

United Nations  Nations Unies

**Division for the Advancement of Women
Department of Economic and Social Affairs**

**In collaboration with the
Economic Commission for Africa (ECA)**

**REGIONAL WORKSHOP TO ESTABLISH THE AFRICAN E-NETWORK FOR
NATIONAL MACHINERIES AND ITS SUPPORT MECHANISMS**

FINAL REPORT

Addis Ababa
5-8 December 2006

Table of Contents

1. BACKGROUND.....	3
2. EVALUATION OF PAST WORKSHOPS, SUBSEQUENT ACTIVITIES AND CURRENT ICT CAPACITIES: RESULTS OF A QUESTIONNAIRE SENT TO NATIONAL MACHINERIES PRIOR TO THE WORKSHOP ..	4
3. KNOWLEDGE MANAGEMENT, COMMUNICATION STRATEGIES, NETWORKING AND THE USE OF ICT	6
Communication Strategies.....	6
Networking	7
Experiences on communication strategies, networking knowledge management and use of ICT	10
4. ELECTRONIC NETWORKING	11
5. OVERVIEW OF THE STRUCTURE AND ACTIVITIES OF THE E-NETWORK FOR NATIONAL MACHINERIES	14
Information Portal.....	14
Discussion list for national machineries	18
Thematic e-discussions	20
6. ROLES AND RESPONSIBILITIES IN THE E-NETWORK.....	21
National level	22
Sub-regional level.....	23
Regional level	24
Other stakeholders	24
7. OVERALL CHALLENGES FOR PARTICIPATING IN THE E-NETWORK.....	25
8. CONCLUSIONS AND FINAL RECOMMENDATIONS	26
9. ANNEXES	27

1. BACKGROUND

(

of the questionnaire were presented to the participants to review the status of ICT in national machineries.

13. Responses showed that many of the 18 national machineries had developed draft action plans or were in the process of doing so. National machineries

Box 2. Benefits of Networks

Organization	Better, faster problem solving Reduced time and costs Improved quality of decisions	Benchmarking with other institutions Increased retention of talent Catalyst for partnerships
Individual	Improve individual performance Direct access to expertise Confidence building Sense of belonging	Forum for expanding skills and expertise Network for keeping abreast of a field Enhanced professional reputation
	Short term	Long term

29. Information networks are created and sustained by the exchange of ideas, techniques and experiences. The specific design of a network structure depends on its objective. Issues to consider in the network structure include what the network represents, whether the network would take a formal or informal approach and what incentives are provided for participation. Ongoing evaluation is essential for the success and sustainability of a network. Assessment can be carried out by monitoring the number and diversity of participants, frequency of contributions and interactions, and quality and relevance of contributions. Surveys can be used to

determine if members are connecting and in what ways, and to determine if a different model is needed. Flexibility is critical in order for the network to be able to adapt its structure.

- (The ECANet (<http://www.msif.md/user/ecanet.shtml>), a regional European and Central Asian network, is used for regional cooperation, learning and exchange of information between participating social investment funds. It includes a rotating, self-financing, voluntary secretariat and conducts activities such as conferences, training seminars and workshops, internship programmes, study tours, e-bulletins and publication of papers.
- (The South Africa Cities network (www.sacities.net), a national network, is a network of South African cities and partners that encourages the exchange of information, experience and good practices on urban development and city management. The network updates leaders on current and emerging changes and trends in urban policy across the world and in South Africa as well as fosters cooperation and exchange of good practices. Network instruments used by this network include newsletters, electronic conferences, manuals etc.

32. Various types of government networks were also introduced, including enforcement networks (for example, cooperation between governments on transnational crimes), harmonization networks (such as the European Union) and information networks.

33. A range of instruments used in networks were also discussed (see Box 5). Participants identified seminars, workshops and training as the most useful for the national machineries. Other suggested instruments included peer reviews, electronic newsletters, study tours, documentation of good practices and joint research.

34. A number of challenges of formal networks were
A rangetper0.7bl worksh wst usefris traletihtrale5.80.6514 TTwNet16.1(m)6.c1.5677 se292 -1.145wou Af Bo

36. In response to concerns about the lack of electricity and internet, a suggestion was made to print materials on a regular basis. It was emphasized that electronic networking did not necessarily mean everything should be electronic. Another concern raised was reaching out to people with disabilities. For example, it is a challenge to download audio for blind people because of slow internet connection in Africa. A possible solution was suggested to convert the web material into a CD-ROM and add voice over.

Experiences on communication strategies, networking knowledge management and use of ICT

37. The national machineries of Burkina Faso, Chad, Ghana, Morocco, Sierra Leone, Tanzania, Tunisia and Zambia made presentations to share their experiences on communication strategies, knowledge management and use of ICT.

38. The participant from Burkina Faso reviewed the development of the national machinery's website following the sub-regional workshop in Senegal to disseminate information on the

family code of 2005. TV and radio are also used to discuss gender-based violence. CD-ROMs are prepared with regular reports on the implementation of CEDAW.

42. In Sierra Leone, the national machinery had been part of a core group for the formulation of draft

information, regardless of their geographic location and distance. It also provides visibility to members regardless of the size of their organizations.

47. Various electronic tools that support the sharing of communication and information in networks were discussed in the plenary and working groups. E-networking tools include e-mail, computer networks, web portals, blogs (see Box 9), listservs, electronic conferencing, collaboration management tools (see Box 10) and discussion lists. It was emphasized that for an electronic network to be sustainable and effective, it was crucial that the electronic network was supplemented with other tools such as annual face-to-face meetings.

48. National machineries noted that they already used a variety of ICT, including radio, TV, telephones, mobile phones, websites and email, for networking in awareness campaigns, communication and information collection and dissemination. National machineries used their websites mainly for information sharing, receiving feedback on services, training, events,

charges an annual fee of approximately \$100 to women entrepreneurs or associations to market their products.

