

Terms of reference for the meeting of experts responsible for producing the reports on youth employment in Africa

Abidjan, 31 March and 1 April 2014

Context

To prepare for the “Regional Event on Youth Employment in Africa”, which will take place on 21, 22 and 23 July 2014 in Abidjan, each of the 32 countries invited will have to produce a report with data on the labour market, information on the most important national youth training and employment schemes and analysis of the pre-requisites for their success.

In a letter to the ministers of the countries invited, Mr Moussa Dosso, the Côte d' Ivoire Minister of State and Minister of Employment, Social Affairs and Vocational Training, asked them to appoint an expert responsible for the production, during the first quarter of 2014, of “a detailed study on how their country invests in training, employment and job creation for young people.” The letter also informed them about the organisation of a meeting of the experts responsible for producing the reports, which will be organised in Abidjan on 31 March and 1 April 2014.

This document sets out the objectives and expected outcomes of this meeting of experts.

The main objectives of the meeting

The objectives of the meeting of experts are to:

- report on progress being made with the country reports and, if necessary, provide individual support for experts who have not completed their work;
- present the country reports in order to identify the key points raised and possibly those which should be developed and/or examined further;
- undertake an initial analysis of any strategic and operational points that the countries have in common in order to start identifying potential areas for the development of joint inter-country youth training and employment policies and practices;
- discuss with the experts about any thematic priorities arising from the country reports to make it possible to start identifying possible key conclusions for the future overall report and proposals for action to be submitted at the Ministerial Conference in July;

The meeting will be moderated so as to maximise the dialogue between experts and thereby strengthen the spirit of cohesion and cooperation among the ICQN/TVSD member countries.

The main target outcomes

By the end of the meeting, as much progress as possible should have been made with the reporting process, to prepare for the Ministerial Conference of July. The following outcomes must be achieved:

- a clear timetable for completion of all the country reports;
- an individual support plan for each expert who has not completed his or her work or who needs to make additions or improvements;
- a list of points which the country reports have in common and potential schemes/measures for joint inter-country action over the 2014-2017 period, both

regarding data research and the development of joint employment training and job creation measures;

- a consensus among the country experts on the thematic priorities to be identified and developed in the overall report;
- a consensus among the country experts on how to make the country reports available to everyone, as and when they are completed;
- a draft list of key points to be covered in the overall report, subject to consultation and agreement between the ADEA and Norrag experts;
- a draft list of key points for the agenda of the Ministerial Conference, subject to consultation and agreement between the MEMEASFP and ADEA.

If these results are achieved, it will then be possible to identify the steps to be taken after the experts' meeting, in particular regarding approval of the sequence of preparatory stages for the meeting of ministers.

The main stages of work after the experts' meeting

The experts' seminar is an essential step in the preparation of the Ministerial Conference of 21, 22 and 23 July. It will validate the production of the country reports, a key stage of the preparatory process. The reports will effectively provide the main quantitative and qualitative data used to prepare the papers for the ministers of the countries invited to the conference in July. The sequence of follow-up actions after the meeting of experts can be summarised as follows.

Action	Deadline	Person/organisation responsible
Completion of country reports	30 April	ADEA experts and NORRAG
Preparation of the document with the 2-page summaries of the country reports	15 May	MEMEASFP in cooperation with the ADEA Secretariat
Draft version of the overall report	30 May	R. Walther and Michel Carton in coordination with the other ADEA experts (Adubra, Afeti, Arnott)
Preparation of the definitive agenda for the Ministerial Conference Drafting and approval of the letter of invitation to ministers	6 June	ADEA/MEMEASFP/NORRAG
Approval of the overall report	6 June	MEMEASFP Minister / ADEA Executive Secretary
Sending of the invitations with the conference programme (French/English)	13 June	ADEA/MEMEASFP
Final deadline for conference registration for ministers and experts	4 July	ADEA/MEMEASFP
Sending of the document with country report summaries and the overall report (French/English)	11 July	ADEA/MEMEASFP

ADEA, the MEMEASFP and Norrag maintain regular contact during the various stages of the preparatory process. The other technical and financial partners will be kept informed of progress made following the meeting of experts (in the first half of April) and as and when countries confirmation their registration. They will of course receive all of the documents sent to the ministers of the countries invited.