

# **Memorandum of Understanding**

This document represents an agreement between:

**Oceania National Olympic Committee (ONOC)**

**And**

**Papua New Guinea Olympic Committee (PNGOC)**

**And**

**Papua New Guinea Sport Foundation (PNGSF)**

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## 1.1 Introduction

**The Oceania Sport Education Program (OSEP)** is a partnership between the Australian Sport Commission (ASC), Oceania National Olympic Committees (ONOC) and the Organisations of Sport Federations in Oceania (OSFO). The program is funded and managed by ONOC through its Suva office.

ONOC, through OSEP, is committed to collaborating with National Olympic Committees, Oceania Sport Federations, their national federations and relevant Government institutions to develop or fine-tune training pathways in coaching and administration. The strategy is to make these readily available through accredited training providers and their trained local or Pacific Islander Educators and Master Educators.

OSEP currently offers sport administration and generic coaching training materials and is expected to expand to other sport education areas like sport science and medicine, team manager and sport management and governance.

OSEP utilizes the Sport Education System (SES) to assist partners assess their readiness, role and responsibility of organisations to develop and support sport volunteers and professionals (coaches, administrators, team managers etc).

The Sport Education System includes guiding principles for:

1. Set up of an *"NOC sport education commission"* or similar to guide the strategic direction of sport training and development in a country
2. Partnerships with *"Training Providers"* to deliver OSEP courses
3. Partnerships with *"organisations delivering sport programs"* to assist in the continuous development and application of knowledge and skills of their volunteers and professionals

## 1.2 Description of Collaborating Organisations

**The Oceania National Olympic Committee (ONOC)** is the Continental Organisation representing seventeen (17) National Olympic Committees throughout Oceania, providing support to sports related training and development via the Oceania Sports Education Program (OSEP) and providing funding through the Olympic Solidarity programs.

**OSEP DREAM:** OSEP recognised as the benchmark in sport education throughout the continental regions of the Olympic world.

**OSEP MISSION:** OSEP is committed to leading the training and development pathway for Pacific sport volunteers and professionals, to inspire more sport participants in communities and produce champions at international levels through the provision of quality sport education. This is through:

1. Clear pathway for professionally trained pacific sport volunteers and professionals
2. Increased social activities and a wider reach to community sport participants



3. Organised sport clubs, associations and national federations
4. Quality and competent Pacific sport volunteers and professionals at regional and international levels
5. Strengthened partnerships with health, education and sport sectors.

**The PNGOC is the recognized National Olympic Committee (NOC)**, Commonwealth Games Association (CGA) and Pacific Games Association (PGA) for Papua New Guinea. The National Sports Federations (NFs) of PNG are affiliated members of the PNGOC. Its vision is to “inspire and unite Papua New Guineans through Sporting Excellence and success.” As stated in its 2016-2020 Strategic Plan, it has five key results areas for this period:

1. Best performing pacific NOC and
2. Achieve Team PNG Games success by
3. Partnering with Government, our Sponsors and the Olympic Movement,
4. Enhancing the Capacity and Capability of our members National Federations
5. Providing athletes with opportunities to inspire.

**The PNGSF is the Government arm responsible for sports in the nation of Papua New Guinea.** In line with the PNGSF Sector Plan (Strategic plan 2010-2015), Government's Medium Term Development Plan (PC) and the 2014 PNG National Sport Policy PNGSF will continue to build capacity in administration, coaching, sport science, sport medicine and holistic athlete development at the sub national level including affiliates of NF's. There are four main divisions responsible for the implementation of sport namely:

- i. Sports participation and Development – community or grassroots sport outreach activities and training programs
- ii. National Sport Institute (NSI) – deliver education for sport organisations
- iii. Events and Marketing – Promoting provincial pride and unity and Raising the Standard of the PNG National Games, focusing on events and facilitating courses for capacity building with other divisions
- iv. High Performance (HP) – A division of PNG Sports Foundation that leads the HP sport system guided by a strategic approach & professional expertise that foster a culture of excellence in the PNG sport community.

### **1.3 Purpose**

The purpose of this MOU is to formalise PNGOC and PNGSF as OSEP accredited training providers across PNG. The joint collaboration is to use OSEP training and systems development tools to achieve the mutual goals of all parties.

#### **1.3.1 ONOC Expectations**

The expectations of ONOC's OSEP initiative in this arrangement are:

- a) Locals accredited as Presenters, Assessors, Educators, Master Educators and Mentors to deliver OSEP courses nationally
- b) Trained coaches and administrators through all OSEP courses
- c) Formalize training providers to deliver OSEP courses
- d) Strategically direct sport training and development through the establishment of a Special Interest Group (SIG) of key stakeholders
- e) Establish career pathways and accreditation of OSEP trainers and sport courses with



- national federations and the PNG national training council
- f) Build up a national team to join the ONOC team of regional Master Educators and Mentors to provide professional advise in sport management, coaching, sport medicine, sport science and course facilitation across the Pacific.

### 1.3.2 PNGOC Expectations

PNGOC recognizes the great value of OSEP's educational initiatives and its commitment to the Sport stakeholders of PNG. The expectations of PNGOC's OSEP initiative in this arrangement are:

1. Capacity of NFs' management and administration at executive and senior management level enhanced
2. Capacity of NFs' coaching enhanced
3. Capacity of NFs' officiating enhanced
4. Have OSEP qualified NF Trainers and/or Educators
5. Contribution made to development of career pathways for NF officials
6. NOC Management, administration and training capacity enhanced
7. Contribution made to development of sports education delivery in PNG
8. Contribution made to establishment of National Sports Education Database
9. Partnership with PNGSF and government in development of sport strengthened
- a) NOC and NF personnel involved in OSEP regional courses as facilitators

### 1.3.3 PNGSF Expectations

The expectations of PNGSF's OSEP initiative in this arrangement are:

#### 1.3.3.1 PNGSF Sports Participation and Development

1. To build organizational capacity of the PNG Sports Foundation
2. To increase access to participation in sport and physical activity at grassroots level working with all levels of Government, program partners and civil society
3. To identify and develop talents to the highest levels of excellence in elite competition, coaching, officiating and administration.
4. To provide qualification courses to improve the standard of teachers, coaches, technical officials, event managers and sport administrators at sub-national and national levels
5. To promote the development benefits of sport through the sport for development initiatives as a platform to undertake awareness and dissemination of positive messages and information for better community
6. To provide an inclusive and equal opportunity for people with disability to expose their talents and skills.

