

REPUBLIQUE DU CAMEROUN

*Paix-Travail- Patrie*

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MINISTERE DE LA JEUNESSE  
ET DE L'EDUCATION CIVIQUE

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CABINET DU MINISTRE

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REPUBLIC OF CAMEROON

*Peace-Work-Fatherland*

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MINISTRY OF YOUTH AFFAIRS  
AND CIVIC EDUCATION

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MINISTER'S OFFICE

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DECISION N° 7014-2017 /D/MINJEC/CAB OF 15 FEB 2017

to lay down the establishment, organisation and functioning of the  
National Volunteering Programme.

**THE MINISTER OF YOUTH AFFAIRS AND CIVIC EDUCATION,**

Mindful of the Constitution;

Mindful of Law No. 2007/003 of 13 July 2007 establishing the National Civic  
Service Agency for Participation in Development;

Mindful of Decree No. 2011/408 of 09 December 2011 organising the government;

Mindful of Decree No. 2012/565 of 28 November 2012 organising the Ministry of  
Youth Affairs and Civic Education;

Mindful of Decree No. 2015/434 of 2 October 2015 reorganising the government;

Considering service requirements,

## **HEREBY DECIDES:**

### **CHAPTER I:**

#### **GENERAL PROVISIONS**

**Article 1.-** This decision lays down the establishment, organisation and functioning of the National Volunteering Programme abbreviated as "NVP" and hereinafter referred to as the "The Programme".

**Article 2.-** (1) Under the authority of the Minister of Youth Affairs and Civic Education, the Programme shall be responsible for promoting voluntary service through the mobilisation, citizenship participation and skills development of all social classes, for purposes of development, national integration and social cohesion.

(2) The Programme aims at developing a functional and inclusive system for the promotion and management of national volunteerism.



In this capacity, it shall be responsible for:

- establishing a functional coordination and management system of volunteerism in Cameroon;
- creating an environment conducive for the promotion, enhancement and recognition of volunteerism in Cameroon;
- exploring partnerships with other governmental and non-governmental programmes and projects in the action areas of its mission;
- Supporting programmes and projects of the Ministry of Youth Affairs and Civic Education upon the signing and implementation of agreements;
- mobilising, deploying and monitoring volunteers throughout their commitment period, while ensuring their management in order to achieve development goals targeted by the Government.

(3) The Programme shall be headquartered in Yaounde. The headquarters can be transferred to any other locality of the national territory by the decision of the Minister of Youth Affairs and Civic Education.

Article 3.- (1) For the purposes of this Decision, voluntary service shall be an expression of humanism, active citizenship, solidarity and personal as well as collective development. It necessitates moral commitment both of the volunteer and of the host structure initiating a project of common interest in which the volunteer is involved.

(2) The exercise of voluntary service derogates from the Labour Code. As such, the exercise of voluntary service should not be considered as a career plan or vocational training.

Article 4.- There are two types of voluntary service under the Programme:

- Individual voluntary service ;
- Team voluntary service.

Article 5.- Individual voluntary service involves the young and the not-so-young with skills related to the mission to be undertaken, who engage themselves in a specific development or general interest activity for an individual achievement for a period not exceeding one year and renewable once.

Article 6.- (1) Team voluntary service mobilises the young and the not-so-young with or without skills, who engage themselves in specific development or general interest activity for a collective achievement for a period not exceeding six months.

(2) Team voluntary services are carried out in various ways notably:

- Youth team voluntary service in which youths or juniors are mobilised;
- Senior team voluntary service in which adults and active retirees are mobilised.



**Article 7.-** (1) Both forms of voluntary service referred to in article 4 above, exclusive of any other activity of the volunteer, are applicable on the same assignment.

(2) Individual and team voluntary services welcome both permanent and occasional volunteers.

**Article 8.-** Subject to the special provisions specific to each form of voluntary service, the Programme targets the following:

- youths aged between 17 and 35 years, with or without professional qualifications, awaiting or looking for a commitment to a development or general interest activity;
- persons aged above 35 years, with or without professional qualifications, awaiting or looking for a commitment to a development or general interest activity;
- structures likely to host volunteers mobilised by the Programme.

**Article 9.-** The Programme's intervention processes include:

- the call for projects;
- the selection of projects;
- the call for applications;
- the selection of candidates;
- the placement of volunteers;
- the training or capacity-building of volunteers;
- the monitoring of volunteers;
- the preparation to post-voluntary service integration for youths.

**Article 10.-** Depending on the agreements explicitly concluded with a partner, some recruitments of volunteers may derogate from the above-mentioned intervention process defined in Article 9. In this case, the recruitment is defined by the said agreement.

**Article 11.-** The following definitions are allowed within the meaning of this decision:

- **the call for projects** is an announcement of the Programme specifying the nature, quality, period and duration of projects as individual or team voluntary service placements for which the Programme is willing to hire volunteers as well as the terms relating to each commitment;
- **Expression of interest** is the proposal made by a prospective host organisation for a voluntary activity or volunteer position.



- the selection of projects focuses on the choice of placement, individual and team voluntary services within which the Programme agrees to place volunteers;
- the call for applications refers to an announcement of the Programme specifying the nature, quality, period and duration of individual or team voluntary service placement, their localisation and for each, the number of placement offered, for which the Programme is willing to hire volunteers as well as the conditions relating to each commitment;
- the selection of applications is understood as the choice made by the young and the not-so-young volunteers to commit themselves to individual or team voluntary service placement, based on the compatibility of their skills and aspirations with the specified requirements;
- the recruitment of volunteers refers to all operations leading to the placement of volunteers. It includes the call and selection of candidates, the training and placement of volunteers;
- the placement of volunteers consists in assigning volunteers by duty post to individual or team voluntary service based on provisions specific to selected projects;
- the monitoring of volunteers consists in ensuring the performance of tasks for which the volunteer was enlisted as well as compliance with the terms of this commitment by the host organisation;
- preparation for post-voluntary integration refers to all the actions intended to help all youths engaged in voluntary service to develop the skills they need to find a job and / or develop their own business at the end of their voluntary involvement ;
- a permanent volunteer is an individual who undertakes a voluntary activity lasting more than three months;
- an occasional volunteer is an individual who undertakes a voluntary activity with a duration equal or less than three months;
- a national volunteer is an individual whose age falls within the ranges defined in article 8 above, enjoying the Cameroonian nationality regardless of their country of residence, moved by the spirit of self-sacrifice and the ideal to serve the community for developement or genral interest.
- a foreign volunteer is an individual enjoying a nationality other than the Cameroonian nationality and who undertakes a voluntary activity.

**Article 12.-** The Programme may place volunteers in the following host organisations:

- youth associations and movements;



- legally constituted national and international civil society organisations;
- enterprises of the formal and informal private sector as well as organisations from this sector;
- bilateral and multilateral cooperation bodies;
- Decentralised Local Authorities (DLA) ;
- central or deconcentrated services of Ministries and other public bodies;

## CHAPTER II: ORGANISATION AND FUNCTIONING

Article 13.- For the performance of its tasks, the Programme includes:

- a Steering Committee ;
- a National Coordination ;
- Branches.

### SECTION I : THE STEERING COMMITTEE

Article 14.- The Steering Committee is the body in charge of the strategic guidance and monitoring of activities of the Programme and determines its main guidelines.

In that capacity, it shall:

- identify and define objectives and results to be achieved;
- approve work programmes and annual budgets;
- adopt a work plan with its timetable of activities;
- examine internal and external audit reports on the management of the Programme and the reports on the progress of activities, facilitate the implementation of their recommendations;
- look for and identify technical and financial partners ;
- recommend midterm audit and support for the implementation, monitoring or review, as well as evaluation assignments;
- monitor compliance to commitments made to the Programme;

Article 15.- (1) The Steering Committee shall be made up of the following:

Chairman: the Minister of Youth Affairs and Civic Education or his representative;

Vice-chairpersons:

- A representative of development partners involved in the Programme;



- The Director-General of the National Civic Service Agency for Participation in Development or his representative;

