

ORDER NO. 007 /CAB/PM OF 18 FEB 2022  
to lay down the establishment, organisation and functioning of the National Youth Observatory.-

**THE PRIME MINISTER, HEAD OF GOVERNMENT,**

- Mindful of** the Constitution;
- Mindful of** Law No. 2018/011 of 11 July 2018 to lay down the Cameroon Code of Transparency and Good Governance in public finance management;
- Mindful of** Law No. 2018/012 of 11 July 2018 relating to 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-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. 2018/190 of 2 March 2018;
- Mindful of** Decree No. 2012/565 of 28 November 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 ORDERS AS FOLLOWS:**

**CHAPTER I**  
**GENERAL PROVISIONS**

**ARTICLE 1.-** This order lays down the establishment, organisation and functioning of the National Youth Observatory, abbreviated "NYO" and hereinafter referred to as "the Observatory".

**ARTICLE 2.-** The Observatory, which is attached to the Ministry in charge of Youth Affairs, shall be a public information and referral platform for youths.

As such, it shall be responsible, together with the relevant Administrative bodies and institutions, for:

- the collection, processing and dissemination of data and information on issues affecting youths;

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- the creation and updating of databases on youth affairs, as well as public structures, projects and government and non-governmental programmes for the supervision as well as the social and economic integration of youths;
- conducting studies and analyses on issues affecting youths;
- identifying problems faced by youths and their expectations from government;
- the drafting of outlook documents for youths;
- any other activity related to its mission.

## **CHAPTER II** **ORGANISATION AND FUNCTIONING**

**ARTICLE 3.-** The Observatory shall be organised as follows:

- a Steering Committee;
- a Permanent Secretariat;
- a Network of National Branches.

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### **SECTION I** **STEERING COMMITTEE**

**ARTICLE 4.-** The Steering Committee shall be the Observatory's strategic decision-making body.

As such, it shall:

- define the Observatory's strategic guidelines and ensure that its missions are achieved;
- lay down the Observatory's operating and management rules and adopt its procedures manual;
- adopt the Observatory's Action Plan and operational strategy;
- review and adopt the Observatory's draft budget;
- approve the Observatory's progress reports and annual accounts;
- approve partnership and other agreements between the Observatory and other national or international bodies prior to their signature;
- evaluate the Observatory's activities.

**ARTICLE 5.-** (1) The Steering Committee shall be made up of the following:

**Chairperson:** the Minister in charge of Youth Affairs or his representative.

**Members:**

- A representative of the Ministry in charge of Youth Affairs;
- One (1) representative of the Ministry in charge of Employment;
- One (1) representative of the Ministry in charge of Agriculture;
- One (1) representative of the Ministry in charge of Livestock and Fisheries;



- One (1) representative of the Ministry in charge of Secondary Education;
- One (1) representative of the Ministry in charge of Higher Education;
- One (1) representative of the Ministry in charge of Small and Medium-sized Enterprises;
- One (1) representative of the Ministry in charge of Finance;
- One (1) representative of the Ministry in charge of Telecommunications;
- One (1) representative of the Ministry in charge of the Economy;
- One (1) representative of the Ministry in charge of Decentralisation;
- One (1) representative of the Ministry in charge of Territorial Administration;
- One (1) representative of the Ministry in charge of Culture;
- One (1) representative of the National Civic Service Agency for Participation in Development;
- One (1) representative of the Cameroon National Youth Council;
- Two (2) representatives of the civil society.

(2) Members of the Steering Committee shall be designated by the Administrative bodies and institutions to which they belong.

(3) The Chairperson of the Steering Committee may invite any private individual or corporate body, by virtue of their expertise or experience on the subject matter, to take part in the deliberations in an advisory capacity.

(4) The Permanent Secretary of the Observatory shall manage the secretariat of the Steering Committee.

(5) The composition of the Steering Committee shall be established by decision of the Minister in charge of Youth Affairs.

(6) If any member of the Steering Committee is unable to attend Committee sessions, he shall be represented by another member. However, no member of this Committee may represent more than one member during the same session.