#### 1.3.3.2 PNGSF National Sport Institute

1. To identify and develop talents to the highest levels of excellence in competition, coaching, officiating and sports administration

2. To develop and deliver qualification courses to support, improve and enhance the technical abilities of teachers, athletes, coaches, officials and sports administrators
3. To lead and facilitate Continuous Professional Development (CPD) through conferences and seminars
4. To foster partnerships with Sports Education Training providers to lead, coordinate and facilitate Sports Education Programs
5. To maintain a database of sports coaches, officials, administrators and teachers who undertake training with the PNG Sports Foundation.
6. To provide and facilitate an environment for sports personnel including teachers athletes, coaches, administrators and volunteers to have access to sports information through technology
7. To provide a safe, conducive environment to training, boarding and lodging for sports personnel by managing and maintaining facilities to the minimum required standards.

#### **1.3.3.3 PNGSF High Performance**

Vision - High Performance Sport PNG is recognised as the standard for high performance sport system delivery agent for Pacific sports men & women

Mission - To advance the PNG sport performance culture by fostering mindsets that produce life & sporting success for PNG athletes

Responsibilities - In partnership with National Federations, PNGOC and other stakeholders

- Plan - Provide strategic direction, investment & support in the planning, preparing & delivery of national high performance programs & campaigns
- Prepare - Aspire to deliver world standard support programs & services that enhance the Daily Training Environment [DTE] to optimise identified PNG athletes & coaches
- Partnerships - Develop & foster partnerships to collaborate in building capacity of support staff, coaches & sport administrators and work together to contribute HP knowledge
- Pathways - Identify & develop emerging talent by providing access to performance support programs & services in sustainable regional areas
- Profile - Engage community, grow awareness & deliver consistent communication to raise the profile of HP & success of our athletes, advocating the investment made.

### **1.4 Justification for this arrangement**

PNGOC and PNGSF leads the most populated country in the Pacific in sports, hosts the largest national sport games in the region and recently hosted a successful 2015 Pacific Games. There are close to forty NFs affiliated to the PNGOC as members, who are the custodians of their respective sports in the country. The PNG Games concept has grown with interest and increased participation with number of administrators, coaches and technical officials across the country. With 22 provinces and the growing presence of the PNG National Games, it provides an opportunity or platform for OSEP to reach the communities from wards, local level government (LLG), district and provincial levels to educate athlete support personnel.

1. PNGOC's 2016-2020 Strategic Plan identifies "enhancing the capacity and capability of member national federations" as one of its five key pillars.



2. The ability to reach PNG sports practitioners through the NFs' existing structures and networks.
3. PNGSF – PNGSF plans to provide Center of Excellence and regional centers in each region across PNG, access to Provincial, District level Government and community sport bodies, Funding allocation for OSEP courses and dedicated Training and Development officer, Commitment to National Training council process and guidelines for training in PNG, Partnerships with 3 Australian and New Zealand universities, their staff and expertise, Pathway and practical opportunity for learning and implementation, Access to Intellectual property, expertise and sharing platform from other HP organisations through being a member of International Association of Sport Performance Centers (ASPC)
4. PNGSF reach around the country namely:
  - a. Port Moresby – Headquarters and Southern Regional office and Southern Region HP Centre of Excellence
  - b. Goroka – National Sport Institute and Highlands Regional Office
  - c. Lae – Momase Regional Office and Momase Region HP Centre of Excellence
  - d. Kokopo – New Guinea Islands Regional Office

The goals of PNGOC, PNGSF and ONOC's flagship program, OSEP, fit perfectly and will contribute to achieving its strategic plan targets.

## **1.5 The nature of the Collaboration**

### **1.5.1 ONOC services**

ONOC will provide the following services and support

1. Advice on quality assurance processes to support sport training and development
2. Training, accreditation and certification of OSEP Presenter, Assessor, Educator, Master Educators and all trained participants
3. Continuous professional development opportunities for OSEP Trainers
4. Annual grant for the full time PNG OSEP Coordinator based in PNGOC
5. Provision of OSEP branded material, equipment and apparel for OSEP Trainers
6. OSEP administration, coaching and trainers stream pathways
7. Curriculum development support
8. Monitoring and evaluation support

### **1.5.2 PNGOC services**

PNGOC will provide the following services and support

Represent OSEP in PNG and ensure that all OSEP courses are managed according to OSEP quality assurance standards; organize courses to its member NFs and maximize the opportunities of the partnerships in this MOU. It will endeavor to deliver on the following:

1. Coordination between OSEP regional office, PNGOC OSEP Office and OSEP accredited training providers in PNG
2. Secure funding support to implement the OSEP courses by PNGOC to National Federation staff and volunteers



3. Advocate the OSEP model of trainers and delivery with Oceania Federations and NF's so that a pathway is created for national accreditation
4. OSEP Trainers Continuous Professional development (CPD) opportunities and skills maintenance training
5. Coordinate the Sport Education Special Interest Group (SIC) to oversee the management of OSEP trainers, courses and its alignment to national sport federation accreditation and the PNG national training council sport qualification
6. Market and promote the program within PNG and regionally
7. Represent OSEP as the external quality check during PNGSF Educator training courses.

### 1.5.3 PNGSF services

PNGSF will provide the following services and support

1. Promote OSEP courses with partners at the PNG local level Government, District and Provincial offices, that are not affiliated to national federations
2. Secure funding support with PNG provincial offices and sponsors to support the athlete support personnel development prior to attending the PNG National Games
3. Provide continuous professional development opportunities for OSEP trained Presenters, Assessors, Educators and Master Educators within PNGSF and its national government partners at local, district and provincial offices
4. Advocate the OSEP model of trainers and delivery with Sport organization partners so that a pathway is created for national accreditation
5. Coordinate and collaborate with PNGOC to maintain the quality assurance standards for all OSEP courses
6. Represent OSEP as the external quality check during PNGOC Educator or Master Educator training courses
7. Ensure the implementation of this MOU aligns with PNG Government policies (Public Service General Order and Public Finance Management Act)

## **1.6 Definitions and interpretations**

PNGOC	Papua New Guinea Olympic Committee
PNGSF	Papua New Guinea Sport Foundation
ONOC	Oceania National Olympic Committee
OSEP	Oceania Sport Education Program
NOC	National Olympic Committee
NF	National Federation
SES	Sport Education System
SIG	Special Interest Group
Trainers	OSEP Presenters, Assessors, Educators, Master Educators and Mentors
SiG	Special Interest Group

### **1.6.1 Terminology**

#### **Memorandum of Understanding**

A Memorandum of Understanding (MOU) is a document setting out the arrangements under which two or more organisations will work in relation to something. **It is not an agreement or a contract, which is enforceable in the courts.** An MOU usually describes, in broad general terms, the areas of mutual interest that are to be addressed cooperatively by the organisations involved in the partnership. Its main virtue is that it commits things to writing, lessening misunderstanding.

