



**REPORT OF THE SADC TRAINING WORKSHOP ON
TRADE IN SERVICES ONLINE NEGOTIATING FORUM
27 JANUARY, 2014, Gaborone, Botswana**

1. Introduction

The Secretariat organised a one-day training workshop on the SADC Trade in Services Online Negotiating Forum, on the 27th January, 2014, in Gaborone, Botswana. The objective of the workshop was to train the SADC Member States Trade in Services Focal Points on the use of the Online Negotiating Forum, as requested by the 20th TNF services meeting of 19-22 November, 2013. The Online Negotiation Forum is hosted on the SADC Trade in Services website and is intended to facilitate bilateral negotiations among Member States.

The workshop was facilitated by the SADC Webmaster and was attended by representatives of all SADC Member States. The workshop programme and the list of participants are attached as **Annex 1 and 2** respectively.

2. Summary of Key Issues from the Training

The Webmaster introduced the website and took participants through its features. Member States were informed that the website allows interaction between the Secretariat and its internal and external stakeholders through intranet and extranet respectively. The website has both public information and also some protected information to which access requires a password. Access is granted to registered users, for whom a special form (see **Annex 3**) has been designed, that requires approval by Member States Ministries/Departments responsible for Trade. Deregistration and update of dormant accounts will be done annually by the Webmaster by contacting the approving institutions of the Member States. There is no limitation on the number of users per Member State. Users will access rights that will allow them to edit information, but only in respect of information supplied by their countries. All participants in the workshop were registered during the workshop.

The online negotiating forum was introduced to participants, and requires Member States to book for a channel mentioning the parties and individuals that will be participating in the forum. The discussions in the forum will be private between the involved parties and will be closed when parties to the discussion logout, while the proceedings of the discussions will be emailed to the individuals involved in the discussions. A copy of the same will be posted on the country profile on the website for future reference. In addition to the online negotiating forum, the website also has a feature that allows for general public discussions on trade in services, which does not require registration.

Participants were trained on how to use the online negotiating forum, involving some practical exercises in which two sets of groups worked on requests from each other. From this experience, participants provided preliminary feedback on the usefulness and function of the forum. Below are key recommendations for improvement of the website and the online negotiating forum:

- To facilitate continuous update of user accounts, there should be a system-generated reminder sent to emails of those users who have not accessed their accounts within a given time interval.
- It will be useful to add a feature that would allow Member States to request bilateral negotiations with target Member States and for the system to generate a notification to the Member States concerned. The system should also automatically send a notification to the Secretariat in case the parties request the Secretariat's input during their bilateral discussions. This feature should be automated as much as possible to reduce the work of setting-up channels and approving participants.
- The facility should provide a means to upload and share documents that are related to a discussion, over-and-above the current provision for sharing URLs.
- Participants should complete registration forms and send scanned copies of the signed forms by email to the webmaster@sadc.int and send the original hard copy by post to:

Executive Secretariat,
SADC Secretariat
FAO: The Webmaster
Private Bag 0095
Gaborone, Botswana

- Trade in Services Focal Points should identify other stakeholders in their countries who require registration and coordinate their registration

3. Conclusion and way forward

Generally, participants appreciated and commended the efforts by the Secretariat to design the online negotiating forum. Member States expressed the need to access documentation and information readily and to have live and instant communication with each other through the online facility. This facility will be useful to reduce paper work and emailing heavy documents to the Member States.

The Webmaster will work on the recommendations to ensure that the facility is fully functional as soon as possible. All documents for trade in services meetings and workshops will always be uploaded and the Secretariat will update the website regularly. Member States will make use of the facility and the Trade in Services Focal Points will continuously facilitate the updating of users.



Training workshop on SADC Trade in Services Website Draft Programme

Monday 27th January 2014

Time	Activity	Responsible
08.30 - 09.00	Registration	All
09.00 - 09.30	Opening remarks	SPO-Trade
09.30 - 10.00	Introduction to the website	Webmaster
10.00 -10.30	User registration	Webmaster
10.30 -11.00	Tea/coffee break	
11.00 -12.30	Website features	Webmaster
12.30 - 1400	Lunch	
14.00 -15.30	Online negotiating forum (break away sessions)	Webmaster
15.30-16.00	Tea/coffee break	
16.00 - 17.00	Online negotiating forum Cont.	Webmaster
17.00	Wrap-up and closing	PO-Trade
*****End of training*****		

