

**DRAFT WORK PLAN FOR THE WOMEN’S SITUATION ROOM-AFRICA: SEPTEMBER 2023 – FEBRUARY 2024**

<b>Description of Activities</b>	<b>Methodology Towards Output</b>	<b>Responsible Person (s)</b>	<b>Resources Needed</b>	<b>Time Frame</b>	<b>Budget</b>	<b>Comments</b>
<b>Assessment Mission</b>	Arranging meetings with meetings of actors and stakeholders with Assessment Team	VACSI	List of women and youth groups Other actors and stakeholders	September – October 2023		Completed
	Arrival of ABIC Teams to conduct phases 1 & 2 of assessment of AFRICA	VACSI/Issis Wicci and ICT ABIC Team	Air Tickets DSA	Phase 1 September 2023		Phase 1 completed. Draft Report Ready
	Meeting with stakeholders including: women and youth leaders Leaders of parties Security Agencies Elections Commission National Domestic Observers NGOs Media State Entities etc	VACSI/Issis Wicci and ICT ABIC Team	Appointments with various key actors/ stakeholders  Transportation  Communication: phone cards internet Meeting venue Photocopies of VICTORIA Brochures Overhead Projector Refreshments	Phase 2 25 <sup>th</sup> Oct – 7 <sup>th</sup> Nov 2023		Phase 2 completed. Draft report been prepared
<b>Formation of VICTORIA AFRICA Steering Committee</b>	Identification and invitation of representatives of women’s NGO	VACSI ISIS-Wice ICT		September 2023		Steering Committee of 9 formed; need for sub-committees to deal with thematic issues??
<b>Orientation of VICTORIA Steering Committee</b>	Development of 3 hour orientation workshop for Steering Committee	VACSI ABIC	Stationery Handouts on VICTORIA	November 2023		To be discussed with heads of groups that form steering committee

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	members		Refreshments			and date agreed upon
<b>Establishment of the VICTORIA Secretariat</b>	<p>Identify and secure a venue to accommodate Secretariat</p> <p>Recruitment of Secretariat staff:                      The National Coordinator                      The Deputy National Coordinator (if deemed necessary)                      An Admin &amp; Finance Officer                      A Communications Officer                      An IT Officer                      A Youth Coordinator</p>	<p>Chairs of the Thematic Groups                      The Steering Committee                      ABIC</p>	<p>Venue                      Logistics incl. Computers, Stationery                      Wifi                      Salaries for support staff</p>	Nov 2023		<p>This has to completed soonest to ensure the smooth running of the process</p> <p>ABIC is recommending that the position of a Youth Coordinator be created as part of the VICTORIA-Secretariat to coordinate the Youth Peer Peace Process under the leadership of the National Coordinator. This is in response to the urgent need to engage the youth of AFRICA who appear to be at the centre of elections related violence</p>
<b>District Pressure Groups</b>	<p>Identify women and set up District Pressure Groups in all 15 hotspot districts</p> <p>Orientation of members of District Pressure Groups</p>	<p>VICTORIA Secretariat                      Chairpersons of Clustered Steering Committees                      ABIC</p>	<p>Transportation                      DSA                      Airtime                      Stationery</p>	Nov - Dec 2023		<p>Caution has to be exercised in selecting group member to ensure they are not actively political and can do the job; there is need for the VICTORIA-AFRICA Secretariat with support from the Steering Committee and ABIC to divide into at least 3 teams and be physically present in the selection of the women; member groups of the steering</p>

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						committee could recommend women/women’s groups they partner/work with in the selected districts. The visits to the districts should also include orientations for the women identified to be part of the district pressure groups plus signing of MoUs /ToRs if deemed necessary
<b>VICTORIA-AFRICA Website</b>	Setting-up of VICTORIA-AFRICA Website  Profiles of various actors in the VICTORIA-AFRICA to be posted on the website	VICTORIA-AFRICA Secretariat Steering Committees ABIC	Contract a Website Designer  Profiles of:  Steering Committee Members,  Contact Group of Eminent National Women  Team of African Eminent Women  District Pressure groups,  Youth groups	Nov – Dec 2023		Once the website is set up, someone can be assigned the task of updating on a regular basis  The profiles of actors in the VICTORIA-AFRICA will be prepared and up loaded unto the newly created website as an when available