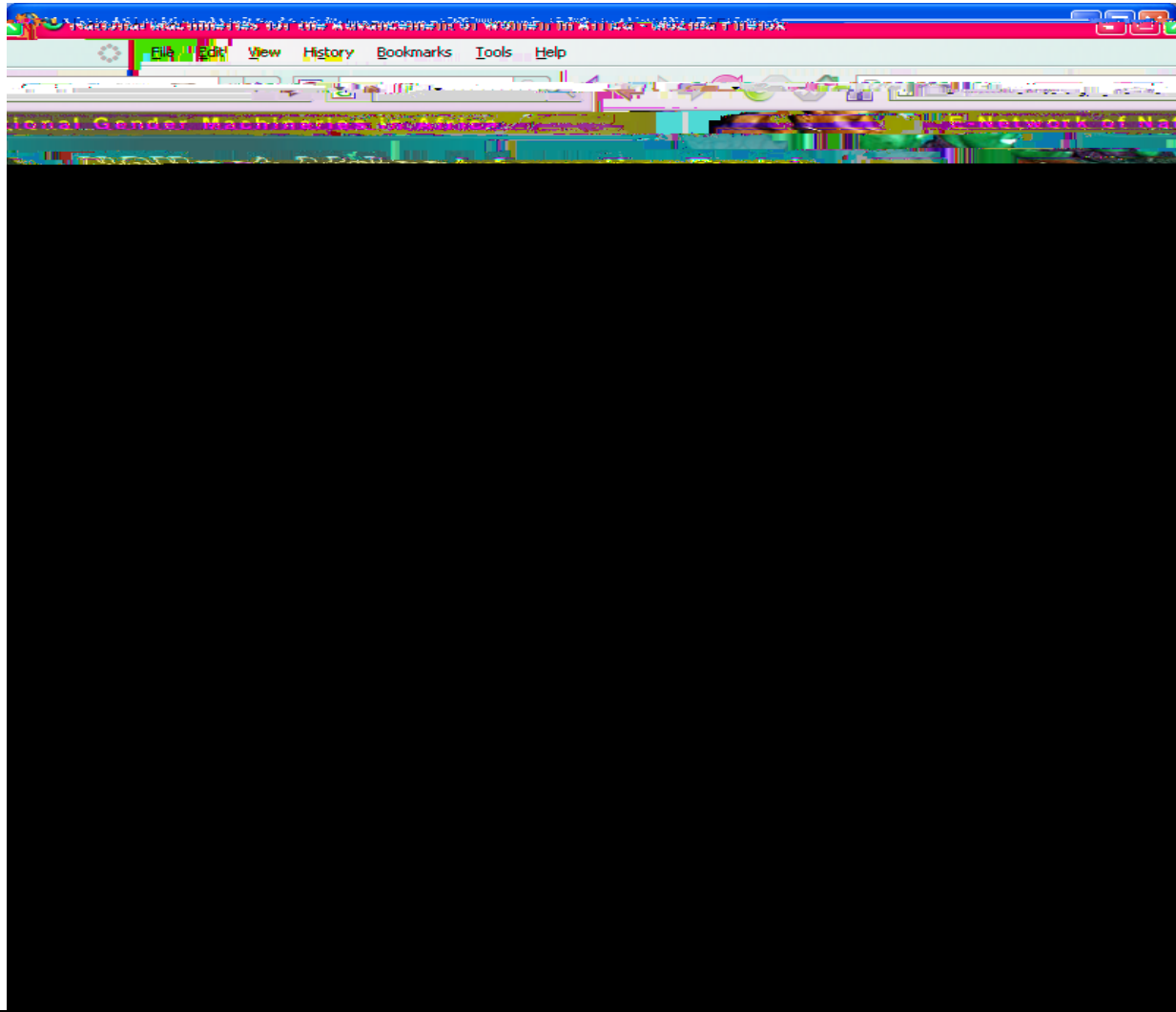
56. It was also noted that establishing partnership with national and international stakeholders is important for sustainability. For example, WOUGNET was able to develop partnerships during the World Summit on the Information Society (WSIS) by convincing policy-makers that they brought value to the ICT policy-making processes. It was recommended that national machineries identify and approach donors with clearly defined gender equality objectives and demonstrate how they can build a mutually-beneficial relationship. It was noted that workshops and conferences are excellent opportunities to build contacts with donors and other partners. Having one-on-one relationships with focal points in line ministries can also help, for example by providing guidance to national machineries on preparing successful funding proposals.

57. Another important obstacle was the difficulty in disseminating information among constituencies, especially in rural areas. In particular, language barriers were noted, as was the difficulty in converting hard-copy/handwritten documents into electronic format to facilitate wide dissemination. The need to expand activities of networks in rural areas was highlighted, as was the need to build women's capacity to strengthen their use of ICT and overcome women's reluctance or fear to use ICT.

5. OVERVIEW OF THE STRUCTURE AND ACTIVITIES OF THE E-

portal can be customized by the portal administrators or users to provide the most relevant information.

Box 12: The home page of the information portal



66. Participants also discussed a number of options for the resource page, including organizing it by the critical areas of concern of the Beijing Platform for Action, by CEDAW articles, by the Millennium Development Goals (MDGs) and by country or sub-region. It was decided in plenary that the most efficient method would be to organize resources by the critical areas of concern of the Beijing Platform for Action, with additional topics such as trafficking, migration and men and boys.

communicate information and to facilitate readers using this information. National machineries should therefore only post what is relevant for the users of the portal.

68. Participants made a number of suggestions for additional functions and content for the portal (see Box 13). The potential for the portal to be updated directly by national machineries was discussed, although it was agreed that, for the time being, it was not a feasible option. In the future, it may be possible for each national machinery to have its own dedicated page on the portal that it would be responsible for updating.

69. The constraints and challenges faced by national machineries in using the information portal were also discussed. Language arose as the major challenge as it is not possible to have all portal content translated due to a lack of funds and resources. However, funding opportunities could be explored to translate the content of the portal, including navigation bars. Sustainability of the portal was another critical area. It will be hosted on ECA's website and updated by the ECA web manager during the initial phase. However, sustainable options for the future of the portal must be considered. A need for capacity-building at the national level was identified for national machineries to be able to assume responsibility for updating and managing the portal.

70. The process of submitting information, validating content and posting on the portal was another major concern. The process, agreed in the discussions, will be for national E-Network Teams to send resources, events and news items to a central email address (nmwafrica@uneca.org). Items should preferably be sent as an attachment, either in Word or PDF format, and the email should clearly state its content, e.g. "news item", "event" or "resource on gender and HIV/AIDS". ECA, supported as necessary by DAW, will be responsible for ensuring that the submissions are posted on the portal in a timely manner. National machineries need to ensure a smooth

internal process of approval for information to be sent to the portal.

71. A number of success factors for the portal were highlighted, such as credibility of content and availability of information in different languages (see Box 14). The most crucial success factor is the need for strong participation and ownership of the portal by national machineries. It was noted that the first three months of the portal were particularly important, during which time the priority would

be for national machineries, ECA and DAW to submit information and resources and build up the content of the portal.

Discussion list for national machineries

72. To introduce the discussion list for national machineries, participants were first familiarized with the concept, features (see Box 15) and benefits (see Box 16) of a discussion list. A discussion list is a convenient electronic method for a group of people to share information and discuss issues, such as

period and allow for sharing of ideas and information between both French speakers and English speakers in the e-network.

- (The lack of skills among national machinery staff in using discussion lists was also a concern. To address this, participants were encouraged to share their training from the workshop with other staff. In addition, brief guidelines on using the discussion list were formulated and distributed via the discussion list and a detailed guide on using Dgroups will also be made available. An FAQ on Dgroups is available at http://wiki.dgroups.org/index.php/General_and_Usage_FAQ
- (Bureaucracy can be a constraint in terms of how information is received and disseminated as there is often a lengthy process to clear internal documents for external distribution. To address this, it was suggested that staff in national machineries could share information on the e-network that has already been cleared.
- (Confidentiality is also a concern as, although the discussion list is a closed list for national machinery staff only, emails can be easily forwarded. This is an issue common to all discussion lists and need not be a barrier to effective participation. Trust in the integrity of network members is needed. Participants discussed the need to ensure that discussion list emails are not forwarded to those outside of the e-network without prior permission.

