

IDC Formation Process

NOTE: Fambul Tok initiates and actively facilitates the early part of the process. Its facilitation scales back at each phase, until the IDC takes over full ownership of its agenda and process.

STEP ONE

Facilitation of People's Planning Process in one Chiefdom in District

SEE PPP MAP FOR FULL DESCRIPTION OF PROCESS

Prior to the District Stakeholders Conference, Fambul Tok facilitates a full Chiefdom through the People's Planning Process. Representatives from that Chiefdom present their resulting People's Plan, and describe the process of coming to it, as a central part of the Stakeholder's meeting agenda.

STEP TWO

District Stakeholders Conference

Fambul Tok invites the following people and groups to participate: The Paramount Chief and appointed representatives from the initial PPP Chiefdom, with an emphasis on women and youth leaders; the District Council Chairperson, Councillors and Chief Administrator; the District Officer; the Paramount Chiefs (traditional leaders) in the District; District level representatives of: relevant government Ministries, Departments and Agencies (MDAs); District Office of National Security; Police Local Unit Commander; women and youth leaders; persons with disabilities; religious leaders; Members of Parliament; civil society organizations and relevant non-governmental organisations working in the district. Representatives from other districts that don't yet have an IDC are invited to witness the process.

MEETING GOALS

- District stakeholders identify on-going threats to district peace and social cohesion;
- Community members present their Chiefdom's Peoples' Plan and describe the formation process;
- identify district's preferred way of addressing identified threats/problems and stepping into stronger leadership of its own peace and development agenda;
- discuss the need for and relevance of an IDC
- confirm moving forward on IDC formation

STEP THREE

Second District Stakeholders Conference

Same group of stakeholders are present that were in the first conference. Meeting is facilitated with Fambul Tok staff and District Council/Officer.

MEETING GOALS

- decide on appropriate membership configuration and organizational structure of the IDC to address the issues raised at the initial district stakeholders conference;
- develop a mandate and terms of reference for IDC
- form the District Executive (DE) and sub-committees

The DE includes key District leaders such as the District Officer, District Council Chairperson, and District Coordinator for the Office of National Security, heads of civil society organizations, Paramount Chiefs' representative, youth and women leaders, and Community Rep. They provide leadership for the group, design or determine interventions / activities and supervise operations of standing committees who report to them for appropriate action(s). New sub-committees can be set up on an ad hoc basis as and when necessary from among the IDC membership and sometimes co-opt community members with specific mandates. Examples of standing committees formed include: the peace and reconciliation committee, the development committee, and the finance committee. Membership to sub-committees depends on the issue to be addressed; they can be headed by the relevant paramount chief, NGO leader or head of specific government Ministry, Department or Agency (MDA) dealing with the issue involved.

STEP SIX

Start PPP in a new Chiefdom

Fambul Tok and the IDC together identify the next Chiefdom as well as a lead district-based CSO to facilitate the consultative People's Planning Process for the development of the Chiefdom People's Plan, which will then be submitted to the District Council, to be incorporated into the District Development Plan.

STEP FOUR

First IDC Executive Committee Meeting

MEETING GOALS

- Clarify roles and responsibilities of executive members
- Create the day to day operational guidelines for executive members
- Develop initial plan of action and funding plan

STEP FIVE

Training of IDC Executive

- Train IDC to build up capacities to run ongoing meetings and activities on their own
- Ground in the purpose and values of the IDC
- Train IDC on the PPP so they can oversee PPP rollout across the District
- Develop IDC capacity to create linkages between the appropriate government Ministries, Departments and Agencies and the chiefdom and sectional level structures and plans, so they can support implementation of the Chiefdom People's Plans

ONGOING

REGULAR IDC EXECUTIVE MONTHLY MEETINGS; ONGOING SUBCOMMITTEE MEETINGS

Once established, the IDC Executive meets monthly to review emerging district concerns / conflicts and developmental needs:

- create and operationalize action plans related to the issues and concerns
- issues addressed include: conflict between Councils and Paramount Chiefs, especially around revenue collection; pre- and post-election violence prevention and response; quality monitoring of government projects
- Prioritize and assign tasks to specific committee members, and determine how to support them
- If an emergency arises in the District, the Executive meets outside of its regular schedule. Subcommittees meet on an as-needed basis, depending on issues addressing, and report back to DE.

