

PRESIDENCE DE LA REPUBLIQUE
PRESIDENCY OF THE REPUBLIC
SECRETARIAT GENERAL
SERVICE DU FICHIER LEGISLATIF ET REGLEMENTAIRE
LEGISLATIVE AND STATUTORY AFFAIRS CARD INDEX SERVICE
COPIE CERTIFIEE CONFORME
CERTIFIED TRUE COPY

2023/422
DECREE No. _____ OF 19 SEPT 2023

to define the duties of secretaries-general of regional and local authorities.-

THE PRESIDENT OF THE REPUBLIC

- Mindful of** the Constitution;
- Mindful of** Law No. 92/007 of 14 August 1992 to institute the Labour Code;
- Mindful of** Law No. 2019/024 of 24 December 2019 to institute the General Code of Regional and Local Authorities;
- Mindful of** Decree No. 78/484 of 9 November 1978 to lay down the common provisions applicable to State employees governed by the Labour Code, as amended and supplemented by Decree No. 82/100 of 3 March 1982;
- Mindful of** Decree No. 94/199 of 7 October 1994 to lay down the General Rules and Regulations of the Public Service, as amended and supplemented by Decree No. 2000/287 of 17 October 2000,

HEREBY DECREES AS FOLLOWS:

ARTICLE 1: This decree defines the duties of secretaries-general of regional and local authorities, hereinafter referred to as "local authorities".

ARTICLE 2: This decree shall apply to:

- secretaries-general of regions;
- secretaries-general of city councils;
- secretaries-general of councils and sub-divisional councils.

ARTICLE 3: (1) Secretaries-general of regions shall be senior officials appointed by decree of the President of the Republic, on the recommendation of the Minister in charge of regional and local authorities.

(2) Secretaries-general of city councils shall be officials appointed by order of the President of the Republic, on the recommendation of the Minister in charge of regional and local authorities.

(3) Secretaries-general of councils shall be officials appointed by order of the Minister in charge of regional and local authorities, on the recommendation of Mayors.

(4) Secretaries-General of local authorities shall be seasoned local development managers.

ARTICLE 4: (1) The duties of secretary-general of local authorities referred to in Article 3 shall be terminated by the same instruments as for their appointment.

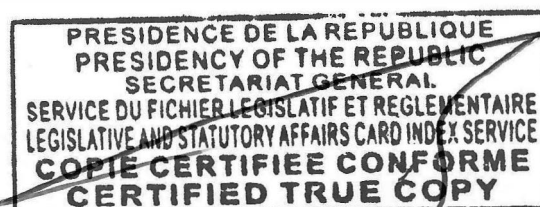
(2) Upon termination, the Secretary-General shall be returned to the local authority that recruited him or to his Ministry of origin.

ARTICLE 5: In the event of absence or temporary impediment of the Secretary-General, the chief executive of the council shall appoint an official to coordinate the activities of the entities of the local authority.

ARTICLE 6: In the event of permanent impediment or death of the Secretary-General, proposals for his replacement shall be forwarded to the relevant authority within 30 (thirty) days.

ARTICLE 7: (1) Under the authority of the chief executive of the council, the Secretary-General shall run the administrative services of his council. In that capacity, he shall:

- coordinate the activities of operational entities and report thereon to the chief executive of the council;
- coordinate the preparation of the draft budget and administrative accounts of the local authority;
- examine files and see to the execution of decisions made by the chief executive of the council;
- prepare and centralize summaries of programmes of action, economic reports and progress reports;
- prepare and monitor the implementation of measures and techniques for improving output and service quality;
- see to the continuous training of staff and organize seminars and retraining, refresher or specialization courses, under the authority of the chief executive of the local authority.
- define and codify internal procedures;
- oversee the organization of services;



- see to the speedy processing of files;
- centralize records and manage the documents of the services of his own local authority.

(2) He shall receive relevant delegation of signature from the chief executive of the local authority.

(3) The Secretary-General shall be the rapporteur of joint administrative committees set up in the relevant local authority.

(4) He shall perform any other duty assigned to him by separate instruments.

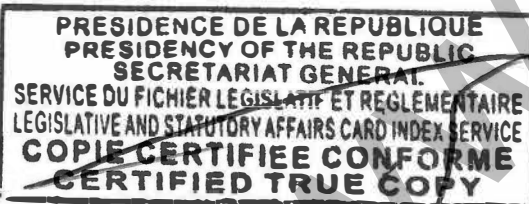
ARTICLE 8: (1) The Secretary-General shall attend, ensure the material preparation of and provide secretarial services during meetings of the executive of his own local authority.

(2) The Secretary-General of the Region shall attend meetings of the Regional Council or Regional Assembly. He shall assist the secretaries of the regional bureau or regional executive council responsible for providing secretarial services during the meetings of the said bodies.

(3) The Secretary-General of the City Council and the Secretary-General of the Council shall participate in the proceedings of the deliberative organs of the local authority for which they act as rapporteur.

ARTICLE 9: This decree shall be registered, published according to the procedure of urgency and inserted in the Official Gazette in English and French./-

Yaounde, 19 SEPT 2023



PAUL BIYA

PRESIDENT OF THE REPUBLIC