Thematic e-discussions

80.

machinery, which in turn used those recommendations to try to influence local and international NGOs who assist women affected by gender based violence. Consequently, counseling services for women were made available in eastern Chad, where many Sudanese refugees were located.

82. The thematic e-discussions of the e-network will be open to all stakeholders, including staff of national machineries, line ministries, NGOs, donors and academia, in order to promote collaboration

Box 19: Management and oversight of the e-network

National level

88. It was recommended that an **E-network Team** should be established in each national machinery to ensure that the e-network is well known and integrated into the work of the national machinery and that continuity is not compromised due to staff turnover. This team should be comprised of two gender specialists and one ICT specialist working with the national machinery (whether employed directly by the national machinery or loaned from another Ministry). Participants suggested that the

needed. In this regard, it was suggested that the letter transmitting the final report should inform heads of national machineries of the importance of ensuring that the e-network team members have regular access to at least one computer with internet connection.

91. **Other national machinery staff** can actively participate in the e-network by using the

95. Participants noted that time constraints would prove a challenge to the effective role of the sub-regional coordinators and suggested that it was necessary to develop motivation mechanisms, such as providing equipment and internet access and awarding annual awards for excellent contributions. Participants also noted the need for ECA and DAW to provide support to the sub-regional coordinators and to make an official request to the heads of national machineries to put the coordinator position in place and include it in the relevant job description. (See Annex 8 of Annex 4 for more information on the roles and responsibilities of sub-regional coordinators).

96. The gender focal points from the five **ECA sub-regional offices** will also play a key role at the sub-regional level by supporting the sub-regional coordinators and participating in the Management Group.

Regional level

97. The ten sub-regional coordinators from national machineries will form a regional **Management Group**, which will monitor and guide the overall operation of the network. It will comprise the 10 sub-regional coordinators, representatives from ECA and DAW, and gender focal points from the five ECA sub-regional offices.

98. The Management Group will hold quarterly electronic discussions on overall management issues through a discussion list with restricted access. Summaries of the quarterly discussions will be posted on the general discussion list for national machineries so that all staff in national machineries can access this information. Participants noted the need for a clear Terms of Reference for the Management Group, which should include the requirement that the Management Group create and establish a monitoring and evaluation mechanism for the e-network, including the development of indicators. The Management Group should also determine how the meetings can operate in both English and French (See Annex 9 of Annex 4 for more information on the Management Group).

99. **ECA and DAW** will be key contributors to e-network activities by participating in t7on listp8tion on

7. OVERALL CHALLENGES FOR PARTICIPATING IN THE E-NETWORK

101. The effective participation of national machineries will require the political will of Ministers and senior management. A number of actions were suggested to build political will, including a letter from ECA informing ministers of the e-network, identifying their responsibilities and making recommendations, such as including e-network responsibilities in relevant job descriptions, as well as noting the need for the e-network team members to have access to computers and internet. An informal meeting of African ministers during the Commission on the Status of Women was also suggested. The Committee on Women and Development (CWD) could also play a role in securing leadership commitment, either through a letter from the Chair of CWD to fellow ministers or through a face-to-face meeting. Participants also suggested that the Declaration on national machineries, gender equality and ICT, adopted at the September 2005 regional meeting, should be sent as part of the package sent to Ministers with the final report.

102. The issue of limited resources and the need for training were emphasized during the discussions as a major obstacle to effective participation in the e-network. It was suggested that ECA and DAW send national machineries an in-depth survey to determine their level of access to ICT in order to assist them develop customized strategies for resource mobilization. The survey could rank national machineries according to a scale, in which a national machinery at level 1 would mean most staff have computers at their desk with internet of good speed, and a national machinery at level 5 would mean no computers or internet access. A questionnaire was already sent by DAW to national machineries in 2006, with 18 responses. National machineries who have not yet responded could still return the completed questionnaire to DAW.

103. As ECA and DAW were not in a position to provide additional resources, it was suggested that partnerships be developed with other ministries, non-governmental organizations or academic institutions. It was also proposed that there be a fundraising section on the portal to provide national machineries with information on fund raising and writing grant proposals, as well as links to grant-making organizations. It was noted that private sector companies could be an excellent resource, although it is more viable for national machineries to request assistance from the private sector in the form of equipment, internet connection and/or training in ICT skills, at low or no cost, rather than financial support. National machineries are encouraged to submit good practice examples of successful fundraising initiatives or collaborations with the private sector that could be highlighted on the portal.

104. Language barriers present a problem, not only for Francophone and Anglophone speakers, but also for Arabic and Portuguese speakers. The report notes a number of steps that have been taken or are planned to minimize the problem, such as regular summaries of the discussion list, but this is a challenge that requires further serious consideration.

105. Continuity of e-network members is a concern for many participants in the e-network due to high levels of staff turnover. To address this problem leadership commitment is required, as is the need to integrate the e-network into the strategy plan of each national machinery. The structure of the e-network is based on a system of teams, such as the three people in the e-network teams and the two sub-regional coordinators per sub-region, rather than individuals, in an effort to prevent staff turnover from having an effect on the operations and activities of the e-network. There is also a need for management of the e-network to be gradually passed over from ECA/DAW to the national machineries themselves. To succeed, it will be necessary to build the capacity of national

machineries to moderate e-discussions, manage the discussion list and update and host the information portal.

106. The role of national machineries in finding solutions to these challenges was stressed. It was also noted that common obstacles and challenges, as well as successful strategies to overcome them, could be a focal point for discussion during the end-of-year self-evaluation.

8. CONCLUSIONS AND FINAL RECOMMENDATIONS

107. The e-network has strong potential to become a valuable resource for national machineries in Africa. In order for it to have the greatest possible impact, it is essential that national machineries take ownership of the e-network and commit to active participation in the information portal, discussion list and thematic e-discussions.

108. **National machineries** should:

- (Appoint the workshop attendee and two other staff members to form a national E-network Team and establish Terms of Reference for the team (see sample in Annex 6 of Annex 4).
- (Organize a briefing session by the workshop attendee to inform all staff members about the e-network and its potential benefits for the national machinery (PowerPoint presentation available on discussion list website).
- (Share training and resources with other staff members – including this workshop report and

9. ANNEXES

Annex 1: Aide Mémoire

Annex 2: Programme of work

Annex 3: Participant list

Annex 4: Introduction to the e-network for national machineries in Africa

Annex 5: Integrating the e-network into the work of national machineries

Annex 6: Presentation by Erik Johnson, World Bank Institute.

Annex 1: Aide Mémoire

**Division for the Advancement of Women, Department of Economic and Social Affairs,
and the African Centre for Gender and Social Development, Economic Commission for Africa**

Capacity Building for Promoting Gender Equality in Africa and West Asia Countries

**Regional workshop to establish the African e-network for national machineries and its support
mechanisms**

AIDE-MEMOIRE

Addis Ababa
5-8 December 2006

I. Introduction

The Division for the Advancement of Women (DAW) is co-organizing with the African Centre for Gender and Social Development (ACGS), of the Economic Commission for Africa (ECA), a workshop for representatives from African national machineries for the advancement of women. The regional workshop will take place at the ECA in Addis Ababa, Ethiopia from 5 to 8 December 2006. One national machinery representative per African country will be invited to participate.

