

# **EMIS Technical Sub Committee Terms of Reference**

## **1 Background**

The Education Management Information System (EMIS) is used by the Ministry of Education to collect, analyze and report on educational information, including: institutions, students, and staff. The EMIS is also used by other education stakeholders for planning, monitoring, evaluation and research. EMIS information is used to monitor key performance indicators of the education system and to manage the allocation of educational resources and services.

## **2 Purpose of the EMIS Technical Sub Committee**

The purpose of the EMIS Technical Sub Committee is to take responsibility for the day-to-day administration and management of the EMIS under the guidance of the EMIS Steering Committee. The EMIS Technical Sub Committee is responsible for all aspects of software, hardware, data security, training and capacity building.

## **3 Functions of the EMIS Technical Sub Committee**

The Functions of the committee are as follows:

- Manage the day-to-day implementation of the EMIS at all levels of the system
- Follow the guidelines of the EMIS Steering Committee with respect to EMIS activities
- Provide technical advice and support for EMIS software and hardware
- Administer appropriate processes to ensure EMIS data security
- Coordinate capacity building and training to all users of the system
- Ensure timely and reliable data are produced by the system for data-driven decision making
- Assist in monitoring all aspects of the implementation of the EMIS
- Assist in managing the scope of the EMIS through an appropriate change management process
- Respond to technical questions raised by EMIS stakeholders

## **4 Roles and Responsibilities**

### **4.1 Role of individual committee members**

Committee members are required to be fully prepared for and make every reasonable effort to contribute towards by working together with other committee members to achieve the overall role of the committee. It is important that members of the committee represent different sections and locations.

The roles of the individual committee members are as follows:

- Understand the strategic implications and outcomes of initiatives being pursued through EMIS outputs
- Represent the interests of all major EMIS stakeholders
- Implement EMIS activities under the guidelines of the EMIS Steering Committee
- Be committed to, and actively involved in, pursuing the outcomes of the education policy
- Provide technical support to all EMIS stakeholders
- Monitor the day-to-day progress of the implementation of EMIS activities
- Ensure adherence of EMIS activities to standards of best practice

## 4.2 Role of the manager

The EMIS Sub Committee Manager shall lead the EMIS Technical Sub Committee activities under the guidance of the EMIS Steering Committee, which will provide annual work plans to the Sub Committee, with measurable expected outcomes. The manager will be responsible for regularly reporting to the Steering Committee on all aspects of the implementation of the EMIS.

## 5 Membership

The committee membership and roles are as follows:

Name/Position	Role	Voting Rights
	Manager	Yes
	Member	Yes
	Member	Yes
	Member	Yes
	Member	Yes
	Member	Yes
	Advisor	No
	Observer	No

## 6 Approval

The EMIS Steering Committee shall review and approve the terms of reference each year and review the outcomes of the committee against the terms of reference for the previous year.