

ETHIOPIA

**TRANSITIONAL
JUSTICE POLICY
DOCUMENTATION
PROCESS AND
TEMPLATES**

TRANSITIONAL JUSTICE WORKING GROUP OF EXPERTS

JANUARY 2023, ADDIS ABABA



Introduction

The transitional justice policy development process is expected to go through various intertwined work-stages. The stages generally involve pre-draft consultations, preparation of the policy, and post-draft consultation, reporting and policy finalization tasks.

In specifics, the activities entail conducting thorough study on past transitional justice initiatives in Ethiopia and elsewhere, preparing a draft green paper informed by findings of the study, conducting a series of consultations based on the green paper, drafting a national policy on transitional justice, conducting input-gathering and validation consultations, preparing internal working directives, and conducting a series of meetings among members of the Transitional Justice Working Group of Experts, and between members and officials of the Ministry of Justice or other stakeholders.

To this end, putting in place general guidelines for documenting the records generated,¹ created, or received during the policy preparation processes, as well as capturing events leading, directly or indirectly, to the adoption of the policy is quite instrumental in tracing the development process of the policy, readily availing inputs to the draft policy, and making the process transparent and credible.

In light of such considerations, a wholesale documentation of records will be carried out in accordance with the following guidelines and outline.

A. Documentable Items

Policy Documents

- The study on “Transitional Justice in Ethiopia” (English and Amharic);
- Transitional Justice Green Paper developed based on the study (Amharic and English);
- Post-consultation editions of the draft Green Paper (English and Amharic Versions);
- Notes of groups discussion of experts on the draft Green Paper (extracting major points for policy input);
- Submissions or written feedback received on the draft Green Paper (extracting major points for policy input);
- Draft Transitional Justice Policy document;
- Experts’ group discussions on draft policy document: extracting major points;
- Written feedback on draft Transitional Justice Policy document (extracting major points);
- Draft Transitional Justice Policy consultations (English and Amharic Versions);

Minutes: Prior to Transitional Justice Policy drafting stage

¹ As defined by Penn and Pennix, record is “any information that is recorded on any physical form or medium, generated or received [by an institution] as evidence of its organization, functions, policies, decisions, procedures, operations, and internal or external transactions”, Ira A. Penn, Gail B. Pennix, Records Management Handbook, 2nd ed., London, 2017, pp. 3-4.

- Consultation minutes (including attendance sheets) of events conducted in Addis Ababa and virtually (as indicated in the Transitional Justice Consultations and Policy Development Roadmap); extracting key points for policy input;
- Comprehensive Report of Consultations on Transitional Justice;
- Policy drafting stage: Transitional Justice Working Group discussions and deliberations;
- Post policy drafting stage: consultations conducted in Addis Ababa (as indicated in the Roadmap): extracting key points to be policy input;
- Other minutes: in-house meetings of the Working Group of Experts held from time to time;
- Welcoming or opening speeches made by higher officials or invited persons;

Audio-Visual

- Launching events and consultations indicated in the Roadmap;
- In-house deliberations conducted with bilateral/intergovernmental agencies, donors (where necessary);
- Media releases on Transitional Justice Policy (Working Group members interviews, higher officials interviews, speech, and opinion pieces and publications in all media outlets)

Working Guidelines

- All instruments developed to guide the effective implementation of the Transitional Justice Policy development process;

Presentation Materials

- Powerpoint presentation documents prepared for sensitization (Amharic and English);
- Powerpoint presentation documents prepared on policy options (Amharic and English);

Documents used internally or exchanged with Donors and other Institutions

- Concept Notes;
- Budget breakdowns;
- Letters of higher officials of MoJ or Chair of Working Group of Experts;
- Any other document related to TJ policy preparation

B. Administration of Documentation

Documentation Platform

All documents, except audio-visuals, shall be documented in hard and soft copies.

Document Exchanging Platform

All final documents and extracted materials shall be shared via the dedicated platforms of communication of the Transitional Justice Working Group of Experts.

Key Actors

The key actors and process owner in the documentation process are:

- Member/s of Transitional Justice Working Group of Experts assigned for the documentation task (serves as coordinating body);
- members of the Transitional Justice Working Group of Experts;
- Chairperson of the Transitional Justice Working Group of Experts;
- Public Relations/Communication officers of the MoJ;

Document storage platform

- File holder, hard disks, personal computers, and Google Drive;

C. Standardization and Formats

Consultation Minutes

Content

Cover Page

Date

Agenda

Starting and end time

Opening Remark

Venue

Papers presented and presenters

List of participants (appendix if more than ten, attendance sheet)

Discussion

Concluding Remark

Reporting Language

- Amharic for consultations conducted in Amharic, and English for consultations held in English.

Word File Format

Amharic:

- Font style: Geez Able
- Font Size: 14 for cover page and 12 for others

English:

- Font style: Arial Narrow
- Font Size: 14 for cover page and 12 for the rest

Sample Format-I

- Date:
- Start and End Time:

- Venue:
- Agenda
- Opening Remark
- Papers presented and presenters
- Discussions
- Concluding Remark
- List of Participants (Appendix)

2. In House Meeting Minute

Content

Cover Page

Date

Agenda

Starting and end time

Discussion

Venue

Concluding Remark

List of participants

Reporting language

- Amharic for discussions among members of the Working Group of Experts and between Working Group members and higher officials of MoJ;
- English for discussions between members of the Working Group of Experts and higher officials of MoJ/representatives of international organizations and experts.

Word format

Amharic:

- Font style: Geez Able
- Font Size: 14 for cover page and 12 for the rest

English:

- Font style: Arial Narrow
- Font size: 14 for cover page and 12 for the rest

Sample Format

- Date:
- Start and End Time:
- Venue:

- List of Participants:
- Agenda
- Discussion
- Concluding Remarks

3. Focus Groups Discussion Report

Content

Title	Facilitator
Group No.	Note Taker
Participants	Issues, sub issues presented, and points raised
Date	
Place/Venue	

Reporting Language

- Amharic for consultations conducted in Amharic and English for consultations held in English.

Word format

Amharic:

- Font style: Geez Able
- Font Size: 14 for cover page and 12 for the rest

English:

- Font style: Times New Roman
- Font Size: 14 for cover page and 12 for the rest

Sample Format-III

Focus Group Discussion

Focus group discussion:	Group no:
No. of Participants:	
Date:	
Place/Venue:	
Facilitator	
Note taker:	

Issue presented for discussion

Sub issue:

Points Raised

Presentation Power Point

Word format

Amharic:

- Font style: Geeaz Able
- Font Size: Min 20-24

English:

- Font style: Arial Narrow
- Font Size: Min 20-24

Power Point Template and Color Code

- Template: Microsoft Office
- Color code: TBD