

The background is a solid blue color. It features two large, overlapping white curved shapes that create a sense of depth and movement. One curve starts from the left edge and sweeps upwards and to the right. The other curve starts from the right edge and sweeps downwards and to the left, overlapping the first curve.

**Glossary**  
**Acronyms**  
**Annexes**

## Glossary of terms

This glossary provides brief definitions of some key terms and concepts used in ACP-EC cooperation. Please note that some terms are explained in the text (see sections 2.4 and 5.5, for example), and are not repeated here.

**ACP Group** (page 3): Established in 1975 with the signing of the Georgetown Agreement, the ACP Group now comprises 79 African, Caribbean and Pacific countries (for details see Annex I). Two members of the ACP Group have a special status. *South Africa* acceded to the Lomé Conventions and the Cotonou Agreement, and is represented in all joint ACP-EC institutions. However, it does not have access to the resources of the European Development Fund. European support is provided through a special EU budget line, and there is also a separate trade agreement. *Cuba* is also a member of the ACP group but has not signed the Cotonou Agreement. These special cases explain why the guide refers to just 77 ACP countries.

**Call for proposals** (page 70): This refers to the procedure used to allocate funding through EU budget lines (see section 5.4) as well as through the EDF for support programmes to non-state actors (see section 5.3). In practice, non-state actors are invited (or 'called' upon), at regular intervals, to submit project proposals. Calls for proposals are publicly announced (e.g. in the major newspapers of ACP countries). Information is provided on the type of projects that will be considered for funding and on specific conditions to be met in each Call for Proposals. Only part of the proposed projects will pass the selection test.

### CTA - The Technical Centre for Agricultural and Rural Cooperation ACP-EU

(page 18): The Technical Centre for Agricultural and Rural Cooperation ACP-EU (CTA) was established in 1983 under the second Lomé Convention between the ACP and the EU Member States. Since 2000, it has operated within the framework of the ACP-EC Cotonou Agreement. CTA's tasks are to develop and provide services that improve access to information for agricultural and rural development, and to strengthen the capacity of ACP countries to produce, acquire, exchange and utilise information in this area through the support of ACP organisations. ([www.cta.int](http://www.cta.int))

### Development Assistance Committee (DAC)

(page 49): The principal body through which the OECD deals with issues related to cooperation with developing countries. It is a key forum in which bilateral donors work together to increase the effectiveness of their common efforts to support sustainable development. ([www.oecd.org/dac](http://www.oecd.org/dac))

### Economic Partnership Agreements (EPAs)

(page 14): These are trade agreements between the EC and ACP countries that will replace the current system of non-reciprocal trade preferences. The EPAs will be compatible with the requirements of the World Trade Organization (WTO), and will progressively remove barriers to trade between the EU and the ACP sub-regions and enhance cooperation in all areas. EPAs are designed to foster regional integration processes in the ACP. The EPA negotiations are to be concluded

by December 2007 at the latest, and the agreements are expected to enter into force by January 2008.

**Eligibility criteria** (page 31): In order to participate in ACP-EC cooperation, non-state actors need to be 'eligible'. The Cotonou Agreement defines a basic set of eligibility criteria for non-state actors (Article 6). They must address the needs of the population; have specific competencies and be organised and led democratically and transparently. More refined eligibility criteria can be defined at country level (e.g. during the programming process or at the time of identifying a support programme for non-state actors).

**European Commission** (page 7): As the EU's executive body, the European Commission works in close partnership with the other European institutions and the governments of EU Member States. The Commission has the right to take the initiative in proposing policies, although all major legislative decisions are taken by the Ministers of EU Member States in the Council of the European Union, and the democratically elected members of the European Parliament. The European Commission plays a key role in implementing the EU's external policies, working through its 128 Delegations and Offices around the world. The EC Delegations are gradually being strengthened to ensure the effective delivery of European external assistance.

**European Community (EC)** (page 3): In 1957, six European states founded the European Economic Community (EEC). Since then, the process of integration has been systematically pushed forward into areas other

than economic cooperation. The European Community and the Member States together form the European Union (EU).

