

**Department of Economic and Social Affairs (DESA)
Division for the Advancement of Women (DAW)
Economic and Social Commission for Western Asia (ESCWA)
Center for Women (ECW)
Capacity Building for Promoting Gender Equality in Africa and
West Asia Countries**

AIDE-MEMOIRE

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

Beirut, Lebanon
27 June – 1 July 2005

I. Introduction

The Division for the Advancement of Women (DAW) and the Economic Commission for Western Asia are co-organizing with the Economic and Social Commission for Western Asia (ESCWA), Center for Women (ECW) a workshop for representatives from national machineries for the advancement of women. The workshop will identify common strategies for institutional capacity-building for promoting gender equality through the effective use of information and communications technologies (ICTs), and develop an e-based network of national machineries. The five-day meeting for senior representatives of national machineries will include training for expert representatives and information managers/specialists from national machineries on the use of ICTs for knowledge management and information sharing. Select ICT policy makers are also invited.

The workshop will take place in Beirut, Lebanon, from 27 June to 1 July 2005. The following countries will be invited to participate: Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Oman, Palestine, Qatar, Saudi Arabia, Syrian Arab Republic, United Arab Emirates, and Yemen.

The workshop in Beirut is the fifth in the series of five workshops which the

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 th

- Representatives from fourteen countries 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;
- National machineries will be able to influence national ICT policies and processes from a gender perspective.

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

C. Venue and participants

The five-day event will take place at the Economic Commission for Western Asia (ESCWA) in Beirut, Lebanon.

The number of participants will be approximately forty-eight. They will include:

- Three representatives from each country: two expert representatives from the national machinery and one information specialist working with the national machineries;
- Four ICT policy makers;
- Two to three staff members from Division for the Advancement of Women;
- Five consultants/facilitators/trainers;
- One to two resource persons;
- Representatives from regional/sub-regional institutions; and
- Representatives from the ESWCA

D. Organizational and administrative matters

The workshop will be co-organized by the Division for the Advancement of Women and ESCWA. The meeting of 28 representatives of national machineries, 14 information specialists and 4 ICT policy makers will be held for 5 days. On the final day, the results of the discussions in the meeting, strategies for developing action plans for incorporating gender perspectives into ICT policies, utilizing ICT effectively in their work, 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, knowledge management 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 strategy for improved knowledge management and advocacy using ICT and a framework for an e-based network.

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 discuss the development websites for national machineries.

E. Documentation

The documentation of the workshop will comprise relevant background papers, including United Nations documents, as well as training material designed specifically for this 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 Division for the Advancement of Women will make available funds required to cover all expenses regarding the organization of the workshop for all other participants. This will include the costs of travel and daily subsistence allowance (DSA)