



Experience Sheet



What is a mixed meeting at the APEF?

The parents/husbands/tutors of the learners are invited by APEF to meet at three key moments in the training center's journey:

- just before the training;
- in the middle of it,
- and after the training is over.

What are the objectives of a mixed meeting?

Each joint meeting has different specific goals but the overall purpose remains the same. The goal is to involve parents/husbands/tutors in their daughter's/wife's emancipation journey. Preferably, the men were invited in order to start working on the notion of gender.

The general goals could be summarized as follows:

- ➔ To present the APEF and the organization of the training;
- ➔ Encourage the involvement of parents/husbands/tutors in the learners' training path;
- ➔ Define strategies with parents/husbands/tutors to facilitate the learning conditions of the learners;
- ➔ Exchange and share experiences on the benefits of vocational training while addressing gender inequalities.

Detailed steps for organizing a mixed meeting at APEF

Major steps followed by the APEF	Actions carried out by the APEF	Experience feedback
1) Organization of the meeting in advance	⇒ Drafting of the Terms Of Reference by the Pedagogical Manager well in advance of the activity	It is necessary to write the terms of reference in advance of the activity in order to avoid a time lag.
	⇒ Discuss with the communication department about the dates of the planned meetings	In order to ensure that someone from the communication department is present and understands the objectives of the meeting, it is important to organize a discussion before.
	⇒ Organizing an internal meeting to prepare the meeting	Conduct a meeting between the different members of the educational team to make them aware of their role during the meeting and the elements to be prepared in advance.

		Invite, at least, a member of the communication department in order to facilitate his global understanding of the event and thus contribute to the quality of his work of visibility of the organization.
	⇒ Preparation of the pedagogical process	Identify the objectives of the meeting and specify the teaching methods, the duration of the sub-sequences, etc.
	⇒ Identify and prepare the participants (parents/ husbands/tutors and learners)	It is recommended that leaders as well as learners be brought in to speak on topics such as how the women/girls have changed as a result of the teachings or what the leaders have done to help their child/wife succeed.
	⇒ Reservation and organization of the room	Whenever possible, it is preferable to have a large enough room to be able to organize, in advance, a space dedicated to group work.
	⇒ Preparation of the necessary material / supports	Among the necessary supports, we must not forget the attendance sheets as well as the Per Diem of compensation for the coming of parents. It is also important to print out the pedagogical process before the day of the meeting. It is also important to consider translating the materials into Swahili. In order to enhance and encourage the learners and their parents/husbands/tutors, the trainers will be able to present the creations made during the previous training sessions (notably via a fashion show).
	⇒ Field visits and delivery of invitations	Field visits increase the likelihood that leaders will be present at the various joint meetings. During this visit, it is essential to remind the need to be on time.
	⇒ Communication about the event on the website and social medias	In order to meet its primary mission of improving the visibility of the organization, the communication department must take advantage of each event. In this sense, it will be necessary that a member of the team feeds the website and the Facebook.
2) Preparation of the meeting on the day of the event	⇒ Organization of the room	Thinking about organizing the meeting room, with several people, before the event takes place and anticipate the number of people who will come.
	⇒ Remind team members of their responsibilities just before the meeting begins	A quick reminder of the role and responsibilities of each team member can be done in the morning.
	⇒ Having a "short" meeting that doesn't end too late	Experience shows that beyond 3 hours, many participants are much less focus. It is therefore important not to make the meeting last too long. To do this, it is important that the APEF facilitators do not talk too much and allow as much as possible to the "guests" to speak.
	⇒ Managing delays	Appoint someone at the reception desk to take the names of the learners present and the name of their supervisor.

		Write the names of latecomers in a different color so that they can be quickly identified.
	⇒ Paying special attention to group work	It is important, before starting group work, to read the questions that will be asked and to give clear instructions on what is expected and how it will be done (rapporteur to be appointed, duration of group work etc.). In order to be sure that the instructions and the questions asked are well understood, the team members can go through the groups to make sure.
	⇒ Using participatory facilitation techniques	The floor is primarily given to the leaders and learners. So, it is important to make mini-syntheses, to rephrase certain statements, to adopt a dynamic posture, etc.
	⇒ Data collection by the communication services (photos/interviews...) + social media feed	The communication department must collect the elements necessary for the writing of an article: this involves interviews with the various stakeholders and photos. Moreover, on the same day, the communication department will be able to feed the social media with a quick catchphrase and some pictures
AT THE END OF THE MEETING	⇒ The facilitators present the pedagogical process	The facilitators will be able to review the proceedings in order to comment it based on the event. So, the modalities, methods and pedagogical tools can be criticized as well as the duration of each sub-sequence. The idea is to do this work quickly after the meeting to avoid forgetting some elements. The objective of this feedback time is to be able to analyze the practice and to work on a continuous improvement of the meetings.
	⇒ Making time to evaluate the meeting	It is recommended that an evaluation of both the preparation of the meeting and the meeting itself be conducted with all team members who participated in the event. The communication department should not be forgotten and visibility should also be evaluated by the team.
	⇒ Organize and hold a meeting with leaders/parents who were not present at the joint meeting	Leaders/parents may not be present during meetings. It is important to know the reason for this as it is an indicator of a particular situation (e.g. lack of willingness to invest on the part of the tutor, conflicts etc).
	⇒ Implementation of relevant ideas that emerge + formalization of knowledge about the thoughts/representations of the target audience and leaders	During the different meetings, interesting ideas or elements always come out of the group work. It is important to take them into account and to formalize them in a document (e.g.: what is expected by the parents/tutors from the APEF in the accompaniment...) in order to achieve these proposals.
	⇒ Writing of the article ensuring the visibility of	The communications department will be responsible for writing the article to be published on the website and on

	<p>the APEF of its event + feeding of the database of the communication service</p>	<p>Facebook. He/She will also translate the interviews conducted in order to contribute to the feeding of the association's database of testimonies.</p>
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