

Curriculum and Technical Advisory Board (CTAB)

Rationale

The Curriculum Board, before the merger of the erstwhile Royal Education Council and the Department of Curriculum Research and Development, used to be the apex authority to decide and approve any major curriculum matters including curricular reforms or changes in teaching learning materials (TLMs). With the merger, the Board naturally got dissolved and the Council, chaired by the Honourable Lyonchhen, has been constituted as the apex body for providing overall directions and approval in terms of policy, plans and programmes.

However, considering that the curriculum matters are professional and technical in nature, it has been found imperative to form a Curriculum and Technical Advisory Board (CTAB) to provide professional and technical guidance. The CTAB shall also recommend and/or approve curriculum matters, research activities and professional development programmes in terms of quality and relevancy.

Composition of the Membership

The Board shall comprise of the following ex-officio members:

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| 1. Sherig Lyonpo | Chairperson |
| 2. Secretary, MoE | Vice Chairperson |
| 3. Secretary, DDC | Member |
| 4. Director General, DYS, MoE | Member |
| 5. Director General, DAHE, MoE | Member |
| 6. Director General, REC | Member |
| 7. Secretary, BCSEA | Member |
| 8. Dean, PDC, REC | Member |
| 9. Dean, CDC, REC | Member Secretary |
| 10. Relevant Subject Committee Chairpersons | Member* |

The membership shall be reviewed as and when required. The relevant officials from REC shall attend the Board Meetings as non-members.

* Relevant subject committee chairpersons shall be invited to attend the board meeting as members.

Functions

The functions of the CTAB shall be to:

1. Review, deliberate and propose a way forward on issues related to school curriculum, teacher professional development and research;
2. Recommend/Approve plans and policy proposals on curricular matters including teaching learning materials and other relevant issues concerning the school education; and
3. Approve subject committees and chairpersons.

Responsibility of the Chairperson/Vice Chairperson

The Chairperson shall:

1. Provide direction and guidance to the Board;
2. Review and approve provisional agenda submitted by the Secretariat for Board Meetings;
3. Conduct effective board meetings by encouraging the members to engage in open and constructive debate, and secure active participation and contribution of all members;
4. Arbitrate and resolve conflicting opinions to reach consensus; and
5. The Vice Chairperson shall chair the meeting in absence of the Chairperson.

Responsibility of the Member Secretary

The member secretary shall:

1. Inform the members of the date and venue of the meeting;
2. Circulate the agenda and relevant documents in advance; and
3. Compile the proceedings of the meetings and finalise the minutes within two weeks of the meeting.

Responsibility of the Members

The members of the Board shall:

1. Attend the board meetings regularly;
2. Prepare for meetings in advance by reading the agenda and other relevant documents;
3. Engage in open and constructive debate; and
4. Sign on the minutes of meetings.

Decision Making

The decisions shall be taken through consensus of simple majority. In the event of a tie, the Chairperson shall make the final call through the exercise of his vote.

Frequency of Meetings

The CTAB shall convene twice a year. It shall also be convened as and when required.

Quorum

The attendance of two-third of the members shall constitute a quorum.

Conflict of interest

The members shall inform and declare conflict of interest prior to any board meeting.

Remuneration of the Members

The members and participants in the meeting shall claim their DSA/TA from their own organisations.