



**AFRICAN MINISTERS' COUNCIL ON WATER**  
CONSEIL DES MINISTRES AFRICAINS CHARGES DE L'EAU  
*Special Technical Committee of the African Union*

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African Ministers' Council on Water

AMCOW Governance  
Framework

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## Table of Contents

<b>List of Abbreviations and Acronyms</b>	<b>iii</b>
<b>Preamble</b>	<b>iv</b>
<b>Mission Statement</b>	<b>iv</b>
<b>Definitions</b>	<b>iv</b>
<b>1 Introduction</b>	<b>1</b>
<b>2 The Aims of AMCOW</b>	<b>1</b>
<b>3 The Mission of AMCOW</b>	<b>1</b>
<b>4 The Functions of AMCOW</b>	<b>1</b>
4.1 Strengthening Regional cooperation	3
4.2 Management Planning	3
4.3 Monitoring	3
4.4 Information Management	3
4.5 Common Standards	4
<b>5 Mandate and Functions of AMCOW's Constituent Bodies</b>	<b>4</b>
5.1 The Council of Ministers	4
5.2 The Executive Committee	6
5.3 The Technical Advisory Committee	7
5.4 The Secretariat	8
5.5 Sub-regional Ministerial Committees	9
5.6 Technical Experts Committees	10
5.7 National Focal Point Institutions	11
<b>6 Specific Powers and Responsibilities of Key positions of the Constituent Bodies</b>	<b>12</b>
6.1 The AMCOW President	12
6.2 The Vice Presidents	12
6.3 The TAC Chair	13

6.4	The TAC Vice Chairs	13
6.5	The Executive Secretary	14
<b>7</b>	<b>Operational and Management Arrangements</b>	<b>15</b>
7.1	Funding	15
7.2	Staffing	17
<b>8</b>	<b>Resources Mobilisation</b>	<b>18</b>
8.1	The Africa Water Facility	18

## Table of Appendices

Appendix I: The Abuja Ministerial Declaration on Water – A key to sustainable Development in Africa

Appendix II: AMCOW Memorandum of Understanding

Appendix III: AMCOW Rules of Procedure

Appendix IV: Information Note on the Rationale and Justification of adopted Operational and Management Arrangements

## List of Tables

Table 4-1: Functions of AMCOW as stated in the Abuja Declaration and the AMCOW MoU ..... 2

## List of Figures

Figure 7.1: Organogram of the AMCOW Secretariat ..... 17

## List of Abbreviations and Acronyms

Abbreviation / Acronym	Meaning
AMCOW	African Ministers' Council on Water
AUC	African Union Commission
CEDARE	Center for Environment and Development for the Arab Region and Europe
CEEAC	Communauté Économique des États de l'Afrique Centrale
ECOWAS	Economic Community of West African States
EXCO	Executive Council
IGO	Inter-governmental Organisation
NFPs	National Focal Point Institutions
RECs	Regional Economic Communities
SADC	Southern African Development Community
SMCs	Sub-regional Ministerial Committees
STC	Specialized Technical Committee
TAC	Technical Advisory Committee
TEC	Technical Experts Committee
ToR	Terms of Reference
WRM	Water Resources Management

## Preamble

The African Ministers' Council on Water (AMCOW) was formed in 2002 in Abuja Nigeria, primarily to promote cooperation, security, social and economic development and poverty eradication among member states through the management of water resources and provision of water supply services. Within a relatively short period, AMCOW has moved from being an idea to becoming a developed mechanism that embodies the collaboration and commitments shown by African governments, civil society groups, development co-operation partners, financial institutions and the United Nations.

The February 2004 Extraordinary Session of the Heads of State and Government of the AU, held in Libya, adopted the Sirte Declaration by which the Africa's leadership expressed support for AMCOW for its role in spearheading efforts to address Africa's water policy challenges. Consequently, in June 2008, the African Union Summit of Heads of State and Government at its special session on water and sanitation in Sharm el-Sheikh, Egypt, mandated AMCOW to develop an implementation strategy and reporting mechanism for the Sharm el-Sheikh commitments on water and sanitation. AMCOW has since then become a Specialised Committee for Water and Sanitation in the African Union.

## Mission Statement

The Mission of AMCOW is to provide political leadership, policy direction and advocacy in the provision, use and management of water resources for sustainable social and economic development and maintenance of African ecosystems.

## Definitions

For the purposes of this AMCOW Governance Document:

- (a) "The Council" means the Council of African Ministers responsible for Water,
- (b) "President" means the President of the Council,
- (c) "Executive Secretary" means the Secretary to the Council and the Head of the Secretariat,
- (d) "Sub-region" means the geographical sub-regions in the continent,
- (e) "Organ or Constituent body of AMCOW" means a differentiated structural and functional unit of AMCOW,
- (f) "Member States" means the member countries of the African Union which are automatically members of the Council,

- (g) “in consultation” means the act or procedure of seeking advice and or opinions especially from members of AMCOW’s decision making organs,
- (h) “represent the council” means to act for or on behalf of the council by deputed right – including exercising a voice and presence at fora and processes relevant to the mission and objectives of AMCOW,
- (i) “specialised agency” means agencies deemed to have the technical capacity to implement specialised programmes, initiatives, and activities of the AMCOW work programme

## 1 Introduction

This document provides details of the governance arrangements of the African Ministers' Council on Water (AMCOW); spanning the mandates and functions of AMCOW's constituent bodies to a management strategy for the effective administrative and operational functioning of the Secretariat. The sections that follow describe the instituted mechanisms in support of the aims, mission and functions of AMCOW.

## 2 The Aims of AMCOW

The aim of AMCOW is to contribute to and promote regional cooperation; social economic development; and poverty eradication in Africa through the adequate management of water resources and provision of water services.

## 3 The Mission of AMCOW

AMCOW's mission is to provide political leadership; policy direction; and advocacy in the supply and management of water for sustainable social, economic, environmental development and the maintenance of Africa's ecosystems.

The work of AMCOW follows the thematic approach of ***Water for Growth in Africa*** with the overall objectives of assuring water, food and energy security for the peoples of Africa; and attaining the Africa Water Vision 2025 of:

***An Africa where there is an equitable and sustainable use and management of water resources for poverty alleviation, socio-economic development, regional cooperation, and the environment.***

## 4 The Functions of AMCOW

The functions of AMCOW, as envisaged at its establishment in 2002 by the Abuja Ministerial Declaration; and later consolidation by the Member States' signing of the AMCOW Memorandum of Understanding, are presented in the table below.

Table 4-1: Functions of AMCOW as stated in the Abuja Declaration and the AMCOW MoU

	<b>Abuja Declaration (2002)<sup>1</sup></b>		<b>AMCOW MoU (2005)<sup>2</sup></b>
a)	to strengthen intergovernmental co-operation in order to halt and reverse the water crisis in Africa;	a)	to keep the state of Africa's water resources under review and promote desirable actions of common interest to Africa
b)	to monitor progress in the implementation of major regional and global water initiatives so as to enhance AU member states' political commitment to them	b)	to facilitate sub-regional, regional and international cooperation through coordination of issues relating to water policies and actions among African Countries
c)	to review progress in the implementation of the commitments set forth in key international arrangements, including the Malmö Ministerial Declaration, for the provision of financial resources and technology transfer in support of water sector reforms in Africa;	c)	to support international cooperation on water related issues through development of common positions on matters of global concern as well as cooperation in implementation of relevant conventions and international agreements;
d)	to receive and analyse, on regular basis, reports or information, on the adequacy of financial and technological investments in the water sector in Africa;	d)	to encourage mechanisms that will promote best practices in water policy reforms; integrated water resources management; food security; water supply and sanitation; and also assist in delivery in national, sub-regional and regional programmes
e)	to disseminate and facilitate the sharing of information regarding best practices in policy reforms in the water sector in Africa;	e)	to provide a forum for dialogue with UN agencies and other partners on water programmes;
f)	to enhance and solidify intergovernmental and regional co-operation in the management of shared waters, including river and lake basins;	f)	to promote in the region, studies regarding climate change; develop observation networks; encourage information exchange; and set-up strategies for the management of water resources during drought and floods and develop policies and strategies for arresting the water crisis in Africa;
g)	to consider, where appropriate, information regarding progress made or needed in the implementation of intergovernmental agreements on river and lake basins;	g)	to keep under review and constantly seek to strengthen the financing of the water sector in Africa
h)	to consider where appropriate, global and regional programmes dealing with the water continuum.	h)	to promote sub-regional and basin and/or sub-basin cooperation.
i)	to consider, where appropriate, information provided by United Nations agencies and other international institutions regarding their respective programmes and activities in Africa relating to water;		
j)	to organize systematic dialogue and consultations with regional and global financial mechanisms and with regional groupings on issues relating to water in Africa.		

<sup>1</sup> See Appendix I<sup>2</sup> See Appendix II



Broadly the above listed functions translate into the following overarching roles of AMCOW:

#### **4.1 Strengthening Regional cooperation**

Facilitate the creation and strengthening of an enabling environment for collaborative approaches in the management of Africa's freshwater resources, most of which are shared by two or more AMCOW member states. The resulting shared management arrangements form fundamental building blocks for regional cooperation and coordination through establishment of regional institutional mechanisms and networks at all levels (political, technical and civil society) in the water sector and assure sustainable development in the river basins and aquifers. In addition to driving processes to standardise policy, legal and institutional frameworks, such regional networks ensure common and synergetic efforts for better results in the implementation of AMCOW initiatives.

#### **4.2 Management Planning**

The bulk of Africa's surface and ground water resources are shared by countries. Transboundary collaborative approaches are, therefore, required to optimise their development, utilisation and management. AMCOW plays the key role of promoting and facilitating the preparation of integrated basin/aquifer management plans, as important tools for planning and cooperation among the stakeholders, as well as the establishment of functional basin/aquifer management organisations to coordinate the implementation of the plans.

The effectiveness of the integrated management plans will depend on the development and regular update of a permanent reporting mechanism on the status of water resources management as a basis for informed decision making within AMCOW.

#### **4.3 Monitoring**

In order to evaluate impact and facilitate improvements in the effectiveness of interventions, it is imperative to monitor progress in the implementation of the commitments set forth in key international arrangements, as well as major regional and global water initiatives. AMCOW provides leadership in the elaboration of water resources and sanitation monitoring programmes, as well as promoting their adoption by all relevant institutions and actors. In this respect, it is AMCOW's role to champion the development of clear and standardised protocols for:

- formats for data collection, capture, processing, storage, consolidation and update;
- quality assurance and quality control procedures;
- access and exchange; and,
- information dissemination technologies.

#### **4.4 Information Management**

AMCOW acts as the "clearing house" for information regarding all aspects of Africa's water resources. The member states are the primary custodians of data. AMCOW facilitates the institutionalisation, at all levels of its structures, of appropriate information management systems that are accessible to and linking member states, partner organisations and institutions.

## **4.5 Common Standards**

AMCOW will not develop its own standards, but will always work with regional and international specialist organisations in the various aspects of water resources management and service provision to adopt common, if not binding, standards for Africa.

# **5 Mandate and Functions of AMCOW's Constituent Bodies**

The organs of AMCOW comprise of:

1. The Council of Ministers
2. The Executive Committee
3. The Technical Advisory Committee
4. The Secretariat
5. The Sub-regional Committees
6. The National Focal Point Institutions

## **5.1 The Council of Ministers**

The Council of Ministers is the highest decision making and policy organ of AMCOW to which the Executive Committee reports. It is headed by a President elected, from among the Council Members, at the General Assembly for a term of 2 years.

The Presidency rotates among the sub-regions (Central, Eastern, Northern, Southern and Western).

### **5.1.1 Powers and Functions of the Council**

The Council has the following functions:

- Keeps the state of Africa's water resources under review and promote desirable actions of common interest to Africa.
- Facilitates and supports sub-regional, regional and international cooperation through the coordination of issues relating to water policies.
- Encourages mechanisms that promote best practices in water policy reforms; water, food and energy security; transboundary water resources management; and water services provision.
- Provides a forum for dialogue with UN agencies and other partners.

- Promotes, in the region, studies regarding climate change adaptation and mitigation; as well as the development of policies and strategies for the mitigation and management of water related disaster risks.
- Strengthens financing mechanisms of the water sector in Africa.
- Promotes sub-regional and basin-wide cooperation.
- The Council may delegate any of its powers and functions mentioned above to any organ of AMCOW.

### **5.1.2 Composition**

It comprises of all ministers responsible for water affairs in Africa.

### **5.1.3 Meetings**

#### **Ordinary Sessions**

The Council meets in ordinary session (herein after referred to as the General Assembly) once every two years. The General Assembly will be hosted by the country of the in-coming AMCOW President.

#### **Extra-ordinary Sessions**

Extra ordinary sessions of the Council of Ministers can be convened by the President, in consultation with the Vice Presidents, at the request of one of the sub-regions with support from at least one other sub-region.

#### **Quorum**

Quorum at the General Assembly or extra-ordinary session of the Council of Ministers shall be formed when all the five sub-regions are represented and Council Members from 50% plus one member states are present.

#### **Decisions**

The Council shall take its decisions by consensus or, failing which, by a two-thirds majority of the Member States represented and voting.

However, procedural matters, including the question of whether a matter is one of procedure or not, shall be decided by a simple majority.

#### **In-between Sessions**

In between sessions, the President – in consultation with the Executive Committee – shall represent the Council.

### **5.1.4 Rules of Procedure of the Council**

With due cognisance of the Constitutive Act of the African Union as relates to the functions of Specialised Technical Committees, the Council shall adopt its own rules of procedure (see Appendix III), which shall take precedence over any other rules of procedure that may apply to AMCOW.

## **5.2 The Executive Committee**

The Executive Committee (EXCO) shall make representation to the Council of Ministers on issues to be discussed at the General Assembly and extra-ordinary sessions, based on the advice of the Technical Advisory Committee.

### **5.2.1 Role and Functions of the EXCO**

The EXCO has the following functions:

- EXCO shall take decisions on behalf of the Council in the interim of the General Assembly.
- Deliberates on the advice and recommendations of the Technical Advisory Committee (TAC) and forward to the Council of Ministers its suggestions for consideration and further guidance.
- Ensures that decisions of the Council are implemented
- Endorses the programmes and budgets for the approval of the Council
- Decides on arrangements for the sessions of the Council.
- Decides on strategic directions of the constituent organs of AMCOW.
- The EXCO may delegate some of its functions mentioned above to the Technical Advisory Committee.

### **5.2.2 Composition**

The EXCO shall comprise of 15 members including the AMCOW President.

Each sub-region shall nominate, for election by the Council, three representatives – one of whom shall be designated as Vice President – in the EXCO session preceding the General Assembly. For purposes of continuity and retention of institutional memory, action shall be taken to nominate the immediate out-going President's member country and the country of the next host of the General Assembly as representatives of their respective sub regions in the Executive Committee unless where impractical either due to rejection of such nomination by the country concerned or suspension of membership of such country. Nomination for a member state to represent a sub-region on the EXCO shall be on a rotational basis.

### **5.2.3 Meetings**

#### **Ordinary Sessions**

The EXCO meets once every year.

