



**DJIBOUTI CODE OF CONDUCT/JEDDAH AMENDMENT
THE NATIONAL FOCAL POINTS VIRTUAL MEETING HELD VIA ZOOM**

Wednesday 07th April 2021

Record of the Meeting

1. The International Maritime Organization (IMO), pursuant to the request of Signatory States to the Code of Conduct concerning the repression of piracy and armed robbery against ships in the Western Indian Ocean and the Gulf of Aden (Djibouti Code of Conduct), the Signatory States to the Jeddah Amendment to the Djibouti Code of Conduct, 2017 (Jeddah Amendment) and the States eligible to sign these instruments (participants) organised a virtual National Focal Points (NFP) meeting on Wednesday, 07 April 2021 to further deliberate on and consider the terms of reference for Working Group 1, Working Group 2 and the Steering Committee and call for their adoption. The meeting was a follow up to the virtual meeting of NFPs held on 16th November 2020.

2. Participants recalled that the Mombasa High Level Meeting on Capacity Building Coordination for enhanced Maritime Security in the Western Indian Ocean and Gulf of Aden and Donor Forum (13 - 14 November 2019) established the DCOC/JA governance structure for day to day follow up of agreed actions. In addition, two NFP virtual meetings were held on 26th August 2020 and 16th November 2020, to discuss the development of an action plan for speedy operationalization of the DCoC (JA) Governance framework and to review the draft Terms of References (TORs) for the governance organs. Having failed to agree on final versions of the TORs for Working Group 1 (WG1), Working Group 2 (WG 2) and the Steering Committee (SC), the Secretariat developed two versions for each organ reflecting the difference of opinion for further consideration and determination of the final version by NFPs.

3. The meeting was attended by representatives from the following participating States.

COMOROS	ETHIOPIA	FRANCE
KENYA	MADAGASCAR	MAURITIUS
MOZAMBIQUE	SAUDI ARABIA	SEYCHELLES
SOMALIA	SOUTH AFRICA	SUDAN
U.R TANZANIA	YEMEN	

4. The objective of the meeting was to discuss, deliberate and adopt the TORs for the Steering Committee, Working Group 1 and for Working Group 2

Opening Remarks

5. The meeting was opened by the Chairman of the Steering Committee and Director General of the Saudi Border Guard, Major General Muhammad Abdullah Al-Shehri. The remarks are attached as Annex 1.

This was followed by a round of introductions of all the participants.

Agenda

6. The meeting adopted the Agenda that had earlier been circulated and the Chairman of the SC continued to chair the meeting. The Agenda is attached as Annex 2.

7. South Africa proposed to amend the agenda to include a discussion of the report of the last meeting but due to time constraints and considering that the outcome of that meeting was inconclusive, the items was not covered. Instead, the report was summarised under the agenda item matters arising from the last meeting. Furthermore, the draft report was circulated, and no objection was raised.

Matters Arising from previous meetings in relation to the Terms of Reference for the Steering Committee, Working Groups and Friends of DCOC/JA

8. Mr. Kiruja Micheni (IMO) summarised the outcomes of the last meeting (16 Nov 2020), in relation to the TORs and explained why it had not been possible for the Secretariat to come up with one version that reflected all opinions. He explained that while NFPs had called for a strong governance framework, the feedback provided by some NFPs did not reflect consensus. Therefore, Version A of each of the TORs reflected the need for a strong governance framework with decision making authority while version B left all decisions to the general forum of all NFPs. More details are shown at Annex 3.

Presentation on the Key Highlights of the TORs on WG 1, WG 2 AND THE SC

9. Ms. Joyce Awino from Kenya summarised the key highlights of the TORs for WG1 and the SC including the main areas of contention between version A and B.

10. Captain. Getinet Abay of Ethiopia took signatory states through the presentation of key highlights of WG 2 on capacity building.

The presentations are marked as Annex 4.

Statement by the Chairs of SC, working Group – Strengthening the DCOC Information Sharing Network to meet the objectives of the DCOC/JA & TOR for WG 1. (Presentation marked as Annex 4)

11. Mr. Ali Mirah from Djibouti could not attend the meeting. Instead, he sent a written statement that was read on his behalf by the Secretariat. Djibouti vouched for the adoption of Version A of the TORs.

