



MINUTES OF THE PRE-IMPLEMENTATION MEETING FOR CSAS PROJECT WITH PARTNERS HELD ON MONDAY, 29TH OCTOBER 2023 AT CONGRESS HALL, YAOUNDE CAMEROON.

MEMBERS PRESENT

No	Name	Gender	Institution	Position
1	Prof Christoher Tankou	M	University of Dschang, Cameroon	Coordinator
2	Dr. Sarah Akello	F	Makerere University	Focal point person for Mak
3	Dr. Rebbecca Kalibwanyi	F	Bishop Stuart University	Focal point person for BSU
4	Dr. Abigael Ptinga	F	University of Eldoret	Horizon 2024 team member
5	Prof. Julius Ochuodho	M	University of Eldoret	Horizon 2024 team member
6	Prof. Nagasima	F	University of Nigeria	Associate partner RUFORUM
7	Prof. Raphael Tshimanaga Muambe	M	University of Kinshasha	Focal point person for UNIKIN
8	Dr. Nalukea G. Weradefa	F	Haramaya University	Focal point person for Haramaya
9	Dr. Angella Ibanda	F	Post Doc Fellow _MaRCCI	Team member for CSAS
10	Dr. Ken Odhiambo	M	University of Eldoret	Horizon 2024 team member
11	Prof. Adipala Ekwamu	M	Research and Education Agency	Mentorship and guidance
12	Dr. Deboarh Alio	F	Research and Education Agency	Horizon 2024 team member
13	Dr. Hellen Kongai	F	Research and Education Agency	Horizon 2024 team member
14	Yamungu1 Alongo Boniface	M	RUFORUM	Horizon 2024 team member
15	Artur Fernando	M	RUFORUM	Horizon 2024 team member
16	Dr. Arfang Badjo	M	Post Doc Fellow MaRCCI	Team member for CSAS
17	Nora Ebukali	F	PIKWI	Horizon 2024 team member
18	Associate Prof Grace Nakabonge	F	Makerere university Kampala	Horizon 2024 team member

Agenda

1. Prayer
2. Opening Remarks by Coordinator CSAS Project _Prof Tankou Christopher
3. Remarks by Prof. Adipala Ekwamu, the former Executive Secretary of RUFORUM
4. Overview of the CSAS Project by Dr. Angele Ibanda
5. Key implementation documents for CASA Project by Dr Sarah Akello
6. Contributions from participants
7. Closing remarks by Prof Adipala Ekwamu
8. A.O.B


MIN 1/29/10/2023	Prayer	Action points
	The meeting commenced with a short prayer led by Dr. Hellen Kongai Biruma	
MIN 2/29/10/2023	Welcome remarks by Prof Tankou Christopher	
	In his welcome remarks he thanked the consortium for the support for putting up a winning proposal and congratulated them for the work well done. He however emphasized that the main focus now should be on the implementation of the CSAS project as well as continuous mobilisation of resources like we are doing here in Cameroun as we put together another proposal that is to say the Horizon 2024. Let us keep these collaboration fruitful he said.	All members to continue with Horizon 2024 proposal development
MIN 03/1/29/10/2023	Opening remarks by Prof Adipala, Executive Director RAE and former Executive Secretary of RUFORUM	
	In his remarks he said many African Universities responded to the call that ended in June 2023. He stated that of the 22 teams that got involved only 5 were selected. CSAS is one of these successful proposals. He congratulated University of Dschang for taking lead and the other 5 Universities (Makerere, Haramaya, Egerton, Kinshasa and Bishop Stuart) for ably participating in the writing of this competitive proposal.. As a team you need to deliver and follow the detailed presentations in the submitted proposal he advised.	The consortium members encourage to continue searching for other possibilities of funding
MIN 04/29/10/2023	Overview of the CSAS Project by Dr. Angele Ibanda	
	<p>She presented the over view of the project, specifically :</p> <ul style="list-style-type: none"> • Overall objective of training in higher education. • The specific objectives of the project • The respective work packages • Modalities of implementation • The mobility flows <p>She noted that:</p> <p>CSAS grant agreements have been signed with EU by the VCs</p> <ul style="list-style-type: none"> • Once all is ready we need to implement CSAS appropriately • MoUs will be signed between the applicant and the 6 partners 	Drafting of MoU by Dschang University by March 2024
MIN 05/29/10/2023	Key implementation documents for CSAS _by Dr Sarah Akello	
	<p>She presented key implementation documents for CSAS and these included;</p> <ul style="list-style-type: none"> • CSAS Scholarship application advert • CSAS Scholarship form • CSAS Award letter • CSAS Draft MoU • CSAS Short term mobility • CSAS Staff mobility application form 	Drafts submitted to Coordinator for review

