



Society of Clerks-at-the-Table (SoCATT) Africa Region

Draft Minutes

ANNUAL GENERAL MEETING OF THE SOCIETY OF CLERKS-AT-THE-TABLE (SoCATT) AFRICA REGION

Saturday, 18 August 2018 at 13:30-17:00

Sunday, 19 August 2018 at 14:00-17:00

Gaborone International Conference Centre, Gaborone, Botswana

Chairperson: Adv M E Phindela

(Chairperson of SoCATT Africa Region & Secretary to the National Council of Provinces,
Parliament of South Africa)

DAY 1: SATURDAY, 18 AUGUST 2018, 13:30-17:00

| No | Item |
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| 1. | Welcome and Opening |
| | <p>The chairperson welcomed all members of the Society of Clerks-at-the-Table Africa Region (SoCATT) and support staff to the meeting.</p> <p>Attendance – Refer attached register for attendance and apologies.</p> <p>The chairperson noted that day 1 of the AGM would deal with business matters whilst day 2 would focus on the presentation and discussion of papers and conclude with the SoCATT elections.</p> |
| 2. | Welcome Remarks by the Host Clerk |

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| | <p>The host clerk, Ms B Dithapo, Clerk to the Parliament of Botswana, welcomed all SoCATT members and noted that it was an honour to host the conference. She wished delegates a pleasant and productive stay in Botswana and looked forward to learning from colleagues and exchanging view. She further provided a short update on the preparations for the CPA Africa Conference and encouraged members to attend the functions organized in honour of the CPA and SoCATT guests.</p> |
| <p>3.</p> | <p>Adoption of the Agenda</p> <p>RESOLUTION:</p> <ul style="list-style-type: none"> The agenda was adopted without additions. (moved by Parliament of Malawi, seconded by Parliament of Lesotho) |
| <p>4.</p> | <p>Adoption of Minutes of the previous Annual General Meeting</p> |
| <p>4.1</p> | <p>Consideration of the minutes of the SoCATT Africa Region AGM held in Owerri, Imo State, Nigeria on 23-24 October 2017</p> <p>RESOLUTION:</p> <ul style="list-style-type: none"> The minutes of the SoCATT Africa Region Annual General Meeting (AGM) held on 23-24 October 2017 in Owerri, Nigeria was adopted as a true record of proceedings. (moved by Parliament of Namibia, seconded by Parliament of Rwanda) |
| <p>4.2</p> | <p>Matters arising from the Minutes of the previous AGM</p> <p>The matters arising would be discussed as part of the agenda items.</p> |
| <p>5.</p> | <p>Reports</p> <p>SoCATT Steering Committee Report</p> <p>The SoCATT Steering Committee Report noting progress in the implementation of the SoCATT Africa Region Strategic Plan was presented to the AGM.</p> <p>Emphasis was placed on the need for the Society to have an active website and to lead in respect of the 4th Industrial Revolution through going paperless. Branches were urged to make subscription payments and ensure they are in good standing. The collection of outstanding subscriptions remains a challenge and the Chairperson made a recommendation that the AGM consider writing off all debts outstanding for a long period since there is little possibility of recovering it.</p> <p>Some of the challenges at CPA level are the non-permanency of staff and lack of modernization. The Society might advise on the need for permanent support staff and offer to undertake a review of the programme and content of conferences. Matters</p> |

