

Tanzania
Communications
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Authority



Digital Clubs

HANDBOOK

Handbook for
Establishing and
Coordinating Digital
Clubs in Tanzania



*"Create and Innovate
Digital Treasure"*



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1. INTRODUCTION

Technology has opened doors and supported changes that have transformed our lives forever. The innovative potential of young people, combined with the power of technology, is already proving to be a powerful force on the road to achieving various goals socially and economically.

Also technology has contributed to the creation of new jobs, economic empowerment, the promotion of better public services systems as well as access to inclusive and quality education even the way we behave and operate.

Digitalization is transforming economies on various fronts including the nature of markets and products, techniques, service delivery, the scale of capital and human capital requirements of which it has enhanced productivity.

Youth needs to have creative ideas and passionate visionaries so as to be able to give life to development initiatives that are changing the world. Empowering them in all aspect to drive sustainable change through innovation is inevitable.

In Tanzania, academic clubs have been existing in our primary and secondary schools for years (since early 1980s) and the most known clubs are Mathematics, Science and English Clubs. These were established with the aim of bringing awareness, interests and motivations to the pupils and students towards those subjects.

In this digital era, traditional economy shifts to digital economy due to rapid change of technology. In digital economy where market and society move to cyberspace, we are obliged to catch the pace and adopt. The digital era lay in the hands of youths, this means we should start imparting the understanding, utilizing and familiarizing the technologies from kindergarten schools upwards.



1.1 Meaning of Digital Club

A Digital Club means a group of pupils/students with common interest of building digital skills through discussions and performing various activities using digital tools and technology.

It is an environment where a variety of technologies and innovations are used to enable the next generation of digital leaders (young women and girls; men and boys) to learn and put more muscles on Science, Technology, Engineering and Mathematics (STEM) subjects and be prepared for 21st Century learning (digital economy and the 4th Industrial Revolution).

Digital clubs will increase focuses on STEM among pupils and students and thus fostering interdisciplinary learning, critical thinking, creativity, and innovation. Pupils and students can be inspired to pursue STEM fields and develop their skills in science and technology, by creating an environment that fosters curiosity and hands-on learning.

This will eventually prepare individuals with the skills and knowledge necessary to tackle complex problems and contribute to scientific advancements, technological innovations, and societal progress.

In recent years, digital clubs have been established in colleges and universities. Most of these digital clubs focuses on specific technology example cybersecurity club. However, this handbook is intended for all pupils and students across all the academic disciplines including non-technical and non-ICT with the view of bringing confidence towards adoptions of new digital culture.



1.2 Rationale for Digital Club

To get the society ready for digital evolution and have competitive advantage on today's world of digital economy, it needs to build foundation by involving the youth. The digital generation starts with youth but it also needs proper management and coordination. Digital clubs will bridge the gap between what is available on the digital space, how to use it, when and where to apply. Digital clubs will help youth in boosting their creativity and innovation and in believing in their ideas of which will help them make their projects and visions a reality. With this kind of support, youth can play a huge role in bringing about the world we want; world of peace, prosperity and inclusion, leaving no one behind.

1.3 Stakeholders

The targeted stakeholders of this handbook are as follows:

- (i) Schools/Institutions: Kindergarten, Primary and Secondary, Colleges and Universities;
- (ii) Students: Kindergarten, Primary and Secondary, Colleges and Universities; and
- (iii) Citizens: Parents and Society.

2. OBJECTIVE OF THE HANDBOOK

The objective of this Handbook is to facilitate establishment and coordination of Digital Clubs in Tanzania schools from kindergartens to Universities for both Government and Private schools and colleges.

The aim is to have coordinated youth groups which deals with digital technologies educations activities and forums which are in line with our norms and culture as well as national economic agendas like blue economy and digital economy in connection with technology evolution and industrial 4.0 era.





3. BENEFIT OF DIGITAL CLUB

There is a lot of benefits that can be attained to members and Digital Clubs as a whole. The following are some of the benefits:

3.1. Benefits to Digital Clubs Members

- (a) Staying up to date with the latest advances in Digital Technology and keeping yourself in the loop with view to have competitive advantage to our youth against the world communities.
- (b) Being part of a like-minded community which prevents itself from bad usage of digital platforms.
- (c) Be eligible to participate in other Digital opportunities.
- (d) Career development; coaching, mentoring, skills development, networking and career pathing promoting digital innovation.
- (e) Being recognized through certificates and other forms of incentives.
- (f) Participate in organised competitions.

3.2. Benefits to Institution/School

- (a) Access to industrial experts that will impart Digital Skills.
- (b) Participation to ICT activities at the National level.
- (c) Create linkages between students, professionals and the industries.

3.3. Benefits to the Country

- (a) More contribution of communication sector to the national income.
- (b) Reduction of digital skills gaps and increase digital literacy within youths and hence foster self-employment.
- (c) Encourage student's creativity, logical, analytical, and critical thinking to solve surrounding challenges.
- (d) Prepare students to participate in digital economy evolution.

