

TANZANIA INSTITUTE OF EDUCATION (TIE)



ALMANAC FOR THE FINANCIAL YEAR 2020/2021

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
THTU	Tanzania Higher Institution Trade Union
RIP	Research, Information and Publications (Department of)
WC-TIE	Workers Council of Tanzania Institute of Education
IA	Internal Audit
PMU	Procurement Management Unit
CC	Corporate Counsel
PL	Planning

VISION, MISSION AND CORE VALUES OF TANZANIA INSTITUTE OF EDUCATION

1.2 Vision

To become a Centre of excellence in curriculum design, development and implementation with highly competent, committed and motivated professionals.

1.3 Mission

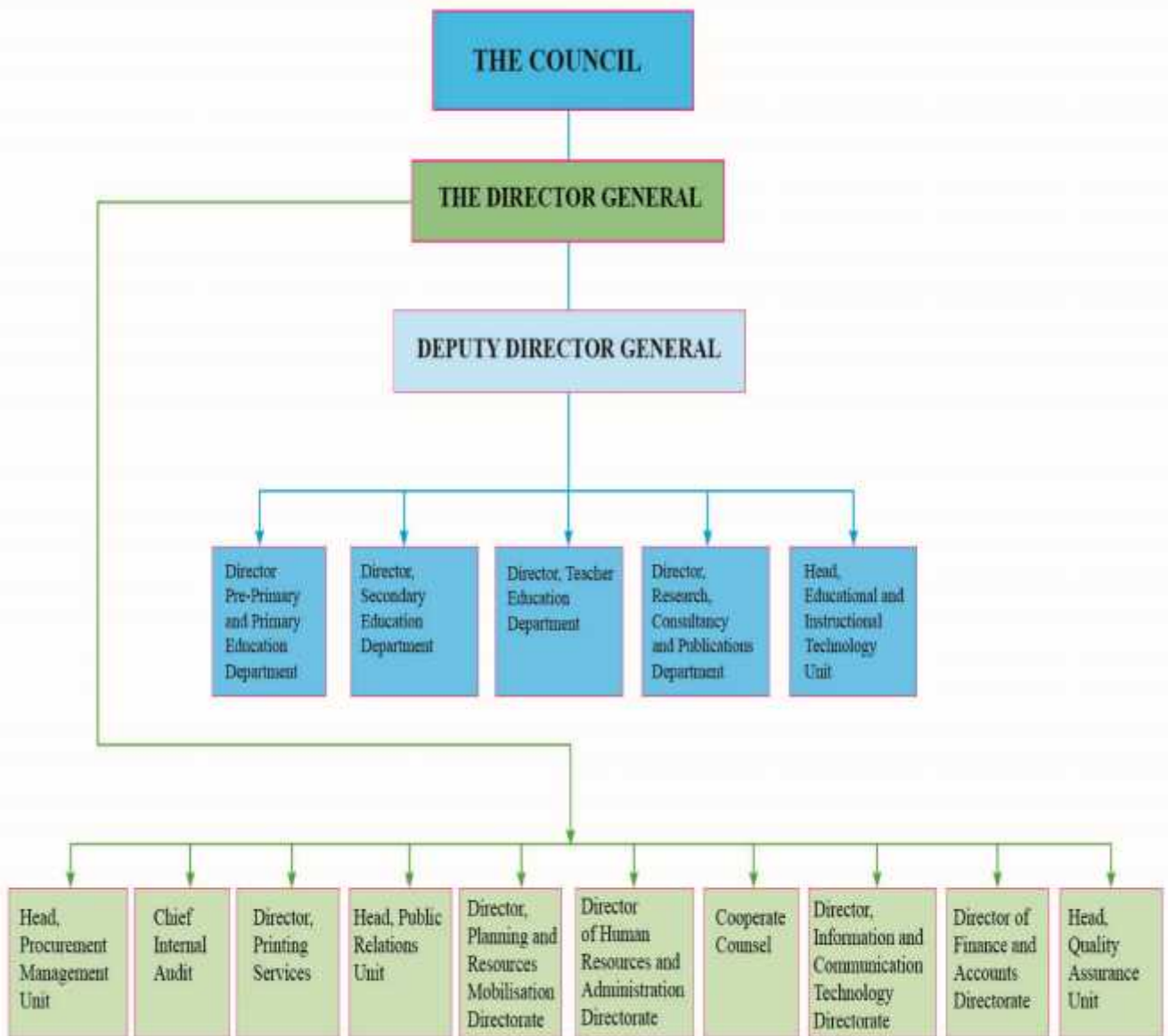
To facilitate provision of quality and relevant education through quality curricula.