## **2 The Terms of the Agreement**

### **2.1 Duration of this agreement**

Commencement date: 15 October 2017

Completion date: 30 March 2020

## **3 Intellectual Property**

OSEP retains the rights to the intellectual property if produced.

## **4 Marketing and Publicity**

OSEP with PNGOC and PNGSF will promote the joint partnership and all trainings through media conferences, releases to local media and social media networks.

Promotion of this partnership and its associated benefits to OSEP, PNGOC and PNGSF must be communicated to other National Olympic Committees, Regional Sport Federations, Pacific Games Federation/ Associations, Commonwealth Games Federation/Associations, PNG Government and appropriate bodies associated with sport.

## **5 Issuance of Certificates and Qualifications**

OSEP will issue certificates upon receipt of Training reports from PNGSF and PNGOC. Certificates will be delivered within four (4) weeks after the receipt of the training reports.



## **6 Financial Arrangements**

ONOC will financially support:

1. OSEP Master Educator, Educator and course coordinators first training
2. Continuous professional development (CPD) training for approved OSEP Master Educators and Educators at agreed intervals
3. An Annual grant to support full time OSEP coordinator based in PNGOC
4. OSEP training audit and tracer study experts for any survey and assessment of OSEP courses delivered as part of this MOU.
5. OSEP team visits to PNGOC and PNGSF.
6. Selected OSEP Master Educators based in PNG to deliver courses outside of PNG.

PNGOC and PNGSF will financially support:

1. All costs associated with the delivery of all OSEP courses
2. At least two professional development opportunities for OSEP Trainers annually
3. OSEP Presenters, Educators and Master Educator remuneration of expertise for in-country courses delivered (if applicable)
4. All quality assurance requirements compliance activities
5. Staff and any additional staff or volunteers to administer this partnership

### **6.1 Fees**

PNGOC and PNGSF can consider charging fees to participants to recover any associated costs. It must ensure that this action complies with local and national regulatory bodies laws.

PNGOC and PNGSF have discretion over whether to remunerate OSEP Educators and Master Educators for their expertise and preparations. Rates for remuneration shall fall in line with OSEP established rates and those applicable to national standards and as agreed to by all parties.

### **6.2 Charges and Disbursements**

In the case of disbursements of funds, any charges like bank fees will be inclusive of the disbursed amount.

### **6.3 Negotiating amendments**

All amendments are to be negotiated and agreed in consultation with each of the partners.

### **6.4 Renewal processes**

Renewal or extension of this formal arrangement is by mutual agreement 3 months before expiry.

## **7 Settlement of Disputes**

We will endeavor to treat this agreement with respect for each partner but should a dispute occur, this would be settled using Mediation in the first instance.

## 8 Review and Evaluation

Evaluation from the pilot and OSEP Educator training will be collected and reported as agreed to between the partners.

Evaluation of those trained by OSEP Master Educators and Educators will also be jointly conducted by OSEP and PNGOC and PNGSF within a year after the first training.

Review of the partnership will be made between OSEP, PNGOC, PNGSF and selected national federations and other partners every 6 months and at the end of the agreement. These will be through regular meetings and workshops.

All national federations must undertake the RAT to assess the organization before and after intervention of programs. Tracer studies will be conducted to assess the impact of OSEP courses. Training audits will be conducted to assess compliance to OSEP Quality Management Systems.

### 8.1.1 Monitoring and evaluation framework

*A framework will be agreed with PNGOC and PNGSF within 3 months of signing this MOU.*

## 9 ONOC, PNGOC and PNGSF Contacts

### 9.1 Names of the PNGOC and PNGSF Coordinators and Supervisors

Organisation/Division	Course Coordinator	Directors/Managers
PNGOC	Alurigo Ravusiro	Andrew Lepani
PNGSF National Sport Institute	Kylie Martins	Janet Gimots
PNGSF Sports Participation and Development	Zohra Johnwell or Sophie Tuna	Peter Chalapan
PNGSF High Performance	Edmond Bannick	Aaron Alsop
PNGSF Events and Marketing	Raina Wareba	John Susuve
ONOC – OSEP	Varanisese Karisitiana	Sainimili Saukuru

The Directors will oversee the implementation of this MOU in PNGOC. They will be the prime contact individuals with ONOC's OSEP initiative.

The PNGOC and PNGSF – Programmes, HP and NSI Course coordinators will be responsible to develop, maintain and store a register for this agreement. This is to monitor the deliverables of this agreement with all three parties to this agreement.

***See Appendix (separate document) for the organization and management of this MOU.***

## 10 Effective dates and signatures

This Partnership Agreement is a living document. Changes can be made after discussion at partnership meetings.

**Dennis Miller**  
ONOC Executive Director

ONOC Executive Director Signature:

Date:

**Auvita Rapilla (Mrs)**  
PNGOC Secretary General

PNGOC Secretary General Signature:

Date:

**Andrew Lepani**  
PNGOC Deputy Secretary General (Witness)

PNGOC Deputy Secretary General (Witness) Signature:

Date:

**Peter Tsiamalili**  
PNGSF Chief Executive Officer

PNGSF CEO Signature:

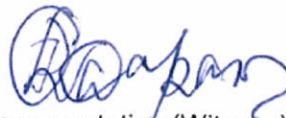


Date: 3/11/17 .

Peter Chalapan  
PNGSF Representative (Witness)

PNGSF Representative (Witness) Signature

Date:

  
3/11/17



## 10 Effective dates and signatures

This Partnership Agreement is a living document. Changes can be made after discussion at partnership meetings.

Dennis Miller  
ONOC Executive Director

ONOC Executive Director Signature: 

Date: 22/11/17

Aurita Rapita (Mrs)  
PNGOC Secretary General

PNGOC Secretary General Signature: 

Date: 14/11/17

Andrew Lepani  
PNGOC Deputy Secretary General (Witness)

PNGOC Deputy Secretary General (Witness) Signature: 

Date: 14/11/17

Peter Tsiamati  
PNGSF Chief Executive Officer

PNGSF CEO Signature: 

Date: 2/11/17

Peter Chalapan  
PNGSF Representative (Witness)

PNGSF Representative (Witness) Signature: 

Date: 31/11/17

# I. ADDENDUM

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## **II. Organisation and management of the agreement**

PNGOC, PNGSF and OSEP will meet within 3 months after signing to develop a project plan to implement this MOU. It will meet at least once every 6 months (or as agreed) to: review progress made on work plans; review the partnership; further develop the cooperation between them; and consider other and future activities for implementation. These meetings will be a combination of face-to-face meetings and teleconferences.

PNGOC, PNGSF and OSEP are committed to:

- regular informal contact;
- the sharing of relevant information;
- sharing of contacts for networking purposes;
- involving the other partner in pertinent activities; and
- spreading awareness of each other's functions and activities throughout PNG and the region.

### **A. *ONOC activities***

OSEP will be responsible for the delivery and management of the following activities:

1. Coordinate and conduct the first OSEP Master Educator and Educator training
2. Outfitting of OSEP Presenters, Assessors, Educators and Master Educators team of trainers that deliver OSEP courses
3. Facilitate the continuous professional development training for OSEP Educator and Master Educator trainers
4. Provide Quality assurance processes and tools to support the training and development of trainers, coaches and administrators.
5. Conduct OSEP Training audits, course evaluation and impact assessments
6. Conduct evaluation of the partnership, at agreed intervals with partners
7. Provide support to align OSEP courses with PNG National Training Council
8. Coordination of OSEP Master Educators, with PNGOC and PNGSF, to assist with regional OSEP activities.

**B. GUIDELINES ON PROCEDURES OF OSEP IN PNG**

These guidelines have been developed to direct the efforts of the Oceania Sports Education Program (OSEP) Training Providers in Papua New Guinea in the absence of a Memorandum of Understanding. The OSEP PNG recognised Training Providers are the PNG Olympic Committee (PNGOC), PNG Sports Foundation High Performance Sport (PNGSF HPS), PNG Sports Foundation National Sports Institute (PNGSF NSI) and PNG Sports Foundation Sports Programs Division (PNGSF SP). All OSEP courses in PNG fall under the Au Ravusiro as the OSEP PNG National Coordinator. OSEP PNG operates in close consultation with the OSEP Regional Office within the Oceania National Olympic Committees office is Suva, Fiji and its Program Coordinator Sainimili Saukuru and her team of OSEP staff.

1. The National Coordinator for OSEP PNG is the first point of contact for all OSEP training requests to ensure standards are complied with and referrals to the appropriate training provider is made where required.
2. Where a request for OSEP training has been received or is being planned, this is to be confirmed with OSEP PNG three months before training commences.
3. OSEP PNG will work closely with the Training Providers to ensure the OSEP standards are complied with in the delivery of OSEP training courses.
4. As PNGOC is responsible to and for the National Federations, all OSEP training requests from National Federations and OSEP training done specifically for a National Federation should be directed to PNGOC.
5. The PNG Sports Foundation's divisions – Sports Programs, High Performance Sport and the National Sports Institute are responsible for organizing and delivering OSEP training courses to local sporting organizations (i.e. Provincial, District level sports bodies, clubs, etc.), organizations delivering sports programs where they are not affiliated to or are members of National Federations (i.e. teachers' colleges, schools, etc.) in the country and for the general public.
6. PNG Training Providers are to organise and deliver OSEP courses based on their respective mandates, priorities and capacity. A summary of courses to be delivered by each Training Provider is annexed to this document. See Section on "OSEP Courses."
7. Request for OSEP Educator and Master Educator courses must be submitted to OSEP Regional Office (via OSEP PNG) for endorsement before it is delivered. Three months notice is required.



8. All Training Providers are to share their training calendars for the next year with OSEP PNG by November of each year for endorsement. OSEP PNG will collate the training calendars into a master training calendar and share with the Training Providers by December of each year.
9. Training Providers when sharing their calendar will provide names of OSEP trainers responsible for delivering the training. There shall be two alternates named in the Calendar for training courses.
10. Where new training courses not indicated in the current Calendar are to be run, a three (3) months' notice is to be given to OSEP PNG for endorsement to be granted.
11. Every two years a Continuous Professional Development workshop will be held where OSEP Master Educators and Educators will be invited to share their experiences in delivering courses and undertake required refresher courses.
12. The OSEP Training standard operating procedures (OSEP SOP) are to be complied with. Copies can be requested from OSEP PNG as needed.
13. The ERE009 Lead Trainer Report is to be completed on the last day of the course whilst the ERE007 Individual Training Report must be completed within two weeks of training.
14. OSEP Training Providers must deliver at least 3 courses per annum.
15. All OSEP trainers must deliver at least 3 courses per year to retain their OSEP Trainer license.
16. OSEP Training Providers to ensure that organisations delivering sport programs are responsible for ensuring the competency of training participants is applied and maintained in their respective sporting environments.
17. OSEP Regional Office and OSEP PNG may conduct an evaluation of its courses at agreed times with the training provider.

## **1. PNGOC activities**

PNGOC will be responsible for the delivery and management of the following activities:

1. Coordinate and deliver the following courses for its national federations:
  - a. Advanced Sport Management Course (ASMC) also known as MOSO
  - b. Management in Sporting Organisation (MiSO)
  - c. Community coach & official (CC&O)
  - d. Sport in Communities Administrator (SiC)
  - e. Presenter course
  - f. Assessor course
  - g. Educator course
  - h. Master Educator course
2. Oversee the OSEP related training activities with OSEP approved training providers in PNG
  - a. Employ a full time coordinator to be the point of contact for all OSEP related matters
  - b. Liaise with and be responsible for all OSEP Course requests from National Federations
  - c. Ensure all OSEP training courses are delivered and reported to OSEP regional office
  - d. Collate and share annual training calendars with all partners by December each year
  - e. Ensure all OSEP training providers deliver at least 3 courses annually
  - f. Ensure that National Federations are responsible for ensuring the competency of training participants is applied and maintained in their respective sporting environments
3. Coordinate and approve any OSEP Trainers course requests
  - a. Recommend participants for the OSEP Trainers training to the Sport Education Committee
  - b. Sign agreements with OSEP trainers to ensure compliance to OSEP requirements
  - c. Remunerate fees or allowance for trainers (if applicable)
  - d. Track and monitor OSEP Trainers delivering training
  - e. Conduct orientation for all newly trained OSEP Trainers
  - f. Ensure all training has a course coordinator, Educator and/or Master Educator at the agreed OSEP ratio
  - g. Assist OSEP in the re-accreditation process of OSEP Trainers
  - h. Coordinate all Continuous Professional Development workshops for OSEP Trainers at agreed intervals
  - i. Monitor that OSEP Trainers deliver at least 3 courses annually to retain license
  - j. Establish connections with local or international professional bodies so that OSEP Trainers could become members



