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 from the sub-regional workshops and begin development of an e-network (electronic network) for national machineries in Africa.

The e-network serves as an important tool to enhance knowledge management and communication strategies, as well as strengthen networking between national machineries at the sub-regional and regional level. It enhances the capacity of national machineries to utilize ICT to enhance their roles as advocates and catalysts for the achievement of gender equality. In particular, it provides potential for increasing the sharing of experiences, lessons learned and good practice examples between national machineries. It also directly links national machineries to information on and processes connected to important intergovernmental bodies in the United Nations, such as the regional Committee on Women and Development and the global Commission on the Status of Women, as well as to the work of the Committee on the Elimination of Discrimination against Women (CEDAW).

2.   STRUCTURE AND ACTIVITIES OF THE E-NETWORK

The e-network for national machineries consists of a web-based information portal; general electronic discussion lists and regular thematic e-discussions. (See Annex 1 for timeline of activities in 2007 and Annex 2 for a glossary of terms).

A.   Information portal

An information portal looks like a regular website, with a number of different pages that make up the portal. It is internet-based and can be accessed through an internet URL (website address). An information portal has the specific function of being a "gateway" to key information and resources on a particular topic.

The information portal will be the central hub of the e-network for national machineries. National machineries will use the portal to share and access relevant information and resources, including information on national machineries in Africa, as well as on information of relevance to national machineries. National machineries are the primary contributors to the portal and should submit resources, case studies, news and events to *nmwafrica@uneca.org* (See Annex 3 for more details on the information portal).

The portal includes:

(a)   Access to information

Information on national machineries:
- Contact details of national machineries in 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).

<u>Thematic e-discussions for wider participation of stakeholders</u>

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 challenges. It can bring together a larger and more diverse group of people than most other learning events, and its extended duration permits a level of sustained interaction and reflection on the chosen subject that is often not possible with face-to-face meetings.

E-discussions are guided by a moderator, who provides a week-by-week outline with specific sub-topics and questions for discussion. Each week, participants in the e-discussion receive the questions for that week and can respond with their ideas and thoughts. At the end of an e-discussion a summary is produced that highlights some of the major findings and conclusions of the discussion. An e-discussion operates in the same way as a general discussion list, with messages being sent and received as an email, rather than viewing them over the internet. They can sometimes also be accessed through a web-based discussion forum.

E-discussions for the e-network of national machineries will be held every 4 months (3 per year), for a duration of 6 weeks, on relevant topics identified by national machineries. They will be open to all stakeholders, including national machineries, line ministries, NGOs, donors, academia etc., in order to promote collaboration and cooperation and encourage a vibrant and informed debate. National machineries are responsible for actively publicizing upcoming e-discussions and encouraging relevant stakeholders to take part.

The thematic e-discussions will operate in the same way as the general discussion list and can be accessed through both an existing email account and also through a web-based version via a link on the information portal. There are established rules and etiquette for participating in e-discussions that should be followed (See Annex 5 for more information on participating in e-discussions).

3.   PARTICIPANTS IN THE E-NETWORK OF NATIONAL MACHINERIES

<u>All staff of the national machineries</u> should be encouraged to participate in the e-network, by using the information provided on the portal and sharing information on their work. They can also participate in the general discussion lists for national machineries, as well as in the e-discussions and other interactive activities, for example activities around regional inter-governmental processes.

<u>Other stakeholders</u>, such as line ministries and other national bodies, regional organizations, NGOs, academics and donors, should be informed of and encouraged to use the information portal. They can also be invited to participate in e-discussions and other activities. (They will not be able to participate in the general discussion lists for national machineries.)

4. MANAGEMENT OF THE E-NETWORK OF NATIONAL MACHINERIES

<u>Within national machineries</u>

An <u>E-network Team</u> 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. This team should be comprised of two gender specialists and the ICT specialist working with the national machinery (whether employed directly by the national machinery or loaned from another Ministry). In countries where focal points have also been established in the context of the African Information Initiative, these focal points could also be encouraged to participate in the team.

