

March 28 – 30, 2011

**Report on the Regional Focal Point Meeting  
Caribbean  
Port of Spain, Trinidad & Tobago**



Ms Trudi van Wyk  
Prof Madhulika Kaushik  
Commonwealth of Learning

## Executive Summary

The Focal Point Meeting for the Caribbean took place in Trinidad & Tobago from 28 – 30 March 2011.

Sir John Daniel and Prof Asha Kanwar gave the general background on COL and its programme before Prof Madhulika Kaushik and Trudi van Wyk organised discussions on the Education and Livelihoods and Health sectors respectively. The inaugural address by Honorable Minister of MSTTE resonated very well with COL's developmental agenda in the region and gave insightful inputs on mobilising learning for prosperity and development in the region and the potential for working with COL for fostering collaboration with other institutions and regions for accelerating development in the Caribbean.

The meeting was characterised by active interaction between all focal points and inputs were gathered on challenges and priorities in the region representing a shared expression of the regional priorities rather than country wise priorities. The meeting highlighted:

- increased reference to agriculture and health;
- integrate ICT into teacher training;
- leadership development; and
- the need for COL to help develop a Caribbean Qualifications Framework.

Useful inputs to COL's Vision statements and the planned performance indicators for the next Three Year Plan, 2012 – 2015 in relation to the emerging regional priorities were provided by the Focal Points. The main priorities are Policy and Capacity Development across both sectors.

The gender session was useful and found COL's resources on gender relevant for their own work and the discussions on the role of focal points emphasised the importance of communication, monitoring and evaluation of COL's work.

The meeting also included:

- The signing of an agreement between COL, Commonwealth Secretariat and Microsoft to extend collaboration in the region and make Microsoft software available at low prices;
- A Distinguished Lecture by Sir John Daniel on 'The Future of Higher Education: New Dynamics for Development', as part of the ongoing 50<sup>th</sup> anniversary celebrations of UWI; and
- A visit to the new campus of UWI and a learning centre of the National Open School. This last was particularly valuable since many of the Focal Points are eager to promote the establishment of open schools in their own countries.

The general impression was that COL had an impact in the region. What is needed is better communication in and between countries on COL activities. The beneficial impact of COL's activities in the region was acknowledged with approval by all participants in their closing session, and the need to actualise the full potential of COL's initiatives in their own countries was strongly expressed.

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## Report on the Regional Focal Point Meeting - Caribbean

28 – 30 March 2011

### Port of Spain, Trinidad and Tobago

The Focal Point Meeting for the Caribbean was held at the Crowne Plaza Hotel, Port of Spain, Trinidad & Tobago from 28 – 30 March 2011. The meeting was attended by 13 Focal Points from all 12 Caribbean Countries (Participants list attached at Annexure A). It was facilitated by Sir John Daniel, President; Prof Asha Kanwar, Vice-President; Ms Trudi van Wyk, Education Specialist: eLearning and Prof Madhulika Kaushik, Education Specialist: Higher Education from the Commonwealth of Learning.

The aims of the meeting were to:

1. Share information about the status of open and distance learning (ODL) in each participating country in the region;
2. Provide a mid-term report of what COL has done in each country; and
3. Identify the education and training priorities that COL can support in its next Three Year Plan 2012 – 15.

The meeting took place according to the agreed Agenda (Annexure B).



**Monday 28 March 2011**

## **Inauguration Session**

### **Welcome and Objectives of Meeting**

Sir John Daniel welcomed all participants present:

- Hon. Fazal Karim, Minister of Science, Technology and Tertiary Education;
- Prof Clement Sankat, COL Regional Appointment to the Board of Governors;
- Permanent Secretary of Science, Technology and Tertiary Education;
- Mr Tony Ming from the Commonwealth Secretariat;
- Representatives of all 12 Caribbean countries;
- Prof Asha Kanwar, Vice-President; Ms Trudi van Wyk, Education Specialist: eLearning and Prof Madhulika Kaushik, Education Specialist: Higher Education from the Commonwealth of Learning.

The welcome message was followed by a brief round of introductions by participants.

The Minister of Science, Technology and Tertiary Education gave the inauguration address to the meeting. The Minister highlighted the Government of Trinidad and Tobago's commitment to the prosperity of people of Trinidad and Tobago. He introduced the audience to open and distance learning initiatives in Trinidad and Tobago that includes:

- University of the West Indies' Open Campus;
- Use of mobile technology to the fishing community;
- Dedicated TV station to connect learning to homes;
- Workforce Assessment Centres to infuse academia into vocational studies and the recognition of competencies;
- The establishment of the Caribbean Vocational Qualification and the marketability and portability of vocational qualifications in the Caribbean;
- Maximise the power of technology for education, in specific the mobile technology busses and community access to technology;
- The Trinidad and Tobago Open School;
- M-power initiative;
- Laptops to learners (the second cohort will receive their laptops in 2011);
- The establishment of the National Energy Skills Centre;
- The establishment of the National Research E Network (NREN); and
- Broadband connectivity and ICT infrastructure roll-out to schools, to name a few.



He said that the country was using multiple modes of delivery. A large number of people are pursuing post graduate programmes by using ODL programmes from institutions like IGNOU. He outlined that learning and the integration of ICT into teaching and learning to develop the human resources of the country are critical to Trinidad and Tobago. The Ministry is keen to ensure that other avenues for upgrading the existing qualifications were made available to Trinidad and Tobago.

Responding to the Minister's address, Sir John Daniel commented on how well the Minister's message resonates with COL's vision of harnessing learning and available technologies to develop the full potential of human resources. He emphasised the importance to move Technical and Vocational skills development from informal work experience to formal recognition of these skills through a vocational qualification framework.

