

## **REGULATION C/REG.24/11/10 ON THE GUIDING PRINCIPLES ON THE OPERATION OF THE NATIONAL UNITS**

### **THE COUNCIL OF MINISTERS,**

MINDFUL of Articles 10, 11 and 12 of the ECOWAS Treaty establishing the Council of Ministers and defining its composition and functions;

MINDFUL of Decision A/DEC 3/12/90 Upgrading the Status of ECOWAS National Units in the Member States;

MINDFUL of Decision A/DEC 5/01/05 dated 19 January 2005 establishing National Focal Points for ECOWAS/NEPAD Programmes;

MINDFUL of Regulation C/REG.4/06/05 on the mission, role and functions of ECOWAS National Units;

MINDFUL of Recommendation C/REC.1/11/82 relating to the establishment within each Member State of a National Unit responsible for the coordination and monitoring of ECOWAS activities;

CONSIDERING the key role of National Units in the implementation of ECOWAS programmes and in the conduct of the regional integration process in Member States;

CONVINCED of the need to strengthen the National Units which add value to the Community for the attainment of all ECOWAS of people through its various components;

CONSIDERING the need to harmonise the structure, operation and procedures of National Units towards greater efficiency;

RECALLING that, in order to play their full role and perform the tasks assigned to them by ECOWAS, it is necessary to make the national units operational as administrative structures with a simplified, flexible, efficient and affordable management;

DESIROUS to adopt the guiding principles of the operation of the ECOWAS National Units based on a minimum structure and on effective rules and Procedures;

ON THE RECOMMENDATION of the meeting of ECOWAS National Units which was held in Kaduna on 2nd and 3rd November 2010.

## **ENACTS**

### **Article 1: OBJECTIVE**

This Regulation shall ensure the harmonisation of the structure, role and operation of ECOWAS National Units in ECOWAS Member States with a view to effectively contributing to the promotion of regional integration.

### **Article 2: ESTABLISHMENT AND MANDATE**

1. In accordance with the relevant ECOWAS Decisions, each Member State of the Community shall create a National Unit in charge of coordination and monitoring of ECOWAS activities.
2. The National Units shall have the responsibility of coordinating and ensuring the monitoring of ECOWAS programmes in Member States, under the supervision of the Minister responsible for ECOWAS Affairs.

### **Article 3: COMPOSITION**

1. To ensure the implementation of its mandate, the National Unit shall be composed of at least:
  - A National Head of the Unit with the rank of Director,
  - A Deputy Head,
  - Two officers in charge of sectoral programmes,
  - One Communication Officer;
  - One Documentation Officer;
  - One Accountant,
  - One Bilingual Secretary.

### **Article 4: MISSIONS AND FUNCTIONS**

1. The National Unit shall be the entry point of ECOWAS activities in Member States.
2. To this end, it shall be responsible for:
  - a) Serving as the focal point between the ECOWAS Commission and Member State on all ECOWAS activities;
  - b) Serving as the intermediary between ECOWAS and sectoral departments and all other stakeholders involved in the integration process of Member State;

- c) Facilitating the organization of meetings and implementation of activities of ECOWAS Institutions within the Member state;
  - d) Coordinating the implementation, monitoring and evaluation of regional integration programmes in Member States;
  - e) Coordinating the mobilization and organization of actors involved in the integration process at the national level and contributing necessary technical support towards the implementation of ECOWAS activities;
  - f) Promoting the visibility of ECOWAS programmes in the Member State through communication activities;
  - g) Facilitating the participation of actors involved in activities organised by ECOWAS in Member States;
  - h) Promoting the participation of the private sector and civil society and other stakeholders in regional Integration activities;
  - i) Participating in the decision-making process on ECOWAS matters at the appropriate level;
  - j) Preparing and presenting on a regular basis reports on the status of implementation of ECOWAS Integration programmes and ECOWAS activities;
  - k) Ensuring that ECOWAS Acts and Decisions are published in the National Gazette of the Member State;
  - l) Ensuring that the Member State honours its obligations to the Community, including the application of the Community levy.
- 3. The National Consultative Committee shall serve as the forum for the exchange of Information and assessment of the status of implementation of programmes. The Committee shall also make recommendations regarding the challenges to be tackled in the implementation of programmes.
  - 4. Regular consultations shall be organized between National Units and sectoral Focal Points to ensure effective collaboration and enhance coordination within the context of Implementation of integration programmes

