Priority areas for GAML governance, communications and direction setting

Approved by GAML SPC in June 2017

GAML4/REF/2

No.	Action area	Responsibility	Timeline; Frequency	Actions taken
	GAML plenary and Alliance-wide elements			
1	**Agendas and Minutes of GAML meetings prepared, disseminated and made available on the GAML website**	<u>Secretariat</u>: for preparation and dissemination, with an emphasis on actions (i.e. what decisions are sought; who is responsible for what by when) <u>GAML plenary</u>: for review and adoption on a no objections basis <u>Secretariat</u>: to load on website	<u>Secretariat</u>: preparation and dissemination two weeks following plenary meetings <u>GAML plenary</u>: two week review period; adoption on a no objections basis <u>Secretariat</u>: to load on website one month after each plenary meeting	<u>Secretariat</u> prepares, disseminates and loads minutes on GAML website **Technical Cooperation Group** uses detailed minutes, including recommendations, points of consensus/dissention, areas of emphasis (inter alia) to inform its work program, and to appropriately advise the **Education 2030 Steering Committee** *Current practice*: minutes shared via google drive (best practice? Can all access?) on a 'for information' basis
2	**Papers and resources developed in 2016 and 2017 made available on the GAML website**	<u>Secretariat</u>: all papers and resources developed up to and including the 3rd GAML meeting (May 2017) uploaded on the GAML website. Papers should be dated, with status identified (i.e. discussion paper; final resource; consultation draft; etc.)	<u>Secretariat</u>: by **15 July 2017**, upload all documents to the GAML website, in a logical and easily searchable manner	Secretariat loads documents on GAML website by **15 July 2017** *Current practice*: papers and resources shared on an ad hoc basis

3   GAML4/REF/2
Priority areas for GAML governance, communications and direction setting

UNESCO
INSTITUTE
FOR
STATISTICS

GLOBAL
ALLIANCE
TO MONITOR
LEARNING

No.	Action area	Responsibility	Timeline; Frequency	Actions taken
3	**Papers and resources developed for consideration by the GAML plenary circulated no later than two weeks before GAML plenary meetings**	Task Force Chairs and Secretariat: ensures the timely preparation of papers and resources, including clearly identified Action Items, Points for Discussion/Decision and/or Recommendations Secretariat: circulates all papers at least two weeks prior to each GAML plenary meeting	In advance of each GAML plenary meeting	Task Force Chairs and Secretariat: ensures the timely preparation of technical papers and resources Secretariat disseminates to GAML members *Current practice*: papers and resources typically tabled at meetings
4	**Papers and resources made available on the GAML website**	Task Force Chairs and Secretariat: following GAML plenary meetings, Task Force Chairs, Secretariat and/or contractors are responsible for making any necessary revisions to the relevant resources, based on meeting input. Provide updated resources to Secretariat within three weeks of the relevant plenary meeting Secretariat: to load on website, under the appropriate topic area	Task Force Chairs and Secretariat: within three weeks of the relevant plenary meeting, revise as necessary papers and resources and provide to Secretariat Secretariat: to load on website within one week of receipt of documents from relevant responsible party (ideally co-timed with the uploading of meeting minutes and other related reportables)	Task Force Chairs and Secretariat: ensures the timely revision of technical papers and resources, for broader transparency Secretariat loads on website *Current practice*: papers and resources shared on an ad hoc basis

No.	Action area	Responsibility	Timeline; Frequency	Actions taken
5	**Develop a GAML overview paper, outlining GAML-related resources (existing and planned), a glossary of terms and visual mapping of inter-relationships of resources and partnerships within the GAML Alliance**	Secretariat coordinates the development of a GAML overview paper, including a glossary of terms, with a focus on GAML-related resources and including visual depictions, to enable a clear understandability of existing and planned resources in support of the GAML Work Plan and Logical Model SPC reviews and provides comments Secretariat revises, for plenary review and feedback	Secretariat ensures that a draft final version is completed by **30 September 2017, which incorporates an SPC review**. Circulates to GAML plenary at least two weeks prior to plenary meeting GAML plenary: reviews the overview document, discusses at plenary meeting, with comments recorded	Secretariat prepares, SPC and plenary review, Secretariat finalises overview document. Secretariat loads on website by **mid-November 2017**
6	**Communications Strategy**	Secretariat to develop a time-based and costed stakeholders' communications strategy SPC to provide advisory feedback	Secretariat to draft and provide to SPC for consideration by **August 2017**. Secretariat to finalise based on feedback and implement	Secretariat to implement Communications Strategy. Secretariat and SPC to review periodically, and at least annually
7	**Tracking progress against the GAML Operational Plan and Logframe**	Secretariat to update Operational Plan quarterly, indicating progress against expected timelines and budgets.	Secretariat to update Operational Plan quarterly, in time for SPC meetings. Secretariat to review logframe annually, in time for SPC meetings. Secretariat and	Secretariat to update Operational Plan quarterly, in time for SPC meetings. Secretariat to review logframe annually, in time for SPC meetings. SPC to provide