1.4 Core Values

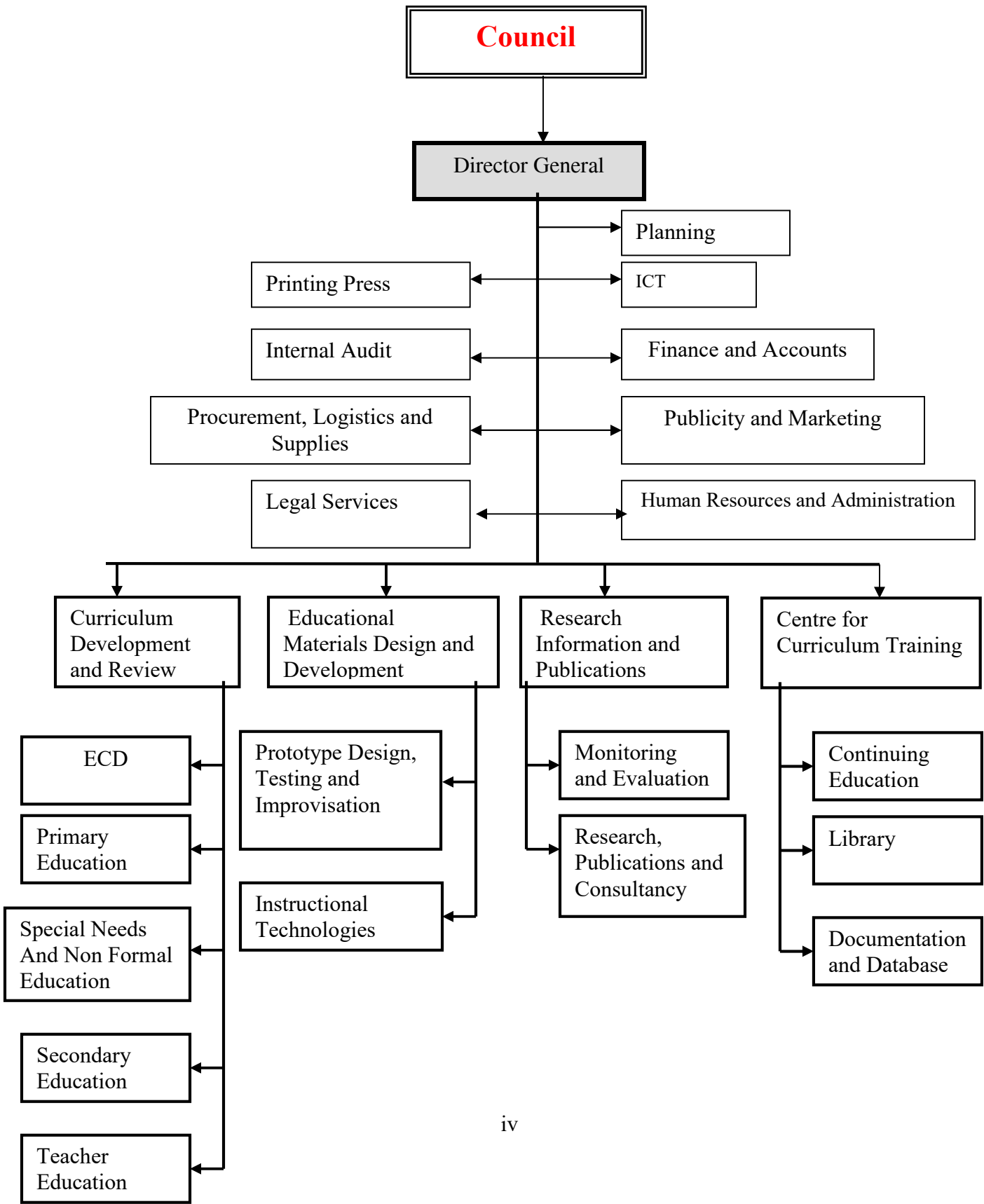
The Core Values are much more than minimum standards. They remind the staff what it takes to get the mission done. Therefore, in order for TIE to deliver quality services to its clients efficiently and effectively, employees should display the following operating values:

