**Tentative Agenda**

**Training on the ePing SPS&TBT Platform**

**Livingstone, Zambia**

**19-21 November 2024**

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| **Day 0** | **18 November 2024**  **Arrival.** Preparation, finalization materials, and conference facilities check. | |
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| **Day 1** | **19 November 2024 (all participants)** | |
| **8:30 – 9:00** | **Arrival and registration** | |
| **9:00 – 9:20** | **Opening session**   * DESA * ITC * WTO * National Board of Trade Sweden * Government of Zambia | |
| **9:20 – 9:30** | **Introduction of Participants - GROUP PHOTO** | |
| **9:30-10:00** | **Technical Regulation Coordination Framework – Ministry of Trade**   * Brief overview of what was covered in the November training session * Presentation on the Technical Regulation Coordination Framework and the structure of standards development, publication, and enforcement | |
| **10:00 – 10:30** | **Roles and Functions of the NNA/EP in Zambia – Ministry of Trade**   * Presentation from the NNA and EP at the Zambia Bureau of Standards and Ministry of Trade on their roles and objectives for the workshop. | |
| **10:30-11:00** | **COFFEE / HEALTH BREAK** | |
| 11:00-12:30 | **Introduction to ePing and its Functions - WTO**   * This session will introduce participants to the ePing platform and show them how to register, activate alerts, search for notifications, and create filters on the ePing platform and App.   **Practical Session (1)–** on ePing functions  **Q&A** | |
| **12:30-13:30** | **LUNCH BREAK** | |
| **13:30 – 14:30** | **ePing and Other Trade Tools - ITC**   * This session will highlight various trade tools and platforms available to the private sector and other stakeholders. * This session will also showcase the benefits of using ePing in conjunction with these other trade tools.   **Q&A** | |
| **14:30-15:00** | **COFFEE / HEALTH BREAK** | |
| **15:00-16:00** | **Other ePing Features and Resources  - WTO**   * This session will show participants how to interact with a notification, such as adding it to favourites, sharing it, and posting on the international and national fora. It will also highlight some of the other resources and tools available on ePing, such as video tutorials and WTO Member profiles.   **Practical Session (2)** on more ePing functions.  **Q&A** | |
| **16:00-16:30** | **Knowledge Test – ePing Certification for all participants** | |
| **16:30** | **Close of Day 1** | |
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| **Day 2** | **20 November 2024** **(all participants)** | |
| **9:00 – 11:00** | **Implementation Plan for further training (ToT)  - ITC**  Drafting a plan for the ToTs to use for training on the use of the ePing Platform. The Implementation Plan should contain indicative dates and intended groups of stakeholders as well as a reporting to the NNA/EP on progress.  NNA/EP to present the Implementation plan and have it adopted. Any further discussion on executing the plan can be had at this time. |
| **11:00-11:30** | **Evaluation of the training**  **Survey;**  One-minute video feedback from volunteer participant |
| **11:30 – 13:30** | **LUNCH BREAK** | |
| **13:00-15:00** | Finalization of Implementation plan and next steps for Zambia (with Government of Zambia and selected participants). | |
| **15:00-15:30** | Closing remarks & information on day 3 | |
| **15:30** | **Close of day 2** | |

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| **Day 3** | **21 November 2024 (Enquiry Point, National Notification Authority, and other public sector participants only)** |
| **9:00 – 9:30** | **Transparency in the WTO - WTO**   * The WTO will present background information about Transparency in the SPS and TBT Agreements, its benefits and importance and the role of the National Notification Authorities (NNA) and Enquiry Points (EP). |
| **9:30-10:30** | **How to Raise an STC – National Board of Trade Sweden**   * The WTO will showcase how to raise an STC and how to find STC information using ePing. * National Board of Trade Sweden will provide information on preparing and submitting documents related to raising an STC and on what to expect from bilaterals. |
| **10:30-11:30** | **ePing for Admin Users - WTO**   * This session will provide admin users with training on how to submit notifications, how to use ePing's outreach and communication functions, and how to interact with a notification. |
| **11:30** | **Close of day 3** |