

DRAFT MINUTES OF AMDIN EXECUTIVE COMMITTEE MEETING

DATE: 19 SEPTEMBER 2024

ONLINE ZOOM MEETING

TIME: 11:30- 13:00

ATTENDEES

PRESENT EXCO MEMBERS		
President – Mr Guillaume Banga Wakimesa		SECRETARIAT
Secretary-General – Prof Busani Ngcaweni		Dr. Lakela Kaunda
VP North Africa – Ms Nada Biaz		Ms Pumla Nhleko
VP East Africa – Dr James Nkata		Mr Kubele Hlaethwa
VP West Africa - Dr Patrick Tandoh-Offin		Ms. Mamphoke Mohlala
VP Central Africa - Ms Che Loveline Nchang		Ms. Patience Karungi
VP Southern Africa - Mr. Edward Nondo		Ms. Rabii LEOUIFOUDI

Items	Decisions/Actions	Responsible Person	Due Date	Status
Opening of the meeting	<p>The President, Mr. Banga, opened the meeting by summarising the agenda, which included the adoption of the implementation plan, preparation for the inaugural public affairs and development conference, an update on the online learning initiative, a financial update, and a discussion about the future programme.</p> <p>The agenda was adopted and seconded without any amendments.</p>	The President, Mr. Banga	N/A	N/A
Adoption of the AMDIN Implementation Plan	<p>The Secretary-General presented the AMDIN annual implementation plan for adoption. The Exco members noted the implementation plan, and the following decisions were taken:</p> <ul style="list-style-type: none"> • Each VP to schedule a regional meeting with members to discuss the plan. • Assign roles and responsibilities to members of their regions. • Each VP is to implement and monitor the implementation of activities, report quarterly to the Secretary-General, and submit the 1st report by January 2025. 	ALL Vice-Presidents and Secretariat	Ongoing	No reports received from regions as yet. VPs are encouraged to submit a status report on the implementation plan

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	<ul style="list-style-type: none"> Collaborate with each region to establish a consolidated list of existing activities for mutual support, such as visiting each other's websites. The Secretariat to design and circulate a form where members will indicate their current bilateral engagement, whether formal or non-formal. 			
Preparation of the inaugural African Conference of Public Affairs and Development (ACPAD)	<p>The Secretary-General presented on the preparation of the inaugural African Conference of Public Affairs and Development (ACPAD), and the following decisions were approved by the members of EXCO</p> <ul style="list-style-type: none"> GIMPA to organise the inaugural conference in March 2025. The conference fee to cover the costs of organising the event to be instituted to members. The Office of the President, Vice President, and Secretary-General to establish an organising and steering committee by the end of October 2024. 	<p>Secretariat VP: West Africa</p>	Ongoing	<p>All committees established and fully functional</p> <p>Dates confirmed as 28-30 April 2025</p> <p>Final concept note circulated with due dates to submit abstract</p>

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	<ul style="list-style-type: none"> Subcommittees on logistics, calls for papers, and publications to be established by the end of October 2024. GIMPA to be responsible for the venue costs, catering, invited speakers, and conference logistics as the conference host. Individuals who attend in person are responsible for their own travel and lodging expenses. The conference to conclude with the publication of papers in the AMDIN Journal after the peer review and editorial processes are completed. 			
Status of the survey on e-learning readiness	<ul style="list-style-type: none"> All regions were encouraged to submit the e-learning readiness survey responses. 	All Vice-Presidents	30 September 2024	Finalized
AMDIN Finances	<p>The Chief Financial Officer made a presentation on the financial status of the network for the period of 1 January 2024 to 15 September 2024.</p> <p>Members were encouraged to pay the annual membership fees.</p>	All Vice-Presidents	Ongoing	Status of the membership fee is part of the agenda for the meeting.



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	The President indicated that the 2023 membership payment for the ENA-DRC will be finalised with the Kenya School of Government.			
The way forward and closure of the meeting	The President thanked all members for participating in the meeting and confirmed that in the absence of any other items to be discussed, the meeting was adjourned.	ALL Vice-Presidents and Secretariat	30 October 2024	N/A

MR TOMBOLA MUKE

PRESIDENT

DATE: