

Professional Teacher Associations Network

Result - Base Progress Report



January 2004 to December 2004

*Funding Agencies
SIDP-CIDA/AKF, P*

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EXECUTIVE SUMMARY:

The Professional Teacher Associations Network was established in April 2004. The network currently comprises seven voluntary associations i.e. Mathematics Association of Pakistan (MAP), Science Association of Pakistan (SAP), School Headteachers Association for Development of Education (SHADE), Association for Social Studies Educators and Teachers (ASSET), Association of Primary Teachers (APT), Pakistan Association for Inclusive Education (PAIE), and Health Educators Association for Leaders, Teachers and Health Workers (HEALTH). These associations collaborate with each other to utilize their human and material resources. The associations of this network conduct workshops and some of them work together to offer curriculum-related courses for their members. Members of these associations include individual teachers and educational institutions.

This report presents the activities and achievement of PTAN for the period January 2004 to December 2004.

This year, PTAN has been able to accomplish most of its planned activities. PTAN established a benchmark by organizing its first conference, publishing all associations' information leaflets and PTAN newsletter, establishing linkages with institutes other than AKU-IED and launching the PTAN website, through which now the associations' activities can be communicated to a wider range of audience. A series of sessions were held in summer, which were attended by 180 participants. Three Olympiads were organized; MAP organized its 5th Olympiad in September, SAP conducted its 3rd Olympiad in October and ASSET conducted its First Olympiad in December 2004. All associations were also able to conduct their planned regular workshops successfully.

To enable systematic working at the PTAN office, a centralized filing system was introduced and many system related documents were drafted, including, membership policies and procedures, TORs of PTAN and Associations, letters of attendance for the workshop participant and certificates of achievement for regular participants. Special information packages have also been designed to promote and invite new members to the associations.

The steering committee met twice for formal meeting and twice for 2 workshops on LFA development. Individual associations have been able to develop their respective LFAs as a result of the workshops. These sessions, as stated by the associations' members have also proved to be a successful icebreaking exercise for the members within the network. PTAN is in the process of developing its consolidated LFA.

To start developing resources at PTAN, a Book Exhibition was organized; IED faculty and Associations executive committee members facilitated the selection of books for the resource cell. The resource cell will be in operation from March 2005. Initiatives have been taken by individual associations to collect resource material, (for example SAP and ASSET on their own have been able to collect around 100 books individually) but positioning these books at one common place is a concern. To resolve this issue, PTAN at present is negotiating with AKU-

IED for a suitable place for its office, which most probably would be resolved by the end of February 2005.

With the increasing workload, a request for a PTAN trainee has also been placed at IED HR department. The recruitment would be done latest by February 2005.

As for registration of the associations, PTAN steering committee came to a common conclusion that, instead of getting individual association registered, it is better to get PTAN registered as a network and the individual associations as committees in the network. The initial meeting with the lawyer has been done and now PTAN is in the process of drafting its Article of Association.

PTAN this year has reached a new horizon of networking by conducting a 5 day workshop in Gilgit and initiating an interest group at both PDCN and PDCC.

The major challenge that PTAN is facing at present is of sustainability. To face this challenge, a sustainability plan has been drafted which would enable the associations to continue rendering their services for teacher education in Pakistan and cater to the existing demands and interest shown by its members. PTAN is also looking towards a long-term plan for these associations and with a three-year plan, it is expected that PTAN would be able to not only generate enough finances but also reach out to international teacher associations and institutes.

1.0 INTRODUCTION

1.1 The Project's Purpose

To promote an enabling environment for the professional growth and development of educators from diverse background, as a contribution to the improvement of education in Pakistan

1.2 The Project Evolution

This year the seventh association joined the network. PTAN established a benchmark by organizing its first conference, publishing all associations' information leaflets and PTAN newsletter, establishing linkages with institutes other than AKU-IED and launching the PTAN website, through which now the association's activities can be communicated to a wider range of audience. In this reporting period PTAN reached a new horizon of networking, after PAIE and HEALTH conducted a collaborative session in Gilgit. PTAN is now recognized as potential department at IED and is being looked upon to cater the institutes and school IED is not able to serve due to its increasing activities and limited capacities. The executive committee members have also started recognizing the importance of the network and are actively participating in the PTAN online discussion forum and capacity building workshops conducted by PTAN for its executive committee members.

2.0 OUTPUTS

2.1 Enhancing skills, abilities and understanding of people within the organization

To create a better understanding amongst the associations and inform them about each other's activities, it is very important to provide them with a platform where they can share their experiences and give an update of their activities. In this regard, PTAN holds its steering committee meetings. This year two meetings were held on April 14, 2004 ([Appendix 1](#)) and November 20, 2004 ([Appendix 2](#)), in which major issues and concerns like PTAN registration, common documents like TOR, membership policies, PTAN strategic planning, membership fees and budget limitations were discussed and association's updates were given by individual associations representatives.

The executive committees of all the associations have been restructured ([Appendix 3](#)). The individual associations have encouraged their members to come forward and take responsibilities at the executive committee level. The ASSET working committee introduced a new system of structuring the committees. The previous committee decided to step down in the structure and encouraged the working committee members to become executive committee members. This practice was suggested to all associations to be used as a common system. At present, all the associations have publication and workshop planning sub-committees and few have sub-committees for special events like Olympiad,

symposium, summer sessions etc., within their respective executive committees. The executive committee coordinates with PTAN office for conducting its activities like regular workshop, event or for publications.

It was also decided that instead of individual association's institutional memberships, PTAN membership should be introduced, giving the chance to all the institutes to be a member of all associations. The individual membership fee was fixed for Rs. 200 for all.

To enhance the management and organizational skills of the executive committee members, and to strategize PTAN's Vision and develop an LFA for PTAN and its associations, a 2 day LFA workshop was held on November 10 and 11 2004. As a result of the workshop, the individual associations' executive committee members were able to draft their respective integrated activity matrixes ([Appendix 4](#)) and LFAs ([Appendix 5](#)). These would now be developed into PTAN's IAM and LFA.

2.2 Enhancing policies, systems and processes of the organization

To enable a better mechanism for work at the PTAN office, several documents have been developed and steps have been initiated, such as:

- **TORs of association and PTAN officials:** to generate a smooth flow of job responsibilities, a draft TOR has been designed for all the executive committees and PTAN officials. This document would enable both side to understand their role and responsibilities for several defined tasks, that is, that the associations are supposed to do and what PTAN office would not do. ([Appendix 6](#))
- **Membership Policies:** as all the associations have similar membership criteria, a common membership policy document has been drafted. This document would be attached with the membership forms in the future defining criteria, policies and procedures for any type of membership of all associations. ([Appendix 7](#))
- **Letter of attendance and achievement certificate:** to give value to the certificates distributed after every workshop, a letter of attendance has been drafted, which would be given to all participants after every regular workshop and on completion of 75% of the planned workshops, an achievement certificate would be given to the members (only). This document will give value to the certificates given, raise members' interest in attending workshops regularly and increase membership. ([Appendix 8](#))
- **Financial record keepings:** updated record of membership fee receipts are maintained and checked. The membership fee collections are submitted regularly to AKU-IED's finance office to lessen risks involved in cash handling. ([Appendix 9](#))
- **Information Packages:** Appropriate information packages have been made to advertise the associations. The folder used in the conference are now used for information packages comprising of PTAN brochure, PTAN newsletter, all association's information leaflets, latest published newsletters and applications forms of all the associations. This package has been of great help in marketing PTAN to institutes and school systems. (Hard copy provided with the report)
- **Filing Systems:** To enable a proper filing mechanism system at the PTAN office, a central filing system has been developed. Volunteers of PTAN actively participated in

this exercise and preserved the records available with the office in the following mentioned files of the individual associations:

- **Circular files:** The circulars/ invitations or correspondence done by the associations through PTAN would be filed here.
- **Attendance sheet file:** After the data from the attendance sheet have been recorded, this file would be maintained for one year, after which the sheets would be bound and kept as a record.
- **Evaluation forms:** These forms would be filed until a consolidated sheet has been prepared (as requested by the associations) after which they would be discarded.
- **Handout file:** The handout of one year work shop would be placed in this file. By the end of one year, these handouts would be preserved in a form of handbook and would be placed at the PTAN resource cell.
- **Previous records files:** Consist of all the previous documents forward to PTAN till date.
- **Membership form files:** Consist of all the membership form of individual associations
- **Membership records files:** Consist of all the membership forms of the existing and previous members. This file would be maintained for 2 years, after which they would be bound and kept as records.
- **Certificates:** The uncollected certificates of the participants would be filed for one year. After this, their names would be recorded and the certificate would be discarded.
- **Publication file:** Contains the records of all the publications, associations have ever done.

In addition to this, all soft copies available with PTAN were converted to CDs. These CDs would not be issued but would be available for members' usage at the PTAN office only.

To maintain proper records, all previous handouts were compiled in the form of handbooks. These handbooks are now available for members' viewing but, would not be issued. However, copies of the required material would be provided to the members on request.

- **PTAN Website:** The PTAN website is finally up and running. The features of the website are as follows:
 - A link to AKU-IED site
 - Individual association pages (background, aims and objective, list of contact person, individual association email address)
 - Complete details of the upcoming workshop (topic, date, venue, facilitator's name, registration details)
 - Discussion forum
 - Online membership forms
 - Latest publications

- Picture gallery
- A brief report of the PTAN conference and summer session 2004
- Hit counter
- Previous posting records
- Archives of previous months
- PTAN contact addresses and email address (info@ptan.org) and registration Email address registration@ptan.org
- Comment option: viewer can place their comments after every post also

Through this website, PTAN has been able to reach out to an audience it had never reached before. We hope that the latest feature, i.e. the discussion forum, would enable an international networking of teachers, head teachers and educators.

2.3 Enhance skills, abilities, strategies to support resource mobilization

- **An addition to PTAN office:** 2 volunteers were added to the staff of 2 PTAN officials i.e. Programme Officer and Administrative assistant, PTAN. With the increasing workload, PTAN has decided to hire a trainee on a one-year contract. The contract period of the trainee will end on December 30, 2004. The additional person will be responsible for work as stated in ([Appendix 10](#)) of the report.
- **Activities at PTAN:** During the period associations have conducted their activities as follows:
 - **MAP:** “10” One day regular workshops, “5 days” summer session, 1 Olympiad and 2 workshops with IED’s MEd students.
 - **SAP:** “8” One day regular workshops, “5 days” summer session and 1 Olympiad.
 - **ASSET:** “10” One day regular workshops, “3 days” summer session and 1 Olympiad
 - **SHADE:** “4” One day workshops and “4” professional dialogues.
 - **PAIE:** “10” One day workshops and 5 day summer session each (Karachi and Gilgit).
 - **APT:** “9” one day workshops and one day summer session.
 - **HEALTH:** “8” One day workshops and 5 day summer session each (Karachi and Gilgit).

The associations tried to plan the sessions in such a way that the members of the other associations could conduct workshops for each other. A complete list of all the executive committee member ([Appendix 3](#)) and workshops details ([Appendix11](#)) is attached in the report.

- **PTAN resource cell:** PTAN organized a Book Exhibition for Teachers, Headteachers, Educators and Learners on October 9, 2004. Seven publishers exhibited their books and resources in the Exhibition. The main purpose of the exhibition was to identify books and resources for PTAN resource cell. The exhibitors included Afro Asian Book Company, Danesh Publications, Pak Book Cooperation, Progressive International Agencies (Pvt) Limited, Royal Books, Thomas & Thomas and Vanguard.

The AKUIED faculty and associations executive committee members helped PTAN identify books and resources for it resource cell, which will be in operation from March 2005.

The main purpose of this cell would be to provide workshop facilitators materials and resources for their workshops and also to develop them.

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
<p>RESULT/OUTPUT (1) To increase professional competencies (knowledge, skills, attitudes) of PTAN members and other participants of PTAN professional development programmes.</p> <p>ACTIVITIES</p> <p>1.1 Hold regular planning sessions</p> <p>1.2 Conduction of Regular Workshops</p>	<p>Planning sessions for conduction of regular workshops, short courses, conferences, seminars, symposia and school sessions conducted as required.</p> <p>Conduction of regular workshops as per association policy included MAP (n=10), SHADE (n=7), ASSET (n=10), APT (n=10), PAIE (n=9) & HEALTH(6), SAP (n=8)</p>	<p>All associations held regular planning sessions for their regular activities, Olympiads and summer sessions.</p> <p>During January 2004-June 2004 associations conducted workshops. MAP (n=10), SAP (n=8), SHADE (n=8), ASSET (n=10), APT (n=9), PAIE (n=10) and HEALTH (n=8)</p>	<p>All meetings were conducted as planned. Minute of the meeting for all have been submitted to PTAN office (Appendix 12) Teachers who show potential have taken up as co-opt members for organizing and implementing of the events.</p> <p>Non-AKU-IED members are coming forward and have shown potential and interest and have sometimes taken lead roles in conduction of the workshops. Teachers from</p>

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
<p>1.3 Conduction of a PTAN Conference.</p>	<p>A PTAN conference to be conducted during the project period latest by 01.2004.</p>	<p>PTAN conference organized on February 2004.</p>	<p>different school sectors (government, private, AKDN, and NGOs/CBOs) participate in these workshops.</p> <p>A one day conference on ‘learning through networking – Celebrating Teaching Profession’ was attended by more than 275 participants including AKU-IED faculty, associations working committee and from more than 5 cities of Pakistan</p>
<p>1.4 Regular arrangement of Seminars / Symposia</p>	<p>At least seven seminars / symposia have been conducted (n=1 for each association).</p>	<p>ASSET, SAP and MAP organized their respective Olympiads successfully in the second half of the year. SHADE has planned a Head conference in June 2005</p>	<p>ASSET received an overwhelming response for its first Olympiad. The reports of all Olympiads are attached (Appendix 13)</p>
<p>1.5 Regular holding of School</p>	<p>With the exception of SHADE and PAIE, school sessions are conducted on a need-basis in</p>	<p>MAP will conduct school session for Usman Public School System on July 24, 2004</p>	<p>There is a demand from partners beyond Karachi as well to</p>

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
<p>Sessions</p> <p>1.6 Conduction of Short Courses / Workshops</p>	<p>schools linked with PTAN.</p> <p>A minimum of one short courses / workshops per association to be conducted.</p>	<p>SAP was invited to participate in the judging process of the projects in a science exhibition at Al-Madrassa-e-Safiyatus Burhanian.</p> <p>All associations conducted Summer Sessions in July except SHADE. Around 180 teachers attended the session. A complete report of the session is attached (Appendix 14)</p>	<p>conduct short courses to build their capacity.</p> <p>The sessions took place for the whole month. And were designed in such a way that non over lapped with each other</p>

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
<p>RESULT/OUTPUT (2)</p> <p>To work towards influencing on curriculum initiatives and reform through improved and innovative teaching and learning materials developed on the basis of current practice and available research.</p> <p>ACTIVITIES</p> <p>2.1 To engage in review of Curriculum / Material related areas.</p> <p>2.2 To develop PTAN as Learning Resource Centre.</p> <p>2.3 To develop materials for curriculum enrichment.</p>	<p>Review conducted on the basis of requests from partner-associations, schools or systems.</p> <p>A PTAN Learning Resource Centre in place by 04.2004.</p> <p>Develop material for the resource</p>	<p>APT is currently negotiating with HOPE to work on URDU curriculum at primary level.</p> <p>A book exhibition was organized on October 9, 2004. 7 publishers exhibited their books in the exhibition. AKU IED faculty, staff and associations executive committee members helped in identifying the books for PTAN resource cell.</p> <p>SAP and ASSET have also taken initiatives and have been able to collect more than 100 books for the</p>	<p>This review will bring a change in the curriculum of Urdu Quida</p> <p>These books at present are under process at AKU-IED Library. As soon as they are handled to PTAN, the cataloging of the books would be start before the cell is in operation by March 2004.</p> <p>These handbooks would be available at PTAN office for</p>

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
	Development of materials for curriculum enrichment by each of the associations on the basis of requests from partner-associations, schools or systems.	<p>PTAN Resource Cell. More than 25 handbooks of workshop materials have been made</p> <p>Materials designed and developed on regular basis of all associations.</p>	<p>developing materials for workshops. There is an unmet demand to develop materials for curriculum enrichment. PTAN is striving to so this for all associations.</p>
<p>RESULT/OUTPUT (3)</p> <p>To explore avenues of networking at national, regional and international levels explored and strengthened.</p> <p>ACTIVITIES</p> <p>3.1 Extending networking structures and mechanisms with schools within Karachi.</p>	<p>A minimum of 15 schools enrolled as associate members per association by 04.2004.</p>	<p>MAP has 19 school memberships. SAP has 31 schools membership. PAIE has 25 school memberships. SHADE has 18 school memberships. APT has 21 school memberships. ASSET 27 school memberships HEALTH 28 school memberships</p>	<p>PTAN is now thinking over the possibility of getting institutes PTAN member rather than of individual associations. This will increase membership of all associations and also encourage institutes to send in there teachers for all</p>

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
<p>3.2 Establishing linkages with other associations around Pakistan.</p>	<p>Linkages established with two national teacher-associations.</p>	<p>PAIE conducted a collaborative session with HEAR me (a parent support group of children with hearing impairment).</p> <p>SHADE conducted a collaborative session with INTEL, Pakistan This year PTAN has received request for school sessions from Holy Shepherd Grammar School (Malir), Sindh Youth Welfare Organization (Sukkur) and Sujaweal Academy (Nawabshah) for collaboration and development of their teachers.</p> <p>SHADE is in a negotiation process to develop international linkage with ACEL – Australian Council for Educational Leaders.</p>	<p>workshops. More than 70 participants including parents, children and teachers attended the session.</p> <p>SHADE activities are getting recognition outside Pakistan. SHADE executive committee will discuss the terms and conditions of the linkage.</p>
<p>3.3 Exploring linkages with international teacher networking projects, programmes or associations.</p>	<p>Linkages (n=1 per association) established with international teacher networking projects, programmes or association during project period.</p>	<p>HEALTH would continue linkage with child to child trust London, UK and SEF and establish linkage with CHETNA (India) and ARC (Lebanon, Cyprus)</p> <p>PAIE will establish linkage with</p>	

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
<p>3.4 Disseminating information through annual newsletters to all members.</p>	<p>A minimum of two newsletters (n=2 per association) are published annually.</p> <p>A minimum of one brochure to be published annually</p> <p>A PTAN newsletter is published per annum.</p>	<p>Enablinar Education Networking (EENET), UK.</p> <p>APT published their 1st newsletter in January 2004</p> <p>PAIE published a newsletter in MAY 2004</p> <p>SAP published a newsletter in January 2004</p> <p>MAP published a newsletter in January 2004.</p> <p>ASSET published its first newsletter in July 2004.</p> <p>HEALTH published its first newsletter in August 2004.</p> <p>The information leaflets of all the associations were published in January 2004</p> <p>PTAN's second Newsletter would be published in December 2005</p>	<p>The copies of the newsletter are shared with association stakeholders and on website.</p>

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
<p>RESULT/OUTPUT (4) To improve current infrastructure mechanisms and governance structures within and across each of the association.</p> <p>ACTIVITIES</p> <p>4.1 To establish TORs of the Steering Committee for PTAN</p> <p>4.2 Hold two PTAN governance meetings.</p> <p>4.3 Conduction of individual associational meetings.</p> <p>4.4 To enable physical and human resource management mechanisms.</p> <p>4.5 Conduction of leadership training and opportunities particularly for women.</p>	<p>TORs of Steering Committee in comparison to PTAN officials place latest by 10.2004.</p> <p>PTAN governance meetings held twice per year.</p> <p>Conduction of individual-association monthly meetings.</p> <p>Physical and human resource management mechanisms for PTAN in place by 12.2002.</p> <p>At least three women member's women participate in leadership training during</p>	<p>Draft TORs are prepared</p> <p>The governance meetings were conducted with the steering committee meetings.</p> <p>All Associations conducted their executive committee meeting once a month.</p> <p>Program officer and Administrative Assistant for PTAN are in place since May 2003.</p> <p>Under discussion.</p>	<p>By hiring Admin. Assistant and Programme Officer, PTAN's activities are not coordinated in a systematic way.</p>

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
	the project period.		
<p>RESULT/OUTPUT (5) To develop systems for on-going quality assurance amongst the associations.</p> <p>ACTIVITIES</p> <p>5.1 To develop evaluation mechanism for seminar / symposia / conference / workshop / courses.</p> <p>5.2 To establish a Steering Committee to represent all the associations.</p> <p>5.3 To establish peer-review mechanisms.</p>	<p>Evaluation mechanism for seminar / symposia / conference / workshop / courses are developed as required.</p> <p>At least 2 representatives per associations to attend steering committee meetings</p> <p>Peer-Review mechanisms for PTAN are developed by 05.2003.</p>	<p>Each association uses evaluation for workshops and other activities to get participants feedback to improve subsequent activities.</p> <p>All associations actively participated in the held meetings.</p> <p>To be discussed.</p>	<p>PTAN Steering Committee meets once in every two months.</p> <p>Regular visits are paid by Programme Officer, AKF to get updated details of PTAN activities. During the visit the person meets with the Steering Committee of PTAN, which includes Head and one representative</p>

3.0 ACHIEVEMENTS / RESULTS DURING THE REPORTING PERIOD AGAINST EXPECTED RESULTS / OUTPUTS

INTERVENTION LOGIC	OBJECTIVELY VERIFIABLE INDICATORS (OVI)	ACHIEVEMENTS	REMARKS
			from each association.

4.0 OUTCOMES-Achievement of medium to long-term results

4.1 Increased capacity of your organization to perform in an effective manner

The establishment of PTAN has enabled the working of the associations in a more organized and systematic, in terms of, making work plans, designing yearly schedules, publishing newsletters, advertising its session, informing members, having proper record of memberships and workshop material, etc. Now the associations are marketed through the network and the PTAN office is serving as a hub for the members and the associations.

The establishment of HEALTH also proved to be a value addition to PTAN and its member associations. As it has targeted institution, the member institutes after attending regular workshops have also shown a keen interest in other associations.

The open membership of associations to teachers and head teachers has allowed associations to reach out to a large number of teachers, schools and students. The association's activities have wider access to non-IED partners.

4.2 Increased capacity of your organization to mobilize resources required for long-term institutional sustainability

It is expected that following areas would provide enabling environment for sustainability of association activities in the long-term. These are:

4.2.1 Ownership by Beneficiary:

Teachers have started to get ownership and have played active roles in association activities. This is evidenced by members' regular participation in the executive committee meetings, and then planning and facilitating regular workshops in their own personal timings. The increasing attendances in the workshops reflect PTAN's relevancy and quality of the programmes. In addition, it shows learners' interest, benefits to teachers' community, and credibility of the PTAN programmes.

The individual associations are getting invitation for capacity building of school systems in Karachi and outside.

4.2.2 Institutional and Management Capacity:

The Executive Committee members of each association are qualified and competent to run association activities. Non-AKU-IED persons are well represented in the executive committees of individual associations. These teachers will be groomed to take leadership positions in the future association activities. Teachers chair SHADE, ASSET and SAP associations.

The Programme officer and the Administrative Assistant provide central and administrative support to all executive committees of individual associations. The support structure is

contributing in sustaining associations' activities. With increasing workload, PTAN is now planning to hire a Trainee on a one-year contract also.

4.2.3 Environmental Protection

Women dominate the teaching profession in Pakistan. The individual association activities are sensitive to socio-culture issues and provide safe and protected environment for their participants.

Individual associations are in the process of developing articles of associations and rules and regulations of respective associations. These developments would significantly contribute in sustainability of association activities.

4.2.4 Financial Sustainability

Currently PTAN association activities are funded by SIDP. The funding for phase II has been extended to December 2005. To enable proper utilization of the existing resources (i.e. the funds generated by individual associations through the membership fees and registration fees of events) it has been decided by the steering committee that this amount would be kept unspent until the SIDP funds finish. The committee also decided that to enable the associations be financially sustainable and gain ownership of themselves, they would be allowed to spend 25% of the income generated from events and would also be allowed to raise funds through sponsorships. The associations in this regard were strictly instructed that these sponsors should be taken from educational institutions only.

5.0 RESEARCHES AND POLICY DIALOGUE

5.1 Dissemination of PTAN activities

Associations' newsletters: 6 associations (ASSET, MAP, SAP, APT and PAIE) have published their newsletters (provided in the information package) plus a draft of SHADE newsletter is ready to be published in the first half of year 2005. These newsletters are shared and disseminated to all stakeholders (teachers in the field, head teachers, school members and other association collaborative institutions). In addition, these newsletters are placed in different libraries, wherever possible.

Brochures of all seven PTAN associations have been published. The brochure includes key information about each association. This provides first-hand information to prospects members to join any association and also provides information to existing members regarding other association's activities. These would be updated in February 2005.

PTAN newsletter has been drafted and would be published in February 2005. This issue would concentrate on the networking event and activities conducted by the association in the past year and also include papers presented by associations' members at various levels.

PTAN brochure was published in January 2004. This brochure comprises of all the important information, such as aims and objectives of the associations, fee structure and contact addresses of individual associations. Updating would be done in February 2005

The PTAN website was launched officially in the PTAN conference. The website www.ptan.org comprises of all the associations' pages, publication, contacts and upcoming activities' information. This website has proved to be very useful in disseminating information regarding association activities to wider audience crossing city and country's geographical limitations.

5.2 School Headteachers Association for Development of Education (SHADE)

SHADE has been able to conduct regular policy dialogues successfully this year and plans to continue with this practice next year also.

6.0 LESSONS LEARNED AND RECOMMENDATIONS

As a result of the conference, the network feels that there are many issues and concerns that can be resolved by being in constant contact with each other and by collaborating with each other. That is, Constant interaction between the associations through PTAN flat form have enabled all the associations to now plan and organize their events in a systematic manner.

PTAN through the years has gained lot of recognition from institutes outside AKU-IED and trust of its members. But the network has also learned that with this trust and recognition comes responsibilities. The associations at PTAN are working very hard to maintain their performances and proof true to the expectations of its members.

This year as the associations have stepped into the new horizon of networking, the responsibilities associated with all have increased. There is more and more demand of the associations' services and now the educational institutional and associations themselves are looking up to PTAN for many of its needs for networking.

PTAN is now recognized as an independent unit at AKU-IED and is still facing the major challenge of registration, but also feels that there is a great interest from AKF and other donor agencies to invest in the PTAN working and services.

Appendices

Appendix 1

Meeting Minutes

Saturday 10th April, 2004

2.00 – 5.00 p.m.

Director's Office Conference Room

Present: Dr. Sadrudin Pardhan (SP), Parveen Al Amin (PA), Anisa Wali Mohd. (AW), Dr. Shabnam Ahmed (SA), Farah Huma (FH), Huma Ghaffar (HG), Hussain Tawawalla (HT), Sadiq Merchant (SM), Saira Zaidi (SZ), Sardar Ahmed Khan (SAK), Suriya Yousufi (SY), Talat Azad (TA), Farhan Jiwani (FJ)

Apologies: Sakina Abbas (SA)

Reflection of meeting with AKF:

- SP communicated to the meeting members AKF's interest and initiatives in PTAN funding in reference to the meeting held on 25th March 2004 and appreciated the effort put in by all the association.
- Members were also informed that PTAN is looking forward to an extension of 10, 000 Canadian Dollars and AKF at present in Canada negotiating with the monitoring funds for phase 2 of the PAKSID – CIDA funding.

Finalizing Membership Policies:

- PA shared with the members a draft of general membership policies prepare for applicant applying for the membership of all the associations.
- Following is a gist of the discussion:
 - Separate policies should be made for individual and institutional memberships
 - Institutional members can send 3 of its teachers for regular workshops of all the associations.
 - SP advised the members that letter of attendance could be given for all regular workshops and certificates to be earned by the members by attending a specific number of workshops, set by individual associations.
 - HT suggested having attendance certificate, achievement certificate and earned certificates after the participant have marked his attendance for both the sessions and have filled the evaluation forms.
 - SP suggested the members to have a parallel structure, target courses and keep 75% attendance as a must to receive certificates.
 - FH suggested granting attendance letter or certificates to participants who have attended all the hours of the workshop.
 - SP suggested FH to draft a certificate for all. PA to follow up
 - PA to draft a separate policy for institutional and individual members, draft of letter of attendance and follow up for the design of certificates

TORs or PTAN and individual Associations

- PA to circulate the draft TOR to the members.
- Member so to send feed back

Registration:

- Members agreed PTAN to get registered rather than individual associations as after registration PTAN would become an NGO, eligible for locating funds for itself.

Summer Session:

- The associations reported that all of them are conducting short courses in the summer sessions.
- HEALTH: 2 session for 4 days, PAIE: 3 to 5 days, APT 7 days, ASSET 4 to 5 Days, MAP: 5 days, and SAP: 5 days.
- PA to book room for one month
- Associations to provide the date, topic, target group, expected number of participants, charges details and their requirement latest by 1st May 2004.

PTAN resource cell:

- SP suggested that all the association should forward their resource requirement list to PA
- PA to do the further purchasing
- SM and HT highlighted the issue of space and offered a place near to IED as PTAN store.
- SP to negotiate with AKF and IED for a structure near IED for PTAN use.

LFA of Associations/ Strategic plan for PTAN:

- PA communicated to the member that the associations LFA need to be prepared and update to make PTAN LFA for proposed plan for next two year.
- HT to conduct a workshop on “How to develop LFAs” on Saturday, 1st May 2004. 3 representatives from all association, Faisal Notta, PA and FJ to attend the workshop.
- PA to HT to discuss the details of the workshop
- PA to send PTAN members the details.

Financial update:

- PA presented the Quarterly Financial report to the members.
- PA to coordinate with AKU-IED finance to understand needful in the budget.

Documentations at PTAN:

- PA communicated the members that PTAN at present is in the process of documenting the record available. Associations were requested to forward any materials available with them to the PTAN office in this regard.

Workshop requests issue:

- Members were requested to submit their workshop request form at least one week prior to the workshop as during the last few week may problems in this regard were been faced by PTAN officials.
- Associations were also reminded that letter / circulars should also be submitted at least two week prior the event if they need to be dispatched to the members.

Update Association’s Activity report (by association’s representatives)

- To be discussed in the next meeting to be held on Saturday, 12th June 2004.

Recruitment of Farhan Jiwani:

- SP introduced FJ as the new administrative assistant of PTAN. He has been hired in place of Nadir shah and has been working at AKU-IED finance for the last two years in the capacity of a trainee.

