

Translated from Arabic

The Republic of Yemen

Final Report of the Technical Committee to Prepare for the Comprehensive National Dialogue Conference

12 December 2012

Sana'a

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To: His Excellency, the Honourable Abdrabuh Mansour Hadi Mansour, President of the Republic,

Salutations,

I am honoured, on behalf of myself, the members of the chairpersonship board of the Technical Committee to Prepare for the Comprehensive National Dialogue Conference and all members of the Technical Committee to submit to your Excellency the Technical Committee's final report on its proceedings and the tasks which it performed under Presidential Decree No. 30 of 14 July 2012.

The committee began meeting upon your opening of its proceedings on 6 August 2012 and continued meeting until 12 December 2012. During this period, the committee held 65 meetings. In addition, the committee's subcommittees held meetings and meetings were held with the Special Adviser of the United Nations Secretary-General on Yemen, Mr. Jamal Benomar, and the international experts accompanying him.

As you know, circumstances precluded completion of the final report at the time specified in the decree establishing the committee, which is excusable given the magnitude, sensitivity and intricacies of the task, of which all are aware and which at times gave little reason for hope.

The committee members acted, individually and collectively, with responsibility, mutual understanding and mutual respect. They put the national interest first in all their decisions and consensual outcomes, reflecting their understanding of the seriousness of their mission, the sensitive nature of the country's current transition and the magnitude of the hopes which the people are pinning on the committee to carefully prepare for the National Dialogue Conference. God willing, the resolutions and outcomes of the dialogue conference will lead Yemen to safe ground for building the new Yemen and shaping a secure future for Yemen based on justice, equality, the rule of law and good governance.

In this context, the Technical Committee must acknowledge its gratitude and appreciation for United Nations Special Advisor Jamal Benomar and his technical team for all their efforts in assisting the committee and its subcommittees.

Your Excellency the President, the committee places the final report in your hands, with the hope that God the sublime will grant you success in your undertakings, preserve our country and people and crown with success the proceedings of the National Dialogue Conference.

May God grant you success and guide your steps.

Dr. Abdul Karim Al-Iryani

Chairperson, Technical Committee to Prepare for the Comprehensive National Dialogue Conference

Introduction

Presidential Decree No. 30 of 2012 was issued to establish a Technical Committee to Prepare for the Comprehensive National Dialogue Conference and to establish the committee's functions and authorities. The decree was issued based on the initiative of the Cooperation Council for the Arab States of the Gulf [CCASG] and the implementation mechanism for the initiative. The initiative and implementation mechanism were signed on 23 November 2011. They call for the convocation of a National Dialogue Conference at an early time in the second stage of the transition process. The President expressed his desire to ensure that the conference will be held with the full, transparent participation of all the parties to produce serious, real results that will help entrench peace, a pluralistic democracy, human rights and good governance.

The President stressed the need to create a favourable climate for convening the National Dialogue Conference with the participation of all the concerned parties. He also underscored the importance of taking positive steps to build confidence among the participants involved in the national dialogue process. He stated that the committee must not in any way pre-empt or prejudge the content and outcomes of the proceedings of the National Dialogue Conference (see Annex 1).

Presidential Decree No. 46 of 2012 and Presidential Decree No. 52 of 2012 were also issued to amend Presidential Decree No. 30 of 2012.

Presidential Decree No. 30 of 2012 stipulates that the Comprehensive National Dialogue Conference shall:

- a. Define the process for formulating the constitution, including the establishment and membership of the constitution formulation committee.
- b. Formulate the main elements of constitutional reform, including the structure of the government and other substantive decisions relating to the political system.
- c. Address the southern issue.
- d. Address various national issues, including the causes of the tension in Sa'adah.
- e. Define additional measures for building an inclusive democratic system, including reform of the civil service, the judiciary and local government.
- f. Define further steps for achieving national reconciliation and transitional justice and measures that preclude violations of human rights and humanitarian law in the future.
- g. Propose the adoption of legal and other means to strengthen protection of the rights of vulnerable groups, including children, and the means necessary to promote women.
- h. Participate in setting priorities for reconstruction programmes and sustainable economic and social development to provide jobs and better economic, social and cultural services for everyone.

To achieve the preceding, the Presidential decree establishes that the functions of the Technical Committee to Prepare for the Comprehensive National Dialogue Conference shall be to:

1. Determine the size of the delegations participating in the Comprehensive National Dialogue Conference.
2. Establish a mechanism for selecting the members of the Comprehensive National Dialogue Conference and establish the criteria for eligibility to be a member of the conference so as to enable the nomination of members from each of the groups.
3. Established the conference format, working groups and work methods, including the arrangements for holding general sessions.
4. Prepare a draft conference agenda that includes the conference topics.
5. Prepare draft bylaws for the conference (dialogue rules).
6. Specify the location for the holding of the conference, security measures, the conference secretariat and the experts who will be required.
7. Prepare a conference media and public participation plan.
8. Prepare a budget for the national dialogue process.
9. Identify ways for the international community to participate in supporting the national dialogue process.
10. Inform the public throughout the preparation process of the progress achieved in the committee's proceedings and of resolutions on the conference operating methods.

The Presidential decree also tasked the Technical Committee to Prepare for the Comprehensive National Dialogue Conference with ensuring that the conference is conducted according to the following principles:

- a. Inclusive representation of all the parties, whereby the conference provides for the appropriate representation of the participating groups specified by the implementation mechanism of the CCASG Initiative. Women must be represented fully in all delegations of the participating groups, and adequate representation must be provided for all regions and other concerned groups in the delegations of each of the participating groups.
- b. Actual participation, whereby each of the participating groups participates fully in preparing for the Comprehensive National Dialogue Conference and is entitled to participate fully in the conference without prior conditions.
- c. Transparency, whereby all the documents and discussions of the Comprehensive National Dialogue Conference are public, dialogue documents are provided to all the parties as soon as the documents are issued, and public participation is encouraged and facilitated throughout the dialogue process.
- d. Real outcomes, whereby the government and all parties must implement the outcomes of the Comprehensive National Dialogue Conference.

In the light of the preceding, the Technical Committee to Prepare for the Comprehensive National Dialogue Conference completed the tasks assigned to it in the Presidential decree and submits this report to his Excellency, Abdrabuh Mansour Hadi Mansour, the President of the Republic.

Part I

The work methodology of the committee

Meetings with the President of the Republic

The Technical Committee convened its first meeting on 5 August 2012, in which it met with his Excellency Abdrabuh Mansour Hadi Mansour, the President of the Republic. The President welcomed the committee members, pointing to the great importance of the committee's role in laying the ground for the National Dialogue Conference, on which he is depending to outline a hopeful, bright future for the new Yemen. The President explained the practical transition stages and the strategic role of the national dialogue as a key stage of the political process. He explained the positive effect of the conference in promoting and building the homeland based on what is agreed by all of its people and political and social forces. He placed historical responsibility on the Technical Committee to carry out its assigned functions according to the Presidential decree. He stated, "We are at a fork in the road and everyone faces a major responsibility: Either we all hone our aspirations to extricate the country from its consecutive crises to move toward security, stability, development and prosperity, or Yemen will face an unfavourable outcome for which we will bear historical responsibility before God, the homeland and the people". The President reemphasized his unlimited support for all activities of the committee.

The committee met with the President again on into September 2012 to apprise him of progress in its activities and to discuss with him its recommendations for preparing for the national dialogue based on 20 proposed points. The President described the proposed 20 points (see Annex 2) as essential requirements for the success of the comprehensive national dialogue, saying, "They are good, realistic and acceptable", and adding, "I want to work together as a single national team to open a new page and move toward fundamental change. We are writing a new page entitled 'the new Yemen'".

A third meeting with the President was held on 22 September 2012 to discuss the progress that had been made in implementing the 20 proposed points, chief among which is the expediting of the representation of the Southern Peace Movement on the committee. The President reported that contacts with the leaders of the Southern Peace Movement are ongoing through him personally, and that the leaders of the Southern Peace Movement have informed him that they are selecting nominees for membership on the committee after the movement concludes its conference in mid-October 2012. The President stated that the representation of the Southern Peace Movement is an issue of primary concern to him, and that the quota for the movement is assured, particularly as the implementation mechanism for the CCASG Initiative underscores representation of the movement. The President said that no one may disregard this matter. The President reported that he has assigned a legal committee to study means for implementing the rest of the 20 proposed points for preparing for the National Dialogue Conference.

A meeting was also held with the President on 3 December 2012 at the Presidential Palace to discuss the importance of expediting the implementation of the 20 points proposed by the Technical Committee as essential requirements for preparing for the dialogue. The President emphasized that he is in the process of

taking practical measures in this regard, which are imminent, and he urged the committee to complete its tasks and submit its final report.

The general meetings of the committee

The committee held the first of its general meetings on 6 August 2012 in the large hall in the Republican Palace. During the meeting, the tasks mentioned in Presidential Decree No. 30 of 2012 were reviewed, and an agreement was reached on the method for implementing them. In addition, a chairperson, rapporteur and media spokesperson were selected for the committee as follows:

1. Dr. Abdul Karim Al-Iryani, Chairperson.
2. Raqiyah Hamidan, First Vice Chairperson.
3. Sultan Hazzam al- Atwani, Second Vice Chairperson.
4. Dr. Ahmand Awad Ibn Mubarak, Rapporteur.
5. Amal Muhammad al- Basha, Media Spokesperson.

In this meeting, the committee agreed on the broad lines of its operating mechanisms and to adhere to a spirit of concord and harmony as a basic mechanism in its activity. The committee discussed the dialogue preparation requirements and assigned a committee to summarize those requirements, which are expressed in the 20 points which the committee chairperson was assigned to submit to the President (see Annex 2).

Thereafter, the committee met regularly, holding three meetings weekly. However, during the first two weeks, the committee met almost daily throughout the week. It also intensified its meetings in the final month of its work, meeting five times weekly, often in both the morning and evening. There were 65 general meetings with the attendance of the majority of the committee members – whether appointed under Presidential Decree No. 30 of 14 July 2012 or under Decrees Nos. 47 and 52 of 2012. Only one committee member, Tammam Muhammad Basharahil, did not attend all the meetings.

Meetings of the subcommittees

During the period of its activity, the Technical Committee formed the following subcommittees to perform assigned tasks:

Table 1
Meetings of the subcommittees

<i>Name of subcommittee</i>	<i>Number of members</i>	<i>Outcomes</i>
1 Finance	4	The Technical Committee's budget and financial reports
2 Media	6	Media plan
3 Dialogue preparation requirements (20 points)	3	20 points document
4 Long-term action plan and discussion guidelines	5	Plan and guidelines
5 Internal regulations	2	Internal regulations
6 Topics	4	Matrix of topics
7 Outline of the report	5	Report index
8 Bylaws	7	Bylaws
9 Logistical and security arrangements (order committee)	9	Plan of the order committee
10 Committee to prepare criteria and mechanisms for selecting the participating groups	5	Selection criteria and mechanisms document
11 Report formulation (stage I and stage II)	5+4	Draft final report

Meetings with the international team

The Technical Committee also met with the Special Adviser of the United Nations Secretary-General on Yemen, Mr. Jamal Benomar, and his team during 8-12 September 2012 to review a number of dialogue experiences throughout the world, the best practices arising from these experiences and the reasons for the success or failure of such dialogues. Mr. Benomar praised the considerable achievements accomplished by the Technical Committee within a short time and the positive developments and harmony in its proceedings despite the challenges facing it and the complications preceding its formation. He stressed three key points derived from previous experiences for the success of any national dialogue: 1) the interlocutors' seriousness and agreement on the principles and goals of the dialogue, 2) the importance of good preparation for the conference, which plays a primary role in ensuring its success and 3) avoidance of any one party's monopolization of the running of the conference and avoidance of conflicts with – or the exclusion of – small groups.

The Technical Committee met again with Mr. Jamal Benomar and his team during 13-22 October 2012 and held discussions with the team of experts on: the method for forming the conference bodies and decision-making mechanisms in the general session, working groups, chairpersonship board and reconciliation committee; anything related to conference bylaws; the proposed general conference budget to cover all costs for human resources, equipment, and supplies and means of

communication; and the budget for civic education, security requirements and everything related to the conference secretariat-general.

The Technical Committee met a third time with Mr. Jamal Benomar and his team during 13-28 November 2012 to discuss the results of his visits and meetings with leaders of the Southern Peace Movement in Aden and Cairo. The Technical Committee heard a number of recommendations prepared by the team of experts on the operating mechanisms for the working groups, the selection of representatives of the different groups and the proportional distribution of conference participants to various activities. The resident team in Yemen – comprising Abdulrahim Sabir and Sa'id Bumudawwahah – and other members of the technical team always attended the committee's meetings when required.

The committee also met on 20 November 2012 with the Secretary-General of the United Nations, Mr. Ban Ki-moon, during his visit to Yemen to commemorate the anniversary of the signing of the CCASG Initiative. At that meeting, the committee chairperson, Dr. Abdul Karim Al-Iryani, presented a report summarizing the proceedings of the committee and the tasks it has implemented since it was established. The Technical Committee chairperson, Dr. Abdul Karim Al-Iryani, expressed his gratitude for the good, extraordinary efforts made by the United Nations, the secretary-general and his special advisor on Yemen, which have kept Yemen and its people from sliding into the cauldron of civil war and have placed Yemen on the threshold of the National Dialogue Conference. Dr. Al-Iryani added that the conference is a key stage in a political process designed to continue the process of peaceful change in a way that enables all political forces and entities and all sectors of Yemeni society to contribute to the establishment of a new vision for the future of Yemen.

Meetings with the ambassadors of the States sponsoring the CCASG Initiative

On 17 September 2012, the Technical Committee to Prepare for the National Dialogue Conference held a plenary meeting with a delegation of the international community, comprising the ambassadors to Sana'a of the European Union countries, China, the United States, Turkey and Japan and the head of the European Union mission to Yemen. The purpose of the meeting was to examine the progress of the Technical Committee's work. The delegation heard a review of the committee's work since it was formed, including its preparation of its long-term action plan and bylaws and its formation of subcommittees to draft the conference agenda, media plan and dialogue participation mechanisms. The two heads of the delegation of the group concerned with monitoring the national dialogue in Yemen, the Russian ambassador and the head of the EU mission to Yemen, praised the role played by the Technical Committee and its noteworthy accomplishment of its tasks. They congratulated the Yemenis for their wisdom in reaching a political settlement that achieves the desired change.

The committee also met with the ambassadors of the Arab Gulf countries and the Director of the CCASG Office in Yemen for a second time on 27 November 2012, with the Special Adviser of the United Nations Secretary-General on Yemen, Mr. Jamal Benomar, in attendance. The ambassadors expressed their support for the political process, emphasizing their faith in the ability of the Yemenis to overcome all difficulties and challenges facing them, and they urged the committee to complete its tasks.

The Technical Committee's media activity

The Technical Committee issued a press statement after each of its meetings and conducted television and press interviews to institute transparency and inform the public of all its discussions and outcomes. In its media message, the committee called on all political and social forces to abstain from brandishing force and to renounce the use of force, which in recent decades has brought only ruin and destruction to the country and silenced the voices of dialogue, tolerance, reconciliation and real partnership in the country. The committee held two press conferences attended by more than 80 representatives of Yemeni and international news agencies and media organizations. These news conferences were attended by the Technical Committee's: chairperson, Dr. Abdul Karim Al-Iryani; vice chairperson, Sultan al-Atwani; rapporteur, Dr. Ahmad Awad Ibn Mubarak; and spokesperson, Amal al-Basha. In these news conferences, the committee explained the tasks which it has completed, namely the bylaws, the long-term plan, the 20 points, the media plan for the dialogue, the conference motto, the topics that will be discussed in the dialogue conference, the Technical Committee's meetings with the Special Adviser of the United Nations to Yemen, Mr. Jamal Benomar, the outline of the final report that will be submitted to the President of the Republic, which includes all the results of Technical Committee's proceedings, the number of conferees, and the key agreements reached by the Technical Committee on the conference operating mechanisms and working groups. The committee emphasized that contacts with all parties participating in the dialogue are ongoing, and that cooperation by all the parties will produce satisfactory outcomes for all the parties.

In responding to journalists' questions, the Technical Committee confirmed that the 20 points are not conditions for participation in the dialogue, adding that the dialogue has no ceiling or conditions. Rather, the 20 points are basic factors that pave the way for a successful national dialogue. The committee stressed that each member of the Technical Committee fully represents the country, not a political party or faction per se. The committee added that a spirit of reconciliation and harmony and a sense of responsibility and teamwork have infused all of the committee's decisions and proceedings.

Part II

Resolutions concerning the content and mechanisms of the National Dialogue Conference

Dialogue topics and agenda

Paragraph 19 of the transitional process implementation mechanism concerns the topics that must be discussed at the National Dialogue Conference. Article 3 (2) of Presidential Decree No. 30 of 2012, which establishes the Technical Committee to Prepare for the Comprehensive National Dialogue Conference and the committee's functions and authorities, also refers to these topics. The Technical Committee studied these topics and has identified the following topics and subtopics which must be discussed at the conference:

Table 2
Dialogue topics

<i>Main topics</i>	<i>Subtopics</i>
1 Southern issue	<ul style="list-style-type: none"> • Roots of the southern problem • Content of the southern problem • Method for solving the southern problem • Ensuring that what happened does not recur
2 Sa'adah issue	<ul style="list-style-type: none"> • Roots of the problem • Content of the problem • Ways of addressing the problem • Ensuring that what happened does not recur
3 Issues with a national dimension	<ul style="list-style-type: none"> • Problems of displaced persons and ways of addressing them • Recovery of property and land in Yemen and abroad that was seized by force due to the abuse of power • Combating of terrorism
4 National reconciliation and transitional justice	<ul style="list-style-type: none"> • Previous political conflicts and rights violations relating to them • Issues and rights of persons in forced hiding • Violations of human rights that occurred in 2011
5 Building the state (the principles and foundations of the constitution)	<ul style="list-style-type: none"> • Identity of the state • Form of the state • System of government in the state • Electoral system • Legislative authority • Judicial authority • Administrative system

<i>Main topics</i>	<i>Subtopics</i>
6 Good governance	<ul style="list-style-type: none"> • Rule of law • Balance of authority and responsibility • Enforcement of accountability and transparency • Achievement of justice and equality • Combating of corruption • Equal opportunity among citizens • Expansion of popular participation • Competence of the public administration • Role of civil society organizations • Role of parties • Foundations of foreign policy
7 The foundations for building, and the role of, the Army and Security Organization	<ul style="list-style-type: none"> • The national and professional foundations for building the Army • Compatibility of the outcomes of the restructuring of the Army with these foundations • The role of the Army in political life • The Security Organization as a civil entity
8 Independence of special entities	<ul style="list-style-type: none"> • Civil Service • The media • Religious endowments • Alms obligations • Human rights (semi-official) • Office of the Grand Mufti • Supervisory agencies • Affairs of parties • Organizations specific to groups (youth, women, etc.)
9 Rights and freedoms	<ul style="list-style-type: none"> • General rights and freedoms (political, civil, economic, social, cultural ideological and sectarian) • Special rights and freedoms (women, youth, children/marriage of minors, marginalized persons, persons with special needs, expatriates, minorities, displaced persons and refugees)

<i>Main topics</i>	<i>Subtopics</i>
10 Development (comprehensive, integrated and sustainable)	<ul style="list-style-type: none"> • Economic • Cultural • Educational • Human • Health • Social • Political • Role of the state and private sector, civil society organizations and individuals in development • Rationalization of the use of resources • External support for development
11 Special social and environmental issues	<ul style="list-style-type: none"> • Revenge • Weapons • Armed outlaw groups • Qat • Diversity and tolerance • Water and the environment
12 Formation of a committee to draft a constitution	<ul style="list-style-type: none"> • Criteria for membership and representation • Selection method • Specification of the duties and operating mechanism of the committee
13 Assurance of the successful implementation of conference outcomes	<ul style="list-style-type: none"> • Formation of a National Dialogue Conference committee representing all participating constituencies to monitor the implementation of the outcomes of the National Dialogue Conference (it is recommended that the reconciliation committee serve this function) • The authority of the elected House of Representatives to monitor and supervise, and the new government's responsibility in respect to implementation • Long-term national partnership • Code of ethics • United Nations guarantees

It was proposed that the topics be discussed in nine working groups, as stated in the bylaws (see Annex 3). A detailed agenda was also proposed for the first session (see Annex 4).

Representation

The Technical Committee held a number of meetings to discuss representation at the National Dialogue Conference. The committee heard the opinions of the team of international experts headed by Mr. Jamal Benomar, who proposed to the

committee many options for discussion in this regard. The committee also heard the opinions of its members.

The committee discussed representation, including the size and proportions of representations. It did so most responsibly and with a keen awareness of the extraordinary situation of the country, which requires placing national interests above factional interests. The Technical Committee also addressed the overall requirements of the process of change and transition to an entirely new stage in the contemporary history of Yemen. This transition requires entrenchment of the principles of reconciliation and a true partnership in building the new Yemen and in providing the necessary guarantees to the various forces. In this regard, the committee discussed:

1. The constituencies and entities participating in the Comprehensive National Dialogue Conference, and the number of their representatives.
2. The mechanism for selecting the members of the National Dialogue Conference.
3. General criteria.
4. The names of the members of the National Dialogue Conference. (The names will be prepared after the report is delivered, by no later than 31 December.) [The yellow highlighting in this translation reflects the yellow highlighting in the source document – translator]

The committee approved the following in this regard:

1. Guaranteed representation of the southern population at a rate of at least 50 percent of the total number of conference members, and guaranteed representation of women at a rate of 30 percent and youth at a rate of 20 percent of all participating constituencies and entities.
2. Achievement of a balance that reflects all segments of Yemeni society in the total number of National Dialogue Conference members. The list of names approved by his Excellency the President of the Republic will facilitate avoidance of any imbalance or deficiency in the participation of any entity or group in society.
3. The conference seats will be distributed as follows:

Table 3
Representation

<i>Constituency</i>	<i>Seats</i>
General People's Congress and its allies ¹	112
Yemeni Congregation for Reform (al-Islah)	50
Socialist Party	37
Nasserite Unionist Popular Party	30
The five parties in the government (Arab Socialist Baath party, Yemeni Unionist Congregation, Union of Popular Forces, National Council and al-Haqq Party) 4x5=20	20
Southern Peace Movement	85
Houthis	35
Youth ²	40
Women	40
Civil society	40
Other entities: Rashad (7 seats), Justice and Construction (7), and 62 members appointed by the President of the Republic	76
Total	565

This list is intended to achieve balance and representation for groups that may not be represented on lists of other constituencies and entities.

General criteria for participation

1. Candidates must be citizens.
2. Candidates must be fully competent.
3. Candidates must have at least a secondary school education or the equivalent (four members objected to the deletion of this criteria; the President of the Republic must decide whether to delete or keep this criterion).
4. A candidate must be nominated by the entity which the candidate is to represent according to the mechanisms that are established.
5. Candidates must be endowed with a well-developed sense of responsibility and commitment to human rights and international humanitarian law. All constituencies and entities must ensure that none of their representatives have been the subject of credible legal actions supported by strong evidence of gross violations of human rights, or crimes against humanity or violations of international humanitarian law.

¹ The allies include the Democratic Nasserite Party, National Democratic Front, September Democratic Organization, Liberation Front Party, Yemen League Party, National Social Party, Popular Unionist Liberation Party, Yemeni Popular Unity Party, Democratic People's Party (Assembly), Green Social Party, Democratic Union of Popular Forces, Arab Socialist Nationalist Baath Party and Republican Union of Popular Forces.

² Youth represent youth who are not affiliated organizationally with the political parties. Youth will have 145 seats at the conference (105 for youth affiliated with the parties and other constituencies and 40 for youth who are unaffiliated with a political party).

6. Candidates must not have been subject to penalties adopted by the United Nations Security Council.

Selection mechanism

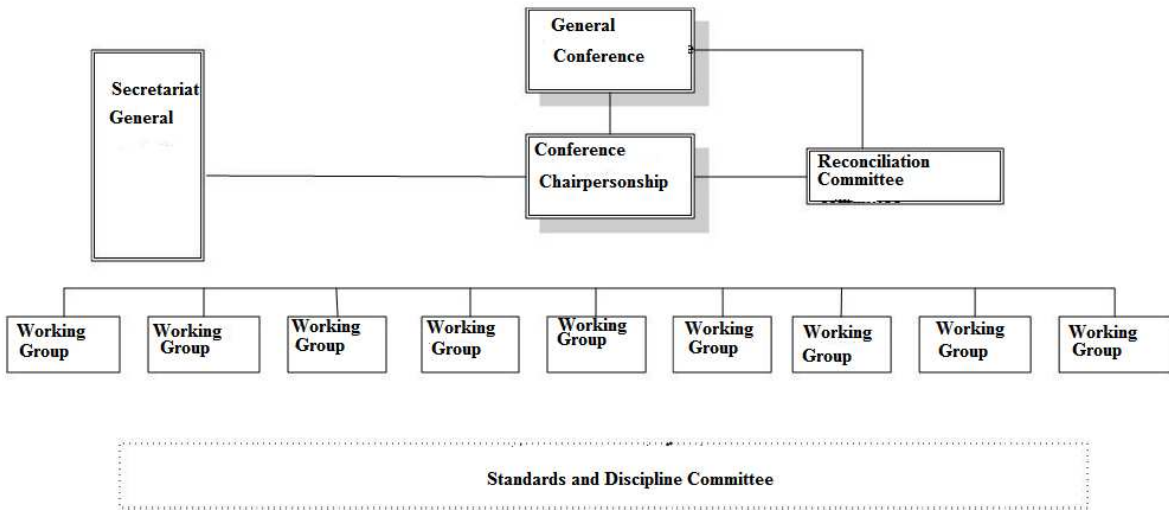
- The parties and other entities – excluding youth, women and civil society organizations – are to establish their own internal selection methods. They must ensure the representation of southerners, women and youth according to the established percentages and the general criteria mentioned above.
- The Technical Committee and other entities may nominate persons to be included in the list of other social and political groups that will be compiled by the President of the Republic. The President may make additional appointments and make a final decision such appointments. This list will be prepared after an agreement is reached on the names on all other lists.
- Regarding the mechanism for selecting candidates of the women, youth, and civil society groups, the Technical Committee will establish, from among its members, two committees, one to select the youth, women and civil society groups in the northern governorates and one to select such groups in the southern governorates. Each committee will comprise seven members who possess experience and knowledge concerning these groups and who will take into account the need for all constituencies to be represented and to avoid conflicts of interests. These committees may consult with whomever they wish as needed.
- The advisory selection committee will widely publish an invitation to submit requests to participate in the conference and a detailed statement of the criteria mentioned above and the selection process. The committee will provide a period of 10 days between the announcement of the selection process and the final date for the submission of requests. After the selection committee receives the requests to participate in the conference, the advisory selection committee will supervise the selection process as follows:
 - o It will study the requests of applicants based on the criteria mentioned above.
 - o It will sort the requests according to the criteria, prepare a list of candidates who meet the established criteria and submit the list to the Technical Committee for its approval.
 - o It will notify the participants that they have been approved and will make all the necessary organizational arrangements to ensure their participation.
 - o It will submit the list of candidates selected by all the constituencies and entities to the Technical Committee. The Technical Committee will submit the list to the President of the Republic for review at least two weeks before the start of the conference as required by the situation.
 - o Regarding civil society organizations, the advisory selection committee will nominate the best 40 organizations in the various fields, giving priority to professional unions, syndicates and associations operating at the level of the Republic and major civil society organizations of relevance to the dialogue topics. The Technical Committee will select 20 such organizations, and each organization will be represented by two persons.

- No candidate may be nominated to represent more than one constituency.
- The lists of all constituencies must represent all the governorates.
- A reserve list of 10 members will be prepared for each constituency to replace any member if necessary.
- The candidates for the women and youth groups must meet the following criteria:
 - o The participants, whether individuals or organizations, must not be affiliated with a political party.
 - o They must be members of active organizations or their participation in public activities must be proven. With respect to youth, they must be activists in the revolutionary arenas.
 - o They must evidence competence in and contribution to the issues relating to the concerned group and must have been involved in ongoing, documented activity in the area in which the group is active.
 - o The persons recommended must have knowledge of the issues of the group which they represent.
 - o The age group comprehending youth is under 40 years of age.

Structure and bylaws of the National Dialogue Conference

The structure of the Comprehensive National Dialogue Conference is as follows:

Figure 1
Structure of the dialogue conference



In the bylaws, the Technical Committee details all the conference's bodies and operating and decision-making mechanisms. The bylaws comprise 56 articles distributed in seven sections with the following headings: definitions, goals and principles, structure and composition, tasks, duties and rights of members and non-members in attendance, operating mechanisms and, finally, general provisions (see Annex 3).

Two recommendations were made regarding article 10 of the bylaws, which concerns the method for forming the conference chairpersonship. Each recommendation has the support of a group of members. Under the decree to form the committee, this matter will be submitted to your Excellency for the selection of one of the recommendations, which are as follows:

First recommendation: The Technical Committee and the President of the Republic will consult and agree on the chairpersonship of the conference so as to ensure the selection of a strong, cohesive chairpersonship that represents all parts of the spectrum and enjoys the acceptance of all entities and the sanction of the President. The decision on this matter will be issued in a presidential decree within a package of decrees on the conference which the President will issue.

Second recommendation: The Technical Committee and the President of the Republic will consult and agree on the chairpersonship of the conference so as to ensure the selection of a strong, cohesive chairpersonship that represents all parts of the spectrum and enjoys the acceptance of all entities and the sanction of the President. However, the chairpersonship must be appointed at the conference based on the conference's endorsement of the nomination put forth by the President during the President's chairing of the first opening and procedural session. Otherwise, the Technical Committee chairpersonship, not the president, should be assigned to assume responsibility for all other procedures until the conference chairpersonship is elected.

Location of the Comprehensive National Dialogue Conference

The committee is of the opinion that the most appropriate location for holding the general sessions of the conference is the capital city of Sana'a. The committee has identified the following locations:

First alternative: National Defence Academy.

Second alternative: Presidential Palace. The guest house of the Presidential Palace, the Taj Saba' Hotel and the Mövenpick Hotel may be used to accommodate senior personages.

Several general sessions could be held in the city of Aden if the general conference so decides.

The committee is also of the opinion that the following cities are available to host the proceedings of the working groups:

1. Aden: Ma'ashiq / Hiqab for sessions and lodging and the Mercure Hotel and the Sheraton Hotel for lodging.
2. Ta'izz : the Presidential palace and camp for sessions and the Sofitel Hotel for lodging.

3. Mukalla: guest house (Republican Palace) for sessions and the Amoudi Hotel for lodging.
4. Sa'dah: Hospitality Palace for sessions and lodging.
5. Hudaydah: Republican Palace for sessions, any of the hotel guest houses or the State Farm in Wadi Rama' for sessions and lodging.
6. Several meetings may be held abroad if necessary.

Security arrangements plan

The Technical Committee has formed an order committee. It is a main committee comprising a number of Technical Committee members. It is responsible to the Technical Committee for preparing for the National Dialogue Conference, forming a conference secretariat-general, and monitoring and supervising the implementation of tasks and the proceedings of the specialized committees. It will also evaluate the specialized committee's performance and coordinate among them.

Regarding security, the Technical Committee recommends that the Supreme Commander of the Armed Forces issue an order assigning the security and military committee to assume responsibility for security based on coordination with the order committee. The security and military committee will focus on ensuring security stability and increasing the level of mobilization and readiness during the conference at the conference locations, because any security disturbance in any governorate could adversely affect the conference and its outcomes (see Annex 5).

Conference secretariat-general and human resource requirements

Conference secretariat-general

The conference secretariat-general will consist of a full-time staff that is highly qualified to perform its assigned tasks in the areas specified in the organizational structure below. The staff will be recruited and hired through the United Nations programme to support the national dialogue. This staff must have the necessary capabilities and skills. The President will consult with the Technical Committee before appointing the secretary general and the two deputy secretaries general, who will then be endorsed by the conference. The United Nations administrative procedures will be observed for the appointment of the rest of the staff.

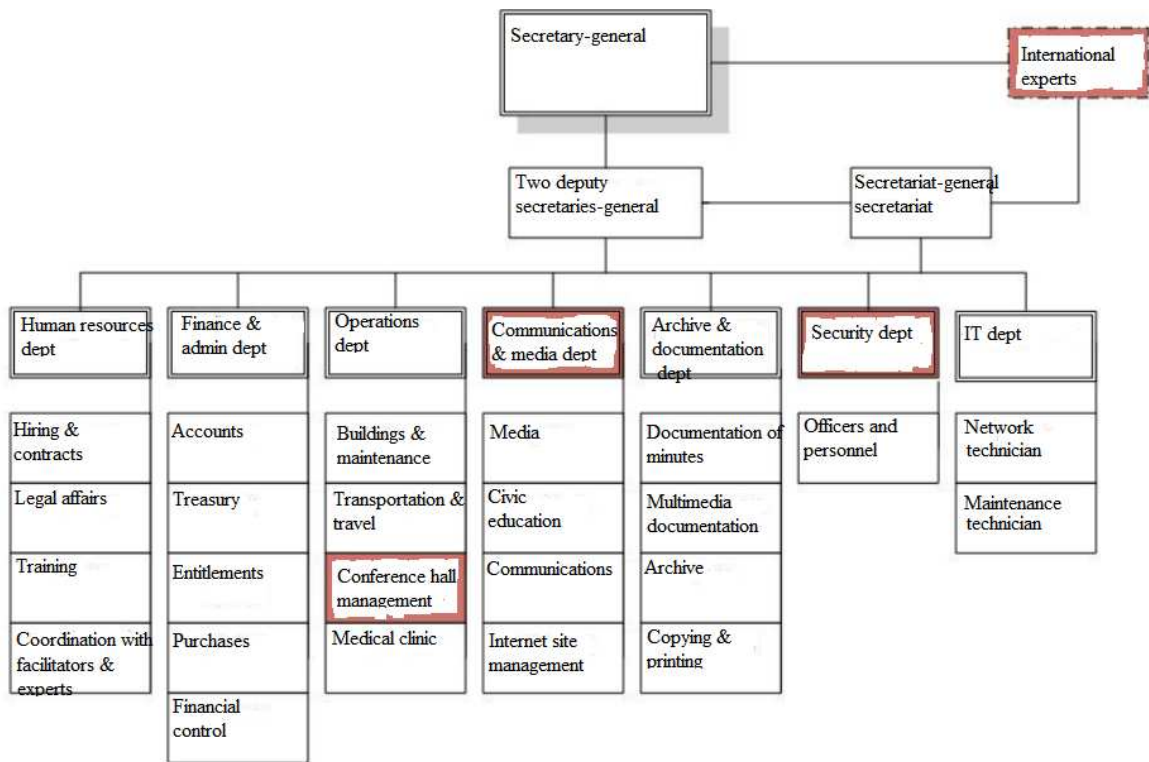
The secretariat-general will provide support for the conference from all standpoints. It will be responsible for providing all services required by the conference to run its proceedings efficiently. It must provide all the necessary facilities for meetings of the different conference bodies, including the keeping of documents, the recording of sessions, the dissemination of the record of sessions when necessary, and the provision of transportation and lodging for participants. It must also provide all services for the conference, including documents, archiving, the recording of comments, provision of food, and management of the conference headquarters.

The secretariat-general will be responsible for such key matters as education and communication. The secretariat-general must organize a national civic education programme and popular awareness raising campaigns to inform the public

about the conference discussions and resolutions. It must also facilitate conveyance of public opinion and comments to the conference participants and working groups.

The staff of the secretariat-general will be selected transparently based on the candidates' qualifications and experience. The staff may be hired for a limited or extended period, depending on the requirements of the provision of effective support for the conference. The Secretariat-general's action plan and the names of its members will be made available to the public on the electronic site. Internal and external auditors will audit the financial documents to ensure accountability.

Figure 2
The organizational structure of the secretariat-general for the National Dialogue Conference in Yemen



Requirement for experts

The assistance of Specialized experts in the aforesaid fields will need to be sought. These experts will be contracted based on competitive, transparent procedures through the United Nations programme to support the national dialogue. The experts will write papers and provide specialized technical consultations to the working groups that will be discussing the topics specified in the table below. In the contracting process, preference will be given to local experts who meet the necessary international standards. Otherwise, regional and international experts will be contracted. Regarding certain topics, more than one expert may be contracted to provide differing views on the same topic (see Annex 6).

Facilitators

The conference secretariat-general should prepare a list of Yemeni or non-Yemeni facilitators who speak Arabic and have extensive experience in communication, dialogue, negotiation and conflict resolution with a view toward benefiting from their skills to enhance the effectiveness and outcomes of the working groups' meetings. The facilitators should not, however, interfere in the tasks of the conference working groups. The teams may seek the assistance of the facilitators when necessary in coordination with the reconciliation committee.

Training requirements

Training programmes must be prepared for all secretariat-general staff to enhance and add to their capabilities and skills and familiarize them with conference tasks. Such training must be linked to the staff members' jobs and must be conducted before and during the conference. Training packages and media and educational material must be designed for conference members to enable them to study all conference documents, rules and mechanisms and the method for obtaining various administrative services and financial entitlements from the conference secretariat-general. The secretariat-general must hold introductory seminars for conference members to supply them with all this information.

Intensive workshops should also be organized for all conference bodies to enhance their administrative capacity and skills in communicating, running meetings, solving problems and making decisions.

Media plan

The Technical Committee has prepared a media and public participation plan. The plan consists of general guidelines designed to facilitate the secretariat-general's implementation of extensive media activities. The plan covers general definitions, goals, media policy principles, the period for the implementation of the plan, the conference motto and mission, the target audience of the plan and possible challenges to the success of the plan (see Annex 7).

Documentation plan

The secretariat-general group must document in writing all discussions or papers presented in the general sessions or working groups under the supervision of the rapporteur on the conference chairpersonship board. Summaries of these minutes must be prepared and distributed to members and subsequently transmitted electronically to facilitate the circulation of the minutes among the conference bodies. A suitable copy of the minutes must be kept in the documentation and archive department in the secretariat-general. After the conference is completed, all of these documents must be placed on the National Dialogue Conference electronic site.

The budget for the Comprehensive National Dialogue Conference

An itemized 7.7 billion Yemeni riyal investment and operating budget has been prepared for the Comprehensive National Dialogue Conference (see Annex 8) based on the following assumptions:

1. The conference preparation period will be two months.
2. The conference will convene for six months.
3. The post-conference period will be three months.
4. This budget is exclusively for the National Dialogue Conference. It does not cover the constitution formulation process, the referendum or subsequent activities.
5. This budget does not include the cost of the facilities and services provided by the Yemeni Government.

Guarantees

To better assure the implementation of the 20 points to pave the way for positive preparation for the dialogue, the committee has established the following series of guarantees that must be initiated before the conference commences:

1. Commencement of implementation of matters relating to the southern issue that impact on citizens' lives, particularly as stated in the 20 points. This should be done before the national dialogue starts. A timetable will be prepared for addressing the other issues.
2. We recommend that the President of the Republic form a special committee to communicate with all entities of the Southern Movement in Yemen and abroad to urge them to participate in the National Dialogue Conference and to apprise them of the practical measures that have been implemented regarding the 20 points and the decisions and conference procedures and operating mechanisms that have been agreed. Emphasis should be placed on the open ceiling of the conference, its openness to discussing all political undertakings and the possibility of holding several meetings abroad if necessary.
3. Commencement of the implementation of matters relating to Sa'adah that impact on citizens' lives, particularly as stated in the 20 points. This should be done before the start of the national dialogue. A timetable will be prepared for addressing the other issues.
4. Consolidation of the Army and security establishments under the command of the Ministry of Defence and Ministry of Interior based on professional, patriotic foundations and the removal of all centres of power and influence.
5. The release of detainees connected to the Peaceful Youth Revolution and the Southern Peace Movement, treatment of the wounded, and settlements for families of killed and disabled persons.
6. The President of the Republic, as the president of everyone, will be responsible for identifying the forces, groups or individuals who are impeding the political process in any way to thereby ensure progress toward holding the comprehensive national dialogue and achieving its objectives.

7. Expedited formation of an independent, impartial committee of inquiry that meets international standards to investigate the human rights violations that occurred in 2011.
8. The release of all persons who have been detained because of their political views or positions or under malicious false charges.
9. The President of the Republic, who is also the Supreme Commander of the Armed Forces, will issue a decree assigning the security and military committee with responsibility for protecting all proceedings and venues of the Comprehensive National Dialogue Conference and removing armed displays and militias from the cities where the conference will be held.
10. Political forces and other parties to the dialogue must halt media polemics and adopt a positive media message that builds confidence and creates a positive atmosphere. The official press and radio and television stations should devote coverage to the issues of the Comprehensive National Dialogue Conference to create societal awareness of the importance of the national dialogue for building a new, modern Yemeni state.
11. The political constituencies and entities participating in the conference must do well to select representatives who are keen on change.
12. All constituencies and entities participating in the conference must in all cases continue the dialogue until the desired outcomes are achieved.

The Technical Committee wishes to ensure implementation of the outcomes reached by the Comprehensive National Dialogue Conference and to address any possible impediments to the implementation of the outcomes. It therefore deems it appropriate to propose to the conference the establishment of guarantees of the implementation of outcomes, with a view toward the conference discussing these ideas and then approving, amending or rejecting them as it deems appropriate. There are two types of recommended guarantees:

1. One type of guarantee would cover the period between the dialogue conference and the establishment of new constitutional institutions based on the new constitution. To cover this period, the Technical Committee recommends that the conference form a committee from among the conference members to monitor the implementation of conference resolutions and take the necessary measures if it perceives any disruption or obstruction of the conference resolutions, such as the disruption or obstruction of elections, entry into elections in a way that affects the fairness of elections and the like.

2. The second type of proposed guarantee concerns the period following the establishment of new constitutional institutions. This guarantee would consist of a provision in the constitution on the measures which the new House of Representatives must take to ensure the implementation of conference resolutions. Such measures would be in the form of legislation or measures for: overseeing the government and its executive institutions, defining the government's responsibility in this regard and its obligations regarding implementation, and defining the action that the President of the Republic and Parliament must adopt if they fall short of implementing dialogue conference resolutions. This would be in addition to the

general guarantees established by the conference based on a long-term national partnership. Moreover consideration should be given to the formulation of a code of ethics by the constituencies participating in the dialogue, which code would require them to act together to implement the resolutions of the Comprehensive National Dialogue Conference.

In addition to these guarantees, the committee deems it appropriate to direct the attention of the conference to examining the establishment of international guarantees to support the domestic guarantees, such as requesting that the United Nations help implement the conference resolutions through various means in its capacity as the observer, supporter and sponsor of the political settlement in Yemen during the transition period, as this capacity qualifies it to continue this role after the transitional period.

Annex 1

Presidential Decree No. 30 of 2012 [not included in the source document]

Annex 2

The 20 Points

1. Continued serious communication with all constituencies of the Southern Peace Movement in Yemen and abroad, and the inviting of these constituencies to participate in the national dialogue.
2. The immediate reinstatement to their jobs of civilian and military employees, detainees, persons coerced to retire and persons displaced to abroad as a result of the Summer 1994 War and payment of the legal entitlements owed to them.
3. Addressing of the employment and financial situations of persons who lost their jobs due to the unsound privatization of public enterprises after the Summer 1994 War.
4. Return of property and funds belonging to individuals, parties, unions or the government that was seized after the Summer 1994 War; the halting of land confiscation measures; the recovery of illegally disposed land; the referral of perpetrators of illegal land confiscation to be held legally accountable; and the giving of land use priority to the population of the southern governorates.
5. Return of agricultural land which had been owned by the state or obtained by farmers in the south under the Agricultural Reform Law and which was taken by force or seized by any entity after the Summer 1994 War, subject to individual rights to the ownership of agricultural land and other property and the compensation of the owners of the concerned land.
6. Release of persons detained on account of their connection to the Southern Peace Movement, the treatment of all victims of the 1994 War and the Southern Peace Movement as martyrs, medical treatment for the wounded, and the support and honouring of their families.
7. Elimination of the culture of glorifying civil wars and calls for revenge and political vengeance in educational curricula, and cultural and educational platforms; and the elimination of the prejudice, derogation and exclusion directed against the southern regions' cultural, artistic and social heritage, which has come to be in danger of disappearing, particularly after the Summer 1994 War.
8. The directing of an official apology to the south by the parties that participated in the Summer 1994 War, and the regarding of that war as an historical error that cannot be repeated.
9. The addressing of the case of the Ayyam newspaper, compensation of the newspaper for the material and psychological damage it incurred due to the arbitrary arrest and the theft of some of its property; and the addressing of the case of its guard.
10. Replacement of administrative leaders in southern government institutions and offices and in all state institutions whose corruption and mismanagement have been proven to help create a positive climate in the south.

11. The appointment of southerners to positions in central institutions and in ministerial administrations in Sana'a to fulfil the conditions of the national partnership.
12. Cessation of sectarian, doctrinal, and regional fomentation; elimination of the culture of the glorification of civil wars based on doctrinal and sectarian justifications in the media, mosques, and educational curricula; and recognition of sectarian pluralism.
13. Cessation of the stoking of wars and conflicts in Kitaf, Hajjah and other areas; the securing of the Sana'a – Sa'dah Road; and the prohibition of all types of brigandry.
14. The cessation of all collective punishment measures against the population of Sa'dah, the immediate opening of the Baq'a and Alab border crossings to agricultural exports, approval of employment slots allocated for the governorate, return of civil servants and military personnel detained by force as a result of the previous civil wars to their jobs and payment of all their legal entitlements, treatment of all victims of the Sa'dah wars as martyrs, and medical treatment and compensation for the wounded.
15. The directing of an official apology to the population of Sa'dah, Harf Sufyan and other areas damaged by the parties participating in those wars; the regarding of those wars as an historical error that cannot be repeated; the reconstruction of the homes, mosques, establishments and roads destroyed by those wars; and the compensating of the damaged parties.
16. The immediate release of all persons detained in connection with the Sa'dah wars, and the uncovering of persons in forced hiding regardless of whether they are dead or alive.
17. Expediting of the promulgation of a transitional justice law based on the agreement of the constituencies involved in the political process and relevant civil society organizations consistent with international human rights conventions and international standards for transitional justice.
18. Expediting of the restructuring of the military and security establishment based on professional, national foundations.
19. Implementation of the decrees and directives of the President of the Republic regarding the release of persons detained in connection with the popular Peaceful Youth Revolution and all persons detained outside the framework of the law, and the holding accountable of the parties responsible for such detentions.
20. The expediting of the formation of an independent, neutral committee of inquiry that meets international standards to investigate the human rights violations that occurred in 2011.

Annex 3

Bylaws

Bylaws of the Comprehensive National Dialogue Conference (Dialogue Rules)

Section 1 – Designations and definitions

Article 1

These regulations shall be designated the bylaws of the Comprehensive National Dialogue Conference (dialogue rules).

Article 2

Each of the following words and expressions, wherever they occur in these regulations, shall have the meanings indicated in connection therewith unless the context indicates otherwise:

- The conference: the Comprehensive National Dialogue Conference.
- The general session: the general session of the conference.
- Chairpersonship of the conference: chairpersonship board of the conference.
- Reconciliation committee: committee to reconcile views in the conference.
- Groups: working groups in the conference.
- Group leaders: leaders of the working groups.
- Secretariat-general: secretariat-general of the conference (secretariat of the conference).
- Constituencies: entities participating in the conference.
- The President: the President of the Republic of Yemen.
- The Prime Minister: the Prime Minister of the national unity government.
- United Nations representative: the representative of the United Nations Secretary-General for Yemen Affairs and his working group.
- Technical Committee: the Technical Committee to Prepare for the Comprehensive National Dialogue Conference.
- Standards and discipline committee: standards and discipline committee in the conference.

Section 2 – Goals and principles

Article 3

These bylaws are intended to define and regulate the activity of the Comprehensive National Dialogue Conference.

Article 4

The conference is intended to enable members of Yemeni society to determine their future in a way that fulfils their aspirations.

Article 5

The conference shall be conducted according to the following primary principles:

1. Inclusive representation of all parties, whereby the National Dialogue Conference shall provide for appropriate representation of the participating groups specified by the implementation mechanism for the CCASG Initiative.
2. Actual participation, whereby all participating groups shall be fully entitled to full participation in the Comprehensive National Dialogue Conference without prior conditions.
3. Transparency, whereby all documents concerning the discussions of the National Dialogue Conference shall be open and available to all parties as soon as the documents are issued. Public participation shall be encouraged and facilitated throughout the dialogue process.
4. Real outcomes. The Government and all parties must implement the outcomes of the comprehensive National Dialogue Conference.

Article 6

According to the implementation mechanism for the CCASG Initiative, the outcomes of the Comprehensive National Dialogue Conference must:

1. Establish the constitution formulation process, including the establishment of a constitution formulation committee and its membership.
2. Formulate the main elements of constitutional reform, including the structure of the government and other substantive resolutions concerning the political system.
3. Address the southern issue.
4. Address various issues with a national dimension, including the reasons for the tension in Sa'dah.
5. Identify additional steps for building an inclusive democratic system, including the reform of the civil service, judiciary and local administration.
6. Identify further steps to achieve national reconciliation and transitional justice and prevent violations of human rights and humanitarian law in the future.
7. Recommend legal and other means to strengthen protection of the rights of vulnerable groups, including children, and ways to promote women.
8. Help identify priorities for reconstruction and sustainable economic and social development programmes to create jobs and improve economic, social and cultural services for everyone.

Section 3 – Structure and composition

Article 7

The organizational structure of the conference shall be as follows:

1. General session.
2. Chairpersonship board.
3. Reconciliation committee.
4. Working groups.
5. Standards and discipline committee.
6. Secretariat-general.

Article 8

The general session shall be the supreme body of the conference and shall comprise all 565 conference members. Each group participating in the conference, excluding the [Southern] Movement and the Houthis, must ensure the adequate participation of the southern population among its representatives, whereby the participants from the south must comprise at least 50 percent of the total members [of the group].

Article 9

The reconciliation committee shall comprise the conference chairpersonship, the chairpersons of the working groups and a number of Technical Committee members appointed by the President in agreement with the Technical Committee, so as to ensure the balanced representation of all constituencies, provided the south represents 50 percent and women represent 30 percent of the reconciliation committee members.

Article 10

The conference chairpersonship board shall comprise a chairperson, five vice chairpersons, a rapporteur and two assistant rapporteurs. (There was a disagreement regarding the mechanism for selecting the chairpersonship board. Two recommendations were made: (1) that the Technical Committee recommend the chairpersonship board for endorsement by the conference, or (2) that the Technical Committee recommend the chairpersonship board after discussions between it and the President, followed by the issuance of a decree within the package of decrees to be issued by the President concerning the conference. The matter was submitted to the President for him to choose one of the two recommendations.)

Article 11

The working groups shall comprise representatives of the constituencies participating in the conference. Appropriate representation shall be ensured for each constituency in each working group, taking into account specialization to the extent possible. The following mechanism shall be observed to form the working groups:

1. Each constituency shall submit its candidates for the working groups to the conference chairpersonship.

2. The conference chairpersonship shall distribute the conference members to the working groups in accordance with the dialogue topics, assigning at least 30 members to each working group.
3. Each dialogue group shall have a chairpersonship comprising a chairperson, two vice-chairpersons and a rapporteur. A southern member and a woman, one of which must be a youth, must be in the chairpersonship of each group. Each working group shall select its chairpersonship by agreement. The chairperson or first vice chairperson of the working group concerned with the southern issue must be southerner.
4. The need for the broad representation of opinions in the working groups shall be balanced with the need for technical expertise and an efficient work method.
5. Southerners shall represent 50 percent of the southern issue group; of this 50 percent, 75 percent shall be represented by the Peaceful Southern Movement.
6. The working groups that treat the constitutional issues must represent all groups and must comprise persons with legal and constitutional expertise.

Article 12

The following working groups shall be established:

1. Working group: Southern issue.
2. Working group: Sa'dah issue.
3. Working group: issues with a national dimension, national reconciliation and transitional justice.
4. Working group: building the state (the principles and foundations of the constitution).
5. Working group: good governance.
6. Working group: the foundations for building, and the role of, the Army and Security Organization.
7. Working group: independence of special entities, and special social and environmental issues.
8. Working group: rights and freedoms.
9. Working group: development (comprehensive, integrated and sustainable).

Article 13

The standards and discipline committee shall comprise seven judicial and administrative figures with demonstrated integrity, impartiality and a national reputation for possessing competence and high moral standards. The Technical Committee shall recommend the members of this committee, who may not be conference members for endorsement by the conference chairpersonship in the first

general session. The south, women and youth must be represented appropriately on the committee. Two of the committee members must be from the list of senior working or retired judges. The standards and discipline committee shall establish regulations to regulate its activity after it is formed.

Article 14

The conference shall have a secretariat-general headed by a secretary-general and two deputy secretaries-general who shall be nominated by the Technical Committee and endorsed by the general session. The secretary-general must be from the South.

Section 4 – Functions

Article 15

The functions and responsibilities of the general sessions of the Comprehensive National Dialogue Conference shall be to:

1. (Select the conference chairpersonship).
2. Endorse the nomination of the secretary-general and the two deputy secretaries-general.
3. Approve the draft conference agenda.
4. Form the working groups.
5. Provide remarks and recommendations to the working groups.
6. Adopt resolutions concerning what it receives from the working groups.
7. Study, discuss and adopt decisions on the reports submitted by the reconciliation committee.
8. Seek the assistance of experts and specialists when necessary.
9. Issue public statements and announcements as it deems appropriate.
10. Approve the final outcomes and final statement of the conference.

Article 16

The functions and responsibilities of the reconciliation committee shall be to:

1. Select the reconciliation committee chairpersonship by agreement at its first meeting. The chairpersonship shall comprise a chairperson, first and second vice chairpersons and a rapporteur. The oldest member shall chair this procedural session.
2. Reconcile among members of the working groups concerning disputed issues, and submit recommendations to resolve disputes.
3. Consult with members and constituencies on disputed issues to produce a reconciled view.
4. Coordinate the outcomes of the working groups.
5. Interpret these bylaws.

6. Monitor the implementation of conference resolutions until the new constitutional institutions are formed.

Article 17

The functions and responsibilities of the conference chairpersonship shall be to:

1. Conduct the general sessions.
2. Prepare draft plans and agendas for the general sessions.
3. Represent the conference to domestic and foreign entities.
4. Familiarize members with their roles, responsibilities and various duties in the conference.
5. Apply the rules and procedures regulating the conference proceedings.
6. Supervise the formation of the working groups and various committees.
7. Monitor the work of the working groups.
8. Supervise the work of the secretariat-general and evaluate its performance.

Article 18

The functions and responsibilities of the working groups shall be to:

1. Select the working group's chairpersonship and rapporteur.
2. Approve the group's plans and agendas.
3. Study, discuss and make decisions on topics.
4. Conduct field visits to hear and benefit from the views of various groups in society on the discussion topics according to the programme and schedule established in coordination with the conference chairpersonship.
5. Submit the outcomes of its work to the conference general session.
6. Discuss and develop recommendations and remarks provided by the general session.
7. Host experts and facilitators when necessary in coordination with the secretariat-general.
8. Prepare and submit to the general session a final report on the outcomes of its work.

Article 19

The functions and responsibilities of the working group chairpersonships shall be to:

1. Conduct the sessions of the working group.
2. Prepared the draft plans and agendas of the working group.

3. Apply the rules and procedures regulating the working group's proceedings.
4. Participate actively in the periodic meeting of the working group chairpersons.
5. Coordinate with the secretariat-general to request the assistance of experts and facilitators and to make field visits.

Article 20

The functions and responsibilities of the standards and discipline committee shall be to:

1. Decide cases of noncompliance with the conference rules or of conference members' ongoing absence from the conference proceedings.
2. Decide complaints submitted by members regarding any acts of intimidation, threat, abuse, corruption or bribery relating to the conference proceedings.
3. Determine appropriate measures in the aforesaid cases according to section 7 of these bylaws.

Article 21

The functions and responsibilities of the conference secretariat-general shall be to:

1. Perform all administrative functions concerning the conference proceedings.
2. Provide all services and supplies required for the work of the conference bodies.
3. Implement the conference media plan.
4. Undertake communication and educational activities.
5. Document all conference activities, and keep and archive all hardcopy and electronic documents and records pertaining to the conference proceedings.

Section 5 – Duties and rights of members and non-members in attendance

Article 22

A conference member must at all times act constructively to achieve the conference goals as stated in the bylaws. Immediately upon being approved to participate in the conference, a conference member must:

1. Comply with the conference bylaws.
2. Perform all duties and assignments competently and faithfully.
3. Attend the proceedings and meetings of the general sessions and working groups.
4. Interact with others respectfully and in a way that promotes harmony.

5. Refrain from any conflict between the member's personal interests and duties as a conference member.
6. Comply with the resolutions of the conference chairpersonship, stay on the discussion topic, not exceed the time allocated for speaking and speak in the location assigned for that purpose.
7. Avoid using offensive or inappropriate language.
8. Refrain from interrupting colleagues when they are speaking.
9. Refrain from using violence or threats against any person or group.
10. Comply with the conference resolutions.

Article 23

A conference member shall be entitled to:

1. Attend the general sessions of the conference.
2. Participate in the working group to which the member is assigned and vote to nominate the working group chairpersonship.
3. Obtain all information and documents concerning the conference, express an opinion on topics under discussion, and submit papers to the general sessions or working groups.
4. Not be personally responsible for what the member submits, votes on, or raises as an issue in the general session or sessions of the working groups.

Article 24

Rights of non-member conference participants:

1. The President of the Republic, Prime Minister, and representative of the Secretary-General of the United Nations shall be entitled to enter the general sessions as observers without having to obtain prior permission. They may also attend the work sessions of the working groups when invited to do so.
2. The ambassadors of the countries supporting the political process and national dialogue may attend the general sessions as observers in coordination with the conference chairpersonship. They may also attend the sessions of the working groups when invited to do so.
3. The President of the Republic and Prime Minister shall be entitled to deliver remarks in the general sessions based on prior coordination with the conference chairpersonship.
4. Members of the House of Representatives and Consultative Council, members of the Government, accredited ambassadors to Yemen and public figures may attend the general sessions as observers based on the conference chairpersonship's invitation.

5. The experts whose assistance is requested by the general session or working groups shall present their remarks or written input based on prior coordination with the conference chairpersonship.
6. The facilitators whose assistance is requested by the working groups may present their recommendations and guidance to the working groups regarding the best practices for facilitating discussion and methods for developing and evaluating the action plans.

Article 25

Duties of non-member conference participants:

1. Non-member conference participants must sit in the seats assigned to them in advance.
2. Non-member conference participants must not participate in discussions or vote on resolutions.
3. Experts and facilitators must make the presentations requested of them with full impartiality, and they may not vote.

Section 6 – Operating mechanisms

I. The General session

Article 26

The quorum for convening of the opening general session shall 75 percent of the conference. After the opening session, the quorum shall be 51 percent of the members, subject to the decision-making mechanism.

Article 27

General sessions shall be held on at least three occasions, as follows:

1. The opening session and the first general session, which shall have a combined duration of two weeks.
2. A one-month mid-conference general session.
3. A one-month concluding session.

Article 28

The general agenda shall include the following:

1. The southern issue.
2. The Sa'dah issue.
3. Issues with a national dimension, national reconciliation and transitional justice.
4. Building of the state (the principles and foundations of the constitution).
5. Good governance.
6. Foundations for building, and the role of, the Army and Security Organization.

7. The independence of special bodies, and special social and environmental issues.
8. Rights and freedoms.
9. Development (comprehensive, integrated and sustainable).
10. Formation of a constitution formulation committee.
11. Guarantees of the implementation and success of the dialogue outcomes.

Article 29

The President of the Republic shall open the conference proceedings and chair the opening session until the conference chairpersonship board assumes its functions.

Article 30

The first general session shall include the following:

1. Collective oath taking by all conference members. The youngest member shall take the oath, and the members shall repeat after him the following oath: "In the name of God, the merciful, the compassionate, I swear by God almighty that I will perform all my duties as a member of the Comprehensive National Dialogue Conference in Yemen without fear, bias or discrimination and with sincerity, and that I will at all times comply with the rules and procedures and that I will faithfully represent the interests of the people in all its diversity. I pledge that I will perform my duties to the fullest and will seek to achieve positive outcomes as dictated by my conscience".
2. Endorsement of the nominations for conference bodies.
3. The second day shall be allocated (for approval of the conference chairpersonship), introduction of the members, presentation and approval of the draft agenda, presentation of the conference action plan and rules and procedures, and an explanation of the services available to members to facilitate performance of their duties. The action plan must include the sequence in which the conferences topics will be treated, the scheduling of general session meetings, and interaction with the working groups according to the general agenda for the conference.
4. During two days, the conference members may express their opinions, desires, aspirations and concerns with full freedom, and they may address any issue appearing on the general agenda. The conference chairperson must summarize the main topics that arise during the discussion.
5. The rest the first general session shall be allocated to forming the working groups and explaining the working groups' operating mechanism.

Article 31

The second general sessions shall be allocated for studying and discussing the preliminary reports submitted by the working groups and the general session's

presentation of remarks and recommendations to the working groups. Any specific outcomes or recommendations adopted by a working group may be discussed in this session and given final approval.

Article 32

The third (concluding) general session shall include the following:

1. Discussion and approval of the final reports of the working groups. Each working group's report shall be discussed separately. The general session may present its remarks and recommendations concerning these reports to the working groups. The working groups shall resubmit their reports to the general session. If the general session does not approve a report, the report shall be referred with remarks to the reconciliation committee according to the mechanism stated in article 34. In all cases, the general session may not make any change to any working group's report. If the general session has any remark on an issue mentioned in the report, it must refer the issue to the concerned group with its remarks for a decision thereon.
2. The working groups must present their draft reports to the reconciliation committee for review at least two weeks before the final session convenes. In the event of a conflict or dispute, the reconciliation committee shall submit its remarks and recommendations to the concerned groups for study and a decision thereon so as to ensure the elimination of the conflict or dispute.
3. The reconciliation committee shall consolidate the final reports in a single report and present the consolidated report to the general session through the conference chairpersonship for a vote thereon.
4. The general session shall issue a final statement on the last day of the concluding session.

Article 33

Workflow of the general sessions:

1. The conference chairperson shall conduct the general sessions. One of the vice chairpersons shall conduct the session in the chairperson's absence.
2. The rapporteur shall receive members' request to speak on a specific topic in the general sessions. Generally, a member requesting to speak shall be heard according to the order in which the member's request is recorded.
3. The conference chairpersonship may set the number of speakers subject to the available time, and he may limit the time granted to each speaker, taking diversity into account.
4. Each speaker may have input on only one topic and shall be entitled to one opportunity to respond.
5. Speakers shall address the session chairperson. They must avoid interrupting others when they speak.

6. The session chairperson shall conduct the sessions impartially and shall reserve the right to express his opinion as a conference member.

Article 34

Resolutions shall be adopted in the general sessions as follows:

1. Regarding procedural matters:
 - a. The session chairperson shall decide procedural issues unless a simple majority of the members present object to the chairperson doing so.
 - b. An objection to a procedural decision must be signed by at least 5 percent of the session members in order to be submitted by a conference member.
2. Regarding substantive resolutions:
 - a. The resolutions of the general session shall be adopted by agreement based on the approval of at least 90 percent of the members present.
 - b. If such agreement is not possible, the disputed resolution shall be submitted to the reconciliation committee. The reconciliation committee shall communicate with the constituencies and individuals to reconcile the divergent opinions. If an agreement is not possible, the members of the general session shall vote on the resolution. A resolution shall pass based on a three-fourths majority of the general session members present.
 - c. If a three-fourths majority in the general session does not pass the resolution, the matter shall be referred to the reconciliation committee, so that all the necessary efforts may be made to reconcile the various views and enjoin the entities to agree.

II. Working groups

Article 35

The quorum for a working group's opening session shall be 75 percent of the working group members. Thereafter, the quorum for holding working group sessions to discuss topics shall be 60 percent.

Article 36

The sessions of the working groups shall be held for four months (during the two months following the first general session and during the two months following the mid-conference general session). The working groups may also hold sessions when general sessions are being held.

Article 37

The chairpersons of the working groups shall be selected by agreement [of the working group members] on the first day on which the group meets.

Article 38

The working groups shall prepare their action plans taking into account the deadlines for the submission of their reports to the mid-conference general session for review and to the concluding session.

Article 39

The chairpersons of the groups shall meet every two weeks to coordinate, exchange views and formulate solutions for differing and conflicting views among the working groups to the extent possible. The chairpersonship of these meetings shall rotate among the group chairpersons.

Article 40

The working groups shall proceed as follows:

1. The rapporteur shall receive the members' requests to speak in the session on a specified topic. Generally, group members requesting to speak shall be heard in the order [in which their requests to speak have been recorded].
2. The group chairpersonship may limit the time granted to each speaker.
3. The discussion of a topic shall be closed when the members stop discussing it.
4. The group chairperson shall be entitled to close the discussion of topics referred by the reconciliation committee for a vote. A resolution shall be valid with the approval of three-quarters of the members present.
5. Speakers shall address the session chairperson. They must avoid interrupting others when they are speaking.
6. The session chairperson shall conduct the sessions impartially and shall reserve the right to express his opinion as a group member.

Article 41

Resolutions shall be adopted in the working groups as follows:

1. Regarding procedural issues:
 - a. The session chairperson shall decide procedural issues unless a simple majority of the members present object to the chairperson doing so.
 - b. An objection to a procedural decision must be signed by at least 5 percent of the session members in order to be submitted by a conference member.
2. Regarding substantive resolutions:
 - a. Resolutions shall be adopted by agreement based on the approval of at least 90 percent of the members present.
 - b. If such agreement is not possible, the disputed resolution shall be submitted to the reconciliation committee. The reconciliation committee shall communicate with the constituencies and

individuals to reconcile the divergent opinions. If thereafter the group cannot agree, the members of the group shall vote on the resolution. A resolution shall pass based on a three-fourths majority of the group members present.

