



**POLICIES AND PROCEDURES
Adopted by the Assembly of
Partners**

On June 22nd, 2012 in Ouagadougou

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1ST PART: GENERALITIES

TITLE 1 : GENERALITIES

Article 1: The Basic Texts

The current Policies and Procedures were written by essentially referring to the following texts:

- Statutes for Global Water Partnership Network and the Global Water Partnership Organization, October 2003,
- Rules and financial manuals of GWPO
- Statutes of the Regional Partnership, March 2002.

Article 2: The Objectives of the Policies and Procedures

The current Policies and Procedures complement and give details on the provisions of the Statutes of the Regional Partnership adopted in Bamako on March 25, 2002.

The provisions in these Policies and Procedures shall be in some cases complemented by the manual of procedures and internal notes providing more operational indications.

Article 3: Area of Application of the Policies and Procedures

The area of application of the current Policies and Procedures covers:

- The missions, constitution and operation mode of the Regional Partnership
- Membership conditions

2ND PART: THE ORGANS OF THE WEST AFRICA PARTNERSHIP

TITLE 2: THE PARTNERS

Article 4: The Members of the Partnership

In compliance with article 7 of the statutes, can be members of the Global Water Partnership (GWP) and consequently of the Global Water Partnership for West Africa (GWP/WA) the following actors of the West Africa region:

- State structures
- Country Water Partnerships
- Sub-regional political and economic integration organizations
- National or international nongovernmental organizations (including women and youth organizations)
- Local authorities / Associations of councilors
- River basin Organizations and Authorities
- Bilateral and multilateral cooperation Organizations
- Training and research institutions
- Enterprises and private companies
- Professional associations
- And all other stake holders in the water sector who acknowledge the principles of Integrated Water Resources Management established by the West Africa Water Vision and are committed to implementing them.

Article 5: The Observer Partners

In addition to the fully-fledged Partners described in Article 4 above, the Partnership welcomes Observer Partners that can be:

- Permanent Partners: These are institutions of the sub-region that are concerned by the water sector but whose legal status does not provide them the possibility of being members of an Association.
- Temporary Observer Partners: The status of Observer Partner can be temporarily granted to an institution that wishes to be a member of the Partnership during the phase of investigating the application for membership by its hierarchy. This structure should inform the organs of the Partnership about its move.

Article 6: The Honorary Partners

Former Chairs of the Partnership are automatically appointed as Honorary Partners of the Partnership.

Article 7: The Conditions for the Membership and Admission of Partners

In order to have the quality of Partner as stated above, any Organization or legal entity that desires to contribute in implementing the objectives stated in the Statutes should send:

- to the Executive Secretariat of the Regional Partnership for regional structures and national structures based in a country where there is not yet a Country Water Partnership,
- to the Secretariat of the Country Water Partnership for national structures of countries with a Partnership
 - a membership form application duly signed
 - a copy of its Statutes
 - Any information in relation with its object and importance of its activities and its address.

The application should specify the type of partnership expected by the potential Partner. The Permanent Observer Partners should additionally supply a motivation for their choice. The application for Permanent Observer Partner membership is investigated by the Partnership Steering Committee.

In order to ensure the greatest possible promotion of the Integrated Water Resource Management principles, the quality of Partner is automatically granted to any institution working in the water sector which applies for it.

The membership form should include information on Integrated Water Resources Management principles established by the West Africa Water Vision and a commitment to voluntarily and actively participate in the GWP network and implement these principles.

The Partner membership form should be widely disseminated as possible by the various organs of the Partnership.

Article 8: The Partners Rights

Partners have access to all the services offered by the Partnership:

- representation at the Assembly of Partners ,
- representation at the Technical Committee,
- expertise of the Technical Committee,
- representation at the GWP/WA management organs,
- participation in activities and events organized by the Partnership,
- reception of all documents and publications related to the Partnership activities.

