DIRECTIVE No: 151/2024

THE ADDIS ABABA CITY ADMINISTRATION

EDIRS AND EDIR COUNCILS REGISTRATIONAND LEGALIZATION DIRECTIVE

Addis Ababa

2024

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The Addis Ababa City Administration Edirs and Edir Councils Registration and Legalization Directive

WHERE AS, It has been found necessary to create convenient Situation in which Edirs and Edir Councils at every level, perform their respective duties with a view to acquire legal personality, and to strengthen Organizational Structures, building capacity, and ensuring proximal aid;

WHERE AS, It is found necessary to lay down the procedure that ensure Edirs engage in development activities beyond funeral aid, and to enabling them Carry out their social responsibilities by providing support to those parts of the Community who are vulnerable to social problems and social irregularities as well as to maintain the cultural and historical values inorder to pass down it to the future generation;

WHERE AS, It is found necessary to lay down the procedure for the registration and legalization of Edirs and Edir Councils;

NOW, THERE FORE, in accordance with sub-article 2(E) of Addis Ababa City Administration Implementing Bodie**s** Proclamation No. 74/2021, The Addis Ababa City Administration Women, Children, and Social Affairs Bureau hereby issued this Directive.

Part One

General Provision

1. Short Title

This Directive may be cited as "The Addis Ababa City Administration, Edirs and Edir Councils Registration and Legalization Directive No. 151/2024

2. Definition

In this Directive, unless the Context requires otherwise:

1. "Urban Administration" means the Addis Ababa City Administration.
2. "Urban" means the City of Addis Ababa.
3. "Bureau" means the Addis Ababa City Administration Women, Children, and Social Affairs Bureau
4. "Sub City" means a Sub –City Office of Woman, Children and Social Affairs of the Addis Ababa City Administration.
5. "Woreda" means a Woreda office of Women, Children and Social Affairs
6. "Edir" means an indigenous community based development linter- support (espirit de' corps)Social Institution which has its own Rules and legal personality mainly formed to prioritize funerary Services without precondition, and solves other Social problems regardless of Religion, Ethnicity, Gender, Blood Relation, Riches, Knowledge, Childhood friendship, and political Opinion.
7. "Edir member" means any person who has become member by having fulfilled the requirements of the Rules of the "Edir"
8. "Holdings" means both movable and Immovable properties such as Land, House, and other miscellaneous materials and equipment's that have been possessed or to be possessed in the future by the "Edir", which are deemed to be properties of the "Edir" or "Edir" Council's members.
9. "Edir" Council means a council or Councils formed by "Edirs" of the Addis Ababa City Administration in hierarchy from the Center to the Woreda level.
10. "Person" means any physical or juridical person.
11. "Income Generating Activities" means lawful activities that are being undertaken by "Edirs" or "Edir" Councils Jointly or severally for the benefit of their members.
12. In this Directive, provisions expressed in masculine gender do necessarily include the feminine.

3. Scope of Application

This Directive shall be applicable to **"Edirs**" and **Edir**" **Councils** operating in the City Administration of Addis Ababa.

4. Objectives

This Directive shall have the following Objectives:

1. To Register "Edirs" and "Edir Councils at all hierarchical levels, and makes them acquire legal" personality by revoking the previous Circular practice of Licensing.
2. To lay down the procedure that enabling Edirs gain support from concerned bodies in order to ensure Edirs engage in activities beyond funeral aid with a view to enabling their members and dwellers of the City beneficiary, both in the Social and economic Sector.
3. To lay down the procedure for the Legalization of Edirs in Order to guarantee the right and interest of members as well as to lay down the procedure for inspecting unlawful activities.

5. Principles

Edirs or Edir Councils shall pursue practicable principles:

1. Humanity
2. Voluntarism
3. Care and Support for each Other (esprit de Corps)
4. Work in Collaboration
5. Make the public Resource and Capacity the Basis.
6. Transparency
7. Fairness
8. Participatory Approach
9. Accountability
10. Avoid the Spirit of being supported.

Part Two

Process and Criteria for Registration of Edirs and Edir Councils

6. Formation of "Edir Councils"

1. Edir Councils may be constituted at the woreda, Subcity, and City level.
2. Edir Councils, may be constituted with Voluntary basis of Edirs, in Specific area or Edir Councils at a hierarchical level, however, there shall not be more than one (1) Edir Council, in one Specific Woreda, Sub City, or City.
3. The number of executive members in each Edir Council shall not be more than 12, however, the City Edir Council, up on its constitution and enactment of its Rule/ Operational Guideline, in accordance with this directive, may determine the number of executive members in each Edir Councils.
4. Tenure of elected executive officer or member of Edir Council shall be determined by the internal Rule /Operational Guideline of the Edir Councils, However, the Bureau Shall take Corrective measure where the Edir Councils, internal Rule/Operational Guideline fails to apply.