#### **Extra-ordinary Sessions**

In case of issues that require urgent decisions by EXCO and or the Council, the AMCOW President shall convene extra-ordinary sessions of the EXCO.

#### **Quorum**

Quorum at EXCO sessions shall be formed when all the five sub-regions are represented and 50% plus one EXCO Members are present, failing which the session shall be rescheduled.

Quorum at a rescheduled EXCO session shall be formed by 50% plus one EXCO Members.

### **Decisions**

The EXCO shall take its decisions by consensus or, failing which, by a two-thirds majority of the EXCO members present and voting.

However, procedural matters, including the question of whether a matter is one of procedure or not, shall be decided by a simple majority.

## **5.3 The Technical Advisory Committee**

The Technical Advisory Committee (TAC) advises the EXCO on technical and/or administrative matters regarding principles, procedures and programmes relating to both the fulfilment of AMCOW's mandate; and the implementation of the AMCOW Work Plan. As an operational practice, the TAC organises itself into sub-committees and working groups – with representatives of relevant partners where necessary – to handle matters of a specialised nature.

### **5.3.1 Roles and Functions of the TAC**

The TAC has the following functions:

- Formulation of policies and strategies, as well as recommendations for the consideration and endorsement by the EXCO.
- Empowered, through the EXCO, to select; define the tasks of; and appraise the Executive Secretary.
- Coordination; operational follow-up; and reporting on progress in implementing EXCO and Council decisions, with support from the Secretariat and other regional institutions.
- Facilitation of two-way feedback on AMCOW initiatives, activities and programmes at continental, sub-regional and country levels.

### **5.3.2 Composition**

The TAC comprises 25 technical experts; five from each of the five sub-regions.

At the TAC meeting preceding the General Assembly, the Technical Experts Committee of each sub-region shall nominate the sub-region's country representation to the TAC on a rotational basis. The member states providing the AMCOW President, Vice Presidents and EXCO Members shall be represented on the TAC.

The selected countries, once elected by the Council, then nominate the experts to represent the sub-region on the TAC for a term of two years.

### **5.3.3 The TAC Chair and TAC Vice Chairs**

The TAC Chair shall be designated by the AMCOW President for the two year term of the President's mandate.

Similarly, the technical experts nominated by the member states providing the Vice Presidents shall individually assume the role of TAC Vice Chair for the two year term.

### **5.3.4 Meetings**

#### **Ordinary Meetings**

The TAC meets once every year, prior to the EXCO session.

#### **Emergency Meetings**

In case of issues that require urgent decisions by EXCO and or the Council, emergency meetings of the TAC can be convened on the authority of the AMCOW President.

#### **Quorum**

Quorum at TAC meetings shall be formed when all the five sub-regions are represented and 50% plus one TAC members are present, failing which the meeting shall be rescheduled.

Quorum at a rescheduled TAC meeting shall be formed by 50% plus one TAC Members.

#### **Decisions**

The TAC shall take its decisions by consensus or, failing which, by a two-thirds majority of the TAC members present and voting.

However, procedural matters, including the question of whether a matter is one of procedure or not, shall be decided by a simple majority.

## **5.4 The Secretariat**

The AMCOW Secretariat provides all the constituent bodies of AMCOW with administrative, financial management and logistical support to fulfil their individual roles and functions. In addition, the Secretariat acts as a clearinghouse for relevant information on both the sectors of water and sanitation in Africa.

It is headed by an Executive Secretary who is responsible for the day to day running of the Secretariat.

### **5.4.1 Functions of the Secretariat**

- Taking action on the decisions of the Council and EXCO.
- Preparing work programmes; budgets; and reports for the consideration and/or approval of the Council.
- Providing secretarial services for the sessions and meetings of all organs of AMCOW including:
  - interpreting speeches during meetings in AMCOW official languages;
  - receiving, translating and circulating documents;
  - printing, publishing and circulating as appropriate the records of sessions and meetings, the resolutions of the Council and other required documents;
  - having custody of the documents in the archives.
- Any other duties assigned by the AMCOW President, EXCO and TAC.

### 5.4.2 Composition

The AMCOW Secretariat has its headquarters in Abuja, Nigeria, with Regional Offices in each of AMCOW's sub-regions hosted by:

- Communauté Économique des États de l'Afrique Centrale (CEEAC) for Central Africa ;
- The Intergovernmental Authority on Development for East Africa;
- Union du Maghreb Arab (UMA) / Center for Environment and Development for the Arab Region and Europe (CEDARE) for North Africa;
- The Southern African Development Community (SADC) for Southern Africa; and,
- The Economic Community of West African States (ECOWAS), in West Africa.

## 5.5 Sub-regional Ministerial Committees

Each of AMCOW's five sub-regions has a Sub-regional Ministerial Committee (SMC) the mandate of which is to offer policy guidance in the implementation of AMCOW's Work Plan at the sub-regional level, as well as working to ensure its adoption and implementation at national level.

Each is headed by an AMCOW Vice President.

### 5.5.1 Roles and Functions of the SMCs

The SMCs have the following functions:

- Decide on strategic directions for region-specific handling of water and sanitation matters.
- Approve sub-regional programmes and budgets.
- Report to EXCO.
- Ensure that the decisions of the Council are implemented at sub-regional and national levels.

### 5.5.2 Composition

They comprise of the AMCOW President (where applicable); an AMCOW Vice President and other members of the EXCO from the sub-region; and the ministers responsible for water affairs of all the other member states in the sub-region.

### 5.5.3 Meetings

#### Ordinary Sessions

SMCs hold meetings once a year in the interim of the Ordinary Session of the EXCO.

#### Extra-ordinary Sessions

The AMCOW Vice Presidents – in consultation with the AMCOW President – can authorise the convening of extra-ordinary sessions and or emergency meetings of the sub-regional commit-

tees in case of issues that are unique to their individual sub-regions and require urgent decisions by the SMC.

### **Quorum**

Quorum at the SMC ordinary or extra-ordinary sessions shall be formed when SMC members from 50% plus one member states are present.

### **Decisions**

The SMCs shall take their decisions by consensus or, failing which, by a two-thirds majority of the SMC Member States represented and voting.

However, procedural matters, including the question of whether a matter is one of procedure or not, shall be decided by a simple majority.

## **5.6 Technical Experts Committees**

Each of AMCOW's five sub-regions has a Technical Experts Committee (TEC) the mandate of which is to advise the SMC on technical matters regarding principles, procedures and programmes relating to both the fulfilment of AMCOW's mandate at sub-regional level.

In this respect, the TECs' primary role is to ensure that on the one hand, the development of the AMCOW Work Plan is informed by sub-regional priorities; and, on the other hand, action plans at sub-regional and national level reflect policy undertakings at continental level.

Each is headed by a TAC Vice Chair.

### **5.6.1 Roles and Functions of the TECs**

The TECs have the following functions:

- Raising awareness on and advocating for the implementation of AMCOW's Work Plan at the national level.
- Providing technical support in the implementation of major water and sanitation initiatives taking place within their respective sub-regions.
- Facilitating two-way feedback on AMCOW initiatives, activities and programmes at sub-regional and country levels.
- Reviewing the status of implementation of the AMCOW workplan at sub-regional level, as well as monitoring its adoption and implementation at national level.
- Providing leadership in the annual preparation, validation and submission of their individual Country Progress Reports on the implementation of the Sharm el-Sheik commitments to the Monitoring and Evaluation Unit of AMCOW.
- Coordinating consultative processes at national level for prioritising pressing water security and sanitation issues for the attention of the policy organs of AMCOW.
- Providing national inputs to the sub-regional TAC report.



### **5.6.2 Composition**

They comprise of the TAC Chair (where applicable); a TAC Vice Chair and other members of the TAC from the sub-region; and the technical experts nominated by all of the other member states in the sub-region.

