
 DECREE No. 2020/2592 / PM OF 19 JUIN 2020
 to lay down procedures for the establishment, organisation and
 functioning of vocational training and learning centres.-

The Prime Minister, Head of Government,

Mindful of the Constitution;
 Mindful of Law No. 92/007 of 14 August 1992 to institute the Labour Code;
 Mindful of Law No. 2018/010 of 11 July 2018 governing vocational training
 in Cameroon;
 Mindful of Law No. 2018/012 of 11 July 2018 relating to the fiscal regime
 of the State and other public entities;
 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 of 4 August 1995;
 Mindful of Decree No. 2011/408 of 9 December 2011 to organise the
 Government, as amended and supplemented by Decree No.
 2018/190 of 2 March 2018;
 Mindful of Decree No. 2012/644 of 28 December 2012 to organise the
 Ministry of Employment and Vocational Training;
 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

SERVICES DU PREMIER MINISTRE
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ARTICLE 1.- This decree lays down procedures for the establishment,
 organisation and functioning of vocational training and learning centres.

ARTICLE 2.- The purpose of vocational training centres shall be to ensure:

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- the initial training of all persons wishing to acquire vocational qualification by learning a trade in order to have an ordinary or specialized job in a given branch of activity;
- continuous training;
- sandwich courses;
- distance training;
- further training or retraining of workers who wish to acquire vocational qualification;
- the promotion of the Validation of Acquired Experience.

(2) They shall apply duly approved official or autonomous programmes and prepare candidates for corresponding certification.

ARTICLE 3.- The purpose of learning centres shall be to ensure long-term sandwich training, a significant part of which shall be carried out in an enterprise, and further complemented in a vocational training centre, with the aim of transmitting, on the job, recognized initial vocational qualification that will enable the exercise of a trade.

ARTICLE 4.- Vocational training centres and learning centres can be either public or private.

ARTICLE 5.- (1) Any person who has duly registered in a vocational training or learning centre can benefit from a scholarship allocated by the State, Regional and Local Authorities, or any private individual or corporate body governed by public or private law, to partially or totally cover the fees for the said training, registration fees for end of course examinations training, as well as insurance charges.

(2) The amount of the scholarship shall be fully paid to the sponsor of the private vocational training or learning centre in which the learner or apprentice is duly registered, according to the procedures in force in the area of public finance management.

(3) The funds corresponding to the annual amount of training scholarships shall be included in the budget of the Ministry in charge of Vocational Training. Their management shall comply with the general rules for the execution and control of the State budget.

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(4) The conditions and terms for the award of scholarships referred to in paragraph 1 above shall be determined by a joint order by the Ministers in charge of Vocational Training and Finance.

ARTICLE 6.- Vocational training and learning centres shall respect the technical, psycho-technical and pedagogic standards applicable to vocational training or learning.

CHAPTER II
PUBLIC VOCATIONAL TRAINING
AND LEARNING CENTRES

SECTION I
ESTABLISHMENT AND ORGANIZATION

ARTICLE 7.- (1) Public vocational training and learning centres shall be established by decree of the Prime Minister and shall be placed under the technical supervision of the Ministry in charge of Vocational Training.

(2) The supervision referred to in paragraph 1 above shall include:

- controlling the administrative, managerial and financial management of the official in charge of the centre, as provided for in Article 9 of this decree;
- defining general short and medium-term guidelines on various activity areas of the said centre, in accordance with the regulations in force;
- adopting pre-defined draft contract of objectives as part of the centre's school project;
- ensuring that the needs expressed by socio-professional milieus match training programmes;
- ensuring the monitoring and evaluation of the centre's activities.

(3) Notwithstanding the provisions of paragraph 1 above, public vocational training and learning centres established on the initiative of other administrations shall be placed under the pedagogic supervision of the Ministry in charge of Vocational Training and under the technical supervision of the line ministry concerned.