Members of the E-network Team are expected to encourage broad participation in the e-network by national machinery staff. This could include ensuring that as many staff as possible have access to email and have the capacity to participate in discussion lists and e-discussions. E-network teams are required to submit quarterly reports to their sub-regional coordinators and the Management Group (See Annex 6 for more information on the roles and responsibilities of the E-network Team).

<u>Sub-regional</u>

Two <u>coordinators</u> from national machineries in each ECA sub-region are nominated by e-network members on a 1-year rotational basis to guide the e-network at the sub-regional level. There are 10 coordinators in total, including French, English and Portuguese speakers. The gender focal points from the ECA sub-regional offices play a key role in supporting the sub-regional coordinators and monitoring the operation of the network. Sub-regional coordinators are required to submit quarterly reports to the Management Group (See Annex 7 for list of countries by ECA sub-region, and Annex 8 for roles and responsibilities of sub-regional coordinators).

<u>Regional</u>

The ten sub-regional coordinators from national machineries will form a regional <u>Management Group,</u> 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 the 5 gender focal points from the ECA sub-regional offices.

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 lists for national machineries so that all staff in national machineries can access this information. (See Annex 9 for more information on the Management Group).

5. **ROLES AND RESPONSIBILITIES FOR THE SUCCESSFUL FUNCTIONING OF THE E-NETWORK**

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

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. E-network Team in national machineries: roles and responsibilities

7. List of countries by sub-region

8. Sub-regional coordinators roles and responsibilities

9. Management Group

	Dec 2006	Jan 2007	Feb 07	Mar 07	Apr 07	May 07	Jun 07	Jul 07	Aug 07	Sep 07	Oct 07	Nov 07	Dec 07
Portal	Prototype design completed	Portal launched	Monthly updates submitted to ECA webmaster by national machineries, ACGD and DAW										
Discussion Lists	Lists launched at workshop	DAW sends information on CSW							ECA sends information on CWD				
		Ongoing discussions, sharing of information											
E-discussions	Themes for 2007 agreed				E-discussion #1 (ECA)				E-discussion #2 (DAW)			E-discussion #3 (other)	
Management Group	Coordinators nominated at workshop					E-meeting				E-meeting			E-meeting

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	A discussion on a particular thematic issue, conducted electronically via email. E-discussions are often guided by a moderator and a week-by-week outline with specific questions is provided.
ICT	Information and communication technologies. Includes both traditional (print, TV, radio etc.) and new technologies (computers, internet etc.)
Information portal	An information portal has the specific function of being a "gateway" to key information and resources on a particular topic of interest. It is internet-based and can be accessed through an internet URL. It is the central hub of the e-network.
Knowledge management	Knowledge management refers to a range of practices used by organizations to identify, create, represent, and distribute knowledge for reuse, awareness and learning across the organization.
Knowledge management strategy	Outlines how an organization communicates knowledge within and outside an organization and how it captures and organizes critical knowledge of staff.
Knowledge networks	A knowledge network is broadly defined as a group of people sharing ideas and information around a specific topic. There are different types of networks in most organizations, ranging from personal networks to formal strategic knowledge networks.
Network	A group of people who exchange information, contacts, and experience for professional or social purposes.
Networking	An exchange of information, contacts or experience, which helps to make connections and build relationships of support. Networking can operate through both formal and informal channels. (NB: In computing, networking is the practice of linking 2 or more computing devices together to share data, often called a Local Area Network (LAN).)
Webmaster	Person responsible for the creation or maintenance of a website.

E-network for national machineries in Africa

Discussion list for national machineries	Electronic mailing list open only to staff of national machineries in Africa. It is primarily e-mail-based, with members sending and receiving messages via a group email address (ngmafrica@dgroups.org). A web-based version can also be accessed via the information portal.
E-network	An electronic-based network of national machineries for the advancement of women in Africa. It will operate through a web-based information portal and will facilitate the sharing of information and good practice examples, through the use of discussion lists and regular thematic e-discussions.