	<ul style="list-style-type: none"> • CSAS Staff mobility • CSAS Student contracts • CSAS MoU Annexes • Academic monitoring procedure • Quality Assurance of the project • Cross cutting courses like mainstreaming gender • Importance of resource mobilisation for sustainability of collaboration 	
MIN 06/29/10/2023	Contributions from participants during the meeting	
	<p>The project needed to be implemented as submitted to EU and avoid including partners who were not part of the proposal. Associate partners like RUFOUM are not allocated any funds. You need support from other faculty members for successful implementation of the project. Timely submissions of reports by partners are important and atleast one face to face meetings is encouraged.</p> <p>Prof. Julius: As one of the implementers of a similar program, EU call, he shared his experience as to how they executed the project citing how Inception meetings were held immediately where the selection of the students to include in the project was done. Time management was very crucial. All the PhD students had to start their programmes that same year. So the same should be adapted by this project. Take advantage of RUFORUM meetings for your technical meetings, he advised. Due to COVID, online meetings have been adapted and the same is recommended. An efficient secretariat coordinating group is needed and what they should do should be clearly communicated. The coordination body should be very efficient in sending out money to partners for implementation. So the leaders should remain and not be shifted. Promoting mobility in the region is a challenge and usually it is a challenge. ANOTHER call is coming up, he informed the meeting.</p> <p>Prof Nagisima from Nigeria: Said she has ever led a similar project. She shared her experience particularly in regard to curriculum development noting that there is body that coordinates and rectifies the program and as such it should be initiated immediately as it is challenging exercise. Change of roles within the project at times disrupts the project success due to loss of capacity that has been built. Get each of the partners on board e.g. RUFORUM should support this to get the buy in from such partners. Also, for the students selected from target groups, their stipend should be paid on time. Student payment is usually delayed and this usually affects their progress. Therefore, institutional buy in is very important. Additionally, a good grants management system is important for the success of the program to address the institutional bureaucracies.</p>	Key experience to be taken note of by all consortium members

	<p>How much is paid and in what currency, is another issue especially exchange rate, that keeps fluctuating. Discuss with EU on the exchange rate changes and capture the changes and at what time she advised.</p> <p>Prof. Adipala: Clarified that EU clearly specifies what is to be paid. Duration of exchanges to be agreed upon and should be looked at. He advised that the secretariat should document the response from the EU.</p> <p>This calls for immediate implementation of the project, he guided. On the concerns raised by Universities of Dschang and Kinshasa on insurance and exchange rate issues he advised that the technical expert from EU should help. Previously the issue of insurance was given to other cases and in other cases not catered for, such as malaria treatment.</p>	
<p>MIN 7/29/10/2023</p>	<p>Closing remarks by Prof. Adipala.</p> <p>Prof, Adipala appreciated comments from participants especially Prof Julius and thanked Prof Tankou for taking lead in the CSAS Project. He advised him to work closely with Prof Majaliwa since he had experience in student mobility projects and is available to give supportive advice.</p> <p>He thanked all teams that responded to the Intra Mobility Funding, saying that without such funding our institutions fail to facilitate such activities. He appreciated those that have participated in putting up the project and ensuring its success especially Dr. Sarah, Dr. Arfang, Dr. Angela and Mr. Amitu specifically for working on the budget. He appreciated RUFORUM for sponsoring this meeting and the Horizon 2024 write shop. He requested technical experts to review the Horizon proposal. He thanked the technical team as well for the smooth flow of the meeting.</p>	
<p>MIN 8/29/10/2023</p>	<p>A.O.B There was no other matter to discuss .Meeting was adjourned at 5:23pm</p>	

Signed ...  ...Date: 29/10/2023.....

Prof. Tankou Christopher Mubeteneh
Chair

Signed  Date: 29/10/2023.....

Dr. Sarah Akello
Secretary