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OCCASION

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**MINISTRY OF STATE FOR YOUTH AFFAIRS
DEPARTMENT OF YOUTH TRAINING**

**MINUTES OF THE TECHNICAL COMMITTEE ON CURRICULUM
DEVELOPMENT HELD ON 7TH NOVEMBER 23007 IN THE CONFERENCE
ROOM**

PRESENT

NAME	INSTITUTION
1. Mwangi Kahenu	Moya (chairman)
2. Charles Kasina - Consultant	Tharaga consultancy and General Agencies Ltd.
3. Fortunatus Okwiri	UNDP
4. Marcello Gordani	UNDP
5. Niklas Oriander	UNDP
6. Redemta Maithya	KTTC
7. John W. B.Owigar	Consultant
8. Julius Mburugu	Consultant
9. Odek Isaac	Moya (Recorder)
10. Sifuna Wakofila	Moya
11. Mercy Karogo	Moya
12. Mbaka Gitonga	Moya
13. Isaac Kamande	Moya
14. Elizabeth Gitau	Moya

ABSENT WITH APOLOGY

1. Alice Kiiiiya
2. Alex N. Mwaura
3. John B. Ngerechi
4. Philip Ng'ang'a
5. M. Chege
6. Mary W. Wamoko

MIN 10/11/07 PRELIMINARIES

The meeting started at 2.55pm with a word of prayer by Sifuna Wakofula.

The chairman welcome all the members to the meeting.

The members were informed that the Permanent Secretary and the Director Youth Training were on Official visit in the Coast Province.

The chairman further thanked all the members for their contribution during the meeting with Development Partners. held on 5th October 2007.

MIN 11/11/07 CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of 17th September 2007 were proposed as true records by Owigar and seconded by Mercy Karogo.

MIN 12/11/07 MATTER ARISING

Members were in agreement that all the items in the confirmed minutes had been handled and cleared to the satisfaction of the committee members.

MIN 13 /11/07 FINAL REVIEW OF PROJECT 1 KEN 04104 ON LINKING VOCATIONAL TRAINING TO INDUSTRY

Members were informed of the origin of project IKEN 04 104 of UNDP .It was clear that the project was originally sponsored by UNIDO and Asian foundation.The institutions initially targeted were Ziwani's Motor Vehicle Mechanics, Kariobangi's Metal Works and Women Textile in Industrial area .in 2005.Later there was a delink whereby the three institutions programme were left to the Asian foundation.

UNIDO was expected to take up the linkages and look into the revitalization of the YPs at Macro level. The main objectives of the Linkages was to:

- a. Establish reasons why YP graduates are not fitting into the industry.
- b. To support the review of YP curriculum and come up with a cost.
- c. Plan and convene a donor meeting for the purpose of further funding YP revitalization programme.

Members were informed that UNIDO worked on the project through the Ministry of labour and when the government transferred the Department to Ministry of State for Youth Affairs, UNDP /UNIDO agreed to work with Ministry of State for Youth Affairs.

Members were informed that the output of the project had been realized and that it was the wish of the sponsor UNDP /UNIDO that the project be closed so as to give way to planning for the next project. Members were further informed that the funds allocated to the project had been used up.

REACTIONS

- a. Members were informed that the ministry was very grateful for the outputs realized by the UNIDO initiatives.
- b. Members were informed that UNIDO too was grateful for the support it received from UNDP that enabled it to undertake the project.
- c. Members were informed that the revitalization projects requires heavy capital investment.
- d. Members were informed that project 1KEN 04104 would be closed but financially it will close in December 2007 to allow for payment and closure of books.
- e. Members were informed that the outputs realized had started yielding results.A number of donors have been making inquiries on possibility of partnership with the ministry.

After the above deliberations, members were in agreements that project 1 KEN04104 be officially closed and that its financial book be closed by December 2007.

Members further agreed that several activities continue to be undertaken as Donor input is being sourced. Some of the activities include:-

- a. Establishment of a donor co-ordination office at the ministry.
- b. Winning confidence of stakeholders and carrying out YP revitalization awareness campaign.

- c. Follow up plan /initiatives on the donor who participated in the conference and those who didn't participate

MIN 14/ 11/07 MEETING WITH DEVELOPMENT PARTNERS REPORT.

Members were presented with a 24-page report on the meeting with Development Partners 'To mobilize resources for Youth Development Programme and Training' on 5/10/07 at Hilton Hotel Nairobi.

