

AFRICAN ASSOCIATION FOR  
PUBLIC ADMINISTRATION AND  
MANAGEMENT (AAPAM)



ASSOCIATION AFRICAINE POUR  
L'ADMINISTRATION PUBLIQUE  
ET LE MANAGEMENT (AAAPM)



**'Supporting inclusive, evidence-informed decisions by African Governments'**

## **INTERNATIONAL TRAINING PROGRAMME**

### **Theme: EVIDENCE INFORMED POLICY PROPOSALS FOR CABINET**

**Dates of Training: 3<sup>rd</sup> - 7<sup>th</sup> September 2018**

**Venue: Kenya School of Government, Nairobi**

**Eligible participants:** Senior and mid-level personnel in Cabinet Secretariats and line Ministries responsible for preparing or reviewing policy proposals for consideration by Cabinet, as well as relevant trainers and researchers.

**Partner institutions:** The Africa Cabinet Government Network (ACGN) and the African Association for Public Administration and Management (AAPAM)



#### **About the Africa Cabinet Government Network**

Committed to inclusive, evidence informed decision-making by African Governments, ACGN has been established by Cabinet Secretaries to share experiences and to improve decision-making by the Cabinets they support. As well as conducting international training programmes, ACGN regularly convenes high-level Roundtable meetings of Cabinet Secretaries and equivalent officials and maintains an on-line toolkit on evidence informed policy development. For more information on the work of ACGN see [www.cabinetgovernment.net](http://www.cabinetgovernment.net).

ACGN has conducted very successful international training programmes in Kigali in 2014, Accra and Entebbe in 2015 and Zanzibar in 2016. These programmes have brought together policy analysts from ACGN Cabinet Secretariats to build their capacity to access and assess evidence to support Cabinet proposals. The training applies statistical and other skills through African case studies and exercises.

#### **About the African Association for Public Administration and Management (AAPAM)**

The African Association for Public Administration and Management (AAPAM) is an international professional association for public administrators and managers in Africa. The Association is committed to capacity building for development and performance improvement activities in African public administration (AAPAM 2015). Founded over forty years ago, AAPAM provides a forum aimed at exchanging knowledge for those who practice, teach and conduct research or offer advisory services in public administration and management in both the public and private sectors, mainly but not exclusively, in Africa.

AAPAM currently has a broad member base across the public, education and corporate sectors with a focus on public administration. It has National Chapters in multiple countries such as Uganda, Cameroon, Nigeria, Ghana, Zambia, Lesotho, Kenya, Tanzania, Gambia, South Sudan and South Africa.

AAPAM activities include;

- · Training Programmes: Seminars, Workshops
- · Conferences
- · Publications: Books, Journals, Monographs, Newsletters
- · AAPAM Awards Programme
- · Research and Consultancy
- · Membership Programme.

### **Main benefits of the September training programme:**

- Pre-training needs survey to assess needs and priorities
- Intensive 5-day training programme (conducted in English)
- African case studies
- Group and individual practical exercises
- Practical aids including checklists, templates and guides
- Rigorous before and after testing of participants
- Certificates for completion and completion 'with distinction'
- International networking opportunities including membership of ACGN's new policy analyst network
- Access to ACGN's on-line policy toolkit.

**Key competencies to be developed:** Following successful completion, trainees will be able to:

1. **Understand the institutional context for using evidence in Cabinet policy-making**, including:
  - a) Evidence focused Cabinet procedures and templates
  - b) Roles of Cabinet Secretariats and line Ministries in developing policy proposals for Cabinet
  - c) Using evidence strategically - when to 'think fast' and when to 'think slow'
  - d) Anticipating behavioural responses
  - e) Effective management of international advisers
  - f) New development project management techniques: problem-driven iterative adaption; SCRUM
  - g) Engaging stakeholders in policy development
2. **Utilize or interpret the results of specific analytical methods**, including:
  - a) Key statistical concepts - statistical significance; random sampling and bias; variance and standard deviation; measurement error
  - b) Tools to identify policy options and policy levers
  - c) Brainstorming techniques
  - d) Effective use of the internet for evidence on policy options and international experience
  - e) Concepts in benefit cost analysis and sensitivity analysis
  - f) Multi attribute analysis
  - g) Risk analysis
3. **Prepare succinct and effective policy proposals and briefing notes** utilizing:
  - a) Cabinet proposal templates from African Cabinets
  - b) Tips on style and expression
  - c) Practice sessions to prepare briefing notes
  - d) PowerPoint to prepare effective presentations to Ministers and Cabinet.

