

GUIDELINES ON STRUCTURE OF SUBMISSIONS OF TBVC STATES TO
SUB-COMMITTEE 4 ("THE POLITICAL, LEGAL AND CONSTITUTIONAL
EFFECTS OF RE-INCORPORATION OF THE TBVC STATES") OF WORKING
GROUP 4

1. This submission is intended to provide a profile of the governing authority of each of the TBVC states.
2. The following are suggested topics that may be included in the input:
 - A. BRANCHES OF GOVERNMENT
 - A.1 THE EXECUTIVE

This section should include information on the composition of the executive including the powers and functions of the Head of Government, his/her accountability and relationships to other organs of Government.
 - A.2 THE JUDICIARY
 - A.3 THE LEGISLATURE
 - A.4 THE RELATIONSHIP OF EACH OF THE ABOVE TO EACH OTHER
 - B. LEVELS OF GOVERNMENT

This section should include a profile of the regional and local levels of government. This should include structure, powers and functions.

 - B.1 REGIONAL GOVERNMENT
 - B.2 LOCAL GOVERNMENT
 - B.3 THE ROLE, POWERS AND FUNCTIONS OF TRADITIONAL LEADERS AT ALL LEVELS OF GOVERNMENT
 - B.4 RELATION OF EACH LEVEL OF GOVERNMENT TO EACH OTHER
3. ROLE OF POLITICAL ORGANISATIONS

The role of political parties within each state and relationships to the legislature and executive.
4. STRUCTURE AND BRANCHES OF ADMINISTRATION

This section should provide a profile of the Administrative branches of state. (These would include branches such as education, health, defence, etc). The profile should ideally cover the structure and devaluation of authority of each of these administrative branches.

5. **SUPPORTING DOCUMENTS**

It is strongly recommended that clear reference be made in the text of each submission to relevant acts, laws and policy documents relevant to each aspect of government under discussion.

6. **CONSTITUTION**

A guiding discussion on the constitution of the respective states. A outline should be provided of the rights enshrined in the constitution and whether or not the constitution includes a Bill or Rights.

6. **RELEVANT LEGISLATION**

A. Constitutional and Administrative Legislation

Constitutional Acts
Administrative Legislation
Interpretive Legislation
Electoral Legislation
Acts concerning the Judiciary and Commissions
Local Government Legislation

B. Property Legislation

Administration of Estates Legislation
Deeds Registry Acts
Immovable Property Legislation
Land Acts
Company Law Legislation
Taxation Legislation

C. Economic Legislation

Customs and Excise Legislation
Investment Legislation
Taxation Legislation

D. Other Relevant Legislation

Labour Legislation
Health Acts
Education Acts
Marriage Legislation (including Customary Law)