Prof Clement Sankat gave the vote of thanks to the Minister of Science, Technology and Tertiary Education, the Permanent Secretary of Science, Technology and Tertiary Education, the government of Trinidad and Tobago (for hosting the meeting), the focal points of Trinidad and Tobago (for organising the meeting) and the staff from the Commonwealth of Learning. He referred to COL as a small organisation with a wide reach and commended COL on working with focal points in each country as it ensured identification of local developmental needs in COL's planning process. He welcomed the commitment of the Government of Trinidad and Tobago to education (in the broader context of life-long education).

He thanked COL for their work in the region and wished the meeting well in the deliberations of the three days.

## Session 1

### Introduction to the Commonwealth of Learning

The session commenced with an introduction activity.

The meeting adopted the draft Agenda.

Sir John Daniel gave an overview of COL - Values, Mission, Structure and Functions.

He highlighted the following:

- The values of the Commonwealth
- What is COL?
- Who governs COL?
- Stakeholder engagement:
  - Focal points – country reports and country action plans
  - Signed agreements with Commonwealth Secretariat, UNESCO and other organisations and institutions
- Planning Process:
  - Country Reports
  - Networking

- Country Priorities
- Country action plans 2012 – 2015
- What COL offers to countries:
  - Expertise in learning and technology
  - South-south collaboration
  - Development without donors
  - Successful and transferable models
- COL's expectations from Focal Points:
  - Dialogue of priorities
  - Track Country Action Plans
  - Get involved
  - Facilitate country contributions

The following issues were raised by the participants:

- outcomes of the 2010 Stakeholder Survey to be made available on the COL website – Trinidad and Tobago;
- the importance of Monitoring and Evaluation of ICT Initiatives. COL to give more policy support to ICT in various sectors, e.g. Education, Agriculture, Health etc. – St Vincent and the Grenadines;
- assistance in policy development is critical in Caribbean region – St Lucia; St Vincent and the Grenadines;
- more information on the UNESCO Collaboration is desirable – Belize; and
- Caribbean Vocational Qualifications TQF is under development – Dominica.



## Session 2

### Introduction to the COL Programme

Prof Kanwar gave a comprehensive presentation on COL's activities and programmes with a special emphasis on what has been done in the Caribbean. She introduced the participants to the planning processes at COL by sharing the Planning Schedule for the Three Year Plan 2012 – 2015 that includes:

- Focal point meetings;
- Board/Executive Committee Meeting; and
- 18<sup>th</sup> Commonwealth Conference of Education Ministers.

She emphasised the purpose of COL to create and widen access to opportunities for learning, making use of the potential offered by open and distance learning and by the integration of ICT into education.

She contextualised COL work to contribute to the MDG and EFA as well the Commonwealth priorities by promoting peace, democracy and good governance.

She introduced the meeting to the two sectors that COL is operating in the current TYP:

- Education
  - Open Schooling
  - Teacher Education
  - Higher Education
  - VUSSC
- Livelihoods and Health
  - Skills Development
  - Learning for Farming
  - Healthy Communities
  - eLearning

The meeting considered the questions:

- Has COL moved towards the impact statements?
- What can COL do to reach its impact?

The participants responded in a positive way and commended COL on its support, responsiveness and overall willingness to help. Some of the new participants expressed astonishment at the vast resources made available by COL and the type of support provided and that how little their own countries had utilised this support. The participants attending for the first time promised to make more active utilisation of the collaboration with COL.

## Sessions 3 and 4

### Challenges and Priorities

The session objectives of these two sessions were to:

- develop a shared understanding of the issues and challenges concerning the specific sector in the region; and
- identify emerging regional priorities for the sector to guide the 2012-15 plan.

The sessions also included an analysis of the priorities identified in the Caribbean in the 2008 Focal Point meeting, the activities that have taken place in the Caribbean in response to the identified priorities.

In groups the participants deliberated upon the following:

- What are the most critical challenges for the region in the two sectors?
- What are the approaches that can be applied to address these challenges?
- What are the major opportunities for the sectors in the region?
- What are the key sector priorities for the region?

The participants were also asked to map the sector priorities on a 2x2 matrix with Effort as the X axis and Impact as the Y axis.

## Session 3

### Education Sector – Challenges and Priorities

The session was facilitated by Prof Madhulika Kaushik.

The following education sector challenges for the region were identified:

- need to develop national ODL policies;
- lack of human and support resources;
- need for teacher training to utilise ICT and ODL resources;
- allocation of funds; and
- need to network, sharing of initiatives and success stories.

The groups outlined the following possible approaches to address the challenges:

- building capacity to develop, implement and monitor policies;
- developing supporting resources;
- establishing networking opportunities; and
- facilitating coordination amongst international organisations.

The following priorities for the Education Sector for the COL Three Year Plan (2012 – 2015) were identified:

- development of Caribbean Qualifications Framework;
- build HR Capacity through training;
- development of Regional and National ODL Policies;

- Open Schooling and access to HE;
- leadership development; and
- technical and institutional capacity building in ODL and regional linkages within Caribbean.

### **Signing of the Commonwealth of Learning – Commonwealth Secretariat – Microsoft Letter of Understanding on Collaboration in the Caribbean**

The Commonwealth Secretariat, the Commonwealth of Learning (COL) and Microsoft Trinidad and Tobago have agreed to promote and accelerate the integration of ICT into teaching and learning in the Caribbean by signing a Letter of Understanding (LOU). Through this LOU the three organisations formally agree to work together to improve access to, and use of, information and communications technology in the primary and secondary schools of 18 Caribbean countries and territories. These include: Anguilla, Antigua and Barbuda, The Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands.

The collaboration focuses on the integration of ICT into teaching and learning through the implementation of the UNESCO Competency Framework. It includes in-country and institutional policy review and support, collaborative materials development, capacity building, competency measurement and certification.



As part of the LOU, the three organisations will work together by adding the collaboration framework required to enable and provide schools, students and teachers with training, expertise and technology blueprints that help schools better prepare students for life and work in the 21<sup>st</sup> Century. The framework enables digital access to students, schools and teachers leveraging access to low-cost software through future Microsoft School Agreements.