- k. Work towards aligning OSEP trainers qualifications to PNG National Training Council requirements
- 4. Coordinate OSEP courses and quality assurance with PNGSF
  - a. Standardise a training pathway for coaches and administration beginning from OSEP community courses to sport specific courses
  - b. Assist OSEP in conducting training audits and evaluation with national federation members
  - c. Secure financial and other resources to assist member NF's implement the training pathway
- 5. Promote and advocate OSEP courses with member National Federations, PNG National Training Council and other relevant partners
  - a. Ensure all marketing materials are approved by OSEP regional office

## **2. PNGSF activities**

PNGSF will be responsible for the delivery and management of the following activities:

- 1. Coordinate and deliver the following courses:
  - a. Programmes
    - i. Community coach & official (CC&O)
    - ii. Sport in Communities Administrator (SiC)
  - b. National Sport Institute
    - i. Community Strength and Conditioning Coach
    - ii. Development Coach
    - iii. Competition Coach
    - iv. Management in Sporting Organisation (MiSO)
  - c. High Performance in Port Moresby, Lae, Goroka and Kimbe
    - i. Community coach & official (CC&O)
    - ii. Sport in Communities Administrator (SiC)
    - iii. Community Strength and Conditioning Coach
    - iv. Management in Sporting Organisation (MiSO)
    - v. Development Coach
    - vi. Competition Coach
- 2. Coordinate with PNGOC all OSEP Trainers requirements:
  - a. Seek approval from the PNG National OSEP Coordinator, at least three months before start date of course, to approve any OSEP trainers course (Presenter, Assessor, Educator and Master Educator)
  - b. Sign agreements with OSEP trainers to ensure compliance to OSEP requirements
  - c. Track and monitor OSEP Master Educator and Educators delivering training

- d. Ensure OSEP Trainers deliver at least 3 courses annually to retain license
  - e. Assist PNGOC in the re-licensing process of OSEP Educators and Master Educators
  - f. Organise professional development opportunities at own cost
  - g. Align OSEP trainers to PNG National Training Council requirements
  - h. Establish connections with local or international professional bodies so that OSEP Educators and Master Educators could become members
  - i. Support all OSEP accredited trainers in equipment, training resources and funding to deliver OSEP courses readily
3. Coordinate OSEP courses, quality assurance and annual training calendars with PNGOC
- a. Assign a course coordinator in each of the divisions to coordinate all OSEP training courses
  - b. Share OSEP training calendar with PNG National OSEP Coordinator by November 1<sup>st</sup> each year
  - c. Confirm with PNG National OSEP Coordinator courses that are not indicated in the annual training calendar, at least 3 months before start of the course.
  - d. Each division to deliver at least 3 courses annually
  - e. Ensure all training has a course coordinator, Educator and/or Master Educator at the agreed OSEP ratio
  - f. All divisions must incorporate OSEP courses in their annual implementation plans and use trained OSEP personnel to deliver
  - g. Organise and deliver OSEP courses to local sporting organisations namely Provincial, District level sport bodies and clubs, organisations delivering sport programs where they are not affiliated to or are members of national federations (e.g. teachers' colleges, schools etc.)
  - h. Report on all OSEP training courses delivered
  - i. With PNGOC and national federations, standardise a training pathway for coaches and administration from community level to national sport specific accreditation
  - j. Assist PNGOC in conducting any training audits and tracer studies with trained participants
  - k. Ensure that training recipient organisations are responsible for ensuring the competency of training participants is applied and maintained in their respective sporting environments
  - l. Collaborate with OSEP for sport medicine, strength and conditioning, High Performance and mental skills/life skills training
  - m. Offer practical placements with PNGSF-HP programs or services as part of assessment and competency.
4. Market OSEP courses to your target group and organizational partners
- a. Promote and advocate OSEP courses at key events like the PNG National Games, National sport conference and other relevant events
  - b. Ensure all marketing materials are approved by OSEP regional office

