

BACKGROUND

The Committee for Educational Quality and Reporting (CEQR) was previously called the Committee for External Liaison and Reporting (CELR) and was renamed by General Council in February 2010.

In September 2016, the Education Committee (EC) approved the restructure of the CEQR including the roles, responsibilities and the change in name to the Committee for Educational Evaluation, Monitoring and Reporting (CEEMR).

1. ROLE

The Committee will facilitate the review of education and training activities through the design, conduct and reporting of evaluations/reviews. The Committee will also monitor annual reporting requirements across the Education portfolio and broader College. The Committee will provide assistance and support to other committees who perform their own evaluation, research and or monitoring activities.

2. RESPONSIBILITIES

The Committee for Educational Evaluation, Monitoring and Reporting shall be responsible for:

- a) Promoting and undertaking evaluation activities including reviews and monitoring processes across the Education portfolio.
- b) Developing and monitoring a program that meets the reporting requirements of the Education Committee, the College, and external stakeholders, ensuring these are met in a timely and accurate manner with due consultation with other relevant committees.
- c) Monitoring, analysing and developing recommendations based on external data sources including, but not limited to, the annual Medical Training Survey undertaken by the Medical Board of Australia, the Medical Education Training dataset collected by the Australian Department of Health and relevant workforce reports from both Australia and New Zealand.
- d) Identifying research issues pertinent to the Committee's purpose and to report that research.
- e) Using analytics and data to support quality improvement of the education and training programs delivered by the RANZCP.
- f) Recommending to the Education Committee the establishment of any Subcommittees or Working Groups to undertake specific evaluation, research or monitoring activities. A member of the Committee for Educational Evaluation, Monitoring and Reporting must be a member of any such Subcommittee and/or Working Group.

- g) Conducting and completing an approved work plan/program of evaluation for the College education and training programs under the guidance of the Education Committee and / or the RANZCP Board.
- h) Undertaking any relevant research programs/projects as directed by the Education Committee.
- i) Identifying and managing risks associated with the Committee, in accordance with the College Risk Management Policy, and for reporting high level risks to the Education Committee and Corporate Governance and Risk Committee (CGRC).

3. REPORTING RELATIONSHIPS

- a) The Committee for Educational Evaluation, Monitoring and Reporting shall report on its activities to each meeting of the Education Committee. The Committee shall provide its most recent minutes to each meeting of the Education Committee.
- b) The Committee shall be represented on the Education Committee by the Chair of the Committee for Educational Evaluation, Monitoring and Reporting who will be an ex-officio member of the Education Committee.
- c) The Committee will work closely with the Chief Executive Officer and senior management to ensure its responsibilities are met.
- d) Ex-officio members of the CEEMR shall work closely with their respective Committee (e.g. CFT, CFE, CSIMGE, CCPD, New Zealand National Training Committee, TRC, OTPC or Community Collaboration Committee) to report CEEMR activities.

4. CEEMR

4.1. Composition/Membership

Membership of the Committee may comprise a maximum of twelve (12) members:

- Chair (Fellow)
- Deputy Chair (Fellow)
- 3 Fellows (Independent)
- A member representing the Committee for Training (CFT) or Directors of Training (DOTs)
- A Fellow representing the Committee for Specialist International Medical Graduates Education (CSIMGE)
- A member representing the Committee for Examinations (CFE)
- A member representing the Committee for Continuing Professional Development (CCPD)
- A member representing New Zealand
- A member representing the Trainee Representative Committee (TRC)
- A member representing the Overseas Trained Psychiatrists' Representative Committee (OTPC)
- A community member of the Community Collaboration Committee (CCC).

The Executive Manager, Education and Training (or nominee) will be in attendance at the meetings.

The Committee must include at least one member from Australia and one member from New Zealand and endeavour to achieve an appropriate gender balance.