12. On behalf of the Chair of WG1, Ms. Joyce Awino (Kenya) provided a statement on the need for speedy adoption of the TORs, emphasising that the delay was frustrating the commencement of the work of the working groups.

Adoption of the TORs

14. As directed by the Chairman, participants voted on the two versions as follows:
- **Comoros** - Version A on all TORs¹
 - **Djibouti** -Version A on all TORs
 - **Ethiopia** -Version A on all TORs
 - **France** – Is not eligible to vote hence did not vote.
 - **Kenya** – Version A on all TORs
 - **Madagascar** -Version A on all TORs
 - **Mozambique** -Version A on all TORs
 - **Mauritius** – Version A on all TORs and called for development of rules of procedures of DCoC at meetings to enable meetings to be seamless and more efficient.
 - **Kingdom of Saudi Arabia** -Version A on all TORs
 - **Seychelles** – Version A on all TORs and supported the call by Mauritius to develop rules of procedure for meetings.
 - **Somalia** – Version A on all TORs
 - **South Africa** – abstained from voting but supported the call by Mauritius and Seychelles to develop rules of procedures for meetings. South Africa further raised issues of procedure and pointed out that the decision to develop two versions was not an outcome of the NFP meeting of 16 November 2020 and that the Chairman had no powers to give such directions.
 - **Sudan** -Version A on all TORs
 - **Tanzania** – Version A on all TORs
 - **Yemen** – Version A on all the TORs²
15. Following the unanimous vote for version A with none for version B, the Chairman formally announced the adoption of Version A of the TORs for Working Group 1, Working Group 2, and the Steering Committee.
16. The Secretariat reminded participants that draft reports of NFP meetings and draft agenda items are always shared in good time and requested them to make a point of reviewing and providing feedback before the final version is agreed. This would save time for critical discussions during meetings.
17. Noting that the working groups are very eager to commence their work, IMO confirmed that it stands ready to support them in doing so.
18. All participating States are encouraged to attend and contribute to all meetings of the working groups.

¹ Confirmed after meeting was completed following internal consultations.

² Confirmed after meeting was completed following internal consultations.

Presentation on the DCOC Website - Ms. Esther Kung'u (IMO)

19. Ms. Esther Kung'u (IMO) presented an update on the development of the DCOC Website update and confirmed that it was ready to launch. NFPs were requested to continue contributing materials to be posted on the website.

20. Thanking IMO for the job well done, the Chairman directed the Secretariat to liaise with the SC in coming up with a launch date by end of April 2021. Details of the presentation can be seen at annex 6.

Presentation on the IMO Projects in the region related to the DCOC Signatory States

21. Ms. Stella Aber (IMO) briefed participants on two new projects being implemented by IMO with funding from the European Union for the enhancement of maritime safety and security in the region. The Port Security and Safety of Navigation Project and the Red Sea Project will support 14 DCoC participating States. The presentation is attached as annex 7.

Closing Remarks

22. In his closing remarks, the Chairman thanked participants for attending the meeting and for adopting the TORs of WG 1, WG 2 and Steering Committee. The agreed TORs are attached herein as Annex 8.

23. There being no other business, the meeting ended at 1750 hours EAT.



Annex 1: Opening Remarks by the Chairman Steering Committee and the Director General Saudi Border Guard – Major General Muhammed Abdullah Al- Shehri

In the name of Allah, The Most gracious, The Most Merciful

All Praise and thanks to Allah, The Lord of the worlds

And Peace be upon Prophet Muhammad, the last and noblest Messenger and prophet.

Dear, Members of the Steering Committee

The representative of the International Maritime Organization

Ladies and Gentlemen,

It is my great pleasure to welcome you to this virtual Meeting to complete what has been discussed during the previous meeting held on 10 February 2021 to operationalize the Jeddah Amendment 2017. We shall review the suggestions submitted from the member states concerning the Terms of Reference for the Steering Committee, Working Group 1 on Information Sharing and Working Group 2 on Capacity Building Coordination as was circulated to all of you earlier.

These proposals are to be discussed on the basis of the overall agreement to adopt a proper Governance structure for the Terms of Reference of the Steering Committee and the two Working Groups so as to achieve our desired objectives.

Dear Attendees,

In that respect, I would like to commend the efforts of the member states to continue the collective work to enhance maritime security and combat transnational organized crimes as well as any other illegal acts and to face the threats that change dramatically. Therefore, we are to take all the proper measures required to combat all forms of threats.

The esteemed members are going to discuss the Terms of References for the Steering Committee of Jeddah Amendment 2017 and the Terms of References for the two working groups concerning Information Sharing and Capacity Building Coordination. Also, we are going to review updating the site of the Code of Conduct and the ongoing projects.

In conclusion, I would like to extend my thanks and gratitude for all of you for your attendance, wishing you all success.

Annex 2; Agenda

REVISED CODE OF CONDUCT CONCERNING THE REPRESSION OF PIRACY, ARMED ROBBERY AGAINST SHIPS, AND ILLICIT MARITIME ACTIVITY IN THE WESTERN INDIAN OCEAN AND THE GULF OF ADEN AREA

MEETING OF NATIONAL FOCAL POINTS

**Virtual by Zoom
07 April March 2021
1230-1430 GMT (1530 – 1730 EAT)**

AGENDA

Item No.	Approx. Timing	Subject	Lead
1.	15:30 – 15:35	Welcome Remarks	KSA
2.	15:55 – 16:10	Introductions	IMO
3.	16:10 – 16:15	Adoption of the agenda	KSA
4.	16:15 – 16:20	Matters Arising from the last meeting	IMO
4.	16:20 – 17:00	Presentation of the draft TORs <ul style="list-style-type: none"> • WG on Capacity Building Coordination • WG on info Sharing • Steering Committee Adoption of the TORs	Kenya Ethiopia Kenya Djibouti KSA
5.	17:00 – 17:15	Update on the DCoC website	IMO
6.	17:15 – 17:25	Update on the ongoing projects	IMO
7.	17:25 – 17:30	AOB	All

END

Annex 3- Matters Arising

MATTERS ARISING FROM THE NFP MEETING HELD ON 16 NOV 2020

1. The meeting was attended by participants from Djibouti, Ethiopia, France, Kenya, Madagascar, Mauritius, Mozambique, Saudi Arabia, Seychelles, Somalia, South Africa, UAE, U.R Tanzania, and Yemen
2. The objective of the meeting was to discuss, deliberate and adopt the TOR for WG1, WG2 and the SC
3. As part of the first main agenda item, Kenya, being the Chair of WG1 presented the TORs for the WG and called for the same to be adopted.
4. Despite lengthy debate, participants did not reach consensus on some of the articles, particularly regarding decision making and the roles and responsibilities of the working group.
5. Ethiopia, being the Chair of WG2 presented the TORs for the WG and called for their adoption. Again, participants did not reach consensus and so the TORs were not adopted.
6. The TORs for the SC were presented by Djibouti, being the Vice Chairman of the SC. Like the other two, the TORs were not adopted.
7. The TORs for the Friends of DCOC/JA were presented by Mozambique. The meeting adopted the TORs accordingly.
8. Having failed to reach consensus on the TORs for WG1, WG2 and the SC, it was resolved that the three documents be further revised by the Secretariat and shared with participants for further consideration before convening a next meeting to adopt the agreed final version.

Developments

9. As directed, after the meeting, the Secretariat reached out to members on several occasions in an effort to find common ground. Unfortunately, very few responded.
10. In an effort to find common ground concerning the contentious issue of decision making, Kenya recommended that instead of decision making by absolute majority, to read as follows:
“Decisions shall be taken by consensus in the first instance and where consensus fails, two thirds majority rule shall apply”.
11. After further consultations with the SC, we came up with the compromise: “Decisions of the Steering Committee will be taken by way of consensus and where consensus cannot be reached, the absolute majority rule shall apply on condition that dissenting views are put on record”.
12. Despite concerted effort, the Secretariat was unable to make further revisions that addressed all the observations made during the meeting. After seeking guidance from the Chairman, it was resolved to provide drafts in two versions based on the two sides of view for final decision.