Students will also be able to access free hosted e-mail addresses through Microsoft's Live@edu, an entire suite of online hosted services designed for and offered especially to educational institutions at no cost to the institution. Live@edu combines rich Microsoft-hosted services, including university-branded Windows Live Hotmail or Exchange Labs, Office Live Workspace and SkyDrive storage (25GB) to help students manage their studies, share information and photos, collaborate with other students in real time and stay connected more easily with friends and family on campus and after they graduate.

The signing ceremony was officiated by Sir John Daniel from COL, Mr Anthony Ming, Informatics Advisor, Commonwealth Secretariat and Mr Pradeep Raman, General Manager, Microsoft Trinidad & Tobago. Sir John Daniel said that the LOU highlighted the importance of cultivating leadership, collaboration and teamwork through digital communication and productivity tools and that this agreement "not only serve to strengthen collaboration between COL, the Commonwealth Secretariat and the private sector, but also ensured alignment with the Commonwealth's larger goals and objectives as it pertains to providing access to ICT in classrooms within developing countries".

Microsoft hosted a dinner for all participants.



**Tuesday 29 March 2011**

## **Session 4**

### **Livelihood and Health Sector**

The session was facilitated by Trudi van Wyk.

The following livelihoods and health sector challenges for the region were identified:

- At national/regional level - strengthening institutional linkages in the region especially for technical education and developing social communication skills and positive use of regional networks;
- At policy level - lack of understanding and development of national educational policy for livelihoods (incl ODL);
- At community level - poor delivery of content of health and family life programmes (unavailability of distance education programmes) and lack of ICT skills;
- At technical and vocational level - lack of knowledge, will and responsiveness to appropriate technology, especially for food processing, mechanisation of farming, agro-marketing, etc. as well as of employable skills to generate income (resulting in crime and violence, especially boys); and
- Building HR capacity in the integration/infusion of ICT in curriculum delivery and teacher training, as well as technical and pedagogical support.

They outlined the following possible approaches to address the challenges:

- Use non-traditional delivery methods to target different groups;
- Access to community centres, school computer labs and technology buses for delivering ICT knowledge & skills;
- Advocacy, research, development, monitoring and evaluation, celebrating success and continued support in the use of technology;
- Mechanism for sharing best practices/successes/information; within/across countries; and
- Build capacity in ICT Integration and material/content development

The following priorities for the Livelihoods and Health Sector for the COL Three Year Plan (2012 – 2015) were identified:

- Assisting in policy development and implementation and building human resource capacity at all levels;
- Training of teachers in ICT integration and content development;
- Harmonising programmes offered throughout the Caribbean to avoid duplication of effort and building economies of scale and developing regional community outreach programmes;
- Strengthening institutional linkages in the region especially for technical and vocational education;
- Including programmes in leadership development; and
- Developing technical and institutional capacity for implementing ODL.

## Session 5

### The Role of Focal Points

Prof Asha Kanwar and Trudi van Wyk presented the role, responsibilities and functions of focal points. Participants discuss challenges experienced as focal points and suggested networking activities.

Focal points discussed the main challenges they are experiencing as:

- doing Inter-Ministerial collaboration;
- keeping abreast of developments in countries and activities of COL;
- following up on National activities of COL;
- having time to promote/do the work of COL;
- lacking resources (human, time, money);
- communicating the impact of COL's work; and
- experiencing barriers to communicate with Ministers and other Departments.

Focal points identified the following (possible) roles of focal points:

- acting as the in country champion of COL and COL activities (main contact/liaison/coordination person);
- participating in meetings and activities related to COL activities (longer term);
- disseminating information to and liaising between different ministries on the work of COL;
- doing in-country advocacy for COL;
- promoting the work of COL in countries and in the region;
- identifying in-country needs, challenges and priorities;
- develop and monitor in-country COL plans;
- monitoring and reporting on COL activities;
- networking with COL and other focal points to understand the work of COL and to share experiences;
- contributing to the pool of in-country resource persons and having access to the database of such persons; and
- facilitating COL country-contributions.

Focal points then discussed the following questions:

What can COL do to assist Focal Points?

- providing and agreeing on action plans with timelines in each initiative;
- improving communication with focal points especially on in-country activities;
- providing an annual calendar of key COL activities;
- assisting Ministries to get resource persons;
- sharing of activities and lessons learnt, including best practices; and
- doing COL road shows – more visits from senior staff to Caribbean countries.

What can Focal Points do?

- reporting on a regular basis to COL and to different Ministries;
- monitoring and evaluating of COL activities on an ongoing basis;
- identifying resource persons for COL's contracts;
- coordinating COL activities;
- communicating more effectively;
- promoting work of COL; and
- doing regular follow up on COL activities in countries.

What can governments do (although it would be difficult to impose on governments)?

- allocating time and resources to do COL's work;
- creating an enabling environment for COL's activities (policies, strategies etc); and
- providing the means for focal points to function properly, viz. giving a Political/management ear to the focal point and creating efficient communication channels with other Ministries.



### Session 6 – COL Gender Programme

Through a presentation and discussion Prof Asha Kanwar and Madhulika Kaushik addressed the understanding of focal points at different levels, identified good and bad practices and solicited ideas for gender programming. The participants were shown two video clips, one on the socialisation of the girl and the boy child, and the other on what it means to be a woman in different country contexts.

The following priorities for the Caribbean in Gender were identified:

- developing and implementing special programmes for boys participation in education;
- improving male attitudes towards education as way to better the life of an individual;
- incentivising men to enter into teaching;
- promoting women leadership (high levels) - programmes to support governance;
- orientating parents on socialisation of children with regards to gender;

- introducing open schooling to provide access to troubled boys and girls (return to school); and
- implementing gender inclusive programmes instead of gender focused programmes.

### **50<sup>th</sup> Anniversary Distinguished Lecture: The Future of Universities – New Dynamics for Development – Sir John Daniel**

Sir John Daniel delivered a lecture on ‘The future of Universities – New Dynamics for Development’ at the St Augustine Campus of the University of the West Indies.



