



Terms of Reference: Learning & Engagement Network

Purpose of the Network

The World Heritage Learning and Engagement Network, hosted by WH:UK is an open network of professionals, organisations and individuals involved in work relating to learning and engagement within World Heritage Sites.

The network is a place to share knowledge, best practice, resources, and exchange ideas between the communities and organisations operating within World Heritage sites of the UK. The network will facilitate collaboration, partnerships, peer support and provide the opportunity to demonstrate the value and worth of learning and engagement.

Membership

- The communication network will be open, free, and available to any interested party, professional, or volunteer, or young person with an interest in World Heritage Learning & Engagement matters.
- Membership of WH:UK will not be required to join the network.
- A paid members' area for the group, with resources and further information will be available to those who also hold WH:UK membership.

Network Operations

There will be two parts to the network; the first will be an open access communication forum and the second a private members' forum.

1. Free and open-access communication

This will include:

- An online mailing list which will be used to share contact details, case studies and produce a periodic e-bulletin.
- Free online networking events hosted on Zoom at least twice a year.
- A free, in-person annual networking event at a different World Heritage Site each year (to ensure that different themes, agendas and perspectives across the UK are covered). This will probably happen in conjunction with another in-person event in the WH:UK calendar (which may have an admission fee and need to be pre-booked).

2. Members' Forum

To access additional and more in-depth resources on learning and engagement, members will need to be members of WH:UK. Many will already have membership through their WHS employers, but others may need to invest in Individual Membership.

This will include:

- Access to a 'members only' area on the WH:UK website, which will include a dedicated forum for Learning & Engagement.
- Access to downloadable and copy-right free resources.
- Access to WH:UK's wider selection of resources.

By uploading materials to the WH:UK website members' area, there is an implicit agreement that these materials can be shared publically, but the copyright remains with the originator.

Governance

1. Steering Group

A steering group of key individuals which should include one member of WH:UK staff or trustees will support the network and undertake the following roles:

- Promotion and dissemination
- Agenda-setting
- Organisation of events
- Securing of resources, funding or in-kind support to host open access events

The Steering Group will consist of a minimum of 4 members of the network and a maximum of 6. All members of the steering group should be prepared to give time and possibly financial or in-kind support to the promotion of the network. It is anticipated that this group will meet in person once a year.

2. Annual Chair

A Convenor of the steering group will be chosen by consensus from within the group annually. With support from the Steering Group, the Chair will set dates, organise, set agendas and chair meetings. They will also keep and maintain all documentation and records relating to the group, which will be stored on the WH:UK website or CRM. Finally, the Convenor will have primary responsibility for ensuring that the online forum is used and moderated effectively. This role will require a minor commitment of time and resource – particularly to organize Network meetings both in person and on-line. The role will be supported by the steering group and WH:UK.

Long-term, it is hoped that the group will thrive and become well-established and relatively self-sufficient.

Safeguarding and GDPR

It is possible that young persons under the age of 18 will participate in this network as such explicit consent will be needed to be gained from those under 18 participating. This can take the form of an email, or online consent box. Young people over the age of 13 are able to self-consent to participate online, however those under 13 must provide parental consent. Attendance at events must follow safeguarding procedures of the hosting organisation, and parental consent must be gained for those under 18 to attend.

Some personal details will also be kept as part of the membership, for example email addresses, membership information or demographic data for funding purposes. All data shall be kept in line with WH:UK's General Data Protection policies.