

United Nations
Division for the Advancement of Women and
In collaboration with
Office for ECOSOC Support and Coordination
Department of Economic and Social Affairs

**Project on
Capacity Building for Promoting Gender Equality in African Countries**

**Meeting-cum-training workshop on
strengthening the capacity of national machineries through the effective
use of ICTs**

Windhoek, Namibia
19 – 23 April 2004

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ANNEXES

Acronyms

ECA	Economic Commission for Africa
GFP	Gender Focal Point
ICT	Information and Communication Technology
NEPAD	New Partnership for Africa's Development
NITC	National (policy) on Information and Communication Technology
PRSP	Poverty Reduction Strategy Paper

SADC Southern Africa Development Community
UNDAW United Nations Division for the Advancement of Women
UNDP United Nations Development Programme
WSIS World Summit on the Information Society

PART 1 : BACKGROUND

1.1. PROJECT HISTORY

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The Division for the Advancement of Women (DAW) in collaboration with the Office for ECOSOC Support and Coordination (OESC) of the United Nations Department of Economic and Social Affairs (DESA) organised a meeting-cum-training workshop for representatives from national machineries for the advancement of women in the Southern African region. The meeting-cum-training workshop took place in Windhoek, Namibia, from 19 – 23 April 2004.

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This meeting was part of a project entitled “Capacity-building for national machineries for the advancement of women in promoting gender equality in African countries”. Its overall objective is building institutional capacity for promoting gender equality in Africa, and strengthening the capacity of national machineries to take full advantage of new information and communications technologies (ICT) to strengthen networking, information sharing and knowledge management that will enhance their effectiveness in national policy-making and planning processes for gender equality.

The Windhoek workshop was the first in a series of five which will be held during the course of 2004 and 2005 in South, West, East, and North Africa and in West Asia. (See [aide mémoire in annex 1](#)).

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1.2. OBJECTIVES OF THE MEETING-CUM-TRAINING WORKSHOP

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The meeting-cum-training workshop aimed to strengthen the institutional capacity of national machineries in selected countries to effectively use ICTs to advocate for successful gender equality policies, and act as catalysts for systematic gender mainstreaming in all policies and programmes, nationally and regionally. The specific objectives of the meeting were thus to:

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- Enhance the capacity of national machineries to maximise the use and benefit of information, knowledge and good practices through more effective use of ICTs to promote gender equality;
- Develop strategies on the use of ICTs for advocacy, information sharing, and production of information for achieving the goal of gender equality, including through developing a prototype website;
- Develop an e-based network of national machineries from participating countries to strengthen cooperation and information sharing through regular information dissemination on women’s and gender issues, including via electronic media and the internet;
- Train representatives from national machineries, especially information managers, in the use of ICTs to enhance cooperation, knowledge management and information sharing.

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The meeting-cum-training workshop was expected to produce the following outputs:

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- Common strategies for institutional capacity-building in use of ICTs will have been identified;
- Representatives from national machineries from participating countries will have been trained in the substantive and institutional aspects of use of ICTs;
- Information specialists will have been trained in the technical aspects of use of ICTs;
- The prototype of a website for national machineries will have been designed;
- A framework for an e-based network of national machineries will have been developed

1.3. PARTICIPANTS

All 11 participating countries¹ (except Seychelles), belong to the Southern Africa Development Community (SADC). SADC's Gender Programme Officer attended the meeting. In total, 34 persons came from national machineries (20 women and 14 men²), including 12 IT specialists or librarians (six men and six women). Only two countries (South African and Botswana) nominated NGO representatives to attend the meeting as partners of national machineries. The remaining participants were all public sector employees.

Four gender and ICT specialists were invited as resource persons to support the development of the pilot event. A resource person from the Economic Commission for Africa also attended the meeting-cum-training workshop.

Three gender equality consultants facilitated the component of the workshop which was focused on the work of national machineries in promoting gender equality, including through gender mainstreaming, assisted by a Namibian national consultant. The ICT training component was delivered by two ICT trainers. (A participants list is contained in annex 2).

1.4. METHODOLOGY

The challenge in the meeting-cum-training workshop was to provide capacity building in one event, for two gender specialists and one information managers/specialists from each of the national machineries represented. The two sets of participants had quite different knowledge, skills and experience. An important objective of the workshop was to bring together these two groups of staff in national machineries.

The first element of the meeting-cum training workshop aimed to provide professionals working on gender equality (who will be referred to as the gender specialists in the rest of this document) with a sound understanding of the contributions ICT can make to their work, as well as to raise their awareness of the challenges that ICT

¹ Botswana, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia, and Zimbabwe.

² Six of the 12 participating men are IT specialist s, compared with six out of the 20 women, a ratio that is representative of gender gaps in ICT employment (more men) and in gender related work (more women)

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It was also anticipated that, based on the experience gained during the meeting-cum-training workshop, participants will use the e-based network on a continuous basis to share experiences and exercise leadership for promoting gender equality.

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bring to development issues, including gender equality. Different facets of linkages between gender equality and ICT were explored:

- Gender disparities in women/men's (girls and boys) use of and access to ICT;
- Current use of ICT by national machineries;
- Women's use of ICT to promote gender equality, compared with men's;
- ICT disparities affecting women/girls targeted by national machineries;
- Integration of a gender perspective in ICT policies;
- Integration of ICT in the strategies of national machineries.

The second element of the meeting-cum training workshop aimed to ensure that ICT specialists, who will be referred to as the ICT group in the rest of this document, were given exposure to promotion of gender equality, gender and ICT issues and not only be trained on technical aspects. This was to ensure that these participants better understood the political and substantive agendas of national machineries in order to serve them better.

Prior to the meeting, both the gender specialists and the ICT group received questionnaires for a basic needs assessment. Not all questionnaires were returned on time (See sample questionnaires in annex 9).

The meeting-cum-training workshop followed a twin track approach. The two groups spent the first two days together so that common concepts and understanding could be developed on gender equality and ICTs. The ICT group then attended a separate two day workshop on the use of information and communications technologies for knowledge management and information sharing. The group of gender specialists continued its exploration of links between ICT and gender equality, including the development of strategies to better utilize ICT for gender equality. The two groups worked together on the last day of the meeting to identify common strategies for institutional capacity-building for promoting gender equality through the effective use of ICT, and to develop an e-based network of national machineries.

Both the gender equality and ICT components of the workshop used participatory methods, alternating plenary sessions with group work, both mixing countries and working in country teams or with representatives from other countries, as relevant. A range of visual techniques were used to share content, including "flipcharts", visualization cards, PowerPoint and CD-ROMs. The ICT workshop also utilized computers and the internet. (The full programmes are provided in annex 3).

A daily debriefing meeting for the United Nations representatives, the facilitators and the resource persons took place to review progress, as it was expected that this meeting-cum training workshop would serve as a pilot and that the results would be used in the organisation of four similar events for representatives of national machineries of other countries in Africa.

⁴ <http://www.un.org/womenwatch/daw/meetings/workshop/natmach-ICT 04/CH-namibia-04.htm>

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¶ Prior to the meeting, people in both the gender and the ICT groups received questionnaires linked to their area of work, to allow for a basic needs assessment (not all questionnaires were returned on time (see blank questionnaires in annex).

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The originality and the challenge of the workshop were to combine, in one event, the participation of senior representatives of the national machineries (2 per country) and information managers/specialists from national machineries (1 per country)³. The underlying objective was to provide professionals working on gender (who will be referred to as the gender group in the rest of this

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Part 2 : RESULTS OF THE MEETING-CUM-TRAINING WORKSHOP

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This section of the report outlines the presentations and activities which took place during the meeting-cum training workshop, as well as the key outcomes of these activities.

2.1. DIAGNOSIS OF GENDER EQUALITY AND ICT ISSUES

Day one initiated the exploration of issues related to the goals of national machineries and their role and performance in promoting gender equality.

2.1.1. The role of National Machineries (Presentation)

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Box 1: National Machineries

The Beijing Platform for Action sets out the role of national machineries in gender mainstreaming as follows: "A national machinery for the advancement of women is the central policy coordinating unit inside the government. Its main task is to support government-wide mainstreaming of a gender-equality perspective in all policy areas." (paragraph 201). One critical area of the Platform deals specifically with institutional mechanisms that should be put in place to ensure the implementation of the eleven substantive areas.

DAW Expert Group Meeting, Santiago, Chile, 31 August - 4 September 1998

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to review the role/mandate of national machineries, as well as key issues they are facing. A historical summary of the development of national machineries and their relationship with DAW was provided.⁴ (See box 1). An analytical framework⁵ (the 'Web of Institutionalisation'), was used to review the mandate and roles of national machineries, as set out in the Beijing Platform for Action. (See Box 2 and annex 4)

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⁵ Based on Caren Levy's Web of Institutionalisation (1996)

Box 2: The Web of Institutionalisation

The web is a tool to assist policy makers and planners in the diagnosis and reinforcement of gender mainstreaming in their work. It identifies and links key entry points crucial to the process of institutionalising gender equality in their practices and those of their partners at micro, meso and/or macro levels. It recognises the power relations underlying these entry points and poses a set of questions to draw out the opportunities and resistance facing those groups operating in relation to each entry point. The web directs policy makers and planners to diagnose these opportunities and resistance to gender mainstreaming in four inter-connected spheres:

- The citizen sphere (**Gender in household, civil society, community and local politics**);
- The political sphere (**Policies, budgets and political commitments for gender**);
- The organisational sphere (**Procedures, mechanisms and skills for gender**);
- The programming and knowledge creation sphere (**Programmes/projects, methodologies, research and theories on gender and development**).

Through this diagnosis, they can then identify possible objectives and strategies which will support and promote gender mainstreaming in their work.

work one)

The first session was followed by an exercise (group work one 1) where participants were asked to carry out basic diagnoses at two levels⁶ in working groups and to report back to plenary.

- Key gender issues in their countries, including gender patterns in access and control over ICTs;
- Responses of the national machineries to selected gender equality issues.

In this exercise, participants used the Web of Institutionalisation to identify gender issues at different levels and in relation to different groups of actors, with the national machineries – their role, actions, constraints and successes - at the centre of the analysis.

Policy level

Participants discussed national and international political commitments to gender and reviewed their implementation, including gender mainstreaming in budgets.

Most countries already have a gender equality policy, though some are still in the process of elaboration (for example, Mozambique and Seychelles). In general, the national machineries felt that high-level political commitment has increased, which facilitates promotion of gender equality (for example, the support of the King of Swaziland for recent changes in women's personal status).

However, this commitment is not always sustained when subject to changes in government. It is difficult for national machineries to access key political constituencies such as parliamentarians. In some countries, national machineries successfully target women members of parliament (for example, through the Women Parliamentarians Caucus in Mauritius). In practice, national machineries are often perceived (and tend to perceive themselves) as 'technicians', implementing programmes at grassroots level rather than as gender advocates active at the political level.

⁶ Some of the information in this section is taken from the questionnaires national machineries filled in prior for the workshop

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review of the work of national machineries (group work one)

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In almost all countries, efforts are made by the national machineries to influence key policies and legislation from a gender perspective. Some work with the ministries of finance (for example, Malawi, South Africa, and Tanzania). Most national machineries find it difficult to be effectively involved in the elaboration of Poverty Reduction Strategic Papers and Millennium Development Goals Reports. The national machinery in Tanzania had, however, managed to play an effective role. Little has been done so far by any of the participating national machineries to integrate gender perspectives in ICT policies

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The national machineries also find it difficult to attract sustained funding from governments despite an increasingly public commitment to gender equality. Many donors are reluctant to fund national machineries but provide funds more readily to NGOs. Where funds are provided by donors there may be conditionalities attached. International donors tend to provide funds for targeted women-specific projects, rather than for long term capacity building programmes for government staff. This is problematic for national machinery support of gender mainstreaming. It was also noted, however, that too much reliance on donor funding for gender equality work can have sustainability implications.

Most national machineries could not quantify their budget as a percentage of the government budget. In Swaziland, the national machinery receives 0,04 percent of the national budget (around 25 percent the overall budget of the national machinery, the rest being provided by donors). Zambia estimates the budget of its national machinery at 0,0235 percent of the national budget and the Botswana estimate was 0,05 percent (which represents 90 percent of total budget of the national machinery). There is no obvious trend in budget allocation for national machineries, with some countries mentioning a decrease in budget (Mozambique, Seychelles, Tanzania) and others an increase (Botswana, Zambia, Swaziland). Malawi reported an increase in allocation but a decrease in disbursement. Low disbursement was also an issue for other national machineries, as a result of their low capacity to implement.

Analytical level

The focus of discussion was on the differentiated analysis of the experience of women and men and girls and boys in particular contexts, their access and control over resources (social, economic, cultural, environmental, political etc.), the values, norms and laws that give their rights or constrain them, as well as their participation and the representation of gender issues in political structures at different levels.

In all represented countries, women still face inequalities in their access to economic, social and political resources. These include:

- The feminisation of poverty and the gender gaps in accessing economic resources;
- Gender gaps in access to political representation (all levels, though some real progress was noted, following quota implementation in some countries);
- Marginalisation (economic, political, technological) of rural women
- Gender-based violence;
- Gender disparities in education (affecting boys or girls, depending on country);
- Overburdening of women (social and economic responsibility for household);
- Gender related issues in health, including HIV/AIDS;
- Unequal legal rights (marriage, divorce, inheritance);

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- Male biased traditions and institutions which maintain the low status of women in most spheres of life.

Group work analysis also highlighted positive changes, which included⁷:

- Gender issues are increasingly taken on board by civil society (Swaziland);
- Men are getting involved in promoting gender equality (South Africa);
- There is progress in educating girls and women (Zimbabwe);
- There are more women in decision-making (Mozambique), due in part to quotas;
- The media and police are addressing gender-based violence (Botswana);
- Women are encouraged to move into traditionally male areas (for example, scholarships for girls to study mining in Botswana, Namibia).

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Analysis of differences and disparities between women and men, girls and boys in access to and control over ICT resources was not a primary focus of the exercise. However, it was noted by participants that women has less access than men to creative jobs in the sector, and that general opportunities to use ICT (from radio to computers) are less for women than for men. The low level of information about gender gaps in ICT is partly due to a lack of research and data in this field. National machineries have not yet

Box 3: Gender gaps in ICT

Women and men's access to and use of ICT are constrained by factors that go beyond questions of technological infrastructure and socio-economic environment. Socially and culturally constructed gender roles and relationships play a cross-cutting role in determining the capacity of women and men to participate in equal terms in the Information Society.

Extract from *Chat Ramiro's presentation*

undertaken or supported such research and ITC researchers and policy makers have included very little, if any, gender perspectives in their needs assessment and responses to the ICT sector.