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<b>Youth Peer Peace Process</b>	Identify youth groups/ leaders to participate in the process at national and district levels	VICTORIA-AFRICA Secretariat VICTORIA-AFRICA Youth Coordinator Steering Committee ABIC	Airtime			Credible youth groups particularly at national level that are known to steering committee members etc can be asked to recommend youth groups in the districts to be part of the process
	Select youth leaders to be trained		ToRs/MoU			
	Identify trainers and training modules	Trainers	Contracts for trainers  Training Modules  Video Documentaries on elections violence			
	Organise training workshops	VICTORIA-AFRICA Secretariat	Workshop venues and Logistics			
	Community based awareness raising	VICTORIA-AFRICA Secretariat  District Pressure Groups  Youth Leaders	Logistics incl: Radio airtime Transportation T-Shirts Banners  airtime			
<b>Engagement of Key Stakeholders at National and District Levels</b>	Introductory Meetings with Stakeholders <b>incl:</b> 1. Political Parties 2. Relevant Govt.	VICTORIA-AFRICA Secretariat Steering Committee	Phone cards Transportation Wifi Stationery	October 2023 – February 2024		Ongoing

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	<p>Ministries incl:</p> <ul style="list-style-type: none"> <li>○ Ministry of Gender</li> <li>○ Ministry of Internal Affairs</li> <li>○ Ministry of Defence</li> </ul> <ol style="list-style-type: none"> <li>3. The IG of Police</li> <li>4. The Director of Operations, Police</li> <li>5. Traditional Leaders</li> <li>6. Inter Religious Council</li> <li>7. Electoral Commission including the Chairman</li> <li>8. Youth Groups incl. Crime Preventers</li> <li>9. Women’s groups/ Networks</li> <li>10. The Disabled</li> <li>11. Funders</li> <li>12. Media Houses</li> <li>13. Mobile Phone Companies</li> <li>14. The Private Sector including Banks</li> <li>15. Individual personalities/ Opinion Leaders</li> </ol>	<p>District Pressure Groups ABIC Team</p>	<p>VICTORIA-AFRICA Brochures and Flyers</p>			
<b>Media Engagement</b>	<p>Training on Responsible gendered Reporting including some aspects of Peace Journalism</p>	<p>VICTORIA-AFRICA Secretariat Steering Committee ABIC</p>	<p>Identify and contract trainer with expertise on peace journalism</p> <p>Workshop</p>	<p>December 2023 – January 2024</p>		

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			participants			
			Workshop venue and logistics			
<b>Public Education &amp; Sensitization</b>	Awareness raising among communities at national and district levels	VICTORIA-AFRICA Secretariat Steering Committee Chairpersons ABIC  Steering Committee District Pressure Groups National and District Youth Groups Steering Committee ABIC	Radio /TV Discussion Programs  Guests on TV Talk Shows	November 2023 – February 2024		
<b>Elections Observation</b>	Identification & Accreditation of observers	VICTORIA – AFRICA Secretariat District Pressure Groups Chairpersons of Steering Committee Thematic Groups ABIC	Phone cards Transportation	November 2023		
	Training of Elections Observer	VICTORIA – AFRICA Secretariat	Trainers Training Modules including How to use the Observer	January 2024		

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	Deployment of Observers	<p>District Pressure Groups Chairpersons of Steering Committee Thematic Groups ABIC</p> <p>VICTORIA – AFRICA Secretariat District Pressure Groups ABIC</p>	<p>Checklist Forms Workshop Venues and Logistics</p> <p>Accreditation IDs</p> <p>Observer Kits: T-Shirts Caps Bags Check List Forms Resource Materials from the Elections Commission</p> <p>Transportation &amp; Food Allowance</p>	14 – 16 February 2024		
<b>Publicity</b>	Development of Campaign Materials	<p>VICTORIA – AFRICA Secretariat Steering Committee ABIC Service Providers</p>	<p>Production of campaign materials by musicians /comedians</p> <p>Development of: brochures, Flyers badges, Flex wall and standing banners, etc.</p> <p>Development and production of peace messages &amp; jingles in local languages</p> <p>Airtime for</p>	Nov – Dec 2023		

