

hConflict Early Warning & Response Mechanism (CEWARN)



**Intergovernmental Authority on Development
(IGAD)**

**REPORT
OF
PROCEEDINGS OF THE FIRST TECHNICAL COMMITTEE
ON EARLY WARNING**

AFRICAN UNION CONFERENCE CENTRE,
JUNE 7-8, 2004, ADDIS ABABA, ETHIOPIA

REPORT OF THE PROCEEDINGS OF THE FIRST TECHNICAL COMMITTEE ON EARLY WARNING (TCEW)

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1. Introduction

This report presents the proceedings of the inaugural meeting of the Technical Committee on Early Warning (TCEW) for CEWARN held on June 7-8 2004, in Addis Ababa, Ethiopia. It outlines key decisions that were made by the Technical Committee on Early Warning on conducting its business in the implementation of the work of the Conflict Early Warning and Response Mechanism (CEWARN) of IGAD.

The report contains the draft Terms of Reference and Rules of Procedure that provide the operational guidelines for the Technical Committee on Early Warning. The report will become effective after being discussed, adopted, and approved by the Committee of Permanent Secretaries (CPS) of CEWARN Meeting on June 11, 2004 in Addis Ababa, Ethiopia.

2. Opening Remarks

Opening statement by Ambassador Kongit Sinegioris, Permanent Representative of Ethiopia to the AU and UNECA

Members were welcomed to the inaugural meeting of the Technical Committee on Early Warning (TCEW) of CEWARN.

The Ambassador noted that the Horn of Africa region has been experiencing both natural and man-made calamities for many years, and that these calamities have been major predicaments for the continued lack of peace, security, stability, and development in the region. That the revitalization of IGAD was a strategy towards tackling such calamities and enhancing peace and development in the region.

She also observed that the formation and engendering of the Conflict Early Warning and Early Response Units (CEWERUs) in six Member States was an important step that has enabled the holding of this first meeting of the TCEW. The move towards including non-state actors such as civil society organizations and independent research institutes in the structures of CEWARN was made with the conviction of making the process relevant and closer to the grassroots level.

This being the first meeting of the TCEW, the members were challenged to have effective deliberations that will ensure its future success.

In conclusion, she emphasized the Government of Ethiopia's continued interest and involvement in the activities of CEWARN, and declared the meeting opened (see Annex I for the full speech).

Introduction and welcome address by Daniel Yifru, Director, Political and Humanitarian Division (POHAD), IGAD Secretariat

The Director, POHAD welcomed members to the first meeting of the TCEW and on behalf of the IGAD Secretariat and the Executive Secretary expressed profound thanks and appreciation to the government of Ethiopia for hosting the meeting and the AU Commissioner, H.E. Alpha Omar Konare for making available the conference facilities free of charge.

He gave some general background information on the establishment of CEWARN and the accomplishment made to date (see Annex II).

He observed that the role of IGAD is to provide the information generated through the system and the response options, as well as regional fora for discussion. That the main responsibility in terms of response action rests on Member States and that the TCEW is one of the responsible organs of the CEWARN structure to carry out that responsibility.

The draft Terms of Reference and Rules of Procedure for the Committee would be distributed, finalized and forwarded to the Committee of Permanent Secretaries (CPS) for adoption.

He observed that the CEWERUs are the main pillars of CEWARN and hoped that the Member States would give ample time to set up the CEWERUs where they have not been formally constituted, and determine their modalities of operation within the respective countries as well as their working relationship with the CEWARN Unit.

He concluded by observing that the effective and implementable decisions on how to avert escalation of conflicts at the level of policy makers depends to a large extent on the preparatory work that would be undertaken by this Committee. He therefore underlined the heavy and collective responsibility the committee shoulders in the areas of peace, security and stability of the IGAD region. He wished the members fruitful deliberations

3. Election of Bureau

Whereas Uganda is the current Chair of IGAD, it was agreed that because the Head of the Ugandan CEWERU was not in attendance, Sudan would Chair the meeting. Ambassador Abdelwhab El Sawi took over as the Chair. It was agreed that Kenya be the rapporteur in the person of Mrs. Florence Imisa Weche.

