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## **UK -East Asia Transnational Education (TNE) Advisory Group (TEAG)**

### Introduction

The British Council proposes to set up a UK-East Asia Transnational Education Advisory Group (TEAG) based on the British Council (and UK's) shared interest and commitment to boosting UK-East Asia collaborations in TNE, including (but not limited to) working in partnership with external partners to support and foster:

- a) Quality delivery of TNE programmes
- b) Quality assurance of TNE
- c) Positive student experience
- d) Positive academic and teaching experience
- e) Wider institutional collaborations, including research and enterprise partnerships

The British Council recognises that TNE:

- is integral to positive education and scientific relations, and academic and student exchange between and within UK and East Asia countries;
- is most successful and sustainable when structured for mutual benefit.
- benefits from continuing co-operation at institutional and national levels to enhance quality assurance; and
- Encourages and develops excellence and innovation in teaching and learning within individual institutions and across institutional partnerships and networks.

Through our TNE work in East Asia, the British Council aims;

- To promote recognition and demand for UK qualifications in East Asia
- To secure the UK's role as leading provider of TNE in East Asia by
  - sharing our market insights and framing opportunities relevant for the UK
  - creating an enabling environment working closely with national and local government and policy makers
  - convening discussions between sector practitioners and policy makers between UK and East Asia on TNE
- To be catalyst of innovation and drive new development/ideas in TNE
- To support individual UK institutional ambitions and TNE market development in East Asia

# TERMS OF REFERENCE - UK- EA TNE Advisory Group (TEAG)

## Purpose

- TEAG is a multi-stakeholder group which will draw on the experience, knowledge and skills of its members to act as advisors for British Council TNE activities in East Asia.
- TEAG advises and influences the East Asia Education leadership team on British Council's planning and decision-making process on TNE activities at an early stage and at strategic level.
- TEAG provides an opportunity for British Council to seek structured advice and feedback from TEAG members on specific opportunities, developments and market insights, via a formal closed group, which reflects the diverse interests, concerns and agendas of wider UK and EA stakeholders in TNE
- The formation or disbandment is the responsibility of E&S Director East Asia
- TEAG is a forum for advice and has no decision-making or executive powers

## Role of TEAG Members

- Provide advice and recommendations to the British Council on the directions and priority activities on TNE in East Asia.
- Offer insights and identify new opportunities and trends
- Serve as channel of professional advice within the areas of expertise represented
- Act as advocate for the British Council's work

## Members

- Members are made up of the following to ensure relevance and complementary representations across the TNE strand

Bodies	Number of representations
British Council East Asia	EAx3
British Council UK	UKx2
Quality Assurance Agency	UK x1
UUKi	UK x1
DfE	UK x1
DIT Education	UKx1
UK Institutional Representatives *	UK x5

*\*recruited through open call*

## Membership and Chair

- Membership has been designed to provide a range of sector representatives and expertise whilst retaining an efficient group size. If members leave, then the group will support the chair to decide if they should be replaced or if the remaining members are sufficient to cover all relevant aspects
- TEAG will consist of a **maximum** of fifteen members (including the Chair and Secretary)
- In addition to the core membership, meetings may be attended by topic specialists concerning specific items on the agenda. These attendances can be requested by the Advisory Group and must be agreed by the Chair. Such specialist attendance will not have membership and will be there in attendance only.
- TEAG members are not remunerated

- Individual institutional membership will be reviewed every two years. The maximum period of membership for individual institution representatives will be 4 years.
- As this is a representative group, proxies and observers will be permitted subject to agreement by the Chair.

### **Formal Accountabilities**

- TEAG reports to the British Council Director Education and Society (East Asia)
- The British Council Director Education (East Asia) will act as Chair
- The British Council Director Education (China) will act as Secretary
- TEAG itself shall have no formal management or decision-making responsibilities
- TEAG institutional representatives are self-nominated, following an invitation to express their interest in taking part.
- TEAG members have no legal obligations or legal rights and are solely acting in capacity of advisors
- No member of the UK-East Asia TNE Advisory Group intends that any other member shall be liable for any loss it suffers as a result of being a part of the British Council TNE Advisory Group

### **Responsibilities of the Chair and Secretary**

- Manage and Chair the meetings effectively, to promote productive communication and discussion.
- Set the dates of the meetings in advance and communicate these effectively so as to allow delegates to plan their attendance.
- Circulate agendas and minutes of the meetings in a timely manner. Communicate effectively with delegates interregnum, as appropriate.
- The Secretary is the principal recipient of the group's advice and is responsible for providing feedback to the group on how its input has influenced thinking on the TNE strategy.
- All feedback and meeting minutes will be captured formally.

## **TEAG members should commit to**

- Respect the roles and opinions of the other delegates, the Chair and other staff in attendance.
- Make every effort to attend the meetings and act as a representative for a minimum of two years. Delegates are expected to attend a minimum of 1 meeting each year.
- Make every effort to effectively represent, feedback and communicate where relevant
- Show discretion in communicating what is discussed at the meetings and maintain confidentiality where suggested by the Chair or other members.

## **Meeting minutes**

- TEAG will meet **minimum once (maximum twice)** per year in the UK
- The group will be provided with a meeting schedule and a forward plan of agenda items
- Papers should be circulated at least one week before each meeting
- After each meeting, minutes will be prepared by the Secretary and reviewed by the Chair before they are circulated to the members, no later than one month after the meeting

## **Reporting and documentation**

- All meetings will have recommendations and actions recorded. Any conflicts of interest will be noted.

## **Funding**

- British Council will fund local travel and accommodation (if necessary) for TEAG members to attend face-to-face meeting in the UK