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OAU

**AFRICAN WOMEN COMMITTEE
ON PEACE AND DEVELOPMENT**



ECA

**REPORT AND RECOMMENDATIONS OF THE
OAU/AU AND ECA TASK FORCE ON THE
AFRICAN WOMEN COMMITTEE ON
PEACE AND DEVELOPMENT**

REPORT AND RECOMMENDATIONS OF THE OAU/AU AND ECA TASK FORCE ON THE AWCPD

I. CONTEXT

1. The AWCPD was established in April 1998 and launched in November 1998 by the Secretary General of the OAU and the Executive Secretary of the UNECA pursuant to the implementation of Resolution CM/Dec.337 (LXVI) adopted by the 66th Ordinary Session of the OAU Council of Ministers in June 1997. The AWCPD was established to function as an advisory body to the Secretary General of the OAU and the Executive Secretary of the UNECA to enhance the contribution of women to peace and development efforts in Africa. On 16 November 1999, the Central Organ of the OAU Mechanism for Conflict Prevention, Management and Resolution at the Ambassadorial level, met in Addis Ababa and considered modalities for the operationalisation of the Committee. The Central Organ formally welcomed the launching of the African Women's Committee on Peace and Development and encouraged the Secretary General to provide all possible assistance to facilitate and sustain its operationalization.
2. Following the Central Organ's decision, the AWCPD working with the OAU/ECA Secretariats developed and adopted a 3-year work program. Thereafter, the Fund Raising Project based on the work program was completed and endorsed by the members of the Board of AWCPD in February 2000. The implementation of the program was to be preceded by a major resource mobilization campaign. However, the AWCPD did not raise resources either for its work program or its Secretariat. It relied entirely on the contribution of OAU \$150,000 US, ECA support in kind and in funds amounting to \$ 130,000 and CIDA support of US\$ 100,000.00. Therefore, the 3-year work program has not been implemented as hoped for and most of the activities that were undertaken were parallel initiatives out of the framework of the program of activities adopted by the Committee and regular meetings of the Committee and its Bureau.
3. The Secretariat of the Committee has remained an interim Secretariat operating with only the interim Executive Officer supported irregularly by a secretary. Despite the strong emphasis at the launch on the importance of a strong Secretariat, the AWCPD has not mobilized the requisite resources to recruit the staff required for a full-fledged Secretariat.
4. The Secretary General of the OAU/AU and the Executive Secretary of the ECA cognizant of the various problems and difficulties confronting the AWCPD in the implementation of its vision, particularly aspects relating to resource mobilization, wrote a letter to the Chairperson of the Committee in February 2001 proposing a review of AWCPD's work and broad consultations to be undertaken, including with members of the ACWPD, on what had been accomplished so far, the challenges that it had faced and the way forward, bearing in mind the original objectives of the Committee. In so doing, the two Chief Executives expected that the internal review and consultations would provide all stakeholders the opportunity to advise on the measures that should be put in place to remedy the general indifference to women's issues and to end the marginalisation of the majority of them vis-à-vis the functioning of the Committee and the mainstreaming of women in initiatives relating to peace and development.
5. Following the letter they had addressed to the Committee's Chairperson and bearing in mind the fact that the term of office of the current members of the Committee would end in November 2001, the Secretary General of the OAU/AU and the Executive Secretary of the ECA decided to establish an internal joint task force which was entrusted with the task of conducting a review of the AWCPD and making recommendations on how to put in place an

enabling institutional framework for the Committee with its new revitalised membership to function more efficiently and effectively.

6. The joint Task force is composed as follows :

OAU

Amb. Sam Ibok
Director, Political Affairs Department

Dr. Mary Maboreke
Head, Women and Development Division

Mrs. Janet Amoo
Consultant on Women and Gender Issues

ECA

Mrs. Josephine Ouedraogo
Director, African Center for Women

Dr. Hannah Tiagha
Senior Social Affairs Officer
African Center for Women

Mr. Asmelash Beyene,
Regional Advisor, Development
Management Division

7. The following staff members have participated in the work of the Task Force:

OAU

Prof. C.A.L. Johnson,
Director a.i.
Community Affairs Department

Ms. Yetunde Teriba,
Research Officer,
Women and Development Division

ECA

Dr. Abbella Hamdok
Senior Development
Management Officer

8. Additionally, the Secretary General of the OAU/AU and the Executive Secretary of the ECA also authorized the appointment of a high level Consultant to undertake an evaluation of the AWCPD's three years' existence, and performance, thus in effect, putting in place two separate processes: on the one hand, a Task Force to concentrate on reviewing the institutional issues in order to make recommendations that will facilitate a renewal of the Committee's membership under a clear institutional framework; and on the other hand, an evaluation of the AWCPD's performance to orient the work program of the new membership for the next few years.

9. Subsequently, the ECA offered to place at the disposal of the Task Force, a Senior Adviser to facilitate the brainstorming sessions of the Task Force and to help the Task Force elaborate clear recommendations on the issues placed before it. The proposal was approved by the OAU, which also endorsed the choice of the Facilitator, Mr. Henri Fourcault, Senior Management Advisor to the Executive Secretary of the ECA.

10. The Secretary of the Board of the AWCPD, who was on mission in Addis Ababa during the early days following the establishment of the Task Force, was invited to meet the Facilitator, for information and consultation, but declined the offer on the grounds that the OAU/AU and ECA Task Force was the internal arrangement of the two Institutions.

11. The Task Force held 4 meetings from September 17, 2001 to January, 2002 of over three hours each and one additional full day meeting of over eight hours.

II. MANDATE OF THE TASK FORCE

1. The overall objective for the establishment of the Task Force was to review the ways and means of strengthening the AWCPD and facilitating the process of renewing its membership.
2. The specific objectives were :
 - To conduct a review of the AWCPD's Institutional arrangements and functioning, in order to make recommendations to optimise its performance with particular reference to its mandate, strategic plans, terms of reference and linkages with the OAU and the ECA;
 - To review and recommend a viable procedure for the renewal of the AWCPD's membership of;
 - To provide the OAU and the ECA with recommendations on how to assist in the full operationalization of the AWCPD, including a delineation of their areas of respective responsibility vis-à-vis the Committee and its Secretariat.

III. FRAMEWORK AND ORGANIZATION OF WORK

1. Framework.

- The Task Force agreed on its Terms of Reference, attached herewith as Annex I ;
- The Task Force agreed to set up its discussions within the framework of the statutory texts establishing the AWCPD, namely Resolution CM/Dec.337 (LXVI) adopted during the 66th Ordinary Session of the Council of Ministers in Harare in 1997, which refers to the Terms of Reference adopted at the Women Leadership Forum on Peace held in November 1996, in Johannesburg, South Africa, herewith attached as Annex II.
- The Task Force further agreed that the past three years existence of the AWCPD would equally guide its deliberations in the search for solutions.

2. Organization of Work :

- The Facilitator was entrusted by the OAU/AU and the ECA the assignment to guide and facilitate the deliberations of the Task Force.

The Task Force further agreed:

- To keep the representation of the sponsoring institutions in the task force commensurate with the task at hand.
- To meet as often as possible and to work intensively to formulate viable recommendations within the shortest possible time.
- To maintain the Secretariat of the AWCPD at its present minimal level to ensure institutional continuity and to support the work of both the Task Force and the personality who will undertake the review of the Committee's performance.
- To entrust the interim Executive Officer the task of taking the minutes of its meetings, providing documentation and information when the need arises, and subsequently drafting the report of the Task Force.