Wednesday 29 March 2011

## Session 7

### Priorities for the next Three Year Plan

Prof Asha Kanwar introduced the session by analysing the priorities identified by the Focal Points in the two previous sessions and presented the Draft Logic Model for 2012 – 15.

Participants identified in groups the education and training priorities that COL can incorporate in each one of the initiatives in its next Three Year Plan 2012 – 15.

### Vision and Mission

The groups deliberated on the vision presented and proposed the following to consider:

- learning is the key to human development is a statement of fact rather than a vision, so we may consider modifying it;
- COL needs to be seen as the most effective organisation that unlocks the potential of learning for development; and
- to be the leading organisation in the Commonwealth for the use of ODL for human and national development.

The meeting agreed on the following Vision Statement:

- Leading the Commonwealth in ODL for human and national development.

Both groups agreed on the Mission Statement:

- To help governments, institutions and communities to equitably expand the scope, scale and quality of learning for development through ODL and innovative use of appropriate technologies.

**Education Sector Comments on COL Three Year Plan 2012 – 2015** (The inputs by participants are added in green)

### Teacher Education

| Outcomes   | Performance Indicators  |
|--|---|
| More teacher education and training institutions use ODL methodologies to train and upgrade larger numbers of quality teachers | <ul style="list-style-type: none"><li>• At least 4 institutions – including one from each region of the Commonwealth – either newly adopt ODL methodologies to train/upgrade teachers, or significantly increase the number of teachers trained or upgraded</li><li>• Teacher education institutions in 4 countries located in different regions of the Commonwealth enhance the quality of [at least half of ?] their curricula through the development and use of new materials, including open educational resources [in all cases?]</li></ul> |
|  | Add: <ul style="list-style-type: none"><li>• At least [x] number of countries adopts the ICT integration and content development training for teachers and teacher trainers</li></ul>   |

## Higher Education

| Outcomes   | Performance Indicators   |
|--|--|
| Increased equitable access to improved teaching and learning in higher education, with better completion rates, as a result of new or improved policies, quality assurance mechanisms and other systems, and enhanced staff competencies, in ODL | <ul style="list-style-type: none"> <li>• At least # countries and # institutions have either new or improved policies and systems in place to support effective use of ODL methods in higher education</li> <li>• At least # programmes in higher education institutions, with a combined enrollment of # students, have increased access (particularly for women and marginalised students), and improved teaching and learning, and completion rates, through enhanced use of ODL</li> <li>• At least # countries and # institutions have improved the quality of higher education programmes that use ODL methods through the adoption and systematic application of QA mechanisms</li> </ul> |
|  | Add: <ul style="list-style-type: none"> <li>• Qualification frameworks are developed and adopted by [#] countries in the region</li> </ul>   |

## Open Schooling – No additional comments

| Outcomes   | Performance Indicators  |
|--|---|
| Open schooling, at secondary level, is introduced in more countries, as a means of increasing access to inclusive learning opportunities through the diversification of the curriculum | <ul style="list-style-type: none"> <li>• 4 countries have adopted open schooling (have the firm intention of adopting) as a means to access equitable learning</li> <li>• 4 of newly established institutions using open schooling approaches have the appropriate policies, capacity building and systems in place for sustainable open schooling</li> <li>• 4 institutions using the open schooling approach, demonstrated improved quality</li> <li>• # of children in the open schooling system</li> <li>• 10 Open Schools contributed to the development of OER in 5 technical and vocational subjects</li> <li>• The diversification of the curriculum through the introduction of inclusive vocational education an ICT in at least 10 open schools</li> <li>• 100 academics trained in gender course</li> </ul> |

## Virtual University for Small States of the Commonwealth (VUSSC) – No additional comments

| Outcomes   | Performance Indicators   |
|--|--|
| More VUSSC partner institutions develop and deliver relevant courses using eLearning strategies, as per TQF guidelines | <ul style="list-style-type: none"> <li>• 9 new courses are collaboratively developed and made available as OER</li> <li>• Unit standards for 6 courses are developed and registered on the TQF portal</li> <li>• 6 VUSSC countries have referenced their National Qualifications Framework to the TQF</li> <li>• 400 learners have enrolled in courses developed through VUSSC in 3 regions</li> </ul> |

Cross Cutting priorities for all sectors of education: At least [x] institutions/individuals build leadership capacity in education.

**Livelihoods and Health Sector Comments on COL Three Year Plan 2012 – 2015** (The inputs by participants are added in green)

**Technical and Vocational Skills Development (TVSD)**

| Outcomes   | Performance Indicators   |
|--|--|
| More learners access good quality skills development through organisations' improved capacity to utilise appropriate technologies                                  | <ul style="list-style-type: none"> <li>• Flexible and blended approaches to TVSD are institutionalised in # more colleges</li> <li>• Appropriate use of OER for TVET teacher training is substantially increased in 3 Commonwealth regions</li> <li>• New learning materials in 6 technical and vocational subjects are developed as OER and adopted by organisations across 3 regions</li> </ul>  |
| Change to:<br>More learners <b>acquire</b> good quality skills through <b>formal and informal learning utilising relevant content</b> and appropriate technologies | Change to: <ul style="list-style-type: none"> <li>• Flexible and blended approaches to TVSD are institutionalised in # more <b>learning environments</b></li> <li>• <b>Flexible and blended approaches to TVSD are adopted in # more non-formal learning environments</b></li> <li>• Appropriate use of OER for TVET teacher training is increased in <b>all</b> Commonwealth regions</li> <li>• New learning materials in # technical and vocational subjects are developed as OER and adopted by organisations across all regions</li> <li>• <b>More awards of TVSD certificates across all regions</b></li> </ul> |

