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Lomé, 5 - 7 December, 1999

FINAL REPORT

FOR REFERENCE ONLY

EXECUTIVE SECRETARIAT
Lomé, December 1999

I. INTRODUCTION

1. The forty-fifth ordinary session of the ECOWAS Council of Ministers was held in Lomé, Togolese Republic, from 5 to 7 December, 1999.

2. The following Member States were represented :

- Republic of BENIN
- BURKINA FASO
- Republic of CAPE VERDE
- Republic of COTE D'IVOIRE
- Republic of THE GAMBIA
- Republic of GHANA
- Republic of GUINEA
- Republic of LIBERIA
- Republic of MALI
- Republic of NIGER
- Federal Republic of NIGERIA
- Republic of SENEGAL
- Republic of SIERRA LEONE
- TOGOLESE Republic

3. Representatives of the following specialised institutions of ECOWAS attended the meeting:

- West African Women's Association (WAWA)
- West African Monetary Agency (WAMA)
- Committee of Governors of Central Banks

4. The Organisation of African Unity/African Economic Community (OAU/AEC) was also present at the meeting.

5. Representatives of the following international organisations attended the meeting as observers:

- Arab Maghreb Union (AMU)
- United Nations Economic Commission for Africa (ECA)
- Coordination Bureau of the Regional Indicative Programme (RIP)
- United Nations Development Programme (UNDP)
- World Meteorological Organisation (WMO)

6. The full list of participants is annexed to this report.

II. OPENING CEREMONY

7. In his opening address, the Chairman of the Council of Ministers, Mr. Abdoul- Hamid TIDJANI- DOURODJAYE, Togolese Minister for Economic Affairs, Finance and Privatisation and Chairman of the Council of Ministers welcomed members of Council and their delegations to Lome on behalf of His Excellency, Gnassingbe EYADEMA, President of the Togolese Republic and current Chairman of the ECOWAS Authority of Heads of State and Government, and on behalf of the Togolese Government and people. He shared some of his thoughts on the obstacles which the sub-region has to overcome, to guarantee our peoples a minimum level of well-being. He also dwelt on the efforts that have been made by the international community to reduce poverty and the recent initiative in favour of highly indebted poor countries. The Chairman of the Council of Ministers also underscored the need for our sub-region to find common solutions to these important issues of development, in order to meet the challenges of globalisation.

8. In this regard, he stated that a strong regional organisation must be established in West Africa to accelerate the development of Member States. This could be done by focusing attention on fundamental issues such as the convergence of sectoral macroeconomic policies and by effectively applying the trade liberalisation scheme. The current session of the Council of Ministers was

therefore of particular importance, he noted, because it was expected to consider ways and means of strengthening ECOWAS to enable it play its assigned role in the development of the sub-region. The only way forward, he added, was to reach a consensus on the major problems facing ECOWAS, so as to accelerate the integration process in West Africa.

9. The Chairman of Council called on all Member States to make the sacrifices needed to enable them to honour their commitments to the Community. He noted that the payment of contributions has become more than an imperative, at a time when we have committed ourselves to giving our institutions a facelift. This will be an indication to our development partners of our determination to build a viable integrated zone, this being the only way to guarantee that we successfully participate in the globalisation of the world economy.

10. Concluding, the Chairman of Council commended the Executive Secretariat and the ECOWAS Fund for their contribution to the preparation of this session of the Council of Ministers.

III. ELECTION OF BUREAU

11. The following bureau was elected:

Chairman: Togolese Republic
Rapporteurs:
- Republic of Niger
- Federal Republic of Nigeria

IV. ADOPTION OF AGENDA

12. The following agenda was adopted:

1. Opening session (election of bureau, adoption of agenda and work programme).

2. Presentation of the report of the Executive Secretary.

3. Presentation of the report of the Managing Director of the ECOWAS Fund

4. Consideration of reports of technical commissions:

   i) Committee of Governors of Central Banks
   ii) Consultative Forum of Ministers of Finance, Planning, and Governors of Central Banks
   iii) Ministers of telecommunications
   iv) Ministers of Energy
   v) Ministers of Justice
   vi) Ad hoc ministerial committee on the restructuring of the Executive Secretariat and the selection and evaluation of statutory appointees (appointment of External Auditors and Deputy Director General of WAHO)
   vii) Trade, Customs, Immigration, Money and Payments Commission
   viii) Administration and Finance Commission

5. Consideration of memorandum on EU - ECOWAS dialogue.

6. Presentation on the follow up on the conclusions and recommendations of the Kampala and Dakar summits between African Heads of State and the President of the World Bank on development of Africa.

7. Adoption of the draft agenda of the twenty-second session of the Authority of Heads of State and Government

8. Any other business

9. Adoption of report.

10. Closing session.

V. OUTCOME OF DELIBERATIONS

ITEM 2: Presentation and consideration of the report of the Executive Secretary

13. The ECOWAS Executive Secretary, Mr. Lansana Kouyate, presented his report on the progress made within the Community over the period 1998/1999 entitled "Accelerating the Integration of West African Economies to face the challenges of the 21st Century". In his report, he revealed that the sub-region had recorded a low economic growth rate in 1998; overall economic performance had slowed down, in spite of the good economic performance in most ECOWAS Member States. The average real GDP growth rate fell from 4.3% in 1997 to 3.2% in 1998. He stressed that the regional economy had been adversely affected by the sharp decline in the oil revenue of Nigeria, which alone accounts for half of the region's GDP.

14. The report , however, predicted bright growth prospects for the sub-region given the ongoing reforms in Member States, and the advent of a civilian government in Nigeria where sustained economic restructuring measures have been embarked upon.

15. In the chapter on the functioning of the Community, the Executive Secretary reviewed the progress made since the forty-fourth session of the Council of Ministers held in Abuja in October, 1998. He made particular reference to the outcome of the 26th meeting of the Committee of Governors of Central Banks, and the seventh meeting of the Consultative Forum of Ministers of Finance, Planning and Governors of Central Banks held to evaluate the mid term performance of the ECOWAS traveller's cheque, adopt new macro-

economic convergence criteria, and assess the implementation status of the monetary co-operation programme. The Executive Secretary also highlighted the outcome of the meeting of Ministers of Justice who had met to discuss the establishment of the Community Court of Justice, the new Staff Rules and Staff Regulations, and the Community Tender Code. Recalling the importance of institutions in the functioning of the Community, he stated that the third meeting of the Ad Hoc Ministerial Committee on the Restructuring of the Executive Secretariat had proposed a new structure for the Institution.

16. The Executive Secretary went on to review the status of the programmes on free movement of persons and trade liberalisation, and the implementation of sectoral programmes in the agricultural, industrial, transport, telecommunications, energy and environmental areas.

17. The Executive Secretary called attention to the particularly difficult financial situation of the Executive Secretariat, stating that a total of 38.5 million US dollars was outstanding as dues. Only five (5) Member States: Bénin, Burkina Faso, Côte d'Ivoire, Mali and Nigeria, were up to date in the payment of their contributions. He appealed to all Member States to ratify the Community Levy and to incorporate it in their national budgets without delay.

18. On regional peace and security, the Executive Secretary reported on the outcome of the meeting of the Ad Hoc Committee of Heads of State and Government held in Abuja on 7 September, 1999 to discuss the situation at the Liberia/Guinea border. He outlined the measures which had led to the signing of the Lomé Peace Agreement on Sierra Leone, and mentioned that progress had been made in Guinea-Bissau and in Niger with the advent of democratic civilian governments in those two countries.

19. Touching on the broad outlines of the ECOWAS regional development programme, the Executive Secretary proposed that the programme should comprise two components:

i) regional macro-economic framework focused on free trade, the common external tariff and macro-economic convergence, and

ii) regional investment programme embodying a series of regional projects which, when implemented, will be vital for the development of regional production and the strengthening of the process of integrating West African economies.

20. The Executive Secretary concluded his report with a reminder on the need to remove all obstacles to the implementation of ECOWAS integration programmes in order to enable the economies of West Africa to be woven into a vast regional market that can surmount the challenge of globalisation.

21. Council commended the quality of the Executive Secretary's report and exchanged views on the issues raised therein. At the end of its deliberations, Council took due note of the report and made the following observations and recommendations:

i) Council, in its discussions on the development issues raised, expressed concern at the continuing deterioration of terms of trade, brought about by the steep rise in the oil import bill and the sharp fall in the price of raw materials like cotton and cocoa. This situation impacts negatively on the macroeconomic performance of Member States and lowers the growth prospects of the region. Council called on Member States to take the economic and structural measures that would enable them further diversify their economies, principally by adding more value to their primary products through processing. Council also stressed the need to streamline activities in the export sector through increased coordination of the economic policies of Member States. Council requested the Executive Secretariat to study the possibility of establishing a regional commodity exchange and stabilisation fund

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for raw materials to counter the effects of frequent fluctuations in the prices of these commodities.

ii) Council took due note of the outcome of the last meeting of the World Trade Organisation (WTO) held in Seattle. It called on all African countries to make every effort to adopt a common position during the on-going negotiations on international trade.

iii) recognising the importance of the Nigerian economy to economic recovery, stability and prosperity in the sub-region, Council expressed delight at the determination shown by the authorities in that country to put Nigeria back on the path of sustainable growth and development,

iv) Council reaffirmed the resolve of all Member States to strengthen regional integration. Such commitment should translate itself into concrete actions such as effective implementation of Community programmes and regular payment of financial contributions;

v) with respect to the implementation of priority Community programmes, Council expressed concern at the numerous problems which still impede the free movement of persons. It noted that too many road blocks and check points still exist along West African highways. Community citizens are often subjected to administrative harassment, particularly in the form of extortion. Council appealed to all Member States to remove such road blocks immediately, and requested the Executive Secretariat to convene a meeting of Ministers of Internal Affairs and Security with a view to finding a lasting solution to all the problems impeding free movement of persons;

vi) regarding the critical financial situation of the Executive Secretariat, Council voiced concern over the huge arrears owed the

organisation, and called on all the Member States which are yet to ratify and apply the Protocol relating to the Community levy to do so without delay. The Executive Secretary was requested to bring this important matter to the notice of the Authority of Heads of State and Government;

vii) Council reiterated the need to coordinate the different integration policies at the regional level. To this end, it urged the ECOWAS Executive Secretary and the President of the UEMOA Commission to pursue and intensify the existing ties between them, with a view to harmonising the programmes of the two institutions;

viii) the head of the Sierra Leonean delegation, Mrs. Kadi SESAY, Minister of Economic Development and Planning of the Republic of Sierra Leone, on behalf of the Government and people of Sierra Leone, expressed her sincere gratitude to the ECOWAS Heads of State, and to all those involved in efforts to resolve the conflict in Sierra Leone. The Minister appealed to Council, when discussing sanctions, to consider the particular circumstances of certain Member States whose non-payment of contributions was due to factors outside their control.

ITEM 3: Presentation of the report of the Acting Managing Director of the ECOWAS Fund

22. In conformity with Article 33 paragraph 2 of the Protocol relating to ECOWAS Fund, the Acting Managing Director of the Fund, Mr. Barthelemy DRABO presented his activity report for 1999 to the 45th session of the Council of Ministers.

23. With regard to the results of operational and financial activities, the Acting Managing Director briefed Council on the progress made in the areas of project identification, appraisal and financing. He indicated in this regard

that commitments increased by 21.5% between 31/12/97 and 31/12/99. He underscored the low level of disbursements and the need to improve upon them. He also highlighted the efforts to mobilize resources, particularly from Crédit Commercial de France (CCF).

24. With regard to the outstanding contributions to the capital of the Fund and towards the construction of the Headquarters of Community Institutions, Member States still owed the Fund an amount of UA 19 151 465.

25. As regards administrative activities, the Acting Managing Director, after highlighting the fact that the Board of Directors met regularly, briefed Council on the staff rationalisation exercise and pointed out that a decision was expected from the Heads of State concerning the transformation of the Fund into a holding company (ECOWAS Investment and Development Bank) with two subsidiaries, namely:

- ECOWAS Regional Investment Bank
- ECOWAS Regional Development Bank.

26. With regard to the future of the Special Fund for Telecommunications (SFT), the Acting Managing Director recalled the Decision by the Board of Directors of the Fund to propose to the Council of Ministers to put the activities of the SFT on hold pending the restructuring of the latter.

27. With regard to financial performance, the Acting Managing Director highlighted the trend of the operating budget from 1997 to 1999 which shows that there is proper control over the programming of the Fund's activities and the efforts being made by the Management of the Fund to reduce operating costs.

28. He also indicated that the operating results of the Fund had increased from a deficit of UA 165 961 in 1997 to a surplus of UA 634 115 in 1998 and UA 692 753 in 1999 over a nine (9) month period and that the cash flow

situation which had improved during the 1997 - 1999 period would translate into an overall increase of 21% as at 31 December 1999.

29. With regard to the year 2000 Work Programme and Budget, the Board of Directors approved the operating budget for the 2000 financial year which amounted to UA 3 558 50 in income and UA 3 477 500 in expenditure, leaving an estimated surplus of UA 81 000. The Board of Directors also approved the capital expenditure budget in an amount of UA 200 377.

30. In his report, the Acting Managing Director gave indications concerning the financial prospects of the Fund within the framework of the revision of the 1998 - 2002 Programme, taking into account the transformation of the Fund. Information was provided on the objectives; priorities, funding of the programme and back-up measures.

31. The Council of Ministers congratulated the Acting Managing Director on the quality of the report and encouraged him to pursue the Fund's financial recovery efforts.

32. The Council of Ministers took note of the report and approved the recommendation by the Board of Directors of the Fund that the activities of the Special Fund for Telecommunications should be suspended until its restructuring.

ITEM 4 (i): Consideration of the report of the Committee of Governors of Central Banks

33. The Chairman of the Committee of Governors of Central Banks, Mr. Charles Konan Banny, presented the report of the twenty-sixth meeting of the Committee of Governors of Central Banks. The report dealt essentially with the ECOWAS travellers' cheque, the Credit Guarantee Fund, the harmonisation of economic and financial policies, and the implementation of

the monetary cooperation programme. Having discussed the issues raised, Council decided as follows:

A. ECOWAS Travellers' Cheque and the Credit and Guarantee Fund

34. Following the official launch of the travellers' cheque by the Authority of Heads of State and Government in Abuja on 30 October 1999, the Committee of Governors of Central Banks put the travellers' cheque into circulation on 1 July 1999. The report on the operation of this instrument indicated certain shortcomings. Appropriate solutions were proposed to the problems identified, aimed at making the travellers cheque a viable instrument, a forerunner to the single currency, and an instrument which will become an indispensable vehicle for increased intra-regional trade.

35. Council adopted these recommendations of the Committee of Governors of Central Banks:

i) the company handling the printing of the ECOWAS travellers' cheque should take necessary corrective measures to ensure that the cheques produced are of the same quality as those of well-established international companies, in order to enhance the credibility of the instrument;

ii) the enlightenment campaigns organised for banks and the general public on the ECOWAS travellers' cheque should be pursued with vigour;

iii) WAMA has been directed to establish a monitoring committee comprising representatives of Central Banks, which will submit a monthly report on the operations of the ECOWAS travellers' cheque to the Chairmanof the Committee of Governors, identify the problems encountered and propose appropriate solutions;

iv) the Credit Guarantee Fund (CGF) should take off as soon as possible to act as a necessary support measure to the ECOWAS travellers' cheque. Development partners will be approached for financial assistance towards the strengthening of the CGF;

v) the Central Banks which have not paid their contributions to the Credit Guarantee Fund should do so as soon as possible;

vi) the request by the Bank of Cape Verde that its contribution to the Credit Guarantee Fund should be reviewed to reflect its financial capability should be considered promptly as part of the general review of the contribution formula;

vii) the transfer of the operations of the ECOWAS travellers' cheque to the private sector should be made effective within the shortest possible time, and this should be done in consultation with the West African Bankers' Association (WABA).

36. Council took due note of the recommendation of the Committee of Governors of Central Banks in respect of the ECOWAS exchange rate mechanism. It was however of the opinion that a complementary study should be carried out, which would take account of the conditions that would need to be satisfied before the mechanism could become operational at the sub-regional level.

B. The convergence process and the ECOWAS monetary cooperation programme

37. Following discussions, Council noted:

i) the slow progress being made by Member States with regard to the establishment of a single monetary zone which the

governments and the people desire should be done within a reasonable time-frame;

ii) the desirability of enhancing the convergence of the macroeconomic policies of the Member States in order to boost the credibility of the ECOWAS single monetary zone;

iii) the need to harmonise the methodology for the preparation of macroeconomic aggregates which will serve as a reference point in the evaluation of the performance of Member States.

38. Council highlighted the importance of budgetary discipline which will promote the convergence needed to create a strong regional currency. It was agreed that the Authority of Heads of State and Government should be reminded of the preoccupations which it had expressed earlier and that the following proposals should be submitted for its consideration:

B.1 **Deepening of the convergence process**

B.1.1 The Set of Convergence Criteria

39. The set of convergence criteria which will be closely monitored within the framework of the monetary cooperation programme can be expanded as follows:

B.1.1.1 Primary criteria

40. Member States should adhere strictly to the following four (4) criteria which have been chosen for their usefulness in the assessment of the degree of macroeconomic stability attained and, particularly, for the achievement of the internal and external balance of the economies of Member States. These will render the proposed single currency more viable:

- ratio of budget deficit (excluding grants) to GDP: it will be calculated on the basis of commitments and should be lower than 4 % by the year 2002 ;

- inflation rate : 5 % by 2001 and 3 % by 2003 ;

- Central bank financing of budget deficit: 10 % of previous year's tax revenue. Member States to comply by 2003;

- gross reserves: gross external reserves should represent not less than 4 months of imports by 2003.

B.1.1.2 Secondary criteria

41. Member States should also adhere to the secondary criteria which are designed to sustain the primary criteria and facilitate achievement of the convergence targets. They may be selected as follows:

- prohibition of new domestic arrears and liquidation of all existing arrears;

- tax revenue/GDP ratio equal to or more than 20%;

- wage bill/tax revenue equal to or less than 35%;

- real exchange rate stability;

- interest rates: countries must maintain positive real interest rates;

- public capital expenditure/tax revenue ratio: equal to or more than 20%.

B.1.2 Implementation Timetable

42. The macro-economic policy convergence exercise may be conducted over the period from 1999 to 2003. The Member States will be required to formulate pluri-annual convergence programmes and submit performance reports every six (6) months. Defaulting States will be liable to sanctions.

43. If the convergence exercise is successful the single monetary zone will be launched on 1st January 2004.

B.1.3. The Legal, Administrative and Institutional Framework

44. The multilateral surveillance mechanism for the harmonisation of macroeconomic policies comprises the following organs:

- The Convergence Council which is composed of Ministers of Finance and Governors of Central Banks of Member countries will monitor policies and macroeconomic performance ;
- The Technical Monitoring Committee comprises the Directors of Research of the Central Banks and Senior Ministry of Finance officials. The major responsibility of the Committee will be the preparation of six-monthly reports on multilateral surveillance for submission to the Convergence Council;
- The West African Monetary Agency and the ECOWAS Executive Secretariat will ensure the compatibility of all the multinational convergence programmes formulated by the States;
- The National Coordinating Committees functions for the collection and processing of data provided by Member States.

45. A meeting could soon be convened between senior officials from the Ministries of Justice, Legal Advisers from the Central Banks and the ECOWAS Executive Secretariat. The meeting will be responsible for the formulation of

a draft protocol on the legal framework for a multilateral surveillance mechanism for economic policies based on the guidelines indicated above.

B.II Harmonisation of the methodology for the preparation of macroeconomic aggregates for the monitoring of the convergence exercise

46. Council reiterated the importance of harmonising methodology in use in the Member States for the preparation of the macro-economic aggregates in use in the Member States. Harmonisation of these aggregates will boost the credibility of the multilateral surveillance mechanism and enhance the economic and financial performance of the States. It was therefore agreed to constitute a working group comprising the Directors of Research of the Central Banks, WAMA, the ECOWAS Executive Secretariat, senior officials of the Ministries of Finance, of national offices of statistics and AFRISTAT - the economic and statistical observatory in Africa. The working group will be required to put forward concrete proposals on the means to achieve the compatibility of macro-economic aggregates in the region within the shortest possible time.

47. Appropriate terms of reference will be drawn up by the working group and the international community will be approached to enhance the capacities of the national offices of statistics and accelerate the attainment of the fundamental objective of comparability of aggregates within the framework of the multilateral surveillance of macro-economic policies and performance.

C) Accompanying measures to the convergence process

48. Council underlined the need for the convergence process to be supported by additional measures to expedite regional integration. In this regard, emphasis was laid on the need to dismantle road check points in West Africa, to implement the ECOWAS trade liberalisation scheme and carry out

the interconnection of physical road, telecommunications and energy infrastructures of Member States.

49. Having discussed the issues raised in the reports, Council commended the Committee of Governors of Central Banks for the seriousness with which it was handling issues relating to regional integration and development.

ITEM 4 (ii): Consideration of the report of the meeting of the Consultative Forum of Ministers of Finance, Ministers of Planning, and Governors of Central Banks

50. The report of the seventh meeting of the Consultative Forum of Ministers of Finance, Ministers of Planning, and Governors of Central Banks held in Abuja on 4 December 1999 was presented by the Chairman of the meeting. The Forum acknowledged the importance of the convergence indicators proposed by the Committee of Governors of Central Banks, and also exchanged views on investment promotion in West Africa.

51. Following discussions on the report, Council stressed the need to strengthen the Forum's capacity to monitor development issues as they affect the Community by ensuring greater participation of Ministers at its meetings. It also decided that the Forum would remain a consultative body.

52. Council took note of the recommendations of the Forum as they relate to the promotion of investments in West Africa. It stressed the need to promote judicious investments with a view to accelerating growth and development in the sub-region through:

i) the establishment in Member States of conditions conducive to private sector investments;

ii) the establishment of an ECOWAS Economic and Social Council;

iii) the establishment of a special unit within the Executive Secretariat to take charge of private sector affairs, as recommended by the ad hoc Ministerial committee on the restructuring of the Executive Secretariat;

iv) the introduction of a special arrangement similar to "SHENGEN" in order to promote tourism within the sub-region.

ITEM 4 (iii): Consideration of the meeting of Ministers of Telecommunications

53. The report of the third meeting of Ministers in charge of telecommunications, held in Bamako on 10 September 1999, was presented by Mr. Frank Ofei, Acting Deputy Executive Secretary (Economic Affairs), in the absence of the meeting chairman. Council endorsed:

i) the principle that the Special Fund for Telecommunications (SFT) established by the ECOWAS Authority of Heads of State and Government in 1980, should be retained to serve the main purpose of accelerating telecommunications development in ECOWAS;

ii) the need to restructure the SFT in order to make it more reflective of the current institutional and technological context of the telecommunications sector;

iii) the need to improve direct links between Member States in the short and medium terms, using DAMA satellite technology and other appropriate technologies.

54. The Council of Ministers requested the Executive Secretariat and the ECOWAS Fund to ensure speedy implementation of the INTELCOM II programme.

ITEM 4 (iv): **Consideration of the report of the third meeting of the ad hoc ministerial committee on the restructuring of the Executive Secretariat and the selection and evaluation of statutory appointees (appointment of the External Auditors and the Deputy Director General of the West African Health Organisation (WAHO)**

55. Following the presentation of the report of the meeting by the chairman of the ad hoc committee, Council decided as follows:

i) Appointment of the Deputy Director General of the West African Health Organisation (WAHO)

56. Council declared that the posts of Director General and Deputy Director General are considered as statutory posts, and confirmed the appointment of Professor Moussa Adamu MAIGA , a Malian national, as Deputy Director General of the West African Health Organisation. Council had earlier endorsed the appointment of Dr. Kabba Joinner, a Gambian, as Director General at its 43rd session in Abuja, in August 1999.

ii) Restructuring of the Executive Secretariat

57. The Executive Secretary gave pertinent clarifications on a number of comments from the Ministers regarding the abolition of the post of Financial Controller and the creation of two posts of Deputy Executive Secretary, one for Economic Integration Programmes and the other for Policy Harmonisation, Council adopted the draft document on the restructuring of the Executive Secretariat.

58. The document is annexed to this report.

59. Council however laid much emphasis on the need to make staff competence the primary consideration when setting up the new structure. It was therefore recommended that all staff of the Executive Secretariat should be evaluated on a regular basis.

60. In addition, the Executive Secretariat was urged to fill posts only when they are needed for the preparation and execution of Community programmes.

iii) Appointment of the External Auditors

61. Council approved the results of the interview of the following three (3) firms:

1st:	Coopers, Lybrand & Dieye	Dakar
2nd:	KPMG	Lagos
3rd:	Deloitte & Touche	Abidjan

62. On the issue of the remuneration to be paid to the External Auditors, Council decided to fix fees for auditing the accounts of the Community Institutions at UA 80 000 to take account of inflation and the audit firms recurrent costs. The Executive Secretary was directed to negotiate with Coopers, Lybrand & Dieye, to obtain their agreement to provide their services for a fee not exceeding the amount voted. The firm should be appointed as External Auditors if the negotiation is successful. Where no agreement is reached, the Executive Secretary should negotiate with KPMG-Lagos.

ITEM 4 (v): Consideration of the report of the meeting of ECOWAS Ministers of Energy

63. The report of the first meeting of ECOWAS Ministers of Energy held on 5 November 1999 was presented by the Acting Deputy Executive Secretary (Economic Affairs) on behalf of the Chairman of the meeting who was

unavoidably absent. Council adopted the recommendations of the Ministers of Energy, including those concerning:

i) the master plan for the development of energy production facilities and the interconnection of electricity grids in Member States;

ii) the establishment of the West African Power Pool;

iii) the establishment of a coordinating structure for the West African Power Pool project comprising the Ministers of Energy and the chief executives of electricity companies;

iv) the elaboration of an action plan for the development of economically viable energy projects;

v) increased private sector participation in the development of production and transmission infrastructures.

64. Regarding the recommendation by the Ministers of Energy that their meeting should be institutionalised as an inter-governmental body responsible for the implementation of the ECOWAS energy policy, Council decided to abide by the provisions of Article 22 of the revised Treaty as it relates to the establishment and composition of technical commissions. The technical commissions provided for in the treaty could meet at ministerial level.

65. The Council of Ministers requested the Executive Secretariat and the ECOWAS Fund to take necessary measures to mobilise financing for the projects scheduled for implementation under the master plan.

ITEM 4 (vi): Consideration of the report of the meeting of Ministers of Justice

66. The report of the fourth meeting of the Ministers of Justice held in Abuja on 25 and 26 October 1999 was presented by the Director, Legal Affairs Department. The report dealt essentially with the following points:

i) the draft Tender Code

ii) the draft Staff Rules and draft Staff Regulations

iii) the Community Court of Justice

iv) the provisions of Article 18 of the revised Treaty (equitable geographical distribution of posts)

67. Council deliberated on the above documents and adopted the following:

68. Council adopted the Tender Code, as recommended by the Ministers of Justice.

69. Regarding the draft Staff Rules and draft Staff Regulations, Council decided to raise the retirement age for staff of the Community Institutions to sixty (60) years. However, staff members who so wish may proceed on retirement at the age of fifty-five (55) years. All the provisions of the Staff Rules and Regulations were adopted, as recommended by the Ministers of Justice.

70. With respect to the Community Court of Justice, Council recommended to the Authority of Heads of State and Government that the court should be established and that it should sit as a permanent court. Council also recommended that all its judges be appointed immediately and that they should reside at the headquarters of the Institution. However, having

acknowledged that this would place a financial strain on the Community, Council resolved to strive towards the entry into force and the effective application of the Protocol on the Community levy. It appealed to all Member States which are yet to ratify the protocol to do so without delay.

71. Council adopted the draft regulation establishing modalities for representation at meetings of the Council of Ministers, as recommended by the Ministers of Justice.

72. In reference to the proposals made by the Ministers of Justice regarding the concept of "equitable geographical distribution", Council agreed that rather than attempting to put a definition on the concept, it would be better to evolve a method of post distribution that would ensure a balance among Member States. Council agreed with the suggestion by the Ministers of Justice that, with regard to the appointment of professional staff, the Head of Institution should be allowed to use his discretionary powers to ensure a balanced representation among the countries.

73. In this, the Head of Institution might be guided by several considerations, among them:

- the need to ensure minimal representation of all Member States;
- the need to avoid a permanent distribution of posts;
- the need to avoid allocating specific posts and departments to particular countries;
- the importance of the factors of economic weight, population, country size and assessed contributions.

74. The delegation from Cape Verde objected to the use of the criteria pertaining to economic weight and population.

ITEM 4 (vii): Consideration of the report of the 40th meeting of the Trade, Customs, Immigration, Money and Payments Commission

75. Following the presentation of the report by the Chairman of the Commission, Council decided as follows:

i) Improving the trade liberalisation scheme and the compensation mechanism

76. The report noted that only one Member State had started effectively implementing the trade liberalisation scheme and that the compensation mechanism was not being adequately funded. The point was also made of continued existence of non tariff barriers as well as numerous check points along the highways.

77. The Executive Secretariat was requested to convene a meeting of experts in these matters to reflect on the points raised, and to submit a report to the next session of Council.

78. Council also requested the Member States to evaluate, at their own national levels, the scheme and the compensation mechanism.

79. Council issued another urgent appeal to Member States to start applying the Protocol on the Community levy without delay with a view to providing the compensation mechanism with an autonomous source of funding.

80. Referring to road blocks and check points along the highways, Council requested the Executive Secretariat to convene a meeting of Ministers in charge of Security in Member States with a view to finding a solution to the problem. The meeting could be held in the first quarter of 2000.

ii) Outcome of the meeting of tourism directors and practitioners in ECOWAS Member States

81. Council adopted the report of the meeting of tourism directors and practitioners. It also adopted the recommendations pertaining to the:

- adoption of hotel classification standards
- adoption of a single plaque
- flying of the ECOWAS flag outside approved establishments

82. Council approved the organisation of a seminar and workshop on tourism matters and the establishment of an ad hoc committee to work on the standardisation of other establishments.

iii) Outcome of joint WTO-ECOWAS seminar on security and safety of persons and goods in the tourism sector

83. Council adopted the report of the above seminar, and authorised the Executive Secretariat to continue working with the Secretary-General of the World Tourism Organisation on:

- the establishment of a Community plan of action on security in the tourism sector;
- the implementation of specific projects as a collaborative effort between WTO and ECOWAS.

iv) Applications for approval of industrial products and enterprises to benefit from the ECOWAS trade liberalisation scheme

84. Council approved a new list of 102 industrial products and 46 enterprises from five (5) Member States. The list is annexed to this report. Council also approved the proposals and recommendations contained in the report relating to the transfers of approval, and the amendments to be made

to the list of industrial products approved for inclusion in the trade liberalisation scheme.

ITEM 4 (viii): Consideration of the report of the Administration and Finance Commission

85. The report of the twenty-fourth meeting of the Commission was presented by the Chairman of the Commission.

86. Council adopted the recommendation relating to the rotation of the seats allocated to West Africa on the Board of the Global Environment Facility.

87. Council also adopted the other recommendations of the Commission, after making the following observations:

i) Application of sanctions against Member States in arrears of financial contributions

88. Council was of the opinion that the application of sanctions against eleven Member States in arrears of financial contribution might penalise some of the Member States which have made efforts to pay up their arrears, and was liable to impede the smooth running of Community activities. Council therefore recommended to the Authority of Heads of State and Government to adopt some measure of flexibility in the application of sanctions, under certain conditions:

- countries which are up-to-date in the contributions to the current (1999) budget, and which have ratified the Protocol relating to the Community levy, should be given a transitional period during which the sanctions would be suspended.

- for countries which are in arrears of contributions for reasons beyond their control, Council suggested application of paragraph 3 of Article 77 of the Treaty which states:

"Notwithstanding the provisions of paragraph 1 of this Article, the Authority may suspend the application of the provisions of the said Article if it is satisfied, on the basis of a well-supported and detailed report prepared by an independent body and submitted through the Executive Secretary, that the non-fulfilment of its obligations is due to causes and circumstances beyond the control of the said Member State."

ii) 2000 budget of the Executive Secretariat

89. Council adopted the Executive Secretariat's budget for the year 2000, balanced in income and expenditure at UA 10 391 300. Contributions due from Member States to the 2000 financial year totals UA 7 171 000, an increase of 26.13% compared to 1999 contributions. Payments received as arrears of contributions for past years will provide a further UA 3 000 000 towards the budget while UA 190 300 is expected as sundry income.

iii) Remuneration of External Auditors

90. Council decided to fix the amount voted for the auditing of Community Institutions at UA 80 000 in consideration of the increase in the cost of living and recurrent expenditure.

ITEM 5: Consideration of the memorandum on EU-ECOWAS dialogue

91. Having considered the memorandum before it, Council requested the Executive Secretariat to pursue and intensify its cooperation links with the European Union. To this end, it authorised the Executive Secretariat to

formalise its dialogue with the European Union while also taking account of the concerns of other IGOs in the West Africa region.

ITEM 6: Presentation on the follow-up to the conclusions and recommendations of the Kampala and Dakar Summits of African Heads of State and the President of the World Bank on African development

92. The Senegalese Minister for African Integration, Mrs. Aminata Mbaye presented a report on the Kampala and Dakar Summits. Additional information on this subject was provided by Mr. Mohammed El Moustapha DIAGNE, Minister of Economic Affairs, Finance and Planning of Senegal.

93. The Summits between the African Heads of State and the President of the World Bank were held to define a common vision on a development strategy for Africa. A committee to follow-up on the Kampala and Dakar summits was set up, made up of the following personalities:

- the Head of State of South Africa, representing Southern Africa;
- the Head of State of Gabon, representing Central Africa;
- the Head of State of Uganda, representing East Africa;
- the Head of State of Senegal, representing West Africa, Chairman of the Follow-up Committee.

94. A Ministerial follow-up committee was also established to assist the Heads of State. The committee is made up of World Bank governors of member countries of the Heads of State follow-up committee. It recommended among other things the organisation of regional meetings to implement plans of action centred around the following themes:

i) a development vision for Africa on the eve of the third millennium;
ii) capacity building in Africa;
iii) debt reduction;

iv) good governance and war against corruption;

v) conflict or post-conflict management;

vi) infrastructures;

vii) private sector development strategy;

viii) regional integration and globalisation;

ix) health and initiatives to contain the spread of AIDS.

95. Council thanked the Senegalese ministers for the report, and requested the government of Senegal to recommend to ECOWAS Member States, through the Executive Secretariat, the concrete measures that could be taken to implement the plan of action defined above.

96. Council also requested the Executive Secretariat to participate more actively in the process in order to facilitate implementation of the plan of action which will be discussed by the Community decision-making authorities. It was noted that this type of activity could be better handled in the proposed new structure of the Executive Secretariat.

ITEM 7: Adoption of draft agenda for the twenty-second session of the Authority of Heads of State and Government

97. The draft agenda for the 22nd ordinary session of the Authority of Heads of State and Government proposed by Council is annexed to this report.

98. With respect to item 1(b), Council, at the request of the Nigerian delegation, proposed that His Excellency, Olusegun OBASANJO, President of the Federal Republic of Nigeria should move the vote of thanks, and deliver a statement.

ITEM 8: Any other business

i) Report of the third meeting of Ministers in charge of coordination of drug control activities

99. The report presented an overview of the drug situation in West Africa and highlighted the following points:

- the rapid spread of the phenomenon, particularly the large-scale illicit trafficking, consumption and cultivation of cannabis and the need to undertake special action to limit the production of this dangerous plant;
- the progress achieved by Member States in the implementation of the regional plan of action against drugs;
- the importance of UNDCP assistance to West Africa in the implementation of the ECOWAS programme of priority activities adopted in 1998;
- the increasing threat of money laundering to national economies, the rule of law and democracy, and the need to establish a regional body specialising in drug control activities.

100. Following the presentation of the report, the Council of Ministers approved:

- the UNDCP assistance programme for West Africa (2000 - 2004) estimated to cost about 10 million US dollars;
- the establishment of a regional body to cornbat money laundering to be known as "Inter-governmental action group against money laundering in Africa".

101. Council decided that the draft statutes of the group should be submitted to the competent Ministers.

ii. ECOWAS Prize for Excellence

102. The International Jury for the ECOWAS Prize for Excellence, meeting in Abuja on 30 October 1999, awarded the prize to the following two winners:

- Mr. Thierry AKPO, Consultant in communication strategies, for his novel La Ligne continue;

- Mr. Mohammed SHERIF, a teacher, for his novel Secret Fear.

103. Council approved the report of the meeting of the International Jury, and recommended to the Authority of Heads of State and Government to adopt the draft decision relating to the award of the Prize.

iii) Lifting of sanctions against the Togolese Republic

104. Council approved by acclamation the proposal made by the Federal Republic of Nigeria to the effect that an urgent appeal should be made to the European Union to lift sanctions imposed against the Togolese Republic by that organisation.

iv) ECOWAS Anthem

105. Council listened to a rendition of the ECOWAS Anthem.

ITEM 9: Adoption of report

106. This report was adopted.

ITEM 10: Closing ceremony

107. The Chairman of the Council of Ministers, Abdoul Hamid TIDJANI-DOURODJAYE, thanked members of Council, their delegations, and the heads of the Community institutions for their active participation throughout the session of Council.

108. He underlined the pressing need for Member States and the institutions to deploy all necessary efforts to achieve speedy application of the decisions which have been taken at this session of Council.

109. The Chairman concluded his closing remarks with an appeal to Member States to implement all Community programmes and to ensure payment of their contributions.

DONE AT LOME, THIS 7TH DAY OF DECEMBER 1999.

ABDOUL HAMID S. B. TIDJANI-DOURODJAYE

CHAIRMAN

FOR COUNCIL

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ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

COMMUNAUTÉ ÉCONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

Forty-Fifth Session of Council of Ministers

Lomé, 5 - 7 December 1999

Regulation C/REG.1/12/99 relating to the Enhancement of the Special Fund for Telecommunications

The Council of Ministers,

MINDFUL of Articles 10, 11 and 12 of the ECOWAS Revised Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision A/DEC.21/5/80 of the Authority of Heads of State and Government establishing the Special Fund for Telecommunications;

RECOGNISING that the Special Fund for Telecommunications was established to accelerate the development of telecommunications infrastructures in the sub-region, as well as to ensure their maintenance;

DESIRING to ensure that the Special Fund for Telecommunications is fully utilised and that it fulfils its assigned roles;

ON THE RECOMMENDATION of the third Meeting of ECOWAS Ministers in charge of Telecommunications held in Bamako on 10 September 1999.

E N A C T S

Article 1

1. The Special Fund for Telecommunications as well as its operational mechanisms shall be restructured to enable it effectively perform its responsibility as a catalyst for the modernisation and overall development of telecommunications within the sub-region.

2. In this regard ECOWAS Institutions and Member States shall strengthen it by redefining its role, its objectives and administration as well as ensure the inflow of necessary financial resources.

Article 2

Each Member State shall establish a telecommunications fund within its domain.

Article 3

1. Member States shall adopt sub-regional perspectives in their activities within the legal and regulatory aspects of the telecommunications sector.

2. ECOWAS shall harmonise all legal and regulatory telecommunications frameworks of Member States.

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

COMMUNAUTE ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

Forty-Fifth Session of Council of Ministers

Lomé, 5 - 7 December 1999

Regulation C/REG.3/12/99 relating to the implementation of the INTELCOM II Programme

The Council of Ministers,

MINDFUL of Articles 10, 11 and 12 of the ECOWAS Revised Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision A/DEC.3/8/97 of the Authority of Heads of State and Government launching the Second ECOWAS Telecommunications Programme (INTELCOM II) ;

DESIROUS of providing Member States with a modern, reliable telecommunications network that can carry all services including multimedia;

ON THE RECOMMENDATION of the third Meeting of ECOWAS Ministers in charge of Telecommunications held in Bamako on 10 September 1999.

Article 3

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of Council. It shall also be published by each Member State in its National Gazette within the same time-frame.

DONE AT LOME, THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

E N A C T S

Article 1

Member States shall support the implementation of Intelcom II programme.

Article 2

The ECOWAS Executive Secretariat shall:

(a) prepare a schedule of activities form the feasibility study up to the implementation stage of Intelcom II;

(b) draw up a detailed programme for each Member State based on the global strategy adopted for Intelcom II;

(c) organise regular meetings of relevant officials in order to ensure effective monitoring of implementation of the Intelcom II programme;

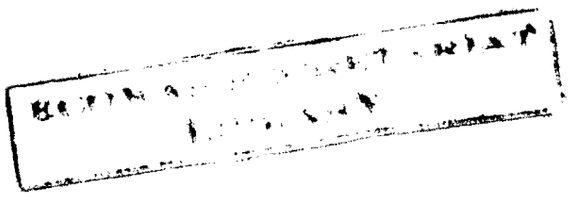
(d) organise a tripartite meeting between ECOWAS, RASCOM and INTELSAT with a view to harmonising their activities in the satellite telecommunications sector.

Article 3

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of Council. It shall also be published by each Member State in its National Gazette within the same time-frame.

DONE AT LOME, THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR THE COUNCIL



Communauté Economique des Etats de l'Afrique de l'Ouest

Economic Community of West African States

Forty-fifth Session of the Council of Ministers

Lome, 5 - 7 December 1999

Regulation C/REG.4/12/99 Adopting the Staff Rules and Staff Regulations of the Institutions of the Community

The Council of Ministers,

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the Staff Rules of the Economic Community of West African States adopted by Decision C/DEC5/7/91 dated 3 July 1991;

NOTING the many inadequacies in the aforementioned Staff Rules which have undermine proper administration and effective personnel management;

DESIRING to endow the Community institutions with Staff Rules and Staff Regulations that are modern and reflect the rules of the international public service;

ON THE RECOMMENDATION of the fourth meeting of Ministers of Justice held in Abuja on 25 and 26 October 1999;

ENACTS

Article 1

The Staff Rules and the Staff Regulations of the Institutions of the Economic Community of West African States are hereby adopted as attached in annex to this Regulation.

Article 2

This Regulation shall supersede all previous contrary provisions.

Article 3

This Regulation shall be published in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time-frame.

DONE AT LOME THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

ECOWAS STAFF RULES

EXECUTIVE SECRETARIAT
ABUJA, OCTOBER 1999

CHAPTER I

GENERAL PROVISIONS

Article 1 Purpose and Scope

These Staff Rules of the Economic Community of West African States (ECOWAS), prepared in application of paragraph 3f Article 10 of the Revised Treaty, lay down the general conditions of employment and set forth the duties, obligations, rights and privileges of staff of the Community Institutions. They outline the broad principles governing staff recruitment and personnel management in these institutions.

Article 2 Definition

The following expressions in these Rules shall have the following meanings:

"**Community**" means the Economic Community of West African States (ECOWAS) referred to under Article 2 of the Revised Treaty;

"**Authority**" means the Authority of Heads of State and Government of the Community established by Article 7 of the Revised Treaty;

"**Council**" means the Council of Ministers established under Article 10 of the Revised Treaty.

"**Executive Secretary**" means the Executive Secretary appointed in accordance with the provisions of Article 18 of the Revised Treaty;

"**Deputy Executive Secretary**" means the officer appointed under paragraph 4a of Article 18 of the Revised Treaty.

"**Executive Secretariat**" means the Executive Secretariat established under Article 17 of the Revised Treaty.

"**Treaty**" means the Revised Treaty.

"**Fund**" means the Fund for Co-operation, Compensation and Development established under Article 21 of the Revised Treaty;

"**Managing Director**" means the officer appointed in accordance with Article 28.1 of the Protocol of the Fund.

"**Deputy Managing Director**" means the officer appointed in accordance with Article 28.10 of the Protocol of the Fund.

"**Statutory Appointees**" includes the Executive Secretary, Deputy Execcutive Secretaries, Managing Director of the Fund, Deputy Managing Director of the Fund, Financial Controller and any other senior officer of the Community designated as such by the Authority or Council;

"**Head of Institution**" means the Executive Secretary or the Managing Director or the Head of any other ECOWAS Institution to which these Rules are applicable.

"**Staff Member**" means a regular employee of the Community Institutions who is not a Consultant.

"**Officer**" means any person holding a permanent or temporary appointment within the Community Institutions and who is paid monthly salaries or wages.

CHAPTER II

DUTIES, OBLIGATIONS AND PRIVILEGES

Article 3 Duties of Staff Member

a) In accepting appointment, staff members shall undertake to perform their duties and regulate their conduct with the interest of the Community as their sole consideration.

b) Staff members must conduct themselves with propriety. They shall avoid any action which is incompatible with the code of conduct by which staff members are bound. They shall ensure, in their official and private capacities, that their conduct in no way discredits the Community.

Article 4 Obligations

In the performances of their duties:

a) Staff members shall neither seek nor accept instructions from any Government, or from any other authority outside the Community.

b) Staff members shall not engage in any activity which is incompatible with the normal discharge of their functions or which may adversely affect their status as staff members of an International Organisation responsible solely to the Community.

c) Staff members shall avoid any action and, in particular, any public pronouncement which may compromise or discredit the Community or which may be inconsistent with the integrity, independence and impartiality expected of their status.

d) Staff members shall exercise utmost discretion with regard to all facts and information known to them by virtue of or in connection with the performance of their duties.

e) Staff members shall show strict respect for hierarchy, discipline and constituted authority within the Community. They shall be subject to the authority of the head of institution who may assign to them

duties or post relevant to their qualifications and experience. They shall obey all specific or general directives issued by their superior officers and which fall within the framework of the duties and functions attributed to the Community.

f) Any unauthorised removal or destruction of official items and documents are strictly prohibited.

Article 5 Oath of Office

a) Before assuming duty, staff members of the Community shall subscribe to the following written declaration:

I,..... solemnly swear that, in my capacity as ....., I will be faithful and loyal to the Economic Community of West African States, that I will not directly or indirectly communicate or reveal any document or information known to me in the course of the discharge of my duties to any person other than a person to whom I am authorised to communicate such; that I will not use the information in my possession as an officer of the Community in any other manner prejudicial to the safety and interest of the Community even after leaving the services of the Community. I also solemnly undertake to execute in all loyalty, discretion and conscience the duties assigned to me, to discharge these duties and regulate my conduct with the exclusive interests of the Community in view, and not to seek or accept instructions from any government or authority external to the Community.

b) The Executive Secretary shall take the oath orally during a public session of the Authority.

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The other Statutory appointees shall take the oath orally during a public session of Council.

Other staff members shall subscribe to a written declaration addressed to the head of the institution concerned or his duly accredited representative.

c) Irrespective of the oath or solemn undertaking, staff members shall be free to collaborate closely with any government, under the terms of any agreement concluded between that government and the Community.

Article 6 Protection

a) Staff members in the service of the Community shall, by virtue of their office, be entitled to protection.

b) The Community shall protect staff members from all manner of threats, outrage, duress, assault and battery, insults or defamation to which they may be subjected on account of or in the performance of their duties. Where necessary, the Community shall make reparations for such suffered by staff members.

c) The Community shall accept full civil liability for any professional misconduct by staff during or in the performance of their official duties. In such cases, the Community may take appropriate measures against the staff member.

Article 7 **Immunities and Privileges**

a) In the exercise of their functions, staff members shall enjoy in all Member States, the immunities and privileges set out in international Conventions.

b) The immunities and privileges attached to the Community by virtue of the General Convention on Privileges and Immunities of the Economic

Community of West African States, dated 22nd April, 1978, as well as the provisions of the Headquarters Agreement are conferred in the interest of the Community.

c) These privileges and immunities do not obviate the need for staff members to perform their private obligations or to observe police laws and regulations.

d) The Executive Secretary alone may take a decision as to whether or not to waive immunities and privileges. In cases where immunities and privileges are called into question, the staff member shall report to the head of institution who shall take appropriate action.

CHAPTER III

CLASSIFICATION OF STAFF

Article 8 **Staff Grading**

Members of staff of ECOWAS shall, without exception, be nationals of Member States and shall be either :

a) Internationally recruited staff comprising :

i) Statutory Appointees;
ii) Professional Staff (D and P)

b) Locally recruited staff comprising :

i) General Service Personnel (G)
ii) Auxiliary Personnel (M)

CHAPTER IV

APPOINTMENTS, PROMOTIONS, GENERAL CONDITIONS GOVERNING RECRUITMENT AND ADVANCEMENT

Article 9 General Rules

The following conditions must be met, in order to be eligible for employment in ECOWAS.

a) Must be nationals of ECOWAS Member States;

b) Must be of good moral standing and must not have a prior conviction for a serious criminal offence.

c) Must be physically able to carry out the duties and must not suffer from any mental illness, whether of a temporary or permanent nature.

d) Must have the requisite age stipulated in the Staff Regulations.

Article 10 Appointments

a) The Executive Secretary shall be appointed by the Authority, in accordance with paragraph 1, Article 18 of the Treaty.

b) The other Statutory Appointees shall be appointed by Council, in accordance with paragraph 4, Article 18 of the Treaty.

c) The Executive Secretary or Managing Director shall, in conformity with paragraph 3g, Article 19 of the Treaty, appoint all staff other than the Statutory Appointees.

d) Upon appointment, all staff referred to in paragraph c above shall receive a letter of appointment signed by the Head of Institution.

Article 11 Staff Rules and Regulations

Subject to the provisions of Article 10 above, appointment of staff members shall be guided by the provisions of these Staff Rules and Regulations. A copy of the Staff Regulations and Staff Rules shall be sent to all staff at the same time as their letter of appointment.

In accepting the appointment offered to them, a new staff member shall state in writing that he has acquainted himself with and fully accepts the conditions set out in the Staff Rules and Regulations.

Article 12 Criteria for Appointment

Appointment of staff shall be done without regard to race, sex or religion.

a) Statutory Appointees shall be appointed in conformity with the procedure laid down in Article 18 of the Treaty. Appointment of other members of staff shall be competitive, pursuant to a test organised in accordance with modalities to be determined by the Head of Institution.

b) In recruiting professional staff, due cognisance shall be taken, subject to

the contract.

Staff members who hold permanent appointments or who have been dismissed from the service of the Community shall not be eligible for any fixed term contract appointments within the Community Institutions.

c) An appointment is considered to be temporary where the relevant letter of appointment expressly states that the period of employment shall not exceed 6 (six) months. Such appointment may be renewed three times for periods not exceeding 6 (six) months each. Former staff members of the Community are eligible for temporary appointment.

Article 14 Advancement

a) Staff members shall be entitled to periodic salary increase within a given grade.

b) Salary increment shall be granted only where a staff member performs his duties satisfactorily.

c) For a staff member to advance to the next grade level, an individual performance evaluation report shall be submitted in a form prescribed by the Head of Institution as stipulated in sub-paragraph (a), Article 19 of the Staff Regulations.

Article 15 Conditions and Modalities

The conditions and modalities governing appointments, promotions confirmation of appointment and advancement are laid down in the Staff Regulations.

CHAPTER V

REMUNERATION

Article 16 **Salaries, Allowances and Services**

a) Each staff member in the service of the Community is entitled to a salary, allowance and other entitlements.

b) A revised structure of salaries, allowances and other staff entitlements as well as conditions governing their application shall be referred to Council for approval from time to time through the Administration and Finance Commission. These salary structures, conditions and modalities shall be set out in the Staff Regulations.

c) The conditions of service of locally recruited staff shall be closely aligned to the best conditions available in the host countries as well as by various other factors, particularly conditions offered by other international organisations. The salaries adopted shall not be lower than those in force in the host country.

d) The emoluments paid to personnel recruited on contract or staff serving in capacities other than as permanent staff shall be fixed by the Head of Institution.

e) All members of staff shall subscribe to a pension or staff provident fund to which they shall make contributions in accordance with the modalities and conditions set out in the Staff Regulations.

f) A staff member shall be deemed to be in employment when he is effectively engaged in carrying out the duties assigned to him; he is also considered to be in active service while on leave, on official assignment, or when on a course of training or advanced training.

g) The Head of Institution shall ensure compliance with the provisions of the Staff Regulations establishing conditions for the granting of leave, due regard being had to the exigencies of service.

CHAPTER VI

ANNUAL LEAVE, HOME LEAVE AND SPECIAL LEAVE

Article 17 **Annual leave, Home leave, Special leave**

a) Staff members shall be entitled to annual leave.

b) International staff whose duty station is outside their home country shall be granted home leave once every two years.

c) Special leave may be authorised by the Head of Institution in exceptional cases.

d) The conditions and modalities governing leave entitlements are contained in the Staff Regulations.

CHAPTER VII

SOCIAL SECURITY SCHEME

Article 18 **Social Security Scheme**

a) The head of Institution shall establish a social security scheme for staff which shall cover :

i) Sick leave;
ii) maternity and paternity leave;
iii) compensation in case of illness contracted while in active service or in the course of executing the duties of a staff member;
iv) medical assistance;
v) assistance in the event of death;
vi) a provident fund;
vii) group accident insurance;
viii) group life insurance.

b) The conditions governing access to the social security benefits by the different categories of staff and all other relevant conditions and modalities are set out in the Staff Regulations.

CHAPTER VIII

AUTHORISED TRAVEL

Article 19 **Authorised Travel**

ECOWAS shall pay the transport costs of staff members on official mission and all other functionaries and dependent persons who meet the set criteria and who are travelling for the following reasons :

a) Upon initial appointment, between their home countries or between their place of recruitment and their duty station;

b) on home leave;

c) changing duty stations;

d) upon separation from services;

e) for any other reason as may be authorised by the Staff Regulations.

Article 20 **Shipment of furniture and household effects**

The cost of shipment of household effects belonging to staff shall be borne by the Community, in accordance with provisions and modalities set forth in the Staff Regulations.

CHAPTER IX

SEPARATION FROM SERVICE

Article 21 **Resignation**

Staff may resign their appointment upon giving the requisite period of notice to the Head of the Institution as stipulated in their letters of appointment and in conformity with the Staff Regulations.

Article 22 Termination of Appointment

The Executive Secretary may, in accordance with the relevant provisions of the Staff Regulations, terminate the appointment of a staff member at any time for any of the following reasons :

a) Where the exigencies of service demand that a post be abolished or call for staff retirement;

b) where the performance of the staff member is no longer satisfactory;

c) where, for medical reasons, the staff member cannot continue in his functions;

d) where facts antecedent to his appointment and relevant to his suitability or his integrity come to light which, had they been known at the time of his recruitment, would have precluded his appointment;

e) where the staff member is convicted of a criminal offence, thus breaching the conduct demanded of a staff member of an international organisation and bringing discredit upon the Community;

f) where the staff member is guilty of conduct inimical to the well-being of the Community;

g) Only members of staff terminated under paragraphs a & c above will receive benefits as stipulated in the Staff Regulations.

Article 23 Retirement

With the exception of statutory appointees, staff on fixed-term contract, temporary staff and consultants, no member of staff may remain in service beyond the age of sixty (60) or for a period longer than the maximum years of continuous service

stipulated in the Staff Regulations.

The terms and conditions governing early and voluntary retirement are also stipulated in the Staff Regulations.

CHAPTER X

ORGANS INVOLVED IN PERSONNEL MATTERS

Article 24 Joint Advisory Committee on Appointments, Promotions and Disciple

a) There is hereby created a Joint Advisory Committee on Appointments, Promotions and Discipline of professional staff of the Community.

b) All decisions pertaining to appointments, promotion and disciplinary measures specified in the Staff Regulations shall be taken by the Head of Institution, upon recommendation by the Advisory Committee. Such decisions and the report of the Committee shall be communicated to Member States within thirty days.

c) The duties of the Advisory Committee shall be limited to appointments, and to matters concerning promotions and discipline of professional staff. It shall have powers to examine, at least once a year, cases of appointments and promotions of locally recruited staff to ensure uniformity of standards within the two institutions of the Community.

d) The composition and rules of procedures of the Advisory Committee shall be as stipulated in the Staff Regulations.

Article 25 **Advisory Committee Appointments, Promotions and Discipline of Locally Recruited Staff**

a) There is hereby established in each Institution of the Community, an advisory Committee on the appointment, promotion and discipline of locally recruited staff.

b) The Committee in each institution shall perform in respect of the locally recruited staff, the same duties as are performed by the Joint Advisory Committee on appointment, promotions and discipline of professional staff.

c) The Staff Regulations shall fix the composition and rules of procedure of the Committee.

CHAPTER XI

DISCIPLINE

Article 26 **Disciplinary Measures**

a) The Head of Institution may take disciplinary measures against a staff member guilty of unsatisfactory behaviour.

b) In so doing, he shall be guided by the appropriate Advisory Committee on Appointments, Promotions and Discipline with regard to certain disciplinary measures contained in the Staff Regulations.

CHAPTER XII

RIGHT OF RECOURSE

Article 27 Right of Recourse

Staff members, their beneficiaries or their representatives may appeal any decision taken against them by the Head of Institution to the Council of Ministers through the Administration and Finance Commission or Board of Directors of Fund in cases of where they are of the opinion that the conditions of service (including any relevant provision of the Staff Regulations) have not been respected or that a disciplinary measure applied to them is contestable. In the event that recourse to Council of Ministers is not satisfactory, the affected staff member may appeal to the Community Court of Justice.

CHAPTER XIII

MISCELLANEOUS AND FINAL PROVISIONS

Article 28 Entry into force

These Rules are subject to adoption by the Council of Ministers. They shall enter into force in accordance with the provisions of the Treaty governing entry into force of Regulations.

Article 29 Delegation of Powers

The Head of Institution may delegate to his deputy, any of the duties assigned to him under the terms of these Regulations.

Article 30 Amendments

The Regulations may be supplemented or amended by the Council of Ministers.

Article 31 **Staff Regulations**

These Staff Rules shall be supplemented by Staff Regulations, the provisions of which must be consistent with the principles encapsulated therein.

Article 32 **Abrogation**

These rules supercedes all previous miscellaneous and final provisions.

Article 33 **Language of Publication**

These Regulations shall be published in the working languages of the Economic Community of West African States.

Rev.2

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ECOWAS STAFF REGULATIONS

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EXECUTIVE SECRETARIAT
LOME, DECEMBER 1999

CHAPTER 1

GENERAL PROVISION

ARTICLE 1 : PURPOSE

These Regulations, established in implementation of Article 31 of the Staff Rules of the Economic Community of West African States, are a supplement to the said Rules.

ARTICLE 2 : APPLICABILITY

The provisions of these Regulations shall apply to all staff members of ECOWAS as defined in Article 3 hereafter.

ARTICLE 3 : DEFINITION

The following expressions in these Rules shall have the following meanings:

"**Statutory Appointee**" means an officer appointed in compliance with Article 18 of the ECOWAS Revised Treaty and Article 28 of the Protocol relating to the Fund for Cooperation, Compensation and Development of the Economic Community of West African States, dated 5 November 1976;

"**Professional Staff**" means an officer from a Member State who is not a statutory appointee, holding university degrees or equivalent professional qualification, and who is involved in the execution of the duties assigned to the ECOWAS Institutions;

"**General Service Staff**" means a qualified administrative official responsible for the execution of duties initiated by the statutory appointees and professional staff. He is primarily involved in the execution of the day-to-day administrative duties of the ECOWAS institutions;

"**Auxiliary Staff**" means semi-skilled and non-technical personnel;

"**Dependent spouse**" means any person legally married to an officer, who has no paid employment with ECOWAS or elsewhere. For the purpose of these Rules, a spouse shall be considered to be gainfully employed if his earnings exceed an amount fixed by the Executive Secretary for the purpose. This amount shall be the approximate equivalent of the lowest entry level of the ECOWAS salary scale;

"**Dependent Child**" means the legitimate, legitimised or legally adopted child of an officer. Adoption must confirm to the laws of the officer's country. If both spouses are officers, they must decide which one of them shall claim dependency of the child in order to avoid duplication of benefits;

"**Beneficiaries**" means any persons so designated by the officer in writing, and in accordance with prescribed procedure. In the event of the death of an officer, all amounts accruing to him shall be paid to his beneficiary(ies);

"**Country of origin**" means home country as applicable under article 33 of these staff regulations or authorised home country of one or other of the two spouses if both spouses are ECOWAS professional staff;

"**Duty Station**" means the country to which the officer is posted.

"**Community**" means the Economic Community of West African States (ECOWAS) referred to under Article 2 of the Revised Treaty;

"**Authority**" means the Authority of Heads of State and Government of the Community established by Article 7 of the Revised Treaty;

"**Council**" means the Council of Ministers established under Article 10 of the Revised Treaty;

"**Executive Secretary**" means the Executive Secretary appointed in accordance with the provisions of Article 18 of the Revised Treaty;

"**Deputy Executive Secretary**" means the officer appointed under paragraph 4a of Article 18 of the Revised Treaty.

"**Executive Secretariat**" means the Executive Secretariat established under Article 17 of the Revised Treaty.

"**Treaty**" means the Revised Treaty.

"**Fund**" means the Fund for Co-operation, Compensation and Development established under Article 21 of the Revised Treaty;

"**Managing Director**" means the officer appointed in accordance with Article 28.1 of the Protocol of the Fund.

"**Deputy Managing Director**" means the officer appointed in accordance with Article 28.10 of the Protocol of the Fund.

"**Head of Institution**" means the Executive Secretary or the Managing Director or the Head of any other ECOWAS Institution to which these Rules are applicable.

"**Staff Member**" means a regular employee of the Community Institutions who is not a Consultant.

"**Officer**" means any person holding a permanent or temporary appointment within the Community Institutions and who is paid monthly salaries or wages.

CHAPTER II

DUTIES, OBLIGATIONS AND PRIVILEGES

ARTICLE 4 : DUTIES AND OBLIGATIONS

In addition to the general obligations laid down in Articles 3 and 4 of the Staff Rules, to protect and defend the interests of ECOWAS, all officers shall be bound by the further obligations stated hereafter, which are inherent to the nature of their functions and responsibilities.

(a) All officers shall be diligent in the discharge of their duties which may not be delegated to other persons. They must be regularly present at their duty posts.

(b) Officers shall scrupulously abide by the working hours established by the Head of Institution.

(c) No officer may practice any other profession, accept any other employment, or undertake any other gainful activity without prior authorisation of the Head of Institution.

(d) An officer who holds interests in any company prior to his appointment or while in service shall disclose the nature and extend thereof to the Head of Institution. A serving officer shall make the disclosure within five working days of acquiring such interest. Moreover, he shall pledge in writing that he shall not be actively involved in the management of such companies and enterprises.

(e) Officers shall be answerable to their immediate superior with regard to the use of the powers, the execution of orders and the monitoring of duties assigned by them. They shall be fully responsible for the performance of their subordinates, except in cases of human error.

(f) Officers may discharge their civic duties, but shall not engage in any political activity which is inconsistent with the independence and impartiality required by their status as staff members of an international organisation or which is in any way detrimental to ECOWAS.

ARTICLE 5 : PRIVILEGED INFORMATION

(a) By virtue of their status as staff members of an international organisation, staff members shall be bound by an oath of secrecy. Except when duly authorised by the Head of institution who shall so decide if he is of the belief that no prejudice shall be caused thereby to ECOWAS or to a Member State, no staff member shall communicate to a third party, or use for his personal interests, any information, document or fact known to him by reason of his official position or acquired in the discharge of his official duties.

(b) Except with the prior authorisation of the Head of Institution, whenever the aims, activities or interests of ECOWAS are in issue, officers may not, unless in performance of their normal duties, make any statements to the press or to any other information media, make public declarations, or publish articles, books relating to the activities of the Community.

(c) Unless the Head of Institution expressly grants an exemption, officers shall be bound by the obligations set out in paragraphs (a) and (b) above even after leaving the employment of ECOWAS.

(d) Any unauthorised diversion, removal or destruction of official documents is strictly prohibited. Similarly, official documents may not be made public or reproduced except for official purposes.

ARTICLE 6 : COPYRIGHT, PATENTS AND SIMILAR RIGHTS

All rights, including copyright, patent rights and other exclusive rights granted for work performed officially by an officer shall be the property of ECOWAS.

ARTICLE 7 : OFFICIAL HOLIDAYS

(a) Officers shall be entitled to the following work-free days with pay :

(i) 28th May, ECOWAS Day, marking the anniversary of the signing of the Treaty of ECOWAS;

(ii) Official public holidays observed in the host country.

(b) Nationals of a Member State may, upon prior written request, be granted a work-free day with pay on the national day of the Member State. Only one such national holiday may be observed in a year.

ARTICLE 8 : IMMUNITIES AND PRIVILEGES

Under the provisions of Article 8 of the Staff Rules, officers shall be entitled to the following immunities and privileges :

(a) Statutory Appointees and professional staff shall enjoy the same immunities and privileges as are accorded to diplomatic envoys.

(b) All officers irrespective of nationality, shall be entitled in the territory of all ECOWAS Member States and in the host country, to the immunities provided in the General Convention on the Privileges and Immunities of ECOWAS, in the Headquarters Agreement and in any agreements that may be concluded between ECOWAS and its host countries.

(c) All professional and general service staff, with the exception of nationals of the host country, shall be entitled to the same privileges as are provided in the General Convention on the Privileges and Immunities of ECOWAS.

(d) The Executive Secretary shall, from time to time, determine, on the basis of different international conventions, the General Convention on the Privileges and Immunities of ECOWAS and the Headquarters Agreement, the Conditions under which officers may be entitled to immunities and privileges.

CHAPTER III

CLASSIFICATION OF STAFF AND POSTS

ARTICLE 9 : CLASSIFICATION OF STAFF

ECOWAS staff members shall be divided into two groups :

(a) Group I - Internationally recruited staff

This group comprises of two categories of staff :

- Statutory Appointees
- Professional Staff

(b) Group II - Locally recruited staff

Group II comprises 2 categories of staff :

- General Service
- Auxiliary Staff

ARTICLE 10 : GRADES AND STEPS

(a) The Second category of group one is divided into the following grades :

- Grade D1 comprises 8 steps

- Grades P1 to P5 each of which comprises 10 steps

(b) Group two is made up of the following grades :

- Grades G1 to G6 each of which comprises 13 steps.

Category II

- Grades M1 to M7 each of which comprises 7 steps

ARTICLE 11 : CLASSIFICATION OF POSTS

The Council of Ministers in conformity with the scheme of service shall be responsible for the classification of posts, based on the nature of the duties and responsibilities attached thereto.

CHAPTER IV
APPOINTMENTS AND PROMOTIONS

ARTICLE 12 : RECRUITMENT

The General conditions of recruitment shall be as set forth in Article 9 of the ECOWAS Staff Rules.

(a) In appointing professional staff of the Community, due regard shall be had, subject to ensuring the highest standards of efficiency and technical competence, to maintaining equitable geographical distribution of posts among nationals of all Member States.

(b) The maximum age limit for recruitment of candidates shall be fifty years.

(c) In selecting between equally qualified applicants, preference shall be given to nationals of Member States which have the lowest representation of staff in the organisation.

ARTICLE 13 : INTERNAL AND EXTERNAL SELECTION

(a) ECOWAS shall, as much as possible, adopt the principle of in-house promotion. This policy must however not hamper the acquisition of fresh outside talent.

(b) Promotion from one grade to another shall be based on competition.

ARTICLE 14 : RECRUITMENT OF PERSONS RELATED TO STAFF MEMBERS

(a) Except in cases where no comparable alternative is possible, ECOWAS shall not employ the husband, wife, father, mother, son, daughter, brother or sister of a staff member.

(b) An officer who is related to another officer in any of the ways enumerated in paragraph (a) above, may not be deployed to a post where he shall be the immediate superior or subordinate of his relation; nor may the officer be part of any administrative decision or review of an administrative decision affecting his relation.

(c) In the event of two (2) officers getting married, the contractual basis of their employment remains unchanged, but their rights and benefits shall be modified accordingly.

ARTICLE 15 : MODALITIES FOR APPOINTMENT

(a) Posts in the professional categories shall be advertised by the ECOWAS institutions in all Member States and international magazines, allowing a maximum of 3 months from the date of the letter announcing the vacancy to the deadline for submission of applications. Applications shall be forwarded directly to the Head of institution who in turn, shall convene the Advisory Committee to meet and screen the applications and short list candidates, in accordance with the conditions laid down in the Rules of

Procedure of the Joint Advisory Committee on Appointments, Promotions and Discipline. An internal notice of such vacancies shall also be circulated.

(b) Short-listed candidates posts shall be recruited on a competitive basis in accordance with the provisions of Article 13 of the Staff Rules.

(c) Staff members in the G and M categories shall also be recruited on a competitive basis, using the same short-listing procedure applied to candidates for professional posts. However, the adjudicating body in such case shall be the Advisory Committee for Appointment, Promotion and Discipline of Locally Recruited Staff.

ARTICLE 16 : LETTER OF APPOINTMENT

(a) The letter of appointment sent to every officer in accordance with Article 10 of the Staff Rules shall clearly state or refer to all the conditions of employment. The letter must state : the nature of the appointment, the date of assumption of duty; the duration of the appointment; notice required to terminate the appointment; length of probation period; salary and benefits attached to the post, indicating the starting salary; any special conditions which may be applicable from time to time, such as taxes and levies. The employee shall enjoy only such rights and privileges as are mentioned in his letter of appointment and in the staff rules and these regulations.

(b) In accepting his appointment, the staff member shall state in writing that he has acquainted himself with and accepted the conditions laid down in the Staff Rules and these Regulations, and any other relevant regulations of the Council of Ministers. In any event, acceptance of the appointment shall constitute an acknowledgement that the staff member accepts to be bound by the Staff Rules and Regulations.

ARTICLE 17 : OFFICIAL INFORMATION TO BE PROVIDED BY OFFICERS

(a) On his appointment, the staff member shall provide the Head of Institution with the personal information required to determine his status in the light of the Staff Rules and Regulations.

(b) The staff member shall promptly inform the Head of Institution of any subsequent changes which might affect his situation under the terms of the Staff Rules and Regulations.

(c) All facts of arrest, fine, imprisonment for any offence other than a minor traffic violation shall immediately be reported to the Head of Institution.

(d) A staff member may at any time be required by the Head of institution to supply information concerning facts antecedent to his appointment and relevant to his suitability, integrity, conduct and services as a staff member.

ARTICLE 18 : EFFECTIVE DATE OF APPOINTMENT

(a) The appointment of a locally recruited staff member shall take effect from the date on which he reports for duty.

(b) The appointment of an internationally recruited staff member or a staff member recruited outside his duty station shall take effect from the day on which he officially leaves his normal residence to travel by the most direct route to his duty station, or, if no official travel is involved, from the date on which he reports for duty.

ARTICLE 19 : PROBATION AND CONFIRMATION

(a) The period referred to in Article 13, paragraphs (a) and (b) of the Staff Rules is a period of observation during which the employee seeking confirmation must demonstrate by the highest standards of performance, efficiency,

integrity, good behaviour and mental and physical aptitude, his ability to discharge the functions and responsibilities of his office.

(b) The duration of the probationary period shall be fixed in the letter of appointment, in conformity with the provisions of article 13, paragraphs (a) and (b) of the Staff Rules.

(c) During the probationary period referred to in Article 13, paragraph (a) of the Staff Rules, the Director of the Department or the statutory appointee concerned, as the case may be, shall establish a written report on the competency, performance and conduct of the officer and on his suitability for his continued employment in ECOWAS. This report shall be examined by the appropriate Advisory Committee on Appointments, Promotions and Discipline which shall recommend to the Executive Secretary whether or not to confirm the appointment. Any inadequacies observed in the performance of the officer during the probationary period shall be brought to his attention in writing.

(d) If performance during the initial probationary period is unsatisfactory, and the officers immediate superior deems that he is capable of appreciable improvement, the appropriate Advisory Committee may recommend to the Executive Secretary an extension of the probationary period for a period not exceeding one year. At the end of the extension period, performance evaluation shall again be conducted under the conditions laid down in paragraph (c) above.

(e) On successful completion of the normal or extended probationary period the office's appointment shall be confirmed on the recommendation of the appropriate Advisory Committee.

(f) If the officer fails to give satisfactory performance, at the end of the extended probationary period, his appointment shall be terminated on the recommendation of the appropriate Advisory Committee.

(g) The normal or extended probationary period for contract officers as defined in article 13(b) of the Staff Rules shall be assessed under the same conditions as for permanent appointment by the appropriate Advisory Committee.

(h) Renewal of contracts valid for less than one year shall be optional. Notice of renewal or termination shall be given in writing not less than 2 months before the date of expiry of the contract. Where notice has not been so given, the contract shall be deemed to have been extended for a period of 6 months from the terminal date of the initial contract. In exceptional cases, special written agreements may be reached with the staff member concerned. These provisions shall not apply where the officer shall have attained the age of fifty-five years on the date on which the contract expires or where the officer has been dismissed.

(i) Domestic staff, with the exception of security guards, shall be appointed for only such period as shall terminate with the tenure of the officer for whom they are employed.

ARTICLE 20 : PROMOTION

(a) Personal files, Evaluation Reports

An annual report shall be written on the performance and conduct of each officer by his superior officers. A copy of the report shall be given to the officer who shall so acknowledge. The officer shall be entitled to record his own comments in his personal file.

(b) Advancement within the same grade

(i) In accordance with article 14, paragraphs (a) and (b) of the Staff Rules, advancement by one or more steps within the same grade is based on performance and merit.

(ii) Advancement shall be at the rate of 1 step every 2 years, after 2 years of uninterrupted service, and based on satisfactory evaluation reports.

(iii) Increment may be withheld on the grounds of unsatisfactory performance or for disciplinary reasons. Unless the Executive Secretary decides otherwise, the amount withheld may not be paid retroactively or restored before the expiry of the 24-month period.

(iv) Exceptionally high performance may be rewarded by accelerated advancement of not more than 1 step in addition to the normal increment. Such accelerated advancement may not be awarded more than twice within the same grade.

Accelerated advancement may not be awarded without the necessary budgetary allocation.

(c) Right of Appeal

Every officer shall have right of appeal with regard to the advancement in accordance with the procedures stipulated in article 27 of the Staff Rules.

CHAPTER V
SALARIES AND BENEFITS

ARTICLE 21 : STATUTORY APPOINTEES

(a) Statutory appointees shall be entitled to receive, in addition to the basic salary fixed by the Council of Ministers, the various allowances granted to officers as enumerated hereafter in Articles 22 to 31.

(b) Statutory appointees shall also be entitled to the following special benefits :

Head of Institution

(i) Free, furnished accommodation
(ii) Free domestic staff (5 in number, including 1 security guard)
(iii) One ceremonial car and driver
(iv) One official car and driver
(v) Free water and electricity
(vi) Free office telephone service.

Other statutory appointees

(i) Free, furnished accommodation
(ii) Free domestic staff (4 in number, including 1 security guard)
(iii) One official car and driver
(iv) Free water and electricity
(v) Free office telephone service.

(c) Telephone service in the residences is free up to a ceiling of $250 per month for the Heads of Institution and $200 per month for the other statutory appointees.

(d) The amounts stated in paragraph (c) above may be reviewed by the Council of Ministers, on the recommendation of the Administration and Finance Commission.

ARTICLE 22 : SALARY SCALE

(a) The salary scale for all categories of ECOWAS staff shall be fixed by the Council of Ministers.

(b) The salary of each officer within the approved scale shall be determined according to his grade, on the recommendation of the appropriate advisory committee.

ARTICLE 23 : SALARIES AND ALLOWANCES OF CONTRACT OFFICERS

(a) The salary of contract officers shall be fixed in accordance with the scale used for the corresponding category of ECOWAS staff, plus a 10% addition.

(b) When the payment due is for a period of less than one month, the amount shall be calculated at the rate of $^{1}/_{30}$ of the monthly salary for each day owed. However, the full month's salary shall be paid in the event of death in the course of duty.

ARTICLE 24 : POST ADJUSTMENT

(a) The salaries of all ECOWAS staff shall be adjusted to ensure the equivalence of purchasing power in the different duty stations.

(b) Post adjustment indices shall be established for the ECOWAS duty posts based on the indices published regularly by the United Nations International Civil Service Commission.

ARTICLE 25 : HOUSING ALLOWANCE

(a) ECOWAS shall provide each professional staff member with residential accommodation for which he shall contribute 5% of his net annual salary, to be deducted at source.

(b) Where accommodation is not immediately available, professional staff and their dependants shall be accommodated in a hotel at the expense of ECOWAS for a period of three (3) months. Thereafter, they shall be required to pay to ECOWAS 3% of their monthly salary towards the settlement of their hotel bills exclusively.

(c) General service and auxiliary staff shall be paid a compensatory housing allowance to be determined by Council on the recommendation of the

Administration and Finance Commission taking into consideration the actual situation in each duty station.

ARTICLE 26 : DEPENDENCY ALLOWANCE

(a) A dependency allowance shall be paid to any officer whose spouse qualifies as a dependent spouse as stipulated in article 3 of these Regulations and who can show that she does not receive a similar allowance from other sources in respect of the said spouse.

The allowance for a dependent spouse shall also be payable to any female officer whose husband fulfills the same conditions. The amount of the allowance shall from time to time be reviewed by the Council of Ministers on the recommendation of the Administration and Finance Commission.

(b) A dependency allowance shall be paid to officers for each unmarried child up to the age of 18 years, and to a maximum of 4 children. The allowance shall be payable for each dependent child up to the age of 21 years if the child is in full-time attendance at a school, university, or similar educational institution wherever they may be. The officer shall submit a written application in this regard accompanied by such supporting documents as the Executive Secretary shall deem satisfactory, in accordance with article 3 of these Regulations. The amount of the dependency allowance for a child shall be reviewed from time to time by the Council of Ministers, on the recommendation of the Administration and Finance Commission.

Dependency allowance shall be payable up till the end of the child's education is interrupted for the school year during which the child shall attain the age of 21 years. If a period of at least one year by national service or due to illness, the period of eligibility for the allowance shall be extended by the period of interruption.

The amount of the allowance which shall cover only tuition fees and related charges, shall be reviewed from time to time by the Council of Ministers on the recommendation of the Administration and Finance Commission.

(c) Dependency allowance shall not be payable in respect of :

- attendance at a free school or one charging only nominal fees;

- correspondence courses except those which, in the opinion of the Head of Institution, are not taught in the schools in the duty station;

- private tuition, except tuition in a language of the home country at the duty station where satisfactory facilities for learning that language are not available.

- vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.

ARTICLE 27 : OFFICIAL TRAVEL ALLOWANCE

(a) Staff members travelling on official missions shall be entitled to a perdiem in accordance with the conditions laid down in Chapter VIII of these Regulations, based on the daily subsistence allowance rates for different regions of the world, and approved by the Council of Ministers on recommendation of the Administration and Finance Commission.

ARTICLE 28 : INSTALLATION, SEPARATION AND RESETTLEMENT ALLOWANCES

(a) All newly-appointed statutory appointees and professional staff shall be paid an installation allowance upon arrival at their duty station to cover the extra expenditure of settling in. The allowance shall amount to one (1) month of the officer's salary.

(b) All members of staff, excluding statutory appointees shall be entitled to a separation allowance corresponding to one (1) month's salary for every two(2) years of service rendered to the Community.

(c) Statutory appointees shall be entitled to a gratuity for each year of service, at a rate to be determined by the Council of Ministers on the recommendation of the Administration and Finance Commission. The payment shall be effected on separation from service.

(c) All statutory appointees and professional staff shall be paid a resettlement allowance of three (3) months salary on their separation from ECOWAS, provided they were not summarily dismissed, did not resign and had served the organisation for at least four (4) years.

ARTICLE 29 : OTHER OFFICIAL ALLOWANCES

(a) Duty Allowances

Staff members who are called upon to discharge extra responsibilities or who are subjected to special constraints because of the nature of their appointment shall be entitled to duty allowance.

Council, on the recommendation of the Head of Institution shall approve a list of staff eligible for duty allowance and determine the conditions and modalities of payment for each category of staff.

Staff members granted duty allowance shall not be entitled to overtime as defined in paragraph (b) of these Regulations.

(b) Overtime

General service and auxiliary staff who are required to work in excess of the normal working week shall be entitled to compensation. General service and auxiliary staff may obtain payment of overtime in lieu of the work-free days at the rates to be determined by Council on the recommendations of the Administration and Finance Commission.

(c) Acting Allowance

(i) Any confirmed officer may be called upon temporarily to discharge the duties and responsibilities of a post higher than his own. The officer shall be entitled to interim allowance if he discharges the full duties and responsibilities of the higher post satisfactorily and without interruption for a period of not less than thirty (30) days, and if the holder of the post is absent for reasons other than an official duty. The interim allowance shall be paid as from the date when he assumes the duties and responsibilities of the highest post and shall cover the whole period of absence of the substantive holder.

(ii) When an officer acts for a Director, his interim allowance shall be calculated on the difference between the basic monthly salary for his grade and the basic monthly salary of the immediate grade higher than his.

When a P3 officer acts for a Director, his interim allowance shall be calculated on the difference between the basic monthly salary for grade P4, step 1 and the basic monthly salary of the officer concerned.

(iii) However, if the difference stipulated in paragraphs (i) and (ii) above is not to the advantage of the interim officer, or will cause him to incur a loss, his allowance shall be calculated based on the next salary step which will yield a positive difference.

(d) Transport allowance

All staff shall be paid a monthly transport allowance at a rate to be determined by the Council of Ministers on the recommendation of the Administration and Finance Commission.

(e) Staff Training Allowance

(i) Staff members shall be entitled to such training, refresher and reorientation courses as shall be approved by the Council of Ministers, in accordance with Article 16, paragraph (f) of the Staff Rules.

(ii) Staff members shall be entitled to a training allowance in addition to their salary and other allowances if they are selected to take training, refresher or reorientation courses lasting less than three (3) months, approved ECOWAS Priority areas, outside their duty station. The training allowance shall be in the same amount as the normal daily subsistence allowance for each category, for the first twenty-eight (28) days. Thereafter, the allowance shall be equal to half of the normal daily subsistence allowance.

(iii) When the training course is entirely sponsored by external technical assistance agencies in the form of a scholarship, and if the length of the course does not exceed three (3) months, the employee shall receive his full salary and the difference between the subsistence allowance paid by the agency and the ECOWAS subsistence allowance if the latter is lower. If the external sponsorship does not cover all the fees, charges, transport and subsistence costs connected with the course, ECOWAS shall pay the balance, excluding costs relating to language courses.

(iv) ECOWAS shall not bear the cost of language courses.

ARTICLE 30 : REDUNDANCY ALLOWANCE

Any confirmed contract officer or permanent staff member who is retrenched because his post has been made redundant as a result of staff rationalisation, or because his mental or physical health prevents him from discharging his duties in accordance with the provisions of article 22 of the Staff Rules, shall be entitled to a redundancy allowance equal to one month's basic salary for every year of service completed, up to a maximum of 12 years. Staff members who resign, in conformity

with the provisions of article 52 of these Regulations, whose contracts have not been confirmed, whose contracts have not been renewed, who have been terminated or dismissed for serious criminal offences, or because of facts antecedent to their appointment which if they had been known, would have precluded their appointment, or for conduct detrimental to ECOWAS, shall be ineligible to receive redundancy allowance.

ARTICLE 31 : SALARY ALLOWANCES AND LOAN GUARANTEES

(a) The Head of Institution may, in exceptional and compelling circumstances, particularly upon assumption of duty by a staff member and upon change of duty station, authorise an advance of two (2) months net salary, excluding allowances and other benefits. Application shall be made in writing, with detailed supporting documents. Repayment instalments shall be deducted at source commencing two (2) months from the month during which the advance was obtained. If the sum advanced corresponds to one month's salary, repayment shall be completed within three (3) months, and within six (6) months in the case of advances of two (2) months net salary.

(b) During the repayment period no other advance may be granted to the beneficiary.

(c) Should the staff member resign or should his contract be terminated, the outstanding balance shall be fully deducted from his terminal benefits.

(d) The Head of Institution may in exceptional cases and in cases of force majeure, authorise an advance for reasons other than those specified in paragraph (a) above. Application shall be made in writing with detailed supporting documents.

(e) Confirmed permanent staff may be guaranteed by ECOWAS for loans obtained from commercial banks or any other financial institutions especially loans that may be available for furnishing. Staff members on probation can only be guaranteed with surety from a confirmed staff member.

CHAPTER VI
ANNUAL VACATION LEAVE, HOME LEAVE, SPECIAL LEAVE

ARTICLE 32 : ANNUAL VACATION LEAVE

In accordance with the provisions of Article 17(a) of the Staff Rules.

(a) Statutory appointees and professional staff members shall earn an annual vacation leave while in full status at the rate of thirty-five (35) working days in a year.

(b) General service and auxiliary staff members shall earn an annual leave vacation of twenty-eight (28) working days in a year.

(c) Not more than ninety (90) working days of annual vacation leave shall be accumulated by any staff member. Staff members not taking their annual vacation leave shall not be paid a salary in lieu of the leave.

Any absence from duty not specifically covered by other provisions in the Staff Regulations shall be charged to the staff member's accumulated leave, if any. If the staff member has no accrued leave, it shall be considered as unauthorised and payment of salary and allowances shall cease for the period of such absence.

(d) Without prejudice to the provisions of paragraph (c) of this Article, a staff member who does not yet satisfy the conditions entitling him to annual vacation leave may, in exceptional cases and whenever there are compelling reasons to do so, be granted a maximum of twenty working days of leave, on the condition that will thereafter remain in service long enough to earn the leave. The number of days so granted shall be deducted from the annual vacation leave.

(e) Without prejudice to the provisions of paragraph (c) of this Article, a staff member who, at the time of separation from service, has accumulated days of annual vacation leave shall be paid in lieu thereof a sum of money equivalent to his salary for the period of such accrued leave up to a maximum of ninety working days.

ARTICLE 33 : HOME LEAVE

(a) International staff members whose home country is outside the country of their official duty station shall, subject to the exigencies of the service, be granted home leave once every two years for a period equivalent to their accrued leave.

(b) In exceptional and compelling circumstances, the Head of institution may, at the request of the staff member concerned, authorise as home country other than the country of nationality, provided that the round trip cost does not exceed that of the home country of the international staff member.

(c) International staff members may take their annual vacation leave at any time during the calendar year during which they become eligible for the leave, subject to the exigencies of the service and provided they receive the necessary authorisation. A staff member may be required to take his home leave in conjunction with travel on official business, due regard being paid to the interest of the staff member and his family.

(d) In exceptional circumstances, the Head of Institution may authorise an international staff member to take a home leave during the calendar year preceding the one in which the staff member becomes eligible for home leave, provided that the staff member has put in at least eighteen months of continuous service or that at least eighteen months have elapsed since the staff member returned from his last home leave. Where home leave is granted before the staff member becomes eligible for the leave, the date of his next home leave shall remain unchanged.

(e) International staff members who satisfy the necessary conditions shall be entitled to their first home leave during the second calendar year following their assumption of duty. Under no circumstances shall home leave be approved for staff members whose appointments have not been confirmed. Home leave shall be granted only when the Head of Institution is convinced that the service of an international staff member shall continue at least six months beyond the date of his return from home leave.

(f) Where an international staff member delays his departure on home leave beyond the end of the calendar year during which he becomes eligible for the leave, the staff member shall forfeit the leave and shall not take his next home leave until during the second calendar year following the one in which he became eligible for the home leave. However, the Head of Institution may, in exceptional circumstances and subject to the exigencies of the service, decide that a staff member's home leave should be deferred beyond the calendar year during which the staff member becomes eligible for the leave. In such a case, the date of the next home leave shall remain unchanged, provided that the service of the staff member shall continue at least twelve months beyond the date of his return from the deferred home leave before he can earn another home leave.

(g) Eligible dependents of an international staff member who reside with him at his duty station shall be entitled to home leave. However, this provision may be dispensed with where, due to exigencies of the service or other compelling reasons, the staff member is unable to travel together with members of his family.

(h) When a husband and wife are both international staff members and are both entitled to home leave, each of them shall have the right to take a home leave as an individual or together with the other spouse. Dependent children both of whose parents are staff members each of whom is entitled to home leave may accompany either parent, provided that the frequency of travel does not exceed once every two (2) years.

(i) Locally recruited staff shall be paid leave transport allowance for themselves and their dependents while proceeding on annual leave in an amount determined by Council on the recommendation of the Administration and Finance Commission.

(j) A professional staff to whom an education grant is payable in respect of his child's attendance at an educational institution outside his duty station shall, in accordance with the provisions of Article 26 of these Regulations be entitled to travel expenses for the child for return journey every academic year between the educational institution and the country of origin or between the educational institution and the duty station of the parent, provided that the travel expenses shall not be paid where the child attends the educational institution for less than two-thirds of the school year or where the Head of Institution feels that the journey is unreasonable, either because of its timing in relation to other authorised travel of the professional staff or his eligible family members or because of the brevity of the visit in relation to the expenses involved.

ARTICLE 34 : SPECIAL LEAVE

Special leave may be authorised by the Head of Institution at the request of a staff member. Special leave, with full or partial pay or without pay, may be granted for advanced study or research in the interest of the Community. In cases of extended illness or for other compelling reasons, special leave may be granted for such a period as the head of institution may prescribe.

(a) Special Leave for Personal Reasons

In cases of important family events such as marriage, death of a spouse, child, father, mother, brother or sister, an international staff member may be granted five days' leave with full pay.

(b) In other exceptional cases, the Head of Institution may, at the request of a staff member and for reasons of personal convenience or other compelling reasons, grant special leave for such a period as he may prescribe.

(c) Study Leave

A staff member may be granted special leave for advanced studies in the interest of the Community under conditions to be specified at the time the leave was granted.

(d) A staff member wishing to pursue higher studies, attend a training programme or undertake research, may be granted special leave by the Head of Institution for a period not exceeding one (1) year renewable once. He shall not be paid a salary and shall not receive any financial or material assistance from the Community.

(e) Special leave granted for a period of one or several months with partial pay or without pay shall not affect the ordinary rates of accrual, while periods of less than one calendar month of such leave shall affect the ordinary rates of accrual. The continuity of service shall not be considered broken by periods of special leave.

CHAPTER VII
HEALTH INSURANCE AND SOCIAL SECURITY

ARTICLE 35 : SICK LEAVE

Staff members who are unable to perform their duties as a result of illness or accident shall be granted sick leave under the following conditions :

(a) All sick leave shall in normal cases be granted by doctors appointed by the Community Institutions and approved by the Head of Institution or by an officer duly authorised on his behalf. The approved doctors shall, where possible, be chosen in such a way that staff members and their families can consult practitioners who master the official Community language spoken by them.

(b) The above requirement may be dispensed with in cases where staff members on official mission, leave or authorised absence from work become ill. In cases where staff members require urgent medical attention, sick leave may be granted by any qualified doctor.

(c) Staff members are required to inform their superior officers as soon as possible about any absence from work due to illness or accident.

(d) A staff member holding a contract or temporary appointment for less than one year shall be granted sick leave at the rate of two working days per month.

(e) A staff member holding a probationary or contract appointment of one year or longer shall be granted sick leave of up to two (2) months on full salary and two months on half salary in any period of twelve (12) consecutive months, provided that the length of sick leave permitted in any three consecutive years shall not exceed six months, three months on full salary and three months on half salary.

(f) A staff member who holds a permanent appointment shall be granted sick leave up to three months on full salary and three (3) months on half salary in any period of twelve consecutive months, provided that the length of sick leave permitted in any three consecutive years shall not exceed twelve months, six months on full salary and six months on half salary.

(g) Where a staff member has overspent the number of months of sick leave allowed in this Article as is relevant to him, the staff member shall be sent to a medical board by the Head of Institution with a view to determining whether or not the staff member should be temporarily or permanently invalided. The Head of Institution will take action to pay all entitlements to a staff member recommended for permanent invaliding. A staff member temporarily invalided will be regarded thereafter as being on leave without pay for another three months. If he is still considered unfit to work after three months period, he should be permanently invalided.

(h) Where it is medically certified that the professional ability of a staff member has been reduced as a result of illness, accident or disability, the Head of Institution may propose to the staff member a new post appropriate to his reduced professional ability, on the basis of a report from an approved physician.

(i) Except with the approval of the Head of Institution, no staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner designated by the Community Institutions to the effect that he is unable to perform his duties and stating the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member.

(j) Medical Evacuation

(i) When, due to illness or serious accident, it becomes necessary for a staff member or his eligible dependents to leave the duty station for diagnosis or treatment, the authorisation to travel at the Community's expense shall be granted by the Head of Institution on the recommendation of the ECOWAS Medical Board or, in the absence of the Board, a group of at least two doctors appointed and approved by the Head of Institution. The ECOWAS Medical Board or the group of doctors shall ascertain that facilities for diagnosis and treatment are not available locally. However, when the life of a staff member or a dependent is in serious danger or when specialised medical examination is needed urgently in order to diagnose a difficult case, medical evacuation may be exceptionally approved by the Head of Institution or any other person duly authorised on his behalf.

(ii) Sick leave shall start on the day the staff member is evacuated for medical reasons and end when the staff member is fit to resume duty.

(iii) Where a staff member or his eligible dependent is treated as an ambulant patient, he shall be entitled to perdiem at the rate applicable in the country of treatment for a period not exceeding three (3) months, except in cases where the country is his usual place of residence. The Head of Institution may, in exceptional cases and on the recommendation of the Medical Board, authorise the extension of this period. The period during which the perdiem is paid shall however not exceed the maximum period authorised for sick leave.

(iv) The Head of Institution may also, on medical advice, authorise payment of travel expenses for a doctor, a nurse or any member of the family of a staff member to accompany a sick staff member or his dependent. In the case of a doctor or a nurse, the authorisation shall cover the expenses of the round-trip journey and the minimum number of days the doctor or nurse may need to stay in the country of treatment. In the case of a member of the staff member's family, the Head of Institution may authorise payment of per diem, in addition to travel expenses, if the staff member or his sick dependent is hospitalised and if the family member accompanying him needs to stay in a hotel.

(v) Where, following his return from the place outside the duty station where he had received special treatment, a staff member or his eligible dependent needs to go back for further examination and treatment, the Medical Board or the group of doctors approved by the Head of Institution shall decide whether it is necessary for the staff member or his dependent to return to the place of treatment or whether his case can be handled satisfactorily in the duty station.

ARTICLE 36 : MATERNITY AND PATERNITY LEAVE

(a) A female staff member who, at the time of confinement, has put in one year of continuous service shall, upon presentation of a certificate from a qualified doctor, be entitled to maternity leave on full salary for a period of fourteen (14) weeks, six (6) weeks before and eight (8) weeks following confinement.

(b) A female staff member who, at the time of confinement, has put in less than one (1) year of continuous service, shall be entitled to take her annual vacation leave and shall, at her request, also be granted special leave without pay for the other days of absence from work.

(c) A male staff member shall, in accordance with the provisions of paragraph (a) of this Article, be entitled to three (3) working days' paternity leave on full pay at the time of his wife's confinement.

ARTICLE 37 : ENTITLEMENTS IN CASES OF ILLNESS, ACCIDENT OR DEATH WHILE IN THE SERVICE OF THE COMMUNITY

Staff members who die or are involved in an accident or become ill while in the service of the Community shall be entitled to indemnification. The general conditions and modalities for the payment of the indemnification shall be determined by the Executive Secretary and approved by the Council of Ministers on the recommendation of the Administration and Finance Commission.

ARTICLE 38 : MEDICAL EXPENSES

(a) Staff members shall be entitled to such medical benefits as provided for in the regulations governing reimbursement of medical expenses.

(b) Medical expenses incurred by staff members shall be reimbursed at a rate and under conditions set out in the regulations in force.

ARTICLE 39 : REPATRIATION OF CORPSES

(a) Upon the death of a staff member or his dependent, the Community shall pay the expenses of transporting his body from where he died to his home town.

(b) The expenses shall include the cost of the coffin, the undertaker's fees, and an appropriate sum for embalming the corpse.

(c) Upon the death of a staff member, the Community shall also bear the cost of the return journey of the spouse or a close relative who has lived with the staff member at this duty station, to enable them to accompany the corpse. The Head of Institution and staff representatives shall send a delegation of at most three representatives to express the condolences of the Community. The travel expenses and the per diem of the members of the delegation shall be borne by the Community.

(d) Where death is outside the duty station, the Head of Institution shall appoint one member of the delegation to travel to the place of death to arrange for the repatriation of the body.

(e) In the case of the death of a person dependent on a staff member outside the duty station, the Community shall pay the travel expenses of the member of staff on the shortest and fastest route to and from the place of death.

ARTICLE 40 : STAFF PROVIDENT FUND

(a) All permanent staff members in the professional and locally recruited categories shall adhere to the staff Provident Fund on assumption of duty at ECOWAS.

(b) The resources of the provident fund shall be made up as follows :

(i) 17.5% of the basic monthly salary of staff members, 12.5% of which is contributed by the employer while the remaining 5% is contributed by the staff member.

(ii) Interests and other products generated through the placement of the funds.

(c) A staff member who contributes to the Provident Fund shall, on separation from service, be paid the balance in his favour after deducting whatever sums he may be owing.

ARTICLE 41 : AFFILIATION TO A SUPERANNUATION SCHEME

(a) Staff members shall have the right to adhere to one of the following superannuation schemes :

(i) CRRAE in the case of professional staff

(ii) RCPNC in the case of locally recruited staff.

(b) Where a staff member decides to contribute both to the Provident Fund and to the Superannuation Scheme, the Community shall pay its contribution of 12.5% of the staff member's basic monthly salary to only one of the schemes.

ARTICLE 42 : ACCIDENT AND GROUP LIFE INSURANCE

The Community shall subscribe to an accident and a group life insurance policy for all its staff members.

The Head of Institution shall negotiate the terms and conditions for the insurance policies.

CHAPTER VIII
TRAVEL

ARTICLE 43 TRAVEL EXPENSES

"Travel expenses" as used in these Regulations shall cover :

(a) Tickets
(b) Authorised excess baggage
(c) Airport tax.

ARTICLE 44 : AUTHORITY FOR TRAVEL

Before any travel paid for by the Community is undertaken by a staff member or his dependent, it shall be authorised in writing by the Head of Institution or his representative. A staff member shall be personally responsible for ascertaining that he has the proper authorisation before commencing travel.

ARTICLE 45 : TYPES OF TRAVEL

Subject to the provisions of these Regulations, the Community shall pay the travel expenses of staff members in the following cases :

(a) during official missions undertaken on behalf of the Community;

(b) on initial appointment, between the home town of a staff member or the place he was residing when he was recruited and the duty station;

(c) during transfers or change of duty station; during home leave, return ticket for travel between the international staff member's duty station and the place indicated in the letter of appointment as the staff member's home town, or any other authorised place;

(d) during annual leave : round-trip for international staff members whose home country is the country of their duty station, between their duty station and their home towns;

(e) on separation from duty, between the duty station and the place officially recognised as the place of residence of the staff member or any other authorised place;

(f) for medical reasons, in accordance with the provisions of Article 35 of these regulations; for security reasons, and for any other special reasons authorised by the Head of Institution.

ARTICLE 46 : ROUTES, MODE OF TRANSPORT AND CONDITIONS OF TRAVEL

(a) Staff members going on authorised missions shall travel on the route, by the mode of transport and under the conditions approved in advance by the Head of Institution. The route followed shall normally be the shortest possible and cheapest route.

(b) When travel is by air, the Heads of Institution and their spouses shall travel first class. The other statutory appointees and their spouses shall travel business class while other staff members shall travel economy class.

(c) Dependents of the other statutory appointees and those of staff members shall travel economy class.

(d) The Executive Secretary shall determine when and under which conditions the Community shall pay for excess baggage, including for the transportation of documents, machines and other equipment, particularly during conferences and meetings organised by or in collaboration with ECOWAS.

(e) On their return from a mission, staff members shall hand over to the Community any amount they received as refund for tickets not used or for travelling in a class lower than that paid for by the Community.

(f) (i) Where a staff member is authorised to use his own means of transport during an official mission, he shall be paid a mileage allowance at a rate determined by the Executive Secretary. The Community shall however not be liable for the use of a staff member's private vehicle.

(ii) Where several staff members travel in the same private vehicle while on an official mission, only the owner of the private vehicle shall be entitled to the mileage allowance.

(iii) The provisions of paragraph (ii) above shall apply only when the authorised travel covers a distance of fifteen kilometres or more.

ARTICLE 47 : TOURING ADVANCE AND RETIREMENT OF ADVANCES

(a) Statutory appointees when they are out on missions not being missions to attend statutory meetings of Commissions, Board of Directors of the Fund, Council and Authority, shall be entitled to a touring advance to cover local transport expenditure, official entertainment and related expenses. The ceiling to the amount of advance to be taken on each such mission shall be determined by the Council of Ministers on the recommendation of the Administration and Finance Commission. All touring advances must be accounted for within 7 days of return from the mission. No touring advance may be issued if any previous advance has not been retired and accounted for.

(b) Where the exigency of the service prevents a statutory appointee from requesting for or receiving the allowable advance or receives less than the allowable advance under paragraph (a) of this Article before undertaking a mission, he shall be reimbursed up to the maximum of the sum authorised by the Council of Ministers.

(c) Staff members, other than statutory appointees on missions, not being missions to attend statutory meetings of Commissions, Board of Directors of the Fund, Council or Authority shall be entitled to a refund of expenses to cover local transportation expenses and airport taxes.

ARTICLE 48 : DAILY SUBSISTENCE ALLOWANCE

(a) Staff members travelling on official missions shall be entitled to perdiem allowance at the fixed rates for the areas they are visiting, during their journey and period of their stay, including the period considered as sick leave, but excluding the period a staff member spends on a journey he undertakes on his own initiative and which is not on the shortest route.

(b) Staff members authorised to travel at the Community's expense for medical reasons shall, in accordance with the provisions of Article 35 (j) of these Regulations, be entitled to perdiem allowance as provided for in that Article.

Staff members authorised to travel at the Community's expense for security reasons or for any other special reason provided for in Article 45 of these Regulations shall be entitled to perdiem allowance under conditions to be determined by the Head of Institution.

ARTICLE 49 : TRAVEL ON INITIAL APPOINTMENT

The Community shall pay the travel expenses of an international staff and his eligible dependents from his country of origin, his usual place of residence, or the place he was residing when he was appointed, to the official duty station on initial appointment, provided that his appointment is for at least one year.

ARTICLE 50 : TRAVEL ON SEPARATION FROM SERVICE

(a) The Community shall, in accordance with the provisions or Articles 21, 22 and 23 of the Staff Rules, bear the travel expenses of an international staff member and his eligible dependents from his duty station to his country of origin or any other place not necessitating additional expenses on separation from service, provided that he has completed at least one year of continuous service to the Community.

(b) An international staff member who resigns before completing one year of service or within six months following the date of his return from home leave shall not be entitled to return travel expenses for himself or his dependents, except where the Head of Institution is convinced that there are sufficient reasons to authorise such payment.

(c) International staff members and their eligible dependents shall lose their entitlement to return travel if travel is not commenced within three months after the date of payment of entitlements. Without prejudice to the above, the Head of Institution may in exceptional cases extend the period.

(d) In the case of a professional staff member holding a special contract appointment for a period of less than one year, the Community shall pay the

travel expenses of the staff member upon the completion of the mission specified in his letter of appointment.

ARTICLE 51 : SHIPMENT OF PERSONAL AND HOUSEHOLD EFFECTS

Subject to the limits set out below, personal and household effects shall be shipped or transported by land (including by rail) at the Community's expense by the most economical means, in accordance with the following provisions :

(a) Excluding the weight of any automobile, the maximum net weight allowances for any surface shipment or transportation by land (rail inclusive) which includes the weight of packing material but not lift van, crate or other type of container will be :

(i) Statutory appointees : 7,500 kg net

(ii) International staff member relocating with eligible dependents : 5,000 kg net

(iii) International staff member relocating alone : 3,182 kg net.

(b) Where an international staff member elects that his personal effects be airfreighted, he shall be entitled to the limit of his entitlement payable when the freighting is done by the most economical means.

(c) If, however, because of circumstances due to no fault of his own, his personal effects cannot be transported by the most economical means, the Community shall be responsible for the full cost of the air freight in accordance with the provisions of this Article.

(d) In addition to the surface allowance set forth above, one airfreight shipment will be authorised up to 91 kg gross for the staff member travelling by air and 45 kg gross for each eligible dependent travelling by air.

(e) The surface shipment will be made normally in one consignment. In exceptional circumstances, such as when the place of recruitment is different from the place of normal residence, an exception may be authorised by the Head of Institution provided the total of all shipment does not exceed the limits set forth above.

(f) Shipment of Automobiles

A professional staff who, on appointment and on separation from service owns an automobile, may have the automobile shipped uncrated at the Community's expense, provided the staff member was not dismissed or did not resign his appointment.

(g) Storage

Charges for storage or personal property will be paid where such charges arise directly from circumstances which are not part of the process of shipment and payments for storage and handling will normally be limited to cover a period not exceeding 90 days. This period may be extended in exceptional circumstances by the Head of Institution.

(h) Removal costs will be paid to international staff members who are expected to serve for one year or longer in the following circumstances :

(i) on initial appointment

(ii) upon separation from service provided that the staff member had completed at least one year of continuous service.

(i) The Community shall also meet the reasonable cost of the valuation and insurance of personal effects and household goods belonging to an international staff member and his dependents provided that the goods are insured by the staff member concerned.

CHAPTER IX
SEPARATION FROM SERVICE

ARTICLE 52 : RESIGNATION

(a) A staff member may, in accordance with the provisions of Article 21 of the Staff Rules, resign from the service of the Community upon giving the Head of Institution written notice as follows :

(i) three (3) months notice by staff having permanent appointments;

(ii) thirty (30) days' notice in all other cases.

(b) The Head of Institution may, however, accept resignation on shorter notice.

(c) If upon resignation, a staff member has accrued an annual vacation leave, he shall be paid in lieu thereof a sum of money equivalent to his salary for the period of such accrued leave up to a maximum of ninety working days.

(d) Where a staff member separates from service before the expiration of the notice without the authorisation of the Head of Institution, the Community shall deduct from the entitlements due to the staff member an amount equivalent to the salary and allowances, the staff member would have received up to the date of expiration of the notice.

ARTICLE 53 : TERMINATION OF APPOINTMENT

(a) The Head of Institution may terminate the appointment of a staff member for any of the reasons set out in Article 22 of the Staff Rules, by giving three months written notice if the staff member holds a permanent appointment and one month's notice if the staff member holds a fixed term appointment and has not been confirmed. The Head of Institution may terminate the appointment of a staff member on a fixed term contract whose appointment has not been confirmed by giving a month's notice at any time during the

staff member's probationary period for any of the reasons set out in Article 22 of the Staff Rules or without notice at the end of the probationary period if the appointment has not been confirmed under the conditions spelt out in Article 19 (a) and (b) of these Regulations.

(b) The Head of Institution may also terminate the appointment of a staff member holding a fixed term contract appointment before the expiration of the contract for any of the reasons set out in his letter of appointment.

(c) The appointment of a staff member may be terminated only after the case of the staff member has been examined by the Joint Advisory Committee on Appointments, Promotions and Discipline of Professional staff or the Advisory Committee on Appointments, Promotions and Discipline of locally recruited staff as the case may be and after the relevant committee has submitted its report to the Executive Secretary, in accordance with the provisions of Article 19 of these Regulations.

(d) A proposal to terminate the appointment of a staff member for unsatisfactory performance shall be made to the Joint Advisory Committee on Appointments, Promotions and Discipline only where the staff member, having received a written warning, still performs below expectation. In such a case, the recommendation to terminate the appointment of the staff member shall be submitted through the normal administrative channels. The Advisory Committee shall ensure that the staff member concerned is given the opportunity to answer the charges against him before reaching a decision on the case and submitting its recommendation to the Executive Secretary.

(e) Where the appointment of a staff member is terminated without notice, the Executive Secretary may authorise payment of an amount calculated on the basis of the salary and allowances that would have been due to the staff member if he had remained in service up to the end of the period that would have been covered by the notice.

(f) Retirement and non renewal of a fixed term contract appointment shall not be considered as termination of appointment.

(g) A staff member who is dismissed shall not be entitled to his benefits under the provisions of these Regulations.

ARTICLE 54 : RETIREMENT

(a) Compulsory Retirement

(i) Staff members shall, in accordance with the provisions of Article 23 of the Staff Rules, retire from service on the last day of the month of their sixtieth (60th) birthday.

(ii) Staff members who have served the Community continuously for thirty (30) years shall be required to retire.

(b) Voluntary Retirement

Staff members who have served for a period of thirty (30) years or have attained the age of fifty-five (55) may retire from the services of the Community.

ARTICLE 55 : FINANCIAL OBLIGATIONS AND ENTITLEMENTS UPON SEPARATION FROM SERVICE

(a) A staff member separating from the services of the Community for any reason shall be required to reimburse any sums he may be owing and any financial loss suffered by the Community as a result of his negligence or his having violated any regulation, rule or administrative instruction.

(b) If upon resignation from service, a staff member has accrued leave, he shall, in accordance with the Provisions of Article 32 of these Regulations, be paid in lieu thereof a sum of money equal to his salary or wages for the period of such accrued leave up to a maximum of ninety (90) working days.

(c) The conditions under which the appointment of a staff member holding a permanent appointment or a fixed term contract appointment may be terminated and the retirement benefits he shall be entitled to are set out in Article 53 of these Regulations.

(d) A contract officer shall be paid a gratuity of 12.5% of his basic annual salary for each year of service at the time of separation from service.

(e) Should a contract officer die of natural causes while in the service of the Community, his next of kin shall be paid the gratuity that would have been due to the officer for the period for which he has served. If death is a result of accident in the service of the Community, the death gratuity shall be twice the annual basic salary.

ARTICLE 56 : CRIMINAL CHARGES AGAINST STAFF MEMBERS

(a) A staff member charged with any criminal offence other than a minor traffic violation or similar offence shall immediately report the case to the Head of Institution, in accordance with the provisions of Article 17 of these Regulations.

(b) Where a staff member has been charged with a serious offence and that the maintenance of such a staff member at his post may be prejudicial to the interests of the Community or the investigations, the Executive Secretary may suspend such a staff member from his duties until the results of the investigations are known. However, such suspension shall be on full pay.

(c) A staff member who is accused of a criminal offence or who has been charged to court for a serious office shall be suspended if it is in the interest of the Community that such a staff member should stop exercising his functions. A staff member suspended under these conditions shall be paid half of his monthly salary. Such a staff member shall stop exercising his functions and keep away from his working place. The staff member shall not leave his duty station without written authorisation from the Head of Institution for the duration of the investigations or the trial.

(d) Where the staff member is acquitted at the end of the trial, he shall be allowed to resume work and shall be paid the part of his salary and allowances that had been withheld.

(e) Where the staff member is found guilty, the Executive Secretary shall, in consultation with the Joint Advisory Committee on Appointments, Promotions and Discipline of professional staff and the Advisory Committee on Appointments, Promotions and Discipline of locally recruited staff, study the court ruling and decide whether or not the appointment of the staff member should be terminated in accordance with the provisions of Article 24 (e) of the Staff Rules or whether disciplinary action should be taken against the staff member in accordance with the provisions of Article 28 of the Staff Rules, and take appropriate action.

CHAPTER X
ADVISORY BODIES ON STAFF MATTERS

ARTICLE 57 : JOINT ADVISORY COMMITTEE ON APPOINTMENTS, PROMOTIONS AND DISCIPLINE OF PROFESSIONAL STAFF

(a) The Joint Advisory Committee on Appointments, Promotions and Discipline of professional staff shall be composed of :

(i) Deputy Executive Secretary (Administration & Finance)
(ii) Deputy Executive Secretary (Economic Affairs)
(iii) Deputy Managing Director of the Fund
(iv) Financial Controller
(v) Directors of Administration of the Secretariat and the Fund
(vi) Directors of Legal Affairs of the Secretariat and the Fund
(vii) The Head of Department concerned
(viii) Two (2) elected representatives of the professional staff of the Fund

(ix) Two (2) elected representatives of the professional staff of the Secretariat

(b) The Chairman of the Advisory Committee shall be either the Deputy Executive Secretary (Administration & Finance) or the Deputy Managing Director of the Fund.

(c) The Secretary of the Advisory Committee shall be the Personnel Officer of the Secretariat and of the Fund. The Secretary has no right to vote.

(d) The quorum of the Committee shall be seven members, which shall include at least two (2) statutory appointees and one staff representative.

(e) The Committee shall examine the applications of candidates having the required qualifications for each post to be filled. It shall ensure that, in accordance with Article 13 (c) of the Staff Rules, due regard is given to the requisite qualifications and experience of persons already in the service of the Community. It shall seek the opinion of the Department concerned and, on the basis of the criteria spelt out in Article 13 of the Staff Rules, submit its recommendations to the Executive Secretariat after interviewing the candidates.

(f) The Committee shall examine all cases of proposals for measures to be taken in connection with professional staff on (probation, confirmation, extension of probation period, termination of appointment). It shall also examine cases for renewal of fixed term contracts, periodical salary increases not involving promotions, accelerated promotions, termination of appointment for any of the reasons set out in Article 24 of the Staff Rules, and any other proposals concerning the administrative situation of staff members brought before it.

Finally, the Committee shall examine all cases of discipline leading to the sanctions provided for in Article 63 of these Rules.

(g) The Committee shall have the powers to establish sub-committees to examine special cases or special categories of cases. The reports of the sub-committees shall be submitted to the full Committee.

(h) The Committee or its subsidiary bodies shall have the powers to convene before it, a staff member whose testimony may prove useful in determining the case before it.

(i) All decisions pertaining to appointments, promotions and disciplinary measures against professional staff shall be taken by the Head of Institution, on the recommendation of the Joint Advisory Committee. The decisions of the Head of Institution and the report of the Joint Advisory Committee shall be communicated to Member States within thirty (30) days of such decisions and report being adopted.

(j) The Committee shall meet as often as necessary, when convened by its chairman. It shall draw up its own rules of procedure.

ARTICLE 58 : JOINT ADVISORY COMMITTEE ON APPOINTMENTS, PROMOTION AND DISCIPLINE OF LOCALLY RECRUITED STAFF

(a) The Joint Advisory Committee on Appointments, Promotions and Discipline of Locally Recruited Staff is composed of :

(i) Director of Administration, Chairman
(ii) Two other Directors, including the Legal Adviser
(iii) Director of Audit
(iv) Two representatives of the locally recruited staff.

(b) The Secretary of the Committee shall be the Personnel Officer in the institution concerned. He shall have no voting rights.

(c) The quorum at any meeting of the committee shall be three members, and must include the Chairman, another Director and one staff representative.

(d) The functions of the committee of the locally recruited staff shall be the same as those of the Joint Advisory Committee on Appointments, Promotions and Discipline of the professional staff.

(e) The committee shall adopt its own rules of procedure.

ARTICLE 59 : MEDICAL BOARD

(a) The Medical Board shall be composed of three physicians, two of whom shall be appointed by the Head of Institution from amongst the Community's accredited physicians. The third physician shall be the person who has treated the staff member whose case is before the Board.

(b) For each individual case, the Board shall elect one of its members as Chairman.

(c) The Board shall consider all matters referred to it by the Heads of Institution relating to the case of prolonged illness; termination on medical grounds, illness, accidents, death while on active service, resumption of duty following a period of disability or protracted illness, medical evacuation, etc.

(d) The proceedings of the Board are strictly confidential. Its conclusions or recommendations shall be submitted to the Head of Institution.

(e) Where the findings of the Board are contested by the staff member in question or by the Head of Institution, the Board shall re-examine the matter and shall be assisted in this exercise by two other physicians licenced to practice in the country of the duty station. One of these two physicians shall be chosen by the Head of Institution and the other by the staff member concerned. The decisions of this expanded board shall, if necessary, be taken by majority vote. Such decision shall be final, without prejudice to the right of a staff member to exercise his right referred to in Article 27 of the Staff Rules with respect to any administrative measure which might be taken in application of the recommendations of the Medical Board.

(f) The remuneration of the Medical Board shall be fixed by the Head of Institution.

CHAPTER XI
DISCIPLINE

ARTICLE 60 : DISCIPLINARY PROCEDURE

(a) Before a staff member is summoned before the Joint Advisory Committee on Appointments, Promotions and Discipline to face disciplinary action, he must first have been issued a query by his immediate superior officer and have been given 48 hours within which to respond.

(b) Where, upon receiving the written statement from the staff member, or at the expiration of the deadline given to him to reply, it becomes necessary to apply one of the disciplinary sanctions set out in Article 63 (b) of these Regulations, a report shall be made to the Head of Institution, through official channels, setting out the accusations being levelled against the staff member and stating disciplinary measures envisaged. The reply furnished by the staff member concerned shall be attached to the report.

(c) Where the Head of Institution considers the proposed disciplinary action justified, he shall notify the Joint Advisory Committee on Appointments, Promotions and Discipline of professional staff or of the locally-recruited staff as the case may be.

(d) Where, conversely, one of the sanctions enumerated in Article 63 (a) of these Regulations is applicable, such sanction shall be applicable immediately by the immediate superior officer without the need to convene the Committee. In such cases, the sanction is immediately brought to the notice of the staff member concerned. The superior officer shall make a report of the matter to the Head of Institution through official channels.

(e) Where the Head of Institution is of the opinion that a serious offence has been committed, and that the continued maintenance of the staff member is such as may be injurious to the interests of the Community or the investigations, the Head of Institution may suspend the staff member pending the time a final decision is taken. Such suspension shall not occasion cessation of salary and does not in any way affect the staff member's rights and is not to be considered as a disciplinary measure. Throughout the period of his suspension, the staff member shall not leave the region of his duty station without approval from the Head of Institution.

(f) The Head of Institution shall notify the Committee of the matter and a meeting of the Advisory Committee shall be convened by the President of the Committee.

(g) The accusations levelled against the staff member and his reply, as well as all other relevant papers shall be communicated to the members of the Committee and to the staff member concerned. They shall be given adequate time to acquaint themselves therewith bearing in mind however the need for the Committee to act with utmost dispatch. Confidential papers shall be communicated to the Chairman of the Committee.

(h) The deliberations of the Committee shall be considered as valid in respect of disciplinary matters only where two thirds of its members including the staff representatives are present.

(i) The procedure shall consist in a presentation of the accusations, the facts of the matter, denials regulations either written or oral or both.

(j) The staff member may use the services of a lawyer, at his own expense, or may be assisted by another staff member of his choice who shall not be a member of the Committee.

(k) The Committee may hear the deposition of the staff member concerned, his lawyer or the staff member he chooses to assist him. The Committee may

also listen to all other persons whose contribution may help to uncover the truth.

(l) The Committee shall take decisions by a sample majority of its members. Its report shall be signed by all members present and shall contain its conclusions and its recommendations to the Executive Secretary as to which disciplinary measure should be applied, if necessary.

The Committee shall also justify its decision in the report which shall also contain any dissenting opinion.

The Chairman of the Committee shall present the report to the Executive Secretary.

(m) All members of the Committee shall observe the strict confidentiality with regard to the deliberations, both during and outside meetings.

(n) The staff member concerned and the members of the Committee shall be notified of the Executive Secretary's decision within fourteen days of his submission of the report. The staff member may exercise his right of recourse to contest the decision of the Executive Secretary, in accordance with Article 29 of the Staff Rules.

ARTICLE 61 : DISCIPLINARY PROCEDURE WITHIN THE ADVISORY ORGANS

The Advisory Committee on Appointments, Promotions and Discipline of locally-recruited staff shall, in their deliberations adopt the same procedure as the Advisory Committee on Appointments, Promotions and Discipline of Professional Staff. The former may recommend measures referred to in Article 63 of these Regulations, after due consideration of the reproaches against the staff members in the light of the offences enumerated under Article 62 below.

ARTICLE 62 : OFFENCES PUNISHABLE BY SANCTIONS

(a) The following shall constitute an offence punishable by the sanctions enumerated in paragraph 63 (a) :

(i) frequent lateness to work

(ii) poor performance of duties

(iii) unauthorised and unjustified absence from work

(iv) absence without reason or for an unduly long period of time

(v) insubordination

(vi) use of insulting or provocative language

(vii) unauthorised trading within the premises of the institution

(viii) unjustified prolongation of paid leave

(b) The following offences shall attract sanctions set out in Article 63 (b) of these Regulations :

(i) use of threats

(ii) outrage

(iii) dissemination of literature, petitions, posters or graffiti on equipment or buildings belonging to the institution

(iv) blatant indiscipline

(v) absence despite refusal of a superior officer to authorise same

(vi) instigating other staff members to disobedience

(vii) embezzlement, theft, abuse of trust detrimental to the interests of the Community

(viii) fraud, bribery

(ix) assault and battery on the person of a colleague or superior officer

(x) fighting within the premises of the institution

(xi) divulging professional secrets or communication of documents to unauthorised persons

(xii) unauthorised acceptance of favours remunerations incompatible with the obligations and duties of staff to the Community

(xiii) refusal to answer a query

(xiv) several offences attracting several sanctions contained in Article 63(a)

(xv) commission of another offence by a staff member within one year of the application against him of any of the sanctions set out in Article 63 (b) of these Regulations.

(c) The list of offences set out in paragraphs (a) and (b) above is not exhaustive. Any conduct or behaviour which violates the provisions of the Staff Rules and Regulation or any infringement or breach of same shall also constitute an offence punishable by any of the sanctions referred to in Article 63 (b).

(d) (i) The gravity of the offence committed shall be determined in relation to the surrounding circumstances, the person and function of the officer concerned and the place where the offence was committed.

(ii) Any offence shall attract disciplinary action, the gravity of which shall be in proportion to the nature thereof and the frequency with which it recurs.

ARTICLE 63 : SANCTIONS

Disciplinary sanctions shall be of two kinds :

(a) First degree sanctions

(i) Warning, (oral or written) and reprimand.

(ii) First degree sanctions can be applied against a staff member by his immediate superior officer or by any other superior officer.

(b) Second degree sanctions

(i) These can be : censure, suspension of incremental benefits, suspension without pay, demotion, summary dismissal.

(ii) All instances of censure shall be entered into the personal file of the staff member. The suspension of incremental benefits means the withholding of incremental benefits shall constitute for one year. It shall take effect from the date at which the staff member has had put in the number of years required for promotion. Suspension without pay, where the staff member ceases to carry out his duties and where his salary and allowances are withheld shall be for a maximum period of ten working days. Demotion means that a staff member is downgraded by one or more steps. A staff member shall only be demoted to a lower grade. A staff member whose appointment is terminated shall have no claims to severance pay.

(c) The Executive Secretary in applying sanctions, must give reasons therefor and may cause the decision and the reasons given to be made public. A record of the sanction taken shall be entered in the staff member's individual

file as shall, if necessary, all opinions and recommendations of the Advisory Committee and all other related papers and documents.

ARTICLE 64 : PROLONGED ABSENCE WITHOUT OFFICIAL LEAVE

Any staff member who absents himself from work without official leave shall be liable to face disciplinary measures as contained in Article 26 of the Staff Rules. In this regard, a letter shall be sent by registered mail to a staff member who has been absent from his post for five days, addressed to his last known place of residence, and ordering him to return to work and to furnish satisfactory reasons for his absence. Where the staff member fails to respond after fifteen (15) days, he shall be sent a second registered letter informing him that disciplinary sanctions may be taken against him, in application of Article 63 of these Regulations. If after another fifteen days, no reply is received from the staff member concerned, disciplinary action shall be initiated against him in his absence which in the absence of any extenuating circumstances, shall culminate in the termination of his appointment for abandonment of post.

CHAPTER XII
RIGHT OF APPEAL

ARTICLE 65 : PROCEDURE FOR APPEAL

(a) Any member of staff who wishes to appeal against sanctions imposed on him must first write a letter to the Executive Secretary, requesting a review of his case. The letter shall be sent by registered mail within thirty days of receiving notification of the decision, where the staff member's duty station is outside the headquarters. If the Executive Secretary maintains the decision or if the staff member receives no response from the Executive Secretary within thirty days, he shall have another period of thirty days within

be done through the staff representatives who shall present a memorandum in this connection to the Administration and Finance Commission.

(b) All action shall be suspended on the decision to apply sanctions once the right of appeal is invoked.

CHAPTER XIII
FINAL PROVISIONS

ARTICLE 66 : ENTRY INTO FORCE

These Regulations are subject to adoption by Council of Ministers. They shall enter into force in accordance with the provisions of the Treaty governing entry into force of regulations.

ARTICLE 67 : AMENDMENTS

The provisions of these Regulations may be supplemented or amended by the Council in accordance with Article 30 of the Staff Rules.

ARTICLE 68 : LANGUAGE OF PUBLICATION

These regulations shall be published in the working languages of the Economic Community of West African States.

Forty-fifth Session of the Council of Ministers

Lome, 5 - 7 December 1999

Regulation C/REG.5/ 12/99 Adopting the ECOWAS Tender Code

The Council of Ministers,

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the Financial Regulation and Manual of Accounting Procedure of the Economic Community of West African States adopted by Decision C/DEC/4/11/89 dated 30 November 1989;

MINDFUL of the Financial Regulation and Manual of Accounting Procedures of the Institutions of the Economic Community of West African States as amended by Regulation C/REG.2/12/95;

CONSIDERING that the provisions of the aforementioned Regulations do not cover the full scope of contract award or take adequate account of its complex nature;

CONVINCED that ECOWAS needs to institute contract award procedures which are simple and which reflect the principles of transparency, competition, and equitable and fair participation by all enterprises and companies in Member States;

ON THE RECOMMENDATION of the fourth meeting of Ministers of [illegible] which took place in Abuja on 25 and 26 October 1999;

ENACTS

Article 1

The Tender Code of the Economic Community of West African States is hereby adopted as attached in annex to this Regulation.

Article 2

Articles 24 and 25 of Regulation C/REG 4/11/89 dated 30 November 1989 establishing the Financial Regulation and Manual of Accounting Procedures, and Articles 29 and 30 of Regulation C/REG 2/12/95 amending the said Financial Regulation are hereby abrogated.

Article 3

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty days of signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time frame.

DONE AT LOME THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S. B. TIDJANI-DOURODJAYE

FOR COUNCIL

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

COMMUNAUTE ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

ECOWAS SECRETARIAT
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ECOWAS TENDER CODE

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EXECUTIVE SECRETARIAT
LOMÉ, DECEMBER 1999

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PREAMBLE

THE COUNCIL OF MINISTERS,

MINDFUL of the revised Treaty of the Economic Community of West African States (ECOWAS);

MINDFUL of the ECOWAS Financial Regulation and Manual of Accounting Procedures;

CONSIDERING that the Financial Regulations of the Institutions of the Community, notably Articles 24, 25, 29 and 30 make a general presentation of the principles underlying the procurement of goods and services;

CONSIDERING that not all procurements are the subject of an award of contract;

CONSIDERING however the need to regulate the award, execution and monitoring of contracts concluded by the Community;

ADOPTS

The present Regulation establishing an ECOWAS Tender Code

DEFINITIONS

In the present Code:

"**The contract winner**" means the company, enterprise, consulting firm or natural person chosen to execute a contract.

"**Notice of a call for competition**" means all advertisements in relation to contracts; public invitation for applications or call for bids issued for the purpose of notification that a competition is being organised for the award of a contract.

"**Head of Institution**" means the person who, by virtue of his functions, is empowered to commit the Institution.

