policy debate with expertise gained from regional and global exposure.

What are your benefits?

- Access to UNEVOC's international platform of experts
- Exposure within the UNEVOC Network at a more prominent level
- Opportunity to lead cluster activities and to help shape action on regions specific TVET needs
- Close collaboration with the UNESCO-UNEVOC International Centre
- Access to regional experience
- Contribution of regional TVET priorities to the policy dialogue and UNESCO standard setting

What makes a successful Cluster Coordinator?

Cluster coordinators are willing to exercise a leadership role and enjoy taking additional responsibility for the benefit of their region. In turn, they are at the forefront of developments in TVET and may benefit from increased regional and international exposure and the opportunity to convey their national and regional TVET agenda on global level. Given their position and function in the UNEVOC Network, Cluster Coordinators should focus on two lines of communications: with their Network Focal Point at UNESCO-UNEVOC, and with the UNEVOC Centres in their cluster. Regular and effective communication with the Focal Points, other cluster coordinators in their region, and the UNEVOC Centres in their cluster is key for Cluster Coordinators to be successful.

The following suggestions may provide some guidance:

Collaborate closely with your Focal Point at the UNESCO-UNEVOC International Centre:

- Keep in regular contact with your Focal Point and the other Cluster Coordinators in your region
- Help identify regional challenges through regional consultation with support from the Centre Coordinators in your region, and strategize with your Focal Point how to address them in regional TVET work planning
- Plan and organize activities within your cluster or in collaboration with your Focal Point
- Support the monitoring and reporting of your cluster's activities
- Facilitate identifying and developing promising practices and share those approved with your cluster
- Support the membership application and renewal process on request and help keeping the contact database of UNEVOC Centres up to date
- Provide periodic progress reports on the impact of activities in the cluster as requested

Work proactively for the UNEVOC Centres in your regional cluster:

- **Help activate** the UNEVOC Centres in your network. Be welcoming, inclusive and supportive and nurture a climate for cooperation. Communicate actively.

- **Motivate** Centre Coordinators in your cluster to engage their national networks by sharing information and by analysing current TVET needs.
- **Help overcome language barriers** by sharing opportunities, such as information on TVET conferences, programmes and other activities in the language(s) widely spoken in your region
- **Help identify regional TVET challenges** with support from the Centre Coordinators in your region
- **Advertise** the use of the e-Forum (www.unevoc.unesco.org/e-forum)
- **Stimulate** Networking, e.g. by promoting joint activities with the UNEVOC Centres within the cluster
- **Encourage the submission of promising practices** (www.unevoc.unesco.org/up/PromisingPracticeProposalForm.doc)
- **Inform** – make sure the members in your regional cluster know you. Welcome new members in the cluster and introduce them to the group, e.g. through your mailing list.
- **Mobilize** financial resources from donors within your cluster and share information on funding opportunities
- **Organize** capacity building activities for UNEVOC Network Members
- **Keep in touch** with UNESCO Field Offices that are relevant in your cluster as required (en.unesco.org/countries/field-offices).
- **Monitor** and support the activities of members in your region and reach out to active and less active members
- **Promote** UNEVOC's Online Resources accessible through www.unevoc.unesco.org/resources