



## White Ribbon Steering Group Fact Sheet

### Purpose of the Steering Group

The Steering Group is responsible for guiding the development, implementation, and management of a three-year Action Plan for the Accreditation programme. The group will ensure that the programme meets its objectives, adheres to best practices, and achieves desired outcomes.

### Key Responsibilities

- **Strategic Planning:** Develop a comprehensive three-year Action Plan for the Accreditation programme.
- **Governance:** Provide oversight and governance to ensure the programme's objectives are met.
- **Stakeholder Engagement:** Engage with stakeholders to gather input, feedback, and support for the Accreditation programme.
- **Monitoring and Evaluation:** Establish metrics and processes to monitor progress and evaluate the success of the programme.
- **Resource Management:** Ensure that resources (financial, human, and technical) are effectively managed and utilised.
- **Communication:** Maintain clear and consistent communication with all stakeholders throughout the programme's Accreditation cycle.

### Composition of the Steering Group

- **Chairperson:** Leads the group and ensures effective meeting facilitation and decision-making.
- **Programme Manager:** Oversees the day-to-day operations of the Accreditation programme.
- **Subject Matter Experts:** Individuals with expertise in the relevant fields (e.g., education, quality assurance, industry standards).
- **Stakeholder Representatives:** Members from key stakeholder groups (e.g., institutions seeking Accreditation, accrediting bodies, community representatives).
- **Financial Advisor:** Provides guidance on budgeting, financial planning, and resource allocation.
- **Administrative Support:** Handles scheduling, documentation, and logistical support for the Steering Group.



## White Ribbon Steering Group Fact Sheet

### Steps to Establish the Steering Group

#### 1.) Define Objectives and Scope:

- Clearly outline the purpose, goals, and scope of the Accreditation programme.
- Identify the key outcomes to be achieved over the three-year period.

#### 2.) Identify and Invite Members:

- Select individuals with the necessary expertise, experience, and stakeholder representation.
- Send formal invitations and provide a clear overview of expectations and time commitments.

#### 3.) Develop Terms of Reference (ToR):

- Draft a ToR document that outlines the roles, responsibilities, and expectations of the Steering Group members.
- Include details on meeting frequency, decision-making processes, and conflict resolution mechanisms.

#### 4.) Initial Meeting:

- Hold an inaugural meeting to introduce members, review the ToR, and establish initial priorities.
- Set a regular meeting schedule and define key milestones for the first year.

#### 5.) Develop the Three-Year Action Plan:

- Conduct a situational analysis to understand the current landscape and needs.
- Set specific, measurable, achievable, relevant, and time-bound (SMART) goals.
- Outline key activities, timelines, and responsible parties for each goal.
- Establish metrics for monitoring progress and evaluating success.

#### 6.) Stakeholder Engagement:

- Develop a stakeholder engagement strategy to involve key stakeholders throughout the process.
- Schedule regular updates and feedback sessions with stakeholders.



## White Ribbon Steering Group Fact Sheet

### 7.) Implementation and Monitoring:

- Assign tasks and responsibilities to Steering Group members and relevant staff.
- Monitor progress regularly and adjust the action plan as needed based on feedback and evaluation results.

### 8.) Evaluation and Reporting:

- Conduct annual reviews to assess progress against the Action Plan.
- Prepare and disseminate annual reports to stakeholders, highlighting achievements, challenges, and future plans.

### Best Practices

- **Regular Communication:** Maintain open lines of communication within the Steering Group and with stakeholders.
- **Transparency:** Ensure transparency in decision-making and reporting processes.
- **Flexibility:** Be prepared to adapt the action plan based on changing circumstances and feedback.
- **Continuous Improvement:** Foster a culture of continuous improvement by regularly evaluating and refining the programme.

### Contact Information

For further information or assistance in setting up the Steering Group, please contact:

[Your Name]

[Your Title]

[Your Organisation]

[Email Address]

[Phone Number]

This fact sheet provides an overview of the essential steps and considerations for establishing the White Ribbon Steering Group to develop and manage the three-year Action Plan for the Accreditation programme. By following these guidelines, the Steering Group can effectively guide the programme towards achieving its goals and making a positive impact.