# NEWSLETTER

**June 2012**

Dear PiU Team,

Sincere greetings to you and your families and many thanks for your loyalty and patience over the last three months waiting for official contracts/letters of offer to work, signing of the funding agreement, and wages to be paid. Not quite the start we had planned!

Your professionalism and support during this difficult time, particularly with the recent PiU launches in your countries, as well as your overall planning for the program including pilot programs in schools, is greatly appreciated. We look forward to keeping things moving now and getting into full swing with planning and delivery of the pilot programs.

This monthly newsletter will become a regular method of communication to, and between, all PiU staff giving everyone the opportunity to know about important program information, as well as share ideas and strategies. You are most welcome to make contributions to the newsletters too!

Regards,
Warren and Jocelyn

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## Welcome to Samoa's ICM

We are pleased to announce that Luke Fonoti-Gates has been appointed to the role of PiU In Country Manager for Samoa. Luke is a Samoan and New Zealand citizen, 33 years old, and is married with two children – a daughter 6 years of age and a son 11 months of age.

Luke has a strong background in rugby union having played professionally in England and France, as well as for the Samoan Under 21 national team, King Country NPC team and domestic rugby clubs; worked as a Community Rugby Officer for England Rugby Union, and more recently established and managed the RWC Supporters' bar and base for the 2011 RWC in New Zealand.

Luke also has an extensive background in business studies and management having achieved a diploma in each through UNITEC and working as Tenancy Manager for Housing NZ Corporation, Coordinator and Leader of the family response team after the Samoa Tsuna

Luke will undergo an orientation program with Warren and Jocelyn in the next couple of weeks so that he and Pasi can keep things moving along smoothly. Welcome Luke!

Warren and Luke in Samoa in May 2012

SRU representatives welcome Warren, Luke and Pasi – Samoa, May 2012

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## The PiU team

The PiU Team now consists of the following staff members:

- Warren Robilliard (PiU Manager)
- Jocelyn Elliott (PiU Coordinator)
- Nixon Hatigeva (SI ICM)
- Keith Namona (SI RDO)
- Paul Joseph (PNG ICM)
- Dougie Guise (PNG RDO)
- Luke Fonoti-Gates (Samoa ICM)
- Pasi Solofa (Samoa RDO)

*Front row from left to right:* Dougie Guise (PNG RDO), Jocelyn Elliott (PiU Coordinator), Keith Namona (SI RDO), Pasi Solofa (SA RDO);
*Back row from left to right:* Paul Joseph (PNG ICM), Warren Robilliard (PiU Manager), Nixon Hatigeva (SI ICM)

## New PiU email address

In order to develop a consistent brand for the Pacific in Union program we have created new email accounts for each PiU staff member using Google's GMAIL system. This will also ensure that you have one central place for sending and receiving PiU work-related emails avoiding hassles with having to wade through many personal and work emails.

Your new PiU work email will look like this: yourname.piu@gmail.com. We will send you a separate email shortly with your new email address, username, password and suggestions for managing emails and letting your current contacts know about your new email address. You will be able to access your emails by going to GOOGLE - the internet search engine and clicking on GMAIL.

## Personal work situations

We are keen to know about your personal work situations e.g. how you have left things with your previous employer; and if you require anything from us to support your transition into your new PiU role. For example:

- Have you received the PiU resources sent and if so, have they cleared customs?
- What date will you physically 'go to work' at your National Rugby Union/other office for the PiU program?
- Do you require any formal written document from us to help explain your role and contract period to your previous employer? If so, please let us know your/their requirements.

## Interim reports and action plans

While we have had an 'unusual' start to the program with unexpected delays, we also understand that you will have had time to plan and work on aspects of the PiU program and in particular, the pilot program, since the PiU Staff Orientation Workshop in Sydney.

With that in mind, we are keen to hear from ICMs about how things are progressing with the program, including the likelihood of reaching targets (schools, teachers, students), and would request a completed **Interim Report and Action Plan** by **COB Friday, 22nd June.**

We have attached blank templates of the Interim Report and Action Plan for your use. You can write on these then scan them ready to email; or you can type on these, save, then email.

***Please note that Jocelyn is going to be coordinating all reporting from ICMs to Warren, so please send your Interim Report and Action Plans to Jocelyn (Jocelyn.Elliott@rugby.com.au).***

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## Pilot program checklist

Here is a quick checklist to see if you're on track with pilot program planning:

1. Read through **"Evaluation of the pilot program"** (p86-94 Operations Manual) and keep in mind what will be evaluated i.e. processes involved in program implementation and impact of program; and how it will need to be evaluated e.g. surveys, interviews, focus groups.