**Rapporteur:** the National Coordinator of the Programme:

**Members:**

- a representative of the Ministry of Youth Affairs and Civic Education;
- a representative of the Ministry of Economy, Planning and Regional Development;
- a representative of the Ministry of Territorial Administration and Decentralisation;
- a representative of the Ministry of Finance;
- a representative of the Ministry of Public Contracts;
- a representative of the Ministry of Defence;
- a representative of the Ministry of External Relations;
- a representative of the Ministry of Basic Education;
- a representative of the Ministry of Secondary Education;
- a representative of the Ministry of Higher Education;
- a representative of the Ministry of Employment and Vocational Training;
- a representative of the Ministry of Sports and Physical Education;
- a representative of the Ministry of Agriculture and Rural Development;
- a representative of the Ministry of Livestock, Fisheries and Animal Industries;
- a representative of the Ministry of Forestry and Wildlife;
- a representative of the Ministry of Environment, Nature Protection and Sustainable Development;
- a representative of the Ministry of Small and Medium Size Enterprises, Social Economy and Handicraft;
- a representative of the Ministry of Public Works;
- a representative of the Ministry of Housing and Urban Development;
- a representative of the Ministry of Transport;
- a representative of the Ministry of Posts and Telecommunications;
- a representative of the Ministry of Energy and Water Resources;
- a representative of the Ministry of Health;
- a representative of the Ministry of Labour and Social Security ;



- a representative of the Ministry of Women Empowerment and the Family;
  - a representative of the Ministry of Social Affairs;
  - a representative of the Ministry of Tourism and Leisure;
  - a representative of the General Delegation for National Security;
  - a representative of the Union of Cities and Councils of Cameroon;
  - three representatives of development partners involved in the Programme;
  - two representatives of the Stakeholders' Platform involved in Voluntary service in Cameroon;
  - a representative of the Cameroon National Youth Council.
- (2) Members of the Steering Committee are designated by the administrations or bodies to which they belong.
- (3) The President of the Steering committee may invite any other person to take part in the working sessions in an advisory capacity by reason of his/her skills.
- (4) The Committee meets yearly in an ordinary session at the behest of its President.
- (5) The Committee may meet in an extraordinary session at the behest of its Chairman when necessary.
- (6) The composition of the Steering Committee shall be recognised by a text of the Minister of Youth Affairs and the Civic Education.

## SECTION II : THE NATIONAL COORDINATION

**Article 16.-** (1) Under the responsibility of a National Coordinator appointed by the Minister of Youth Affairs and Civic Education, the National Coordination shall be the management and executive body of the Programme.

- (2) The National Coordinator shall be responsible for the management and implementation of strategic guidelines laid down by the Steering Committee.

In that capacity, he/she shall:

- ensure the development and implementation of work plans;
- maintain an efficient budget implementation and monitoring system ;
- ensure the use of human, material and financial resources;
- ensure strict compliance to procedures and instructions recommended by the Steering Committee;
- propose the availability and appointment of staff;



- recommend the designation of members of ad hoc committees;
- ensure the monitoring and evaluation of internal activities of the Programme;
- conduct analysis for the effectiveness, efficiency and relevance of the procedures in force;
- organise, in conjunction with ministerial departments and other bodies concerned, the upgrade of various stakeholders in the use of management tools;
- coordinate the drafting of semi-annual and annual reports of activities to be submitted to the Steering Committee;

(3) The National Coordinator shall perform his tasks in collaboration with the technical and attached services and structures under the supervisory authority of the Ministry of Youth Affairs and Civic Education, as well as those of other administrations and bodies concerned.

Article 17.- (1) to perform its tasks, the National Coordination shall comprise the following:

- a Secretariat;
- a Senior Technical Adviser, made available by development partners involved in the Programme;
- a Volunteers Management Department;
- a Communication, Advocacy and Partnership Department;
- a General Affairs Service;

(2) The staff of the National Coordination shall be:

- Public agents made available by the Minister of Youth Affairs and Civic Education;
- support staff recruited directly under the terms established by the Minister of Youth Affairs and Civic Education;
- volunteers.

Article 18.- The Senior Technical Adviser shall undertake operational support and accompaniment assignments for the Coordination of the Programme.

In that capacity :

- he shall support the preparation of annual work Plans with reports of activities as well as in filling monitoring tables;



- he shall also support it by taking ownership of partner-specific procedures as well as by establishing good relations with all the stakeholders of the Programme;
- he shall support members of the Coordination in the performance of their respective tasks.