(4) Public vocational training and learning centres can be established in the form of public interest groups, in accordance with the legislation in force.

(5) The decision to establish a public vocational training or learning centre shall determine its location.

(6) The training courses or specialities offered shall be determined by decision of the Minister ensuring the technical supervision of the public vocational training or learning centre.

ARTICLE 8.- The administration bodies of public vocational training and learning centres shall comprise:

- management;
- the training level council;
- the disciplinary council.

SUB-SECTION I **MANAGEMENT**

ARTICLE 9.- (1) Public vocational training or learning centres shall be placed under the authority of a director, appointed by order of the competent line Minister.

(2) The director shall ensure the administrative, financial and pedagogic management of the centre, in accordance with the regulations in force.

In this capacity, he shall:

- ensure the technical, administrative, academic and financial management of the centre;
- elaborate and execute the centre's school project;
- implement the recommendations of technical and/or administrative supervisory authorities;
- sign end of course certificates;
- recruit learners or apprentices at the local level;
- elaborate, adopt and execute the centre's draft budget;
- represent the centre before various authorities;

- ensure the centre's communication.

(3) The director of a vocational training or learning centre shall have the rank of Sub-director in the central administration.

ARTICLE 10.- The director of a vocational training or learning centre shall be the manager of funds allocated to the centre.

SUB-SECTION II

THE TRAINING LEVEL COUNCIL

ARTICLE 11.- (1) The training level council of a vocational training or learning centre shall be in charge of evaluating the level of training of the centre, in order to ensure that training requests and training provision match the needs of professional milieus.

To this end, it shall:

- coordinate training activities;
- manage pedagogic workshops;
- evaluate the rate of implementation of training;
- propose local adaptation of content to management;
- ensure the organisation of the evaluation of learners;

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(2) The meetings of the training level council shall be chaired by the director of the vocational training or learning centre, and he shall send a report of deliberations to pedagogic and technical supervisory authorities.

(3) The terms for the functioning of the training level council shall be determined by order of the Minister in charge of Vocational Training, following an opinion from the line Minister concerned for each activity sector.

SUB-SECTION III

THE DISCIPLINARY COUNCIL

ARTICLE 12.- (1) The disciplinary council of a vocational training or learning centre shall be in charge of giving a ruling on cases of violation of disciplinary and ethical rules concerning learners of the said centre.

(2) It shall be convened and chaired by the director of the vocational training or learning centre.

(3) The composition, as well as procedures for the organisation, and functioning of the disciplinary council, shall be determined by decision of the Minister in charge of vocational training, following an opinion from the line Minister concerned.

SECTION II
THE FUNCTIONING OF PUBLIC VOCATIONAL
TRAINING AND LEARNING CENTRES

SUB-SECTION I
GENERAL ADMISSION PROCEDURES

ARTICLE 13.- (1) Admission into a public vocational training or learning centre shall be first reserved for Cameroonian candidates of the two (2) sexes, who fulfil the conditions required for vocational training.

(2) It shall be established by decision of the authority under which the vocational training or learning centre concerned falls. A copy of this decision shall be forwarded to the Minister in charge of Vocational Training.

(3) Specific provisions shall be applied, as appropriate, to candidates with disabilities, pursuant to the provisions of Decree No. 2018/6233/PM of 26 July 2018 to lay down the terms of implementation of law No. 2010/002 of 13 April 2010 on the protection and promotion of disabled persons.

ARTICLE 14.- Foreign candidates who fulfil the general conditions provided for in Article 13 above can be admitted for training in public vocational training and learning centres, in accordance with the clauses of conventions between their countries of origin and Cameroon.

SUB-SECTION II
TRAINING AND INTERNSHIP CONDITIONS

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ARTICLE 15.- During the organisation of the entrance examination into a training cycle, an instrument by the Minister in charge of the technical

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supervision of the vocational training or learning centre concerned shall determine the composition of candidate files, the nature of examinations, the level required and the total amount of training fees.

