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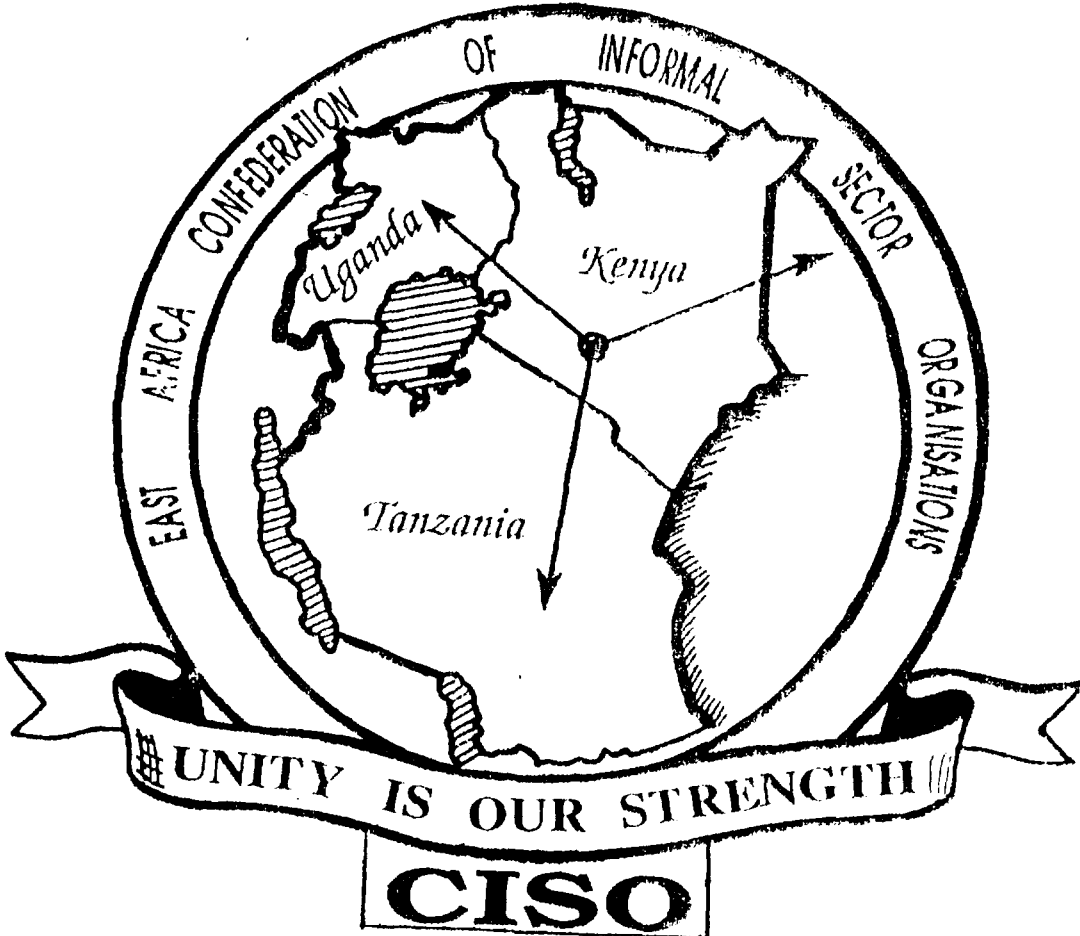
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Final Report



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cc. Mr. Mwanuzi
Registry



EAST AFRICA CONFEDERATION

OF INFORMAL SECTOR

ORGANISATIONS

(CISO)

KENYA

TANZANIA

UGANDA

**REPORT OF THE
SECOND MEETING OF
THE
EAST AFRICA CONFEDERATION
OF INFORMAL SECTOR
ORGANIZATIONS (CISO)
HELD AT
THE ELAND HOTEL
ARUSHA TANZANIA
BETWEEN
10TH JULY, AND 13TH. JULY, 1996.**

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**EAST AFRICA CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - (CISO)
SECOND MEETING 10TH - 12TH JULY 1996**

Wednesday 10/07/1996 Day one proceedings

1.0 PRELIMINARIES:

Mr. J. P. Mutiso was the Master of ceremonies and welcomed all the participants to the meeting. The members introduced themselves.

2.0 WELCOMING REMARKS

The Chairman for the opening session Mr. Ojja-Andira said that convening of this meeting was very important for CISO for reviewing the confederation's performance since its formation in 1994. He noted that the meeting was long overdue. Then, he welcomed the Principal Secretary of the Tanzania Ministry of Labour and Youth Development to open the meeting. The Principal Secretary pointed out that the meeting was one of those resulting from the new initiatives for cooperation in East Africa. He said that the meeting was a good learning opportunity about integration etc. He noted that it is obvious that the formal sector cannot meet the employment demand. The situation will in fact get worse. The Informal Sector has therefore a remarkable potential for employment opportunities creation. He emphasized the need for exchange of experiences among East African Informal Sector Organizations. He cited the need for collaboration with Trade Unions and Employers Associations.

3.0 COUNTRY REPORTS:

3.1 TAFISO: (TANZANIA FEDERATION OF INFORMAL SECTOR ORGANISATIONS)

The Secretary general of TAFISO, Mr. Frank Mwafongo reported that the National Federation was formed in September 1994 under and interim TAFISO Secretariat was elected. The tasks assigned to the Secretariat were:

- To finalize the minutes of the meeting.
- To register the Association.
- To finalize the work plans and the budgets.
- To consult donors for technical and financial support.
- To sensitize and form grassroots associations.

TAFISO was registered in June, 1995 as an NGO. It conducted a recruitment drive leading to an increase in membership from 12 to 35 associations.

Funding initiatives are still not fruitful. The Secretary General indicated that the General Meeting is planned for in May 1998. TAFISO Governing Council meeting is planned for September 1996. TAFISO plans:

- a) To advertise and market itself.

- b) To boost the recruitment drive to increase membership.
- c) To promote women participation.
- d) To initiate cooperation between TAFISO and Trade Unions so as to develop a common strategy.

The full text of the speech is attached as Appendix No 1

3.2 KNFJKA (KENYA NATIONAL FEDERATION OF JUA KALI ASSOCIATIONS)

The Vice-Chairman, Mr. Tanui explained that the Federation was registered in 1992 and 24 officials were elected. The Association was meant to cater for skilled artisans in the Informal Sector. A recruitment drive was launched resulting into membership to reach 200 associations with 40,000 members (artisans).

Presently the Federation size has reached 300 associations with 60,000 members. The Federation publishes it's own publication known as "MUAMKO". They manage annual meetings, and have audited reports. The progress was made due to the support of the government. The Federation has conducted elections country-wide in 36 centres involving all associations in one day. The cited problems include:-

- inadequate work sites.
- some government officials do not create an enabling environment.
- importing secondhand clothes affects the clothes business.
- cheaper imports create competition.

The federation wholly supports CISO and proposes to offer assistance to CISO in its efforts.

The full text of the speech is attached as Appendix No 2

3.3 FISA (FEDERATION OF INFORMAL SECTOR ASSOCIATIONS - UGANDA)

The Secretary of FISA, Mr. Alex Menya, said that FISA was formed in 1994 June, 19th, and an Interim Committee was elected. It was charged with the task of educating the Informal Sector Operators so that they can form associations. He noted that FISA is now recognized by the Government, is invited in Policy Meetings and so on. FISA was registered and officially launched in April, 1995. Membership has risen from 12 to 40 member association. They have also been extended scholarship to India and Germany.

The full text of the speech is attached as Appendix No 3

3.4 CISO REPORT:

The CISO Secretary General, Dr. A. A. Makange, highlighted the progress achieved. He mentioned that CISO is now finalizing:

- The Constitution

- The Rules and Regulations
- The Project Proposal

So as to ultimately register it soon.

It conducted a survey through 28 Associations in East Africa to establish their sustainability level. The results were disarranging since on average they were below expectations and depended on donor support. He hoped that the meeting will finalize the mentioned aspects. The full text of the speech is attached as Appendix No 4

4.0 TOPICAL DISCUSSIONS:

The Session Chairman opened up discussions and invited contributions from participants.

4.1 The discussions were centered around the major problems facing the associations at all level. These included:-

- a) Capacity building (organizational, financial, human resources)
- b) Funds mobilization
- c) Forward and backward linkages.
- d) Policies deficiencies

4.2 It was stated that country-wise:-

- a) Kenya has a policy already since 1992.
- b) Tanzanian draft policy document is complete.
- c) Uganda is in the process of formulating the policy soonest.

4.3 Additional recommendations were:-

- a) Government to consider funding CISO meetings.
- b) Regional (East African) programme for Informal Sector Capacity building.
- c) Regional distribution of funding of Informal Sector programme.
- d) Government to build capacities for Informal Sector development.
- e) Clearly defined Informal Sector Policy is necessary.

To conclude the days sessions it was pointed out that the meeting has to come out with recommendations that will form agenda for the next Heads of State Summit. The session ended at 6.30 p.m.

Thursday 11/7/96 Day two proceedings

5.0 GROUP DISCUSSIONS

5.1 REVIEW GROUPS

The chairman for the second session was Mr. A. K. Batti. The chairman stated that the main business of the day would be carried out through discussion groups focusing on the following :-

- a) Rules and Regulations Review
- b) Workplan and Budget Review
- c) Confederation Council Review i.e. Sub-Committees etc.

5.2 DOCUMENTS PRESENTED FOR DISCUSSION

Four major documents were presented to the meeting, and the Chairman allowed general discussions on each. The documents presented were as follows:-

- a) The Mombasa meeting of June 1994
- b) The CISO Constitution
- c) The CISO Rules and Regulations
- d) E. A. Joint Efforts in Poverty Eradication (project proposal)

5.3 GUIDELINES FOR EACH DISCUSSION GROUP

The participants were divided into three discussion groups. Guidelines for discussion were compiled by the meeting and are summarised below :-

5.3.1 RULES AND REGULATIONS REVIEW GROUP 1

- a) Rules for membership of CISO.
- b) Rules governing members.
- c) Rules for acceptance in each country.
- d) Disciplinary action.
- e) Financial implications for Federations.
- f) Review of National Constitutions.
- g) Compatibility of CISO with National Federations in each country.

5.3.2 WORKPLAN AND BUDGET REVIEW GROUP 2

- a) Review E. A. Joint Efforts in Poverty Eradication project document.
- b) Review the Mombasa document
- c) Advise on the role of Government and Donors.
- d) Produce a time frame for activities.

5.3.3 CONFEDERATION COUNCIL REVIEW GROUP 3

- a) Review the composition of the council.
- b) Advise on other officials for the council.
- c) Produce an action plan with a time frame for registration
- d) Produce an action plan with a time frame for the establishment of a secretariat.
- e) Propose and define the roles of sub-committees.
- f) Propose a "home" for CISO in one of the sister states.

5.4 GROUP MEMBERSHIP

5.4.1 GROUP 1 :- RULES AND REGULATIONS REVIEW

-	Mr. A. Masare	Chairman
-	Mr. J. Buga	Secretary
-	Mr. E. King'oo	Member
-	Mr. Ojja-Andira A.	Member
-	Ms. M. Mallya	Member
-	Mr. K. Mwangangi	Member
-	Ms. L. M. Renju	Member

5.4.2 GROUP 2 :- WORKPLAN AND BUDGET REVIEW

-	Mr. A. Menya	Chairman
-	Mr. M. S. Mushi	Secretary
-	Mr. G. Ngunjiri	Member
-	Ms. S. A. Oyugi	Member
-	Mr. G. B. Bilal	Member
-	Eng. J. Stevens	Member

5.4.3 GROUP 3:- CONFEDERATION COUNCIL - (Sub-Committees)

- Mr. J. Sagala Chairman
- Ms. M. Ndekera Secretary
- Mr. P. Tonui Member
- Mr. D. Dandi Member
- Prof. J. P. Semiono Member
- Dr. A. A. Makange Member

The Chairman closed the meeting so that the group activities could commence and continue throughout the day.

6.0 GROUP PRESENTATIONS

The chairman for this session was Mr. Ojji Andira who briefly outlined the group discussion tasks of the previous day and then invited the groups to present their reports to the meeting.

6.1 GROUP 1 RULES AND REGULATIONS REVIEW

6.1.1 The group recommended the following concerning the constitution:-

- a) That the ante East Africa must appear before CISO i.e. EA/CISO.
 - b) Article 21 - to be part of the preamble.
 - c) Chapter 1 - the headquarters should be in Nairobi, Kenya. P.O. Box 59287, Park Road Plaza, Tel 762221.
 - d) Chapter 3 - to readwomen, men, and disadvantaged groups.
 - e) Chapter 4 - founding members should be organisations represented in the Mombasa meeting. Members should not be individuals.
 - f) Chapter 5 Article 5
 - i) AGM to be added
-
- Article 6
 - i) The Chairman of EA\CISO
 - ii) The Vice Chairman from a state where the Chairman is elected.
 - iii) Vice Chairman of the two countries where the Chairman does not come from.
 - iv) One Government representative from each state.
 - v) The three Secretary Generals of the National Federations.

6.1.2 Recommendations for office bearers of the Governing Council were as follows :-

- a) That the post of Vice Chairman be created and that the Vice Chairman should be selected from one of the two Federations not represented by the Chairman.

6.1.3 The group recommended that a task force be set up to carry out an in-depth analysis of the Rules and Regulations with respect to the individual countries requirements.

6.1.4 The group stated that the Rules and Regulations do not reflect the E.A. Component and are presently useful only for National Federation reference.

6.2 GROUP 2 WORKPLAN AND BUDGET REVIEW

6.2.1 Reference was made to the original plan of action in the Mombasa Report page 22 :-

- a) Item no 3 is deleted because it was taken over by events.
- b) Item no 6 is deleted because it is not necessary.
- c) Item no 12 is deleted because it is already done.
- d) Item no 16 is left blank because it is a long term item.

6.2.2 The plan of action from the Mombasa report page 22 was modified as follows :-

ITEM	ACTIVITY	TARGET DATE	BUDGET US\$	ACTION
1	LOGO	AUG 96	2,000	SEC. GEN
2	REGISTRATION	AUG 96	1,000	SEC. GEN
3				
4	ESTABLISH SECRETARIAT	AUG-DEC 96	57,000	APPR. SUB. COMMITTEE
5	FORMATION OF NATIONAL FEDS		65,000	
6				
7	STUDY TOURS	JAN 97	40,000	CISO SECRETARIAT
8	CO-ORD & FACIL. INFORMAL SECTOR ACTIVITIES	AUG 96	40,000	CISO SECRETARIAT
9	PROMOTION OF TRAINING & TECHNOLOGY TRANSFER	OCT 96	44,000	CISO SECRETARIAT
10	REGIONAL MTGS. PROGRAMME	AUG 96	30,000	CISO SECRETARIAT
11	PROGRAMME FOR REGULAR MTGS.	AUG 96	3,000	CISO SECRETARIAT
12				

13	ESTABLISHMENT OF DATA BANK	AUG 96	20,000	CISO SECRETARIAT
14	PROGRAMME FOR DONOR MTGS.	AUG 96	20,000	CISO SECRETARIAT
15	PREPARATION FOR LAUNCHING	AUG 96 - JULY 97	10,000	CISO SECRETARIAT
16	ESTABLISHMENT OF INFORMAL SECTOR INST.	LONG TERM		
17	FUND RAISING NATIONAL FEDS.	JAN 97	90,000	CISO SECRETARIAT
18	INITIATE & ESTAB TECHNICAL COOP AGREEMENTS	JULY 97	10,000	CISO SECRETARIAT
19	TRADE FAIRS	AUG 97	75,000	CISO SECRETARIAT

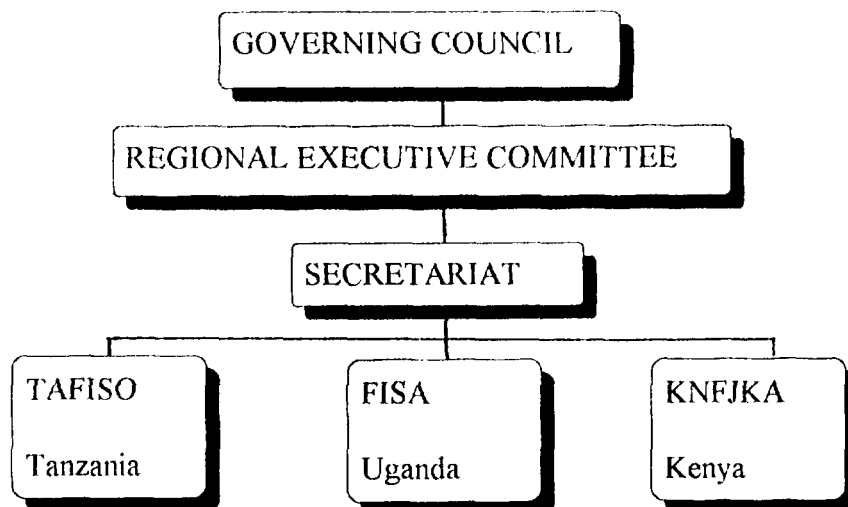
6.2.3 The group reviewed the project document "East Africa Joint Efforts in Poverty Eradication" and recommended the following changes to the budget.

- a) Activity 1.1 complete therefore delete US\$ 3,000 CISO contribution
- b) Activity 1.3.2 increase Donors contribution US\$ 10,000 for office, furniture and equipment.
- c) Activity 2.1 delete US\$ 2,000.
- d) Activity 2.2.1.a) Increase Executive Secretary salary to US\$ 18,000.
Increase Accountant salary to US\$ 9,000.
- e) Activity 3.2 decrease to US\$ 5,000 donors contribution.
- f) Activity 3.4 decrease to US\$ 1,000 CISO contribution.
- g) Activity 4.1.b increase both donor and CISO contributions to US\$ 20,000
- h) Activity 4.11.a increase donor contribution to US\$ 40,000, increase CISO contribution to US\$ 30,000.

6.2.4 Sources for funding were discussed and the group felt that the funds should come from CISO, E. A. Community and donors. The donor fatigue situation was discussed but it was felt that to develop CISO as a vehicle catalytic in the industrialisation of E. Africa, donor funding was necessary.

6.3 GROUP 3:- CONFEDERATION COUNCIL - (Sub-Committees)

- 6.3.1 The CISO documents produced in Mombasa were taken by the then CISO Chairman but registration was never effected. A new set of documents are required to be signed by founder members. The requirements for registration are i) the constitution and ii) minutes of the meeting passing the resolution to register.
- 6.3.2 The group agreed the required minutes passing the resolution.
- 6.3.3 It was resolved that registration of CISO in the three countries with its headquarters in Nairobi.
- 6.3.4 Mr. J.P. Mutiso was appointed as executive officer.
- 6.3.5 It was further resolved that immediately after registration CISO should open a bank account with both the following signatories, one from each team:
Team A - Chairman and Executive Officer.
Team B - Treasurer and Secretary.
- 6.3.6 The group made recommendations for the composition of :-
- a) The Council
 - b) The establishment of a Secretariat
 - c) The formation of three sub committees.
- 6.3.7 The group reviewed the proposal East Africa Joint Efforts in Poverty Eradication.
- 6.3.8 Recommendations on informal sector development were as follows :-
- a) A brief about CISO be prepared for presentation to Heads of States of the Countries and to the East African Co-operation Secretariat.
 - b) East African Informal Sector Joint Council should meet with the East African Co-operation Secretariat to convince it to take the Informal Sector Development as a priority on their agenda. Tanzanian Government should assist in convening this meeting.
 - c) Periodically East African magazines and newspapers should publish articles on CISO activities.
- 6.3.9 The group noted that the CISO Organisation Structure was not included in the deliberations of the Mombasa Workshop and recommended the following structure.



