

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 FEBRUARY 16, 2021

13h00-14h30 East Africa Time (Nairobi)
12h00-13h30 Southern Africa Time (Johannesburg)
09h00-10h30 West Africa Time (Accra)
Join on your computer or mobile app: [Click here to join the meeting](#)

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 2 February 2021 Meeting	Shafika Isaacs, COP Facilitator
09h15 - 10h25	3. COP Task Teams Reports and COP Discussion on Critical Issues I. Analysis Task Team II. Design Task Team III. M&E Task Team	Task Team Leads & Rapporteurs
10h25-10h40	4. ASPYEE Demonstration	Zipho Tshapela, ASPYEE Co-ordinator
10h40 - 10h50	5. Self-Care Management and COP Work	Shafika Isaacs, COP Facilitator
10h50 – 11h00	6. Meeting Actions and Closing Remarks	Madame Jahou Faal, Secretary-General, CAPA-ATUPA, COP Project Manager

This project is co-funded by the European Union and the Federal Ministry for Economic Cooperation and Development



Supported by



Present

- 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)

Apologies

- Misheck Kalungulungu (MK) has a death in the family. JF extended condolences to the Kalungulungu family on behalf of the COP. May God have mercy on the departed soul.

1. Opening Remarks by Chair

The Chair JF welcomed the COP to the meeting and thanked them for the time they put in. JF congratulated the team for the hard work everyone put in to complete the project. JF requested that the agenda for this meeting be adopted if there aren't any issues. OI moved for adoption and was seconded by BA.

2. Minutes & Actions from Minutes of 02 February 2021 Meeting

- JF encouraged team members to use the chat function in order to stick with the time allocation for the meeting
- JF opened the floor to SI to report on the previous meeting minutes
- SI reported briefly on the minutes of the 02 February 2021 meeting.
- JF requested for a mover and a seconder of the meeting minutes if there are no questions or comments
- OI moved for adoption and was seconded by LE.

This project is co-funded by the European Union and the Federal Ministry for Economic Cooperation and Development



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

- JF invited SK (convenor) and SO (rapporteur) to report on the Analysis team
- JF reminded the team to do their presentations in approximately 15 minutes
- **Analysis Task Team:**
 - SK presented on the Analysis Task Team – See document “Comments on the OER guidelines”
 - SI recommended that this forum is used to raise any high level issues
 - SI also recommended that the task team documents be recirculated and all comments be submitted to the chair of the task team.
 - SI recommends that the Analysis team should then submit a final OER guidelines document after all task teams have reviewed and added comments to the current document.
 - On the OER guidelines document, SI recommends that the COP incorporates the guidelines so that whenever OER is sourced/curated/created, everyone can check if that OER complies with this COP guidelines.
 - JF asked SK for a timeline for submissions from the other task teams regarding the OER guidelines document.
 - SK responded that OER guidelines comments and additions will be welcomed before 19 Feb 2021 when they have their next meeting if possible
- **M&E Task Team:**
 - RM (convenor) reported on the M&E Task Team meeting – see Logical Framework document
 - RM invited comments or questions from the COP
 - OI observed that the document solves the seemingly flying blind approach that some have had at the various task teams
 - OI noted that the indicators are very explicit in anticipation of what is expected and the focus on the various task teams are very clear
 - OI recommends that members have a close look at the document as it provides a compass to navigate the entire process
 - LE added that the document makes a good impression. It’s a holistic approach towards M&E and a good structure of the framework. The indicators are ambitious (as mentioned by RM) so it will be interesting to see how we measure it.
 - JK encouraged all task teams to look at the way they’ve been projected by the M&E team and give input in order to finalise this document for adoption.
 - JF asked RM for a timeline for feedback on this document from the other task teams

- RM responded that Friday 19 Feb if possible for the other members
- JF replied that 19 Feb will be noted for the other team members to submit input to this document.
- **Design Task Team:**
 - BA (rapporteur) reported on behalf of the Design Task Team – see Design document
 - JF invited comments and questions from the members after BA completed the presentation
 - SI mentioned that the pandemic is felt everywhere, particularly on the African continent and significant psycho-social challenges should be considered. There is a need for the pedagogy of care and support which is a 21st century competency and was also discussed in the Design task team.
 - SI also recommends that members respond on the various documents from a task team they don't belong to.
 - OI will pay attention to the pedagogical care as mentioned by SI. OI will look at pedagogical principles to form instructional designs and lay the framework for pedagogical decisions and recommendation. OI is speaking as a Design task team member.

4. ASPYEE Demonstration

- ZT presented the ASPYEE portal
- The portal is hosted by the AUDA-NEPAD website
- ZT presented as a member (which is what the COP sees) and not as an administrator
- ZT reminded the COP that she will create folders for the various task teams. All documents and presentations will be stored in the appropriate task team folder. ZT urged all members to send her the documents that are relevant for their task team.
- ZT also reminded members to add her to the different WhatsApp groups
- RM commended ZT (via chat) regarding the functionality of the portal

5. Self-Care Management and COP Work

- SI mentioned that she is aware of the stress that COP members are under in these trying times
- We need to take care of ourselves and one another
- SI mentioned that a culture of care should be integrated in the COP.
- SI asked that members share ways to practice self-care. What are the little things we can do to take care of ourselves and one another.

This project is co-funded by the European Union and the Federal Ministry for Economic Cooperation and Development



- SI mentioned that instead of sitting and watching your screen, members can stand instead as this makes you aware of your posture.
- SI also suggested that members look above the screen as opposed to at the screen or look outside the window is another way we manage ourselves better.
- MSO recommends starting the day with exercise and end the day with a walk. This helps him avoid a situation where he’s just interacting with his screen.
- JF abstains from doing any office work on a Saturday – i.e. switching off and taking care of herself.
- ZT (via chat) mentioned a good puzzle. Switch off and play a game with friends and family.

6. Summary of Actions and Closing Remarks

Action	By Whom	By When
Task team reports to be circulated via the portal (via ZT) and members (from task teams they are not part of) to add comments	Task team convenors or rapporteurs	22 Feb 2021
Comments of COP members to be incorporated	Task Team Leaders	26 February 2021
Task team members to make reference to the M&E framework and interact with it as we proceed with our work over the next few months. M&E Framework a compass for the COP	All members	Ongoing
Incorporate self-care management into future COP meetings	All members	Ongoing

JF thanked all the task teams for the brilliant presentations and congratulated all the members for the hard work. JF also thanked the facilitator for being in all the forums and for continuous guidance to ensure the correct direction is taken and that it is also collaborative. Let us continue to work hard and ensure that the enthusiasm continues.

JF formally closed the meeting.

A group photo was taken

This project is co-funded by the European Union and the Federal Ministry for Economic Cooperation and Development