13. The two versions of the TORS were shared with all NFPs together with the record of the meeting and again alongside the calling message for this meeting.

Annex 4- Presentations on overview of the TORs and Key Highlights and Areas of Contentions. *(please view the presentations as attached beside this report)*

Annex 5- Statement from Djibouti

DCoCJA NFP Meeting

Statement from Djibouti

As you know, we are now in the second year since the DCoC governance structure was established, yet the two working groups are yet to start doing what they were established to do because we failed to agree on the terms of references.

This is also the third meeting to discuss the TORs, having not agreed during the last two meetings held on 26 August 2020 and 16 November 2020.

The Mombasa meeting of Nov 2019 called for strong governance framework to spearhead the implementation of the Djibouti Code of Conduct and the Jeddah Amendment objectives. Establishing a Steering Committee with no authority to make decisions goes against that spirit and is counterproductive. As a matter of fact, there is no need of having such a structure if all decisions must wait until the next conference of NFPs.

The DCoC governance framework should be modelled on IMO structures whereby the Steering Committee functions in a similar way as the council, the working groups as the committees while the general NFP meeting like the assembly.

Ladies and gentlemen, Djibouti is concerned that the great spirit of cooperation that we have built and closely guarded since 2009 is now under threat and may compromise the accomplishments made over the last decade, if we fail to set a good foundation for smooth implementation of the code.

While we should always seek to build consensus in the first instance, experiences of the last several meetings of the DCoCJA have shown us that we will not always agree on all issues. Whenever we differ, it is only right that the will of the majority shall prevail.

With those few remarks, Djibouti calls for the adoption of version A of the three terms of references.

Ali-Miirah DAOUD

DCoC NFP for Djibouti

April 7, 2021



Annex 6- Presentation on the DCOC/JA Website Update and Progress

(please view the presentation as attached beside this report)

Annex 7- Presentation on the IMO Ongoing Projects

(please view the presentation as attached beside this report)

Annex 8- Adopted TORs

Djibouti Code of Conduct (Jeddah Amendment) (DCoC (JA))

Working Group on Information Sharing

Terms of Reference

Background

1. Following a round of discussions from working groups at the High Level Meeting on Capacity Building Coordination for Enhanced Maritime Security in the Western Indian Ocean and Gulf of Aden and Donor Forum, held in Mombasa, Kenya, between the 13th and 14th November 2019, it was agreed that the implementation of the DCoC(JA) shall be delivered under a governance framework that comprises a Steering Committee, a Working Group on Information Sharing and a Working Group on Capacity Building Coordination. These terms of reference are applicable to the Working Group on Information Sharing (hereinafter referred to as Working Group 1).

2. The working group will consider the current Information sharing Centres as stipulated in the Code but may also recognize other centres with capabilities in a bid to establish a strong Information Sharing Network as envisaged by the Code.

Roles and Responsibilities

3. Working Group 1 shall develop a Work Plan highlighting the short, medium and long term plans relevant to areas of information sharing within the parameters of the DCoC (JA) and submit this to the Steering Committee for its approval. The approved work plan shall be presented to the next NFP meeting for endorsement.

4. Working Group 1 shall monitor the ongoing delivery of the Work Plan, providing reports on delivery implementation to the Steering Committee, highlighting any issues along with appropriate recommendations for their mitigation, at least ten (10) working days in advance of each Steering Committee meeting.

5. Working Group 1 shall develop common Standard Operating Procedures (SOPs) and guidelines to streamline the DCoC (JA) information sharing network and provide these to the Steering Committee for their approval.

6. Working Group 1 shall coordinate (voluntary) assessments of National Maritime Information Centres (NMICs) to inform areas of technical assistance Signatory States may require.

7. Working Group 1 shall ensure effective programme management consistent with the principles of transparency and accountability.

8. Working Group 1 shall provide ad hoc updates, technical advice and guidance to the Steering Committee as and when requested by the Steering Committee.