7.0 RESOLUTIONS AND RECOMMENDATIONS.

The Meeting resolved and recommended to:

- 7.1 Accept the proposed Constitution with the amendments which include the creation of the position of the CISO Vice Chairman.
- 7.2 Establish CISO Headquarters in Nairobi with the corresponding Secretariat headed by the Executive Officer. Mr. J. P. Mutiso has been appointed the Executive Officer.
- 7.3 Revise the CISO Project document to incorporate the suggested adjustments.
- 7.4 Adopt the Rules and Regulations with the necessary changes.
- 7.5 Adopt the plan of action based on the project document.
- 7.6 Consolidate and streamline budget proposals ready for implementation.
- 7.7 Prepare a brief for Governments to solicit support for CISO.
- 7.8 Finance and facilitate CISO Secretariat in Nairobi.
- 7.9 Request individual Governments to establish the East African Co-operation secretariat for Regional Promotion of the Informal Sector.
- 7.10 The meeting appointed Mr J. Buga - Uganda as the CISO Vice Chairman.

8.0 CLOSING CEREMONY

The Master of Ceremonies Mr. J.P. Mutiso introduced the Session Chairman and requested self introductions from the delegates present. The Session Chairman Mr. Damas Dandi gave a small brief and read the resolutions of the meeting. He then invited the Lord Mayor of Arusha to speak.

His Worship the Lord Mayor P. Kivuyo read a short speech and then invited the Chief Guest to address the meeting.

The Chief Guest Mr. Wamatu Njoroge, the Permanent Secretary, Ministry of Research Technical Training and Technology addressed the meeting and officially closed the workshop.

Ms. Margaret Ndekera the CISO Treasurer General moved a vote of thanks.

The workshop closed at 6.00 pm.

**EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR ORGANIZATIONS
(CISO) 2ND MEETING OF CISO GOVERNING COUNCIL 10 - 12 JULY, 1996.**

APPENDIX 1

**COUNTRY REPORT ON KENYA NATIONAL FEDERATION OF JUA KALI
ASSOCIATIONS.**

The Kenya National Federation of Jua Kali Associations was formed and registered by the Kenya Government under the Societies Act in 1992. The first elections were conducted in the same year and 24 Officials took Office, three from each of Kenya's eight provinces.

The Federation was formed to cater for and represent skilled artisans (popularly known as Jua Kali) who run and manage their own small scale businesses.

From its inception, the Federation has been and is still run and managed by the artisans themselves through their elected Officials supported by a small but competent Secretariat Staff.

During the first three years of its life the Federation embarked on a massive artisans awareness campaign all over the Country. The targets were the artisan themselves, Government Officials, local authorities and other stakeholder. The message was that the Jua Kali holds the key to the future economic growth of this nation and that its operations should be recognized, accepted and assisted.

The other message was targeted at the artisans. They were urged to form primary Jua Kali Associations and to affiliate with the Federation. This Message had an immediate positive result. Within a very short time the Federation boasted a membership of over 200 Jua Kali Associations representing over 40,000 practicing owner Jua Kali artisans. The Federation had begun to come of age.

The Jua Kali operators are determined to run their own organization in accordance with the law of the land, their own Constitution and in accordance with the tenets of transparency, accountability and good governance.

The Federation was formed with the following objectives in mind among others:

- a) To promote, represent and develop the interests of Jua Kali artisans in registered primary associations.
- b) To sensitize the Government and interested bodies on the needs, opportunities and responsibilities of the Jua Kali sector.
- c) To act as the primary vehicle for consultation, experience, exchange and co-ordination between Donors, Government and other interested local and international bodies and associations.

- d) To encourage and facilitate the economic development of the Jua Kali sector with an aim of creating an enabling environment for the increased income of Jua Kali artisans through the establishment of Trust Funds, infrastructure, training and introduction of any other activities for the direct benefit of the artisans.
- e) To enhance the participation of women in the Jua Kali sector.

Indeed the Federations' mission can be stated as "To promote the development of the Jua Kali sector through lobbying, co-ordination and networking." This is indeed a "tall order" for any one organization and a lot of resources (both morally and materially) are required.

With the increasing number of primary associations throughout the country, representation and provision of services to the members has become quite challenging. Through negotiations we try to create compromises where both sides, ours included, see themselves as benefiting.

In lobbying we seek to influence through persuasion for the support of our causes. Some of these causes include work sites, markets, taxes and policies.

Due to the changing times and circumstances, it has become necessary to restructure the Federation with a view to bringing the services closer to the members and the artisans. Last year the Federation Constitution was amended to reflect our current requirements.

The amended Constitution was accepted and endorsed by the Government in March, 1996. The new Constitution allows for decentralized structures through the establishment of Federation District branches in keeping with the Government policy of District focus for Rural development.

On 30th May, 1996, the Federation organized and successfully carried out elections in 36 branches all over the country. National elections were organized and successfully carried out on 27th June, 1996.

We believe that our Constitution is not static. It allows for dynamism when the need arises. The constitution will therefore keep on changing in the future in accordance with the dictates of the times.

For the last few years within which this Federation has been in existence, over 300 member associations representing over 60,000 Jua Kali artisans have joined the federation as members. This figure is rising day by day and it is envisaged that in the next two years the Federation will command a membership of over 400 primary Jua Kali Associations representing over 100,000 artisans all over the country.

At the beginning of each year, the Federation prepares a Work Plan which spells out the activities / tasks to be undertaken during that year. Consequently Annual General Meetings have always been held each year, audited accounts have always been prepared each year and sent out to members. National Governing Council and national Executive Committee meetings are also regularly held. Returns are made each year to the Registrar of Societies in accordance with the law.

In order to equip our people with skills to handle tasks they encounter from time to time, the Federation has developed a curriculum for training of association leaders at all levels, primary, branches and at national level. Indeed as I am talking to you the Federation has trained over 1,500 Jua Kali leaders (chairmen, secretaries and treasurers) from over 300 Primary Jua Kali Associations on leadership skills. Plans are already at an advanced stage to train in the next two months.

Since 1994 the Federation has been periodically publishing a Jua Kali pamphlet named "Muamko" voice of Jua Kali, which is sent to all the Federation members and other interested groups and organizations for free. The pamphlet is written in both in English and Swahili languages. We find this to be a very effective tool of disseminating information of Jua Kali operators.

The Federation works very closely with the Government and indeed is highly indebted to the Government for it's success so far. If it were not for the support and the commitment of our Government, to the growth of the Jua Kali sector, this Federation and the artisans would not be where they are today.

Our Government has put up Jua Kali sheds in most of the major towns across the country for use by the artisans. The Government has provided power and water connections in most of these sheds.

Through our lobbying and negotiations the Government established a high powered committee on the procurement of land for the Jua Kali sector. This Federation is represented in that committee. A cabinet paper was produced which is currently the guideline on allocation and management of land for use by the sector. Our Government has allowed Jua Kali leaders to be members of District Development Committees (DDCs) in their areas. The DDCs are part of the Government's strategy for promoting and implementing development projects in rural areas.

The Federation has actively participated in annual Jua Kali exhibitions held in the provinces and sponsored by the Government and BAT (K) Ltd. These exhibitions have exposed Jua Kali products to the market and have assisted many Jua Kali artisans sell their products.

The Federation has also fully participated in celebrations during national days. It is interesting to note that it is only the Jua Kali people through their Federation who are allowed to display their wares in the streets of Nairobi and in the Nyayo Stadium during Moi Day celebrations.

Currently the Federation is one of the few organization involved in the ground work preparations for Africa Industrialization Day to be celebrated on November 20, 1996.

At the risk of repeating myself, I will say that one of the greatest achievements this year for the Federation is the just concluded Branch and national elections. It is no mean task to hold elections in 36 different centres across the country for over 300 Jua Kali Associations in one day. Yet this Federation has just done it without outside help save for finance only.

That the Federation has made tremendous strides in the management and development of the Jua Kali sector should not be construed to mean that the sector is problem free. Problems abound galore.

We cannot claim that we have adequate work sites nor adequate infrastructure developed on the available Jua Kali land. Most of our people still work on open air sites. Other artisans operate on land which is yet to be allocated to them, while others run their business on road sides due to lack of land. Our Government is actively handling the situation in collaboration with the Federation to alleviate the problem.

Most of the Jua Kali artisans make products with low finishing quality. This definitely affects marketability of the products. Major efforts are being undertaken to improve on the skills of artisans with an aim of improving the finishing quality of these products.

We have a lot of institutions where these skills can be upgraded. However the funding for the courses is scarce.

Our Jua Kali artisans have become victims of the ongoing liberalization process. The doors to domestic markets have been opened so wide that cheap foreign products are readily available for sale. A case in point is the garment making industry which is being strangled by imported cheap second hand clothes popularly known as MITUMBA.

We appeal to our Governments to exercise controlled liberalization measures to save the domestic industry from collapsing in the new spirit of East African cooperation.

Finally this Federation of Jua Kali in Kenya wholeheartedly supports CISO and it's future development.

We are ready to offer our contributions to make CISO one of the strongest institutions in this region in the new spirit of East African cooperation.

Since by earlier agreement the CISO Headquarters was earmarked to be in Kenya. We wish to propose here and now that modalities of establishing the secretariat be worked out. An executive officer should be appointed by this Governing Council to set the ball rolling.

I greet you all in the name of Jua Kali.

THANK YOU.

Prepared by:
Kenya National Federation of Jua Kali Associations.

**EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR ORGANIZATIONS
(CISO) 2ND MEETING OF CISO GOVERNING COUNCIL 10 - 12 JULY, 1996.**

APPENDIX 2

**COUNTRY REPORT TANZANIA NATIONAL FEDERATION OF INFORMAL
SECTOR ORGANIZATIONS - TAFISO**

A: INTRODUCTION:

Tanzania National Federation of Informal Sector Organizations was formed in Tanzania by representatives of Informal Sector operators/Organizations who met in Moshi in September, 1994.

At this meetings the interim executive committee was elected to lead the organization as follows:-

1. Dr. Abdallah A. Makange - Chairperson
2. Dr. Frank George Mwafongo - Secretary General
3. Ms Martha Msuya - Gender Issues Representative
4. Mr. Martin Phillippo - Organizing Secretary.

The committee was given the task among other things to:-

1. Finalize the revised constitution and meeting report.
2. Register the Federation with relevant Ministry according to the law of the land.
3. Embark into sensitization, awareness creation, recruitment drive and formation of grassroot associations to join TAFISO.
4. Prepare Rules and Regulations .
5. Prepare work plan and Budget proposal for short, medium and long term plan of the Federation and make necessary contacts with the Government and donor agencies for financial, technical and moral support to TAFISO.

B. PROGRESS

1. In June, 1995 based on the amended constitution TAFISO was officially registered by the Ministry of Home Affairs under the societies act, as NGO with objective of promoting Informal Sector activities in Tanzania.

2. RECRUITMENT DRIVE:

(A) TAFISO in collaboration with POVERTY AFRICA (T) Branch (another local NGO with community based oriented activities in the country) and with the support of ILO -

"Micro-enterprise support Project" conducted a two day seminar (26/06/1995 - 27/06/1995) in Dar es Salaam on "Establishment and Management of Professional Association" with the main emphasis being on the importance associated with the constitution of the associations. Covering the following topics:

1. Preparation of Constitutions (for association in formative stages)
2. Daily applications of the constitution (for established associations)
3. Government requirements for registration of Associations.

In total 10 associations attended the seminar.

It is worth noting here that, in this seminar one of the resource persons was the state attorney from the Ministry of Home affairs who dwelt at length and depth on legal matters related to associations in relationship to government requirements. This programme was discontinued due lack of funds.

b) Since its establishment and registration the federation has increased membership from 12 to 35 organizations covering trading, manufacturing, horticulture and service oriented associations. This is an on going exercise.

c) Workplan and Budget proposed for immediate requirements has been prepared and distributed to different sources, but funds are yet to come. So far, the Federation has been supported mostly by the Centre for Informal Sector Promotion - CISP Moshi which also acts as the Secretariat of the Federation.

C: FUTURE PLANS:

a) Mobilization, sensitization and recruitment drive for more associations to join TAFISO is continuing. Initial contacts, have shown positive response from public and private mass and electronic communication media for the use of radio, TV, Newspaper, etc. in publicizing TAFISO. The target is to have as many members as possible before the annual general meeting slotted in for May, 1998.

b) To continue pressing the government - both local and central to support the Federation efforts morally, financially and technically.

c) TAFISO Governing Council meeting is planned to be held on September, 1996. Some of the main issues in the agenda are:-

- i) TAFISO Rules and Regulations.
- ii) Fund raising for TAFISO activities including the establishment of Secretariat.
- iii) Formation of different sub-committees to deal with specific issues e.g.. business site, technology transfer, credit etc.
- iv) Women participation in the Informal Sector

- v) Relationship with other Institution - Trade Unions, Chamber of Commerce, Industries, Employers Associations etc.

Separate workshops/seminars are planned by the Federation in collaboration with relevant Organizations/Institutions to dwell specifically with item iv and v above.

Thanks.

Prepared by:

Frank. G. Mwafongo
TAFISO Secretary General

**EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR ORGANIZATIONS
(CISO) 2ND MEETING OF CISO GOVERNING COUNCIL 10 - 12 JULY, 1996.**

APPENDIX 3

**COUNTRY REPORT UGANDA NATIONAL FEDERATION OF INFORMAL SECTOR
ASSOCIATIONS - (FISA)**

Uganda National Federation of Informal Sector Associations was formed on 19th June, 1994 after the first ever East Africa Confederation of Informal Sector Organizations (CISO) meeting in Mombasa. As it was resolved in that CISO meeting that each member state should establish a national Federation of Informal Sector Associations. The members from Uganda went back and immediately convened a meeting in Kampala of at least twelve member associations of Informal Sector. When the message from Mombasa CISO Meeting was clearly understood by the representatives of those sectoral membership associations, it was agreed that a National Federation of Informal Sector Associations should be founded. And so, FISA was founded on 19th June, 1994 just two weeks after the formation of CISO.

An interim executive committee was elected to spearhead the campaign of popularizing Informal Sector in Uganda. Informal Sector is just a new terminology in the Ugandan society. It is a real task to educate the public in the importance of the sector in economic development of our countries. So many people cannot distinguish between the small enterprise and the Informal Sector. Part of the elite in the public sector, were still referring to the sector as a sector of criminals who do not want to pay taxes. Therefore, it was the major objective of FISA to create awareness about the positive contributions of the Informal Sector in employment generation and poverty eradication in our societies.

Unlike our sister organizations in Kenya and Tanzania where ILO established the sector over two decades ago, in Uganda it is FISA that is really introducing it to the Ugandan society. The society has now began to appreciate the sector as unavoidable, important initial step to real sustainable economic development.

ACHIEVEMENTS OF FISA:

As earlier informed, FISA was formed in 1994, I am really glad to inform you that we have achieved a lot. May be the first thing I should mention here is that, FISA is now recognized by government, FISA has been invited to contribute to several national issues like skills development of vocational training, private sector development programme, formulation of economic policies. FISA is chairing some of these government committees and sometimes participated and contributed to International Missions like those of ILO missions on Employment generation in Uganda. FISA has been involved in the design and development of appropriate technology in Uganda. It is on the executive arm of the association for the development of Uganda Technology. It is an active member of the Industrial Training Council.

It is represented on the Ugandan National Council of Science and Technology. It is a member of the African round table for technology-oriented entrepreneurs. FISA has participated in so many national seminars and conferences and workshops. It has established some working

relationships with leading Universities and other Institutions of higher learning in Uganda. We are participating in the technical cooperation among developing countries (TCDC) programme and one of our members will soon represent Uganda in China on this programme.

Before I can go any further on the achievements, FISA managed to register with government within its first year of operations in Uganda (April, 1995). It is now a legal entity. We managed to launch the organization officially in Uganda on 24th February, 1995. The occasion was witnessed by the ILO Deputy Director of area Office Dar es Salaam. To launch it was a minister of state for finance and Economic Development Hon. Basoga Nsadhu. The membership has also expanded from the initial twelve to forty.

CURRENT STATUS OF FISA:

FISA as mentioned above is a registered organization in the Republic of Uganda. It has a membership of forty member associations and associate members. It is run by an executive committee of ten members answerable to a national governing council of twenty-four members from sectoral membership associations.

FISA has managed to get members of the five sub-sectors of Informal Sector namely artisans, craftsmen and women, those from trade and commerce, from services and the rural peasantry.

FISA is an apex, umbrella organization with major objectives as advocacy for enabling policy environment, linkage between Informal Sector and the formal public sector, upgrading of skills in the sector, finding market for Informal Sector products, soliciting for affordable credit facilities for entrepreneurs of the sector and above all to create network horizontally, within the micro and small operators and their membership associations, and vertically linking the micro enterprises with the big entrepreneurs on contracting basis.

FISA has met the President of the Republic of Uganda twice on employment generation and poverty reduction. We have recommended the establishment of a section in the National Economic Policy Unit and indeed a study has been constituted to see the viability of the section in Ministry of Planning and economic Development.

FISA can now work with three ministries of labour and social welfare, Planning and economic Development and Ministry of Trade and Industry. These three ministries have now some programmes to do with the Informal Sector. We are soon working with Ministry of Gender and Community Development.

As a country programme, we have linked up with all the district labour officers and the district population officers to create awareness and then use the same officers to establish FISA in every district of Uganda.

On the International level, we have tried to establish FISA with International bodies like ILO, UNIDO, World Bank, GTZ, and UN system, USAID and the Austria development business. We have tried to influence the foreign missions in Uganda. The Indian high Commission has started giving members of Informal Sector scholarships in small enterprise development in India. The German Embassy has involved us in several workshops aimed at National Policy reforms.

We have established working relationships with the National Trade Organizations and the Federation of Uganda Employers. These co-operate with us especially in skills development like IYB.

Generally, FISA has proved to the Ugandan society that it is an organization with capable leaders that are clear headed and that can contribute to economic development.

PROBLEMS FACED BY FISA:

FISA is still a young organization with a lot of problems ranging from lack of logistics to institutional capacity building.

We had wanted to carry out a National Needs Assessment survey for the Informal Sector in Uganda but up to now we have never secured funds necessary to carry out the survey. We attach a lot of importance to this survey because we want to have data on the sector we represent to enable us plan well.

We have failed to secure funding to our development programmes though we have prepared enough project proposals. Much as we have created public awareness but we need now to put something on the ground. We seriously need assistance financially to implement our programmes.

FISA has yet to secure logistics to run an operational secretariat. We tried to finance our National Secretariat last year but we collapsed mid-way because the Office requirements were greater than our income from membership fee collected alone. The outreach programmes that had been proposed are now gaining dust at our homes (instead of Offices).

The Secretary General, Mr. Alex Menya and Mr. Joseph Buga who have now worked for more than two years as volunteers feel so much exhausted due to increased lack of facilitation and logistics.

The young organization that has tried all that you have heard above but lacks a permanent home at the moment, a reliable telecommunication system, logistics for outreach programmes. The government and the donor community have yet to show their commitment to develop the Informal Sector in Uganda by way of facilitation as promised during the 1994 regional ministerial summit in Kampala.

