Commonwealth Association of Technical Universities & Polytechnics in Africa (CAPA-ATUPA)

Digital Content for Youth Employability Skills Training in Africa, Community of Practice

COP MEETINGAGENDA
TUESDAY FEBRUARY 02, 2021

13h00-14h30 East Africa Time (Nairobi)
12h00-13h30 Southern Africa Time (Johannesburg)
09h00-10h30 West Africa Time (Accra)
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Agenda

The Agenda for the meeting is outlined below:

Time	Agenda Item	Speakers/Facilitator
09h05-09h10	1. Opening Remarks by Chair	Madame Jahou Faal, Secretary-General, CAPA-ATUPA, COP Programme Manager
09h10-09h15	2. Minutes & Actions from Minutes of 19 January 2020 Meeting	Shafika Isaacs, COP Facilitator
09h15-10h15	3. COP Task Teams Reports and COP Discussion on Critical Issues • Analysis Task Team • Design Task Team • Development & Implementation Task Team • M&E Task Team • Modus Operandi (travellers, recordings)	Task Team Leads & Rapporteurs & Johannes Kioko, COP Co-ordinator on Modus Operandi
10h15-10h35	4. Guest presentation: The HP Learning Initiative for Entrepreneurship (HP Life)	Markus Schwertel, HP Foundation
10h35-10h40	5. Meeting Actions and Closing Remarks	Madame Jahou Faal, Secretary-General, CAPA-ATUPA, COP Programme Manager

Present

- Misheck Kalungulungu (MK)
- Stephen Obiro (SO)-
- Ozioma Ikonne (OI)
- Rachel Mindra (RM)
- Funmilayo Doherty (FD)
- Buckman Akuffo (BA)
- Shafika Isaacs (SI)
- Angele Messa (AM)
- Robert Okinda (RO)
- Salesio Kiura (SK)
- Laura Erfen (LE)
- Zipho Tshapela (ZT)
- Johannes Kioko (JK)
- Mich-Seth Owusu (MSO)
- Olena Rusnak (OR)
- Dominic Orr (DO)
- Franziska Seiffarth (FS)
- Markus Schwertel (MS)

Apologies

- No apologies

1. Opening Remarks by Chair

The Chair (JF) greeted and welcomed all attendees to the 4th COP meeting. The meeting comes after all the task team meetings were successfully conducted. JF also thanked the convenors and rapporteurs of all the task teams. JF thanked SI for the minutes and slides of previous meetings.

2. Minutes & Actions from Minutes of 19 January 2020 Meeting

- JF asked the attendees for any comments or suggestions on the agenda for the current meeting before adoption
- As there were no comments, JF proposed that the meeting agenda be adopted.
- OI moved that the agenda be adopted and was seconded by SO
- JF encouraged the use of the chat box during the meeting
- JF invited SI to feedback on the previous COP meeting on 19 January 2021

- SI briefly reported on the minutes of the previous COP meeting held on 19 January 2021.
- SI mentioned that the next four OER guidelines will not be discussed today and has been assigned for consideration by the Design Task Team
- The ASPYEE demo will not happen today due to technical challenges but will happen at the next COP meeting
- SI agreed to follow up with SO regarding the sharing of the BA slides
- JF opened the floor for comments
- A demo for the Atingi portal was requested by SK
- SI agreed to set a time for the demonstration and will be noted as part of this meeting actions
- As there were no further comments or suggestions, JF proposed to move on to the next item on the agenda.

3. COP Task Teams Reports and COP Discussion on Critical Issues

- JF opened the floor for SK to report on the Analysis Task Team meeting.
- JF also reminded the participants of the time constraints for the presentations – all presentations to be done in approximately 10 minutes
- **Analysis Task Team:**
  - SK has been identified as the convenor and SO the rapporteur of the Analysis Task Team
  - SK reported on the minutes of the Analysis Task Team - See Appendix A for the minutes of the Analysis Task Team meeting
  - JF thanked SK for the report and opened the floor for comments, questions or observations
  - LE acknowledged that the situation is different now than when the initial survey was done
  - LE appreciates that we look at the contextualisation of OER and what makes it relevant for African learners
  - LE mentioned that she was not sure about the timelines and how it will guide the other task teams
  - SK responded that did not have an answer to the timelines question but requested to hear from the other teams on what their expectations are of the Analysis Task Team
  - As there was no response from the meeting participants, JF decided to move on the next team report.

