

Distr.
General

ATRCW/ARCC/82/WD.16

March 1982

Original : ENGLISH

ECONOMIC COMMISSION FOR AFRICA

Third Meeting of the Africa Regional
Co-ordinating Committee for the
Integration of Women in Development (ARCC)

Douala, 15-17 March 1982

PROVISIONAL TERMS OF REFERENCE AND RULES OF PROCEDURE
OF THE SUBREGIONAL COMMITTEES FOR THE INTEGRATION
OF WOMEN IN DEVELOPMENT

PROVISIONAL TERMS OF REFERENCE AND RULES OF PROCEDURE OF THE
SUBREGIONAL COMMITTEES FOR THE INTEGRATION OF WOMEN IN DEVELOPMENT.

I. Membership

1. The Subregional Committees for the integration of Women in Development (hereinafter referred to as "the Committees") are established within the framework of the United Nations Economic Commission for Africa Multinational Programming and Operational Centres (hereinafter referred to as "the MULPOCs").
2. The Committees shall consist of representatives designated by States Members of each MULPOC. 1/

1/ Member States of each MULPOC are as follows : -

- (a) Gisenyi MULPOC : Republic of Burundi ; ~~Rwandese Republic~~ ; Republic of Zaire ;
- (b) Lusaka MULPOC : Peoples' Republic of Angola ; Republic of Botswana ; Federal Islamic Republic of Comoros ; Republic of Djibouti ; Socialist Ethiopia ; Republic of Kenya ; Kingdom of Lesotho ; Republic of Madagascar ; Republic of Malawi ; Mauritius ; Peoples' Republic of Mozambique ; Republic of Seychelles ; Republic of Somalia ; Kingdom of Swaziland, United Republic of Tanzania ; Republic of Uganda ; Republic of Zambia ; Republic of Zimbabwe ;
- (c) Niamey MULPOC : Republic of Benin, Republic of Guinea Bissau ; Cape Verde ; The Gambia ; Republic of Ghana ; Ivory Coast ; Republic of Mali ; Republic of Mauritania ; Republic of Niger ; Federal Republic of Nigeria ; Republic of Sierra Leone ; Republic of Senegal ; Republic of Togo ; Republic of Guinea ; Republic of Liberia ; Republic of Upper Volta ;
- (d) Tangiers MULPOC : Republic of Egypt ; Republic of Algeria ; Arab Jamahariya of Libya ; Kingdom of Morocco ; Republic of Tunisia ; Republic of Sudan ;
- (e) Yaounde MULPOC : Republic of Congo ; United Republic of the

II. Objectives and functions

Objectives and functions of the Committees shall be to : -

- (a) receive and review proposals submitted by the national commission on women and development or similar institution responsible for ensuring integration of women in all sectors of national development, with a view to obtaining technical assistance to implement projects ;
- (b) disseminate information ;
- (c) exchange knowledge and experience, arrange workshops, seminars, studies and other technical meetings ;
- (d) ensure that subregional development programmes take full cognizance of the Integration of Women in Development ;
- (e) initiate country studies to identify the types of information needed for a proper understanding of the situation of women and the factors facilitating or limiting their advancement ;
- (f) assist with the design and implementation of surveys for the collection of documents and other data ; and
- (g) act as a clearing house for information with a view to promoting coordination and mutual support among programmes designed to promote the advancement of women at various levels and for the sharing of relevant experiences among the countries of the region.

III. Rules of Procedure

SESSIONS

Rule 1

- (a) A Subregional Committee shall meet in ordinary session once every two years immediately preceding the meeting of officials of each MULPOC. The Committee may also meet in extraordinary session if the Chairperson or the majority of Member States ask for such meeting. An extraordinary

- (b) The Subregional Committee shall elect a bureau consisting of the Chairperson, the Vice-Chairperson and the Rapporteur. The bureau of Subregional Committee shall meet at least once a year.
- (c) Representatives of a Committee may, upon invitation, attend meetings of organs of a MULPOC operating in its subregion and participate in such meeting in accordance with rules of procedure of such MULPOC ;

AGENDA

Rule 2

- (a) The Co-ordinator of the Women's Programme in each MULPOC shall prepare in consultation with the Chairperson of the Committee the draft agenda of each meeting.
- (b) The provisional agenda shall be communicated to the Member States of a Subregional Committee at least one month before the opening of each meeting.
- (c) The office of Chairperson of a Subregional Committee shall rotate among the Member States in alphabetical order.
- (d) Subject to such directives as a Subregional Committee may give, the Chairperson of a Subregional Committee shall be responsible for submitting to donor countries or institutions projects of the Subregional Committee for financing by such countries or institutions.
- e) Subject to consultations with the Director of each MULPOC and subject also to the resources of each Committee, the Co-ordinator of each Committee shall act as Secretary of the Committee.
- (f) The working language of a Subregional Committee shall be determined by each Subregional Committee.

QUORUM

Rule 3

- (a) A quorum for the meeting of a Subregional Committee shall consist of a majority of its Member States. The quorum during the meeting shall consist of a majority of member spresent.
- (b) With the agreement of the Bureau, a Chairperson of a Subregional Committee may invite any person or body to participate at meetings of a Subregional Committee as an observer.

- (c) A Subregional Committee may make such other rules of procedure as it may deem necessary. Where no rules exist to cover a particular issue the Rules of Procedure of the United Nations Economic Commission for Africa shall mutatis mutandis apply.

VOTING

Rule 5

Each Member State of a Committee may irrespective of the number of representatives it has on the Committee, exercise only one vote on any matter before the Committee.

AMENDEMENTS

Rule 6

A Committee may in exceptional circumstances suspend the operation of these rules of procedure or amend them provided that at least two-thirds of the members present and voting so decide.