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AFRICAN MANAGEMENT DEVELOPMENT INSTITUTES' NETWORK

**DRAFT MINUTES
AMDIN EXECUTIVE COMMITTEE (EXCO)**

DATE: 10 JUNE 2021

TIME: 10H00-14H00

VIRTUAL ZOOM

1. Welcome and Apologies

The Chairperson, Dr Eduardo Chilundo, welcomed all members who attended the meeting virtually. He informed the members of the EXCO that he received a formal message from Dr Ledwaba regarding her retirement on 30 April 2021. In that communication, Dr Ledwaba indicated that the Secretariat will be supported by Ms Pumla Nhleko and Ms Mamphoke Mohlala from the National School of Government (the NSG). The attendance register is included below:

Members present:

Dr Eduardo Chilundo (President)	President – Mozambique
Dr Charline Mulindahabi	Vice President: East Africa
Mr Kofi Arkaah-Ocran	Ex-Officio – Ghana
Ms Lakela Kaunda	Acting Secretary-General

Apologies:

Mr Busani Ngcaweni	Secretary-General
Dr SOHOUENOU Marie Epiphane	Vice President: West Africa
Prof Cheik Awa Balla Fall	DG: ENA Senegal
Ms Mamolise Phakisi	Vice President: Southern Africa

Invited Officials

Ms Phindile Mkwana	Chief Financial Officer (the NSG)
Dr Patrick Tandoh-Offin	Ghana Institute of Management and Public Administration (GIMPA)
Ms Faith Nyaka	Chief Director: Quality Assurance (the NSG)
Ms Fatou Ndeye	ENA: Senegal



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Secretariat Staff

Ms Pumla Nhleko	The NSG
Ms Mamphoke Mohlala	The NSG
Mr Dino Poonsamy	The NSG
Mr Mpho Mathonsi	The NSG

1.2 Declaration of interest to the agenda

All members did not have any interest to declare.

1.3 Adoption of the agenda and the minutes

The agenda was adopted without any amendments. The minutes of the meeting held on 10 July 2020 was adopted. The Secretariat presented the resolutions of the meeting held in Paris from 17-23 November 2019 and were also adopted.

1.4 Matters arising from the previous meeting:

- New dates for Project Khaedu to be provided by the outstanding countries for phase 2.
- The resolutions of the meeting held in Paris were adopted.

2. Secretary-General's Report

The Secretariat presented the Secretary-General's report on behalf of the Acting Secretary-General. The presentation highlighted the following issues.

2.1 A study tour on the African Governance Programme took place from 15-24 November 2019. The following EXCO members and officials from the Secretariat formed part of the delegation:

Dr E Chilundo, AMDIN President	
Dr M Ledwaba, Head of AMDIN Secretariat	Ms P Mkwana, Secretary-General
Mr K Arkaah-Ocran (Ex-Officio) Ghana	Ms T Vuma, AMDIN Secretariat
Ms T Ntombela, the NSG	Dr M Tshiyoyo, Service Provider
Dr C Awa Balla Fall, ENA: Senegal	Ms D Miller, the NSG

2.2 In July 2020, the Secretariat convened an EXCO meeting to introduce Mr B Ngcaweni, the new Secretary-General (who is Principal of the NSG) and Ms L Kaunda (Deputy Director-General: Corporate Management and Business Enablement). This is the branch where the interim Secretariat is located.



- 2.3 The report also highlighted the urgent need to convene the General Assembly (GA) meeting in accordance with Article 14 of the AMDIN Constitution. It was noted that the current term of office for the EXCO members expired in 2019. The GA meeting will elect new members as per the Constitution. It will adopt the constitutional amendments that were effected and recommended in the previous EXCO meeting as per Article 29 of the Constitution. It was also proposed that the meeting will also discuss and review the current membership fee.
- 2.4 The report also recommended that the GA should clearly define the roles and responsibilities of the EXCO members by setting up committees to be led by Vice Presidents to carry out the work of AMDIN. In addition, the GA will need to discuss future funding, as the current funding will expire in November 2021.
- 2.5 The meeting was also informed that the current contract for the maintenance and hosting of the AMDIN's website has expired. The Secretariat was in the process of procuring the new service provider to enable business continuity.

Resolutions of the meeting:

- ***It was resolved that the General Assembly should be held before end of October 2021. The purpose of the meeting will be to elect new members and to attend to other matters that have been proposed as part of the agenda. The Secretariat was directed to establish whether it will be feasible to have the GA meeting in person or it should be conducted virtually considering the COVID-19 pandemic on the continent.***
 - ***The meeting further resolved that the procurement process for the appointment of a new service provider for hosting and maintaining the AMDIN website should proceed.***
- 2.6 On the financial issues, it was reported that AMDIN needs to obtain tax exemption since it is registered as a non-profit organisation in South Africa. The Secretariat was informed by the previous auditors to start with this process. The South African Revenue Services (SARS) indicated that AMDIN will need to submit certain official documentation from three of their officials to be registered for tax exemption.

Resolution of the meeting:

- ***The meeting resolved that Ms Phindile Mkwana, Mr Dino Poonsamy and Ms Pumla Nhleko will represent the officials of AMDIN by submitting the necessary documentation required by SARS.***
- 2.7 It was reported that the 2021 Africa Public Service Day (APSD) conference will be held in Zimbabwe from 21-23 June 2021. The AMDIN President received an invitation to attend the conference and all expenses for the trip to be paid by the African Union. He unfortunately could not attend the conference due to other prior commitments. He requested the meeting to nominate a representative to represent AMDIN in Zimbabwe.

The meeting was informed that AMDIN will collaborate with the Secretariat (National School of Government) to host a Masterclass to commemorate APSD. The topic for the Masterclass will be "embracing cultural diversity as a lever to enhance institutions for a responsive and ethical public administration." It was taken from the theme of the AU as part of the celebrations for the APSD. The Masterclass will take place on 25 June 2021, from 09h00 – 11h00 (SAST), and will be held in English, French, and Portuguese. It will be open to all African public officials. The main presenter will Prof



Eddy Maloka, Chief Executive Officer: Africa Peer Review Mechanism (APRM) and the respondent will be Dr Prisca Oluoch, Director: Linkages & Collaborations from the Kenya School of Government (KSG). All members were encouraged to attend the virtual Masterclass.

Resolution of the meeting:

- ***The meeting resolved that Dr Patrick Tandoh-Offin should represent AMDIN at the APSD conference in Zimbabwe.***

2.8 On the upcoming events, the meeting was informed that the Secretariat has collaborated with the Chinese Academy of Governance to host a virtual short course on China-Africa Economic Cooperation under the Belt and Road Initiative. It was scheduled to take place from 18-29 October 2021. The course fee was R3000, which will be used to pay for the logistics of arranging the course. Invitations will be sent to all members, and they are urged to encourage their officials to attend.

Resolution of the meeting:

- ***The meeting noted the report on the short course on economic cooperation under the Belt and Road initiative to be hosted with the Chinese Academy of Governance.***

2.9 The meeting was informed that the African Union- Specialised Technical Committee 8 (AU-STC 8) has requested AMDIN to popularise the African Charter on Values and Principles of the Public Service programme. This activity has been added to the work plan for 2021-2023 of the STC8. However, there was no financial resources provided to support this work. As part of the popularisation of the African Charter programme, AMDIN will be expected to conduct workshops and seminars to its members.

Resolution of the meeting:

- ***The meeting resolved that Vice President East Africa, Dr Charline Mulindahabi from the Rwanda Management Institute will lead the discussions and represent AMDIN at the meeting scheduled with the AU-STC 8 to discuss the rollout of the African Charter programme.***
- ***The meeting further resolved that the African Charter programme curriculum that was developed in 2018 should be handed over to all members that participated in the pilots. Members will need to customise the curriculum to their own countries' situation or circumstances.***

2.10 The members of the EXCO meeting were also informed that the West African Management Development Institutes Network (WAMDEVIN) has requested a formal meeting with the AMDIN EXCO to discuss possible collaborations. The date proposed was July 2021. The Chairperson was requested to delegate a member of the EXCO to lead the discussions on this matter and report at the next meeting.

Resolution of the meeting:

- ***The meeting resolved that Mr Kofi Arkaah-Ocran: Ex-Officio supported by Vice President from West Africa, Dr SOHOUENOU Marie Epiphane, DG: ENA Senegal and Dr Patrick Tandoh-Offin meet with the WAMDEVIN Executives in July to discuss future collaborations.***



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- 2.11 The meeting was informed that the Secretariat received a letter from ENA Benin requesting cancellation of their previous debt for the membership fees that is still owing. Furthermore, the letter stated that, ENA Benin is willing to pay for 2020-21 financial year.

Resolution of the meeting:

- ***The meeting resolved that the President will respond to the Vice President West Africa and DG: ENA Benin informing him that the debt will be suspended pending the discussions at the proposed GA meeting later in the year. He will be encouraged to pay for the 2020-21 financial year.***

3. Financial Report

- 3.1 The Chief Financial Officer of the NSG, Ms Mkwanazi, presented the financial report for the financial year 2020/2021. She indicated that the bank balances shown below were for all 3 accounts of AMDIN as at the end of the financial years 31 March 2020 and 31 March 2021 respectively.

Account Description	2020/21	2019/20
Current Account	1,507,602.18	1,399,941.34
Market link Account	25,156.10	24,916.76
32 Day Notice Deposit	667.99	657.41
Total	R 1,533,426,27	R 1,425,515.51

- 3.2 Ms Mkwanazi added that the invoices were issued to members for the previous financial year, except for current financial year, and most members have failed to pay these invoices, posing a threat to membership numbers. The financial office was also experiencing difficulties to track down and correctly redistribute membership payments deposited in AMDIN's bank account. EXCO members were urged to communicate this message to members to send proof of payment once the payment has been made.
- 3.3 The most recent audited financial accounts were for the 2018/19 financial year. The financial statements were audited by Nolands (outgoing Auditors) but the audit report was not finalised due to the fact that EXCO had not authorized them and had not provided the auditors with the minutes of the meeting. This caused the audit to be postponed. The postponement led to the delay in changing the Auditors and for the handover to take place. As a result, the audited financial accounts for the 2018/19 financial year were presented to the meeting to allow for this process to be finalised.
- 3.4 Finally, the CFO reported that only two MDIs (Ghana and South Africa) paid their membership fees for the 2020/21 financial year. She reported that EXCO members will need to change the signatories to the AMDIN bank accounts. The officials appointed as signatories were Prof. Richard Levin, Mr Kofi Arkaah-Ocran and Ms Phindile Mkwanazi. Prof. Levin has retired from the public service and Mr. Kofi Arkaah-Ocran was based in Ghana, whose physical location poses a problem as the bank requires local documentation for account signatories. The EXCO members were requested to replace Prof. Levin and Mr Arkaah-Ocran with two locally based individuals. The following documentation to be submitted to the bank to effect the changes by



the Secretariat. These will be the minutes of the meeting, signatories ID copies/smart cards, proof of residential addresses (not older than 3 months).

- 3.5 The CFO recommended that the committee provide permission for the signatories to transfer monies between the three bank accounts to maximize interest. AMDIN switched its financial operations to online banking due to the bank's discontinuation of the use of the cheque book system. Dr. Mary Ledwaba, who retired from the public service will be replaced on the online banking facility system. A recommendation was for the appointment of Ms Pumla Nhleko to take over the functions and obligations for AMDIN for the online banking system.

Resolution of the meeting:

- *The meeting resolved to adopt the financial statements report of 2018/2019 for the audit report to be issued.*
- *The meeting resolved that the Secretariat could invest the AMDIN's funds in a 32-day Notice Deposit while leaving a significant amount of operating costs in the Business Current Account.*
- *The meeting resolved that Prof Levin and Mr Arkaah-Ocran be replaced with Ms Lakela Kaunda and Ms Pumla Nhleko as signatories of the AMDIN bank account.*
- *The meeting resolved that Dr Ledwaba will be replaced by Ms Pumla Nhleko on the online banking system.*

4. African Governance Programme

- 4.1 Ms Faith Nyaka from the NSG presented on the status of the programme. She informed the meeting that an evaluation report was prepared and will provide some highlights to date. The Secretariat, through the NSG will accredit the programme "African Governance" with one of South Africa's higher education institutions. The programme was assessed against the accreditation criteria of the Council on Higher Education (CHE) and the South African Qualifications Authority (SAQA) Policy and Criteria for the Registration of Qualifications and Part-Qualifications on the NQF.
- 4.2 A meeting between the NSG and the University of South Africa (UNISA) was convened on 2 and 6 April 2021 to share the concept. The discussion concentrated on the background of the programme's development and why the NSG seeks to collaborate with UNISA. Prior to the meeting, the NSG communicated the programme approach with UNISA. Following the meeting's deliberations, a task team was formed to work on all operational issues related to the programme's accreditation and registration with UNISA.
- 4.3 It was agreed to make changes to the project plan and timetables. The Secretariat will develop a Memorandum of Agreement (to be signed by the two principals of the NSG and UNISA) so that there is a legally binding agreement before beginning to implement the activities. The plan for the programme's implementation in 2022/23 and the modules for the programme will be decided by NSG and UNISA. Ms Nyaka also informed the meeting that the Secretary-General has proposed that three modules be added to the programme, which are: Project Khaedu, Ethics Management and Writing skills.

Resolution of the meeting:

- *The meeting resolved that the programme will be offered as a postgraduate qualification at a Diploma level.*
- *The process of accrediting the programme at the postgraduate level to continue.*
- *The three proposed modules namely Project Khaedu, Ethics Management and Writing skills be added to the programme.*

5. Blended Project Khaedu Africa

- 5.1 The Secretariat presented on the status of the Project Khaedu Africa. It is an action learning programme that empowers managers to bring about change within their own operational control through various processes of learning reinforcement and practice. Four African countries (the Democratic Republic of the Congo, Liberia, Namibia, and Nigeria) have received this training, which was tailored to their specific needs. There were plans to expand Khaedu Africa into more countries (Mozambique, Ghana, Uganda, and Senegal). The dates identified for the 2020 training had to be rescheduled due to the COVID-19 pandemic. This led to the NSG to convert the programme to an online version which was now available as a blended programme.
- 5.2 The meeting was informed that the following MDIs were in the process of customisation of the programme to suit their local context. For phase 1, the DRC /Liberia/Namibia/Nigeria the training has taken place and the course materials customization have been done. The Secretariat was still awaiting Mozambique, Uganda, Ghana and Senegal to provide the dates for the roll out and further information needed for customisation.

Resolution of the meeting:

- *The three MDIs namely Mozambique, Senegal, and Ghana will provide the secretariat with outstanding information.*

6. African Charter project (listed as the AU-STC 8 project for 2021-2023)

- 6.1 Mr Kofi Arkaah-Ocran presented the background information on the African Charter Programme. He indicated that the programme on the African Charter establishes a solid foundation for ethical governance. It encourages MDIs to modernize their public and civil services and serves as a foundation for facilitating the exchange of public administration experiences and best practices. It was also a framework that will help MDIs to launch projects aimed at boosting state capacity.
- 6.2 In the previous EXCO meeting it was decided to hand over the programme to MDIs who were part of the pilot and the training of the trainers. This will enable them to begin training in their own countries. A request was made to convert the course to an online format in order to reach as many public authorities as possible across Africa. A survey of all MDIs was undertaken in response to this request to determine their readiness for the online course. However, only a few MDIs participated in the survey, the results did not provide the information that was required to proceed with the conversion. It was decided that each MDI would undertake their own assessment and decide whether or not to convert the programme. The NSG has decided to proceed with the online conversion, and preparations are already underway. Lastly the meeting was informed that the Secretariat of the AU-STC 8 has included the programme as part of the activities for 2021-2023 work plan. AMDIN was expected to provide support for the popularizing of the programme to their MDIs. The meeting agreed that the Vice President East Africa, Dr Charline



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Mulindahabi should meet with the AU-STC8 Secretariat to discuss the roll out of the Africa Charter programme and the financial support.

Resolution of the meeting:

- *The meeting resolved that the Secretariat would prepare the learner guide and all programme materials for distribution to the MDIs. The meeting further resolved that DG-Rwanda will take the lead on coordinating a meeting between the AU SCT8 and AMDIN to discuss the African Charter programme.*

7. Closing Remarks and date of the next meeting

The Chairperson Dr Chilundo thanked all members who attended the meeting and it was adjourned at 12h37.

President: EDUARDO CHILUNDO Signature:  Date: 03/08/2021



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Decision Grid of the AMDIN EXCO Meeting held 10 June 2021 - Virtually

No.	Tasks	Responsibility	Progress	Deadline
1.	<p>Preparations for the General Assembly:</p> <ul style="list-style-type: none"> To elect new members as per the constitution. To adopt the constitutional amendments as per Article 29 of the Constitution. To discuss and review the membership fee in light of diminishing numbers of active MDIs. To clearly define the roles and responsibilities of the EXCO and members (committees to be set up to carry out work of AMDIN) To discuss future funding, as the current funding will expire in November 2021. 	President and Secretary General to lead supported by the Secretariat		31 July 2021
2.	Draft a response letter to BENIN regarding the cancellation of the debt to be signed by the President	Secretariat		30 June 2021
3.	Changing of the Bank signatories: replacing Prof Levin and Mr Orkaah-Ocran with Ms Lakela Kaunda and Ms Pumla Nhleko.	Ms Mkwanzazi		31 July 2021
4.	<p>Blended Khaedu Africa programme.</p> <ul style="list-style-type: none"> Mozambique, Ghana and Senegal to provide information to Secretariat 	<p>Mr Chilundo</p> <p>Dr Patrick Tandoh-Offin</p> <p>Ms Fatou Ndeye</p>		12 July 2021

5.	African Governance programme – The programme to be launched as a postgraduate diploma and the modules of Project Khaedu, Ethics Management and Writing skills to be added.	Ms Faith Nyaka working with the Secretariat		Next Meeting
6.	Procurement of the service provider for the hosting and maintenance of the AMDIN Website	Secretariat		31 July 2021
7.	Change of AMDIN Bank signatories	Ms Mkwanazi		31 July 2021
8.	Submit to SARS- proof of documents of 3 EXCO members to obtain tax exemption	Secretariat		31 July 2021
9.	Meeting with the Secretariat of the AU-STC 8 and AMDIN to be convened to discuss the roll out of the Africa Charter programme and the financial support.	Dr Charline Mulindahabi supported by the Secretariat		31 July 2021
10.	Secretariat to package the learner guide and the instructor's manual and distribute to the MDIs.	Secretariat		31 July 2021
11.	Meeting with WAMDEVIN to discuss collaboration and future plans.	Mr Kofi Arkaah-Ocran		31 July 2021