### **5.6.3 Meetings**

#### **Ordinary Meetings**

TECs hold meetings once a year in the interim of the Ordinary Meetings of the TAC.

#### **Emergency Meetings**

The AMCOW Vice Presidents – in consultation with the AMCOW President – can authorise the convening of extra-ordinary sessions and or emergency meetings of the sub-regional committees in case of issues that are unique to their individual sub-regions and require urgent decisions by the SMC.

#### **Quorum**

Quorum at the TEC ordinary or extra-ordinary sessions shall be formed when TEC members from 50% plus one member states are present.

#### **Decisions**

The TECs shall take their decisions by consensus or, failing which, by a two-thirds majority of the TEC members present and voting.

However, procedural matters, including the question of whether a matter is one of procedure or not, shall be decided by a simple majority.

## **5.7 National Focal Point Institutions**

National Focal Point Institutions (NFPIs) in each Member State, which are the ministries responsible for water affairs, bear the responsibility to coordinate, liaise and work with the Secretariat in the preparation and implementation of national programmes to translate the AMCOW Work Plan into action. This responsibility also extends to harmonising national policies with the policy initiatives at continental level.

The Executive Secretary shall request the individual ministers responsible for water affairs to nominate the TAC or TEC members to liaise with at national level in the implementation of AMCOW initiatives, activities and programmes.

### **5.7.1 Functions of National Focal Point Institutions**

The key functions of each national focal institution shall be as follows:

- Provide a contact point for the Secretariat at national level.
- Provide inputs to relevant bottom-up processes in the formulation of AMCOW policies and programmes.
- Coordinate, monitor and evaluate the implementation of AMCOW initiatives, activities and programmes at national level.

- Coordinate the convening of the National Stakeholders' Forum, as well as facilitating its activities, particularly as relates to gathering of data for the annual preparation of Country Progress Reports on the implementation of the Sharm el-Sheik commitments.
- Nominate and supervise the activities of the M&E Focal Point Officers.

## **6 Specific Powers and Responsibilities of Key positions of the Constituent Bodies**

### **6.1 The AMCOW President**

The AMCOW President shall:

- Chair meetings of the Council and Executive Committee, assuming complete control of proceedings and maintenance of order at meetings.
- Represent the Council, in consultation with the Executive Committee, in between sessions.
- Ensure observance of the Rules of Procedure of the Council.
- Designate a Chair for the Technical Advisory Committee.
- Represent AMCOW at international fora and processes of relevance to the Mission and objectives of AMCOW.
- Exercise the powers and functions of the Office of the President under the authority of the Council.

### **6.2 The Vice Presidents**

The five Vice Presidents sitting on the EXCO have, in addition to their responsibilities as members of the EXCO, the following additional responsibilities:

- Provide leadership in the implementation of AMCOW's Work Plan at the sub-regional, as well as promoting its adoption and implementation at national level.
- Represent AMCOW in the water related policy organs of Regional Economic Communities (RECs) and Basin/Aquifer Management Organisations and liaise with them to streamline the AMCOW Workplan into regional water programmes.
- Represent AMCOW in all international, regional, and sub-regional meetings within their respective sub-regions;
- Guide implementation of major water and sanitation initiatives taking place within their respective sub-regions.
- Convene annual sub-regional AMCOW meetings to:

- (a) facilitate two-way feedback on AMCOW initiatives, activities and programmes at continental, sub-regional and country levels;
  - (b) review the status of implementation of the AMCOW workplan in their respective sub-regions;
  - (c) report annually to the policy organs of AMCOW and the African Union (AU) on the implementation of the Sharm el-Sheik commitments; and,
  - (d) provide a consultative forum for proposing new initiatives, programmes and/or activities to be implemented in the sub-region and raise any issues of relevance to AMCOW.
- Convene – in consultation with the AMCOW President – extra-ordinary sessions and meetings of the sub-regional committees in case of issues that are unique to their sub-region and require urgent decisions by the Sub-regional Ministerial Committee (SMC).
  - Provide, with support from the Secretariat, a consolidated report on the annual sub-regional meetings to the full EXCO.
  - Mobilise resources for AMCOW's initiatives and programs within their respective sub-regions, including overseeing member State contributions to AMCOW within the sub-region.
  - Convene sectorial meetings as necessary.

### **6.3 The TAC Chair**

The TAC Chair shall:

- Serve as the technical advisor to the AMCOW President.
- Coordinate the activities of TAC at continental level.
- Convene the TAC meetings in collaboration with AMCOW Secretariat.
- Chair the TAC meetings.
- Support activities to mobilise financial resources for AMCOW activities at regional and international level.
- Prepare, with support from the Secretariat, and present the TAC report to EXCO.

### **6.4 The TAC Vice Chairs**

The TAC Vice Chairs shall:

- Serve as the technical advisors to the Vice Presidents of their respective regions.
- Chair the sub-regional Technical Experts Committee (TEC).

- Provide leadership to the TEC in raising awareness on and advocate for the implementation of AMCOW's Work Plan at the sub-regional and national levels.
- Coordinate the technical support of the TEC in the implementation of major water and sanitation initiatives taking place within their respective sub-regions.
- Organise and support the convening of annual sub-regional AMCOW meetings (ministerial and technical experts committees) to:
  - i) facilitate two-way feedback on AMCOW initiatives, activities and programmes at continental, sub-regional and country levels;
  - ii) review the status of implementation of the AMCOW workplan in their respective sub-regions;
  - iii) report annually to the Monitoring and Evaluation Unit of AMCOW and the African Union Commission (AUC) on the implementation of the Sharm el-Sheik commitments; and,
  - iv) provide a consultative forum for proposing new initiatives, programmes and/or activities to be implemented in the sub-region and raise any issues of relevance to AMCOW;
- Provide sub-regional inputs to the TAC report.
- Any other function as delegated by the Sub-regional Ministerial Committee and or the AMCOW sub region Vice President

## 6.5 The Executive Secretary

The Executive Secretary shall:

- Implement the decisions of the Council and EXCO.
- Prepare, through the TAC and EXCO, AMCOW work programmes; budgets; and reports for the consideration and/or approval of the Council.
- Provide financial reports and accountability to the Council and AMCOW partners.
- Develop; implement; and – where appropriate – institutionalise mechanisms for mobilising financial resources and investments for AMCOW activities and initiatives, under the oversight of the EXCO and with support from the TAC.
- Ensure adherence to the relevant regulations of; and ensure operational seamlessness with the African Union Commission (AUC) as relates to the water and sanitation sectors in Africa in line with AMCOW's status as a Specialised Technical Committee (STC) of the AU.

- Monitor and report annually, through the TAC and EXCO – and with support from the relevant departments of the AUC, to the African Union Assembly on progress in the implementation of the Sharm El-Sheikh commitments on water and sanitation.
- Foster research and development in the African water sector.
- Facilitate knowledge management and timely provision of information and professional advice to, on the one hand, the various organs of AMCOW to enhance informed decision making; and, on the other hand, to partners and stakeholders to ensure effective engagement and participation.
- Foster cooperation on water and sanitation matters at sub-regional, continental and international level.
- Develop, institutionalise and regularly update management and operational systems; tools; and controls for the functional running of the Secretariat.
- Provide secretariat services for the sessions and meetings of all organs of AMCOW.
- Carry out any other duties assigned by the AMCOW President, Organs of the African Union, Council, EXCO and TAC.