"**Community**" means the Institutions of the Community which have authority to enter into contracts.

"**Co-contracting**" refers to a situation where the Community enters into a contract with several service providers who shall be referred or for the delivery of goods.

"**Contractor**" means the company, enterprise, consulting firm or natural person with whom the Community has entered into a contract.

PART I

GENERAL PROVISIONS

ARTICLE 1: SCOPE

This Code sets out the rules governing the award, approval, and the execution and monitoring of contracts concluded by the Community and its Institutions.

ARTICLE 2: DEFINITION OF CONTRACTS

Contracts are agreements set out in writing, awarded under the terms of the conditions contained in this Code between the Community or its Institutions and a natural or legal entity for the execution of works, delivery of supplies or provision of services.

ARTICLE 3: FINANCING OF CONTRACTS

Contracts concluded by the Community or its Institutions may be financed from:

a) the general budget
b) designated or own funds allocated for the purpose;
c) external funding
d) autonomous budgets of the specialised organisations or institutions of the Community;
e) Any other special funds
f) A combination of sources enumerated in this Article

ARTICLE 4: CONTRACTS FINANCED FROM EXTERNAL FUNDS

Contracts financed using external funds shall be governed by the provisions of this Code, provided they are not the subject of contrary provisions contained in the funding agreements.

ARTICLE 5: MINIMUM VALUE OF CONTRACTS

1. All expenditure in respect of works, supplies and services with a value equal to or exceeding twenty-five thousand units of accounts shall be the subject of an award of contract under the terms of the conditions set out in the present Code.

2. In other cases, expenditure shall be effected by purchase on the strength of invoices or bills.

. Such expenditure must be the subject of informal competition involving at least three candidates.

ARTICLE 6: MULTIPLE CONTRACTS

No contract or work being subject of Article 5 shall be split up to circumvent provisions of the Article on pain of sanctions as provided for in the Financial Regulations and Staff Rules.

ARTICLE 7: LANGUAGE OF THE CONTRACT

All documents written, published, provided to tenderers and winners of contracts or produced by them shall, in accordance with Article 87(2) of the revised Treaty, be prepared in one of the working languages of the Community: English, French, Portuguese.

PART II

PROCEDURE FOR THE AWARD OF CONTRACTS

CHAPTER I: INSTITUTIONS EMPOWERED TO AWARD CONTRACTS; PERSONS CHARGED WITH PREPARING CONTRACTS AND APPROVING AUTHORITIES

ARTICLE 8: INSTITUTIONS EMPOWERED TO AWARD CONTRACTS

The institutions of the Community empowered to award contracts are:

a) The Community Parliament
b) The Economic and Social Council
c) The Community Court of Justice
d) The Executive Secretariat
e) The Fund for Cooperation, Compensation and Development
f) West African Monetary Agency
g) West African Health Organisation
h) Any other permanent institution as may be established by the Authority

ARTICLE 9: **PERSONS RESPONSIBLE FOR PREPARING CONTRACTS**

Documents relating to a call for competition and contracts shall be prepared by the heads of the relevant service or technical department, in collaboration with the Director of Finance and, the Director of Legal Affairs of each Institution.

ARTICLE 10: **AUTHORITIES EMPOWERED TO APPROVE CONTRACTS**

The head of each institution with powers to award contracts and, in the case of contracts awarded by the Tender Committee, the Chairman of Administration and Finance Commission, shall have powers, each in his own capacity, to approve contracts within the limits specified in Article 39 of this Code.

CHAPTER II: APPLICANTS, CONTRACTORS AND SUB-CONTRACTORS

ARTICLE 11: **CRITERIA REQUIRED OF CANDIDATES AND TENDERERS**

Execution of contracts may be entrusted solely to enterprises, suppliers, or service providers with the necessary legal, technical and financial capability to do so.

The Community shall, in addition to the bids and tenders submitted by the candidates, demand that they show the following supporting documents:

1. All documents or papers showing evidence of the technical capability and solvency of the firms, suppliers or service providers, and the qualifications of staff empowered to commit the enterprise or firm and to enter into contract with the Community.

2. An attestation giving information on the applicants, in accordance with a model established by the Community.

3. The documents required under the terms of Article 1 above must include at least:

   - a statement of the firm's technical facilities both within the country of the contracting authority and in the firm's own country of domicile;

- a description of the manpower (number and qualification) available to the firm within the country of the contracting authority and in the firm's own country of domicile;

- financial statements, showing a balance sheet, statement of turnover and financing plans;

- a statement of similar contracts carried out by the applicant;

– documentary evidence of the Company's financial and corporate standing.

4. Misrepresentation in relation to the information required under this article may lead to the disqualification of an application or, the cancellation of the contract without warning, at the risk and expense of the declarant without prejudice to the imposition of sanctions applicable in such cases under the present code.

ARTICLE 12: EXCLUDED APPLICANTS

1. Any firm, supplier, or service provider may be excluded from participation in or execution of a contract who:

   a. is distressed, bankrupt or being liquidated;

   b. has been guilty of professional misconduct;

   c. is guilty of misrepresentation in supplying the information in respect of qualifications and capabilities required;

   d. has been the subject of a cancellation by reason of fault or negligence in the execution of an earlier contract awarded by the Community;

   e. is in a situation of suspension of payment confirmed by the court for reasons other than bankruptcy by virtue of which its property is totally or partially attached.

2. The above provisions shall apply also to enterprises which tender or execute contracts as sub-contractors for a part of the contract.

ARTICLE 13: RIGHT OF PREFERENCE

In awarding a contract, preference may be given to bids submitted by firms, suppliers or service providers from Member States of the Community, subject to the following provisions:

1. The tenders must comply with the specifications set out in the tender document;

2. In the case of works or services contracts, they must be of a value higher by at most ten percent than the qualified tender adjudged the lowest price tender submitted by a firm which is, or a service provider who is a non-member of the Community;

3. Where the contract is for supplies produced or manufactured in the member states of the Community, tenders must be for an amount not higher than by fifteen percent of the qualified lowest price tender, in relation to supplies from a non member states of the Community;

4. The documents in relation to a call for competition must indicate that such preference shall be applicable to the tender. The procedure for the application of this reference shall be contained in rules specific to that particular tender.

ARTICLE 14: BENEFICIARIES OF THE RIGHT OF PREFERENCE

The following may enjoy right of preference:

- artisans and heads of individual enterprises having the nationality of one of the member states of the Community;

- professional groups constituted into a cooperative or in any other form and half of whose members have the nationality of countries of the Community;

- firms, the majority of whose share capital is held either by natural persons having the nationality of countries of the Community, or by legal persons, under law, of a country of the Community the majority of whose share capital is held by natural persons having the nationalities of countries of the Community.

ARTICLE 15: SUB-CONTRACTING

1. Tenderers for Community contracts may be required to indicate in their tender, the references of any sub-contractors they may eventually use, and the nature and the amount of each share of the contract they may intend to sub-contract.

2. The tenderer awarded a Community contract may not sub-contract any share of the contract without obtaining clearance from the Community in respect of each sub-contractor he intends to use, and

   without obtaining approval by the Community of the conditions of payment for each sub-contracting agreement.

   Approval of sub-contracting in no way diminishes from the obligations of the principal contract winner who shall remain responsible for the totality of the execution of the contract before the Community.

3. The share of the contract which may be sub-contracted shall not exceed 50%.

ARTICLE 16: CO-CONTRACTS OR GROUP CONTRACTS

1. Several entrepreneurs, suppliers or service providers may be awarded a single contract jointly or severally. They shall appoint one of them to be the accredited representative in dealings with the Community and to carry out the task of coordination.

2. Where the contract is not split into lots or sections assigned to individual co-contractors, they shall be jointly responsible for the execution of the totality of the contract.

3. Where the contract is divided into lots or sections assigned to individual co-contractors, they may, depending on the terms of the contract, be responsible for the execution of only their own assigned lot or section, exception being made of the accredited representative who shall have joint responsibility with each of the co-contractors.

CHAPTER III : PROCEDURES FOR AWARD OF CONTRACTS

ARTICLE 17: THE DIFFERENT PROCEDURES FOR AWARD OF CONTRACTS

Contracts may be awarded through an invitation to tender, open or restricted, or under a negotiated procedure by direct agreement, or through consultation in cases of providers of intellectual services.

ARTICLE 18: PREPARATION OF DOCUMENTS RELATING TO A CALL FOR COMPETITION

Services that are subject to contracts must conform strictly to the nature and scope of the requirements.

The Community or the authority responsible for preparation of the document shall, before publishing a call for competition, prepare rules specific to the call for competition, as well as papers setting out the administrative, legal, financial and fiscal clauses, a detailed description of the nature of the services required and their technical specifications.

The technical standards and specifications set out in the documents relating to the call for competition shall comply with all the set criteria and shall contain no reference to trademarks or catalogue numbers.

The documents shall also detail all other factors which, in addition to prices, will be taken into account during the evaluation of bids, and specify the manner in which such factors will be quantified or evaluated.

ARTICLE 19: OPEN TENDERING PROCEDURE

Open tendering procedures are those where any applicant who is not excluded by virtue of Article 12 of the present code may submit tenders.

ARTICLE 20: CONTENT OF PUBLIC NOTICE OF TENDER

Public notice of an invitation to tender shall be given in accordance with Article 24 of the present code.

Each call for open tenders shall set out the following information and requirements:

- the object of the contract
- source of financing

- the number of lots, the nature and importance of each lot, where necessary, the minimum or maximum number of lots for which a tenderer may submit tenders;
- the place where the tender documents may be inspected and the procedure for obtaining these documents;
- the name of the institution empowered to award the contract;
- the place, date and time limit for the receipt of tenders;
- non refundable deposit where applicable;
- the time frame during which applicants are bound by their tenders; this period may not be less than one hundred and twenty days (120 days) from the date of the deadline for the receipt of tenders;
- the amount required as provisional guarantee, if applicable;
- evidence of the applicant's qualification, technical capability and solvency;
- where applicable, any other conditions as the Community may consider necessary.

ARTICLE 21: RESTRICTED TENDERING PROCEDURE

A tender procedure is said to be restricted where only some candidates are authorised to submit bids after having been pre-selected or selected.

1. Restricted tender procedure following a prior preselection of candidates

A restricted tender may be preceded by an open invitation to tender which indicates the specific nature and scope of the services needed, the necessary supporting documents on the qualifications, technical and financial capacities of applicants, the venue and deadline for receipt of bids.

This type of contract award is used for major or complex works, or exceptionally, for supplies of equipment to be made to order, or for specialised services.

2. Restricted tender procedure following direct selection of candidates

A limited tender after direct preselection is used where the number of candidates capable of rendering services in the area concerned is limited. In this case, the person responsible for preparing the tender document shall submit the preselection to the competent person for approval.

ARTICLE 22: SPECIAL CASE: INVITATION TO TENDER WITH COMPETITION

1. Competition is a special case of open restricted tender. Candidates are short-listed or selected.

. A project shall be thrown open to competition if, for technical, aesthetic or financial reasons, its implementation requires special research.

3. Competition shall be organised on the basis of a schedule drawn up by the Community which shall indicate the services to be provided and fix, where necessary, the maximum cost of the project.

4. The Tenders Committee or the Technical Unit set up within the Tenders Board as stipulated in Articles 28 and 29 of this code shall be responsible for short-listing, and for opening bids and determining successful tenderers. In the execution of all these activities, they shall be assisted by panel of experts.

   The panel shall be set up by the officer responsible for approving contracts and chaired by his representative.

5. The project supervisor, where applicable, shall be a defacto member. He shall serve as rapporteur to the committees or to the Tenders Board.

   In the other cases, the rapporteur shall be appointed by the chairman.

6. The panel shall comprise at least three (3) members in addition to the Chairman.

   The panel may also be composed of representatives of the Community and organisations involved in the project. In addition, it may consult any expert or specialist reputed for their experience in the various project areas.

   The panel shall participate in the short-listing exercise. On the basis of the analysis report prepared by it, a list of candidates eligible to participate in the competition shall be compiled by the Tenders Committee or the Tenders Board.

   The panel shall intervene again after the opening of bids. It shall scrutinise and classify bids and submit its report to the Committee or the Board

which shall determine the winning bids after deliberations, and appoint the successful tender, if the need arises.

7. Competition may be organised in the case of:

- a project design;
- the execution of a previously identified project ;
- a project design and its implementation.

8. Where the competition is solely for the selection of a project design, the rules shall make provision, where necessary, for payment of bonuses, prizes or benefits to the best entries.

The rules may further provide:

- that successful bids and the rights attached thereto shall become the property of the Community or of the contracting institution;
- that any intellectual property right which may accrue from the award of any contract shall be vested in the Community or Community Institutions;
- that the Community reserves the right to appoint a supplier or contractor of its choice to execute all or part of winning projects, provided a fee fixed in the rules or determined by amicable agreement or on the basis of expert advice is paid to the project designers.

The rules governing competition shall indicate whether, and on what terms, the project designers shall be called upon, where necessary, to assist in the implementation of their selected projects. Allowances and rewards subsequently provided for may not be granted where none of the projects received is appropriate.

9. Where the competition is for both the project design and execution thereof or solely for execution of an identified project, the award of the contract shall be announced, on the advice of the panel, in accordance with the general conditions governing contract award.

Before issuing its opinion, the jury may request in writing all or any competitor to provide clarifications, also in writing, on their proposals.

Procedures and prices proposed by competitors may not be divulged at meetings.

Candidates selected to compete shall be notified by registered mail or by hand delivery, with notice of delivery.

ARTICLE 23: SPECIAL CASE: RESEARCH CONTRACTS.

1. Where the Community is not in a position to execute with its own resources, studies which are essential, it shall have recourse to research contracts.

2. Barring derogations, research contracts shall be awarded pursuant to a competition.

   The competition shall be organised in accordance with a tender document prepared by the Community and addressed to firms selected either through a procedure or a pre-qualification process.

3. The tender document shall comprise:

   - a letter of invitation containing assessment criteria and their ponderation, if the need arises;
   - terms of reference stipulating the objectives, aims and scope of the assignments to be executed by the firms or consultants;
   - estimated cost;
   - a model contract.

ARTICLE 24 : ADVERTISEMENT AND DEADLINES FOR RECEIPT OF BIDS OR APPLICATIONS

1. Open or public invitations to tender shall be published through an advertisement in publications authorised to publicise legal notices and in newspapers in member States with a wide circulation, and through [illegible] or and other appropriate advertising media.

2. The deadline for the receipt of tenders or applications may not be less than forty-five days from the date of publication of the notice.

3. The minimum deadline for the receipt of tenders under a restricted tender procedure shall be thirty days from the date of dispatch of the letter of invitation.

ARTICLE 25: CURRENCY

The tender document shall indicate that a candidate may quote the price of his/her bid in the currency of any Member State of the Community or in ECOWAS Units of Account. A candidate wishing to submit a tender denominated in several currencies may do so provided the number does not exceed three.

ARTICLE 26: SUBMISSION OF TENDERS

1. Bids shall be submitted in two separate, sealed and stamped envelopes, irrespective of whether the invitation to tender is open or restricted.

   An outer envelope, bearing the title of the project to which the tender relates but excluding the name of the sender shall contain, as specified in the special rules governing the competition, the various supporting documents, especially the provisional guarantee, where so required, and the documents to be provided in keeping with Article 7 of this code. Any indication of price shall be excluded.

   An inner envelope bearing the name of the contractor, supplier, industrialist or service provider, shall contain the tender, in particular, the actual amount bid.

2. The envelopes containing the bids must arrive at the venue specified in the notice not later than on the deadline for their receipt, either by registered mail, through a deliveryman with notice of delivery, or by hand.

3. Upon receipt, the envelopes shall be recorded by order of arrival in a special register. They shall remain sealed until the scheduled opening. These provisions shall be applied under the responsibility of the Head of the contracting Institution.

ARTICLE 27: CONTRACTS CONCLUDED BY NEGOTIATION OR BY DIRECT AGREEMENT

A contract is said to be concluded by negotiation or "by direct agreement" where the Community enters into direct negotiations with and awards the contract to the contractor of its choice without recourse to the usual procedure.

1. Contracts concluded by negotiation with prior informal consultation

The Community shall organise a competition, with at least three candidates through a brief written document, for candidates who are capable of executing such contracts.

Contracts may be awarded through negotiation only in the following cases:

d) Where the urgency of the works, supplies or services renders a prior call for competition impracticable;

e) Where the works, supplies or services are for research and experimental purposes, or for the development of a process;

f) Where no tenders or appropriate bids for works, supplies or services have been submitted following a call for competition; and in the absence of insufficient information in the tender document;

g) Where the routine supplies, foodstuffs, products of the soil or services need to be selected or executed at the production or storage sites on account of their peculiar nature or the purpose for which they are required;

h) Where the requirements are related to the carriage of public funds;

i) Where such procedure derives from an international convention.

2. Contracts concluded by direct agreement without prior competition.

Contracts may also be concluded by direct agreement without a prior call for competition in the following cases:

a) Where the requirements make it absolutely necessary to have recourse to intellectual property rights, patents, licences or other exclusive rights held by a single supplier;

b) Where, by reason of technical, investment, special installation or technical expertise, a specific contractor or supplier need to be employed.

CHAPTER IV: TENDERS COMMITTEE AND TENDERS BOARD

ARTICLE 28: TENDERS COMMITTEES

1. A Tenders Committee is hereby established within each institution of the Community empowered to enter into contracts.

2. The Tenders Committee shall have power to open and scrutinise tenders for contracts whose estimated value is equal to or above UA 25,000 but below UA 250,000.

3. The Tenders Committee shall be composed as follows:

   a) One representative designated by the Head of the Institution .....Chairman

   b) Director of Finance, Treasurer or Questeur, (as appropriate), or their representative.....Member

   c) Director of Legal Affaires or his representative.....Member

   d) Director of Administration or his representative.....Member

   e) Representative of the beneficiary Service or the Department concerned.....Rapporteur

4. Meetings and proceedings of the Committee shall be valid only where at least four of its members, including its chairman, are present.

5. The Committee shall, in open session, open bids and, in closed session, carry out the technical analysis and the financial assessment of bids in accordance with the provisions of Article 30, 32 and 33 of this Code.

   At Committee meetings, the chairman shall ensure compliance with the provisions of this Code.

   The deliberations of the committee shall be treated as absolutely confidential.

   Where the tender evaluation and screening criteria stipulated in the tender documents do not facilitate the selection of a candidate for the award of a contract, the Committee shall take a decision by simple majority vote. In the event of a tie, the Chairman shall have a casting vote.

After the evaluation meeting, the Tenders Committee shall prepare a report which shall set out the classification of the bids, proposals for the awards of the contracts, the contract amount, the implementation period and specific remarks.

The report shall be submitted for consideration and implementation by the Head of the Institution.

ARTICLE 29: PERMANENT TENDERS BOARD

1. A Permanent Tenders Board is hereby established within the Community. It shall have power to approve the results of deliberations on the opening of bids for any contract with an estimated value equal to or above UA 250,000.

2. There is hereby established , under the authority of the Tenders Board, a technical unit which shall be responsible for the technical and financial evaluation of tenders.

3. The ECOWAS Permanent Tenders Board shall be composed as follows:

   a) Chairman of the Administration and Finance Commission .....Chairman

   b) Chairman of the appropriate technical Commission .....Member

   c) Executive Secretary ..... Member

   d) Managing Director ....Member

   e) Director of Legal Affairs ..... Member

   f) Officer in charge of the project concerned .....Rapporteur

   g) Representative of the country of the project .....Member

   h) Representative of each Member State involved in the project ..... Member

   i) Supervisor, where available, present in an advisory capacity.

- Meetings of the Permanent Tenders Board shall be valid only where 2/3 of its members including the Chairman are present. Decisions of the Commission shall be taken by consensus, failing which they shall be taken by a simple majority vote of those present. In case of a tie, the Chairman shall have a casting vote.

- The Technical Unit responsible for the technical and financial evaluation of bids shall be composed as follows:

  a) Representative of the Executive Secretariat ...Head of the Unit

  b) Representative of the Managing Director ..... Member

  c) Officer in charge of the project concerned ..... Member

  d) Representative of the beneficiary Institution other than those of the Executive Secretariat and the Fund .....Member

  e) Representative of the country where the project will be executed .....Member

  f) Project supervisor, if any, present in an advisory capacity.

  g) Any expert or specialist capable of providing specific assistance in an advisory capacity.

5. The opening and the technical and financial evaluation sessions shall be chaired by the Head of the unit.

6. The functions of the Technical Unit shall be the same as those of the Tenders Committee specified in Article 28(5) of this code.

7. The evaluation report prepared by the Unit shall be submitted for consideration and approval by the Tenders Board.

CHAPTER V: AWARD OF CONTRACTS

ARTICLE 30: OPENING OF BIDS

1. Envelopes containing bids received pursuant to a call for competition shall be opened, at the earliest, on the deadline date and time for the receipt of tenders and at the venue for submission of bids, by the Tenders

Committee or by the Technical Unit responsible for the technical and financial evaluation of bids.

2. Bid opening sessions shall be open to the public. Envelopes shall be opened by the Tenders Committee or by the Technical Unit in the presence of bidders, candidates or their representatives. A complete list of the bidders shall be compiled and a table drawn up containing a summary of the main characteristics of the various bids and, especially, the amounts quoted, provisional guarantees, deadlines, variants and rebates, which shall be read aloud.

3. The Tenders Committee or the Technical Unit shall prepare a report on the outcome of deliberations on the opening of bids. This shall be countersigned by the chairman and the secretary for the occasion.

ARTICLE 31: SPECIAL CASE: OPENING OF BIDS IN TWO PHASES

Where a call for competition concerns contracts for complex works, supply of a specific type of heavy equipment, turnkey projects or detailed design studies, the Tenders Committee or the Technical Unit may, in a first stage, open and carry out financial examination of bids, if the tender document so provides.

ARTICLE 32: EXAMINATION AND EVALUATION OF BIDS

1. The Tenders Committee or the Technical Unit shall carry out, within a time frame compatible with the bid validity period, a technical and/or financial and comparative analysis of bids in keeping with the criteria contained in the bid document.

   In the case of a restricted tendering procedure, the determining criteria for the award of contracts shall be the price and the technical ability of short listed or selected candidates to execute the required services.

2. A bid consisting of a variant on a contract may be considered by the Tenders Committee or the Technical Unit only where such option has been expressly authorised in the tender documents.

3. The Tenders Committee or the Technical Unit may, if it so wishes, request a tenderer to provide clarifications on his bid in order to facilitate screening, evaluation and comparison of bids. The request and the reply shall be submitted in writing. No change in price or substantial change in bids shall be requested, offered or authorised.

4. For the purposes of comparison, the Tenders Committee or the Technical Unit shall convert into a single currency, prices expressed in various currencies. The rate used in making the conversion shall be the selling rate provided by an official source. The rate shall have been issued no earlier than four weeks prior to the time limit for receipt of bids, or two weeks prior to the deadline for the opening of bids.

5. At the end of the evaluation exercise, a detailed report shall be prepared outlining the specific elements upon which the Tender Committee or the Tender Board based its recommendation regarding the tenderer to whom the contract should be awarded.

ARTICLE 33: AWARD OF CONTRACT

The authorising authorities shall consider the reports with a view to approving them, after necessary amendments.

Where the proposal to award the contract is approved, the successful tenderer shall be notified in writing by the Head of Institution or the Chairman of the Tenders Board who shall also inform the other unsuccessful candidates, before returning their bank guarantee.

Where the proposal is not approved, the Head of Institution or the Chairman of the Tenders Board shall decide either:

- to terminate the procedure;

- or carry out the evaluation exercise all over again, in which case a new report shall be submitted for approval not later than twenty days after the decision is taken.

- where the proposal is not approved and the second proposal is rejected, the tender procedure shall be terminated.

ARTICLE 34: UNSUCCESSFUL BIDS

1. A call for competition shall be declared unsuccessful in the following cases:

   a) where no bid is received at the time limit and place fixed in the invitation to tender;
   b) where no bid is deemed acceptable after examination and evaluation;

c) where all the bids are for amounts higher than the sum approved for the contract. However, before declaring a tender procedure unsuccessful, the Head of Institution or the Chairman of the Tenders Board shall consider the possibility of reducing the quantity of works and supplies or of obtaining additional funds.

2. Unsuccessful applicants shall be informed accordingly and shall have their bank guarantee returned to them.

Thereafter, a new call for competition shall be published on the basis of a revised dossier, or a negotiated contract concluded.

CHAPTER VI: PREPARATION, SIGNING, ENDORSEMENT, APPROVAL, AND NOTIFICATION

ARTICLE 35: PREPARATION

Once the successful tenderer has been selected, the person authorised to prepare contracts shall work out the details of the contract and submit it for approval and signature. However, the terms of the contract shall contain no modifications whatsoever in respect of the conditions set out in the call for competition or the decisions of the Tender Committee and the Tender Board.

ARTICLE 36: MANDATORY INFORMATION

The terms of the contract shall be set out in a single document of which the tender specifications as defined in Article 41 of this Code shall form an integral part; contract documents shall comprise at least, the following information:

- identification of the contracting parties, particularly their legal status;
- the object of the contract;
- the content and detailed description of the works, supplies or services;
- a list of documents accompanying the contract as prescribed in the call for bids;
- the value of the contract;
- prices and valuation method adopted;
- the conditions and modalities for payment and, where the contract value has been revised, the terms of the review and the conditions for its application;

- the time limit for the delivery of supplies, execution of works or provision of the services required;
- amount of guarantee required;
- conditions governing settlement of disputes;
- conditions for cancellation;
- identity of the office responsible for payment;
- source of funds;
- language of contract;
- the civil and professional insurance cover for the tenderer admitted;
- where necessary, the regulatory provisions governing international transit and transport operations.

ARTICLE 37: CONTRACTOR'S SIGNATURE

Following their preparation, contracts shall be signed by the contractor or by his duly authorised representative or in the case of group contracts, by their duly authorised agent.

ARTICLE 38: ENDORSEMENT BY FINANCIAL CONTROLLER

Contracts concluded on behalf of the Community and its Institutions shall be endorsed by the Financial Controller.

ARTICLE 39: APPROVAL OF CONTRACT

Contracts entered into by the Community and its Institutions shall be signed by:

a) the Executive Secretary or the Managing Director in the case of contracts with a value of UA 25,000 or above, but not exceeding UA 250,000;

b) the Chairman of the Tender Board in respect of contracts with a value of UA 250,000 and above.

2. The signature validates the contract and renders it executory.

3. Contracts which are not signed, endorsed and approved in accordance with the provisions of this chapter, and any action taken in respect thereof, shall be null and void and of no effect.

ARTICLE 40: NOTIFICATION OF CONTRACT AWARD

1. After approval, the Head of Institution concerned shall give notification to the successful tenderer in writing, by sending him two copies of the contract, accompanied by a notice of delivery, or by registered mail with acknowledgement of receipt or by courier. The contract shall become effective as from the date of the notification which shall be the date as indicated on the acknowledgement of receipt or the advice of delivery.

   Except as may be stipulated otherwise, the duration of the contract shall be effective as from the date of the notification.

2. After notification, the winning contractor shall register the contract with the authority concerned in the host country.

PART III: EXECUTION OF CONTRACTS

CHAPTER I: CONTENT OF CONTRACTS

ARTICLE 41: CONTRACT SPECIFICATIONS

The contract specifications lay down the conditions under which a contract is to be executed. They include both general and special provisions.

ARTICLE 42: GENERAL CONDITIONS OF CONTRACT

1. The general clauses and conditions stipulating the administrative provisions governing contracts are:

   a) general administrative provisions applicable to works contracts;
   b) the general administrative provisions applicable to contracts for supplies and services;
   c) the general administrative provisions applicable to contracts for intellectual services;
   d) the general administrative provisions applicable to industrial contracts.

2. The general technical provisions shall determine the technical conditions for services of an identical nature. They are established separately for each lot of works or supplies.

ARTICLE 43: SPECIAL CONDITIONS OF CONTRACT

1. Special administrative provisions set out conditions applicable to a specific contract.

2. Special technical clauses set out the technical provisions necessary for the execution of the services required in the particular contract.

3. Special documents shall indicate the articles of the general conditions which they supplement or modify.

ARTICLE 44: PREPARATION OF CONTRACT SPECIFICATIONS

The Executive Secretariat shall prepare both the general and the special technical provisions which shall be binding by virtue of a Community act .

CHAPTER II: CLASSIFICATION OF CONTRACTS

ARTICLE 45: CATEGORIES OF CONTRACTS

Contracts can be classified into different categories according to the provisions governing the modalities for their execution and the valuation methods adopted.

a) Contracts classified according to the modalities for their execution include: purchase order contracts, goodwill contracts, programme contracts, and multiple contracts.

b) Contracts classified according to valuation methods are: lump-sum contracts, unit cost contracts, and cost-plus or cost reimbursable contracts.

ARTICLE 46: PURCHASE ORDER CONTRACTS

A purchase order contract is a process that allows the Community to negotiate contracts for its current yearly requirements, the exact quantity of which cannot be determined at the beginning of the year or which exceed its storage capacity.

All order contracts shall indicate the minimum and maximum limits of the services to be provided, expressed in terms of quantity or value.

The contracts shall be concluded for a period not exceeding one year. However, they may contain a clause on an option renewal for a maximum of two years, with each party having the right to give notification of renunciation of the said clause.

Such supplies shall be delivered on the basis of purchase orders which shall indicate the quantity to be supplied and the place and date of delivery.

Payment for order contracts is often done in batches, particularly in the cases of centralised contracts.

ARTICLE 47: GOODWILL CONTRACTS

Goodwill contracts are contracts under which the Community undertakes to award to a particular contractor or supplier, all orders in respect of a particular category of services, for a fixed period not exceeding two years, without having to specify the quantities and value of the orders in the contract document.

The tender document shall indicate the quantities normally required over a similar period and the approximate schedule of delivery, thereby allowing candidates the opportunity to calculate unit costs on the basis of a manufacturing schedule to be determined by them.

Thereafter, the same procedure shall be followed as in the case of order contracts.

ARTICLE 48: PROGRAMME CONTRACTS

Programme contracts are investment operations funded by the Community through special arrangements within the framework of a programme, where the total commitment, corresponding to the total estimated cost, is left open and is matched by grants made available yearly to cover each segment of the contract to be executed.

The contract is thus concluded for a period of more than one year and is executed in annual segments whose content is determined each year after the corresponding budget is voted.

ARTICLE 49: MULTIPLE CONTRACTS

Multiple contracts are agreements entered into when one contractor does not have the technical and financial capability to execute the quantity of works and supplies required. The contract is thus divided into lots, each one the subject of a contract.

ARTICLE 50: LUMP SUM AND UNIT PRICE CONTRACTS

1. A contract shall be deemed a lump-sum contract when the total value is determined in advance.

2. A contract is referred to as a unit price contract when the total value is determined after the contract is concluded, on the basis of unit prices calculated beforehand and the quantity of the services actually provided.

ARTICLE 51: COST-PLUS FEE CONTRACTS

Contracts may include services executed or remunerated on fixed cost-plus fee basis. Under such an arrangement, the Community reimburses the actual and verified expenses incurred by the contractor, supplier or service provided, to which it adds a fee or coefficients earmarked to cover general costs, taxes, levies and profits. They should indicate the value of the different elements which are used to determine the amount payable.

CHAPTER III: PAYMENT OF CONTRACTS

ARTICLE 52: CONTRACT PRICES

The contract value is expected to cover all expenses necessary and adequate for the execution of the contract, including duties, taxes and rates. It is also expected to afford the contractor a margin for risks and profit.

ARTICLE 53: FIRM PRICES AND PRICES SUBJECT TO REVIEW

1. A contract is said to be firm when no variants are permitted to reflect changes in the economic situation and when the expected period of completion does not exceed twelve months.

2. Price review is the contract valuation method whereby an index is applied to the original cost during the period between the effective date of the price and the date of payment.

   The review formula should include a fixed part known as the neutralisation margin and should use an index that is objective, representative of the object of the contract and easily verifiable.

ARTICLE 54: CONDITIONS FOR PRICE REVIEW

Conditions under which prices may be reviewed shall be determined for each type of contract in the general administrative provisions applicable to contracts and clarified in the special administrative provisions outlining conditions governing each contract, with particular emphasis on:

- the review formula or formulae
- the start-off threshold
- the neutralisation margin
- all special conditions

Mobilisation fees and optional advances shall not be subject to review. Where advances are deducted from the sums payable as advances or balances to the contractor, the price review clause shall apply only to the amount outstanding from the initial cost after deduction of all advances.

ARTICLE 55: PAYMENT OF CONTRACTS

Advances, part payments and the final payment for contracts shall be made under the conditions specified in this chapter.

Each contract shall specify the administrative and technical conditions governing the payment of the advances or instalments referred to in this chapter.

ARTICLE 56: MOBILISATION FEE

A fixed amount referred to as a mobilisation fee may be paid by the Community to the contractor.

This amount of this advance fee shall be 10% of the contract price.

Disbursement of the fee shall be covered by a joint and several guarantee in accordance with the provision of Article 68 of this code.

ARTICLE 57: OPTIONAL ADVANCE PAYMENT

Optional advance payment may also be made to the contractor to carry out preliminary operations for the execution of the contract where such preliminaries require prior commitment of funds. In such cases, the conditions and amount of such advance shall be stated in the specifications for each individual contract.

Advance payment shall be fully covered by a joint and several guarantee in accordance with the provisions of Article 68 of this code.

ARTICLE 58: MAXIMUM AMOUNT PAYABLE AS ADVANCE

The total amounts paid as mobilisation and optional advance fees may not exceed 30% of initial value defined as the basic contract cost excluding all additional clauses or increases resulting from a price review.

ARTICLE 59: REFUND OF ADVANCES

Mobilisation fees, and where applicable, optional advance payments shall be deducted from subsequent payments disbursed to the contractor under the specific terms of each individual contract.

In the event of a total or partial termination of the contract, the Community has the right, without prejudice to other outstanding payments, to demand immediate refund of outstanding advances.

ARTICLE 60: PART PAYMENT

1. Part payment may be made to the contractor in respect of contract having an execution deadline of more than 3 months, for the services listed hereunder, if such services constitute a partial execution of the contract. The contractor shall produce evidence that such services have been performed either by him or by a sub-contractor who is not receiving direct payment as defined by Article 63 of this Code :

   a) delivery to a work site, factory or workshop, of supplies, raw materials or manufactured goods destined for use in the works or supplies included in the contract, subject to such items having been duly acquired and effectively paid for by the contractor and provided that this is easily verifiable by the Community;

   b) performance of operations essential to the completion of works or supplies duly registered in the records or reports of the Community or its representatives, subject to proof of payment being produced by the contractor where such operations have been sub-contracted;

c) payment by the contractor of salaries and related mandatory social entitlements of workers effectively and exclusively engaged for the execution of works or the provision of supplies, and payment of that part of the company's general expenditure, duties and taxes exigible under the terms of the contract.

2. The contractor may not use items purchased with amounts received as part payment for works or supplies other than those relating to the particular contract in respect of which the advance payment was given.

3. The general administrative provisions shall fix, for each category of contract, the intervals or the technical stage of the contract at which part payment may be effected.

4. The amount disbursed in part payment shall not exceed the value of the services for which it is required.

   Part payment shall be conditioned by the amounts deductible as reimbursement for advances received, in accordance with the provisions of Article 59 above, and where applicable, by the amount retained as guarantee under the terms of Article 69 of this code.

5. In the event of disagreement as to the amount to be disbursed in part payment, the amount shall be calculated on the temporary basis of the payment approved by the Community or its representative for the execution of the contract. Where part payment is less than the final amount due to the contractor he shall not be entitled to interest in respect of the outstanding difference. Part payment may not be considered as final payment: the beneficiary shall be deemed indebted in that amount until settlement of the balance of the contract amount.

ARTICLE 61: PAYMENT OF BALANCE (FINAL INSTALMENT)

Settlement of balance intervenes when the contractor is paid the amounts due in respect of normal performance of services or execution of the contract after deduction of all advances or part payments which have not been recovered by ECOWAS or the Employer. Where an amount has been deducted for guarantee purposes, final payment of the contract shall be preceded by a partial settlement of all outstanding payments for normal execution of the contract after deduction of all advances or in part payments. Final settlement shall be effected thereafter, at which time the guarantee or any equivalent monies withheld shall be released.

ARTICLE 62: DEADLINE FOR PAYMENT

Payment of advances and the balance shall be effected within 60 days. This deadline shall be counted beginning from the last day of the month in which the contractor accepts the services for which payment is made or from a date fixed by the specific terms of the contract.

ARTICLE 63: DIRECT PAYMENT TO SUB-CONTRACTORS

The provisions of Articles 55 to 62 above shall apply to all sub-contractors subject to the special conditions herein-under :

1) where the value of the sub-contracting agreement is equal to or greater than 10% of the contract amount, the sub-contractor, who has been accepted and whose conditions of payment have been approved by the Community shall be paid directly for that part of the contract executed by him;

2) advances shall be payable, at their demand, directly to sub-contractors on a pro rata basis in accordance with their share of the contracted work and subject to the contractor having put up the guarantee in cases where the contract makes provisions for payment of a surety to guarantee such advance;

3) payments to the sub-contractor shall be effected upon submission of documentary evidence signed by the main contractor. Upon receipt of the documents the Community shall inform the sub-contractor and apprise him of the amounts approved by the contractor as payment to him. Should the contractor fail to process the claim, the sub-contractor shall refer the matter to the Community which shall immediately instruct the former to show justifiable cause for withholding approval of payment to the sub-contractor, failing which, the amounts due to the sub-contractor shall be settled by the Community.

ARTICLE 64: INTEREST ON OVERDUE PAYMENTS

Subject to the provisions of Article 62 each contract shall provide for interest on overdue payment to be made by the Community to the contractor.

Interest on overdue payment shall be calculated at a rate to be fixed by the particular contractual terms, based on the discount rate adopted by he Central Bank or equivalent public institution in the country within which the contract is being executed, increased by two points.

ARTICLE 65: PENALTIES FOR LATENESS

Each contract shall provide for the imposition of penalties for late completion when the contract is not executed within the agreed time limit. The penalty shall be set out in the general administrative provisions for the different types of contract.

The full penalty shall be applied without prior notice and shall initially be deducted from the amounts owed to the contractor or supplier and subsequently from the guarantee(s). Where the balance is insufficient to offset the penalty a payment order shall be used to cover the amount.

CHAPTER IV: DOCUMENTS REQUIRED OF CANDIDATES AND THE CONTRACTOR

ARTICLE 66: PROVISIONAL TENDER GUARANTEE

1. Tenderers who present themselves pursuant to a call for competition shall be required to provide a bank guarantee known as a provisional tender guarantee. The basic rate that shall be used to calculate the amount of the provisional guarantee shall be fixed in accordance with the value of the contract as set out in the call for competition and published by the Community invitation to tender, and may not be less than 1.5% or more than 3% of the tender.

2. The provisional tender guarantee may be replaced by a joint or several guarantee under the conditions stipulated in article 68 of this code.

3. Once the successful tenderer has been chosen, the Community or the Employer, shall return the provisional guaranty or its equivalent to the unsuccessful tenderers within 30 days of the selection of the successful bid. All tender guarantees and equivalent instruments shall become invalid upon expiry of the 30-day deadline. The successful tenderer shall be required to provide a performance bond under the conditions specified in Article 67 hereunder. His tender guarantee will thereafter be returned.

   No tender guarantee is required for services of an intellectual nature.

ARTICLE 67: PERFORMANCE BOND

1. The Contractor is required to provide a final surety or performance bond to guarantee the proper execution of the contract and against

reimbursement of any amount owed by him in connection with the contract.

However, persons contracting to perform in the capacity of a consultant, or to perform any services of an intellectual nature shall be exempt from providing a performance bond. The amount of the performance bond shall be fixed in the general administrative provisions and specifically mentioned in the special provisions. The amount of the performance bond shall not be less than 3% or exceed 5% of the basic contract price inclusive or exclusive as the case may be of any additional clause. The modalities governing the performance bond shall be stipulated by the terms of each contract. The performance bond shall be exigible upon approval of the contract and must be submitted before any disbursement can be made on the part of the Community.

2. The performance bond may be replaced by a joint and several guarantee as defined by Article 68 hereunder.

3. The performance bond shall be released automatically 30 days as from the date of final acceptance of the contracted work, or in the case of a contract stipulating a guarantee period, from the date of provisional acceptance, unless the Community notifies by registered mail or recorded delivery, the failure on the part of the contractor to fulfil all his full contractual obligations. In such cases, release of the performance bond may only be effected with the express authorisation of the Community or the Employer.

ARTICLE 68: RETENTION MONEY

1. Where the contract stipulates observance of a guarantee period, part of each payment instalment shall be retained by the Community as a guarantee of the proper performance of the contracted services. The amount thus retained by the Community or by the Employer shall be equal to 10% of each instalment paid for execution of works or supplies.

2. The retention money may be replaced by a joint and several guarantee.

3. The retention money or the joint and several guarantee shall be released where the contractor has discharged all obligations pertaining to the guarantee period, or where so authorised by ECOWAS or the Employer, upon expiry of the guarantee period or upon final acceptance .

   The duration of the guarantee period shall be fixed in the technical specifications in accordance with the nature of the contract.

ARTICLE 69: JOINT AND SEVERAL GUARANTEE

1. The guarantee provided for under Articles 66, 67 and 68 may be replaced by a joint or several guarantee whereby a third party undertakes to pay to the Community any sums owed by the supplier or contractor in respect of the contract, up to the amount posted as guarantee.

2. The joint and several guarantor shall be chosen from approved banks, mutual guarantee institutions guaranteeing their members, and recognised insurance companies.

3. The joint and several guarantee shall be in a form specified by the Community. The form shall contain an undertaking to pay , without discussion or division, any amounts owed by the contractor up to the amount put up as a guarantee.

   The guarantor shall pay the on first demand by the Community or the Employer. The guarantor may not defer payment or question the need for payment for any reason whatsoever.

ARTICLE 70: MOBILISATION FEE

1. Subject to application of the provisions of Articles 56 and 57 of this code, the contractor may be paid a mobilisation fee and other forms of advance payment only upon submission of a joint and several guarantee covering full repayment of all advances received.

2. The Community or the Employer shall within a period of 30 days from the date of demand, release all amounts guaranteeing repayment of advances as each repayment is effected.

ARTICLE 71: SPECIAL GUARANTEES

The technical specifications shall determine where necessary, any guarantees other than those stipulated above, such as sureties, which may, under special circumstances be required of the contractor to ensure the discharge of his obligations. The technical specifications shall define the rights of ECOWAS in relation to such guarantees.

CHAPTER V: ADDITIONAL CLAUSES

ARTICLE 72: MODALITIES FOR INCLUSION OF ADDITIONAL CLAUSES

1. Any variations to the initial contract shall be embodied in an additional clause except in the cases specified in paragraph 2 of this Article.

2. Variations in the execution of contracts for works, supplies or services not exceeding 10% of the total volume shall be verified and approved by an order issued by the Community.

3. Where the variation in the quantity of the works, supplies or services exceeds 10% but is less than or equal to 25% of the basic contract value, such variation shall be the subject of an additional clause.

4. Where the totality of the works exceeds 25% of the contract value calculated on the basis of initial costings, a new contract shall be drawn up using the same procedure as for the initial contract.

5. The total amount granted by virtue of additional clauses in respect of a single contract shall not exceed 25% of initial contract value.

6. Normal price reviews in compliance with contractual terms shall not justify the introduction of additional clauses.

7. Additional clauses shall be drawn up and approved under same terms as the initial contract.

CHAPTER VI: PLEDGES

ARTICLE 73: FORMS OF PLEDGE

1. A contract constitutes an acknowledgement of indebtedness against a future budget of the contracting institution. It can be used as a pledge to obtain bank loans and credits. All credits, present and future, deriving from a contract concluded in compliance with the provisions of this code may be used as a pledge by virtue of a convention signed between the contractor and a bank or credit institution known under common law as the beneficiary of the pledge.

2. For the purposes of pledging a contract the Community shall give the contractor, at his request, a special copy of the contract bearing the inscription " single copy issued for the purposes of a pledge".

3. The beneficiary of the pledge shall notify the accounting assignee of the release of the credits and shall give him the single copy along with a copy of the pledge instrument as documentary evidence. Notification shall be effected by registered mail or recorded delivery.

ARTICLE 74: BENEFICIARIES OF A PLEDGE

1. The beneficiary of a pledge may transfer part or the totality of its rights to another credit institution which shall so inform the accounting assignee for payment purposes. No new accounting assignee may be designated nor may any amendments be made to the modalities for payment be effected after notification of the pledge.

2. The rights of beneficiaries under the provisions of this code, subject to the laws of the country in which the contract is being executed, may only be superceded by the following, in order of priority :

   - payments to the Treasury;
   - legal costs;
   - entitlement granted by the contractor to workers directly engaged by him.

3. The beneficiary shall notify the accounting assignee of the release by registered mail with acknowledgement of receipt. The release shall take effect on the tenth (10th) working day following receipt of the letter by the assignee.

ARTICLE 75: PLEDGES BY DIRECTLY PAID SUB-CONTRACTORS

1. A directly paid sub-contractor who has been approved may cede or pledge all or part of his credits up to an amount which shall not exceed the monies directly payable to him. For this purpose, the sub-contractor shall receive a certified true copy of the original contract and where applicable, the additional clause engaging him as directly paid sub-contractor.

2. The contract shall indicate the nature and amount of the services to be sub-contracted. This amount shall be deducted from the contract price in order to ascertain the ceiling of the amount which may be pledged by the contractor.

CHAPTER VII: INSPECTION OF CONTRACT EXECUTION

ARTICLE 76: INSPECTION AND MONITORING

All contracts concluded by the Community and its institutions shall be subject to financial monitoring and technical inspections.

ARTICLE 77: INSPECTION AND MONITORING AGENTS

The functions of inspection and monitoring shall be conducted directly by the representatives of the institutions or by private companies appointed to act in the capacity of employer or assistant.

However, the Tender Board defined in Article 29 of this code may monitor the conclusion and execution of contracts for the Community and its institutions.

ARTICLE 78: CONDITIONS AND MODALITIES FOR INSPECTION AND MONITORING

The conditions and modalities for inspection and monitoring shall be fixed in the technical specifications for each category of contract.

PART IV

TERMINATION, SETTLEMENT OF DISPUTES AND SANCTIONS

CHAPTER I - TERMINATION

ARTICLE 79: DIFFERENT CAUSES OF TERMINATION

A contract may be terminated for any of the following reasons :

- by decision of the Community to terminate or defer execution without default on the part of the contractor;
- in instances of "termination by right", particularly in cases of default;
- by decision of the contractor;
- by recourse to coercive measures.

ARTICLE 80: TERMINATION BY THE COMMUNITY

Where the Community suspends the execution of the contract before completion without default on the part of the contractor, the latter may put in a claim for estimated damages.

Such claim may not exceed the outstanding amounts payable on the uncompleted work and must be supported by documentary evidence.

ARTICLE 81: TERMINATION BY RIGHT

Termination BY RIGHT intervenes in the following circumstances :

1. The death or civil incapacitation of the contractor, except where the Community agrees that the contract be completed by the contractor's heir or a trustee.

2. In the event of manifest physical incapacitation of the contractor.

3. In the event of the contractor's bankruptcy, unless the Community accepts an offer made by the contractor's creditors.

4. Where the affairs of the contractor are in liquidation and he is forbidden by a court judgement to pursue his activity.

5. In the event of a prolonged delay in the execution of the contract considered unacceptable by the Community.

Where termination intervenes in the circumstances cited above, no compensation shall be payable to the contractor or his heirs.

ARTICLE 82: TERMINATION UPON REQUEST BY THE CONTRACTOR

The contractor may request to terminate the contract :

a) If execution has been delayed for a period exceeding 3 months as a result of one or several suspensions.
b) If the contractor can provide evidence that he is prevented from executing the contract by reason of force majeure.

c) where delays in disbursement contravene the contractual deadlines to an extent where the contractor considers such delays to be prejudicial to the execution of the contract.

The request to terminate accompanied, where applicable, by a compensation clause shall be sent to the Community by registered mail a recorded delivery within 30 days of the event responsible for the termination.

ARTICLE 83: LIQUIDATION OF A TERMINATED CONTRACT

Notwithstanding the reasons for the termination of a contract, the Community or the Employer shall, on the one hand, take an inventory of works or services performed and of supplies received with a view to effecting payment therefore and, on the other, value measures for their conservation. The deduction of the value of current performance from contract value shall be decided by the Community or by the Employer who shall inform the contractor accordingly in writing or by recorded hand delivery.

ARTICLE 84: COERCIVE MEASURES

1. If the contractor fails to comply with the terms of the contract or the work orders issued for the purposes of the execution of the contract, the Community or the Employer may issue him with a written summons to comply within the contractual time limits. Service of such summons does not obviate the imposition of penalties for lateness.

2. If the contractor fails to obey the summons, the Community may :

   - terminate the contract, the defaulting contractor being liable for all costs and risks. In such case, any extra costs incurred in concluding a new contract for the same purpose as the initial contract shall be borne by the defaulting contractor who shall, for his part, not be entitled to the proceeds from any reduction in expenditure resulting from the new contract;

   - engage another entrepreneur, supplier or service provider of its choice at the expense of the contractor to execute all or part of the initial contract;

   - the defaulting contractor shall be informed of the Community's decision in writing in order to permit him, where necessary, to monitor the operations being carried out at his expense by a new contractor or a substitute third party.

3. The modalities for the application of coercive measures for each category of contract shall be contained in the appropriate technical specifications.

ARTICLE 85: SUSPENSION

1. ECOWAS may order the suspension of contracted works, supplies or services before completion by a decision to suspend, particularly in the event of delays caused by it in execution of the works or in the delivery of supplies necessary for the execution of the contract due to lack of funds or for any other reason connected with the Community.

2. Suspension entitles the contractor to compensation for damages incurred as a result of the interruption in the execution of the contract. Such compensation shall be the equivalent of a penalty for delay and where applicable, shall cover the cost of securing the work site.

3. The prolonged suspension of a contract may result in its termination in accordance with the provision of Article 82a of this code. Such termination shall give rise to a penalty for termination.

CHAPTER II: SETTLEMENT OF DISPUTES

ARTICLE 86: MODALITIES FOR THE SETTLEMENT OF VARIOUS DISPUTES

Disputes or any claims arising from the interpretation of the texts governing the execution of Community contracts shall be settled in the following manner:

- amicable settlement;
- arbitration;
- referral to a court of competent jurisdiction.

ARTICLE 87: AMICABLE SETTLEMENT

The Community and the contractor shall make every effort to reach an amicable settlement of any dispute arising between them in relation to the contract.

ARTICLE 88: ARBITRATION

If, within 30 days of the commencement of these informal negotiations, no settlement is reached either party may seek arbitration or refer the dispute to a court of competent jurisdiction.

ARTICLE 89: REFERRAL TO A COURT OF LAW

Disputes may be referred to any of the following courts of law :

- a competent court with jurisdiction in the matter under litigation in the host country of the contracting institution ;
- a competent court in the country in which the contract is being executed;
- the Community Court of Justice.

The competent court shall be specified in the special administrative provisions established for each contract.

CHAPTER III: SANCTIONS

ARTICLE 90: INFRINGEMENTS AND SANCTIONS - ECOWAS OFFICIALS

Any official entering into a contract in violation of the provisions of this code shall incur the sanction provided for such violation in the Staff Regulations and Financial Regulations.

ARTICLE 91: INFRINGEMENTS - TENDERERS AND CONTRACTORS

1. Any falsification of the certificates or documents contained in the tender may result in the temporary or definitive exclusion of such candidates from tendering for Community contracts.

2. Where such falsification is discovered after the tender has been accepted, the Community may unilaterally and at the expense of the contractor :

   - set up a supervisory body ; or
   - terminate and blacklist the contractor.

3. Tenderers or contractors who resort to bribery or other fraudulent acts in an effort to influence a Community official in connection with the award or execution of a contract shall be blacklisted without prejudice to other forms of sanctions.

PART V

FINAL PROVISIONS

ARTICLE 92: ADMINISTRATIVE PROVISION

Heads of Institutions may make administrative arrangements in as much as they do not contradict the above provisions.

ARTICLE 93: AMENDMENTS

The provisions of this ECOWAS Tender Code may be amended or added to as necessary by the Council of Ministers.

ARTICLE 94: TRANSITIONAL PROVISION

Any provision found to be inconsistent with the provisions of this code shall to the extent of the inconsistency be deemed null and void.

The above notwithstanding, any contract entered into before the coming into force of this code shall be subject to the previous code.

ARTICLE 95: PUBLICATION IN THE ECOWAS OFFICIAL JOURNAL

These regulations embodying the Tender Code of the Economic Community of West African States, ECOWAS, shall be published in the Official Journal of the Community.

RECOMMENDATIONS AND MEASURES SUPPLEMENTAL TO THE APPLICATION OF THE ECOWAS TENDER CODE

The ECOWAS Tender Code is governed by positive law; it sets out the general framework for the conclusion and execution of contracts and the monitoring of contract execution. The text lays down the major provisions relative to procedure.

The committee of experts is proposing the recommendations and accompanying measures below to make the text more accessible and easier to apply, and also to ensure efficacy and transparency.

I. RECOMMENDATIONS

1. Draft Regulation on the abrogation of Articles 024 and 025 of Regulation C/REG.4/11/89 on the adoption of the Financial Regulation and Manual of Accounting Procedures of the institutions of the Economic Community of West African States.

2. Draft Regulation on the abrogation of Articles 029 and 030 of Regulation C/REG.2/1/95 amending the Financial Regulation and Manual of Accounting Procedures of the institutions of the Community.

3. Preparation of texts governing application of the Code (technical details).

II. CAPACITY BUILDING

1. Training of Staff responsible for the award and execution of contracts

It is important that, immediately following the adoption of the Code, arrangements be made to provide training in contract award procedures and techniques for personnel who are directly involved.

2. Establishment of a department or designation of an officer for the award of contracts

In order to ensure better monitoring of the rules, on one hand, and to ensure that they continue to be observed, it will be necessary to establish within the Community, a department or unit responsible for contracts or for an officer to be assigned this specific duty.

Forty-Fifth Session of the Council of Ministers

Lome, 5 - 7 December, 1999

Regulation C/REG.6/12/99 establishing Modalities for Representation at Council Meetings

The Council of Ministers,

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions ;

OBSERVING that Ministers have had to be represented at meetings of the Council of Ministers by persons below the rank of Minister ;

NOTING that such persons representing their Ministers often have no mandate to do so;

ANXIOUS to avert the difficulties that this might cause during the implementation of Council decisions;

CONSIDERING the need to raise the level of representation by Member States at sessions of the Council;

DESIRING to define, to this end, modalities for representation of Council members at meetings of the institution;

ON RECOMMENDATION of the fourth meeting of the Ministers of Justice held in Abuja on 25 and 26 October, 1999;

ENACTS:

Article 1

The Council of Ministers shall comprise the Minister in charge of ECOWAS Affairs and any other Minister of each Member State.

Article 2

1. A Council member may be represented at meetings of the institution by the Minister who assumes his ministerial functions in an acting capacity, or a person having equivalent rank;

2. Any person other than the Minister who assumes the latter's functions as a Member of Council in an acting capacity shall be duly accredited.

Article 3

Accreditation shall consist in the Head of Government or the authority thus empowered:

- designating and authorising a Minister who assumes the functions of the Council member in an acting capacity, or any other person of the rank of Minister, to attend Council meetings;

- conferring the necessary powers on the Minister or the duly accredited person of the rank of Minister.

Article 4

This regulation shall be published in the Official Journal of the Community within thirty (30) days upon signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time frame.

DONE AT LOMÉ THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

FORTY FIFTH SESSION OF THE COUNCIL OF MINISTERS
Lome, 5 - 7 December, 1999.

REGULATION C/REG.7/12/99 ADOPTING A MASTER PLAN FOR THE DEVELOPMENT OF ENERGY PRODUCTION FACILITIES AND THE INTERCONNECTION OF THE ELECTRICITY GRIDS OF MEMBER STATES

The Council of Ministers,

Mindful of Articles 10, 11 and 12 of the revised Treaty establishing the Council of Ministers and defining its composition and functions;

Mindful of Decision A/DEC 3/5/82 dated 29 May 1982 establishing the ECOWAS energy policy;

Considering that, notwithstanding the sub-region's abundant energy potential, the energy sector in West Africa is among the least developed in the world;

Noting that this energy potential is unevenly distributed among the Member States;

Concerned at the continuing energy crisis in the sub-region;

Desiring to take joint action to develop energy resources in the Member

States in order to be better able to meet their development needs;

On the recommendation of the first meeting of ECOWAS Ministers of Energy held in Accra on 5 November 1999.

E N A C T S

Article 1

The master plan for the development of energy production facilities and the interconnection of the electricity grids of Member States is hereby adopted as hereto attached.

Article 2

This regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thrity (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same timeframe.

DONE AT LOME THIS 7th DAY OF DECEMBER, 1999.

ABDOUL HAMID S. B. TIDJANI DURODJAYE
CHAIRMAN
FOR COUNCIL

2.4. Elements of the Master Plan

The Master Plan will be divided into 2 sections:

- development of power production plants;
- interconnection of electricity grids.

2.5. Power Generation.

For hydropower generation, the following sites have been selected: **Bui** (Ghana), Fomi, Fello Song and Sambangalou (**Guinea**), Salthino (**Guinea-Bissau**), Bumbuna (**Sierra Leone**), Manantali (**Mali**). The total installed capacity of the sites is **1010MW.** The development of the sites will require about **1.7 billion US dollars.** The proposed implementation period is **1998-2001.**

Concerning thermal power generation, the existing power plants (particularly in Nigeria) need to be rehabilitated and new thermal combined cycle plants installed. These will use natural gas available in Nigeria and Côte d'Ivoire. However, the development of other resources existing in the region will be taken into account.

The proposed implementation schedules are **1998-2001** for rehabilitation of existing plants and **2002-2015** for new gas power generation plants. The estimated total installed capacity is **8879**MW at an estimated cost of **8.3** billion US dollars.

2.6. Interconnection

The following tables indicate the routing and the length of high tension lines required for the interconnection project.

Phase I (2000-2002).

Interconnection	Distance (KM)	Voltage (KV)	Status of Implementation (1998)
- Ikeja/Sakete	70	330	Bidding Document
- Sakete/Tema	410	330	Study
- Katsina/Maradi/Zinder	260	132	Completed
- Bolgatanga/Ouagadougou	220	132	Negotiation
- Bobodioulasso/Ferkessedougou	300	225	Under implementation
- Ferkessedougou/Ouelessedougou	280	225	Study
- Bamako/Manantali	275	225	Under implementation
- Manantali/Dagana	525	225	Bidding
- Dagana/Nouakchott	155	225	Bidding
- Dagana/Sakal.	127	225	Bidding
- Freetown/Bumbuna.	200	161	Under implementation.

Phase II (2002-2007).

Interconnection	Distance (KM)	Voltage (KV)	Status of Implementation (1998)
- Conakry/Bumbuna	93	90	Study.
- Conakry/Fomi	280	225	Engineering study.
- Fomi/Sélingué	240	225	Study
- Fomi/Man	450	225	Study
- Bissau/Saltinho	152	225	Study
- Dakar-Banjul	275	225	Study
- Banjul/Ziguinchor	242	225	Study
- Ziguinchor/Bissau	100	225	Study
- Maiduguri Dita	PM	330	Study
- Bobodioulasso/Ouagadougou	330	225	Study.
- Man Monrovia	450	225	-
- Odienne Selingue	259	150	-

2.7. Project Cost.

The project cost, in thousands of US dollars, for the base scenario is spread over the various phases as follows:

P H A S E					
PERIOD	**1**	**2**	**3**	**4**	**TOTAL**
	1997-2000	**2001-2005**	**2006-2011**	**2011-2015**	
GENERATION PLANT					
HYDROELECTRIC	**595,000**	**837,706**			**1,425,392**
THERMAL					
- Fuel	**997,500**				**997,500**
- Gas		**837,706**	**2,177,970**	**2,922,253**	**5,937,929**
SUB-TOTAL	**1,592,500**	**1,668,028**	**2,177,970**	**2,922,253**	**8,360,821**
TRANSMISSION					
- HV Lines	**108,860**	**341,709**			**450,569**
- Sub-Stations	**32,238**	**197,453**			**139,691**
SUB-TOTAL	**141,098**	**449,169**			**590,260**
Contingency (20%)	**346,719**	**423,452**	**435,594**	**684,451**	**1,790,216**
TOTAL	**2,080,317**	**2,540,712**	**2,613,564**	**3,506,704**	**10,741,297**

Communauté Economique des
Etats de l'Afrique de l'Ouest

Economic Community
of West African States

Forty-fifth Session of the Council of Ministers
Lome, 5 - 7 December, 1999.

REGULATION C/REG.8/12/99 relating to the representation of West Africa on the Board of the Global Environment Facility.

The Council of Ministers,

Mindful of Articles 10, 11 and 12 of the ECOWAS Revised Treaty establishing the Council of Ministers and defining its compositions and functions;

Mindful of Regulation C/REG. /14/12/95 relating to the representation of Member States of ECOWAS on the Board of the Global Environment Facility (GEF);

Mindful of the Final Report of the Forty-fourth session of the Council of Ministers, held in Abuja from 18 to 20 August, 1999;

On the recommendation of the twenty-fourth meeting of the Administration and Finance Commission, held in Lome from 27 November to 3 December, 1999.

E N A C T S

Article 1

The countries of West Africa are hereby constituted into two electoral colleges reflective of the two main ecological zones in the sub-region:

i) Electoral college A: Burkina Faso, Cape Verde, Gambia, Guinea Bissau, Niger, Mali, Mauritania, Senegal,

ii) Electoral college B: Benin, Cote d'Ivoire, Ghana, Guinea, Liberia, Nigeria, Sierra Leone, Togo;

Article 2

Only countries in the West African sub-region as contained on the list of the two electoral colleges A and B may represent West Africa on the Board of the Global Environment Facility (GEF).

Article 3

The two countries which currently represent West Africa as substantive members of the Board of the GEF, Burkina Faso and Cote d'Ivoire, shall occupy those seats until the end of their current tenure. Thereafter, they shall be replaced in 2001 by Senegal and Nigeria respectively.

Article 4

With effect from the year 2001, each country shall represent its group in accordance with the following established system of rotation.

i) Electoral college A:

Senegal
Cape-Verde
Gambia
Guinea-Bissau
Mali
Niger
Mauritania
Burkina Faso

ii) Electoral college B:

Nigeria
Benin
Ghana
Guinea
Liberia
Sierra Leone
Togo
Cote d'Ivoire

Article 5

The posts shall rotate as from 2001 as follows:

i) the country following the substantive member country shall be the alternate member;
ii) the substantive member country shall be replaced at the end of its mandate by the alternate member;
iii) the country which has just finished its mandate shall be placed at the bottom of the list.

Article 6

The duration of the mandate shall be three years.

Article 7

The mandate of the Substantive or the Alternate shall not be renewable.

Article 8

The Member States and the Executive Secretariat shall take every necessary measure to ensure application of this Regulation.

Article 9

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time frame.

