

DECREE No. 2022/3200 /PM OF 31 MAI 2022
ON THE ORGANISATION AND FUNCTIONING OF THE NATIONAL
CENTRE FOR THE PRODUCTION AND DISTRIBUTION OF YOUTH
DOCUMENTATION.-

THE PRIME MINISTER, HEAD OF GOVERNMENT,

Mindful of the Constitution;

Mindful of Decree No.92/089 of 4 May 1992 to specify the duties of the Prime Minister, as amended and supplemented by Decree No.95/145-a of 4 August 1995;

Mindful of Decree No. 2011/408 of 9 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/191 of 2 March 2018;

Mindful of Decree No. 2012/565 of 28 December 2012 to organize the Ministry of Youth Affairs and Civic Education;

Mindful of Decree No. 2019/001 of 4 January 2019 to appoint a Prime Minister, Head of Government,

HEREBY DECREES AS FOLLOWS:

CHAPTER I
GENERAL PROVISIONS

ARTICLE 1.- This decree establishes the organization and functioning of the National Centre for the Production and Distribution of Youth Documentation “CNPDDJ”, hereinafter referred to as the “Centre”.

ARTICLE 2.- (1) The Centre shall be a structure attached to the Ministry in charge of Youth Affairs.

(2) Its mission shall be to produce and distribute documentation for the youth.

In this respect, and with line ministries, it shall be in charge of:

- collecting information and other available documents on youth from any administration;
- distributing all information necessary for the development of youth, including their social, cultural, and economic integration;
- producing documentation for youth in English and French;
- producing and publishing reports on the actions carried out by the youth;

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- putting in place mechanisms to facilitate youth access to documentation and promote reading;
- contributing to the elaboration of theoretical and methodological tasks, concerning the operationalization and development of a national documentation strategy within the Ministry of Youth Affairs and Civic Education;
- designing, implementing and maintaining a documentary portal;
- evaluating the reading of documents produced by the youth and proposing actions to improve the results obtained;
- developing partnerships in the area of youth-related documentation.

CHAPTER II **ORGANISATION AND FUNCTIONING**

ARTICLE 3.- (1) Placed under the authority of a Chief of Centre, the Centre shall include four (4) services, as follows:

- a Documentary Production Service;
- a Communication and Documentary Distribution Service;
- a Forecast and Cooperation Service;
- a General Affairs Service.

(2) The Centre shall carry out its missions in conjunction with the technical structures of the Ministry in charge of Youth, the other line ministries and the Regional and Local Authorities.

SECTION I **DOCUMENTARY PRODUCTION SERVICE**

ARTICLE 4.- (1) Headed by a Service Head, the Documentary Production Service shall mainly be responsible for:

- the collection of information and other available documentary resources dealing with youth issues from various administrations;
- the analysis and processing of documentation ;
- the design, development and production of documentation for the youth;
- the analog, digital and Braille reproduction of documents, as well as their conversion;
- the prevention of damage to documents ;
- the restoration of physical and digital documents.

(2) It shall be comprised of:

- the Documentary Production and Publishing Unit ;
- the Documentary Collection and Restoration Unit.

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ARTICLE 5.- Under the authority of a Bureau Head, the Documentary Production and Publishing Unit shall be responsible for:

- the design, development and production of the Centre's documents, in accordance with its missions;
- the analog, digital and Braille reproduction of documents, as well as their conversion;
- the definition and implementation of the publishing project.

ARTICLE 6.- Under the authority of a Bureau Head, the Document Collection and Restoration Unit shall be responsible for:

- the collection of documents and information related to youth issues;
- the analysis and execution of maintenance, consolidation and restoration operations of physical and digital documents;
- the identification of the causes of deterioration and wearing-out of documents, as well as examine conservations means.

SECTION II

COMMUNICATION AND DOCUMENTARY DISTRIBUTION SERVICE;

ARTICLE 7.- (1) Headed by a Service Head, the Communication and Documentary Distribution Service shall mainly be responsible for :

- the establishment of a documentary distribution system for the youth, in relation with the Communication Unit and the Computer Unit of the Ministry of Youth Affairs and Civic Education, and Local Authorities;
- the development and implementation of a strategic communication plan;
- the management and animation of the media library;
- the administration of the Centre's documentary portal;
- the constitution of archives.

(2) It shall be made up of:

- the Communication Unit;
- the Documentary Distribution Unit.

ARTICLE 8.- Under the authority of a Bureau Head, the Communication Unit shall be responsible for:

- the administration of the Centre's documentary portal;
- the development and implementation of the Centre's communication strategy;
- the promotion of the Centre's brand image.