Action Plan:

- **PA** to draft a separate policy for institutional and individual members and draft of letter of attendance
 - **FH** to draft a certificate for all. PA to follow up
 - **PA** to book room for one month for the summer sessions
 - **Associations** to provide the date, topic, target group, expected number of participants, charges details and their requirement latest by 1st May 2004.
 - **PA** to consolidate the resource cell requirement list to do the further purchasing.
 - **SP** to negotiate with AKF and IED for a structure near IED for PTAN use.
 - **PA** to coordinate with AKU-IED finance to understand needful in the budget.
-

Appendix 2**Meeting Minutes**

Saturday, November 20, 2004

Time: 1:30pm – 4.00 p.m.

Venue: Conference Room 2

Present: Dr. Sadrudin Pardhan (SP) [Chair], Parveen Al Amin (PA), Qamar Safdar (QS), Mansoor Naz (MZ), Abid Sohail (AS), Humera Khizar (HK), Dr. Shabnam Ahmed (SA), Zohra Nisar (ZN), Rana Hussain (RH), Farah Baqar (FB), Hussain Tawawalla (HT), Farah Huma (FH), Suriya Yousufi (SY), Talat Azad (TA), Farhan Jiwani (FJ)

Apologies: Debbie Kramer Roy (DK), Attiya Hussain (AH)

- SP started the meeting by welcoming members with good news that an additional funding of 1.2 million is available to PTAN till December 2005.
- SP also communicated that PTAN has been rated as the most cost effective project in Pakistan and there are high possibilities of getting funds for additional three years fund. Negotiations in this respect are under discussion.

Financial Updates:

- PA shared the latest financial statement with the members and reported that even though PTAN has Rs. 1.2 m till next year, by December 2004, PTAN would have already incurred more than 0.3 m, leaving less than 0.9 m for the whole of 2005.
- SP suggested that the associations should start thinking about ways in which funds can be harnessed for activities and events and also cut down on lavish spending on lunches and refreshments of events.
- Based on the available budget, some major decisions were taken by the members, with an understanding that as per the latest financial statement and the consumption patterns, PTAN by December 30, 2004, would be left with less than Rs. 1 million. Decisions taken in this regard were as follows:
 - Association can arrange for sponsors for their events (the associations were given strict instruction that these sponsors should be *educational based only*)

- All the associations would be allowed to use **25% of the event income** (raised by the registration fees/sponsors of Olympiads, symposiums, summer sessions, seminars or conferences)

Associations update:

Health

SA shared with the members that during the last six months HEALTH has conducted one summer session in collaboration with PAIE and was also able to take this workshop to Gilgit. For its regular workshops, HEALTH invited Dr. Khawar Kazmi, cardiologist AKU, for an interactive session on Heart concerns and also intends to conduct a collaborative session with SHADE in December and invite Dr. Jawed Khan for a presentation on Gutka and Chalia. This effort of HEALTH and IED in respect of health education was recognized by the DEAN of AKU in the HEALTH day celebrated in September this year.

SA also communicated that HEALTH has been able to publish its first newsletter in September 2004 which was distributed amongst the participant of a three week workshop conducted in India. SA reported that the concept of HEALTH association impressed many people, as this concept was not present in India to date.

SP suggested that to make a greater impact, HEALTH need to put in more effort towards networking by targeting Schools through SHADE and coordinating with PAIE. HT informed that HEALTH, because of its nature can also be a beneficiary of (Environmental Education through Participatory Action Learning, a project of Pakistan Institute for Environmental Development Action Research) EEPAL's WASH programme.

SAP

FH informed the members that SAP, in its summer session, conducted a collaborative session with British council and feels that teachers are willing to pay to learn. But, FA also communicated that SAP at this point of time is experiencing the participation of more than 70 teachers, which at times is very difficult to manage. SP suggested that SAP can think about conducting 2 simultaneous sessions to avoid this issue and also think of alternatives that would not let SAP compromise on the quality of the workshops.

FH shared that this year SAP conducted its 3rd Olympiad, which was a great success. This time the participants were from grade 4th and 8th (both primary and secondary level). The teachers accompanying the students attended a workshop conducted by Uneaza Alvi. SP suggested that a report on Olympiads should be written and also on how these Olympiads have created an impact on schools.

The steering committee was also informed that SAP is working closely with AKU examination Board to develop curriculum for subjects of chemistry, physics and biology.

MAP

AS informed the members that MAP held its 5th Olympiad this year, which was attended by 160 participants. The Olympiad was designed in such a way that the winning group comprised of six schools rather than one school. The impact these Olympiads have been such that now schools have started maintaining a separate session of quiz/IQ and puzzle books in their respective school library.

AS also reported that, an on demand school session was conducted for Usman Public School on July and that Sikunder Ali Baber (Chairperson, MAP) is working to initiate research on mathematics in Denmark.

MAP is also working with the AKU Examination Board in respect of material development.

SHADE

QS shared with members that even though SHADE's membership figures do not come up to the average memberships of the other associations, SHADE through its head teachers have been able to place a greater impact on school. SHADE is now receiving requests from Hyderabad, Gilgit and Chitral to conduct workshops and professional dialogues. QS Also informed the members that the professional dialogue session have proven to be an effective discussion forum for the head teachers.

To place value to the certificates of the workshop, SHADE has started giving letters of attendance and on completion of at least 5 or 6 of the session; the participants would be awarded certificates. QS and MN reported that suggestion and recommendation from the evaluations of the sessions, are usually discussed by the members immediately after the session, to enable the facilitators assess their performance and the quality of the workshop.

QS Communicated to the members that the SHADE mugs have been a great success, as SHADE has been receiving request from difference sources to buy them and that these mugs are now used as a token of appreciation for the workshop facilitators too.

The Members were also informed that SHADE would be ready with its newsletter latest by December 2004. QS stated that this newsletter would consist of papers and articles written by the members describing and witnessing the impact of SHADE workshops on school systems. On this, SP suggested that in future, SHADE can act as a follow up body for IED's ADISM programme.

ASSET

HT started by congratulating his team for their performance. ASSET has been able to successfully publish its first newsletter and conduct a 3 day summer session on "how to conduct successful study tours", in which the association was able to arrange field trips to Karachi museum and Edhi Home for its participants.

To widen its network, ASSET conducted a collaborative session with EEPAL (Environmental Educational through Participatory Action Learning) a project of Pakistan institute for Environmental Development Action Research. HT feels that HEALTH can be a beneficiary of the Water Agriculture Sanitation and Health (WASH) programme of EEPAL also.

HT informed the members that ASSET plans to have its elections on November 27, 2004 and as planned the committee will function on a rotating base. This will enable the association to built its members' capacity and also encourage members to actively participate in the associations activities. SP appreciated the idea and suggested that all associations could consider following this system.

HT communicated that ASSET is organizing it first Olympiad on December 18, 2004 and that ASSET has learned its lesson from MAP and SAP in this area. HT suggested that the associations should be allowed to raise fund for the event and also be allowed to use some percentage of that amount. This resulted in a decision taken for all that from now onwards, very association would be allowed to generate fund for event by allowing sponsors and would be allowed to spend 25% of the fund generated from the registration fees and sponsors of that event. PA to communicate the decision to IED finance.

To ensure proper performance evaluation of ASSET, the committee will present its progress report on November 27, 2004. This report, as HT states, can be reproduced as a manual and then be marketed. SP suggested that this manual can be sold to members as MAP had initially done with the handbook prepared by the PDT of IED.

PAIE

TA, giving an update of PAIE, stated that this May PAIE was able to publish its second newsletter. TA also requested PA to circulate the copies to the meeting members.

During this year, PAIE was able to structure its committee and conduct a summer session in collaboration with HEALTH, which was then taken to Gilgit. TA also informed the members that there are high chances of establishing a PAIE/HEALTH chapter in Gilgit, as an interest group has already been developed after the summer session. This establishment, however, also raises the question of PDCs role and commitment to the associations, which TA feels needs to be addressed by IED.

TA communicated that during her visit to India, many organization have shown an interest in having collaboration with PAIE, but the question on how and at what level these collaboration should take place, needs to be answered.

SP suggested that all the associations should revisit the idea of collaboration at international level, keeping in mind our constraints in terms of human resources and finances.

APT

RH on behalf of APT raised few concerns and question that she felt needs to be addressed by all members:

- *As IED's focus has shifted from primary education to early childhood education, should APT change its focus too? Or should APT think about closing its operations?*

The meeting members answered this question by praising APT's work and also addressing that the associations at PTAN look up to APT as the sole body to promote and enable teacher's training at primary level in all subjects.

- *The workshop held on Saturdays, restricts the government teacher to attend them, as the government schools are open on that day. The association should think in this matter as the government sector is the major concern in the teacher training area.*

SP suggested that this gap can be filled by conducting short courses in summer or winter for government teachers.

- *The Learning recourse centre at AKU-IED was initially developed for Health and Primary education team with an idea to give the teachers a learning environment to the teachers. This resource centre at that time was accessible to the APT members. Is it still accessible to the associations?*

SP informed RH that during the past few years the systems have changed, due to which, now the resource centre is not available to PTAN members. To fill this gap, PTAN is developing its own resource centre.

RH stated that at this point of time, APT needs to revisit its structure and even its systems to enable it cater the needs of its members to its fullest.

Progress report format:

- PA informed the member that progress reports for AKF are due on January 15, 2005 and shared a format which would enable the associations to report its progress easily.
- HT suggested that some changes in the format would enable the associations to not only report their progresses but also measure and evaluate their performances.
- PA and HT to work on the new format.
- PA to forward the new format latest by November 30, 2004.

Material for PTAN newsletter:

- PA informed the associations that this year the PTAN newsletter would be based on the networking and major event organized by the associations, therefore, all associations were requested to submit a short write up of these events and also share any paper prepared or presented by these associations on national or international level.
- All associations to submit articles/entries latest by November 30, 2004.

Deadline for publications

- Every association can use Rs. 16000 for 2 semi annual newsletters (Rs. 8000 each). Any amount more than this, would have to be generated by the individual associations.

Membership fees of the associations.

- The members decided that the individual membership fees for all associations would now be the same, amounting to Rs. 200 per annum.
- Members also suggested that the institutional membership should be of PTAN, rather than of individual associations. The amount for this could be Rs. 1000 per institute. FJ to prepare a matrix to develop a better understanding of the membership pattern.

Counter on ptan.org

- PA informed the members that as recommended by European monitor, a hit counter has been placed at www.ptan.org to monitor the usage of the website.

Filing systems at PTAN

- PA shared with the members a paper stating the process of the filing systems at PTAN and informed that during this exercise, 28 handbooks of more than 100 workshops' handouts have been developed. These handouts would not be issued; rather, interested members can get a copy of these handouts by paying Rs. 1 per page.
- The associations were also informed that PTAN would also help the associations maintain files they feel are important for records, but are not present in the current system.

Budget limitations

- PA raised the concern forwarded by admin about the amount spent on lunches of the events.
- The members decided that from now onwards lunches for the events would be catered by IED food services in the best possible cost and for regular sessions only regular lunches would be served.
- PA to negotiate with IED Admin about this issue.

Strategic planning workshop

- A Strategic planning workshop for PTAN would be held on December 10 and 11, 2004 to develop
 - PTAN LFA
 - Work plan
 - Integrated Activity Matrix (to restrict overlapping of topics)
 - Sustainability Plan (including the financial sustainability Plan)
 - The systems for institutional memberships

Computer at PTAN

- SP informed the members that there are high chances of PTAN an additional computer, personnel and space December 31, 2004.

Membership cards of the associations

- PA to make arrangement to print membership cards, letter heads and envelopes

Networking cost

- SP asked QS to share her view and experiences with TA in respect of networking with international institutions and associations.

A.O.B.

- FH forwarded a concern by the members that the receipts given on membership do not have any PTAN identifications. SP suggested that separate receipt books for PTAN should be printed.
- FH also raised the concern that evaluations of past few workshops have not yet been typed and summarized by PTAN.

PA informed that some of the evaluations have already been typed by the PTAN intern but PTAN has been struggling with manpower since last one year and with the existing work load, this seems to be an additional task for the PTAN office; a task that other associations are doing themselves.

HT suggested that a general evaluation form for all can be developed that would be easy for all to summarize.

- *PTAN Conference*: HT suggested that instead of forgoing the conference because of the budgetary constraints, the associations should raise money to organize this conference, as it provides a platform for the associations to interact, communicate and share ideas and also recognize the services of the working committee members.
- *Workshops for PTAN steering committee members*: SP informed the members that an overseas consultant is coming to IED to conduct workshop on evaluation systems. PTAN might ask him to conduct a 3 hour workshop for its members too.

Members agreed that continuous training of the executive committee members need to be done in order to build capacity and produce better trainers.

Action plan:

- PA to communicate the financial decision to IED Finance.

- **PA** to discuss with Rafiq Ali the problem regarding emails, and communicate to him the decision taken in terms of publications and lunches in the events.
- **PA** to assist APT with the conceptualizing of its roles and future plan.
- **PA** to circulate PAIE, ASSET and HEALTH newsletter to PTAN members.
- **PA** to coordinate with HT to design the new format for the progress report. PA to circulate the new format latest by November 30, 2004
- **SP** to follow up on the availability of space, computer and additional personnel.
- **Association** to submit articles for PTAN newsletters latest by November 30, 2004
- **Associations** to submit progress report latest by December 18, 2004
- **Associations** to submit the revised Brochures latest by December 31, 2004

Appendix 3

PTAN Executive Committee List

Association of Primary teachers (APT)					
Name	Designation	Currently Working	Email	Off. Ph#	Res#
Atiya Hussain	Chairperson	AKU-IED (Senior Instructor)	atiya.hussain@aku.edu	6347611-4 (3067)	-
Anisa Wali Muhammad	Vice chairperson	APT-Program Associate AKES, P	anisasunasra@yahoo.com	6329115 (317)	-
Saira Zaidi	Committee members	Karongi Academy	zeeain_09@yahoo.com	5016616-5023483	4388381
Farzana Hamid	Committee members		farzanaadism@hotmail.com	6627762	6672869
Samina Mohsin	Committee members	The SET School		6346475	6672869
Uzma Butt	Committee members	The Generation School	beeve_21@hotmail.com	6647646	6999549
Farah Baqar	Committee members	The SET School		7238691	7238691
Shameena	Committee members	Shah Wilayat Publich School	shameemusaid@hotmail.com	6344782	6367638

Mathematics Association of Pakistan				
Name	Designation	Current Occupation	Phone#	E-mail Address
Mr. Sikunder Ali Baber	Chairperson	Faculty AKU-IED, 1-5/B, VII Karimabad F. B. Area, Karachi.	OFFICE: RESIDENCE:	sikunder.baber@aku.edu sikunder@hotmail.com
Mr. Sardar Ahmed Khan 6310135	Coordinator	H. S. T. Dehli GBSS, (1st Shift), 21/1, Federal 'B' Area, Gulberg Town, Karachi.	OFFICE:6310135 RESIDENCE:	sardar.ahmed@aku.edu sardararfa@yahoo.com

