

CPA AFRICA REGION



GUIDELINES FOR CPA AFRICA REGION CONFERENCE

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1. **Giving of Notice of Conference by Regional Secretary:** Advising on dates and venue not less than 90 days prior to Annual Regional Conference (Article 16(3)).
2. Notice of any business proposed by Branches to the Regional Secretary not less than 90 days prior to the date of such meeting (Article 24(2)).
3. The Regional Secretary to give a notice of business proposed by Branches to all Branches and Agenda of the meeting not less than 60 days (Article 24(1)).
4. **Composition of the General Meeting** (Article 22): The President, Vice-President and immediate past president of the Region, Members of the Executive Committee, all delegates and delegation Secretaries attending the Annual Conference.
5. Invitation of Observers to be decided by the Executive Committee in consultation with the Host Branch (Article 19(6)).
6. **Host Branch Responsibility:** In line with Article 19, the Host Branch shall, at least six (6) months prior to a conference, seminar or meeting notify all the delegates, of the expenses it shall meet relating to the hosting of a Conference, seminar or meeting.

7. **Conference Programme**

- (i) Dates for Arrivals and Departure;
- (ii) Tours (at the discretion of the host Branch);
- (iii) Official Opening;
- (iv) General Meeting and Plenary Sessions;
- (v) Social function (s) (at the discretion of the host Branch); and
- (vi) Closing Ceremony.

8. Production of a summary Report and Daily Bulletin for following meetings:

- (i) Sub-Committee (Regional Representatives Committee, CWP Steering Committee and Programme Planning and Finance Sub-Committee);
- (ii) Executive Committee;
- (iii) General Meeting; and
- (iv) Annual Conference (Workshop)

9. Host Branch to provide the following staff:

- (a) Rapporteurs for meetings and workshop.
Rapporteurs will be responsible for the production of timely minutes/reports of each session in consultation with the Secretariat.
- (b) 2 – 3 Secretaries for typing services.
- (c) One Senior Staff as Liaison Officer between the Host Branch and the Secretariat.
- (d) Not less than 6 orderlies to assist the Secretariat with Documentation preparations.

(e) A Media Liaison Officer to assist the Secretariat with pictorial/video, records of the Conference interviews of respective leaders and any other media issues.

10. **Budget for the Conference:** Host Branch to prepare budget and Regional Secretariat to advise the hosting Branch to apply to the CPA for financial assistance.

Host Branch to fix Observer fee and Spouses' fee, in consultation with the Executive Committee.

11. **Information Circular:** This should contain information on the conference facilities, weather, immigration and Customs, health, currency and banking.

12. Host Branch to set deadlines for receipt of the following documents:

- (i) Bio-data;
- (ii) Flight details; and
- (iii) Deadlines on confirmations, dates of arrival and departure.

13. Host Branch to prepare Handbook, Nametags, Banners, Luggage Tags/Stickers etc.

14. **Gifts:** Host Branch may provide Gifts to delegates.

15. Issuance of Invitation to Branches should be based on Branch entitlement as follows:

- (i) **National Branch**
 - (a) Four Delegates; and

(b) One Delegate Secretary.

(ii) **Sub National Branch**

(a) Two Delegates; and

(b) One Delegates Secretary.

16. **Flags:** Flags of all member countries (branches) should be flown during the conference. In the event a flag of a one or more branch (es) is/are missing, flags should not be flown.
17. Host Branch to prepare Spouses' Programme.
18. Host Branch to provide Office equipments (Computer with printers and heavy duty photocopier(s)), Meeting folders and other stationery for reproduction of meeting documents.
19. Use of multiple venues is discouraged due to logistical challenges.
20. **CONFERENCE PROGRAMME**

A Draft Conference programme remains a draft until it is finalized at the appropriate meeting, which normally is the Executive Committee, prior to the conference or the Executive Committee held alongside the said conference at the latest.

The conference programme should ensure that adequate "free time" is provided to allow delegates to relax and to explore the host jurisdictions.

Time should be set-aside in the programme for Member to visit the legislature if meetings would not be held in the legislature.

21. **AIRPORT**

Staff or any other designated person from the host branch should meet all delegates as they arrive. Refreshments may be provided at the airport but this should not delay the transfer of delegates to their hotel(s).

