



## MINUTES OF AMDIN EXECUTIVE COMMITTEE MEETING

**DATE: 17 November 2023**

**ONLINE ZOOM MEETING**

**TIME: 10:30- 13:00**

### ATTENDEES:

<b>PRESENT</b>	
1. Prof. Ludeki Chweya: President	
2. Mr Guillaume Banga Wakimesa: VP- Central Africa	
3. Ms Nada Biaz: Vice-President: North Africa	
4. Prof Busani Ngcaweni: Ex-Officio member	
5. Mr. Eduardo Chilundo: Ex-Officio member	
<b>APOLOGIES</b>	
6. Prof Samuel Bonsu: Vice-President West Africa	
7. Ms Nguvitjita Zatjirua: Vice President Southern Africa	
<b>ABSENT</b>	
8. Dr Charline Mulindahabi: Vice President East Africa	<b>No apology</b>
<b>SECRETARIAT</b>	
Ms Pumla Nhleko	
Mr Lesego Komane	
Dr Prisca Olouch	
Ms Ndeye Fatou Toure	
Mr Zouhair Ellabbadi	



<b>PRESENT</b>	
Ms Mamphoke Mohlala	
<b>IN- ATTENDANCE</b>	
Ms Nthabiseng Tlhomola: Director-General – LIPAM standing in for the VP: Southern Africa	
Dr Patrick Tandoh-offin, standing in for VP: West Africa	



## MINUTES

	ITEM	DISCUSSIONS / DECISIONS	RESPONSIBLE PERSON
1.	<b>Opening Remarks by the President</b>	<p>The President welcomed all members present to the meeting who attended virtually.</p> <p>The President invited the two new members from the North and Southern African regions to introduce themselves. The Secretariat informed the Chairperson that Ms Nguvitjita Zatjirua, the Acting Executive Director for NIPAM and VP of Southern Africa was not available to attend the meeting, and she had requested the DG of LIPAM, Ms Nthabiseng Thlomola, to stand in for her. The Chairperson also invited the VP of North Africa, Ms Nada Biaz, to introduce herself, and she informed the meeting that she was delighted to be part of the meeting and would continue with the work that her predecessor did.</p> <p>The Secretariat further informed the Chairperson that Mr Ball Fall sent a WhatsApp text message on Friday 10 November 2023, informing the Secretariat staff that he has retired from public service. The retirement period came into effect on 2 November 2023. The current or new DG of Senegal ENA would send a formal communication to the President updating him about these developments.</p> <p>The President noted the update and indicated that once formal communication has been received by his office it will be shared with all the members.</p>	<b>President</b>
1.1	<b>Minutes of Previous Meeting</b>	The agenda of the meeting was adopted. The minutes of the meeting held on 04 May 2023 virtually were also adopted and approved.	<b>President</b>
1.2	<b>Matters Arising from the Previous Meeting</b>	See the attached action list.	<b>President</b>



	ITEM	DISCUSSIONS / DECISIONS	RESPONSIBLE PERSON
2.	Financial report and membership status	<p>The presentation of Financials of AMDIN were presented by the office of the Chief Financial Officer, and the following key points were highlighted:</p> <ul style="list-style-type: none"> <li>• The financial report of AMDIN was presented for the period of 1 January 2023 and 01 January 2023</li> <li>• In the current account for the financial year 2022/23, there was \$ 99,189.40 compared to \$ 92,146.97 in 2021/22.</li> <li>• For the financial year 2023 (January to November), ten (10) members paid for their membership fee compared to 2022, where 12 membership payments were received.</li> <li>• It is proposed that the AMDIN EXCO adopt a resolution to replace the three present signatories on the AMDIN bank account with three South African ID holders, as Standard Bank requires. The proposed names are Prof Busani Ngcaweni, Mr Kubele Hlaethwa and Mr Dino Poonsamy.</li> <li>• Members are encouraged to honour their obligations and always share the proof of payment with the Secretariat for proper allocation and reporting.</li> <li>• Mrwebi Auditors was entrusted with the duty of making sure AMDIN is registered and complied with tax regulations. This procedure is still ongoing.</li> </ul>	Secretariat: Mr Lesego Komane
3.	Date of the General Assembly	<ul style="list-style-type: none"> <li>• The VP: North Africa had initially volunteered to host the GA, but due to the leadership changes and transformational processes of ENSA, the VP: North Africa has indicated that they will not be able to accommodate the AMDIN EXCO for GA.</li> </ul>	President: Prof. Ludeki Chweya



	ITEM	DISCUSSIONS / DECISIONS	RESPONSIBLE PERSON
		<ul style="list-style-type: none"> <li>• The Kenya School of Government will host The International Institute of Administrative Science (IIAS) on the 26 – 29 February 2024 in KSG Mombasa Campus.</li> <li>• The IIAS conference aims to bring professionals, academics, and experts together to discuss international collaborative governance, improve knowledge of collaborative approaches, foster horizontal relations between the Global South and the West, contribute scientifically to collaborative governance and international governance, and offer a worldwide platform for knowledge exchange.</li> <li>• It was proposed that AMDIN collaborate with the KSG (IIAS conference) to mobilize members, make presentations, hold the AMDIN General Assembly in the margins of the conference, and negotiate collaborations with other networks. Benefits include placement in advertising materials, hosting a tract, and increasing AMDIN membership.</li> <li>• The participant fee is USD 450. The meeting agreed that the General Assembly take place on the sidelines of this conference and be a hybrid model to afford the opportunity to those who are not able to travel. The DG: KSG and President of AMDIN to invite AMDIN members to the IIAS conference and to direct the regions to issue invitations to the members to attend the GA in Mombasa or virtually. In light of this decision, the VPs were urged to convene regional meetings to provide feedback to members.</li> <li>• The meeting recommended that KSG issue invitations to AMDIN members to attend the IIAS, in Mombasa. The President indicated that KSG will lead a technical team that will be coordinating the conference and will also coordinate the logistics of the GA. The extended Secretariat from all regions to form part of the team which will be led by KSG.</li> </ul>	
4.	Strategic Planning sub-committee report	<ul style="list-style-type: none"> <li>• Strategic Planning sub-committee report will be tabled at the GA meeting</li> </ul>	Chairperson of the sub-committee



	ITEM	DISCUSSIONS / DECISIONS	RESPONSIBLE PERSON
5.	<b>Resource Mobilization sub-committee report</b>	<ul style="list-style-type: none"> <li>The Resource Mobilization sub-committee report was adopted with a request to provide estimates of the costs of resources under each pillar to be tabled during the GA. The meeting proposed that the information be sent to the Secretariat in preparation for the GA by 30 November 2023.</li> </ul>	<b>Chairperson of the sub-committee</b>
6.	<b>AMDIN Journal Board membership</b>	<ul style="list-style-type: none"> <li>An invitation to submit papers was sent to all five regions for consideration for publication in the journal; the editor-in-chief received responses from West Africa and Southern Africa regions. AMDIN regions were encouraged to nominate Editorial Board members, with East Africa, North Africa, and Central Africa having to nominate one per region. Volume 6 of the Journal will be released on or before December 6, 2023. The journal, which is available online through SABINET, focuses on knowledge management. The proposed orientation of the board members dates were 15, 21, or 27 February 2024. The editor-in-chief recommended to the meeting that the AMDIN Journal be partnered with a university to assist with technical systems, peer reviewers, and academic access.</li> <li>The meeting recommended that the orientation of the new Journal Board Members take place during the IIAS conference and during the sidelines of the General Assembly in February 2024 in Mombasa. The President urged regions who have not yet submitted the nomination to do so by 30<sup>th</sup> November.</li> </ul>	<b>Secretariat: Ms Pumla Nhleko</b>
7.	<b>PRESENTATION: REGIONAL PROGRESS REPORTS</b>	The Vice President: of Central Africa delivered a presentation on the activities of the region. And the VP of North Africa gave a verbal presentation followed by Dr Patrick Tandoh for the West Africa region. The two regions were requested to submit written inputs to the Secretariat. There were no reports received from the East and Southern African regions. The Chairperson requested that these regions provide written reports to the Secretariat for distribution and record-keeping purposes by no later than 30 November 2023.	<b>Vice Presidents</b>



	ITEM	DISCUSSIONS / DECISIONS	RESPONSIBLE PERSON
8.	<b>CLOSING REMARKS</b>	The meeting was adjourned at 13:15 by Dr Lakela Kaunda on behalf of the President. She thanked everyone for attending the meeting.	Dr Kaunda on behalf of the President

#### ACTION LIST

ITEM	DECISION/ACT	RESPONSIBLE PERSON	DUE DATE	STATUS
1.	<ul style="list-style-type: none"> <li>The President welcomed the new members from North Africa and Southern Africa regions, Madam Nada Biaz and Madam Nguvitjita Zatiirua, respectively. The Secretariat also informed the meeting that Mr Fall Ball, the current SG, sent a WhatsApp text message to the extended secretariat group informing them of his retirement from public service on 2 November 2023. He indicated that a formal letter directed to the President was to be transmitted by the office of the new incumbent in Senegal</li> </ul>	President	Ongoing	





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AFRICAN MANAGEMENT DEVELOPMENT INSTITUTES' NETWORK

ITEM	DECISION/ACT	RESPONSIBLE PERSON	DUE DATE	STATUS
2.	<ul style="list-style-type: none"> <li>Institutional status and form of AMDIN: The meeting agreed with the recommendations proposed with one addition of the Secretariat of AMDIN to remain in South Africa</li> </ul>	President	February 2024	
3.	<ul style="list-style-type: none"> <li>Financial report and membership status – the meeting was requested to endorse NSG officials' names being submitted to the AMDIN Bank as new signatories. The meeting noted the increase in AMDIN's revenue due to the increase in membership fee payments. Members were urged to continue encouraging their members to honour the payment of membership fee. The VP Central Africa also informed the meeting of the challenges experienced in his region and what his institution was subjected to for the past five months during his suspension. Lastly, the meeting noted the request from the Cameroonian official to official participate in the AMDIN activities. The official was requested to liaise with the VP: Central Africa for further details</li> </ul>	Prof Ngcaweni supported by Mr Komane	30 November	
4.	<ul style="list-style-type: none"> <li>Convening of the General Assembly and the IIAS conference in Mombasa in February 2024: The meeting agreed that the General Assembly will take place in Mombasa on the sidelines of the IIAS conference in February 2024. It will be a hybrid session to enable members who cannot travel to Mombasa to participate virtually. The President's office will invite AMDIN members to</li> </ul>	President	14 December 2023	





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ITEM	DECISION/ACT	RESPONSIBLE PERSON	DUE DATE	STATUS
	<p>participate in the IIAS conference and contribute papers. The meeting was informed that there was a technical sub-committee from KSG, coordinating the conference participation. This sub-committee will also be responsible for coordinating the logistics of the General Assembly. It will decide the date of the GA which will be followed by the Journal Board meeting.</p> <ul style="list-style-type: none"> <li>• Invitations to the IIAS conference to be issued by the President's office</li> <li>• VPs of the regions to convene regional meetings to inform the members about the General Assembly and the election of new members</li> <li>• VPs of the regions to invite members to the General Assembly</li> </ul>			
5.	<ul style="list-style-type: none"> <li>• Resource Mobilization sub-committee report- the report was adopted with a request that this sub-committee add an estimate of resources under each pillar.</li> </ul>	<b>VP: West Africa</b>	<b>30 November</b>	Outstanding
6.	<ul style="list-style-type: none"> <li>• AMDIN Journal Board membership- the meeting endorsed new members submitted by the regions, and regions who have not submitted names were requested to submit names by the end of the month. The first board meeting will take place in February 2024 on the sidelines of the General Assembly meeting in Mombasa. It will be a hybrid meeting. The Editor to send out invitation letters to the members once the date</li> </ul>	<b>Dr Pietersen</b>	<b>30 November 2023</b>	



ITEM	DECISION/ACT	RESPONSIBLE PERSON	DUE DATE	STATUS
	has been communicated by the President's office.			
7.	<ul style="list-style-type: none"> <li>Governance in Africa postgraduate diploma update: the meeting endorsed the update report and requested regular updates on the project</li> </ul>	<b>Prof Busani Ngcaweni</b>	<b>Next meeting</b>	
8.	<ul style="list-style-type: none"> <li>Presentation: Regional progress report- regions to kindly submit written reports for meetings for record purposes.</li> </ul>	<b>All VPs</b>	<b>Next meeting</b>	

**PROF. LUDEKI CHWEYA**  
**PRESIDENT**  
**DATE: 01/12/2023**