Mr. Abid Sohail Home: 6368622	Coordinator	Instructor Mathematics & Statistics College of Economics & Social Development (CESD)	OFFICE:6368622 RESIDENCE:111-002-004	abid_paki@yahoo.com
Dr. Anjum Halai	Editor of the Newsletter	Faculty AKU-IED, 1-5/B, VII Karimabad F. B. Area, Karachi.	OFFICE: RESIDENCE:	anjum.halai@aku.edu
Mr. Nadeem Asghar Kirmani	Treasurer	H. S. T. Karachi GBSS, Nazimabad # 5, Karachi.	OFFICE: RESIDENCE:	nadeem.kirmani@aku.edu nadeemkirmani@hotmail.com
Dr. Razia Faqir Muhammad	Member	Faculty AKU-IED, 1-5/B, VII Karimabad F. B. Area, Karachi.	OFFICE: RESIDENCE:	razia.fakirmohd@aku.edu raziafakirmohd@aku.edu
Ms. Munira Amir Ali	Member	Programme Associate South Education Office, AKES'P, at SMS Aga Khan School, F. 'B' Area, Karachi.	OFFICE: RESIDENCE:	munirasarang@yahoo.com
Ms. Saima Maheen	Member	Assistant Programme Officer AKES,P -RCC Project, Clifton, Karachi.	OFFICE:6339371 Fax:6329115 RESIDENCE:0300-2728574	smaheen_23@yahoo.com saima.maheen@akesp.org smaheen_23@hotmail.com
Ms. Afiya Majeed	Member	Mathematics Teacher (Cambridge Department) The Mama Parsi Girls Secondary School, M. A. Jinnah Road, Karachi.	OFFICE: RESIDENCE:	afiyamajeed@hotmail.com
Mr. Abu Sufyan	Member	Head of the Mathematics Department C-145, PECHS-2, Hali Road, Karachi.	OFFICE:RESIDENCE:	abusufyan@teacher.com
Mr. Waheed-ur-Rehman	Member	Head of Physics Department Bahria College, Karsaz, Karachi.	OFFICE: RESIDENCE:	waheedpaf@yahoo.com
Mr. Muhammad Madni Khan	Member	Mathematics Instructor PAF College Malir Cantt., Karachi.	OFFICE: RESIDENCE:	hmadnikhan@yahoo.com.au mathsmaster_cool@hotmail.com
Ms. Kehkashan Afzal	Member	Secondary Mathematics Teacher, Nasra Secondary School, Malir Campus, Karachi	OFFICE: RESIDENCE:	kahkeshan75210@yahoo.com kahkeshan75210@hotmail.com
Ms. Fauzia Awan	Member	Mathematics Instructor PAF College Malir Cantt., Karachi.	OFFICE: RESIDENCE:	fouzia_awan@hotmail.com

School Headteachers Association for Development of Education (SHADE)						
FULL NAME	DESIGNATION	PRESENT OCCUPATION	E-mail Address	Phone number		
Ms. Rafat Khokhar	President	Principal, I.L.A.D.	rafat@cyber.net.pk	Off: 8122383	Res: 5857138	
Ms. Qamar Safdar	General Secretary	IED, Karimabad, Karachi.	Qamar.safdar@aku.edu	Off: 6347611-4	Res: 493-2526	

Ms. Bilqees Nasir	Treasurer	HM, GBSS	Bilqeesnasir786@hotmail.com	Off: 6339019 - 6339091	Res: 6311599- 6933712	Cell: 0300- 9247320
Ms. Suraiya Yousuf Bharmal	Member	Principal, Habib Girls School.		Off: 7213651-53	Res: 5833324	
Ms. Sakina Abbas	Member	Headteacher, Sultan Muhammad Shah, Aga Khan School, Karimabad,	Sms.school@akesp.org	Off: 29301 (6322920)	Res: 6369853	
Ms. Meher Bano	Member	Principal, Happy Home School, Gulshan Campus, 13-D, Gulsnan-e-Iqbal, Karachi.	Meher512002@yahoo.com	Off: 4990863/ 4557412	Res: 813144 its ok	Mobile: 0320- 5018556
Ms. Saba Mahmood	Member	Assistant District Officer Education.	sabamus@hotmail.com	Ph. 9217265 03002564548	4975064	Cell: 0300- 9210883
Ms. Farhat Ansari	Member	HM, Pakland GBSS, 12-A, Block 2, Federal "B" Area, Karachi		Off: 6313010	Res: 6643689- 6335279	

Science Association Of Pakistan

Name	Residential Address	Email	Residential Contact #
Farah Huma	3-C, 8/2, Nazimabad # 3, Khi	farahhuma@hotmail.com	6614973 0333-2297085
Mehnaz Fatima	4-A, 3/2 Nazimabad Khi 74600	mehnaz_Fatima@hotmail.com	6601268
Rehana Batool	A-58, Street # 4, Husain De Silva Town, Block – P, North Nazimabad.	anatoool2k@hotmail.com ; anatoool2000@yahoo.com	6633623
Rukshanda	PECHS		0320-5089293
Shahid Pervez	R-393 Sector-8 North Karachi Township		6904723 0300-2634797
Suraiya Yousifi	PDT Ersa Project	suraiya.yousufi@aku.edu	6640120 4982655
Tahira Firdaus	B-302, Saad view, SB-20 Block 1. Gulistan-e-Jauhar	tfbk@hotmail.com	8130739
Unaeza Alvi	IED	ualvi1866@hotmail.com	6633663 3159 AKU-IED
Arshia Saeed	135, Bahadurabad. Road no 7 Karachi		4932584
Ismat Jehan	R-647, Sector 10, Shadman town, North Karachi, Karachi	ismatjehan@hotmail.com	0320-5080503 School:6933712
Nasim Fakhar			6614229
Naheed Anwar meeting	893, Block 8, azizabad, FB Area, Karachi	Naheedanward34@hotmail.com	6319015
Qamar Syed			0333-2348706

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Association for social Studies Educators and Teachers (ASSET)			
Ms.Farheen Effendi	Chairperson		03002336619
Mr.Hussain Tawawalla	Vice Chairperson		Office:5392894,Home:5802095 Mobile: 0333.2147436
Ms.Huma Ghaffar	General Secretary		6635530
Ms.Bernadette L. Dean	Founder Member and Advisor to the Executive Committee		
Mr. Sadiq S. Merchant sadiqmerchant@hotmail.com	Workshops & Events Coordinator		03205041077- Coach 6328727- Home 6811999
Ms.Ruhun Nisa	Member		6638592
HEALTH Working Committees:			
Planning Committee:	1) Mr. Daman Anis (Sindh Education Foundation) 2) Ms. Uzma Khan (Faran Academy) 3) Ms. Shagufta / Ms. Kehkashan (Education Foundation)		
Activity Committee:	1) Ms. Hameeda Kapadia (Habib Girls School) 2) Mr. Javed Iqbal (Pir Mahfooz Govt. School) 3) Mohd. Saeed (Al-Sidiq Memorial Educational Society)		
Publication Committee:	1) Rehan Gul (Metroville CBS) 2) Mohammad Zubair (Govt. Education Department) 3) Mussarat Paliyo (Sindh Education Foundation)		
PAIE Working Committees:			
Name	Residential Address	Email	Residential Contact #
Farazana		3:30	Res:6639686&6635744 Office:6627762
Nasira Faiz		3:30	Res:4314121 Office:
Aliya Iqbal			Res:8117167 Mob:0300-2302644
Rahat Hussain		3:30	Res:0300-2258731 Office:
Tehmeena		3:30	
Nazish Hasan			Res:0333-2194421 Office:4526504 Res: Office:

Appendix 4

Individual associations Integrated Activity Matrix (IAM)

(APT)

Integrated Activity Matrix Prepared by: Rana Hussain, Attiya Hussain, Faisal Notta, Fariha Haiyat

S.no	Core output	Governance/ legal	management/ Coordination	communication/ Dismission	collaboration/networking	feedback/evaluation
1	Day workshops for teachers 10= 5 APT + 5 collaboration 4 hours each	APT steering committee develops yearly plans and presents to PTAN	coordination with other associations * sharing of places * identifying resource person * setting timelines	dissemination of workshop info through APT/PTAN	1 collaboration session each with HEALTH, PAIE, SHADE, SAP, ASSET and MAP	* Evaluation forms * content analysis by EC
2	short coerces for teachers 1 in summer, School based time: 3 days 15 hours	2 programme report on challenges and success	logistics by PTAN * communication * venue * arrangements *follow -ups	Training material to be provided to participating schools	School based summer Workshop 3 day = 15 hrs	Questionnaire content analysis
3	Children's workshop time: 3 (MAY, August, November) 4 hour each	Approval from SMCs parents, PTAN/APT committee	coordination with security personnel at IED and Public affairs	compiled stories/ experiences of parents/Grand Parents	seek support from Nazim, Parents, School management	children work (pictorial evidence)
4	Olympiads for parents / G. parents 1= march = 4 hours at least	identifying appropriate venue, plan sessions, other arrangements, financial approval PTAN?APT	coordination with schools/ institutions (darraul amman/Edhi)	Information on special event VIA Brochures/Flyers	identifying potential sponsors (Food Stalls)	Questionnaire for parents * Pictorial Evidence
5	Publications Newsletter (2 per year) BIP (bright ideas in primary)	Financial approval APT (EC) compile the NL PTAN Identifies Publishers	PTAN to dissemination NL to all associations NS/Ecs	PTAN to disseminate the NL to all schools/Institutions/NGOs, etc * E-version of NL	to identify school/ institutions in order to place newsletters in their libraries	Feed back from readers through quiz, Puzzles, games/ memberships
6	Legal Entity a) Elections - Feb 2005 b) developing MOU - March 2005 c) Self peer Evaluation of Executive committee meetings	a) Succession plans developing committee members (mentoring /Counseling)	a) Communicate to learn from other associations the process of elections	a) Dissemination of info about roles and responsibilities to executive committee members	a) Collaboration with schools to identify and support APT members	a) Evaluate processes of election through APT members
		b) approval for members for school/ Institution sessions on development of MOV		PTAN will compile a Self/ peer assessment consolidated report to share with schools		
		c) APT committee members to finalize the financials, time line and tenure	Intimate the APT members about the meeting		To be in regular contact with schools	develop criteria for self/peer assessment of executive committee members performance

7	APT anniversary celebration event: Four hour yearly	APT to decide timeline with format for celebration				
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**(SAP)
Integrated Activity Matrix**

Prepared by: Farhan Huma, Uneza Alvi, Surriya Yousufi

S.no	Core output	Governance/ legal	management/ Coordination	communication/ Dismission	collaboration/networking	feedback/evaluation
1	Organize 10 Day workshop (8 internal) (2 external)	* Executive committee * workshop coordinator * workshop Facilitators	Decision making * review * monitoring	* circulars * Phone calls * workshop handbooks	* Government School * PTAN and its associations MAP and APT	Anecdotal Evidences * Pictorial Record
2	short courses for teachers in summer at AKUIED	Transparency	* do * short coerces coordinator	* emails * website * brochures * certificates	* School Association/ organization * Institution * assessment of fairs/ Exhibitions * schools	* Participants evaluation * presentation * resource person' reflection
3	Internal Capacity building	* By laws * Membership forms * policies * donor Agencies	* Review * decision making * planning * implementation * monitoring	* -do- * personal visits * peers	PTAN	
5	Publications * Newsletter (2 per year) * Handbooks (10) * Material development	* Executive committee * newsletter editors		AKU Examination Board AKUSON (Government teachers and Faculty)	*Decision-making/m onitoring *collection of material * editing * proof reading * printing/ Publication	Section in newsletter for comments and feed back * Evaluation forms (SAP members - workshops)
4	Olympiads * For children * For teacher	Planning and Implementation		int- conf- presentations	* Letter introductory writeups * phone calls * Guest speakers * folder for teacher and children * shield * mementoes	* Feedback from teachers/children * reflections * presentations

**(ASSET)
Integrated Activity Matrix**

Prepared by: Rabia Masood, Huma Ghaffar, Ruhunisa Kirmani, Mrs. Bilquis Munaf, Yasmeen Bawa

Core output	Governance/ legal	management/ Coordination	communication/Dissmission	collaboration/networking	feedback/evaluation
Organizing 10 workshops (internal)	finalizing topic through EC	*Room booking * workshop material printing * refreshments * certificate printing * flyers	* dispatching letters and invitations	* networking with resource person and institutions * networking with other associations at PTAN.	Participants fill out the evaluation forms
Summer workshop (3d x 7h)	finalizing topic through EC	Co-ordinate with Facilitators		* Facility for visits * providing info/ lit * pre trip briefing * briefing during/after visits	Post workshop report by general secretary
Olympiad		*Room booking * workshop material printing * refreshments * certificate printing * flyers	* announce date for Olympiads * registration for schools * confirmation venues * invitations to judges * planning posters and quiz competition		
Expanding the scope of asset		maintaining and updating records	* publicity of asset through newsletter articles, letters to editor * holding info sessions in schools * schools distribution of asset's lit * creating awareness about different schools' issues	* Dispatching invitation letters to schools. * Ensuring participations of Schools	
Publications	Editorial board to write, collect, edit material, * publication committee to determine quality and manual	* Technical support from PTAN * publishing and printing * distributing and Dispatching	* newsletter (2) * manual (2)	* Conducting survey in association with other schools, partners etc. * technical input, sharing of inputs with Intel and EEPAL * workshop for other institutions	
action research (2)			research publications	innovation teaching strategies	networking with schools and teachers for information
library	approval of EC for buying resources	* collecting books and material for library * developing a library system * issuing, retiring, cataloging eke * acquiring resource room * infrastructure needs * HR resource, Material, furniture	* communicate with book publishers about the books required, prices etc. * collecting books through donations		Maintaining a visitors book for suggestions (needs and comments) Visitors / asset members

(MAP)

Integrated Activity Matrix

Prepared by: Abid Sohail, Kahkashan Afzal, Humara Khizar

S.no	Core output	Governance/ legal	management/ Coordination	communication/ Dismission	Other Associations	collaboration/networking	feedback /evaluation
1	Organizing One day workshop i) <i>internal</i> a) regular workshop 12x 2=24 b) Children w.s 2x1=2 c) parents w.s 2 x1 =2	a) Working committee b) Planning committee of particular report c) Event report	3 planning meetings a) Brain storming/objectives guidelines for designing of activities b) Discussion about designed activities c) Finalization/ typing and photocopying	through PTAN email telephone letters newsletters personal contacts website	Health - March 2005 SHADE - June 2005 PAIE APT June 2006 SAP June 2006 ASSET	* Sindh Text Book Board * AKU Examination Board	Certificates issued by institute feed back by the institutes feedback report
	ii) External w.s a) outreach	Committee for external affairs	Institutional members on request first come 1st serve basis * local education board * AKESP -Hyderabad				
2	Summer W.S 5x4= 20 hours a) for all b) for government	Event committee	Through PTAN a) Venue b) Refreshments c) Preparation of certificates	through PTAN email telephone letters newsletters personal contacts website		Visit of different schools	pictorial evidences of the event workshop report
3	Olympiad 1x2=2	Registration of schools level selection 40 schools x 4 students= 160 x 2 =320 40 teachers x 2 = 80 x2 = 160 20 guest	10 -12 meetin gs a) Motivation and invitations b) Designing of activities c) Enhancement of designed activities d) Selection of activities e) Finalization of designed activities f) Allocation of duties a. Monitoring committee i. Activities ii. Registration/ communication iii. Banners and prizes, certificates iv. Financials aspects b. Facilitators c. Jury d. Communicators e. Maters of the ceremony				

