



“Turning Today’s Youth into Tomorrow’s Leaders”

Sub-Regional Training of Trainers & Technical Talks

*24-28 June, 2013
Manila, Philippines*

- AIDE MEMOIRE -

Organized by:

*National Computer Institute (NCI),
Information and Communications Technology Office (DOST-ICTO),
Commission on Higher Education (CHED), &
United Nations Asian and Pacific Training Centre for Information and Communication Technology
for Development (UN-APCICT/ESCAP)*

BACKGROUND

The United Nations – Asian and Pacific Training Centre for ICT for Development (UN-APCICT/ESCAP) was established in June 2006 as a regional institute of the Economic and Social Commission for Asia and the Pacific (ESCAP) in Incheon, Republic of Korea. The mission of APCICT is to build the human and institutional capacity of the 62 ESCAP member and associate member States to use ICTs for socio-economic development and attainment of the Millennium Development Goals. To achieve its mission, APCICT develops and implements its programmes and activities around 4 distinct yet inter-related pillars of its work, namely training, research and knowledge sharing, advisory services, and serving as a multilateral cooperation mechanism.

Since its inception, APCICT has designed and executed many impactful ICT for development (ICTD) capacity building programmes to bridge the digital divide. The Centre's flagship training programme is the *Academy of ICT Essentials for Government Leaders* ('Academy'), which aims to impart training using an 11-module curriculum to policymakers and government officials for leveraging the potential of ICTs for achieving national development goals.

Recognizing the importance of turning today's youth into tomorrow's leader, APCICT has initiated the project, 'Strengthening ICT for Development Education in Institutions of Higher Learning'. This project aims to create a cadre of future leaders equipped with the capacity to use ICTs for achieving development goals through enhanced coverage of ICT for Development (ICTD) in undergraduate and graduate programmes at universities in the Asia-Pacific region. Under this project the 'Primer Series on ICTD for Youth' (Primer Series) was created.

The Primer Series aims to serve as a tool to help educators fill the gap in ICTD coverage in universities by promoting the addition of ICTD topics to existing university curricula while offering quality ICTD content for students in the form of learning modules. The series is composed of multiple issues addressing a range of topics in ICTD. It is intended for students from both technical and non-technical backgrounds and is flexible enough for use in different national contexts.

The Primer Series was officially launched in February 2012 in Baku, Azerbaijan. Thus far the Primer Series has been rolled-out in 12 countries/ sub-regions, reaching over 6,000 participants/ students across the region.

TRAINING OF TRAINERS WORKSHOP ON PRIMERS 1 & 2

The ASEAN sub-regional Training of Trainers (TOT) Workshop marks the official launch of the Primer Series in the Philippines and at the same time expands the benefits of the workshop to the ASEAN sub-regional level.

The Primer Series Workshop will be organized over the course of five days from 24-28 June 2013, during National ICT Month in the Philippines. It will include a combination of Tech Talks, presentations, interactive discussions, case presentations and roundtable sessions.

Participants during the first day will take part in a series of Technical Talks, organized annually by the National Computer Institute (NCI) of the Information and Communications Technology Office (ICTO). This year's Technical Talk is titled, "Empowering the Youth Through ICT" and will bring together recognized experts to discuss the significance and impact of ICTs on youth in areas such as social media, ICTs for people with disabilities, mobile applications, robotics and green growth.

Following the Technical Talks, the Workshop will focus on the first issue of the Primer Series, titled, '*An Introduction to ICT for Development*'. This issue seeks to provide an introduction to and preliminary understanding of the linkages between ICTs and the achievement of human development goals in society. It is designed to provide background information that students in undergraduate and graduate programmes can use as a starting point in the exploration of the various dimensions of the above-mentioned linkages through case studies of ICT applications in key sectors of development in Asia-Pacific countries.

The last two days of the TOT will focus on the second issue of the Primer Series, 'Project Management and ICTD', which is still under development. This issue is intended to provide the fundamental concepts and tools of project planning and management. It will also look into the use of ICTs in managing projects as well as the tools and techniques in managing ICT for development projects. The latest version of Primer 2 will be presented during the workshop, during which participants will have the opportunity to provide the final round of feedback before publication.

OBJECTIVES

The Primer Series TOT Workshop aims to fulfill the following objectives:

- Deliver training on the content and pedagogical methodology of the Primer Series to future resource persons;
- Strengthen the pool of resource persons who can advocate and deliver training on the first issue of the Primer Series in the Philippines and ASEAN countries;
- For Primer 2, enhance the quality and relevance of the draft module through a rigorous final review before publication and wide dissemination;
- Discuss future strategies for the national and sub-regional level roll-out of the Primer Series with the relevant stakeholders;
- Strengthen existing partnerships and build new ones in order to extend the reach and impact of the Primer Series;
- Provide an invaluable opportunity for the exchange of experiences and knowledge among trainers from different institutions/agencies; and
- Establish a strong network of national/sub-regional trainers and training institutions committed to promoting ICTD capacity building of youth.

EXPECTED OUTCOMES

At the end of the meeting, the following outcomes are expected to be achieved:

- Participants attain an understanding of the Primer Series and the importance of ICTD capacity building among students and youth;
- Participants will be able to serve as a resource person and champion for adoption and uptake of the Primer Series 1 and 2 upon their return home; and
- Participants' knowledge of ICTD is strengthened.

ORGANIZERS

NCI, ICTO, CHED and APCICT are co-organizing this event.

PARTICIPANTS

Around 200 participants composed of secondary and tertiary education students and faculty will attend the first day Technical Talks. Following this, 35 representatives from state universities and colleges in the Philippines as well as 10 participants from 6

ASEAN countries and 1 sub-regional organization will attend the Primer Series workshop.

VENUE

The Tech Talks will be held at PhiVolcs.

The Primer Series TOT workshop will be held at the National Computer Institute.

PROGRAMME AGENDA

DAY 1: OPENING & TECHNICAL TALKS

24 June 2013 (Monday), Quezon City, Philippines
(PhiVolcs)

TIME	DESCRIPTION
08:00 – 09:00	Registration
OPENING SESSION	
09:00 – 09:30	Welcome speech <i>Dr. Nona S. Ricafort, Commissioner, CHED</i> Welcome speech <i>Mr. Louis Napoleon C. Casambre, Undersecretary, ICTO</i> Welcome speech <i>Dr. Hyeun-Suk Rhee, Director, UN-APCICT/ESCAP</i>
09:30 – 09:40	<i>Intermission No. 1</i>
09:40 – 10:10	Introduction to ‘Turning Today’s Youth into Tomorrow’s Leaders’ Programme <i>Mr. Robert de Jesus, Programme Officer, UN-APCICT/ESCAP &</i> <i>Ms. Jackie Homann, Programme Associate, UNAPCICT/ESCAP</i>
10:10 – 10:25	<i>Coffee Break</i>
10:25 – 11:00	ICTD Education in Institutions of Higher Learning : The Philippine Experience <i>Dr. Nona S. Ricafort, Commissioner, CHED</i>
11:00 – 12:00	Press Conference (for selected participants)
TECHICAL TALKS	
11:00 – 11:40	Tech-Talk 1: Mobile Applications for the Youth
11:40 – 11:50	Q & A
11:50 – 12:00	Group Photo
12:00 – 13:00	<i>Lunch</i>
13:00 – 13:10	<i>Intermission No. 2</i>
13:10 – 13:40	Tech Talk 2: Social Media: Its Implications for the Youth
13:40 – 14:10	Tech Talk 3: Electronic Violence Against Young Boys and Girls (eVAY)
14:10 – 14:40	Tech Talk 4: ICTs for People with Disabilities (A Youth PWD Sharing)
14:40 – 15:00	Q & A

15:00 – 15:30	<i>Coffee Break</i>
15:30 – 16:00	Tech Talk 5: The Inverted Classroom: Opportunities and Challenges
16:00 – 16:30	Tech Talk 6: ROBOTICS
16:30 – 17:00	<p>Q & A</p> <p>Closing <i>Dr. Renato Solidum, Director, Philippine Volcanology and Seismology</i> <i>Ms. Juli Ana E. Sudario, Deputy Managing Director, NCC; Director, National Competency Management Group</i></p>
18:00 –	Dinner hosted by CHED

DAY 2: PRIMER SERIES ON ICTD FOR YOUTH

Primer 1: An Introduction to ICT for Development

*25 June 2013 (Tuesday), Quezon City, Philippines
(National Computer Institute)*

TIME	DESCRIPTION
08:30 – 09:00	Registration
<p>PRIMER SERIES ON ICTD FOR YOUTH Primer I: An Introduction to ICT for Development <i>Resource Persons: Dr. Usha Reddi, Visiting Professor, University of Hyderabad, India and Former Professor and Director, Centre for Human Development, Administrative Staff College of India (ASCI), India</i></p> <p style="text-align: right;"><i>Marlon Gamido, Director, Management Information Systems Office, Tarlac State University</i></p>	
09:00 – 09:10	Introduction to Day 2 Agenda
09:10 – 10:30	<p>SESSION 1: Introduction to Primer, Philosophy, Pedagogy and Methodology</p> <p>This session introduces the Primer Series as part of the larger APCICT programme designed to build ICTD capacity of the next generation. The session also describes the philosophy, the perspectives of Primer 1 and the Methodology followed in developing the curriculum and content.</p>
10:30 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	<p>SESSION 2: Understanding Human Development and ICTs for Development</p> <p>By providing a synthesis of global debates around development, this session focuses on exploring the current Human Development Framework in depth. The session also explores global experience in using ICTs for development and current trends in bridging the 'Digital Divide'.</p> <p>This session also introduces ICTs, and unpacks terminologies, provides a comparative picture of different ICTs and identifies emerging technology trends which are likely to impact the future.</p>
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	<p>SESSION 3: Application of ICTs in Core Development Sectors</p> <p>Through a description of case studies and global experiences, this session introduces participants to the use of ICTs in important development sectors—poverty, education, gender and health.</p>
15:30 – 16:00	<i>Coffee Break</i>

16 :00 – 17:30	<p>SESSION 4: Application of ICTs in Sustainable Development, Governance, Cultural Diversity and Rural Tourism</p> <p>Continuing from the previous session, and through the same methodology, this session explores the use of ICTs in sustainable development sectors—environment, climate change and disaster risk management.</p>
17:30 – 18:00	<p>Q&A</p>
18:30 –	<p>Dinner hosted by APCICT</p> <p>Networking event for participants and APCICT alumni.</p>

DAY 3: PRIMER SERIES ON ICTD FOR YOUTH

Primer 1: An Introduction to ICT for Development
26 June 2013 (Wednesday), Quezon City, Philippines
(National Computer Institute)

TIME	DESCRIPTION
08:30 – 09:00	Registration
09:00 – 09:10	Introduction to Day 3 Agenda
09:10 – 10:30	SESSION 5: Application of ICTs in Governance and Peace Continuing from the previous session, and through the same methodology, this session explores the use of ICTs in Governance and Peace Building.
10:30 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	SESSION 6: Major Issues and Challenges in ICTD The session introduces participants to the key issues in ICTD project management, content management, technology management, capacity building and project evaluation.
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	SESSION 7: Case Study Preparation Interactive session devoted to identifying and discussing local case study preparation
15:30 – 16:00	<i>Coffee Break</i>
16 :00 – 17:30	SESSION 8: Discussion Session devoted to an interactive session on how best to develop an ICTD degree programme—ways and means of adopting, adapting, and creating new curricula for degree programmes—also discussion on what is missing, what is extra and what needs modification in Primer Series
17:30 – 18:00	Q&A & Wrap-up Primer 1 Workshop Evaluation

