

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*

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Project objectives and outcomes (ECA)

10.15 *COFFEE/TEA BREAK*

II. COMMUNICATION STRATEGIES WITH TGO STR W8 TD

- 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*