**Learning for Farming**

| Outcomes  | Performance Indicators  |
|---|---|
| More resource-poor and marginalised agricultural communities improve the quality of their livelihoods by being empowered through ODL to access resources [in the context of self-sustaining strategies initiated by development partnerships]                 | <ul style="list-style-type: none"> <li>• % increase in empowerment index of the participating communities</li> <li>• Social rate of return of 1 to 3</li> <li>• % increase in the income of the participating communities</li> <li>• L3F programmes auto-replicated by other groupings of stakeholders</li> <li>• All indicators apply to communities in # countries of # Commonwealth regions and to communities where at least 50% are women</li> </ul> |
| Change to:<br>The quality of the livelihood of more agricultural communities improve the quality of their livelihoods by being empowered through ODL to access resources [in the context of self-sustaining strategies initiated by development partnerships] | Change last bullet to: <ul style="list-style-type: none"> <li>• All indicators apply equitably to communities in # countries of # Commonwealth regions.</li> </ul>  |

## Healthy Communities

| Outcomes   | Performance Indicators   |
|--|--|
| Greater scale, scope and quality of non-formal, local-level learning opportunities about community health and related development issues through an increased use of gender-sensitive, technologically-appropriate participatory ODL | <ul style="list-style-type: none"> <li>• # of regional/national partners agencies across four Commonwealth regions that integrate community ODL principles and practices into their own published working strategies</li> <li>• # of new good-quality, gender-sensitive health-related community ODL programmes sustained beyond direct COL support in at least # countries</li> </ul>   |
| Change to:<br>Improved lifestyles and community health through non-formal open and distance learning opportunities which are gender sensitive and technologically-appropriate  | Change to: <ul style="list-style-type: none"> <li>• <b>Increase the #</b> of regional/national partners agencies across four Commonwealth regions that integrate ODL principles and practices into their own published working strategies</li> <li>• <b>Increase the # of innovative, culturally appropriate, quality</b> community ODL programmes sustained beyond direct COL support in at least # countries</li> <li>• <b>Using appropriate indicators to demonstrate the improved lifestyles and community health</b></li> </ul> |

## eLearning/Media

| Outcomes   | Performance Indicators  |
|--|---|
| More governments and institutions have increased capacity for using appropriate ICT through policies, implementation strategies, effective training and models for teaching and learning           |   |
| Change to:<br>More governments and institutions <b>adopt sustainable eLearning strategies</b> through policies, implementation strategies, effective training and models for teaching and learning | Change to: <ul style="list-style-type: none"> <li>• More governments and institutions adopt sustainable eLearning strategies in teaching and learning (policies, models and implementations strategies)</li> <li>• Increase the # of digital literate individuals</li> <li>• Increased access to materials, guidelines and examples of best practices</li> <li>• Introduce new approaches to learning through the use of mobile technology</li> </ul> |

## Session 8 – Valediction and Closing

Each participant commented on the value of the work of COL and attending the focal point meeting. Some of their comments were:

- 'there is a great deal of openness as COL plans for the future. COL will be here for a long time because its people are passionate about the programme' - Susan Dougan
- 'this meeting was an eye-opener for me' - Marcella Powell
- 'we should ensure that COL receives its contributions in time' - Inge Nathoo
- 'COL has a lot of resources which we did not know about' - Andrew Augustine
- 'governments are not making optimal use of what COL has to offer. The Focal Points should ensure coordination' - Kevin Harris
- 'we Focal Points in the region need to collaborate' - Lystra Ovid-Sampson
- 'this meeting was a very comprehensive participatory exercise, very precisely facilitated' - Rufina Frederick
- 'COL is very dedicated, very professional, very transparent' - Quentin Morton
- 'use COL to promote ODL in your country'. - Karen Rosemin
- 'COL has a lot of impact in education. it needs to focus more on farming, community development, health' - Michelle Sears
- 'didn't know that there is so much happening here that we need to tap into' - Peecheeta Spencer
- 'COL's objectives resonate positively with most of what we'd like to do in our countries' - Laurie King
- 'learnt a lot from this meeting and Sir John's lecture, especially about OER' - Phylcia Marshall

Sir John Daniel closed the workshop thanking:

- the Ministers and Permanent Secretaries of the Ministries of Education and Science, Technology and Higher Education, Trinidad & Tobago for hosting the workshop;
- two COL Focal Points in Trinidad & Tobago, Ms Lystra Ovid-Sampson and Ms Karen Rosemin;
- support staff from the Ministries of Education and Science, Technology and Higher Education, Trinidad & Tobago who supported the meeting;
- focal points from all 12 Caribbean countries participated in the workshop;
- Prof Asha Kanwar, Madhulika Kaushik and Trudi van Wyk, COL staff participated in the workshop;
- COL Support staff in Vancouver, Canada who made all the arrangements and prepared documentation;
- Prof Sankat and staff from the University of the West Indies for hosting the 50th Anniversary Distinguished Lecture; and
- Microsoft, Trinidad & Tobago for hosting the dinner on 28 March 2011.

The workshop concluded with a field visit to the St Augustine Campus of the University of the West Indies and the National Open School of Trinidad & Tobago.



**REGIONAL FOCAL POINTS MEETING (CARIBBEAN)***March 28-30, 2011***Participants' List**FOCAL POINTS/ALTERNATES

| <b>Country</b>       | <b>Name of Focal Contact</b>  |
|----------------------|---|
| 1. Antigua & Barbuda | MS. PEECHEETA SPENCER<br>Deputy Chair<br>Antigua and Barbuda University Development Committee<br>PO Box 285<br>St. John's<br>Antigua & Barbuda<br><br>Tel: 268 461 0507<br>Cell: 268 784 0176<br>Email: <a href="mailto:Peecheeta_spencer@yahoo.com">Peecheeta_spencer@yahoo.com</a>                                  |
| 2. The Bahamas       | MS. MICHELLE SEARS<br>Ministry of Education<br>P.O. Box N4610<br>Nassau<br>The Bahamas<br><br>Cell: 242 465 4418<br>Email: <a href="mailto:miche55@yahoo.com">miche55@yahoo.com</a>   |
| 3. Barbados          | MR. LAURIE KING<br>Acting Chief Education Officer<br>Ministry of Education and Human Resource Development<br>"The Elsie Payne Complex"<br>Constitutional Road<br>St. Michael<br>Barbados<br><br>Tel: 246 430 2993<br>Cell: 246 256 4766/246 266 2727<br>Email: <a href="mailto:lking@mes.gov.bb">lking@mes.gov.bb</a> |

