



6th CONFERENCE OF AFRICAN MINISTERS FOR PUBLIC/CIVIL SERVICE

**ROLES AND RESPONSIBILITIES FOR LEADERSHIP AND
MANAGEMENT OF THE CONFERENCE OF AFRICAN
MINISTERS OF PUBLIC/CIVIL SERVICE PROGRAMME**

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Background Information

The roles and responsibilities have their genesis in the origins of the Ministers Programme. This can be traced back to the first Pan-African Conference of Ministers of Civil Service which was held in Tangiers Morocco, between the 20th and 21st June 1994. The second conference was held in Rabat Morocco, between the 13th and 15th December 1998. The third was held in Windhoek Namibia, between the 5th and 6th February 2001. South Africa hosted the fourth Conference from 4th - 7th May, 2003 in Stellenbosch.

The Stellenbosch Declaration shifted the responsibility to drive the continental Public Service Programme to African Union (AU) and its Member States. South Africa was elected Chair of the Conference of Ministers at this conference. The 5th Conference was held in Addis Ababa, Ethiopia from 14th – 15th December 2005.

The Addis Declaration addressed the need to provide concrete guidance for challenges experienced and lessons learnt during the 4th and 5th Conferences. This made it necessary to develop the roles and responsibilities for the Ministers Programme as hereinafter provided.

Preamble

This document defines the roles and responsibilities for leadership and management in the Programme of the African Ministers for Public/Civil Service.

Recognizing that the Ministerial Conference has demonstrated a commitment to move from simple exchange of information to establishing practices, codes and standards for Public Administration in Africa,

Appreciating that during subsequent Ministerial Conferences, the Ministers acknowledged that establishment of basic frameworks for public administration would be central to enhancing the overall effectiveness of public administration for sustainable development,

Taking note that the establishment of basic frameworks culminated in the adoption of the Draft African Charter on the Values and Principles of Public Service and Administration in Africa, and the Long-term Strategy (LTS) of the African Governance and Public Administration Programme,

Recalling that the mandate given to the Chairperson of the 6th Conference of African Ministers for Public Service is to provide leadership in the implementation of the decisions of the Conference, to seek modalities for resource mobilization, and

encourage participation of national and regional institutions in programme activities within the various regions of the continent,

Concerned that sustainable implementation of the Ministers Programme is challenged by lack of institutional framework and clearly defined roles, responsibilities and functions for the various actors therein, and

Determined to ensure that the Ministers Programme is strengthened by recommending the establishment of a Permanent Secretariat at the African Union Commission, which will manage and support the Office of the Chairperson,

Agreed herein as follows:

The Conference of Ministers

The Conference of African Ministers of Public/Civil Service is the highest body in terms of provision of political guidance for the Ministers Program. In this regard, the overall objective of Ministers' Programme is to have a transformed public sector by providing a forum for exchange of best practices, mentoring, coaching and sharing comparative advantages within the continent. The Conference of Ministers is therefore required to:

- (i) enhance scrutiny of the reform agenda in the continent;
- (ii) Provide Policy directions for the Ministers Programme; and
- (iii) Receive reports from the Bureau.

The African Union Commission (AUC)

The role of the African Union Commission is to provide overall guidance during implementation of the Program, and ensure consultation with civil society through the relevant structures of AU.

More specifically the AUC shall:

- (i) Provide institutional support to the Programme;
- (ii) Ensure linkages with the wider continental development agenda;
- (iii) Ensure that progress is noted and adopted by the various AU policy organs;
- (iv) Mobilize a collective commitment of the priorities established for the Conference of African Ministers;
- (v) Guide on the role of national, regional, continental and International organizations participating in the programme established by the Ministers; and
- (vi) Mobilize resources to finance the implementation of programme activities;
- (vii) Collaborate with Regional Economic Communities to support work of the on-going programmes; and
- (viii) In conjunction with the Chairperson and service champions, work towards creating a one stop data shop of Public Administration in Africa.

Ministerial Bureau

The Bureau of Ministers is elected by member countries to provide overall guidance and strategic leadership for the Ministers' Program. The elected Bureau Members for the 6th Conference of Ministers is constituted as follows;

1. Chair Kenya
2. 1st Vice Chair Algeria
3. 2nd Vice Chair Guinea
4. 3rd Vice Chair (from Central Africa to be elected after consultations)
5. Rapporteur Mozambique

The role of the Bureau includes:

- (i) Providing strategic and political leadership;
- (ii) identifying priority areas for support and exchange in governance and public administration;
- (iii) Support to the chair in the overall governance and management of the programme;
- (iv) Monitoring evaluation and preparing reports for the ministerial conferences;
- (v) Provide oversight over implementation of activities;
- (vi) Champion the program at national, regional, continental and International levels; and
- (vii) Supporting the chair in resource mobilization activities.

The Chairperson's Office

The Chairperson is mandated by the Conference of African Ministers for Public/Civil Service to provide executive leadership for the implementation of agreed upon activities. In this regard the Chair is required to:

- (i) Convene periodic Ministerial Bureau meetings in consultation with the AUC and Bureau Members;
- (ii) Oversee Program implementation;
- (iii) Facilitate resource mobilization;
- (iv) Co-ordinate and promote the Programme among the diverse range of stakeholders;
- (v) Promote and ensure programme feasibility in the continent and internationally; and
- (vi) Provide regular reports to member states.

Rapporteur

Rapporteur is an elected member of the Bureau. The functions and responsibilities of the rapporteur shall include:

- (i) Capture consensus achieved in the discussions;
- (ii) Work closely with the Secretariat in the office of the Chairperson to ensure that accurate and timely reports are produced and delivered to Chairperson, Bureau Member States and the Conference of African Ministers:
- (iii) Produce a final communiqué;
- (iv) Assist the Chairperson whenever required to ensure production of reports.

Service Champions

A service champion in the context of the Ministers' Programme refers to a country that has been requested and agreed, or volunteered to oversee the implementation of an identified thematic area within the overall framework of implementation. Thus the role of a service champion is to take over leadership of a thematic area, by facilitating and coordinating its implementation within the continent. Service champions are therefore expected to:

- (i) Promote member states buy-in and ownership of the Minister's Program;
- (ii) Promote visibility of the program at the regional and continental level;
- (iii) Enhance capacity through focused implementation of activities;
- (iv) Direct support to the Bureau;
- (v) Attend Bureau meetings to reinforce a collective effort; and
- (vi) Mobilize resources in specific area of work.

The Champions are required to provide;

- (i) Progress reports to the Chairperson;
- (ii) Periodic reports to the Bureau; and
- (iii) Final reports to the Conference of Ministers

Stakeholders

Stakeholders are organizations that are active in the area of public administration. They operate at a sub-regional or regional level in the continent. Stakeholders enjoy legitimacy within public administration circles, professional and knowledge community. Stakeholders are therefore expected to:

- (i) Promote organizational buy in and ownership of the Ministers Programme by their respective constituencies;
- (ii) Promote the visibility of the Ministers Programme where their programmes and activities allow;
- (iii) Mobilize experts input on specific topics when required into the work of the Ministers Programme;
- (iv) Support the implementation capacity of the Ministers Programme, especially the work of service champions;
- (v) Support the knowledge generation and exchange initiatives of the Ministers Programme;
- (vi) Attend Bureau meetings, subject to invitation, to reinforce collective effort.