Article 19.- (1) Under the authority of Heads of Departments designated by the Minister of Youth Affairs and Civic Education, departments shall carry out the following common tasks:

- preparing the annual planning and budget of activities;
- technically supervising and supporting the staff and resource persons working in these departments;
- ensuring the good use of human, material and financial resources;
- preparing mid-term review reports as well as monitoring and evaluation missions;
- drawing activity implementation reports;
- facilitating contacts with partner institutions, intermediary organisations and external persons based on their skills;
- ensuring compliance with regard to any procedures in force in the management of public funds.

(2) In addition to common tasks, each department shall have its specific tasks.

Article 20.- (1) Under the authority of a Head of Department, the Volunteers Management Department shall be responsible for:

- preparing calls for projects and applications;
- developing, applying and respecting criteria for the selection of projects and volunteers;
- training and capacity-building of volunteers;
- providing support and advice to volunteers and to host organisations;
- monitoring volunteers and reporting on activities;
- preparing the mapping of young volunteers by type and by region;
- preparing and monitoring the post-voluntary service of committed youths.

(2) It includes, in addition to the Head of Department:

- a Training and Capacity-Building Officer ;
- an Internal Monitoring/Evaluation and Reporting Officer;



- a Post-voluntary service Monitoring Officer.

Article 21.- (1) Under the authority of a Head of Department, the Communication, Advocacy and Partnerships Department shall be responsible for:

- defining the promotion and enhancement strategy of the Programme as well as that of the social promotion around voluntary service;
- documenting and sharing good practices and innovative approaches;
- building and running a national and regional voluntary service network ;
- collecting, centralising, analysing and updating the Programme's data;
- making and evaluative and prospective analysis of the demographic, social, economic, cultural and technological context to incorporate results into preparation options for the socio-economic integration of young volunteers;
- prospecting for voluntary service opportunities in Government departments, with bilateral and multilateral cooperation, the private sector, civil society organisations and Decentralised Local Authorities.
- discussing and exchanging with potential host organisations on the possibilities of voluntary service and the terms thereof;
- developing partnerships for voluntary service;
- conducting promotion and sensitisation actions on voluntary service, considering its specific features and development goals;
- developing communication tools and media;
- managing communication and public relations of the Programme in liaison with other programmes and projects as well as with relevant structures of the Ministry of Youth Affairs and Civic Education;
- organising the various events and celebrations of the Programme.

(2) It includes, in addition to the Head of Department:

- A social Mobilisation and Partnerships Official;
- A communication official.

Article 22.- Under the authority of a Service Head, the General Affairs Service shall be responsible for:

- managing mail, filing records, preserving records and archives;
- the administrative, accounting and financial management of staff and volunteers;
- respecting procedure in force in terms of human and financial resources management;



- preparing the budget and managing logistics;
- developing and formatting draft instruments, conventions, memoranda of understanding and contracts to be signed between the Programme and its partners liaising with other departments;
- managing the legality and litigation of the Programme in liaison with relevant services of the Ministry of Youth Affairs and Civic Education;

### SECTION III: BRANCHES

Article 23.- (1) The Programme shall have Regional Branches in accordance with the administrative units of Cameroon.

(2) Other branches may be established by the Minister of Youth Affairs and Civic Education at divisional and sub-divisional levels upon the proposal of the Steering Committee.

Article 24.- (1) Under the authority of Branch Heads designated by the Minister of Youth Affairs and Civic Education, regional offices shall represent the Programme and ensure its effectiveness in their respective jurisdictions.

In that capacity, they shall be responsible for:

- coordinating the strategic management options of the Programme at the regional level so that transparency and relevance requirements in the selection and preparation of the beneficiaries as well as host structures are fully taken into account ;
- carrying out Programme tasks at the regional level based on guidelines laid down by the National Coordinator;
- prospecting and identifying organisations hosting volunteers;
- ensuring the management of all human, financial and material resources in their localities in order to efficiently carry out the tasks of the Programme;
- preparing the draft budget for activities at the regional level;
- ensuring a balance between Programme interventions offered and the needs of the region.

(2) In carrying out its tasks, each branch shall have a Regional Specialist in addition to the Branch Head.

(3) The Regional Specialist shall exercise responsibilities corresponding to those of the Senior Technical Adviser.

### CHAPTER III



## DETAILED RULES FOR THE MANAGEMENT OF VOLUNTEERS

**Article 25.-** Detailed rules for the management of volunteers include the selection of host organisations and the recruitment of volunteers, applicable terms, training or capacity-building, obligations of host organisations, monitoring and preparation for post-voluntary service integration.