4	<p>MAP anniversary a) Dialogue b) Role play c) Quiz d) Cake cutting</p>	Event committee		<p>5 meetings 1) Topics 2) locating for resource person 3) allocation of responsibilities and designing of activities 4) finalization 5) typing of selected activities</p>			
5	<p>Publications a) Newsletters 2x2 b) Research paper once an year</p>	committee for newsletters and publication research committee	<p>Decision of topics Definition of objectives Preparation of Questionnaire Collection of Data Analysis of the data inference and conclusion report</p>	<p>collection editing compiling formatting printing</p>			
6	<p>Registration of associations</p>	PTAN					<p>printed research report</p>
7	<p>Library</p>	PTAN		<p>books and materials</p>		<p>State bank Library personal visit discussion with the Chief Librarian for free memberships motivating members</p>	

(SHADE)**Integrated Activity Matrix**

Prepared by: Qamar Safdar, Mansoor Naz, Farzana ,

S.no	Core output	Governance/ legal	Management/ Coordination	Communication/ Dissemination	Collaboration/ Networking	Feedback/ Evaluation
1	Organize 6 workshop and 6 dialogue sessions	workshop committee	workshop committee meeting semi annual	Workshop/ Handouts	Inter Association	Analysis of evaluation sheet
2	Short courses/ Summer Session/ Winter session	workshop committee	Consultancy committee meeting semi annual	guide book lets invitation material	outstation	post workshop & PD analysis and discussion in the basis of the feedback and evaluations
3	Publication a. Newsletter b. Guide books	Publication committee	Newsletter committee meeting once a month	Communication dissemination 1. Newsletter 2. Brochures		feedback on SHADE newsletter internationally
4	Conference in June 2006	Conference committee/ Executive committee/ consultant committee	Follow-up meetings in executive committee meetings	topic/ theme call for abstracts, schedule, key note speakers		
5	consultancy a) leadership b) mentoring c) action research d) monitoring and evaluations e) Management practices f) learning organization	Consultancy committee		correspondence with the concerned institute		
6	HT. Exchange programme	Executive committee	constant liaison	follow-ups , calls, PTAN for logistics	head teachers forum Australia * Sheffield Hallam University, England * Teachers Forum Jaipur, India	

(PAIE)
Integrated Activity Matrix
 Prepared by: Talat Azad, Debbie Krameroy

Core output	Governance/ legal	management/ Coordination	communication/ Dissemination	collaboration/networking	feedback/evaluation
Day workshops for teachers 8 - 4 hours each	PAIE steering committee develops yearly plans and presents to PTAN	coordination with other associations * sharing of places * identifying resource person * setting timelines	dissemination of workshop info through PAIE/PTAN	Collaboration session each with HEALTH, PAIE, SHADE, SAP, ASSET and MAP. Organization outside IED e.g. HEARME , HREP	* Evaluation forms * content analysis by working committee meeting
short courses for teachers summer,	2 programme report on challenges and success	logistics by PTAN * communication * venue * arrangements * follow-ups	handouts	-	Evaluation Form
Olympiads for CWSN + without 10 schools	Identifying appropriate venue, plan sessions, other arrangements, financial approval PTAN? PAIE	coordination with schools/ institutions	Information on special event VIA Brochures/Flyers	identifying potential sponsors	* Pictorial Evidence check list for children
Publications Newsletter (1 per year)	Financial approval PAIE (EC) compile the NL PTAN Identifies Publishers	PTAN to dissemination NL to all associations NS/Ecs	PTAN to disseminate the NL to all schools/Institutions/NGOs, etc * E-version of NL	to identify school/ institutions in order to place newsletters in their libraries	Feed back from readers memberships/ feedback section in the newsletter

Appendix 5

Drafted Logical Framework Analysis (LFA)

APT's LFA

S.no	CORE OUTPUT	OVIS	SOV	Assumption
1	1-Days workshop for teachers. 10-APT+5Collaboration EACH=4hrs at least	1-Workshop Conducted as per schedule & as per invitation list (at least 80%)	*Attendance sheet of workshop. *Training maters. *Evaluation of workshops. *Certificates	Ongoing availabilities of volunteer service.
2	2-Short Courses for teachers. 1in summer, school based time 3days=15 hours	2-Conducting summer school based short course for the no of tea cheers identify by school	all 4 pts as above pictorial evidence *request letter./topic identification. *attendance sheet. *pictorial evidence. *transport request. *acceptance letters. *attendance sheet. *evaluation/parents children. *Gift purchase/invoice. *Participation Certificate.	Availability of school premises for workshop
3	Children workshop Time=3(May.Aug.Nov) 4hrs each	3-acceptance of invitation (at least 80%) *Conducted 3 workshops as per plan/sche for 20-25 children in each workshop	Security Clearance from security dept.	*Conducive environment. *Cooperation of schools.
4	4-Olympiad for parents,G.Parents 1-march 4 hours at least	At least 20 parents/grand parents have participated in the Olympiad organized as per plan *Acceptance of invitation (40%) for institutions like EDHI, Daarul Amman *At least one food stall/book stall to be sponsored one.	2-pager report on Olympiad. *Financial approval receipts. *Brochures/flyers. *Request letter for sponsorship.	*Conducive environment. *Sponsor agrees to support the programme as per schedule.
5	5-Publishing *Newsletter (2per year). *BIP(Bright ideas in Primary)	5-2 news letters published as per annum accordance of plan *BIP published as per plan	*Published Newsletters. *Published BIPs hand books	Continued financial support from PTAN
6	6-Legal Entity a- Elections-FEB 2005 b-developing Mous-March 2005 b-Self-peer evaluation of Executive committee members	6-(a)Elections held in FEB 2005 & Executive committee is formed-with tenses (b)Mous developed in March 2005 & shared with PTAN (c)2 Executive Committees meeting held to develop a format for self/peer evaluation of executive committee members	(a)Appointment letters issued. (b)MOU (March2005) (c)Instrument for self/peer evaluation	*Continued support from members.

7	7-APT Anniversary Celebration -Event, 4 hours yearly	7-APT anniversary celebration on held as per plan	Invitation & conformation from participants.	Conducive environment.
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HEALTH LFA

S.NO	CORE OUTPUT	OVIS	SOV	Assumption
1	1-Days workshop for teachers (4hrs each). 10-HE+3 Collaboration	1-Workshop Conducted as per schedule & as per invitation list (at least 80%)	*Attendance sheet of workshop. *Training materials. *Evaluation reports of the workshops. *Certificates	Volunteer resource availability
2	2-5 days Workshops on children's participation in health for teachers(based on needs of the schools (10 days) in summer holidays (school based)	Conducting 2 school based workshops in summers for number of teachers identified by the schools	All 4 pts as above pictorial evidence *request letter /topic identification *attendance sheet *pictorial evidence *transport request *acceptance letters *attendance sheet *evaluation/parents children *Gift purchase/invoice *Participation Certificate	Availability of school premises for workshop
3	2 workshops for Children (Aug.Nov) Time=3 -4hrs each	acceptance of invitation (at least 80%) *Conduct 2 workshops as per plan/schedule for 20-25 children in each workshop	Security Clearance from security dept.	*Conducive environment. *Schools cooperation and support for the programme
4	2 needs based Health awareness interactive programme on identified topics for school children and teachers 1in April and one in October Time 2 hours at least	acceptance of invitation by schools(80%) 2 sessions 35-40 children and children and teachers attend each workshop	1 page report Handouts	AKUH doctors of relevant field agree to conduct the interactive session Conducive environment
5	5-Publishing *Newsletter (2per year).	2 news letters to publish as per plan	Published newsletter	Continued financial support from PTAN and comic relief project

SAP's LFA

S.no	CORE OUTPUT	OVIS	SOV	Assumption
1	Organize 10 Day workshop (8 internal) (2 external)	No of workshops:10 attendance 35 0 to 400 at least 30% science teachers appreciated the materials workshop material/ activities Duplicated /applied with adaptations	Attendance sheet * certificates distribute * workshop handbooks * anecdotal/written/ pictorial * students work	
2	short courses for teachers in summer at AKUIED	no of courses AKU-IED: 1 attendance = 25 resource person conduct at least 1 workshop for SAP in year 2. resource person replicated activities for SAP/ Institute * short courses (s) school based = totally = 30-35	Evaluation forms * attendance sheet * workshop material * workshop handouts	
3	Internal Capacity building	* at least 4 RPs would be developed * R.P are able to conduct at least 4 session for SAP regular workshop	Feedback provided by participants * observations of R.P	
4	Olympiads * For children * For teacher	Once a year - Oct/November no of Participants 150 - 200 * Students/analysis of evaluation comments forms * demand more activated * enjoyed the event	* attendance sheet * evaluation forms/ reflections * anecdotal records * pictorial * folder for ss/trs/Eccommittee	

5	Publications * Newsletter (2 per year) * Handbooks (10) * Material development	Two/Year Quality:200 reader/committee members comments * selection of topic/ topic relevancy * quality of articles * applicability of concepts	* newsletter * issuing dates	
Asset LFA				
Core output	OVI	SOV	Assumptions	
Organizing 10 workshops (internal)	* at least 20 participants (Teacher) in each workshop (20x10) * Workshop held on specified time frame	* Attendance sheets *Evaluations by Participants (Qualitative)		
Summer workshop (3d x 7h)	* at least 10-15 participants * pedagogy of study TORs * study tours of Museum & social welfare organization	* registration of 13 participants * planning of study tours by participants * approval of visit in the form of letters		
Olympiad	* At least 13 schools registered on time * caters to at least 35-45 participants * event starts/ends on time	* registration forms * Reciepts * event reports * APP letters		
Expanding the scope of asset	* increasing memberships by at least 15% * retaining old members	registration forms		
Publications	* two newsletters * two manuals * collection of articles	newsletter and manual in a published form		
action research (2)	class based research on innovative teaching strategies	research report		
library	* collection of books * collection of resource material	records of books and material		

MAP's LFA

CORE OUTPUT	OVIS	SOV	Assumption
Organizing One day workshop i) <i>internal</i> a) regular workshop 12x 2=24 b) Children w.s 2x1=2 c) parents w.s 2 x1 =2	10x 2 = 20 workshops 10 x 40 = 400 participants old 55% : new 45%	1) Attendance sheets of the participants 2) Evaluation forms 3) Pictorial evidence 4) Event reports 5) Certificates 6) Reflections of participants (verbal) as reported by the facilitators	IED and PTAN support for venue and menu funding available for events
ii) External w.s a) outreach			
Summer W.S 5x4= 20 hours a) for all b) for government	1 x 2 event as per schedule 5 day @ 4 hours = 20		
Olympiad 1x2=2	1) No of request for registration 2) 10% increase in no of schools per annum old 65% : new 35%		
MAP anniversary a) Dialogue b) Role play c) Quiz d) Cake cutting	1 event per year = 2 events 4 students x no of schools = 160 2 teacher x no of schools 10 parents 10 headteachers/ 10 students 30 x 2 = 60 participants		
Publications a) Newsletters 2x2 b) Research paper once an year			

Registration of associations			
Library			

SHADE LFA

S.no	CORE OUTPUT	OVIS	SOV	Assumption
1	Organize 6 workshop and 6 dialogue sessions	* 75% participations as per invitations * satisfactory comments on * Reflections request for repetition	*Attendance sheet * Pictorial evidence * Handouts	continued Availability of human, financial and physical resources
2	Short courses/ Summer Session/ Winter session	* Appreciation letters from institute * Appreciation through reflection sheets	*Attendance sheet * Pictorial evidence * certificates	
3	Publication a. Newsletter b. Guide books	copies of the publication and circulation	Comments on newsletters * local/ international request.	
4	Conference in June 2006	number of registrations * quality of key note speakers * attendance sheets	coverage by media * publication * articles	
5	consultancy a) leadership b) mentoring c) action research d) monitoring and evaluations e) Management practices f) learning organization	number of consultancies requested.	HTs from developed countries	
6	HT. Exchange programme			

PAIE's LFA

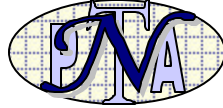
S.no	CORE OUTPUT	OVIS	SOV	Assumption
1	1-Days regular workshops for teachers 4 hours at least	1-Workshop Conducted as per schedule & as per invitation list	*Attendance sheet of workshop. *Training maters. *Evaluation of workshops. *Certificates	Ongoing availabilities of PAIE Committee.
2	5-day Summer Courses for teachers . 5days=20 hours	Conducting summer short course for the no of Schools/Teachers registered for the course	all 4 pts as above pictorial evidence *request letter./topic identification. *attendance sheet. *pictorial evidence. *transport request. *acceptance letters. *attendance sheet. *evaluation/parti. *Gift purchase/invoice. *Participation Certificate.	Availability of resource person.
3	Children workshop Time=3(May.Aug.Nov) 4hrs each	3-acceptance of invitation (at least 80%) *Conducted 3 workshops as per plan/sche for 20-25 children in each workshop	Security Clearance from security dept.	*Conducive environment. *Cooperation of schools.
4	Olympiad - students with and without special needs 4 hours at least	At least 10 schools have participated in the Olympiad organized as per plan *Acceptance of invitation (40%) *At least one food stall/book stall to be a sponsored one.	2-pager report on Olympiad. *Financial approval receipts. *Brochers/flyers. *Request letter for sponsorship.	*Conducive environment. *Sponsor agrees to support the programme as per schedule.
5	5-Publishing *Newsletter (1 per year).	5- 1 newsletters published as per annum accordance of plan	*Published Newsletters.	Continued financial & technical support from PTAN
6	6-Legal Entity a- Elections-FEB 2005 b- developing Mous-March 2005 b-Self-peer evaluation of Executive committee members	6-(a)Elections held in FEB 2005 & Executive committee is formed-with tenures (b)Mous developed in March 2005 & shared with PTAN (c)2 Executive Committees meeting held to develop a format for self/peer evaluation of executive committee members	(a)Appointment letters issued. (b)MOU (March2005) (c)Instrument for self/peer evaluation	*Continued support from members.
7	7-APT Anniversary Celebration -Event, 4 hours yearly	7-APT anniversary celebration on held as per plan	Invitation & conformation from participants.	Conducive environment.

