

Kitui, March 15, 2010.

**Discussion report of March 15, 2010.**

Participants:

Sasol: Mutinda Munguti  
Peris Munyaka  
Kennedy Mutati  
Annah Mutuku  
Ben Muendo

Ex-change/Edukans: Henk Haring.

Facilitator: Adriaan Vrienten.

In the morning meeting procedures and evaluation were discussed.

Guideline of the discussion about procedures was the report of July 2009.

Aim of the discussion was to validate and confirm the draft of the report of July 2009.

In July 2009 aim of the discussion about the procedures was to get a clear view on the procedures of the Sasol/Ex-change program and Sasol's interaction with the Ex-change/Edukans procedures.

The procedures were distinguish in:

- Administrative procedures
- Student procedures
- Health and safety procedures

The planning of developing a new log-frame was shortly discussed.  
Extern evaluation was also part of the discussion.

**The administrative procedure:**

The administrative procedure as described in the report July 2009 is still valid.

Some remarks were:

- Sasol makes a yearly proposal. In fact this proposal exists of an n activity plan and a financial paragraph.
- This proposal functions as input for the yearly (strategic) work plan of Edukans.
- After the approval of the mentioned strategic work plan the intake procedure of Edukans takes place.

The corresponding time schedule is:

- Proposal by Sasol: September
- Yearly (strategic) work plan Edukans: October
- Intake procedure by Edukans: November
- Contract drawn up by Edukans: December

### **The student procedure:**

July 2009 part of the discussion about the student procedure was the sector toolbox. The sector toolbox was not part of the discussion now because the development of the different toolboxes is delayed.

Sasol as well as Ex-changes emphasized the importance of the toolboxes in relation with the development of assignments, so toolboxes will be further developed.

The student procedure as described in the report of July 2010 is still valid.

However, the time schedule has to be changed.

Appointed is that the schedule will be discussed later in this week (March 19) as part of the discussion about the assignments.

### **The health and safety procedure.**

In the report of July 2009 the aim of the health and safety discussion was to review the existing headlines and discuss possible new developments.

The mentioned code of conduct and the safety declaration are ready.

Remark: These documents are not legal documents for the Kenyan law but should be regarded as a memorandum of understanding.

The subject of evacuation is not yet decided.

Ex-change will bring up this at Edukans in April 2010.

Sasol will deliver information of African Air Rescue (AAR) within three weeks from now.

The mention procedure in case of diseases and accidents is confirmed as in the report of July 2010.

The time schedule in the report of July 2009 is not valid any more.

### **Evaluation**

The external evaluation is still not organised by Edukans however it is mentioned in the (strategic) work plan 2010.

Ex-change will discuss it with Edukans in April 2010.

In the future internal evaluation should be part of the yearly program and budget.

External evaluation should be done at the end of a long-term period.

The time frame in the report of July 2009 is not valid any more.

### **In the afternoon meeting critical success factors were discussed.**

- Twinning
- (Students) Work plans

### **Twining:**

Twining is a key activity of the Ex-change.

The definition of twinning students:

Three levels of twinning:

- Dutch student with Kenyan student
- Dutch and Kenyan student with community
- Dutch and Kenyan student with school

The Kenyan student can be distinguished in:

- Student following formal education
- Graduated student who needs a place to practice
- Person willing to gain knowledge in field of interest

In the assignments, work plans; operational plans etc according to the Ex-change program the three levels of exchanging knowledge must become visible:

- Technical
- Social/organisational
- Cultural/personal

Till now the improvement of the social/organisational and the cultural and personal skills of the students is not measured.

Baseline information of the relevant skills should be part of the different plans.

Ex-change in cooperation with Sasol will make a checklist of the different subjects so the improvement can be measured.

This checklist should be an integrated part of the two weekly meetings.

The draft of the checklist is made by Ex-change in April 2010 and will be discussed with Sasol during the May visit.

For Sasol it is not doable to recruit the Kenyan students long before the beginning of the internship of a Dutch team. The turnover is too big.

### **Work plan and operational plan.**

Starting point of the work plan, which should be made by the Dutch students, are the assignments.

Parts of student procedure are appointments about introduction, guidance, logistics etc.

This information must be available in an early stage and can be seen as an addendum (or part) of the work plan of the Dutch students.

Details will be discussed later this week when the assignments are subject of discussion.

### ***Appointments:***

- *Edukans/ex-change has a crisis protocol. Ex-change will exchange it with partners overseas.*
- *Ex-change will check at Edukans if the code of conduct and safety declaration are integrated in the safety handbook.*
- *Ex-change will combine the code of conduct and safety declaration.*
- *Sasol will check how the Kenyan code of conduct and safety declaration can be harmonized with the code of conduct and safety declaration of Ex-change.*

- *The codes of conducts and safety declarations will be confirmed in May 2010.*
- *Ex-change will discuss the extern evaluation discuss with Edukans*