



## Roundtable Workshop for Cabinet Secretaries

Dates: **3-7 February 2014**

Venue: **Hilton Hotel, Addis Ababa**

Theme: **Using Evidence to Improve Cabinet Decision-Making**

### Agenda

<b>MONDAY 3 FEBRUARY</b>		<b>INTRODUCTION / EVIDENCE IN CABINET DECISION MAKING</b>	
<b>Date/time</b>	<b>Subject</b>	<b>Presenter</b>	<b>Chair</b>
9:00 – 9:30	Ethiopian coffee ceremony		
9:30 – 10:00	<b>Welcome and opening address*</b>	Representative of the Prime Minister of Ethiopia	<b>Mr Abdon Agaw Jok Nhial</b> (Secretary General to the Government of South Sudan)
10:00 – 10:30	<b>Introduction to the Africa Cabinet Government Network and the workshop*</b>	<b>Dr Ernest Surrur</b> (Chairperson, ACGN Board; Secretary to the Cabinet and Head of the Civil Service, Sierra Leone)	
10:30 – 11:00	Coffee break		
11:00 – 12:30	<b>Introduction of workshop participants and expectations</b> (participants to introduce themselves, their organization and roles, and their expectations from the workshop)		
12:30 – 14:00	Lunch (provided)		
14:00 – 14:30	<b>Why evidence-informed Cabinet decision-making?</b>	<b>Dr Momo Rogers</b> (Director-General of the Cabinet, Liberia)	<b>Dr Ben Eghan</b> (former Cabinet Secretary, Ghana)
14:30 – 15:00	<b>The challenges of achieving evidence-informed Cabinet decisions</b>	<b>Prof Brian Howe</b> (Centre for Public Policy, University of Melbourne; former Deputy Prime Minister of Australia)	
15:00 – 15:30	Coffee break		
15:30 – 16:45	<b>Plenary discussion of afternoon presentations and the use of evidence in Cabinet decision-making</b>		
16:45 – 17:00	<b>Introduction to Cabinet proposal case studies</b>		
19:00	Dinner at Yod Abyssinia Restaurant (provided)		

\* Open to media.



<b>TUESDAY 4 FEBRUARY</b>			
<b>CABINET PROCEDURES</b>			
<b>Date/time</b>	<b>Subject</b>	<b>Presenter</b>	<b>Chair</b>
8:30 – 8:45	Summary of Day 1	<b>Ms Julian Walker</b> (Rapporteur)	<b>Dr Momo Rogers</b>
8:45 – 9:15	<b>New Cabinet procedures to support evidence-based decisions in Sierra Leone</b>	<b>Dr Ernest Surrur</b>	
9:15 – 9:45	<b>Effective use of Cabinet Committees in South Sudan</b>	<b>Mr Abdon Agaw Jok Nhial</b> (Secretary General to the Government of South Sudan)	
9:45 – 10:30	<b>Plenary discussion on Cabinet procedures</b>		
10:30 – 11:15	Coffee break and case study reading		
11:15 – 12:00	<b>Group exercise 1: Discussions of Cabinet proposal case studies</b>		
12:00 – 13:00	<b>Group reports on case studies</b>		
13:00 – 14:30	Lunch (provided)		
14:30 – 17:00	Site visits		