**ARTICLE 6.-** (1) The Steering Committee shall meet in ordinary session at least twice a year, when convened by its Chairperson. It shall meet in extraordinary session as and when necessary.

(2) Convening notices, together with the working documents stating the date, time, place and agenda of the meeting, shall be sent to members at least seven (7) days prior to the meeting.

**ARTICLE 7.-** (1) The Steering Committee may validly deliberate on the agenda if two thirds (2/3) of members are present.

(2) Decisions of the Committee shall be made by a simple majority of members present or represented. In the event of a tie, the Chairperson shall have the casting vote.

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## SECTION II PERMANENT SECRETARIAT

**ARTICLE 8.-** For the discharge of its duties, the Observatory shall have a Permanent Secretariat, a technical and operational body.

(2) The Permanent Secretariat shall be headed by a Permanent Secretary, appointed by order of the Minister in charge of Youth Affairs from the staff of his ministry.

**ARTICLE 9.-** The Permanent Secretariat shall be responsible for:

- preparing the Observatory's draft Action Plan, operational strategy, budget and procedures manual;
- implementing resolutions of the Steering Committee;
- designing and implementing an information system within the Observatory;
- the administrative, technical and financial management of the Observatory;
- preparing the Observatory's progress reports and annual accounts;
- seeking partnerships with other national or international bodies;
- carrying out any other task assigned to it by the Steering Committee.

**ARTICLE 10.-** The Permanent Secretariat shall include:

- a Studies and Forecasting Department;
- a Cooperation, Mobilisation and Referral Department;
- an Information Systems Department;
- an Administrative and Financial Affairs Department.

**ARTICLE 11.-** The Studies and Forecasting Department, under a Head of Department, shall be responsible for:

- conducting studies on issues affecting youths together with public structures as well as government projects and programmes;
- drafting situation reports and periodic reports on the different age groups and social situations of youths;
- assessing the impact of public policies on the youth;
- preparing the report of the statistical data of the Observatory.

**ARTICLE 12.-** Under the authority of a Head of Department, the Cooperation, Mobilisation and Referral Department shall be responsible for:

- monitoring relations with administrations and organisations of the public and private sectors, development partners and civil society organisations involved in the realisation of projects and programmes profitable to youths;
- managing communication and promoting the image of the Observatory;
- the reception, guidance and registration of youths on the digital platform of the Observatory;
- creating a database of public institutions, government projects and programmes that ease the social and economic integration of youths;

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- conceiving, drafting and updating the youth referral guide.

**ARTICLE 13.-** Under the authority of a Head of Department, the Information Systems Department shall be responsible for:

- managing the information system;
- developing, updating and maintaining a digital platform on youths, under the supervision of the Permanent Secretary;
- setting up databases in relation to the different information subsystems;
- collecting statistics, analysing information and setting up a nominal database on the youth;
- securing, making available and ensuring the integrity of the information system;
- ensuring preventive, corrective and progressive maintenance of the platforms of the Observatory;
- ensuring technological watch with regard to IT.
- studies on the development, use and maintenance of computer applications and network.

**ARTICLE 14.-** Under the authority of a Head of Department, the Administrative and Financial Affairs Department shall be responsible for:

- the administrative, financial and accounting management of the Observatory;
- the management of the human, logistic and material resources of the Observatory;
- the preparation of the draft budget of the Observatory;
- the preparation of the annual progress reports of the Observatory;
- the drafting and implementation of the legal instruments that involve the Observatory;
- the translation of the documents of the Observatory.

**ARTICLE 15.-** The Heads of department shall be appointed by Order of the Minister in charge of youth affairs from among staff of his administration.

### **SECTION III** **NETWORK OF NATIONAL BRANCHES**

**ARTICLE 16.-** The Observatory shall have a network of national branches, comprised of Regional, Divisional and Sub-Divisional Multifunctional Centres for the Empowerment of Youths set up in accordance with the regulations in force.

