



*United Nations
Economic Commission
for Africa*

Addis-Ababa, Ethiopia

***Report of the Inaugural Meeting of the
Federation of African Women Entrepreneurs
(FAWE)***

Accra, Ghana, 1 - 3 June 1993

PART I: INTRODUCTION AND ATTENDANCE

Introduction

Resolution 736(XXVII) of the ECA Conference of Ministers on "Women and their access to resources in the 1990s" requested the United Nations Economic Commission for Africa (UNECA) to facilitate the creation of a Federation of African Women Entrepreneurs with a view to strengthen the overall efforts towards the economic empowerment of African women. The resolution was adopted in response to recommendations of both the Nairobi Forward-Looking Strategies for the Advancement of women and the Abuja Declaration on Participatory Development: the Role of women in Africa in the 1990s which emphasized the need to create an enabling environment for the enhancement of women's economic capabilities. Accordingly, the inaugural meeting of the Federation of African Women Entrepreneurs (FAWE) was organized in Accra, Ghana on 1 - 3 June, 1993 under the auspices of the UNECA.

Attendance

Attending this inaugural meeting were delegates from the following countries: Benin, Burkina-Faso, Congo, Ethiopia, Ghana, Guinea, Kenya, Lesotho, Malawi, Mozambique, Nigeria, Swaziland and Uganda.

Also in attendance were the Resident Representative of the United Nations Development Programme (UNDP) in Ghana, and observers from the World Bank, the United Nations Industrial Development Organization (UNIDO) and the African Women Development and Communication Network (FEMNET).

List of participants is attached as Annex III

PART II: OPENING AND ORGANIZATION OF WORK (agenda items 1, 2 and 3)

Opening Ceremony (agenda item 1)

The inaugural meeting of the Federation of African Women Entrepreneurs (FAWE) was officially opened by Dr. Mary Grant, the Chairperson of the National Council for Women and Development (NCWD) Ghana who also presided over the opening ceremony.

In her opening address, Mrs. Lucia Quachey, President of the Ghana Association of Women Entrepreneurs (GAWE) welcomed all participants on behalf of the Interim Executive Committee of GAWE for the Inaugural Meeting. She observed that the idea of having such a meeting arose from an expert group meeting organized by the United Nations Economic Commission for Africa in Nairobi in October 1991 to which women entrepreneurs from selected countries were invited to consider modalities for the formation of an Association of women entrepreneurs in Africa. The objectives identified were: to encourage the creation of an association of women entrepreneurs for the whole continent whereby such women could get together to share experiences, co-ordinate and rationalize operations; optimize the use of resources of the sub-regions and the continent; formalize "illegal" trading activities so as to develop and promote intra-community trade; and finally promote sub-regional and continental co-operation and integration.

Noting the global trends towards the formation of trading blocks and increased protectionism, Mrs. Quachey identified the lack of currency harmonization, absence of a common fiscal policy, a harmonized developing strategy and liberalized trade policy as some of the problems that might negatively affect the Federation. She finally appealed to all bi-lateral and multi-lateral agencies and the United Nations (UN) to support the new Federation about to be created.

On behalf of Mr. Layashi Yaker, the Under-Secretary General and the Executive Secretary of the United Nations Economic Commission for Africa (UNECA), Mrs. Mebo Mwaniki, the Officer-in-Charge of the African Training and Research Centre for Women (ATRCW) of the UNECA, thanked the people of Ghana for their hospitality, the Planning Committee for the successful preparations made for the Inaugural Meeting, and the Swedish International Development Authority (SIDA) for their financial support to UNECA towards the organization of the meeting.

The UNECA representative observed that women's participation in development had come of age and had become a growing concern to international technical co-operation agencies whose aim was to enhance the self-efficiency approach. Furthermore, women needed to increase their industrial participation, which statistics showed was low in comparison with their involvement in the agricultural and manufacturing sectors. She hoped that the implementation of the Abuja Treaty of 1991 for the establishment of an Africa Economic Community would resolve some of the economic problems encountered by women, particularly with regard to currency harmonization.

She further pointed out that one of the meeting's objective was to formulate and adopt a constitution for the Federation, to agree on strategies and a work-plan, and to elect officers who would operationalize the Federation. She expressed the hope that all participants would commit themselves towards the successful inauguration of the federation and its subsequent activities.