4.2. Elections, Appointments and Casual Vacancies

4.2.1. Chair

- a) The Chair shall be appointed by the Board from amongst the Fellows of the College on the recommendation of the Education Committee.
- b) The term of office for the Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) The Chair will be a member of the Education Committee (ex-officio).
- e) In the event of the resignation of the Chair, whose term is not due to finish for 12 months or more, a call for nominations from the College Fellowship shall take place. The interim Chair shall be appointed by the Board on the recommendation of the Education Committee.
- f) In the event of the resignation of the Chair, whose term is due to finish within 12 months, the Deputy Chair will fill the Chair role, as a casual vacancy for the remainder of the term.

4.2.2. Deputy Chair

- a) The Deputy Chair shall be appointed by the Board from amongst the Fellows of the College on the recommendation of the Education Committee.
- b) The term of office for the Deputy Chair shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Deputy Chair will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) In the event of the resignation of the Deputy Chair, whose term is not due to finish for 12 months or more, a call for nominations from the Fellowship shall take place. Nominations will be considered by the Education Committee with the preferred candidate appointed by the Board.
- e) In the event of the resignation of the Deputy Chair, whose term is due to finish within 12 months, the Education Committee will appoint a casual vacancy for the remainder of the term from the Committee for Educational Evaluation, Monitoring and Reporting. The appointment will be noted by the Board.

4.2.3. Fellows (Independent)

- a) The Independent Fellows shall be appointed by the Education Committee from amongst the Fellows of the College.
- b) The term of office shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date, when a successor is elected.
- c) The Independent Fellows will be eligible for re-appointment to the position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) In the event of the resignation of a Fellow (independent), whose term is not due to finish for 12 months or more, a call for nominations from the Fellowship shall take place. Nominations will be considered by the Committee with the preferred candidate approved by the Education Committee.
- e) In the event of the resignation of a Fellow (Independent) member of the Committee whose term is due to finish within 12 months, the Committee shall appoint a casual vacancy for the remainder of the term, in consultation with the Education Committee.

4.2.4. CFT, CFE, CSIMGE and CCPD Representatives

- a) The CFT, CFE, CSIMGE and CCPD representatives will be appointed to CEEMR, upon recommendation from the respective committee.
- b) The term of office of committee representatives shall coincide with their term on their respective committee.
- c) In the event of the resignation of a CFT, CFE, CSIMGE or CCPD Representative, the appointment will be made in consultation with the respective committee.

4.2.5. New Zealand Representative

- a) The New Zealand Representative must be appointed to the Committee CEEMR in consultation with the New Zealand National Committee.
- b) Their term of office shall be three (3) years from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- c) They will be eligible for re-appointment to this position to serve a maximum of two (2) consecutive terms, i.e. 6 years.
- d) In the event of the resignation of the New Zealand Representative, the appointment will be made in consultation with the New Zealand National Committee.
- e) Upon appointment to the CEEMR, the NZ representative shall be an ex-officio member of the New Zealand National Training Committee for the duration of their term on the CEEMR.

4.2.6. Trainee Representative

- a) The term of the trainee representative will commence in May each year at the conclusion of the Annual General Meeting and will be for 12 months.
- b) The trainee representative will be eligible for re-appointment to this position to serve a maximum of five (5) consecutive years.
- c) In the event that the trainee is admitted to Fellowship during their term on a committee, they may complete their annual term, but they are not eligible for appointment thereafter.
- d) In the event that the trainee resigns from the committee, a casual vacancy will arise and the vacancy will be filled for the remainder of the term as per the Procedure for appointing trainees to College committees.
- e) Upon appointment to the Committee, the trainee representative shall provide a written report (on the approved TRC report template) to the TRC in relation to their representation on the Committee.

4.2.7. Overseas Trained Psychiatrists' Representative

- a) Nominations are called from amongst the overseas trained psychiatrists of the College, recommended by the Overseas Trained Psychiatrists' Representative Committee (OTPC) and then appointed by the Committee for Educational Evaluation, Monitoring and Reporting. To nominate, the overseas trained psychiatrist does not need to be a member of the OTPC.
- b) The term of office shall be in accordance with an OTPC member's term, and shall commence from the conclusion of the Annual General Meeting in the election year in which he/she was elected or such later date when a successor is appointed.
- c) The overseas trained psychiatrist representative will be eligible for re-appointment to this position to serve a maximum of six (6) years.
- d) In the event that the overseas trained psychiatrist representative resigns, a casual vacancy shall arise for this position, and a replacement will be appointed by the OTPC.
- e) Upon appointment to the Committee for Educational Evaluation, Monitoring and Reporting, the overseas trained psychiatrist representative shall provide a written report to the OTPC in relation to their representation on the Committee for Educational Evaluation, Monitoring and Reporting.

