



ECOWAS COMMISSION
 COMMISSION DE LA CEDEAO
 COMISSÃO DA CEDEAO

Work Programme

TRAINING WORKSHOP ON THE ECOWAS TRADE LIBERALIZATION SCHEME (ETLS) PORTAL WEB AND ON ETLS PROCEDURE

LOME 6TH TO 10TH JUNE 2022

Day 1 : Monday 6 th June 2022		
Time	Items on the work program	Person Responsible
Session I: Opening session		
9h:00-9h10	Welcome speech by Togo	Director General of Industry of Togo
9h10-9h20	Opening Remarks by the Resident Representative of the President of the Commission in Togo	ECOWAS Commission
9h20-9h30	Coffee Break	
Session II: General concepts of the ETLS system		
9h30-9h35	Adoption of the work program	
9h35-10h35	Presentation of overview of the ETLS system Discussion	ECOWAS Commission
10h35-13h00	Demonstration of ETLS website <ul style="list-style-type: none"> - General Overview of the website - Presentation of Community Goods and Enterprises - Enterprise Contacts - Focal Points Contacts Demonstration of ETLS portal <ul style="list-style-type: none"> - Profile Management - Approval Request (Awaiting, Notification, Reject, More Info) - Approval and Sending of Notification Letters - Reports of Approved Enterprise and Products 	ECOWAS Commission + Member States



**ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO**

	- Forum Communication (General & Private)	
13h00-14h00	Lunch	
14h00-16h00	Module 1: Profile Management: Hands-on Training of the functions of the ETLs portal of the Creation of Member States account and profile management	ECOWAS Commission + Member States
16h00	End of day 1	
Day 2: Tuesday 7th June 2022		
9h00-9h30	Summary of day 1	Member States
Session IV: Completion of the application form of origin recognition on the web site		
9h30-11h00	Module 2: Documentation and Approval Request: Hands-on Training of the functionalities of the ETLs portal documentation and approvals requests Case study	ECOWAS Commission + Member States
11h00-11h15	Coffee break	
11h15 - 13h00	Module 2: Documentation and Approval Request: Hands-on Training of the functionalities of the ETLs portal documentation and approvals requests Case study	ECOWAS Commission + Member States
13h00-14h00	Lunch break	
Session V: Completion of the application form of origin recognition on the web site		
14h00-16h00	Module 2: Documentation and Approval Request: Hands-on Training of the functionalities of the ETLs portal documentation and approvals requests	ECOWAS Commission + Member States
16h00	End of the day 2	
Day 3: Wednesday 8th June 2022		
9h00-9h30	Summary of Day 2	Member States
9h30-11h00	Module 2: Documentation and Approval Request: Hands-on Training of the functionalities of the ETLs portal documentation and approvals requests Case study	ECOWAS Commission + Member States
11h00-11h15	Coffee break	
Session VI: Completion of the application form of origin recognition on the web site		



**ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO**

11h15-13h00	Module 3: Documentation and Approval Request: Approval and Sending of Notification Letters to Member States	Etats membres
13h00-14h00	Lunch break	
14h00 -16h00	Continue ... Module 3: Documentation and Approval Request: Approval and Sending of Notification Letters to Member States Module 4: Reports Approved Enterprise and Products: Reports of the approved enterprises and products Case study	ECOWAS Commission
16h00	End of day 3	
Day 4: Thursday 9th June 2022		
9h00-9h30	Summary of Day 3	
9h30-11h00	Module 5: Forum Communications: General and Private Forum Communication	Member Sates
11h00-11h15	Coffee break	
Session VII: utilization of the web site		
11h15-13h00	Practical and hands-on Demonstration of the new functions of the ETLs website on presentation of Community Goods and Enterprises	ECOWAS Commission + member States
13h00-14h00	Lunch break	
14h00 -16h00	Demonstration of the new functions of the ETLs website - Enterprise Contacts - Focal Points Contacts	ECOWAS Commission + member States
16h00	End of day 4	
Day 5 Friday 10th June 2022		
9h00-9h30	Summary of Day 4	Member States
VIII: WAY FORWARD OF THE TRAINING		
9h30-10h30	Presentation of the road map for national training	
10h30 -12h00	Adoption of the report	ECOWAS Commission + member States



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

12h00	End of the training	
-------	----------------------------	--