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| | <p>such as the 4th Industrial Revolution is a key issue, which should be prominent in discussions.</p> <p>Concern was expressed about the lack of a monitoring system at CPA Africa level to follow up on implementation. It has been observed that there is no communication or follow up on minutes or conference resolutions, no database of resolutions kept or progress tracked, and no follow up on previous year's resolutions by conference. Therefore a simple and easy to use monitoring tool has been developed by SoCATT for tabling to the CPA Africa AGM.</p> <p>Resolutions should be taken through the House for noting and should be measurable. The CPA conference programme should make provision for consideration of progress in the implementation of resolutions.</p> <p>The following matters are recommended to be taken forward by the incoming Steering Committee:</p> <ul style="list-style-type: none"> • Strategic review of the Society • Active enhancement of sub-regional role and reporting • Maintain and enhance advisory role to CPA Africa • Implementation and monitoring of Seminar resolutions • Implementation of the rule of cooption – develop system • Revisit election guidelines for the future • Develop a website for the Society. <p>The importance of taking forward the role of advisory body was emphasized, since political principals look towards clerks for resolving challenges and ensuring implementation.</p> <p>The chairperson thanked all members for their contributions to the programme of the Society and implementation thereof. All branches have been united in striving towards the achievement of the Society's objectives and maintaining unity and cohesion.</p> <p>He expressed special gratitude to the technical support and advisory team for their effort towards ensuring the achievement of objectives. The team has been the engine of the Steering Committee and Society through their secretariat, coordination, content and technical support. Special mention was made of Ms S Schalk, Ms R Scott, Mr G Brace, Mr C Amevor and Mr V Malamba for their contribution. The continued support of the Ghana team has been invaluable during this term.</p> <p>Lastly, the chairperson conveyed his appreciation to the Steering Committee members for their consistent support and hard work towards ensuring the Society achieves its objectives. The Steering Committee worked as a cohesive unit and</p> |

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| | <p>discussions were always constructive and aimed at improvement of the Society and institutions in turn. The team managed to accomplish its mission and reach the targets set, yet a lot of work remains and the incoming Steering Committee will continue the good work and raise the bar.</p> <p>RESOLUTIONS:</p> <ul style="list-style-type: none"> • The AGM resolved that in future information and meeting documentation would be made available to members in electronic format only. • The AGM adopted the 2019 SoCATT Africa Region budget as tabled. • The proposal to develop an own website for SoCATT Africa Region was adopted by the AGM. • The AGM endorsed the proposal on the CPA Africa hosting model as tabled by the Steering Committee. • The AGM further endorsed the proposal on the resolutions monitoring tool for CPA Africa as tabled by the Steering Committee. • The incoming Steering Committee would urgently convene a meeting with the Regional Secretariat to address challenges and find a way forward. • The SoCATT Africa Region report was adopted by the AGM for tabling to the CPA Africa Region AGM. The recommendations of the report would be taken forward by the incoming Steering Committee. |
| 6. | <p>Strengthening relations with other Regional Bodies and Parliaments</p> <p>Mr Charles N Kadonya, Principal Clerk Assistant, on behalf of the Clerk to the East Africa Legislative Assembly (EALA), extended appreciation for the invitation to participate in the SoCATT engagements and expressed commitment to partake in future as observer.</p> |
| 7. | <p>CPA Africa Region Constitution – Proposed Amendments</p> <p>The proposal for rotation of the chair for CPA Africa would serve at the AGM. This is in order to avoid contested elections and division.</p> <p>RESOLUTION:</p> <ul style="list-style-type: none"> • The SoCATT would advise that the CPA Africa Constitution be amended holistically. The amendment of provisions that may affect SoCATT should serve before the SoCATT Steering Committee. |
| 8. | <p>Implications of the Change of Status of CPA International</p> |

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| | <p>RESOLUTION:</p> <ul style="list-style-type: none"> The new Steering Committee would consider the implications of the status change of CPA International on SoCATT. |
| 9. | <p>Scheduling and Hosting of SoCATT engagements</p> <p>The provisional schedule of 2019 SoCATT engagements was noted.</p> <p>RESOLUTION:</p> <ul style="list-style-type: none"> The Central Sub-region agreed to host the next SoCATT Africa Region Development Seminar. |
| 10. | <p>Elections of Office bearers of the SoCATT Africa Region Steering Committee</p> <p>The election of office bearers of the SoCATT Africa Region was concluded successfully. The returning officer declared the vacancies for SoCATT and clarified the elections process. He noted twenty one branches were present and eligible to partake. No objections were noted by members of the AGM. In respect of the position of chairperson, the Clerk of Parliament of Botswana withdrew her expression of interest in the position. Therefore the position of chairperson was filled without contestation.</p> <p>The incoming Chairperson was afforded opportunity to give an acceptance speech. Mrs Mbewe expressed gratitude to the SoCATT membership for placing their trust in her leadership for the next term and committed to honour it. She congratulated and welcomed the new Steering Committee members and extended high praise for the work and achievements of the outgoing Steering Committee led by Adv Phindela. She affirmed that the new Steering Committee would strive to maintain and advance the good work done and continue to raise the bar for the Society.</p> <p>RESOLUTION:</p> <ul style="list-style-type: none"> The AGM resolved to adjourn to allow sub-regional meetings to take place in preparation for the SoCATT Steering Committee elections to be held. The AGM endorsed Mr Chris Ashiekaa from the CPA Africa Regional Secretariat to serve as the returning officer for the SoCATT Africa Region elections. The following members of the Steering Committee were elected during the SoCATT Africa Region AGM held on 18 August 2018 in Gaborone, Botswana. <p>CHAIRPERSON</p> <p>Mrs Cecilia N. Mbewe, Clerk of the National Assembly, Parliament of Zambia</p> <p>VICE CHAIRPERSON</p> |