ARTICLE 16.- (1) Learners or apprentices shall pay, according to the nature and level of training requested, training fees whose amount shall be laid down by regulation.

(2) The training fees of the vocational training or learning centre shall be managed as public funds.

ARTICLE 17.- (1) In addition to revenue generated by training fees, a public vocational training or learning centre shall receive annual budgetary allocations for the settlement of operating and investment expenses, in accordance with the legislation in force.

(2) Corresponding funds shall be included in the budget of the Ministry in charge of the technical supervision of the centre.

(3) Public vocational training and learning centres that have a special status can benefit from a balancing subsidy from the State.

ARTICLE 18.- (1) Public vocational training and learning centres shall take out insurance policies for their learners to cover common risks, especially work-related and commuting accidents.

(2) Expenses related to insurance shall be included in the training fees paid by the learner or apprentice during registration.

(3) Learners or apprentices admitted for further training shall continue to benefit from the general social security scheme. Their social contributions shall be deducted according to the terms defined by the laws and regulations in force.

ARTICLE 19.- Public vocational training or learning centres shall provide learners and apprentices with free first aid services for cases of work-related accidents and occupational diseases. To this end, they shall be equipped with functional infirmaries, or they shall sign medical care agreements with authorized public or private health facilities.

SUB-SECTION III
END OF COURSE AND INTERNSHIP CERTIFICATES

ARTICLE 20.- (1) The various certificates issued at the end of vocational training shall be determined by a specific text by the Minister in charge of vocational training.

(2) Procedures for the organisation of examinations leading to the end of vocational training and certification shall be determined by a specific text by the Minister in charge of vocational training, in liaison with the sectoral Ministries concerned.

(3) The structure of diplomas corresponding to the end of each cycle, and its related professional categories, shall be determined by order of the Minister in charge of vocational training, in liaison with the sectoral Ministries concerned.

SECTION III
STAFF

ARTICLE 21.- (1) The staff of public vocational training and learning centres shall comprise, in addition to administrative staff, permanent and part-time training officials, experts in the training fields offered within the structure.

(2) Public vocational training and learning centres shall mainly use civil servants and State employees posted, in accordance with the regulations in force in this area. However, and according to available resources, they shall recruit their own staff in the various categories provided for in paragraph 1 above. In this case, recruited persons shall receive employment contracts signed by the Minister in charge of Vocational Training.

(3) Permanent and part-time training and teaching staff, placed at the disposal of public vocational training and learning centres or recruited within this framework, shall fall under the centre that employs them. They shall be placed under the authority of the director of the centre and financed by the resources of the said centre or the budget of the supervisory administration, pursuant to the regulations in force in this area.

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(4) Training officials shall be recruited by the director, according to the needs of the centre.

ARTICLE 22.- Each public vocational training or learning centre shall have Internal Regulations approved by the Minister in charge of Vocational Training, following the opinion of the competent line Minister.

SECTION IV **FINANCIAL RESOURCES**

ARTICLE 23.- The financial resources of public vocational training and learning centres shall be public funds. They shall be managed according to the rules governing public accounting.

(2) They shall include:

- contributions from the State, Regional and Local Authorities, and partners of socio-professional milieus, as appropriate;
- special direct interventions of sectoral Ministries as part of the award of scholarships;
- training fees;
- income from the provision of services;
- registration fees for activities organised within vocational training and learning centres;
- donations and legacies.

ARTICLE 24.- National or foreign development partners can contribute to financing vocational training, in respect of provisions of the regulations in force.

ARTICLE 25.- As part of the promotion of public-private partnerships, public institutions, public enterprises, as well as private enterprises, shall contribute to finance vocational training activities according to the terms provided for the regulations in force.

ARTICLE 26.- (1) Subject to the respect of provisions relating to the apprenticeship contract, revenue from utility work or internships carried out by learners of vocational training and learning centres, amounts collected as part of paid pedagogic services, specific budgetary allocations,

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and training fees, shall be registered and declared as the centres' own funds.