*Regional Focal Points Meeting (Caribbean) – March 28-30, 2011  
Participants' List*

| Country     | Name of Focal Contact   |
|-------------|---|
| 4. Belize   | <p>MR. KEVIN F. HARRIS<br/>IT Specialist<br/>Ministry of Education and Youth<br/>West Block<br/>Belmopan<br/>Belize</p> <p>Tel: 501 822 3353<br/>Cell: 501 660 2725<br/>Email: <a href="mailto:kevin.harris@moe.gov.bz">kevin.harris@moe.gov.bz</a></p> <p><i>Mr. Kevin Harris is representing Mr. Christopher Aird at the Meeting.</i></p> <p>Mr. Christopher Aird<br/>Chief Education Officer<br/>Ministry of Education and Youth<br/>West Block<br/>Belmopan<br/>Belize</p> <p>Tel: 501 822 3353/2380/2698<br/>Email: <a href="mailto:chris.moebz@yahoo.com">chris.moebz@yahoo.com</a></p> |
| 5. Dominica | <p>MS. MARCELLA POWELL<br/>Senior Administrative Officer<br/>Ministry of Education, &amp; HRD<br/>Government Headquarters<br/>Roseau<br/>Dominica</p> <p>Tel: 767 448 2401 (G)<br/>Fax: 767 448 0644<br/>Email: <a href="mailto:saoeducation@dominica.gov.dm">saoeducation@dominica.gov.dm</a></p>  |
| 6. Grenada  | <p>MR. ANDREW AUGUSTINE<br/>Senior Human Resource Development Officer<br/>Ministry of Education and Human Resource Development<br/>Botanical Gardens, Tanteen<br/>St. George's<br/>Grenada</p> <p>Tel: 1 473 440 2737<br/>Cell: 1 473 537 2882/1 473 410 0162<br/>Email: <a href="mailto:druaug@gmail.com">druaug@gmail.com</a></p>   |

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| Country    | Name of Focal Contact   |
|------------|---|
| 7. Guyana  | <p>MS. INGE NATHOO<br/>Secretary-General<br/>Guyana National Commission for UNESCO<br/>“Dargan House”<br/>90 Robb &amp; Oronoque Streets<br/>Bourda<br/>Georgetown<br/>Guyana</p> <p>Tel: 592 223 7955 (D)<br/>592 225 4306 (G)<br/>Cell: 592 649 7377<br/>Email: <a href="mailto:unesco@gol.net.gy">unesco@gol.net.gy</a></p>  |
| 8. Jamaica | <p>DR. PHYLCIA H. MARSHALL<br/>Senior Education Officer<br/>Ministry of Education<br/>2 National Heroes Circle<br/>Kingston 4<br/>Jamaica</p> <p>Tel: 1 876 612 6049<br/>Cell: 1 876 285 1453<br/>Email: <a href="mailto:drphylicia@gmail.com">drphylicia@gmail.com</a></p> <p><i>Dr. Phylcia Marshall is representing Mr. Philbert Dhyll at the Meeting.</i></p> <p>Mr. Philbert Dhyll<br/>Assistant Chief Education Officer (Tertiary)<br/>Ministry of Education<br/>2 National Heroes Circle<br/>Kingston 4<br/>Jamaica</p> <p>Tel: 876 502 6045<br/>Cell: 876 361 3426<br/>Email: <a href="mailto:phildhyll@hotmail.com">phildhyll@hotmail.com</a><br/><a href="mailto:philbert.dhyll@moe.gov.jm">philbert.dhyll@moe.gov.jm</a></p> |

*Regional Focal Points Meeting (Caribbean) – March 28-30, 2011  
Participants' List*

| Country              | Name of Focal Contact   |
|----------------------|---|
| 9. St. Kitts & Nevis | <p>MR. CURTNEY (QUINTON) MORTON<br/>Education Planner<br/>Ministry of Education<br/>P.O. Box 333<br/>Church Street<br/>Basseterre<br/>St. Kitts and Nevis</p> <p>Tel: 869 467 1047 (O)<br/>Cell: 869 663 3299<br/>Email: <a href="mailto:qmorton@yahoo.com">qmorton@yahoo.com</a><br/><a href="mailto:qmorton@moeskn.com">qmorton@moeskn.com</a></p> <p><i>Mr. Morton is representing Ms. Jacqueline Flemming at the Meeting.</i></p> <p>Ms. Jacqueline Flemming<br/>Senior Assistant Secretary<br/>Ministry of Education<br/>Church Street<br/>Basseterre<br/>St. Kitts and Nevis</p> <p>Tel: 869 465 2521 (G)<br/>869 467 1382 (O)<br/>Cell: 869 662 9923<br/>Email: <a href="mailto:jackie.flemming@gmail.com">jackie.flemming@gmail.com</a></p> |
| 10. St. Lucia        | <p>DR. RUFINA FREDERICK<br/>Permanent Secretary<br/>Ministry of Education and Culture<br/>3rd &amp; 4th Floors, Francis Compton Building<br/>The Waterfront<br/>Castries<br/>St. Lucia</p> <p>Tel: 758 451 6725<br/>Cell: 758 285 1363<br/>Email: <a href="mailto:rufred@hotmail.com">rufred@hotmail.com</a><br/><a href="mailto:pssecretaryed@yahoo.com">pssecretaryed@yahoo.com</a></p>   |