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Some basic information was, however, identified by participants, for example on :

- Low access of women to media (as *producers* of content);
- Unequal access to media as 'listeners' (for example, where husbands control the household radio);
- Illiteracy of women hinders their access to written media;
- Information disseminated is not always in appropriate local languages;
- Poor connectivity and/or radio reception in rural areas affects both women and men;
- The costs of using internet connections is an obstacle to access information for poor women and men;
- Computers are perceived as being for 'young boys', not 'older women';
- Many women are trained as secretaries and know how to use computers (probably more than men) but they do not use it in strategic ways;
- In most countries, schools lack computing infrastructure;
- Physical isolation of communities prevent information sharing, including amongst women;
- Women are starting to use ICTs (for example, in tele-centres in Mauritius).

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The relationship between NGOs, women and men at local level and national machineries was also discussed. The collaboration between national machineries and NGOs has increased in

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recent years. In some countries NGOs are involved in partnerships with national machineries in both gender mainstreaming work (for example, the budgeting initiative in Tanzania) and specific actions (for example, the '16 days of activism' against Violence against Women in Zimbabwe, South Africa, and Namibia).

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National machineries identified problems relating to the increasing competition with NGOs for donor funds. The division of responsibilities between NGOs and national machineries is also unclear in many countries. Some national machineries are seeking more effective means of collaboration with NGOs. In Botswana, the national machinery increasingly leaves advocacy work at grassroots level to NGOs, and concentrate instead on policy-level work. In some countries it was felt that there were differences of opinion on the most effective means of promoting gender equality between NGOs and national machineries and NGOs could not be seen automatically as partners.

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Institutional level

Discussions focused on the mechanisms, procedures and capacities for achieving gender balance and promoting gender mainstreaming in institutions.

Box 4: Gender disparities in ICT in Ethiopia

- The proportion of IT professionals in the total employees of the formal educational system is only 3%. Female professionals account for about 22% of the total IT experts.
- The total number of IT students enrolled in the tertiary institutions in 2001/02 was 2442, of which about 27% were females.
- Females constituted only 23% of the IT employees.

Source: SCAN-ICT Project, Atsuko Okuda, ECA

The issue of gender focal points was given considerable attention. Discussions revealed a considerable diversity of focal point systems are in place. For example, Tanzania has focal points in the public, NGO and private sector; while the national machinery Mauritius hosts the National Women's Council which brings together 110 women's associations. Botswana reported on the establishment of an inter-ministerial gender forum which

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unfortunately was not sustained.

Common weaknesses were identified in relation to the gender focal points systems established. Many focal points have many other tasks to undertake and do not have promotion of gender equality specifically mentioned in their job description. The work on gender equality is done when and if they have time, commitment and skills. The gender focal points are usually junior staff members (mostly women) with little experience and status in their organizations. They often attend meetings but do not have the capacity or resources to act. Some countries have tried to nominate high ranking officials as gender focal points (for example, Swaziland) but find that these persons are too busy to participate effectively. In addition, there are no institutional incentives for gender focal points. Most national machineries emphasized the need for greater institutional support for gender focal points so that their effective functioning was not solely reliant on their individual commitment.

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A number of countries are revising their gender focal point systems to make them more efficient. For example, in Zimbabwe, the national machinery lobbied the Public Service Commission to pass a Public Service Act to include gender equality in the job description of designated gender focal points. Swaziland is also lobbying for the same change. In Malawi, the

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national machinery would like to establish gender units, rather than individual gender focal point, in line ministries to create a 'critical mass' of gender equality expertise.

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Most national machineries face the problem of inadequate human resources, quantitatively as well as qualitatively. Particularly problematic is the low capacity of staff to make an impact at policy level. Most national machineries are in the process of raising awareness and building capacity through training at different levels and developing analytical tools, including for policy makers. Inadequate numbers and capacity of staff negatively affects the effectiveness of these efforts.

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In a number of countries, national machineries were using their funds to provide computer training for Gender Focal Points in line ministries so that they can better communicate with the national machineries on gender issues.

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Programming and knowledge management level

Discussion focused on a diagnosis of programmes and project delivery, including the research, methodology and developmental theories that under-pin them. It was emphasized that knowledge management - the creation and dissemination of information - is a key element of an effective strategy for promoting gender equality.

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Should national machineries work with women and/or men?

Quite a number of national machineries were struggling with targeting issues. For some, working with a gender equality approach means systematically including men as well as women and away from women-specific programmes. For others, women are still the only focus of their actions.

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The need to take on gender (social relations between women and men) as an analytical categories in all analyses and monitoring was emphasized. The targeting of women and/or men in implementation involves a strategic choice - to carry out analysis to identify gender discrimination. If the discrimination is against women (which true in the vast majority of cases), a decision has to be made whether the discrimination would be more effectively addressed by targeting women or if a specific focus on men would be helpful.

Mainstreaming or specific actions?

Some national machineries reported that they worked on women specific actions at grassroots level because it was 'easier', and gave more visibility (and thus, legitimacy) vis-à-vis their female constituencies. Gender mainstreaming efforts were, by contrast, much less noticed. An additional constraint was the lack of understanding of gender mainstreaming - : what it is, how it is done, by whom, what tools are available, and what lessons/good practice exist.

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Same comments as above apply [10]

Some national machineries were already working to influence development issues in other sectoral ministries. There was a general agreement that national machineries should concentrate on policies and programmes that address gender gaps or specific gender-based problems, such as violence against women. The role of national machineries is to be a catalyst, promoting gender mainstreaming, through advocacy, support and monitoring of efforts in all sectors.

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The national machineries felt that they were poorly informed about research and theory development on gender equality and have few means of keeping abreast of developments. They have, however, a lot of field-level experience and knowledge which many participants felt could be utilized more effectively. In terms of ICT, participants confirmed the need to open up two-way communication channels between partners at different levels, including via the use of the internet.

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The national machineries also reported that the stringent and uncoordinated reporting requirements of donors can divert scarce resources from other important activities.

Gender mainstreaming at policy level

Two presentations introduced the discussion around gender mainstreaming in policy related interventions at international, regional and national levels. One presentation dealt with examples of national and international interventions that are key to guiding development policy in Africa, Asia and Latin America, and the possible ways that national machineries can influence these processes to take on gender concerns. This discussion attempted to challenge the tendency of some national machineries to focus their work on the implementation of programmes and projects rather than on the policy level. It also demonstrated the need for all concerted efforts for advocacy and lobbying to mainstream gender perspectives in what remain largely gender blind interventions. The three examples chosen for this discussion were the Poverty Reduction Strategy Papers (2000), the second is the Millennium Development Goals (2001) and a third Africa- based example, which was NEPAD (2001)⁸.

The second presentation described the efforts that have been made to mainstream gender perspectives into the work of SADC, the economic community for Southern Africa. It reviewed the various political commitments to gender issues by SADC, starting in 1997 when the Council of Ministers adopted a Policy and Institutional Frameworks for Mainstreaming gender in SADC. A number of recommendation have been made by the SADC Gender Unit for moving positions forward:

- Engendering macro and sector policies;
- Facilitating all public, private and civil society sectors to implement the Gender Policy;
- Facilitating and sustaining gender competence to influence policy frameworks;
- Improving coordination to ensure linkage and collaboration between and among stakeholders on gender equality issues;
- Establishing and strengthening ICT in national machineries to enable linkage and communication between these structures and their stakeholders;
- Improving monitoring and evaluation mechanisms - through ensuring regular reporting at national, sub-regional, regional and global levels.

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⁸ Based on 'Failing women, sustaining poverty: Gender in Poverty Reduction Strategy Papers' by the UK Gender and Development (Networkhttp://www.christianaid.org.uk/indepth/0306gad/failing_women.pdf); 'Task Force 3 Interim Report on Gender Equality' (<http://www.unmillenniumproject.org/documents/tf3genderinterim.pdf>) and 'Assessment of the gender orientation of Nepad by Sara Hlupekile Longwe' (<http://dawn.thot.net/nepad1.html>)

2.2. NATIONAL MACHINERIES AS USERS AND PRODUCERS OF INFORMATION

2.2.1. National Machineries as users of information

During day two, the workshop explored the relationship between the work of national machineries, their information needs and the use of ICT. An introduction was provided on the recent World Summit on the Information Society (Geneva, 2003), and the extent to which attention had been given to gender perspectives.

Deleted: Day 1 started the exploration of issues related to gender relations and NM role and performance. In day 2, the workshop continued with an exploration of the relationship between NM, information and ICT.¶

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Identifying priority areas of information.

In group work two, participants tried to measure the gap between the information they would ideally need to implement their activities and the information they have at their disposal in practice. They explained the sources and means of getting information they use, including ICT. Participants worked in mixed country groups, using a set of key questions provided to them and making references to the Web of Institutionalisation (introduced in group work one).

Deleted: In group work 2, participants had to identify priority areas of information they need to access *ideally* to implement their activities, and compare it with the information they have at their disposal in practice. They also had to explain what sources and means of getting information they use, including ICT. Participants again worked in mixed country groups, using a set of key questions provided to them and making references to the Web of Institutionalisation (introduced in group work 1).¶

The exercise revealed that few national machinery have clear information and communication strategies. Very few staff in national machineries use the internet as a key information source, either because they do not have access to it at work, or because they do not know how to use it. Many do not have access to computers. Nonetheless, national machineries have access to a wide range of information, mainly via written documents, reports, and meetings. However, common gaps and difficulties were identified, related to both information content and access/sharing process:

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- There is little, accessible baseline data on gender equality, including national census;
- Available development data is not systematically sex-disaggregated;
- A lot of research is carried out (by national and international NGOs, multi- and bilateral agencies) but results are not available to a wide audience;
- There is little information on sectoral and macro policies (to national machineries and the general public) which makes it hard to define mainstreaming strategies;
- Information from national NGOs on gender equality is very diverse, not always reliable nor transparent;
- Information on gender equality provided by international agencies (for example, the United Nations agencies) is plentiful but not necessarily usable;
- Sometimes, materials are out of date (for example, for training).

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Access/sharing process

- The internet provides a wide range of instruments, but it is difficult to adapt them for use by national machineries;
- It is not easy to use 'one stop' sites on key mainstreaming issues (for example, gender mainstreaming in budgets);
- National machineries do not have access to 'classified information' that may concern gender equality. They also experience difficulties accessing key documents within their own governments, which hinders mainstreaming (for example, the national machinery in Botswana spent a lot of time finding out what policies, plans etc. existed in the line ministries which should be included in their gender mainstreaming project);

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- d. The fact that national machineries are not clearly recognised as ‘catalysts’ and overall coordinators for gender mainstreaming, which hinders their access to information;
- e. National machineries find it difficult to navigate the growing mass of information on gender equality that is becoming available, particularly via [the internet](#).

National machineries using ICT: (Presentations)

This session was introduced by a presentation of case studies from different countries to illustrate how national machineries, and some NGOs, have used ICT to promote gender equality, and to discuss the importance of national machineries lobbying to influence the elaboration and implementation of national policies on ICT from a gender perspective.

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The representatives of the national machineries reported on how they currently used ICT to disseminate information. The discussion revealed that national machineries used a broad range of ICT to disseminate information and data than to collect it, ranging from traditional forms (written materials – journals, posters, pamphlets), radio talk shows, audio tapes, TV spots, mobile caravans, etc.) to digital forms (web sites, cyber discussion lists, CD roms, etc.). Some national machineries showed creative use of mobile caravans to outreach isolated communities. Cellular phones and SMS, particularly amongst women, are increasingly becoming key ICT tools. A matrix in annex 5 summarizes the current use of ICT by national machineries.

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At this stage of the workshop (end of day two), the ICT group followed a two day ICT training while the gender specialists continued exploring opportunities for national machineries to use ICT and mainstream gender perspectives in ICT policies.

2.2.2. National machineries as producers of information

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The third day of the workshop focused on the roles as producers of information. A presentation looked at some of the issues that national machineries should consider when undertaking their information and communication roles in promoting gender equality. These included questions of who the target audiences should be; what type of information should be communicated to different target audiences; factors determining the accessibility of various means of communication to different target audiences; and aspects of sustainability in selecting means of communication⁹.

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The focus was on the whole range of ICT tools rather than on electronic/computer-led ICT. Whilst the potential of digital tools was recognized (the creation of an e-network and a prototype NMs web site were desired outputs of the workshop), it was important to counter the tendency to ‘reduce’ ICT to computers and to actively promote the potential of other forms of ICT, some more suited to the technological and financial contexts of many national machineries.

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Participants defined as ICT:

- Newsletter, magazines, pamphlets;
- Commercial and community radio;
- Audio cassettes (for recording and playing back content);

⁹ Several participants made references to the Expert Group Meeting report "Information and communication technologies and their impact on and use as an instrument for the advancement and empowerment of women" (Republic of Korea, 11 - 14 November 2002)

<http://www.un.org/womenwatch/daw/egm/ict2002/experts.htm>

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- Drama;
- Puppet shows;
- Video (to record and play back content);
- Television;
- CD-roms;
- Cellular phones (for example, SMS networking and links to web sites);
- E-conferencing;
- Web sites (permanent and/or temporary linked to a specific event);
- E-conferencing;
- Emails, E discussion lists, chat rooms;
- Cybercaravans;
- Tele-centres (use of computers, CD roms, internet, fax, phones).

Box 5: Definition of scope of ICT

Information and communication technologies (ICT) comprise a complex and heterogeneous set of goods, applications and services used to produce, distribute, process and transform information. The ICT sector consists of segments as diverse as telecommunications, television and radio broadcasting, computer hardware and software, computer services and electronic media (e.g., the Internet, electronic mail, electronic commerce and computer games) as well as the content of these media. *Information and communication, technologies and their impact on and use as an instrument for the advancement and empowerment of women, Report of the Expert Group Meeting, Seoul, Republic of Korea, 11 – 14 November 2002*

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Since national machineries have a catalytic function on mainstreaming gender perspectives, they need to exchange information with different groups at different levels, inside and outside the government, managing both the ‘supply and demand’ aspects of communication. Although the use of email and the internet is increasing and informal networks play an important role in information sharing, there are persisting problems hindering information sharing and dissemination. A number of key issues were raised.

Inadequate sharing of information

National machinery staff do not always share their experience amongst themselves (for example, after attending a meeting or training) and capacity building opportunities are not utilized fully. Few national machineries have information and communication strategies and collection and sharing of information with other line ministries is not systematic. There is a general lack of sharing of good practices (gender mainstreaming and gender specific programmes) at national and international levels. There is also a lack of networking amongst national machineries in the region. The main opportunities for sharing are often provided at United Nations or SADC meetings. At country level, it is difficult to map out ‘who is doing what’ as there are no calendars of events on gender equality.