4. Adoption of the agenda

The draft agenda was adopted with amendments (see Annex III).

5. Discussion on the Zero Draft Rules of Procedure Governing Meetings of the TCEW

The draft was presented and exhaustively discussed by the members, and the amended version is attached in Annex IV.

6. Reports by Member States on the Status of CEWERUs

Djibouti: The situation in one of the regions in the pilot areas of Dikhil, which shares a border with Ethiopia, was presented. The majority of the population is nomadic and these people transcend national borders as they move in search of water and pasture. Such movements sometimes create conflicts that result in cattle rustling, rape and abduction of women, false accusation of a community by another, and defamatory actions through the use of gestures, poems and songs. Those situations sometimes escalate into war between the different ethnic groups.

In response, the government organizes periodic meetings in collaboration with traditional leaders, and through such meetings, the warring parties have been able to discuss their differences and come up with a mediation committee composed of representatives of all parties to resolve the conflicts. The result has been a de-escalation of conflicts in the area.

After the establishment of the CEWERU a sensitization campaign will be conducted and the relevant actors will be involved (government, NGOs, traditional chiefs etc...)

Ethiopia: The Government has designated a focal point in the Ministry of Foreign Affairs, who is charged with the responsibility of coordinating and liaising CEWARN activities. The Ethiopian International Institute for Peace and Development (EIIPD), a research institute, and the African Peace and Conflict Management Studies Center (APCM), a civil society organization, have also been selected to participate in the process.

The meeting was assured that the government of Ethiopia would exert every effort to fully operationalize the national CEWERU as speedily as possible.

Kenya: It was reported that the setting up of the CEWERU was not completed. However, the workshop for formation and engendering CEWERU was held in October 2003. A lot of focus in Kenya has been directed towards the IGAD-led peace processes of Somalia and the Sudan. The delegate informed the meeting that as soon as the CEWERU is established and is in operation, Kenya would communicate this information to CEWARN accordingly.

Sudan: The Head of the CEWERU in the Sudan stated that Sudan attaches great importance to the formation of the CEWERU and is convinced that the idea of early warning should be owned by the people in the Sudan from the grassroots. A ministerial decree was issued naming the coordinator to work on establishing the CEWERU in accordance with the provisions of Article 11 of the CEWARN Protocol.

Special attention was given to the representation of the civil society organizations to work hand-in-hand with government to realize the objectives of CEWARN. Several meetings have so far been held to inform and mobilize the members on the functions and future activities of CEWARN.

The workshop of the Formation and Engendering of the CEWERU was held on 18th August 2003 and was followed by an intense media campaign through radio, TV, and newspapers.

One major step of the CEWERU was the move to establish units in the states neighboring IGAD States. A feedback has already been received from Blue Nile State. The signing of the peace protocol and framework agreement was seen to pave way for joint work between the people and authorities in areas controlled by both the government and the SPLA/M in view of realizing the objectives of CEWARN particularly in the Karamoja cluster

Uganda: The CEWERU Head for Uganda informed the meeting that following the launching of the CEWERU for Uganda in September 2003 and the assigning of the focal point to the Ministry of Internal Affairs, which Ministry also coordinates conflict issues in the country, he was formally appointed as the Head for the CEWERU. He also informed the meeting that he coordinates the Uganda National Focal Point on small arms and light weapons program. This program adopts a multi-sectoral approach and draws membership from different Ministries that have a bearing on small arms control, or which can play a vital role on the solutions that are developed.

He however informed the meeting that whereas he as the focal person was keen to see what the focus of the activities of the CEWERU will be, the CEWERU had not yet started engaging in specific activities mainly because of lack of information on what activities to engage in, and how to go about it, and hoped that this meeting would give guidance on how to proceed in this noble cause of conflict management.

7. Recommendations of the TCEW pertaining to the establishment and operation of the CEWERUs

After listening to and exchanging views about the different situations and stages of development of the CEWERUs in the Member States, the TCEW recommends the following:

1. Those Member States that have not yet established CEWERUs, they should do so as urgently as possible and communicate the names of the respective Heads of the CEWERUs to the CEWARN Unit.
2. CEWERUs be encouraged to start their work (as per Article 11 of the CEWARN Protocol), including convening of meetings of their National Steering Committees in order to embark on the decisions that will be adopted by the CPS.

3. CEWERUs shall implement gender balance in their composition.
4. CEWERUs be encouraged to cooperate among each other through the development of direct links and exchange of information related to cross-border pastoral conflict.
5. CEWERUs be encouraged to cooperate with the CEWARN Unit, including in the development of the country reports, through maintaining constant communication and exchange of visits.

IGAD and in particular its CEWARN Unit undertakes to strengthen the institutional and technical capacity of the CEWERUs, including the convening of workshops and training activities.

8. *Presentation of Baseline reports*

The baseline reports for Ethiopia, Kenya, and Uganda side of the Karamoja cluster were presented by the respective Country Coordinators (CCs) who have been primarily responsible for the production of the reports. All the reports detailed the history, nature, form, and current dynamics of pastoral conflicts and related developments in the Karamoja cluster.

9. *Recommendations by the TCEW to the CPS*

The TCEW met and discussed the draft baseline reports from the Ethiopian, Kenyan and Uganda sides of the Karamoja cluster. The TCEW hereby recommends the following to the CPS regarding the dissemination of these and future such reports:

1. Although Section 6 of the TOR of the TCEW stipulates that the “CEWARN Unit shall produce” the baseline reports, country updates, country risk assessment and risk alerts, it is explicitly recognized that these reports are in principle joint efforts of the CEWARN Unit, the CEWERUs, the NRIs and civil society.
2. It is also recognized that these baseline reports were, in the absence of the CEWERUs, not jointly developed, but were drafted by the Country Coordinators, the CEWARN Unit, and the three NRIs.
3. It is recommended that the CPS takes note of the recommendations contained in these baseline reports and take actions and measures to address the issues raised to prevent and mitigate violent conflicts in the pastoral areas of the Karamoja cluster.

4. The baseline reports, having been reviewed and discussed by the TCEW and taken note of by the CPS, shall be posted on the CEWARN/IGAD website for public dissemination, in part to invite the widest possible critical review so that regular reports can be improved in the future.
5. In recognition that there are existing bilateral and cross-border mechanisms such as joint commissions, that Member States utilize these mechanisms to address issues of cross-border pastoral conflicts.

Annexes

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Annex I.

H.E. Ambassador Kongit Sinegiorgis, Permanent Representative of Ethiopia to the AU and UNECA and Director-General for African Affairs on Meeting of the Technical Committee on Early Warning of CEWARN

**Esteemed Guests,
Distinguished Participants,
Ladies and Gentlemen,**

On behalf of the People and Government of the Federal Democratic Republic of Ethiopia, it is my sincere pleasure to welcome you all to this inaugural meeting of the Technical Committee on Early Warning (TCEW) of CEWARN. I am confident that you will have a pleasant and enjoyable stay in Addis Ababa.

**Distinguished Participants,
Ladies and Gentlemen,**

As you are well aware, the Horn of Africa region has been experiencing both natural and man-made calamities for many years. These calamities have been the major predicaments for the region's continued lack of peace, security, stability and development. Indeed, individual and collective efforts on the part of the States of the region have been made to address these challenges and change the image of the region for the better. In this regard, the revitalization of the Intergovernmental Authority on Development (IGAD) was a strategy towards tackling both natural and man-made obstacles and enhance peace and development in the region. The decision to establish a Conflict Early Warning and Response Mechanism (CEWARN) was also a concrete expression of the collective will of the member States of IGAD to solve conflicts in the region. The desire and commitment by member states of IGAD to operationalize CEWARN can be demonstrated through a number of accomplishments including the offer by the Federal Democratic Republic of Ethiopia to host the CEWARN unit, as well as the expeditious ratification of the CEWARN protocol by member states. The holding of two meetings of the Committee of Permanent Secretaries that laid the basic guidelines for the operationalization of CEWARN was indeed a source of satisfaction.

**Esteemed Participants,
Ladies and Gentlemen,**

Since the commencement of its activities in August 2002, CEWARN has done a commendable work in the formation and engendering of the national Conflict Early Warning and Early Response Units (CEWERUs) in six IGAD Member States. The formation of CEWERUs is quite critical as they will collaborate with the CEWARN Unit and other policy organs of IGAD in carrying out concrete measures on the ground at the local, national and regional levels. Moreover, they will also have a vital role in undertaking joint actions to address cross-border conflicts.

**Distinguished Participants,
Ladies and Gentlemen,**

The formation of CEWERUs in Member States has enabled the holding of this first meeting of the Technical Committee on Early Warning. As you may know, this committee is a vital body that will play an important role of coordination. It is important to note that governmental and civil society institutions are working in partnership in the activities of CEWARN.

It is to be recalled that the decision to include non-state actors such as civil society organizations and independent research institutes in the structures of CEWARN was made with the conviction to make the process relevant and closer to the grass roots level. In this regard, I would like to seize this opportunity to commend the IGAD Secretariat for the pertinent measures taken to make this technical committee meeting as much inclusive as possible. I believe this is a step in the right direction to enhance the partnership between state and non-state actors in the activities of IGAD.

I understand that today you will have the opportunity to deliberate upon the draft rules of procedure, which detail the operational modalities for the Technical Committee on Early Warning. I therefore do call upon you to accord this document thorough examination and provide the necessary recommendations for its adoption and approval later in the week by the Committee of Permanent Secretaries.

**Distinguished Participants,
Ladies and Gentlemen,**

As we convene here today to hold the first meeting of the Technical Committee on Early Warning, the challenge before us is to have effective deliberations that will ensure its future success.

It is important to underline the need for member States to avail the necessary support to the Committee to enable it to discharge its responsibilities effectively. I would like to assure you that Ethiopia would do everything possible to facilitate the work of the Committee as well as all the other integral structures of the mechanism.

I wish to reiterate my Government's continued interest and involvement in the work and activities of CEWARN. We will continue to assist and support the CEWARN Unit in the successful discharge of its work.

I once again welcome you all to Addis Ababa, and wish you successful deliberations. I now declare this meeting officially open.

I Thank You

Annex II.

**STATEMENT BY DANIEL YIFRU, DIRECTOR OF POLITICAL AND
HUMANITARIAN AFFAIRS DIVISION
MEETING OF THE 1ST TECHNICAL COMMITTEE ON EARLY WARNING
(TCEW)**

*Your Excellency Ambassador Kongit Senegiorgis, Ethiopia's Permanent
Representative to the AU and UNECA and Director General for African Affairs,*

Distinguished Participants,

Ladies and Gentlemen,

The establishment of CEWARN was a formidable challenge both to the IGAD Secretariat and to our stakeholders as we were attempting to build something, that according to our knowledge, has not been tried before within our Continent. We wanted to build it gradually and carefully so as to secure the confidence of our Member States on an issue normally considered a sensitive matter of information collection and dissemination. I am happy to inform you that, so far, we have been successful thanks to the commitment and support of our Member States and to our partners namely, USAID and GTZ who have been financing CEWARN since its inception.

However, I will be telling only half of the truth if I fail to mention the challenges that we have encountered in the operationalization of CEWARN. As I have indicated, CEWARN was a novel mechanism and, therefore, the staff members that have been deployed to implement it had to undergo several training sessions.

The software procured for the collection, collation and analyzing the information had to be continuously tested and modified and the reports generated had to be revised several times.

Establishment of the two pilot areas, namely the Karamoja cluster which comprises Kenya, Uganda, Ethiopia and Sudan and the Somali cluster which comprises Kenya, Ethiopia and Somalia, had also posed their own challenges mainly related to logistics, inaccessibility and identifying appropriate partner institutes to undertake the task. As a result, what CEWARN is currently covering is the Karamoja cluster from the sides of only Kenya, Uganda and Ethiopia. The Coordinator of the CEWARN Unit has made contacts with the Government of the Sudan and the University of Khartoum. He has also undertaken a mission to Northern Kenya with the aim of establishing the reporting areas from the Sudanese side. Hopefully, this will materialize soon.

Missions have also been undertaken by CEWARN Unit staff members to establish the Somali cluster. The areas of reporting have been delineated and some field monitors have been identified, and the next task will be the recruitment and training of the Field Monitors.

The Baseline reports that you will be examining at this meeting have been produced with the shortcomings some of which I have just mentioned. I wish to state that they are not 100 percent perfect. They may contain some information and data that are not correct or may have some flaws in analysis. But you should bear in mind that they are the first substantive reports that CEWARN has produced for the benefit of the Member States, and in particular, for the concerned countries. One of your tasks at this meeting is to examine the reports thoroughly and make recommendations to the Committee of Permanent Secretaries.

Distinguished Participants,

CEWARN has been created for use by Member States collectively and individually to prevent conflicts from escalating into violent stages. The role of IGAD in this context is to provide the information generated through the system and the response options as well as regional fora for discussion. The main responsibility in terms of response action rest on Member states and your Committee is one of the responsible organs of the CEWARN structure to carry out that responsibly. This being the first meeting of the Technical Committee on Early Warning, you will be presented with a draft Terms of Reference and Rules of Procedure for your Committee to finalize and recommend to the Committee of Permanent secretaries for adoption.

As you are well aware, The CEWERUs in each Member States are the main pillars of CEWARN and at this meeting I hope sufficient time will be given to the discussion on how to set up the CEWERUs where they have not been formally constituted, and to determine their modalities of operation within the respective countries as well as their working relationship with the CEWARN Unit.

***Your Excellency,
Distinguished Participants,***

I wish to conclude my remarks by stating my hope and desire to see that we continue our collective effort to build CEWARN on a solid foundation. Effective and implementable decisions on how to avert escalation of conflicts at policy makers level depends to a large extend on the preparatory work that will be undertaken by Your Committee. I wish, therefore, to underline the heavy responsibility that you shoulder collectively in the areas of peace, security and stability of the IGAD Region. And on this note I end my remark by wishing you success in your deliberations.

I thank you.



Meeting of the Technical Committee on Early Warning (TCEW)

AU Conference Hall, Addis Ababa, Ethiopia

Agenda

June 7-8, 2004

Day 1: 07/06/04

- | | |
|----------------------|---|
| 8:30 – 9:00 | Registration of Participants |
| 9:00 – 9:20 | Opening Statement
(Amb. Kongit Sinegiorgis) |
| 9:20 – 9:40 | Introduction and Welcome Address
(By Mr. Daniel Yifru, Director, POHAD, IGAD Secretariat) |
| 9:40 – 10:00 | Election of Bureau |
| 10:00 – 10:30 | Tea/Coffee break |
| 10:30 – 10:40 | Adoption of the Agenda and Programme of Work |
| 10:40 – 11:10 | The role of the TCEW and its relationship with CEWARN
(Presentation by Charles, N. Mwaura, The Coordinator, CEWARN) |
| 11:10 – 11:40 | Discussions |
| 11:40 – 13:00 | Discussion on the Zero Draft Rules of Procedure Governing
Meetings of the TECW
(Presentation by Raymond Kitevu, Head of Conflict Analysis Section
of CEWARN) |
| 13:00 _15:00 | Lunch |
| 15:00 – 16:00 | Continuation of the discussions |
| 16:00 – 16:30 | Tea/Coffee Break |

- 16:30 – 17:30 Reports by Member States on the Status of CEWERUs
1. Djibouti
 2. Ethiopia
 3. Kenya
 4. Sudan
 5. Uganda

Day 2: 08/06/04

- 9:00 – 9:30 Presentation on Ethiopian Baseline Reports
(InterAfrica group)
- 9:30- 10:00 Discussion
- 10:00 – 10:30 Tea/ Coffee Break**
- 10:30 – 11:00 Kenyan Baseline Report
(Mr. S. Kona, African Peace Forum)
- 11:00 – 11:30 Discussion
- 11:30 – 12:00 Ugandan Baseline Report
(Mr.Peter Otim, Centre for Basic Research – CBR/Uganda)
- 12:30 – 13:00 Discussion
- 13:00 – 15:00 Lunch**
- 15:00 – 16:00 Discussion on the Report and Recommendations of the TCEW to the
CPS
- 16:00- 16:30 Tea/Coffee Break
- 16:30 – 17:00 AOB
- 17:00 – Closing of Meeting

Annex IV.

**DRAFT TERMS OF REFERENCE AND RULES OF PROCEDURE
GOVERNING THE TECHNICAL COMMITTEE ON EARLY
WARNING (TCEW) OF CEWARN**

June 7-8, 2004. Addis Ababa, Ethiopia

DRAFT TERMS OF REFERENCE

1. GENERAL

The Terms of Reference (TOR) are intended to provide information on the composition, functions, and Rules of Procedure of the Technical Committee on Early Warning (TCEW) of the Conflict Early Warning and Response Mechanism (CEWARN). CEWARN's entry points on conflict early warning and early response work focuses on cross-border pastoral and related conflicts as mentioned in the CEWARN Protocol's Annex part II (1a).

2. BASIS

The Terms of Reference have been derived from the CEWARN Protocol Articles 4, 5, 9, and 10, and reinforced by the additional operating guidelines as provided in the Annex parts II, III, IV, and I. In addition, the Terms of Reference have been further harmonized with IGAD Article 6(a), (b), (c), (d), and Article 7 (g), Article 9 item 2(c), Article 10 items (h), (k), and the IGAD rules of Procedure (RoP) of 1996.

**3. COMPOSITION OF THE TECHNICAL COMMITTEE ON
EARLY WARNING**

The Technical Committee on Early Warning will be composed of :

- The Head of the CEWERU of each member state
- One representative from civil society **OR** from an independent research institution of each member state
- The Coordinator of the CEWARN Unit

Each Member State participating in the TCEW's Meetings shall be represented by a delegation consisting of the head of delegation and such other accredited officials, taking into consideration gender balance

**4. FUNCTIONS OF THE TECHNICAL COMMITTEE ON
EARLY WARNING**

The Technical Committee on Early Warning is the body charged with the responsibility to oversee and coordinate the work of CEWARN in conflict early warning and early response in the IGAD region.

The TCEW shall meet at least twice a year, and shall report to and shall advise the Committee of Permanent Secretaries (CPS) of CEWARN on important and critical measures to be undertaken, in cooperation and consultation with other higher policy organs of IGAD, to implement and strengthen CEWARN's work.

The composition of the Technical Committee on Early Warning avails a unique opportunity of bringing together government and civil society actors in making key decisions relating to the adoption of strategies towards addressing impending or existing violent conflict or crisis. In addition, by bringing heads of Member States' CEWERUs together, the TCEW acquires a crucial responsibility of coordinating and promoting cooperation between Member States in addressing common security and conflict challenges, as well as enhancing confidence building and trust among them.

The core functions of the Technical Committee on Early Warning (CEWARN Protocol Article 10(3)) are:

- a) promote cooperation between CEWERUs of Member States;
- b) promote cooperation between CEWERUs and the CEWARN Unit;
- c) review periodically the Protocol on information sharing and recommend amendments whenever necessary;
- d) review the reports of the following consultative mechanisms:
 - i) consultations between representatives of CEWARN and CEWERUs held at least twice a year;
 - ii) consultations between CEWERUs and local units which will held quarterly or at such more frequent intervals as each member state may determine.
- e) liaise between civil society and the IGAD Secretariat.

5. INFORMATION GATHERING AND DISSEMINATION BY THE TECHNICAL COMMITTEE ON EARLY WARNING

As stipulated in the CEWARN Protocol (Annex Part II item1) CEWARN shall rely for its operations on information that is collected from the public domain. Any other matters relating to information gathering shall be clarified according to and with reference to the provisions of the CEWARN Protocol.

The TCEW shall propose recommendations on the dissemination of CEWARN reports and information to the Committee of Permanent Secretaries for approval.

6. PRODUCTION OF EARLY WARNING REPORTS BY CEWARN

CEWARN shall produce the following four Early Warning Reports:

- *Baseline Reports*; these reports shall detail the history, nature, and current dynamics of conflicts and related developments along borders of the Member States' regions under study, and the response strategies to be

applied to address the existing conflicts and forestall likely outbreak of others;

- *Country Updates*; these reports shall be produced every four months and shall assess conflict and peace developments along borders of the Member States under study, and the response strategies to be applied to address the existing conflicts and forestall likely outbreak of others;
- *Country Risk Assessment Reports*; these reports shall be produced annually and shall assess the conflict and peace developments in Member States' regions under study within a one-year period as well as the appropriate response to be undertaken to address the existing conflicts and forestall likely outbreak of others;
- *Alerts or Impending Crisis Reports*; these reports shall provide highlights on an impending violent conflict or crisis and offer appropriate options for timely response.

7. DISSEMINATION OF EARLY WARNING INFORMATION AND REPORTS, AND ADOPTION OF RESPONSE STRATEGIES

Upon receipt of early warning information on impending violent conflict or crisis, the CEWARN Unit shall act on the information within the provisions of the CEWARN Protocol and its Mandate as stipulated in the Annex Part 1, and reinforced by Article 5(d), which is:

- a) Bring that information at the soonest time possible to the attention of the Chairperson of the TCEW and Executive Secretary of IGAD. The Executive Secretary in consultation with the Chairperson of the Committee of Permanent Secretaries shall inform the Council of Ministers, and the Assembly of Heads of State and Governments for immediate action.
- b) Disseminate the Early Warning information to other relevant parties that Member States may prescribe or deem important.
- c) The CEWARN Unit, the Chairperson of the TCEW, and the IGAD Executive Secretary shall coordinate the dissemination of the early warning information and liaise with IGAD higher policy organs and member states' national Conflict Early Warning and Response Units in ensuring appropriate measures are taken to forestall the escalation of violent conflict or crisis.
- d) In determining to whom to disseminate the information on early warning, Member States shall refer to the provisions of the CEWARN Protocol's Annex Part IV.
- e) The baseline and country Risk Assessment reports be posted on the CEWARN/IGAD website for public dissemination, in part to invite the widest possible critical review so that regular reports can be improved in the future.
- f) The country updates and impending crisis alerts be reviewed and discussed within and between the CEWERUs and the CEWARN Unit before dissemination.

8. EVALUATION OF EARLY WARNING INFORMATION AND FEEDBACK

- a) CEWARN and its officials (that is the CEWARN staff, Country Coordinators, and other contracted experts) shall assess and verify information in Member States only through overt means. Other processes of verification and analysis of information will be conducted as stipulated by the CEWARN Protocol Annex Part III.
- b) After evaluation and verification of the early warning information, the CEWARN Unit in consultation with the Executive Secretary of IGAD and the Chairperson of the TCEW shall provide feedback to Member States' CEWERUs and other institutions for immediate appropriate response actions, as Member States may deem necessary.

DRAFT RULES OF PROCEDURE GOVERNING MEETINGS OF THE TECHNICAL COMMITTEE ON EARLY WARNING (TCEW)

PURPOSE

Rule 1

- a) These rules of procedure shall apply to all meetings of the TCEW and are drawn in conformity with the rules of procedure governing meetings of IGAD.
- b) After adoption by the Committee of Permanent Secretaries these Rules of Procedure shall apply to all meetings of the TCEW.

MEETINGS OF THE TCEW

Rule 2

- a) The TCEW shall convene two ordinary meetings per year. The date, the venue of the ordinary meetings, and the agenda shall be communicated to the Member States at least three weeks in advance.
- b) Extraordinary and emergency meetings of the TCEW may be convened at such times as may be deemed necessary and upon a written request by a Member State, the Executive Secretary of IGAD or the Chairperson of the TCEW. The request shall be communicated to the Member States by the CEWARN Unit at the earliest possible date and the meeting will take place if confirmed by at least four Member States.
- c) All meetings of the TCEW will be held in Addis Ababa, the seat of the CEWARN Unit. However, at the discretion of the Executive Secretary of IGAD, the TCEW may hold its meetings in other venues in the IGAD Region. In cases where a member state offers to host meetings of the TCEW, that Member State will bear the extra cost involved in convening the meeting outside the CEWARN Unit.

REPORTING SYSTEM

Rule 3

The Chairperson of the TCEW shall report biannually to the Committee of Permanent Secretaries (CPS) of CEWARN. However, should the need arise, s/he may submit reports and other matters that require urgent attention directly to the Chairperson of the Committee of Permanent Secretaries (CPS) of CEWARN for action.

LEGAL QUORUM

Rule 4

For the purpose of these rules, delegations from four Member States shall constitute a legal quorum for all meetings of TCEW.

OBSERVERS

Rule 5

- a) IGAD Partner Countries, the African Union, the African Regional Economic Communities, NGOs, eminent persons, and academics may be invited to any meeting of the TCEW as observers.
- b) Such observers may, upon invitation by the Chairperson of the TCEW, and if there is no objection from the members present, participate without the right to vote in the proceedings of any meeting.

AGENDA

Rule 6

1. The CEWARN Unit shall prepare the draft agenda of the TCEW meetings.
 - a) The draft agenda shall include matters stipulated in Article 10(3) of the Protocol establishing CEWARN; items the inclusion of which have been decided at a previous meeting; items proposed by the Executive Secretary and any items proposed by any Member State before the agenda is circulated.
 - b) The draft agenda, together with supporting documents, for each ordinary meeting shall be distributed by the CEWARN Unit to the Member States at least three weeks before the opening of the meeting.
 - c) The meeting, when adopting the draft agenda, may add, defer, or amend items. Only items considered by the meeting to be urgent and important may be added to the agenda.
2. The draft agenda for an extraordinary meeting shall consist only of those items proposed for consideration in the request for the holding of the extraordinary meeting. It shall be distributed to the Member States at the same time as the invitation to the extraordinary meeting.

REPRESENTATION AND CREDENTIALS

Rule 7

- a) Each Member State participating in the meeting shall be represented by a delegation consisting of the Head of the CEWERU of each member state and **one** representative from civil society **or** from an independent research institution of each member state.

- b) An alternative representative or an adviser may act as a representative upon designation by the head of the CEWERU. Such designation must be notified to the Chairperson of the TCEW in advance in order for the alternative representative or advisor to be allowed to address the meeting on behalf of his or her delegation.

ELECTION OF THE BUREAU

Rule 8

- a) The Chairperson of the TCEW shall be nominated from the same country that holds the current Chair of IGAD;
- b) At the commencement of the first session of each TCEW meeting, a Rapporteur shall be elected from among the Member States present at the meeting. He/she and the Chairperson shall serve as the Bureau for the meeting;
- c) During the period of service, the Chairperson shall be the focal point and the CEWARN Unit may contact the Chairperson on issues that require decisions in the intervening period.

CONDUCT OF BUSINESS

Rule 9

1. The CEWARN Unit shall, in accordance with these rules:
 - a) arrange for translation of the meeting's proceedings into the official languages;
 - b) receive, reproduce, publish, translate and distribute materials;
 - c) make arrangements upon request for keeping of audiovisual or audio recordings of the meeting;
 - d) arrange for the custody and preservation of the documents of the meeting;
 - e) perform all other work that the meeting may require.
2. All meetings of the TCEW shall be held in open session unless decided otherwise by the Chairperson in consultation with the members of the TCEW. For purposes of these rules "open" means allowing the presence of invited technical experts and observers. Closed sessions are restricted only to the members of the TCEW, and any other person invited specifically to the closed session.

DECISION MAKING

Rule 10

The TCEW shall reach decisions on the basis of consensus.

LANGUAGES

Rule 11

- a) The official languages used at TCEW meetings are English and French;
- b) A statement made in an official language of the meeting shall be interpreted in the other official language;
- c) A representative who provides for interpretation into the official languages may speak in a language other than the official language of the meeting;
- d) Official documents of the meeting shall be drawn up in one of the two languages and translated into the other language.

EXTRAORDINARY MEETINGS

Rule 12

- a) Extraordinary meetings may be recommended by the Executive Secretary of IGAD, the Chairman of the TCEW, or by a Member State in order to deal with matters which, because of their urgency or specialized nature, or for other reasons, cannot be adequately discussed during the ordinary sessions of the meetings of the TCEW.
- b) The terms of reference of these extraordinary meetings and the issues to be discussed shall be determined by the TCEW.
- c) Each extraordinary meeting may elect its own Bureau unless otherwise decided by the TCEW.

AMENDMENTS TO RULES OF PROCEDURE

Rule 13

These rules of procedure may be amended by consensus at a regular session of the Technical Committee on Early Warning and submitted for endorsement by the Committee of Permanent Secretaries.

Annex V

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