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ECONOMIC COMMISSION FOR AFRICA

Intergovernmental Expert Group Meeting  
on the Establishment of a Management  
Institute for North Africa

Tangier

CONSTITUTION  
OF  
THE NORTH AFRICAN GRADUATE INSTITUTE OF MANAGEMENT

The Governments on whose behalf this Constitution is signed,

Recognizing:

- (a) the importance of effective management capabilities in the development process of the States of North Africa, that is to say, Algeria, Egypt, Libya, Morocco, Sudan, Tunisia and Mauritania;
- (b) that management education and training at graduate level is an important contributor to the development of effective management practices in the aforementioned States;
- (c) that the magnitude of the task of management development in the States of North Africa calls for concerted efforts and co-operation in developing and utilizing appropriate training, research and consultancy programmes and facilities;
- (d) that adequate facilities for post-graduate education and training in various specialized management disciplines and opportunities for the training of indigenous management educators and development of African case materials are grossly inadequate in relation to the needs of member States;

Recalling United Nations Economic Commission for Africa Conference of Ministers resolutions 306(XIII) on Co-operation in Manpower Development and Utilization and 318(XIII) on Training for Development, which, inter alia, respectively called upon African States to make maximum use of the training and research facilities of existing institutions and for the development of appropriate African multinational, subregional or regional training institutions and programmes designed to meet Africa's present and future manpower needs;

Noting with appreciation the recommendation of the United Nations Economic Commission for Africa field study mission on the feasibility of establishing subregional Graduate Schools of Management in Africa and its recommendation that one such Graduate School be established for North Africa;

Endorsing the recommendations of the Expert Group Meeting held in Tunis, 2 to 4 April 1979 to the effect that a post-graduate Institution for management education and training be established for North Africa as soon as possible (ECA document PAMM/MAN/1/79);

Convinced of the desirability and urgency of establishing the proposed Management Institution;

HEREBY AGREE as follows:

#### ARTICLE I

##### Establishment and Nature of the Institute

1. There is hereby established the North African Graduate Institute of Management (hereinafter referred to as "the Institute") which shall operate in accordance with the provisions of this Constitution.
2. The Institute shall be an independent, intergovernmental institution with perpetual succession and a common seal.

#### ARTICLE II

##### Headquarters of the Institute

The headquarters of the Institute shall be in such country (hereinafter referred to as "the host country") as the Council of the Institute may select.

#### ARTICLE III

##### Membership of the Institute

1. Membership of the Institute shall be open to all States of North Africa, that is to say, Algeria, Egypt, Libya, Morocco, Sudan, Tunisia and Mauritania;
2. The member States shall be the States referred to in paragraph 1 of this Article that accede to this Constitution.
3. Subject to their clear expression of intent to adhere to this Constitution, the countries referred to in Paragraph 1 of this Article and which have not adhered to this Constitution may, after the coming into force of this Constitution and until they adhere to it, be at liberty to use the facilities of the Institute and benefit from its programmes upon terms and conditions determined by the Governing Board.

ARTICLE IV

Objectives and Functions of the Institute

1. The long-term objective of the Institute shall be to improve the performance and management effectiveness of organizations and enterprises in the public and private sectors within the member States through the development of high-level management personnel and of national management training capability.
2. In pursuance of the foregoing objectives, the Institute shall more particularly:
  - (a) promote, organize, co-sponsor or facilitate the organization of management training courses, workshops, seminars, or symposia designed to enhance the skills and performance effectiveness of management personnel in the services of public, parastatal and private organizations and enterprises within the member States;
  - (b) provide ad hoc training courses upon the request of a member State in order to meet the specific needs of that member State;
  - (c) serve as a specialized centre for post-graduate training and research in different functional management fields at levels that do not duplicate national management training programmes and offer appropriate examination courses and certification in these fields;
  - (d) undertake, co-sponsor or facilitate the conduct of studies on administrative or management problems connected with the socio-economic and technological development of the member States;
  - (e) provide management consultancy services to public and private institutions within its member States at their request;
  - (f) provide documentation and information services and act as a conference centre in the fields of management;
  - (g) undertake the training of management educators and trainers as well as management researchers and case study writers;
  - (h) develop and disseminate management training materials and aids, as well as pedagogic techniques and methods adapted to the socio-economic realities of the member States;
  - (i) promote the Arabization of management courses and the harmonization of Arabic management terminologies in use in member States;
  - (j) foster inter-institutional co-operation and programme harmonization among management training institutions within the subregion;

- (k) co-operate with national, regional and international management development institutions and associations in carrying out any or all of the activities set out in sub-paragraphs (a) to (j) of this paragraph.

#### ARTICLE V

##### Administration and Organs of the Institute

The Institute shall have the following organs and administrative structure:

- (a) A Board of Directors;
- (b) A Scientific Council;
- (c) The Director, Deputy Director and staff of the Institute;
- (d) The Appointments and Promotion Committee and other subsidiary organs of the Board of Directors.

#### ARTICLE VI

##### The Board of Directors: Composition, Powers and Functions

##### Composition of the Board of Directors

1. The Board of Directors shall consist of:

- (a) three representatives of each member State nominated by the Government of that State on the basis of their qualifications, management expertise and relevant experience. One such member shall be nominated from a management training institution, one shall be a person with considerable experience in the public sector and the third shall be nominated from a national business association or Chamber of Commerce;
- (b) the Executive Secretary of the United Nations Economic Commission for Africa as a non-voting member;
- (c) a senior member of the Scientific Council of the Institute elected for that purpose by the academic staff, who shall have no right to vote;
- (d) an elected representative of the Student Council of the Institute who shall have no right to vote;
- (e) the Director of the Institute who shall have no right to vote;
- (f) such other representative of co-operating agencies or organizations as the Board may determine to participate in its work in a non-voting capacity.

2. Re-election of the Board of Directors

A member of the Board of Directors elected under the provisions of sub-paragraph (c) and (d) of paragraph 1 of this Article shall hold office for two years in the first instance and shall be eligible for re-election.

3. Powers and Functions of the Board of Directors

The Board of Directors shall be the supreme policy-making organ of the Institute. It shall in particular:

- (a) determine the general principles and policies governing the activities of the Institute;
- (b) consider and approve the work programmes and corresponding budgets of the Institute;
- (c) consider and approve the annual reports of the Director of the Institute on the activities and progress of the Institute, including budgetary and financial report for the year ended;
- (d) determine the annual and special contributions to be paid by the member States of the Institute and matters related thereto;
- (e) upon the recommendation of the Director of the Institute appoint, promote and discipline senior administrative, academic and technical staff of the Institute as well as determine their terms and conditions of service provided that any such recommendation by the Director shall have the prior endorsement of the Appointments and Promotions Committee set up by the Scientific Council in accordance with the provisions of sub-paragraph (d) of paragraph 5 of Article IX of this Constitution;
- (f) on the recommendation of a special appointment committee which the Board shall constitute for this purpose, appoint the Director and Deputy Director of the Institute;
- (g) appoint annually professionally qualified auditors to audit the accounts of the Institute;
- (h) establish such special or technical committees as it may deem necessary or desirable;
- (i) give approval to the Director, Deputy Director, or other agent to seek and receive, on behalf of the Institute, subventions, donations, grants, other money or gifts in kind for the purpose of the Institute;
- (j) approve the financial, staff and other rules and regulations of the Institute;

- (k) on the recommendation of the Scientific Council, determine diplomas, certificates and honours to be granted by the Institute in accordance with the provisions of sub-paragraph (b) of paragraph 5 of Article IX of this Constitution;
- (l) award, on the recommendation of the Scientific Council diplomas, certificates and honours to students who satisfactorily complete prescribed courses;
- (m) receives and reviews the reports on the activities of the Scientific Council of the Institute;
- (n) submit through its Chairman and the Council of Ministers of the North African Multinational Programming and Operational Centre an annual report to the Governments of the member States on the activities of the Institute;
- (o) generally perform such other functions as may be deemed necessary, desirable or incidental to the achievement of the objectives of the Institute or which may contribute thereto.

#### ARTICLE VII

##### Powers and Duties of the Chairman of the Board of Directors

The Chairman of the Board of Directors shall:

- (a) convene meetings of the Board and arrange its agenda;
- (b) submit to member States through the Conference of the Council of Ministers of the North African Multinational Programming and Operational Centre annual reports on the activities of the Institute;
- (c) assist the Board of Directors in promoting the objectives of the Institute and in seeking resources from bilateral and multilateral sources for the development of the Institute and in support of its programmes of activities;
- (d) undertake such other functions and exercise such powers as may be expressly provided for, or inherent in this Constitution with respect to the office of Chairman of the Board of Directors or as may be specifically requested or conferred by the Board.

#### ARTICLE VIII

##### Meetings of the Board of Directors

1. The Board of Directors shall meet in ordinary session once a year. It may meet in an extraordinary session if it so determines or is convened by the Chairman or if requested by at least one-third of its voting members.

2. The ordinary and extraordinary sessions of the Board of Directors shall be held at the headquarters of the Institute unless convened elsewhere in pursuance of a decision taken at a previous session of the Board.
3. Decisions of the Board of Directors shall normally be by consensus.
4. Subject to the provisions of this Constitution, the Board of Directors shall determine its own procedure, including that for the convening of its sessions, quorum and the conduct of business thereat.
5. Appropriate records of the deliberations and decisions of the Board of Directors shall be maintained by the Director of the Institute.

#### ARTICLE IX

##### Scientific Council

##### Composition

1. There is hereby established a Scientific Council consisting of:
  - (a) the Director and Deputy Director of the Institute, all heads of Departments, the Registrar of the Institute, and not more than two members elected by the academic staff of the Institute from among themselves;
  - (b) not more than six management specialists appointed by the Board of Directors upon the recommendation of the Director of the Institute on the basis of their contribution to management development and with the proviso that not less than one-half of the appointed members are Deans of management institutions;
  - (c) the representative of the United Nations Economic Commission for Africa;
  - (d) the representative or nominee of the Arab Organization for Administrative Sciences;
  - (e) the representative of the African Training and Research Centre in Administration for Development.
2. The Director of the Institute or his appointee shall serve as Secretary of the Scientific Council.
3. Members elected or appointed under sub-paragraphs (a) and (b) of paragraph 1 of this Article shall hold office for a term of two years and shall be eligible for re-election or re-appointment as the case may be.

4. The Scientific Council shall meet at least half-yearly in ordinary session and may meet in extraordinary session if convened by the Chairman or if requested by one-third of its members.

5. The Scientific Council shall elect a Chairman from among its members and the Chairman shall hold office for a term of two years.

6. Functions

The functions and duties of the Scientific Council shall be to:

- (a) review academic and research programmes, including special regional or country programmes submitted to it by heads of Departments and submit its recommendations to the Board of Directors for approval;
- (b) determine diplomas, certificates and honours to be awarded by the Institute, the conditions to be fulfilled for the grant of each award and make recommendations thereon to the Board of Directors;
- (c) undertake annual reviews of the programmes and activities of the Institute, evaluate programme strategies and priorities and submit its recommendations to the Board of Directors;
- (d) subject to the provisions of sub-paragraph (e) of paragraph 3 of Article VI, set up an Appointments and Promotions Committee which shall have the responsibility of making recommendations for the appointment, promotion, termination of service and discipline of the staff of the Institute; in the case of senior academic, administrative and technical staff, the Committee shall send its recommendations through its Chairman to the Board of Directors for its consideration and approval, and in the case of the junior staff, the recommendations of the Committee shall be made only to the Director of the Institute;
- (e) determine its own rules of procedure and those to govern the activities of the Appointments and Promotions Committee;
- (f) generally perform such other functions as may be deemed necessary, desirable or incidental to the maintenance of the highest standards of efficiency, integrity and performance by the staff of the Institute and the achievement of academic excellence in the training and research programmes of the Institute.

ARTICLE X

The Director

1. The Institute shall have a Director who shall be appointed as provided for under sub-paragraph (f) of paragraph 3 of Article VI of this Constitution.



The Director shall serve for a term of three years in the first instance and shall be eligible for re-appointment for a term not exceeding two years on each subsequent re-appointment.

2. The Director shall be assisted by a Deputy Director who shall be appointed as provided for under sub-paragraph (f) of paragraph 3 of Article VI of this Constitution.

3. The Director shall be the Chief Executive Officer and academic and administrative head of the Institute. He shall, in accordance with the policies, decisions and directives of the Board of Directors have responsibility for the organization, direction and efficient administration of the Institute.

4. The Director shall be responsible to the Board of Directors for the following duties:

- (a) proper administration of the Institute in accordance with the general principles, policies and regulations determined by the Board of Directors;
- (b) submission of the draft work programme and corresponding budget of the Institute to the Board of Directors for its consideration and approval;
- (c) the execution of the approved work programme of the Institute and the proper management of its finances;
- (d) submission of annual and progress reports on the activities of the Institute, including financial statements on its income and expenditure, to the Board of Directors for its consideration;
- (e) submission to the Board of Directors of names of persons recommended for appointment in accordance with the provisions of sub-paragraph (e) of paragraph 3 of Article VI of this Constitution;
- (f) appointment of staff at grades lower than those referred to in sub-paragraph (e) of paragraph 3 of Article VI of this Constitution;
- (h) subject to the provisions of this Constitution, undertake such other work and perform such services as may be assigned to him by the Board of Directors to further the objectives of the Institute;
- (i) subject to the provisions of this Constitution, provide secretarial services to the Board of Directors and all other organs of the Institute established under this Constitution.

ARTICLE XI  
Financial Resources

1. The financial resources of the Institute shall consist of:
  - (a) such moneys as member States shall provide from time to time for the purposes of the Institute;
  - (b) contributions by way of grants, gifts, donations and subventions received from bilateral and multilateral organizations, foundations or from other sources in support of projects and activities approved by the Board of Directors;
  - (c) tuition and other fees derived from the programme activities of the Institute, particularly from its training courses and consultancy services;
  - (d) such moneys as may become payable to, or such movable or immovable property as may be vested in the Institute in pursuance of the provisions of this Constitution.
2. The acceptance by the Institute of contributions or income under the provisions of sub-paragraphs (b) and (d) of paragraph 1 of this Article shall in every case receive the approval of the Board of Directors and be subject to the financial rules and regulations of the Institute.

ARTICLE XII  
Annual Budgets

1. At least three months before the commencement of each financial year, the Director shall prepare for submission to the Board of Directors the annual budgets of revenue and expenditure of the Institute for that financial year.
2. The Board of Directors shall, before the commencement of each financial year, consider and approve, subject to such modifications and amendments as it may consider appropriate, the annual budgets prepared under paragraph 1 of this Article for that financial year.
3. Each annual budget shall separately show resources derived from:
  - (i) the contribution of member States;
  - (ii) the programme earnings of the Institute;
  - (iii) income derived from bilateral and multilateral sources; and
  - (iv) any other income; and shall indicate distinctly the current and capital expenditure to be charged against income.

## ARTICLE XIII

Accounts and Audit

1. The Board of Directors shall cause to be maintained proper books of accounts and shall, within three months after the close of each financial year, cause the accounts relating to such financial year, together with a statement of income and expenditure and a statement of the assets and liabilities of the Institute for that financial year, to be submitted to professionally qualified auditors for auditing.
2. The accounts of the Institute shall be audited by Auditors appointed under sub-paragraph (g) of paragraph 3 of Article VI of this Constitution, and shall have, in respect of the Institute, the same powers and duties as are conferred or imposed by law on auditors in the host country.
3. All funds of the Institute and grants received from multilateral and bilateral sources shall be paid into the account of the Institute with banks approved by the Board of Directors.

## ARTICLE XIV

Official Languages

The official languages of the Institute shall be Arabic, English and French.

## ARTICLE XV

Regulations of the Institute

1. The Board of Directors may make regulations for the better carrying out of the objectives of the Institute and, without prejudice to the generality of the foregoing, may make regulations:
  - (a) prescribing diplomas, certificates and other awards which may be granted or conferred by the Institute and the conditions to be fulfilled before they are granted;
  - (b) relating to the conduct of examinations;
  - (c) prescribing fees or other payments in respect of admission to the training courses of the Institute or the conduct of consultancy services;
  - (d) providing for disciplinary action against the officers and other staff of the Institute and for supervisory measures over any persons undergoing a course of study conducted by the Institute.
2. Regulations made under the preceding paragraph shall be circulated to all member States for their information and to all other organizations and institutions interested in the objectives of the Institute.

## ARTICLE XVI

### Obligations of Member States of the Institute

The member States of the Institute shall co-operate in every way to assist the Institute in achieving its objectives, and shall in particular:

- (a) take all such steps as may be necessary to implement the decisions of the Board of Directors;
- (b) facilitate the collection, exchange and dissemination of information, reports and other documents relating to management development, consultancy and research, as may be requested by the competent organs and officials of the Institute;
- (c) make available to the Institute training, consultancy and research facilities on such terms and conditions as may be agreed upon with the competent organs of the Institute;
- (d) where feasible, make available national personnel for the operations and activities of the Institute on such terms and conditions as may be agreed upon with the competent organs of the Institute;
- (e) pay promptly their annual or special contributions to the budgets of the Institute as may be determined by the Board of Directors or as may be mutually agreed for particular programmes or projects to be carried out in their territories by the Institute;
- (f) ensure proper accounting for any grants or reimbursable loans received from or through the good offices of the Institute for specific programme activities;
- (g) support the programmes and activities of the Institute;
- (h) make financial contributions to the capital and recurrent budgets of the Institute on the basis of an assessment formula agreed to by the member States of the Institute;
- (i) accord to the Institute such facilities, privileges and immunities as may be required under Article XIX of this Constitution.

## ARTICLE XVII

### Co-operating States and Institutions

1. Subject to the provisions of this Constitution the Board of Directors may seek and maintain active co-operation with governments, organizations or institutions not parties to this Constitution (collectively referred to in this Constitution, as "co-operating States and institutions"),

which are desirous of assisting the Institute or its member States in achieving the objectives of the Institute.

2. Subject to the provisions of the Constitution, the Board of Directors may enter into arrangements with co-operating States and institutions, defining methods of co-operation in general or relating to individual activities or projects.

3. In furtherance of the provisions of the preceding paragraph, seek assistance from co-operating States and institutions for the implementation of approved projects of the Institute and in acting as executing agency in respect of such projects which it has been able to obtain assistance from co-operating States and institutions under the provisions of this subparagraph.

4. The Institute shall maintain a close consultative and co-operative relationship with the United Nations Economic Commission for Africa which shall in furtherance of this co-operative arrangement and subject to its terms of reference and the limit of its resources, assist the Institute generally and more particularly in promoting the programmes and corporate image of the Institute.

#### ARTICLE XVIII

##### Status, Capacity, Privileges and Immunities

1. To enable it to achieve its objectives and perform the functions entrusted to it, the Institute shall possess in the territory of each member State an independent juridical personality. To this end, the status, capacity, privileges, immunities and exemptions set forth in paragraphs 2 to 12 of this Article shall be accorded to the Institute in the territory of each member State.

2. The Institute shall for the purpose of this Constitution have the capacity:

- (a) to enter into contracts;
- (b) to sue and be sued;
- (c) to acquire and dispose of movable or immovable property.

3. The Institute, its property and assets shall enjoy immunity from every form of legal process, except insofar as in any particular case it has, through the Director of the Institute, expressly waived its immunity:

Provided, however, that no waiver of immunity shall extend to any measure of execution.

4. The premises of the Institute shall be inviolable. The property and assets of the Institute shall be immune from search, requisition, confiscation, expropriation, and any other form of interference by legislative, executive, judicial or administrative action.

5. The archives of the Institute, and in general all documents belonging to it or held by it, shall be inviolable.

6. The Institute, its property, assets, income and transactions shall be exempt from all taxation and from customs duties, prohibitions and restrictions on imports and exports in respect of any article imported or exported by the Institute for its official use. The Institute shall also be exempt from any obligation relating to the payment, withholding or collection of any tax or duty.

7. Representatives of the member States attending meetings of the Institute and who are not otherwise officials of the United Nations or of the specialized agencies of the United Nations, shall enjoy such privileges and immunities as are provided for mutatis mutandis by Article IV of the Convention on Privileges and Immunities of the United Nations.

8. Officials of the Institute who are not otherwise officials of the United Nations or of the specialized agencies of the United Nations shall enjoy such privileges and immunities as are provided for mutatis mutandis by Article V of the Convention on Privileges and Immunities of the United Nations.

9. Without prejudice to the foregoing provisions, the member States undertake to accord to all representatives of the member States of the Institute, all officials of the Institute who are not nationals of the member States of the Institute concerned, representatives of the Organization of African Unity and co-operating States and institutions and experts providing advice or assistance to the Institute, such facilities and courtesies as are necessary for the exercise of their functions in connexion with the Institute.

10. The Director of the Institute shall in consultation with the host country have the right and duty to waive the immunity of any official of the Institute who is not an official of the United Nations or of a specialized agency of the United Nations or of any other international agency linked with the Institute in case where in his opinion the immunity would impede the cause of justice and can be waived without prejudice to the interests of the Institute.

11. All persons undergoing training or taking part in a scheme for the exchange of personnel at the Institute or organized elsewhere within the territory of a member State of the Institute in pursuance of the provisions of the Constitution and who are not nationals of the member State of the Institute concerned, shall have the right of entry into, sojourn in, or exit from the country as is necessary for the purpose of their training or the exchange of personnel. They shall be granted facilities for speedy travel and visas, where required, shall be granted promptly and free of charge.

12. Officials of the United Nations or specialized agencies of the United Nations performing functions in connexion with the Institute shall respectively enjoy the privileges and immunities provided under

the Convention on Privileges and Immunities of the United Nations or the Convention on Privileges and Immunities of the Specialized Agencies as the case may be.

13. The Institute shall co-operate at all times with the appropriate authorities of the member States to facilitate the proper administration of justice, secure the observance of national laws and prevent the occurrence of any abuse in connexion with the privileges, immunities and facilities mentioned in this Article.

14. The Director of the Institute shall conclude with the host country an appropriate headquarters agreement in relation to the Institute.

#### ARTICLE XIX

##### Amendments

1. Any member State of the Institute may submit proposals in writing for the amendment of this Constitution.

2. Any such proposals shall be submitted to the Chairman of the Board of Directors through the Director of the Institute who shall transmit them to the other member States of the Institute for their comments and subsequently to the Board of Directors for consideration and recommendation to the Conference of the Council of Ministers of the Multinational Programming and Operational Centre of North Africa for approval.

3. The Board of Directors shall make rules and regulations for the application of the provisions of this Article.

#### ARTICLE XX

##### Withdrawal or Suspension of Membership

1. Any member State of the Institute wishing to withdraw from the Institute shall give to the Chairman of the Board of Directors through the Director of the Institute one year's notice in writing. At the end of this period of one year, if such notice is not withdrawn, such member State shall cease to be a member State of the Institute.

2. The membership of the member State that has given notice of withdrawal shall continue until its notification of withdrawal becomes effective. A member State withdrawing from the Institute shall continue to be responsible for obligations incurred during its period of membership.

3. Any member State of the Institute which fails for two consecutive years to meet its membership obligations under Article XVI of this Constitution shall, on the recommendation of two-thirds of the membership of the Board of Directors to the Conference of the Council of Ministers of the North African Multinational Programming and Operational Centre be suspended until such times as it fulfils its obligations to the Institute in full.

## ARTICLE XXI

### Settlement of Disputes

Any dispute that may arise among the member States of the Institute regarding the interpretation or application of this Constitution shall be amicably settled by direct agreement between the parties. In the event of a failure to settle such a dispute, the matter may be referred to the Board of Directors by a party to such dispute and the decision of the Board shall be final.

## ARTICLE XXII

### Final Provisions

1. This Constitution, of which the Arabic, English and French texts are equally authentic, shall be deposited with the Executive Secretary of the United Nations Economic Commission for Africa.
2. This Constitution shall come into force provisionally when duly signed on behalf of at least three of the countries referred to in paragraph 1 of Article III of this Constitution.
3. The Constitution shall enter into full force when accepted or approved by at least three of the countries referred to in paragraph 1 of Article III of this Constitution.
4. Instruments of acceptance or approval shall be deposited with the Executive Secretary of the United Nations Economic Commission for Africa.
5. Any of the States referred to in paragraph 1 of Article III of this Constitution which is desirous of becoming a member State of the Institute after the coming into force of this Constitution, shall formally express its intention to do so to the Director of the Institute for the information of the member States of the Institute and shall subsequently become a member State of the Institute upon the deposit of its instruments of acceptance with the Executive Secretary of the United Nations Economic Commission for Africa.
6. The United Nations Economic Commission for Africa as depository of this Constitution shall transmit certified copies of this Constitution and advice concerning acceptances or approvals of this Constitution to the member States of the Institute.



IN WITNESS WHEREOF the undersigned being duly authorized by their respective Governments have signed this Constitution on the date appearing against their signature:

|     | <u>Member States</u> | <u>Authorized Person</u> | <u>Signature</u> | <u>Date</u> |
|-----|----------------------|--------------------------|------------------|-------------|
| 1.  | _____                | _____                    | _____            | _____       |
| 2.  | _____                | _____                    | _____            | _____       |
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| 13. | _____                | _____                    | _____            | _____       |
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| 17. | _____                | _____                    | _____            | _____       |