- **Design Task Team:**
  - MK has been identified as the convenor and BA the rapporteur of the Design Task Team
  - see Appendix B for the minutes of the Design Task Team meeting on 29 January 2021
  - MK stated that the Design Task Team will set the curriculum framework which is acceptable to each country on the African continent
  - MK also stated that the Design Task Team will meet twice a week as the design process is a critical one
  - MK mentioned that they will start feeding information to the Development and Implementation Task Team by next week
  - MK shared the minutes of the Design Task Team
  - JF invited the participants for comments and/or observations
  - SO asked if the Design team will wait for the Analysis team before they design and will the curriculum be an already existing curriculum or a stand-alone curriculum
  - MK responded by inviting other Design team members to respond
  - SI responded that certain things can be done simultaneously with the Analysis Task Team. Approximately 10 areas have been identified where groups can be organised to get work done in the Design team while they await the work from Analysis team in tandem
  - SI also mentioned the advantage of having cross-pollination in people who are part of both the Analysis and Design teams
  - JF thanked MK for the report and as there were no other comments or questions, JF decided to move on to the next task team report.

- **Development & Implementation (D&I) Task Team:**
  - RO is identified as the Convenor and FD as the rapporteur of the Development & Implementation Task Team
  - See Appendix C - Minutes of Development and Implementation task team meeting held on 28 Jan 2021
  - RO mentioned that is key for the Design team to complete their work first before the D&I team starts with theirs
  - RO also mentioned that some D&I team members will start looking at literature on OER as they embark on the D&I process
  - FD mentioned that the work of the D&I team will start in March and end in May 2021 as they await inputs from the Analysis and Design Task Teams
  - FD also mentioned that the next D&I meeting will be on 25 Feb 2021
  - JF opened the floor for comments, observations and/or questions

- o JK urged the Development and Implementation team to identify what they can do as they await the Design and Analysis reports which will inform their actions
- o RO agreed with JK and mentioned that some D&I team members are involved with the Analysis and Design process
- o FD agreed with RO and also reminded the colleagues that she is also involved with the Analysis team who will release a report soon that the other teams can work off.
- o As there were no other comments or questions from the participants, JF decided to move on to the next task team report
- **M&E Task Team:**
  - o RM is identified as the Convenor and JK the rapporteur
  - o RM mentioned that the 1st M&E meeting was held on 01 Feb 2021
  - o See Appendix D – Minutes of the M&E Task Team meeting
  - o RM requested for members (preferably the Convenor and/or the Rapporteur) from the other task teams to be part of the M&E team
  - o JF confirmed the need for representatives from the other task teams as this will assist the M&E team to be up to date with the happenings of the other teams in real time
  - o JF opened the floor for comments and contributions from the meeting participants
  - o SI suggested that the Analysis task team members join the M&E team as the Analysis team has a finite time frame as well as the Design task team. There will be a time when the work of the Analysis and Design teams will be concluded
  - o SO added as a member of the M&E team the reason they requested the Convenor or Rapporteur of the other teams is because they wanted input from the other teams flowing into the M&E team which would not be possible if they only had additional members from the Analysis team.
  - o JF requested the other team members to respond
  - o OI agreed with the request of the M&E team as this will enable them to always be abreast with the other teams. Based on this, OI suggests that the convenors of the other task teams join the M&E team.
  - o JK agreed with SI, RO and OI and added that the convenor and rapporteur of each team agree as to which one of them will join the M&E team
  - o JF confirmed with the COP that the consensus is that everyone is in agreement
  - o RM requested that the names from the other teams be confirmed before close of business as the next M&E meeting will be on 04 Feb 2021

- JF requested that the Modus Operandi by JK portion of the agenda be delayed to accommodate the guest Markus Schwertel (MS) to do his presentation.
- All meeting participants were in agreement

