



# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

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WINDHOEK - 23 July 1996

No.1362

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## Government Notice

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### OFFICE OF THE PRIME MINISTER

No. 194

1996

#### ADMINISTRATIVE DIRECTIVE: CERTAIN GUIDELINES FOR GOVERNMENT MINISTERS AND PUBLIC SERVANTS

The following Administrative Directive (No. 1 of 1996) was issued by the Right Honourable Prime Minister on 16 July 1996 to Government Ministers and Public Servants:

Republic of Namibia  
Office of the Prime Minister

## Administrative Directive No. 1/1996

16 July 1996

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### Need for Effective Communication

In 1993, a high level seminar for Permanent Secretaries was held at Gross Barmen. At this seminar, I had emphasized the need for effective inter and intra-office, ministry, agency communication. One of the objectives of the seminar was, in fact, "to enhance knowledge of the form, type and context of relations between and/or among the public service, the public and the political office bearers." The seminar participants were also advised to "implement proper administrative procedures and management systems in offices, ministries and agencies to facilitate the implementation of the decisions of the government."

Since then, significant improvement in communication has taken place. However, certain areas of communication still need to be improved as follows:

inter and intra-office, ministry, agency communication;

communication between the political office bearers and their accounting officers; and

communication between the management cadre and the rest of the staff members of the departments and directorates.

It is therefore advised that some areas of communication should be formalized as follows:

*Briefings of Ministers and Deputy Ministers:* Joint briefings should be held at regular intervals in order to enable the permanent secretary to provide advice on policy matters to the minister and deputy minister, and to deal with administrative exigencies as they arise. The time and frequency of such briefings should be determined as the situation allows. The structure should also allow informal and instant briefings whenever necessary.

*Management Committees:* Offices, ministries and agencies should endeavour to establish two management committees, one dealing with policy matters and the other with administrative matters. The management committee dealing with policy matters should be chaired by the political office bearer, and the other by the permanent secretary.

*Departmental and Directorate Meetings:* Each department and directorate should also establish formal mechanisms of holding regular departmental and directorate meetings to discuss work plans and programmes related to the relevant organisational units. Such meetings should be chaired by the head of each organisational unit. The permanent secretary should be provided with the minutes of such meetings.

*Introduction of a Roving File:* A system of a roving file should be introduced for information and/or action of the political office bearers.

All offices, ministries and agencies are requested to submit to the Secretary to the Cabinet, within one calendar month of the issuing of this Administrative Directive, a written submission clearly articulating the structures, systems and processes of communication.

In case any office, department or agency needs any specific help in the establishing or functioning of these structures, systems or processes, they should feel free to contact the Secretary to the Cabinet.