IV. METHODOLOGY

The Facilitator suggested the methodology to use and how the work of the Task Force should ideally proceed. The Task Force discussed the proposal and agreed to apply the following methodology to guide its deliberations:

a. Revisiting the mission and vision of the AWCPD

b. Reviewing the activities of the AWCPD since 1998 in light of its mission:

Programmed activities

Vs

Ad hoc activities

- c. developing a vision for the AWCPD: Where do the ECA and the OAU/AU see the AWCPD in 10 years from now?**
- d. Revisiting the terms of reference of the:**
 - Committee
 - Board
 - Secretariat
- e. Establishing a strategic direction for the AWCPD**
 - Broad Avenues
 - Partnership Development
 - Resource Issues
- f. Reviewing existing processes re:**
 - Reporting
 - Consultation
 - Communication Lines
 - Planning
 - Monitoring
 - Evaluation
 - Impact assessment
- g. Based on the above, identifying possible changes to be made to:**
 - Membership criteria
 - Number of members
 - Renewal procedure
- h. Reviewing the organizational structure of the AWCPD with respect to:**
 - Committee and its role
 - Board and its role
 - Secretariat and its role
- i. Clarifying operational modalities between the Committee, its Board and the Secretariat**
- j. Reviewing operational linkages and related procedures:**
 - With OAU
 - With ECA
 - With other organizations, governments, UN system

V. CONSTRAINTS IDENTIFIED

The Task Force examined most issues at length and identified the following as the major sources of the Committee's current state of affairs inhibiting the full operationalisation of the AWCPD.

1. Terms of reference and internal rules

- The rules that should regulate the Committee's procedure for handling its affairs are seldom respected.
- The functioning and mandate of the Bureau vis-à-vis the Committee as a whole, and the Secretariat in particular, are not clearly defined;
- The individual powers and duties of each member of the Bureau and the collective powers and duties of the Bureau have not been clearly spelt out.

2. Leadership

- Reluctance of the Bureau to implement its adopted work program and prioritize its activities in a consistent and predictable manner.
- Lack of consensus among the Leadership/membership on the direction in which the Committee should move.
- Members of the Bureau have been operating separately and without coherence to the confusion of OAU and ECA, as well as the Committee's Secretariat, as to who has the authority to commit the AWCPD. Such incoherent and uncoordinated activities have resulted in the increased loss of direction of the AWCPD.

3. The Secretariat

- The mandate of the Secretariat has been adequately understood by the current Bureau which saw itself as the organ responsible for the implementation of the Committee's programs and decisions.
- The Secretariat, which should have been the operational arm of the Committee in the implementation of its work program, has been confined to a role of facilitating ad hoc activities initiated from time to time by members of the Bureau.
- Shortage of human resources at the Interim Secretariat, with all the skills needed to accomplish the work required of an efficient and effective Secretariat since most of the planned positions were not filled.
- However, the Secretariat has been instrumental in the maintenance of some form of institutional existence and continuity despite functioning with only one professional staff working under very irregular conditions of employment. The Task force has also taken note of the work performed by the interim Secretariat as evidenced by the activity report presented to it and attached to this report as annex III.

4. Institutionalisation of the AWCPD

- The need to operationalise the Committee's Secretariat to ensure continuity has not been clearly understood.
- There is no clarity as to who is responsible for the sustenance of the Secretariat especially, given the inability of the Committee to mobilise resources, consistent with the decision to establish an independent Committee.
- Absence of a clear strategy to guide the work of the interim Secretariat in order to implement the work program of the Committee.

5. The role and institutional linkages of the AWCPD vis-à-vis the sponsoring institutions (OAU/AU and ECA).

- Lack of clarity in the role and institutional linkages of the AWCPD vis-à-vis OAU/AU and ECA: despite the fact that the AWCPD has been given the status of an advisory body to the Chief Executives of the OAU/AU and the ECA, the functions and responsibilities linked to this status have not been clearly spelt out and are therefore perceived differently by some members of the Committee, its Secretariat and the sponsoring Institutions (OAU/AU and ECA).

- Other issues that need clarification relate to the operational relationships between the Committee, its Secretariat and the OAU and ECA (including the Communication lines).

6. Mandate of the Committee

The Task Force felt that the mandates and functions as enumerated in the existing Terms of Reference are too broad for the Committee. The view was expressed that the Committee needed to focus on the priority of promoting peace and conflict resolution in order to ensure its relevance and credibility among the Continent's peoples, especially the women.

7. Mechanism for ensuring accountability

✓ Lack of a mechanism to ensure accountability: The Task Force was of the view that the adopted work program of the AWCPD was under implemented during the period under review, whereas unplanned activities had been initiated and undertaken out of the framework of activities adopted by the Committee by individual members, often without consultation and /or a formal decision by the members of the Committee. There is a need for accountability:

- Between the Committee and its leadership
- Between the Committee and the two Institutions sponsoring it

8. Membership criteria

The Task Force felt that the criteria for membership and the selection procedure for appointing AWCPD's members require a careful review to ensure:

- that the membership reflects a cross-section of the stakeholders
- that all members operate as equals
- that there will not be a conflict of interest between the actions of individual members of the Committee and their responsibility to the AWCPD.

VI. POLICY RECOMMENDATIONS

After a careful consideration of all the issues that were brought to its attention, the Task Force recommends that the Terms of Reference and Rules of Procedure of the AWCPD be amended to reflect the following:

A. Vision : By the end of the year 2010

1. To be the continental platform that harnesses and synergizes women's efforts for peace through sustainable mechanisms.
2. The AWCPD shall have established extensive and operational peace networks at different levels through a range of initiatives that promotes and facilitates the maintenance of peace in Africa.
3. To that effect, it is envisaged that the AWCPD, while maintaining its institutional linkages with the OAU/AU and ECA, shall have established operational autonomy.

B. Mission statement:

The AWCPD must strongly advocate for the increased and effective participation, as well as the influence of African women in peace processes on the continent.

To that end, the AWCPD shall, in an advisory capacity, support and complement the efforts of the OAU/AU & ECA in the following areas:

1. Facilitating the creation of an enabling environment for the full participation of women in peace processes at the national, regional, continental and international levels;

2. Promoting capacity-building activities for women's effective participation in peace processes;
3. Complementing development efforts that strengthen peace-building and peace-making initiatives in Africa;
4. Undertaking and strengthening other initiatives that consolidate peace efforts in Africa

C. The Committee

1. Name

- The name of the Committee should remain "The African Women Committee on Peace and Development". However, it is to be understood that the reference to "development" does not indicate a mandate in the area of "development" per se but only as it relates to peace.

2. Status

- The Committee shall be an advisory body sponsored by both the OAU/AU and ECA.
- The Task Force further recommends that in the elaboration of the institutions of the AU, provisions should be made to institutionalize the AWCPD within its structures.

3. Terms of Reference

- The AWCPD shall establish the priority areas that must be addressed by its work program in line with its mission statement and vision, and within the OAU/AU and ECA policy frameworks.
- On that basis, the AWCPD shall be responsible for the development of a work program, projects and activities that will be submitted for approval to the OAU/AU and ECA.
- The AWCPD shall be responsible to develop and implement resource mobilization strategies in consultation with the OAU/AU and ECA.
- The AWCPD shall monitor and evaluate the implementation of its work program by its Secretariat and other partners.

4. Status of the Bureau

- The Task Force recommends that there should be no Board but a Bureau as was originally proposed.
- The Bureau shall be elected by members of the Committee at each annual meeting of the Committee on the basis of rotational geographical distribution, to conduct proceedings during meetings.
- Furthermore, the Task Force recommends that such a Bureau be composed of one Chairperson, three Vice-Chairpersons and one Rapporteur on the basis of geographical distribution.

