



## **ECOWAS TRADE NEGOTIATION CAPACITY BUILDING (ECOWAS-TNCB) PROJECT STEERING COMMITTEE (PSC) MEETING**

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Country: Lomé, TOGO

Date: 23 – 24 March 2015

## **CONCEPT NOTE**



**TNCB** Trade Negotiation  
Capacity Building



**cooperation**  
germany – ecowas  
ZUSAMMENARBEIT DEUTSCHLAND – ECOWAS

# **ECOWAS TRADE NEGOTIATION CAPACITY BUILDING (ECOWAS-TNCB) PROJECT STEERING COMMITTEE (PSC) MEETING**

## **I. INTRODUCTION**

1. ECOWAS Trade Negotiation Capacity Building (ECOWAS-TNCB) project is jointly funded by the Economic Community for West African States (ECOWAS) and the Swedish International Development Cooperation Agency (SIDA). It was designed to overcome some obstacles to the efforts of ECOWAS Member States to intervene effectively in international negotiations and multilateral trade agreements. It also aims to build the capacity of the ECOWAS Commission to negotiate on behalf of its Member States.
2. The ECOWAS Trade Negotiation Capacity Building (TNCB) project is in its second phase. During this phase, the project has worked to set up and/or operationalise Inter-Institutional Committees (IICs) in 15 ECOWAS countries. Besides, the TNCB project is building the capacity of ECOWAS experts in order to negotiate for its Member States.
3. The Directors of Trade/Focal Points for Trade; previously from eight (8) ECOWAS Member States; and now from fifteen (15) Member States, ECOWAS Commission, and SIDA representatives, meet annually to analyse and discuss on the project implementation's reports, challenges and new ideas for the way forward. Their last meeting was held in Niamey in August 2013.

## **II. OBJECTIVES**

4. The main objectives of the Project Steering Committee (PSC) are as follows:
  - Examine the 2013 Activity, Financial and Audit reports
  - Examine the 2014 Activity, Financial
  - Consider the 2015 Budget and Work Programme
  - Consider the Formulation of Phase III

## **III. EXPECTED RESULTS**

- a. Activity, Financial and Audit report are considered and approved
- b. 2015 Budget & Work Programme is considered and approved
- c. Consensus on the strategic direction of Phase 3 is reached

## **IV. PARTICIPATION AND SPONSORSHIP**

5. ECOWAS Member States, and representatives of the ECOWAS Commission and the Swedish International Development Cooperation Agency (SIDA), are expected to participate at this meeting.

6. ECOWAS Commission will sponsor the participation of one representative from each ECOWAS Member States. The sponsorship will cover their per diem and transport.

#### **V. VENUE AND DATE**

7. The meeting will hold in Lomé from the 23<sup>rd</sup> to 24<sup>th</sup> of March 2015.

#### **VI. METHODOLOGY**

8. The meeting will be held in plenary.

#### **VII. Agenda**

9. The draft agenda for the meeting is as follows:

- Item 1: Tasks Assigned from 13th Project Steering Committee meeting
- Item 2: Presentation of Project Activity and Financial reports
- Item 3: Presentation of Audit Report
- Item 4: Evaluation of Phase II
- Item 5: 2015 Budget & Work Programme
- Item 6: Formulation of Phase III
- Item 7: Any Other Business

#### **VII. WORKING DOCUMENTS**

10. The main working documents are:

- Concept note
- Draft Agenda and Work programme
- 2013 Activity Report
- 2013 Financial Report
- 2013 Audit Report
- 2014 Activity Report
- 2014 Financial Report

#### **VIII. ADDITIONAL INFORMATION**

11. For more information on the organization of this meeting, you are kindly requested to direct all your inquiries to Ms. Olujemisi IDOWU (Email: [okuyemiid@yahoo.com](mailto:okuyemiid@yahoo.com)), Bilingual Secretary.