#### **Article 6: FUNDING AND FINANCIAL MANAGEMENT**

- 1. In order to ensure the sustainability and effective operation of the National Unit, the retained 4.5% of the proceeds of the Community levy of Member States shall be allocated to the National Unit for funding its activities and regional integration activities undertaken within the Member State;
- 2. The said retained funds constitute public resources of the Community and shall be lodged in an account opened in the name of the National Unit with two signatories, one of whom shall be the Head of the National Unit.
- 3. The Minister in charge of ECOWAS Affairs shall approve a costed annual programme of activities prepared by the National Unit.
- 4. The National Unit shall prepare a bi-annual report on how the retained funds were used to the ECOWAS Commission.
- 5. Where so required, the ECOWAS Commission shall request all audit of the Community levy account operated by the National Unit.

#### **Article 5: NATIONAL CONSULTATIVE COMMITTEE**

- 1. A National Consultative Committee made up of the National Unit, Sectoral Focal Points, Private Sector, Civil Society and all actors involved in the regional integration process is hereby created.
- 2. The National Consultative Committee shall meet at least once in three (3) Months under the chairmanship of the Minister in Charge of ECOWAS Affairs or his/her representative.

#### **Article 7: HORIZONTAL RELATIONS AMONG THE NATIONAL UNITS**

The National Units shall take necessary measures to promote regular cooperation amongst themselves at the bilateral, zonal and regional levels in all their areas of activities.

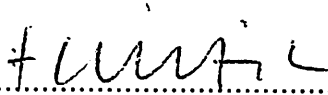
#### **Article 8: GENERAL PROVISIONS**

This Regulation shall supersede all contrary provisions of any previous Regulation or Decision.

## Article 9: FINAL PROVISIONS

This Regulation shall be published by the ECOWAS Commission in the Official Journal of the Economic Community of West African States within thirty (30) days of its signature by the Chairman of the Council of Ministers. It shall also be published by each Member state in its National Gazette within thirty (30) days after notification by the Commission.

**DONE AT ABUJA,  
THIS 26TH DAY OF NOVEMBER, 2010**



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**H.E. H. Odein AJUMOGOBIA, SAN  
CHAIRMAN  
FOR COUNCIL**

## **REGULATION C/REG.25/11/2010 ON THE UPWARD REVIEW OF FEES FOR THE EXTERNAL AUDITOR FOR THE 2009/2010 ACCOUNTING YEAR OF ECOWAS INSTITUTIONS**

### **THE COUNCIL OF MINISTERS,**

MINDFUL of Articles 10, 11 and 12 of the ECOWAS Treaty as amended in February 2010 establishing the Council of Ministers and defining its composition and functions;

MINDFUL of the provisions of Article 69 of the ECOWAS Revised Treaty relating to the budgets of Community institution;

MINDFUL of the provisions of Article 72 of the said Revised ECOWAS Treaty relating to the Community Levy;

MINDFUL of the provisions of Article 74 of the said ECOWAS Revised Treaty relating to the Financial Regulations and Manual of Accounting Procedures of Community institutions;

MINDFUL of provisions of Article 75 of the Revised ECOWAS Treaty relating to the appointment of External Auditors;

MINDFUL of Decision A/DEC.15/01/05 relating to the establishment of an ECOWAS Audit Committee and the adoption of its Terms of Reference;

CONSIDERING that the appointment of an External Auditor is in line with the requirements for monitoring the compliance of the accounting activities of Community Institutions and Agencies with the Financial Regulations and Manual of Accounting Procedures of Community Institutions;

CONSCIOUS of the fact that sound budgetary and financial management of Community funds is likely to produce significant results in achieving the objectives of regional integration;

NOTING that the appointed External Auditor Deloitte and Touch Cote d'Ivoire has diligently carried out its assignment which was increased due to additional services requested by the Community;

CONSIDERING that these additional services require an upward review of the previous contractual agreement;