Diverse connectivity levels

There are important differences between the level of infrastructure at national level (for example, South Africa enjoys high connectivity compared to Mozambique) as well as between national machineries (for example, the Zambian national machinery runs its own website whereas the national machinery in Malawi is poorly connected).

Low levels of human resources and equipment

Many national machineries still lack computers (the ratio computer/staff is 1:1 in Seychelles, 1:3 in Swaziland and 1:10 in Malawi). Lack of computer training for effective use of ICT is another problem. For example, there is a well equipped national machinery office in Botswana but computers are under-utilised due to lack of skills. There are also insufficient skilled human resources to do research and manage information.

Limited knowledge of appropriate ICTs

Most national machineries are familiar with traditional media (radio, posters, campaign tee-shirts etc). However, the focus on the development of computers and internet as key ICT tools has reduced interest in the lower-tech ICT that could be more suitable to many national machinery contexts, in particular to reach out to local communities. For example, ‘talking’ CD-roms in local languages, videos, mobile phones and other more appropriate ICTs that do not necessarily require electricity or a telephone line are under-utilized. National machineries lack knowledge about what is possible to utilize and how to access and develop it.

Cost and control

Although increasing numbers of Governments are implementing national ICT policies. However, the cost of equipping national machineries and developing capacity to use ICT, particularly the internet, can be prohibitive. Running national machinery websites within the framework of a government official web-site, as a cost-saving effort, could raise issues of control and ‘censorship’ over content.

Using CD-roms at local level

A case study on the Ugandan NGO, Uganda Development Services, illustrated how illiterate women in non-connected communities use a CD-rom for economic empowerment (box 6). The presentation aroused a great deal of interest and clearly demonstrated that ICT can be used in areas with no electricity, let alone connectivity, and with illiterate audiences.

Box 6: Nakaseke CD-rom : Ideas for earning money

The case study outlined the development and use of an interactive CD-rom, entitled “Rural Women in Africa – Ideas for Earning Money”, which has been produced by the IWTC (International Women’s Tribunal Centre) in Uganda. The CD can be navigated using a simple system of symbols, accompanied by audio narration in local languages which raises key issues on income generating activities and responds to the specific priorities of rural Ugandan women. It can therefore be used by rural non-literate women. Dissemination of the CDs has been through tele-centres, and has been accompanied by training, carried out by local women, in how to use the computers to run the CD. The dissemination of the CDs therefore also involved activities to build women’s access to the tele-centres, which had previously been the realm of young men. The CD is also shared with women in rural areas where there is no electricity, using a battery-operated portable computer. The web-site describing this initiative is: <http://www.iwtc.org/files/lstart.html>

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machineries gave detailed presentations of their use of ICT (traditional or modern) to produce and disseminate information.

Zambia web site.

The national machinery in Zambia is in the Gender in Development Division at the Cabinet Office. It is mandated with co-ordinating the implementation of the National Gender Policy; facilitating research and resource mobilisation for implementation of gender and development programmes. To this end the National Gender Resource Centre has recently developed a national gender web-site for Zambia (<http://www.gender.gov.zm/>), with support from the World Bank. This site caters for the information needs of clients. This includes:

- A description of the national gender policy, which was adopted in March 2000;
- An explanation of the structure and remit of the Gender in Development Division, as well as details of the Zambian Gender Focal Point system;
- A range of gender resources, including national gender statistics, arranged by sector, links to other sites dealing with gender equality issues, the results of interactive surveys, and responses to a list of FAQs (Frequently Asked Questions) on gender equality.

In addition the site has been developed to allow frequent users to log in to use services, and to create interactive discussion on gender issues.

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Mauritius - Using a wide range of ICTs in a communication strategy

Mauritius has had a Ministry of Women's Rights, Child Development and Family Welfare since 1992, and this Ministry is responsible for promoting women's rights and gender equality. The Ministry undertakes a broad range of activities, carried out by a range of divisions, including a women's unit, a sex discrimination division, a women's entrepreneurship council, a children's council, and a system of gender focal points in other ministries, coordinated by the women's unit.

In order to support the work of these divisions, a number of different means of communication and ICTs are used by the Ministry. These range from more traditional, 'low tech' approaches, to work using computers and newer technologies.

The lower tech range of communication approaches include media such as television and radio programming, the use of newspapers pamphlets, and stickers, all of which are used to support sensitization and awareness campaigns on a range of women's and gender equality issues. One specific example is the use of audio cassettes to record the Protection from Domestic Violence Act in the local language (Creole). Low tech communication devices, such as cassettes, have the advantage of being cheap, easily used, and more likely to be accessible to poorer women who might not have access to computers, or the skills to use them.

The Ministry is also working to promote the use of more modern technologies by women on the islands. Mauritius has a national strategy to promote the use of new technologies, with a view to becoming a 'cyber island'. To this end, the Ministry has had a campaign for training for women in computing since 1994. The main constraint facing the campaign is that while the Ministry was able to provide computers and other equipment in community centres, lack of maintenance for this hardware and a lack of trainers to introduce women to basic computer skills have undermined their use. The initiative which restarted in 2003 continues to face the constraint of lack of resource persons and trainers.

The Ministry has also been working to ensure that internet content is relevant to the needs of women on the Islands, including a web-site to outline the activities of the National Machineries for Women. It has already launched a web-site for women entrepreneurs in Mauritius, which lists the services available to them (www.mwrcd.fw.gov). The Ministry also works to influence the overall content of the internet and other media through a new project on gender and the media, looking at the portrayal of women and men in the media and how this can be positively influenced, working with the NGO 'Media-Watch'.

South Africa - Using ICTs to support gender campaigns

The experience of South Africa shows how a range of different organisations can cooperate to use ICTs to promote gender equality activities. Government organisations (the Office on the Status of Women and the Department of Justice) worked with an NGO (Women'sNet) and private sector businesses to use ICTs to publicise and disseminate information on the 16 Days of Activism on Violence Against Women', an international campaign addressing violence against women.

The campaign commences on 25 November, also the International Day for the Elimination of Violence against Women, and ends on 10 December, International Human Rights Day, including International AIDS Day on 1 December. This campaign is led by the Department of Justice, in cooperation with the Office on the Status of Women, which is responsible for co-ordinating the activities of the public, private and NGOS organisations who participate in the campaign.

In 2003, a website, developed by Women'sNet in cooperation with the Office on the Status of Women, was piloted to support the campaign. Funding for this site, as well as for other activities in the campaign, was given by South African businesses, including some of the biggest firms in the country. The private funding for the web-site was secured by the Department of Justice, with the incentive that all private firms who funded the site got their logo printed on a 'wall of solidarity' – a page on the site listing the logos and names of all the business who had participated in the campaign through donations.

The website served a number of functions in supporting the campaign. Firstly, it acted as a 'clearing house' for all South Africans to contact the organisers if they wished to run an event as part of the campaign. Secondly, the web-site included a calendar for the campaign, listing all the events being hosted by each province as well as national and NGO events. Thirdly, people visiting the web-site could also write in with their views.

The use of the Website to publicise and share information on the campaign was also backed up by the use of other, lower tech ICTs. For example, the campaign used the government community information system to broadcast some of the major events that took place during the campaign. Using this system, it was possible to broadcast the events to local community radio stations, which, in turn, translated these broadcasts into local languages and sent them out locally. This had the advantages of increasing the coverage to those South Africans who do not speak English or Afrikaans and so cannot use the national broadcasting media, or those who do not have access to computers to use the website

In general the pilot website was a great success. However, lessons learned will be used to improve the organization of the site next year and make it a permanent feature on the issue of violence against women. While the technology worked perfectly, one of the problems

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encountered was difficulties in obtaining the specific information needed from gender focal points (for example, definite dates and details of events) for publication on the website.

Another way identified for improving the site over coming years was to ensure that the site is linked to ongoing activities and campaigns. In the future it was felt that it would be useful to maintain the site throughout the year, linking it to other relevant campaigns and activities on women's rights and gender issues.

2.3. INTEGRATION OF GENDER ISSUES IN ICT POLICIES

Information was provided by the Economic Commission for Africa on the current level of development of national ICT policies, the status of integration of gender perspectives in ICT national policies and possible strategies to influence ICT policies from a gender perspective.

ECA is a potential partner for national machineries wishing to mainstream gender perspectives in ICT. Training and resources are available on request (ECA website www.uneca.org/aisi/).

Integration of gender perspectives in ICT national policies (plenary)

The discussion indicated that few national machineries are aware of the development of ICT policies in their countries or are involved in their formulation to ensure that they are geared towards meeting the specific development needs of women. To change this situation, the participation of women in the formulation of ICT policies at all levels must be ensured. Some key questions were formulated relating to gender mainstreaming in relation to ICT policy, including:

- Have levels of awareness of ICT, gender gaps/differences in the uses and expectations of ITC by women, girls, boys and men been documented (according to age, levels of education, geographical location), including factors that cause these gaps/differences?
- Have women as well as men been part of the consultation process (as experts, users, and manager of ICT)?
- Have organisations working on gender equality been consulted?
- Are all data on access and control over ITC sex-disaggregated?
- Are sex-disaggregated data available who uses ICT in different ways?
- Are the likely impacts (positive and negative) of the development of different ICT analysed in a gender sensitive way?
- Is the budget equitably allocated to different ICT in a manner which will benefit women as well as men?
- Have indicators been set up to monitor the impact of the national policy on ICT on women and men (girls and boys)?

The experience of the African Information Society Initiative (AISII) was used to illustrate how gender equality perspectives are still a marginal feature in national policies on ICT. Few concrete actions are taken beyond token references that gender perspectives will be integrated. Development of policies at all levels (national, regional and village) provide key opportunities for the equitable development of ICT and efforts should be made to effectively incorporate gender perspectives into these processes.

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The NM in Zambia is the Gender in Development Division at the Cabinet Office. It is mandated with coordinating the implementation of the National Gender policy; facilitating research and resource mobilisation for implementation of gender and development programmes.¶

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The GIDD includes the National Gender Resource Centre. This centre focuses on the information needs of GIDD's clients who are Gender Focal Points, civil society, scholars, researchers and the general public. ¶

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To this end the National Gender Resource Centre has recently developed a national gender web-site for Zambia (<http://www.gender.gov.zm/>). This site caters for the information needs of clients¶

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Some key points raised in the discussion included:

- Limited awareness among national machineries, gender focal points, NGOs and civil society groups on the importance of e-strategies and the impacts on their lives;
- Limited participation in consultation processes, implementation and evaluation of the ICT policies, plans and strategies;
- ICT policies do not reflect women's needs and priorities;
- Need for awareness raising and capacity building to promote women's participation in the process.

The complexity of legislation of ICT and the need for national machineries to be informed of international property rights that could influence their use of ICT was emphasized.

National machineries, in partnership with NGOs, should take the lead in the promotion of free/open source software as a sustainable alternative, in particular for making ICT more available to women.

As ICT become a primary source of information and power, women and men without access to ICT are at risk of being further marginalized. "The deployment and exploitation of ICTs could further tilt the gender imbalance in the area of access and skills if special efforts are not made as part of policy and plan action programmes to avoid this". (*Vision 2020 Statement Extracted from An Integrated Socio-economic and ICT Policy and Plan Development Framework, Malawi*)

2.4. THE ICT TRAINING WORKSHOP

Part of the aim of the meeting-cum-training was to train ICT specialists to be able to support the establishment of an e-network within and between their countries; contribute to the development and maintenance of national machinery websites, and eventually support the establishment of an African regional portal for national machineries.

2.4.1. General feed back

The training was relevant to the participants' needs and combined basic skills with demonstrations of more advanced tools to show the potential of ICTs in facilitating the work of national machineries. Time was an issue in that two days was a short period for engaging participants, imparting skills and ensuring enough time to apply the skills with the trainers on site. The training was designed to focus on the mandate of the workshop and the planned outcomes as well as encourage participants to integrate ICTs more firmly in their work.

2.4.2. E-based network

A lot of useful information was gathered during the workshop that could be incorporated into the ongoing building of an e-based networking strategy. The information gathered from national networking strategies should be useful to incorporate in the overall national machineries e-based network. Taking into account the connectivity issues in terms of what e-tools to use for the e-based network is important. Using e-mail as the most accessible tool via a mailing list was identified as the initial stage.

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<#>Making decisions and shaping the future? ¶

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There was also a discussion about disadvantages/risks of ICT, including for gender equality. ¶

PART 3 : STRATEGIES TO REINFORCE THE LINKS BETWEEN GENDER EQUALITY AND ICT

At the conclusion of the meeting-cum-training workshop the participants were required to develop strategies to address gender and ICT at different levels . These will form the basis on which each national machinery will follow-up the meeting-cum training workshop and monitor its progress in the field of ICT.

3.1. INCORPORATING GENDER PERSPECTIVES IN NATIONAL ICT POLICIES

All national machineries identified key actions to mainstream gender in their national ICT policies

Botswana

Continue with existing gender mainstreaming efforts with the Ministry of Science and Technology that is responsible for the development of the national ICT policy its implementation.

Malawi

Lobby the top management of the national ICT team; organize a one day meeting with them to discuss the integration of gender perspectives into the national policy; and establish a task force to develop terms of reference on gender mainstreaming in ICT policy.

Mauritius

Review the new national ICT policy from a gender perspective; identify gender disparities in implementation programmes and projects and identify good practices and customise them for the local context.

Mozambique

Review the ICT national policy to integrate gender perspectives; review the ICT work of sectoral ministries to see if gender perspectives are taken into account.

Namibia

Review existing ICT policy for gender sensitivity, promote the integration of gender perspectives; and advocate and promote its implementation

Seychelles

Initiate dialogue with the ICT Ministry and the gender steering committee and NM; identify gender gaps in ICT policies; and promote and support the incorporation of gender issues in ICT policies and programmes.

South Africa

Conduct a review of legislation and policies that exist and investigate how gender perspectives can be incorporated .

Swaziland

Integrate gender perspectives into the national ICT policy; sensitize policy makers on gender and ICT; establish a gender and ICT task force to start the process ; and develop gender and ICT monitoring and evaluation tools.

Tanzania

Raise awareness on gender and ICT; and review the ICT policy and undertake steps to make it gender-sensitive.

Zambia

Review ICT policies and programmes and work to make them gender sensitive; provide backstopping on gender equality to ICT policy formulation and adoption teams; and monitor the implementation of ICT programmes and projects from a gender perspective.

Zimbabwe

Carry out an audit of the ongoing development of the national ICT policy to analyse if the gender perspectives are being taken into account; ensure that the national machinery is on the inter-ministerial committee; and develop ICT monitoring and evaluation tools.

3.2. INTEGRATING ICT IN INITIATIVES RUN BY NATIONAL MACHINERIES
(group work three)

In country groups, participants also developed strategies to include ICT in key programmes at national levels in order to improve gender mainstreaming. All suggested activities are presented in annex 6 country by country. Some common features about the strategies are:

- Proposed strategies potentially address a wide range of audiences, both external (for example Parliamentarians in Swaziland and women entrepreneurs in Mauritius) and internal to the national machineries (for example gender focal points in Seychelles). Line ministries too are often targeted (for instance ‘Adult Education’ in Mozambique) as are PRSP priority sectors (in Tanzania for instance);
- The need to address both men and women is included in almost all strategies (for example to promote the new – and more gender equal - marital act in Swaziland or to tackle domestic violence in South Africa);
- Strategies focus on a broad array of gender inequalities, as found for instance in legislation (changes to marital status in Swaziland), in economic (promoting small businesses for women in Mauritius) and social development (work on HIV Aids in many countries);
- National machineries see the use of ICT, particularly the internet and email, as a way of reducing information seeking and sharing time, of reaching a wider audience and of cutting down on dissemination costs;
- They recognize that ICT training is necessary for different types of ‘gender’ actors and at different levels but some equally aim to provide gender training to ICT specialists (for instance to TV and radio programme makers in Malawi);
- National machineries are cautious not to make ICT training an end in itself. Most proposed strategies aim at improving lobbying (for instance on women’s rights and CEDAW in Tanzania), advocacy, information collection and sharing and networking. Improving transparency of planning and budgetary processes is also an important objective, as is the capitalization of existing resources and expertise on gender;

Deleted: ¶
<#>Presentations ¶
¶
<sp>Two presentations introduced the discussion around gender mainstreaming in policy related international, regional and national interventions

Deleted: topic: Both presentations dealt with mainstreaming gender at macro level (in DSRP, MDG and SADC for Nadia Taher’s presentation) and in SADC (Christine Warioba)

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- National machineries plan to make use of diverse ICT tools to match their various target audiences. However, improving the use of computers in general and internet in particular amongst both their partners and their employees is a key priority in almost all strategies.;
- The success of these strategies is likely to be undermined by a lack of skilled ICT personnel to provide training and support. This appears to be a key challenge in most countries.
- Success will also depend on the creation of an information sharing culture amongst partners, which national machineries cannot develop alone. National machineries will therefore need to find allies but most strategies do not address this up front;
- Other identified constraints for the sound implementation of the strategies include the economic, social and digital divide between towns and rural areas in most countries (the gender divide is cross-cutting in all areas) and the costs and technical challenge of using local languages.

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Deleted: All countries were asked to summarize their priorities for the short to medium term future by answering two questions (below). These plans will form the basis on which NM will monitor its progress in the field of ICT¶

QUESTION 1 - What will you do to mainstream gender in ICT policies, programmes and projects in your country?¶

3.3. NATIONAL MACHINERY ACTION PLANS TO INCREASE THE USE OF ICT

Participants identified key actions to increase the effective use of ICT in their on-going and planned work.

Deleted: QUESTION 2 - What will you do

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Botswana

Use ICT in the on-going national machinery gender mainstreaming, that includes the Ministry of Science and Technology.

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It would be better to just summarise the issues giving countries as examples and put the details into an annex

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Malawi

Build the capacity of the national machinery in ICT; establish a documentation center; and set up a mailing list as an information exchange forum on ICT

Deleted: 1.

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Mauritius

Set up a computer room at the national machinery to give access to computer and internet to staff; arrange for the training of staff in ICT; and provide email accounts to senior staff to enable them to communicate online.

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2.

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Mozambique

Train staff of the national machinery in the use of ICTs; and create a network to share and exchange information on gender perspectives on use of ICT in programmes, for example, issues of access.

Deleted: 1. Review our ICT national policy to put in the gender perspective. Then go back to the sectoral ICT policies and work to see if their ICT policies are available and if it has a gender perspective¶

2.

Namibia

Strengthen the ICT unit in the national machinery; set up an ICT committee; and provide capacity building for staff on ICT.

Seychelles

Undertake a needs assessment for ICT use and skills; prepare and implement a plan to address the needs identified.

Deleted: 1. To have a dialogue between ICT Ministry and the gender steering committee and NGM and identify gender gaps in ICT policies and incorporate gender issues in ICT policies and programmes¶

2.

South Africa

Review the extent to which programmes are currently implemented taking the linkage between gender equality and ICT into consideration; explore further website development, including mailing list discussion and chat rooms.

Swaziland

Provide appropriate ICT training and equipment, including on website design, maintenance and updating.

Tanzania

Mobilize resources to provide ICT facilities; train staff to use ICT in their work; and establish ways to maintain the momentum.

Zambia

Strengthen the existing gender information management systems that facilitate the capitalization of the ICT infrastructure; and provide capacity building on gender and ICT.

Zimbabwe

Set up ICT infrastructure and consolidate what is already in place; train staff and empower them to use ICT tools; and carry out a resource mobilization campaign which involves the private sector and development partners.

Deleted: 1. ICT policy is still being developed as NGM we have 3 key actions: audit of the ICT policy to analyse if the gender issue is being taken aboard, ensure that NGM is in the inter-ministerial committee and develop ICT monitoring and evaluation tools

2.

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3.4. DEVELOPING STRATEGIES FOR MACHINERY WEBSITES AND NETWORKS FOR NATIONAL MACHINERIES (group work four)

ICT and gender specialists also worked together to formulate concrete plans for the development of national web sites for their national machineries (or to improve them, in case they already existed) and to network more effectively with their key partners using ICT. National machinery websites plans are included in annex 7 and national machinery networking plans are provided in annex 8.

Some common features about the proposed websites are:

- They will aim to clarify national machineries' mission and to describe services, mechanisms (for example gender focal points) and initiatives, including gender monitoring and evaluation. Email addresses will provide easy access to relevant staff members of the machineries;
- They intend to profile gender issues and inequalities in the country (including key statistics) and to give information on main mechanisms and actors addressing them. This information will be directed to both national and international audiences;
- They also intend to display issue papers, research, reports, publications etc on the subject matter;
- All wish to make information available about international instruments to fight gender discrimination (for instance CEDAW, Beijing platform of action, SADC declaration on gender etc.). Useful links will allow access to other relevant websites pages;
- They will include statements about the meaning of gender (key concepts) and the rationale for gender mainstreaming and some key tools and methodologies;
- Finally, most sites wish to have an agenda page where all gender related events at national level could be found. Some also envisaged to host discussion lists and fora;

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- In most countries, national machineries wish to use local languages on their site.

In addition, all countries highlighted the need to plan for adequate time and human resources to set up and maintain the websites. Other issues included confidentiality and data protection.

Common key points about proposed networks are:

- E-networks are not the only kind of networks and national machineries propose to create and/or support a range of networks that use electronic as well as other media;
- In most countries, there are already running networks which can be gender mainstreamed with the use of ICT. Where there are no networks, ICT will be used to bring people together and reinforce their gender capacity;
- A key objective of most networks is to collect and share gender information in an efficient and cost effective way amongst key stakeholders. This can be information about international instruments (for instance CEDAW) and/or national gender news;
- Networks are needed to better link gender focal points amongst themselves and with national machineries. In most countries however, there is a need to start the process of networking with a needs assessment and a stakeholders identification exercise;
- Some of the proposed networks are very ambitious and run the risk of being too dependent on finances and external resources to function. They also run the risk of becoming 'organisations' and compete with their members for resources;
- Managing, monitoring and evaluating networks can become a time consuming tasks for under resourced national machineries.

3.5. Developing a regional e-network

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Finally, a regional discussion list was created at the end of the workshop (<http://mailman-new.greennet.org.uk/mailman/listinfo/windhoekNMSnet>). Its purpose is to:

- Follow up activities to the workshop;
- Share information coming out of the workshop such as reports, updates, news of other workshops;
- Share news on events, resources, documents relating to national machineries and on ICT to enable national machineries to learn from each other;
- Facilitate strategic partnerships amongst participants
- Build capacity for mailing lists (facilitation, purpose, management etc).

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Initially, this list will be managed by the IT specialist from Botswana. Participants discussed the possible rotation of responsibility for the list. Messages can be posted to all the list members, via email at windhoekNMSnet@apcafricawomen.org

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PART FOUR: GENERAL CONCLUSIONS AND RECOMMENDATIONS FOR NEXT STEPS FOR NATIONAL MACHINERIES

4.1. POLICY ASPECTS OF GENDER AND ICT

Gender mainstreaming at policy level (including mainstreaming gender perspectives in budgets) is a key priority of most national machineries, although considerable constraints are still experience in this area. The advocacy work of national machineries should have a stronger policy focus, including through policy dialogue with line ministries. To support greater effectiveness in influencing key policy processes, less emphasis could be placed on delivering programmes and projects at community level (a role that NGOs can and do play in most countries).

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Gender mainstreaming efforts should particularly focus on the Ministry in charge of ICT. Current national ICT policies and activities related to international events (for example, the World Summit on the Information Society, to be held in Tunis in 2005) often gender perspectives. National machineries should give priority to integrating gender perspectives into the development of national policies on ICT and influencing the contributions of their countries to international processes by:

- Sensitizing ICT policy makers to gender issues in ICT;
- Involving themselves in ICT policy making processes;
- Developing arguments to justify the integration of gender perspectives in all aspects of information and communication activities, including, but not exclusively, ICT.

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4.2. ORGANIZATIONAL ASPECTS OF GENDER AND ICT

Most national machineries have ineffective gender focal point systems. ICT will not solve all the problems identified in relation to the gender focal point systems but can make an important contribution to strengthening these mechanism, for example, by email lists to link the focal points. ICT can be used effectively in capacity building of sectoral staff, for example, through videos and CD-roms. National machineries can gain access to the methodologies and tools developed by other national and international bodies through the internet, for example on monitoring and evaluation. ICT can, for example, increase the dissemination of information on the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

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Lack of computers, difficult connectivity and low IT skills can account for a limited use of electronic ICT in some countries. However, the national machineries acknowledged that information sharing required a change of attitude as well as access to technology. ICT tools can only be effective if utilized in the context of a concrete information and communication strategy linked to the overall work of the national machineries.

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Knowledge management can be significantly improved in national machineries with the use of ICT. National machinery staff will need guidance in 'what to look for' and 'how to use it'. Most participating national machineries did not have specific and experienced staff to carry out web-based research. This means electronic ICTs can only make a significant contribution to the work of national machineries if clear goals are identified for their work and the information needs are clearly outlined.

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National machineries must lobby relevant policy making and funding bodies to raise additional funds to address their IT capacity (equipment and skills), rather than spend their own already limited budgets on this.

4.3. LINKING GENDER AND ICT IN PROGRAMME AND PROJECT IMPLEMENTATION

There was strong support from most participants for focusing the role of national machineries on gender mainstreaming as well as on specific actions focused on women. Some of the participants argued that work at grass roots has the most evident impact, and argued that this work could not be left to NGOs. Others felt that national machineries could put more emphasis on facilitating civil society's work on promoting gender equality, acknowledging and taking advantage of the diversity of civil society. One implication is collecting and disseminating relevant information on and for NGOs. ICT can increase linkages between national machineries and NGOs, and amongst NGOs. Besides more traditional forms of ICT, such as printed matters, email lists and websites should be developed when infrastructure allows it. Discussions to clarify options are needed, at national and at regional levels (via the national machineries e-network).

There is little dialogue between national machineries and ICT policy makers on the different roles of women and men in ICT (as users, workers in the sectors and managers) and other gender perspectives on ICT. There is a need to identify and disseminate research in this area. Working with NGOs involved with gender and/or ICT can be an efficient way of increasing the knowledge base and access to gender expertise in this area (via action research for instance).

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- Deleted: The majority of participants argued that they are mostly involved with community level projects because this is where they have most capacity. They explained that they are restrained in their policy level role by
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LIST OF ANNEXES

1. Aide mémoire
2. List of participants
3. Programme
4. Web of institutionalization
5. Use of ICT by national machineries
6. Integrating gender perspectives in national machinery initiatives
7. Plans for national machinery websites
8. Plans for national machinery networks
9. Needs assessment questionnaires
 - 9.1. ICT specialists
 - 9.2. Gender specialists

ANNEX 1 : AIDE-MEMOIRE

1. Introduction

The Division for the Advancement of Women (DAW) and the United Nations Information Communication Technologies (ICT) Task Force Secretariat within the Office for ECOSOC Support and Coordination (OESC) of the United Nations Department of Economic and Social Affairs (DESA) are collaborating in the organization of a meeting-cum-training workshop for representatives from thirteen national machineries for the advancement of women from countries in the Southern African region. The meeting-cum-training workshop will identify common strategies for institutional capacity-building for promoting gender equality through the effective use of ICT, and develop an e-based network of national machineries. The five-day meeting for senior representatives of the national machineries will include a two-day training workshop for expert representatives and for information managers/specialists from national machineries on the use of information and communications technologies (ICT) for knowledge management and information sharing. Participants from the United Nations Information Communication Technologies (ICT) Task Force are also invited.

The meeting-cum-training workshop will take place in Windhoek, Namibia, from 19 – 23 April 2004. The following countries will be invited to participate: Angola, Botswana, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia, and Zimbabwe (13).

This meeting-cum-training workshop in Namibia is the first in the series of five such events the Division for the Advancement of Women is organizing for national machineries. The first meeting-cum-training workshop will develop the approach and methodology to be utilized in subsequent events.

II. Background

The project, entitled “Capacity-building for national machineries for the advancement of women in promoting gender equality in African countries”, has the overall objective to build institutional capacity for promoting gender equality in Africa. The meeting-cum-training workshop aims to strengthen the capacity of national machineries of participating countries to take full advantage of new information and communications technologies to strengthen networking, information sharing and knowledge management that will enhance their effectiveness in national policy-making and planning processes for gender equality.

The Beijing Platform for Action emphasized that national mechanisms for the advancement of women are intended to design, promote the implementation of, execute, monitor, evaluate, advocate and mobilize support for policies that promote gender equality (para 196). National machineries serve as central policy-coordinating units inside Government, and are expected to support the mainstreaming of gender perspectives in all governmental policy areas, including legislation, public policies, and programmes and projects. National machineries are also expected to disseminate sex-disaggregated data and information for planning and evaluation purposes (para 201).

