

# TANZANIA INSTITUTE OF EDUCATION (TIE)

## ALMANAC FOR THE FINANCIAL YEAR 2016/2017

### 1. QUARTERLY MEETINGS OF THE COUNCIL OF TIE AND ITS COMMITTEES FOR THE FINANCIAL YEAR 2016/2017

#### FIRST SITTING

#### (TIE Council and Committees Meetings, 2016/2017)

Date	Day	Type of Meeting	Agenda to be deliberated on
6/10/2016	Thursday	FPC Meeting	To receive and deliberate on the 2016/2017 Revised Budget.  To receive and deliberate on Income and Expenditure Report for the fourth quarter (April-June 2017) and annual income and expenditure report (2016/2017).
10/10/2016	Monday	IAC Meeting	To receive and deliberate on internal audit report and recommendations on the fourth quarter (April-June, 2016) and annual report (2016/2017).
12/10/2016	Wednesday	ADHRDC Meeting	To receive and deliberate on Workers' Progress Report for the fourth quarter (April-June, 2016) and annual report (2016/2017).
13/10/2016	Thursday	AAC Meeting	To receive and deliberate on implementation report of planned academic activities for the fourth quarter (April-June, 2016) and for the year (2016/2017).
20/10/2016	Thursday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the fourth quarter (April-June, 2016) and for the year 2016/2017.

#### SECOND SITTING

#### (TIE Council and Committees Meetings, 2016/2017)

Date	Day	Type of Meeting	Agenda to be deliberated on
1/11/2016	Tuesday	IAC Meeting	To receive and deliberate on internal audit report and recommendations for the first quarter (July- September 2016)
3/11/2016	Thursday	AAC Meeting	To receive and deliberate on implementation report of planned academic activities for the first quarter (July–September 2016).

10/11/2016	Thursday	FPC Meeting	To receive and deliberate on Income and Expenditure Report for the first quarter (July-September 2016).
17/11/2016	Thursday	ADHRDC Meeting	To receive and deliberate on Workers Progress Report for the first quarter (July-September 2016).
24/12/2016	Thursday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the first quarter (July-September 2016).

### THIRD SITTING

#### (TIE Council and Committees Meetings, 2016/2017)

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Agenda to be deliberated on</b>
5/1/2017	Thursday	IAC Meeting	To receive and deliberate on internal audit report and recommendations for the second quarter (October - December 2016).
12/1/2017	Thursday	ADHRDC Meeting	To receive and deliberate on Workers' Progress Report for the second Quarter (October-December 2016)
24/1/2017	Thursday	FPC Meeting	To receive and deliberate on income and expenditure report for the Second quarter (October-December 2016).  To receive and deliberate on external Auditor's Report on (2016/2017) Accounts.  To receive and deliberate on the budget of income and expenditure for the year (2017/2018)
26/1/2017	Thursday	AAC Meeting	To receive and deliberate on implementation report of planned academic activities for the second quarter. (October-December 2016).
2/2/2017	Thursday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the second quarter (October-December 2016).

### FOURTH SITTING

#### (TIE Council and Committees Meetings, 2016/2017)

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Agenda to be deliberated on</b>
6/4/2017	Thursday	IAC Meeting	To receive and deliberate on Internal Audit Report and recommendations for the third quarter (January-March 2017).

13/4/2017	Thursday	ADHRDC Meeting	To receive and deliberate on Workers progress report for the third quarter (January – March 2017).
20/4/2017	Thursday	FPC Meeting	To receive and deliberate on Income and Expenditure Report for the third quarter (January – March 2017).
27/4/2017	Thursday	AAC Meeting	To receive and deliberate on the implementation report of planned academic activities for the third quarter (January-March2017).
4/5/2017	Thursday	TIE Council Meeting	To receive and deliberate on reports from its Committees.

## **2. MEETINGS OF THE TIE WORKER’S COUNCIL, EXECUTIVE COMMITTEE OF TIE WORKERS COUNCIL AND RAAWU FOR THE FINANCIAL YEAR 2016/2017**

### **FIRST SITTING**

(TIE Workers Council, its Executive Committee and RAAWU Meetings, 2016/2017)

<b>Date</b>	<b>Day</b>	<b>Type of Meeting</b>	<b>Agenda to be deliberated on</b>
2/8/2016	Tuesday	RAAWU Branch Steering Committee	To deliberate on RAAWU operations for the forth quarter (April – June 2016) and the FY 2015/2016
9/8/2016	Tuesday	ECWC Meeting	To receive and deliberate on the under listed reports for the fourth quarter (April – June 2016) and for the year 2015/2016: <ul style="list-style-type: none"> <li>• Worker's progress report;</li> <li>• Income and expenditure report; and</li> <li>• Planned academic activities Implementation report.</li> </ul>
16/8/2016	Tuesday	Worker’s Council Meeting	To receive and deliberate on the report from the ECWC for the fourth quarter (April- June 2016) and for the year 2015/2016.

## SECOND SITTING

(TIE Workers Council, its Executive Committee and RAAWU Meetings,  
2016/2017)

Date	Day	Type of Meeting	Agenda to be deliberated on
4/10/2016	Tuesday	THTU Branch Steering Committee	To deliberate on THTU operations for the first quarter (July – September 2016) of the FY 2016/2017
11/10/2016	Tuesday	ECWC Meeting	To receive and deliberate on the under listed reports for the first quarter (July - September 2016) of the FY 2016/2017 : <ul style="list-style-type: none"><li>• Workers progress report;</li><li>• Income and expenditure report; and</li><li>• Planned academic activities implementation report.</li></ul>
18/10/2016	Tuesday	Workers' Council Meeting	To receive and deliberate on report from ECWC for the first quarter (July-September 2016) of the FY 2016/2017.

## THIRD SITTING

(TIE Workers Council, its Executive Committee and RAAWU Meetings,  
2016/2017)

Date	Day	Type of Meeting	Agenda to be deliberated on
3/1/2017	Tuesday	RAAWU Branch Steering Committee	To deliberate on RAAWU operations for the second quarter (October-December 2016) of the FY 2016/2017
10/1/2017	Tuesday	ECWC Meeting	To receive and deliberate on the under listed reports for the second quarter (October- December 2016) of the FY 2016/2017: <ul style="list-style-type: none"><li>• Workers progress report;</li><li>• Income and expenditure report and</li><li>• Planned academic activities Implementation report</li></ul>
17/1/2017	Tuesday	Worker's Council Meeting	To receive and deliberate on report from ECWC for the second quarter (October-December 2016) of the FY 2016/2017.

## FOURTH SITTING

(TIE Workers Council, its Executive Committee and THTU Meetings,  
2016/2017)

Date	Day	Type of Meeting	Agenda to be deliberated on
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4/4/2017	Tuesday	THTUU Branch Steering Committee	To deliberate on RAAWU operations for the third quarter (January –March 2017) of the FY 2016/2017
11/4/2017	Tuesday	ECWC Meeting	To receive and deliberate on under-listed reports for the third quarter (January - March 2016) of the FY 2016/2017: <ul style="list-style-type: none"> <li>• Workers progress report;</li> <li>• Income and expenditure report; and</li> <li>• Planned academic activities Implementation report.</li> </ul>
18/4/2017	Tuesday	Worker’s Coucil Meeting	To receive and deliberate on report from ECWC for the third quarter (January – March 2016) of the FY 2016/2017

### **3. MANAGEMENT AND STAFF MEETINGS FOR THE FINANCIAL YEAR 2016/2017**

#### Guidelines

Executive Management Committee :	Weekly Meetings
Management Team :	Monthly Meetings
Departments/Units :	Monthly Meetings
All Staff (June) :	Quarterly Meetings (September, December, March, June)

#### **JULY 2016**

#### **(TIE Management and Staff Meetings, 2016/2017)**

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	6	Wednesday
		13	Wednesday
		20	Wednesday
		27	Wednesday
2. Management Team Meeting	Director General	29	Friday
3. Departments & Units Meetings	CDR	4 & 18	Monday; Monday
	EMDD	4 & 18	Monday; Monday
	EMDD	11 & 25	Monday; Monday
	RIP	11 & 25	Monday; Monday
	HRA	11 & 25	Monday; Monday

**AUGUST 2016**

**(TIE Management and Staff Meetings, 2016/2017)**

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	3	Wednesday
		10	Wednesday
		17	Wednesday
		24	Wednesday
2. Management Team Meeting	Director General	26	Friday
3. Departments & Units Meetings	CDR	1 & 15	Monday; Monday
	EMDD	1 & 15	Monday; Monday
	CCT	8 & 22	Monday; Monday
	RIP	8 & 22	Monday; Monday
	HRA	8 & 22	Monday; Monday

**SEPTEMBER 2016**

**(TIE Management and Staff Meetings, 2016/2017)**

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	7	Wednesday
		14	Wednesday
		21	Wednesday
		28	Wednesday
2. Management Team Meeting	Director General	30	Friday
3. Departments & Units Meetings	CDR	5 & 19	Monday; Monday
	EMDD	5 & 19	Monday; Monday
	CCT	12 & 26	Monday; Monday
	RIP	12 & 26	Monday; Monday
	HRA	12 & 26	Monday; Monday
4. All Staff Meeting (1st Quarter, 2016/2017)	Director General	28	Wednesday