ARTICLE 9.- Under the authority of a Bureau Head, the Documentary Distribution Unit shall be responsible for:

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- the setting up of a documentary distribution system for youths;
- the management and animation of the media library;
- the constitution of archives.

SECTION III **FORECASTS AND COOPERATION SERVICE**

ARTICLE 10.- (1) Headed by a Service Head, the Forecasts and Cooperation Service shall be mainly responsible for:

- forecasts in youth documentation;
- evaluating how youth are reading the documents produced by the Centre and propose actions to improve the results obtained;
- Conducting thematic studies for the development of youth documentation;
- searching for partnerships in the production and distribution of youth documentation.

(2) It shall be made up of:

- the Studies and Forecasts Unit;
- the Cooperation Unit.

ARTICLE 11.- Under the authority of a Bureau Head, the Studies and Forecasts Unit shall be responsible for:

- forecasts on youth documentation ;
- evaluating how youth are reading the documents produced by the Centre and propose actions to improve the results obtained;
- Conducting thematic studies for the development of youth documentation;


ARTICLE 12.- Under the authority of a Bureau Head, the Cooperation Unit shall be responsible for:

- the development and monitoring of partnerships for the production and distribution of youth literature;
- the promotion of the Centre's activities.

SECTION IV **GENERAL AFFAIRS SERVICE**

ARTICLE 13.- (1) Headed by a Service Head, the General Affairs Service shall be mainly responsible for :

- mail management ;
- staff management ;
- the preparation and execution of the Centre's budget;

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- accounting and maintenance of the Centre's assets.

(2) It shall include:

- the Reception, Mail and Orientation Unit;
- the Administrative and Personnel Affairs Unit ;
- the Budget, Equipment and Maintenance Unit.

ARTICLE 14.- Under the authority of a Bureau Head, the Reception, Mail and Orientation Unit shall be responsible for:

- the reception, information and orientation of users;
- the reception, registration, sorting and transmission of mail;
- the conservation and filing of signed documents;
- the reproduction and distribution of any other service material.

ARTICLE 15.- Under the authority of a Bureau Head, the Administrative and Staff Affairs Unit shall be responsible for:

- the management of the Centre's legal affairs ;
- the preparation and formatting of the common documents submitted to the Centre Manager for approval;
- staff management and discipline of the Centre;
- the training of staff.

ARTICLE 16.- Under the authority of a Bureau Head, the Budget, Equipment and Maintenance Unit shall be responsible for:

- the development and implementation of the Centre's budget;
- monitoring the execution of the Centre's financial commitments;
- the centralization of the Centre's material and equipment needs;
- monitoring the conclusion and execution of contracts for the acquisition of materials and equipment;
- the maintenance, upkeep and security of the Centre's material and equipment;
- advice and assistance in the acquisition of equipment;
- the cleanliness of the Centre's premises and their surroundings.

CHAPTER III **FINANCIAL AND ASSET PROVISIONS**

ARTICLE 17.- (1) The Centre's resources shall come from:

- the annual budget of the Ministry in charge of Youth Affairs;
- specific allocations from the State;
- funds generated by the Centre's activities.

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(2) The resources of the Centre shall be public funds, managed according to the financial system of the State and the rules of public accounting.

ARTICLE 18.- (1) The Minister in charge of Youth Affairs shall be the authorizing officer of the Centre's budget. The Specialized Paymaster of this Ministry shall be the paymaster.

(2) The Financial Controller of the Ministry in charge of youth affairs shall ensure and control the regularity of the budgetary and accounting operations of the Centre.

ARTICLE 19.- The Centre's assets shall consist mainly of movable and immovable assets assigned or made available to it by the Ministry in charge of youth issues.

CHAPTER IV **MISCELLANEOUS AND FINAL PROVISIONS**

ARTICLE 20.- (1) The Chief of the Centre, the Service Heads and the Bureau Heads of the Centre shall be appointed by order of the Minister in charge of Youth Affairs, from among the civil servants working in this ministry.

(2) The officials mentioned in paragraph 1 above shall receive a monthly allowance, the amounts of which shall be fixed by decision of the Minister in charge of Youth Affairs.

ARTICLE 21.- The following shall have the ranks and prerogatives of :

- Deputy Director of the Central Administration: the Chief of Centre ;
- Service Head of the Central Administration: Service Heads ;
- Bureau Head of the Central Administration: Bureau Heads.

ARTICLE 22.- This decree shall be registered and published according to the procedure of urgency, and inserted in the Official Gazette in English and French/-

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Yaounde, 31 MAI 2022

**THE PRIME MINISTER,
HEAD OF GOVERNMENT**



Joseph DION NGUTE