- a) **Transparency:** Being transparent in all our operations and stand ready for public scrutiny.
- b) **Professionalism:** We commit to adhering to professionalism in all our undertakings.
- c) **Dedication:** Being committed and enthusiasm to all undertakings
- d) **Diligence:** Being meticulous and thorough in daily operations.
- e) **Responsiveness:** We strive to continuously respond to current and future needs of the society.
- f) **Accountability:** Being accountable to our stakeholders, teachers and pupils for the mandate and responsibilities conferred upon us.
- g) **Integrity:** Being a model in our behavior and acting with honesty and neutrality in our operations.
- h) **Innovativeness:** Always we are inquisitive and striving to reach and embrace new technologies and innovative methods of doing our work and contributing to increase expertise to the economy.

THE ORGANISATIONAL STRUCTURE OF TIE



This is old –if new ss is approved has to be removed and vice versa



TANZANIA PUBLIC HOLIDAYS 2020/2021

Holiday	Year & Dates	
	2020	2021
1. New Year's Day	1 Jan	1 Jan
2. Zanzibar Revolution Day	12 Jan	12 Jan
3. Moulid Day	29 Oct	19 Oct
4. Karume Day	7 Apr	7 Apr
5. Good Friday	6 Apr	29 Mar
6. Easter Monday	9 Apr	1 Apr
7. Union Day	26 Apr	26 Apr
8. Worker's Day	1 May	1 May
9. Saba Saba (International Trade Fair)	7 Jul	7 Jul
10. Farmer's Day	8 Aug	8 Aug
11. Eid al Fitr	24 May	13 May
12. Nyerere Day	14 Oct	14 Oct
13. Eid al-Hajj	31 Jul	20 Jul
14. Independence Day	9 Dec	9 Dec
15. Christmas Day	25 Dec	25 Dec
16. Boxing Day	26 Dec	26 Dec

QUARTERLY MEETINGS OF THE COUNCIL OF TIE AND ITS COMMITTEES FOR THE FINANCIAL YEAR 2020/2021

FIRST SITTING
(TIE Council and Committees Meetings, 2020/2021)

Date	Day	Type of Meeting	Agenda to be Deliberated on
24/7/2020	Friday	Academic Affairs Committee Meeting	To receive and deliberate on implementation report of planned academic activities for the fourth quarter (April-June, 2020) and for the year (2020/2021).
28/7/2020	Tuesday	Finance and Planning Committee Meeting	To receive and deliberate on the 2019/2020 Revised Budget. To receive and deliberate on Income and Expenditure Report for the fourth quarter (April-June 2020) and annual income and expenditure report (2020/2021).
4/8/2020	Tuesday	Internal Audit Risk Committee Meeting	To receive and deliberate on internal audit report and recommendations on the fourth quarter (April-June, 2020) and annual report (2019/2020).
7/8/2020	Friday	Appointment Disciplinary and Human Resources Development Committee Meeting	To receive and deliberate on Workers' Progress Report for the fourth quarter (April-June, 2020) and annual report (2019/2020).
21/8/2020	Friday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the fourth quarter (April-June, 2020) and for the year 2019/2020.

