

**TANZANIA INSTITUTE OF EDUCATION  
(TIE)**



**THE ALMANAC OF EVENTS  
2018/19**

**JULY, 2018**

## 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
HRA	Human Resources and Administration
ARMC	Audit and Risk Management Committee
MT	Management Team
PLSO	Procurement, Logistics and Supplies Officer
THTU	Tanzania Higher Learning Institution Trade Union
RIP	Research, Information and Publications (Department of)
WC-TIE	Workers Council of Tanzania Institute of Education

# QUARTERLY MEETINGS OF THE TIE COUNCIL AND ITS COMMITTEES FOR THE FINANCIAL YEAR 2018/2019

## FIRST SITTING

### TIE Council and Committees Meetings, 2018/2019

Date	Day	Type of Meeting	Agenda to be Deliberated on
11 Sept, 2018	Tuesday	AAC Meeting	<ul style="list-style-type: none"> <li>i. To receive and deliberate on the implementation report of planned academic activities for the fourth quarter (April – June, 2017/18).</li> <li>ii. To receive and deliberate on annual plan for the coming financial year 2018/19</li> </ul>
12 Sept, 2018	Wednesday	FPC Meeting	<ul style="list-style-type: none"> <li>i. To receive and deliberate on Income and Expenditure Report for the fourth quarter (April – June, 2017/2018).</li> <li>ii. To receive and deliberate on fourth quarter report (April-June, 2017/2018).</li> <li>iii. To receive and deliberate on annual plan for the financial year 2018/19</li> </ul>
18 Sept, 2018	Tuesday	ADHRDC Meeting	<ul style="list-style-type: none"> <li>i. To receive and deliberate annual report (2017/18) on workers' progress and receive fourth quarter report (April-June, 2017/18)</li> <li>ii. To receive and deliberate on action plan for appointment, disciplinary and Human resource development for 2018/19</li> </ul>
19 Sept, 2018	Wednesday	ARMC Meeting	<ul style="list-style-type: none"> <li>i. Receive and deliberate on internal audit implementation report for the fourth quarter (April June, 2017/2018)</li> <li>ii. To receive and deliberate on internal Audit action plan for the year, 2018/19</li> </ul>
28 Sept, 2018	Friday	TIE Council Meeting	<ul style="list-style-type: none"> <li>i. To receive and deliberate on various reports from its Committees for the April – June, 2017/2018</li> <li>ii. To receive and deliberate on department action plan of activities for the year 2018/19</li> </ul>

## SECOND SITTING

### TIE Council and Committees Meetings, 2018/2019

Date	Day	Type of Meeting	Agenda to be Deliberated on
26 Oct, 2018	Thursday	AAC Meeting	To receive and deliberate on implementation report of planned academic activities for the year 2018/19 for the first quarter (July-September, 2018/19).
27 Oct.,2018	Friday	FPC Meeting	<ul style="list-style-type: none"> <li>i. To receive and deliberate on income and expenditure report for the first quarter (July-Sept, 2018/19)</li> </ul>

			ii. To receive and deliberate on income and expenditure plan for the second quarter 2018/19
02 Nov. 2018	Friday	ARMC Meeting	i. To receive and deliberate on internal audit the first quarter report (July-September, 2018/19). ii. To receive and review financial statement for the first quarter, 2018/19 iii. To receive and deliberate on risk Management quarterly report
03 Nov, 2018	Thursday	ADHRDC Meeting	To receive and deliberate on Workers' Progress for the first quarter report for the (July-September, 2018/19).
15 Nov, 2018	Tuesday	TIE Council Meeting	To receive and deliberate on various implementation reports from Committees for the first quarter (July-September) for the year 2018/19

### THIRD SITTING

#### TIE Council and Committees Meetings, 2018/2019

Date	Day	Type of Meeting	Agenda to be Deliberated on
10 Jan. 2019	Thursday	AAC Meeting	To receive and deliberate on implementation report of planned academic activities for the second quarter (October- December, 2018/19)
11 Jan. 2019	Friday	FPC Meeting	i. To receive and deliberate on Income and Expenditure Report for the second quarter (October- December, 2018/19) ii. To receive and deliberate on plans, income and expenditure report for the second quarter (October- December, 2018/19)
17 Jan. 2019	Thursday	ADHRDC Meeting	To receive and deliberate on Workers Progress Report for the second quarter (October- December), 2018/19
18 Jan. 2019	Friday	ARMC Meeting	i. To receive and deliberate on internal audit report and recommendations for the second quarter (October- December, 2018/19) ii. To receive and deliberate on risk Management quarterly report
01 Feb. 2019	Tuesday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the second quarter (October-December), 2018/19