FISA has a very serious problem of lack of institutional capacity. We need capacity building programmes in order to analyze policy issues, participation in National Policy formulation and implementations. We need the capacity to effectively design and implement national projects on competitive standards. We need to have a trained lobbying National team for FISA Programmes.

Therefore it is our sincere hope that a forum like this one will come up with solutions that will uphold and uplift the status of Informal Sector in the East African region. Now that the East African Co-operation has been re-established, let us look at issues that hinder the development of the sector. I believe that there is now a political will among our leaders more than before. So, let us get seriously on the operational leadership of CISO and our National Federations. There is hardly any time to waste. We need to come up with recommendations that will

strengthen the private sector / informal sector as a sector that can bring about sustainable economic development.

Let us advise our governments on how best they can provide, develop and pursue policies that are aimed at creating an enabling environment supportive to informal sector activities and development.

In conclusion, for us in FISA we put a lot of hope in this regional grouping, CISO. It is the only avenue we can exchange ideas and concepts for the development of our people in East Africa. Though the governments initiated the idea but they never implemented it. It will also be a great shame on our part, who thought we could perform better than governments, to fail to take off from the ground. I finish by calling on every body here to think individually on the development of CISO as a regional organization. We need results. Thank you for paying attention to me.

Prepared and Presented

by:

Alex Menya
FISA Secretary General.

**EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR ORGANIZATIONS
(CISO) 2ND MEETING OF CISO GOVERNING COUNCIL 10 - 12 JULY, 1996.**

APPENDIX 4

**REPORT ON THE ESTABLISHMENT OF THE EAST AFRICA
CONFEDERATION OF INFORMAL SECTOR ORGANIZATIONS (CISO):**

1. INTRODUCTION

The Confederation was formally established in June 1994, in Mombasa as an apex organization. At the regional level it consists of National Federations, while at the national level, Federations are composed by associations and other organizations that represent informal sector operators at grassroots level.

The basic idea of joint efforts in employment promotion emerged from the OAU Meetings of Ministers of Labour and Employment at Rabat and Khartoum, and ratified by the Heads of State in Addis Ababa. The seriousness of employment problems in Africa was also one of the issues discussed at the Arusha Summit of East African Heads of State in November 1993. This Summit paved the way for the cooperation among the three sister states in regard to development of the informal sector as a tool to combat employment problems.

Following on the recommendations of the Arusha Meeting, the East African Ministers responsible for Employment met in Kampala in April 1994 and issued a Communique on promotion of employment in the informal sector. The Communique stressed that each State should identify an agency responsible for the sector, promote the formation of informal sector associations at national and regional level and establish a coordinating framework for informal sector promotion in East Africa.

As the Communique of the Ministers of Kenya, Tanzania and Uganda responsible for informal sector promotion issued on April 1994 in Kampala says,

"Each partner State should develop and pursue policies aimed at creating an enabling environment supportive of informal sector activities and development. These should include: provision of infrastructure, removal of legal barriers to entry and survival, facilitation of training, access to credit and other financial and non-financial services, support to marketing of products, provision of fiscal incentives and other relevant measures

Perhaps the most important policy issue in informal sector employment promotion is the formation of national associations of informal sector operators and, at higher levels, the organization of national and regional federations of national associations.

Startingt, with the Arusha Summit, there have been several discussions at technical and ministerial level aimed at establishing a regional confederation of national informal sector federations.

Subsequent to this a meeting was held in Mombasa in June 1994 and the East Africa Confederation of Informal Sector Organizations (CISO) was established. The Office Bearers of CISO are composed of a Chairperson from the Federation of JUA KALI Associations, the Secretary General from Tanzania National Federation of Informal Sector Organizations and Treasurer from the Uganda National Federation of Informal Sector Associations.

2. MANDATE AND OBJECTIVES:

The general objective of the Confederation is to provide an opportunity to informal sector operators to participate fully in the economic development of their respective countries. The specific objectives of the Confederation are

- * to provide a forum for co-ordinating the activities of informal sector institutions and operators
- * to advocate for the establishment of an enabling, environment to promote informal sector activities, and
- * to initiate informal sector development programmes and solicit financing for them.

3. SERVICES BY CISO:

Among the functions of the apex organization, the following are crucial:

- * information sharing on informal sector activities,
- * sharing of existing, infrastructure in the region;
- * review and promote exchange of technologies,
- * promoting inter-country marketing of informal sector products,
- * development of common approaches to informal sector training,
- * collaboration in the development of training packages and material for use in the informal sector, and
- * mutual support in promoting and strengthening informal sector organizations.

4. STATUS OF CISO:

At the establishment of CISO during, the Mombasa meeting, a Work Plan for the Confederation was drawn and the Office Bearers charged with the responsibility to carry out the following immediate activities:

- Registering of the Confederations at each of the three sister countries
- Formulation of a viable Work-Plan for the future activities of the Confederation
- Preparation of the Rules and Regulations of the Confederation
- Design a sustainable financial structure for the Confederation

The Governing Council Office Bearers have completed the above activities and is at a stage of reporting the same to the full Governing Council. In this context, a meeting of the full CISO governing Council is being, planned to take place in Arusha during 1996

Dr. A.A. Makange

SECRETARY GENERAL

**THE EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - CISO MEETING HELD AT ELAND HOTEL ARUSHA 10TH -
12TH JULY, 1996.**

APPENDIX 5

GROUP DISCUSSIONS

GROUP ONE: - RULES AND REGULATIONS REVIEW:

1. The group was charged with the responsibility to review the Constitution of East African Federation of Informal Sector Organizations CISO.

The particular points to write within the Constitution were:

- i) The membership requirements in the associations.
- ii) The disciplinary action to be taken in the associations.
- iii) The general review of the Constitution in light of the present status of CISO.
- iv) The review of the rules and regulation for CISO.
- v) The group constituted itself into a Committee of the following persons:

- | | | | |
|----|--------------------|---|-----------|
| 1. | Mr A. Masare | - | Chairman |
| 2. | Mr. J. Buga | - | Secretary |
| 3. | Mr. King'oo | - | Member |
| 4. | Mr. Ojja-Andira | - | Member |
| 5. | Ms. M. Malya | - | Member |
| 6. | Mr. K. Mwangangi | - | Member |
| 7. | Ms. Lucy Renju | - | Member |
| 8. | Mr. F. G. Mwafongo | - | Member |

3. The Committee took systematic and careful look at the Constitution of CISO and the regulations there in the first instance and very seriously observed issue as the abbreviation of East African Federation of Informal Sector Organizations (CISO).

It was argued that the Informal Sector stake holders were people mostly from low class or education who always want something very clear and simple to be satisfied with, before they could join. The word CISO would be difficult for this group of people to understand, so it was recommended by the committee that the abbreviation be written as EA-CISO on all its communications.

The Committee then embarked on the review of the Constitution.

The Preamble:

Proposed amendments :

- a) Forth sentence considering the state of increasing job scarcity and the deterioration of job security in the Informal Sector caused by economic adjustment.
- b) Tenth sentence - recognizing the need to bring this efforts together and in pursuance of the Arusha charter for the establishment of East African Co-operation in economic social and cultural affairs. It was resolved to form on East African Informal Sector Confederation.
 - i) to institute legal proceedings
 - ii) to contract and
 - iii) to accrue and dispose of immovable and movable property.

CHAPTER ONE:

ARTICLE I:

1. Section (i) The word CISO reads EA - CISO
2. Section (ii) its headquarters shall be in NAIROBI KENYA.
3. Section (iii) its address shall be P. O. Box 59287 NAIROBI.
TELEPHONE NUMBER 762221 PARK ROAD.
PLAZA , NAIROBI

CHAPTER THREE:

ARTICLE 3:

Section 10 To enhance the participation of women, men and disadvantaged group in the Informal Sector.

CHAPTER FOUR:

ARTICLE 4:

Section (i) Founding members

These shall be Organizations and Institutions that were represented in Mombasa during the founding of EAR - CISO.

Section IV Associate Members

These will be any organisations or Institutions with Objectives similar to those of the confederation.

CHAPTER 5

ARTICLE 5

Confederation shall have the following principle organs -section

- (i) Annual General Meeting
- (ii) Governing council
- (iii) Secretariat

(iv) Any organs that may be established for the performance of the Confederation functions.

ARTICLE 6

The Governing Council (herein after referred to as the Council) shall be composed of the following members.

Section (i) Chairman of EA-CISO

- (ii) A National Chairman of the National Informal Sector Federation from each state.
- (iii) The Vice Chairman from a state where EA-CISO Chairman is elected.
- (iv) One Government representative from each state. These representatives shall be from Ministries responsible for the development of the Informal sector.
- (v) Three Secretary Generals from organisation members.

OFFICE BEARERS OF THE GOVERNING COUNCIL

ARTICLE 7

The Confederation shall have the following elected office Bearers:-

- 1- Chairman
- 2 - Vice Chairman - from Vice Chairmen where the EA-CISO Chairman elect does not come from
3. - Secretary General
4. - Treasurer - General

The council shall elect office Bearers from members of the council for a period of (3) three years

ARTICLE 9 Section (IV)

Member ship fees shall be determined and approved by the Annual General meeting.

ARTICLE 10 - Section I

In the absences of the Chairman, the Vice Chairman shall chair all the meetings -

Section (ii) The secretary General shall consult the Chairman and in his/her absence the Vice Chairman or the National Treasurer General.

Section (IV)

No two offices shall be held by officials from the some state NB (deleted)

ARTICLE 11 Secretariat

Section (ii) (+) removed the word (are)

ARTICLE 13 - Section (i)

At all Annual General meetings of the confederation the chairman shall chair the meeting in his/her absence the vice chairman will chair meetings.

ARTICLE 14 Section (e)

The Chairman of the Confederation shall preside at all meetings of the council. In the absence of the Chairman the Vice Chairman will chair the meetings.

ARTICLE 17 - Section (a)

Trustees who shall be appointed at on Annual General meeting for a period of 3 years.

CHAPTER 9

ARTICLE 18 Section (vii)

Accounts shall be signed by the Executive officer, the Treasurer and any one of the following the chairman or the General Secretary.

ARTICLE 20

The council shall during the ordinary meeting recommend to the Annual General meeting the appointment of on External Auditor to hold office for a period of one year

CHAPTER 11

EXPULSION OF COUNCIL MEMBERS.

ARTICLE 23 On addiction.

Section 6 or at the of the last sentence.

If he/she ceases to be a leader in his/her own National Federation.

CHAPTER 15 Solution to Disputes -

ARTICLE 27

Disputes arising or that may arise shall be settled by arbitration in a place to be agreed upon by the three parties.

CHAPTER 17 ELECTED

Headquarters Agreement - ARTICLE 28

CHAPTER 18 - Depository

ARTICLE 30.

This constitution and all legal documents of the constitution shall be deposited at the Headquarters of the Confederation and copies be deposited in the offices of the three National Federations.

CHAPTER 19 Dissolution

ARTICLE 31 - Section (a)

The Confederation shall not be dissolved except by resolution passed by 2/3 of the members of the confederation present.

The quorum at the meeting shall be 2/3 section (c)

After the dissolution of the Confederation all assets of the confederation shall be vested in the hands of the Confederation Trustees who shall within (6) six months distribute the assets.

CHAPTER 22

ARTICLE 34 - There shall be a seal of the confederation which shall only be used by the authority of a resolution of the council, and shall be in the custodian of the Secretary General.

No 2

Amendment and the Review of the Rules and Regulations -

The Rules and Regulations were found to be contravening several sections of constitutions and administrative set ups in the three EAST African countries. Therefore the committee feels that after insersting the recommended proposals in the Constitution of the Confederation, a task force be instituted to redraft the rules and Regulations for the confederation.

thank you.

Chairman - Mr. A. Masare Secretary Mr. J. Buga

**THE EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - CISO MEETING HELD AT ELAND HOTEL ARUSHA 10TH -
12TH JULY, 1996.**

APPENDIX 6

GROUP DISCUSSIONS

GROUP TWO:- WORK PLAN AND BUDGET REVIEW GROUP

Members

	Name		Country	Status
1.	Mr. Alex Menya	-	Uganda	Chairman
2.	Mr. M.S. Mushi	-	Tanzania	Secretary
3.	Mr. B. G. Bilal	-	Tanzania	Member
4.	Ms. Sarah A. Oyugi	-	Kenya	Member
5.	Mr. Gerald M. Ngunjiri-		Kenya	Member
6.	Mr. J. Stevens -		Kenya	Member

Introduction:

The group's main tasks were to look into the Mombasa document on East Africa confederation of Informal Sector Organisations (CISO) that was prepared in 1994 as well as on the proposed project document (profile) with the aim of:-

- (a) Coming up with revised Plan of Action and for Budget for the Organisation,
- (b) Identifying the sources of funds and strategies to obtain these funds.
- (c) Looking into the role of
 - (i) Government
 - (ii) Non Governmental Organisations, Private sector and Financial Institutions.
 - (iii) Beneficiaries, and
 - (iv) Donors in implementation of programmes of the CISO.
- (A) Revised Plan of Action and Budget for the Organisation Under the Plan of action the main components were such as Activity, Target date, Budgetary requirements and the implementation.

NO.	ACTIVITY	TARGET DATE	BUDGET	ACTION
1	Choice of logo or Emblem	Aug. 1996	\$2,000	CISO Secretary General
2	Registration in each country	Aug-Oct. 96	\$1,000	Chairman of National Federations
3	Establishment of Secretariat	Aug-Dec. 96	\$57,000	Sub Comm nr 3
4	Study Tours	Jan. 1992	\$40,000	Secretariat
5	Co-ordinate and facilitate In Informal Sector Activities	Aug. 1996	\$40,000	Secretariat
6	Promotion of Training and Technology Transfer	Oct. 96	\$44,000	Secretariat
7	Regional meeting	2 in a year after Oct. 96	\$30,000	Secretariat
8	Programme for regular meetings (Executive Committee)	Aug. 96	\$3,000	Secretariat
9	Establishment of Data Bank	Aug 96	\$20,000	Secretariat
10	Programme for Donor meeting	Aug. 96 July '97	\$20,000	Secretariat
11	Preparation for Launching	Aug'96-July '97	\$ 10,000	Secretariat
12	Establishment of Informal Sector Institute	Long term project		Secretariat
13	Fund raising National Federations (Each 30,000)	Jan'97	\$90,000	Secretariat
14	Initiate and Establish Technical Cooperation Agreement	July 1997	\$10,000	Secretariat
15	Inter Trade fairs	Aug. 1997	\$75,000	Secretariat

The following is a revised budget for the Organisation activities as the project document "East Africa Joint Efforts in Poverty Eradication":

11. INPUTS:

DONORS
USD

CISO
USD

Objective 1. Establishment of the Confederation.

OUTPUT 1: A fully established and operational administrative structure for the Confederation.

Activities:

- | | | |
|------|--|-------|
| 1.1. | Registering the Confederation in the 3 countries; | 3,000 |
| 1.2 | Monitoring and follow-up of formation of national federations of informal sector operators' organizations. | |

1.2.1	Travel expenses	5,000	5,000
1.2.2	Regional Meetings	30,000	
1.3	Establishment of an Office		
1.3.1	Rent		4,000
1.3.2	Office Equipment	10,000	5,000
1.3.3	Vehicle	30,000	
	Sub-Total	75,000	17,000

Objective 2. To build the capacity of the Confederation

OUTPUT 2: An efficient, fully trained and functional Secretariat of the Confederation

Activities:

2.1	To formulate a Work plan for the activities of the Confederation.		
2.2	Identification and Recruitment of Staff;		
2.2.1	Salaries of Staff (12 months)		
	a) Professional Staff		
	- Executive Secretary	18,000	
	- Accountant / Secretary		9,000
	b) Administrative Support	5,000	
2.2.2	Operating expenses	15,000	
2.3	To design and execute training programmes for the Executive Secretariat;	20,000	
	Sub-Total	58,000	9,000

Objective 3. To design a sustainable financial structure for the Confederation.

OUTPUT 3: A sustainable and efficient financial system for the Confederation.

Activities:

3.1.	To prepare a budget to meet the financial needs of the Confederation		
3.2.	To identify financial sources for Confederation's activities in the Government, national federations, private sector and NGOs, donor agencies and other institutions.- Donors Meeting	20,000	
3.3.	To solicit budgetary provisions from the Government, national federations and other institutions. - Meeting with Governments		5,000
3.4.	To sensitize donors about activities and financial needs of the Confederation to establish co-operation agreements.		1,000
	Sub-Total	20,000	6,000

Objective 4. To initiate and conduct technical cooperation programmes aimed at reinforcing the capacity of members.

OUTPUT 4: An established regional system for exchange of experiences between informal sector organization members;

Activities:

4.1.a.	Design and establishment of data bank about informal sector operations in the countries	20,000	
4.1.b.	Visits of beneficiaries to member countries	20,000	20,000
	Sub-Total	40,000	20,000

OUTPUT 5: An organized system for provision of marketing services for national organization members

Activities:

4.II.a	To advertise and promote informal sector products and services through inter-country trade fairs	40,000	30,000
	- Information and publications on informal sector products		
	- Participation in trade fairs		

4.II.b	To establish showrooms in major cities	45,000	5,000
	- Promotional services		
	Sub-Total	75,000	35,000
	Grand Total	268,000	87,000

6. Identify the sources of funds and strategies to obtain these funds:

The main sources of funds for various programmes will be mainly donors and CISO MEMBERS THEMSELVES particularly the national federations of the region. The main strategies are first for CISO to prepare a project document and discuss it with the donor agencies so that they are given opportunity to select areas which they prefer to finance, second CISO should integrate herself between the donors and not the donors to integrate between themselves as this may lead into conflict of interest; thirdly CISO should have a trained lobbying team for support, the team should be well equipped with lobbying tactics.

Role of:

- (i) The Governments. The main role of the Governments may be to formulate conducive policies and creating an enabling environment for informal sector promotion and the development of the infrastructure, e.g. credit facilities, training institutions, etc. necessary for informal sector activities. This should include Infrastructure, Land (premanent buusiness sites), licencing, tax incentives / exemptions.
- ii. Private Sector, Non-Governmental Organizations (NGOs) and Financial Institutions. The private formal sector finds that support to informal sector is in its own interest. To encourage the assistance of the private sector to CISO programmes, there should be a close collaboration between organizations of the private sector and the Confederation in areas such as training, finance, subcontracting arrangements, marketing, management development and services, etc.
- iii. The Beneficiaries. Informal sector operators should form viable and sustainable organizations at grassroots level in order to enable them to benefit from the Confederation programmes and effectively participate in their management. The beneficiaries should also share the costs involved in programmes' operations. With the assistance of CISO donors efforts to built the sector could be integrated for maximum effect. CISO could further support the beneficiaries with a lobbying support team to negociate with donors on behalf of the beneficiaries.
- iv. Donors. Donors will be requested to play a role in the financing of expenses and provision of technical support of Confederation programmes. CISO should prepare a project document for donor support. The document should clearly specify areas of support that could funded by individual donors depending on their priorities.

**THE EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - CISO MEETING HELD AT ELAND HOTEL ARUSHA 10TH -
12TH JULY, 1996.**

APPENDIX 7

GROUP DISCUSSIONS

GROUP THREE:- CONFEDERATION COUNCIL:

The set of documents were taken by then the CISO Chairman Mr. Bwatuti but registration was never effected. New set of documents have to be signed by the founder members.