Members were informed that after the donor meeting the ministry embarked on -:

- a. Sending a thank you letter to participants.
- b. Prepare the workshop report.
- c. Held debriefing meeting with sponsors and ministry officials.
- d. Sent out conference materials to potential donors who did not attend the conference.
- e. Embarked on establishing new partnerships.
- f. Consolidated the PID.
- g. Setting up of follow-up team of MOYA/UNDP officers.
- h. Extracting of annual work plans form 2007/2008 on the way forward.

MEMBERS REACTIONS

- Members suggested that a needs assessment report be sent to all prospective donor.
- Members suggested that Renewable Energy Project proposed by UNIDO to partners with YPs be followed up.
- Similarly members agreed that the Business Solution Centers be established in YPs and Youth Brigades to work with Habitat in slum upgrading be established.
- Members agreed that the recommendations and observations in the report be consolidated in the PID (Project Initiation Document)
- Upon the above deliberation a members unanimously adopted the Report on the Meeting with Development Partners as a working document for the technical committee.

MIN 15/11/07 PROJECT INITIATION DOCUMENT (PID) AND FINAL REPORT ON REVITALIZATION OF YOUTH POLYTECHNICS.

- Members were taken through the above documents.
- Members were informed that the PID Report be read together with the Final Report on "Revitalization of Youth Polytechnics Programmes in Kenya – Strategies /Action Plans and Budget " as an annex.

The report sheds light a ways the PID report may be implemented based on the established costs

Reactions

- Members suggested that the team working on PID should incorporate in it the reaction in the Donor Report.
- Members agreed that immediately the PID report is ready it be presented to the stakeholders before December 2007,.
- Then work plans for 2008 should be developed in time.

Members commended the team that worked on the PID and the consultants who developed the Revitalization of Youth Polytechnics Report; and unanimously adopted the PID and the Revitalization Report.

MIN 16/11/07 FOLLOW-UP TEAM

- Members agreed that a focal point/secretariate be established in the ministry where all Donor issues will be administered from.
- Members proposed and seconded the following six officers to ran the secretariate

Name	Dept	Designation
Isaac Kamande	(CPU)	Head
Mercy Karogo	(DYD)	Ass Head
Humphrey Kisenbe	(CPU)	member
Nahashon Macharia	(DVD)	member
Julias Musau	(DYT)	member
-----	(DYT)	member

- Members agreed that the secretariat would work closely with

Fortunatus Okwiri UNDP
Niklas Oriander UNDP
2 members UNIDO

- Members mandated the secretariat to undertake the following duties among others
Revise the PID
Operationalize a full time office for Donor activities
Prepare programme of the ministry and donors
To provide a backstop for the UNDP/UNIDO team

MIN 17/11/07 AOB

1. Members were informed that the National Youth policy was deliberated by Members of Parliament and that it's now referred to as sessional paper No3of 2007.

2. Members agreed that for revitalization to have a sound legal backing there was need to ensure that the National Youth Polytechnic policy receives a certificate approval stand alone .the ministry was charged with this task.
3. Members agreed that the National Youth Polytechnic Policy could also be taken through the parliamentary committee on Education and training so that I future by trainees may benefit from free education that is covered in the legal framework
4. Members observed that the revitalization programme may be implemented through the sessional paper on education and training that clearly stipulated the role of YPs .
5. Members were in agreement that there is a lot of high expectation of the YPs for the year beginning 2008.
6. Members agreed that the following need to be done -:
 - a. Publicity initiatives be started / or speeded up, as soon as possible
 - b. Induction of managers, instructors and communities be done as per the programme.
 - c. Admissions criteria in YPs be know and made public
 - d. Selections criteria be know and made public
7. Members were informed that 30yyps have been identified for piloting the new curriculum,200 (two hundred) instructors and also 160 committee members have been identified for induction.
8. Members were informed that the Ministry is in contact with KNEC, TSC and Min of Education to sortout a variety of issues
9. Members were informed that KTTC could be contacted so that it's trainee's student can undertake their teaching practice in YPs. The Ministry was asked to make a follow up.
10. Members were informed that KTTC could also undertake to in service /upgrade instructor's if it's asked to do so.

The chairman thanked all the members for their participation. The meeting ended at 4.45pm.

Approval for circulation.

11. Chairman: Mwangi Kahenu Sign  Date 12-11-07

12. Secretary :Isaac Odek sign ----- Date-----