The Commission on the Status of Women, at its forty-seventh session, considered the role of ICTs in relation to gender equality. The panel discussion 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”, held during the Commission, emphasized the role of ICTs and the media as tools for development and as central to the empowerment of women. These new media and ICTs were increasingly used to share knowledge, enhance participation of all members of society, increase networking, give voice to marginalized groups, organize political action, empower people, fight poverty and enhance economic development. In addition to access, the issues of women’s information needs and available content were addressed in the panel. Participants called for research on women’s information needs and the production of local content in local language.

In Agreed Conclusions adopted by the Commission on the Status of Women at its forty-seven session, the Commission noted that “the media and ICTs offer tools for enhancing women’s full access to the benefits of information and new technologies and can become central tools for women’s empowerment and the promotion of gender equality” (para 2). One of the actions to be taken was to “strengthen the capacity of national machineries for the advancement of women, including through the allocation of adequate and appropriate resources and the provision of technical expertise, to take a lead advocacy role with respect to media and ICTs and gender equality, and support their involvement in national, regional and international processes related to media and ICTs issues, and enhance coordination among ministries responsible for ICTs, national machineries for the advancement of women, the private sector and gender advocacy NGOs within countries” (para 4 (x)).

The series of five meeting-cum-training workshops to be organized will strengthen the capacity of national machineries in participating countries to take full advantage of new information and communications technologies to establish and/or strengthen the types of networking, information sharing and knowledge management that will enhance their effectiveness in national policy-making and planning processes for gender equality. The creation of an e-based network of national machineries will enhance the effectiveness of national machineries within each country. It will serve as a tool to strengthen the capacity of national machineries to implement their mandates, for example, by supporting their work as advocates and catalysts for gender mainstreaming, as well as support the design and use of an adequate information infrastructure for the achievement of gender equality. The development of a website prototype for national machineries for the advancement of women will expand opportunities for networking and information sharing on common priorities.

The project will draw on the expertise of African professionals, including from the United Nations ICT Task Force.

III. Meeting-cum-training workshop for thirteen countries in Southern Africa

A. Objectives of the meeting-cum-training workshop

The meeting-cum-training workshop aims to strengthen the institutional capacity of national machineries in selected countries to effectively use ICTs to advocate for successful gender equality policies and act as catalysts for systematic gender mainstreaming in all policies and programmes, nationally and regionally. It will also provide practical training to information managers and/or documentalists of national machineries to support networking and partnerships

among national machineries, through effective development and maintenance of information bases, websites and related information infrastructure.

The meeting-cum-training workshop will:

- a) Enhance the capacity of national machineries to maximize the use and benefit of information, knowledge and good practices through more effective use of ICTs to promote gender equality;
- b) Develop strategies on the use of ICTs for advocacy, information sharing, and production of information for achieving the goal of gender equality, including through developing a prototype website;
- c) Develop an e-based network of national machineries from participating countries to strengthen cooperation and information sharing through regular information dissemination on women's and gender issues, including via electronic media and the internet.
- d) Train representatives from national machineries, especially information managers, in the use of ICTs to enhance cooperation, knowledge management and information sharing.

B. Expected outputs

The meeting-cum training workshop will produce the following outputs:

- a) Common strategies for institutional capacity-building in use of ICTs will have been identified.
- b) Representatives from national machineries from thirteen countries will have been trained in the substantive and institutional aspects of use of ICTs;
- c) Information specialists from thirteen countries will have been trained in the technical aspects of use of ICTs;
- d) The prototype of a website for national machineries will have been designed;
- e) A framework for an e-based network of national machineries will have been developed.

It is anticipated that, based on the experience gained during the meeting-cum-training workshop, participants will use the e-based network on a continuous basis to share experiences and exercise leadership for promoting gender equality. The results of the meeting-cum-training workshop will be used in the organization of four additional meeting-cum-training workshops for representatives of national machineries of other countries in Africa.

C. Venue and participants

The five-day event will take place at (venue to be identified) in Windhoek, Namibia. It will be conducted in English.

The number of participants will be approximately sixty. They will include:

- Three representatives from each country: two expert representatives from the national machinery and one information specialist working with national machineries;
- Two to three staff members from Division for the Advancement of Women;
- Five consultants/facilitators/trainers;
- Five resource persons;

- Representatives from regional/sub-regional institutions; and
- Representatives from Regional Commission (ECA), and UN agencies as observers.

D. Organizational and administrative matters

The meeting-cum-training workshop will be organized by the Division for the Advancement of Women and the Office for ECOSOC Support and Coordination, and will be hosted by the Government of Namibia. The meeting of twenty-six representatives of national machineries will be held for 5 days. A two-day technical training workshop for thirteen to sixteen information specialists will overlap with the meeting. On the final day, the results of the discussions in the meeting, the proposed prototype website, and the proposed frame work for an e-based network, will be presented in plenary.

Participants in the five-day meeting will convene in plenary as well as in working groups. Brief country presentations on current institutional set-ups, networking and use of ICTs will be made in plenary. This will be followed by interactive dialogue, facilitated by the consultants/resource persons, to identify priorities and develop a common framework for an e-based network.

A two-day training workshop will be organized, overlapping with the main meeting. Participants in the training will include one information specialist from each of the participating national machineries. The focus of the training will be on the use of ICTs for networking, knowledge management and information sharing, as well as training in website design and maintenance. Participants will develop a prototype of a website for national machineries.

E. Documentation

The documentation of the meeting-cum-training workshop will comprise relevant background papers, including United Nations documents as well as training material designed specifically for this meeting-cum-training workshop. Participants will be invited to provide relevant information in advance on the basis of a short questionnaire, and to make brief presentations on national experiences in the plenary.

F. Budget

The Office for ECOSOC Support and Coordination will cover the cost of participation of representatives of the United Nations ICT Task Force. The Division for the Advancement of Women will make available funds required to cover all expenses regarding the organization of the meeting-cum-training workshop for all other participants. This will include the costs of travel and DSA for all invited participants, as well as for consultants and resource persons.

G. Passports and Visas

Participants will be expected to make necessary arrangements with regard to passports, visa and health certificates for travel. An information note will be sent out to participants to assist them with travel arrangement.

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ANNEX 3 : PROGRAMME

3.1. 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*

Annex 3.2. ICT Training for Information Officers.

Day 1

8:30 – 9:30 – Introductions, expectations and an ice-breaker
9:30 – 10:00 Overview of 2 days work
10:00 – 10:30 Demystifying technology – terms and definitions
10:30 – 11:00 Tea
11:00 – 1:00 Developing a basic networking Plan
1:00 – 2:15 – Lunch

2:15 – 2:45 Small groups present networking plans in plenary and facilitators round-up by relating this to the NM e-networking strategy.
2:45 – 3:30 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 – 4:00 Tea
4:00 – 5:00 Group discussions with NM and ICT participants to ensure sharing and synergies.
5:00 – 5:30 Close of day, feedback and homework etc

Day 2

8:30 – 9:00 Group discussion, feedback on Day 1 and plan for the day
9:00 – 9:30 Introduction to websites and group exercise on usability and functionality of websites (Best practice for websites)
9:30 – 10:30 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 – 11:00 Tea
11:00 – 12:00 Continue in groups developing sections of the website
12:00 – 1:00 Plenary of group presentations, discussion and bringing the plans together
1:00 – 2:15 Lunch
2:15 – 3:30 Present website to the larger group and share and critique ideas. Coming together of gender people and ICT people.

3:30 – 4:00 Tea
4:00 – 5:15 Re-visiting networking plans, implementation and way forward. Including feedback and discussion on the e-networking strategy
5:15 – 6:00 Closing and evaluation

Annex 4 :

Policy Sphere

Ensuring political commitment to and implementation of gender equality

- Explicit public commitments to gender
- Budget and human resources allocation for gender equality (specific actions and mainstreaming)
- Gender in all policies & policy dialogue
- Engendering national legal framework
- Gender specific policies
- Equal participation of women and men in policy making
- Equal opportunity policies for women and men in institutions

Institutional Sphere

Engendering national policy and planning and institutions

- Mechanisms and tools to mainstream gender in policy and planning processes
- Gender in planning procedures
- Capacity building for mainstreaming
- Systems and tools to monitoring international commitments, gender mainstreaming and changes in gender relations at national level

Role of National Machinery

- Women and men's – girls and boys - equal access to and control over social, economic and political resources
- Elimination of all forms of discrimination – violence - against women and girls
- Women and men equal access to decision-making in civil society and representative political structures (empowerment)
- Women and men's interests reflected in lobbying, activism for social change
- Gender responsive institutions in public, private and third/civil society sector, including media

- Mainstreaming gender in sectoral programmes and projects
- Implementation of gender specific actions (women and/or men and/or on institutions)
- Campaigning for gender equality
- Research on gender and engendering development research
- Development of gender responsive methodologies
- Elaboration of theories and hypotheses on gender and development

Programming and knowledge creation

Reduction of gender inequalities via programmes and projects

Citizen sphere

Gender equality between women and men, girls and boys

Annex 5: Use of ICT by national machineries

	<i>Botswana</i>	<i>Mauritius</i>	<i>Malawi</i>	<i>Mozambique</i>	<i>Namibia</i>	<i>Swaziland</i>	<i>SouthAfrica</i>	<i>Seychelles</i>	<i>Tanzania</i>	<i>Zambia</i>	<i>Zimbabwe</i>
<i>ICT tools</i>											
<i>Newsletter</i>	X	X		X	X		X		X	X	X
<i>Magazines</i>		X	X	X		X	X			X	x
<i>Pamphlets</i>	X	X	X	X	X	X	X		X	X	X
<i>Nat. radio</i>	X	X	X	X	X	X	X		X	X	X
<i>Comm. radio</i>		X	X		X		X			X	X
<i>Audio tapes</i>	X	X	X	X	X	X	X		X	X	
<i>TV spots</i>	X	X	X	X	X	X	X		X	X	X
<i>E conference</i>							X		X		X
<i>Telecentres</i>		X									X
<i>Permanent web site</i>		X			X	X	X		X	X	
<i>Temporary web site</i>		X					X				
<i>Discussion list/chatroom</i>		X		X						X	
<i>Cellphones</i>		X	X	X	X	X	X		X	X	X
<i>Network SMS</i>		X				X	X		X	X	
<i>Cybercaravan</i>		X									
<i>Puppet shows</i>			X			X					
<i>Drama</i>	X	X	X	X		X	X		X	X	X
<i>Video/film shows</i>	X	X	X	X	X	X	X		X	X	X

<i>CDrom on desktop</i>		X		X	X	X	X		X	X	X
<i>Cdrom on laptop</i>		X		X	X				X	X	
<i>Emails</i>	X	X		X	X		X	X	X	X	
<i>Others</i>											
<i>Letters</i>			x								
<i>Fax</i>			x								
<i>Telephones</i>											
<i>Songs</i>						x					
<i>Printed t shirts/caps</i>			x			x	x	x	x	x	x
<i>Billboards</i>		x	x								
<i>LCDs</i>		x									
<i>Stickers</i>		x	x								
<i>Mobile vans</i>			x								

ANNEX 6 : INTEGRATING ICT IN INITIATIVES RUN BY NATIONAL MACHINERY (Group work 3)°

ZAMBIA	
Main objective of programme	<p>Five major objectives aimed at promoting gender equality in Zambia</p> <p>Objective 3: To initiate, improve and coordinate the provision and dissemination of information on gender in order to increase awareness and knowledge</p> <p>Programme: Establishment of the national gender resource center (NGRC)</p> <p>Purpose of programme is to generate and analyze gender disaggregated data and information</p> <p>Establish and/or strengthen channels of communication between the NM and stakeholders involved in the gender discourse.</p>
Target groups	<p>Government Policy Makers, planners, implementers, GFPs, CSOs, scholars, researchers and the general public.</p> <p>Co-operating partners</p>
Use of ICT and advantages	<p>Various sectors such as Line ministries (GFPs), Provincial (GFP's) am others are all contributing to the website at the National Gender Resource, Center (NGRC) where the Gender Monitoring Information System (GMIS) is. The gender data base will also be set here. Other partners in information creation such as scholars, researchers and the general public will also utilize the NGRC and GMIS.</p> <p>The GMIS will be used for the following purposes; collating, analysis, interpretation, packaging, dissemination.</p> <p>Advantages are: Easy exchange of information, reduced costs in collection and dissemination of information</p>
Difficulties (problems and solutions)	<p>Information available for decision making etc</p> <p>Language – 7 local languages, 72 local dialects, Low level of education</p> <p>Accessibility: Inadequate ICT infrastructure, Inadequate ICT skills, High cost of ICT</p> <p>Connectivity: Poor infrastructure, High cost of telecommunication facilities, Poor reception, Sparsely distributed population</p> <p>Possible Solutions: Translate into local languages, Tax incentives for those investing, rural area and ICT, Capacity</p>

	building in of staff.
Comments plenary	<ul style="list-style-type: none"> • Target women in rural areas, may be it difficult to reach them through the suggested technology, need to repackage the information to make it reach it intended audience. • Will there be a person to manage information that comes form the centre. • Need the information/management/decision making with others/NGOS. • When government is fully involved in website, the work can move.

<u>SWAZILAND</u>	
Main objective of programme	<p>Programme : Establishment of information center for Women Parliamentary caucus and men</p> <p>Purpose:</p> <p>1. Promote law reform especially in terms of engendering Legislation that had promoted of inequalities in all spheres of development.</p> <p>Political: Ensure that quota (1/4) system is enshrined in the constitution.</p> <p>Economic: Access to finance</p> <p>Ownership Property by married of in community property (Currently married women cannot own land)</p> <p>Social: Review of marital act, engendering sectoral campaigns at policy level e.g. Health relevant of breast cancer and prostate.</p> <p>Cultural: Lack of women access to communal land (also single women and men).</p> <p>2. To promote accountability and transparency to the electorate in terms of keeping up to date with Parliamentary</p>

	debates and development.
Target groups	Women's Parliamentary Caucus and men Parliamentarians Beneficiaries: NM, Government, Civil Society and NGOs Trade Unions, Employers Federation respective constituencies
Use of ICT	Parliament can use ICT to share information network with their allies for lobbying and advocacy purposes accountability and transparency to the electorate ICT can be used as a tool to acquire and disseminate information to all stakeholders. Production of print media e.g. newsletter, pamphlets
Difficulties (problems and solutions)	Problem: Infrastructure development capacity building language. Possible Solutions: Fundraising and solicit external assistance, Adaptation of information to local language, Training of Parliament and ICT skills, Gender analysis and mainstreaming and advocacy skills.
Comments plenary	<ul style="list-style-type: none"> • ICT will help with development IEC material • Think of how to develop/lobby/request for resource for the maintenance and sustainability of programs. . • Is it role of NM to train Parliamentarian on ICT or should someone else do it, in an attempt to save money/resource.

