# SADC TFCA Network Activity Plan 2014

07.04.2014

1. **Theme: Carry over activities**

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| Activity | Deliverables | User of Deliverables | Timeline | Responsibilities | Funding Source | External Stakeholder |
| 1. Consolidate membership
 | Final list of core membership & champions | SADC Secretariat | 15 April 2014 | Country focal points for TFCAs | N/A | N/A |
| 1. Network description document
 | Final draft document | Network | 1 April 2014 | Workshop participants  | N/A | N/A |
| 1. Portal development & finalisation
 | Fully functional portal | Network | 30 June 2014 | Administrators & network | N/A | N/A |
| 1. Stakeholder mapping
 | Comprehensive stakeholder database | Network & TFCA stakeholders | 31 July 2014 | TFCA Coordinators | N/A | N/A |
| 1. Extended membership guidelines
 | Extended membership guidelines | Network & TFCA stakeholders | 30 April 2014 | TFCA Coordinators | N/A | N/A |
| 1. Capacity building
 | Skilled administrators | Administrators | 30 June 2014 | MindQ | GiZ | N/A |
| 1. Sustainable financing
 | Sustainable finance strategy | Network & TFCA stakeholders | 31 July 2014 | SADC Secreteriat  | GiZ | Network & TFCA stakeholders |
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1. **Theme: Cross Border Law Enforcement**

**Product: Standard operating Procedure (e.g MAZA)**

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| Activity | Deliverables | User of Deliverables | Timeline | Responsibilities | Funding Source | External Stakeholder |
| 1. Identify and collect existing information and experiences
 | Report of collection of information | TFCA officials and stakeholders | 1 month | MAZA | Internal and GIZ | GIZ, Mozambique, Namibia, South Africa |
| 1. Drafting of Standard Operating Procedure (SOP)
 | First SOP draft | TFCA officials and stakeholders | 2 months | MAZA International Coordinator(LEA) | Internal and GIZ | International law enforcement agencies, SADC MS |
| 1. Meeting to collect inputs on the draft
 | Minutes of meeting | TFCA officials and stakeholders | 3 weeks after draft meeting | MAZA International Coordinator(LEA) | Internal and GIZ |  |
| 1. Follow up meeting for final review of SOP
 | SOP | TFCA officials and stakeholders | Within 8 months (December 2014) | MAZA International Coordinator(LEA) | Internal and GIZ |  |

1. **Theme: Governance**

**Product: Guidelines for establishment & Development of TFCA**

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| ACTIVITY | DELIVERABLE | USER OF DELIVERABLES | TIMELINE | RESPONSIBILITY | FUNDING SOURCE | EXTERNAL STAKEHOLDER |
| 1. Inputs from Network members
 | Guidelines for establishment & Development Of TFCA  | SADC Policy makers & TFCA practitioners | 23rd April 2014 | Network Members and Consultants, External stakeholders | KfW (Via KAZA); SADC | TFCA Experts & KfW |
| 1. Workshop on Guidelines (Luanda)
 | Guidelines for establishment & Development. Of TFCA | SADC Policy makers & TFCA practitioners | 24-25th April | Network Members and Consultants, External stakeholders | KfW (Via KAZA); SADC | TFCA Experts & KfW |
| 1. Drafting & Collating of network members Input and distribution of final draft to members of State for Comments
 | Guidelines for establishment & Development. Of TFCA | SADC Policy makers & TFCA practitioners | 15th May | Network Members and Consultants, External stakeholders | KfW (Via KAZA); SADC | TFCA Experts & KfW |
| 1. Preparation of Final Draft
 | Guidelines for establishment & Development. Of TFCA | SADC Policy makers & TFCA practitioners | 30th May | Network Members and Consultants, External stakeholders | KfW (Via KAZA); SADC | TFCA Experts & KfW |
| 1. Presentation to SADC
 | Guidelines for establishment & Development. Of TFCA | SADC Policy makers & TFCA practitioners | Early June | Network Members and Consultants, External stakeholders | KfW (Via KAZA); SADC | TFCA Experts & KfW |
| 1. Distribution of the final draft (posted on the portal) Reconciliation btn the TORs for the Frameworks & Guidelines
 | Guidelines for establishment & Development. Of TFCA | SADC Policy makers & TFCA practitioners | 30th June | Network Members and Consultants, External stakeholders | KfW (Via KAZA); SADC | TFCA Experts & KfW |
| 1. Broadening TFCA Governance
 | Framework for TFCA Mgt & Governance | TFCA Experts & Policy makers | 30th September | TFCA Practitioners & SADC Secretariat | KfW (Via KAZA);SADC | TFCA Experts |
| 1. Development of

TORs for revision Of SADC ProtocolOn Wildlife and Conservation from the perspective of broadening TFCA issues | Revised SADC Wildlife and Conservation Protocol to include TFCA matters | SADC secretariat and TFAC experts | 30th July, 2014 | SADC MS | SADC MS |  |

1. **Theme: Community Involvement**

**Product:**

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| ACTIVITY | DELIVERABLE | USER OF DELIVERABLES | TIMELINE | RESPONSIBILITY | FUNDING SOURCE | EXTERNAL STAKEHOLDER |
| 1. Collect and collate community involvement documentation
 | * Set of documentation on community involvement
* Synthesis of set of documentation community involvement in SADC (Status report)
 | * Member states and consultants
 | * 1 month
* 2 months
 | TFCA Focal Points and International Coordinators | GIZ/ SADC Secretariat | NGos |
| 1. Stakeholder consultation on Status report
 | Consultation report (Mandate) | Member States and consultants | 1 month | SADC secretariat and consultants | GIZ/ SADC Secretariat | NGOs and CBOs |
| 1. Draft SADC guidelines/protocol
 | SADC TFCA Guidelines (draft) | Member States | 2 Months | SADC secretariat and consultants | GIZ/ SADC Secretariat | ICP’sNGOs |

1. **Theme: Sustainable Financing**

**Product: A sustainable financing strategy for TFCAs**

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| ACTIVITY | DELIVERABLE | USER OF DELIVERABLES | TIMELINE | RESPONSIBILITY | FUNDING SOURCE | EXTERNAL STAKEHOLDER |
| 1. Information gathering on sustainable financing from the various TFCAs using the Network
 | Information uploaded to Network | TFCA Network | April – May 2014 (2 months) | TFCA focal points | Internal institutions and other sources |  |
| 1. Prepare financial proposal to fund the development strategy
 | Financial proposal | TFCA Network | End of November 2014 (8 months) | TFCA focal points |  |  |