7. Registration with the Bureau Register

1. Every Edir, in order to acquire legal personality, shall through its executive members or lawful representatives fill out the form proposed by the Bureau and present documents duly stipulated under this Directive to the woreda Office;
   - **A.** Name and Domicile of Edir members
   - **B.** Up on registration the Property of the Edir shall be registered both in cash and in kind, and inventory shall be carried out by supervision committee of the Edir, and approved by the general assembly of the Edir.
   - **C.** Organized profile of the Executive members of the Edir
   - **D.** Address and Location of the basic Edir.
   - **E.** Submit its Rules or documents showing the act constituting of the Edir on voluntary basis of its members, or both documents.

8. Criteria for Registration of Edir Councils at hierarchical level

Every Edir Council, before the commencement of its activity, shall through its executive members or lawful representatives fill out the form prepared by the Bureau, and present the following documents to the Bureau, the Sub City, or the Woreda Office.

1. Names and domicile of members of Edir Council.
2. Up on registration the property of the Edir Council shall be registered both in cash and in kind, and inventory shall be carried out by supervision Committees of the Edirs and Edir Council.
3. Organized profile of Executive members of Edir Councils.
4. Current Audit Report ratified by the general assembly of members of the Edir.
5. The Bureau or the Office, up on application and after ensuring the fulfillment of requirements, register the applicant by receiving registration Service fee and register it within two working days.
6. An Edir Council to be formed at the City level shall be constituted by the common consent of Edirs and Edir Councils existing in the entire sub Cities, up on submitting a minutes ensuring of its constitution, and other appropriate documents.

9. Constitution of Official Register of Edirs

1. A permanent official Register, in which previously established Edirs with their own Rule/Operational Guideline, in the Addis Ababa City Administration, or Edir Councils to be formed at all level, in accordance with this Directive shall be registered, is hereby constituted.

2. Edirs Register shall be organized in hierarchy at the City, sub City, and woreda level as needed, and all particulars of all Edirs and Edir Councils shall be entered in to Database, and the Organized Data at all level, shall be kept at the Bureau Database.

10. Registration With the Register

1. Any Edir or Edir Council at all level, is accordance with this Directive, shall be registered with the Official Register Constituted by the Bureau.
2. Any Edir, in accordance with this Directive, may be registered at the woreda Woman Children and Social Affairs Bureau by having fulfilled the requirements stipulated under article 7 of this Directive.

3. An Edir Council to be formed at woreda level may be registered at the Sub-City Bureau by having fulfilled the requirement stipulated under article 8, and thus, shall acquire legal personality.
4. An Edir Council to be formed at Sub-City level may be registered at the City Administration Bureau by having fulfilled the requirement stipulated under article 8, and thus, shall acquire legal personality.
5. An Edir Council to be formed at the City level shall be constituted by the Common consent of the Edir Councils existing in the entire eleven Sub-Cities. The City Edir Council, up on Submitting a minutes ensuring of its constitution, and other appropriate documents to the Bureau, shall be registered, and thus acquire legal personality.
6. The Bureau or the Office, upon application and after ensuring the fulfillment of requirement, registers the Edir Council by receiving registration fee and issue certificate of Registration within two (2) working days.
7. The certificate to be issued shall bear name, address, and date of registration of the Edir or Edir Council, and other essential Information determined by the Bureau.
8. All Edirs and Edir Councils previously Operational, but not registered, may be registered, and thus acquire legal personality.

11. Procedure for Grievances

1. The Bureau for the treatment of grievances during registration shall form grievance hearing committee at all level as required.
2. Grievance Hearing body shall provide opinion for decision to the Bureau or to the higher officers at hierarchical level within five (5) days from the data on which the grievance is lodged.
3. Higher Officers at the Bureau shall, based on the opinion proffered, give decision within five (5) days. The Administrative decision shall be final.

12. Effect of Registration

1. Any Edir or Edir Council up on Completion of Registration shall be given certificate of Registration.
2. Any Edir or Edir Council at all hierarchical level, shall acquire legal personality from the date on which it is registered.

13. Renewal

1. Any Edir or Edir Council registered and acquired legal personality in accordance with article 10 of this directive shall renew the registration annually.
2. Registration certificate shall be renewed every fiscal year, commencing from July through the end of September.
3. If Registration Certificate is not renewed within the time limit set under sub article (2) of this Article may be renewed until June 30 of Ethiopian Calendar with fine.
4. Un-renewed Registration Certificate as per sub article (3) of this Article, shall be cancelled,
5. Notwithstanding the provision of sub article (4) of this Article, registration certificate may be renewed without fine until October 30 of Ethiopian Calendar, providing proof of evidence that show the renewal was not made due to Force majeure.

14. Replacement of Damaged or Lost Registration Certificate

Lost Registration Certificate of any Edir or Edir Council may be reclaimed up on application to the Office where registration had previously taken place, and certificate shall be re-issued in lieu of the lost one upon payment for the service fee.

15. Cancellation of Edir or Edir Councils Registration

Registration of Edirs or Edir Councils may be canceled by the Bureau where:

1. The Edir or Edir council is dissolved in accordance with its rules or by any other reasons.
2. By 2/3 vote of the Edir or Edir Councils request for cancellation.
3. By 2/3 vote and support of Edirs or by their constituting Edir Councils request for cancellation of the Edir or Edir council at hierarchical level.
4. The Edir or Edir council is guilty of contravening interdictions, the law, and rules of the Edir or Edir Council.
5. It is proved by the Bureau that the registration certificate has been used outside the purpose it has been issued.
6. It is proved by the Bureau that the registration has been procured by submitting falsified documents.

7. It is decided to be canceled in accordance with the provisions set under sub articles (2) to (6) shall be canceled from the register of the Bureau or the Office, and from the date of cancellation it shall deemed to be non –existent.

16. Rights of RegistredEdirs

1. To own property, enter in to contract, Sue and be sued in its own name
2. Complying with proclamations of the Country and the Commercial Code as well as in conformity with the City Administration working rules, and where found to fulfilled the appropriate requirements, so that to form all–round cooperative society (Company) of services with a view to build income generating on capacity, and solve social problems.
3. To participate on meetings of Edirs and Edir Councils.
4. To engage in Social and Development activities as provided by the rule of Law.

17. Obligation of Edirs or Edir Councils

1. Serve its members with honesty, integrity, and transparency, in compliance with any express prohibitions and restriction imposed under any other law,
2 Administer and protect money and property of the Edir or Edir Council according to the law; to ensure prevention of property from disasters Caused by human beings.
3 Abstain from actions that cause conflicts of interest or Prejudicial to the Edir and Edir Council's welfare.
4 Submit periodic report in a timely manner to its members, council, and concerned body.
5 Comply with the rules, guidelines, and decisions of the Edirs and Edir Councils.
6 Not transfer or pass the property of the Edir or Edir Councils, to third parties, unless decided by the members.

Part Three

Function and Responsibilities of the Bureau

18. Function and Responsibilities of the Bureau

The Bureau shall have the following functions and responsibilities:

1. To lay down the procurers for registration of Edirs or Edir Councils, and registers as well as conduct renewals.
2. Conduct Studies in respect of problem of all Edirs found in the City, and ensure to solve the problems with administrative and legal framework.
3. Collect, analyze, and disseminate information about Edirs to concerned bodies.
4. Provide support in order to Edirs able to keep up their historical value.
5. Carry out Capacity building endeavors for Edirs and Edir Councils of Addis Ababa.
6. Provide aid to Edir Councils keep unified operational System.
7. Provide aid that enable maintain Consolidated finance administration.
8. Provide aid to Edir Councils, at all hierarchical level, for the Consolidation of leadership.
9. Provide aid to Insure Edirs Create Strong Organizational Structure.
10. Carry out to Create a working System that enables Edir Councils of the City, Sub City, and Woreda improve the interactive Chain among them.
11. Provide aid in order to strengthen Edirs' financial Administration System.
12. Ensure to lay down a working System that improve and modernize the System of Finance Administration.
13. Organize a working system of Encouraging and awarding leadership of Edirs that are able to make their members beneficiary by engaging in development activities.
14. Encourage and provide aid with a view to Edirs Carry our Social Responsibilities through the engagement of good governance and urban development activities, Peace and security protection, as well as prevention of social problems and relief of those in need by reason of different problems.
15. Design Scheme that advances the trend of savings among Edirs, and where permitted, translate it in to practice.
16. Provide technical Support where Edirs request for investing the money collected from members to feasible or lucrative business activities.
17. Provide Support for the promotion and sharing of good experiences among Edirs including effective financial Working system to all Edirs.
18. Ensure Solutions through the concerned bodies of the City Administration for Claims by Edirs in relation to cemetery and land holdings.

19. Work in calibration with Concerned bodies with a view to creating system in which Edirs may be strengthen themselves so as to solve social and economic problems being engaged in all-round cooperative services of income generating undertakings.
20. Perform other functions related to Edirs and Edir Councils.

Part Four

Miscellaneous Provisions

19. Income Generating Activities

1. Edirs or Edir Councils at all hierarchical level, may engage in an income generating activities that are used to further the Purpose for which the Edirs or Edir Council was established.

2. Any Edir that undertakes income generating activity shall keep separate book of account.

3. Any Edirs to be engaged in an income Generating activities shall have to fulfill Requirements and procedures laid down in the appropriate Laws of Ethiopia.

20. Effective Date

This directive shall enter in to force as of the date it has been registered by the Ministry of Justice and posted on the website of the Bureau.

Addis Ababa, February 2024

Woineshet Zerihun

Head of Addis Ababa City Administration Women, Children, and Social Affairs Bureau