 

*31 January 2014*

Invitation letter for Regional workshop on Joint Programming for Central, East and Southern Africa

**Burundi, Chad, Rwanda, Comoros, Ethiopia, Kenya, Somalia, South-Sudan, Tanzania, Uganda, Malawi, Mozambique, Namibia, Zimbabwe**

Addis Ababa, Ethiopia, 13-14 March 2014

*To: Heads of Cooperation of the EU Delegations, EU Member States Embassies and Embassies of Switzerland and Norway (where applicable)*

Dear colleagues,

We would like to invite you for the regional workshop on Joint Programming for Central, East and Southern Africa which will take place in Addis Ababa, Ethiopia on 13-14 March 2014. The workshop will be organised by the EEAS, European Commission (DEVCO) and the ministries for Foreign Affairs of Belgium and the Netherlands, in close cooperation with their field offices in Addis Ababa.

The main objective of the workshop is to increase the knowledge about Joint Programming based on practical experience, through a process of peer learning, and focus on concrete implementation at the country level. The target group for the workshop are the Heads of Cooperation in the EU Delegations and the Member States’ embassies in partner countries where the Joint Programming process is under way or under preparation. In addition also Headquarters staff will be welcome.

On 20-21 January the first Joint Programming workshop was held in Guatemala for the Latin America region. It was a successful workshop with concrete outcomes including solutions for the implementation challenges and next steps for each country.

We have attached the concept-note (annex 2) and draft programme for the workshop (annex 3), with the notion that the programme is still under development. A final version will be shared one week before the workshop as well as relevant background documentation (also including the conclusions of the Latin America workshop). It is expected, that the workshop will be inaugurated by high level representatives from the EEAS, DEVCO, Belgium and the Netherlands.

Since we consider this workshop as demand driven, we would like to adapt it to your needs and local context. Therefore, we would like to receive your views on the current state of play of Joint Programming in your country as well as proposals for topics for discussion. In annex 4 you will find a template for a coordinated/consolidated factsheets to be filled out for each country and to be sent to the (below) functional mailboxes of EEAS and DEVCO below **before 28 February**.

We would like to ask you to confirm your participation to the following functional mailboxes **before 14 February 2014**:

[VI-B2@eeas.europa.eu](mailto:VI-B2@eeas.europa.eu)

[EuropeAid-A2@ec.europa.eu](mailto:EuropeAid-A2@ec.europa.eu)

With copy to:

[jpworkshops@ldk.gr](mailto:jpworkshops@ldk.gr)

You are also invited to **make your individual arrangements with regard to travel and booking of the hotel as soon as possible, and also preferably before 14 February (see annex 1 for details).** A block reservation for 100 rooms has been made at the same hotel, but each participant must individually arrange the booking.

Your participation and input to the workshop are of utmost importance to ensure its success and we look forward seeing you in Addis Ababa and work with you on this important endeavour.

Best regards,

*Félix Fernandez-Shaw, Head of Division, European External Action Service, Development Cooperation Coordination Division*

*Renate Hahlen, Acting Head of Unit, DG DEVCO, Aid and Development Effectiveness and Finance*

*Heleen Bakker, Head EU External policy division, Netherlands Ministry of Foreign Affairs, European Integration Department*

*Dirk Teerlinck, Director Geographical directorate, Ministry for Foreign Affairs, Belgian Foreign Trade and Development Cooperation, Directorate-General for Development Cooperation and Humanitarian Aid*

Annexes

1. Logistic information
2. Concept note on Regional Workshops
3. Draft Programme
4. Template for Country Joint Programming Factsheets