REQUIREMENTS FOR REGISTRATION:

1. Constitution
2. Minutes of Meeting passing the resolution to register.

The group drafted the required minutes passing the resolution:

Minutes of the Second Meeting of CISO in Arusha from 10th to 12th July, 1996.

- Agenda:
1. Approval of Agenda
 2. Matters arising from Mombasa minutes.
 3. Registration of CISO in the three Countries.
 4. Opening of Account
 5. Any Other Business.

Minute 1/96 The agenda was approved without amendment

Minute 2/96 Matters arising were discussed and recorded in a final report of the meeting.

Minute 3/96 It was resolved that registration of CISO in the three Countries with it's head-quarters in Nairobi and the post address Box 59287 Nairobi be carried out as an activity to facilitate it's getting off ground.

Minute 4/96 CISO should immediately after registration open a bank account with bank and have the following as signatories:

- | | | | |
|----|-------------------|---|------------------------------|
| A: | Executive Officer | - | Mr. James Mutiso |
| | Accountant | - | |
| B: | Chairman | - | Mr. Sagala Japhet |
| | Treasurer General | - | Ms. Margaret M. Ndekera |
| | Secretary General | - | Dr. Makange Abdallah Athuman |

Any two, one from each group may sign.

Minute 5/96 There being no other business the meeting was adjourned to a date to be fixed by the Regional Executive Committee.

COMPOSITION OF THE COUNCIL

One duly elected National Federation Chairperson from each country.
Three representative from the National Federation of Informal Sector Associations
Three representatives of founder members
One Government Representative.

ESTABLISHMENT OF SECRETARIAT - SECRETARIAT STAFF:

Appoint an Executive Officer - Mr. Mutiso James was proposed.
The Executive Officer will recruit the Accountant, Secretary/Manager and other supporting staff.

The Executive Officer collaborating with the Regional Executive Committee will co-ordinate the functions of soliciting for funds to establish a secretariat.

Time- frame by end of September there should be functional secretariat.

ACTIVITY - BUDGET IMPLICATIONS FOR FIRST SIX MONTHS

	Cost US\$
1. Registration of CISO in the three countries	4,000
Office establishment	
Travel and Regional Meetings	10,000
Recruitment of Staff	5,000
Acquisition of Office (Rent)	
Office equipment	82,000
Salaries/Allowances	30,000
Total	131,000

FORMATION OF SUB-COMMITTEES - STANDING COMMITTEES.

The following are the recommended standing Committees.

1. Training and Technology - To be chaired by Kenya
2. Credit and Gender issues - To be chaired by Uganda
3. Information, Communication and infrastructure - To be Chaired by Tanzania.

Standing Committees will drawn their terms of reference for presenting to the next executive committee meeting for approval. These committees initially will compose of three members.

Representation of National Federation to CISO - 1500 National Members be represented by one vote and above 1500 every 500 members will qualify for a voting representative at CISO.

Reviewed proposal on East African joint efforts in poverty eradication.

The duration of the proposed activities recommended is two years.

INTERMEDIATE OBJECTIVES:

- i. Boosting CISO's financial capacity base so that it can economically and equitably render her promotional services.
- ii. Empowering low-income and disadvantaged yet potentially economically productive youth and women in urban and rural areas through formation of advocacy platform benefiting their status.
- iii. Promoting .. group mechanism among the poor women and youth and thus uplifting their credit worthiness level.
- iv. Enabling CISO mobilize the national Federations and associations to provide education to the members and potential members and mobilize self-financing.
- v. Alleviating the unemployment problems among the women and youth groups.
- vi. Eradicating the imbalance in gender relations.
- vii. Building strong financing systems for these who want to engage in economically viable activities yet do not qualify for loans offered by traditional commercial banks.

EXPECTED OUTPUTS:

- i. Enhanced CISO institutional capacity.
Individual members of the different associations have tried their annual income through programme services.
- ii. Improved services to members.
- iii. More informed members and better qualified and experienced staff.
- iv. Programme able to employ some staff on permanent basis.
- v. Empowered youth and women groups.
- vii. Established peer group financial mechanisms.
- viii. Increased self-employment opportunities
- ix. Improved gender relations.

RECOMMENDATIONS:

It was recommended that:

- A brief about CISO be prepared for presentation to various Heads of State of the three Countries and to the East African Co-operation Secretariat.
- East African Informal Sector joint council should meet with the East African Co-operation Secretariat to convince them on taking up Informal Sector development as a priority on their agenda. Tanzania Government should assist in convening this meeting.
- From time to time the East African magazine and news papers should publish articles on CISO's activities.

The term founding members on the constitution was deleted.

**THE CONSTITUTION
OF
EAST AFRICA CONFEDERATION OF INFORMAL
SECTOR ORGANISATIONS (CISO)**

APPENDIX 8

PREAMBLE

In pursuance of the proclamation by the East African Informal Sector Association Leaders at the Kampala Meeting held in April 1994;

Noting, the importance of employment promotion within the informal sector.

Considering the state of increasing job scarcity and the deterioration of job security in the formal sector caused by economic adjustment,

Appreciating the efforts so far made by the Ministries responsible for the promotion of the Informal Sector in the three East African states namely, Kenya, Uganda and Tanzania, and the Provisional Steering Committee established during the Kampala meeting.

Recognising the need to bring these efforts together.

It was resolved to form an East Africa Informal Sector Confederation (CISO).

THE CONSTITUTION
OF
EAST AFRICA CONFEDERATION OF INFORMAL
SECTOR ORGANISATIONS (CISO)

CHAPTER 1

NAME AND LOCATION:

Article 1:

- (i) The name of the Confederation shall be **East Africa Confederation of Informal Sector Organisations (CISO)** (hereinafter referred to as the "The Confederation")
- (ii) Its Headquarters shall be in NAIROBI, KENYA
- (iii) Its address shall be, P O Box 59287 PARK RD PLAZA, NAIROBI
Tel 762221

CHAPTER 2

STATUS:

Article 2:

The Confederation shall be a non-political and non-profit making body.

CHAPTER 3

AIMS AND OBJECTIVES:

Article 3:

The **Aims and Objectives** of the Confederation shall be:

- (i) To act as an umbrella organisation representing the interests of the informal sector in East Africa.
- (ii) To provide a forum for its members to exchange and share ideas and concepts on the development of the informal sector.

- (iii) To gather, publish and disseminate information on informal sector research and management.
- (iv) To encourage the member countries to form national organisations of Informal Sector Associations.
- (v) To promote and encourage capacity building aimed at entrepreneurship development in micro and small scale enterprises.
- (vi) To encourage and facilitate economic development of the informal sector with the aim of creating enabling environment for the increase of the incomes of the operators.
- (vii) To encourage and promote programmes aimed at making the informal sector entrepreneurs to have access to credit financing, procurement and supplies assistance, permanent work-sites acquisition and stimulating of overall business environment for the development of the Informal sector.
- (viii) To prepare a programme aimed at integrating the Informal sector in the national social protection schemes.
- (ix) To influence the formulation of policies aimed at promoting and developing the informal sector.
- (x) To enhance the participation of women, men and disadvantaged groups in the informal sector.
- (xi) To protect innovations or inventions of the members from piracy and to encourage their commercial exploitation.
- (xii) To promote safety and health and encourage environmental protection at and around work-sites.
- (xiii) To encourage inter-regional trade within the informal sector.
- (xiv) To be an intermediary between the members and the governments of the region, the international organisations and any other authorities or bodies with interests similar to those of the Confederation.
- (xv) To do all such other things as are incidental or conducive to the attainment of all the above objectives.

CHAPTER 4

MEMBERSHIP:

Article 4:

(i) **Ordinary Members**

These shall be Organisations and Institutions that were represented in Mombasa during the launching of CISO (Honourary)

(ii) **Honorary Members**

These shall be individuals, organizations or institutions that have made or have the potential to make, distinguished contributions in the development of the Informal sector in East Africa.

(iii) **Associate Members**

These will be any individuals, organisations or institutions with objectives similar to those of the Confederation.

CHAPTER 5

ORGANS:

Principal Organs

Article 5:

The Confederation shall have the following principle organs:

- (i) Annual General Meeting
- (ii) Governing Council
- (iii) Secretariat
- (iv) Any organs that may be established for the performance of the Confederation functions

Governing Council

Article 6:

The Governing Council (herein after referred to as the Council) shall be composed of the

following members

- (i) Chairman of EA-CISO
- (ii) A National Chairman of the National Informal Sector Federation from each state.
- (iii) The Vice Chairman from a state other than the state from which the Chairman comes from.
- (iv) One government representative from each state. These representatives shall be from ministries responsible for the development of the informal sector.
- (v) Three Secretary Generals from organisation members.

Office Bearers

Article 7:

The Confederation shall have the following elected office bearers:

- (i) Chairman
- (ii) Vice Chairman - from Vice Chairman where the EA-CISO elect does not come from.
- (iii) Secretary General
- (iv) Treasurer General

The Council shall elect the office bearers from members of the Council for a period of three (3) years.

Secretariat

Article 8:

The Secretariat shall be composed of the following:

- (i) Executive Officer
- (ii) Secretary/Manager
- (iii) Accountant
- (iv) Any other staff as may be decided by the Governing Council.

Duties and Functions

Article 9:

The Governing Council shall be the policy making organ of the Confederation and shall:

- (i) cause the establishment of a secretariat and appoint staff of the Confederation upon such terms and conditions as may be determined by the Council
- (ii) determine the agenda, date and place of meeting of the Confederation
- (iii) discipline, suspend, expel or take any action it deems fit against any council member whose actions are repugnant to the well being of the Confederation and especially in matters relating to the duties, powers and functions of the Council. In all cases, the provisions of the Confederation rules and regulations shall be observed.
- (iv) Ensure that membership fees shall be determined and approved by the Annual General Meeting.
- (v) inform members about activities and financial position of the Confederation through annual reports.
- (vi) take such measures and action deemed appropriate in the interest of the Confederation.
- (vii) ensure that no remuneration shall be paid to any elected officer but this shall not prevent any elected officer from receiving a reasonable allowance for services rendered and refund of reasonable out of pocket expenses incurred in discharge of his/her duties.

Office Bearers

Article 10:

- (i) **The Chairman** shall unless prevented by illness or other sufficient cause preside over all meetings of the council and shall head the Confederation in consultations, transactions and all other contacts with third parties interested in the development of the informal sector in the region. In the absence of the Chairman, the Vice Chairman shall chair all the meetings.
- (ii) **The Secretary General** shall ensure that all the correspondence of the Confederation are dealt with under the supervision of the Council. In case of urgent matters where the Council cannot be consulted he or she shall consult the Chairman and in his/her absence, the Treasurer General. The decisions reached shall be subject to ratification at the next meeting of the Council. The Secretary General shall be responsible for the convening of all General

Meetings of the Confederation and shall ensure that proper minutes of all such meetings are kept and shall be responsible for the preservations of the proceedings of the Confederation and the Council.

- (iii) **The Treasurer General** (hereinafter referred to as "the Treasurer") shall advise the council on all matters of policy affecting the finances of the Confederation. The Treasurer shall consider the policy of the Confederation with regard to raising of funds and acceptance of donations with a view of ensuring that the policy of the Confederation is in accordance with clauses as laid down in the constitution.

The Treasurer shall cause to be received and disbursed, under the direction of the council, all moneys belonging to the Confederation and shall cause to be issued receipts for all moneys received by the Confederation and also cause to be preserved vouchers for all moneys paid by the Confederation. The Treasurer shall be responsible to the Council and members that proper books of accounts of all moneys received are maintained and available for inspection.

- (iv) No similar offices shall be held by officials from the same state.

Secretariat

Article 11:

- (i) The Secretariat shall be responsible for the day to day management of the Confederation and the staff. The Secretariat shall perform any other functions that the Council may delegate to it and these functions shall include:
- (a) preparation and review of reports prepared for submission to the Council
 - (b) coordination of activities of the Confederation and member organisations/associations
 - (c) determination of appropriate fees and prices for services rendered by the Confederation.
- (ii) **Executive Officer** shall be the Chief Executive and accounting officer of the Confederation and shall be responsible for recording minutes of general Meetings, Council meetings and other committee meetings except where matters touching him or her personally and in which he/she has vested interests being discussed.

The Executive Officer shall also be responsible for:

- (a) convening Council meetings in consultations with the Secretary General
- (b) organising conferences, symposium, seminars and other activities in

accordance with the activities of the Confederation.

- (c) liaising with and consult closely with the Chairman and other members of the Council for the smooth running of the Confederation.
- (d) preparing periodical report on the work of the Confederation including complete and itemized accounts of income and expenditure together with a certified balance sheet duly audited and shall submit to the same Council for consideration before the Annual General Meeting of the Confederation.
- (e) carrying out the duties and responsibilities set out in the letter of appointment in accordance with the rules and regulations of the Confederation.
- (f) Such other functions are as the council may direct from time to time.

CHAPTER 6

MEETINGS:

Article 12:

General Meetings

- (a) There shall be two classes of general meetings i.e. Annual General Meetings and Special General Meetings
- (b) The Annual General Meeting shall be held not later than the month of July in each year. Notice in writing of such Annual General Meeting, accompanied by the Annual Statement of Accounts and the Agenda for the meeting shall be sent to all members not less than Thirty (30) days before the date of the meeting and where practicable by press advertisement in all the three states Twenty One (21) days before the date of the meetings.
- (c) The agenda for any Annual General Meeting shall consist of the following:-
 - (i) confirmation of the minutes of the previous Annual General Meeting.
 - (ii) consideration of Chairman's report for the previous year.
 - (iii) consideration of the accounts.
 - (iv) endorsement of members of the Council
 - (v) such other matters as the Council may decide or as to which notice shall have been given in writing by a member to the Secretary General at least four weeks before the date of the meeting.

- (vi) any other business with the approval of the Chairman.
- (d) A Special General Meeting may be called for any specific purpose by the Council. Notice in writing of such meeting shall be sent to all members not less than Twenty-one (21) days before the date thereof and where practicable by press advertisement in all the three states not less than Fourteen (14) days before the date of such meeting.
- (e) A Special General Meeting may also be requisitioned for a specific purpose by order in writing to the Secretary General of not less than two third (2/3) of members and such meetings shall be held within Thirty (30) days of the date of the requisition. No other matter shall be discussed other than stated in the requisition.
- (f) Each Member Federation shall be represented by their National Council members who shall not exceed twenty four (24) persons. Other categories of members shall each be represented by one person.

Procedure at Meetings

Article 13:

- (a) At all Annual General Meetings of the Confederation the Chairman, or in his/her absence, Vice Chairman shall take the chair.
- (b) The Chairman may at his/her discretion limit the number of persons permitted to speak in favour of or against any motion.
- (c) Resolutions shall be decided by simple voting by a show of hands. In the case of equality of votes, the Chairman shall have a second or casting vote.

Meeting of the Council

Article 14:

- (a) There shall be two classes of meetings i.e. ordinary council meeting and special council meetings.
- (b) The council shall meet not less than three (3) times a year at times to be decided by the Council
- (c) The Agenda for the meeting of the Council shall consist of the following items:-
 - (i) Confirmation of the minutes of the previous meeting
 - (ii) Any matters connected with its duties and the objectives of the Confederation.
 - (iii) Any other business with the approval of the Chairman.
- (d) The quorum at the meeting of the Council shall be two thirds (2/3) of the members entitled to attend.

- (e) The Chairman of the Confederation shall preside at all meetings of the Council. In the Chairman's absence, Vice Chairman shall take the chair.
- (f) Notice of meetings of the Council and the subjects to be discussed shall be circulated at least thirty (30) days in advance and voting shall be by simple majority with the Chairman having a casting vote in the event of equality of votes.
- (g) The Chairman may at his/her discretion limit the number of persons permitted to speak in favour of or against any motion.
- (h) Resolutions shall be decided by simple voting by a show of hands. In the case of equality of votes, the Chairman shall have a second or casting vote.

Functional Organs

Article 15:

- (a) There shall be appointed Functional Organs to deal with specific matters as the need may arise from time to time.
- (b) The functions of Functional Organs shall be set out in the Rules and Regulations and may be amended from time to time.
- (c) The Chairman shall be an ex-officio member of all the functional organs.
- (d) Pursuant to the above, the Council may empower the Secretariat to appoint members of the Technical Committees.
- (e) In appointing members to these Technical Sub-Committees the Secretariat shall pay due regard to the subject under study and appointment may be made from within or without members of the Confederation.

CHAPTER 7

RIGHTS AND OBLIGATIONS OF MEMBERS:

Rights:

Article 16:

Members shall have the following rights:

- (i) to request and obtain information, in connection with the Confederation activities.
- (ii) to receive publications and other information that may be distributed by the Confederation

- (iii) to get access to programmes which will lead to the strengthening of activities of constituent members in accordance with Article 2 and 3, and through;-
- (a) attending Conferences and workshops in order to facilitate exchange of experience amongst constituent members as well as other NGOs convened by the Confederation.
 - (b) facilitating support from other International NGOs as would be organised through the Confederation.
 - (c) providing Technical support to other NGOs whenever necessary
 - (d) organising of seminars and training programmes which aim at strengthening NGO's leadership and facilitating of institution building as planned and implemented through the Confederation.

Members shall in accordance with this Constitution, rules, regulations and Resolutions of the Council have the following obligations:-

- (i) to settle their financial obligations towards the Confederation
- (ii) to collaborate in forming committees, commissions and related task-forces.
- (iii) to Disseminate information requested by the Confederation
- (iv) to attend all meetings duly convened by the Confederation.
- (v) to undertake any assignments that may be required by the Confederation
- (vi) to fully collaborate with the Confederation in fulfillment of its objectives and functions.

CHAPTER 8

Trustees

Article 17:

- (a) All land, buildings and other moveable property and all investments and securities which shall be acquired by the Confederation shall be vested in the names of not less than Three (3) and not more than five (5) Trustees who shall be appointed at an Annual General Meeting for a period of three (3) years. On retirement such Trustees shall be eligible for re-election. A General Meeting shall have the power to remove any of the trustees and all vacancies occurring by removal, resignation or death, shall be filled at the same or next Annual General Meeting.

- (b) The Trustees shall pay all income received from property vested in the trustees to the Treasurer. Any expenditure in respect of such property which in the opinion of the trustees is necessary or desirable shall be reported by the trustees to the Council which shall authorise expenditure of such moneys as it thinks fit.

CHAPTER 9

FINANCES:

Accounts and Audit

Article 18:

- (i) The Confederation shall open a Bank Account in which all moneys received in cash or cheque shall be first deposited.
- (ii) The Secretariat of the Confederation shall cause proper books of accounts to be kept in respect of which receipt and expenditure take place.
- (a) All sums of money received and expended by the Confederation and all matters in respect of which receipt and expenditure take place.
 - (b) All sales, paid services, and purchases of the Confederation.
 - (c) Assets and liabilities of the Confederation.
- (iii) Proper books of accounts shall mean such books as are necessary to give a true and fair view of the state of the Confederation's financial affairs and to explain its transactions.
- (vi) The books of accounts shall be kept at the registered office of the Confederation or any other such place as shall be directed by the Council.
- (v) The Confederation's financial report shall be the calendar year i.e. will cover the period from 1st January, to 31st December of each year. Within three months after the close of each year, an external audit shall be made of the books of accounts of the Confederation by qualified and experienced independent public auditors.
- (vi) A copy of the balance sheet including every document required by law to be annexed thereon together with a copy of the auditor's report which are to be laid before the Council, and in not less than Thirty (30) days before the date of the meeting, be sent to every member of the Confederation.
- (vii) No payments shall be made out of the Confederation bank account or accounts except in accordance with the Confederation's **Internal Control System Manual** and all cheques drawn on such bank account or accounts shall be **signed** by the Executive

Officer the Treasurer and any two (2) of the following - the Chairman or the Secretary General

- (viii) **An operation's bank** account shall be opened and operated by the Executive Officer and the Accountant. The account shall be replenished from time to time upon production of satisfactory accounts report to the Council in accordance with the provisions of the Confederation's Internal Control System Manual.