## **7 Operational and Management Arrangements**

AMCOW shall adopt and apply such operational and management tools, mechanisms and systems as necessary to fulfil its aims, mission and functions. These will include, but will not be limited to:

- 1) an AMCOW Framework for Water Governance and Management Structures;
- 2) an Operational Strategy;
- 3) an AMCOW Operations Manual, detailing – among others – policies and procedures relating to Staff Management as well as AMCOW's financing operations particularly as relates to how the budget is made, controlled, evaluated and the exercise of budget oversight;
- 4) an AMCOW Strategic Communications Strategy and Plan; and,
- 5) an AMCOW Knowledge Management and Services Strategy

Details of the rationale and justification of the above mentioned tools is provided in Appendix IV.

### **7.1 Funding**

The Secretariat shall receive and manage member states' contributions and other funds for AMCOW activities from stakeholder contributions; funding and development cooperation partners; the private sector; and such other sources as shall be established by the Executive Secretary and the policy organs of AMCOW and the African Union.

The core functions of the Secretariat shall be financed by the member states themselves as a show of commitment to and ownership of AMCOW's initiatives.

## 7.2 Staffing

A schema of the staffing structure of the Secretariat is provided in Figure 1-1 below.

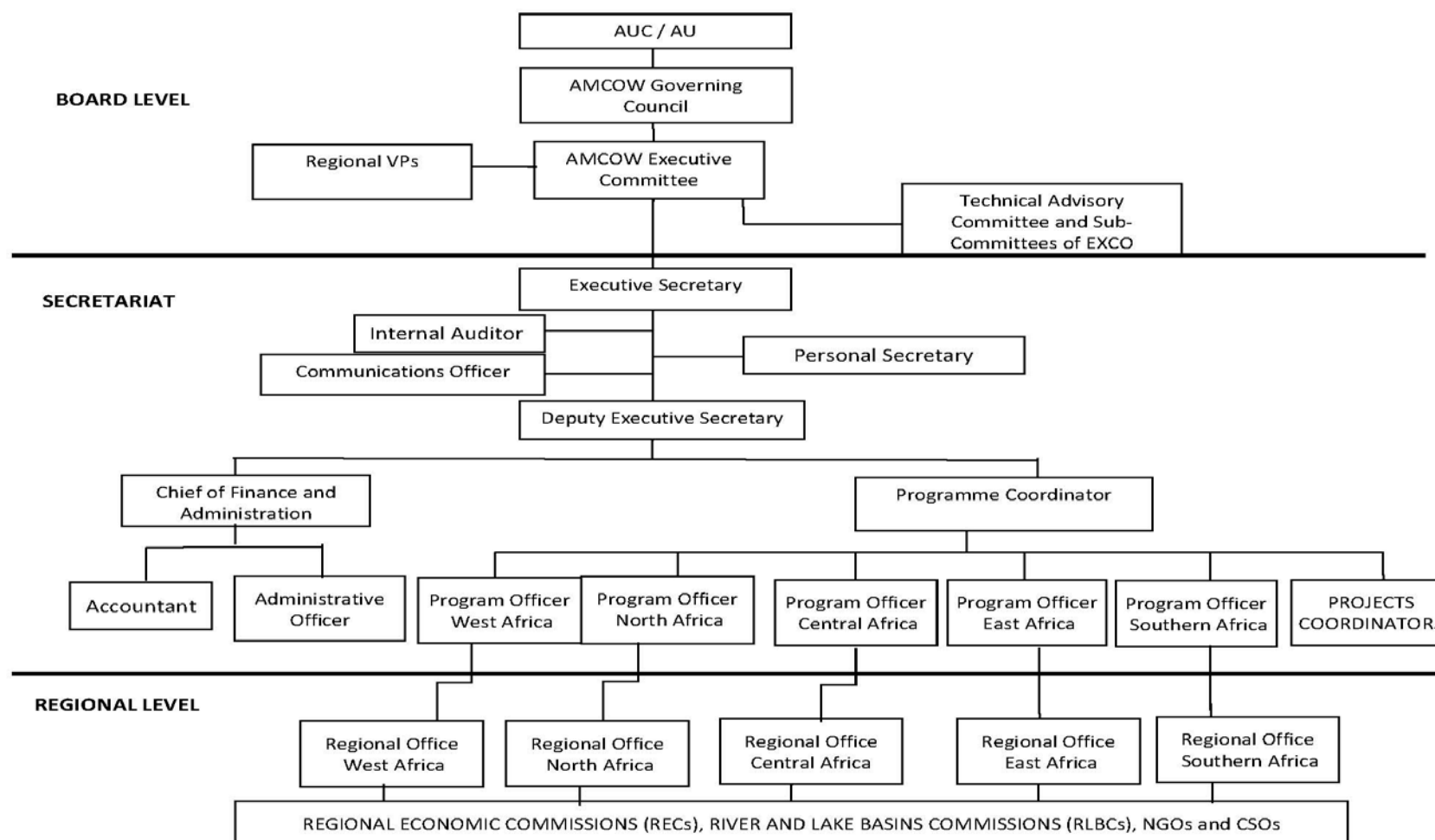


Figure 7.1: Organogram of the AMCOW Secretariat

Overall responsibility for the Secretariat rests with the Executive Secretary, with direct support from a Chief of Finance and Administration – for the administrative functions; and a Programme Coordinator – for the technical functions.

The Programme Coordinator shall be assisted by Programme Officers who will be in charge of general duties relating to AMCOW's work programmes; and Project officers including that of Monitoring and Evaluation responsible for coordinating the annual preparation and submission of Country Progress Reports on the implementation of the Sharm el-Sheik commitments to the AU.

The Communications Officer will have overall responsibility for coordinating all AMCOW media and communications activities, as well as the development, regular update and implementation of both the AMCOW Strategic Communications Strategy and Plan (Appendix VIII); and the AMCOW Knowledge Management and Services Strategy (Appendix IX).

The Regional Offices shall be headed by the respective Program Officers who will have full responsibility for providing Secretariat services to the sub-regional Committees, as well as providing the direct link between AMCOW activities at continental and sub-regional level.

Full job descriptions of all positions in Figure 1-1 are provided in Appendix X.

## **8 Resources Mobilisation**

AMCOW shall establish and institutionalise such resources mobilisation and funding mechanisms as necessary to support the implementation of each triennial cycle of the AMCOW work programme.

As a key and integral element of AMCOW's triennial work programming, the Secretariat shall table for the Council's approval an implementation strategy and budget against which the requisite funding shall be sourced. The Secretariat shall assume primary responsibility for mobilising the resources, as well as coordinating implementing partners' efforts to leverage the funds.

### **8.1 The Africa Water Facility**

In accordance with the mandate bestowed upon it by AMCOW, the African Water Facility (AWF) shall be integral to AMCOW's resources mobilisation and funding mechanisms for water resources development activities in Africa. To this end, AMCOW shall contribute to the determination of the facility's policy direction through the appointment of five (5) members of the AWF Governing Council.

The appointees shall be confirmed at the ordinary sessions of the AMCOW General Assembly to serve for a term of two years.

#### **8.1.1 Composition**

They shall comprise of the immediate outgoing AMCOW President, who shall be appointed as the Chairperson of the AWF Governing Council for a term one year and of a maximum of two



years. The four AMCOW Vice Presidents representing the sub-regions barring that of the outgoing President shall constitute the other four members.

They shall each be supported by the AMCOW TAC member of their respective countries, thus providing a direct link to the initiatives, programmes and activities of AMCOW.

## **Appendix I: The Abuja Ministerial Declaration on Water – A key to sustainable Development in Africa**

## Appendix II: AMCOW Memorandum of Understanding

## Appendix III: AMCOW Rules of Procedure

### I. SESSIONS

#### Number of sessions

##### Rule 1

Unless the African Ministers' Council on Water (AMCOW) decides otherwise, the Council of Ministers (the Council) shall hold sessions biennially.