Article 9: The Partners' Obligations

It is requested from all Partners to:

- Comply with the decisions of the Assembly of Partners and of the Steering Committee,
- Be in close collaboration with the Partnership and assist in all its efforts to improve the Integrated Water Resources Management,
- Inform the Executive Secretariat about their activities, and cooperate with it in achieving its missions,
- Respect the texts et acts of the Partnership,
- Introduce and defend everywhere the goals, ideals and works of the Partnership
- Perform their obligations, notably pay their fees according to deadlines
- Participate as much as possible in the various activities of the Partnership at the national, regional and global levels.

Article 10: Loss of Partner Quality

The quality of Partner may be lost in the following cases:

- When the Partner has expressed their desire to no longer be a member of the Partnership; They must in this case inform in writing a coordination structure of the Partnership,
- When a Partner exceptionally does no longer respect the basic conditions of the Partnership such as stated for example in the membership form. In this case, the disrespect may be noted by:
 - at least one of the Partnership bodies at the country, regional or global level,
 - one third (1/3) of the regularly enrolled Partners who in this case should inform one of the Partnership bodies.

The loss of the quality of Partner is pronounced by the Assembly of Partners that informs all other bodies of the authorities.

The loss of quality of Partner is stated by the Assembly of Partners that mandates the Secretariat to make a proposal to that end to the GWPO Executive Secretary in compliance with the texts of the GWP network.

Article 11: Readmission

Any former Partner may submit a readmission file to the Chair for the Steering Committee's assessment.

The Assembly of Partners will decide about the readmission on condition that the Partner pays all or part of its due and commits itself to participating in the Partnership activities.

TITLE 3: THE ASSEMBLY OF PARTNERS

Article 12: The Constitution of the Assembly of Partners

The Assembly of Partners is made up of all the Partners of the West Africa region. It is the leading organ of the Regional Partnership.

Article 13: The Role of the Assembly of Partners

The Assembly of Partners sees to the meeting of the Partnership objectives as defined in article 6 of the statutes, notably:

- promoting sustainable development by the Integrated Water Resources Management in the countries and in River basins
- promoting the creation of Country Water Partnerships in the countries of the sub-region and support their actions to facilitate the implementation of the IWRM
- promoting the adoption and application of IWRM good practices at the regional, national and local levels and within the communities
- contributing to support the idea of partnership in the area of Water Resources Management at the global, regional and national levels
- supporting the countries of the West Africa region to make an inventory of the management of their water resources and identify the gaps and new needs in the perspective of the IWRM implementation
- sensitizing governments and donors to the necessity of satisfying critical needs in terms of IWRM in the West Africa region.
- assisting in developing institutional, technical and financial management tools for the control and follow up of water resources
- developing permanent relationships between organizations, actors and partners in charge of the integrated management of water resources and favoring exchange of knowledge, expertise, experience and practices in integrated water resource management
- favoring the training, basic research and research-action, as well as the information of the members, local councilors, the civil society, representatives of users, actors of water management, leaders and workers of organizations in charge of water management
- encouraging the education and sensitization of the people on water resource issues
- assisting the members in disseminating the results of their works directed towards the objectives pursued by the Partnership
- organizing and facilitating scientific, technical, educational, judicial, economic, social, political discussion forums at the international, regional, national and local levels
- helping to prevent or settle conflicts related to the use of cross border water resources.

Article 14: The Responsibilities of the Assembly of Partners

In order to meet its objectives, the Assembly of Partners should exercise its responsibilities defined in article 11 of the statutes, notably:

- setting up the strategic orientations and defining the Partnership policies
- approving the appointment of the Chair person of the Partnership, its Executive Secretary, the members of the Steering Committee, as well as the Chair person and members of the Technical Committee
- setting up the levels of remuneration for the positions within the various organs of the Partnership
- examining the reports of the Steering Committee and of the Executive Secretariat.

Article 15: The Ordinary Session of the Assembly of Partners

The Assembly of Partners meets in an ordinary session once every two years as convened by the Chair. All Partners that wish it may participate in it. According to the agenda of the meeting, the Chair may invite external resource persons.

