



OBSERVATORY FOR AFRICAN CIVIL SERVICES (OFPA)

WORKSHOP

TOPIC : “Contribution of the focal points in the efficient conduct of the modernization processes of the Member States administrations and civil services”

Terms of reference

September 28, 29 and 30, 2016

Cotonou (BENIN)

1. Background and Rationale

Exchanges and reflections that have been going on for almost a decade now, within the African Civil Service Administration Observatory (OFPA), reveal that this organisation, which was set up on November 5, 1991, in Cotonou, Benin, pursuant to the search for solutions to address recurrent challenges facing African Civil Service Administrations, does not fully meet the expectations of the target beneficiaries of its activities.

Despite the relevance of this observation, with regard to the major hopes raised amongst the Member States as embodied in the existence of this organisation, it is not sufficient enough to assess the scope of the gaps noted between the needs of Civil Service Administrations and the achievements of the Pan-African body.

In fact, the expectations of the OFPA Member Countries are unknown, owing to the lack of a performing intermediation mechanism to liaise between the Pan-African Body and the Civil Service Administrations of the Member Countries.

Under these circumstances, how could OFPA direct its activities in a way as to meet the transformational and modernisation needs of the Member States' Civil Service Administrations?

In fact, to efficiently respond to the expectations of the Civil Service Administration structures within the OFPA's geographical space, there it is imperative to have an adequate knowledge of their concerns, as well as their working environment.

The daily collection of the required data and information could only be possible if, in each Member Country, the Pan-African Body can be constantly

assisted by a top official of the supervising ministry who is fully involved in the definition of the inherent policies and priorities.

Therefore, by the close of its 10th Ordinary Session that took place in Djamaena, Chad, from 24 to 27 February, 2014, OFPA's Conference of Ministers, via Resolution No. 003/10/CM/2014 of 27 February, 2014, called upon each Member State to designate, within its Civil Service Administration, an OFPA Focal Point.

Besides, to empower the Pan-African Body to achieve success in its mission of integrating African Civil Service Administrations, the Conference provided it with a Five-Year Strategic Plan covering 2015-2019.

To successfully monitor and evaluate the implementation of the said Plan, OFPA must necessarily rely on a permanent and efficient mechanism to communicate with Member States. This implies the existence of competent and smart Focal Points, assigned to ensure the interactions and restitution of existing procedures and processes within the structures benefitting from OFPA's technical supports.

Lastly, to achieve a better inter-action synergy, the Focal Points should not only remain in touch with OFPA's Executive Secretariat. Best still, they would achieve more by communicating amongst themselves through an inclusive networking system.

Towards this end, they are exhorted to embark on mutual acquaintance in order to facilitate inter-solicitations in the area of information, while agreeing on the nature, format and quality of data to be shared. Therein lies the need to organise a training and dialogue workshop (or seminar) for the specific attention of Focal Points.

2. Objectives of the Seminar

The general purpose of this seminar is to bring about the objective and subjective conditions for setting up a friendly network of Focal Points that would efficiently act as intermediaries between OFPA's Executive Secretariat and Member States' Civil Service Administrations and Structures.

Consequently, the target specific objectives are as follows:

- Bringing about an interaction synergy that is suitable to improving the performance of Civil Service Administrations and Structures of Member States;
- Promoting the set-up of a watch and alert system within partner civil service administration departments;
- Acquiring full knowledge of the essentials of Members States' public policies regarding Civil Service Administration;
- Collecting information on current reforms within Member States and on the extent of implementation of the 2015-2019 Five-Year Strategic Plan;
- Appropriating the current functioning of OFPA's institutional framework and making proposals towards a new definition thereof;
- Encouraging good practices enabling the entrenchment of an efficient governance within the Civil Service Administration of each Member Country;
- Setting up an adequate system to monitor and evaluate the implementation of the Strategic Plan and performance of OFPA's target Civil Service Administrations.

3. Expected Results

- A synergy of actions to improve the performance of Civil Service Administrations shall have been achieved;
- The essential factors of a watch and alert system within the Civil Service Administrations' partner departments shall have been set out;

- The Member States' Civil Service Administration policies shall have been made known;
- The collection of useful information on current reforms, as well as on the implementation of the Plan shall be made regular;
- The actual running condition of OFPA's Governing Bodies shall have been known;
- Practices that are suitable to ensuring an efficient governance of public affairs shall have been shared;
- A performing mechanism of communication between OFPA, Civil Service Administrations of Member Countries and Technical and Financial Partners shall have been set up.

4. Contents of the Programme

During the seminar, the following topics will be addressed:

- Acquaintance with the Governing Bodies of OFPA ;
- Role of a Focal Point within the alert mechanism and in the evaluation of transformational and modernisation policies being implemented in Member States;
- Methods and procedures of communication between the Focal Points, on the one hand, and between them and the Executive Secretariat, on the other hand;
- Missions of the Focal Point in the promotion of good cooperation with OFPA's Technical and Financial Partners and other cooperation organisations;
- Capacity-building of key actors involved in the Civil Service Administration transformational and modernisation process.

5. Participants

The seminar is intended for the executives of ministries in charge of civil service which have been appointed as focal Points of their respective States. The countries which have not yet complied with such procedure may always avail themselves of the opportunity provided by this session to meet this requirement of the Conference of the Ministers.

6. Methodology

In view of the level and qualifications of participants, the chosen didactic approach will be based on active methods. Therefore, participants' actual knowledge will be taken into consideration, with particular reference to their experience in the Civil Service Administration, while following the requirements of modern public management methods and procedures.

The methodology adopted for this seminar will rely, to a large extent, on the delivery of topical papers, followed by debates and case studies, in order to facilitate knowledge transfer in the area of training-based proficiency regarding daily professional practices.

- 7. Training location** : Cotonou (BENIN)
- 8. Dates** : 28, 29 et 30 septembre 2016
- 9. Language** : English, Spanish, French and Portuguese according to the countries registered
- 10. For further informations, contact :**

*Secrétariat Exécutif de l'OFPA
04 BP 0595, Cotonou (BENIN)
Tél : +229 21 30 33 68
E-mail : ofpaofpa@yahoo.fr*