

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

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

COP MEETING AGENDA TUESDAY JANUARY 19, 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 12 January 2020 Meeting	Shafika Isaacs, COP Facilitator
09h15-09h25	3. COP Task Teams	Laura Erfen, Advisor SIFA Programme, GIZ and Johannes Kioko, COP Co-ordinator
09h25-09h50	4. Presentation on Curating OERs	Shafika Isaacs, COP Facilitator
09h50-10h05	5. Presentation on Atingi	Dominic Orr, Atingi Management
10h05-10h20	6. Presentation on ASPYEE	Zipho Tshapela, COP Co-ordinator (SIFA)
10h20-10h30	7. Business Africa	Stephen Gichohi, Business Africa

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Present

- Misheck Kalungulungu (MK)
- 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)
- Dominic Orr (DO)
- Franziska Seiffarth (FS)
- Stephen Obiro (SO)

The meeting did not receive any apologies.

1. Opening Remarks by Chair

The Chair (JF) welcomed all meeting attendees to the third COP meeting held on Tuesday 19 January 2021 and thanked all participants for their enthusiasm they put into this initiative as we work towards the implementation process.

2. Minutes & Actions from Minutes of 12 January 2020 Meeting

- SI briefly ran through the minutes of the previous COP meeting held on 12 January 2021.
- JF opened the floor for comments
- As there were no comments, JF requested a volunteer to adopt the previous meeting minutes
- The minutes were adopted and seconded by meeting participants

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3. COP Task Teams

JF opened the floor to LE and JK to present the COP task teams

- JK confirmed that all members of the COP were considered when selecting task team members. Four task teams were generated. The tasks for each team can be seen in Appendix A - COP Task Teams.
- **The Analysis Task Team:**
 - Johannes Kioko (JK)
 - Robert Okinda(RO)
 - Salesio Kiura(SK)
 - Funmilayo Doherty (FD)
 - Stephen Obiro(SO)
- **The Design Task Team:**
 - Misheck Kalungulungu (MK)
 - Robert Okinda(RO)
 - Ozioma Ikonne (OI)
 - Buckman Akuffo (BA)
 - Angele Messa(AM)
- **The Development and Implementation Task Team:**
 - Robert Okinda(RO)
 - Salesio Kiura(SK)
 - Misheck Kalungulungu (MK)
 - Ozioma Ikonne(OI)
 - Funmilayo Doherty (FD)
 - Buckman Akuffo (BA)
 - Rachel Mindra (RM)
 - Angele Messa(AM)
- **The Monitoring and Evaluation (M&E) Task Team:**
 - Jahou Faal (JF)
 - Johannes Kioko (JK)
 - Rachel Mindra (RM)
 - Shafika Isaacs (SI)
 - Stephen Obiro (SO)
 - Mich-Seth Owusu (MSO)
- JK reiterated that any member can be called upon to lend their expertise to another team that they are not a part of

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- JK also explained that a traveller is a designated COP member that can move between the various task teams ensuring the teams are on the correct path. They will assist in guiding the processes for each team. These members are:
 - Shafika Isaacs (SI)
 - Stephen Gichohi (SG)
 - Zipho Tshapela (ZT)
 - Laura Erfen (LE)
 - Olena Rusnak (OR)
 - Dominic Orr (DO)
 - Franziska Seiffarth (FS)
- JK reminded participants that when the teams convene their first meeting, they should elect a convenor among themselves.
- LE requested the floor be opened for questions or comments
- SI emphasised flexibility in terms of travelling to different task teams and that the Analysis, Design and M&E teams must meet as soon as possible to plan the work around the tasks of the teams.

4. Presentation on Curating OERs

- SI mentioned that there are eight guidelines on curating OER. However, SI will only focus on the first four in this meeting as time is limited.
- SI ran through the presentation – see Appendix B (Guidelines for Curating OER)
- SI welcomed suggestions regarding guidelines to be emailed.
- SI emphasised that the guidelines document is treated as a living process that can always be refined, add to or remove information that's not necessary to this COP.
- JF invited the meeting attendees to comment on the guidelines.
- MSO mentioned that a number of platforms were identified regarding innovations to education. We can reach out to these platforms to benefit the youth.