4. Guest presentation: The HP Learning Initiative for Entrepreneurship (HP LIFE)

- Markus Schwertel (MS) works for HP and looks after government relations for Central Europe, the Middle East and Africa
- MS went through his presentation on HP LIFE – see Appendix E (HP LIFE)
- JF thanked MS for the presentation and opened the floor for comments, suggestions and questions
- FD asked how HP LIFE develops their content and what is the completion rate for participants that signed up for HP LIFE courses
- MS responded that the completion rate depends on the implementation. 5 to 10% for the online training. When working with partners who implement the content into the teaching and learning flow, the completion rate is 80 to 95% depending on the partnership.
- MS also stated that how the course content is created is a mixed bag. Some of it is created by volunteers, HP employees who know about a topic and brings experts together. With other content, we have university groups who put a seminar together and write the course content. So overall it's a mixed bag of volunteers, academias, student groups that bring it together
- AM asked about the offline availability of the content. How are the content made available offline, through technology or physical learning centres?
- MS responded that the offline availability works through an NGO offering – the Colibri Learning Management System who has the ability to host this content offline where learners can access material without being connected to the internet.
- LE asked what makes this an Open Education Resource and how can we as curriculum developers make use of it. What options do we have to use it?
- MS responded that with some partners they provide a link to the course material in their Learning Management flow. HP LIFE can report back to the partners how many people clicked on that link, what courses they took and if they finished the course. Another way is to provide the source files to partners who then put it on their Learning Management System. HP LIFE does this for large scale continental initiatives where they give the whole content for free.
- JF thanked MS for the presentation

5. The Modus Operandi (COP Task Teams Reports and COP Discussion on Critical Issues continued)

- JK reminded the COP of the task team leadership:
  - Analysis Task Team – SK (Convenor) and SO (Rapporteur)
  - Design Task Team – MK (Convenor) and BA (Rapporteur)
  - Development and Implementation Task Team – RO (Convenor) and FD (Rapporteur)
  - The M&E Task Team – RM (Convenor) and JK (Convenor)
- There will be a centralised recording of task team meetings and ZT will send out recordings of proceedings to the convenors and rapporteurs of each meeting
- ZT and SI will send invitations for meetings weekly to the respective teams and copy all COP members so that everyone is aware that a meeting is taking place
- The team leaders will avail the calendars of meetings for the scheduling and release of invitations
- At least one traveller will attend each task team meeting. This is to lend support to the leaders of the task teams
- Different task team meetings will not run at the same time. This is to accommodate travellers and members who are part of more than one task team. Team leaders will seek consensus with their members on scheduling agreements.
- JK invited SI through the Chair JF to add to the modus operandi
- SI suggested that each task team has a workplan with a defined set of deliverables against a timeline. Each task team's progress can then be monitored against the timeline and deliverables
- SI commended the Analysis task team for setting up a WhatsApp group
- SI suggested that the COP culture and how to best utilise the COP meetings be discussed at the next COP meeting.
- JF suggested if there can be a specific template for reporting rather than presenting the meeting minutes. This will be for the efficiency of time management during COP meetings
- JK and SI agreed with the suggestion.
- JF reminded the COP about standardising and uniformity in the interests of efficiency.
- As there were no other suggestions and/or comments, JF proceeded to the last item on the agenda

6. Summary of Actions and Closing Remarks

Action	By Whom	By When
ASPYEE demo to be set up for next COP meeting	ZT	
BA slides from previous COP meeting to be shared	SO	
Atingi demo to be set up		
Schedule meetings for the week		
Adopt a resolution by the M&E team for additional members. The convenor and/or the rapporteur of each task team to join the M&E team		04 Feb 2021
A WhatsApp group to be established for the various task teams		
The adoption of a meeting reporting template during COP meetings to be established and shared		

JF thanked everyone for finding the time to attend this meeting. There is a lot of work to be done that has been systematically arranged to ensure that effective participation is done in all the forums that we have. JF thanked everyone once more in different languages.

The meeting was formally closed at 14:00 (Southern Africa time)