



# NASLA 2021 Seminar Catalogue

**NASLA** *le creuset du Développement Local...  
the bedrock of Local Development...*



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Directeur Général / Director General

# NASLA, the bedrock of Local Development...

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The creation of the National School of Local Administration (NASLA), demonstrates the will of the Head of State, H.E. Paul BIYA, to make professional training one of the main pillars of decentralisation and development in Cameroon.

Professional Training is therefore asserting itself today in our Regional and Local Authorities (RLAs) as a means of developing the necessary skills to meet the challenges of making Cameroon, an emerging country, united in its diversity by 2035.

Committed to providing each RLA with quality human resources, NASLA stands as the Bedrock of local development by encouraging and promoting the professional development of trainees, and above all, the management methods of RLAs.

We are positioning our school as the only public institution in sub-Saharan Africa, set up by a State to train personnel for RLA's.

Our mission is to guarantee professional training in the areas of competence and specialities of Local Administration, in accordance with the guidelines defined by the Government.

To this end, NASLA has as objective to combine the acquisition of technical knowledge, know-how and skills through :

- Diploma Initial Training;
- In-service Training;
- Specific Training.

Sharing experience and expertise now plays a major role in the development

of our RLAs. Our ambition is to succeed in changing our approach to professional practices and to place knowledge at the service of success through our Research and Documentation Centre.

Committed, NASLA places ethics at the centre of its approach. We respect the principles of good governance, and we intend to maintain formal relationships with all our partners (Ministries, RLAs, Technical and Financial Partners, etc.) in an environment of strong expectations from both local actors and society as a whole.

Our vision is to make NASLA an Institute of Advanced Studies for training in skills needed for urban development, ranging from the design of local public policies, to the administration of services and the maintenance of habitable spaces.

This ambition requires the mobilisation of all efforts and components involved in the implementation of the Head of State's determination in terms of decentralisation.

We are aware of the challenges, but firmly optimistic about the ability of our team members to meet them with the benevolent support of our supervisory authorities, the Ministry of Decentralisation and Local Development and the Ministry of Finance.

2021 therefore, ultimately marks a decisive starting point for an adventure that we hope will be a beautiful and happy one.

**Happy New Year to you all !!!**

# Administrative Law and Institutions

Themes and Modules			Target - Audience	Duration	Cost *	Venue
Modules	Administrative Law and Institutions	Content Items	March-April	(Days)	Per person (F CFA)	
NS01 2021	State Supervision and Advisory Support to Regional and Local Authorities	Supervisory Authority. Powers of the Supervisory Authority. Collaboration between RLAs and Deconcentrated State Services (DSS). The administrative jurisdiction: missions and procedures in matters of supervision	RLA executives, Representatives of the State, RLA Officials (Secretaries General, Treasurers, Assistant Municipal Treasurers, Administrative and Finance Officials), and Officials of deconcentrated State services of the State.	03 Days	300 000	NASLA BUEA
NS02 2021	The Special Status of the North-West and South-West Regions	Modalities of the Special Status of the North-West and South-West Regions. Role and missions of key stakeholders and bodies (Executive and Deliberative). Role of the Public Independent Conciliator (PIC). Impeachment procedure. Role of traditional chiefdoms in the special status	Locally elected Officials, State Representatives, RLA Officials, Officials of deconcentrated state services, Development Mission Managers, Parliamentarians and Traditional Rulers.	03 Days	300 000	NASLA BUEA
NS03 2021	Administrative Acts of RLAs and Administrative Litigation	Applied Administrative Writing. Drafting of statutory acts (deliberations, decrees, decisions, etc.). Liaison documents, internal and external information documents. Judicial Organisation. Litigation procedures applied to Administrative Acts and Contracts of RLAs	RLA Executives, Officials of the Administrative and Legal Services of RLAs, Magistrates and State Representatives	07 Days	700 000	NASLA BUEA
NS04 2021	Administrative Contracts and Public-private Partnership Agreements in RLAs	Definition, types, objectives, principles and conditions of Administrative Contracts and Public-Private Partnership Agreements. Procedures for awarding, executing and supervising contracts. Tax, Financial and Accounting System for Administrative Contracts and Public-Private Partnership Contracts. Causes of cessation (normal cessation, cessation at the initiative of the public entity, cessation ordered by the judge)	Locally elected officials, RLA officials (administrative and finance services, technical and legal services), members of tender boards, members of deconcentrated state services and representatives of the State.	07 Days	700.000	NASLA BUEA
NS05 2021	Public Contracts in RLAs	Rules. Regulation of Public Contract System. Contract Award Stakeholders. Organisation and functioning of Tender Boards. Preparation of invitation to Tender Documents (DAO), Requests for Position (RFP) and Invitation to Tender (ITT). Award, Execution and Follow-up of Public Contracts Reception of Contracts, Management of Appeals.	Locally elected officials, stakeholders in the process of awarding and supervising public contracts, members of the Tenders Board, Municipal Treasurers and SCS officials of Public Contracts.	10 Days	1.000.000	NASLA BUEA
NS06 2021	RLA transferred competences	Nature and content of transferred competences. Coordination of competences between Regions and Councils. Coordination of competences between city councils and Subdivisional councils. Execution of the transferred competences. The relationship between the deconcentrated services of the State. Follow-up of transferred resources	Locally elected officials, RLA officials (Secretaries General, treasurers, authorities, administrative and financial officials), officials of local development committees, officials of the civil society, officials of deconcentrated state services and state representatives.	03 Days	300 000	NASLA BUEA
NS07 2021	Decentralisation Law and Legal environment of RLAs	Legal framework of decentralisation. General Code of RLA Local taxes, Legal and regulatory texts on transfer of competence, management of resources, etc.	RLA Executive members, RLA Officials (Secretaries General, Treasurers, Assistant Municipal Treasurers, Administrative and Finance Officials), Officials in charge of deconcentrated state services	05 Days	500.000	NASLA BUEA
NS08 2021	State-owned Land Tenure	Types of land Public property Management procedures of National Property Management procedures of private property of a legal entity governed by public law	RLA Executive Members, RLA officials, traditional rulers, State officials, officials of deconcentrated state services and civil society officials.	07 Days	700.000	NASLA BUEA

