

TANZANIA INSTITUTE OF EDUCATION (TIE)

ALMANAC FOR THE FINANCIAL YEAR 2011/2012

1. QUARTERLY MEETINGS OF THE COUNCIL OF TIE AND ITS COMMITTEES FOR THE FINANCIAL YEAR 2011/2012

FIRST SITTING

(TIE Council and Committees Meetings, 2011/2012)

Date	Day	Type of Meeting	Agenda to be Deliberated on
28/7/2011	Thursday	IAC Meeting	To receive and deliberate on internal audit report and recommendations on the fourth quarter (April-June, 2011) and annual report (2010/2011).
4/8/2011	Thursday	FPC Meeting	To receive and deliberate on the 2011/2012 Revised Budget. To receive and deliberate on Income and Expenditure Report for the fourth quarter (April-June 2011) and annual income and expenditure report (2010/2011).
11/8/2011	Thursday	ADHRDC Meeting	To receive and deliberate on Workers' Progress Report for the fourth quarter (April-June, 2011) and annual report (2010/2011).
18/8/2011	Thursday	AAC Meeting	To receive and deliberate on implementation report of planned academic activities for the fourth quarter (April-June, 2011) and for the year (2010/2011).
1/9/2011	Thursday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the fourth quarter (April-June, 2011) and for the year 2010/2011.

SECOND SITTING

(TIE Council and Committees Meetings, 2011/2012)

Date	Day	Type of Meeting	Agenda to be Deliberated on
12/10/2011	Wednesday	IAC Meeting	To receive and deliberate on internal audit report and recommendations for the first quarter (July-September 2011)
20/10/2011	Thursday	ADHRDC Meeting	To receive and deliberate on Workers Progress Report for the first quarter (July-September 2011).
27/10/2011	Thursday	FPC Meeting	To receive and deliberate on Income and Expenditure Report for the first quarter (July-September 2011).

3/11/2011	Thursday	AAC Meeting	To receive and deliberate on implementation report of planned academic activities for the first quarter (July-September 2011).
15/11/2011	Tuesday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the first quarter (July-September 2011).

THIRD SITTING

(TIE Council and Committees Meetings, 2011/2012)

Date	Day	Type of Meeting	Agenda to be Deliberated on
19/1/2012	Thursday	IAC Meeting	To receive and deliberate on internal audit report and recommendations for the second quarter (October - December 2011).
26/1/2012	Thursday	ADHRDC Meeting	To receive and deliberate on Workers' Progress Report for the second Quarter (October-December 2011).
2/2/2012	Thursday	FPC Meeting	To receive and deliberate on income and expenditure report for the Second quarter (October-December 2011). To receive and deliberate on external Auditor's Report on (2010/2011) Accounts. To receive and deliberate on the budget of income and expenditure for the year (2012/2013)
9/2/2012	Thursday	AAC Meeting	To receive and deliberate on implementation report of planned academic activities for the second quarter. (October-December 2011).
23/2/2012	Thursday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the second quarter (October-December 2011).

FOURTH SITTING

(TIE Council and Committees Meetings, 2011/2012)

Date	Day	Type of Meeting	Agenda to be Deliberated on
12/4/2012	Thursday	IAC Meeting	To receive and deliberate on internal audit report and recommendations for the third quarter (January – March 2012).
19/4/2012	Thursday	ADHRDC Meeting	To receive and deliberate on workers progress report for third quarter (January-March 2012).

25/4/2012	Wednesday	FPC Meeting	To receive and deliberate on Income and Expenditure Report for the third quarter (January-March 2012).
3/5/2012	Thursday	AAC Meeting	To receive and deliberate on the implementation report of planned academic activities for the third quarter (January-March 2012).
10/5/2012	Thursday	TIE Council Meeting	To receive and deliberate on reports from its Committees.