5. Terms of Reference of the Bureau

- To facilitate and manage the meetings of the AWCPD, as per the Rules of Procedures.
- To act on behalf of the Committee as may be required from time to time by the Committee, the OAU/AU and the ECA and/or the Secretariat.
- To give policy guidance and support to the Secretariat as needed.

D. Strategic Plan

1. Broad orientations of the AWCPD's mandate

The Task Force mindful of the need to prioritize and focus on the AWCPD's peace making and peace prevention mandate to have the greatest impact, recommends that the broad orientations of the AWCPD's mandate and role be:

a. Advocacy

- To bring women's concerns to the attention of policy makers at the national, regional and continental levels, including through CSOs;
- To get parties to conflicts to take into account the negative impact of their actions on women and children;

b. Sensitization and awareness building on women and peace Processes

- At the political and national leadership levels throughout Africa;
- At the level of the citizenry through NGOS, grass root organizations, media;

c. Advisory

- To recommend actions and initiatives that will address women's needs to policy makers at the national, regional and continental levels;
- To get the parties to the conflict(s) to explore alternatives to conflicts;
- To get the CSOs to play an advisory role with the various actors to the conflicts;

d. Capacity Building

- Building the capacity of women, women's organizations and CSOs in advocacy (including monitoring and evaluating skills, follow-up and follow-through skills), advisory services and negotiation.

e. Monitoring and evaluating

- Conflict situations in Africa with respect to women's conditions;
- The performance of national, sub-regional, continental & international bodies in involving women in peace processes;

2. Resource Issues

In order for the committee to deliver on its mandate and strategic plan, the Task Force recommends that adequate human and financial resources be mobilized.

a. Human Resources

- The work of the AWCPD should, be carried out by a functional Executive Secretariat sufficiently staffed to discharge its duties and preferably located within the OAU/AU headquarters as was originally envisaged. At the initial period, the staff of the Secretariat should not exceed five professional staff.

b. Financial resources

- The AWCPD shall raise adequate financial resources required for its viability and sustainability as well as for the implementation of its work program.
- The OAU/AU and ECA shall continue to mobilize resources for the execution of the Committee's mandate during the first year of the renewed membership of the AWCPD.
- The mobilization and utilization of resources shall be carried out by the AWCPD in close consultation and coordination with the OAU/AU and ECA. To this effect the existing fund-raising strategy should be reactivated as a matter of urgency.

3. Partnership development

The AWCPD shall identify both Strategic and implementing partners for the purpose of developing and nurturing dynamic relationships with them.

E. The Secretariat

The Secretariat shall be the implementing arm of the AWCPD and as such will:

1. Follow-up on and implement the work program of the Committee.
2. Organize and service the meetings of the AWCPD
3. Follow-up and implement decisions made by the AWCPD
4. Be the liaison for communication and consultations with the OAU/UA, the ECA and other stakeholders, on behalf of the AWCPD
5. Report to the OAU/AU and ECA on the basis of pre-established guidelines, on behalf of the AWCPD
6. Manage all resources of the AWCPD and be accountable for their proper use to the Committee as well as to the OAU/AU and the ECA
7. Prepare an annual activity report on behalf of the Committee that will be approved by the Committee and submitted to the OAU/AU and the ECA.

F. Work Program

1. The Secretariat shall prepare a biennial draft Work Program along with an implementation plan in consultation with the OAU/AU, the ECA and other stakeholders.
2. The draft Work Program and implementation plan will then be submitted to the Committee for review and approval at its annual meeting where the OAU/AU and the ECA will be represented at decision making level. It is proposed that the biennial Work Program starts in 2002.
3. The Secretariat shall be responsible for the implementation of the Work Program. Members of the Committee shall be involved in the delivery of the Work Program as may be requested by the Secretariat.

G. Institutional Linkages

1. Reporting

The Secretariat shall prepare annually the Activity Report of the AWCPD that will be approved by the Committee and submitted to the OAU/AU and the ECA.

2. Consultation

The Secretariat shall maintain regular consultations and close collaboration with the OAU/AU and the ECA on matters falling under its mandate.

3. Communications Lines

- The Chairperson of the AWCPD may communicate directly with the Secretary General of the OAU/ chairman of the AU and the Executive Secretary of the ECA.
- The Secretariat should communicate with the focal points: the Director of the ACW for ECA, the Director of Political Affairs Department and the Director of the Community Affairs Department or whatever structure may be determined under the framework of the AU .
- The Secretariat shall facilitate consultation, communication and liaison between and with the OAU/AU, the ECA and other relevant stakeholders.

4. Accountability

The Secretariat shall be accountable to the Committee and the Committee shall, in turn, be accountable to the OAU/AU and the ECA as well as the donors in the management of all resources made available to the AWCPD.

5. Monitoring

The Committee shall monitor the Secretariat for the implementation of its work program. The OAU/AU and the ECA will monitor the implementation of the Work Program through the annual report submitted by the Committee to the two Executive Chiefs. The OAU/AU and the ECA will have “droit de regard” into the activities of the Committee.

6. Evaluation/Impact Assessment

Experts commissioned by the OAU/AU and the ECA every three years shall conduct an evaluation of the impact of the work of the Committee. The expected outcome and success criteria shall be predetermined in the Work Program.

H. Membership

1. Criteria:

The membership should be based on a combination of the following:

- African women
- Experience in peace and development issues
- Exposure to women and gender issues
- Proven experience in advocacy and negotiations
- Proven capacity for resource mobilization
- Highly respected at least at the national or sub-regional level
- Not holding a position that could place the person in a conflict of interest with the Committee
- Not holding a political position

2. Number

The AWCPD shall have 15 members. The Membership should reflect the geographical distribution according to OAU/AU Rules and tradition.

3. Renewal procedure

- The Dean of African Ambassadors based in Addis Ababa, in consultation with the Regional Deans of African Ambassadors, shall select 15 countries from where the members of the AWCPD are to be appointed
- The OAU/AU and the ECA will then identify a maximum of three candidates per country and submit the list and recommendations to the two Chief Executives of OAU/AU and the ECA for selection and appointment.
- Candidates that will be selected have to meet all or most of the criteria established for membership.
- Members of the Committee will be appointed by the Secretary General of the OAU/AU after consultation with the Executive Secretary of the ECA for a non-renewable 3 year-term.

VII. REVIEW OF OAU AND ECA PERFORMANCE VIS-À-VIS THE AWCPD

1. OAU

OAU/AU is aware that it has, in the past, failed to clarify in time the Committee's status and institutional linkages and clearly define operational modalities of the OAU with the Committee, its Board and the Secretariat and to provide a sustainable institutional support to the Committee.

2. ECA

ECA is cognizant of the fact that there has never been a real consultation between the ECA and OAU/AU as to how both institutions should fulfill their respective obligations towards the Committee.

However, the ECA has supported the Committee since the very beginning by providing office space, equipment and free use of utilities. The ECA has also financed the salary of the interim executive officer for a period of one year to avoid disruption. The ECA, through the ACW, has made efforts to systematically involve the Committee in spheres of its operation falling under the Committee's mandate and has, as much as possible, tried to attend the meetings of the Committee.

