



INTER-INSTITUTIONAL MEMORANDUM

OFFICE OF THE PRESIDENT OF THE COMMISSION

TO: 1. **ALL HEADS OF INSTITUTIONS**
2. **COMMISSIONER, INTERNAL SERVICES**

CC: - **The Chair of Council of Ministers**
- **The Vice President of the Commission**
- **All Commissioners**

FROM: THE PRESIDENT

REF.: ECW/PEC/MEMO/06/KYE

DATE: 10 October 2025

SUBJECT: Six (06) months termination notice to all non-ECOWAS Staff

Your Excellencies,

As per the decision of the Council of Ministers taken at its extraordinary session held on 9 October 2025, all permanent staff who are not citizens of ECOWAS Member States are to be separated from ECOWAS Institutions by 15 April 2026.

You are therefore required to issue 6 months termination letters to all permanent staff on P4 and below, who are not citizens of ECOWAS Member States.

Dual nationals who hold citizenship of other ECOWAS Member States may be retained provided the second citizenship is acquired before 29 January 2024 and that this can be verified through appropriate due diligence in consultation with the authorities of the country of the second citizenship.

Given the time sensitive nature of Council's decision, you are required to take all necessary measures in time for the effective separation on or before 15 April 2026.

Thank you for your collaboration.

A handwritten signature in blue ink, appearing to read 'Omar Alieu Touray', with a long horizontal flourish extending to the right.

Omar Alieu Touray, Ph.D
President of the Commission