



Africa Parliamentary Knowledge Network 2nd APKN COUNCIL OF SECRETARIES-GENERAL

**27-28 October 2011
East African Legislative Assembly, Arusha, Tanzania**

Aide Memoire

Overview

The **APKN Secretariat** is convening the **2nd APKN Council of Secretaries-General**. The Meeting kindly hosted by the East African Legislative Assembly with the support of UN/DESA Africa i-Parliament Action Plan, will take place at the AICC Building in Arusha, Tanzania on the 27-28th of October 2011.

Established in June 2008 at the International Conference hosted by the People's Assembly of Egypt and attended by representatives from 37 national and regional assemblies from Africa, the APKN has been modelled around successful parliamentary networks like the National Conference of State Legislatures (NCSL) in the United States and the European Centre for Parliamentary Research and Documentation (ECPRD) in Europe. APKN has in the last two years become instrumental in promoting common information services and high quality continent wide capacity building programs for Parliaments.

The 1st APKN Plenary took place on 19 and 20 October 2010 at the Pan African Parliament Chamber, in Midrand, South Africa. It was run consecutively with the first Africa Speakers Conference and the World e-Parliament Conference. At the Conferences, Speakers, Members of Parliaments, Secretaries-General, Parliamentary staff and officials, experts from international organizations and academics who work and deal with information and communication technologies in legislatures had the opportunity to analyze good practices, exchange views on latest trends and institutional developments, learn from each other's experiences, network with peers, and build partnerships in an international setting.

Rationale

The APKN Council of Secretaries-General, seeks the participation of Secretaries General and Clerks of African member assemblies, is chaired by the Secretary of the APKN. The Council is responsible for interacting with the APKN Secretariat and for initiating, organizing, and supporting APKN-related activities in their assemblies.

The Secretary General/Clerk of each member assembly is also expected to coordinate the activities of the parliamentary officials in their assembly who are requested to play an active role in the APKN activities.

In particular, the Council of Secretaries General is responsible for:

- coordinating the systematic collection of information and lessons from the experiences of their assembly and disseminating them to other members of the APKN;
- promoting a knowledge driven learning culture and raising awareness among parliamentary officials about the benefits of the adoption and use of modern tools for information management and knowledge sharing;

- supporting the exchange of information and documents among members by responding in a timely way to requests for information and documents from the Secretariat;
- initiating requests for information and documents on behalf of their assembly through the APKN Secretariat.

It is therefore important that in cooperation with the Secretary of the APKN, the Council of Secretaries General advises on the activities and the strategic planning of the APKN on an annual basis over and above supporting the organization of the activities of the APKN. For this reason the APKN secretariat is convening the Council to further refine the work plan and discuss ways and means of operationalising the decision of the APKN Plenary 2010. The Council also provides participants with opportunity to share and learn on current trends in parliamentary administration.

Goals

The APKN Council of Secretaries-General is set to attract the participation of representatives of all African Parliaments and is meant to provide a unique opportunity to shape the future direction of the APKN by providing policy and programmatic direction for the period 2012-2013. More specifically the Council will

- Establish the Steering Committee of the Thematic Groups and identify the priority areas for each of the Thematic groups as well as agree on the terms of reference for each group;
- Review the APKN Action Plan and identify priorities areas as well as assign responsibilities for the implementation of the different activities;
- Show case and promote the APKN Portal as the primary means of collaboration and exchange of information in the future,

Target Audience

The APKN Council of Secretaries-General will be attended by Secretaries General/Clerks and Parliamentary staff and officials.

It is also expected that knowledge partners working in the Parliamentary domain will attend the meeting as observers.

Expected Outcome

At the meeting participants will discuss the different proposals for activities and will have the opportunity to review good practices, exchange views on latest trends and institutional developments, learn from each other's experiences as well as build partnerships that will support the implementation of the APKN Plan of Action.

Languages

The working languages of the Meeting will be English, French, Portuguese and Arabic.

Venue

AICC Building in Arusha, Tanzania.

Organisation

The 2nd APKN Council of Secretaries-General is hosted by the East African Legislative Assembly (EALA) with support from the Africa i-Parliament Action Plan (UN/DESA), under the aegis of the Africa Parliamentary Knowledge Network.

Insurance - Liability

The conference organizers cannot be held liable for loss, injury or damage to any person or property or for any additional expenditure incurred due to changes, whatever the causes. Participants are advised to make their own arrangements for health and travel insurance.

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