Appendix 6**Professional Teacher Association Network
(TORs)**

S.no	PTAN	ASSOCIATION
	Logical Framework Analysis [LFA (Pre-budget)]	
1	Assist associations with the development of LFAs, Consolidate associations LFAs, develop and update PTAN LFA, work on the Strategic Plan and prepare budget with the help of AKU-IED finance accordingly.	Develop and update LFAs
	Organizational Structure (Once 2 Years)	
2	Support associations to structure committees, brief them about their roles and responsibilities (logistics)	* Plan and hold regular elections * Develop Executive and sub- committees and provide job descriptions to all members
	Yearly Plan (Yearly)	
3	Consolidate individual association yearly plans and prepare PTAN year plan	Develop yearly plans
	Progress Report (Quarterly + Semi annual)	
4	* Provide associations with guideline given by AKF * Consolidate progress reports and submit result base report to AKF	Submit reports as per the guidelines provided by PTAN.
	Steering Committee Meeting (Bi-monthly)	
5	Organize Regular Meeting (Prepare Agenda, take Minutes and develop action plan)	* Nominate A representative for the committee * Attend and Present Association activity Update
	Registration (once)	
6	Develop article of associations with the help of lawyer and get the associations registered.	Provide relevant material to PTAN to develop article of association
7	Associations Activities (Monthly) [Regular workshop/ Summer session/ Short courses / Symposiums/Olympiads/ meetings]	

	Assist with logistics (room bookings, catering, stationary/ media/ invitations through letters, emails and calls, confirmations, material typing, photocopies, material record keepings, certificates)	<ul style="list-style-type: none"> * Plan event and submit requirements (one week prior to the event) * Provide basic information (Topic, Facilitator name, Venue if outside IED, one para report) * Maintain record of Out source correspondence * Maintain records of meetings and minutes
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S.no	PTAN	ASSOCIATION
	Memberships (Regular Activity)	
8	<ul style="list-style-type: none"> * Record and update membership records, * Prepare Financial Statements, record and submit cash on daily basis to IED finance, * Consolidate membership record and prepare periodical analysis. 	Study updated List (take decision Accordingly)
	Publications	
9	<ul style="list-style-type: none"> * Develop PTAN newsletter/ Brochure/ Schedules * Assist association publication (formatting and Printing) 	Compile, Edit and Format Material
	Resource Cell	
10	<ul style="list-style-type: none"> * Identify Publishers * Correspond with Publishers to arrange the requested material 	<ul style="list-style-type: none"> * Identify Resource Person * Submit Resource Requirement List
	Marketing	
11	<ul style="list-style-type: none"> * Invite Institutes and individuals to join PTAN * Forward Special Request to Associations and support them in coordinating if required) 	<ul style="list-style-type: none"> * Invite Institutes and individuals to join Association * Cater request received from/ through PTAN or correspond directly
	Networking	
12	Organize Networking Events	Work closely with PTAN in Networking event (work as stated in point 7)
	Website	
13	<ul style="list-style-type: none"> * Work closely with the web developers to develop and maintain the website * Correspond with hosting companies 	*****
	Coordination	
14	Coordinate and correspond with IED Department and outsource facilities to fulfill the above mentioned responsibilities	*****
15	Perform any other such duties when PTAN Chairman feel necessary	



Professional Teacher Associations Network

Appendix 7

Membership policies

Membership criteria (Individual and Institutional)

- The applicant should abide by the resolution and rules laid by the association applying for and be willing to support the aims and objectives of that association.
- The Associations executive committee holds the right to accept or reject any application.
- Association executive committee has the right to make any changes in the rules and regulations if needed.
- All registrations are valid for one year, starting from the date of registration.
- The members have to pay the membership fees as subscribed by the association. (Registrations for special event like symposium, Olympiads or conference are not included in these amounts).
- For Institutional memberships following number of teachers can be sent:
 - MAP: 3,
 - SAP: 2,
 - SHADE: 3,
 - APT: 2,
 - ASSET: 2,
 - PAIE: 2,
 - HEALTH: 5

Entitlements

- The members are allowed to attend all the scheduled workshops for the year;
- Receive copies of workshops materials of any other publications of the associations.
- Certificates for attendance are issued for every workshop except SHADE workshops; certificates for workshop are issued on request to members only;
- Renewals are accepted by all associations

Method of Payment

Kindly send your Cheques/Cash in the name of

The Aga Khan University - Institute for Educational Development.

At

PTAN c/o IED-PDC, 1-5/B-VII, F.B. Area, Karimabad,
P.O. Box-13688, Karachi-75950. Pakistan.

Telephone Number. 6347611-4 Ext 174/177. Fax #. 6347616

If you pay your membership fee by cheque, kindly attach your application form with it

Appendix 8

Achievement certificate

Dated: May 08 , 2004



Achievement Certificate

Awarded to

For receiving 40 hours of training through ____ regular workshops

held during the period

"June 1, 2004 to May 1, 2005

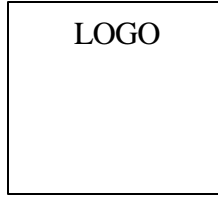
by

Mathematics Association of Pakistan

Sardar Ahmed Khan
MAP Coordinator

Appendix 8

Letter of Attendance



Draft only

Name of the Association

Dated: _____

Subject: Letter of Attendance

Dear member,

This is to endorse your attendance in 4 hours **MAP workshop** on “Calculation in light” held on June 20, 2004.

The session was facilitated by _____.

Your presence in the workshop was highly acknowledged and we hope that you would continue participating in future MAP session with the same zeal.

Best wishes and regards

Name of the workshop coordinator/Chairperson
Workshop Coordinator/Chairperson

Appendix 9

Financials

Appendix 10

Detailed Job Description of Office Assistant (OA)

PTAN resource cell

1. Cataloging of library books
2. Developing issuing systems for PTANRC
3. Issuing the books

Stationary/ Inventory

1. Maintain the existing stationary/ Inventory at PTAN (stationary, envelopes, printing papers, files, folder) & miscellaneous items
2. Providing stationary as per the WRF to the associations

PTAN Information Packages

1. Updating newsletter and brochures copies (photocopying and folding brochures)
2. Preparing folders (consisting of front page, workshop schedule, PTAN and individual associations' newsletter and brochures, and application forms of individual associations)

Workshops/Events [Seminars, Conference, summer sessions, Olympiad etc]

- 1) Dispatching of letters/Phone calls/Email for each workshop
 - a. Photocopying of the circulars
 - b. Dispatching of Envelopes
 - c. Making phone calls if Teachers are to be informed on urgent basis
- 2) Name tags (for participants, facilitators, judges and chief guest of the special events)
- 3) Handouts/ Transparencies
 - a. Assist in preparation of Handouts/ Transparencies
 - b. Get photocopies of the handouts/ Transparencies
- 4) Evaluation forms : Typing them (if requested b the associations)
- 5) Flyers and directions
 - a. Prepare flyers/ directions
 - b. Place flyer on the IED notice boards
- 6) Filing
 - a. Registration forms of the event in the event file.
 - b. Circulars
 - c. registrations sheet (for special event)
 - d. Handouts
 - e. Attendance Sheet
 - f. *Workshop Request Forms (WRF)*
 - g. Certificates
 - h. Evaluation forms
 - i. Booklets of events (consisting of circulars, registration forms, handouts, and all relevant materials)

Memberships

Taking memberships in the absence of the Administrative assistant

Perform all other task delegated by the supervisor

APPENDIX 11: PROFESSIONAL TEACHER ASSOCIATIONS NETWORK

WORKSHOPS HELD DURING JANUARY - DECEMBER 2004

PROFESSIONAL ASSOCIATION	DATES	WORKSHOP TOPICS
Science Association of Pakistan (SAP)	January	Animal Circulatory Systems
	February	PTAN Conference
	March	How to design activities in science?
	April	Cooperative Learning
	May	Classifications
	June	ME d re-entry module
	July	SAP Summer Session 2004
	August	Teaching Science with Analogies
	September	Role of the Teacher in Creating an Environmental Ethic
	October	3 rd SAP Olympiad 2004
	November	-
	December	How to promote multiple intelligence in a Science classroom
Mathematics Association of Pakistan (MAP)	January	Theorems
	February	Graphs and their Meaning & PTAN Conference
	March	Problem posing & solving in Mathematic sat primary level
	April	Fractions
	May	Trigonometry
	June	Mathematics & Chemistry & ME d re-entry module
	July	Linear & Quadratic Equations in Business Application
	August	Statistics
	September	5 th MAP Olympiad
	October	Net designing related to mathematics geometrical shapes.
	November	ICT Mathematics
	December	Ratio & Proportion
Association of Social Studies Educators and Teachers (ASSET)	January	Making Sense Out of Maps, Map Skills
	February	Importance of Current Affairs in Teaching Social Studies & PTAN Conference
	March	The value of a good discussion in a social studies class
	April	Developing Teaching Aid ;A Social Studies Class Newsletter

PROFESSIONAL ASSOCIATION	DATES	WORKSHOP TOPICS
	May	Poster making in the context of Environment
	June	Questioning; A strategy to promote critical thinking ME d re-entry module
	July	1. Planning, Designing & Executing Creative Study Tour&2. Environmental Education
	August	Directed Activities Related to Text (DARTs)
	September	Citizenship and Human Rights Education in Schools
	October	Child Right Education
	November	Citizenship and Human Rights
	December	1 st ASSET Olympiad
School Headteachers Association for Development of Education (SHADE)	January	Assessing Effectiveness of Teachers Training Program
	February	PTAN Conference
	March	-
	April	The School as a Learning Community
	May	-
	June	Project based Learning using Technology & M.E.D re-entry module
	July	-
	August	Parents as Partners in the Learning Community
	September	The role of Music in Curriculum
	October	How to hold an effective parent teacher meeting
	November	-
	December	Advocating for School Health: Presenting an effective case to decision makers.
Pakistan Association for Inclusive Education (PAIE)	January	Taking Steps Towards Inclusion
	February	PTAN Conference
	March	Collaborative session with HEAR me
	April	Bullying in School
	May	Understanding & dealing with /hyperactivity :Inattentive/Impulsive behavior in classroom
	June	ME d re-entry module
	July	PAIE Summer Session in Collaboration with HEALTH (Including the Excluded)
	August	Taking Steps towards Inclusion (Case Study)
	September	Cooperative in an inclusive classroom
	October	Understanding and working with children with Autism
	November	Understanding and working with children with Dyslexia
	December	Taking Steps towards Inclusion.
	January	Developing Children’s writing at the Lower Primary Level (Classes1-3)

PROFESSIONAL ASSOCIATION	DATES	WORKSHOP TOPICS
Association of Primary Teachers (APT)	February	PTAN Conference
	March	Developing children's reading
	April	Teaching Language through Songs
	May	Planning for Teaching
	June	ME d re-entry module
	July	Teaching Through Music & Movements
	August	Understanding Reading Development
	September	Democratization of Primary classrooms
	October	Cooperative Learning
	November	How to fall in love with Mathematics.
	December	-
	Health Education Association for Learners Teachers and Health Workers (HEALTH)	January
February		PTAN Conference
March		Active methods for health education exploring child-to-child
April		-
May		Developing low cost material for Health Education
June		ME d re-entry module
July		HEALTH Summer Session in collaboration with PAIE(Including the Excluded)
August		Integrating Health in to other subjects
September		How to protect your Heart
October		How to protect your Heart - Developing lesson plan and material
November		-
December		Advocating for School Health: Presenting an effective case to decision makers.

Attendance for the Month of January 2004								
Name of the Association:	Topic:	Date	Members Attended workshop from			Overall Male	Overall Female	Total Participant
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)			
1. MAP	Theorems		17	35	1	14	39	53
2. SAP	Animal Circulatory Systems	10/1/04	10	26	-	5	31	36
3. SHADE	Assessing Effectiveness of Teachers Training Program	17/1/04	04	24	01	7	22	29
4. APT	Developing Children's writing at the Lower Primary Level (Classes1-3)	17/1/04	4	22	1	7	21	30
5. ASSET	Making Sense Out of Maps, Map Skills	24/01/04	5	28	1	10	26	35
6. HEALTH	Approach to Health Education -CTC 4 Steps	24/01/04	1	43	5	6	52	58
7. PAIE	Taking Steps Towards Inclusion	24/01/04	2	23	-	7	29	36

Format for Basic Information of Workshops

Attendance for the Month of February 2004								
Name of the Association:	Topic:	Date	Members Attended workshop from			Overall Male	Overall Female	Total Participant
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)			
1. MAP	Graphs and their Meaning & Mathematical Calculations in light	07/02/04	12	30	1	14	33	47
		14/02/04	8	36	2	5	41	46
2. SAP								
3. SHADE								
4. APT								
5. ASSET	Importance of Current Affairs in Teaching Social Studies	28/02/04	2	11	3	3	14	18
6. HEALTH								
7. PAIE								

Format for Basic Information of Workshops

Attendance for the Month of March 2004								
Name of the Association:	Topic:	Date	Members Attended workshop from			Overall Male	Overall Female	Total Participant
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)			
1. MAP	Problem posing & solving in Mathematics at primary level	06/03/04	12	37	3	15	42	57
2. SAP	How to design activities in science?	27/03/04	22	3	2	1	26	27
3. SHADE	-	-	-	-	-	-	-	-
4. APT	Developing children's reading	20/03/2004	3	27	3	-	32	35
5. ASSET	The value of a good discussion in a social studies class	27/03/04	2	30		10	20	33
6. HEALTH	Active methods for health education exploring child-to-child	27/03/04	-	20	6	24	3	27
7. PAIE	Collaborative session with HEAR me	20/03/04	7	6	-	22	38	60

Format for Basic Information of Workshops

Attendance for the Month of April 2004								
Name of the Association:	Topic:	Date	Members Attended workshop from			Overall Male	Overall Female	Total Participant
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)			
1. MAP	Fractions	03/04/04	9	35	-	15	37	52
2. SAP	Cooperative Learning	10/04/04	7	35	5	11	44	55
3. SHADE	The School as a Learning Community	17/04/04	3	27	-	6	24	30
4. APT	Teaching Language through Songs	17/04/04	1	37	4	1	42	42
5. ASSET	Developing Teaching Aid ;A Social Studies Class Newsletter	24/04/04	5	21	3	5	27	32
6. HEALTH	-	-	-	-	-	-	-	-
7. PAIE	Bullying in School	17/04/04	-	24	2	-	28	28

Format for Basic Information of Workshops

Attendance for the Month of May 2004								
Name of the Association:	Topic:	Date	Members Attended workshop from					
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)	Overall Male	Overall Female	Total Participant
1. MAP	Trigonometry	08/05/04	7	15	-	8	15	23
2. SAP	Classifications	08/05/04	3	12	-	2	14	16
3. SHADE			-	-	-	-	-	-
4. APT	Planning for Teaching	15/05/04	4	22	4	1	29	30
5. ASSET	Poster making in the context of Environment	29/05/04	5	20	3	8	20	28
6. HEALTH	Developing low cost material for Health Education	29/05/04	3	11	7	4	18	22
7. PAIE	Understanding & dealing with /hyperactivity :Inattentive/Impulsive Behaviour in classroom	15/05/04	-	19	-	2	17	19

Format for Basic Information of Workshops

Attendance for the Month of June 2004 (This session conduct by M.E.D Student)								
Name of the Association:	Topic:	Date	Members Attended workshop from					
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)	Overall Male	Overall Female	Total Participant
1. MAP	Critical Incidents in Mathematics Classroom	12/06/04	3	8	-	7	4	11
2. SAP	Ecolony Relation	12/06/04	5	18	-	9	13	22
3. SHADE	-	-	-	-	-	-	-	-
4. APT	Developing Children's thinking through science activities	12/06/04	-	4	-	-	9	9
5. ASSET	Teaching Climate Using activity based teaching	12/06/04	1	15	1	7	10	17
6. HEALTH	-	-	-	-	-	-	-	-
7. PAIE	Promoting the use of group work in an inclusive class	12/06/04	-	6	-	-	10	10

Format for Basic Information of Workshops

Attendance for the Month of June 2004 (Regular Workshops)								
Name of the Association:	Topic:	Date	Members Attended workshop from					
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)	Overall Male	Overall Female	Total Participant
1. MAP	Mathematics & Chemistry	05/06/04	11	30	1	19	29	47
2. SAP								
3. SHADE	Project based Learning using Technology	19/06/04	7	17	9	10	28	38
4. APT								
5. ASSET	Questioning; A strategy to promote critical thinking	26/06/04	04	12	02	11	08	18
6. HEALTH								
7. PAIE								

