**WORKSHOP / MEETING REPORT TEMPLATE**

**WORKSHOP/MEETING TITLE:** ICT training which has focused on equipping partners with skills to use emerging Information and Communication Technologies (ICTs) to tell and document stories and contribute to the body of knowledge on women’s rights and gender equality in Africa and globally.

**DATE:** 22nd June 2023 9:00 am – 4:00 pm

**LOCATION:** Grazia Apartment Hotel

**ORGANIZER: (***NGO or Government Institution***)**: OXFARM

**OBJECTIVES OF THE MEETING/WORKSHOP:**

* Share experience gained after trainings in November 2022.
* Presenting changes made to your organization social medias.
* Listing activities that may be carried out in second caravan relating to Maputo protocol anniversary in July.
* Setting caravan planning committee.
* Providing certificates to trainees

**DISCUSSED TOPICS / AGENDA**

* **FIRST AGENDA**

We have discussed about the impact of november trainings and shared achievements of different organisations from these trainings, also methods they used , their challenges and initiatives.

* **SECOND AGENDA**

We discussed about previous caravan, activities done, areas and what they have gained and also we’ve planned the second caravan where we have created planning comitte in which GLF belongs.

**RECOMMENDATIONS:**

From experience I leanrt from others I’ve found that social medias play big role in forum development. I reccomend GLF to put in consideration technical team and put some finance.

I reccommend also GLF technical team to :

1. Make a hotline.
2. Create YouTube TV.
3. Create online newsletter.
4. Build partenership with Radio stations.

**Prepared by:**

Name: Twizeyimana Bertin

Signature :



Date :

23rd/June/2023

**SUBMITTED TO**:

**Prepared by:**

Name: ……………………………………….

Signature :…………………………………..

Date :………/………/………………………..

**Prepared by:**

Name: ……………………………………….

Signature :…………………………………..

Date :………/………/………………………..

Name: GLF RWANDA