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 MARCH 16, 2021

13h00-15h00 East Africa Time (Nairobi)
12h00-14h00 Southern Africa Time (Johannesburg)
09h00-11h00 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 02 March 2021 Meeting	Shafika Isaacs, COP Facilitator
09h15 - 10h15	3. COP Task Teams Reports and COP Discussion on Critical Issues 3.1 Analysis Task Team concluding report 3.2 Discussion on Guidelines on Curating OERs 3.3 Discussion on CC Licensing Proposal by Analysis TT 3.4 Design Task Team Report 3.5 M&E Task Team Report 3.6 Assignment of members to Implementation Task Team and revisiting the tasks of TT 3.7 Timelines for OER development	Task Team Leads & Rapporteurs
10h15 - 10h20	4. Practising Self-Care	Shafika Isaacs, COP Facilitator
10h20 – 10h50	5. Meeting Actions and Closing Remarks	Madame Jahou Faal, Secretary-General, CAPA-ATUPA, COP Project Manager

Supported by

Present

- Jahou Faal (JF)
- Misheck Kalungulungu (MK)
- Ozioma Ikonne (OI)
- 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)

Apologies

- JK mentioned that SK will be late and requested that his part in the meeting is done later.
- RM apologised and FD will stand in for RM

1.   Opening Remarks by Chair

JF opened the meeting by thanking members for their commitment and hard work.

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

- JF asked LE to report on the minutes of the meeting held on 02 March 2021 as SI was not present yet
- LE briefly reported on the actions of the COP meeting held on 02 March 2021
- There were no comments or questions from the meeting attendees
- OI moved to adopt the meeting minutes and was seconded by AM

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

- As the Analysis Task Team convenor (SK) was running late, JK asked if there would be any objections to moving on to the next task team report
- There were no objections

- **Design Task Team Report:**
  - MK presented a summary of the Design team report on Employability Skills framework – see the PowerPoint presentation "Employability Skills Framework"
  - BA continued with the presentation after MK encountered audio problems
  - JF invited MK to talk about the added items to the document
  - MK mentioned that he was asked to include aspects of simulations in the entrepreneurship as well as leadership in an enterprise which is what employers are looking for.
  - FD wanted clarity on the lecturers manual and students manual
  - MK explained that a manual can help the teachers to navigate through especially when we are not with them after this project.
  - FD asked if the lecturers' manual will be in the format in which the ICT skills will be delivered as lecture reminds one that it is not learner-centred approach. Will the lecturers and student manuals be used only or a combination of activities that are learner-centred for ICT employability skills
  - OI responded that the team focus is primarily on the questions of which courses with background justification. The presentation addresses the question of which courses. The Design team is on the boundary with the Development and Implementation. We articulated interlocking the 10 employability skills and going forward, the sampling of content materials is for guidance purposes at this time. The full development of the nature and by implication, the pedagogical preferences in each of the areas will be making reference to the prior document that the Design and Analysis teams have presented. When pass on the final document to Development and Implementation, reference will have to be made to the teaching approaches and at that point, detailed thinking will go into the best way to present these materials. It is beginning to emerge that we have two targets – the learners and the facilitators. As we make pedagogical recommendations and the final format of the material, this will have to be taken into consideration.
  - FD commented (via chat) that she is good with the clarification

- **M&E Task Team:**
  - FD presented the Logical Framework document – see "MARCH 16-OUTCOMES, OUTPUT AND OUTCOME INDICATORS" document
  - The document was arranged in a logical manner and sent to the Validation team for input and feedback which was then incorporated into the Logical Framework except the feedback on Risk which will be done at a later stage
  - SI thinks that even further refinement is needed based on what is realistic on what can be done by June

- SI is concerned that some of the indicators don't follow logically from the activities that were identified and how the Development task team explained on what we should be doing. SI is also concerned that if we say 80% of trainers from 50 institutions, there's always a challenge with using percentage and it would be advisable to use a finite number. We need to make a decision on whether we measure our success based on 30th June target or whether we measure success on output and outcomes for the period beyond 30th June. The outcomes part goes beyond 30th June and this can be further considered either here or when the M&E task team meets this Friday.
  - JF suggested that the issue is discussed in this meeting and invited members for their views on what the preferred measure is to take – whether it's the timeline of 30th June or picking the outcomes
  - MSO wanted to support a suggestion by JK in terms of broadening the scope from ATUPA countries to AU member states and also 4 regions of AU were mentioned – what is the rationale as there are 5 regions in the AU.
  - FD responded that two regions were merged and that is why there is 4 regions
  - JF asked about the timeline or outcomes to measure success and if nothing comes forward now, then we take it to the task teams

- **Assignment of members to Implementation Task Team and revisiting the tasks of TT**
  - SI provided context in that the work of two task teams are concluding by this week – the Analysis and Design task teams. There are two remaining task teams – the Development and Implementation and the M&E task teams. All colleagues are to consider their expertise to be divided into the two remaining task teams
  - JF suggested that the allocation occurs outside this forum
  - SI agreed with the suggestion as members can have time to think about it Members can respond via email and the coordination team can consolidate by the end of the week
  - JK mentioned that the Analysis and Design team members are also part of the Development or M&E teams. These members are to focus their energies to their new task teams and lend the same support as they did with the teams that are concluding.