III. Other bodies

Article 42

The operating mechanism for the conference chairpersonship shall be as follows:

1. The quorum for holding a conference chairpersonship board session shall be 75 percent of the members of the board.
2. Resolutions shall be adopted in the chairpersonship board by a simple majority.
3. The conference chairperson shall conduct the sessions. The vice chairpersons shall replace him in his absence.

Article 43

The operating mechanism of the reconciliation committee shall be as follows:

1. The quorum for holding a reconciliation committee meeting shall be 75 percent of the committee members.
2. The committee shall make every possible effort to arrive at reconciliatory resolutions.
3. If the committee is unable to agree [on a resolution], it shall vote on the resolution. A resolution shall pass with the agreement of 90 percent of the committee members.

Article 44

All conference bodies must have a quorum of 75 percent to conduct a vote, provided a constituency is not completely absent.

Section 7 – General provisions

Article 45

The general sessions of the conference and sessions of the working groups shall be held in the capital secretariat. The general session may move to another city with the approval of the session members. Working group meetings may also be held in other cities by decision of the groups themselves in coordination with the secretariat-general.

Article 46

The work days of the general session and working groups, when they convene, shall extend from Saturday until Wednesday and cover the morning and evening periods. The daily work hours shall be at least eight hours.

Article 47

The proceedings of the conference shall be documented as follows:

1. Visual recording of all events of the general sessions, including the opening ceremony.
2. Recording of the minutes of the proceedings of all conference bodies.
3. Assembly of all written, audio, visual and electronic documentation of the conference and the storage thereof in the archive of the secretary-general and competent documentation authorities in the State.

Article 48

The secretariat-general of the conference shall be responsible for informing all segments of the public of the conference proceedings and the progress therein. Any proceedings which the various conference bodies agree not to publish shall not be published.

Article 49

The reconciliation committee shall monitor and ascertain the implementation of the conference resolutions as of the conclusion of the conference proceedings until the first Council of Representatives is elected following adoption of the new constitution.

Article 50

The conference chairpersonship board or the working group chairpersons shall address any violation of these bylaws in the framework of the working group sessions. The conference chairpersonship board or the working group chairpersons may:

1. Request that the concerned person preserve order.
2. Direct a public warning to the concerned person.
3. Withdraw the microphone from the concerned person and request that the person leave the dais.
4. Order the striking of a remark from the records.
5. Request that the concerned person leave the hall or that security remove the person.

These procedures shall apply to conference members, observers, invitees and any other person.

Article 51

If a conference member repeatedly interrupts the proceedings of meeting or violates the provisions of these bylaws, an official, public warning shall be sent to the concerned person. If such behaviour persists, the member may be suspended from participation in the conference proceedings for up to three days of meetings by joint resolution of the chairpersonship board in the case of the general session or by joint resolution of the chairperson and vice chairpersons in the case of the working group sessions. During the suspension period, the standards and discipline

committee shall examine the report submitted by the chairpersonship board or by the concerned working group chairperson regarding the violation. It shall also hear the view of the concerned member and shall decide whether the member must be barred from attending a specific number of meetings or conclusively barred from attending the conference proceedings.

Article 52

A conference member must attend all the general sessions and meetings of the working group to which the member belongs, participate actively and not be absent without an acceptable excuse. A member's persistent absence from general sessions or working group meetings without an excuse, shall be sufficient cause for referring the member to the standards and discipline committee. Such referral shall be made by the conference chairperson or working group chairpersons, depending on the case. An unexcused absence for three consecutive days shall be considered a persistent absence.

Article 53

The standards and discipline committee shall study the report and the opinions on the absent person that are submitted to it by the conference chairperson or chairperson of the working group to which the absent member belongs. The committee shall decide as it deems appropriate whether to bar the concerned person from the general sessions or working group sessions or to conclusively dismiss the person from the conference.

Article 54

If a member is unable to participate in the conference due to death, disability or any other reason, or the member is permanently barred from the conference by the standards and discipline committee, the chairpersonship board shall appoint a replacement for the member from the same constituency [as the replaced person] according to the sequence on the reserve member list [prepared for each constituency].

Article 55

All fixed and current assets of the conference shall be transferred to the State Public Treasury after the conclusion of the conference proceedings.

Article 56

These bylaws or any article thereof may be amended based on a written request that is signed by at least one-half of the conference members and submitted to the conference chairpersonship. The request shall include the proposed amendment and the reasons for the amendment. A proposed amendment shall pass with the approval of 90 percent of the conference members.

Annex 4

Agenda for the First Session

The conference proceedings and tasks shall be organized and distributed according to the following agenda:

1. Agenda for the opening session of the conference.
2. Agenda for the first session of the working groups, which are to meet after the conclusion of the opening session of the conference.
3. Action plan covering up to the time of the mid-conference general session.
4. Agenda for the mid-conference general session.
5. Action plan covering the period up to the concluding general session.
6. Agenda for the concluding general session.

I. Agenda for the opening session of the conference

First day

First half of the day

- Welcoming by the chairpersonship – 30 minutes.
- Remarks by senior State officials – one hour.
- Remarks by the leaders of entities participating in the conference.
- Lunch break.

Second half of the day

- The Technical Committee chairperson's presentation of the main issues to be discussed at the conference (documents are to be prepared and distributed to all participants to enable them to follow the presentation) – 30 minutes.
- Discussion by the general session of the main issues included in the conference agenda (documents and perhaps a graph showing the conference bodies are to be prepared and distributed to all participants to enable them to follow the presentation) – one hour.
- Discussion in the general session regarding the conference components – one hour.

Second day

First half of day

- Election of the chairpersonship board.
- Presentation by a member of the Technical Committee of the stages of the conference and what must be accomplished in each stage (documents are to be prepared and distributed to all participants to enable them to follow the presentation) – 30 minutes.

- Discussion period for posing questions regarding the conference stages and what is expected to be accomplished in each stage – one hour.
- Lunch break.
- The afternoon period is set aside for an introductory workshop for all participants. A participant may choose one among three or four workshops that will be organized by the secretariat-general, whereby 20 workshops will be held concurrently.

Third, fourth, and fifth days

The discussions will focus on the issues included in the conference agenda. The focus will be on the nine subjects specified by the Technical Committee.

Six and seventh days

The working group memberships will be decided. The conference chairpersonship will meet with the representatives of the entities and constituencies participating in the conference to agree on candidates for each working group. If necessary, the facilitators will provide assistance in these meetings.

Eighth and ninth days

The reconciliation committee will compare the candidates from all constituencies and entities and will prepare lists with the names of the members of each working group.

The participants will attend two additional introductory workshops while the reconciliation committee reviews and prepares the lists of participants in each working group.

Tenth day

The session chairperson will summarize the proceedings of the opening session and briefly review the action plan covering the period until the mid-conference general session. The day will be allocated for the discussion and approval of the action plan.

II. Agenda for the first session of the working groups that will meet after the conference opening session concludes

At the conclusion of the opening general session, the working groups will commence their first meeting.

First day of the working group meetings

First half of the day: The first half of the day will be allocated for the election of the group chairperson, vice chairpersons and rapporteur. The bylaw articles concerning the activity of the working groups will be recited, and operating mechanisms will be agreed.

Second half of the day: The group will begin discussing its action plan covering up to the mid-conference general session.

The action plan and expected outcomes to be achieved by the group during the first two months (or the first three months, depending on the date set for the mid-conference general session) shall cover:

- Preparation of a detailed list of the main issues that will be discussed by the working group.
- An agreement on the sub-groups that will be formed by the group to discuss specific issues (if necessary).
- The adoption of a resolution on the experts, if any, who will be invited to provide advice and support to the working group.
- Adoption of a resolution on the working papers, if any, whose preparation will be agreed to clarify an issue that will be discussed by the group.
- Agreement on the order of the main topics that will be discussed (if necessary). Some issues may be discussed, currently, others sequentially.
- Agreement on the regional meetings of the working group (i.e., meetings which the working group may convene outside the conference headquarters in a given region).
- The time at which the group will begin communicating with the public (e.g., meetings with certain civil society organizations, city council forums, etc.).
- Agreement on a timeline for the formulation of the draft report that will be submitted to the mid-conference general session.
- Agreement on the frequency and duration of the working group's meetings.

Second day

First half of the day: continued preparation of the action plan.

Second half of the day: discussion of the detailed list of main topics that will be discussed by the group during the conference period.

Third day

First half of the day: completion of the detailed list of main topics that will be discussed by the working group during the conference, and agreement on the sub-groups (if necessary) that will be responsible for discussing certain main issues.

Second half of the day: agreement on the agenda, location and duration of the working group's next session.

III. Action plan for general activities covering up to the mid-conference general session

1. Communication with the public

- As soon as the opening general session concludes, activities will commence to inform the public of the discussions and outcomes of the opening general session.
- Activities will commence to inform the public of the progress achieved in the working groups' proceedings.

2. **Reconciliation committee**

- The reconciliation committee will meet once weekly or every two weeks to discuss progress in the proceedings of the working groups.
- The reconciliation committee will closely follow the working groups' proceedings and will anticipate conflicts that may arise in the periodic reports.
- Preparation of an agenda for the mid-conference general session.

3. **Chairpersonship board**

- Implementation of activities to inform the public of progress in the proceedings of the working groups.

4. **Concurrently held working group meetings:** The working groups will act in accordance with their action plans as agreed in their meetings. However, in general, until the mid-conference general session, the working groups must:

- Hold a plenary meeting of the members of the group or sub-groups.
- Discuss the various main issues agreed in the action plan.
- Hold discussions with experts.
- Meet with various relevant and interested agencies and parties.
- Assign the preparation of working papers to guide the discussion.
- Hold regional meetings and implement activities for communicating with the public in various regions.
- Formulate a draft report for presentation to the mid-conference general session.

IV. *Agenda of the mid-conference general session*

The reconciliation committee will prepare a detailed agenda that includes:

- The reconciliation committee chairperson's presentation of summaries of the overall progress achieved in the working groups' proceedings.
- Each working group chairperson's presentation of a summary and the working group's interim report.
- Discussion of the presentations.

V. *Action plan for general activities in the period leading up to the concluding general session of the conference*

The reconciliation committee is responsible for preparing a detailed agenda that includes:

- The reconciliation committee chairperson's presentation of summaries on the overall progress achieved in the working groups' proceedings.
- Each working group chairperson's presentation of a summary and the interim report of the working group.
- Discussion of the presentations.

The working groups will submit their reports to the reconciliation committee one week before the start of the concluding general session.

The reconciliation committee also:

- Prepares an agenda for the concluding general session of the conference.
- Closely follows the activities of the working groups and anticipates conflicts that may arise in their interim reports.
- Coordinates and harmonizes the content of the final reports received from the working groups in close coordination with the working groups.
- Starts drafting its report on the conference outcomes based on the contributions of the working groups.

V. *[read VI]. Agenda for the concluding general session*

The reconciliation committee prepares a detailed agenda that includes:

- The reconciliation committee chairperson's presentation of summaries on the overall progress achieved in the proceedings of the working groups.
- Each working group chairperson's presentation of a summary and the working group's interim report, and discussion of the reports.
- In the event of a disagreement regarding a specific report, the reconciliation committee will conduct a harmonization process. Discussion of the report received is then resumed in the general session.
- Discussion of the reconciliation committee's report.
- Discussion of the implementation of conference outcomes.

Annex 5

The General Plan and Guide to Implementing It

Republic of Yemen

Technical Committee to Prepare for the Comprehensive National Dialogue
Order Committee

The General Plan and Guide to Implementing It

Technical Committee To Prepare for the Comprehensive National Dialogue and Its Specialized Committees and the Groups Assisting It

Sana'a

Part I
General plan

I. Objectives:

1. Preparation of a long-term action plan for organizing the activities of the conference until the formation of the conference chairpersonship board and the establishment of a secretariat-general for the conference.
2. Receiving of dialogue conference members and preparation of their lodging.
3. Preparation of all literature pertaining to first general session of the conference.
4. Provision of security for the conference and all conference members and participants during the various conference activities.
5. Provision of the necessary security protection for: the lodging facilities of conference participants, the locations for the holding of conference sessions and the route from the lodging facilities to the conference hall.
6. Easy access for participants from lodging facilities to conference hall facilities.
7. Availability of adequate facilities and space for holding sessions of the conference, conference committees and the secretariat.
8. Availability of services at the lodging facilities and conference session site.
9. Domestic and foreign media coverage of conference events to ensure a high media profile for the conference.
10. Organizational matters relating to cards and documents.

II. Principles:

- Full impartiality.
- Competence [as the criterion] in the selection of workers.
- Transparency.
- Attention to detail in work.
- Readiness.

II [sic]. Means:

1. Material:
 - a. Living quarters.
 - b. Facilities for holding the sessions of the general conference and working group.
 - c. Means of transportation.
 - d. Media equipment.

(A recommendation in this regard is attached as stipulated in the bylaws).

2. Financial:

- a. The budget and provision of budget appropriations to cover expenditures.
- b. Allowance for conference members.
- c. Allowance for preparation committees, working groups, etc.
- d. Work supplies and requirements.
- e. Housing leases.
- f. Transportation fees.
- g. Relocation allowance.
- h. Any other conference-related expenses.