Sources of Funds

Article 19:

The Confederation's sources of funds shall consist of:

- (i) Admission fees paid by members in accordance with the rules, regulations and resolutions of the Council.
- (ii) Annual subscriptions and ad hoc contributions by members in accordance with the rules and regulations.
- (iii) Grants, donations and any other contributions to the Confederation accepted upon discretion of the Council.
- (iv) Any income lawfully received through fees charged to clients for services rendered by the Confederation.
- (v) The funds of the Confederation may only be used for the purpose of enabling the Confederation to realise its objectives as herein before listed.

Article 20:

- (i) The Council shall during the ordinary meeting recommend to the Annual General Meeting the appointment of an External Auditor to hold office for a period of one year.
- (ii) The Auditor so appointed pursuant to above shall be eligible for re-appointment.
- (iii) The remuneration of the External Auditor shall be endorsed by the Council during their meetings.

Article 21:

To enable it to achieve its objectives and perform its functions, the Confederation shall, in accordance with the "The Arusha Charter for the establishment of the East Africa cooperation in economic social and cultural affairs, together with other relevant laws, seek and acquire full legal capacity;

- a) **to institute legal proceedings**
- b) **to contract, and**
- c) **to acquire and dispose of immovable and movable property.**

CHAPTER 10

Indemnity

Article 22:

A member or staff while acting as a body or individually in the performance of their duties in accordance with the Confederation's assigned duties shall at all times be indemnified out of the funds, property or assets of the Confederation against the consequence of the lawful performance of any act, deed, matter or thing done or omitted to be done in good faith by the aforesaid Council (or their members) while so acting in respect of or in connection with the affairs of the Confederation.

CHAPTER 11

Expulsion of Council Members

Article 23:

A person shall cease to hold office of any organ constituted hereunder if:-

- (i) He/she absents himself/herself from the meetings of any organ for three (3) consecutive sitting without special leave; or
- (ii) If he/she gives the Secretary General notice in writing that he/she resigns his/her office, or
- (iii) If he/she becomes of unsound mind or is found a lunatic; or
- (iv) Is guilty of grave misconduct bringing the Confederation into disrepute; or
- (v) Becomes seriously financially embarrassed; or
- (vi) He/She is removed from office by a resolution passed by two thirds (2/3) of the members of the Council as the case may be.
- (vii) If he/she ceases to be a leader in his/her National Federation.

CHAPTER 12

Membership Fee

Article 24:

The said annual membership fees shall be paid in the manner set out in the Confederation's Rules and Regulations as may be amended from time to time.

CHAPTER 13

Resignation

Article 25:

Any member desiring to resign from the Confederation shall submit a notice of resignation to the Confederation's Secretary General accompanied by a certified true copy of the minutes of the Confederation's General Meeting which duly passed a resolution to do so and the resignation shall take effect Six (6) months from the date of receipt by the Secretary General of such notice.

CHAPTER 14

Suspension, Expulsions and Appeal

Article 26:

- (a) Any member may be expelled from membership if the Council so recommends and if a General Meeting of the Confederation shall resolve by a two-thirds majority of members present that such a member should be expelled on the ground that their conduct has adversely affected the reputation or dignity of the Confederation or that they have contravened any of the provisions of the Constitution of the Confederation or the provisions of the Law registered under. The Council shall have power to suspend a member from its membership until the next Annual General Meeting of the Confederation following such suspension but notwithstanding such suspension a member whose expulsion is proposed shall have the right to address the Annual General Meeting at which its expulsion is to be considered.
- (b) Any member that resigns or is removed from membership shall not be entitled to a refund of their subscription or any part thereof or any moneys contributed by it at any time.
- (c) Any member that falls into arrears with their subscription for more than 18 months shall be subject to expulsion. The Council may, however, at its discretion reinstate such a member on payment of total amount of the outstanding subscription.

CHAPTER 15

Solution of Disputes

Article 27:

Disputes arising or that may arise shall be settled by arbitration in a place agreed upon by the three parties.

CHAPTER 16

Jurisdiction Scope of the Confederation

Article 28:

The Jurisdictional Scope of the Confederation shall be limited to the three East African states of Kenya, Uganda and Tanzania.

CHAPTER 17

Depositary

Article 29:

This Constitution and all legal document of the Confederation shall be deposited at the Headquarters of the Confederation and copies be deposited in the offices of the three National Federations.

CHAPTER 18

Dissolution

Article 30:

- (a) The Confederation shall not be dissolved except by a resolution passed by 2/3 of the of the Confederation present.
Meeting of registered national associations by a vote of two-thirds of the registered national associations present. The quorum at the meeting shall be 2/3.
- (b) Provided, however, that no dissolution shall be effected without prior permission in writing of the Registrar, obtained upon application to him/her made in writing and signed by three of the officials of the Council
- (c) After the dissolution of the Confederation all assets of the Confederation shall be

transferred to an organisation in East Africa with similar objectives.

CHAPTER 19

Amendments to the Constitution

Article 31:

- (i) Amendments to the constitution of the Confederation must be approved by at least a two-thirds majority of the members at an ordinary or special meeting convened for that purpose.
- (ii) All notices for any proposed amendment shall be communicated to the members three months before the date fixed for the debate of the proposed amendment.
- (iii) The notice convening the meeting shall specify the proposed alteration.

CHAPTER 20

Emblem

Article 32:

There shall be a seal of the Confederation which shall only be used by the authority of a resolution of the Council, and shall be in the custodian of the Secretary General.

CHAPTER 21

Article 33:

There shall be a seal of the Confederation which shall only be used by the authority of a resolution of the Council.

CHAPTER 22

Language

Article 34:

This constitution shall be both in English and Kiswahili languages.

CHAPTER 23

Distribution of Constitution.

Article 35:

Circulation of this constitution shall be distributed to all members within 30 days of registration of this constitution.

CHAPTER 24

Declaration

Article 36:

We, the several persons whose names, postal addresses and occupations are subscribed, are desirous of being formed into a Confederation in pursuance of these Articles of this Confederation.

No.	Names, Organisation, Contact Addresses of Subscribers	Signatures of Subscribers
1	Mr. James P. Mutiso, GTZ/MRTT&T - Box 59821 Nairobi, KENYA	
2	Mr. Japheth Sagala, Kenya National Federation of Jua Kali Associations - Box 59287 Nairobi, KENYA	
3	Mr. Paul Tonui, National Federation of Jua Kali Associations, Box 59287 Rift Valley, Bomet, KENYA	
4	Mr. Ephans Kingoo, Kenya National Federation of Jua Kali Associations - Box 702, Machakos, KENYA	
5	Mr. Killian Mwangangi, Kenya National Federation of Jua Kali Associations - Box 62048, Nairobi, KENYA	
6	Mr. John Stevens, United Nations Industrial Development Organization (UNIDO) - Box 30218, Nairobi, KENYA	
7	Ms. Sarah Oyugi, Federation of Jua Kali Associations, Box 56549, Nairobi, KENYA.	
8	Mr. Karisa Batti, Ministry of Research, Technical Training and Technology - Box 60209, Nairobi, KENYA.	
9	Ms. Margaret Ndekera, Uganda Federation of Business and Professional Women - Box 2748, Kampala, UGANDA	
10	Mr. J. Buga, Uganda National Federation of Informal Sector Associations - Box 5651, Kampala, UGANDA	
11	Mr. Alex Menya, Federation of Informal Sector Associations - Box 5651, Kampala,	

	UGANDA	
12	Mr. Ojja-Andira, Ministry of Labour & Social Affairs, Box 951, Kampala, UGANDA	
13	Dr. A.A. Makange, Centre for Informal Sector Promotion (CISP), Box 186 Moshi - TANZANIA	
14	Ms. Gloria Kimaryo, Centre for Informal Sector Promotion (CISP), - Box 186, Moshi, TANZANIA	
15	Mr. Damas S. Dandi, Ministry of Labour & Youth Development, Box 9014, Dar-es-Salaam, TANZANIA	
16	Mr. Frank Mwafongo, Tanzania National Federation of Informal Sector Organizations (TAFISO) - Box 186, Moshi, TANZANIA	
17	Ms. Lucy Renju, POVERTY AFRICA (T), Northern Zone Branch - Box 186, Moshi, TANZANIA	
18	Ms. Marium Malya, POVERTY AFRICA -WIFI Programme, P.O. Box 138, Moshi, TANZANIA	
19	Mr. Juma Gwao, Centre for Informal Sector Promotion (CISP) - Box 186, Moshi, TANZANIA	
20	Mr. Mustafa Mushi, Federation of Small Business Associations, - Box 186, Moshi, TANZANIA.	
21	Ms. Neema Makere, Centre for Informal Sector Promotion (CISP) - Box 13218, Arusha, TANZANIA.	
22	Ms. Hawa Mtangi, Centre for Informal Sector Promotion (CISP) - Box 186, Moshi, TANZANIA.	
23	Mr. Bibal Gharib Bilal, Ministry of Adult Education. Box 234, Zanzibar, TANZANIA	
24	Prof. J. P. Semiono, Small Business Promotion Programme, Box 65500 Dar es Salaam, TANZANIA	

**EAST AFRICA CONFEDERATION OF INFORMAL SECTOR ASSOCIATIONS
(CISO)**

APPENDIX 9

RULES AND REGULATIONS:

1. AIMS AND OBJECTIVES:

- (a) The main aims and objectives of the Confederation are to represent, protect and promote the economic interest of its members throughout East Africa, as explicitly set out in Confederations Constitution.
- (b) The rules and regulations set out herein are supplemented to the provisions of the Constitution but in the event of conflict the provisions of the Constitution shall prevail..
- (c) All members of the Confederation, the Council, the Executive Officer and Management should be conversant with the Constitution of the Confederation together with rules and regulations made thereunder.
- (d) Amendments to these rules and regulations must be approved by at least a two-thirds majority of members at a *General Meeting of the Confederation*.

2. MEMBERSHIP OF THE CONFEDERATION:

- (a) The right to membership of the Confederation shall be open to national associations of the three East African Countries.
- (b)
 - (i) Such associations shall be well organized and duly registered under the Societies Act and to qualify for such members, an association shall have not less than Fifty (50) registered and paid-up members.
 - (ii) The Constitution of each registered association shall be in a standard form to be provided by the Confederation.
- (c) Individual members will not be eligible for direct membership of the Confederation until they pay the subscription fee.
- (d) It shall be the responsibility of each registered association to ensure that the monthly subscription is regularly paid by its members.
- (e) Registered associations which fail to pay their monthly subscriptions for a period of three months shall be liable to have their membership to the National Federation canceled.

- (f) It shall be the duty of each National Federation to recruit members from its areas of operation.
- (g) A representative of a National Federation at the Annual General Meeting of the Confederation shall have one vote for every 1500 paid-up members contained in the latest Annual Report as stated in Section 1(i) hereof.
- (h) It shall be the duty of each National Federation to recruit members in their countries to be registered as members of the Confederation. The Federation shall also through the Board of Directors organize from time to time special recruitment drives to assist the Committees on the said recruitment.
- (i) The quorum at the meetings of the National Federations shall be two thirds of paid -up members.
- (j) The Confederation shall keep and maintain a proper record of each registered association which shall contain inter-alia the following particulars:
 - name, location and number of the National Federation
 - an annual report on the number of members in the Federation
 - date of registration with the Confederation
 - bank account of the National Federation
 - quarterly report on payment of subscription by members
 - copies of reminders, where applicable
 - any other relevant correspondence
- (k) Services renders by the Confederation to the National Federation shall, where applicable be proportional to the number of paid-up members of the National Federation

3. THE OFFICE BEARERS:

- (a) The Office Bearers shall be composed of the three elected officials one from each member country, as set out in the Constitution of the Confederation.
- (b) The Office Bearers shall oversee management of the Confederation and shall cause to be performed its duties and those of its members thereof as more particularly set out in Article 7 and 9 of the Constitution.
- (c) In performing its functions the Office Bearers shall be guided strictly by the Constitution and the Rules/Regulations or manuals made pursuant.
- (d) The quorum at the meetings of the Office Bearers and its Sub-Committees shall be two thirds (2/3) of the members.

4. THE GOVERNING BOARD:

4. THE GOVERNING BOARD:

(a) Composition:

The Governing Council shall be composed of one (1) duly elected National Federation Chairperson from each member country, three (3) Representatives from each of the National Federation, one (1) Government Representative from each member country and three (3) Representatives of the Ordinary Members from each of the National Federation.

(b) Term of Office:

- (i) Members of the Confederation Governing Council shall be elected for term of five (5) years by the National Federation of each member country.
- (ii) The said elections shall be held at the fifth succeeding Annual General Meeting of each National Federation at which every National shall be entitled to be represented by six members.

(c) Functions:

- (i) The duties and responsibilities of the Governing Council shall be set out in the Constitution.
- (ii) The Governing Council shall assist the Annual General Meeting in the formulation and preparation of the short-term and long term development strategies of the Confederation.

(d) Meetings:

- (i) The Governing Council shall hold regular meetings but shall meet at least one time a year. The meeting shall be conducted in the manner set out in the Constitution.
- (ii) An Annual General Meeting which shall be held once every year while a Special General Meetings shall be held when urgent matters call for it. The conduct of both classes of General Meetings shall be carried out in accordance with the provisions of the Constitution.
- (iii) The Annual General Meeting shall be the supreme authority of the Confederation and its role shall be to outline and review the objectives and policies of the Federation as more particularly set out in the Constitution.
- (iv) Special General Meetings shall be held in the manner set out in the Constitution, to discuss issues of an urgent nature.

5. SUB-COMMITTEES:

The Governing Board shall have powers to delegate its powers to ad-hoc or permanent Sub-Committees to discuss specific or matters of a general nature. The following rules shall apply to any such Sub-Committee:

- (a) The Chairperson shall be an ex-officio member of all the functional organs.
- (b) Pursuant to the above, the Council may empower the Secretariat to appoint members of the Technical Committees.
- (c) In appointing members to these Technical Sub-Committees the Secretariat shall pay due regard to the subject under study and appointment may be made from within or without members of the Confederation.
- (d) Decisions of any Sub-Committee shall be reported to the next meeting of the Office Bearer for approval/amendment and adoption. Such decisions shall not be binding on the Confederation until they are duly adopted by a resolution of the Office Bearers.
- (e) Any remuneration or other payment to be paid to specialists nominated to serve in Sub-Committees shall be agreed in advance in writing after prior approval of the Officer Bearer. In addition, the Executive Officer shall maintain files for each Sub-Committee, containing the Terms of Reference, the Names of its members, reports to the Office Bearers and minutes of its meetings.
- (f) The Executive Secretary shall be an ex-officio member of all the functional organs.
- (g) The Executive Officer shall attend meetings of every Sub-Committee and shall take proper minutes of its deliberations.
- (h) Pursuant to the above, the Office Bearers may empower the Secretariat to appoint members of the Technical Committees.
- (i) In appointing members to these Sub-Committees the Secretariat shall pay due regard to the subject under study and appointment may be made from within or without members of the Confederation.

There shall be the following permanent Sub-Committees which shall deal with the following specific issues:

- (i) Establishment
- (ii) Finance
- (iii) Infrastructure
- (iv) Publicity
- (v) Marketing

The Terms of Reference for the said permanent Sub-Committees shall be as formulated by the Office Bearers and amended from time to time as need arises.

6. PAYMENT OF ALLOWANCES:

(a) Members of the Office Bearers and the Governing Council shall be paid duty travel and any other allowances for the services rendered to the Confederation during the performance of their duties.

(b) The amount of allowances shall be fixed from time to time by the Governing Council.

(c) Payment of allowances shall be supported by proper documentary evidence and in accordance with the provisions of the Confederation's Internal Control System Manual.

7. SECRETARIAT:

(i) The Confederation shall recruit and maintain trained manpower in order to discharge its operations efficiently.

(ii) The day to day management of the Confederation shall be carried out by the Secretariat composed of the following officers:

(a) The Executive Officer

(b) The Secretary

(c) The Accountant

(d) Other Officers who may be added from time to time

(iii) The duties and job descriptions of the said officers shall be as formulated by the Governing Council and amended from time to time as need arises.

(iv) Staff matters shall be handled in accordance with the Confederation's Staff Regulations which may be amended, varied, abolished or added to from time to time.

(v) All promotions of the Confederation's employees shall be approved by the Office Bearers.

(vi) No member of staff shall be involved in any matter affecting the Confederation where a conflict of interest may arise. Involvement of close or near relatives in such a matter shall be deemed to be a conflict of interest.

(vii) All cases of disciplinary action against members of staff shall be approved by the Governing Council.

(viii) Members of staff suspected of fraud shall be suspended immediately and if fraud is subsequently proved, he/she shall be dismissed summarily from the Confederation's service and appropriate legal action taken against the culprit.

8. DEALINGS WITH THIRD PARTIES:

- (i) Subject to the provisions of the Constitution, strict protocol shall be observed in all dealings with third parties in matters affecting the Confederation and its members.
- (ii) The guidelines contained in the Schedule hereto shall apply at all times in the said dealings.

9. THE SCHEDULE:

- (a) Each level of the Confederation's organization shall be responsible for the day to day contacts, management of issues, attendance of meetings with the corresponding level.
- (b) If National Federations do not succeed in managing an issue, they shall be assisted by the Executive Officer or relevant Committee, and where necessary, by the Office Bearers member. If an issue can only be resolved through contacts with the Central Government, the two members of the Office Bearers and the Executive Officer shall always be involved.
- (c) The Executive Officer shall give advance notice to the Office Bearers of all meetings with top Government contacts (Ministers, Principal Secretaries). The Secretary General will then decide on participation of the Office Bearers in such meetings. The Executive Officer shall involve the Office Bearers immediately in all new political or policy issues and in all upcoming new projects with significant financial and/or political implications for the Confederation.
- (d) In all issues or programmes of substantial financial and/or political importance to the Confederation, the Office Bearers may decide to deviate from (a) above and delegate the responsibility for all contacts concerning this issue or programme, to the Executive Officer or an Executive Committee member (e.g. to the Chairperson of the respective Sub-Committee).

**EAST AFRICA CONFEDERATION OF
INFORMAL SECTOR ORGANIZATION (CISO)**

APPENDIX 10

PROJECT PROFILE:

1. **PROJECT TITLE:** CISO - Institutional Capacity Building
2. **PROJECT LOCATION:** Arusha Municipality
3. **EXECUTING AGENCY:** Centre for Informal Sector Promotion (CISP)
4. **BACKGROUND:**

During the last decade, East African economies have been experiencing increasing rates of unemployment. This has been caused largely by poor performance of the economy, higher rates of population growth, increasing rural-urban migration and, of late, restructuring of the economies. In Tanzania, for example, about 600,000 people join the labour force every year, most of whom are school leavers. In Uganda, it is estimated that the number of new entrants to the labour force is around 300,000 (including school leavers, retrenched and demobilized soldiers). In Kenya, every year the labour force receives the participation of 500,000 new individuals, most of whom also are school leavers.