In his statement, Mr. W.E. Inkoomsah, representing the President of the Association of Ghana Industries (AGI) affirmed the A.G.I.'s intention to give continuous support to women industrialists in their contribution towards economic development of the continent. Recounting the roles played by women as managers at home, and their social roles in areas such as education, health, food distribution, and processing, agriculture and fishing, he observed that the entrepreneurial skills of women had been developed over the years. He stressed that it was now time to help women to develop appropriate market strategies and to become more efficient in accumulating funds to sustain their entrepreneurial activities.

Mr. Inkoomsah expressed concern over the involvement of some African women, in illicit drug trade and urged for the problem to be addressed. He then noted that in spite of such problems as sexual harassment, to which they were regularly subjected, women had excelled not only as managers but had demonstrated also their credit worthiness to the banking community, even though this had not led to a relaxation of banking restriction in their favour.

In her key note address, Mrs. Theresa Owusu, the Deputy Governor of the Bank of Ghana

observed that one of the major problems in the banking sector was the absence of a common unit of trade. This accounted for the low rates in intra-African trade and development. Multiplicities of currency in Africa, high volatility of exchange rates, and political inertia had also contributed to the slowing down of the development process in most African countries. In an attempt to resolve the latter problem, the clearing-house system was set up in 1975 to encourage commercial banks to work closely with entrepreneurs. Chambers of Commerce were also established to promote closer links with entrepreneurs and to increase inter-trade relations.

She expressed the hope that the West African Monetary Association (WAMA) would be set up soon to speed up inter-trade relations in the West African sub-region by the turn of the century. Reference was also made to other clearing-house activities in the Central, Eastern and South African sub-regions.

In her concluding remarks, the Chairperson of the opening session explained that she saw the meeting as a watershed in the history of the continent and was glad that WAMA was finally to be established to strengthen the economic trade between African countries. She then informed the participants that it had been suggested in the a recent seminar on women held in Vienna, Austria, that women contributed to their relatively low social status because they brought up their sons as favoured children over their daughters. She also suggested that the presence of women in the Organization of African Unity (OAU) could render that organization more dynamic by ensuring that women get involved directly in the programmes of the organization to help bring about peace in the region. She observed that through the proposed FAWE, significant resources could be saved by standardizing equipment, machinery, maintenance etc. in all sectors of the economy.

Finally, Dr. Grant cautioned women not to be misled into illegal economic and trade activities but to strive to serve as role models by opening viable job avenues. She concluded by observing that women were peace-makers, and therefore urged them to be involved in the promotion of peace, which provided the enabling environment needed for promoting trade and economic activities.

Mrs Ida Wanendeya, the delegate from Uganda, on behalf of participants, thanked Mrs. Owusu for her exposé on the clearing house system in which she also underlined the role of women entrepreneurs in the development of society. She expressed gratitude to the other speakers for their valuable contribution to the opening ceremony of the historic inaugural meeting of FAWE. She thanked in particular, UNECA, for their financial and technical support, the AGI, GAWE and the NCWD for organizing the meeting, and the participants for their keen participation.

Election of Officers (agenda item 2)

The following countries were elected to conduct the inaugural meeting of FAWE:

CHAIRPERSON	-	Ghana
1ST VICE PRESIDENT	-	Guinea

2ND VICE PRESIDENT - Mozambique
RAPPORTEUR - Ethiopia

Adoption of the Agenda (agenda item 3)

The meeting adopted the following agenda:

1. Opening Ceremony
2. Election of Officers
3. Adoption of the agenda and the programme of work
4. Conceptual framework for the establishment of the Federation of African Women Entrepreneurs
5. Consideration and adoption of the draft constitution of the Federation and its Draft Rules and Regulations
6. Review of the strategy and plan of work for the Federation
7. Election of the Executive Committee of the Federation
8. Any other business
9. Adoption of the report
10. Closing ceremony.

PART III. REPORT OF THE PROCEEDINGS OF THE MEETING (ITEMS 4, 5, 6, 7, 8 AND 9)

Conceptual framework for the establishment of the Federation of African Women Entrepreneurs (Agenda Item 4)

Under this agenda item, an observer from the United Nations Industrial Development Organization (UNIDO), gave a brief presentation of UNIDO's activities with regard to the integration of women in industrial development in Africa.

