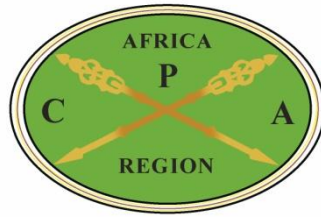


CPA AFRICA REGION



**GUIDELINES FOR THE COMMONWEALTH WOMEN PARLIAMENTARIANS
(CWP) AFRICA SUB-REGIONAL REPRESENTATIVES**

GUIDELINES FOR THE COMMONWEALTH WOMEN PARLIAMENTARIANS (CWP) SUB-REGIONAL REPRESENTATIVES

1. Background

Sub-Regional Representatives are an extension of the structure of CWP. The CWP was established as an organ of the CPA Africa Region under Article 15 (1) (b) of the Regional Constitution.

There are four (4) Sub-Regions, each represented by one Representative as set out below:

(a) Central Africa

The Central Africa Sub-region comprises Botswana, Malawi, Mozambique and Zambia and has one (1) Sub-Regional Representative.

(b) East Africa

The East Africa Sub-region comprises Kenya, Mauritius, Rwanda, Seychelles, Tanzania (1 Sub-National Branch) and Uganda and has one (1) Sub-Regional Representative.

(c) West Africa

The West Africa Sub-region comprises Cameroon, Ghana, Nigeria + 34 Sub-National Branches and Sierra Leone and has one (1) Sub-Regional Representative.

(d) **Southern Africa**

The Southern Africa Sub-Region comprises Namibia, Lesotho, South Africa + 9 Sub-National Branches and Swaziland and has one (1) Sub-Regional Representative.

2. **Term of Office of the Sub-Regional Representatives**

The term of Office of a Sub-Regional Representative is three (3) years.

To allow each Branch in a Sub-Region an opportunity to nominate a Member to serve as a Sub-Regional Representative, a rotational system has been adopted. As such, once a Sub-Regional Representative from one Branch has completed her term, she rotates out and a Member from another Branch in the Sub-Region takes over the position of Sub-Regional Representative. The roster ensures that not all four (4) Sub-Regional Representatives rotate out at the same time, but that only two (2) Sub-Regional Representatives rotate out at a time for continuity.

This has resulted in the development of a rotational roster indicating which Branch in the Sub-region is entitled to nominate a Member as a Sub-Regional Representative.

In the event that a Sub-Regional Representative is unable to complete her term, then the Branch that nominated that Sub-Regional Representative is entitled to nominate another Member to replace her.

Where the nominating Branch is unable to nominate a replacement, then the standby Branch within the Sub-Region can nominate a replacement Member.

Such a Member becomes an Acting Sub-Regional Representative until a new Sub-Regional Representative is elected at the Annual Regional Conference.

2.1 Membership to Bodies and Organs

Sub-Regional Representatives are Members of the following:

- (a) CWP Steering Committee;
- (b) Regional Executive Committee (Article 28(2)(g)); and
- (c) Regional Annual General Meeting (Article 16(4)(a)).

2.2 Expenses for Travel and Accommodation

The cost of travel for a Sub-Regional Representative shall be borne by the Sub-Regional Representative's Branch. However, the Regional Secretariat or host Branch will cater for the cost of the Member's meals and accommodation.

However, the Regional Secretariat budgets annually for visits by Sub-Regional Representatives to the Branches within their respective Sub-Regions. The budget caters for the cost of an economy class ticket, and per diem to cater for accommodation and meals.

2.3 Sub-Regional Representatives and Branch Entitlement

Sub-Regional Representatives attend the Annual Regional Conference in their capacity as Sub-Regional Representatives. They attend the Annual Commonwealth Parliamentary Conference as part of their Branch delegations.

3. Responsibilities of Sub-Regional Representatives

The duties and responsibilities of Sub-Regional Representatives are as follows:

- 3.1 to attend Steering Committee Meetings bi-annually and other events at both Sub-Regional and in Africa Region;
- 3.2 to present a written report on activities planned and carried by Chapters in the respective Sub-Regions at the Steering Committee Meeting;
- 3.3 to coordinate the visits of CWP leadership to Sub-Regions;
- 3.4 to represent, articulate and defend the views and position of the Sub-Region at the CWP Africa Region fora;
- 3.5 to ensure that National and Sub-National Branches in the Sub-Region establish CWP Chapters;
- 3.6 To facilitate the designation of CWP Desk Officers at National and Sub-National Branches in the respective Sub-Regions; and

- 3.7 to visit CWP Chapters to, among others:
- (a) act as a channel and source of information on CWP matters;
 - (b) encourage Members to attend Branch events related to CPA, such as Commonwealth Day and other events;
 - (c) ensure that Chapters are active in implementing the CWP Strategic Plan;
 - (d) ensure that Members are familiar with CWP Rules;
 - (e) familiarize themselves with the activities, plans, challenges and successes of CWP Chapters in respective Sub-Regions;
 - (f) encourage Chapters to organise events marking the celebration of International Women's Day;
- 3.8 Prior to meetings of the Steering Committee Meeting, it is advisable that the Sub-Regional Representatives seek the views of the respective Sub-Region on issues they wish to place on the agenda of the Steering Committee Meeting.

REGIONAL SECRETARIAT