SECOND SITTING
(TIE Council and Committees Meetings, 2020/2021)

Date	Day	Type of Meeting	Agenda to be Deliberated on
28/10/2020	Wednesday	Academic Affairs Committee Meeting	To receive and deliberate on implementation report of planned academic activities for the first quarter (July-September 2020).
3/11/2020	Tuesday	Finance and Planning Committee	To receive and deliberate on Income and Expenditure Report for the first quarter (July-September 2020).

		Meeting	
6/11/2020	Friday	Internal Audit Risk Committee Meeting	To receive and deliberate on internal audit report and recommendations for the first quarter (July- September 2020)
11/11/2020	Wednesday	Appointment Disciplinary and Human Resources Development Committee Meeting	To receive and deliberate on Workers Progress Report for the first quarter (July-September 2020).
24/11/2020	Tuesday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the first quarter (July-September 2020).

THIRD SITTING

(TIE Council and Committees Meetings, 2020/2021)

Date	Day	Type of Meeting	Agenda to be Deliberated on
21/1/2021	Thursday	Academic Affairs Committee Meeting	To receive and deliberate on implementation report of planned academic activities for the second quarter. (October-December 2020).
26/1/2021	Tuesday	Finance and Planning Committee Meeting	To receive and deliberate on income and expenditure report for the Second quarter (October-December 2020). To receive and deliberate on external Auditor's Report on (2018/2019) Accounts. To receive and deliberate on the budget of income and expenditure for the year (2020/2021)
29/1/2021	Friday	Internal Audit Risk Committee Meeting	To receive and deliberate on internal audit report and recommendations for the second quarter (October - December 2020).
4/2/2021	Thursday	Appointment Disciplinary and Human Resources Development Committee Meeting	To receive and deliberate on Workers' Progress Report for the second Quarter (October-December 2020).
18/2/2021	Thursday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the second quarter (October-December 2020).

FOURTH SITTING

(TIE Council and Committees Meetings, 2020/2021)

Date	Day	Type of Meeting	Agenda to be Deliberated on
22/4/2021	Thursday	Academic Affairs Committee Meeting	To receive and deliberate on the implementation report of planned academic activities for the third quarter (January-March 2021).
27/4/2021	Tuesday	Finance and Planning Committee Meeting	To receive and deliberate on Income and Expenditure Report for the third quarter (January-March 2021).
30/4/2021	Friday	Internal Audit Risk Committee Meeting	To receive and deliberate on internal audit report and recommendations for the third quarter (January – March 2021).
5/5/2021	Wednesday	Appointment Disciplinary and Human Resources Development Committee Meeting	To receive and deliberate on workers progress report for third quarter (January-March 2021).
20/5/2021	Thursday	TIE Council Meeting	To receive and deliberate on reports from its Committees.

**MEETINGS OF THE TIE WORKERS' COUNCIL, EXECUTIVE COMMITTEE OF THE
WORKERS COUNCIL AND THTU FOR
THE FINANCIAL YEAR 2020/2021**

FIRST SITTING

(TIE Workers Council, Its Executive Committee and THTU Meetings, 2020/2021)

Date	Day	Type of Meeting	Agenda to be Deliberated on
14/8/2020	Friday	ECWC Meeting	To receive and deliberate on the under listed reports for the fourth quarter (April- June 2020) and for the year 2019/2020: <ul style="list-style-type: none">• Worker's progress report;• Income and expenditure report; and• Planned academic activities implementation report.
21/8/2020	Tuesday	Workers' Council Meeting	To receive and deliberate on the report from the ECWC for the fourth quarter (April- June 2020) and for the year 2020/2021.
28/8/2020	Tuesday	THTU Branch Steering Committee	To deliberate on THTU operations for the fourth quarter (April – June 2019) and the FY 2020/2021

SECOND SITTING

(TIE Workers Council, Its Executive Committee and THTU Meetings, 2020/2021)