**European Development Fund (EDF)** (page 15): For historical reasons, ACP cooperation is not funded through the regular budget of the European Union, but through the European Development Fund (EDF), a special fund to which Member States contribute every five years. The resources available to ACP countries through each EDF (currently the 9th) are specified in a 'financial protocol' to the partnership agreement for each five-year period.

**European Union (EU)** (page 3): The EU is the result of a process of regional cooperation that began in the early 1950s. The EU's single market, comprising 374 million consumers, is the world's largest trading bloc. The EU (i.e. the European Community and the Member States) is also the largest provider of official development assistance. The 15 EU Member States (as at the end of 2003) are: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, and the United Kingdom. In 2004, ten further countries will join the Community: the Czech Republic, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia (*see Annex II*).

**Essential elements** (page 14): The partnership between the ACP and the EC is underpinned by a set of shared core values. The Lomé IV bis Convention (1995-2000) explicitly included respect for human rights, democratic principles and the rule of law as the 'essential elements' of ACP-EC cooper-

ation, whose violation could lead to the suspension of aid. The Cotonou Agreement builds on this and refines the consultation process between the parties in cases of possible violation of these essential elements (see Article 96 of the Cotonou Agreement).

### Everything but Arms (EBA) initiative

(page 17): Launched by the EU in 2001, the EBA initiative extends duty free and quota free access to the European market to all products originating in the least developed countries (LDCs), except arms and ammunition. The EBA thus completes the liberalisation of trade in agricultural products, including sensitive items such as meat, dairy products, cereals, fruit and vegetables. This initiative is relevant in the context of this guide because 34 of the 49 states classified as LDCs are in Africa and are members of the ACP group.

**Financial protocol** (page 15): The Cotonou Agreement has been concluded for 20 years and contains a clause allowing for its revision every five years. Alongside the Agreement is a financial protocol, which indicates the total resources that are available to the ACP countries through the European Development Fund (EDF) for a period of five years.

**Financial regulation** (page 8): This term refers to a broad set of financial rules and procedures that determine how the EC should manage its development cooperation resources. These legal provisions, negotiated with the Member States, also apply to ACP-EC cooperation, and must be respected in every programme, project or contract.

**Fundamental element** (page 19): During

the negotiation of the Cotonou Agreement, the EU wanted to expand the essential elements of the partnership (see above) to include 'good governance'. The ACP countries felt that this concept was already adequately covered by the existing categories of essential elements, and were concerned that it could be applied by the EC in a discretionary manner. Under the compromise subsequently reached, good governance is a 'fundamental element' of the Cotonou Agreement. Unlike in a situation involving the violation of an 'essential element', an ACP state facing a major governance crisis need not fear the suspension of aid, with the notable exception of 'serious cases of corruption'.

**Good governance** (page 19): The Cotonou Agreement (Article 9) defines good governance as 'the transparent and accountable management of human, natural, economic and financial resources for the purposes of equitable and sustainable development'.

**Non-reciprocal trade preferences** (page 13): For the past 25 years, under successive Lomé Conventions, the EC has granted non-reciprocal trade preferences to ACP countries. This means that ACP countries have been able to export nearly all of their products to the European market without having to pay customs duties, and without having to open up their own markets in return. Under the Cotonou Agreement, this preferential regime will be maintained until December 2007 and should then be replaced by EPAs (*see above*).

**Official parties** (page 20): The Cotonou Agreement has been concluded between ACP states and the EC. They constitute the official parties in the cooperation process. Alongside

these official parties, other institutions and actors play a major role, including non-state actors.

**Participatory development** (page 5): Forty years of development cooperation have clearly demonstrated the limits of top-down, centralised approaches to development. The wave of democratisation that swept through the developing world after the end of the Cold War gave a further impetus to the design of more participatory approaches to development and cooperation processes. The Cotonou Agreement fully subscribes to this approach by creating space and opportunities for all possible categories of relevant non-state actors to participate in the formulation and implementation of ACP-EC cooperation.