5. Presentation on ASPYEE

- JF opened the floor to ZT for her ASPYEE presentation
- ZT presented PowerPoint slides on the ASPYEE portal. See Appendix C – ASPYEE Portal
- ZT welcomed any questions

- JF noted the need for patience and consideration as we continue to improve the ASPYEE portal
- ZT mentioned that a demo on ASPYEE can be done in the next COP meeting
- AM asked (via chat) if there are any guidelines for publishing on the ASPYEE platform? The design team should note some points while designing the OER for employability skills.
- ZT responded that there are not many guidelines but there will be a lot of collaboration between ASPYEE and the task team responsible for the design. ZT will also facilitate the conversation with AUDA-Nepad Knowledge Management team to give more guidance.

6. Presentation on Atingi

- JF opened the floor to DO for his presentation on Atingi
- DO stated that the success of learning platforms is built on partnerships
- DO stated that digital solutions should focus on the digital principals for development. They emphasize on collaboration and a focus on the learner.
- The Atingi learning platform was set up by the GIZ and the German Federal Ministry for Economic Cooperation and Development with the idea of providing learning opportunities across the globe.
- Atingi means to succeed in Esperanto and they're doing this in cooperation with the Smart African Alliance – an NGO based in Rwanda with 31 countries as members.
- DO mentioned they have 200 000 people on their platform after being operational for half a year
- DO mentioned that Atingi offers self-paced learning as well as face to face learning.
- DO mentioned that they have learned that global access is good but digital solutions require connectivity and people that have appropriate devices. They are working on offering low bandwidth and low tech solutions because focusing only on digital will result in a large number of people missing out through the digital divide.
- DO mentioned that it's hard to reach learners in their own context. We are used to reaching learners through buildings, institutions, schools and colleges and in light of COVID, it has become important to rethink the way we reach learners. We have to think about various forms of learning.
- JF opened the floor for questions or comments
- SO asked what DO's thoughts were about the certificates and trying to ensure that the learners have and the employers understand

- DO responded that Atingi is pursuing the idea of open badges which is a type of certification where you can get endorsements from future employers and associations that have been involved in the course itself.
- SK asked (via chat) what the relationship is between Atingi and ASPYEE.
- LE responded (via chat) that ASPYEE is a platform that hosts this COP and they will help us make our course known. Atingi is a platform that can host our course. It is based on moodle and we have the opportunity to use its Learning Management System
- RM asked if it was possible to share the guidelines or formats that the Atingi platforms provides their developers as this will be helpful for uniformity
- DO mentioned he will be happy to share them and he will also make sure that these materials are provided.

7. Business Africa

- SO presented PowerPoint slides on Business Africa and Kasi 21
- SK asked (via chat) what platform is Kasi 21 using for training/reaching out to the youth.
- SO mentioned that Kasi 21 is being developed. They are looking to scale it up for the whole of Africa through Business Africa

8. Summary of Actions and Closing Remarks

Action	By Whom	By When
Engage with the AU on the sourcing and curating of the relevant OER		
Discuss the next four OER guidelines	SI	02 Feb 2021
A demo on ASPYEE to be shared with the COP	ZT	02 Feb 2021
Circulate link to the digital principals for development	SI	02 Feb 2021
Atingi background materials to be shared	DO and SI	02 Feb 2021
Steven to share BA slides with COP	SO	20 Jan 2021
Each task team to nominate a convenor in their 1 st meeting	Task Team/ SI	26 Jan 2021

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Each task team to meet before the next COP meeting in two weeks	Task Team/ SI	26 Jan 2021
Agree via email which individual task team member will set up each task team meeting	Task Team/SI	26 Jan 2021

SI suggested that each task team meet at different times to accommodate the travellers as well as members who are part of more than one task team.

JF noted the enthusiasm of the COP and reminded them that they now have to get themselves committed and perform as expected within the time frame. JF thanked the participants for attending and continue the enthusiasm as we work towards implementation.

The meeting was formally closed at 13:45 (Southern Africa time)

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