2. MEETINGS OF THE TIE WORKERS' COUNCIL, EXECUTIVE COMMITTEE OF THE WORKERS COUNCIL AND RAAWU FOR THE FINANCIAL YEAR 2011/2012

FIRST SITTING

(TIE Workers Council, Its Executive Committee and RAAWU Meetings, 2011/2012)

Date	Day	Type of Meeting	Agenda to be Deliberated on
19/7/2011	Tuesday	ECWC Meeting	To receive and deliberate on the under listed reports for the fourth quarter (April- June 2011) and for the year 2010/2011: <ul style="list-style-type: none"> • Worker's progress report; • Income and expenditure report; and • Planned academic activities implementation report.
27/7/2011	Wednesday	Workers' Council Meeting	To receive and deliberate on the report from the ECWC for the fourth quarter (April- June 2011) and for the year 2010/2011.
2/8/2011	Tuesday	RAAWU Branch Steering Committee	To deliberate on RAAWU operations for the fourth quarter (April – June 2011) and the FY 2010/2011

SECOND SITTING

(TIE Workers Council, Its Executive Committee and RAAWU Meetings, 2011/2012)

Date	Day	Type of Meeting	Agenda to be Deliberated on
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6/10/2011	Thursday	ECWC Meeting	To receive and deliberate on the under listed reports for the first quarter (July-September 2011) of the FY 2011/2012 : <ul style="list-style-type: none"> • Workers progress report; • Income and expenditure report; and • Planned academic activities implementation report.
11/10/2011	Tuesday	Workers' Council Meeting	To receive and deliberate on report from ECWC for the first quarter (July-September 2011) of the FY 2011-2012.
19/10/2011	Wednesday	RAAWU Branch Steering Committee	To deliberate on RAAWU operations for the first quarter (July – September 2011) of the FY 2011/2012

THIRD SITTING

(TIE Workers Council, Its Executive Committee and RAAWU Meetings, 2011/2012)

Date	Day	Type of Meeting	Agenda to be Deliberated on
17/1/2012	Tuesday	ECWC Meeting	To receive and deliberate on the following reports for the second quarter (October-December 2011) of the FY 2011/2012: <ul style="list-style-type: none"> • Workers progress report; • Income and expenditure report and • Planned academic activities implementation report
23/1/2012	Monday	Workers' Council Meeting	To receive and deliberate on report from ECWC for the second quarter (October-December 2011) of the FY 2011/2012.
30/1/2012	Monday	RAAWU Branch Steering Committee	To deliberate on RAAWU operations for the second quarter (October - December 2012) of the FY 2011/2012.

FOURTH SITTING

(TIE Workers Council, Its Executive Committee and RAAWU Meetings, 2011/2012)

Date	Day	Type of Meeting	Agenda to be Deliberated on
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10/4/2012	Tuesday	ECWC Meeting	To receive and deliberate on under-listed reports for the third quarter (January - March 2012) of the FY 2011/2012: <ul style="list-style-type: none"> • Workers progress report; • Income and expenditure report; and • Planned academic activities implementation report.
17/4/2012	Tuesday	Workers' Council Meeting	To receive and deliberate on report from ECWC for the third quarter (January - March 2012) of the FY 2011/2012
30/4/2012	Monday	RAAWU Branch Steering Committee	To deliberate on RAAWU operations for the third quarter (January -March 2012) of the FY 2011/2012

3 MANAGEMENT AND STAFF MEETINGS FOR THE FINACIAL YEAR 2011/2012

Guidelines

Executive Management Committee: Weekly Meetings

Management Team: Monthly Meetings

Departments/Units; Monthly meetings

All Staff: Quarterly Meetings (September, December, March, June)

JULY 2011

(TIE Management and Staff Meetings, 2011/2012)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	6	Wednesday
		14	Thursday
		21	Thursday
		26	Tuesday
2. Management Team Meeting	Director General	29	Friday
3. Departments & Units Meetings	CDR	1 & 15	Friday ; Friday
	EMDD	4 & 18	Monday; Monday
	CCT	5 & 20	Tuesday; Wednesday
	RIP	7 & 22	Thursday; Friday
	HRA	8 & 25	Friday; Monday

AUGUST 2011

(TIE Management and Staff Meetings, 2011/2012)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	5	Friday
		12	Friday
		19	Friday
		25	Thursday
2. Management Team Meeting	Director General	31	Wednesday
3. Departments & Units Meetings	CDR	3 & 23	Wednesday; Tuesday
	EMDD	8 & 24	Monday; Wednesday
	CCT	9 & 26	Tuesday; Friday
	RIP	10 & 29	Wednesday; Monday
	HRA	15 & 30	Monday; Tuesday

