

MINUTES OF THE RWANDA EDUCATION NGO COORDINATION PLATFORM (RENCP) MEETING HELD ON 27TH JANUARY 2011 HELD AT PLAN RWANDA IN THE BOARDROOM

Presents in the meeting:

1. Jeffery Komant (Wellspring)
2. Mugabo John (MVP)
3. Heinrich Mutamba (UNICEF)
4. Jsult Kesteylyn (UNICEF)
5. Hugh Delaney (UNICEF)
6. Nene Sow Thiam (Plan Rwanda)
7. Maggie Ziegler (Kigali Genocide Memorial-Aegis)
8. Ndahimana Jean Nepo (.....)
9. Niyiguha Ivan (ADRA)
10. Vicky Frantz (CRS)
11. Jane Mutoni (CHF)
12. Ruth Mbabazi (VSO)
13. David Rugaju (CONCERN)
14. Ange Kamugisha (CONCERN)
15. Stephane Nyembo (Wellspring)
16. Alfred Mupenzi (Plan Rwanda) Minute taker
17. Pierre Nzeyimana (Save the Children)
18. Ingabire Jean Claude Pacifique (FAWE Rwanda)
19. Russel Mushanga (SNV) – Chairperson
20. Stephen Bayley (Partners in Education-APIE)
21. Jorg Schaeffer (SNV)

Apologies

Agenda

- ❖ Welcome remarks
- ❖ Member introductions
- ❖ PLAN Rwanda information sharing
- ❖ Review of previous meeting and action points
- ❖ Committee reports and plans
 - Teacher development
 - Community involvement
 - Equity and Special needs
- ❖ RENCN Task team reports and plans
- ❖ NGO study and capacity development
- ❖ Thematic workshop
 - Website and publicity
 - Exchange visits (peer and beneficiary)
- ❖ Updates on sector level processes and working groups
 - Quality implementation – VSO
 - Equity and inclusion study – PLAN/Action Aid
 - Education Development Partners – SNV
 - Upper Secondary school and TVET – FAWE
- ❖ RENCN Plan for January to December 2011
- ❖ Process for RENCN leadership transition
- ❖ Other announcements

○ Action Aid	
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Meeting Notes

ITEM	DESCRIPTION OF ACTION POINT	Action Points	TIMING
Welcome remarks	The Acting Country Director at Plan Rwanda welcomed the members and expressed great joy for having all of members of RENCP meet at plan. Thereafter, the chair thanked her for welcoming note and commissioned introduction of the general assembly. Two members Jane Mutoni (CHF) and Maggie Ziegler (Kigali Genocide Memorial-Aegis) gave short profiles of their organisations.	Plan Rwanda made a welcome remark and Thereafter the Chair took over the lead of the meeting.	
Host organization information	The programmes Support Manager, also acting Country Director Madam Nene Sow Thiam, made a presentation on Plan Rwanda's intervention in the education sector. The discussion followed during which clarifications were made by the Plan team.	The Power Point Presentation was meant to be posted to the Website for easy access by all member organisations	
Review of previous minutes			
Review of previous meeting and action points	The previous meeting minute were reviewed and approved. Emerging issues centred on; NGO study, Website development, PTC manual and quality implementation working group	All issues were clarified as evident in the next columns	
	The chair informed members that ToRs and the advert for the NGO Study were sent to MINEDUC and two people from the same Ministry were designated to work alongside RENCP NGO study working group. The Chair asked Concern World Wide to share again the PTC manual and it was discussed that the MINEDUC PTC manual was soon to be finalised and when finalised, it will be shared on the RENCP website with all members. The Chair reminded members that the document on the quality implementation working group had already been shared by VSO/Charlotte and there was need for feedback to her.	Concern to share the original PTC Manual	
	Future meetings to go straight to action points. Task teams and working groups to be the focus of meeting.		

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RENCPC Committee Reports			
In-service Teacher Development	Ruth Mbabazi (VSO) indicated that perhaps some momentum had been lost on the INSET committee following Savannah's departure but that the Director of the TSC is supportive of the work group. Jeffery Komant (Wellspring) said that the INSET working group held a 2 day sharing and learning workshop with multiple organizations during which all present really benefitted from hearing about each other's good practice and that it was a good example of what RENCPC members working together can do.	Wellspring to lead the development of the TORs for the work group	
Community Involvement	David (Concern) reported that the draft MINEDUC PTC manual was with the consultant and will soon be ready for sharing with all members. He also announced some planned exposure visits on community involvement in school management for members and beneficiaries planned to take place sometime in March. Russel encouraged other members to identify opportunities for experiential sharing. Also, there should be possibilities for different actors to form coalitions to move this ahead.	There is need to do follow-up on the status of the PTA Manual David will circulate the concept for the visit for interested members to register. In the exposure visit the task team should look at a wider spectrum bringing on board non RENCPC members	
Equity and Special needs	The working group including ADRA, VSO, Handicap International and FAWE had not yet met and so they chose ADRA to lead the development of TORs and their meeting. Russel reminded members that, forming a working group required concretely indicating individual group interest, setting up leadership of the group and showing who will take the lead for specific tasks including developing TORs. UNICEF reported that the equity and inclusion study was finalised but it was so extensive and academic that another executive summary	ADRA to take measures to ensure that the committee starts meeting FAWE to circulate girls education TORs as a guide for the committees.	