DONE AT LOME THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S. B. TIDJANI DOURDOJAYE
CHAIRMAN
FOR COUNCIL

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS
Lome, 5 - 7 December 1999

REGULATION C/REG.9/12/99 APPROVING THE RESTRUCTURING OF THE EXECUTIVE SECRETARIAT

The Council of Ministers,

Mindful of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

Mindful in particular of paragraph 2 (f), Article 10 of the Treaty which empowers the Council of Ministers to approve the organisational structure of the institutions of the Community;

Considering the need for the Executive Secretariat to adapt to the changes which have occurred in West Africa and elsewhere; and reorientate itself to integrate the Community into the new world order;

Also considering the need for Member States to adopt new development strategies and policies that will accelerate the globalisation of their economies;

Bearing in mind the need to involve more actively the private sector and professional bodies in the community decision - making process particularly, the economic sector;

Considering the numerous achievements of ECOWAS in the areas of peace-keeping and security and in the development of road, telecommunications and energy infrastructures and desiring to record similar achievements in areas of economic and financial policy harmonisation and the establishment of a customs union.

Determined to put in place a reorganised Executive Secretariat, which will more effectively pursue the objectives of ECOWAS fulfilling hereby the expectations of Member States and the citizens of ECOWAS;

On the recommendation of the third meeting of the Ad-hoc Ministerial Committee on the restructuring of the Executive Secretariat held in Lome from 1 to 2 December, 1999;

E N A C T S

Article 1

The restructuring of the Executive Secretariat as contained in the annexed to this Regulation is hereby approved.

Article 2

The Executive Secretary shall ensure full implementation of this Regulation, and shall make a report thereof to the forty-sixth session of the Council of Ministers.

Article 3

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of Council. It shall also be published by each Member State in its National Gazette within the same time frame.

Done at Lome this 7th Day of December 1999

Abdoul Hamid S. B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL.

COMMUNAUTE ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

ECW/AMCR II/2/Rev.2

Original : French

- **Third Meeting of the Ad-hoc Ministerial Committee on the Restructuring of the Executive Secretariat, Selection and Evaluation of Statutory Appointees**

LOMÉ, 1 - 2 December 1999

PROPOSED RESTRUCTURING OF THE EXECUTIVE SECRETARIAT

Lomé, décembre 1999

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NOTE: Modifications to the initial document ECW.AMRC.II/2 are written

I. INTRODUCTION

1. The Council of Ministers at its 32nd session held in Dakar from 4 to 5 December, 1992, approved Decision C/DEC.8/12/92 dated 5/12.92 mandating the Executive Secretariat to recruit a personnel management consultancy to audit all the posts in the ECOWAS organisation and conduct a study classifying all the posts and evaluating the duties assigned to each.

2. It was in execution of this mandate that the Executive Secretary, in 1993, requested the United Nations Economic Commission for Africa to conduct a detailed study of the posts assigned to the professional and general services staff in their ECOWAS institutions and make proposals for their evaluation and classification.

3. Subsequently, it became necessary to expand the terms of reference of the study to include an analysis of the entire administrative structure of the Executive Secretariat with a view to its reorganisation.

4. For reasons beyond the control of both the Executive Secretariat and the ECA, the study was not begun until April 1997. The study report was submitted in January 1998.

5. In October 1998, the Executive Secretariat submitted a progress report on the study at the 43rd session of the Council of Ministers in Abuja. Council directed the Secretariat to "prepare a detailed memorandum on the restructuring of ECOWAS. The document should take account of the orientations set out in the revised Treaty, the proposals made by IDEP, the ECA study, and the observations and comments by ECOWAS institutions. The memorandum would be considered by the ad hoc ministerial committee to be established on the restructuring of the Executive Secretariat.

6. This memorandum before the ad hoc ministerial committee on the restructuring of the Executive Secretariat has been prepared pursuant to an analysis of the different reports and documents on the restructuring and rationalisation of the West African IGOs. It proposes a new structure built around two key ideas, namely:

- the need for restructuring pursuant to the application of the revised treaty which entered into force in August 1995;

- the need for the Executive Secretariat to take into account and adapt to the changes which have occurred in West Africa and elsewhere in the last few years, and thereby ensure that the products of integration can be used to boost the economic development of the sub-region. The fundamental objective is to remove all obstacles to integration, and the new structure should reflect this;

- the need for ECOWAS Member States to adopt new development strategies and policies which will place them securely on the path to the globalisation of their economies. This is an unavoidable progression, and the private sector and professional bodies must increasingly be involved in the decision-making process within the economic sector.

7. The conditions under which ECOWAS presently operates are vastly different from those in place when the organisation was first established. ECOWAS has matured, and its responsibilities have increased. Consequently it is necessary, indeed vital, for the institution that formulates the ECOWAS development programmes and projects, to adapt to the new circumstances, not only because it must accord priority to achieving convergence of the dissimilar policies of its Member States, but also because it now has new issues to address. The new structure is designed to reflect:

- the absolute need to harmonise policies successfully;
- the fact that the tasks assigned to ECOWAS was extend to the new areas of peace, security and establishment of democratic rule.By

8. Decision A/DEC.12/7/91, the Heads of State and Government state that ECOWAS shall be recognised as "the sole economic community in West Africa for the purpose of regional integration and the realisation of the objectives of the African Economic Community". This declaration predates the revised ECOWAS Treaty, which introduces the concept of de facto supranationality, since the decisions of the Authority and regulations of Council have force of law in the Member States and the ECOWAS institutions.

9. The foregoing makes it imperative for the following objectives to be pursued seriously, given the challenges before the Member States and the peoples of the sub-region as they strive to raise their living standards:

- to create a more efficient structure which will be less of a financial burden to the Member States; in other words, a structure which will more effectively pursue the objective of ECOWAS;

- to enhance the performance of the Executive Secretariat so that it can fulfil the expectations of the Member States and citizens of ECOWAS. The Executive Secretariat should be capable of providing a collective solution to the communal problems of the sub-region.

10. The new structure proposed by the Executive Secretariat has been arrived at after a critical analysis of the strengths and weaknesses of the existing structure. It should be accompanied, during the implementation stages, by a number of support measures.

I. CRITICAL ANALYSIS OF THE EXISTING STRUCTURE

11 In response to the directives given by the October 1998 Council of Ministers, the Executive Secretariat examined the studies conducted by the ECA and IDEP, the revised Treaty, the Staff regulations etc. It took into consideration the observations by the staff members and also compared the organisation in similar institutions (OAU, UEMOA, COMESA, SADC). All these documents reveal that although the present structure may have served well in the past, it is no longer adapted to the prevailing politico-economic environment. It handicaps in this regard are as follows:

i) The present structure is disarticulated. The base is too segmented and the whole system is top-heavy. Information does not circulate horizontally and consequently, the structure fails to reflect the multi-sectoral nature of the missions assigned to the Secretariat. This translates into too many posts for the jobs in hand. The structure does not fit the present environment; a new approach needs to be adopted which will ensure that all available skills are fully exploited for the implementation of programmes which should extend well beyond the scope of the individual sectors.

ii) The structure is extremely unbalanced and hierarchical. This heavy emphasis on hierarchy lengthens the chain of command, with the result that there are more supervisors than workers. The 80 professional staff are classified as follows:

- 11 Directors (D1)
- 34 Heads of Divisions (P5)
- 28 Heads of Sections (P4)
- 2 Cadres (P3)
- 5 Cadres (P2)
- 0 Cadre (P1)

This configuration delays the processing of documents. A lot of time is wasted getting documents to the base from the top and vice versa. This must be corrected by cutting down the levels of supervision.

iii) Another feature of the present structure is that directors and professional staff have very little authority. This is vecause the mechanism for delegation of power has never functioned within this structure. In the new structure, the Executive Secretary will be endowed with real powers and given wider autonomy to initiate actions in the interest of ECOWAS.

iv) A major impediment in the present structure is the existence of a quota system under which certain posts are permanently allocated to specific Member States. This was initially a response to the need to ensure distribution of supervisory posts in the institutions among all Member States, and is now obsolete. The original purpose of ensuring an even distribution of posts among Member States led to the imposition of quotas on all professional

12. The quota system presents three disadvantages for the Community and the staff:

- the system hinders normal professional advancement, staff become frustrated and lose incentive, since they retire from the institution on the same level at which they joined.

- the system prevents in-house promotion of deserving professional staff to vacant quota posts. The vacancy is filled by an officer of the same nationality as the outgoing staff member. The newcomer is then called upon to supervise officers who are more experienced and familiar with the running of ECOWAS, whereas he still needs a long time to adjust to the ECOWAS procedures.

- the system is inefficient, as its assignments cannot be adequately discharged because, by narrowing the range of candidates, it precludes the recruitment of the best postulants to the different areas of specialisation.

13. The principle of equitable geographical distribution which informs the quota system is a legitimate concern. However, there is no legal justification for the permanent allocation of posts to individual Member States. It is, in fact, mentioned only in the Staff Regulations which state "Quota posts shall be allocated by the Head of each institution to Member States on the recommendations of the Joint Advisory, Committee on Appointment, Promotions and Discipline". The Revised Treaty for its part, states in Article 185: " I n appointing professional staff of the Community, due regard shall be had, subject to ensuring the highest standards of efficiency and technical competence, to maintaining equitable geographical distribution of posts among nationals of all Member States". It is clear that the duty of implementing the quota system should rest with the Executive Secretary, while the Member States have right of oversight as regards ensuring equitable geographical distribution. Although the quota system played a useful role in launching ECOWAS activities, its numerous drawbacks objectively necessitate its abolition in favour of a more flexible and streamlined alternative. Indeed, the Authority acknowledged the attendant problems when in 1997, it decided to throw open statutory posts to competition even if it would entail making amendments to the Revised Treaty.

III. PROPOSALS FOR A NEW STRUCTURE

14. Based on the principles enumerated above, the following measures are being proposed for the new structure:

ii) the need for a structure to reflect the priorities of the missions to be accomplished, and lay special emphasis on the integration of the

economic policies of the Member States. This is an area in which ECOWAS must strive to make up for lost time;

iii) an approach which seeks to organise the structure around programmes that are, themselves, based on the main objectives pursued by ECOWAS. In other words, programmes which are the ECOWAS response to the challenge of integration within the limits of its financial constraints. The structure must be organised on the basis of specific and clearly defined strategies.

iv) a shorter chain of command, in line with the dictates of efficiency and modernity, and in order to conform with international standards for comparable structures. There should be no more than 3 levels to the chain of command, namely:

- management (the executive)
- programme supervision (the directorate)
- programme implementation (principal level of programme implementation)

iv) each level of the hierarchy must be given powers commensurate to its function in the decision making process.

v) Directors and programme officers should be able to exchange views and information with their colleagues in other international organisations and institutions.

vi) the quota system should be abolished and replaced by a flexible system, in the spirit of Article 18 of the Revised Treaty which stipulates an equitable geographical distribution of posts. Every citizen of ECOWAS must have a chance to participate in the building of the Community. The Executive Secretary shall report to Member States regularly on the distribution of posts within the institution. This new system should be able to make full use of the experience of its staff and provide them with incentives in the form of fair career prospects;

vii) wider powers for the Executive Secretary, particularly with regard to the functioning of the Executive Secretariat and to staff management;

viii) greater involvement of the private sector and professional associations in ECOWAS activities;

ix) uniformity within the structure in terms of the rank, function, responsibility, salaries and emoluments attached to posts of equivalent level. Professionals should be given a greater degree of responsibility for programme management. Nonetheless, ***distinctions should be made between*** the function and ***the grade***. Job titles have been changed as indicated in the annex to this document.

x) as a general rule, programme heads should be recruited at a maximum level of ***P4*** with the possibility of promotion on merit. Provision has been made for two grades, (P3 / P4) for example. The first grade (P3) will be occupied by a newly recruited officer while the second grade (P4) is for staff already at post who are promoted or redeployed.

xi) duplication of functions should be avoided as much as possible.

15. Based on the principles enumerated above, the following measures are being proposed:

- The post of Financial Controller has been abolished because the functions overlap with those of Internal Audit and, in particular, because the post of External Auditor exists;

- Because of the need to accord special attention to the harmonisation of policies, the former post of Deputy Executive Secretary, Economic Affairs is split into two (2) new posts:

  - Deputy Executive Secretary, Integration Programmes; and

  - Deputy Executive Secretary, Policy Harmonisation.

16. This sub-division is in acknowledgement of the fact that two types of action are required to achieve true integration:

- implementation for Community programmes, involving the pooling of available human, material and financial resources. ECOWAS has a proven track record in this area.

- establishment of an enabling institutional environment through harmonisation of policies in order to facilitate trade and, by implication, promote cooperation and integration. ECOWAS has fallen behind in this regard and has a long way to go to redress the situation.

These considerations make it necessary to create a new post of Deputy Executive Secretary, Community Programmes with responsibility for sectoral cooperation and a post of Deputy Executive Secretary, Policy Harmonisation. This later post will ensure that the strong impetus needed to regain lost ground is provided at top management level.

17. This division is based on the fact that although, to date, the ECOWAS focus of priority action has been on the implementation of integration programmes, it is now being called upon to establish a higher degree of harmonisation in the policies of the Member States in order to facilitate cooperation and accelerate the pace of sub-regional integration. This second post is being created to ensure greater coordination and effective monitoring of policy 8 implementation at the sub-regional level.

18. The post of Deputy Executive Secretary, Political Affairs and Sub-Regional Security is being created to take charge of the Executive Secretariat's new functions of ensuring peace and security.

19. Based on the above principles, the new structure will comprise the following:

1. The Office of the Executive Secretary

20. The provisions of the ECOWAS Treaty preclude any changes to the title of the head of the institution. The title "Executive Secretary" therefore remains. The Executive Secretary will be assisted by close collaborators who will function in a mainly advisory capacity within their respective areas of specialisation.

The Office of the Executive Secretary comprises:

- Director of Cabinet
- The Secretariat of the Executive Secretary
- Legal Affairs
- Internal Audit
- Department of Communication

16.1 The Director of Cabinet (D 1)

21. The post of Director of Cabinet is now made the equivalent of a director's post, in view of the duties which it will be assigned within the new structure. He is the principal adviser to the Executive Secretary.

- He shall assist the Executive Secretary in his duties of directing and monitoring and ensuring follow-up of the activities of the Executive Secretariat;

- He shall represent the Executive Secretary whenever necessary;

- He shall review documents and shall be responsible for organising working sessions between the Executive Secretary and the staff, personalities and visitors;

- He shall supervise the running of the Office of the Executive Secretary;

- He shall act as secretary and monitor meetings of the Management Committee (Executives)

1.2 Legal Services

22. The Legal Affairs shall be under the direct authority of the Executive Secretary and the Legal Advisers shall :

- issue legal opinions and advice
- carry out the legal drafting of:

- ECOWAS acts
- Draft conventions and contracts entered into by the Executive Secretariat.

23. Legal Services will also act as liaison between ECOWAS, the Community Court of Justice and the national jurisdictions of the Member States.

24. Legal Services will have of three legal advisers : 1 English-speaking, 1 French-speaking and 1 Portuguese-speaking. This to reflect the peculiarities of the legal systems in the three language zones within the Community.

- 1 D1: Principal Legal Adviser
- 1 P4/P5: Legal Adviser
- 1 P3/P4: Legal Adviser

1.3 Internal Audit

25. The Internal Audit Department reports directly to the Executive Secretary. It is responsible for pre- and post-auditing of finance, accounts and resource management. It advises the Executive Secretary in these matters.

26. The Internal Audit Department shall comprise:

- 1 D1: Director of Internal Audit
- 1 P3/P4: Auditor

1.4 Department of Communication

27. The Department of Communication is under the direct authority of the Executive Secretary. It is responsible for planning, coordination and supervision of activities relating to:

- information and communication
- documentation

28. The Department of Communication comprises:
- 1 D1 : Director of Communication
- 1P4/P5 : Information and Communication Officer
- 1P4/P5 : Documentation Officer

Deputy Executive Secretary, Administration and Finance

29. The Deputy Executive Secretary, Administration and Finance assists the Executive Secretary who may delegate his powers to him as necessary. The office of the Deputy Executive Secretary (Administration and Finance) comprises 3 departments, each headed by a Director who is assisted by one (1) or more administrative officers or specialists recruited as the requirements of the tasks assigned may dictate.

2.1. The Department of Administration

30. The Department of Administration and Finance is under the direct authority of the Deputy Executive Secretary, Administration and Finance. The Director is responsible for coordination, supervision and monitoring in the following areas :

- personnel management
- general services and maintenance
- conference organisation.

31. The Department is made up of :

-	1 D1	:	Director, Administration and Finance
-	1 P4/P5	:	Principal Officer, Human Resources Management
-	1 P4/P5	:	Head of General Services and Maintenance
-	1 P1/P2	:	Human Resources Management Assistant
-	1 P4/P5	:	Conference Officer
-	6 P4/P5	:	Interpreters (2 English, 2 French, 2 Portuguese)
-	2 P4/P5	:	Revisors (1 English, 1 French)
-	8 P4/P5	:	Translators (3 English, 3 French, 2 Portuguese)

32. The Conference Officer shall be in charge of Interpretation, Translation and Protocol Services.

2.2. Department of Finance

33. The Department of Finance is under the direct authority of the Deputy Executive Secretary, Administration and Finance. The Director of Finance is responsible for :

- budget preparation and execution;
- receiving income and settle expenditure chargeable to the budgets;
- entering into the accounts books income and expenditure relating to the various activities of the Executive Secretariat and the fixed assets.

34. Composition of the Department of Finance

• 1 D1	:	Director
• 1 P4/P5	:	Budget Officer
• 1 P4/P5	:	Chief Accountant
• 1 P2/P3	:	Accountant

3. Deputy Executive Secretary for Integration Programmes

35. He assists the Executive Secretary, who may delegate authority to him. His outfit shall comprise : four (4) technical departments and the Community Computer Centre. Each department shall be headed by a Director (D1). Each Director shall be assisted by one or more Programme Officers appointed as dictated by the programmes for implementation or the scheduled assignments.

3.1. Department of Agriculture, Rural Development and Environment

36. The Department of Agriculture , Rural Development and Environment is responsible for planning, coordination and monitoring of programmes in the following areas :

- agricultural development and food security
- environment and natural resources

The Department of Agriculture, Rural development and Environment comprises:

- 1 D1 : Director, Agriculture, Rural Development and Environment
- 1 P4/P5 : Principal Programme Officer, Agricultural Development and Food Security, responsible for food security
- 1 P4/P5 : Principal Programme Officer, Environment and Rural Development
- 1 P3/P4 : Programme Officer Agricultural Development
- 1 P3/P4 : Programme Officer Environment
- 1 P3/P4 : Programme Officer, Livestock
- 1 P3:P4 : Programme Officer, Fisheries

3.2. Infrastructures and Industry Department

37. The Department of Infrastructures and Development is responsible for planning, co-ordinating and monitoring the implementation of programmes in the following areas:

- transport
- telecommunications
- energy and industry

The Department of Infrastructures and Industry comprises:

- 1 D1 : Director, Infrastructure and Industry
- 1 P4/P5 : Principal Programme Officer, Transport
- 1 P4/P5 : Principal Programme Officer, Telecommunications
- 1 P4/P5 : Principal Programme Officer, Energy and Industry
- 1 P3/P4 : Programme Officer, Transport

3.3. Department of Human Resource Development

39. The Department of Human Resource Development is responsible for formulating, co-ordinating and monitoring policies and programmes on :

- health, education, teaching
- culture, activities and social and sports associations
- scientific research.

40. The Department of Human Resource Development comprises:

• 1 D1	:	Director, Human Resource Development
• 1 P4/P5	:	Principal Programme Officer, Teaching, Culture, Drug Control
• 1 P3/P4	:	Programme Officer, Social and Cultural Affairs
• 1 P4/P5	:	Principal Programme Officer, Scientific and Technological Research

3.4. Community Computer Centre

41. The Community Computer Centre is headed by a Director on Grade D1. He is responsible for :

- the computerisation of the Community institutions and the national customs and statistical administrations and processing of statistics in Member States;
- collection and processing of economic, financial and social data;
- providing assistance and advice to Member States in the compilation of external trade and customs data;
- training of officers from Member States and the Community Institutions
- software development.

42. The Community Computer Centre comprises:

• 1 D1	:	Director, Community Computer Centre
• 1 P4/P5	:	Principal Programme Officer, Assistance to Member States and institutions
• 1 P4/P5	:	Principal Programme Officer, Software Development
• 1 P3/P4	:	Programme Officer, Assistance to Member States
• 1 P2/P3	:	Accountant

43. The CCC will continue to serve as a specialised technical centre in order to preserve its autonomy and enjoy continued access to external funding. However, it should move to Abuja for reasons outlined further on in the chapter on "Support Measures" (Chapter IV).

4. Deputy Executive Secretary for Policy Harmonisation

44. He assists the Executive Secretary, who may delegate authority to him. The outfit comprises two departments. Each department shall be headed by a Director (D1), who will be assisted by one or several programme officers recruited as required for the programmes to be implemented or scheduled assignments.

4.1. Department of Trade and Customs Policies

44. The Department of Trade and Customs Policies is responsible for co-ordinating and harmonising common policies in the following areas :

- liberalisation of intra-community trade and customs union
- customs duties and internal indirect taxes
- common external tariff (CET)
- compensation of loss of revenue
- customs valuation
- trade expansion
- competition
- anti-dumping code
- export promotion mechanisms
- tourism
- informal trade

48. The Department of Trade and Customs Policies comprises:

- 1 D1 : Director, Trade and Customs Policies
- 1 P4/P5 : Principal Programme Officer, Trade Liberalisation and Customs Union
- 1 P3/P4 : Programme Officer, Trade Expansion and Competition
- 1 P3/P4 : Programme Officer, Trade Liberalisation and Customs Union

- 1 P4/P5 : Principal Programme Officer, Tourism
- 1 P4/P5 : Programme Officer, Informal Trade

4.2. Department of Economic Policies

47. The Department of Economic Policies is responsible for the co-ordination and harmonisation of common policies in the following areas :

- monetary cooperation
- economic analysis
- multilateral surveillance of convergence and performance of macro-economic policies
- statistical standards and database
- coordination of external assistance and relations with IGOs
- investment and private sector

48. The Department of Economic Policies comprises:

- 1 D1 : Director, Economic Policies
- 1 P4/P5 : Principal Programme Officer, Monetary Cooperation
- 1 P4/P5 : Programme Officer, Economic Research
- 1 P3/P4 : Programme Officer, Multilateral Surveillance
- 1 P4/P5 : Principal Officer, Statistical Standards
- 1 P3/P4 : Programme Officer, Statistical Standards
- 1 P4/P5 : Principal Programme Officer, Coordination of External Assistance
- 1 P4/P5 : Principal Programme Officer, Investment and Private Sector

5. Deputy Executive Secretary for Political Affairs and Peacekeeping

49. He assists the Executive Secretary, who may delegate authority to him as the need arises. His unit comprises one (1) departments headed by a Director (D1), who shall be assisted by one or more programmers and one or more experts recruited on the basis of the programmes to be implemented and scheduled assignments.

5.1 Department of Political Affairs and Peacekeeping

50. The Department of Political Affairs and Peacekeeping coordinates policy measures adopted by Member States to ensure effective implementation of the provisions set out in the Treaty, and in the conventions on human and peoples rights signed by Member States. It will also oversee relations with national parliaments and the Community Parliament. In addition, it will coordinate the regional observation centres envisaged within the context of the ECOWAS conflict prevention and management mechanism.

51. It will also be responsible for the elaboration, coordination and monitoring of:

- planning of any movement of peacekeeping forces
- application of the protocol on free movement of persons, right of residence and establishment in Member States;
- control of cross-border crime and management of refugees.

52. The Department of Political Affairs and Peacekeeping comprises:

- 1 D1 : Director, Political Affairs and Peacekeeping
- 1 P4/P5 : Principal Programme Officer, Immigration
- 1 P4/P5: Principal Programme Officer, Political Affairs
- 1 P4/P5: Principal Programme Officer, Peacekeeping
- 1 P3/P4: Programme Officer, Peacekeeping
- 1 P3/P4: Programme Officer, Political Affairs

53. The revised draft organisation chart is attached as Annex 1A Rev.2

6. Auxiliary Staff (G and M)

54. From the point of view of international standards, the number of auxiliary staff on grades G and M is far too large, the strength being currently 196. In

order to rectify the situation, it would be necessary that measures be taken to ensure that a ratio of 1 professional staff to 2 auxiliary staff is adopted. This ratio is the basic performance indicator used by international organisations to make staff estimates. The optimal number of auxiliary staff required for *74* professionals is, therefore, *148*. The number of staff in these categories must be reduced.

55. Initially, with regard to G category staff, provision could be made for 2 secretaries, one of whom will be a confidential secretary. For M category staff, a security company might be appointed instead of permanent security guards at the Secretariat. Also, each department will have only one messenger. The number of drivers should be based on the number of vehicles in the fleet, thus there should be one driver per vehicle, plus three additional drivers to ensure regular service.

IV. SUPPORT MEASURES

56. The following support measures will need to be taken in association with the new structure:

1. Evaluation and Appointments Procedure

- Before staff are redeployed and the new structure is implemented, it would be expedient to evaluate the performance of all staff in order to identify those who can best fit into the new structure.

- the staff appointment procedure should be reviewed to make it more efficient.

- a staff member whose performance evaluation is satisfactory shall, upon being redeployed, retain his former grade, where this salary is not higher than the maximum for the post he is being offered. He may be promoted if he is found to be competent.

- appointments to fill posts which do not feature in the new structure should be frozen until it becomes operational.

2. Promotion

57. When the quota system is abolished, the Executive Secretary should be mandated to promote staff who will have demonstrated efficiency and achieved a high level of productivity in their areas of activity, as a way of motivating them further and promoting their career development. However, in carrying out such promotion, due regard must be given to the following:

- qualification and ability
- budgetary constraints because promotion will not be automatic? Like two yearly increments, it will be based on merit. At any rate, any person who is redeployed under the new structure will retain his/her earned benefits.

3. Compensatory Measures

58. Compensatory measures to be taken in the event of voluntary retirement or abolition of posts as a result of the restructuring process should be at least the same as those approved for the ECOWAS Fund staff, namely, payment of a special allowance equal to 12 months salary.

59. In the case of voluntary retirement, the approved maximum age is 53 years. The financial implications of staff going on voluntary retirement should be included in the budget.

4. Transition Period

60. A transition period of 12 months effective from the date of adoption of the new structure should be fixed to enable the following measures necessary for its smooth operation, to be implemented gradually:

- equipping the Secretariat with a computer networking system
- computer training for all staff members, especially word processing and spreadsheet application
- staff training, retraining and updating of their knowledge

- better organisation of work
- improvement of internal communication within the Executive Secretariat.

61. The measures enumerated above should be accompanied by an enabling working environment, a spirit of camaraderie and teamwork, discipline and respect for hierarchy, all of which are founded on ability, duty-consciousness and efficiency.

62. Because of the numerous and diverse factors that will shape the course of our Community's development, the new organisational structure will therefore be reviewed and amended periodically.

5. Transfer of the Community Computer Centre from Lomé to Abuja

63. In theory as in practice, the CCC is an integral part of the Executive Secretariat. It was sited in Lomé for reasons of convenience (problems of communication, connection environment and use of machines). The CCC's primary role is to cater to internal computerisation needs. It is involved in the execution of the Secretariat's programmes. Unfortunately, because the Centre is located so far away, the Executive Secretariat is unable to oversee and monitor its operation. CCC assistance to the Executive Secretariat is expected to further enhance the execution of programmes in Member States. To this end, the idea that led to the establishment of the CCC requires that the Centre be transferred to the Secretariat Headquarters to provide its services to Community programmes. Abuja offers a more conducive environment than the conditions existing in Lagos at the time. The fact that it is in Abuja does not in any way imply an end to its assistance and advice to Member States. Its presence in Abuja will accelerate the computerisation of the Executive Secretariat and may enable staff members to constantly update their knowledge.

V. FINANCIAL IMPLICATIONS

64. The financial implications as regards professional staff is based on the staff strength on the new organisation chart. A comparative analysis of the attached tables indicating the status of professional staff before and after the restructuring process shows a reduction in the Executive Secretariat operating budget.

65. For the calculation of the financial implications concerning the G and M staff, a professional staff/auxiliary staff ratio close to the one used by similar oganisations should be applied. This ratio is based on the standard practice of one (1) professional staff to two (2) auxiliary staff.

66. The figures below are for the new number of statutory and professional staff after restructuring shows that there will be 79 professionals, and for the reduced number of auxiliary staff. If the above ratio is applied, there should be a corresponding number of 158 support staff (G and M), a surplus of 38 persons.

67. If we take the scenario whereby the number of staff to be made redundant were to be M category staff , the financial implications would be as follows:

• for professional staff (D and P)	=	***UA*** 32 310
• auxiliary staff (G and M)	=	***UA*** 78 833
		UA 111 143

PRESENT STRUCTURE SHOWING STATUTORY AND PROFESSIONAL POSTS

Department	Statutory Appointees	D1	P5	P4	P3	P2	P1	Total
Statutory Appointees	4							4
Legal Affairs		1	1					2
Internal Audit		1			1			2
Administration		1	11	10				22
Finance		1	1	1		3		6
Social & Cultural Affairs		1	2					3
Information		1	1					2
ERS		1	3	3				7
Industry, Agriculture & Natural Resources		1	3	3	1			8
Trade, Customs, Immigration, Money & Payments		1	5	6				12
Transport, Communications & Energy		1	3	3				7
Community Computer Centre		1	3	3		2		8
Personal Assistant		1						1
TOTAL	4	11	34	28	2	5		84

DISTRIBUTION OF STATUTORY AND PROFESSIONAL POSTS AFTER RESTRUCTURING

Department	Statutory Appointees	D1	P5	P4	P3	P2	P1	Total
Statutory Appointees	5							5
Personal Assistant		1						1
Legal Adviser		1	1	1				3
Internal Audit		1		1				2
Administration		1	19			1		21
Finance		1	2		1			4
Communication		1	2					3
Rural Development & Environment		1	2	2	2			7
Infrastructure		1	3	1				5
Human Development		1	2	1				4
Community Computer Centre		1	2	1	1			5
Trade & Customs Policy		1	2	2	1			6
Economic policies		1	5	2				8
Peacekeeping & Immigration		1	5	1				2
Political Affairs		1		2	2			5
TOTAL	5	13	40	13	7	1		79

VII CONCLUSION

The proposed structure will reduce both the staff strength and the operational cost of the Executive Secretariat, and boost performance. The Committee is hereby requested to examine the proposals and make appropriate recommendation to the decision-making authorities of ECOWAS.

FINANCIAL IMPLICATIONS OF STATUTORY AND PROFESSIONAL POSTS

	BEFORE		AFTER		VARIATION	
CATEGORIES	No.	COST UA	No.	COST UA	No.	COST UA
Statutory Appointees	4	142.492	5	*175375*	+1	*+32 883*
Directors	11	321.906	13	*380.434*	+2	*+56.528*
P5	34	873.257	40	*1.027.362*	+6	*+154.105*
P4	28	617.796	13	*286.834*	-15	*-330.962*
P3	2	36.894	7	*151.952*	+5	*+115.058*
P2	5	77.778	1	*15.556*	-4	*-62.222*
P1	-	-	-	-	-	-
TOTAL	84	2.070.123	79	*2.037.513*	-5	*-32.610*

Annex 1b

TITLES OF PROFESSIONAL POSTS IN THE NEW STRUCTURE
(cf. Organisational Unit - Annex 1a)

1. **Office of the Executive Secretary**

1. Executive Secretary
1.1 Director of Cabinet
1.2. Principal Legal Adviser
1.2.1 Legal Adviser
1.2.2 Legal Adviser

1.3 Internal Auditor
1.3.1 Auditor
1.4 Director of Communication
1.4.1 Media and Public Relations Officer
1.4.2 Documentation Officer

2. Deputy Executive Secretary, Administration and Finance

2.1. Director, Administration
2.1.1 Human Resources Manager
2.1.2 Conference Officer
2.1.2.1 Interpreters
2.1.2.2 Revisors
2.1.2.3 Translators
2.1.3 General Services and Maintenance Officer
2.1.3.1 General Services and Maintenance Assistant

2.2 Director of Finance

2.2.1 Budget Officer
2.2.2 Chief Accountant
2.2.3 Accountant

3. Deputy Executive Secretary, Integration Programmes

3.1 Director of Agriculture, Rural Development and Environment
3.1.1 Principal Programme Officer, Agricultural Development and Food Security
3.1.2 Principal Officer, Environment and Natural Resources
3.1.3 Programme Officer, Agricultural Development
3.1.4 Programme Officer, Livestock
3.1.5 Programme Officer, Fisheries
3.1.6 Programme Officer, Environment

3.2 Director, Infrastructures and Industry
3.2.1 Principal Programme Officer, Transport
3.2.2 Principal Programme Officer, Telecommunications
3.2.3 Principal Officer, Energy and Industry

3.3 Director, Human Resource Development
3.3.1 Principal Programme Officer, Education and Health
3.3.2 Principal Programme Officer, Cultural and Social Affairs
3.3.3 Principal Officer, Scientific and Technological Research

3.4 Director, Community Computer Centre
3.4.1 Principal Officer, Assistance to Member States and Institutions
3.4.2 Principal Officer, Software Development

4. Deputy Executive Secretary, Policy Harmonisation

4.1 Director, Trade and Customs Policy
4.1.1 Principal Programme Officer, Trade Liberalisation and Customs Union
4.1.2 Programme Officer, Trade Development and Competition
4.1.3 Principal Programme Officer, Tourism
4.1.4 Programme Officer, Informal Trade

4.2 Director, Economic Policies

4.2.1 Principal Programme Officer, Monetary Cooperation

4.2.2 Principal Programme Officer, Economic Analysis and Multilateral Surveillance

4.2.3 Principal Programme Officer, Statistical Standards and Data Bank

4.2.4 Principal Programme Officer, Coordination, External Assistance

4.2.5 Principal Officer, Investment and Private Sector

5. Deputy Executive Secretary, Political Affairs and Peacekeeping

5.1 Director, Political Affairs

5.1.1 Principal Officer, Political Affairs

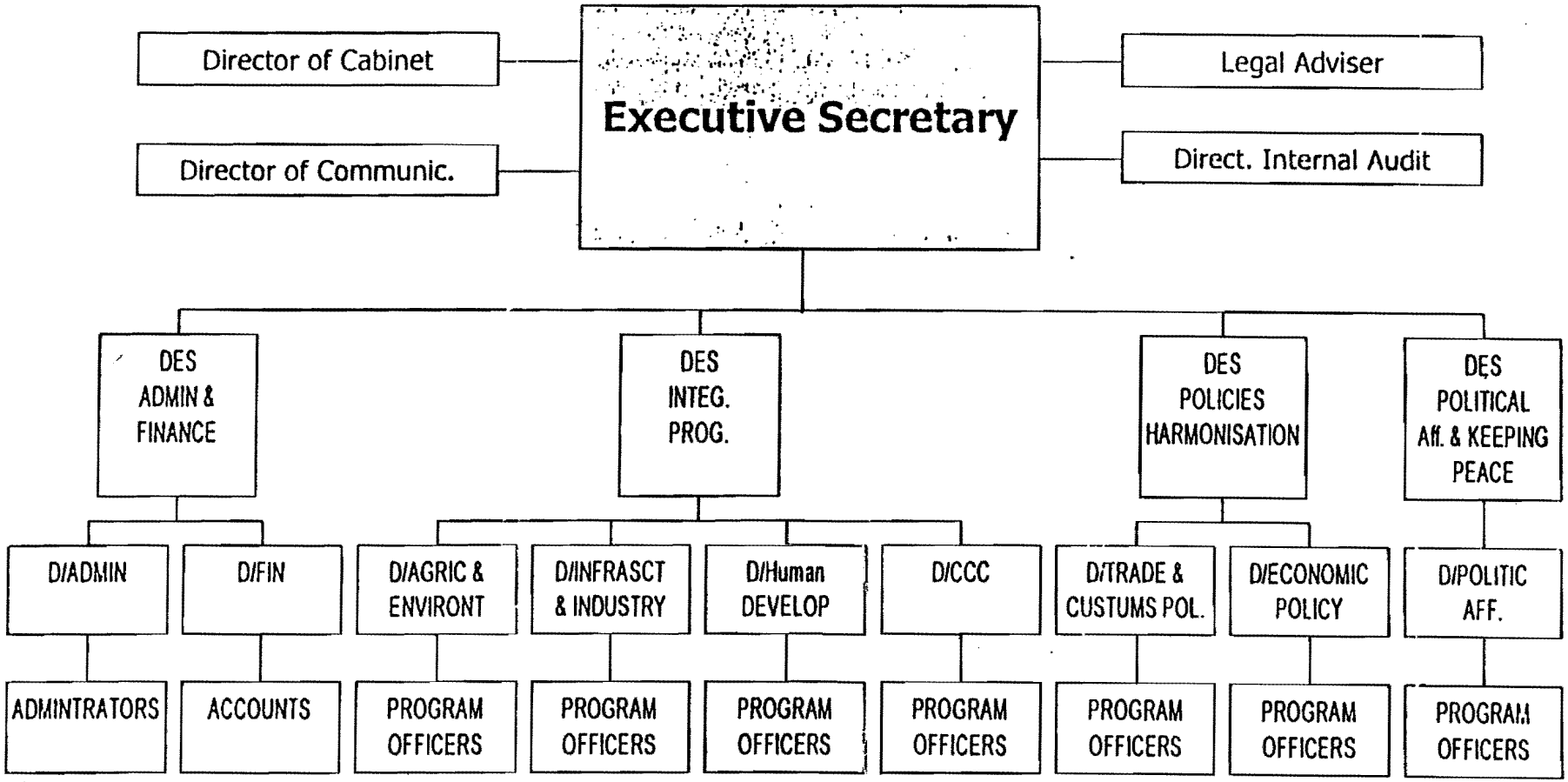
5.1.2 Principal Programme Officer, Peacekeeping

5.1.3 Principal programme Officer, Immigration

5.1.4 Programme Officer, Political Affairs

5.1.5 Programme Officer, Peacekeeping

ORGANISATION CHART OF THE EXECUTIVE SECRETARIAT



COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS

Lomé, 5 - 7 December 1999

REGULATION C/REG.10/12/99 APPOINTING PROFESSOR MOUSSA ADAMA MAIGA AS THE DEPUTY DIRECTOR-GENERAL OF THE WEST AFRICAN HEALTH ORGANISATION

THE COUNCIL OF MINISTERS,

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty of ECOWAS establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the Protocol establishing the West African Health Organisation adopted by the Heads of State and Government on 9th July 1987;

MINDFUL of Article IX of the said Protocol relating to the post of Deputy Director-General of the Organisation;

MINDFUL of paragraph 4 (a), Article 18 of the Revised Treaty on the appointment of statutory appointees to the Institutions of the Community;

.../2

ON THE RECOMMENDATION of the third meeting of the Assembly of ECOWAS Health Ministers held in Lomé, Togo on 30 and 31 July 1998;

E N A C T S

Article 1

1. Professor Moussa Adama MAIGA is hereby appointed as the Deputy Director-General of the West African Health Organisation for a four (4) year term from the date he assumes duty.

2. This appointment may be renewed once by the Council of Ministers for another term of four (4) years.

Article 2

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time frame.

DONE AT LOME, THIS 7TH DAY OF DECEMBER, 1999

ABDOUL HAMID S. B. TIDJANI DOURODJAYE
CHAIRMAN
FOR COUNCIL

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS
Lome, 5 - 7 December 1999

REGULATION C/REG.11/12/99 ABOLISHING THE POST OF FINANCIAL CONTROLLER OF THE COMMUNITY INSTITUTIONS

The Council of Ministers,

Mindful of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

Considering that the post of Financial Controller of the Institutions of the Community was established by the repealed 1975 ECOWAS Treaty;

Also considering that the Revised Treaty does not make any provisions for the post of Financial Controller;

Recognizing the fact that the functions of the Financial Controller duplicate those of both the Internal and External Auditors, and has no relevance in the new organisational structure of the Executive Secretariat and other Institutions of the Community;

Desiring to streamline and rationalise all posts in the Institutions of the Community;

On the recommendation of the third meeting of the ad-hoc Ministerial Committee on the restructuring of the Executive Secretariat held in Lome on 1 and 2 December, 1999;

E N A C T S

Article 1

2. The post of Financial Controller of the Institutions of the Community is hereby abolished.

2. All functions hitherto performed by the Financial Controller under mandate given by any Decisions, Regulations and Resolutions of ECOWAS; in particular the Financial Regulations and Manual of Accounting Procedures of the Institutions of ECOWAS shall henceforth be carried out by the Directors of Internal Audit of the Institutions of the Community and the External Auditor as appropriate.

Article 2

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of Council.

It shall also be published by each Member State in its National Gazette within the same time frame.

Done at Lome this 7th Day of December 1999

Abdoul Hamid S. B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL.

COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Forty-fifth Session of the Council of Ministers

Lome, 5 - 7 December 1999

Regulation C/REG.12/12/99 reviewing the remuneration of the External Auditors

The Council of Ministers;

MINDFUL of Articles 10, 11 and 12 of the ECOWAS Revised Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of paragraph 3 (d) Article 10 of the Treaty relating to the appointment and terms and conditions of service of the External Auditors;

MINDFUL of Regulation C/REG.10/12/95 reviewing the remuneration of the External Auditors;

CONSIDERING that the remuneration of the External Auditors was fixed since 1995 and now needs to be reviewed due to rising cost of services;

ON THE RECOMMENDATION of the Twenty-Fourth Meeting of the Administration and Finance Commission held in Lome from 26 November to 3 December 1999;

E N A C T S

Article 1

1. A lump sum of eighty thousand (80,000) Units of Account is hereby fixed as the new annual remuneration of the External Auditors with effect from the 2000 financial year. This sum shall cover all expenses, including fees, perdiem, transportation and all other related expenses.

2. The Executive Secretariat and the ECOWAS Fund shall make equal contributions for the payment of the fees of the External Auditors.

Article 2

The provisions of Articles 2, 3, and 4 of Regulation C/REG.10/12/95 dated 13 December 1995 of the Council of Ministers shall govern the mode and conditions of payment for services rendered as well as submission of reports by the External Auditor and its attendance at ECOWAS Meetings.

Article 3

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community, within thirty (30) days from the day of signature by the Chairman of the Council. It shall also be published by each Member State in its National Gazette, within the same time-frame as above.

DONE IN LOME THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

Communauté Economique des
Etats de l'Afrique de l'Ouest

Economic Community
Of West African States

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS
Lome, 5 - 7 December 1999

REGULATION C/REG.13/12/99 ON THE ADDITIONAL LIST OF INDUSTRIAL ENTERPRISES AND PRODUCTS APPROVED TO BENEFIT FROM THE ECOWAS TRADE LIBERALISATION SCHEME

THE COUNCIL OF MINISTERS,

MINDFUL of Articles 10, 11 and 12 of the ECOWAS Revised Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the Protocol dated 5 November 1976 defining the concept of products originating from ECOWAS Member States and its subsequent amendments;

MINDFUL of Decisions C/DEC.3/6/88 and C/DEC.4/7/92 of the Council of Ministers dated 21 June, 1988 and 25 July, 1992 respectively and defining the procedure for approval of industrial enterprises and products under the ECOWAS Trade Liberalisation Scheme;

MINDFUL of Decision A/DEC.6/7/92 dated 29 July, 1992 of the Authority of Heads of State and Government of ECOWAS on the adoption and implementation of a single trade liberalisation scheme for products originating from Member States of the Community;

ON THE RECOMMENDATION of the Fortieth meeting of the Trade, Customs, Immigration, Money and Payments Commission, held in Lome from 22 - 23 November,
1999 .

E N A C T S

Article 1

Industrial enterprises and products fulfilling the ECOWAS rules of origin and approved as being eligible for preferential treatment under the ECOWAS Trade Liberalisation Scheme are those contained in the list attached as an annex to this Regulation.

Article 2

The Executive Secretariat shall give each enterprise concerned, an approval number which must feature on the certificate of origin and the ECOWAS customs declaration form, and shall inform Member States accordingly;

Article 3

The approval originally granted to the underlisted companies shall be transferred as follows:

a) Nigeria:

- GUINEA GLASS PLC to be registered as N° 5660030191in place of CMB TOYO Glass PLC

- PATTERSON ZOCHONIS to be registered as N° 5660050192 in place of THERMOCOOL Engineering Company PLC

b) Senegal:

– CHOLOSEN to be registered as N° 6860010199 in place of PATISEN.

Article 4

Member States and the Executive Secretariat shall take all necessary measures to ensure the implementation of this Regulation.

Article 5

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time frame.

Done at Lome this 7th Day of December 1999

Abdoul Hamid S. B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL.

LISTE DES ENTREPRISES ET PRODUITS INDUSTRIELS AGREES
LIST OF AGREED ENTERPRISES AND INDUSTRIAL PRODUCTS

Identité des entreprises par Etats Membres/ Identity of enterprises by Member States	Position tarifaire CEDEAO / ECOWAS tariff No	Désignation des produits /Products	Numéros d'agrément / Approval Number			
			Code du pays/ Country code	No de l'entreprise/ entreprise No	No produit/ product No	Année / Year
I. BENIN 1. Société des Huileries du Benin (SHB sa) BP08 Cotonou	1512.21.00	Huiles Brutes de Coton/ Cotton seed crude oil	204	001	01	99
	1512.29.00	Huiles raffinées de coton/ Cotton seed refined oil	204	001	02	99
	2306.10.00	Tourteaux de coton / Cotton oil cakes	204	001	03	99
II. GHANA 1. Top industries	3924.90.90	Autres articles de ménage ou d'économie domestique et articles d'hygiène/ Other household articles and toilet articles of plastics	288	001	01	99
	3923.29.00	Sacs et sachets en matières plastiques/ sacks and bags of plastics	288	001	02	99
	3917.29.10	Tuyaux pour canalisation d'eau/ Pipes for water supply	288	001	03	99
2. Guiness Ghana Ltd	2202.90.00	Autres boissons non-alcooliques sucrées/ other non-alcoholic beverages (Malta Guiness)	288	002	01	99
	2203.00.10	Bière de malt/beer made from malt (Guiness Stout)	288	002	02	99

LISTE DES ENTREPRISES ET PRODUITS INDUSTRIELS AGREES LIST OF AGREED ENTERPRISES AND INDUSTRIAL PRODUCTS						
Identité des entreprises par Etats Membres/ Identity of enterprises by Member States	**Position tarifaire CEDEAO / ECOWAS tariff No**	**Désignation des produits /Products**	**Numéros d'agrément / Approval Number**			
			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
3. Quality Food Processing co. ltd.	1604.14.00	Thons / Tunas	288	003	01	99
4. Poly Kraft (GH) Ltd	4819.10.00	Caisses en carton / Corrugated boxes	288	002	01	99
5. Gelina Packaging Company Ltd	3923.29.00	Sacs et sachets en autres matières plastiques / Sacks and bags of other plastics	288	005	01	99
6. Chariot Industries (GH) Ltd	4803.00.00	Papiers Hygiéniques / toilet papers	288	006	01	99
7. Interplast Ltd	3917.23.10	Tuyaux pour canalisations d'eau / Pipes for water supply	288	007	01	99
8. Pipes α Plastics Products Ltd	3917.23.10	Tuyaux pour canalisation d'eau / Pipes for water supply	288	008	01	99
9. Pasico (GH) Ltd	7610.10.00	Cadres de fenêtres en aluminium / Aluminium louvre frames	288	009	01	99
10. Ezy Food Ltd	2103.20.00	Sauces tomates / Tomato sauce	288	010	01	99
11. J α Z Industries	5509.22.00	Fils de fibres synthétiques non conditionnés pour la vente en détail (fils à tricoter) / Knitting thread	288	011	01	99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
12. BMK Particle Boards	4410.11.00	Panneaux de particules en bois / particle board of wood	288	012	01	99
13. Gemini production Ltd	2204.10.00	Vins mousseux / sparking wine	288	013	01	99
	2208.50.00	Gin / Gin (schnappes)	288	013	02	99
14. Alcatel KabelMetal	7616.99.10	Accessoires pour lignes electriques / Accessories for use with power lines	288	014	01	99
	8544.11.00	fils pour l'electricite en cuivre/copper wire	288	014	02	
15. Printex Ltd	5515.11.00	Tissus de fibres discontinues de polyester / woven fabric of polyester	288	015	01	01
	5208.52.90	Tissus de coton imprimés / cotton fabric	288	015	02	99
16. Akossombo Textiles	5207.10.00	Fils de coton conditionnés pour la vente en détail / Cotton yarn	288	016	01	99
	5208.52.10	Tissus de coton imprimés par un procédé à la cire (wax) / wax based printing process	288	016	02	99
17. Granites and Marbles company	2516.11.00 / 2516.12.00	Granit / granite	288	017	01	99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
18. Volta Garments Ltd	6104.52.00	Jupes et jupes-culottes de coton / skirts and divided skirts	288	018	01	99
19. Sachaplast Ltd	9401.80.00	Chaises en plastiques/seats	288	019	01	99
20. Goi- Kposem Mining Industrie	2501.00.20	Sel raffine / Refined salt	288	020	01	99
	2501.00.90	Sel iode / iodated salt	288	020	02	99
21. Poly Sacks (GH) Ltd	3923.29.00	Sacs en autres matières plastiques/woven sacks of other plastics	288	021	01	99
III . GUINEE 1. SOBRAGUI Sa	2203.00.10	Bières de malt / Beer made from malt - skol - guiness	324	001	01	99
2. NESTLE Guinée S.A	2104.10.10	Préparations présentées sous forme de tablettes ou de cubes (Arome maggi) / préparation in blocks or loaves form (Maggi cubbes)	324	002	01	99
IV . NIGERIA 1. Avon Crowncaps & Containers Ng Plc Group A . Avon crowncaps & containers	8309.90.00	Capsules / crowncaps	566	001	01	99
	7310.29.00	Récipients métalliques / Métal containers	566	001	02	99
	7210.12.00	Tôles métalliques / Metal sheets.	566	001	03	99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
B . Fine Chemicals Nig Ltd	3215.11.00/3215.19.00	Encres d'imprimerie / Printing inks	566	001	04	99
	3208.90.20	Peintures / Metal coatings	566	001	05	99
	3204.17.00	Colorants pigmentaires / Pigment emulsion	566	001	06	99
2. Ijora Textile Mill ltd	5211.31.00	Tissus de coton teints à armure toilé / Dyed plain weave	566	001	01	99
	5211.32.00	Tissus de coton teints à armure sergé / dyed woven fabrics	566	002	01	99
3. Okin Biscuit ltd	1905.30.00	Biscuits / Biscuits.	566	003	01	99
4. Drugfield Pharmaceutical ltd	3004.39.00	Médicaments ../pharmaceuticals products	566	004	01	99
	3003.90.00	Médicaments .. (pommade) / ointment	566	004	02	99
5. CHI ltd	2009.90.00	Melange de jus / Mixture of juices	566	005	01	99
	0402.21.10/0402.21.29	Lait en poudre / Powder milk	566	005	02	99
6. D. United Food industres	1902.20.00	Pates alimentaires farcies / stuffed pasta (Noddles)	566	006	01	99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
7. Smithklim Beecham Nigeria ltd	3004.90.00	Autres medicaments / other medicaments	566	007	01	99
	2106.90.10/2106.90.90	Autres préparations alimentaires/other food preparation	566	007	02	99
	3306.10.00	Dentifrices / Dentifrices	566	007	03	99
8. Yale Food ltd	1704.10.00	Gomme à macher / Chewing Gum	566	008	01	99
	1704.90.00	Autres sucreries / other sugar confectionnery	566	008	02	99
	1905.30.00	Biscuits / Biscuits	566	008	03	99
	1806.90.10	Chocolat / Chocolate	566	008	04	99
9. DN Meyer Plc	3208.10.00	Peintures et vernis / paint and varnishes	566	009	01	99
	3208.90.10/20	"	566	009	02	99
	3209.10.10/20	"	566	009	03	99
	3209.90.10/20	"	566	009	04	99
	3210.00.10/20/90	"	566	009	05	99

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			Code du pays/ Country code	No de l'entreprise/ entreprise No	No produit/ product No	Année / Year
10. Kolorkote Nigeria ltd	7608.20.00	Tuyaux en aluminium / Aluminium coated coils	566	010	01	99
11. Super Engineering Cie Ltd	6402.99.00	Autres chaussures en matières plastiques / other plastic shoes or slippers	566	011	01	99
12. Abia plastic industry	6402.99.00	Autres chaussures en matières plastiques / other plastic shoes	566	012	01	99
13. Samzaak Ind Ltd	3208.10.00/3208.20.10 /20 / 3209.10.10/20	Peintures et vernis / Paints and vernishes	566	013	01	99
14. Edysmart Nigeria ltd	3305.10.00	Shampooings / Shampoos	566	014	01	99
	3305.90.00	Autres préparations capillaires / other preparation for use on the hair	566	014	02	99
	3304.99.00	Autres produits de beauté ou de maquillage / other beauty or make-up preparations	566	014	03	99
15. Niger Cedar Industries Nigeria ltd	3208.10.00	Peintures et vernis / Paint and varnishes	566	015	01	99
	3209.90.10/20	Peintures et vernis / Paint and varnishes	566	015	02	99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
	3210.00.10/20/90	Autres peintures et vernis/other paint and varnishes	566	015	03	99
	3405.20.00	Préparation pour l'entretien des meubles/ Polishes for the maintenance of wooden furniture	566	015	04	99
	3505.10.00	Dextrines et autres amidon / dextrin and other starches	566	015	05	99
	3505.20.00	Colles / Glues	566	015	06	99
16. Metoxine Nigeria LTD	2817.00.00	Oxyde de zinc / Zinc Oxyde	566	016	01	99
17 . Consolidated Food and Beverages ltd	0902.40.00	Thé / Tea	566	017	01	99
	2104.10.10	Préparations alimentaires présentées sous forme de cubes/ Food preparation in blocks or loaves: 'Doyin Cube'	566	017	02	99
18. Stafford Chemical and Industries	2807.00.00	Acide sulfurique / sulphuric acid	566	018	01	99
	2833.22.00	Sulfate d'aluminium / Aluminium sulphate	566	018	02	99
19. Anzzy Industrial Company Ng ltd	6406.20.00	Semelles de chaussures en plastiques/ PVC outer soles / shoes	566	019	01	99

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			Code du pays/ Country code	No de l'entreprise/ entreprise No	No produit/ product No	Année / Year
20. Bally Plastic and Footwear Industries	6402.99.00	Autres chaussures ou pantoufles en caoutchouc ou plastique / other rubber or plastic shoes or slippers	566	020	01	99
21. West African Rubber Products	6402.99.00/6403.99.00	Autres chaussures ou pantoufles en caoutchouc / other rubber footwear or slippers	566	021	01	99
22. Standard Plastics Industries (NG) Ltd	6402.99.00/6403.99.00	Autres chaussures en caoutchouc ou plastique / other rubber or plastics shoes	566	022	01	99
23. Standard Footwear (Ng) Ltd	6402.99.00/6403.99.00	Autres chaussures en caoutchouc ou plastique / other rubber or plastics shoes	566	023	01	99
24. Multi Aluminium Manufacturing Company ltd (MULMACO)	7615.19.00	Articles de ménage ou d'économie domestique / other household articles	566	024	01	99
	7615.20.00	Articles d'hygiène ou de toilettes/toilet articles	566	024	02	99
	7610.10.00	Portes, fenêtres et leurs cadres en aluminium / Aluminium doors, windows and their frames	566	024	03	99
	7606.12.10	Toles en aluminium / Aluminium roofing sheets	566	024	04	99
25. Sunflag (Ng) ltd	6302.60.00	Serviettes de toilettes / Towels	566	025	01	99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
	5211.31.00/5211.32.00	Tissus de coton teints / other dyed woven fabrics	566	025	02	99
	5211.49.00	Tissus de fils de differentes couleurs / fabrics of yarns of different colours	566	025	03	99
	5211.51.90	Tissus imprimés / printed fabrics	566	025	04	99
26. GDM Textile Manufacturing ltd	5212.14.00	Autres tissus de coton en fil de diverses couleurs/other woven fabricsof cotton of yarns of different colours	566	026	01	99
	5210.29.00	Autres tissus de coton blanchis/other bleach woven fabrics	566	026	02	99
	5408.10.00	tissus en fils de rayonne viscose/woven fabrics of yarn of viscose rayon	566	026	03	99
	6302.10.00	linge de lits / bedsheet	566	026	04	99
	6209.30.00	vêtement et accessoires de vêtements pour bebes / babies shawl	566	026	05	99
27. Pomat Industries	3305.10.00	shampooings/shampoos	566	027	01	99
	3305.90.00	autres preparations capillaires/other preparation for use on the hair	566	027	02	99

LISTE DES ENTREPRISES ET PRODUITS INDUSTRIELS AGREES LIST OF AGREED ENTERPRISES AND INDUSTRIAL PRODUCTS						
Identité des entreprises par Etats Membres/ Identity of enterprises by Member States	**Position tarifaire CEDEAO / ECOWAS tariff No**	**Désignation des produits /Products**	**Numéros d'agrément / Approval Number**			
			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
	3304.99.00	préparation pour les soins de la peau/preparation for the care of the skin	566	027	03	99
28. Samfad Ind	3304.99.00	Autres produits de beauté et préparations pour l'entretien ou les soins de la peau/other beauty preparations for the care of the skin	566	028	01	99
29. Metropolitan Ind NG. Ltd	6404.19.00	Autres produits à semelles extérieures en plastique/other footwear with outr soles of plastic	566	029	01	99
	6404.20.00	Chaussures à semelles extérieur en cuir/footwear with outer soles of leather	566	029	02	99
30. Patplast Ng ltd	3904.21.00	Autres polychlorure de vinyle/other polyvynil chloride	566	030	01	99
	6305.33.00	sacs ou sachets d'emballage en polyethylène / packing sacks and bags of polyethylene	566	030	02	99
31. Celplas ltd	7615.19.00	Articles de ménage ou d'économie domestique et leurs parties/ table, kitchen or other household articles and parts thereof	566	031	01	99

LISTE DES ENTREPRISES ET PRODUITS INDUSTRIELS AGREES LIST OF AGREED ENTERPRISES AND INDUSTRIAL PRODUCTS						
Identité des entreprises par Etats Membres/ Identity of enterprises by Member States	**Position tarifaire CEDEAO / ECOWAS tariff No**	**Désignation des produits /Products**	**Numéros d'agrément / Approval Number**			
			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
32. Tae Woo Company	3918.10.00	Revêtement de sol en matière plastique/P.V.C floor coverings	566	032	01	99
33. Nigerian Bag Manufacturing Co.	3923.21.00	sacs et sachets en matière plastique/sacks and bags of plastics	566	033	01	99
34. First Aluminium Ng Plc	7607.20.00	Feuilles et bandes en aluminium/aluminium foil laminate	566	034	01	99
	4821.10.00	étiquettes en papier imprimées/printed paper packeging	566	034	02	99
	3923.29.00	sacs et sachets/sacks and bags of plastics	566	034	03	99
	3923.50.00	bouchons, capsules/caps	566	034	04	99
	3209.10.20	peintures / enamels	566	034	05	99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
35. Nigeria Engineering Work (N.E.W) ltd	9405.10.00	Lustres et autres appareils d'éclairages/fluorescent fittings.	566	035	01	99
	8504.21.00	Transformateurs électriques d'une puissance de 300 Kva/ electrical transformer 300 Kva	566	035	02	99
	8504.22.00	Transformateurs électriques d'une puissance de 1000 Kva/ electrical transformer 1000 Kva	566	035	03	99
36. Trident Steel Works ltd	7317.00.00	clous / nails	566	036	01	99
	7313.00.00	fils barbelés / barbed wires	566	036	02	99
	7314.20.00	grillages et treillis / nelling and fencing welded	566	036	03	99
	7217.90.00	fils en fer ou en aciers / galvanized wire	566	036	04	99
	7229.90.00	Fils en autres aciers alliés / binding wire	566	036	05	99

LISTE DES ENTREPRISES ET PRODUITS INDUSTRIELS AGREES LIST OF AGREED ENTERPRISES AND INDUSTRIAL PRODUCTS						
Identité des entreprises par Etats Membres/ Identity of enterprises by Member States	**Position tarifaire CEDEAO / ECOWAS tariff No**	**Désignation des produits /Products**	**Numéros d'agrément / Approval Number**			
			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
	7458.19.00	Fils de cuivre/ cooper wire	566	036	06	99
	7320.90.00	Ressorts /spring wire	566	036	07	99
37. Procter and Gamble Nig ltd	ex. 4818.40.00	Couches pour bébés/napkins and napkins liners for babies	566	037	01	99
	ex. 4818.40.00	Serviettes et tampons hygiéniques/ sanitary towels and tampons	566	037	02	99
	3004.50.00	pastilles / throatdrop	566	037	03	99
	3004.90.00	médicaments préparés à des fins thérapeutiques ou prophylactiques/medicaments for therapeutics or prophylactics uses	566	037	04	99
38. Nigerian wire and cable Plc	7407.29.00	barres et profiles en cuivre/ copper bars	566	038	01	99
	7605.11.00	fils en aluminium / aluminium wire	566	038	02	99
39. Shagoya (Ng) Ltd	3305.10.00	Shampooings / Shampoos	566	039	01	99
	3305.30.00	Laques pour cheveux/hair placenta	566	039	02	99
	3305.90.00	Autres preparations capillaires/other preparations for use on the hair	566	039	03	99

LISTE DES ENTREPRISES ET PRODUITS INDUSTRIELS AGREES LIST OF AGREED ENTERPRISES AND INDUSTRIAL PRODUCTS						
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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
40. Universal Textile Industries	6302.99.00	Serviettes de toilettes/towels	566	040	01	99
	6002.43.00	Autres étoffes de bonneterie/velour fabric	566	040	02	99
	5207.10.00	fils de coton conmditionnes pour la vente au detail/cotton yarn put up for retails sale	566	040	03	99
	5212.14.00	Autres tissus de coton en fils de diverses couleurs/other woven fabrics of cotton	566	040	04	99
	5210.29.00	Autres tissus de coton blanchis/woven fabrics of cotton (shirting)	566	040	05	99
	6209.30.00	Vêtements et accessoires de vêtements pour bebes / baby shawl	566	040	06	99
41. Universal Spinners Ltd	5205.12.00	Fils de coton / cotton yarn	566	041	01	99
	5402.52.00	Fils de polysters/polyster yarn	566	041	02	99
V. SENEGAL 1. Patissen	1806.90.90	Autres préparations alimentaires contenant du cacao et du chocolat/other preparations containing cocoa and chocolate: - Pâte à tartiner (chocoleca)	686	001	01	99
		- boisson chocolatee				

LISTE DES ENTREPRISES ET PRODUITS INDUSTRIELS AGRÉES LIST OF AGREED ENTERPRISES AND INDUSTRIAL PRODUCTS						
Identité des entreprises par Etats Membres/ Identity of enterprises by Member States	**Position tarifaire CEDEAO / ECOWAS tariff No**	**Désignation des produits /Products**	**Numéros d'agrément / Approval Number**			
			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
	2104.10.90	Bouillons préparés / broths	686	001	02	99
	2008.11.10	Pâte d'arachide / Peanut butter	686	001	03	99
2. Nestle Senégal	0402.91.00	Lait concentré non sucré/milk concentrated not containing added sugar	686	002	01	99
	0402.99.00	Lait concentré sucré/milk concentrated containing added sugar	686	002	02	99
	0402.10.29	Lait en poudre / Milk in powder	686	002	03	99
	0402.29.29	Lait entier sucré / Milk containing added sugar	686	002	04	99
	1901.90.00	Préparations alimentaires des produits de No 04-01 à 04-04/food preparations of goods of headings nos 04-01 to 04-04	686	002	05	99
3. Sigelec	8506.10.11	Piles électriques R20/flashight and radio batteries	686	003	01	99
	8506.10.19	Autres piles électriques R6/ others flashight and radio batteries	686	003	02	99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
VI. TOGO 1. West African Cement (WACEM)	2523.10.00	Ciments dits "clinkers" / cement clinkers	768	001	01	99
2. SCIL - Togo	3208.90.20	Peintures (glycero/huile) / paints (glycerineoil)	768	002	01	99
	3209.10.10	Vernis / Varnishes	768	002	02	99
	3209.10.20	Peintures à eau (emulsion)/paints (emulsion)	768	002	03	99
3. Nouvelle Sototoles	7214.10.00	Fer à beton / bars and rods in iron	768	003	01	99
	7215.90.00	Autres barres en fer / others bars of iron	768	003	02	99
	7208.	Produits laminés plats en fer d'une largeur de 600mm ou plus lamines a chaud / flat rolled products of iron of a width of 600mm or more, hot rolled:				99
	7208.37.00	- d'une épaisseur de 4.75mm ou plus/of a thickness of 4.75mm or more	768	003	03	99
	7208.38.00	- d'une épaisseur de 3 mm ou plus/ of a thickness of 3mm or more	768	003	04	99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
	7208.39.00	- d'une épaisseur inférieure à 3 mm/ of a thickness of less than 3 mm	768	003	05	99
	7209	Produits laminés plats , en fer d'une largeur de 600mm ou plus, laminés à froid / flat rolled products of iron of a width of 600mm or more, cold rolled :				99
3 . Sototoles (suite)	7209.15.00	- d'une épaisseur de 3mm/of a thickness of 3mm or more	768	003	06	99
	7209.16.00	- d'une épaisseur excédant 1mm mais inférieur à 3mm / of a thickness exceeding 1 mm but less than 3mm	768	003	07	99
	7209.17.00	- d'une épaisseur de 0.5 mm ou plus mais n'excédant pas 1mm/of a thickness of 0.5 mm or more but not exceeding 1mm	768	003	08	99
	7216	Profilés en fer ou en aciers non alliés / angles, shapes and section of iron or non-alloy steel				99

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			Code du pays/ Country code	**No de l'entreprise/ entreprise No**	**No produit/ product No**	**Année / Year**
	7216.10.00	Profilés en U, en I ou en H/ U, I, or H sections	768	003	09	99
	7216.21.00	Profilés en L/L sections	768	003	10	99
	7216.22.00	Profilés en T /T sections	768	003	11	99
	7216.31.00	Profilés en U /U sections	768	003	12	99
	7216.32.00	Profilés en I /I sections	768	003	13	99
	7216.33.00	Profilés en H /H sections	768	003	14	99
	7216.40.00	Profilés en L ou en T/ L or T sections	768	003	15	99
	7318.15.00	Vis ou boulonts / screws and bolts	768	003	16	99
	7217.10.00	fils de fer non revêtus, même polis/ wire of iron not plated, whether or not polished	768	003	17	99
3. Sototoles (suite)	7606.11.10	Tôles ondulées en aluminium/ aluminium corrugated sheets	768	003	18	99
	7606.11.90	Autres tôles en aluminium / other aluminium sheets	768	003	19	99

COMMUNAUTE ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Forty-fifth Session of the
Council of Ministers

Lomé, 5 - 7 December 1999

REGULATION C/REG.14/12/99 RELATING TO THE ADOPTION OF STANDARDS FOR THE CLASSIFICATION OF HOTELS, MOTELS AND GUEST INNS

THE COUNCIL OF MINISTERS,

Mindful of Articles 10, 11 and 12 of the revised Treaty establishing the Council of Ministers and deferring its composition and functions;

Mindful of Decision C/DEC.1/7/91 dated 3 July, 1991 adopting the programme of activities for tourism;

Considering the importance of tourism activities in the economy of each Member State;

Recognising the need to guarantee a uniform standard of accommodation as a means of encouraging and facilitating the joint promotion of tourism products in West Africa;

Recognising the need to coordinate tourism development activities in the Member States with a view to achieving the integration of this sector within the sub-region;

Aware of the need to create and maintain a high standard for tourism in the sub-region and thereby boost the flow of tourists to the Member States;

On the recommendation of the fortieth meeting of the Trade, Customs, Immigration, Money and Payments Commission held in Lome from 22 to 23 November, 1999.

E N A C T S

Article 1:

The standards for the classification of hotels, motels and guest inns annexed hereto are hereby adopted.

Article 2:

The classification standards referred to in Article 1 above shall not be applicable to boarding houses, holiday resorts, camps and camping sites and rest houses, which shall continue to be governed by national law.

Article 3:

Existing hotels and similar establishments,, including those establishment which are presently still under construction, shall be given

a deadline of 6 years within which to conform to the prescribed standards.

Article 4:

There is hereby established in each Member State a Classifications Commission which shall be headed by the Minister for Tourism or his/her representative.

Article 5:

The Classification Commission shall be composed of the desk officers of the ministries responsible for tourism and representatives of associations of professions including hoteliers, travel agents, restauranteurs and drinks retailers.

Article 6:

All applications for classification shall be submitted to the Classifications Commission which shall classify as appropriate.

Article 7:

Any classified establishment may be downgraded from its original category.

Article 8:

An establishment may be downgraded for failure to conform to the standards prescribed for its category. It may equally be downgraded for failure to maintain its buildings and installations in good condition, and generally, when the establishment fails to provide satisfactory services

and to keep up the necessary standard of moral conduct and professional competence.

Article 9:

The downgrading of a classified establishment shall be carried out by a decision of the Minister for Tourism on the advice of the Commission provided in Article 4 above.

Article 10:

i) A sub-regional Monitoring Committee shall be set up comprising the Chairman of the Classifications Committee of the country holding the current Chairmanship of ECOWAS, a representative of the ECOWAS National Unit of that country and a representative of the Executive Secretariat. The Committee shall be charged with carrying out an annual tour of inspection of the Member States to verify compliance with the prescribed hotel standards.

ii) The sub-region monitoring committee shall make recommendations on the classification of hotels, inns and motels. It is empowered to recommend downgrading.

Article 11:

Approved establishments shall display a plaque bearing the ECOWAS logo and colours which shall be issued by the Minister for Tourism.

Article 12:

The classification establishments shall fly the ECOWAS flag at their entrance.

Article 13:

ECOWAS Member States and the Executive Secretariat shall be jointly and severally responsible for the implementation of this Regulation.

Article 14:

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman off Council. It shall also be published in the National Gazette of each Member State within the same time-frame.

DONE AT LOME THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE

CHAIRMAN
FOR COUNCIL

COMMUNAUTE ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY
OF WEST AFRICAN STATES

ECW/TCIMP/AD-HOC/HOTEL/3

Original : French

Proposed Standards for Classification of Hotels, Motels and Guest Inns

Lome, November 1999.

Hotels Classifications.Ouaga99/DivTourisme/cyo

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3. Standards applicable to all categories

B. SPECIFIC PROVISIONS

Specific standards

I CLASSIFICATION OF FOURTH CLASS HOTELS, MOTELS AND GUEST INNS: ONE STAR.

Rooms

1.1 Minimum number
1.2 Minimum ceiling height
1.3 Minimum floor area in m^2
1.4 Flooring
1.5 Bathrooms and toilets
1.6 Ventilation - air conditioning
1.7 TV, telephone, radio
1.8 Electrical fittings
1.9 Room furnishings

2. PUBLIC AREAS

2.1 (Reception) Lobby
2.2 Restaurant
2.3 Bar
2.4 Public Conveniences
2.5 Telephone and postal services

3. HOTEL SERVICES

3.1. Guest services (wake-up, laundry, housekeeping)
3.2 Foreign languages
3.3 Health facilities
3.4 Guest information
3.5 Drinking water
3.6 Billing and payments

4. SECURITY -HYGIENE - INSURANCE

4.1 Security
4.2 Hygiene
4.3 Alternative power source

5. STAFF

5.1 Staff strength and qualifications
5.2 Uniforms
5.3 Staff conveniences
5.4 Changing rooms

6. HOTEL ENVIRONS

6.1 Access
6.2 Location
6.3 Car Park

II. CLASSIFICATION OF THIRD CLASS HOTELS, MOTELS AND GUEST INNS : 2 STARS

1. ROOMS

1.1 Minimum number
1.2 Minimum ceiling height
1.3 Minimum floor area in m^2
1.4 Bathrooms and toilets
1.5 Ventilation -air conditioning
1.6 TV, telephone, radio
1.7 Electrical fittings
1.8 Room furnishings
1.9 Corridors and exits

2. PUBLIC AREAS

2.1 Reception
2.2 Lobby
2.3 Restaurant
2.4 Bar
2.5 Public conveniences
2.6 Technical installations

3. HOTEL SERVICES

3.1 Guest services (wake-up call, housekeeping)
3.2 Foreign languages
3.3 Health facilities
3.4 Guest information
3.5 Drinking water
3.6 Billing and payments
3.7 Hairdressing salon
3.8 Safe deposit boxes

4. SECURITY - HYGIENE - INSURANCE

4.1 Security
4.2 Hygiene
4.3 Insurance

5. STAFF

5.1 Staff strength and qualifications
5.2 Uniforms
5.3 Staff conveniences
5.4 Changing rooms

6. HOTEL ENVIRONS

6.1 Access
6.2 Location
6.3 Car Park
6.4 Service entrance

III. CLASSIFICATION OF SECOND CLASS HOTELS, MOTELS AND GUEST INNS : 3 STARS

1. ROOMS

1.1 Minimum number
1.2 Minimum ceiling height
1.3 Minimum floor area in m^2
1.4 Bathrooms and toilets
1.5 Ventilation -air conditioning
1.6 Tv, telephone, radio
1.7 Security
1.8 Electrical fittings
1.9 Room Furnishings
1.10 Corridors and exits

2. PUBLIC AREAS

2.1 Reception
2.2 Lobby
2.3 Restaurant
2.4 Bar
2.5 Conference rooms
2.6 Public conveniences
2.7 Sports facilities
2.8 Technical installations

3. HOTEL SERVICES

3.1 Guest services (wake-up call, housekeeping)
3.2 Foreign languages
3.3 Business centre
3.4 Health facilities

3.5 Guest information
3.6 Drinking water
3.7 Billing and payments
3.8 Hairdressing salon
3.9 Safe deposit boxes

4. SECURITY - HYGIENE - INSURANCE

4.1 Security
4.2 Hygiene
4.3 Insurance

5. STAFF

5.1 Staff strength and qualifications
5.2 Uniforms
5.3 Staff conveniences
5.4 Changing rooms

6. HOTEL ENVIRONS

6.1 Access
6.2 Location
6.3 Car Park
6.4 Service entrance

IV CLASSIFICATION OF FIRST CLASS HOTELS : 4 STAR

1. ROOMS

1.1 Minimum number
1.2 Minimum ceiling height
1.3 Minimum floor area in m^2
1.4 Bathrooms and toilets
1.5 Ventilation -air conditioning
1.6 TV, telephone, radio
1.7 Security
1.8 Electrical fittings
1.9 Room furnishings
1.10 Corridors and exits

2. PUBLIC AREAS

2.1 Reception
2.2 Lobby
2.3 Restaurant
2.4 Bar
2.5 Conference rooms
2.6 Public conveniences
2.7 Sports facilities
2.8 Technical installations

3. HOTEL SERVICES

3.1 Guest services (wake-up call, housekeeping)
3.2 Foreign languages
3.3 Business Centre
3.4 Health facilities
3.5 Guest information

3.6 Drinking water
3.7 Billling and payments
3.8 Safe deposit boxes
3.9 Hairdressing salon

4. SECURITY - HYGIENE - INSURANCE

4.1 Security
4.2 Hygiene
4.3 Insurance

5. STAFF

5.1 Staff strength and qualifications
5.2 Uniforms
5.3 Staff conveniences
5.4 Changing rooms

6. HOTEL ENVIRONS

6.1 Access
6.2 Location
6.3 Car Park
6.4 Service entrance

V. CLASSIFICATION OF LUXURY HOTELS : 5 STAR

1. ROOMS

1.1 Minimum number
1.2 Minimum ceiling height
1.3 Minimum floor area in m^2
1.4 Bathrooms and toilets
1.5 Ventilation -air conditioning
1.6 TV, telephone, radio
1.7 Security
1.8 Electrical fittings
1.9 Room furnishings
1.10 Corridors and exits

2. PUBLIC AREAS

2.1 Reception
2.2 Lobby
2.3 Restaurant
2.4 Bar
2.5 Conference rooms
2.6 Public conveniences
2.7 Sports facilities
2.8 Technical installations

3. HOTEL SERVICES

3.1 Guest services (wake-up call, housekeeping)
3.2 Foreign languages
3.3 Business centre
3.4 Health facilities
3.5 Guest information

3.6 Drinking water
3.7 Billing and payments
3.8 Bureau de change
3.9 Hairdressing saloon
3.10 Safe deposit boxes

4. SECURITY - HYGIENE - INSURANCE

4.1 Security
4.2 Hygiene
4.3 Insurance

5. STAFF

5.1 Staff strength and qualifications
5.2 Uniforms
5.3 Staff conveniences
5.4 Changing rooms

6. HOTEL ENVIRONS

6.1 Access
6.2 Location
6.3 Car Park
6.4 Service entrance

A/ GENERAL CLASSIFICATION

1 - Definitions

For the purposes of these regulations, a hotel on any similar establishment catering for the tourist trade shall be defined as an establishent providing sleeping accommodation to the public by way of trade or business, such accommodation being payable on a daily basis, or in the case of a longer period of occupancy, payable weekly or monthly, provided that the occupant is not permanently resident therein. The establishment may provide restaurant facilities and may be open for business either all year round or seasonally.

Tourist establishments as defined above shall include hotels, motels, holiday resorts, hostels, inns and rest houses:

- a hotel is required to meet the standard set for hotel premises and management;

- an inn lays greater emphasis on its restaurant facilities than on sleeping accommodation. It is sited in an area outside agglomerations.

- a motel should be located on the outskirts, or in the countryside near a major highway. Its guests are generally drivers in transit. Motel buildings may be laid out as independent units or as a single block of independent units. A garage or car port is located in the immediate vicinity of the rooms. They generally operate all year round.

- Holiday resorts, hostels and rest houses which are additional forms of accommodation are virtually non-existent or very poorly developed in ECOWAS Member States. They are included here for information only. Their classification will be examined whenever the level of their development so warrants.

2. Categories of establishment

Hotels and similar establishments are classified according to a set of required minimum standards. Each class is identified by a specific number of stars indicative of the degree of comfort provided.

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2.1 Hotels

4th Class	:	1 star
3rd Class	:	2 stars
2nd Class	:	3 stars
!st Class	:	4 stars
Luxury	:	5 stars.

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2.2 Hostels, Inns and Motels

Category C	:	1 star
Category B	:	2 stars
Category A	:	3 stars.

Classified establishments are required to display on the main facade, a plaque indicating their class, and modelled on the pattern approved by the ECOWAS decision-making authorities.

3. General Standards for all Categories

All hotels and similar establishments in all categories should meet the following minimum requirements :

Lobby:

The lobby should be suitably furnished and afford unobstructed access to such additional facilities as a restaurant, bar or night club.

Rooms

The minimum number of rooms required for hotels is 10.
Each room should be well lit and ventilated by at least one window open to the exterior. All rooms should be numbered or otherwise marked so as to be clearly identifiable from the outside.

Bathrooms and Toilets

Bathrooms and sanitary installations may be separated and in such cases should occupy the following minimum area :
Bathroom - $2m^2$; shower - $2m^2$; W.C. with or without wash-basin - $2m^2$. Where the facilities are all grouped together they should occupy a minimum area of $4m^2$. Electric lighting should be a minimum 40 W.

A socket should be provided for an electric shaver and all plugs and sockets located beyond the reach of an occupant soaked in water.

Reception Area

Rooms should be accessible from the reception without passing through the bar or restaurant.

The front desk should be manned on a 24-hr basis. Alternatively, a bell should be provided to allow guests to summon an attendant.

Windows and other external openings in the bedrooms should be provided with either external shutters or persian blinds,or curtained to exclude daylight.

B/ DETAILED CLASSIFICATION

I. STANDARDS FOR FOURTH CLASS HOTELS, MOTELS AND GUEST INNS: 1 STAR

1. ROOMS

1.1. Minimum number of Rooms: 10

1.2. Minimum Ceiling Height

- entrance - 2.3m
- room _ 2.5m

1.3. Minimum floor area in sq.m.

- Minimum floor area, excluding bathroom/WC, entrance and wardrobe space:

  * single rooms : 10 m²
  * double rooms : 12 m²

1.4 Flooring

- Each room should be properly tiled.

1.5 Bathroom / WC

- a wash basin and stand with hot and cold running water at all times;
- a recessed or standing shower with a fixed shower head and non-slip floor;
- minimum size, including the WC, which should be separated from the other sanitary installations : 4 m²

- shower and WC should be separated by a fixed partition measuring 2m, or by a folding or sliding door;
- one common WC per floor or for every 3 rooms without WC.
- toilet roll dispenser
- towel rack
- toilet soap
- air freshener in WC

1.6 Ventilation - air conditioning

Single air conditioning units or half units muffled for sound, or by natural cross-ventilation.

1.7. TV, telephone, radio

- Colour television should be provided in each room at no extra cost. Alternatively, colour television should be placed at guests' disposal in a common sitting area.

- Telephone

  * a closed, soundproof phone booth should be provided for the use of guests;
  * a bell should be installed in the rooms .

1.8. Electrical fittings

1.8.1 Rooms

- 10w/m² from a main light source (overhead, wall bracket or lamp) and one bedside lamp or wall bracket per room occupant.

1.8.2. WC and Bathrooms

- 10w/m2 from a minimum 75w light fixture above the wash basin, and another source if necessary.
- an electric shaver outlet.

1.8.3 Entrance

10w/m²

1.8.4 General Areas

-	walkways and exits	5W/m²
-	Landings	10W/m²
-	Washrooms/WC	10W/m²
-	Stairwells	10W/m²

1.9 Room furnishings

- 1 bedside table per occupant
- single bed measuring 90 x 200 cm (minimum)
- double bed measuring 140 x 200 cm (minimum)
- 1 good quality mattress
- 1 chair per occupant
- 1 writing desk
- 1 wardrobe/cupboard with a rail for at least 10 hangers
- full blinds across windows and other openings
- locally made wall hangings
- waste paper basket and ash tray
- bedside rug.

2. Public Areas

2.1 Reception area

This should comprise :

- the reception desk and porter's desk, and occupy a minimum area of $30m^2$
- a lift, mandatory if the building has up to 4 floors
- a staircase measuring at least 1.30m in width.

2.2 Restaurant

- A breakfast room may replace the restaurant.

2.3. Bar

- A bar should be provided in a properly ventilated area.

2.4. Public Conveniences

- public conveniences should be provided for gentlemen and ladies, equipped as follows

  * 1 WC with a seat and reservoir
  * 1 Wash basin
  - 1WC
  * provision should be made for separate WCs for the ladies and gentlement patronising the bar, restaurant and any other public facility in the hotel;
  * for any guests or visitors in the public areas.

2.5. Telephone and Postal Services

- Where telephone services exist, at least one telephone with an outside line should be located in a public area of the hotel.
- Postal services recommended .

3. HOTEL SERVICES

3.1 In Rooms

* 24 hr wake-up call

* a change of bed linen and toilet accessories after each guest departure and at least once every 2 days while the guest is in occupancy;

* the following should be available:
  - air freshener should be provided in the toilet
  - 1 blanket per occupant
  - dry cleaning and laundry services.

3.2 Foreign languages (English required)

- reception desk (Bilingual)
- switchboard "
- restaurant "

3.3 Health Services

- First aid kit
- staff with a basic knowledge of first aid
- a doctor on call

3.4 Guest Information

Room rates and other charges should be prominently desplayed in each room together with a list of hotel services, fire safety instructions, hotel regulations, meal hours and charges.

3.5. Drinking Water

* Drinking water and ice should be available at all times. Where tap water is not safe, the hotel should ensure water treatment to render it wholesome.

  Ice cubes should be made from potable water.

3.6. Billing and Payments

* Foreign currency
* National currency
* ECOWAS travellers cheques

4. SECURITY, HYGIENE, INSURANCE

4.1. Security

4.1.1 Fire-fighting Equipment, Electricity Installations and Other Safety Measures

Hotels should provide fire-fighting equipment, and safety instructions should be prominently displayed. Adequate fire-fighting equipment, emergency exits and fire escapes and all safety facilities should be provided and maintained in excellent working condition at all times, in compliance with fire safety and

accident prevention regulations. Electrical appliances should be installed and maintained in accordance with electrical safety laws.

4.1.2 Guest Protection and Security

There should be 24 hour security surveillance within the premises of the hotel to ensure effective customer protection. Where the hotel is high-rise, security should be provided on each floor.

4.1.3 Alternative Power Supply

A stand-by generating set should be provided, to provide sufficient power at least to operate lights.

4.2 Hygiene

Hygienic conditions must be strictly maintained. Treatment of dirty water must be carried out in strict compliance with the regulations of each Member State.

Refuse, rubbish and garbage must be collected daily from the premises. The refuse storage area and dust bins must be kept in adequate sanitary condition.

Rooms must be subjected to appropriate pest control measures.

4.3 Insurance

Hotel premises, property and guests should be fully insured against fire, theft and oher disasters..

5. STAFF

5.1 Staff Strength and Qualifications

Staff should be recruited in sufficient numbers and should be adequately trained for their duties.

5.2 Staff Uniform

Staff should wear clean, comfortable uniform, in good repair. White uniforms must be changed daily while other colours may be changed every 2 days.

5.3 Staff Conveniences

Staff conveniences must be provided in sufficient number and hygienically maintained.

5.4 Changing rooms

Changing rooms should be provided for the staff.

6. HOTEL ENVIRONS

6.1 Access

Should be by a properly maintained road.

6.2. Location

- the location and environs must be suitable for a hotel
- attention should be paid to landscaping.

6.3 Car Park

- at least 1 parking lot should be provided for every 3 rooms

II. STANDARDS FOR THIRD CLASS HOTELS, MOTELS AND GUEST INNS: 2 STARS

1. ROOMS

1.1 Minimum Number of Rooms : 10

1.2 Minimum Ceiling Height

- entrance - 2.30 m
- room - 2.50 m

1.3 Minimum Floor Area in Sq.m

- Minimum floor area, excluding bathroom/WC, entrance and wardrobe space

* single rooms 10 m^2
* double rooms 12 m^2

1.4 Bathroom/WC

1.4.1 Bathroom

* recessed or standing shower with hot and cold running water. Minimum size including WC : 4 m^2

1.4.2 WC

* An English-type WC, separate from the bathroom., with handy tank and accessories.
  - toilet soap
  - toilet paper
  - air freshener in WC.

1.5 Ventilation - Air conditioning

* Single air conditioning units or half units muffled for sound.

1.6 TV, telephone, radio

* Colour television should be provided in each room at no extra cost. Otherwise, colour television should be placed at guests' disposal in a common sitting area.
* telephone should be connected to the hotel switchboard
* a closed, soundproof phone booth should be provided for the use of guests.

1.7 Electrical fittings

Rooms

- 10W/m² from one main light source and one bedside lamp, which can be switched on at either end.

Bathroom

- 10W/m² from a minimum 75W lighting above wash basin, complemented by another source if necessary.

- a electric shaver outlet

Entrance 10W/m²

General Areas

- corridors leading to rooms 5W/m²
- emergency exits 10W/m²
- wash rooms 10W/m²

1.8 Room furnishings

- bedside table : 1 per occupant
- single bed : 90x200 cm (minimum)
- double bed : 140x200 cm (minimum)
- mattress : minimum thickness 0.13m, with removable cover.
- luggage rack
- chairs : 1 per occupant
- wardrobe/cupboard with :
  - * 10-hanger rail (minimum)
  - * shelves
- full blinds across windows and other openings
- locally made wall hangings of tourist attractions;
- waste paper basket and ash tray
- bedside rug.

1.9 Corridors and Exits

- emergency exit
- flooring : sound-proof tiles.

2. PUBLIC AREAS

2.1 Reception Area

Well furnished reception lobby or guest lounge

- Minimum floor area in m^2:

  * for the first 10 rooms : $20m^2$
  * from the 11th to the 200th room - $1m^2$ per room in addition to the floor area indicated above :
  * over 200 rooms - $0.5m^2$ per room in addition to the floor areas indicated above.

- minimum floor area of lobby or reception area = 40 m^2.

2.2 The Lobby: should have the following:

- reception desk / porter's desk
- lifts, mandatory if the building has up to 3 floors.
- staircase at least 1.3m wide, with a gentle gradient and good quality flooring.

2.3 Restaurant

- restaurant and/or well ventilated snack bar with separate ventilation system
- breakfast room

2.4 Bar

1 well ventilated bar

2.5 Public Conveniences

- separate public conveniences should be provided for gentlemen and ladies, equipped as follows:

* 1 English-type WC with handy tank and reservoirs
* 1 cold water wash basin

- provision should be made for separate WCs for the ladies and gentlement patronising the bar, restaurant and other public facilities in the hotel.

2.6 Technical installations

- Electrical Equipment

* Stand-by generator should be available to provide sufficient power to operate kitchen, lifts, if any, corridor and public room lighting, etc...

Minimum electrical lighting in public areas:
* Corridors and exits 5W/m
* Public areas 10W/m²
* Security lighting minimum 2W/m²

- Reserve water

A water tank with a capacity of one day's supply should be kept in reserve for use in the event of water shortage.

3. HOTEL SERVICES

3.1. In the Rooms

- 24 hr wake-up call
- drinks - as advertised
- a change of bed linen and toilet accessories at each guest departure and at least every two days while a guest is in occupancy;

- 1 blanket
- toilet tissue
- toilet soap
- air freshener should be provided in the toilet.

3.2 Foreign Languages (English required)

- Reception desk (Bilingual)
- Switchboard "
- Restaurant "

3.3 Health Facilities

- First aid kit
- staff with basic knowledge of first aid;
- clinic with treatment room and sick bay
- Doctor on call

3.4 Guest Information

Room rates and other charges should be prominently displayed in each room, together with a list of hotel services, fire safety instructions, hotel regulations, meal hours and charges.

3.5 Drinking Water

Drinking water and ice should be available at all times.
Where water supply is not safe, the hotel should set up a water treatment unit to render it wholesome.
Ice cubes should be made from potable water.

3.6 Billing and Payments

- credit card (at least 1 card should be accepted)
- travellers cheques
- foreign currency
- ECOWAS Traveller's cheque
- national currency

3.7 Hairdressing Salon

- A hairdressing saloon is recommended.

3.8 Safe-deposit

A safe deposit facility or individual safe deposit boxes should be made available to guests.

4. SECURITY, HYGIENE, INSURANCE

4.1 Security

4.1.1 Fire-fighting Equipment, Electrical Installations and other Safety Measures

Hotels should provide fire-fighting equipment, and safety instructions should be prominently displayed. Adequate fire-fighting equipment, emergency exits and fire escapes and all safety facilities should be provided and maintained in excellent working condition at all times, in compliance with fire safety and accident prevention regulations. Electrical appliances should be installed and maintained in accordance with electrical safety laws.

4.1.2 Guest Protection and Security

There should be 24 hour security surveillance within the premises of the hotel to ensure effective customer protection. Where the hotel is high-rise, security should be provided on each floor.

4.2 Hygiene

Hygienic conditions must be strictly maintained. Treatment of dirty water must be carried out in strict compliance with the regulations of each Member State. All refuse, rubbish and garbage must be collected daily from the premises . The refuse storage area and dust bins must be kept in adequate sanitary condition.

Rooms must be subjected to appropriate pest control measures.

4.3 Insurance

Hotel premises, property and guests should be fully insured against fire, theft and other disasters.

5. STAFF

5.1 Staff strength and qualifications

Staff should be recruited in sufficient numbers and should be adequately trained for their duties.

5.2 Staff Uniform

Staff should wear clean, comfortable uniform, in good repair. White uniforms must be changed daily while other colours may be changed every 2 days.

5.3 Staff Conveniences

Staff conveniences must be provided in sufficient numbers and hygienically maintained.

5.4 Changing rooms

Changing rooms should be provided for the staff.

6. HOTEL ENVIRONS

6.1 Access

- should be by a properly manitained road
- a canopy should be installed at the entrance to the hotel.

6.2 Location

- a good view should be obtainable from the hotel
- the location and environs should be suitable for a hotel
- attention should be paid to landscaping

6.3 Car Park

- at least one parking lot per 3 rooms
- adequate lighting for car park and gardens

6.4 Service Entrance

This should be separate from the front entrance and is reserved for the exclusive use of staff and deliveries.

II STANDARDS FOR SECOND CLASS HOTELS, MOTELS, AND GUEST INNS: 3 STARS

1. ROOMS

1.1 Minimum capacity:

Number of rooms: 10

1.2 Minimum height of ceiling:

Room:	2.5m
Entrance:	2.3m

1.3 Minimum floor area in m^2

Minimum floor area excluding bathroom/WC, entrance and wardrobe space :

single rooms - $12m^2$
double rooms - $14m^2$

1.4 Bathrooms and toilets

1.4.1 Bathrooms

* Wash basin and stand with a mixer faucet for hot and cold water;
  - shower stall with mixer faucet for hot and cold water and hand-held shower fixture;
  - the bathroom and WC should have a combined floor area of at least $4m^2$;
  - a normal bathtub with thermostatically controlled mixer and hand-held shower fixture in 30% of rooms;

- bidet with running hot and cold water in 30% of rooms;
- the wall should be entirely covered with waterproof tiles;
  a daily change of toilet soap and towels;.
- extra toilet soap.

1.4.2 WC

- An English-type WC, separate from the bathroom, with handy tank and accessories, should be provided in each room;
- toilet paper;
- air freshener inWC.

1.5 Ventilation - Air conditioning

Single air conditioning units or half units muffled for sound.

1.6 TV, telephone, radio, automatic wake-up service

All rooms should have:
- a colour television set (with remote control) provided at no extra cost;
- a telephone connected to the hotel switchboard;
- a radio and centrally piped music;
- an automatic wake up call service.

1.7 Security

- A security lock should be provided in each bedroom.

1.8 Electrical fittings

1.8.1 Rooms: 10w/m², provided by both the tableside reading lamp and a central source and which can be switched off at either end.

1.8.2 Bathrooms: 10w/m² from 75w lighting above wash basin mirror and another source if necessary.

1.8.3 Corridors and exits:

- corridors leading to rooms	5w/m²
- landings	10w/m²
- emergency exits	10w/m²
- washrooms	10w/m²
- stairwells	10w/m²

1.9 Room furnishings

- One bedside table per occupant
  single bed - 90cm x 200cm (minimum)
  double bed - 160cm x 200cm (minimum)
- Box mattress with cover
- Mattress with removable cover minimum thickness: 0.13m
- Luggage rack
- One chair per occupant
- Arm chairs
- Dressing table with mirror
- Cupboard or wardrobe with a rail for at least 10 hangers
- Shelves
- Drawers
- Full blinds across windows and other openings
- Net curtains

2.7 Sports facilities

- 1 swimming pool manned by a lifeguard;
- A lifeguard should also be present on public beaches used by hotel guests.

2.8 Technical installations

- Air conditioning

  - Lobby, lounge and corridors leading to rooms should be airconditioned.

- Electrical fittings

  - Minimum lighting requirements for public areas should be as follows:

    - corridors and exits 5w/m²
    - landings 10w/m²
    - common public areas 15w/m²
    - security lights 2w/m²

- A stand-by generator should be available to provide sufficient power to operate corridor and public room lights, lifts, water and sewage systems and kitchen facilities.

2.9 Reserve water

A water tank with a capacity of 1 day's supply shuld be kept in reserve for use in the event of water shortage.

3. HOTEL SERVICES

3.1 In Rooms

- 24-hour wake-up call service
- breakfast
- 24-hour drinks service
- room service
- laundry
- dry cleaning and shoe cleaning
- mail and messages
- bed sheets and towels
  to be changed every daily or after each guest departure
- the following items should be provided in the rooms:

  * stationery

3.2 Foreign languages (English required)

-	Reception	-	(bilingual)
-	Switchboard	-	(")
-	Restaurant	-	(")
-	Bar	-	(")

3.3 Business centre

- Secretarial services
- Reproduction of documents
- Telefax
- E-mail

3.4 Health facilities

- First aid box
- Staff with basic knowledge of first aid
- Hotels with more than 100 rooms should have:

    - a doctor on call
    - a clinic with treatment room and sick bay
    - a resident nurse

3.5 Guest Information

Room rates, services and other charges should be prominently displayed in each room together with a list of services offered by the hotel, fire safety instructions, hotel regulations, meal hours and charges.

3.6 Drinking water

Drinking water and ice should be available at all times. Where water supply is not safe, the hotel should set up a water treatment unit to render the water wholesome . All ice used for beverages should be made from potable water.

3.7 Billing and Payments

- credit cards (at least one credit card should be accepted by the hotel)
- travellers' cheques
- foreign currency
- local currency

3.8 Hairdressing salon

A unisex hair saloon is recommended.

3.9 Safe deposit

Individual safe deposit boxes or a safe deposit facility should be provided.

4. SAFETY - HYGIENE - INSURANCE

4.1 Security

4.1.1 Fire-fighting equipment, electrical fittings and other safety devices

Fire-fighting facilities should be provided and safety instructions clearly indicated. Adequate fire-fighting equipment, fire escapes and all safety facilities and emergency exits should be provided and maintained in excellent condition at all times in accordance with fire safety and accident prevention regulations. All electrical facilities must be installed and maintained in accordance with electrical safety laws.

4.1.2 Guest Protection and Security

There should be 24 hour security surveillance within the premises of the hotel to ensure effective guest protection. Where the hotel is high-rise, security should be provided on each floor.

4.2 Hygiene

Hygienic conditions must be strictly maintained. Treatment of dirty water must be carried out in strict compliance with the regulations of each Member State. All refuse, rubbish and garbage must be collected daily from the premises . The refuse storage and disposal area must be kept in satisfactory sanitary condition.

Rooms must be subjected to appropriate pest control measures.

4.3 Insurance

Hotel premises, property and guests should be fully insured against fire, theft and other disasters.

7. STAFF

5.1 Staff strength and qualifications

Staff should be recruited in sufficient numbers and should be adequately trained for their duties.

5.2 Staff Uniform

Staff should wear clean, comfortable uniform, in good repair. White uniforms must be changed daily while other colours may be changed every 2 days.

5.3 Staff Conveniences

Staff conveniences must be provided in sufficient numbers and hygienically maintained.

5.4 Changing rooms

Changing rooms should be provided for the staff.

6. HOTEL ENVIRONS

6.1 Access

- acess to the hotel must be by a tarred, paved or similar road
- there should be a canopy at the entrance to the hotel.

6.2 Location

- the surrounding buildings and environs should be compatible with a hotel of this category.
- attention should be paid to landscaping
- a good view should be obtainable from the hotel.

6.3 Car Park

The hotel should have:

- covered car parking spaces with 24-hour security;
- at least one parking space for every three rooms and adequate lighting for the car park and gardens;
- a special parking lot for coaches:
  1 space for every 50 rooms;

6.4 Service Entrance

This should be separate from the front entrance and is reserved for the exclusive use of staff and deliveries.

IV. STANDARDS FOR A FIRST CLASS FOUR-STAR HOTEL

A four-star hotel is a luxury hotel situated in the city centre, the suburbs or a tourist centre.

1. ROOMS

1.1 Minimum capacity:

Number of rooms: 10

1.2 Minimum height of ceiling:

Room:	2.5m
Entrance:	2.3m

1.3 Minimum floor area in m^2

Minimum floor area excluding bathroom, entrance, and wardrobe space:

single rooms - $14m^2$
double rooms - $16m^2$

- 5% of the total capacity of the hotel should be made up of 1 or 2-room suites or appartments or interconnecting rooms which can be converted into suites or appartments.

- There should be a door separating the bedroom from the entrance.

1.4 Bathroom and toilet

1.4.1 Bathroom

- Shower stall with mixer tap for hot and cold running water and hand held shower fixture. Bathroom accessories. Minimum floor area without WC = $4m^2$; with WC = $5m^2$;

* Wash basin and stand with mixer faucet for hot and cold running water;

  - bidet with running hot and cold water;
  - normal bathtub with safety handles and a thermostatically controlled mixer faucet . A flexible hand-held shower fixture should be provided for each room;
  - bathroom floor, shower stall and bathtub should be non-slip;
  - a daily change of toilet soap and towels should be provided;
  - face towel.

1.4.2 WC

- An English-type WC, separated from the bathroom, with handy tank and accessories;
- toilet paper
- air freshener in WC.

1.5 Ventilation - Air conditioning

Central or individual air conditioning which can be regulated from each room.

1.6 TV, telephone, radio, automatic wake-up service

- a colour television set in each room;

- closed-circuit video programming;
- a telephone with direct dialling;
- radio and centrally piped music;
- automatic wake-up service.

1.7 Security

- A security lock and spy hole should be installed on each door.

1.8 Electrical fittings

Rooms: 15w/m², provided by both the bedside reading lamp and a central source which can be switched off at either end.

1 light point for the writing desk or dressing table

Bathrooms: 15w/m² from 75w lighting fixture above wash basin and another source if necessary.

- electric shaver outlet
- Entrance: 10w/m²
- Stair wells: 10w/m²
- corridors leading to rooms 5w/m²
- landings 10w/m²
- emergency exits 10w/m²
- wash rooms 10w/m²

1.9 Room Furnishings

The following facilities should be available in all bedrooms:

- One bedside table per occupant
- Beds:
  - single: 110cm x 200cm (minimum)
  - double: 180cm x 200cm (")
- Box mattress with cover

- Mattress with removable cover (minimum thickness: 0.13m)
- Luggage rack
- One chair per occupant
- Arm chairs
- Dressing table with mirror
- Cupboard or wardrobe with a rail for at least 10 hangers
- Shelves
- Drawers
- Shoe rack
- Full blinds across windows and other openings
- Net curtains
- Bedside rug or carpet
- Full length mirror
- Mini bar/refrigerator
- Laundry bag and shoe shine accessories
- Locally made wall hangings
- Waste paper basket and ashtray

1.10 Corridors and exits

- emergency exits
- floors should be fully carpeted

2 PUBLIC AREAS

2.1 Reception Area

- There should be a well furnished, spacious lobby or guest lounge. The minimum floor area should be as follows:

  - for the first 10 rooms: $30m^2$
  - from 11 to 200 rooms: $1m^2$ per room in addition to the floor area indicated above

- more than 200 rooms: 0.5m² per room in addition to the floor areas indicated above

- Minimum floor area of lobby or lounge: 100m²

2.2 The Lobby: should have the following:

- reception desk
- separate left luggage
- information and message desk
- tourism services available in the hotel should include an information service for excursions, reservations, flights, car hire
- sound proof telephone booths
- drug store
- lifts for guests going to 1st floor and above
- service lift
- stair case at least 1.3m wide, with a gentle gradient and good quality floor covering.

2.3 Restaurant

- The hotel should have a first-class restaurant.
- There should be a separate breakfast room
  A menu is recommended and should offer a wide selection of dishes
- There should be a snack bar.

2.4 Bar

There should be an airconditioned bar.

2.5 Conference rooms

- There should be several small conference rooms each with a seating

capacity of 30.
- a banquet hall.

2.6 Public Conveniences

- Separate ladies and gents should be provided and equipped as follows:

- Ladies

  - an English-type WC;
  - a separate section containing a wash basin and stand, accessories with wall mirrors and hot air hand dryer;

- For Gents:

  - An English-type WC;

  - a separate urinal section containing wash basins, wall mirrors and hot air hand dryer.

  - 1 Ladies/Gents should be provided for the use of patrons of the bar, restaurant and other hotel facilities.

2.7 Sports facilities

- Swimming pool. The hotel should provide lifeguards for the swimming pool and public beaches used by hotel guests.

- playing courts for tennis and other games.

2.8 Technical installations

- Air conditioning

- Lobby, lounge and corridors used by guests should be airconditioned.

- Electrical fittings

  - Minimum lighting requirements for public areas should be as follows:

- corridors and exits	5w/m²
- landings	10w/m²
- public areas	15w/m²
- security lights	2w/m²

- Stand-by generators should be available to provide sufficient power to operate corridor and public room lights, lifts, water and sewage systems and kitchen facilities.

- Communications facilities:

  - Telex, fax and telephone/radio facilities should be available.

- Reserve water

  A water tank with a capacity of 1 day's supply should be kept in reserve for use in the event of water shortage.

3. HOTEL SERVICES

3.1 In Rooms

- 24-hour wake-up call service
- breakfast
- drinks: 24-hour service

- room service
- laundry
- dry cleaning and shoe cleaning
- mail and messages
- bed sheets and towels: to be changed after use or after each guest departure
- the following items should be provided in the rooms:

    * stationery
    * day's newspapers

3.2 Foreign languages (English required)

-	Reception	-	Bilingual
-	Switchboard	-	"
-	Restaurant	-	"
-	Bar	-	"

3.3 Business centre

- Secretarial services
- Reproduction of documents
- E-mail
- Fax

3.4 Health facilities

- The hotel should have a first aid box.
- Staff with basic knowledge of first aid techniques should be available.

- Hotels with more than 100 rooms should have:

    - a doctor on call
    - a clinic with treatment room and sick bay
    - a resident nurse

3.5 Guest Information

Room rates, services and other charges should be prominently displayed in each room in addition to a list of services offered by the hotel, fire safety instructions and hotel regulations, including meal hours and charges.

3.6 Drinking water

Drinking water and ice should be available at all times. Where tap water is not safe, the hotel should have a water treatment unit to render the water wholesome. All ice used for beverages should be made from potable water.

3.7 Billing and Payments

Bills can be settled using:

- credit cards (at least three credit cards should be accepted by the hotel)
- travellers' cheques
- foreign currency
- local currency

3.8 Hairdressing saloon

A unisex hair saloon is recommended.

3.9 Safe deposit

Individual safe deposit boxes or a safe deposit facility should be provided.

4. SAFETY - HYGIENE - INSURANCE

4.1 Security

4.1.1 Fire fighting equipment, electrical fittings and other safety devices

Fire fighting facilities should be provided and safety instructions clearly indicated. Adequate fire-fighting equipment, fire escapes and all safety facilities and emergency exits should be provided and maintained in excellent condition at all times in accordance with fire safety and accident prevention regulations. All electrical facilities must be installed and maintained in accordance with electrical safety laws.

4.1.2 Guest Protection and Security

There should be 24 hour security surveillance within the premises of the hotel to ensure effective guest protection. Where the hotel is high-rise, security should be provided on each floor.

4.2 Hygiene

Hygienic conditions must be strictly maintained. Treatment of dirty water must be carried out in strict compliance with the regulations of each Member State. All refuse, rubbish and garbage must be disposed of daily. The refuse area and dust bins should be kept covered and in adequate sanitary condition.

Rooms must be subjected to appropriate pest control measures.

4.3 Insurance

Hotel premises, property and guests should be fully insured against fire, theft, and other disasters.

8. STAFF

5.1 Staff strength and qualifications

Staff should be recruited in sufficient numbers and should be adequately trained for their duties.

5.2 Staff Uniform

Staff should wear clean, comfortable uniform, in good repair. White uniforms must be changed daily while other colours may be changed every 2 days.

5.3 Staff Conveniences

Staff conveniences must be provided in sufficient numbers and hygienically maintained.

5.4 Changing rooms

Changing rooms should be provided for the staff.

6. HOTEL ENVIRONS

6.1 Access

- acess to the hotel must be by a tarred, paved or similar road
- there should be a canopy at the entrance to the hotel.

6.2 Location

- the surrounding buildings and environs should be compatible with a hotel of this category.
- a good view should be obtainable from the hotel
- attention should be paid to landscaping

6.3 Car Park

The hotel should have:

- covered car parking spaces with 24-hour security;
- at least one parking space for every three rooms and adequate lighting for the car park and gardens;
- a special parking lot for coaches:
  1 space for every 50 rooms;

6.4 Service Entrance

This should be separate from the front entrance and is reserved for the exclusive use of staff and deliveries.

IV. STANDARDS FOR A FIRST CLASS LUXURY HOTEL: 5 STARS

A five star hotel is an establishment which in addition to complying with the standards stipulated for 4-star hotels also fulfils the following conditions.

General Characteristics

It is a luxury establishment of international standing, situated in the city centre, suburb, or in a tourist centre. It caters for a clientele demanding the highest degree of comfort.

The entire hotel should be fully air conditioned

- including suites, rooms, public areas and exits, and should be kept at a constant temperature .

1. ROOMS

1.1 Minimum capacity:

Number of rooms: 10

1.2 Minimum height of ceiling:

Room 2.8m
Entrance: 2.5m

1.3 Minimum floor area in m^2

Minimum floor area excluding bathroom, entrance, and wardrobe space

single rooms - $16m^2$
double rooms - $18m^2$.

- 5% of the total capacity of the hotel should be made up of 1 or 2-room suites or appartments or of interconnecting rooms which can be converted into suites or appartments.

- There should be a door separating the bedroom from the entrance.

1.4 Bathroom and toilet

1.4.1 Bathroom

- Minimum floor area excluding WC: $5m^2$

- Wash basin and stand with mixer faucet for hot and cold running water;

- normal bathtub with safety handles and a thermostatically controlled mixer faucet. A hand-held flexible shower fixture should be provided for each room;

- bidet with running hot and cold water

- bathroom accessories

- bathroom floor, shower stall and bathtub should be non-slip;

- a daily change of toilet soap and towels should be provided;

- face towel.

- eau de toilette

1.4.2 WC

An English-type WC, separated from the bathroom, with handy tank and accessories

- Minimum floor space = $2m^2$
- toilet paper
- air freshener
- bath robe

1.5 Ventilation - Air conditioning

- Central or individual
- controls should be placed in each room.

1.6 TV, telephone, radio, automatic wake-up system

All rooms should have:

- a colour television set with remote control;
- closed-circuit video programming;
- a telephone with direct dialling;
- a bell
- radio and centrally piped music
- automatic wake-up call service.

1.7 Security

- A security lock and spy hole should be installed in each door.

1.8 Electrical fittings

Rooms: $15w/m^2$, provided by both the bedside reading lamp and a central source, and which can be switched off at either end.

Bathrooms: 15w/m² from 75w lighting fixture above wash basin and another source if necessary.

- Electric shaver outlet
- Entrance: 10w/m²

Corridors:

- corridors leading to rooms	5w/m²
- landings	10w/m²
- emergency exits	10w/m²
- Washrooms	10w/m²
- stairwells	10w/m²

1.9 Room furnishings

- One bedside table per occupant
- Beds: - single: 110cm x 200cm (minimum)
  - double: 180cm x 200cm (")
- Box mattress with cover
- Mattress with removable cover (minimum thickness: 0.13m) or any other covered mattress of superior quality
- Luggage rack
- One chair per occupant
- Arm chairs
- Dressing table with mirror
- Cupboard or wardrobe with space for 10 hangers
- Shelves
- Drawers
- Shoe rack
- Full blinds across windows and other openings
- Net curtains
- Bedside rug or carpet
- Full length mirror
- Laundry bag and shoe shine accesories

- Locally made wall decorations, painting or photographs of tourist sites
- Waste paper basket and ashtray

1.10 Corridors and exits

- emergency exits should be provided
- floors should be fully carpeted

2 PUBLIC AREAS

2.1 Reception area

- There should be a well-furnished, spacious lobby or guest lounge. The minimum floor area should be as follows:

  - for the first 10 rooms: $35m^2$
  - from 11 to 200 rooms: $1m^2$ per room in addition to the floor area indicated above
  - more than 200 rooms: $0.5m^2$ per room in addition to the floor areas indicated above

- Minimum floor area of lobby or lounge: $150m^2$

2.2 The Lobby: should have the following facilities:

- reception desk
- separate left luggage
- information and message desk
- tourism services available in the hotel should include an information service for reservations,flights,car hire, hotels, excursions
- sound proof telephone booths

- drug store; arts and crafts shop; souvenir shop
- lift for guests to all floors
- service lift
- Staircase at least 1.3m in width with a gentle gradient and good quality floor covering.

2.3 Restaurant

- The hotel should have a first-class restaurant.
- There should be a separate breakfast room
  A menu is recommended and should offer a wide selection of dishes;
- There should be a snack bar.

2.4 Bar

There should be an airconditioned bar.

2.5 Conference rooms

- There should be several small conference rooms each with a seating capacity of 50
- banquet hall.

2.6 Public conveniences

- Separate ladies and gents should be provided and equipped as follows:

- For ladies

  - An English-type WC with its accessories;
  - a separate section containing a wash basin and stand and accessories, mirrors, and hot air hand dryer;

- For gents:

    - An English-type WC with accessories;
    - a separate urinal
    - a separate section containing a wash basin and accessories, wall mirrors and hot air hand dryer

1 Ladies/Gents should be provided for the use of patrons of the bar, restaurant and other hotel facilities.

2.7 Sports facilities

- There should be a swimming pool (paddle pool and a full-size adult pool). The hotel should provide lifeguards for the swimming pool and public beaches open to hotel guests;

- A tennis court must be provided.

2.8 Technical installations

- Air conditioning

    - Lobby, lounge and corridors used by guests should be airconditioned.

- Electrical fittings

    - Minimum lighting requirements for public areas should be as follows:

        - corridors and exits 5w/m²
        - landings 10w/m²
        - public areas 15w/m²
        - security lights 2w/m²

- Stand-by generators should be available to provide sufficient power to operate corridor and public room lights, lifts, water and sewage systems and kitchen facilities.

- Communications facilities:

    - Telex, fax and telephone/radio facilities should be available.

Reserve Water

A water tank with a capacity of 1 day's supply should be kept in reserve for use in the event of water shortage.

3. HOTEL SERVICES

3.1 In Rooms

- 24-hour wake-up call service
- breakfast
- drinks: 24-hour service
- room service
- laundry
- dry cleaning and shoe
- mail and messages
- bed sheets and towels: to be changed after use or after each guest departure
- the following items should be provided in the rooms:

    * stationery
    * day's newspapers
    * fruit basket and mineral water on arrival

3.2 Foreign languages (English required)

- Reception	-	Bilingual
- Switchboard	-	"
- Restaurant	-	"
- Bar	-	"
- On each floor	-	"
- Night club	-	"

3.3 Business centre

- Secretarial services
- Reproduction of documents
- Telefax
- E-mail

3.4 Health facilities

- The hotel should have a first aid box.
- Staff with basic knowledge of first aid techniques should be available.
- Hotels with more than 100 rooms should have:

    - a doctor on call;
    - a clinic with treatment room and sick bay;
    - a resident nurse
    - a refrigerator

3.5 Guest Information

Room rates, services and other charges should be prominently displayed in each room in addition to a list of services offered by the hotel, safety instructions and hotel regulations for guests, including meal hours and charges.

3.6 Drinking water

Drinking water and ice should be available at all times. Where tap water is not safe, the hotel should have a water treatment unit to render the water wholesome. All ice used for beverages should be made from potable water.

3.7 Billing Payments

Bills can be settled using:

- credit cards (at least three credit cards should be accepted by the hotel)
- travellers' cheques
- foreign currency
- local currency

3.8 Hairdressing salon

A unisex hair saloon is required.

3.9 Bureau de change

A bureau de change is recommended.

3.10 Safe deposit

Individual safe deposit boxes or safe deposit service should be provided.

4. SAFETY - HYGIENE - INSURANCE

4.1 Security

4.1.1 Fire fighting equipment, electrical fittings and other safety devices

Fire fighting facilities should be provided and safety instructions clearly indicated. Adequate fire-fighting equipment, fire escapes and all safety facilities and emergency exits should be provided and maintained in excellent condition at all times in accordance with fine safety and accident prevention regulations. All electrical facilities must be installed and maintained in accordance with electrical safety laws.

4.1.2 Guest Protection and Security

There should be 24 hour security surveillance within the premises of the hotel to ensure effective guest protection. Where the hotel is high-rise, security should be provided on each floor.

4.2 Hygiene

Hygienic conditions must be strictly maintained. Treatment of dirty water must be carried out in strict compliance with the regulations of each Member State. All refuse, rubbish and garbage must be disposed of daily. The refuse area and dust bins should be kept covered and in adequate sanitary condition.

Rooms must be subjected to appropriate pest control measures.

4.3 Insurance

Hotel premises, property and guests should be fully insured against fire, theft, and other disasters.

9. STAFF

5.1 Staff strength and qualifications

Staff should be recruited in sufficient numbers and should be adequately trained for their duties.

5.2 Staff Uniform

Staff should wear clean, comfortable uniform, in good repair. White uniforms must be changed daily while other colours may be changed every 2 days.

5.3 Staff Conveniences

Staff conveniences must be provided in sufficient number and hygienically maintained.

5.4 Changing rooms

Changing rooms should be provided for the staff.

6. HOTEL ENVIRONS

6.1 Access

- acess to the hotel must be by a tarred, paved or similar road
- there should be a canopy at the entrance to the hotel.

6.2 Location

- a good view should be obtainable from the hotel
- the surrounding buildings and environs should be compatible with a hotel of this category.
- attention should be paid to landscaping

6.3 Car Park

The hotel should have:

- covered car parking spaces with 24-hour security;
- at least one parking space for every three rooms and adequate lighting for the car park and gardens;
- a special parking lot for coaches:
  1 space for every 50 rooms;

6.4 Service Entrance

This should be separate from the front entrance and is reserved for the exclusive use of staff and deliveries.

COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS

Lomé, 5 - 7 December 1999

REGULATIONS C/REG.15/12/99 APPROVING THE WORK PROGRAMME OF THE EXECUTIVE SECRETARIAT FOR THE 2000 FINANCIAL YEAR

THE COUNCIL OF MINISTERS,

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

ON THE RECOMMENDATION of the twenty-fourth meeting of the Administration and Finance Commission held in Lome from 27 November to 3 December 1999.

E N A C T S

Article 1

The Work Programme hereto attached is hereby approved and shall be executed by the Executive Secretariat during the 2000 Financial Year.

.../2

Article 2

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time frame.

DONE AT LOME, THIS 7TH DAY OF DECEMBER, 1999

ABDOUL HAMID S. B. TIDJANI DOURODJAYE
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY OF WEST AFRICAN STATES
(E C O W A S)

EXECUTIVE SECRETARIAT

2 0 0 0 B U D G E T

WORK PROGRAMME

DECEMBER 1999

DEPARTMENT / WORK PROGRAMME	UA
A - LEGAL AFFAIRS DEPARTMENT	
1. Preparation of Institutional Texts	
- Preparation of the Protocol on the ECOWAS mechanism for conflict prevention, management and resolution, peace-keeping and security.	P.M.
2. Strengthening of institutional capacities	
- Establishment of the Regional Peace and Security observation system	5 135
- Establishment of a Law library	5 431
3. Establishment of a Court of Justice	827 639
4. Technical co-operation meetings.	5 000
TOTAL LEGAL AFFAIRS DEPARTMENT	**843 205**
B - INDUSTRY, AGRICULTURE AND NATURAL RESOURCES DEPARTMENT	
I. **Industry Division**	
1. Industrial Master Plan	-
2. Industrial Forum	1 278
3. Pro-invest programme	2 084
	3 362
II. **Agriculture Division**	
1. Support for agriculture production	16 078
2. Livestock Development	7 919
Total II	**23 997**

DEPARTMENT / WORK PROGRAMME	UA
III. Natural Resources Division	
1. Environmental protection and Natural Resources Management Programme	1 607
2. Desertification Control Programme	13 321
3. Regional meteorological Programme	6 998
4. Water supply Programme	2 235
5. Fisheries Development Programme	1 446
Total III	**25 607**
IV. Technical Cooperation	5 000
TOTAL INDUSTRY, AGRICULTURE AND NATURAL RESOURCES DEPARTMENT	**57 966**
C - SOCIAL AND CULTURAL AFFAIR DEPARTMENT	
I. Social Affairs Division	
1. Health	-
2. Women in development	19 543
3. WAWA Annual Subvention	25 000
4. WAWA General Assembly	5 990
5. Provision for WAWA Staff	21 558
6. Forum of Associations granted observer's Status	11 254
Total I	**83 345**
II. Cultural Affairs Division	
1. ECOWAS Art Festival	18 217
2. Cultural Exchange	3 071

DEPARTMENT / WORK PROGRAMME	UC
3. Youth and Sports	9 624
4. Drug control	13 277
Total II	**44 189**
III. Technic Cooperation	5 000
TOTAL SOCIAL AND CULTURAL AFFAIRS DEPARTMENT	**132 534**
D - DEPARTMENT TRANSPORT, COMMUNICATIONS AND ENERGY	
I. Transport Division	
1. Completion of the Trans West African Highway	31 869
2. Facilitation of Road Transport	11 282
3. Meetings of Directors of Railways	5 196
4. Evaluation of the Brown Card Scheme	10 276
5. Meetings of the Brown Card and UTRAO	5 749
6. Coordination meetings UNTACDA II	3 761
7. Improvement of Air and Maritime transport	25 165
Total I	**93 298**
II. Communications Division	
1. Development of Telecommunications infrastructures	4 810
2. Telecommunications Policy meetings	4 600
3. METEOSAT meetings etc.	6 669
Total II	**16 079**

DEPARTMENT / WORK PROGRAMME	UA
III. Enery Division	
1. Development of Energy production and Interconnection master plan	4 089
2. West African Power Pool project	15 752
3. West African Gas Pipeline project	27 194
4. Development of Renewable Energy Sources	-
Total III	**47 035**
III. Technical Cooperation	5 000
TOTAL TRANSPORTS, COMMUNICATIONS AND ENERGY DEPARTMENT	**161 412**
E - TRADE, CUSTOMS, IMMIGRATION, MONEY AND PAYMENTS AND TOURISM DEPARTMENT	
I. Trade Division : Trade promotion programme	
1. Preparation of the third ECOWAS Trade Fair	12 512
2. Meeting of the Consultation and co-ordination Committee for the programme of Trade Fairs	3 500
3. Installation of SIGOA-TOPS	68 696
4. Standardisation and quality control	970
5. Participation in WTO, ITC-UNCTAD/WTO and UNCTADX meetings	19 953
6. Participation in Lomé Fair and Abidjan	4 557
TOTAL I	**110 188**

DEPARTMENT / WORK PROGRAMME	UA
II. Customs Division : Trade liberalisation Programmes	
1. Harmonisation and simplification of Customs documents	25 870
2. Implementation of the trade liberalisation scheme	17 431
3. Establishment of a common external tariff	7 057
TOTAL II	50 358
III. Immigration Division : Free movement of community citizens	
1. Evaluation of the protocol	-
2. Follow-up meeting	14 769
3. Ministers of Security meeting	24 506
4. Publicity	35 931
TOTAL III	75 206
IV. Money and Payments Division	
1. Participation in technical meetings of WAMA	6 180
2. Organisation of permanent technical Committee meetings on single monetary Zone	20 761
3. Meeting of the Ad-hoc Committee of Heads of State	-
TOTAL IV	26 941

DEPARTMENTS / WORK PROGRAMME	UA
V. Tourism Division	
1. Promotion and harmonisation of tourism products	4 614
2. Harmonisation of regulations on tourist and hotel activities	13 950
3. Facilitation	13 082
TOTAL V	**31 646**
VI. Technical Cooperation	10 000
TOTAL TRADE, CUSTOMS, IMMIGRATION, MONEY AND PAYMENTS DEPARTMENT	**304 339**
F - ECONOMIC RESEARCH DEPARTMENT	
I. Economic Research Division	
1. Macro-economic cooperation programme	12 019
2. Strengthening the ECOWAS Institutional arrangements	
a) Meeting of Heads of ECOWAS National Units	3 500
b) Meeting of the Permanent committee	8 388
c) Rationalisation of IGOs	22 548
TOTAL I	**46 455**
II. Projects Division	
Mobilisation of External Resources for ECOWAS programmes	**12 409**

DEPARTMENT / WORK PROGRAMME	UA
III. Statistics Division	
Development of ECOWAS Statistical system	
1. Update of statistical data	17 707
2. Harmonisation of statistical tools	14 463
3. Statistical cooperation policy	6 611
TOTAL III	**38 781**
VI. Technical Cooperation	10 000
TOTAL ECONOMIC RESEARCH AND STUDIES DEPARTMENT	**107 645**
F - INFORMATION DEPARTMENT	
1. Community Information Policy	
- Meeting of Ministers of Information	4 476
2. Sensibilisation on ECOWAS	
- ECOWAS at 25 years (special anniversary)	30 900
- Journalist in West Africa	5 030
- ECOWAS Anthem	20 798
- Publicity and promotion	35 810
Total II	**92 538**
3. Publication of Magazines and Information Dissemination	
- The West African bulletin	12 500

DEPARTMENT / WORK PROGRAMME	UA
- ECOWAS briefs	3 500
- Subscription of AFP	4 312
Total III	**20 312**
IV. Cooperation technique	5 000
TOTAL INFORMATION DEPARTMENT	**122 326**
G - COMMUNITY COMPUTER CENTRE	
1. Technical Development Division	
- Development of ECOTRADE	6 051
- Development of Data Processing Software for ECOWAS Institutions	32 038
TOTAL I	**38 089**
2. Operations Division	
- Implementation of ECOWAS Trade Information	147 298
- Data processing services for ECOWAS	80 893
TOTAL II	**228 191**
3. Training and Technical Assistance Division	-
- Organisation and Participation in ASYCUDA and EUROTRACE Training Programmes	25 871
- Technical Assistance to Member States	60 359
TOTAL III	**86 230**
IV. Cooperation technique	5 000
TOTAL COMMUNITY COMPUTER CENTRE	**357 510**

COMMUNAUTE ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS
LOMÉ, 5 - 7 DECEMBER 1999

REGULATION C/REG.16/12/99 APPROVING THE BUDGET OF THE EXECUTIVE SECRETARIAT FOR THE 2000 FINANCIAL YEAR

THE COUNCIL OF MINISTERS

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the provisions of Article 69 of the Revised Treaty which relates to the budget of the Community;

MINDFUL of the Financial Regulations and Manual of Accounting Procedures of the Institutions of ECOWAS adopted in Lomé through Council Decision C/DEC.4/11/89 dated 30 November 1989;

HAVING CONSIDERED the budget proposed by the Twenty-fourth meeting of the Administration and Finance Commission, held in Lomé from 27 November to 3 December 1999.

E N A C T S

ARTICLE 1

The budget of the Executive Secretariat for the 2000 financial year, balanced in income and expenditure at ten million three hundred and ninety-one thousand three hundred units of account (UA 10,391,300) is hereby approved.

ARTICLE 2

An amount of seven million two hundred and one thousand units of account (UA 7,201,000) shall be derived from the annual contributions of Member States. Another sum of one hundred and ninety thousand three hundred units of accounts (UA 190,300) shall be derived from the internal resources of the Executive Secretariat, while the balance of three million units of accounts (UA 3,000,000) shall be obtained from arrears paid in respect of past budgets.

ARTICLE 3

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time-frame.

DONE AT LOME THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

COMMUNAUTE ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

VINGT-QUATRIEME SESSION DE LA COMMISSION DE L'ADMINISTRATION ET DES FINANCES

TWENTY FORTH MEETING OF THE ADMINISTRATION AND FINANCE COMMISSION

BUDGET

2000

BUDGET

Secrétariat Exécutif

Executive Secretariat

DESCRIPTION	BUDGET 1998		BUDGET 1999				PREVISION 2000	VARIATIONS 2000 / 1999	
	PREVISION ESTIMATE	EXECUTION IMPLEM. 31/12/98	PREVISION ESTIMATE	EXECUT. IMPLEM. 30/09/99	PROJECTION 31 / 12 / 99 MONTANTS AMOUNTS	PROJECTION 31 / 12 / 99 %	ESTIMATE	MONTANTS AMOUNTS	%
	UC/UA	UC/UA	UC/UA	UC/UA	UC/UA		UC/UA	UC/UA	
PARTIE A									
PREVISIONS DE RECETTES									
REVENUE ESTIMATES									
CHAPITRE I / CHAPITER I									
CONTRIBUT.DES ETATS MEMBRES									
CONTRIBUT. OF MEMBER STATES									
1.1 - Gestion Courante Current Fiscal Year	5840000	3691324	5685300	3871679	5162239	90,80	7201000	1515700	26,66
1.2 - Gestions Antérieures Arrears From Previous Year	646600	1025327	1500000	1764854	2353139	156,88	3000000	1500000	100,00
TOTAL CHAPITRE I/CHAPTER I	**6486600**	**4716651**	**7185300**	**5636533**	**7515378**	**104,59**	**10201000**	**3015700**	**41,97**
CHAPITRE II/CHAPTER II									
PRODUITS DES PLACEMENTS									
INCOME FROM PLACEMENTS									
2.1-Intérets sur Cptes Courants Interest on Current Accounts	5000	6429	3000	7511	10015	333,83	15000	12000	400,00

DESCRIPTION	BUDGET 1998		BUDGET 1999				PREVISION 2000	VARIATIONS 2000 / 1999	
	PREVISION ESTIMATE	EXECUTION IMPLEM. 31/12/98	PREVISION ESTIMATE	EXECUT. IMPLEM. 30/09/99	PROJECTION 31 / 12 / 99 MONTANTS AMOUNTS	PROJECTION 31 / 12 / 99 %	ESTIMATE	MONTANTS AMOUNTS	%
	UC/UA	UC/UA	UC/UA	UC/UA	UC/UA		UC/UA	UC/UA	
2.2-Intéret sur Dépots à Terme Interest on Fixed Deposit Acc	150000	61297	57000	13137	17516	30,73	85000	28000	49,12
TOTAL CHAPITRE II/CHAPTER II	**155000**	**67726**	**60000**	**20648**	**27531**	**45,89**	**100000**	**40000**	**66,67**
CHAPITRE III / CHAPTER III									
PRODUIT DES SERVICES									
INCOME FROM SERVICES									
3.1- Produits des Services Income from Services	-	-	-	-	-	-	-	-	-
3.2- Vente d'Ouvrages Sales of Publications	450	164	419	402	536	127,92	500	81	19,33
TOTAL CHAP.III/CHAPTER III	**450**	**164**	**419**	**402**	**536**	**127,92**	**500**	**81**	**19,33**
CHAPITRE IV / CHAPTER IV									
PRODUITS DU DOMAINE									
INCOME FROM ASSETS									
4.1- Domaine Mobilier Sales of Assets	15000	-	8000	19303	25737	321,71		-8000	-100,00
4.2- Domaine Immobilier Income from Property	-	896	5000	18840	25120	502,40	25000	20000	400,00
TOTAL CHAPITRE IV/CHAPTER IV	**15000**	**896**	**13000**	**38143**	**50857**	**391,21**	**25000**	**12000**	**92,31**

DESCRIPTION	BUDGET 1998		B U D G E T 1999				PREVISION 2000	VARIATIONS 2000 / 1999	
	PREVISION ESTIMATE	EXECUTION IMPLEM. 31/12/98	PREVISION ESTIMATE	EXECUT. IMPLEM. 30/09/99	PROJECTION 31 / 12 / 99 MONTANTS AMOUNTS	PROJECTION 31 / 12 / 99 %	ESTIMATE	MONTANTS AMOUNTS	%
	UC/UA	UC/UA	UC/UA	UC/UA	UC/UA		UC/UA	UC/UA	
CHAPITRE V / CHAPTER V									
RETENUES SUR SALAIRES									
DEDUCTIONS ON SALARIES									
5.1- Retenues pour Loyer Deductions for Rent	118000	70780	262000	85025	113367	43,27	63800	-198200	-75,65
5.2- Retenues Frais Santé Medical Deductions	-	626	-	1914	2552	-	-	0	0,00
TOTAL CHAPITRE V/CHAPTER V	**118000**	**71406**	**262000**	**86939**	**115919**	**44,24**	**63800**	**-198200**	**-75,65**
CHAPITRE VI/CHAPTER VI									
PRODUITS DIVERS									
MISCELLANEOUS INCOME									
6.1- Produits Divers Miscellaneous Income	1000	-	1000	-	-	0,00	1000	0	0,00
6.2-Subvent.& Aides Financ. Financial Aid & Subventions	-		-	-	-		-	-	
TOTAL CHAPITRE VI/CHAPTER VI	**1000**	**0**	**1000**	**0**	**0**	**0,00**	**1000**	**0**	**0,00**
GRAND TOTAL	**6776050**	**4856843**	**7521719**	**5782665**	**7710221**	**102,51**	**10391300**	**2869581**	**38,15**

DESCRIPTION	BUDGET 1998		B U D G E T 1999				PREVISION 2000	VARIATIONS 2000 / 1999	
	PREVISION ESTIMATE	EXECUTION IMPLEM. 31/12/98	PREVISION ESTIMATE	EXECUT. IMPLEM. 30/09/99	PROJECTION 31 / 12 / 99 MONTANTS AMOUNTS	PROJECTION 31 / 12 / 99 %	ESTIMATE	MONTANTS AMOUNTS	%
	UC/UA	UC/UA	UC/UA	UC/UA	UC/UA		UC/UA	UC/UA	
P A R T I E B									
PREVISIONS DE DEPENSES									
EXPENDITURE ESTIMATES									
CHAPITRE I / CHAPTER I									
REUNIONS STATUTAIRES									
STATUTORY MEETINGS									
1.1- Réception / Entertain.	10000	10035	10000	2075	2767	27,67	15000	5000	50,00
1.2- Dépenses Générales General Expenses	139090	47445	138800	9524	12699	9,15	249100	110300	79,47
1.3- Service Linguistique Linguistic Service	14431	12648	17500			0,00	17500	0	0,00
1.4- Transport Local Local Transport	30305	23767	33200	5597	7463	22,48	40400	7200	21,69
1.5- Sécretariat & Autres Serv. Secretariat & Other Serv.	62000	59503	75000	49545	66060	88,08	98800	23800	31,73
1.6- Révision Textes Stat. Review of Statutory Regul.	0	0	0	0				0	

DESCRIPTION	BUDGET 1998		B U D G E T 1999				PREVISION 2000	VARIATIONS 2000 / 1999	
	PREVISION ESTIMATE	EXECUTION IMPLEM. 31/12/98	PREVISION ESTIMATE	EXECUT. IMPLEM. 30/09/99	PROJECTION 31 / 12 / 99 MONTANTS AMOUNTS	PROJECTION 31 / 12 / 99 %	ESTIMATE	MONTANTS AMOUNTS	%
	UC/UA	UC/UA	UC/UA	UC/UA	UC/UA		UC/UA	UC/UA	
1.7- Comités Ambass. CEDEAO Committee of ECOWAS Ambass.	-	-	-	-	-	-	-	-	-
1.9- Dépenses Gestion Closes Prior Year Adjustments	-	-	-	-	-	-	-	-	-
TOTAL CHAPITRE I/CHAPTER I	**255826**	**153398**	**274500**	**66741**	**88989**	**32,42**	**420800**	**146300**	**53,30**
CHAPITRE II / CHAPTER II DEPENSES PERSON./STAFF EXP.									
2.1- Salaires & Emoluments Salaries & Emoluments	2836417	2228672	2872998	1659914	2213219	77,04	2870200	-2798	-0,10
2.2- Autres Charges Person. Other Staff Expenses	698900	519779	657700	326318	435091	66,15	710700	53000	8,06
2.3- Stabilis. de Fluct.de Change Stabiliser Rate for Salaries	-	-	-	-	-	-	0	0	0,00
2.4- Formation du Personnel Staff Development & Training	5000	297	5000	4980	6640	132,80	5000	0	0,00
2.5- Frais Médicaux & Assurances Medical Cost & Insurance	116700	97916	141700	124492	165989	117,14	171400	29700	20,96
TOTAL CHAPITRE II/CHAPTER II	**3657017**	**2846664**	**3677398**	**2115704**	**2820939**	**76,71**	**3757300**	**79902**	**2,17**

DESCRIPTION	BUDGET 1998		B U D G E T 1999				PREVISION 2000	VARIATIONS 2000 / 1999	
	PREVISION ESTIMATE	EXECUTION IMPLEM. 31/12/98	PREVISION ESTIMATE	EXECUT. IMPLEM. 30/09/99	PROJECTION 31 / 12 / 99 MONTANTS AMOUNTS	PROJECTION 31 / 12 / 99 %	ESTIMATE	MONTANTS AMOUNTS	%
	UC/UA	UC/UA	UC/UA	UC/UA	UC/UA		UC/UA	UC/UA	
CHAPITRE III / CHAPTER III									
DEPENSES COMM./COMON SERV.									
3.1- Missions Officielles Official Missions	310964	287658	363664	393451	524601	144,25	599800	236136	64,93
3.2- Etudes & Evaluation Projets Studies & Project Evaluation	585777	461473	1370043	599434	799245	58,34	1729427	359384	26,23
3.3- Loyer, Entretien Siège & Résidence/Rent,Maintenance off. & Residences Other Staff membe	545950	511743	230500	118970	158627	68,82	1162600	932100	404,38
3.4- Impression & Fouriture Bureau Printing & Stationery	65000	55299	80000	58434	77912	97,39	90000	10000	12,50
3.5- Communications / Communicat.	185000	232173	150000	173872	231829	154,55	300000	150000	100,00
3.6- Bibliothèque / Library	10000	10074	16000	16268	21691	135,57	20000	4000	25,00
3.7- Dépenses Diverses General Expenses	322800	301661	279300	73575	98100	35,12	213300	-66000	-23,63
3.8- Véhicules (Carb.Ent.Assur.) Vehicles (Repair,Fuel, Insur	79400	63529	85000	57474	76632	90,16	100000	15000	17,65
3.9- Périodiques & Supports Public. Newsletter & Advertisement	15000	13386	15000	-	-	0,00	95000	80000	533,33
TOTAL CHAPITRE/CHAPTER III	2119891	1936996	2589507	1491478	1988637	76,80	4310127	1720620	66,45

DESCRIPTION	BUDGET 1998		B U D G E T 1999				PREVISION 2000	VARIATIONS 2000 / 1999	
	PREVISION ESTIMATE	EXECUTION IMPLEM. 31/12/98	PREVISION ESTIMATE	EXECUT. IMPLEM. 30/09/99	PROJECTION 31 / 12 / 99 MONTANTS AMOUNTS	PROJECTION 31 / 12 / 99 %	ESTIMATE	MONTANTS AMOUNTS	%
	UC/UA	UC/UA	UC/UA	UC/UA	UC/UA		UC/UA	UC/UA	
CHAPITRE IV / CHAPTER IV									
IMMOBILISAT./CAPITAL EXPEND.									
4.1- Matériel & Equip.Bureau Office Furnishing & Equipmen	106000	104695	54032	48050	64067	118,57	387250	333218	616,70
4.2- Ameuble. & Equipem.Domest. Household Furniture & Equip.	1100	955	-	-	-	0,00	100000	100000	0,00
4.3- Renouvel. Parc Auto Renewal of Vehicle Fleet	115211	115137	94001	38088	50784	54,02	171000	76999	81,91
4.4- Ameubl.& Equipem. Bibliot. Library Furniture & Equipmen	3500	3155	5000	2606	3475	69,50	5000	-	0,00
TOTAL CHAPITRE IV/CHAPTER	**225811**	**223942**	**153033**	**88744**	**118326**	**77,32**	**663250**	**510217**	**333,40**
CHAPITRE V / CHAPTER V									
DIVERS & IMP./UNFORESEEN EXP.									
5.1- Divers & Imprévus Unforeseen Expenses	5205	-	167381	-	-	0,00	228077	60696	36,26
TOTAL CHAPITRE/CHAPTER V	**5205**	**0**	**167381**	**0**	**0**	**0,00**	**228077**	**60696**	**36,26**
CHAPITRE VI / CHAPTER VI									
6.1- Centre Informatique Commun. Community Computer Centre	512300	403519	659900	281178	374904	56,81	1011746	351846	53,32
TOTAL CHAPITRE/CHAPTER VI	**512300**	**403519**	**659900**	**281178**	**374904**	**56,81**	**1011746**	**351846**	**53,32**
GRAND TOTAL	**6776050**	**5564519**	**7521719**	**4043845**	**5391795**	**71,68**	**10391300**	**2869581**	**38,15**

COMMUNAUTE ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS

Lomé, 5 - 7 December 1999

REGULATION C/REG.17/12/99 AUTHORISING THE RECRUITMENT OF A PERMANENT GENERAL SERVICES STAFF GRADE IN THE AUDIT DEPARTMENT OF THE EXECUTIVE SECRETARIAT

THE COUNCIL OF MINISTERS,

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

CONSIDERING the grossly inadequate staff strength in the Audit Department of the Executive Secretariat;

ALSO CONSIDERING the large volume of work in the above-mentioned Department;

ON THE RECOMMENDATION of the twenty-fourth meeting of the Administration and Finance Commission held in Lome from 27 November to 3 December, 1999;

.../2

E N A C T S

Article 1

1. The Executive Secretariat is hereby authorised to recruit, on a permanent basis, a General Services staff (G4) within the Audit Department.

2. Authorisation in hereby also given for the promotion from level G4 to G5 of the incumbent General Services staff member in the Department.

Article 2

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of Council. It shall also be published within the same time frame by each Member States in its National Gazette.

DONE AT LOME, THIS 7TH DAY OF DECEMBER, 1999

ABDOUL HAMID S. B. TIDJANI DOURODJAYE
CHAIRMAN
FOR COUNCIL

COMMUNAUTE ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

FORTY FIFTH SESSION OF THE COUNCIL OF MINISTERS

Lomé, 5 - 7 December 1999

REGULATION C/REG.18/12/99 RELATING TO THE RENEWAL OF LEASE AGREEMENTS ON THE RESIDENCES OF EXECUTIVE SECRETARIAT STAFF IN ABUJA

THE COUNCIL OF MINISTERS

Mindful of Articles 10, 11 and 12 of the ECOWAS Revised Treaty establishing the Council of Ministers and defining its composition and functions;

Considering that the completion date for the construction of official residences for the staff of the Executive Secretariat at Katampe, Abuja has been moved forward from December 1998 to June 2000 as a result of delays in the commencement of construction works;

Noting that the leases on most of the residences rented for the staff of the Executive Secretariat in 1998 are due to expire in February 2000;

Aware of the need to renew the lease agreements on the staff residences in Abuja and make funds available to the Executive Secretariat for this purpose;

On the recommendation of the Twenty-fourth Meeting of the Administration and Finance Commission held in Lomé from 27 November to 3 December 1999;

E N A C T S

ARTICLE 1

An amount of 707,000 UA representing the current cost of rent paid for staff accommodation plus a maximum increase of 10% is hereby granted for the renewal of the leases on the residences of ECOWAS Secretariat staff in Abuja for a period of two years.

ARTICLE 2

A meeting of the ad hoc ministerial committee on construction of staff residential accommodation shall be convened in Abuja no later than February 2000 to assess progress on the construction works and to examine the problems of infrastructure and security at the location.

ARTICLE 3

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time-frame.

DONE AT LOME THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI DOURODJAYE

CHAIRMAN
FOR THE COUNCIL

COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Forty-fifth Session of the Council of Ministers

Lome, 5 - 7 December 1999

Regulation C/REG.19/12/99 approving the United Nations International Drug Control Programme (UNDCP) Priority Programme of Assistance to Member States of ECOWAS for the War Against Drugs in West Africa (2000 - 2004)

The Council of Ministers;

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

CONCERNED by the magnitude of drug abuse and illicit trafficking within ECOWAS Member States;

EAGER to preserve the harmonious economic and social development of ECOWAS Member States through concerted and coordinated action against drugs;

DETERMINED to implement the Political Declaration and the resolutions adopted by the 20th Extraordinary Session of the United Nations General Assembly on the control of the global problem of drug held in New York on June 10, 1998;

TAKING INTO ACCOUNT the Regional Priority Programme for Drug Control (1999-2003) adopted by the Council of Ministers in its 43rd Session held in October 1998 and submitted to the United Nations International Drug Control Programme (UNDCP) for funding;

ON THE RECOMMENDATION of the third meeting of the Coordinators of the Inter-Ministerial Drug Control Committees in West Africa held in Dakar, 15 - 18 November, 1999;

ENACTS

Article 1

The attached United Nations Drug Control Programme (UNDCP) Priority Programme of Assistance to member States of ECOWAS for the war against drugs in West Africa (2000 - 2004), is hereby approved.

Article 2

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community, within thirty (30) days from the day of signature by the Chairman of the Council. It shall also be published by each Member State in its National Gazette, within the same deadline as above.

DONE IN LOME, THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

Priority Programme for Drug Control in West Africa 1999-2003

UNDCP Regional Office for West and Central Africa

September 1999

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ABBREVIATIONS, ACRONYMS, TABLES, FIGURES AND ANNEXES

CICP	Center for International Crime Prevention
ECOWAS	Economic Community for West African States
IMDCC	Interministerial Drug Control Committee
INCB	International Narcotics Control Board
HONLEA	Heads of National Law Enforcement Agencies
PAAD	Programme Africain Anti-Drogue (EU regional project)
RILO	Regional Intelligence Liaison Office
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFDAC	United Nations Fund for Drug Abuse Control
UNFPA	United Nations Population Fund
UNGASS	United Nations General Assembly Special Session on Drugs
UNICEF	United Nations Children's Fund
UNIFEM	United Nations Development Fund for Women
WCO	World Customs Organization

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1. Introduction

Drug abuse and trafficking are not new phenomena in Africa. In the early 1960s cannabis was cultivated in a few countries in Africa and mainly for export to Europe. The number of countries where cannabis was produced increased rapidly during the next ten years in order also to satisfy an increasing local consumption. During the same period, a few countries also served as transit points for the traffic of psychotropic substances. Illicit trafficking in heroin and cocaine was not observed in Africa until the early 1980s, but the problem became visible within a few years.

Since the recognition in the beginning of the 1980's that West African countries were also targeted by drug traffickers, UNFDAC, and UNDCP as of 1991 have been providing technical cooperation assistance to these countries. The largest project, which had a budget of US$ 4.5 million, was implemented between 1994 and 1998 in collaboration with the ECOWAS Secretariat and the governments of the sixteen West African countries. This important project laid the foundation for sound regional and national drug control coordination and policy-making through the strengthening of structures, capacities and human resources for drug control. The project also raised the commitment for drug control at the political level and led in 1997 to the adoption of a ECOWAS Regional Drug Control Plan of Action.

The assistance provided to the sixteen countries of West Africa and their own national efforts have succeeded to some extent to contain drug trafficking and abuse to limited proportions for a number of years. However, with the ever changing patterns in drug trafficking, and the ability of trafficking networks to identify and take advantage of weak spots, West African countries have increasingly become important transit points for cocaine and heroin. This trend is confirmed by the unprecedented increase in cocaine and heroin seizures reported by several countries in recent years, and especially in 1997 and 1998. At the same time several countries emerged as consumer markets for these substances, as well as psychotropic substances and locally cultivated cannabis.

The real level of demand for and abuse of drugs needs to be identified and documented further, but it appears that the availability of drugs, some of which are very cheap, plays an important role in the increase of substance abuse. The profound social malaise and economic difficulties of large segments of the population are also important factors in drug abuse and drug related crime.

The drug issue has now reached such an extent in some countries, that it is considered to be a destabilizing factor for their fragile economies due to increasing number of criminal activities related to drugs, including money laundering and corruption. In other countries, cannabis cultivation is affecting medium to long-term agricultural policies put in place with the assistance of the international donor community.

The battle for drug-free societies in West Africa is therefore far from being over. Much remains to be done for the countries to fully implement the provisions of the three international conventions. It is against this background and in reply to requests for additional assistance from the countries that UNDCP has formulated the present Priority Programme for Drug Control in West Africa covering the period 1999 - 2003. This Priority Programme has been developed as a channel for targeted drug control assistance to West Africa. It is based on the ECOWAS Regional Plan of Action Against the Abuse and Illicit Traffic of Drugs and Psychotropic Substances in West Africa, the UNGASS Political Declaration, the OAU Plan of Action as well as several assessments undertaken by UNDCP in recent years.

The strategy of UNDCP in the present Priority Programme is threefold: a) Clear focus on the strengthening and empowering of drug control structures already in place in the sixteen countries; b) Promotion of drug control coordination between national drug control entities within a country, between countries in the subregion and between bilateral and multilateral entities providing support for drug control; and c) Support to the sixteen countries to increase their attention on emerging drug related trends that might rapidly pose new threats, and to take appropriate measures to prevent such threats. Among these emerging problems are money laundering, corruption, and trans-border and urban criminality originating from or fed by drug trafficking.

The Priority Programme follows a regional approach in order to better adapt to the priority areas of actions common to the sixteen countries and identified in the ECOWAS Plan of Action. In only a few cases related to post-conflict countries, specific national projects will be designed to better assist the particular needs of these countries.

During the past six years, UNDCP has established very strong relationships with the Secretariat of ECOWAS and the national drug control coordination bodies, some of which UNDCP has contributed to establish or strengthen. UNDCP will therefore rely on these national and regional counterparts during the implementation of the Priority Programme, not only for their political support, but also as beneficiaries of the Priority Programme and facilitators for its execution.

The Priority Programme has been developed as an integrated part of UNDCP's priorities for Africa, and is closely linked with other UNDCP activities in the continent. It also provides the regional umbrella for a National Drug Control Priority Programme for Nigeria 1999-2003 which is being developed to address the magnitude and severity of the drug problem in this country. Except for a few elements, Nigeria is therefore not covered by this Priority Programme.

It is expected that by the end of the Priority Programme in 2003, the civil society of the sixteen countries will have been fully informed of the real extent of the drug issue and will be aware of or have participated in efforts against drug abuse and trafficking at national, regional or inter-regional levels. The knowledge as well as technical and financial means of the governmental entities and the civil society will have been improved, not only for a better control of drug trafficking, but also for the prevention of drug abuse and for the treatment, rehabilitation and reinsertion of drug addicts into society. It is also expected that the institutional capacities for drug control will have been strengthened for all countries in West Africa and that most countries will have adopted and implemented national legislation and law enforcement measures conforming to the three international drug control treaties.

The International Day Against Drug Abuse and Illicit Trafficking, 26 June 1999

... we can, on this International Day against Drug Abuse and Illicit Trafficking, be proud of the tangible progress we have made in the fight against this terrible scourge. The war, however is far from won.

We now recognize that solutions are attainable, provided the political will and necessary financial resources are mustered.

The global implications and cross-border nature of drug abuse and illicit trafficking make the United Nations the most suitable instrument for waging this war.

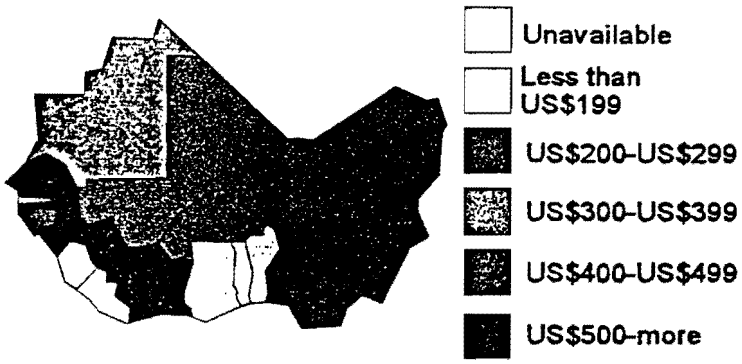
Message from the United Nations Secretary-General

2. Political and Socio-Economic Situation

The subregion of West Africa comprises sixteen countries: Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo. Different by their geographical size, population (total population estimated at 215 million, 55% of whom are under 25 of age), ethnic and cultural backgrounds, and endowment in natural resources, the countries of the subregion have in common some of the lowest standards of living in the world, with half of their population living in poverty. At the exception of Cape Verde and Ghana, all these countries have been classified by UNDP as countries with low human development index in the 1999 Human Development Report.

The countries of the subregion display a mixed economic scenario. Most national economies, especially those of the CFA zone, are showing signs of progress with increase of the GDP by more than 4% for the third consecutive year. These positive results are generally imputed to several factors, including favorable climatic conditions boosting the agricultural sector, a more judicious use of new loans and the impact of adjustments programmes being implemented throughout the subregion (internally through the reduction of public spending, the downsizing of the public sector through privatization and the liberalizing of the economy, as well as externally through devaluation). At the same time, however, the flow of foreign private investments is not as massive as expected, the labour markets are unable to absorb the increase in active population, and living standards are deteriorating. In fact, the national economies of the subregion remain fragile due to their heavy dependence on a few export primary commodities, the prices of which are volatile on the world market and in several cases decreasing. The burden of foreign debt service as well as the difficult situation of several countries due to natural or man-made disasters, one of the most preoccupying of which is decertification, add up to the economic uncertainty.

Figure 1. 1997 GNP per capita in West Africa



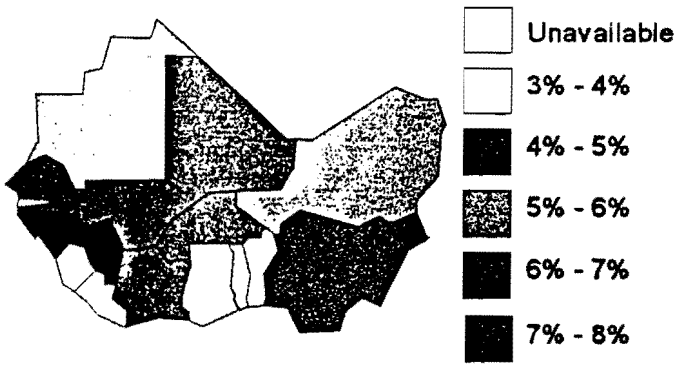
The West African subregion appears as marginalized, having only a small role to play in the globalization of world markets. Furthermore, millions of people throughout the subregion are left out by their national economies which are unable to provide them with opportunities for a decent living. In response, large segments of the population create survival schemes through the "informal sector", where the rigor and rationality of the dominant market economy are attenuated by a polymorphic solidarity, present in most African cultures. The informal sector is not a panacea, however, and the closely knit ties which dominate it are sometimes conducive to illegal activities. The economic fragility, added to the destabilizing factors such as political instability and corruption, have contributed to increase vulnerability of West Africa to drug traffic and abuse.

Most of the countries in the West African subregion gained independence in the early 1960s. Several of them have experienced thereafter long authoritarian regimes and/or one-party governments. The democratization process has therefore been slow to start in the subregion, and remains fragile in several countries, as an increasing number of opposition leaders voice concern over a de facto confiscation of power by majority parties often resulting from military

or single rule regimes. In general, opposition parties perceive that fair ground for political alternance does not exist and have, in several countries, shown their discontent by boycotting legislative or presidential elections as in Burkina Faso and Mali, or Togo where the main opposition parties have contested the results of elections on the ground of massive fraud. Meanwhile, faced with widespread poverty, the population in a number of these countries is growing skeptical towards the political arena as indicated by very low participation in elections. The struggle for political power has led to internal political conflicts (case of Senegal) or civil wars (cases of Guinea Bissau, Liberia and Sierra Leone) which have resulted in massive suffering and displacement for large segments of the population.

Confronted with similar economic hardships, the sixteen countries are grouped in the Economic Community of West African States (ECOWAS), a regional entity created on 28 May 1975 and based in Abuja, Nigeria. The mandate of ECOWAS is to promote cooperation and integration in an economic union in the subregion with the aim of increasing the living standards of the populations. ECOWAS also aims at maintaining and increasing economic stability, strengthening the relations between member states and contributing to the overall development of the African continent.

Figure 2. Annual growth rate in % in GNP - 1996-1997



The role of ECOWAS is significant in promoting the free movement of commodities as well as people within West Africa. However, progress has been slow in economic integration. In addition, the existence of a monetary and economic union (UEMOA) between the eight countries (Benin, Burkina Faso, Côte d'Ivoire, Guinea Bissau, Mali, Niger, Senegal and Togo) sharing a common currency, the CFA Franc pegged to the French Franc and subsequently to the Euro as of 1999, does not ease efforts for the creation of a larger economic space.

In addition to its role as a catalyst for an economic union in the subregion, ECOWAS has become a key player in the political arena, with the peace keeping/enforcing actions of ECOMOG (ECOWAS Monitoring Group). In a lucid approach towards the resolution of internal conflicts which are of limited geographical and strategic interest beyond the subregion, ECOWAS Heads of States have sent troops from their respective countries to Guinea-Bissau, Liberia and Sierra Leone with the purpose of restoring peace. Comforted by the success of ECOMOG in Liberia, the Heads of State have decided to put in place a permanent mechanism for the prevention and resolution of conflicts in the subregion, thus giving to ECOWAS a major role and mandate in ensuring political stability in West Africa.

ECOWAS is also actively involved in social fields including drug control activities. Although not initially prepared to deal with the drug issue, the Secretariat of ECOWAS has included drug control in its coordinating functions, with the strong commitment from its Member States, recently demonstrated during the 20th ECOWAS summit in Abuja, Nigeria with the burning of seized drugs by the sixteen Heads of State and Government. A Drug Control Unit within the ECOWAS Secretariat was set up in 1996 and has as its objective to coordinate drug related matters at the regional level and serve as a center of information and reference in drug control for West Africa.

3. Drug Control Situation Analysis

The drug problem in West Africa including illicit cultivation, trafficking and abuse is closely related to the prevailing situation in other parts of the world. Poor economic performance in most African countries, political instability and turmoil in the continent and the fact that large profits can be made from illicit cannabis cultivation and drug trafficking have contributed significantly to increase this problem, which has also been exacerbated by rapid urbanization in many countries, the absence of good governance, political and ethnic conflicts, large scale refugee problems arising from conflicts and the adverse influences of growing poverty and unemployment.

3.1 Illicit Drug Cultivation

Cannabis is the only known drug cultivated in the subregion. The assessment of areas under cultivation is, however, difficult for two reasons: the often small size of cannabis plantations hidden among other crops (although farms of up to 20 ha. exist in Nigeria), and the fact that the plant grows wild in many areas. The largest quantities are produced in Nigeria and Ghana, followed by Senegal and Côte d'Ivoire, according to the 1998 Annual Report of the International Narcotics Control Board (INCB). Ghana alone accounted for 43% of the cannabis herb seized in West Africa in the period between 1990-1997, Nigeria for 16% and Senegal for 18%. Massive destructions of seized cannabis have been conducted in Ghana, Nigeria (430 tons between 1994 and 1997) and Senegal (mainly in the Casamance region). In 1998, 111 tons of seized cannabis were burned in that country in connection with the celebrations of the International Day against Drug Abuse and Trafficking.

Table 1. Seizures of cannabis herb in selected countries, 1990 -1997

Selected Countries	Grand Total 1990-1997	In % of West Africa	In % of Sub-Saharan Africa	In % of global
Ghana	211,581 kg.	43%	6%	1.00%
Nigeria	81,034 kg.	16%	2%	0.40%
Senegal	88,367 kg.	18%	2%	0.42%
West Africa	492,250 kg.	100%	13%	2.30%
Sub-Saharan Africa	3,741,085 kg.	-	100%	14.50%
Global	21,371,734 kg.	-	-	100%

Source: UNDCP Seizure Database

The increasing cultivation of cannabis is emerging as a structural phenomenon as it often substitutes for limited returns on licit agricultural farming goods. The implementation of Structural Adjustment Programmes (SAPs) which put an end to state subsidies for export products contribute to make cannabis cultivation a lucrative alternative to licit crop production. In addition, the plant is relatively easy to cultivate, can be harvested up to three times per year in most areas, and offers better income generating possibilities when compared to traditional agricultural crops in the subregion for which prices on international markets have collapsed (e.g. cocoa in Côte d'Ivoire and Ghana, coffee in Côte d'Ivoire, groundnuts in Senegal).

In Senegal, the Casamance region has become the largest area under cannabis cultivation in the country. Important quantities of cannabis have been seized from ethnic Djolas known for their sympathy and support to the Movement des Forces Démocratiques de Casamance (MFDC) which strives for autonomy for the Casamance Region.

The large number of European tourists who come to the countries is also a very profitable outlet for the local cannabis production in The Gambia and Senegal, thus making way to a form of narco-tourism. Similar patterns are occurring in Côte d'Ivoire and Ghana with their developing tourist sectors.

The income generating prospects associated with cannabis cultivation certainly constitute a highly attractive factor which can only be compensated by the dissuasive presence and actions of law enforcement entities. At the same time, however, the desire of farmers to substitute for declining revenues from legal agricultural activities is a complex issue which can not simply be resolved by farms or crops destructions.

3.2 Illicit Drug Trafficking

As in other African regions, West Africa is confronted with an increasing regionalization and internationalization of illicit drug trafficking, including stronger connection between different West African trafficking groups but also with other African and non-African criminal networks. West Africa's vast and porous borders, international waterways for commercial and private vessels, and increasing number of international airports and flights, coupled with the insufficient capacity for sound monitoring, control and enforcement provide an ideal basis for drug trafficking.

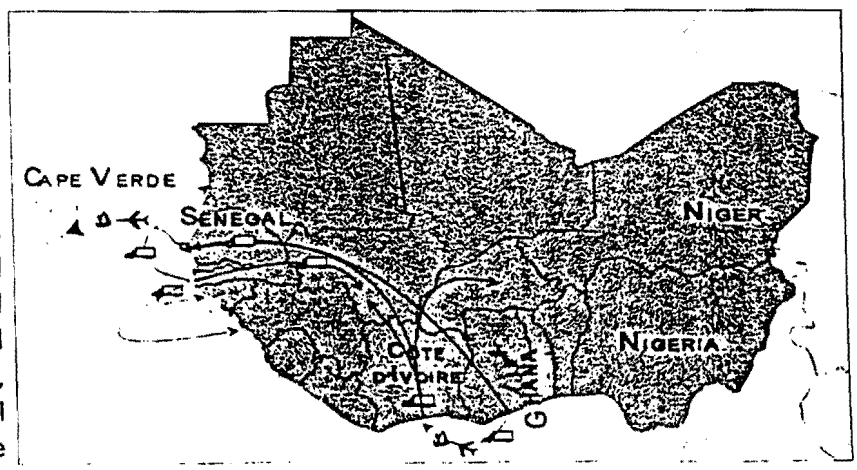
Trafficking of illicit drugs concerns to various degrees all sixteen countries of the subregion and involves cannabis within the subregion, cocaine from South America (particularly Brazil), heroin from South West Asia (India and Pakistan) and South East Asia (mainly Thailand), and psychotropic substances. Nationals from some countries (The Gambia, Ghana and Nigeria) as well as organized groups are beginning to operate at a fairly high level of sophistication. Ghana is a significant provider of drug couriers who smuggle Brazilian cocaine and Golden Triangle heroin in and out of the country and carry it on to western countries. In Côte d'Ivoire, the presence of Latin American and Middle East traffickers has been reported.

Drug trafficking in West Africa can be characterized as follows (additional information is contained in annex 2a-2e):

Cannabis

The cannabis cultivated in West Africa supplies local demand throughout the subregion and beyond mainly to Europe. Cannabis from Ghana, which is in high demand in other West African countries due to its high THC content is trafficked both by road and boat, and concealed among loads of legal merchandises. Côte d'Ivoire, Ghana, Nigeria and Senegal accounted for about 7% of the

Figure 3. Major trafficking routes for cannabis in West Africa



total cannabis herb seizures in Sub-Saharan Africa in 1996 which was down from 47% in 1995. This significant decrease is due to exceptionally high seizures operated in Ghana and Senegal in 1995 compared to the more modest seizures of 1996. The Senegalese Gendarmerie, responsible for most of the seizures has explained the record figures of 1995 by the level of financial resources made available to them by the Government during that year. For Ghana, the Narcotics Control Board (NCB) indicates that the enormous quantity reported is based on estimates of destructions operated during an intense 2-3 weeks operation carried out by the Police Narcotics Unit in the Eastern as well as the Volta Regions. From 1990 to 1997 West Africa accounted for 13% of the cannabis herb seized in Sub-Saharan Africa. For international cannabis trafficking routes affecting West Africa, please refer to annex 4.

Cocaine

Originating mainly in Brazil, cocaine shipments to West Africa are primarily destined to Cape Verde, Côte d'Ivoire, Ghana and Nigeria but also to Benin, Burkina Faso and Togo. Due to rigid controls at Nigerian airports and harbors in the past four years, trafficking has partly shifted to other countries in West Africa, particularly those surrounding or close to Nigeria. As indicated in table 2 below, tighter control in Nigeria went in parallel with an increase in trafficking through Benin, Burkina Faso and Togo. These three countries have recorded in 1996 and mainly 1997 a considerable increase in cocaine seizure. There are no indications that this alarming trend has stopped in 1998. In addition, it has been reported from the said countries that trafficking groups are increasingly making use of seaports for bulk transports as well as postal services. For international cocaine trafficking routes affecting West Africa, please refer to annex 5.

Figure 4. Major trafficking routes for cocaine in West Africa

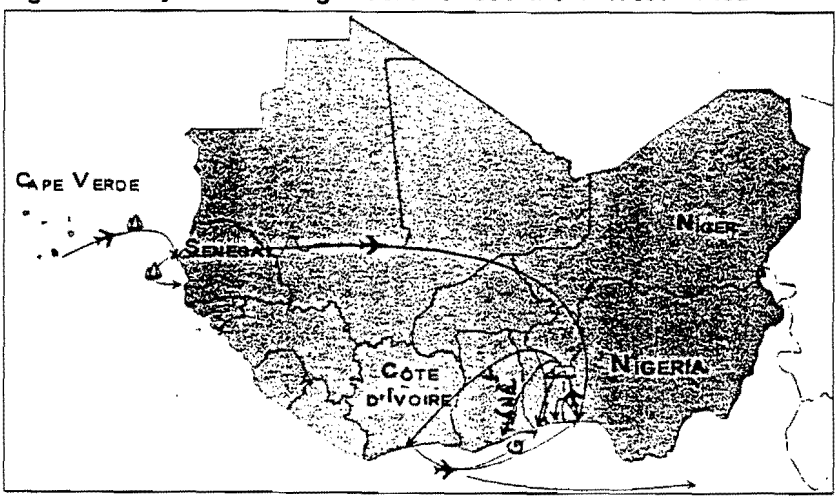


Table 2. Seizures of cocaine in selected countries, 1993 -1997

Cocaine (base and salts)	1993	1994	1995	1996	1997
Benin	1.00 kg.	0.82 kg.	6.96 kg.	40.37 kg.	15.16 kg.
Burkina Faso	0.09 kg.	3.00 kg.	-	4.83 kg.	278.00 kg.
Côte d'Ivoire	2.33 kg.	0.13 kg.	2.86 kg.	33.02 kg.	22.03 kg.
Niger	-	0.002 kg.	-	0.02 kg.	28.87 kg.
Nigeria	1,309.67 kg.	90.76 kg.	15.91 kg.	6.16 kg.	0.39 kg.
Sub-Saharan Africa	1,440.921 kg.	188.629 kg.	253.444 kg.	297.921 kg.	1,090.239

Source: UNDCP Seizure Database

Senegal and Cape Verde, geographically well placed and connected to Brazil through air or sea links, are of particular significance in the transit of cocaine to Europe and North America. Cape Verde has become an important transit point for trafficking between Senegal, South Africa and North America. Other trafficking routes includes Cape Verde, Senegal and Nigeria. From Nigeria, cocaine is transported by air, ship or vehicle to neighboring countries, including Benin, Burkina Faso, Ghana and Togo. The number of nationals of Sub-Saharan Africa arrested for cocaine trafficking in 1996 amounted to 312.

Heroin

As for cocaine, trafficking patterns for heroin has undergone significant changes in the past several years. Although Nigerian networks continue to control the illicit traffic of heroin in the subregion and beyond, they have shifted parts of their business to neighboring as well as other African countries and are making wider use of other African nationals as drug couriers. The increased use of postal services for heroin, and to a lesser extent cocaine trafficking, is also worth noticing. Heroin, obtained particularly from Pakistan and countries in South East Asia, is smuggled by couriers on commercial flights through African countries en route to Europe and North America. In the case of West Africa, the drugs converge mainly in Côte d'Ivoire, Ghana, Nigeria and Senegal. Frequent seizures made in Côte d'Ivoire and other countries illustrate the extent of this phenomenon to which the Heads of National Law Enforcement Agencies (HONLEA) in Africa accorded a specific attention during the HONLEA meeting in April 1998. After an overall seizure decrease from 1990 to 1996 resulting mainly from Nigeria, a considerable increase was registered for 1997 with Benin and Burkina Faso accounting for nearly 80% of the heroin seized in West Africa, which amounts to 70% of the entire seizures for the Sub-Saharan African region during that year. For international heroin trafficking routes affecting West Africa, please refer to annex 6.

Figure 5. Major trafficking routes for heroin in West Africa

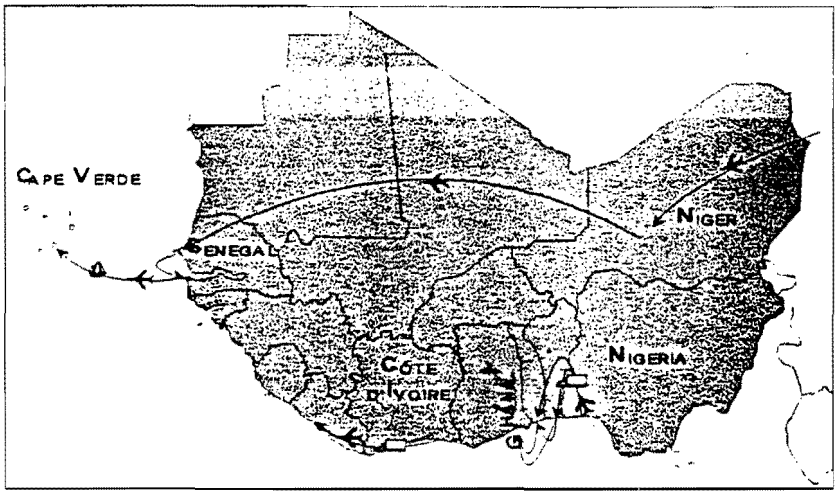


Table 3. Seizures of heroin in selected countries, 1993 -1997

Heroin	1993	1994	1995	1996	1997
Benin	0.77 kg.	2.00 kg.	5.16 kg.	30.35 kg.	142.82 kg.
Burkina Faso	0.005 kg.	9.00 kg.	-	1.14 kg.	222.00 kg.
Nigeria	287.59 kg.	91.65 kg.	30.27 kg.	19.38 kg.	10.49 kg.
To	-	-	-	0.03 kg.	81.60 kg.
West Afric					
West Africa					
Sub-Sa					

Source: UNDCP Seizure Database

Psychotropic Substances

Over the past few years, West Africa has been experiencing an alarming increase in illicit trafficking and abuse of psychotropic substances. These substances include ephedrine, pemoline, amphetamine and benzodiazepines (mainly diazepam). In Nigeria for example, seizures for psychotropic substances totaled 1203.79 kg in 1996 and 1736.01 kg in 1997, compared to 210.39 kg in 1995. A substantial portion of the psychotropic substances are consumed locally, and the rest is re-exported through Nigeria mainly to other countries in the subregion such as Benin, Guinea, Liberia, Sierra Leone and Togo, or outside the subregion. Evidence also exists that depressants are increasingly diverted from legal pharmaceutical distribution circuits in West Africa.

The existence of illegal distribution channels of pharmaceuticals freely sold in urban as well as rural markets, the self-medication habits of large portions of the populations of West Africa, and the low income of these populations all exacerbate and encourage the traffic of pharmaceuticals, including narcotic drugs and psychotropic substances. Methaqualone widely available and manufactured locally in clandestine laboratories in South Africa, has now appeared in West Africa as witnessed by seizures made in 1998 in Burkina Faso. Virtually all countries of the subregion report trafficking and/or abuse of psychotropic substances. Drugs of all types also circulate on a large scale in the sheltering zones of Liberian and Sierra Leonean refugees. Guinea reported seizures of 20 million and 9 million of ephedrine pills in 1996 and 1997. Sierra Leone imported more than 4 tons of ephedrine in 1996 and made orders of some 5.6 tons in 1997. Such large quantities raised concerns of the INCB in its 1998 report as the imported substances were largely above legimative medical needs.

3.3 Drug Related Criminality

Money Laundering

The countries in West Africa are particularly vulnerable to rising criminality including money laundering and corruption. Weak or non-existing financial and banking laws and regulations are conductive to money laundering. In Senegal for instance, large amount of funds have been identified without them having any retraceable sources. Although Senegal has a law against "illicit enrichment", it has never been enforced. Investments in the tourist sector appears as an alternative channel for money laundering in some countries. In others, foreign exchange bureaus are used as a conduit. In most countries money laundering is a relatively new phenomenon, the dimension of which is perhaps not fully understood. As most West African countries are eager to attract more foreign direct investments, their attention should be drawn to the fact that not all financial resources

> United Nations General Assembly Special Session June 1998
>
> *Drugs, which we can not say often enough, is a global and insidious phenomean which undermine the foundation of our society by destabilizing the democracy, economical as well as social. The drug cartels supports organized crime activites, such as arms trafficking, corruption and money laundering.*
>
> Statement by the Head of Delegation from Côte d'Ivoire

Arms and Other Traffic

Moreover, drug trafficking has an impact on other criminal activities such as the traffic in small arms. The three civil wars in Guinea Bissau, Liberia and Sierra Leone as well as the conflicts in Mali, Niger and Senegal have considerably increased the quantity of arms circulating in West Africa. To fight the traffic in small arms and ammunition as well as transborder crime in the subregion, the countries of West Africa adopted in March 1998 a Communiqué on the issue.

In October 1998 the sixteen West African Heads of States and Governments signed a declaration on the moratory of import, export and fabrication of small arms in West Africa. In the declaration, which went into effect 1 November 1998 for an initial period of three years, the Heads of States expressed deep concern over the increase in traffic of small arms and the fact that this constituted a destabilizing factor as well as a threat to peace and security in the member states. The declaration also recommends that the Executive Secretary of ECOWAS work together with the United Nations to convene a meeting for the sixteen Ministers of Foreign Affairs as well as experts in view of defining the operational framework related to the moratory in a Coordination and Assistance Programme on Security and Development. For the implementation of the Programme, financial assistance is anticipated from OAU, the United Nations as well as the international community in general.

Corruption

Drugs and corruption, including bribery and fraud, are two very closely related issues. Unstable political and economic conditions in several countries are often conducive to drug trafficking and corruption which prevail at the level of law enforcement agencies, judiciary bodies but also pharmacy control boards. In the case of countries that went through a civil war or local conflicts, the break-down of law and order has created a fertile ground for all kinds of criminal activities including drug trafficking.

Countries in West Africa have witnessed an increasing number of corruption scandals involving high government officials. In some countries, there are cases where drug trafficking networks have bribed judges making it difficult to pursue their cases. In other circumstances, drug traffickers have been granted bails instead of being arrested, allowing them to flee the country. Mauritania reported on a severe case of corruption within law enforcement services in 1996 involving 49 police officers at all levels, who collaborated with a drug trafficking ring, which had been operating in the country for 20 years.

Efforts to promote transparency and good governance are actively pursued in most countries of the sub-region, and offer a good opportunity to raise awareness towards drug related corruption.

United Nations General Assembly Special Session June 1998

Sierra Leone, like many other countries, is experiencing acute problems associated with the illicit production, consumption and trafficking of dangerous

the rebel war and the spill-over effect of transit traffic from source continents such as Asia and South America.

Statement by the Head of Delegation from Sierra Leone

3.4 Drug Abuse

With an increase in the cultivation

the transit of illicit drugs such as cocaine and heroin in the subregion, a rise in the number of drug abusers has been reported by most countries. However, little reliable national survey information is available at this stage to corroborate these statements or to determine the exact nature, extent

and patterns of the abuse. The UNDCP Drug Nexus Study presents a worrisome picture from which cannabis and psychotropic substances (methamphetamine, barbiturates) emerge as the most abused drugs. Four rapid assessment studies that UNDCP launched in April 1999 with national authorities of Côte d'Ivoire, Ghana, Nigeria and Senegal will contribute to increase the knowledge of the extent and pattern of drug abuse in these countries where the situation appears to be most worrisome.

As for the abuse of cannabis, two groups of users can be identified. While the small middle-class and students might use it rather for recreational purposes, the larger segment, which consists of the deprived, unemployed, street children and prostitutes, relies on it as a mean to escape from reality. Cannabis is easily and widely available in most cities, and is a relatively cheap and affordable substance. Its abuse seems to be still limited in rural areas.

The abuse of psychotropic substances occurs in urban as well as rural settings, and appears to be related to the desire to cope with stressful situations, to be able to undertake difficult tasks or to stay alert for longer periods of time. These substances are therefore used by taxi and truck drivers, farmers during harvest seasons and students. Psychotropic substances, especially amphetamines, top the list of illicit drugs used for instance in Burkina Faso. The use of inexpensive substances such as glue, solvent, thinners, petrol and gasoline is common among street children and has been reported by many countries including Côte d'Ivoire, Mauritania and Senegal. These substances, cheap and widely available, are sometimes the first step to substance abuse among children and youth.

The abuse of cocaine, crack and heroin is already a cause of concern in several countries of the subregion (Cape Verde, Ghana, Nigeria and Senegal). In fact, it seems that these drugs are attracting a larger segment of the West African urban population, given their availability, even if their abuse still remains limited. In Cape Verde, national authorities report that heroin followed by cocaine and crack are the most abused substances in the island of Sao Vicente.

In Ghana, the drug abuse problem among the youth has become a major concern in the country. Available data shows that the number of admissions to psychiatric hospitals due to abuse of illicit drugs has increased by 34% from 691 in 1994 to 925 in 1996. The most predominant drugs of abuse are cannabis, cocaine and heroine followed by psychotropic substances. Among the drug abusers admitted in hospitals, data show that the number of women is increasing and that the largest portion of drug abusers is between 21 and 30 years old.

> United Nations General Assembly Special Session
> June 1998
>
> In the case of Liberia, which experienced seven years of war, until last July when democratic elections were held, the incidence of drug abuse had reached alarming porportions. ...A strategy for the
>
> Statement by the Head of Delegation from Liberia

Countries affected by internal conflicts or civil wars are particularly facing problems related to drug abuse and trafficking. A UNDCP assessment mission to Sierra Leone conducted in October 1998 revealed that an alarming high number of ex-combats have been exposed to abuse of drugs during the civil war. Among these were paid with drugs for their work. In addition, children were paid to cultivate drugs and young girls under the influence of drugs were used as sex slaves for the soldiers.

For Liberia, there are data indicating that a large portion of the fighters were abusing drugs and/or involved in drug trafficking during the 6 years of civil war.

4. National and Regional Institutional Framework and Capacities

In light of the worsening drug situation, countries in West Africa have been active in the area of drug control. With the assistance of UNDCP as well as other bi- and multilateral entities, they have put in place a legal, institutional, strategic and operational framework at the national and regional levels.

4.1 National Level

Legal Framework

All sixteen West African countries, at the exception of Liberia which has only ratified the 1961 Single Convention on Narcotic Drugs, are parties to the three international UN Drug Control Conventions. In cooperation with a team of experts from the subregion, UNDCP has drafted a model legislation in line with the three conventions to serve as a basis for up-dating and harmonizing the national legislation of the sixteen countries. With the assistance of UNDCP, nine countries have so far revised their legislation (Benin, Cape Verde, Gambia, Ghana, Guinea-Bissau, Mauritania, Nigeria, Senegal and Togo), while the process has started in six others. When a country updates its legislation, training is provided by UNDCP, upon request, to magistrates in charge of applying the new legislation.

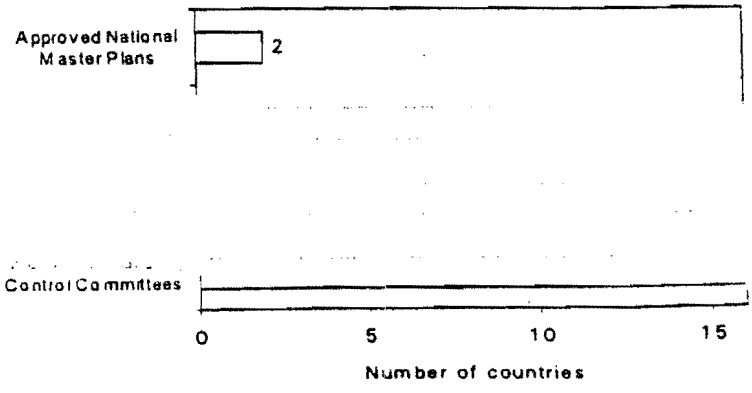
Institutional Framework and Coordination Structures

Entities in charge of the coordination of drug control activities exist in all sixteen countries. Several of these entities have been established and assisted during the implementation of UNDCP's regional project RAF/893 for institution and capacity building, and their personnel trained for the coordination of drug control activities. Interministerial Drug Control Committees have been in place in all sixteen countries since 1996. However, the degree of functionality of these bodies varies considerably from country to country.

In Ghana and Nigeria, coordination functions double with law enforcement and drug abuse prevention activities undertaken through powerful entities (National Drug Law Enforcement Agency/NDLEA in Nigeria and Narcotics Control Board/NCB in Ghana) to which important financial and human resources have been allocated by their respective Governments.

In most of the other countries, coordination is done through the Interministerial Drug Control Committee in which several ministries and entities involved in the different areas of drug control are represented. The Committee meets on a regular basis and the Permanent Secretariat, which is the situation country by country, reveals an extreme diversity in the functioning of these Committees and Secretariats. In the case of Burkina Faso, Senegal

Figure 6. Overview of IMDCC's, drug control legislation and master plans in West Africa



and Togo the permanent secretariat has premises, receives financial resources and equipment from the government for its activities, and is headed by a coordinator exclusively nominated for the work of the secretariat. In Mali, the secretariat has no budget and no dedicated staff since the coordinator is also the full-time head of the narcotics squad within the judicial police. For a detailed status of the national institutional and legal framework on drug control in West Africa, please refer to annex 1.

National Drug Control Plans

Most of the countries in the subregion are in the process of formulating national drug control plans to allow them to identify general orientations in their fight against drug cultivation, trafficking and abuse, and to define priority areas of intervention. To do so, they have benefited from the assistance of UNDCP, and since 1998 from that of the EU through its African Anti-Drug Project (AAPD/PAAD). UNDCP normally provides advisory services where required for the formulation of a country's global orientations for drug control, while project PAAD contributes to the formulation of priority projects for the translation into concrete actions of these orientations.

To date only three countries, namely Cape Verde, Nigeria and Senegal have formulated and adopted a national plan/master plan. In Benin, Côte d'Ivoire, Ghana, Guinea, Mauritania and Togo, work is underway for the preparation of national strategies and priority projects with the joint assistance of UNDCP and PAAD. The National Programme to Fight Drugs in Cape Verde is the first in the subregion to be fully integrated in the national development plan of the country.

National Capacities at Operational Level

As regards the law enforcement aspect of drug control activities, all countries have narcotic drug squads of varying sizes, generally attached to the judicial or national police. In addition to the Police, the Customs, the Gendarmerie and the National Forest Guard are involved in law enforcement activities in most Francophone countries and structures for the centralization of law enforcement activities, based on the French model and called OCRTIS (Central Office for the Repression of Illicit Trafficking in Narcotics), have been set up in Burkina Faso, Côte d'Ivoire, Mali, Senegal and Togo.

At the notable exception of Benin, Ghana, Niger and Nigeria, most of the national forensic laboratories are barely functioning, due to a lack of equipment, financial resources and trained personnel.

Concerning the prevention of drug abuse, and the treatment and rehabilitation of drug addicts, the leading role of NGOs has been recognized. These NGOs are either solely dedicated to drug demand reduction or involved in activities pertaining to the general welfare of targeted groups (e.g. youth and women). National treatment structures exist in a very limited number of countries (Benin, Cape Verde, Nigeria), and in most cases treatment is done in psychiatric wards of hospitals in capital cities or in private clinics for a privileged clientele.

[illegible] demand reduction, as communities are setting

abuse which now ranks high [illegible]

4.2 Regional Level

Legal Framework

With the assistance of the United Nations Center for International Crime Prevention (CICP) based in Vienna, Austria, the Secretariat of ECOWAS has formulated two conventions. The first one is the 1992 Convention on Mutual Assistance in Criminal Matters which has been signed/ratified by seven ECOWAS member states (Burkina Faso, Gambia, Ghana, Guinea, Mali, Nigeria and Senegal) which is the minimum number needed in order to enforce the convention for all countries of the subregion. The convention provides mutual legal assistance to combat offences of all kinds and particularly serious crimes. The second convention formulated by ECOWAS is the 1994 Convention on Extradition which has been ratified by six Member States (Burkina Faso, Ghana, Guinea, Mali, Senegal and Sierra Leone). This convention will be enforced once ratified by at least nine Member States. It endows national courts of law with an effective instrument for the arrest, judgement and enforcement of penalties against offenders fleeing the territory of one Member State to seek shelter in the territory of another.

Institutional Framework and Coordination Structures

With the assistance of UNDCP, the Secretariat of ECOWAS has set up a Drug Control Unit in 1996. This Unit has a coordination function on drug related matters at the regional level and serves as a center of information and reference in drug control in West Africa. Although poorly staffed and functioning with limited financial resources, it has so far succeeded in advocating for drug control at the highest possible political level.

Regional Drug Control Plan

UNDCP, within the framework of its regional project RAF/893, has provided assistance to the Secretariat of ECOWAS for the formulation of a regional drug control plan of action. The "Regional Plan of Action Against the Abuse and Illicit Traffic of Drugs and Psychotropic Substances in West Africa", adopted by the ECOWAS Heads of State and Government in August 1997, defines the approach to drug control at national and regional levels in the subregion.

This follows a similar initiative of the Organization of African Unity (OAU) whose Heads of States and Governments have adopted a Plan of Action for the continent during their 32nd Session in July 1996. The role that regional communities such as ECOWAS and SADC have to play in drug control is highlighted in the OAU Plan of Action, which calls for the formulation of regional drug control plans.

In September 1998, the 2nd meeting of Coordinators of Interministerial Drug Control Committees (IMDCC) was held in Banjul, The Gambia. An in-depth assessment of the ECOWAS Plan of Action, and its degree of implementation one year after its adoption resulted in a partial revision to include recommendations of the UNGASS on demand reduction, abuse of amphetamine type stimulants, money laundering, eradication of cannabis and other substances, and alternative development. A Priority Programme for 1999 to 2002 was also formulated on the basis of the Plan of Action. The ECOWAS Programme can be seen as a follow-up to

of ministers responsible for coordination of drug control, but also the monitoring, [illegible] and execution of national Action Plans, the rehabilitation of national laboratories for the analysis of seized substances, the conduct of epidemiological drug surveys in each Member State and the development of human resource.

Regional Capacities at Operational Level

Within the framework of implementation of the drug control policy defined by the Heads of States of the sixteen ECOWAS countries, a regional fund for the funding of drug control activities in West Africa has been set up by the ECOWAS Secretariat. The fund, named the ECODRUG FUND, has an initial endowment from ECOWAS amounting to US$ 150,000. The objectives of the FUND are 1) to provide financial assistance to Interministerial Drug Control Committees for the implementation of activities within areas such as national and regional drug demand reduction, and training of trainers and technicians; and 2) to finance activities under the ECOWAS Plan of Action for Drug Control. Each ECOWAS member state has the obligation to pay a fixed amount to the ECODRUG FUND every year equivalent to 2% of their contribution to the ECOWAS general operating budget. Furthermore, the FUND is expected to receive resources through grants and gifts, yields from investments as well as other financial sources approved by the steering committee of the FUND.

> 21st Summit of ECOWAS
> October 1998
>
> *We are ... preoccupied by the rapid increase in abuse and traffic in illicit drugs;*
> *We recall ... the ECOWAS Political Declaration and Plan of Action adopted in Praia 1997;*
> *We declare our intention to effectively combat and eradicate the abuse of drugs in West Africa.*
>
> ECOWAS Heads of States

5. Drug Control Priorities, Objectives and Strategies in West Africa

In West Africa, the focus has been on consolidating drug control institutions and frameworks which are now in place in all sixteen countries. At the national level, this has been done through the strengthening of the capacities of Inteministerial Drug Control Committees and government agencies responsible for drug control. Support has also been provided to national initiatives to update existing drug control legislation in line with the three international drug control conventions, to formulate drug control plans and to promote drug abuse prevention activities. At the regional level, focus has been on advocacy work and assistance to the efforts undertaken by the Secretariat of ECOWAS to raise the issue of drug control at the highest political level.

However, a lot still needs to be done. At the national level, there is an acute need for equipment and operational means in all areas of drug control, including institution building, demand reduction and law enforcement. There is also a need for technical knowledge and additional training in these areas. Shortcomings in the areas of data collection, information sharing, awareness raising coordination of drug control activities and formulation/implementation of national strategies need to be addressed. In the case of post-conflict countries, most of the results achieved through the establishment of structures, training of human resources and the provision of assistance have been lost during the conflicts. A rebuilding work is therefore also necessary in the area of drug control. At the regional level, the Drug Control Unit of ECOWAS should be strengthened in order to fully perform its coordination tasks and to ensure through an active advocacy work that drug control is included in the political and s

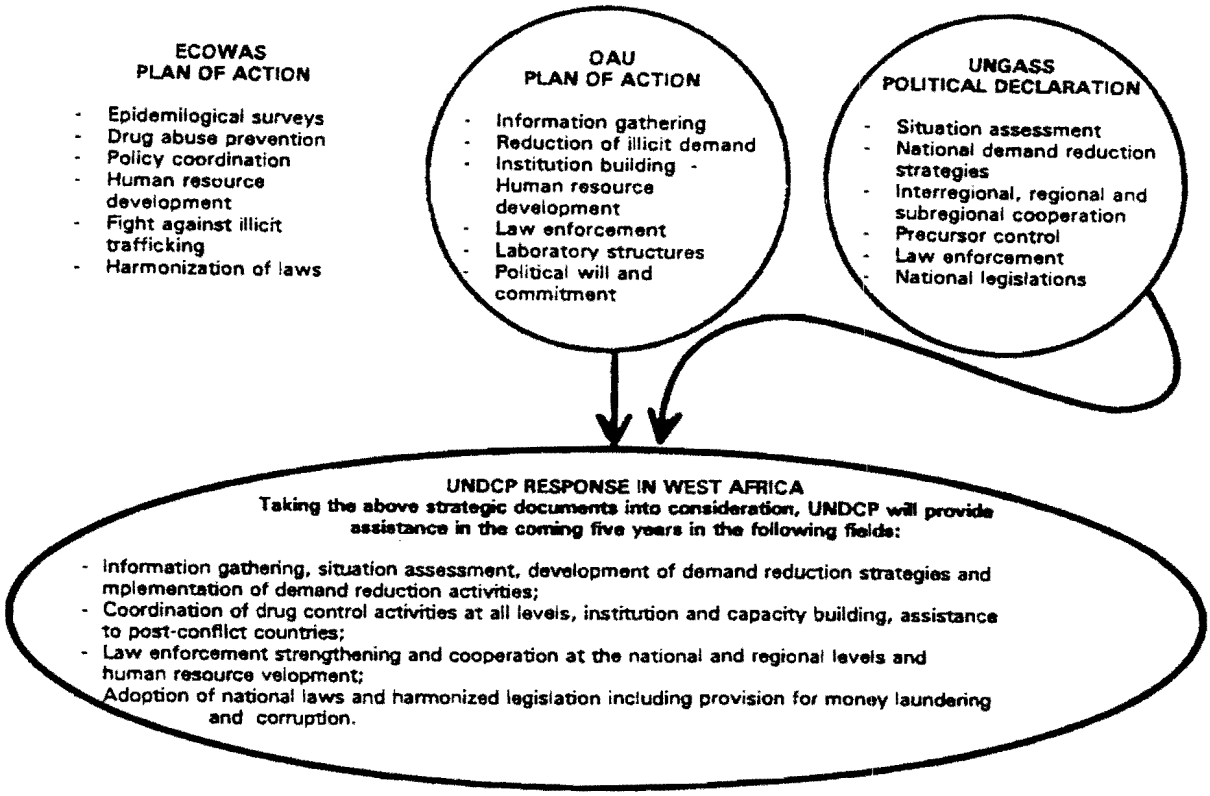
The new Priority Program[illegible]

above mentioned short comings. In so doing, the Priority Programme will aim at strengtnening the already existing structures and reinforce their human, technical and financial means for effective drug control.

5.1 Drug Control Priorities in West Africa

On the basis of the UNGASS Political Declaration, ECOWAS Plan of Action and the OAU Plan of Action as well as the above drug control situation analysis and description of the national and regional institutional framework and capacities, future drug control priorities and activities for West Africa have been formulated on the following basis:

Figure 7. Relationship between political drug control instruments and Priority Programme



These drug control priorities will target all sixteen countries of the subregion, but the extent of the assistance will differ according to:

i. The existing drug control scenario in the country, including magnitude of the drug problem, and the vulnerability of the country to illicit drug abuse and the trafficking;
ii. The evolving drug control scenario in the country;
iii. The drug control capacity and commitment of the Government as well as requests for assistance addressed to UNDCP;
iv. The absorption capacity of the country;
v. Situations in post-conflict countries, including the need to integrate drug control actions in different sectors such as health, governance and education into larger UN reconstruction programmes;
vi. Level of assistance already provided by other entities such as bilateral and

Objectives of the Priority Programme

The drug control and immediate programme objectives for West Africa are the following:

Drug Control Objective

To effectively curtail the growing drug cultivation, production, abuse, traffic as well as drug related crimes in West Africa through support to national and regional drug control entities.

Immediate Programme Objective

All countries in West Africa have strengthened their insitutional capacities and selected countries have created national capacities to develop and implement demand reduction activities, control measures and updated drug control legislation.

The Priority Programme is composed of the following six components with a distinct objective targeting each of the specific drug control areas:

Component 1)	Drug abuse prevention, treatment and rehabilitation;
Component 2)	Policy and institutional development;
Component 3)	Information, research and networking;
Component 4)	National law enforcement and control capacities;
Component 5)	Regional law enforcement and control measures;
Component 6)	Law and legislation development.

The implementation of each of the six components, through one or several projects, will lead to the achievement of the immediate programme objective by the end of 2003. A detailed presentation of each of the programme components is made in chapter 5.3.

In order to achieve the above defined immediate programme objective by 2003, UNDCP will considerably increase as of 1999 its assistance to ECOWAS and the sixteen West African countries as well as support their efforts to deal with all issues relating to drug control, particularly information gathering, capacity building, illicit drug trafficking and abuse. Attention will also be given to drug related crimes. UNDCP will focus on those countries which are most affected by the drug problem or are in a post-conflict situation and strengthen subregional cooperation in law enforcement, prevention and coordination through the ECOWAS Drug Control Unit. Efforts will be done to increase the involvement of civil society in drug control through advisory assistance, equipment, training and financial resources.

Strategy of the Priority Programme

The strategy of the Priority Programme includes a strong regional focus, a balanced

areas for drug control, the Priority Programme aims at assisting in the improvement of drug control issues that these countries have identified as being common to all of them, although with differences in scope and extent. Most of the projects proposed in the Priority Programme are

therefore regional in their approach, but their activities will, in several cases, be tailored to the specific needs of each country and be based on a thorough assessment of prevailing situations.

It is expected that through this approach, the sixteen countries will.

- have a common understanding and approach to shared drug problems;
- communicate more frequently and exchange information and experience;
- increase cooperation, particularly in the field of law enforcement.

In four cases, a national approach is proposed to address very specific drug issues as the ones faced by the three post-conflict countries (Guinea Bissau, Liberia and Sierra Leone). In addition, a national project will mainly deal with cannabis cultivation in Senegal, a phenomenon which has reached unprecedented proportions in that country and for which UNDCP will propose a pilot assistance. In the case of Nigeria, the Priority Programme will complement the National Drug Control Programme for Nigeria currently being prepared by the UNDCP Nigeria Country Office. That country will therefore only be covered by the regional law enforcement project in the Priority Programme.

ii) Balanced approach to drug control

The Priority Programme focuses on demand reduction and law enforcement, as a way to materialize the call of UNGASS to promote a balanced approach to the drug issue. Too often in West Africa, priority has been given to law enforcement activities at the expense of activities within the area of demand reduction. This trend has been imputable to internal and external factors. As regards internal factors these include law enforcement activities that have lead to seizures and arrests and thereby giving a tangible demonstration of the commitment of national authorities to drug control. Demand reduction activities are often more complex and time-consuming to implement and do rarely result in immediate and measurable success. For the external factors the international community has contributed to this imbalance in drug control activities by diverting its assistance towards law enforcement actions as a mean to significantly reduce the flow of illicit drugs transiting West Africa to western countries. It is proposed in the Priority Programme to start changing this trend by raising internally the awareness of drug abuse problem and the necessity for activities to for its reduction.

General Assembly Special Session
June 1998

We the Member states of the United Nations:

Recognize that action against the world drug problem is a common and shared responsibility requiring an integrated and balanced approach in full conformity with the purposes and principles of the Charter of the United Nationsand international law ...

Extract from the Political Declaration

iii) Search for increased cooperation

An important and crucial cornerstone of the Priority Programme is the search for

As indicated above, the implementation of regional projects targeting [illegible] will improve the cooperation between them. Through the implementation of previous regional projects, ties were established between drug control coordination structures, and most importantly between their personnel. UNDCP will continue to encourage and facilitate such direct contacts.

Solid relationships have now been established between UNDCP and the ECOWAS Secretariat, and specifically with its Drug Control Unit. This approach will be pursued and intensified during the next five years, in order to ensure the involvement of ECOWAS during the implementation of the Priority Programme.

Cooperation between bilateral and multilateral entities providing assistance to West African countries will also be actively sought, not only to avoid a duplication of assistance to the same drug control areas or to a limited number of beneficiary countries, but also to promote the exchange of information between donors.

Implementation modalities and inputs

Most of the projects composing the six components of the Priority Programme will be implemented by UNDCP. However, in the case of ECOWAS and some countries, the drug control coordination structures in place will have a leading role in project implementation. UNDCP will also increase the involvement of civil society organizations in project implementation.

To ensure the achievement of the immediate objective of the Priority Programme, UNDCP will provide advisory assistance, capacity building, provision of equipment, training and financial resources, in addition to advocacy for an increased awareness of the drug issue. By adopting a mostly regional approach, UNDCP will work towards economies of scale and ensure that the costs of the projects in relation to their administration are kept at an absolute minimum.

Expected end of project situation

By the end of the Priority Programme in 2003, it is expected that the institutional capacities will have been strengthened for all countries in West Africa, selected priority countries will have adopted and implemented national legislation conforming to international drug control treaties, and law enforcement measures have been strengthened through capacity building at the national and regional levels. It is also expected that national capacities, including that of civil society organizations will have been strengthened in order to develop and implement comprehensive activities in the area of demand reduction.

5.3 Programme Components

The 15 individual projects contained in the six programme components are complementary and interrelated. They have been designed to be mutually supportive and to have a combined impact on the overall drug control problem in the subregion. All projects are, however, autonomous as far as their implementation is concerned. Each programme component has a specific objective, and aims at addressing targeted drug control issues.

PROGRAMME COMPONENT 1: DRUG ABUSE, PREVENTION AND REHABILITATION

Objective:	To promote drug demand reduction through advocacy, awareness raising and the provision of financial and technical assistance to governmental and civil society organizations
Issues to be addressed:	Lack of information and awareness of the drug issue, limited capacity and involvement of governmental and CSOs in prevention, treatment and rehabilitation activities
UNDCP response:	Creation of a resource center, prevention activities, capacity building, financial and technical support to CSOs and governmental entities, inclusion of drug prevention in school curricula
Planned activities:	**3 regional projects totaling US$ 2,100,000**
Project RAF/XX1:	"Assistance to the main streaming of the drug issue in West Africa"
Project RAF/XX2:	"Strengthening of demand reduction awareness among risk groups in West Africa"
Project RAF/XX6:	"Technical and financial assistance to the implementation of demand reduction activities in West Africa"

Justification:

Drug abuse is increasing in most countries of West Africa, and concerns cannabis, cocaine, heroin and psychotropic substances. Yet, the drug issue in general, and drug abuse in particular are not issues frequently raised in most countries. Given the reported extent of the problem in West Africa, it is inadequate and insufficient to talk about it only once a year at the occasion of the celebration of the International Day against Illicit Drug Abuse and Trafficking, as is very often the case. In addition, national efforts in the area of demand reduction remain limited and poorly funded.

To reverse this trend, and especially in those countries most affected by drug abuse (Côte d'Ivoire, Ghana, Senegal) as well as countries in a post-conflict situation (Guinea-Bissau, Liberia, Sierra Leone), UNDCP will increase the number and scope of its assistance to demand reduction activities. Areas of intervention will include awareness raising towards the drug issue in West Africa at the regional as well as national level. The targets of these activities will be decision makers including parliamentarians, traditional rulers and religious leaders, and the general public. The media will also have a more visible role in delivering drug demand reduction messages.

Assistance will be provided to Governments in the subregion for a timely implementation of one of the recommendations of UNGASS requesting the achievement of significant and measurable results in the field of demand reduction before the year 2008. The role of CSOs in the area of demand reduction has been acknowledged as crucial, and their efforts can boost those of Governments in fulfilling that recommendation. UNDCP will therefore continue its assistance to them to increase their involvement as well as enhance their capacity in demand reduction. To that end, workshops will be held for a number of organizations from selected countries and financial assistance will be provided to these organizations to implement demand reduction projects. Selected outputs which will result [illegible] the creation of a resource center for the [illegible] the implementation of drug demand reduction activities by governmental and non-governmental organizations, and the incorporation of drug prevention programmes in other types of activities such as gender and development, and life skills.

PROGRAMME COMPONENT 2: POLICY AND INSTITUTIONAL DEVELOPMENT	
Objective:	To strengthen national and regional drug control coordination mechanisms
Issues to be addressed:	Limited implementation to date of the ECOWAS Drug Control Plan of Action, need to strengthen national and regional drug control entities, rebuild drug control structures and capacities in post-conflict countries
UNDCP response:	Assistance to ECOWAS, continued technical support and equipment to Interministerial Drug Control Committees, capacity and institution building assistance to post-conflict countries
Planned activities:	**2 regional and 4 national projects totaling US$ 3,450,000**
Project RAF/XX7:	"Assistance to the implementation of the ECOWAS Plan of Action"
Project RAF/XX8:	"Assistance to national institutions for drug control in West Africa"
Project SRL/XX9:	"Assistance to drug control in post-conflict countries: Sierra Leone"
Project GBS/X10:	"Assistance to drug control in post-conflict countries: Guinea Bissau"
Project LIB/X11:	"Assistance to drug control in post-conflict countries: Liberia"
Project SEN/X14:	"Assistance to the fight against drugs in Senegal"

Justification:

Through UNDCP assistance, national and regional drug control structures have been developed or strengthened in all countries in West Africa. However, work needs to be done in order to ensure further development and sustainability. Institution building will, therefore, continue to be one of the cornerstones of UNDCP's Priority Programme although on a selective basis. Support will be provided to the ECOWAS Drug Control Unit for the implementation of the Regional Plan of Action and the functioning of the ECODRUG FUND.

UNDCP will assist countries in strengthening their Interministerial Drug Control Committees to enable them to undertake their coordination function at the national level. In addition, assistance will be provided to countries for the formulation of national drug control strategies or for the implementation of these plans. For Senegal a national pilot project will be developed with the purpose of dealing with the issue of cannabis cultivation in the Casamance region. Other countries in the subregion are in the process of formulating national strategies/national action plans with the support of EU. To complement this assistance, UNDCP will provide financial assistance to implement these plans.

High emphasis is put on assistance to post-conflict countries. Guinea Bissau, Liberia and Sierra Leone are in the process of rebuilding their social and economic fabrics shattered by civil wars. The abuse of drugs in these countries by combatants, including child soldiers, has been widely stressed to explain atrocities committed during the conflicts. In Sierra Leone, UNDCP will assist the country in re-building its drug control capacities. In Guinea Bissau, a project with focus on drug abuse and illicit trafficking will be launched. In Liberia, similar activities are to be developed once the political situation in the country is considered stable enough. In these countries, UNDCP will aim at integrating drug control actions in different sectors such as education, governance and health of larger UN system [illegible] programmes. This assistance can be based on already existing or planned activities

PROGRAMME COMPONENT 3: INFORMATION, RESEARCH AND NETWORKING

Objective:	To collect and share data and information on illicit drug trafficking trends and drug abuse problems and patterns
Issues to be addressed:	Insufficient knowledge on drug trafficking and abuse, need to have data collection and information gathering mechanisms, and sharing of drug abuse information at all levels
UNDCP response:	Rapid situation assessments of the drug abuse situation, publishing and dissemination of gathered information
Planned activities:	**3 regional projects totaling US$ 925,000**
Project RAF/826:	"Development of assistance programmes in West and Central Africa"
Project RAF/C86:	"Rapid assessment of the drug abuse situation for the West African Subregion"
Project RAF/X12:	"Evaluation of the drug abuse situation in priority countries in West Africa through rapid assessment studies"

Justification:

In addition to seizure statistics, other drug data are needed for a comprehensive assessment of drug trends in Africa. Therefore, in the Action Plan for the implementation of the 1998 UNGASS Declaration on Demand Reduction the following is stated:

"Demand reduction programmes should be based on a regular assessment of the nature and magnitude of drug use and abuse and drug-related trends. Assessments should be undertaken by States in a comprehensive, systematic and periodic manner, drawing on results of relevant studies, allowing for geographical considerations and using similar definitions, indicators and procedures to assess the drug situation. Demand reduction strategies should be built on knowledge acquired from research as well as lessons derived from past programmes ... "

Sound programming has to be based on reliable data. However, for West Africa the quantitative and qualitative information and knowledge of the drug problem in relation to illicit trafficking and abuse are still limited. Thus, in order to assist in broadening the knowledge base on the extent and patterns of drug abuse, UNDCP started in April 1999, through a regional project, Rapid Situation Assessments (RSA) of drug abuse trends and patterns in four West African countries (Côte d'Ivoire, Ghana, Nigeria and Senegal). The studies are now well underway, and their final reports are expected by April 2000.

The conduct of similar studies is planned for other countries in the subregion (Benin, Burkina Faso, Cape Verde, The Gambia, Guinea, Mali, Mauritania, Niger and Togo) in the framework of a regional approach and possibly in cooperation with the EU-PAAD. On the basis of the conclusions drawn from these studies, targeted national demand reduction strategies will be developed by the governments with technical and financial assistance from UNDCP, and suitable demand reduction activities will be implemented in most affected countries.

PROGRAMME COMPONENT 4: NATIONAL LAW ENFORCEMENT AND CONTROL CAPACITIES	
Objective:	To achieve a higher interception of illicit drugs trafficked into and through the subregion by strengthening national law enforcement entities
Issues to be addressed:	Limited law enforcement capacity and means at national level
UNDCP response:	Training of law enforcement personnel, training of sniffer dogs and handlers, equipment
Planned activities: Project RAF/X13:	**1 regional project totaling US$ 1,400,000** "Strengthening of drug control capacities of law enforcement entities at major sea and airports including training of sniffer dogs and handlers"

Justification:

Illicit drugs continue to be trafficked into and through countries in West Africa and the methods used by trafficking networks are increasingly sophisticated. Therefore, law enforcement has always constituted an important element of UNDCP's assistance in the subregion due to the fact that efficient and strong law enforcement structures are crucial in order to minimize the availability of drugs, and the expansion of local consumer markets. The situation analysis shows that the sea and airports of West Africa are increasingly targeted by traffickers to spread the illicit drugs within the subregion or to smuggle them onwards to Europe and North America.

UNDCP, therefore, intends to implement a regional project to benefit Benin, Burkina Faso, Cape Verde, Ghana, Guinea, Nigeria, Senegal and Togo, with the goal of strengthening the interception capacities at major points of entry (sea and airports) in the above mentioned countries. This will be achieved through provision of equipment as well as through comprehensive training of law enforcement personnel, including training of trainers.

Furthermore, UNDCP will draw upon experience gained and expertise obtained in its project "Regional Support for the Training of Sniffer Dogs and Handlers" in East and Southern Africa and implement a similar project by providing assistance to training of sniffer dogs and handlers in selected countries in the subregion. This is aimed at substantially improving interdiction capacities and increasing seizures of narcotic drugs and psychotropic substances at major points of entry. UNDCP has already received request for training in this field from the authorities in Cape Verde and Senegal.

PROGRAMME COMPONENT 5: REGIONAL LAW ENFORCEMENT AND CONTROL MEASURES	
Objective:	To reduce illicit drug trafficking in West Africa through the strengthening of law enforcement activities at the regional level
Issues to be addressed:	Limited cooperation between law enforcement entities at the regional level
UNDCP response:	Coordination activities to ensure increased cooperation at the regional level, technical and financial assistance, equipment to forensic laboratories
Planned activities: Project RAF/X15:	**1 regional project totaling US$ 950,000** "Strengthening of the drug control operational capacity of law enforcement entities in West Africa"

Justification:

Lack of cooperation between law enforcement entities at the national and regional level in West Africa, insufficiently equipped forensic laboratories as well as a lack of human, technical and financial resources constitute hampering factors for strong and efficient law enforcement measures in West Africa.

As regards forensic laboratories, assistance at the national level has already been provided by UNDCP to all sixteen countries in West Africa. However, most of the countries do still have unfulfilled needs in terms of equipment and training. On the basis of an already undertaken needs assessment, UNDCP will conduct necessary training, provide equipment and ensure participation to the UNDCP Quality Control Programme. Furthermore, UNDCP will undertake at the regional level, activities such as training workshops for law enforcement personnel, provision of adequate operational means to law enforcement units at selected key entry points, in order to achieve a verifiable reduction in drugs entering, transiting and leaving the subregion.

Based on an assessment undertaken in collaboration with the World Customs Organization (WCO) and Interpol in 1997, UNDCP has identified the need for the strengthening of the cooperation between law enforcement entities at the regional level. To this end and in cooperation with WCO and its Regional Intelligence Liaison Office (RILO) in West Africa, UNDCP will provide assistance to significantly improve existing cooperation mechanisms. Moreover the aim of UNDCP's activities in this field is to provide assistance to the collection as well as sharing of data on the nature and extent of drug trafficking in the subregion within the context of increased intra and inter-country cooperation.

PROGRAMME COMPONENT 6: LAW AND LEGISLATION DEVELOPMENT

Objective:	To assist countries in drafting, adopting and implementing drug control legislation in line with the three UN conventions and enhance the judicial cooperation through regional conventions
Issues to be addressed:	Need to update drug control legislation, including provision for money laundering
UNDCP response:	Advisory assistance, training of magistrates, establishment of legislative and administrative processes and procedures
Planned activities:	**1 regional project totaling US$ 400,000**
Project RAF/X16:	"Legal advisory programme for West Africa"

Justification:

In the field of law and legislation development, UNDCP has provided assistance by formulating a model legislation with experts from the sixteen West African countries, in order to ensure that their legislation is in line with the three international UN drug control conventions as well as to increase inter-country judicial cooperation. However, several countries still have to update their legislation and many others still need advisory assistance in the drafting of a drug control legislation, the training of magistrates and the proper implementation of the legislation. Furthermore, the increase in drug related criminality, including money laundering, calls for additional legislation and control measures.

The activities which will be implemented under this component will complement those of the two global UNDCP programmes, namely GLO/900 "Legal Advisory Programme" and GLO/B75 "Global Programme against Money Laundering".

Adoption and implementation of national legislation conforming to international drug control treaties, resulting in effective interception and prosecution of traffickers is one of the objectives of this component. On the issue of licit drugs under international control, it is the objective of UNDCP to enable the countries to better control the import, manufacturing, and distribution of those products as well as the commercialization of pharmaceuticals containing drugs under international control.

The project will be regional of nature and developed in close cooperation with relevant sections at UNDCP Headquarters. The project will be executed by UNDCP and start implementation in early 2000.

6. Coordination Arrangements

During the preparation of the Priority Programme, UNDCP has held a series of consultations with ECOWAS, the sixteen countries and the regional project PAAD funded by the EU with the objective to ensure that activities contained in the Priority Programme will not duplicate other on-going or planned national or regional initiatives for the next five years. During the implementation of the Priority Programme, the following coordination mechanisms will be followed:

Coordination at Country Level

For each beneficiary country, at least two national coordination meetings will be organized by UNDCP during the implementation of the Priority Programme. These meetings, for which UNDCP will take the lead, will allow national authorities and donors assisting the country to review progress realized for effective drug control, new or emerging trends and solutions proposed by the Government to tackle them, assistance received from various sources, and assistance planned for the next one to two years. Exchange of information and the need for updated information on national efforts for drug control, and external assistance received and planned will guide these meetings. The meetings will target as a first step those countries which have adopted drug control strategies and related action plans, and assist them in raising funds for the implementation of planned activities.

Mini-Dublin Group meetings can offer an additional channel for information sharing at the country level. UNDCP is therefore advocating for the establishment of such groups in other countries in West Africa, besides Nigeria and Cote d'Ivoire. However, because meetings of Mini-Dublin Groups do not usually include the Government, they will not be used as a parallel coordination mechanism for the Priority Programme, but rather as a venue for exchanging views between bi- and multilateral donors on the drug situation, and in some cases for adopting a common position on specific drug control issues at the country level.

Coordination at Regional Level

During the past six years and in collaboration with ECOWAS, UNDCP has organized on a regular basis meetings for Coordinators of the Interministerial Drug Control Committees as well as meetings for Ministers responsible for drug control matters. Both types of meetings are highly demanded by the countries and ECOWAS, and will therefore continue to be organized during the five-year implementation period of the Priority Programme. One session of each meeting will specifically be dedicated to review progress realized in promoting sub-regional cooperation which is one of the goals of the Priority Programme as well as the progress in the implementation of the Priority Programme. These meetings will also serve their usual objectives of allowing high governmental and ECOWAS drug control officials to discuss joint issues, exchange experience and get new or updated information on drug control.

The effective implementation of these two coordination mechanisms will allow UNDCP to assess the continuous relevance and adequateness of its assistance in view of fast changing drug control situation.

7. Monitoring and Review Mechanisms

As already elaborated upon earlier in the document, the implementation and achievement of the immediate objective of the Priority Programme rests on a number of important assumptions.

Monitoring of Priority Programme and project implementation will constitute an important component of the Priority Programme. Previous experience in the subregion has shown that external factors beyond the control of UNDCP as well as the executing agencies can cause considerable delay or disturbances in programme and project implementation. Such factors include political instability, socio-economic factors, government and counterpart commitment and availability of funds.

A number of activities are planned in post-conflict countries (Guinea-Bissau, Liberia and Sierra Leone), where the political situation is still unstable. Thus, the possibility of new conflicts having an effect on a successful and timely project implementation as well as the above mentioned factors have to be taken into account in the timely start and completion of individual projects as well as the Priority Programme as a whole.

Monitoring and evaluation components will be incorporated in all projects and the Regional Office for West and Central Africa will have the overall responsibility for ensuring that the activities are undertaken on a regular basis and as planned in the respective project documents. Annual Project Performance Reports as well as Semi-Annual Project Progress Reports will be prepared in order to provide information on status and progress of the respective projects. Furthermore, the mechanism within the Regional Office which assesses on an annual basis the status of each project, including review and if deemed necessary revision of project budget and workplan, will be strengthened. To ensure that corrective actions are taken and project objectives are achieved within the set time-frame. The Priority Programme will be reviewed annually in relation with the meetings of the Coordinators of the Interministerial Drug Control Committees.

A successful achievement of the drug control and immediate objectives of the Priority Programme rests on a number of important assumptions and notably:

- That the political situation in the subregion remains stable and that no new conflict erupt during the duration of the Priority Programme;
- That the economic situation in West Africa improves significantly, so that the countries will be in a position and willing to channel more resources towards national and regional drug control activities, and that the economic prospects of the population would be diversified enough to make drug cultivation, production and trafficking a less desirable economic option;
- That the commitment displayed at the level of the ECOWAS Secretariat remains at the same level;
- That the governments in the region maintain or increase their commitment to drug control.

materialization
Africa.

8. Financial Requirements, 1999 - 2003

Table 5 below gives a notional overview of financial requirements for the implementation of project activities foreseen in the Priority Programme. Current budget figures for individual projects may, however, need to be amended as these projects are formulated, costed and implemented.

Table 5. Overview of funding requirements for project contained in the Priority Programme

Project	Notional Budget	Funding requirements
RAF/XX1 - Assistance to the main streaming of the drug issue in West Africa	US$ 500,000	US$ 500,000
RAF/XX2 - Strengthening of demand reduction awareness among risk groups in West Africa (UNFPA project)	US$ 500,000	US$ 500,000
RAF/XX6 - Technical and financial assistance for the implementation of demand reduction activities in West Africa	US$ 1,100,000	US$ 1,100,000
RAF/XX7 - Assistance to the implementation of the ECOWAS Drug Control Plan of Action	US$ 900,000	US$ 900,000
RAF/XX8 - Assistance to National Institutions for Drug Control in West Africa	US$ 1,000,000	US$ 1,000,000
SRL/XX9 - Assistance to drug control in post conflict countries: Sierra Leone	US$ 400,000	US$ 400,000
GBS/X10 - Assistance to drug control in post conflict countries: Guinea Bissau	US$ 400,000	US$ 400,000
LIB/X11 - Assistance to drug control in post conflict countries: Liberia	US$ 400,000	US$ 400,000
SEN/X14 - Assistance to the fight against drugs in Senegal	US$ 350,000	US$ 350,000
RAF/826 - Development of assistance programmes in West Africa[1]	US$ 30,000	US$ 0
RAF/C86 - Rapid assessment of the drug abuse situation for the West Africa Subregion[1]	US$ 395,000	US$ 0
RAF/X12 - Evaluation of the drug abuse situation in priority countries in West Africa through rapid assessment studies	US$ 500,000	US$ 500,000
RAF/X13 - Strengthening of drug control capacities of law enforcement entities at major sea and airports including training of sniffer dogs and handlers	US$ 1,400,000	US$ 1,400,000
RAF/X15 - Strengthening of the drug control operational capacity of law enforcement entities in West Africa	US$ 950,000	US$ 950,000
[illegible]	US$ 400,000	US$ 400,000
Total	US$ 9,225,000	[illegible]

Annex 1. National Institutional and Legal Framework on Drug Control in West Africa

	Interministerial Committee Creation Date	Permanent Secretariat Established	Action Plan/ Strategy/ Master Plan	Status of Harmonized Legislation as of 30/06/98
Benin Law No 420/70 of 3/09/1970	Yes[1]	Yes	No	Harmonized law adopted in 06/97
Burkina Faso Ordonnance No 70--68 bis of 28/12/1970 Decree No 70-328 of 30/12/1970	1993 1996 (restruct.)	Yes	Yes[2]	Workshop 22-24/12/1997 on the Drugs Code and st the National Assembly in 09/98
Cape Verde Decree No 92, Control of Licit Trade in Narcotic Drugs, Psychotropic Substances and Precursors, 1992 Decree No 78, Penal Law relating to Drugs, 1993	1995 (creat.) 1996 (operat.)	Yes	Yes	The edict of 20th July 1992 on substances is incom legislation is being prepared.
Côte d'Ivoire Law No 686 of 22/07/1998	1994	Yes	No	The law of 22/07/98 is incomplete. The new legisla prepared.
Gambia Drug Control Act, 1993	1995	Yes	No	Drug control Decree adopted in 1996
Ghana Narcotic Drugs (Control) Board Instrument, 1990 Narcotic Drugs (Control, Enforcement and Sanctions) Law, 1990	1990	Yes	Yes (1994)	National Drug Control Enforcement and Sanction L 1995
Guinea Ordonnance No 027 portant pour les stupéfiants et les psychotropes; 1989	1994	Yes	No	Ordinance No 027 of 1994 on Narcotics as yet i Preparation of a bill on the harmonized law is at stage.
Guinea-Bissau	1994	Yes	No	Adoption of laws on licit and illicit substances i
Liberia	1995	Yes	No	Harmonized law is in progress
Mali Décret No 199 fixant la liste des stupéfiants, 1993	1996	Yes	No[4]	Bill on a harmonized law has been finalized for adoption by the National Assembly

	interministerial Committee Creation Date	Permanent Secretariat Established	Action Plan/ Strategy/ Master Plan	Status of Harmonized Legislation as of 30/06/98
Mauritania Décret No 90-170 portant création d'une commission nationale de lutte contre les stupéfiants et les substances psychotropes, 1990 Loi No 93-37 relative à la production, au traffic et à l'usage illicites des stupéfiants et les substances psychotropes, 1993	1990	Yes	Yes[3]	Law 93-37 on suppression of production, traffic psychotropic substances adopted on 20/07/ 1 control of licit activities at final stage
Niger Ordonnance No 74-30 of 8/11/1974	1992	Yes	Yes[3]	Bill on the harmonized law is at final stage o parliament
Nigeria Counterfeit and Fake Drugs (Miscellaneous Provisions) Decree, 1989 National Agency for Food and Drug Administration and Control Decree 1993 Drugs and Related Products (Registration etc.) Decree, 1993	1994	Yes	Yes	Possesses an arsenal of judicial texts which h complemented by the Decree on Money Laun 1995
Senegal Law No 87-12 of 24/02/87	1965 1997 (CILAD)	Yes	Yes[5]	Law 97-18 of 01/12/97, cited as "Code Des D the Official Gazette of 20/12/97 (legislative aspect)
Sierra Leone	1993 1995 (reinforc.)	No	No	No drug control legislation
Togo Law of 16/05/84 Décret No 96-040/PR portant création du comité national anti drogue, 1996	1996	Yes	No	Harmonized Law adopted by parliament on 24/ and promulgated by the President on 18/03/98

[1] A provisionary committee exist fulfilling the tasks of the CILAD.
[2] Action Plan elaborated and approved by the government, but not implemented yet.
[3] Action Plan elaborated but still to be approved by the government.
[4] Informal Committee since 1983.
[5] Action Plan approved by the government in 1998. Implementation has not started yet

Annex 2a. Seizure statistics for West Africa, 1990-1997: Heroin

Heroin, in kg	1990	1991	1992	1993	1994	1995	1996	1997
Benin	6	-	1.97	0.77	2	5.16	30.35	142.82
Bur. Faso	-	-	-	0.05	9	-	1.14	222
Cape Verde	-	-	-	-	-	-	-	-
Côte d'Ivoire	5.51	6.45	6.87	2.91	0.05	5.42	4.53	0.54
Gambia	-	-	-	-	-	-	0.08	0.09
Ghana	26	-	3.32	0.79	0.15	5.57	0.45	0.01
Guinea	-	3	-	-	-	-	-	-
Gui.-Bissau	-	-	-	-	-	-	-	-
Liberia	-	-	-	-	-	-	-	-
Mali	-	-	-	-	0.03	0.25	2.71	-
Mauritania	-	-	-	0.01	0.04	-	0.17	-
Niger	7.56	0.14	-	-	0.63	0.03	0.1	0.1
Nigeria	143.28	65.42	168.02	287.59	91.65	30.27	19.38	10.49
Senegal	24.84	-	1.25	9.99	77.53	15.09	0.25	-
Sierra Leone	-	0.68	0.002	0.68	0.002	0.003	0.002	-
Togo	8.16	-	9.28	-	-	-	0.03	81.6
Grand Total	221.35	75.69	190.712	302.79	181.082	61.793	59.192	457.65

Source: UNDCP Seizure Database based on input from ARQ, Government, ICPO and INCB

Annex 2b. Seizure statistics for West Africa, 1990-1997: Cocaine (base and salts)

Cocaine (base and salts) in kg	1990	1991	1992	1993	1994	1995	1996	1997	Total 990-1997
Benin	0.74	-	4.49	1	0.82	6.96	40.37	15.16	69.54
Bur. Faso	-	-	-	0.09	3	-	4.83	278	285.92
Cape Verde	-	-	-	-	-	-	-	-	-
Côte d'Ivoire	4.2	4.33	0.43	2.33	0.13	2.86	33.15	22.03	69.46
Gambia	0.46	-	-	-	-	0.07	0.88	0.06	1.47
Ghana	5	-	6.61	17.49	7.34	18.45	0.79	0.22	55.9
Guinea	3	0.52	-	-	-	-	-	-	3.52
Gui.-Bissau	-	-	-	-	-	-	-	-	-
Liberia	-	-	-	-	-	-	-	-	-
Mali	-	-	-	-	0.02	-	4.3	-	4.32
Mauritania	-	-	-	0.02	0.04	-	0.33	-	0.39
Niger	-	0.21	-	-	0.002	-	0.02	28.87	29.102
Nigeria	-	555.35	416.95	1308.67	90.76	15.91	6.16	0.39	2394.19
Senegal	5.74	20.34	0.86	0.95	11.83	2.16	1.9	-	43.78
Sierra Leone	-	0.16	0.003	0.16	0.003	4	0.002	-	4.328
Togo	0.01	-	19.04	-	-	-	1.08	13.87	34
Grand Total	19.15	580.91	448.383	1331.6	113.945	50.41	93.812	358.6	2995.92

Source: UNDCP Seizure Database based on input from ARQ, Government, ICPO and INCB

Annex 2c. Seizure statistics for West Africa, 1990-1997: Cannabis Herb

Cannabis Herb in kg	1990	1991	1992	1993	1994	1995	1996	1997	Total 1990-1997
Benin	6.61	-	64.84	107	230.51	42.7	312.83	26.86	791.35
Bur. Faso	128.6	68.14	212	1061.64	305.06	-	140	2402.73	4318.17
Cape Verde	-	-	-	-	-	-	-	-	-
Côte d'Ivoire	1026	1345	792.13	2212.26	634.13	535.68	1482.55	853.87	8881.62
Gambia	544.77	-	-	-	-	286.59	11.16	566.97	1409.49
Ghana	-	-	-	1017.7	27.67	209506.8	902.65	126.47	211581.29
Guinea	171.17	662.5	-	-	-	-	-	-	833.67
Gui.-Bissau	-	-	-	-	-	-	-	-	-
Liberia	-	-	-	-	-	-	-	-	-
Mali	5	21.16	47	415	288.78	94.26	80	404.27	1355.47
Mauritania	13.07	6.5	-	17.65	29.01	-	6.75	-	72.98
Niger	462.76	1088.5	-	-	722.94	690.93	777.38	499.89	4242.4
Nigeria	-	1523	2550.34	7461.71	19732.66	15258	18604	15904.7	81034.41
Senegal	3959.69	389.18	700.48	1939.15	1391.88	79774.88	212.16	-	88367.42
Sierra Leone	-	1340	684.31	1340	684.31	397.56	-	-	4446.18
Togo	22.15	-	10.78	-	-	-	156.85	1066.19	1255.97
Grand Total	6339.83	6443.98	5061.88	1557211	24046.95	306587.4	22686.33	21851.95	408590.4

Source: UNDCP Seizure Database based on input from ARQ, Government, ICPO and INCB

Annex 2d. Seizure statistics for West Africa, 1990-1997: Cannabis Resin

Cannabis (resin) in kg	1990	1991	1992	1993	1994	1995	1996	1997
Benin	-	-	-	-	-	-	-	-
Bur. Faso	-	-	-	-	-	-	-	4647
Cape Verde	-	-	-	-	-	-	-	-
Côte d'Ivoire	-	-	-	-	-	-	-	-
Gambia	-	-	-	-	-	0.013	-	0.05
Ghana	-	-	-	-	-	-	-	-
Guinea	-	-	-	-	-	-	-	-
Gui.-Bissau	-	-	-	-	-	-	-	-
Liberia	-	-	-	-	-	-	-	-
Mali	-	-	-	-	-	-	-	-
Mauritania	-	-	-	0.03	-	-	-	-
Niger	-	-	-	-	-	-	-	-
Nigeria	-	-	-	-	-	-	-	-
Senegal	-	218.4	-	-	2.1	-	-	-
Sierra Leone	-	-	-	-	-	-	987	-
Togo	-	-	-	-	-	-	-	-
Grand Total	0	218.4	0	0.03	2.1	0.013	987	4647.05

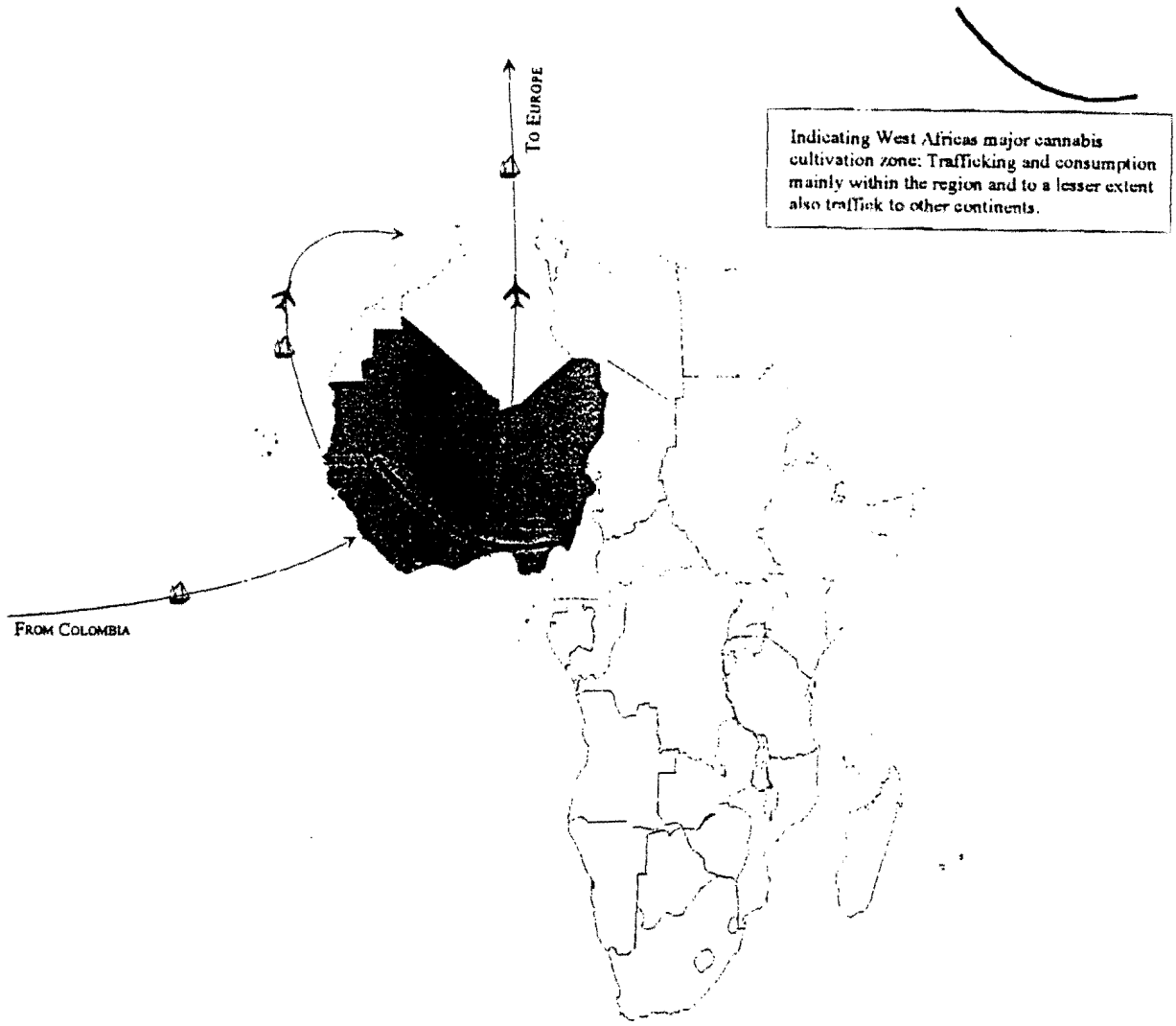
Source: UNDCP Seizure Database based on input from ARQ, Government, ICPO and INCB

Annex 2e. Seizure statistics for West Africa, 1990-1997: Stimulants

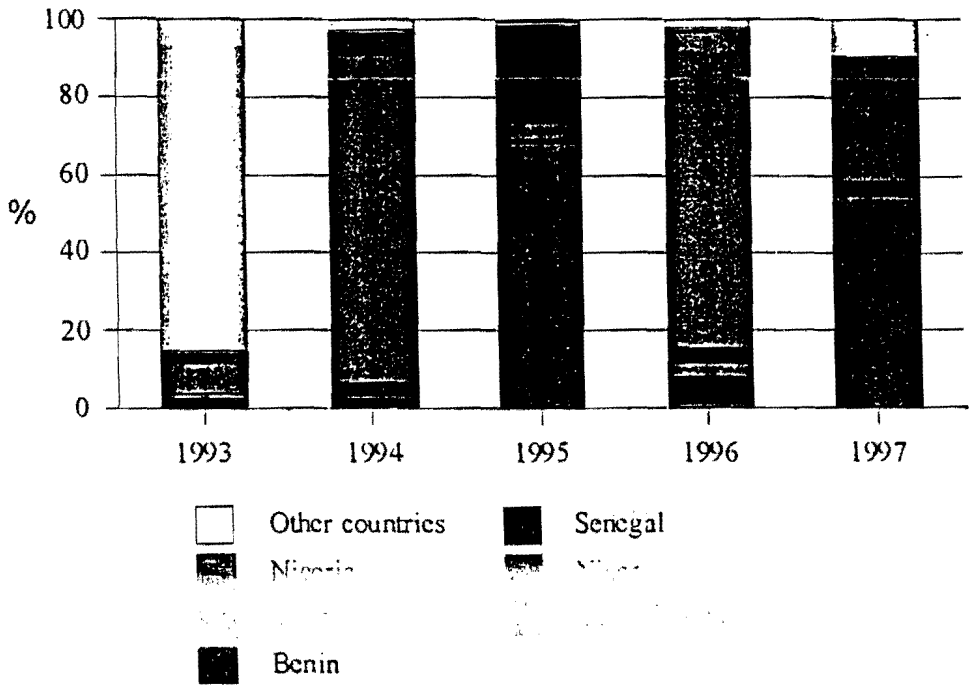
Stimulants in UNDCP units	1990	1991	1992	1993	1994	1995	1996	1997
Benin	-	-	-	-	-	-	-	-
Bur. Faso	44036	27384	0	484211	346903	0	0	40750
Cape Verde	-	-	-	-	-	-	-	-
Côte d'Ivoire	809900	297778	695813	10494	13125	8463	1809	0
Gambia	-	-	-	-	-	-	-	-
Ghana	-	-	-	-	-	-	-	-
Guinea	-	-	-	-	-	-	-	-
Gui.-Bissau	-	-	-	-	-	-	-	-
Liberia	-	-	-	-	-	-	-	-
Mali	0	0	0	0	32	1207	0	0
Mauritania	258	0	0	0	1161	0	0	0
Niger	99691	103712	0	0	661924	0	220368	186574
Nigeria	0	0	1	182600	9430000	4500000	1065200	30952500
Senegal	0	68581	0	0	0	0	17	0
Sierra Leone	-	-	-	-	-	-	-	-
Togo	-	-	-	-	-	-	-	-
Grand Total	953885	497455	695814	677305	10453145	4509670	1287394	31179824

Source: UNDCP Seizure Database based on input from ARQ, Government, ICPO and INCB

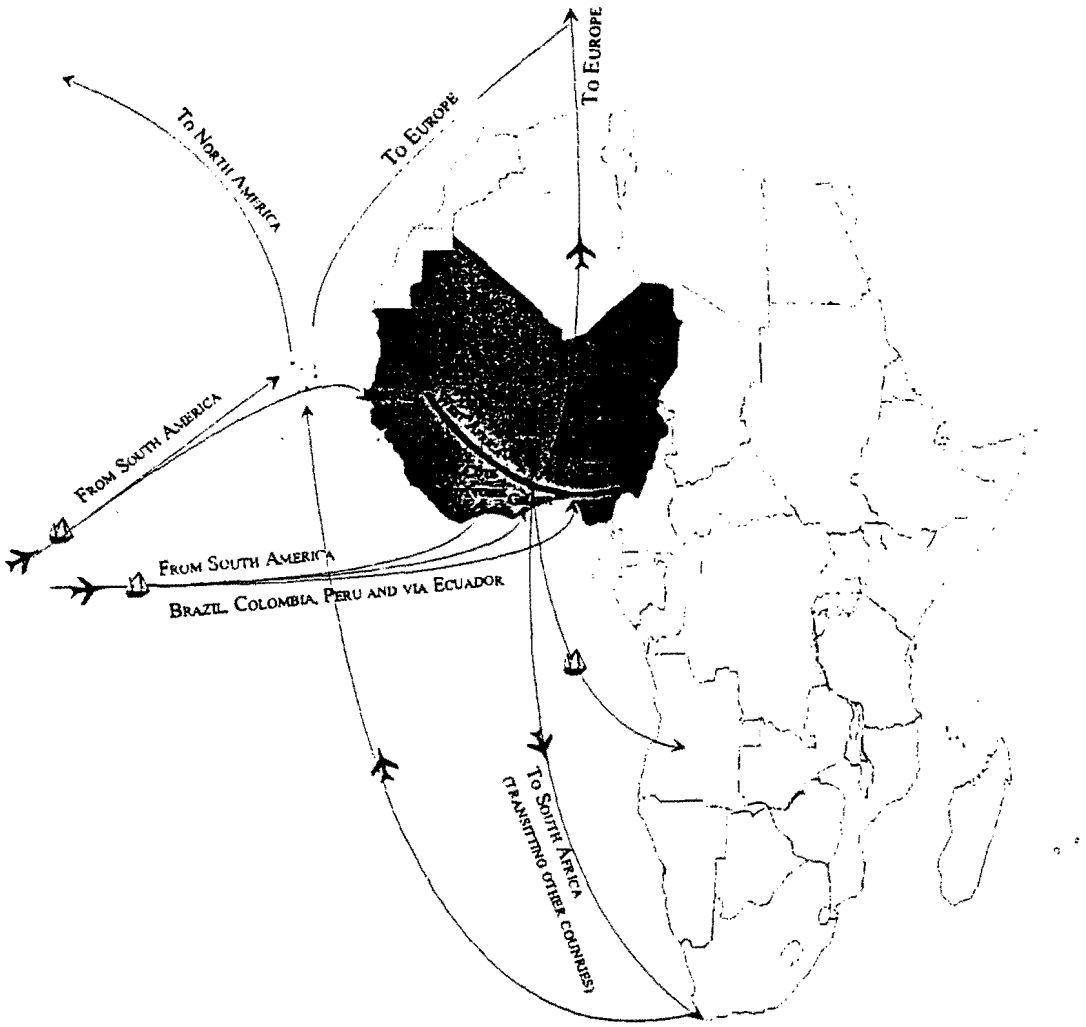
Annex 4. Major International Trafficking Routes affecting West Africa: Cannabis

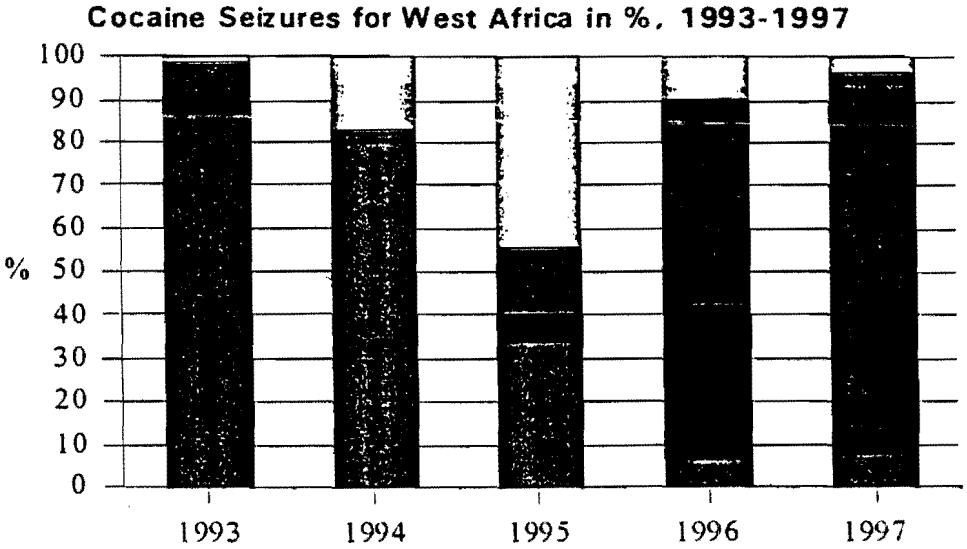


Cannabis Herb Seizures for West Africa in %, 1993-1997

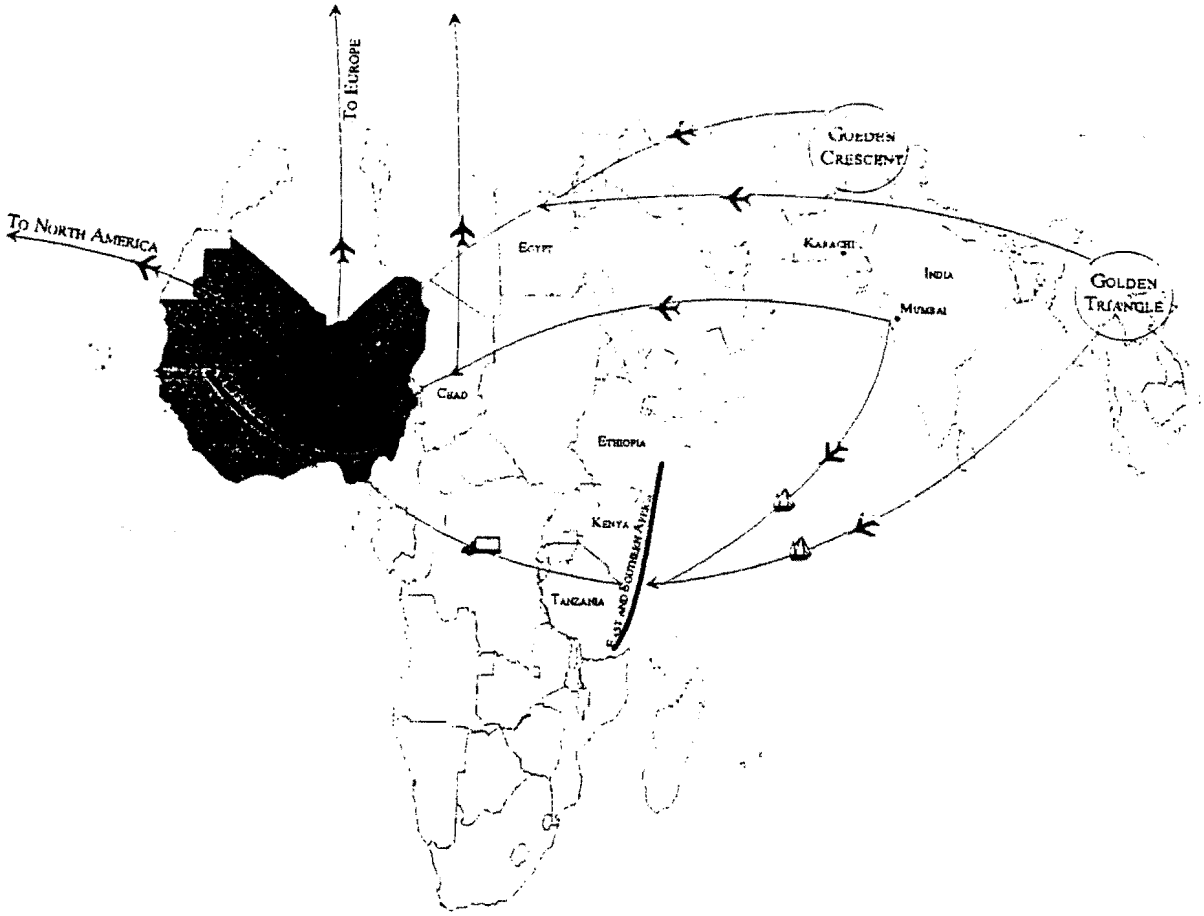


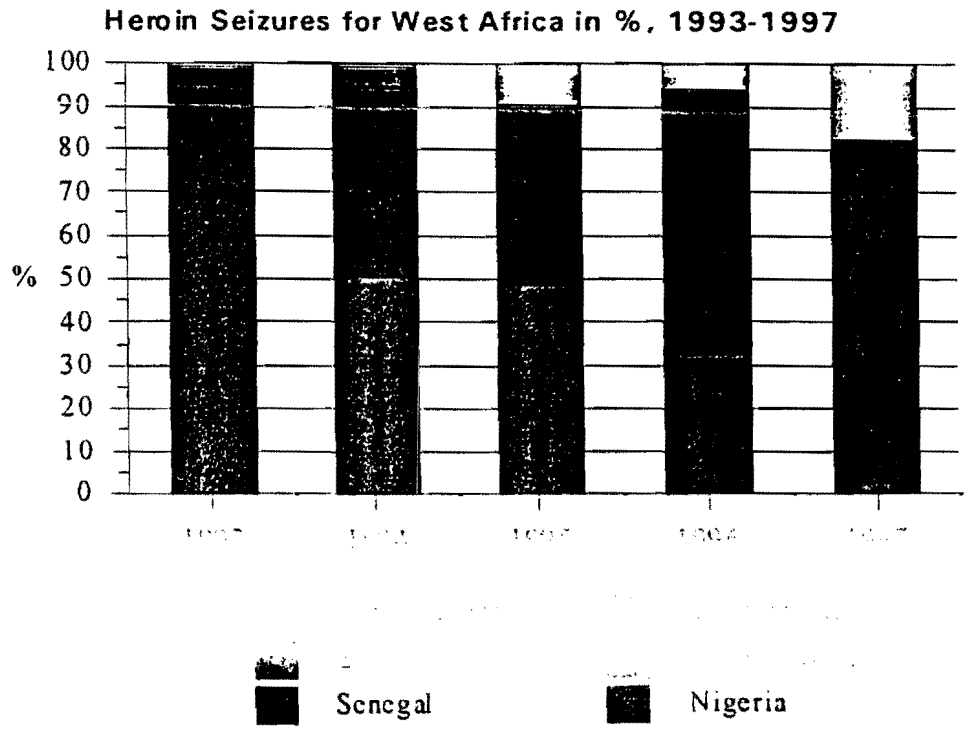
Annex 5. Major International Trafficking Routes affecting West Africa: Cocaine





Annex 6. Major International Trafficking Routes affecting West Africa: Heroin





Project Outline

Project Number and Title:	AD/RAF/99/XX1 - Assistance to the Main Streaming of the Drug Issue in West Africa
Subregion / Country:	West Africa / Selected countries
Drug Control Sector :	Prevention and Reduction of Drug Abuse
Duration:	4 years
Expected Start Date:	November 1999 (project document under development)

Drug Control Issues to be Addressed:

With the increasing cannabis cultivation and spill-over effect from the transit of illicit drugs in the subregion, drug abuse is becoming a problem of concern in the West African countries. Available data on the problem are still relatively limited, but sufficient to conclude that drug abuse is an increasing concern for all countries in the subregion. In countries where the existence of a drug abuse problem has been recognized vigorous actions have already been implemented for the prevention of populations at large, with a particular focus on the youth. At the UNGASS on Drugs in June 1998, the Member States of the UN agreed upon that there is a need to intensify efforts in drug demand reduction and to provide adequate resources towards that end. The Member States recognized at the session that demand reduction is an indispensable pillar in the global approach to counter the world drug problem, and committed themselves to introduce in their national programmes and strategies the provisions set out in the Declaration on the Guiding Principles of Drug Demand Reduction.

Drug Control and Immediate Objective:

Drug Control Objective: The application by the sixteen West African countries of the Declaration on the Guiding Principles on Drug Demand Reduction in order to achieve significant and measurable results in reducing the demand of drugs by year 2008.

Immediate Objective: Decision makers at all levels have been informed about the increasing number of problems related to drug abuse as well as made aware of existing drug control political declarations and commitments made at the national, subregional, regional and international level.

Execution Modality / Counterparts:

UNDCP Regional Office for West and Central Africa (1/2 CTA, 1/2 UNV) / National and international civil society organizations in priority countries

Estimated Budget:

US$ 500,000

Project Outline

Project Number and Title:	AD/RAF/99/XX2 - Strengthening of Demand Reduction Awareness among Risk Groups in Cape Verde, The Gambia, Guinea-Bissau and Senegal
Subregion / Country:	West Africa / Cape Verde, The Gambia, Guinea-Bissau and Senegal
Drug Control Sector :	Prevention and Reduction of Drug Abuse
Duration:	3 years
Expected Start Date:	December 1999 (project document under development)

Drug Control Issues to be Addressed:

The Governments of Cape Verde, The Gambia, Guinea Bissau and Senegal have in recent years voiced concern over an increase in the abuse of illicit drugs among their population and particularly the youth. In Cape Verde, the spill over effect from cocaine being trafficked has resulted in a more frequent abuse of the substance among the population. Also The Gambia is increasingly affected by the spill over effect from illicit drug trafficking. The IMDCC as well as local NGOs have reported an alarming increase in drug abuse and especially among the youth. Guinea Bissau has become another transit point for narcotic drugs. The country is in a post-conflict situation and abuse of drugs has been reported among the soldiers as well as the youth in general. In Senegal, cannabis is widely used in both rural and urban settings and the major cities have witnessed an increasing abuse of cocaine, heroin and amphetamine type stimulants in recent years. Abuse of crack has also been reported in Senegal. Comprehensive and effective education programmes are necessary parts of measures for counteracting drug abuse. In the four countries, UNFPA has over the past five years launched a programme on Information, Education and Communication (IEC) on "Population and Family Life" for youth in and out-of-school. In the formal sector, UNFPA assistance to the governments of the four countries in relation to IEC has been the introduction into the school curricula of a new course entitled "Education for Population and Family Life". For the youth, including out-of-school youth UNFPA is promoting "Education for Population and Family Life" through the establishment of Youth Counseling Centers.

Drug Control and Immediate Objective:

Drug Control Objective: To reduce the demand for drugs through increased prevention capacities in Cape Verde, The Gambia, Guinea Bissau and Senegal.

Immediate objective: Programmes of Education, Information and Communication aimed at the prevention of drug abuse among youth in formal education and out of school youth have been developed and implemented.

Execution Modality / Counterparts:

UNFPA Regional Office, Dakar / National counterparts: Cape Verde: Ministry of Education and Ministry of Social Affairs; The Gambia: Ministry of Education and National Youth Council; Guinea Bissau: Ministry of Education and Senegal: Ministry of Education and Ministry of Youth.

Project Outline

Project Number and Title:	AD/RAF/99/XX6 - Technical and financial assistance to governmental entities and CSOs in West Africa in the area of demand reduction
Subregion / Country:	West Africa / Selected countries
Drug Control Sector :	Prevention and Reduction of Drug Abuse
Duration:	4 years
Expected Start Date:	November 1999 (project document under development)

Drug Control Issues to be Addressed:

Over the past 10 to 15 years, West Africa has witnessed an increase in illicit drug cultivation, trafficking and consumption and these worrying trends are likely to continue into the foreseeable future. A growing number of countries reports on increasing drug consumption problems, including those related to imported illicit drugs. The main concern is, however, still cannabis. In Côte d'Ivoire, the consumption of heroin, cocaine and psychotropic substances constitutes a cause of concern for the government and in Nigeria, it appears that the country has developed a serious abuse problem in response to the spillover of drugs originating from elsewhere. In Senegal, cannabis is the main drug of abuse, although the abuse of heroin and cocaine is increasing rapidly, particular in the capital. Psychotropic substances also continue to be abused in the sub-region. Demand reduction is an indispensable pillar in the global approach to counter the world drug problem. During evaluations of previous demand reduction projects in the subregion, a large number of NGOs have expressed a need for basic training in the area of demand reduction as well as the availability of financial means for the implementation of demand reduction activities. At present, many NGOs are restricted in their implementation of projects due to lack of financial resources.

Drug Control and Immediate Objective:

Drug Control Objective: The application by the sixteen West African countries of the Declaration on the Guiding Principles on Drug Demand Reduction in order to achieve significant and measurable results in reducing the demand of drugs by year 2008.

Immediate Objective: On the basis of training of governmental entities and CSOs a broad range of demand reduction activities in the area of prevention, counseling, treatment, rehabilitation and reinsertion in society that fits into national demand reduction plans have been developed and implemented with maximum impact in selected countries in West Africa.

Execution Modality / Counterparts:

UNDCP Regional Office for West and Central Africa (1/2 CTA, 1/2 UNV) / Governments and Civil Society Organizations in selected countries

Estimated Budget:

US$ 1,100,000

Project Outline

Project Number and Title:	AD/RAF/99/XX7 - Assistance to Implementation of the ECOWAS Drug Control Plan of Action
Subregion / Country:	West Africa / Regional
Drug Control Sector :	Inter-sectoral
Duration:	3 years
Expected Start Date:	November 1999 (project document under development)

Drug Control Issues to be Addressed:

West Africa has not been spared by the worldwide increase in drug trafficking and abuse. The countries of the sub-region have reacted in a coordinated fashion to the drug threat by implementing the recommendations from the different meetings of the sixteen Ministers in charge of drug control activities. These recommendations have included the strengthening of national drug control coordination bodies, the training of human resources for drug control, the review of legislation to harmonize them to the three international drug control conventions, and an increased coordination role for ECOWAS. The Secretariat of ECOWAS has showed a particular interest to drug control activities, and with the assistance of UNDCP, it has set up in 1997 a Drug Control Unit. The Drug Control Unit has formulated a drug control Plan of Action which defines the approach to drug control at national as well as regional level in the subregion. In August 1997, the Heads of State and Government of ECOWAS adopted this Plan of Action. With limited staff and resources, the Drug Control Unit has succeeded in advocating for drug control at the highest possible political level. However, the Drug Control Unit requires additional support from UNDCP to ensure an adequate coordination and monitoring of the ECOWAS Plan of Action and the related Priority Programme. The management of a new drug control trust fund set up by the ECOWAS Secretariat (ECODRUG Fund) also requires the provision of advisory and financial assistance which will provided under the present project.

Drug Control and Immediate Objective:

Drug Control Objective: The satisfactory implementation by the sixteen Governments of West Africa and the ECOWAS Secretariat of the Regional Plan of Action against the Abuse and Illicit Traffic of Narcotics Drugs and Psychotropic Substances adopted by the sixteen Heads of State and Governments of ECOWAS Member States in August 1997.

Immediate Objective 1: By the end of the project, the Drug Control Unit of the ECOWAS Secretariat will have been skilled to discharge, in an effective way, its coordination function on drug related matters at the regional level, in view of the implementation of the ECOWAS Plan of Action.