9. Working Group 1 shall follow the decisions and direction provided by the Steering Committee.

Membership, Chair, Secretariat and convening of meetings

10. Working Group 1 will comprise all members that are signatory to the DCoC and eligible to sign the DCoC.

11. The Chair and Deputy-Chair of Working Group 1 will be appointed every two years, by way of consensus of all the Signatory States that are signatory to the DCoC JA.

12. The Secretariat of Working Group 1 will coordinate and facilitate meetings and the work of the group.

13. The Secretariat shall coordinate and facilitate four (4) meetings per calendar year, and other ad hoc meetings as required, and take advantage of meetings on the margins of IMO meetings, and other gatherings where the Signatory States of DCoC have membership, as well as remote meetings through video conferencing.

Communication and Reporting

14. The Secretariat will communicate the deliberations and decisions of Working Group 1 in writing to all the Signatory States of DCoC (JA) within ten (10) working days of the completion of the meetings.

15. The Secretariat will promote communications on maritime security matters between the members of Working Group 1 and facilitate the Work Plan through a suitable platform that will make updating priorities and areas for cooperation easy and user friendly.

Decision Making/authority

16. Decisions of Working Group 1 will be taken by consensus in the first instance as much as possible, and where consensus cannot be reached, the two thirds majority rule shall apply on condition that dissenting views are put on record.

Funding, Resources and Budget

17. Signatory States jointly with international partner/s or donor/s when the need arises, will be responsible for sourcing funding for participants attendance at the meetings of Working Group 1. The Secretariat will provide logistic support.

Reviews

18. These Terms of Reference will be reviewed by Working Group 1 and for further approval by DCoC Signatory States by consensus and thereafter at least every second year. Recommendations for amendments should be sent to the Secretariat.

Secretariat Working Group on Information Sharing

ANNEX A

LIST OF MEMBERS

Regional Countries

Kenya (Chair)
Madagascar (Deputy - Chair)
Comoros
Djibouti
Ethiopia
Jordan
Maldives
Mauritius
Mozambique
Seychelles
Saudi Arabia
Somalia
South Africa
Sudan
United Republic of Tanzania
Yemen
United Arab Emirates

Ad Hoc Members/Donors (at invitation of the Chair) *

Indian Ocean Commission (IOC)



United Nations Office for Drugs and Crime (UNODC)
INTERPOL
CMF
AFRICOM
RCOC
RMIFC
ReCAAP
United States
United Kingdom (MTO/ FCO/BPST EA)
European Union (EEAS, EU CRIMARIO, EUCAP Somalia, EUNAVFOR) *

* New Additions to be confirmed by Chair.

Djibouti Code of Conduct (Jeddah Amendment) (DCoC (JA))

Working Group 2 - Capacity Building Coordination

Terms of Reference

Background

1. Following a round of discussions from working groups at the High Level Meeting on Capacity Building Coordination for Enhanced Maritime Security in the Western Indian Ocean and Gulf of Aden and Donor Forum, held in Mombasa, Kenya, between the 13th and 14th November 2019, it was agreed that the implementation of the DCoC(JA) shall be delivered under a governance framework that comprises a Steering Committee, a Working Group on Information Sharing and a Working Group on Capacity Building Coordination. These terms of reference are applicable to the Working Group on Capacity Building Coordination (hereinafter referred to as Working Group 2).

2. The Working Group on Capacity Building Coordination acknowledges the existence of the Djibouti Regional Training Centre (DRTC) and will consider the DRTC as well as other centres with capabilities for capacity building in a bid to enhance training on all aspects of maritime security.

Roles and Responsibilities

3. Working Group 2 shall identify the priority action areas for capacity building.

4. Working Group 2 shall develop a Work Plan highlighting the short, medium and long-term plans setting out the agreed areas of capacity building within the parameters of the DCoC (JA) and submit to the Steering Committee for approval.

5. Working Group 2 shall call on donor support in line with the identified needs and capabilities including for capacity building for the DRTC.