ANNUAL GENERAL MEETING

- Executive reports back annually on achievements and challenges to the wider district stakeholders
- Committee members report on special assigned tasks (if necessary)
- All stakeholders review and develop annual strategic plan and renew executive mandate through elections

INTER-DISTRICT LEARNING

- IDC executive members attend meetings of other IDCs, to learn and report back, and to cross-fertilize the learning among districts.
- At least annually, gather together with IDCs from other districts to share accomplishments, learning and challenges, and to strengthen overall District level capacity and leadership for its development and cohesion agendas.
- Strengthen connections to the national level Wan Fambul Framework structures; help ensure that they emerge from and reflect the District and people's agendas.

GLOSSARY

District Council District-level local governance body

District Officer District supervisor for all Paramount Chiefs and Chiefdom councils

Paramount Chiefs Traditional leaders, at Chiefdom level

Chiefdom The subunit of a District

Section Subunit of a chiefdom, representing a collection of villages

MDAs Ministries, Departments and Agencies—national government functions that have District-level offices

PPP People's Planning Process—the village, section and chiefdom process by which communities identify their peace and development needs and plans for achieving them

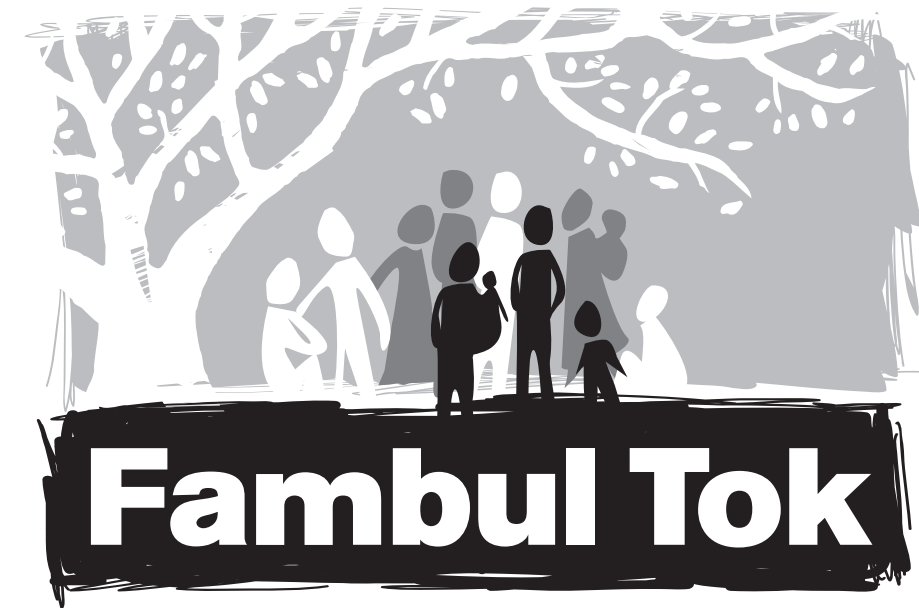
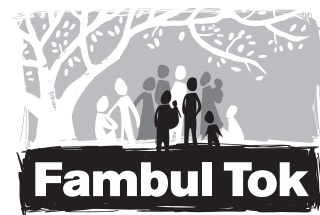
IDC Inclusive District Peace and Development Committee

DE The District Executive of the IDC

CIC Chiefdom Inclusive Committee—chiefdom-level structure of sectional representatives, including CWMCs and PMs, and key chiefdom leaders. They coordinate the activities and programs of the sections in the implementation of the PPP and link the chiefdom activities with the IDC on regular basis.

CWMC Community Welfare and Mediation Committee—sectional level inclusive structure established through the PPP

PM Peace Mothers—women's support and action group at village and sectional level established through the PPP



Inclusive District Peace and Development Committee (IDC) Formation Process for Sierra Leone's Wan Fambul National Framework

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