(2) They shall be managed pursuant to the laws and regulations in force with regard to public funds and subject to the control of the competent State organs.

CHAPTER III
PRIVATE VOCATIONAL TRAINING
AND LEARNING CENTRES

ARTICLE 27.- A private vocational training or learning centre shall be understood as any vocational training structure established at the initiative of a private individual or corporate body governed by private law.

ARTICLE 28.- (1) Subject to international, regional or community agreements and regulations, or to any other specific legislation or regulations, private vocational training and learning centres shall be placed under the supervision of the Minister in charge of vocational training, who shall ensure the pedagogic and administrative control of the centres.

(2) The control provided for in paragraph 1 above shall mainly involve verifying whether equipment, supervision, training programmes and methods comply with standards defined by the administration.

(3) Subject to specific cases provided for in paragraph 1 above, the terms for the exercise of supervision on private vocational training and learning centres shall be determined by order of the Minister in charge of Vocational Training.

SECTION I
THE OPENING AND EXTENSION OF
PRIVATE VOCATIONAL TRAINING AND LEARNING CENTRES

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ARTICLE 29.- (1) Subject to international, regional or community agreements and regulations, or to any other specific law, the opening of private vocational training and learning centres shall be subject to the prior approval of the Minister in charge of vocational training.

(2) The duration and validity of the agreement provided for in paragraph 1 above shall be three (3) years, with a possibility for renewal. However, in case of violation of the laws and regulations in force, or failure

to respect the purpose and scope of activities provided for by the agreement, the latter can be withdrawn.

(3) The agreement shall be non-transferable.

(4) The extension of an approved private vocational training or learning centre shall be subject to the same conditions and terms as those that prevailed for the granting of its agreement.

(5) The terms for the granting, renewal or withdrawal of an agreement shall be defined by order of the Minister in charge of vocational training, in conjunction with the line ministries concerned.

ARTICLE 30.- (1) The following shall be owners of a private vocational training or learning centre:

- private individuals or corporate bodies, individually or grouped in unions or associations;
- international organisations, in accordance with international headquarters agreements or conventions and agreements;
- foreign private vocational training bodies that wish to have representations in Cameroon or distance learning activities from Cameroon, apart from specific conventions or agreements and subject to the approval of the competent Minister following the opinion of the Minister in charge of external relations.

(2) Any private individual who does not enjoy civic rights, or who has been convicted for a crime or an offence against ethics, probity and good manners, shall not be authorized to establish a private vocational training or learning centre.

SECTION II

FUNCTIONING AND TERMINATION OF ACTIVITIES OF PRIVATE VOCATIONAL TRAINING AND LEARNING CENTRES

ARTICLE 31.- (1) Private vocational training and learning centres shall freely define their organisation.

(2) However, they shall at least comprise the following organs:

- a school council;

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- an official in charge of the centre;
- a pedagogic official;
- an accounting officer.

ARTICLE 32.- (1) All private vocational training or learning centres shall bear the recognized name in the agreement issued by the competent Minister.

(2) The name proposed for all private vocational training or learning centres shall comply with the level and type of training offered in the centres. This name shall be preceded by the expression "Vocational Training Centre", or "Vocational Training Institute", or "Training Centre".

(3) Private vocational training and learning centres shall ensure that the name written on their trade names is followed by the number and date of authorisation which was granted to them by the competent Minister. In addition, they shall mention the above-listed information on all their printouts and administrative documents, and on all written instruments signed by them.

ARTICLE 33.- All private vocational training or learning centres shall subscribe to an insurance policy for all its training staff, learners and support staff, against the risk of accidents that they could be victims of within the centre or when they are being supervised by their officials.

ARTICLE 34.- (1) The termination of activities of a private vocational training or learning centre can occur:

- through the will of its owner;
- following duly justified exceptional circumstances, such as wars and natural disasters;
- through the withdrawal of the agreement;
- following the permanent closing of the centre by the State.

