

CEMCA

Minutes of the Second Meeting of the Advisory Council of CEMCA held on Wednesday, December 1, 1999, in the Board Room, Block No. 8, Maidan Garhi, IGNOU Campus, New Delhi - 110 068 at 11.00 hours.

The following members were present:

Prof. A.W. Khan, Vice Chancellor, IGNOU	Chairman
Mr. Brian G. Long, Director, Programmes, COL	Deputy Chairman
Prof. Dr. M.A. Wahab Mian, Dean, School of Education, Bangladesh Open University	Member
Dr. Buddhi Weerasinghe, Director, Educational Technology, The Open University of Sri Lanka	Member
Mr. Champak Chatterji, Jt. Secretary, Government of India	Member
Dr. Usha Vyasulu Reddi, Director, CEMCA	Member
Mr. K. Narayanan, Head, Administration & Finance	Secretary

The Chairman extended a warm welcome to the members, particularly to the new members, Mr. Brian G. Long and Mr. Champak Chatterji. Leave of absence was granted to Mr. Javed Mahmood Kasuri and Mr. Kiran Karnik, members.

The Council opined that the nomination of a representative from Malaysia be expedited. As an alternative a nominee from the Maldives may be considered.

ITEM No. 1 : CONFIRMATION OF THE MINUTES OF THE FIRST MEETING OF THE ADVISORY COUNCIL HELD ON NOVEMBER 18, 1998.

- 2.1.1. The minutes of the first meeting of the Advisory Council held on November 18, 1998 were confirmed as a correct record.
- 2.1.2 While confirming the minutes, the Advisory Council took note of the following suggestions:-
- that CEMCA / COL explore the possibility of providing programmes in consultation with Global TV for the new Education Channel of India;
 - that the joint production of programmes by countries in the region be vigorously pursued, and the Education Channel of Doordarshan be used to broadcast the programmes in the region;
 - that project proposals be developed and funding assistance be sought.

Item No. 2 Action Taken Report

- 2.2.1. The action taken on the minutes of the first meeting of the Advisory Council held on November 18, 1998, as presented in the agenda notes, was noted.
- 2.2.2. While considering the action taken, the Advisory Council observed as under:-
- 2.2.3. CEMCA should bid for projects internationally to reduce dependence on COL for funding which in the future was likely to diminish and regional funding should be tapped by approaching regional agencies.

- 2.2.4. Projects in partnership with EU-CBA to be pursued vigorously.
- 2.2.5. CEMCA could register itself as Consultant with the World Bank / Asian Development Bank & IMF and bid for projects along with others on tender basis. A member cautioned that CEMCA being seen as an international organisation may not in all likelihood be preferred to a national organisation in competitive bids. In handling projects, the gain to CEMCA and the region lay in the skills and the expertise developed in addition to the contributions locally by institutions, not only in terms of money but facilities and expertise offered.
- 2.2.6. The members of the Advisory Council unanimously commended the Director and staff of CEMCA in the meticulous manner of compilation of the information and its presentation the Advisory Council.
- 2.2.7. The members wholeheartedly expressed their gratitude to IGNOU for agreeing to host CEMCA for a further five years.

ITEM No. 3: ANNUAL REPORT ON CEMCA AND ACTIVITIES DURING THE YEAR

- F. The Advisory Council noted the annual report on CEMCA as contained in the agenda notes supplemented by clarifications provided by Director, CEMCA, at the meeting.
 - G. Clarifications on the accounts for the year ended June 30, 1999, raised at the meeting by the members on Advances recoverable, dues on Electricity, Water, etc., and FE conversion were provided.
 - H. The Advisory Council noted that Mr. Nimal T. Fernando of the Open University of Sri Lanka has been selected as the Programme Officer (Broadcast Media).
- 2.3.4. It was noted that CEMCA should insure its equipment against loss by fire, theft, etc.
 - 2.3.5. The Advisory Council noted the development of a software for better management of audio and video resources by CEMCA in conjunction with M/s. Infotel Software Corner, a professional software firm, a copy of which was sent to Barbados for being publicised at the TELESPHERE 99 Conference. The proposed pricing of the software for educational institutions in the Asian region of the Commonwealth would be US\$500 per package and for educational institutions outside this region the price for the software package would be US\$ 600, and US\$ 1000 for private users. The Advisory Council noted that the software package was being field tested using data from IGNOU media library.
 - 2.3.6. The suggestion of a member that the matter be referred to the Technology Specialist in COL for publishing on item on the software in EDU TECH NEWS, a supplement to the COL Newsletter, CONNECTIONS, and that the software used by the British Council Library for the media resources, be studied, was noted.

ITEM No. 4: CEMCA MANUAL OF OPERATIONS

- 2.4.1. The Advisory Council considered the draft Manual of Operations of CEMCA. Suggestions made by members have been incorporated, and the Manual of Operations as amended in enclosed as Appendix I to these minutes.

ITEM No. 5: PLAN OF ACTION FOR THE YEAR 1999-2000

- 2.5.1. Director, CEMCA, explained the salient features of the Work Plan for the year 1999-2000 which was noted.
- 2.5.2. It was emphasised that developments in the region like the Technical Literacy Programme of Bangladesh, which was successful, should be shared.
- 2.5.3. The Advisory Council meetings should be held in places other than India, to facilitate the members in seeing developments in other countries of the region, which should be shared.
- 2.5.4. To a query from a member whether it was sufficient for the Advisory Council to meet once a year, it was noted that the present arrangement of a meeting once a year would suffice; if there was any urgent matter, it may be considered by circulation by e-mail or other means.
- 2.5.5. The Advisory Council opined that CEMCA 's three year programme should be meshed with COL's three year plan.

ITEM No. 6: PROPOSALS FOR OUTREACH i.e. IN-COUNTRY AND REGIONAL PROGRAMMES

2.6.1. The Advisory Council noted that the three year plan of CEMCA incorporating the proposals for outreach be prepared and circulated to the members inviting comments / suggestions and finalised by Director for submission to COL.

ITEM No. 7: BUDGET PROPOSALS FOR 1999-2000

- 2.7.1. The Advisory Council, while considering the budget proposals for the year 1999-2000 observed as under:-
- 2.7.2. The details of training programmes planned in a year be drawn up in advance in the form of a calendar of events and circulated to all interested parties in advance for their information and action.
- 2.7.3. The anticipated income, from training programmes, projects, and funds provided by COL should be shown separately to enable the Advisory Council to assess the extent of shortfall if any and consequent action to raise resources or prune the budget.
- 2.7.4. The Advisory Council recommended that the budget proposals for 1999-2000 be finalised on this basis and submitted to COL for further action.

The meeting concluded with a vote of thanks to the Chair.

Sd/
(Abdul W. Khan)