



1ST ACADEMY OF ICT ESSENTIALS FOR GOVERNMENT LEADERS - AUTHORS AND EXPERT GROUP MEETING

**Annotated Draft Agenda
Incheon, 4-5 January 2008**

DAY ONE: Friday, 4 January 2008

TIME	PROGRAMME
09h00-09h30 Chair: Hyeun-Suk Rhee	I. Welcome <i>Introduction to APCICT and its Academy mandate</i>
09h30-10h00 Chair: Hyeun-Suk Rhee	II. Project Objectives <i>The Academy aims to equip policy makers and government officials in approximately 60 UNESCAP Asia-Pacific member countries with the essential knowledge and skills they need to fully leverage upon opportunities presented by ICTs to achieve national development goals.</i> III. Target Audiences <ul style="list-style-type: none"> - <i>Policy-makers in central and local government responsible for ICT policy;</i> - <i>Government officials involved in the training of other government officials on the use of ICT and/or the development and implementation of ICT-based applications;</i> - <i>Managers in the public sector seeking to employ ICT tools for project management; and</i> <i>ICT trainers and educators in public ICT training institutes.</i> -- <i>How does one target such a diversified group, especially if one assumes that participants in any particular training session/workshop are unlikely to have the same level of prior understanding of the basic concepts of ICT and its terminology?</i> -- <i>What existing training programmes/materials, if any, are relevant here?</i> -- <i>What are the lessons we have learnt from our experience of various training modules and what should we emulate and avoid?</i> -- <i>What else?</i>
10h00-10h30	Tea



TIME	PROGRAMME
10h30-12h30 Co- Chairs: Shahid Akhtar, Patricia Arinto	IV. ICT Essentials Curriculum: Some Possible Design Features <ul style="list-style-type: none"> - <i>Develop an eight-module Academy of ICT Essentials for Government Leaders programme.</i> - <i>Adopt a modular format to maximize flexibility, to meet the needs of context-specific learning situations.</i> - <i>Consider a sound/coherent pedagogical framework that takes into account the need for cumulative, comprehensive knowledge about information and communications technology and it's linkage with development.</i> - <i>Utilize a suitable instructional design across all modules.</i> - <i>Consider self-learning modules that are amenable for distance education settings and which allow for self-assessment questions and learning activities for the learner to be able to assess his/her own progress through the module.</i> - <i>Modules to include simulated case studies and examples that can help further explore ideas under discussion.</i> - <i>Make liberal use of visuals (e.g. diagrams, graphs, charts, tables) as well as brief (200-300 words) best and worst case histories, boxes and sidebars.</i> - <i>Design modules in a manner that will allow trainees to obtain professional certification by taking and passing the appropriate exam e.g. by adapting a professional project management programme like PMI for ICT4D purposes in module 7.</i> - <i>Design modules so that they can be adapted to deliver knowledge using a variety of formats, including CD-ROM, online instruction, print materials, and on-site face-to-face training, in a way that minimizes the disruption to the trainees job functions.</i> <p><i>--discussion on all of the above and any other suggestions coming from the floor</i></p>
12h30-14h00	Lunch



TIME	PROGRAMME
14h00-15h30 Co- Chairs: Shahid Akhtar, Patricia Arinto	V. ICT Essentials curriculum: the mode of delivery <ul style="list-style-type: none"> - <i>Develop the content for delivery over a variety of multimedia platforms to maximize learning, minimize job disruption for the participants, and control delivery costs for the APCICT.</i> - <i>Field test draft/pilot modules in regional- and national-level, face-to-face workshops with classroom participants; workshops to be designed to maximize feedback from participants on the usefulness of the content, length of instruction, and appropriate delivery mode; pilot modules to be modified and revised based on feedback.</i> - <i>Multi-media delivery formats/modes: In-class training sessions; conducive distance learning through online web training; CD-ROM; printed materials, etc (NOTE: The First APCICT Academy of ICT Essentials for Government Leaders: Sub-regional Training of Trainers session in Incheon, Korea, where all 8 modules will be presented between 15 June-4 July, will be video-taped by APCICT so that the video footage can be used later for production of multi-media versions of the modules).</i> - <i>Open content template and tools so that "equal opportunity" on knowledge and resource in project management in all country may prevail.</i> <p><i>--discussion on all of the above and any other ideas that may be forthcoming</i></p>
15h30-16h00	Tea
16h00-17h00 Chair: <i>Each module author to lead discussion on her/his specific module)</i>	VI. Module outlines <ul style="list-style-type: none"> - <i>General discussion on draft module abstracts received to-date from authors.</i> - <i>Finalize topics and other subject-matter to be covered in each module 1 and 2 and the extent of coverage.</i> - <i>Finalize module outlines/abstracts for modules 1-2</i>

DAY TWO: Saturday, 5 January 2008

TIME	PROGRAMME
09h00-10h30 Chair: <i>Each module author to lead discussion on her/his specific module)</i>	VII. Module outlines (continued from day one) <ul style="list-style-type: none"> - <i>Finalize topics and other subject-matter to be covered in each module 3- 5 and the extent of coverage.</i> - <i>Finalize module outlines/abstracts for modules 3-5</i>
10h30-11h00	Tea
11h00-12h00 Chair: <i>Each module author to lead discussion on her/his specific module)</i>	VIII. Module outlines (continued) <ul style="list-style-type: none"> - <i>Finalize topics and other subject-matter to be covered in each module 6-8 and the extent of coverage.</i> - <i>Finalize module outlines/abstracts for modules 6-8</i>
12h00-13h00	Lunch
13h00-14h00 Chair: Patricia Arinto	IX. Style Guidelines for Authors <ul style="list-style-type: none"> - <i>Style to be followed in writing-up each module; the manner of presentation, format, etc to be adopted by all authors; acronyms, quotations; references, length; format for submission of draft, etc</i> - <i>Common/standard process to be followed for field testing all modules during planned workshops</i>
14h00-15h00 Chair: Shahid Akhtar	X. Project Timelines and Peer review Process XI. Electronic Project Management System (EPMS) <ul style="list-style-type: none"> - <i>System to be used by all involved in the project for purposes of communicating and for preparing and posting all draft modules, peer reviewing, sharing useful references, documents and other materials, etc.</i>
15h00-15h30	Tea
15h30-17h00 Co- Chair: Hyeun-Suk Rhee and Shahid Akhtar	XII. Potential APCICT ICT Essentials partner institutes <ul style="list-style-type: none"> - <i>Which national and sub-regional training institutes in the Asia-Pacific region can APCICT partner with for delivery of the Academy of ICT Essentials for Government Leaders programme?</i> XIII. Outreach: Publicity, promotion and utilization of completed Academy modules <ul style="list-style-type: none"> - <i>How can authors help publicize ICT Essentials once developed and encourage its use across the region?</i> XIV. Evaluation <ul style="list-style-type: none"> - <i>Discussion on possible measures/indicators for assessing the utility of ICT Essentials over the short-, medium- and long-term</i>