The project builds on a series of sub-regional and regional capacity-building and network-building activities undertaken in 2004 and 2005 on strengthening the capacity of national machineries through the effective use of information and communication technologies (ICT). The workshop will introduce participants to the structure and activities of an e-network for national machineries in Africa and its support mechanisms. It will include training for participants on the practical and technical aspects of the e-network.

II. Background

The project has the overall objective to build institutional capacity for promoting gender equality in Africa and West Asia. The current phase of the project focuses on the development of a regional e-network among national machineries in Africa, which aims to enhance the capacity of national machineries of participating countries to take full advantage of ICT to strengthen networking, information sharing and knowledge management.

The Beijing Platform for Action noted that national machineries for the advancement of women have been established in almost every Member State to, *inter alia*, design, promote the implementation of, execute, monitor, evaluate, advocate and mobilize support for policies that promote the advancement of women (para 196). The national machinery for the advancement of women is the central policy-coordinating unit inside governments. Its main task is to support government-wide mainstreaming of a gender-equality perspective in all policy areas (para 201).

At its forty-seventh session, the Commission adopted agreed conclusions 2003/44 on participation in and access of women to the media, and information and communication technologies

and their impact on and use as an instrument for the advancement and empowerment of women. The

- § Establish the structure and activities of an e-based network of national machineries from participating countries to strengthen cooperation and information-sharing through regular information dissemination on gender equality and women's empowerment, including via electronic media and the internet;
- § Provide training to participants in the technical and operational aspects of the e-network;
- § Enhance the capacity of national machineries to maximize the use and benefit of information and knowledge management, through more effective use of ICT, to promote gender equality.

B. Expected outputs

The workshop will produce the following outputs:

- § A draft regional web portal for the e-network will have been presented to participants and modified to incorporate their comments and suggestions;
- § The structure, form and activities of the e-based network of national machineries will have been discussed and finalized;
- § The responsibilities and commitments of the national machineries, ECA and DAW in relation to the future functioning of the e-based network will have been discussed and finalized;
- § Representatives from the national machineries will have been trained in practical and technical aspects of the e-network, such as using discussion lists, sharing information on the web portal and participating in e-discussions.

§ § § It is anticipated that, based on the experience gained during the workshop, participants will use the e-network on a continuous basis, to share experiences and good practices, and exercise leadership for promoting gender equality. The e-network will provide an unparalleled opportunity for d final puts

Email: selcuk@un.org

Joanna Skinner

Gender Analysis Section
Division for the Advancement of Women
United Nations
New York, NY 10017
Tel (212) 963-4426

Annex 2: Programme of Work

Division for the Advancement of Women, Department of Economic and Social Affairs,
and the African Centre for Gender and Social Development, Economic Commission for
Africa

Regional workshop to establish the African e-network for national machineries and its support mechanisms

Addis Ababa
5-8 December 2006

PROGRAMME OF WORK

Tuesday 5 December

8.20 *Bus leaves for the Conference Centre*

I. OPENING SESSION

Plenary in Caucus Room 11

8.45 Opening of the meeting
 - *Welcome by Economic Commission for Africa (ECA)*
 - *Introductory Statement by the Division for the Advancement of Women (DAW) of
 the United Nations Department of Economic and Social Affairs*

 Introduction to the meeting (ECA)
 - *Introduction of the participants/facilitators*
 - *Logistical matters*
 - *Adoption of the Programme of Work*

-

 Project objectives and outcomes (ECA)

10.15 *COFFEE/TEA BREAK*

II. COMMUNICATION STRATEGIES, KNOWLEDGE MANAGEMENT, NETWORKING AND THE USE OF ICT

Plenary in Caucus Room 11

10.45 Communication strategies, knowledge management and networking
 Value and uses of ICT
 Presenter: Erik Caldwell Johnson, World Bank

- 12.15 The value of electronic networking
Presenter: ECA
- 12.45 *LUNCH*
- 14.00 INSTRAW experience of communication strategies, knowledge management and networking
Presenter: INSTRAW
- 14.30 Status and use of ICT by national machineries (results of questionnaire)
Presenter: DAW
- 15.00 Mainstreaming gender in ICT policies
Presenter: ECA
- 15.30 Experiences on communication strategies, knowledge management and use of ICT.
Panel presentations by national machineries followed by interactive discussion
Moderator: ECA
- 16.30 *COFFEE/TEA BREAK*

Working Groups in Caucus Rooms 7 (French) and 8 (English)

- 17.00 Working groups (#1) to discuss communication strategies, knowledge management, networking and the use of ICT
Facilitators: DAW/INSTRAW
- 18.00 *Bus leaves for Hotel Hilton*

Wednesday 6 December

8.20 *Bus leaves for the Conference Centre*

III. ELECTRONIC NETWORKING AND THE E-NETWORK FOR NATIONAL MACHINERIES IN AFRICA

Plenary in Caucus Room 11

8.45 Report back to plenary and interactive discussion
- *Results of working groups (#1) on communication strategies, knowledge management and the use of ICT*

9.15 Sub-regional and regional electronic networks for women in Africa
- Panel presentations by representatives of networks in Africa
Moderator: ECA

10.15 *COFFEE/TEA BREAK*

Working Groups in Caucus Rooms 7 (French) and 8 (English)

11.15 Working groups (#2) to discuss e-networking
Facilitators: ECA/INSTRAW

12.15 *LUNCH*

Plenary in Caucus Room 11

13.30 Report back to plenary
- *Results of working groups (#2) on e-networking*

14.00 Presentation on the e-network, information portal, discussion lists and e-discussions (ECA)
- *Overview of structure and activities*
- *What is an information portal? Guidelines for its effective use*
- *What are discussion lists? Guidelines for their effective use*
- *What are e-discussions? Guidelines for their effective use*
- *Stakeholders – Who will use the e-network?*

15.30 *COFFEE/TEA BREAK*

Working Groups in Caucus Rooms 7 (French) and 8 (English)

16.00 Working groups (#3) to discuss the e-network
Facilitators: ECA
- *Information portal*
- *Activities of the e-network (discussions lists, themes of e-discussions)*

- *Network name*

17.15 Optional evening tutorials available if needed (sign-up required)
- *Email / - Internet / - Software*

18.00 *Bus leaves for Hotel Hilton*

Thursday 7 December

8.20 *Bus leaves for the Conference Centre*

Plenary in Caucus Room 11

8.45 Report back to plenary and interactive discussion
- *Results of working groups (#3) to discuss the e-network*

10.15 *COFFEE/TEA BREAK*

IV. TRAINING ON E-NETWORK ACTIVITIES

Working Groups in IT rooms

10.45 Hands-on training on:
- *Information portal*
- *Discussion lists and e-discussions, and creation of discussion lists*
Facilitator: ECA

