

Terms of Reference of iCatch Network Committee

Agreed March 11th 2021

The iCatch Committee is the executive committee and is supported by the Wheel's Training Link Programme. iCatch has been set up to build a network that incentivises river catchment NGOs to work and collaborate together to identify shared training and support needs – and then to jointly put in place a plan to implement them. It facilitates organisations and their staff to decide on their own training needs, and to develop solutions to those needs.

The purpose of iCatch will need to be reassessed at the end of the Training Links Programme. The online knowledge base from the programme could continue to be available and case studies could be continually added and provide valuable resources to groups. The iCatch network could be maintained to support members and may be a suitable form for collaborative action eg insurance, accounting or projects such as EIP applications and LIFE funding.

1 The Mission of iCatch

The purpose of iCatch is:

- to enhance the leadership and management skills of Irish river catchment-based NGOs, to increase organisational impact, including strong governance, well-formed strategy, and agile and effective management and planning.
- to promote and support a cohesive and organisational-led approach to training and learning among the Irish river catchment-based NGOs, enabling increased awareness of and access to training options.
- to promote and encourage collaboration within and between a network of members so that ideas, initiatives and best practice in training and development can be identified and shared, resulting in cost-effective and innovative solutions to joint training needs.
- to facilitate the provision of quality customised training by supporting the development of new, or innovative, or flexible training methodologies, in order to deliver more relevant, effective, efficient and user-friendly training solutions.

The Irish Rivers Trust conference in 2019 identified the need for supports for fledgling catchment-based organisations. Priority themes were identified as:

- Developing strong governance, well-formed strategy, and effective management and planning

- Developing new approaches to earning income and fundraising; and working with statutory funding partners
- Upskilling and reskilling to accommodate successfully the changes necessary to ensure safe working environments in a COVID-19 context.

2 Members of The iCatch Network

The iCatch Network is a national network for Irish river catchment-based NGOs whose core objective is to protect, restore and improve the natural water bodies in their locality.

1. Inishowen RT
2. Mague RT
3. Corrib Beo Partnership
4. River Moy Trust
5. East Wicklow Rivers Trust
6. Bandon Rivers Trust
7. River Liffey Trust
8. River Blackwater Catchment Trust
9. Galway Waterways Foundation
10. Roscommon Environmental Network
11. Oriel Rivers Catchment & Coastal Association
12. The Nore Vision

The maximum membership of the iCatch Network will not exceed 15 organisations, while the network is involved in the Training Link Programme.

It is a requirement to be part of the iCatch Network to have provided:

- A tax clearance certificate;
- And/or
- and a copy of the constitution showing that the main objective of the organisation is to protect, restore and improve the natural waterbodies in their locality.

Each member organisation will be required to promote the activities of the network and capture feedback.

3 Composition of the Committee and Administration

The Network Committee will be composed of one nominated member (plus proxy) from each of the network organisations at the time of establishment. In addition, visitors from related or funding organisations may be invited to attend as agreed by the member organisations.

The Lead Organisation of the Network Committee for the Training Link Programme is Inishowen Rivers Trust represented by Trish Murphy.

The role of the Lead Organisations is to:

- Oversee network development,
- Develop training needs analysis,
- Assist with procurement and networking with agencies and facilitators,
- Report to funder and ensure compliance with Terms & Conditions,
- Administer the project budget, ensure financial compliance,
- Evaluate the success of the committee at the interim stage and at the completion of the project.

The Network Co-ordinator for the Training Link Programme is the Maigne Rivers Trust represented by Liz Gabbett.

The role of the Network Co-ordinator is to:

- Maintain contacts database for network,
- Develop network mentors, peer to peer training and expert training programme in collaboration with network members and the Lead Organisation,
- Arrange for network meetings online and any face-to-face interactions,
- Secure training facilitators using agreed procurement procedures,
- Ensure documentation and records of training (e.g. video recordings) are provided to member organisations,
- Get feedback on all training,
- Develop online presence for network including own domain name and secure login procedures for members,
- Promote the programme across network and providing updates through social media and email,
- Supporting network members as needed (continuous needs analysis).

