

ROLE-SPECIFIC APPENDIX: IB EDUCATOR ROLE-SPECIFIC CONDITIONS

This Role-specific Appendix is issued pursuant to, and incorporates and is governed by, the IB Educator General Terms and Conditions (“**IBE T&C**”) and sets forth the specific conditions applicable to the Role referred to in this Role-specific Appendix. The combination of the terms of the IBE T&C and the terms of this Role-specific Appendix shall together constitute the agreement between the parties in respect of the Role. Terms used but not otherwise defined herein shall have the definitions given to them in the IBE T&C.

1. DESCRIPTION OF SERVICES

You agree to provide the following Services to the IB as an IB Educator: **Workshop Leader**.

2. ACCOUNTABILITIES

You will:

Ensure you are informed and act on information sent by the regional office concerning logistics and planning of the event.

Produce materials for the workshop in a timely manner, ensuring academic honesty and copyright principles are upheld.

Prepare a workshop agenda and planner, and be prepared to submit it to the Regional Office for review.

Complete the WSL online survey at the completion of each event.

Participate in any compulsory programme update training.

Contact the IBEN team directly if there is a need to withdraw from the commitment to do the assignment.

Represent and be an ambassador for the IB at the workshop.

Regional workshop events:

Attend the briefing and de-briefing meetings at the workshop.

Attend the leader's dinner on the evening prior to the workshop and any other social activities that are part of the workshop.

Stay for the full duration of the event.

3. SERVICE FEES

The IB will pay the Service Fees according to the chart of IBEN honorariums available through the regional IBEN team.

4. ADDRESS FOR NOTICES

As per clause 11.6 of the IBE T&C, all notices to the IB should be sent to the regional IBEN Manager.

5. LOGIN INFORMATION AND TRAVEL POLICY

As per clause 2.2 of the IBE T&C, if You do not know Your login information, please contact the regional IBEN department.

As per clause 5.3 of the IBE T&C, the IB travel policy and other important documents are available through the regional IBEN team; please ensure your expenses are submitted properly and within the stated timeframe to ensure timely payment.

6. EXTERNAL PROFESSIONAL DEVELOPMENT PROVIDERS

You will complete your tasks according to the timetable set by the external PD Provider and are responsible for the communication with the provider.

7. PERMISSIONS FOR RELEASE

If selected by the IB for a Role, You may need to provide the IB a release form signed between You and Your head of school prior to providing any Services, for a number of school days per school year to be specified in such release

form. In case of a change of head of school during the term of this Agreement, this form must be resubmitted for signature by the new head of school. The IB reserves the right to request a copy of such duly signed release form at any time.

Should you need additional contact from IBEN with your head of school to perform this role, you can indicate this through the IBEN Portal.

I, _____ [print name] HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE.

SIGNED:

DATE:

(IB Educator)