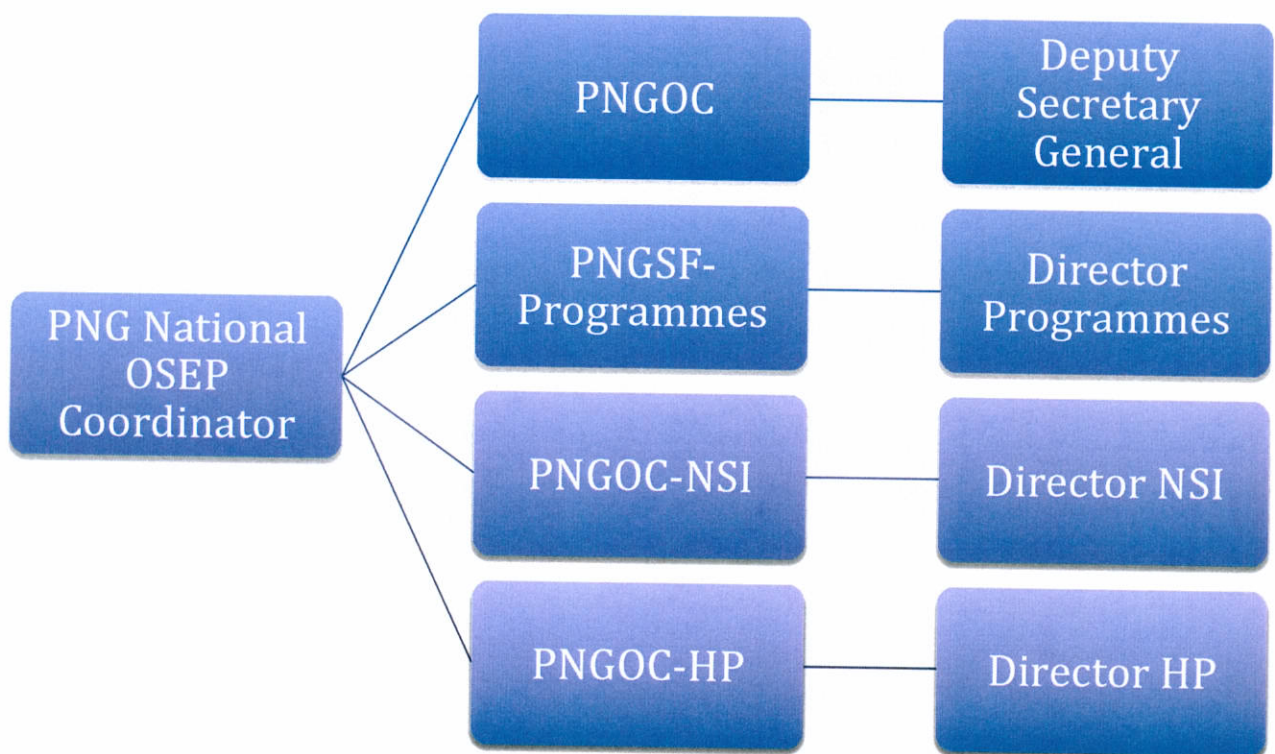


### **C. OSEP Training Roles and Responsibilities**

There will be two levels of management of this MOU:

#### **1. LEVEL 1 – STRATEGIC COORDINATION**

The PNG National OSEP Coordinator will be responsible to coordinate meetings with the Directors and DSG to track the delivery of the MOU. This group will also form the proposed PNG Sport Education Committee, together with appropriate individuals as per the Terms of Reference.

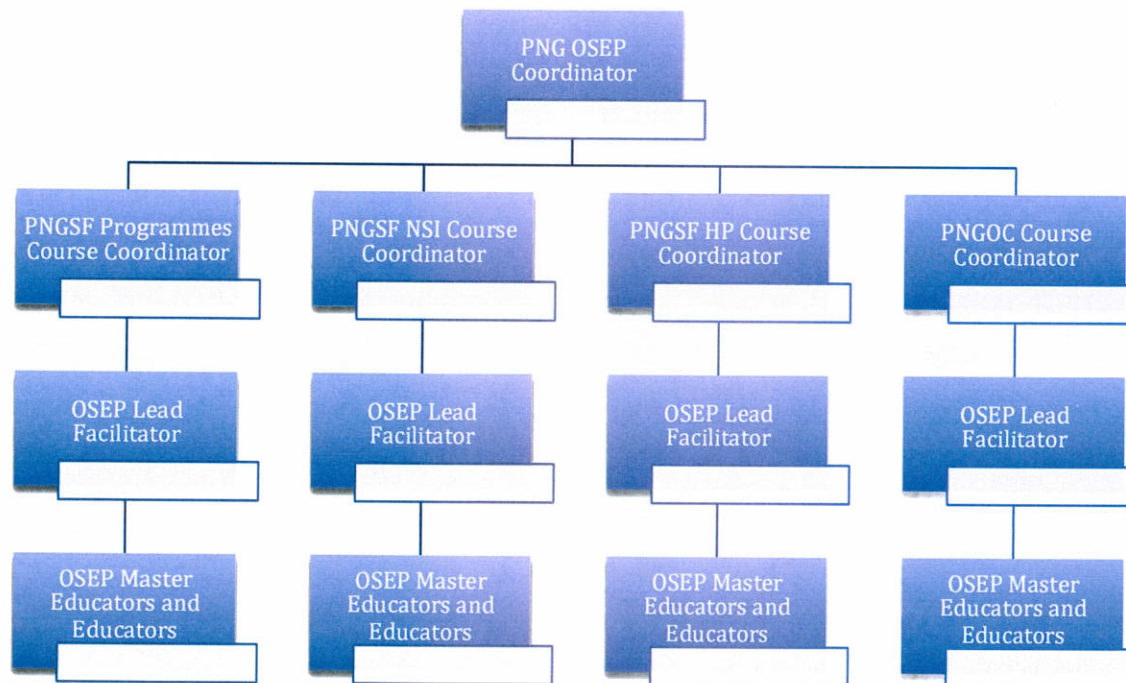




## 2. LEVEL 2 – OSEP COURSE COORDINATION

The PNG National OSEP Coordinator will be responsible to coordinate with the PNG Training Providers Course Coordinators and OSEP Educators and Master Educators on all OSEP training delivery matters.

### PNG OSEP Course Coordination and Reporting Structure



#### Notes

Refer to table below for each organisation's role and responsibilities

#### Key Functions of PNG OSEP Coordinator

1. Track and report on the delivery of OSEP Training Providers as per the MOU
2. Monitor compliance of all OSEP course deliveries
3. Conduct spot checks for quality assurance compliance
4. Ensure approved OSEP trainers are delivering OSEP courses and compliant to OSEP ratio [1 Master Educator to 3 Educators, 1 Educator to 6 coaches or administrators or Presenter or Assessor]
5. Sought OSEP regional office approval for OSEP Master Educator and Educator courses
6. Ensure certificates distributed to PNG Training Providers
7. Ensure only licensed OSEP trainers are delivering OSEP courses
8. Receives and compiles PNG national information from the OSEP ERE007 reports
9. Compile, update and circulate the PNG OSEP monthly and annual training information
10. Collate and update when necessary the PNG OSEP annual training calendar and report.
11. Report all training information to OSEP Regional office
12. Lead the National Training Council accreditation process for PNG OSEP.

### **3. COMMUNICATION GUIDELINES**

1. Key contact persons (OSEP PNG National Coordinator, Sports Education Committee members and Course Coordinators) will have regular meetings to track progress and review deliverables.
2. Training team and assessor meetings will be held prior to, during and after any training
3. Each Partner is free to discuss the partnership in presentations, meetings and other informal discussions. However, each Partner agrees to inform the other before releasing any press statements, or formal publication relating to the partnership.
4. Each Partner may only use the other Partner's logo with their prior agreement or consent.