**LIST OF PARTICIPANTS FOR THE SADC TRAINING WORKSHOP ON WEBSITE
27 JANUARY 2014: LANSMORE HOTEL: GABORONE, BOTSWANA**

NO	COUNTRY	NAMES	MINISTRY	CONTACT DETAILS
1	ANGOLA	Ms. Júlia Márcia de Carvalho Neto de Almeida	Statistician – Ministry of Commerce	julia.marcia81@hotmail.com -Tel: +244925240046
2		Dr Carlos Joao Soares	Technical of Statistics National Bank of Angola	cjsoares@lda.bma.ao OR csoares236@hotmail.com Tel. +244222679200 OR Tel. +244923523792
3	BOTSWANA	Mr Potlako Condryl Kgari	Sen. Statistician - Statistics Botswana	pckgari@gov.bw OR pkpotsi@gmail.com Tel. +2673934968 OR Tel. +26776813417 OR +26772522312
4		Ms Baby Mogapi	Senior Economist – Bank of Botswana	Mogapib@bob.bw OR Tel. 3606595 OR 71799306
5		Ms Ogaufi Phemo Motshwane	Trade Officer - Trade & Industry	phemzchreach@gmail.com OR omotshwane@gov.bw Tel. +2673685341
6		Ms Charity Kelaotswe	Snr. Trade Officer – Trade & Industry	ckelaotswe@gmail.com OR Tel.++2673685300 Tel. +26771697538
7	DRC	Mr Emene Bakili Robert	Commerce Exterieur -Focal Point	robertemene@yahoo.fr Tel. +243815101046
8		Mr Mukalay Banza Kelly	Statistician – Institut National De Statistique	kellymukalay@gmail.com Tel. +2438114110660 OR Tel. +243897407006
9		Mr Thierry Simbi Kalenga	Economiste – Banque Central Du Congo	calmentsimbi@yahoo.fr Tel. +243814079218 OR Tel.+243998001253
10	LESOTHO	Mr Tseliso Phafoli	Statistician – Bureau of Statistics	t.phafoli@bos.gov.ls OR puffs@galmail.co.za Tel. +26622323852 OR Tel. +26658775473
11		Mrs Ayanda Daka	Trade Promotion Officer – Min. of Trade	hazeldaka@gmail.com Tel. +26622312692 Tel. +26664055838
12		Mr Silase Lebusetsa Matela	Economist – Central Bank of Lesotho	imatela@centralbank.org.ls Tel. +26622314281 OR Tel. + 266 59141285
13	MALAWI (Lilongwe)	Mr Ali Kamanga	Assistant Director of Trade – Min. Ind. & Trade	kamangaal@gmail.com OR Tel. +2651770244 Tel. + 265999566075
14		Mr Hector Master Kankuwe	Principal Statistician - National Statistical Office	h_kankuwe@yahoo.co.uk OR hector.kankuwe@gmail.com Tel. +265991340409 OR Tel.+2651774117/119
15	MAURITIUS	Mr Ghanish Beegoo	Analyst – Bank of Mauritius	ghanish.beegoo@bom.mu Tel. +2302023988

NO	COUNTRY	NAMES	MINISTRY	CONTACT DETAILS
				Tel. +23057761354
16		Mrs Fazia Pokun	Trade Policy Analyst – Min. of Foreign Affairs	fpokun@mail.gov.mu OR motas@intnet.mu Tel. +2302138241 OR Tel. +23057236062
17		Mrs Naigee Guillaume	Statistician – Statistics Mauritius	nguillaume@mail.gov.mu OR statsmauritiushome@mail.gov.mu Tel. +230201800 OR Tel. +23057959699
18	MOZAMBIQUE	Mr Manuel Elidio Gune	International Trade Officer – Trade & Industry	mnlgune@gmail.com Tel. +258827862514/26234259
19		Mr Keita Antonio Taibo Gouveia	Economist – Banco de Moçambique	Keita.gouveia@bancomoc.mz OR Tel. +25821321914/354600 Keita.gouvenia@hotmail.com Tel. +258827105150/847413249
20		Mr Adriano Atanasio Matsimbe	Statistician.- National Statistics Office	adriano.matsimbe@ine.gov.mz OR admatsimbe@gmail.com OR Tel. +258827549672 Tel. +25821356760 OR Tel. +258829338359
21		Ms Isabel Maria Da Silva	Head of Cooperation Dept. – Min. of Tourism	isabeldasilva28@yahoo.com.br Tel. +25821303650 OR Tel. +258829594170
22	NAMIBIA	Mr Petrus Haufiku	Policy Analyst – Min. of Trade & Industry	haufiku@mti.gov.na Tel. +264612837322 OR Tel. +264811246194
23		Ms Daveline Muundjua	Policy Analyst – Min. of Trade & Industry	muundjua@mti.gov.na Tel. +264612837369 OR Tel. +264812768196
24		Ms Elder Uaezurura Kamundu	Senior. Economist – Bank of Namibia	Edler.kamundu@bon.com.na OR Tel. +264612835237 OR Tel. +264812961393
25		Mr Erwin Naimhwaka	Economist – Bank of Namibia	Erwin.Naimhwaka@bon.com.na OR Tel. +264812881846
26		Mr Elijah Mwemba Saushini	Senior Statistician – IMTS Namibia Statistics Agency	esaushini@nsa.org.na OR esaushini@gmail.com Tel. +2646143143279 OR +264856031123
27	SEYCHELLES	Mr Terence Andy Payet	Statistician – Central Bank of Seychelles	terence.payet@cbs.sc Tel. +2484282000/2112 Tel. 2482511887
28		Mr Rennick Charlette	Trade Officer – Min. of Finance, Trade & Inv.	rennick.charlette@finance.gov.sc Tel. 2484382101 Tel. +2482724674
29		Mr Tyrian Zarqani Gendron	Economist – Min. of Finance	tyrian.gendron@finance.gov.sc OR Tel. +2482714515 tyriangendron1@gmail.com Tel. +2484382092/4375512
30	SOUTH AFRICA	Ms Vahini Naidu	Dept. Director -Trade in Services- Min. Trade & Ind.	vnaidu@thedti.gov.za OR Tel. +27123943083
31		Ms Morgenie Pillay	Dept. Director – Min. Trade & Industry	mpillay@thedti.gov.za OR Tel. +27123943043 Tel. +27832286066
32		Ms Joyce Essel-Mensah	Manager - Statistics South Africa	joycee@statssa.gov.za OR Tel. +27123108155