(A budget will be prepared and submitted to the Technical Committee subsequently.)

3. Manpower:

- a. Central security and military authorities (military committee).
- b. The security and military agencies in the governorates in which sessions will be held (the security committee in the governorate).
- c. The order committee and its secretariat emanating from the Technical Committee to Prepare for the Comprehensive National Dialogue Conference.
- d. The specialized committees and auxiliary groups emanating from the order committee, which are the:
 - Security committee.
 - Organization committee and its auxiliary groups.
 - Media committee and its auxiliary groups.
 - Services committee and its auxiliary groups.
 - Finance committee and its auxiliary groups.

III. Executive tasks and measures:

1. The central security and military authorities will focus on ensuring security stability and boosting the level of mobilization and readiness during the conference at the conference sites, because any security disturbance in any governorate will adversely affect the conference and its outcomes.
2. The local security and military authorities and the local authority, represented by the security committees in the governorates, will focus on protecting and securing the conference sessions in any city where they are held and throughout the concerned governorate in general.
3. The focus and purviews of the order committee emanating from the Technical Committee and the specialized committees and their auxiliary groups will be in accordance with the draft implementation guide attached below.

Part 2
Implementation Guide

I. Order committee:

Composition: The order committee is a main committee comprising nine members of the Technical Committee to Prepare for the National Dialogue Conference. The order committee is responsible to the Technical Committee for preparing for the National Dialogue Conference. Its tasks include monitoring and supervising the implementation of the tasks and work flow of the specialized committees, evaluating the performance of those committees and coordinating among them.

Tasks: The order committee is responsible in particular for:

1. Preparing an implementation guide for the operation of the order committee and its sub-committees and groups for submission to the Technical Committee to Prepare for the National Dialogue Conference for its approval.
2. Formulating and approving the order committee's operating mechanism.
3. Forming specialized committees and auxiliary working groups, determining the composition of each committee and group and monitoring the implementation of the tasks assigned to them.
4. Reviewing and approving the detailed action plans stating the tasks of the specialized committees.
5. Supervising the preparation of various organizational documents and other requirements pertaining to the convening of the National Dialogue Conference and the specialized committees emanating from the conference.
6. Monitoring the production of the draft documents that will be presented to the National Dialogue Conference, and provision of the conference facility with adequate quantities of such documents.
7. Approving the media plan; approving the conference mottos, posters and stickers and a plan for distributing them; and monitoring the implementation of distribution.
8. Approving the National Dialogue Conference membership card specimen, the mechanism for distributing it, and membership cards for the members of the specialized committees and their auxiliary working groups.
9. Recommending to the technical preparatory committee the names of political, party, and academic leaders who should be invited to the opening and concluding sessions of the conference.
10. Receiving and reviewing reports submitted by the specialized committees, approving the outcomes of the committees' proceedings, ascertaining the completion and readiness of all documents and preparations and arrangements at the conference facility and annexes, and providing anything that is lacking.
11. Supervising and monitoring the preparation and arrangement of the dialogue conference hall and meeting sites for the specialized committee[s] emanating from the conference.

12. Supervising, monitoring and participating in the receiving of dialogue conference members and invitees, designating seats for guests, and writing guests' names on their seats in advance.
13. Coordinating with the relevant specialist entities to arrange and maintain security.
14. Preparing a draft budget for implementing all stages of the National Dialogue Conference (preparation, convocation, and the work of the specialized committees emanating from the conference).
15. Reviewing and discussing the draft budget for implementing the conference stages and the budget disbursement rules and mechanisms for submission to the Technical Committee for its approval.
16. Supervising, monitoring and participating in the provision of the supplies and requirements needed to hold all stages of the National Dialogue Conference.
17. Approving the forms for making expenditures for all stages of the National Dialogue Conference.
18. Paying allowances and entitlements to conference committees and members according to the budget classification and disbursement rules.
19. Disbursing the allowance for dialogue conference members according to the established mechanism.
20. Receiving disbursement documents and clearing the liability of payers.
21. Approving the final account.
22. Submitting urgent announcements to the Technical Committee to Prepare for the National Dialogue Conference.
23. Submission of a report on the progress of the order committee and the specialized committees and their auxiliary groups to the Technical Committee.
24. Any other tasks assigned by the Technical Committee.

The order committee has a chairperson and a vice chairperson with the following functions:

1. Committee chairperson:
 - a. Chairs the order committee's meetings.
 - b. Represents the order committee to various agencies.
 - c. Signs the order committee's correspondence.
 - d. Directly supervises the proceedings of the executive committees.
 - e. Signs statements for the disbursement of entitlements to the members of the conference and executive committees.
 - f. Performs the tasks assigned by the order committee board.
2. Committee vice chairperson:
 - a. performs the functions of the committee chairperson in the latter's absence.

- b. Directly supervises the committee secretariat.
- c. Evaluates the performance of the executive committees.
- d. Any other tasks assigned by the committee chairperson.

The following are subordinate to the main order committee:

- The executive committee, which is chaired by two members of the main committee (the executive and his deputy), who have executive responsibility and are responsible to the main order committee for implementing the plan. The executive committee comprises 12 members, namely the chairpersons and vice chairpersons of the specialized committees (reception, organization, media, services, security and finance) which are subordinate to the order committee.
- A three-person secretariat.

II. The specialized committees subordinate to the order committee:

1. Security committee:

Composition: The security committee comprises members representing the security agencies responsible for security. One representative from each such agency will sit on the committee.

Tasks: The President of the Republic, who is the Supreme Commander of the Armed Forces, will issue a decree assigning the security and military authorities responsibility for securing the conference proceedings in addition to their general responsibilities. The security committee will be responsible in particular for:

1. All security aspects at the participants' living quarters, the halls where the dialogue conference is held, and the locations of the specialized working groups emanating from the dialogue conference.
2. All security aspects in the neighbourhoods, quarters, streets, roads and entrances adjacent to:
 - The living quarters of the participants and invitees.
 - The parking lots for the vehicles of the participants and invitees.
 - The hall where the dialogue conference is held.
 - The work sites of the specialized committees emanating from the conference.
3. All security aspects for invitees from Yemen and abroad, including escorting invitees from abroad during their presence and attendance at the conference proceedings until they leave the country.
4. Traffic. The security committee is responsible for:
 - Defining and regulating the traffic flow in the streets and accesses leading to the parking lots for participants.
 - Designating and equipping the vehicle parking lots, and regulating the parking process.
 - Defining and regulating the traffic flow of the buses that transport participants to the conference hall.

- Coordinating with the reception and organization committee to implement joint tasks.

(Each security agency is responsible for: formulating a detailed plan for approval by the order committee; and designating the personnel, means, and supplies needed to implement the security tasks assigned to it. Each security agency is responsible to the order committee for implementing its security plan. Its responsibility is limited regarding security inside the conference halls.)

2. Organization committee:

Composition: The organization committee comprises six members. The following working groups are subordinate to the organization committee:

- A Ten-person group tasked with preparing cards for members and invitations for invitees.
- A thirty-person participant preparation group.
- A fifteen-member secretariat and documentation group.

Tasks: The organization committee is responsible for:

1. Preparing a National Dialogue Conference membership form and distributing it to the dialogue conference members, monitoring the collection of the forms, and preparing the forms for procurement of the membership cards.
2. Designing dialogue conference membership card forms, procuring the membership cards, and distributing them to the conference members.
3. Preparing and distributing conference documents.
4. Distributing document folders to the conference members.
5. Supplying the documents and supplies which the specialized committees of the dialogue conference need to conduct their activity.
6. Coordinating with the other committees to carry out joint activities.
7. Submitting urgent announcements to the order committee.
8. Preparing reports on the progress of the organization committee and auxiliary groups for submission to the order committee according to the established operating mechanism.
9. Any other tasks assigned by the order committee.

(Detailed action plans explaining the tasks of each working group subordinate to the organization committee are being prepared.)

3. Reception committee:

Composition: The reception committee comprises six members. The following working groups are subordinate to the reception committee:

- Thirty-person lodging and transportation group.
- Twenty-person invitee reception and escort group.
- Twenty-person reception and organization group in the conference hall.

Tasks: The reception committee is responsible for:

1. Formulating a detailed mechanism for receiving and transporting dialogue conference participants and invitees.
2. Preparing a recommended list of invitees from Yemen and abroad to be approved by the main committee, and preparing invitations to attend the conference.
3. Preparing and supplying lodging and telecommunications for persons invited from abroad to attend the National Dialogue Conference proceedings.
4. Formulating a mechanism for receiving delegations invited from abroad, escorting them during their presence and attendance at the conference proceedings, and for seeing them off after the conference has concluded.
5. Designating and reserving lodging for participants and invitees, monitoring the preparation of lodging, and notifying participants of the locations of their lodging.
6. Designating locations for the assembly of dialogue conference members and persons invited to attend the opening session.
7. Coordinating with the security committee assigned to designate the locations of participant parking lots and notifying participants of parking lot locations.
8. Designating and arranging for the transportation (buses) required to transport participants and invitees from the parking lots, ascertaining that transportation vehicles are present at the designated time and place, and escorting participants and invitees as they are being transported from the parking lot to the conference hall.
9. Receiving dialogue conference members and persons invited to attend the opening session in the hall, designating seats for guests, and writing the participants' names on their seats in advance.
10. Coordinating with the competent authorities on the arrangement and maintenance of security.
11. Coordinating with other committees to carry out joint activities.
12. Submitting urgent announcements to the order committee.
13. Preparing reports on the progress of the reception committee and its auxiliary groups for submission to the order committee according to the established operating mechanism.
14. Any other tasks assigned by the order committee.

(Detailed action plans explaining the tasks of each working group subordinate to the reception committee are being prepared.)

4. Media committee:

Composition: The media committee comprises six members. The following working groups are subordinate to it:

- Ten-person media group.
- Ten-person communications and media monitoring group.
- Ten-person media documentation group.

Tasks: The media group is responsible for:

1. Preparing a domestic and foreign media plan for covering the National Dialogue Conference proceedings, and preparing a mechanism for the distribution and publication of posters, mottos and signs.
2. Recommending media professionals from news agencies, newspapers and satellite stations who should be invited to attend the conference proceedings.
3. Collaborating in preparing and equipping the dialogue conference hall.
4. Preparing a proposed opening ceremony programme for submission to the order committee.
5. Preparing media and press materials for coverage of the dialogue conference proceedings.
6. Distributing posters and mottos and supervising the placement of posters and mottos in designated locations.
7. Providing media coverage of the general conference proceedings according to the established plan, and coordinating with media organizations in this regard.
8. Monitoring and analyzing dialogue conference coverage published by official, party and private newspapers.
9. Covering the proceedings of the dialogue conference.
10. Assembling audiovisual media reports that document the conference proceedings.
11. Preparing press announcements and statements in Arabic and English.
12. Submitting urgent announcements to the order committee.
13. Preparing reports on the progress of the media committee and its auxiliary groups for submission to the order committee according to the established operating mechanism.
14. Coordinating with other committees to carry out joint activities.
15. Any other task assigned to buy the order committee.

(Detailed action plans explaining the tasks of each working group subordinate to the media committee are being prepared.)

5. Services committee:

Composition: The services committee comprises eight members. The following working groups are subordinate to it:

- Ten-person communications group.
- Twenty-person preparation, arrangement and sanitation group.
- Ten-person buffet group.
- Five-person medical group.

Tasks: The services committee is responsible for:

1. Arranging and preparing the conference hall and conference facilities, and ascertaining the availability of services in the conference hall and facilities and the working order of all means and supplies, including chairs, electricity, loudspeakers, etc.
2. Preparing a buffet and ordering the necessary items for it.
3. Providing and preparing medical equipment, supplies, etc.
4. Providing for communications during the preparation and holding of the National Dialogue Conference and during the work of the specialized committees emanating from the conference.
5. Arranging and cleaning the conference hall and the work facilities for the specialized committees during the dialogue conference and during the work of the specialized committees emanating from the conference.
6. Submitting urgent announcements to the order committee.
7. Preparing reports on the progress of the committee and its auxiliary groups for submission to the order committee according to the established operating mechanism.
8. Coordinating with the other committees in carrying out joint tasks.
9. Any other task assigned by the order committee.

(Detailed action plans explaining the tasks of each working group subordinate to the services committee are being prepared.)

6. Finance committee:

Composition: The finance committee comprises five members. The following working groups are subordinate to it:

- Ten-person procurement and equipping group.
- Ten-person accounts and disbursement group.

Tasks: The finance committee is responsible for:

1. Preparing a draft budget according to operating requirements and items referred by the order committee.
2. Formulating a detailed mechanism for disbursing financial allowances to National Dialogue Conference participants for submission to the order committee.

3. Providing supplies and requirements for the conference stages according to what is authorized in the budget.
4. Preparing financial transaction forms for the expenditures entailed by the conference stages for submission to the order committee.
5. Disbursement of allowances and entitlements to the committees and their auxiliary groups according to the budget classification and disbursement rules.
6. Receiving disbursement documents and clearing the liability of payers.
7. Submitting urgent announcements to the order committee.
8. Preparing reports on the progress of the finance committee and its auxiliary groups for submission to the order committee according to the established operating mechanism.
9. Coordinating with the other specialized committees in carrying out joint activities.
10. Preparing a final account for expenditures for submission to the order committee.
11. Any other task assigned by the order committee.

(Detailed action plans explaining the tasks of each working group subordinate to the finance committee are being prepared.)

