

THE UNIVERSITY OF THE WEST INDIES

**Meeting of the UWIDEC Academic Programme Committee
to be held on Friday, May 5, 2006
at the St Augustine Hill Campus**

**Pan-Commonwealth Forum on Open Learning
(PCF4, October 30 – November 3, 2006, Ocho Rios, Jamaica)
A report on progress to date**

A. General Housekeeping

Contracts

- (1) COL-Jamaica Grande contract signed mid-December 2005;
- (2) COL-UWIDEC contract signed mid-January 2006.

Organisation of PCF4

- (3) A PCF4 COL Internal Committee has now been formed and is meeting monthly.
- (4) Members of PCF4 COL Internal Committee include, Dave Wilson (COL Internal Committee chair), Brian Long, John Daniel, Rod Tyrer, Doris McEachern, Helen Lentell, Susan Phillips, Paul West, Helen Askounis, Angela Kwan, Carol Walker, Carol Obure, Alex Hennig, Lydia Meister and Stewart Marshall (by correspondence and audio-conference attendance).
- (5) Main areas of responsibility of the COL Internal Committee are:
 - o Overall management/liaison with Caribbean partners, committees and venue
 - o Financial
 - o Fundraising
 - o Programme development/management/liaison with Programme Chair (Sewart)
 - o Sponsored delegates/subsidies, selection and administration
 - o Excellence in Distance Education Awards programme (EDEA)
- (6) PCF4 Caribbean Consortium committees are responsible for remaining tasks, especially local organization, promotion and fund-raising.

PCF4 Website

- (7) UWIDEC has developed the PCF4 website, available at: <http://pcf4.dec.uwi.edu/index.php>
- (8) A logo has been developed by UWIDEC (in consultation with COL) reflecting the theme and using bright Caribbean colours. A theme-graphic has been designed by COL to reflect the same and the overall "look-and-feel" of the website has been adapted to pick up the bright colours;
- (9) Registration, accommodation booking and paper submission are all done online via the website.

Registration

- (10) Essentially, two registration fees are available when registering: Forum Hotel and non-Forum Hotel.

- (11) Non-hotel would include additional catering charges per delegate (US\$50 during the day and US\$80 after 5:00 pm).
- (12) COL to be responsible for producing a PCF4 registration brochure.
- (13) Forum Hotel rooms to be restricted for “x” number of Commonwealth-country delegates (in conjunction with, or instead of, restricting registrations from non-Commonwealth countries).

B. PCF4 Programme

- (14) **David Sewart** has been contracted by COL to take overall responsibility for the Programme of the Forum.
- (15) **Keynote Speakers** - The speakers will be chosen because they are good speakers and have something important and relevant to say about the topic ***Achieving Development Goals through open and distance and technology-mediated learning***. Sir John Daniel will be inviting the keynotes.
- (16) **Asa Briggs Lecture** - Winston A. Cox, Deputy Secretary-General (Development Co-operation), Commonwealth Secretariat, a Barbadian national, has accepted COL's invitation to give the Asa Briggs Lecture.
- (17) **Input by Sir John Daniel** - COL has agreed that Sir John Daniel will close the Forum and bring all the themes and threads together when closing the forum. But it was felt that at some point at the start of or during the conference it might be necessary for John to make an input addressing the forum theme.
- (18) **Theme Papers and the pre-forum on-line conferences** - The four themes of PCF4 are: innovation, learning, foundations and collaboration. COL has commissioned four theme authors to develop the themes and raise interesting issues/questions. These authors would if at all possible also moderate the pre-conference discussion on their theme, pull together the pre-conference threads and add to their original paper, help brief all panel chairs for sessions in their theme, and be panel chairs and paper contributors too.
- (19) **Ice Breaker** – To be organised around regions. Sessions to be facilitated by COL Education Specialists and key others (e.g. ministers, CEOs) as available and willing. Stimulus materials on development issues for the Commonwealth regions, arising from our environmental scans, might well do the trick.
- (20) **Papers** – COL decided against having refereed and non-refereed papers. Instead, all papers will be subjected to an internal review process only. By closing date (March 31) over 300 abstracts had been received.
- (21) **Forum materials** to be created and available:
 - o Conference programme to be printed locally;
 - o CD-ROM containing all papers (also on the web);
 - o A book of abstracts for delegates;
 - o Possibly a “best of” publication.
- (22) **Excellence in Distance Education Awards programme (EDEA)** – This is organized totally by COL. March 31, 2006 was the deadline for all EDEA submissions. Susan Phillips has taken on the role of co-ordinating the EDEA and Brian Long is taking overall responsibility for the programme this year. Education Specialists have been identified and have agreed to chair the various aspects.
- (23) **Pre- and post-PCF4 workshops** - COL is responsible for these.

C. PCF4 Promotion and Sponsorship

General promotion

- (24) Very little could be done as regards publicity until the contract was signed with the Forum hotel in mid-December 2005;
- (25) Press releases and email announcements have been circulated widely by COL and our own Marketing & PR Committee;
- (26) Information about PCF4 is now included on many websites and blogs;
- (27) COL to be responsible for the design, production and distribution of the PCF4 Brochure;
- (28) UWIDEC has designed a Poster and COL will print and distribute this internationally along with the PCF4 Brochure.

Promotion to Ministers of Education and International Organisations

- (29) COL sent letters to all the Commonwealth Ministers of Education and to various international organisations (e.g., UNESCO) to inform them about PCF4 and ask for support;
- (30) Dr. Donald Rhodd, former Minister of Education, Youth and Culture, Jamaica, established a Minister's Coordinating Committee that will plan Jamaica's participation in PCF4 and asked for representation from UWIDEC. Vilma McClean - Chair of the PCF4 Logistics, Protocol and Security Committee - was nominated as the PCF4 representative;
- (31) Sheldon Shaeffer keen to associate UNESCO Asia-region with the PCF4, especially to contribute in the area of SchoolNets and national ICT in Education policy development, no funding available for participant sponsorship.

Fundraising

- (32) It has been agreed that the Caribbean Consortium will deal with fundraising and sponsorship requests at the Caribbean level, whilst COL will deal with the international requests;
- (33) COL has contacted various international organizations, including Carnegie Foundation, Hewlett Packard, CIDA, DFID, JICA and UNESCO;
- (34) The Caribbean Consortium has contacted numerous Caribbean organizations for funding.

Administration of Sponsorships

- (35) COL will be responsible for the selection of and arrangements for subsidized delegates;
- (36) In order to house subsidized delegates at the hotel, it was agreed that they will be paired up in rooms;
- (37) A Sponsorship Application form is available at:
<http://pcf4.dec.uwi.edu/registration.php>