Date	Day	Type of Meeting	Agenda to be Deliberated on
24/10/2020	Tuesday	ECWC Meeting	To receive and deliberate on the under listed reports for the first quarter (July-September 2020) of the FY 2020/2021: <ul style="list-style-type: none">• Workers progress report;• Income and expenditure report; and• Planned academic activities implementation report.
1/11/2020	Tuesday	Workers' Council Meeting	To receive and deliberate on report from ECWC for the first quarter (July-September 2020) of the FY 2019/2020.
16/10/2020	Tuesday	THTU Branch Steering Committee	To deliberate on THTU operations for the first quarter (July – September 2020) of the FY 2019/2020

THIRD SITTING

(TIE Workers Council, Its Executive Committee and THTU Meetings, 2020/2021)

Date	Day	Type of Meeting	Agenda to be Deliberated on
3/1/2021	Tuesday	ECWC Meeting	To receive and deliberate on the following reports for the second quarter (October-December 2020) of the FY 2020/2021: <ul style="list-style-type: none"> • Workers progress report; • Income and expenditure report and • Planned academic activities implementation report
10/1/2021	Tuesday	Workers' Council Meeting	To receive and deliberate on report from ECWC for the second quarter (October-December 2020) of the FY 2020/2021.
29/1/2021	Tuesday	THTU Branch Steering Committee	To deliberate on THTU operations for the second quarter (October - December 2020) of the FY 2020/2021.

FOURTH SITTING

(TIE Workers Council, Its Executive Committee and THTU Meetings, 2020/2021)

Date	Day	Type of Meeting	Agenda to be Deliberated on
27/3/2021	Tuesday	ECWC Meeting	To receive and deliberate on under-listed reports for the third quarter (January - March 2021) of the FY 2020/2021: <ul style="list-style-type: none"> • Workers progress report; • Income and expenditure report; and • Planned academic activities implementation report.
4/4/2021	Tuesday	Workers' Council Meeting	To receive and deliberate on report from ECWC for the third quarter (January - March 2021) of the FY 2020/2021
30/4/2021	Tuesday	THTU Branch Steering Committee	To deliberate on THTU operations for the third quarter (January –March 2021) of the FY 2020/2021

MANAGEMENT AND STAFF MEETINGS FOR THE FINACIAL YEAR 2020/2021

Guidelines

Executive Management Committee: Weekly Meetings

Management Team: Monthly Meetings

Departments/Units; Monthly meetings

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

JULY 2020

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT RIP	15	Wednesday
	HRA IT IA PMU	17	Friday
	PL CC PRESSES	20	Monday
2. EMC Meeting	Director General	24	Friday
3. Management Team Meeting	Director General	31	Friday

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT RIP	11	Tuesday
	HRA IT IA PMU	13	Thursday
	PL CC PRESSES	14	Friday
2. EMC Meeting	Director General	21	Friday
3. Management Team Meeting	Director General	26	Wednesday

SEPTEMBER 2020

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Department and Units Meetings	CDR EMDD CCT RIP	16	Wednesday
	DFP HRA IT IA PMU	18	Friday
	PL CC PRESSES	21	Monday
2. All Staff Meeting (1st Quarter , 2020/2021)	Director General	25	Friday
3. EMC Meeting	Director General	28	Monday
4. Management Team Meeting	Director General	30	Thursday

OCTOBER 2020

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT RIP	15	Thursday
	DFP HRA ICT IA PMU	19	Monday
	PL CC PRESSES	21	Wednesday
2. EMC Meetings	Director General	26	Monday
2. Management Team Meeting	Director General	30	Friday

NOVEMBER 2020

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT DFP RIP	17	Tuesday
	HRA ICT IA PMU	19	Thursday
	PL CC PRESSES	20	Friday
2. EMC Meeting	Director General	23	Monday
2. Management Team Meeting	Director General	27	Friday

DECEMBER 2020

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Department and Units Meetings	CDR EMDD CCT RIP	16	Wednesday
	DFP HRA ICT IA PMU	18	Friday
	PL CC PRESSES	21	Monday
2. All Staff Meeting (2nd Quarter 2020/2021)	Director General	23	Wednesday
3. EMC Meetings	Director General	28	Monday
4. Management Team Meeting	Director General	31	Thursday