**N.B. :** \* This amount is calculated with tax and it covers the individual training fees and the provision of working documents, both hard and soft, as well as the following accessories : file jackets, pens, jotters, USB flash drives, etc. In addition, it covers rents for the hall and refreshment (a coffee break and lunch will be offered, each day, to participants). Each participant is however expected to cater for his/her lodging.

# Governance of Regional and Local Authorities (RLA)

Themes and Modules		Target - Audience	Duration	Cost	Venue	
Modules	Governance of Regional and Local Authorities (RLA)	Content Items	May	(Days)	Per person (F CFA)	
NS09 2021	Local Governance	Statute, missions and roles of RLAs; Principles of governance; Stakeholders in governance; Civic participation; Gender and development; Administrative ethics and deontology; Protection of Public Assets	Locally elected officials, RLA officials, officials in charge of deconcentrated state services, civil society officials and state representatives.	07 Days	700 000	NASLA BUEA
NS10 2021	Administrative writing	Administrative Style Requirements. Rules for preparing administrative documents.	Locally elected officials, RLA officials, officials in charge of deconcentrated state services, State representatives	05 Days	500 000	NASLA BUEA
NS11 2021	Deontology, Ethics and Regime of the Responsibilities of RLA staff	Public service values. Rights and duties of public officials and rules of professional ethics and deontology in the era of Internet and ICT expansion. Disciplinary regime, sanctions and rewards for RLA staff. Disciplinary, civil and criminal responsibility regime for RLA staff. Advocacy of the interests of RLAs in court	Locally elected officials, RLA officials, officials in charge of deconcentrated state services, civil society officials, members of local development committees and state representatives.	05 Days	500 000	NASLA BUEA
NS12 2021	Protection of Public Wealth	Principles of good governance. Regime of civil and criminal responsibility pertaining to the status of Authorising Officer and accountant of public funds, both at national and local level.	Local executive members, RLA officials, officials of the deconcentrated services of the State and State representatives	05 Days	500.000	NASLA BUEA
NS13 2021	Elaboration, Implementation and evaluation of Local Public Policies	Theoretical and practical tools for understanding the importance, nature and limits of public policies. Identify the actors, processes and methods leading to the development of good public policies. Be able to conceive and implement a public policy as well as an efficient follow-up and evaluation mechanism. Ensure the management of a public policy evaluation, use and enhance the outcomes of this evaluation.	Locally elected officials, RLA officials, officials in charge of deconcentrated state services, traditional rulers, civil society officials and state representatives.	05 Days	500.000	NASLA BUEA
NS14 2021	Decentralised cooperation, Inter-council Cooperation, and State-RLA contract plans	Master the legal framework and practice of inter-council cooperation as well as the rules and techniques of negotiation and drafting State-RLA performance contracts.	Locally elected, RLA officials, officials in charge of deconcentrated state services, State representatives	05 Days	500.000	