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| | <p>Mr Michael Sialai, Clerk of the National Assembly, Parliament of Kenya</p> <p>CENTRAL AFRICA representative</p> <p>Ms Barbara Dithapo, Clerk of the National Assembly, Parliament of Botswana</p> <p>EAST AFRICA representative</p> <p>Ms Jeanine Kambanda, Clerk of the Chamber of Deputies, Parliament of Rwanda</p> <p>SOUTHERN AFRICA representative</p> <p>Ms Emilia Mkusa, Clerk of the National Council, Parliament of Namibia</p> <p>WEST AFRICA representative</p> <p>Mr Mohammed Ataba Sani-Omolori (Barr.), Clerk of the Nigeria National Assembly</p> |



Society of Clerks-at-the-Table (SoCATT) Africa Region

**ANNUAL GENERAL MEETING
OF THE SOCIETY OF CLERKS-AT-THE-TABLE(SoCATT) AFRICA REGION**

Chairperson: Ms C N Mbewe

(Chairperson of SoCATT Africa Region & Clerk to the Parliament of Zambia)

DAY 2: SUNDAY, 19 AUGUST 2018, 14:00-17:00

| No | Item |
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| 11. | <p>Welcome and Opening</p> <p>The incoming SoCATT Africa Region Chairperson, Mrs C Mbewe, would chair day 2 of the AGM. The chairperson thanked the members for their indulgence in terms of the delay of the AGM start owing to the presentation of the SoCATT report in the CPA Africa AGM. The report of the Society was noted and the proposals of the Society were welcomed and adopted by the CPA Africa AGM.</p> |
| 12. | <p>PRESENTATION OF PAPERS AND SHARING OF EXPERIENCES</p> |
| 13.1 | <p>Sustainable Development Goals (SDGs) in the context of Monitoring and Evaluation</p> <p>Ms Sophia Fernandes, Commonwealth Programme Director from the Westminster Foundation for Democracy, made a presentation in respect of CPA benchmarks for democratic legislatures, which is intended to be conducted among the CPA branches. Refer attached presentation.</p> <p>The M&E benchmarks would be circulated to all for input and a field guide would be developed to assist with self-assessment. Emphasis on the objectives of the</p> |

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| | African Agenda is fundamental and should be integrated into the benchmark. |
| 13.2 | Alignment and Implementation progress on SDGs and Agenda 2063 development strategies – the country experience |
| | Senior Researcher to the Parliament of Ghana, Dr Abraham Zacharias, presented a paper on the topic on behalf of the West Africa sub-region. |
| | Mr Peter Skosana, Secretary of the Gauteng Provincial Legislature, representing the Southern Africa sub-region presented a paper on the “ <i>The Role of the Pan-African Parliament (PAP) as an Oversight Body in realising the Objectives of the African Agenda 2063</i> ”. |
| 13. | <p>Closing</p> <p>The Chairperson commended all presenters for the papers delivered and interventions proposed. She thanked the members of the Society for their attendance of the AGM, and extended sincere appreciation for their contribution in guiding and advancing the work of the Society.</p> <p>The AGM of the SoCATT Africa Region adjourned at 17:15 on 19 August 2018.</p> |
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