Up to the early 80s, the major sources of employment in the EA economies were the government sector and the private formal sector. Changes in the economy decreased the ability of these sectors to create employment opportunities. In Kenya and Uganda, the civil service is estimated to be creating less than 10% of new job requirements, while in Tanzania, the public sector provides less than 5 % of new jobs. Retrenchment programmes being currently undertaken in these countries as part of the economic restructuring programmes reduces further the capacity of employment creation within the civil service.

As a result of the decline in the formal sector and the retrenchment exercises, the bulk of the responsibility for employment has shifted to the informal sector. The potential for employment creation in the informal sector is already high, as some indicators demonstrate. In Tanzania for example, the urban informal sector has the capacity to employ up to 60% of the labour force. In Uganda, the informal sector is estimated to occupy 80% of the urban labour force. In Kenya, the urban labor force finds 70% of occupations in the informal sector.

The potential of the informal sector to create employment can be realized and expanded through adequate policies that governments should develop and pursue. As the Communique of the Ministers of Kenya Tanzania and Uganda responsible for informal sector promotion issued on April 1994 in Kampala says,

"Each partner State should develop and pursue policies aimed at creating an enabling environment supportive of informal sector activities and development. These should include: provision of infrastructure, removal of legal barriers to entry and survival, facilitation of training, access to credit and other financial and non-financial services,

support to marketing of products, provision of fiscal incentives and other relevant measures"

Perhaps the most important policy issue in poverty eradication is the formation of primary associations/groups of informal sector operators and, at higher levels, the formation of national and a regional federation.

5. OBJECTIVES:

5.1 The Medium Term Objective of this project objective of the project is to facilitate CISO initiate implementation of its general objective, which is promotion of employment and income generation activities to provide an opportunity to informal sector operators to participate fully in the economic development of their respective countries and collectively eradicate the existing poverty;

5.2 The Immediate Objectives of this project are:

- i) Consolidating CISO Programme operational capacity in relation to infrastructure and management.
- ii) Boosting CISO Programme's financial capacity so that it can economically and equitably render her promotional services.
- iii) Empowering low-income and disadvantaged yet potentially economically productive youth and women in urban and rural areas through formation of advocacy platform fitting their status.
- iv) Promoting group guarantee among poor women and youth and thus uplifting their credit-worthiness level.
- v) Enabling CISO mobilize the national federations and associations to provide education to the members and potential members and mobilize self-financing.
- vi) Alleviating the unemployment problem among Women and Youth.
- vii) Removing the imbalance in gender relations.
- viii) Building a strong financing system for those who want to engage in economically viable activities yet do not qualify for loans offered by traditional commercial banks.

These objectives imply that the CISO needs a temporary assistance that will enable it to build its operational capacity so that self-sustenance can ultimately be achieved.

6. PROJECT DESCRIPTION:

6.1 Operation Mode:

CISO is an apex of informal sector organizations at the regional level consisting of national federations. At the national level, federations are composed by associations and other organizations that represent informal sector operators at grassroots level. Among the crucial functions of the apex organization, are:

- information sharing on informal sector activities,
- sharing of existing infrastructure in the region;
- review and promote exchange of technologies,

- promoting inter-country marketing of informal sector products,
- development of common approaches to informal sector training,
- collaboration in the development of training packages and material for use in the informal sector, and
- mutual support in promoting and strengthening informal sector organizations.

Other key institutions in the implementation of the programmes of the CISO are:

- i. **The Governments.** The main role of the Governments may be to formulate conducive policies and creating an enabling environment for informal sector promotion and the development of the infrastructure, e.g.. credit facilities, training institutions, etc. necessary for informal sector activities.

- ii. **Private Sector, Non-Governmental Organizations (NGOs) and Financial Institutions.** The private formal sector finds that support to informal sector is in its own interest. To encourage the assistance of the private sector to CISO programmes, there should be a close collaboration between organizations of the private sector and the Confederation in areas such as training, finance, subcontracting arrangements, marketing, management development and services, etc.

- iii. **The Beneficiaries.** Informal sector operators should form viable and sustainable organizations at grassroots level in order to enable them to benefit from the Confederation programmes and effectively participate in their management. The beneficiaries should also share the costs involved in programmes' operations.

- iv. **Donors.** Donors will be requested to play a role in the financing of expenses and provision of technical support of Confederation programmes.

6.2 Organization:

The apex organization would have a Governing Council and a Secretariat. The Governing Council should be the policy making organ of the Confederation. The Secretariat should be

responsible for the implementation of the Confederation's policies and programmes. Specifically, the Secretariat will:

- Conceive, identify, design, prepare, implement, monitor and evaluate Confederation programmes;
- Carry out studies and training on informal sector-related issues;
- Liaise and co-ordinate the implementation of Confederation programmes with the governments, private sector, institutions, NGOs and other organizations;
- Organize meetings, seminars, workshops and study tours;
- Collect, analyze, publicize and disseminate information on informal sector activities in the region.

6.3 Project Implementation:

The proposed programme essentially concentrate on the upgrading of the National Federation so that within a short period it can acquire a reasonably strong operational base for all major types of operations and activities it will be involved in.

During the first year of the programme efforts are to be directed towards strengthening the following areas:

- a) Office working capacity which includes provision of basic office equipment (typewriter, wordprocessor printer, and photocopies), a vehicle, some stationary a spiral binder, a guillotine.
- b) Short courses for Programme Staff particularly those related to management of national federations and associations, savings and credit societies management, basic techniques of adult learning, and work planning. Staff training funds would therefore be needed.

During the project implementation year the programme concentration shall be on:

- i) Provision of members education and facilitating in the formation of new associations. This means there will be needed some training and consultancy services funds.
- iii) Developing training materials for sensitizing members. Some funding will be needed for this task and particularly for publishing enough copies for training purposes.
- iv) Organization and attending of meetings for exchange of experiences with others and for assessing the Programme's progress.

During the project implementation year CISO will plan to:

- i) Conduct education programmes for members and leaders of individual associations.
- ii) Conduct fund raising campaigns.

- iii) Conduct programmes evaluation workshops and write evaluation reports.

These three activities may need some limited financial support to the tune of US\$ 20,000 only for each national federations.

7. JUSTIFICATION:

7.1 The Need for East Africa Joint Efforts:

As governments direct the attention to poverty eradication issues and more people participate in income generation activities in self employment, there is a need to support the creation of associations that represent the interests of the target groups and particularly the informal sector operators. These associations/group provide a forum for operators to discuss their business programmes and generate a dialogue with the government.

The lack of coordination of informal sector activities such as training programmes, credit facilities, infrastructure and gender-related issues, etc. can be attributed to the many players in the sector. Consequently, there has been a duplication of efforts and inefficient use of resources. The need for coordination at a national level is therefore obvious.

On the other hand, the lack of coordination at the regional level has limited the possibility of exchange and sharing of experiences among informal sector operators and their institutions.

The current situation of the informal sector makes it difficult for each of the three East African states to have resources and finances to support and develop the informal sector with a regional joint effort. With a structure for regional cooperation between informal sector associations, activities like skills upgrading, training, credit and provision of financial services, technology transfer, etc. aimed at developing the informal sector can be addressed at minimum cost.

The basic idea of joint efforts in employment promotion emerged from the OAU Meetings of Ministers of Labour and Employment at Rabat and Khartoum, which were ratified by the Heads of State in Addis Ababa. The seriousness of employment problems in Africa was also one of the issues discussed at the Arusha Summit of East African Heads of State in November 1993. This Summit paved the way for the cooperation among the three sister states in regard to development of the informal sector as a tool to combat employment problems.

Following on the recommendations of the Arusha Meeting, the East African Ministers responsible for Employment met in Kampala in April 1994 and issued a Communiqué on promotion of employment in the informal sector. The Communiqué stressed that each State should identify an agency responsible for the sector, promote the formation of informal sector associations at national and regional level and establish a coordinating framework for informal sector promotion in East Africa.

7.1.1 Current Position:

Starting with the Arusha Summit, there have been several discussions on technical and ministerial level aimed at establishing a regional Confederation of national informal sector federations. Various activities have already taken place at national level:

- In Kenya, the Kenya National Federation of Jua Kali Associations has been registered since 1992 with the support of over 300 primary associations of Jua Kali artisans;
- In Tanzania, a Tanzania Federation of Informal Sector Organizations has been registered since 1995
- In Uganda, a Federation of Informal Sector Associations is already registered since June 1995.

However, as indicated earlier, the Confederation has not been established at the regional level. The difficulties of setting up the regional Confederation can partly be attributed to a lack of structure in the 3 countries to finance regional programmes and to extreme budgetary constraints facing the Governments. There is therefore the need to initiate ways of financing these activities by the Governments and to stimulate the participation of donors and private sector institutions in the financing of informal sector programmes.

7.1.2 Manpower Constraints:

Due to very limited financial resources, CISO is currently facing lack of Administrative Capacity. There is enough manpower but of a voluntary nature a situation which would not be allowed to continue for a long time. Lack of reliable communication has often resulted in poor promotional campaigns and/or even effective follow-ups.

7.1.3 Operations Constraints:

The goal is to build a successful organization scheme with the following traits:

a) Efficient Management

The main objective is to reach and promote many individuals in the Informal Sector throughout the region. The target is to handle all members of the national federations and to be able to cope this volume of work, an efficient management system is required. This system will include:

- An effective accounting system to credibly account for any money spent. The accounting system will give current records and on time.
- Maintain a smooth flow of information among various parties. An efficient data-base will be installed to handle such information as of interest and benefit to its members. The information so processed will have to be accurate relevant and timely.
- Continuous evaluation from within and introduce changes that may improve performance.

b) Other Services

The constraints that face informal sectors often include lack of credit, skill inadequacy, permanent work-sites, lack of advocacy, technology transfer, marketing problems, certain

Government regulations etc. Hence CISO, apart from offering joint stand, will also offer the above promotional services.

8. TARGET GROUP:

The target group is the members of national federations, the majority of which are women and youth. This means that whatever positive impact achieved by CISO programmes, it will lead to the situation whereby:

- a) Women and Youth should be able to acquire more monetary resources than before and consequently financially vividly prosper and their standard of living should improved.
- (b) The informal sector operators in general should be able to participate fully in the economic development of their respective countries.

9. PROGRAMME MANAGEMENT:

The Project will be implemented by CISO and executed by the Centre for Informal Sector Promotion (CISP), which has good connections with the national federations in Uganda, Kenya and Tanzania. It is planned that the programme is coordinated and managed by a team of four people on contract basis. There will be a programme coordinator, and the national federations secretariats. This group of people will be engaged during and after the project period and on contract basis. They will be fully equipped and financed to ensure that the programme succeeds and achieves its objectives.

10. SUSTAINABILITY:

The Programme Sustainability entails three main elements:

1. Sustainable Informal Sector Promotion Scheme:

The proposed supplies of equipment, tools and training, is intended to set a base for a sustainable organization. National management of the individual federations will be charged with the responsibility of seeing through the success of the programme.

Members will be joining CISO Programme and pay up their shares and membership fees, while the Programme will be providing the necessary services. Revenue generation systems agreed by members shall have been designed and enforced to ensure the Program's liquidity.

2. Capacity Utilization of National and East Africa Region Resources:

In this project, specific investment which offer substantial opportunities for increasing utilization of existing manpower and premises. The project will lead to improved secretariat operations capacity and thereby increased access to services to the beneficiaries. After the one year it is expected that:

- a) CISO Programme will have built its operational capacity in the three countries.

- b) It will have developed systems that will effectively render its services as per members demand.
- c) It will have mobilized and continue to mobilize enough funds to finance its own basic operational costs.
- d) It will have experienced and knowledgeable staff and management to run its operations effectively.

3. Skills up-grading for the Staff and Field Workers in the project localities:

The project will provide in-service training programs to upgrade technical and managerial skills for CISO and national federations management support staff. This will lead to higher productivity and creating further employment. The skills thus acquired will be retained in the Confederation and can be utilized on a more regular basis to sustain national federations.

11. WORK PLAN:

11.1 Expected Outputs:

When the Confederation is fully established and operational, it will be able to perform the following functions:

- i. Sharing of information on informal sector activities;
- ii. Sharing of existing infrastructure in the region;
- iii. Reviewing and promotion of exchange of technologies;
- iv. Inter-country marketing of informal sector products.
- v. Development of common approaches to training and exchange of expertise in informal sector activities;
- vi. To provide a co-ordinating framework for informal sector promotion in the region.

It is hoped that the programme will result into the following verifiable outputs:

- i) Increased operational capacity for the Programme that is stabilized organizational, management, physical infrastructure.
- ii) Individual members of the different associations have tripled their annual income through the Programme services.
- iii) Improved services to members.
- iv) More informed members and better qualified and experienced Staff.

v) Programme able to employ some staff on permanent basis.

These result will be vivid and undisputable. With improved services of the Programme more associations will be formed and become members within the one project year.

11.2 Activities

Objective 1. Establishment of the Confederation

OUTPUT 1: A fully established and operational administrative structure for the Confederation.

Activities:

- 1.1. Registering the Confederation in the 3 countries;
- 1.2. Establishment of an Office;
- 1.3. Identification and Recruitment of Staff;
- 1.4. Monitoring and follow-up of formation of national federations of informal sector operators' organizations.

Objective 2. To build the capacity of the Confederation

OUTPUT 2: An efficient, fully trained and functional Secretariat of the Confederation

Activities:

- 2.1. To design and execute training programmes for the Executive Secretariat;
- 2.2. To set up an administrative and managerial structure to monitor programmes;
- 2.3. To formulate a Work plan for the activities of the Confederation.

Objective 3. To design a sustainable financial structure for the Confederation.

OUTPUT 3: A sustainable and efficient financial system for the Confederation.

Activities:

- 3.1. To prepare a budget to meet the financial needs of the Confederation
- 3.2. To identify financial sources for Confederation's activities in the Government, national federations, private sector, NGOs, donor agencies and other institutions.
- 3.3. To solicit budgetary provisions from the Government, national federations and other institutions.
- 3.4. To sensitize donors about activities and financial needs of the Confederation and to establish co-operation agreements.

Objective 4. To initiate and conduct technical cooperation programmes aimed at reinforcing the capacity of members.

OUTPUT 4: An established regional system for exchange of experiences between informal sector organization members;

Activities:

- 4.1.a. Design and establishment of data bank about informal sector operations in the countries
- 4.1.b. Visits of beneficiaries to member countries

OUTPUT 5: An organized system for provision of marketing services for national organization members

Activities:

- 4.II.a To advertise and promote informal sector products and services through inter-country trade fairs
- 4.II.b To establish showrooms in major cities and strategic locations.

11. INPUTS:

DONORS	CISO
<u>USD</u>	<u>USD</u>

Objective 1. Establishment of the Confederation.

OUTPUT 1: A fully established and operational administrative structure for the Confederation.

Activities:

1.1.	Registering the Confederation in the 3 countries;		3,000
1.2	Monitoring and follow-up of formation of national federations of informal sector operators' organizations.		
1.2.1	Travel expenses	5,000	5,000
1.2.2	Regional Meetings	30,000	
1.3	Establishment of an Office		
1.3.1	Rent		4,000
1.3.2	Office Equipment	10,000	5,000
1.3.3	Vehicle	30,000	

Sub-Total	75,000	17,000
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Objective 2. To build the capacity of the Confederation

OUTPUT 2: An efficient, fully trained and functional Secretariat of the Confederation

Activities:

2.1	To formulate a Work plan for the activities of the Confederation.		
2.2	Identification and Recruitment of Staff,		
2.2.1	Salaries of Staff (12 months)		
	a) Professional Staff		
	- Executive Secretary	18,000	
	- Accountant / Secretary		9,000
	b) Administrative Support	5,000	
2.2.2	Operating expenses	15,000	
2.3	To design and execute training programmes for the Executive Secretariat;	20,000	
	Sub-Total	58,000	9,000

Objective 3. To design a sustainable financial structure for the Confederation.

OUTPUT 3: A sustainable and efficient financial system for the Confederation.

Activities:

3.1.	To prepare a budget to meet the financial needs of the Confederation		
3.2.	To identify financial sources for Confederation's activities in the Government, national federations, private sector and NGOs, donor agencies and other institutions.- Donors Meeting	20,000	

3.3.	To solicit budgetary provisions from the Government, national federations and other institutions. - Meeting with Governments	5,000	
3.4.	To sensitize donors about activities and financial needs of the Confederation to establish co-operation agreements.	1,000	
	Sub-Total	20,000	6,000

Objective 4. To initiate and conduct technical cooperation programmes aimed at reinforcing the capacity of members.

OUTPUT 4: An established regional system for exchange of experiences between informal sector organization members;

Activities:

4.1.a.	Design and establishment of data bank about informal sector operations in the countries	20,000	
4.1.b.	Visits of beneficiaries to member countries	20,000	20,000
	Sub-Total	40,000	20,000

OUTPUT 5: An organized system for provision of marketing services for national organization members

Activities:

4.II.a	To advertise and promote informal sector products and services through inter-country trade fairs - Information and publications on informal sector products - Participation in trade fairs	40,000	30,000
4.II.b	To establish showrooms in major cities - Promotional services	45,000	5,000
	Sub-Total	75,000	35,000
	Grand Total	268,000	87,00011.

**EAST AFRICA CONFEDERATION OF INFORMAL SECTOR ORGANIZATIONS
(CISO)**

APPENDIX 11

(A Regional Apex Body for Informal Sector Organizations in East Africa)

Your Ref.:

CISO Tanzania Office:

Our Ref.: CISO-GVT/9508/1

P.O. Box 186

Moshi.

The Principal Secretary

Tel: (055 50411)

Vice President Office

Fax: (055) 50328

P.O. Box

Dar es Salaam.

Date: 4th. August 1995

Dear Sir,

**Re: THE FIRST MEETING OF THE GOVERNING COUNCIL
OF THE EAST AFRICA CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS (CISO):**

I wish to take this opportunity to introduce to you the newly formed East Africa Confederation of Informal Sector Organizations (CISO), which is an Apex Body at the regional level consisting of national federations. The national federations are composed of primary associations and other organizations that represent informal sector operators at grassroots level.

The general objective of the Confederation is to coordinate collective efforts in poverty eradication through provision of an opportunity to informal sector operators to participate fully in the economic development of their respective countries. The specific objectives of the Confederation are

- to provide a forum for co-ordinating the activities of informal sector institutions and operators,
- to advocate for the establishment of an enabling environment to promote informal sector activities, and
- to initiate informal sector development programmes.

Among the functions of the apex organization, the following are crucial:

- information sharing on informal sector activities,
- sharing of existing infrastructure in the region;
- review and promote exchange of technologies,
- promoting inter-country marketing of informal sector products,
- development of common approaches to informal sector training,

- collaboration in the development of training packages and material for use in the informal sector, and
- mutual support in promoting and strengthening informal sector organizations.

The basic idea of joint efforts in poverty eradication through employment promotion and income generation in East Africa emerged from:

1. OAU Meetings of Ministers of Labour and Employment at Rabat and Khartoum, which was ratified by the Heads of State in Addis Ababa.
2. Discussions that followed at the Arusha Summit of East African Heads of State in November 1993. This Summit paved the way for the cooperation among the three sister states in regard to development of the informal sector as a tool to combat, employment problems in particular and poverty in general.
3. Meeting of the East African Ministers responsible for Employment in Kampala in April 1994 whereby a Communique on promotion of employment in the informal sector was issued. The Communique stressed that each State should identify an agency responsible for the sector, promote the formation of informal sector associations at national and regional level and establish a coordinating framework for informal sector promotion in East Africa.