# Public Finances and Local Taxation

Themes and Modules			Target - Audience	Duration	Cost	Venue
Modules	Public Finances and Local Taxation	Content Items	June	(Days)	Per person (FCFA)	
NS15 2021	Local Taxation and Tax Litigation	Local tax identification. Real estate taxation. Tax proceedings; Techniques for issuing and collecting local taxes and duties; RLA Tax obligations; Tax litigation.	Local Executive Members, Administrative and Financial Officials of RLAs, Treasurers, Financial Controllers, MINFI tax assessment services	10 Days	1 000 000	NASLA BUEA
NS16 2021	Budgetary Practices in RLAs	Prepare, implement and evaluate the budget of RLAs	Local Executive Members, Administrative and Finance Officials of RLAs, Treasurers, Financial Controllers, MINFI tax assessment services	07 Days	700 000	NASLA BUEA
NS17 2021	Audit and management control in RLAs	Establishing and monitoring a budgetary process. Analysing and correcting variances. Financial and economic simulations. Strategic and dynamic analysis of the organisation's costs. Implementation and analysis of social management control tools. Project Management Control. Setting up, analysing and monitoring of dashboards Investment choices. Internal audit in an international context (IFRS standards). Introduction to Financial Auditing and familiarisation with the audit process. General audit framework, understanding the auditor's role, the legal and regulatory framework in which the auditor operates and the specificities of the audit engagement, from planning to report writing	Locally elected officials, administrative and financial officials of RLAs, treasurers, financial controllers, civil society officials, parliamentarians, officials in charge of deconcentrated state services and state representatives.	10 Days	1 000 000	NASLA BUEA
NS18 2021	Financial and Budgetary Management of RLAs	RLA Accounting Mechanisms for budget preparation, implementation and monitoring. Sources of funding, Mobilising and securing financial resources. Rationalisation of expenditure	RLA Executive members, RLA officials (Secretaries General, Treasurers, Assistant Municipal Treasurers, Administrative and Financial Officials) RLA officials in charge of deconcentrated state services and State representatives.	07 Days	700.000	NASLA BUEA
NS19 2021	Financing of RLAs and Debt Management	Types of resources. Mobilisation of resources. Funding sources Evaluation of indebtedness. Management of debt; depreciation; Financial markets	Locally elected officials, officials in charge of economic and technical services of RLAs, officials in charge of the deconcentrated services of the State.	05 Days	500.000	NASLA BUEA

# Accounting and Financial Performance in RLAs

Themes and Modules			Target - Audience	Duration	Cost	Venue
Modules	Accounting and Financial Performance in RLAs	Content Items	July	(Days)	Per person (FCFA)	
NS20 2021	Auditing of Accounts: the administrative account of RLAs	Preparing and Producing the Administrative Account and its addenda. The authorising officer's liability regime. Sanctions regime applicable to authorising officers of RLAs. Practice of Accounting software	Executive members of RLAs. RLA officials (Secretaries General, Heads of General Affairs and Administrative and Financial Services). Financial controllers. Officials of State Control Services	07 Days	700 000	NASLA BUEA

