



Alumni Advisory Panel

Panel Member Handbook

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Introduction to the CSC's Alumni Advisory Panel

The CSC's Alumni Advisory Panel provides a platform for Commonwealth Alumni to support the future of the programme and Scholars by sharing personal insight and expertise to contribute to the development of CSC activities.

As a panel member, you will have the opportunity to give back to the CSC by sharing your expertise, insights, and experiences. It will also provide you a platform to contribute to the global knowledge pool regarding the evaluation of higher education, scholarships, and postgraduate study.

Panels are comprised of alumni representing the CSC's diverse range of schemes, countries, and subjects of study to name a few. Panel members will be appointed for a two-year term and are expected to advise on **at least one** activity per year.

Communication

All queries about the panel should be sent to the Alumni Team at alumni@cscuk.org.uk

Mailings

As a panel member, you will receive mailings throughout the year providing information on activities you are invited to consult on, as well as updates on the activities of the panel, and access to activity summary reports and panel recommendations.

You will be notified via email about panel activities, so it is important that you check your emails regularly and ensure that you keep the CSC Alumni Team up to date with your correct contact email address. Where activities require you to participate in webinars or other online forums, details will be communicated at the time.

LinkedIn group

You can engage with former and current panel members via the [CSC's Alumni Advisory Panel Member Group](#) on LinkedIn. Through the LinkedIn group you can connect with other panel members and share information about your work and expertise, and liaise with members about the panel activities you are engaged in. Please note that the CSC will not monitor this group regularly and so you are required to share your comments and feedback on activities you have been asked to participate in through the formal channels outlined.

CSC website

A list of current members and headshots will be published on the CSC website (where consent has been given) and accessible through the main [Alumni Advisory Panel webpage](#).

An archive of all reports on panel consultations are published on the [CSC website](#) and can be searched by panel.

Accessing information and resources

Resources, such as the Alumni Advisory Panel Handbook, induction materials, and information on current and upcoming activities will be made available to panel members on the [Alumni Advisory Panel Resources webpage](#).

Role profile

The primary role of an Alumni Advisory Panel Member is to participate in consultation exercises and pilot studies and advise CSC teams on specific projects. You will also be expected to represent the CSC at all CSC events, and any external events you attend in your capacity as a panel member, as appropriate.

Panel members will be expected to advise on **at least one activity** per year, responding to requests via email. It is estimated that each activity will require a minimum commitment of 3-hours. Panel members not participating in at least one activity per year will **not** be eligible to re-apply at the end of their term.

Scope of advisory activities

Activities you may be asked to assist with include:

1. Contributing to the development of activities to support the CSC's strategic objectives
2. Piloting evaluation surveys and approaches
3. Testing survey instruments
4. Representing the CSC at alumni events, and external events as appropriate
5. Advising on the design and usability of evaluation outputs
6. Participating in interviews or focus groups for specific projects
7. Informing on the presentation of alumni stories for web and print publications
8. Testing online training modules
9. Advising on the development of partnerships and networks to support alumni engagement opportunities
10. Advising on the development of post-Scholarship and Fellowship support

Benefits

- Opportunity to give back to the CSC by sharing your personal expertise, insights, and experiences to ensure the future of the programme and support Scholars
- Inform the Commission's strategy across a number of CSC teams
- Connect with fellow alumni panel members via discussion platforms to advise on activities
- Contribute to the global knowledge pool regarding the evaluation of higher education, scholarships, and postgraduate study
- Sharpen your research skills by participating in evolving evaluation work and research in a non-work environment
- Feature on the CSC website and CSC Annual Report (name and scholarship details only)

Representing the CSC at alumni events

You may have the opportunity to attend CSC alumni events whilst a panel member. You are encouraged to use these opportunities to share information about your role and encourage fellow alumni to engage in alumni activities.

We ask that you promote the importance of staying engaged with the CSC and in completing evaluation surveys to provide the CSC with evidence to share with funders about the impact of Commonwealth Scholarships and Fellowships, and the value of continuing to fund these opportunities.

Alumni with specific queries should be directed to contact the Alumni Team at alumni@cscuk.org.uk.

Expectations of Alumni Advisory Panel members

As a panel member you agree to adhere to the [CSC Code of Conduct for Alumni](#).

Confidentiality

You may be asked to advise on activities and CSC policies in their initial draft stages and which have not been shared with the wider CSC community. It is important that you **do not share** information about activities with those outside of the panel unless you are asked to do so.

Participation

You are expected to make every effort to assist in advisory activities. You are required to advise on **at least one** activity per year of your two-year term. It is estimated that each activity will require the minimum commitment of 3 hours. Panel members **not** participating in at least one activity per year will not be eligible to reapply in future.

You are also expected to make every effort to attend one of two online induction sessions for all new panel members. If you are unable to attend either session, you must inform the Alumni Team who will schedule a one-to-one meeting with you and share materials from the induction sessions.

All panel members must complete and return their signed CSC Alumni Advisory Panel Member Agreement. You will not be invited to participate in activities until this has been returned and may be withdrawn from the panel on failure to do so.

Representing the CSC

In your role as an Alumni Advisory Panel Member you are expected to represent the CSC at CSC alumni events. You will also be expected to represent the CSC at external events you attend in your professional capacity, as appropriate.

Liaising with the CSC Secretariat

The Alumni Team will be your primary contact throughout your time on the panel. Some activities may be developed and delivered by other teams within the CSC Secretariat. You are expected to respond to all correspondence received from the CSC Secretariat regarding the advisory panel.

The primary mode of communication will be via email, however you may be required to participate in wider discussions hosted through online platforms. It is important that you make every effort to participate in these discussions.

Resigning and re-applying to the panel

You should notify the CSC Alumni Team at alumni@cscuk.org.uk if you feel you can no longer commit to the Alumni Advisory Panel or are not able to assist in activities. You may still re-apply to take part in this opportunity during the next round of applications.

Panel members **not** participating in at least one activity per year will not be eligible to reapply in future.

Advisory activities

You will be offered at least four activities per year to consult on. Activities will cover a broad range of areas and be developed by different teams within the CSC Secretariat. An activity brief will be shared with panel members alongside supporting documentation and information on how to contribute your feedback and comments.

Panel members self-select activities to participate in based on their expertise and experiences.