SEPTEMBER 2011

(TIE Management and Staff Meetings, 2011/2012)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	8	Thursday
		15	Thursday
		22	Thursday
		28	Wednesday
2. Management Team Meeting	Director General	29	Thursday
3. Departments & Units Meetings	CDR	2 & 20	Friday; Tuesday
	EMDD	5 & 21	Monday; Wednesday
	CCT	6 & 23	Tuesday; Friday
	RIP	7 & 26	Wednesday; Monday
	HRA	9 & 27	Friday ; Tuesday
4. All Staff Meeting (1 st Quarter , 2011/12)	Director General	30	Friday

OCTOBER 2011

(TIE Management and Staff Meetings, 2011/2012)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	7	Friday
		13	Thursday
		21	Friday
		28	Friday
2. Management Team Meeting	Director General	31	Monday
3. Departments & Units Meetings	CDR	3 & 17	Monday; Monday
	EMDD	4 & 18	Tuesday; Tuesday
	CCT	5 & 24	Wednesday ; Monday
	RIP	10 & 25	Monday; Tuesday
	HRA	14 & 25	Friday; Tuesday

NOVEMBER 2011

(TIE Management and Staff Meetings, 2011/2012)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	2	Wednesday
		10	Thursday
		17	Thursday
		24	Thursday
2. Management Team Meeting	Director General	30	Wednesday
3. Departments & Units Meetings	CDR	4 & 22	Friday; Tuesday
	EMDD	7 & 23	Monday; Wednesday
	CCT	8 & 25	Tuesday; Friday
	RIP	9 & 28	Wednesday; Monday
	HRA	14 & 29	Monday; Tuesday

DECEMBER 2011*(TIE Management and Staff Meetings, 2011/2012)*

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	1	Thursday
		8	Thursday
		15	Thursday
		22	Thursday
2. Management Team Meeting	Director General	29	Thursday
3. Departments & Units Meetings	CDR	5 & 20	Monday; Tuesday
	EMDD	6 & 21	Tuesday; Wednesday
	CCT	7 & 23	Wednesday; Friday
	RIP	13 & 27	Tuesday; Tuesday
	HRA	14 & 28	Wednesday; Wednesday
4. All Staff Meeting (2 nd Quarter 2011/12)	Director General	30	Friday

JANUARY 2012*(TIE Management and Staff Meetings, 2011/2012)*

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	5	Thursday
		11	Wednesday
		20	Friday
		27	Friday
2. Management Team Meeting	Director General	31	Tuesday
3. Departments & Units Meetings	CDR	3 & 13	Tuesday ; Friday
	EMDD	4 & 16	Wednesday ; Monday
	CCT	6 & 18	Friday ; Wednesday
	RIP	9 & 24	Monday ; Tuesday
	HRA	10 & 25	Tuesday ; Wednesday

FEBRUARY 2012*(TIE Management and Staff Meetings, 2011/2012)*

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	3	Friday
		10	Friday
		16	Thursday
		24	Friday
2. Management Team Meeting	Director General	29	Wednesday
3. Departments & Units Meetings	CDR	1 & 20	Wednesday; Monday
	EMDD	6 & 21	Monday ; Tuesday
	CCT	7 & 22	Tuesday ; Wednesday
	RIP	8 & 27	Wednesday ; Monday
	HRA	13 & 28	Monday ; Tuesday

MARCH 2012*(TIE Management and Staff Meetings, 2011/2012)*

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	1	Thursday
		8	Thursday
		15	Thursday
		22	Thursday
2. Management Team Meeting	Director General	29	Thursday
3. Departments & Units Meetings	CDR	2 & 21	Friday ; Wednesday
	EMDD	5 & 23	Monday; Friday
	CCT	6 & 26	Tuesday ; Monday
	RIP	7 & 27	Wednesday; Tuesday
	HRA	9 & 28	Friday ; Wednesday
4. All Staff Meeting (3 rd Quarter 2011/12)	Director General	30	Friday

APRIL 2012

(TIE Management and Staff Meetings, 2011/2012)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	5	Thursday
		13	Friday
		20	Friday
		27	Friday
2. Management Team Meeting	Director General	30	Monday
3. Departments & Units Meetings	CDR	2 & 16	Monday ; Monday
	EMDD	3 & 18	Tuesday ; Wednesday
	CCT	4 & 23	Wednesday ; Monday
	RIP	11 & 24	Wednesday ; Tuesday
	HRA	11 & 24	Wednesday ; Tuesday

