ADEA Knowledge Management System

ADEA *Profile*
Online User's Guide

Welcome to the ADEA *Profile*
Online User's Guide

ADEA *Profile* is the core component of ADEA Knowledge Management System. This database is a compilation of information and knowledge on the 54 countries of Africa. It contains information on more than 1,500 activities carried out since the inception of the Association in 1988. More than 1,200 documents in PDF format are referenced. The database also includes the contact addresses of nearly 1,500 people from more than 500 organizations/agencies/African ministries of education who participate directly or indirectly in ADEA's activities.

The information in ADEA *Profile* is classified as follows:

> **Basic Information:** Objectives of ADEA's programs, lessons learned and names and roles of agencies/organizations associated with ADEA.

> **Activities:** Summary description of ADEA's activities, results and lessons learned. They include documents and publications, as well as a list of countries benefitting from or participating in the activities and meetings.

> **People:** The roles of members and participants involved in ADEA's programs as well as their contact addresses are provided.

ADEA *Profile* allows you to search, view and print information on ADEA's programs, single or multiple activities, beneficiary countries and people involved.

This guide aims to provide you with a quick and easy way to access information and knowledge on all the activities that ADEA has achieved since its inception.

Contents

1. ADEA *Profile* search options

You can search the database by **program**, or by **country.**
The **Program** option lists all the programs and leads to:

> **Information:** (details on the program selected)
> **Activities:** (A chronological list of activities carried out within the program)
> **People:** An alphabetical list of individuals involved in the program, their status and contact details.

Select program button

Scroll up or down
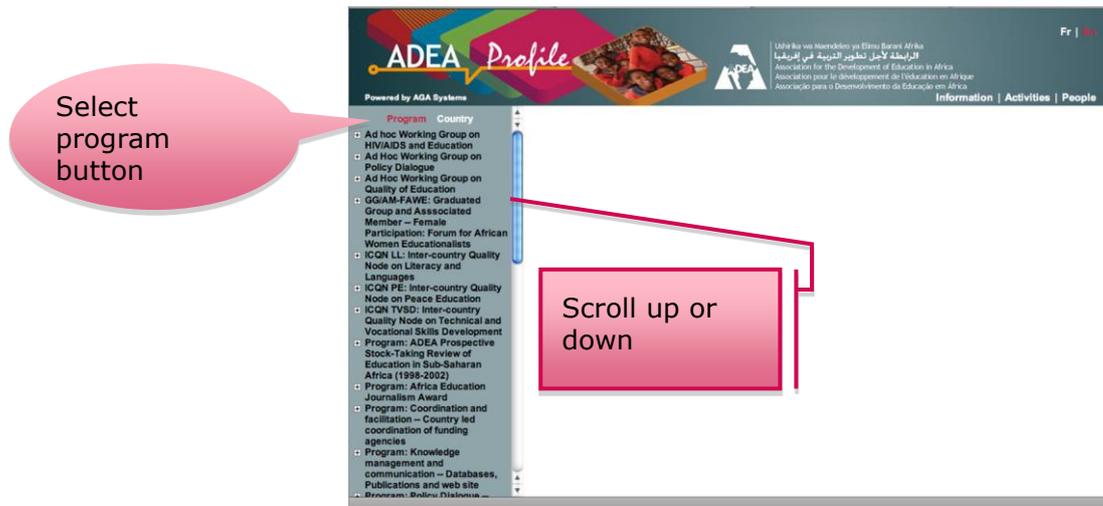
The **Country** option lists all the countries for which there are or have been program activities carried out by ADEA. This leads to selection of information on:
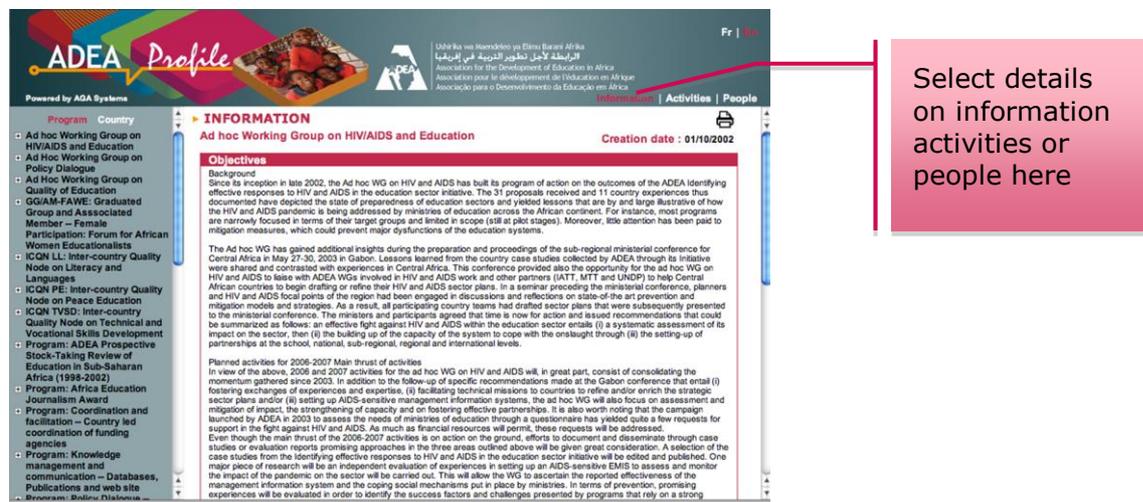
> **Activities**
> or
> **People**

Select country button

Scroll up or down

2. Searching by Program name

Select a program from the left column.
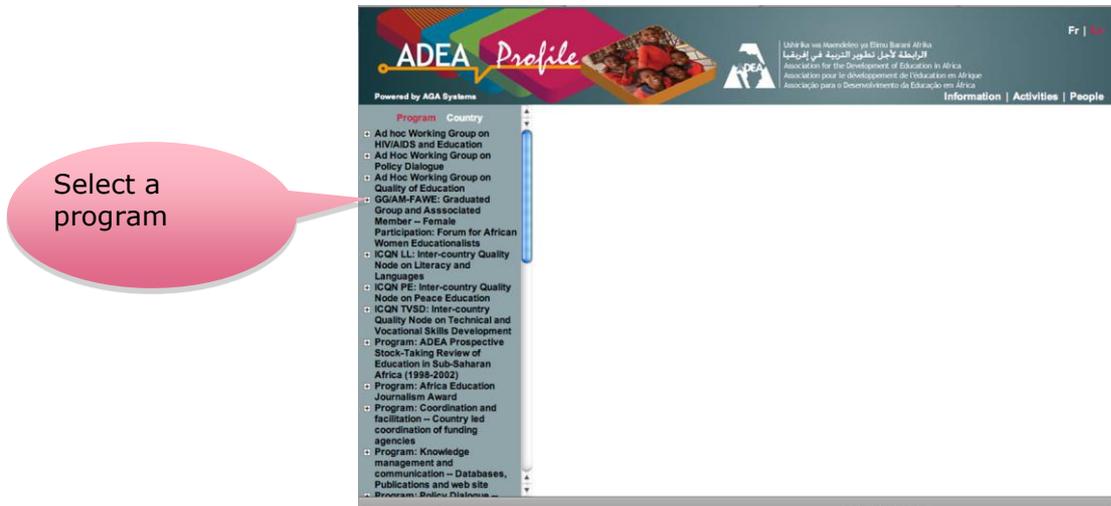
Select a program

2.1   Information

For more information on the program select **"Information"** on the right hand side.

