

Programme Review Steering Group Draft Terms of Reference



Goal	To carry out a review of ONE Programme, communicate findings, and develop action plans for implementing any proposed changes.
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Review Sponsor	Dominic Byrne (Core Team Chair)
Review Lead	Currently Vacant

Purpose and Authority of Steering Group

- Consider the 2017 Programme Review and confirm if similar challenges/success exist today
- Design and manage an engagement plan to involve local scouters in the review process
- Work with national programme teams to understand programme design and learning objectives
- Align with WOSM’s Guide to Youth Programme in Scouting (GPS) to ensure all programme elements are included
- Determine a methodology for carrying out the review including approach, design and data collection
- Where required, facilitate surveys, workshops or focus groups to encourage participation in the review
- Evaluate the effectiveness of the tools and resources currently available
- Establish the current barriers and pathways to delivering high quality youth programme
- Ensure that young people are involved throughout the review process, and that all youth members can engage in the review
- Prioritise actions into short term small changes vs longer projects

Group Members

Name		Area of Responsibility
1	Review Lead - <i>Vacant</i>	Chair of Steering Group & member of PSD Core Team
2	<i>Vacant</i>	National Team 1
3	<i>Vacant</i>	National Team 2
4	<i>Vacant</i>	Provincial Team 1
5	<i>Vacant</i>	Provincial Team 2
6	<i>Vacant</i>	Group/County Team 1
7	<i>Vacant</i>	Group/County Team 2
8	<i>Vacant</i>	Youth Rep 1
9	<i>Vacant</i>	Youth Rep 2
10	<i>Vacant</i>	Youth Rep 3
11	<i>Vacant</i>	Staff member 1

Inputs

- Outputs of 2017 programme review
- Quantitative data collected through surveys, workshops or focus groups
- Results from MIYO study
- Qualitative data (word of mouth, personal experience etc)
- Experience of Trainers & local managers in supporting Scouters

Standing Invitees

Name		Area of Responsibility
1	Dominic Byrne	Core Team Chair
2	Edel McCarthy	Programme Manager
3	Rory Nevin/Derek McInerney/Brendan Doherty	Other Core Team Members

Meeting Logistics

- The group will determine their own meeting schedule and will report monthly to the PSD Core Team
- The group will have access to the Programme Department’s resources (digital, financial, personal etc.)
- The group will be facilitated in meeting other departments and teams e.g. Volunteer & Group Support, Training, Communications, etc.

Outputs

- Monthly status reports to PSD core team
- Final report presented at Cruinniú 2025
- Action plan for implementing proposed changes
- Summary of data collected throughout review

Owner	Programme Services Core Team
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Approval Date	<i>XX/XX/2024</i>
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Next Review Cycle	<i>XX/XX/2024</i>
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Quorum

- Quorum will be 5 members of the group plus the Review Lead