4 The Role of The iCatch Network Committee

The committee is the decision-making and promoting body of the network, and assesses what training and advice is required by member organisations. It organises mentoring where appropriate and uses peer to peer learning. It procures the training courses for the network members.

All training will be evaluated, see Appendix 1. Responses will be anonymised and summarised by the Network Co-ordinator and submitted to the Committee for Review.

The iCatch Network Committee will prepare and maintain a budget and a project management control sheet.

Budget and actual will be presented at each meeting under the headings:

- programme development costs,
- network management costs,
- administration costs,
- training costs and
- income.

The committee will resolve problems and emerging issues as quickly as possible, if necessary, calling a specific Committee meeting.

Each member organisation will be given access to a secure online facility for the sharing of templated documents, training materials, evaluation forms etc.

The Committee will evaluate its performance before submission of the interim report, see Appendix 2, and at the end of the project, see Appendix 3. All Committee evaluations will be anonymous and be collated by an independent party. The Committee will review the findings at a Committee meeting. The final evaluation will also review the future role of iCatch, if any.

5 The iCatch Network Committee Meetings

5.1 Frequency of Meetings and Notice Period

The iCatch Committee shall hold at least six meetings in any period of 12 months, and any meeting shall be convened upon not less than 14 days' notice to all members of the iCatch Committee.

Where the Lead Organisation or 3 member organisations consider that a certain matter requires urgent consideration the Network Co-ordinator may convene such a meeting at shorter notice (being not less than 24 hours) to discuss only such matter.

5.2 Chair

The Chair of any iCatch meeting will be the representative of the Lead Organisation unless otherwise agreed by a majority of members attending.

5.3 Agenda

The agenda will be set by the iCatch Lead Organisation. Any member of the iCatch Committee may request an item to be included on the agenda. Each meeting will include the following items on the agenda:

- report on activities,
- review of budget and actual and
- conflicts of interests and loyalties
- challenges.

5.4 Notice

Any notice shall be sent by email and whatsapp message by the Network Co-ordinator. The notice shall normally contain:

- a) details of the date, time and venue or online details of the meeting
- b) the agenda
- c) copies of all reports and other documents referred to or to be read with the agenda

5.5 Quorum

The quorum required for any meeting of the Board shall be 5 members. If a quorum is not achieved, the meeting shall be adjourned to a date not earlier than 7 days from the date on which the meeting was adjourned and the postponed meeting can proceed with a quorum of 4 members.

5.6 Confidentiality

All discussions, matters under consideration and papers including minutes relating to iCatch Committee business may be shared with the Member organisations unless specifically excluded by the iCatch Committee Chair of the meeting.

The iCatch Committee may only disclose their position to the media with explicit written permission of the iCatch Lead Organisation or if agreed by a majority of members in attendance of a properly called and assembled iCatch meeting.

5.7 Discussions

Discussion at iCatch Committee meetings will be open and constructive.

5.8 Voting

Questions arising at the meeting shall be decided by one vote per member, minus the chairperson. In the event of no majority, the Chair of the meeting will hold a casting vote.

5.9 Minutes

The normal practice of the iCatch Committee shall be to record only attendance, decisions, actions and reports in the minutes.

The Network Co-ordinator will circulate a draft of the minutes to each member of the iCatch Committee within 2 days of the meeting. The latter has one day to send comments to the Network Co-ordinator. The iCatch Network Co-ordinator will issue the minutes approved by the iCatch Committee Chair within 2 weeks of the conclusion of the meeting.

6 Review of Terms of Reference of The iCatch Network Committee

These terms of reference of the iCatch Network Committee will be reviewed before submission of the interim report as required by the Training Links Programme. The terms of reference will need to be thoroughly reviewed on completion of the project.

7 Recognition of Funding

The iCatch Network is funded through The Wheel's Training Links Programme which is funded by the Department of Further & Higher Education, Research, Innovation and Science, and by LAWPRO.

More information on the programme can be viewed at www.wheel.ie/traininglinks.



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