SEYCHELLES

Main objective of programme	National level strategies for strengthening. The use of ICT by NM 1. Training GFP in doing gender analysis in their respective sectors. 2. Purpose: To identify gender gaps in their perspective sectors for development of policy framework.
Target groups	GFPs and line managers concerned/responsible for gathering information on the respective sectors.
Use of ICT	<ul style="list-style-type: none"> - Wider access for collecting information/ - Creating links – national, regional and international on gender. - Easier manipulation of information for gender sensitization. - Power point/internet/scanner software application
Difficulties	??

(problems and solutions) Comments plenary	<ul style="list-style-type: none"> • Is the title: the purpose on the use of ICT or to use ICT to collect information. • What are the phases of training gender focal points of finding information, using to lobby, raise awareness. • GFP are junior level – problem would like GFP to be in high profile, to make an impact • Needs to do a needs assessment <p>The final goal is to identify the gender gaps</p> <ul style="list-style-type: none"> • Strategies would be to collect what is already available , put together information in the various sectors (important to include GFP in the process) • NB: to use ICT during this process • Country was not involve in the policy frameworks from the beginning, but they are invited to evaluation and monitoring. • GFP to be trained, to which ministry do they belong (do not belong to gender/women Ministry). • Would you get the money from other Ministries to train GFP? Get money to train on ICT from other sources • Problem with Seychelles is internal, thus the reason why the two known nothing is because there is no reporting and no institutional memory.
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MAURITIUS	
Main objective of programme	Entrepreneurship Development Programs Purpose: Economic Empowerment of women aimed at Poverty Alleviation and Improves the Economic status of the whole family and community
Target groups	Direct targets: Women enterprise, Potential enterprise, Family – husband, children, in law, Community leaders/agencies/authorities/Community Based Organization

	Indirect Targets: Stakeholders involved, government agencies, private sector, NGOs.
Use of ICT	<p>Advantages: Quick services information available, Not time consuming, Not expensive, In some cases it may be interactive</p> <p>How ICT is used in program development ?</p> <ul style="list-style-type: none"> • Pamphlets distributed to target groups. • Newspapers on issues relating to entrepreneurship (direct/indirect) • Organize radio and TV programs to reach the population at large (direct and indirect) • Talks • Seminars
Difficulties (problems and solutions)	<ul style="list-style-type: none"> • The designing of the different programs for the different target. • Work on the message correctly. • Qualified personnel for outreach. <p>Solutions : Methodology used to design content for each target group</p> <ul style="list-style-type: none"> • Specify objective of programs to different target groups • Specify their involvement and contribution to reach objectives • Benefit of programme to them • How programme improves quality of life.
Comments plenary	Important that web design must appeal to everyone. Address problem of lack of personnel and the sustainability of programme.

BOTSWANA	
Main objective of program me	General Purpose: Institutionalize gender mainstreaming within the selected Government Ministries.

Target groups	Selected Government Ministries: Finance, Local Government, Trade and Commerce, Labour and Home Affairs
Use of ICT	<p>Advantages: Flow of information enabled/made fast, Management of Information, Coordination of information, Saving of resources e.g. staff time</p> <p>How</p> <ul style="list-style-type: none"> • In packaging of information (Ministerial instruments) electronically for easy transmission e.g. email and website. • The traditional ICT use of hard copies of documents will be continued. • Documentation of the GM process in an ICT friendly manner.
Difficulties (problems and solutions)	<p>Problem: Equipment costs, connectivity costs and maintenance.</p> <p>Solutions: Availability of budget</p>
Comments plenary	<ul style="list-style-type: none"> • Their GFP structure is in place • Consultant was hired to study various line ministry programmes/vision statements, goals, plan of action to identify how gender sensitive their programs are. • Due to lack of ICT know how, stacks of books were to be pouched to the international consultant. • There is need to train staff members on the use of ICT. There ICT infrastructure is available, the process is underway by the ministry responsible for ICT train to train all the ministerial staff members. • It is important that even when the ICT infrastructure is available that a culture be developed of using ICT tools consistently.

MALAWI

Main objective of programme	To mainstream gender in the national development process
Target groups	Men, Civil Society, women, policy makers and civil society

Use of ICT	<p>Advantage: Fast, increased coverage – in terms of creating awareness, Sharing information on best practices, Enhance lobbying and advocacy initiatives on gender issues.</p> <p>HOW?</p> <ul style="list-style-type: none"> • TVM – Develop specific messages (documentaries and episodes) to be slotted/programmed • sensitize the TV personnel to disseminate gender sensitive issues <p>Radio – as above, community radios, Mobile van, Video shows, PowerPoint – in presentation of our workshops on gender</p>
Difficulties (problems and solutions)	<p>Problems: TVM both languages are used, Coverage, Electricity shortage, Elite not to be covered due to DSTV, Radio male property and women excluded from using it, Poor roads, High illiteracy levels</p> <ul style="list-style-type: none"> • Possible solutions: Literacy program use community radio for women, Financial support public sector encourage to contribute, Public radio announcement during major events, No attention paid to policy makers, Policy makes target at personal level and not at policy level.
Comments plenary	<ul style="list-style-type: none"> • Important to target Parliamentarians/policy makers at their workplace, preferably running separate workshop with them. Problem: Design of content that appeals to everyone, Lack of personnel, Sustainability of project

MOZAMBIQUE	
Main objective of programme	<p>Adult Education</p> <ol style="list-style-type: none"> 1. To integrate gender in curriculum, Training of Trainers, programmes definition 2. To coordinate with Ministry of Education (mined) for inclusion the gender perspective
Target groups	<p>Adult Education department officers, Men and women in rural areas, Adult Education DPTO, Family and women DPTO</p>
Use of ICT	<p>GFPs from the two Ministries and Relevant NGOs</p> <ul style="list-style-type: none"> • To collect information on Adult Education that exist. • To give the education DPTO information on gender perspective

	<ul style="list-style-type: none"> • The ICT can be: Telephone, E-mail, Fax • ICT could be used at internet level to disseminate information on gender perspective to the main actors. • At the community level will be used community radios and printed material. • Identification of sites and other sources of information on Adult Education in gender perspectives. • The accessibility and connectivity do not cover all targets groups at the same level • Exchange experience.
Difficulties (problems and solutions)	Urban areas ICT infrastructure well developed whilst in Rural areas problems are expected to be experience.
Comments plenary	<ul style="list-style-type: none"> • Adult Education is important in gender • Distance education must also consider making use of e-learning as it can also be cost effective • Mozambique to be congratulated for making use of adult learning as a strategy to address gender equality.

TANZANIA

Main objective of programme	<p>Gender Development Programme: Macro gender groups consisting GFP, line Ministries and other stakeholders – civil society and development partner</p> <p>Purpose: To mainstream gender in macro policies focus is on PRSP priority sectors e.g. Education, Agriculture, Water, Health, Roads, as well as on cross cutting issues such as HIV/AIDS, Empowerment Good Governance Gender and human rights.</p>
Target groups	Men, women and children., NGO's, Parliamentarians
Use of ICT	<p>Added – value of using ICT: To simplify and speed up the communication process, Enables the NM to process and retrieve important information and data easily, Enable the NM to share and exchange information and experiences and other stakeholders.</p> <p>How ICT would be used:</p> <ul style="list-style-type: none"> • -Using radio to broadcast issues/programmes promoting gender issues and gender equality.

	<ul style="list-style-type: none"> • Electronic transmission of reports, policy statements to stakeholders and other structures we are connected to. • Link up with other stakeholders on guidelines international instruments and reports. • Using tapes, video, audiocassettes and newsletters to collect public opinion on PRSP consultative process. • Using multi-media to present public concerns to policy makers.
Difficulties (problems and solutions)	<ul style="list-style-type: none"> - Poor infrastructure in rural areas (no connectivity) - Not all organizations have access to ICT - Establishment and institutionalization of strategic alliances with civil societies. - Bureaucracy - Red tape of getting funds released or approved, leading to maintenance problems of systems <p>Possible solutions: To sensitize government to accept reforms, Involve private sectors</p>
Comments plenary	

NAMIBIA	
Main objective of programme	<p>Legal literacy Programme</p> <p>Purpose: Educate communities on National laws to understand their rights , duties, responsibilities and obligations</p>
Target groups	Women and men in communities, Traditional leaders, Parliamentarians, Teachers
Use of ICT	<p>Added – value of using ICT : Coverage is more efficient, less costly, Saves time</p> <p>How ICT would be used: Radio, TV, Pamphlets – translated into local languages on stories of e.g. domestic violence, Tapes on issues raised by communities to be used as feedback given to the parliamentarians’ workshop.</p>
Difficulties (problems and solutions)	<p>Problems: Translations to local language, Costly to pay translator and print, Electricity shortage in certain areas</p> <ul style="list-style-type: none"> • Solutions: Financial resources and training, Train people to record the tapes, Train people develop and produce

	pamphlets
Comments plenary	Would Radio and TV reach a broader audience what about electricity problems? Radio covering is possible Gender is a cross cutting issue even among target group of teachers, and so on. different messages needs to set up for them.

ZIMBABWE	
Main objective of programme	Gender Based Violence Purpose: Eradicate all forms of violence against women, men, children (Domestic violence, Sexual abuse/violence/harassment/child abuse)
Target groups	<ul style="list-style-type: none"> Men as perpetrators of violence, Women as victims and survivors, Girl child, boy child, Institutions, Parliament –policy makers, Private and public sector, Schools, academic institutions, Health Institutions, NGO's and Civil Society
Use of ICT	<p>Added value of using ICTs: Information disseminated reaches a wide audience of the target group-through the use of electronic and print media, Provides an efficient way of getting information on the status, data and statistics of Gender Based Violence through the internet, discussion series.</p> <p>What ICT?: TV show and radio slots in the local language, Radio recording-discussion series by gender council in districts and provinces, Gender Focal Persons and this gives concrete and real information and can guide makers and the information can also be exchange to other for discussion purposes, Permanent website-GBV, Information dissemination, Sharing of experiences, Information flow with NGOs working on GBV, NM distribute reports, Package materials GFP's, provinces, NGO's etc., Library-information of GBV can be accessed, Discussion series for children through already existing ZTV 1 programmes (KIDNET), Taking advantage of commemoration that i.e Family Week, International Women's Day 16 Days of Activism</p>

<p>Difficulties (problems and solutions)</p>	<p>16 Days of Activism-using ICT</p> <ul style="list-style-type: none"> • Producing and dissemination of information i.e. pamphlets, posters and newspaper, articles-press statement from NM. • Facilitate translation into local language • Bill boards • Shuttle bus • Radio and TV-statement from the press and minister responsible for gender eradication of GBV. • Drama under the theme Gender based violence on TV and Radio • Mobilizing women to gather at central points where information is disseminated. • Roundtable discussions • SME • Internet • communication centre of NM and NGO's working on Gender Based Violence • Connectivity with NGO at local, regional and international NGO's • Case studies from other countries • Transmission cost are less when using electronic mail (compared to postage) <p>Difficulties</p> <ul style="list-style-type: none"> • Reaction depends of content and these have various interpretation cause of the background, tradition religion of the audience.
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<p>Comments plenary</p>	<ul style="list-style-type: none"> • ICT confine information to certain group in society e.g. elite, working class depending on the ICT used. • Print and electronic media is commercial and there are cost implications to advertise. <p>Solutions</p> <ul style="list-style-type: none"> • Use of website cheaper • Improves networking and collaboration of the NM • NM to involve private sector and NGO's working on Gender Based Violence to fund, disseminate information, provide data and statistics and human resources. <p>Q Do you intend using all the ICT tools, but would you be able to use them on, concentrate on one? A All this ICT technologies are used, the challenge is use of SMS and website.</p> <p>Q Can you tape record people stories in shuttle bus? A - It is possible. Shuttle bus it has disadvantage, people might get off before the discussion is concluded. But the distance between CBD and location is long, very few people get dropped along the way. It is success story.</p> <p>Ho do you monitor and evaluate this initiative? Awareness is raised, women know where to go, cases reported are increasing due to awareness.</p> <p>NM is the driving force, why can't this tasks be delegated to NGO's. Is NM not taking the role of NGO? Zimbabwe is trying to collaborate with NGO's, but there is not a very good level of trust and confidence between NGO and government.</p>
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South Africa	
<p>Main objective of programme</p>	<p>Men and Women in Conversation "10 years Review " How far have we come-Thabo Mbeki</p> <p>Purpose: South Africa is celebrating 10years of freedom. All government programs have to be in line with the review process coordinated from the presidency. Why? With all the transformative process inclusive of gender equality. How has it impacted on the lives of men and women. Perception of all this processes.</p>

Target groups	Men and women, provincial and national dialogues Theme of dialogue will come from situational analysis from national gender policy framework
Key strategy	
Use of ICT	<p>ICT Added Value</p> <p><u>Will use different ICT mediums to reach a diverse target group</u></p> <p>Conceptual and marketing</p> <p>Link with GCIS responsible for the media communication and campaign for 10 years review celebration.</p> <p>How ICT would be used?</p> <p>Using the existing mailing list within MGM to get input on the draft discussion document (OSW)</p> <p>Traditional Mediums : Community radio, Print, Commercial radio</p> <p>TV both current affairs and advertising,</p> <p>Target formations</p> <p>On Website : 3 sites</p> <ol style="list-style-type: none"> 1) GCIS: 10 years celebration events calendar 2) Specific sites: Women's Net 3) Hopefully on the NGM site if its complete (Main site) <p>Video Conferencing</p> <p>For the actual dialogue which will happen in parallel with that of men and women</p> <p>(How) During plenary male and female represent a two groups</p> <p>To connect the 3 dimension we use video conferencing</p>

	Simultaneous translations and recording g will be used for Zulu, Sotho, Shona, Venda, Afrikaans
Difficulties (problems and solutions)	ICT Difficulties: Not all formation will have access to Website, Financial supports Solutions: Summarize content of sites, essential of the programme and publicize on print media. Work around the general budget set-aside for the 10 years review celebration, Others sectors to be involved such as the private sectors.
Comments plenary	<ul style="list-style-type: none"> • Repackaging information into cassette to taxi drivers. • Information to be used to influence other Ministries too and not only a learning process to WM. • Community Radio were useful is 150 women meeting in CSN. • Information can also be put in Braille • Possibilities of content analysis

ANNEX 7: PLANS FOR NATIONAL MACHINERY WEBSITES (Group work 4)