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 machinery and facilitating and encouraging participation in the e-network by all staff members.
Management Group	Responsible for overseeing the operation of the e-network. It will consist of 10 sub-regional coordinators from national machineries, as well as representatives from DAW and ECA, including ECA sub-regional gender focal points.
Sub-regional coordinators	Two national machinery representatives from each ECA sub-region nominated to participate in the Management Group. They are responsible for encouraging national E-network Teams to participate in the e-network and submit regular updates and resources to the information portal.
Thematic e-discussions	A discussion on a particular gender equality issue chosen by members of the e-network, conducted electronically via email. E-discussions last for 6 weeks and are held 3 times per year. They are open to all staff of national machineries as well as other stakeholders, including line ministry staff, NGOs, donors and academia. Thematic e-discussions are guided by a moderator, who provides a week-by-week outline with specific questions for participants to discuss.

The information portal is hosted and managed by ECA.

It is publicly available on the internet and all stakeholders can access information on the national machineries through the portal. The general discussion list for national machineries has restricted access.

The ECA web manager updates and adds content to the portal based on contributions from national machineries, sub-regional coordinators, ECA and DAW. Regular contributions and updates from national machineries are essential to maintain relevance and operation of the portal. The 10 sub-regional coordinators and 5 ECA sub-regional gender focal points are expected to regularly encourage E-network Teams to submit updates and resources.

All pages of the portal are printer-friendly to enable repackaging and distribution of the information by national machineries to their constituencies.

Contents of the portal:

Information on national machineries	
National machineries in Africa	Up-to-date contact list, including links to websites, where available.
Resource page on the work of national machineries	Documents/links provided by national machineries, organized under sub-headings of the Beijing Platform for Action's 12 Critical Areas of Concern and other issues.
Events	Upcoming and past events including (a) events organized by national machineries; (b) events of interest to national machineries.
News	"What's new" section on relevant news from national machineries in Africa
Information on key bodies and networks	
UN entities	Links to ECA; DAW; United Nations International Research and Training Institute for the Advancement of Women (INSTRAW); Inter-Agency Network on Women and Gender Equality (IANWGE); and WomenWatch (a United Nations information portal on gender equality).
Regional organizations	Links to Gender Directorate of the African Union; New Partnership for Africa's Development (NEPAD); and Regional Economic Communities (RECs) etc.
Gender networks	Links to regional and sub-regional gender networks (e.g. APC Africa Women, Women'sNet, Gender and Media Southern Africa)
Intergovernmental processes and treaty bodies	
ECA & regional inter-governmental processes	Committee on Women and Development (CWD)
DAW & global inter-	Information on the Commission on the Status of Women (CSW), incl.

governmental processes	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.
Activities of the e-network for national machineries	
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 *NB: When new e-discussions start, a special link will be highlighted on the homepage.*
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.

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 wish to join the list to nmwafrica@uneca.org.

2. **Set your e-mail preferences.**
    a. **Regular e-mail**: When you subscribe to the discussion list, by default you will receive an e-mail each time someone posts to the list. If you wish to reset this setting after changing it, send an email to lyris@dgroups.org with the following in the body of the message: "set nmwafrica mail"
    b. **E-mail digest**: This option allows you to receive only one e-mail each day with all of that day's messages included in it. To receive a daily digest send an email to lyris@dgroups.org with the following in the body of the message: "set nmwafrica digest"

3. **Read and post messages:** You will receive emails in your inbox, and can read and respond as desired. New messages should be sent to nmwafrica@dgroups.org. This will distribute your message to every active member of the discussion list.

4. **Reading archived messages:** To access old messages from the discussion list, visit the information portal and click on the discussion list link. After logging in to the discussion list, click on "Discussion" in the left navigation bar.

5. **Unsubscribing:** To unsubscribe from the list send a blank email to leave-nmwafrica@dgroups.org.

