



Library

**PARLIAMENT
OF KENYA
LIBRARY**

KENYA NATIONAL ASSEMBLY

TENTH PARLIAMENT- 2ND SESSION

**REPORT OF THE 1st IGAD – IPU
EXECUTIVE COUNCIL MEETING**

KHARTOUM, SUDAN

25 TO 26 MAY, 2008



**CLERK'S CHAMBERS
PARLIAMENT BUILDINGS
NAIROBI**



JULY 2008

TABLE OF CONTENTS

1. Preface
2. List of abbreviations and acronyms
3. List of appendices
4. Executive summary
5. Report on the proceedings of the 1st meeting of the IGAD-IPU Executive Council Session of the Executive Committee
 - i. Opening ceremony
 - ii. Adoption of the agenda
 - iii. Consideration and taking notes of the draft minutes of the 1st conference of Speakers of Parliament's of IGAD Member States.
 - iv. Consideration of the proposed draft of the terms of reference (TOR) for the post of Secretary General of the Union.
 - v. Consideration of the proposed draft budget for the proposed IGAD-IPU Secretariat.
 - vi. Consideration of the proposed Draft agenda for the forthcoming 2nd Conference of Speakers of Parliaments' of IGAD Members States.

LIST OF APPENDICES

- i. The revised adopted agenda
- ii. Speeches of the President of the IGAD-IPU Executive Council and the Executive Secretary of IGAD.

- iii. The Draft minutes of the 1st conference of Speakers of Parliament's of IGAD Member States.
- iv. The proposed Draft budget and structure for the proposed IGAD-IPU Secretariat.

ABBREVIATIONS AND ACRONYMS

IGAD – Inter governmental Authority on Development.

IPU- Inter Parliamentary Union

PREFACE

Hon. Speaker Sir,

The 1st Meeting of the Executive Council of IGAD-IPU was held in Khartoum (Sudan) on 25th and 26th May 2008.

The Kenya parliamentary delegation to the Meeting comprised;

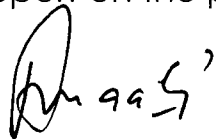
- (i) The Hon. Farah Maalim, MP –Deputy Speaker and the Leader of delegation.
- (ii) The Hon. Yussuf Chanzu, MP
- (iii) Mr. M. A. Mohamed - Clerk Assistant/Secretary to the delegation

Mr. Speaker Sir,

The delegation is grateful to you for entrusting it with the task of representing the National Assembly at the meeting. The delegation also wishes to express its gratitude to the office of the Clerk for providing technical and logistical support.

Hon. Speaker Sir,

It is now my pleasant duty, on behalf of the delegation, to present to the House, a report on the proceedings of the meeting.



Hon. Farah Maalim, MP Leader of the Delegation

Date:.....24th Jun. 2008

EXECUTIVE SUMMARY

Introduction

The first meeting of IGAD Inter-Parliamentary Union was held on 25-26 May 2008 in Khartoum, Sudan under the chairmanship of Hon. Ahmed Ibrahim El-Tahir. It was attended by Members from Djibouti, Ethiopia, Kenya, Somalia, Sudan and Uganda in addition to GTZ representative as an observer.

The meeting was opened by His Excellency the Speaker of the Sudan National Assembly, President of the Executive Council of the IGAD-IPU, Hon. Ahmed Ibrahim El Tahir. The Executive Secretary of IGAD, H.E. Dr. Attalla Hamad Bashir also gave a key note address.

The council adopted the revised draft agenda without any amendment.

The Members took note of the draft minutes of the first conference of Speakers of Parliament that took place in Addis Ababa on 28th November, 2007 which will be presented before the Speakers Conference for approval.

The Members deliberated on the need to establish such an office for smooth facilitation of the affairs of the Union. After a long deliberation, the Members adopted revised draft terms of reference of the Secretary General of the Union.

The Members further noted that candidates presented for the post of Secretary General of the IGAD-IPU by Djibouti, Somalia and Sudan and resolved that other Member States could forward the CVs of their candidates before the next meeting of the Executive Council that will precede the second Conference of the Speakers of Parliament.

The Members considered the proposed draft budget for the IGAD-IPU Secretariat. However, the Members of the Executive Council were of the view that the budget did not represent the status of such an office and recommended an upward review of the budget. To this effect it was resolved that member states should review the budget and forward their recommendations to the IGAD Secretariat and the latter shall submit a revised budget at the next meeting of the Executive Council. The Members also resolved that the Member states of IGAD to work out a

contribution criteria taking note of the IGAD formula and reiterated that Member countries to contribute expeditiously.

While accepting the proposed structure of the Secretariat, members suggested the upgrading of one of the posts to include the post of Director of Finance and Administration. The Secretariat shall therefore be headed by the Secretary General who shall be deputized by the Director of Finance and Administration.

The Executive Council resolved to assign IGAD Secretariat to make necessary arrangements aiming if possible at convening the third meeting on the side line of the APU meeting due to be held in Kampala in November 2008. The Members further asked the IGAD Secretariat to consider Djibouti as the first alternative for the venue of the conference.

The Members resolved that the Member Parliaments to forward agenda of the forthcoming presidents' conference to the IGAD secretariat.

The Council was acquainted with incidents that took place in Omdurman town – Sudan, on Saturday 10th May, 2008, when the so-called Pease and Justice Equality Rebel Movement launched a treacherous attack. The Council expressed its condemnation and denunciation of the oppressive aggression aiming negatively at unity security and safety of the Sudan, impeding a number of peace agreements signed and crippled the development process.

The Members further noted that the current Executive Secretary IGAD is retiring from the office and raised gratitude for his tireless efforts.

Closing ceremony was presided over by the Speaker National Assembly of Sudan.

INTRODUCTION

The first meeting of IGAD Inter-Parliamentary Union was held on 25-26 May 2008 in Khartoum, Sudan under the chairmanship of Hon. Ahmed Ibrahim El-Tahir. It was attended by Members from Djibouti, Ethiopia, Kenya, Somalia, Sudan and Uganda in addition to GTZ representative as an observer. **(List of participants is attached)**

OPENING SESSION

The meeting was opened by His Excellency the Speaker of the Sudan National Assembly, President of the Executive Council of the IGAD-IPU, Hon. Ahmed Ibrahim El Tahir who reiterated the importance of the Parliamentary union in fostering regional, political and economic development in the region. He also stressed the importance of the meeting in positioning IGAD in the region. **(Speech of Hon. Ahmed Ibrahim El-Tahir is attached).**

The Executive Secretary of IGAD, H.E. Dr. Attalla Hamad Bashir in his address thanked the Government of Sudan for hosting this important meeting and the hospitality extended to all the delegates. He also enumerated the work that the secretariat had so far done to kick-start the IGAD IPU and pledged to continue rendering similar assistance till the final establishment of the union. **(Speech of H.E. Dr. Attalla Hamad Bashir is attached)**

ADOPTION OF THE PROPOSED AGENDA

The council adopted, at the beginning of its business, the revised draft agenda without any amendment. **(Revised agenda is attached)**

CONSIDERATION AND TAKING NOTE OF THE DRAFT MINUTES OF THE 1ST CONFERENCE OF SPEAKERS OF PARLIAMENTS' OF IGAD MEMBER STATES

1. The Members took note of the draft minutes of the first conference of Speakers of Parliament that took place in Addis Ababa on 28th

November, 2007 which will be presented before the Speakers Conference for approval. **(The drafts Minutes is attached)**

CONSIDERATION OF THE PROPOSED TERMS OF REFERENCE FOR THE POST OF THE SECRETARY GENERAL OF THE UNION

2. The Members deliberated on the need to establish such an office for smooth facilitation of the affairs of the Union. After a long deliberation, the Members adopted revised draft terms of reference of the Secretary General of the Union.
3. The Members further noted that candidates presented for the post of Secretary General of the IGAD-IPU by Djibouti, Somalia and Sudan. In this connection, the Executive Council agreed that other Member States could forward the CVs of their candidates before the next meeting of the Executive Council that will precede the second Conference of the Speakers of Parliament.

CONSIDERATION OF THE PROPOSED DRAFT BUDGET FOR THE PROPOSED IGAD/IPU SECRETARIAT

1. The Members considered the proposed draft budget for the IGAD-IPU Secretariat. However, the Members of the Executive Council were of the view that the budget did not represent the status of such an office and recommended an upward review of the budget. To this effect it was resolved that member states should review the budget and forward their recommendations to the IGAD Secretariat and the latter shall submit a revised budget at the next meeting of the Executive Council. **(The draft proposed budget is attached)**
2. The Members also resolved that the Member states of IGAD to work out a contribution criteria taking note of the IGAD formula and reiterated that Member countries to contribute expeditiously.
4. While accepting the proposed structure of the Secretariat, members suggested the upgrading of one of the posts to include the post of Director of Finance and Administration. The Secretariat shall therefore be headed by the Secretary General who shall be deputized by the Director of Finance and Administration. **(The draft proposed structure of the Union Secretariat is attached)**

CONSIDERATION OF THE PROPOSED DRAFT AGENDA FOR THE 2ND CONFERENCE OF SPEAKERS OF PARLIAMENTS' OF IGAD MEMBER STATES

3. The Executive Council resolved to assign IGAD Secretariat to make necessary attentions aiming if possible at convening the third meeting on the side line of the APU meeting due to be held in Kampala in November 2008. The Members further asked the IGAD Secretariat to consider Djibouti as the first alternative for the venue of the conference.
4. The Members resolved that the Member Parliaments to forward agenda of the forthcoming presidents' conference to the IGAD secretariat.
5. The Council was acquainted with incidents took place in Omdurman town – Sudan, on Saturday 10th May, 2008, when the so-called Pease and Justice Equality Rebel Movement launched a treacherous attack. The Council expressed its condemnation and denunciation of the oppressive aggression aiming negatively at unity security and safety of the Sudan, impeding a number of peace agreements signed and crippled the development process.

Within the frame work of consolidating the role of IGAD-IPU and realizing peace and security in the region, it was agreed that in future the agenda for the conference of Speakers shall include an item on the report of the political, social and economic situation in the region.
6. The Members further noted that the current Executive Secretary IGAD is retiring from the office and raised gratitude for his tireless efforts.
7. Closing ceremony was presided over by the Speaker National Assembly of Sudan.

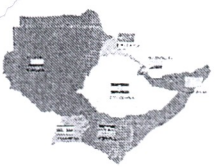


Republic of the Sudan
The National Assembly

1st Meeting of IGAD – IPU Executive Council
Khartoum – 25 – 26 May 2008

Revised Draft Agenda

1. Opening remarks by the President of the Executive Council.
2. Statement by the ES of IGAD
3. Adoption of the proposed Draft Agenda.
4. Consideration and taking note of the Draft Minutes of the First Conference of Speakers of Parliaments' of IGAD member states.
5. Report on the status of implementation of the decisions of the First Conference of the Speakers' of Parliaments :-
 - 5.1 Consideration of the proposed Draft TOR for the post of Secretary General of the Union.
 - 5.2 Consideration of the proposed Draft Budget for the IGAD/IPU Secretariat to be established.
 - 5.3 Information regarding the nomination of candidates to the post of Secretary General of the Union's Secretariat.
6. Consideration of the proposed Draft Agenda for the second conference of Speakers of Parliaments' of IGAD Member States.
7. AOB



Republic of the Sudan
The National Assembly

1st Meeting of IGAD – IPU Executive Council
Khartoum –25 – 26 May 2008

Work Programme

24 May 2008

Arrival of Delegations

25 May 2008

10:00

Opening Session:

1. Opening remarks by H.E. Ahmed Ibrahim El Tahir , speaker of the Sudan National Assembly, President of Executive Council,
2. Statement by the ES of IGAD.

10:45

Break

11:00 – 13:00

First Session:

3. Adoption of the Agenda
4. Consideration and taking note of the Draft Minutes of the First Conference of the Speakers of Parliament.
5. Report on the status of implementation of the decisions of the First Conference of the Speakers of Parliaments :-
 - 5.1 Consideration of the proposed Draft TOR for the post of Secretary General of the Union.

14:00

lunch In honour of Delegates

17:00

Second Session- Continuation:

- 5.2 Information regarding the nomination of candidates to the post of Secretary General of the Union's Secretariat.

- 5.3 Consideration of the Proposed Draft skeletal Budget for IGAD/IPU Secretariat.

26 May 2008

10:00

Third Session:

6. Consideration of the Draft Agenda of the second conference of the Speakers of Parliaments of IGAD Member States.

7. AOB

17:00

Closing Session

21:00

Dinner By H.E. Speaker of the National Assembly in Honour of the Delegates

27 May 2008

Departure



Republic of the Sudan
The National Assembly



Speech

Of

H.E. Ahmed Ibrahim El Tahir
Speaker Of Sudan National Assembly
President of IGAD-IPU Executive Council

Before

The 1st Meeting of the Executive Council

Khartoum 25 – 26 May 2008

Hon. Members of IGAD-IPU Executive Council

Al Salamu Alaikum,

- Welcome in Khartoum and thanks for honouring us with your visit which came in response to our invitation to you to participate in the first meeting of IGAD-IPU Executive Committee
- Thanks Allah we succeeded to conclude efforts for establishing this Parliamentary union after long waits. Most of our parliaments have already adopted its establishment Protocol; we wish that the others follow within coming few days.
- The formation of our Parliamentary Union finalizes IGAD institutions, which will help realize interests and aspirations of peoples in the region, via support, guidance and commend of executive bodies. Our people have great expectations and aspirations that we should give them reason for.
- The importance of this meeting originates from that it is the first meeting of the Executive Committee since declaration of establishment of the Union on 28th Nov. 2007 in Addis Ababa. While we in Sudan have the honor to hold this meeting in Khartoum, all of us at the same time are quite aware of the responsibilities we shoulder in identifying the track of the Union, set the basis of its work, provide it from the beginning with the necessary energy and big momentum for its kickoff.
- IGAD Member States enjoys strategic geographical locations and huge natural resources, however disturbances and upsets endured by the region hindered its economic development and revival, crippled political stability and prevented grow of relations among states of the region which could have created economic and political unity. The whole world turns into major alliances for realization of greater political and economic goals. In our continent the existed communities like SADC and ECWAS are reached through

cooperation and integration of their member states, which bring about gains that could not be overlooked.

- Our newly born Union gets its strength from the fact that it is rich of cultural, ethnic and lingual diversity as well as it is rich of a variety of huge economic resources rarely found in one region such as the resources of energy, agriculture , water, and minerals, and before all, the human being of the region itself which had its apparent impacts in enriching the ancient human civilizations.
- If all these natural and human resources as well as the geographic strategic location is a direct cause for the colonial countries to rush madly upon it, and that the colonialism after been forced to evacuate from the region still trying to raise unrest and disunity in the region, then time comes that we all undertake our duty towards our people, protecting their interests and reforming what colonialism did as well as darnning the social fabric among them so as to come out from this diversity to constitute the basis for a regional, economic and political unity instead of being an element of dispute.
- We have strong belief that our union in spite of the fact that it is recent, but capable by will and intention to present a model for a successful experience. This union will make peoples aspirations real. All we need is more action and wholehearted devotion to shift our region to skylines of peace and welfare.
- Finally I expect your Executive Committee to reach for fruitful agenda with specific items that shall facilitate the business of the coming conference easy.

Wish you good stay in your second homeland, Sudan.

Al Salamu Alaikum.

LIST OF PARTICIPANTS

DJIBOUTI

1. Hon. Mme Hasna Houmed Bilil, MP
2. Hon. Moussa Yabeh Warsama, MP
3. Dr. Ali Soubaneh Ateyeh, MP
4. Mr. Bourhan Daoud Ahmed, Secretary General
5. Mr. Mahdi Ahmed Ibrahim, Secretary

ETHIOPIA

1. Hon. Bereded Amenut – Deputy Chairman, Foreign, Deference & Security Committee
2. Hon. Abdiwasa Abdilahi – Deputy Chairman, Capacity Building Affairs Committee

KENYA

1. Hon. Farah Maalim, MP – Deputy Speaker and Leader of the delegation.
2. Hon. Yussuf Chanzu, MP
3. Mr. M.A. Mohamed –Secretary to the delegation

SOMALIA

1. Hon. Ahmed Hashi Mohmud, Chairman – Foreign Affairs Committee
2. Hon. Ibrahim Isack Yarow, MP – Budget & Finance Committee

SUDAN

1. Hon. Ahmed Ibrahim EL Tahir, Speaker – President of IGAD-IPU Conference
2. Hon. Dr. Ismail El Haj Musa, Chair – Legislative Committee
3. Hon. Luis Agoum, MP
4. Mr. Ibrahim Mohamed Ibrahim, Secretary General

***Statement by the Executive Secretary of IGAD at the opening
session of the 1st Conference of IGAD/IPU Executive Council
Khartoum 25&26 May/2008***

**Honourable Ahmed Ibrahim El Tahir, Speaker of the National
Assembly of the Sudan and President of IGAD/IPU Executive Council,
Honourable Delegates from Parliaments of IGAD Member States,
Distinguished Participants,
Ladies and Gentlemen,**

On behalf of my delegation and on my own behalf please allow me to express my heartfelt gratitude to the Government of the Sudan in general and the National Assembly of the Sudan in particular for hosting this important meeting and for the customary hospitality extended to us since our arrival in Khartoum.

Honourable Chairperson,

This First Meeting of the Executive Council which is taking place on the morrow of the ratification of the protocol establishing the IGAD Inter-Parliamentary Union (IGAD/IPU) has a heavy task of deliberating on a number of very important issues that could pave the way for the realization of the strong desire of member states to establish the Union.

Among the issues tabled before you are consideration of the proposed Term of Reference of the Secretary General of the IGAD/IPU Secretariat, screening of the Curriculum-Vitae of candidates to the post of Secretary General, consideration of the proposed draft structure and budget for the Union's Secretariat and preparation of the Draft Agenda for the Second Conference of the Speakers of Parliaments.

As per the rules of procedure of IGAD/IPU you have to reconvene the second Executive Council meeting before the end of 2008 followed by the second Conference of the Speakers of Parliament of member states. I am hopeful therefore that necessary steps will be taken by member states in the next few months to make IGAD IPU

Secretariat fully operational with all the posts filled and the start up budget collected from contributions of member states.

Honourable Delegates,

We in the IGAD Secretariat have strong conviction in the objectives of the Union. Consequently, we have been cooperating by way of providing venue and funding of the various preparatory expert meetings that took place prior to the signing of the protocol and has continued to do so even after its coming to force as of 28 November 2007 being ratified by four IGAD member states.

Accordingly, the secretariat has accomplished the following tasks entrusted to it by the First Conference of the Speakers of Parliaments that took place in Addis Ababa in November 2007.

The secretariat has:

- Prepared Draft Term of Reference for the Post of Secretary General of the Union's Secretariat.
- Prepared draft structure and budget proposal for the Union's Secretariat.
- Prepared and duly forwarded to member states the Draft Minutes of the First Conference of IGAD/IPU with the list of participants.
- Finalized and dispatched to member states the final version of the Rules of Procedure of IGAD/IPU adopted by the First Conference.
- Circulated the Instruments of Ratification of the Protocol establishing the Union received from the Transitional Federal Parliament of Somalia and the Republic of Uganda.

- Circulated to member states the CVs of Candidates to the post of Secretary General of the IGAD/IPU Secretariat received from the Republic of Djibouti and Somalia.
- Sent out reminders to those member states who have not done so to forward the names of their delegates to the Executive Council in accordance with Rule 36 of the Rules of Procedure and to also nominate candidate to the post of Secretary General of the Union's Secretariat.

IGAD Secretariat pledges to continue rendering similar assistance till the final establishment of the Union.

Honourable Delegates,

As this could be the last session of the IGAD/IPU I will be taking part as Executive Secretary of the IGAD Secretariat, I would like to take this opportunity to thank you all for the strong support you and your respective governments have rendered me in the discharge of the responsibilities bestowed upon me.

I wish you all fruitful deliberations,

Thank you,

Draft Report of the First IGAD/IPU
Inter-Parliamentary Union

28 November /2008,
Addis Ababa, Ethiopia

Draft Report of the First IGAD/IPU Inter-Parliamentary Union
28 November /2008,Addis Ababa ,Ethiopia

Background

The Speakers of Parliament of IGAD member states and the Executive Secretary of IGAD met in Khartoum, Sudan on 26th of May 2007, on the side line of the Fifth Executive Committee meeting of the African Parliamentary Union meeting.

After deliberations on the issue of revitalizing the IGAD-IPU the Speakers decided to establish an interim mechanism with Sudan as president, Djibouti and Ethiopia as vice presidents, Somalia as rapporteur and Kenya as secretary. It was agreed that the above would prepare a general conference to establish permanent IGAD Inter- Parliamentary Union Secretariat. They also agreed that prior to the speakers meeting; member states should meet at expert's level represented by one legal expert and one member from Foreign Affairs Committee of each parliament to prepare the terms of reference for the permanent IGAD Inter-Parliamentary Union Secretariat.

The Meeting of Experts

Two meetings of Legal Experts were convened to prepare draft rules of procedure and terms of reference for the IGAD Inter -Parliamentary Union. The first meeting was held in Khartoum on 13th November 2007 and the second one on 28 November 2007 in Addis Ababa. The Experts deliberated on the initial draft text presented by Sudan and came up with a further enriched final text to be presented to the meeting of the Speakers of Parliament that took place on 29 November in Addis Ababa.

IGAD Secretariat was represented by the Legal advisor and the Program Manager for Political Affairs.

The Meeting of the Speakers of Parliament

The meeting of the Speakers of Parliaments of IGAD member states was held on the 28th of November, 2007 at the ECA conference hall in Addis Ababa.

The meeting was attended by Speakers of Parliaments from Ethiopia, Uganda, Sudan and Somalia, Djibouti was represented by the Deputy Speaker of

Parliament while Kenya was represented by government officials responsible for parliamentary affairs.

The main issues on the Agenda of the meeting were consideration of the report on the status of ratification of the Protocol establishing the IGAD Inter-Parliamentary Union and consideration and adoption of the Draft Rules of Procedure of the Union.

Opening Ceremony

The meeting was opened the Honourable Dr. Ahmed Ibrahim Al-Tahir, the speaker of the National Assembly of the Republic of Sudan and Chairman of the interim mechanism. In his opening remarks the chairman highlighted the speakers the background for the convening of the meeting in Addis Ababa and invited the representative of the host country to deliver his statement.

Welcome Address

A welcome statement was delivered by Honourable Ambassador Teshome Toga, Speaker of the House of the Peoples Representatives of the Federal Democratic Republic of Ethiopia. In his statement he underscored the objective realities of the region and that the establishment of IPU/IGAD was ripe and timely. The text of the speech is attached.

Adoption of Agenda

The Agenda prepared by the committee of Experts was adopted.

Remarks by the Executive Secretary of IGAD

A report on the status of ratification of the Protocol establishing the IGAD Inter-Parliamentary Union was presented by Dr. Attalla Hamad Bashir, Executive Secretary of IGAD. In his report, the Executive Secretary informed the meeting that until the convening of the meeting of Speakers of Parliament in Addis Ababa the Protocol was ratified by only three member states namely Djibouti, Ethiopia and Sudan and is awaiting ratification by one more member state for it to come into force.

The Executive Secretary also offered some proposals on the establishment of the Secretariat for the union.

After the Executive Secretary's statement on the status of ratification, the chairman called upon the representatives of those member states who have not yet ratified the protocol to express their position on the matter.

Following this, the Speaker of Parliament of Somalia informed the meeting that his parliament has ratified the Protocol on 19th November 2007 and the instrument of ratification will be deposited with the IGAD Secretariat in a couple of days.

Following the announcement by the Speaker of Parliament of Somalia, the President of the Conference declared the establishment of IGAD Inter-Parliamentary Union and the meeting of the Speakers of Parliament in Addis Ababa was pronounced as the First meeting of IGAD Inter-Parliamentary Union.

Adoption of the second Agenda

A new working agenda for the First Conference was introduced and adopted by the speakers.

Establishment of the Bureau

The bureau members of the Interim Mechanism i.e Sudan president, Djibouti and Ethiopia Vice Presidents, Somalia rapporteur were re-elected to continue as members of the Bureau of the First Conference of IGAD Inter Parliamentary Union and to continue for the next three years in accordance with the Protocol of the IGAD/IPU. The bureau was mandated to take all appropriate measures necessary for the smooth running of the operational management of IGAD/IPU.

After deliberations on the issue of revitalizing the IGAD-IPU the Speakers decided to establish an interim mechanism with Sudan as president, Djibouti and Ethiopia as vice presidents, Somalia as rapporteur and Kenya as secretary. It was agreed that the above would prepare a general conference

Establishment of the Executive Council

The Conference decided on establishment of an Executive Council and to this effect urged member states to send the list of their respective

representatives /two from each country /to the bureau at their earliest convenience. The expenses of the delegates are to be covered by the respective member states.

Establishment of Committees

The bureau is mandated to take appropriate measures to set up committees (Peace and Security, Economic Affairs, Social Affairs etc.) necessary for the smooth functioning of the operational management of IGAD/IPU.

Establishment of IGAD-IPU Secretariat

After a brief exchange of ideas on the issue of establishment of a permanent Secretariat the conference requested IGAD Secretariat to render assistance in the:

- ♣ Preparation of a draft budget for of the Secretariat of the IGAD/IPU to be established.
- ♣ Preparation of Terms of Reference for the Secretary General of the Union.

Member states of the Union were also requested to nominate candidates for the post of Executive Secretary of the IGAD/IPU.

Report of the Committee of Experts

The Draft Rules of Procedure of the IGAD Inter-Parliamentary Union prepared by the Legal Experts was presented to the conference by the Chairperson of the committee and was adopted with minor amendments.

Date and Venue Of the 2nd Conference.

The Conference resolved that the date and venue of the 2nd Conference shall form part of the agenda for the IGAD/IPU Executive Council meeting scheduled to be held in Khartoum within four-months.

Any Other Business

The Speakers of Somalia and a member of delegation of the Sudan briefed the conference on the current situations in their respective countries.

Summary of budget proposal for the IGAD Interparliamentary Union Secretariat Office
Currency US\$

Description	Unit price	Quantity	One year budget requirement
Salary & allowance for staff (annex 1-6)			498,580.00
Office Rent (annex 7)	3,500.00	12.00	42,000.00
Vehicle purchase (annex 7)	15,000.00	2.00	30,000.00
Office furniture & equipment for new staff (annex 7)			50,000.00
General overhead expense (annex 7)			10,000.00
Total	18,500.00		630,580.00

Budget proposal for the post of Executive Director
Currency US\$

Description	As per IGAD salary scale P5	
	Quantity	Monthly Annual
Basic Salary		
Housing Allowance	12	3,229.17 38,750.00
Educational allowance	12	1,300.00 15,600.00
Spouse allowance		8,000.00
Dependency allowance US\$ 250/annum/child		300.00
Medical allowance US\$ 3000/family/annum *	4	1,000.00
Installation/settlement allowance**		3,000.00
Transport for the staff and his/her family members @ US\$ 1000/person		18,000.00
Total	6	4,529.17 90,650.00

N.B

* Medical allowance is estimated to cover 75% of medical cost up US\$ 3,000/Family/Annum
 ** Installation/settlement allowance has calculated

a) US\$250 X 30days for the staff and

b) US\$200 X 30 days X 35% X 5 for his/her eligible dependents.

Budget proposal for the post of Social Affairs PM
Currency US\$

Description	As per IGAD salary scale P4	
	Quantity	Annual
Basic Salary	12	33,750.00
Housing Allowance	12	13,200.00
Educational allowance		8,000.00
Spouse allowance		300.00
Dependency allowance US\$ 250/annum/child	4	1,000.00
Medical allowance US\$ 3000/family/annum *		3,000.00
Installation/settlement allowance**		16,500.00
Transport for the staff and his/her family members @ US\$ 1000/person	6	6,000.00
Total		81,750.00

N.B

* Medical allowance is estimated to cover 75% of medical cost up US\$ 3,000/Family/Annum

** Installation/settlement allowance has calculated

a) US\$200 X 30days for the staff and

b) US\$200 X 30 days X 35% X 5 for his/her eligible dependents.

Budget proposal for the post of Peace & Security PM
Currency US\$

Description	As per IGAD salary scale P4	
	Quantity	Annual
Basic Salary		
Housing Allowance	12	2,812.50
Educational allowance	12	1,100.00
Spouse allowance		8,000.00
Dependency allowance US\$ 250/annum/child		300.00
Medical allowance US\$ 3000/family/annum *	4	1,000.00
Installation/settlement allowance**		3,000.00
Transport for the staff and his/her family members @ US\$ 1000/person		16,500.00
Total	6	3,912.50
		6,000.00
		81,750.00

N.B

* Medical allowance is estimated to cover 75% of medical cost up US\$ 3,000/Family/Annum
*** Installation/settlement allowance has calculated

a) US\$200 X 30days for the staff and

b) US\$200 X 30 days X 35% X 5 for his/her eligible dependents.

Budget proposal for the post of Economic Integration PM
Currency US\$

Description	As per IGAD salary scale P4	
	Quantity	Monthly Annual
Basic Salary		
Housing Allowance	12	2,812.50 33,750.00
Educational allowance	12	1,100.00 13,200.00
Spouse allowance		8,000.00
Dependency allowance US\$ 250/annum/child		300.00
Medical allowance US\$ 3000/family/annum *	4	1,000.00
Installation/settlement allowance**		3,000.00
Transport for the staff and his/her family members @ US\$ 1000/person		16,500.00
Total	6	3,912.50 81,750.00

N.B

* Medical allowance is estimated to cover 75% of medical cost up US\$ 3,000/Family/Annum
** Installation/settlement allowance has calculated

a) US\$200 X 30days for the staff and

b) US\$200 X 30 days X 35% X 5 for his/her eligible dependents.

Budget proposal for the post of Food Security & Environment PM
Currency US\$

Description	As per IGAD salary scale P4	
	Quantity	Monthly Annual
Basic Salary	12	2,812.50
Housing Allowance		33,750.00
Educational allowance	12	1,100.00
Spouse allowance		8,000.00
Dependency allowance US\$ 250/annum/child		300.00
Medical allowance US\$ 3000/family/annum *	4	1,000.00
Installation/settlement allowance**		3,000.00
Transport for the staff and his/her family members @ US\$ 1000/person		16,500.00
Total	6	3,912.50
		81,750.00

N.B

* Medical allowance is estimated to cover 75% of medical cost up US\$ 3,000/Family/Annum

** Installation/settlement allowance has calculated

a) US\$200 X 30days for the staff and

b) US\$200 X 30 days X 35% X 5 for his/her eligible dependents.

Budget proposal for the post of Administration & Finance Officer
Currency US\$

Description	As per IGAD salary scale P3	
	Quantity	Monthly Annual
Basic Salary	12	2,369.17 28,430.00
Housing Allowance	12	850.00 10,200.00
Educational allowance		8,000.00
Spouse allowance		300.00
Dependency allowance US\$ 250/annum/child	4	1,000.00
Medical allowance US\$ 3000/family/annum *		3,000.00
Installation/settlement allowance**		16,500.00
Transport for the staff and his/her family members @ US\$ 1000/person	6	6,000.00
Total		3,219.17 73,430.00

N.B

* Medical allowance is estimated to cover 75% of medical cost up US\$ 3,000/Family/Annum

** Installation/settlement allowance has calculated

a) US\$200 X 30days for the staff and

b) US\$200 X 30 days X 35% X 5 for his/her eligible dependents.

Budget proposal for the procurment & administrative costs
Currency US\$

Description	Mesurment units	Unit price	Quantity	Annual requirment
Office Rent				
Vehicle purchase	ps	3,500.00	12	42,000.00
Office furniture & equipment for new staff	ps	15,000.00	2	30,000.00
General overhead expense				50,000.00
Total		18,500.00		132,000.00

N.B

- 1-Budget estimated under Office furniture & equipment will be for procurement of table, chairs, computer, filing cabinet's etc.
 2-Budget estimated under general overhear expense will be for purchase of fuels, stationerie, insurance premium payments bank charges, hospitality expense, maintenance expense & other costs

Proposed Structure for IGAD/IPU Secretariat