The date and location of the ordinary session of the Assembly of Partners are announced to the Partners at least six months before the opening of the session. The agenda and letters of invitation are forwarded to the Partners one month in advance.

The working documents are disseminated electronically two (2) weeks before the meeting and hard copies are distributed to participants during the meeting.

Article 16: The Postponing of the Ordinary Session of the Assembly

The ordinary session of the Assembly of Partners may be postponed in the following cases:

- lack of means for the material organization of the meeting
- absence of 2/3 of the countries of the Partnership with Country Water Partnerships; these countries must be represented by their Country Partnerships or a State Partner Institution
- case of absolute necessity (war, epidemic, catastrophe, etc...)

In case of the postponement of an ordinary session of the Assembly of Partners, another session may be held if half (1/2) of the countries of the region as indicated above are represented.

Article 17: The Extraordinary Session of the Assembly of Partners

The Assembly of Partners may meet in an extraordinary session convened by its Chair in case of need.

In this case, the date, location and agenda are communicated to the Partners one month before the date of the opening session.

The working documents are disseminated by the Executive Secretary on the Chair's instruction electronically two days before the meeting and hard copies given to participants at the meeting.

The extraordinary session of the Assembly of Partners may be convened by any authority or Member of the Partnership who gets in touch with the Steering Committee which, if they agree, request the Chair to convene the meeting.

The extraordinary session of the Assembly of Partners may be held if half (1/2) of the countries of the region with Country Partnerships are represented as indicated in article 24.

Article 18: The Location of the Assembly of Partners 's Ordinary Sessions

The ordinary sessions of the Assembly of Partners are held in a revolving manner in one of the countries of the region with a Partnership already or in the process of creating one.

The holding of the session of the Assembly of Partners in a country must be an occasion to discover the activities of the Country Water Partnership or the realities of the water sector in that country.

Article 19: The Decisions of the Assembly of Partners

The Assembly of Partners takes decisions preferably by consensus. In case there is no consensus, the Assembly of Partners may adopt one of the following positions:

- Postponing the decision to a next meeting in case there is no emergency for this decision, with eventually the organization of consultations/concertations to facilitate a future consensus decision,
- The possibility to assign an authority or a group (for example the Steering Committee) to get a consensus on the decision instead of the Assembly.

Article 20: Dissemination of the Assembly's Reports

An electronic version of the reports of the Assembly of Partners should be largely disseminated by the Executive Secretariat to all the Partners and made available on the Partnership website.

Title 4: The Chairmanship of the Partnership

Article 21: The Chairmanship of the Partnership

The Assembly of Partners approves the choice for the Chairperson. The latter should be a political, scientific or technical personality of the West Africa region, with a known experience of cooperation, networking and having the capability to convince actors.

Article 22: The Composition of the Selection Commission for the Chair of the Partnership

The commission for selecting the Regional Partnership Chair is made up of:

- The outgoing Partnership Chair who chairs the commission
- A representative of a regional institution of the country where the Partnership Secretariat is located
- One resource person selected by the Chair for his competence in the matter
- Eventually a representative of the Global Water Partnership.

This commission benefits from the support of the Executive Secretariat.

Article 23: The Chair's Selection Procedure

The selection of the Chair is done according to the following procedure:

- Launching an invitation to apply in the West Africa sub-region specifying the requested profile and the basic conditions for exercising this mission
- Receiving the applications and selection by the commission from the files of candidates that best meet the requested profile (3 to 4 candidates if possible)
- Interviewing the preselected candidates by the same commission
- Drafting a report for the Steering Committee indicating if that is the case the best candidate that could achieve the mission and if possible a replacement candidate
- Presenting the recruitment report to the Steering Committee which in case of approval will present the selection results to the Assembly of Partners
- Nomination of the Chair by the Assembly of Partners .

In case the procedure described above is not successful (no files of interesting candidates at the preselection or no candidates selected after the interview,) a new invitation to apply is launched.

The mandate of the outgoing Chair will be extended until the recruitment procedure succeeds.