6. Working Group 2 shall ensure coordination with other stakeholders on maritime security, including (but not limited to), industry, naval operations and countering transnational maritime crimes, to ensure that capacity building efforts are aligned with other international efforts.
7. Working Group 2 shall monitor the ongoing delivery of the Work Plan, providing reports on delivery implementation to the Steering Committee, highlighting any issues along with appropriate recommendations for their mitigation, at least ten (10) working days in advance of each Steering Committee meeting.
8. Working Group 2 shall provide ad hoc updates, technical advice and guidance to the Steering Committee as and when requested by the Steering Committee.
9. Working Group 2 shall ensure effective programme management consistent with the principles of transparency and accountability.
10. Working Group 2 shall follow the decisions and direction provided by the Steering Committee.

Membership, Chair, Secretariat and convening of meetings.

11. Working Group 2 will comprise all members that are signatory to the DCoC and eligible to sign the DCoC.
12. The Chair and Co-Chair of Working Group 2 will be appointed every two years, by way of consensus of all the Signatory States that are signatory to the DCoC.
13. The Secretariat of Working Group 2 will coordinate and facilitate meetings and the work of the group.
14. The Secretariat shall coordinate and facilitate four (4) meetings per calendar year, and other ad hoc meetings as required, and take advantage of meetings on the margins of IMO meetings, and other gatherings where the Signatory States of DCoC have membership, as well as remote meetings through video conferencing.

Communication and Reporting

15. The Secretariat will communicate the deliberations and decisions of Working Group 2 in writing to all the Signatory States of DCoC (JA) within ten (10) working days of the completion of the meetings.
16. The Secretariat will promote communications on maritime security matters between the members and facilitate the Work Plans through a suitable platform that will make updating priorities and areas for cooperation easy and user friendly.

Decision Making/authority

17. Decisions of Working Group 2 will be taken by consensus as much as possible, and where consensus cannot be reached, the two thirds majority rule shall apply on condition that dissenting views are put on record.

Funding, Resources and Budget

18. Signatory States jointly with international partner/s or donor/s when the need arises, will be responsible for sourcing funding for participants to attend the meetings of Working Group 2. The Secretariat will provide logistic support.

Reviews

19. These Terms of Reference will be reviewed by Working Group 2 and for further approval by DCoC Signatory States by consensus and thereafter at least every second year. Recommendations for amendments should be sent to the Secretariat.

Secretariat

Working Group on Capacity Building Coordination

ANNEX A

LIST OF MEMBERS

Regional Countries

Ethiopia (Chair)
Mozambique (Deputy - Chair)
Comoros
Djibouti
Jordan
Kenya
Madagascar
Maldives
Mauritius
Seychelles
Saudi Arabia
Somalia
South Africa
Sudan
United Republic of Tanzania
Yemen
United Arab Emirates

Ad Hoc Members/Donors (at invitation of the Chair) *

Indian Ocean Commission (IOC)
United Nations Office for Drugs and Crime (UNODC)
INTERPOL



CMF
AFRICOM
RCOC
RMIFC
ReCAAP
Denmark
United States
United Kingdom (MTO/ FCO/BPST EA)
European Union (EEAS, EU CRIMARIO, EUCAP, Somalia, EUNAVFOR) *

* New Additions to be confirmed by Chair.

Djibouti Code of Conduct (Jeddah Amendment) ((DCoC (JA))

Steering Committee

Terms of Reference

Background

1. Following the High-Level Meeting on Capacity Building Coordination for Enhanced Maritime Security in the Western Indian Ocean and Gulf of Aden and Donor Forum, held in Mombasa, Kenya, between the 13th and 14th November 2019, it was agreed that the implementation of the DCoC (JA) shall be delivered under a governance framework that comprises of a Steering Committee, a Working Group on Information Sharing and a Working Group on Capacity Building Coordination. These terms of reference are applicable to the Steering Committee.

Roles and Responsibilities

2. The Steering Committee shall be the oversight body which will provide the strategic direction and decisions on the needs, priorities and issues pertaining to information sharing and capacity building coordination on maritime security in the region, taking into account the recommendations of the Working Groups on Information Sharing and Capacity Building Coordination respectively.