Malawi	Zambia	South Africa
<p>Mission Statement</p>	<p>Information needed Outside NM</p>	<p>3rd Undo/Sub</p>
<p>Goals Objects</p>	<ul style="list-style-type: none"> - Government Policy on Gender - Information about the Implementation Plan - Structure of NM and IT's Composition - Gender statistics by sector 	<p>Private Sector</p>
		<ul style="list-style-type: none"> - Sector specific - Policies - Programmes - Data/Annual reports - Contact persons - Bursaries and Scholarships - Social responsibility programmes women
<p>Policies</p>	<p>e.g. Education</p> <ul style="list-style-type: none"> - Admissions into and graduation from Primary Schools/Secondary/Tertiary - Attrition rates - Progression rates 	<p>3rd Window/Sub section</p>
<p>Gender E.C.D - Early Childhood and Development O.V.C – Orphans and Other Vulnerable Children N G Program N S to combat GBV</p>	<p>Decision-Making</p> <p>No of Women and Men in:</p> <ul style="list-style-type: none"> - Parliament - Cabinet - Councils - Government - GFPS in Public Sectors and Institutional and Regional Linkages - International and Regional Instruments on Gender has Ratified. - Explanation on Gender Development Concepts 	<p>Civil Society</p> <ul style="list-style-type: none"> - Different organizations - Identify sectoral focus - Publications - Annual reports - Research - Data available - Monitoring and Evaluation
<p>Acts/Bills</p>	<p>Information needed within NM's</p>	<p>3rd/Sub section</p>
<p>WIA "Draft" D. V. Domestic Violence</p>	<ul style="list-style-type: none"> - Gender Research/Reports - Raw Gender disaggregated data e.g. 	<p>Government</p>

	<ul style="list-style-type: none"> GBB statistics form police - Macro and Sectoral Policies/Programmes for Analysis - Sectoral Progress Reports. - Type of support from cooperating partners. 	<ul style="list-style-type: none"> - Line Ministries Programmes - Parliament - Budget - OSW - Data - Local Government - Minutes - Provision Government - Bursaries - Scholarships M & E
<p>Institutional structure</p> <p>Annual Report</p>		<p>3rd Window</p> <p>Who participates</p> <ul style="list-style-type: none"> - Government - Civil Society - Private Sector - Donor Agencies - Policies/Guidelines on gender equality - Roles - Responsibility - Focus areas - Contact details - Data base <p>2nd Window</p> <p>Policies</p> <ul style="list-style-type: none"> - Institutional structure - Reporting levels - International agreements - South Africa legislation
<p>Available networks</p> <p>NGOs on Gender in Malawi</p>		<p style="text-align: center;">Window and Design</p> <p style="text-align: center;">About Structure</p>

		<ul style="list-style-type: none"> - Mainstreaming strategies - Programmes within National Machinery - Monitoring and Evaluation National Machinery - Vision - Mandate - Objectives
Guidelines on Gender budgeting mainstreaming Monitoring		
Gender Disaggregated Data in Decision-making position Public Private Policies Local government Civil Society		
Directorate of women achievers		
Service providers on G.B.V		

Botswana	Namibia	Seychelles
Information inside the machinery to be known -Vision -Mission -Mandates/issues -Objectives -Structure -Services -Policy	Organizational structure -Mandate -Mission -Vision	Content of information Internal -All policies addressing gender issues - Gender situation analysis - From public, private and NGO's sector

-Strategies -Plan of action Information outside the machinery to be known -Role of the national machinery -Research available on gender equalities -Statistics on gender issues -Sources of funding from different services/criteria	Specific NM Program Areas -Gender management systems -Family life empowerment -Economic empowerment -Early Childhood development -Child welfare -International relations -Research areas -Research Methodologies/tools	National plans, progress reports and annual reports from ministries, NGO's and GFPS.
	Legal instruments -national -regional -international -gender budgeting initiatives	-Gender related upcoming events -Specific budget component for gender -Gender based skills inventory
	List of stakeholders/partner agencies	Links to gender related websites and gender specific sites e.g. UN and Commonwealth etc. Gender disaggregated data in all spheres
	NM reports	External Role of the NM Policies related national machinery

ZIMBABWE	MOZAMBIQUE	MAURITIUS
Zimbabwe – NM Directory of DVPT Partners (Internet NGOs, Donors, Local NGOs, Civil	<ul style="list-style-type: none"> • Mission • NPAW 	About the NM e.g. <ul style="list-style-type: none"> • Mission statement • Objective/Aims • Organizational structure

Society, Community based organizations		<ul style="list-style-type: none"> • Functions of Units of NM
<ul style="list-style-type: none"> • Case Studies in developing and developed countries on gender issues. • Terms of reference for Gender management system Officers (i.e. Gender focal Persons, Gender Councils, Gender Program Officers) 	<ul style="list-style-type: none"> • Background of NMs • Structure • Mandate • Vision 	<ul style="list-style-type: none"> • Services offered by the NM • Stakeholders (linkages)
<p>Monitoring and evaluation tools and checklist</p> <p>History of national machinery</p> <ul style="list-style-type: none"> • Programme information: NGP, GBV, G& Health/HIV, WIPDM Research Doc , ECO ENPOW, G & Law etc. <p>Information on Gender sensitive Budgeting</p>	<ul style="list-style-type: none"> • Services • Institutional structure <p>Political Commitment</p> <ul style="list-style-type: none"> • International , Regional instruments Ratified by government 	<ul style="list-style-type: none"> • Projects and Programmes • Calendar of Activities • Legislation • Sex disaggregated data – (statistics)
<ul style="list-style-type: none"> • Research findings on topical Gender issues e.g. GBV, land etc. <p>Information on inter- & regional conventions i.e. BPFA, CEDAW, SADC Declaration</p>	<p>Gender research</p> <p>% of women in decision makers</p>	
<ul style="list-style-type: none"> • Staff Profiles • Gender disaggregated data and statistics • Information on intern/regional conventions e.g. BPFA, CEDAW, SADC Declaration on Gender and Development , African Platform of Action 	<p>Donors support Gender activity</p>	
The National Gender Policy and National Plan of Action		
Zimbabwe (outside NM)		
Information on Projects, Programmes on economic		

empowerment programme		
Gender magazine		
<ul style="list-style-type: none"> • A directory for sources for donor funding • Statistics on topical golden issues (e.g. GBV, Gender and HLTH, land issues) 		
<ul style="list-style-type: none"> • Information on sources of ICT training and connectivity 		
Progress reports e.g. Beijing Review Process, CEDAW SADC Declaration		

Swaziland	Tanzania
Mandate, role and objectives of NM	-Vision
International regional, legal instruments	-Mission
SD's position towards the instruments	-Objectives
Institutional framework	-Organization
National gender action plan	-Policy
Calendar of events	-Strategies
Pooling system to measure clientele base and awareness on gender issues	-Guideline
Progress reports	-Speeches
GBV-law reform	-reports
Directory of gender consortium	-Projects and plans of actions
Issue papers on gender	-Achievements
Research Conducted	-Regional and international instruments
Chart room	- Major events
Information on sensitization	-publications
5 years action plan of women parliament caucus	Job and training opportunities for women and men
Gender disaggregated data	Information on ministry initiatives towards development of women entrepreneurship skills
Gender and traditional cultural practices	Number of women in politics and decision making position
Gender and religion Christianity	Business opportunities
	Credit information

	Job opportunities
Gender and Constitution	Twelve critical areas of concerns

ANNEX 8: PLANS FOR NATIONAL MACHINERY NETWORKS (Group work 4)

Participants broke into their country groups and filled out a matrix for a Networking Plan for their National Machineries. These plans were written on flip chart paper and put on display for other participants to look at and write their comments on post-its.

Namibia

Purpose: to collect and disseminate gender information among staff members and stakeholders						
Who will be networked: all staff members, including regional offices and other stakeholders						
Task	Time frame	Implementation steps	responsibility	Tech. needs	Sending information	Receiving information
Mailing list	One month to get every one to have email IT comm set up	Set up an IT committee Create email addresses Internet	IT personnel Gender research personnel	Email Phone Fax, hard and software IT personnel	Reports, minutes, newsletters, memos, circulars, instruction	Disseminate reports, minutes, newsletters, memos circulars, instructions
Identify stakeholders			IT personnel All division IT	Hard and software IT personnel	Data on ECDC, newsletter, press releases, reports, invitations	Reports statistics, newsletters, pamphlets activity calendars, announcements

Comments: you will need more that IT personnel in order to implement this network – gender machinery for instance

Malawi

Purpose: to share information on gender with other stakeholders						
Who will be networked: civil society, NGO's, private and public sector						
Task	Time frame	Implementation steps	responsibility	Tech. needs	Sending information	Receiving information

Identify stakeholders	One month	Put advert in papers, TV, collect and consolidate the info.	PE-GM	Phone, fax, computer, email	Names, mandates of stakeholders	Our mandate and expectations
Collect addresses	2weeks	Making a list	Planning officer	Email, phone fax,	Email addresses	
Progress report to management	monthly	Collect and consolidate information	Planning officer	Computer, phone, diskettes CD Rom	Feedback on content	Progress reports
Develop newsletter	quarterly	Identify issue for NW letter, compile information, edit, print and disseminate	GPO R&D			newsletters

Comments:

Progress report is not a task it could be "preparation of Programme report
Identifying the mandate and expectations is very important!

Mozambique

Purpose: implementation of adult education gender perspective project						
Who will be networked: MMCAS, MINED, Relevant NGO's, Rural communities, relevant institutions						
Task	Time frame	Implementation steps	responsibility	Tech. needs	information exchange	
Dissemination of the ICTs workshop	1 week	Report	DNM DEP	Computer	Adult education and gender issues Inputs for the improvement of the project Role of each ministry in the project Experiences from other country	
Task force	1 month	TORs	MMCAS MINED	Telephone, cell phone, email, fax, website		
Project elaboration	3 months	Several contacts	Task force	Consultancy above ICT and computer		

Project Presentation	1 month	Initiated UN agencies Relevant minorities, NGO;s	MMCAS, MINED	Computer, email, power point, telephone, fax, letters	
Project approved	2 weeks	Protocol agreement	“	Email, fax, telephone	
Project implementation	2004 - 2006	fundraising	“	Above ICT, community, radio, printed materials	

Comments:

can the purpose be extended to other sectors? Using this as a pilot

I'm not sure the [purpose matches the tasks? They don't seem to be linked well?

Swaziland

Purpose: promotion of information sharing, lobbying, advocacy, production among the different stakeholders on gender issues						
Who will be networked: NM, Gov, NGO's, Civil society, MP's						
Task	Time frame	Implementation steps	responsibility	Tech. needs	Sending information	Receiving information
Stakeholders identification	2 weeks	Needs assessment, Sensitization/meetings, gender email addresses	NM	Fax, phone, email, medium forum	Email address, contact details	The purpose of the project
Screening/short listing for relevant stakeholders	1 week	Setting guidelines/criteria for selection, screening Develop screening template	NM	Appropriate email list		Welcome note of those accepted
Establishment of mailing list	3 days	Prepare mailing list	NM	Web site		Consolidated mailing list

Information monitoring plan - distribution - up dates	2 days and or certain specific intervals	Assigning administrators and editor, periodical updates, budget maintenance	NM	Trained website administrator and editor	All generated information	Feedback from network members and funds
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Comments:

Need to build in face to face meetings

Swaziland time not realistic for task

Zimbabwe

Purpose: linking up personnel into GMS						
Who will be networked:						
Task	Time frame	Implementation steps	responsibility	Tech. needs	Sending information	Receiving information
To mainstream the NGP (internal)	2004-2005	Distribute implementation guidelines and checklists - action plans - progress reports	GPO's GFP's D/PGCs	Computers/ printers, tel/fax	Guidelines and checklists	Reports and action plans
To monitor and evaluate mainstreaming NGP	2004-2005	Sending M&E tools Collecting data/info Analyzing data/info Submit to NM -	GPOs, GFPs, D/p GCs	Tel/fax computers and printers Appropriate software	Sectoral M&E reports Disseminating M&E reports	M&E tools

To manage a help desk	2004-2005	Compile/analyse and recommend Disseminated information - receive queries - find answers respond to queries	GPO's	Tel/fax computer email	responses	Queries
Gender based violence	On going	Identify stakeholders Integrated plan of action Steering committee Terms of reference Progress reports	NM, GFPs, NGO's, Civil Society, D/GCs	Radio, TV Print media Computers tel/fax/and email	responses	Reports cases on GBV Data
Economic empowerment	On going	Identify high visibility projects Identify training needs Respond to women that are economically disadvantaged	NM GFP, NGO's, Women's groups, D/Ps	Radio, tv Print media, computer equipment	Guidelines and checklists, distribution lists	Project proposals

South Africa

Task	Time frame	responsibility	Tech. needs	Sending information	<i>Receiving information</i>
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Meeting of the NGM- add into agenda: To conduct a workshop session 1) introduce mailing list 2) how to use (demo, training)	2 weeks	Lead: OSW, follow-up: all components	Computers, email		
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Comments:

You need to develop a system of information flow ie reporting, e-conferencing because of the diverse targets

This is achievable! And it can be extended – a pilot

United Republic of Tanzania

Purpose: to promote and enhance gender mainstreaming initiatives at local level					
Who will be networked: GFP's, development partners, gender macro group, parliamentary group, parliamentarians, NGO's and civil society					
Task	Time frame	Implementation steps	responsibility	Tech. needs	Information Exchange
Identification of recourse people and create a mailing list	July '04 to sept	Organise a meeting Compile electronic address Create a mailing list	MCDGC and DMWG	Computer printers Email service Fax telephones	Contact addresses
Identification of thematic areas for networking	Oct '04 Nov '04	Consultative meeting Brainstorming on thematic areas Set priorities	MCDGC and DMWG and stakeholders	Computers printers, fax and telephone line, internet service	Exchange of experiences and good practices

Develop plan of action to address the thematic areas	Dec '01 June '05	Mobilize financial and human resources Assign thematic areas to specific group/people Determine the time frame for implementation	MCDGC and GMWC	As above	Sectoral gender review reports Study reports Available desegregated data
Monitoring and evaluation	quarterly	Development of monitoring tool Operationalizing	MCDGC	As above	Lessons learned

Comments:

Including monitoring and evaluation is a very good idea!