4.2.8. Community Representative

- a) The Community member representative will be appointed in accordance with the Procedure for Appointment of Community members to College Committees.
- b) Community members have voting rights.
- c) The term of office of community members shall coincide with their term on the Community Collaboration Committee.

- d) In the event of the resignation of the community representative, the appointment will be made in consultation with the Procedure for Appointment of Community members to College Committees.

4.2.9. Co-opted Members

Refer to the *Committee Meeting Operations Regulations* for information regarding Co-opted Members.

4.2.10. Observers

Refer to the *Committee Meeting Operations Regulations* for information regarding Observers.

4.2.11. Casual Vacancies

- a) Refer to clauses 4.2.1 e) and f), 4.2.2 d) and e), 4.2.3 d) and e), 4.2.4 c), 4.2.5 d), 4.2.6 d), 4.2.7 d) and 4.2.8 d) of these Regulations.
- b) The casual vacancy appointment shall be for the remainder of the term.
- c) A person appointed as a casual vacancy shall be eligible for appointment in accordance with this Regulation. For the purposes of this Regulation, the period of time served as a casual vacancy shall not be counted as a period of membership.

5. OPERATION OF THE COMMITTEE

5.1 Refer to the [Committee Meeting Operations Regulations](#) for the Committee's operational information including:

- Agenda
- Associated RANZCP Documents/Sources of Information
- Attendance
- Chair
- Committee Powers and Delegation
- Conflict of Interest
- Consent
- Confidentiality
- Co-opted Members
- Defects in Appointment or Qualification
- Definitions and Interpretation
- Financial Responsibility
- Media and Authorised Statements
- Meetings
- Minutes
- Observers
- Other Committees
- Proxies
- Quorum/Voting
- Review
- Risk Management
- Support
- Work Plan

Any queries regarding the *Committee Meeting Operations Regulations* should be directed to the relevant staff member who is responsible for the CEEMR.

5.2 Additional Specific Operational Information

5.2.1 Other Committees of the CEEMR

Replace 'Any delegation from the Board cannot be sub-delegated by the Committee' from the 'Committee Powers and Delegation' outlined in the *Committee Meeting Operations Regulations* with:

The Committee may establish Subcommittees or Working Groups. This must occur in consultation with the relevant Executive Manager. Approval to establish a Subcommittee or Working Group must be sought from the Education Committee, the Corporate Governance and Risk Committee (CGRC) and the Board.

5.2.2 Definitions

In addition to the Definitions and Interpretation outlined in the *Committee Meeting Operations Regulations*:

'**Carer**' means a family/whānau member, friend or another whose life, because of their active caring and supporting role, has been affected by their close association with an individual who has, or who has had experience of mental illness.

'**Community Member**' encompasses Carers, Consumers and Community Organisation Representative. A Community Member has committee voting rights.

'**Community Organisation Representative**' means a representative of non-government community based or mental health-based organisation or volunteer organisations.

'**Consumer**' means an individual who has, or has had experience of mental illness.

Revision Record

Contact:	Education and Training Department		
Authorising Body:	Board		
Responsible Committee:	Education Committee		
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Date	Version	Approver	Description
30 November 2013	1.0	B2013/7 R18	New document. Updated to reflect the changes approved by the Board under the new education governance model.
14 October 2016	2.0	B2016/7 R9	Updated to reflect change of committee name, roles and responsibilities and the inclusion of previous Board decisions in relation to meeting attendance, conflict of interest and quorum.
22 February 2020	3.0	B2020/1 R14	Updated to reflect amendments to the committee's responsibilities, addition of appointment process for the Fellow (Independent) positions, update to the Deputy Chair appointment process, update to the TRC Representative appointment process, removed the other minor typographical amendments, and placed on revised Regulations template.
NEXT REVIEW: 2022			