4. CATEGORIES OF DIGITAL CLUBS

The categories of Digital Clubs are described herein as follows:

4.1. Basic and Secondary Education

This category will involve pupils and students from Kindergartens, Primary and Secondary schools levels.

4.2. Vocational and Tertiary Education

This category will involve active students enrolled in the Vocational institutions, colleges and Universities. Also Alumnae can still participate in the club activities.

5. OPERATING PROCEDURES

5.1. Establishing a Digital Club

Institution administration will facilitate the potential club members to establish a Digital Club and thereafter register a club to TCRA through Digital Club portal <https://digitalclubs.tz>

Institutions/Schools must prepare an application form or agreed means, whereby students/pupils can use it to apply the establishment of Digital Club. The request must be detailed and accurate and should involve the following:

- (a) Constitution/Rules/Regulations of the Digital Club
- (b) Names of leaders
- (c) Mentor

5.2. Joining a Digital Club

Joining Digital Club is free and voluntary. All students/pupils are eligible to join Digital Club within their Institution(s). Moreover, alumni can participate in club activities.

5.3. Leadership Structure of Digital Club

Leadership of the Club shall be open to an individual who is interested in furthering the objectives of the Club. Eligibility for appointment or elected student positions in the categories falls under item No. 4 of this Handbook, may not be limited on the basis of race, sex, color, age, religion, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in state law.

The leadership shall serve only one term in the same position. The timeframe for the selected leaders will be one (1) year. A School/Institution is required to coordinate and supervise selection process of club leaders.

The structure of a typical Digital Club will be as follows:-

- (a) Mentor;
- (b) Chairperson;
- (c) Vice Chairperson;
- (d) Secretary;
- (e) Vice Secretary;
- (f) Coordinator and
- (g) Members who are students already registered in a respective Institution.

Digital Club leadership will be obtained through democratic process in which potential leaders will express their intention particular position(s) by filling the required form as it may be determined by Regulation/Rules and submitted to the general meeting of the club for voting process. A mentor will be appointed by respective Institution in collaboration with students/pupils, will also supervise the digital club management, provide guidance and motivation for the club members.

Gender balance and qualification/knowledge in ICT (possession of ICT skills) should be observed in Leadership. Further, members of school government are highly encouraged to cover leadership positions

5.4. Chair of the General Meeting

The Chair of the General Meeting shall be elected by the General Meeting from among its members and shall hold office for one (1) year.

5.5. Voting

Save as expressly provided by Constitution/regulation/Rules of the club, all decisions of the General Meeting shall be by consensus or simple majority of the participating member present through voting.

A young woman with long braids is looking down at a tablet device. She is wearing a light-colored collared shirt. The background is a blurred library or study area with bookshelves and other people. The entire image has a blue color overlay.

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5.6. Core Values of Digital Club

The Digital Clubs will have the following core values:-

- (a) **Empowerment:** Digital Club shall inspire and equip its members with skills to participate in the digital space positively with view to reap its benefits.
- (b) **Innovation:** Digital club shall encourage curiosity, creativity and new ideas for club members.
- (c) **Team Building:** Digital Club shall cultivate the ideals of openness, trust, respect and collaboration for club members to instill the spirit of teamwork.
- (d) **Professionalism:** Digital Club uphold high standards of professionalism in all club activities and interactions. Digital Club value integrity, respect, commitment and ethical behavior. Members are expected to act responsibly, maintain professionalism in their conduct, and represent the club positively.

5.7. Digital Club Activities

Among other activities Digital Club will coordinate the following:-

- (a) Conducting community focused projects that leverage digital technologies for social impact by identifying local challenges and developing innovative solutions in collaboration with community members and stakeholders.
- (b) Planning club activities which include workshops, discussions, webinars, seminars, trainings, coding competitions, hackathons, and social events. However, Digital Club should ensure the balance between educational, social and recreational activities.
- (c) Engaging Club members through regular communication, feedback collection and involvement of members in decision making to foster a supportive and inclusive environment.
- (d) Utilizing online platforms and tools by using social media, websites and various software/resources platforms so as to facilitate communication, knowledge sharing and collaboration among club members.
- (e) Collaborating and establish partnerships with other digital clubs, organizations/NGOs to foster knowledge exchange and joint initiatives to address common challenges and maximize impact.



6. MONITORING AND EVALUATION

Monitoring and evaluation of digital club activities will be conducted by School/Institutions. School/Institution management will use monitoring and evaluation tool established by TCRA for monitoring progress and evaluation of the activities done by the Digital Club every six months (semi-annual).

This will include:-

- (a) Activities performed including competitions
- (b) Feedback collection

TCRA will further conduct general monitoring and evaluation based on performance and hence ranking the clubs. The ranking and evaluation outcomes will be published on Digital Club portal <https://digitalclubs.tz>





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