The Communique of the Ministers of Kenya Tanzania and Uganda responsible for informal sector promotion issued on April 1994 in Kampala specifically states:

"Each partner State should develop and pursue policies aimed at creating an enabling environment supportive of informal sector activities and development. These should include: provision of infrastructure, removal of legal barriers to entry and survival, facilitation of training, access to credit and other financial and non-financial services, support to marketing of products, provision of fiscal incentives and other relevant measures"

4. Starting with the Arusha Summit, there emerged several discussions on technical and ministerial level aimed at establishing a regional Confederation of national informal sector federations. These led to a meeting held in Mombasa in June 1994 whereby the East Africa Confederation of Informal Sector Organizations (CISO) was established. The current Office Bearers of CISO are composed of a Chairperson from Kenya, a Secretary General from Tanzania and Treasurer from Uganda.
5. At the establishment of CISO during the Mombasa meeting, a Work Plan for the Confederation was drawn and the Interim Secretariat charged with the responsibility to carry out the following immediate activities:
 - Establishment and registration of National Federations in each of the three countries
 - Registering of the Confederations at each of the three sister countries
 - Formulation of a viable Work-Plan for the future activities of the Confederation

- Convening a meeting of the Governing Board of CISO to deliberate on the future activities of the Organization.

The Interim Secretariat of CISO, through assistance from the Centre for Informal Sector (CISP) in Moshi, have completed the above first three activities and is at a stage of implementing the last activity above. The meeting of the full CISO Governing Council is being planned to take place in Arusha during 17 - 19 April 1996. The cost of the meeting is estimated to be US\$ 13,000.00, as detailed on the attached Budget Proposal.

Subsequently we are requesting you to assist in financing the meeting either in full or part of to facilitate the envisaged deliberation of the future Work-Plan of CISO.

Also, a Project Profile has been prepared and is being submitted to you for your information and possible funding once approved by the Governing Council, in its next sitting.

We hope that you will consider our humble request favorably.

Yours Sincerely,
CISO

Dr. A. A. Makange
SECRETARY GENERAL

cc: **Mr. Alex Menya**
Secretary General
Uganda FISA
Kampala Uganda.

cc: **Mr. J. Sagala**
Chairman
Federation of Jua Kali Associations
Nairobi Kenya.

**THE EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - CISO MEETING HELD AT ELAND HOTEL ARUSHA 10TH -
12TH JULY, 1996.**

APPENDIX 12

SPEECH 1

**ADDRESS BY THE PRINCIPAL SECRETARY MINISTRY OF LABOUR AND
YOUTH DEVELOPMENT MR. KENYA HASSAN
DURING THE OFFICIAL OPENING OF THE SECOND MEETING OF THE EAST
AFRICA CONFEDERATION OF INFORMAL SECTOR ORGANIZATIONS (CISO)
HELD AT ELAND HOTEL - ARUSHA, 10 - 12 JULY 1996:**

Lord Mayor Phillip Kivuyo - Mayor of Arusha Municipality

Honourable CISO Chairman General Secretary General and Treasurer General

Honorable delegates from Uganda, Kenya and Tanzania,

Donor Agency Representatives, Distinguished Guest, Ladies and Gentlemen.

It is great honour to be invited to open this meeting today.

Ladies and Gentlemen

This meeting in Arusha represents the culmination for East Africa a series of local initiatives to push forward the long delayed regional cooperation and in particular of what Central Governments and Local Governments can do to facilitate promotion of employment and income generation through public recognition and support to the informal sector. This approach started out four years ago here in Arusha, as a regional initiative involving all the three of the East African states of Uganda, Kenya and Tanzania.

There is no doubt now that each of the three partner states, as well as neighboring countries of Rwanda and Burundi, has much to learn from the others, especially in terms of public policy which can facilitate the healthy and effective growth of the informal sector. This is as far as the policy level is concerned. Even more importantly is the integration of the informal sector operators themselves whereby they are able to exchange technical knowledge and skills as well in self organization at grassroots level.

There are no longer any doubts now that the formal sector has failed to meet employment and income generation demand of the East Africans. Statistical estimates has that, in Tanzania about 600,000 people join the labour market annually, while in Kenya there are about 500,000 new entrants into the labour market every year. The capacity of the formal sector has been exhausted to the extent that it now provides no more than 10% of new jobs requirements in East Africa. There are no positive indications that this situation can be improved other than the fact that it can only worsen, if traditional approach to employment promotion and income generation remain dominant in our societies.

On the other hand estimates show that between 60 and 80% of the labour force is absorbed in the informal sector. These figures may even be under estimation for in Tanzania less than 1 % of the workforce can claim not to rely on his/her livelihood on informal sector income generating activities. Obviously, the potential for employment creation in the informal sector is high as the above indicators demonstrate.

Ladies and Gentlemen

The architects of the Confederation must have rightly realized that lack of coordination such as training, credit facilities, infrastructure and gender related issues remain to be a major factor in the promotion of the sector. In this context, the lack of coordination at regional level has limited the possibility of exchange and sharing of experiences among the informal sector operators and their institutions at minimum costs. The need for coordination of informal sector operators at all levels is therefore obvious. **For this I commend the founder members of CISO for this foresight.**

Ladies and Gentlemen

The words "East Africa Cooperation" still ring the usual brotherly melody among most if not all, East Africans and the cherished hay days of the defunct East African Community. It is therefore imperative and appropriate for all of us from this region to be active and accordingly to facilitate and support all efforts that aim at "Regional Co-operation" and particularly among grassroots organizations in East Africa.

I am told that, in the next three days you will be deliberating on very pertinent issues including:

- **Review of the Constitution of the Confederation**
- Modalities of Registering of the Confederation in each of the three sister countries
- Formulation of a viable Work-Plan for the future activities of the Confederation
- Preparation of the Rules and Regulations of the Confederation
- Design a sustainable financial structure for the Confederation
- the role of Local Governments and Central Governments in Sustainability capacity building of the National Informal Sector Federations and the Confederation

It is my sincere hope that your financial Sustainability Plan will ensure that your operations are locally sustainable and that your next and future meetings will be self financed fully by yourselves. I am confident that with this initial concern on sustainability matters on your part the Organization has all the potential to succeed.

Further, it is my hope that the long term question that involves the relationship between the National, the Confederation and the Trade Unions will be tackled, if not in this meeting but in your future activities. Since, the formal workforce is shrinking due to retrenchment and privatization, among others, the trade union movement must find ways to cooperate with these new organizations or it will lose its negotiating power. Further, in Kenya, the employers group has supported this line of thinking since without balanced tripartism, collective bargaining may no longer be viable. The respective Governments will be looking forward to the resolutions and the report of your deliberations here. The presence of these high powered delegations

from the three sister countries is a clear demonstration of the commitment the countries attach to the promotion of the informal sector organizations in the East African Region.

With these few remarks Ladies and Gentlemen, it is now my great honour and privilege to declare this meeting officially opened.

THANK YOU.

**THE EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - CISO MEETING HELD AT ELAND HOTEL ARUSHA 10TH -
12TH JULY, 1996.**

APPENDIX 13

SPEECH 2

**SPEECH BY THE SESSION CHAIRMAN MR. D. S. DANDI BEFORE THE
CLOSING OF THE EAST AFRICA CONFEDERATION OF
INFORMAL SECTOR ORGANIZATIONS (CISO) BY THE GUEST OF HONOUR
MR. WAMATU NJOROGE ON 12 JULY, 1996 - ARUSHA TANZANIA.**

**Honourable Guest of Honour,
Honourable Lord Mayor of Arusha,
CISO Leadership,
Distinguished Participants,
Ladies and Gentlemen.**

Dear Guest of Honour,

I am welcoming you to this meeting on behalf of the Principal Secretary of the Ministry of Labour and Youth Development Mr. Kenya Hassan, who had to leave for Dar es Salaam before your arrival to attend to other pressing commitments, including the preparations for MWENGE Celebrations. The Principal Secretary was anxious to meet you in person to discuss about various important issues concerning CISO in particular and East African Co-operation on Employment Promotion in the Informal Sector in general. The official welcome to Tanzania and Arusha shall be effected by the Lord Mayor of Arusha, his Worship Philip Kivuyo.

Guest of Honour

The Government had invited you to come and close this CISO Meeting since Kenya holds both the Chairmanships of the East African Regional Committee on Employment Promotion in the Informal Sector and the East African Confederation of the Informal Sector Organizations (CISO).

Tanzania and Uganda participants, thank Kenya for being the driving force behind the spirit of East Africa Co-operation with regard to the promotion of the Informal Sector and strongly hope that your Ministry of Research, Technical Training and Technology shall continue to play a leading role in the development of the Regional Informal Sector, based on Kenya's Jua Kali experience. There are many things which the sister states can learn from each other and serve themselves from undue costs emanating from trying to reinvent the wheel, instead of adopting each others' experience, expertise and technology.

Guest of Honour,

This second CISO Meeting has been made possible by the commitment of the East African Governments, the participants assembled here plus the generous financial contribution by UNIDO. Before presenting the resolutions and recommendation of the Meeting, may I remind the participants of the origin of CISO which is a product of several Regional Meetings aiming at employment promotion and Informal Sector at Expert, Principal Secretary and Ministerial level. The first Regional Meeting on Employment Promotion in the Informal Sector was held in Arusha in 1992. Subsequent joint Regional Meetings on promoting the Informal Sector were held in Nairobi, Nyeri, Baringo and finally at Ministerial level in Kampala Uganda in April, 1994.

During the Kampala Meeting, the East African Ministers resolved that, for the regional co-operation to produce the desired results, it should reflect and facilitate development and pursuance of policies aimed at creating an enabling environment supportive of the Informal Sector activities. These should include provision of infrastructure, removal of legal barriers to entry and survival of the sector, training and technology transfer, access to credit and other financial and non-financial services, support to marketing strategies for the sector's products, provision of fiscal incentives and other supportive measures.

The Kampala Ministerial Regional Meeting recommended the following activities for developing the informal sector in East Africa:

- Sharing of information on informal sector activities.
- Sharing of existing infrastructures in the region.
- Reviewing and promotion of exchange of technologies.
- Inter-Country marketing of the Informal Sector's products.
- Training and Exchange of expertise.
- Curriculum development.
- Collaboration in the development of training packages and materials for use in the Informal Sector.
- Mutual support in promoting and strengthening the Informal Sector.
- Identification by each state of a Government agency responsible for the Sector, so as to ensure sustainable development.
- Formation of Informal Sector Associations both at National and Regional levels, and
- The Establishment of a co-ordinating framework for informal sector promotion in the Region.

Guest of Honour,

The Ministers at Kampala also resolved that an action programme should be drawn up to clearly identify the roles of the government, beneficiaries, donors, financial institutions, NGOs and the private sector.

Lastly the Kampala Meeting called for:

- The formation of an East African Ministerial Council to promote Employment in the Informal Sector.
- The formation of an East African Committee for Informal Sector Promotion at the level Principal Secretaries
- The establishment of a Regional Informal Sector Promotion Secretariat.

Guest of Honour,

We are proud to tell you that as result of the Kampala Meeting, we succeeded in establishing the East Africa Confederation of Informal Sector Organizations (CISO) in June, 1994 at Mombasa Kenya. We are also happy to hold this second meeting of CISO in Arusha on 10 - 12 July, 1996 of which the Lord Mayor shall soon request you to close.

This meeting, attended by thirty participants was officially opened by Mr. Kenya Hassan, the Principal Secretary of the Tanzania Ministry of Labour and Youth Development on 10th July, 1996. Under the Chairmanship of Mr. Kenya Hassan, the National Federations of Informal Sector Organizations of Kenya, Uganda and Tanzania presented their Country reports on the activities of their National Federations since the Mombasa Meeting. The CISO Secretary General Dr. A. A. Makange also presented CISO report since the Mombasa Meeting. Participants discussed the reports at length before adopting them.

Guest of Honour,

On 11th July, 1996 the meeting formed three working groups on:

- a) Rules and Regulations
- b) Workplan and Budget
- c) CISO sub-Committees

On 12th July, 1996 the working groups reported to the plenary, under the Chairmanship of Leader of Uganda delegation, Mr. Ojja Andira. After exhaustive discussions the participants arrived at the following resolutions and recommendations:

- 1.0 Adoption of the proposed Constitution with the amendments which include the creation of the position of a CISO Vice Chairman.
- 2.0 Establishment of CISO Headquarters in Nairobi with the corresponding Secretariat headed by an Executive Officer.
- 3.0 Revision of the CISO Project document to incorporate the suggested adjustments.
- 4.0 Adoption of the revised Rules and Regulations with the necessary changes.
- 5.0 Adoption of the plan of action based on the project document.
- 6.0 Consolidation and streamlining of the budget proposals ready for implementation.
- 7.0 Preparation of a brief by CISO Secretariat for soliciting financial, technical and material support.
- 8.0 Requesting the East African Governments to finance and facilitate the establishment of CISO Secretariat in Nairobi.

9.0 Requesting East African Governments to establish an East African Secretariat for promoting Regional Co-operation in the Informal Sector as a directed by the Kampala Ministerial Meeting in order to boost CISO sustainability.

Guest of Honour,

I am sure that informal sector operators shall benefit tremendously from timely and serious implementation of these recommendations with the assistance of Governments and Donors.

As Chairman of this closing session and after this short introduction to the genesis of CISO, may I request his Worship the Lord Mayor of Arusha on behalf of the Tanzania Government and the distinguished participants assembled herewith, to kindly invite you to close our three days meeting.

It is now my honour to call upon the Lord Mayor of Arusha, his Worship Philip Kivuyo to address this attentive assembly before kindly requesting you to close our second CISO meeting.

**THE EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - CISO MEETING HELD AT ELAND HOTEL ARUSHA 10TH -
12TH JULY, 1996.**

**SPEECHES
APPENDIX 14**

SPEECH 3

**ADDRESS BY THE GUEST OF HONOUR LORD MAYOR PHILLIP KIVUYO -
MAYOR OF ARUSHA MUNICIPALITY DURING THE OFFICIAL CLOSING
OF THE SECOND MEETING OF THE EAST AFRICA CONFEDERATION OF
INFORMAL SECTOR ORGANIZATIONS HELD
AT ELAND HOTEL, ARUSHA ON 12TH JULY, 1996**

**Honourable Permanent Secretary -Ministry of Research Technical Training and
Technology. Mr. Wamatu Njoroge
Honourable CISO Chairman General, Secretary General and Treasurer General.
Honourable delegates from Uganda, Kenya and Tanzania, Donor Agency
Representatives, Distinguished Guests, Ladies and Gentlemen,**

I feel greatly honoured and privileged to have been asked to witness on the closing ceremony for this rather important East African meeting. I am told that, this is a meeting of the Governing Council of your Organization and a follow-up of resolutions by yourselves during the Mombasa Meeting held between 29th - 30th June, 1994.

Ladies and gentlemen, the words "East Africa Cooperation" has ever since the hay days of the defunct Community, continues to generate great enthusiasm and interest amongst the peoples of East Africa because they carry with them the sustainable rationale of the long cherished grassroots integration. The East Africa people look anxiously forward to resume the good old days when the East African people shared and enjoyed common services and co-existed in harmony. It is therefore befitting and appropriate for every one of us from the region to be positively concerned at any efforts on "Regional Co-operation" and particularly among grassroots organizations such as yours, representing the JUA KALI and NGUVU KAZI of the region.

As a Mayor of Arusha Municipality and therefore the host of your meeting, I do not hesitate to repeat that I am personally very pleased to see the beginning of grassroots cooperation hosted in my Municipality and allowing me to be a party to this important undertaking. Ladies and Gentlemen, when I was requested to come and officiate on this closing ceremony for the Informal sector regional meeting, the temptations were such that, I just could not say no, even if I wanted to.

I would wish to quote the Provincial Commissioner of Coast Province, Kenya, Mr. Beya when in June 1994, he was officiating the closing ceremony of inauguration of the Confederation. He said:

"Your regional co-operation appears timely because the Governments from the three sister states have already laid down the modalities and the framework for the revival of

the East African Co-operation. Your Confederation will go along way in cementing the new initiative for the revival of the East Africa Co-operation by the three states. Unemployment, under-employment and social security are major concerns for each respective state and will equally be top priorities under the new spirit of co-operation for the sister states. Informal sector seems to offer better opportunities for employment creation and therefore, your Confederation could not have come at a more appropriate time".

This was true then as is true today.

I am told that, since Wednesday the 10th July, 1996, when Mr. Kenya Hassan, the Principal Secretary, Ministry Labour and Youth Development officially opened your meeting, you have discussed the following issues in respect of your organisation;

- **Review of the Constitution of the Confederation**
- Modalities of Registering of the Confederation in each of the three sister countries
- Formulation of a viable Work-Plan for the future activities of the Confederation
- Preparation of the Rules and Regulations of the Confederation
- Design a sustainable financial structure for the Confederation

Ladies and Gentlemen,

Of particular emphasis in your deliberations, is the issue of Sustainability of your or any other Organization. I am pleased to note that right from the initial stages of operations of your Organization you are conscious of the African sickness of relying heavily on external and foreign assistance not only in supplementing Government's Budgets but also even of financing meetings of interest to yourselves. It is my sincere hope that your financial Sustainability Plan will ensure that your operations are locally sustainable and that your next and future meetings will be self financed fully by yourselves.

The respective Governments will be looking forward to the resolutions and the report of your deliberations here. The four days full time participation of the Principal Secretary of the Tanzania Ministry of Labour and Youth Development - Mr. Kenya Hassan, is a clear demonstration on the part of Tanzanian Government, its commitment in the promotion of the Informal Sector in East Africa.

On the part of the Arusha Local Government, any collaborative mechanisms and activities will be most welcome. Already officials from neighbouring Municipalities of Moshi, Tanga and Zanzibar have expressed the interest to exchanging visits and protocols and have particularly focused on informal sector activities. In this connection, Ladies and Gentlemen, I wish to point it out that a Coordinating Body for the promotion of the Informal Sector has been established and operational in the above mentioned Municipalities in Tanzania. The body, referred to as the Centre for Informal Sector Promotion (CISP) has adopted a philosophy and an approach emphasizing very close working relations with the local Governments. This is important in view of the fact that constraints to the promotion of the Informal Sector are largely within the domain of the local Governments. Among the achievements reached through this collaboration between CISP and the Arusha Local Government, are:

- establishment and Coordinating of Informal Sector Associations in Arusha and elsewhere in the Country
- acquisition and development of several suitable Business Sites for the Informal Sector Entrepreneurs
- holding negotiation meetings with Local Governments in the acquisition of local markets and tenders for the Informal Sector Entrepreneurs
- development and establishment of sustainable Credit Schemes including soliciting Local Government funds for boosting Informal Sector loan funds
- soliciting for support for the provision of training and infrastructure development for the sector.

All such initiatives and others are being consolidated to encompass all Districts in Tanzania with a view to promoting the sector to combat the ever growing un-employment and poverty. The potential of the Local Governments in curbing un-employment and alleviating poverty is undoubtedly great and I urge you to exploit it, accordingly.

I note however, that you may not have had time to tour Arusha and its surrounding natural sites. Arusha Region offers numerous tourist attractions including the Serengeti, Ngorongoro and Manyara National Parks. I hope that, the organisers will find time for the delegates, especially those from Kenya and Uganda, to tour some of the Parks.