JANUARY 2021

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT RIP	20	Wednesday
	DFP HRA ICT IA PMU	22	Friday
	PL CC PRESSES	25	Monday
2. EMC Meeting	Director General	27	Wednesday
2. Management Team Meeting	Director General	29	Friday

FEBRUARY 2021

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT RIP	17	Wednesday
	DFP HRA ICT IA PMU	19	Friday
	PL CC PRESSES	22	Monday
2. EMC Meeting	Director General	24	Wednesday
2. Management Team Meeting	Director General	26	Friday

MARCH 2021

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT RIP	17	Wednesday
	DFP HRA IT IA PMU	19	Friday
	PL CC PRESSES	22	Monday
2. All Staff Meeting (3rd Quarter 2020/2021)	Director General	26	Friday
3. EMC Meeting	Director General	29	Monday

4. Management Team Meeting	Director General	31	Wednesday

APRIL 2021

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT RIP	15	Thursday
	DFP HRA IT IA PMU	16	Friday
	PL CC PRESSES	19	Monday
2. EMC Meeting	Director General	23	Monday
2. Management Team Meeting	Director General	30	Friday

MAY 2021

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT RIP	17	Monday
	DFP HRA ICT IA PMU	18	Wednesday
	PL CC PRESSES	20	Friday
2. EMC Meeting	Director	24	Tuesday
2. Management Team Meeting	Director General	31	Monday

JUNE 2021

(TIE Management and Staff Meetings, 2020/2021)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. Departments & Units Meetings	CDR EMDD CCT RIP	15	Tuesday
	HRA ICT IA PMU	17	Thursday
	PL CC PRESSES	21	Monday
2. All Staff Meeting (4th Quarter 2020/2021)	Director General	26	Friday
3. EMC Meeting	Director General	29	Monday
4. Management Team Meeting	Director General	30	Tuesday

**SUBJECT PANEL MEETINGS FOR THE FINANCIAL YEAR
2020/2021**

SUBJECT PANEL MEETINGS FOR THE FINANCIAL YEAR 2020/2021

NO.	SUBJECT	DATES	TIME FRAME
1.	ECONOMICS	14-17/9/2020	SEPTEMBER 2020
2.	UALIMU	14-17/9/2020	SEPTEMBER 2020
3.	SAYANSI	14-17/9/2020	SEPTEMBER 2020
4.	MUSIC	5-8/10/2020	OCTOBER 2020
5.	ENGLISH	5-8/10/2020	OCTOBER 2020
6.	KISWAHILI	5-8/10/2020	OCTOBER 2020
7.	TEHAMA/ICT	10-13/11/2020	NOVEMBER 2020
8.	VIFAA VYA KIELIMU	10-13/11/2020	NOVEMBER 2020
9.	TECHNICAL EDUCATION	10-13/11/2020	NOVEMBER 2020
10.	HOME ECONOMICS	18-21/01/2021	JANUARY 2021
11.	FINE ARTS	18-21/01/2021	JANUARY 2021
12.	UPIMAJI NA TATHMINI	18-21/01/2021	JANUARY 2021
13.	MATHEMATICS	15-18/3/2021	MARCH 2021

14.	CHEMISTRY	15-18/3/2021	MARCH 2021
15.	BIOLOGY	15-18/3/2021	MARCH 2021
16.	PHYSICS	5-8/4/2021	APRILI 2021
17.	GEOGRAPHY	5-8/4/2021	APRILI 2021
18.	ELIMU YA AWALI	5-8/4/2021	APRILI 2021
19.	HISTORY	24-27/5/2021	MAY 2021
20.	BUSINESS STUDIES	24-27/5/2021	MAY 2021
21.	AGRICULTURE	24-27/5/2021	MAY 2021
22.	FRENCH	24-27/5/2021	MAY 2021

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 responsible for Curriculum Development and Review immediately after panel meetings who will then submit to respective Institution for further action.