Article 24: Information of the Global Partnership for the Selection of the Chair

The Secretariat of the Global Partnership is informed of the various phases of the procedure for recruiting the Regional Partnership Chair and of the results of these phases. It may

commit a Representative to be associated to the recruitment commission and to the various phases of the recruitment process.

Article 25: The Recruitment Commission's Opinion

The recruitment commission expresses a motivated opinion in its report on the candidates acceptable for the position by recording them by rank as possible. In case of equality in particular for the best candidates, their strengths must be clearly stated to facilitate the choice of the Steering Committee.

Article 26: The Roles and Responsibilities of the Chair

The Chair of the Partnership chairs the Assembly of Partners and the meetings of the Steering Committee. S/He is the spokesperson and the official representative of the Partnership in all the acts of civil life. S/He may delegate this powers to any other member of the Steering Committee.

S/He exercises the following responsibilities:

- Being in charge of all the Partnership's organs
- The gets the decisions of the Assembly of Partners and of the Steering Committee implemented
- Takings any initiative likely to promote the Partnership at the global, regional and national levels
- Convening and chairing the Partnership's General Assemblies and the meetings of the Steering Committee
- Reporting on the life of the Partnership to its members
- Negotiating funding
- Maintaining relationships with the Chairs of other Regional Partnerships, the Chair of GWP, etc.

Article 27: The Duration of the Chair's Mandate

The duration of the Chair's mandate is two (2) years renewable only once.

This renewal is done in a formal way after the adoption of the activity report by the Steering Committee.

In case of vacancy of the Chair's position noted by the Executive Secretary, the Steering Committee informed by the latter meets in an extraordinary session to appoint an interim Chair until a new Chair is recruited. It sets up the required conditions for recruiting the new Chair.

If the vacancy occurs less than one year before the end of a mandate, the interim Chair completes the mandate of the Chair.

Article 28: The Partnership Chair's Program of Activities

Basing on the proposal of the work plan of the Partnership by the Executive Secretary approved by the Steering Committee, the Chair of the Partnership establishes his working program indicating the time and means required to implement various tasks as well as the calendar for the program implementation.

The program of activities serves among other things as a support for the Chair's remuneration.

Article 29: The Mission of the Steering Committee

The Steering Committee is issued from the Assembly of Partners . It is in charge of:

- seeing to the implementation of the decisions of the Assembly of Partners in view of meeting the Partnership objectives
- formulating the recommendations of the Assembly of Partners on all matters related to the life of the Partnership
- approving the programs and budgets drafted by the Executive Secretariat
- making proposals to the Assembly of Partners for the nomination of the Partnership Chair, the Executive Secretary and the Chair of the Technical Committee
- and any other responsibility that could be delegated by the Assembly of Partners .

Article 30: The Composition of the Steering Committee

The Steering Committee includes:

- three representatives of Country Water Partnerships
- two representatives of State Structures
- one representative of Basin Organizations
- one representative of training and research Institution
- one representative of private Institutions
- one representative of Non Governmental Organizations

The Chair is an ex officio member of the Steering Committee.

The following also attend the Steering Committee sessions as Permanent Observers:

- the Economic Community of West African States (ECOWAS),
- the GWPO,
- regional integration Organizations
- Financial Partners,
- and any other Organization whose permanent presence next to the Partnership will be deemed useful by the Assembly of Partners .

Article 31: The Designation of the Members of the Steering Committee

The elected Partner organisations freely designate their Representatives in the Steering Committee as well as their Substitutes.

The name of the Representative as well as that of the Substitute will be communicated to the Executive Secretariat the soonest possible in order to inform the other Members.

In all possible measures, it is recommended to the institutions elected to the Steering Committee not to change their Representatives for all the duration of the mandate.

For the Steering Committee's meetings, in case of a hitch of the incumbent Representative, an authorization may be established for the Substitute Representative. This authorization clearly states the name of the Substitute and the meeting for which it is given. In case of simultaneous and repeated hitch of the Incumbent and the Substitute, two consecutive times, they are replaced within the Steering Committee.