Annex 6

Proposed Working Papers

Paper no. 1: Constitution drafting process

The National Dialogue Conference will decide the substance of the process for formulating the new Yemeni constitution, including the constitution formulation committee and its membership.

To assist the members of the working groups in the National Dialogue Conference that will discuss this issue, the working papers will explore:

- The best constitution drafting practices based on comparable experiences.
- The Yemeni constitution drafting experience.
- The options regarding the type of body that will be responsible for formulating the constitution, including the body's membership and operating method, and the pros and cons of each option.
- Various ways of informing and communicating with the public regarding the constitution drafting process.

(This paper can be written by an international or Yemeni expert.)

Papers 2: Principles of the constitution

The National Dialogue Conference will approve the main constitutional reform components, which concern state structures, and other basic resolutions concerning the political system.

Two papers on basic constitutional issues may be commissioned to support the National Dialogue Conference discussions on the Constitution (Paper 2 and Paper 3).

Paper 2 can deal with the multiple options relating to state structures, including the presidential system versus the parliamentary system, centralized versus decentralized systems (with options ranging from a decentralized local system to the federal option), and the form of local government. This paper will examine the basic components of each separate option and the overlap and differences between them. The purpose of this paper will be to coherently present the various models, comparative examples and exhaustive studies of the application of these models in specific cases.

The paper will also treat the circumstances in which a certain model can be adopted without supporting or preferring one system over another.

(This paper may be prepared by an international or Yemeni expert.)

Paper 3: The role of the constitution in protecting basic rights, freedoms and human rights

This paper will discuss how the constitution can guarantee equality among citizens and respect for diversity, basic rights and human rights, including the rights of women, children, minorities and vulnerable and marginalized groups. It will

explore how constitutional provisions are enforced in other countries and the effect of such enforcement. It will also deal with how Yemen's previous constitution dealt with such issues, and it will summarize examples from other Arab countries.

(This paper may be written by an international or Yemeni expert).

Paper 4: The southern issue

The long-term implementation mechanism for the CCASG Initiative and the presidential decree forming the Technical Committee both task the National Dialogue Conference with "tackling the southern issue".

To support the working group that will discuss the southern issue, a paper may be commissioned to explore the various issues, including (a) the basic nature of relations between the north and the south, (b) confidence building measures, (c) the reasons for the inequities in the south, (d) measures for the return of property, job creation and development in the south and (e) the various opinions on state structures in the north and south.

This paper should be written clearly and objectively, and it should impartially present the various views and options.

(One or more Yemeni writers will be responsible for preparing this paper.)

Paper 5: The Sa'dah issue

The National Dialogue Conference will examine the sources of tension in Sa'dah, as provided by the implementation mechanism of the CCASG Initiative and the presidential decree forming the Technical Committee.

To support the discussions in this regard, a paper may be commissioned to present a brief historical overview and a general examination and analysis of the sources of the tension and inequities in Sa'dah. This paper will also cover possible steps for easing the tension and strengthening the climate of trust and possible ways for reflecting the demands of the population of Sa'dah in the new constitution. This paper will base its analysis of the subject on a survey of the opinions of the largest possible number of groups. It will be formulated objectively and will present the largest possible number of positions and views relating to the subject of the analysis.

(A Yemeni writer will be responsible for writing this paper.)

Paper 6: Governance

This paper will deal with civil service reform in Yemen. It will present the current situation, challenges and deficiencies of the civil service. It will treat recent and ongoing civil service reform efforts and explain the additional requirements for reforms. It will not necessarily recommend reforms, but will rather identify the areas requiring quick reform, and it will discuss the various views on how to treat problems in these areas.

(A Yemeni writer will be responsible for preparing this paper.)

Paper 7: Efficiency, transparency and government institutions

This paper will either (1) review the challenges facing Yemeni institutions regarding transparency and accountability and discuss previous efforts to combat corruption, or (2) review comparable experiences of other countries in dealing with this subject, including how they built a transparent system of governance that gradually became subject to accountability. Another alternative is the presentation of options regarding constitutional provisions to combat corruption, establish an independent committee to combat corruption, and train government officials and experts from other groups.

(Depending on the option adopted, a Yemeni or foreign writer may prepare this paper.)

Paper 8: National reconciliation and transitional justice

The National Dialogue Conference will decide on follow-on measures for achieving national reconciliation and transitional justice and measures that ensure that violations of human rights and international humanitarian law will not recur in the future.

To support these discussions, the United Nations will commission the preparation of a paper that discusses current efforts to achieve national reconciliation and transitional justice in Yemen. The paper will treat the CCASG Initiative and its implementation mechanism and the efforts being made to draft a transitional justice law (or it will treat the law itself if the law has been promulgated). Most importantly, the paper will explain proposed government policies, including support for victims and their families, acknowledgment of violations, compensation for losses and damage, and constitutional and legal guarantees to prevent the recurrence of human rights violations.

(This paper will be written by a Yemeni writer, unless there is an international writer who has good knowledge of the Yemeni context and is capable of summarizing international experiences.)

Paper 9: Social issues and the treatment of vulnerable groups

The National Dialogue Conference will discuss numerous social issues and recommend the adoption of additional legal and other means to strengthen protection of the rights of vulnerable groups, including children.

To support these discussions, the United Nations will commission a paper that explores the conditions of a number of vulnerable groups, including children, minorities and displaced persons. The paper will elucidate the basic challenges facing the protection and support of the rights of these groups. It will explore the policies currently followed to assist these groups, gaps in these policies, the current discussion about strengthening reforming these policies, and alternate policies. The paper will also provide conference participants with an overview of the basic issues, challenges, and policy options concerning each vulnerable group that is identified.

(A Yemeni writer will prepare this paper.)

Paper 10: Strengthening the position of women

The National Dialogue Conference has been commissioned to recommend and adopt the necessary legal and other means to strengthen the position of women. To support the discussions in this regard, the United Nations will commission a paper on the current problems of women in Yemeni society and efforts currently being made to protect and support the rights of women, including current policies and laws. In treating these aspects, the paper will examine protection of rights or equality before the law and all aspects of public life, including equality in the workplace. It will also examine current policies in the area of health and the family and any reform efforts in this area.

(A Yemeni writer will prepare this paper.)

Paper 11: Economic development

The National Dialogue Conference will be responsible for studying many issues having a national dimension, including economic development issues. To support discussions in this regard, the United Nations will commission a paper on the main priorities and challenges of strengthening economic development in Yemen. The paper will treat such priorities as infrastructure, investments in public education and health, support for small, micro and medium enterprises and cooperation with international development agencies and donors. The paper will also explain efforts currently being made to strengthen economic development and the obstacles facing these efforts.

(A Yemeni writer will prepare this paper.)

Annex 7

Media plan

The Technical Committee has prepared a media and public participation plan. It consists of general guidelines for facilitating the secretariat-general's implementation of extensive media activities. The plan covers general definitions, the goals of the plan, media policy principles, the time period for implementing the plan, the conference motto and message, the plan's target audience and possible challenges to the success of the plan.

1. General definitions

1.1. Definition of the National Dialogue Conference

The Comprehensive National Dialogue Conference in Yemen is the most important link in a political process intended to continue peaceful change in a way that enables political forces and entities and all sectors of Yemeni society to help formulate a new vision for Yemen's future.

1.2. General goal

The media plan for the National Dialogue Conference targets the implementation of a media campaign using various media, including audio, visual, printed, electronic and mass media. The goal of the plan is to prepare the public climate, create a partnership among everyone involved in the comprehensive national dialogue process, and ensure that the public is kept updated on the progress achieved in preparing and organizing for the conference and in the implementation of conference outcomes.

The strategy also seeks to: familiarize and educate citizens regarding the dialogue mechanism and the issues put forth during the conference, strengthen favourable public reaction and interaction, and welcome public participation.

2. General media policy principles

- Elevation of the value of dialogue as a peaceful mechanism for solving problems non-violently, and the highlighting of dialogue as a singular, safe way forward for Yemen.
- Emphasis of issues in which all the parties have a common interest, and avoidance of stridency in dealing with controversial issues and the best ways for dealing with them.
- Transparency, credibility and accuracy of information; presentation of the anticipated outcomes of the dialogue; and possible difficulties and ways for dealing with them.
- Openness to all options put forward, and the conduct of constructive media discussions that respect the various currents and opinions.
- Refrainment from political polemics in media rhetoric and from involvement in debates with opponents of dialogue; and the highlighting of the need to listen to critical voices, focus on the positive aspects of dialogue, and clarify ambiguities.

- The adoption of a media message that strengthens the partnership of all groups and social segments involved in the dialogue process without discriminating and without diminishing the value of any issue or subject put forth, emphasis on the positive aspects of discussion, and clarification of the need for mutual concessions to achieve the shared goals of the dialogue process.
- Commitment to the code of honour and to what the conference decides not to publicize.
- Commitment to clear, agreed shared mottos and positive messages to avoid confusion in the target audience.
- Refrainment from using words that question loyalty, or incite or accuse any party of being an infidel.

3. Immediate goals

1. Familiarizing of citizens and all concerned parties with: the implementation mechanism for the CCASG Initiative; the substance of the National Dialogue Conference; the reasons for the conference; and the conference subjects, programme, mechanisms, goals and desired outcomes.
2. Raising of awareness of the value and importance of dialogue for the future of the homeland and the people.
3. Use of all media to ensure that information reaches the public and is circulated among all segments and groups of society.
4. Use of various media to create an environment that is based on confidence in dialogue and that ensures interactive societal participation.
5. Promotion of the acceptance of plurality and diversity, and the strengthening of the concepts of active participation, national reconciliation and provisional justice and the principles of human rights for building a new civil state.
6. Guiding and channelling of public expectations toward the desired goals and outcomes of the conference as an important station on the long road to achieving change and moving the country from chaos to stability.

4. Timing

The media plan will be launched officially one month before the dialogue conference starts and will continue for six months after the conference concludes to follow up on the outcomes achieved.

5. Authorities and responsibilities

The plan will be implemented by a media group with a high degree of professional competence that is contracted by the United Nations and the media department of the conference secretariat-general through its consultation and implementation group.

6. Logo, motto and message

- The logo: an image that expresses the dialogue conference. It will be used on all documents and references. The logo must always appear with the motto.

(Image)

- Motto: "Through dialogue, we will build the future".
- Message: "Let us engage in dialogue for the sake of building our homeland and providing a better future for our children".

[7]. Target audience

1. Ordinary citizens (15 years of age and older).
2. Conference participants.
3. Concerned Yemeni parties (politicians, civil society, academicians, experts, leaders in society, etc.).
4. The media.
5. Yemeni expatriates and refugees abroad.
6. The international community (government organizations, international organizations, observers, etc.).

[8]. Possible challenges

1. Low awareness of the dialogue and its goals due to high illiteracy.
2. Long-standing and recent domestic conflicts that may manifest during the dialogue process.
3. Geographical impediments and demographic factors, limited infrastructure and means of communication, especially in rural areas where more than 75 percent of Yemenis live.
4. Lack of a desire on the part of certain parties to participate, mistrust and doubts about whether the conference will be able to arrive at implementable outcomes.
5. Doubts about the legitimacy of some of the dialogue conference participants and issues for discussion.
6. Some media and political entities may attempt to impede to the dialogue process.
7. Some traditional social forces may find it difficult to accept the message of the national dialogue.
8. The capacity to execute the strategy within a limited time period.
9. The availability of the expertise and resources needed to apply the strategy.

[9]. Mechanism and means of implementation

1. Knowledge of the general situation:
 - The use of survey studies that define the characteristics of the target audience (Yemeni and foreign universities and research centres).
 - Periodic evaluation of media strategies based on the results of studies.
2. The media:
 - Intensive campaigns through the domestic visual, audio, print and electronic media.
 - Establishment of conference media, e.g., an electronic site, Facebook, Twitter and YouTube accounts and a printed publication.
 - The holding of periodic press conferences to inform the public about the conference proceedings.
 - Training of the media group, conference chairpersonship and media and press spokespeople in media skills and principles, the dimensions of the conference, the preferred media message, and the method for treating contentious issues by producing media material that supports the dialogue.
 - Ongoing communication with the domestic and foreign media by holding meetings and coordinating among the conferees, working groups and various media.
 - Advertising campaigns in some Arab media.
 - Pursuit of foreign media by holding meetings with foreign journalists for example.
3. Raising of awareness:
 - Holding of open meetings, seminars and workshops targeting different political groups in all governorates to provide opportunities for these groups to lay out their political cards, hold discussions and participate in decision-making through the conversion of their input and proposals into recommendations that are submitted to the conference.
 - Strengthening of the societal participation of youth groups at the university and secondary school level by communicating with them, addressing them directly and providing platforms enabling them to express their opinions and aspirations freely.
 - Broadcasting – various traditional and new media – of news, analysis, advertising and promotional material targeting youth.
4. Sustainability:
 - Formulation of a way to measure the success of the strategy; and periodic modification of the strategy.
 - Supervision of the implementation of the strategy by the conference secretariat-general and the United Nations.

- Establishment of a mechanism for monitoring the implementation of the strategy after the conference concludes according to a specific timetable to ensure the sustainability of the outcomes achieved.
5. Executors of the plan
 1. Media department in the conference secretariat-general.
 2. Development Programme.
 3. Office of the United Nations.
 4. Domestic and international companies and organizations.
 5. Policy, media and civil society experts.
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