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	simplified in nature is to be made so that MINEDUC could use that to endorse the study. The web-manager was requested to set up a slot for each working group on the website.	Stephane to set up committee pages to host reports etc.	
RENCP Task team reports and plans			
NGO Study and capacity development	Russel, Ruth and Alfred updated the participants on the progress of Advert and ToRs for the local NGOs study. SNV would advertise for the local consultant to support the VSO Volunteer who is already hired. The advert would also be placed on the website. Mineduc expressed interest and allocated two people to support RENCN and the consultants in the conduct of the study. Members reviewed and approved the advert for publication.	SNV to publish the advert in The New Times and the website manager to place it on the RENCN web.	
Thematic Conference	The team is composed of Plan, SNV and MVP. The chair suggested that we could have more workshops than thinking of one that is so big. It was agreed that the central theme would be along that of quality enhancement, in line with the Mineduc theme for the 2011 JRES. Committees were each prompted to think along some processes, workshops or research which could strengthen their thematic contribution to quality. Such processes should be done before May 2011 so as to meaningfully contribute to the JRES process. (The JRES referred to is the April mini JRES which will focus on the issue of quality education in Rwanda. Therefore to feed into this process, the task teams would need to organise their research, workshops, and inputs before this.)	Russel to always represent us at MINEDUC and give us feedback on how the ministry appreciates our platform.	
Website and Publicity	The website administrator, Stephane Nyembo noted that up to date some members have not provided information needed for their web slots. So far only 13 members out of 23 had submitted their profiles.	Stephane to send reminder urging those Members who have not yet submitted their profiles to do so as soon as possible.	

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Exchange visits (peer and beneficiary)	Members agreed that each committee should develop a concept note on their intended program visit. The ECCD committee composed of Plan and Save the children was setup. They were challenged to set up a visit that they will share with other members.	Visit concepts to be shared by end Feb. 2011. David to circulate the announcement for the Concern Worldwide PTC visit programme.	
Update on the sector level processes and working groups			
Equity and inclusion study	The first draft was out November 2010. MINEDUC set up a committee to review the study. A summarised version of the executive summary to be made. The content will remain the same but simplified	Unicef to circulate latest version of the report to members	
Education Development Partners	The Education partners' meeting is slated for 8th February 2011 and cluster meetings will be the week after. Issues to raise are around the staffing of sectors and the resources for their operations. The concept of the RENCP playing a role in Monitoring and Evaluation, in support of MINEDUC was also discussed.	Russel to represent RENCP. Each working group will examine how they can contribute in terms of research, case studies and monitoring initiatives at the micro level.	
Upper Secondary school and TVET	This is being led by GTZ and there are studies that are on going. There is need for EMIS to support District Education Officers to track records. There is also a research on the use of capitation grant facilitated by UNICEF and UNESCO		
RENCP Plan for January to December 2010	Committees were urged to establish an action plan of what they are going to do in the remaining period of the Financial year. This should include any processes that can be covered under the quality enhancement theme.		
Process for RENCP leadership transition	Mr. Russel Mushanga reminded the members how his term of office was going to expire and therefore a successor was to be secured. Members agreed to set up a web based voting system so that members may vote for their next lead organisation. Members asked Russel to continue until the end of the fiscal year set by the UNICEF funding (June 2011) so as to complete the agreed action plan.	David to propose a revision of the RENCP TORS to allow for the co-chair position. Russel to set the voting system.	

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Other announcements			
Next meeting	Next RENCPC Meeting was planned end of march 2011 The venue will be communicated later		
Wellspring Programs Manager	The country Director of wellspring informed members of the eye disease that attacked their programmes manager Mark who was an active member of RENCPC that necessitate him to go back to Canada for treatment.		
Closure	Mr Mushanga thanked PLAN for hosting and all present for valuable contributions and focus and added "The RENCPC fellowship is developing as we go and there have been notable improvements in undertaking the platform processes. The meeting closed at 1:00pm.		