

**International Planning Meeting on the Capacity-Building for Community-based Literacy
and Life Skills Education Programmes for Disadvantaged Young Adults**
23-26 March 2004, Hamburg, Germany

Terms of Reference

(rev. 24 February 2004)

1 Background

This Planning Meeting has been organised by the UNESCO Institute for Education (UIE) in the context of a new project on the 'capacity-building for community-based literacy and life skills education programmes for disadvantaged young adults.' This project is funded by the UNESCO/Japan funds-in-trust co-operation on the capacity-building of human resources to be carried out in 2004 to 2005.

The main objectives of the project are to reinforce both national expertise and institutional support to literacy and life skills education programmes in participating countries. The project will focus on the development of training reference materials for the co-ordinators and trainers of community-based literacy and life skills education programmes specifically targeted on female youth. Training materials will be prepared by these programmes using a two-pronged strategy: (1) Promoting learner-generated materials and (2) drawing on the expertise and prototype materials developed by the Asia/Pacific Cultural Centre for UNESCO (ACCU, Tokyo), the Asia-Pacific Programme of Education for All (APPEAL, Bangkok) and the University of South Africa (UNISA, Pretoria) as reference during the first year. In-country training activities and exchange visits are planned in the second year.

Prior to the meeting, 'Programme Questionnaires' were collected from several institutions having on-going and innovative community-based literacy and nonformal education programmes for disadvantaged young adults, especially female, through the UNESCO National Commissions of the participating countries. Six executing agencies will be selected to participate in this meeting based on the questionnaires and in consultation with respective UNESCO offices.

2 Objectives of the Meeting

The purpose of the Planning Meeting is to provide orientation on the project to the implementing agencies, to expose them to various training reference materials produced by UNESCO, to discuss and prepare action plans for national and international activities to develop training reference materials and to organise training programmes.

3 Date and Venue

23-26 March 2004 (4 days)

UNESCO Institute for Education (UIE)

Feldbrunnenstrasse 58, 20148 Hamburg, Germany

Phone: (+49-40) 4480 410

Facsimile: (+49-40) 4107723

E-mail: uie@unesco.org

4 Expected Output from the Meeting

The expected outcomes of the meeting are as follows:

1. Review of the UNESCO training reference materials available for adaptation to the youth context.
2. Better understanding of community-based literacy and life skills education programmes
3. Draft national action plans which should be submitted to UIE by the end of March 2004 after consultation with the implementing agencies and UNESCO field offices.
4. Recommendations for an action plan for international activities including time frame and budget.

5 Expected Participants of the Meeting

Representatives from the following agencies will be requested to participate in the meeting.

- (1) Executing agencies from Bangladesh, China, Lao PDR, Mali, Niger and Zambia
- (2) Departments of Nonformal Education or UNESCO country offices of the above countries
- (3) University of South Africa
- (4) UNESCO Asia-Pacific Programme of Education for All (APPEAL)
- (5) Resource persons
- (6) UIE staff members

Representatives of (1) and (2) are requested to prepare a joint country report on innovative and learner-centred learning approaches in literacy and life skills training programmes for youth undertaken by government and non-government agencies in their respective countries. Expected length of the report is maximum 10 pages.

6. Tentative agenda of the meeting

Proposed agenda is:

Day 1

- Agenda 1 Introduction to the project by UIE
 Agenda 2 Sharing of executing agencies' education programmes for disadvantaged young adults.

Day 2

- Agenda 3 Introduction to the training reference materials by APPEAL and UNISA
 Agenda 4 Planning of national activities (for training material preparation and capacity-building)
 4.1 briefing

Day 3

- Agenda 4 cont'd
 4.2 country team work
 4.3 presentations in plenary and feedback from other participants

Day 4

- Agenda 5 Discussion of international activities (for exchange of experiences)

7. Travel arrangement

(1) Air ticket

UIE will arrange international round-trip air tickets (economy class) for the participants to arrive in Hamburg on 22 March and depart on 27 March 2004.

(2) Passport and Visa

Participants must be in possession of a valid passport and travel documents to travel to Germany. Participants are advised to contact the German Embassy or Consulate in their respective countries to obtain an entry visa to Germany. Your visa fee can be reimbursed on presentation of a receipt.

(3) Travel from Hamburg Airport to Hotel Heimhude

Participants are requested to arrange their own transportation from the airport to hotel. Approximate taxi fare is Euro 20. Please ask the driver for a receipt in German "*QUITTUNG*" so that you can be reimbursed.

8. Language

English will be the working language during the meeting.

9. Daily Subsistence Allowance

UIE will provide the participants with a daily subsistence allowance in Hamburg from 23 to 26 March 2004. UIE will provide other expenses such as visa fee and local transportation between your home and the airport on presentation of a receipt when you are in Hamburg.

10. Accommodation

A block reservation of single rooms will be made for the participants from 22 to 26 March 2004 at HOTEL VORBACH,

Address: Johnsallee 63-67, 20146 Hamburg

Tel. (+49-40) 441820

E-mail: vorbach1@aol.com

Fax (+49-40) 4418288

URL: <http://www.hotel-vorbach.de>

UIE will pay to the hotel directly for the room and breakfast. You are requested to pay for additional charges such as telephone calls, mini bar, internet, etc.

11. Climate and clothing

The temperature is expected to be around 0 to 10 Celsius. Warm clothing is advisable. Don't forget to bring an umbrella.

12. Electricity

The electricity is 220V, 50Hz. The shape of plugs is two round pins.

13. Contact persons

All correspondence concerning this Meeting should be addressed to:

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