MINUTES OF THE FIRST INAUGURAL BOARD MEETING HELD AT ANCEFA SECRETARIAT, DECEMBER 1, 2005: Dakar, Senegal.

Members present;
1. Jennifer Chiwela – Southern Africa Chairperson
2. Fred Mwesigye – Eastern Africa
3. Dung Pwol – Western Africa anglophone
4. Oumarou Ibro – Western Africa francophone
5. Deogratius Nzunogera – Central Africa
6. Gorgui Sow – ANCEFA Coordinator
7. Christophe Zoungourana – ANCEFA Secretariat
8. Andiwo Obondoh – ANCEFA Secretariat

Agenda Items
1. ANCEFA Strategic plan
2. Revised constitution
3. Operational & HR Manual
4. Operations of the new Board
5. Finance report
6. Re-organizing the Regional Secretariat
7. Review of UNESCO report – Dakar+5
8. AOB

Min 1/12/05 ANCEFA Strategic Plan

1.1 The Board mandated Andiwo and Matarr Baldeh of Gambia to finalize the three year plan in the next two weeks. The Board should by the end of the second week draft plan for review, after which they will give feedback/comments within 3 days. The secretariat is expected to pull together proposal for CEF by end of December, 2005.

1.2 The meeting outlined the components of the proposed plan thus;
   • **Section one;** introduction, executive summary, context of EFA campaign, and linkages with national coalitions.
   • **Section two;** about ANCEFA (who we are plus new ANCEFA management structure), mission, vision, goals, objectives and strategies.
   • **Section three;** EFA issues, campaign focus/priorities and partnership principles.
   • **Section four;** action plan and budget.

1.3 It was resolved that the plan must be informed by sub regional plans and strategies firmed up during the joint consultations in 2004, ongoing advocacy work and the priorities agreed on in the just concluded GA.

1.4 The Coordinator informed the meeting of the new UNESCO initiatives around HIV/AIDS, LIFE and Teachers and underscored the need for ANCEFA members to
engage effectively in these processes. It was further noted that both BREDA and CCNGO fully recognize ANCEFA and are ready to work with CSOs at the national level through ANCEFA. On this point the meeting made the following decisions:

- That the regional secretariat prepares full information on these initiatives for sharing with all the member coalitions, urging them to plan for advocacy activities around these areas, monitor funds flowing into their respective countries and link their members working in such areas with UNESCO sub regional and national offices.
- That at the regional level, ANCEFA should develop its own advocacy programmes and factor these in the proposed three year strategic plan.

Min 2/12/05 Revised Constitution

2.1 The reforms adopted by the Assembly should feed into the constitution and the other policy documents under preparation – operational and HR manuals.

2.2 The meeting mandated Fred to finalize the revisions in the next two weeks and circulate to the board.

Min 3/12/05 Operational and HR Manuals

3.1 The draft HR manual prepared by Fred on behalf of ANCEFA members was presented and adopted. Members then agreed to take the draft home, read through it and give feedback to Fred within one week. In the review members agreed to pay particular attention to Chapters 2 and 3, dealing with recruitment procedures, staff establishment, conditions and remuneration.

3.1 The secretariat will translate the drafts into French for members from Burundi and Niger. The secretariat will further cross check and ensure that the HR document is consistent with international HR standards and local labor regulations in Senegal as our host country.

3.2 For the operational/financial management manual in use now, the secretariat will forward copies (via email) to all board members in the next two weeks.

Min 4/12/05 Operations of the new Board

Appointment of external board members;

4.1 The board asked the secretariat to send out notices to all member coalitions calling for nominations within the 1st week of December. A reminder or second notice should be sent out again in the 1st week January 2006, after the Christmas break.

4.2 Each coalition will only have to present one nominee for each slot or category i.e. teacher unions, media, academia and human rights activist.
4.3 Nominations will be closed by 31st January, 2006; after which date the regional secretariat will not receive any more nominations. Within the two weeks of February the secretariat will be expected to prepare a shortlist of 5 candidates for each of the four categories. The final selection by the board will be concluded by end of February.

Business Meetings of the Board

4.4 The board will have one face to face meeting every year and by teleconference monthly. The monthly telephone meetings will however depend on availability of resources. The face to face meetings will follow the schedule set here below:

- 2006 – Dec/Jan
- 2007 – Dec/Jan
- 2008 – Sept/Oct

4.5 Given that ANCEFA General Assemblies will usually be held in November, (every three years) the financial calendar will now hence forth change to begin in September and end in October of each year.

Min 5/12/05 Finance Report

5.1 As resolved by the GA, the board mandated the secretariat to, as a matter of urgency, move to hire a finance expert to go through finance records and prepare proper books of accounts. These should then be subjected to audit by a reputable audit firm. The selection of the audit firm will be done by the board with guidance from the secretariat. Properly reported and audited accounts are therefore expected to be ready by mid January, 2006.

Min 6/12/05 Reorganizing the Regional Secretariat

6.1 The first step towards this direction will be an organizational development and capacity audit. The secretariat will immediately prepare terms of reference and initiate the process of sourcing for an OD expert to carry out this exercise. The budget for this work be re-allocated from existing funds with permission from CEF.

6.2 The final phase of this OD process will be a board face to face meeting (proposed for December 14, 2005 in Nairobi) to review/discuss and approve the report for implementation. This report is expected to review organizational and staff needs of ANCEFA and recommend proper staff establishment, ranking/reporting arrangements as well as salaries and perks for each position. As a result, all personnel and staff issues will be dealt with during or after this conclusion of this process. The OD report will be submitted to ANCEFA board in early January 2006.

6.3 Operational and HR manuals will all have to be reviewed after the OD review process is complete.

Min 7/12/05 UNESCO Report – Dakar+5 review
7.1 The members thanked Octive of Actionaid Nigeria for doing a quick but good critique of the report during the Assembly. The notes presented by Octive should just be improved on to form the basis of a more formal and informed critique by ANCEFA.

7.2 The regional secretariat will send out notice to all member coalitions to conduct their own reviews of the Dakar+5 report with the month of December, which will be synthesized and consolidated to form official ANCEFA response to the document to be prepared no later than mid January 2006.

Min 8/12/05 AOB

There being no any other business the closed at 3.00 pm

Signed this day/date as the true reflections of the deliberations of the Board during its first inaugural meeting.

Secretary __ Mr Gorgui SOW____________________________ Date Dakar December 02nd 2005________________________

Chairperson __ Mrs Jennifer Chiwela_______________________ Date Dakar December 02nd 2005________________________