(2) In all cases of termination of activities other than the withdrawal of the agreement and the permanent closing of the private vocational training or learning centre by the State, the owner of the said centre shall be required to notify the Minister in charge of vocational training and the line Minister concerned.

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(3) The notification of the termination of activities, a copy of which shall be handed to the Mayor of the territorially competent council, shall mention the exact cause of the closing of the centre, the number of learners or apprentices undergoing training, as well as their fate, the situation and suggestions with regard to the management of the property of the said centre.

SECTION III

STAFF AND TRAINING REGIME OF PRIVATE VOCATIONAL TRAINING AND LEARNING CENTRES

SUB-SECTION I

STAFF

ARTICLE 35.- (1) The administrative and pedagogic officials of private vocational training and learning centres shall be professionals of administrative management and professional training engineering.

(2) According to the fields and levels of training, the training staff shall justify the level of professional qualification and/or academic level required, proven professional expertise for those coming directly from an enterprise. They shall, as the case may be, be authorized by the Minister having issued the agreement.

ARTICLE 36.- Without prejudice to specific conditions defined by this decree, no person can take up a job, carry out the duties of trainer or training instructor, occupy a post of responsibility, be a member or sit in on the school council of a private vocational training or learning centre, if he does not enjoy civic rights, or if has been convicted for a crime or an offence against ethics, probity and good manners.

SUB-SECTION II

TRAINING REGIME

ARTICLE 37.- (1) The training regime in private vocational training and learning centres shall be freely defined by the centres, subject to the respect of specific standards and training curricula in force. It shall be approved by the authority having issued the agreement.

(2) Each training course shall culminate in an evaluation, following procedures defined by the supervisory authority.

(3) The issuance of diplomas shall fall within the exclusive competence of the State.

(4) Training reference materials and programmes shall be decided by the Minister having issued the agreement, following the opinion of socio-professional environments.

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SECTION IV
GRANTING OF SUBSIDIES, DONATIONS, TAX INCENTIVES
AND SCHOLARSHIPS

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ARTICLE 38.- (1) A private vocational training or learning centre can benefit from subsidies, donations and specific tax incentives, if it fulfils the following general conditions:

- be duly approved by the competent authority;
- has valid approved programmes and reference materials that are effectively implemented;
- has training officials and instructors authorized in accordance with the regulations in force;
- has adequate infrastructure and didactic equipment in the courses open;
- has at least five (5) years of existence with uninterrupted activities;
- has recorded, as part of post training follow-up, paid employment integration or self-employment, of at least eighty percent (80%) of learners or apprentices trained in the last three (3) years.

(2) Specific conditions and terms for the allocation of subsidies, donations and tax incentives referred to in paragraph 1 above shall be defined by joint order of the Minister in charge of finance and the Minister having issued the agreement.

(3) A private vocational training or learning centre, receiving State subsidies or tax incentives, shall be subject to the control of the competent organs of the State, without prejudice to the usual technical and

administrative controls of the Minister in charge of Vocational Training or other competent line ministries recognized by the laws and regulations in force.

CHAPTER IV
ACCREDITATION OF PEDAGOGIC STAFF AND AUTHORIZATION OF
TRAINERS AND INSTRUCTORS

ARTICLE 39.- (1) Subject to international and community conventions and regulations, or to any other specific legislation or regulations, accreditation for the position of pedagogic supervisor, and authorization to train in vocational training and learning centres, shall be issued by decision of the Minister in charge of vocational training, following the opinion of the national structure in charge of training trainers.

(2) The authorizations can be subject to suspension or withdrawal in the same manner and following the procedures referred to in paragraph (1) above.

ARTICLE 40.- (1) For all applications for the position of trainer in a private vocational training or learning centre, the authorization to train shall be requested by the centre concerned from the Minister in charge of Vocational Training.