**Poverty Reduction Strategy Papers (PRSPs)** (page 44): In recent years, led by the international financial institutions (the International Monetary Fund and the World Bank), many developing countries have organised national consultation processes aimed at formulating comprehensive poverty reduction strategies. The idea is not just to produce a plan, but to elaborate a framework that should guide policy-making and the allocation of resources, including joint donor contributions. EC support to ACP countries is expected to align itself to the priorities specified in the PRSP, and to facilitate their effective implementation.

**Public-private partnership (PPP)** (page 29): The Cotonou Agreement insists on the 'complementary role' that state and non-state actors can play in fostering the process of development. It therefore seeks to

promote dialogue and collaboration between the government and other development actors, as well as partnerships between public agencies (e.g. a ministry) and private organisations (e.g. a company or non-governmental organisation) to jointly implement a policy or a programme.

**Rolling programming** (page 21): EC support to ACP countries is programmed, or allocated to priority sectors and activities, through dialogue between the official parties and in consultation with non-state actors. Under the Cotonou Agreement, programming is no longer seen as a 'one-shot exercise', to be done only at the beginning of each five-year cooperation period. It now has to be carried out in a systematic way, through ongoing reviews of the initial priorities and budget allocations. In this sense, programming becomes a 'rolling' process.

**Tripartite dialogue** (page 84): This term is increasingly being used in ACP countries in the context of organising the participation of non-state actors in ACP-EC cooperation. In order to avoid instrumental approaches (e.g. focusing on providing aid directly to non-state actors), it is important to ensure that effective tripartite (three-way) dialogue takes place between the ACP government or regional body and the EC (the official parties), and representative structures of non-state actors. The relevance and effectiveness of such dialogue has been well demonstrated in some ACP countries (e.g. Uganda) that have been able to move forward in promoting non-state actor participation.

## List of acronyms

<b>ACP</b>	African, Caribbean and Pacific countries	<b>FES</b>	Friedrich Ebert Stiftung
<b>AWP</b>	Annual work programme	<b>FTA</b>	Free trade agreement
<b>CAP</b>	Common Agricultural Policy (EU)	<b>GDP</b>	Gross domestic product
<b>CARICOM</b>	Caribbean Community	<b>IDAPP</b>	Integrated Drug Abuse Prevention Programme (Jamaica)
<b>CDE</b>	Centre for the Development of Enterprise	<b>JPA</b>	Joint Parliamentary Assembly
<b>CEDEAO</b>	Communauté Économique des États de l'Afrique de l'Ouest (ECOWAS)	<b>JTAT</b>	Jamaican Trade and Adjustment Team
<b>CEMAC</b>	Communauté Économique et Monétaire de l'Afrique Centrale	<b>LDC</b>	Least developed country
<b>CONCORD</b>	European Federation of Development and Relief NGOs	<b>MTR</b>	Mid-term review
<b>CSP</b>	Country Strategy Paper	<b>NAO</b>	National Authorising Officer
<b>CTA</b>	Technical Centre for Agricultural and Rural Cooperation ACP-EU	<b>NEDLAC</b>	National Economic Development and Labour Council (South Africa)
<b>DAC</b>	Development Assistance Committee (OECD)	<b>NGO</b>	Non-governmental organisation
<b>EBA</b>	'Everything-but-Arms' initiative	<b>NIP</b>	National Indicative Programme
<b>EC</b>	European Community	<b>NSA</b>	Non-state actor
<b>ECDPM</b>	European Centre for Development Policy Management	<b>NSAF</b>	Non-State Actors' Forum (Zimbabwe)
<b>ECOWAS</b>	Economic Community of West African States (CEDEAO)	<b>ODI</b>	Overseas Development Institute (UK)
<b>EDF</b>	European Development Fund	<b>OECD</b>	Organisation for Economic Cooperation and Development
<b>EEC</b>	European Economic Community	<b>PIU</b>	Programme implementation unit
<b>EESC</b>	European Economic and Social Committee	<b>PMU</b>	Programme management unit
<b>EIB</b>	European Investment Bank	<b>PPP</b>	Public-private partnership
<b>EPA</b>	Economic Partnership Agreement	<b>PRSP</b>	Poverty Reduction Strategy Paper
<b>ESDP</b>	Education Sector Development Programme (Tanzania)	<b>RAO</b>	Regional Authorising Officer
<b>EU</b>	European Union	<b>RIP</b>	Regional Indicative Programme
<b>Euforic</b>	European Forum on International Cooperation	<b>RSP</b>	Regional Strategy Paper
<b>Eurostep</b>	European Solidarity towards Equal Participation of People	<b>SIA</b>	Sustainability impact assessment
		<b>TANGO</b>	Tuvalu Association of NGOs
		<b>TEN</b>	Tanzania Education Network
		<b>ToR</b>	Terms of reference
		<b>UN</b>	United Nations
		<b>WCL</b>	World Confederation of Labour
		<b>WTO</b>	World Trade Organization
		<b>ZDCP</b>	Zimbabwe Decentralised Cooperation Programme