<b>WEDNESDAY 5 FEBRUARY</b>			
<b>ROLE OF CABINET SECRETARY/ACGN ANNUAL MEETING</b>			
<b>Date/time</b>	<b>Subject</b>	<b>Presenter</b>	<b>Chair</b>
8:30 – 8:45	Summary of Day 2	<b>Ms Julian Walker</b> (Rapporteur)	<b>Mr Roger Kwesi Angsomwine</b> (Secretary to the Cabinet of the Government of Ghana)
8:45 – 9:15	<b>Role of Cabinet Secretary as Liaison between President and Ministers: the Liberian Experience</b>	<b>Dr Momo Rogers</b>	
9:15 – 9:45	<b>How Cabinet Secretaries can help with management of Cabinet meetings</b>	<b>Dr Ben Eghan</b>	
9:45 – 10:45	<b>Plenary discussion of role of Cabinet Secretary</b>		
10:45 – 11:15	Coffee break		
11:15 – 12:30	<b>Panel discussion: improving working relations between Ministers and Civil Servants in managing the policy process</b>	<ul style="list-style-type: none"> <li>• <b>Mr John Mitala</b></li> <li>• <b>Mr Abdon Agaw Jok Nhial</b></li> <li>• <b>Dr Ernest Surrur</b></li> <li>• <b>Dr Momo Rogers</b></li> <li>• <b>Prof Brian Howe</b></li> </ul>	
12:30 – 13:00	<b>Group photograph</b> – location to be advised		
13:00 – 14:00	Lunch (provided) – separate lunch for Cabinet Secretaries		
14:00 – 15:00	<b>Open discussion of other issues of concern to Cabinet Secretariats</b>		<b>Mr Roger Kwesi Angsomwine</b>
15:00 – 15:30	Coffee		
15:30 – 17:00	<b>Annual meeting of Africa Cabinet Government Network</b>		<b>Dr Ernest Surrur</b>
19:00	Dinner at The Belvedere (provided)		



<b>THURSDAY 6 FEBRUARY</b>		<b>POLICY DEVELOPMENT ROLES</b>	
<b>Date/time</b>	<b>Subject</b>	<b>Presenter</b>	<b>Chair</b>
9:00 – 9:15	Summary of Day 3 & reminder to complete feedback forms	<b>Ms Julian Walker</b> (Rapporteur)	<b>Dr Abdulhamid Yahya Mzee</b> (Chief Secretary and Secretary to the Cabinet, Zanzibar)
9:15 – 10:00	<b>The role of Cabinet Secretariats in Policy Development</b>	<b>Mr Bernard Kamphasa</b> (Permanent Secretary, Cabinet Office, Zambia)	
10:00 – 10:45	<b>Building Policy Capacity in the Public Service</b>	<b>Mr Vincent Opio-Lukone</b> (Permanent Secretary & Deputy Secretary to the Cabinet, Uganda)	
10:45 – 11:15	Coffee break		
11:15 – 12:15	<b>Plenary discussion of policy development and building policy capacity</b>		
12:15 - 12:30	<b>Explanation of afternoon activities &amp; distribution of revised draft Network Charter – to be discussed on Friday</b>		
12:30 – 14:00	Lunch (provided)		<b>Dr Abdulhamid Yahya Mzee</b> (Chief Secretary and Secretary to the Cabinet, Zanzibar)
14:00 – 14:30	<b>Group exercise 2: Improving Cabinet proposals</b>		
14:30 – 15:00	<b>Group reports on exercise 2</b>		
15:00 – 15:30	Coffee		
15:30 – 16:15	<b>Workshop feedback</b>	Facilitated by Ms Julian Walker	

<b>FRIDAY 7 FEBRUARY</b>		<b>CONCLUSION</b>	
<b>Date/time</b>	<b>Subject</b>	<b>Presenter</b>	<b>Chair</b>
9:00 – 9:15	Summary of Day 4	<b>Ms Julian Walker</b> (Rapporteur)	<b>Dr Surrur</b>
9:15 – 10:00	<b>Finalization of ACGN Charter &amp; future ACGN international activities</b>		
10:00 – 10:15	<b>Group exercise 3: 'Priority Setting'</b>		
10:15 – 10:45	<b>Feedback on exercise 3</b>		
10:45 – 11:15	Coffee break		
11:15 – 13:00	<b>Agreement to Communiqué and Closing Remarks</b>		
13:00 – 14:00	Lunch (provided)		

To encourage free discussion and to allow people to speak as individuals this workshop will be held under **Chatham House Rule**:

When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but **neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.**