NO	COUNTRY	NAMES	MINISTRY	CONTACT DETAILS
				Tel. +27828882374
33	SWAZILAND	Ms Nonhlanhla Simelane	Ass. Economist-Central Bank of Swaziland	nonhlanhla@centralbank.org.sz OR nonhlesim@gmail.com Tel.+26824082237 OR Tel. +26876041762
34		Mr Thembinkosi Shabalala	Principal Statistician – Central Statistics Office	shabalalat@swazistats.org.sz OR shabalalat@hotmail.com Tel. +26824042151 OR Tel.+26876086271
35		Ms Lungile Portia Dlamini	Sen. Trade Policy Analyst – Min. of Com. Ind. & Trade	itd@realnet.co.sz OR mahlalelalp@yahoo.com Tel. +26824041808/9 OR Tel. +26876502696
36	TANZANIA	Mr Festo Adam Mlele	Assistant Manager – Bank of Tanzania	famlele@bot.go.tz OR Bernmlele1@hotmail.com Tel. +255754272094 OR Tel. +255222233293
37		Mr Abdul Chacha	Principal Trade Office Min. of Ind. & Trade	abdulchacha@yahoo.co.uk OR amarwa24@yahoo.com Tel. +255784312474 OR Tel. +255222127897/8
38		Mr Albert W. Kapala	Statistician – Bureau of Statistics	albertkapala@nbs.go.tz OR albertkapala@gmail.com Tel. +255768202040 OR +255222122722/3
39	ZAMBIA	Ms Nombulelo Anthea Mbuzi	Trade & Inv. Promotion Officer-Min. of Comm. Trade & Ind.	NMbuzi@mcti.gov.zm OR shwinkilee@yahoo.com Tel. +260211224115 OR +260977816699
40		Christabel N. Mwananshiku	Senior Economist – Bank of Zambia	cmwanans@boz.zm OR cmwanans@gmail.com Tel. +260 211 228888 OR +260966762304
41		Mr Joseph Tembo	Principal Statistician – Central Statistical Office	jtembo@zamstats.gov.zm OR jtchikali@gmail.com Tel.+260211253609 OR +260977808496
42	ZIMBABWE	Mr Ronald Mhlanga	Manager, ZIMSTAT	rmhlanga@zimstat.co.zw OR mhlangaronald@gmail.com Tel. +2634706681-7 ext. 184 OR Tel.+263734938228
43		Mr Henry Mushayi	Economist – Reserve Bank of Zimbabwe	hmushayi@rbz.co.zw OR henry.mushy@gmail.com Tel.+2634703000 OR Tel +263773398516
44		Mr Shingirayi Owen Mareya	Economist – Min. of Industry & Commerce	somareya@miit.gov.zw OR somareya2005@gmail.com Tel. +263793461 OR Tel.+263772954858
45	INTERPRETERS	Mr Ashwin Hulman	French Interpreter	ashwin_hulman@yahoo.co.uk
46		Mr Moemedi Nthapelelang	French Interpreter	nthaps@yahoo.com
47		Ms Julia Dos Santos	Portuguese Interpreter	Juliado8@gmail.com
48	SADC SECRETARIAT	Mr Alfred Ndabeni	TIFI	andabeni@sadc.int