#### Date of opening

##### Rule 2

1. The date of opening of each session of the Council shall be fixed by the Council, taking into account any recommendation of the Executive Committee of AMCOW.
2. In exceptional cases, the date of opening of a session may be altered by the AMCOW President in consultation with the Executive Committee, whenever practicable.

#### Place of sessions

##### Rule 3

In line with Rule 10, Ordinary Sessions of the Council shall be held biennially on or before the 31<sup>st</sup> day of May, unless the Council decides otherwise.

Ordinary Sessions of the Council shall be hosted by the country of the in-coming AMCOW President.

Extra-ordinary sessions, whenever called, shall be held at the venue agreed by the Council, taking into account any recommendation of the Executive Committee with the notification of the Executive Secretary.

#### Notification of opening date of sessions

##### Rule 4

The Executive Secretary shall notify members of the Council, of the date and place of the first meeting of each session at least six weeks in advance.

### II. AGENDA

#### Drawing up of the provisional agenda

**Rule 5**

1. The Executive Secretary, in consultation with the President, shall draw up the provisional agenda for each session.
2. The provisional agenda shall include all items required by these rules as well as items proposed by:
  - (a) The council at a previous session;
  - (b) The President;
  - (c) The Executive Committee;
  - (d) The Technical Advisory Committee
3. Items proposed for inclusion in the provisional agenda pursuant to subparagraphs (c) and (d), of paragraph 2 shall be submitted with basic documents in sufficient time to reach the Executive Secretary not less than seven weeks before the first meeting of each session.
4. (i) Non-governmental organizations and specialized agencies may propose items for the provisional agenda of the Council provided that:
  - (a) An organization that intends to propose such an item shall inform the Executive Secretary at least nine weeks before the commencement of the session; and that before formally proposing an item, the organization/agency shall give due consideration to any comments the Secretariat may make.
  - (b) The proposal shall be formally submitted with basic documents not less than seven weeks before the commencement of the session.
- (ii) An item proposed in accordance with the provisions of this paragraph shall be included in the agenda of the Council if it is adopted by a two-thirds majority of the Technical Advisory Committee members present and voting.

When the term Non-governmental organizations or "specialized agencies" is used in these rules, it refers to specialized agencies brought into relationship with the Council.

## **Communication of the provisional agenda**

### **Rule 6**

1. The Executive Secretary shall, not less than six weeks before the opening of the session, communicate the provisional agenda for a session of the Council and transmit the basic documents related to each item appearing thereon to the Members of the Council.
2. In exceptional circumstances, the Executive Secretary may, for reasons to be specified in writing, transmit the basic documentation relating to items on the provisional agenda not less than four weeks before the opening of the session.

## **Adoption of the agenda**

### **Rule 7**

The Council shall at the beginning of each session, after the election of its officers, in accordance with rule 15, adopt the agenda for that session on the basis of the provisional agenda referred to in rule 5.

## **Revision of the agenda**

### **Rule 8**

During a session, the Council may revise the agenda by adding, deleting, deferring or amending items. Only important and urgent items shall be added to the agenda during the session.

## **Draft provisional agenda for subsequent session**

### **Rule 9**

At each session of the Council, the Executive Secretary shall submit a draft provisional agenda for the Council's subsequent session, indicating – in respect of each agenda item – the documents to be submitted under the items and the legislative authority for their preparation in order to enable the council to consider the documents from the point of view of their contribution to the work of the Council and of their urgency and relevance in the light of the current situation.

## **III: REPRESENTATION**

### **Terms of office of members**

**Rule 10**

Unless the Council decides otherwise, the term of office of the Executive Committee members and President of the Council shall begin on 1st June, and shall end on 31st May.

**Representatives****Rule 11**

Each member of the Council shall, after informing the Executive Secretary and subject to confirmation by the Council, designate a person to serve as his/her representative on the Council.

**Rights of representatives pending confirmation****Rule 12**

A person designated as the representative of a member of the Council in accordance with rule 11 may, pending confirmation by the Council, participate in the work of the Council with the same rights as the other representatives on the Council.

**Alternates****Rule 13**

1. Each member of the Council may, after informing the Executive Secretary, designate as alternate representative to act in place of his/her representative at a meeting of the Council or, except as provided in paragraph 2 of this rule, of its subsidiary organs. When acting as representative, the alternate so designated shall have the same status as a representative, including the right to vote.
2. In the case of the AMCOW-TAC, the members to which are experts nominated by Governments serving in their individual capacity, if a member is unable to attend all or part of a session s/he may, with the consent of her/his Government and informing the Executive Secretary designate an alternate who shall have the same status as the expert serving as member on the subsidiary organ concerned, including the right to vote.

**Advisors****Rule 14**

1. The representative of a member of the Council may be accompanied by such advisors as may be required, and at the cost of the member state.
2. Where such advisors accompany the representative to a session of the Council, they shall participate only as observers and will not have the right to vote.

## **IV: OFFICERS**

### **Election of officers**

#### **Rule 15**

At the commencement of its first meeting of a regular session, the Council shall elect, from among the members, a President; 5 (five) Vice-Presidents, each representing one of AMCOW's five sub-regions; and such other officers as may be required.

### **Term of office**

#### **Rule 16**

The officers of the Council shall, subject to rule 19, hold office until their successors are elected and, without prejudice to Rule 3 for the office of the President, may be eligible for re-election but not more than two successive terms. However, sub-regional representation and rotational principle shall be observed.

### **Acting President**

#### **Rule 17**

1. If the President finds it necessary to be absent during a meeting or any part thereof, he shall designate one of the Vice-Presidents to take his or her place.
2. If the President ceases to hold office pursuant to rule 19, the remaining members shall designate one of the Vice-Presidents to take his or her place until the election of a new President.

### **Powers of the Acting President**

#### **Rule 18**

A Vice-President acting as President shall have the powers and duties of the President.

### **Replacement of the President or other officers**

#### **Rule 19**

If the President is unable to carry out his functions or ceases to be a representative of a member of the Council or if the State of which he is a representative ceases to



be member of the Council he or she shall cease to hold such office and a new officer shall be elected for the unexpired term.

## **Voting rights of the President**

### **Rule 20**

1. The President, or a Vice-President acting as President, may empower his or her alternate designated in accordance with rule 13 to participate in the proceedings and vote in the Council. In this case, the President or Acting President shall not participate in the proceedings except in his or her capacity as presiding officer of the Council.
2. In the event voting in the Council or the EXCO is tied, the presiding officer shall vote to break the tie.

## **V: SUBSIDIARY ORGANS**

### **Establishment of committees and working groups**

#### **Rule 21**

1. During a session, the Council, may set up such committees or working groups composed of members of the Council as are deemed necessary and refer to them any questions on the agenda for study and report.
2. The members of committees or working groups of the Council shall be nominated by the Executive Committee.

### **Establishment of sub-Committees**

#### **Rule 22**

1. The Executive Committee shall set up only such sub-Committees as may be deemed necessary.
2. The Executive Committee shall determine the functions and composition of each sub-Committee.

### **Officers**

#### **Rule 23**

1. Unless the Council decides otherwise, its subsidiary organs shall nominate their own officers.
2. The stipulation of paragraph (1) is not applicable in the case of a subsidiary organ which is composed of experts serving in their individual capacity.

## **Rules of procedure**

### **Rule 24**

The rules of procedure of the Council shall apply to the proceedings of its subsidiary organs in so far as they are applicable.

## **VI: THE TECHNICAL ADVISORY COMMITTEE (AMCOW-TAC)**

The Technical Advisory Committee (TAC) shall hold meetings as and when the Council of Ministers responsible for Water Affairs (AMCOW) in Africa or President, acting on behalf of the Council, so decides.

### **Rule 25**

1. The TAC Chair shall be designated by the AMCOW President for the two year term of the President's mandate.
2. At the beginning of the meeting the TAC shall elect, among its members, rapporteurs from among the members to be assisted by the Secretariat provided that the responsibilities of the rapporteurs shall cease at the end of the particular meeting for which they are elected.

### **Ruled 26**

In its normal reporting to the AMCOW Executive Committee, the TAC will present its findings and conclusions, including:

- i) those issues upon which consensus was reached; and
- ii) the outstanding issues upon which consensus was not reached with an explanation of level of support, the different positions and alternatives considered.

## **VII. SECRETARIAT**

### **Duties of the Executive Secretary**

### **Rule 27**

1. The Executive Secretary shall act in that capacity in all meetings of the Council. He or she may designate a member of the Secretariat to act as his representative.
2. He or She shall provide and direct the staff required by the Council and be responsible for all the arrangements that may be necessary for its meetings.
3. He or she shall keep the members of the Council informed of any questions that may be brought before it for consideration.
4. He or she shall provide secretariat services for the sessions and meetings of all organs of AMCOW.

### **Duties of the Secretariat**

#### **Rule 26**

The secretariat shall:

- (a) Interpret speeches made at meetings into AMCOW official languages;
- (b) Receive, translate and circulate documents;
- (c) Print, publish and circulate as appropriate the records of the session, the resolutions of the Council and the required documents;
- (d) Have custody of the documents in the archives; and
- (e) Generally perform all other work that may be required

### **Statement by the Secretariat**

#### **Rule 27**

The Executive Secretary or his representative may subject to rule 43, make oral as well as written statements to the Council concerning any question under consideration.

### **Estimates of expenditure**

#### **Rule 28**

1. The Executive Secretary shall prepare and provide to the Executive Committee, through the TAC, estimates of the programme budget implications of implementing AMCOW initiatives and activities. The President shall draw attention to that estimate and invite discussion on the proposals as presented by the Executive Secretary.

2. Any program budget proposal recommended by Executive Secretary to the Executive Committee for its approval must be stated in terms of the objectives to be achieved.

## **VIII: LANGUAGES**

### **Official and working languages**

#### **Rule 29**

English and French shall be the official and working languages of the Council.

### **Interpretation**

#### **Rule 30**

1. Speeches made in an official language shall be interpreted into the other official language.

### **Languages of records**

#### **Rule 31**

- i) Records shall be drawn up in both working languages.
- ii) Translated records in any of the official languages shall be maintained by the Secretariat and furnished if requested by a representative.

### **Language of resolutions and other formal decisions**

#### **Rule 32**

All resolutions, recommendations and other formal decisions of the Council shall be made available in the official languages.

### **Summary records of meetings**

#### **Rule 33**

No official records of meetings of the Council or any subsidiary organs shall be provided unless these have been specifically authorized by the Council.

### **Records of public meetings**

#### **Rule 34**

1. Official records of the public meetings of the Council and its subsidiary organs, where authorized and required, shall be prepared by the Secretariat.
2. They shall be distributed, within two weeks of being authorized, to all members of the Council or of the organ concerned, and to any other participants in the meeting.
3. The recipients may, within one week of receipt of the records, submit corrections to the Secretariat. In special circumstances, the presiding officer may, in consultation with the Executive Secretary extend the time for submitting corrections.
4. Any disagreement concerning such corrections shall be decided by the presiding officer of the body to which the record relates, after consulting, where necessary, the sound recordings of the proceedings.
5. Corrections will be consolidated in a single corrigendum to be issued after the end of the session.
6. The official records and the consolidated corrigendum thereto shall be distributed promptly to the Members of the Council. On publication, these records may be hosted by the AMCOW website and be consulted by the public.

## **Reports to the Council**

### **Rule 35**

The Secretariat shall submit to the Council a report on the work of each session containing a concise summary of recommendations and a statement of issues requiring action by the Council. It shall as far as practicable frame its recommendations and resolutions in the form of drafts for approval by the Council.

## **Communication of formal decisions and reports**

### **Rule 36**

Within two weeks from the end of a session, the text of the formal decisions and reports adopted by the Council shall be distributed to all members of the Council and to any other participants in the session. The printed text of such decisions and reports shall be distributed as soon as possible after the close of the session to the Members of the Council.

### **Rule 37**

Unless the Council decides otherwise its meetings shall be held in public

## **IX: CONDUCT OF BUSINESS**

### **Rule 38**

Quorum at a Council session shall be formed when all five sub-regions are represented and members of the Council from 50% plus one member states are present.

## **General power of the AMCOW President**

### **Rule 39**

1. In addition to exercising the powers conferred upon him or her elsewhere by these rules, the President shall:
  - a. declare the opening and closing of each meeting of the Council;
  - b. direct the discussions;
  - c. ensure observance of these rules;
  - d. accord the right to speak;
  - e. put questions to the vote; and
  - f. announce decisions.
2. The President, subject to these rules, shall:
  - a. assume complete control of the proceedings of the Council;
  - b. assume complete control over the maintenance of order at its meetings.
  - c. rule on points of order.
  - d. propose, where necessary, to the Council the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.
3. The President, in the exercise of his or her functions, remains under the authority of the Council.

## **Points of order**

### **Rule 40**

1. During the discussion of any matter a member may at any time raise a point of order, which shall be decided immediately by the President in accordance with these rules.
2. A member may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the ruling of the President shall stand unless overruled by a simple majority of the members present and voting.
3. A member may not, in raising a point of order, speak on the substance of the matter under discussion.

## **Speeches**

### **Rule 41**

1. No one may address the Council without having previously obtained the permission of the President. The President shall call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the question before the Council and the President may call a speaker to order if the remarks are not relevant to the subject under discussion.

### **Closing of list of speakers**

#### **Rule 42**

During the course of a debate the President may announce the list of speakers and, with the consent of the Council, declare the list closed when there are no more speakers. The President shall, with the consent of the Council, declare the debate closed. Such closure shall have the same effect as closure by decision of the Council.

### **Rights of reply**

#### **Rule 43**

The rights of reply shall be accorded by the President to the representative of any member who requests it. Members should attempt, in exercising these rights, to be as brief as possible and preferably to deliver their statements at the end of the meeting at which this right is requested.

### **Suspension or adjournment of the meeting**

#### **Rule 44**

During the discussion of any matter, a member may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted, and they shall be put to the vote immediately.

### **Adjournment of debate**

#### **Rule 45**

A member may at any time move adjournment of the debate on the item under discussion. Permission to speak on the motion shall be accorded only to two members

favouring and to two opposing the adjournment, after which the motion shall be put to the vote immediately.

### **Closure of debate**

#### **Rule 46**

A member may at any time move the closure of the debate on the item under discussion, whether or not any other member has signified the wish to speak. Permission to speak on the motion shall be accorded only to two members opposing the closure, after which the motion shall be put to the vote immediately.

### **Order of motions**

#### **Rule 47**

The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

- (a) To suspend the meeting;
- (b) To adjourn the meeting
- (c) To adjourn the debate on the item under discussion;
- (d) To close the debate on the item under discussion.

### **Submission of proposal and substantive amendments**

#### **Rule 48**

Proposals and substantive amendments shall normally be submitted in writing to the Executive Secretary. Unless the Council decides otherwise, the proposals and substantive amendments shall be discussed or put to the vote no earlier than twenty-four hours after being circulated to all members.

### **Withdrawal of proposals and motions**

#### **Rule 49**

A proposal or a motion may be withdrawn by its sponsor at any time before voting on it has commenced, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any representative.