## ANNEX I ACP countries and institutions in the framework of Cotonou

### ACP countries by region

Southern Africa	Central Africa	East Africa	West Africa	Caribbean	Pacific
<i>Angola</i>	<i>Burundi*</i>	<i>Comores*</i>	<i>Benin*</i>	<i>Antigua and Barbuda</i>	<i>Cook Islands</i>
<i>Botswana</i>	<i>Cameroon</i>	<i>Djibouti*</i>	<i>Burkina Faso*</i>	<i>Bahamas</i>	<i>East Timor</i>
<i>Lesotho*</i>	<i>Cape Verde*</i>	<i>Ethiopia*</i>	<i>Gambia*</i>	<i>Barbados</i>	<i>Fiji</i>
<i>Malawi*</i>	<i>Central African Republic*</i>	<i>Eritrea*</i>	<i>Ghana</i>	<i>Belize</i>	<i>Kiribati*</i>
<i>Mozambique*</i>	<i>Kenya</i>	<i>Kenya</i>	<i>Guinea*</i>	<i>Cuba<sup>2</sup></i>	<i>Marshall Islands</i>
<i>Namibia</i>	<i>Madagascar*</i>	<i>Madagascar*</i>	<i>Guinea Bissau*</i>	<i>Dominica</i>	<i>Micronesia</i>
<i>South Africa<sup>1</sup></i>	<i>Chad*</i>	<i>Mauritius</i>	<i>Ivory Coast</i>	<i>Dominican Republic</i>	<i>Nauru</i>
<i>Swaziland</i>	<i>Democratic Republic of Congo*</i>	<i>Seychelles</i>	<i>Liberia*</i>	<i>Grenada</i>	<i>Niue</i>
<i>Zambia*</i>	<i>Rwanda*</i>	<i>Somalia*</i>	<i>Mauritania*</i>	<i>Guyana</i>	<i>Palau</i>
<i>Zimbabwe</i>	<i>Sao Tomé and Príncipe*</i>	<i>Sudan*</i>	<i>Mali*</i>	<i>Haiti*</i>	<i>Papua New Guinea</i>
		<i>Tanzania*</i>	<i>Niger*</i>	<i>Jamaica</i>	<i>Samoa*</i>
		<i>Uganda*</i>	<i>Nigeria</i>	<i>St-Christopher and Nevis</i>	<i>Solomon Islands*</i>
			<i>Senegal*</i>	<i>St Lucia</i>	<i>Tongo</i>
			<i>Sierra Leone*</i>	<i>St Vincent and the Grenadines</i>	<i>Tuvalu*</i>
			<i>Togo*</i>	<i>Suriname</i>	<i>Vanuatu*</i>
				<i>Trinidad and Tobago</i>	

\* Least Developed Countries (LDCs)

1 South Africa is a member of the ACP Group and the Cotonou Agreement, however aid granted to South Africa is taken from the EU budget, not the EDF.