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	Airing of Peace Messages (vox pop)		Radio/TV jingles  Printing of different colored T-shirts  Video Person Airtime			
<b>Launching of VICTORIA-AFRICA</b>	Number of invitees Date & Venue List of invitees Venue Decorator identified Refreshments (Lunch or finger food) Goodwill speakers identified Draft Program ready Invitations sent out and Identification of Keynote Speaker Artist performance (comedian???)	VICTORIA-AFRICA Secretariat Steering Committee ABIC	Airtime transportation	January 2024		
<b>Eminent African Women</b>	Identification and invitation of eminent African women to the VICTORIA - AFRICA  Arrival & Stay of Eminent Women to the VICTORIA - AFRICA	VICTORIA – AFRICA Secretariat Steering Committee ABIC  VICTORIA – AFRICA Secretariat ABIC	Internet -Emails Invitation Letters Airtime  Air Tickets Accommodation DSA	November 2023  13 – 15 February 2024		



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<p><b>Physical Situation Room</b></p> <p><b>16<sup>th</sup> – 23<sup>rd</sup> February 2024</b></p> <p>An initial visit has been made to Sheraton Hotel by Helen, Sophie and Barbara;</p> <p>Management would like info on the number of people that will be occupying the physical situation rooms etc. plus length of stay etc.</p> <p><b>Sophie has info on this</b></p>	<p>Identify and Secure Venue</p>	<p>VICTORIA-AFRICA Secretariat Steering Committee ABIC</p>	<p>Negotiate prices for: Physical situation rooms (02) Meals Rooms for eminent women etc. equipment furnishings &amp; other logistics</p>	<p>November 2023</p>	<p>It is estimated that the physical Situation Room will be open for 8 days; this can be extended if there is need for it e.g. escalation of violence.</p>
	<p>Recruitment of Analysts</p>	<p>VICTORIA-AFRICA secretariat</p>	<p>Analysts identified TORs/ Contracts prepared</p>	<p>January 2024</p>	<p>The number of call operators depends on the number of land phones that will be used. It is recommended that the call operators work 8 hour shifts which means there might need to be 3 shifts. Call operators could be sourced from within member organisations and youth groups the VICTORIA will be collaborating with</p>
	<p>Call Operators</p>	<p>VICTORIA-AFRICA secretariat Steering Committee ABIC</p>	<p>Identification of Call Operators</p> <p>ToRs for Call Operators</p> <p>Remuneration</p>	<p>January 2024</p>	
	<p><b>Setting up of physical situation Room</b></p>				
<p>Land phones plus accessories for Call Centre</p>	<p>VICTORIA-AFRICA secretariat Steering Committee</p>	<p>Quotations from communications companies</p>	<p>Nov – Dec 2023</p>		

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		ABIC	Selection of best offer and payment for land phones, accessories	Nov – Dec 2023		
	Decoration of Situation rooms		events decorator	15 <sup>th</sup> February 2024		
			Decoration of 2 rooms			
	Setting up of land phones	VICTORIA-AFRICA Secretariat ABIC Communications Company	Land phones Accessories	15 <sup>th</sup> February 2024		
	Equipment and furnishing	VICTORIA-AFRICA Secretariat Steering Committee ABIC Hotel Management	Equipment would include: Stationery items Strong Wifi Overhead Projector + Screen Flex Banners Wall Flex Banners 2 TVs Daily Newspapers supplied to the Secretariat Printer/Photocopier Air time Brochures Visitors Books	15 <sup>th</sup> February 2024		
	Food		Food Coupons for breakfast, lunch & dinner	16 – 23 Feb 2024		

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			Tea Tables Water			
<b>Evaluation</b>	Reflections Meeting	VICTORIA-AFRICA Secretariat ABIC	Stationery	February		This is normally done to evaluate the entire VICTORIA Process including highlighting best practices which could be useful when replicating the VICTORIA in other countries. The meeting is held in the Physical Situation Room on the day it is shut down.