# Accounting and Financial Performance in RLAs

Themes and Modules			Target - Audience	Duration	Cost	Venue
Modules	Accounting and Financial Performance in RLAs	Content Items	July	(Days)	Per person (FCFA)	
NS21 2021	Auditing of Accounts: the management account of RLAs	Preparing and Producing the Management Account and its addenda. The organisation and functioning of the accounting station. Quality of supporting documents. The accountant's liability regime. Further development of the Sim_ba software. The liability regime of the public accountant. Sanctions regime applicable to RLA accountants. Practice of Accounting software	Executive members of RLAs. RLA officials (Municipal Treasurers, Assistant Municipal Treasurers, etc.). Officials of the Audit Bench	07 Days	700 000	NASLA BUEA
NS22 2021	Accounts Litigations	Auditing system of council accounts. The responsibility regime of the public accountant. Organisation and competences of audit courts. Rules of referral and proceedings applicable before the audit courts. Sanctions regime applicable to RLA accountants. Implementing decisions of the Audit Bench	Executive members of RLAs. Officials of RLAs (legal services officials, Treasurers, etc.) and officials of the Audit Bench	07 Days	700 000	NASLA BUEA
NS23 2021	Organisation and functioning of the accounting stations of RLAs	Presentation of the following concepts: State Treasury and its organisation in Cameroon; The Accounting station and the regime of responsibility of the public accountant, and the autonomy of accounting stations in RLAs. Creation of a link between the accounting stations of RLAs and their technical supervisory authority. The organisation of accounting stations before and after the 2013 reform and the place of these stations in the institutional framework of RLAs. Operational procedures of the services of accounting stations of RLAs as well as attached revenue collection and impress fund posts.	RLA Officials (Treasurers, Authorities) and Officials of the Audit Bench	03 Days	300 000	NASLA BUEA

# Local Economic Development

Themes and Modules			Target - Audience	Duration	Cost	Venue
Modules	Local Economic Development	Content Items	August	(Days)	Per person (FCFA)	
NS23 2021	Local Economic Development	The concepts of development and development model. Definition, challenges and characteristics of local development. Local development actors. The dimensions of local development. Local development experiences	RLA Executive members, RLA officials (economic services)	05 Days	500 000	NASLA BUEA
NS24 2021	Social and Solidarity-based Economy	Founding Principles of Social and Solidarity-based Economy. Representative bodies of social and solidarity-based economy (mutual funds, associations, CIGs, foundations) An economy based on redistribution and reciprocity. Sectors of SSE activities. Governance and evaluation of SSE. Social Innovations and Statistical Sources in SSE.	RLA Executive members, RLA Representatives (economic and social services)	05 Days	500 000	NASLA BUEA

# Local Economic Development

Themes and Modules			Target - Audience	Duration	Cost	Venue
Modules	Développement Economique Local	Content Items	August	(Days)	Per person (FCFA)	
NS25 2021	PPBM Chain, Prospective and territorial planning	Strategic vision Planning. RLA Performance Project. Medium Term Expenditure Frameworks (MTEF) and Medium Term Budget Frameworks (MTBF). Follow-up and Evaluation programmes. Preparation of Council Development Plans (CDP) and Regional Development Plans (RDP) Role of the Planner. Diagnostic and Data exploitation Conduct and Analysis of Studies. Development of Prospective Studies. Prepare budget and implement a Plan (project approach). Highlight the relationship between demography and development. Develop cooperation and partnership. Manage a Monitoring and Evaluation process (content, indicators and methods)	RLA Executive members, RLA officials, officials in charge of decentralized state services	10 Days	1 000 000	NASLA BUEA
NS26 2021	Territorial Marketing	Diagnosis of strengths and cohesion of its territory. Analyse contracts. Study of business environment. Assess its competitive position in terms of territorial offer. Analyse territorial supply in terms of demand. Definition of its strategic choices. Definition of its plan of action based on marketing mix Action planning	RLA Executive members, RLA officials (economic services)	07 Days	700.000	NASLA BUEA