### **SECTION I : THE SELECTION OF HOST ORGANISATIONS AND THE RECRUITMENT OF VOLUNTEERS**

**Article 26.-** (1) Expressions of interest by host organisations and registrations for voluntary service shall be open throughout the year independently of the nature of posts, missions or projects for which volunteers are sought.

(2) Expressions of interest and registration of volunteers are carried out notably at the level of the National Youth Observatory or in Multipurpose Youth Empowerment Centres that forward the registration files received through physical and electronic registries.

(3) The summary document, drawn up based on the type of voluntary service as well as the categories thereof, shall together with the files be forwarded by the Regional Head of the National Youth Observatory to the Regional Head of the Programme no later than the 5<sup>th</sup> of the following month.

(4) The National Coordinator of the Programme shall lay down the selection criteria of host organisation with regards to posts, missions or projects for which there are expressions of interest. Concerning the recruitment of volunteers for each available post in voluntary service, he shall define the selection criteria relating to the host organisation.

(5) Both selection criteria defined above are valid and applicable upon approval by the Minister of Youth Affairs and Civic Education.

**Article 27.-** (1) the selections, notably of projects and volunteers, are carried out at the regional level by a Committee placed under the supervision of the Governor of the Region and shall include:

**Chairman:** the Regional delegate of the Ministry of Youth Affairs and Civic Education;

**Vice-chairman:** the Head of the Regional Branch of the National Civic Service Agency for Participation in Development;

**Rapporteur :** the Regional Branch Head of the Programme;

**Members :**

- the Regional Specialist of the Programme;



- a Platform member of Organisations involved in voluntary service in Cameroon belonging to the national civil society ;
  - a representative of each host organisation having shown its interest.
- (2) The composition of the Regional Committee shall be recognised by a written text of the Governor of the Region concerned.
- (3) Each selection session of volunteers shall be concluded by a report following a model adopted by the National Coordinator of the Programme. The results shall be communicated to the candidates and made available to the database of the National Youth Observatory by the Regional Branch Head of the Programme upon approval by the Minister of Youth Affairs and Civic Education.
- (4) A representative of the Department in charge of Volunteerism at the Ministry of Youth Affairs and Civic Education may take part in the meetings of the Regional selection Committee.

## SECTION II :

### CONDITIONS APPLICABLE TO VOLUNTEERS

Article 28.- (1) The Programme acknowledges two categories of volunteers:

- the national volunteer;
- the foreign volunteer.

Article 29.- The national volunteer as defined in Article 11 above, is recruited on the basis of his qualifications, willingness to full-time commitment for a given period of time and for a specific mission to help achieve the social, economic, human and cultural progress of Cameroon.

Article 30.- A foreign volunteer as defined in Article 11 above, is recruited according to voluntary assignments and agreement needs established with partner organisations of the Programme. These conventions determine the conditions for the availability and management of these volunteers.

Article 31.- A voluntary service contract is signed between stakeholders notably :

- the volunteer ;
- the host organisation ;
- the Programme and ;
- in case of need, any other partner organisation.

Article 32.- (1) Fulfilling voluntary service entitles one to:



- a subsistence allowance taken care of, depending on the case, by the Programme, the host organisation or a partner;
- where applicable, flat-rate transport costs and an insurance covering possibly, maternity and disability.

(2) Permanent volunteers are also entitled to a settlement allowance when recruited for an assignment outside their areas of residence and possibly, to a resettlement package at the end of their voluntary service period.

(3) A text by the Minister of Youth Affairs and Civic Education shall lay down fee-based rights for occasional and permanent national volunteers.

**Article 33.-** (1) The volunteer is subject to the rules governing the services of the host organisation in which he is carrying out the voluntary service. He is bound to discretion in regard to any facts and information which come to his knowledge in the course of or in connection with the performance of his duties.

(2) He shall also be bound by the obligations of propriety and reserve inherent in his duties with respect to the communities and organisations with which he works, especially when he is posted to an area outside his place of residence.

(3) He is bound by the professional obligations imposed on persons carrying out an activity of the same nature in the host organisation.

**Article 34.-** (1) Voluntary work may be suspended for reasons of sickness, maternity, adoption or temporary incapacity.