DAY 4: PRIMER SERIES ON ICTD FOR YOUTH

Primer 2: Project Management and ICTD
 27 June 2013 (Thursday), Quezon City, Philippines
 (National Computer Institute)

TIME	DESCRIPTION
08:30 – 09:00	Registration
PRIMER SERIES ON ICTD FOR YOUTH Primer 2: Project Management and ICTD <i>Resource Person: Ms. Mayette Macapagal, Fellow, Ideacorp Inc</i>	
09:00 – 09:10	Introduction to Day 4 Agenda
09:10 – 10:30	Session 1: Introduction to Basic Concepts in non ICT and ICT Project Management Fundamental project management concepts in non ICT and ICT projects will be presented. Aside from concepts, the presentation will also discuss the concepts of stakeholders' participation including roles and functions of project managers and management teams. Case studies will be used to exemplify concepts and elicit discussions.
10:30 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	Session 2: Project Management Approaches and Processes The participants will be introduced to common and recent approaches in ICT Project Management, the different management phases, processes as used in ICT projects, the project management categories or knowledge areas. The importance of data collection and analysis and the use of templates for efficient and effective management will also be discussed.
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Session 3: Project Initiation Phase – Tools and Techniques Project cycle management approach and the use of project life cycle in ICT projects will be introduced. Project initiation phase milestones, and some basic tools and techniques will be given emphasis. Hands on exercises will be used to enhance knowledge and to introduce basic skills required in project identification and formulation.
15:30 – 16:00	<i>Coffee Break</i>
16 :00 – 17:30	Session 4: Project Planning Phase – Tools and Techniques The discussion will center on project planning for this session. It will include the topics on phase outputs and milestones, tools and techniques such as work breakdown structures, preparing project management plans in relation to the monitoring and evaluation phases.
17:30 – 18:00	Q&A

DAY 5: PRIMER SERIES ON ICTD FOR YOUTH

Primer 2: Project Management and ICTD
 28 June 2013 (Friday), Quezon City, Philippines
 (National Computer Institute)

TIME	DESCRIPTION
08:30 – 09:00	Registration
09:00 – 09:10	Introduction to Day 5 Agenda
09:10 – 10:30	<p>Session 5: Project Planning – Applications in ICT Projects</p> <p>The session will concentrate on some useful exercises and applications in project planning such as the preparation for control measures of the triple constraints and the other knowledge and discipline concerns of non ICT and ICT projects</p>
10:30 – 11:00	<i>Coffee Break</i>
11:00 – 12:30	<p>Session 6: Project Implementation, and Closing Phases, Tools and Applications for monitoring and evaluation</p> <p>The session will present the features of project execution and closing phases with emphasis on monitoring and evaluation. Exercises and applications will be provided to enhance discussions.</p>
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	<p>Session 7: Lessons and Good Practices in ICTD Project Management</p> <p>The session will discuss issues and challenges of ICTD projects. Lessons and good practices in ICTD project management will be presented to summarize and conclude the Primer 2 overview.</p>
15:30 – 16:00	<i>Coffee Break</i>
16 :00 – 17:30	<p>Session 8: Round Table on Primer Series</p> <p>Participants will discuss the relevance of the modules for national roll-out. Participants may also discuss customization needs per country and put together recommended strategies on the way forward.</p> <p>Topics for discussion - Primer 2 Draft</p> <ul style="list-style-type: none"> • Does the draft Primer meet its objectives? • Are there any additional topics you would like to see covered in this issue? • How can we enable regular collection of case studies to complement the Primer Series? • Any other relevant discussion points • Any other relevant discussion points

Primer 1 & 2 roll-out

- How do you intend to roll-out the Primer Series?
- What topics/areas would you like to see covered by new Primer Series Issues in the future?
- What kind of outreach strategy is necessary?
- How can the reach and usage of online tools (e.g. APCICT Virtual Academy, Communities of Practice) be improved?
- How can we ensure high-quality localization of the Primer Series?

17:30 – 18:00

**Primer 2 Workshop Evaluation
Closing Ceremony**