Immediate Objective 2: By the end of the project, the role and capacity of the Drug Control Unit as a center of information and reference in drug control in West Africa will have been enhanced.

Immediate Objective 3: By the end of the project, the ECODRUG Fund will be operational and provide funding for selected drug control activities in the subregion.

Execution Modality / C

ECOWAS Secret

Estimated Budget:

US$ 900,000

Project Outline

Project Number and Title:	AD/RAF/99/XX8 - Assistance to National Institutions for Drug Control in West Africa
Subregion / Country:	West Africa / Selected countries
Drug Control Sector:	Inter-sectoral
Duration:	3 years
Expected Start Date:	July 2000

Drug Control Problem to be Addressed:

During the past four years, UNDCP has provided assistance for the strengthening of national and regional structures responsible for drug control in West Africa. To this end, advisory assistance, equipment and training have been provided for the setting-up or strengthening of drug control coordination entities. In addition, training (including training of trainers) has been provided in a variety of drug control fields with the objective of increasing the human resource basis responsible for the implementation drug control activities. UNDCP's assistance has been provided through national projects as well as a regional one (RAF/893) of which the final evaluation concluded that additional assistance is required in order to sustain the results achieved. Furthermore, the ECOWAS Plan of Action, to the implementation of which UNDCP has pledged assistance, focuses on the establishment or strengthening of national and regional structures for policy coordination and implementation as well as the development of human resources.

Drug Control and Immediate Objective:

Drug Control Objective: National drug control strategies and competent human resources to implement these strategies exists for priority countries;

Immediate Objective 1: The role of the Interministerial Drug Control Committees have been strengthened through advocacy for a higher Government commitment and provision of advisory assistance to selected countries. Furthermore, that limited equipment has been provided to countries upon request.

Immediate Objective 2: National strategies, which can serve as the basis for the preparation of national action plans, have been formulated for priority countries.

Immediate Objective 3: Assessment of drug control training needs has been conducted, evaluation of training capacities in selected countries has been undertaken, and assistance to national training units has been provided.

Execution Modality / Counterparts:

UNDCP/ National Drug Control Coordination Bodies

Project Outline

Project Number and Title:	AD/RAF/99/XX9 - Assistance to Drug Control in Post-Conflict Countries: Sierra Leone
Subregion / Country:	West Africa / Sierra Leone
Drug Control Sector:	Inter-Sectoral
Duration:	3 years
Expected Start Date:	August 2000 (if the situation in the country allows project start)

Drug Control Issues to be Addressed:

The end the conflict in Sierra Leone has constituted a hiatus for most of those concerned. The traumatic experiences of the recent past has contributed to drug abuse by both the civilian population as well as demobilized soldiers, including child soldiers among whom substance abuse was widespread during the civil war. In addition, the civil war has resulted in massive internal and external displacement of populations as well as in a complete breakdown of the political, social and economic structures and processes. At the request of the Government and the UN Resident Coordinator, UNDCP conducted in September 1998 an assessment mission during which priority areas of intervention were identified, including drug control coordination, prevention of drug abuse, treatment of ex-combatants and strengthening of law enforcement entities. It was concluded by the mission team that Sierra Leone needs assistance to build or re-build its drug control capacities.

Drug Control and Immediate Objective:

Drug Control Objective: To have obtained a significant reduction in drug trafficking and abuse in the context of post-conflict recovery.

Immediate Objective 1: To have identified priority areas of action in drug control on the basis of a Rapid Assessment Study;

Immediate Objective 2: To have provided assistance to ex-combatants, including child soldiers, in drug abuse prevention, treatment and rehabilitation, in view of their social reintegration.

Immediate Objective 3: To have implemented drug abuse prevention activities targeted at in and out of school youth in relation with education for peace programmes.

Immediate Objective 4: To have strengthened and improved the drug control capacity of the National Drug Abuse Control Coordinating Secretariat (NDACCS) as well as the law enforcement entities, including the judicial system.

Execution Modality / Counterparts:

UNDCP/ NDACCS, UNDP Sierra Leone (NPO) and other UN Agencies

US$ 400,000

Project Outline

Project Number and Title:	AD/RAF/99/X10 - Assistance to Drug Control in Post-Conflict Countries: Guinea Bissau
Subregion / Country:	West Africa / Guinea Bissau
Drug Control Sector:	Inter-Sectoral
Duration:	3 years
Expected Start Date:	October 2000 (if the situation in the country allows project start)

Drug Control Issues to be Addressed:

In June 1998, a violent conflict broke out in Guinea Bissau, and led to the displacement of one third of the total population. Before the outbreak, UNDCP was about to launch a multi-sectoral drug control project. As regards drug trafficking and abuse, they appear to be a relatively new phenomenon in Guinea-Bissau. There are indications that Guinea-Bissau is used as a transit point, possibly because of the proximity of its islands to those of Cape-Verde which now serve as transshipment points for cocaine coming from South America. Drug consumption seems to concern mainly a young urban population abusing cannabis in combination with psychotropic substances. The only known drug cultivated in the country is cannabis. The main concern of the government, at the time the assistance project was formulated, was to prevent an increase in drug trafficking and abuse. It is now feared that the complete breakdown of law and order during the conflict has had a negative impact on drug trafficking. In addition, the end of a conflict, as is now the case in Sierra Leone, constitutes a hiatus for most of those concerned. The traumatic experiences of the recent past can easily contribute to drug abuse by several segments of the population. For these reasons, the assistance of UNDCP, requested by national authorities before the conflict, would be even more required at the stage of post-conflict recovery.

Drug Control and Immediate Objective:

Drug Control Objective: To have achieved a significant decrease in drug abuse and illicit trafficking in Guinea-Bissau.

Immediate Objective 1: The Government of Guinea-Bissau has improved its human, technical and operational capacities to better control and interdict illicit trafficking of substances under international control;

Immediate Objective 2: Guinea-Bissau has launched a drug abuse prevention campaign with participation of the civil society;

Immediate Objective 3: A national strategy for drug control has been formulated.

Execution Modality / Counterparts:

UNDCP/ UNDP Guinea Bissau; national counterpart: Ministry of Justice through the

Estimated Budget:

US$ 400,000

Project Outline

Project Number and Title:	AD/RAF/99/X11 - Assistance to Drug Control in Post-Conflict Countries: Liberia
Subregion / Country:	West Africa / Liberia
Drug Control Sector:	Inter-Sectoral
Duration:	3 years
Expected Start Date:	September 2000 (if the situation in the country allows project start)

Drug Control Issues to be Addressed by Project:

To be elaborated

Drug Control and Immediate Objective:

To be elaborated

Execution Modality / Counterparts:

UNDCP/ UNDP Liberia; national counterpart: Ministry of Justice through the IMDCC.

Estimated Budget:

US$ 400,000

Project Outline

Project Number and Title:	AD/RAF/99/C86 - Rapid Assessment of Drug Abuse Situation for the West Africa Subregion
Subregion / Country:	West Africa / Côte d'Ivoire, Ghana, Nigeria, Senegal
Drug Control Sector:	Inter-Sectoral
Duration:	1.5 years
Actual Start Date:	April 1999

Drug Control Issues to be Addressed:

Information on the drug abuse situation and existing resources that are being used to respond to demand reduction or having the potential to being able to be utilized for drug control are scanty and scattered in West Africa. States in West Africa are on the most part reporting an increase in drug abuse in their national territories, and disenfranchised youths are cited as the most at risk age groups for drug abuse. The emergence of West African states as transit points and unstable socio-political situations are contributing factors in some states to drug abuse. The situation discerned from available data points to a diverse variety of drugs being abused as well as that drug abuse is increasing rapidly.

Drug Control and Immediate Objective:

Drug Control Objective: To have assessed the extent and pattern of the drug abuse situation in Côte d'Ivoire, Ghana, Nigeria and Senegal as a basis for developing a demand reduction programme.

Immediate Objective: To have conducted rapid assessments in Côte d'Ivoire, Ghana, Nigeria and Senegal followed by the holding of a workshop aimed at operationalizing the findings of the Study in accordance with identified priorities.

Execution Modality / Counterparts:

UNDCP / Government counterparts: The Interministerial Committee in the four countries addressed

Estimated Budget:

US$ 395,000

Project Outline

Project Number and Title:	AD/RAF/99/X12 - Evaluation of the Drug Abuse Situation in Priority Countries in West Africa through Rapid Assessment Studies
Subregion / Country:	West Africa / Benin, Burkina Faso, Cape Verde, The Gambia, Guinea, Mali, Mauritania, Niger and Togo
Drug Control Sector:	Inter-Sectoral
Duration:	2 years
Expected Start Date:	January 2001

Drug Control Issues to be Addressed:

Data on the drug abuse situation in West Africa is still limited. To improve this situation, UNDCP has already started the implementation of rapid assessment studies in four (Côte d'Ivoire, Ghana, Nigeria and Senegal) out of the five priority countries in the West African region, but in order to ensure a broadening of the knowledge base, an increased number of rapid assessment studies are to be undertaken. On the basis of the conclusion made in the rapid assessment studies, national demand reduction strategies as well as projects will be developed, financed and implemented. Rapid assessment studies should be seen as a mean to assessing and there after addressing the drug abuse problem in priority countries in West Africa.

Drug Control and Immediate Objective:

Drug Control Objective: To have ascertained the extent and pattern of the drug abuse situation in Benin, Burkina Faso, Cape Verde, Guinea-Bissau, Liberia, Niger, Sierra Leone and Togo as a basis for developing a demand reduction strategy and projects.

Immediate Objective 1: To have conducted rapid assessments in Benin, Burkina Faso, Cape Verde, Guinea-Bissau, Liberia, Niger, Sierra Leone and Togo;

Immediate Objective 2: To have conducted workshops aimed at operationalizing the findings of the Study in accordance with identified priorities.

Execution Modality / Counterparts:

UNDCP / Government counterparts: Interministerial Committee in the countries addressed

Estimated Budget:

US$ 500,000

Project Outline

Project Number and Title: AD/RAF/SEN/X14 - Assistance to the fight against drugs in Senegal
Subregion / Country: West Africa / Senegal
Drug Control Sector: Inter-Sectoral
Duration: 3 years
Expected Start Date: March 2000

Drug Control Issues to be Addressed by Project:

To be elaborated

Drug Control and Immediate Objective:

To be elaborated

Execution Modality / Counterparts:

To be determined

Estimated Budget:

US$ 350,000

Project Outline

Project Number and Title:	AD/RAF/99/X13 - Strengthening drug control capacities for law enforcement at major sea and airports including training of sniffer dogs and handlers
Subregion / Country:	West Africa / Selected countries
Drug Control Sector:	Suppression of Illicit Drug Trafficking
Duration:	3.5 years
Expected Start Date:	July 2000

Drug Control Issues to be Addressed by Project:

To be elaborated

Drug Control and Immediate Objective:

To be elaborated

Execution Modality / Counterparts:

To be determined

Estimated Budget:

US$ 1,400,000

Project Outline

Project Number and Title:	AD/RAF/99/X15 - Strengthening of the Drug Control Operational Capacity of Law Enforcement Entities in West Africa
Subregion / Country:	West Africa / Burkina Faso, Cape Verde, Côte d'Ivoire, Ghana, Mali, Nigeria, Senegal
Drug Control Sector:	Suppression of Illicit Drug Trafficking
Duration:	3 years
Expected Start Date:	March 2000

Drug Control Issues to be Addressed:

In October 1997, UNDCP, in collaboration with the World Customs Organization (WCO) and Interpol, undertook an assessment mission to seven West Africa countries, namely Burkina Faso, Cape Verde, Côte d'Ivoire, Ghana, Mali, Nigeria and Senegal. All of which are members of the Regional Intelligence Liaison Office (RILO) set up for the West African subregion. The mission identified several factors which hamper the work of law enforcement entities in the countries visited, among which are the insufficient level of cooperation between law enforcement entities within the same country as well as between countries, and the limited availability of human, technical, and financial resources.

Drug Control and Immediate Objective:

Drug Control Objective: To have achieved a verifiable reduction in the transit of drugs in West Africa through the enhancement of the capacity of law enforcement entities to interdict illicit drug trafficking;

Immediate Objective 1: To have strengthened the human resource capacity of law enforcement authorities in (initially) Senegal, Côte d'Ivoire, Nigeria, Ghana, Mali, Burkina Faso and Cape Verde, by the year 2001;

Immediate Objective 2: To have made adequate operational means available to law enforcement units trained under the project and operating at key entry points (i.e. sea ports and airports);

Immediate Objective 3: To have collected and shared high quality data on the nature and extent of drug trafficking in the subregion within the context of increased intra and inter-country cooperation;

Immediate Objective 4: To have improved the capacities of forensic laboratories in order to have ensured improved interdiction of drug trafficking in selected countries.

Execution Modality / Counterparts:

UNDCP / WCO and Interpol

Estimated Budget:

US$ 950,000

Project Outline

Project Number and Title: AD/RAF/99/X16 - Legal Advisory Programme for West Africa
Subregion / Country: West Africa / Regional
Drug Control Sector: Suppression of Illicit Drug Trafficking
Duration: 3 years
Expected Start Date: January 2001

Drug Control Issues to be Addressed:

To increase the judicial cooperation between the sixteen countries of ECOWAS as well as to facilitate the updating of their national legislation to ensure that it is in line with the three UN international drug control conventions, UNDCP has provided assistance to the 16 countries by formulating a model legislation. However, a some countries still have to update their legislation and many others still need advisory assistance in drafting of legislation, training of magistrates and to establish appropriate legislative and administrative measures. Furthermore, the increase in international criminality, including money laundering, calls for additional legislation and control measures. It is proposed that the present project, with focus on West Africa, complement activities implemented under projects GLO/900 "Legal Advisory Programme" and GLO/B75 "Global Programme against Money Laundering".

Drug Control and Immediate Objective:

Drug Control Objective: All countries of West Africa effectively have implemented legislative and administrative measures for drug control in conformity with the three UN international drug control conventions.

Immediate Objective 1: UNDCP has undertaken follow-up and completed its legal assistance to countries in view of the adoption of laws based on the drug control model legislation for West Africa;

Immediate Objective 2: UNDCP has assisted countries in ensuring that they have the required legal framework and capacities to fight money laundering and corruption.

Immediate Objective 3: Regional cooperation in the investigation and prosecution of drug trafficking, money laundering and organized crimes has been strengthened through adoption and implementation of the 1992 ECOWAS convention on Mutual Assistance and the 1994 ECOWAS Convention on Extradition.

Execution Modality / Counterparts:

UNDCP / Ministries of Justice of concerned countries

Estimated Budget:

US$ 400,000

References

- UNDCP's Brainstorming Session on Africa, Addis Ababa, 10-12 June 1997 - Documentation of Session;
- Drug Control Strategy for Sub-Saharan Africa 1998-2001, UNDCP, 1997;
- The Drug Nexus in Africa, UNDCP;
- World Drug Report, 1997;
- OGD, The World Geopolitics of Drugs 1997/1998 Annual Report
- Rapport de Mission d'Appui Technique à la Préparation de la Réunion des Coordonnateurs des Comités Interministériels des Etats de la CEDEAO, 21 - 29 Juillet 1998, Rapport par Mamadou Lamine Fofana;
- Deuxième Réunion de Coordonnateurs Nationaux des Comités Interministériels de Lutte Contra la Drogue des Etats de la CEDEAO, Banjul 7 - 11 Septembre 1998, Document de Travail N°1 - Revue de Plan d'Action Régional et des plans Nationaux d'Action (Pays par Pays); Document de Travail N°2 - Programme Prioritaire des Objectifs et Actions a Mener 1999 - 2002;
- OAU - Declaration and Plan of Action on Drug Abuse and Illicit Trafficking Control in Africa (Adopted by the 32nd Ordinary Session of the Assembly of Heads of State and Government);
- ECOWAS Regional Plan of Action Against the Abuse and Illicit Traffic of Drugs and Psychotropic Substances in West Africa 1997-2001;
- 10th Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Africa, Abuja 20-: 24 April 1998: - Current Situation with respect to Regional and Subregional Cooperation; - Report of the 10th Meeting of Heads of National Drug Law Enforcement Agencies, Africa, held at Abuja from 20 to 24 April 1998;
- WCO Customs and Drugs 1997;
- "Lutte Contre le Blanchiment d'Argent" in Walf, 4/12/98, N°2018-p.6;
- UNDP Human Development Report 1997, 1998, 1999.

Communauté Economique des
Etats de l'Afrique de l'Ouest

Economic Community
Of West African States

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS
Lome, 5 - 7 December 1999

REGULATION C/REG.20/12/99 ABOLISHING QUOTA POSTS WITHIN THE INSTITUTIONS OF THE COMMUNITY

The Council of Ministers,

Mindful of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

Mindful of the provisions of paragraph 5, Article 18 of the Treaty on the need to ensure equitable geographical distribution of post among nationals of all Member States;

Considering the need for the Community to secure the services of highly qualified and technically competent persons;

Desiring to encourage deserving staff by rewarding competence, professionalism and achievement through promotions;

On the recommendation of the third meeting of the ad-hoc Ministerial Committee on the restructuring of the Executive Secretariat held in Lome on 1 and 2 December 1999.

E N A C T S

Article 1

1. All posts in the Institutions of the Community shall be non-quota posts. Consequently, the practise of allocating certain posts permanently to specific Member States is hereby abolished.

2. In appointing professional staff of the Community, the Executive Secretary shall, subject to ensuring the highest standards of efficiency and technical competence, maintain equitable geographical distribution of posts among nationals of all Member States.

Article 2

This Regulation shall not apply to the appointment of Statutory Appointees as provided by Article 18, Paragraph 4 of the Revised Treaty.

Article 3

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of Council.

It shall also be published by each Member State in its national gazette within the same time frame.

Done at Lome this 7th Day of December 1999

Abdoul Hamid S. B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL.

Communauté Economique des
Etats de l'Afrique de l'Ouest

Economic Community
Of West African States

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS
Lome, 5 - 7 December 1999

RECOMMENDATION C/REC.1/12/99 RELATING TO THE ESTABLISHMENT OF THE WEST AFRICAN POWER POOL

The Council of Ministers,

Mindful of Articles 10, 11 and 12 of the Revised Treaty establishing the Council of Ministers and defining its composition and functions;

Mindful of Article 26 of the Revised Treaty;

Mindful of Decision A/DEC.3/5/82 dated 29 May 1982 adopting the ECOWAS energy policy;

Considering that the energy sector in West Africa is one of the least developed in the world, despite the abundant energy potential in the sub-region;

Noting the unequal distribution of the energy potential between the various Member States;

Concerned about the continuing energy crisis in the sub-region;

Desiring to develop jointly the energy resources of Member States in order to enable them satisfy their development needs;

On the recommendation of the first meeting of the Ministers of Energy held in Accra on 5 November 1999;

Recommends to the Authority of Heads of State and Government to adopt the decision hereto attached relating to the establishment of the West African Power Pool (WAPP).

Done at Lome this 7th Day of December 1999

Abdoul Hamid S. B. TIDJANI-DOURODJAYE

CHAIRMAN

FOR COUNCIL.

Communauté Economique des
Etats de l'Afrique de l'Ouest

Economic Community
Of West African States

TWENTY-SECOND SESSION OF THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT
Lomé, 9 - 10 December 1999

DECISION A/DEC.5/12/99 RELATING TO THE ESTABLISHMENT OF THE WEST AFRICAN POWER POOL

The Authority of Heads of State and Government,

Mindful of Articles 7, 8 and 9 of the Revised Treaty establishing the Authority of Heads of State and Government and defining its composition and functions;

Mindful of Article 26 of the Revised Treaty;

Mindful of Decision A/DEC.3/5/82 dated 29 May 1982 adopting the ECOWAS energy policy;

Considering that the energy sector in West Africa is one of the least developed in the world, despite the abundant energy potential in the sub-region;

Noting the unequal distribution of the energy potential between the various Member States;

Concerned about continuing energy crisis in the sub-region;

Desiring to develop jointly the energy resources of Member States in order to enable them satisfy their development needs;

On the recommendation of the forty-fifth session of the Council of Ministers held in Lome from 5 to 7 December 1999;

D E C I D E S

Article 1

There is hereby established a West African Power Pool system.

Article 2

The West African Power Pool shall be by a coordination body composed of the meeting of the Ministers in charge of Energy and the Committee of Directors-General of electricity companies in Member States.

Article 3

The coordination body referred to in Article 2 above shall :

i) prepare and establish an appropriate framework for the development of the West African Power Pool;

ii) formulate recommendations on the financing and execution of projects selected within the framework of the West African Power Pool;

iii) prepare a detailed financing plan and an implementation schedule for the master plan on the development of energy production facilities and the interconnection of electricity grids; and define to that end, the important phases and the modalities for the coordination of the different segments of the West African Power Pool;

iv) prepare a donors' meeting in collaboration with financial institutions.

Article 4

This Decision shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) of its signature by the Chairman of the Authority. It shall also be published in the National Gazette of each Member State within the same time frame.

Done at Lome, this 10th day of December 1999

H. E. Gnassingbé EYADÉMA

Chairman

For the Authority

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

COMMUNAUTE ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

Forty-Fifth Session of Council of Ministers

Lomé, 5 - 7 December 1999

RECOMMENDATION C/REC.2/12/99 RELATING TO THE APPOINTMENT OF THE FIRM "COOPERS LYBRAND AND DIEYE" AS EXTERNAL AUDITORS OF THE INSTITUTIONS OF THE COMMUNITY

The Council of Ministers,

MINDFUL of Articles 10, 11 and 12 of the ECOWAS Revised Treaty establishing the Council of Ministers and defining its composition and functions ;

MINDFUL of Article 25 of the Revised Treaty relating to the appointment of the External Auditors of the Institutions of the Community ;

MINDFUL of Decision A/DEC.3/7/91 of the Authority of Heads of State and Government relating to the selection and evaluation of the performance of statutory appointees of the Community Institutions ;

CONSIDERING that the third meeting of the Ad Hoc Ministerial Committee on the restructuring of the Executive Secretariat and the selection and evaluation of statutory appointees had, after interviewing three short-listed candidates, recommended the appointment of the firm "Coopers Lybrand and Dieye".

RECOMMENDS

To the Authority of Heads of State and Government to adopt the attached draft Decision appointing the firm " Coopers Lybrand and Dieye" as external auditors of the institutions of the Community.

DONE AT LOME, THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Twenty-second Session of the Authority of Heads of State and Government

Lome, 9 - 10 December 1999

Decision A/DEC.6/12/99 appointing the Firm "Coopers Lybrand And Dieye" as External Auditors of the Community Institutions

The Authority of Heads of State and Government;

MINDFUL of Articles 7, 8 and 9 of the Revised Treaty establishing the Authority of Heads of State and Government and defining its composition and functions;

MINDFUL of Article 25 of the Revised Treaty relating to the appointment of the External Auditors of the Institutions of the Community ;

MINDFUL of Decision A/DEC.3/7/91 of the Authority of Heads of State and Government relating to the selection and evaluation of Statutory Appointees of the Community Institutions ;

ON RECOMMENDATION of the forty-fifth session of the Council of Ministers held in Lome from 5 to 7 December 1999.

D E C I D E S

Article 1

The firm "Coopers Lybrand and Dieye" is hereby appointed as external auditors for the Institutions of the Community for a two (2) year-term. However, the Executive Secretariat shall negotiate with the firm to obtain its agreement to provide services for a fee not exceeding the amount voted by Council. Where no agreement is reached, the Executive Secretary shall negotiate with KPMG - Lagos and make necessary appointment.

Article 2

This Decision shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Authority of Heads of State and Government. It shall also be published in the National Gazette of each Member State within the same time-frame.

DONE AT LOME, THIS 10TH DAY OF DECEMBER 1999

H.E. GNASSINGBÉ EYADÉMA
CHAIRMAN
FOR THE AUTHORITY

COMMUNAUTE ECONOMIQUE DES ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS

Lomé, 5 - 7 December 1999

RECOMMENDATION C/REC.3/12/99 RELATING TO THE ALLOCATION OF THE POST OF DEPUTY DIRECTOR-GENERAL OF THE WEST AFRICAN HEALTH ORGANISATION TO THE REPUBLIC OF MALI

THE COUNCIL OF MINISTERS,

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty of ECOWAS establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the Protocol establishing the West African Health Organisation (WAHO);

MINDFUL of Article IX of the said Protocol relating to the post of Deputy Director-General of West African Health Organisation;

MINDFUL of paragraph 4 (a), Article 18 of the Revised Treaty relating to the appointment of statutory appointees to the Institutions of the Community;

.../2

ON THE PROPOSAL of the third meeting of the Assembly of ECOWAS Health Ministers held in Lomé, Togo on 30 and 31 July 1998;

RECOMMENDS

TO THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT to adopt the attached Decision allocating the post of Deputy Director-General of the West African Health Organisation to the Republic of Mali.

DONE AT LOME, THIS 7th DAY OF DECEMBER 1999

ABDOUL HAMID S. B. TIDJANI DOURODJAYE
CHAIRMAN
FOR COUNCIL

COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

TWENTY-SECOND SESSION OF THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT

Lomé, 5 - 7 December 1999

DECISION A/DEC.14/12/99 ALLOCATING THE POST OF DEPUTY DIRECTOR-GENERAL OF THE WEST AFRICAN HEALTH ORGANISATION TO THE REPUBLIC OF MALI

THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT,

MINDFUL of Articles 7, 8 and 9 of the Revised Treaty of ECOWAS establishing the Authority of Heads of State and Government and defining its composition and functions;

MINDFUL of the Protocol establishing the West African Health Organisation (WAHO);

MINDFUL of Article IX of the said Protocol relating to the post of Deputy Director-General of West African Health Organisation;

MINDFUL of paragraph 4 (a), Article 18 of the Revised Treaty relating to the appointment of statutory appointees to the Institutions of the Community;

ON THE RECOMMENDATION of the forty-fifth session of the Council of Ministers held in Lomé, from 5 to 7 December 1999;

.../2

D E C I D E S

Article 1

The post of Deputy Director-General of the West African Health Organisation (WAHO) is hereby allocated to the Republic of Mali for a period of four (4) years.

Article 2

This Regulation shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published in the National Gazette of each Member State within the same time frame.

DONE AT LOME, THIS 7TH DAY OF DECEMBER, 1999

H.E. GNASSINGBE EYADEMA
CHAIRMAN
FOR THE AUTHORITY

COMMUNAUTE ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Original: French

FORTY-FIFTH SESSION OF THE
COUNCIL OF MINISTERS
Lomé, 5 - 7 December 1999

RECOMMENDATION C/REC.4/12/99 RELATING TO THE ADOPTION OF MACRO-ECONOMIC CONVERGENCE CRITERIA WITHIN THE FRAMEWORK OF THE ECOWAS MONETARY COOPERATION PROGRAMME

The Council of Ministers ;

Mindful of Articles 10, 11 and 12 of the revised ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

Mindful of Decision A/DEC.2/7/87 of the Authority relating to the adoption of a Monetary Cooperation Programme;

Aware that the final objective to be achieved is the creation of a West African economic and monetary union;

Resolved to strive towards this objective by accelerating the regional integration process through the harmonisation of economic and financial policies of Member States ;

Recognising the need to adopt and apply macro-economic convergence criteria in order to obtain the harmonisation of economic and financial policies;

Convinced that the application of macro-economic convergence criteria will facilitate the convertibility of national currencies and the creation of a single ECOWAS monetary zone;

Having noted that the macro-economic convergence criteria adopted in 1996 do not adequately meet the needs of a credible economic and monetary union;

Mindful of the need to set up a multilateral surveillance mechanism to ensure compliance with the economic convergence criteria within the framework of a regional growth and convergence pact;

On the proposal of the Twenty-sixth Session of the Committee of Governors of Central Banks held in Lomé on 3rd December 1999;

Recommends to the Authority of Heads of State and Government to adopt the draft decision attached hereto, relating to the adoption of macro-economic convergence criteria within the framework of the ECOWAS Monetary Cooperation Programme.

DONE AT LOME THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE

CHAIRMAN
FOR COUNCIL

COMMUNAUTE ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Original : French

TWENTY-SECOND SESSION OF THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT

Lomé, 9 - 10 décembre 1999

DECISION A/DEC.7/12/99 RELATING TO THE ADOPTION OF MACRO-ECONOMIC CONVERGENCE CRITERIA WITHIN THE FRAMEWORK OF THE ECOWAS MONETARY COOPERATION PROGRAMME

THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT

Mindful of Articles 7, 8 and 9 of the Revised Treaty establishing the Authority of Heads of Heads of State and Government and defining its composition and functions;

Mindful of Decision A/DEC.2/7/87 of the Authority relating to the adoption of a monetary cooperation Programme;

Aware that the final objective to be achieved is the creation of a West African economic and monetary union;

Resolved to strive towards this objective by speeding the regional integration process through the harmonisation of the economic and financial policies of the Member States;

Recognising the need to adopt and apply macro-economic convergence criteria in order to achieve the harmonisation of economic and financial policies;

Convinced that the application of macro-economic convergence criteria will facilitate the convertibility of national currencies and the creation of a single ECOWAS monetary zone;

Having noted that the macro-economic convergence criteria adopted in 1996 do not adequately meet the needs of a credible economic and monetary union;

Mindful of the need to set up a multilateral surveillance mechanism to ensure compliance with the economic convergence criteria within the framework of a regional growth and convergence pact;

On the recommendation of the Forty-fifth Session of the Council of Ministers held in Lomé from 5 to 7 December 1999.

D E C I D E S

Article 1

The following macro-economic convergence criteria are hereby adopted:

1. **Primary criteria**:

Member States shall be legally bound to comply with the operational criteria enumerated hereafter:

i) ratio of budget deficit (excluding grants) to GDP (commitment basis): lower or equal to 4% by the year 2002.
ii) inflation rate: 5% by 2001 and 3% in 2003
iii) ceiling on central bank financing of budget deficit: 10% of previous year's tax revenue. Member States to comply by 2003.
iv) gross reserves: should not be less than 4 months of imports by 2003.

2. **Secondary criteria**

Member States should also adhere to the secondary criteria which are designed to sustain the primary criteria and facilitate achievement of the convergence target. They are listed as follows:

i. arrears: prohibition of new internal and liquidating of all existing arrears;
ii. tax revenue/GDP ratio: equal to or more than 20%
iii. Salary mass/tax revenue: equal to or less than 35%
iv. capital expenditure/tax revenue ratio: equal to or more than 20%
v. real exchange rate stability: to be maintained by each country.
vi. Interest rates: countries must show positive real interest rates

Article 2

Each Member State shall take due account of the need to reflect macro-economic convergence criteria during the elaboration of its economic reform programme and to include them in their discussions with the international finance institutions.

Article 3

The ECOWAS Single Monetary Zone shall be launched on 1st January 2004 following the implementation of the convergence process to be undertaken during the period 1999 to 2003. To this end, Member States shall formulate pluri-annual convergence programmes and submit performance reports every six months. Defaulting Member States shall be liable to sanctions.

Article 4

There is hereby established a multilateral surveillance mechanism for the harmonisation of macroeconomic policies which shall comprise the following organs:

1. **The Convergence Council** which is composed of Ministers of Finance and Governors of Central Banks of Member countries, shall monitor macroeconomic policies and performance ;

2. **The Technical Monitoring Committee** comprises the Directors of Research of the Central Banks and Senior Ministry of Finance officials. The major responsibility of the Committee shall be the preparation of six-monthly reports on multilateral surveillance for submission to the Convergence Council;

3. **The West African Monetary Agency** (WAMA) and the ECOWAS Executive Secretariat will ensure the compatibility of all the multinational convergence programmes formulated by Member States;

4. The **National Coordinating Committees** shall support WAMA in the collection and processing of data provided by Member States.

Article 5

International finance institutions, the European Union and all development partners are hereby urged to provide the necessary assistance to ECOWAS to achieve the macroeconomic convergence objectives.

Article 6

This Decision shall be published by the Executive Secretariat in the Official Journal of the Community within 30 days of signature by the Chairman of the Authority of Heads of State and Government. It shall also be published in the National Gazette of each Member State within the same time-frame.

DONE AT LOME THIS 10TH DAY OF DECEMBER 199

GENERAL GNASSINGBE EYADEMA
CHAIRMAN
FOR THE AUTHORITY

Economic Community
of West African States

Communauté Economique des
Etats de l'Afrique de l'Ouest

Forty-fourth Session of the Council of Ministers
Lomé, 5 - 7 December 1999

Recommendation C/REC.5/8/99 relating to the strengthening of the partnership ties between ECOWAS and the European Union

The Council of Ministers,

MINDFUL of Articles 10, 11 and 12 of the Revised ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

RECALLING that the European Union is the leading trading partner of ECOWAS and the major source of development assistance for ECOWAS Member States ;

CONSIDERING the cooperation ties existing between ECOWAS and the European Union particularly within the framework of the European Union's programme of assistance to regional integration initiatives ;

CONVINCED that a strong partnership will provide ECOWAS with an effective support framework for its development strategies and an opportunity to benefit from the European Union's expertise and wide experience in matters relating to regional integration;

ACKNOWLEDGING the need to give fresh impetus to the ECOWAS/European Union partnership and, to this end, to formalise the existing ties between ECOWAS and the European Union ;

DESIRING more frequent consultations to review the cooperation between the two organisations and thus provide a forum for developing and implementing actions to enhance West African integration;

RECOMMENDS

To the Authority of Heads of State and Government the draft Decision attached hereto relating to the strengthening of the partnership ties between ECOWAS and the European Union.

DONE AT ABUJA THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

Economic Community
of West African States

Communauté Economique des
Etats de l'Afrique de l'Ouest

Twenty Second Session of the Authority of Heads of State and Government

Lome, 9 - 10 December 1999

Decision A/DEC.8/12/99 relating to the strengthening of the partnership ties between ECOWAS and the European Union

The Authority of Heads of State and Government,

MINDFUL of Articles 7, 8 and 9 of the Revised ECOWAS Treaty establishing the Authority of Heads of State and Government and defining its composition and functions ;

RECALLING that the European Union is the leading trading partner of ECOWAS and the major source of development assistance for ECOWAS Member States ;

CONSIDERING the cooperation ties existing between ECOWAS and the European Union particularly within the framework of the European Union's programme of assistance to regional integration initiatives ;

CONVINCED that a strong partnership will provide ECOWAS with an effective support framework for its development strategies and an opportunity to benefit from the European Union's expertise and wide experience in matters relating to regional integration;

ACKNOWLEDGING the need to give fresh impetus to the ECOWAS/European Union partnership and, to this end, to formalise the existing ties between ECOWAS and the European Union ;

DESIRING more frequent consultations to review the cooperation between the two organisations and thus provide a forum for developing and implementing actions to enhance West African integration;

D E C I D E S

ARTICLE 1

ECOWAS shall take measures to strengthen its cooperation ties with the European Union through a partnership based on more political and economic dialogue at every level within the two organisations, including that of experts, Ministers, parliamentarians, and between the current Chair of the two Organisations.

ARTICLE 2

The dialogue referred to in Article 1 above shall take place on a regular basis between ECOWAS and the European Union, in the form of half-yearly meetings.

ARTICLE 3

The Meetings shall be held by rotation in a member country of the two institutions.

ARTICLE 4

This Decision shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Authority of Heads of State and Government. It shall also be published by each Member State in its National Gazette within the same time-frame.

DONE AT LOME, THIS 10TH DAY OF DECEMBER 1999

H.E. GNASSINGBÉ EYADÉMA
CHAIRMAN
FOR THE AUTHORITY

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

COMMUNAUTE ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

Forty-Fifth Session of Council of Ministers

Lomé, 5 - 7 December 1999

RECOMMENDATION C/REC.6/12/99 RELATING TO THE AWARD OF THE ECOWAS PRIZE FOR EXCELLENCE FOR LITERATURE

The Council of Ministers,

MINDFUL of Articles 10, 11 and 12 of the ECOWAS Revised Treaty establishing the Council of Ministers and defining its composition and functions ;

MINDFUL of Decision A/DEC.14/5/82 relating to the establishment of the ECOWAS Prize for Excellence ;

MINDFUL of Decision A/DEC.2/7/92 relating to the approval of the rules and regulations of the Prize for Excellence ;

MINDFUL of Decision C/DEC.5/8/99 designating members of the Jury of the Prize for Excellence for Literature;

ON THE PROPOSAL of the International Jury of the Prize for Excellence in Literature;

RECOMMENDS

To the Authority of Heads of State and Government to adopt the draft Decision hereto attached relating to the award of the ECOWAS Prize for Excellence for Literature.

DONE AT LOME, THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Twenty-second Session of the Authority of Heads of State and Government

Lome, 9 - 10 December 1999

Decision A/DEC.11/12/99 relating to the Award of the ECOWAS Prize for Excellence for Literature

The Authority of Heads of State and Government;

MINDFUL of Articles 7, 8 and 9 of the Revised Treaty establishing the Authority of Heads of State and Government and defining its composition and functions;

MINDFUL of Decision A/DEC.14/5/82 relating to the establishment of the ECOWAS Prize of Excellence ;

MINDFUL of Decision A/DEC.2/7/92 relating to the approval of the rules and regulations of the Prize of Excellence;

MINDFUL of Decision C/DEC.5/8/99 designating members of the Jury of the Prize of Excellence for Literature ;

ON THE PROPOSAL of the International Jury of the Prize for Excellence;

CONSIDERING Recommendation C/REC.6/12/99 of the forty-fifth session of the Council of Ministers held in Lomé from 5 - 7 December 1999 ;

D E C I D E S

Article 1

The ECOWAS Prize for Excellence in the area of literature is awarded to the two winners whose names are given below :

- Mr. Thierry Akpo, Strategy and Communication Adviser, for his novel "La ligne Continue".

- Mr. Mohammed Sherif, Teacher, for his novel, "Secret Fear".

Article 2

This Decision shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Authority of Heads of State and Government. It shall also be published in the National Gazette of each Member State within the same time-frame.

DONE AT LOME, THIS 10TH DAY OF DECEMBER 1999

H.E. GNASSINGBE EYADEMA
CHAIRMAN
FOR THE AUTHORITY

COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Forty-fifth Session of the Council of Ministers
Lomé, 5 - 7 December, 1999

Recommendation C/REC.7/12/99 on the Establishment of the Inter-government Task Force Against Money Laundering in West Africa

The Council of Ministers;

MINDFUL of Articles 10, 11 and 12 of the Revised Treaty establishing the Council and defining its composition and functions;

CONCERNED by the increasing use, by criminal organizations, of the economic and financial structures of Member States for the purpose of laundering criminal assets;

AWARE of the consequences, on the economic development of the member States of the region, resulting from the infiltration of their economic and financial networks by criminal organizations;

EAGER to preserve a harmonious economic development of member States and to promote international investments of legitimately acquired financial resources;

DETERMINED to implement the Political Declaration and the Regional Action Plan against money laundering adopted during the 20th Special Session of United Nations General Assembly for the control of drugs worldwide held in New York on June 10, 1998;

TAKING INTO ACCOUNT the 40 recommendations adopted by the Financial Action Task Force against money laundering adopted by the Heads of State of the seven most industrialized countries and the President of the European Commission;

CONSIDERING the need to promote and set up, within each Member State, efficient mechanisms and structures for the detection, pursuit, freezing, impounding and confiscation of assets generated from criminal activities;

AWARE that only concerted and harmonized action by Member States will contribute to achieving these objectives;

DESIROUS of establishing within the Community, a body charged with promoting the implementation by Member States, of the instruments and standards listed above, monitoring the progress accomplished toward their implementation and assessing the effectiveness of measures taken at the sub-regional and national levels;

ON THE PROPOSAL of the third meeting of the Coordinators of the inter-ministerial drug control committees in West Africa held in Dakar from 15 to 18 November, 1999;

RECOMMENDS

To the Authority of Heads of State and Government to adopt the attached draft decision on the establishment of an Inter-Government Task Force against money laundering in West Africa.

DONE AT LOMÉ THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY
WEST AFRICAN STATES

COMMUNAUTÉ ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

Twenty-second Session of the Authority of Heads of State and Government

Lome, 9 - 10 December 1999

Decision A/DEC.9/12/99 establishing an Inter-Governmental Action Group against Money Laundering in West Africa

The Authority of Heads of State and Government,

MINDFUL of Articles 7, 8 and 9 of the revised Treaty establishing the Authority of Heads of State and Government and defining its composition and functions;

CONCERNED by the growing use of the economic and financial systems of the Member States by criminal organisations for the purpose of laundering the proceeds of criminal activity;

CONSCIOUS of the impact on the social and economic development of the Member States of the infiltration of their economic and financial systems by criminal organisations;

ANXIOUS to maintain the harmonious economic development of the Member States and attract legitimate international investment capital;

DETERMINED to apply the Policy Declaration and Plan of Action against Money Laundering adopted at the extraordinary session of the United Nations General Assembly devoted to the control of the global drug problem which was held in New York on 10 June 1998;

TAKING NOTE of the 40 recommendations adopted by the Financial Action Group to combat capital laundering set up by the Heads of State of the seven most industrialised countries and the President of the European Commission.

CONSIDERING the need to establish in each Member State effective mechanisms and structures for the detection, pursuit, freezing, seizure and confiscation of the proceeds of criminal activity;

CONSIDERING that only concerted and harmonised action on the part of the Member States will enable these objectives to be attained;

DESIROUS of establishing within ECOWAS, a structure to promote the application of the instruments and standards by Member States, monitor their implementation status, evaluate the effectiveness of the measures adopted at the sub-regional and national levels and adopt operational guidelines for the said structure.

ON THE RECOMMENDATION of the Forty-fifth session of the Council of Ministers held in Lome from 5 to 7 December 1999;

DECIDES:

ARTICLE 1

There is hereby created the Inter-governmental Action Group against Money Laundering in West Africa.

ARTICLE 2

The Inter-governmental Action Group against Money Laundering in West Africa shall comprise the Ministries of Finances, Ministers of Internal Affairs and Security, the Ministers of Justice of each Member State and the Executive Secretariat.

ARTICLE 3

The actions of the Inter-governmental Action Group against Money Laundering in West Africa shall seek:

i) to combat the laundering of the proceeds of criminal activity;

ii) to ensure the harmonised and concerted introduction of appropriate measures to combat money laundering;

iii) to evaluate progress and the effectiveness of the measures adopted;

iv) to encourage other African States to join the Group.

ARTICLE 4

The Inter-governmental Action Group against Money Laundering in West Africa shall be endowed with a secretariat which shall carry out the implementation of the provisions of Article 2 of this Decision in collaboration with the ECOWAS Secretariat.

ARTICLE 5

This decision shall be published in the Official Journal of the Community by the Executive Secretariat within thirty (30) days of its signature by the Chairman of the Authority. It shall also be published within the same time-frame by each Member State in its National Gazette.

DONE AT ABUJA THIS 10th DAY OF DECEMBER 1999

H.E. GNASSINGB

FOR THE AUTHORITY

ECONOMIC COMMUNITY
WEST AFRICAN STATES

COMMUNAUTÉ ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

Forty-fifth Session of the Council of Ministers

Lome, 5 - 7 December 1999

Recommendation C/REC.8/12/99 Adopting the Statutes of the Inter-governmental Action Group Against Money Laundering in West Africa

The Council of Ministers,

MINDFUL of Articles 10, 11 and 12 establishing the Council of Ministers and defining its composition and functions;

CONCERNED by the growing use of the economic and financial systems of the Member States by criminal organisations for the purpose of laundering the proceeds of criminal activity;

CONSCIOUS of the impact on the social and economic development of the Member States of the infiltration of their economic and financial systems by criminal organisations;

ANXIOUS to maintain the harmonious economic development of the Member States and attract legitimate international investment capital;

DETERMINED to apply the Policy Declaration and Plan of Action against Money Laundering adopted at the extraordinary session of the United Nations General Assembly devoted to the control of the global drug problem which was held in New York on 10 June 1998;

TAKING NOTE of the 40 recommendations adopted by the Financial Action Group to combat capital laundering set up by the Heads of State of

Commission.

CONSIDERING the need to establish in each Member State effective mechanisms and structures for the detection, pursuit, freezing, seizure and confiscation of the proceeds of criminal activity;

CONSIDERING that only concerted and harmonised action on the part of the Member States will enable these objectives to be attained;

DESIROUS of establishing within ECOWAS, a structure to promote the application of the instruments and standards by Member States, monitor their implementation status, evaluate the effectiveness of the measures adopted at the sub-regional and national levels and adopt operational guidelines for the said structure.

ON THE PROPOSAL of the 3rd meeting of coordinators of the inter-ministerial committees on drug control in West Africa held in Dakar from 15-18 November 1999.

RECOMMENDS

To the Authority of Heads of State and Government, to adopt the draft decision attached hereto relating to the statutes of the Inter-Governmental Action Group against Money Laundering in West Africa.

DONE AT LOME THIS 7TH DAY OF DECEMBER 1999

ABDOUL HAMID S.B. TIDJANI-DOURODJAYE
CHAIRMAN
FOR COUNCIL

ECONOMIC COMMUNITY
WEST AFRICAN STATES

COMMUNAUTÉ ECONOMIQUE
DES ETATS DE L'AFRIQUE
DE L'OUEST

Twenty-second Session of the Authority of Heads of State and Government

Lome, 9 - 10 December 1999

Decision A/DEC.10/12/99 adopting the Statutes of Inter-Governmental Action Group against Money Laundering in West Africa

The Authority of Heads of State and Government,

MINDFUL of Articles 7, 8 and 9 of the revised Treaty establishing the Authority of Heads of State and Government and defining its composition and functions;

CONCERNED by the growing use of the economic and financial systems of the Member States by criminal organisations for the purpose of laundering the proceeds of criminal activity;

CONSCIOUS of the impact on the social and economic development of the Member States of the infiltration of their economic and financial systems by criminal organisations;

ANXIOUS to maintain the harmonious economic development of the Member States and attract legitimate international investment capital;

DETERMINED to apply the Policy Declaration and Plan of Action against Money Laundering adopted at the extraordinary session of the United Nations General Assembly devoted to the control of the global drug problem which was held in New York on 10 June 1998;

TAKING NOTE of the 40 recommendations adopted by the Financial Action Group to combat capital laundering set up by the Heads of State of the seven most industrialised countries and the President of the European Commission.

CONSIDERING the need to establish in each Member State effective mechanisms and structures for the detection, pursuit, freezing, seizure and confiscation of the proceeds of criminal activity;

CONSIDERING that only concerted and harmonised action on the part of the Member States will enable these objectives to be attained;

DESIROUS of establishing within ECOWAS, a structure to promote the application of the instruments and standards by Member States, monitor their implementation status, evaluate the effectiveness of the measures adopted at the sub-regional and national levels and adopt operational guidelines for the said structure.

ON THE RECOMMENDATION of the Forty-fifth session of the Council of Ministers held in Lome from 5 to 7 December 1999;

DECIDES:

ARTICLE 1

The draft statutes of the Inter-governmental Action Group against Money Laundering in West Africa attached hereto are hereby adopted.

ARTICLE 2

This decision shall be published in the Official Journal of the Community by the Executive Secretariat within thirty (30) days of its signature by the Chairman of the Authority. It shall also be published within the same time-frame by each Member State in its National Gazette.

DONE AT ABUJA THIS 10th DAY OF DECEMBER 1999

H.E. GNASSINGBÉ EYADÉMA
CHAIRMAN
FOR THE AUTHORITY

Statutes of

Inter-governmental Action Group against Money Laundering in West Africa

MINDFUL of Decision A/DEC.10/12/99 of the ECOWAS Authority of Heads of State and Government establishing the Inter-governmental Action Group against Money Laundering in West Africa;

The Member States hereby agree to endow the Inter-governmental Action Group against Money Laundering in West African with these Statutes.

ARTICLE 1: Objectives of the Group

1. The objective pursued by the Inter-governmental Action Group against Money Laundering in West Africa hereinafter designated "the Group" shall be to protect the financial and banking systems of Member States against the inflow of dirty money. The Group shall also enhance measures to combat the laundering of proceeds from crime and strengthen cooperation between its members in this regard.

2. The Group shall propose recommendations for the implementation of the plan of action to combat money laundering adopted by the United Nations General Assembly in New York on 10 June 1998; the 40 recommendations enacted by the Financial Action Group to combat capital laundering; and the international conventions and treaties on this matter, which shall be duly adapted to the specific conditions of the sub-region.

Article 2: Membership

The following shall be eligible for membership:

a) the Executive Secretariat
b) Member States;
c) All other African states adhering to Decision A/DEC.10/12/99, dated 10 December 1999. Applications for membership shall be addressed to the Executive Secretariat which shall recommend their approval by the Authority of Heads of States and Government.

Article 3: Observer Status

The following shall be granted observer status within the Group :

1. International or regional inter-governmental organisation which support the objectives and actions of the Group or contribute to its financing;

2. Non-African countries wishing to apply for membership of the Group;

3. African countries wishing to apply for membership of the Group;

4. Any other country or organisation invited to join by the Chairman of the Group after consultation with the members of the Group;

5. The United Nations World Programme against Money Laundering; the Financial Action Group to combat capital laundering; the Commonwealth Secretariat; the World Bank; the World Customs Organisation; the BCEAO (Central Bank of West African States); UEMOA (West African Economic and Monetary Union); the United Nations Programme for International Drug Control are, by virtue of

6. Any country organisation wishing to obtain observer status within the Group may make application to the Chairman of the Group who shall inform the Member States accordingly. The granting of observer status shall be decided by a 2/3 majority vote of the ad hoc Ministerial committee which, for this purpose, shall require a quorum of no fewer than half its members.

Article 4 : Chairmanship

The chairmanship of the Group shall be renewed annually and the appointment shall be held by the current Chairman of ECOWAS.

The Chairman shall preside over all meetings of the Group and shall represent it at all international venues. In the absence of the Chairman, his place shall be taken by one of the Vice-Chairmen.

Article 5 : Organs of the Group

The organs of the Group shall be the following:

a) the ad hoc Ministerial Committee
b) The working groups;
c) The secretariat.

Article 6 : Composition of the ad hoc Ministerial Committee

1. The ad hoc Ministerial Committee shall be the principal decision-making organ of the Group. It shall comprise the Ministers of Finance, the Ministers of Internal Affairs and Security, the Ministers of Justice of each Member State and the Executive Secretariat.

2. The ad hoc Ministerial Committee shall elect annually from among its members, a Chairman and two (2) Vice-Chairman, representing each of the three (3) Ministries on the Committee.

Article 7 : Functions of the ad hoc Ministerial Committee

The ad hoc Ministerial Committee shall:

a) approve the annual report;
b) approve the financial reports for the previous years;
c) approve the work programme for the following year;
d) approve the budget for the following year;
e) appoint the Secretary and Deputy Secretary to the Group;
f) appoint the Chairman of the working groups;
g) appoint the Group accountant and external auditor;
h) adopt mutual evaluation reports;
i) establish and approve the standards for measures to combat laundering;
j) recommend candidacies for membership or observer status;
k) take all necessary action against countries failing to comply with the standards established by the Group;
l) decide the modalities for the provision of secretarial services, particularly as regards the host country or organisation;
m) amend the statutes of the Group as the occasion demands.

Article 8 : Meetings, Quorum and Decisions of the ad hoc Ministerial Committee

1. The Ad hoc Ministerial Committee shall meet annually.

2. The quorum for meetings of the ad hoc committee shall be half of its members. Decisions of the committee shall be taken by a 2/3 majority vote.

3. Observers shall be allowed to participate in the deliberations of the

Article 9 : Constitution of working Groups

The ad hoc Ministerial Committee shall constitute working groups to give detailed consideration to such matters as may be submitted to them. The working groups shall meet as often as they may deem necessary.

Article 10 : Funding of the Group

The funding for the activities of the Group shall be derived from the annual contributions of Member States. Funds may also be sourced from voluntary contributions from third countries; inter-governmental organisations or regional Central Banks which support its actions. The ad hoc Ministerial Committee may also approve any other source of funds which it may deem acceptable.

Article 11 : Creation of a secretariat

1. The ad hoc Ministerial Committee and the working groups shall be assisted by a secretariat.

2. The secretariat shall:

   a) work in conjunction with the ECOWAS Executive Secretariat to implement decisions of the ad hoc Ministerial Committee;

   b) draft the annual report which will be submitted to the Council of Ministers by the Executive Secretary;

   c) execute the annual work programme of the group;

   d) prepare the draft budget for adoption by the Ministerial Committee and ensure its execution;

   e) prepare mutual evaluation missions under the supervision of the ad hoc Ministerial Committee;

f) Draw up questionnaires for self evaluation and screen replies;

g) work together within the ECOWAS Executive Secretariat to identify the needs of the states in terms of technical assistance, and facilitate obtention of such assistance;

h) in conjunction with the ECOWAS Executive Secretariat, establish links with Member States and other regional groups, international organisations and third countries on issues relating to its sphere of competence;

i) discharge all duties assigned to it by the Chairman of the ad hoc Ministerial Committee.

Article 12 : Implementation of Measures approved by the ad hoc Ministerial Committee

1. The Member States shall undertake to take all legal steps and set up all necessary structures for the implementation of measures approved by the ad hoc Ministerial Committee, particularly with regard to the establishment of a financial information unit.

2. Each Member State shall undertake to submit to evaluation by other Member States of the compliance of its internal regulations with international standards for measures to combat money laundering, and the measures approved by the ad hoc Ministerial Committee. Evaluation procedure shall be established by the ad hoc Ministerial Committee.

3. Member States shall themselves evaluate the implementation status within their territory of the measures approved by the ad hoc Ministerial Committee. An evaluation questionnaire shall be drawn up by the Group secretariat for this purpose.

Article 13 : Revocation/Resignation

1. The Authority may revoke the membership of any state which defaults on its obligations to the Group.

2. Any Member State wishing to resign from the Group shall give three (3) months notice thereof in writing to the Executive Secretary who shall inform the Member States accordingly. If the notice of resignation is not withdrawn within this period, the Member State shall cease to be a member of the Group.

3. The Member State which has given notice of resignation shall however continue to discharge its obligations during the period of notice.

Article 14 : Final provisions

The working languages of the Inter-governmental Action Group against Money Laundering in West Africa shall be English, French and Portuguese.

Article 15 : Entry in force

These statutes shall enter into force in accordance with the provisions of article 9 of the revised ECOWAS Treaty.

ADOPTED AT LOMÉ THIS 10TH DAY OF DECEMBER 1999

COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Twenty-second Session of the Authority of Heads of State and Government

Lome, 9 - 10 December 1999

Decision A/DEC.12/12/99 Relating to the Designation of Member States to the Mediation and Security Council

The Authority of Heads of State and Government;

MINDFUL of Articles 7, 8 and 9 of the Revised Treaty establishing the Authority of Heads of State and Government and defining its composition and functions;

MINDFUL of Protocol A/P1/12/99 relating to the Mechanism for Conflict Prevention, Management, Resolution, Peacekeeping and Security;

CONSIDERING that Protocol A/P1/12/99 referred to above establishes a Mediation and Security Council whose function is to take emergency decisions on critical issues of peace and security on behalf of the Authority of Heads of State and Government;

AWARE that two of the nine Member States comprising the Mediation and Security Council, namely the current Chairman and the Immediate Past Chairman of the Authority, shall have an automatic right of membership of the Mediation and Security Council;

AWARE ALSO that the other members of the Mediation and Security Council shall be elected by the Authority and shall serve for a two-year renewable term;

DESIRING to render the Mediation and Security Council operational in a timely manner and empower it to discharge its functions with regard to peace and security in the sub-region by designating the Member States of which it shall be composed;

ON THE RECOMMENDATION of the meeting of Ministers of Foreign Affairs held in Lomé on 6 and 7 December 1999;

D E C I D E S

Article 1

1. The Mediation and Security Council shall be composed of nine (9) Member States. The current Chairman of the Authority, the immediate past Chair of the Authority, both of whom have an automatic right to membership, and seven (7) other elected members.

2. The Member States listed hereunder shall be members of the Mediation and Security Council:

1.	Republic of Mali	-	Chairman (Current Chair of Authority
2.	Togolese Republic	-	Member (Immediate Past Chair of the Authority)
3.	...	-	Member
4.	...	-	Member
5.	...	-	Member
6.	...	-	Member
7.	...	-	Member
9.	...	-	Member

Article 2

The elected members of the Mediation and Security Council shall serve for a two-year renewable term.

Article 3

1. Deliberations of the Mediation and Security Council shall be held at 3 levels: Heads of State and Government, Ministerial and Ambassadorial levels.

2. All meetings of the Mediation and Security Council shall be presided over by the Member State elected as the current Chairman of the Authority.

Article 4

The Mediation and Security Council shall meet in ordinary sessions. However, the current Chairman may, when the occasion so demands, or by a simple majority vote of its members, convene extraordinary sessions of the Council.

Article 5

1. The Mediation and Security Council shall be properly constituted when at least two-thirds of its members are present.

2. Decisions of the Mediation and Security Council shall be taken by a two-thirds majority vote of members present.

Article 6

The Mediation and Security Council shall take decisions on issues of peace and security in the sub-region on behalf of the Authority. It shall also implement all the provisions of the Protocol relating to the Mechanism for Conflict Prevention, Management, Resolution, Peacekeeping and Security. The Mediation and Security Council shall, in this regard:

(a) decide on all matters relating to peace and security;

(b) decide and implement all policies on conflict prevention, management and resolution, peace-keeping and security;

(c) authorise all forms of intervention and decide particularly on the deployment of political and military missions;

(d) approve mandates and terms of reference for such missions;

(e) review the mandates and terms of reference periodically, on the basis of evolving situations;

(f) on the recommendation of the Executive Secretary, appoint the Special Representative of the Executive Secretary and the Force Commander.

Article 7

1. The Heads of State and Government of the Mediation and Security Council shall take final decisions on all issues under their authority and within their competence, including field missions, for which they shall approve the terms of reference.

2. The Ministers of Foreign Affairs, Defence, Internal Affairs and Security of the Mediation and Security Council shall meet to review the general political and security situation in the sub-region and shall make appropriate recommendations in this regard to the Heads of State and Government.

3. The Ambassadors of Member States of the Mediation and Security Council shall meet to review issues relating to sub-regional peace and security. All reports and recommendations of meetings of the Ambassadors shall be forwarded by the Executive Secretary to all Member States of the Mediation and Security Council and to the Member States concerned. The reports shall also be submitted for consideration by the meeting of Ministers of the Mediation and Security Council.

Article 8

This Decision shall be published by the Executive Secretariat in the Official Journal of the Community within thirty (30) days of its signature by the Chairman of the Authority of Heads of State and Government. It shall also be published in the National Gazette of each Member State within the same time-frame.

DONE AT LOME THIS 10TH DAY OF DECEMBER 1999

H.E. GNASSINGBE EYADEMA
CHAIRMAN
FOR THE AUTHORITY

COMMUNAUTÉ ECONOMIQUE DES
ETATS DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

Twenty-second Session of the Authority of Heads of State and Government

Lome, 9 - 10 December 1999

Resolution A/RES.1/12/99 for Assistance for the Republic of Niger

The Authority of Heads of State and Government;

MINDFUL of Articles 7, 8 and 9 of the Revised Treaty establishing the Authority of Heads of State and Government and defining its composition and functions;

MINDFUL of the ECOWAS Declaration of Political Principles adopted in Abuja on 6 July 1991;

NOTING that the Republic of Niger has undergone several years of severe institutional crisis, resulting in extreme political instability and seriously affecting its economic and social development;

OBSERVING that the violent overthrow of President Ibrahim Maïnassara Bare elicited justifiable concern and the strong condemnation of ECOWAS, the OAU and the international community;

FURTHER OBSERVING that many of the partners of the Republic of Niger have expressed their indignation at the event of 9 April 1999 by suspending co-operation ties with the country;

lives of the civil population;

SATISFIED that the presidential and legislative elections were organised within the time frame set by the Niger authorities;

COMMENDING the people of Niger for demonstrating political maturity during the elections of 17 October and 24 November 1999, and for the peaceful manner in which the above-mentioned, elections were held;

COMMENDING ALSO the candidates and their political administrative staff for having managed their victory with humility, or accepted with courage, the results published by the National Independent Electoral Commission (CENI);

CONVINCED that the just-ended elections will create a democratic environment conducive to the release of energies and to the economic and social development of Niger;

DESIROUS of encouraging any support measures for government and private sector initiatives aimed at revitalising the Niger economy and improving the living conditions of the Niger people;

CONGRATULATE His Excellency Mamadou Tandja on his election to the highest office in the land;

EXPRESS its gratitude to the Governments of all friendly countries, and international and non-governmental organisations for assistance to the organisation of the presidential and legislative elections held in Niger on 17 October and 24 November 1999;

ON RECOMMENDATION of the Meeting of Minsters of Foreign Affairs held in Lomé on 6 and 7 December 1999;

LAUNCH AN APPEAL to the international community requesting assistance to the Republic of Niger for its effective economic take-off.

DONE AT LOME THIS 10TH DAY OF DECEMBER 1999

H.E. GNASSINGBÉ EYADÉMA
CHAIRMAN
FOR THE AUTHORITY

Communauté Economique des
Etats de l'Afrique de l'Ouest

Economic Community
Of West African States

TWENTY-SECOND SESSION OF THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT
Lomé, 9 - 10 December 1999

RESOLUTION A/RES.4/8/99 FOR RENEWAL OF CO-OPERATION TIES BY TOGO'S PARTNERS

The Authority of Heads of State and Government,

Mindful of Articles 7, 8 and 9 of the Revised Treaty establishing the Authority of Heads of State and Government and defining its composition and functions;

Mindful of the ECOWAS Declaration of Political Principles adopted at Abuja on 6 July, 1991;

Considering the sanctions imposed on the Togolese Republic by its partners, especially the European Union;

Noting the serious impact of the sanctions on the Togolese economy on account of their duration;

Deploring the negative impacts of the sanctions on the economic and social activities of Togo particularly the increasing level of poverty in that country;

Convinced of the need to encourage and assist the initiatives of the Togolese Republic in the area of Democracy and Human Rights;

Convinced also that immediate lifting of the sanction against the Togolese Republic can serve the cause of democracy, human rights and social justice, rekindle economic growth in the country, and boost its capacity for sustainable development;

On the recommendation of the forty-fifth session of the Council of Ministers held in Lomé from 5 to 7 December, 1999;

Appeals to all partners of the Togolese Republic and especially to the European Union, to lift the sanctions against the Togolese Republic and to renew or foster their co-operation ties in all sectors with the country.

Done at Lome, this 10th day of December 1999

H. E. Gnassingbé EYADÉMA
Chairman
For the Authority

COMMUNAUTE ECONOMIQUE DES ETATS
DE L'AFRIQUE DE L'OUEST

ECONOMIC COMMUNITY OF
WEST AFRICAN STATES

FORTY-FIFTH SESSION OF THE COUNCIL OF MINISTERS

LOME, 5 - 7 DECEMBER, 1999

VOTE OF THANKS

Participants at the forty-fifth session of the Council of Ministers, held in Lome from 5 - 7 December 1999, express their sincere thanks and profound gratitude to His Excellency Gnassingbe EYADEMA, President of the Togolese Republic, and to the Government and people of Togo for the warm welcome extended to them during their stay in Lome and for the facilities provided towards the success of their meeting.

DONE AT LOME THIS 7TH DAY OF DECEMBER 1999

THE COUNCIL OF MINISTERS

ECONOMIC COMMUNITY OF WEST AFRICAN STATES

Forty-fifth Session of the Council of Ministers

Lome, 5 - 7 December, 1999

COMMUNAUTE ECONOMIQUE DES ETATS DE L'AFRIQUE DE L'OUEST

Quarante-cinquième session du Conseil des Ministres

Lomé, 5 - 7 décembre 1999

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