

# **DAMBAI COLLEGE OF EDUCATION**



## **PUBLIC ENGAGEMENT POLICY**

**DACE/PEP001/2023**

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# **PUBLIC ENGAGEMENT POLICY**

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## **1. INTRODUCTION**

Dambai College of Education exists in a global community to serve the local, national and the international community in the field of teacher education and related academic pursuits. As part of achieving the vision of the college and fulfilling its mission as stated above, the college seeks to put in place this public engagement policy that allows for open interaction, communication and dialogue between the college and members of the global community. Public engagement policy encompasses activities and projects that allow for open communication and two-way dialogue between the College and members of the public. Public engagement should be embedded in the College main areas of activity, reflecting the local, national and international presence and core values. Good quality public engagement creates an atmosphere of trust and brings benefits to all the stake holders and the public involved. As a publicly funded institution, the College has a responsibility to share its policies and programs with public groups in a transparent way. Facilitating the involvement of the public can inform and improve public trust and sense of belongingness. Obtaining such involvement allows stakeholders to make decisions that are responsive to the needs and will of the public. Effective public engagement ensures that the public are involved in the appropriate way at the correct time. Public engagement is a new of thinking about how governments, institutions, departments, stakeholders, communities and ordinary citizens can work together to achieve complex societal goals through the establishment of a new relationship with valued partners, stakeholders, associates among others.

## **2. POLICY STATEMENT**

In this era of diversity and highly interdependent world of the 21<sup>st</sup> century, where issues of ethnicity, socio-cultural, religious and linguistics cut across our varied geographical boundaries, departments and policy fields need real solutions and require collaboration for effective engagement. This policy document ensures that all stakeholders collaborate and compliment the colleges' efforts in achieving its vision and mission.

### **3. PURPOSE/OBJECTIVES**

The role of public-private collaboration in enhancing the colleges' programmes and activities to produce quality teachers to work in basic schools in Ghana and beyond cannot be over emphasized. The desire of the public to actively participate in the decision-making process to advance the course of the College is important in this regard. Information and decisions are more likely to be accepted when they are developed collaboratively with all stakeholders rather than behind closed doors. Outcomes that have been developed in conjunction with the public input will be more readily accepted. This is often because such outcomes are often of higher quality, and gathering a diversity of input is integral to the process. This policy is therefore to regulate and guide the actions and reactions, as well as relationship between the College (its Departments, Units, staff and students among other) with all its partners, stakeholders, associates, both, locally, nationally and internationally.

#### **The College's Public Engagement Policy is meant to:**

- i. guide and strengthen understanding of the role of public engagement to the College
- ii. encourage consistent good practice in the design, implementation, monitoring and evaluation, and reporting of public engagement efforts undertaken by the College
- iii. mitigate risk related to the public engagement efforts of the Council
- iv. encourage transparency and accountability for the College's public engagement efforts to its stakeholders, including but not limited to its Governing Council, employees, interns, volunteers, independent consultants, members, partners, Ghanaian public and the international community.
- v. encourage active participation in the decision-making process to advance the course of the College.
- vi. develop and collaborate on programmes and activities with stakeholders of the College.
- vii. gather a diversity of inputs for better consensus in decision making.
- viii. obtain greater support and public acceptance.

### **4. SCOPE AND APPLICABILITY**

This policy shall apply to members of the College Council, Management, Academic Board, Department, units, staff, SRC (Students), and other groups of people (stakeholders, partners, associates) and all public engagement activities of the College. For the avoidance of doubt, the following are considered;

- Ministry of Education
- Ghana Tertiary Education Commission (GTEC)
- Ghana Education Trust Fund
- National Teaching Council (NTC)
- Sister Colleges of Education
- Affiliate University (UDS)
- Other Universities and Colleges (both national and international)
- The International/Diplomatic Community
- Municipal and District Assemblies
- Alumni
- Civil Society Organizations (CSOs) and (NGOs)
- Business community/Suppliers
- Traditional Authorities/Community

## **5. AREAS OF ENGAGEMENT**

- i. Admissions
- ii. Matriculation
- iii. College congregation
- iv. Sports
- v. Arts and Culture
- vi. Research
- vii. Professional Development
- viii. Logistics/Infrastructure
- ix. College Council engagements
- x. ICT
- xi. Supported Teaching in Schools
- xii. School Partnerships
- xiii. Others

## **6. PRINCIPLES OF THE ENGAGEMENT**

In order to ensure that public engagement activities are meaningful, the following key principles are critical:

- i. The public should be informed on College activities and programmes.

- ii. The public should be encouraged to participate actively in College activities and programmes.
- iii. There should be effective communication to and fro.
- iv. Engagements should be inclusive.
- v. There should be fairness and transparency in all aspects of the engagement.
- vi. The engagements should be a continual process.
- vii. Stakeholders should be given the opportunity to influence decision outcomes of engagements.
- viii. Stakeholders should be made to understand their respective roles.

## **7. SUPPORTING PROCEDURES**

The content of this supporting procedures may include but not limited to some of the following issues:

### **The College's expectations from the public**

- i. Regulatory roles e.g. by The Ghana Tertiary Education Commission
- ii. Supports and supervisory roles by the affiliate Universities (UDS and UCC)
- iii. Logistics and Professional Development support from NGOs/Benevolent Organizations
- iv. Representation in decision making procedures e.g. The College Governing Council
- v. Administrative support e.g. from the Education Directorates
- vi. Infrastructural support e.g. from The Municipal/District Assemblies
- vii. Donations and Infrastructural support e.g. GETFund
- viii. Financial and material support e.g. from the Alumni
- ix. Moral and other Supports from Religious Bodies
- x. Safety, Security and moral support e.g. from the Traditional Council, Security Agencies
- xi. Visitations from alumni, parents, guardians and relatives
- xii. Support and opportunities for professional development of students and tutors e.g from academic institutions world wide

### **The Public's expectations from the College**

The College shall accord the public the following among others;

- i. clear communication of College policies and procedures in all issues.

- ii. mutual respect in all directions
- iii. equal opportunity
- iv. transparency and honesty
- v. prompt response to all issues
- vi. community services

### **Supporting Procedure for Implementation**

The College Council is ultimately responsible for the public engagement policy direction of the College. The College Management and Academic Board are responsible for the overall implementation of the public engagement efforts of the College.

The Council shall:

- i. Provide policy direction on public engagements of the College
- ii. Receive reports on public engagement outcomes of the College.

The College Management and Academic Board shall:

- i. Report to the Council on public engagement outcomes.
- ii. Ensure that financial and human resources are mobilized to implement the public engagement efforts of the College.
- iii. Ensure the adequate orientation of all employees, interns, volunteers, independent consultants and members actively engaged in implementation of public engagement efforts of the College.
- iv. Provide all-encompassing direction and support to the design, implementation, monitoring and evaluation, and reporting of all public engagement efforts of the College.

Public Engagement Unit shall;

- i. Report to the Principal or his/her designated representative on public engagement results at regular intervals.
- ii. Adhere to the spirit and letter of the College's Public Engagement Policy in all related efforts undertaken in the name of the College.
- iii. Avoid actions that would expose the College, its Governing Council or its employees to claims of liability.
- iv. Protect intellectual property, information and files from unauthorized access, tampering, loss, or significant damage.

## **8. PROCEDURE FOR PUBLIC ENGAGEMENT**

The following shall serve as procedure for public engagement;

- i. Expression of interest/response to expression of interest
- ii. Develop an engagement strategy
- iii. Communicate the engagement strategy
- iv. Implement the engagement strategy
- v. Monitor, evaluate and report outcome of engagement
- vi. Review of engagements
- vii. Implement follow up actions if need be.

## **9. INCLUSION RESPONSIVE STATEMENT**

All provisions made by this policy shall apply to all manner of persons considered stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background and affiliations in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

## **10. RESPONSIBILITY FOR IMPLEMENTATION**

College Management

## **11. RESPONSIBILITY FOR MONITORING**

College Management shall spearhead this responsibility. There shall also be a Public Engagement Advisory Committee (PEAC), which shall meet once in a semester to monitor and evaluate all public engagement activities and programmes.

## **12. KEY STAKEHOLDERS**

- Governing Council
- College Management
- Staff
- Students
- General public
- The media



### **13. STATUS**

Approved

### **14. INITIATING BODY**

The College Management

The Academic Board

### **15. SPONSOR**

The College Principal

### **16. AUTHOR**

The College Principal

### **17. APPROVAL BODY**

- The College Governing Council

### **18. EFFECTIVE DATE**

28<sup>th</sup> April, 2023

### **19. REVIEW DATE**

Three years

### **20. RELATED LEGISLATION**

College of Education Act, 2012 Act 847

### **21. RELATED POLICY AND OTHER DOCUMENTS**

The College's Public Engagement Policy is one of several organizational policies that guide governance and operations of the College and links most closely with the Finance and Financial Controls, and Personnel Policies/Staff recruitment.

- Harmonized Statutes of CoE,
- Harmonized Scheme of Service of CoE,
- Harmonized Conditions of Service of CoE.

### **22. FURTHER INFORMATION**

For further information or enquiries regarding this policy, please contact the following:

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