12.45 *LUNCH*

14.00 Working group discussions (#4) on findings from the hands-on training
Facilitators: ECA

Plenary in Caucus Room 11

14.45 Report back to plenary and interactive discussion
- *Results of working groups (#4) on findings from the hands-on training*

15.30 *COFFEE/TEA BREAK*

V. ROLES AND RESPONSIBILITIES

16.00 Contributions to and use of e-network by national machineries
Presenter: ECA
- *E-network teams within national machineries*
- *Other staff in the national machinery*

17.00 Management of the e-network

Presenter: ECA

- *Sub-regional coordinators from national machineries*
- *ECA sub-regional coordinators*
- *ECA HQ and DAW*

18.00 *Bus leaves for Hotel Hilton*

Friday 8 December

8.20 *Bus leaves for the Conference Centre*

Working Groups in Caucus Rooms 7 (French) and 8 (English)

8.45 Working groups (#5) to discuss roles and responsibilities and management of the e-network
Facilitators: ECA

9.45 Management Group Meeting to discuss responsibilities (*if necessary*)

Ms. Vera Lúcia MASCARENHAS
GOMES MARTINS
Sociologue
Núcleo Operationel pour la Société de
l'Information, NOSi
Av. Amílcar Cabral, Ed. Ministério das
Finanças, Plateau,
Ilê de Santiago, Praia, Cape Vert
Tel.: 00238-2616031/ 2607564
Fax: 00238-2615510
Email: veral@nosi.cv

CHAD

Mr. Théodore MBAINAISSEM
Conseiller en Environnement et
Développement Communautaire
Ministère de l'Action Sociale et de la
Famille
B.P. 80
N'Djamena, Tchad
Tel.: 235 522952
Fax: 235 524888
Email: apedac2001@yahoo.fr

DJIBOUTI

Madame Djibah Choukri HOUSSEIN
Chef de Service des Affaires Economiques
Ministère de la Promotion de la Femme
Djibouti
Tel.: 253-822501/353409
Fax: 253-350439/354421
Email: djibahchoukri@yahoo.fr

Ms. Mariam Hamadou ALI
Sous-Directrice de la Planification
Point Focal Genre
Ministère des Finances
B.P. 10014
Djibouti
Tel.: 253-356786/352801
Fax: 253-355085
Email: mariamhamadou@yahoo.fr

EGYPT

Dr. Zeinab SAFAR
Technical Advisor
National Council for Women
1113 Corniche El-Nile
Cairo, Egypt
Tel.: 202 7355482 / 5748494 ext. 218 or
109
Fax: 202 7374193 / 5745596
Email: zsafar@ncwegypt.com
Email: zeinabsafar@yahoo.com

ETHIOPIA

Ms. Assefu GEBRE-AMLAK
Team Leader/Capacity Building
Ministry of Women
Addis Ababa, Ethiopia
Tel.: 251-11-4166356/4166382
Fax: 251-11-4663995
Email: assefug2005@yahoo.com

GAMBIA

Mr. Lamin M. CEESAY
Deputy Executive Director
National Women's Bureau
14/15 Marina Parade
Banjul, The Gambia
Tel.: 220 422 8733/30
Fax: 220 422 9846
Email: lceesay2@yahoo.com

GHANA

Ms. Francesca POBEE-HAYFORD
Acting Director
Ministry of Women & Children Affairs
P.O. Box CT 1402
Cantonments, Accra, Ghana
Tel.: 233-021-228064
Fax: 233-021-688182
Email: fp_hayford@hotmail.com

KENYA

Ms. Mary Mumbi KIMATHI
Senior Programme Officer Gender/Senior
Social Development Officer
Ministry of Gender, Sports, Culture &
Social Services

MOZAMBIQUE

Ms. Agueda NHANTUMBO
Executive Secretary for National Council
for the Advancement of Women
Ministry of Women and Social Action
Rua Da Tchamba, 86
Maputo, Mozambique
Tel.: 258-21 497901
Fax: 258-21 491729
Email: lececiane@yahoo.com.br

NAMIBIA

Ms. Melitha Antonia DUMBU
Development Planner: Research
Ministry of Gender Equality and Child
Welfare

SUDAN

Ms. Limya Abd ELHAMEED
Official (Computer)
Ministry of Social Welfare, Women &
Child Affairs
Khartoum, Sudan
Tel.: 249 83 770329
Fax: 249 83 777633
Email: limya2@hotmail.com
Email: laam_fa@yahoo.com

UNITED REPUBLIC OF TANZANIA

Mr. Timothy-Gabriel MGONJA
Community Development Officer
Ministry of Community Development,
Gender & Children
P.O. Box 3448
Dar-es-Salaam, Tanzania
Tel.: 255-22-2132526
Fax: 255-22-2124852
Email: timothymgonja@hotmail.com

TOGO

Mme. AKAKPO Akuai Léontine née
ESSEH-YOVO
Directrice générale de la Promotion
Féminine
Ministère des Affaires Sociales et la
Promotion de la Femme
B.P. 369
Lomé, Togo
Tel.: 228 221-6166
Fax: 228 222-2575 / 221-6166
Email: akakpoyovo@yahoo.fr

TUNISIA

Mr. Driss MNAJJA
Responsable TIC
Ministère de la Femme, de la Famille, de
l'Enfance et des Personnes Agées de Tunis
02 Rue d'Alger 1002
Tunis, Tunisia
Tel.: 216-71252 514
Fax: 216-71344 643
Email: driss.mnajja@email.ati.tn

UGANDA

Ms. Magdalene Mabwejjano
KYOMUKAMA
Assistant Commissioner Gender &
Community Development
Ministry of Gender, Labour & Social
Development
Kampala, Uganda
Tel.: 256-41 347854/5
Fax: 256-41 256374
Email: mmkyomukama@yahoo.com
Email: mmk@mglisd.go.ug

ZAMBIA

Mr. Norbert BUKOKA
Documentalist
Gender in Development Division
Cabinet Office
P.O. Box 30208
Lusaka, Zambia
Tel.: 26 01 230024
Fax: 26 01 253493
Email: mweeneb@yahoo.com

ZIMBABWE

Ms. Caroline MATIZHA
Director for Gender
Ministry of Women Affairs
Gender and Community Development
P. Bag 7762 Causeway
Harare, Zimbabwe
Tel.: 263 4 253064
Fax: 263 4 708065
Email: matizhac@africaonline.co.zw

NETWORK REPRESENTATIVES

Ms. Dorothy OKELLO
Coordinator
Women of Uganda Network
(WOUGNET)
P.O. Box 4411
Kampala, Uganda
Tel.: 256-41 4532035
Fax: 255-41 4530474
Email: dokello@wougnnet.org

Chimene BINDJEME
Protégé QV
P.O.BOX 4888
Yaounde
Cameroon
Tel.: 237-2318546
Fax: 237-2318546
Email: chimene_b2000@yahoo.fr

UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA

Ms. Thokozile RUZVIDZO
Officer in Charge
African Centre for Gender and Social
Development (ACGSD)
3rd Floor, UNECA
Addis Ababa, Ethiopia
Tel. 251-11-5 443448
Fax 251-11-5 512785
Email: truzvidzo@uneca.org

Ms. Wambui KARANJA
Senior Social Affairs Officer
ACGSD
3rd Floor, UNECA
Addis Ababa, Ethiopia
Tel. 251-11-5 443429
Fax 251-11-5 512785
Email: wkaranja@uneca.org

Ms. Houda MEJRI
Information Officer
ACGSD
3rd Floor, UNECA
Addis Ababa, Ethiopia
Tel. 251-11-5 443337

Fax 251-11-5 512785
Email: hmejri@uneca.org

Ms. Tacko NDIAYE
Economic Affairs Officer
ACGSD
3rd Floor, UNECA
Addis Ababa, Ethiopia
Tel. 251-11-5 445205
Fax 251-11-5 512785
Email: tndiaye@uneca.org

Ms. Selamawit ABEBE
Project Management Officer
ACGSD
3rd Floor, UNECA
Addis Ababa, Ethiopia
Tel. 251-11-5 443429
Fax 251-11-5 512785
Email: sabebe@uneca.org

Ms. Carole Andree Ngoulu NGANSO
ACGSD
3rd Floor, UNECA
Addis Ababa, Ethiopia
Email: cngoulu@yahoo.fr

Mr. Omar Ismael ABDOURAHMAN
Economic Affairs Officer
ACGSD
3rd Floor, UNECA
Addis Ababa, Ethiopia
Tel. 251-11-5 443429
Fax 251-11-5 512785
Email: oabdourahman@uneca.org

Mr. Souleyman ABDALLAH
Associate Economic Affairs Officer
ACGSD
3rd Floor, UNECA
Addis Ababa, Ethiopia
Tel. 251-11-5 443784
Fax 251-11-5 512785
Email: sabdallah@uneca.org

Mr. Kibruyisfa ACHAMYELEH
Information Officer
Information and Communication Services
UNECA
Addis Ababa, Ethiopia
Tel. 251-11-5 445304
Email: kachamyeleh@uneca.org

Ms. Eskedar NEGA
Officer in Charge
ICT Policy and Development Section
ICT and Science and Technology Division
(ISTD)
UNECA
Addis Ababa, Ethiopia
Tel. 251-11-5 445315
Email: enega@uneca.org

ECA SUB-REGIONAL OFFICES

Ms. Hadija GAVA
Economic Affairs Officer
ECA Office in East Africa (ECA-EA)
Kigali, Rwanda
Email: hgava@uneca.org

Ms. Irene LOMAYANI
Social Affairs Officer
ECA Office in Southern Africa (ECA-SA)
P.O. Box 30647
Lusaka, Zambia
Tel.: 260-1-228502
Email: irenelomayani@yahoo.com

Ms. Anne-Marie BAKYONO
Statistician
ECA Office in Central Africa (ECA-CA)
P.O. Box 14935
Yaounde, Cameroon
Tel.: 237 772 6099
Fax: 237 223 3185
Email: abakyono@uneca.org

Ms. Fatouma SISSOKO
Economics Affairs Officer, Gender Focal
Point
ECA Office in West Africa (ECA-WA)
B.P. 744
Niamey, Niger
Tel.: 227 96560058
Email: fsissoko@uneca.org

UNITED NATIONS DIVISION FOR THE ADVANCEMENT OF WOMEN, Department of Economic and Social Affairs

Ms. Sibel SELCUK
Associate Economic Affairs Officer
Division for the Advancement of Women
2 UN Plaza, DC2-1266
New York, New York
USA
Tel: 212-963-3154
Fax: 212-963-3463
Email: selcuk@un.org

Ms. Joanna SKINNER
Associate Social Affairs Officer
Division for the Advancement of Women
2 UN Plaza, DC2-1264
New York, New York
USA
Tel: 212-963-4426
Fax: 212-963-3463
Email: skinner@un.org

INSTRAW

Mr. Laurent DUVILLIER
Media & Communications Specialist
United Nations International Research and
Training Institute for the Advancement of
Women (UN-INSTRAW)
#102-A Calle Nicolas Penson
Sainto Domingo
République Dominicaine
Tel.: 1 809 685.21.11 ext. 227
Fax: 1 809 685.21.17
Email: lduvillier@un-instraw.org

CONSULTANTS

Mr. Erik Caldwell JOHNSON
Knowledge for Development (K4D)
Program
World Bank Institute
1818 H Street, NW, MSN J 3-302
Washington, DC 20433
Tel: 202-458-9891
Fax: 202-522-0638
Email: ejohnson1@worldbank.org
Web: www.worldbank.org/ks

Mr. Solomon TESFAYE
eSystems Africa
P.O. Box 60149
Addis Ababa
Ethiopia
Cell phone 251-91 1 202727
Email: stesfaye@esystemsafrika.com

Annex 4: Introduction to the e-network for national machineries in Africa



United Nations Nations Unies

**Division for the Advancement of Women,
Department of Economic and Social Affairs**

In collaboration with

**African Centre for Gender and Social Development,
Economic Commission for Africa**

**AN INTRODUCTION TO NGMNET-AFRICA:
AN E-NETWORK OF NATIONAL GENDER MACHINERIES IN AFRICA**

JANUARY 2007

1. BACKGROUND

The Division for the Advancement of Women (DAW) of the United Nations Department of Economic and Social Affairs (DESA) collaborated with the Economic Commission for Africa (ECA) on a project to build the capacity of national machineries in Africa to effectively use Information and Communication Technologies (ICT) to enhance achievement of the goals of gender equality and empowerment of women throughout the region. In 2004 and 2005, four sub-regional workshops were organized to strengthen skills on information and knowledge management and the use of ICT. A regional meeting was held in Addis Ababa in September 2005 to highlight the lessons learned and regional workshop findings for achievement of gender equality and empowerment of women.

Thee-net
regional

national
machineries. It also directly links national machineries to
national bodies in the United Nations system
and the regional Commission on Africa and the
Economic Commission for Africa. The project is
a part of the work of the Commission on Africa
and the Economic Commission for Africa. The
project is a part of the work of the Commission
on Africa and the Economic Commission for Africa.
The project is a part of the work of the Commission
on Africa and the Economic Commission for Africa.
The project is a part of the work of the Commission
on Africa and the Economic Commission for Africa.

- § A resource center of information provided by national machineries, such as reports from recent research or projects;
- § Highlights of news from national machineries, updated monthly.

Information of relevance to national machineries:

- § Regional and global inter-governmental processes, such as the Committee on Women and Development (CWD) and the Commission on the Status of Women (CSW);
- § Information on the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the African Protocol on the Rights of Women;
- § Information on relevant regional organizations, such as the African Union, the African Development Bank, the New Partnership for Africa's Development (NEPAD) and the Regional Economic Communities (RECs).
- § Information on innovations and good practices from national machineries in other regions.

Information on the portal should be general information on gender equality issues that national machineries wish to share among themselves and with other stakeholders.