J. OAU AND ECA Roles and obligations

1. The OAU

Following the two Chief Executive's commitments in the letter they addressed to the Chairperson of the AWCPD, the OAU undertakes to:

- Examine how to input/channel the work of the AWCPD into the new structures of the AU;
- Assist in mobilizing funds and support for the Committee and its Secretariat to implement its work program from extra Budgetary Sources for a maximum period of one year from the date of appointment of the new membership, considering that, at present, no provision was made to sustain it from the regular budget of the OAU/AU;
- Assume responsibility for paying the salaries of the present staff of the AWCPD Secretariat from the funds contributed to the AWCPD by the Canadian Government (CIDA) at the OAU scale, it being understood that this arrangement is only possible to the extent that there are funds in the AWCPD Account;
- Explore the possibility of housing the Committee as soon as possible at the Headquarters of the OAU as the present arrangement with ECA was supposed to be a temporary one;

2. The ECA

Following the two Chief Executive's commitments in the letter they addressed to the Chairperson of the AWCPD, the ECA commits itself to identifying and/or mobilizing funds to honor the cost involved jointly with the OAU, during the interim period, in maintaining a viable interim Secretariat to enable the Committee implement its work program

K. Action Plan & Calendar

The Task Force has agreed on the following modalities of implementation:

1. Duration of the Interim Period:

The interim period covers the period between the establishment of the Task Force up to one-year after the date of appointment of the new membership;

2. Time Frame for the renewal of the AWCPD Membership:

- OAU/AU will make the necessary arrangements to ensure that the Dean of Ambassadors will have selected 15 countries from which members of the AWCPD will originate before February 28, 2002.
- The AWCPD Secretariat will then identify a maximum of three candidates per country and submit the list to the OAU/AU and ECA Task Force not later than March 30, 2002.
- The OAU/AU and ECA Task Force will then select 15 candidates from the list and submit recommendations to the two Chiefs Executives for approval and appointment.
- The appointment of members of the AWCPD should take place not later than April 30, 2002

3. Terms of Reference and sustenance of the AWCPD Secretariat during the Interim Period

- Representatives of the Organization of African Unity/African Union (AU) and the Economic Commission for Africa (ECA) held a meeting on 30 January 2002, to discuss modalities for implementing the directives of the Chief Executive Officers of OAU/AU and ECA to retain the Interim Secretariat of the AWCPD in order for it to service the Task Force and ensure continuity of the AWCPD.
- There was consensus that the Interim Secretariat had serviced the Task Force since its creation by providing the necessary documentation and clarification as requested, taking down and reproducing minutes, disseminating the minutes and amending them as requested and producing the draft report of the Task Force. The secretariat had also continued to handle incoming correspondence, documents referred to it on issues of conflict and women in Africa and administrative matters thereby maintaining continuity within the AWCPD.
- With regard to funds, it was pointed out that as of 31 December 2001, the Committee had \$40,000 in its account.

At the end of the meeting, the following decisions were made:

- Contracts should be prepared by the OAU/AU for the Interim Executive Officer and the Administrative Assistant. They should run from 1 October 2001 to 31 March 2002.
- The terms of reference of the work of the Secretariat work should be written around servicing the Task Force on AWCPD, working on the renewal of the membership of the AWCPD and assuring the continuity of the Committee.
- Once the new membership of the AWCPD is in place, OAU/AU and ECA would finance the Secretariat for one year after which time the Committee should assume that responsibility.
- The OAU/AU will continue to manage the funds of the AWCPD during the Interim period.

TERMS OF REFERENCE**OAU and ECA internal Task Force for the operationalisation of the African Women Committee for Peace and Development****A. CONTEXT**

Pursuant to decision CM/Dec.337 (LXVI) by the 66th Ordinary Session of the OOAU Council of Ministers in June 1997, the establishment of the Committee was announced by the Secretary General of the OAU and the Executive Secretary of the UNECA in April 1998 in the course of the Conference on African Women and Development held on the occasion of the 40th anniversary of UNECA.

The African Women's Committee on Peace and Development has been established to function as an advisory body to the Secretary General of the OOAU and the Executive Secretary of the UNECA with the view to enhancing the contribution of women to peace and development efforts in Africa. One and a half year after this establishment, the Central Organ of the OAU Mechanism for Conflict Prevention, management and Resolution at the Ambassadorial level, met on 16 November 1999 in Addis Ababa and considered modalities for the operationalisation of the Committee. At the end of its deliberation, the Central Organ formally welcomed the launching of the African Women's Committee on Peace and Development and encouraged the Secretary General to provide all possible assistance to facilitate and sustain its operationalization.

1. Implementation of the Work Program of the Committee

Following the establishment of the Committee in May 1998 and its launching in November 1998, it took most of 1999 to develop and finalise a Fund Raising Project for the Committee. By February 2000, the Fund Raising Project which constituted a 3 year work programme and resource mobilisation strategies were endorsed by the members of the Committee. The implementation of the programme was to be preceded by a major resource mobilisation campaign. To date, the resource mobilisation strategies and the 3-year work programme remains unimplemented. Instead the activities that were implemented were either *ad hoc* in nature or were regular activities of OAU and ECA that were also relevant to the work of the Committee (e.g. attendance at specific meetings).

2. Financial status

To date, the Committee has not raised resources either for its work program or its secretariat. Since its creation, it has relied entirely on the contribution of \$ 150,000 from the OAU and ECA support in kind and in funds amounting to \$ 130,000 as well as CIDA support of Canadian \$ 100,000.00 which has almost run out.

3. Lack of clarity in the institutional arrangements/Structure of the Committee

The rules of procedure of the Committee are not very clear: the functioning of the Bureau vis-à-vis the Committee as a whole or vis-à-vis the Secretariat is not defined; the role of each member of the Bureau has not been clearly specified. The mandate of the Secretariat which is supposed to be the operational arm of the Committee in the implementation of its program is not clearly spelt out.

4. Lack of clarity in the status/ institutional linkages of the AWCPD vis-à-vis the sponsoring institutions (OOAU and ECA).

The African Women's Committee on Peace and Development was established following Resolution CM/Dec.337 (LXVI) adopted by the 66th Ordinary Session of the OAU Council of ministers, which stipulates that " Council approves the establishment of the African Women's Committee on Peace and Development as proposed by the Women Leadership Forum on Peace, Johannesburg, South Africa (November 1996)"; The Committee has thus been given the status of a consultative/advisory organ of the Chief Executive OAU and ECA with access to the Central Organ of the OAU or the

Commission through the Secretary General and the Executive Secretary respectively. The content, functions and responsibilities of such Advisory Body were not clearly defined.

5. Term of Service of current membership

While members were initially appointed to serve for 2 years, the current membership increased its mandate to 3 years. This mandate expires in November 2001.

6. The Secretariat.

Presently, the Committee is functioning through a modest interim Secretariat operating with only the interim executive officer; the staffs required for a full-fledged Secretariat has not yet been recruited. The secretariat of the Committee needs to be transformed into an executive secretariat with the enhanced capacity required to implement the Committee's program.

Therefore, considering all the above, OAU and the ECA have decided to establish a joint task force composed as follows:

OAU

1. Mr. Sam B. Ibok
2. Prof. Couavi A. Johnson
3. Dr. Mary Maboreke

ECA

4. Mrs. Josephine Ouedraogo
5. Mrs. Hanna Tiagha
6. Mr. Asmelash Beyene

B. OBJECTIVES

The overall objective for the establishment of the task force is to find ways and means to strengthen the AWCPD.

The immediate objectives are:

- To conduct an assessment of the AWCPD performance and organisational set up;
- To review and recommend a viable procedure for the renewal of membership of the AWCPD; the new modalities should be operationalized in time for the new members to start functioning by December 2001.
- To assist in designing strategies for effective mobilisation of funds.
- To establish modalities for facilitating the recruitment of staff for the Secretariat of AWCPD.
- To delineate the areas of responsibility of the Committee and its secretariat vis-à-vis the OAU and ECA, and provide OAU and ECA with recommendations on how to provide efficient assistance for the operationalization and the effective functioning of the AWCPD.