**ARTICLE 17.-** (1) Under the authority of a Permanent Secretary, the branches shall be responsible for the accomplishment of the missions of the Observatory in their respective areas.

(2) The branches shall be responsible for collecting, centralising and channelling data to the Permanent Secretariat for use.

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(3) In carrying out their missions, the branches shall receive technical assistance from experts in social and economic integration.

(4) The Minister in charge of youth affairs, every year, shall publish a list of national experts in social and economic integration, among natural persons, equipped with technical knowledge and proven professional experience on issues of civic integration, socio-professional orientation, entrepreneurship, social economy, management, management of human resources and other related disciplines.

(5) Shall be eligible to the national list of experts cited in Paragraph 4 above, any natural person, salaried or not, of Cameroonian or foreign nationality.

### **CHAPTER III** **HUMAN AND FINANCIAL RESOURCES**

#### **SECTION I** **HUMAN RESOURCES**

**ARTICLE 18.-** The human resources of the Observatory shall consist of staff directly attached to the Permanent Secretary and staff transferred to Departments.

**ARTICLE 19.-** The staff directly attached to the Permanent Secretary shall comprise the following:

- Three (3) cadres, including one IT staff;
- One (1) secretary;
- One (1) liaison officer;
- One (1) driver.

**ARTICLE 20.-** Apart from Heads of Department, each Department shall have three (3) cadres.

**ARTICLE 21.-** With the exception of experts in social and economic integration, the staff listed in Articles 16 to 20 above shall be essentially made up of civil servants and State employees of the Labour Code working in the Ministry in charge of youth affairs and transferred to the Observatory.

#### **CHAPTER II** **FINANCIAL RESOURCES**

**ARTICLE 22.-** (1) The financial resources of the Observatory shall derive from:

- the annual subventions inscribed in the yearly budget of the Ministry in charge of youth affairs;
- specific allocations of the State;
- contributions from development partners;
- donations and bequests

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(2) The resources referred to in Paragraph 1 above shall be public funds. They shall be managed following rules and principles provided for by the State financial regime and public accounting.

(3) The Minister in charge of youth affairs shall be the authorizing officer of the budget of the Observatory. The Specialised Pay Master at the Ministry shall take on the duties of manager.

(4) The Financial Controller at the Ministry in charge of youth affairs shall control and see to the regularity of budgetary and accounting operations of the Observatory.

**ARTICLE 23.-** The heritage of the Observatory shall comprise essentially movable and immovable assets transferred to it or placed at its disposal by the Ministry in charge of youth affairs.

#### **CHAPTER IV** **TRANSITIONAL AND FINAL PROVISIONS**

**ARTICLE 24.-** (1) The duties of Chairperson and member of the steering committee shall be honorary.

(2) However, the concerned, as well as persons invited in an advisory capacity, may be entitled to session allowance and work facilities, in compliance with the regulations in force.

(3) Experts in social and economic integration shall be entitled to session allowance and work facilities, received in connection with the activities of the branches they work with, in compliance with the regulations in force.

**ARTICLE 25.-** (1) The Permanent Secretary, the Heads of department and staff listed in Articles 18 to 20 of this Order shall be entitled to a monthly allocation, whose amounts shall be laid down yearly by Decision of the Minister in charge of youth affairs.

(2) The expenses related to the running of the Observatory shall be enshrined in the budget of the Ministry in charge of youth affairs.

**ARTICLE 26.-** Shall have the rank and prerogatives of:

- Sub-director of the Central Administration: the Permanent Secretary;
- Service Head of the Central Administration: Heads of Department.

**ARTICLE 27.-** The Observatory shall publish, latest by end of January following the year concerned, an annual progress report and a general report of the analysis of statistical data. Copies of these reports shall be forwarded to the Prime Minister, at the behest of the Minister in charge of youth affairs.

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**ARTICLE 28.-** This Decree shall be registered, published according to the procedure of urgency, and inserted into the Official Gazette in English and in French.

Yaounde 18 FEB 2022

**PRIME MINISTER,  
HEAD OF GOVERNMENT,**



**Joseph DION NGUTE**

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