2 Cuba is a member of the ACP Group, but has not signed the Cotonou Agreement.

## The ACP institutions

### ACP Secretariat

*The ACP Secretariat supports the activities of the ACP Group institutions (Council of Ministers, Committee of Ambassadors, Joint Assembly, Economic and Social Committee) and assists related institutions, particularly CDE and CTA. It follows up the implementation of the Cotonou Agreement and coordinates the work of the above-mentioned institutions and other related groups.*

*The ACP Secretariat is based in Brussels and employs about 70 staff from all over the ACP.*

### ACP Committee of Ambassadors

*The Committee of Ambassadors is composed of all ACP Ambassadors accredited to the EU. It is responsible for carrying out the ACP Council decisions. It is headed by a bureau and technical sub-committees are set up to follow up on different aspects of the Cotonou Agreement.*

### ACP Council of Ministers

*The Council is the highest institution of the ACP Group. It determines common positions for the ACP Group in the negotiations with the EU on the ACP-EC cooperation.*

*For more information on these institutions, their staff and activities, see*

[www.acpsec.org](http://www.acpsec.org)

### ACP Secretariat

451 Avenue Georges Henri  
B-1200 Brussels

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Tel.: +32 (0)2 743 06 00

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E-mail: [info@acpsec.org](mailto:info@acpsec.org)

## ANNEX II European Member States and institutions in the framework of Cotonou

### European Member States

In 1957 six countries – [Belgium](#), [France](#), [Germany](#), [Italy](#), [Luxembourg](#) and the [Netherlands](#) – signed the Treaty of Rome establishing the European Economic Community (EEC). Since then, a further nine countries have joined the Community: [Denmark](#), [the Republic of Ireland](#) and [the United Kingdom](#) in 1973, [Greece](#) in 1981, [Portugal](#) and [Spain](#) in 1986, and [Austria](#), [Finland](#) and [Sweden](#) in 1995.

Over the years, the Member States have signed a number of treaties, the Maastricht Treaty (1992) establishing the European Union, and the Treaty of Amsterdam (1999), which led to further integration of social, political and defence policies, and the strengthening of European institutions. Currently, the EU Member States are discussing the draft for a common European constitution.

### New Member States

The European Union is now preparing to welcome a further ten countries – [Cyprus](#), [the Czech Republic](#), [Estonia](#), [Hungary](#), [Latvia](#), [Lithuania](#), [Malta](#), [Poland](#), [Slovakia](#), and [Slovenia](#) – which will become Member States in 2004.

### Possible candidates

In the coming years [Bulgaria](#) and [Romania](#) are expected to follow, and [Turkey](#) and [Ukraine](#) are possible candidates, depending on their economic performance and respect for human rights.

### European Institutions

Over the decades, a complex set of institutions has emerged to administer the European Union, most of which are based in Brussels in Belgium. Extensive information on European institutions and EU policies can be found on the website [www.europa.eu.int](http://www.europa.eu.int)

Three institutions play a role in the cooperation between ACP countries and the European Community.

#### *The Council of the European Union*

The Council of the European Union is the institution that represents the interests of EU Member States. This is the main legislative and decision-making body in the EU.

*For more information contact:*

The Council of the European Union  
175 rue de la Loi  
B-1048 Brussels, Belgium  
Tel.: +32 (0)2 285 61 11  
[www.consilium.eu.int](http://www.consilium.eu.int)

#### *The European Parliament*

The European Parliament represents the voice of citizens of the EU Member States and is directly elected by them.

The European Parliament:

- examines and adopts European legislation proposed by the European Commission, in some cases in association with the Council of the European Union;

## The European Union



Source: EU website, situation: spring 2003  
 Map: EU Member States (current, new and possible candidates)

- approves the annual EU budget;
- exercises democratic control over the EU institutions; and
- assesses the implementation of important international agreements, including the Cotonou Agreement.

*For more information contact:*

The European Parliament  
 Rue Wiertz  
 B-1047 Brussels, Belgium  
 Tel.: +32 (0)2 284 21 11  
[www.europarl.eu.int](http://www.europarl.eu.int)

### *The European Commission*

The European Commission is the EU's administrative body, which is appointed by and is answerable to the European Parliament.