### FOURTH SITTING

#### TIE Council and Committees Meetings, 2018/2019

Date	Day	Type of Meeting	Agenda to be Deliberated on
11 April. 2019	Thursday	AAC Meeting	To receive and deliberate on implementation report of planned academic activities for the Third quarter (January- March) 2018/19
12 April. 2019	Friday	FPC Meeting	i. To receive and deliberate on income and expenditure report for the Third quarter (January- March) 2018/19 ii. To receive and deliberate on plans, income and expenditure for Third quarter (January- March) 2018/19
18 April 2019	Thursday	ADHRDC Meeting	To receive and deliberate on Workers' Progress Report for the Third Quarter (January- March) 2018/19
19 April. 2019	Friday	ARMC Meeting	i. To receive and deliberate on internal audit report and recommendations for the Third quarter (January- March) 2018/19 ii. To receive and deliberate on Risk Management quarterly report iii. To receive and deliberate on financial report from external Auditor
03 May, 2019	Friday	TIE Council Meeting	To receive and deliberate on reports from its Committees for the third quarter (January- March) 2018/19

## FIFTH SITTING

### TIE Council and Committees Meetings, 2018/2019

Date	Day	Type of Meeting	Agenda to be Deliberated on
11 July, 2019	Thursday	AAC Meeting	i. To receive and deliberate on the implementation report of planned academic activities for the fourth quarter (April – June, 2018/19). ii. To receive and deliberate on annual plan for the coming financial year 2019/20
12 July, 2019	Friday	FPC Meeting	i. To receive and deliberate on Income and Expenditure Report for the fourth quarter (April – June, 2018/19). ii. To receive and deliberate on plans, income and expenditure for fourth quarter (April – June, 2018/19).
18 July, 2019	Thursday	ADHRDC Meeting	iii. To receive and deliberate on workers progress report for fourth quarter (April – June, 2018/19). iv. To receive and deliberate on annual plan for the financial year 2019/20

19 July, 2019	Friday	ARMC Meeting	<ul style="list-style-type: none"> <li>i. Receive and deliberate on internal audit report and recommendations for the Third quarter (April June) 2018/19</li> <li>ii. To receive and deliberate on risk Management quarterly report</li> <li>iii. To receive and deliberate on annual plan for the financial year 2019/20</li> </ul>
31 July, 2019	Wednesday	TIE Council Meeting	<ul style="list-style-type: none"> <li>i. To receive and deliberate on various reports from its Committees for the April – June, 2018/19</li> <li>ii. To receive and deliberate on action plan for the coming year 2019/20</li> </ul>

**MEETINGS OF THE TIE WORKERS' COUNCIL, EXECUTIVE COMMITTEE OF THE WORKERS COUNCIL AND THTU FOR THE YEAR 2017/2018**

**FIRST SITTING**

**TIE Workers Council, Its Executive Committee and THTU Meetings, 2018/2019**

Date	Day	Type of Meeting	Agenda to be Deliberated on
08 Oct. 2018	Monday	THTU Branch Steering Committee	To deliberate on THTU operations for the first quarter (July– Sept. 2018) for the FY 2018/2019
16 Oct. 2018	Tuesday	ECWC Meeting	To receive and deliberate on the listed reports for the first quarter (July- Sept 2018) and for the financial year 2018/2019: <ul style="list-style-type: none"> <li>i. Worker's progress report;</li> <li>ii. Income and expenditure report; and</li> <li>iii. Planned academic activities implementation report.</li> </ul>
29 Oct. 2018	Monday	Workers' Council Meeting	To receive and deliberate on the report from the ECWC for the first quarter (July- Sept 2018) and for the year 2018/2019.

**SECOND SITTING**

**TIE Workers Council, Its Executive Committee and THTU Meetings, 2018/2019**

Date	Day	Type of Meeting	Agenda to be Deliberated on
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09 Jan. 2019	Wednesday	THTU Branch Steering Committee	To deliberate on THTU operations for the second quarter (October – Dec. 2018) of the FY 2018/19
15 Jan. 2019	Tuesday	ECWC Meeting	To receive and deliberate on the listed reports for the second quarter (October – Dec. 2018) of the FY 2018/19 : i. Workers progress report; ii. Income and expenditure report; and iii. Planned academic activities implementation report.
29 Jan. 2019	Tuesday	Workers’ Council Meeting	To receive and deliberate on report from ECWC for the first quarter (October – Dec. 2018) of the FY 2018/2019.