3. The Steering Committee shall be responsible for approving the Work Plans (containing short-, medium- and long-term goals) of the Working Groups on Information Sharing and Capacity Building Coordination, and for maintaining oversight of Work Plan delivery by encouraging Signatory States to implement the agreed short-, medium- and long-term goals within the Work Plans. The Work Plans, based on the concept of mutual accountability, will provide the basis for international donor support and engagement.

4. The Steering Committee shall provide decisions, advice, and guidance, as appropriate, on any matters raised to the Committee by the Working Groups on Information Sharing and Capacity Building Coordination respectively, other future Working Groups and/or by Signatory States.
5. The Steering Committee shall support and encourage agreement amongst the Signatory States on future arrangements and responsibilities.
6. The Steering Committee will ensure effective programme management consistent with the principles of transparency and accountability.
7. The chairperson of the Steering Committee will chair meetings of the Steering Committee and be available to provide strategic guidance to the Secretariat on day to day follow up of agreed actions. The Chairperson of meetings of National Focal Points and High-level meetings shall be elected on the day.

Membership, Chair, Secretariat and convening of meetings

8. The Steering Committee will comprise of six (6) Signatory States, with two each from area North, Central and South.
9. The Chairperson and Deputy-chairperson of the Steering Committee will comprise of representatives of Signatory States that are referenced in article eight (8). Appointments for the Signatory states in article eight (8), Chair and Deputy-chair, will be made every two years, by way of consensus of all the Signatory States that are signatory to the DCoC JA.
10. The Secretariat of the Steering Committee will coordinate and facilitate meetings and the work of the Steering Committee.
11. The Secretariat shall coordinate and facilitate four (4) meetings per calendar year, and other ad hoc meetings as required, and take advantage of meetings on the margins of IMO meetings, and other gatherings where the Signatory States of DCoC have membership, as well as remote meetings through video conferencing.

Observer Status

12. Organizations and/or countries may contact the Secretariat or the Chairperson of the Steering Committee in writing to request Observer status to the DCoC governance framework. For the purpose of these Terms of Reference, Observer status *refers to “Organizations and/or countries which have special interests in maritime security in the West Indian Ocean and the Gulf of Aden”*.
13. The Chairperson will seek a consensus decision of DCoC (JA) Signatory States as to whether to grant the requested observer status. If a consensus decision is reached on Observer status, the Secretariat will inform the organization or country concerned and they will subsequently receive the necessary logistic details for their approved Observer status. A consensus decision can be taken by DCoC (JA) Signatory States to remove said Observer status at any time, following a request to the Chairperson.

14. Any organization and/or countries granted Observer status may speak/offer comments at DCoC meetings, including the offering of technical assistance where relevant, but must first request and have obtained the permission of the Chairperson prior to doing so. Observers cannot participate in decision making of the Steering Committee.

15. NFPs can convene meetings without the participation of Observers if deemed appropriate and taking into account the agenda for the meeting.

Communication and Reporting

16. The Secretariat will communicate the deliberations and decisions of the Steering Committee in writing to all the Signatory States of DCoC (JA) within ten (10) working days of the completion of the meetings.

17. The Secretariat will promote communications on maritime security matters between the members and facilitate the Work Plans through a suitable platform that will make updating priorities and areas for cooperation easy and user friendly.

Decision Making/authority

18. Decisions of the Steering Committee will be taken by way of consensus as much as possible and where consensus cannot be reached, the two thirds majority rule shall apply on condition that dissenting views are put on record.

Funding, Resources and Budget

19. Signatory States jointly with international partner/s or donor/s, when the need arises, will be responsible for sourcing funding for participants' attendance at the Steering Committee meetings. The Secretariat will provide logistical support for participants' attendance.

Reviews

These Terms of Reference will be reviewed by the Steering Committee and approved by DCoC Signatory States by consensus and thereafter at least every second year. If consensus cannot be reached, the absolute majority rule shall apply on condition that dissenting views are put on record. Recommendations for amendments should be sent to the Secretariat.

ANNEX A

LIST OF MEMBERS

Regional Countries

The Kingdom of Saudi Arabia (Chair)

Djibouti (Deputy - Chair)

Kenya