MAY 2012

(TIE Management and Staff Meetings, 2011/2012)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	4	Friday
		11	Friday
		17	Thursday
		24	Thursday
2. Management Team Meeting	Director General	31	Thursday
3. Departments & Units Meetings	CDR	2 & 23	Wednesday; Wednesday
	EMDD	7 & 25	Monday ; Friday
	CCT	8 & 28	Tuesday ; Monday
	RIP	9 & 29	Wednesday ; Tuesday
	HRA	14 & 30	Monday ; Wednesday

JUNE 2012

(TIE Management and Staff Meetings, 2011/2012)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	7	Thursday

		14	Thursday
		21	Thursday
		27	Wednesday
2. Management Team Meeting	Director General	28	Thursday
3. Departments & Units Meetings	CDR	4 & 19	Monday ; Tuesday
	EMDD	5 & 20	Tuesday ; Wednesday
	CCT	6 & 22	Wednesday ; Friday
	RIP	8 & 25	Friday ; Monday
	HRA	11 & 26	Monday ; Tuesday
4. All Staff Meeting (4 th Quarter 2011/12)	Director General	29	Friday

4. SUBJECT PANEL MEETINGS FOR THE FINANCIAL YEAR 2011/2012

NO.	SUBJECT	DATES	TIME FRAME
1.	KISWAHILI	20/07 – 21/07/2011	JULY 2011
2.	ENGLISH	28/07 – 29/07/2011	JULY 2011
3.	CHEMISTRY	10/08 – 11/08/2011	AUGUST 2011
4.	HISTORY	25/08 – 26/08/2011	AUGUST 2011
5.	PHYSICS	07/09 – 08/09/2011	SEPTEMBER 2011
6.	GEOGRAPHY	20/09 – 21/09/2011	SEPTEMBER 2011
7.	ELIMU AWALI	05/10 – 06/10/2011	OCTOBER 2011
8.	BIOLOGY	19/10 – 20/10/2011	OCTOBER 2011
9.	MATHEMATICS	02/11 – 03/11/2011	NOVEMBER 2011
10.	BUSINESS STUDIES	23/11 – 24/11/2011	NOVEMBER 2011
11.	THEATER ART	06/12 – 07/12/2011	DECEMBER 2011
12.	STADI ZA KAZI	10/01 – 11/01/2012	DECEMBER 2011
13.	CIVICS/GS/DS	17/01 – 18/01/2012	JANUARY 2012
14.	PHYSICAL EDUCATION/HAIBA NA MICHEZO	07/02 – 08/02/2012	JANUARY 2012
15.	ELIMU MAALUM	22/02 – 23/02/2012	FEBRUARY 2012
16.	FRENCH	13/03 – 14/03/2012	FEBRUARY 2012
17.	AGRICULTURE	18/04 – 19/04/2012	MARCH 2012
18.	UALIMU	30/05 – 04/05/2012	APRIL 2012
19.	ECONOMICS	23/05 – 24/05/2012	MAY 2012

20.	SCIENCE	19/06 – 20/06/2012	JUNE 2012
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NOTES

1. Observe dates indicated for your subject panel meetings.
2. Use the guide for conducting subject panel meetings that has been prepared.
3. Submit the subject panel report that has been signed by the chairperson within 7 days from the date of the meeting.
4. All recommendations from panel meetings should be forwarded to the Director Curriculum Development and Review immediately after panel meetings who will then submit to respect Institution for further action.

ABBREVIATIONS

AAC	Academic Affairs Committee
ADHRDC	Appointments, Disciplinary and Human Resource Development Committee
CCT	Centre for Curriculum Training (Department of)
CDR	Curriculum Development and Review (Department of)
CTIE	Council of Tanzania Institute of Education
ECWC	Executive Committee of the Workers Council
EMC	Executive Management Committee
EMDD	Educational Materials Design and Development (Department of)
FPC	Finance and Planning Committee
FY	Financial Year
HRAU	Human Resources and Administration Unit
IAC	Internal Audit Committee
MT	Management Team
RAAWU	Researchers, Academicians and Allied Workers Union
RIP	Research, Information and Publications (Department of)
WC-TIE	Workers Council of Tanzania Institute of Education.