**OCTOBER 2016**

**(TIE Management and Staff Meetings, 2016/2017)**

ACTIVITY	RESPONSIBLE	DATE	DAY
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1. EMC Meeting	Director General	5	Wednesday
		12	Wednesday
		19	Wednesday
		26	Wednesday
2. Management Team Meeting	Director General	28	Friday
3. Departments & Units Meetings	CDR	3 & 17	Monday; Monday
	EMDD	3 & 17	Monday; Monday
	CCT	10 & 24	Monday; Monday
	RIP	10 & 24	Monday; Monday
	HRA	10 & 24	Monday; Monday

**NOVEMBER 2016**

(TIE Management and Staff Meetings, 2016/2017)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	2	Wednesday
		9	Wednesday
		16	Wednesday
		23	Wednesday
2. Management Team Meeting	Director General	25	Friday
3. Departments & Units Meetings	CDR	7 & 21	Monday; Monday
	EMDD	7 & 21	Monday; Monday
	CCT	14 & 28	Monday; Monday
	RIP	14 & 28	Monday; Monday
	HRA	14 & 28	Monday; Monday

**DECEMBER 2016**

(TIE Management and Staff Meetings, 2016/2017)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	7	Wednesday
		9	Friday
		14	Wednesday
		21	Wednesday
2. Management	Director General	28	Wednesday

Team Meeting			
3. Departments & Units Meetings	CDR	5 & 19	Monday; Monday
	EMDD	5 & 19	Monday; Monday
	CCT	12 & 26	Monday; Monda
	RIP	12 & 26	Monday; Monday
	HRA	12 & 26	Monday; Monday
4. All Staff Meeting (2nd Quarter 2012/13)	Director General	29	Thursday

**JANUARY 2017**

(TIE Management and Staff Meetings, 2016/2017)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	4	Wednesday
		11	Wednesday
		18	Wednesday
		25	Wednesday
2. Management Team Meeting	Director General	27	Friday
3. Departments & Units Meetings	CDR	4 & 18	Monday; Monday
	EMDD	4 & 18	Monday; Monday
	CCT	11 & 25	Monday; Monday
	RIP	11 & 25	Monday; Monday
	HRA	11 & 25	Monday; Monday

**FEBRUARY 2017**

(TIE Management and Staff Meetings, 2016/2017)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	1	Wednesday
		8	Wednesday
		15	Wednesday
		22	Wednesday
2. Management Team Meeting	Director General	24	Friday
3. Departments & Units Meetings	CDR	1 & 15	Monday; Monday
	EMDD	1 & 15	Monday; Monday
	CCT	8 & 22	Monday; Monday
	RIP	8 & 22	Monday; Monday
	HRA	8 & 22	Monday; Monday



**MARCH 2017**

(TIE Management and Staff Meetings, 2016/2017)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	1	Wednesday
		8	Wednesday
		15	Wednesday
		22	Wednesday
2. Management Team Meeting	Director General	31	Friday
3. Departments & Units Meetings	CDR	7 & 21	Monday; Monday
	EMDD	7 & 21	Monday; Monday
	CCT	14 & 28	Monday; Monday
	RIP	14 & 28	Monday; Monday
	HRA	14 & 28	Monday; Monday
4. All Staff Meeting (3 <sup>rd</sup> Quarter 2012/13)	Director General	30	Wednesday

**APRIL 2017**

(TIE Management and Staff Meetings, 2016/2017)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	6	Wednesday
		13	Wednesday
		20	Wednesday
		27	Wednesday
2. Management Team Meeting	Director General	29	Friday
3. Departments & Units Meetings	CDR	4 & 18	Monday; Monday
	EMDD	4 & 18	Monday; Monday
	CCT	11 & 25	Monday; Monday
	RIP	11 & 25	Monday; Monday
	HRA	11 & 25	Monday; Monday

**MAY 2017**

(TIE Management and Staff Meetings, 2016/2017)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	3	Wednesday
		10	Wednesday

		17	Wednesday
		24	Wednesday
2. Management Team Meeting	Director General	26	Friday
3. Departments & Units Meetings	CDR	1 & 15	Monday; Monday
	EMDD	8 & 22	Monday; Monday
	CCT	8 & 22	Monday; Monday
	RIP	8 & 22	Monday; Monday
	HRA	8 & 22	Monday; Monday

**JUNE 2017**

**(TIE Management and Staff Meetings, 2016/2017)**

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	7	Wednesday
		14	Wednesday
		21	Wednesday
		28	Wednesday
2. Management Team Meeting	Director General	30	Friday
3. Departments & Units Meetings	CDR	5 & 19	Monday; Monday
	EMDD	5 & 19	Monday; Monday
	CCT	12 & 26	Monday; Monday
	RIP	12 & 26	Monday; Monday
	HRA	12 & 26	Monday; Monday
4. All Staff Meeting (4 <sup>th</sup> Quarter 2012/13)	Director General	29	Thursday