- **Timelines for OER development**
  - JF requested that allocating timelines be done outside this forum
  - OI seconded this request
- **Analysis Task Team concluding report**
  - SK clarified on what he was delivering on behalf of the Analysis team: (i) a literature review on moving forward the survey (ii) producing a new version of

the OER guidelines which will inform the design and implementation. The Analysis and Design team incorporates aspects of literature review and prioritisation of the skills and approaches for the youth and trainers.

- o SK also mentioned that the final version of the OER guidelines document is close to completion
- **Discussion on CC Licensing Proposal by Analysis TT**
  - o SK mentioned that he would like input from the COP regarding the Creative Commons licenses of the OER
  - o SK presented the document on the different types of licenses – see "CC Analysis recommendation" document. SK mentioned that the main point of departure that was not fully decided on was the Commercial or Non-Commercial aspect of the licenses.
  - o SI clarified the difference between non-commercial and commercial aspects of the licenses. In Creative Commons terms, Commercial doesn't necessarily translate to profit-making. Commercial refers to any form of income generation based on an OER under a ShareAlike license can enable income generation for the sustainability of any entity. Some COP members feel that the license should be Attribution ShareAlike Commercial while others feel there should be no income-generation which falls under the Non-Commercial licensing regime. The COP should factor in these considerations and make a clear decision on the licensing regime.
  - o AM commented (via chat) that we should go for Non-Commercial
  - o AM further elaborated on Non-Commercial – it doesn't mean that it's completely open. There can be a closure which states the instances where it is considered to be Non-Commercial when anybody downloading the course correctly understands what it is all about.
  - o OI feels that the COP should go with Attribution ShareAlike Commercial based on copyrights which preserve ownership and then ties it to maximise profit. The employability skills training materials are specific to the African context and there are similar materials in other parts of the world. We are trying to provide opportunity for empowerment and generate skills. Based on this, OI thinks the COP should go for a licensing regime that focuses on providing skills and empowerment. In the context of Commercial by Creative Commons, it will all be for good as it will multiply the skill and opportunity to make this material accessible to the target across the continent. OI suggests that we go with Attribution ShareAlike Commercial.
  - o JF asked the COP's consensus regarding Commercial and Non-Commercial.
  - o BA supports Non-Commercial. He feels that the COP will not leverage on costs. If the COP goes for Commercial, the potential that some teachers may try to revenue from their learners.

o JF mentioned that the consensus is for Non-Commercial and asked if anyone dissents to that

o OI mentioned that Commercial fits in with entrepreneurship and he is looking at skill and empowerment. We remove any sort of restriction but if there are more preferences for NonCommercial, he'll go with that. He's looking at the issue of restrictions versus the skill objective versus the access objective.

o FD was concerned about the restrictive use of the Non-Commercial. We are not just going for Non-Commercial but also ShareAlike. It is restrictive on the use of the OER. When people want to remix and they think about the license, it may discourage people from using the OER but if we go with NonCommercial, so be it.

o SK thinks about the how the youth in the continent will be trained. There should be opportunity where people can appropriate their knowledge and technologies. The one that is not restrictive is when it is Commercial does not mean someone cannot do it for NonCommercial and given the proliferation of privately owned or TVET institutions, it will assist us in our reach. Whoever wants to offer this for free is still possible and the copyrights respected. We should go with the one that allows for innovative and entrepreneur-minded fellow citizens in the continent to take a tab and appropriate as we reach the youth.

o AM (via chat) mentioned that most often the licenses are not even checked in the African context especially when it comes to teaching and learning.

o JF asked if the team is agreement to support and adopt the Commercial license

o LE hears the different points of view but feels the main aspect is that we don't want to restrict the youth; we want to empower and make it accessible. We may want to go with the Commercial one but LE relies on the view of the overall team. She also suggested that consideration be given to Atingi and how they approached the issues and that the meeting could use chat to pose questions to Atingi.

o SI thinks the guiding principle to ensure scalability, reach and empowerment should guide the final decision. The value of indicating that licensing under Commercial does not preclude NonCommercial use. Licensing as Commercial doesn't necessarily mean we are encouraging profit-making Commercial gain and in that way we are denying access to many people who may be challenged in terms of financial resources. The Commercial licensing regime does comply with our strategic intent which is for scalability, reach, accessibility and empowerment. ShareAlike is a restrictive regime and the decision should not be made in today's meeting. The COP members can discuss further in the task team meetings and a final decision can be made in the next COP meeting.

4. Practising Self-Care

- SI mentioned that today's theme is making time for self-care
- As busy individuals, we use language like "I'm too busy, I dont have the time". There's a culture of busyness that's elevated as something good. This can be detrimental to our health and self-care.
- The language should shift from "I dont have time" to "I will make time for self-care"
- Zoom fatigue has had a huge impact on people's tiredness, anxiety and stress. The focus of this discussion is therefore "How do we make time for self-care?"
- OI felt as if SI was talking to him personally and thanked SI for the constant reminder to self-care.

5. Summary of Actions and Closing Remarks

Action	By Whom	By When
Wrapping up the assignment of members to the Implementation TT to be revisited.	All members	
Allocation of timelines for OER development	Develement Task Team	
Analysis team to complete their concluding report	SK	17 Mar 2021
Indicators with the M&E team on whether we use the timeline or measuring against the outcomes	RM and M&E TT	Ongoing
No consensus on licensing regime (Commercial or Non-Commercial). Further discussion at next COP	All members	30 Mar 2021

JF thanked all meeting attendees for making time to attend this important meeting as well as their hard work and commitment they put into this project despite the challenges they might be facing.

The meeting was formally closed.