The European Commission:

- proposes policies, although the actual power to take legislative decisions remains with the Council and the Parliament;
- monitors the application of Community law by Member States and other actors; and
- oversees and manages policies, and negotiates international agreements with third countries or regional groupings on behalf of the Community.

#### *For more information contact:*

The European Commission  
Rue de la Loi/Wetstraat 200  
B-1049 Brussels, Belgium  
Tel.: +32 (0)2 299 11 11  
[www.europa.eu.int/comm](http://www.europa.eu.int/comm)

Two other institutions are consulted in the formulation of Community legislation. The Committee of the Regions is consulted by the Council, Parliament and the Commission on matters affecting local and regional interests. More important in the context of this guide is the European Economic and Social Committee.

### *The European Economic and Social Committee (EESC)*

The European Economic and Social Committee (EESC) is a consultative body of the European Union. The Committee:

- consists of representatives of the various economic and social components of organised civil society;
- plays an integral part in the process of policy formation and decision-making within the Community;
- can decide to come up with 'own-initiative opinions' or information reports;
- can be consulted on an exploratory basis by the European Commission (i.e. before the Commission draws up its own proposal).

Since the 1970s, the EESC has been committed to ACP-EC relations and staged regular meetings with economic and social groups from the ACP countries. Since 1998, the EESC has adopted a new strategy based on closer contacts with ACP partners and on the organisation of regional seminars in the ACP. It has issued several opinions on relations with ACP countries and on a variety of development cooperation issues. It has consistently called for a greater degree of participation by civil society representatives in the development process.

#### *For more information contact:*

The European Economic and Social Committee  
2 rue Ravenstein  
B-1000 Brussels, Belgium  
Tel.: +32 (0)2 546 96 04  
<http://www.esc.eu.int>

## ANNEX III Joint ACP-EC institutions

There are three joint ACP-EC institutions<sup>1</sup> whose task it is to steer, implement and supervise the implementation of cooperation agreements between the ACP countries and the European Community. The composition and functions of these institutions are summarised in below.

Institution	ACP-EC Council of Ministers	ACP-EC Committee of Ambassadors	The ACP-EC Joint Parliamentary Assembly (JPA)
<b>Members</b>	One representative of government of each ACP country, each EU Member State, and of the European Commission.	Representatives of each EU Member State to the EU, the head of mission of each ACP state to the EU, and a member of the European Commission.	An equal number of EU and ACP parliamentarians .
<b>Frequency of meetings</b>	Normally once a year.	About once a month. There are sub-committees that meet more frequently.	Twice a year in plenary session. It has standing committees that meet more frequently.
<b>Functions</b>	<ul style="list-style-type: none"> <li>engages in political dialogue</li> <li>adopts policy guidelines</li> <li>takes legally binding decisions concerning the implementation of cooperation agreements between the ACP and the EC</li> </ul>	<ul style="list-style-type: none"> <li>monitors the implementation of cooperation agreements</li> <li>assists the ACP-EC Council of Ministers</li> </ul>	<ul style="list-style-type: none"> <li>promotes democratic processes through dialogue and consultation</li> <li>adopts resolutions, and makes recommendations to the ACP-EC Council of Ministers</li> <li>raises public awareness of cooperation agreements</li> </ul>
<b>Address</b>	75 rue de la Loi B-1048 Brussels Belgium	451 ave. Georges Henri B-1200 Brussels Belgium	Rue Wiertz B-1047 Brussels Belgium

For more information about these institutions visit the website of the ACP Secretariat ([www.acpsec.org](http://www.acpsec.org)). The website of the European Parliament also includes pages dedicated to the JPA: [www.europarl.eu.int/dgz/acp/en/default.htm](http://www.europarl.eu.int/dgz/acp/en/default.htm)

<sup>1</sup> There are other specialised joint ACP-EC institutions, such as the Centre for the Development of Enterprise (CDE) and the Technical Centre for Agricultural and Rural Cooperation ACP-EU (CTA).