**PNG Training Team Roles and Responsibilities'**

COMPONENTS	LEAD FACILITATOR	MASTER EDUCATOR, EDUCATOR, PRESENTER, ASSESSOR	COURSE COORDINATOR
PURPOSE	Oversee the overall delivery of the OSEP course	Plan, prepare, deliver and review OSEP course	Support the Lead facilitator ensure the requirements and logistics of the OSEP course are met pre, during and post training
PRE TRAINING TASKS	Approve Session plans Determine pre tasks Review participants database Training schedule Select and meet with ME and Ed	Compete session plans with Lead facilitator Work with Course Coordinator on course requirements	Registration forms Database Send/collect pre tasks Risk assessment matrix – Venue and logistics with the Lead facilitator Complete first section of ERE007
DURING TRAINING TASKS	Collect Pre workshop tasks Address/assess assessment checklist Quality Assurance Daily reports and briefing	Assessment checklist QA Review and feedback on delivery Conduct training Collect all evidence Work with Course Coordinator Identify potential educators	Daily attendance register Photographs of training and evidence Update social media Pre workshop tasks Hand outs collected Evaluation forms QA Collection Daily report
POST TRAINING TASKS	Collect/review session plans ERE009 Lead Facilitator training report Read ERE007 Report Moderation of course	Session plan with completed review section Read 007 Reports Assist in the collection of all evidence and give to the coordinator Clear learning materials and room Work with Course Coordinator	Complete ERE007 Collect and store all evidences in hard and soft copies Clear learning materials and room Organise moderation team



**OSEP Courses**

Table below shows all the courses that can be delivered by the OSEP PNG Training Providers.

**OSEP Trainer Streams**

Training Provider	Assessor	Presenter	Educator *	Master Educator *
PNG Olympic Committee	YES	YES	YES	YES
PNG Sports Foundation – NSI	YES	YES	YES	YES
PNG Sports Foundation - HPS	YES	YES	YES	YES
PNG Sports Foundation - Programs	YES	YES	YES	YES

\* Only upon endorsement from OSEP Regional Office

**OSEP Administration Stream**

Training Provider	Sport in Communities Administrator (SiC)	Management in Sporting Organisations (MiSO)	Advanced Sport Management Course (MOSO)
PNG Olympic Committee	YES	YES	YES
PNG Sports Foundation – NSI	YES	YES	NO
PNG Sports Foundation - HPS	YES	YES	NO
PNG Sports Foundation - Programs	YES	YES	NO

### OSEP Coaching Stream

Training Provider	Community Coach and Official	Development Coach	Competition Coach	Community SnC	Development SnC
PNG Olympic Committee	YES	YES	YES	NO	NO
PNG Sports Foundation – NSI	YES	YES	YES	NO	NO
PNG Sports Foundation – HPS	YES	YES	YES	YES	YES
PNG Sports Foundation – Programs	YES	NO	NO	NO	NO

#### 4. RESOURCES FOR DELIVERY

##### ONOC Record Keeping

*The following will be provided from and kept by the OSEP regional office for course coordination and record keeping associated with delivery and assessment.*

What	When	How	By Whom
1. <b>Database</b> for all OSEP Educators, Master Educators and all those that have completed OSEP courses	Upon receipt of ERE007 report	Database on excel and training reports	OSEP Admin
2. <b>OSEP Educator and Master Educator</b> annual current list with Licenses*	Upon receipt of ERE007 report	During re-accreditation intervals and annually for active ones	OSEP Admin
3. <b>OSEP Trainers appparels</b>	First training and annually	Registered mail, OSEP team or others travelling to PNG	OSEP Admin
4. <b>OSEP course certificates*</b>	Every training delivered	OSEP folders and database	OSEP Admin
5. <b>OSEP Training course reports*</b>	Every quarter	Email	OSEP Admin
6. <b>PNG Country report*</b>	Annually	Report on email	OSEP Coordinator

Note - \*This will initially be captured by ONOC and progressively pass onto the PNG National OSEP Coordinator for tracking and record keeping.



## PNG NATIONAL OSEP COORDINATOR Record keeping

The following must be kept for all PNG OSEP Records:

What	When	How	By Whom
1. <b>Professional development</b> opportunities completed	Every development completed by OSEP trainers	Using the OSEP Educator Skills Maintenance and Professional Development Report to update and inform PNGOC office	PNGSF and PNGOC Course Coordinators
2. <b>Database</b> for all OSEP Educators, Master Educators and all those that have completed OSEP courses*	Upon receipt of ERE007 report	Database on excel and training reports	OSEP Admin
3. <b>Re-licensing</b> of OSEP Educators, Master Educators and coaches*	Annually	Fulfillment of license requirements and update OSEP Regional Office officially annually	Course Coordinators
4. <b>Annual training</b> calendar and Annual Program report	Calendar by November 1 <sup>st</sup> annually and Training report by end of December annually	Training calendar and OSEP Annual Program report	PNGOC and PNGSF course coordinator or designated officers
5. <b>Register for the MOU progress</b> including 6 monthly status reports	Every 6 months	Written report tracking the MOU deliverables	PNGOC and PNGSF course coordinator or designated officers

Note - \*This will initially be captured by ONOC and progressively pass onto the PNG National Coordinator for tracking and record keeping.



## PNGOC and PNGSF Record keeping

The following must be kept for all OSEP course information associated with delivery and assessment.

What	When	How	By Whom
1. <b>Training materials for Trainers</b> - Facilitator guide, learner guide, assessment checklists,	OSEP Presenter, Assessor, Educator, Master Educator training with national federations and partners	Soft copy in laptop, drop box or similar platforms  Hard copy in folders at PNGOC and PNGSF office in compliance to the OSEP QMS documentation.  Assessment results of participants will be requested during audit visits, validation and moderation sessions.	PNGOC and PNGSF course coordinator or designated officers
2. <b>Pre, During and Post training documentation</b> Registration forms, diagnostic assessment tools, session plans, training program, <i>participants database, risk minimization matrix, Assessment/ Activity checklist, photos, observation sheets, Quality assurance reports, session plans, and training report and course evidences</i>	For the Pilot training and others delivered over the duration of this MOU  Training reports within 2 weeks of course conclusion	Soft copy in laptop, drop box or similar platforms  Hard copy in folders at PNGOC and PNGSF office in compliance to the OSEP QMS documentation.  Assessment results of participants will be requested during audit visits, validation and moderation sessions	PNGOC and PNGSF course coordinator or designated officers
3. <b>Training materials for OSEP courses</b> delivered with national federations, local level governments, districts and provinces	All courses delivered over the duration of this MOU	Soft copy in laptop, drop box or similar  Hard copy in folders at PNGOC office and PNGSF  Assessment results of participants will be requested during audit visits, validation, moderation sessions	PNGOC and PNGSF course coordinator or designated officers
4. <b>Professional development opportunities</b> completed	Every development completed by OSEP trainers	Using the OSEP Educator Skills Maintenance and Professional Development Report to update and inform PNGOC office and PNGSF	PNGSF Division Course Coordinators and PNGOC Training and development coordinator
5. <b>Annual training calendar and Annual Program report</b>	Calendar by November annually and	Training calendar and OSEP Annual Program report	PNGOC and PNGSF course coordinator or

	Training report by end of December annually		designated officers
<b>6. Register for the MOU progress</b> including 6 monthly status reports	Every 6 months	Written report tracking the MOU deliverables	PNGOC and PNGSF course coordinator or designated officers

### **III. Accreditation and Certification of OSEP Educators**

*OSEP Trainers are a critical component of the quality of OSEP delivery. OSEP Educators must be correctly accredited and maintain currency of their vocational, presenter and assessor skills through regular professional development activities that are monitored and recorded.*

#### **A. Initial certification process**

*All Trainers must undergo relevant training by the relevant personnel approved by OSEP. Successful completion of requirements must be followed using the OSEP policy on certification and reaccreditation and requirements provided in the OSEP guides.*

#### **B. Maintenance/re-accreditation process**

*OSEP Educators and Master Educators must deliver a minimum of three OSEP courses and undergo at least a professional development opportunity every two years to maintain or gain reaccreditation. Refer to the OSEP Educator and Master Educator learner guides for current requirements.*

#### **C. Induction and professional development**

*All OSEP Trainers are fully inducted into the program when they undergo the OSEP Educator and Master Educator courses. They are expected to undertake own professional development activities and identify other opportunities including the need for membership of any relevant professional association such as Sport Federation/Olympic Committee/Commission.*

#### **D. Recording professional development**

*Professional Development activities undertaken by the OSEP Trainers must be recorded using the OSEP required documentation.*

### **IV. Resources and Facilities**

#### **A. ONOC contribution**

##### **1. Learning, Assessment materials and Equipment**

*ONOC will provide soft copies of all learning and assessment materials to successfully deliver and assess the program participants.*

#### **B. PNGOC and PNGSF contribution**

*The partner will provide or access (with training institutes, schools, LLG, Districts, Provinces) all training related equipment and facilities to deliver the program. These may include black or whiteboard, overhead projector or data projector for slides, playing ground/ or sufficient open space to conduct practical sessions, classroom/village or community halls, butchers paper or newsprint, pentel/marker pens, writing paper and pens, computer and internet access.*



*The partner must have the means to securely store hard copy OSEP participant files (including participant registration paperwork and completed assessment tasks and tools) in a logical and consistent manner as well as a suitable computer and internet access to store all course requirements for 7 years.*

*The partner will print all course related documentation, apart from the course learner guides.*

*The partner will provide laptop, office space, office furniture and administrative support for the course coordinator or administrator (both regionally and nationally).*

### **1. Equipment**

Provide all training equipment for facilitators, administrators and coaches to ensure quality training is delivered.

### **2. Learning materials**

Provide hard copy of all learning and assessment materials for the delivery and assessment of all OSEP courses.

### **3. Facilities**

Provide or access training facilities for the successful delivery and assessment of the participants.

## **V. Assessment Quality Assurance**

### **A. ONOC obligations**

#### **1. The assessment system**

OSEP uses the Trainer documents to assist in implementing OSEP courses. These will be referenced when delivering any OSEP Educator and Master Educator course in this partnership.

#### **2. Assessment processes**

OSEP uses its Trainer Guidelines and Process to train Educators and Master Educators implement OSEP in PNG.

#### **3. Assessors**

OSEP will train PNGOC and PNGSF Educators and Master Educators on competency based training and assessment skills. This will provide them with the skills to deliver training as well as assess OSEP courses.

#### **4. Assessment evidence**

All PNGOC and PNGSF Educators and Master Educators that undergo OSEP training must produce evidence to support their training and accreditation. These will be used to assist OSEP in completing validation, moderation, course coordination and tracer studies.

#### **5. Assessment judgments'**

Decision on all OSEP courses will follow its policies and procedures. This will be based on activity or assessment checklists together with all evidences and training report for each course completed.

### ***B. PNGOC and PNGSF obligations***

#### **1. The assessment system**

PNGOC and PNGSF must comply with the Trainer documents to complete all assessment for OSEP courses.

#### **2. Assessment processes**

PNGOC and PNGSF course coordinators, Presenters, Educators and Master Educators must familiarize themselves and comply with the OSEP Training Guidelines and Process.

#### **3. Assessors**

PNGOC and PNGSF course coordinators must ensure that only approved and licensed OSEP Presenters, Educators and Master Educators deliver any joint OSEP courses. Further, it must comply with the OSEP Accreditation and Reaccreditation Policy and procedures to maintain quality for all its trainers.

All Assessors must be available to contribute to any review or evaluation conducted by OSEP or the Olympic movement.

#### **4. Assessment evidence**

All PNGOC and PNGSF personnel that are OSEP Educators and Master Educators, course coordinator trained must produce and store evidence to support the training and accreditation of coaches and administrators. These must be stored in hard or soft copies in an agreed location. This will be used to assist the completion of validation and moderation.

#### **5. Assessment judgments'**

All decisions must be completed using the OSEP activity or assessment checklists together with all evidences and training report for each course completed. The evidence must be stored in hard and/or soft copy in an agreed location for at least 7 years. This will be accessed by OSEP delegated personnel to conduct validation, moderation, training audits and tracer studies.

## **VI. Reporting Requirements**

### **A. *ONOC requirements***

All information agreed to must be used for the sole purpose of OSEP for the PNGOC national federations and PNGSF district and provincial partners. The use of the developed materials outside of the approved OSEP Training providers must sought approval in the first instance.

A version-controlled document must be correctly numbered and circulated for soft and hard copy storage by all parties.

Any updates must be agreed to throughout the agreement period. All documents must be treated in confidentiality unless agreed by all parties for wider circulation.

### **B. *PNGOC and PNGSF requirements***

Any information and data generated by this collaboration must be shared with ONOC. All materials and related information used in this association is reserved for use in PNG only. Anything used outside must be approved by ONOC first.

All documents treated in confidentiality unless agreed by all parties for wider circulation.



## VII. Schedules or appendices

### A. Appendix 1 – List of Trainers

OSEP Trainers	PNGOC	PNGSF- Programmes	PNGSF NSI	PNGSF HP
Master Educators				
Educators				
Presenters and Assessors				

**B. Appendix 2 – OSEP Trainer Guidelines**

To be presented to the partners and appended

**C. Appendix 3 - Monitoring and Evaluation Framework and Joint work plan**

To be developed and appended by the Sports Education Committee after signing)