22. **ARRIVAL OF REGIONAL SECRETARIAT**

The Regional Secretariat officials will arrive prior to the commencement of sub - committee meetings. Ideally, they are expected to leave on the official dates but in some cases, few staff might be forced to remain for an extra day in order to undertake administrative duties.

23. **ARRIVAL AND DEPARTURE OF DELEGATES**

Delegates should be taken to the airport with minimum delay.

Upon arrival at the hotel, delegates are to be moved into their rooms quickly. To facilitate this:

- Host branch is advised to discuss with hotel(s) to arrange for a special check in for delegates.
- Using bio-data, pre-registration with the hotel should be arranged so that delegates only sign hotel registration forms upon arrival and if possible, they just receive a room key in a pre-arranged envelope.

24. **HOTEL ACCOMODATION**

The host branch should be aware of issues to be considered in the allocation of branches/sub national branches to hotels. There are sensitivities to be taken into account, as it is imperative to mix the delegates as much as possible when allocating hotel accommodation. However, National Delegations should not be split, sub national branches from South Africa and Nigeria are to be split to encourage networking.

25. **PAY AND OVERTIME FOR LOCAL STAFF**

Often times, preparations are ongoing into late hours of the day of the meeting. Consideration should be made for local staff into their welfare such as transport, airtime, allowances etc.

26. **SECURITY PROVISION**

Host branch should ensure all delegates are safe and any Threat (s) should be taken care including issuing of alerts of do's and dont's.

27. **PROTOCOL**

Arrangements for this should be in consultation with Secretariat.

28. **EXCURSIONS AND HOSPITALITY**

It is the discretion of the host branch to arrange as they see fit.

29. MEETING (S) AND REQUIREMENTS

29.1 SUB COMMITTEE MEETINGS

The following are related meeting and their expected number of attendees:

(i) CWP STEERING COMMITTEE

- Chairperson
- Vice Chairperson
- 4 Sub Regional Representatives
- A maximum of 5 officials.

TOTAL 11 PAX

(ii) REGIONAL REPRESENTATIVES

- 6 Regional Representatives
- A maximum of 5 officials.

TOTAL 11 PAX

There may be cases where officer(s) of the association attend the said meeting in their Official capacities, (ex-Officio members).

(iii) PROGRAMME, PLANNING AND FINANCE

- Chairperson
- Vice Chairperson
- 5 Members
- A maximum of 7 officials.

TOTAL 14 PAX

(iv) **EXECUTIVE COMMITTEE (Article 28(2))**

- Chairperson
- Vice Chairperson
- President
- Vice President
- Treasurer;
- Vice Treasurer;
- Regional Representatives (6);
- Branch Representatives (18) (representative from each National Branch in the Region);
- CWP Chairperson;
- CWP Vice Chairperson;
- CWP Sub Regional Representatives (4);
- Chairperson of the Speakers and Presiding Officers conference;
- 4 Sub National Branch Representatives from Nigeria;
- 1 Sub National Branch Representative from South Africa;
- 1 Sub National Branch Representative from Zanzibar; and
- Secretarial Officials (17).
- TOTAL 60 PAX

(v) **ANNUAL GENERAL MEETING (Article 22)**

- | | | |
|---|-----------------------------|---------------|
| - | Executive Committee Members | 60 PAX |
| - | Immediate Past President | 1 Person |
| - | Delegates | 228PAX |
| | TOTAL | 289PAX |

In addition to the above the following do normally attend but their number is subjective:

- Clerks-at-the-Table (SoCATT);
- Official Observers (ExCo Chairperson and Secretary General of CPA International)
- Observer(s);
- Accompanying Officer(s);
- Special Invitees.

30. **OFFICE REQUIREMENTS**

The following Offices will be required:-

- Office for the Regional Secretary and Assistant Regional Secretary (Table, chair, sofa/visitor's chairs);
- Office for Secretariat Officials (17 PAX).

31. **SEATING ARRANGEMENTS**

- The seating arrangements for the meetings is normally "U" shape.
- The Executive Committee and Annual General Meeting should have an elevated high table to cater for Officers of the Association.
- Sitting Arrangement (templates for Sub-Committees and Executive attached).