(2) Shall be exempted from the authorization referred to in paragraph (1) above, permanent trainers of public vocational training and learning centres and teachers who fall within the general secondary, technical and vocational education teaching corps, and the higher education corps, subject to proven minimal competences in professional training engineering.

(3) The authorization to train can be suspended or withdrawn by decision of the supervisory authority, and following an opinion from the national structure in charge of the training of trainers, in case of:

- proven pedagogic shortcomings;
- serious breach, by the concerned, of his professional obligations, ethics, probity or good manners.

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CHAPTER V
PRECAUTIONARY MEASURES AND
ADMINISTRATIVE AND PENAL SANCTIONS

SECTION I
PRECAUTIONARY MEASURES

ARTICLE 41.- All private vocational training or learning centres can be placed in receivership in the best interest of learners .

ARTICLE 42.- (1) The receivership shall occur in one of the following cases:

- serious disturbance of public order;
- pedagogic shortcomings, bankruptcy of the centre, failure to respect vocational training standards leading to the interruption of training during the year duly established by the competent authority.

(2) It shall be made known by the competent court, upon a request by the Minister in charge of Vocational Training and subject to the prerogatives recognized to competent sectoral administrations, without prejudice to legal proceedings, where appropriate.

(3) In the event of the death of an owner of a private vocational training and learning centre, the State can, as a transitional measure, place the said centre under temporary administration or judicial receivership, at the request of the beneficiaries of the owner.

SECTION II
ADMINISTRATIVE SANCTIONS

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ARTICLE 43.- Any breach observed in the application of the provisions of this decree by private vocational training and learning centres shall be sanctioned, either by completely or partially closing the said centre, temporarily or permanently, or by prohibiting the accused official or staff from temporarily or permanently carrying out any training activity, according to the nature and severity of the misconduct.

ARTICLE 44.- (1) The temporary closing of a private vocational training or learning centre can be decided by the competent administration in the following cases:

- serious disturbances within the site or public disturbances by members of the vocational training or learning centre;
- violation of vocational training laws and regulations in force;
- failure to respect professional training standards;
- opening of a private vocational training or learning centre without authorisation;
- serious threats to the security of persons and goods.

(2) The permanent closing of a private vocational training or learning centre can be decided in the following cases:

- following a one (1) year temporary suspension that has remained ineffective, in spite of formal notices;
- recruitment of learners during the temporary suspension period;
- use of the premises of the private vocational training or learning centre for purposes other than those provided for in the agreement, and without the prior authorization of the competent authorities.

SECTION III **PENAL SANCTIONS**

ARTICLE 45.- (1) Owners of private vocational training and learning centres shall be liable to the sanctions provided for in the Penal Code with regard to offences that fall within this Code.

(2) Shall be liable to sanctions provided for in Section 321, paragraph 1 of the Penal Code, owners of private vocational training and learning centres who are guilty of the following offences:

- opening of a private vocational training or learning centre without authorisation;
- maintaining and running a temporarily or permanently closed vocational training or learning centre;
- closing a private vocational training or learning centre during a training cycle without the prior express authorization of the competent authority.

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CHAPTER VI
TRANSITIONAL, MISCELLANEOUS AND FINAL PROVISIONS

ARTICLE 46.- Existing vocational training and learning centres have a deadline of twelve (12) months, from the date of signature of this decree, to comply with its provisions.

ARTICLE 47.- Public vocational training or learning centres established within public schools or by Regional and Local Authorities must comply with the provisions of this decree before their opening.

ARTICLE 48.- Specific instruments shall be used, as appropriate, for the application of the provisions of this decree.

ARTICLE 49.- All previous provisions contrary to this decree are hereby repealed.

ARTICLE 50.- This decree shall be registered, published according to the procedure of urgency, and inserted in the Official Gazette in English and French.

Yaounde, 19 JUIN 2020

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Joseph DION NGUTE
PRIME MINISTER,
HEAD OF GOVERNMENT.

