

Africa Parliamentary Knowledge Network

Council of Secretaries General

27 and 28 October 2011 // East African Legislative Assembly, Arusha, Tanzania



12 September 2011

Excellency,

2nd APKN Council of Secretaries-General 27 - 28 October 2011

The APKN Secretariat is pleased to announce the convening of the **2nd APKN Council of Secretaries-General**. The event will be hosted by the East African Legislative Assembly with the support of the United Nations Department of Economic and Social Affairs (UN DESA) through the Africa i-Parliament Action Plan and will take place in Arusha, Tanzania on the **27th - 28th October 2011**.

The Africa Parliamentary Knowledge Network (APKN) was formally established at the International Conference on *Africa Parliamentary Knowledge Network* which took place in Cairo, Egypt, on 4 and 5 June 2008. The APKN was established with the aim of strengthening the information and knowledge management capacity of parliamentary administrations to better serve their institutions and members by promoting a continental level training and capacity building initiative for Members of Parliaments and parliamentary staff in the area of legislation, information and research, and information technologies.

The APKN Council of Secretaries-General provides a forum for the Africa Parliamentary Knowledge Network to meet, discuss and plan APKN activities and initiatives.

- Day One: the APKN Portal will be showcased and awareness raised about the benefits of the adoption and use of modern tools for information management and knowledge sharing.
- Day Two will be dedicated to establishing the Steering Committee of the Thematic Groups and to agree on the terms of reference for each group. The activities of the APKN cover the following thematic areas:
 - Policy Development
 - Parliamentary Processes
 - Information and Research
 - Communication and Public Information
 - Information and Communication Technology
 - Administration and Management

Against this background, we would like to invite your Assembly to join us at the **2nd APKN Council of Secretaries-General in Arusha, Tanzania**, and request that any suggestions of items for discussion at the Thematic Group session be sent to the APKN-Secretariat@parliament.gov.za

To ensure representation of all Parliaments, the Africa i-Parliament Action Plan of UN/DESA will cover the cost and travel of one delegate per Assembly (Secretary General or Clerk) to the conference on 27 & 28 October 2011, as per UN Rules. Parliaments are encouraged to include managerial staff in their delegation to the Council.

In order to proceed with practical arrangements UN/DESA must receive the following information/documents by the **23rd of September 2011** through the e-mail address: info@parliaments.info

1. A duly completed and signed participant form (attached) for the nominated staff member
2. A medical note/certificate stating that the delegate is in good health and fit to travel.

We hope that your Assembly will participate in this important endeavour through which leaders of African parliaments can take an active role in the development of an effective mechanism for regional collaboration and capacity-building in the parliamentary domain.

Please note that simultaneous interpretation will be provided in English, French, Portuguese and Arabic.

Attached to this letter is a Registration Form to be filled in by all participants and sent to info@parliaments.info We have also attached the Aide Memoire, Practical information, Request for Sponsorship and United Nations Participant Form.

Updated information on the programme and logistics can be found at:

www.apkn.org/arusha-2011

Sincerely,

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SECRETARY: APKN SECRETARIAT