Select details on information activities or people here

2.2 Activities

List all the activities for the program in a chronological order.
You may obtain more information on the activity by **double-clicking** on the result of the **activities list.**
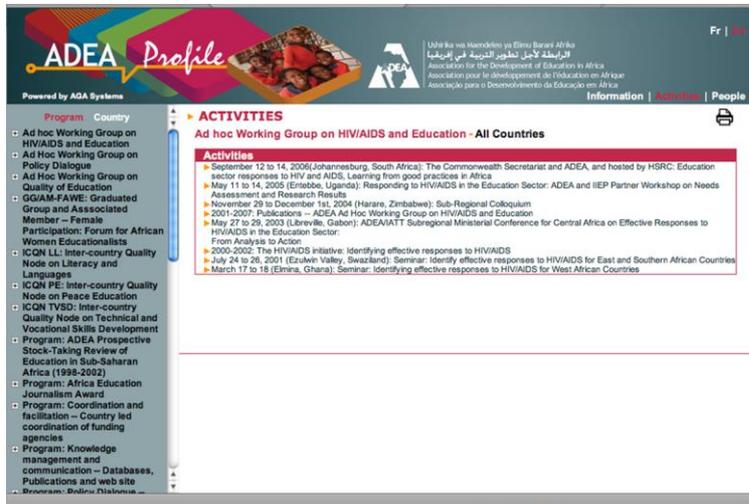
The **"more"** option allows you access to a comprehensive printable summary of the activities and information on countries involved. In some cases, it is possible to download the document output of the activity (which appears in red in the activity screen).
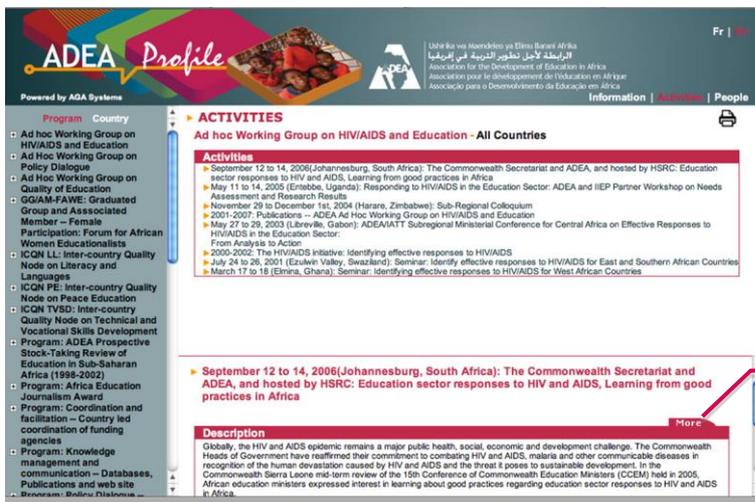
More information provided

For more information on the activities select **"more"** at the bottom of the page.

Printable version of the information available in **"more"**

2.3 People

You may obtain information on the people involved by selecting from the **"people"** icon on the top right hand side.

Select people here

For more details on the individuals named, simply **click** on the **name** of the person, a pop up screen will provide more details.

⚠ IMPORTANT! Always close the selected window on "People" information before selecting another one.

3. Searching by Country

Select the **Country** or **Region** from the **alphabetical list** on the left hand side. This takes you to all the programs and activities carried out in the country.

This takes you to all the programs and activities carried out in the country
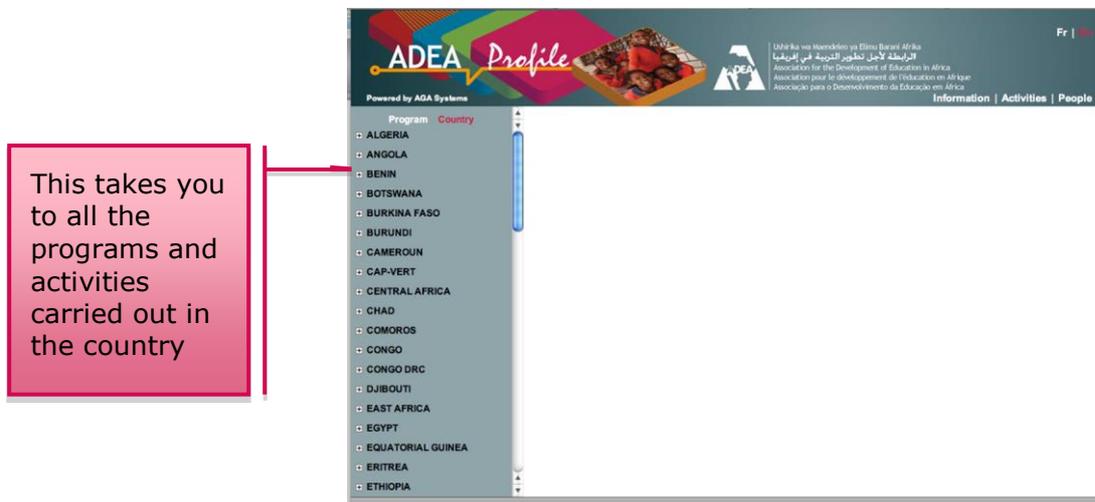
3.1   Activities

The activities per country appear in a chronological order by year.