# Management of RLAs

Themes and Modules			Target - Audience	Duration	Cost	Venue
Modules	Management of RLAs	Content Items	September	(Days)	Per person (FCFA)	
NS27 2021	Identification, Development and Project Management in RLAs	The Basics of Project Management (project cycle, elements of project maturity, socio-environmental, sector-based, technical, economic and financial conformity assessment). Setting up a business plan. The management of human resources and organisation. Driving change. Managing innovation. Operational planning. Risk Management in Projects. Negotiation in projects. Project and Programme Audit. Project Simulation.	RLA Officials (Technical and Social Services), Members of Local Development Committees and Civil Society	07 Days	700 000	NASLA BUEA
NS28 2021	Human Resource Management of RLAs	Labour Law; GPEC Staff Recruitment. Personnel career management. Social Protection of the employee. The Disciplinary System. Payroll Management. Professional relationship and social environment. Conflict Prevention and Management	RLA executive members, RLA officials (Secretaries General, HR officials, Treasurers, Assistant Treasurers, Administrative and Financial Officers), Heads of Decentralized state Services, NASLA and State Representatives.	07 Days	700.000	NASLA BUEA
NS29 2021	The Management of Local Public Services	Principles of Public Service Management (continuity, permanence, equality, adaptability, neutrality). Management procedures (governance, delegation), Report on local public services and Decentralized State Services	RLA executive members, RLA officials (Secretaries General, Treasurers, Assistant Municipal Treasurers, Administrative and Financial Officers) RLA officials in charge of decentralized state services.	05 Days	500.000	NASLA BUEA
NS30 2021	Management of Mineral Resources	Legislation on Mineral Substances. Management procedures for mineral resources. Stakeholders in the management of mineral resources	RLA Executive members, RLA Officials (Secretaries General, Treasurers, Municipal Treasurers, Administrative and Financial Officials),	05 Days	500 000	NASLA BUEA

# Space Management, Civil Protection and Security in RLAs

Themes and Modules		Target - Audience	Duration	Cost	Venue	
Modules	Space Management, Civil Protection and Security in RLAs	Content Items	October	(Days)	Per person (F CFA)	
NS31 2021	Civil Protection, Disaster and Pandemic Management	Types of Natural and Non-Natural Disasters. Mechanisms for risk and disaster prevention. Management of disasters, hazards, emergencies, vulnerabilities and risks. Phases of the disaster management cycle. Preparing and implementing specific risk prevention and emergency response plans in the event of a disaster. Stakeholders in civil protection. Financing of civil protection. Human and material resources of civil protection	RLA Executive members, RLA officials (Secretaries General, administrative and technical services), representatives of the state and civil society.	07 Days	700 000	NASLA BUEA
NS32 2021	Municipal and Special Police	Missions of the Council police. The powers of the Mayor in matters of council policing. Organisation and functioning of the council police service. Relationship between the council police and law enforcement authorities. Interactions between the Representative of the State and the Mayor in council policing. Council police in urban agglomerations	Representatives of the State, Mayors, council police officials, Maintenance of Law and Order Officers and civil society	05 Days	500 000	NASLA BUEA
NS33 2021	Urban and Rural Planning	Issuance of urban planning instruments. Preparation, implementation and monitoring of urban planning documents. Management of transport networks and urban mobility. Creation and management of green spaces. Urban development operations	RLA Executive Members, RLA Officials (Technical Services)	10 Days	1 000 000	NASLA BUEA
NS34 2021	Sustainable development and local development in RLAs	History, definition and indicators of sustainable development. Presentation of sustainable development objectives. Economic foundations of sustainable development. Presentation of the legal framework for environmental protection. Historical reference points on the issue of climate change. Main social challenges on climate change. The issue of sustainable development in relation to international crises. Main challenges of sustainable development in the development of cities and buildings. Relationship between Social Justice issues and Sustainable Development. Non-State regulatory instruments. Environmental assessments as part of the implementation of development and infrastructure projects. Territorial planning in sustainable development	RLA Executive members, RLA officials (Technical Services), Officials of the decentralized services of the State, Representatives of the State, traditional rulers, civil society and members of local development committees.	10 Days	1 000.000	NASLA BUEA
NS35 2021	Waste Management	Environmental protection legislation. Hygiene and sanitation. Circular economy. Solid and liquid waste management and recycling techniques	RLA Executive Member sand RLA Officials (Technical Services), Heads of hygiene companies, traditional rulers, neighbourhood/block chiefs, members of local development committees, representatives of the State, etc.	07 Days	700.000	NASLA BUEA

