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 STRAT2 W.0 w TgoISTR W8 TD6

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

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)* Facilitator: ECA
10.30	*COFFEE/TEA BREAK*

VI. FINALIZATION OF THE E-NETWORK STRUCTURE AND ACTIVITIES

Plenary in Caucus Room 11

11.00	Report back to plenary *- Results of working groups (#5) on roles and responsibilities of the e-network*
11.30	Interactive discussion on finalization of the e-network Facilitator: ECA *- Information portal* *- Network name* *- Activities of the e-network (discussions lists, themes of e-discussions)* *- Roles and responsibilities* *- Management*