May I, in conclusion take this opportunity to thank the organisers and facilitators of this important meeting. It is my hope that you have had a good and enjoyable stay in Arusha in general and in Eland Hotel, in particular. Once again feel welcome to Tanzania and in particular Arusha.

With these few remarks Ladies and Gentlemen, it is now my great honour and privilege to invite your Mr. Permanent Secretary to address this meeting and officially close the workshop.

THANK YOU.

**THE EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - CISO MEETING HELD AT ELAND HOTEL ARUSHA 10TH -
12TH JULY, 1996.**

APPENDIX 15

SPEECH 4

ADDRESS BY THE GUEST OF HONOUR
MR. WAMATU NJOROGE, PERMANENT SECRETARY
MINISTRY OF RESEARCH TECHNICAL TRAINING AND TECHNOLOGY
DURING THE OFFICIAL CLOSING ON THE SECOND MEETING OF THE EAST
AFRICAN CONFEDERATION OF INFORMAL
SECTOR ORGANIZATION IN ARUSHA, TANZANIA
ON FRIDAY 12TH JULY, 1996

Your Worship, the lord Mayor of Arusha, Mr. P. Kivuyo Donor Agency Representatives, participants from Tanzania, Uganda and Kenya, Ladies and Gentlemen,

Let me first of all, thank the Tanzania Government through you Mr. Principal secretary for inviting me to come and officiate at the official closing of the delegates workshop and for your warm reception and hospitality.

I am informed that over the last three days, you have been deliberating on the three sister country reports presented by each respective Chairman. I understand that you have also reviewed the legal framework and sustainability of the confederation including the work plan, budget proposals, sources of funds and fund raising, and the establishment of the CISO's Secretariat. I have no doubt therefore that, the time spent here has been well spent

Ladies and Gentlemen, the idea of the formation of the East African Confederation of Informal Sector Organizations (CISO) is indeed complimentary to the ideals of the newly launched East African Regional Co-operation, whose Secretariat's headquarters are based here in Arusha. The venue for this meeting therefore, could not have been better chosen.

Mr. Chairman, when we observe the broader objectives of CISO, we see that its bottom line goal is to facilitate the eradication of poverty in the region through the creation of employment in the Jua Kali and informal sector establishments. Consequently, CISO has had to come up with clear cut strategies aimed at achieving this noble but difficult feat. Some of the measures that the organization has undertaken include:

- Providing a forum for the co-ordination of activities of the informal sector institutions and operators
- Advocating for the establishment of an enabling environment for the promotion of informal sector activities, and
- Initiating informal sector development programmes as well as soliciting for financial support for them

Ladies and Gentlemen, it is evident that in the present deteriorating economic situation in our countries, it is crucial to develop a solid and flourishing informal sector that can cater adequately for the thousands of young people who find themselves unemployed on completing their education or training.

So far the approaches taken by many of our political establishments have proved to be unco-ordinated and often fragmented. They tend to concentrate on training as the only panacea to unemployment. Technology, entrepreneurship and business development are often not integrated into the training curricula. The net result becomes an ineffective and expensive undertaking in an environment where funds for development are already limited.

On the other hand, where our governments make efforts to give financial or credit assistance to small-scale entrepreneurs, it often turns out that the credit schemes are inadequate in relation to the needs of the entrepreneurs. Loans are either too expensive to service or they cannot meet the business demands indeed, in the last few years, donor agencies and other financial institutions have been at pains to come up with suitable macro-economic or monetary solutions to this problem that has so retarded the small scale entrepreneurship sector.

However, what we really address at this stage is the overwhelming rate of unemployment among the young population which is now as high as 25 to 30 percent. Not only does this state of helplessness make them a burden to our economy, it also stifles their capacity of creativity which is so vital for the informal sector. Recent empirical finds suggest that for the effective development of the informal sector which must entail business creation and the growth of existing enterprises, a number of integrated and holistic approaches must be incorporated. These include:

- The development of an appropriate environment and free market policies
- Studies and strategies to match demand with local resource potential for substantial, effective employment and business creation
- Cost-effective institutions and processes including training and follow up services
- Institutions that support the growth of existing businesses
- Credit and financial facilities
- International institutions like CISO to pursue and support policies and institutions for Informal Sector Development.

Ladies and Gentlemen, as the government in our region begin laying greater emphasis on the development of the informal sector, we must reflect very carefully on the difficulties that we are bound to encounter in the process. What is often assumed in the strategy, is that there will be enough existing business opportunities for all those who venture into entrepreneurship.

This may not necessarily be true as the phenomenon of overcrowding and market saturation begins to take root while traditional trades are quickly displaced by newer and more innovative ones. Evidently, a new problem, hitherto not envisaged, crops up. What seems to be needed

therefore is a deliberate and new development policy based on identified potentialities and market opportunities.

In this regard, the following situations call for a strategic approach to informal sector development;

- Where traditional sectors may not be able to absorb the huge numbers of present and future unemployed, changes should be devised;
- Sustainable, viable informal sectors should be established and not subsistence level business that result from overcrowding and market saturation;
- Small enterprises development should be linked to National "Economic development priorities, regional development and the exploitation of untapped potentialities;

We therefore urgently need to develop new methodologies to identify these potentialities, industrial development policies that encourage the horizontal integration of the informal sector and the setting up of investment incentives schemes need to be urgently designed. We must also put in place support systems that attract informal sector investment.

In addressing the problem of unemployment, CISO should assist in the expansion and diversification of existing informal sectors. This approach could be more cost effective in the long term and would make a greater contribution to the creation of an economic basis for expansion and growth. If well designed and suitably approached, such programmes would result in:

1. The sustenance of both the old and new employment created by the informal sector;
2. The creation of new employment opportunities through business expansion and the growth of the existing informal sector;
3. Creation of new employment through the multiplier effect of ancillary economic activities, leading to market creation; and
4. Broadening the base for expansion to new markets and export possibilities in the regions.

It is important to note that the viability and growth of this sector ultimately depends on the ability of the entrepreneurs to improve their productivity. Their products must be of the right quality and quantity, and must be adequately priced.

It is in this area that we as countries within the East African region will have to work closely and conscientiously. In order to perform well, we must look critically at the following inter-related factors;

- Overall National policies, social and institutional environments;
- Market and product mix;

- Technology and production skills;
- Access to finance and other inputs;
- Access to information and knowledge;
- Management structures, systems and capabilities;
- Work attitudes and behaviour

Once we are able to tackle these difficult factors, it will be a lot easier to identify and reach all the informal sector entrepreneurs who require assistance. It will also be easier to monitor whether the usage of assistance packages are cost effective and meet the required goals.

Ladies and gentlemen, CISO could make an unmatched contribution in this sector by doing the following:

1. Promoting policies that improve the operating environment by removing barriers to markets, finances, raw materials and other inputs;
2. Working with specific target groups (either sectoral or geographic) thus facilitating tailored assistance programmes;
3. Availing a comprehensive training and advisory services package;
4. Linking the informal sector with sources of raw materials, technology, information on new products and markets;
5. Developing and strengthening a network of institutions, independent trainers and consultants;
6. Using group-based capacity building approaches, such as small business association-based productivity improvement programmes, and group-based training techniques such as the mass media, to reach a wider target group; and
7. At the country level, strengthening leads institutions, to mobilising support from the authorities, the private sector, banks, and also, organising networking to help association or group-based business improvement activities.

It is our expectation that CISO will move with speed to establish regional offices to over-see the implementation of the aforesaid objectives. Indeed, it is the onus of each of our countries to support CISO towards this end. Fortunately, the trade between some of the East African countries, notably, Kenya and Tanzania has hit the Kshs. 13 million mark. This high performance is an indication of the beginning of normalisation of the East African Co-operation Treaty. Mr. Chairman, it is regrettable that even as recently as 1995, a local Tanzanian private organization which had requested for the sponsorship of about 300 Tanzanian youths to train in the Kenyan Jua Kali Sector Associations' management was turned down due to non-co-operation between the two countries.

It is therefore with great happiness that we support the spirit of the Kampala Ministerial Communiqué of 1994, which set the co-operation spirit afloat.

Mr. Chairman, I believe that each of our three countries will soon come up with clearly defined roles that will facilitate CISO's performance in this very vital sector.

If we take some of these basic steps, we will boost the operations of CISO and certainly promote growth in the informal sector.

Finally, Ladies and Gentlemen, as you could conclude your workshop deliberations, I take this opportunity to appeal to you to implement the ideas that have been raised here. Those of us in Government will eagerly await the recommendations and solutions from this workshop.

May I, therefore, ask the secretariat to expedite the report compilation and circulate the same to the necessary organizations for further necessary action.

Ladies and Gentlemen, it is with pleasure that I now declare the Arusha CISO workshop officially closed.

Thank you all

**THE EAST AFRICAN CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - CISO MEETING HELD AT ELAND HOTEL ARUSHA 10TH -
12TH JULY, 1996.**

APPENDIX 16

SPEECH 4

VOTE OF THANKS

**MS. MARGARET NDEKERA
CISO TREASURER GENERAL**

The Guest of Honour, the permanent Secretary Ministry of Research, Technical Training and Technology Kenya Mr. Wamatu Njoroge.

Your worship the Mayor of Arusha Municipality, Lord Mayor P. Kivuyo, CISO Chairman, Secretary general, Government representatives from the three counties, distinguished ladies and gentlemen. I thank the organisers for being gender sensitive by giving me the opportunity to move a vote of thanks to you Guest of Honour and his Lordship the Mayor.

Let me take this opportunity as the chairperson of Uganda to deliver warm greetings from Uganda particularly from the informal sector operators.

I wish also to express gratitude to the organisers of this august meeting. The three days we have spent here are very useful in the development process of the informal sector operators in the East African Region and efforts after this meeting should be made to ensure that CISO stops crawling and gets on its feet to walk the Journey of Facilitating the informal sector operators to achieve what is achievable. The guest of Honour, you have heard what has been covered during the three days.

It is a big challenge that faces us but nothing is impossible with the good will of the three governments which is clearly demonstrated by your presence Mr. guest of Honour, and that of The Principle Secretary of Tanzania Ministry of Labour and Youth development Mr. Kenya Hassan who opened this meeting on Wednesday not forgetting government representatives who have been part and parcel of the deliberations as presented today.

On behalf of the participants here present, I wish to extend commitment to the cause of the development of CISO to see it on to its feet. In conclusion Mr. guest of Honour, I thank you for having made yourself available inspite of by busy schedule of work to have traveled here to officiate at the closure of this meeting.

I extend thanks to the organisers of this meeting especially to Kenya for untiringly lobbying for funds that have made it possible for us to be here.

I thank the Tanzania side which has hosted us to Arusha and I'm provoked to say that as and when this meeting takes place in Uganda we shall surely revenge.

Your worship the Mayor, in Uganda vengeance is fair play. Thank you for welcoming us to your beautiful municipality.

I thank the secretary General of CISO Dr. Makange who has kept the light of the CISO candle a light and burning till we are able to join him.

And finally I wish to conclude by thanking all you distinguished participants for your time, your contributions and having made your services available to CISO.

I wish every one a safe journey home and good health.

Thank you.

EAST AFRICA CONFEDERATION OF
INFORMAL SECTOR ORGANIZATIONS (CISO)
MEETING 10 - 12 /07/1996 - ARUSHA

APPENDIX 17

PROGRAMME

TUESDAY - 09 JULY 1996

- Arrival of delegates at ELAND HOTEL and Checking-In

WEDNESDAY - 10 JULY 1996

- 09.00 - 10.00 - Registration:
- 10.00 - 11.00 - Opening Address by Guest of Honor - Principal Secretary, Kenya Ministry of Labour and Youth Development: Mr. Kenya Hassan
- 11.00 - 11.30 - TEA/COFFEE BREAK:
- 11.30 - 13.00 - Country Reports by the National Chairmen and Panel discussion
- 13.00 - 14.30 - LUNCH BREAK:
- 14.30 - 16.00 - Report of CISO Secretary General
 - Adoption of the Report
 - Matters arising.
- 16.00 - 16.30 - TEA/COFFEE BREAK:
- 16.30 - 17.30 - Review of the Legal Framework and Sustainability of the Confederation
 - Formation of Work-Group:-
 - Rules and Regulations Review Group
 - Work-Plan and Budget Review Group
 - Confederation Council (Sub-Committee Group)

THURSDAY - 11 JULY 1996:

- 09.00 - 10.30 - Working Groups Discussions,
- 10.30 - 11.00 - TEA BREAK:
- 11.00 - 13.00 - Finalize Groups Discussions
- 13.00 - 14.30 - LUNCH BREAK:
- 14.30 - 16.00 - Finalize Groups Discussions
- 16.30 - 16.30 - TEA BREAK:
- 16.30 - 17.30 - Video show - 'CISO in Mombasa 1994'

FRIDAY - 12 JULY 1996:

- 09.00 - 10.30 - Group Presentation and Discussion
- The Constitution Review
 - Rules and Regulations Review Group
- 10.30 - 11.00 - TEA BREAK:
- 11.00 - 13.00 - Presentation and Discussions on the Work-Plan and Budget
- Work Plan Activities and Targets
 - Budget Proposal
 - Sources of Funds and Fund Raising
 - Secretariat Establishment
- 13.00 - 14.30 - LUNCH BREAK:
- 14.30 - 16.00 - Adoption of Group Recommendations
- 16.30 - 16.30 - TEA BREAK:
- 16.30 - 17.30 - Closing of the CISO Meeting- Lord Mayor P. Kivuyo - Mayor of Arusha Municipality
- 19.00 - 21.00 - Cocktail

SATURDAY - 13 JULY 1996: (OPTIONAL ACTIVITIES)

- 10.00 - 12.30 - Visit the Centre for Informal Sector Promotion (CISP) at Kilombero Market in Arusha Municipality.
- 13.00 - 14.30 - LUNCH:
- 12.30 - 16.00 - Visit the SNAKE PARK in Arusha

NOTE:

For those interested to visit the SNAKE PARK, a fee amounting to T.Shs. 5,000/= to cover Transport and snacks will be charged.

**CLOSING CEREMONY OF THE EAST AFRICA CONFEDERATION OF
INFORMAL SECTOR ORGANIZATIONS (CISO). SECOND MEETING
10 - 12/07 1996 ARUSHA TANZANIA.**

APPENDIX 18

**MR. WAMATU NJOROGE THE PERMANENT SECRETARY, MINISTRY OF
RESEARCH, TECHNICAL TRAINING AND TECHNOLOGY KENYA.**

- 5.00 pm Master of ceremonies Mr. J. P. Mutiso introduces the session chairman and asks the delegates to introduce themselves to the chief guest.
- 5.05 pm Session chairman Mr. Damas Dandi who is also a CISO founder member gives a small brief and reads the resolutions of the meeting and invites the Mayor.
- 5.15 pm His worship the Lord Mayor P. Kivuyo the Mayor of Arusha makes a statement and invites the chief Guest .
- 5.25 pm The chief Mr. Wamatu Njoroge the permanent Secretary, Ministry of research, Technical training and technology addresses the meeting and officially closes the workshop.
- 5.40 pm Ms. Margaret Ndekera the CISO Treasurer general who is also the Chairman of FISA Uganda moves a vote of thanks.
- 5.50 pm The master of Ceremonies makes announcements.

**THE EAST AFRICA CONFEDERATION OF INFORMAL SECTOR
ORGANIZATIONS - CISO
MEETING HELD ON 10TH JULY, 1996 AT ELAND MOTEL - ARUSHA**

APPENDIX 19

NO	NAME	COUNTRY	TITLE	SIGNATURE
1	Mr. Kenya Hassan	Tanzania	Principal Secretary - Ministry of Labour and Youth Development	
2	Mr. Damas S. Dandi	Tanzania	Asst. Labour Commissioner - Ministry of Labour and Youth Development	
3	Dr. A. A. Makange	Tanzania	Secretary General - East Africa Confederation of Informal Sector Organizations - CISO	
4	Mr. Frank G. Mwafongo	Tanzania	Secretary General - Tanzania Federation of Informal Sector Organizations - TAFISO	
5	Ms. Gloria Kavishe	Tanzania	Director - Centre for Informal Sector Promotion - CISP	
6	Ms. Lucy Renju	Tanzania	Representative - POVERTY AFRICA Kilimanjaro Region	
7	Ms. Mariam Mallya	Tanzania	Chairperson NGUVU KAZI Committee- Moshi Municipal Council	
8	Mr. B. Bilal	Zanzibar	Ministry of Education - Zanzibar	
9	Mr. A. Buberwa	Tanzania		
10	Mr. Mustafa M. Mushi	Tanzania	Centre for Informal Sector Promotion - CISP Moshi.	
11	Mr. J. P. Mutiso	Kenya	GTZ Co-ordinator	MRIT&T
12	Mr. Japhet Sagala	Kenya	Chairman	KNFJKA
13	Mr. Paul Tomi	Kenya	Secretary	KNFJKA
14	Mr. K. Mwangangi	Kenya	Executive Officer	KNFJKA
15	Mr. John Stevens	Kenya	Consultant Eng.	UNIDO
16	Ms. Sarah A. Oyugi			KNFJKA
17	Mr. Gerald Ngunjiri	Kenya	Senior Workshop Eng.	UNIDO
18	Ms. Margaret Mawanda	Uganda		
19	Mr. Alex Menyha	Uganda		
20	Mr. Joseph Buga	Uganda		
21	Mr. Ojja Andira	Uganda		
22	Ms. Neema Makere	Tanzania	Centre for Informal Sector Promotion - CISP Arusha	
23	Mr. J. Gwau	Tanzania	Centre for Informal Sector Promotion - CISP Moshi	
24	Ms. Hawa Mtangi	Tanzania	Centre for Informal Sector Promotion - CISP Moshi	
25	Mr. J. P. Semiono	Tanzania	Representative	POVERTY AFRICA - Dar es Salaam
26	Mr. Anton Masare	Tanzania		Ministry of Labour and Youth Development
27	Mr. Noel Thomas	Tanzania	Journalist -	
28	Mr. Patrick Mgawanyi	Tanzania	Journalist -	
29	Mr. Peter Saramba	Tanzania	Journalist - Business Times/Majira	
30	Mr. Neeh Lyimo	Tanzania	Journalist - Corr. BBC Swahili/Radio One	
31	Mr. Aloyce Kilimbo	Tanzania	Journalist - The Guardian	
32	Mr. Frans Heijimis	Tanzania		International Labour Organization - ILO

**EAST AFRICA CONFEDERATION OF
INFORMAL SECTOR ORGANIZATIONS (CISO)**

APPENDIX 20

(A Regional Apex Body for Informal Sector Organizations in East Africa)

Your Ref.:

CISO Tanzania Office:

Our Ref.: CISO-MCA/9607/01

P.O. Box 186

Moshi.

**Lord Mayor P. Kivuyo
Arusha Municipal Council
P.O. Box
Arusha.**

Tel: (055 50411)

Fax: (055) 50328

Date: 10 July 1996

Lord Mayor,

**RE: INVITATION TO ATTEND A COCKTAIL PARTY
ELAND HOTEL, 12 JULY, 1996**

Further to our invitation to you to officiate on the closing ceremony at 17:30 hrs, 12 July, 1996 for the East Africa Confederation of Informal Sector Organizations' meeting, I further wish to request you to accept our invitation for an evening cocktail party. The party will take place at the ELAND HOTEL at 18.00 hrs.

Kindly accept our invitation for the party.

Yours sincerely

A.A. Makange
SECRETARY GENERAL