

Duties and Obligations of ECDA Fellows

Service Term and Period

1. An ECDA Fellow shall commit up to 300 service hours to the programme during his/her period of appointment, serving in such sector-level roles and carrying out such sector-level responsibilities¹ as approved by ECDA².
2. An ECDA Fellow is appointed for a period of 3 years, commencing from the date as stated on the Letter of Appointment (by which he/she accepts his/her appointment as an ECDA Fellow) (“the date of appointment”). However, this 3-year period is subject to confirmation by ECDA after the first year of service. If ECDA does not confirm the ECDA Fellow’s appointment after the first year of service, commencing from the date of appointment, the ECDA Fellow’s appointment will be considered as terminated.
3. The maximum tenure for an ECDA Fellow is 9 years (3 terms), including the first appointment term.

¹ The sector-level roles and responsibilities are where the ECDA Fellow does work to benefit the early childhood sector as a whole and would be in 3 key areas:

- a. **Strengthen sector leadership and preschool collaboration** to drive excellence by developing, mentoring, and coaching leaders and supporting centres;
- b. **Co-create and advance ECDA’s sector initiatives**, including educational and operational technology, to keep sector at the forefront of EC education; and
- c. **Advocate for the sector** to elevate professional standing and strengthen partnerships among educators, families and the community.

² For clarity, the sector-level roles and responsibilities are over and above the ECDA Fellow’s role in the pre-school centre at which the Fellow is employed.

Professional Development

4. Each ECDA Fellow must attend an onboarding programme³ within the first year of service. In addition, ECDA may offer supplementary professional development components³ to ECDA Fellows, as part of their professional development for sector-level role, all of which the ECDA Fellows should attend on best endeavours.
5. ECDA may, from time to time, request that the ECDA Fellow attend engagement sessions with ECDA and/or with other ECDA Fellows, all of which the ECDA Fellows should attend on best endeavours.

Service Recognition Allowance

6. An annual Service Recognition Allowance (“SRA”) of up to S\$12,000 will be paid to the ECDA Fellow in recognition of his/her contributions upon satisfactory fulfilment of his/her roles and responsibilities as an ECDA Fellow, including the completion of service hours (as stated in paragraph 1 above). The exact timing of the payment of the SRA and the assessment of whether the ECDA Fellow has satisfactorily fulfilled all his/her roles and responsibilities as an ECDA Fellow shall be determined by ECDA in its sole discretion.

Rules of Conduct

7. The ECDA Fellow shall not make reference to his/her appointment as an ECDA Fellow in:
 - (a) marketing and/or publicising the services of the pre-school centre or operator at/by which he/she is employed; and
 - (b) making any public statement or comments about ECDA and the ECDA Fellows programme, including his/her sector-level roles and responsibilities, without ECDA’s prior written approval.
8. If the ECDA Fellow makes any public statement or comments about ECDA and the ECDA Fellows programme in his/her private capacity, i.e. without making reference to his/her appointment as an ECDA Fellow, he/she should nonetheless make it clear that the views he/she expresses are made in his/her private capacity, and that he/she is not representing the views of any Government department, including ECDA.

³ The hours committed to the onboarding programme and all other professional development components are not counted as part of service hours.

Conflicts of Interest

9. The ECDA Fellow is required to declare to ECDA in writing any actual or potential conflicts of interest in the course of performing his/her duties as an ECDA Fellow, as soon as he/she is aware of such conflict.

Confidentiality

10. The ECDA Fellow must ensure that he/she keeps confidential any information which ECDA has provided him/her in any document or correspondence marked as confidential, or which ECDA has informed him/her either verbally or in writing is confidential. He/she must not disclose the confidential information to any third party by any means or in any form without the written permission of ECDA. This confidentiality requirement shall continue indefinitely, except for information which becomes public knowledge, even after the ECDA Fellow is no longer on the programme.

10. ECDA may keep copies of and use all materials produced by ECDA Fellows for the programme for such purposes and in such manner as it sees fit (including but not limited to educational and publicity purposes, e.g. publishing the materials on websites, using them for workshops, conferences etc.) without seeking the permission of the ECDA Fellows. However, ECDA will acknowledge the ECDA Fellow who created the materials when using them.

Liability

11. ECDA takes no responsibility for any loss or damage, cost or expense of any nature whatsoever which may be incurred by the ECDA Fellow while carrying out his/her roles and responsibilities under this Agreement, except for death and personal injury resulting from the Government's own or any of its employees' or agents' negligence.

Termination

12. In the event that the ECDA Fellow fails to abide by any of the terms of reference, ECDA reserves the right to:
- a. revoke/terminate the ECDA Fellow from the programme immediately;
 - b. remove any references to the ECDA Fellow (e.g. name) from its website and from any other publication it may use to promote the ECDA Fellows programme; and
 - c. make known such revocation/termination to any party it sees fit.