She highlighted the importance of training in order to improve women's skills and capacities as entrepreneurs. She observed that even though training programmes were an important strategy for developing the micro and small-scale industry sector, women were often under-represented in entrepreneurship development programmes, business management training and technical/vocational training courses. She revealed that there were several invisible barriers to facilitating women's access to fuller participation in skills development. These, she observed, were due to lack of confidence in women's ability and non-availability of women to skills training programmes. Women also often lacked the necessary self-confidence required to mobilize funds

for training opportunities. Lower education and/or high illiteracy was another major stumbling block in skills development. She, therefore proposed that specific training programmes should be targeted for women and organized in full consideration of their working schedules if they were to be of benefit to them. In conclusion, she observed that due to the specific problems that women face in business (eg. access to credits), effective follow-up after training programmes should be built-in into such programmes to assist them in addressing specific problems that they might face after training.

The representative of the World Bank observed that without structural adjustment programmes African countries cannot make any meaningful progress. She advised African women entrepreneurs to venture into new areas of investment and stop dealing in old products like gold, cocoa, coffee production etc.

She also observed that with the formation of the Federation of African Women Entrepreneurs, women would now be directly involved in the promotion of the economic integration of Africa. She expressed the hope that FAWE would grow and open up the borders for intra-African trade. She, however, appealed to participants to come up with practical solutions to enhance the free movement of people across borders. Remarking that America and Europe developed through trade she suggested that participants should let posterity judge them with regard to their role in opening up Africa.

When the representative of the UNECA introduced document ECA/ATRCW/FAWE.93/WD.5, entitled Conceptual Framework for the establishment of Women Entrepreneurs (FAWE) which was to be used as a background document, it was put aside since it was due to its unavailability in French. Its executive summary entitled Consideration of Concept, Strategies and Implementation of Actions to enhance the role of African Women Entrepreneurs (a discussion note - ECA/ATRCW/FAWE.93/WD.3) which was available in both languages (English and French) was used instead.

After the introduction, participants took note of the background that led to this first General Assembly of the proposed FAWE, as well as its objectives, target and strategy for action.

Consideration and adoption of the draft constitution of the Federation and its Draft Rules and Regulations (agenda item 5)

Under this agenda item, the participants considered the document entitled "Draft Constitution for proposed Federation of African Women Entrepreneurs (FAWE)".

After a lengthy and detailed discussion, the meeting adopted the amended constitution attached to this report as Annex I. The Rules and Regulations of FAWE as adopted by the General Assembly is attached as Annex II.

Review of the Strategy and Plan of Work for the Federation (agenda item 6)

Owing to time constraints, participants could not have a thorough discussion of this issue item. They took note of the proposed strategies and implementation plan as well as the proposed organizational framework for FAWE. It was further agreed that the strategy and plan of action will be reviewed during the first meeting of the Executive committee of the Federation.

Election of the Executive Committee of the Federation (agenda item 7)

The meeting elected the following countries to constitute the Executive Committee of the Federation:

Chairperson	-	Nigeria
1st Vice-Chairperson	-	Guinea
2nd Vice-Chairperson	-	Uganda
Secretary-General	-	Ghana
Deputy Secretary-General	-	Ethiopia
Treasurer	-	Benin

Representatives of subregional groupings:

East Africa

Kenya and one other country within the sub-region to be selected by the sub-region.

Southern Africa

Malawi and Mozambique

West Africa

Senegal and Guinea Bissau

Central Africa

Congo and Burundi

North Africa

In view of the absence of any of the countries from the North Africa sub-region, the United Nations Economic Commission for Africa (UNECA) undertook to write to those countries, send them the constitution and invite them to join the Federation and nominate their representatives

to the Executive committee.

Any other business (agenda item 8)

No issue was raised under this agenda item.

Adoption of the report (agenda item 9)

The report, draft constitution and draft rules and regulations were adopted with the amendments.

Closing Ceremony (agenda item 10)

The Closing Ceremony was chaired by Dr. Mary Grant, Ghanaian Minister in the President's Office and chairperson of the National Council on Women and Development (NCWD).

The Chairperson of the Inaugural meeting of FAWE gave a short brief of the conclusions of the meeting.

The UNECA representative observed there after that the inaugural meeting had been born and had come out of recommendations of a series of meetings held in Abuja, and Addis Ababa. All these meetings had placed emphasis on women's contribution to economic development and how to enhance their role in the development of both the formal and the informal sectors. The UNECA representative expressed her satisfaction with the conclusions of the meeting and assured participants of UNECA's readiness to assist the Federation until it becomes fully operational.

The newly elected Chairperson of FAWE thanked participants for their support and urged them to do their best to make the Federation an active instrument for their involvement in economic activities. She assured participants of the Executive Committee's commitment to put in place a sound machinery for building a sustainable FAWE. She called for the continuous support of the UNECA to facilitate the setting up of an effective Secretariat.

The UNDP Resident Representative in Ghana observed that the significant role that women play in the overall socio-economic development of any nation was one that was recognized by the United Nations in general and the UNDP in particular. He assured FAWE of the support of the United Nations' Specialised agencies in its endeavour. He then congratulated the elected executive committee and wished them success in the execution of the tasks before them.

The President of the African Regional Coordinating Committee for the integration of women in development (ARCC) recalled that FAWE was an outcome of several

recommendations aimed at the economic empowerment of women. She observed how women of other Third World countries tackled their economic problems and how FAWE could be instrumental in raising the level of the economic activities of the African woman. She noted that African women would be proud to report to the Fourth World Conference in Beijing about the role FAWE would have played in enhancing African women's economic capabilities and expressed the wish that FAWE contributes to build stronger links among women entrepreneurs from all Africa's subregions.

In her closing address, Dr. Grant observed that the world today was in a state of turmoil and discussion about fair terms of trade and social justice had now been drowned by open local and regional conflicts that had dissipated the efforts and resources of many nations. She cautioned against petty jealousies and factionalism among the rank and file of FAWE. She also observed that African women had demonstrated their resilience and fortitude. She called upon women entrepreneurs to make every effort to make FAWE an economic development tool and wished success to the new federation.

On behalf of participants, the delegate from Guinea thanked the host country for its hospitality. She also expressed the gratitude of women entrepreneurs to the UNECA for the initiative of bringing the issues and concern of women entrepreneurs to continental attention. She also thanked UNECA for the arrangements made for the meeting and to other UN agencies for their encouragement and promise of support to FAWE.

Before the meeting closed, the delegate from Mozambique called for consideration introducing Portuguese in FAWE meetings to enable full participation of the Lusophone countries. The notion was disallowed in view of its negative implications for further dislocating the African region .

CONSTITUTION OF THE FEDERATION OF AFRICAN WOMEN ENTREPRENEURS (FAWE)

1. Background

1.1. Ever since the declaration of the International Women's Year and Decade in 1975, many governments have set up mechanisms for improving women's status and role in the society. Much emphasis has been laid on encouraging their involvement in economic and social activities especially in entrepreneurship and informal sector environment, as women's incomes have contributed in uplifting standards in food, health and education in African communities and societies.

1.2. Increasing landlessness, combined with other economic and demographic forces, has created a need for 'cash' incomes in rural households. Indeed, the incidence of female-headed households is higher than what most people realize. In sub-saharan Africa, it is 22 per cent while in countries like Kenya, Botswana and Lesotho, it exceeds 33 per cent. Wherever such women are found, they are among the poorest of the poor.

1.3. It has also been found that the interests of the family are best served if women have access to 'cash' incomes. Studies carried out by various institutions show clearly that women spend more of their income to attend to the welfare needs of the family.

1.4. Taking the above into consideration and in line with the recommendations of the Abuja Declaration on participatory development, the role of women in the 1990's; resolution 736 (xxvii) adopted by the ECA Conference of Ministers of UNECA in April 1992, the National Associations of African Women Entrepreneurs decided to form a federation which shall be governed by the present constitution.

PART I: Name, Duration and Headquarters

Article 1:

A Federation is created by the national associations of women entrepreneurs of African countries according to the present Constitution.

Article 2:

The Federation shall be called the Federation of African Women Entrepreneurs (FAWE)

Article 3:

The Federation has an unlimited duration.

Article 4:

The Headquarters shall be voted at an Assembly.