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| Country                          | Name of Focal Contact  |
|----------------------------------|--|
| 11. St. Vincent & the Grenadines | <p>MRS. SUSAN DOUGAN<br/>Cabinet Secretary<br/>Office of the Prime Minister<br/>Government Buildings<br/>Kingstown<br/>St. Vincent and the Grenadines</p> <p>Tel: 784 451 2276<br/>Cell: 784 494 8155<br/>Email: <a href="mailto:huesue@hotmail.com">huesue@hotmail.com</a></p>  |
| 12. Trinidad and Tobago          | <p>MS. LYSTRA SAMPSON-OVID<br/>Programme Director, Open &amp; Distance Learning<br/>Ministry of Education<br/>18 Abercromby Street<br/>Port of Spain<br/>Trinidad &amp; Tobago</p> <p>Cell: 868 713 9540<br/>Email: <a href="mailto:lsovid@gmail.com">lsovid@gmail.com</a></p>   |
| 13. Trinidad and Tobago          | <p>MS. KAREN ROSEMIN<br/>Director, Distance Learning Secretariat<br/>Ministry of Science, Technology &amp; Tertiary Education<br/>Corner Agra &amp; Patna Streets<br/>St. James<br/>Port of Spain<br/>Trinidad and Tobago</p> <p>Tel: 868 622 9922 Ext. 137<br/>Cell: 868 684 0427<br/>Email: <a href="mailto:rosemink@gov.tt">rosemink@gov.tt</a></p> |

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| <p>PROFESSOR ASHA KANWAR<br/>Vice President</p>                                | <p>Tel: 1 604 775 8226<br/>Email: <a href="mailto:akanwar@col.org">akanwar@col.org</a></p> <p>Executive Assistant – Jasmine Lee<br/>Tel: 1 604 775 8230<br/>Email: <a href="mailto:jlee@col.org">jlee@col.org</a></p>                        |
| <p>MS. TRUDI VAN WYK<br/>Education Specialist – eLearning</p>                  | <p>Tel: 1 604 775 8261<br/>Email: <a href="mailto:tvanyk@col.org">tvanyk@col.org</a></p> <p>Programme Assistant – Patricia Schlicht<br/>Tel: 1 604 775 8227<br/>Email: <a href="mailto:pschlicht@col.org">pschlicht@col.org</a></p>          |
| <p>PROFESSOR MADHULIKA KAUSHIK<br/>Education Specialist – Higher Education</p> | <p>Tel: 1 604 775 8267<br/>Email: <a href="mailto:mkaushik@col.org">mkaushik@col.org</a></p> <p>Programme Assistant – Ruvani Ameresekere<br/>Tel: 1 604 775 8273<br/>Email: <a href="mailto:ramersekere@col.org">ramersekere@col.org</a></p> |

## REGIONAL FOCAL POINTS MEETING (Caribbean)

### Details

Date: 28 – 30 March 2011

Time: 9 am – 16:30 pm

Place: Executive Club Room, Crowne Plaza Hotel, Port of Spain, Trinidad & Tobago

### Purpose

The purpose of the meeting is to;

- 1) Share information about the status of open and distance learning (ODL) in each participating country;
- 2) Provide a mid-term report of what COL has done in each country; and
- 3) Identify the education and training priorities that COL can support in its next Three Year Plan 2012 – 15.

### Draft Agenda

#### Monday 28 March 2011

#### **Expected Outcomes:**

At the end of the day participants will:

- Understand the value, mission, structure & function of the Commonwealth of Learning;
- Have an overview of COL's Programme in the Three Year Plan 2009 – 2012; and
- Identify challenges and priorities to consider in the Education Sector for the Caribbean.

| Time          | Session  | Format | Facilitator/Presenter  |
|---------------|--|--------|--|
| 9:00 – 9:45   | <b>Inauguration</b> <ul style="list-style-type: none"> <li>• Welcome and objectives of meeting</li> <li>• Introduction to COL</li> <li>• Welcome remarks</li> <li>• Round of introductions by participants</li> <li>• Address by the Hon. Fazal Karim, Minister of Science, Technology &amp; Tertiary Education</li> </ul> |        | Prof Asha Kanwar<br>Sir John Daniel<br>Prof. Clement Sankat, UWI, St. Augustine Campus<br>All<br>The Hon. Minister Karim |
| 9:45 – 10:15  | Tea/Coffee and Group Photo   |        |  |
| 10:15 – 11:15 | <b>Session 1</b> <ul style="list-style-type: none"> <li>• Adoption of the agenda</li> </ul>  |        | Sir John Daniel  |

## Regional Focal Points Meeting (Caribbean) –Agenda

| Time          | Session  | Format   | Facilitator/Presenter   |
|---------------|--|--|---|
|               | <ul style="list-style-type: none"> <li>Overview of COL: Value, Mission, Structure &amp; Function</li> <li>Questions and answers</li> </ul>   | Plenary presentation<br>Plenary discussions  |   |
| 11:15 – 12:15 | <b>Session 2 Introduction to COL Programme</b> <ul style="list-style-type: none"> <li>Introduction to the COL Programme</li> </ul>   | Plenary presentation   | Prof Asha Kanwar  |
| 12:15 – 13:00 | <b>Signing of the Commonwealth of Learning-Commonwealth Secretariat-Microsoft Collaboration Agreement</b>  | Signing Ceremony   | Sir John Daniel – COL<br>Mr Anthony Ming – ComSec<br>Mr Pradeep Raman – Microsoft<br>Ms Trudi van Wyk |
| 13:00 – 13:45 | Lunch – Olympia Restaurant   |  |   |
| 13:45 – 15:15 | <b>Session 3 Education Sector – Priorities</b> <ul style="list-style-type: none"> <li>Session Introduction – Analysis of priorities identified in the Caribbean in 2008 &amp; activities addressing it</li> <li>Challenges in the Education Sector in the Caribbean</li> <li>Group Report and discussions</li> </ul> | Plenary presentation<br>2 Groups - group work<br>Groups report back<br>Plenary discussions | Prof Madhulika Kaushik  |
| 15:15 – 15:45 | Tea/Coffee   |  |   |
| 15:45 – 16:45 | <ul style="list-style-type: none"> <li>Priorities in the Education Sector</li> <li>Group Report and discussions</li> <li>Priority Grid</li> </ul>  | 2 Groups - group work<br>Groups report back<br>Plenary discussions<br>Plenary discussions  | Prof Madhulika Kaushik  |
| 16:45 – 18:30 | Free Time  |  |   |
| 18:30 – 21:00 | <b>Dinner – Olympia Restaurant Glass Room</b>  |  |   |

### Tuesday 29 March 2011

#### **Expected Outcomes:**

At the end of the day participants will:

- Identify challenges and priorities to consider in the Livelihoods and Health Sector for the Caribbean;
- Have an awareness of how gender fits within COL's programme and how they can better support the organisation's gender-inclusive mandate and programme activities; and
- Review and clarify the role, responsibilities and expectations of Focal Points; address challenges experienced by Focal Points; and propose Focal Point Networking activities.

| Time         | Session  | Format   | Facilitator/Presenter |
|--------------|--|--|-----------------------|
| 9:00 – 10:30 | <b>Session 4 Livelihoods and Health Sector – Priorities</b> <ul style="list-style-type: none"> <li>Session Introduction – Analysis of priorities identified in the Caribbean in 2008 and activities addressing it</li> <li>Challenges in the Livelihoods and Health Sector in the Caribbean</li> <li>Group Report and discussions</li> </ul> | Plenary presentation<br>2 Groups - group work<br>Groups report back<br>Plenary discussions | Ms Trudi van Wyk      |

## Regional Focal Points Meeting (Caribbean) –Agenda

| Time          | Session   | Format  | Facilitator/Presenter   |
|---------------|---|---|---|
| 10:30 – 11:00 | Tea/Coffee  |   |   |
| 11:00 – 12:30 | <ul style="list-style-type: none"> <li>Priorities in the Livelihoods and Health Sector</li> <li>Group Report and discussions</li> <li>Priority Grid</li> </ul>  | 2 Groups - group work<br>Groups report back<br>Plenary discussions<br>Plenary discussions | Ms Trudi van Wyk  |
| 12:30 – 13:30 | Lunch – Olympia Restaurant  |   |   |
| 13:30 – 14:30 | <b>Session 5 Role of Focal Points</b> <ul style="list-style-type: none"> <li>Role, responsibilities and functions of Focal Points</li> <li>Challenges experienced by Focal Points</li> <li>Focal Point Networking activities</li> </ul>           | Plenary presentation and<br>Group work<br>Plenary discussions                             | Prof Asha Kanwar<br>and Ms. Trudi van Wyk<br>Prof Asha Kanwar and Ms Trudi<br>van Wyk |
| 14:30 – 15:00 | Tea/Coffee  |   |   |
| 15:00 – 16:30 | <b>Session 6: Gender</b> <ul style="list-style-type: none"> <li>Understand gender at different levels</li> <li>Identify good and bad practices</li> <li>Ideas for gender programming</li> </ul>   | Group work<br>Group work and plenary<br>report  | Prof Asha Kanwar and Prof Madhulika Kaushik   |
| 16:30         | Shuttle bus to University of the West Indies, St. Augustine Campus  |   |   |
| 18:00 – 21:00 | <b>50<sup>th</sup> Anniversary Distinguished Lecture</b> – Daaga Auditorium, University of the West Indies, St. Augustine Campus.<br><i>Sir John Daniel will deliver a lecture on “The Future of Universities: New Dynamics for Development”.</i> | Lecture, light refreshments   | Sir John Daniel   |

### Wednesday 30 March 2011

#### **Expected Outcomes:**

At the end of the day participants will have identified education and training priorities that COL can incorporate in its next Three Year Plan 2012 – 15.

| Time          | Session   | Format  | Facilitator/Presenter   |
|---------------|---|---|---|
| 9:00 – 10:30  | <b>Session 7 Priorities for next Three-Year Plan</b> <ul style="list-style-type: none"> <li>Draft Logic Model for 2012 – 15</li> <li>Discussions</li> <li>Presentation of a synthesised report on priorities</li> </ul>   | Plenary presentation<br>Plenary discussions<br>Plenary presentation | Prof Asha Kanwar<br>Prof Madhulika Kaushik/<br>Ms Trudi van Wyk |
| 10:30 – 11:00 | Tea/Coffee  | Plenary   | Sir John Daniel   |
| 11:00 – 12:30 | <b>Session 8 Validation and Closing</b> <ul style="list-style-type: none"> <li>Validation - What does COL mean to you?</li> <li>Discussions</li> <li>Review and Consolidation               <ul style="list-style-type: none"> <li>What is the external environment that COL will work in?</li> </ul> </li> </ul> | Individual report<br>Plenary discussions<br>Plenary Discussions     | Sir John Daniel   |

## Regional Focal Points Meeting (Caribbean) –Agenda

| Time          | Session  | Format                                 | Facilitator/Presenter |
|---------------|--|--|-----------------------|
|               | <ul style="list-style-type: none"><li>○ Identifying the exact needs in the Caribbean.</li><li>○ How to address cross-cutting issues.</li><li>• Closing</li></ul> |  |                       |
| 12:30 – 13:30 | Lunch – Olympia Restaurant   |  |                       |
| 14:00 – 19:00 | <b><i>Field Visit to the National Open School of Trinidad &amp; Tobago (NOSTT)</i></b>   | Refreshments will be provided at NOSTT |                       |
| 19:00 onwards | Free Evening   |  |                       |

**Facilitators:** Sir John Daniel, Prof Asha Kanwar, Prof Madhulika Kaushik, Ms Trudi van Wyk

**Rapporteurs:** Prof Madhulika Kaushik, Ms Trudi van Wyk