### **Reconsideration of proposals**

#### **Rule 50**



When a proposal has been adopted or rejected, it may not be reconsidered at the same session unless the Council so decides. Permission to speak on a motion to reconsider shall be accorded only to two members opposing the motion, after which it shall be put to the vote immediately.

## **XI. VOTING AND ELECTIONS**

### **Voting rights**

#### **Rule 51**

Each member of the Council shall have one vote

### **Request for a vote**

#### **Rule 52**

A proposal or motion before the Council for decision shall be voted upon if any member so requests. When no member requests a vote, the Council may adopt proposals or motions without a vote.

### **Majority requirements**

#### **Rule 53**

1. Except as provided in rule 52, decisions of the Council shall be made by consensus.
2. Where the Council fails to reach consensus, decisions shall be taken by a two-thirds majority of the members present and voting.
3. For the purpose of these rules, the phrase "members present and voting" means members present at the meeting and casting an affirmative or negative vote. Members that abstain from voting are considered as not voting.

### **Method of voting**

#### **Rule 54**

1. Except as provided in rule 66, the Council shall normally vote by show of hands, except that a member may request a roll-call which shall be taken in the English alphabetical order of the names of the States represented on the Council, beginning with the State whose name is drawn by lot by the President. The name of each member shall be called in all roll calls, and its member shall reply "yes", "no" or "abstention".

2. The vote of each member participating in any roll-call shall be inserted in the record.

### **Explanation of vote**

#### **Rule 55**

Members may make brief statements consisting solely of explanation of their votes; before the voting has commenced or after the voting has been completed. A member sponsoring a proposal motion shall not speak in explanation of vote thereon; except if it has been amended.

### **Conduct during voting**

#### **Rule 56**

After the Chairperson has announced the commencement of voting no representative may interrupt the voting except on a point of order in connection with the actual voting process.

### **Division of proposal and amendments**

#### **Rule 57**

Parts of a proposal or an amendment shall be voted on separately if a member requests that the proposal be divided. Those parts of the proposal or the amendment which have been approved shall then be put to the vote as a whole, if all the operative parts of a proposal or an amendment have been rejected, the proposal or amendment shall be considered to have been rejected as a whole.

### **Amendments**

#### **Rule 58**

An amendment is a proposal that does no more than add to, delete from or revise part of another proposal.

### **Order of voting on amendments**

#### **Rule 59**

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the amendment further removed in substance from the original proposal shall be voted on first and then the amendment next furthest removed therefrom and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment neces-

sarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted on.

## **Order of voting on proposals**

### **Rule 60**

1. If two or more proposals, other than amendment, relate to the same question, they shall, unless the Council decides otherwise, be voted on in the order in which they were submitted. The Council may, after each vote; on a proposal, decide whether to vote on the next proposal.
2. A motion requiring that no decision be taken on a proposal shall have priority over that proposal.

## **Elections**

### **Rule 61**

All elections shall be held by secret ballot, unless, in the absence of any objection, the Council decides to proceed without taking a ballot on all agreed candidates or states.

## **XII. PARTICIPATION OF NON-MEMBERS OF THE COUNCIL**

### **Participation of non-Member States**

#### **Rule 62**

1. The Council may invite any State that is not a member of the African Union to participate in its deliberation.
2. A state thus invited shall not have the right to vote.

### **Participation of specialized agencies and Non-governmental organizations (NGOs)**

#### **Rule 63**

1. The specialized agencies and NGOs shall be entitled to be represented at meetings of the Council and its subsidiary organs ;
2. Specialized agencies and NGOs are not entitled to vote

### **Participation of other intergovernmental organizations**

#### **Rule 64**

Representatives of intergovernmental organizations may participate, without the right to vote, in the deliberations of the Council.

### **XIV. AMENDMENT AND SUSPENSION OF RULES OF PROCEDURE**

#### **Method of amendment**

#### **Rule 65**

Only the Council may amend these rules.

#### **Method of suspension**

#### **Rule 66**

A rule of procedure may be temporarily suspended by the Council provided that such suspension shall not be inconsistent with any applicable decisions of Council and provided that twenty-four hours' notice of the proposal for suspension has been given, which may be waived if no representative objects. Any such suspension shall be limited to a specific purpose and to a period required to achieve that purpose.

## **Appendix IV: Information Note on the Rationale and Justification of adopted Operational and Management Arrangements**

### **Legal Status**

In accordance with the decision on the Specialised Technical Committees (STCs) – Assembly/AU/Dec.227(XII) – of the African Union Assembly at its Twelfth Ordinary Session in Addis Ababa, Ethiopia on 1-3 February, 2009, AMCOW is designated as a Specialised Technical Committee of the African Union on Water and Sanitation. According to Article 15 of the Constitutive Act of the African Union, the functions of the STCs are to:

- prepare projects and programmes of the Union and submit it to the Executive Council;
- ensure the supervision, follow-up and the evaluation of the implementation of decisions taken by the organs of the Union;
- ensure the coordination and harmonisation of projects and programmes of the Union;
- submit to the Executive Council either on its own initiative or at the request of the Executive Council, reports and recommendations on the implementation of the provisions of this Act; and,
- carry out any other functions assigned to it for the purpose of ensuring the implementation of the provisions of this Act.

AMCOW is thus expected to work in close collaboration with the relevant departments; and as a technical body of the AU. AMCOW's legal status as an Inter-governmental Organisation (IGO) shall, therefore, be negotiated under the auspices of the Constituent Act of the African Union.

The AMCOW Secretariat offices shall then be recognized as AU offices in a Member State and thus covered by existing AU agreements. AMCOW already has a host agreement with the Government of the Federal Republic of Nigeria for the Secretariat headquarters in Abuja.

### **Institutional Linkages and Stakeholder Engagement**

AMCOW's aim of contributing to and promoting regional cooperation; social economic development; and poverty eradication in Africa through the adequate management of water resources and provision of water services depends almost entirely on its Secretariat's capacity to mobilise; engage; and administratively, technically and financially facilitate a broad spectrum of implementing partners at supra-national (RECs, R/LBOs) and national level. In

essence, the effectiveness of the Secretariat's working relationships with stakeholders – as determined by which stakeholders are involved, what they are involved in, and how their inputs are used – will have an important influence on both the execution of AMCOW's initiatives and work programmes, as well as their outcomes.

AMCOW shall therefore adopt an AMCOW Framework for Water Governance and Management Structures (Appendix V) outlining:

- Institutional linkages, working relationships and operational arrangements with member states; RECs, Basin/aquifer management organisations and other regional partners (financing and implementing); Civil Society Organisations; and other stakeholders.
- Lead and support partner roles and responsibilities.
- Strategic directions, methods and priorities for engagement and participation in implementing action programmes.
- Policy on monitoring programmes and systems; data management; information generation, exchange and dissemination; and knowledge management.
- Collaborative mechanisms for planning as well as assessment processes across partner institutions and agencies.

### **Administrative Functioning of the Secretariat**

On account of negotiations for AMCOW's legal status as an Inter-governmental Organisation pursuant to its designation as a Specialised Technical Committee of the AU, the Secretariat shall adhere to the AUC administrative procedures, including rules and regulations relating to:

- financial management, internal financial control systems, external audit and financial accounting; and,
- staff administration and human resources development.

AMCOW shall adopt such management tools as an Operational Strategy (Appendix VI); and an AMCOW Staff Management and Operations Manual (Appendix VII) adapting the AUC administrative procedures to the specific needs of the Secretariat.

Whereas at the time of entry into force of this document the process of negotiating AMCOW's legal status as per the section above on the Legal Status of AMCOW will be ongoing, the adoption of the management tools as stipulated above shall be independent of

the negotiation process. In the unlikely event that the legal status of AMCOW is secured outside the functional arrangements of an STC to the AU, the adopted management tools can be revised appropriately.