

# How to initiate a CoP

An ADEE member may wish to be considered to start a new CoP which is ideally an area of a significant issue or need that will have interest to the wider ADEE membership. They should have ideally performed 1 or more of the following before submission: read the relevant documentation relating to setting up a CoP and its terms and reference and FAQs document; consulted with; existing CoP chairs or the lead of the CoP guidance committee, Prof Michael Botelho about the scope and commitment of setting up a CoP.

## Step 1

The CoP chair must have the requisite expertise in the domain and experience to chair a group and **draft** the initial aims, and objectives of the CoP and send this to the COP guidance committee for consideration with the possible outcomes being: accept, revise or not suitable.

## Step 2

After this, the CoP chair through ADEE will send out a call to join the CoP steering group and receive these applications for selection and submit these to the CoP guidance committee for agreement.

After this the steering group will meet to **revise** the draft aims and objectives of the CoP and together draft the outcomes for the COP. This will then be submitted to the CoP oversight group and published on the CoP page of the ADEE website. After this a call to join the CoP will sent out to the wider membership through Newsletter / e mail.

# Step 1 – Application for a CoP



## Step 2 – Call to join steering group of CoP