2. Collate any baseline data e.g. number of schools attending school prior to pilot program.

3. Identify school/s and key teacher/s for pilot program

4. Meet with participating school/s to plan for pilot program

5. Plan with key teacher/s for student-organised rugby festivals and select date, time and venue for festivals

6. Meet with potential key partners for student-organised rugby festivals e.g. NGOs, government bodies, other and aim to establish mutually beneficial partnerships

7. Organise teacher professional development workshop for pilot program school/s including date, time, venue, content etc.

8. Prepare PiU resources i.e. Classroom resource folders, Field lesson plans, Rugby equipment bag for use by pilot program school/s

9. Maintain pilot program school details in Schools Database (pp 106-107 Operations Manual)

10. Support pilot program school/s and key teacher/s with program implementation

11. Report on progress to ICM and PiU Program Manager and Coordinator

## Student-organised rugby festival

Don't forget to refer to/use the following documents to assist your pilot program school/s plan for the student-organised rugby festival:

- **Planning for the student-organised rugby festival** (pp 19-20)
- **Risk assessment** (pp 23-29)
- **Rules for Touch Rugby, Grab Rugby and Rugby 7s** (p 30-35)
- **Possible learning experiences and the rugby festival** (p 36)
- **Format and scoring tables** (pp 37-42)

## Documents on the USB

Now that computers should be in working order, have you had a chance to copy the documents from the USB you received at the Orientation Workshop on to your computer? You will remember that the documents were most of those included in the Operations Manual e.g. letterheads, templates, spreadsheet information etc. Please let us know if you need any of those documents emailed to you at any stage.

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PACIFIC in UNION

## Partnership focus: Samoa MESC

Warren and Jocelyn joined Samoa PiU staff members Luke and Pasi, to meet with key curriculum representatives from the Ministry of Education, Sport and Culture (MESC) in May. The meeting was a great opportunity to explore opportunities for the PiU program to be implemented in Primary and Secondary schools – particularly in the HPE subject area. The ultimate goal of partnering with MESC is to get a memorandum of understanding/endorsement from them about the program being an approved, relevant and quality educational initiative for schools.

Luke, Pasi and Jocelyn with MESC representatives – Samoa, May 2012

The opportunity to sit down with the MESC representatives and go through key aspects of the classroom cross-curriculum lesson plans and field practical lesson plans folder was invaluable. The ability to refer to specific lesson plans and be familiar with the resource layout was a key strength of the PiU team.

The MESC representatives were impressed by how well the PiU resources linked to the four strands within their HPE curriculum and saw great potential for schools, particularly Primary schools, to implement the program. They are going to do some mapping of the materials with their HPE curriculum this month so they can highlight how teachers could implement the program. They also invited Luke and Pasi to attend MESC-organised teacher workshops to showcase the PiU program.

We look forward to hearing how your meetings with potential partners are going including any 'locked in' partners and how we can forge a mutually beneficial partnership with them. Have you met with your Ministry of Education, Ministry of Health, Rotary International (through local clubs), Save the Children, Cancer Society, AusAid representative/s, others? Get set to share your meeting details and outcomes in future PiU newsletters.

## Shared strategy: Time management matrix

Some PiU staff members mentioned on their personal SWOT analysis forms that a weakness of theirs was time management. One strategy you might like to try is **"Covey's Time Management Matrix"** which advocates the use of four quadrants to determine the tasks you "need" to do and deciding what should be made a priority. For those who are not familiar with it, here's a picture and a brief overview.

| | Urgent | Not Urgent |
|---|---|---|
| Important | Crying baby<br>Kitchen fire<br>Some calls<br>1 | Exercise<br>Vocation<br>Planning<br>2 |
| Not Important | 3<br>Interruptions<br>Distractions<br>Other calls | 4<br>Trivia<br>Busy work<br>Time wasters |

In **Quadrant 1** (top left) we have important, urgent items – items that **need to be dealt with immediately.**

In **Quadrant 2** (top right) we have important, but not urgent items – items that are important but do not require your immediate attention, and **need to be planned for**. ***This quadrant is highlighted because Covey emphasizes this is the quadrant that we should focus on for long term achievement of goals***

In **Quadrant 3** (bottom left) we have urgent, but unimportant items - items which **should be minimized or eliminated.** These are the time sucks, the "poor planning on your part does not constitute an emergency on my part" variety of tasks.

In **Quadrant 4** (bottom right) we have unimportant and also not urgent items – items that don't have to be done anytime soon, perhaps add little to no value and also **should be minimized or eliminated**. These are often trivial time wasters

Perhaps you would like to try out this time management strategy at the start of each day or each week and see how well you go at getting the important jobs done!

*Source: http://sidsavara.com/personal-development/nerdy-productivity-coveys-time-management-matrix-illustrated-with-xkcd-comics*

## Contributions for next newsletter

Please feel free to send through any relevant information for inclusion in next month's PiU Newsletter. Send your ideas and/or copy to Jocelyn at Jocelyn.Elliott@rugby.com.au. END