ANNEX B
GUIDELINES FOR PARTICIPANTS
Asia Pacific Ministerial Forum on ICT in Education 2012
9-11 September 2012

Please be guided by the following details regarding the forum:

1. FORMAT OF THE PRESENTATIONS

- **Plenary Session**
  Invited speakers will make a 20-minute presentation on the session topic, followed by a 10-minute Q&A/discussion with the audience.

- **Panel Discussion**
  Invited panellists will make a brief presentation (6-8 minutes), guided by specific questions prepared by the Secretariat to achieve a focused deliberation. More time will be allocated to an open discussion among all the participants (audience) to exchange views and experiences on the session topic.

- **Ministerial Dialogue**
  The purpose of this session is to identify pressing issues in translating ICT policies into educational practices and help create networks and partnerships to support possible solutions to the identified issues. Reflecting on what had been discussed and exchanged throughout the Forum, this final plenary session is exclusively dedicated to the country delegates officially representing the twenty-four (24) countries.

  The Dialogue is designed to draw succinct information from each Head of Delegation through Statements to be delivered for 2 minutes each. Statements are requested to respond to questions posed in the pre-forum survey (see Item 2 for details) to enable the Organizer to generate relevant country inputs for future interventions.

  Dialogue will be facilitated to exchange experiences between developed and developing countries and cross-fertilize policy-oriented ideas. To facilitate the Dialogue, it is strongly recommended that the survey be responded by no other than participating delegates.

- **Workshops**
  The entire afternoon of Day 2 will be organized as concurrent workshop sessions. The purpose of the workshop sessions is to introduce participants to a selected number of tools that have potential to boost the use of ICT in education and to discuss their values and possible pitfalls to consider in application and localization. Eventually, the aim of this workshop is to scale up the application of these tools in countries.

  The topics of the workshop sessions are:
  1) ICT in Education Policy Toolkit;
  2) ICT Competency Framework for Teachers; and
  3) ICT-based EMIS: Case of OpenEMIS.
Please refer to Annex B.1 for more information on the workshop sessions. All the delegates (especially the ICT expert participants) are kindly invited to select at least two sessions that suit the country’s most pressing needs and actively participate in the sessions.

2. **PRE-FORUM SURVEY**

The Secretariat will circulate a pre-forum survey which aims to collect data and information from each participating country. Delegates are requested to respond and complete the survey (1 per each country). Response will provide useful as (1) reference in preparing official Ministerial Statement for the Ministerial Dialogue and (2) as guide for Speakers and Panelists in aligning presentations according to thematic and country needs and expectations of participants.

Please return the filled up Pre-Forum Survey Form attached as Annex B.2 to the Secretariat via email to Ms. Mel Tan <mm.tan@unesco.org> on or before 31 August 2012 for consolidation.

3. **PARTICIPATION & SUPPORT**

- The Organizers will sponsor two (2) high-level delegates from each country, with the Minister as Head of the Delegation. In the absence of the Minister, the nominated alternate (Vice or Deputy Minister level) will be considered Head of Delegation and shall be involved in selected functions for Ministers.

- For developed countries, the Ministry of Education of respective countries will be asked to sponsor the travel of their delegates, while the organizers will cover the costs for the accommodation and meals for the duration of the Forum.

- Other Southeast Asian countries may be invited if support from SEAMEO continues. Some of the Central Asia and Pacific countries may be also considered to invite upon budget availability.

4. **OFFICIAL LANGUAGE**

- English is the official language that will be used throughout the Forum and documents prepared. All presentations and responses to pre-forum survey are requested to be prepared and delivered in English, where possible.

- Due to limited resources, the Secretariat will not be able to provide translations to other languages. Delegates needing translation services are requested to contact their respective embassies in Bangkok.

5. **LOGISTICS**

- The Secretariat will be providing details on the logistics and other arrangements extended to the delegates by mid-August. Please contact Ms. Maria Melizza Tan via e-mail mm.tan@unesco.org for any urgent concerns or queries.
ANNEX B.1

INFORMATION ON THE WORKSHOP SESSIONS

1. International Support for Transformational Education Policy (ICT in Education Policy Toolkit)

UNESCO and Intel are international organizations that both encourage the development of policies that transform educational systems to meet the social and economic demands of the twenty-first century. The session will be co-facilitated by Dr Miao Fengchun (UNESCO) and Dr Robert Kozma (Intel). They will provide the complementary conceptual frameworks used by their respective organizations to support transformational policy development. In the case of UNESCO, it is the **Sector-wide Framework for ICT in Education Policy Development and Review and Supporting Example**. And for Intel, it is the **Education Policy Development Framework**. The presenters will also describe corresponding resources developed by their respective organizations to assist governments in developing transformational policy. Specific case studies and examples will be presented that illustrate the application of these resources. The presenters will also address the potentials of each toolkit for different development stages.

- The ICT in Education Toolkit for Decision Makers, Planners & Practitioners was first developed by UNESCO in 2004-2005, upgraded in 2006-2007, in collaboration with Japanese Funds-in-Trust, World Bank (InfoDev), Academy for Educational Development, and Knowledge Enterprise. UNESCO has used this Toolkit to train officials in 27 countries in Asia-Pacific since 2006. This Toolkit facilitates policy development for ICT in education by providing various tools for each policy development stage, such as situational analysis, identifying the most urgent areas for intervention, developing action plans for implementations, and providing evaluating and monitoring mechanisms. Access to this Toolkit can be provided upon request (www.ictinedtoolkit.org/).
- Intel’s Toolkit will be facilitated by Dr. Kozma, on the other hand, who will present the Intel process model for developing education transformation policy and introduce the Intel online policy development tool. He will then begin stepping through the process model by conducting a set of ‘envisioning’ exercises. These will include review of a number of videos of innovative school systems and conclude with the participants individually sketching out an initial vision for how their education system will look in 15 years, enriched by technology. Participants will also analyze the current situation and look at strengths and weaknesses. The group will then share and discuss their visions.

2. **ICT Competency Framework for Teachers**

Recognizing important roles that teachers play in integrating ICT in education, UNESCO published its first version of the ICT Competency Framework for Teachers (ICT-CFT) in 2008. With continued partnership with CISCO, INTEL, International Society for Technology in Education (ISTE), and Microsoft, UNESCO officially launched the enhanced version of the ICT-CFT in November 2011. The ICT-CFT aims to help countries develop comprehensive national ICT competency standards and policies for teacher development, ensuring that these are essentially aligned with an overall ICT in Education Master Plan.

<table>
<thead>
<tr>
<th>THE UNESCO ICT COMPETENCY FRAMEWORK FOR TEACHERS</th>
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<tr>
<td><strong>TECHNOLOGY LITERACY</strong></td>
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<td>UNDERSTANDING ICT IN EDUCATION CURRICULUM AND ASSESSMENT</td>
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<td>PEDAGOGY</td>
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<td>ICT ORGANIZATION AND ADMINISTRATION</td>
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<td>TEACHER PROFESSIONAL LEARNING</td>
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The purposes of this workshop session are to:

- Introduce government officials to UNESCO ICT-CFT along with other available frameworks for teachers’ competency standards;
- Provide an overview of the development process of ICT competency standards for teachers; and
- Discuss implications of the developed competency standards in the national and institutional contexts

3. OpenEMIS

The main purpose of an Educational Management Information System (EMIS) is to provide relevant information for effective and efficient decision making at every level of the education system. However, developing and implementing an EMIS at the national level can be time-consuming and costly. More challenges rest in a lack of robust information systems despite substantial investments poured into similar initiatives. To this end, UNESCO developed OpenEMIS as an attempt to meet the needs of education organizations for a reliable database system, with basic features common to most countries.

UNESCO OpenEMIS is a generic tool, adaptable to various country contexts. The programme was developed with open source code, available to member countries without
any restriction (http://openemis.codeplex.com).

The main target participants for this workshop are delegates from Member States who would be interested in updating their existing EMIS or developing a new EMIS to enhance data-informed policy making. Due to the time constraint, the workshop will focus on general information about OpenEMIS, including an overview of customizing OpenEMIS, institutional capacity development for proper data collection, dissemination and use of information. Further technical specification for the system deployment and customization will be provided upon request.
ANNEX B.2

PRE-FORUM SURVEY FORM

Respondent’s data

Name of Respondent: ____________________________________________
Title: __________________________________________________________
Department/Ministry: ____________________________________________
Country: _________________________________________________________
Date completed: ________________________________________________

Survey Questions

Q1: Please indicate, in order of priority, which of the AMFIE 2012 themes address the most pressing issues in your country? (Please rank from 1 to 5 with 1 being the highest; 5 the lowest)

a) Robust ICT policy development  

b) Building/strengthening partnership & promoting smart investment for infrastructure  

c) ICT policies and teacher development  

d) ICT policies for school-level reform and innovation  

e) Others (Please specify): ________________________________________

Q2: Related to your responses to Q1, please elaborate your first two choices, providing specific examples and challenges that your country faces, and policy responses to the challenges so far, if any?

Pressing Issue 1  

Pressing Issue 2

Examples, challenges & policy responses (if any)  

Examples, challenges & policy responses (if any)
Q3: Please describe, from your perspective, types or forms of support, for each pressing issue, that may be required to resolve the above-stated issues.

Q4: What would you suggest as potential themes and topics for next year’s AMFIE? (please list at least 3)

Q5: Any other comments?

Please return the completed Pre-Forum Survey to UNESCO through Ms. Maria Melizza Tan via e-mail: mm.tan@unesco.org on or before 31 August 2012 for consolidation. Alternatively, online survey may be accessed and filled up through the following link: https://docs.google.com/spreadsheet/viewform?formkey=dDg2azRjX2s0SEQ1MzlHajJWb082dXc6MQ#gid=0