Department of Economic and Social Affairs (DESA)
Division for the Advancement of Women (DAW)
Economic Commission for Africa (ECA)

Capacity Building for Promoting Gender Equality in African Countries

PROGRAMME OF WORK

Workshop on
Strengthening the capacity of national machineries through the effective use of ICTs

Windhoek, Namibia
19 – 23 April 2004

Overall meeting-cum-training workshop

Monday 19

8.00   Registration
8.30   Opening speeches
9.30   Introduction to the workshop
- Facilitators
- Logistics
- Objectives and methodology

10.00 Coffee/tea
10.30 Introduction of participants
11.30 A framework for reviewing the role of National Machineries (NMs) (Claudy Vouhé)
12.30 Lunch
14.00 Group work 1: Reviewing NM's strengths and weaknesses
16.00 Coffee/Tea
16.30 Feed back from group work 1
18.00 End of day

Tuesday 20

8.00   Stakes and challenges for gender and ICT : A short introduction (Anne Walker)
8.30   Group work 2: Identifying priority areas of information for NM
10.00 Coffee/tea
10.30 Feed back from group work 2
12.30 Lunch
14.00 Presentation of case studies (Chat Ramilo): When NM use ICT …
15.00 Discussion: How can NM benefit from and use ICT? (Strategies/approaches to overcome existing gaps in gender and ICT)

16.00   Coffee/tea
16.30   Presentation of web site prototype and e-based network (Jenny Radloff and Sally
        Shackleton)
17.30   End of day

Wednesday and Thursday, ICT participants will follow a separate workshop.

Wednesday 21

8.00   Presentation: The role of NM in communication for gender equality (Julian
        Walker)
8.30   Group work 3: NM sharing experiences as communicators
10.30 Coffee/tea
11.00   Plenary: Common trends and issues in communication for gender equality (based
        on GW3)
12.00   Case study: The Nakaseke CD rom (Rita Mijumbi-Epodi)
12.30 Lunch
14.00   Mainstreaming gender in ICT policies: gaps and strategies (Chat Ramilo)
15.00   Discussion
16.00   Coffee/tea
16.30   End of day

Thursday 22

8.00   Gender equality in development policies: current challenges (Nadia Taher)
8.30   Group work 4 : Strategies to improve the use of ICT for gender equality
10.00   Coffee/tea
10.30   Group work 4 continues
11.30   Feed back from group work 4
12.30   Lunch
14.00   Feed back from group work 4
15.00   Developing a strategy for an e-network (plenary)
16.00   Coffee/tea
16.30   Drafting recommendations for NM institutional capacity building in the use of
        ICT (plenary)
17.30   End of day

Friday 23

8.00   Presentation of web site prototype (ICT participants and experts) + discussion
9.30.1 Establishing the e-network + discussion
10.30 Coffee/tea
11.00 Adoption of recommendations
11.45   Evaluation and close of workshop
12.30 Lunch

ICT Training for Information Officers.

Day 1

8:30   Introductions, expectations and an ice-breaker
9:30   Overview of 2 days work
10:00   Demystifying technology – terms and definitions
10:30   Tea
11:00   Developing a basic networking Plan
1:00   Lunch

2:15   Small groups present networking plans in plenary and facilitators round-up by relating this to the NM e-networking strategy.
2:45   Demonstrations of ICT tools – Yahoo messenger and non-web based communication tools including email and mailing lists and demonstration of the technical and "back end" of Mailman, a user-friendly mailing list tool.
3:30   Tea
4:00   Group discussions with NM and ICT participants to ensure sharing and synergies.
5:00   Close of day, feedback and homework etc

Day 2

8:30   Group discussion, feedback on Day 1 and plan for the day
9:00   Introduction to websites and group exercise on usability and functionality of websites (Best practice for websites)
9:30   Developing a website plan. Divide into groups and do a diagram on flip chart paper of your front page and expand on what each of your sections of the website contains. Tell us the goal of your website, who your website is aimed at and who will develop that information or where will you find that information?
10:30   Tea
11:00   Continue in groups developing sections of the website
12:00   Plenary of group presentations, discussion and bringing the plans together
1:00   Lunch
2:15   Present website to the larger group and share and critique ideas. Coming together of gender people and ICT people.
3:30   Tea
4:00   Re-visiting networking plans, implementation and way forward. Including feedback and discussion on the e-networking strategy
5:15   Closing and evaluation