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

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

**MINUTES OF FIFTH VIRTUAL MEETING OF THE MONITORING AND EVALUATIOM (M&E) TASK TEAM HELD ON MAR. 5, 2O21 AT 10.00 EAT**

**Min 01/5-M&E /21: Present**

1. Ms. Rachel Mindra (RM) - Chair
2. Mrs. Jahou Faal (JF)
3. Mr. Johannes Kioko (JK) - Rapporteur
4. Mrs. Shafika Isaacs (SI)
5. Mr. Zipho Tshapela (ZT)
6. Mr. Misheck Kalungulungu (MK)
7. Ms. Funmilayo Doherty (FD)
8. Mr. Mich-Seth Owusu (MO)

**Min 02/5-M&E /21: Absent with apology**

1. Mr. Stephen Obiro (SO**)**

****

**Min 03/5-M&E /21: Chairperson’s Opening Remarks**

-The Chairperson called the meeting order at 10.05 EAT. She thanked members for making time to be at the meeting. She confirmed that the meeting had quorum.

-RM told –She said that the meeting would among others review comments received with regard to the Activities and Indicators in the draft Logical Framework.

**Min 04/5-M&E/21: Confirmation of Minutes of the of February 26, 2021**

The Chair told members that the minutes of the previous meeting had not been reviewed and therefore would be presented at the next meeting.

**Min 05/5-M&E /21: Action Points Out of the Previous Meeting of Feb. 26, 2021**

The Chair invited the Rapporteur to take members through the action points from the last meeting which he did. These were;

1. RM and FD asked to consolidate points that were raised by members during meeting with regards to the logical framework, particularly on the outputs and make adjustments in the logical framework.
2. SI and JK to meetup and review the timeline in view of the current situation and share with the team a revised calendar.
3. JK to reach out to SO on his participation in the COP and at the M&E Task Team and report back in the coming meeting.

-JK further reported that (i) and (ii) had been accomplished. He also updated members that SO had been approached and had promised to be more available going forward.

**Min 06/5-M&E/21: Comments received from COP members on the M & E Logical Framework**

-The Chairperson presented the template on the Logical Framework, showing the activities and the indicators with tracked changes proposed by COP members.

-She then invited SI to give guidance on whether the flow and process was now good. SI commended the work done by RM and FD in factoring the received comments and agreed with the process.

-JF said she looked forward to clarity being given on the matter of capacity building envisaged and targeted at COP members / course developers.

-SI said that capacity building for the COP members was integrated in the processes and the working of the COP

-She said that there may be a dedicated capacity building targeted at the COP members but expressed the view that the task of the COP is to develop Employability Skills curriculum and pilot it with African youth, and that the tasks does not extend to implementation.

-JF said that from the onset it was clear that the capacity for development of digital content existed in CAPA-ATUPA member institutions.

-She however said that some gaps in the delivery of such digital content were identified in the survey that preceded the current project.

-JF furthermore said that the survey had also identified lack of a unified Employability Skills curriculum to support transferability / portability of skills across Africa.

-RM said in her understanding, focus should be on empowering the trainees but Employability Skills Teacher’s Guidelines could also be availed for use in facilitating learning.

-She said –She said it would be good to recommend in the closing report the capacity building of TVET trainers in digital skills training in general to support rollout of the Employability Skills course.

-MO said the African Union Commission could use its networks including the Ministries of Education and the AUC TVET Cluster to disseminate the report coming out of the COP

-SI appreciated input by members in the process reengineering for the COP. She said focusing was necessary on what the COP had to do. She summed it up as;

(a) Formation of the COP and

(b) Production of Employability Skills courseware targeted at African youth trainees

-SI further said the COP’s Development & Implementation will develop the courses that will have been agreed in the curriculum framework that will be produced by the Design Task Team

-The decision as to how many these courses shall be was referred to the Coordinating Team

-The meeting resolved that RM and FD would refine the Logical Framework following the discussions and deliberations of the Coordinating Team.

-RM and FD were urged to clearly differentiate the output indicators from the outcome indicators and the timelines.

**Min 07/5-M&E/21: Next Tasks and review of Task Timelines**

-JK presented revised timelines as had been agreed by SI and himself. Members agreed with them and adopted the new timelines

**Min 08/5-M&E/21: Summary of Actions and Closing Remarks**

-JK presented the action point from the meeting as follows;

i) The Coordination Team is to meet and deliberate and clarify the scope of the work of the COP

ii) RM and FD are to get together and clean up and further refine the Logical Framework guided by deliberations at the meeting and send out the same by Wednesday March 10, 2021 for reactions particularly by the Task Team leaders

iii) The COP in its final report will be recommending that partners consider capacitating TVET trainers in facilitation of online training

-In her closing remarks, JF commended the Chair for exemplary leadership. She also thanked members for their robust participation in the meeting and promised that resolutions of the Coordinating Team would be communicated after a meeting to be held later in the afternoon.