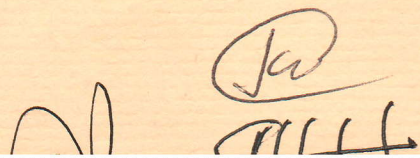


PERMANENT OKAVANGO RIVER BASIN WATER COMMISSION

RULES OF PROCEDURE

FOR

THE MINISTERS' FORUM

Handwritten signature and initials in the bottom right corner.

1. ESTABLISHMENT

In order for the Parties to;

- a) enhance and deepen cooperation among the OKACOM Member States
- b) ensure the effective implementation of the OKACOM mandate as envisioned by the 1994 OKACOM Agreement as well as the approved Strategic Action Programme (SAP)

The Parties have agreed to establish a Ministers' Forum of the OKACOM Parties whose business shall be conducted in terms of the following Rules of Procedure.

2. FUNCTIONS

The Ministers' Forum shall:

- a) be the executive body tasked with the approval of policy and political issues;
- b) provide guidance to OKACOM on institutional matters;
- c) execute duties which will include but not be limited to endorsing, signing and ratifying agreements and other legal instruments;
- d) resolve matters that would have been escalated to the Forum from the Council of Commissioners;

3. MINISTERS' FORUM

3.1. Meetings

The Ministers' Forum shall be an annual meeting of the Ministers responsible for water, and extraordinary sessions may be convened at the request of any one of the Parties or on the advice of the Council of Commissioners.

3.2. Notices

Notices of the meetings of the Ministers' Forum together with the proposed agenda shall be distributed to the Parties by the Secretariat, in consultation with the chairing Party, not later than one (1) month before such meeting of the Parties is held.

3.3. Agenda

The draft agenda prepared by the Secretariat shall include, inter alia:

- a) Items the inclusion of which has been requested by the Council of Commissioners;

- b) Such items as may be directed by any of the Parties;
- c) The Parties shall consider and approve the agenda at the Ministers' Forum.

3.4. Hosting and Chairing

- a) The hosting of the Ministers' Forum meetings shall rotate within the three Parties to OKACOM, save for cases where the Parties decide otherwise due to compelling reasons;
- b) The Ministers' Forum shall be chaired by the hosting Party and the Chairperson shall direct proceedings, announce decisions and ensure adherence to these Rules.

3.5. Attendance

- a) The Ministers' Forum shall be comprised of the Ministers responsible for water in the three OKACOM Member States and open to the Council of Commissioners, the Okavango Basin Steering Committee (OBSC), Secretariat and Senior Officials of the Member States when invited;
- b) Ministers Forum may have closed sessions as may be required;
- c) On the advice of the Council of Commissioners, observers may be invited to attend the Ministers' Forum.

3.6. Quorum

- a) The quorum for the Ministers' Forum shall be by the attendance of the three (3) Ministers;
- b) Notwithstanding the provisions of a) above, under exceptional circumstances where one party cannot attend it shall be represented by their delegated representative.
- c) The delegated representative shall be mandated to act in full capacity and have the authority to make decisions on behalf of the Member State.

4. DATE AND VENUE

- a) The date and venue of the subsequent ordinary session of the Ministers' Forum shall be determined at the end of the preceding session;
- b) The date and venue of the extraordinary sessions of the Ministers' Forum may be determined at the request of any one of the Parties or on the advice of the Council of Commissioners.

5. RECORDING AND REPORTING

- a) The Secretariat shall provide secretarial services to the Ministers' Forum;
- b) The Chairperson of the Council of Commissioners shall report to the Ministers' Forum on all items on the agenda;
- c) The Secretariat shall prepare a draft record in respect of the Ministers' Forum meetings held and shall distribute the same to the Parties within 30 days after the closing of the meeting;
- d) The draft record shall be reviewed and approved at the subsequent ordinary meeting of the Ministers' Forum.

6. LANGUAGE

- a) All sessions of the Ministers' Forum shall be conducted in the English and Portuguese languages;
- b) Documents for discussion and/or for decisions of the Ministers' Forum shall be prepared in both languages.

7. DECISION MAKING

- a) No decision shall be valid unless taken at a meeting of the Ministers' Forum attended by the three (3) Parties;
- b) The Parties shall make every effort to take decisions on the basis of consensus. If all efforts of reaching consensus on a particular matter at a session have been exhausted and no agreement was reached, then the matter shall be dealt with at the next session. In the event of failure to reach an agreement at such session, the matter shall be made the subject of negotiations between the Parties.

8. CONTENTS AND VALIDITY OF DOCUMENTS

All documents produced for the Ministers Forum shall be in English and Portuguese languages. The content of the documents be they, in English and Portuguese shall have the same content and validity.

9. FINANCIAL ARRANGEMENTS

- a) Each Party shall, in respect of all the sessions of the meetings of the Ministers' Forum, be responsible for all costs in connection with the attendance and participation of its delegation and any other person co-opted into its delegation;
- b) The Party hosting a meeting of the Ministers' Forum shall be responsible for all costs in relation to the venue, local transport, Ministerial security, hospitality and all relevant protocols;
- c) Costs in relation to materials to be used at the meeting of the Ministers' Forum, will be covered by OKACOM.

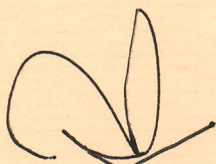
10. AMENDMENT

These Rules of Procedure may be amended by mutual written consent of the Parties.

11. APPROVAL AND EFFECTIVE DATE

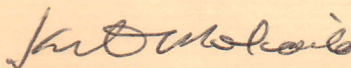
These Rules of Procedure were approved by the Parties at Harare, Republic of Zimbabwe, on the 2nd day of July 2015, and shall become effective immediately.

**FOR THE GOVERNMENT
OF THE REPUBLIC OF
ANGOLA**



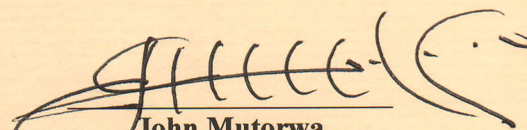
**João Baptista Borges
Minister of Energy and Water**

**FOR THE GOVERNMENT
OF THE REPUBLIC OF
BOTSWANA**



**Onkokame Kitso Mokaila
Minister of Minerals, Energy
and Water Resources**

**FOR THE GOVERNMENT
OF THE REPUBLIC OF
NAMIBIA**



**John Mutorwa
Minister of Agriculture, Water
and Forestry**