Article 32: The Resignation of a Member of the Steering Committee

The resignation of a Member Institution of the Steering Committee from the Partnership also entails the resignation of its representative from the Steering Committee.

Article 33: The Meeting of the Steering Committee

The Steering Committee meets twice a year: a physical meeting in an ordinary session convened by its Chair and a virtual meeting by electronic means.

For the ordinary sessions, the date and location of the Steering Committee meeting are each time set up at the end of the preceding meeting.

The Steering Committee may, each time the need arises and on the initiative of one of its Members or the Executive Secretary, meet in an extraordinary session convened by its Chair.

For the extraordinary sessions, the date and location are communicated at least at the same time with the invitation letters.

The agenda and the invitation letters are forwarded to the Members of the Steering Committee one month before the meeting.

The working documents are disseminated by the Executive Secretariat on behalf of the Chair in an electronic format two (2) weeks before the meeting and hard copies distributed to the participants during the meeting.

The Steering Committee can only hold its ordinary meetings when 2/3 of its Members are present.

Article 34: The Location of the Meetings of the Steering Committee

In order to ensure a greater promotion of the Partnership in the countries of the region, the Steering Committee holds its meetings in a revolving way in:

- one of the countries of the region if the available means allow it,
- and more frequently in the country hosting the Secretariat of the Regional Partnership.

Article 35: The Decisions of the Steering Committee

The Steering Committee during its meetings takes decisions preferably by consensus and with respect to the orientations given by the Assembly of Partners .

Article 36: The Dissemination of the Reports of the Steering Committee Meeting

The drafting and dissemination of the reports of the Steering Committee meeting are done according to the following process:

- the Executive Secretariat drafts the report,
- the report is sent to all Members for amendment,
- Report finalization by the Executive Secretariat,
- Sending final report on behalf of the Chair to Members of the Steering Committee and entering it in the Partnership website.

Each Member or group of Members of the Steering Committee is required to report back to the Partners they represent with the support of the Executive Secretariat.

Article 37: The Mandate of the Steering Committee Members

The mandate of the Members of the Steering Committee is renewable according to the constitution of the colleges.

Article 38: The Renewal of the Mandate of the Steering Committee Members

In order to ensure both the efficiency and the participation of a great number of Partners to the activities of the Steering Committee, the Members of the Steering Committee are renewed by one third (1/3) every two (2) years at the session of the Assembly of Partners . Thus, its Members are grouped into three colleges made up in the most homogeneous manner.

At each session of the Assembly of Partners , the following activities are performed:

- a status of the representativeness and of the contribution of Partners,
- a revolving renewal of one of the colleges of the Steering Committee taking into account the results of the status described above.

These colleges are made up as follows:

COLLEGE 1	COLLEGE 2	COLLEGE 3
One representative of Country Water Partnerships	One representative of Country Water Partnerships	One representative of Country Water Partnerships
One representative of Nongovernmental Organizations	One representative of State Structures	One representative of State Structures
One representative of Basin Organizations	one representative of Private Institutions	one representative of Training and Research Institutions

In case of need and according to the results of the above-mentioned status the Assembly of Partners may review the constitution of colleges.

If it is possible, an effort should be made to ensure a large representation of Partners within the Steering Committee.

TITLE 5: THE TECHNICAL COMMITTEE

Article 39: The Mission of the Technical Committee

The Technical Committee is a consultative organ whose mission is to ensure the prospective reflection, give opinions and ensure the quality assurance of all the Partnership programs. Thus, it is in charge of:

- carrying out reflections on the IWRM and giving opinions on the working program of the Partnership in that matter
- analyzing strategic issues that have impacts on the water resources management
- facilitating and supporting the drafting and implementation of the Partnership programs, calendars and plans
- producing directives on the choices of priorities and on the quality assurance of the project proposals
- drafting and presenting its own annual activity report to the Steering Committee
- bringing to the Executive Secretariat useful items for drafting the terms of reference for Consultants
- approving the thematic survey reports performed by the Consultants
- maintaining relationships with other Regional Technical Committees and with the Global Technical Committee
- supporting the Country Water Partnerships in drafting their working programs and the follow up of their implementation
- representing the Partnership in scientific and technical meetings.

