

**Department of Trade and Industry Retreat**  
**18-19 July 2013**  
**Day I**

9:00-9:30:      Opening Remarks      Commissioner Trade and Industry **H.E Mrs. Fatima Haram Acyl**  
                         Opening remarks      DFID Representative Mrs. **Louise Thompson**  
                         Opening remarks      UNECA **Mr. Allan Kyerematen**  
9:30-9:45:      Objectives      (Facilitator)

Review Objectives, Setting Expectations, Review Agenda

9:45 – 10:15:    Department's Mandate, AUC Strategic Plan 2014-2017 and Budget. **Mrs. Treasure Maphanga, Mr. Cosby Ungwelu Nkwazi**

10:15-10:30      Coffee Break

10:30-12:30:    Strengthening the Business Plan (Facilitator)

Presentation by the Facilitator on "How to move from broad objectives to clear Action Plan: elements of the Business Plan" followed by an Overview and Summary of current status of the DTI Business Plan. The morning and then the afternoon session would be a series of steps in strengthening the BP, each one using short presentations, small group and plenary working sessions to develop the BP.

- The Strategic Framework: from AUC Strategic Goals to DTI Goals and Priority Outcomes (opportunity to revise/strengthen these)
- Defining AUC/DTI Overall Responsibilities (assure agreement among all on this definition)
- Developing Performance Indicators for Outcomes (refining, revising, introducing missing indicators: a working discussion)
- Clarifying the Outputs and defining Accountability (identifying and agreeing to these; adding/refining if necessary)

12:30-14:30:    Lunch

14:30–17:00:    Afternoon session: Morning session continued

- The Work Plan: key activity clusters and milestones (near/intermediate/longer term)
- Structural considerations (governance)
- Key Assumptions/Risks to Strategy and Mitigation plans
- M&E System: based on use of key elements above; definition of M&E responsibilities, cycle of reporting, reports)

15:30-16:00:    Coffee Break

(continued)

- Capacity Development Requirements (Consultant): in the context of the overall Business Plan, broad assessment of the capacity support areas. The more specific areas related to CFTA will be identified on day #2.

16:45-17:00:    Summary of Day #1: (Facilitator)

## DAY II

9:00-9:15 Opening Session Day #2: (Facilitator)

- Yesterday in Review:
- The Day in Preview: Objectives and the Agenda

9:15 – 10:30: Presentation on the CFTA Roadmap **(5minutes) Mr. Nadir Merah –**  
Presentation on State of play of both Tripartite and the Second Bloc- Building on the  
Tripartite; Implications for CFTA; **Mr. Batanai Chikwene 10 minutes**

10:30-11:00 Coffee Break

11:00 – 12:30: Discussions on the CFTA Roadmap/Action Plan (Consultant& DTI staff)

12:30-14:00: Lunch

14:00 – 16:30: CFTA Action Plan Revisited (Facilitator)

- Re-affirmation of the objectives: Road Map goals & outcomes; the results indicators
- Clarifying the Accelerated Implementation Schedule:
  - Defining/agreeing on milestones
  - Meeting milestone as a team and coordinating other stakeholders

15:30-15:45 Coffee Break

15:45-16:30: Suggestions on DTI Capacity Development required for Acceleration CFTA implementation  
(Consultant)

16:30-17:00: Summary of Day #1 & #2 (Facilitator with DTI management)

- Summary of next steps
- Summary of DTI and Individual action commitments
- Closing