

**ICT Annual Meeting**  
**29 April<sup>th</sup> – 02<sup>th</sup> May 2025**  
**IJC ARUSHA**  
**Timetable**

Day	Time	Event	Responsible
<b>28<sup>th</sup> April,2025</b>	<b>Arriving in Arusha</b>		<b>Participants</b>
<b>Day one</b> <b>29<sup>th</sup> April,2025</b>	7:30 - 8:30AM	Arrival & Registration	Secretariat
	8:30 – 9:00AM	Introduction & Familiarization	DICT
	9:00 – 9:45AM	Arrival of guest of Honour & Key note	Hon. CR
	9:45 – 10:00AM	Group Photo	Secretariat
	<b>10:00 – 10:45AM</b>	<b>Health Break</b>	<b>All</b>
	10:45 – 11:15AM	Laying down foundation for the Workshop	DICT
	11:15 – 11:45AM	Experience sharing (2 Case Study)	Selected Zones
	11:45 -1:30 PM	Plenary discussion	
	<b>1:30 – 2:30PM</b>	<b>Lunch Break</b>	<b>All</b>
	2:30PM- 3:30PM	Presentation - Infrastructure	Presenters
	03:30 – 4:30PM	Plenary discussion	All
	4:30 –	Closure of day one	All
<b>Day two</b> <b>30<sup>th</sup> April,2025</b>	7:30 - 8:00AM	Registration	Secretariat
	8:00 – 08:10AM	Recap of day one	Volunteer
	08:10 - 09:10AM	Presentation - Systems	Presenters
	09:10 - 10:30AM	Plenary Discussion	All
	<b>10:30 – 11:00AM</b>	<b>Health Break</b>	<b>Participants</b>
	11:00 – 11:30AM	Infrastructure - Court buildings	Presenter
	11:30 – 12:00PM	Help Desk & Support Services	Presenter
	12:00-01:30PM	Plenary Discussion	All
	<b>1:30 – 2:30PM</b>	<b>Lunch Break</b>	<b>All</b>
	2:30 – 4:00PM	ICTO Roles, Responsibilities & Ethical Conduct	DICT
	4:00 – 4:30PM	Plenary Discussion	All
	4:30 –	Closure of day two	All

<b>Day 3</b> <b>01<sup>th</sup> May, 2025</b>			
	7:30 - 8:00AM	Registration	Secretariat
	8:00 – 08:10AM	Recap of day two	Volunteer
	08:10 -09:10AM	Establish Standard Workplan	All
	09:10 -10:30AM	Reporting mechanism	DICT
	<b>10:30 – 11:00AM</b>	<b>Health Break</b>	All
	11:00 -01:10PM	Deliberations and strategies	All
	01:10 - 01:20 PM	Vote of thanks	Participant
	01:20 - 01:30 PM	Closing remarks	DICT
	<b>1:30 – 2:30PM</b>	<b>Lunch Break</b>	<b>All</b>
<b>Day 4</b> <b>02<sup>nd</sup> May, 2025</b>	<b>Departure</b>		<b>All</b>