Select activities
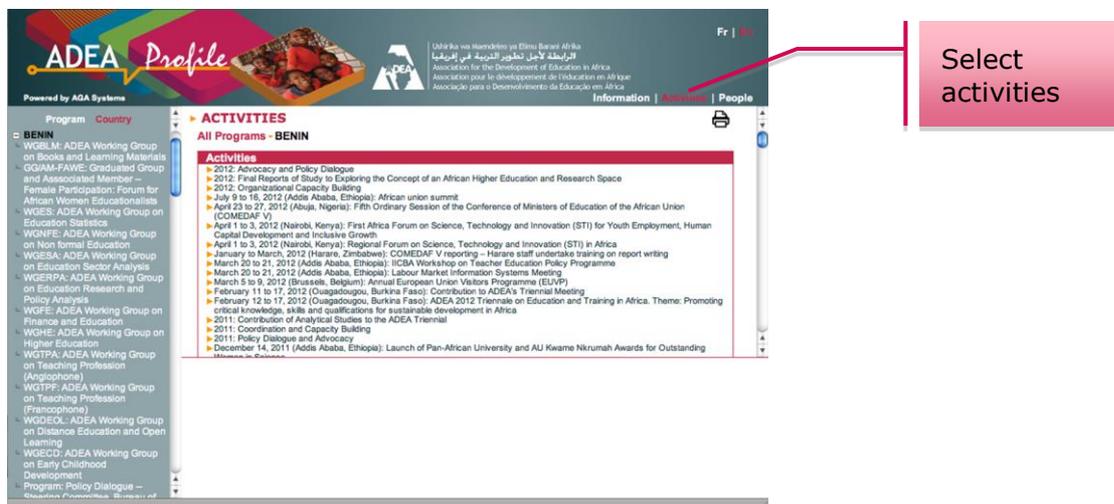
To obtain more information on each activity, simply **click** on the **activity description**. A new screen with details of the selected activity will appear at the bottom of the list.

More details on the activity shown here

The **« more »** option allows you access to a comprehensive **printable summary** of the activities and information on countries involved. In some cases it is possible to download the document output of the activity (which appears in red in the activity screen).


Select to download the document

More button

To select another program, simply return to the lists of programs or countries and continue searching in the same manner.

3.2 People

Profile provides you with the contact information as well as professional profile of the people involved in the activities. This can be obtained for the Countries or the Programs.

When you have selected a **Program** or a **Country**, for more information on the people involved, **click** on their **name.**

Simply select the name of the person and click on the title.

Selecting details on individuals by name

⚠️ IMPORTANT! Always close the selected window on "People" information before selecting another one

4. Printing and downloading

4.1 Print

Icon 🖶 is always situated at the top right hand corner of each page. To print the information, simply press the print button from the desired page.
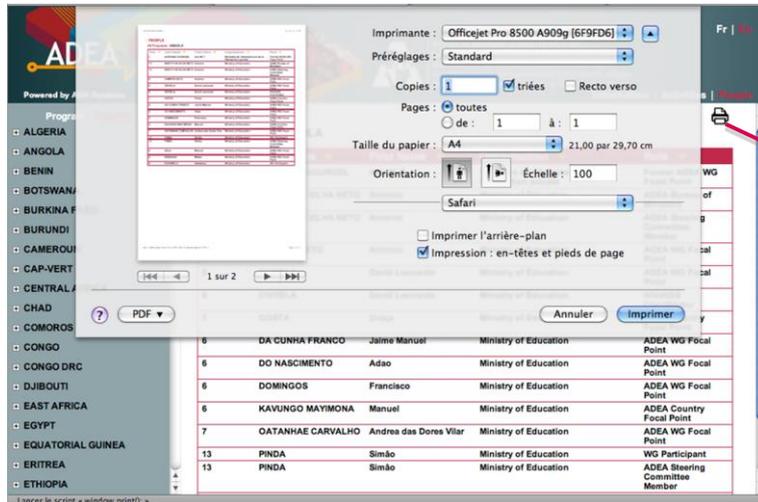
Print