PART II: Definition (Target Group)**Article 5:**

A woman entrepreneur in this context will mean:

- i) any woman in the process of conversion of raw materials into a usable, semi-finished or finished goods, e. g. food processing or manufacturing;
- ii) any woman in the formal and informal sector who engages in economic activity on a full time basis as a career option;
- iii) any woman who utilizes skills and resources for the provision of economic and social services, e. g. dry cleaning, school ownership, hairdressing, fashion designing, catering, etc.;
- iv) any woman moving from the informal economic sector to the formal economic sector;
- v) women co-operative societies geared towards profit making and re-investment.

PART III: (Objectives, Principles and Plan of Action)**Article 6:**

The overall objectives of the Federation are:-

1. to increase the capacity of women entrepreneurs with a view to enhancing their contribution to the overall economic development of the continent;
2. to develop mechanisms through which interactions among African women entrepreneurs can be promoted and existing business consolidated and new avenues developed;
3. to play an active role in the formulation of forward-looking strategies for women entrepreneurs and to take up economic issues of vital national and international importance;
4. to up-grade the subsistence level of rural and urban poor women entrepreneurs thus forging linkages between the urban and rural economic sectors;
5. to create a favourable environment for the creation and development of enterprises and units of viable production and in particular promote access to resources and technologies that are likely to reinforce women's enterprises;
6. to increase women's access to bank credits (create funds that would provide guarantee to women credits).

Article 7: Principles

Such Federation will be based on the principle of equality of all member organizations;

Article 8:

Such cooperation shall complement bilateral and multilateral relations among its members and not be inconsistent with such obligations of its members.

Article 9: Plan of Action

To achieve these objectives, the Federation shall follow the following plan of action:

- exchange and dissemination of information among women entrepreneurs in the entire continent;
- the training of women in management and administration with a view to enhancing their skills.

PART IV: (Organizational Structure)

Article 10:

The structure of the organization shall comprise:

- The General Assembly
- The Executive Committee
- Sub-Regional Groupings

Article 11: General Assembly

- the General Assembly may establish a Secretariat to perform such functions as may be assigned to it;
- the General Assembly may constitute any number of committees and groups and convene meetings, seminars, workshops and undertake similar activities for its overall business;
- the General Assembly shall comprise all members of the Federation and shall meet once a year upon invitation by the Executive Committee;
- the General Assembly shall approve the internal regulations and decide on amendments to the constitution;
- decisions shall be taken by a simple majority;
- any temporary vacancy shall be filled by the nominee of the organization which the past incumbent represented.

Article 12: (Executive Committee)

The Executive Committee shall be made up of:

- A Chairperson
- A 1st Vice-Chairperson
- A 2nd Vice-Chairperson
- A Secretary-General
- A Deputy Secretary General
- A Treasurer
- 2 Representatives from each sub-regional grouping.
- the Executive Committee shall be constituted by the elected officers and representatives from each sub-regional grouping;

- the Executive Committee shall meet every quarter at a venue to be determined by the Chairperson;
- the Executive Committee shall have full powers to run the affairs of the Federation and delegate thereof within the framework of the objectives of the Federation.

Article 13: (Permanent Secretariat)

A permanent secretariat shall be made up of the Executive Director appointed by the Executive Committee and a minimum core of staff with the experience in the field of administration and finance.

The secretariat of the Federation shall comprise four (4) departments responsible for the following:

- (a) the development of private initiative among women;
- (b) promotion of commercial exchanges among members;
- (c) training of, and information for members;
- (d) administrative and financial management.

For the first year, the Secretariat shall be at the UNECA Headquarters in Ethiopia.

Article 14: (The Chairperson/Vice Chairpersons)

- (a) A Chairperson and two Vice-Chairpersons shall be elected by the General Assembly to serve in that capacity for a period of 2 (two) years. In the absence of the Chairperson the 1st Vice-Chairperson will act in her place.
- (b) The Chairperson of the Executive Committee shall represent the Federation of African Women Entrepreneurs. She cannot alone make decisions that commit the Federation. She shall be assisted by the two (2) Vice-Chairpersons.

Article 15:

The Secretary-General assists the President in all administrative functions and invites members to meetings of the Executive Committee. She shall be assisted in her tasks by the Deputy Secretary-General.

Article 16: (The Treasurer)

The Treasurer shall be responsible for the management of the finances of the Federation and shall ensure regular payments of contributions by members. She shall submit a report to the General Assembly once a year.