NO	COUNTRY	NAMES	MINISTRY	CONTACT DETAILS
49		Ms Johana Segotlong	TIFI	jsegotlong@sadc.int
50		Ms Emily Mburu	TIFI - REIS	emburu@sadc.int
51		Ms Lerato Ntlopo	TIFI	lnntlopo@sadc.int
52		Ms Viola Sawere	TIFI - GIZ	vsawere@sadc.int
53		Mr Malcolm McKinnon	TIFI - GIZ	mmckinnon@sadc.int
54		Mr Fines Munkonze	Statistics	fmunkonze@sadc.int
55		Mr Ramoletane Lekhanya	ICT	rlekhanya@sadc.int
56		Ms Connie Masilo	REIS	cmasilo@sadc.int



**SADC INTRANET/EXTRANET
REMOTE ACCESS USER REGISTRATION FORM**

The SADC Secretariat has developed a restricted website to facilitate sharing of information internally and with Member States. This facility shall be accessed by SADC Secretariat employees, National Contact Points, National Media Coordinators and other staff members assigned SADC roles in Member States. The website requires username and password and certain pages are restricted based on user groups. In order to be granted access, designated staff members in Member States are required to register as Remote Users.

The Remote Users shall be required to complete this registration form on an annual basis. Member States are required to ensure that where Remote Users are replaced or are no longer responsible for dealing with SADC matters, the SADC Secretariat is informed and new Remote Users complete this form. To this extent, this form constitutes a commitment by Member States that all information shared through the Intra/Extra-net by Member States is true and correct, that Member States shall ensure that all Remote User requirements are met and that information accessed through this facility shall be used for its intended purposes only.

A password shall be issued to the new Remote User upon receipt by the Secretariat of this completed form.

PART A TO BE COMPLETED BY THE REMOTE USER

First name:	_____	Surname:	_____
Designation:	_____	Member State:	_____
Supervisor:	_____	Business Area	_____
Location:	_____	:	_____
Id. Number:	_____	Institution:	_____
Tel.:	_____	Personal employee number/National identification number (whichever is applicable)	_____
Email:	_____	Fax:	_____

Declaration

I declare,

- That the information that I will provide to the SADC Secretariat through the Intranet/Extranet is factually correct
- That the information supplied to the SADC Secretariat is in no way binding on the SADC Secretariat and if found to be factually incorrect is not the responsibility of SADC Secretariat;
- That all information provided to the SADC Secretariat will be assumed to have been vetted and approved under my country's laws, policies and procedures including international copyright laws;
- That my password shall be kept secret at all times during the time that I am the Remote User and where there is suspicion of any unauthorised use, I shall immediately inform SADC Secretariat; and
- That I will, with immediate effect cease to use this facility once all rights to the use of this facility have been withdrawn as a result of termination of employment, end of contract or any other reason the result of which would not entitle me to use this facility.

Signature: _____ Date: _____



**SADC INTRANET/EXTRANET
REMOTE ACCESS USER REGISTRATION FORM**

PART B TO BE COMPLETED BY ACCOUNTING / SUPERVISING / SENIOR OFFICIAL

I confirm that the above-named Remote User is in the employment of the *Government / Government Agency / other _____ (specify) involved in SADC matters and is duly authorised to access the SADC Intranet/Extranet on behalf of _____ (name of Member State) for a period of 12 months from January to December (provided that registration of new Remote Users may be valid to December of the year of registration if such registration is undertaken during that year) and such period may be extended on expiry by completing a new registration form. I further confirm that I shall ensure that the declaration by the Remote User is fulfilled and shall immediately inform the SADC Secretariat of any changes in the status of the above Remote User.

Name : _____ Job Designation: _____

Date: _____ Signature: _____

Official Stamp :



PART C TO BE COMPLETED BY SADC SECRETARIAT

Name of recipient : _____

Job designation : _____

Date of receipt: _____

Signature of recipient : _____

Acknowledgement by Webmaster

Name: _____ Signature: _____ Date: _____



**SADC INTRANET/EXTRANET
REMOTE ACCESS USER REGISTRATION FORM**

Processing Instructions

- A scanned copy should be sent to the Webmaster – Mr. Lekhanya webmaster@sadc.int and copied to registry@sadc.int (this will not activate your registration but will inform us of who is being nominated so we can begin internal processes and follow up if the original document is not received).
- The original form should be posted to the following address
The Executive Secretary
Southern African Development Community
FAO The Webmaster
Private Bag 0095
Gaborone
Botswana
- Upon receipt of the original form nominees will be contacted with password and instructions on how to access the Intranet.