### THIRD SITTING

#### TIE Workers Council, Its Executive Committee and THTU Meetings, 2018/2019

Date	Day	Type of Meeting	Agenda to be Deliberated on
08 April. 2019	Monday	THTU Branch Steering Committee	To deliberate on THTU operations for the third quarter (Jan. – Mar. 2019) of the FY 2018/2019.
16 April. 2019	Tuesday	ECWC Meeting	To receive and deliberate on the following reports for the third quarter (Jan. – Mar. 2019) of the FY 2018/2019: i. Workers progress report; ii. Income and expenditure report and iii. Planned academic activities implementation report
30 April. 2019	Tuesday	Workers’ Council Meeting	To receive and deliberate on report from ECWC for the third quarter (Jan. – Mar. 2019) of the FY 2018/2019.

### FOURTH SITTING

#### TIE Workers Council, Its Executive Committee and THTU Meetings, 2017/2018

Date	Day	Type of Meeting	Agenda to be Deliberated on
09 July, 2019	Tuesday	THTU Branch Steering Committee	To deliberate on THTU operations for the fourth quarter (Apr. –June 2018) of the FY 2017/2018
16 July, 2019	Tuesday	ECWC Meeting	To receive and deliberate on under-listed reports for the fourth quarter (Apr. –June 2018) of the FY 2017/2018:  i. Workers progress report;

			ii. Income and expenditure report; and iii. Planned academic activities implementation report.
23 July 2019	Tuesday	Workers' Council Meeting	To receive and deliberate on report from ECWC for the fourth quarter (Apr. –June 2018) of the FY 2017/2018

## MANAGEMENT AND STAFF MEETINGS FOR THE FINANCIAL YEAR 2018/2019

### JULY 2018

#### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	03	Tuesday
		10	Tuesday
		17	Tuesday
2. Management Team Meeting	Director General	27	Friday
3. Departments & Units Meetings	CDR	09 & 23	Monday & Monday
	EMDD	02 & 16	Monday & Monday
	CCT	04 & 18	Wednesday & Wedn.
	RIP	10 & 24	Tuesday & Tuesday
	HRA	10 & 24	Monday & Monday

### AUGUST 2018

#### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	07	Tuesday
		14	Tuesday
		21	Tuesday
		28	Tuesday
2. Management Team Meeting	Director General	31	Friday
3. Departments & Units Meetings	CDR	6 & 20	Monday & Monday
	EMDD	13 & 27	Monday & Monday



	CCT	6 & 20	Monday & Monday
	RIP	13 & 27	Monday & Monday
	HRA	13 & 27	Monday & Monday

## SEPTEMBER 2018

### (TIE Management and Staff Meetings, 2018/2019)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	04	Tuesday
		11	Tuesday
		18	Tuesday
		25	Tuesday
2. Management Team Meeting	Director General	28	Friday
3. Departments & Units Meetings	CDR	03 & 17	Monday & Monday
	EMDD	10 & 24	Monday & Monday
	CCT	03 & 17	Monday & Monday
	RIP	10 & 24	Monday & Monday
	HRA	10 & 24	Monday & Monday
4. All Staff Meeting End of 1 <sup>st</sup> Quarter 2018/19	Director General	28	Friday

## OCTOBER 2018

### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	3	Tuesday
		10	Tuesday
		17	Tuesday
		24	Tuesday
2. Management Team Meeting	Director General	27	Friday
3. Departments & Units Meetings	CDR	01 & 15	Monday & Monday
	EMDD	08 & 22	Monday & Monday
	CCT	15 & 29	Monday & Monday
	RIP	01 & 15	Monday & Monday
	HRA	08 & 22	Monday & Monday

## NOVEMBER 2018

### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	6	Tuesday
		12	Tuesday
		19	Tuesday
		26	Tuesday
2. Management Team Meeting	Director General	30	Friday
3. Departments & Units Meetings	CDR	6 & 20	Monday & Monday
	EMDD	13 & 27	Monday & Monday
	CCT	20 & 27	Monday & Monday
	RIP	6 & 20	Monday & Monday
	HRA	13 & 27	Monday & Monday

## DECEMBER 2018

### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	4	Tuesday
		11	Tuesday
		18	Tuesday
2. Management Team Meeting	Director General	28	Friday
3. Departments & Units Meetings	CDR	3 & 17	Monday & Monday
	EMDD	10 & 24	Monday & Thursday
	CCT	3 & 17	Monday & Thursday
	RIP	10 & 24	Monday & Monday
	HRA	10 & 24	Monday & Monday
4. All Staff Meeting End of 2 <sup>nd</sup> Quarter 2018/19	Director General	29	Friday

## JANUARY 2019

### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	01	Tuesday
		08	Tuesday
		15	Tuesday
		22	Tuesday
2. Management Team Meeting	Director General	29	Tuesday
3. Departments & Units Meetings	CDR	08 & 22	Tuesday & Tuesday
	EMDD	1 & 15	Tuesday & Tuesday
	CCT	8 & 22	Tuesday & Tuesday
	RIP	15 & 29	Tuesday & Tuesday
	HRA	8 & 22	Tuesday & Tuesday