# Local policies and development of services to the population

Themes and Modules		Target - Audience	Duration	Cost	Venue	
Modules	Local policies and Development of Services to the Population	Content Items	November	(Days)	Per person (F CFA)	
NS36 2021	<b>Social Policies and the Fight against Exclusion</b>	Analysis and management of social policies related to employment, housing, assistance to the needy, assistance to sensitive and vulnerable groups, etc. Water, sanitation, electricity, education, health, arts and culture, sport, tangible and intangible assets, etc. Techniques and tools for managing minority, gender and parity issues	RLA Executive Member sand officials of RLAs (social services), officials of deconcentrated state services, officials of real estate civil societies and State representatives.	07 Days	<b>700 000</b>	NASLA BUEA
NS37 2021	<b>Management and Securing of Civil Status Documents</b>	Legislation on civil status. Keeping civil status registers. Procedures for issuing civil status documents. Optimisation of civil status registration records. Interactions between RLAs and courts, the National Civil Status Bureau (BUNEC), health facilities and traditional chiefdoms Relationship between RLAs and Secondary Civil Status Centres.	RLA Executive Members, RLA Officials ( Secretaries General, Civil Status Secretaries), Officials and Secretaries of Secondary Civil Status Centres, traditional rulers, Heads of Health Facilities	05 Days	<b>500 000</b>	NASLA BUEA
NS38 2021	<b>Reception and social integration of Refugees in RLAs</b>	Types and legal framework of refugees. Reception modalities for refugees. Limits of humanitarian solidarity. The living conditions of the refugees. Professional integration of refugees and challenges to labour market integration. Refugee integration measures and indicators. Integration of refugee children into the school system. Refugee health issues. The contribution of civil society and entrepreneurship to the integration of refugees.	Locally elected officials, RLA officials (Secretaries General, Heads of social services), law enforcement officials, civil society officials, traditional rulers, heads of deconcentrated state services, State representatives.	07 Days	<b>700 000</b>	NASLA BUEA
NS39 2021	<b>Management of Basic Social Services (hospital training, cultural, youth and animation services, education)</b>	Knowledge of social services. Construction procedures, equipment and management of social services. Direct management Direct-management + inter-councill management introduced by the Code. Mixed economy, public corporation. Staff Recruitment Procedures	RLA executive members, RLA officials (Secretaries General, Treasurers, Assistant Municipal Treasurers, Administrative and Finance Officials) and RLA officials in charge of deconcentrated state services.	05 Days	<b>500.000</b>	NASLA BUEA
NS40 2021	<b>Documentation and Archive Management in RLAs</b>	Management rules and techniques for the predictive and administrative management of mails, documentation and physical and digital archives.	RLA Executive Members, and RLA Officials.	05 Days	<b>500.000</b>	NASLA BUEA
NS41 2021	<b>Sports, culture and local development</b>	Ability to handle the concepts of sports, culture and territory. Creation, Development and Maintenance of sports and cultural infrastructures The impact of sport and culture on business growth, job creation, the enhancement of RLA reputation, the promotion of community living, discipline, teamwork and social welfare. The sports and cultural industry	RLA Executive members, RLA officials (Secretaries General and RLA social services) and officials of the deconcentrated state services.	05 Days	<b>500.000</b>	NASLA BUEA

# Communication

Themes and Modules			Target - Audience	Duration	Cost	Venue
Modules	Communication	Content Items	December	(Days)	Per person (F CFA)	
NS42 2021	<b>Mediation and Conflict Management in RLAs</b>	Definition, types and causes of conflict. Attitudes towards conflict. The actors of the conflict. The raison d'être of a conflict prevention and management system. Tools for the analysis, prevention and resolution of conflicts Mediation Techniques, Process and Conditions. The MESAAN method (best alternative to the negotiated agreement)	RLA Executive members, RLA officials, State representatives and officials of the deconcentrated services of the State	05 Days	500 000	NASLA BUEA
NS43 2021	<b>Managing Meetings, Communication and Negotiation</b>	Process of preparation, control and follow-up (through traditional and virtual channels) of meetings, with a view to seeking efficiency. Rules and techniques for oral and written communication (communiqués). Communicating in times of crisis. General principles of crisis management. The four essential elements of good communication. Develop a negotiation strategy. Manage the mandate and quantitative negotiations. Negotiating in crisis situations	RLA Executive members, RLA officials, State representatives and officials of the deconcentrated services of the State	07 Days	700 000	NASLA BUEA
NS44 2021	<b>Event Management in the RLAs</b>	Introduction to the event concept. Cultures, labels and protocols. Event logistics. Introduction to IT tools in event production. Resource planning. Supplier-customer communication. Service offer. Presentation of project plan. Event marketing. Project management. Website design and scripting. Coordination of event. Post-event activities. Human Resources Management	RLA Executive members and RLA officials (Economic and Social Services)	07 Days	700 000	NASLA BUEA



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