

ECA'S IGF TASK FORCE FACE-TO-FACE MEETING

Addis Ababa, Ethiopia

8 - 9 September 2022

DAY 1	TIME	ACTIVITY	RESPONSIBLE
	09h00-09h30	Welcoming the Steering Committee & Invitees	Mactar Seck
	09h30 - 10h30	Presentation by ECA IGF TF Chair	Poncelet Jokkolabs Banjul
	10h30-11h00	Tea Break	All
	11h00-13h00	Discussion: 1. TF Mandate 2. TF Workplan 3. TF Work breakdown (Role and Responsibilities / Resources)	Chaired by Mactar Seck
	13h00 - 14h00	Lunch	All
	14h00-15h00	Discussion : 1. Status Update on the recruitment of Volunteers 2. Workplan for the volunteer group 3. Selection Committee	Chaired by Poncelet Jokkolabs
	15h00-15h30	Tea Break	All
	15h30-16h30	Discussion 1. Promotional Materials Rapporteur and setting agenda for the second day	Mactar Seck & Sorene Assefa

DAY 2	TIME	ACTIVITY	RESPONSIBLE
	09h30 - 10H30	Presentation by Ministry	Tsedeniya Namrud
	10h30-11h00	Tea Break	All
	11h00-12h:30	ToR: <ol style="list-style-type: none"> 1. Rapporteurs 2. Technical 3. Conference 4. Event (Side Events) 5. Media & Communication Updating the Volenteers ToR based on the 1st day develeables and inputs from ECA's FP	Chaired by Poncelet Jokkolabs
	12h30-12h:45	Setting of the date for : <ol style="list-style-type: none"> 1. The open call (12- 23 Sept) 2. Announcement of the selected Volenteers (28 Sept) 3. Training by PRIDA (10 – 14 October) 4. General onboarding orentation (Date to be Set) 5. Orentation per Group (date to be negotiated by the FPs) 	Mactar Seck & Sorene Assefa
	12h45-13h:00	Closing	Mactar Seck
	13h00 – 14h00	Lunch	All