C. SCOPE OF WORK

1. Performance evaluation

The first task is to conduct a performance assessment of AWCPD:

- Achievements of the Committee
- Efficiency and effectiveness of the Committee
- Constraints in performing its duties

2. Study of AWCPD's organisational capacity

The second task is to conduct an organisational study of AWCPD:

- Strategic leadership
- Institutional set up
- Resources(financial and human)
- networks, partnership

3. Recommendations to OAU and ECA

The major output of the Task force will be to formulate recommendations to OAU and ECA on how both institutions can best provide an effective institutional support to AWCPD in the short and the long term. The recommendations should also address the following:

- The institutional arrangements/Structure of the Committee including the mandate of its Bureau and Secretariat
- The criteria for membership of the AWCPD and the renewal process of the membership
- The linkages of the AWCPD vis-à-vis the sponsoring institutions: (Modus Operandi of OAU and ECA with the AWCPD).
- Resources mobilization strategies for a sustainable functioning of the AWCPD

D. Time Frame

Phase I	September 2001: Performance evaluation and organisational study.
Phase II	October 2001: Reformulation of the TOR of the AWCPD based on the findings of the evaluation and the strategic orientation of AWCPD and Recommendations to OAU and ECA
Phase III	November 2001: Engaging the renewal process of the AWCPD membership
Phase IV	December 2001 and beyond: Follow up of the recommendations

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Johannesburg, South Africa

4 - 8 November 1996

REPORT

of the Central Organ of the OAU mechanism.

141. The meeting agreed that it was important for the Committee to be autonomous and to be legitimized by the OAU Heads of States and Governments, as recommended in the background document. In addition to the duties outlined in the document, it was recommended that the Committee be action-oriented; be involved in monitoring conflicts going on in Africa and collecting and disseminating information relation to peace issues. It was suggested that the Committee should support organizations working on peace and collaborate with governments. It was important for the Committee to be informed of the root causes of different conflicts.

142. It was also recommended that the Committee should keep a roster of eminent African women who could be utilized in peace-related activities. The meeting agreed that peace was a concern for all people and as such the Committee should have access to the highest decision-making body at the OAU. It was proposed that the OAU be requested to include in the agenda of the next OAU Summit, an item on women's contribution to a culture of peace. It was also suggested that as President Lissouba of Congo had done, other Heads of State and Government of Africa should be requested to sign the Statement on Women's Contribution to a Culture of Peace in solidarity with and in support of African women's initiatives for peace.

143. UNESCO presented the Statement on Women's Contribution to a Culture of Peace, which was presented to the Beijing Conference and that has been signed by outstanding women and men. All the participants signed the statement. The meeting noted that UNESCO was working with the OAU on the possibility of including the theme 'Women and a Culture of Peace' on the agenda of the OAU Summit in Harare in 1997. This would provide an opportunity for the Heads of States and Governments in Africa to sign the statement in support of and in solidarity with African women's quest for peace.

144. The meeting recommended that the Women's Unit in the OAU should be strengthened in resources and status in order to play an effective role in supporting the Committee's activities.

4. PRESENTATION AND DISCUSSION OF THE DRAFT TERMS OF REFERENCE OF THE COMMITTEE

145. The agenda item was introduced by a representative of the ECA-ACW. She presented a brief history of the draft of terms of reference. The terms of reference, she explained, had been formulated by a consultative meeting held in Addis Ababa on August 8-9, 1996, that comprised the ECA, OAU, UNHCR, UNDP, UNIFEM/AFWIC and ABANTU for Development. The meeting had been also attended by the Minister of Women Affairs from Ethiopia and a representative of the government of Uganda. She explained that the terms of reference had been formulated to facilitate a close working relationship between the Committee and the OAU Central Organ.

146. The Chairperson then invited participants to discuss the proposed terms of reference. A long and extensive discussion ensued, during which participants sought and received clarification from the OAU, with regard to the functioning of the OAU Central Organ. The meeting finally adopted the following terms of reference:

NAME OF COMMITTEE :

147. The Committee shall be called "The African Women Committee on Peace"

JUSTIFICATION :

148. The major outcome of the Regional Conference on Women, Peace and Development in Kampala, Uganda, in November, 1994, was the Kampala Action Plan which, among other things, noting the prevalence of conflict in the continent which impacts mostly on women, and noting, further, that women were excluded from the decision-making process, called for the establishment of a Committee of Women on Peace which would be included "at all levels in the new institutions and mechanisms being created by the Organization of African Unity (OAU) for conflict prevention, management and resolution, and in all other policy organs and sectoral fora of ECA and OAU."

149. This Plan of Action was endorsed by the OAU Assembly of Heads of State and Government in 1994. The Recommendations were reiterated in the African Regional Conference on Women in November, 1994, and subsequently endorsed by the OAU Summit in 1995.

150. As was observed by the Global Platform Action emanating from the Fourth World Conference on Women, women are visibly absent in the decision-making machineries of most sectors in public, private and civil institutions. These Terms of Reference are elaborated, therefore, in accordance with the Kampala Action Plan, in order to create a mechanism through which women can access decision-making at the highest level in the peace process.

MEMBERSHIP :

151. The Committee shall be made up of 16 women members consisting as follows (6 Representatives of Governments of Member States - one representing each OAU region, except two in the case of the West Africa Region; five Representatives of NGOs; and five individuals selected in their personal capacity).

METHOD OF SELECTION :

152. Representatives of Governments of Member States : To ensure effective collaboration with the Central Organ of the OAU Mechanism for Conflict Prevention, Management and Resolution, the Representatives of Governments of Member States shall in any year be drawn from the current membership of the Central Organ. As far as possible, representatives from

the respective countries of "the Current Chairman", "the Outgoing Chairman" and "the Incoming Chairman" of the Central Organ, shall be included among the Representatives of Governments of Member States serving in the Committee.

Representatives of NGOs :

153. The OAU shall invite NGOs working on peace at the national, regional and continental levels to submit their candidacy for the African Women Committee on Peace to the OAU Secretary General. The OAU Secretary General shall then make a selection on the basis of one NGO per OAU region. The 5 NGOs selected shall include at least one NGO that operates at the national level, one at the regional level and one at the continental level.

154. Individuals in their personal capacity : The OAU shall organize separate consultations by each of its five regions, following which each region shall provide the OAU Secretary General with a list of eminent women who, in their opinion, qualify to serve on the Committee in their personal capacity. The OAU Secretary General shall then make his selection on the basis of one such eminent woman per OAU region.

TERM OF OFFICE

155. Representatives of Governments of Member States shall serve for the duration of one year, being the normal term of membership of the Central Organ, except for members drawn from the States of the "Outgoing Chairman" and the "Incoming Chairman" who, in accordance with the principle of continuity, shall serve for two years and three years respectively. Other members of the Committee shall serve for a period of two years.

OBSERVERS

156. Representatives of Governments of Member States of the OAU in a state of war which, at any given time, are not members of the Committee, may attend its meetings as observers.

157. International Organizations involved in the promotion of women in conflict situations, and having relations of co-operation with the Committee, shall attend its meetings as observers.

NATIONAL AND REGIONAL PEACE MOVEMENTS/COMMITTEES

158. The Committee shall establish relations of co-operation with the respective peace movements at the national, regional and continental levels.

RESOURCE PERSONS

159. The Committee will, where appropriate, co-opt additional resource persons.

FUNCTIONS

160.