Article 40: The Composition of the Technical Committee

The Technical Committee is made up of three (3) or six (6) members including the Chair who are selected by the Steering Committee in relation to the objectives and needs of the GWP/WA.

The composition of the Technical Committee must reflect as much as possible the diversity of the scientific and technical areas which are of interest to the water sector, the various geographical and linguistic areas of the region and should also take into account the gender issue. The members of the Technical Committee must have a high level of knowledge in the technical and scientific domains related to the water sector and the IWRM issue.

Article 41: The Composition of the Commission for Selecting the Chair of the Technical Committee

The commission for selecting the Chair of the Technical Committee is the same as the one set up for recruiting the Chair as specified in article 22 of these Policies and Procedures.

Article 42: The Procedure for Selecting the Chair of the Technical Committee

The selection of the Chair of the Technical Committee is done according to the following procedure:

- Launching an invitation to apply in the West Africa sub-region specifying the requested profile and the basic conditions for exercising this mission
- Receiving the applications and selection by the commission from the files of candidates that best meet the requested profile (3 to 4 candidates if possible)
- Interviewing the preselected candidates by the selection commission
- Drafting a report to present to the Steering Committee indicating if that is the case the best candidate that could achieve the mission and if possible a replacement candidate
- Presenting the recruitment report to the Steering Committee which in case of approval will present the selection results to the Assembly of Partners
- Nomination of the Chair of the Technical Committee by the Assembly of Partners .

The designation of the Chair of the Technical Committee is finalized by a contract between the Chair and the Partnership which specifies in particular the commitments of each party. In case the procedure described above is not successful (no files of interesting candidates at the preselection or no candidates selected after the interview,) a new invitation to apply is launched.

In case of vacancy of the position of the Chair of the Technical Committee, the Steering Committee appoints an interim Chair.

Article 43: The Procedure for Recruiting the Other Technical Committee Members

The other Members of the Technical Committee are selected by the Steering Committee by examining their files after the invitation to apply open to all the citizens of the region. The file should include at least a resume and an action or vision of the IWRM in the region proposal.

The designation as a Member of the Technical Committee is finalized by a contract between the Member and the Partnership specifying in particular the commitments of each party.

Article 44: The Mandate of the Technical Committee Members

The duration of the mandate of the Members of the Technical Committee is two (2) years renewable once.

1/3 of the members are renewed every 2 years maximum.

Article 45: The Technical Committee Meetings

The Technical Committee meets each time the need arises as convened by its Chair after concerting with the Partnership Chair and the Executive Secretary.

The letter of invitation including the date, the location and the agenda of the Technical Committee meeting, is sent to the members at least one month before the meeting.

The working documents are disseminated with the support of the Executive Secretariat in an electronic format two weeks before the meeting and hard copies are distributed to the participants during the meeting.

The location of the Technical Committee meeting is agreed between the Chair of the Technical Committee, the Chair of the Partnership and the Executive Secretary.

Reports of the meetings of the Technical Committee should be made available in an electronic format as widely as possible. This distribution is performed by the Executive Secretariat.

Article 46: The Reference to and Working Program of the Technical Committee

Basing on the working program approved by the Steering Committee and the concerns identified within it, the Technical Committee in its turn establishes its own working program and the means required for its implementation. This program is afterwards stated for each Member of the Technical Committee.

Besides, for any other issue pertaining to its competence, the Technical Committee may be referred to by any organ of the Partnership in particular: the Chair of the Partnership, the Steering Committee, the Executive Secretariat, even a Member of the Technical Committee and a CWP. This reference should be done through the Chair or the Executive Secretary. The mode of intervention of the Technical Committee is defined by a note of the Executive Secretary.