### FEBRUARY 2019

#### (TIE Management and Staff Meetings, 2018/2019)

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	05	Tuesday
		12	Tuesday
		19	Tuesday
		26	Tuesday
2. Management Team Meeting	Director General	28	Thursday
3. Departments & Units Meetings	CDR	04 & 18	Monday & Monday
	EMDD	11 & 25	Monday & Monday
	CCT	04 & 18	Monday & Monday
	RIP	11 & 25	Monday & Monday
	HRA	11 & 25	Monday & Monday

## MARCH 2019

### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	05	Tuesday
		12	Tuesday
		19	Tuesday
		26	Tuesday
2. Management Team Meeting	Director General	29	Friday
3. Departments & Units Meetings	CDR	4 & 18	Monday & Monday
	EMDD	11 & 25	Monday & Monday
	CCT	4 & 18	Monday & Monday
	RIP	11 & 25	Monday & Monday
	HRA	4 & 18	Monday & Monday
4. All Staff Meeting End of 3 <sup>rd</sup> Quarter 2018/19	Director General	29	Friday

## APRIL 2019

### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	02	Tuesday
		09	Tuesday
		16	Tuesday
		23	Tuesday
2. Management Team Meeting	Director General	30	Tuesday
3. Departments & Units Meetings	CDR	01 & 15	Monday & Monday
	EMDD	08 & 22	Monday & Monday
	CCT	15 & 29	Monday & Monday
	RIP	08 & 22	Monday & Monday
	HRA	01 & 15	Monday & Monday

## MAY 2019

### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	07	Tuesday
		14	Tuesday
		21	Tuesday
		28	Tuesday
2. Management Team Meeting	Director General	31	Friday
3. Departments & Units Meetings	CDR	7 & 21	Monday & Monday
	EMDD	14 & 28	Monday & Monday
	CCT	21 & 28	Monday & Monday
	RIP	7 & 21	Monday & Monday
	HRA	7 & 21	Monday & Monday

### JUNE 2019

### TIE Management and Staff Meetings, 2018/2019

ACTIVITY	RESPONSIBLE	DATE	DAY
1. EMC Meeting	Director General	04	Tuesday
		11	Tuesday
		18	Tuesday
		25	Tuesday
2. Management Team Meeting	Director General	28	Friday
3. Departments & Units Meetings	CDR	03 & 17	Monday & Monday
	EMDD	10 & 24	Monday & Monday
	CCT	03 & 17	Monday & Monday
	RIP	03 & 17	Monday & Monday
	HRA	03 & 17	Monday & Monday
4. All Staff Meeting End of 4 <sup>th</sup> Quarter June 2019	Director General	28	Friday

## SUBJECT PANEL MEETINGS FOR THE FINANCIAL YEAR 2018/2019

NO.	SUBJECT	DATES	MONTHS
1.	ECONOMICS	3/ 09 – 06/09/2018	SEPTEMBER, 2018
2.	UALIMU	10/09 – 12/09/2018	SEPTEMBER, 2018
3.	SAYANSI	18/09 – 20/09/2018	SEPTEMBER, 2018
4.	MUSIC	25/09 – 27/09/2018	SEPTEMBER, 2018
5.	ENGLISH	8/10 – 10/10/2018	OCTOBER 2018
6.	KISWAHILI	15/10 – 17/10/2018	OCTOBER 2018
7.	TEHAMA/ICT	29/10 –31/10/2018	OCTOBER 2018
8.	VIFAA VYA KIELIMU	24/10 - 26/10/2018	OCTOBER 2018
9.	TECHNICAL EDUCATION	5/11 – 7/11/2018	NOVEMBER 2018
10.	HOME ECONOMICS	12/11 – 14/11/2018	NOVEMBER 2018
11.	FINE ARTS	03/12 – 05/12/2018	DECEMBER 2018
12.	UPIMAJI NA TATHMINI	10/12– 12/12/2018	DECEMBER 2018
13.	MATHEMATICS	07/01– 09/01/2019	JANUARY, 2019
14.	CHEMISTRY	15/01 – 17/01/2019	JANUARY, 2019
15.	HISTORY	5/02 – 7/02/2019	FEBRUARY, 2019
16.	PHYSICS	12/02 – 14/02/2019	FEBRUARY, 2019
17.	GEOGRAPHY	6/03 – 8/03/2019	MARCH, 2019
18.	ELIMU YA AWALI	13/03 – 15/03/2019	MARCH, 2019
19.	BIOLOGY	10/04 – 12/04/2019	APRIL, 2019
20.	BUSINESS STUDIES	17/04 – 19/04/2019	APRIL, 2019
21.	AGRICULTURE	06/05 – 08/05/2019	MAY, 2019