An FAQ on Dgroups is available at http://wiki.dgroups.org/index.php/General_and_Usage_FAQ

Accessing the discussion list

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.

(a) Through the internet

- Go to the web portal
- Select the link to the discussion list
- Put your e-mail address and password to login
- Then you will get a page containing links to: discussions, participants, etc
- Choose "discussions"
- Choose "new messages" to send a new one
- Or click on the list of discussions already there to reply

(b) Using your e-mail account

- Open your e-mail account
- Send message to: nmwafrica@dgroups.org
- Or, click on "reply" to a message sent by another member of the list

If you are not receiving any discussion list emails, please check your spam or junk mail folder. If messages are being sent there, please add nmwafrica@dgroups.org to your address book.

Etiquette for posting messages

There are some general rules of etiquette for participating in discussion lists that should be observed, these include:

- Use the discussion list only for professional correspondence, not for emails of a personal nature.
- Note that when you are replying to a post, hitting the reply button will send your reply to everyone. If you would like to reply only to the author of the message, remember to start a new email with the author's email in the "To:" field.
- Keep paragraphs and messages short and to the point, but make sure it has substantive content. Focus on one subject per message.
- Always include a relevant title for the message in the "subject" field.
- Identify yourself at the bottom of the email message, including your name, position, national machinery name and country: For example:
  > -------
  > Message here
  > -------
  > Joanna Skinner
  > Associate Social Affairs Officer
  > Division for the Advancement of Women, United Nations

- Capitalize words only to highlight an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally termed as SHOUTING!
- When forwarding other emails – please send only the relevant text and delete anything else. It is also useful to add an introductory sentence to explain why you are forwarding it. Also remember to amend the subject field.
- Be professional and careful what you say about others. Email is easily forwarded.
- Cite all quotes, references and sources and respect copyright and license agreements.
- Acronyms can be used to abbreviate when possible, however messages that are filled with acronyms can be confusing to readers.

Suggested content for discussion lists

The discussion lists should be used to share pertinent information with other national machineries in Africa that is directly relevant to their work. Although the discussion lists facilitate interaction and networking among its members, it should not be used for personal messages. If you wish to send a personal message to another discussion list member, send a separate email to that person's personal email address and not to the discussion list address (see etiquette guidelines above).

Participants in the general discussion list are encouraged to use the discussion lists to:

1) **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

2) **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.

3) **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
ORGANIZATION
COUNTRY
CONTACT DETAILS

E-discussions are held to promote and stimulate debate on a chosen topic, such as a particular challenge for national machineries or an upcoming theme of an inter-governmental process. Their extended duration permits a level of sustained interaction and reflection and they can therefore be useful for national machineries to advance their understanding of key issues, methodologies and good practices, and identify common obstacles and challenges. They also bring together a diverse group of stakeholders, including national machineries, line ministries, NGOs and academia etc., in order to promote collaboration and cooperation. National machineries are responsible for actively publicizing upcoming e-discussions and encouraging relevant stakeholders to take part.

E-discussions for the e-network will be held every 4 months (3 per year), for a duration of 6 weeks, on relevant topics identified by national machineries. They will operate via email. In the initial phase (1-2 years) one e-discussion will be led by ECA; one by DAW; and one by national machinery or an invited NGO/academic institution.

The thematic e-discussions will operate in the same way as the general discussion list and can be accessed through both an existing email accounts and also through a web-based version via a link on the information portal.

Participation guidelines

When the e-discussion is announced in advance, detailed instructions on how to sign up will be provided.

Accessing the e-discussions

Access to the thematic e-discussions 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 e-discussion. They can also edit their own profile and change their password.

If you are not receiving any e-discussion emails, please check your spam or junk mail folder. If messages are being sent there, please add the e-discussion email address to your address book.

Etiquette for posting messages

See the information on the general discussion lists for etiquette in posting messages. These guidelines should also be followed for e-discussions.

In particular, note that whereas the general discussion list is restricted only to staff of national machineries in Africa, the e-discussions will be open to all stakeholders, including national machineries, line ministries, NGOs, academia etc.