### **Participation fees:**

**USD 1,000 – for ACGN and AAPAM members**

**USD 2,000 – for non-members**

**For AAPAM members and Cabinet Secretariats that have already paid their membership contributions, there will be a discounted training fee of USD 1,000 per trainee, to cover the costs of running the programme,**

training materials and lunches. This discount also applies to trainees from line Ministries who are nominated by a Secretariat eligible for the discount.

Organizations that are not ACGN or AAPAM members or have not paid their membership contributions will need to pay the full training fee of **USD 2,000 per trainee**.

The annual ACGN membership contribution of USD 10,000 per Secretariat not only provides discounted fees for this and other ACGN training programmes, but also covers participation in ACGN's Roundtable Meetings of Cabinet Secretaries and access to the ACGN on-line policy development toolkit.

Trainee fees (and membership contributions) **must** be received by ACGN or AAPAM at least 2 weeks prior to the commencement of the training programme (see bank account details below).

Assistance will be provided to arrange visas, book accommodation and arrange local transportation. However, **participating organizations will be expected to meet travel and accommodation costs for their trainees**.

Lunches will be provided and participants are eligible for discounted executive accommodation at KSG for approximately USD 47 per night, including breakfast and dinner.

It is expected that some participating organizations will receive donor support for their trainees' participation. It is the responsibility of an organization to arrange this with a donor, however ACGN can provide supporting documentation if required.

#### **AAPAM Bank details**

AAPAM MAIN A/C FCY C/A 1103297694  
Kenya Commercial Bank Ltd  
Intermediary Bank For USD: Citibank / Bankers Trust  
Bank Code: 01  
MILIMANI BRANCH, Bishop Street  
NSSF Building Block A  
P.O. BOX 69695, NAIROBI, KENYA  
SWIFT CODE: KCBLKENX

#### **ACGN Bank details**

Beneficiary name: Africa Cabinet Government Network  
Account number: 4070109489 (USD account)  
Bank name: Zenith Bank (UK) Ltd,  
39 Cornhill, London EC3V 3ND, UK  
SWIFT CODE: ZEIBGB2L  
IBAN: GB10ZEIB40624700018973;  
Sort CODE: 406247  
Intermediary bank for USD: Citibank, New York  
Account no: 36874973; SWIFT CODE: CITIUS33

### **Registration**

All participants will need to register online on [www.aapam.org](http://www.aapam.org)

### **Contacts for further information**

Secretary General,  
African Association for Public Administration and Management (AAPAM)  
P.O. Box 48677, Nairobi  
Kenya  
Email: [aapam@aapam.org](mailto:aapam@aapam.org), [info@aapam.org](mailto:info@aapam.org),  
[jessica@aapam.org](mailto:jessica@aapam.org), [julie@aapam.org](mailto:julie@aapam.org)

Executive Director,  
African Cabinet Government Network (ACGN),  
c/o Cabinet Secretariat, 1 OAU Drive,  
Tower Hill, Freetown,  
Sierra Leone  
Email: [fkoroma@cabinetgovernment.net](mailto:fkoroma@cabinetgovernment.net),  
[markj@cabinetgovernment.net](mailto:markj@cabinetgovernment.net).

### **Trainers:**

ACGN has available a panel of highly experienced international experts in Cabinet processes and policy development, all with extensive training experience, together with experienced support staff. This training programme will be led by Mark Johnston and Jean d'Amour Gatera, with support from other ACGN and AAPAM personnel, see attached.



**Dr Mark Johnston** is Executive Director of the ACGN, with more than 25 years' experience supporting central government agencies in more than 20 countries across Africa and Asia. Prior to his international work he spent a decade with the Australian Department of Prime Minister and Cabinet in various senior positions. Mark has a PhD in Public Policy from Harvard's Kennedy School of Government.



**Jean d'Amour Gatera** is an international public policy analyst with more than 17 years' experience in Rwanda, Kenya, South Africa, South Sudan, UK, Ireland and US. This included four years in senior positions in the Rwandan Ministry of Cabinet Affairs and the Prime Minister's Office. Fluent in French as well as English, Jean has a Masters degree in Public Policy and Strategy from Jean Moulin University in Lyon, France, and a Post Graduate certificate from Harvard's Kennedy School of Government.



**Sarah Johnston** is a highly experienced trainer in communications and language with a Masters degree in Adult Education from the University of Technology Sydney. Having designed and managed many English language training programmes in Australia, Asia and Africa, she will advise on training methodologies and provide training on communicating policy proposals to Ministers and Cabinets.



**Finnah Koroma** is ACGN's Operations Manager, playing a vital role coordinating the Training Programme and liaising with participating Cabinet Secretariats and trainees. Finnah is based in ACGN's headquarters in Freetown, Sierra Leone, and can be contacted by email on [fkoroma@cabinetgovernment.net](mailto:fkoroma@cabinetgovernment.net).