No.	Action area	Responsibility	Timeline; Frequency	Actions taken
		Secretariat to review logframe annually SPC to consider progress against the Operational Plan and logframe, and provide advisory feedback	SPC to provide updates to GAML plenary meetings	feedback. Secretariat and SPC to provide updates to GAML plenary meetings. Plenary to respond to actions and recommendations presented
Strategic Planning Committee (SPC)				
1	**SPC Terms of Reference and membership list made available on the GAML website**	SPC: reviews and agrees SPC ToRs SPC Chair: finalises ToR text as per SPC feedback and provides to Secretariat Secretariat: to load on website	SPC: to review and finalise ToR text at its June 2017 virtual meeting. Reviews annually SPC Chair: provides final document to Secretariat by **30 June 2017** Alters annually, as per SPC discussions Secretariat: to load on website by **7 July**; updates on advice of SPC	SPC finalises ToRs, and reviews annually Secretariat loads on website
2	**Minutes of SPC meetings prepared, disseminated and made available on the GAML website**	Secretariat: preparation and dissemination SPC members: review and adoption on a no objections basis Secretariat: to load on website	SPC meetings convened at least quarterly Secretariat: preparation and dissemination two weeks following SPC meetings	Secretariat prepares, disseminates and loads agendas and minutes on GAML website *Current practice*: minutes shared with SPC members

No.	Action area	Responsibility	Timeline; Frequency	Actions taken
			SPC members: two week review period; adoption on a no objections basis Secretariat: to load on website one month after each SPC meeting	
3	**Expression of Interest (EoI) process for membership of SPC actioned**	SPC members: SPC currently constituted on an invitation basis. Move to an EoI selection process, linked to the membership categories identified in the SPC ToRs. Determine process for EoI review to ensure a fair and transparent process (e.g. nomination by constituency category; independent review body)	SPC members: to determine and publicise the approach by **1 April 2018**, to ensure the EoI process is completed in time for the GAML plenary (late April/May 2018 TBC)	SPC members: determines the EoI approach by **1 April 2018** Secretariat manages outreach to GAML members
4	**Decision making role of GAML: Consider and provide recommendations to GAML plenary**	SPC members: to consider the status of GAML within the SDG 4 framework, guided by the GAML Governance document. Prepare clear advice to the GAML membership on issues including: GAML as an advisory body; GAML's role in providing	SPC members: to prepare advice and relevant documentation in advance of the October 2017 GAML plenary meeting To review on an as needs basis, at least annually	SPC members to prepare a working paper for GAML plenary consideration. Revise based on feedback and finalise as appropriate Secretariat loads on website

No.	Action area	Responsibility	Timeline; Frequency	Actions taken
		resources, evidence, guidance, advice, recommendations and/or decisions for consideration by the UIS, the SDG 4 Technical Cooperation Group, the Education 2030 Steering Committee, the IAEG-SDG, and other related bodies		
Task Forces				
1	**Details of Task Forces, Terms of Reference, members and work plans made available on the GAML website**	Task Force Chairs: to prepare relevant documents and provide to Secretariat Secretariat: to load on website	Task Force Chairs: to review and update as necessary, at least six monthly Secretariat: to load as necessary changes on website	Task Force Chairs to prepare and share initial documentation and to update at least six monthly Secretariat loads on website *Current practice*: Task Force page pending
2	**Agendas and Minutes of Task Force meetings prepared, disseminated and made available on the GAML website**	Task Force Chairs: preparation and dissemination to Task Force members Task Force members: for review and adoption on a no objections basis	Task Force meetings convened at least quarterly Task Force Chairs: for preparation and dissemination two weeks following Task Force meetings	Task Force Chairs prepares, members review, Task Force Chair finalises based on feedback meeting minutes Secretariat loads agendas and minutes on website within one month of Task Force meetings

No.	Action area	Responsibility	Timeline; Frequency	Actions taken
		Secretariat: to load on website	Task Force members: two week review period; adoption on a no objections basis Secretariat: to load on website one month after each Task Force meeting	*Current practice*: Task Force page pending
3	**Task Force technical papers and resources developed in 2016 and 2017 made available on the GAML website**	Task Force Chairs: all technical papers and resources developed up to and including the 3rd GAML meeting (May 2017) provided to Secretariat for uploading on the GAML website	Task Force Chairs: by **15 July 2017** all technical papers and resources developed for or on behalf of the relevant Task Force provided to the Secretariat Secretariat: by **30 July 2017**, upload all documents to the GAML website, in a logical and easily searchable manner	Task Force Chairs provide all technical papers and resources developed to date to Secretariat by **15 July 2017** Secretariat loads documents on GAML website by **30 July 2017** *Current practice*: Task Force page pending
4	**Task Force technical papers and resources developed for consideration by the GAML plenary circulated no later than two weeks before GAML plenary meetings**	Task Force Chairs: ensures the timely preparation of technical papers and resources, including clearly identified Action Items, Points for Discussion/Decision and/or Recommendations	In advance of each GAML plenary meeting	Task Force Chairs: ensures the timely preparation of technical papers and resources Secretariat disseminates to GAML members at least two weeks prior to each GAML plenary meeting

No.	Action area	Responsibility	Timeline; Frequency	Actions taken
		Secretariat: circulates all papers at least two weeks prior to each GAML plenary meeting		*Current practice*: Task Force resources tabled at meetings
5	**Task Force technical papers and resources made available on the GAML website**	Task Force Chairs: following GAML plenary meetings, Task Force Chairs are responsible for making any necessary revisions to the relevant resources, based on meeting input. Provide updated resources to Secretariat within three weeks of the relevant plenary meeting Secretariat: to load on website, under the relevant Task Force and/or appropriate topic area	Task Force Chairs: within three weeks of the relevant plenary meeting, revise as necessary technical papers and resources and provide to Secretariat Secretariat: to load on website within one week of receipt of documents from Task Force Chairs (ideally co-timed with the uploading of meeting minutes and other related reportables)	Task Force Chairs: ensures the timely revision of technical papers and resources, for broader transparency Secretariat loads on website *Current practice*: Task Force resources shared on an ad hoc basis