All expense vouchers shall be signed by the Treasurer and the Chairperson.

The present members of the Executive Committee of the Federation will constitute the governing body to whom the management of the affairs of the Federation is entrusted.

**Rules and Regulations
Federation of African Women Entrepreneurs (FAWE)**

Rules & Regulations

1. In the Rules, unless the context otherwise requires:
 - (a) Federation means Federation of African Women Entrepreneurs (FAWE).
 - (b) Executive Committee means the Executive Committee of the Federation constituted under these Rules.
 - (c) General Assembly means the General Assembly of the Federation constituted under these Rules.
 - (d) Member means a Member Association of the Federation.
 - (e) Chairperson means the Chairperson of the Federation and includes any person discharging the duties of the Chairperson for the time being.
 - (f) Vice-Chairperson means the Vice-Chairperson of the Federation and includes any person discharging the duties of the Vice-Chairperson for the time being.
 - (g) Secretary-General means the Secretary-General of the Federation and includes any person authorised to perform the duties of the Secretary General; and
 - (h) Financial Year shall be deemed to have commenced from 1st June, and ended on 31st May.
 - (i) The duration of the mandate of the office bearers will follow the definition of the financial year as established above.

Member

2. "Member" means "Member Associations".

3. There shall be four classes of members, namely:

- (i) Regular Members;
- (ii) Associate Members;
- (iii) Patrons; and
- (iv) Honorary Members

4. Any national association of women entrepreneurs in any part of Africa shall be eligible to become a **Regular Member** of the Federation. The term Regular Member would also include the Founding Members of the Federation;
5. Any individual concern or person interested in or actually engaged in activities connected with trade, industry or economy or any organization in the public and mixed sector shall also be eligible to become an **Associate Member**;
6. Any Person distinguished in public service or eminent in matters connected with the objectives of the Federation may be co-opted as an **Honourary Member** of the Federation by the Executive Committee;
7. Any individual, institution, organisation or agency interested in the furtherance of the Association's objectives may be admitted as a **Patron** by the Executive Committee;
8. **A member shall cease to be a member** in this event of the following, namely:
- (a) on the member resigning from the membership and her/his resignation is accepted by the Executive Committee;
 - (b) on the member's failure to pay her/his subscription within the time set out in a notice by the Executive Committee to that effect;
 - (c) on the Executive Committee finding that the member has ceased to possess the qualifications of membership;
 - (d) on the Executive Committee finding that the continuance of the member as a member is prejudicial to the interests of the Federation; and
 - (e) in case of dissolution of the association at the national level.

Membership Subscription

9. Each founding member shall pay a registration fee of US\$500 while members joining subsequently shall pay US\$1000.--. Annual subscription fee per member of national

association will be US\$2.--;

10. Each Associate institutional member shall pay a registration fee of US\$250 and an annual subscription fee of US\$200. Individual Associate member shall pay a registration fee of US\$50 and an annual subscription fee of US\$30.--;
11. The subscription shall be payable before the expiry of three months from the commencement of the year to which it relates. Provided that in the case of any member admitted to the membership of the Federation in the course of a year, the subscription for that year shall be payable within a period of one month from the date of the decision of the Executive Body admitting them to such membership;
12. In the case of any member admitted to the membership of the Federation in the second half of any year, the subscription payable for that year shall be one-half of annual subscription payable under the above rules.

Membership Procedure

13. The admission of all classes of Members would be on the basis of application;
14. The Secretary-General would receive applications , examine them and submit them before the Executive Committee for its consideration;
15. The Secretary General would inform those approved by the Executive Committee by inviting them to become members of the Federation.

Executive Committee/Chairperson/Vice-Chairperson

16. There shall be an Executive Committee of the Federation consisting of two representatives elected by each of the sub-regional groupings to work with the six (6) elected officers.
17. (1) **For election of Chairperson**
 - (a) Secret ballot will be drawn to determine the name of the country whose

representative shall be the Chairperson.

- (b) A Chairperson will be eligible to run for a second term. She will not be eligible for a third term.

(2) For election of Vice-Chairperson

- (a) This shall be determined by election every two years.
 - (b) No country's representative shall occupy the same post till the representatives of all the countries in the list have had their chance.
 - (c) Similarly, it should be ensured that a country whose representative has been the Chairperson for a particular year does not become the Vice-Chairperson the following term. The vice-versa, however, is permissible viz. the country whose representative is Vice-Chairperson the next year if it figures as the successful elected candidate as per rule regarding election of Chairperson.
 - (d) If any casual vacancy occurs in the office of Chairperson, 1st Vice-Chairperson shall function as Chairperson.
18. The Executive Committee may meet at least every quarter in a year.
19. The Chairperson, or in her absence the 1st Vice-Chairperson shall preside over the meetings of the Federation.
23. The Executive Committee will function on the basis of consensus.
24. The Executive Committee shall have powers to:
- (a) perform all executive duties and to carry out the objects of the Federation;
 - (b) defray all necessary expenses of the Federation;
 - (c) delegate such of its functions as it considers necessary to such sub-committees or authorities as it may determine subject to such conditions and restrictions as it may impose;
 - (d) raise funds under terms and conditions that are in the overall well-being of the Federation;

- (e) perform all such acts and things as are required under these rules or as may be necessary to carry out the objects of the Federation or for the proper conduct of the affairs of the Federation.
- 25. The notice period for convening a meeting of the Executive Committee shall not be less than 45 days, the date of the meeting being included.
- 26. The agenda papers shall be sent to the members of the Executive Committee not less than 30 days, the date of the meeting being included.
- 27. Minutes of any meeting of the Executive Committee shall be sent to members within a month of the meeting. Comments thereof shall be received within 30 days thereafter.
- 28. The notice, agenda and minutes, in connection with meetings of the Executive Committee, shall be sent by Registered Post.
- 29. The quorum for a meeting of the Executive Committee shall be not less than half plus one.
- 30. The decisions taken at any meeting of the Executive Committee shall not be binding till the minutes have been circulated and provided no comments have been received from members within 30 days of the circulation of the said minutes.

General Assembly

- 31. The Federation may appoint an Executive Committee consisting of not less than ten representatives.
- 32. The Executive Committee shall meet every quarter.
- 33. The General Assembly shall transact the following business at its annual meeting:
 - (a) receive and adopt the Annual Report;
 - (b) receive and adopt the Annual Audited Accounts;
 - (c) appoint Auditors for the year; and
 - (d) such other business as may be permitted by the Chair.
- 34. During the first year of functioning of FAWE, the General Assembly may be constituted by twenty member national associations.

35. The notice period for convening a meeting of the General Assembly shall not be less than 45 days, the date of the meeting included.
36. The agenda papers shall be sent to the members of the General Assembly not less than 30 days in advance, date of meeting included.
37. The quorum for meeting of General Assembly shall be a third of the total strength.
38. The minutes of the meeting of the General Assembly shall be sent within 30 days after the date of the meeting.
39. Notice, agenda and minutes shall be sent by Registered Post.

Executive Director and Other Officers of the Federation

40. There shall be an Executive Director of the Federation who will be appointed by the Executive Committee.
41. The Executive Director shall be the Principal Executive Officer of the Federation and shall exercise such powers and discharge such duties as may be entrusted to her by the Executive Committee.
42. The Executive Director shall be an employee for such period and shall receive such salaries and allowances as the Executive Committee may determine.

Annual Report Accounts and Audit

43. The Secretariat shall prepare at the end of each year a report on the work of the Federation undertaken during the year called the Annual Report and shall place it before the next Annual Meeting of the General Assembly.
44. The Secretariat shall at the end of every year, make the accounts of the Federation and shall have them audited by the auditors appointed for the purpose by the General Assembly. The General Assembly shall at its discretion appoint such other auditors to audit the accounts of the Federation as they may deem fit. The accounts, as audited, together with the auditors' report thereon, shall be placed annually before the General Assembly. Ethiopia will propose 4 (four) international chartered accountants to do auditing for the first year.

LIST OF PARTICIPANTS

DELEGATES/DELEGUES

ADDRESS/ADRESSE

BENIN

Ms Grace Lawani	Présidente, Association des Femmes d'affaires et commerçantes du Bénin (AFACEB) Cotonou
Ms Adjibi A. Akitoye	Secrétaire Générale Association des Femmes d'affaires et commerçantes du Bénin (AFACEB) Cotonou B.P 2330
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