- (a) Facilitate and ensure the full participation of women in all peace initiatives in Africa, including peace missions with a fact-finding, mediation or negotiation function or of an observation or monitoring nature; as well as the appointment of eminent African women as Eminent African Personalities, Special Envoys or Special Representatives to lead these missions, as appropriate. Further, to facilitate and ensure the adequate representation of women in delegations of

State Members of the Central Organ in its meetings at the Heads of State, Ministerial and Ambassadorial levels.

- (b) Ensure a pro-active role for women's groups in early-warning networking with other interested groups at all levels, local and national, and, thus, enhance conflict prevention capacity on the continent; ensure further, early engagement by peace networks with parties to potential and current conflicts, in order to increase the knowledge base of causes of conflict and to provide alternative perspectives for conflict prevention, management, resolution and peace-building.
- (c) Promote and support the participation of women at decision-making levels to advocate for the peaceful resolution of conflicts and ensure the adherence to international humanitarian law during conflicts, in particular the protection of civilians, refugees, returnees and displaced persons, especially women and children. In collaboration with refugee assisting agencies, ensure that the specific needs and situations of refugee and displaced children and women, as well as other vulnerable groups, are adequately addressed so that they can participate effectively in decision-making.
- (d) Advocate for the full involvement of women at all levels of decision-making, especially in the Cabinet of Governments, the higher hierarchies of the armed forces, the diplomatic service and international organizations engaged in issues of international peace and security, so that they can participate effectively in decision-making.
- (e) Lobby for the search for alternative industries to arms production; the reduction of excessive military expenditures and investments for arms production and acquisition, consistent with national security requirements, in order to increase resources for the strengthening of the social sector. Promoting the continuous exploration of ways of implementing measures to alleviate substantially the debt burden of African countries, in particular highly- indebted low income countries, with a view to redirecting the proceeds from debt relief and debt conversion into activities related to the promotion of peace in Africa.

- (f) Support and strengthen initiatives that promote a culture of peace, including, democracy, education, human rights, justice and the peaceful resolution of conflicts, in particular through peace education and through emphasis and support of traditional African methods which promote reconciliation and peace as opposed to adjudication, and encourage the participation of women and elders in peace-making.
- (g) As an autonomous body, establish relations of co-operation and collaboration at the operational level of the OAU Mechanism for Conflict Prevention, Management and Resolution through joint undertakings, activities, including research, and consultations with the OAU, as well as with the ECA and other regional bodies.
- (h) Report annually or whenever the circumstances require, to the Assembly of Heads and State Government, through the OAU Secretary General and, in turn, through the OAU Central Organ, the Conference of Ministers of Women Affairs, and the Council of Ministers; as well as to the ECA Conference of Ministers through the African Regional Co-ordinating Committee for the Integration of Women in Development (ARCC).
- (i) Ensure that its activities are widely disseminated through the joint Secretariat of the OAU Women's Unit, the OAU Conflict Management Division and the UN-ECA African Centre for Women in collaboration with national and international institutions and NGOs working for peace.
- (j) Ensure the strengthening of the UN-ECA African Centre for Women and the OAU Women's Unit by increasing their resources and strategically enhancing their status in order to facilitate their access to the decision-making machinery.

INSTITUTIONAL STATUS :

161. The Committee shall be an autonomous Committee with a joint OAU/ ECA Secretariat.

GENERAL MEETINGS :

162. The Committee shall convene meetings as and when required, including meetings to precede key meetings of the OAU, UN-ECA and relevant bodies of the UN, in particular the Commission on the Status of Women and CEDAW, in order to lobby for and channel critical gender concerns on matters of war and peace as well as for sustainable development in Africa.

RESOURCE MOBILIZATION :

163. The Committee shall ensure the establishment of an independent Special Trust Fund for African Women's Peace Initiatives. (The location of the Fund will be determined by the Rules and Regulations of the Committee). The Committee will endeavour to seek resources

from Member States and other public sources as well as private ones. For activities of the Committee that are in line with OAU operational activities relating to Conflict Prevention, Management Resolution and Peace-building, the Committee should seek assistance from the OAU.

RULES AND REGULATIONS :

164. The Committee shall establish its own internal Rules and Regulations.

TIME FRAME FOR THE OPERATIONALIZATION OF THE AFRICAN WOMEN'S COMMITTEE ON PEACE

165. The meeting adopted the following time frame:

- (i) The Joint Secretariat will inform nominated members before the Rwanda Pan African Conference on Peace;
- (ii) The Joint Secretariat will report at the Rwanda Pan African Conference on Peace on the formation of the African Women's Committee on Peace; its purpose, function and Terms of Reference;
- (iii) The Joint Secretariat will send invitations for the first meeting and Terms of Reference by end of January 1997;
- (iv) The Committee will hold its first meeting from 6 - 8 March 1997;
- (v) The Committee will elaborate its programme of work 1997 - 1999 by 8 March 1997;
- (vi) The Terms of Reference of the Committee shall be submitted to ARCC and the ECA Conference on Ministers, for endorsement in April and May 1997 respectively;
- (vii) The Terms of Reference of the Committee shall be submitted to the OAU Council of Ministers and the Assembly of Heads of States and Governments for endorsement, in July, 1997 respective.

5. ADOPTION OF REPORT

166. In introducing the report, the Rapporteur explained that the report had attempted to capture the points of views exchanged by participants without attributing any of the opinions to a particular participant. The only exception to this was when participants were describing peace activities in their own country. She then requested participants to focus on the points on which decisions were arrived at, and went through, in particular, the decisions around the establishment of the African Women Committee on Peace and the Time Frame for putting into place the operations of the Committee.

**CHRONOLOGICAL SUM UP OF THE ACTIVITIES
OF THE INTERIM SECRETARIAT OF THE AFRICAN
WOMEN COMMITTEE ON PEACE AND DEVELOPMENT
NOVEMBER 1998 – NOVEMBER 2001**

The staff of the Secretariat of the African Women Committee on Peace and Development has mainly consisted of the Interim Executive Officer and irregularly a Secretary. The staff required for a full-fledged Secretariat was not recruited and little effort was made to mobilize the requisite resources for its running. Instead, the Committee relied on OAU and ECA for the support of an interim Secretariat of one staff. The importance of establishing a strong Secretariat, as the operational arm of the committee was not acknowledged. This was due to the fact that because the mandate of the Secretariat and that of the Board were not clearly delineated, some members of the Bureau behave as the executive of the Committee confining the interim Secretariat to a coordination office between members of the Committee and with OAU and ECA. On the other hand, due to the ambiguity in the individual and collective duties and obligations of members of the Board, members of the Board were operating independently confusing and often paralyzing the Secretariat. They have thus pursued a number of ad hoc activities in the name of the Committee requesting the assistance of the interim Secretariat during their executions. Thus, the Secretariat has regularly:

1. Coordinated and supported the activities of the Committee;
2. Made concrete proposals for AWCPD activities;
3. Assisted in the organization of meetings and in the substantive servicing of sessions of the AWCPD and its Board;
4. Drafted press releases and statements ;
5. Prepared written materials for dissemination ;
6. Conducted briefings to the press and other special interest groups ;
7. Acted as the Secretary of the Committee during AWCPD meetings ;
8. Made written recommendations on resources mobilization ;
9. Maintained liaison between AWCPD and its Partners and particularly with OAU and ECA ;
10. Undertook all administrative and financial processes related to the activities of the AWCPD and its Secretariat;

The following is a chronological outline of the activities undertaken by the Interim Secretariat of the AWCPD during the period under review.

I. 1st Meeting of the African Women Committee on Peace and Development

The Secretariat prepared the meeting by :

1. Drafting the documents of the Meeting:
 - Concept Paper on the AWCPD
 - Problems and Challenges of Post Conflicts situations in Africa
 - African Women's Organizations working on Peace
 - Framework for Program of Activities of the AWCPD
 - The Agenda and the Working Program
 - Invitation Letters
 - Speeches
 - Press Release

2. Contributing in the drafting of :
 - The Terms of Reference and Rules of Procedure of the AWCPD
 - The report of the Meeting
3. Dispatching Invitations
4. Making Travel Arrangements and Booking of hotels
5. Handling DSA payment
6. Assisting the members during their stay
7. Dispatching the final documents of the Meeting:
 - The Diplomatic Corps in Addis Ababa
 - UN Agencies
 - NGO working in Addis Ababa
 - OAU
 - ECA
 - Members of the Committee

II. Administrative Organisation of the Secretariat

1. The Secretariat has : secured an office space and the following equipment and services following extensive exchange of letters and follow up:
 - Office Space
 - Office Furniture
 - Computers
 - Fax Machine
 - Typewriter
 - Direct Line
 - e-mail Address
 - Web Site
2. Elaborated the logo presently in use by the Committee.
3. Undertook the administrative organization of the Secretariat
 - Filing system
 - Updating the Addresses of the Members

III. First Meeting of the Board

The first meeting of the Board took place in Ouagadougou, Burkina Faso from 15 to 16 December 1998.

1. The Secretariat prepared this meeting by:
 - Drafting the working documents
 - Writing and sending the letters of invitation to the participants
 - Elaborating and submitting a budget to the OAU for approbation
 - Coordinating the travel arrangements of members
 - Booking hotels
 - Obtaining and paying the DSA to Member
 - Submitting the Travel claims to the OAU.
 - Regularizing the accounts with OAU's Finance Department at the end of the mission.
2. The Secretariat Facilitated and Serviced the meeting by:
 - Drafting the Agenda
 - Drafting the working documents
 - Taking the minutes of the meeting

- Drafting the Press Release
- Drafting the Report of the meeting
- Sending the Report to all the members of the Committee and OAU and ECA for information.

IV. Drafting of Documents:

The Secretariat drafted :

1. The Work Program of the Committee. A 40 pages document on which the present three year project document is based.
2. The Document on the Allocation of Responsibilities among the Committee's members
3. The Project document on Activities to be undertaken *in the short term* in relation to conflicts in Africa (Angola, Burundi, DRC, Ethiopia-Eritrea, Somalia)
4. The documents related to the Recruitment
 - Procedural note on the Staffing of the Secretariat
 - Job Descriptions of the various posts staff of the Secretariat
 - Employment Contract for the staff of the Secretariat
5. The Press Releases on :
 - The alarming situation in Sierra Leone
 - The serious deterioration of the situation in Angola
 - The alarming situation between Ethiopia and Eritrea
 - Urgent appeal to the Prime Minister of the Federal Democratic Republic of Ethiopia
 - Urgent appeals to H.E. the President of the Republic of Eritrea.

All these documents were drafted and presented to the second meeting of the Board in Kampala, Uganda.

V. Second Meeting of the Board

The second meeting of the Board of the AWCPD took place on 15th February 1999 in Kampala, Uganda under the chairmanship of H.E. Dr. Speciosa Wandira Kazibwe.

1. The Secretariat prepared this meeting by:
 - Drafting the Agenda
 - Drafting the working documents
 - Writing and sending the letters of invitation to the participants
 - Elaborating and submitting a budget to the OAU for approbation
 - Coordinating the travel arrangements of members
 - Booking hotels
 - Obtaining and paying the DSA to Members
 - Submitting the Travel claims to the OAU.
 - Regularizing the accounts with OAU's Finance Department at the end of the mission.
2. The Secretariat Facilitated and Serviced the meeting by:
 - Taking the minutes of the meeting
 - Drafting the Report of the meeting
 - Sending the Report to all the members of the Committee and OAU and ECA for information.

VI. Participation in the Elections Monitoring in Nigeria

The Secretariat participated in the monitoring of the elections in Nigeria as part of the OAU team, from 20 to 27 with four members of the Committee. The Secretariat was requested to submit names of eminent African women to supervise the elections in Nigeria. A list of 13 women established following consultations with AWCPD Members was submitted to OAU. OAU has kept the list in its roster for subsequent needs.

VII. Participation in the Pan-African Conference on a Culture of Peace

1. The Secretariat participated in the Pan-African Conference on a Culture of Peace jointly organized by UNESCO and the AWCPD in Zanzibar from 17 to 20 May 1999. The Secretariat organized, coordinated the mission and secured funds from UNESCO, UNDP and OAU to cover the expenditures related to the participation of all the members.
2. The Secretariat participated in the drafting groups and contributed in the elaboration of the Zanzibar Declaration and the African women's Agenda for Peace. The Secretariat drafted the speech and the concluding Remarks of the Chairperson who was invited to close the meeting.
3. The Secretariat prepared this meeting by:
 - Writing and sending the letters of invitation to the participants
 - Elaborating and submitting a budget to the OAU for approbation
 - Coordinating the travel arrangements of members
 - Booking hotels
 - Obtain and paying the DSA to Member
 - Submit the Travel claims to the OAU
 - Regularizing the accounts with OAU's Finance Department at the end of the mission
 - Organizing a dinner hosted by the Board of AWCPD.

VIII. Third Meeting of the Board and Second Session of the Committee

The third Meeting of the Board and the second Session of the AWCPD took place during the Pan-African Conference on a Culture of Peace in Zanzibar under the chairmanship of H.E. Dr. Speciosa Wandira Kazibwe.

1. The Secretariat prepared this meeting by:
 - Drafting the Agendas
 - Drafting the working documents and the report of the chairperson
 - Writing and sending the letters of invitation to the participants
 - Elaborating and submitting a budget to the OAU for approbation
 - Coordinating the travel arrangements of members
 - Booking hotels
 - Obtaining and paying the DSA to Members
 - Submitting the Travel claims to the OAU.
 - Regularizing the accounts with OAU's Finance Department at the end of the mission.

2. The Secretariat Facilitated and Serviced the meeting by:

- Taking the minutes of the meeting
- Drafting the Report of the meeting
- Sending the Report to all the members of the Committee and OAU and ECA for information.

3. The Committee took the opportunity of this Conference to organize consultations with :

- The Secretary-General of the UNESCO
- The women's groups from countries in conflict and with Peace Organizations and Networks.

4. One of the recommendations of the 3rd Meeting of the Board in Zanzibar, was to recruit a consultant to finalize the first draft document project of the AWCPD. The Secretariat had worked in close collaboration with the consultant recommended by OAU to work on this document. The document was presented to the members during the 4th Meeting of the Board in November 1999.

IX. Participation to the OAU Summit in Algiers.

The Secretariat made all the arrangements with the OAU necessary for the participation of two members of the Committee to this Summit, despite the delay in the reception of the instruction from the Chairperson. (see the correspondences).

X. Drafting of a Short Term Project for the AWCPD

Due to the delay taken in the implementation of the Work Program of the Committee, the Secretariat drafted a short term project to allow the Committee to involve in the conflicts raging in all corners of the Continent. This document was submitted to the OAU in August 1999.

XI. Sixth African Regional Conference on Women

The Secretariat took actively part in the preparation of the Sixth African Regional Conference on Women held in Addis Ababa, Ethiopia from 22 to 26 November 1999.

A special evening on peace was organized during the Conference under the auspices of the Committee.

1. The Secretariat organized, coordinate and facilitated the event:

- Logistical arrangements
- Co-ordinations with Peace Organisations and Networks

2. The Secretariat drafted the following documents :

- The Program of the Peace forum
- The speech of the Chairperson for the Peace Forum
- The Declaration of the Peace Forum

XII. Fourth Meeting of the Board

The fourth meeting of the Board of the AWCPD took place during the Sixth African Regional Conference on Women in Addis Ababa under the chairmanship of H.E. Dr. Speciosa Wandira Kazibwe.

1. The Secretariat prepared this meeting by:
 - Drafting the Agenda
 - Drafting the working documents
 - Writing and sending the letters of invitation to the participants
 - Elaborating and submitting a budget to the OAU for approbation
 - Coordinating the travel arrangements of members
 - Booking hotels
 - Obtaining and paying the DSA to Members
 - Submitting the Travel claims to the OAU.
 - Regularizing the accounts with OAU's Finance Department at the end of the mission.
2. The Secretariat Facilitated and Serviced the meeting by:
 - Taking the minutes of the meeting
 - Drafting the Report of the meeting
 - Sending the Report to all the members of the Committee and OAU and ECA for information.
3. The Secretariat took the opportunity of this Conference to organize and facilitate consultations with :
 - The UN Assistant Secretary-General, Mrs. Angela King;
 - The women's groups from the DRC, Burundi, Sierra Leone, Liberia and Guinea.
 - The consultant who drafted the project document for fundraising.

XIII. Participation to the Beijing +5 Conference in New York

1. The Secretariat participated in the Special Session on Beijing +5 held in New York in March 2000. During this Session, the Secretariat attended the meeting of the African Group and took the advantage of the venue to present the Committee and its mandate. The project document was also presented and submitted to some Donors:
 - The Ministry of Development and Co-operation of the Netherlands
 - The UNDP Africa Division
2. The Secretariat maintained the contacts with the donors met in New York who had promised to finance some of the activities contained in the project document.
3. During the Session, the Secretariat attended a consultation meeting with the Division of the Advancement of Women for a partnership between the DAW and the AWCPD to promote the role of women in conflict resolution, peace making and peace building.

XIII. Funerals of Madam Veneranda Delira Nzambazamariya

The Secretariat attended the funerals of the late Madam Veneranda D. Nzambazamariya, former member of the AWCPD, nominated as sub-regional NGO (Pro-Femmes Twese Hamwe), passengers aboard Kenya Airways Flight who crashed at sea in Abidjan. The Secretariat delivered a message on behalf of the Chairperson.

XIV. Supporting Women's Peace Initiatives

The Secretariat participated and assisted in the organization of a peace program initiated by FAS, for the women of the Mano River Region, namely Liberia, Sierra Leone and Guinea aimed at supporting the establishment of a peace network in the Sub-Region. The meeting took place in Abuja from 24 to 28 April 2000. The Secretariat facilitated and serviced the meeting.

XV. OAU Summit in Lome, Togo

The Secretariat had been directed by the Chairperson to organize the participation of one member to this Summit. Arrangements were made with the OAU to facilitate the participation of one member.

XVI. Project Document for Resource Mobilization

The Secretariat drafted a project document for Resource Mobilization. This document was sent to OAU and ECA for review and eventual funding with draft introductory letters to donors.

XVII. Global Summit and African Women Entrepreneurs Forum

The Secretariat made all necessary arrangements for the travel of the Chairperson and the Secretary to attend those two events in South Africa including drafting speeches for the Chairperson.

XVIII. Third Africa Women's Forum: developing knowledge of women-led conflict resolution traditions and mechanisms and the 3rd Annual session of the AWCPD

The AWCPD co-organized with the African Leadership Forum the Third Africa Women's Forum in Tunis, Tunisia from 22 to 24th January 2001.

The meeting was convened to undertake a review of women's initiative in conflict management and develop together a comprehensive strategy to strengthen women's role as peace promoters.

The 3rd Annual session of the AWCPD took also place during the Third Africa Women's Forum in Tunis under the chairmanship of H.E. Dr. Speciosa Wandira Kazibwe.

The Secretariat made all the practical arrangements with OAU to get the necessary funds to cover the transportation and the DSA of the 9 members of the Committee and 1 staff from the Secretariat.

1. The Secretariat prepared this meeting by:

- Drafting the Agendas
- Drafting the working documents and the report of the chairperson
- Writing and sending the letters of invitation to the participants
- Elaborating and submitting a budget to the OAU for approbation
- Coordinating the travel arrangements of members
- Booking hotels
- Obtaining and paying the DSA to Members
- Submitting the Travel claims to the OAU

- Regularizing the accounts with OAU's Finance Department at the end of the mission.
2. The Secretariat Facilitated and Serviced the meeting by:
- Taking the minutes of the meeting
 - Drafting the Report of the meeting
 - Sending the Report to all the members of the Committee and OAU and ECA for information.
3. The Secretariat took the opportunity of this Conference to organize consultations with :
- The Africa Leadership Forum
 - The women's groups from countries in conflict and with Peace Organizations and Networks.

XIX. Mission of the Secretary of the Board to Addis Ababa

The Secretariat has organized the mission of the Secretary of the Board to Addis Ababa from 8 to 9 March 2001 to follow up on the pending issues. Meetings were organized with :

- The Secretary General of OAU,
- Mr. Sam B. Ibok, Director of Political Department
- Professor Johnson, Acting Director of the Community Affairs Department
- Mrs. OKU, Acting director of the Department of Finance and Administration
- Mrs. Lalla Ben Barka, Deputy Executive Secretary of ECA
- Mrs. Josephine Ouedraogo, Director of the African Center for Women

The Secretariat attended these meetings and compiled a report of the discussions and conclusions reached. .

XX. The African Women's Consultative Conference on the Role of the Women in a Unified Africa

The AWCPD convened a Consultative Conference on the Unification of Africa in Tripoli, Libya from 19th to 22nd April 2001. The Secretariat worked under very stressful deadlines to inform the *53 member states of the OAU* and all the members of AWCPD of the convening of such a meeting. The dates of the meeting changed twice.

XXI. World Conference on Racism, Xenophobia and Related Intolerance

The Secretariat made all the arrangements necessary to facilitate the participation of the Secretary of the Board to this meeting.

XXII. Capacity building.

- The Secretariat supported a workshop initiated by FAS aimed at strengthening women's capacity in advocacy on gender and HIV/AIDS in conflict situations.

- The Secretariat assisted in the organization of a Regional consultation which was organized by the Division for the Advancement of Women in collaboration with the African Centre for Women and the OAU to assess the capacity building needs of women to strengthen their contribution to peace processes.

XXIII. Monitoring the implementation of the Regional and Global Platform for Action with regard to Peace:

The Secretariat participated in the Six African Regional Conference on Women held in November 1999 in Addis Ababa and the Special Session of the General Assembly on Beijing +5 in New York as the designated regional organization to monitor the implementation of the Regional and Global Platform for Action with regard to "women and armed conflict" on the Continent.

XXIV. Fundraising:

The Secretariat developed a fund raising strategy and the project proposal was submitted to several donors including to 13 African heads of State in view of a fund mobilization tour. Tunisia and Libya were the first countries visited on H.E. Dr. Speciosa Wandira Kazibwe, Chairperson of AWCPD fund mobilization tour.

XXV. Research

1. The Secretariat has been conducting substantive research and has been building a data base of:
 - The conflicts in Africa
 - Women's organization working on issues relevant to the mandate of AWCPD
2. The Secretariat has prepared reports, speaking notes, briefs, drafts, decisions and resolutions