Article 47: The Resignation or Replacement of a Technical Committee Member

A member of the Technical Committee may be replaced following:

- a resignation,
- the death or impairment,
- the disrespect of the commitments of a member as defined in the contract with the Partnership. This disrespect should be notified before by the Chair of the Technical Committee to the concerned member.

The replacement procedure is the same as for the recruitment.

Article 48: The Evaluation of the Technical Committee

As a consultative organ for reflection, orientation and watchdog of the Partnership, the efficiency of the Technical Committee may be evaluated in case of need at the initiative of the Steering Committee. The conditions for performing this evaluation are defined by the Steering Committee.

TITLE 6: THE EXECUTIVE SECRETARIAT

Article 49: The Missions and Responsibilities of the Executive Secretariat

The Executive Secretariat:

- is responsible for the administrative follow up and the daily implementation of the programs and decisions of the various organs of the Partnership
- ensures the secretariat of all the organs of the Partnership
- draws up the programs, budgets and funding request of the Partnership
- ensures the follow up of funding mobilization
- convenes and organizes the meetings of all the organs of the Partnership
- represents the Partnership at Country Water Partnership meetings
- ensures the follow up of the Country Water Partnerships set up and evaluation
- ensures the follow up of the support to Country Water Partnerships in view of mobilizing their own funding
- maintains regular working relationships with the GWP Secretariat and with those of other Regional Water Partnerships
- ensures the management of all the property of the Partnership

Article 50: The Management of the Executive Secretariat

The Executive Secretary is the manager of the Executive Secretariat and is also in charge of:

- the coordination, follow up and control of the good implementation of the activities of the Executive Secretariat,
- the recruitment of the Secretariat support personnel, the organization and control of its work,
- the administrative follow up of project, contract, convention and similar work implementation.

The proposal for the internal organization of the Executive Secretariat is made by the Executive Secretary for the Steering Committee approval.

Article 5: The Executive Secretary's Recruitment Procedure

The Executive Secretary is recruited by the Partnership on the proposal of the Steering Committee according to the following procedure:

- Launching an invitation to apply in the West Africa sub-region specifying the requested profile and the basic conditions for exercising this mission
- Selection by a selection commission from the files of candidates that best meet the requested profile (3 to 4 candidates if possible)
- Interviewing the preselected candidates by the same selection commission
- Presenting the recruitment report to the Steering Committee which in case of approval will present the selection results to the Assembly of Partners .

In case the procedure described above is not successful (no files of interesting candidates at the preselection or no candidates selected after the interview,) a new invitation to apply is launched.

The Executive Secretary is recruited for 4-year mandate renewable one time. Periodical evaluations are performed by the Chair with the Steering Committee's advice.

Article 52: The Composition of the Commission for the Executive Secretary's Recruitment

The selection commission is made up of:

- the Chair of the Steering Committee who chairs the commission,
- a second member of the Steering Committee,
- a resource person selected by the Chair for his competence in the matter

The commission for selecting the Executive Secretary of the Regional Partnership is the same as the one set up to recruit the Chair as specified in article 22 of current Policies and Procedures. It receives the support of the Executive Secretariat.

Article 53: The Personnel of the Executive Secretariat

Since the Executive Secretariat should be a light structure, its personnel includes in addition to the Executive Secretary:

- its own (permanent or support) staff recruited by GWP/WA,
- a program staff recruited for determined duration projects corresponding to the duration of programs. The number of this staff is related to the projects and funding obtained by the Partnership.

The recruitment of the Executive Secretariat personnel (own staff and program staff) should be authorized by the Steering Committee.

The personnel of the Executive Secretariat must be recruited among the citizens of the region by the Executive Secretary.

3RD PART: FINAL PROVISIONS

Article 54: Conditions for Modifying the Policies and Procedures

The current Policies and Procedures may be modified by the Assembly of Partners after prior survey and proposals by the Steering Committee.

Article 55: Effectiveness

The current Policies and Procedures are effective upon adoption by the Assembly of Partners and signed by the Partnership Chair

Done in Ouagadougou, on June 22nd, 2012

The Chair of GWP West Africa