Seychelles

Purpose: to establish a network to promote gender related issues at national level.					
Who will be networked: NM, NGO's GFPS, women's organizations, youth forum					
Task	Time frame	Implementation steps	responsibility	Tech. Needs	Information Exchange
Seeking approval from concerned ministry	2 weeks	To present project proposal on creating a network	Prin secretary	Computer and printer	<i>Approval and project, project approval to all members of management</i>
Identifying stakeholders	2wks	Small talk force group from gender committee TORs for networking	NM (FP)	Tel, fax, email radio	<i>Name of contact person and email address, TORs for networking</i>
Screening/filtering and short listing of organisations	1 wk	Developing criteria for screening Match and select Data input for further action	Gender mainstre aming comm.	computer	<i>Same as above, acknowledgement accept of reject</i>
Establish a mailing list	2Days	Prepare the mailing list	Gender mainst. comm	Computer and printer	<i>Information</i>

Information to concerned parties - plan	1 month	Organize and coordinate meeting Prepare a plan on networks Identify and make inventory of skills for various activities concerning gender	Gender mainst. comm	Telephone, fax, email	<i>Confirmation of attendance, agenda of the meeting</i>
Seeking approval for implementation	2 months	Budgeting details Sourcing skills to build network	NM through PS	Computers and infrastructure	
Implementation and installing of network	3 months	Installing, configuring and testing the mailing list	NM technicians	Computers and networking tools	<i>Commissioning projects</i>
Test run by sending notification of launching the network to mailing list	1 week	Implementation Write notification of communication, send to mailing list	NM	Computer internet and mail messenger	<i>Computer receipt of notification from concerned parties, send notification message</i>

Comments:

How will you involve the stakeholders from the beginning? You may need a face to face meeting.

You need to rethink about time

Build in face to face meeting among stakeholders

Technical software will be required – a step to do some research on the best too, and the best value for money must be inserted.

Plenary session on the networking plans presented on Friday of the workshop (UNDAW)

- ✪ Time frames are important, it's better to set a deadline for your activities.
- ✪ Some time frames seems unrealistic, rather set something achievable

- ✪ Also important to add human resources to your plans
- ✪ Bring in your networking people right from the start – in order to encourage participation.
- ✪ Those who have organized a network in a sector, may be able to extend it to other sectors, using the initial network as a pilot
- ✪ Seychelles had a test run page on the list – this is a good idea so that they can correct things that don't work
- ✪ ICT policy – all the plans are very innovative, and will benefit women. Maybe, in terms of ICT policy level these plans need to be inserted into ICT policy. This way you can improve the policy as well as get the technology support you need
- ✪ South Africa related that the networking happens in meetings and this becomes a talk shop – so outcomes don't happen and it creates more work for me
- ✪ Maybe it's a good idea to set out the roles and responsibilities right from the start so that the above doesn't happen
- ✪ Make sure that your network is a true network and not an organisation! Sometimes the network turns into something that is in competition with its members – for instance when it gets funding and competes with its members

ANNEX 9. NEEDS ASSESSMENT QUESTIONNAIRES

9.1. Needs assessment for information specialists

**Name of the person (or persons)
completing the questionnaire:**

Position(s):

Country:

1. *Technical Infrastructure Questions*

- 1.1. Do you have your own computer at work?
- 1.2. How many computers are in your office and who uses them?
- 1.3. How would you rate the efficiency of your computer?
- 1.4. Does your computer have a CD-ROM drive?
- 1.5. Do you have access to the Internet?
- 1.6. Do you have a dial-up connection or are you permanently connected to the Internet?
- 1.7. Who is your Internet Service Provider?
- 1.8. Do you experience crashes/unexpected interruptions to the service?
- 1.9. Do you have a reliable electricity connection?
- 1.10. Do you have a person able to assist you with technical troubleshooting?
How long does it take for this person to respond to your technical queries?

2. **Technical Know how questions**

- 2.1. Do all members of your institution have email addresses?
- 2.2. Do you communicate with other National Machineries and/or with your constituencies electronically?
- 2.3. What software do you use/have loaded onto your computer? I.e. Microsoft Office, email packages etc.

3. *Websites*

- 3.1. Does your institution have a website? If so, please provide your URL.
- 3.2. Who built it?

- 3.3. Who maintains it?
- 3.4. How regularly is it updated? I.e. daily, weekly, monthly, on an ad hoc basis.
- 3.5. Do you search the World Wide Web (WWW) regularly for information, news and events relating to your work?
- 3.6. Do you find useful information when you search the WWW?
- 3.7. Do you have some favourite/useful websites that you use? Please share these.

4. *Mailing lists/Listervers*

- 4.1. Do you belong to any email mailing lists/listervers?
- 4.2. If Yes, which ones?
- 4.3. Does your institution use email to disseminate news, information etc. If not, how do you disseminate your information?

5. *Networking*

- 5.1. What kind of information would you like to access?
- 5.2. Who are your partners? What organisations, NGO's, other NM's etc do you communicate with on a regular basis?
- 5.3. How would you rate your institutions networking? I.e. Do your partners know what your activities are and do you know what your partners activities are, is there duplication amongst your partner institutions?
- 5.4. What percentage of your day do you spend troubleshooting with technology, collating information, organizing information and disseminating information?

6. *Current Experiences*

- 6.1. Please list your ICT experiences (i.e. training undertaken so far)

7. *Expectations*

- 7.1. What are your expectations for the 2-day ICT training workshop?

7.2. Are there any specific topics you expect to be covered?

9.2. Needs assessment for gender specialists

Name of the person (or persons) completing the questionnaire:

Position(s):

Country:

1. National machineries (NM)

1.1. Please, mention three key gender issues in your country at present?

1.2. What are the NM main objectives and strategies?

1.3. What are the NM main programmes and projects? Who sponsors them?

1.4. Does the NM support ICT projects? If yes, please explain

1.5. Does the NM have a strategy for using ICT to promote gender equality?

1.6. Please indicate the number of staff in the NM (women/men, position)?

1.7. Is a focal point system in place within government and/or other actors (if yes, please describe)?

1.8. Is there a National Women's Commission? (If yes, describe who is in it and how it works at national, regional and/or international level, as relevant)

1.9. What is the NM budget :

1.9.1. Total (in US\$ if possible)

1.9.2. NM budget as a percentage on the national budget

1.9.3. National contribution compared to international contribution

1.9.4. Is the budget increasing, decreasing, or stable?

1.10. What are the main strengths of your NM?

1.11. What are its main weaknesses?

1.12. What are the NM's main monitoring mechanisms?

2. NM and information exchange

2.1. How do you **collect** information on gender equality issues and mainstreaming?

2.1.1. At local/national level (eg. women's organisations, statistics office, focal points in line ministries, research centres, universities, donors ...)

- 2.1.2. At regional and sub-regional level (eg. NM in other countries, SADC, ...)
- 2.1.3. At international level (eg. UN, International women's organisations)
- 2.2. What tools and mechanisms do you use for collecting info at all these different levels? (eg. meetings, questionnaires, email, internet, etc.)
 - 2.2.1. If you use electronic media (internet, e-lists) for collecting information, what kind of information do you collect and from which web sites or e-lists?
 - 2.2.2. If you do not use e-media, why not?
 - 2.2.3. What are the NM key problems for information collection?
- 2.3. Who do you work with and how to **conceptualise/design** the information you want to disseminate?
- 2.4. Can you illustrate how you 'package' the information at different levels (eg. use of local languages, costs of information – is it free for all user?, etc)
- 2.5. Can you give some concrete examples of the information you produce?
- 2.6. What tools and mechanisms do you use to **disseminate** information on gender equality issues and mainstreaming?
 - 2.6.1. To local/national partners?
 - 2.6.2. To regional and sub-regional partners?
 - 2.6.3. To international partners?
 - 2.6.4. If you do not use electronic media, why not?
 - 2.6.5. What are the NM key problems for information creation and dissemination?
- 2.7. What kind of gender information would you like to :
 - 2.7.1. Have access to on internet, e-network?
 - 2.7.2. Disseminate to others via internet, e-network?

3. NM and ICT

- 3.1. Do you have your own computer at work?

- 3.2. Who in the NM has access to internet? How frequently?
- 3.3. Does internet work well in your NM?
- 3.4. Do all staff members have their own work email address?
- 3.5. Does the NM have its own web site?
- 3.6. Level of computer literacy amongst NM staff:
 - 3.6.1. How many people use the computer as a word processor only?
 - 3.6.2. How many know how to use the internet? email?
 - 3.6.3. How many can design a web site?
 - 3.6.4. How many are members of an e-network/list on gender?
 - 3.6.5. Do you have access to computer or internet training in the government?
- 3.7. Please, if you know it, give more information about the computer resources available to the NM
 - 3.7.1. Type of equipment (hardware, software)
 - 3.7.2. Storage capacity
 - 3.7.3. Ratio staff/computer
 - 3.7.4. Other
- 3.8. Do you work closely with information officers/IT specialists from the NM or other organisations?
 - 3.8.1. if yes, explain how you work together
 - 3.8.2. If no, why not?

4. ICT in your country

- 4.1. Do you know who in your country uses ICT for development and gender?
- 4.2. What would you say are the main difficulties for ICT in your country?
- 4.3. To your knowledge, are certain groups of women or men facing particular difficulties to access and use ICT?

document) were given exposure to gender, gender and ICT and ICT issues (and not only be trained on technical aspects) so that they could better understand the thematic and political agenda of national machineries and “serve” them better.

The workshop followed a twin track approach: the two ‘groups’ spent the first two days together so that a common understanding and language could be developed in relation to gender and ICT. Then , the ICT group attended a separate two day workshop on the use of information and communications technologies for knowledge management and information sharing. This practical training (computers were used) aimed to support networking and partnerships among national machineries, through effective development and maintenance of information bases, web sites and related information infrastructure. (See results in section x of this report) in section). In parallel, the gender group continued its exploration of links between

Conceptually, it was a strategic choice to explore the whole range of ICT tools and not to focus on electronic/computer-led ICT only. Whist the potential of digital tools was

Box 2 Definition of scope of ICT

Information and communication technologies (ICT) comprise a complex and heterogeneous set of goods, applications and services used to produce, distribute, process and transform information. The ICT sector consists of segments as diverse as telecommunications, television and radio broadcasting, computer hardware and software, computer services and electronic media (e.g., the Internet, electronic mail, electronic commerce and computer games) as well as the content of these media. (*Information and communication, technologies and their impact on and use as an instrument for the advancement and empowerment of women, Report of the Expert Group Meeting, Seoul, Republic of Korea, 11 – 14 November 2002*)

recognised (the creation of an e-network and a prototype NM web site were desired outputs of the workshop), it was felt that it was important to counter the tendency to ‘reduce’ ITC to computers and to promote the potential of other forms of

ICT, some more suited to the technological, financial and cultural contexts of NM.

Thus, participants brainstormed to define ICT as a range of tools including:

- Newsletter, magazines, pamphlets
- Commercial and community radio
- Audio cassettes (for recording and playing back content)
- Drama
- Puppet shows
- Video (to record and play back content)
- TV
- CD roms
- Cellular phones (eg. SMS networking and links to web sites)
- E-conferencing

Web sites (permanent and/or temporary linked to a specific event)
 E-conferencing
 Emails, E discussion lists, chat rooms
 Cybercaravans
 Telecentres (use of computers, CD roms, internet, fax, phones)

The two groups worked together again on the last day of the workshop to identify common strategies for institutional capacity-building for promoting gender equality through the effective use of ICT, and to develop an e-based network of national machineries.

A debriefing meeting took place every evening to review the day, as it was expected that this workshop would serve as a pilot and that its results would be used in the organisation of four additional similar events for representatives of national machineries of other countries in Africa.

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Party politics sometimes hinder NM's capacity to work with 'the other side' (unclear)		
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As both a cause and a result, in practice,		
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women' activists and a 'technical' rather than a		
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Why is the above in a box? I thought what should be there is only presentations. If you want to use the box you could perhaps just leave the bits between brackets. The rest should be in the text.

I am also a bit worried about how a) and b) above can be interpreted. I think the strategic choice is about analysing the situation in terms of gender discrimination, the eg if the discrimination is against women (which is really 99% of the time), the choice is whether the discrimination will be lifted if women are targeted then fine, but in some cases the discrimination can only be dealt with if both women and men or just men are targeted.

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Several implementation issues have already been touched on in previous spheres, relating to funding, staff capacity and NM co-operation with line ministries via GFP. Balancing mainstreaming and specific actions is another key preoccupation of most NM, as is targeting, ie. s		
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(for instance work on women and HIV – primarily a health issue, women's literacy – pertains to education)		
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Same comments as above apply to the box. I do not think that the participants came to an agreement about this. I think it was really our message and that there was quite a bit of resistance from their part to take it on. On a more substantive issue, I think that the role of the NMs is about being a catalyst, ensuring gender mainstreaming, and this can happen through lobbying and pressure and through helping in the process of mainstreaming gender in all sectors etc.

In terms of style I think that it would be best to have the two discussions (women or men) and the role of the NMs in mainstreaming) should be highlighted as two sub sections with clear titles.

At implementation level, NM also mentioned that donors' reporting requirements (all different!) were too time consuming for their generally under-

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staffed gender units and were complied to at the expense of more effective tasks.

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Zambia web-site case study. – I have done the following text – but I don't really have any useful info about the process by which they set up the web-site , or on the challenges they faced etc. Don't know if either of you have notes on this? Otherwise this is all I have.

The NM in Zambia is the Gender in Development Division at the Cabinet Office. It is mandated with coordinating the implementation of the National Gender policy; facilitating research and resource mobilisation for implementation of gender and development programmes.

The GIDD includes the National Gender Resource Centre. This centre focuses on the information needs of GIDD's clients who are Gender Focal Points, civil society, scholars, researchers and the general public).

To this end the National Gender Resource Centre has recently developed a national gender web-site for Zambia (<http://www.gender.gov.zm/>). This site caters for the information needs of clients

This includes:

- A description of the national gender policy, which was adopted in march 2000
- An explanation of the structure and remit of the GIDD, as well as details of the
Zambian Gender Focal Point system
- A range of gender resources, including national gender statistics, arranged by sector,
links to other sites dealing with gender equality issues, the results of interactive
surveys, and responses to a list of FAQs (Frequently Asked Questions) on gender.

In addition the sites has been developed to allow frequent users to log in to use services, and to create interactive discussion for a on gender issues.

A resource person, Rita Mijumbi-Epodi, presented a case study from Uganda where illiterate women and men in non-connected communities use a CD rom for economic empowerment.the website about this initiative is:
<http://www.iwtc.org/files!/start.html>

The case study outlined the development and use of an interactive CD-rom, entitled “Rural Women in Africa – Ideas for Earning Money”, which has been produced by the IWTC (International Women’s Tribunal Centre) in Uganda. The CD can be navigated using a simple system of symbols, accompanied by audio narration in local languages which raises key issues on income generating activities and responds to the specific priorities of rural Ugandan women. It can therefore be used by rural non-literate women. Dissemination of the CDs has been through telecentres, and has been accompanied by training, carried out by local women, in how to use the computers to run the CD. The dissemination of the CDs therefore also involved activities to build women’s access to the telecentres, which had previously been the realm of young men..

(same) Too general – add ????????

Examples of such questions could be as follows: