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**REPORT OF THE MEETING FOR THE VALIDATION OF THE  
ECPF MAPPING EXERCISE AND ITS ONLINE PORTAL**

**21 AUGUST, 2014  
ABUJA, NIGERIA**

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**ECOWAS Commission  
Headquarters, Abuja**

## **I. INTRODUCTION**

1. The Internal Steering Committee (ISC) for the implementation of the ECPF held a meeting at the ECOWAS Commission on 21 August, 2014 to discuss the Validation of the ECPF Mapping Exercise. The aim of the Mapping Exercise was to identify programmes and activities within the 3-Year ECPF Priority Plans that were in the process of being implemented or were yet to be implemented by ECOWAS Directorates, Member States, CSOs and Development Partners. The ECOWAS Commission recruited two Consultants to conduct the Mapping Exercise. Mr. Babatunde Afolabi is the Conflict Prevention Consultant responsible for updating the priority matrices and advising on the programme management aspects, while Ms. Tiffany Okewole is the IT Consultant responsible for uploading the updated Matrices onto a sustainable, user-friendly online platform in English and French languages. The Meeting to Validate the Mapping Exercise was organized in order to appraise and adopt the work of the consultants while also discussing the next steps for the operationalization of the ECPF.

2. The meeting was chaired by the Director of Political Affairs, Dr. Aderemi Ajibewa. In attendance were Dr. Jonas Hemou, the Director of External Relations, Dr. Cyriaque Agnekethon, Director of Peace Keeping and Regional Security, and representatives from the Embassies of the United Kingdom, Norway, and Switzerland as well as international organizations including the European Union, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), and Friedrich-Ebert-Stiftung (FES). Also in attendance were representatives from the following Directorates: Political Affairs, Gender, Free Movement, Finance, Agriculture, Early Warning, Communications, Humanitarian and Social Affairs, Community Computer Centre (CCC) and the ECOWAS Peace Fund. A detailed list of participants is attached to this Report.

## **II. SUMMARY OF BRIEFINGS AND DISCUSSIONS**

3. The Director of the Political Affairs welcomed participants to the meeting and proceeded to give a brief overview of the ECPF Mapping Exercise. He acknowledged that the Mapping Exercise was conceived as one of the recommendations of the Special Retreat on Focal Points on Natural Resource Governance and Enabling Components of the ECPF which took place from June 5 -7, 2013 in Lagos. He noted that over the past three months, the Consultants commissioned by ECOWAS have met with the ECOWAS Directorates ECPF Focal Points and Development Partners to collate information on the Priority Plans. Upon completing the Terms of Reference (ToRs) of their Consultancy, the Validation Meeting was scheduled to allow the ISC

review, assess and adopt the Consultants' work. The ECPF Programme Assistant, Ms. Sa'adatu Shuaibu, also welcomed the participants to the ISC Validation Meeting. Underlining the importance of the roles of the Directorates present at the meeting, she reminded the participants that although the ECPF Secretariat was situated at the Political Affairs Directorate, the ownership and responsibility for implementing the ECPF is shared across all relevant Directorates.

5. During the presentation of his report, the Conflict Prevention Consultant, Mr. Babatunde Afolabi, briefly highlighted the programmes and activities listed under the 15 ECPF Priority Plans of Action. He went on to discuss the Methodology and Work Schedule of the Mapping Exercise. He also highlighted the constraints of the consultancy, which included the inability to meet with representatives of DANIDA and the Embassies of Sweden and Germany. Among his recommendations, he noted the importance of the ISC and the Development partners jointly agreeing on a single financial management and reporting format for the ECPF implementation process. Furthermore, he recommended the creation of an ECPF Fund which Development Partners can contribute to and where all financial assistance from Partners on the ECPF can be disbursed from. He also recommended for the ECPF operationalization process to utilize the already existing M & E structure by integrating the ECPF Programme Reporting into the overall ECOWAS Reporting Mechanism. Other key recommendations made by the Consultant include, for ECOWAS to shelve the plan to facilitate and disburse funds directly to CSOs and TCEs as it does not yet have the capacity to disburse and monitor the usage of the funds that would be disbursed, for the establishment of an inter-institutional committee on the Funding Mechanism and the operationalization of a mechanism for Monitoring and Evaluation of the ECPF.

6. The IT Consultant, Ms. Tiffany Okewole, gave a presentation on the ECPF Web Portal. Ms. Okewole introduced the ECPF Web Portal as a sustainable, user-friendly, and easy to update platform which hosts the 15 ECPF Priority Plans of Action. She went on to give an illustration of how to log-in to the Web Portal using a generated password and how to navigate through the various pages of the Portal. She informed the participants that the Web Portal was being hosted on a customer-friendly and user-friendly site which was purchased for 3 years, from August 2014 and guarantees 99% content protection among its hosting package. The Consultant recommended that periodic updates be made in order to keep the information on the portal current.

### **III. SUMMARY OF AMENDMENTS TO CONSULTANTS' REPORT**

7. After an exhaustive review of the Consultants' presentations, the ISC made the following specific corrections to the Reports:

#### **Logical Framework and Programme Management**

1. A cover page (sheet) should be provided for the Log-Frame.
2. The formatting of the Log-Frame in terms of font size, colour should be made uniform. In addition, text-wrap should be effected to make all parts of each column visible.
3. The Component on Preventive Diplomacy should be rightly reflected.
4. For the Enabling Mechanisms Component, the DPA should be made one of the responsible Directorates.
5. On the Report, the structure should be amended to provide a separate section for all the recommendations.
6. Mr. Afolabi to advise the ICT Consultant on the creation of a separate category for the Friedrich-Ebert-Stiftung (FES), which is an implementation partner not a development partner.

#### **The Online Portal**

1. The Consultant should change the meaning of the abbreviation 'ASF' from Pan-African Standby Force to African Standby Force.
2. Based on the advice of the Programme Management Consultant, create a separate category for Friedrich-Ebert-Stiftung (FES).
3. The Portal should be made more user-friendly while carousel should be made to rotate 360 degrees.
4. The Portal should be updated with the latest figures from the Conflict Prevention Consultant.

### **IV. SUMMARY OF DECISIONS**

8. Without prejudice to the specific corrections for each sector of the Consultancy, as has been articulated above, the ISC decides as follows:

1. Given that the ECOWAS Commission already has a pre-existing financial mechanism in place, there is no need to establish an ECPF Fund as it will lead to the duplication of activities within the Commission. The Peace Fund is expected to play a key role in facilitating the funding of the ECPF Priority Matrices.

2. The Conflict Prevention Consultant will review the Projected Development Partners Support for ECPF Components and attempt to separate funds which have already been given by Partners to ECOWAS Directorates from the funds which are being requested by ECOWAS Directorates but are yet to be provided by the Partners.
3. Conflict Prevention Consultant shall liaise with the DPKRS Department with the aim of reviewing the funding gap for the Components being coordinated by the Directorate within the ECPF Priority Matrices.
4. The IT Consultant shall liaise with the Community Computer Centre (CCC) on changing the background colours, ECOWAS logo and security features on the Web Portal in line ECOWAS communication standards.
5. The ISC shall discuss strategic management issues on the ECPF during the annual Development Partners Meeting in September. Therefore, the ISC Bureau shall hold a meeting before the Development Partners meeting in order to agree on the strategic direction for the ECPF operationalization.
6. Changes to the ECPF Priority Matrices and the Web Portal will be made within a week and circulated by the end of August.