(2) The volunteer whose mission has been suspended can, if he so wishes, request an extension of his voluntary service for a period equal to his unavailability, but with the total duration of his commitment not exceeding twenty-four months.

### **SECTION III: THE TRAINING AND CAPACITY-BUILDING OF THE VOLUNTEERS**

**Article 35.-** (1) Each permanent volunteer selected within the framework of the Programme shall undergo:

- civic training by the National Civic Service Agency for Participation in Development or any other structure ;
- general training on generic skills associated with voluntary service.

(2) Each volunteer shall eventually benefit from a professional capacity-building programme based on the requirements of his voluntary commitment station.

(3) Civic training, general education and professional capacity-building are undergone in-person, remotely or both.



(4) Civic training and general training shall be either successive or alternating.

#### SECTION IV: OBLIGATIONS OF THE HOST ORGANISATION

Article 36.- Any national organisation hosting volunteers shall provide decent accommodation for the volunteer in the case where his voluntary service is carried out outside his usual place of residence.

Article 37.- Any organisation hosting a volunteer shall guarantee the security necessary for his physical and moral integrity, as well as the conditions necessary for the achievement of his mission.

#### SECTION V: VOLUNTEER MONITORING AND PREPARATION FOR THEIR POST-VOLUNTARY SERVICE INTEGRATION

Article 38.- (1) The monitoring of volunteers shall include the appraisal of their behaviour and conduct, the assessment of their performance and their post-voluntary service prospects.

(2) The monitoring shall be carried out in accordance with the procedures laid down by the National Programme Coordinator.

(3) Each monitoring mission shall be backed by a report whose main results indicate the volunteer's follow-up sheet.

Article 39.- (1) The preparation of the post voluntary integration entails providing the volunteer with the necessary resources to facilitate his professional integration at the end of his commitment.

(2) Preparation for post-voluntary service integration applies to young people as defined in Article 8 of this Decision.

(3) Preparation for post-voluntary integration involves personal development, improving job search techniques, as well as entrepreneurial and managerial training.

(4) Preparatory activities for post-voluntary integration are carried out by the appropriate programmes and relevant projects of the Ministry of Youth Affairs and Civic Education or those of other partners.

#### CHAPTER IV FINANCIAL PROVISIONS



Article 40.- The Minister of Youth Affairs and Civic Education shall be the main authorising officer of the budget of the Programme. He may designate secondary authorising officers.

Article 41.- (1) The resources of the Programme shall be provided for under :

- the budget of the Ministry of Youth Affairs and Civic Education;
- special allocations;
- support from partners;
- any other resources directly or indirectly derived from its activities, or which might be assigned to it;
- gifts and bequests.

(2) The financial resources of the Programme shall be public funds. The resources of the Programme shall be managed in accordance with the regulations in force.

#### CHAPTER V: MISCELLANEOUS AND FINAL PROVISIONS

Article 42.- The duties of Chairman, Vice-chairman, Rapporteur and Member of the Steering or Selection Committees and other ad hoc committees shall be honorary. However, they can be granted working facilities necessary for the performance of their tasks.

Article 43.- The National Coordinator, Divisional Heads, Branch Heads, National Coordination Officers, as well as support staff will be entitled to a bonus or allowance, where necessary, the amount of which is determined every budget year by a text of the Minister of Youth Affairs and Civic Education.

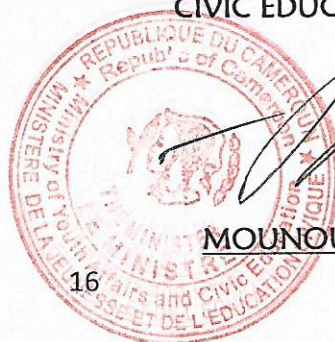
Article 44.- This decision shall be registered, published according the procedure of urgency wherever necessary in english and french.

Yaounde, the 15 FEB 2017

Duplicates :

- SG/SPM (ATCR) ;
- Coordination SNU (ATI) ;
- MINEPAT (ATI) ;
- CAB/MINJEC ;
- SG/MINJEC ;
- DG/ASCNPD.

THE MINISTER OF YOUTH AFFAIRS AND  
CIVIC EDUCATION,



MOUNOUNA FOUTSOU