Format for Basic Information of Workshops

Attendance for the Month of July 2004 (Summer Session)								
Name of the Association:	Topic:	Date	Members Attended workshop from			Overall Male	Overall Female	Total Participant
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)			
1. MAP	Linear & Quadratic Equations in Business Application.	28/06/04 – 02/07/04	7	20	-	13	14	27
2. SAP	Inquiry Approach – Concept Mapping – Problem Solving – Teaching Science through English – Development of Teaching resources.	12/07/04 – 16/07/04	1	21	3	4	21	25
3. SHADE								
4. APT	Teaching Through Music & Movements	17/07/04	2	37	1	3	37	40
5. ASSET	1. Planning, Designing & Executing Creative Study Tour. & 2. Environmental Education	8/07/04 – 10/07/04 24/07/04	-	6	4	-	10	10
			02	18	3	6	17	23
6. HEALTH & PAIE	Including the Excluded	19-23/07/04	3	26	4	3	30	33

Format for Basic Information of Workshops

Attendance for the Month of August 2004								
Name of the Association:	Topic:	Date	Members Attended workshop from			Overall Male	Overall Female	Total Participant
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)			
1. MAP	STATISTICS	07/08/04	14	29	2	20	25	45
2. SAP	Teaching Science with Analogies	21/08/04	5	38	1	5	39	44
3. SHADE	Parents as Partners in the Learning Community	21/08/04	3	22	-	5	20	25
4. APT	Understanding Reading Development	21/08/04	1	19	1	1	20	21
5. ASSET	Directed Activities related to Text (DARTs)	21/08/04	8	30	1	4	35	39
6. HEALTH	Integrating Health Education in to Other Subjects	07/08/04	-	25	-	1	24	25
7. PAIE	Taking Steps towards Inclusion	21/08/04	01	36	-	3	34	37

Format for Basic Information of Workshops Attendance for the Month of September 2004								
Name of the Association:	Topic:	Date	Members Attended workshop from					
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)	Overall Male	Overall Female	Total Participant
1. MAP	5th MAP Olympiad (MAP Team – members)	04/09/04						
2. SAP	Role of the Teacher in Creating an Environmental Ethic (Ms. Farah Huma)	18/09/04	4	64	1	8	61	69
3. SHADE	The role of he Music in curriculum (Mrs. Shakira Ali Hameed)	18/09/04	2	32	-	13	31	45
4. APT	Democratization of Primary Classroom (Ms. Rana Hussain)	18/09/04	1	34	1	5	45	48
5. ASSET	Citizenship & Human Rights Education in Schools (Ms. Rakhshanda Ovais)	25/09/04	8	25	2	2	33	35
6. HEALTH	How to Protect your Heart (Dr. Khawar Kazmi-AKUH)	18/09/04	4	41	3	7	41	48
7. PAIE	Co-operative Learning in an Inclusive Classroom (PAIE Members)	25/09/04	3	19	-	-	22	22

**Format for Basic Information of Workshops
Attendance for the Month of October 2004**

Name of the Association:	Topic / Facilitator :	Date	Members Attended workshop from			Overall Male	Overall Female	Total Participant
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)			
1. MAP	Net Designing related to Math Geometrical Shapes Abid Sohail & Map T.Members	16/10/04	6	21	-	8	19	27
2. SAP	3 rd SAP Olympiad 2004 (SAP team members)	09/10/04						
3. SHADE	How to hold Effective Parent Teacher Meetings (Rukhsana Haji & Q. Safdar)	16/10/04	2	43	3	4	44	48
4. APT	Cooperative Learning (Debbie Kramer-roy)							
5. ASSET	Child Right Education (Ms. Umm-e-Laila)	23/10/04	3	26	1	2	28	30
6. HEALTH	How to Protect your Heart – Developing Lesson Plans & Material. (Zohra Nisar)	30/10/04	-	13	-	1	12	13
7. PAIE	Understanding and Working with children with Autism (Ms. Anjum Bashir)	23/10/04	-	16	5	4	17	21

**Format for Basic Information of Workshops
Attendance for the Month of November 2004**

Name of the Association:	Topic / Facilitator :	Date	Members Attended workshop from			Overall Male	Overall Female	Total Participant
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)			
1. MAP	ICT & Mathematics (Data with Abid Sohail)	4/11/04						
2. SAP	Cancelled due to Eid & Olympiad							
3. SHADE	Delayed till December							
4. APT	How to fall in love with Mathematics	20/11/04	2	48	-	4	46	50
5. ASSET	Citizenship & Human Rights	27/11/04	4	17	1	3	19	22
6. HEALTH	Delayed till December							
7. PAIE	Understanding & Working with children with Dyslexia	27/11/04	-	46	-	1	45	46

Format for Basic Information of Workshops
Attendance for the Month of December 2004

Name of the Association:	Topic / Facilitator :	Date	Members Attended workshop from			Overall Male	Overall Female	Total Participant
			Govt. Sector (%)	Pvt. Sector (%)	AKES (%)			
1. MAP	Ratio Proportion	4/12/04	7	19	-	7	19	26
	Ratio proportion & Data handling (MED 2006)	18/12/04	3	20	1	6	18	24
	Geometry (MED 2006)	28/12/04	2	19	-	7	14	21
2. SAP	How to promote Multiple Intelligence in a Science classroom	11/12/04	4	26	2	2	30	32
3. SHADE	Advocating for School Health: Presenting an effective case to decision makers	4/12/04	2	15	-	3	14	17
	Pedagogical Leadership	18/12/04	4	18	2	10	14	24
4. APT	-							
5. ASSET	ASSET Olympiad	18/12/04						
6. HEALTH	Advocating for School Health: Presenting an effective case to decision makers	4/12/04	2	15	-	3	14	17
7. PAIE	Taking steps towards inclusion	11/12/04	1	23	-	-	24	24

Appendix 12

Executive committee meeting minutes

Minutes of the Meeting of Association of Primary Teacher/ Held on October 18, 2003

Introduction:

In recent years the private sector in Pakistan has begun to play an effective role in education. The AKU-IED has provided a platform and leadership role in this context. To look into the problems issues of primary education, “The Association of Primary Teacher (APT)” has been set up as a result expressed needs by key stake holders.

Objectives:

The objectives of APT include:

- To enhance teacher’s context and pedagogical knowledge.
- To motivate teachers.
- To share concerns, issues successes and challenges.

Proceedings:

The meeting on 18th October was convened to select members for APT core and sub committees, which included Academic committee, working committee and research committee. The members were briefed about the roles and TOR’s of various committees. It was obligatory for the committee members to attend monthly sub-committees and core committees meeting as held.

Elections:

Elections of the members to core committee were held by secret ballot. Nominated candidates introduced themselves, then background & contribution to primary education.

The following are the results of the election.

Research Committee:

- Saira Zaidi
- Farah Baqar
- Shameena

- Farzana

Academic Committee:

- Samina
- Uzma

The meeting ended with a vote of thanks to Attiya Hussain, facilitator and chairperson APT. Following were the candidates of the election along with their experience and background.

- | | |
|---------------------------|-------------------------------|
| 1. Saira Ziadi (15 Years) | 5. Samina (10 Years) |
| 2. Farah Baqar (12 Years) | 6. Uzma (5 Years) |
| 3. Shameena (6 Years) | 7. Kaneez Abbas (1 Years) |
| 4. Farzana | 8. Afsheen Shareef (6 Months_ |

Mrs. Kaneez Abbas offered to withdraw. The following are the results of election.

Research Committee

	<u>Voted Received</u>
1. Saira Zaidi	8
2. Farah Baqar	5
3. Shameena	3
4. Farzana	3

Academic Committee

1. Samina	1
2. Uzma	1



Association for Social Studies for Educators and Teachers

Minutes of ASSET Meeting

Dated: November 6, 2004

Venue: Meeting Room 1st Floor

PRESENT

*Sadiq Merchant, Ruhunnisa Kiramani,
Bilquis Munaf, Huma Ghaffar*

Hussain Tawawalla

APPOLOGIES

Ms. Farheen Effendi

New Executive Committee Members:- / Re-assignments with in the Group

Chair person: Huma Ghaffar

V. Chair Person: Mrs. Ruhun-nisa Kirmani

Gen. Secretary: Ms. Bilquis Munaf

Workshop / Event Coordinator: Sadiq Merchant

Legal / External event Coordinator: Hussain Tawawalla

Generation of OVIs

2. Huma / Bilquis will nominate three Asset members based on passed commitments, performance and attendance. The general body would nominate two additional members.
3. All EC Members must be individual members of Asset (i.e. should not be an Institutional member)
4. The election to select two new members and confirm the nomination of three additional EC members will be held at 12:00noon on 27th Nov'014. The out going V.C will preside over the election. PTAN resource cell (Parveen & Farhan) will conduct the election.
5. Election

9:00 – 11:30	Workshop
11:30 – 12:00	Working Brunch with progress
12:00 – 1:00	Election
Two Pager Invitation Letter	
6. Progress Report has to be made July onwards.

7. Format of Progress Report:-

- Preparation
- Invitation
 - Response
 - Attendance
 - Feedback
- Resource Person
- (Background)

- Delivery: Question raised by participants
- Tangible output – Material

Practice and preach accountability
at all levels.

8. Each EC has to think of 12 workshops with topic (blurb) type of resource person
(To be submitted on 27th November for discussion)

9. Any mail sent to asset@ptan.org must reach all EC members.

Also add: asset_gs@htcpak.com & asset_ied@htcpak.com in the above

10. Major outputs:-

- A manual on summer workshop.
- LFA training manual.
- Newsletter and Poster.
- Prepared Quiz, Question and guidance for teacher.

11. Launching of asset.org.pk (to be register at the very earliest, with htc as the lifetime sponsor).

12. Olympiad: - Theme: - Pakistan: -

- Achievements
- Building relationship
- Re-visiting the vision – Pakistan.

**Minutes of the PAIE committee meeting
23 January 2003, 3pm – 5pm.**

Present: Talat Azad, Zareen Kamran, MahParveen Qadri, Debbie Kramer-Roy, Khamis Gyagenda

Opportunities for Linking with other associations:

- SHADE – Workshop in March to be facilitated by us. Date to be confirmed. Focus should be on School Improvement; how all children benefit; reducing dropout and low-achievement rates. We should invite M Ed CPs and heads of Inclusive Schools to co-facilitate.
- SAP – find out if we could co-facilitate the May workshop on Resource Development

Topics for future Workshop (2003)

February	Enabling without Labelling
March	1) SHADE workshop on Inclusive Education: a School Improvement Approach to reduce dropout and low-achievement rates 2) Children's Art Workshop
April / May	Double Workshop: Activities to promote inclusion in schools (with school based activities in the month between the workshops)
June / Sept	Short course (3 days): Managing the Inclusive Classroom. Follow-up workshop in September, participants will work on a task and questionnaire in the mean time.
July	No Workshop due to summer holidays
August	Using the Child-to-Child Approach to promote Inclusive Education
September	Follow-up of the short course
Oct / Nov	Double Workshop: Parent involvement (with school based activities in the month between the workshops)
December	Cooperative Learning as a strategy for inclusion.

Minutes of the SAP meeting
Saturday, 11/1/03
2.00 pm to 5.00 pm

Present: Farah Huma (FH) [Chair], Arshia Syed (AS), Ismat Jehan (IJ), Rehana Batool (RB)
Apologies: Mehnaz Fatima (MF), Shahid Pervaiz (SP), Tahira Firdous (TF), Uneza Alvi(UA)

Agenda item # 1 :List of regular workshops / short courses.

Following topics for monthly workshops were identified:

MONTH	TOPIC
April	How to teach atom to children?
May	Resource development
June	Heat energy
August	Seed & germination of seed . (IJ & RB)
Sep	Use of IT in science class room (Sadiq Merchant)
Nov	Annual Event
Dec	Inquiry in science

Resource person will be identified later for other months except Aug & Sep. For April's workshop 3 students of class 8 will be invited from different schools preference will be given to SAP member & schools who participated in Olympiad.

Following topics for summer workshop were identified:

Lesson planning, Curriculum & its objectives , How to enrich the text book, Formative assessment (proto folios), Questioning skills, Resource development, Science project, Science teaching tips.

Team responsible for summer workshop will further work out on the above topics.

Agenda item # 2 : Identification of resource person for February

Topic for the workshop is “Setting of question paper “. It will be conducted by FH & AS.

Agenda item # 3: Cataloging Books, Agenda item # 4: Sorting handbooks, Agenda item # 5 :Organizing the files.

The members will work out & in the next meeting it will be followed.

Agenda item #6 :P.D. of working committee

Professional development of working committee was discussed .FH suggested that short session of half an hour should be held monthly giving tips like “How to plan a workshop” other topics to be identified later.

Agenda item # 7: Research committee

SY,IJ,FH will be the members of research committee.

Agenda item # 8 : Mechanism for issuing books

It was decided that the books will be issued monthly with the permission of the chairperson from Karim. If any member wants to issue the book earlier that person should call the chairperson . The chairperson will call Karim and then the books can be issued. It was not decided that how many books can be issued monthly.

Agenda item # 9: Inviting Heads - Publicity

The members suggested that **SAP** must contact **SHADE** for publicity. A time slot of 20min to 30 min. in the **SHADE** workshop can be taken for SAP publicity. The committee in charge for publicity will further look in this matter.

Agenda item # 10 : Drafting circulars

Inviting for short courses

The committee of summer workshop will draft the circular for invitation of short courses and present the draft in the next meeting. The committee will ensure the circulars are posted by the month of March (end of Mar. or first week of April)

Need assessment for regular workshops .

The workshop committee will carry the need analysis for the regular monthly workshop.

Agenda item # 11 : Contact HP/NH

FH shared with the members about her meeting with Ms. Nelofar Halai regarding newsletter as RB was not able to attend the meeting. It was decided that the SAP newsletter will be published bimonthly. It will consist of following items:

1. From the editors desk (by Nelofar Halai)
2. SAP update & upcoming activities (from any member of working committee)
3. Article from teacher educator.
4. Article from teacher.
5. Science tidbits.

The members are requested to send the contribution to RB .(email address is anatoool2000@yahoo.com) .

It was also decided in the meeting that the final draft of the newsletter will be presented in the committee for approval.

Recorder: Rehana Batool



SHADE
Minutes of SHADE Meeting

Dated: May 3, 2003

Venue : Conference Room 2

PRESENT

Dr. Muhammad Memon

Ms. Qamar Safdar

Ms. Bilquees Nasir

Ms. Farhat Ansari

Ms. Meher Bano

Ms. Saba Mushtaq

APPOLOGIES

Ms. Rafat Khokhar

Mr. Alay Murtaza Naqvi

Ms. Aliya Abbasi

Ms. Sakina Abbas

Ms. Farzana Yasmeen

Ms. Surraiya Bharmal

Ms. Nusrat Zaidi

5. Approval of the Minutes:

1.1 Issues fro the minutes

- Registration of SHADE

5. List of members with e-mail addresses

Format: Name, Official address, Home and Residential address, contact No., E-mail, and Phone / Fax.

- Linkages with other associations
- Out reach activities, like Summer Courses, E.g.: Mentoring and Peer coaching
- Participation in Conferences
- Linkages ACEL, PDC
- Geo and Dawn

5. Sustainability of SHADE:

- Review Inter-visitation program
- Brochure

- Mementoes such as Mugs, Pocket pen, and broach, T-shirts
- SHADE Chapters:
- Newspapers and publishers

3. Anniversary of SHADE Logo:

General body meeting on 13th July (call all ADISM CP's) (To be cleared)
Celebration of international events and occasions

4. Review of SHADE

SHADE program to be reviewed by Ms. Sarwar, SPELT.

5. Documentation:

- Research study by Head teachers.
- Strategic Plan of SHADE of five years.
- Retreat on June. '47'.
- Registration of SHADE
- List of registered members with details and honorary members to be awarded in workshop.
- Linkages with Associations (Activities) ACEL-UNESCO-TRPD.
- Sustainability of SHADE
- Anniversary of SHADE . Invite Mr. Anwar Ahmed Zai
- Review of SHADE
- Documentation, booklets, brochure
- Publicity and disseminate
- SHADE Newsletter
- Article for Dawn or Jang
- Geo Interview
- Participations in conferences (papers)

Next meeting of Executive Members will be held on 7th June 2003, between 3:30 to 5:00 pm. at Conference Room 2, Second Floor.

Appendix 13

Olympiad Reports

(as submitted by associations)

MAP 5th Math Olympiad

September 4, 2004

By: Abid Sohail

MAP is working to promote the culture of learning and doing mathematics in a meaningful way. MAP is also trying to create a synergy among different sectors for the betterment of mathematics education in Pakistan. To meet these goals MAP is focusing on teachers, Children, parents and as well as on various other stakeholders. MAP Olympiad is one of the important events, which generates a lot of energy among students, teachers, parents and also for MAP itself.

This year 2004, the Forty Schools participated in the event of Math Olympiad. Each school sent four students to participate in the various activities of Math Olympiad. These students were distributed in groups such that no two students of the same school can be in the group. Seven participating schools were from outside the Karachi (Please mention the name of the school who participated from outside the Karachi).

The event started with the recitation of Holy Quran and Naat. Saima Maheen and Nida Nazir played the role of facilitating the whole programme. During the introduction session children got a chance to know about their group members. Sardar Ahmed Khan, coordinator MAP, presented a brief report of various activities of MAP and also read the message of Sikunder Ali Baber, Chairman MAP. Abid Sohail, coordinator MAP, declared the 5th Math Olympiad Open.

This event provided a chance to students to interact with each other in a cordial environment for learning from each other, specially working on different mathematical activities within groups as a group. The way students were engaged in doing mathematics activities was quiet encouraging and motivating.

At the end of the event students and their teachers were asked to reflect on the event. Their reflections indicate that they all have enjoyed the event and they were of the view that such events have been conceived of creating a healthy environment for both the learning of students as for mathematics teachers. One of the senior teachers of the schools was of the view that such an event should be arranged more than once in a year.

Team members of the winner and runner up groups were awarded with trophies and Certificates. Dr. Sadrudin Pardhan, Director Outreach and Chair of PTAN, gave away the trophies and certificates. All other participants were given each a geometry box and certificate of participation.

MAP has been very grateful to all its members involved in the planning committee for the Olympiad, members of the jury, communicators and all participating schools for their extra efforts which they put in making this event a regular success of MAP. Without their valuable contributions this event would have not been possible. MAP is also thankful to Dr. Sadrudin Pardhan for his presence and valuable remarks. MAP is really thankful to Parveen Al-Amin, Mr. Farhan and Ms. Shiroze of PTAN office, for their untiring efforts to make this event a success. MAP is also thankful to Aga Khan University Institute for Educational Development (AKU-IED) and the support staff there for their valuable support throughout the organization of the programme.

SAP Olympiad

Third SAP Science Olympiad 2004

By: Farhan Huma

SAP Science Olympiad was held on 11th October 2004, at AKU-IED. It was based on activities not only for students but for teachers too.

Students' activity

About 111 students of 37 schools from Karachi and one school from Shahdadpur (Interior Sindh) participated in this event. One prominent feature of Third SAP Science Olympiad was participation of primary as well as secondary students (Class IV and VIII). Over all students of 12 institutions contested in primary while students of 25 institutions participated for secondary. The Olympiad consisted of three levels of competition, which was mandatory for the participating teams. In the first level the students were given Puzzles to solve. Then followed the Problem Solving activity in which students were told to solve a scientific problem using appropriate materials. In the third level students constructed a working model from the provided materials. The children contested with the other schools for three hours and were judged by the Subject Specialist Teachers from various schools. The children were assessed on both the process and product of their work. Dr. Ejaz Ahmad, Director W.W.F. World Wide Funding, was the chief guest. In his speech he appreciated SAP for organizing events like Olympiad and providing opportunity for healthy competition among the students. Later he gave away certificates to all the contestants and awarded shields to the winning team. He as well presented momentous to the members of SAP working committee and judges for their valuable contribution for making this event successful.

Winners of SAP Science Olympiad- 2004

Class IV

- 1st Aga Khan Girls School , Kharadar
- 2nd Community Based School, Metrovile
- 3rd Mama Parsi Girls School

Class VIII

- 1st Mama Parsi Girls School
- 2nd Habib Girls School
- 3rd Beaconhouse School System,
N.Nazimabad

Teachers' activity

A three-hour workshop was organized to introduce the participants to the concept of Assessment for Learning, with a focus on strategies for Self Assessment. The participants appreciated the concepts presented in the workshop and particularly found the tools for self-assessment, rubrics and the linkages between the concept of met cognition and self-assessment relevant and interesting. They appreciated the notion of self-assessment and the rubrics in the facilitation of student learning.

However, they found the workshop to be a bit over-whelming and requested workshops on the topic for a longer duration of two to three days and up to a week. They also felt that the concepts were recent and important, hence should be given adequate time. The participants also requested a consideration of offering the workshop in Urdu. The facilitator also felt

stretched as most of the concepts were new needed a thorough explanation. The participants also suggested to hold a short course on the concepts of assessment for students learning during the summer vacation.

SAP Science Olympiad: Creating Awareness

Science Association of Pakistan (SAP) aims to enhance the standards of science education in the country which leads to impact the science classroom where actual learning takes place. To achieve the goal SAP organizes such activities / events where the science educators are acquainted with the most recent teaching / learning methodologies and research findings.

In 2002, SAP took another initiative of organizing a major event, Science Olympiad, for students as a part of SAP National Symposium to bring about changes in the existing science teaching/learning practices. The aim was to change the way science is perceived and taught. The major emphasis was on problem solving skills and hands-on/minds-on constructive learning approaches. Acknowledging the fact that these approaches may not be widely used in a real classroom situation. Therefore, SAP organized concurrent sessions on these approaches to create awareness among the participants during the symposium.

Till date SAP has organized three Science Olympiads for classes IV, VII and VIII. All the Olympiads received an overwhelming response by the schools. In 2002, approximately 100 students from 31 schools along with their teachers participated in it. In 2003, the number increased to 132 students from 44 schools. This time SAP was able to motivate the schools from far distant places too. For the first time one school from Shahdadpur (Interior Sindh) participated in it. A team comprising of 30 students and teachers represented the school. The purpose was not only to participate but also to observe the entire process to learn that how students can be involved in a learning process and to increase their repertoire of various science teaching and learning approaches.

In the first two Olympiads the activities were offered only for classes VII and VIII. Considering the interest and enthusiasm of schools SAP extended its activities to the primary grades as well. Therefore, in the third Olympiad, 2003, SAP organized the event for two classes, i.e. IV and VIII. About 110 students from 37 schools including the school from Shahdadpur participated in the event.

The entire process of planning, implementation and evaluation of the three Olympiads indicated a significant achievement SAP has made in the last three years, i.e. creating awareness regarding the use of innovative teaching and learning practices in a real classroom.

In the existing situation of science teaching/learning practices where science exhibition/display was the only science activity for students to present their scientific understanding through models SAP Olympiad introduced hands-on/minds-on science activities where students compete in teams and exhibit their knowledge and skills in a variety of ways. Initially the four categories of science teaching/learning that were introduced in Olympiad, i.e. puzzles, problem solving, construction tasks and science investigation were not easily understood. Schools/Participants showed a keen interest in knowing the science concepts that would be focused in the four categories rather than the four categories. It showed that the science learning process is considered as an act of acquiring knowledge only.

While organizing the third Olympiad, however, a significant change was noticed in the understanding of schools/participants regarding the way science is taught. They have become more conscious in developing their students' knowledge as well as skills by providing them opportunities and experiences of various learning activities on regular basis in a real classroom. It is evident by the several requests SAP received to identify the resources and conduct some workshops on the innovative teaching methods/approaches.

1st Asset Olympiad

December 18, 2004

By: Ruhunissa Kirmani

Saturday 18th December 2004

The First ASSET Olympiad, ‘Pakistan: The Journey, 1947 to date’.

Facilitator:-

Mr. Sadiq Merchant, Ms Huma, Mrs. Kirmani, Mrs. Munaf, Madam Tehseen, Mrs. Yasmeen Bawa, Ms Tarannum, Ms Fatima, Mr. Shahid, Mr. Saleem and a team of volunteers

Chief guests:-

Bernadette dean (founder member ASSET)

Judges:-

1. Ms Zaira Wahab (Faculty of Hamdard University)
2. Ms Saeeda Wahab (Economics Institute)
3. Ms Fehmida Fehmi (Artist Sculptarist)

Themes:

- a. Building relationship (SAARC).
- b. Achievement (Textile of Pakistan)
- c. Revisiting the vision (Jinnah’s Address 11th August 1947)

Invitations to schools: - All school with valid membership

Response: - 32 schools responded but 18 responded late and not been registered

Participants: - 14 schools participated including.

1. Qamar-e- bani Hashmi
2. Mohammadi Girls
3. Bahria College Karsaz
4. Sunbeam Grammer
5. Happy palace
6. Prince Aly Boys
7. Sadiq Merchant institute
8. Al Murtaza Boys
9. Al Murtaza Girls
10. Fatimiyah Girls
11. Fatimiyah Boys
12. City Prep Boys
13. Waris Ali Shah
14. SBM Quid-e-Azam Public

Objectives:-

- To introduce a fresh and thieving approach to the study of the history of Pakistan
- To develop students creative abilities
- To provide students platform to express themselves
- To promote students comprehension and presentation skills
- To discourage the ratta culture and stereo type quizzes
- To promote spirit of collaborative effort among the students

The best part of the event was that it started and ends in time. Although 9 schools were the winners.

Our team gathered at multi purpose Hall at 8:00 for Dua 8:00 to 8:30. Duties were assigned 8:30 to 9:00. Registration was done. The event was started with Tilawat-e-Quran at 9:00 am.

An innovative idea of poster making and quiz competition was introduced. The whole Olympiad was based on thematic articles

- Building relationship (SAARC)
- Achievement (Textile of Pakistan)
- Revisiting the vision (Jinnah's Address 11th August 1947)

The idea of grouping was also very unique. We had fourteen teams in which 1 teacher and 3 students were included from each school. The idea was given by Mr. Merchant so he did the movement of groups in a pattern that the teacher who served as a facilitator had the group in which no student belong to the same school which she belong and the 3 students were also from different schools working on the same theme.

The group's titles were based on the names of 14 non- political heroes of Pakistan like:

- Begum Shaista
- Dr Fatima Shah
- Dr Abdus Salam
- Hakeem M Saeed
- Abdul Sattar Edhi
- Dr Abdul Qadir Khan
- Ashfaq Ahmed
- Ansar Berney
- Nazeer Sabir
- Jameel-ud-din Aali
- Sadquien
- Guljee
- Jahangir Khan
- Imran Khan

9:00am to 9:50 am Mr. Merchant facilitates the participants with the rules and regulations of the event.



First position 1st ASSET Olympiad

- Each group had to prepare a poster on A3 size sheet along with accompanying test on another A3 size sheet, focusing on the article provided to them. One facilitators accompanied each group for their guidance. Students were provided with necessary stationary and work material
- Result was decided by the panel of judges, based on evaluation criteria
- Each group they participated in a quiz related to the article provided to them. 9:50 to 10:00 movements of groups were done. 10:00 to 12:00 poster competition were held 12:00 to 12:30 Exhibition of posters was held 12:30 to 1:15

second main event. Quiz competition was held facilitated by Mr. Merchant and Miss Huma as compares Mrs. Munaf as time keeper Ms Tarannum & Miss Fatima as score keepers.

All the questions were based on the same articles provided to students 10 questions from each theme. At 1:15 till 1:45 Mr. Merchant organized a quiz for audience. 1:45 to 2:30 closing ceremony distribution of shields and certificates and lunch in the end. The event ends very successfully.

In our closing ceremony Madam Bernadette and Madam Saeeda Wahab addressed the participants and encouraged them a lot. The team holding 1st position was team 6th comprising Sunita Aslam Valliyani from Sadiq Merchant Institute. Yusha Mehdi from Al Murtaza Girls and Anum Ali from Al Murtaza School. 2nd Position goes to the team 13th including Ghazal Zehra from Qamar-e-bani Hashim, Almas Rahim Baloch from SMB Quaid-e-Azam and Hira Shah from Mohammadi Girls. 3rd position goes to team 14 Comprising Mussarat Zehra from Qamar-e-bani Hashim, Aiman Naved from Bahria College and Madiha Mehmood from Mohammadi Girls. In the end Bernadette decided to compile the marvelous posters made by students into a calendar for 2005.



Appendix 14

PTAN Summer Session 2004

The Associations at PTAN conducted the “Summer Session 2004”, from July 1, 2004 to July 31, 2004. Ms. Talat Azad and Ms. Zohra Nisar (PAIE and HEALTH representatives) conducted a successful 5 day session in Professional Development Centre North, Gilgit.

The circulars were sent to all the members of the individual associations and details of the sessions were posted on <http://www.ptan.org/2004/06/summer-session-2004.html> for the general viewing.

These sessions were attended by **180 teachers** and were conducted as follows:

1. **Mathematics Association of Pakistan (MAP)** conducted a Five day session on “*Linear and Quadratic Equations in Business Applications*” held from June 28 to July 2, 2004. The session was attended by 30 teachers and was facilitated by Mr. Sardar Ahmed, Mr. Abid Sohail (Workshop Coordinators) and MAP Team.
2. **Association for Social Studies Teachers and Educators (ASSET)** conducted a three day summer session on “*Planning, Designing and executing Creative Study Tours*” from July 8th to 10th 2004. As a part of the session, ASSET was able to arrange 2 successful field trips for 22 of its participants to Edhi Home and Karachi Museum. The session was conducted by Sadiq Merchant, Huma Ghaffar & Hawa Haji Mohammad.
3. **Science Association of Pakistan (SAP)** conducted a 5 day session on various topics held from July 12-16, 2004. In this series of sessions, the topic “*Teaching science through using English*” was conducted in collaboration with British Council. Overall participation of SAP summer session was 26 science teachers and the session was conducted by Ms. Suraiya Yousufi and SAP team members.
4. **Pakistan Association for Inclusive Education (PAIE) and Health Education Association for Learners, Teachers, Health workers (HEALTH)** conducted a five day collaborative summer session on “*Including the Excluded*” from July 19 to July 23, 2004. The session was attended by more than 3 teachers and was conducted by Dr. Shabnam Ahmed and Ms. Talat Azad at IED. The session at Gilgi from July 27 to July 31, 2004, was conducted by Zohra Nisar and Talat Azad and attended by 2 teachers.

Association for Primary Teacher (APT) conducted its collaborative one-day summer session with Montessori Training Centre (Institute for Educators) on “*Teaching Through Music & Movement in Pre-primary & Primary classes*” July 17, 2004. The session was conducted by Ms. Shakara Mana and was by 40 participants.