(b) Possibilities for interactive activities

Discussion lists for national machineries

A discussion list is a convenient electronic method to share information and discuss issues, such as challenges and good practices in particular areas. It is an electronic mailing list that offers the opportunity for members to post information, make suggestions or pose questions to a large number of people at the same time through the use of a group email address. Anyone with an email account can join a discussion list. A member writes an email message to the group, sends it to the discussion list address, and the submission is distributed to all of the other members of the discussion list. Messages are downloaded as an email rather than viewed over a connection to the internet, thereby facilitating participation by those without regular internet connection.

One general discussion list for national machineries has been established, with contributions in French and English, for continuous exchange of information between national machineries. National machineries can use the discussion lists to share information, raise queries with other national machineries and exchange ideas on relevant topics. It can also be used as a tool to mobilize African national machineries around a particular event or theme, such as in preparations for upcoming inter-governmental processes, including the Committee on Women and Development (CWD) and the Commission on the Status of Women (CSW). (See Annex 4 for more information on using the discussion lists).

Access to the discussion list is email-based and participants can send and receive messages directly from their existing email accounts. It is also possible to access a web-based version of the discussion list via a link on the information portal. The web-based interface for the discussion list is in English and French. From here, members can view message archives as well as a list of members belonging to the discussion list. They can also edit their own profile and change their password.

These discussion lists will be open only to staff members of the national machineries and relevant staff members of ECA and DAW. Summaries of the main highlights of the discussion lists will be provided by ECA on a regular basis, in English and French, as relevant.

The content of the discussion list should be specific to national machineries and should be on issues of common interest. Suggested topics include sharing project information, sharing successful advocacy tools and strategies, requesting examples of good practices, seeking feedback on draft project proposals and looking for partnerships or experts.

There are established rules and etiquette for participating in discussion lists that should be followed (See Annex 4 for more details).

Thematic e-discussions for wider participation of stakeholders

An e-discussion is an electronic discussion to promote and stimulate debate on a particular topic. It is a tool for a group of people, in any geographic location, to exchange ideas and resources and is particularly useful for advancing understanding of key issues, methodologies and good practices, and identifying common obstacles and cha

Other stakeholders

In the initial phase – the first one to two years following the regional workshop - activities are led by ECA headquarters, in collaboration with sub-regional coordinators, the ECA sub-regional gender focal points and DAW.

E-network Teams in the national machineries play a vital role in providing information to the information portal and participating in the e-network interactive activities.

The Management Group will provide overall guidance. It will also create and establish a monitoring and evaluation mechanism for the e-network, including the development of indicators.

The first phase of the e-network activities are designed to build capacity of national machineries, especially the E-network Teams and 10 sub-regional coordinators, to manage future e-network activities.

6. WORKING LANGUAGES

The e-network will operate mainly in English and French. Core information on the information portal will be in English and French. However, resources available in other languages, such as Portuguese and Arabic, will be posted in the original language.

The general discussion list for national machineries operates in English and French. Translated summaries of the main highlights of the discussion lists are provided by ECA on a regular basis.

E-discussions are held in English and French. Summaries of the e-discussions will be distributed in English and French.

The Management Group will operate in English and French. Where possible members of the Management Group should be bilingual.

ANNEXES TO INTRODUCTION TO THE E-NETWORK

1. Timeline of e-network activities in 2007
2. Glossary
3. The information portal
4. Using the general discussion lists for national machineries
5. Participating in e-discussions
- 6.

General

Term	Definition
Discussion list	An electronic mailing list that offers the opportunity for members to post suggestions or questions to a large number of people at the same time through the use of a group email address. Also commonly called a "listserv".
E-discussion	

E-network Team

A team of 2 gender specialists and 1 ICT expert in each national machinery, responsible for integrating the e-network into the work of the national

DAW & global inter-governmental processes	Information on the Commission on the Status of Women (CSW), incl. links to CSW webpage and links to DAW's e-discussions.
Treaty bodies	Information on CEDAW and its Optional Protocol, incl. links to texts in English, French & Arabic; dates of upcoming sessions; links to African States parties' reports & concluding comments. Information on African Protocol on the Rights of Women.
<u>Activities of the e-network for national machineries</u>	
General discussion list (restricted)	Link to general discussion list (restricted to national machineries only)
E-discussions	Links to each thematic e-discussions, with sign-up option; summaries of past e-discussions <i>NB: When new e-discussions start, a special link will be highlighted on the homepage.</i>
Other information	
Contacts	Email addresses to submit resources, comments and technical feedback
ICT explained	Brief notes and guidelines on ICT tools used in the e-network
Funding, resources and training opportunities	A selection of documents on fundraising, resources and training, including good practice examples and links to relevant opportunities

Additional sections may be added to the portal in the future. For example:

- § A section on national machineries from other regions can provide information on innovative activities in other regions.
- § Monthly rotating "Spotlight" section on the work of national machineries in different countries.

ANNEX 4. USING THE GENERAL DISCUSSION LISTS FOR NATIONAL MACHINERIES

All staff of national machineries can and should participate in the discussion lists.

Subscribing to the discussion list

1. **Sign up.** The E-network team should send the name and email address of staff members who

(b) Using your e-mail account

§

- 4) **Share information.** Send updates and information on the activities of your organization, for example, good practices in programming; outcomes of recent research; new developments etc. Other information that can be shared includes upcoming events that may be of interest to other members
- 5) **Ask questions.** Send a query to the discussion list if, for example, you are looking for examples of good practices on particular programming activities; you are seeking experts in a particular field; or you are looking for information on a particular subject, including available resources as well as opinions of other members. See below for tips on sending a query and an example.
- 6) **Respond to questions.** Assist other members of the discussion lists by answering their questions if you are able to provide relevant information.

The discussion lists can also be used for facilitated discussions by ECA on upcoming meetings and events, for example, preparations for the Commission on the Status of Women (CSW).

Sending a query

Tips on sending a query

When sending a query, be sure to include the following:

Brief background information
Description of the project
Details on exactly what kind of information is being requested
Contact details

Sample query

The following query was originally posted on a UNDP discussion list

UN-ESCWA and UNDP/SURF in Beirut (Sub-Regional Resource Facility) have designed a pipeline project to prepare a Report on 'More Gender Responsive Monitoring and Reporting in the Arab Region'. The project aims to improve countries' capacities to engender MDG monitoring and reporting, particularly in the preparation and use of gender-sensitive indicators and sex-disaggregated data. The project was conceived as a preliminary step to address data availability and quality issues in the region, especially that of gender-sensitive indicators.

To support a stakeholder-driven process, the project is centered on a Roundtable meeting/discussion among users and producers of statistics from selected central statistical offices, government departments and UN specialized agencies. The roundtable will be a 1-day meeting to share experiences and lessons in engendering MDG monitoring and reporting, particularly from a data compilation and analysis perspective, and discuss options and recommendations for preparing and using gender-sensitive indicators and sex-disaggregated data, taking into consideration challenges in this regard.

