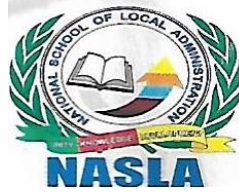


REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

ECOLE NATIONALE
D'ADMINISTRATION LOCALE
(NASLA-BUEA)



REPUBLIC OF CAMEROON
Peace – Work - Fatherland

NATIONAL SCHOOL OF LOCAL
ADMINISTRATION (NASLA-BUEA)

**TRAINING WORKSHOP ON COMMUNICATION
TECHNIQUES, RESPONSE AND CONTROL OF
ADMINISTRATIVE INSTRUMENTS OF RLAs
07-11 November 2022**

NASLA Campus

Presented by:

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Senior Civil Administrator, Outstanding class

QUESTIONNAIRE
Assessment of participants

I. KNOWLEDGE ASSESSMENT

Question 1: Answer true or false to each of the following statements:

- a) Communication is necessary within social groups (family, religious groups etc...)
- b) Communication can be observed among all animal species (fish banks, herds of elephants, swarm of bees etc...)
- c) As far as human beings are concerned, language has been used as a means for communication and writing followed suit since antiquity (Egyptians, Greeks, Romans, Hebrews, Chinese etc...)
- d) Nowadays, every sector has its own language (medical doctors, IT specialists, lawyers, nurses, etc.)
- e) The Administration also has its own language: administrative writing, which is its main basis.
- f) The basic requirements for good administrative writing are: the mastery of the writing language, grammar, spelling, vocabulary, general knowledge and compliance with administrative style.
- g) The spirit and normal values of the administrative editor are dignity, honesty, objectivity, politeness, courtesy etc...
- h) The communication tools used in the organization from top to bottom (descending) are the memo, the circular letter, the decision etc...
- i) Between departments (horizontal) letter of transmission, internal transmission sheet etc...
- j) From bottom to top (ascending)
Report, minutes, notes etc...
- k) Between the institution and the public
(Radio announcement, press conference, open house day, etc...)

Question 2:

What is a unilateral administrative instrument? Name and define the 3 main administrative instruments you know and specify the competent authorities who sign them.

Question 3:

The visas at the beginning of most of the instruments (Decree, Order, Decision etc...) refer to the legislative and regulatory texts that lay down the legal basis or foundations of the decision taken in a specific order. Is this order ascending or descending?

State the exact decreasing order of importance in a text containing the following visas:

Decisions, Decrees, Ordinances, Organic Laws, International Treaties, fundamental Laws, Ordinary Laws, Orders.

Question 4:

Define each of the major legislative instruments, statute and ordinance, and identify the key differences between the two standards.

Question 5:

Name two situations in which the President of the Republic can govern by Ordinance.

Question 6:

Summarise the structure of the following two legal standards:

- The decree and the Order.

Question 7:

Why is the decree considered as the governmental instrument in essence?

Question 8:

List at least three instances in which the mayor's administrative actions can be monitored, focusing on the audit bodies and the mechanisms by which these actions can be monitored.

Question 9:

What is the difference between the budget and the administrative account?

Question 10:

Name some cases of cancellation of administrative instruments.

II. CASE STUDY

CASE STUDY N°1

As soon as you are appointed Secretary General of an important town council, the Mayor entrusts you with the task of organizing the first Ordinary Town Council of the year during which the budget of the following year will be voted and the last administrative account approved.

TO DO: In the first section, recall the series of preparatory actions to hold a meeting, and in the second section, summarize them all in the case of preparation of a Town Council. In particular, the officials or persons to be informed, invited or convened and the documents to be drafted.

CASE STUDY N°2

Five (5) years later, the Mayor who campaigns for a second term asks you not only to prepare his campaign speech, but also to remind him of the conditions of a good speech, notably the attitude to have in front of the audience, the knowledge and the management of the audience's expectations.