4.2 Obtaining PDF copies of the Documents

The **More** command button from the **Description** menu bar, also leads to information on the products resulting from the **Activities.** These may include publications and Documents. The publications available for **download** appear **in red** on the screen and you can download them to your computer with a simple click.
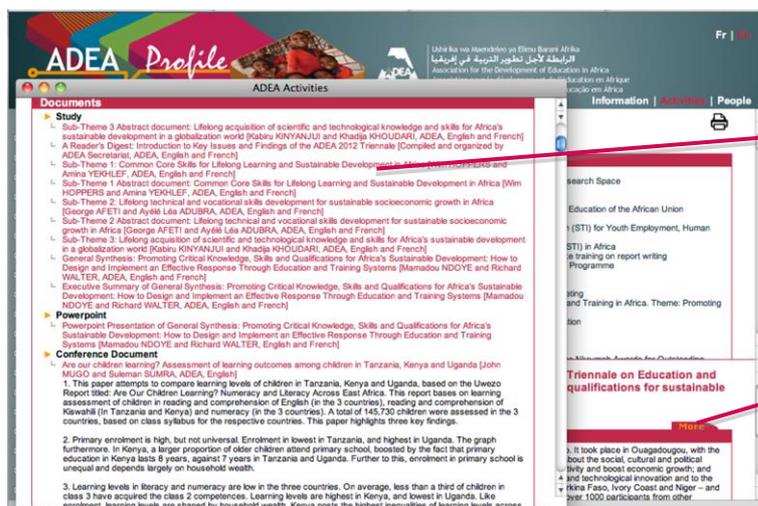
Document available for downloading

More button leads to screen on left with downloadable documents

4.3 See and save

Visualize the document then save (printing is also possible)

5. Trouble shooting and other suggestions

5.1   Error message

You may encounter a message **"Please chose a program!".** This occurs when you are still in the **"country"** zone, which cannot allow access to details on a program. Press **"OK"** and then select a program, or continue your search.
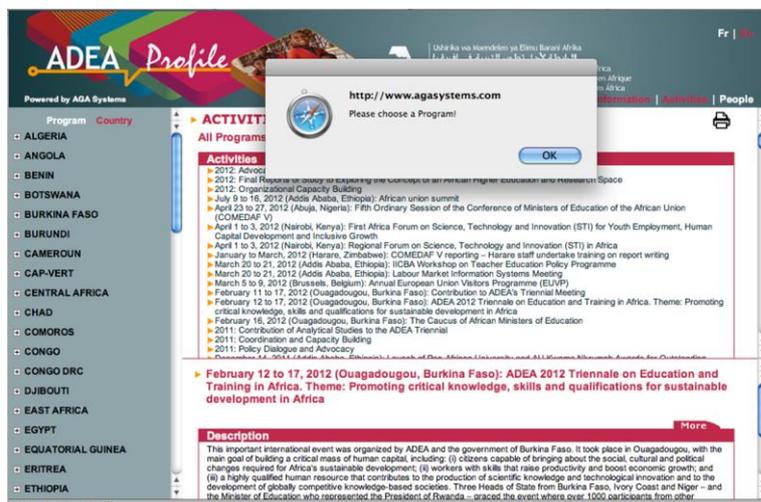
Note: to begin a new search you may choose to use the **"back"** arrow button at the top left hand corner of the program or return to the program or country list to select another program or country

5.2   Using the language option

You may select to browse the database in either English or in French by selecting **"En"** (for English) or **Fr** (for French) in the buttons situated at the top right hand corner of the screen. Please note that if you change languages in the middle of a search you will have to re-start the search selection.

Choosing a language
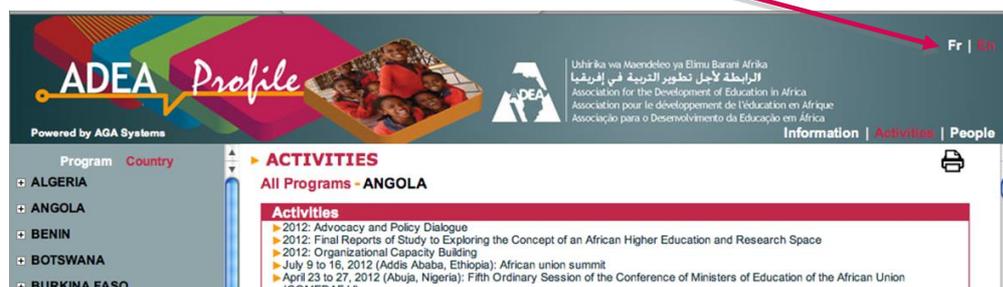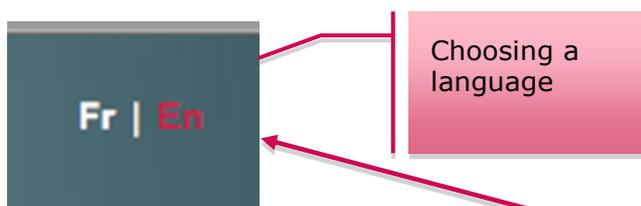
Appendix 1

