

ASFAP COMMUNITY ENGAGEMENT ADMIN GROUP 1st MEETING

DATE: Wednesday, 12 May 2021

MEETING TIMETABLE:

N.B: The meeting was delayed as one of the conveners was not able to connect to CERN Zoom meeting room. The meeting was switched to a private zoom meeting.

- **14:00 → 14:10: INTRODUCTION**

Were present at the meeting:

1. Marie Clementine U. Nibamureke
2. Jamal Mimouni
3. Ndeye Arame Boye Faye

- **14:10 → 14:30: GETTING TO KNOW EACH OTHER**

- **14:30 → 15:30: DISCUSSIONS**

1. Working Group (WG) Structure:

- a. Conveners chose the group representative: **Marie Clementine**
- b. Discussion on terms:
 - Conveners = admin & subgroups members?
 - Co-conveners = observers?

2. C.E Topics and possible subgroups:

Conveners grouped the **12 topics** in the following **7 subgroups**:

SUBGROUP 1:

- a. Physics Communication and Outreach

SUBGROUP 2:

- b. Technology transfer
- c. Internet connectivity / internet startup resources
- d. Applications and industry

SUBGROUP 3:

- e. e-lab & e-learning

SUBGROUP 4:

- f. Business Development and Entrepreneurism

SUBGROUP 5:

- g. Public Education and Outreach
- h. Diversity and Inclusion and Equity

SUBGROUP 6:

- i. Government Engagement and public policy

SUBGROUP 7:

- j. Career pipelines & Development
- k. Retention
- l. Capacity development

3. **Scope** of the C.E Group

- a. Define the WG: topics & subgroups

- Invite people to subgroups:

- ✓ **Questions:** Who should invite people? What is the procedure of inviting people? Can we invite people from outside the ASFAP?

- As conveners, we should invite people we know from our professional communities.

- Invite people that are not currently in ASFAP and whose participation and involvement will greatly enhance the mission of ASFAP.

- Invite them to join our working group and / or any other working group of interest.

- (ASFAP-CommunityEngagement@cern.ch)

- On the TWiki page, there is a procedure about how to join.

- ("Registration",

- <https://twiki.cern.ch/twiki/bin/view/AfricanStrategy/AfCommunityEngagement>)

- Appoint the head of each subgroup

- Define scope/vision of subgroup

- b. Advertise the group to the scientific community in our institutions

- Do we need a letter/document (showing the scope of ASFAP) to approach universities officials? – if necessary

➤ The ASFAP proposal is on the website, <https://africanphysicsstrategy.org/>, under “Founding Document”.

➤ Use the proposal and the website link to approach any official. If a formal letter is needed, it can be arranged.

○ Each subgroup will advertise itself

c. Handling of documents: letters of intents; white papers; progress reports; final report.

○ Refer to the general ASFAP timeline

• **15:30 → 15:50: Put together a working plan**

1. **Activities Planning:**

○ **Get more information on the formation of subgroups & their scope (from the Steering committee? – Clementine will contact the committee)**

➤ We should **define the major components and scope of activities** that our group should cover.

➤ Discuss and **decide if the categories of activities are better discussed in dedicated subgroups** with their own sub-conveners.

➤ You may also **decide to not have sub-conveners** and you as co-conveners will organize to manage all the activities in your group.

➤ Sub-conveners should be people within our professional circles that can help as sub-group conveners.

○ Refer to the general ASFAP Timeline

2. **Future meetings schedule: 02 /06 /2021**

• **15:50 → 16:00: Conclusion**

Link to the recorded meeting video:

https://us02web.zoom.us/rec/share/90iFYRYybesRcIEziCXFgk1Vz-AOCXrvtgOcrBLQW6hoinHClsspQn_AzMZeITkX.DTqNQ35UZJP6v-bG

Access Passcode: sD^FB1%U

Marie Clementine Nibamureke