The main outcomes of the Roundtable are to be - a) a list of goal-specific gender issues; b) core set/minimum standard of gender-sensitive indicators; and c) recommendations for overcoming data

shortages. The outcomes will serve as the basis for the Report on engendering MDG Monitoring and Reporting in the Arab region.

We would be in particular interested in:

- a) To share country/regional experience i.e. examples of advocacy initiatives, capacity building initiatives undertaken by your respective organizations in the area of engendering MDG data collection and analysis;
- b) To provide suggestions on the proposed Project Concept Note (attached). We would, in particular, be interested to learn about experience and tips on organizing similar Roundtable discussions and making them effective.

Regards,

NAME

ORGANIZATIO(GAN)-3ETI0 -x8COUNTR

machineries. If you wish to send a personal message to another e-discussion member, send a separate email to that person's personal email address and not to the e-discussion address.

At the beginning of the e-discussion, a moderator will send a 6-week outline of the e-discussion to the list. The moderator will also send a set of specific sub-topics and questions at the beginning of each week. You can participate in the e-discussion by:

- § Responding to the moderator's weekly questions or to questions from other participants. You can share your opinion or experience and/or share related resources that may be of interest to other participants.
- § Raising new questions or comments, related to the e-discussion topic.

ANNEX 6. E-NETWORK TEAM IN NATIONAL MACHINERIES: ROLES AND RESPONSIBILITIES

The effectiveness of the proposed e-network for national machineries in Africa is dependent on the active participation by national machineries themselves. It is therefore suggested that each national machinery nominate an E-network Team, consisting of two gender experts and one ICT expert, who will act as focal points and take lead responsibility for the participation of the national machinery in ongoing e-network activities.

One member of the E-network Team should be the person who attended the regional workshop to establish the e-network, to be held in Addis Ababa, 5-8 December 2006. This person would be expected to share skills and information learned during the workshop with other staff members within the national machinery – especially on using discussion lists and participating in e-discussions.

Responsibilities of the E-network Team include, but are not limited to, the following activities:

- § Collect information and news
- § Prepare material for dissemination on the information portal and discussion list

ANNEX 8. SUB-REGIONAL COORDINATORS ROLES AND RESPONSIBILITIES

Roles and responsibilities:

Two sub-regional coordinators from each ECA sub-region are nominated on a 1-year rotational basis. They take primary responsibility for:

- § Regularly encouraging national E-network Teams in national machineries within their sub-region to submit updates and resources for the information portal.
- § Liaising with national E-network Teams on their experiences and use of the e-network.
- § Submitting quarterly reports to the Management Group

Coordinators will also be members of the e-network Management Group and are expected to participate in quarterly Management Group meetings. (See Annex 9 for more information on the Management Group).

Coordinators will be supported by the gender focal point in the relevant ECA sub-regional office as well as other members of the Management Group (See Annex 7 for ECA sub-regional gender focal points).

Requirements:

The sub-regional coordinators will play a vital role in ensuring the success of the e-network, both during the initial phase and in subsequent years. Therefore, they should:

- § Be committed and enthusiastic about the e-network and its activities;
- § Be willing to spend time every month to conduct their responsibilities;
- § Have regular access to a computer and email;
- § Have knowledge of gender equality issues and be skilled in ICT.

Sub-regional coordinators for 2007

North Africa	Egypt and Mauritania
Central Africa	Republic of Congo and São Tomé and Príncipe
Western Africa	Nigeria and Senegal
Eastern Africa	Burundi and Tanzania
Southern Africa	Botswana and Zimbabwe

ANNEX 9. MANAGEMENT GROUP

The Management Group will meet quarterly (3rd week of March, June, September and December 2007) to monitor the e-network and ensure its continued relevance for national machineries. Meetings will be organized by ECA, in collaboration with the Management Group, and will operate via a discussion list with restricted access over a period of 10 working days (to allow for intermittent access and connectivity). The meetings of the Management Group will be conducted in English and French. Summaries of meetings are distributed via the general discussion list.

Roles and responsibilities of the Management Group:

The Management Group is primarily responsible for monitoring the e-network and its activities to ensure its continued relevance for national machineries in Africa. All members of the Management Group should actively participate in quarterly meetings. Specific roles and responsibilities include:

- a) ECA should:
 - Š Take lead responsibility for the Management Group.
 - Š Facilitate the electronic meetings, as described in the meeting guidelines below.
- b) ECA sub-regional gender focal points should:
 - Š Provide support to the sub-regional coordinators from national machineries, including in collecting updates and resources for the information portal from national E-network Teams.
- c) Sub-regional coordinators should:
 - Š Act as representatives of the national machineries from their sub-region and provide relevant feedback to the Management Group.
 - Š Submit quarterly reports to the Management Group.
- d) DAW should:feedback to the Manageme Group.

Annex 5: Integrating the e-network into the work of national machineries

Division for the Advancement of Women, Department of Economic and Social Affairs,
and the African Centre for Gender and Social Development, Economic Commission for
Africa

Regional workshop to establish the African e-network for national machineries and its support mechanisms

Addis Ababa
5-8 December 2006

INTEGRATING THE E-NETWORK INTO THE WORK OF NATIONAL MACHINERIES

The e-network can be integrated into the work of national machineries and contribute to its knowledge management and communication strategies in a variety of ways. To ensure the most effective use of the e-network, it is recommended that specific strategies and processes are implemented, in particular:

- 1) Set up the e-network team to take lead responsibility for the participation of the national machinery in ongoing e-network activities.
 - Ø The team should comprise of two gender experts and one ICT expert.
 - Ø Inform all staff about the e-network and explain how they can participate.
- 2) Develop processes for the E-network Team to encourage participation of all staff in the e-network.
 - Ø Share training experiences and lessons learned from the workshop with all staff, in particular on using the information portal, discussion lists and e-discussions. When new staff join the national machinery, ensure that they also receive training on participating in the e-network
 - Ø Encourage all staff to share knowledge and resources with the E-Network Team on a regular basis, for example, issuing a weekly reminder via email or a public notice board.
 - Ø Inform all staff when a new e-discussion is coming up and encourage them to register.
- 3) Develop specific processes for the E-network Team to share this knowledge via the e-network, for example:
 - Ø Schedule a specific time on a weekly basis for the E-Network Team to send resources to sub-regional coordinators for posting on the information portal.
 - Ø Schedule a specific time on a weekly basis for the E-Network Team to share information

- 5) Develop strategies to use the e-network to respond to specific knowledge needs of the national machinery, for example:
- Ø Before starting a project, submit a query to the discussion list to collect knowledge, including information on good practices, common challenges and possible ways to overcome them and use this knowledge to inform project development.
 - Ø When writing a publication or research paper, search the information portal for useful resources and use the discussion lists to seek collaboration or to ask other members to share relevant experiences, resources and recommendations for experts.
 - Ø When responding to a request from a line ministry for information on a specific topic, use the discussion list to seek information from other members with sectoral expertise.

Finally, remember to share with other e-network members any particularly successful strategies and processes that you use to integrate the e-network into the work of your organization!

Annex 6: Presentation by Erik Johnson, World Bank Institute