Table 1 - List of ADEA Programs that can be consulted on ADEA *Profile*

Ongoing Programs

Biennial and Triennial Meetings
Steering Committee Meetings
Sub-Regional Ministerial Conferences
Working Group on Education Management and Policy Support (WGEMPS)
Working Group on Non Formal Education (WGNFE)
Working Group on Early Childhood Development (WGECD)
Working Group on Higher Education (WGHE)
Working Group on Mathematics and Sciences Education (WGMSE)
Working Group on Teaching Profession (WGTP)
Working Group on Communication for Education and Development (WGCOMED)
Working Group on Books and Learning Materials (WGBLM)
Forum for African Women Educationalist (FAWE)[1]
Inter-Country Quality Node on Peace Education (ICQN PE)
Inter-Country Quality Node on Technical and Vocational Skills Development (ICQN TVSD)
Inter-Country Quality Node on Literacy and National Languages (ICQN LNL)
Information and Communication Technologies (ICT) Task Force
African Youth Forum
African Diaspora Task Force
Communication and Knowledge Management
Africa Education Journalism Award
Education Research in Africa Award (ERAA)

Closed Programs

Working Group on Distance Education and Open Learning (WGDEOL)[2]
Working Group on Education Statistics (WGES)[3]
Working Group on Education Sector Analysis (WGESA)[3]
Working Group on Finance and Education (WGFE)[3]
Working Group on Teaching Profession / francophone section (WGTP/fs)[4]
Working Group on Education Research and Policy Analysis (WGERPA)
Ad Hoc Working Group on HIV/AIDS and Education[5]
Ad Hoc Working Group on Policy Dialogue[5]
Ad Hoc Working Group on Post-Primary Education[5]
Ad Hoc Working Group on Quality of Education[5]
Intra-African Exchanges
Prospective Stock-Taking Review of Education in Sub-Saharan Africa
Country Led Coordination of Funding Agencies

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[1] Working Groups that have reached maturity and have been anchored in an African-based institution
[2] Merged into the Task Force on Information and Communication Technologies since 2012
[3] Merged into the Working Group on Education Management and Policy Support since 2008
[4] Merged into the Working Group on Teaching Profession
[5] Ad Hoc Working Groups refer to informal Working Groups with a finite life span

Appendix 2

Table 2 - List of Countries that can be consulted on ADEA *Profile*

ALGERIA	LIBYA
ANGOLA	MADAGASCAR
BENIN	MALAWI
BOTSWANA	MALI
BURKINA FASO	MAURITANIA
BURUNDI	MAURITIUS
CAMEROUN	MOROCCO
CAPE VERDE	MOZAMBIQUE
CENTRAL AFRICAN REP.	NAMIBIA
CHAD	NIGER
COMOROS	NIGERIA
CONGO	RWANDA
DEM. REP. OF CONGO	SAO TOME & PRINCIPE
DJIBOUTI	SENEGAL
EGYPT	SEYCHELLES
EQUATORIAL GUINEA	SIERRA LEONE
ERITREA	SOMALIA
ETHIOPIA	SOUTH AFRICA
GABON	SOUTH SUDAN
GAMBIA	SUDAN
GHANA	SWAZILAND
GUINEA	TANZANIA
GUINEA-BISSAU	TOGO
IVORY COAST	TUNISIA
KENYA	UGANDA
LESOTHO	ZAMBIA
LIBERIA	ZIMBABWE

Acknowledgements

ADEA *Profile* is the core component of the ADEA Management Knowledge System. This database on ADEA's activities was developed by the ADEA Secretariat under the direction of its Executive Secretary and in close collaboration with the Leaders and Coordinators of all ADEA Working Groups. It was designed to facilitate the dissemination and capitalization of information and knowledge on all activities carried out by ADEA.

A French edition of this publication also exists entitled "ADEA *Profile* : Guide de l'utilisateur en ligne".

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