Suggested content for e-discussion postings

Only information directly related to the e-discussion topic should be sent to the list. Any other information that you wish to share should be sent to the general discussion list for national 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.

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
- Encourage other staff to join the discussion list
- Publicize the information portal
- Communicate upcoming and past activities of the e-network to other staff and stakeholders
- Disseminate e-discussion summaries and other information to staff and other stakeholders
- Take charge of planning and budgeting for the e-network at the national level
- Train replacements for the team as necessary
- Build list of expertise of national machinery staff, as well as other experts in the country, and share this as needed with the e-network
- When staff leave the national machinery notify ECA to remove them from the discussion list.
- Submitting quarterly reports to the relevant sub-regional coordinators and the Management Group.

Gender sensitivity and a basic knowledge of computers are essential for members of the E-network Team. The E-network Team needs to have easy access to a computer with email and internet connection.

North Africa

Member countries (7): Algeria, Egypt, Libyan Arab Jamahiriya, Mauritania, Morocco, Sudan and Tunisia.

ECA sub-regional office: Rabat, Morocco	Gender focal point:	Ms Semia Guermas De Tapia Tel.: +(212) 3767 5012 Fax: +(212) 3767 5282 Email: sguermas@uneca.org

.Central Africa

Member countries (7): Cameroon, Republic of Congo, Gabon, Central African Republic, Equatorial Guinea, Sao Tome and Principe and Chad.

ECA sub-regional office: Yaoundé, Cameroon.	Gender Focal Point:	Ms Anne Marie Bakyono Tel.: +(237) 223 1461 Fax: +(237) 223 3185 Email: abakyono@uneca.org

Western Africa

Member countries (15): Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo.

ECA sub-regional office: Niamey, Niger.	Gender Focal Point:	Ms Fatoumata Sissoko Tel: +(227) 722 961 Fax: +(227) 722 894 Email: fsissoko@uneca.org

Eastern Africa

Member countries (13): Burundi, Comoros, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Kenya, Madagascar, Rwanda, Seychelles, Somalia, United Republic of Tanzania, and Uganda.

ECA sub-regional office: Kigali, Rwanda.	Gender Focal Point:	Ms Hadidja Gava Tel.: +(250) 50 151 Fax: +(250) 86 546 Email: hgava@uneca.org

Southern Africa

Member countries (11): Angola, Botswana, Lesotho, Malawi, Mauritius, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe.

ECA sub-regional office: Lusaka, Zambia.	Gender Focal Point:	Ms Irene Lomoyani +(260) 1-228 505 Fax: +(260) 1-236 949 / 234 757 Email: ilomoyani@uneca.org

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 Principe
Western Africa	Nigeria and Senegal
Eastern Africa	Burundi and Tanzania
Southern Africa	Botswana and Zimbabwe

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:
   ▪ Take lead responsibility for the Management Group.
   ▪ Facilitate the electronic meetings, as described in the meeting guidelines below.

b) ECA sub-regional gender focal points should:
   ▪ 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:
   ▪ Act as representatives of the national machineries from their sub-region and provide relevant feedback to the Management Group.
   ▪ Submit quarterly reports to the Management Group.

d) DAW should:
   ▪ Provide support to the Management Group, as needed.

The Management Group should also create and establish a monitoring and evaluation mechanism for the e-network, including the development of indicators.

Meeting content:

The content of the Management Group meetings may include:

1) Monitoring and evaluating the e-network:
   ▪ Is the information portal being updated and used? By whom?
   ▪ Are the general discussion lists being used? By whom?
   ▪ Who is participating in the e-discussions? Outcomes?
   ▪ Suggestions for improvements and new activities for the e-network.
   ▪ Identification of technical problems.
   ▪ Identification of topics for upcoming e-discussions.

2) Identifying emerging issues for national machineries:
   ▪ What are key institutional challenges facing national machineries?
   ▪ What are thematic issues facing national machineries?